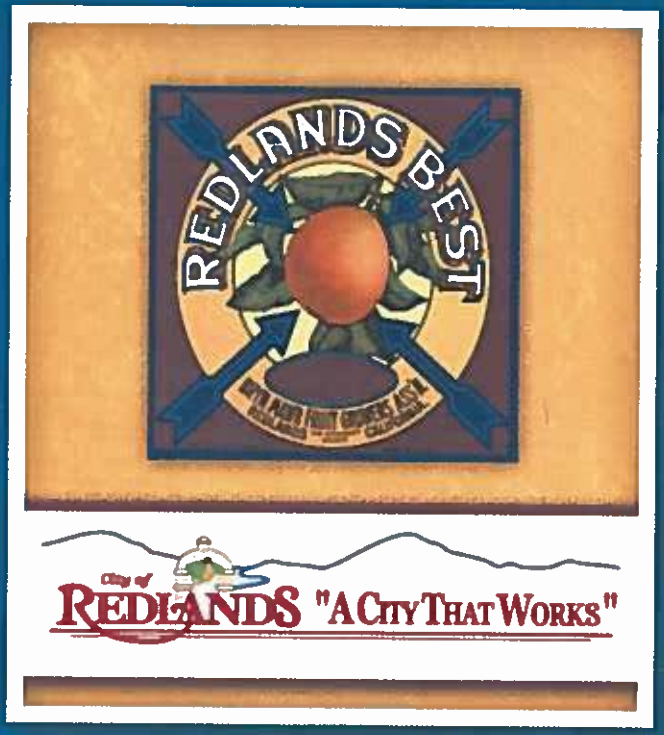
CITY OF REDLANDS

FISCAL YEAR 2015-2016

CITY MANAGER'S PROPOSED BUDGET



CITY OF REDLANDS

2015 - 2016

PROPOSED BUDGET

PROPOSED BUDGET
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City Manager

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May 20, 2015

BUDGET MESSAGE FOR CITY MANAGER'S
FISCAL YEAR 2015-2016 PROPOSED BUDGET

The Proposed Budget for Fiscal Year 2015-2016 again presents a budget balanced on recurring revenue with a projected ending unreserved fund balance of $7.7 million. In addition, the City begins Fiscal Year 2015-2016 with reserves of $9.8 million, including $7.9 million reserved for contingency and the remainder reserved for various capital items. The Proposed Budget reflects decisions made to address the service needs of Redlands residents and the business community, with continued focus on sizing the organization to meet those needs with maximum quality and efficiency. Resident satisfaction with the services provided has been, and remains, a top priority.

The City's financial discipline throughout the economic downturn that began in 2007, and the more recent benefits of a recovering economy resulted in an estimated surplus at the end of Fiscal Year 2014-2015, and a continued course toward adding to reserves when either a surplus or one-time revenues becomes available. The reserves include recommended increases of $600,000 to close Fiscal Year 2014-2015, with $100,000 added to the contingency reserve; as well as $100,000, each to the reserves for Fire Vehicles; General Fund Vehicles; Maintenance: Building & Improvements; Maintenance: Park Playgrounds, Equipment, Facilities; and Capital replacement: HVAC, IT Equipment.

Although revenue projections indicate improvement in Fiscal Year 2015-2016, the effects of a sustained national economic recession continue to require fiscal discipline to maintain services and allow for incremental service enhancements. The Fiscal Year 2015-2016 Proposed Budget recommends enhanced service levels intended to meet the increased needs expected as a result of the recovering economy. Positions recommended for six months of funding during Fiscal Year 2015-2016 are tied to the recovering economy, and include such positions as a Planning Manager and a Fire Safety Specialist-Plan Checker to support anticipated new development projects; two police officers and a dispatcher to support continued new development in the 'donut hole,' estimated to add nearly 800 calls for service that will greatly impact dispatch and require more than 1,000 responses by Police officers; and a new four-man street crew (three full-time and two

part-time) to address the current deficiency in staff hours available to meet the outstanding workload. Currently, the hours spent by City crews on sidewalk repair, storm drain maintenance (NPDES), street striping, tree removal and palm frond pick-up, have not been sufficient to meet the needs expressed by the residents. One of the greatest concerns expressed by residents is the time it takes crews to pick-up palm fronds, not only following a storm but routinely. The addition of this new crew is expected to allow pick-up time of 24 hours following a storm rather than the week it may take currently, and to improve the time to complete routine palm frond pick-up, in addition to work orders relating to storm drains, streets and trees.

For the Library, $50,000 is recommended for part-time staffing to restore some hours of operation lost during the economic downturn, and provide greater services to the public, both in circulation and at the children's desk.

The Fiscal Year 2015-2016 Proposed Budget includes some significant revenue increases. Property tax revenues are estimated to improve overall by $1.3 million, or 5.5%. Sales tax revenues are expected at $1.6 million or 11% higher than prior year. Part of that increase is attributed to anticipated revenues from the new Mountain Grove retail center. Additional sales tax revenues will result from the one-time impact associated with the end of the State's Triple Flip 0.25% deduction, accounting for approximately 5%, or $762,000, of the overall increase. Increased development revenues of more than $500,000, or 25%, are also forecast as a result of greater development activity anticipated as the economy continues to improve. While these revenue projections are up, some sources have declined. In particular, gas tax revenues are down by approximately $522,000 and franchise fees by $252,000. Franchise fees received from the Gas Company in Fiscal Year 2014-2015 were almost $2.3 million, driven largely by gas usage at the Mountain View Power Plant, and higher than those in prior years. Revenues at that level may be an anomaly given the inherent volatility of these fees due to the uncertainty of gas prices and usage. As a result, the gas franchise fees estimated for Fiscal Year 2015-2016 have been conservatively rolled back to an amount just above their five-year average. Engineering revenues have declined by more than $500,000, with the majority of that decline, more than $300,000, the result of the City's reduction of NPDES fees, and rebates of $125,000 budgeted in Fiscal Year 2014-2015, but not expected in Fiscal Year 2015-2016. While Quality of Life revenues are declining by more than $800,000 in Fiscal Year 2015-2016, primarily due to the reduction in miscellaneous receipts, this did not adversely affect the bottom line because revenues in prior year from the Nevada Palmetto Grove proceeds were offset by expenditures that same year. Accordingly, as Quality of Life revenues have declined in Fiscal Year 2015-2016, so too have the department's expenditures.

Fiscal Year 2015-2016 revenues discussed above and all other estimated sources, along with positive Fiscal Year 2014-2015 estimates that allow for a large transfer to fund the Liability Fund in the current year, and a significantly reduced one in Fiscal Year 2015-2016, provide sufficient resources for six months funding of recommended new positions, and to pay for anticipated increases of up to 10% in retiree health care costs, as well as increases in PERS. The anticipated cost increases in PERS are primarily the result

of a change in actuarial assumptions and methodology for the Safety units. For these units, the employer's PERS rate, normally strictly a percentage of salaries, has been reduced, but beginning with Fiscal Year 2015-2016 will be supplemented by required lump sum payments to PERS, which when estimated by PERS as a percentage of payroll, reflect rate increases over prior year of approximately 3.2% for Police and 5.6% for Fire. An additional 1.50% for Police and 1.65% for Fire are added to the employer rate to fund debt service on their share of the City's Pension Obligation Bonds. In addition, the budget includes funding for negotiated salary increases for all bargaining units, but these have been offset by prior or concurrent pick-up by the employees of their employee share of PERS. Other appropriations in the Fiscal Year 2015-2016 budget include funding of $100,000 in the City Council's budget to fund special projects recommended throughout the year; $25,000 to upgrade the City Council chambers; and $150,000 in Quality of Life – Electrical for traffic signal cabinet replacement. The latter amount is sufficient to replace one of the more than 30 traffic signals throughout the City that are on average over 20 years old. The cabinet to be replaced will be determined based on the most critical need, just like the one recently approved for replacement at Brookside and San Mateo. Additionally, the budget includes $522,232 in IT for computer components, a portion of which is paid for through costs allocated to the General Fund; and $965,000 for the General Plan update which will be funded with monies reserved for that purpose. Significant funding for capital has been included at the end of Fiscal Year 2014-2015, including $190,000 recently approved for five Police patrol units and equipment, as well as another $113,858 that includes three vehicles in support of other Police functions and one vehicle for Animal Control; $100,000 recently approved for equipment to support additional striping, storm drain maintenance and tree removal, as well as an additional $450,000 recommended in Municipal Utilities - Engineering for sidewalk repairs. This capital funding is recommended in the current year so that funding in Fiscal Year 2015-2016 could be minimized and a balanced budget maintained. At June 30, 2016, the General Fund is expected to achieve a surplus of $14,527 and to retain its $7.7 million unreserved fund balance.

The needs of the residents and business community will be addressed not only by General Fund staff, but also through enterprise fund staffing. Various positions have been added to improve production and maintenance services in Water and Wastewater, and a Water Conservation Assistant has been added to address the on-going requirements resulting from California's severe drought conditions. Two Associate Engineers are recommended to address an increased workload from a long list of grant-funded and other improvement projects that include the Orange Blossom Trail, a Pipeline Replacement program, and the "PARIS" Pavement Management program. Given the priorities of the City Council's 2014-2017 Strategic Plan and the importance of infrastructure to the residents of Redlands, it is anticipated that as the existing projects are completed, new ones will be undertaken.

The City operates 400 miles of water pipeline, of which approximately 33 miles has been replaced since 2007. Despite this replacement schedule, much more is needed to keep the system in proper operating condition. Given the average age of pipelines in the City, five miles of pipelines should be replaced each year to keep pace with the rate of degradation.

Add to this the nearly 30 miles of pipeline that has reached or exceeded its 65-year life expectancy, and it is clear there is much more work to do. Included in this year's budget is $3 million in funds to replace another 3.5 miles of pipeline that will be replaced in coordination with the City's "PARIS" program. Still, this funding level is insufficient to meet the stated needs, and staff is developing a plan to address the City's current and future needs.

Over the past three years as a result of the "PARIS" program, the City has resurfaced 110 lane miles of the most used streets in the City. Under construction now is the resurfacing of another nearly 100 lane miles, bringing the total to nearly 210 lane miles. Next year's $10 million resurfacing project which is slated to resurface another 200 lane miles of streets is currently under design. Once finished, staff will have completed more than 95 percent of the promised resurfacing of two-thirds of all City streets; with the remaining resurfacing to be completed in the following year. This is a significant achievement and one that staff is proud to have completed.

To pay for the significant street impacts caused by its heavy trucks, Solid Waste continues to support the "PARIS" program, contributing $3.6 million in Fiscal Year 2015-2016, with approximately $1.9 million in debt service on bonds issued for the program, along with $1.7 million to the Local Transportation Fund to fund the resurfacing of additional lane miles.

Besides providing funding for the "PARIS" program, the Solid Waste budget for Fiscal Year 2015-2016 recommends funding to address operating and capital needs that include $350,000 for landfill consulting and repairs, $308,041 for an automated side loader, $50,000 for two small truck chassis, and $150,000 for the removal of a temporary stockpile of concrete construction and demolition debris, as per regulatory requirements. Currently, three pieces of landfill heavy equipment, a D-8 dozer, a landfill water pull, and a compactor are non-operational and must be rented. Funding of $385,000 has been included in the budget to lease purchase this equipment, a more cost-effective option than continuing to rent, and more appropriate from a cash flow perspective.

Funding has been included in the Cemetery budget to implement the Business Plan developed for the City's Hillside Memorial Park. It includes the remaining funding for the current contracted manager, as well as six months of salary and benefits to hire a full-time manager. Additionally, $924,600 has been included in capital, with $564,000 of that for street construction throughout the cemetery and $330,600 for various improvements recommended per the Plan, such as cremation gardens, bench estates and niches.

Just as addressing the Cemetery's underperformance and deterioration is a priority, so too, is addressing other underperforming assets of the City. To that end, $85,000 in funding has been recommended in the Airport's budget to hire a consultant to develop a business plan similar to the one developed for the Cemetery. Like the Cemetery, the intent is to ultimately hire a full-time Airport Manager who would follow through with the business plan to ensure the Airport remains a sustainable enterprise.

We take pride in the numerous achievements accomplished by the City, even during the most difficult of economic times, and look forward to the continuation of many of these, including economic development initiatives, comprehensive street rehabilitation projects under the "PARIS" Pavement Management program, and growth in our nationally recognized volunteer program, and in the future, to new achievements that will live up to the City Council's vision statement for the City: "Redlands is a balanced, innovative and healthy community meeting tomorrow's need while protecting the quality and heritage we value."

Finally, I wish to express my sincere thanks to the the professional Executive and support staff who, once again, have been instrumental in the development of a balanced budget for Fiscal Year 2015-2016, especially staff in the Finance Department.

