



# CITY OF SAN BERNARDINO ANNUAL OPERATING BUDGET FISCAL YEAR 2019/20

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# FY 2019/20 ADOPTED BUDGET



MAYOR &  
CITY COUNCIL

MAYOR  
JOHN VALDIVIA



WARD 1  
COUNCIL MEMBER  
THEODORE SANCHEZ



WARD 2  
COUNCIL MEMBER  
SANDRA IBARRA



WARD 3  
COUNCIL  
MEMBER JUAN  
FIGUEROA



WARD 4  
COUNCIL MEMBER  
FRED SHORETT



WARD 5  
COUNCIL MEMBER  
HENRY NICKEL



WARD 6  
COUNCIL MEMBER  
BESSINE L. RICHARD



WARD 7  
COUNCIL MEMBER  
JAMES L. MULVIHILL



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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.





# COMMUNITY PROFILE

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## INTRODUCTION

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

## HISTORY

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

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

In 1848, California joined the United States. By this time, many rancheros, discouraged by Indian raids and horse and cattle stealing, left the area. The Lugo brothers eventually sold San Bernardino Rancho to a party of 500 Mormon settlers in 1852 that built a stockade around the ranch and named it "Fort San Bernardino." The community thrived and was officially incorporated as a City in 1854 with a population of 1,200. At that time, San Bernardino was strictly a temperance town, with no drinking or gambling allowed.

As the last years of the 19th century waned, the giant railway companies eventually found their way to San Bernardino, changing it from a sleepy town into an enterprising city. Santa

Fe, Union Pacific and Southern Pacific all made San Bernardino the hub of their Southern California operations. When the Santa Fe Railway established a transcontinental link in



# COMMUNITY PROFILE

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1886, the already prosperous valley exploded. Even more settlers flocked from the East and population figures doubled between 1900 and 1910.

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



San Bernardino City Opera House 1882



Downtown San Bernardino 1927

## QUALITY OF LIFE

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

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





# COMMUNITY PROFILE

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

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

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

## Location/Transport

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

For more than 100 years, the City of San Bernardino has been a major transportation link between the east and west coasts. With rail, freeway, two nearby International Airports and the Port of Los Angeles within an hour's drive, San Bernardino is the link to national markets, Mexico, and the Pacific Rim. In 2015,



a new Transit Center opened further connecting the City to more than ten cities in a two county area and provides access to transcontinental bus connections.



# COMMUNITY PROFILE

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

## Employment<sup>1</sup>

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

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

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

## Schools

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



# COMMUNITY PROFILE

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



San Bernardino Valley College

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



California State University San Bernardino

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

New to the City is the multi-faceted 150,000 square foot Loma Linda University Health – San Bernardino complex. The campus is home to San Manuel Gateway College, a multi-specialty medical clinic operated by Social Action Community Health System (SACHS) and a vegetarian restaurant



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





# COMMUNITY PROFILE

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designed to showcase the longevity-enhancing benefits of a plant-based diet. The facility also features a downtown pharmacy. As a first of its kind, San Manuel Gateway College will integrate training programs in health careers with clinical experience, allowing students to benefit from hands-on training and mentoring by Loma Linda University Health faculty and students.

## Recreation, Sports & Culture

San Bernardino has a wide variety of recreational and entertainment attractions. From playing golf at one of San Bernardino's three public and private golf courses, to a 30 to 45 minute drive to mountains, skiing, deserts, beaches, resorts, and world-class cultural and sporting events, a variety of activities for all ages is available to residents and visitors. San Bernardino is home to the Inland Empire 66ers, a Class A-Advanced Minor League affiliate of the Los Angeles Angels of Anaheim competing in the California League. The Inland Empire 66ers, named after historic Route 66, play at the multi-use San Manuel Stadium which regularly seats 5,000 people and can be expanded to seat 10,000.



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

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





# COMMUNITY PROFILE

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

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



Today, the Orchestra, one of the oldest and most prestigious in the region, consistently reaches unmatched standards of musical performance under the dynamic leadership of Music Director and Conductor Frank Fetta.

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



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



# COMMUNITY PROFILE

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## **CITY GOVERNMENT**

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

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

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



# City of San Bernardino

Office of the City Manager | Teri Ledoux, Acting City Manager

May 21, 2019

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

This transmittal letter accompanies the Fiscal Year (FY) 2019-20 Proposed Budget document for your review and consideration. The Proposed Budget document provides two important benchmarks to assist you in prioritizing the City's responsibilities and goals. First, the document presents to you the cost of providing services and programs to the community. Second, the document provides you with estimated funding resources available, taking into account the current economic outlook, legal restrictions, and availability of state and federal funding sources. This budget continues to focus a vast majority of the City's limited general fund resources on public safety. The *Budget Overview* following this transmittal letter is a critical document to understanding the detailed information regarding the City's revenues, expenditures and reserves.

## General Fund

The FY 2019-20 Proposed Budget presented to you today is generally a "status quo" budget meaning no additional services or programs. As presented, the General Fund budget reflects a structural operating deficit of just under \$11.2 million. Total General Fund revenues, estimated at \$127.4 million, are flat compared to the current year's estimate with growth of less than .5% (\$398,200 increase). Expenditures however, are estimated at \$138.6 million, which is an increase of just under 10%, or \$12.4 million. The estimated beginning General Fund balance (not including non-spendable assets) is conservatively estimated at \$25 million - down \$13.9 million from an almost \$39 million fund balance at June 30, 2018.

Although a number of cost saving measures in the bankruptcy-related Plan of Adjustment have been implemented (including outsourcing legal services, outsourcing/franchising refuse services, and annexing into the Fire County District for fire protection services), the City continues to weather a difficult budget situation where increasing costs and demands for basic levels of services continue to outpace revenue growth. As a result, the City has faced yearly rounds of staffing reductions, employee concessions, and program reductions/eliminations. More recently, during the preparation of the current year's budget, FY 2018/19, twenty-five (25) positions were deleted to close a budget gap of over \$5 million.

While the bankruptcy allowed the City to restructure and/or eliminate approximately \$76 million in long-term obligations, it did not resolve the City's structural annual operating deficit. Both the 20-year projection included with the City's Plan of Adjustment, and the most recent 10-year projection presented to the Mayor and Council in November of 2018 illustrated increasing deficits over time, even with suggested cost saving measures fully implemented. The accelerated rate of deficit growth has increased due to a number of factors (the *Budget Overview* following this transmittal goes into detail regarding each of these items):

- In attempting to address serious issues with employee attraction and retention (especially within the Police Department), and after years of employee concessions or no increases, the City implemented a number of salary and benefit increases.
- Increases to CalPERS unfunded liability costs, and normal costs, while factored into the Plan of Adjustment projection, have increased at a faster pace due to changes in CalPERS discount rate assumptions.
- Revenue from Utility User's Tax has not experienced the growth factored into the projections.
- Due to restrictions related to Proposition 218 (law governing costs paid by utility ratepayers), reimbursement from the Water Department to the City for costs incurred has been severely reduced.
- Public Works costs previously funded with Gas Tax monies have been shifted to the General Fund as the Gas Tax fund balance has been steadily depleted by expenditures related to severely needed street improvements.

Framing the projected FY 2019-20 deficit in the context of a projected reduction in General Fund reserves of approximately \$13.9 million in the current year, it is recommended that the deficit be addressed with across-the-board expenditure reductions. The City continues to explore revenue enhancement opportunities including: a fee study to be completed in the summer of 2019, possible revenue ballot measures for November of 2020, and cannabis revenue. These are longer range strategies and will not immediately address the City's financial challenges in the upcoming fiscal year.

The staff report for the upcoming Council-Mayor Budget Workshop on May 29, 2019 will include a package of deficit reduction strategies prepared by City Departments which will also be discussed in greater detail during the upcoming budget presentations to the Mayor and Council. Departments were requested to develop expenditure reductions in the range of 7% to 8%. The City Manager's Office and the Public Works Department were able to identify 12% and 9% respectively in expenditure reductions.

#### Other Funds

Other funds include Capital Improvement Program (CIP) funds and Internal Service Funds. The Public Works Department is working closely with the Finance Department to develop the Proposed Five-Year CIP which will be presented to the Mayor and Council at the June 3<sup>rd</sup> Budget Workshop. Once the CIP is approved, it will be incorporated into the final adopted budget.

Overall, Internal Service Funds (Worker's Compensation, Liability, Information Technology, and Fleet Services) are balanced from a cash perspective, but as was explained during the Finance Director's presentation of the *FY 2017/18 Annual Financial Report and Audit* on May 15<sup>th</sup>, 2019 internal service funds should operate in a manner that covers long-term liabilities and replacement costs of major equipment. Unfortunately, the City has not had the resources to accomplish this but continues to explore ways to incrementally remedy this.

#### Conclusion

While the City Council has made extremely difficult policy decisions to emerge successfully from



bankruptcy, it is faced once again with having to deal with a structural deficit situation. Although we cannot minimize the financial challenges still to come, there are positive indicators to highlight:


- The median home price in San Bernardino, while not at the 2006 peak level of \$310,000, has steadily increased from a 2009 low of \$85,000 to \$267,000 as of January 2019.
- Unemployment is down to 5.2 % as of 2018, and while this lags with State and County rates, it is a vast improvement over the 2012 rate of 14.3%.
- Although the dissolution of RDA removed the most powerful economic development tool available to the City, developers continue to express interest in the City of San Bernardino and building permit revenue has steadily increased.
- The City recently was awarded a \$10 million federal grant from the Highway Safety Improvement Program (HSIP) for advanced dilemma zone detection and citywide signal hardware for forty-nine (49) intersections.

During the month of June during our budget workshops staff will present strategies for eliminating the projected deficit of \$11.2 million. While it is not realistic to think these reductions will not impact service levels, staff has identified reductions to minimize the impacts to the extent possible. We will also continue to work on long range revenue enhancement strategies and service delivery efficiencies.

One final note regarding Animal Control Services: it was assumed in the Proposed Budget document that Animal Shelter and Field Services would be provided by Riverside County, per the Mayor and Council's decision on March 20, 2019. However, today, May 21, 2019, the County of Riverside declined to approve a contract with the City for Animal Control Services. This occurred after the printing of the Proposed Budget; accordingly this will be reflected in the final budget document.

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

Respectfully submitted,

Sincerely,  
  
Teri Ledoux  
Acting City Manager  
City of San Bernardino

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# Overview of FY 2019/2020 Operating Budget

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This Overview Section of the FY 2019/2020 Operating Budget contains the following:

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

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

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## Guide to Budget Document

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

The Budget Document is comprised of the following main sections:

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

# Overview of FY 2019/2020 Operating Budget

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

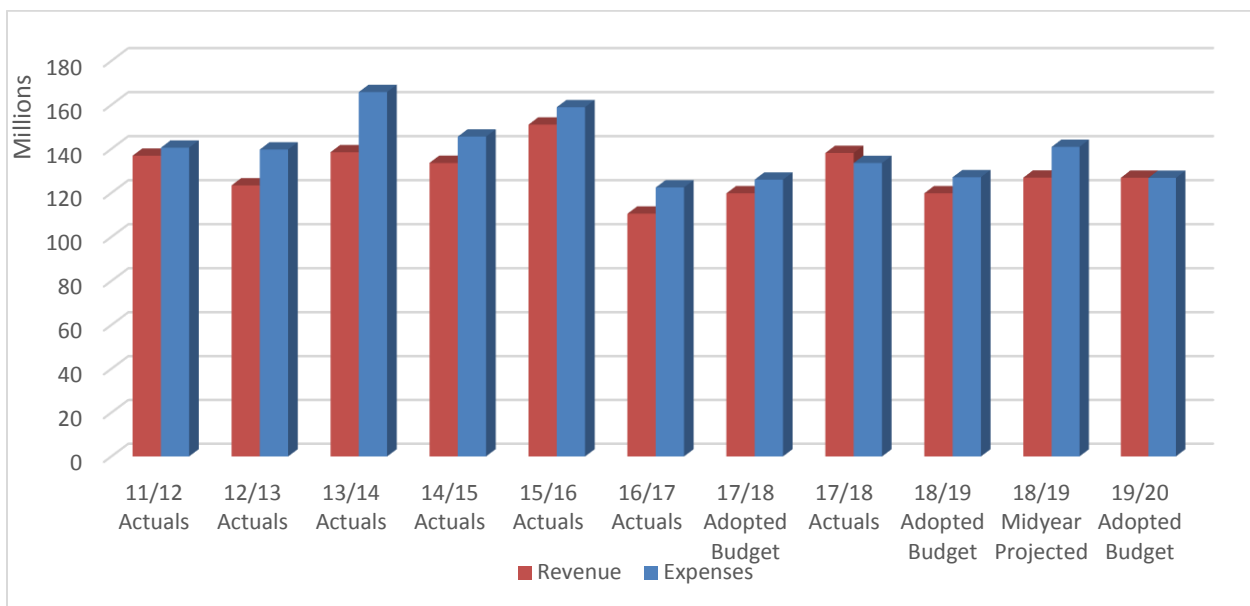
The budget is again organized by department rather than framing the document by “fund type” so that various areas of responsibilities for each department, regardless of funding source, are housed under one section. The table of contents provides you with page numbers to locate each specific department.

# Overview of FY 2019/2020 Operating Budget

## General Fund

The FY 2019-20 General Fund Budget is a “status quo” budget, meaning no additional services or programs. As proposed, the General Fund budget reflected a structural operating deficit of \$11.2 million. Total General Fund revenues, estimated at \$126.8 million, are flat compared to FY 2018/19 with a slight decrease of less than 1% (\$107,500).. Expenditures however, without increasing services or expanding programs, were estimated at \$138.6 million, which is an increase of just under 10%, or \$12.4 million. In order to remedy this deficit position, the Mayor and City Council approved certain reduction strategies in order to balance the FY 2019/20 Operating Budget.

The projected beginning Fund balance for the General Fund is \$25 million - down \$13.9 million from an almost \$39 million at June 30, 2018.



### History & Background

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

While the successful emergence from bankruptcy allowed the City to restructure and/or eliminate approximately \$76 million in long-term obligations, it did not resolve the City’s structural annual operating deficit. Both the 20-year projection included with the City’s Plan of Adjustment, and the most recent 10-year projection presented to the Mayor and Council in November of 2018 illustrated increasing deficits over time, even with suggested

# Overview of FY 2019/2020 Operating Budget

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cost saving measures fully implemented. The accelerated rate of deficit growth has increased due to a number of factors:

- In attempting to address serious issues with employee attraction and retention (especially within the Police Department), and after years of employee concessions or no increases, the City implemented a number of salary and benefit increases. FY 2019/20 is the third year of both police and non-safety groups MOUs. For police, 3.5% salary increases were implemented for each of the three years of the MOU's term and 2% for non-safety. For FY 2019/20 this cost is approximately \$ 1,075,500 for police and \$485,500 for non safety.
- Increases to CalPERS unfunded liability costs, and normal costs, while factored into the Plan of Adjustment projection, have increased at a faster pace primarily due to changes in CalPERS discount rate assumptions. The discount rate is also known as the assumed rate of return because it's what CalPERS expects its investments to earn during the fiscal year. Calculating the value of the liability using a lower discount rate corresponds to a larger amount of funding that must be set aside today.

In 2012, the discount rate (or expected rate of return on investments) was 7.75%, so the City's payments to CalPERS were lower. When CalPERS investment earnings fell below this 7.75% rate, unfunded liabilities suddenly and drastically increased. To prevent this from happening in the future, CalPERS has incrementally lowered the discount rate to 7%. So this means that the City has to make larger unfunded liability payments since CalPERS has lowered the amount it expects to receive on gains in investments. For FY 2019/20, total CalPERS payments for both regular and unfunded liability payments are expected to increase by \$4,164,200 to a total of \$31,915,200

- Revenue from Utility User's Tax (UUT) has not experienced the growth factored into the FY 2018/19 budget and projections for FY 2019/20 have been lowered by approximately \$1.5 million.
- Due to restrictions related to Proposition 218 (law governing costs paid by utility ratepayers), reimbursement from the Water Department to the City for costs incurred has been severely reduced by \$2 million.
- Public Works costs previously funded with Gas Tax monies have been shifted to the General Fund as the Gas Tax fund balance has been steadily depleted by expenditures related to severely needed street improvements. Approximately \$850,000 of expenditures previously budgeted in Gas Tax were shifted to the General Fund.



# Overview of FY 2019/2020 Operating Budget

## The Economy:

Although the City has experienced some positive changes with regard to the local economy, recovery has been slow. The median sales price of a home, currently at \$267,000 has still not returned to peak levels of 2006 (\$315,000). The County average for median home prices is currently \$310,000.

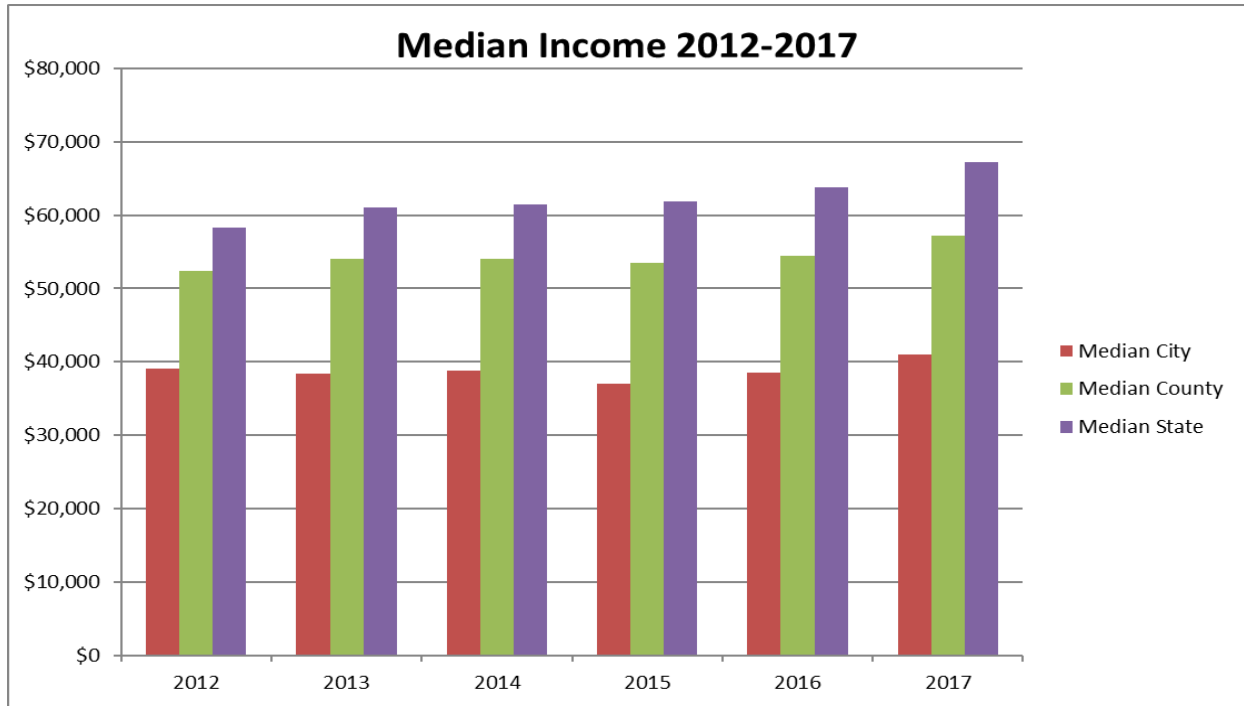
**SALES VALUE HISTORY  
THE CITY OF SAN BERNARDINO  
Single Family Residential Full Value Sales (01/01/2004 - 01/31/2019)**



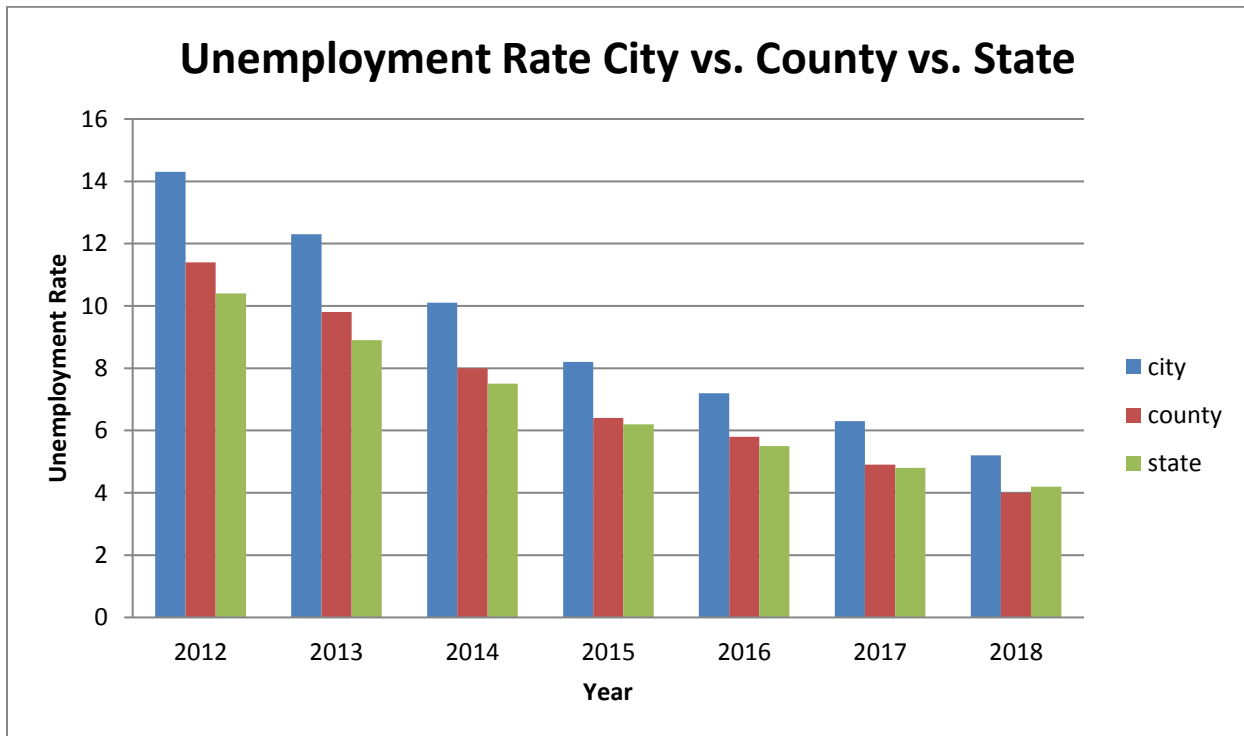
On a positive note, sales tax (discussed more extensively in the revenue section below) has recovered to pre-recession peak levels of \$36.6 million.

# Overview of FY 2019/2020 Operating Budget

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



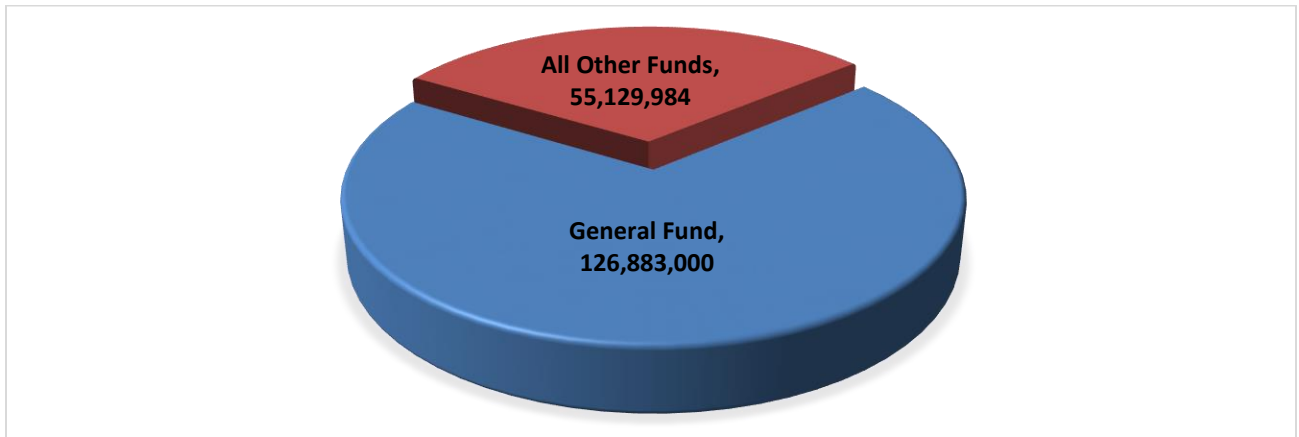
Additionally, the unemployment rate has greatly improved from 14.3% in 2012 to 5.2 % in 2018:



# Overview of FY 2019/2020 Operating Budget

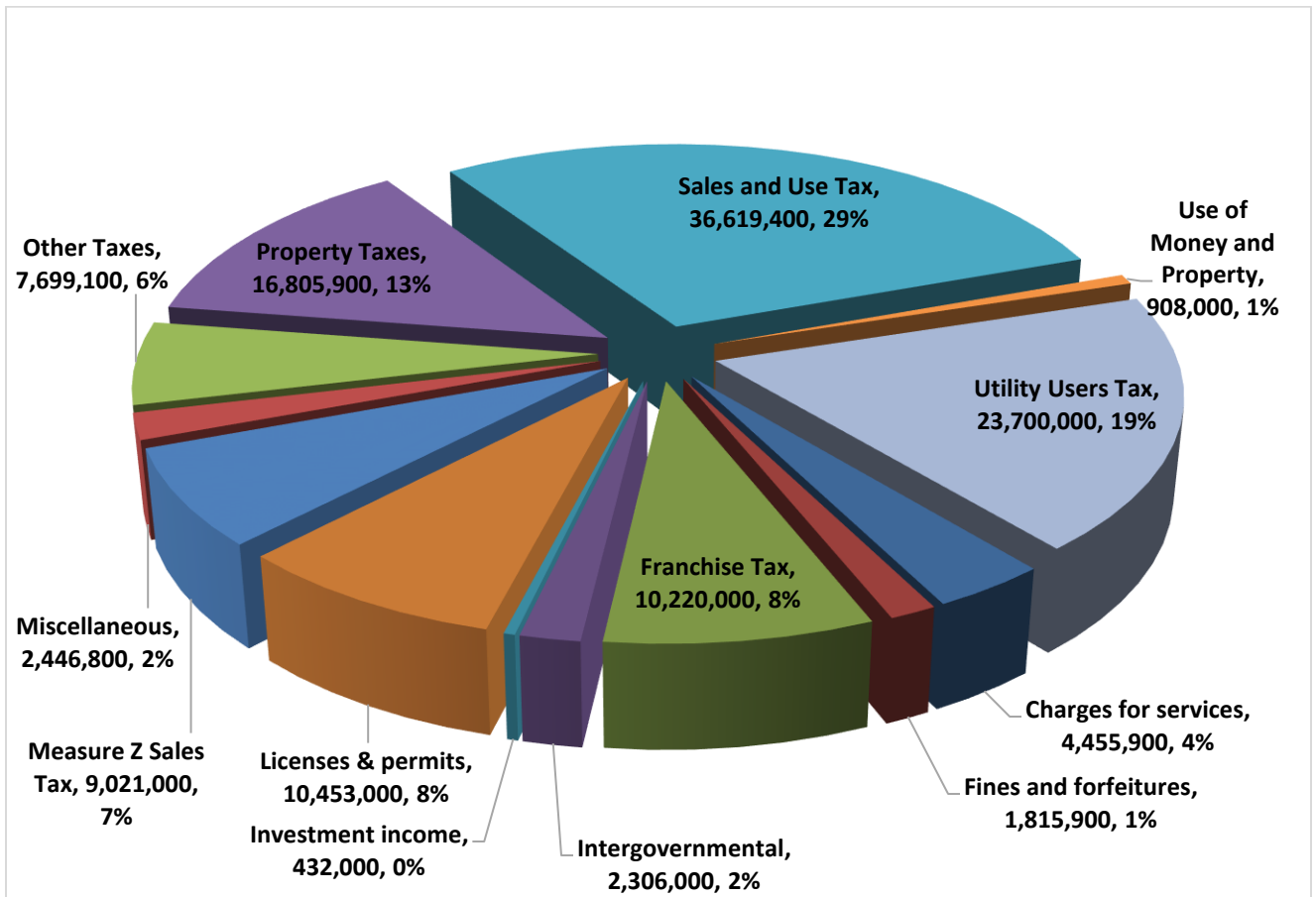
## General Fund Revenues

*General Fund Estimated Revenues compared to Other Funds Estimated Revenues:*



Total General Fund revenues, estimated at \$126.9 million, are flat compared to the current year's estimate with a slight decrease of less than 1% (\$107,500).

*General Fund Estimated Revenues by Category (\$126,883,000):*

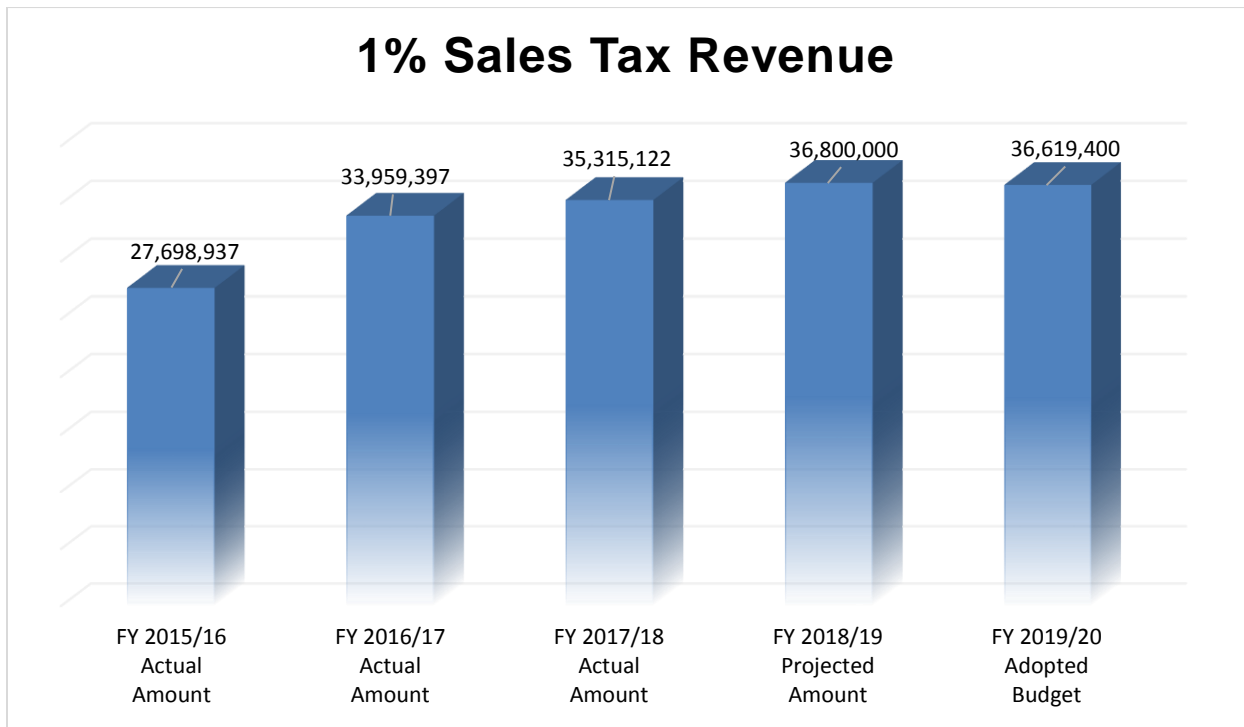


# Overview of FY 2019/2020 Operating Budget

## Sales and Use Tax

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

The City of San Bernardino's 1% share of the basic sales tax is projected to be \$36,619,400 for fiscal year 2019/20, which is a decline of approximately a half of percent (-.5%). In FY 2017/18 the CDTFA implemented new software which delayed payments to the City in FY 2017/18 and caused catch up payments to occur in FY 2018/19, artificially increasing the amount attributed to FY 2018/19. If this had not occurred, projected sales tax for FY 2019/20 compared to FY 2018/19 would have shown an increase of approximately 4% to 5%.

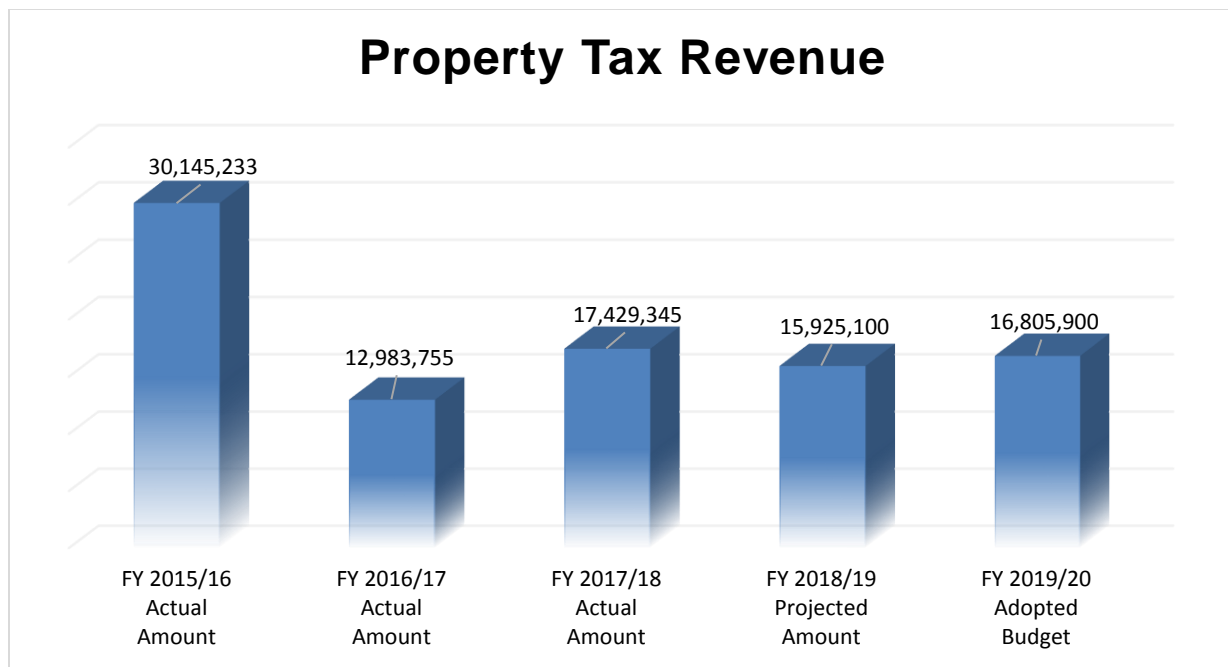


# Overview of FY 2019/2020 Operating Budget

## Property Tax

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

Subsequent to the City's decision to annex its Fire Protection Service to the County Fire Protection District, the City agreed to transfer all of the ad valorem-related property tax revenue and 35% of the VLF In-Lieu property tax revenue. That formula is subject to renegotiation at certain intervals based on various fiscal results that occur in the future that either improve or detract from the net financial position of either the City or County. In FY 2017/18 the City successful reduced the share of VLF to the County from 35% to 26.5%. Based on projected increases in assessed valuations, estimated VLF revenue for FY 2019/20 is \$16,805,900, which is about a 6% increase (\$880,000) over the FY 2018/19 adopted budget estimate.

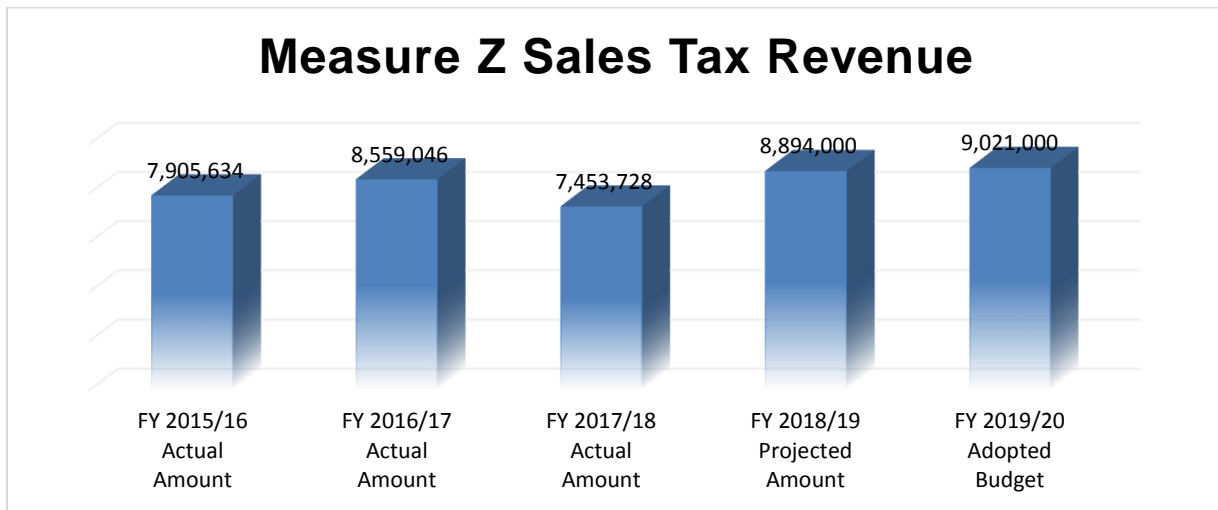




# Overview of FY 2019/2020 Operating Budget

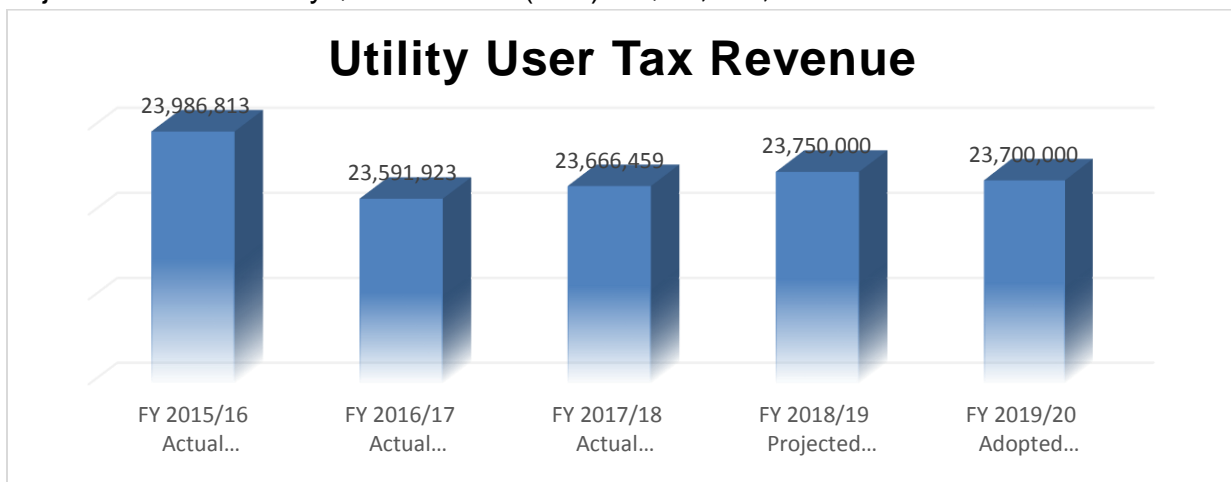
## Measure Z (District Tax)

7% of General Fund revenue is from the Measure Z district tax. District taxes are an additional voter-approved transactions tax imposed on goods or services at the location where they are delivered. This tax has to be approved by voters and is added to statewide base tax rate. Measure Z, establishing an additional 0.25% tax on transactions originating in San Bernardino was approved by the voters in 2006 and became effective in April of 2007. Measure Z will sunset in March of 2022 if voters do not vote to continue it. Measure Z revenue for fiscal year 2019/20 is projected to increase by approximately 1.4% (\$127,000) from FY 2018/19 estimates to \$9,021,000.



## Utility User Taxes

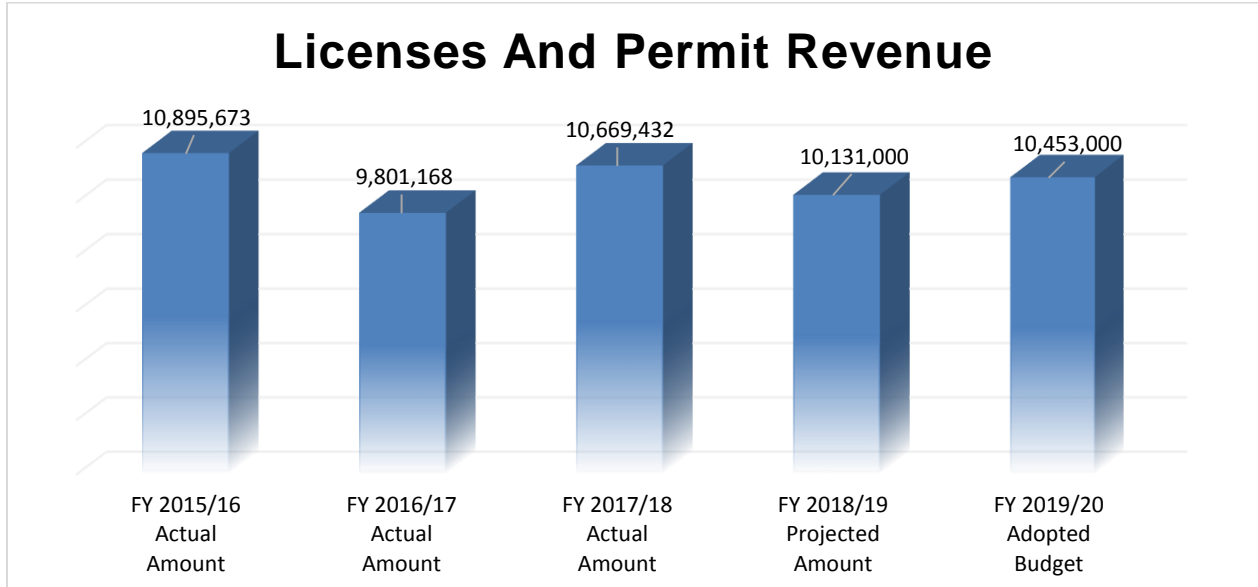
The Utility Users Tax is also a major revenue source for the City of San Bernardino, comprising 19% of General Fund revenue. It is imposed on users of utilities within the city, such as cable, gas, electric and both land line and cell phones at a rate of 7.75%. Estimates in the FY 2018/19 Adopted Budget were overly optimistic and have been adjusted downward by \$1.55 million (-6%) to \$23,700,000.



# Overview of FY 2019/2020 Operating Budget

## Licenses & Permits

The City also generates significant revenues from issuing licenses and permits. The City issues permits for activities that include building permits, fire code permits and plan checks. The city also generates significant revenue from issuing Business Registrations. The revenue for Licenses and Permits for FY 2019/20 is projected to be \$10,453,000, which is an approximate 3% increase (\$322,000) over the current year's estimate. Of that amount, \$8.2 million is attributed to Business Registration revenue.



## Franchise Fees

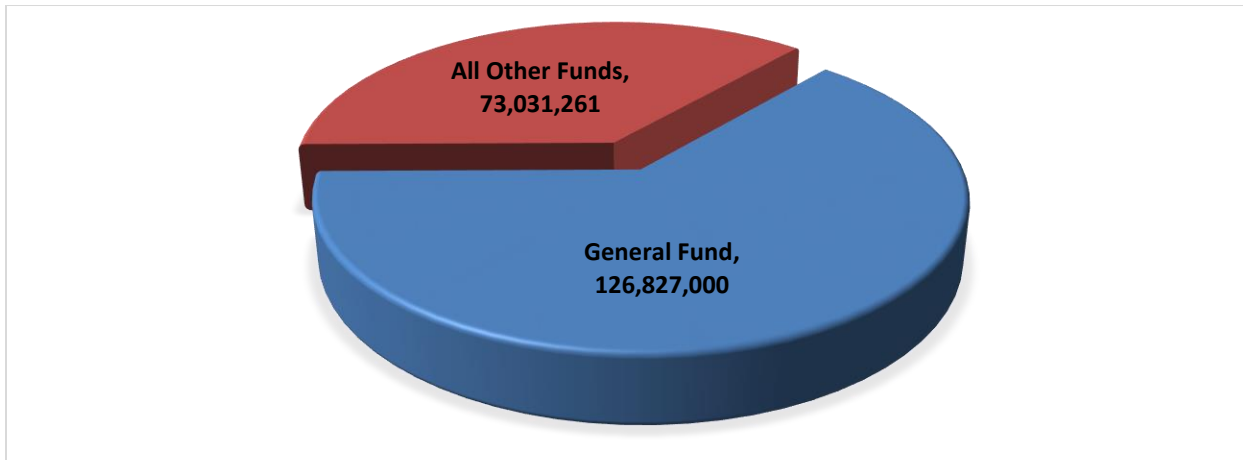
Overall, franchise fees are projecting an increase of 2.4% (\$239,300) to \$10.2 million. This is primarily attributable to growth related to Burrtec franchise fees.

## Water Fund Contribution

The City recently completed a joint- study with the Water Department related to costs that can be reimbursed to the City from the Water Department based on impacts to City streets and right-of-ways as a result of Water and Sewer operations. A Master Services Agreement between the City and the Water department will be coming to the Mayor and Council for approval next month. Proposition 218, approved by California voters in 2006, amended the State Constitution to establish the process by which public agencies can raise taxes or service fees. Based on the legalities of Proposition 218, the contribution from the Water Fund to the City must be developed with a defensible methodology and, based on legal interpretation, cannot include reimbursement for public safety costs. Accordingly, based on the study, the FY 2019/20 revenue estimate is \$2.1 million, which is almost a 50% decrease (\$2.02 million) over the estimate included in the FY 2018/19 Adopted Budget.

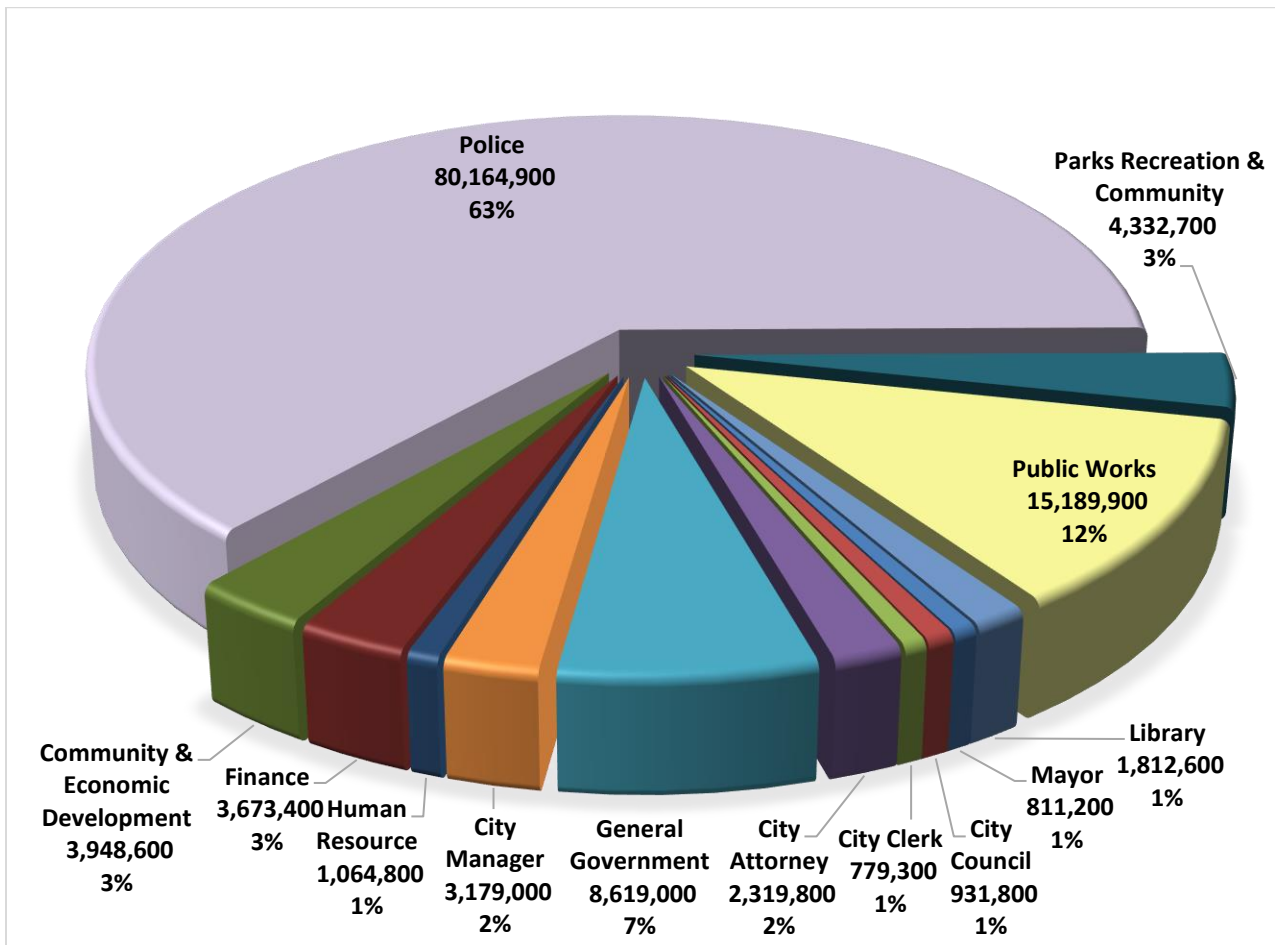
# Overview of FY 2019/2020 Operating Budget

## General Fund Expenditures



General Fund expenditures are estimated at \$126.8 million, which is an increase of just over 0.5%, or \$635,000. The FY 2019-20 General Fund Budget does not include any additional services or programs.

General Fund Proposed Expenditures: \$126,827,000:



# Overview of FY 2019/2020 Operating Budget

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Key factors driving General Fund Expenditures upward include:

- Increased CalPERS unfunded liability payment costs (discussed in the first part of this overview). For FY 2019/20, the CalPERS payment the City's unfunded liability increased by \$3,745,000 to \$23,750,400.
- Increased salary and benefit costs related to approved MOUs (and discussed in detail earlier in this overview). Salary and benefits increased by a total of \$2.9 million.
- Increased debt service payments of \$688,300. The restructured Pension Obligation Bond debt schedule periodically steps up the required annual payments. The total annual Debt Service payments are \$4,168,300 and are detailed under the debt service tab. Of this total, \$1,337,500 are related to POB.
- The "budgeted expenditure savings" credit of \$3.7 million was reduced by \$1.77 million to \$1.9 million. Recognizing that the City deleted approximately 25 vacant positions in the current fiscal year, and anticipates further reductions, it was not feasible to rely on such large anticipated savings.
- \$1.5 million related to expected bankruptcy related costs have been included in the Proposed Budget. Of this amount, \$720,000 is related to legal costs.
- Increased salary and benefit costs, as well as increased premiums for workers compensation and liability insurance drove up internal service charges by approximately \$1.4 million.
- Expected charges to by Public Works staff to other funds has been reduced by \$658,900 to \$541,000. Based on prior year trends, and the fact that less CIP related work is anticipated to be performed in the upcoming year, this number was not realistic and required adjustment.

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## Department Changes

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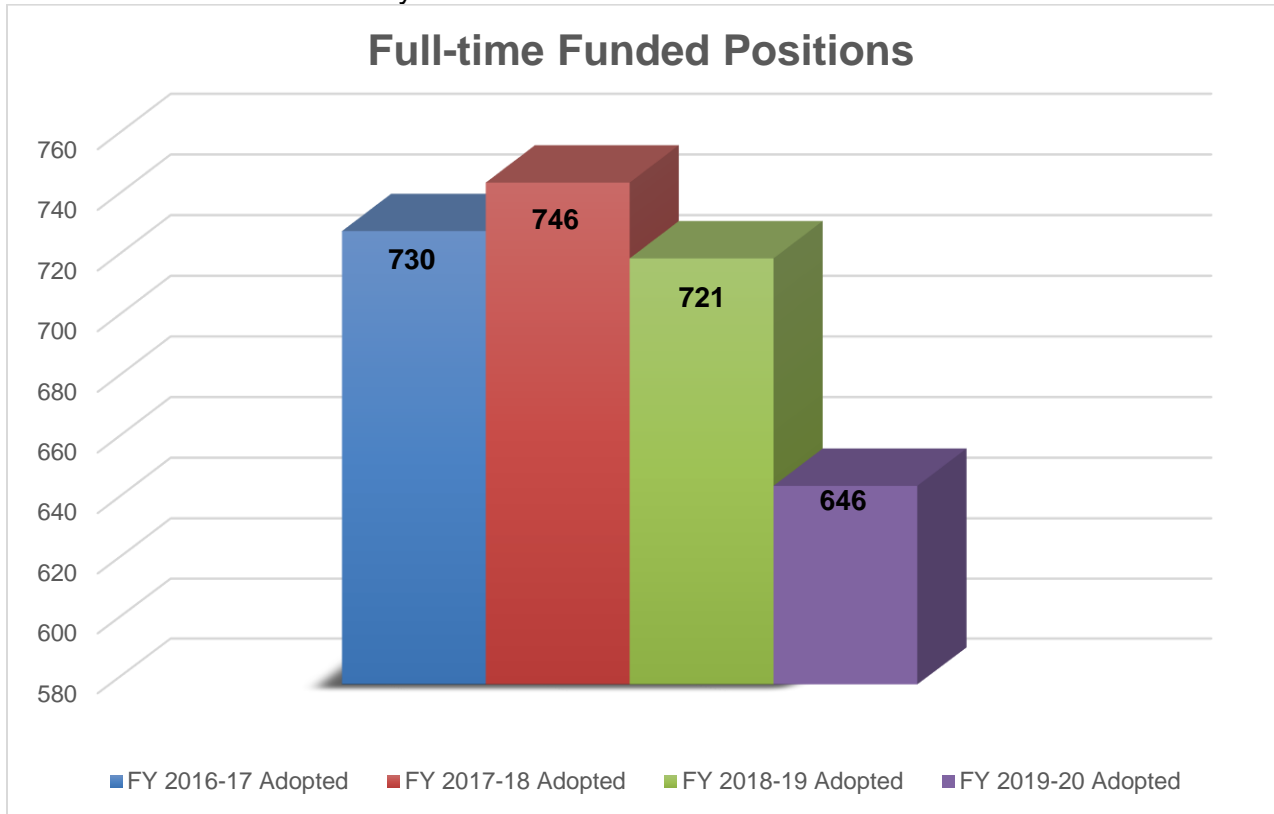
The City took this opportunity to realign some departments during the course of the current fiscal year. Some of the notable changes are listed below:

- Community Development and Economic & Housing Development combined to form Community & Economic Development (CED).
- Police
  - The Police Department established a five-district policing strategy.
  - Animal Control Services have been contracted out and budgeted in the Police Department's General Fund Budget.
- Public Works
  - The Parks and Aquatics Maintenance functions were transferred to Public Works from the Parks, Recreation, and Community Services Department.
  - The Stormwater functions were transferred to Public Works from Community Development.

# Overview of FY 2019/2020 Operating Budget

## Staffing Changes

For fiscal year 2019/20, the number of full time funded positions is 646 which is a decrease from 721 in fiscal year 2018/19.



### City Attorney's Office

- 11.00 Full-time employees were deleted.
- The City Attorney's term ends in March 2020, therefore only 0.75 FTE was budgeted.

### City Clerk's Office

- 1.00 Senior Customer Service Representative was eliminated.

### City Council

- 1.00 Administrative Assistant to the City Council, was transferred to the Mayor's Office.
- 1.00 Executive Staff Assistant to the City Council was eliminated.

### City Manager's Office

- 1.00 Community Engagement Specialist transferred from Police

### Community & Economic Development

- Transferred 2.00 Full-time Stormwater employees.



# Overview of FY 2019/2020 Operating Budget

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- With the combination of Community Development and Economic & Housing Development, both director positions were deleted and one Director of Community & Economic Development position was established.
- 1.00 Chief Building Official/Building & Safety Division Manager was eliminated.
- 1.00 Senior Planner was eliminated.

## **Finance**

- 1.00 Accounting Assistant position was reclassified to an Assistant Buyer
- 1.00 Payroll Manager Position was reclassified to a Payroll Supervisor.
- 1.00 Principal Accountant position was reclassified to an Accounting Division Manager.
- 1.00 Accounting Assistant position was eliminated
- 1.00 Procurement/Contract Support Services Division Manager was eliminated.

## **Information Technology**

- 1.00 GIS Administrator position was eliminated.

## **Mayor's Office**

- 1.00 Full-time Senior Customer Service Representative transferred from the City Clerk's Office
- 1.00 Assistant to the Mayor III position was reclassified to an Executive Assistant to the Mayor.

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

- 1.00 Deputy Director position was reclassified to be 2.00 positions:
  - 1.00 Recreation Program Manager, and
  - 1.00 Community Recreation Program Coordinator
- The Parks and Aquatics Maintenance employees were transferred to Public Works (10 FTE)

## **Police Department**

- Addition of 6.00 Police Officers with the contracts between the City and San Manuel and Dignity Health.
- Addition of 2.00 Community Service Officers with the contract between the City and San Manuel.
- Reclassification of 7.00 Police Officer Positions to 5.00 Sergeants and 2.00 Lieutenants.
- Reclassification of 1.00 Administrative Services Supervisor to 1.00 Departmental Accounting Technician.
- 1.00 Community Engagement Specialist transferred to the City Manager's Office.
- 1.00 Crime Analyst was added.
- Elimination of:
  - 2.00 Community Engagement Specialist
  - 9.00 Community Policing Specialist
  - 6.00 Community Service Officer I

# Overview of FY 2019/2020 Operating Budget

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- 2.00 Community Service Officer II
- 1.00 Crime Analyst Support Assistant
- 3.00 Criminal Investigations Officer
- 1.00 Customer Service Representative
- 1.00 Departmental Accounting Technician
- 1.00 Emergency Operations Manager
- 1.00 Forensic Specialist I
- 1.00 Forensic Specialist II
- 1.00 Parking Enforcement Officer
- 7.00 Police Dispatcher I
- 10.00 Police Officer
- 1.00 Police Evidence Technician
- 4.00 Police Records Technician
- 4.00 Records Transcription
- 1.00 Sergeant
- 1.00 IT Analyst II

## **Public Works**

- The Parks and Aquatics Maintenance employees were transferred from Parks (10.00 FTE)
- The Stormwater employees were transferred from Community Development (2.00 FTE)
- Addition of 1.00 Environmental Project Inspector I.
- Elimination of:
  - 1.00 Executive Assistant to the Director
  - 1.00 Engineering Associate
  - 1.00 Office Assistant
  - 1.00 Hazmat Technician
  - 2.00 Heavy Equipment Operator
  - 1.00 Lead Maintenance Worker
  - 1.00 Landscape Inspector I

# Overview of FY 2019/2020 Operating Budget

## General Fund Reserves

In FY 2018/19 General Fund reserves are projected to be depleted by approximately \$13.9 million. For FY 19/20, as adopted, the General Fund is balanced with a modest surplus of \$56,000 putting the total Combined Reserves at \$25,895,800. This satisfies the Emergency Reserve policy but places the City almost \$6 million short of the Economic Contingency Reserve.

	FY 2018/19 Adopted Budget	Updated FY 2018/19 Projection	FY 2019/20 Adopted Projection		
<b>Analysis of Reserve Policy Targets</b>					
Estimated Revenues:	126,990,500	126,968,000	126,883,000		
Estimated Expenditures:	(126,191,900)	(140,922,500)	(126,827,000)		
<b>Operating Surplus/(Deficit):</b>	<b>798,600</b>	<b>(13,954,500)</b>	<b>56,000</b>		
<b>Beginning Fund Balance July 1:</b>					
Operating Surplus/(Deficit)	798,600	(13,954,500)	56,000		
<b>Projected Ending Fund Balance June 30:</b>	<b>39,794,300</b>	<b>25,839,800</b>	<b>25,895,800</b>		
	FY 2018/19 Adopted Budget	Updated FY 2018/19 Projection	FY 2019/20 Adopted Projection	FY 2019/20 Reserve Target	Variance from Target Over/(Under)
<b>Reserves by Category:</b>					
<b>Operating Reserve:</b>					
Emergency Reserve - 15% of adopted budget	\$ 18,900,000	\$ 18,900,000	\$ 19,024,050	\$ 19,024,050	\$ -
Economic Contingency Reserve -10% of adopted budget	12,600,000	6,439,800	6,871,750	\$ 12,682,700	\$ (5,810,950)
<b>Special Reserves:</b>					
Risk Management Reserve	1,983,200	-			
Reserve for Continuing Appropriations/Carryovers	1,512,500	-			
City Facilities/CIP Reserve	4,000,000	500,000			
<b>Unassigned</b>	<b>798,600</b>	<b>-</b>	<b>-</b>		
<b>Combined Reserves:</b>	<b>\$ 39,794,300</b>	<b>\$ 25,839,800</b>	<b>\$ 25,895,800</b>		

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

# Overview of FY 2019/2020 Operating Budget

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## Other Funds

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Other funds include Capital Improvement Program (CIP) funds and Internal Service Funds. The Public Works Department worked closely with the Finance Department to develop the Five-Year CIP which was presented to the Mayor and Council at the June 3<sup>rd</sup> Budget Workshop. The CIP was adopted on June 19, 2019 along with the Operating Budget and a summary of the CIP is included in this document.

Overall, Internal Service Funds (Worker's Compensation, Liability, Information Technology, and Fleet Services) are balanced from a cash perspective, but as was explained during the Finance Director's presentation of the *FY 2017/18 Annual Financial Report and Audit* on May 15<sup>th</sup>, 2019 internal service funds should operate in a manner that covers long-term liabilities and replacement costs of major equipment. Unfortunately, the City has not had the resources to accomplish this but continues to explore ways to incrementally remedy this.

## Budget Calendar

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### City of San Bernardino FY 2019/20 Budget Schedule

Action/Event	Date
Departmental Budget Kickoff Meetings	January 7-10, 2019
*Deliverables Due	February 8, 2019
City Council Meeting: Midyear Update	March 6, 2019
Finance Review of Budget Submittals	February 11, 2019 – March 7, 2019
Finance/Department Meetings	March 11-22, 2019
City Manager Review Meetings	April 1-12, 2019
City Council Meeting: Budget Workshop	May 29, 2019
City Council Meeting: Budget Presentation - CIP	June 3, 2019
City Council Meeting: Public Hearing	June 19, 2019
City Council Meeting: Budget Adoption	June 19, 2019

# Overview of FY 2019/2020 Operating Budget

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## Budgeting & Accounting Policies

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

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

### **Budget and Financial Forecasting**

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

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

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

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

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

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

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



# Overview of FY 2019/2020 Operating Budget

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## City Manager Proposed Budget

### *Section 401. Powers and Duties*

The City Manager shall:

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

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

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

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

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

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

## City Council Action

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

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

# Overview of FY 2019/2020 Operating Budget

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## **Annual Budget Process**

### Mid-Year Budget Review

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

### Preliminary Budget Preparation

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

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

### Preliminary Budget Review

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

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

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

# Overview of FY 2019/2020 Operating Budget

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## Final Budget Adoption

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

## **Budgetary Control and Accounting**

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

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

## **Significant Accounting Policies**

### Reporting Entity

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

# Overview of FY 2019/2020 Operating Budget

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

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

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

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

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

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

## Fund Equity

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

# Overview of FY 2019/2020 Operating Budget

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## Fund Structure and Description

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The City has the following fund types and account groups:

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

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

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

Governmental funds include the following fund types:

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

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

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

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

# Overview of FY 2019/2020 Operating Budget

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

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

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

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

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

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

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

## Drivers

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

- Size of operating budget
- Size of payroll
- FTE (full-time employee equivalent)
- Square footage of facilities – based on square footage occupied by a program area



## Overview of FY 2019/2020 Operating Budget

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- Number of computers
- Number of telephones
- Number, classification, and maintenance costs (three year average) of vehicles
- Fuel usage – based on average usage from the last three completed fiscal years
- Workers’ compensation claims associated with a department

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

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

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

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

# Overview of FY 2019/2020 Operating Budget

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## General Fund Reserve Policy

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

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

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

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

## Overview of FY 2019/2020 Operating Budget

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

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

**City of San Bernardino**  
**FY 2019-20 Summary of Revenues, Expenditures, and Transfers**

Fund / Title	Estimated Balance 7/1/2019	Additions		Total Available	Deductions			Estimated Balance 6/30/2020
		Revenues	Transfers In		Expenditures	Transfers Out	Total Deductions	
<b>001 General</b>	25,839,800	126,883,000		152,722,800	123,083,300	3,743,700	126,827,000	25,895,800
<b>Special Revenue Funds:</b>								
002 Bankruptcy Settlement	-		1,500,000	1,500,000	1,500,000		1,500,000	-
107 Cable tv fund	816,276	285,000		1,101,276	270,500		270,500	830,776
108 Asset forfeiture	3,045,141	50,000		3,095,141	1,090,000		1,090,000	2,005,141
111 AB2766 air quality	588,729	265,000		853,729	10,500		10,500	843,229
116 Emergency Solutions Grant 14.231		270,000		270,000	270,000		270,000	-
117 Home Improvement Part 14.239	2,113,836	1,385,700		3,499,536	1,385,700		1,385,700	2,113,836
118 Gang and street asset forfeiture	217,919	3,000		220,919	95,000		95,000	125,919
119 CDBG	13,834,116	2,800,000		16,634,116	4,755,000		4,755,000	11,879,116
120 Neighborhood Stabil. Prog(NSP1)	5,079,396	1,500,000		6,579,396	1,500,000		1,500,000	5,079,396
122 Neighborhood Stabil Prog(NSP3)	(660,498)	-		(660,498)	-		-	(660,498)
123 Federal grant programs	1,191,360	4,426,324		5,617,684	5,249,380		5,249,380	368,304
124 Animal control	68,386	319,500	2,243,700	2,631,586	2,563,200		2,563,200	68,386
127 Low Mod Housing Fund		50,000		50,000	50,000		50,000	-
128 Traffic safety	1,797,440	330,000		2,127,440	610,000		610,000	1,517,440
247 Cultural Development	4,637,801	600,000		5,237,801	401,400		401,400	4,836,401
<b>Total Special Revenues:</b>	<b>28,092,101</b>	<b>12,284,524</b>	<b>3,743,700</b>	<b>47,258,126</b>	<b>18,250,680</b>	<b>-</b>	<b>19,750,680</b>	<b>29,007,446</b>
<b>Capital Projects Funds:</b>								
125 RMA Gas Tax	521,920	3,883,614		4,405,534	3,700,000		3,700,000	705,534
126 Gas tax fund	1,863	5,506,908		5,508,771	5,365,900		5,365,900	142,871
129 Measure I 1/2 Cent Sales & RdTax	6,162,170	3,776,585		9,938,755	3,439,000		3,439,000	6,499,755
208 Verdemonst capital project	74,127	-		74,127	-		-	74,127
243 Park construction fund	144,042	-		144,042	-		-	144,042
246 Public improvement fund	1,116,512	10,000		1,126,512	-		-	1,126,512
248 Storm drain construction	3,926,920	1,500,000		5,426,920	1,600,000		1,600,000	3,826,920
258 Prop 1b - local street	63,420	-		63,420	-		-	63,420
<b>Total Capital Projects:</b>	<b>12,010,974</b>	<b>14,677,107</b>	<b>-</b>	<b>26,688,081</b>	<b>14,104,900</b>	<b>-</b>	<b>14,104,900</b>	<b>12,583,181</b>
<b>Assessment District Funds:</b>								
254 Assessment District:	25,000	143,300		168,300	143,300		143,300	25,000
<b>Impact Fee Funds:</b>								
261 Law enforcement facilities DIF	500,592	80,000		580,592	-		-	580,592
263 Local regional circulation	1,523,992	200,000		1,723,992	1,710,000		1,710,000	13,992
264 Regional circulation system	10,387,459	1,500,000		11,887,459	9,155,000		9,155,000	2,732,459
265 Library facilities and	89,915	10,000		99,915	-		-	99,915
266 Public use facilities	572,169	15,000		587,169	-		-	587,169
267 Aquatics facilities	169,341	5,000		174,341	-		-	174,341
268 AB 1600 parkland and op	573,622	80,000		653,622	140,000		140,000	513,622
269 Quimby act parkland	1,275,373	70,000		1,345,373	-		-	1,345,373
<b>Total Impact Fee Funds:</b>	<b>15,092,463</b>	<b>1,960,000</b>	<b>-</b>	<b>17,052,463</b>	<b>11,005,000</b>	<b>-</b>	<b>11,005,000</b>	<b>6,047,463</b>
<b>Enterprise Funds:</b>								
527 Integrated waste Management	8,500,000	500,000		9,000,000	6,206,028		6,206,028	2,793,972
<b>Internal Service Funds:</b>								
629 Liability insurance fund	-	2,625,700		2,625,700	2,625,700		2,625,700	-
635 Fleet services fund	-	3,371,100		3,371,100	3,371,100		3,371,100	-
678 Workers compensation	-	5,843,800		5,843,800	5,843,800		5,843,800	-
679 Information technology	-	4,493,400		4,493,400	4,493,400		4,493,400	-
<b>Total Internal Service funds:</b>	<b>-</b>	<b>16,334,000</b>	<b>-</b>	<b>16,334,000</b>	<b>16,334,000</b>	<b>-</b>	<b>16,334,000</b>	<b>-</b>
<b>Agency Funds:</b>								
<b>710 Successor Agency</b>	<b>-</b>	<b>5,487,353</b>		<b>5,487,353</b>	<b>5,487,353</b>		<b>5,487,353</b>	<b>-</b>
<b>Total All Funds</b>	<b>89,560,338</b>	<b>178,269,284</b>	<b>3,743,700</b>	<b>274,711,123</b>	<b>194,614,561</b>	<b>3,743,700</b>	<b>199,858,261</b>	<b>76,352,862</b>

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**City of San Bernardino  
General Fund Summary  
2019-20 Adopted Budget**

<b>General Fund Revenues</b>	<b>FY 2019-20 Adopted Budget</b>
Charges for services	4,455,900
Fines and forfeitures	1,815,900
Franchise Tax	10,220,000
Intergovernmental	2,306,000
Investment income	432,000
Licenses & permits	10,453,000
Measure Z Sales Tax	9,021,000
Miscellaneous	2,446,800
Other Taxes	7,699,100
Property Taxes	16,805,900
Sales and Use Tax	36,619,400
Use of Money and Property	908,000
Utility Users Tax	23,700,000
<b>Revenue Total</b>	<b>126,883,000</b>

<b>General Fund Expenses</b>	
010 Mayor	811,200
020 City Council	931,800
030 City Clerk	779,300
050 City Attorney	2,319,800
090 General Government	8,619,000
100 City Manager	3,179,000
110 Human Resource	1,064,800
120 Finance	3,673,400
180 Community & Economic Development	3,948,600
210 Police	80,164,900
380 Parks Recreation & Community	4,332,700
400 Public Works	15,189,900
470 Library	1,812,600
<b>General Fund Expenses Total</b>	<b>126,827,000</b>

<b>Excess (Deficiency)</b>	56,000
<b>Estimated Beginning Fund Balance</b>	25,839,800
<b>Estimated Ending Fund Balance</b>	25,895,800

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**City of San Bernardino  
Expenditures by Classification  
General Fund  
2019-20 Adopted Budget**

Departments	Salaries	Benefits	M & O / Contractual	Internal Service Charges	Credit /billables	Debt Service	Transfers		Total
							Out	Out	
010 Mayor	436,700	203,900	47,600	123,000	-	-	-	-	811,200
020 City Council	349,600	318,600	70,400	193,200	-	-	-	-	931,800
030 City Clerk	281,300	159,400	167,200	171,400	-	-	-	-	779,300
050 City Attorney	224,200	120,200	1,850,400	125,000	-	-	-	-	2,319,800
090 General Government	(1,859,800)	148,000	4,113,800	-	-	2,473,300	3,743,700	-	8,619,000
100 City Manager	1,549,200	617,700	768,100	244,000	-	-	-	-	3,179,000
110 Human Resource	375,800	202,500	392,900	93,600	-	-	-	-	1,064,800
120 Finance	1,749,900	862,500	565,900	495,100	-	-	-	-	3,673,400
200 Fire	-	-	-	-	-	-	-	-	-
210 Police	40,451,800	29,051,000	3,267,600	7,644,500	(650,000)	400,000	-	-	80,164,900
380 Parks Recreation & Community	1,839,000	623,300	1,024,800	845,600	-	-	-	-	4,332,700
400 Public Works	5,646,500	2,706,900	4,816,200	2,561,400	(541,100)	-	-	-	15,189,900
470 Library	977,000	349,300	309,800	176,500	-	-	-	-	1,812,600
<b>Grand Total</b>	<b>53,528,400</b>	<b>36,086,300</b>	<b>18,464,800</b>	<b>13,321,600</b>	<b>(1,191,100)</b>	<b>2,873,300</b>	<b>3,743,700</b>	<b>-</b>	<b>126,827,000</b>

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City of San Bernardino  
General Fund Revenue Detail  
2019-20 Adopted Budget

Account Number	Account Description	2016/17 Actual Amount	2017/18 Actual Amount	2018/19 Adopted Budget	2018/19 Midyear Projections	2019/20 Adopted Budget
<b>Fund: 001 - General</b>						
<b>Taxes</b>						
4121	Prop Tax Penalty CY Sec	-	27,487	-	-	-
4215	Tow Franchise	494,927	540,048	450,000	500,000	500,000
4222	Transient Occupancy Tax	4,502,184	4,987,491	4,900,000	4,900,000	4,900,000
4223	Property Transfer Tax	765,928	1,042,017	700,000	1,000,000	1,000,000
4225	Sales Tax - Public Safety	1,122,866	1,121,161	1,250,000	1,300,000	1,299,100
<b>Taxes Totals</b>		<b>6,885,905</b>	<b>7,718,204</b>	<b>7,300,000</b>	<b>7,700,000</b>	<b>7,699,100</b>
<b>Licenses &amp; Permits</b>						
4301	Business Registration	7,397,090	8,153,029	7,800,000	7,800,000	8,200,000
4304	Miscellaneous Planning Permits	18,480	8,525	10,000	13,000	13,000
4305	Annual Alarm Permit	80,757	107,174	125,000	115,000	120,000
4330	Building Permit	773,169	883,506	750,000	850,000	850,000
4331	Mechanical Permit	128,501	119,311	115,000	100,000	95,000
4332	Construction And Demolition Self Haul Permit	6,966	4,644	5,000	5,000	5,000
4333	Mobile Home Park Permit	-	542	-	-	-
4336	Fire Code Permits	663	-	-	-	-
4342	Paramedic EMS Subscription	379	-	-	-	-
4351	Street Cut Permit	193,407	261,964	205,000	283,000	265,000
4352	Miscellaneous Licenses & Permits	201,994	256,231	200,000	245,000	250,000
4360	Grading Permit	19,997	15,451	15,000	20,000	15,000
4361	Public Works Construction Permit	105,205	403,377	200,000	100,000	150,000
4362	On Site Permit	874,561	455,678	500,000	600,000	490,000
<b>Licenses &amp; Permits Totals</b>		<b>9,801,168</b>	<b>10,669,432</b>	<b>9,925,000</b>	<b>10,131,000</b>	<b>10,453,000</b>
<b>Impact fees</b>						
4824	Development Impact Fees	67,000	42,990	-	-	-
<b>Impact fees Totals</b>		<b>67,000</b>	<b>42,990</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fines and Forfeitures</b>						
4410	General Fine	245,492	17,683	50,000	15,000	15,000
4411	Code Administration Citations	35,968	18,691	20,000	68,000	75,000

**City of San Bernardino  
General Fund Revenue Detail  
2019-20 Adopted Budget**

<b>Account Number</b>	<b>Account Description</b>	<b>2016/17 Actual Amount</b>	<b>2017/18 Actual Amount</b>	<b>2018/19 Adopted Budget</b>	<b>2018/19 Midyear Projections</b>	<b>2019/20 Adopted Budget</b>
4412	Fire Administrative Citations	265	703	-	-	-
4420	Parking Citation	530,452	650,521	650,000	700,000	650,000
4423	General Administrative Civil Penalty	94,870	238,771	175,000	120,000	65,000
4424	Police Administrative Civil Penalty	346,931	231,420	250,000	450,000	25,000
4425	Public Works Administrative Civil Penalty	900	1,800	1,000	-	1,400
4426	Dev Serv Administration Civil Penalty	-	110	-	-	-
4427	Fire Administrative Civil Penalty	-	15,000	-	-	-
4428	Code Administration Civil Penalty	402,721	461,858	450,000	450,000	875,000
4429	City Attorney Administrative Citations	3,540	1,500	-	23,000	2,000
4762	Private Property Tow Fee	82,042	97,884	75,000	85,000	85,000
4851	Library Fines	16,257	19,249	15,000	15,000	15,000
4911	Restitutions	10,779	8,016	10,000	5,000	7,500
4924	Damage Claim Recovery	33,035	-	-	-	-
4937	Street Light Recovery	59,522	-	-	-	-
	<b>Fines and Forfeitures Totals</b>	<b>1,862,773</b>	<b>1,763,206</b>	<b>1,696,000</b>	<b>1,931,000</b>	<b>1,815,900</b>
	<b>Investment income</b>					
4507	Gain/Loss Market Value	-	(426,485)	-	-	-
4520	Land and Building Rental/Lease	571,780	536,948	400,000	426,000	426,000
4523	ATS Land And Building Rental	39,698	33,162	40,000	-	6,000
	<b>Investment income Totals</b>	<b>611,478</b>	<b>143,625</b>	<b>440,000</b>	<b>426,000</b>	<b>432,000</b>
	<b>Use of Money and Property</b>					
4505	Interest On Idle Cash	232,661	496,630	350,000	350,000	350,000
4524	Rental Income from Former EDA Properties	123,375	796,904	400,000	400,000	550,000
4540	Vending Machine Commission	18,705	10,686	10,000	4,000	8,000
	<b>Use of Money and Property Totals</b>	<b>374,741</b>	<b>1,304,221</b>	<b>760,000</b>	<b>754,000</b>	<b>908,000</b>
	<b>Intergovernmental Revenues</b>					
4603	Motor Vehicle In Lieu	96,537	114,211	115,000	115,000	115,000
4606	Homeowner Exemption	-	69,462	-	600	-
4609	Other Governmental Agencies	-	-	60,000	75,000	25,000
4616	State Aid - Post	7,450	68,760	20,000	10,000	20,000
4619	State/county disaster reimbursement	29,510	-	-	-	-

