

## COUNCIL QUESTIONS / ANSWERS

1. What are the total employees we have and could we have them by department and positions?

A staffing matrix table is provided under a separate attachment.

2. Is the traffic safety fund still paying for school crossing guards? How many? And could we incorporate those duties into a PSA or CSO duties and hire more?

We have budgeted one part-time crossing guard at each of the five PSUSD locations:

- Cathedral City Elementary
- James Workman Middle
- Landau Elementary
- Rio Vista Elementary
- Sunny Sands Elementary

3. On the City Council worksheet "interdepartmental charge went from 0 to 46,821 what is this for?

In the upcoming biennial budget, all departments and divisions with personnel are being charged for the annual OPEB allocation.

4. Communications & Events worksheet Prof & Tech Services went from 2,000 to 151,500? Why?

For the upcoming biennial budget, the Communications & Events division is planning to contract out for the Signature Events. In FY 17/18, \$150,000 is budgeted for the Hot Air Balloon Festival and LGBT Days. In FY 18/19, \$200,000 is budgeted for the Hot Air Balloon Festival, LGBT Days and Taste of Jalisco.

5. Administrative Services worksheet has no prior years, why? Same for Community Develop.

In previous budget years, the Administrative Services Director and the Community Development Director have been included in the City Management budget. The Administrative Services Director salary and benefits is funded from the general fund; whereas, the Community Development Director's salary and benefits are funded from the general fund, gas tax, measure A, and solid waste.

6. Where is the "new finance software" purchase

In the Capital Improvement Program (CIP) section, there is a new project included from Fund 613.

7. Facilities worksheet has several large increases in Insurance, FICA, Maint & Oper, and Gas & Electric?

FICA was reduced to 0; Maintenance and Operations increases are directly related to roofing issues on all buildings, air conditioning at the library; painting various areas in a number of buildings, carpet replacement at city hall, roll up door replacement at fire station 413; Gas & Electric was reduced by \$30.7k.

8. Have we talked to DHS regarding Animal Control contract?

Yes, communication has occurred between Cathedral City PD and DHS PD. Currently, DHS is not ready to move forward due to their own facilities' issues. The building they were going to originally use is not habitable for this use. They are looking at leasing a facility and still need to hire staff. Once that is completed, discussions will continue as to the possible option of contracting with DHS for short term shelter services. Council will be provided with an update as progress occurs.

9. If we have hired more Fire personnel, why has the overtime gone up?

With the increased minimum staffing of 12 personnel rather than 10 personnel, overtime is anticipated to increase because we may need to backfill for 12 positions when someone calls in sick, is injured or takes vacation.

10. When is our contract up with the Dance Studio? How much are we still paying them?

We had a one year contract with the Dance Studio comprised of two portions to include a \$5000 relocation allowance and a rent assistance totaling \$19,200. We have provided the Dance Studio the opportunity to apply for a FY 17/18 community assistance grant.

11. On the summary pages I am intrigued by the large numbers of reductions in various accounts. Why is this?

a. Things like city management, MIS, community services. Also why the increase in finance?

City Management division has previously included employees that are now budgeted in Communications & Events, Economic Development, the Administrative Services Director and the Community Development Director. In the upcoming biennial budget, the City Management division will only include the City Manager and the Administrative Analyst thus reflective of the decrease. Increases in all other departments are related to additional staffing, negotiated cost of living adjustments, cash outs of accrued leaves due to retirements, OPEB and PERS costs. In addition, Finance specifically has those items previously referenced but also increased due to audits related to medical cannabis businesses and bi-annual OPEB actuary study required under GASB.

b. What is being eliminated in community organizations

80% of the \$50,000 loan to the Senior Center was written off and the one-time \$50,000 extra assistance to the Senior Center was not included.

12. Same with summary of general fund revenues

Increases are based upon information received from HdL, the County, new development projects, CVB, Coachella Valley Economic Summit, and additional hotels etc. Decreases are due to areas of revenue where there is not comparable activity to support the level of revenue previously anticipated/received.

13. Also (and we do this every two years) attorney fees. You show reduction in retainer and operations. You also in their tab show retainer but each dept. also shows legal services. I appreciate that from a need to show line item but I think that it would be helpful if we also could show TOTAL legal budget so everyone understands our fee is not just \$200,000+/- . Can you also show us a total cost in PD and FD.

GENERAL FUND	FY 15/16	FY 14/15	FY 13/14
General Matters	204,863.18	156,146.74	61,163.61
City Management	15,926.29	20,880.83	16,329.83
Administrative Services	3,372.87	1,565.70	581.85
Community Development	259,528.31	225,651.78	212,524.44
Police	24,983.84	48,567.40	25,996.45
Fire	235.49	31,692.13	3,257.69
Medical Marijuana	263,188.56		
<b>TOTAL</b>	<b>772,098.54</b>	<b>484,504.58</b>	<b>319,853.87</b>
ALL OTHER FUNDS	93,517.67	182,696.42	130,494.32

14. On animal control what are our estimates in outlying years

The current contract with Riverside Animal Control is for 4 years at \$329K/year

15. In city clerk – what is cost of using Public Record vs Desert Sun for notices

It is more cost effective to use the Public Record. Because it only publicizes twice a week, it often does not work with needed publication schedules for the various departments. Moving forward, staff will try where they can, given scheduling demands, to use the Public Record.