N. Enrique Martinez
City Manager

SCHEDULE 1

City of Redlands
2015-2016 Proposed Budget Summary
General Fund

	2013-14 Actual	2014-15 Adjusted Budget	2014-15 12 Month Estimate	2015-2016 Proposed Budget
AVAILABLE FINANCIAL SOURCES:				
BEGINNING FUND BALANCE-UNRESERVED	$ 7,599,263	$ 8,725,981	$ 8,725,981	$ 7,646,272
Revenues				
Taxes:				
Property	22,674,407	22,430,000	23,128,248	24,411,000
Sales	14,179,793	14,537,000	14,766,230	16,424,000
Franchise	3,235,114	3,156,000	3,737,290	3,485,788
Other-(TOT, Property Transfer, Mining)	1,477,915	1,500,000	1,625,000	1,672,000
Total Taxes	41,567,229	41,623,000	43,256,768	45,992,788
General Government:				
Business Licenses	3,305,534	3,280,000	3,280,000	3,325,000
Motor Vehicle Fees	30,515	-	29,476	-
Interfund Charges	3,313,006	3,518,170	3,518,170	3,518,170
Investment Income	201,166	75,000	125,000	130,000
Other	522,789	582,437	798,288	1,379,250
Total General Government	7,373,010	7,455,607	7,750,934	8,352,420
Charges For Services:				
Development Services	1,821,088	2,120,743	2,156,651	2,694,924
Library	148,127	133,800	133,917	133,800
Police and Animal Control	546,326	446,263	482,412	451,263
Community Services	187,247	222,702	182,188	204,750
Fire	735,789	811,835	841,227	827,058
Quality of Life	2,110,783	764,446	1,890,983	1,047,750
Engineering	1,342,330	1,300,130	1,287,724	787,200
Total Charges For Services	6,891,690	5,799,919	6,975,102	6,146,745
Total Revenues	55,831,929	54,878,526	57,982,804	60,491,953
Interfund Transfers from Other Funds:				
Gas Tax (207)	2,294,399	1,803,224	2,044,820	1,522,700
Traffic Safety (223)	228,508	257,700	198,569	181,750
Public Facilities (251)	121,685	121,685	121,685	121,685
General Debt Service Fund (305)	-	1,900,000	1,998,500	-
Water (501)	802,479	159,587	159,538	175,479
Solid Waste (511)	1,001,482	93,625	91,814	94,930
Sewer (521)	156,948	11,872	11,864	12,523
Total Interfund Transfers From Other Funds	4,605,501	4,347,693	4,626,790	2,109,067
Decreases to Reserves and Other Sources:				
Encumbrances	885,339	2,096,807	2,096,807	-
General Plan	-	140,000	350,000	-
Fire Vehicle	-	136,924	136,924	136,924
Maint: Park Playgrounds, Equip, Facilities	-	150,000	150,000	-
Capital Replacement: HVAC, IT Equipment	-	100,000	100,000	-
Advances Receivable	201,352	-	-	-
Total Cancellations or Decreases to Reserves	1,086,691	2,623,731	2,833,731	136,924
TOTAL AVAILABLE FINANCIAL SOURCES	69,123,384	70,575,931	74,169,306	70,384,216

SCHEDULE 1

City of Redlands
2015-2016 Proposed Budget Summary
General Fund

	2013-14 Actual	2014-15 Adjusted Budget	2014-15 12 Month Estimate	2015-2016 Proposed Budget
FINANCIAL REQUIREMENTS:				
Appropriations/Expenditures				
City Council	$ 326,875	$ 270,427	$ 282,403	$ 385,110
City Manager	1,001,566	955,133	1,057,062	942,094
City Clerk	156,564	258,636	256,970	238,396
City Attorney	485,503	506,502	496,578	554,358
Finance	1,853,140	2,066,034	2,009,400	2,177,162
Human Resources	3,098,189	3,518,958	3,329,487	3,718,660
Development Services	1,973,746	2,719,985	2,862,204	4,052,844
Quality of Life	6,222,269	6,995,577	7,307,027	6,042,448
Community Services	707,258	789,912	755,898	810,305
Engineering	1,295,845	1,599,886	1,760,011	805,439
Library	1,762,607	1,800,769	1,796,206	1,955,846
Police	21,789,927	23,332,311	22,805,301	23,867,962
Fire	10,424,041	10,517,680	10,931,388	11,581,628
Total Appropriations	51,097,529	55,331,809	55,649,934	57,132,252
Interfund Transfers to Other Funds:				
Paramedic Fund (205)	2,769,303	2,884,650	3,287,946	3,430,481
Street Lighting District (260)	30	-	-	-
Landscape Maintenance District (263)	11,134	-	-	-
Disaster Recovery (270)	-	575,000	575,000	-
Redlands Public Improvement Corp. (311)	961,215	959,709	959,709	950,342
Water (501)	21,519	-	-	-
Liability Self-Insurance (602)	2,800,000	660,000	2,800,000	660,000
Information Technology (604)	-	100,000	100,000	-
Total Interfund Transfers To Other Funds	6,563,201	5,179,359	7,722,655	5,040,823
Other Financing Uses:				
125th Anniversary Carryover	33,694	-	-	-
New or Increases to Reserves				
Encumbrances	2,096,807	-	-	-
General Fund Contingencies	201,707	-	100,000	-
Fire Vehicle	57,806	125,000	225,000	-
General Fund Vehicles	-	350,000	450,000	-
General Plan	-	350,000	350,000	-
Maint: Buildings & Improvements	-	200,000	300,000	-
Maint: Park Playgrounds, Equip, Facilities	-	150,000	250,000	-
Capital Replacement: HVAC, IT Equipment	-	200,000	300,000	-
Fund Balance Policy Reserves	-	677,216	677,216	-
Advances Receivable	346,660	487,085	498,229	550,342
Total New or Increases to Reserves	2,702,980	2,539,301	3,150,445	550,342
TOTAL FINANCIAL REQUIREMENTS	$ 60,397,404	$ 63,050,469	$ 66,523,034	$ 62,723,417
SOURCES OVER/(UNDER) REQUIREMENTS	$ 1,126,718	$ (1,200,519)	$ (1,079,709)	$ 14,527
USE OF PRIOR EXCESS FUND BALANCE	-	1,188,695	1,188,695 *	-
ADJUSTED SOURCES OVER/(UNDER) REQS	$ 1,126,718	$ (11,824)	$ 108,986	$ 14,527
ENDING FUND BALANCE-UNRESERVED	$ 8,725,981	$ 7,525,462	$ 7,646,272	$ 7,660,799

* Approved Uses of Prior Year Excess Fund Balance:		
- Fund Balance Policy Reserves	$	677,216
- Sidewalk Repairs	$	451,479
- Development Svcs. Rehab. Project	$	60,000
	$	-
	$	1,188,695

SCHEDULE 6

City of Redlands
Proposed Budget Summary
Summary of 2015-2016 Financial Sources and Requirements

	SOURCES					REQUIREMENTS				
	Beginning Fund Balance/ Cash Balance	Revenues	Inter-Fund Transfers From	Other*	TOTAL	Appropriations	Inter-Fund Transfers To	Other*	TOTAL	Ending Fund Balance/ Cash Balance
101 General Fund	$ 7,653,308	60,491,953	$ 2,109,067	$ 136,924	$ 70,391,252	$ 57,132,252	$ 5,040,822	$ 550,342	$ 62,723,416	$ 7,667,836
205 Emergency Services	-	1,118,000	3,430,481		4,548,481	4,548,481			4,548,481	-
206 Household Haz. Waste	196,424	114,500			310,924	192,659			192,659	118,265
207 Gas Tax	-	1,522,700			1,522,700	-	1,522,700		1,522,700	-
209 Local Transportation	4,964,652	7,547,300	1,845,939		14,357,891	8,482,144			8,482,144	5,875,747
210 Measure I 2010	5,969,016	1,078,566			7,047,582	5,229,251			5,229,251	1,818,331
221 Air Quality Improv	211,069	86,000			297,069	-			-	297,069
223 Traffic Safety	-	182,500			182,500	750	181,750		182,500	-
227 Open Space	657,926	80,000			737,926	7,000			7,000	730,926
236 Downtown Business Area	168,947	302,000			470,947	470,657			470,657	290
237 Parking Authority	-	6,500		13,832	20,332	20,332			20,332	-
240 General Capital Improv	-	1,770,432			1,770,432	1,770,432			1,770,432	-
243 CDBG	-	322,287			322,287	322,287			322,287	-
246 Asset Forfeiture	520,805	191,500			712,305	362,290			362,290	350,015
249 Supp. Law Enforcement	-	113,968			113,968	113,968			113,968	-
250 Park & Open Space Dvlp	554,171	289,200			843,371	125,728			125,728	717,643
251 Public Facilities Develop	659,732	1,290,000		550,342	2,500,074	15,500	1,072,027		1,087,527	1,412,548
252 Arterial Street Construction	1,999,393	985,000			2,984,393	29,599			29,599	2,954,794
253 Traffic Signals	864,490	256,600			1,121,090	17,000			17,000	1,104,090
254 Freeway Interchanges	1,503,060	1,257,500			2,760,560	1,035,496			1,035,496	1,725,064
260 Street Lighting Dist. #1	727	25,500			26,227	25,842			25,842	385
261 CFD 2004-1	185,542	127,500			313,042	127,980			127,980	185,062
263 Landscape Maint. Dist.	-	30,000			30,000	30,000			30,000	-
288 Downtown Obligation Pymt	5,423,086	3,350,000			8,773,086	-	4,008,274		4,008,274	4,764,812
305 General Debt Service	-	-	2,809,835		2,809,835	2,809,835			2,809,835	-
311 Redlands Pub. Imp. Corp	-	-	1,900,683		1,900,683	1,900,683			1,900,683	-
380 Successor RDA Debt Srvc	-	90,000	3,469,329		3,559,329	3,559,329			3,559,329	-
405 Storm Drain Construction	1,616,878	220,000			1,836,878	274,927			274,927	1,561,951
480 Successor RDA Admin	-	18,000	232,000		250,000	250,000			250,000	-
488 Successor RDA Projects	-	625	306,945		307,570	307,570			307,570	-
501 Water Service	6,347,498	22,748,000			29,095,498	17,357,744	7,688,824	348,300	25,394,868	3,700,630
503 Water Project	-	-	5,765,000		5,765,000	5,765,000			5,765,000	-
506 Water Debt Service	-	-	2,224,233		2,224,233	2,224,233			2,224,233	-
508 Source Acquisition	-	115,000			115,000	-			-	115,000
509 Water Capital Improvement	-	450,000		148,300	598,300	20,000	578,300		598,300	-
511 Solid Waste Service	3,748,736	12,600,040			16,348,776	9,873,346	4,472,630		14,345,976	2,002,800
513 Solid Waste Projects	-	-	1,095,000		1,095,000	1,095,000			1,095,000	-
516 Solid Waste Debt Service	-	15,000	1,895,711		1,910,711	1,910,711			1,910,711	-
517 Calif St Landfill Closure	-	55,000			55,000	-		55,000	55,000	-
519 Solid Waste Cap. Improv	2,865,823	147,000			3,012,823	-	339,450		339,450	2,673,373
521 Wastewater Service	8,495,244	9,613,500			18,108,744	8,482,190	3,666,513	1,550,000	13,698,703	4,410,041
523 Wastewater Project	-	-	2,972,000		2,972,000	2,972,000			2,972,000	-
526 Wastewater Debt Service	-	200	1,385,213		1,385,413	1,385,413			1,385,413	-
529 WW Capital Improvement	2,232,617	1,410,500			3,643,117	-	720,311		720,311	2,922,806
538 Groves	125,203	750,500			875,703	760,110			760,110	115,593
541 Non-Potable Water Service	790,636	515,000			1,305,636	224,909			224,909	1,080,727
549 Non-Potable Capital Imprv	30,295	5,000			35,295	-			-	35,295
562 Cemetery	189,212	594,143	24,000	924,600	1,731,955	1,646,309		38,130	1,684,439	47,516
563 Cemetery Pre-need	698,192	5,000			703,192	-	24,000		24,000	679,192
564 Aviation	164,229	315,348			479,576	318,618			318,618	160,958
602 Liability Self-Insurance	2,361,551	18,000	660,000		3,039,551	1,431,862			1,431,862	1,607,689
604 Dept of Innovation & Tech	-	3,511,812			3,511,812	3,511,812			3,511,812	-
606 Workers' Compensation	9,545	2,047,225			2,056,770	2,045,392			2,045,392	11,378
607 Equipment Maintenance	-	3,745,748			3,745,748	3,277,130			3,277,130	468,618
608 Utility Billing	1,688,788	1,465,000			3,153,788	1,669,284			1,669,284	1,484,502
702 Cemetery Endowment	1,684,995	60,000			1,744,995	-		924,600	924,600	820,395
710 CFD Trust	2,733,592	1,470,000			4,203,592	1,446,356			1,446,356	2,757,236
720 Payroll Clearing Fund	-	-		2,809,835	2,809,835	-	2,809,835		2,809,835	-
TOTAL (MEMO ONLY)	$ 67,315,379	$ 144,525,147	$ 32,125,436	$ 4,583,833	$ 248,549,795	$ 156,579,412	$ 32,125,436	$ 3,466,372	$ 192,171,220	$ 56,378,575