**City of San Bernardino  
General Fund Revenue Detail  
2019-20 Adopted Budget**

<b>Account Number</b>	<b>Account Description</b>	<b>2016/17 Actual Amount</b>	<b>2017/18 Actual Amount</b>	<b>2018/19 Adopted Budget</b>	<b>2018/19 Midyear Projections</b>	<b>2019/20 Adopted Budget</b>
4625	State Mandated Cost Reimbursement	3,493	158,659	25,000	25,000	25,000
4670	Economic Development Reimbursement	-	912	-	2,800	-
4671	SBIAA Reimbursement	223,176	199,058	100,000	61,000	65,000
4695	Recoverable expense income	562,592	499,352	250,000	600,000	850,000
4706	Marriage Ceremony Fee	65	-	-	-	-
4825	San Manuel Community Credit	-	1,200,000	1,200,000	1,200,000	1,200,000
4904	DUI Reimbursement	15,494	7,582	10,000	8,000	6,000
	<b>Intergovernmental Revenues Totals</b>	<b>938,317</b>	<b>2,317,996</b>	<b>1,780,000</b>	<b>2,097,400</b>	<b>2,306,000</b>
	<b>Charges for Services</b>					
4303	Miscellaneous Clerk Fees	616	627	-	400	-
4337	Plan Check Fees-Fire	12,714	33,200	-	3,000	-
4339	Sale Of Fire Reports	22	-	-	-	-
4363	On Site Plan Check Fees	160,713	108,418	125,000	150,000	160,000
4451	Cannabis Permit Application Fee	750	194,340	50,000	135,000	-
4452	Cannabis Permit Regulatory Fee	-	7,984	100,000	-	-
4455	Cannabis Special Events	-	-	-	-	450,000
4701	Election Filing Fee	-	19,876	-	100	-
4707	Passport Fees	73,335	52,700	50,000	40,000	50,000
4711	Subdivision Filing Fee	75,117	117,322	80,000	80,000	95,000
4714	Planning Development PR	442,777	407,480	375,000	320,000	350,000
4715	Technology Fee Dev Svcs	72,459	82,026	80,000	74,000	70,000
4720	Plan Review	184,707	199,460	175,000	175,000	185,000
4722	Construction And Demolition Application Fee	5,775	5,308	5,000	5,000	5,400
4731	Plan Check Fee-B & S	355,680	409,670	325,000	450,000	400,000
4733	Board Up/Demolition	315,381	422,798	400,000	140,000	400,000
4734	CDBG Revenue	168,802	317,192	150,000	400,000	50,000
4735	Pendency Release	45,867	37,238	40,000	20,000	20,000
4740	Miscellaneous Police Receipts	1,397,527	1,531,394	1,200,000	1,200,000	850,000
4741	Sale of Photos	990	2,352	1,000	1,000	2,000
4742	Traffic Offender OTS Fee	46,284	53,690	40,000	50,000	50,000
4743	Police Tow Release	311,764	379,718	300,000	350,000	325,000

**City of San Bernardino  
General Fund Revenue Detail  
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<b>Account Number</b>	<b>Account Description</b>	<b>2016/17 Actual Amount</b>	<b>2017/18 Actual Amount</b>	<b>2018/19 Adopted Budget</b>	<b>2018/19 Midyear Projections</b>	<b>2019/20 Adopted Budget</b>
4744	Fingerprint Fee	3,400	4,514	5,000	2,000	2,000
4746	Property Auction	202	153,073	1,000	2,000	1,500
4747	False Alarm Fee	113,670	42,098	40,000	20,000	20,000
4748	Vehicle Repossession Fee	9,513	9,844	8,000	10,000	9,000
4749	Crime Prevention Revenue	475	421	-	400	400
4750	Investigation Fee	39,419	29,694	40,000	10,000	7,000
4752	Fireworks Enforcement	76,656	62,153	75,000	-	75,000
4754	Fire Business Occupancy	58	-	-	63,600	-
4755	Fire Rental Inspections	2,570	231	-	-	-
4766	Building Permit Review	-	4,591	-	-	-
4767	Code SFIF	47,127	114,948	60,000	53,500	40,000
4768	Administrative Citations SFRPIP	7,035	10,054	5,000	25,000	40,000
4769	Payoff Demand Fee	3,505	2,897	3,000	3,000	2,000
4770	Crime Free Rental Housing	118,988	156,654	120,000	140,000	125,000
4775	Cemetery Burial Fee	4,667	3,153	5,000	5,000	5,000
4776	Sale of Vases	30	10	-	300	400
4777	Sale Of Cemetery Vaults And Liners	2,961	770	2,000	1,000	2,000
4778	Sale of Cemetery Plots	93	(4,163)	-	-	-
4779	Blanket Inspection Fee	4,015	1,533	2,000	-	1,000
4780	Miscellaneous Engineering Receipt	70,114	79,569	65,000	155,000	70,000
4781	Plan Check Fee - Engineering	101,077	102,997	95,000	150,000	115,000
4789	Archival Fee - Dev SVCS	26,905	28,747	20,000	20,000	25,000
4795	Signal maint/energy	3,819	(3,819)	-	-	-
4798	NPDES Storm Drain Utility Fee	132,874	166,152	200,000	140,000	117,000
4799	NPDES Inspection Fee	42,935	24,020	25,000	14,000	24,000
4815	Weed Abatement Destruction	98,765	183,117	150,000	80,000	25,000
4846	Recycling Revenues	-	-	-	134,000	135,000
4861	Program And Facility Use Fees	66,238	62,500	50,000	90,000	75,000
4862	Park Energy Fee	-	8,604	5,000	5,000	5,000
4863	Class Registration Fee	110	16,825	10,000	18,000	22,000
4864	Swimming Pool Fee	52,248	55,955	50,000	60,000	50,000

**City of San Bernardino  
General Fund Revenue Detail  
2019-20 Adopted Budget**

<b>Account Number</b>	<b>Account Description</b>	<b>2016/17 Actual Amount</b>	<b>2017/18 Actual Amount</b>	<b>2018/19 Adopted Budget</b>	<b>2018/19 Midyear Projections</b>	<b>2019/20 Adopted Budget</b>
4865	Non Resident Fee	-	223	-	300	200
4880	Paramedic Emergency Medical Services	99,244	41,040	-	4,000	-
	<b>Charges for Services Totals</b>	<b>4,799,993</b>	<b>5,741,200</b>	<b>4,532,000</b>	<b>4,799,600</b>	<b>4,455,900</b>
	<b>Property Taxes</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	18,439,089	15,800,000	15,925,100	16,805,900
4120	Property Tax Administration Fee	-	(14,198)	-	-	-
4122	Prop Tax Penalty CY Unsecured	-	3,366	-	-	-
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 Totals</b>	<b>12,983,755</b>	<b>17,429,345</b>	<b>15,800,000</b>	<b>15,925,100</b>	<b>16,805,900</b>
	<b>Sales and Use Tax</b>					
4221	Sales And Use Tax	33,959,397	35,315,122	36,750,000	36,800,000	36,619,400
	<b>Sales and Use Tax Totals</b>	<b>33,959,397</b>	<b>35,315,122</b>	<b>36,750,000</b>	<b>36,800,000</b>	<b>36,619,400</b>
	<b>Utility Users Tax</b>					
4224	Utility Users Tax	23,591,923	23,666,459	25,250,000	23,750,000	23,700,000
	<b>Utility Users Tax Totals</b>	<b>23,591,923</b>	<b>23,666,459</b>	<b>25,250,000</b>	<b>23,750,000</b>	<b>23,700,000</b>
	<b>Measure Z Sales Tax</b>					
4227	Measure Z Sales Tax	8,559,046	7,453,728	8,600,000	8,894,000	9,021,000
	<b>Measure Z Sales Tax Totals</b>	<b>8,559,046</b>	<b>7,453,728</b>	<b>8,600,000</b>	<b>8,894,000</b>	<b>9,021,000</b>
	<b>Franchise Tax</b>					
4201	Franchise - So Cal Edison	944,690	1,029,495	1,000,000	1,000,000	1,000,000
4202	Franchise - So Cal Gas	591,970	527,361	550,000	550,000	585,000
4203	Franchise - Charter Cable TV	959,629	1,131,720	1,100,000	1,150,000	1,150,000



City of San Bernardino  
General Fund Revenue Detail  
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Account Number	Account Description	2016/17 Actual Amount	2017/18 Actual Amount	2018/19 Adopted Budget	2018/19 Midyear Projections	2019/20 Adopted Budget
4204	Franchise - Adelphia Cable	166,209	-	-	-	-
4206	Franchise - Verizon	286,372	165,323	170,000	160,000	165,000
4207	Franchise - AT&T (Pacific Bell)	36,776	21,375	25,000	20,000	20,000
4208	Franchise - Kinder Morgan	727	727	-	700	-
4213	Franchise - Burrtec Disposal	7,006,546	6,977,443	6,800,000	7,100,000	7,300,000
	<b>Franchise Tax Totals</b>	<b>9,992,918</b>	<b>9,853,443</b>	<b>9,645,000</b>	<b>9,980,700</b>	<b>10,220,000</b>
	<b>Miscellaneous Revenues</b>					
4690	Deposit/Donations (772) Transfers	(10,084)	-	-	-	-
4698	Donations (was 5958 in Linus)	4	-	-	-	-
4710	Miscellaneous Planning Receipts	71,410	88,687	70,000	75,000	75,000
4850	Miscellaneous Library Receipts	6,570	16,412	10,000	10,000	12,000
4901	Miscellaneous Receipts	569,175	687,032	102,000	165,000	132,300
4903	Refunds And Rebates	2,837	2,854	3,000	-	-
4905	Litigation Settlements	318,246	239,941	150,000	-	60,000
4906	Water Fund Contributions	3,247,891	3,968,000	4,125,000	3,451,200	2,100,000
4908	Vehicle Take Home Reimbursement	4,482	4,569	2,500	10,000	12,500
4909	Returned Check Charge	780	780	-	400	-
4912	Off Track Betting	57,484	61,772	50,000	60,000	55,000
4922	Sale Of Equipment	63,975	-	-	-	-
4998	Extraordinary Gain	1,361,575	(3,835)	-	-	-
6453	Proceeds from long term debt	-	4,414,002	-	-	-
6472	Debt Forgiven	-	427,903	-	-	-
	<b>Miscellaneous Revenues Totals</b>	<b>5,694,344</b>	<b>9,908,117</b>	<b>4,512,500</b>	<b>3,771,600</b>	<b>2,446,800</b>
	<b>Transfers in</b>					
6450	Transfers in	700,000	590,005	-	-	-
	<b>Transfers in Totals</b>	<b>700,000</b>	<b>590,005</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total General Fund Revenues:</b>	<b>120,822,757</b>	<b>133,917,093</b>	<b>126,990,500</b>	<b>126,960,400</b>	<b>126,883,000</b>

City of San Bernardino  
Other Fund Revenues  
2019-20 Adopted Budget

	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from Amended 18-19
<b>002 Bankruptcy Settlement</b>						
4609 - Other Governmental Agencies	0	59,850	0	0	1,500,000	0%
4901 - Miscellaneous Receipts	0	9,076	0	0	0	
6450 - Transfers in	0	6,104,038	0	0	0	
<b>002 Bankruptcy Settlement Total</b>	<b>0</b>	<b>6,172,963</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>0%</b>
<b>107 Cable Television Fund</b>						
4205 - CATV PEG Franchise Fee	275,000	264,356	270,000	270,000	270,000	0%
4505 - Interest On Idle Cash	0	11,448	5,000	5,000	10,000	100%
4507 - Gain/Loss Market Value	0	(6,754)	0	0	0	
4699 - Program income (was 5957 in Linus)	28,550	18,720	20,000	20,000	5,000	-75%
4901 - Miscellaneous Receipts	3,000	0	0	0	0	
<b>107 Cable Television Fund Total</b>	<b>306,550</b>	<b>287,769</b>	<b>295,000</b>	<b>295,000</b>	<b>285,000</b>	<b>-3%</b>
<b>108 Asset forfeiture</b>						
4505 - Interest On Idle Cash	0	46,070	20,000	20,000	50,000	150%
4507 - Gain/Loss Market Value	0	(26,949)	0	0	0	
4672 - Asset Seizure - Federal	450,000	92,543	0	0	0	
4675 - Asset Seizure - Federal Tre	0	0	0	0	0	
4927 - Asset Seizure Revenues	200,000	319,472	0	0	0	
4998 - Extraordinary Gain	0	0	200,000	200,000	0	-100%
6472 - Debt Forgiven	0	20,000	0	0	0	
<b>108 Asset forfeiture Total</b>	<b>650,000</b>	<b>451,136</b>	<b>220,000</b>	<b>220,000</b>	<b>50,000</b>	<b>-77%</b>
<b>111 AB2766 air quality</b>						
4505 - Interest On Idle Cash	0	14,484	10,000	10,000	15,000	50%
4507 - Gain/Loss Market Value	0	(5,427)	0	0	0	
4626 - AB2766 Revenues	250,000	167,670	250,000	250,000	250,000	0%

City of San Bernardino  
Other Fund Revenues  
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	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from Amended 18-19
	0	0	0	240,000	0	-100%
	<b>250,000</b>	<b>176,727</b>	<b>260,000</b>	<b>500,000</b>	<b>265,000</b>	<b>-47%</b>
4901 - Miscellaneous Receipts	440,185	233,249	323,222	496,574	270,000	-46%
<b>111 AB2766 air quality Total</b>	<b>440,185</b>	<b>233,249</b>	<b>323,222</b>	<b>496,574</b>	<b>270,000</b>	<b>-46%</b>
<b>116 Emergency Solutions Grant 14.231</b>						
4695 - Recoverable expense income	0	0	0	0	0	
4901 - Miscellaneous Receipts	1,217,397	1,892,120	788,568	1,192,412	1,385,700	16%
<b>116 Emergency Solutions Grant 14.231 Total</b>	<b>1,217,397</b>	<b>1,938,510</b>	<b>788,568</b>	<b>1,192,412</b>	<b>1,385,700</b>	<b>16%</b>
<b>117 Home Improvement Part 14.239</b>						
4505 - Interest On Idle Cash	0	52,930	0	0	0	
4507 - Gain/Loss Market Value	0	(6,540)	0	0	0	
4695 - Recoverable expense income	0	0	0	0	0	
<b>117 Home Improvement Part 14.239 Total</b>	<b>0</b>	<b>46,390</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>118 Gang and street asset forfeiture</b>						
4505 - Interest On Idle Cash	0	3,291	0	0	3,000	0%
4507 - Gain/Loss Market Value	0	(2,014)	0	0	0	
4929 - Asset Seizure - Drugs/Gangs	0	50,546	0	0	0	
<b>118 Gang and street asset forfeiture Total</b>	<b>0</b>	<b>51,823</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>0%</b>
<b>119 Community Development Block Grant</b>						
4502 - CD Loan Repay Principal	0	59,162	0	0	0	
4505 - Interest On Idle Cash	0	12,065	0	0	0	
4678 - CDBG Allocation	4,227,911	3,830,280	4,591,861	7,764,856	0	-100%
4695 - Recoverable expense income	0	0	0	0	2,800,000	0%
6472 - Debt Forgiven	0	35,658	0	0	0	
<b>119 Community Development Block Grant Total</b>	<b>4,227,911</b>	<b>3,937,166</b>	<b>4,591,861</b>	<b>7,764,856</b>	<b>2,800,000</b>	<b>-64%</b>

**120 Neighborhood Stabil Prog (NSP1)**

City of San Bernardino  
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2019-20 Adopted Budget

	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from Amended 18-19
4510 - Gain/Loss On Sale Of Property	0	(150,197)	0	0	0	
4695 - Recoverable expense income	0	0	277,360	277,360	1,500,000	441%
<b>120 Neighborhood Stabil Prog (NSP1) Total</b>	<b>0</b>	<b>(150,197)</b>	<b>277,360</b>	<b>277,360</b>	<b>1,500,000</b>	<b>441%</b>
<b>122 Neighborhood Stabil Prog(NSP3)</b>	<b>0</b>	<b>0</b>	<b>904,500</b>	<b>904,500</b>	<b>0</b>	<b>-100%</b>
4695 - Recoverable expense income	0	0	904,500	904,500	0	-100%
<b>122 Neighborhood Stabil Prog(NSP3) Total</b>	<b>0</b>	<b>0</b>	<b>904,500</b>	<b>904,500</b>	<b>0</b>	<b>-100%</b>
<b>123 Federal grant programs</b>	<b>0</b>	<b>16,832</b>	<b>0</b>	<b>0</b>	<b>0</b>	
4505 - Interest On Idle Cash	0	16,832	0	0	0	
4695 - Recoverable expense income	1,805,333	3,934,696	122,498	2,131,490	4,426,324	108%
4696 - Credit C-1 recoverable revenue (was 5946 in Linus)	0	282,584	0	0	0	
4699 - Program income (was 5957 in Linus)	173,651	0	0	0	0	
<b>123 Federal grant programs Total</b>	<b>1,978,984</b>	<b>4,234,112</b>	<b>122,498</b>	<b>2,131,490</b>	<b>4,426,324</b>	<b>108%</b>
<b>124 Animal control</b>	<b>200,000</b>	<b>144,018</b>	<b>175,000</b>	<b>175,000</b>	<b>125,000</b>	<b>-29%</b>
4320 - Animal Licenses	1,000	3,148	5,000	5,000	2,000	-60%
4352 - Miscellaneous Licenses & Permits	8,000	8,875	8,000	8,000	10,000	25%
4410 - General Fine	0	10,195	6,000	6,000	10,000	67%
4430 - Animal License Penalty	75,000	47,545	75,000	75,000	50,000	-33%
4756 - Animal Adoption Fee	200,000	190,912	200,000	200,000	0	-100%
4757 - Contracted Shelter Fee	0	350	0	0	0	0%
4758 - Animal Alteration Fee	21,000	17,041	21,000	21,000	21,000	0%
4759 - Apprehension Fee	22,500	20,237	23,000	23,000	23,000	0%
4760 - Boarding Fee	600	500	600	600	1,500	150%
4761 - Field Service Fee	10,000	8,099	10,000	10,000	10,000	0%
4763 - Owner Release Fee	22,000	14,810	22,000	22,000	22,000	0%
4764 - Vaccination Fee	31,000	23,710	31,000	31,000	25,000	-19%
4765 - Microchip Identification Fee						

City of San Bernardino  
Other Fund Revenues  
2019-20 Adopted Budget

	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from Amended 18-19
4901 - Miscellaneous Receipts	10,000	87,384	75,000	75,000	20,000	-73%
6450 - Transfers in	1,000,000	1,000,000	1,300,000	1,300,000	2,243,700	73%
<b>124 Animal control Total</b>	<b>1,601,100</b>	<b>1,576,823</b>	<b>1,951,600</b>	<b>1,951,600</b>	<b>2,563,200</b>	<b>31%</b>
<b>125 RMRA-GAS TAX</b>						
4453 - SB1 Chapter 5 RMRA	0	1,518,019	0	3,849,708	3,634,245	0%
4454 - Traffic Congestion Relief Fund Loan Repayment (SB1)			0	0	249,369	0%
<b>125 RMRA-GAS TAX Total</b>	<b>0</b>	<b>1,518,019</b>	<b>0</b>	<b>3,849,708</b>	<b>3,883,614</b>	<b>0%</b>
<b>126 Gas tax fund</b>						
4505 - Interest On Idle Cash	0	609	0	0	0	
4507 - Gain/Loss Market Value	0	(765)	0	0	0	
4602 - HUTA Proposition 42 replacement - gas tax 2103	951,759	844,942	1,663,440	1,663,440	1,904,553	14%
4607 - HUTA R&T 7360	0	0	0	0	0	
4610 - State aid - gas tax 2106	779,287	742,281	743,460	743,460	760,274	2%
4611 - State aid - gas tax 2107	1,657,042	1,542,360	1,549,846	1,549,846	1,603,987	3%
4612 - State aid - gas tax 2107.5	10,000	0	10,000	10,000	10,000	0%
4614 - Prop 111 highway users tax - gas tax 2105	1,281,746	1,177,436	1,249,167	1,249,167	1,228,094	-2%
4669 - Road Maintenance Rehabilitation	1,464,107	0	3,849,708	0	0	
<b>126 Gas tax fund Total</b>	<b>6,143,941</b>	<b>4,306,863</b>	<b>9,065,621</b>	<b>5,215,913</b>	<b>5,506,908</b>	<b>6%</b>
<b>127 Low Mod Housing Fund</b>						
4304 - Miscellaneous Planning Permits	0	3,300	0	0	0	
4505 - Interest On Idle Cash	0	270,719	0	0	0	
4507 - Gain/Loss Market Value	0	(15,547)	0	0	0	
4699 - Program income (was 5957 in Linus)	0	150	0	0	50,000	0%
<b>127 Low Mod Housing Fund Total</b>	<b>0</b>	<b>258,622</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0%</b>
<b>128 Traffic safety</b>						

City of San Bernardino  
Other Fund Revenues  
2019-20 Adopted Budget

	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from Amended 18-19
4440 - CVC Fine	320,000	783,819	320,000	320,000	320,000	0%
4441 - Nester Red Lights	20,000	13,318	10,000	10,000	10,000	0%
<b>128 Traffic safety Total</b>	<b>340,000</b>	<b>797,137</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>	<b>0%</b>
<b>129 Measure J</b>						
4505 - Interest On Idle Cash	0	165,437	50,000	50,000	0	-100%
4507 - Gain/Loss Market Value	0	(100,694)	0	0	0	
4613 - 1/2 cent sales tax - Measure I	3,650,000	3,827,897	3,750,000	3,750,000	3,776,585	1%
<b>129 Measure I Total</b>	<b>3,650,000</b>	<b>3,892,640</b>	<b>3,800,000</b>	<b>3,800,000</b>	<b>3,776,585</b>	<b>-1%</b>
<b>132 Sewer line maintenance</b>						
4505 - Interest On Idle Cash	0	(1,953)	0	0	0	
<b>132 Sewer line maintenance Total</b>	<b>0</b>	<b>(1,953)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>208 Verdemon capital project</b>						
4505 - Interest On Idle Cash	0	4,075	0	0	0	
4507 - Gain/Loss Market Value	0	(2,644)	0	0	0	
4511 - Palm Avenue Improvement Fee	0	562	0	0	0	
4512 - Infrastructure Fees Verdemon	0	145,951	0	0	0	
4818 - Storm Drain Fee	0	3,283	0	0	0	
<b>208 Verdemon capital project Total</b>	<b>0</b>	<b>151,227</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>242 Street construction fund</b>						
4658 - Federal Aid Street Construction	0	283,942	0	0	0	
<b>242 Street construction fund Total</b>	<b>0</b>	<b>283,942</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>243 Park construction fund</b>						
4505 - Interest On Idle Cash	0	2,121	0	0	0	
4507 - Gain/Loss Market Value	0	(1,251)	0	0	0	

City of San Bernardino  
Other Fund Revenues  
2019-20 Adopted Budget

	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from Amended 18-19
6472 - Debt Forgiven	0	47,900	0	0	0	
<b>243 Park construction fund Total</b>	<b>0</b>	<b>48,770</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b><u>245 Sewer line construction</u></b>						
4505 - Interest On Idle Cash	0	(1,154)	0	0	0	
4822 - Sewer Connection Fee	0	117,511	0	0	0	
<b>245 Sewer line construction Total</b>	<b>0</b>	<b>116,357</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b><u>246 Public improvement fund</u></b>						
4505 - Interest On Idle Cash	0	16,601	0	0	10,000	
4507 - Gain/Loss Market Value	0	(9,725)	0	0	0	
<b>246 Public improvement fund Total</b>	<b>0</b>	<b>6,876</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	
<b><u>247 Cultural Developmnt Construction</u></b>						
4335 - Cultural Development Construction Fee	0	859,314	0	0	600,000	
4505 - Interest On Idle Cash	0	62,304	0	0	0	
4507 - Gain/Loss Market Value	0	(37,601)	0	0	0	
<b>247 Cultural Developmnt Construction Total</b>	<b>0</b>	<b>884,017</b>	<b>0</b>	<b>0</b>	<b>600,000</b>	
<b><u>248 Storm drain construction</u></b>						
4505 - Interest On Idle Cash	0	111,213	0	0	0	
4507 - Gain/Loss Market Value	0	(68,670)	0	0	0	
4818 - Storm Drain Fee	0	1,851,408	0	0	1,500,000	
6472 - Debt Forgiven	0	12,804	0	0	0	
<b>248 Storm drain construction Total</b>	<b>0</b>	<b>1,906,755</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	
<b><u>254 Assessment district</u></b>						
4115 - All Assessment Districts	1,155,775	1,164,324	1,221,926	1,221,926	143,300	-88%
<b>254 Assessment district Total</b>	<b>1,155,775</b>	<b>1,164,324</b>	<b>1,221,926</b>	<b>1,221,926</b>	<b>143,300</b>	<b>-88%</b>



City of San Bernardino  
Other Fund Revenues  
2019-20 Adopted Budget

	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from Amended 18-19
<b><u>258 Prop 1b - local street</u></b>						
4505 - Interest On Idle Cash	0	934	0	0	0	0
4507 - Gain/Loss Market Value	0	(551)	0	0	0	0
6472 - Debt Forgiven	0	16,019	0	0	0	0
<b>258 Prop 1b - local street Total</b>	<b>0</b>	<b>16,402</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>261 Law Enforcement Facilities</u></b>						
4505 - Interest On Idle Cash	0	6,859	0	0	0	0
4507 - Gain/Loss Market Value	0	(3,765)	0	0	0	0
4824 - Development Impact Fees	0	98,935	0	0	80,000	
<b>261 Law Enforcement Facilities Total</b>	<b>0</b>	<b>102,030</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	
<b><u>263 Local regional circulation</u></b>						
4505 - Interest On Idle Cash	0	21,494	0	0	0	0
4507 - Gain/Loss Market Value	0	(12,729)	0	0	0	0
4630 - State Aid Street Construction	0	370,028	0	0	0	0
4824 - Development Impact Fees	0	190,725	0	0	200,000	
<b>263 Local regional circulation Total</b>	<b>0</b>	<b>569,517</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	
<b><u>264 Regional circulation system</u></b>						
4505 - Interest On Idle Cash	0	194,222	0	0	0	0
4507 - Gain/Loss Market Value	0	(114,777)	0	0	0	0
4824 - Development Impact Fees	0	2,035,234	0	0	0	0
<b>264 Regional circulation system Total</b>	<b>0</b>	<b>2,114,679</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	
<b><u>265 Library Facilities</u></b>						
4505 - Interest On Idle Cash	0	1,037	0	0	0	0
4507 - Gain/Loss Market Value	0	(636)	0	0	0	0

City of San Bernardino  
Other Fund Revenues  
2019-20 Adopted Budget

	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from Amended 18-19
4824 - Development Impact Fees	0	7,655	0	0	10,000	
<b>265 Library Facilities Total</b>	<b>0</b>	<b>8,056</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	
<b><u>266 Public use facilities</u></b>						
4505 - Interest On Idle Cash	0	7,903	0	0	0	0
4507 - Gain/Loss Market Value	0	(4,703)	0	0	0	0
4824 - Development Impact Fees	0	13,074	0	0	15,000	
<b>266 Public use facilities Total</b>	<b>0</b>	<b>16,274</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	
<b><u>267 Aquatics facilities</u></b>						
4505 - Interest On Idle Cash	0	2,337	0	0	0	0
4507 - Gain/Loss Market Value	0	(1,391)	0	0	0	0
4824 - Development Impact Fees	0	3,913	0	0	5,000	
<b>267 Aquatics facilities Total</b>	<b>0</b>	<b>4,859</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	
<b><u>268 AB 1600 parkland and op</u></b>						
4505 - Interest On Idle Cash	0	18,302	0	0	0	0
4507 - Gain/Loss Market Value	0	(10,998)	0	0	0	0
4824 - Development Impact Fees	0	64,355	0	0	80,000	
<b>268 AB 1600 parkland and op Total</b>	<b>0</b>	<b>71,659</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	
<b><u>269 Quimby act parkland</u></b>						
4505 - Interest On Idle Cash	0	16,591	0	0	0	0
4507 - Gain/Loss Market Value	0	(9,910)	0	0	0	0
4824 - Development Impact Fees	0	38,071	0	0	70,000	
<b>269 Quimby act parkland Total</b>	<b>0</b>	<b>44,752</b>	<b>0</b>	<b>0</b>	<b>70,000</b>	
<b><u>356 AD 1015 New Pine Debt Service</u></b>						

City of San Bernardino  
Other Fund Revenues  
2019-20 Adopted Budget

	FY 2017-18		FY 2018-19		FY 2018-19		FY 2019-20		% Change from Amended 18-19
	Adopted Budget	FY 2017-18 Actual	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget	
4115 - All Assessment Districts	0	58,379	0	0	0	0	0	0	
4505 - Interest On Idle Cash	0	375	0	0	0	0	0	0	
4507 - Gain/Loss Market Value	0	(188)	0	0	0	0	0	0	
<b>356 AD 1015 New Pine Debt Service Total</b>	<b>0</b>	<b>58,566</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b><u>527 Integrated waste management</u></b>									
4505 - Interest On Idle Cash	0	141,399	25,000	25,000	0	0	0	0	-100%
4507 - Gain/Loss Market Value	0	(82,375)	0	0	0	0	0	0	
4718 - Environmental fee	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	0%
4846 - Recycling Revenues	100,000	3,657	75,000	75,000	0	0	0	0	-100%
4896 - Replacement Contribution	0	0	0	0	0	0	0	0	
4901 - Miscellaneous Receipts	0	97,843	0	0	0	0	0	0	
4998 - Extraordinary Gain	0	(2,453)	0	0	0	0	0	0	
<b>527 Integrated waste management Total</b>	<b>600,000</b>	<b>658,071</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>500,000</b>	<b>500,000</b>	<b>-17%</b>
<b><u>621 Central services fund</u></b>									
6450 - Transfers in	0	158,742	0	0	0	0	0	0	
<b>621 Central services fund Total</b>	<b>0</b>	<b>158,742</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b><u>629 Liability insurance fund</u></b>									
4897 - Interdepartmental Receipts	3,430,707	1,554,679	2,129,179	2,129,179	2,129,179	2,129,179	2,525,700	2,525,700	19%
4924 - Damage Claim Recovery	75,000	496,622	200,000	200,000	200,000	200,000	75,000	75,000	-63%
4937 - Street Light Recovery	25,000	23,919	25,000	25,000	25,000	25,000	25,000	25,000	0%
<b>629 Liability insurance fund Total</b>	<b>3,530,707</b>	<b>2,075,221</b>	<b>2,354,179</b>	<b>2,354,179</b>	<b>2,354,179</b>	<b>2,354,179</b>	<b>2,625,700</b>	<b>2,625,700</b>	<b>12%</b>
<b><u>630 Telephone support fund Total</u></b>									
6450 - Transfers in	0	496,432	0	0	0	0	0	0	
<b>630 Telephone support fund Total</b>	<b>0</b>	<b>496,432</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b><u>635 Fleet services fund</u></b>									

City of San Bernardino  
Other Fund Revenues  
2019-20 Adopted Budget

	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from Amended 18-19
4228 - BIO CNG FUEL	500,000	500,000	500,000	500,000	500,000	0%
4542 - Fuel Sales	400,000	535,447	400,000	400,000	425,000	6%
4897 - Interdepartmental Receipts	2,563,495	1,826,078	2,629,807	2,629,807	2,446,100	-7%
4903 - Refunds And Rebates	300,000	843	300,000	300,000	0	-100%
<b>635 Fleet services fund Total</b>	<b>3,763,495</b>	<b>2,862,368</b>	<b>3,829,807</b>	<b>3,829,807</b>	<b>3,371,100</b>	<b>-12%</b>
<b>678 Workers compensation</b>						
4001 - Property Tax Current Secured	0	0	0	0	0	
4505 - Interest On Idle Cash	0	363,091	500,000	500,000	350,000	-30%
4609 - Other Governmental Agencies	0	0	0	0	0	
4670 - Economic Development Reimbursement	4,909,225	4,909,225	4,921,044	4,921,044	5,366,800	9%
4897 - Interdepartmental Receipts	0	0	0	0	0	
4901 - Miscellaneous Receipts	0	67,965	125,000	125,000	117,000	-6%
4906 - Water Fund Contributions	0	45,295	60,000	60,000	10,000	-83%
4924 - Damage Claim Recovery	0	0	0	0	0	
6450 - Transfers in	0	0	0	0	0	
<b>678 Workers compensation Total</b>	<b>4,909,225</b>	<b>5,385,576</b>	<b>5,606,044</b>	<b>5,606,044</b>	<b>5,843,800</b>	<b>4%</b>
<b>679 Information technology</b>						
4897 - Interdepartmental Receipts	4,622,444	4,110,288	4,682,940	4,682,940	4,493,400	-4%
4901 - Miscellaneous Receipts	0	36	0	0	0	
<b>679 Information technology Total</b>	<b>4,622,444</b>	<b>4,110,324</b>	<b>4,682,940</b>	<b>4,682,940</b>	<b>4,493,400</b>	<b>-4%</b>
<b>710 Successor Agency</b>						
4001 - Property Tax Current Secured	0	172,713	599,074	599,074	5,487,353	816%
4505 - Interest On Idle Cash	0	0	0	0	0	
4507 - Gain/Loss Market Value	0	0	0	0	0	
4510 - Gain/Loss On Sale Of Property	0	(165,208)	0	0	0	
4520 - Land and Building Rental/Lease	0	8,700	0	0	0	

City of San Bernardino  
 Other Fund Revenues  
 2019-20 Adopted Budget

	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from Amended 18-19
4660 - Former EDA - bond retirement revenue	0	18,380,327	0	0	0	
4901 - Miscellaneous Receipts	0	202,579	0	0	0	
4903 - Refunds And Rebates	0	841	0	0	0	
<b>710 Successor Agency Total</b>	<b>0</b>	<b>18,599,953</b>	<b>599,074</b>	<b>599,074</b>	<b>5,487,353</b>	<b>816%</b>
<b>OTHER FUNDS REVENUE</b>	<b>39,387,714</b>	<b>71,597,160</b>	<b>41,824,199</b>	<b>47,823,382</b>	<b>55,129,984</b>	<b>15%</b>

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**City of San Bernardino**  
**Historical Summary of Revenues**  
**2019-20 Adopted Budget**

Description	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted	Actual	Adopted	Amended	Adopted
001 General	154,495,517	120,504,613	119,861,000	133,917,093	126,990,500	127,155,500	126,883,000
002 Bankruptcy Settlement	17,000,000	2,403,919	-	6,172,963	-	-	1,500,000
107 Cable Television Fund	260,482	317,061	306,550	287,769	295,000	295,000	285,000
108 Asset forfeiture	773,311	1,056,359	650,000	451,136	220,000	220,000	50,000
111 AB2766 air quality	284,902	282,230	250,000	176,727	260,000	500,000	265,000
116 Emergency Solutions Grant 14.231	785,159	129,399	440,185	233,249	323,222	496,574	270,000
117 Home Improvement Part 14.239	3,573,228	746,840	1,217,397	1,938,510	788,568	1,192,412	1,385,700
118 Gang and street asset forfeiture	61,725	63,832	-	51,823	-	-	3,000
119 Community Development Block Grant	3,211,381	2,410,976	4,227,911	3,937,166	4,591,861	7,764,856	2,800,000
120 Neighborhood Stabil Prog (NSP1)	-	-	-	(150,197)	277,360	277,360	1,500,000
121 SBETA	(445,320)	3,154,684	-	-	-	-	0
122 Neighborhood Stabil Prog(NSP3)	434,481	63,229	-	-	904,500	904,500	0
123 Federal grant programs	3,282,474	2,786,263	1,978,984	4,234,112	122,498	2,131,490	4,426,324
124 Animal control	1,091,824	1,668,881	1,601,100	1,576,823	1,951,600	1,951,600	2,563,200
125 RMRA-GAS TAX						3,849,708	3,883,614
126 Gas tax fund	4,668,245	4,075,468	6,143,941	4,306,863	9,065,621	5,215,913	5,506,908
127 Low Mod Housing Fund	263,930	184,571	-	258,622	-	-	50,000
128 Traffic safety	382,853	829,052	340,000	797,137	330,000	330,000	330,000
129 Measure I	3,568,617	3,733,524	3,650,000	3,892,640	3,800,000	3,800,000	3,776,585
132 Sewer line maintenance	5,500,076	4,286,585	-	(1,953)	-	-	0
134 Soccer field	176,687	-	-	-	-	-	0
137 CFD 1033 Fire Station	1,146,444	-	-	-	-	-	0
208 Vermont capital project	(29,684)	737	-	151,227	-	-	0
242 Street construction fund	726,937	608,716	-	283,942	-	-	0
243 Park construction fund	3,706	(75)	-	48,770	-	-	0
244 Cemetery construction fund	-	-	-	-	-	-	0
245 Sewer line construction	389,172	229,480	-	116,357	-	-	0
246 Public improvement fund	16,159	5,306	-	6,876	-	-	10,000
247 Cultural Development Construction	488,200	697,362	-	884,017	-	-	600,000
248 Storm drain construction	1,335,748	1,432,825	-	1,906,755	-	-	1,500,000
254 Assessment district	1,199,360	1,365,490	1,155,775	1,164,324	1,221,926	1,221,926	143,300
258 Prop 1b - local street	969	2,643	-	16,402	-	-	0
261 Law Enforcement Facilities	108,371	170,226	-	102,030	-	-	80,000

**City of San Bernardino**  
**Historical Summary of Revenues**  
**2019-20 Adopted Budget**

Description	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted	Actual	Adopted	Amended	Adopted
262 Fire Suppression	163,127	-	-	-	-	-	0
263 Local regional circulation	190,687	220,580	-	569,517	-	-	200,000
264 Regional circulation system	2,279,110	2,230,689	-	2,114,679	-	-	1,500,000
265 Library Facilities	12,190	5,425	-	8,056	-	-	10,000
266 Public use facilities	26,638	11,189	-	16,274	-	-	15,000
267 Aquatics facilities	7,947	3,340	-	4,859	-	-	5,000
268 AB 1600 parkland and op	49,379	62,178	-	71,659	-	-	80,000
269 Quimby act parkland	150,345	14,645	-	44,752	-	-	70,000
356 AD 1015 New Pine Debt Service	63,467	62,234	-	58,566	-	-	0
527 Integrated waste management	40,589,114	747,432	600,000	658,071	600,000	600,000	500,000
621 Central services fund	84,031	88,621	-	158,742	-	-	0
629 Liability insurance fund	1,965,927	2,024,657	3,530,707	2,075,221	2,354,179	2,354,179	2,625,700
630 Telephone support fund	674,376	721,359	-	496,432	-	-	0
631 Utility fund	397,866	-	-	-	-	-	0
635 Fleet services fund	5,016,934	3,197,252	3,763,495	2,862,368	3,829,807	3,829,807	3,371,100
678 Workers compensation	8,380,081	6,458,286	4,909,225	5,385,576	5,606,044	5,606,044	5,843,800
679 Information technology	3,732,826	3,158,908	4,622,444	4,110,324	4,682,940	4,682,940	4,493,400
710 Successor Agency	30,648,979	19,190,759	-	18,599,953	599,074	599,074	5,487,353
772 Special deposits fund	211,448	(211,448)	-	-	-	-	0
<b>GRAND TOTAL</b>	<b>299,399,424</b>	<b>191,196,302</b>	<b>159,248,714</b>	<b>205,514,253</b>	<b>168,814,699</b>	<b>174,978,882</b>	<b>182,012,984</b>



**City of San Bernardino**  
**Historical Summary of Operating Expenditures**  
**2019-20 Adopted Budget**

Description	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted	Actual	Adopted	Adopted	Amended	Adopted
001 General								
010 Mayor	603,480	647,119	740,859	674,094	681,420	733,520	811,200	
020 City Council	656,711	689,713	884,104	782,440	951,736	1,016,989	931,800	
030 City Clerk	1,668,479	1,666,870	827,464	822,777	897,554	897,554	779,300	
040 City Treasurer	241,732	262,553	-	(24)	-	-	0	
050 City Attorney	2,427,295	2,628,903	3,272,903	2,807,759	3,128,333	2,896,333	2,319,800	
060 Former EDA		1,276,233	450,000	(36,508)	-	-	0	
090 General Government	37,166,753	23,333,113	10,596,145	18,530,205	7,213,532	11,683,249	8,619,000	
100 City Manager	1,837,262	1,892,123	2,992,446	2,335,220	3,266,755	3,296,755	3,179,000	
110 Human Resource	814,490	864,297	1,069,888	931,487	1,080,077	1,280,077	1,064,800	
120 Finance	2,188,512	2,465,436	4,116,262	11,974,425	3,719,035	3,719,035	3,673,400	
130 Economic & Housing Development			-	1,124,060	1,022,563	0	0	
140 Civil Service	388,350	355,207	-	-	-	-	0	
180 Community & Economic Development	3,915,355	4,689,680	5,245,655	3,483,283	3,760,899	4,771,899	3,948,600	
200 Fire	29,829,979	418,783	-	(996)	-	-	0	
210 Police	55,481,048	59,473,375	71,809,972	71,794,032	81,101,387	81,742,696	80,164,900	
380 Parks Recreation & Community	6,141,922	5,707,206	7,396,732	7,506,926	8,218,566	4,185,462	4,332,700	
400 Public Works	5,251,524	6,264,455	8,701,907	7,705,120	9,304,091	14,330,736	15,189,900	
470 Library	1,490,665	1,599,454	1,648,022	1,567,625	1,845,876	1,884,908	1,812,600	
<b>001 General Total</b>	<b>150,103,558</b>	<b>114,234,522</b>	<b>119,752,357</b>	<b>132,001,925</b>	<b>126,191,823</b>	<b>132,439,213</b>	<b>126,827,000</b>	
002 Bankruptcy Settlement	4,186,646	15,217,279	-	6,192,279	-	-	1,500,000	
107 Cable Television Fund	249,994	228,979	101,287	317,457	210,500	210,500	270,500	
108 Asset forfeiture	223,596	39,784	224,500	206,523	196,500	202,058	1,090,000	
111 AB2766 air quality	66,780	37,889	-	11,862	-	-	10,500	
116 Emergency Solutions Grant 14.231	541,546	129,989	440,185	232,659	323,222	496,574	270,000	
117 Home Improvement Part 14.239	3,061,658	879,566	1,217,397	2,022,320	788,568	1,192,412	1,385,700	
118 Gang and street asset forfeiture	-	12,333	95,000	80,000	95,000	95,000	95,000	
119 Community Developmnt Block Grant	2,998,072	2,468,532	5,922,911	2,891,450	4,592,564	2,440,085	2,815,000	
120 Neighborhood Stabil Prog (NSP1)	6,722	37,300	85,000	-	277,360	277,360	1,500,000	
121 SBETA	1,522,666	-	-	-	-	-	0	
122 Neighborhood Stabil Prog(NSP3)	204,818	35,487	85,000	-	904,500	904,500	0	
123 Federal grant programs	3,286,641	2,835,701	1,805,634	3,702,629	1,594,041	3,571,128	1,982,380	
124 Animal control	1,626,280	1,589,050	2,413,266	1,641,719	2,567,859	2,687,803	2,563,200	
126 Gas tax fund	5,077,123	5,394,928	6,956,830	6,187,143	6,266,744	6,324,058	5,365,900	

**City of San Bernardino**  
**Historical Summary of Operating Expenditures**  
**2019-20 Adopted Budget**

Description	FY 2015-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted	Actual	Adopted	Amended	Adopted
127 Low Mod Housing Fund	2,822,730	2,406,160	-	51,000	-	-	50,000
128 Traffic safety	426,937	343,436	600,000	670,026	600,000	600,000	610,000
129 Measure I	37,611	52,927	165,868	155,475	1,650,000	1,650,000	1,650,000
132 Sewer line maintenance	2,743,350	10,945,325	-	(27)	-	-	0
134 Soccer field	494,504	-	-	-	-	-	0
137 CFD 1033 Fire Station	1,224,867	-	-	-	-	-	0
211 Fire Equipment Acquisition	48,907	-	-	-	-	-	0
247 Cultural Developmnt Construction	361,946	30,093	-	209,921	300,000	300,000	401,400
254 Assessment district	1,185,593	1,252,516	1,465,825	1,226,333	1,477,265	1,552,382	143,300
261 Law Enforcement Facilities	95,999	-	-	169,795	-	-	0
262 Fire Suppression	153,238	-	-	-	-	-	0
268 AB 1600 parkland and op	-	-	214,700	-	-	-	0
356 AD 1015 New Pine Debt Service	10,811	7,627	-	4,448	-	-	0
527 Integrated waste management	29,097,673	1,183,562	670,266	1,174,814	1,070,743	1,093,313	1,206,028
621 Central services fund	132,086	95,055	-	-	-	-	0
629 Liability insurance fund	1,931,659	8,300,933	3,530,707	(241,382)	2,354,179	2,354,179	2,625,700
630 Telephone support fund	718,017	940,363	-	433,378	-	-	0
631 Utility fund	-	-	-	-	-	-	0
635 Fleet services fund	4,504,120	2,270,753	3,763,495	4,877,240	3,829,807	3,791,307	3,371,100
675 Combined Health Insurance	-	-	-	-	-	-	0
678 Workers compensation	7,277,211	2,247,097	4,909,225	6,475,091	5,606,044	5,606,044	5,843,800
710 Successor Agency	17,995,116	27,745,896	-	8,135,053	599,074	635,689	5,487,353
<b>GRAND TOTAL</b>	<b>249,186,537</b>	<b>204,375,058</b>	<b>159,032,595</b>	<b>187,034,891</b>	<b>166,238,732</b>	<b>173,166,544</b>	<b>171,557,261</b>

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

Department	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	NOTES From 2018-19 Authorized to 2019-20 Authorized	Effective Date
City Attorney's Office	19.00	14.00	3.00	Deletion of one (1) Administrative Analyst II/Assistant Of Elective Officer Deletion of one (1) Chief Assistant City Attorney (U) Deletion of two (2) Deputy City Attorney III (U) Deletion of two (2) Deputy City Attorney IV (U) Deletion of one (1) Executive Assistant To The City Attorney (U) Deletion of one (1) Legal Secretary I (Flex)(U) Deletion of two (2) Legal Secretary II (U) Deletion of one (1) Office Assistant (U)	7/1/2019
City Clerk's Office	6.00	5.00	4.00	Deletion of one (1) Senior Customer Service Representative (U)	7/1/2019
City Council Office	11.00	11.00	9.00	Deletion of one (1) Administrative Assistant to City Council (U)	2/11/2019
City Manager's Office	16.00	14.00	15.00	Deletion of one (1) Executive Staff Assistant to City Council (U)	7/1/2019
City Treasurer's Office	1.00	1.00	1.00	Transfer of one (1) Community Engagement Specialist No changes	7/1/2019
Community & Economic Development	27.00	23.00	25.00	Transfer of six (6) employees from Economic & Housing Development Deletion of one (1) Director of Community Development Addition of one (1) Director of Community & Economic Development Transfer of two (2) employees to Public Works Deletion of one (1) Chief Building Official & Safety Division Manager (U) Deletion of one (1) Senior Planner	10/3/2018 10/3/2018 10/3/2018 12/5/2018 7/1/2019 7/1/2019
Economic & Housing Development	8.00	7.00	0.00	Transfer of six (6) employees to Community & Economic Development Deletion of one (1) Director of Economic & Housing Development	10/3/2018 10/3/2018
Finance	27.00	25.00	23.00	Deletion of one (1) Accounting Assistant Deletion of one (1) Procurement/Contract Support Services Division Manager (U)	7/1/2019
Human Resources	9.00	9.00	9.00	No changes	
Information Technology	15.00	14.00	13.00	Deletion of one (1) GIS Administrator	7/1/2019
Library	11.00	11.00	11.00	No changes	
Mayor's Office	4.00	4.00	5.00	Addition of (1) Executive Assistant to the Mayor (U)	2/11/2019
Parks, Recreation and Community Services	31.00	30.00	21.00	Transfer of ten (10) employees to Public Works Deletion of one (1) Deputy Director Addition of one (1) Community Recreation Manager Addition of one (1) Community Recreation Program Coordinator	12/5/2018 7/1/2019 7/1/2019 7/1/2019

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

Department	2017-18 Authorized	2018-19 Authorized	2019-20 Authorized	NOTES From 2018-19 Authorized to 2019-20 Authorized	Effective Date
				Addition of six (6) Police Officers, and addition of two (2) Community Service Officers	1/16/2019
				Deletion of seven (7) Police Officers, and addition of five (5) Sergeants and two (2) Lieutenants	2/20/2019
				Deletion of one (1) Administrative Services Supervisor	7/1/2019
				Deletion of two (2) Community Engagement Specialists	7/1/2019
				Transfer of one (1) Community Engagement Specialist	7/1/2019
				Deletion of nine (9) Community Policing Specialist	7/1/2019
				Deletion of eight (8) Community Services Officers	7/1/2019
				Deletion of one (1) Crime Analysis Support Assistant	7/1/2019
				Deletion of three (3) Criminal Investigation Officer	7/1/2019
				Deletion of one (1) Customer Service Representative	7/1/2019
				Deletion of one (1) Emergency Operations Manager	7/1/2019
				Deletion of two (2) Forensics Specialists	7/1/2019
				Deletion of one (1) IT Analyst II	7/1/2019
				Deletion of one (1) Parking Enforcement Officer	7/1/2019
				Deletion of seven (7) Police Dispatchers	7/1/2019
				Deletion of ten (10) Police Officers	7/1/2019
				Deletion of four (4) Police Records Technicians	7/1/2019
				Deletion of four (4) Police Transcriber	7/1/2019
				Deletion of one (1) Property & Evidence Technician I (Flex)	7/1/2019
				Deletion of one (1) Sergeant	7/1/2019
				A reorganization of Public Works transferred ten (10) employees from Parks, Recreation and Community Services, transferred two (2) employees from Community & Economic Development, added nine (9) new positions, and deleted eleven (11) positions for a net impact of ten (10) additional employees to the department.	12/5/2018
				Deletion of one (1) Engineering Associate	7/1/2019
				Deletion of one (1) Executive Assistant To Director (U)	7/1/2019
				Deletion of one (1) Hazmat Technician	7/1/2019
				Deletion of two (2) Heavy Equipment Operators	7/1/2019
				Deletion of one (1) Landscape Inspector I (Flex)	7/1/2019
				Deletion of one (1) Lead Maintenance Worker	7/1/2019
				Deletion of one (1) Office Assistant	7/1/2019
				Addition of one (1) Environmental Project Inspector	7/1/2019
<b>Total</b>	746.00	721.00	646.00		

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b><u>City Attorney</u></b>				
1				
Municipal legal service				
Administrative Analyst I/Assistant Of Elective Officer (U) (Flex)	1	1	0	0
Administrative Analyst II/Assistant Of Elective Officer (U)	2	2	2	1
Chief Assistant City Attorney (U)	1	1	1	0
City Attorney (U)	1	1	1	1
City Attorney Investigations Supervisor (U)	1	1	0	0
Deputy City Attorney I (U)	1	1	0	0
Deputy City Attorney II (U)	1	0	0	0
Deputy City Attorney III (U)	1	2	2	0
Deputy City Attorney IV (U)	2	2	2	0
Executive Assistant To The City Attorney (U)	1	1	1	0
Legal Administrative Assistant (U)	1	1	1	1
Legal Secretary I (Flex)(U)	1	1	1	0
Legal Secretary II (U)	2	2	2	0
Office Assistant (U)	1	2	1	0
Senior Deputy City Attorney (U)	1	1	0	0
Municipal legal service Total	18	19	14	3
1 Total	18	19	14	3
<b>City Attorney Total</b>	<b>18</b>	<b>19</b>	<b>14</b>	<b>3</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b><u>City Clerk</u></b>				
1				
Administration				
Chief Deputy City Clerk (U)	0.9	0.9	0.9	0.9
City Clerk (U)	0.85	0.85	0.85	0.85
Deputy City Clerk (U)	0	0.9	0.9	0.9
Records Management Specialist (U)	0.05	0.05	0	0
Senior Customer Service Representative (U)	0	0.4	0.4	0
Senior Office Assistant (U)	0.75	0.75	0.75	0.75
<b>Administration Total</b>	<b>2.55</b>	<b>3.85</b>	<b>3.8</b>	<b>3.4</b>
Business Registration				
Business Registration Accounting Technician (U)	1	0	0	0
Business Registration Inspector (U)	3	0	0	0
Business Registration Manager (U)	1	0	0	0
Senior Business Registration Representative (U)	1	0	0	0
<b>Business Registration Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>
Elections				
Chief Deputy City Clerk (U)	0.05	0.05	0.05	0.05
City Clerk (U)	0.1	0.1	0.1	0.1
Deputy City Clerk (U)	0	0.05	0.05	0.05
<b>Elections Total</b>	<b>0.15</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>
Records Management				
Chief Deputy City Clerk (U)	0.05	0.05	0.05	0.05
City Clerk (U)	0.05	0.05	0.05	0.05
Deputy City Clerk (U)	0	0.05	0.05	0.05
Records Management Specialist (U)	0.95	0.95	0	0
Senior Customer Service Representative (U)	0	0.6	0.6	0
Senior Office Assistant (U)	0.25	0.25	0.25	0.25
<b>Records Management Total</b>	<b>1.3</b>	<b>1.95</b>	<b>1</b>	<b>0.4</b>
<b>1 Total</b>	<b>10</b>	<b>6</b>	<b>5</b>	<b>4</b>
<b>City Clerk Total</b>	<b>10</b>	<b>6</b>	<b>5</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	FY 2019-20 Adopted
<b><u>City Council</u></b>				
1				
City Council				
Councilperson	7	7	7	7
City Council Total	7	7	7	7
Council Support				
Administrative Analyst II	1	1	0	0
Administrative Assistant To City Council (U)	1	1	2	1
Council Administrative Supervisor (U)	1	1	1	1
Executive Staff Assistant To City Council (U)	1	1	1	0
Council Support Total	4	4	4	2
1 Total	11	11	11	9
<b>City Council Total</b>	<b>11</b>	<b>11</b>	<b>11</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	FY 2019-20 Adopted
<b><u>City Manager</u></b>				
1				
Administration				
Administrative Assistant To City Manager (U)	0	0	0.5	0.5
Assistant City Manager	1	1	0.75	0.75
Assistant To The City Manager (U)	0.85	0.85	0.25	0
City Manager (U)	0.72	0.9	1	1
Economic Development Analyst (U)	1	0	0	0
Economic Development Division Manager (U)	1	0	0	0
Executive Assistant To The City Manager (U)	1	1	1	1
Neighborhood & Cust Svcs Ops Mgr (U)	0	0	0	0.25
Administration Total	5.57	3.75	3.5	3.5
Administrative Services				
Administrative Analyst I (Flex)	0	0	1	0
Administrative Analyst II	0	0	0	1
Administrative Services Officer	0	1	1	1
Human Resources Analyst	0	1	0	0
Human Resources Technician	0	1	0	0
Senior Human Resources Technician	0	0	1	1
Administrative Services Total	0	3	3	3
Air Quality/Rideshare				
Administrative Assistant To City Manager (U)	0	0.5	0.5	0.5
Assistant To The City Manager (U)	0	0.15	0	0
Air Quality/Rideshare Total	0	0.65	0.5	0.5
CATV				
lemg Broadcast Engineering Coordinator	0	0	1	1
CATV Total	0	0	1	1
Communication & Community Relations				
Administrative Assistant To City Manager (U)	0.25	0.25	0	0
Assistant City Manager	0	0	0.25	0.25
City Manager (U)	0.05	0.05	0	0
Community Engagement Specialist	0	0	0	1
Manager Of Communications	1	1	0	0
Communication & Community Relations Total	1.3	1.3	0.25	1.25
Customer & Neighborhood Services				
Assistant To The City Manager (U)	0	0	0.75	0
Neighborhood & Cust Svcs Ops Mgr (U)	0	0	0	0.75
Sb Direct Call Taker (Bilingual)	0	4	4	4
Senior Sb Direct Call Taker (Bilingual)	0	1	0	0
Customer & Neighborhood Services Total	0	5	4.75	4.75
Grants Coordination/Intergovernmental Relations				
Administrative Assistant To City Manager (U)	0.25	0.25	0	0
City Manager (U)	0.05	0.05	0	0
Grants Coordination/Intergovernmental Relations Total	0.3	0.3	0	0
Neighborhood services				
City Manager (U)	0.1	0	0	0
Neighborhood services Total	0.1	0	0	0
Violence Intervention				
Community Intervention Program Manager (U)	0	1	1	1
Violence Intervention Total	0	1	1	1



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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
1 Total	7.27	15	14	15
107				
CATV				
lemg Broadcast Engineering Coordinator	1	1	0	0
CATV Total	1	1	0	0
107 Total	1	1	0	0
111				
Air Quality/Rideshare				
Administrative Assistant To City Manager (U)	0.5	0	0	0
Assistant To The City Manager (U)	0.15	0	0	0
Air Quality/Rideshare Total	0.65	0	0	0
111 Total	0.65	0	0	0
117				
Administration				
Community Development Block Grant Coordinator	0.25	0	0	0
Deputy Director Of Housing (U)	0.25	0	0	0
Administration Total	0.5	0	0	0
117 Total	0.5	0	0	0
119				
Administration				
City Manager (U)	0.08	0	0	0
Community Development Block Grant Coordinator	1.75	0	0	0
Community Development Block Grant Program Assistant	2	0	0	0
Deputy Director Of Housing (U)	0.75	0	0	0
Administration Total	4.58	0	0	0
119 Total	4.58	0	0	0
630				
Communication & Community Relations				
Sb Direct Call Taker (Bilingual)	3	0	0	0
Senior Sb Direct Call Taker (Bilingual)	1	0	0	0
Communication & Community Relations Total	4	0	0	0
630 Total	4	0	0	0
<b>City Manager Total</b>	<b>18</b>	<b>16</b>	<b>14</b>	<b>15</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b><u>City Treasurer</u></b>				
1				
Treasurer				
City Treasurer (U)	1	1	1	0
Deputy City Treasurer (U)	1	0	0	0
Treasury Assistant (U)	1	0	0	0
Treasurer Total	3	1	1	0
1 Total	3	1	1	0
<b>City Treasurer Total</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b><u>Civil Service</u></b>				
1				
Administration				
Civil Service Board Chief Examiner (U)	0.75	0	0	0
Human Resources Analyst	0.25	0	0	0
Administration Total	1	0	0	0
Employment Services				
Civil Service Board Chief Examiner (U)	0.25	0	0	0
Human Resources Analyst	0.75	0	0	0
Human Resources Technician	1	0	0	0
Employment Services Total	2	0	0	0
1 Total	3	0	0	0
<b>Civil Service Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b><u>Community Development</u></b>				
1				
Administration				
Director Of Community & Economic Development (U)	0	0	0	1
Director Of Community Development (U)	0.25	0.25	0.25	0
Executive Assistant	0.5	1	0.5	0.5
Executive Assistant To Director (U)	1	1	1	1
Senior Management Analyst	1	1	1	1
Administration Total	2.75	3.25	2.75	3.5
Building and Safety				
Building Inspector I (Flex)	0	0	1	2
Building Inspector II	3	3	2	1
Chief Building Official & Building & Safety Division Manager (U)	1	1	1	0
Community Development Technician	5	1	3	3
Construction Inspector II	0.75	0.5	0.5	0.5
Development Services Technician	0	4	0	0
Director Of Community Development (U)	0.3	0.3	0.3	0
Executive Assistant	0	0.5	0.5	0.5
Senior Plans Examiner	1	1	0	0
Building and Safety Total	11.05	11.3	8.3	7
Enforcement/Beautification				
Code Enforcement Officer II	5	0	0	0
Code Enforcement Officer III	1	0	0	0
Customer Service Representative	3	0	0	0
Weed Abatement Coordinator	1	0	0	0
Enforcement/Beautification Total	10	0	0	0
Land Development				
Construction Inspector II	1	1.5	0.5	0.5
Director Of Community Development (U)	0.15	0.15	0.15	0
Engineering Assistant I (Flex)	1	1	1	0
Engineering Assistant II	0	0	0	1
Engineering Assistant III	1	1	1	1
NPDES Coordinator	0	1	1	0
NPDES Inspector I (Flex)	0	0	1	0
Senior Civil Engineer/ Division Manager (U)	1	1	1	1

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
Land Development Total	4.15	5.65	5.65	3.5
Planning				
Assistant Planner (Flex)	1	0	2	1
Associate Planner	2	4	2	3
Code Enforcement Officer II	1	0	0	0
Director Of Community Development (U)	0.3	0.3	0.3	0
Executive Assistant	0.5	0.5	0	0
Planning Division Manager (U)	1	1	1	1
Senior Planner	0	0	1	0
Transportation Planner	0	1	0	0
Planning Total	5.8	6.8	6.3	5
Stormwater Management				
Construction Inspector II	0.25	0	0	0
NPDES Coordinator	1	0	0	0
Stormwater Management Total	1.25	0	0	0
1 Total	35	27	23	19
119				
Administration				
Accountant III	0	0	0	1
Administrative Analyst I	0	0	0	1
Administrative Analyst II	0	0	0	1
Administrative Assistant	0	0	0	1
Community Development Block Grant (CDBG) Program Coordinator	0	0	0	1
Housing Division Manager (U)	0	0	0	1
Administration Total	0	0	0	6
119 Total	0	0	0	6
<b>Community Development Total</b>	<b>35</b>	<b>27</b>	<b>23</b>	<b>25</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b><u>Economic &amp; Housing Development</u></b>				
1				
Administration				
Economic Development Analyst (U)	0	1	0	0
Administration Total	0	1	0	0
Economic Development				
Director Of Economic And Housing Development (U)	0	1	1	0
Economic Development Total	0	1	1	0
1 Total	0	2	1	0
119				
Administration				
Accountant III	0	1	0	0
Community Development Block Grant Coordinator	0	1	0	0
Community Development Block Grant Program Assistant	0	2	0	0
Housing Division Manager (U)	0	1	0	0
Management Analyst li/Assistant To The City Manager	0	1	0	0
Administration Total	0	6	0	0
Administration / Salaries				
Accountant III	0	0	1	0
Administrative Analyst II	0	0	1	0
Community Development Block Grant (CDBG) Program Assistant	0	0	2	0
Community Development Block Grant Coordinator	0	0	1	0
Housing Division Manager (U)	0	0	1	0
Administration / Salaries Total	0	0	6	0
119 Total	0	6	6	0
<b><u>Economic &amp; Housing Development Total</u></b>	<b>0</b>	<b>8</b>	<b>7</b>	<b>0</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b>Finance</b>				
1				
Accounting				
Accountant I (Flex)	2	1	0	0
Accountant II	0	1	1	1
Accountant III	1	1	1	1
Accounting Division Manager (U)	1	1	0	1
Accounting Technician	1.8	2	2	2
Deputy Director Of Finance (U)	0	0	0	1
Deputy Director Of Finance/Budget Manager (U)	0	0	1	0
Financial Analyst	1	0	0	0
Principal Accountant	0.9	1	1	0
Senior Finance Specialist	0.25	0.25	0.25	0.25
<b>Accounting Total</b>	<b>7.95</b>	<b>7.25</b>	<b>6.25</b>	<b>6.25</b>
Administration				
Accounting Assistant	0	0	1	0
Administrative Assistant	0	0	1	1
Director Of Finance (U)	0.5	1	1	1
Executive Assistant To Director (U)	1	1	0	0
<b>Administration Total</b>	<b>1.5</b>	<b>2</b>	<b>3</b>	<b>2</b>
Budget				
Administrative Analyst I (Flex)	0	0	1	0
Administrative Analyst II	0	0	0	1
Budget Officer (U)	1	1	1	1
Director Of Finance (U)	0.5	0	0	0
Financial Analyst	0	1	0	0
<b>Budget Total</b>	<b>1.5</b>	<b>2</b>	<b>2</b>	<b>2</b>
Business Registration				
Accounting Technician	0	0	0	1
Business Registration Accounting Technician (U)	0	1	1	0
Business Registration Inspector (U)	0	4	4	4
Business Registration Manager (U)	0	1	1	1
Senior Business Registration Representative (U)	0	1	1	1
<b>Business Registration Total</b>	<b>0</b>	<b>7</b>	<b>7</b>	<b>7</b>
Payroll/Benefits				
Accounting Assistant	2	2	0	0
Payroll Manager	1	1	1	0
Payroll Supervisor	0	0	0	1
Payroll Technician	1	1	1	1
Senior Finance Specialist	0.75	0.75	0.75	0.75
<b>Payroll/Benefits Total</b>	<b>4.75</b>	<b>4.75</b>	<b>2.75</b>	<b>2.75</b>
Purchasing				
Accounting Assistant	1	1	1	0
Assistant Buyer	0	0	0	1
Procurement/Contract Support Services Division Manager (U)	1	1	1	0
<b>Purchasing Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>
Treasurer				
City Treasurer (U)	0	0	0	1
Deputy City Treasurer (U)	0	1	1	0
Treasury Assistant (U)	0	1	1	1
Treasury Supervisor	0	0	0	1
<b>Treasurer Total</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>3</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
1 Total	17.7	27	25	24
119				
Accounting				
Principal Accountant	0.1	0	0	0
Accounting Total	0.1	0	0	0
Administration				
Accounting Technician	0.2	0	0	0
Administration Total	0.2	0	0	0
119 Total	0.3	0	0	0
<b>Finance Total</b>	<b>18</b>	<b>27</b>	<b>25</b>	<b>24</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b>Human Resource</b>				
<b>1</b>				
Administration				
Departmental Accounting Technician	1	1	0.4	0
Director Of Human Resources (U)	0.6	0.6	0.6	0.6
Executive Assistant To Director (U)	0.6	0.6	0.6	0.6
Human Resources Analyst	0.75	0.75	0.2	0.2
Human Resources Technician	0.7	0.7	0.7	1.1
Senior Human Resources Technician	0.7	0.7	0.8	0.8
Senior Human Resources/Risk Analyst	0.55	0.55	1	1
Administration Total	4.9	4.9	4.3	4.3
<b>1 Total</b>	<b>4.9</b>	<b>4.9</b>	<b>4.3</b>	<b>4.3</b>
<b>629</b>				
Administration				
Administrative Claims Specialist	0	0	0.5	0
Administration Total	0	0	0.5	0
Liability/Risk Management				
Administrative Claims Specialist	0.5	0.5	0	0.5
Departmental Accounting Technician	0	0	0.3	0
Director Of Human Resources (U)	0.2	0.2	0.2	0.2
Executive Assistant To Director (U)	0.15	0.15	0.15	0.15
Human Resources Analyst	0.5	0.5	0.4	0.4
Human Resources Technician	0.1	0.1	0.15	0.45
Senior Human Resources Technician	0.1	0.1	0.2	0.2
Senior Human Resources/Risk Analyst	0.2	0.2	0.5	0.5
Liability/Risk Management Total	1.75	1.75	1.9	2.4
<b>629 Total</b>	<b>1.75</b>	<b>1.75</b>	<b>2.4</b>	<b>2.4</b>
<b>678</b>				
Liability/Risk Management				
Administrative Claims Specialist	0	0	0.5	0
Liability/Risk Management Total	0	0	0.5	0
Workers compensation				
Administrative Claims Specialist	0.5	0.5	0	0.5
Departmental Accounting Technician	0	0	0.3	0
Director Of Human Resources (U)	0.2	0.2	0.2	0.2
Executive Assistant To Director (U)	0.25	0.25	0.25	0.25
Human Resources Analyst	0.75	0.75	0.4	0.4
Human Resources Technician	0.2	0.2	0.15	0.45
Senior Human Resources Technician	0.2	0.2	0	0
Senior Human Resources/Risk Analyst	0.25	0.25	0.5	0.5
Workers compensation Total	2.35	2.35	1.8	2.3
<b>678 Total</b>	<b>2.35</b>	<b>2.35</b>	<b>2.3</b>	<b>2.3</b>
<b>Human Resource Total</b>	<b>9</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	FY 2019-20 Adopted
<b><u>Information Technology</u></b>				
621				
Print Shop				
Reprographics & Mail Technician	1	0	0	0
Print Shop Total	1	0	0	0
621 Total				
	1	0	0	0
630				
Telephone Support				
Senior Network Administrator	0.25	0	0	0
Telephone Support Total	0.25	0	0	0
630 Total				
	0.25	0	0	0
679				
Administration				
Administrative Assistant	0	0	0	1
Departmental Accounting Technician	1	1	1	0
Director Of Information Technology (U)	1	1	1	1
Administration Total	2	2	2	2
Business Systems				
Applications Development Manager	1	1	1	1
Senior IT Analyst	2	2	2	2
Business Systems Total	3	3	3	3
Client Services				
IT Operations Supervisor	1	1	1	1
Senior IT Technician	1	1	1	1
Client Services Total	2	2	2	2
GIS & Office automation				
GIS Administrator	0	0	1	0
GIS System Administrator	1	1	0	0
Senior GIS Analyst	1	1	1	1
GIS & Office automation Total	2	2	2	1
Network Services				
Senior Network Administrator	0.75	0.75	1	1
Network Services Total	0.75	0.75	1	1
Print Shop				
Reprographics & Mail Technician	0	1	0	0
Print Shop Total	0	1	0	0
Public Safety Systems				
IT Analyst I (Flex)	1	1	1	1
IT Analyst II	1	1	1	1
Public Safety IT Manager	1	1	1	1
Senior IT Analyst	1	1	1	1
Public Safety Systems Total	4	4	4	4
Telephone Support				
Senior Network Administrator	0	0.25	0	0
Telephone Support Total	0	0.25	0	0
679 Total				
	13.75	15	14	13
<b>Information Technology Total</b>	<b>15</b>	<b>15</b>	<b>14</b>	<b>13</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b><u>Library</u></b>				
1				
Administration				
Executive Assistant To Director (U)	0	0	0.5	0.5
Library Admin Technician/Webmaster	0.5	0.5	0	0
Library Director (U)	1	1	1	1
Administration Total	1.5	1.5	1.5	1.5
Branch Library Services				
Library Assistant	0.67	0	0	0
Library Technician II	0	0.67	0.67	0.67
Branch Library Services Total	0.67	0.67	0.67	0.67
Central Library Services				
Librarian II	2	2	2	2
Library Circulation Supervisor	1	1	1	1
Library Program Coordinator	1	1	1	1
Technology Librarian	1	1	1	1
Central Library Services Total	5	5	5	5
Support Services				
Executive Assistant To Director (U)	0	0	0.5	0.5
Library Admin Technician/Webmaster	0.5	0.5	0	0
Library Assistant	0.33	0	0	0
Library Network Administrator	1	1	1	1
Library Network Assistant	1	1	1	1
Library Technician II	0	0.33	0.33	0.33
Support Services Total	2.83	2.83	2.83	2.83
1 Total	10	10	10	10
123				
Adult Basic Education				
Literacy Program Coordinator	1	1	1	1
Adult Basic Education Total	1	1	1	1
123 Total	1	1	1	1
<b>Library Total</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b><u>Mayor</u></b>				
1				
Administration				
Assistant To The Mayor I (U)	2	0	0	0
Assistant To The Mayor II (U)	0	1	1	1
Assistant To The Mayor III (U)	0	0	1	0
Executive Assistant To Mayor III (U)	0	1	0	0
Executive Assistant To The Mayor (U)	0.5	0	0	1
Mayor	0	1	1	1
Mayor'S Chief Of Staff (U)	1	1	1	1
Senior Customer Service Representative (U)	0	0	0	1
Administration Total	3.5	4	4	5
Community Safety Partnerships				
Mayor	0.25	0	0	0
Community Safety Partnerships Total	0.25	0	0	0
Education partnerships				
Executive Assistant To The Mayor (U)	0.5	0	0	0
Education partnerships Total	0.5	0	0	0
Transportation partnerships				
Mayor	0.75	0	0	0
Transportation partnerships Total	0.75	0	0	0
1 Total	5	4	4	5
<b>Mayor Total</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>5</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b><u>Parks Recreation &amp; Community</u></b>				
1				
Administration				
Administrative Analyst I (Flex)	1	1	1	1
Administrative Assistant	1	2	1	1
Community Recreation Manager	2	1	0.7	1.7
Departmental Accounting Technician	1	1	1	1
Deputy Director Of Parks/Rec/Community Services (U)	0	1	1	0
Director Of Parks/Rec/Community Services (U)	1	1	1	1
Executive Assistant To Director (U)	1	1	1	1
Administration Total	7	8	6.7	6.7
Aquatics				
Community Recreation Manager	0	0	0.3	0.3
Pool Maintenance Coordinator	0	0	1	0
Aquatics Total	0	0	1.3	0.3
Cemetery Administration				
Administrative Assistant	0	0	1	1
Cemetery Worker	0	1	1	0
Cemetery Administration Total	0	1	2	1
Center for Individual Development (CID)				
Recreation Therapist	1	1	1	1
Center for Individual Development (CID) Total	1	1	1	1
Outdoor Facilities				
Community Recreation Program Coordinator	1	1	1	1
Outdoor Facilities Total	1	1	1	1
Parks Maintenance				
Landscape Inspector I (Flex)	2	2	2	0
Landscape Inspector II	2	2	2	0
Lead Park Construction & Maintenance Worker	1	1	1	0
Parks Maintenance Division Manager (U)	1	1	0	0
Parks Maintenance Supervisor	1	1	1	0
Parks Maintenance Worker II	1	2	2	0
Parks Maintenance Total	8	9	8	0
Recreation & Community Programs				
Community Recreation Program Coordinator	3.25	4	4	5
Community Services Center Supervisor	1	1	1	1
Recreation & Community Programs Total	4.25	5	5	6
Rsvp Program				
Program Manager RSVP	0	0	0.55	0.55
Rsvp Program Total	0	0	0.55	0.55
Senior Companion				
Coordinator Of Volunteers (Grant Funded)	0	0	0.4	0.4
Program Manager SCP	0	0	0.4	0.4
Senior Companion Total	0	0	0.8	0.8
Senior Services				
Community Services Center Supervisor	1	1	1	1
Coordinator Of Volunteers	0.75	0.75	0	0
Program Manager SCP	0	0.1	0	0
Senior Services Total	1.75	1.85	1	1