16. Any anticipation of a charter amendment or tax measure in 2018?

This would be a council directed discussion and could be handled as a budget amendment. At this time, staff is not aware of one.

17. City manager vehicle – is \$1000 realistic? What is age of vehicle

The \$1000 estimate for maintenance and operations is consistent with the actual expenses/year for the past four years. The vehicle is a 2005 Ford Crown Victoria with 40,708 miles on it.

If it is council's direction to purchase a new vehicle it would be expensed from the vehicle replacement fund.

18. Professional and technical - we are zeroed out. Concerned that we may need funds for lobbying efforts OR should council be increased to handle it?

This would be a council directed discussion and decision. We can handle it now in the budget or as a budget amendment should the need arise.

19. HR - Why so little use

- a. Wellness

We have consistently been running in the high 20K/low 30K range and sought to increase from the last budget cycle of \$27K/year to \$32.5K/year.

- b. Education reimbursement

There is a lifetime cap of \$8000/employee. With our tenured staff, we are not seeing as much use. We see an uptick in upcoming biennial budgets as we see more staff retirements and younger staff starting to take classes.

20. Communications & Events –

- a. What is break down of Desert Sun

In the past, we have been incurring annual advertising costs of approximately \$20,000/year. With Council's approval in September 2016 for a multi-month print and social media digital campaign of \$20,600, we increased the budget to \$40,000.

- b. In 18/19 we show Taste of Jalisco as a Non major event. Concern that it is our most attended. Why the elimination of funding. Do we not expect to have to put \$ into it going forward

In FY 17/18, Taste of Jalisco is being produced with in-house labor/resources; whereas, in FY 18/19, this event is being produced using outside professional resources. As a result, the professional & technical services budget increases from \$150,000 in FY 17/18 to \$200,000 in FY 18/19.

21. Econ Development – CVEP – ARE WE GETTING OUR \$ WORTH

While participation in CVEP is difficult to measure on a direct "return on investment" basis, Cathedral City's image in the Valley among other City reps and the private sector would be diminished by our absence (i.e., if we were not an official member and/or did not participate in CVEP activities).

In Economic Development staff's opinion, it's important for Cathedral City to remain engaged in CVEP to:

- 1) Show unified support with the other Valley cities in furthering Valley-wide economic development;
- 2) Take advantage of networking opportunities at Board meetings and CVEP-sponsored events (both with other city reps and private sector Board members);
- 3) Learn more about major happenings in the other cities and/or new and innovative businesses coming to the Valley;
- 4) Take advantage of CVEP's workshops, seminars and specialized services that assist ED staff and individual businesses in various areas such as financing sources for small businesses and radius reports on development sites (CVEP runs several reports for ED staff to have stats available for the Las Vegas ICSC conference);
- 5) Retain a City booth/presence at the CVEP Annual Fall Investors Conference which is attended by approximately 400 people interested in the Valley's economic growth.

22. Any cost for our RFP for banking services. Who sits on that committee to make recommendations

We intend to send out an RFP for Banking Services by the end of this calendar year. We did not budget a cost for this RFP. Committee make up is the Administrative Services Director, Accounting Services Manager, Fiscal Officer and Accountant II. Depending upon availability, the City Treasurer would also be involved.

23. Who is doing tax audits for CMT - \$75K?

With City Council approval in October 2015, we engaged MuniServices as the vendor for Cannabis and Marijuana Tax Audits. Initial assistance visits (after 2-3 months of tax returns) are conducted, and then annual audits are conducted thereafter.

24. MIS – showing maintenance of 371K what is that amount for

The Maintenance Detail List is comprised of licenses, maintenance and support for all departments' hardware and software. This table is provided under a separate attachment - MIS Maintenance Detail, which is also included as a reference in the budget workbook.

25. I would like us to see about cost for city wide Wifi service

With the constant changes in WiFi technology, many cities are no longer going with citywide WiFi service. In 2008, the City of Riverside was known as California's smart city for its citywide WiFi and it has now been abandoned because the technology has changed so much and it is difficult to keep up with the cost. They now only use hotspots at a cost of approximately \$1.0 million/year.

An analysis was done in 2008 to do citywide WiFi, which at that time was estimated at over \$3.0 million. With the changes in technology, a new analysis would be needed. It is anticipated the estimated cost would be higher today.

The City is a member of the Inland Empire Regional Broadband Consortium funded by the CPUC. Out of this has come "RIVCO Connect". This is a way to bring gigabit fiber to communities willing to limit the red tape (so to speak) as to use of public rights of way to install the fiber. Gigabit fiber is the future for technology infrastructure for economic development and community access.

RIVCO connect is in the process of launching an RFP for the gigabit fiber. In May, we would like to bring Steve Reneker, CIO for Riverside County to make a presentation of this process and what it would mean for Cathedral City and our region.

26. Facilities – showing cost of 26K for CURC support what is that

CURC has 3 part time direct employees providing engineering, facilities and finance support. This is the corresponding cost for facilities support from CURC. This cost has been transferred from Salaries and Benefits to Professional & Technical Services. This is a line item change; therefore, there is no increased cost.

27. Parking structure – is anyone paying NNN and does CVRep know about this

Yes, we provide a monthly invoice to Nissan, Honda, Toyota and periodically Jessup for the use of the second and third floors of the parking structure.