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

City of Redlands
2015-2016
Proposed Budget

REVENUE DETAIL

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
PROPERTY TAXES					
3000 Current Secured Taxes	20,809,305	20,795,000	21,453,069	22,698,000	
3001 Current Unsecured Taxes	573,677	585,000	601,156	620,000	
3002 Supplemental Secured Taxes	208,615	125,000	209,157	210,000	
3003 Supplemental Unsecured Taxes	12,079	10,000	21,000	25,000	
3004 Secured PY Taxes	696,923	525,000	415,000	425,000	
3005 Unsecured PY Taxes	9,693	15,000	10,000	10,000	
3006 Supplemental PY Taxes	95,607	110,000	129,146	125,000	
3007 Possessory Interest Taxes	268,508	265,000	289,720	298,000	
TOTAL PROPERTY TAXES	22,674,407	22,430,000	23,128,248	24,411,000	
OTHER TAXES					
3019 Sales Tax Compensation	2,847,122	2,776,351	2,792,840	1,537,287	
3020 Sales and Use Tax	10,572,296	10,980,649	11,159,160	14,031,713	Triple Flip End; 15-16 1x bump
3023 Pub Safety Sales Tax	760,375	780,000	814,230	855,000	
3030 Property Transfer Tax	272,847	300,000	315,000	345,000	
3040 Transient Occupancy Tax	948,164	945,000	960,000	977,000	
3050 Franchise Fees	3,235,114	3,156,000	3,737,290	3,485,788	
3060 Mining Tax	256,904	255,000	350,000	350,000	
TOTAL OTHER TAXES	18,892,822	19,193,000	20,128,520	21,581,788	
TOTAL TAXES	41,567,229	41,623,000	43,256,768	45,992,788	
OTHER REVENUES					
3100 Business License	3,305,534	3,280,000	3,280,000	3,325,000	
3101 Dog License	92,040	79,575	79,575	80,000	
3170 Code Enforcement/Admin Citation	700	0	0	0	
3195 Miscellaneous Permit	2,856	3,000	2,000	2,750	
3210 Motor Vehicle Fees	30,515	0	29,476	0	
3215 Mandated Cost Reimbursement	48,349	35,000	35,000	40,000	
3250 Federal Grants	20,827	57,362	123,680	0	AAP 101122 12/2/14
3255 Federal Reimbursement	1,335	0	0	0	
3305 Cost Recover/Reimb Expenditure	4,732	86,000	126,321	87,500	14/15 PEG fees - RTV
3309 Application/Filing Fee	162,957	160,000	160,000	170,000	
3315 City Attny Services	63,178	65,000	127,295	135,000	Settement (pymts - 18 mos)
3400 City Ordinance Violation	32,680	25,000	65,000	50,000	
3412 General Gov't Overhead	3,313,006	3,518,170	3,518,170	3,518,170	
3510 Investment Income	201,166	75,000	125,000	130,000	
3512 Returned Check Charge	351	500	500	500	
3515 Land Sale Proceeds	0	0	0	770,000	
3516 Sale of Surplus Property	7,418	3,000	2,530	3,000	
3530 Miscellaneous Receipts	64,593	20,000	58,387	25,000	
3540 Other Grants	0	2,500	2,500	0	Walmart(12/2/14 CC) -101122
3590 Donations	13,040	40,000	10,000	10,000	U of R donations intern
3760 Bad Debt Recovery	7,733	5,500	5,500	5,500	
TOTAL OTHER REVENUE	7,373,010	7,455,607	7,750,934	8,352,420	
TOTAL GENERAL GOVERNMENT	48,940,239	49,078,607	51,007,702	54,345,208	
DEVELOPMENT SERVICES					
3110 Agricultural Preserve Removal	0	0	4,592	2,296	
3111 General Plan Review Fee	107,497	241,000	250,000	275,000	Hillwood Bldgs

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	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
3112 General Plan Amendments	0	10,928	11,038	11,038	2 GPAs
3113 Building Permits	700,670	735,617	773,500	952,000	
3114 Electrical Permits	144,005	167,859	144,500	192,000	
3115 Plumbing Permits	118,699	131,464	159,500	186,000	
3117 HVAC Permits	121,073	142,960	160,500	191,000	
3119 Cert of Occupancy	34,756	45,780	22,197	36,000	
3120 Pool and Spa Permits	4,672	0	10,455	11,000	
3121 Sign Permit	15,810	15,000	16,800	16,500	
3122 Demolition Permits	4,840	3,000	4,400	4,500	
3123 Roofing Permits	5,464	8,640	1,000	5,000	
3124 Plan Check	268,764	232,270	279,500	375,000	
3125 Preliminary Reviews	4,484	5,000	9,000	10,000	
3126 Historic Certs of Appropriateness	3,696	2,500	3,630	3,700	
3138 East Valley Corridor	9,369	3,814	0	3,852	
3140 Specific Plan	3,986	7,972	4,026	4,026	
3142 Conditional Use Permit	36,619	70,000	85,500	105,000	
3144 Variances	22,118	10,000	5,400	6,000	
3148 CRA Review	31,225	52,000	22,421	30,000	
3152 Map Review	39,549	50,000	25,634	35,000	
3153 Street Vacation	0	2,344	7,078	2,367	
3154 Environmental Impact	59,321	71,000	83,315	95,000	
3158 Residential Development Alloc	11,312	10,416	3,507	14,028	4 RDAs
3162 Home Occupation Permit	4,885	6,000	4,692	4,800	
3164 Ordinance Amendment	3,420	8,736	10,362	8,055	3 OTAs
3175 Development Agreements	3,000	3,000	8,555	3,000	
3176 Annexation Agreements	8,675	6,366	(10,699)	8,762	1 Annx; 1 PAA
3178 Preannexation Agreements	0	20,000	0	40,000	
3180 Socio-Economic Studies	21,195	30,000	6,574	19,000	
3302 Inspections	22,386	15,000	28,925	30,000	
3323 Research & Microfilming	4,212	4,427	4,000	4,000	
3512 Returned Check Charge	234	50	0	0	
3522 Kiosk Rental Program Revenue	0	1,000	960	1,000	
3530 Miscellaneous Receipts	5,131	6,500	15,780	10,000	
3533 Misc Taxable Sales	21	100	9	0	
TOTAL DEVELOPMENT SERVICES	1,821,088	2,120,743	2,156,651	2,694,924	
LIBRARY					
3305 Cost Recover/Reimb Expenditure	44	0	0	0	
3327 Non-Resident Fees	11,005	11,000	11,000	11,000	
3328 Library/Lincoln Shrine Support	90,300	90,300	90,300	90,300	
3456 Library Fines	35,200	32,500	32,500	32,500	
3512 Returned Check Charge	78	0	117	0	
3590 Donations	11,500	0	0	0	
TOTAL LIBRARY	148,127	133,800	133,917	133,800	
POLICE DEPARTMENT					
3102 Bicycle License	50	50	50	50	
3170 Code Enforcement/Admin Citation	1,775	2,500	0	0	
3171 Adult Oriented Business Permit	3,526	3,500	3,500	3,500	
3195 Miscellaneous Permit	2,764	2,400	2,800	2,500	
3255 Federal Reimbursement	86,170	0	70,000	70,000	
3305 Cost Recover/Reimb Expenditure	49,482	110,000	40,000	40,000	
3309 Application/Filing Fee	1,818	700	1,000	750	

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	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
3320 Depositions	7,225	6,000	10,000	7,500	
3321 Fingerprints/Background Check	12,887	12,000	15,000	12,000	
3324 Police Reports	1,934	2,000	2,500	2,000	
3430 Vehicle Impound Fees	45,122	40,000	40,000	42,000	
3431 Tow Fees	30,927	26,000	26,000	26,000	
3432 False Alarm Fees	89,772	65,000	80,000	85,000	
3433 Booking Restitution	1,340	1,200	1,000	1,000	
3512 Returned Check Charge	235	150	78	50	
3516 Sale of Surplus Property	23,980	2,000	8,948	2,000	
3530 Miscellaneous Receipts	20,622	1,000	5,773	1,000	
3590 Donations	6,500	20,000	20,000	0	U of R donation for Police vehi
3730 POST Training Reimbursement	16,562	13,000	20,000	20,000	
3732 Crossing Guard Reimbursement	57,674	57,713	57,713	57,713	
3734 Contract Services	7,166	6,000	7,000	7,000	
3735 IRNET Reimbursement	20,139	20,000	18,000	19,150	
TOTAL POLICE DEPARTMENT	487,670	391,213	429,362	399,213	
POLICE - ANIMAL CONTROL					
3170 Code Enforcement/Admin Citation	2,600	0	3,500	2,500	
3332 Animal Adoptions	12,542	12,000	12,000	12,000	
3333 Boarding Fees	1,315	1,200	1,000	1,000	
3334 Owner Release for Adoption	6,939	6,500	5,500	5,500	
3335 Shelter Apprehension Fees	6,590	7,000	5,000	5,000	
3336 Shelter Deposit Fees	21,599	21,600	20,000	20,000	
3512 Returned Check Charge	234	250	150	150	
3530 Miscellaneous Receipts	24	0	0	0	
3570 Trap Rentals	1,886	1,500	900	900	
3737 Animal Pick-Up Reimbursement	4,927	5,000	5,000	5,000	
TOTAL POLICE - ANIMAL CONTROL	58,656	55,050	53,050	52,050	
QUALITY OF LIFE - RECREATION					
3325 Contract Classes	115,083	165,000	115,000	120,000	
3330 Concessions	740	518	860	800	
3331 Lighting Fees	1,245	1,046	3,116	3,000	
3344 T-Ball	99	0	0	0	
3512 Returned Check Charge	156	78	222	150	
3516 Sale of Surplus Property	1,950	0	0	0	
3520 Rental Income	24,462	10,000	28,990	35,000	
3531 Game Income	3,142	2,500	2,500	2,500	
3535 Program Income	371	500	500	800	
3590 Donations	0	1,350	0	0	
TOTAL RECREATION	147,248	180,992	151,188	162,250	
QUALITY OF LIFE - SENIOR SERVICES					
3325 Contract Classes	9,000	8,886	7,000	9,000	
3365 Tours/Excursions	1,717	1,436	4,000	3,500	
3520 Rental Income	20,613	20,000	15,000	25,000	
3535 Program Income	8,669	9,382	5,000	5,000	
3590 Donations	0	2,006	0	0	N. Pearson - CC mtg 9/16/14
TOTAL SENIOR SERVICES	39,999	41,710	31,000	42,500	
FIRE DEPARTMENT					
3124 Plan Check	103,365	95,000	217,737	217,737	

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	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
3185 Special Fire Permits	21,729	25,000	39,826	39,826	
3186 Fire Permits	79,620	75,000	52,887	52,887	
3250 Federal Grants	2,674	105,685	45,060	0	
3255 Federal Reimbursement	1,518	0	1,000	1,000	
3300 Fire Alarms	1,756	5,500	1,000	2,100	
3301 Fire Department Reports	77	100	100	100	
3302 Inspections	165,167	150,000	135,169	135,169	Focus new construction
3303 Fire Prevention Services	191	400	200	200	
3304 Mutual Aid Reimbursement	199,761	200,000	250,000	275,000	
3305 Cost Recover/Reimb Expenditure	558	40,000	20,709	25,000	
3306 Weed Abatement	20,874	20,000	17,000	20,000	
3308 State Mandated Inspections	6,550	7,000	4,000	0	Moved to 3302
3320 Depositions	0	150	0	0	
3326 City Classes/Programs	38,815	50,000	30,000	30,000	
3512 Returned Check Charge	39	0	39	39	
3516 Sale of Surplus Property	9,750	3,000	1,500	3,000	
3530 Miscellaneous Receipts	57,806	0	0	0	
3590 Donations	25,539	35,000	25,000	25,000	
TOTAL FIRE DEPARTMENT	735,789	811,835	841,227	827,058	
QUALITY OF LIFE DEPARTMENT					
3121 Sign Permit	616	600	741	750	
3131 Outdoor Dining Permits	274	0	0	0	
3132 Tree Permits	7,794	8,000	2,190	8,000	
3170 Code Enforcement/Admin Citation	75,165	50,000	75,000	110,000	
3305 Cost Recover/Reimb Expenditure	9,959	0	54,752	50,000	
3310 Litter Control Fees	5,763	6,000	5,500	5,500	
3311 Street Cleaning Fees	333,643	335,000	335,000	335,000	
3317 Abandoned Property Inspection	3,772	4,000	3,500	3,500	
3318 Rental Property Inspections	51,390	60,000	90,000	150,000	
3331 Lighting Fees	9,312	10,092	11,188	11,000	
3511 Finance Charges	15,083	0	0	0	
3515 Land Sale Proceeds	129,887	0	0	0	
3516 Sale of Surplus Property	12,640	0	3,040	2,500	
3520 Rental Income	24,934	23,000	15,000	24,000	
3525 Waste Import Fees	714,350	0	0	0	
3530 Miscellaneous Receipts	382,400	7,500	972,571	7,500	Nev. Palmetto
3590 Donations	47,370	68,315	40,000	40,000	Friends Pros Prk 9/16/14 CC
3640 Landfill Mitigation Fees	187,756	135,000	240,000	245,000	
3734 Contract Services	98,675	56,939	42,501	55,000	AYSO ($30K)
TOTAL QUALITY OF LIFE DEPARTMEN	2,110,783	764,446	1,890,983	1,047,750	
ENGINEERING					
3113 Building Permits	4,146	4,700	0	0	
3116 Grading/Paving Permits	54,613	54,300	30,000	25,000	
3124 Plan Check	96,705	76,800	150,000	115,000	
3130 Street Permits	587,785	464,400	464,400	400,000	
3135 NPDES Permit	446,739	466,000	400,000	138,000	
3142 Conditional Use Permit	9,015	5,200	15,000	15,000	
3148 CRA Review	4,823	3,900	2,907	3,900	
3152 Map Review	40,911	36,400	20,000	20,000	
3153 Street Vacation	0	0	3,069	0	
3154 Environmental Impact	1,571	2,200	8,332	8,000	