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
Special Events				
Special Events Coordinator	0	1	0	0
Special Events Total	0	1	0	0
<b>1 Total</b>	<b>23</b>	<b>27.85</b>	<b>27.35</b>	<b>18.35</b>
106				
Administration				
Administrative Assistant	1	0	0	0
Administration Total	1	0	0	0
<b>106 Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
123				
Healthy California				
Community Recreation Program Coordinator	0.75	0	0	0
Healthy California Total	0.75	0	0	0
Rsvp Program				
Program Manager RSVP	1	1	0	0.45
Rsvp Program Total	1	1	0	0.45
Senior Companion				
Coordinator Of Volunteers	0.25	0.25	0	0
Coordinator Of Volunteers (Grant Funded)	0	0	0.6	0.6
Program Manager RSVP	0	0	0.45	0
Program Manager SCP	0	0.9	0.6	0.6
Senior Companion Total	0.25	1.15	1.65	1.2
Senior Nutrition				
Food Service Supervisor II	1	1	1	1
Senior Nutrition Total	1	1	1	1
<b>123 Total</b>	<b>3</b>	<b>3.15</b>	<b>2.65</b>	<b>2.65</b>
<b>Parks Recreation &amp; Community Total</b>	<b>27</b>	<b>31</b>	<b>30</b>	<b>21</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b>Police</b>				
1				
Administration				
Administrative Analyst II	1	1	1	1
Administrative Services Supervisor	1	1	1	0
Assistant Chief Of Police	1	1	1	1
Chief Of Police	1	1	1	1
Community Services Officer II	1	0	0	0
Departmental Accounting Technician	0	1	1	1
Detective/Corporal	3	3	2	3
Executive Assistant	2	2	2	2
Executive Assistant To Director (U)	1	1	1	1
Lieutenant	1	2	2	2
Police Captain (U)	3	3	4	4
Senior Management Analyst	1	1	1	1
Senior Office Assistant	1	1	1	1
Sergeant	3	1	2	2
<b>Administration Total</b>	<b>20</b>	<b>19</b>	<b>20</b>	<b>20</b>
Community Policing				
Community Engagement Coordinator	1	0	0	0
Community Engagement Officer	1	0	0	0
Community Engagement Specialist	0	3	0	0
Community Policing Specialist	7	1	0	0
Lieutenant	1	1	0	0
Police Officer	4	0	0	0
Sergeant	2	0	0	0
<b>Community Policing Total</b>	<b>16</b>	<b>5</b>	<b>0</b>	<b>0</b>
COPS Hiring Grant 2016				
Police Officer	11	0	0	0
<b>COPS Hiring Grant 2016 Total</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>
DIGNITY HEALTH				
Police Officer	0	0	0	2
<b>DIGNITY HEALTH Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
Dispatch				
Lieutenant	0.5	0	1	1
Police Dispatch Supervisor	4	4	4	4
Police Dispatcher I (Flex)	12	13	12	4
Police Dispatcher II	14.8	15	16	17
<b>Dispatch Total</b>	<b>31.3</b>	<b>32</b>	<b>33</b>	<b>26</b>
Enforcement/Beautification				
Code Enforcement Division Manager (U)	0	1	0	0
Code Enforcement Officer II	0	6	6	4
Code Enforcement Officer III	0	1	1	1
Community Engagement Specialist	0	0	3	0
Community Policing Specialist	0	0	7	0
Customer Service Representative	0	3	3	2
Lieutenant	0	0	1	0
Police Officer	0	0	5	3
Senior Office Assistant	0	0	1	1
Sergeant	0	0	1	1
Weed Abatement Coordinator	0	1	0	0
<b>Enforcement/Beautification Total</b>	<b>0</b>	<b>12</b>	<b>28</b>	<b>12</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b>Forensics-Property</b>				
Forensics Specialist I (Flex)	2	2	2	2
Forensics Specialist II	6	6	6	4
Forensics Specialist III	1	1	1	1
Property & Evidence Technician II	2	2	2	1
Property Evidence & Supply Supervisor	1	1	1	1
Senior Office Assistant	1	1	1	1
<b>Forensics-Property Total</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>10</b>
<b>Gangs/MET</b>				
Detective/Corporal	2	0	0	0
Police Officer	6	0	0	0
Sergeant	2	0	0	0
<b>Gangs/MET Total</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Investigation</b>				
Community Services Officer I	2	2	0	4
Community Services Officer II	6	7	7	8
Crime Analysis Support Assistant	2	0	0	0
Crime Analyst	2	0	0	0
Criminal Investigation Officer	9	7	7	5
Detective/Corporal	28	24	25	24
IT Analyst II	1	0	0	0
Lieutenant	2	1	1	2
Police Officer	3	0	0	0
Sergeant	5	4	3	4
<b>General Investigation Total</b>	<b>60</b>	<b>45</b>	<b>43</b>	<b>47</b>
<b>Intel/Emergency Management</b>				
Crime Analysis Support Assistant	0	2	2	1
Crime Analyst	0	2	2	2.5
Criminal Investigation Officer	0	2	2	1
Detective/Corporal	0	3	5	4
Emergency Operations Manager	0	1	1	0
IT Analyst II	0	1	1	0
Lieutenant	0	1	1	1
Police Officer	0	5	5	5
Sergeant	0	2	2	2
<b>Intel/Emergency Management Total</b>	<b>0</b>	<b>19</b>	<b>21</b>	<b>16.5</b>
<b>North Operations</b>				
Community Services Officer I	0	1	1	0
Community Services Officer II	0	2	2	0
Criminal Investigation Officer	0	1	1	0
Detective/Corporal	0	1	1	0
Lieutenant	0	0	1	0
Police Officer	0	7	8	0
Sergeant	0	1	2	0
<b>North Operations Total</b>	<b>0</b>	<b>13</b>	<b>16</b>	<b>0</b>
<b>Patrol Field Services</b>				
Community Services Officer I	21	21	22	14
Detective/Corporal	7	9	7	9
Lieutenant	4	4	2	4
Police Fleet Maintenance Expeditor	1	1	1	1
Police Officer	109	139	134	118
Sergeant	23.2	26	25	30
<b>Patrol Field Services Total</b>	<b>165.2</b>	<b>200</b>	<b>191</b>	<b>176</b>

Personnel and Training

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
Detective/Corporal	1	2	2	1
Lieutenant	0	0	0	1
Police Officer	0	0	0	2
Police P&T Technician	3	3	3	3
Sergeant	1	1	1	1
<b>Personnel and Training Total</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>8</b>
Records				
Lieutenant	0.5	0	0	0
Police Records Supervisor	2	2	2	2
Police Records Technician I (Flex)	8	6	6	3
Police Records Technician II	12	14	14	13
Police Transcriber	4	4	4	0
<b>Records Total</b>	<b>26.5</b>	<b>26</b>	<b>26</b>	<b>18</b>
SAN MANUEL CCF 2017-2020				
Community Services Officer I	0	0	0	2
Police Officer	0	0	0	4
<b>SAN MANUEL CCF 2017-2020 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
South Operations				
Community Policing Specialist	0	6	0	0
Community Services Officer I	0	0	1	0
Criminal Investigation Officer	0	0	0	1
Detective/Corporal	0	1	1	2
Lieutenant	0	1	1	1
Police Officer	0	11	9	13
Sergeant	0	3	2	2
<b>South Operations Total</b>	<b>0</b>	<b>22</b>	<b>14</b>	<b>19</b>
Traffic				
Administrative Assistant	1	1	1	1
Community Services Officer II	1	1	1	0
Criminal Investigation Officer	1	1	1	1
Detective/Corporal	1	1	1	1
Parking Enforcement Officer	5	5	5	4
Police Officer	6	0	1	4
Senior Office Assistant	3	3	2	2
Sergeant	1	1	1	1
<b>Traffic Total</b>	<b>19</b>	<b>13</b>	<b>13</b>	<b>14</b>
Vice/Narcotics				
Community Services Officer I	1	0	0	0
Community Services Officer II	2	0	0	0
Criminal Investigation Officer	1	0	0	0
Detective/Corporal	2	0	0	0
Police Officer	12	0	0	0
Sergeant	1	0	0	0
<b>Vice/Narcotics Total</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>
Violence Intervention				
Crime Analyst	0	0	0	0.5
<b>Violence Intervention Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.5</b>
<b>1 Total</b>	<b>396</b>	<b>425</b>	<b>424</b>	<b>375</b>

123

San Manuel contract

Police Dispatcher II  
Police Officer

0.2	0	0	0
4	0	0	0



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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
Sergeant	0.8	0	0	0
San Manuel contract Total	5	0	0	0
<b>123 Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>124</b>				
Administration				
Animal Control Manager	1	1	1	1
Animal Shelter Attendant	9	8	8	8
Animal Shelter Kennel Supervisor	1	1	1	1
Animal Shelter Office Supervisor	1	1	1	1
Senior Customer Service Rep/Dispatcher	4	4	4	4
Senior Office Assistant	1	1	1	1
Administration Total	17	16	16	16
Field Services				
Animal Control Officer	9	9	9	9
Field Services Total	9	9	9	9
<b>124 Total</b>	<b>26</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>Police Total</b>	<b>427</b>	<b>450</b>	<b>449</b>	<b>400</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b><u>Public Works</u></b>				
1				
Administration				
Accounting Assistant	0	0	2	0
Administrative Analyst I (Flex)	0	0	1	0
Administrative Analyst II	0	0	0	1
Administrative Assistant	0	0	1	0
Administrative Services Supervisor	0.2	0.7	0	0
Departmental Accounting Technician	0.9	1	1	0
Deputy Director Of Public Works/City Engineer (U)	0	0	1	0
Director Of Public Works (U)	0.75	1	1	1
Executive Assistant	0	0	1	0
Executive Assistant To Director (U)	0.85	1	1	0
Hazmat Technician	0	1	1	0
Maintenance Worker I (Flex)	0	1	0	0
Maintenance Worker II	0	2	1	0
Office Assistant	0	0	1	0
Safety & Training Officer	0	0	1	0
Senior Management Analyst	0	0.56	1	0
<b>Administration Total</b>	<b>2.7</b>	<b>8.26</b>	<b>14</b>	<b>2</b>
Aquatics				
Pool Maintenance Coordinator	0	0	0	1
<b>Aquatics Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Building Maintenance				
Accounting Assistant	0	0	0	0.5
Building Maintenance Division Manager (U)	0.5	0.35	0	0
Departmental Accounting Technician	1	1	0	0
Facilities & Fleet Maintenance Division Manager (U)	0	0	0.35	0.35
Facilities Maintenance Mechanic	2	2	3	4
Facilities Maintenance Supervisor	1	1	1	1
HVAC Mechanic	1	1	1	1
Office Assistant	0	0	1	0
Plumber	1	1	1	1
<b>Building Maintenance Total</b>	<b>6.5</b>	<b>6.35</b>	<b>7.35</b>	<b>7.85</b>
Capital Projects				
Accounting Assistant	1	1	0	0.4
Construction Inspector I (Flex)	2	2	2	1
Construction Inspector II	3	3	2	2
Construction Manager	1	1	1	1
Deputy Director Of Public Works/City Engineer (U)	1	1	0	0.4
Engineering Assistant I (Flex)	3	3	2	2
Engineering Assistant II	3	3	3	3
Engineering Associate	1	1	1	1
Environmental Project Inspector	0	0	0	1
Executive Assistant	1	1	0	0.4
Principal Civil Engineer	1	1	1	1
Senior Management Analyst	0.44	0.44	0	0.4
<b>Capital Projects Total</b>	<b>17.44</b>	<b>17.44</b>	<b>12</b>	<b>13.6</b>
Cemetery Administration				
Cemetery Caretaker	0	0	0	1
<b>Cemetery Administration Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Concrete Maintenance				
Maintenance Supervisor	0	0	0	0.2

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
Maintenance Worker I (Flex)	0	0	0	0.5
Maintenance Worker II	0	0	0	1
<b>Concrete Maintenance Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1.7</b>
<b>Custodial Maintenance</b>				
Accounting Assistant	0	0	0	0.5
Building Maintenance Division Manager (U)	0.5	0.35	0	0
Custodial Maintenance Supervisor	0	0	1	1
Custodian	8	8	8	8
Facilities & Fleet Maintenance Division Manager (U)	0	0	0.35	0.35
Lead Custodian	2	2	1	1
<b>Custodial Maintenance Total</b>	<b>10.5</b>	<b>10.35</b>	<b>10.35</b>	<b>10.85</b>
<b>Graffiti Removal</b>				
Lead Maintenance Worker	0	0	1	0
Maintenance Supervisor	0	0	0	0.2
Maintenance Worker I (Flex)	6	6	4	1.7
<b>Graffiti Removal Total</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>1.9</b>
<b>Landscap main districts</b>				
Maintenance Worker II	0	0	1	0
Tree Trimmer Assistant	0	0	1	0
Tree Trimmer I	0	0	1	0
Tree Trimmer II	0	0	1	0
<b>Landscap main districts Total</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>Parks Maintenance</b>				
Administrative Assistant	0	0	0	0.25
Data Analyst	0	0	0	0.25
Landscape Inspector I (Flex)	0	0	0	2
Landscape Inspector II	0	0	0	1
Lead Park Construction & Maintenance Worker	0	0	0	1
Office Assistant	0	0	0	0.25
Parks And Landscape Maintenance Supervisor	0	0	0	1
Parks Maintenance Worker II	0	0	0	2
Safety & Training Officer	0	0	0	0.25
<b>Parks Maintenance Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>Real Property</b>				
Accounting Assistant	0	0	0	0.3
Assessment District/Real Prop Specialist	2	2	2	1
Assessment District/Real Property Manager	1	1	0	0
Deputy Director Of Public Works/City Engineer (U)	0	0	0	0.3
Executive Assistant	0	0	0	0.3
Real Property Manager	0	0	0	1
Senior Management Analyst	0	0	0	0.3
<b>Real Property Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3.2</b>
<b>Right of Way Cleaning</b>				
Maintenance Supervisor	0	0	0	0.2
Maintenance Worker I (Flex)	0	0	1	1.7
<b>Right of Way Cleaning Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1.9</b>
<b>Sewer line Maintenance</b>				
Administrative Services Supervisor	0.5	0	0	0
Departmental Accounting Technician	0.1	0	0	0
Director Of Public Works (U)	0.25	0	0	0
Electrician I (Flex)	0.5	0	0	0
Executive Assistant To Director (U)	0.15	0	0	0
Hazmat Technician	1	0	0	0

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
Maintenance Worker I (Flex)	2	0	0	0
Maintenance Worker II	2	0	0	0
Operations & Maintenance Division Manager (U)	0.5	0	0	0
Senior Customer Service Rep/Dispatcher	1	0	0	0
Senior Management Analyst	0.56	0	0	0
<b>Sewer line Maintenance Total</b>	<b>8.56</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Storm Drain</b>				
Maintenance Worker II	0	0	0.5	0
Maintenance Worker III	0	4	1.5	0
<b>Storm Drain Total</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>
<b>Stormwater Management</b>				
Maintenance Worker III	1	0	0	0
NPDES Coordinator	0	0	0	1
NPDES Inspector II	0	0	0	1
<b>Stormwater Management Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Street Light Maintenance</b>				
Electrician I (Flex)	0	0	0.5	0
Street Signal/Lighting Supervisor	0	0	0.25	0
<b>Street Light Maintenance Total</b>	<b>0</b>	<b>0</b>	<b>0.75</b>	<b>0</b>
<b>Street Maintenance</b>				
Administrative Assistant	0	0	0	0.25
Data Analyst	0	0	0	0.25
Heavy Equipment Operator	0	0	1	0
Lead Maintenance Worker	0	0	1	0
Maintenance Supervisor	0	0	0.5	0.2
Maintenance Worker I (Flex)	0	0	4	2.1
Maintenance Worker II	0	0	0.5	0.5
Maintenance Worker III	0	0	0.5	1
Office Assistant	0	0	0	0.25
Operations & Maintenance Division Manager (U)	0	0	0.5	0.85
Safety & Training Officer	0	0	0	0.25
<b>Street Maintenance Total</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>5.65</b>
<b>Traffic Engineering</b>				
Accounting Assistant	0	0	0	0.3
Deputy Director Of Public Works/City Engineer (U)	0	0	0	0.3
Executive Assistant	0	0	0	0.3
Senior Management Analyst	0	0	0	0.3
Traffic Engineer	1	1	1	1
Traffic Engineering Associate	0.8	0.8	1	1
Traffic Operations & Systems Analyst	1	1	1	1
<b>Traffic Engineering Total</b>	<b>2.8</b>	<b>2.8</b>	<b>3</b>	<b>4.2</b>
<b>Traffic Signal Maintenance</b>				
Administrative Assistant	0	0	0	0.25
Data Analyst	0	0	0	0.25
Electrician I (Flex)	0	0	0	1
Office Assistant	0	0	0	0.25
Safety & Training Officer	0	0	0	0.25
Street Signal/Lighting Supervisor	0	0	0.25	0.5
Traffic Signal Technician I (Flex)	0	0	0.5	0
Traffic Signal Technician II	0	0	1	2
<b>Traffic Signal Maintenance Total</b>	<b>0</b>	<b>0</b>	<b>1.75</b>	<b>4.5</b>
<b>Traffic Signs &amp; Markings</b>				
Lead Maintenance Worker	0	0	0.5	1

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
Maintenance Worker I (Flex)	0	0	1	1
Street Signal/Lighting Supervisor	0	0	0	0.5
Traffic Signs & Markings Total	0	0	1.5	2.5
Tree Maintenance				
Administrative Assistant	0	0	0	0.25
Arborist	0	0	0	2
Data Analyst	0	0	0	0.25
Forestry Supervisor	0	0	0	1
Groundworker Arborist	0	0	0	2
Office Assistant	0	0	0	0.25
Safety & Training Officer	0	0	0	0.25
Senior Arborist	0	0	0	1
Tree Maintenance Total	0	0	0	7
1 Total	58.5	58.2	72.7	78.85
126				
Administration				
Maintenance Worker I (Flex)	0	0	0.5	0
Maintenance Worker II	0	0	0.5	0
Administration Total	0	0	1	0
Capital Projects				
Lead Maintenance Worker	2	2	0	0
Maintenance Worker I (Flex)	4	4	0.5	0
Maintenance Worker II	4	4	0	0
Maintenance Worker III	1	0	0	0
Capital Projects Total	11	10	0.5	0
Concrete Maintenance				
Maintenance Worker II	0	0	0	1
Concrete Maintenance Total	0	0	0	1
Parks Maintenance				
Tree Trimmer Assistant	1	1	0	0
Tree Trimmer I	1	1	0	0
Tree Trimmer II	1	1	0	0
Parks Maintenance Total	3	3	0	0
Real Property				
Administrative Services Supervisor	0.3	0.3	0	0
Real Property Total	0.3	0.3	0	0
Right of Way Cleaning				
Maintenance Worker I (Flex)	1	1	0.5	0
Senior Office Assistant	1	1	0	0
Right of Way Cleaning Total	2	2	0.5	0
Storm Drain				
Maintenance Supervisor	0	0	0	0.2
Maintenance Worker II	0	0	0.5	0
Maintenance Worker III	0	0	2	1.5
Storm Drain Total	0	0	2.5	1.7
Street Light Maintenance				
Electrician I (Flex)	1	1	0	0
Operations & Maintenance Division Manager (U)	0	0	0	0.15
Street Signal/Lighting Supervisor	0.5	0.5	0.25	0
Street Light Maintenance Total	1.5	1.5	0.25	0.15

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
<b>Street Maintenance</b>				
Departmental Accounting Technician	1	1	0	0
Heavy Equipment Operator	2	2	1	0
Lead Maintenance Worker	3	3	0.5	1
Maintenance Supervisor	1	1	0.5	0
Maintenance Worker I (Flex)	1	1	3.5	4
Maintenance Worker II	0	0	0	2.5
Maintenance Worker III	0	0	0	0.5
Operations & Maintenance Division Manager (U)	0.5	1	0.5	0
<b>Street Maintenance Total</b>	<b>8.5</b>	<b>9</b>	<b>6</b>	<b>8</b>
<b>Traffic Engineering</b>				
Traffic Engineering Associate	0.2	0.2	0	0
<b>Traffic Engineering Total</b>	<b>0.2</b>	<b>0.2</b>	<b>0</b>	<b>0</b>
<b>Traffic Signal Maintenance</b>				
Electrician I (Flex)	0.5	1	0.5	0
Street Signal/Lighting Supervisor	0.5	0.5	0.25	0
Traffic Signal Technician I (Flex)	1	1	0.5	0
Traffic Signal Technician II	2	2	1	1
<b>Traffic Signal Maintenance Total</b>	<b>4</b>	<b>4.5</b>	<b>2.25</b>	<b>1</b>
<b>Traffic Signs &amp; Markings</b>				
Lead Maintenance Worker	0	0	1	0
<b>Traffic Signs &amp; Markings Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>126 Total</b>	<b>30.5</b>	<b>30.5</b>	<b>14</b>	<b>11.85</b>
<b>129</b>				
<b>Administration</b>				
Accounting Assistant	1	1	0	0
Administrative Assistant	1	1	0	0
<b>Administration Total</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>129 Total</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>254</b>				
<b>General Assessment Districts</b>				
Landscape Inspection Supervisor	1	1	0	0
Landscape Inspector II	1	1	0	0
<b>General Assessment Districts Total</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>254 Total</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>527</b>				
<b>Administration</b>				
Administrative Assistant	0	1	1	1
Environmental Project Specialist	0	1	0	1
Facilities Maintenance Mechanic	0	1	0	0
IW Field Inspector	0	1	0	1
Maintenance Worker I (Flex)	0	1	0	0
Regulatory Compliance Analyst	0	1	0	0
<b>Administration Total</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>3</b>
<b>Auto residential collection</b>				
Administrative Assistant	1	0	0	0
Facilities Maintenance Mechanic	1	0	0	0
IW Field Inspector	1	0	0	0
<b>Auto residential collection Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

	FY 2016-17 Adopted	FY 2017-18 Adopted	FY 2018-19 Adopted	FY 2019-20 Adopted
Building Maintenance				
IW Field Inspector	0	0	1	0
Building Maintenance Total	0	0	1	0
Capital Projects				
Environmental Project Specialist	0	0	1	0
Capital Projects Total	0	0	1	0
Commercial refuse collection				
Regulatory Compliance Analyst	1	0	0	0
Commercial refuse collection Total	1	0	0	0
Recycling & Environmental Sustainability				
Environmental Project Specialist	1	0	0	0
Recycling & Environmental Sustainability Total	1	0	0	0
Right of Way Cleaning				
Maintenance Worker I (Flex)	1	0	0	0
Right of Way Cleaning Total	1	0	0	0
527 Total	6	6	3	3
635				
Administration				
Administrative Services Supervisor	1	1	1	1
Building Maintenance Division Manager (U)	0	0.3	0	0
Equipment Maintenance Manager	1	1	0	0
Equipment Maintenance Supervisor	0	0	1	0
Facilities & Fleet Maintenance Division Manager (U)	0	0	0	0.3
Administration Total	2	2.3	2	1.3
Building Maintenance				
Facilities & Fleet Maintenance Division Manager (U)	0	0	0.3	0
Building Maintenance Total	0	0	0.3	0
Vehicle Maintenance				
Equipment Maintenance Supervisor	2	2	1	2
Equipment Mechanic I (Flex)	4	1	0	0
Equipment Mechanic II	12	6	7	7
Equipment Service Worker	1	1	2	2
Vehicle Maintenance Total	19	10	10	11
635 Total	21	12.3	12.3	12.3
<b>Public Works Total</b>	<b>120</b>	<b>111</b>	<b>102</b>	<b>106</b>
<b>Special Assessment District</b>				
254				
Administration				
Landscape Inspection Supervisor	0	0	1	0
Administration Total	0	0	1	0
General Assessment Districts				
Landscape Inspector II	0	0	1	1
General Assessment Districts Total	0	0	1	1
254 Total	0	0	2	1
<b>Special Assessment District Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Total Citywide Positions</b>	<b>730</b>	<b>746</b>	<b>721</b>	<b>646</b>

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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 on a daily basis; legal advice includes drafting and reviewing policies, agreements, agenda items, etc. The City Attorney’s Office also manages and supervises outside counsel in addressing all lawsuits filed by or against the City.

## **BUDGET HIGHLIGHTS**

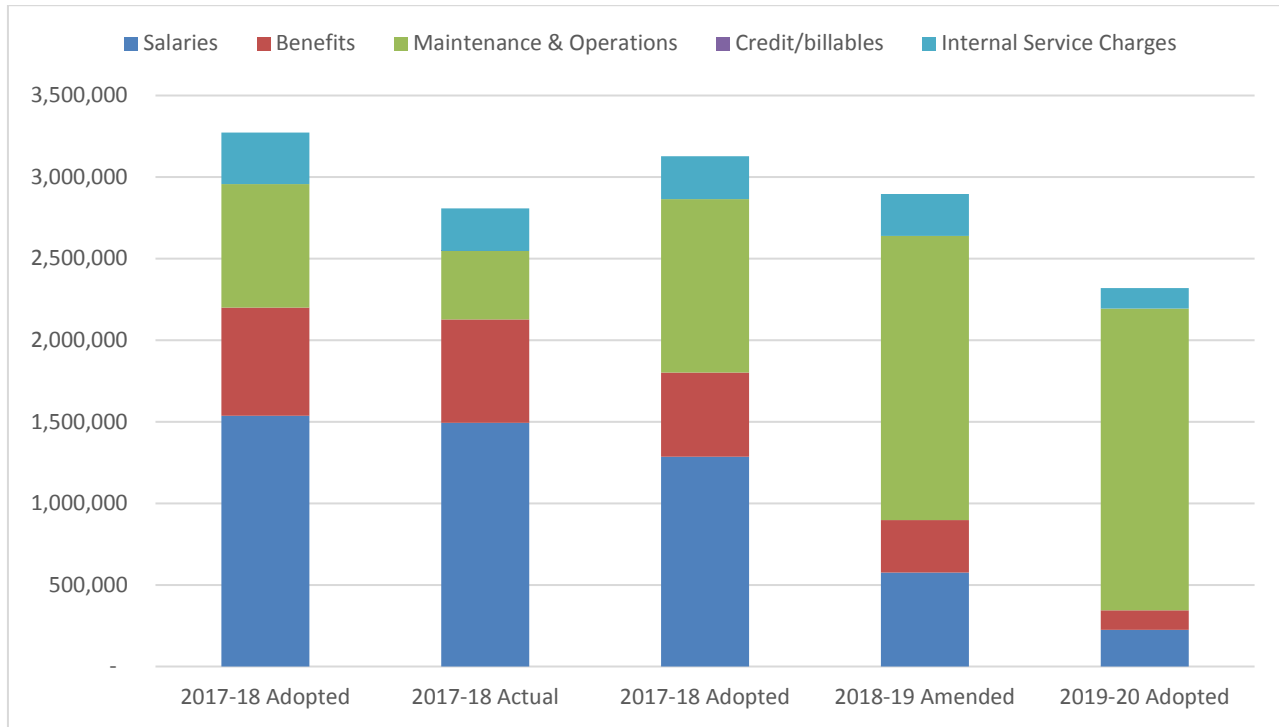
For Fiscal year 2019/20, the City Attorney’s Office intends to continue its efforts to more effectively and efficiently handle cases filed by and against the City. The City Attorney’s Office will strive to finalize the City’s bankruptcy action by resolving all of the outstanding litigation cases that are subject to the Confirmed plan; this will include mediating cases and, ultimately, taking cases to trial if they are not able to be resolved through the mediation process.

This Office also intends to:

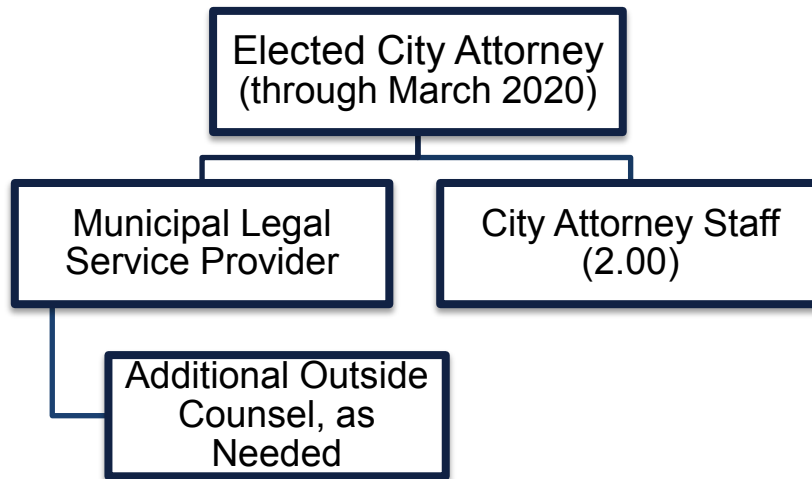
- Efficiently supervise and manage outside counsel handling the City’s cases within the parameters outlined in the budget.
- Vigorously pursue a variety of enforcement actions, including the Receivership Program, to hold property owners responsible for maintaining their properties within the City.
-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

As noted in the FY 2018/19 budget, the City Attorney’s Office anticipated an increase in number of cases that would be filed against the City due to the lifting of the automatic stay on July 2, 2017. With the City exiting the bankruptcy process, the City no longer enjoys the benefits of bankruptcy protections. As a result, plaintiffs’ attorneys are expected to once again see the City as a viable target for litigation. Despite this upward pressure on the cost of legal services, the decision to outsource municipal legal services has enabled the City Attorney’s Office to make considerable savings in the prior year. These savings are projected to continue in FY 2019/20.

## Summary by Classification



## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY

	2016-17 Adopted	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted
<b>City Attorney</b>				
Administrative Analyst I/ Assistant Of Elective Officer	1	1	0	0
Administrative Analyst II/Assistant Of Elective Officer	2	2	2	1
Chief Assistant City Attorney (U)	1	1	1	0
City Attorney (U)	1	1	1	0.75
City Attorney Investigations Supervisor (U)	1	1	0	0
Deputy City Attorney I (U)	1	1	0	0
Deputy City Attorney II (U)	1	0	0	0
Deputy City Attorney III (U)	1	2	2	0
Deputy City Attorney IV (U)	2	2	2	0
Executive Assistant To The City Attorney (U)	1	1	1	0
Legal Administrative Assistant (U)	1	1	1	1
Legal Secretary I (Flex)(U)	1	1	1	0
Legal Secretary II (U)	2	2	2	0
Office Assistant (U)	1	2	1	0
Senior Deputy City Attorney (U)	1	1	0	0
<b>City Attorney Total</b>	<b>18</b>	<b>19</b>	<b>14</b>	<b>2.75</b>

## PERSONNEL CHANGES

There were significant personnel changes during the 2018/19 year as a result of the outsourcing of general municipal legal services. In 2019/20, the City Attorney's Office will change again. In March 2020, the elected City Attorney's term will end. As a result, the Office will transition to two employees at that time. This will reduce long-term personnel costs associated with CalPERS retirement payments. In addition, this should reduce the Office's use of inter-departmental services such as IT, risk management, human resources, workers' compensation, and other costs associated with in-house employees.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Department Outsourcing – In FY 2018/19, the City Attorney’s Office was able to reduce its budget at midyear by over \$200,000 as a result of the retention of an outside law firm to provide municipal legal services. In FY 2019/20, the Office expects to reduce the budget by a further \$450,000 or more. In FY 2020/21, the Office will look to make further savings as a result of the expiration of the term of the elected City Attorney. In addition to the short-term financial benefits, there are significant long-term financial benefits associated with the reduction of personnel in the Office. These long-term benefits include: a reduction in workers’ compensation exposure; a reduction in risk management and insurance expenditures; a reduction in the cost of support services to personnel, such as human resources and information technology; and a reduction in future public sector retirement costs through the CalPERS system. Finally, the outsourcing of the Office has been accomplished with minimal disruption to the quality of service experienced by City departments. Although some disruption was inevitable, the City has adjusted to the new approach to the delivery of legal services. Most departments have commented on the improved performance of the Office and the increased availability of specialists, made possible through a contract with a large and experienced municipal law firm.

### **ACHIEVEMENT #2**

Bankruptcy Confirmation – In prior years, the City’s obligations to creditors was reduced by over \$350 million. Through FY 2018/19, the Office has settled almost all lawsuits that were pending against the City while in bankruptcy. Few cases remain and the Office has a plan for resolving the proceedings in the next year.

### **ACHIEVEMENT #3**

Updated numerous template agreements to ensure that the City is better protected in its contractual relationships.

**LOOKING FORWARD - PERFORMANCE MEASURES**

	<b>FY 18/19 Actual</b>	<b>FY 19/20 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<b>Goal:</b> 1. Reduce actual expenditures in the department for FY 2019/20 when compared to prior years.			Operate in a Fiscally Responsible and Business-Like Manner
<b>Measure:</b> % expenditure reduction	N/A	5%	
<b>Goal:</b> 2. Reduce department response times to elected officials, City Manager, and City staff.			Operate in a Fiscally Responsible and Business-Like Manner
<b>Measure:</b> Response times for City Manager inquires Response times for City Manager inquires	N/A	4 Hours 1 Bus. Day	
<b>Goal:</b> 3. Increase availability of training to elected officials and departments, including AB 1234 and mandatory sexual harassment training.			Provide for the Safety of City Residents and Businesses
<b>Measure:</b> Number of trainings provided	N/A	2	
<b>Goal:</b> 4. Increase number of code enforcement and receivership cases filed to address blight.			Create, Maintain and Grow Economic Value in the City
<b>Measure:</b> % Increase of cases	N/A	10%	
<b>Goal:</b> 5. Provide elected officials and departments with regular updates on new legal developments and state laws.			Operate in a Fiscally Responsible and Business-Like Manner
<b>Measure:</b> # of updates	N/A	1/month	

**Note: FY 19/20 will be the base year, data for FY 18/19 is not applicable.**

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**City of San Bernardino  
2019-20 Department Summary  
City Attorney**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
0005 Municipal Legal Service	3,272,903	2,807,612	3,128,333	2,896,333	2,319,800	-20%
<b>Grand Total</b>	<b>3,272,903</b>	<b>2,807,612</b>	<b>3,128,333</b>	<b>2,896,333</b>	<b>2,319,800</b>	<b>-20%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Salaries	1,537,364	1,494,452	1,285,044	576,869	224,200	-61%
Benefits	662,015	633,943	517,397	320,168	120,200	-62%
Maintenance & Operations	758,500	418,790	1,063,400	1,742,700	1,850,400	6%
Internal Service Charges	315,024	260,428	262,492	256,596	125,000	-51%
<b>Grand Total</b>	<b>3,272,903</b>	<b>2,807,612</b>	<b>3,128,333</b>	<b>2,896,333</b>	<b>2,319,800</b>	<b>-20%</b>

C. Funding Sources	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
001 General	3,272,903	2,807,612	3,128,333	2,896,333	2,319,800	-20%
<b>Grand Total</b>	<b>3,272,903</b>	<b>2,807,612</b>	<b>3,128,333</b>	<b>2,896,333</b>	<b>2,319,800</b>	<b>-20%</b>

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**General  
City Attorney  
Municipal Legal Service**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget	
5011	Salaries Permanent Fulltime	1,578,964	1,378,950	1,351,649	500,000	500,000	217,700		
5013	Auto Phone Allowance	8,400	8,712	8,700	8,700	8,700	6,500		
5015	Overtime	-	13	1,000	500	500	-		
5018	Vacation Pay	-	106,777	-	67,669	67,669	-		
5033	Salary Savings	(50,000)	-	(76,305)	-	-	-		
5026	PERS Retirement	140,876	119,991	124,794	45,000	45,000	20,900		
5027	Health Life Insurance	205,743	199,763	182,400	80,400	80,400	39,400		
5029	Medicare	22,895	21,631	19,599	10,029	10,029	3,200		
5034	Calpers Unfunded Liability	292,501	292,559	190,604	184,739	184,739	56,700		
5601	Garage Charges	6,252	932	-	-	-	-		
5602	Workers Compensation	79,328	78,785	59,799	59,799	59,799	31,000		
5603	Liability	48,015	21,765	21,508	21,508	21,508	4,600		
5604	IT Charges In House	181,241	158,807	181,042	175,146	175,146	89,400		
5605	Telephone Support	-	(20)	-	-	-	-		
5612	Fleet Charges Fuel	188	159	143	143	143	-		
5102	Computer Equip-Non Capital	-	-	1,000	1,000	1,000	-		
5111	Material And Supplies	16,000	10,102	15,000	5,000	5,000	5,000		
	5,000 Materials & Supplies								
5112	Small Tools And Equipment	4,400	123	2,000	-	-	200		
	200 Maintenance of date stamp								
5122	Dues And Subscriptions	10,000	5,569	8,000	2,000	2,000	2,000		
	500 California State Bar								
	1,500 Misc.								
5123	Library Books	74,000	63,854	60,000	18,000	18,000	-		
5131	Mileage	300	52	300	100	100	100		
	100 Mileage								
5132	Meetings And Conferences	10,000	4,321	12,000	2,000	2,000	2,000		
	1,000 CA Spring Conference								
	1,000 League of California Cities Annual Conference								

**General  
City Attorney  
Municipal Legal Service**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5133	Education And Training	6,000	2,502	7,500	1,000	1,000
	500 MCLE/ Continuing Ed (Legal & Non-legal)					
	500 Webinars					
5151	Electric Charges	25,000	2,347	-	-	-
5152	Gas Charges	100	-	-	-	-
5154	Water Charges	5,000	875	-	-	-
5171	Rentals	15,000	10,648	15,000	5,000	-
5172	Equipment Maintenance	4,500	-	1,000	-	-
5174	Printing Charges	5,000	1,886	5,000	-	1,000
	1,000 Printing Charges					
5175	Postage	17,000	9,591	10,000	5,000	5,000
	200 Federal Express					
	4,800 Postage Meter Charges					
5176	Copy Machine Charges	11,100	3,061	6,000	2,000	2,000
	2,000 Copy Machine Charges					
5177	Litigation Expenses	450,000	41,229	250,000	20,000	20,000
	20,000 Litigation Expenses					
5181	Other Operating Expense	-	-	20,000	-	-
5183	Management Allowance	600	-	600	600	600
	600 Management Allowance					
5501	Outside Legal Services-Retainer	-	-	-	825,000	900,000
	900,000 Municipal Legal Services Contract					
5502	Professional Contractual Services	104,500	228,120	-	6,000	11,500
	11,500 Rental of off-site document storage (Docu-Trust)					
5503	Outside Legal Services	-	34,510	650,000	850,000	900,000
	200,000 City Prosecutor Services					
	200,000 Expert Non-Retainer Advice					
	500,000 General Litigation					
<b>City Attorney Totals:</b>		<b>3,272,903</b>	<b>2,807,612</b>	<b>3,128,333</b>	<b>2,896,333</b>	<b>2,319,800</b>



## **DEPARTMENT OVERVIEW**

The City Clerk's Department is the custodian of public records for the City. These records primarily consist of ordinances, resolutions, minutes of the City Council, election-related documents, Campaign Disclosure Filings, Statements of Economic Interest, and a variety of others. The department consists of three divisions: Administration, Elections, and Records Management. Each has distinct duties, but the responsibilities are such that the staff members are cross-trained to provide support across all programs.

The City Clerk's Office supports the City's vision by regularly reviewing its processes to ensure it is using best practices in its delivery of the services provided. The City Clerk's Office strives to be responsive, neutral and professional. The departmental mission is to continually improve processes by training staff to remain at the forefront of their field, to be open to creative ideas that save time and increase transparency and be willing to learn from mistakes.

## **ADMINISTRATION**

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

The Administration Division operates a Passport Acceptance Facility and is designated by the U.S. Department of State to screen official government documents, process passport applications and administer oaths in connection therewith. It is currently the only Passport Acceptance Facility in the City. Approximately 2,200 passports are issued each year, generating revenues sufficient to cover the incremental costs of providing the service.

## **ELECTION SERVICES**

The Election Services Division duties are performed by staff in the Administration Division and, when required, all staff assist with elections responsibilities. The City contracts with the San Bernardino County Registrar of Voters to conduct its elections. The City's regular elections occur every two years, on even years. Staff prepares candidate notebooks, issues nomination papers and accepts them for filing, along with other documents required to be filed by candidates. Staff proofreads all candidate statements and arranges for the federally-mandated translation from English to Spanish. Election Services provides guidance to candidates in meeting the legal

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

**RECORDS MANAGEMENT**

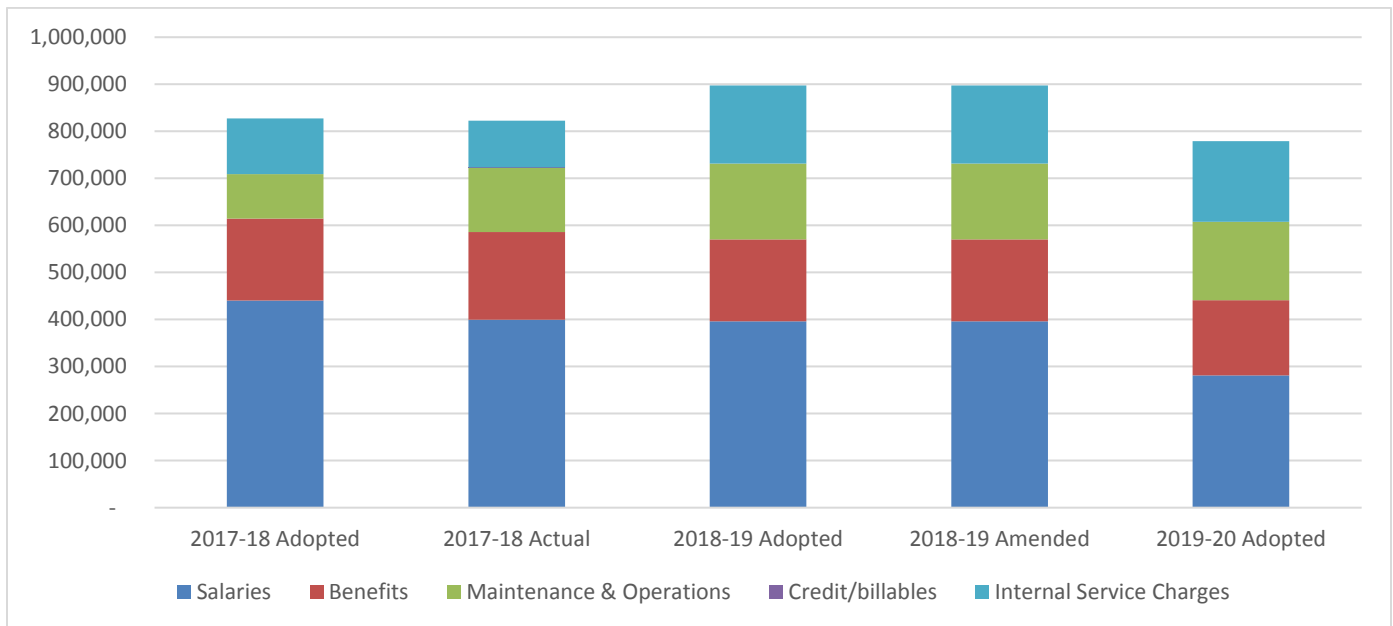
The Records Management Division maintains records to enable compliance with records retention policies and the Public Records Act. As part of that function, the staff processes records requests from internal and external customers seeking access to those records. The office manages the receipt and processing 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 ordinances are passed. 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.

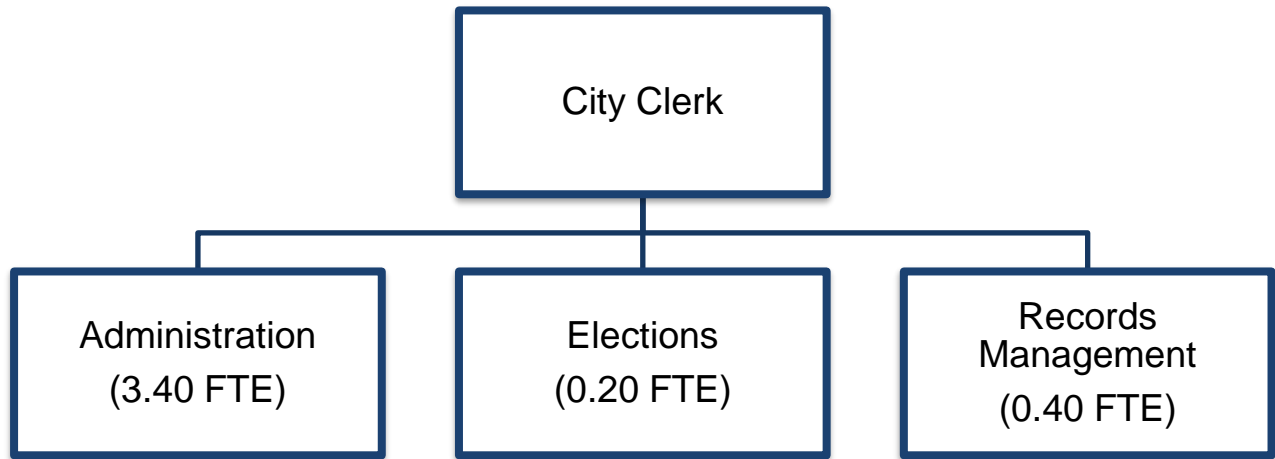
**BUDGET HIGHLIGHTS**

- Reduction of one staff position resulting in reduced ongoing personnel costs.
- Funding provided for election costs is included in the 2019/20 budget for the primary election.
- On June 11, 2019 the Mayor and City Council voted to reduce the compensation for the Elected City Clerk.

**Summary by Classification**



**ORGANIZATIONAL CHART**



**PERSONNEL SUMMARY**

	2016-17 Adopted	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted
<b>City Clerk</b>				
Business Registration Accounting Technician (U)	1	0	0	0
Business Registration Inspector (U)	3	0	0	0
Business Registration Manager (U)	1	0	0	0
Chief Deputy City Clerk (U)	1	1	1	1
City Clerk (U)	1	1	1	1
Deputy City Clerk (U)	0	1	1	1
Records Management Specialist (U)	1	1	0	0
Senior Business Registration Representative (U)	1	0	0	0
Senior Customer Service Representative (U)	0	1	1	0
Senior Office Assistant (U)	1	1	1	1
<b>City Clerk Total</b>	<b>10</b>	<b>6</b>	<b>5</b>	<b>4</b>

**PERSONNEL CHANGES**

One PT Staff position has been reduced from 1000 hours to 750 hours.  
 One Senior Customer Service Representative was eliminated.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

The City Clerk's Office conducted one General Election on November 6, 2018 for the mayoral seat, two council seats and two ballot measures: Measure W and Measure X.

### **ACHIEVEMENT #2**

The City Clerk's office coordinated with the City Attorney's Office to streamline the process of responding to records requests from the public, in conjunction with the California Public Records Act. The City Clerk's Office also worked with the CAO's staff to take on the additional duty of processing and responding to subpoenas.

### **ACHIEVEMENT #3**

The City Clerk updated the City's Conflict of Interest Code resolution, directing all Form 700 filers to file electronically and provided training for those who filed the FPPC Form 700. The digitization of records allows ease of access of records to the public and filers.

### **ACHIEVEMENT #4**

In addition to the regular posting of agendas for the Mayor and City Council Meetings, the department has taken on the additional duty of posting most of the City's Boards and Commissions Agendas in compliance with the Ralph M. Brown Act.

### **ACHIEVEMENT #5**

Due to a focus on advanced training to provide the best service to internal and external customers, the City Clerk, Chief Deputy City Clerk and Deputy City Clerk received their Master Municipal Clerk (MMC) designations. The MMC is the highest certification a City Clerk may receive and is recognized by the International Institute of Municipal Clerks (IIMC).

**LOOKING FORWARD – PERFORMANCE MEASURES**

	<b>FY 18/19 Actual</b>	<b>FY 19/20 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<b>Goal:</b> 1. Manage a Special Municipal Election..			Operate in a Fiscally Responsible and Business-Like Manner Ensure
<b>Measure:</b> Successful completion of required pre-and post-election activities, including voter education efforts.	N/A	Yes	Development of a Well-Planned, Balanced, and Sustainable City
Increase the turnout for the City’s all mail ballot.	N/A	N/A	
<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	1204	3%	
<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	1,460	3%	
Index Established	N/A	Yes	

**Note: FY 19/20 will be the base year, data for FY 18/19 is not applicable.**

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**City of San Bernardino  
2019-20 Department Summary  
City Clerk**

<b>Department/ Division</b>	<b>FY 2017-18 Adopted Budget</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2019-20 Adopted Budget</b>	<b>% Change to Amended Budget 2018-19</b>
0001 Administration	597,202	535,544	602,485	602,485	544,900	-10%
0011 Records Management	174,375	162,004	134,784	134,784	69,500	-48%
0009 Elections	54,387	126,265	151,732	151,732	163,900	8%
0010 Passport Acceptance	1,500	854	8,552	8,552	1,000	-88%
<b>Grand Total</b>	<b>827,464</b>	<b>822,727</b>	<b>897,554</b>	<b>897,554</b>	<b>779,300</b>	<b>-13%</b>

<b>Expenditures BY Classification</b>	<b>FY 2017-18 Adopted Budget</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2019-20 Adopted Budget</b>	<b>% Change to Amended Budget 2018-19</b>
Salaries	440,110	399,265	395,801	395,801	281,300	-29%
Benefits	174,611	186,754	174,668	174,668	159,400	-9%
Maintenance & Operations	94,470	136,885	160,662	160,662	167,200	4%
Internal Service Charges	118,273	99,823	166,423	166,423	171,400	3%
<b>Grand Total</b>	<b>827,464</b>	<b>822,727</b>	<b>897,554</b>	<b>897,554</b>	<b>779,300</b>	<b>-13%</b>

<b>Funding Sources</b>	<b>FY 2017-18 Adopted Budget</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2019-20 Adopted Budget</b>	<b>% Change to Amended Budget 2018-19</b>
001 General	827,464	822,727	897,554	897,554	779,300	-13%
<b>Grand Total</b>	<b>827,464</b>	<b>822,727</b>	<b>897,554</b>	<b>897,554</b>	<b>779,300</b>	<b>-13%</b>

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**General  
City Clerk  
Administration**

Account	Account Description	2018	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget
5011	Salaries Permanent Fulltime	279,340	278,301	300,433	300,433	220,700
5013	Auto Phone Allowance	6,069	7,405	7,140	7,140	7,400
5014	Salaries Temporary Parttime 14,600 PT Staff assists the front counter coverage.	39,000	-	15,000	15,000	16,500
5015	Overtime 400 Hourly staff are required to work on City Council agenda days.	-	205	1,500	1,500	400
5018	Vacation Pay	-	5,244	-	-	-
5026	PERS Retirement	24,110	23,956	26,230	26,230	20,800
5027	Health Life Insurance	39,906	50,971	52,440	52,440	47,600
5029	Medicare	4,051	4,388	4,356	4,356	3,200
5034	Calpers Unfunded Liability	50,962	51,757	51,735	51,735	64,200
5602	Workers Compensation	21,655	21,507	16,323	16,323	26,400
5603	Liability	12,477	5,656	4,185	4,185	4,900
5604	IT Charges In House	49,132	43,050	89,224	89,224	105,300
5111	Material And Supplies 2,100 Cost of Agenda Production, PRA Distribution, & Contract Process	2,500	4,019	4,000	4,000	2,100
5112	Small Tools And Equipment 110 Time Stamp Maintenance	-	-	110	110	100
5121	Advertising 6,200 Legal advertisements for Ordinances	2,500	-	6,000	6,000	6,200
5122	Dues And Subscriptions 750 CCAC & IIMC Membership Dues 1,100 Notary Renewal	1,900	1,290	1,858	1,858	1,900
5131	Mileage 1,000 Staff delivers agenda packets to Council and the Mayor.	500	-	-	-	1,000
5132	Meetings And Conferences 2,000 CCAC Conference	1,000	-	2,670	2,670	2,000
5133	Education And Training 200 Athenian Dialogue - CCAC	15,500	15,698	11,720	11,720	8,600

**General  
City Clerk  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
	4,400 Master Municipal Clerk Academy					
	4,000 Technical Training for Clerks					
5151	Electric Charges	25,000	2,347	-	-	-
5152	Gas Charges	100	-	-	-	-
5154	Water Charges	5,000	875	-	-	-
5172	Equipment Maintenance	-	-	1,200	1,200	-
5174	Printing Charges	5,000	957	3,360	3,360	3,100
	3,100 Agenda Production and PRA Deliverables					
5175	Postage	3,500	4,060	3,000	3,000	2,500
	2,500 Postage for mailings					
5176	Copy Machine Charges	6,800	10,615	-	-	-
5183	Management Allowance	200	-	-	-	-
5502	Professional Contractual Services	1,000	3,243	-	-	-
	<b>Administration Totals:</b>	597,202	535,544	602,485	602,485	544,900

General  
City Clerk  
Elections

Account	Account Description	2018	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget
5011	Salaries Permanent Fulltime	19,422	19,152	21,073	21,073	14,000
5013	Auto Phone Allowance	714	871	840	840	900
5018	Vacation Pay	-	276	-	-	-
5026	PERS Retirement	1,677	1,573	1,763	1,763	1,300
5027	Health Life Insurance	2,474	2,683	2,760	2,760	2,900
5029	Medicare	282	304	306	306	200
5034	Calpers Unfunded Liability	3,731	3,598	2,723	2,723	3,800
5602	Workers Compensation	1,505	1,495	1,443	1,443	1,800
5603	Liability	867	393	370	370	300
5604	IT Charges In House	3,415	2,992	7,889	7,889	7,100
5111	Material And Supplies	200	527	140	140	1,300
	1,300 Election Code Book, Binders, and Candidate Supplies					
5121	Advertising	2,500	635	200	200	500
5122	Dues And Subscriptions	17,600	17,000	-	-	-
5132	Meetings And Conferences	-	-	1,225	1,225	1,800
	1,800 New Law & Elections Seminar - Lodge, Travel, Conference					
5502	Professional Contractual Services	-	74,766	111,000	111,000	128,000
	110,000 County of San Bernardino - Election Fees					
	18,000 NetFile - Filing system for Campaign and 700 Filers					
	<b>Elections Totals:</b>	<b>54,387</b>	<b>126,265</b>	<b>151,732</b>	<b>151,732</b>	<b>163,900</b>

**General  
City Clerk  
Passport Acceptance**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget
5111	Material And Supplies	1,500	220	820	820	820	1,000
5175	Postage	-	-	7,732	7,732	7,732	-
5176	Copy Machine Charges	-	634	-	-	-	-
<b>Passport Acceptance Totals:</b>		<b>1,500</b>	<b>854</b>	<b>8,552</b>	<b>8,552</b>	<b>8,552</b>	<b>1,000</b>

General  
City Clerk  
Records Management

Account	Account Description	2018	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget
5011	Salaries Permanent Fulltime	95,208	83,671	49,394	49,394	21,000
5013	Auto Phone Allowance	357	436	420	420	400
5015	Overtime	-	308	-	-	-
5018	Vacation Pay	-	5,393	-	-	-
5026	PERS Retirement	8,518	7,190	4,223	4,223	2,100
5027	Health Life Insurance	19,229	21,364	13,800	13,800	5,400
5029	Medicare	1,381	1,361	716	716	300
5034	Calpers Unfunded Liability	18,290	17,641	13,615	13,615	7,600
5602	Workers Compensation	7,600	7,548	6,990	6,990	5,000
5603	Liability	4,379	1,985	1,792	1,792	500
5604	IT Charges In House	17,243	15,109	38,207	38,207	20,100
5111	Material And Supplies	500	-	500	500	1,100
	1,100 Small supplies and paper for PRA processing					
5122	Dues And Subscriptions	270	-	240	240	-
5131	Mileage	200	-	-	-	-
5132	Meetings And Conferences	200	-	-	-	-
5172	Equipment Maintenance	1,000	-	-	-	-
5502	Professional Contractual Services	-	-	3,891	3,891	6,000
	6,000 Annual Records Destruction					
5704	Miscellaneous Equipment	-	-	996	996	-
	<b>Records Management Totals:</b>	174,375	162,004	134,784	134,784	69,500

General  
City Clerk  
Business Registration

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5014	Salaries Temporary Parttime	-	(1,998)	-	-	-	-
5029	Medicare	-	(31)	-	-	-	-
5612	Fleet Charges Fuel	-	89	-	-	-	-
<b>Business Registration Totals:</b>		827,464	822,727	897,554	897,554	897,554	779,300
<b>City Clerk Totals:</b>							





**DEPARTMENT OVERVIEW**

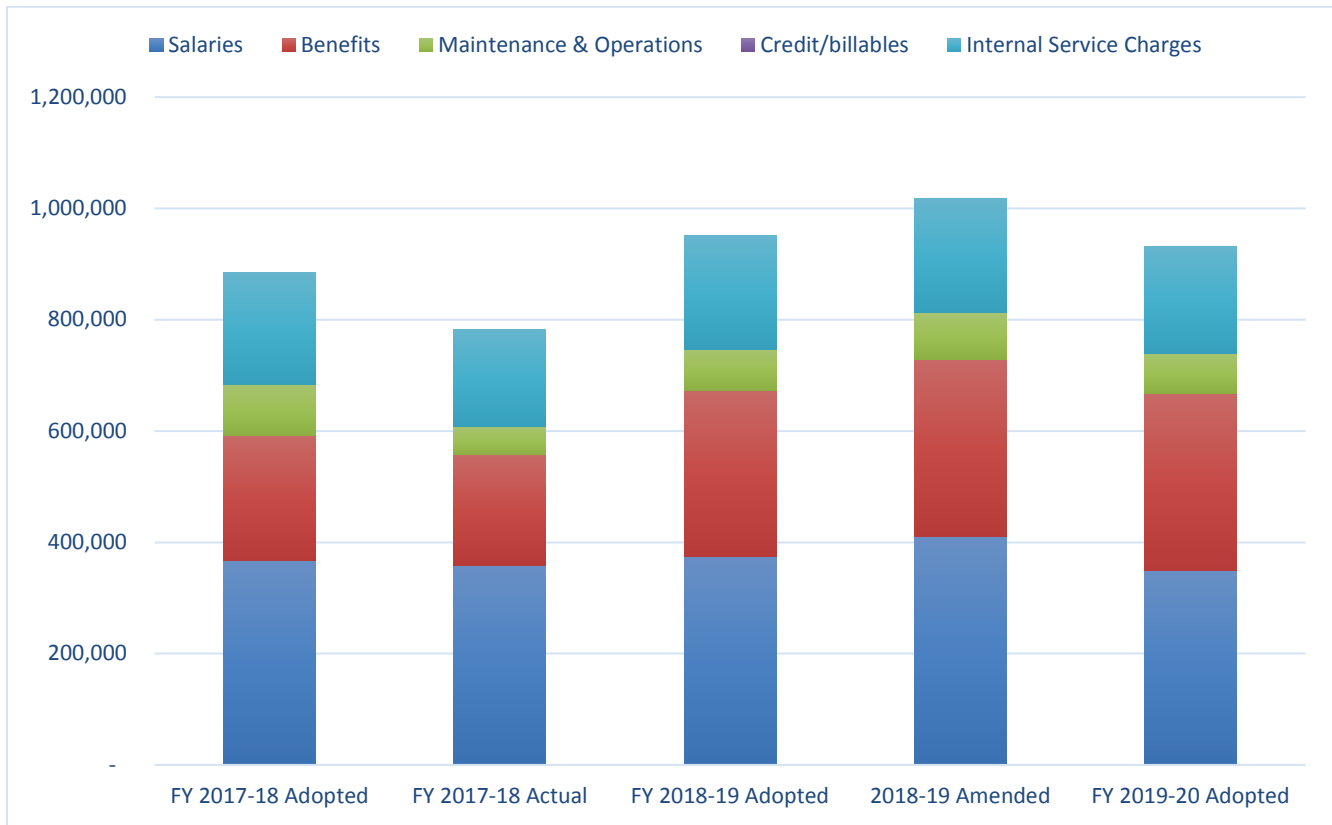
Under the Council-Manager form of government, established pursuant to Charter section 200, the Mayor and City Council, acting as the legislative body, are responsible for the legislative functions of the City including establishing policies and priorities based on information provided by staff, advisory 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.

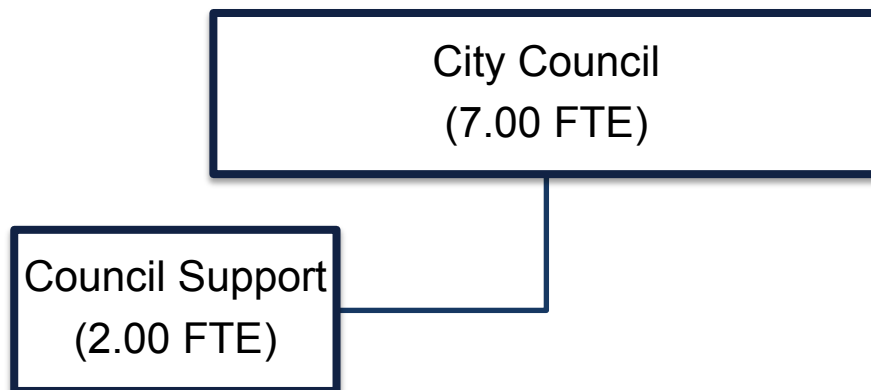
**CITY COUNCIL**

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.

## Summary by Classification



## ORGANIZATIONAL CHART



**PERSONNEL SUMMARY**

	<b>2016-17 Adopted</b>	<b>2017-18 Adopted</b>	<b>2018-19 Adopted</b>	<b>2019-20 Adopted</b>
<b><u>City Council</u></b>				
Administrative Analyst II	1	1	0	0
Administrative Assistant to City Council (U)	1	1	2	1
Council Administrative Supervisor (U)	1	1	1	1
Councilperson	7	7	7	7
Executive Staff Assistant to City Council (U)	1	1	1	0
<b>City Council Total</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>9</b>

**PERSONNEL CHANGES**

In FY 2018/19 one position, an Administrative Assistant to the City Council, was transferred to the Mayor’s Office.

Effective July 1, 2019 one Executive Staff Assistant to the City Council was eliminated.

## **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
- 21 New Military Banner recipients
- Prepared 750 Commendations and Certificates of Recognition

### **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.

### **ACHIEVEMENT #5**

New Elected Official Transition:

- Mayor
- 3 Council Members

### **ACHIEVEMENT #6**

New Council Office Duties:

- Management of Board and Commission appointments and data base
- Notary Service

**City of San Bernardino  
2019-20 Department Summary  
Council Office**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
0001 Administration	25,100	2,790	-	-	-	0%
0022 City Council	187,294	152,163	281,731	338,231	453,100	34%
0023 Council Support	671,710	627,422	670,005	683,759	478,700	-30%
<b>Grand Total</b>	<b>884,104</b>	<b>782,375</b>	<b>951,736</b>	<b>1,021,989</b>	<b>931,800</b>	<b>-9%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Salaries	366,532	359,135	374,004	410,404	349,600	-15%
Benefits	224,985	197,876	298,895	318,995	318,600	0%
Maintenance & Operations	92,500	50,911	74,000	87,753	70,400	-20%
Internal Service Charges	200,087	174,453	204,837	204,837	193,200	-6%
<b>Grand Total</b>	<b>884,104</b>	<b>782,375</b>	<b>951,736</b>	<b>1,021,989</b>	<b>931,800</b>	<b>-9%</b>

C. Funding Sources	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
001 General	884,104	782,375	951,736	1,021,989	931,800	-9%
<b>Grand Total</b>	<b>884,104</b>	<b>782,375</b>	<b>951,736</b>	<b>1,021,989</b>	<b>931,800</b>	<b>-9%</b>

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General  
City Council  
Administration

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5151	Electric Charges	20,000	1,915	-	-	-	-	-	
5152	Gas Charges	100	-	-	-	-	-	-	
5154	Water Charges	5,000	875	-	-	-	-	-	
<b>Administration Totals:</b>		25,100	2,790	-	-	-	-	-	

General  
City Council  
City Council

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	4,284	4,200	4,200	51,100	98,300	
5013	Auto Phone Allowance	58,800	60,900	60,900	50,400	42,000	
5026	PERS Retirement	426	585	398	5,001	10,400	
5027	Health Life Insurance	95,417	60,296	64,200	79,017	74,200	
5029	Medicare	63	1,208	61	741	1,400	
5034	Calpers Unfunded Liability	823	794	95,302	95,302	132,300	
5601	Garage Charges	-	94	-	-	-	
5602	Workers Compensation	3,020	3,000	7,589	7,589	9,000	
5603	Liability	1,126	510	2,070	2,070	4,200	
5604	IT Charges In House	23,334	20,446	47,011	47,011	81,000	
5612	Fleet Charges Fuel	-	130	-	-	300	
<b>City Council Totals:</b>		187,294	152,163	281,731	338,231	453,100	



**General  
City Council  
Council Support**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	264,148	269,777	283,742	283,742	184,300	
5014	Salaries Temporary Parttime	39,300	12,601	25,162	25,162	25,000	
5018	Vacation Pay	-	11,657	-	-	-	
5026	PERS Retirement	23,429	23,520	25,162	25,162	12,900	
5027	Health Life Insurance	52,092	58,244	55,200	55,200	28,700	
5029	Medicare	3,831	4,286	4,114	4,114	2,000	
5034	Calpers Unfunded Liability	48,904	48,943	54,458	54,458	56,700	
5601	Garage Charges	394	297	633	633	500	
5602	Workers Compensation	18,873	18,744	19,697	19,697	9,400	
5603	Liability	7,037	3,190	5,372	5,372	4,400	
5604	IT Charges In House	145,801	127,754	122,023	122,023	84,300	
5612	Fleet Charges Fuel	501	288	442	442	100	
5111	Material And Supplies	7,600	7,232	10,000	10,000	10,000	
	2,400 Food for MCC Meetings and Workshops						
	7,600 General Office Supplies						
5112	Small Tools And Equipment	3,000	1,492	3,000	3,000	3,600	
	1,600 Office Equipment						
	2,000 Replacement of Time Clock						
5122	Dues And Subscriptions	1,200	675	1,200	1,200	1,200	
	350 The Press Enterprise Subscription						
	860 The Sun Newspaper Subscription						
5142	Meetings And Conferences - Ward 1	6,000	500	6,000	6,000	6,000	
5143	Meetings And Conferences - Ward 2	6,000	6,042	6,000	6,000	6,000	
5144	Meetings And Conferences - Ward 3	6,000	7,956	6,000	6,000	6,000	
5145	Meetings And Conferences - Ward 4	6,000	2,539	6,000	6,000	6,000	
5146	Meetings And Conferences - Ward 5	6,000	6,508	6,000	6,000	6,000	
5147	Meetings And Conferences - Ward 6	6,000	2,139	6,000	6,000	6,000	
5148	Meetings And Conferences - Ward 7	6,000	3,976	6,000	6,000	6,000	
5172	Equipment Maintenance	600	336	600	600	600	

**General  
City Council  
Council Support**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5174	Printing Charges	3,000	2,614	3,000	3,000	3,000
	3,000 MCC Agenda Back-up, Business Cards, and Letterhead					
5175	Postage	4,800	249	4,800	4,800	4,800
	4,800 Regular, certified, and monthly mass mailings					
5176	Copy Machine Charges	3,700	4,321	3,700	3,700	3,700
	3,700 Copy machine lease and maintenance					
5186	Civic And Promotional	1,500	1,542	5,700	14,453	1,500
	1,500 Civic materials for Council Members					
<b>Council Support Totals:</b>		<b>671,710</b>	<b>627,422</b>	<b>670,005</b>	<b>678,759</b>	<b>478,700</b>
<b>City Council Totals:</b>		<b>884,104</b>	<b>782,375</b>	<b>951,736</b>	<b>1,016,989</b>	<b>931,800</b>



## **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 as well as the supervision of all City departments and agencies, with the exception of those governed by separate boards including the Library and Water Department, and the offices of the elected officials.

Additionally, the City Manager ensures the effective coordination and execution of public policies, programs, and initiatives. Programs of the City Manager's Office include: Administration; 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 144 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. The program focuses on reducing emissions by incentivizing rideshare efforts.

## **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 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 roughly 5,900 outreach contacts during the prior year through a number of meeting venues. The program is responsible for the operation of the citywide customer service call center (SB Direct) and provides public counter customer service assistance at the City's Information Center. Service levels are enhanced through the utilization of a centralized location for service requests and tracking system. The staff handles more than 141,000 calls and contacts per year; and that number has grown every year since the inception of the Call Center. In addition, the program provides enriched collaboration with the 23 neighborhood associations in the community and supports the development of programs and initiatives that improve the quality of life for City residents and businesses. The Customer & Neighborhood Services program will be further enhanced in Fiscal Year 2019/2020 through the additions of Neighborhood Resource Center, Matching Grant Program, and Leadership Programs approved by the Mayor and City Council.

## **VIOLENCE INTERVENTION**

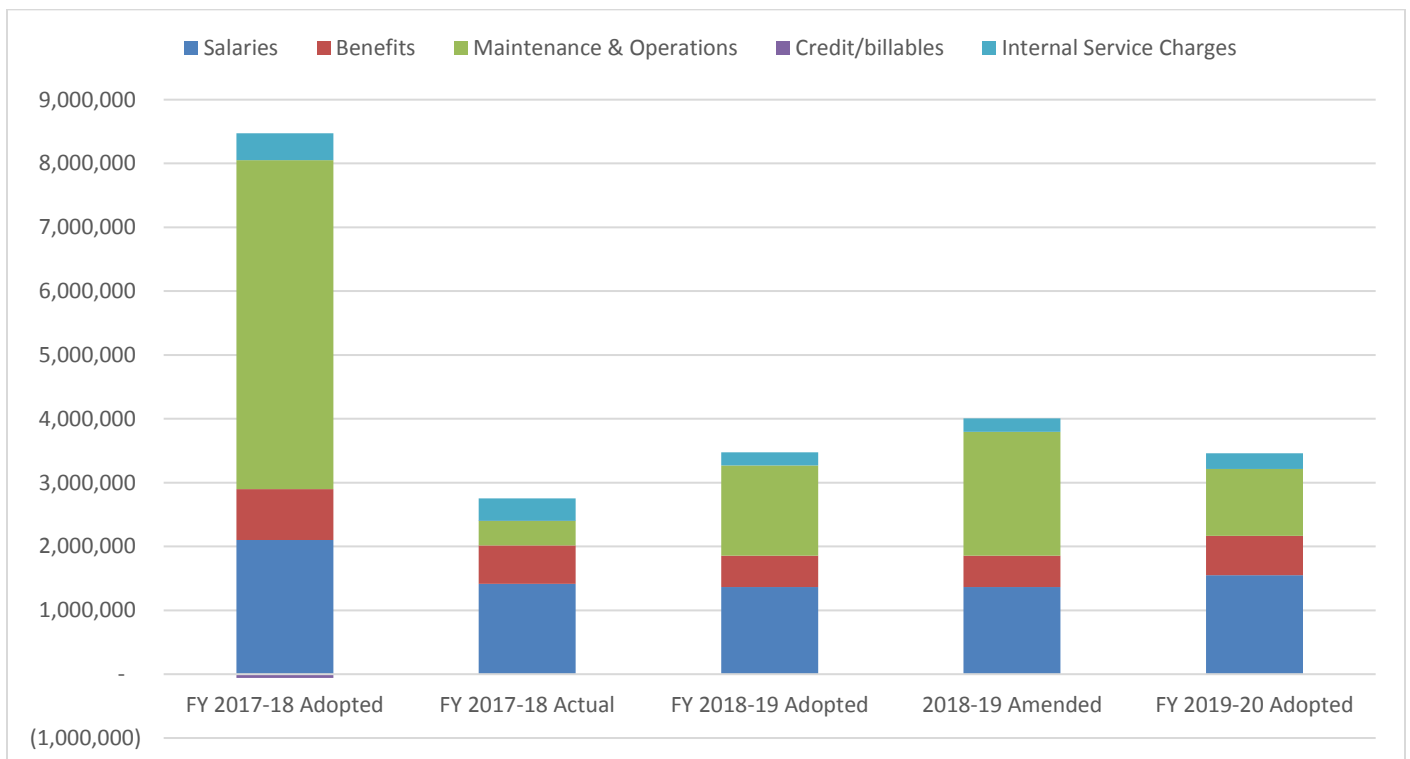
The Violence Intervention Program, added to the City Manager's Office in Fiscal Year 2017/2018, exists to reduce gang related homicides and non-fatal injury shootings throughout the City of San Bernardino. Strategies for violence intervention include the use of internal and external reduction approaches. 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, intelligence driven enforcement, 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 Board of State & Community Corrections, two-year matching grant for \$500,000 that will expand the programming efforts in the community by providing supportive services to people at the highest risk of being impacted by violence. The City's Violence Intervention Program utilizes three non-profit organizations to provide proactive community engagement, violence intervention, and intensive case management.

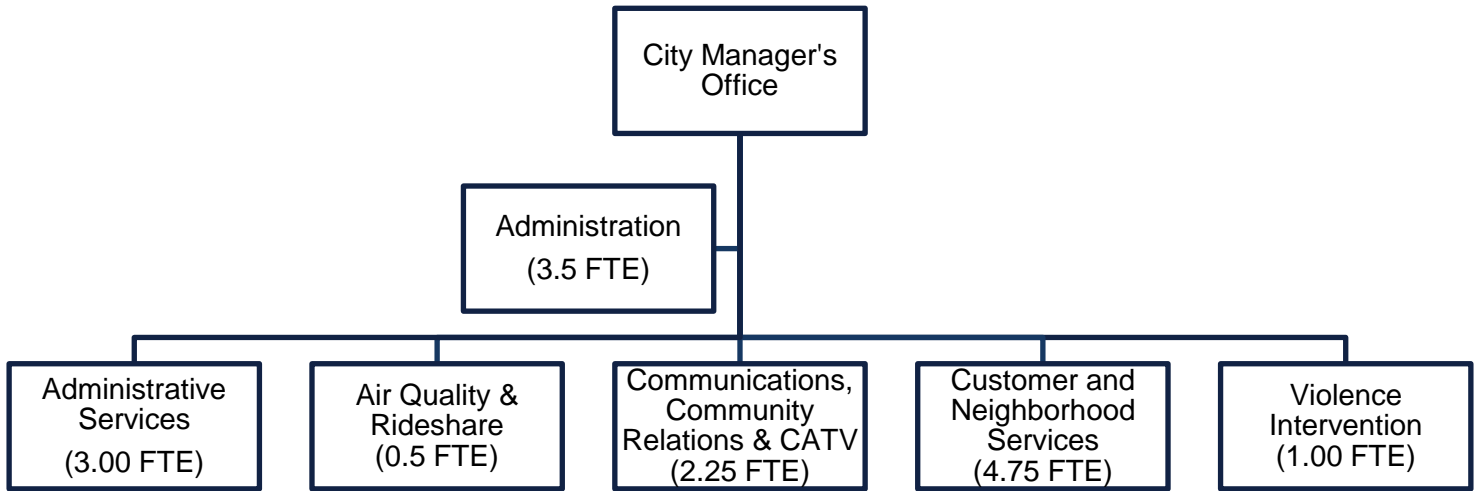
**BUDGET HIGHLIGHTS**

- The budget includes funding for polling, education, and outreach for a potential 2020 ballot tax measure.
- The Customer & Neighborhood Services Program has been enhanced to include funding for the council approved Neighborhood Resource Center, Matching Grant Program, and Leadership Program.
- One Community Engagement Specialist has been transferred from the Police Department to serve the communication needs for the all City Departments including continued support of the Police Department.
- Significant reductions to various Professional/Contractual accounts within the City Manager's Office include:
  - Strategic planning and organizational development.
  - Marketing and communications services including the production of the City's annual report.
  - State Legislative Advocacy
  - Technical support and training for City Outreach Workers and Police Officers related to the Violence Intervention Program.

**SUMMARY BY CLASSIFICATION**



## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY

	2016-17 Adopted	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted
<b>City Manager</b>				
Administrative Analyst I (Flex)	0	0	1	0
Administrative Analyst II	0	0	0	1
Administrative Assistant To City Manager (U)	1	1	1	1
Administrative Services Officer (U)	0	1	1	1
Assistant City Manager (U)	1	1	1	1
Assistant To The City Manager (U)	1	1	1	0
City Manager (U)	1	1	1	1
Community Development Block Grant Coordinator	2	0	0	0
Community Development Block Grant Program Assistant	2	0	0	0
Community Engagement Specialist	0	0	0	1
Community Intervention Program Manager (U)	0	1	1	1
Deputy Director Of Housing (U)	1	0	0	0
Economic Development Analyst (U)	1	0	0	0
Economic Development Division Manager (U)	1	0	0	0
Executive Assistant To The City Manager (U)	1	1	1	1
Human Resources Analyst	0	1	0	0
Human Resources Technician	0	1	0	0
IEMG Broadcast Engineering Coordinator	1	1	1	1
Manager Of Communications	1	1	0	0

Neighborhood & Cust Services Ops Manager (U)	0	0	0	1
SB Direct Call Taker (Bilingual)	3	4	4	4
Senior Human Resources Technician	0	0	1	1
Senior SB Direct Call Taker (Bilingual)	1	1	0	0
<b>City Manager Total</b>	<b>18</b>	<b>16</b>	<b>14</b>	<b>15</b>

## PERSONNEL CHANGES

Transfer of Community Engagement Specialist from the Police Department.

## **LOOKING BACK – ACHIEVEMENTS**

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

A new Community and Economic Development Director was hired along with other high-level managers throughout the City.

### **ACHIEVEMENT #2 – Professional Counsel**

Through a Request for Proposal process, Best Best & Krieger LLP was selected and approved by the Mayor and City Council to provide municipal legal services for the City, providing ongoing annual savings.

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

Secured \$500,000 in grant funding in May 2018 to deliver service providers to the community for proactive community engagement, violence intervention, and intensive case management.

### **ACHIEVEMENT #4 – Our San Bernardino Stories**

Throughout the year, CATV created “Our San Bernardino Stories,” that highlighted local residents and their impact in the San Bernardino Community.

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

Through Council approval, the Neighborhood Resource Center was created and will be implemented in Fiscal Year 2019/2020.