Yes, CVRep is aware of the current use of the parking structure. As the downtown grows, the use by the auto dealers may need to change.

28. Library – update on county services? Still our best option?

This would be a policy decision by city council. What we do know is that it costs approximately \$2.4-\$2.8 million to operate the Palm Springs and Rancho Mirage Libraries. What comes from Cathedral City taxes to operate the Cathedral City library is approximately \$1.1 million plus what we, the city, expend on our maintenance obligations for the building, parking lot etc.

29. Public works – will new roof lower utility costs

Yes, except for any rate increases at the CPUC related to the recent rate increase request currently under consideration that has been submitted by Edison. Therefore, there still may be an increase but certainly there will be a decrease in the maintenance costs associated with the roof and damage related to leaks.

30. Fire station 410 – we are building a new station – why spend \$ on roof

This roof expenditure is for the Administration building (410) & Fire Station (412) at Desert Vista, not Fire Station 411 at Date Palm, which is the one to be relocated.

31. When do we see building maintenance? Seems EVERY building has roof issues

We anticipate the Facilities Restoration Plan to be provided for City Council review in the fall of 2017

32. Civic Center - \$40K solar panels. Are they ever going to be built? What is the cost for

We anticipate net annual operating costs to be \$40,000. Completed plans were submitted for plan check review on March 22<sup>nd</sup>. Final tree removal will be done by April 8<sup>th</sup>. It is anticipated

mobilization for construction to be late April, with construction to start early May. It is a two and a half month construction project.

33. Discussion about setting aside 25% of all cannabis \$ for OPEB debt reduction

With Council's concurrence, we would need to transfer from the General Fund to the Insurance Fund:

- \$312,500 (25% of \$1,250,000 FY 17/18 projected CMT revenue)
- \$625,000 (25% of \$2,500,000 FY 18/19 projected CMT revenue)

34. Full Listing of staff by department for FY 16, 17 and 18

A staffing matrix table is provided under a separate attachment.

35. List of increase parameters as well as a list of major change criteria (split out of departments, union salary increases, benefits increases, new staff positions, etc) that you can share that will help us understand the proposed changes.

The primary components of the increases to the General Fund budget include:

a. 11 Additional Staffing Positions totaling \$1.67M

- i. Webmaster/Graphic Designer
- ii. Crime Analyst
- iii. Enterprise Application Engineer
- iv. Assistant Planner
- v. Code Compliance Officer
- vi. Police Officers (2)
- vii. Fire Battalion Chief
- viii. Firefighter Paramedic Positions (3)

b. Other Post-Employment Benefits (OPEB) Annual Allocation

- i. \$1.723M in FY 17/18
- ii. \$1.911M in FY 18/19

c. \$900K Annual Increase for existing personnel Salaries and Benefits covering step increases, and negotiated pay increases or cost of living increases

d. \$400K Annual Increase to Equipment (Vehicle) Replacement Fund (\$350K to \$750K). We have historically underfunded our depreciation expense because we have been holding on to vehicles much longer than in the past. This fully funds our depreciation schedule in FY 18 & 19. With the public safety vehicles expected to be purchased over the next two years, it is prudent to fully fund the depreciation expense.

e. \$350K Annual Increase to Risk Management for Insurance Fund (\$2.05M to \$2.4M). Due to increases in the cost of liability, building (asset valuation increases) and workers compensation insurance.



- f. \$340K Annual Increase to Facilities Maintenance and Operations, and Services. This is the first budget cycle whereby we have actually had a Facilities budget. In getting our arms around the deferred maintenance items, the increase is predominantly due to painting the exterior of the library and the possibility of having to replace one of three library air conditioners. There is also an interdepartmental charge for OPEB.

- g. \$125K Annual Increase to Communications and Events Operations

36. Tax Revenue increases of \$8 million over the two years with \$2.5 being Cannabis related. Can you provide your detail assumptions list for all the revenue streams?

- Property Tax, \$2.3M, 20% market value increase to FY 16/17 actuals
- Structural Fire, \$.5M, 5% increase to FY 16/17 actuals
- In-lieu Vehicle License Fee, \$.2M, Riverside County growth calculation
- Sales Tax, \$1.1M, HdL Coren & Cone projections, State Board of Equalization
- Transaction & Use Tax, \$.4M, HdL Coren & Cone projections, State Board of Equalization
- Cannabis and Marijuana Tax, \$1.25M per year – see 01/28/2017 Strategic Planning Slide
- Transient Occupancy Tax, \$1.0M, includes increases from Doubletree, Short-term Vacation Rentals and Staybridge (estimated at \$300K/year)

37. List all budget lines increasing from FY 18 to FY 19 by 5% or more with a brief narrative on the reasons for the increase?

Tax Revenue projections increased 6.5% primarily due to Cannabis and Marijuana Tax (CMT) projected revenue increasing from \$1.25 M to \$2.5M

Expenditures:

- City Clerk's operating budget increased 15% due to November 2018 election costs from Riverside County
- Community Development Administration division increased 9.8% primarily due to PERS
- Building and Safety division increased 5.6% primarily due to salaries and PERS
- Engineering division increased 6.6% primarily due to projected cashouts
- Police Administration division increased 5.5% primarily due to PERS
- Police Field Services division increased 7.2% primarily due to salaries and PERS
- Police Investigation Services division increased 7.9% primarily due to salaries and PERS
- Police Emergency Communication division increased 5.3% primarily due to PERS
- Fire Suppression division increased 5.6% primarily due to PERS and OPEB
- Fire Paramedic division increased 5.4% primarily due to PERS and OPEB

38. I would like to propose that the Council consider a 20% carve out of the Marijuana Proceeds for Housing and Homeless Programs. I realize this is a policy question which will need to be discussed with the full Council but would like to go on record with this.