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	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
3170 Code Enforcement/Admin Citation	500	0	0	0	
3175 Development Agreements	2,133	2,400	6,409	4,500	
3177 Subordination Agreements	0	0	77	0	
3305 Cost Recover/Reimb Expenditure	4,056	3,700	2,000	2,500	
3316 WQMP Review Admin	55,238	22,900	35,000	35,000	
3416 Street Trench Cut Fees	24,005	20,300	25,000	20,300	
3530 Miscellaneous Receipts	10,090	136,930	125,530	0	SCE rebates (9/2/14 CC)
TOTAL ENGINEERING DEPARTMENT	1,342,330	1,300,130	1,287,724	787,200	
TOTAL GENERAL FUND (101)	55,831,929	54,878,526	57,982,804	60,491,953	
EMERGENCY SERVICES (205)					
3000 Current Secured Taxes	1,093,429	1,100,000	1,100,000	1,100,000	
3305 Cost Recover/Reimb Expenditure	0	3,000	3,000	3,000	
3327 Non-Resident Fees	12,577	12,000	15,000	15,000	
3590 Donations	70,306	30,000	0	0	
TOTAL EMERGENCY SERVICES	1,176,312	1,145,000	1,118,000	1,118,000	
HOUSEHOLD HAZ WASTE (206)					
3200 State Grants	336	0	36,120	0	
3376 Recycled Material	6,888	7,000	6,500	6,500	
3535 Program Income	108,983	108,000	108,000	108,000	
TOTAL HOUSEHOLD HAZ. WASTE	116,207	115,000	150,620	114,500	
GAS TAX (207)					
3025 Gas Tax Prop 111 2105	484,759	345,541	439,230	410,930	
3026 Gas Tax 2107	518,564	424,577	599,660	561,817	
3027 Gas Tax Engineering Rcpts	7,500	7,500	7,500	7,500	
3028 Gas Tax 2106	233,960	273,711	253,198	216,659	
3029 Gas Tax 2103	993,001	751,895	745,232	325,794	
TOTAL GAS TAX	2,237,784	1,803,224	2,044,820	1,522,700	
MEASURE "I" (208)					
3510 Investment Income	47,623	0	30,000	0	
TOTAL MEASURE "I"	47,623	0	30,000	0	
LOCAL TRANSPORTATION (209)					
3200 State Grants	483,014	0	3,338,530	0	Red/Ala +Safe Routes Grants
3250 Federal Grants	779,052	0	0	0	
3305 Cost Recover/Reimb Expenditure	0	0	3,300,000	0	SANBAG Reimbursement
3415 Street Replacement/Haul Permit	71,080	25,000	687	0	
3510 Investment Income	14,297	10,000	10,000	10,000	
3530 Miscellaneous Receipts	70,108	0	221,339	1,537,300	Gateway project
3810 Bond/Loan Proceeds	0	4,035,000	3,050,000	6,000,000	IBank
3771 Resident Contrib.: Bike Lanes	0	1,000	0	0	
3772 Resident Contrib.: Sidewalks	1,442	0	0	0	
TOTAL LOCAL TRANSPORTATION	1,418,993	4,071,000	9,920,556	7,547,300	
MEASURE "I" 2010 (210)					
3021 Measure I Sales Tax	1,039,417	975,000	1,020,500	1,048,566	
3510 Investment Income	29,647	15,000	50,000	30,000	

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TOTAL AIR QUALITY IMPROVEMENT	1,069,064	990,000	1,070,500	1,078,566	
AIR QUALITY IMPROVEMENT (221)					
3510 Investment Income	7,188	4,500	5,000	5,000	
3710 AB2766 Subvention AQMD	87,110	81,000	81,000	81,000	
TOTAL AIR QUALITY IMPROVEMENT	94,298	85,500	86,000	86,000	
TRAFFIC SAFETY (223)					
3450 Traffic Fines	7,042	8,000	6,500	6,500	
3453 Red Light Traffic Fines	799	450	2,800	1,000	
3455 Parking Fines	243,403	250,000	175,000	175,000	
TOTAL TRAFFIC SAFETY	251,244	258,450	184,300	182,500	
OPEN SPACE (227)					
3510 Investment Income	22,259	10,000	10,000	10,000	
3515 Land Sale Proceeds	0	0	372	0	
3627 Open Space Acquisition Fees	130,020	50,000	70,000	70,000	
TOTAL OPEN SPACE	152,279	60,000	80,372	80,000	
DOWNTOWN BUSINESS AREA (236)					
3250 Federal Grants	0	79,056	79,056	0	
3305 Cost Recover/Reimb Expendilure	0	0	153	0	
3510 Investment Income	2,680	1,500	2,000	2,000	
3512 Returned Check Charge	195	100	39	0	
3530 Miscellaneous Receipts	25,728	28,000	25,000	25,000	
3535 Program Income	261,631	250,000	270,000	275,000	
TOTAL DOWNTOWN BUSINESS AREA	290,234	358,656	376,248	302,000	
PARKING AUTHORITY (237)					
3520 Rental Income	6,470	7,000	6,500	6,500	
TOTAL PARKING AUTHORITY	6,470	7,000	6,500	6,500	
GENERAL CAPITAL IMPRV (240)					
3200 State Grants	37,129	0	1,470,407	1,121,032	
3250 Federal Grants	481,919	0	523,221	649,400	
3530 Miscellaneous Receipts	0	0	162,128	0	
3540 Other Grants	0	0	55,219	0	
TOTAL GENERAL CAPITAL IMPRV	519,048	0	2,210,975	1,770,432	
COMM DEVEL BLOCK GRANT (243)					
3250 Federal Grants	369,121	433,050	1,045,245	322,287	15-16 County Reimbursement
TOTAL COMM DEVEL BLOCK GRNT	369,121	433,050	1,045,245	322,287	
NEIGHBORHOOD INITIATIVE (245)					
3250 Federal Grants	2,772	0	0	0	Closed
TOTAL NEIGHBORHOOD INITIATIVE	2,772	0	0	0	
ASSET FORFEITURE (246)					
3460 Drug Confiscation - State	28,855	21,000	9,739	9,500	
3461 Drug Confiscation - Federal	470,521	294,500	179,240	180,000	
3463 15% Drug/Gang Prevention - St	5,092	3,675	1,719	2,000	
TOTAL ASSET FORFEITURE	504,468	319,175	190,698	191,500	

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POLICE GRANTS (247)					
3200 State Grants	184,250	110,429	234,605	0	Carry over gant balances
3250 Federal Grants	1,087,844	172,859	1,022,905	0	
3540 Other Grants	125,000	0	80,000	0	
3590 Donations	1,961	0	0	0	
TOTAL POLICE GRANTS	1,399,055	283,288	1,337,510	0	
SUPPL LAW ENFORCEMENT (249)					
3200 State Grants	102,279	106,643	107,291	113,000	
3510 Investment Income	1,771	0	1,686	968	
TOTAL SUPPL LAW ENFORCE.	104,050	106,643	108,977	113,968	
PARK & OPEN SPACE DEV (250)					
3510 Investment Income	9,733	5,500	9,000	13,000	
3530 Miscellaneous Receipts	0	86,180	86,180	1,200	
3625 Park & Open Space Fee	341,704	40,000	200,000	275,000	
TOTAL PARK & OPEN SPACE DEV	351,437	131,680	295,180	289,200	
PUBLIC FACILITIES DEV (251)					
3600 Police Facilities	207,573	195,000	140,000	350,000	
3601 Fire Facilities	272,659	250,000	325,000	300,000	
3603 Library Facilities	82,941	69,000	69,000	100,000	
3604 General Government Facilities	328,770	280,000	565,000	500,000	
3606 Community Center Facilities	0	0	30,000	40,000	
TOTAL PUBLIC FACILITIES DEV	891,943	794,000	1,129,000	1,290,000	
ARTERIAL STREET CONSTRUCTION (252)					
3510 Investment Income	11,084	17,000	17,000	17,000	
3630 Arterial Street Construction Fees	192,094	205,000	0	0	
3631 Regional Arterial Fee	0	0	800,000	800,000	
3632 Railroad Crossing Fee	0	0	38,805	18,000	
3633 Local Arterial Fee	0	0	388,049	150,000	
TOTAL ARTERIAL STREET CONST	203,178	222,000	1,243,855	985,000	
TRAFFIC SIGNALS (253)					
3510 Investment Income	4,686	6,600	6,600	6,600	
3630 Traffic Signals Fees	83,326	20,000	110,000	250,000	
TOTAL TRAFFIC SIGNALS	88,012	26,600	116,600	256,600	
FREEWAY INTERCHANGES (254)					
3510 Investment Income	4,337	5,260	7,500	7,500	
3630 Freeway Interchange Fees	332,229	50,000	600,000	1,250,000	
TOTAL FREEWAY INTERCHANGES	336,566	55,260	607,500	1,257,500	
STREET LIGHTING DIST #1 (260)					
3650 Assessment District	25,498	25,000	25,500	25,500	
TOTAL STREET LIGHTING DIST #1	25,498	25,000	25,500	25,500	
COMM FAC DIST 2004-1 (261)					
3510 Investment Income	1,401	3,500	2,500	2,500	
3650 Assessment District	128,635	125,000	125,000	125,000	
TOTAL COMM FAC DIST	130,036	128,500	127,500	127,500	

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REVENUE DETAIL

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
LANDSCAPE MAINT DISTRICT (263)					
3650 Assessment District	26,923	30,000	30,000	30,000	
TOTAL LANDSCAPE MAINT DIST	26,923	30,000	30,000	30,000	
DISASTER RECOVERY (270)					
3250 Federal Grants	225,537	0	215,182	0	
TOTAL DISASTER RECOVERY	225,537	0	215,182	0	
OBLIGATION PMNT (288)					
3000 Current Secured Taxes	3,337,916	3,964,478	6,753,770	3,325,000	
3510 Investment Income	50,045	15,000	35,000	25,000	
TOTAL OBLIGATION PMNT	3,387,961	3,979,478	6,788,770	3,350,000	
GENERAL DEBT SERVICE (305)					
3000 Current Secured Taxes	665,278	0	23,226	0	
3006 Supplemental PY Taxes	16,302	0	13,644	0	
3009 Supplemental - Voter Approved	15,781	0	14,031	0	
3510 Investment Income	21,395	1,000	10,554	0	
TOTAL GENERAL DEBT SERVICE	718,756	1,000	61,455	0	
RDLS PUBLIC IMPROVEMENT (311)					
3510 Investment Income	(3,728)	0	0	0	
TOTAL RDLS PUBLIC IMPROV	(3,728)	0	0	0	
SUCCESSOR TO RDA DEBT SVC (380)					
3510 Investment Income	140,033	90,000	90,000	90,000	
TOTAL SUCCESSOR TO RDA DEBT S\	140,033	90,000	90,000	90,000	
STORM DRAIN CONSTRUCTION (405)					
3510 Investment Income	24,266	20,000	20,000	20,000	
3620 Storm Drain Fees	144,723	10,000	25,000	200,000	
TOTAL STORM DRAIN CONST.	168,989	30,000	45,000	220,000	
SUCCESSOR TO RDA GENERAL FUND (480)					
3305 Cost Recovery/Reimb Expenditure	19,694	0	0	0	
3520 Rental Income	18,000	18,000	18,000	18,000	31 Stuart Avenue
TOTAL SUCCESSOR TO RDA GENERA	37,721	18,000	18,000	18,000	
SUCCESSOR TO RDA CAP PROJ (488)					
3510 Investment Income	743	725	660	625	Receivable Interest
TOTAL SUCCESSOR TO RDA CAP PR(	743	725	660	625	
WATER (501)					
3124 Plan Check	9,140	8,000	23,000	30,000	
3305 Cost Recover/Reimb Expenditure	5,371	2,000	3,000	3,000	
3313 Non-Potable Water Usage	22,041	0	0	0	
3380 Water Usage	20,282,196	20,000,000	20,000,000	19,500,000	
3382 Irrigation Water Usage	2,151,071	2,000,000	2,000,000	1,750,000	
3383 Fire Hydrant Water Usage	213,897	170,000	200,000	200,000	
3384 Water Meter Install	16,510	5,000	50,000	50,000	
3387 Frontage Charge	322,731	100,000	508,546	250,000	
3388 "B" Contract Water Usage	119,079	92,000	110,000	110,000	
3389 Fire Protection Water Usage	311,476	285,000	300,000	300,000	