**LOOKING FORWARD -PERFORMANCE MEASURES**

	<b>FY 18/19 Actual</b>	<b>FY 19/20 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>	Yes	Yes	
<p><b>Goal:</b> 3. 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>	Yes	N/A	
<p>% of gang related homicides and shooting reduced city wide</p>	N/A	10% (FY 20/21)	
<p><b>Goal:</b> 4. 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
<p><b>Measure:</b> % of Community Relationship Management response times reduced</p>	11%	5%	

**Note: FY 18/19 was the base year.**

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**City of San Bernardino  
2019-20 Department Summary  
City Manager**

A. Department/ Division	FY 2017-18 Adopted	FY 2017-18 Actual	FY 2018-19 Adopted Budget	2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
0001 Administration	1,508,584	1,178,455	1,070,692	1,100,692	976,100	-11%
2002 CDBG Administration	3,437,595	84,338	-	-	-	
0013 Communication & Comm Relations	403,157	302,172	572,367	572,367	431,600	-25%
0014 Grants Coordination & Intergover	45,003	46,338	-	-	-	
0016 Air Quality & Rideshare	-	74,126	49,853	49,853	62,800	26%
0067 Customer & Neighborhood Services	366,353	307,503	412,156	412,156	576,800	40%
0111 Neighborhood Services	8,790	7,423	-	-	-	
0133 CATV	101,287	317,437	378,876	378,876	455,400	20%
0144 Economic Development	87,070	836	-	-	-	
0149 Administrative Services	423,486	340,775	544,061	544,061	569,800	5%
0150 Violence Intervention	150,002	89,907	449,251	948,662	387,500	-59%
2031 ESG Administration	440,185	-	-	-	-	
2058 Administration	85,000	-	-	-	-	
2156 Inland Fair Housing Mediatn Brd	60,000	-	-	-	-	
2305 Administration	1,217,397	4,081	-	-	-	
2350 Administratin	85,000	-	-	-	-	
<b>Grand Total</b>	<b>8,418,909</b>	<b>2,753,391</b>	<b>3,477,255</b>	<b>4,006,666</b>	<b>3,460,000</b>	<b>-14%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted	FY 2017-18 Actual	FY 2018-19 Adopted Budget	2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Salaries	2,100,083	1,414,644	1,365,513	1,365,513	1,549,200	13%
Benefits	797,256	599,681	490,036	490,036	617,700	26%
Maintenance & Operations	5,157,181	387,650	1,413,705	1,943,116	1,049,100	-46%
Credit/billables	(56,496)	-	-	-	-	0%
Internal Service Charges	420,886	351,416	208,001	208,001	244,000	17%
<b>Grand Total</b>	<b>8,418,909</b>	<b>2,753,391</b>	<b>3,477,255</b>	<b>4,006,666</b>	<b>3,460,000</b>	<b>-14%</b>

C. Funding Sources	FY 2017-18 Adopted	FY 2017-18 Actual	FY 2018-19 Adopted Budget	2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
001 General	2,992,446	2,335,083	3,266,755	3,296,755	3,179,000	-4%
107 Cable Television Fund	101,287	317,437	210,500	210,500	270,500	29%
111 AB2766 air quality	-	11,862	-	-	10,500	0%
116 Emergency Solutions Grant 14.231	440,185	-	-	-	-	
117 Home Improvement Part 14.239	1,217,397	4,081	-	-	-	
119 Community Developmnt Block Grant	3,497,595	84,338	-	-	-	
120 Neighborhood Stabil Prog (NSP1)	85,000	-	-	-	-	
122 Neighborhood Stabil Prog(NSP3)	85,000	-	-	-	-	
123 Federal grant programs	-	589	-	499,411	-	-100%
<b>Grand Total</b>	<b>8,418,909</b>	<b>2,753,391</b>	<b>3,477,255</b>	<b>4,006,666</b>	<b>3,460,000</b>	<b>-14%</b>

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**General  
City Manager  
Administration**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	778,336	520,704	596,639	596,639	596,639	550,500		
5013	Auto Phone Allowance	5,832	21,902	21,165	21,165	21,165	17,500		
5014	Salaries Temporary Parttime	-	5,031	-	-	-	-		
5018	Vacation Pay	-	42,528	-	-	-	-		
5033	Salary Savings	(25,000)	-	(64,257)	(64,257)	(64,257)	-		
5026	PERS Retirement	73,548	46,071	53,790	53,790	53,790	53,300		
5027	Health Life Insurance	77,619	48,233	48,300	48,300	48,300	49,300		
5029	Medicare	11,286	8,710	8,652	8,652	8,652	8,000		
5034	Calpers Unfunded Liability	138,694	120,301	47,651	47,651	47,651	66,100		
5602	Workers Compensation	60,118	59,707	17,875	17,875	17,875	30,300		
5603	Liability	41,714	18,908	7,733	7,733	7,733	10,600		
5604	IT Charges In House	172,937	151,531	51,088	51,088	51,088	51,200		
5111	Material And Supplies	8,000	18,655	15,000	15,000	15,000	15,000		
	15,000 Office Supplies								
5121	Advertising	500	-	500	500	500	-		
5122	Dues And Subscriptions	5,000	2,593	4,531	4,531	4,531	5,000		
	2,800 International City/County Management Association								
	469 Misc. Dues and Subscriptions								
	270 Sun Newspaper								
	1,261 Time Warner Cable								
	200 Wall Street Journal								
5131	Mileage	-	19	250	250	250	-		
5132	Meetings And Conferences	14,500	6,106	6,075	6,075	6,075	4,500		
	600 City/County Conference								
	1,600 ICMA Annual Conference								
	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	2,500	1,000		
	1,000 Various Educational Workshops throughout the year								

General  
City Manager  
Administration

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5151	Electric Charges	25,000	2,347	-	-	-
5152	Gas Charges	100	-	-	-	-
5154	Water Charges	5,000	875	-	-	-
5174	Printing Charges	5,000	1,789	5,000	5,000	5,000
	5,000 Printing Charges					
5175	Postage	900	1,125	900	900	500
	500 Annual Postage					
5176	Copy Machine Charges	4,500	3,824	4,800	4,800	4,800
	4,800 Copy Machine Charges					
5181	Other Operating Expense	-	567	-	-	-
5502	Professional Contractual Services	100,000	96,793	240,000	270,000	100,000
	100,000 Professional Services on an as needed basis					
5505	Other Professional Services	-	-	2,500	2,500	3,500
	3,500 Boards & Commissions Recognition Dinner					
<b>Administration Totals:</b>		<b>1,508,584</b>	<b>1,178,455</b>	<b>1,070,692</b>	<b>1,100,692</b>	<b>976,100</b>

General  
City Manager  
Communication & Comm Relations

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	140,842	147,138	51,755	51,755	51,755	111,500	111,500	
5013	Auto Phone Allowance	324	467	2,250	2,250	2,250	2,200	2,200	
5015	Overtime	-	629	-	-	-	-	-	
5018	Vacation Pay	-	23,147	-	-	-	-	-	
5026	PERS Retirement	12,321	13,946	4,590	4,590	4,590	11,400	11,400	
5027	Health Life Insurance	12,314	16,948	3,450	3,450	3,450	11,000	11,000	
5029	Medicare	2,042	2,552	750	750	750	1,600	1,600	
5034	Calpers Unfunded Liability	27,057	26,096	3,404	3,404	3,404	23,600	23,600	
5602	Workers Compensation	10,558	10,486	4,937	4,937	4,937	2,800	2,800	
5603	Liability	7,326	3,321	2,136	2,136	2,136	2,000	2,000	
5604	IT Charges In House	30,372	26,612	14,109	14,109	14,109	4,800	4,800	
5111	Material And Supplies	11,720	2,615	6,420	6,420	10,000	-	-	
5120	Media Expense	7,440	-	-	-	-	-	-	
5121	Advertising	107,127	4,383	21,800	21,800	1,986	-	-	
5122	Dues And Subscriptions	1,570	16,125	9,701	9,701	3,000	700	700	
	39 Canva								
	600 Vimeo - Business								
5132	Meetings And Conferences	6,725	-	5,225	5,225	-	-	-	
5133	Education And Training	-	100	-	-	-	-	-	
5174	Printing Charges	-	5,609	170,040	170,040	100,000	50,000	50,000	
5181	Other Operating Expense	1,419	-	-	-	-	-	-	
5502	Professional Contractual Services	-	-	258,000	258,000	335,000	210,000	210,000	
	10,000 Phase 1 of 3 - Survey Design, Review, and Result Interpretation								
	150,000 Phase 2 of 3 - Public Education and Engagement								
	50,000 Tax Measure Survey								
5505	Other Professional Services	24,000	2,000	13,800	13,800	35,000	-	-	
	<b>Communication &amp; Comm Relations Totals:</b>	<b>\$403,157</b>	<b>\$302,172</b>	<b>\$572,367</b>	<b>\$572,367</b>	<b>\$572,367</b>	<b>\$431,600</b>	<b>\$431,600</b>	

**General  
City Manager  
Grants Coordination & Intergover**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	23,889	24,114	-	-	-	-
5013	Auto Phone Allowance	324	467	-	-	-	-
5015	Overtime	-	629	-	-	-	-
5018	Vacation Pay	-	2,392	-	-	-	-
5026	PERS Retirement	2,227	2,112	-	-	-	-
5027	Health Life Insurance	4,711	4,324	-	-	-	-
5029	Medicare	346	406	-	-	-	-
5034	Calpers Unfunded Liability	4,589	4,426	-	-	-	-
5602	Workers Compensation	1,951	1,938	-	-	-	-
5603	Liability	1,354	614	-	-	-	-
5604	IT Charges In House	5,612	4,917	-	-	-	-
<b>Grants Coordination &amp; Intergover Totals:</b>		45,003	46,338	-	-	-	-



General  
City Manager  
Air Quality & Rideshare

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	36,672	38,077	25,276	25,276	27,000	
5013	Auto Phone Allowance	-	1,037	-	-	-	
5015	Overtime	-	1,258	-	-	-	
5018	Vacation Pay	-	1,739	-	-	-	
5026	PERS Retirement	10,210	3,319	2,242	2,242	2,600	
5027	Health Life Insurance	9,082	9,424	6,900	6,900	7,200	
5029	Medicare	532	616	367	367	400	
5034	Calpers Unfunded Liability	-	6,795	6,807	6,807	9,400	
5602	Workers Compensation	-	-	1,925	1,925	1,900	
5603	Liability	-	-	833	833	600	
5604	IT Charges In House	-	-	5,503	5,503	3,200	
5946	Credit C-1 Recoverable	(56,496)	-	-	-	-	
<b>Air Quality &amp; Rideshare Totals:</b>		-	62,264	49,853	49,853	52,300	

**General  
City Manager  
Customer & Neighborhood Services**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	208,907	167,340	214,881	214,881	288,900	
5012	Special Salaries	2,700	3,618	3,600	3,600	3,600	
5013	Auto Phone Allowance	-	-	960	960	5,200	
5014	Salaries Temporary Parttime	-	-	15,000	15,000	22,000	
	2,000 Part-Time Help						
5015	20,000 Part-Time Staff for Neighborhood Resource Center	-	2,879	2,000	2,000	2,500	
	Overtime						
	2,500 Overtime						
5018	Vacation Pay	-	3,129	-	-	-	
5026	PERS Retirement	19,710	17,231	22,016	22,016	30,300	
5027	Health Life Insurance	35,308	25,479	45,390	45,390	41,200	
5029	Medicare	3,029	2,571	3,168	3,168	4,200	
5034	Calpers Unfunded Liability	33,591	32,398	64,669	64,669	89,800	
5602	Workers Compensation	13,808	13,713	8,920	8,920	18,700	
5603	Liability	9,580	4,343	3,859	3,859	5,800	
5604	IT Charges In House	39,719	34,802	25,493	25,493	31,500	
5111	Material And Supplies	-	-	-	-	7,700	
	1,200 Leadership Program & Community Meetings Supplies						
	750 Office Supplies - Neighborhood Resource Center						
	3,700 Supplies for Community Use/Rental - Neighborhood Resource Center						
	2,000 Volunteer T-Shirts - Neighborhood Resource Center						
5122	Dues And Subscriptions	-	-	-	-	400	
	350 Canva Subscription - Neighborhood Resource Center						
5131	Mileage	-	-	-	-	300	
5132	Meetings And Conferences	-	-	2,200	2,200	2,200	
	2,200 Neighborhood USA Conference						
5133	Education And Training	-	-	-	-	1,000	
	1,000 Training for SB Direct Staff						
5174	Printing Charges	-	-	-	-	1,700	

General  
City Manager  
Customer & Neighborhood Services

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
	200 Custom Print Jobs					
	250 Printing for Leadership Program					
	1,250 Printing for Neighborhood Resource Center					
5502	Professional Contractual Services	-	-	-	-	18,000
	18,000 Community Sparks Matching Grant Program					
5505	Other Professional Services	-	-	-	-	1,800
	1,500 Leadership Program Graduation/Recognition Dinner					
	250 Neighborhood Leadership Program Banner					
<b>Customer &amp; Neighborhood Services Totals:</b>		366,353	307,503	412,156	412,156	576,800

General  
City Manager  
Neighborhood Services

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5027	Health Life Insurance	-	60	-	-	-	-
5602	Workers Compensation	1,923	1,910	-	-	-	-
5603	Liability	1,335	605	-	-	-	-
5604	IT Charges In House	5,533	4,848	-	-	-	-
<b>Neighborhood Services Totals:</b>		<b>8,790</b>	<b>7,423</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**General  
City Manager  
CATV**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	-	-	73,097	73,097	74,600	
5014	Salaries Temporary Parttime	-	-	42,064	42,064	42,500	
	22,222 CATV Programming Assistant (High Step)						
	9,921 CATV Programming Assistant (Low Step)						
	10,317 CATV Programming Assistant (Mid Step)						
5026	PERS Retirement	-	-	6,482	6,482	7,100	
5027	Health Life Insurance	-	-	9,602	9,602	11,900	
5029	Medicare	-	-	1,060	1,060	1,100	
5034	Calpers Unfunded Liability	-	-	13,615	13,615	18,900	
5602	Workers Compensation	-	-	2,437	2,437	4,600	
5603	Liability	-	-	1,054	1,054	1,500	
5604	IT Charges In House	-	-	6,965	6,965	7,700	
5111	Material And Supplies	-	-	3,000	3,000	3,000	
	2,000 Office supplies						
	1,000 Video library purchase						
5122	Dues And Subscriptions	-	-	6,000	6,000	6,000	
	6,000 Annual data subscription to LIVEU						
5167	Software Maintenance	-	-	-	-	3,000	
	3,000 Annual maintenance for on-air media file playback system						
5181	Other Operating Expense	-	-	3,000	3,000	3,000	
	1,500 Protection One Facility alarm						
	1,500 ScaleEngine Internet Streaming						
	<b>CATV Totals:</b>	-	-	168,376	168,376	184,900	

**General  
City Manager  
Economic Development**

Account	Account Description	2018	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget
5111	Material And Supplies	500	-	-	-	-
5121	Advertising	8,000	-	-	-	-
5122	Dues And Subscriptions	4,370	-	-	-	-
5131	Mileage	1,500	-	-	-	-
5132	Meetings And Conferences	-	836	-	-	-
5133	Education And Training	25,000	-	-	-	-
5171	Rentals	2,500	-	-	-	-
5174	Printing Charges	10,250	-	-	-	-
5175	Postage	6,500	-	-	-	-
5186	Civic And Promotional	7,700	-	-	-	-
5502	Professional Contractual Services	20,750	-	-	-	-
<b>Economic Development Totals:</b>		<b>87,070</b>	<b>836</b>	<b>-</b>	<b>-</b>	<b>-</b>

**General  
City Manager  
Administrative Services**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	229,638	195,640	233,456	233,456	256,500	
5013	Auto Phone Allowance	4,950	6,911	6,900	6,900	6,900	
5014	Salaries Temporary Parttime	30,526	6,771	30,525	30,525	19,800	
	19,800 Human Resources Technician (Part-Time)						
5018	Vacation Pay	-	5,393	-	-	-	
5026	PERS Retirement	21,345	18,071	22,080	22,080	26,000	
5027	Health Life Insurance	34,123	30,638	30,600	30,600	35,200	
5029	Medicare	3,330	3,171	3,386	3,386	3,700	
5034	Calpers Unfunded Liability	44,115	42,549	40,844	40,844	56,700	
5602	Workers Compensation	10,064	9,995	8,846	8,846	15,300	
5603	Liability	6,983	3,165	3,827	3,827	5,100	
5604	IT Charges In House	-	-	25,284	25,284	25,900	
5102	Computer Equip-Non Capital	-	1,343	-	-	-	
5111	Material And Supplies	2,078	2,280	2,000	2,000	2,000	
	2,000 Office Depot - Office Supplies						
5121	Advertising	4,000	2,750	4,000	4,000	3,000	
	3,000 Job Posting Advertisement						
5122	Dues And Subscriptions	-	-	785	785	900	
	300 Engaging Local Government Leaders (ELGL)						
	400 International City Management Association (ICMA)						
	170 Municipal Management Association of Southern California						
5131	Mileage	260	56	200	200	200	
	115 Mileage						
5132	Meetings And Conferences	-	-	2,015	2,015	2,100	
	575 League of California Cities Annual Conference						
	1,440 Miscellaneous Meetings and Conferences						
5133	Education And Training	3,800	-	2,015	2,015	1,000	
	1,000 Miscellaneous Education and Training						
5151	Electric Charges	15,000	1,409	-	-	-	

**General  
City Manager  
Administrative Services**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5152	Gas Charges	100	-	-	-	-	-
5154	Water Charges	3,000	525	-	-	-	-
5167	Software Maintenance	-	-	-	-	-	6,500
	3,848 Biddle Software License D - OPAC, CritiCall & Examin						
	2,600 CODESP Public HR						
5174	Printing Charges	1,410	-	-	-	-	-
5175	Postage	268	25	200	200	200	200
	200 Postage						
5176	Copy Machine Charges	2,200	3,018	2,800	2,800	2,800	2,800
	2,800 Copy machine charges						
5181	Other Operating Expense	6,297	7,065	19,298	19,298	19,298	-
5502	Professional Contractual Services	-	-	105,000	105,000	105,000	100,000
	100,000 Funding for On-Demand grant writing						
	<b>Administrative Services Totals:</b>	423,486	340,775	544,061	544,061	544,061	569,800



**General  
City Manager  
Violence Intervention**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	122,779	68,032	110,202	110,202	118,000	
5018	Vacation Pay	-	3,925	-	-	-	
5026	PERS Retirement	12,080	6,810	11,210	11,210	12,800	
5027	Health Life Insurance	13,380	9,505	13,800	13,800	14,300	
5029	Medicare	1,763	1,046	1,598	1,598	1,700	
5034	Calpers Unfunded Liability	-	-	13,615	13,615	18,900	
5602	Workers Compensation	-	-	3,537	3,537	6,800	
5603	Liability	-	-	1,530	1,530	2,300	
5604	IT Charges In House	-	-	10,110	10,110	11,400	
5111	Material And Supplies	-	-	450	450	500	
	300 Meeting Supplies						
	200 Office Supplies						
5131	Mileage	-	-	550	550	-	
5132	Meetings And Conferences	-	-	2,650	2,650	500	
	250 9th Annual LA Gang Conference						
	250 Violence Prevention & Intervention Conferences						
5174	Printing Charges	-	-	-	-	300	
	250 Fliers for events						
5181	Other Operating Expense	-	-	5,000	5,000	-	
5502	Professional Contractual Services	-	-	275,000	275,000	200,000	
	100,000 California Partnership for Safe Communities						
	100,000 Victory Outreach (Case Managers)						
	<b>Violence Intervention Totals:</b>	<b>150,002</b>	<b>89,318</b>	<b>449,251</b>	<b>449,251</b>	<b>387,500</b>	
	<b>General Fund Totals:</b>	<b>2,992,446</b>	<b>2,335,083</b>	<b>3,266,755</b>	<b>3,296,755</b>	<b>3,179,000</b>	

**Cable Television Fund  
City Manager  
CATV**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	71,653	71,664	-	-	-	-
5014	Salaries Temporary Parttime	42,000	33,733	-	-	-	-
5018	Vacation Pay	-	2,756	-	-	-	-
5026	PERS Retirement	6,185	8,121	-	-	-	-
5027	Health Life Insurance	8,643	10,867	-	-	-	-
5029	Medicare	1,039	1,575	-	-	-	-
5034	Calpers Unfunded Liability	13,766	13,276	-	-	-	-
5111	Material And Supplies	3,000	2,720	-	-	-	-
5112	Small Tools And Equipment	30,000	21,261	20,000	20,000	25,000	25,000
	25,000 Audio and Video Equipment						
5122	Dues And Subscriptions	6,000	6,000	-	-	-	-
5181	Other Operating Expense	3,000	2,824	-	-	-	-
5505	Other Professional Services	200,000	142,639	150,500	175,499	205,500	205,500
	25,000 Other PEG content (TBD)						
	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/Economic Development Content						
	48,500 PO for Sports content						
	30,000 PO Our San Bernardino Stories Series						
5703	Communications Equipment	12,000	-	40,000	15,001	40,000	40,000
	30,000 City Council Production Switcher						
	10,000 Switcher Console and Monitor Rack						
5704	Miscellaneous Equipment	(295,999)	-	-	-	-	-
	<b>Cable Television Fund Totals:</b>	101,287	317,437	210,500	210,500	270,500	270,500

AB2766 air quality  
City Manager  
Air Quality & Rideshare

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5181	Other Operating Expense	-	11,862	-	-	-	10,500
	1,500 Gas/Gift Cards						
	1,550 Health Fair Giveaways						
	1,650 Omnitrans Bus Passes						
	5,800 Ride Share Incentives						
	<b>Air Quality &amp; Rideshare Totals:</b>	-	11,862	-	-	-	10,500

Federal grant programs  
City Manager  
Violence Intervention

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5132	Meetings And Conferences	-	589	-	24,411	-	-
5502	Professional Contractual Services	-	-	-	475,000	-	-
<b>Violence Intervention Totals:</b>		-	589	-	499,411	-	-
<b>Federal grant programs Totals:</b>		-	589	-	499,411	-	-



## **DEPARTMENT OVERVIEW**

The Community and Economic Development Department works to improve the quality of life for all residents throughout the City of San Bernardino. The Department is responsible for the implementation of the City's comprehensive General Plan that provides long-range development policies for managed growth and development. The Department is charged with regulating growth and development through the City's implementation tool referred to as the Development Code that carries out the policies established in the General Plan. To facilitate these efforts, the economic development functions of the Department include the marketing of the City's assets and opportunities attracting business and development to the community, and business retention that assists in maintaining a strong work force. Finally, the Department manages social services and housing programs that assist low-income and homeless residents.

The Department has six (6) divisions with 27 Full-time personnel as follows: Administration, Building & Safety, Housing, Economic Development, Land Development and Planning. The Department also provides staffing and oversight of the activities of the Successor Agency.

## **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 over the phone and at the front counter, public records requests, evaluates and recommends long-term solutions associated with the Department's long-term 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). In a typical day, staff assists an average of 75 customers at the public counter 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.

## **HOUSING DIVISION**

The Housing Division is responsible for the management and implementation of the Community Planning and Development formula grants (Community Development Block Grant, HOME

Investment Partnerships, 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 works to improve the quality of life for the residents of San Bernardino by improving and preserving the housing stock and creating housing opportunities. The Division provides resources to assist homeowners in rehabilitating single-family homes and funds social service organizations that assist residents who are at risk of homelessness or are experiencing homelessness.

## **ECONOMIC DEVELOPMENT**

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

## **LAND DEVELOPMENT**

The Land Development Division is responsible for reviewing on-site improvement plans for residential, commercial and industrial projects and prepares conditions of approval to ensure development in accordance with City 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 also works with Public Works to ensure compliance with onsite water retention to reduce impacts to the City's Municipal Separate Storm Sewer System (MS4). Staff reviews Preliminary Water Quality Management Plans for projects on private property to meet stormwater quality standards. Staff

works closely with Planning and Public Works to ensure compliance with onsite water retention to reduce impacts to the City's MS4 System.

## **PLANNING**

The Planning Division is responsible for the implementation of the City's policies and objectives as set forth in the City of San Bernardino General Plan and Development Code. The General Plan serves as the policy document, as required by State law, to guide future development and services based upon the vision of the community. 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. The Division also ensures compliance with the California Environmental Quality Act and the related Guidelines. 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 in collaboration with the Southern California Association of Government (SCAG), San Bernardino County Transportation Authority (SBCTA) and San Bernardino County. Finally, the Planning Division is responsible for staffing the Planning Commission and leading the multi-departmental Development and Environmental Review Committee, which is charged with reviewing and recommending all private development projects.

## **SUCCESSOR AGENCY**

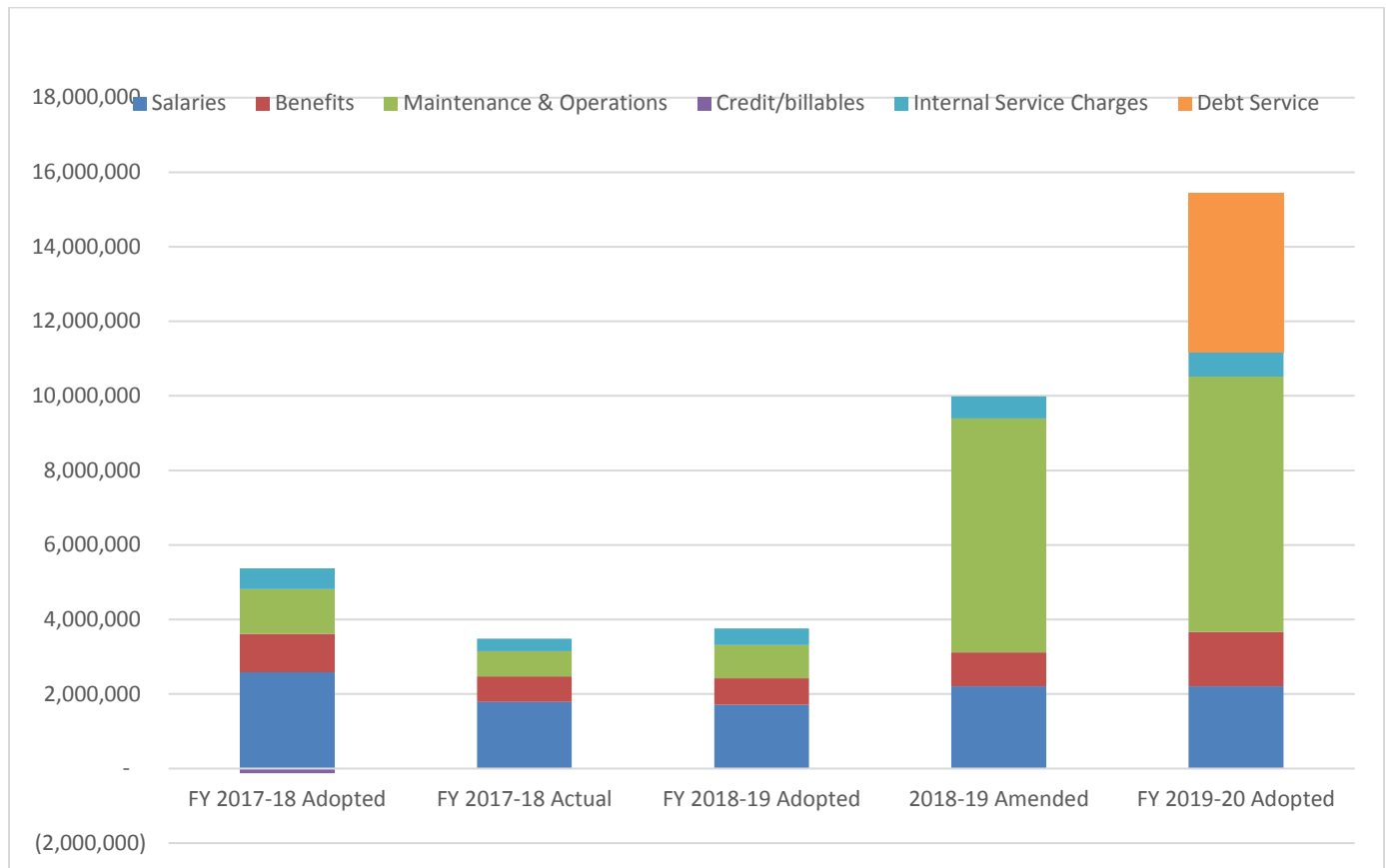
On December 29, 2011, the California Supreme Court upheld Assembly Bill 1X 26 abolishing redevelopment in California as of February 1, 2012. The City of San Bernardino, acting as the Successor Agency for the former Redevelopment Agency (RDA), became responsible for winding down the affairs of the redevelopment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

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

## BUDGET HIGHLIGHTS

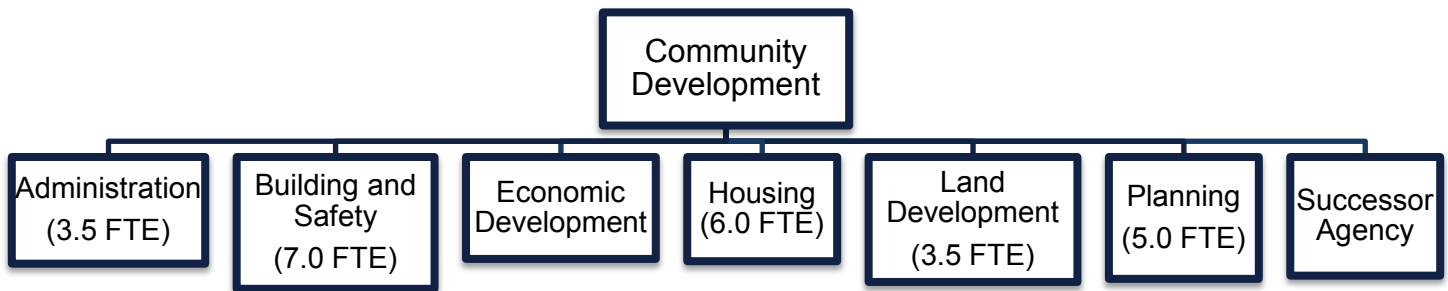
- Includes the integration of the Economic Development, Housing and Successor Agency functions into the Community and Economic Development Department improving the effectiveness of the development functions of the organization. The chart below shows funding for the Recognized Payment Obligation Schedule (ROPS) which accounts for the debt service portion (orange). The significant increase in Maintenance & Operations (green) is due to the Housing and Urban Development (HUD) grants that were transferred with Housing and Economic Development.
- The Land Development Division was reorganized to move the off-site storm water management staff to the Public Works Department creating improve efficiency.
- Funding for the comprehensive update to the General Plan update.

### Summary by Classification





## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY

	2016-17 Adopted	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted
<b><u>Community &amp; Economic Development</u></b>				
Accountant III	0	0	0	1
Administrative Analyst II	0	0	0	1
Administrative Assistant	0	0	0	1
Assistant Planner (Flex)	1	0	2	1
Associate Planner	2	4	2	3
Building Inspector I (Flex)	0	0	1	2
Building Inspector II	3	3	2	1
Chief Building Official/Building & Safety Division Manager	1	1	1	0
Code Enforcement Officer II	6	0	0	0
Code Enforcement Officer III	1	0	0	0
Community Development Technician	5	1	3	3
Construction Inspector II	2	2	1	1
Customer Service Representative	3	0	0	0
Development Services Technician	0	4	0	0
Director of Community Development (U)	1	1	1	0
Engineering Assistant I (Flex)	1	1	1	0
Engineering Assistant II	0	0	0	1
Engineering Assistant III	1	1	1	1
Executive Assistant	1	2	1	1
Executive Assistant to Director (U)	1	1	1	1

Housing Division Manager (U)	0	0	0	1
NPDES Coordinator	1	1	1	0
NPDES Inspector I (Flex)	0	0	1	0
Planning Division Manager (U)	1	1	1	1
Senior Civil Engineer/ Division Manager (U)	1	1	1	1
Senior Management Analyst	1	1	1	1
Senior Planner	0	0	1	0
Senior Plans Examiner	1	1	0	0
Transportation Planner	0	1	0	0
Weed Abatement Coordinator	1	0	0	0
Administrative Analyst I	0	0	0	1
CDBG Program Coordinator	0	0	0	1
Director of Community & Economic Development	0	0	0	1
<b>Community &amp; Economic Development Total</b>	<b>35</b>	<b>27</b>	<b>23</b>	<b>25</b>

\*Historical Data reflects the Community Development Department

## PERSONNEL CHANGES

- During FY 2018/19 the Economic & Housing Development Department and Community Development Department merged to form the Community & Economic Development Department.
- During FY2018/19 Stormwater was transferred to Public Works reducing Community & Economic Development by two FTE.
- Effective July 1, 2019 the Chief Building Official/Building & Safety Division Manager and the Senior Planner positions have been eliminated.

## **LOOKING BACK –ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Completed the Administrative Draft of the Development Code and Signage Regulations.

### **ACHIEVEMENT #2**

Presented the Request for Proposals for the General Plan update to the Mayor and City Council.

### **ACHIEVEMENT #3**

Completed the approval process of 75 discretionary land use entitlement applications and 53 administrative development permit applications.

### **ACHIEVEMENT #6**

Completed plan check review of over 1 million square feet of industrial complex within 6 months.

### **ACHIEVEMENT #7**

Processed 42 Commercial cannabis applications and approved 16 business permits.

**LOOKING FORWARD –PERFORMANCE MEASURES**

	<b>FY 18/19 Actual</b>	<b>FY 19/20 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<p><b>Goal:</b> 1. Complete and implement the updated Sign Ordinance.</p>			
<p><b>Measure:</b> Present the draft Sign Ordinance for consideration and adoption by the Planning Commission and Mayor and City Council.</p>	Yes	Yes	Create, Maintain and Grow Jobs and Economic Value in the City
<p><b>Goal:</b> 2. Commence the General Plan update.</p>			
<p><b>Measure:</b> Present Proposals to the Mayor and City Council for the selection of a consulting team.</p>	N/A	Yes	Ensure Development of a Well-Planned, Balance, and Sustainable City
<p><b>Goal:</b> 3. Prepare an RFP/RFQ to attract quality development teams to development the Carousel Mall property.</p>			
<p><b>Measure:</b> Present the Proposals to the Mayor and City Council for the selection of a development team.</p>	N/A	Yes	Ensure Development of a Well-Planned, Balance, and Sustainable City
<p><b>Goal:</b> 4. Complete the three year cycle of Building Code updates.</p>			
<p><b>Measure:</b> Present the draft ordinances for consideration and adoption by the Mayor and City Council.</p>	N/A	Yes	Ensure Development of a Well-Planned, Balance, and Sustainable City
<p><b>Goal:</b> 5. Improve the use of federal HOME funds for the creation of decent and affordable housing.</p>			
<p><b>Measure:</b> Compliance with the Department of Housing and Community Development (HUD).</p>	N/A	Yes	Pursue City Goals and Objectives by Working with Other Agencies
<p><b>Goal:</b> 6. Integrate the function of the Housing Division and Economic Development Division into the Community and Economic Development Department.</p>			
<p><b>Measure:</b> Present the results to the City Manager for distribution to the Mayor and City Council.</p>	N/A	Yes	Ensure Development of a Well-Planned, Balance, and Sustainable City

**Goal:**

7. Evaluate the Plan Review process to improve efficiency and reduce the time it takes to issues permits (Department-Wide).

N/A

Yes

Create, Maintain and Grow Jobs and Economic Value in the City

**Measure:**

Maintain established level of Performance Indicators.

**Note: FY 18/19 will be the base year.**

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**City of San Bernardino  
2019-20 Department Summary  
Community & Economic Development**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
0001 Administration	358,578	507,379	373,992	874,805	1,117,073	28%
2002 CDBG Administration			-	696,604	2,815,000	304%
0144 Economic Development			-	371,474	172,100	-54%
2021 ESG Lutheran Social Services			-	115,000	-	-100%
2027 Time For Change Foundation			-	75,000	-	-100%
2031 ESG Administration			-	-	270,000	0%
2034 ESG-Community Action Partnership			-	71,500	-	-100%
2058 Administration			-	904,500	-	-100%
2156 Inland Fair Housing Mediatn Brd			-	66,000	-	-100%
2199 CDBG Micro Enterprise Program			-	32,950	-	-100%
2200 CDBG CW Comm Bldg Rehab/Busi Imp			-	237,661	-	-100%
2201 CDBG CW Owner Occ Hsng Rehab qua			-	670,000	-	-100%
2305 Administration			-	138,568	1,385,700	900%
2331 Infilled Housing Developmnt			-	1,053,844	-	-100%
2350 Administratin			-	277,360	1,500,000	441%
0021 Enforcement & Beautification	1,343,511	3,611	-	-	-	0%
0027 Stormwater Management	-	2,671	-	-	-	0%
0028 Building and Safety	1,407,149	1,121,609	1,275,286	1,264,220	1,227,100	-3%
0029 Planning	1,199,612	927,024	1,045,369	1,075,960	873,300	-19%
0030 Land Development	936,805	920,810	1,066,251	655,469	600,300	-8%
0125 Property Maintenance			-	943,756	338,300	-64%
0126 EDA - ROPS			-	195,000	5,157,780	2545%
0148 Bond Expenses-			-	26,904	-	-100%
2036 ESG Family Services Association			-	64,097	-	-100%
2161 DEMOLITION PROGRAM	-	1,011	-	-	-	0%
8657 Homeless Svcs Coord Project			-	170,977	-	-100%
<b>Grand Total</b>	<b>5,245,655</b>	<b>3,484,117</b>	<b>3,760,899</b>	<b>9,981,649</b>	<b>15,456,653</b>	<b>55%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Salaries	2,586,939	1,789,871	1,707,321	2,204,228	2,209,800	0%
Benefits	1,022,928	683,376	716,843	912,790	1,457,708	60%
Maintenance & Operations	1,202,550	676,170	893,614	6,275,300	6,851,821	9%
Credit/billables	(125,000)	-	-	-	-	-
Internal Service Charges	558,237	334,700	443,120	589,331	648,300	10%
Debt Service	-	-	-	-	4,289,024	-
<b>Grand Total</b>	<b>5,245,655</b>	<b>3,484,117</b>	<b>3,760,899</b>	<b>9,981,649</b>	<b>15,456,653</b>	<b>55%</b>

**City of San Bernardino  
2019-20 Department Summary  
Community & Economic Development**

<b>C. Funding Sources</b>	<b>FY 2017-18 Adopted Budget</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2019-20 Adopted Budget</b>	<b>% Change to Amended Budget 2018-19</b>
001 General	5,245,655	3,483,103	3,760,899	4,771,899	3,948,600	-17%
116 Emergency Solutions Grant 14.231			-	496,574	270,000	-46%
117 Home Improvement Part 14.239	-	-	-	1,192,412	1,385,700	16%
119 Community Developmnt Block Grant	-	1,014	-	1,703,215	2,815,000	65%
120 Neighborhood Stabil Prog (NSP1)			-	277,360	1,500,000	441%
122 Neighborhood Stabil Prog(NSP3)			-	904,500	-	-100%
127 Low Mod Housing Fund			-	-	50,000	-
710 Successor Agency			-	635,689	5,487,353	763%
<b>Grand Total</b>	<b>5,245,655</b>	<b>3,484,117</b>	<b>3,760,899</b>	<b>9,981,649</b>	<b>15,456,653</b>	<b>55%</b>



**General  
Community & Economic Development  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5011	Salaries Permanent Fulltime	230,314	241,439	222,005	212,997	375,700
5012	Special Salaries	-	312	450	450	-
5013	Auto Phone Allowance	525	2,178	2,100	2,100	8,700
5014	Salaries Temporary Parttime 7,800 Part-time	-	-	-	-	7,800
5015	Overtime	-	1,419	500	500	500
5018	Vacation Pay	-	12,624	-	-	-
5033	Salary Savings (46,600) Charge Director's Time to ROPS	(175,000)	-	(112,450)	(112,450)	(46,600)
5026	PERS Retirement	20,831	19,794	21,302	21,115	39,300
5027	Health Life Insurance	30,070	34,351	24,630	24,630	43,400
5029	Medicare	3,340	3,838	3,219	3,192	5,400
5034	Calpers Unfunded Liability	27,381	42,674	37,440	37,440	66,100
5602	Workers Compensation	12,026	11,943	10,304	10,304	22,400
5603	Liability	7,022	3,183	3,416	3,416	30,200
5604	IT Charges In House	27,670	24,245	35,072	35,072	86,300
5111	Material And Supplies 8,000 Materials and Supplies	18,000	17,657	12,000	12,000	8,000
5116	Art Night	-	6,028	-	-	-
5121	Advertising	600	5,342	-	-	-
5122	Dues And Subscriptions 690 American Planning Association for the Director 120 American Society for Public Administration for SMA 200 ICMA Membership for the Director 90 Municipal Membership Association for the SMA	3,200	900	1,105	1,105	1,100
5132	Meetings And Conferences 1,000 American Planning Conferences for the Director 800 League of California Cities	1,500	489	2,800	2,800	2,300

**General  
Community & Economic Development  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5133	500 Refreshments for meetings Education And Training	10,000	333	1,500	1,500	600
5151	600 Education and Training Electric Charges	50,000	31,759	-	-	-
5152	Gas Charges	100	107	-	-	-
5154	Water Charges	8,000	3,713	-	-	-
5167	Software Maintenance 400 Adobe	-	-	-	-	400
5171	Rentals	16,000	7,933	6,500	6,500	-
5174	Printing Charges	1,500	1,428	1,500	1,500	800
5175	800 Printing Charges Postage	500	65	200	200	100
5176	100 Postage Copy Machine Charges	5,000	4,613	5,000	5,000	5,000
5181	5,000 Copier Charges Other Operating Expense	-	2,610	3,400	3,400	-
5502	Professional Contractual Services 50,000 Cannabis Consultant Services 30,000 Doc-u-Trust Archives	52,500	25,653	92,000	188,249	80,000
5950	Miscellaneous	-	750	-	-	-
5702	Computer Equipment	7,500	-	-	-	-
<b>Administration Totals:</b>		<b>358,578</b>	<b>507,379</b>	<b>373,992</b>	<b>461,020</b>	<b>737,500</b>

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

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	712,083	497,439	550,645	539,835	408,400	
5012	Special Salaries	1,800	1,950	1,800	1,800	1,800	
5013	Auto Phone Allowance	7,230	5,201	2,520	2,520	-	
5015	Overtime	24,000	35,688	24,000	24,000	20,000	
	20,000 Overtime						
5018	Vacation Pay	-	18,793	-	-	-	
5026	PERS Retirement	65,922	44,540	54,541	54,317	42,400	
5027	Health Life Insurance	92,750	52,389	72,120	72,120	61,700	
5029	Medicare	10,351	8,164	8,011	7,979	5,900	
5034	Calpers Unfunded Liability	137,142	129,140	113,001	113,001	132,300	
5601	Garage Charges	5,374	8,638	13,110	13,110	14,200	
5602	Workers Compensation	37,506	37,250	33,930	33,930	33,100	
5603	Liability	21,900	9,927	11,249	11,249	33,300	
5604	IT Charges In House	86,299	75,617	115,491	115,491	127,300	
5612	Fleet Charges Fuel	4,791	7,019	7,843	7,843	5,200	
5111	Material And Supplies	7,500	1,983	2,500	2,500	7,000	
	300 Code Books						
	600 Department Polos						
	1,600 Materials and Supplies						
	4,500 New Code 2019 Building Books						
5112	Small Tools And Equipment	2,000	1,292	500	500	500	
	500 Small Tools and Equipment						
5122	Dues And Subscriptions	1,000	375	425	425	400	
	350 California Building Official Dues and Subscriptions						
	50 International Code Council						
5133	Education And Training	6,000	4,547	6,000	6,000	6,000	
	6,000 CALBO Classes						
5174	Printing Charges	2,500	2,484	2,500	2,500	2,500	
	2,500 Printing charger						

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

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5175	Postage	1,000	174	100	100	100
	100 Postage					
5502	Professional Contractual Services	180,000	179,000	255,000	255,000	325,000
	325,000 Oncall Building Services					
<b>Building and Safety Totals:</b>		<b>1,407,149</b>	<b>1,121,609</b>	<b>1,275,286</b>	<b>1,264,220</b>	<b>1,227,100</b>

**General  
Community & Economic Development  
Planning**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	579,433	479,572	527,489	516,679	412,500	
5012	Special Salaries	900	1,212	1,350	1,350	900	
5013	Auto Phone Allowance	7,230	9,525	9,420	9,420	6,900	
5014	Salaries Temporary Parttime	8,000	6,332	8,000	8,000	-	
5015	Overtime 500 Overtime	2,400	2,651	1,000	1,000	500	
5018	Vacation Pay	-	23,104	-	-	-	
5026	PERS Retirement	51,252	42,530	52,144	51,920	43,000	
5027	Health Life Insurance	53,495	49,542	67,140	67,140	50,100	
5029	Medicare	8,415	7,680	7,662	7,630	6,000	
5034	Calpers Unfunded Liability	84,542	81,539	85,772	85,772	94,500	
5602	Workers Compensation	22,574	22,420	22,859	22,859	30,100	
5603	Liability	13,181	5,975	7,578	7,578	33,200	
5604	IT Charges In House	51,940	45,511	77,805	77,805	115,700	
5111	Material And Supplies	200	148	200	200	600	
5121	Advertising 600 Materials and Supplies	10,000	13,189	10,000	10,000	13,000	
5122	Advertising 12,000 Advertising 1,000 Cannabis Advertising	2,000	781	2,000	2,000	2,000	
5131	Dues And Subscriptions 2,000 Dues and Subscriptions	150	-	-	-	-	
5132	Mileage Meetings And Conferences 3,000 Meeting and Conferences - APA	2,500	50	3,000	3,000	3,000	
5133	Education And Training 2,500 Education and Training	1,500	2,423	2,500	2,500	2,500	
5136	Meals	450	-	450	450	-	
5174	Printing Charges 1,000 Printing	4,725	2,468	1,500	1,500	1,000	

**General  
Community & Economic Development  
Planning**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5175	Postage	4,725	3,276	2,500	2,500	2,800
	300 Postage for cannabis					
	2,500 Postage for development mailers					
5502	Professional Contractual Services	290,000	127,098	155,000	196,657	55,000
	50,000 Contract planner for development projects					
	5,000 SMARA					
<b>Planning Totals:</b>		<b>1,199,612</b>	<b>927,024</b>	<b>1,045,369</b>	<b>1,075,960</b>	<b>873,300</b>

**General  
Community & Economic Development  
Land Development**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	415,813	414,986	455,033	299,176	294,900	
5013	Auto Phone Allowance	6,915	8,218	8,460	8,460	6,900	
5015	Overtime	-	99	5,000	2,500	500	
	500 Overtime						
5018	Vacation Pay	-	22,813	-	-	-	
5026	PERS Retirement	36,762	36,449	41,845	27,249	29,000	
5027	Health Life Insurance	48,504	43,865	44,497	34,023	33,500	
5029	Medicare	6,029	6,489	6,598	4,400	4,300	
5034	Calpers Unfunded Liability	79,881	80,176	76,922	76,922	66,100	
5601	Garage Charges	6,283	6,788	9,789	9,789	1,600	
5602	Workers Compensation	21,687	21,539	19,204	19,204	18,100	
5603	Liability	12,663	5,740	6,366	6,366	23,600	
5604	IT Charges In House	49,901	43,724	65,364	65,364	69,500	
5612	Fleet Charges Fuel	3,167	2,480	3,740	3,740	4,500	
5111	Material And Supplies	500	1,633	900	600	900	
	900 Materials and Supplies						
5112	Small Tools And Equipment	750	518	900	450	500	
	1,100 Small Tools and Equipment						
5122	Dues And Subscriptions	1,000	-	500	250	-	
5133	Education And Training	6,500	3,155	5,500	3,500	4,000	
	4,000 Education and Training						
5174	Printing Charges	850	503	850	425	300	
	250 Printing Charges						
5175	Postage	1,100	2	150	50	100	
	50 Postage						
5502	Professional Contractual Services	238,500	221,634	314,634	93,000	42,000	
	42,000 Professional Contractual						
<b>Land Development Totals:</b>		<b>936,805</b>	<b>920,810</b>	<b>1,066,251</b>	<b>655,469</b>	<b>600,300</b>	

**General  
Community & Economic Development  
Property Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5111	Material And Supplies	-	-	-	-	1,000
	1,000 Janitorial Supplies for Sturges					
5151	Electric Charges	-	-	-	174,600	70,000
	70,000 Electric Charges for Carousel Mall					
5152	Gas Charges	-	-	-	1,200	-
5154	Water Charges	-	-	-	14,580	10,000
	10,000 Water Charges for Carousel Mall and California Theatre					
5156	Refuse	-	-	-	1,440	3,100
	3,100 Refuse for Carousel Mall					
5157	Telephone Charges	-	-	-	61,260	20,000
	20,000 Telephone Charges: Carousel Mall, Sturges, Regal					
5181	Other Operating Expense	-	-	-	-	700
	700 Fire Mrshall Permit Sturges					
5502	Professional Contractual Services	-	-	-	390,926	-
5505	Other Professional Services	-	-	-	299,750	233,500
	35,000 Parking lot sweeping for Carousel and Regal					
	5,800 Fire alarm & sprinkler monitoring for Wards Building Carousel					
	550 Fire alarm monitoring in Theatre Square					
	1,100 Fire monitoring system for Carousel Mall					
	11,000 HVAC repairs and maintenance for Regal and Sturges					
	2,000 On call plumbing services					
	750 Pest Control Services for Sturges					
	32,000 Porter Service for Regal					
	500 Security service monitoring and repair for Carousel Mall					
	144,000 Security Services for Regal Theater					
	800 Security System monitoring for the Sturges Center					
	<b>Property Maintenance Totals:</b>	-	-	-	943,756	338,300



**General  
Community & Economic Development  
Economic Development**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	-	-	-	81,692	-	-
5013	Auto Phone Allowance	-	-	-	4,200	-	-
5014	Salaries Temporary Parttime 7,800 Parttime	-	-	-	-	7,800	-
5026	PERS Retirement	-	-	-	6,427	-	-
5027	Health Life Insurance	-	-	-	6,900	-	-
5029	Medicare	-	-	-	1,185	-	-
5034	Calpers Unfunded Liability	-	-	-	13,615	-	-
5602	Workers Compensation	-	-	-	21,464	-	-
5603	Liability	-	-	-	9,286	-	-
5604	IT Charges In House	-	-	-	115,461	-	-
5111	Material And Supplies 500 Materials and Supplies	-	-	-	500	500	500
5121	Advertising	-	-	-	6,000	-	50,000
5122	Dues And Subscriptions 50,000 Marketing Material 800 Calif Association for local Econ Dev 5,000 CoStar Membership	-	-	-	6,890	-	5,800
5131	Mileage 200 Mileage Reimbursement	-	-	-	500	-	200
5132	Meetings And Conferences 3,000 ICSC ReCon Las Vegas Conference Hotel/Travel/Meals/Registration	-	-	-	11,660	-	3,000
5133	Education And Training 2,000 Education and Training	-	-	-	5,000	-	2,000
5174	Printing Charges 2,500 Printing Changer	-	-	-	6,000	-	2,500
5175	Postage 300 Postage	-	-	-	500	-	300
5502	Professional Contractual Services	-	-	-	54,195	-	50,000

General  
Community & Economic Development  
Economic Development

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5503	50,000 Consultant Services	-	-	-	-	50,000	
	50,000 Outside Legal Services	-	-	-	20,000		
	<b>Economic Development Totals:</b>						
	<b>General Totals:</b>	5,245,655	3,483,103	3,760,899	4,771,899	3,948,600	172,100

Emergency Solutions Grant 14.231  
 Community & Economic Development  
 ESG Administration

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5502	Professional Contractual Services	-	-	-	-	270,000	270,000
<b>ESG Administration Totals:</b>		-	-	-	-	270,000	270,000

Home Improvement Part 14.239  
Community & Economic Development  
**ADMINISTRATION**

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5111	Material And Supplies	-	-	-	500	1,000
	500 General office supplies for Housing staff					
	500 Tablet					
5133	Education And Training	-	-	-	450	500
	500 HOME IDIS Training					
5174	Printing Charges	-	-	-	500	500
	500 Printing charges					
5502	Professional Contractual Services	-	-	-	111,118	1,357,700
	15,000 Keyser Marston Assoc. - Financial Analysis for Frazee Project					
	25,000 Keyser Marston Assoc. - Home Procedure Manual					
	20,000 Keyser Marston Assoc. - Layering Analyses for Infill Housing					
	50,640 Placeholder for administration costs					
	1,247,160 Placeholder for HOME projects and programs					
5503	Outside Legal Services	-	-	-	26,000	26,000
	26,000 Legal services - Stradling Yocca Carlson & Rauth					
	<b>ADMINISTRATION Totals:</b>	-	-	-	138,568	1,385,700

**Community Development Block Grant  
Community & Economic Development  
ADMINISTRATION/SALARIES**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	-	-	-	400,000	-	422,300
5014	Salaries Temporary Parttime	-	-	-	5,000	-	5,000
5026	PERS Retirement	-	-	-	40,688	-	41,000
5027	Health Life Insurance	-	-	-	67,636	-	65,400
5029	Medicare	-	-	-	5,800	-	6,100
5034	Calpers Unfunded Liability	-	-	-	81,687	-	113,400
5102	Computer Equip-Non Capital 1,600 Computer 400 Monitors	-	-	-	2,000	-	2,000
5111	Material And Supplies 1,000 General office supplies for the Housing staff 1,000 Office furnitures for staff 1,000 Paper supplies for the printer	-	-	-	3,000	-	3,000
5121	Advertising 1,000 Newspaper ads - large 3,000 Newspaper ads - regular/small	-	-	-	6,000	-	4,000
5122	Dues And Subscriptions 2,000 National Community Development Association	-	-	-	500	-	2,000
5131	Mileage 500 Mileage expenses to attend training courses	-	-	-	-	-	500
5132	Meetings And Conferences 1,000 Comprehensive HUD Training	-	-	-	500	-	1,000
5133	Education And Training 2,000 CDBG Basic Training	-	-	-	2,735	-	3,000
5174	Printing Charges 1,000 HUD On-line System (IDIS) Training 500 Printing charges based on anticipated usage	-	-	-	504	-	500
5175	Postage 500 Postage charges based on anticipated usage	-	-	-	504	-	500

Community Development Block Grant  
Community & Economic Development  
**ADMINISTRATION/SALARIES**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5176	Copy Machine Charges 3,000 Copier charges based on anticipated usage	-	-	-	3,000	3,000	3,000
5502	Professional Contractual Services 62,500 Annie Clark's contract (\$62,500 CDBG & \$25,000 GF) 40,000 Consultant services for CDBG Consolidated Plan 2,000 Historical Searches 2,240,000 Placeholder for CDBG projects and programs	-	-	-	67,050	2,132,300	
5503	Outside Legal Services 10,000 Stradling Yocca Carlson & Rauth - legal services	-	-	-	10,000	10,000	
<b>ADMINISTRATION/SALARIES Totals:</b>		-	-	-	696,604	2,815,000	

Neighborhood Stabil Prog (NSP1)  
Community & Economic Development  
ADMINISTRATION

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5502	Professional Contractual Services	-	-	-	-	277,360	1,500,000
	1,500,000 Placeholder for NSP Project						
<b>Neighborhood Stabil Prog (NSP1) Totals:</b>		-	-	-	-	277,360	1,500,000

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

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5014	Salaries Temporary Parttime	-	-	-	-	20,000
	20,000 Part-time staff to perform monitoring of properties					
5150	Utilities	-	-	-	-	10,000
	10,000 Utility Budget					
5502	Professional Contractual Services	-	-	-	-	20,000
	10,000 Keyser Marston Associates inc. - Mary Erickson Project					
	10,000 Overdue Utilities for potential Displaced tenants					
<b>Low Mod Housing Fund Totals:</b>						
		-	-	-	-	50,000



**Successor Agency  
Community & Economic Development  
Administration**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5804	Note/Loan Fees/Bond Issue Costs	-	-	-	-	35,352	
	9,000 Continuing Disclosure						
	26,352 Security Servicing						
5502	Professional Contractual Services	-	-	-	413,785	294,221	
	76,883 Consultant Urban Futures Inc.						
	25,000 Consultant Urban Futures Inc. - LRPMP Implementation						
	74,000 Lobbyist						
	20,000 Misc Fees Legal						
	98,338 SB County Transitional Assistance Department						
	<b>Administration Totals:</b>	-	-	-	413,785	329,573	

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

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	-	-	-	-	195,000	-	197,700	
	87,700 Salary								
	110,000 Successor/Consultant Retirement								
5014	Salaries Temporary Parttime	-	-	-	-	-	-	57,600	
	57,600 Parttime								
5021	Employer Deferred Comp	-	-	-	-	-	-	10,100	
	10,100 Deferred Comp								
5026	PERS Retirement	-	-	-	-	-	-	20,200	
	20,200 PERS								
5027	Health Life Insurance	-	-	-	-	-	-	48,700	
	900 CA Unemp								
	10,000 Health Insurance								
	37,800 Retiree Health Benefit								
5029	Medicare	-	-	-	-	-	-	2,400	
	100 Fed Unemp								
	2,300 Medicare								
5032	Reimbursed Nonhealth Benefit	-	-	-	-	-	-	4,200	
	4,200 Paychex fee								
5034	Calpers Unfunded Liability	-	-	-	-	-	-	423,208	
	423,208 PERS Unfunded Liability								
5801	Debt Service Principal	-	-	-	-	-	-	470,000	
	470,000 1999 COP Principal								
5802	Debt Service Interest	-	-	-	-	-	-	3,783,672	
	59,138 1995 Highland Bond Interest								
	53,826 1995 Ramona Bond Interest								
	154,063 1998A TAB Bond Interest								
	163,901 1999 COP Bond Interest								
	1,073,077 2005A TAB Interest Bond								
	392,638 2005B TAB Bond Interest								

Successor Agency  
Community & Economic Development  
EDA - ROPS

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
	436,624 2010A Recovery Bond Interest					
	133,400 2010B TAB Bond Interest					
	1,317,005 2016 TAB Bond Interest					
5181	Other Operating Expense	-	-	-	-	100,000
	100,000 Third Party Litigation					
5505	Other Professional Services	-	-	-	-	40,000
	40,000 Property Maintenance					
	<b>EDA - ROPS Totals:</b>	-	-	-	195,000	5,157,780

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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.

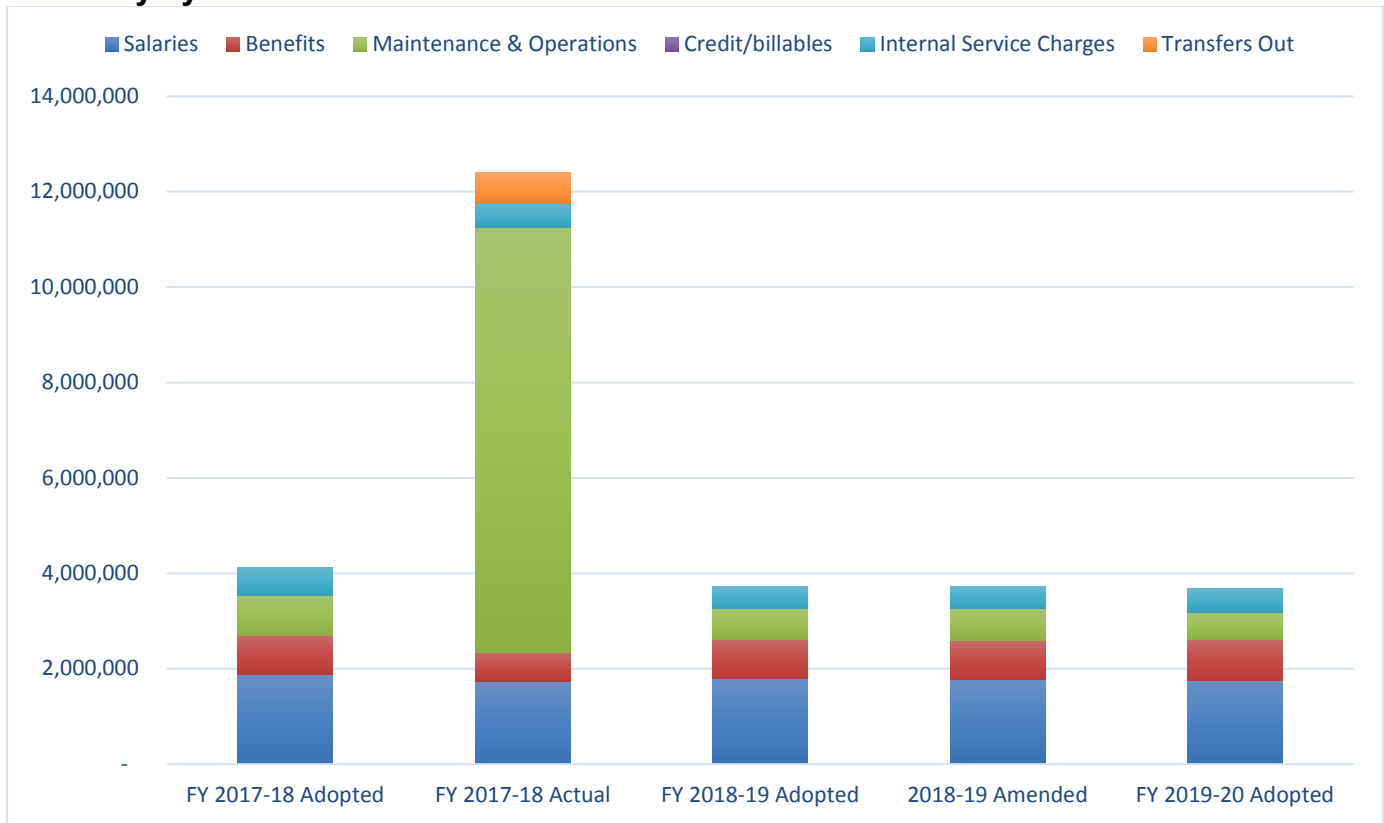
### **PURCHASING**

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.

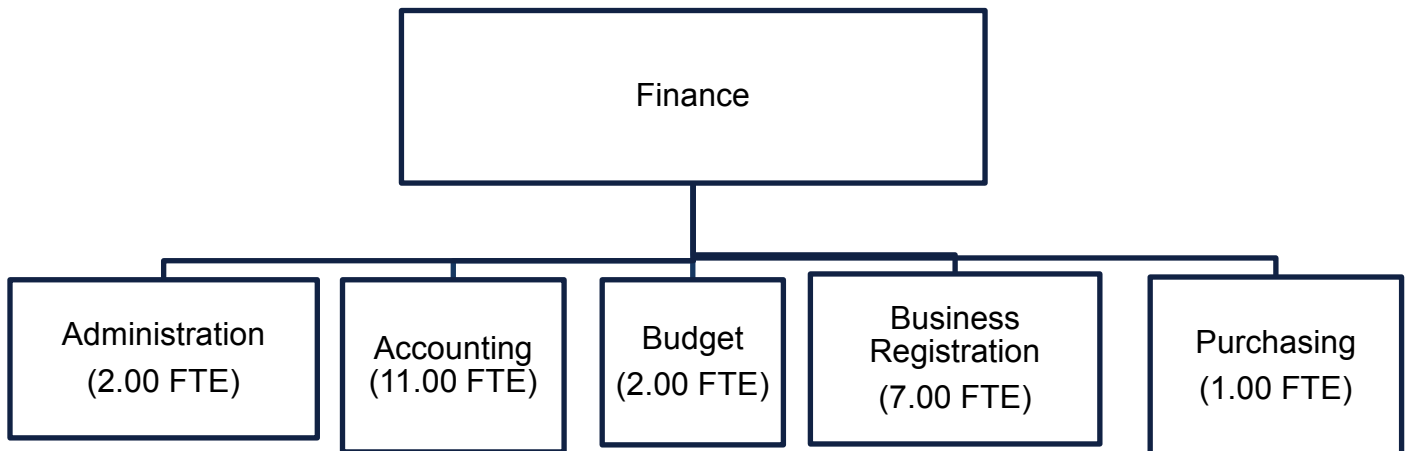
### **BUDGET HIGHLIGHTS**

- Part-Time funding has been reduced to \$0 to help fund the newly reclassified Accounting Division Manager, as was highlighted in the FY 2018/19 Midyear Budget Update.
- As the HR/Payroll Conversion was not completed in FY 2018/19, funding associated with the conversion 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.
- Elimination of the Procurement/Contract Support Services Division Manager and an Accounting Assistant will require the department to redistribute certain responsibilities to existing employees. This reduction will not require the termination of any filled positions. The existing Deputy Director, in addition to overseeing Treasury and Business Registration, will also oversee Procurement. The Budget/Resource Management Division will assume additional responsibilities and handle any special projects.

### Summary by Classification



### ORGANIZATIONAL CHART



<b>Department</b>	<b>2016-17 Adopted</b>	<b>2017-18 Adopted</b>	<b>2018-19 Proposed</b>	<b>2019-20 Adopted</b>
<b>Finance</b>				
Accountant I (Flex)	2	1	0	0
Accountant II	0	1	1	1
Accountant III	1	1	1	1
Accounting Assistant	3	3	2	0
Accounting Division Manager	1	1	0	1
Accounting Technician	2	2	2	3
Administrative Analyst I (Flex)	0	0	1	0
Administrative Analyst II	0	0	0	1
Administrative Assistant	0	0	1	1
Assistant Buyer	0	0	0	1
Budget Officer	1	1	1	1
Business Registration Accounting Technician	0	1	1	0
Business Registration Inspector	0	4	4	4
Business Registration Manager	0	1	1	1
Deputy City Treasurer	0	1	1	0
Deputy Director of Finance	0	0	1	1
Director of Finance	1	1	1	1
Executive Assistant to Director	1	1	0	0
Financial Analyst	1	1	0	0
Payroll Manager	1	1	1	0
Payroll Supervisor	0	0	0	1
Payroll Technician	1	1	1	1
Principal Accountant	1	1	1	0
Procurement/Contract Support Services Division Manager	1	1	1	0
Senior Business Registration Representative	0	1	1	1
Senior Finance Specialist	1	1	1	1
Treasury Assistant	0	1	1	1
Treasury Supervisor	0	0	0	1
<b>Finance Total</b>	<b>18</b>	<b>27</b>	<b>25</b>	<b>23</b>

### PERSONNEL CHANGES

Effective January 1, 2019, one Accounting Assistant position was reclassified to an Assistant Buyer, and the Payroll Manager Position was reclassified to a Payroll Supervisor.

During the FY 2018/19 Midyear Budget Review, the Principal Accountant position was reclassified to an Accounting Division Manager.

Effective July 1, 2019 one Accounting Assistant position and one Procurement/Contract Support Services Division Manager were deleted.



## **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 18/19 Actual</b>	<b>FY 19/20 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>	No	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  ?	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>	Yes	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>	No	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  
2019-20 Department Summary  
Finance Department**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
0001 Administration	605,450	410,117	458,628	458,628	465,700	2%
0000 Recorded before using program #s	-	655,174	-	-	-	
0017 Treasurer	254,654	246,601	280,586	280,586	259,300	-8%
0039 Accounting	1,377,107	1,272,397	1,175,572	1,175,572	1,286,800	9%
0042 Purchasing	306,194	302,161	339,809	339,809	142,500	-58%
0043 Budget	319,216	358,593	315,022	315,022	328,100	4%
0053 Non-departmental	-	8,098,032	-	-	-	
2002 CDBG Administration	-	141	-	-	-	
0012 Business Registration	747,948	654,121	796,155	796,155	840,200	6%
0040 Payroll & Benefits	505,692	402,479	353,263	353,263	350,800	-1%
<b>Grand Total</b>	<b>4,116,262</b>	<b>12,399,815</b>	<b>3,719,035</b>	<b>3,719,035</b>	<b>3,673,400</b>	<b>-1%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Salaries	1,887,858	1,723,541	1,792,227	1,767,227	1,749,900	-1%
Benefits	817,329	618,342	827,867	827,867	862,500	4%
Maintenance & Operations	834,879	8,913,105	633,851	658,851	565,900	-14%
Internal Service Charges	576,196	489,654	465,090	465,090	495,100	6%
Transfers Out	-	655,174	-	-	-	-
<b>Grand Total</b>	<b>4,116,262</b>	<b>12,399,815</b>	<b>3,719,035</b>	<b>3,719,035</b>	<b>3,673,400</b>	<b>-1%</b>

C. Funding Sources	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
001 General	4,116,262	11,974,155	3,719,035	3,719,035	3,673,400	-1%
119 Community Developmnt Block Grant	-	141	-	-	-	
630 Telephone support fund	-	425,519	-	-	-	
<b>Grand Total</b>	<b>4,116,262</b>	<b>12,399,815</b>	<b>3,719,035</b>	<b>3,719,035</b>	<b>3,673,400</b>	<b>-1%</b>

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**General  
Finance  
Administration**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	244,708	233,572	282,167	257,167	247,700	247,700
5012	Special Salaries	-	563	900	900	900	900
5013	Auto Phone Allowance	4,200	8,712	8,700	8,700	8,700	8,700
5014	Salaries Temporary Parttime	-	14,610	-	-	-	-
5015	Overtime	3,400	14	-	-	-	-
5018	Vacation Pay	-	7,548	-	-	-	-
5033	Salary Savings	(50,000)	-	(112,450)	(112,450)	-	-
5026	PERS Retirement	21,121	(104,374)	24,182	24,182	22,100	22,100
5027	Health Life Insurance	26,907	23,482	29,476	29,476	20,900	20,900
5029	Medicare	3,549	3,849	4,104	4,104	3,600	3,600
5034	Calpers Unfunded Liability	34,268	45,341	40,844	40,844	37,800	37,800
5602	Workers Compensation	9,786	9,719	11,392	11,392	13,600	13,600
5603	Liability	6,790	3,078	4,929	4,929	4,900	4,900
5604	IT Charges In House	63,920	56,008	57,985	57,985	51,100	51,100
5111	Material And Supplies 1,500 Office Supplies	1,500	2,483	1,500	1,500	1,500	1,500
5112	Small Tools And Equipment	1,000	881	-	-	-	-
5121	Advertising	400	-	-	-	-	-
5122	Dues And Subscriptions 300 American Institute of Certified Public Accountants 220 CSMFO Membership 480 GFOA Membership	400	13,776	1,000	1,000	1,000	1,000
5132	Meetings And Conferences 1,000 CALPERS Forum 250 CSMFO Chapter Meetings 2,000 CSMFO Conference 750 White-Nelson Year-End Tax Forum	14,000	1,778	6,000	6,000	4,000	4,000
5133	Education And Training	-	395	-	-	-	-
5151	Electric Charges	36,000	3,340	-	-	-	-

General  
Finance  
Administration

Account	Account Description	2018	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget
5152	Gas Charges	100	-	-	-	-
5154	Water Charges	7,000	1,225	-	-	-
5174	Printing Charges	500	1,197	500	500	500
5175	Postage	400	206	400	400	400
5176	Copy Machine Charges	500	8,222	2,000	2,000	2,000
5502	Professional Contractual Services 45,000 HDL Sales and Property Tax Consulting	175,000	65,929	95,000	120,000	45,000
5505	Other Professional Services	-	8,563	-	-	-
<b>Administration Totals:</b>		605,450	410,117	458,628	458,628	465,700

**General  
Finance  
Business Registration**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	368,764	236,627	384,449	384,449	403,200	
5014	Salaries Temporary Parttime	-	83,040	-	-	-	
5015	Overtime	-	2,261	-	-	-	
5018	Vacation Pay	-	8,582	-	-	-	
5026	PERS Retirement	33,005	22,231	36,567	36,567	41,000	
5027	Health Life Insurance	66,650	50,872	81,480	81,480	56,100	
5029	Medicare	5,347	4,901	5,575	5,575	5,800	
5034	Calpers Unfunded Liability	70,842	68,326	95,302	95,302	132,300	
5601	Garage Charges	2,312	1,301	3,576	3,576	4,300	
5602	Workers Compensation	28,958	28,760	15,238	15,238	22,500	
5603	Liability	16,685	7,563	6,592	6,592	8,200	
5604	IT Charges In House	65,701	57,568	77,557	77,557	84,600	
5612	Fleet Charges Fuel	301	96	473	473	200	
5111	Material And Supplies	3,000	2,344	3,000	3,000	3,000	
5112	Small Tools And Equipment	-	-	2,300	2,300	-	
5121	Advertising	100	29	99	99	100	
5122	Dues And Subscriptions	350	551	150	150	400	
	150 CMRTA Membership						
	250 PO Box						
5131	Mileage	200	-	-	-	-	
5132	Meetings And Conferences	200	1,647	200	200	500	
	500 CMRTA Trainings						
5133	Education And Training	3,000	-	-	-	-	
5167	Software Maintenance	-	-	-	-	21,000	
5172	Equipment Maintenance	534	646	650	650	-	
5174	Printing Charges	10,000	7,558	10,000	10,000	9,000	
5175	Postage	40,000	33,349	34,948	34,948	35,000	
5176	Copy Machine Charges	-	2,610	-	-	-	
5181	Other Operating Expense	32,000	33,260	37,999	37,999	13,000	

General  
Finance  
Business Registration

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
12,999	Recording Fee	747,948	654,121	796,155	796,155	840,200
<b>Business Registration Totals:</b>						



General  
Finance  
Treasurer

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	120,342	122,696	127,958	127,958	113,200	
5013	Auto Phone Allowance	8,400	8,700	8,400	8,400	-	
5018	Vacation Pay	-	3,747	-	-	-	
5026	PERS Retirement	10,706	10,709	11,347	11,347	10,800	
5027	Health Life Insurance	34,259	38,663	30,600	30,600	13,100	
5029	Medicare	1,745	2,000	1,855	1,855	1,600	
5034	Calpers Unfunded Liability	23,119	22,298	40,844	40,844	56,700	
5602	Workers Compensation	5,274	5,238	5,359	5,359	8,400	
5603	Liability	3,659	1,659	2,319	2,319	2,300	
5604	IT Charges In House	-	-	27,278	27,278	31,800	
5111	Material And Supplies	1,000	990	500	500	500	
	500 Office Supplies						
5122	Dues And Subscriptions	300	155	200	200	200	
	200 California Municipal Treasurers' Association (CMTA) Membership						
5132	Meetings And Conferences	2,000	604	1,000	1,000	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	75	100	
5175	Postage	100	-	150	150	100	
5176	Copy Machine Charges	1,000	-	500	500	500	
5181	Other Operating Expense	5,000	8,382	5,000	5,000	5,000	
	5,000 Treasury Management Software						
5502	Professional Contractual Services	18,000	18,750	17,200	17,200	14,000	
	4,000 Armored Truck - Cash Pickup						
	10,000 Banking Services						
<b>Treasurer Totals:</b>		<b>254,654</b>	<b>246,601</b>	<b>280,586</b>	<b>280,586</b>	<b>259,300</b>	

**General  
Finance  
Accounting**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	518,444	363,443	473,223	473,223	537,400	
5012	Special Salaries	900	1,800	1,800	1,800	1,800	
5013	Auto Phone Allowance	-	3,461	-	-	6,900	
5014	Salaries Temporary Parttime	16,660	-	15,000	15,000	-	
5015	Overtime	25,000	1,875	10,000	10,000	2,000	
5018	Vacation Pay	-	10,298	-	-	-	
5026	PERS Retirement	47,680	33,223	43,686	43,686	56,800	
5027	Health Life Insurance	62,565	35,467	59,867	59,867	56,600	
5029	Medicare	7,530	5,296	6,888	6,888	7,900	
5034	Calpers Unfunded Liability	99,770	96,227	85,091	85,091	118,100	
5602	Workers Compensation	20,753	20,611	16,914	16,914	23,600	
5603	Liability	14,400	6,527	7,317	7,317	10,800	
5604	IT Charges In House	135,550	118,772	86,087	86,087	88,800	
5102	Computer Equip-Non Capital	520	-	-	-	-	
5111	Material And Supplies	2,700	2,077	2,900	2,900	2,500	
5122	Dues And Subscriptions	1,745	1,245	1,800	1,800	1,600	
	500 California Society of Municipal Finance Officers						
	500 Government Finance Officers Association						
	600 National Association of Government Defined Contribution						
5132	Meetings And Conferences	3,950	1,247	4,000	4,000	3,000	
	1,000 California Society of Municipal Finance Officers						
	1,000 CalPERS						
	1,000 National Association of Government Defined Contribution						
5133	Education And Training	1,940	474	2,000	2,000	2,000	
5172	Equipment Maintenance	-	157	-	-	-	
5174	Printing Charges	1,000	2,519	3,000	3,000	3,000	
5175	Postage	-	5,047	5,000	5,000	5,000	
5176	Copy Machine Charges	1,000	-	1,000	1,000	1,000	
5502	Professional Contractual Services	415,000	562,630	350,000	350,000	358,000	

General  
Finance  
Accounting

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
	166,000 As Needed Specialized Accounting Contracts					
	180,000 Audit & Financial Statements					
	7,000 Measure Z Contract					
	5,000 State Controller Report					
	<b>Accounting Totals:</b>	1,377,107	1,272,397	1,175,572	1,175,572	1,286,800

**General  
Finance  
Payroll & Benefits**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	271,049	181,198	202,008	202,008	188,300	
5012	Special Salaries	-	338	-	-	-	
5014	Salaries Temporary Parttime	-	15,650	-	-	-	
5015	Overtime	2,500	251	-	-	2,500	
5018	Vacation Pay	-	16,113	-	-	-	
5026	PERS Retirement	24,426	15,971	17,914	17,914	17,900	
5027	Health Life Insurance	46,628	35,997	37,950	37,950	36,000	
5029	Medicare	3,930	2,263	2,929	2,929	2,700	
5034	Calpers Unfunded Liability	52,071	50,221	37,440	37,440	52,000	
5602	Workers Compensation	11,203	11,126	7,457	7,457	8,900	
5603	Liability	7,773	3,524	3,226	3,226	4,000	
5604	IT Charges In House	73,172	64,115	37,956	37,956	33,700	
5102	Computer Equip-Non Capital	1,140	-	600	600	-	
5111	Material And Supplies	2,000	3,161	2,000	2,000	2,500	
5112	Small Tools And Equipment	700	-	-	-	-	
5122	Dues And Subscriptions	1,000	310	818	818	800	
	70 American Payroll Association Enrollment						
	510 American Payroll Association Membership						
	220 CSMFO Membership						
5132	Meetings And Conferences	2,200	589	1,133	1,133	200	
	200 CSMFO Luncheons						
5133	Education And Training	1,000	865	853	853	500	
	55 Mileage to Year-End Tax Seminar						
	395 Year-End Tax Seminar						
5172	Equipment Maintenance	200	157	158	158	200	
	158 Annual Maintenance of Time Clock						
5174	Printing Charges	2,100	320	150	150	200	
5175	Postage	1,800	309	671	671	400	
5176	Copy Machine Charges	800	-	-	-	-	

General  
Finance  
Payroll & Benefits

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
<b>Payroll &amp; Benefits Totals:</b>		505,692	402,479	353,263	353,263	350,800	

General  
Finance  
Purchasing

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	166,217	166,400	171,783	171,783	171,783	171,783	54,000	
5012	Special Salaries	900	900	900	900	900	900	900	
5013	Auto Phone Allowance	-	6,911	6,900	6,900	6,900	6,900	-	
5014	Salaries Temporary Parttime	-	-	36,000	36,000	36,000	36,000	-	
5015	Overtime	-	1,479	2,500	2,500	2,500	2,500	-	
5018	Vacation Pay	-	4,723	-	-	-	-	-	
5026	PERS Retirement	16,025	13,330	14,061	14,061	14,061	14,061	5,100	
5027	Health Life Insurance	21,240	17,408	16,800	16,800	16,800	16,800	3,000	
5029	Medicare	2,423	2,686	2,504	2,504	2,504	2,504	800	
5034	Calpers Unfunded Liability	32,105	30,964	27,229	27,229	27,229	27,229	18,900	
5602	Workers Compensation	6,727	6,681	5,904	5,904	5,904	5,904	9,100	
5603	Liability	4,668	2,116	2,554	2,554	2,554	2,554	1,000	
5604	IT Charges In House	43,940	38,501	30,052	30,052	30,052	30,052	34,300	
5111	Material And Supplies	1,500	1,687	1,500	1,500	1,500	1,500	2,000	
5121	Advertising	4,700	6,282	5,000	5,000	5,000	5,000	2,500	
5122	Dues And Subscriptions	850	295	2,372	2,372	2,372	2,372	1,100	
	600 Achievement of Excellence in Procurement								
	260 California Association of Public Procurement Officers Membership								
	110 California Society of Municipal Finance Officers								
	175 Investment Policy Certification								
5132	Meetings And Conferences	2,400	1,413	5,000	5,000	5,000	5,000	2,300	
	1,000 California Association of Public Procurement Officers Conference								
	1,300 Conferences for CSMFO, CMRTA and CMTA								
5133	Education And Training	1,200	99	5,000	5,000	5,000	5,000	1,000	
	1,000 Local Procurement Training								
5172	Equipment Maintenance	300	157	-	-	-	-	-	
5174	Printing Charges	200	93	400	400	400	400	400	
5175	Postage	300	37	350	350	350	350	200	
5176	Copy Machine Charges	500	-	-	-	-	-	-	

General  
Finance  
Purchasing

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5505	Other Professional Services	-	-	3,000	3,000	5,900
	5,922 Online Bidding System	306,194	302,161	339,809	339,809	142,500
	<b>Purchasing Totals:</b>					

General  
Finance  
Budget

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	166,374	208,261	171,989	171,989	182,400	
5014	Salaries Temporary Parttime	20,000	5,519	-	-	-	
5015	Overtime	-	30	-	-	-	
5018	Vacation Pay	-	4,073	-	-	-	
5026	PERS Retirement	14,360	20,586	16,010	16,010	18,200	
5027	Health Life Insurance	20,684	36,193	27,600	27,600	26,300	
5029	Medicare	2,412	3,358	2,494	2,494	2,600	
5034	Calpers Unfunded Liability	31,962	30,827	27,229	27,229	37,800	
5602	Workers Compensation	6,641	6,595	8,421	8,421	9,500	
5603	Liability	4,608	2,089	3,643	3,643	3,700	
5604	IT Charges In House	43,375	38,006	42,861	42,861	35,800	
5111	Material And Supplies	3,000	1,901	1,500	1,500	1,500	
	750 Binders and Dividers for Preliminary Budget Meetings						
	750 General Office Supplies						
5112	Small Tools And Equipment	1,000	-	-	-	-	
5121	Advertising	-	123	-	-	-	
5122	Dues And Subscriptions	300	430	1,035	1,035	700	
	220 CSMFO Membership						
	300 GFOA Membership						
	170 MMASC Membership						
5132	Meetings And Conferences	3,000	120	2,700	2,700	2,000	
	2,000 GFOA, CSMFO, and MMASC Conferences						
5133	Education And Training	1,000	180	4,350	4,350	2,000	
	2,000 Budget and Long Term Financial Planning Trainings						
5174	Printing Charges	500	41	4,950	4,950	5,000	
5181	Other Operating Expense	-	260	240	240	600	
	600 Software for developing budget books						
	<b>Budget Totals:</b>	<b>319,216</b>	<b>358,593</b>	<b>315,022</b>	<b>315,022</b>	<b>328,100</b>	





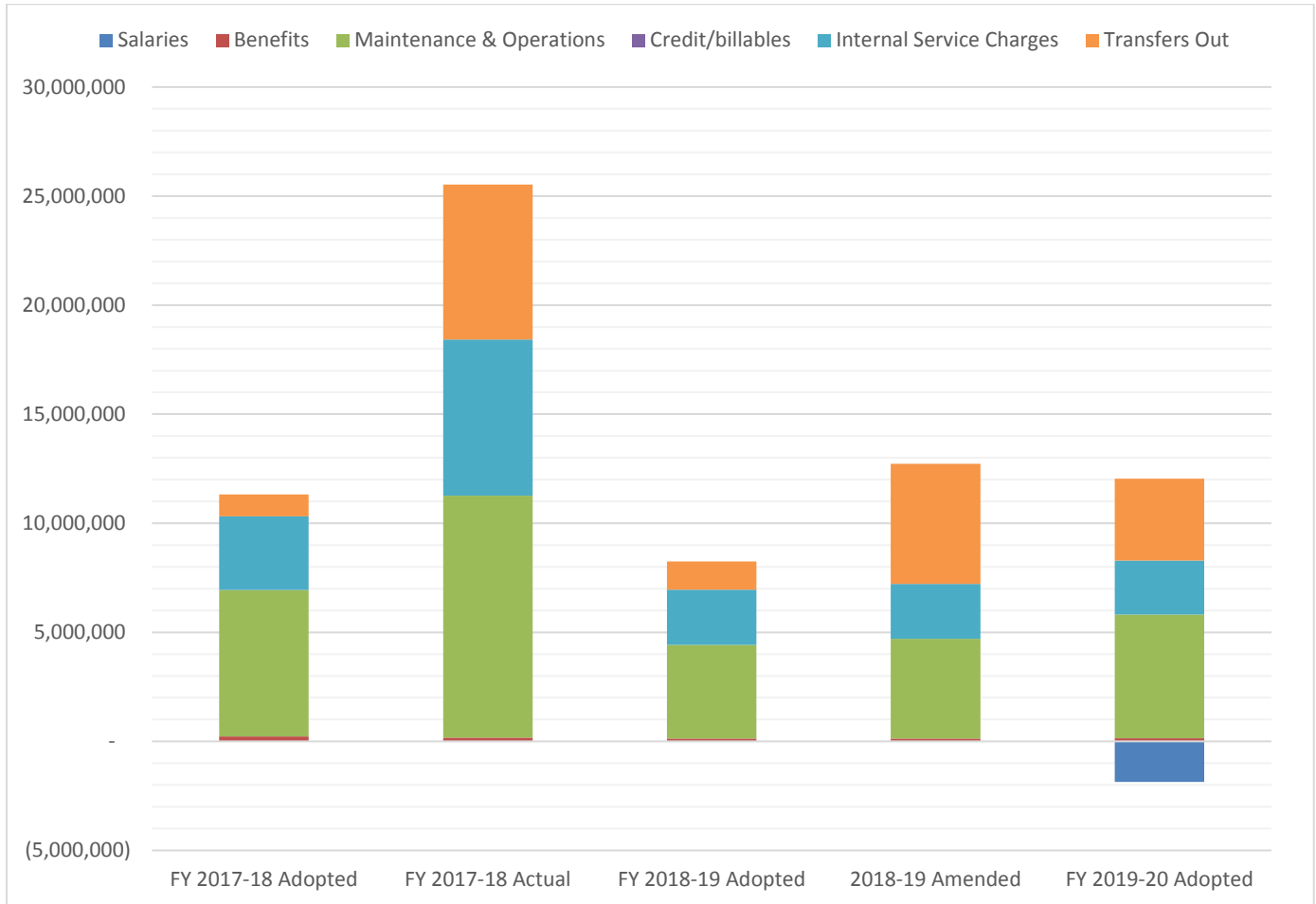
**DEPARTMENT OVERVIEW**

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 2019 - 20, the General Government budget is proposed to be \$7.9 million.