With Council's concurrence, we could transfer from the General Fund to the Housing Fund:

- \$250,000 (20% of \$1,250,000 FY 17/18 projected CMT revenue)
- \$500,000 (20% of \$2,500,000 FY 18/19 projected CMT revenue)



39. Also, it might be useful to number the pages for easier reference.

The pages are numbered in the final budget document. Unfortunately, the budget workbook is comprised of disparate documents; however, we will try to incorporate page numbers where we can in future budget workbooks.

40. Lastly, it would be useful to list the number of positions somewhere in the Budget Worksheets by department so when we are looking at salaries we know how many positions that covers.

In the final budget document, we have a Personnel and Staffing Table with Full-time Equivalent (FTE) counts by department and the associated divisions showing a four-year trend. We will try to incorporate this element earlier in the process and include in future budget workbooks. A staffing matrix table is provided under a separate attachment.

41. Revenue and Expenditure Summary: After Fund Balance Transfers what is our projected Reserve numbers and percentages?

With no deficit spending during this fiscal year (16/17) and a current General Fund balance of \$19,068,028 a/o 06/30/2016, these are our initial projections:

FY 17/18, a/o 6/30/2018, \$17,214,103 General Fund balance, 40.0% Reserves

FY 18/19, a/o 6/30/2019, \$15,796,377 General Fund balance, 35.2% Reserves

Note – Due to one-time land sales in FY 16/17, we anticipate a surplus for the General Fund for the year ending 06/30/2017. We will have updated projections for the 04/12/2017 Study Session.

42. City Council: Why are there such wide fluctuations in the Insurance line item?

In the current biennial budget, there are only three council members budgeted to receive medical benefits from the City. In the upcoming biennial budget, there are four council members budgeted to received medical benefits.

43. Legal Services: What is the actual total net savings with the new contract with Burke, Williams & Sorenson including all department allocable legal charges?

Please refer to table in question number 13.

44. City Council Accomplishments: Please add language regarding initiation of the CBA effort, workshops, etc. Charlie should be able to assist with some language. Also I would add reference to the completion of the Vacation Task Force and implementation of new rules as a major accomplishment.

We have added an accomplishment for the Short-term Vacation Rental Task Force and a goal/objective for the CBA effort.

45. Council Operating Expenses; I am not receiving a technology allowance that I am aware of yet it lists it.

In the current FY 15/16 & FY 16/17 budget, the technology allowance is not budgeted. For the FY 17/18 & FY 18/19, the technology allowance has been budgeted to allow for automated iPad use for council meetings (rather than hard copy agendas) and cell phone usage. We understand this may change and staff would like to receive confirmation and direction from council as to how many will be utilizing an iPad for agendas related to council meetings.

46. I would like to see funding added for the next phase of the Consultant Work by ELP for the CBA and Strategic Economic Plan. I would suggest adding \$35,000 for that work.

With the Council's concurrence, we will add a one-time professional & technical services cost of \$35,000 to the economic development division's operation budget (100-151-8601).

47. What do the funds (\$100,000) that are set aside in the Non Departmental Administrative Contingency get used for?

This item is budgeted for the City Manager's discretion to use for potential departmental overages, emergencies, and unexpected needs council may identify during the year not anticipated when the budget was prepared. For example, this past year there were unexpected overages for the events that will draw upon this contingency. When this budgeted line item is not used, we include in the annual one-time payment we make (usually in the fall timeframe) to apply to PERS unfunded actuarial liability (UAL).

48. Fund 223 Traffic Safety: It looks like there was a reduction in staff? Why?

The part-time Traffic Engineer was previously a part-time City employee and is now a part-time consultant. As a result, this cost has been transferred from Salaries and Benefits to Professional & Technical Services.

49. Fund 234: What is the Capital Outlay item to be funded for?

CIP Project 1016 is planned to design and construct the additional (truck climbing) lane on Edom Hill Road from Varner Rd to the Burrtec facility.

50. Can we consider a set aside to pay down our PERS Unfunded Obligation....is there a source we can look at?

With the implementation of the OPEB allocation in this upcoming biennial budget (FY 17/18 & 18/19), we anticipate including a similar allocation for PERS in the next biennial budget for FY 19/20 & 20/21.

51. Fund 321 shows no expenditures until FY 2019...does that suggest no maintenance on any police or fire facilities is needed until then?

During the two-year budget, there will be standard maintenance for these facilities, which is not an eligible expense for this fund and must come from the general fund. This fund which accumulates very small amounts of money on an annual basis can be used for equipment only. Thus it is recommended, the fund be utilized to replace the Breathing Air Compressor / Fill Station for a total of one unit = \$28,000.

52. Item 611: Vehicle Replacement \$500,000...is there more detail?

10 Police (outfitted) vehicles @ \$50,000/ vehicle

53. Item 612: Why did PERS go down? Also, our General Claims and Judgments number was reduced substantially, as was Operations...just wonder why?