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REVENUE DETAIL

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
3510 Investment Income	281,402	152,000	205,000	205,000	
3516 Sale of Surplus Property	10,251	0	2,633	0	
3520 Rental Income	125,610	135,000	125,000	125,000	
3530 Miscellaneous Receipts	244,660	100,000	350,000	225,000	
3533 Misc Taxable Sales	150	100	88	0	
TOTAL WATER	24,115,585	23,049,100	23,877,267	22,748,000	
WATER PROJECTS (503)					
3305 Cost Recover/Reimb Expenditure	0	0	56,722	0	
TOTAL WATER PROJECTS	0	0	56,722	0	
WATER DEBT SERVICE (506)					
3510 Investment Income	52,355	0	235	0	
TOTAL WATER DEBT SERVICE	52,355	0	235	0	
SOURCE ACQUISITION (508)					
3510 Investment Income	56	0	35	0	
3551 Water Source Acq Residential	255,179	47,500	150,000	100,000	
3552 Water Source Acq Non-Residen	0	0	20,000	15,000	
TOTAL SOURCE ACQUISITION	255,235	47,500	170,035	115,000	
WATER CAPITAL IMPROVEMENT (509)					
3369 Cap Improv Chrg Non-Res	105,190	102,500	55,000	100,000	
3370 Cap Improv Chrg Resident	1,112,070	163,000	700,000	350,000	
3510 Investment Income	(1,809)	0	200	0	
TOTAL WATER CAPITAL IMPROVE	1,215,451	265,500	755,200	450,000	
SOLID WASTE (511)					
3200 State Grants	340	15,000	0	0	Rate increase
3305 Cost Recover/Reimb Expenditure	111	0	0	0	
3372 Special Hauls & Roll-Offs	1,105,054	1,200,000	1,200,000	1,300,000	
3373 Solid Waste Svrc Residential	5,434,419	5,575,000	5,575,000	5,825,000	
3374 Solid Waste Svrc Non-Resident	4,779,445	4,870,000	4,870,000	5,090,000	
3376 Recycled Material	143,341	275,000	140,000	275,000	
3510 Investment Income	147,165	70,000	100,000	100,000	
3512 Returned Check Charge	78	40	0	40	
3516 Sale of Surplus Property	18,083	10,000	1,864	10,000	
3525 Waste Import Fees	161,399	0	0	0	
3530 Miscellaneous Receipts	2,861	0	0	0	
3540 Other Grants	180,000	0	180,000	0	
3760 Bad Debt Recovery	39	0	0	0	
TOTAL SOLID WASTE	11,972,335	12,015,040	12,066,864	12,600,040	
SOLID WASTE DEBT SERVICE (516)					
3510 Investment Income	196,199	15,000	25,000	15,000	
TOTAL SOLID WASTE DEBT SVC	196,199	15,000	25,000	15,000	
CALIF ST LANDFILL CLOSURE (517)					
3510 Investment Income	48,616	35,000	55,000	55,000	
TOTAL CALIF ST LANDFILL CLOSURE	48,616	35,000	55,000	55,000	
SOLID WASTE CAP IMPROVE (519)					
3369 Cap Improv Chrg Non-Res	321,142	125,000	616,245	125,000	

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REVENUE DETAIL

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
3370 Cap Improv Chrg Resident	269	10,000	3,700	2,000	
3510 Investment Income	22,046	15,000	20,000	20,000	
TOTAL SOLID WASTE CAP IMPROVE	343,457	150,000	639,945	147,000	
SEWER SERVICE (521)					
3305 Cost Recover/Reimb Expenditure	129	0	0	0	
3366 Sewer Residential	6,394,468	6,100,000	6,400,000	6,400,000	
3367 Sewer Non-Residential	2,478,700	2,300,000	2,450,000	2,450,000	
3368 Septage Charge	54,502	38,700	40,000	40,000	
3379 Recycled Water Useage	268,971	250,000	250,000	250,000	
3387 Frontage Charge	137,860	85,700	200,000	120,000	
3391 Joint Lab - Water Charges	207,233	160,000	160,000	160,000	
3392 Joint Lab - Solid Wst Charges	34,877	33,500	33,500	33,500	
3510 Investment Income	170,679	87,000	175,500	160,000	
3530 Miscellaneous Receipts	9,321	5,000	0	0	
TOTAL SEWER SERVICE	9,756,740	9,059,900	9,709,000	9,613,500	
SEWER DEBT SERVICE (526)					
3510 Investment Income	77,900	200	200	200	
TOTAL SEWER DEBT SERVICE	77,900	200	200	200	
SEWER CAPITAL IMPROVE (529)					
3369 Cap Improv Chrg Non-Res	0	0	120,000	200,000	
3370 Cap Improv Chrg Resident	1,446,766	120,000	1,200,000	1,200,000	
3510 Investment Income	9,315	3,000	10,200	10,500	
TOTAL SEWER CAPITAL IMPROVE	1,456,081	123,000	1,330,200	1,410,500	
GROVES (538)					
3510 Investment Income	(818)	500	1,500	500	
3530 Miscellaneous Receipts	265,517	0	10,500	0	
3550 Grove Receipts	740,707	750,000	750,000	750,000	
TOTAL GROVES	1,005,406	750,500	762,000	750,500	
NON-POTABLE WATER (541)					
3313 Non-Potable Water Usage	549,923	500,000	500,000	500,000	
3387 Frontage Charge	4,991	0	1,208	0	
3510 Investment Income	13,650	4,500	15,000	15,000	
TOTAL NON-POTABLE WATER	568,564	504,500	516,208	515,000	
NON-POTABLE CAPITAL IMPRV FUND (549)					
3369 Capital Improv Chrg Non-Res	0	200,000	207,352	0	
3510 Investment Income	4,477	1,000	5,000	5,000	
TOTAL NON POT CAP IMPRV FUND	4,477	201,000	212,352	5,000	
CEMETERY (562)					
3305 Cost Recover/Reimb Expenditure	320	0	0	0	
3360 Cemetery Internment	173,493	130,000	130,000	212,922	
3361 Cemetery Lots	178,980	150,000	150,000	247,584	
3362 Cemetery Crypts	19,175	21,000	21,000	34,662	
3510 Investment Income	24,290	500	20,000	20,000	
3511 Finance Charges	0	2,000	0	0	
3512 Returned Check Charge	39	0	78	0	
3516 Sale of Surplus Property	6,825	0	0	0	

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REVENUE DETAIL

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
3520 Rental Income	27,000	20,700	20,700	20,700	
3530 Miscellaneous Receipts	38,685	35,000	37,000	25,000	
3533 Misc Taxable Sales	52,061	40,000	40,000	33,275	
3590 Donations	6	0	100	0	
TOTAL CEMETERY	520,874	399,200	418,878	594,143	
CEMETERY PRE-NEED (563)					
3510 Investment Income	5,130	3,500	5,000	5,000	
TOTAL CEMETERY PRE-NEED	5,130	3,500	5,000	5,000	
AVIATION OPERATING (564)					
3001 Current Unsecured Taxes	34,597	60,000	34,622	34,622	
3200 State Grants	20,000	0	0	0	
3250 Federal Grants	0	150,000	150,000	0	
3510 Investment Income	2,661	0	1,862	1,862	
3511 Finance Charges	4,230	3,000	3,000	3,000	
3520 Rental Income	257,660	300,000	257,660	257,660	
3530 Miscellaneous Receipts	1,641	1,500	1,711	1,500	
3533 Misc Taxable Sales	15	0	0	0	
3545 Tie-Down Fees	9,329	10,000	7,605	7,605	
3546 Gate Access Fees	7,375	10,000	7,500	9,099	
TOTAL AVIATION OPERATING	337,508	534,500	463,959	315,348	
LIABILITY SELF-INSURANCE (602)					
3510 Investment Income	(4,403)	3,000	14,631	3,000	
3530 Miscellaneous Receipts	6,714	15,000	10,381	15,000	
TOTAL LIABILITY SELF-INSURANCE	2,311	18,000	25,012	18,000	
INFORMATION TECHNOLOGY (604)					
3305 Cost Recover/Reimb Expenditure	0	0	1,037	0	
3393 Internal Svc Rcpts: General Fund	1,645,748	1,772,804	1,896,290	2,213,561	
3394 Internal Svc Rcpts: Non-Gen Fund	848,844	1,163,971	1,168,921	1,296,151	
3510 Investment Income	4,263	2,100	2,100	2,100	
TOTAL INFORMATION TECHNOLOGY	2,498,855	2,938,875	3,068,348	3,511,812	
WRK COMP SELF-INSURANCE (606)					
3510 Investment Income	8,753	3,000	7,472	3,000	
3530 Miscellaneous Receipts	219	0	0	0	
3750 Worker's Comp Receipts	1,814,986	1,641,545	2,241,545	2,044,225	
TOTAL WRK COMP SELF-INSURANCE	1,823,958	1,644,545	2,249,017	2,047,225	
EQUIPMENT MAINTENANCE (607)					
3305 Cost Recover/Reimb Expenditure	244,717	240,000	235,000	235,000	
3393 Internal Svc Rcpts: General Fund	1,426,730	1,041,847	1,041,847	898,694	
3394 Internal Svc Rcpts: Non-Gen Fund	2,441,250	2,307,898	2,599,867	2,361,054	
3398 LCNG Outside Fuel Sales	241,271	250,000	225,000	250,000	
3510 Investment Income	(2,722)	0	(1,149)	0	
3516 Sale of Surplus Property	4,398	0	0	500	
3530 Miscellaneous Receipts	2,182	0	1	500	
TOTAL EQUIP MAINTENANCE	4,357,826	3,839,745	4,100,566	3,745,748	
UTILITY BILLING (608)					
3385 Water Turn-On	84,670	80,000	80,000	80,000	

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REVENUE DETAIL

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
3390 Utility Billing Service	875,000	875,000	875,000	875,000	
3510 Investment Income	19,897	10,000	20,000	20,000	
3511 Finance Charges	483,042	425,000	450,000	450,000	
3512 Returned Check Charge	11,725	9,700	11,445	10,000	
3530 Miscellaneous Receipts	32,756	30,000	30,000	30,000	
3760 Bad Debt Recovery	3,280	0	2,500	0	
TOTAL UTILITY BILLING	1,510,370	1,429,700	1,468,945	1,465,000	
CEMETERY ENDOWMENT (702)					
3364 Cemetery Endowment	65,760	60,000	60,000	60,000	
TOTAL CEMETERY ENDOWMENT	65,760	60,000	60,000	60,000	
COMM FAC DIST TRUST (710)					
3305 Cost Recover/Reimb Expenditure	1,438,809	1,408,000	1,440,000	1,440,000	
3510 Investment Income	31,407	5,000	30,000	30,000	
TOTAL COMM FAC DIST TRUST	1,470,216	1,413,000	1,470,000	1,470,000	
TOTAL NON-GENERAL FUNDS	80,149,836	74,065,534	94,261,475	84,033,194	

City of Redlands
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Capital Outlay Detail

Equipment and Vehicles		Description		Amount
ASSET FORFEITURE FUND (246)				
Object 7100 Motor Vehicles	-----	Unmarked Vehicle Replacements (2)	$	102,081
Object 7140 All Other Equipment	-----	Emergency Equipment		11,752
TOTAL ASSET FORFEITURE FUND (246)			**$**	**113,833**
WATER FUND (501)				
Object 7060 Office Furniture	-----	Furniture Replacements	$	28,000
Object 7140 All Other Equipment	JL 71060	Message Board		20,000
TOTAL WATER FUND (501)			**$**	**48,000**
SOLID WASTE FUND (511)				
Object 7100 Motor Vehicles	-----	Collection Vehicle Replacement	$	308,041
	-----	Scooter Trucklers (2)		50,000
TOTAL SOLID WASTE FUND (511)			**$**	**358,041**

Equipment and Vehicles		Description		Amount
SOLID WASTE PROJECTS FUND (513)				
Object 7100 Motor Vehicles	-----	Landfill - Heavy Equipment	$	385,000
TOTAL SOLID WASTE PROJECTS FUND (513)			**$**	**385,000**
WASTEWATER FUND (521)				
Object 7080 Computer Equipment	-----	Computer Equipment	$	7,500
Object 7100 Motor Vehicles	-----	Motor Vehicle Replacements		65,000
Object 7140 All Other Equipment	JL 73060	Camera and Equipment		85,000
Object 7745 Laboratory Equipment	JL 73072	Instruments and Analyzers		93,000
TOTAL WASTEWATER FUND (521)			**$**	**250,500**
INFORMATION TECHNOLOGY FUND (604)				
Object 7080 Computer Equipment	-----	Disaster Recovery Systems	$	110,000
	-----	Police Camera Equipment		60,000
	-----	City-Wide Upgrade and Replacement Projects		382,232
TOTAL INFORMATION TECHNOLOGY FUND (604)			**$**	**552,232**

Land and Improvements		Description	Amount
GENERAL FUND (101)			
Quality of Life - Electrical (1011302)			
Object 7150 Other Betterments/Improvements	-----	Traffic Signal Cabinet Replacement	$ 150,000
TOTAL GENERAL FUND (101)			**$ 150,000**
LOCAL TRANSPORTATION FUND (209)			
Object 7150 Other Betterments/Improvements	JL 41055	Gateway Monuments	$ 1,537,300
Object 7230 Street Construction	JL 41049	PARIS Project Funding	5,242,030
TOTAL LOCAL TRANSPORTATION FUND (209)			**$ 6,779,330**
MEASURE I FUND - 2010 (210)			
Object 7230 Street Construction	-----	PARIS Project Funding	$ 5,000,000
TOTAL MEASURE I FUND - 2010 (210)			**$ 5,000,000**
DOWNTOWN REDLANDS BUSINESS AREA (236)			
Object 7150 Other Betterments/Improvements	-----	Brick Bulb-out Planter Surrounds	$ 25,000
TOTAL DOWNTOWN REDLANDS BUSINESS AREA (236)			**$ 25,000**

Land and Improvements		Description	Amount
GENERAL CAPITAL IMPROVEMENT FUND (240)			
Object 7150 Other Betterments/Improvements	JL 47109	Orange Blossom Trail Phase 3	$ 970,850
	-----	Orange Street Signal	319,500
	-----	Citrus Bike Lanes	313,700
TOTAL GENERAL CAPITAL IMPROVEMENT FUND (240)			**$ 1,604,050**
CDBG PRORGRAM (243)			
Object 7230 Street Construction	JL 43060	Street and Dirt Alley Paving	$ 141,357
TOTAL CDBG PRORGRAM (243)			**$ 141,357**
FREEWAY INTERCHANGES FUND (254)			
Object 7150 Other Betterments/Improvements	-----	University Ramp	$ 1,012,900
TOTAL GENERAL CAPITAL IMPROVEMENT FUND (240)			**$ 1,012,900**
SOLID WASTE PROJECTS FUND (513)			
Object 7650 Solid Waste/Landfill	-----	Landfill - Grindings Removal	$ 150,000
TOTAL SOLID WASTE PROJECTS FUND (513)			**$ 150,000**