**BUDGET HIGHLIGHTS**

- Includes the following transfers to other funds:
  - \$1,500,000 to Bankruptcy Fund
  - \$2,243,700 to the Animal Control contract
  
- Provides funding for the following costs:
  - Debt service payments - \$2.4 million
  - Sales Tax Sharing Agreements with Kohl’s and JC Penney - \$1.7 million
  - Administrative Hearing Officers - \$250,000
  - Cooperative Maintenance Agreements for the SB Depot and the Downtown Transit Center - \$900,000
  - Unemployment and retiree health payments - \$128,000
  - Citywide dues and subscriptions (League of California Cities, LAFCO, SCAG, SBCOG, OpenGov) - \$143,800
  - Unallocated utility charges - \$300,000
  - Office rental charges - \$586,700
  - Funding included for Cultural Arts Grants - \$60,000
  
- (\$1,972,800) in Budgeted Expenditure Savings. In the past, salary savings were allocated and budgeted in the individual Departments.

## SUMMARY BY CLASSIFICATION



**City of San Bernardino  
2019-20 Department Summary  
General Government**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
0000 Recorded before using program #s	1,000,000	7,104,038	1,300,000	5,500,000	3,743,700	-32%
0053 Non-departmental	10,326,461	18,558,683	6,950,402	7,220,119	8,295,100	15%
8696 Budgeted Expenditure Savings					(1,859,800)	
<b>Grand Total</b>	<b>11,326,461</b>	<b>25,662,721</b>	<b>8,250,402</b>	<b>12,720,119</b>	<b>10,179,000</b>	<b>-20%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Salaries	-	7,419	-	-	(1,859,800)	-
Benefits	228,000	166,458	128,000	128,000	148,000	16%
Maintenance & Operations	6,714,000	11,097,615	4,300,532	4,570,249	5,673,800	24%
Credit/billables	-	-	-	-	-	-
Debt Service	3,384,461	7,155,524	2,521,870	2,521,870	2,473,300	-2%
Transfers Out	1,000,000	7,104,038	1,300,000	5,500,000	3,743,700	-32%
Contractual Services	-	131,667	-	-	-	-
<b>Grand Total</b>	<b>11,326,461</b>	<b>25,662,721</b>	<b>8,250,402</b>	<b>12,720,119</b>	<b>10,179,000</b>	<b>-20%</b>

C. Funding Sources	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
001 General	10,596,145	18,530,205	7,213,532	11,683,249	8,619,000	-26%
002 Bankruptcy Settlement	-	6,192,279	-	-	1,500,000	-
119 Community Developmnt Block Grant	730,316	730,316	736,870	736,870	-	-100%
247 Cultural Developmnt Construction	-	209,921	300,000	300,000	60,000	-80%
<b>Grand Total</b>	<b>11,326,461</b>	<b>25,662,721</b>	<b>8,250,402</b>	<b>12,720,119</b>	<b>10,179,000</b>	<b>-20%</b>

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**General  
General Government  
Recorded before using program #s**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
7451	Transfers Out	1,000,000	7,104,038	1,300,000	5,500,000	3,743,700	
	2,243,700 Transfer to Animal Control Fund						
	1,500,000 Transfer to the BK Fund						
	<b>Recorded before using program #s Totals:</b>	<b>1,000,000</b>	<b>7,104,038</b>	<b>1,300,000</b>	<b>5,500,000</b>	<b>3,743,700</b>	

**General  
General Government  
Non-departmental**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5015	Overtime	-	7,419	-	-	-
5024	PERS Retirees Health	78,000	69,283	78,000	78,000	78,000
5026	PERS Retirement	-	25,030	-	-	-
5027	Health Life Insurance	-	1,778	-	-	-
5028	Unemployment Insurance	150,000	69,596	50,000	50,000	70,000
5029	Medicare	-	771	-	-	-
5310	Cost Of Issuance	-	131,667	-	-	-
5801	Debt Service Principal	2,654,145	5,531,768	1,785,000	1,785,000	1,540,800
	168,900 AMBAC - Pension Obligation Bond					
	393,600 Commerzbank - Pension Obligation Bond					
	131,700 I Bank - Harriman Place Extension					
	846,600 US Bank - 2018 Lease Revenue Refunding Bonds					
5802	Debt Service Interest	-	893,441	-	-	932,500
	232,700 AMBAC - Pension Obligation Bond					
	542,200 Commerzbank - Pension Obligation Bond					
	10,800 I Bank - Harriman Place Extension					
	146,800 US Bank - 2018 Lease Revenue Refunding Bonds					
5184	Low Income Rebates	1,000	229	500	500	500
5198	Payments To Other Agencies	900,000	201,726	-	-	-
5102	Computer Equip-Non Capital	90,000	87,524	-	-	-
5111	Material And Supplies	-	105	-	-	-
5122	Dues And Subscriptions	136,000	74,181	136,000	136,000	143,800
	22,000 Financial Transparency/Dashboard Portal					
	39,600 League of California Cities					
	9,000 San Bernardino Association of Governments					
	40,500 SB County Auditor Controller - LAFCO Dues					
	20,700 Southern California Association of Governments					
	12,000 US Conference of Mayors					
5150	Utilities	(350,000)	-	-	-	-

**General  
General Government  
Non-departmental**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5151	Electric Charges	-	15,664	320,000	320,000	320,000	300,000		
5152	Gas Charges	-	-	14,000	14,000	14,000	14,000		
5154	Water Charges	-	-	60,000	60,000	60,000	60,000		
5171	Rentals	1,200,000	778,790	593,634	593,634	593,634	543,500		
	543,492 Vanir Tower Rent								
5174	Printing Charges	5,000	4,714	-	-	-	-		
5175	Postage	5,000	450	-	-	-	-		
5181	Other Operating Expense	500,000	5,143	-	-	-	-		
5502	Professional Contractual Services	2,627,000	2,710,918	2,876,398	2,876,398	3,146,115	3,052,000		
	200,000 Hearing Officers								
	150,000 JC Penny Sales Tax Sharing Agreement								
	1,598,000 Kohls Sales Tax Sharing Agreement								
	150,000 Legislative Advocacy Services								
	419,600 San Bernardino Santa Fe Depot								
	50,000 State of California - Office of Administrative Hearings								
	484,400 Transit Center								
5505	Other Professional Services	1,600,000	782,258	-	-	-	-		
5950	Miscellaneous	-	20,836	-	-	-	-		
5704	Miscellaneous Equipment	-	12,878	-	-	-	-		
	<b>Non-departmental Totals:</b>	<b>9,596,145</b>	<b>11,426,167</b>	<b>5,913,532</b>	<b>5,913,532</b>	<b>6,183,249</b>	<b>6,735,100</b>		

**General  
General Government  
Budgeted Expenditure Savings**

Account	Account Description	2018		2018	2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget		
5033	Salary Savings	-	-	-	-	-	-	-	(1,859,800)	
<b>Budgeted Expenditure Savings Totals:</b>		-	-	-	-	-	-	-	(1,859,800)	
<b>General Government Totals:</b>		10,596,145	18,530,205	7,213,532	11,683,249				8,619,000	



**Bankruptcy Settlement  
General Government  
Non-departmental**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5162	Liability Claims	-	2,136,743	-	-	-	780,000
	400,000 CalPERS Mediator Order						
	80,000 Miscellaneous BK Settlements						
	300,000 SB City Fire Management Association						
5175	Postage	-	6	-	-	-	-
5502	Professional Contractual Services	-	644,895	-	-	-	720,000
	720,000 Stradling Yocca Carlson & Rauth						
5505	Other Professional Services	-	3,410,635	-	-	-	-
<b>Bankruptcy Settlement Totals:</b>		-	6,192,279	-	-	-	1,500,000

Community Development Block Grant  
 General Government  
 Non-departmental

Account	Account Description	2018		2018	2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget		
5801	Debt Service Principal	424,000	424,000	454,000	454,000	454,000	-	-	-	-
5802	Debt Service Interest	306,316	306,316	282,870	282,870	282,870	-	-	-	-
<b>Community Development Block Grant Totals:</b>		730,316	730,316	736,870	736,870	736,870	-	-	-	-

**Cultural Developmnt Constnuction**  
**General Government**  
**Non-departmental**

Account	Account Description	2018		2018	2019		2019		2020	
		Adopted Budget	Actual Amount	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5502	Professional Contractual Services	-	209,921	209,921	300,000	300,000	300,000	300,000	60,000	60,000
<b>Cultural Developmnt Constnuction Totals:</b>		-	209,921	209,921	300,000	300,000	300,000	300,000	60,000	60,000

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looks for opportunities to cost effectively manage the claim and resolve them permanently when appropriate. The excess Workers' Compensation insurance protects against claims that exceed the City's \$1 million self-insured retention. Furthermore, staff provides a variety of training opportunities designed to decrease work related injuries and ensure a safe work environment. The Human Resources Department has also established a Wellness Program to improve employee health behavior and productivity.

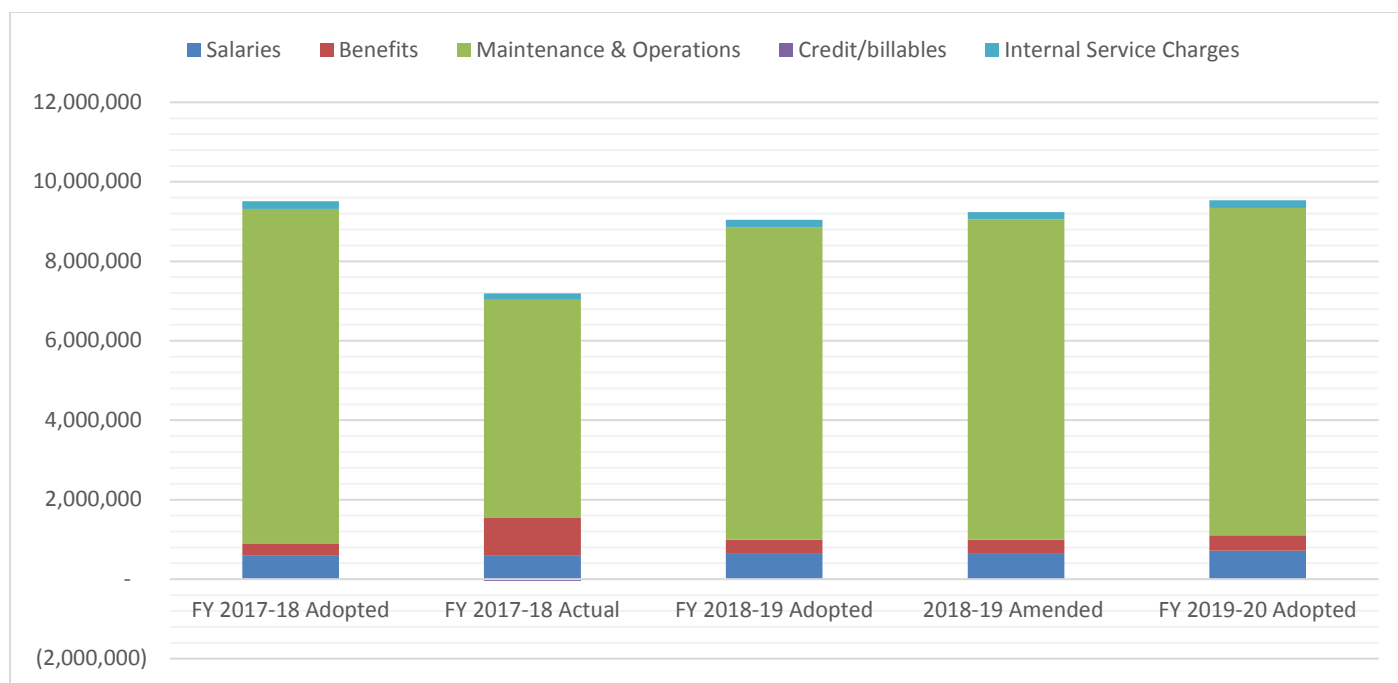
**BUDGET HIGHLIGHTS**

The HR budget includes funds for labor negotiation services. The negotiations will be with all five (5) employee groups for a successor MOU/Agreement as all MOU's/Agreements expire June 2020.

Property insurance premiums have increased due to the marketplace. Also, due to the renewal process for excess liability insurance, the premium was increased and the self-insured retention changed from \$1 million to \$5 million.

\$26,000 is reduced from Employee Recognition and will have an impact City-wide as the Annual Employee Appreciation Breakfast and the other employee related events will cease.

**Summary by Classification**



**ORGANIZATIONAL CHART**



**PERSONNEL SUMMARY**

	<b>2016-17 Adopted</b>	<b>2017-18 Adopted</b>	<b>2018-19 Adopted</b>	<b>2019-20 Adopted</b>
<b><u>Human Resource</u></b>				
Administrative Claims Specialist	1	1	1	1
Departmental Accounting Technician	1	1	1	0
Director of Human Resources (U)	1	1	1	1
Executive Assistant to Director (U)	1	1	1	1
Human Resources Analyst	2	2	1	1
Human Resources Technician	1	1	1	2
Senior Human Resources Technician	1	1	1	1
Senior Human Resources/Risk Analyst	1	1	2	2
<b>Human Resource Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

**PERSONNEL CHANGES**

There are no personnel changes for Fiscal Year 2019/20.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

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.

### **ACHIEVEMENT #2**

Complete a Request for Proposal process for a City-wide 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.



**LOOKING FORWARD -PERFORMANCE MEASURES**

	<b>FY 18/19 Actual</b>	<b>FY 19/20 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 2020	Pending	Yes	
<b>Goal:</b>			
2. 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	Pending	Yes	
<b>Goal:</b>			
3. 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	Yes	Yes	

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**City of San Bernardino  
2019-20 Department Summary  
Human Resources**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
0001 Administration	1,069,888	931,454	1,080,077	1,280,077	1,064,800	-17%
0056 Liability & Risk Management	3,530,707	(241,393)	2,354,179	2,354,179	2,625,700	12%
0057 Workers Compensation	4,909,225	6,475,077	5,606,044	5,606,044	5,843,800	4%
<b>Grand Total</b>	<b>9,509,820</b>	<b>7,165,138</b>	<b>9,040,299</b>	<b>9,240,299</b>	<b>9,534,300</b>	<b>3%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Salaries	606,851	589,515	634,569	634,569	717,300	13%
Benefits	280,404	967,816	352,172	352,172	390,200	11%
Maintenance & Operations	8,430,050	5,473,132	7,867,615	8,067,615	8,236,200	2%
Credit/billables	-	(29,591)	-	-	-	-
Internal Service Charges	192,515	164,266	185,944	185,944	190,600	3%
<b>Grand Total</b>	<b>9,509,820</b>	<b>7,165,138</b>	<b>9,040,299</b>	<b>9,240,299</b>	<b>9,534,300</b>	<b>3%</b>

C. Funding Sources	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
001 General	1,069,888	931,454	1,080,077	1,280,077	1,064,800	-17%
629 Liability insurance fund	3,530,707	(241,393)	2,354,179	2,354,179	2,625,700	12%
678 Workers compensation	4,909,225	6,475,077	5,606,044	5,606,044	5,843,800	4%
<b>Grand Total</b>	<b>9,509,820</b>	<b>7,165,138</b>	<b>9,040,299</b>	<b>9,240,299</b>	<b>9,534,300</b>	<b>3%</b>

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**General  
Human Resource  
Administration**

Account	Account Description	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	305,911	287,008	329,338	334,600
5012	Special Salaries	-	38	-	-
5013	Auto Phone Allowance	3,024	5,227	5,040	5,200
5014	Salaries Temporary Parttime	45,000	38,035	48,000	30,000
	30,000 Part-Time Employee Wages				
5015	Overtime	-	784	-	6,000
	6,000 Overtime				
5018	Vacation Pay	-	12,810	-	-
5033	Salary Savings	(25,000)	-	(36,145)	-
5026	PERS Retirement	27,850	28,429	32,259	34,900
5027	Health Life Insurance	48,620	49,611	52,997	51,500
5029	Medicare	4,436	5,065	4,775	4,900
5034	Calpers Unfunded Liability	54,850	56,681	58,543	81,200
5138	Tuition Reimbursement	20,000	19,098	30,000	30,000
	30,000 Tuition Reimbursement Program				
5602	Workers Compensation	13,278	13,187	12,311	14,600
5603	Liability	9,213	4,176	5,326	6,900
5604	IT Charges In House	79,606	69,753	73,853	72,100
5105	Employee Recognition	20,000	19,123	30,000	4,000
	3,500 City Seal Pins and Service Awards				
	500 Semi-Annual Meet and Greet Reception				
5111	Material And Supplies	5,500	4,653	11,000	5,500
	900 Badge Supplies				
	500 Coffee				
	2,600 Office Supplies				
	900 Sit/Stand Desktop Risers*One-time purchase				
	550 Water Refill Station Filter*New				
5121	Advertising	8,000	-	-	-
5122	Dues And Subscriptions	7,500	3,143	5,730	4,900

**General  
Human Resource  
Administration**

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
	450 Membership - Association of Workplace Investigations, Inc.					
	350 Membership - CA Public Employer Labor Relations Assoc (CALPELRA)					
	1,250 Membership - PERS Public Agency Coalition					
	600 Membership - Society for HR Management (SHRM)					
	200 Membership - Southern CA Public Labor Relations Council (SCPLRC)					
	150 Membership - Southern CA Public Management Association (SCPMA-HR)					
	600 Publication - ADA Compliance Guide					
	100 Publication - CA Public Employees Retirement Law					
	600 Publication - FLSA Compliance Guide					
	300 Publication - Labor and Employment Pocket Guides					
	60 Publication - Printed Job Subscription					
	200 Publication - The Sun Newspaper	7,000	2,187	7,400	7,400	6,500
5132	Meetings And Conferences					
	1,500 Conference - Association of Workplace Investigators					
	3,450 Conference - CA Public Employers Labor Relations Association*New					
	1,500 Conference - League of California Cities					
5133	Education And Training					
	2,000 Employee Relations Consortium with Premium Library Subscription	23,500	15,712	20,000	20,000	10,000
	2,000 Ethics Training					
	500 LCW Webinars					
	1,500 LCW Workshops					
	4,000 Supervisory Skills Training					
5151	Electric Charges	25,000	2,347	-	-	-
5152	Gas Charges	100	-	-	-	-
5154	Water Charges	5,000	875	-	-	-
5172	Equipment Maintenance	1,000	282	250	250	300
	250 Date Stamp Maintenance					
5174	Printing Charges	2,500	2,220	1,400	1,400	1,400
	1,400 Printing Charges					

**General  
Human Resource  
Administration**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5175	Postage	2,500	545	800	800	800
	800 Postage					
5176	Copy Machine Charges	2,500	2,351	1,200	1,200	1,200
	1,200 Copy Machine Charges					
5181	Other Operating Expense	-	318	-	-	-
5183	Management Allowance	-	-	600	600	600
	600 Department Head Allowance					
5502	Professional Contractual Services	373,000	287,798	310,400	510,400	282,700
	15,000 Affordable Care Act (ACA) Tracking*11.1% Decrease					
	140,000 Employee Benefits Consulting Services*36.7% Decrease					
	50,000 Employment Investigative Services					
	3,000 File Storage Services					
	3,000 Health Fair Coordinator					
	65,000 Labor Negotiation Services*New					
	2,000 Transcription Services					
	4,700 Unemployment Management Services*3% Increase			75,000	75,000	75,000
5503	Outside Legal Services	-	-	-	-	-
	75,000 Consulting, Representation, & Legal Services					
<b>Administration Totals:</b>		<b>1,069,888</b>	<b>931,454</b>	<b>1,080,077</b>	<b>1,280,077</b>	<b>1,064,800</b>
<b>General Totals:</b>		<b>1,069,888</b>	<b>931,454</b>	<b>1,080,077</b>	<b>1,280,077</b>	<b>1,064,800</b>

**Liability insurance fund  
Human Resource  
Liability & Risk Management**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	115,024	102,058	144,657	144,657	144,657	171,400	171,400	
5013	Auto Phone Allowance	1,008	1,742	1,680	1,680	1,680	1,700	1,700	
5014	Salaries Temporary Parttime	5,500	-	-	-	-	-	-	
5015	Overtime	-	19	-	-	-	-	-	
5018	Vacation Pay	-	4,145	-	-	-	-	-	
5026	PERS Retirement	10,181	322,750	14,301	14,301	14,301	18,100	18,100	
5027	Health Life Insurance	19,865	16,806	36,057	36,057	36,057	29,700	29,700	
5029	Medicare	1,668	1,558	2,098	2,098	2,098	2,500	2,500	
5034	Calpers Unfunded Liability	22,097	21,312	32,675	32,675	32,675	45,300	45,300	
5138	Tuition Reimbursement	-	(11)	-	-	-	-	-	
5602	Workers Compensation	5,061	5,026	6,477	6,477	6,477	7,700	7,700	
5603	Liability	3,511	1,592	2,802	2,802	2,802	3,600	3,600	
5604	IT Charges In House	30,342	26,586	38,857	38,857	38,857	37,900	37,900	
5111	Material And Supplies 1,500 Office Supplies	2,500	1,204	2,500	2,500	2,500	1,500	1,500	
5122	Dues And Subscriptions 150 Membership - Public Agency Risk Managers Association (PARMA)	1,000	887	1,650	1,650	1,650	1,500	1,500	
5132	Meetings And Conferences 1,300 Publication - Labor Law Posters Annual Update Service	4,000	1,220	3,100	3,100	3,100	3,100	3,100	
5133	Education And Training 1,695 Conference - CA Public Employers Labor Relations Association*New 1,400 Conference - Public Agency Risk Management Association (PARMA)	4,500	1,212	4,500	4,500	4,500	3,500	3,500	
5161	Insurance Premiums 3,100 CPR Training 400 Reasonable Suspicion Training	1,894,000	1,698,461	1,382,500	1,382,500	1,382,500	1,614,100	1,614,100	
5162	Liability Claims 431,907 Excess Liability Insurance 1,175,000 Property Insurance*Increase 23.7% 7,200 Surety Bonds	1,200,000	(2,589,868)	500,000	500,000	500,000	500,000	500,000	



Liability insurance fund  
Human Resource  
Liability & Risk Management

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
500,000	General Liability Claims					
5172	Equipment Maintenance	500	141	125	125	100
5174	125 Date Stamp Maintenance & Repairs	1,000	314	400	400	400
5175	400 Printing Charges	500	19	250	250	300
5176	250 Postage	1,500	-	600	600	600
5181	600 Copy Machine Charges	-	(311)	-	-	-
5502	Other Operating Expense	206,950	141,744	178,950	178,950	182,700
	Professional Contractual Services					
	12,000 Consulting Services					
	50,000 Employment Investigation Services					
	1,500 File Storage Services					
	3,500 General Liability Actuarial Study					
	12,000 General Liability Claim Indexing Services					
	103,721 General Liability Claims Administration Services TPA*3% Increase					
	<b>Liability &amp; Risk Management Totals:</b>	<b>3,530,707</b>	<b>(241,393)</b>	<b>2,354,179</b>	<b>2,354,179</b>	<b>2,625,700</b>
	<b>Liability insurance fund Totals:</b>	<b>3,530,707</b>	<b>(241,393)</b>	<b>2,354,179</b>	<b>2,354,179</b>	<b>2,625,700</b>

Workers compensation  
Human Resource  
Workers Compensation

Account	Account Description	2018		2018 Actual Amount	2019		2020	
		Adopted Budget			Adopted Budget	Amended Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	150,336		130,569	140,019	140,019	166,700	
5013	Auto Phone Allowance	1,008		1,742	1,980	1,980	1,700	
5014	Salaries Temporary Parttime	5,040		-	-	-	-	
5015	Overtime	-		37	-	-	-	
5018	Vacation Pay	-		5,302	-	-	-	
5026	PERS Retirement	13,334		393,310	13,829	13,829	17,600	
5027	Health Life Insurance	26,442		23,325	41,293	41,293	28,600	
5029	Medicare	2,180		2,041	2,031	2,031	2,400	
5034	Calpers Unfunded Liability	28,881		27,855	31,314	31,314	43,500	
5138	Tuition Reimbursement	-		(14)	-	-	-	
5602	Workers Compensation	6,698		6,652	6,233	6,233	7,500	
5603	Liability	4,648		2,107	2,696	2,696	3,500	
5604	IT Charges In House	40,159		35,188	37,389	37,389	36,800	
5949	Billable To Water Department	-		(29,591)	-	-	-	
5111	Material And Supplies	1,000		912	1,000	1,000	2,500	
	1,000 Office Supplies							
	1,500 Wellness Program							
5122	Dues And Subscriptions	2,000		1,246	1,925	1,925	800	
	300 Publication - CA Workers' Compensation Handbook (LexisNexis)							
	500 Publication - Labor Law Posters Annual Update Service							
5132	Meetings And Conferences	4,000		2,043	2,500	2,500	2,500	
	1,000 Conference - CA Public Employers Labor Relations Association*New							
	1,400 Conference - Public Agency Risk Management Association (PARMA)							
	100 Seminars - Workers' Compensation Forum of the Inland Empire							
5133	Education And Training	500		31	500	500	500	
	500 Safety Training							
5161	Insurance Premiums	450,000		454,154	460,000	460,000	651,000	
	351,000 Excess Workers' Compensation Insurance							
	300,000 Office of Self-Insurance Plans WC Assessment Fee* Increase 22.5%							

Workers compensation  
Human Resource  
Workers Compensation

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5163	Workers Compensation Claims	3,700,000	4,985,843	4,100,000	4,100,000	4,100,000
	4,100,000 Workers' Compensation Claims					
5172	Equipment Maintenance	500	141	125	125	100
	125 Date Stamp Repair & Maintenance					
5174	Printing Charges	250	191	300	300	300
	300 Printing Charges					
5175	Postage	500	65	250	250	100
5176	Copy Machine Charges	1,500	-	600	600	600
	600 Copy Machine Charges					
5502	Professional Contractual Services	470,250	431,928	462,060	462,060	477,100
	12,000 Consulting Services					
	42,500 Employee Assistance Program Services					
	1,500 File Storage Services					
	3,500 Fitness for Duty Evaluation*40% Increase					
	11,700 Pre-Employment & Fitness for Duty Psychological Evaluations					
	24,500 Pre-Employment Physicals & Fitness for Duty Evaluations					
	2,000 Wellness Program					
	6,000 Workers' Compensation Actuarial Study					
5503	373,437 Workers' Compensation Claims TPA*3% Increase	-	-	300,000	300,000	300,000
	Outside Legal Services					
	300,000 Workers' Compensation Legal Services					
	<b>Workers Compensation Totals:</b>	<b>4,909,225</b>	<b>6,475,077</b>	<b>5,606,044</b>	<b>5,606,044</b>	<b>5,843,800</b>

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

## **ADMINISTRATION**

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

## **BUSINESS SYSTEMS**

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

## **CLIENT SERVICES**

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

## **GIS AND OFFICE AUTOMATION**

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

### **NETWORK SERVICES**

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

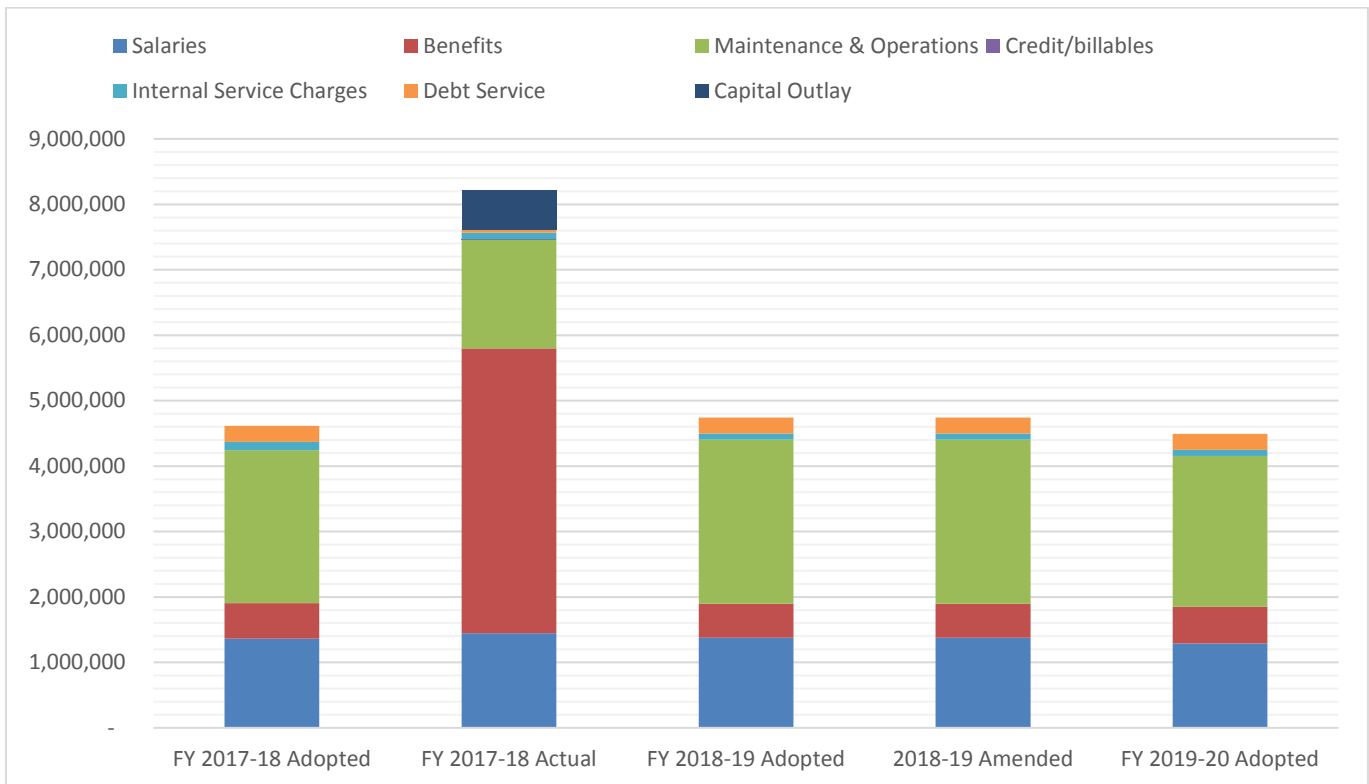
### **PUBLIC SAFETY SYSTEMS**

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

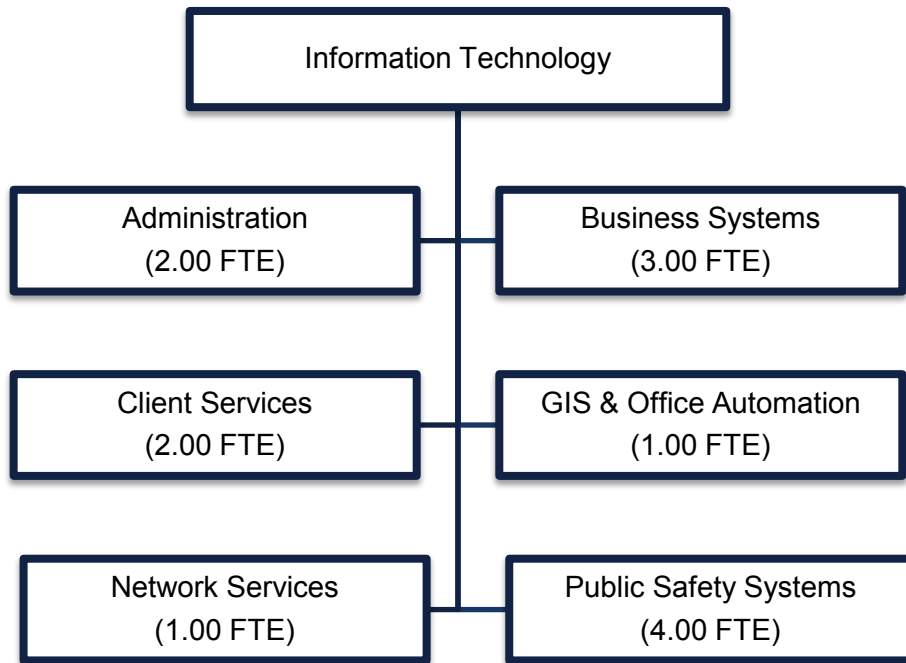
## BUDGET HIGHLIGHTS

- After personnel related costs, 70% of the Department’s remaining costs are dedicated to funding the annual costs for software maintenance, hardware support agreements and phone/network expenses. These annual expenditures provide for the continued functionality on which most City operations rely to perform their daily responsibilities.
- It is anticipated that in FY 2019/2020, 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 elimination of a senior GIS position will reduce GIS capabilities as the City is trying to grow its use. Other tasks such as Office support, cell phones, PRA requests, email and user support will move to other IT staff.
- Workstation replacement funding has been reduced to \$50,000 and the implementation of Office 365 has been postponed.

## SUMMARY BY CLASSIFICATION



## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY

	2016-17 Adopted	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted
<b>Information Technology</b>				
Administrative Assistant	0	0	0	1
Applications Development Manager	1	1	1	1
Departmental Accounting Technician	1	1	1	0
Director Of Information Technology (U)	1	1	1	1
GIS Administrator	1	1	1	0
IT Analyst I (Flex)	1	1	1	1
IT Analyst II	1	1	1	1
IT Operations Supervisor	1	1	1	1
Public Safety IT Manager	1	1	1	1
Reprographics & Mail Technician	1	1	0	0
Senior GIS Analyst	1	1	1	1
Senior IT Analyst	3	3	3	3
Senior IT Technician	1	1	1	1
Senior Network Administrator	1	1	1	1
<b>Information Technology Total</b>	<b>15</b>	<b>15</b>	<b>14</b>	<b>13</b>

## PERSONNEL CHANGES

During FY 2018-2019, the Print Shop function was eliminated so there was a reduction in personnel from 15 to 14.

Effective July 1, 2019, the GIS Administrator position was eliminated.



## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

The City completed the installation to two new data centers at City Hall and Police Department. The new Hyper-Converged technology provides for more speed and capacity along with a fail-over capability between the two sites. The new technology replaces equipment that is over 7 years old.

### **ACHIEVEMENT #2**

City staff, from the Information Technology and Public Works Departments, was able to install new data communication links that not only replace slower phone lines, but also eliminate the associated monthly charges. City staff installed a dedicated fiber link from City Hall to the Vanir Tower which supports approximately 70 employees. City staff also installed a high speed radio link from City Hall to the Corporate Yard. Additional fiber and other cabling were added at the Corporate Yard to include more buildings on the City's network.

### **ACHIEVEMENT #3**

The capacity of the Internet connection was more than tripled to allow for hosting of email in the cloud and better Wi-Fi coverage in City facilities.

### **ACHIEVEMENT #4**

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

**LOOKING FORWARD -PERFORMANCE MEASURES**

	<b>FY 18/19 Actual</b>	<b>FY 19/20 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 2020	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, 2020	N/A	Yes	

**City of San Bernardino  
2019-20 Department Summary  
Information Technology**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Proposed Budget	% Change to Amended Budget 2018-19
0001 Administration	383,638	978,221	329,328	329,328	340,700	3%
0035 Telephone Support	555,028	551,861	-	-	-	-
0041 Print Shop	140,182	233,692	60,000	60,000	11,500	-81%
0058 Business Systems	1,024,262	1,857,178	1,010,557	1,057,557	1,072,800	1%
0059 GIS & Office Automation	366,077	951,262	368,254	368,254	225,100	-39%
0060 Network Services	505,424	618,548	1,343,423	1,343,423	1,297,000	-3%
0061 Client Services	283,441	678,917	534,070	487,070	512,500	5%
0062 Public Safety Systems	1,355,090	2,343,546	1,097,307	1,097,307	1,033,800	-6%
<b>Grand Total</b>	<b>4,613,143</b>	<b>8,213,227</b>	<b>4,742,940</b>	<b>4,742,940</b>	<b>4,493,400</b>	<b>-5%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Proposed Budget	% Change to Amended Budget 2018-19
Salaries	1,364,373	1,444,070	1,377,484	1,377,484	1,290,300	-6%
Benefits	543,032	4,354,268	519,938	519,938	561,500	8%
Maintenance & Operations	2,337,169	1,668,273	2,505,447	2,505,447	2,305,400	-8%
Internal Service Charges	123,568	99,145	95,070	95,070	91,200	-4%
Debt Service	245,001	52,838	245,000	245,000	245,000	0%
Capital Outlay	-	594,633	-	-	-	-
<b>Grand Total</b>	<b>4,613,143</b>	<b>8,213,227</b>	<b>4,742,940</b>	<b>4,742,940</b>	<b>4,493,400</b>	<b>-5%</b>

C. Funding Sources	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Proposed Budget	% Change to Amended Budget 2018-19
630 Telephone support fund	-	7,859	-	-	-	-
679 Information technology	4,613,143	8,205,368	4,742,940	4,742,940	4,493,400	-5%
<b>Grand Total</b>	<b>4,613,143</b>	<b>8,213,227</b>	<b>4,742,940</b>	<b>4,742,940</b>	<b>4,493,400</b>	<b>-5%</b>

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Information Technology  
Information Technology  
Administration

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	204,246	214,933	210,596	210,596	216,200	216,200
5013	Auto Phone Allowance	8,400	8,712	8,700	8,700	8,700	8,700
5018	Vacation Pay	-	7,636	-	-	-	-
5026	PERS Retirement	18,196	575,210	17,490	17,490	19,400	19,400
5027	Health Life Insurance	21,240	11,695	22,735	22,735	22,000	22,000
5029	Medicare	2,962	3,098	3,054	3,054	3,100	3,100
5034	Calpers Unfunded Liability	29,937	37,844	27,229	27,229	37,800	37,800
5602	Workers Compensation	12,229	12,145	12,932	12,932	9,700	9,700
5603	Liability	6,328	2,868	3,992	3,992	4,200	4,200
5199	Depreciation Expense	-	59,434	-	-	-	-
5102	Computer Equip-Non Capital	-	1,083	3,000	3,000	3,000	3,000
5111	Material And Supplies	-	3,060	3,000	3,000	4,000	4,000
5112	Small Tools And Equipment	4,000	2,792	5,000	5,000	4,000	4,000
5122	Dues And Subscriptions	3,000	837	800	800	800	800
5132	Meetings And Conferences	4,000	762	800	800	800	800
5133	Education And Training	8,000	-	6,000	6,000	-	-
5151	Electric Charges	50,000	22,006	-	-	-	-
5152	Gas Charges	100	101	-	-	-	-
5154	Water Charges	10,000	3,781	-	-	-	-
5175	Postage	1,000	-	-	-	-	-
5176	Copy Machine Charges	-	10,225	4,000	4,000	7,000	7,000
<b>Administration Totals:</b>		<b>383,638</b>	<b>978,221</b>	<b>329,328</b>	<b>329,328</b>	<b>340,700</b>	<b>340,700</b>

Information Technology  
Information Technology  
Print Shop

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5011	Salaries Permanent Fulltime	43,513	45,232	-	-	-
5018	Vacation Pay	-	3,835	-	-	-
5026	PERS Retirement	3,756	127,178	-	-	-
5027	Health Life Insurance	7,880	8,494	-	-	-
5029	Medicare	631	-	-	-	-
5034	Calpers Unfunded Liability	8,360	8,062	-	-	-
5602	Workers Compensation	2,664	2,646	-	-	-
5603	Liability	1,378	625	-	-	-
5111	Material And Supplies	33,000	31,218	33,000	33,000	1,000
	1,000 Paper Supply					
5151	Electric Charges	-	1,762	-	-	-
5152	Gas Charges	-	1	-	-	-
5154	Water Charges	-	253	-	-	-
5171	Rentals	38,000	3,699	6,000	6,000	-
5176	Copy Machine Charges	-	-	20,000	20,000	10,000
	10,000 Konica Minolta Copier Use Charges					
5505	Other Professional Services	1,000	688	1,000	1,000	500
	500 Ashlock Multi Service Print Shop Machine Repair					
<b>Print Shop Totals:</b>		140,182	233,692	60,000	60,000	11,500

**Information Technology  
Information Technology  
Business Systems**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	305,792	306,797	316,599	316,599	323,900	
5018	Vacation Pay	-	14,032	-	-	-	
5026	PERS Retirement	26,393	895,855	28,076	28,076	30,800	
5027	Health Life Insurance	27,674	40,900	41,400	41,400	40,700	
5029	Medicare	4,434	4,781	4,591	4,591	4,700	
5034	Calpers Unfunded Liability	58,745	56,659	40,844	40,844	56,700	
5602	Workers Compensation	17,596	17,476	15,588	15,588	14,400	
5603	Liability	9,105	4,127	4,812	4,812	6,200	
5300	Amortization	-	237,853	-	-	-	
5801	Debt Service Principal	200,680	-	-	-	-	
5802	Debt Service Interest	-	20,097	-	-	-	
5803	Lease Payments	44,321	-	245,000	245,000	245,000	
5102	Computer Equip-Non Capital	7,500	(23,817)	3,000	3,000	3,000	
	3,000 Desktop hardware, software, and peripherals						
5111	Material And Supplies	7,130	4,935	6,433	6,433	7,800	
	5,437 Backup tapes						
	1,000 Miscellaneous supplies						
	1,355 W-2 electronic form update, W-2 / 1099 forms & envelopes						
5122	Dues And Subscriptions	15,280	13,600	16,080	16,080	7,000	
	7,000 Property characteristics data						
5132	Meetings And Conferences	-	-	9,000	9,000	6,000	
	3,000 Laserfiche document management system conference						
	3,000 New World financial system conference						
5133	Education And Training	15,000	13,925	22,110	22,110	-	
	15,000 Technical training for IT staff						
5151	Electric Charges	-	16,523	-	-	-	
5152	Gas Charges	-	12	-	-	-	
5154	Water Charges	-	2,026	-	-	-	
5167	Software Maintenance	-	-	229,013	276,013	285,200	

Information Technology  
Information Technology  
Business Systems

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
	43,978 Agenda management						
	13,882 Backup system (CommVault)						
	7,577 Content management system (Civica)						
	16,050 CRM						
	51,000 Dell (VMWare) Year 3 of 5 year agreement						
	8,576 Document management (Laserfiche)						
	35,746 Payroll (Harris)						
	96,955 Permitting (Accella Permits Plus)						
	11,444 Recruitment (NeoGov)						
5172	Equipment Maintenance	234,957	229,374	17,759	12,759	34,300	
	1,588 Deduplication appliance						
	12,686 Fuel management system						
	5,000 Storage Area Network disk array						
5175	Postage	300	-	200	200	200	
	200 Document delivery and equipment shipment						
5181	Other Operating Expense	4,000	-	3,000	3,000	-	
5702	Computer Equipment	32,555	2,024	7,053	12,053	6,900	
	6,909 Backup system capacity expansion license						
5715	Assets Acquired By Lease Long Term Debt	12,800	-	-	-	-	
	<b>Business Systems Totals:</b>	<b>1,024,262</b>	<b>1,857,178</b>	<b>1,010,557</b>	<b>1,057,557</b>	<b>1,072,800</b>	



Information Technology  
Information Technology  
GIS & Office Automation

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	199,708	200,240	203,735	203,735	91,000	
5018	Vacation Pay	-	7,682	-	-	-	
5026	PERS Retirement	17,237	583,683	18,067	18,067	8,700	
5027	Health Life Insurance	15,256	26,016	27,600	27,600	13,200	
5029	Medicare	2,896	3,157	2,954	2,954	1,300	
5034	Calpers Unfunded Liability	38,365	37,003	27,230	27,230	18,900	
5602	Workers Compensation	11,378	11,300	9,779	9,779	9,300	
5603	Liability	5,887	2,669	3,019	3,019	1,800	
5111	Material And Supplies	2,770	866	2,770	2,770	2,800	
	2,770 Paper and ink supplies for GIS color printer						
5122	Dues And Subscriptions	500	529	500	500	500	
	500 Business Analyst Online, a one-year subscription						
5131	Mileage	-	35	-	-	-	
5132	Meetings And Conferences	1,080	1,545	1,600	1,600	1,600	
	800 ESRI Conference - Matt Torrence						
	800 ESRI Conference - Ruth Parish						
5151	Electric Charges	-	5,508	-	-	-	
5152	Gas Charges	-	4	-	-	-	
5154	Water Charges	-	675	-	-	-	
5167	Software Maintenance	-	-	70,000	70,000	75,000	
	75,000 GIS ELA						
5172	Equipment Maintenance	70,500	70,000	500	500	500	
	500 GIS Plotter Maintenance						
5181	Other Operating Expense	500	351	500	500	500	
	500 GIS Aerial Imagery						
<b>GIS &amp; Office Automation Totals:</b>		<b>366,077</b>	<b>951,262</b>	<b>368,254</b>	<b>368,254</b>	<b>225,100</b>	

Information Technology  
Information Technology  
Network Services

Account	Account Description	2018		2018 Actual Amount	2019		2020	
		Adopted Budget			Adopted Budget	Amended Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	84,181		84,571	114,505	114,505	116,800	
5018	Vacation Pay	-		3,238	-	-	-	
5026	PERS Retirement	7,266		246,036	10,154	10,154	11,100	
5027	Health Life Insurance	9,091		11,012	13,800	13,800	14,300	
5029	Medicare	1,221		1,291	1,660	1,660	1,700	
5034	Calpers Unfunded Liability	16,172		15,597	13,615	13,615	18,900	
5602	Workers Compensation	4,904		4,870	5,646	5,646	5,100	
5603	Liability	2,538		1,150	1,743	1,743	2,200	
5102	Computer Equip-Non Capital	-		-	40,000	40,000	24,000	
	8,000 Network equipment for expansion and equip. failure							
	16,000 Voip phones for failure replacement and expansion							
5111	Material And Supplies	400		60	4,800	4,800	4,100	
	400 Office Depot, General office supplies							
	500 Sprint phone supplies							
	2,000 Supplies for general networking - Graybar							
	1,200 Verizon phone supplies							
5112	Small Tools And Equipment	500		768	1,600	1,600	1,600	
	1,600 Tools for network maintenance and installation							
5133	Education And Training	5,500		-	5,800	5,800	6,400	
	6,400 Fortinet and/or UCB training							
5151	Electric Charges	-		8,261	-	-	-	
5152	Gas Charges	-		6	-	-	-	
5154	Water Charges	-		1,013	-	-	-	
5155	Cellular Service	-		-	102,000	102,000	140,000	
	10,000 Nextel Communications cellular services							
	130,000 Verizon cellular services							
5157	Telephone Charges	-		-	649,900	649,900	606,100	
	72,000 AT&T landline and data transport services							
	2,000 Charter business phone							

Information Technology  
Information Technology  
Network Services

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5166	210,000 Frontier landline services 900 PTS Feldhym payphone 320,000 TPX, PRI and data transport (MPLS) 1,200 Verizon landline service	-	-	-	-	4,800
5171	Cable TV Charges 4,800 Cable TV services, Spectrum Rentals	-	-	400	400	200
5172	180 SPOK, pager services for PD Equipment Maintenance 12,000 Fortinet firewall maintenance 118,500 General H/W and S/W maintenance, NPA 16,400 Metropolis call logger maintenance 48,000 PBX Maintenance, ATEL 52,000 Zeacom Maintenance, ATEL	168,053	136,074	267,900	267,900	246,900
5175	Postage 200 Postage for equipment RMA's	200	28	200	200	200
5502	Professional Contractual Services 16,000 Completion of VOIP with analog gateways 12,000 Fortinet VPN licensing 12,000 General PBX maintenance items (off-contract) 13,400 GetGo remote access services 1,200 Go-Daddy SSL Cert, DNS and web hosting 22,000 Spectrum DIA	162,600	87,752	81,700	81,700	76,600
5702	Computer Equipment 16,000 General networking hardware (replacements and new installs)	42,800	16,821	28,000	28,000	16,000
<b>Network Services Totals:</b>		505,424	618,548	1,343,423	1,343,423	1,297,000

Information Technology  
Information Technology  
Client Services

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	141,360	145,382	152,168	152,168	155,200	
5018	Vacation Pay	-	5,578	-	-	-	
5026	PERS Retirement	12,201	416,856	13,494	13,494	14,800	
5027	Health Life Insurance	25,656	17,406	27,600	27,600	29,000	
5029	Medicare	2,050	2,210	2,206	2,206	2,300	
5034	Calpers Unfunded Liability	27,157	26,192	27,229	27,229	37,800	
5601	Garage Charges	1,653	556	1,965	1,965	1,900	
5602	Workers Compensation	8,656	8,597	7,680	7,680	7,500	
5603	Liability	4,479	2,030	2,371	2,371	3,100	
5612	Fleet Charges Fuel	728	759	963	963	1,000	
5102	Computer Equip-Non Capital	-	-	100,000	105,000	50,000	
	50,000 City wide Technology Fund						
5111	Material And Supplies	5,000	2,503	5,000	-	5,000	
	5,000 Office Supplies & Materials						
5133	Education And Training	-	-	17,850	17,850	-	
5167	Software Maintenance	-	-	121,044	74,044	150,400	
	8,000 Desktop software & license Renewals						
	2,400 Lansweeper Help desk - Network Inventory						
	120,000 Office 365 Licenses						
	20,000 Virus Software Renewals						
5172	Equipment Maintenance	24,500	13,846	24,500	24,500	24,500	
	24,500 Desktop & Printer Maintenance						
5505	Other Professional Services	30,000	37,004	30,000	30,000	30,000	
	30,000 Iron Mountain City wide Data Storage						
	<b>Client Services Totals:</b>	<b>283,441</b>	<b>678,917</b>	<b>534,070</b>	<b>487,070</b>	<b>512,500</b>	

Information Technology  
Information Technology  
Public Safety Systems

Account	Account Description	2018		2018 Actual Amount	2019		2020	
		Adopted Budget			Adopted Budget	Amended Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	349,113		355,044	371,182	371,182	378,500	
5014	Salaries Temporary Parttime	-		737	-	-	-	
5018	Vacation Pay	-		11,153	-	-	-	
5026	PERS Retirement	30,132		1,038,158	33,870	33,870	37,000	
5027	Health Life Insurance	44,568		55,035	55,200	55,200	56,200	
5029	Medicare	5,062		5,430	5,382	5,382	5,500	
5034	Calpers Unfunded Liability	67,067		64,686	54,458	54,458	75,600	
5601	Garage Charges	269		-	-	-	-	
5602	Workers Compensation	20,616		20,475	18,781	18,781	17,400	
5603	Liability	10,668		4,836	5,799	5,799	7,400	
5300	Amortization	-		356,780	-	-	-	
5802	Debt Service Interest	-		32,741	-	-	-	
5102	Computer Equip-Non Capital	45,902		26,953	26,240	26,240	9,000	
	2,400 4G Vehicle Antennas							
	6,600 Backup tapes							
5111	Material And Supplies	4,500		3,881	6,500	6,500	3,000	
	1,000 Getac Batteries							
	2,000 Small computer parts (keyboards, mouse, monitors, batteries)							
5133	Education And Training	10,450		7,738	15,570	15,570	3,300	
	500 California User Group training							
	100 CCUG Membership							
	40 CCUG training							
	160 MISAC membership							
	2,500 Tyler Conference							
5151	Electric Charges	-		21,342	-	-	-	
5152	Gas Charges	-		15	-	-	-	
5154	Water Charges	-		2,617	-	-	-	
5167	Software Maintenance	-		25,627	127,026	162,026	159,900	
	4,504 Aptean citation writer maintenance							

Information Technology  
Information Technology  
Public Safety Systems

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
4,112	AT Solutions - Scene PD maintenance					
5,508	Celplan - PD building surveillance system maintenance					
19,000	Chameleon - Animal Control system maintenance					
2,700	Civica - PD intranet					
5,198	Coplogic (LexisNexis - Coplogic maintenance)					
4,920	Copware - electronic code book maintenance					
51,000	Dell - VMWare Maintenance - year 3 of 5 year					
15,000	Intime Solutions - PD scheduling system maintenance					
495	Microsurvey (IMS) maintenance					
9,469	Netmotion annual maintenance					
365	ReCrystallize server maintenance					
20,500	TriTech - Omega Group Crimeview maintenance					
6,000	Tyler Brazos Collision Reporting System maintenance					
4,800	Tyler Technologies - NWS Aegis coplogic I/F maintenance					
6,295	VIP - Digital Belt recorder system maintenance	9,510	5,859	9,510	9,510	9,500
5171	Rentals					
	5,400 County CPU charges					
	221 County pager fees					
	3,888 County WAN monthly fees					
5172	Equipment Maintenance	374,474	202,711	202,316	167,316	166,500
	25,000 Celplan - hardware T&M (cameras, encoders, etc)					
	33,000 County - Citywide 800 Time and Materials					
	36,768 County - dispatch console maintenance					
	22,275 ECS - document imaging system maintenance					
	2,856 EMC - DD2200 maintenance					
	7,560 Gamber Johnson MDC mounting H/W maintenance					
	6,850 Heartland/Panasonic Getac - MDC CPU maintenance					
	6,000 Linear Systems - DIMS maintenance					
	19,200 QPCS - 4G wireless system backbone maintenance					

Information Technology  
Information Technology  
Public Safety Systems

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5181	2,000 Tyler Technologies - IBM message switch maintenance 5,000 West Coast Lights & Sirens - MDC installation T&M Other Operating Expense	-	7,052	7,053	7,053	7,100
5502	7,053 Commvault 1TB backup storage expansion Professional Contractual Services	96,886	90,590	101,480	101,480	97,900
5505	97,878 Verizon - 4G broadband wireless for PD field units Other Professional Services	-	24	-	-	-
5702	Computer Equipment	273,272	4,065	56,940	56,940	-
5715	Assets Acquired By Lease Long Term Debt	12,600	-	-	-	-
<b>Public Safety Systems Totals:</b>		1,355,090	2,343,546	1,097,307	1,097,307	1,033,800
<b>Information Technology Totals:</b>		4,613,143	8,205,368	4,742,940	4,742,940	4,493,400

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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 Literacy Center has received grants for a Makerspace area which items are created and built and 3D Printing and Virtual Reality stations from the state library.

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

## **BRANCHES**

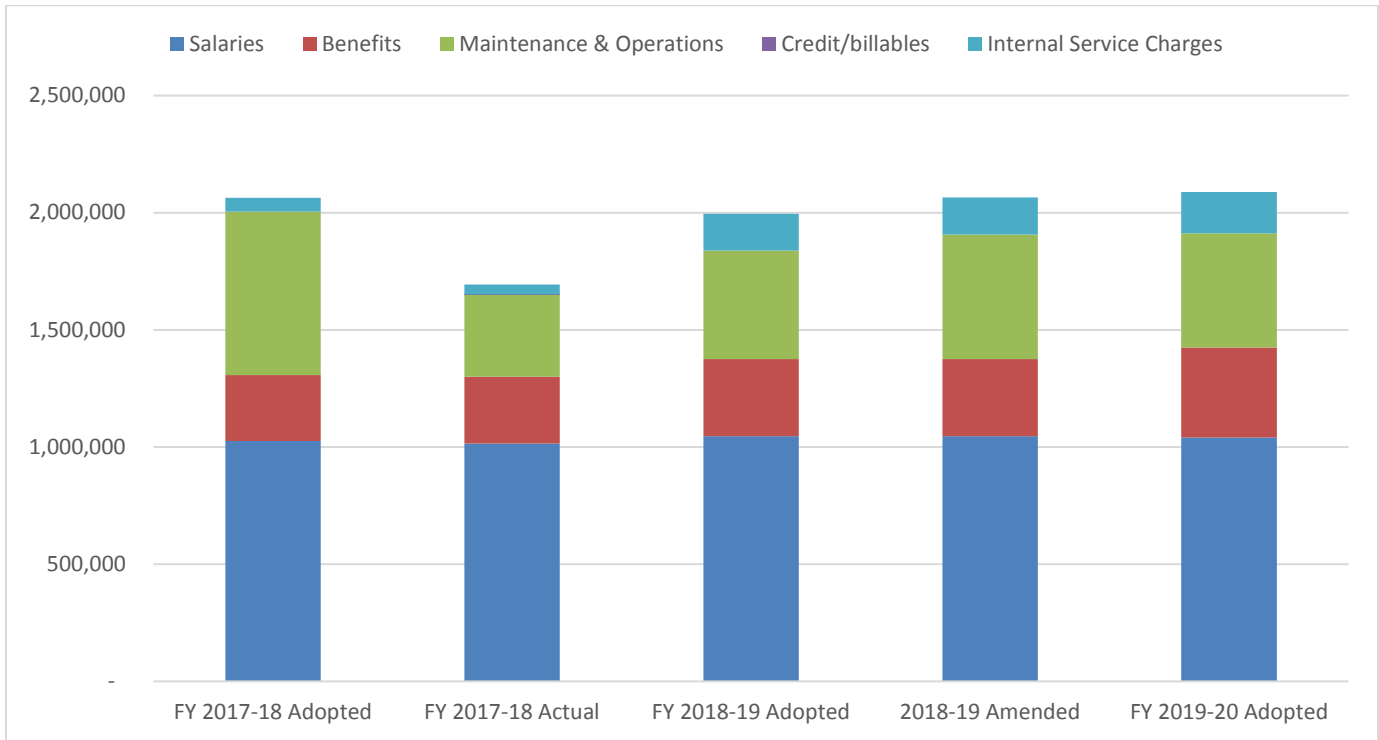
Three branch libraries (Villaseñor, Inghram, and Rowe) each provide library service 20 hours a week. In addition to enabling customers to access and borrow library materials by checking items in/out, the branches also offer the Summer Reading Program, weekly story times, crafts, and other special programs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

The Library Board of Trustees created Library goals for the next three to five years, including more programs, the Library being a community destination, and a welcome place its patrons, at its November 2018 meeting. It is currently seeking feedback from community stakeholders on those goals. The goals presented at the end of this document are aligned to the city’s for budgetary purposes and to indicate those measures that can be analyzed in a single-year compared to the more long-term goals of the Library Board of Trustees.

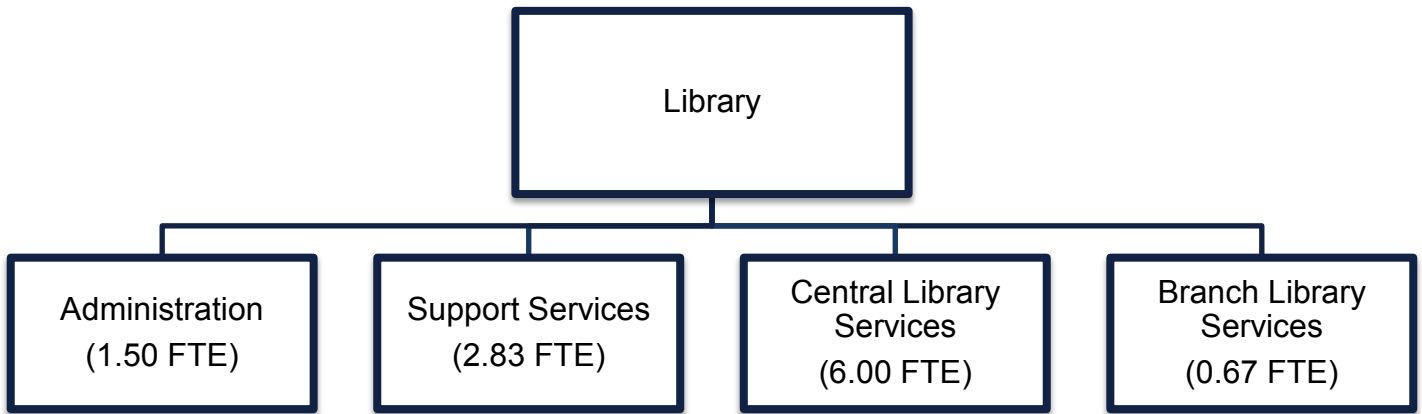
**BUDGET HIGHLIGHTS**

- 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.
- \$139,600 of qualifying operating expenditures have been budgeted in the Cultural Development Fund in order to avoid any cuts to the Library. These include

**SUMMARY BY CLASSIFICATION**



**ORGANIZATIONAL CHART**



**PERSONNEL SUMMARY**

	2016-17 Adopted	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted
<b>Library</b>				
Executive Assistant To Director (U)	0	0	1	1
Librarian II	2	2	2	2
Library Admin Technician/Webmaster	1	1	0	0
Library Assistant	1	0	0	0
Library Circulation Supervisor	1	1	1	1
Library Director (U)	1	1	1	1
Library Network Administrator	1	1	1	1
Library Network Assistant	1	1	1	1
Library Program Coordinator	1	1	1	1
Library Technician II	0	1	1	1
Literacy Program Coordinator	1	1	1	1
Technology Librarian	1	1	1	1
<b>Library Total</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

**PERSONNEL CHANGES**

There are no personnel changes.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

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

### **ACHIEVEMENT #2**

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

### **ACHIEVEMENT #3**

Library leveraged non-General Fund financial resources to supplement operations, consisting of approximately \$137,000 in state and federal grants for literacy programs, \$40,000 from San Manuel Band of Mission Indians, Inc. for library books, \$40,000 from Friends of San Bernardino Public Library, \$12,000 from San Bernardino City Library Foundation, Inc. for Overdrive eBooks and eAudiobooks annual subscription, \$20,000 from California State Library for books and other funding.

### **ACHIEVEMENT #4**

Completion of receiving internet access from a consortium of public libraries with most of the first-year cost paid for by a \$75,000 grant from the California State Library.

### **ACHIEVEMENT #5**

Completion of Rowe Library re-roofing project paid for by CDBG funding and replacement of Feldheym's air conditioning system is underway.

**LOOKING FORWARD -PERFORMANCE MEASURES**

	<b>FY 18/19 Actual</b>	<b>FY 19/20 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	2%	

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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 for library cardholders.

**Measure:**

% increase in patron use of Overdrive eBook & eAudiobooks

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N/A

10%

Improve City  
Government  
Operations

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**City of San Bernardino  
2019-20 Department Summary  
Library**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
0001 Administration	492,417	451,028	561,055	490,765	534,100	9%
0049 Support Services	343,150	319,968	358,621	466,287	445,000	-5%
0063 Central Library Services	614,081	614,313	722,211	723,867	765,500	6%
0064 Branch Library Services	198,373	182,254	203,989	203,989	207,600	2%
0520 ADULT BASIC EDUCATION	107,810	88,449	104,835	104,835	118,400	13%
0532 CALIFORNIA LITERACY PROGRAM	58,181	38,341	45,127	45,127	17,600	-61%
0545 MAKERSPACE 2018			-	10,000	-	-100%
2210 CDBG-Howard Rowe Library Roof Re	250,000	-	-	-	-	-
8684 Spanish Language Books Grant			-	10,000	-	-100%
8685 Library Initiatives Books Grant			-	10,000	-	-100%
<b>Grand Total</b>	<b>2,064,012</b>	<b>1,694,353</b>	<b>1,995,837</b>	<b>2,064,870</b>	<b>2,088,200</b>	<b>1%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Salaries	1,025,766	1,014,554	1,045,889	1,045,889	1,041,200	0%
Benefits	282,000	285,679	329,526	329,526	382,900	16%
Maintenance & Operations	697,427	351,201	462,967	531,999	487,600	-8%
Internal Service Charges	58,819	42,919	157,456	157,456	176,500	12%
<b>Grand Total</b>	<b>2,064,012</b>	<b>1,694,353</b>	<b>1,995,837</b>	<b>2,064,870</b>	<b>2,088,200</b>	<b>1%</b>

C. Funding Sources	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
001 General	1,648,022	1,567,562	1,845,876	1,884,908	1,812,600	-4%
119 Community Developmnt Block Grant	250,000	-	-	-	-	-
123 Federal grant programs	165,991	126,790	149,962	179,962	136,000	-24%
247 Cultural Developmnt Construction					139,600	-

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**General  
Library  
Administration**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	149,871	149,204	163,343	163,343	163,343	175,000		
5014	Salaries Temporary Parttime	7,149	7,278	9,801	9,801	9,801	9,200		
	9,232 Part-time Staffing								
5018	Vacation Pay	-	5,312	-	-	-	-		
5026	PERS Retirement	12,936	13,178	14,827	14,827	14,827	17,000		
5027	Health Life Insurance	10,209	14,466	27,600	27,600	27,600	14,700		
5029	Medicare	2,174	2,409	2,368	2,368	2,368	2,500		
5034	Calpers Unfunded Liability	28,792	27,769	20,422	20,422	20,422	28,300		
5602	Workers Compensation	7,003	6,955	6,426	6,426	6,426	12,800		
5603	Liability	4,859	2,203	2,780	2,780	2,780	3,800		
5604	IT Charges In House	-	-	26,763	26,763	26,763	33,900		
5104	Library Materials	35,379	-	-	-	0	-		
5111	Material And Supplies	8,000	9,213	10,000	10,000	7,000	-		
5112	Small Tools And Equipment	-	-	-	-	2,022	-		
5122	Dues And Subscriptions	2,525	1,710	2,625	2,625	1,625	1,800		
	1,400 Annual Membership Dues for Inland Library System								
	400 Annual Membership for Califa - Library Organization		32,229	40,000	39,725	39,725	-		
5123	Library Books	-	-	500	500	500	500		
5131	Mileage	-	102	-	-	-	-		
	500 Mileage reimbursement for staff								
5132	Meetings And Conferences	-	-	-	-	873	-		
5151	Electric Charges	125,000	138,219	130,000	130,000	130,000	140,000		
5152	Gas Charges	5,000	2,897	4,000	4,000	4,000	8,000		
5154	Water Charges	15,000	24,106	21,000	21,000	21,000	24,000		
5174	Printing Charges	4,900	2,229	4,900	4,900	3,247	4,900		
	4,900 Printing charges for all libraries								
5175	Postage	1,000	594	1,000	1,000	1,000	1,000		
	1,000 Postage for Mailing								
5176	Copy Machine Charges	3,600	4,477	3,700	3,700	3,700	3,700		

General  
Library  
Administration

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
	3,700 Copy Machines for Staff Copiers					
5181	Other Operating Expense	3,020	6,346	3,000	658	3,000
	3,825 Reserve for Unanticipated Expenses					
5505	Other Professional Services	-	132	-	-	-
5702	Computer Equipment	66,000	-	66,000	1,085	-
	<b>Administration Totals:</b>	492,417	451,028	561,055	490,765	484,100

General  
Library  
Support Services

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	158,126	150,754	144,768	144,768	161,700	
5012	Special Salaries	98	149	-	-	-	
5014	Salaries Temporary Parttime 24,365 Part-time Staffing	37,990	34,561	38,196	38,196	24,400	
5015	Overtime	-	2,844	-	-	-	
5018	Vacation Pay	-	6,308	-	-	-	
5026	PERS Retirement	13,656	13,411	13,179	13,179	15,900	
5027	Health Life Insurance	17,834	15,560	28,121	28,121	20,000	
5029	Medicare	2,294	2,826	2,099	2,099	2,300	
5034	Calpers Unfunded Liability	30,396	29,317	34,036	34,036	53,500	
5602	Workers Compensation	7,629	7,577	7,112	7,112	9,600	
5603	Liability	5,294	2,400	3,077	3,077	3,600	
5604	IT Charges In House	-	-	29,623	29,623	25,400	
5122	Dues And Subscriptions 500 OCLC Subscription for Interlibrary Loan	500	487	500	500	500	
5167	Software Maintenance	-	-	-	4,500	-	
5181	Other Operating Expense 66,000 Cenic Internet Consortium Billed to Califa 1,200 Spectrum Analog Lines	69,332	53,775	57,910	150,766	67,200	
5502	Professional Contractual Services	-	-	-	10,310	-	
<b>Support Services Totals:</b>		<b>343,150</b>	<b>319,968</b>	<b>358,621</b>	<b>466,287</b>	<b>384,100</b>	

**General  
Library  
Central Library Services**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	309,562	307,731	319,407	319,407	319,407	315,400	315,400	
5012	Special Salaries	900	900	900	900	900	900	900	
5014	Salaries Temporary Parttime 168,391 Part-time Staffing	128,787	123,531	152,886	152,886	152,886	168,400	168,400	
5015	Overtime	-	349	-	-	-	-	-	
5018	Vacation Pay	-	9,868	-	-	-	-	-	
5026	PERS Retirement	26,796	29,033	29,232	29,232	29,232	30,000	30,000	
5027	Health Life Insurance	33,896	35,554	38,061	38,061	38,061	44,600	44,600	
5029	Medicare	4,502	6,418	4,644	4,644	4,644	4,600	4,600	
5034	Calpers Unfunded Liability	59,643	57,524	72,566	72,566	72,566	94,500	94,500	
5602	Workers Compensation	14,933	14,831	12,861	12,861	12,861	18,600	18,600	
5603	Liability	10,362	4,697	5,564	5,564	5,564	7,100	7,100	
5604	IT Charges In House	-	-	53,565	53,565	53,565	49,200	49,200	
5104	Library Materials	9,000	-	-	-	-	-	-	
5123	Library Books	-	8,584	9,500	9,500	9,500	-	-	
5172	Equipment Maintenance	3,700	3,859	4,000	4,000	4,000	-	-	
5175	Postage	4,000	2,600	4,000	4,000	4,000	4,000	4,000	
5181	Other Operating Expense 4,000 Postage for Mailing including Library Cards	-	1,024	3,024	3,024	2,993	600	600	
5505	Other Professional Services 600 ReferenceUSA Business Database Subscription 3,900 Aquarium Maintenance 8,000 Burglar & Fire Alarm Services	8,000	7,810	12,000	12,000	13,687	11,900	11,900	
<b>Central Library Services Totals:</b>		<b>614,081</b>	<b>614,313</b>	<b>722,211</b>	<b>722,211</b>	<b>723,867</b>	<b>749,800</b>	<b>749,800</b>	

**General  
Library  
Branch Library Services**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Actual Amount
5011	Salaries Permanent Fulltime	28,351	20,710	26,361	26,361	25,700	
5012	Special Salaries	199	301	-	-	-	
5014	Salaries Temporary Parttime	101,074	95,700	97,355	97,355	96,300	
	96,254 Part-time Staffing						
5026	PERS Retirement	2,465	5,702	2,681	2,681	2,800	
5027	Health Life Insurance	5,267	505	7,075	7,075	5,500	
5029	Medicare	414	1,693	382	382	400	
5034	Calpers Unfunded Liability	5,485	5,290	9,122	9,122	12,700	
5601	Garage Charges	1,389	1,657	1,428	1,428	4,600	
5602	Workers Compensation	1,445	1,435	1,323	1,323	1,800	
5603	Liability	1,003	455	572	572	600	
5604	IT Charges In House	-	-	5,508	5,508	4,700	
5612	Fleet Charges Fuel	843	709	854	854	800	
5104	Library Materials	5,000	-	-	-	-	
5123	Library Books	-	4,905	5,500	5,500	-	
5171	Rentals	30,828	30,828	30,828	30,828	30,800	
	30,800 Rent for Inghram Library						
5172	Equipment Maintenance	6,900	5,481	7,100	7,100	-	
5175	Postage	1,500	1,290	1,500	1,500	1,500	
	1,500 Postage for Mailing including Library Cards						
5505	Other Professional Services	6,210	5,593	6,400	6,400	6,400	
	6,400 Burglar and fire alarm at Villa & burglar alarm at Rowe						
<b>Branch Library Services Totals:</b>		<b>198,373</b>	<b>182,254</b>	<b>203,989</b>	<b>203,989</b>	<b>194,600</b>	
<b>General Totals:</b>		<b>1,648,022</b>	<b>1,567,562</b>	<b>1,845,876</b>	<b>1,884,908</b>	<b>1,812,600</b>	

Federal Grant Programs  
Library  
ADULT BASIC EDUCATION

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	61,690	61,922	62,938	62,938	62,938	64,200		
5026	PERS Retirement	5,324	5,331	5,581	5,581	5,581	6,100		
5027	Health Life Insurance	5,900	6,828	3,000	3,000	3,000	7,700		
5028	Unemployment Insurance	1,270	-	-	-	-	-		
5029	Medicare	895	898	913	913	913	900		
5034	Calpers Unfunded Liability	11,851	11,430	13,615	13,615	13,615	18,900		
5602	Workers Compensation	1,809	-	-	-	-	-		
5111	Material And Supplies	3,000	-	2,500	2,500	2,500	3,500		
	3,500 Software and Student core texts								
5132	Meetings And Conferences	3,500	-	3,800	3,800	3,800	3,500		
	3,500 At least one person to attend conference out of state								
5133	Education And Training	1,000	-	1,000	1,000	1,000	1,500		
	1,500 Various Education and training events								
5175	Postage	100	-	100	100	100	100		
	100 Postage to mail grants and other items								
5181	Other Operating Expense	11,471	2,040	11,388	11,388	11,388	12,000		
	12,000 Miscellaneous other operating expenses								
	<b>ADULT BASIC EDUCATION Totals:</b>	<b>107,810</b>	<b>88,449</b>	<b>104,835</b>	<b>104,835</b>	<b>104,835</b>	<b>118,400</b>		



**Federal Grant Programs  
Library  
CALIFORNIA LITERACY PROGRAM**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	893	-	-	-
5014	Salaries Temporary Parttime	41,969	36,240	29,935	29,935	-
5029	Medicare	-	537	-	-	-
5602	Workers Compensation	2,250	-	-	-	-
5111	Material And Supplies	4,500	-	4,500	4,500	5,800
	5,800 Various material and supplies					
5122	Dues And Subscriptions	200	-	300	300	200
	200 various dues and subscriptions					
5132	Meetings And Conferences	2,500	-	3,500	3,500	3,500
	3,500 Conferences and various meetings					
5133	Education And Training	2,000	-	2,000	2,000	2,500
	2,500 Various Education and training events					
5175	Postage	100	-	100	100	100
	100 Postage					
5181	Other Operating Expense	3,000	-	2,792	2,792	3,000
	3,000 Various operating expenses					
5505	Other Professional Services	1,662	671	2,000	2,000	2,500
	2,500 Other Professional Services					
<b>CALIFORNIA LITERACY PROGRAM Totals:</b>		<b>58,181</b>	<b>38,341</b>	<b>45,127</b>	<b>45,127</b>	<b>17,600</b>

Cultural Development Fund  
Library  
Administration

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5111	Material And Supplies	-	-	-	-	-	10,000
	10,000 Library Specific Supplies						
5123	Library Books	-	-	-	-	-	40,000
	40,000 Library Books						
<b>Administration Totals:</b>		-	-	-	-	-	50,000

Cultural Development Fund  
Library  
Support Services

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5167	Software Maintenance	-	-	-	-	-	60,900
	38,200 Annual Maintenance for Integrated Library System from TLC						
	8,800 Comprise Public PC Time Management System						
	800 Cornerstone Software Preventing Changes to PC						
	1,600 Trend Micro Anti-Virus Software for PCs						
	11,500 VMWare Server Annual Maintenance						
	<b>Support Services Totals:</b>	-	-	-	-	-	60,900

Cultural Development Fund  
Library  
Central Library Services

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5123	Library Books	-	-	-	-	9,300	
5172	Equipment Maintenance	-	-	-	-	4,200	
	4,200 Book Anti-Theft Detection Systems & Equipment						
5181	Other Operating Expense	-	-	-	-	2,200	
	1,200 Misc Expenses TBD						
	1,000 Movie License Public Performance Rights						
<b>Central Library Services Totals:</b>		-	-	-	-	15,700	

Cultural Development Fund  
Library  
Branch Library Services

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5123	Library Books	-	-	-	-	6,000	
5172	Equipment Maintenance	-	-	-	-	7,000	
	7,000 Book Security System Annual Maintenance - Bibliotheca						
	<b>Branch Library Services Totals:</b>	-	-	-	-	13,000	
	<b>Cultural Development Construction Totals:</b>	-	-	-	-	139,600	

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**DEPARTMENT OVERVIEW**

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

**ADMINISTRATION**

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

The major components of this program include:

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

## **MAYOR AND CITY COUNCIL GOALS**

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

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

#### **COLLEGE INTERNSHIP PROGRAM**

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

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

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

### **IMPLEMENTING THE CITY VISION**

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

#### **COMMUNITY MEETINGS**

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

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

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

#### **REGIONAL BOARDS**

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



## **OMNITRANS**

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

## **SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY**

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

## **INLAND VALLEY DEVELOPMENT AGENCY**

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

## **SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY**

San Bernardino International Airport Authority (SBIAA) is a regional joint powers authority created by and through State Legislation to serve as the owner, developer, and operator of the aeronautical portions of the former Norton Air Force Base, now known as the San Bernardino International Airport. The Authority's efforts are focused on strengthening our community and region by promoting aviation activities and business opportunities, improving the infrastructure, landscape, and aesthetics of the airport, and promoting the safe and efficient movement of people and goods throughout the Southern California region. In 2016, SBIAA approved a Memorandum of Agreement with the International Trade Administration on a variety of initiatives to increase international trade and business investment awareness and promote programs that will benefit local businesses. In 2016, SBIAA hosted the SBD Air Fest, which attracted nearly 10,000 attendees. SBIAA also (SBD) has entered into an agreement with United Parcel Service (UPS) to expand flight operations within the Inland Empire in support of peak 4<sup>th</sup> quarter activity. The Mayor serves as the President of SBIAA.