Annually, PERS contingency is budgeted for \$100,000. At the end of each fiscal year, we usually transfer unspent funds from the General Fund to the Insurance Fund to apply to the unfunded actuarial liability (UAL). In FY 16/17, we paid CalPERS \$700,000, which included this \$100,000 line item, toward the UAL that came from funds transferred at the end of FY 15/16.

54. Housing Contribution: I had spoken briefly with Staff about finding funding to assist in the Rehab of badly needed repairs for Cathedral Palms and also for the Veterans Project. I think I heard we could find \$500,000 for either project. I would like to know if that can be included in the CIP budget.

With the Council's concurrence, and with the recent sales of some housing parcels, there are now sufficient funds in the housing fund whereby we can create a project utilizing \$500,000 one-time funding from the Housing Fund to repair/rehab affordable housing projects, e.g., Cathedral Palms, Veteran's Project, etc.

55. Finally, in the CIP budget for next year I would like to add the redo (or paving), John's call, of the Dinah Shore/Date palm intersection east and west on Dinah Shore for at least a block. I have mentioned this several times in the past.

We will add an unfunded CIP project for the Dinah Shore / Date Palm intersection at a cost of \$500,000. (In coordination with Engineering,) the intersection would be redone and there would be 100 feet of repaving east and west of the intersection on Dinah Shore and north and south on Date Palm.

# PERSONNEL AND STAFFING BY DEPARTMENT/DIVISION

DEPARTMENT/DIVISION/JOB TITLE	Final Positions FY 2015-16	Final Positions FY 2016-17	Proposed Positions FY 2017-18	Proposed Positions FY 2018-19
<b>CITY COUNCIL</b>				
Mayor (elected)	1.00	1.00	1.00	1.00
Council Member (elected)	4.00	4.00	4.00	4.00
<b>CITY COUNCIL TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>CITY MANAGEMENT</b>				
<b>CITY MANAGER</b>				
City Manager	1.00	1.00	1.00	1.00
Administrative Services Director	1.00	1.00	0.00	0.00
Economic Development Administrator	1.00	1.00	0.00	0.00
Economic Development Director	1.00	1.00	0.00	0.00
Community Development Director	0.40	0.40	0.00	0.00
Communications Office/Events Manager	1.00	1.00	0.00	0.00
Graphic Designer	1.00	1.00	0.00	0.00
Administrative Assistant II	0.90	0.90	0.90	0.90
<b>CITY MANAGER TOTAL</b>	<b>7.30</b>	<b>7.30</b>	<b>1.90</b>	<b>1.90</b>
<b>CITY CLERK</b>				
City Clerk (elected)	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Accountant I	0.20	0.20	0.10	0.10
Accounting Technician	0.20	0.20	0.10	0.10
Administrative Assistant II	0.10	0.10	0.10	0.10
Administrative Assistant - Spec Projects	0.10	0.10	0.10	0.10
<b>CITY CLERK TOTAL</b>	<b>2.60</b>	<b>2.60</b>	<b>2.40</b>	<b>2.40</b>
<b>HUMAN RESOURCES</b>				
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Coordinator	1.00	1.00	1.00	1.00
HR/Accounting Assistant	0.50	0.50	0.50	0.50
<b>HUMAN RESOURCES TOTAL</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
<b>COMMUNICATION &amp; EVENTS</b>				
Communications Office/Events Manager	0.00	0.00	1.00	1.00
Graphic Designer	0.00	0.00	1.00	1.00
<b>COMMUNICATION &amp; EVENTS TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>
<b>ECONOMIC DEVELOPMENT</b>				
Economic Development Administrator	0.00	0.00	1.00	1.00
Economic Development Director	0.00	0.00	1.00	1.00
<b>ECONOMIC DEVELOPMENT TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>
<b>CITY MANAGEMENT TOTAL</b>	<b>12.40</b>	<b>12.40</b>	<b>10.80</b>	<b>10.80</b>
<b>ADMINISTRATIVE SERVICES</b>				
<b>ADMINISTRATIVE SERVICES DIRECTOR</b>				
Administrative Services Director	0.00	0.00	1.00	1.00
<b>ADMINISTRATIVE SERVICES DIRECTOR TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>
<b>FINANCE</b>				
City Treasurer (elected)	1.00	1.00	1.00	1.00
Accounting Services Manager	1.00	1.00	1.00	1.00
Fiscal Officer	1.00	1.00	1.00	1.00
Accountant II	0.50	1.00	1.00	1.00
Accountant I	0.80	0.80	0.90	0.90
Administrative Analyst II	1.00	1.00	1.00	1.00
HR/Accounting Assistant	0.50	0.50	0.50	0.50
Accounting Technician	0.80	0.80	0.90	0.90
Payroll Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant - Spec Projects	0.10	0.10	0.50	0.50
<b>FINANCE TOTAL</b>	<b>7.70</b>	<b>8.20</b>	<b>8.80</b>	<b>8.80</b>