Land and Improvements		Description		Amount
CEMETERY FUND (562)				
Object 7230 Street Construction	-----	Street Improvements	$	594,000
Object 7150 Other Betterments/Improvements	-----	Realign Grave Markers		54,600
	-----	Cremation Gardens		145,000
	-----	Various Cremation Niches		131,000
TOTAL CEMETERY FUND (562)			**$**	**924,600**

Buildings and Improvements		Description		Amount
GENERAL FUND (101)				
City Council (101100)				
Object 7150 Other Betterments/Improvements	-----	Council Chamber Dias	$	25,000
Finance Department - Accounting (1011130)				
Object 7150 Other Betterments/Improvements	-----	Paint & Carpet		25,000
Quality of Life - Building Maintenance (1011301)				
Object 7150 Other Betterments/Improvements	-----	City Hall Restrooms		40,000
TOTAL GENERAL FUND (101)			**$**	**90,000**
CDBG PRORGRAM (243)				
Object 7150 Other Betterments/Improvements	JL 43059	ADA Improvements - AK Smiley Restrooms	$	82,956
TOTAL CDBG PRORGRAM (243)			**$**	**82,956**
WATER FUND (501)				
Object 7150 Other Betterments/Improvements	JL 71060	Meter Upgrades Installation	$	250,000
TOTAL WATER FUND (501)			**$**	**250,000**

Buildings and Improvements		Description		Amount
WATER PROJECTS FUND (503)				
Object 7700 Water Facilities	JL 71305	SCADA System Upgrades	$	275,000
	JL 71307	Water Production Annual Replacement		475,000
	JL 71308	Water System Improvements		700,000
	JL 71365	Utilities Building Improvements		375,000
	-----	2015 CIP Replacements		2,750,000
	-----	Garnet Bridge Pipeline	$	250,000
	-----	Reservoir Rehabilitation - Crafton		475,000
TOTAL WATER PROJECTS FUND (503)			**$**	**5,300,000**
WASTEWATER FUND (521)				
Object 7600 Wastewater Facilities	-----	Counters and Cabinets	$	90,000
TOTAL WASTEWATER FUND (521)			**$**	**90,000**
SEWER PROJECTS FUND (523)				
Object 7600 Wastewater Facilities	JL 73319	Wastewater Replacement Program	$	360,000
	JL 73365	Utilities Building Improvements		67,000
	-----	Local Collection Mains 2016		1,000,000

Buildings and Improvements		Description		Amount
SEWER PROJECTS FUND (523) Continued				
Object 7600 Wastewater Facilities	-----	SCADA System Upgrades	$	100,000
	-----	Blower Modification		550,000
	-----	Headworks Grit & Improvement		500,000
TOTAL SEWER PROJECTS FUND (523)			**$**	**2,577,000**

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City Council

Mission Statement:

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

Departmental Goals:

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

Program Description:

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

Program Objectives:

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

Significant Program Changes:

None

City of Redlands
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DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	73,595	80,924	80,924	84,987	
4010 Overtime Salaries	114	0	86	0	
4015 Banked Leave Buy Back	1,600	1,198	1,698	1,530	
4050 Pension Contributions	10,902	9,509	9,509	10,419	
4051 Fica/Medicare	5,745	6,061	6,061	6,627	
4053 Deferred Compensation	1,237	1,237	1,237	1,283	
4055 Health/Dental Insurance	7,618	6,525	6,922	6,755	
4056 Worker's Comp Insurance	4,797	5,162	5,162	6,428	
4058 Unemployment Insurance	206	304	304	304	
4059 Life Insurance	93	93	93	69	
4081 Eyecare Reimbursement	90	158	158	158	
4085 Other Taxable Benefits	98	105	105	105	
TOTAL SALARIES AND BENEFITS	106,095	111,276	112,259	118,664	
SERVICES					
5140 Legal Services	47,728	30,000	50,000	25,000	Special Counsel
5190 Other Professional Services	65,008	30,000	25,000	30,000	Federal Advocate
5240 Meeting & Professional Devlpmt	0	2,000	0	0	
5255 Travel Reimbursement	555	500	500	500	
5270 Printing and Binding	2,105	3,000	1,800	3,000	
5275 Postage	107	300	200	300	
5303 Telephone	2,179	3,150	3,150	3,150	
5395 Info Technology Services Charge	17,982	17,982	17,982	16,277	
5490 Other Insurance	2,720	3,000	2,618	3,000	Sister Cities
5570 Office Equip & Furn Rent	3,303	3,394	3,394	3,394	
5760 Special Program Expenditures	0	0	0	100,000	
5800 Subscriptions & Memberships	49,689	48,325	48,000	54,325	
5990 Reimbursed Expenditures	27,863	0	0	0	
TOTAL SERVICES	219,239	141,651	152,644	238,946	
SUPPLIES					
6140 Office Supplies	1,541	1,500	1,500	1,500	
6590 Special Departmental Supplies	0	16,000	16,000	1,000	
TOTAL SUPPLIES	1,541	17,500	17,500	2,500	
FIXED ASSETS					
7150 Other Betterments/Imprvoments	0	0	0	25,000	Council chamber
TOTAL SUPPLIES	0	0	0	25,000	
DEPARTMENT TOTAL	326,875	270,427	282,403	385,110	

City of Redlands
2015-2016
Proposed Budget

City Clerk

Mission Statement:

The City Clerk's Office seeks to provide the best possible service to the residents, local staff and leadership of the City of Redlands. We strive to provide public access to all aspects of information pertaining to city government. We enhance citizen awareness through coordination of hearing notices, agenda publication and meeting minute dissemination to City staff, other public agencies, and the public; provide legislative support to the Mayor and City Council; provide election support to officeholders, candidates, and petitioners; and oversee records management for the entire City staff. This will be done accurately, promptly, efficiently, and in a friendly and helpful manner. We seek to make every contact with our customers positive and responsive to their needs.

Departmental Goals:

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

Sustainability Efforts:

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

Performance Measures:

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

Program Description:

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

Program Objectives:

- Administer and file oaths of office
- Assist the County Registrar of Voters during primary, general and special elections
- Conduct general municipal elections and special municipal elections in accordance with the California Elections Code and coordinate ballot measures, arguments, and impartial analysis
- Fulfill duties as filing officer for campaign statements for officeholders, candidates, and political action committees
- Act as Custodian of the City Seal
- Act as Custodian of the City's vital records from 1888-1964
- Disseminate information relative to City Council actions to appropriate parties
- Fulfill duties as Financial Disclosure Officer for conflict of interest filings for 65 designated positions and various consultants and attorneys
- Coordinate legal publications and notices of ordinances, resolutions, and public hearings in a timely manner in accordance with law
- Follow legal procedures for noticing regular, adjourned and special meetings of the City Council, the Successor Agency to the Redevelopment Agency and the Redlands Financing Authority
- Maintain a comprehensive general index of above proceedings, and all ordinances, resolutions, contracts and agreements, and deeds
- Maintain an open, diplomatic and neutral relationship with news media
- Maintain the Redlands Municipal Code
- Research, disseminate and provide information regarding City records as necessary
- Automate records retrieval to include internet access of all pertinent information
- Act as secretary to the Successor Agency to the Redevelopment Agency and maintain an accurate record of their proceedings through a comprehensive general index of all minutes, resolutions, contracts, agreements, and deeds
- Act as secretary to the Redlands Financing Authority and maintain an accurate record of their proceedings through a comprehensive general index of all minutes, resolutions, contracts, agreements, and deeds

Significant Program Changes

The FY 2015-2016 Program includes funding for document scanning and the conversion of the records database to software consistent with that utilized by other City staff agencies.

Accomplishments for Fiscal Year 2014-2015:

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

- Coordinated the actions required for the nomination and election of three City Council Members
- Administered the process for the appointment of a City Council Member to fill the remaining term of a Member elected to higher office
- Coordinated the submission of economic interest statements from sixty-five elected officials, appointed commissioners and designated staff members
- Managed the biannual campaign finance reporting from seven candidates, seven incumbent elected officials and eight election committees
- Continued efforts to implement a computerized documentation management program

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	70,968	97,828	101,440	103,384	FT position added 2014
4005 Salaries: Part Time	22,333	0	0	0	
4010 Overtime Salaries	91	0	52	0	
4050 Pension Contributions	729	5,735	5,473	6,472	
4051 Fica/Medicare	7,165	9,649	8,104	7,924	
4053 Deferred Compensation	1,845	1,845	1,845	1,845	
4055 Health/Dental Insurance	12,337	21,028	12,418	16,500	
4056 Worker's Comp Insurance	1,199	2,065	2,065	2,571	
4057 Disability Insurance	0	0	0	309	
4058 Unemployment Insurance	728	868	1,104	868	
4059 Life Insurance	73	126	129	126	
4081 Eyecare Reimbursement	0	225	225	225	
4084 Clothing Cash Payment	0	200	200	200	
4085 Other Taxable Benefits	275	0	4,240	4,550	medical stipend.
TOTAL SALARIES AND BENEFITS	117,743	139,569	137,294	144,974	
SERVICES					
5103 Software Support & Maintenance	0	0	0	14,758	Laserfische Conversion
5196 Elections	2	70,000	70,000	20,000	Two Ballot Measures
5240 Meeting & Professional Devlpmt	670	670	670	0	
5270 Printing and Binding	758	500	500	500	
5275 Postage	661	700	700	700	
5280 Advertising	17,802	25,000	25,000	25,000	
5303 Telephone	1,136	1,200	1,200	1,200	
5395 Info Technology Services Charges	13,406	13,406	13,406	23,493	
5570 Office Equip & Furn Rent	2,347	2,431	2,431	2,431	
5800 Subscriptions & Memberships	170	160	170	340	2 CCAC Memberships
5880 Special Contractual Services	1,171	4,000	4,599	4,000	
TOTAL SERVICES	38,123	118,067	118,676	92,422	
SUPPLIES					
6140 Office Supplies	698	1,000	1,000	1,000	
TOTAL SUPPLIES	698	1,000	1,000	1,000	
DEPARTMENT TOTAL	156,564	258,636	256,970	238,396	

City of Redlands mandate
2015-2016
Proposed Budget

City Manager

Mission Statement:

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

Departmental Goals:

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

Sustainability Efforts:

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

Program Description:

The City Manager's Office is responsible for the implementation and execution of administrative policies, procedures and programs adopted by the City Council. This requires effective leadership, planning and research as well as ongoing evaluation of the City's available resources. The City Manager's office establishes and maintains appropriate management controls to ensure all departments adhere to the City Council's direction and goals while observing ethical and legal policies and regulations.

The City Manger's office also oversees Redlands TV (RTV), the City's government access cable TV facilities and operation. RTV televises and records live events, such as City Council and Planning Commission meetings. It also broadcasts regular replays of these meetings and tape-delayed televising of other City functions. In addition, the RTV office creates or contracts original informational videos highlighting City services and programs. RTV also provides a Community Events Bulletin Board, listing public service messages, that runs whenever video segments are not on the air. Redlands TV programming is available to cable television subscribers through Time-Warner Cable (Channel 3) and Verizon Cable (Channel 35) services.

The City Manager's office also facilitates the City's Emergency Management and Preparedness Program. The program is dedicated to developing and providing training and education in emergency management, preparedness, and response to City Personnel, City Emergency Managers as well as the Citizens of Redlands.