## BUDGET SUMMARY

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

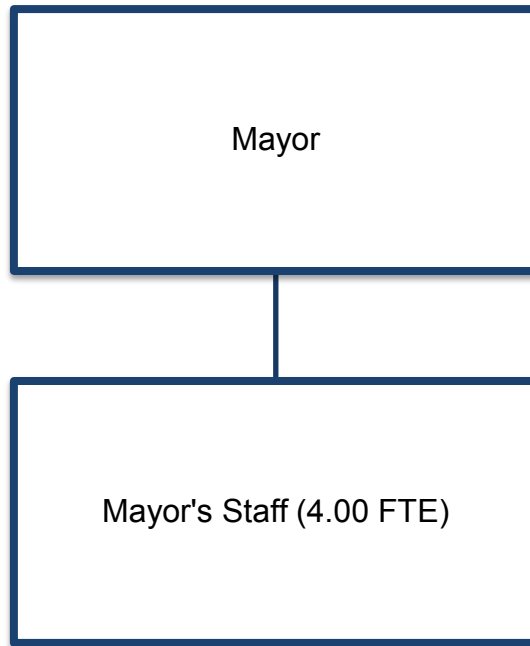
The Office will continue to pursue increasing revenues while employing conservative but an effective communication program and administration. The Office of the Mayor will continue to focus on being responsive to community needs and requests. The Office will also continue connecting with the community in the most effective of ways which have proven to be community meetings, social media, and the annual State of the City Address.

This budget includes \$20,000 from the Cultural Development Fund for the annual State of the City Address.

## SUMMARY BY CLASSIFICATION



**ORGANIZATIONAL CHART**



**PERSONNEL SUMMARY**

	2016-17 Adopted	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted
<b>Mayor</b>				
Assistant To The Mayor I (U)	2	0	0	0
Assistant To The Mayor II (U)	0	1	1	1
Assistant To The Mayor III (U)	0	1	1	0
Executive Assistant To The Mayor (U)	1	0	0	1
Mayor	1	1	1	1
Mayor's Chief Of Staff (U)	1	1	1	1
Senior Customer Service Representative (U)	0	0	0	1
<b>Mayor Total</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>5</b>

**PERSONNEL CHANGES**

During FY 2018/19 one position was added to the Mayor's Office: a Senior Customer Service Representative.

An Assistant to the Mayor III position was reclassified to an Executive Assistant to the Mayor.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Hosted the 2019 State of the City Address, with a resource fair, serving more than 400 residents

### **ACHIEVEMENT #2**

Successfully brought forth proposal for police substations to address safety issues

### **ACHIEVEMENT #3**

Employed 2 field representatives to work directly with constituents on their issues and concerns

**City of San Bernardino  
2019-20 Department Summary  
Mayor**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Account Type	Expenses					
0001 Administration	740,859	673,998	681,420	733,520	811,200	11%
0052 Fine Arts & Cultural Affairs	-	-	-	-	20,000	-
<b>Grand Total</b>	<b>740,859</b>	<b>673,998</b>	<b>681,420</b>	<b>733,520</b>	<b>831,200</b>	<b>13%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Salaries	352,784	366,814	364,547	404,811	436,700	8%
Benefits	166,267	145,094	144,563	144,563	203,900	41%
Maintenance & Operations	97,140	55,388	53,492	65,328	67,600	3%
Internal Service Charges	124,668	106,703	118,818	118,818	123,000	4%
<b>Grand Total</b>	<b>740,859</b>	<b>673,998</b>	<b>681,420</b>	<b>733,520</b>	<b>831,200</b>	<b>13%</b>

C. Funding Sources	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
001 General	740,859	673,998	681,420	733,520	811,200	11%
247 Cultural Developmnt Construction	-	-	-	-	20,000	-
<b>Grand Total</b>	<b>740,859</b>	<b>673,998</b>	<b>681,420</b>	<b>733,520</b>	<b>831,200</b>	<b>13%</b>

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**General  
Mayor  
Administration**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	327,484	316,051	335,847	335,847	376,000	
5012	Special Salaries	8,700	-	-	-	-	-
5013	Auto Phone Allowance	6,600	14,550	8,700	8,700	8,700	8,700
5014	Salaries Temporary Parttime	10,000	3,948	20,000	72,100	52,000	
5015	Overtime	-	5,668	-	-	-	-
5018	Vacation Pay	-	26,597	-	-	-	-
5024	PERS Retirees Health	62,912	-	-	-	-	-
5026	PERS Retirement	28,265	28,689	31,035	31,035	35,700	
5027	Health Life Insurance	29,101	50,154	54,200	54,200	68,200	
5029	Medicare	4,749	5,573	4,870	4,870	5,500	
5034	Calpers Unfunded Liability	41,240	60,678	54,458	54,458	94,500	
5602	Workers Compensation	14,352	14,254	12,982	12,982	16,800	
5603	Liability	9,958	4,514	5,616	5,616	7,900	
5604	IT Charges In House	100,358	87,936	100,220	100,220	98,300	
5111	Material And Supplies	9,000	7,262	4,525	4,525	4,500	
5121	Advertising	-	2,050	1,700	1,700	1,700	
5122	Dues And Subscriptions	13,000	12,696	13,905	13,905	13,900	
5131	Mileage	500	-	360	360	400	
5132	Meetings And Conferences	8,000	4,408	7,000	7,000	15,000	
5133	Education And Training	2,000	300	5,540	5,540	500	
5151	Electric Charges	25,000	2,347	-	-	-	
5154	Water Charges	6,000	1,050	-	-	-	
5174	Printing Charges	6,000	2,231	2,970	2,970	1,000	
5175	Postage	1,000	303	788	788	800	
5176	Copy Machine Charges	2,000	985	2,304	2,304	1,300	
5186	Civic And Promotional	12,000	19,443	4,500	4,500	3,500	
5502	Professional Contractual Services	10,000	2,313	7,900	7,900	5,000	
5702	Computer Equipment	2,500	-	2,000	2,000	-	
<b>Mayor Totals:</b>		<b>740,859</b>	<b>673,998</b>	<b>681,420</b>	<b>733,520</b>	<b>811,200</b>	

Cultural Development  
 Mayor  
 Fine Arts & Cultural Affairs

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5502	Professional Contractual Services 20,000 State of the City Address	-	-	-	-	-	20,000
<b>Cultural Development Fund Totals:</b>		-	-	-	-	-	20,000





## **DEPARTMENT OVERVIEW**

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

## **ADMINISTRATION DIVISION**

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

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

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

## **RECREATION DIVISION**

"Creating community through people, parks, and programs" remains The Recreation Division mantra. The Recreation Division is comprised of four (4) Community Recreation Centers, six (6)

Aquatic facilities, the Center for Individual Development, Adult and Youth sports programs, special events and Outdoor Facilities.

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

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

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

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

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

## **COMMUNITY SERVICES DIVISION**

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

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

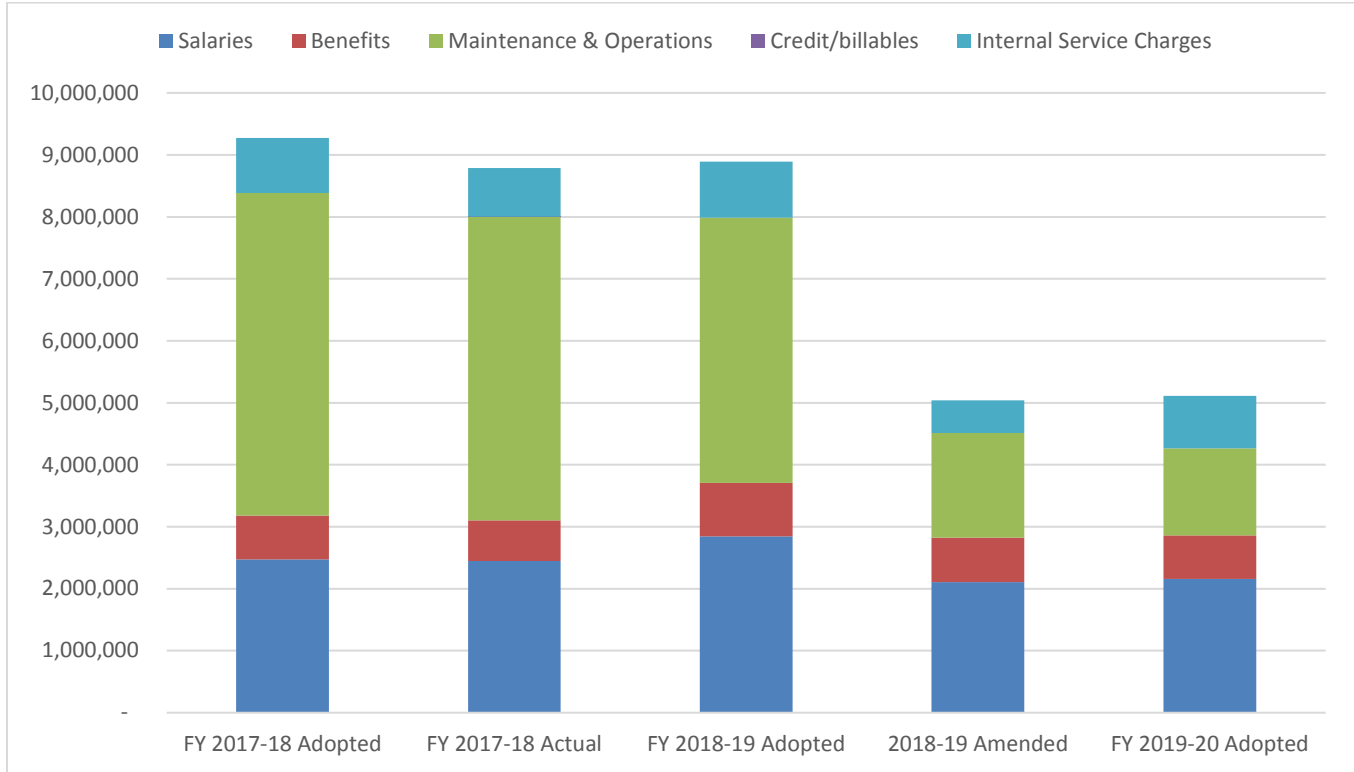
The Community Services Division also holds two regional-serving events, Ollie McDonald Senior Talent Showcase where seniors can show off their singing, dancing and other talents in a fun environment, and Inland Empire Senior Games which is a sanctioned series of sports competitions open to all senior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

There are three (3) Senior Grant programs that engage and aid seniors. The Retired Senior Volunteer Program (RSVP) provides volunteer opportunities for seniors throughout the Inland Empire. These volunteers serve in various roles for various agencies and non-profits. The Senior Companion Program (SCP) matches senior-age volunteer companions with senior-age clients in need. Services provided include transportation services for shopping and appointments, light cleaning services, meal prepping services, and overall companionship. The Senior Nutrition program provides nutritious lunch and dinner meals at six (6) locations: Fifth Street Senior Center, Perris Hill Senior Center, Hernandez Community Center, Lytle Creek Community Center, New Hope, and the Highland Senior Center. These facilities serve an average of 48,000 meals annually to the senior community.

## **BUDGET HIGHLIGHTS**

- One of the largest changes this year was the transferring of park, outdoor facility and aquatic maintenance operations over to the Public Works Department. This move consolidates maintenance activities under one department and eliminates duplication of services. It also allows the Department to more specifically budget for materials, equipment and activities consistent with the department's mission toward expanding leisure and recreation.
- The Youth and Adult Sports Divisions will continue working to increasing participation in their existing programs while offering new leagues, classes and programs.
- The Administration Division is working with their service provider Active Network to activate more modules, which will assist staff in managing teams, scores, tournaments and league standings. This information will be accessible by the general public as well via the City's website. The Administration Division has worked on improvements in revenue management and will remain actively involved in overseeing maintenance and programming of the electronic marquee sign at Perris Hill Park.
- Pioneer Memorial Cemetery is researching new computer software that will list all grave sites, aid in genealogy searches, and provide mapping services. This program will be accessible to the general public through the City's website.
- In 2019, the Fifth Street Senior Center will be celebrating 40 years of serving the senior community.
- Opening of the Verdemont Community Center with two new positions dedicated to programming and services consistent with specific community needs.
- \$91,000 of qualifying operational expenditures have been shifted to the Cultural Development Fund.
- Reductions to the Aquatics Division staff will result in full closure of Mill Pool for FY 2019-2020. Aquatics programs will be available to the community at Rudy Hernandez Community Center which is located approximately 1.5 miles from Mill Pool.
- Reductions to the Recreation and Community Program staff will result in a higher participant to staff ratio than what currently exists.

## SUMMARY BY CLASSIFICATION



## ORGANIZATIONAL CHART



## PERSONNEL CHANGES

Elimination of one Deputy Director position and addition of one Community Recreation Manager and one Recreation Program Coordinator.

## PERSONNEL SUMMARY

	FY 2016-17 Adopted	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted
<b><u>Parks Recreation &amp; Community</u></b>				
Administrative Analyst I (Flex)	1	1	1	1
Administrative Assistant	2	2	2	2
Cemetery Worker	0	1	1	0
Community Recreation Manager	2	1	1	2
Community Recreation Program Coordinator	5	5	5	6
Community Services Center Supervisor	2	2	2	2
Coordinator Of Volunteers	1	1	1	1
Departmental Accounting Technician	1	1	1	1
Deputy Director Of Parks/Rec/Comm Svcs (U)	0	1	1	0
Director Of Parks/Rec/Community Services (U)	1	1	1	1
Executive Assistant To Director (U)	1	1	1	1
Food Service Supervisor II	1	1	1	1
Landscape Inspector I (Flex)	2	2	2	0
Landscape Inspector II	2	2	2	0
Lead Park Construction & Maintenance Worker	1	1	1	0
Parks Maintenance Division Manager (U)	1	1	0	0
Parks Maintenance Supervisor	1	1	1	0
Parks Maintenance Worker II	1	2	2	0
Pool Maintenance Coordinator	0	0	1	0
Program Manager RSVP	1	1	1	1
Program Manager SCP	0	1	1	1
Recreation Therapist	1	1	1	1
Special Events Coordinator	0	1	0	0
<b>Parks Recreation &amp; Community Total</b>	<b>27</b>	<b>31</b>	<b>30</b>	<b>21</b>

## PERSONNEL CHANGES

Full-time personnel changes include:

- Deletion of one (1) Deputy Director
- Addition of one (1) Community Recreation Manager
- Addition of one (1) Community Recreation Program Coordinator
- Transferred 10.0 FTE Park Maintenance positions to the Public Works Department

Changes to Part-Time personnel include reduced hours in Administration, Aquatics, Sports, CID, Citywide Activities, and Community Programming.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Park, outdoor facility and aquatic maintenance operations were transferred to the Public Works Department. This transfer of duties will result in more efficient service delivery through the centralization of resources.

### **ACHIEVEMENT #2**

The Department has expanded hours of operation at the Hernandez Community Center, focusing on open gym, organized sports, and family activities. The expanded service hours have resulted in significantly increased participation numbers at the facility.

### **ACHIEVEMENT #3**

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

### **ACHIEVEMENT #4**

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

### **ACHIEVEMENT #5**

Electronic marquee sign at Perris Hill Park was repaired and is now operational and updated on a regular basis.

### **ACHIEVEMENT # 6**

Re-organized the Department to eliminate one (1) Deputy Director and added one (1) Community Recreation Manager and one (1) Community Recreation Program Coordinator.

## LOOKING FORWARD –PERFORMANCE MEASURES

	FY 18/19 Actual	FY 19/20 Goal	Mayor and City Council Goal & Objective
<p><b>Goal:</b></p> <p>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><b>Measure:</b></p> <p>% 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>	5%	10%	Improve City Government Operations and Provide for the Safety of City Residents and Businesses.
<p><b>Goal:</b></p> <p>2. Host four (4) community park revitalization clean ups for FY19/20.</p> <p><b>Measure:</b></p> <p>% increase in volunteer participation at department revitalizations and clean-up projects from prior year</p>	644 hrs.	10%	Ensure Development of a Well-Planned, balanced, and Sustainable City.
<p><b>Goal:</b></p> <p>3. Initiate new partnerships with outside organizations when providing services, programs and city-wide activities to the local residents.</p> <p><b>Measure:</b></p> <p>Host multiple planning meetings throughout the year for City Wide Activities and department programming</p>	N/A	Yes	Pursue City Goals and Objectives by Working with other Agencies
<p><b>Goal:</b></p> <p>4. Evaluate the processes and procedures for reservations and program registrations and implement changes to improve efficiency and service.</p> <p><b>Measure:</b></p> <p>Activate additional software modules in Active Network software and provide staff with training to manage teams, leagues, tournaments. Utilize additional modules that will allow for the uploading of our program offering to surrounding cities.</p>	N/A	Yes	Improve City Government Operations

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**City of San Bernardino  
2019-20 Department Summary  
Parks & Recreation**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Account Type	Expenses					
0001 Administration	2,518,314	3,106,787	1,598,090	1,598,090	1,799,600	13%
2202 CDBG 5th St Sr Ctr HVAC Replace	-	209,514	-	-	-	-
2203 CDBG J Lewis Pool Filtrat System	-	224,275	-	-	-	-
0513 Senior Nutrition	78,724	337,212	317,211	402,850	383,520	-5%
0502 RSVP	63,469	75,238	106,256	106,256	158,754	49%
0509 Senior Companion	73,045	274,217	381,692	399,274	445,305	12%
0075 Senior services	291,663	240,267	372,254	297,254	336,800	13%
1106 Cemetery Administration	146,711	142,931	338,713	153,323	128,800	-16%
0069 Aquatics	319,410	339,809	515,783	363,249	327,000	-10%
0073 Sports	112,625	82,919	178,581	178,581	126,500	-29%
0074 Recreation & Community Programs	700,300	636,697	813,950	813,950	939,800	15%
0071 Center for Individual Developmnt	239,368	211,032	220,258	220,258	238,100	8%
0072 Parks Maintenance	2,794,001	2,473,143	3,807,011	108,916	-	-100%
0073 Citywide Activities	35,860	56,491	86,238	86,238	81,800	-5%
0076 Special Events	94,195	31,006	-	-	-	-
0077 Outdoor Facilities	144,286	81,000	155,933	120,033	146,600	22%
2204 CDBG Splash Pad Water @6 Parks	400,000	-	-	-	-	-
2206 CDBG Pool Cover Replace @6 Pools	170,000	-	-	-	-	-
2207 CDBG-Jerry Lewis Ctr Shade Inst	-	145,929	-	-	-	-
2208 CDBG-Pool Plastering Project	125,000	-	-	-	-	-
7804 Perris Hill Lake Park Improvemen	250,000	-	-	-	-	-
7899 Al Guhin Park Playground Equip	94,700	-	-	-	-	-
8602 Seccombe Lake Park Improvement	500,000	-	-	-	-	-
8615 SB Soccer Drop off lane PR17-004	120,000	-	-	-	-	-
8662 Housing Related Parks Program	-	120,144	-	191,023	-	-100%
<b>Grand Total</b>	<b>9,271,671</b>	<b>8,788,610</b>	<b>8,891,969</b>	<b>5,039,295</b>	<b>5,112,579</b>	<b>1%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
Salaries	2,471,742	2,445,523	2,844,497	2,109,231	2,158,836	2%
Benefits	707,040	657,211	861,971	717,281	703,200	-2%
Maintenance & Operations	5,205,750	4,899,646	4,283,506	1,686,388	1,404,943	-17%
Internal Service Charges	887,138	786,230	901,996	526,395	845,600	61%
<b>Grand Total</b>	<b>9,271,671</b>	<b>8,788,610</b>	<b>8,891,969</b>	<b>5,039,295</b>	<b>5,112,579</b>	<b>1%</b>

C. Funding Sources	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change to Amended Budget 2018-19
001 General	7,396,732	7,506,796	8,218,566	4,185,462	4,332,700	4%
119 Community Developmnt Block Grant	1,445,000	579,717	-	-	-	-
123 Federal grant programs	215,239	702,097	673,403	853,833	688,079	-19%
247 Cultural Developmnt Construction	-	-	-	-	91,800	-
<b>Grand Total</b>	<b>9,271,671</b>	<b>8,788,610</b>	<b>8,891,969</b>	<b>5,039,295</b>	<b>5,112,579</b>	<b>1%</b>

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

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	575,569	542,203	545,776	545,776	545,776	522,900		
5013	Auto Phone Allowance	8,400	16,723	15,600	15,600	15,600	8,700		
5014	Salaries Temporary Parttime	-	1,748	17,270	17,270	17,270	-		
5015	Overtime	-	11,963	14,600	14,600	14,600	14,900		
	14,900 On-Call Status for Community Recreation Manager								
5018	Vacation Pay	-	19,437	-	-	-	-		
5033	Salary Savings	(125,000)	-	(124,498)	(124,498)	(124,498)	-		
5026	PERS Retirement	50,202	50,311	51,853	51,853	51,853	53,400		
5027	Health Life Insurance	76,777	72,879	80,112	80,112	80,112	75,700		
5028	Unemployment Insurance	-	-	-	-	-	100		
	100 Unemployment Insurance for One (1) PT Recreation Specialist								
5029	Medicare	7,014	8,710	7,914	7,914	7,914	7,600		
	337 Medicare Charges for One (1) PT Recreation Specialist								
5034	Calpers Unfunded Liability	99,537	106,644	91,218	91,218	91,218	126,600		
5601	Garage Charges	-	17	3,602	3,602	3,602	5,200		
5602	Workers Compensation	72,450	71,954	65,599	65,599	65,599	66,700		
5603	Liability	17,525	7,944	9,679	9,679	9,679	53,400		
5604	IT Charges In House	179,191	157,011	164,783	164,783	164,783	205,000		
5612	Fleet Charges Fuel	-	1,377	903	903	903	2,000		
5111	Material And Supplies	22,000	13,667	16,775	16,775	16,775	11,100		
	10,000 General Office Supplies								
	100 Home Depot Purchases								
	150 Janitorial Supplies								
	50 Key Copies								
	750 Staff Shirts for Administration Staff								
5122	Dues And Subscriptions	1,200	1,078	1,705	1,705	1,705	1,100		
	130 California Association of Public Procurement								
	885 California Park & Recreation Society Memberships								

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

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5132	Meetings And Conferences 1,200 California Park & Recreation registration for staff	850	555	2,000	2,000	1,200	1,200
5133	Education And Training 150 California Park & Recreation Society Day Workshop and University 750 Workshops offered by Seminar Companies for skill development	2,000	583	500	500	900	900
5151	Electric Charges	540,000	645,741	575,000	575,000	570,000	570,000
5152	Gas Charges	42,000	27,459	30,000	30,000	40,000	40,000
5154	Water Charges	900,000	1,300,595	-	-	-	-
5161	Insurance Premiums	-	2,811	-	-	-	-
5171	Rentals	-	-	2,400	2,400	-	-
5172	Equipment Maintenance	-	350	3,000	3,000	3,000	3,000
5174	Printing Charges 3,000 Maintenance for Electronic Sign at Perris Hill Park 1,200 Outside Printing	1,500	1,380	1,200	1,200	1,200	1,200
5175	Postage	600	289	300	300	500	500
5176	Copy Machine Charges 500 Postage for mailing of correspondence 6,000 Copy Machine Charges	7,500	4,034	1,800	1,800	6,000	6,000
5181	Other Operating Expense	5,000	671	-	-	2,000	2,000
5502	Professional Contractual Services 2,000 Inspection Permit Fees by County Fire Department	15,000	1,788	-	-	-	-
5505	Other Professional Services 2,500 Active Network Charges, Module Activations, Trainings 400 Data Plan for Electronic Sign	19,000	16,486	19,000	19,000	20,400	20,400
5704	Miscellaneous Equipment 17,500 Monthly Alarm Monitoring and Maintenance & Repairs	-	20,379	-	-	-	-
<b>Administration Totals:</b>		<b>2,518,314</b>	<b>3,106,787</b>	<b>1,598,090</b>	<b>1,598,090</b>	<b>1,799,600</b>	<b>1,799,600</b>

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

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	-	3,642	68,937	25,465	26,000	
5014	Salaries Temporary Parttime	202,910	194,208	258,837	258,837	239,600	
	239,600 Part-Time Staff - Lifeguards, Sr. Lifeguards. Pool Managers						
5026	PERS Retirement	-	241	6,680	2,258	2,500	
5027	Health Life Insurance	-	-	11,928	3,168	3,600	
5028	Unemployment Insurance	-	-	-	-	800	
	782 Unemployment Insurance for Part-Time Staff						
5029	Medicare	-	2,863	1,000	370	400	
	3,782 Medicare for Part-Time Staff						
5034	Calpers Unfunded Liability	-	-	17,699	17,699	5,700	
5602	Workers Compensation	-	-	-	-	5,800	
5603	Liability	-	-	1,018	1,018	2,600	
5604	IT Charges In House	-	-	-	-	9,800	
5605	Telephone Support	-	-	14,599	14,599	-	
5111	Material And Supplies	83,250	74,967	93,550	25,100	18,400	
	600 Blowers to Clear Pool Decks						
	1,800 Certification & Training Materials						
	300 Dollies and Straps to move pool covers						
	400 Employee Recognition Items - End of Season						
	2,500 Health/Safety Materials - Rescue Tubes, First Aid						
	1,500 Janitorial Supplies - Paper Products, Cleaners						
	2,500 Lifeguard Stands Maintenance Items - Covers, Sealants, Wheels						
	2,500 Lifeguard Uniforms						
	200 Materials for CPR Training						
	900 Office Supplies - General and Cash Register Replacement						
	1,800 Operation Items - Baskets, Valves, Covers, Weirs						
	1,000 Paint - Water Features/Bathhouses/ Graffiti Removal						
	2,400 Rethink Your Drink Promotional Items						

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

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5122	Dues And Subscriptions	200	150	145	145	200
	140 Southern California Municipal Federation Membership					
5132	Meetings And Conferences	1,700	850	3,200	3,200	2,100
	1,600 California Park & Recreation Society Annual Conference					
	250 California Park & Recreation Society University/Workshops					
	250 Southern California Municipal Forums, Institutes					
5133	Education And Training	-	60	-	-	-
5171	Rentals	-	-	1,440	1,440	-
5172	Equipment Maintenance	-	33,162	15,000	-	-
5174	Printing Charges	2,050	330	2,050	2,050	200
	50 Private Pool Rental Fliers					
	100 Recreation Swim Passes					
5175	Postage	100	-	500	500	100
	100 Various Routine Aquatic letters and correspondence					
5181	Other Operating Expense	7,000	6,560	7,000	7,000	9,200
	2,000 Haz-Mat Permits for all pool locations					
	5,000 Health Permits for all pool locations					
	2,200 Jr. Lifeguard & Learn to Swim Programs for SBCUSD					
5505	Other Professional Services	22,200	2,775	12,200	400	-
5704	Miscellaneous Equipment	-	20,000	-	-	-
	<b>Aquatics Totals:</b>	<b>319,410</b>	<b>339,809</b>	<b>515,783</b>	<b>363,249</b>	<b>327,000</b>

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

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5011	Salaries Permanent Fulltime	-	920	-	-	-
5014	Salaries Temporary Parttime	75,000	44,546	101,551	101,551	69,300
	69,300 Youth & Adult Sports - Part-Time Employees					
5028	Unemployment Insurance	-	-	-	-	300
	287 Unemployment Insurance for all Part-Time Sport Staff					
5029	Medicare	-	659	-	-	1,400
	1,383 Medicare Charges for all Part-Time Sports Staff					
5102	Computer Equip-Non Capital	-	-	1,000	1,000	-
5111	Material And Supplies	21,300	21,633	39,842	39,842	36,600
	8,700 Adult Sports - Equipment, Office Supplies, Janitorial					
	100 Adult Sports - Lamination Supplies					
	2,600 Adult Sports - Outdoor Soccer Goals					
	2,000 Adult Sports - Trophies					
	300 Youth Sports - Baked Goods for Sports Banquets					
	300 Youth Sports - First Aid Kits (restock and new)					
	1,410 Youth Sports - Hats					
	4,700 Youth Sports - New & Replacement Equipment					
	500 Youth Sports - Office Supplies					
	9,600 Youth Sports - Team Jerseys/Shirts					
	6,350 Youth Sports - Trophies					
5121	Advertising	-	-	6,348	6,348	2,500
	500 Adult Sports - Promotional Banners					
	500 Adult Sports - Social Media Marketing					
	1,500 Youth Sports - Banners & Advertising in Mall Kiosks					
	625		505	795	795	1,500
5122	Dues And Subscriptions					
	870 Adult Sports - California Park & Recreation Society Memberships					
	170 Adult Sports - Southern CA Municipal Athletic Federation					
	145 Youth Sports - California Park & Recreation Society Memberships					

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

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
	230 Youth Sports - Southern CA Municipal Athletic Federation					
5131	Mileage	300	-	300	300	-
5132	Meetings And Conferences	1,200	1,115	1,385	1,385	2,600
	300 Adult Sports - California Park & Recreation Society Workshops					
	1,080 Adult Sports - California Park & Recreation Society Registration					
	300 Adult Sports - Southern CA Municipal Athletic Federation Class					
	400 Youth Sports - California Park & Recreation Society Conference					
	450 Youth Sports - Southern CA Municipal Athletic Federation Classes					
5133	Education And Training	-	185	-	-	-
5174	Printing Charges	3,800	3,349	4,400	4,400	1,700
	700 Adult Sports - Printing of Fliers, League Forms					
	1,000 Youth Sports - Printing of Fliers, League Forms, Applications					
5175	Postage	600	57	300	300	800
	800 Adult Sports - Mailing to Leagues, Field Allocations					
5502	Professional Contractual Services	4,300	-	8,960	8,960	9,800
	4,200 Adult Sports - Class Instructors, Referee Services					
	600 Youth Sports - Adobe Illustrator Contract					
	5,000 Youth Sports - Referee Services					
5505	Other Professional Services	5,500	3,595	13,700	13,700	-
5704	Miscellaneous Equipment	-	6,355	-	-	-
	<b>Sports Totals:</b>	<b>112,625</b>	<b>82,919</b>	<b>178,581</b>	<b>178,581</b>	<b>126,500</b>



**General  
Parks, Recreation, & Community Services  
Center for Individual Development**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	57,436	29,606	50,485	50,485	55,600	
5014	Salaries Temporary Parttime 96,000 Part-Time Staff	93,431	102,181	103,887	103,887	96,000	
5015	Overtime	-	307	-	-	-	
5018	Vacation Pay	-	3,160	-	-	-	
5026	PERS Retirement	5,706	3,621	5,135	5,135	6,000	
5027	Health Life Insurance	5,900	3,473	8,760	8,760	7,600	
5028	Unemployment Insurance 309 Unemployment Insurance for Part-Time Staff	-	-	-	-	300	
5029	Medicare 1,494 Medicare for Part-Time Staff	833	1,961	732	732	800	
5034	Calpers Unfunded Liability	11,034	10,642	13,615	13,615	18,900	
5602	Workers Compensation	8,252	8,195	6,469	6,469	13,400	
5603	Liability	1,996	905	954	954	5,600	
5604	IT Charges In House	20,409	17,883	16,249	16,249	22,800	
5111	Material And Supplies 500 Arts & Craft Supplies, Games, Sports Supplies 1,000 Catering for CID Events 800 Decorations for CID Events 1,200 Food Supplies for Cooking Classes, Field Trips 1,500 General Office Supplies 250 Janitorial Supplies for daily clean-ups 325 Power Washer 3,200 Sensory Room - Calming Tubes (2 Styles) 100 Vacuum	5,500	5,292	7,200	7,200	8,900	
5121	Advertising	500	499	500	500	-	
5122	Dues And Subscriptions 150 Annual Membership to the Autism Society	400	145	315	315	400	

**General  
Parks, Recreation, & Community Services  
Center for Individual Development**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5132	165 California Park and Recreation Society Annual Membership 85 National Council for Therapeutic Recreation Meetings And Conferences	1,250	745	355	355	200
5161	200 California Park & Recreation Society Conference Registrations Insurance Premiums	16,872	16,872	-	-	-
5163	Workers Compensation Claims	4,319	-	-	-	-
5171	Rentals 1,000 Various Rentals for Events and Programming	930	1,178	930	930	1,000
5174	Printing Charges	1,000	1,279	1,000	1,000	-
5175	Postage	3,000	2,788	3,072	3,072	-
5502	Professional Contractual Services	600	300	-	-	-
5505	Other Professional Services 600 DJ Services for events	-	-	600	600	600
<b>Center for Individual Development Totals:</b>		<b>239,368</b>	<b>211,032</b>	<b>220,258</b>	<b>220,258</b>	<b>238,100</b>

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

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	195,910	174,683	207,233	207,233	250,200	
5012	Special Salaries	-	58	-	-	900	
5014	Salaries Temporary Parttime 245,600 Part-Time Salaries	270,214	236,651	324,284	324,284	245,600	
5018	Vacation Pay	-	4,989	-	-	-	
5026	PERS Retirement	17,392	17,405	19,813	19,813	25,800	
5027	Health Life Insurance	29,492	28,885	38,485	38,485	46,600	
5028	Unemployment Insurance	-	-	-	-	1,000	
5029	Medicare	2,841	6,032	3,005	3,005	3,600	
5034	Calpers Unfunded Liability	37,636	36,299	68,073	68,073	113,400	
5602	Workers Compensation	28,872	28,674	27,448	27,448	66,100	
5603	Liability	6,984	3,166	4,050	4,050	26,200	
5604	IT Charges In House	71,410	62,570	68,949	68,949	112,200	
5102	Computer Equip-Non Capital	-	-	2,400	2,400	-	
5111	Material And Supplies	22,150	28,918	35,199	35,199	29,500	
	4,500 Admission & Lunch Tickets for Annual Community Center Trip						
	1,000 Baked Goods for Holiday and Center Events						
	2,800 Decorations for Centers						
	4,000 Janitorial Supplies - bleach wipes, restroom & kitchen products						
	2,000 Miscellaneous Supplies - For Clean-up Days						
	5,700 Office Supplies						
	1,500 Replacement - Heavy Duty Folding Chairs at R. Campos						
	3,000 Staff Shirts						
	5,000 Warehouse Products - paper goods, utensils, candy						
5122	Dues And Subscriptions	800	290	890	890	900	
	825 California Park & Recreation Memberships						

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

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5132	65 Comic Book Subscription Service Meetings And Conferences	3,000	1,706	1,075	1,075	1,800
5133	1,750 2020 Registrations for California Park & Recreation Society Conf Education And Training	-	-	-	-	500
5171	500 California Park & Recreation Society - Recreation Universities Rentals	500	1,857	2,000	2,000	2,500
5172	2,500 Transportation Rental to Annual Community Center Excursion Equipment Maintenance	-	-	4,000	4,000	2,000
5174	2,000 Recover Pool Tables Printing Charges	2,500	1,384	2,000	2,000	1,000
5175	1,000 Outside Printing of forms, fliers and calendars Postage	100	-	-	-	-
5502	Professional Contractual Services	4,500	45	5,046	5,046	-
5505	Other Professional Services	6,000	3,084	-	-	-
<b>Recreation &amp; Community Programs Totals:</b>		<b>700,300</b>	<b>636,697</b>	<b>813,950</b>	<b>813,950</b>	<b>929,800</b>

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

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	75,902	51,912	53,818	53,818	53,818	57,600		
5014	Salaries Temporary Parttime	36,059	56,555	93,541	93,541	93,541	84,000		
	83,981 Part-Time Staff for Two (2) Senior Centers								
5018	Vacation Pay	-	2,922	-	-	-	-		
5026	PERS Retirement	6,824	4,395	4,773	4,773	4,773	5,500		
5027	Health Life Insurance	16,458	2,702	3,000	3,000	3,000	3,000		
5028	Unemployment Insurance	-	-	-	-	-	300		
	252 Unemployment Insurance for Two Senior Centers								
5029	Medicare	1,101	1,651	780	780	780	800		
	1,218 Medicare for Two Senior Centers								
5034	Calpers Unfunded Liability	14,581	14,064	13,615	13,615	13,615	18,900		
5601	Garage Charges	1,324	4,860	2,195	2,195	2,195	3,400		
5602	Workers Compensation	11,696	11,616	6,241	6,241	6,241	27,700		
5603	Liability	2,829	1,282	921	921	921	5,400		
5604	IT Charges In House	28,927	25,346	15,677	15,677	15,677	47,000		
5612	Fleet Charges Fuel	2,872	1,404	2,791	2,791	2,791	2,700		
5193	Grant Match	60,000	-	-	-	-	-		
5111	Material And Supplies	21,690	29,008	62,256	62,256	62,256	43,900		
	2,000 Day Trips								
	900 Decor for Themed Events/Dances								
	8,400 Food Purchases for Monthly Dances								
	7,500 Food Purchases for Monthly Events								
	300 Holiday Food Give-Away								
	4,500 Office and Cleaning Supplies for 2 Senior Centers								
	250 Ollie McDonald - Audtion Refreshments								
	250 Ollie McDonald - Cast Party Refreshments								
	100 Ollie McDonald - Flowers for Cast Members								
	750 Ollie McDonald - Stage Decorations								

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

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
	3,300 Refreshments for Saturday Dances						
	650 Senior Center Concession Items						
	1,000 Senior Games - Customized Logo Give-away items						
	2,000 Senior Games - Awards (Medals and Stickers)						
	1,050 Senior Games - Decor for Opening/Closing Ceremonies						
	1,500 Senior Games - Health Fair Food and Snacks						
	1,000 Senior Games - Opening/Closing Ceremonies Food						
	2,160 Senior Games - Participant T-Shirts						
	100 Senior Games - Plaques for Sponsors						
	1,000 Senior Games - Refreshments for Events						
	500 Senior Games - Replacement and New Equipment						
	1,800 Senior Games - Softball/Basketball/Pickleball Tournaments Lunch						
	1,000 Supplies for Coffee in a Cup Program						
	300 Tennis Tournaments - Refreshments and Supplies						
	1,000 Volunteer Recognition - Food and Gifts						
	576 Weekly Ice Cream Social Supplies						
5114	Raw Foods		21,239	75,000	-	-	-
5121	Advertising		-	3,500	3,500	3,500	2,500
	1,250 Ollie McDonald - Signs, Banners, Newspaper Ads						
	1,250 Senior Games - Signs, Banners, Newspaper Ads						
5122	Dues And Subscriptions	500	145	1,250	1,250	1,200	
	500 California Park and Recreation Society Membership						
	400 Senior Games - CA Senior Games Association - Participant Fees						
	250 Senior Games - California Senior Games Association Registration						
5131	Mileage	800	324	779	779	-	-
5132	Meetings And Conferences	1,000	875	1,000	1,000	1,500	
	1,000 California Park & Recreation Society Conference						
	500 California Senior Games Annual Conference						

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

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5133	Education And Training 300 CPR and First Aid Training for all Senior Center Staff	-	193	300	300	300
5171	Rentals 4,600 Ollie McDonald - Rental of Theater 500 Senior Games - Bowling Venue Rental 750 Senior Games - City of Rialto Pool Rental 2,000 Senior Games - Golf Venue Green & Cart Rental	-	-	1,750	1,750	7,900
5174	Printing Charges 1,500 Centers - Printing of Fliers, Forms, Newsletters, Events 250 Ollie McDonald - Tickets and Fliers 4,550 Senior Games - Applications and Information Booklets 250 Senior Games - Printing of Fliers and Tickets	1,000	735	8,650	7,350	6,500
5175	Postage 100 Ollie McDonald - Sponsorship Letters & Fliers 1,050 Senior Games - Application & Confirmation Packets 50 Senior Games - Sponsorship Letters & Fliers	1,000	826	2,938	2,938	1,200
5176	Copy Machine Charges	-	-	1,800	1,800	-
5502	Professional Contractual Services	-	-	3,250	3,250	-
5505	Other Professional Services 1,000 Centers - Volunteer Recognition Luncheon 8,430 Centers - DJ Entertainment for 45 Dances 500 Ollie McDonald - Catering for Cast Party 2,000 Ollie McDonald - Videography Services 1,500 Senior Games - Basketball Tournament Referee Services 1,000 Senior Games - Catering for Closing Ceremonies Dance 1,000 Senior Games - Entertainment for Health Fair & Closing	7,100	8,213	8,430	8,430	15,500
5706	Alterations And Renovations	-	-	4,000	5,300	-
<b>Senior Services Totals:</b>		<b>291,663</b>	<b>240,267</b>	<b>372,254</b>	<b>297,254</b>	<b>336,800</b>

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

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	32,534	19,439	33,874	33,874	33,874	37,000		
5014	Salaries Temporary Parttime 13,590 Part-Time Staff	21,766	-	25,302	25,302	25,302	13,600		
5018	Vacation Pay	-	1,165	-	-	-	-		
5026	PERS Retirement	2,809	1,859	3,446	3,446	3,446	4,000		
5027	Health Life Insurance	5,739	1,519	8,760	8,760	8,760	3,000		
5028	Unemployment Insurance	-	-	-	-	-	100		
5029	41 Unemployment Insurance for Part-Time Staff Medicare	472	299	491	491	491	500		
5034	197 Medicare Insurance for Part-Time Staff Calpers Unfunded Liability	6,251	6,028	13,615	13,615	13,615	18,900		
5601	Garage Charges	-	-	-	-	-	5,500		
5602	Workers Compensation	4,870	4,837	4,931	4,931	4,931	9,500		
5603	Liability	1,178	534	728	728	728	3,600		
5604	IT Charges In House	12,046	10,555	12,386	12,386	12,386	16,100		
5111	Material And Supplies 3,000 Ballfields & Norton Gym Items - Scoreboards, Markers, Blowers 3,000 Field and Court Management - Basic Supplies 1,000 Janitorial Supplies - Cleaners, Paper Supplies, & Gym Floor Care 500 Misc. Supplies for Outdoor Sports and Classes 5,000 Norton Gym Maintenance - Doors, Bleachers, Water Fountains 5,000 Replacement Nets for Soccer, Basketball, Tennis, Foul-Nets	21,520	14,704	21,500	21,500	4,000	17,500		
5122	Dues And Subscriptions 200 California Park and Recreation Society Membership 200 Southern California Municipal Athletic Federation	400	400	400	400	400	400		
5131	Mileage	300	-	300	300	300	-		
5132	Meetings And Conferences 150 Southern CA Municipal Athletic Fed - Forums/Workshops	300	-	300	300	300	200		



General  
Parks, Recreation, & Community Services  
Outdoor Facilities

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5171	Rentals	12,400	1,859	14,000	14,000	3,000	-	-	
5174	Printing Charges	500	69	200	200	200	-	-	
5175	Postage	500	43	-	-	-	500	500	
	100 Mailing for Youth Sport Group Field Allocations								
	400 Mailing of Applications and Correspondence								
5502	Professional Contractual Services	20,700	1,920	-	-	-	-	16,200	
	7,800 Annual Service Agreement for Field Light Control Agreement								
	5,000 Emergency Repairs - Shelters/Ball Fields								
	3,400 Portable Restroom Service at Garden Project								
5505	Other Professional Services	-	9,792	15,700	15,700	8,300	-	-	
5704	Miscellaneous Equipment	-	5,980	-	-	-	-	-	
	<b>Outdoor Facilities Totals:</b>	144,286	81,000	155,933	155,933	120,033	146,600	146,600	

General  
Parks, Recreation, & Community Services  
RSVP CFDA 94.002

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	-	17,829	26,975	26,975	26,975	27,500		
5014	Salaries Temporary Parttime	-	2,424	-	-	-	9,900		
	9,825 Match for Part-Time Staff								
5026	PERS Retirement	-	1,905	2,392	2,392	2,392	2,600		
5027	Health Life Insurance	-	3,185	4,818	4,818	4,818	4,200		
5029	Medicare	-	295	391	391	391	400		
5034	Calpers Unfunded Liability	-	4,821	7,488	7,488	7,488	10,400		
5602	Workers Compensation	-	-	-	-	-	12,400		
5603	Liability	-	-	-	-	-	2,800		
5604	IT Charges In House	-	-	-	-	-	21,000		
5111	Material And Supplies	-	3	750	750	750	-		
5135	Transportation Grants	-	1,294	11,700	11,700	11,700	7,800		
	7,800 Match for Volunteer Transportation								
5150	Utilities	-	-	753	753	753	1,000		
	958 In-Kind Utility Match								
5157	Telephone Charges	-	-	200	200	200	200		
	200 In-Kind Telephone Match								
5161	Insurance Premiums	-	-	1,025	1,025	1,025	-		
5174	Printing Charges	-	-	150	150	150	-		
5181	Other Operating Expense	-	-	2,442	2,442	2,442	1,600		
	1,554 Recognition Match								
5505	Other Professional Services	-	775	-	-	-	-		
	<b>RSVP CFDA 94.002 Totals:</b>	-	32,531	59,084	59,084	59,084	101,800		

General  
Parks, Recreation, & Community Services  
SENIOR COMPANION

Account	Account Description	2018		2019 Adopted Budget	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
		Adopted Budget	Actual Amount				
5011	Salaries Permanent Fulltime	-	27,999	30,959	42,309	32,100	-
5018	Vacation Pay	-	729	-	-	-	-
5026	PERS Retirement	-	2,057	3,149	3,149	3,500	3,500
5027	Health Life Insurance	-	1,814	6,504	6,504	2,400	2,400
5029	Medicare	-	312	449	449	500	500
5034	Calpers Unfunded Liability	-	3,676	10,892	24,497	15,100	15,100
5602	Workers Compensation	-	-	4,260	5,487	20,000	20,000
5603	Liability	-	-	629	629	3,100	3,100
5604	IT Charges In House	-	-	10,701	10,701	33,900	33,900
5605	Telephone Support	-	-	900	900	-	-
5111	Material And Supplies	-	-	540	540	600	600
5131	Mileage	-	287	200	200	200	200
5135	Transportation Grants	-	-	-	10,203	10,200	10,200
5150	Utilities	-	-	2,700	2,700	-	-
5174	Printing Charges	-	509	200	-	200	200
5175	Postage	-	193	118	300	100	100
5505	Other Professional Services	-	-	470	2,918	800	800
	470 Fingerprinting as part of Volunteer Background Check						
	300 Software Support and Upgrade						
	<b>SENIOR COMPANION Totals:</b>	-	37,575	72,671	111,486	122,700	122,700

General  
Parks, Recreation, & Community Services  
SENIOR NUTRITION CFDA 93.053

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	-	2,286	-	-	-	-
5014	Salaries Temporary Parttime	-	4,930	-	-	-	-
5026	PERS Retirement	-	172	-	-	-	-
5027	Health Life Insurance	-	311	-	-	-	-
5029	Medicare	-	105	-	-	-	-
5112	Small Tools And Equipment	-	26	-	-	-	-
5114	Raw Foods	-	24,283	-	75,000	75,000	75,000
	75,000 Raw Food Purchases						
5505	Other Professional Services	-	2,494	-	-	-	-
	<b>SENIOR NUTRITION CFDA 93.053 Totals:</b>	-	34,608	-	75,000	75,000	75,000

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

Account	Account Description	2018		2018 Actual Amount	2019		2019		2020	
		Adopted Budget			Adopted Budget	Amended Budget	Adopted Budget	Amended Budget		
5011	Salaries Permanent Fulltime	39,376		45,777	86,003	46,659		47,600		
5014	Salaries Temporary Parttime	-		(172)	16,453	0		-		
5015	Overtime	-		25	-	-		-		
5026	PERS Retirement	3,399		4,038	8,140	4,138		4,500		
5027	Health Life Insurance	5,900		393	17,520	8,760		3,000		
5029	Medicare	571		687	1,247	677		700		
5034	Calpers Unfunded Liability	-		-	27,229	27,229		18,900		
5601	Garage Charges	-		9,509	24,760	-		-		
5602	Workers Compensation	-		-	11,501	11,501		11,200		
5603	Liability	-		-	1,697	1,697		4,500		
5604	IT Charges In House	-		-	28,890	28,890		19,000		
5612	Fleet Charges Fuel	-		710	15,122	15,122		-		
5111	Material And Supplies	13,550		9,149	13,850	8,450		16,700		
	1,200 Cement Borders around markers									
	4,000 Fireproof cabinet for cemetery historical records									
	5,000 General maintenance items									
	2,000 HHH Vaults - for cremation urns									
	500 Office Supplies									
	4,000 Vaults and Liners									
5122	Dues And Subscriptions	240		126	126	126		200		
	126 Annual membership to California Association of Public Cemeteries									
5151	Electric Charges	1,000		363	500	-		-		
5152	Gas Charges	100		-	100	-		-		
5154	Water Charges	30,000		33,360	30,000	-		-		
5171	Rentals	500		-	400	-		-		
5175	Postage	75		-	75	75		-		
5505	Other Professional Services	12,000		4,524	11,000	-		-		
	2,500 New software for recording grave locations and mapping									

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

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5506	Landscape Contracts	40,000	34,442	44,100	-	-
<b>Cemetery Administration Totals:</b>		146,711	142,931	338,713	153,323	128,800
<b>General Totals:</b>		7,396,732	7,506,796	8,218,566	4,185,462	4,332,700

**Federal Grant Programs  
Parks, Recreation, & Community Services  
RSVP CFDA 94.002**

Account	Account Description	2018		2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
		Adopted Budget	Actual Amount			
5011	Salaries Permanent Fulltime	44,590	18,678	22,071	22,071	22,500
5014	Salaries Temporary Parttime	-	3,647	5,949	5,949	4,641
	4,641 Grant - Part-Time Salaries					
5026	PERS Retirement	3,849	1,326	1,957	1,957	2,100
5027	Health Life Insurance	5,818	2,462	3,942	3,942	3,500
5029	Medicare	647	331	320	320	300
5034	Calpers Unfunded Liability	8,566	3,441	6,127	6,127	8,500
5111	Material And Supplies	-	1,166	750	750	1,671
	1,671 General Office Supplies					
5132	Meetings And Conferences	-	23	1,000	1,000	1,500
	1,500 Annual Conference - Corporation for National Community Service					
5135	Transportation Grants	-	11,102	3,900	3,900	7,800
	7,800 Vounteer Mileage					
5161	Insurance Premiums	-	-	342	342	1,306
	1,306 Liability and Automobile Insurance for Volunteers					
5174	Printing Charges	-	-	-	-	250
	250 Outside Printing Charges					
5181	Other Operating Expense	-	-	814	814	2,886
	2,886 Items for Annual Volunteer Recognition					
5505	Other Professional Services	-	531	-	-	-
	<b>RSVP CFDA 94.002 Totals:</b>	<b>63,469</b>	<b>42,707</b>	<b>47,171</b>	<b>47,171</b>	<b>56,954</b>

**Federal Grant Programs  
Parks, Recreation, & Community Services  
SENIOR COMPANION**

Account	Account Description	2018		2019 Adopted Budget	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
		Adopted Budget	Actual Amount				
5011	Salaries Permanent Fulltime	49,601	23,200	44,189	32,839	48,100	
5014	Salaries Temporary Parttime	-	224	-	-	-	
5018	Vacation Pay	-	1,094	-	-	-	
5026	PERS Retirement	4,372	3,108	4,495	4,495	5,200	
5027	Health Life Insurance	8,824	2,759	10,376	10,376	3,600	
5029	Medicare	719	476	641	641	700	
5034	Calpers Unfunded Liability	9,529	5,514	16,337	2,733	22,700	
5602	Workers Compensation	-	-	1,227	-	-	
5191	Stipends	-	148,757	171,554	138,350	141,117	
	141,117 Grant Share of Volunteer Stipends						
5111	Material And Supplies	-	-	60	1,800	3,120	
	3,120 Office Supplies and Computer Equipment						
5131	Mileage	-	-	1,465	1,375	1,375	
	1,375 Employee Mileage Reimbursement						
5132	Meetings And Conferences	-	-	-	1,500	2,500	
	2,500 Annual CNCS Conference						
5135	Transportation Grants	-	34,456	35,220	53,367	45,900	
	45,900 Grant Share of Volunteer Mileage						
5136	Meals	-	14,704	21,120	36,000	45,000	
	45,000 Grant Share of Volunteer Meal Reimbursement						
5161	Insurance Premiums	-	513	515	513	565	
	565 Grant Share of Volunteer Auto Policy						
5174	Printing Charges	-	-	-	800	-	
5181	Other Operating Expense	-	1,837	1,822	2,000	2,296	
	2,296 Annual Volunteer Recognition Costs						
5505	Other Professional Services	-	-	-	1,000	432	
	432 Grant Share - Volunteer Background Checks						
<b>SENIOR COMPANION Totals:</b>		<b>73,045</b>	<b>236,641</b>	<b>309,021</b>	<b>287,788</b>	<b>322,605</b>	



**Federal Grant Programs  
Parks, Recreation, & Community Services  
SENIOR NUTRITION CFDA 93.053**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	55,961	55,622	59,942	59,942	64,200	
5014	Salaries Temporary Parttime 165,395 Part-Time Staff	-	104,706	140,000	125,462	165,395	
5026	PERS Retirement	4,830	4,167	4,716	4,716	5,500	
5027	Health Life Insurance	6,371	7,084	7,396	7,396	8,000	
5029	Medicare	811	2,325	869	869	900	
5034	Calpers Unfunded Liability	10,751	10,369	13,615	13,615	18,900	
5112	Small Tools And Equipment 12,000 Consumable Items	-	11,163	11,000	16,200	12,000	
5114	Raw Foods	-	91,634	55,373	77,525	11,500	
5172	Equipment Maintenance 11,500 Food 2,300 Repair of Kitchen Equipment	-	-	2,300	2,300	2,300	
5181	Other Operating Expense 6,000 Health Permits and Fire Inspection Permits	-	4,203	6,000	6,000	6,000	
5505	Other Professional Services 13,825 Nutritionist/Dietician Services	-	11,331	16,000	13,825	13,825	
<b>SENIOR NUTRITION CFDA 93.053 Totals:</b>		<b>78,724</b>	<b>302,605</b>	<b>317,211</b>	<b>327,850</b>	<b>308,520</b>	

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

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5014	Salaries Temporary Parttime	-	-	-	-	15,000	
5111	Material And Supplies	-	-	-	-	35,400	
	9,000 ArtFest						
	450 Car Show Trophies - Cinco de Mayo/Veteran's Day						
	1,000 Catering Services for Volunteers						
	500 Christmas Trees for Donations						
	2,500 Decorations for Events						
	1,400 Information Signs						
	300 Office Supplies						
	16,000 Snow Hill for Winter Wonderland						
	1,000 Staff/Volunteer Shirts						
	500 Supplies for Movies in the Park						
	1,550 Veteran's Day Awards and Challenge Coins						
	200 Warehouse Store Items						
5121	Advertising	-	-	-	-	6,000	
	4,000 Banners & Custom Printed Items for Information Booths						
	2,000 Radio Advertising for Winter Wonderland						
5171	Rentals	-	-	-	-	9,900	
	500 Costumes						
	800 Linens						
	3,000 Portable Restrooms & Sinks						
	5,600 Stage						
5174	Printing Charges	-	-	-	-	2,500	
5175	Postage	-	-	-	-	1,500	
5181	Other Operating Expense	-	-	-	-	1,500	
	1,500 County Permits for Special Events - Health/Fire Departments						
5502	Professional Contractual Services	-	-	-	-	10,000	
	2,500 Band Performance						

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

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
2,500	DJ Services					
500	Dry Cleaning of Linens/Costume Rentals					
2,500	Movie Licensing Fees for Movies in the Park					
2,000	Security Services					
<b>Citywide Activities Totals:</b>		-	-	-	-	81,800

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

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget
5111	Material And Supplies	-	-	-	-	-	10,000
	10,000 Arts & Crafts Supplies						
<b>Recreation &amp; Community Programs Totals:</b>		-	-	-	-	-	10,000
<b>Cultural Development Fund Totals:</b>		-	-	-	-	-	91,800



## **DEPARTMENT OVERVIEW**

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

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

## **EXECUTIVE OFFICE**

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

## **INVESTIGATIONS**

The Investigations Division is responsible for the investigative follow up and case management required for the prosecution of crimes in the City. The Forensics Unit documents, collects, and processes evidence at crime scenes, including but not limited to fingerprints & DNA evidence. Forensic Specialists collect evidence at autopsies and from fatal traffic collisions. The Property and Evidence Unit accepts evidence, found property, safekeeping property, then catalogs, stores and provides disposition of the property. Evidence is sent to the crime lab as needed and unneeded evidence is returned or destroyed consistent with applicable laws.

## **PATROL**

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

## **SPECIAL INVESTIGATIONS DIVISION**

The Special Investigations Division is comprised of the Special Investigations and Code Enforcement Bureaus. The Special Investigations Bureau is responsible for the gathering of intelligence and implementation of investigative techniques designed to curb violent assaults, gang, narcotic and vice related crimes. Located within this bureau is the Department's Crime Analysis Unit which serves to provide crime and intelligence data to all divisions of the Department. The Code Enforcement Bureau is responsible for building safety, crime free housing, yard maintenance, single family rental program, and a host of other business related enforcement

activities. This division is one most critical to the overall safety, appearance, and health of the City of San Bernardino in general.

## **ADMINISTRATIVE SERVICES**

The Administrative Services Division employs approximately 110 personnel and is comprised of Dispatch, Records, Personnel and Training, Professional Standards, Financial Unit, Community Affairs, Fleet Services, Animal Control, Emergency Management and Special Events. While diverse, the functions of this Division serve to support the Department's primary mission of public safety. For FY2019/20, the Division will focus on rebuilding operational capacity both in the Division itself as well as the Department at large. This will be accomplished through the recruitment, hiring and training of personnel to positions currently held vacant. Staffing these vacancies will enable the Department to improve service levels and create a safer environment for citizens.

The Dispatch Bureau serves as the primary answering point for all citizen requests for service. In a typical month, Dispatch receives over 27,000 emergency and non-emergency calls. Each call is screened and then routed to a patrol officer or other destination as appropriate.

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

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

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

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

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

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

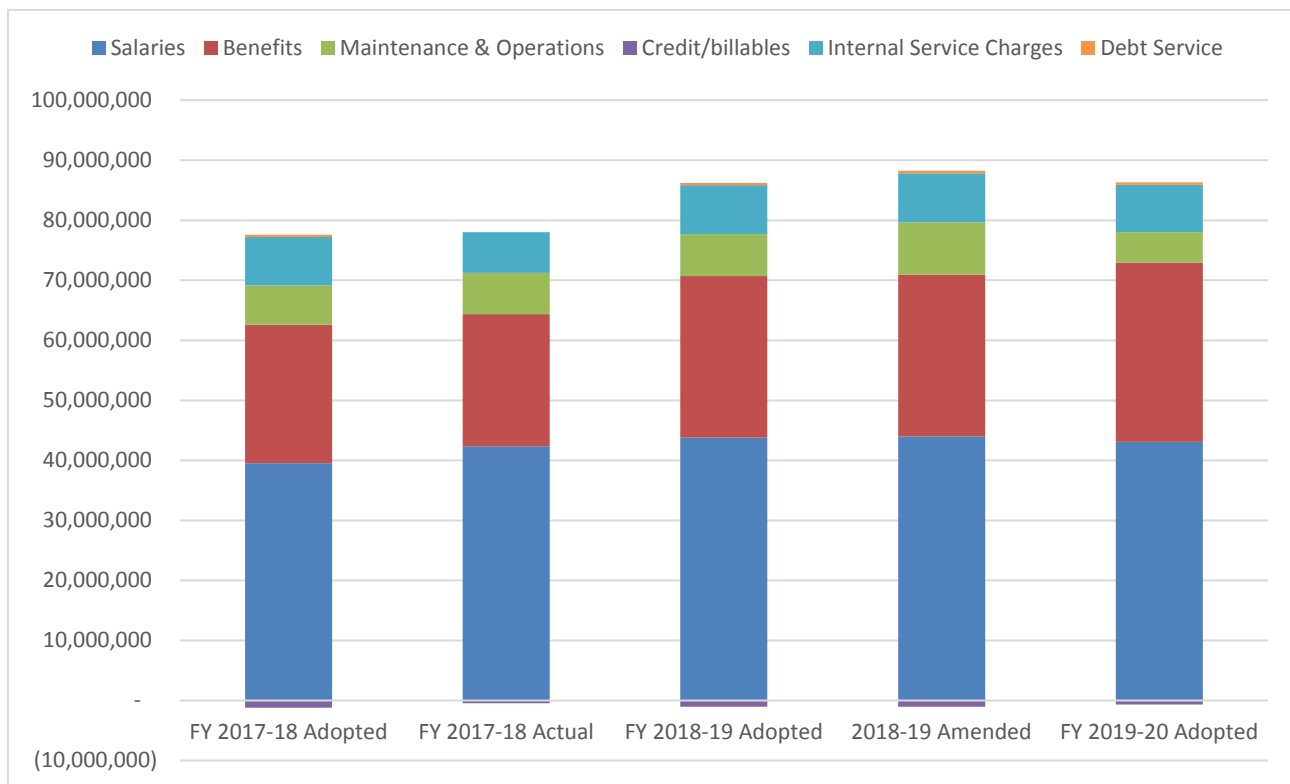
The Animal Control Bureau is comprised of field and sheltering services. Field personnel recover approximately five hundred lost, abandoned and seized animals per month. Those animals are then cared for in the City's shelter facility until they can be return to their rightful owners or adopted by the public.

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

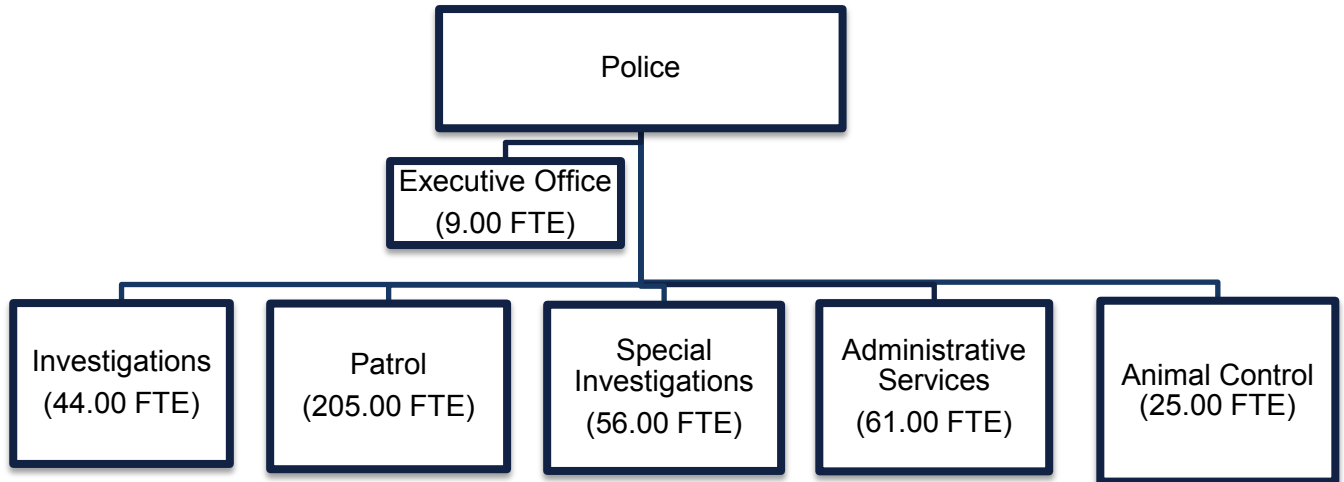
**BUDGET HIGHLIGHTS**

- Funding continues to refresh the police fleet, with resources allocated for black and white cars as well as unmarked undercover vehicles
- Contractual services with the San Manuel Band of Mission Indians allowed the department to increase patrol staffing and to purchase equipment to enhancing security in the areas around San Manuel Casino

**SUMMARY BY CLASSIFICATION**



## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY

	2016-17 Adopted	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted
<b>Police</b>				
Administrative Analyst II	1	1	1	1
Administrative Assistant	1	1	1	1
Administrative Services Supervisor	1	1	1	0
Animal Control Manager	1	1	1	0
Animal Control Officer	9	9	9	0
Animal Shelter Attendant	9	8	8	0
Animal Shelter Kennel Supervisor	1	1	1	0
Animal Shelter Office Supervisor	1	1	1	0
Assistant Chief Of Police	1	1	1	1
Chief Of Police	1	1	1	1
Code Enforcement Division Manager (U)	0	1	0	0
Code Enforcement Officer II	0	6	6	4
Code Enforcement Officer III	0	1	1	1
Community Engagement Coordinator	1	0	0	0
Community Engagement Officer	1	0	0	0



Community Engagement Specialist	0	3	3	0
Community Policing Specialist	7	7	7	0
Community Services Officer I	24	24	24	20
Community Services Officer II	10	10	10	8
Crime Analysis Support Assistant	2	2	2	1
Crime Analyst	2	2	2	3
Criminal Investigation Officer	11	11	11	8
Customer Service Representative	0	3	3	2
Departmental Accounting Technician	0	1	1	1
Detective/Corporal	44	44	44	44
Emergency Operations Manager	0	1	1	0
Executive Assistant	2	2	2	2
Executive Assistant To Director (U)	1	1	1	1
Forensics Specialist I (Flex)	2	2	2	2
Forensics Specialist II	6	6	6	4
Forensics Specialist III	1	1	1	1
IT Analyst II	1	1	1	0
Lieutenant	9	10	10	12
Parking Enforcement Officer	5	5	5	4
Police Captain (U)	3	3	4	4*
Police Dispatch Supervisor	4	4	4	4
Police Dispatcher I (Flex)	12	13	12	4
Police Dispatcher II	15	15	16	17
Police Fleet Maintenance Expeditor	1	1	1	1
Police Officer	155	162	162	151
Police P&T Technician	3	3	3	3
Police Records Supervisor	2	2	2	2
Police Records Technician I (Flex)	8	6	6	2
Police Records Technician II	12	14	14	14
Police Transcriber	4	4	4	0
Property & Evidence Technician II	2	2	2	0
Property Evidence & Supply Supervisor	1	1	1	1
Senior Customer Service Rep/Dispatcher	4	4	4	0
Senior Management Analyst	1	1	1	1
Senior Office Assistant	6	6	6	5
Sergeant	39	39	39	43
Weed Abatement Coordinator	0	1	0	0
Property & Evidence Technician I (Flex)	0	0	0	1
<b>Police Total</b>	<b>427</b>	<b>450</b>	<b>449</b>	<b>400</b>

## **PERSONNEL CHANGES**

- During FY2018/19 the Police Department added 6 Police Officer Positions and 2 Community Service Officers, which brought total position count to 457.
- During FY2018/19 the Police Department reclassified 7 Police Officer Positions to 5 Sergeants and 2 Lieutenants.
- The Administrative Services Supervisor position was reclassified to a Departmental Accounting Technician.

The adoption of the FY 2019/20 budget included the elimination of the following positions from the Police Department:

- Two (2) Community Engagement Specialist
- Nine (9) Community Policing Specialist
- Six (6) Community Service Officer I
- Two (2) Community Service Officer II
- One (1) Crime Analyst Support Assistant
- Three (3) Criminal Investigations Officer
- One (1) Customer Service Representative
- One (1) Departmental Accounting Technician
- One (1) Emergency Operations Manager
- One (1) Forensic Specialist I
- One (1) Forensic Specialist II
- One (1) Parking Enforcement Officer
- Seven (7) Police Dispatcher I
- Ten (10) Police Officer
- One (1) Police Evidence Technician
- Four (4) Police Records Technician
- Four (4) Records Transcription
- One (1) Sergeant
- One (1) IT Analyst II

\*Other changes to personnel within the Police Department include the transfer of one (1) Community Engagement Specialist to the City Manager's Office, the addition of one Crime Analyst, and the elimination of 6 months of funding for a Captain position to be carried out at Midyear.

## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

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

### **ACHIEVEMENT #2**

- Successfully implemented an agreement with Dignity Health for police services at two City hospitals, adding two additional police officer positions in the department.