# PERSONNEL AND STAFFING BY DEPARTMENT/DIVISION

DEPARTMENT/DIVISION/JOB TITLE	Final Positions FY 2015-16	Final Positions FY 2016-17	Proposed Positions FY 2017-18	Proposed Positions FY 2018-19
<b>MANAGEMENT INFORMATION SYSTEMS</b>				
IT Manager	1.00	1.00	1.00	1.00
Senior Network Engineer	1.00	1.00	1.00	1.00
Enterprise Application Engineer	0.00	1.00	1.00	1.00
<b>MANAGEMENT INFORMATION SYSTEMS TOTAL</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>FACILITIES</b>				
Facility Maintenance Manager	1.00	1.00	0.90	0.90
Asst. Facility Maintenance Supervisor	0.75	0.75	0.90	0.90
Building Maintenance Worker II	1.00	1.00	1.00	1.00
Administrative Assistant - Spec Projects	0.10	0.10	0.00	0.00
<b>FACILITIES TOTAL</b>	<b>2.85</b>	<b>2.85</b>	<b>2.80</b>	<b>2.80</b>
<b>HOUSING</b>				
Administrative Assistant - Spec Projects	0.60	0.60	0.40	0.40
<b>HOUSING TOTAL</b>	<b>0.60</b>	<b>0.60</b>	<b>0.40</b>	<b>0.40</b>
<b>SUCCESSOR AGENCY TO THE RDA</b>				
Administrative Assistant II	1.00	1.00	1.00	1.00
<b>SUCCESSOR AGENCY TO THE RDA TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>ADMINISTRATIVE SERVICES TOTAL</b>	<b>14.15</b>	<b>15.65</b>	<b>17.00</b>	<b>17.00</b>
<b>COMMUNITY DEVELOPMENT</b>				
<b>COMMUNITY DEVELOPMENT DIRECTOR</b>				
Community Development Director	0.00	0.00	0.40	0.40
<b>COMMUNITY DEVELOPMENT DIRECTOR TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.40</b>	<b>0.40</b>
<b>PLANNING</b>				
Development Services Manager	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	2.00	2.00
Assistant Planner	1.00	2.00	1.00	1.00
<b>PLANNING TOTAL</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>BUILDING AND SAFETY</b>				
Chief Building Official	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	0.00	0.00
Building Inspector II	0.00	0.00	2.00	2.00
Building & Permit Specialist	2.00	2.00	2.00	2.00
Administrative Assistant - Spec Projects	0.10	0.10	0.00	0.00
<b>BUILDING AND SAFETY TOTAL</b>	<b>4.10</b>	<b>4.10</b>	<b>5.00</b>	<b>5.00</b>
<b>ENGINEERING</b>				
City Engineer	0.40	0.40	0.40	0.20
Development Project Manager	0.75	0.75	0.75	0.75
Community Development Specialist	1.00	1.00	0.70	0.70
Engineering Technician I	1.00	1.00	1.00	1.00
Associate Engineer	1.00	1.00	0.00	0.20
<b>ENGINEERING TOTAL</b>	<b>4.15</b>	<b>4.15</b>	<b>2.85</b>	<b>2.85</b>
<b>CODE COMPLIANCE</b>				
Code Enforcement Officer II	1.00	1.00	2.00	2.00
Code Enforcement Officer I	2.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00
<b>CODE COMPLIANCE TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>
<b>PUBLIC MAINTENANCE</b>				
Street Maintenance Supervisor	0.25	0.25	0.25	0.25
Senior Grounds Worker	1.00	1.00	0.00	0.00
Maintenance Worker I	1.00	1.00	1.00	1.00
Grounds Worker II	2.00	2.00	1.00	1.00
<b>PUBLIC MAINTENANCE TOTAL</b>	<b>4.25</b>	<b>4.25</b>	<b>2.25</b>	<b>2.25</b>