Program Objectives:

- Provide leadership, management and direction to all City departments
- Compile and distribute agenda packets for all Council meetings
- Oversee the preparation of the annual budget

- Guide the City's Strategic Plan and Vision
- Be available to the public as the need arises
- Maintain effective working relationships with other City, County, State and Federal agencies

Public Information

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

Emergency Management & Preparedness Program

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

Significant Program Changes:

None

Accomplishments for Fiscal Year 2014-2015:

- Managed all department operations
- Promoted transparency in government through:
  - Web-streaming of live City Council meetings and archived meeting videos
  - Live broadcasting of forty-eight (42) City meeting on Redlands TV
  - Web posting of City Council meeting agenda reports
- Promoted open, clear and frequent communication through:
  - Social networking pages for the City including multiple Facebook pages for City Hall, Police, Fire, Police Business Liaison, Recreation, Senior Services, Downtown Redlands, Animal Shelter and Cultural Arts Commission; Twitter feeds for City Hall and Police; YouTube channels for City, Police and Animal Control; Instagram accounts for Police and Downtown Redlands

  - Monitored community social networking sites, kept staff apprised of public reactions to City issues and responded when appropriate
  - Redlands 311 mobile app
  - City's Speakers Bureau
  - Issuance of approximately 275 press releases promoting City activities and economic development, providing public safety information, and providing information of City Council actions
  - Issued three quarterly online newsletters (beginning in the Fall of 2014)
  - PIO responded to approximately 300 unique press requests not related to press releases
  - PIO responded to approximately 180 unique public requests for information or service
- Provided staff liaison to the City's Federal Advocates
- Provided staff liaison to the State Assemblyman's Office
- Provided staff liaison to the City's Cultural Arts Commission
- Provided staff to the City's Animal Control Board
- Assisted in planning and coordinating the Mayor's annual State of the City event, including:
  - Production of four videos
  - Drafting the Mayor's State of the City address
  - Assisting Council Members with additional presentations
  - Coordinating the communitywide initiative
  - Coordinating awards nomination and selection process
- Produced and presented videos promoting City services and activities; examples include the Annual Christmas Parade and the annual Veterans Day Parade
- Produced and presented 42 Pet of the Week videos , 3 Water Conservation videos and 1 Video on panhandling
- Assisted in Police Conference and DVD copies to all media in different formats
- Produced 4 cooking videos on behalf of Recreation Division and Economic Development Office
- Provided support to all other departments and City Council in media interviews
- Monitored press coverage of the City, including newspapers, television and radio and provided periodic news digests to staff and elected officials
- Provided support to all City departments in preparing memos and other written communication for both internal and external distribution
- Monitored progress of the Strategic Plan's planned activities for FY 2014-2015
- Coordinated and assembled 24 City Council Regular Meeting Agenda Packets and 7 City Council Special Meeting Agenda Packets
- Coordinated City Council Meeting E-Agenda packets
- Coordinated and processed 425 resident service requests
- Processed 31 film permits for filming in Redlands and provided follow-up reports on economic activity generated
- Provided staff liaison to the City's Disaster Council
- Secured recovery dollars for the 2014 August Severe Storms in the amount of $155,650.54
- Trained 120 students in Community Emergency Response Team
- Secured $50,000 in equipment for the Community Emergency Response Team Training Program
- Coordinated participation in the 2014 Shakeout exercise by evacuating all of City Hall
- Coordinated workshop for the City's Continuity of Operations Plan

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	307,277	276,939	272,402	281,082	
4005 Salaries: Part Time	7,917	0	7,632	0	
4010 Overtime Salaries	151	1,300	250	500	
4015 Banked Leave Buy Back	57,615	41,062	41,062	41,406	
4050 Pension Contributions	71,154	60,465	62,228	67,646	
4051 Fica/Medicare	17,720	14,196	16,414	15,635	
4053 Deferred Compensation	7,661	6,514	6,413	6,462	
4055 Health/Dental Insurance	28,572	22,819	24,577	25,580	
4056 Worker's Comp Insurance	23,983	12,876	12,876	16,034	
4057 Disability Insurance	0	0	50	142	
4058 Unemployment Insurance	754	703	707	855	
4059 Life Insurance	120	102	130	124	
4080 Vehicle Allowance	9,600	9,600	9,600	9,600	
4081 Eyecare Reimbursement	314	364	364	443	
4084 Clothing Cash Payment	277	0	0	70	
4085 Other Taxable Benefits	0	114	285	243	
TOTAL SALARIES AND BENEFITS	533,115	447,053	454,990	465,822	
SERVICES					
5190 Other Professional Services	6,515	6,000	130	6,000	
5240 Meeting & Professional Devlpmt	3,528	2,500	715	3,000	
5255 Travel Expense Reimbursement	3,728	4,000	2,187	4,000	
5270 Printing and Binding	1,180	1,000	500	1,000	
5275 Postage	147	450	100	450	
5303 Telephone	3,476	4,200	4,200	4,200	
5392 License & Permits	1,313	1,600	1,987	2,000	BMI, ASCAP
5395 Info Technology Services Charges	16,746	16,746	16,746	70,664	
5580 Communication Svs & Rental	880	1,200	1,200	1,200	
5760 Special Program Expenditures	159	500	6,500	1,500	Emp Recognition
5800 Subscriptions & Memberships	1,610	2,200	1,400	2,200	
5840 Training	0	0	149	500	
5999 Contingencies - Position Funding	0	(38,111)	0	0	
TOTAL SERVICES	39,282	2,285	35,814	96,714	
SUPPLIES					
6130 Books & Supplies	0	250	0	250	
6140 Office Supplies	3,064	2,500	1,500	2,500	
6190 Photo & Copying Supplies	0	500	0	500	
6560 Food	0	300	0	300	
6590 Special Departmental Supplies	95	500	500	500	
TOTAL SUPPLIES	3,159	4,050	2,000	4,050	
DIVISION TOTAL	575,556	453,388	492,804	566,586	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
PUBLIC INFORMATION

FUND
GENERAL FUND

ORGKEY
101121

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	153,830	160,208	161,408	168,257	
4010 Overtime Salaries	2,073	1,500	3,000	3,000	
4015 Banked Leave Buy Back	7,659	7,700	8,252	9,260	
4050 Pension Contributions	36,599	29,342	29,530	31,885	
4051 Fica/Medicare	12,819	12,681	13,455	13,837	
4053 Deferred Compensation	3,168	3,168	3,168	3,229	
4055 Health/Dental Insurance	28,156	13,438	13,982	14,116	
4057 Disability Insurance	596	1,046	586	649	
4058 Unemployment Insurance	703	868	704	868	
4059 Life Insurance	126	126	126	126	
4081 Eyecare Reimbursement	0	450	450	450	
4084 Clothing Cash Payment	200	200	200	200	
4084 Other Taxable Benefits	2,780	4,350	4,381	4,350	
TOTAL SALARIES AND BENEFITS	248,709	235,078	239,242	250,227	
SERVICES					
5190 Other Professional Services	4,850	6,000	3,800	6,000	
5240 Meeting & Professional Devlpmt	149	500	650	1,000	
5255 Travel Expense Reimbursement	571	600	750	1,000	
5395 Info Technology Services Charge	0	0	0	2,690	
5396 City Garage Charges	490	0	0	0	
5800 Subscriptions & Memberships	559	550	550	550	
5840 Training	0	0	35	500	
TOTAL SERVICES	6,619	7,650	5,785	11,740	
SUPPLIES					
6140 Office Supplies	829	1,000	800	1,000	
6180 Turnouts/Uniforms/Sfty Clothing	490	0	171	0	
6590 Special Departmental Supplies	2,000	1,000	325	1,000	
TOTAL SUPPLIES	3,319	2,000	1,296	2,000	
FIXED ASSETS					
7140 All other equipment	0	85,000	125,000	0	RTV Equip (PEG Fees)
TOTAL FIXED ASSETS	0	85,000	125,000	0	
DIVISION TOTAL	258,647	329,728	371,323	263,967	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

FUND
GENERAL FUND

ORGKEY
101122

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	28,647	30,090	31,077	32,544	
4005 Salaries: Part Time	2,256	0	3,000	3,000	
4010 Overtime Salaries	66	500	50	0	
4015 Banked Leave Buyback	0	694	694	751	
4050 Pension Contributions	5,316	5,512	5,672	6,167	
4051 Fica/Medicare	2,363	2,397	2,765	2,781	
4053 Deferred Compensation	967	996	1,026	1,045	
4055 Health/Dental Insurance	2,765	2,793	2,731	2,691	
4058 Unemployment Insurance	280	152	311	152	
4059 Life Insurance	22	22	22	22	
4081 Eyecare Reimbursement	79	79	79	79	
4085 Other Taxable Benefits	53	52	52	53	
TOTAL SALARIES AND BENEFITS	42,814	43,287	47,479	49,284	
SERVICES					
5240 Meeting & Professional Devlpmt	40	4,500	1,500	4,000	
5255 Travel Expense Reimbursement	19,486	4,500	3,500	4,000	
5270 Printing and Binding	1,140	1,500	800	1,000	
5275 Postage	283	500	300	500	
5303 Telephone	14,799	16,000	16,000	16,000	
5340 Machinery & Equip Maintenance	0	2,240	1,900	2,240	
5395 Info Technology Services Charge	6,583	6,853	6,853	19,752	
5396 City Garage Charges	0	0	490	445	
5760 Special Program Expenditures	0	1,500	1,500	1,500	
5800 Subscriptions & Memberships	0	1,570	1,570	1,570	
5840 Training	0	10,000	9,000	5,000	
5880 Special Contractual Services	0	0	5,500	0	
TOTAL SERVICES	42,331	49,163	48,913	56,007	
SUPPLIES					
6140 Office Supplies	3,004	1,500	500	1,000	
6180 Turnouts/Uniforms/Sfty Clothing	1,060	600	428	600	
6190 Photo & Copying Supplies	96	1,500	1,000	1,000	
6210 Repair & Maintenance Supplies	0	0	0	1,500	
6375 Computer Components	59,190	41,014	41,014	5,000	
6500 Office Equipment & Furniture	0	16,657	1,500	2,000	
6560 Food	150	2,000	1,500	2,000	
6590 Special Departmental Supplies	19,090	23,347	23,347	0	
TOTAL SUPPLIES	82,590	86,618	69,289	13,100	
FIXED ASSETS					
7100 Motor Vehicle	0	0	16,800	0	UASI CERT trailer
7270 Building Construction	0	0	10,275	0	Council EOC
TOTAL FIXED ASSETS	0	0	27,075	0	
DIVISION TOTAL	167,735	179,068	192,756	118,391	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
PRINT SHOP

FUND
GENERAL FUND

ORGKEY
101125

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5275 Postage	21	0	0	0	
5303 Telephone	239	350	350	350	
5340 Office Equipment Maintenance	2,259	0	0	0	
5570 Office Equip & Furn Rent	24,188	23,000	23,000	23,000	Copier/Postage Rent
5590 Other Rentals	1,160	1,200	1,200	1,200	PO Box Rental
5880 Special Contractual Services	6,455	7,000	7,000	7,000	Inland Presort
5990 Reimbursed Expenditures	(37,223)	(40,000)	(38,000)	(40,000)	
TOTAL SERVICES	(2,901)	(8,450)	(6,450)	(8,450)	
SUPPLIES					
6140 Office Supplies	224	250	0	0	
6190 Photo & Copying Supplies	1,502	1,100	1,100	1,100	Paper
6500 Office Equipment & Furniture	519	0	0	0	
6590 Special Departmental Supplies	284	50	555	500	Meter Supplies
TOTAL SUPPLIES	2,529	1,400	1,655	1,600	
FIXED ASSETS					
7070 Office Equipment	0	0	4,974	0	
TOTAL FIXED ASSETS	0	0	4,974	0	
DIVISION TOTAL	(372)	(7,050)	179	(6,850)	
DEPARTMENT TOTAL	1,001,566	955,133	1,057,062	942,094	

City of Redlands
2015-2016
Proposed Budget

Department of Information Technology Services

Mission Statement:

The purpose of the Department of Innovation and Technology is to properly understand and align IT services to support City business activities at appropriate levels. The mission of the Department of Innovation and Technology (DoIT) is to identify and deliver effective and integrated Technology Solutions to empower other City departments to achieve and exceed service level expectations.

Department Goals for 2015-2016:

- Continual Service Improvement through IT Steering Committee meetings
- Comprehensive City Network Improvements: storage, network capacity, data protection and backup, backup power supplies
- Disaster Recovery Planning and Redundant Failover Site for essential computing services
- Conference Room upgrades: connectivity and audio visual improvements
- Installation of three additional Police Department Cameras: Panorama Point and Citrus Plaza Phase II
- Network Intrusion and Detection Systems
- Open Data Initiatives: online self-service portal for public records
- Continued investment in Mobile Workforce tools (GIS and Apps)
- Website Upgrades: enhancement to the existing platform and design

Program Description:

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

Enterprise Systems and Networks:

- Sunguard/BiTech financial management system
- EnQuesta Utility Billing and customer management system
- The Laserfiche document imaging system
- ShoreTel Voice over IP Phone System
- Server Room and New Data Center
- Network, Access and Software Security Management
- Data Storage and Redundancy Management
- Consultative Design and Decision Support
- Systems Integration
- Public Safety Network and Systems Support

Geographical Information Systems (GIS) Division

- Development, Implementation and Support of "Mobile Apps" Citywide, both for internal and external users
- Collection, Integration and Standardization of Enterprise GIS data and systems

- Development and Customization of Story Maps and other GIS-enriched online content for the public
- Customized Public GIS Application development on gis.cityofredlands.org
- Crime View Desktop & Crime View Server Implementation and Support
- Daily time-space based animation of Police and Fire Department field asset data
- Support of Rental-ordinance database and billing system
- Support of Reverse-911 system
- Internal Website support and development

Client Services Division

- Desktop Hardware and Systems Support and Management
- Mobility Tools Systems and Support
- Software Licensing and Compatibility Management
- Peripheral Support and Management (printers, plotters, scanners, etc...)
- Virus, Spyware, and Malware Prevention and Detection Management
- Help Desk Administration

Significant Program Changes:

None

Accomplishments for Fiscal Year 2014-2015:

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

- In FY 2014-2015, 76% of individual projects are either completed, ongoing or started.
  - 24% of projects remain to be started.
- Document Management System
  - The City Council approved an agreement with American Microimaging Inc. to begin implementation of a comprehensive scanning, document storage, and records management system.
- Agenda Management System
  - This software will automate the entire agenda process: from submission of staff reports to publishing the final agenda to the City's website.
- Server Environment Virtualization
  - As a result of additional funding, staff was able to virtualize an additional 40% of servers, making the City's network more reliable and reducing the burden on network administration.
- Enhanced PC Replacement Cycle
  - As a result of additional funding, staff was able to purchase additional computers above and beyond the annual planned and thereby reduced the replacement cycle from 5 years to 4.2 years.
- Automation of PD Scheduling and Timekeeping
  - The system will significantly reduce staff time spent resolving scheduling issues, mobilizing specialty units, and will eventually integrate with the City's payroll system.
- PD network Investments
  - Among the various projects were server upgrades, increased redundancy, updated storage resources and added security improvements.
- Phone System Upgrade
  - As a result of this project, the City for the first time has an interconnected network linking all remote sites to its centralized network resources. This has enhanced productivity, security and access to City systems.
- Partnership with Esri
  - DoIT/GIS staff have been working in concert with staff and experts within Esri to discuss and explore major enhancements to the City's use of its GIS resources. Projects include: the Daily Dashboard and exploring the use of the "Collector App," which allows for mobile field crews to collect and organize data from the field and deliver it into GIS databases.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND
INFORMATION TECHNOLOGY SERVICES FUND