### **ACHIEVEMENT #3**

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

**ACHIEVEMENT #4**

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

**LOOKING FORWARD – PERFORMANCE MEASURES**

	<b>FY 18/19 Actual</b>	<b>FY 19/20 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>			Operate in a Fiscally Responsible and Business-Like Manner
<p><b>Measure:</b> Implement processes identified and developed in FY18/19 .</p>	Yes		
<p><b>Goal:</b> 2. Participation 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>			Pursue City Goals and Objectives by Working with Other Agencies
<p><b>Measure:</b> Maintain partnerships with regional law enforcement task forces and maintain appointments on boards and committees.</p>	Yes	Yes	
<p><b>Goal:</b> 3. Recruitment, hiring and training of personnel to positions currently held vacant. Staffing vacancies will enable the Department to improve service levels and create a safer environment for citizens.</p>			Ensure Development of a Well-Planned, Balanced, and Sustainable City
<p><b>Measure:</b> Fill all vacant positions.</p>	79%	100%	
<p><b>Goal:</b> 4. Reduce gang violence through identification and intervention, and increase public awareness through community engagement. Increase accessibility of police resources to City residents through district policing concept.</p>			Provide for the Safety of City Residents
<p><b>Measure:</b> *Number of Calls for Service received and responded to.</p>		*New benchmark to be set in FY19/20	
<p>*Number of community events held in each district</p>			
<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>			Improve City Government Operations
<p><b>Measure:</b> Respond to social media posts from the public in a timely manner.</p>	5%	5%	

**City of San Bernardino  
2019-20 Department Summary  
Police**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from 18-19 Amended Budget
Account Type	Expenses					
0001 Administration	4,706,868	7,322,677	5,640,937	5,952,370	8,249,600	39%
0078 Patrol Field Services	37,822,226	36,388,005	38,378,687	38,274,455	37,685,200	-2%
0080 Gang & Multiple Enforcement Team	-	28,409	-	-	-	
0150 Violence Intervention	-	33,921	-	-	54,300	
0021 Enforcement & Beautification	-	1,246,268	4,048,806	4,239,988	2,267,000	-47%
2161 DEMOLITION PROGRAM	-	4,983	-	-	-	
0062 Public Safety Systems	1,049,257	357,354	1,324,483	1,351,308	1,086,800	-20%
0079 Community Policing	992,812	748,926	-	-	-	
0081 Traffic	1,495,134	1,425,600	1,748,948	1,848,948	2,323,600	26%
0002 Field Services	924,127	569,695	935,209	1,055,153	887,800	-16%
0033 Downtown & City Hall	1,032,373	879,634	1,047,828	1,047,828	190,100	-82%
0082 General Investigation	9,234,907	8,589,796	9,216,069	9,221,628	11,293,500	22%
0083 Forensics Property	1,574,202	1,515,292	1,274,996	1,303,138	1,128,100	-13%
0084 Dispatch	3,114,130	2,372,906	3,503,723	3,503,723	3,160,300	-10%
0085 Records	1,712,758	1,796,546	1,876,519	1,877,019	1,503,300	-20%
0086 Personnel & Training	1,752,502	1,464,795	2,224,612	2,249,354	2,371,600	5%
0087 Traffic Safety	600,000	670,026	600,000	600,000	610,000	2%
0114 Departmental DIFF	-	169,795	-	-	-	
0142 Vice/Narcotics	-	17,336	-	-	-	
0145 Special Enforcement Teams	3,814,131	3,675,013	3,239,304	3,241,021	4,787,800	48%
0146 North Operations	2,154,825	1,921,187	3,225,608	3,286,608	-	-100%
0147 Intel/Emergency Management	3,084,799	2,443,975	3,786,173	3,786,173	4,687,600	24%
2168 Downtown Cameras - Police	-	224,274	-	-	-	
4901 PD Sandcatt Reimb OT	-	8,111	-	-	-	
4911 PD Special Events Reimb OT	-	347,103	1,000,000	1,000,000	500,000	-50%
5076 Fireworks Enforcement	-	54,429	-	-	-	
8652 SAN MANUEL CCF 2017-2020	-	444,274	1,200,000	1,200,000	1,217,700	1%
8654 DIGNITY HEALTH	-	68,384	250,000	250,000	479,300	92%
0003 Animal Shelter Services	77,686	-	38,844	38,844	39,500	2%
Federal Grant Programs	1,249,070	2,789,067	648,515	1,906,929	1,043,200	-45%
	<b>76,391,808</b>	<b>77,575,852</b>	<b>85,209,261</b>	<b>87,234,486</b>	<b>85,566,300</b>	<b>-2%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from 18-19 Amended Budget
Salaries	39,546,813	42,347,708	43,813,901	44,023,605	43,121,500	-2%
Benefits	23,045,527	22,016,956	26,873,650	26,882,215	29,847,100	11%
Maintenance & Operations	6,576,435	6,858,586	6,988,210	8,779,956	4,949,600	-44%
Credit/billables	(1,200,000)	(463,213)	(1,031,250)	(1,031,250)	(650,000)	
Internal Service Charges	8,023,034	6,815,817	8,164,750	8,179,960	7,898,100	-3%
Debt Service	400,000	-	400,000	400,000	400,000	
<b>Grand Total</b>	<b>76,391,808</b>	<b>77,575,852</b>	<b>85,209,261</b>	<b>87,234,486</b>	<b>85,566,300</b>	<b>-2%</b>

**City of San Bernardino  
2019-20 Department Summary  
Police**

<b>C. Funding Sources</b>	<b>FY 2017-18 Adopted Budget</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2019-20 Adopted Budget</b>	<b>% Change from 18-19 Amended Budget</b>
001 General	71,809,972	71,789,612	81,101,387	81,742,696	80,164,900	-2%
108 Asset forfeiture	224,500	206,523	196,500	202,058	1,090,000	439%
118 Gang and street asset forfeiture	95,000	80,000	95,000	95,000	95,000	0%
119 Community Developmnt Block Grant	-	229,257	-	-	-	
123 Federal grant programs	1,249,070	2,789,002	648,515	1,906,929	1,043,200	-45%
124 Animal control	2,413,266	1,641,636	2,567,859	2,687,803	2,563,200	-5%
128 Traffic safety	600,000	670,026	600,000	600,000	610,000	2%
261 Law Enforcement Facilities	-	169,795	-	-	-	
<b>Grand Total</b>	<b>76,391,808</b>	<b>77,575,852</b>	<b>85,209,261</b>	<b>87,234,486</b>	<b>85,566,300</b>	<b>-2%</b>

**General  
Police  
Administration**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	2,308,202	2,479,798	2,598,519	2,598,519	3,013,000	
5012	Special Salaries	59,950	66,607	63,900	63,900	97,600	
5013	Auto Phone Allowance	4,680	6,810	5,460	5,460	7,800	
5014	Salaries Temporary Parttime	73,769	87,500	71,500	71,500	-	
5015	Overtime	20,000	89,261	20,000	20,000	20,000	
5018	Vacation Pay	-	291,203	-	-	-	
5033	Salary Savings	(2,300,000)	-	(2,028,112)	(2,028,112)	-	
5026	PERS Retirement	331,260	373,825	398,910	398,910	498,600	
5027	Health Life Insurance	197,423	211,037	204,221	204,221	261,500	
5028	Unemployment Insurance	-	-	215	215	-	
5029	Medicare	34,339	44,052	38,605	38,605	45,100	
5034	Calpers Unfunded Liability	862,840	832,197	740,766	740,766	1,092,100	
5601	Garage Charges	32,423	11,726	23,320	23,320	37,700	
5602	Workers Compensation	254,793	232,651	268,821	268,821	320,400	
5603	Liability	127,342	57,723	100,726	100,726	99,200	
5604	IT Charges In House	90,906	79,654	83,087	83,087	89,400	
5612	Fleet Charges Fuel	17,178	15,128	18,444	18,444	18,400	
5102	Computer Equip-Non Capital	5,000	11,477	10,000	10,000	10,000	
	10,000 PMA Technology reimbursement per Reso 2015-255						
5111	Material And Supplies	112,000	108,688	120,000	120,000	107,500	
	2,500 Administration Supplies						
	100,000 Department -wide office supplies						
	5,000 Department-wide first aid kits & supplies						
5112	Small Tools And Equipment	12,500	2,562	-	-	800	
	800 24Hour/TimeZone clocks for EOC						
5113	Motor Fuel And Lubricants	1,500	156	-	-	-	
5122	Dues And Subscriptions	7,110	5,927	9,125	9,125	9,100	
	2,400 California Police Chiefs Assoc. dues						
	60 Costco Annual Membership fee						

**General  
Police  
Administration**

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5132	150 GPCA - Associate membership (AC)	15,500	10,637	14,500	14,500	2,500
	200 IAEM Membership for Emergency Manager					
	150 International Assoc. of Police Chief's dues					
	5,000 PMA Membership dues reimbursement, per Reso 2015-255					
	600 Police Executive Research Forum dues					
	125 SB Chamber of Commerce dues					
	250 SB County Chiefs dues					
	125 The Sun newspaper digital subscription					
	Meetings And Conferences	15,500	10,637	14,500	14,500	2,500
	2,500 Monthly In-house management meetings & promotional events					
5141	Local Travel And Meetings	-	26	-	-	-
5151	Electric Charges	225,000	245,236	235,000	235,000	235,000
5152	Gas Charges	12,000	11,183	12,500	12,500	15,000
5154	Water Charges	10,000	13,769	12,000	12,000	23,000
5171	Rentals	36,000	35,297	35,300	35,300	36,000
	36,000 Parking lot lease fees - auxiliary lot					
5172	Equipment Maintenance	43,000	28,278	14,500	14,500	14,000
	5,000 Access card reader system maintenance					
	1,500 Audio/Visual system maintenance					
	2,500 Automatic door maintenance and repairs					
	2,500 Camera system maintenance & repairs					
	2,500 Fire alarm system maintenance					
5173	Outside Vehicle Maintenance	20,000	-	-	-	-
5174	Printing Charges	22,500	17,078	28,500	28,500	25,000
	25,000 Department-wide forms, citations, publications, etc.					
5176	Copy Machine Charges	40,000	18,253	20,000	20,000	35,000
	35,000 Monthly maintenance and usage fees for department copiers					
5181	Other Operating Expense	70,800	88,694	43,720	43,720	45,000
	25,000 Cellular fees for ALPRs and security cameras					



**General  
Police  
Administration**

Account	Account Description	2018	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget
5502	20,000 Monthly cable fees for cable boxes and secondary network	-	-	463,604	463,604	432,000
	Professional Contractual Services					
	7,500 Children's sexual assault exams					
	80,000 Medical Evidence Collection fees					
	50,000 SB Sheriff Automated Systems CLETS/CNI Annual fees					
	261,000 SB Sheriff Cal-ID Assessment fee					
	2,500 SB Sheriff Livescan fees					
	1,000 SB Sheriff Property Evidence Tracking (PETS)					
	25,000 State of Calif. Livescan/fingerprint fees					
	5,000 Weekly towel service					
5505	Other Professional Services	130,400	150,460	3,000	3,000	23,000
	20,000 Landscape Maintenance - Police HQ					
	1,500 Pest Control - Police HQ					
	1,500 Police memorial fountain weekly maintenance & service	417,000	449,490	417,000	708,064	-
5701	Motor Vehicles					
5702	Computer Equipment				8,818	
5704	Miscellaneous Equipment		174,352		11,551	
	<b>Administration Totals:</b>	<b>3,295,415</b>	<b>6,250,735</b>	<b>4,047,131</b>	<b>4,358,564</b>	<b>6,613,700</b>

**General  
Police  
Enforcement & Beautification**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	-	538,661	2,020,436	2,020,436	944,500	
5012	Special Salaries	-	1,950	33,050	33,050	18,500	
5013	Auto Phone Allowance	-	-	780	780	-	
5014	Salaries Temporary Parttime	-	76,388	81,870	81,870	-	
5015	Overtime	-	5,180	50,000	50,000	100,000	
5018	Vacation Pay	-	8,950	-	-	-	
5026	PERS Retirement	-	49,659	253,374	253,374	129,900	
5027	Health Life Insurance	-	54,508	211,459	211,459	107,900	
5028	Unemployment Insurance	-	-	-	-	200	
5029	Medicare	-	9,183	29,776	29,776	14,000	
5034	Calpers Unfunded Liability	-	122,047	654,485	654,485	407,100	
5601	Garage Charges	-	9,780	24,569	24,569	23,000	
5602	Workers Compensation	-	33,793	146,145	146,145	99,200	
5603	Liability	-	9,005	54,761	54,761	30,700	
5604	IT Charges In House	-	68,599	45,171	45,171	27,700	
5612	Fleet Charges Fuel	-	8,304	17,230	17,230	18,800	
5187	Police Reserves	-	-	20,000	20,000	-	
5111	Material And Supplies	-	2,143	3,000	3,000	3,000	
	3,000 Code Enf. & CPS supplies (Gloves, masks, field supplies, etc)						
5122	Dues And Subscriptions	-	760	500	500	500	
	500 Constant Contact (mailing service subscription)						
5133	Education And Training	-	390	-	-	-	
5174	Printing Charges	-	2,148	-	-	-	
5175	Postage	-	15,945	-	-	-	
5181	Other Operating Expense	-	35,311	57,200	48,382	12,000	
	12,000 SB County Assessor (notice of liens, pendency, etc)						
5502	Professional Contractual Services	-	192,114	345,000	545,000	330,000	
	5,000 Asbestos survey and removal						
	12,000 Litigation Guarantees						

General  
Police  
Enforcement & Beautification

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
	200,000 On-call board up services					
	100,000 On-call demolitions					
	13,000 Weed Abatement - SB County					
5505	Other Professional Services	-	1,450	-	-	-
<b>Enforcement &amp; Beautification Totals:</b>		-	1,246,268	4,048,806	4,239,988	2,267,000

**General  
Police  
Downtown & City Hall**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	-	987	-	-	-	-
5014	Salaries Temporary Parttime	107,855	89,979	238,000	238,000	36,600	36,600
5026	PERS Retirement	-	1,288	-	-	-	-
5028	Unemployment Insurance	-	-	714	714	100	100
5029	Medicare	-	1,319	3,451	3,451	500	500
5601	Garage Charges	3,876	923	3,262	3,262	400	400
5612	Fleet Charges Fuel	3,642	974	2,401	2,401	2,500	2,500
5502	Professional Contractual Services	917,000	784,165	800,000	800,000	150,000	150,000
	150,000 Security Guard Services - Platinum Security						
<b>Downtown &amp; City Hall Totals:</b>		<b>1,032,373</b>	<b>879,634</b>	<b>1,047,828</b>	<b>1,047,828</b>	<b>190,100</b>	<b>190,100</b>

**General  
Police  
Public Safety Systems**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5803	Lease Payments	400,000	-	400,000	400,000	400,000	400,000
	400,000 New World - Tyler Technologies						
5102	Computer Equip-Non Capital	479,200	39,852	-	12,500	-	-
5111	Material And Supplies	-	7,753	-	3,709	-	-
5112	Small Tools And Equipment	-	2,462	-	10,289	-	-
5167	Software Maintenance	-	-	260,058	260,058	234,600	234,600
	33,000 DTB & training software annual maintenance (Lexipol)						
	25,000 GoEnforce annual maintenance (Government Outreach)						
	3,300 I/A Pro & Blue Team annual license (CI Technologies)						
	6,000 Job posting subscription renewal (NeoGov)						
	2,000 Salamander Rapid Tag & ID system annual maintenance						
	165,000 Security camera annual maintenance						
5172	300 Total Station software annual maintenance (MicroSurvey)	145,057	165,604	17,225	17,225	29,200	29,200
	Equipment Maintenance						
	9,200 PRAC Card System Upgrade						
	20,000 UPS System maintenance						
5181	Other Operating Expense	25,000	141,683	647,200	647,527	423,000	423,000
	1,000 Investigative database access (Transunion Risk)						
	2,000 Satellite phones service fees						
	420,000 SB County Sheriff - HT digital radio service						
	<b>Public Safety Systems Totals:</b>	<b>1,049,257</b>	<b>357,354</b>	<b>1,324,483</b>	<b>1,351,308</b>	<b>1,086,800</b>	<b>1,086,800</b>

**General  
Police  
Patrol Field Services**

Account	Account Description	2018		2018 Actual Amount	2019		2020	
		Adopted Budget			Adopted Budget	Amended Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	18,693,859		17,630,139	18,472,281	18,131,281	17,660,600	
5012	Special Salaries	391,220		479,356	414,790	414,790	389,100	
5013	Auto Phone Allowance	780		1,560	780	780	1,600	
5014	Salaries Temporary Parttime	-		30,611	-	-	-	
5015	Overtime	2,070,000		1,902,230	1,500,000	1,500,000	653,300	
5018	Vacation Pay	-		648,675	-	-	-	
5026	PERS Retirement	3,136,338		2,454,539	3,238,607	3,238,607	3,338,800	
5027	Health Life Insurance	2,138,807		1,764,888	1,797,809	1,797,809	1,602,600	
5029	Medicare	276,734		302,669	273,863	273,863	262,800	
5034	Calpers Unfunded Liability	7,117,288		7,323,240	9,159,024	9,159,024	10,201,800	
5601	Garage Charges	619,883		486,515	889,581	889,581	581,000	
5602	Workers Compensation	2,030,028		2,026,183	1,814,981	1,814,981	1,905,900	
5603	Liability	1,014,576		459,896	680,068	680,068	589,900	
5604	IT Charges In House	724,201		634,560	560,975	560,975	531,900	
5612	Fleet Charges Fuel	463,012		451,265	530,228	530,228	536,900	
5910	Credit Federal And State Program Funding	-		(463,213)	-	-	(400,000)	
5945	Recoverable expense	(1,200,000)		-	(1,031,250)	(1,031,250)	(250,000)	
5187	Police Reserves	20,000		15,553	-	-	-	
5111	Material And Supplies	8,500		61,901	35,000	87,933	33,500	
	6,000 Fingerprint kits & cameras for field staff							
	10,000 Latex gloves							
	2,500 Patrol field supplies (barricade tape, masks, etc)							
	10,000 Road flares							
	5,000 Trauma kits for patrol vehicles							
5112	Small Tools And Equipment	3,000		8,184	1,000	92,832	2,500	
	2,500 Watch Commander and Front Desk equipment							
5113	Motor Fuel And Lubricants	300		289	300	300	300	
	300 Fuel purchased outside city area							
5122	Dues And Subscriptions	700		410	750	750	1,300	

General  
Police  
Patrol Field Services

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
	1,300 Police Explorer annual charter dues					
5132	Meetings And Conferences	1,000	-	-	-	-
5133	Education And Training	-	-	-	-	2,500
	2,500 Training for Mounted Enforcement personnel					
5141	Local Travel And Meetings	-	2,870	-	-	-
5155	Cellular Service	2,000	1,826	-	-	-
5167	Software Maintenance	-	-	-	64,900	-
5172	Equipment Maintenance	2,000	-	2,000	2,000	2,000
	2,000 Bicycle Enforcement Team equipment					
5173	Outside Vehicle Maintenance	40,000	15,193	20,000	20,000	21,000
	16,000 Car wash services					
	5,000 Specialty vehicle maintenance					
5181	Other Operating Expense	250,000	103,215	-	16,718	-
5505	Other Professional Services	18,000	17,452	17,900	17,900	15,900
	8,400 Police K-9 monthly training fees					
	2,400 Police K-9 veterinary services					
	5,000 Tow fees					
5701	Motor Vehicles	-	28,000	-	10,385	-
<b>Patrol Field Services Totals:</b>		<b>37,822,226</b>	<b>36,388,005</b>	<b>38,378,687</b>	<b>38,274,455</b>	<b>37,685,200</b>

General  
Police  
Traffic

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	669,880	659,733	834,081	834,081	1,048,000	
5012	Special Salaries	9,400	9,400	13,350	13,350	20,400	
5014	Salaries Temporary Parttime	32,662	15,280	32,100	32,100	-	
5015	Overtime	50,000	52,567	50,000	50,000	55,000	
5018	Vacation Pay	-	24,737	-	-	-	
5026	PERS Retirement	79,525	81,001	107,672	107,672	168,300	
5027	Health Life Insurance	102,844	64,429	101,659	101,659	128,000	
5028	Unemployment Insurance	-	-	96	96	-	
5029	Medicare	9,850	11,402	12,288	12,288	15,500	
5034	Calpers Unfunded Liability	187,478	180,819	307,723	307,723	535,100	
5601	Garage Charges	48,037	52,272	74,835	74,835	46,200	
5602	Workers Compensation	128,813	127,932	75,573	75,573	112,700	
5603	Liability	64,378	29,182	28,317	28,317	34,900	
5604	IT Charges In House	45,958	40,269	23,358	23,358	31,500	
5612	Fleet Charges Fuel	2,809	13,756	10,297	10,297	10,900	
5111	Material And Supplies	5,500	4,515	10,100	10,100	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	10,000	7,988	11,000	11,000	-	
5113	Motor Fuel And Lubricants	-	-	-	-	500	
	500 Fuel for out-of-town training runs						
5141	Local Travel And Meetings	-	144	-	-	-	
5172	Equipment Maintenance	4,000	1,509	1,500	1,500	1,500	
	1,500 LIDAR and Radar repair and recalibrations						
5181	Other Operating Expense	-	300	-	-	-	
5502	Professional Contractual Services	-	-	50,000	150,000	100,000	
	100,000 Parking citation administration - Phoenix Group						



General  
Police  
Traffic

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget
5505	Other Professional Services	44,000	48,366	5,000	5,000	5,000	5,000
	5,000 Monthly credit card transaction and rental fees						
	<b>Traffic Totals:</b>	1,495,134	1,425,600	1,748,948	1,748,948	1,848,948	2,323,600

**General  
Police  
General Investigation**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	4,261,998	3,833,909	4,412,027	4,412,027	4,412,027	4,412,027	4,793,900	
5012	Special Salaries	120,850	113,164	122,700	122,700	122,700	122,700	125,900	
5013	Auto Phone Allowance	780	780	780	780	780	780	1,600	
5015	Overtime	600,000	546,733	600,000	600,000	600,000	600,000	650,000	
5018	Vacation Pay	-	238,409	-	-	-	-	-	
5026	PERS Retirement	639,694	591,773	695,098	695,098	695,098	695,098	785,200	
5027	Health Life Insurance	450,287	399,819	387,916	387,916	387,916	387,916	452,500	
5029	Medicare	63,552	62,100	65,754	65,754	65,754	65,754	71,300	
5034	Calpers Unfunded Liability	1,639,587	1,581,357	1,717,573	1,717,573	1,717,573	1,717,573	2,240,900	
5601	Garage Charges	51,924	32,687	47,817	47,817	47,817	47,817	50,200	
5602	Workers Compensation	501,379	497,950	451,570	451,570	451,570	451,570	508,700	
5603	Liability	250,581	113,586	169,202	169,202	169,202	169,202	157,500	
5604	IT Charges In House	178,883	156,741	139,572	139,572	139,572	139,572	142,000	
5612	Fleet Charges Fuel	42,542	32,982	36,360	36,360	36,360	36,360	35,000	
5111	Material And Supplies	1,500	16,562	1,500	1,500	1,500	1,500	1,500	
	1,500 Investigation supplies (stamps, chairs, desk supplies, etc)								
5112	Small Tools And Equipment	-	3,039	-	-	-	-	-	
5122	Dues And Subscriptions	28,000	25,922	19,800	19,800	19,800	19,800	20,400	
	6,600 CLEARs database subscription (West Payment Center)								
	13,800 Law Enforcement Database subscription (Leads online)								
5132	Meetings And Conferences	1,000	816	-	-	-	-	-	
5141	Local Travel And Meetings	-	481	-	-	-	-	-	
5172	Equipment Maintenance	1,500	-	-	-	-	-	-	
5173	Outside Vehicle Maintenance	20,000	8,630	-	-	-	-	-	
5181	Other Operating Expense	20,000	10,000	20,000	20,000	20,000	20,000	10,000	
	10,000 Extradition costs								
5505	Other Professional Services	41,350	35,833	36,900	36,900	36,900	36,900	61,900	
	900 Annual GPS monitoring services								
	1,000 Text messaging retrieval services								

**General  
Police  
General Investigation**

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
	60,000 Toxicology services	8,915,407	8,303,273	8,924,569	8,924,569	10,108,500
<b>General Investigation Totals:</b>		8,915,407	8,303,273	8,924,569	8,924,569	10,108,500

**General  
Police  
Forensics Property**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	722,280	577,884	724,928	724,928	572,800	
5012	Special Salaries	4,140	4,548	4,140	4,140	4,100	
5015	Overtime	60,000	49,491	60,000	60,000	60,000	
5018	Vacation Pay	-	26,876	-	-	-	
5026	PERS Retirement	64,152	53,555	66,649	66,649	57,200	
5027	Health Life Insurance	88,423	61,365	84,051	84,051	78,800	
5029	Medicare	10,534	9,655	10,571	10,571	8,400	
5034	Calpers Unfunded Liability	139,552	330,624	176,989	176,989	189,000	
5601	Garage Charges	24,623	5,247	10,730	10,730	13,300	
5602	Workers Compensation	63,358	62,925	59,090	59,090	58,900	
5603	Liability	31,665	14,354	22,141	22,141	18,200	
5604	IT Charges In House	22,605	19,807	18,264	18,264	16,400	
5612	Fleet Charges Fuel	5,349	7,934	9,432	9,432	9,000	
5111	Material And Supplies	33,500	30,684	21,500	21,500	21,500	
	2,000 Evidence tags						
	16,000 Forensic & Imaging supplies						
	1,500 Paper supplies for storing evidence						
	2,000 Sheriff's store charges						
5112	Small Tools And Equipment	-	693	-	-	-	
5122	Dues And Subscriptions	660	555	660	660	700	
	660 CAPE, IAPE, & CSDIAI annual dues						
5132	Meetings And Conferences	2,200	1,430	2,200	2,200	2,200	
	2,200 CAPE Conference (Property & Evid. Techs)						
5172	Equipment Maintenance	-	1,700	650	650	600	
	400 CSI Pix fingerprinting system annual maintenance						
	250 Refrigerator maintenance						
5181	Other Operating Expense	1,000	1,103	1,000	1,000	1,000	
	1,000 Photo processing and camera repairs						
5505	Other Professional Services	300,160	254,865	2,000	30,142	16,000	

General  
Police  
Forensics Property

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
15,000	Biohazard crime scene clean up services					
1,000	Biohazard disposal services					
	<b>Forensics Property Totals:</b>	1,574,202	1,515,292	1,274,996	1,303,138	1,128,100

General  
Police  
Dispatch

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	1,596,657	1,261,518	1,831,995	1,831,995	1,831,995	1,581,300
5012	Special Salaries	14,760	17,754	19,250	19,250	19,250	18,700
5013	Auto Phone Allowance	-	(16)	780	780	780	800
5014	Salaries Temporary Parttime	224,098	60,118	146,339	146,339	146,339	69,800
5015	Overtime	300,000	264,445	300,000	300,000	300,000	300,000
5018	Vacation Pay	-	27,490	-	-	-	-
5026	PERS Retirement	148,470	118,197	188,050	188,050	188,050	172,900
5027	Health Life Insurance	228,771	156,669	236,247	236,247	236,247	195,100
5028	Unemployment Insurance	-	-	439	439	439	200
5029	Medicare	23,366	23,915	26,843	26,843	26,843	23,200
5034	Calpers Unfunded Liability	309,566	221,993	488,320	488,320	488,320	536,400
5602	Workers Compensation	141,898	140,927	154,689	154,689	154,689	162,700
5603	Liability	70,918	32,146	57,961	57,961	57,961	50,300
5604	IT Charges In House	50,627	44,360	47,811	47,811	47,811	45,400
5111	Material And Supplies	5,000	3,178	5,000	5,000	5,000	3,500
	500 Criss Cross directory						
	3,000 Dispatch supplies - console parts, headsets, etc.						
5112	Small Tools And Equipment	-	211	-	-	-	-
	<b>Dispatch Totals:</b>	<b>3,114,130</b>	<b>2,372,906</b>	<b>3,503,723</b>	<b>3,503,723</b>	<b>3,503,723</b>	<b>3,160,300</b>

General  
Police  
Records

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	968,493	896,598	1,000,333	1,000,333	1,000,333	727,100		
5012	Special Salaries	4,500	4,728	4,500	4,500	4,500	4,500		
5013	Auto Phone Allowance	-	(16)	-	-	-	-		
5015	Overtime	25,000	25,089	25,000	25,000	25,000	30,000		
5018	Vacation Pay	-	30,547	-	-	-	-		
5026	PERS Retirement	86,864	83,059	93,934	93,934	93,934	71,800		
5027	Health Life Insurance	179,047	160,838	171,011	171,011	171,011	136,400		
5029	Medicare	14,109	13,479	14,570	14,570	14,570	10,600		
5034	Calpers Unfunded Liability	186,920	367,178	353,979	353,979	353,979	340,100		
5602	Workers Compensation	88,564	87,958	94,248	94,248	94,248	77,600		
5603	Liability	44,263	20,064	35,314	35,314	35,314	24,000		
5604	IT Charges In House	31,598	27,687	29,130	29,130	29,130	21,700		
5111	Material And Supplies	2,000	3,747	1,500	1,500	1,500	-		
5112	Small Tools And Equipment	2,000	-	2,000	2,000	2,000	2,000		
5171	Rentals	4,000	-	3,750	3,750	3,750	3,800		
5172	Equipment Maintenance	1,000	-	1,000	1,000	1,000	1,000		
5175	Postage	30,000	38,703	46,250	46,250	46,250	52,700		
	10,000 Business reply and neo-post postage								
	40,000 Department in-house postage								
	2,500 Federal Express mail services								
	250 PO Box fees								
5181	Other Operating Expense	1,900	1,885	-	-	-	-		
5505	Other Professional Services	42,500	35,003	-	-	500	-		
	<b>Records Totals:</b>	<b>1,712,758</b>	<b>1,796,546</b>	<b>1,876,519</b>	<b>1,877,019</b>	<b>1,877,019</b>	<b>1,503,300</b>		

**General  
Police  
Personnel & Training**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Actual Amount	Amended Budget	Adopted Budget	Amended Budget	Adopted Budget
5011	Salaries Permanent Fulltime	530,675	431,383	541,825	431,383	541,825	541,825	827,300	
5012	Special Salaries	11,550	8,917	12,150	8,917	12,150	12,150	18,800	
5013	Auto Phone Allowance	-	-	-	-	-	-	800	
5014	Salaries Temporary Parttime	279,252	40,272	145,500	40,272	145,500	145,500	196,100	
5015	Overtime	25,000	72,244	40,000	72,244	40,000	40,000	60,000	
5018	Vacation Pay	-	30,040	-	30,040	-	-	-	
5026	PERS Retirement	75,139	59,591	79,002	59,591	79,002	79,002	136,800	
5027	Health Life Insurance	54,219	49,083	55,402	49,083	55,402	55,402	83,300	
5028	Unemployment Insurance	-	-	437	-	437	437	600	
5029	Medicare	7,863	9,195	8,033	9,195	8,033	8,033	12,300	
5034	Calpers Unfunded Liability	187,409	180,753	198,806	180,753	198,806	198,806	376,600	
5601	Garage Charges	6,883	940	955	940	955	955	7,800	
5602	Workers Compensation	39,708	39,437	50,203	39,437	50,203	50,203	88,100	
5603	Liability	19,846	8,996	18,811	8,996	18,811	18,811	27,300	
5604	IT Charges In House	14,167	12,414	15,517	12,414	15,517	15,517	24,600	
5612	Fleet Charges Fuel	1,491	1,162	1,471	1,162	1,471	1,471	1,700	
5111	Material And Supplies	177,500	266,310	224,000	266,310	224,000	246,242	155,000	
	15,000 Department award medals & badges								
	1,000 Department keys & lock supplies								
	2,000 Department meeting supplies								
	50,000 Duty and range ammunition								
	25,000 Employee uniforms (professional staff)								
	2,000 Firing range supplies (targets & tools)								
	5,000 Fit Test equipment (gas masks)								
	50,000 Leather gear & accessories for sworn personnel								
	5,000 Less lethal - taser cartridges								
5112	Small Tools And Equipment	-	533	37,500	533	37,500	37,500	-	
5121	Advertising	-	-	-	-	-	-	40,000	
	40,000 Recruitment promotions / advertising								



**General  
Police  
Personnel & Training**

Account	Account Description	2018	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget
5132	Meetings And Conferences	4,500	795	7,500	7,500	7,500
	5,000 Out-of-town background investigations					
	2,500 Recruitment fairs					
5133	Education And Training	100,000	34,653	100,000	100,000	75,000
	50,000 Non reimbursed employee training					
	25,000 Out-of-state training					
5134	Training Post Reimbursable	150,000	116,889	150,000	150,000	125,000
	100,000 POST academy training for Law Enforcement Trainees					
	25,000 POST training for current employees					
5141	Local Travel And Meetings	-	97	-	-	-
5172	Equipment Maintenance	4,000	3,694	5,000	5,000	5,000
	5,000 Helmet refurbishing					
5181	Other Operating Expense	29,000	42,668	40,000	40,000	-
5502	Professional Contractual Services	-	-	439,000	439,000	50,000
	50,000 Contract services for background investigations					
5505	Other Professional Services	34,300	54,729	53,500	56,000	52,000
	300 Alarm services at firing range					
	5,700 Landscaping fees at firing range					
	25,000 Polygraph services for police candidates					
	3,000 Pre-employment credit checks					
	18,000 SB County Sheriff's rifle range fees					
	<b>Personnel &amp; Training Totals:</b>	<b>1,752,502</b>	<b>1,464,795</b>	<b>2,224,612</b>	<b>2,249,354</b>	<b>2,371,600</b>

**General  
Police  
Special Enforcement Teams**

Account	Account Description	2018	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget
5011	Salaries Permanent Fulltime	2,156,809	1,953,770	1,560,140	1,560,140	2,216,000
5012	Special Salaries	62,600	55,787	44,450	44,450	55,400
5013	Auto Phone Allowance	780	390	-	-	800
5015	Overtime	100,000	209,509	125,000	125,000	225,000
5018	Vacation Pay	-	78,230	-	-	-
5026	PERS Retirement	324,997	302,360	270,099	270,099	407,700
5027	Health Life Insurance	220,617	167,107	123,242	123,242	210,000
5029	Medicare	32,182	33,378	23,267	23,267	32,900
5034	Calpers Unfunded Liability	834,686	805,042	698,118	698,118	1,170,700
5601	Garage Charges	-	-	15,138	15,138	11,500
5602	Workers Compensation	28,644	28,448	204,858	204,858	238,700
5603	Liability	14,316	6,489	76,760	76,760	73,900
5604	IT Charges In House	10,220	8,955	63,318	63,318	66,600
5612	Fleet Charges Fuel	-	-	20,214	20,214	30,200
5111	Material And Supplies	9,000	15,644	3,000	3,000	28,500
	2,500 Hazmat protective gear					
	2,500 Locks for dispensary search warrants					
	500 Rifle batteries					
	5,000 Simunition training ammunition					
	13,000 SWAT training ammunition					
	5,000 Tear gas cannisters, 37mm, 40mm, 12GA projectiles					
5122	Dues And Subscriptions	600	-	-	-	-
5132	Meetings And Conferences	2,000	-	-	-	4,500
	4,500 CNOA Conference					
5141	Local Travel And Meetings	-	411	-	-	-
5505	Other Professional Services	16,680	9,492	11,700	13,417	15,400
	2,100 Cell Phone GPS service					
	2,400 GPS tracking unit airtime					
	2,500 SB County Sheriff rifle range fees					

**General  
Police  
Special Enforcement Teams**

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
7,200	Seized vehicle storage services					
1,200	Weapon repairs	3,814,131	3,675,013	3,239,304	3,241,021	4,787,800
<b>Special Enforcement Teams Totals:</b>		<b>3,814,131</b>	<b>3,675,013</b>	<b>3,239,304</b>	<b>3,241,021</b>	<b>4,787,800</b>

**General  
Police  
Intel/Emergency Management**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	1,760,347	1,230,681	2,030,019	2,030,019	2,365,900	
5012	Special Salaries	42,250	32,888	52,250	52,250	60,700	
5013	Auto Phone Allowance	780	390	780	780	800	
5015	Overtime	100,000	122,383	25,000	25,000	75,000	
5018	Vacation Pay	-	62,391	-	-	-	
5026	PERS Retirement	241,750	178,731	308,197	308,197	400,600	
5027	Health Life Insurance	189,920	112,490	213,046	213,046	234,500	
5029	Medicare	26,138	21,228	30,193	30,193	35,200	
5034	Calpers Unfunded Liability	622,317	600,216	779,805	779,805	1,108,900	
5602	Workers Compensation	52,945	52,583	193,662	193,662	252,700	
5603	Liability	26,462	11,995	72,564	72,564	78,200	
5604	IT Charges In House	18,890	16,552	59,857	59,857	70,500	
5111	Material And Supplies	2,500	566	500	500	4,500	
	4,000 Food & supplies for overtime events (reimbursable)						
	500 Intel supplies						
5122	Dues And Subscriptions	500	341	300	300	100	
	100 Prezi Membership for Crime Analyst						
5181	Other Operating Expense	-	540	-	-	-	
5502	Professional Contractual Services	-	-	20,000	20,000	-	
	<b>Intel/Emergency Management Totals:</b>	<b>3,084,799</b>	<b>2,443,975</b>	<b>3,786,173</b>	<b>3,786,173</b>	<b>4,687,600</b>	

General  
Police  
Violence Intervention

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	-	26,951	-	-	32,700	
5026	PERS Retirement	-	4,006	-	-	2,800	
5027	Health Life Insurance	-	2,535	-	-	3,800	
5029	Medicare	-	428	-	-	500	
5034	Calpers Unfunded Liability	-	-	-	-	9,400	
5602	Workers Compensation	-	-	-	-	3,200	
5603	Liability	-	-	-	-	1,000	
5604	IT Charges In House	-	-	-	-	900	
<b>Violence Intervention Totals:</b>		-	33,921	-	-	54,300	

General  
Police  
PD Special Events Reimb OT

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5015	Overtime	-	328,076	1,000,000	1,000,000	500,000	500,000
5026	PERS Retirement	-	1	-	-	-	-
5027	Health Life Insurance	-	15,529	-	-	-	-
5029	Medicare	-	3,497	-	-	-	-
<b>PD Special Events Reimb OT Totals:</b>		-	347,103	1,000,000	1,000,000	500,000	500,000

General  
Police  
SAN MANUEL CCF 2017-2020

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	-	-	-	-	-	-	520,400	
5012	Special Salaries	-	-	-	-	-	-	12,400	
5015	Overtime	-	332,539	852,500	852,500	852,500	852,500	25,000	
5026	PERS Retirement	-	6	-	-	-	-	93,100	
5027	Health Life Insurance	-	(9,763)	-	-	-	-	60,400	
5029	Medicare	-	4,686	-	-	-	-	7,700	
5034	Calpers Unfunded Liability	-	-	-	-	-	-	293,700	
5602	Workers Compensation	-	-	-	-	-	-	56,700	
5603	Liability	-	-	-	-	-	-	17,500	
5604	IT Charges In House	-	-	-	-	-	-	15,800	
5102	Computer Equip-Non Capital	-	11,249	-	-	-	-	-	
5111	Material And Supplies	-	982	-	-	-	-	5,000	
5112	Small Tools And Equipment	-	-	85,000	85,000	85,000	85,000	-	
5181	Other Operating Expense	-	324	-	-	-	-	-	
5701	Motor Vehicles	-	104,252	125,000	125,000	125,000	125,000	110,000	
	110,000 Police patrol vehicle and equipment								
5704	Miscellaneous Equipment	-	-	137,500	137,500	137,500	137,500	-	
	<b>SAN MANUEL CCF 2017-2020 Totals:</b>	-	444,274	1,200,000	1,200,000	1,200,000	1,200,000	1,217,700	

General  
Police  
DIGNITY HEALTH

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	-	-	-	-	222,900	
5012	Special Salaries	-	-	-	-	4,300	
5015	Overtime	-	68,806	250,000	250,000	25,000	
5026	PERS Retirement	-	-	-	-	39,400	
5027	Health Life Insurance	-	(897)	-	-	18,900	
5029	Medicare	-	475	-	-	3,300	
5034	Calpers Unfunded Liability	-	-	-	-	128,000	
5602	Workers Compensation	-	-	-	-	23,600	
5603	Liability	-	-	-	-	7,300	
5604	IT Charges In House	-	-	-	-	6,600	
<b>DIGNITY HEALTH Totals:</b>		-	68,384	250,000	250,000	479,300	
<b>General Fund Totals:</b>		71,809,972	71,789,612	81,101,387	81,742,696	80,164,900	



**Asset Forfeiture  
Police  
General Investigation**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
5015	Overtime	-	-	-	-	487,000
5111	Material And Supplies	1,500	707	1,500	1,500	66,500
	15,000 Dispatch Chairs					
	1,500 Narcotics K-9 supplies					
	50,000 Replacement Ballistic Vests					
5112	Small Tools And Equipment	-	44,452	-	900	-
5132	Meetings And Conferences	-	150	-	-	-
5173	Outside Vehicle Maintenance	6,500	-	6,500	6,500	6,500
	6,500 Maintenance of undercover vehicles					
5181	Other Operating Expense	60,000	56,000	60,000	60,000	60,000
	60,000 Operation expense for offsite					
5502	Professional Contractual Services	-	-	-	-	339,000
	339,000 Body Worn Camera Contract					
5505	Other Professional Services	96,500	10,718	68,500	68,500	71,000
	2,500 Cell phone tracking					
	60,000 Evidence funds					
	5,000 Narcotics K-9 training					
	1,500 Narcotics K-9 vet care					
	2,000 Tow fees					
5701	Motor Vehicles	60,000	59,552	60,000	60,000	60,000
	60,000 Replacement undercover vehicles					
5706	Alterations And Renovations	-	34,943	-	4,658	-
<b>General Investigation Totals:</b>		<b>224,500</b>	<b>206,523</b>	<b>196,500</b>	<b>202,058</b>	<b>1,090,000</b>
<b>Asset Forfeiture Totals:</b>		<b>224,500</b>	<b>206,523</b>	<b>196,500</b>	<b>202,058</b>	<b>1,090,000</b>

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

<b>Account</b>	<b>Account Description</b>	<b>2018</b>		<b>2019</b>		<b>2020</b>	
		<b>Adopted Budget</b>	<b>Actual Amount</b>	<b>Adopted Budget</b>	<b>Adopted Budget</b>	<b>Adopted Budget</b>	<b>Adopted Budget</b>
5111	Material And Supplies	15,000	20,000	15,000	15,000	15,000	15,000
	15,000 Crime prevention handouts & supplies						
5505	Other Professional Services	80,000	60,000	80,000	80,000	80,000	80,000
	80,000 Gang & Drug prevention contributions						
	<b>General Investigation Totals:</b>	<u>95,000</u>	<u>80,000</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>
	<b>Gang and Street Asset Forfeiture Totals:</b>	<u>95,000</u>	<u>80,000</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>

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

Account	Account Description	2018		2018 Actual Amount	2019		2020	
		Adopted Budget			Adopted Budget	Amended Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	-	88	-	-	-	-	-
5014	Salaries Temporary Parttime	16,000	15,307	16,190	16,190	16,190	16,500	16,500
5015	Overtime	250,000	43,535	250,000	250,000	250,000	909,700	909,700
5027	Health Life Insurance	-	3,132	-	-	-	-	-
5029	Medicare	-	855	235	235	235	200	200
5112	Small Tools And Equipment	-	2,158	-	-	1,476	25,000	25,000
5132	Meetings And Conferences	10,000	-	10,000	10,000	10,000	-	-
5181	Other Operating Expense	35,000	1,224	35,000	35,000	35,000	-	-
5502	Professional Contractual Services	180,000	17,259	180,000	180,000	180,000	50,000	50,000
	50,000 Forensic services under Orange County Coroner contract							
5701	Motor Vehicles	-	309,371	-	-	26,539	-	-
	<b>PROP 30 (AB109) Totals:</b>	491,000	392,930	491,425	491,425	519,440	1,001,400	1,001,400

Federal Grant Programs  
Police  
Public Safety Academy Cadet Prog

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5014	Salaries Temporary Parttime	-	14,789	44,261	44,261	41,200	41,200
5029	Medicare	-	214	631	631	600	600
<b>Public Safety Academy Cadet Prog Totals:</b>		-	15,003	44,892	44,892	41,800	41,800

Animal Control  
Police  
Administration

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	681,756	379,653	698,046	698,046	687,500	
5012	Special Salaries	2,580	2,580	2,580	2,580	1,700	
5014	Salaries Temporary Parttime	-	-	24,000	24,000	24,000	
5015	Overtime	3,000	5,667	3,000	3,000	3,000	
5018	Vacation Pay	-	14,356	3,000	3,000	-	
5026	PERS Retirement	65,292	36,826	69,619	69,619	72,200	
5027	Health Life Insurance	117,692	66,063	127,297	127,297	120,600	
5028	Unemployment Insurance	-	-	72	72	-	
5029	Medicare	9,923	5,846	10,159	10,159	10,000	
5034	Calpers Unfunded Liability	131,466	134,103	217,833	217,833	302,300	
5602	Workers Compensation	62,047	61,623	58,428	58,428	72,800	
5603	Liability	31,010	14,057	21,893	21,893	22,500	
5604	IT Charges In House	22,137	19,397	18,059	18,059	20,300	
5111	Material And Supplies	123,200	71,422	121,000	121,000	120,000	
	10,000 Animal Control supplies - control poles, cages, leashes, tags						
	60,000 Animal vaccines, euthanasia solution & medications						
	20,000 Cleaning solutions and supplies						
	2,000 Latex gloves						
	5,000 Maintenance supplies - boots, hoses, sprayers, etc						
	20,000 Microchips and scanners						
	3,000 Solar screen fabric for animal beds						
5112	Small Tools And Equipment	600	-	600	600	600	
	600 Misc. shelter equipment						
5122	Dues And Subscriptions	750	414	620	620	600	
	120 County of San Bernardino Public Health permit						
	500 State Humane Assoc. (Animal Laws Handbook)						
5151	Electric Charges	-	23,458	21,000	21,000	21,000	
5152	Gas Charges	-	3,648	4,000	4,000	7,500	
5154	Water Charges	-	29,857	22,000	22,000	24,000	

Animal Control  
Police  
Administration

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5172	Equipment Maintenance	1,500	-	1,500	1,500	1,500
	1,000 Maintenance of freezer, wahser & dryer					
	500 Maintenance of office equipment					
5174	Printing Charges	3,000	466	-	-	-
5175	Postage	6,000	3,575	6,000	6,000	5,000
5505	5,000 Postage for department mail					
	Other Professional Services	149,500	198,932	163,100	163,100	118,800
	25,000 After hours emergency vet services					
	25,000 Dead animal disposal services					
	1,000 Disposal of medical waste					
	1,000 Drinking water delivery service					
	5,000 Landscape maintenance					
	1,000 Monthly pest control services					
	750 Monthly security alarm services					
	60,000 Primary veterinarian services					
	<b>Administration Totals:</b>	<b>1,411,453</b>	<b>1,071,941</b>	<b>1,593,806</b>	<b>1,593,806</b>	<b>1,635,900</b>

Animal Control  
Police  
Field Services

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Amended Budget
5011	Salaries Permanent Fulltime	401,527	273,357	408,767	408,767	415,600	415,600
5012	Special Salaries	1,980	3,051	1,980	1,980	1,600	1,600
5014	Salaries Temporary Parttime	24,420	-	-	-	-	-
5015	Overtime	43,000	35,091	43,000	43,000	43,000	43,000
5018	Vacation Pay	-	5,975	-	-	-	-
5026	PERS Retirement	36,535	24,755	37,624	37,624	42,400	42,400
5027	Health Life Insurance	58,728	40,940	62,543	62,543	71,100	71,100
5029	Medicare	5,851	4,680	5,956	5,956	6,000	6,000
5034	Calpers Unfunded Liability	77,517	74,340	122,531	122,531	170,100	170,100
5601	Garage Charges	27,504	26,715	37,903	37,903	38,000	38,000
5602	Workers Compensation	35,826	35,581	35,350	35,350	43,800	43,800
5603	Liability	17,905	8,116	13,245	13,245	13,600	13,600
5604	IT Charges In House	12,782	11,200	10,926	10,926	12,200	12,200
5612	Fleet Charges Fuel	30,553	25,894	31,384	31,384	30,400	30,400
5701	Motor Vehicles	150,000	-	124,000	243,943	-	-
<b>Field Services Totals:</b>		924,127	569,695	935,209	1,055,153	887,800	887,800

Animal Control  
Police  
Animal Shelter Services

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget
5014	Salaries Temporary Parttime	77,686	-	38,175	38,175	38,175	38,900
5028	Unemployment Insurance	-	-	115	115	115	-
5029	Medicare	-	-	554	554	554	600
<b>Animal Shelter Services Totals:</b>		<b>77,686</b>	<b>-</b>	<b>38,844</b>	<b>38,844</b>	<b>38,844</b>	<b>39,500</b>
<b>Animal Control Totals:</b>		<b>2,413,266</b>	<b>1,641,636</b>	<b>2,567,859</b>	<b>2,687,803</b>	<b>2,687,803</b>	<b>2,563,200</b>



Traffic Safety  
Police  
Traffic Safety

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5102	Computer Equip-Non Capital	-	19,868	-	-	-	-
5112	Small Tools And Equipment 10,000 Crash Date Reader System	-	-	-	-	-	10,000
5701	Motor Vehicles 600,000 Replacement patrol vehicles & equipment	600,000	650,158	600,000	600,000	600,000	600,000
<b>Traffic Safety Totals:</b>		600,000	670,026	600,000	600,000	600,000	610,000

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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 delivers cost effective, safe, reliable and sustainable projects, programs and quality services with a focus on our community. The focus for FY 2019/2020 will be on establishing deliverable customer service levels within the adopted budget.

## **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. In order to protect critical operational function, the Executive Assistant to the Director position was eliminated in this fiscal year.

## **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. In 2018/19, Parks Maintenance was moved to this division.

The Division has a tremendous job of moving from a reactive to proactive operational model. Budget efforts for FY 2018/19 will continue to improve on the proactive strategy and defining service levels that can be accomplished within the approved budget levels. With the upcoming budget constraints, the professional services funding was reduced to FY 2017/18 levels or beyond. Service levels have been adjusted accordingly. As an example, the tree pruning cycle has been extended from four years to 8 years. In addition, non-essential or limited function positions have been eliminated. This budget also realigned the Right of Way portions of the Quality of Life work back into this division. This move will leave private property abatement under the Code Enforcement team and result in streamlining the City's response and enforcement structure.

## **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. With the additional of a Real Property Manager position, this section will move into the much needed property management role.

### **FACILITIES AND FLEET**

The Facilities & Fleet Management Division repairs and maintains over 800 City vehicles including automobiles, motorcycles and both light and heavy duty trucks. In 2016, the solid waste fleet was transferred to Burrtec, Inc. Additionally, the City has been slowly replacing beyond serviceable vehicles with new vehicles. Given these, the elimination of one Equipment Mechanic Supervisor positions is proposed.

The staff also provides preventive, responsive and emergency maintenance service of all City buildings and facilities, as well as custodial maintenance to 39 buildings. Staff members also manage all utilities to these public buildings. For Facilities, given the coming year's budget constraints, it is anticipated that the workload in this division will be driven to a greater degree by failure response rather than proactive replacement and rehabilitation.

### **ENVIRONMENTAL**

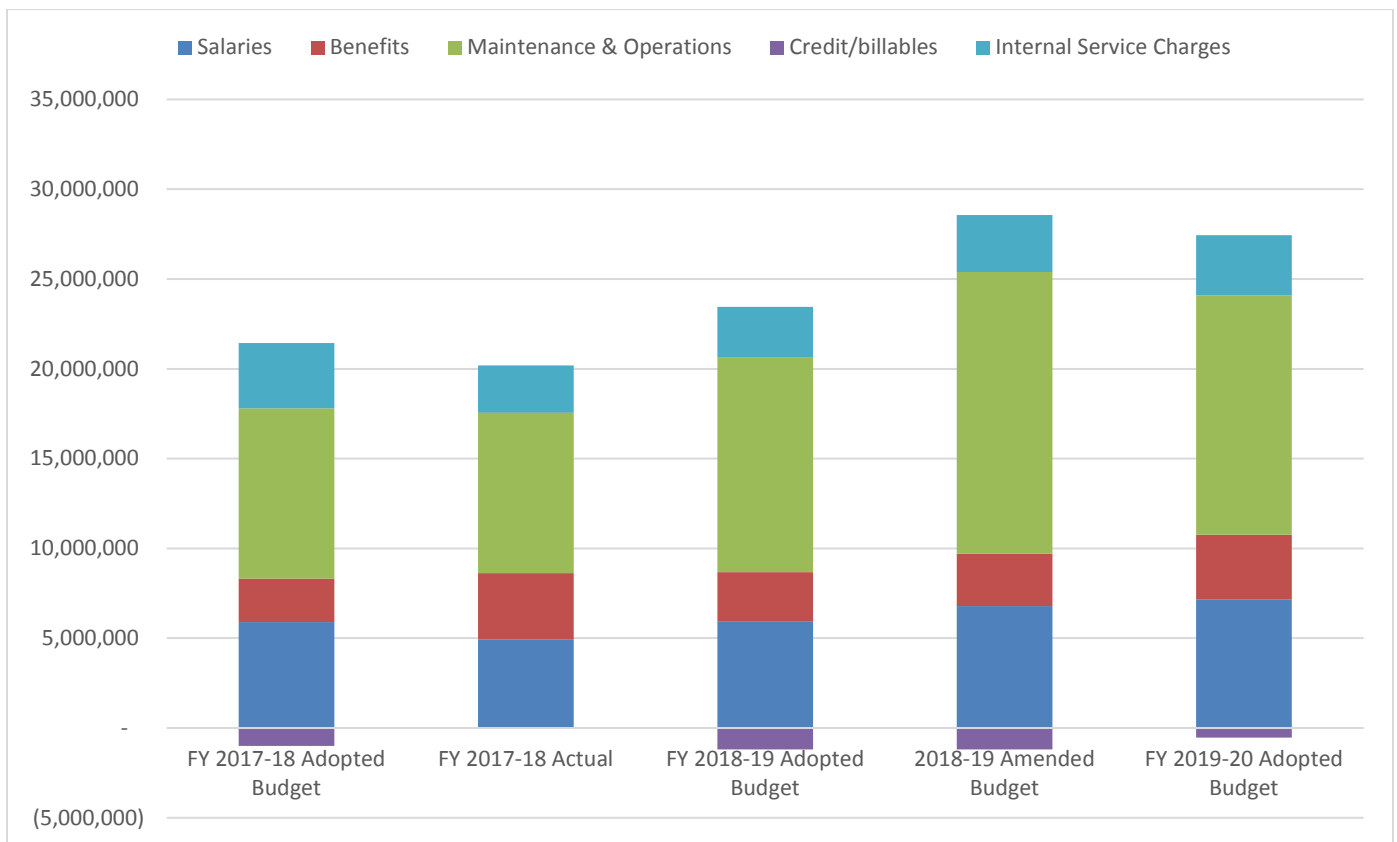
The Environmental Program Division is responsible for the administration of the \$28 million Franchise Agreement with Burrtec Waste Industries and works cooperatively with them to meet State mandated waste management and recycling requirements. Implementation of the Mandatory Commercial and Organics Recycling is the priority for the coming year. Additionally, this division will be focused on the re-evaluation and re-negotiations of the current Franchise Agreement.

For FY 2019/20, this section will be taking on overall responsibility for the City's National Pollutant Discharge Elimination System regulations. The focus for FY 2019/20 is regulatory compliance. Both programs require enhanced inspection programs to ensure the City remains compliant with current regulations.

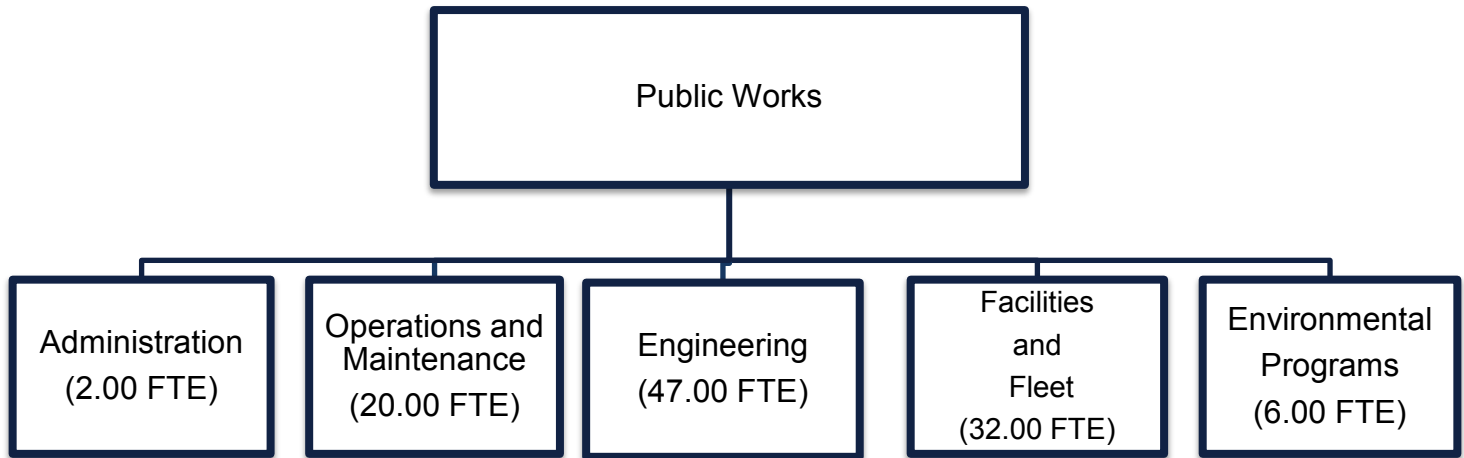
## BUDGET HIGHLIGHTS

- Balance spending between the Gas Tax and General Fund to ensure the Minimum Level of Effort requirements are met and impact to the General Fund is minimized.
- Focuses on the most critical customer service levels in the Operation and Maintenance Division.
- Continues to realign funding to emphasize Council priorities and critical needs.
- Reductions to Landscape Maintenance contract, Striping contract, Concrete contract, and Street Light Maintenance contract were made as part of the citywide reductions.
- Eight (8) FullTime positions were cut with the adoption of this budget, as well as funding for a part-time Parks Maintenance Worker.

## SUMMARY BY CLASSIFICATION



## ORGANIZATIONAL CHART



## PERSONNEL SUMMARY

	2016-17 Adopted	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted
<b>Public Works</b>				
Accounting Assistant	2	2	2	2
Administrative Analyst I (Flex)	0	0	1	0
Administrative Analyst II	0	0	0	1
Administrative Assistant	2	2	2	2
Administrative Services Supervisor	2	2	1	1
Arborist	0	0	0	2
Assessment District/Real Prop Specialist	2	2	2	1
Assessment District/Real Property Manager	1	1	0	0
Building Maintenance Division Manager (U)	1	1	0	0
Cemetery Caretaker	0	0	0	1
Construction Inspector I (Flex)	2	2	2	1
Construction Inspector II	3	3	2	2
Construction Manager	1	1	1	1
Custodial Maintenance Supervisor	0	0	1	1
Custodian	8	8	8	8
Data Analyst	0	0	0	1
Departmental Accounting Technician	3	3	1	0
Deputy Director Of Public Works/City Engineer (U)	1	1	1	1
Director Of Public Works (U)	1	1	1	1
Electrician I (Flex)	2	2	1	1
Engineering Assistant I (Flex)	3	3	2	2
Engineering Assistant II	3	3	3	3
Engineering Associate	1	1	1	1

Environmental Project Specialist	1	1	1	1
Equipment Maintenance Manager	1	1	0	0
Equipment Maintenance Supervisor	2	2	2	2
Equipment Mechanic I (Flex)	4	1	0	0
Equipment Mechanic II	12	6	7	7
Equipment Service Worker	1	1	2	2
Executive Assistant	1	1	1	1
Executive Assistant To Director (U)	1	1	1	0
Facilities & Fleet Maintenance Division Manager (U)	0	0	1	1
Facilities Maintenance Mechanic	3	3	3	4
Facilities Maintenance Supervisor	1	1	1	1
Forestry Supervisor	0	0	0	1
Groundworker Arborist	0	0	0	2
Hazmat Technician	1	1	1	0
Heavy Equipment Operator	2	2	2	0
HVAC Mechanic	1	1	1	1
IW Field Inspector	1	1	1	1
Landscape Inspection Supervisor	1	1	1	0
Landscape Inspector I (Flex)	0	0	0	3
Landscape Inspector II	1	1	1	2
Lead Custodian	2	2	1	1
Lead Maintenance Worker	5	5	4	2
Lead Park Construction & Maintenance Worker	0	0	0	1
Maintenance Supervisor	1	1	1	1
Maintenance Worker I (Flex)	15	14	15	11
Maintenance Worker II	6	6	4	5
Maintenance Worker III	2	4	4	3
NPDES Coordinator	0	0	0	1
NPDES Inspector Ii	0	0	0	1
Office Assistant	0	0	2	1
Operations & Maintenance Division Manager (U)	1	1	1	1
Parks And Landscape Maintenance Supervisor	0	0	0	1
Parks Maintenance Worker II	0	0	0	2
Plumber	1	1	1	1
Pool Maintenance Coordinator	0	0	0	1
Principal Civil Engineer	1	1	1	1
Real Property Manager	0	0	0	1
Regulatory Compliance Analyst	1	1	0	0
Safety & Training Officer	0	0	1	1
Senior Arborist	0	0	0	1
Senior Customer Service Rep/Dispatcher	1	0	0	0

Senior Management Analyst	1	1	1	1
Senior Office Assistant	1	1	0	0
Street Signal/Lighting Supervisor	1	1	1	1
Traffic Engineer	1	1	1	1
Traffic Engineering Associate	1	1	1	1
Traffic Operations & Systems Analyst	1	1	1	1
Traffic Signal Technician I (Flex)	1	1	1	0
Traffic Signal Technician II	2	2	2	3
Tree Trimmer Assistant	1	1	1	0
Tree Trimmer I	1	1	1	0
Tree Trimmer II	1	1	1	0
<b>Public Works Total</b>	<b>120</b>	<b>111</b>	<b>104</b>	<b>107</b>

**PERSONNEL CHANGES**

During FY 2018/19 the Public Works Department underwent a reorganization, absorbing city-wide Parks Maintenance functions as well as Stormwater/NPDES responsibilities. This increased their total position count by 10 FTEs.

Addition of one (1) Environmental Project Inspector I.

The following positions were eliminated with the approval of the FY 19/20 Budget:

- One (1) Executive Assistant to the Director
- One (1) Engineering Associate
- One (1) Office Assistant
- One (1) Hazmat Technician
- Two (2) Heavy Equipment Operator
- One (1) Lead Maintenance Worker
- One (1) Landscape Inspector I



## **LOOKING BACK -ACHIEVEMENTS**

### **ACHIEVEMENT #1**

Successfully hired a permanent Operations and Maintenance Manager.

### **ACHIEVEMENT #2**

Hired new Real Property Manager for better support property management function.

### **ACHIEVEMENT #3**

Completed 70% of the Capital Improvement Projects on time and on budget.

### **ACHIEVEMENT #4**

Implemented a Mandatory Commercial Recycling Program.

### **ACHIEVEMENT #5**

Operation and Maintenance Division resolved over 7000 past due CRM's and shifted to a proactive operational management model.

### **ACHIEVEMENT #6**

Integrated the Parks Maintenance function into the Department.

**LOOKING FORWARD – PERFORMANCE MEASURES**

	<b>FY 18/19 Actual</b>	<b>FY 19/20 Goal</b>	<b>Mayor and City Council Goal &amp; Objective</b>
<b>Goal:</b> 1. Compliance to Solid Waste regulations related to Mandatory Commercial Recycling including organics.			Improve City Government Operations
<b>Measure:</b> Implement the newly established organization chart which clearly identifies roles and accountability.	No	100%	
<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.	50%	80%	
<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.	70%	100%	
<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	70%	100%	

**City of San Bernardino  
2019-20 Department Summary  
Public Works**

A. Department/ Division	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from 18-19 Amended Budget
0001 Administration	4,655,965	4,399,988	2,713,085	3,163,100	2,001,728	-37%
1106 Cemetery Administration			-	185,390	222,700	20%
0069 Aquatics	-	-	-	152,534	236,400	55%
0099 Right of Way Cleaning	131,873	170,537	528,482	528,482	732,500	39%
0098 Recycling & Enviro Sustainabilit	303	348,532	-	22,570	-	-100%
0027 Stormwater Management			-	408,150	536,200	31%
0125 Property Maintenance					246,200	
0025 Capital Projects	2,083,833	2,379,413	814,299	814,299	1,508,100	85%
0072 Parks Maintenance	258,571	133,598	-	3,720,303	4,073,400	9%
0090 Tree Maint (Urban Forestry)	402,400	602,018	1,596,000	1,596,000	1,432,600	-10%
0094 Sewer Line Maintenance	-	(27)	-	-	-	
0106 City-Owned Median Maintenance	-	-	681,843	742,370	208,600	-72%
0026 Traffic Engineering	597,629	539,606	463,984	455,799	772,200	69%
0031 Real Property	380,135	168,192	297,614	322,346	487,500	51%
0036 Custodial Maintenance	1,227,204	1,107,294	1,279,304	1,279,304	1,448,100	13%
0037 Building Maintenance	1,410,302	1,227,630	1,543,007	1,618,157	2,094,000	29%
0088 Street Maintenance	2,432,060	1,583,751	2,552,752	2,480,333	1,956,800	-21%
0089 Graffiti Removal	586,633	502,118	597,468	566,546	348,300	-39%
0091 Concrete Maintence	304,178	482,678	607,514	627,514	578,600	-8%
0092 Street Light Maintenance	1,068,694	1,064,924	2,350,210	2,350,210	2,241,800	-5%
0093 Traffic Signal Maintenance	1,001,562	1,001,833	1,218,653	1,323,977	1,512,100	14%
0095 Auto Residential Collection	-	27,261	-	-	-	
0096 Commercial Refuse Collection	-	14,720	-	-	-	
0097 Street Sweeping	-	28	-	-	-	
0100 Vehicle Maintenance	3,469,095	4,220,480	3,556,696	3,518,196	3,089,700	-12%
0151 Storm Drain	248,232	124,021	389,846	403,203	240,900	-40%
0152 Traffic Signs & Markings	-	564	930,629	910,629	904,500	-1%
0975 Curbside Container Recycling Reb	21,803	-	-	21,803	-	-100%
0977 CARPS /CCPP	54,111	21,946	53,740	83,883	54,549	-35%
0978 OPP Grant	59,117	59,094	58,421	58,421	60,552	4%
0981 TCU TIRE GRANT	40,000	3,046	10,000	10,000	-	-100%
<b>Grand Total</b>	<b>20,433,700</b>	<b>20,183,244</b>	<b>22,243,546</b>	<b>27,363,520</b>	<b>26,988,029</b>	<b>-1%</b>

B. Expenditures BY Classification	FY 2017-18 Adopted Budget	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2018-19 Amended Budget	FY 2019-20 Adopted Budget	% Change from 18-19 Amended Budget
Salaries	5,901,050	4,922,151	5,908,048	6,781,879	7,148,600	5%
Benefits	2,415,264	3,704,328	2,771,294	2,939,043	3,607,400	23%
Maintenance & Operations	9,480,004	8,942,142	11,970,275	15,673,067	13,429,529	-14%
Credit/billables	(1,000,000)	-	(1,199,999)	(1,199,999)	(541,100)	-55%
Internal Service Charges	3,637,383	2,614,622	2,793,929	3,169,530	3,343,600	5%
<b>Grand Total</b>	<b>20,433,700</b>	<b>20,183,244</b>	<b>22,243,546</b>	<b>27,363,520</b>	<b>26,988,029</b>	<b>-1%</b>

**City of San Bernardino  
2019-20 Department Summary  
Public Works**

<b>C. Funding Sources</b>	<b>FY 2017-18 Adopted Budget</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Adopted Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY 2019-20 Adopted Budget</b>	<b>% Change from 18-19 Amended Budget</b>
001 General	8,701,907	7,704,821	9,304,091	19,647,476	15,189,900	-23%
123 Federal grant programs	175,334	84,086	122,161	174,107	115,101	-34%
126 Gas tax fund	6,956,830	6,186,863	6,266,744	1,007,318	5,365,900	433%
129 Measure I	165,868	155,475	1,650,000	1,650,000	1,650,000	0%
247 Cultural Developmnt Construction					90,000	
527 Integrated waste management	670,266	1,174,807	1,070,743	1,093,313	1,206,028	10%
635 Fleet services fund	3,763,495	4,877,220	3,829,807	3,791,307	3,371,100	-11%
<b>Grand Total</b>	<b>20,433,700</b>	<b>20,183,244</b>	<b>22,243,546</b>	<b>27,363,520</b>	<b>26,988,029</b>	<b>-1%</b>

**General  
Public Works  
Administration**

Account	Account Description	2018	2018	2019	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget
5011	Salaries Permanent Fulltime	456,246	360,165	966,880	972,065	254,300	
5013	Auto Phone Allowance	6,300	4,362	17,400	17,400	8,700	
5014	Salaries Temporary Parttime	5,100	-	-	-	-	
5015	Overtime	5,000	1,963	-	-	-	
5018	Vacation Pay	-	3,668	-	-	-	
5033	Salary Savings	(250,000)	-	(445,783)	(445,783)	-	
5026	PERS Retirement	39,559	32,840	87,461	87,988	27,500	
5027	Health Life Insurance	72,851	58,007	124,714	123,724	27,500	
5029	Medicare	6,616	3,679	14,020	14,095	3,700	
5034	Calpers Unfunded Liability	41,266	83,696	190,604	190,604	37,800	
5601	Garage Charges	163,532	-	-	-	-	
5602	Workers Compensation	132,482	131,576	83,815	83,815	21,700	
5603	Liability	282,067	127,858	86,031	86,031	36,600	
5604	IT Charges In House	275,689	241,564	197,599	197,599	49,900	
5612	Fleet Charges Fuel	61,122	-	-	-	-	
5111	Material And Supplies	6,000	-	2,000	2,000	2,000	
	2,000 Office supplies						
5112	Small Tools And Equipment	300	-	300	300	300	
	300 Date/time stamp maintenance						
5121	Advertising	1,000	-	-	-	-	
5122	Dues And Subscriptions	1,100	-	3,200	3,200	3,200	
	3,200 American Public Works Association						
5132	Meetings And Conferences	1,000	1,320	3,000	3,000	3,000	
	3,000 Conferences for Public Works Director						
5133	Education And Training	300	-	-	-	-	
5151	Electric Charges	800,000	846,652	-	-	-	
5152	Gas Charges	1,000	177	-	-	-	
5154	Water Charges	15,000	6,442	-	-	-	

General  
Public Works  
Administration

Account	Account Description	2018	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget
5172	Equipment Maintenance	100	-	100	100	100
	100 Miscellaneous repairs					
5174	Printing Charges	450	1,417	1,500	1,500	1,000
	1,000 Printing					
5175	Postage	600	550	600	600	1,000
	1,000 Postage					
5176	Copy Machine Charges	750	3,099	1,000	1,000	6,000
	6,000 Copy machine maintenance					
5181	Other Operating Expense	-	1,400	-	-	-
5502	Professional Contractual Services	-	106,027	50,000	30,600	30,000
	10,000 Grant writing					
	20,000 Strategic planning Consultant					
5505	Other Professional Services	-	108	-	-	-
5701	Motor Vehicles	500,000	-	-	460,077	-
5703	Communications Equipment	-	-	-	16,500	-
5704	Miscellaneous Equipment	-	43,271	-	-	-
<b>Administration Totals:</b>		2,625,430	2,059,841	1,384,441	1,846,416	514,300

**General  
Public Works  
Capital Projects**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	1,155,642	766,679	836,180	836,180	836,180	989,600		
5013	Auto Phone Allowance	-	2,400	-	-	-	6,900		
5014	Salaries Temporary Parttime	-	56,139	-	-	-	-		
5015	Overtime	30,000	45,059	60,000	60,000	60,000	60,000		
	60,000 Overtime								
5018	Vacation Pay	-	19,658	-	-	-	-		
5026	PERS Retirement	106,959	67,532	77,707	77,707	77,707	96,500		
5027	Health Life Insurance	133,240	84,377	92,201	92,201	92,201	108,700		
5029	Medicare	16,757	13,046	12,125	12,125	12,125	14,300		
5034	Calpers Unfunded Liability	222,008	214,123	163,375	163,375	163,375	238,100		
5601	Garage Charges	14,905	11,710	14,734	14,734	14,734	2,800		
5602	Workers Compensation	102,492	101,791	74,757	74,757	74,757	82,000		
5603	Liability	218,216	98,915	76,733	76,733	76,733	138,200		
5604	IT Charges In House	213,283	186,883	176,244	176,244	176,244	188,600		
5612	Fleet Charges Fuel	6,557	5,380	7,659	7,659	7,659	3,600		
5946	Credit C-1 Recoverable	(1,000,000)	-	(946,973)	(946,973)	(946,973)	(457,700)		
5111	Material And Supplies	6,500	9,032	1,400	1,400	1,400	2,600		
	300 Ink Cartridges								
	700 OCE Plotwave 300 Toner								
	400 Office Depot								
	1,200 Water Service								
5112	Small Tools And Equipment	750	339	750	750	750	2,500		
	2,500 Annual Supplies (Hub) for Engineers and Inspectors								
5122	Dues And Subscriptions	1,250	3,200	30,000	30,000	30,000	3,800		
	3,500 American Society of Civil Engineers								
	345 Professional Engineering License Renewal								
5133	Education And Training	4,000	2,888	6,000	6,000	6,000	6,000		
	400 BSNF Railway Safety Training								

**General  
Public Works  
Capital Projects**

Account	Account Description	2018	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget
	400 Green Book Training					
	1,200 ICC Certification					
	2,000 Inspector's training					
	2,000 League of California Cities for PW Officers					
5167	Software Maintenance	-	-	-	-	16,000
	16,002 Auto CAD Software					
5172	Equipment Maintenance	1,200	430	2,000	2,000	2,000
	2,000 OCE Platewave 300 Maintenance					
5174	Printing Charges	900	-	1,500	1,500	600
	600 Printing					
5176	Copy Machine Charges	2,400	1,294	2,400	2,400	2,400
	2,400 Konica Minolta Maintenance					
5181	Other Operating Expense	8,000	-	-	-	-
5183	Management Allowance	-	-	-	-	600
	600 Management Allowance					
5502	Professional Contractual Services	100,000	71,053	-	-	-
5701	Motor Vehicles	-	-	64,000	64,000	-
<b>Capital Projects Totals:</b>		<b>1,345,060</b>	<b>1,761,928</b>	<b>752,791</b>	<b>752,791</b>	<b>1,508,100</b>



**General  
Public Works  
Traffic Engineering**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	252,389	143,827	259,410	259,410	259,410	389,800		
5014	Salaries Temporary Parttime	-	6,145	-	-	-	-		
5015	Overtime	5,000	2,599	5,400	5,400	5,400	7,000		
	505 Christmas Day Parade								
	63 Health Fair set up								
	252 Mayor's State of the City								
	1,262 Misc & Special Events/Investigations								
	1,600 Miscellaneous events								
	757 Route 66								
	1,009 SBD Fest SB Airport (2 days)								
	946 Striping Projects (Misc)								
	568 Veteran's Day Parade								
5018	Vacation Pay	-	6,799	-	-	-	-		
5026	PERS Retirement	22,770	13,750	25,456	25,456	25,456	38,900		
5027	Health Life Insurance	30,242	19,207	34,181	34,181	34,181	47,000		
5029	Medicare	3,660	2,314	3,761	3,761	3,761	5,700		
5034	Calpers Unfunded Liability	48,486	46,764	40,844	40,844	40,844	79,400		
5601	Garage Charges	21,814	30,139	58,674	58,674	58,674	28,300		
5602	Workers Compensation	22,418	22,264	20,301	20,301	20,301	32,500		
5603	Liability	47,730	21,635	20,838	20,838	20,838	54,700		
5604	IT Charges In House	46,651	40,876	47,862	47,862	47,862	74,700		
5612	Fleet Charges Fuel	19,547	21,396	25,618	25,618	25,618	20,000		
5946	Credit C-1 Recoverable	-	-	(253,026)	(253,026)	(253,026)	(83,400)		
5111	Material And Supplies	10,000	-	1,515	1,515	1,515	-		
5112	Small Tools And Equipment	800	41	4,400	4,400	4,400	-		
5122	Dues And Subscriptions	2,500	1,571	2,300	2,300	2,300	-		
5133	Education And Training	2,500	35	900	900	900	-		
5171	Rentals	1,300	-	-	-	-	-		

General  
Public Works  
Traffic Engineering

Account	Account Description	2018		2018 Actual Amount	2019		2020	
		Adopted Budget	500		Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5172	Equipment Maintenance	500		-	8,150	8,150	-	-
5174	Printing Charges	200		-	1,000	1,000	-	-
5176	Copy Machine Charges	450		-	900	900	-	-
5181	Other Operating Expense	1,000		-	28,000	28,000	-	-
5502	Professional Contractual Services	25,000		134,692	42,500	59,315	-	-
5505	Other Professional Services	-		-	85,000	60,000	-	-
<b>Traffic Engineering Totals:</b>		564,956		514,057	463,984	455,799	694,600	

**General  
Public Works  
Stormwater Management**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	-	-	-	-	150,452	-	154,200	
5015	Overtime 1,500 Overtime	-	-	-	-	2,500	-	1,500	
5026	PERS Retirement	-	-	-	-	14,484	-	15,800	
5027	Health Life Insurance	-	-	-	-	10,474	-	15,600	
5029	Medicare	-	-	-	-	2,182	-	2,200	
5034	Calpers Unfunded Liability	-	-	-	-	-	-	37,800	
5602	Workers Compensation	-	-	-	-	-	-	12,700	
5603	Liability	-	-	-	-	-	-	21,300	
5604	IT Charges In House	-	-	-	-	-	-	29,100	
5111	Material And Supplies 500 Office supplies	-	-	-	-	300	-	500	
5112	Small Tools And Equipment 400 Miscellaneous tools	-	-	-	-	450	-	600	
5122	Dues And Subscriptions 200 Safety jacket and boots 150 Metal recycling dues	-	-	-	-	250	-	800	
5133	Education And Training 600 Various membership NPDES dues 2,000 Training	-	-	-	-	2,000	-	2,000	
5174	Printing Charges 100 Printing	-	-	-	-	425	-	100	
5175	Postage	-	-	-	-	100	-	-	
5181	Other Operating Expense 50,000 MS4 Permit	-	-	-	-	-	-	230,000	
5502	Professional Contractual Services 180,000 San Bernardino County Flood Control Permit 12,023 Water sample testing	-	-	-	-	224,534	-	12,000	

**General  
 Public Works  
 Stormwater Management**

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
<b>Stormwater Management Totals:</b>						
		-	-	-	408,150	536,200