# PERSONNEL AND STAFFING BY DEPARTMENT/DIVISION

DEPARTMENT/DIVISION/JOB TITLE	Final Positions FY 2015-16	Final Positions FY 2016-17	Proposed Positions FY 2017-18	Proposed Positions FY 2018-19
<b>STREET MAINTENANCE</b>				
Community Development Director	0.40	0.40	0.50	0.50
City Engineer	1.60	1.60	1.60	1.60
Environmental Conservation Manager	0.20	0.20	0.20	0.20
Facility Maintenance Manager	0.00	0.00	0.10	0.10
Development Project Manager	0.25	0.25	0.25	0.25
Mechanic II	1.00	1.00	1.00	1.00
Asst Facilities Maintenance Supervisor	0.25	0.25	0.10	0.10
Street Maintenance Supervisor	0.75	0.75	0.75	0.75
Community Development Specialist	0.00	0.00	0.30	0.30
Street Maintenance Worker II	3.00	3.00	3.00	3.00
Street Maintenance Worker I	6.00	6.00	6.00	6.00
<b>STREET MAINTENANCE TOTAL</b>	<b>13.45</b>	<b>13.45</b>	<b>13.80</b>	<b>13.80</b>
<b>ENVIRONMENTAL CONSERVATION</b>				
Community Development Director	0.20	0.20	0.10	0.10
Environmental Conservation Manager	0.80	0.80	0.80	0.80
<b>ENVIRONMENTAL CONSERVATION TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>0.90</b>	<b>0.90</b>
<b>COMMUNITY DEVELOPMENT TOTAL</b>	<b>33.95</b>	<b>34.95</b>	<b>34.20</b>	<b>34.20</b>
<b>PUBLIC SAFETY</b>				
<b>POLICE</b>				
<b>ADMINISTRATION</b>				
Police Chief	1.00	1.00	1.00	1.00
Deputy Chief	0.00	1.00	1.00	1.00
Commander	0.00	0.00	1.00	1.00
Police Captain	1.00	0.00	0.00	0.00
Police Lieutenant	1.00	1.00	0.00	0.00
Police Officer	0.00	0.00	1.00	1.00
Police Sergeant	0.00	0.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Administrative Office Coordinator	1.00	1.00	1.00	1.00
Training Officer	1.00	1.00	1.00	1.00
Police Office Assistant II	3.00	3.00	3.00	3.00
Background Investigator*	0.00	0.00	0.00	0.00
<b>ADMINISTRATION TOTAL</b>	<b>9.00</b>	<b>9.00</b>	<b>11.00</b>	<b>11.00</b>
<b>FIELD SERVICES</b>				
Commander	0.00	0.00	1.00	0.00
Police Lieutenant	2.00	2.00	0.00	1.00
Police Sergeant	5.00	5.00	4.00	4.00
Police Officer	25.00	27.00	27.00	27.00
Police Service Assistant	1.00	1.00	1.00	1.00
<b>FIELD SERVICES TOTAL</b>	<b>33.00</b>	<b>35.00</b>	<b>33.00</b>	<b>33.00</b>
<b>INVESTIGATION SERVICES</b>				
Commander	0.00	0.00	1.00	1.00
Police Sergeant	2.00	2.00	3.00	3.00
Police Officer	9.00	10.00	10.00	10.00
Crime Analyst	0.00	1.00	1.00	1.00
Evidence & Property Room Technician II	1.00	1.00	1.00	1.00
<b>INVESTIGATION SERVICES TOTAL</b>	<b>12.00</b>	<b>14.00</b>	<b>16.00</b>	<b>16.00</b>
<b>EMERGENCY COMMUNICATIONS</b>				
Dispatch Supervisor	2.00	2.00	2.00	2.00
Dispatcher II*	10.00	10.00	10.00	10.00
Dispatcher I	4.00	4.00	4.00	4.00
<b>EMERGENCY COMMUNICATIONS TOTAL</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>



# PERSONNEL AND STAFFING BY DEPARTMENT/DIVISION

DEPARTMENT/DIVISION/JOB TITLE	Final Positions FY 2015-16	Final Positions FY 2016-17	Proposed Positions FY 2017-18	Proposed Positions FY 2018-19
<b>COMMUNITY SERVICES</b>				
Police Sergeant	1.00	1.00	0.00	0.00
<b>COMMUNITY SERVICES TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TRAFFIC SAFETY</b>				
Crossing Guard*	0.00	0.00	0.00	0.00
<b>TRAFFIC SAFETY TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>POLICE CADET PROGRAM</b>				
Cadet*	0.00	0.00	0.00	0.00
<b>POLICE CADET PROGRAM TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>POLICE TOTAL</b>	<b>71.00</b>	<b>75.00</b>	<b>76.00</b>	<b>76.00</b>
<b>FIRE</b>				
<b>ADMINISTRATION</b>				
Fire Chief	1.00	1.00	1.00	1.00
Battalion Chief	1.00	2.00	0.00	0.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
<b>ADMINISTRATION TOTAL</b>	<b>4.00</b>	<b>5.00</b>	<b>3.00</b>	<b>3.00</b>
<b>SUPPRESSION</b>				
Battalion Chief	0.00	0.00	3.00	3.00
Fire Captain	9.00	9.00	9.00	9.00
Fire Engineer	9.00	9.00	9.00	9.00
Firefighter/Paramedic	0.00	0.00	3.00	3.00
Fire Reserves*	0.00	0.00	0.00	0.00
<b>SUPPRESSION TOTAL</b>	<b>18.00</b>	<b>18.00</b>	<b>24.00</b>	<b>24.00</b>
<b>PREVENTION</b>				
Battalion Chief	1.00	1.00	0.00	0.00
Life/Safety Inspector	0.00	0.00	1.00	1.00
<b>PREVENTION TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>PARAMEDIC SERVICES</b>				
Firefighter/Paramedic	13.00	16.00	12.00	12.00
<b>PARAMEDIC SERVICES TOTAL</b>	<b>13.00</b>	<b>16.00</b>	<b>12.00</b>	<b>12.00</b>
<b>FIRE TOTAL</b>	<b>36.00</b>	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>
<b>PUBLIC SAFETY TOTAL</b>	<b>107.00</b>	<b>115.00</b>	<b>116.00</b>	<b>116.00</b>
<b>TOTALS</b>	<b>172.50</b>	<b>183.00</b>	<b>183.00</b>	<b>183.00</b>
*Part-time employees are <u>not</u> included in the above totals.				
<b>TOTAL STAFF</b>	165.50	176.00	176.00	176.00
<b>TOTAL ELECTED</b>	7.00	7.00	7.00	7.00
<b>TOTALS</b>	<b>172.50</b>	<b>183.00</b>	<b>183.00</b>	<b>183.00</b>