General  
Public Works  
Real Property

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	169,956	46,064	118,005	138,577	257,300	
5015	Overtime	-	632	1,000	1,000	1,000	
	1,000 Overtime - Council						
5018	Vacation Pay	-	2,351	-	-	-	
5026	PERS Retirement	16,886	4,023	11,157	13,249	25,700	
5027	Health Life Insurance	29,100	6,837	17,538	19,308	28,400	
5029	Medicare	2,465	713	1,711	2,009	3,700	
5034	Calpers Unfunded Liability	32,650	31,490	27,229	27,229	60,500	
5602	Workers Compensation	15,726	15,618	15,770	15,770	21,300	
5603	Liability	33,482	15,177	16,186	16,186	35,800	
5604	IT Charges In House	32,725	28,674	37,178	37,178	48,900	
5111	Material And Supplies	1,500	290	500	500	1,000	
	1,000 Office material - supplies, files, folders, fastners, pens.						
5121	Advertising	2,200	739	1,000	1,000	1,000	
	1,000 Advertising						
5122	Dues And Subscriptions	600	376	840	840	1,400	
	240 County Assessors Map Revisions/Updates						
	1,200 Membership to International Right of Way Association						
5133	Education And Training	2,000	2,000	1,500	1,500	1,500	
	1,500 International Right-of-way classes/seminar						
5172	Equipment Maintenance	100	-	-	-	-	
5174	Printing Charges	200	46	200	200	-	
5175	Postage	100	-	100	100	-	
5176	Copy Machine Charges	200	-	200	200	-	
5181	Other Operating Expense	4,200	3,246	27,500	27,500	-	
5502	Professional Contractual Services	-	-	20,000	20,000	-	
	<b>Real Property Totals:</b>	<b>344,089</b>	<b>158,276</b>	<b>297,614</b>	<b>322,346</b>	<b>487,500</b>	

**General  
Public Works  
Custodial Maintenance**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	405,557	419,597	432,114	432,114	432,114	475,800		
5014	Salaries Temporary Parttime	311,609	232,676	299,146	299,146	299,146	287,200		
	287,184 Part-time Custodial Staff								
5015	Overtime	1,500	2,765	2,500	2,500	2,500	2,500		
	2,500 Overtime								
5018	Vacation Pay	-	15,486	-	-	-	-		
5026	PERS Retirement	35,413	40,372	39,712	39,712	39,712	46,700		
5027	Health Life Insurance	75,127	76,558	69,928	69,928	69,928	93,300		
5029	Medicare	5,881	8,172	6,266	6,266	6,266	6,900		
5034	Calpers Unfunded Liability	77,911	75,144	140,911	140,911	140,911	205,000		
5601	Garage Charges	13,138	8,434	9,219	9,219	9,219	14,100		
5602	Workers Compensation	37,575	37,318	38,773	38,773	38,773	42,000		
5603	Liability	80,001	36,264	39,798	39,798	39,798	70,800		
5604	IT Charges In House	78,192	68,514	91,411	91,411	91,411	96,600		
5612	Fleet Charges Fuel	3,300	3,022	3,526	3,526	3,526	3,900		
5111	Material And Supplies	75,000	57,939	55,000	55,000	55,000	55,000		
	55,000 Custodial materials and supplies								
5112	Small Tools And Equipment	15,000	5,000	12,500	12,500	12,500	9,800		
	1,000 Carpet dryers								
	3,000 Consumables - vacuum bags and HEPA filters								
	2,500 Hand tools, mop buckets and ringers, brooms, hoses								
	2,000 Maintenance and repair of equipment								
	1,000 Personal Protective Equipment (PPE)								
	300 Replacement vacuums								
5133	Education And Training	-	-	-	-	-	2,500		
	2,500 Chemical training								
5171	Rentals	12,000	12,538	16,000	16,000	16,000	16,000		
	16,000 Uniforms								

General  
Public Works  
Custodial Maintenance

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget
5181	Other Operating Expense	-	-	2,500	2,500	2,500	-
5505	Other Professional Services	-	7,496	20,000	20,000	20,000	20,000
	20,000 Mechanical street sweeping service						
	<b>Custodial Maintenance Totals:</b>	1,227,204	1,107,294	1,279,304	1,279,304	1,279,304	1,448,100

**General  
Public Works  
Building Maintenance**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	349,318	325,269	410,342	410,342	433,958	453,000		
5015	Overtime	45,000	28,929	35,000	35,000	35,000	50,000		
5018	50,000 Overtime Vacation Pay	-	18,946	-	-	-	-		
5026	PERS Retirement	31,517	30,509	39,462	39,462	41,864	46,300		
5027	Health Life Insurance	50,802	50,271	50,338	50,338	53,728	67,600		
5029	Medicare	5,066	4,428	5,950	5,950	6,292	6,600		
5034	Calpers Unfunded Liability	67,107	64,723	100,067	100,067	100,067	148,300		
5601	Garage Charges	15,438	9,459	17,421	17,421	17,421	11,100		
5602	Workers Compensation	31,575	31,359	34,247	34,247	34,247	38,700		
5603	Liability	67,227	30,473	35,153	35,153	35,153	65,200		
5604	IT Charges In House	65,707	57,574	80,740	80,740	80,740	89,000		
5612	Fleet Charges Fuel	13,947	10,934	12,787	12,787	12,787	10,800		
5111	Material And Supplies	141,200	169,985	157,500	157,500	167,500	232,500		
	4,000 Acoustic materials/ceiling components								
	1,500 Batteries - general use cell batteris/deep cycle batteries								
	22,000 Concession building and irrigation repair materials								
	24,000 Construction material								
	35,000 Electrical components and material								
	5,000 Exterior and interior signage								
	4,000 Flags - CA/USA special purpose								
	66,000 HVAC Components and materials								
	25,000 Miscellaneous materials and supplies								
	4,000 Office furniture components								
	5,000 Paint and painting materials								
	35,000 Plumbing components and materials								
	2,000 Refridgerators for breakrooms								
5112	Small Tools And Equipment	12,500	5,000	12,500	12,500	12,500	14,500		



**General  
Public Works  
Building Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
	3,500 Consumables - blade saws, drill bits, auger cables					
	2,000 Hand tools					
	3,000 Ladders					
	3,500 Personal Protective Equipment (PPE)					
	2,500 Power tools	5,000	2,302	5,200	5,200	6,100
5133	Education And Training					
	2,100 Arc Flash Training					
	4,000 Safety Training Modules					
5167	Software Maintenance	-	-	-	-	28,000
	2,500 Card reader software support					
	4,000 Energy Cap annual licensing fee					
	7,500 HVAC Proprietary energy management software support					
	14,000 Maintenance Connection annual license fee	2,000	23,716	22,500	22,500	24,000
5171	Rentals					
	20,000 Equipment Rentals - HVAC backup generator					
	4,000 Uniforms					
5172	Equipment Maintenance	271,000	78,338	179,500	179,500	204,500
	25,000 Air filter maintenance - City operated AC units					
	2,000 Electric gate maintenance					
	45,000 Elevator maintenance					
	2,500 Fire Extinguisher maintenance					
	50,000 Fire Sprinkler maintenance					
	25,000 Miscellaneous required maintenance					
	35,000 Roll up door maintenance					
	20,000 Water treatment maintenance/repairs - HVAC cooling towers					
5181	Other Operating Expense	16,500	19,963	22,300	22,300	4,300
	600 Apparel/maintenance staff cap w/ City Seal					
	1,000 AQMD generator permit fees					

General  
Public Works  
Building Maintenance

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5502	2,700 Elevator permit fees					
	Professional Contractual Services	72,000	87,834	235,000	235,000	385,000
	50,000 Major construction					
	50,000 Major electrical repairs					
	30,000 Major fence and gate repairs					
	50,000 Major flooring repairs					
	50,000 Major HVAC repairs/replacement					
	50,000 Major plumbing repairs					
	60,000 Major roof repairs					
	5,000 Stand-by generator repairs					
	40,000 Tenant improvement					
5505	Other Professional Services	147,400	177,619	87,000	114,500	118,500
	27,000 Architect services					
	6,500 Contract repairs Outdoor Facilities					
	3,000 Environmental service/ACM, LBP, Air Quality					
	10,000 Fire and alarm service - monitoring and maintenance					
	16,000 Glass replacement service					
	15,000 Lock and key service					
	14,000 Low voltage support service/sound - security audio					
	24,000 Pest control services					
	3,000 Welding services - fences, gates, chains and locks					
5704	Miscellaneous Equipment	-	-	-	7,900	-
	<b>Building Maintenance Totals:</b>	<b>1,410,302</b>	<b>1,227,630</b>	<b>1,543,007</b>	<b>1,618,157</b>	<b>2,004,000</b>

**General  
Public Works  
Aquatics**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	-	-	-	-	43,472	-	50,100	
5026	PERS Retirement	-	-	-	-	4,422	-	5,400	
5027	Health Life Insurance	-	-	-	-	8,760	-	9,700	
5029	Medicare	-	-	-	-	630	-	700	
5034	Calpers Unfunded Liability	-	-	-	-	-	-	18,900	
5602	Workers Compensation	-	-	-	-	-	-	4,400	
5603	Liability	-	-	-	-	-	-	7,500	
5604	IT Charges In House	-	-	-	-	-	-	10,200	
5111	Material And Supplies	-	-	-	-	68,450	-	68,500	
	12,600 Mechanical Equipment Replacement Parts								
	38,600 Pool Chemicals - Chlorine and acid								
	17,250 Supplies for Pool Maintenance Coordinator								
5112	Small Tools And Equipment	-	-	-	-	-	-	3,500	
	3,500 Pool vacuum replacement								
5171	Rentals	-	-	-	-	-	-	200	
	200 Uniform Rental								
5172	Equipment Maintenance	-	-	-	-	15,000	-	30,000	
	5,000 Chemical feeder - Part/New Feeder								
	15,000 Emergency Repairs - Including labor and materials								
	10,000 Equipment Replacement (Failed)								
5502	Professional Contractual Services	-	-	-	-	-	-	15,500	
	1,500 Contracted welding repairs								
	10,000 Preventative maintenance - filtration system								
	4,000 Waterslide seal, polish, and repairs								
5505	Other Professional Services	-	-	-	-	11,800	-	11,800	
	11,800 Contracted welding repairs& preventative maintenance								
	<b>Aquatics Totals:</b>	-	-	-	-	152,534	-	236,400	

**General  
Public Works  
Parks Maintenance**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	-	-	-	-	457,668	-	512,500	
5012	Special Salaries	-	-	-	-	600	-	600	
5014	Salaries Temporary Parttime	-	-	-	-	126,855	-	104,900	
	23,203 Electrician I								
	81,653 Parks Maintenance Worker II (4)								
5015	Overtime	-	-	-	-	40,000	-	40,000	
	40,000 Overtime								
5026	PERS Retirement	-	-	-	-	40,982	-	51,300	
5027	Health Life Insurance	-	-	-	-	69,971	-	68,500	
5029	Medicare	-	-	-	-	6,636	-	7,400	
5034	Calpers Unfunded Liability	-	-	-	-	-	-	151,200	
5601	Garage Charges	-	-	-	-	80,862	-	66,700	
5602	Workers Compensation	-	-	-	-	66,665	-	43,200	
5603	Liability	-	-	-	-	9,836	-	72,800	
5604	IT Charges In House	-	-	-	-	167,460	-	99,300	
5612	Fleet Charges Fuel	-	-	-	-	26,018	-	28,000	
5111	Material And Supplies	-	-	-	-	133,100	-	150,600	

7,500 Electrical supplies  
1,500 First aid supplies for all vehicles  
500 Flags  
13,000 Home depot supplies  
35,000 Irrigation supplies  
4,000 Janitorial supplies  
2,500 Landscaping materials  
1,500 Lock & Keys  
5,000 Misc material Garden Project  
30,000 Misc unknown expenses  
600 Office supplies

**General  
Public Works  
Parks Maintenance**

<b>Account</b>	<b>Account Description</b>	<b>2018 Adopted Budget</b>	<b>2018 Actual Amount</b>	<b>2019 Adopted Budget</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>
	8,000 Paint materials and supplies					
	10,000 Sand for playgrounds/landscaping underlayments/burrow blocker					
	1,500 Signs					
	30,000 Wood chips for playground					
5112	Small Tools And Equipment	-	-	-	-	5,000
	5,000 Miscellaneous tools					
5122	Dues And Subscriptions	-	-	-	150	200
	150 Conference dues					
5133	Education And Training	-	-	-	500	500
	500 Parks and rec conferences					
5154	Water Charges	-	-	-	1,000,000	1,300,000
	1,300,000 Water charges					
5171	Rentals	-	-	-	16,000	5,500
	3,000 Equipment rentals					
	2,500 Uniforms					
5172	Equipment Maintenance	-	-	-	30,500	40,000
	500 Miscellaneous equipment maintenance					
	39,500 Playground replacement parts					
5174	Printing Charges	-	-	-	500	-
5502	Professional Contractual Services	-	-	-	-	175,000
	50,000 Re-lamping of Ball field					
	125,000 Rodent control					
5505	Other Professional Services	-	-	-	146,000	200,200
	19,000 Backflow testing and repairs					
	181,200 Various Maintenance					
5506	Landscape Contracts	-	-	-	1,300,000	950,000
	950,000 Landscape maintenance					
<b>Parks Maintenance Totals:</b>		-	-	-	<b>3,720,303</b>	<b>4,073,400</b>

General  
Public Works  
Street Maintenance

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	-	2	361,567	324,495	313,200	-	-	
5014	Salaries Temporary Parttime	-	5,942	74,787	74,787	-	-	-	
5015	Overtime	-	-	40,338	40,338	101,000	-	-	
	101,000 Overtime								
5026	PERS Retirement	-	0	35,490	31,719	33,000	-	-	
5027	Health Life Insurance	-	0	56,802	50,172	47,400	-	-	
5029	Medicare	-	86	5,243	4,705	4,500	-	-	
5034	Calpers Unfunded Liability	-	-	102,109	102,109	106,800	-	-	
5601	Garage Charges	-	-	-	-	206,600	-	-	
5602	Workers Compensation	-	-	32,827	32,827	26,900	-	-	
5603	Liability	-	-	33,694	33,694	45,200	-	-	
5604	IT Charges In House	-	-	77,391	77,391	61,800	-	-	
5612	Fleet Charges Fuel	-	-	-	-	60,600	-	-	
5111	Material And Supplies	50,000	799	196,300	196,300	-	-	-	
5112	Small Tools And Equipment	300,000	-	13,000	13,000	-	-	-	
5121	Advertising	-	3,342	-	-	-	-	-	
5171	Rentals	-	-	22,000	22,000	-	-	-	
5172	Equipment Maintenance	-	-	3,500	3,500	-	-	-	
5174	Printing Charges	-	-	1,000	1,000	-	-	-	
5176	Copy Machine Charges	-	12	-	-	-	-	-	
5502	Professional Contractual Services	-	238,908	-	-	-	-	-	
5505	Other Professional Services	-	-	11,600	11,600	-	-	-	
5701	Motor Vehicles	-	-	192,000	192,000	-	-	-	
<b>Street Maintenance Totals:</b>		350,000	249,093	1,259,648	1,211,637	1,007,000	-	-	

General  
Public Works  
Graffiti Removal

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	211,161	192,641	225,768	198,418	79,900			
5015	Overtime	-	15,253	22,577	22,577	24,000			
	24,000 Overtime								
5018	Vacation Pay	-	9,104	-	-	-			
5026	PERS Retirement	18,652	18,520	21,204	18,779	8,300			
5027	Health Life Insurance	36,905	30,297	32,817	32,067	14,300			
5029	Medicare	3,062	3,191	3,274	2,877	1,200			
5034	Calpers Unfunded Liability	40,566	39,125	74,880	74,880	35,900			
5601	Garage Charges	32,735	35,325	28,717	28,717	40,800			
5602	Workers Compensation	19,442	19,309	18,100	18,100	7,000			
5603	Liability	41,394	18,763	18,578	18,578	11,800			
5604	IT Charges In House	40,458	35,450	42,672	42,672	16,100			
5612	Fleet Charges Fuel	16,059	11,858	16,471	16,471	16,300			
5111	Material And Supplies	120,000	71,029	55,700	55,700	-			
5112	Small Tools And Equipment	2,000	-	33,510	33,510	-			
5171	Rentals	3,500	2,253	2,500	2,500	-			
5172	Equipment Maintenance	500	-	500	500	-			
5174	Printing Charges	200	-	200	200	-			
<b>Graffiti Removal Totals:</b>		586,633	502,118	597,468	566,546	255,600			

General  
Public Works  
Tree Maint (Urban Forestry)

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	-	-	-	-	-	-	309,000	
5015	Overtime	-	-	-	-	-	-	45,000	
	45,000 Overtime								
5026	PERS Retirement	-	-	-	-	-	-	31,400	
5027	Health Life Insurance	-	-	-	-	-	-	57,400	
5029	Medicare	-	-	-	-	-	-	4,500	
5034	Calpers Unfunded Liability	-	-	-	-	-	-	132,300	
5602	Workers Compensation	-	-	-	-	-	-	27,100	
5603	Liability	-	-	-	-	-	-	45,700	
5604	IT Charges In House	-	-	-	-	-	-	62,400	
5111	Material And Supplies	-	-	-	-	-	-	16,000	
5167	Software Maintenance	-	-	-	-	-	-	4,000	
	4,000 iWorks								
5171	Rentals	-	-	40,000	40,000	40,000	40,000	41,200	
	1,200 WCA Chipper								
	40,000 Wood Chipper & Chip Box Rental								
	<b>Tree Maint (Urban Forestry) Totals:</b>	-	-	40,000	40,000	40,000	40,000	776,000	



General  
Public Works  
Concrete Maintenance

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	-	-	-	-	-	-	74,800	
5026	PERS Retirement	-	-	-	-	-	-	8,100	
5027	Health Life Insurance	-	-	-	-	-	-	10,800	
5029	Medicare	-	-	-	-	-	-	1,100	
5034	Calpers Unfunded Liability	-	-	-	-	-	-	32,100	
5601	Garage Charges	-	-	-	-	-	-	12,200	
5602	Workers Compensation	-	-	-	-	-	-	6,400	
5603	Liability	-	-	-	-	-	-	10,800	
5604	IT Charges In House	-	-	-	-	-	-	14,700	
5612	Fleet Charges Fuel	-	-	-	-	-	-	2,100	
<b>Concrete Maintenance Totals:</b>		-	-	-	-	-	-	173,100	

General  
Public Works  
Traffic Signal Maintenance

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	-	-	106,191	-	106,191	-	273,800	
5015	Overtime	-	-	40,141	-	40,141	-	60,100	
	60,141 Overtime								
5026	PERS Retirement	-	-	9,417	-	9,417	-	27,000	
5027	Health Life Insurance	-	-	12,466	-	12,466	-	41,000	
5029	Medicare	-	-	1,540	-	1,540	-	4,000	
5034	Calpers Unfunded Liability	-	-	23,826	-	23,826	-	85,000	
5601	Garage Charges	-	-	-	-	-	-	5,800	
5602	Workers Compensation	-	-	12,560	-	12,560	-	23,300	
5603	Liability	-	-	12,892	-	12,892	-	39,300	
5604	IT Charges In House	-	-	29,611	-	29,611	-	53,600	
5612	Fleet Charges Fuel	-	-	-	-	-	-	1,200	
5111	Material And Supplies	-	-	156,000	-	156,000	-	-	
5122	Dues And Subscriptions	-	-	500	-	500	-	-	
5171	Rentals	-	-	2,000	-	2,000	-	-	
5172	Equipment Maintenance	-	-	2,500	-	2,500	-	-	
5502	Professional Contractual Services	-	-	115,000	-	115,000	-	-	
<b>Traffic Signal Maintenance Totals:</b>		-	-	524,644	-	524,644	-	614,100	

General  
Public Works  
Right of Way Cleaning

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	-	-	37,805	-	37,805	79,900		
5015	Overtime	-	-	3,781	-	3,781	8,000		
	8,000 Overtime								
5026	PERS Retirement	-	-	3,846	-	3,846	8,300		
5027	Health Life Insurance	-	-	6,769	-	6,769	14,300		
5029	Medicare	-	-	548	-	548	1,200		
5034	Calpers Unfunded Liability	-	-	13,615	-	13,615	35,900		
5602	Workers Compensation	-	-	3,474	-	3,474	7,000		
5603	Liability	-	-	3,566	-	3,566	11,800		
5604	IT Charges In House	-	-	8,190	-	8,190	16,100		
<b>Right of Way Cleaning Totals:</b>		-	-	81,593	-	81,593	182,500		

General  
Public Works  
Property Maintenance

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5151	Electric Charges	-	-	-	-	100,000
	100,000 California Theater					
5152	Gas Charges	-	-	-	-	1,000
	1,000 California Theater					
5154	Water Charges	-	-	-	-	10,000
	10,000 California Theater					
5181	Other Operating Expense	-	-	-	-	1,400
	700 Fire Marshall Permit					
	700 Health Permits					
5502	Professional Contractual Services	-	-	-	-	133,800
	4,000 Advanced Refrigeration					
	1,000 BHI Plumbing					
	1,600 Burrtec					
	3,500 CSR					
	1,000 DC Electronics Fire Alarm Sprinklers					
	100 Dibs					
	24,000 Frontier					
	200 Hazzard Backflow					
	420 IE Alarm					
	4,000 Ken's Construction					
	1,000 R&R Lighting					
	900 San Bernardino & Riverside Fire Equipment					
	1,100 Stanley Convergent					
	600 Terminix					
	90,000 ThyssenKrupp (Billed Quarterly)					
	100 Tremcom					
	300 Zee Medical					
<b>Property Maintenance Totals:</b>		-	-	-	-	246,200

General  
Public Works  
Traffic Signs & Markings

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	-	468	63,277	63,277	63,277	123,800		
5015	Overtime	-	-	-	-	-	4,500		
	4,500 Overtime								
5026	PERS Retirement	-	41	6,437	6,437	6,437	13,400		
5027	Health Life Insurance	-	48	9,659	9,659	9,659	19,400		
5029	Medicare	-	7	918	918	918	1,800		
5034	Calpers Unfunded Liability	-	-	20,422	20,422	20,422	47,200		
5602	Workers Compensation	-	-	5,595	5,595	5,595	-		
5603	Liability	-	-	5,743	5,743	5,743	-		
5604	IT Charges In House	-	-	13,191	13,191	13,191	-		
5111	Material And Supplies	-	-	10,000	10,000	10,000	-		
5122	Dues And Subscriptions	-	-	300	300	300	-		
5133	Education And Training	-	-	1,000	1,000	1,000	-		
5171	Rentals	-	-	1,200	1,200	1,200	-		
5172	Equipment Maintenance	-	-	3,500	3,500	3,500	-		
<b>Traffic Signs &amp; Markings Totals:</b>		-	564	141,241	141,241	141,241	210,100		

General  
Public Works  
Cemetery Administration

Account	Account Description	2018		2018 Actual Amount	2019		2019		2020	
		Adopted Budget			Adopted Budget	Amended Budget	Adopted Budget	Amended Budget		
5011	Salaries Permanent Fulltime	-		-	-	-	39,344	-	-	38,100
5014	Salaries Temporary Parttime	-		-	-	-	16,453	-	-	-
5015	Overtime	-		-	-	-	-	-	-	4,500
	4,500 Overtime									
5026	PERS Retirement	-		-	-	-	4,002	-	-	4,100
5027	Health Life Insurance	-		-	-	-	8,760	-	-	7,100
5029	Medicare	-		-	-	-	570	-	-	600
5034	Calpers Unfunded Liability	-		-	-	-	-	-	-	18,900
5601	Garage Charges	-		-	-	-	24,760	-	-	23,100
5602	Workers Compensation	-		-	-	-	-	-	-	3,400
5603	Liability	-		-	-	-	-	-	-	5,700
5604	IT Charges In House	-		-	-	-	-	-	-	7,700
5612	Fleet Charges Fuel	-		-	-	-	-	-	-	11,900
5111	Material And Supplies	-		-	-	-	5,400	-	-	5,400
	5,400 Irrigation devices and materials									
5112	Small Tools And Equipment	-		-	-	-	-	-	-	1,000
	1,000 Miscellaneous hand tools									
5151	Electric Charges	-		-	-	-	500	-	-	500
5152	Gas Charges	-		-	-	-	100	-	-	-
5154	Water Charges	-		-	-	-	30,000	-	-	35,000
5171	Rentals	-		-	-	-	400	-	-	600
	600 Uniforms									
5505	Other Professional Services	-		-	-	-	11,000	-	-	11,000
	11,000 Repair services									
5506	Landscape Contracts	-		-	-	-	44,100	-	-	44,100
	44,100 Landscaping contract									
<b>Cemetery Administration Totals:</b>							185,390			222,700
<b>General Totals:</b>		8,701,907	7,704,821	9,304,091	14,330,736	15,189,900				

Federal grant programs  
Public Works  
CARPS /CCPP

Account	Account Description	2018		2018 Actual Amount	2019		2020	
		Adopted Budget	1,000		Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5015	Overtime			-	800	1,800	-	
5111	Material And Supplies	49,999		-	27,940	53,971	-	
5121	Advertising	3,112		-	10,000	13,112	-	
5186	Civic And Promotional	-		12,341	-	-	-	
5502	Professional Contractual Services	-		9,605	15,000	15,000	54,549	
<b>CARPS /CCPP Totals:</b>		54,111		21,946	53,740	83,883	54,549	

Federal grant programs  
Public Works  
OPP Grant

Account	Account Description	2018		2018 Actual Amount	2019		2019		2020	
		Adopted Budget	Adopted Budget		Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	-	-	202	1,000	1,000	1,000	-	1,000	1,000
5015	Overtime	2,500	-	-	1,500	-	-	-	-	-
5026	PERS Retirement	-	20	20	-	-	-	-	-	-
5027	Health Life Insurance	-	29	29	-	-	-	-	-	-
5029	Medicare	-	3	3	-	-	-	-	-	-
5111	Material And Supplies	6,618	8,850	8,850	5,922	7,422	7,422	2,000	2,000	2,000
5121	Advertising	25,000	25,590	25,590	25,000	25,000	25,000	-	-	-
5186	Civic And Promotional	24,999	24,400	24,400	24,999	24,999	24,999	-	-	-
5502	Professional Contractual Services	-	-	-	-	-	-	-	57,552	57,552
<b>OPP Grant Totals:</b>		59,117	59,094	59,094	58,421	58,421	58,421	58,421	60,552	60,552



Gas Tax Fund  
Public Works  
Traffic Engineering

Account	Account Description	2018	2018	2019	2019	2020
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget
5011	Salaries Permanent Fulltime	17,493	12,335	-	-	-
5015	Overtime	-	650	-	-	-
5018	Vacation Pay	-	673	-	-	-
5026	PERS Retirement	1,510	1,074	-	-	-
5027	Health Life Insurance	2,009	1,538	-	-	-
5029	Medicare	254	199	-	-	-
5034	Calpers Unfunded Liability	3,361	3,241	-	-	-
5602	Workers Compensation	1,544	1,534	-	-	-
5603	Liability	3,288	1,490	-	-	-
5604	IT Charges In House	3,214	2,816	-	-	-
5111	Material And Supplies	-	-	-	-	1,500
	90 Caution Tape					
	750 Office materials & supplies					
	375 Safety gear - vests/jackets					
	300 Spray paint					
5112	Small Tools And Equipment	-	-	-	-	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	-	-	-	-	1,900
	180 American Public Works Association (monthly functions)					
	350 American Society of Civil Engineers (dues)					
	120 American Society of Civil Engineers (monthly functions)					
	210 Institute of Transportation (monthly functions)					
	1,005 Institute of Transportation Engineers (dues)					
5133	Education And Training	-	-	-	-	900
	450 Professional development for PTOE					

Gas Tax Fund  
Public Works  
Traffic Engineering

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5172	450 Technical training classes Equipment Maintenance	-	-	-	-	9,000
5174	150 Radar gun calibration - TMC Annual Maintenance Contract 8,000 Traffic Management Cooperative Annual Maintenance Agreement Printing Charges	-	-	-	-	1,000
5176	1,000 Temporary No Parking Signs Copy Machine Charges	-	-	-	-	900
5181	900 Copy machine Other Operating Expense	-	-	-	-	28,000
5502	8,000 24 Hour Traffic Machine Counts 10,000 Intersection Turning Counts 10,000 Speed Survey Professional Contractual Services	-	-	-	-	30,000
	20,000 Consultants (large projects) 10,000 Consultants (medium projects)					
	<b>Traffic Engineering Totals:</b>	32,673	25,549	-	-	77,600

**Gas Tax Fund  
Public Works  
Street Maintenance**

Account	Account Description	2018		2019 Adopted Budget	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
		Adopted Budget	Actual Amount				
5011	Salaries Permanent Fulltime	448,676	254,116	317,719	299,158	346,600	
5015	Overtime	5,000	44,397	35,953	35,953	-	
5018	Vacation Pay	-	11,838	-	-	-	
5026	PERS Retirement	40,430	22,973	31,030	29,142	37,500	
5027	Health Life Insurance	62,661	35,864	51,852	48,162	65,000	
5029	Medicare	6,506	2,940	4,607	4,338	5,000	
5034	Calpers Unfunded Liability	86,194	90,874	91,898	91,898	151,200	
5601	Garage Charges	91,568	132,308	205,791	205,791	-	
5602	Workers Compensation	40,395	40,118	34,800	34,800	30,600	
5603	Liability	86,004	38,985	35,720	35,720	23,300	
5604	IT Charges In House	84,060	73,655	82,043	82,043	70,500	
5612	Fleet Charges Fuel	28,497	30,044	41,692	41,692	-	
5111	Material And Supplies	241,920	176,811	-	-	175,000	
	28,700 Boot allowance + misc vendors						
	5,000 Constuction supplies						
	600 Lock and keys						
	3,500 Office supplies						
	25,000 Raw materials (cold patch)						
	75,000 Raw materials (hot asphalt)						
	4,500 Safety material and supplies						
	10,000 Sand bags						
	5,000 Storm drain plate, et.						
	200 Time cards, etc.						
	7,500 Traffic safety supplies						
5112	10,000 Various supplies for streets	2,150	9,790	-	-	7,000	
	Small Tools And Equipment						
	7,000 Various tools and equipment						
5121	Advertising	-	1,870	-	-	-	

Gas Tax Fund  
Public Works  
Street Maintenance

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5167	Software Maintenance	-	-	-	-	-	5,600
	1,500 Adobe reader						
	4,050 iWorks						
5171	Rentals	3,500	11,420	-	-	-	25,000
	10,000 Equipment rentals						
	15,000 Uniform rentals						
5172	Equipment Maintenance	2,000	1,757	-	-	-	3,500
	3,000 Equipment maintenance						
	500 Timecard maintenance						
5174	Printing Charges	1,000	932	-	-	-	500
	500 Door hangers						
5176	Copy Machine Charges	1,500	223	-	-	-	-
5181	Other Operating Expense	-	8,100	-	-	-	-
5502	Professional Contractual Services	650,000	316,337	-	-	-	-
5505	Other Professional Services	200,000	29,308	-	-	-	3,500
	2,000 Drug testing						
	1,500 E-waste						
5701	Motor Vehicles	-	-	360,000	360,000	-	-
<b>Street Maintenance Totals:</b>		<b>2,082,060</b>	<b>1,334,658</b>	<b>1,293,105</b>	<b>1,268,697</b>	<b>949,800</b>	<b>-</b>

Gas Tax Fund  
Public Works  
Graffiti Removal

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5111	Material And Supplies	-	-	-	-	-	55,700
	7,000 Graffiti removal supplies						
	200 Locksmith						
	500 Office supplies						
	40,000 Paint						
	6,000 Painting tools and supplies						
	2,000 Safety equipment						
5112	Small Tools And Equipment	-	-	-	-	-	33,500
	2,000 Micellaneous tools and equipment						
	31,510 Truck mounted pressure washer						
5171	Rentals	-	-	-	-	-	2,500
	2,500 Uniform rental						
5172	Equipment Maintenance	-	-	-	-	-	1,000
	1,000 Maintenance of power washer and misc equipment						
	<b>Graffiti Removal Totals:</b>	-	-	-	-	-	92,700

Gas Tax Fund  
Public Works  
Tree Maint (Urban Forestry)

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5112	Small Tools And Equipment	-	-	-	-	-	-	25,000	
	25,000 Miscellaneous tree equipment								
5171	Rentals	2,400	1,200	-	-	-	-	-	
5172	Equipment Maintenance	-	-	-	-	-	-	1,000	
	1,000 Miscellaneous maintenance of equipment								
5174	Printing Charges	-	-	-	-	-	-	600	
	600 Printing of notices								
5502	Professional Contractual Services	400,000	600,818	1,556,000	1,556,000	1,556,000	1,556,000	630,000	
	60,000 West Coast - portion moved from City-wide median								
	570,000 West Coast Aborist Contract								
<b>Tree Maint (Urban Forestry) Totals:</b>		402,400	602,018	1,556,000	1,556,000	1,556,000	1,556,000	656,600	

Gas Tax Fund  
Public Works  
Concrete Maintenance

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	-	-	-	-	-	-	46,100	
5026	PERS Retirement	-	-	-	-	-	-	4,400	
5027	Health Life Insurance	-	-	-	-	-	-	7,700	
5029	Medicare	-	-	-	-	-	-	700	
5034	Calpers Unfunded Liability	-	-	-	-	-	-	18,900	
5601	Garage Charges	1,049	1,847	3,067	3,067	3,067	-	-	
5602	Workers Compensation	-	-	-	-	-	-	4,000	
5603	Liability	-	-	-	-	-	-	14,600	
5604	IT Charges In House	-	-	-	-	-	-	9,100	
5612	Fleet Charges Fuel	3,128	3,347	4,447	4,447	4,447	-	-	
5502	Professional Contractual Services	300,000	477,484	600,000	600,000	620,000	300,000	-	
	300,000 Concrete contractor - Environmental Project Services								
	<b>Concrete Maintenance Totals:</b>	304,178	482,678	607,514	607,514	627,514	405,500		

Gas Tax Fund  
Public Works  
Street Light Maintenance

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	86,998	87,098	35,595	35,595	35,595	17,500		
5015	Overtime	7,000	7,525	-	-	-	3,500		
5018	Vacation Pay	-	3,376	-	-	-	-		
5026	PERS Retirement	7,509	7,588	3,489	3,489	3,489	1,900		
5027	Health Life Insurance	12,291	7,633	5,866	5,866	5,866	1,900		
5029	Medicare	1,262	720	516	516	516	300		
5034	Calpers Unfunded Liability	16,713	16,119	6,807	6,807	6,807	2,800		
5601	Garage Charges	8,033	13,775	13,241	13,241	13,241	14,500		
5602	Workers Compensation Liability	7,821	7,768	2,915	2,915	2,915	1,500		
5603	IT Charges In House	16,652	7,548	2,992	2,992	2,992	88,700		
5604	Fleet Charges Fuel	16,275	14,260	6,873	6,873	6,873	3,400		
5612	Fleet Charges Fuel	5,500	13,233	9,444	9,444	9,444	4,900		
5111	Material And Supplies	332,640	450,702	-	-	-	-		
5112	Small Tools And Equipment	100,000	-	-	-	-	-		
5171	Rentals	-	159	-	-	-	-		
5502	Professional Contractual Services	450,000	427,421	555,880	555,880	555,880	450,900		
	425,900 Annual streetlight maintenance city-wide								
	25,000 Quality Electric								
<b>Street Light Maintenance Totals:</b>		1,068,694	1,064,924	643,618	643,618	643,618	591,800		



Gas Tax Fund  
Public Works  
Traffic Signal Maintenance

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	249,818	228,840	131,588	131,588	131,588	66,700		
5015	Overtime	-	45,291	-	-	-	-		
5018	Vacation Pay	-	8,770	-	-	-	-		
5026	PERS Retirement	21,847	19,898	11,669	11,669	11,669	6,300		
5027	Health Life Insurance	25,354	28,132	13,148	13,148	13,148	7,700		
5029	Medicare	3,622	3,442	1,908	1,908	1,908	1,000		
5034	Calpers Unfunded Liability	47,992	51,025	30,633	30,633	30,633	18,900		
5602	Workers Compensation	21,867	21,717	12,560	12,560	12,560	5,500		
5603	Liability	46,557	21,104	12,892	12,892	12,892	51,600		
5604	IT Charges In House	45,504	39,872	29,611	29,611	29,611	12,700		
5111	Material And Supplies	234,000	231,852	-	-	-	195,000		
	100,000 Econolite								
	25,000 McCain								
	70,000 Miscellaneous supply vendors								
5112	Small Tools And Equipment	15,000	1,656	-	-	-	-		
5121	Advertising	-	1,351	-	-	-	-		
5122	Dues And Subscriptions	-	270	-	-	-	1,000		
	500 IMSA certification levels								
	500 Technical and trade shows								
5133	Education And Training	1,000	-	-	-	-	-		
5167	Software Maintenance	-	-	-	-	-	8,100		
	8,100 iWorks								
5171	Rentals	-	2,438	-	-	-	6,000		
	4,000 Boom Truck								
	2,000 Uniforms								
5172	Equipment Maintenance	5,000	1,447	-	-	-	2,500		
	2,500 Annual equipment maintenance								
5181	Other Operating Expense	-	8,449	-	-	-	-		

Gas Tax Fund  
Public Works  
Traffic Signal Maintenance

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5502	Professional Contractual Services	284,000	286,282	450,000	536,324	515,000	
	90,000 Caltrans Maintenance and energy charges						
	9,000 Highland Maintenance and energy charges						
	3,000 Rialto Maintenance and energy charges						
	3,000 SB County Maintenance and energy charges						
	250,000 Signal/loop sensor replacement annual						
	150,000 Traffic signal knock-down replacement						
	10,000 Underground Service Alert						
5704	Miscellaneous Equipment	-	-	-	19,000	-	
	<b>Traffic Signal Maintenance Totals:</b>	1,001,562	1,001,833	694,009	799,333	898,000	

Gas Tax Fund  
Public Works  
Right of Way Cleaning

Account	Account Description	2018		2018 Actual Amount	2019		2020	
		Adopted Budget			Adopted Budget	Amended Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	65,606		54,845	-	-	-	-
5015	Overtime	-		4,180	-	-	-	-
5018	Vacation Pay	-		1,308	-	-	-	-
5026	PERS Retirement	6,518		5,564	-	-	-	-
5027	Health Life Insurance	13,760		11,085	-	-	-	-
5029	Medicare	951		877	-	-	-	-
5034	Calpers Unfunded Liability	12,604		12,156	-	-	-	-
5602	Workers Compensation	6,225		6,183	-	-	-	-
5603	Liability	13,254		6,008	-	-	-	-
5604	IT Charges In House	12,954		11,351	-	-	-	-
5502	Professional Contractual Services	-		-	370,859	370,859	370,859	550,000
	550,000 Center for Employment Opportunities							
	<b>Right of Way Cleaning Totals:</b>	131,873		113,556	370,859	370,859	370,859	550,000

Gas Tax Fund  
Public Works  
City-Owned Median Maintenance

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5111	Material And Supplies	-	-	-	-	-	-	-	15,800
	15,000 Irrigation supplies								
	300 Lock and key services								
	500 Office supplies								
5112	Small Tools And Equipment	-	-	-	-	-	-	-	600
	400 Shovels, gauges and PVC pipe								
	200 Wrenches, pliers, pipe wrench								
5132	Meetings And Conferences	-	-	-	-	-	-	-	250
	250 Trade seminar								
5133	Education And Training	-	-	-	-	-	-	-	250
	250 Pesticide Applicator Professional Association								
5171	Rentals	-	-	-	-	-	-	-	1,500
	1,500 Uniform rentals								
5174	Printing Charges	-	-	-	-	-	-	-	200
	200 Miscellaneous printing								
5502	Professional Contractual Services	-	-	-	-	-	-	-	5,000
	5,000 Backflow testing								
5506	Landscape Contracts	-	-	-	-	-	-	-	185,000
	60,000 Landscape maintenance contract modifications								
	125,000 RP Landscape Contract for 31 sites								
	<b>City-Owned Median Maintenance Totals:</b>	-	-	-	-	-	-	-	208,600

Gas Tax Fund  
Public Works  
Storm Drain

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget		
5011	Salaries Permanent Fulltime	-	-	92,163	-	83,695	-	85,300	
5015	Overtime	-	-	9,217	-	9,217	-	25,000	
5026	PERS Retirement	-	-	9,039	-	8,177	-	8,900	
5027	Health Life Insurance	-	-	15,523	-	13,333	-	13,200	
5029	Medicare	-	-	1,336	-	1,214	-	1,200	
5034	Calpers Unfunded Liability	-	-	27,229	-	27,229	-	32,100	
5602	Workers Compensation	-	-	8,078	-	8,078	-	7,300	
5603	Liability	-	-	8,292	-	8,292	-	8,600	
5604	IT Charges In House	-	-	19,045	-	19,045	-	16,800	
5111	Material And Supplies	-	-	-	-	-	-	8,500	
	8,500 Storm Drain materials								
5112	Small Tools And Equipment	-	-	-	-	-	-	4,000	
	4,000 Various Storm Drain tools								
5133	Education And Training	-	-	-	-	-	-	5,000	
	5,000 Certification training								
5171	Rentals	-	-	-	-	-	-	25,000	
	25,000 Vactor rental and other specialized equipment								
	<b>Storm Drain Totals:</b>	-	-	189,923	-	178,280	-	240,900	

**Gas Tax Fund  
Public Works  
Traffic Signs & Markings**

Account	Account Description	2018		2019		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	-	-	26,155	26,155	-	-	-	
5026	PERS Retirement	-	-	2,661	2,661	-	-	-	
5027	Health Life Insurance	-	-	3,201	3,201	-	-	-	
5029	Medicare	-	-	379	379	-	-	-	
5034	Calpers Unfunded Liability	-	-	6,807	6,807	-	-	-	
5602	Workers Compensation	-	-	5,595	5,595	-	-	10,700	
5603	Liability	-	-	5,743	5,743	-	-	18,000	
5604	IT Charges In House	-	-	13,191	13,191	-	-	24,600	
5111	Material And Supplies	-	-	-	-	-	-	214,000	
	4,000 Curb paint and supplies								
	5,000 Lavene Equipment for maintenance supplies								
	200,000 Safeway - Street signs replacement								
	5,000 Zumar for maintenance supplies								
5122	Dues And Subscriptions	-	-	-	-	-	-	900	
	900 International Municipal Sign Association								
5133	Education And Training	-	-	-	-	-	-	1,500	
	1,500 Training								
5167	Software Maintenance	-	-	-	-	-	-	1,000	
	1,000 Sign plotter software								
5171	Rentals	-	-	-	-	-	-	2,200	
	1,000 Paint machines								
	1,200 Uniforms								
5172	Equipment Maintenance	-	-	-	-	-	-	1,500	
	1,500 Sign plotter maintenance								
5502	Professional Contractual Services	-	-	725,656	725,656	705,656	705,656	420,000	
	270,000 Cal Striping and markings contract								
	60,000 Fence and bridge railing contract								
	75,000 Gaurd rail replacement contrat								

Gas Tax Fund  
Public Works  
Traffic Signs & Markings

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
	15,000 Underground Service Alert	-	-	789,388	769,388	694,400
	<b>Traffic Signs &amp; Markings Totals:</b>	6,956,830	6,186,863	6,266,744	6,324,058	5,365,900
	<b>Gas Tax Fund Totals:</b>					

**Measure I  
Public Works  
Street Light Maintenance**

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Amended Budget	Adopted Budget
5151	Electric Charges	-	-	1,650,000	1,650,000	1,650,000	1,650,000
	1,650,000 Street light Electricity						
<b>Street Light Maintenance Totals:</b>		-	-	1,650,000	1,650,000	1,650,000	1,650,000
<b>Measure I Totals:</b>		165,868	155,475	1,650,000	1,650,000	1,650,000	1,650,000



Cultural Developmnt Construction  
Public Works  
Building Maintenance

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
5502	Professional Contractual Services 90,000 Security Services at the Libraries	-	-	-	-	-	90,000
<b>Building Maintenance Totals:</b>		-	-	-	-	-	90,000
<b>Cultural Developmnt Construction Totals:</b>		-	-	-	-	-	90,000

**Integrated Waste Management  
Public Works  
Administration**

Account	Account Description	2018		2018 Actual Amount	2019		2020	
		Adopted Budget			Adopted Budget	Amended Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	306,837		177,334	155,962	155,962	158,700	
5012	Special Salaries	900		900	900	900	900	
5014	Salaries Temporary Parttime	-		7,271	-	-	-	
5015	Overtime 6,000 Overtime	-		6,759	6,000	6,000	6,000	
5018	Vacation Pay	-		10,914	-	-	-	
5026	PERS Retirement	86,600		22,764	15,164	15,164	16,400	
5027	Health Life Insurance	44,723		32,813	18,760	18,760	27,000	
5029	Medicare	4,463		3,807	2,275	2,275	2,300	
5034	Calpers Unfunded Liability	-		-	40,844	40,844	56,700	
5601	Garage Charges	56,276		-	-	-	58,300	
5602	Workers Compensation	27,803		27,613	13,014	13,014	13,800	
5603	Liability	59,195		26,832	13,358	13,358	2,500	
5604	IT Charges In House	57,856		50,695	30,682	30,682	31,800	
5612	Fleet Charges Fuel	11,613		-	-	-	10,900	
5182	Bad Debts/Uncollectible Accounts	-		(63)	-	-	-	
5111	Material And Supplies 1,000 Office supplies	5,000		-	1,000	1,000	1,000	
5112	Small Tools And Equipment 300 Tool and equipment	1,000		-	300	300	300	
5121	Advertising	-		1,448	-	-	-	
5162	Liability Claims	-		310,895	-	-	-	
5171	Rentals 1,000 Uniforms	-		-	2,000	2,000	1,000	
5174	Printing Charges	-		-	1,000	1,000	-	
5175	Postage 80,000 Refuse mailers	-		-	1,000	1,000	80,000	
5181	Other Operating Expense	-		-	-	-	16,000	

Integrated Waste Management  
Public Works  
Administration

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5502	16,000 Environmental health fees	8,000	150	677,454	677,454	722,428
	Professional Contractual Services					
	169,000 HF&H Consulting					
	290,928 HHW Contract					
	15,500 SCS Waterman					
	247,000 TTBAS					
5505	Other Professional Services	-	140	15,000	15,000	-
5704	Miscellaneous Equipment	-	13,860	-	-	-
5706	Alterations And Renovations	-	33,154	-	-	-
	<b>Administration Totals:</b>	670,266	727,286	994,713	994,713	1,206,028

Fleet Services Fund  
Public Works  
Administration

Account	Account Description	2018		2018 Actual Amount	2019		2020	
		Adopted Budget			Adopted Budget	Amended Budget	Adopted Budget	
5011	Salaries Permanent Fulltime	129,968		104,572	102,444	102,444	104,500	
5015	Overtime	-		-	4,000	4,000	-	
5018	Vacation Pay	-	4,547	4,547	-	-	-	
5026	PERS Retirement	12,067	290,805	290,805	9,085	9,085	9,900	
5027	Health Life Insurance	16,031	10,280	10,280	11,128	11,128	12,500	
5029	Medicare	1,885	1,355	1,355	1,485	1,485	1,500	
5034	Calpers Unfunded Liability	24,968	24,081	24,081	17,699	17,699	24,600	
5602	Workers Compensation	5,659	5,620	5,620	8,456	8,456	8,700	
5603	Liability	12,048	5,461	5,461	8,679	8,679	6,700	
5604	IT Charges In House	11,776	10,318	10,318	19,935	19,935	19,900	
5199	Depreciation Expense	-	120,475	120,475	-	-	-	
5111	Material And Supplies	-	-	-	5,000	5,000	5,000	
	2,000 Office supplies							
	3,000 Paper							
5112	Small Tools And Equipment	-	-	-	4,000	4,000	2,000	
	2,000 Replacement computer equipment - monitors and keyboards							
5133	Education And Training	-	-	-	6,000	6,000	6,000	
	2,000 Training - Crystal Reporting							
	2,000 Training - Energy CAP							
	2,000 Training - RTA							
5151	Electric Charges	55,000	59,754	59,754	55,000	55,000	60,000	
5152	Gas Charges	15,000	13,543	13,543	11,000	11,000	11,000	
5154	Water Charges	10,000	5,911	5,911	7,000	7,000	7,000	
5174	Printing Charges	-	16	16	-	-	-	
5175	Postage	-	-	-	200	200	100	
	100 Postage for certified mail							
5176	Copy Machine Charges	-	-	-	2,000	2,000	2,000	
	2,000 Konika copy machine							

Fleet Services Fund  
Public Works  
Administration

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
<b>Administration Totals:</b>		294,401	656,740	273,111	273,111	281,400	281,400

Fleet Services Fund  
Public Works  
Vehicle Maintenance

Account	Account Description	2018		2019		2020	
		Adopted Budget	Actual Amount	Adopted Budget	Amended Budget	Adopted Budget	Adopted Budget
5011	Salaries Permanent Fulltime	557,250	501,635	596,485	596,485	622,900	
5012	Special Salaries	3,000	90	2,400	2,400	2,400	
5015	Overtime	30,000	25,336	15,000	15,000	15,000	
	15,000 Overtime						
5018	Vacation Pay	-	15,864	-	-	-	
5026	PERS Retirement	49,923	1,376,066	55,457	55,457	61,800	
5027	Health Life Insurance	73,793	64,193	86,583	86,583	84,300	
5029	Medicare	8,124	7,983	8,684	8,684	9,100	
5034	Calpers Unfunded Liability	107,629	103,806	149,760	149,760	207,800	
5601	Garage Charges	16,632	21,107	41,717	41,717	17,300	
5602	Workers Compensation	50,133	49,790	50,062	50,062	52,600	
5603	Liability	106,738	48,383	51,386	51,386	9,300	
5604	IT Charges In House	104,325	91,411	118,025	118,025	121,100	
5612	Fleet Charges Fuel	12,239	8,217	10,236	10,236	8,400	
5111	Material And Supplies	550,000	451,982	472,600	472,600	467,600	
	2,000 Adamson Police Products						
	5,000 B&S Graphics - vehicle graphic and City Seal						
	1,000 Beaumont Power Sports- Honda & Polaris parts						
	1,000 Bernell Hydraulics						
	9,000 BMW Motorcycle parts						
	2,500 Chrysler, Jeep, and Dodge OEM parts						
	1,000 Cintas - First aid supplies						
	11,000 Crest Chevrolet - OEM Chevrolet parts						
	2,000 Cutting edge supplies - ground engaging tools						
	3,000 Duplicate vehicle keys						
	25,000 Factory motor parts - motorcraft parts - Ford						
	5,000 Fastenal - Industrial supplies, OEM Fastners						
	2,000 Fleetsrv - Diesel emissions DPF filters						

Fleet Services Fund  
Public Works  
Vehicle Maintenance

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
	500 Home depot purchases					
1,000	Honda & Polaris graphics					
3,000	Honda and Yamaha parts					
3,000	Hydro Tek Systems					
3,000	I.D. Industries - Heavy equipment parts					
2,500	LaVerne Power Equipment					
10,000	NAPA - heavy equipment parts					
2,500	Nixon - OEM Lee Boy Parts					
50,000	OEM Ford Parts					
3,000	OEM Kubota parts					
2,500	OEM Vactor parts					
1,500	OEM Veermer parts					
2,000	Outdoor power part blowers/mowers					
5,000	Paint and paint materials					
1,000	Papeer goods for shop					
150,000	Part authority - light and medium auto parts					
1,500	ROW Traffic Safety - parts for arrow board					
1,500	SB Paint - speed flow parts and repair kits					
2,500	Sherwin Williams - Speed Flo parts and repair kits					
1,000	Shop floor and steam cleaner soap					
300	Time clock/card replacement ribbon					
140,000	Tires for light and heavy vehicles					
500	Toyota SB - OEM Toyota parts					
300	Trak Engineering - replacement personnel and fuel keys					
5,000	Turf star - toro parts					
2,500	Water & Kubota parts					
2,500	Yale chaise					
5112	Small Tools And Equipment	10,000	23,797	10,000	10,000	10,000

Fleet Services Fund  
Public Works  
Vehicle Maintenance

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5113	10,000 Personnel tool reimbursement Motor Fuel And Lubricants	825,000	998,892	881,800	881,800	900,000
5122	900,000 Gas, Diesel, CNG Fuel and lubricants					
5133	Dues And Subscriptions	5,600	2,204	5,600	5,600	-
	Education And Training	2,000	210	10,000	10,000	10,000
	1,000 Fairview Ford - (Budco)					
	1,500 General Motors training for all mechanics					
	2,000 Manufacturer training					
	4,500 RTA Training					
	1,000 Safety training					
5167	Software Maintenance	-	-	-	-	15,600
	5,600 Annual diagnostic software renewal fees and All Data and IDS					
5171	10,000 IDS Software	37,500	25,989	42,000	42,000	42,000
	Rentals					
	12,500 Heavy equipment leasing for repairs					
	14,500 Safety Kleen service					
	15,000 Uniforms - Mechanics					
5172	Equipment Maintenance	72,800	38,133	83,400	83,400	70,000
	2,000 Alarm and service notice					
	50,000 Alternative fuel plant					
	1,000 Diesel particulate service					
	500 Fax and typewriter service					
	1,500 Lifts, inspections, and repairs					
	2,000 Software service for steam cleaner					
	2,000 Steam cleaner repairs					
	400 Time clock maintenance					
	24,000 Unleaded and diesel fuel island maintenance					
5173	Outside Vehicle Maintenance	300,000	270,545	279,500	279,500	279,500



Fleet Services Fund  
Public Works  
Vehicle Maintenance

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
2,500	Alignments					
5,000	Annual smog check and certifications					
10,000	Ariel lift and bucket repair and certs					
40,000	Auto body repairs					
5,000	Auto glass repairs					
5,000	Auto Upholstery					
15,000	Automotive repair					
2,000	Automotive repairs/maintenance					
5,000	Backhoes and grader service					
8,000	BMW Service and parts					
2,000	Car wash and upholstery clean					
6,000	Chevy vehicle repairs					
3,000	Dodge Jeep repairs and service					
30,000	Ford body shop					
20,000	Ford repairs					
30,000	Heavy duty truck/equipment repairs					
4,000	Heavy equipment service calls					
20,000	Honda motorcycle parts and service					
3,000	Hydraulic cylinder repairs					
3,000	Installation of graphics					
12,000	Light equipment towing					
3,000	Minor body repair					
2,000	Motorcycle repairs					
1,000	Towing					
1,000	Toyota of San Bernardino					
20,000	Transmission service					
12,000	Vactor repairs					
10,000	Vehicle body repairs					

Fleet Services Fund  
Public Works  
Vehicle Maintenance

Account	Account Description	2018 Adopted Budget	2018 Actual Amount	2019 Adopted Budget	2019 Amended Budget	2020 Adopted Budget
5174	Printing Charges	1,000	1,748	10,000	10,000	2,000
	2,000 Vehicle check list log/Fleet forms					
5175	Postage	500	153	-	-	-
5176	Copy Machine Charges	5,100	502	-	-	-
5179	Dump Waste Fees	24,000	4,123	20,000	20,000	20,000
	15,000 Hazardous waste removal					
	5,000 Pumping 4 stage and 2 stage clarifier					
5181	Other Operating Expense	3,000	41,585	20,000	20,000	25,000
	10,000 Pressure washer, underground storage tanks, hazardous waste fee					
	15,000 Quarterly fuel tax return, quarterly vendor use fuel tax return					
5502	Professional Contractual Services	-	2,480	6,000	6,000	6,000
	6,000 Transport Tax Service for quarterly BOE filing					
5505	Other Professional Services	12,810	44,257	30,000	30,000	30,000
	30,000 Wells Fargo Credit Card Fee's CNG					
5706	Alterations And Renovations	500,000	-	500,000	461,500	-
	<b>Vehicle Maintenance Totals:</b>	3,469,095	4,220,480	3,556,696	3,518,196	3,089,700
	<b>Fleet Services Fund Totals:</b>	3,763,495	4,877,220	3,829,807	3,791,307	3,371,100

**City of San Bernardino  
Grants Summary  
2019-20 Adopted Budget**

<b>Department</b>	<b>Grant Name</b>	<b>Expiration Date</b>	<b>Amount Anticipated</b>	<b>Amount Budgeted</b>
Library	Adult Basic Education	Continuous	\$ 108,080	\$ 115,900
Library	California Literacy Program	Continuous	\$ 60,050	\$ 17,600
Parks	Retired Senior Volunteer Program	3/31/2020	\$ 47,309	\$ 55,854
Parks	Senior Companion Program	6/30/2020	\$ 302,000	\$ 77,300
Parks	Senior Nutrition Program	6/30/2020	\$ 330,000	\$ 306,020
Police	COPS Option Enhancing Law Enforcement Activity Subaccount (ELEAS)	Continuous	Unknown	\$ 400,000
Police	COPS Hiring 2016	8/31/2019	\$ 250,000	\$ 250,000
Police	Justice Assistance Grant 2016	9/30/2019	\$ 17,800	Carry-Over
Police	Public Safety Academy Cadet Program	One-Time	\$ -	\$ 41,800
Police	OPT19106-Office of Traffic Safety	9/30/2019	\$ 458,000	Carry-Over
Police	AB109 / Prop 30	One-Time	\$ -	\$ 341,700
Police	UASI Riverside County Fire	9/30/2020	\$ 375,000	Carry-Over
Police	Local Law Enforcement Grant	One-Time	\$ -	Carry-Over
Public Works	Used Oil Payment Program	6/30/2020	\$ 60,552	
Public Works	City/County Payment Program	6/29/2029	\$ 53,746	
Public Works	Waste Tire Cleanup Grant	9/28/2020	\$ 10,000	
City Manager	California Violence Intervention & Prevention Program	4/30/2020	\$ -	\$ 500,000
Community & Economic Development	Community Development Block Grant	Continuous	\$ 2,800,100	\$ 2,800,100
Community & Economic Development	Emergency Solutions Grant	Continuous	\$ 270,000	\$ 270,000
Community & Economic Development	HOME Investment Partnerships Program	Continuous	\$ 1,385,700	\$ 1,385,700
Community & Economic Development	Neighborhood Stabilization Program	Continuous	\$ 1,500,000	\$ 1,500,000

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**Library**

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<b>Grant Name:</b> Adult Basic Education	<b>Grant Source:</b> California Department of Education
<b>Expiration Date/:</b> Renewable	<b>Amount Anticipated:</b> \$108,080

**Description:**

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 2019/20.

<b>Grant Name:</b> California Literacy Program	<b>Grant Source:</b> California State Library
<b>Expiration Date/Renewable?:</b> Renewable	<b>Amount Anticipated:</b> \$60,050

**Description:**

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 19/20.

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**City Manager**

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**Grant Name:** California Violence Intervention & Prevention Program

**Grant Source:** California Board of State & Community Corrections

**Expiration Date:** April 30, 2020

**Amount Anticipated:** \$0

**Description:**

California Violence Intervention & Prevention Program (Cal VIP) is a one-time, cost re-imbusement matching grant for a total of \$500,000 for a two-year cycle. The grant cycle ends April 30, 2020. The City plans to re-apply for the Cal VIP grant when the California Board of State & Community Corrections releases the RFP sometime in the fall of 2019.

Grant funds are to utilized to fund community-based organizations to provide supportive services—violence intervention such as crisis response, rumor control, conflict mediation and resolution services; proactive community engagement, and intensive case managements services—to individuals impacted by violence and for those at the highest risk of being involved in violence. The City Violence Intervention Program (VIP) direct service providers are Victory Outreach of San Bernardino, Young Visionaries, and Clay Counseling Solutions Inc. In addition to the supportive services, the State has approved grant funds to be used for training violence intervention outreach workers, community ambassadors, and community coordinators.

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**Community & Economic Development**

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<b>Grant Name:</b> Community Development Block Grant	<b>Grant Source:</b> Housing and Urban Development (HUD)
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<b>Expiration Date:</b> Continuous	<b>Amount Anticipated:</b> \$2,800,000
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**Description:**

Annually the City applies to HUD for CDBG funds via its submittal of an Annual Action Plan. The object of CDBG is to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low and moderate income. The City has utilized CDBG funds for the Owner-Occupied Rehabilitation Program; street and sidewalk improvements, as well as replacement of park playground equipment; and the Microenterprise Program, which provides training for small businesses and entrepreneurs.

<b>Grant Name:</b> Emergency Solutions Grant	<b>Grant Source:</b> Housing and Urban Development
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<b>Expiration Date:</b> Continuous	<b>Amount Anticipated:</b> \$270,000
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**Description:**

The Emergency Solutions Grant (ESG) provides funds for the engagement of individuals and families living on the streets; improvement of homeless shelter and operation of shelters; and rapid re-housing of homeless persons and homeless prevention. program is to assist individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. The City utilizes its ESG allocation to fund nonprofit organizations that provide emergency shelter, street outreach and rapid re-housing and homeless prevention through rental and utility assistance.

<b>Grant Name:</b> HOME Investment Partnerships Program (HOME)	<b>Grant Source:</b> Housing and Urban Development
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<b>Expiration Date:</b> Continuous	<b>Amount Anticipated:</b> \$1,385,700
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**Description:**

The HOME Program provides grant funds for the provision of decent and affordable housing to persons of low and very low-income. Activities such as housing rehabilitation, homeownership and multi-family rental construction can be funded with HOME dollars, typically in the form of loans. Can we add anything else?

<b>Grant Name:</b> Neighborhood Stabilization Program (NSP)	<b>Grant Source:</b> Housing and Urban Development
<b>Expiration Date:</b> Continuous	<b>Amount Anticipated:</b> 1,500,000

**Description:**

The Neighborhood Stabilization Program was established for the purpose of stabilizing communities that suffered from foreclosures and abandonment. NSP funds are no longer granted by HUD. The NSP funds that the City has are the last of this grant type. The amount noted will be used for redevelopment of the former Waterman Gardens public housing project (Arrowhead Grove



**Parks**

<b>Grant Name:</b> Retired Senior Volunteer Program	<b>Grant Source:</b> Corporation for National & Community Service
<b>Expiration Date/Renewable?:</b> 4/1/2019 to 3/31/2020	<b>Amount Anticipated:</b> \$ 47,309.00
<b>Description:</b> An estimated 269 RSVP Volunteers will serve in a support role in these various areas: Disaster preparedness, response, mitigation and/or recovery, transportation, companionship, nutrition, senior services and tutoring programs. These volunteers will collectively provide over 29,000 hours these areas. Funding from CNCS will pay for personnel, training, and volunteer costs.	

<b>Grant Name:</b> Senior Companion Program (SCP)	<b>Grant Source:</b> Corporation for National & Community Service
<b>Expiration Date/Renewable?:</b> 7/1/19 to 6/30/2020	<b>Amount Anticipated:</b> \$ 302,000.00
<b>Description:</b> Seniors helping seniors is the purpose of the Senior Companion Program. Registered volunteers provide companionship, meal preparation, grocery shopping, transportation to and from medical appointments and pharmacies for those adults with physical, emotional, or mental health limitations, most of whom are elderly. These valuable approximately forty-five volunteers provide approximately 160 clients with 49,000 hours of personal service.	

<b>Grant Name:</b> Senior Nutrition Program	<b>Grant Source:</b> County of San Bernardino, Department of Aging & Adult Services
<b>Expiration Date/Renewable?:</b> 7/1/19 to 6/30/2020	<b>Amount Anticipated:</b> \$ 330,000.00
<b>Description:</b> The Senior Nutrition Program provides meals for seniors aged 60 years and older at six sites: 5 <sup>th</sup> Street Senior Center, Perris Hill Senior Center, Hernandez Community Center, Lytle Creek Community, Highland Senior Center, and New Hope Family Life Center. The program will serve an average of 250 clients per day and a yearly estimated total of 47,000 to 52,000 meals.	

**Police**

**Grant Name:** COPS Option Enhancing Law Enforcement Activity Subaccount (ELEAS) **Grant Source:** State of California through San Bernardino County  
**Expiration Date/Renewable?:** Continuous **Amount Anticipated:** Unknown  
**Description:** Funds from the Citizens Option for Public Safety grant from the State of California to be used exclusively for funding frontline municipal police services. Funding is directly applied as a transfer to the General Fund.

**Grant Name:** COPS Hiring 2016 **Grant Source:** U.S Dept. of Justice – Office of Community Oriented Policing Services  
**Expiration Date/Renewable?:** Expires 8/31/2019 **Amount Anticipated:** \$250,000  
**Description:** Offsets the cost of 11 Police Officers hired in 2016. The grant reimburses the City up to 75% of each officer’s salary and benefit cost up to a maximum of \$125,000 per year, for a maximum of 36 months. Total Federal funding amount is \$2,850,161 for the grant period 9/1/2016 – 8/31/2019. The remainder of funding will be carried over into FY2019/20.

**Grant Name:** JAG 2016 (Justice Assistance Grant) **Grant Source:** U.S. Dept. of Justice Grant)  
**Expiration Date/Renewable?:** 9/30/2019 **Amount Anticipated:** \$17,800  
**Description:** The Edward Byrne Memorial Fund- Justice Assistance Grant provides local governments with funding necessary to support various law enforcement programs. San Bernardino PD grant funds have been used to purchase one K9 patrol vehicle, one Hostage Negotiation Throw Phone and refurbishment of the departments Mobile Command Post vehicle. Total grant award is \$154,574, for the grant period of 10/1/2015 – 9/30/2019. The remainder of funding will be carried over into FY2019/20.

**Grant Name:** PSA Cadet Program **Grant Source:** Public Safety Academy  
**Expiration Date/Renewable?:** N/A **Amount Anticipated:** \$0  
**Description:** The Public Safety Academy (PSA) Cadet Program is designed to offer eligible current and former students of PSA part-time positions as Police Cadets in order to introduce them into a variety of law enforcement careers. The grant is a one-time award of \$125,880 to be used until all funds are expended. The remainder will be carried over into FY2019/20.

<b>Grant Name:</b> OPT19106-Office of Traffic Safety	<b>Grant Source:</b> National Highway Traffic Safety Administration (NHTSA)
<b>Expiration Date/Renewable?:</b> 9/30/2019	<b>Amount Anticipated:</b> \$458,000
<b>Description:</b>	
OTS grant funds are used to conduct traffic programs aimed at reducing the number of victims killed and injured in traffic collisions. Total grant award of \$458,000 for the grant period 10/1/2018 – 9/30/2019. The remainder of funding will be carried over into FY2019/20	
<ul style="list-style-type: none"> <li>• 8687 – Materials &amp; Supplies - \$15,754</li> <li>• 8688 – DUI/DL Checkpoints - \$140,960</li> <li>• 8689 – DUI Saturation Patrols - \$103,232</li> <li>• 8690 – Traffic Enforcement - \$31,683</li> <li>• 8691 – Distracted Driving - \$7,929</li> <li>• 8692 – Motorcycle Safety - \$15,904</li> <li>• 8693 – Night-time Click It Or Ticket - \$7,929</li> <li>• 8694 – Pedestrian &amp; Bicycle Enforcement - \$134,610</li> </ul>	

<b>Grant Name:</b> AB109/ Prop 30	<b>Grant Source:</b> State of California
<b>Expiration Date/Renewable?:</b> N/A	<b>Amount Anticipated:</b> \$0.
<b>Description:</b>	
California’s Public Safety Realignment Act of 2011 transferred jurisdiction and funding for managing lower-level criminal offenders from the State to the counties. Under Realignment, for example, certain offenders began serving their felony sentences in jail rather than prison. Funding is provided for the City to manage early release of convicted offenders. The City was funded a total of \$3,415,949 between March 2013 and Sept. 2015 to be used in support of law enforcement’s efforts to manage the effect of early release offenders. As of May 2019 the balance of available funding is just over \$1,000,000.00.	

<b>Grant Name:</b> UASI Riverside County Fire	<b>Grant Source:</b> Homeland Security
<b>Expiration Date/Renewable?:</b> 9/30/2020	<b>Amount Anticipated:</b> \$375,000.
<b>Description:</b>	
The intent of the UASI program is to enhance regional preparedness and expand collaboration efforts in the region. The City of San Bernardino became a member of the Riverside Area Urban Areas Security Initiative (UASI). The FY2017/18 grant award will fund the purchase of a Regional Incident Management Apparatus (RIMA) and expand the department’s Personnel Accountability System. The grant award amount is \$375,000 for the grant period of 9/1/2017 – 5/31/2020.	

**Grant Name:** Local Law Enforcement Grant

**Grant Source:** Board of State and Community Corrections

**Expiration Date/Renewable?:** N/A

**Amount Anticipated:** \$0

**Description:**

BSCC Local Law Enforcement distributed \$20 million to local law enforcement agencies to increase positive outcomes between municipal law enforcement and high-risk populations. The San Bernardino Police Department applied initial funding towards Crisis Intervention and Behavioral Health Training for all officers. Remaining funding will be applied to other existing programs, such as the Police Activities League aimed at youth diversion programs and gang and violence prevention programs. The grant is a one-time award of \$55,812 to be used until all funds are expended. The remainder will be carried over into FY2019/20

**Public Works**

<b>Grant Name:</b> Used Oil Payment Program OPP9	<b>Grant Source:</b> CalRecycle
<b>Expiration Date/Renewable?:</b> 6/30/20 / yes	<b>Amount Anticipated:</b> \$60,552
<b>Description:</b> Local certified collection centers within the City boundaries collect all used oil from residents. It is the City’s responsibility to monitor that collection, provide public education and outreach to the residents, and submit annual reports to CalRecycle. The award amount of \$60,552 has been approved and will be received in late April or early May 2019. The grant period will be from July 1, 2019 – June 30, 2020 and will need to be appropriated accordingly.	

<b>Grant Name:</b> City/County Payment Program	<b>Grant Source:</b> CalRecycle
<b>Expiration Date/Renewable?:</b> 6/29/19 / yes	<b>Amount Anticipated:</b> \$53,746
<b>Description:</b> Beverage container recycling is essentially all public education and outreach. It is the biggest component of municipal waste recycling. Education and outreach must address all the components of recycling. Implementing and monitoring this program can shift the behavior for the targeted residents, necessitating a strong education effort. Education includes Earth Day events, collaboration with IE 66ers, Burrtec Waste Industries, EcoHero and a web/mobile application with online services including calendars, widgets, newsletters, reminders, messaging, tools, social media and events. CCPP 2017/18 funding of \$53,746 was received from CalRecycle in August 2018 for the grant period of May, 2018 – June 30, 2020.	

<b>Grant Name:</b> Waste Tire Cleanup Grant	<b>Grant Source:</b> CalRecycle
<b>Expiration Date/Renewable?:</b> 9/28/20 / yes	<b>Amount Anticipated:</b> \$10,000
<b>Description:</b> Waste tire cleanup grant program provides grant monies for personnel duties, collection, transportation, and proper disposal of waste tires that are found throughout the City of San Bernardino. The City pays for all the costs related to waste tire cleanup up front and is then reimbursed when a payment request is submitted. The City utilizes the monthly residential city cleanup day to collect unwanted waste tires from residents free of charge. Evolving public education and outreach methods are essential to help inform residents of the different avenues to dispose waste tires, rather than dump them illegally throughout the City of San Bernardino. Efforts to spend the money over the next two years should begin occurring with the Quality of Life crew and Burrtec Waste Industries. Grant amount of \$10,000 was granted for the period of July 1, 2018 – September 2020.	

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CITY OF SAN BERNARDINO  
DEBT SERVICE SCHEDULE  
FISCAL YEAR 2019-2020

ACCOUNT NO.	LESSOR	DESCRIPTION	ADDITIONS	PRINCIPAL	INTEREST	PAYMENT	FREQUENCY OF PAYMENT
001-090-0053-5803	California Infrastructure Bank	Harriman Place Extension	1,218	131,676	9,565	141,241	Annual
001-090-0053-5803	US Bank	2018 Lease Revenue Refunding Bonds		846,579	146,813	993,392	Annual
001-090-0053-5803	AMBAC	Pension Obligation Bond		168,941	232,709	401,650	Annual
001-090-0053-5803	Commerzbank	Pension Obligation Bond		393,633	542,214	935,847	Annual
710-180-0126-5801	Bank of New York Mellon	HUD Section 108 - Arden Guthrie		494,000	257,192	751,192	Annual
679-250-0058-5803	New World	New World Software Agreement - Finance		239,101	6,910	246,011	Annual
001-210-0060-5803	New World	New World Software Agreement - Public Safety		387,781	11,206	398,987	Annual
002-090-0053-5503	San Bernardino Conty	Fire Management Association Note Payable		300,000		300,000	Annual
<b>Total</b>			<b>1,218</b>	<b>2,961,711</b>	<b>1,206,609</b>	<b>4,168,320</b>	

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**CITY OF SAN BERNARDINO  
2019-2020  
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 2019 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 3.85% and the change in the County of San Bernardino's Population is 0.90%.

Using the population and per capita personal income data provided by the California Department of Finance, the City's appropriation limit for Fiscal Year 2019-20 is \$355,083,601. Appropriations subject to the limitation in the 2019-20 Budget total \$105,246,300 which is \$266,826,809 less than the computed allowable limit.

<b>Appropriations Limits</b>	
FY 2018-2019 Appropriations Limit	355,083,601
FY 2018-2019 Adjustment Factors	
<i>Percentage Change in Per Capita Personal Income</i>	3.85%
<i>Percentage Change in Population</i>	0.90%
Appropriations Change Factor (3.85% x 0.90%)	1.04784650
FY 2018-2019 Appropriations Limit ( <i>Prior Year Appropriations Limit x Appropriation Change Factor</i> )	372,073,109
<b>FY 2018-2019 APPROPRIATION LIMIT</b>	<b>372,073,109</b>
<b>TOTAL FY 2019-2020 APPROPRIATIONS SUBJECT TO LIMITATIONS</b>	<b>(105,246,300)</b>
<b>(OVER)/UNDER APPROPRIATION LIMIT</b>	<b>266,826,809</b>

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**RESOLUTION NO. 2019-168**

**RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN BERNARDINO, CALIFORNIA, RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN BERNARDINO, APPROVING AND ADOPTING THE CITY OF SAN BERNARDINO'S OPERATING BUDGET AND CAPITAL IMPROVEMENT PLAN (CIP) FOR FISCAL YEAR 2019/20 AND ESTABLISHING THE CITY'S APPROPRIATION LIMIT AS REQUIRED BY ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION, AND AUTHORIZE THE FINANCE DIRECTOR TO AMEND THE FY 2019/20 BUDGET TO FUND THE RECRUITMENT COSTS FOR DEPARTMENT DIRECTOR POSITIONS, AS NEEDED, USING THE SALARY SAVINGS OF THOSE POSITIONS.**

**WHEREAS**, the proposed 2019/20 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 said service priorities; and and

**WHEREAS**, the City Council intends to use the proposed 2019/20 Operating Budget and CIP as a guide for determining City priorities; and

**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; and

**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;

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

**SECTION 1.** The above recitals are true and correct and are incorporated herein by this reference.

**SECTION 2,** That the Mayor and City Council approve the 2019/20 Operating Budget and CIP, as detailed in Exhibit "A". Total Estimated Revenue included in the Budget is

\$182,012,984. Total appropriations in the Operating Budget are \$171,557,261; and total appropriations in the the CIP Budget are total \$28,301,000.

**SECTION 3,** That 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 \$372,073,109.

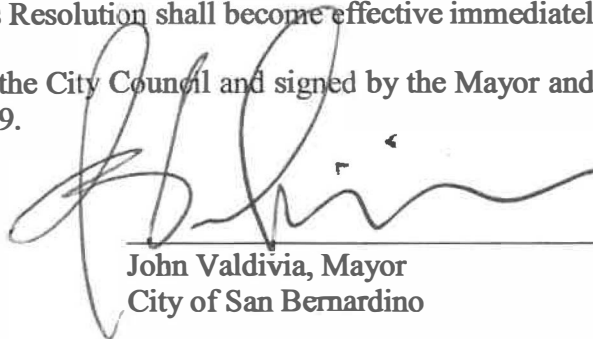
**SECTION 4,** That the Finance Director is authorized to amend the FY 2019/20 Budget to fund the recruitment costs for Department Director positions, as needed.

**SECTION 5.** That the City Council finds this Resolution is not subject to the California Environmental Quality Act (CEQA) in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty, as in this case, that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

**SECTION 6. Severability.** If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Resolution are declared to be severable.

**SECTION 7. Effective Date.** This Resolution shall become effective immediately.

**APPROVED and ADOPTED** by the City Council and signed by the Mayor and attested by the City Clerk this 19<sup>th</sup> day of June 2019.

  
\_\_\_\_\_  
John Valdivia, Mayor  
City of San Bernardino

Attest:

  
\_\_\_\_\_  
Georgeann Medina, MMC, City Clerk

Approved as to form:

  
\_\_\_\_\_  
Gary D. Saenz, City Attorney

**CERTIFICATION**

STATE OF CALIFORNIA)  
 COUNTY OF SAN BERNARDINO) ss  
 CITY OF SAN BERNARDINO)

I, Georgeann Hanna, MMC, City Clerk, hereby certify that the attached is a true copy of Resolution No. 2019-168 adopted at a regular meeting held on the 19<sup>th</sup> day of June 2019 by the following vote:

<u>Council Members:</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
SANCHEZ	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
IBARRA	<u>      </u>	<u>X</u>	<u>      </u>	<u>      </u>
FIGUEROA	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
SHORETT	<u>      </u>	<u>X</u>	<u>      </u>	<u>      </u>
NICKEL	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
RICHARD	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
MULVIHILL	<u>      </u>	<u>X</u>	<u>      </u>	<u>      </u>

WITNESS my hand and official seal of the City of San Bernardino this 19<sup>th</sup> day of June 2019.

  
 \_\_\_\_\_  
 Georgeann Hanna, MMC City Clerk

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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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