**MIS - Maintenance Detail**

	2016A	6 months 2017A	2018B	2019B
<b>Licenses/Maintenance/Support:</b>				
Accela - Permits Plus maintenance (Building)	28,926	31,182	32,000	32,000
Accela Government Outreach - code compliance	13,500	-	13,500	13,500
American Digital Cartographer - Navteq	3,000	3,000	3,000	3,000
Quest Appassure - backup software (MIS) (formerly Dell)	-	-	3,082	3,082
BMC Software - TrackIt	-	-	1,000	1,000
Cayenta - annual maintenance - financial reporting system (Finance)	20,616	21,468	22,000	22,000
Cayenta - monthly service - financial reporting system (Finance)	35,695	19,470	38,940	38,940
CDW - Adobe Acrobat	-	-	1,077	1,077
CDW - Axis Camera Support	1,538	-	1,600	1,600
CDW - Baracuda - Spam filter	795	-	795	795
CDW - Imprivata OneSign	3,500	-	3,500	3,500
CDW - McAfee (MIS)	5,655	-	5,700	5,700
CDW - Microsoft CAL (every year)	-	-	4,500	4,500
CDW - Microsoft SQL Server (every 3 years)	-	299	-	-
CDW - Microsoft Windows Server (MIS) (every 3 years)	-	390	-	-
CDW - Microsoft Office 365	-	-	50,660	50,660
CDW - Netgear support (MIS)	-	-	4,500	4,500
CDW - Uninterrupted Power Supply (UPS) service contract (MIS)	4,695	4,695	4,695	4,695
CDW - VMWare (MIS)	-	1,259	4,600	4,600
CDW - Software Support Renewals	11,644	-	-	-
Cleverbridge - Cameyo software renewal	500	500	500	500
Cleverbridge - Fileminimizer server maintenance (MIS)	500	500	500	500
Cyrun - MDC and CopLogic maintenance/support (Police)	21,000	21,000	31,600	32,000
Dell - Sonicwall (Firewall/Filter)	-	-	5,100	5,100
Dell - server support (MIS)	7,199	5,303	5,500	5,500
ESRI - ArcGIS license renewal	7,801	7,801	7,801	7,801
Everbridge Citizen Alert - PD	10,549	10,000	10,000	10,500
Faxback, Inc. - Netsatisfaction	1,049	1,049	1,049	1,049
Firehouse Software - FH enterprise support (Fire)	5,180	-	5,800	5,800
GovQA	-	-	6,600	6,600
Granicus - annual maintenance - Legislative Mgt Suite	8,160	6,120	8,160	8,160
Granicus - annual maintenance - Open Platform (City Council)	8,579	2,700	2,700	2,700
Granicus - annual maintenance - Video (City Council)	9,000	9,000	9,000	9,000
Granicus - annual maintenance - VoteCast (City Council)	5,936	5,936	6,000	6,000
HdL - annual maintenance - business license	6,232	6,357	6,400	6,400
HdL Sales Tax	-	-	4,800	4,800
Interact Public Safety Systems - support MDC (Police)	11,713	13,760	-	-
Johnson Controls - card key maintenance (MIS)	13,584	13,992	14,000	14,000
MCCI - Laserfiche Support	-	-	1,930	1,930
Muzak - Council Audio	250	-	-	-
Namescape - rDirectory enterprise	627	-	627	627
NEOGOV	-	-	1,500	3,000
CDW - Netmotion - PD	-	-	4,000	4,000
OpenGov	8,550	-	8,600	8,600
Positive SSL - SSL activation	33	303	303	303
Sage Software - annual maintenance - fixed asset software (Finance)	1,194	1,242	1,035	1,035
Sigmanet - Cisco sytems	15,571	12,692	13,000	13,000
Singlewire - annual maintenance VOIP (MIS)	1,500	1,500	1,500	1,500
Solarwinds - Dameware remote support	185	192	192	192
Solarwinds - Kiwi Syslog Server (MIS)	102	-	106	106
Solarwinds - Rove Mobile Admin Pro (MIS)	297	-	297	297
Spector Software - Spector 360 (MIS)	863	-	-	-
Time Value Software - Tvalue	38	-	38	38
Unity Mobile	39	-	39	39
Veriato - IT Annual Maintenance (formerly Spector 360)	-	863	863	863
Vision Internet Maintenance	-	-	7,800	7,800
Vision Internet Platform upgrade for Cathedralcity.gov	29,000	-	-	-
WebQA - Public Records	-	-	7,200	7,200
Element-IT http commander	-	-	1,300	1,300

**MIS - Maintenance Detail**

	2016A	6 months 2017A	2018B	2019B
<b>Domain Names:</b>				
cathedralcity.gov	125	125	125	125
ccedd.org	13	-	13	13
ccisvalue.com	19	-	19	19
cathedralcitypolice.com	20	-	20	20
cathedralcitypublicarts.org	-	13	13	13
discovercathedralcity.com	20	11	11	11
cathedralcitygayday.com	11	11	11	11
cathedralcitylgbtdays.com	11	-	11	11
tasteofjalsco.com	11	-	11	11
Time Warner - enterprise/static IP	-	-	199	199
<b>Other:</b>				
Authorize.net plugin for City	25	-	25	25
EventID one year subscription	49	-	49	49
Password Recovery IT tool	-	59	-	-
Password Protection	-	9	-	-
Council Chambers equipment upgrade	-	1,478	-	-
<b>Totals</b>	<b>305,095</b>	<b>204,277</b>	<b>371,496</b>	<b>373,896</b>