ORGKEY
604520

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	507,692	662,173	602,173	729,436	Higher steps for recruitment, Step Increases
4005 Salaries: Part Time	31,558	30,000	40,000	95,000	Expanded srvcs, Helpdesk centric-staff
4010 Overtime Salaries	5,715	1,500	2,000	2,000	
4015 Banked Leave Buy Back	106,216	8,312	27,369	33,556	
4016 Compensated Absence	(2,451)	0	0	0	
4050 Pension Contributions	111,882	119,300	119,300	138,229	
4051 Fica/Medicare	49,954	52,705	49,500	61,348	Includes full and part time contributions
4053 Deferred Compensation	3,474	8,045	6,690	8,205	
4055 Health/Dental Insurance	48,910	80,908	56,200	65,698	
4056 Worker's Comp Insurance	13,790	19,672	19,672	24,498	
4057 Disability Insurance	1,392	1,898	2,560	1,798	
4058 Unemployment Insurance	3,102	4,774	5,642	5,642	Includes full and part time contriutions
4059 Life Insurance	382	567	475	567	
4081 Eyecare Reimbursement	518	2,025	1,000	2,025	
4084 Clothing Cash Payment	200	600	600	600	
4085 Other Taxable Benefits	6,800	150	9,268	9,300	
TOTAL SALARIES AND BENEFITS	889,134	992,630	942,449	1,177,902	
SERVICES					
5103 Software Support/Development	510,382	519,468	519,468	706,920	$120k in new srvcs, increase maint contracts
5104 Hardware Maint/Replace	157,507	250,039	250,000	225,800	Lowered maintenance due to virtualization
5140 Legal Services	832	0	1,978	0	
5190 Other Professional Services	733,804	304,590	275,000	243,100	
5240 Meeting & Professional Devlpmt	5	0	600	4,000	Esri, Cityworks User Conf
5255 Travel Reimbursement	1,756	1,000	1,200	2,700	User Conf - 3 staff
5270 Printing & Binding	1,736	500	2,000	2,000	
5275 Postage	252	500	601	450	
5280 Advertising	430	0	0	0	
5303 Telephone/Network Connectivity	72,566	300,000	300,000	252,200	Main adds of telephone & network srvcs
5365 Vehicle Maintenance	0	0	60	60	
5396 City Garage Charges	0	278	278	0	
5451 Retiree Health Insurance	166,721	0	0	0	
5570 Office Equip & Furn Rent	3,303	5,000	5,000	4,500	
5580 Communications Svs & Rental	13,881	35,000	30,000	15,000	
5722 Penalties & Interest	0	0	397	0	
5800 Subscriptions & Memberships	196	0	27	0	
5840 Training	2,250	15,000	6,000	15,000	
5870 General Govt Service Charge	207,097	209,789	209,789	210,838	
5880 Special Contractual Services	19,803	50,092	83,000	32,460	
5995 Depreciation Expense	51,434	0	0	0	
TOTAL SERVICES	1,943,955	1,691,256	1,685,398	1,715,028	
SUPPLIES					
6140 Office Supplies	374	3,000	3,000	2,000	
6375 Computer Components	54,664	74,450	74,500	64,650	Ongoing supplies, special projects
6590 Special Departmental Supplies	323	5,000	5,000	0	
TOTAL SUPPLIES	55,361	82,450	82,500	66,650	
FIXED ASSETS					
7080 Computer Equipment	118,787	595,500	492,000	552,232	Dis. Recovery/Open Data/PD cameras, etc
7270 Building Construction	2,906	0	5,521	0	
TOTAL FIXED ASSETS	121,693	595,500	497,521	552,232	
FUND TOTAL	3,010,143	3,361,836	3,207,868	3,511,812	

Finance

Mission Statement:

To provide the best possible accounting services to our customers: the general public and other City departments; to ensure that all City of Redlands financial transactions are reviewed for propriety and legality, and that the reporting of the City's financial position is performed accurately and timely.

Departmental Goals:

- Maintain the financial system and records of the City consistent with the highest professional standards and in accordance with legal requirements and generally accepted accounting principles
- Produce timely and accurate financial reports
- Update and/or develop Finance policies and procedures
- Perform periodic internal audits of City operations
- Direct and coordinate the procurement function in an efficient and cost effective manner
- Provide an efficient method of centralized cashiering for the convenience of city departments and the public
- Oversee the custody and safekeeping of all City funds, including the efficient collection of fees, taxes, utility payments and all other payments owed to the City, and the safe deposit and management of cash from the time of receipt until the time of investment or disbursement
- Assist the City's elected Treasurer in the development of an annual statement of investment policy and quarterly investment reports that demonstrate adherence to the investment policy
- Maintain and promote the City's Values as authorized and approved by the City Council

Sustainability Efforts:

- Use of recycled paper for office copies, print jobs, business cards and envelopes
- Recycle copy machine toner cartridges and use double-sided printing whenever possible
- Scanning of monthly financial reports for electronic access on the City's shared network drive
- Exploration of paperless timesheets as part of the Sungard Bi-tech Financial System Upgrade Project
- Adherence by Purchasing to a policy requiring documents that are printed on no less than "30% Post-Consumer" recycled content paper
- Purchase of recycled products through the U.S. Communities Government Purchasing Alliance
- Maintenance of a recycled products list in accordance with the City's Purchasing Policy
- Recycle Utility Bill return envelopes whenever possible for customers paying at counter; reused in night drop receptacle
- Availability of e-Bill service which allows customers to receive their municipal services bill via email

Performance Measures:

- Upgrade the Sungard Bi-Tech financial system
  - Less staff time with updated technology and fewer manual functions and reports
  - Able to monitor revenues and expenditures more efficiently
  - Able to provide more efficient reporting to other City departments

- Update policy and procedure manuals for payroll, accounts payable and accounts receivable
  - Allows staff time for additional processing
  - Current policy and procedure manuals help to provide training for newer employees, retrain existing employees and promote cross training between functions
  - Allows for streamlining and utilization of existing and updated technology
- Develop an Internal Audit plan
  - Improves operations by reviewing data and business processes
  - Increases the effectiveness of risk management, governance and control
  - Increases compliance with laws and regulations and safeguards assets

Finance
Accounting and Administration

Program Description:

This division performs the functions of administration, accounting and budgeting, payroll, accounts payable and accounts receivable. Other responsibilities of the division include administration of all City related debts/bonds, preparation of regular financial analysis, responsibility for the annual budget process and spending oversight, performance of periodic internal audits of City operations, as well as coordination of the City's annual audit and preparation of all related reports as required by law.

Program Objectives:

- Prepare a Comprehensive Annual Financial Report (CAFR) that presents an accurate financial picture of the City to the public, financial institutions and bond rating agencies
- Plan and coordinate the annual budget process producing a document for adoption by the City Council no later than June 30th of each fiscal year
- Prepare and submit required reports to State and Federal Agencies
- Prepare and distribute monthly financial information to all departments by the 20th of each month
- Prepare and distribute a monthly General Fund Revenue and Expenditure Summary report to the City Council in accordance with the City Council's 2014-2017 Strategic Plan
- Prepare and distribute a quarterly General Fund Additional Appropriations report to the City Council in accordance with the City Council's 2014-2017 Strategic Plan
- Complete a weekly disbursement run producing in excess of 11,000 checks per year
- Process twenty-six regular biweekly payrolls as well as a variety of special payrolls
- Plan and coordinate the annual audits of the City, Successor Agency to the Former Redevelopment Agency, Gas Tax and Measure I funds, as well as other grant related audits as required by federal law

Significant Program Changes:

None

Accomplishments for Fiscal Year 2014-2015:

- Completed the City's Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2014 and submitted the completed document to the GFOA for the Award of Excellence in Financial Reporting, an award that we have received for the last ten years
- Completed all Financial reports as required by law, including the AB 1600 Report on Development Impact Fees, the Recognized Obligation Payment Schedules as required for the Successor Agency, the State Controller's City Financial Transactions report, and the State Controller's Local Government Compensation report
- Monitored and reported on the City's budget throughout the year and worked with the City Manager and Executive and support staff to develop a budget for FY 2015-2016 that is balanced on recurring revenues and without the use of reserves
- Assisted in the completion of the Cemetery Business Plan by developing a 10-year funding plan
- Continued development and implementation of bank reconciliation procedures to streamline and improve the accuracy of the process

- Continued Implementation of three recently developed fiscal policies, the Enterprise Fund Policy, the Fund Balance Policy, and the Inter-fund Loan Policy
- Implemented the Sungard Financial System upgrade
- Successfully produced 26 regular bi-weekly payrolls consisting of approximately 510 paychecks each, or approximately 13,260 annually, in support of ten bargaining groups.
- Produced 4 regularly scheduled special payrolls during the year and 29 unscheduled special payrolls year to date
- Processed deduction payments after each payroll, resulting in approximately 600 checks, annually
- Compiled Quarterly Tax data for Federal and State government reporting
- Produced 613 W-2's for employees for calendar year 2014
- Produced 159 Form 1099's to vendors
- Issued 2,500 invoices on behalf of various city departments
- Processed Accounts Payable checks weekly, resulting in approximately 11,000 checks annually
- Maintain W-9 vendor database to ensure City compliance with IRS requirements

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	530,241	591,076	576,162	626,768	Acct Tech; Intrl Auditor vacancy
4010 Overtime Salaries	26,473	15,000	20,000	15,000	Sungard Upgrade / workload
4015 Banked Leave Buy Back	30,157	32,773	32,773	35,271	
4050 Pension Contributions	117,034	114,088	101,625	118,772	PERS pick up
4051 Fica/Medicare	41,030	45,043	42,668	47,906	
4053 Deferred Compensation	8,187	9,674	9,674	9,566	
4055 Health/Dental Insurance	94,913	99,595	98,803	107,649	
4056 Worker's Comp Insurance	12,111	9,516	9,516	11,851	
4057 Disability Insurance	1,711	1,436	1,885	1,547	
4058 Unemployment Insurance	2,655	3,429	3,410	3,429	
4059 Life Insurance	436	498	469	498	
4080 Vehicle Allowance	777	780	780	780	
4081 Eyecare Reimbursement	1,265	1,778	1,490	1,778	
4084 Clothing Cash Payment	600	600	600	600	
4085 Other Taxable Benefits	4,774	4,935	6,790	4,935	
TOTAL SALARIES AND BENEFITS	872,364	930,221	906,645	986,350	
SERVICES					
5034 Collection Agent/Bank Fees	25	25	25	25	
5103 Software Support/Development	90,894	105,887	105,887	113,000	Sungard Upgrade / Annual Maint(RSP)
5140 Legal Services	243	250	250	250	
5160 Auditing and Accounting	68,736	99,732	99,732	73,600	Audit / CBIZ / Claims Update
5190 Other Professional Services	53,613	78,500	78,500	69,500	SB 90 / HdL Sales/Prop Tax
5240 Meeting & Professional Devlpmt	355	2,000	750	2,000	
5255 Travel Reimbursement	755	250	250	250	
5270 Printing and Binding	2,842	4,000	4,000	4,000	
5275 Postage	5,796	7,000	6,000	7,000	
5280 Advertising	656	750	776	800	
5290 Filming and Microfilming	0	1,000	1,151	1,000	
5303 Telephone	3,100	4,000	4,000	4,000	
5395 Info Technology Services Charges	55,135	55,135	55,135	55,398	
5570 Office Equip & Furn Rent	3,517	3,370	3,370	3,370	
5722 Penalties and Interest	323	100	424	450	
5800 Subscriptions & Memberships	1,250	1,900	1,900	1,900	
5840 Training	398	500	500	500	
5880 Special Contractual Services	224	275	275	275	shredding
TOTAL SERVICES	287,862	364,674	362,925	337,318	
SUPPLIES					
6140 Office Supplies	14,130	13,000	13,000	14,000	
6500 Office Equipment	519	0	0	0	
6560 Food	52	0	0	0	
6590 Special Departmental Supplies	0	0	36	0	
TOTAL SUPPLIES	14,701	13,000	13,036	14,000	
FIXED ASSETS					
7150 Other Betterments & Improvement	0	0	0	25,000	Paint & carpet $25K est
TOTAL FIXED ASSETS	0	0	0	25,000	
DIVISION TOTAL	1,174,927	1,307,895	1,282,606	1,362,668	

City of Redlands
2015-2016
Proposed Budget

Finance
Purchasing / Stores

Program Description:

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

Program Objectives:

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

Significant Program Changes:

Acquisition and on-going implementation of "PlanetBids" eProcurement system, an on-line procurement system expected to meet the goal of eliminating waste and increasing efficiencies, productivity, and cost savings.

Accomplishments for Fiscal Year 2014-2015:

- Updated the City's Purchasing Policies (RMC Chapter 2.16)
- Continuation of the City's Automated Inventory System
- Coordination of the City's Data Center Project
- Implementation of an eProcurement system

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	131,820	132,390	109,630	139,965	Emp out on SDI
4010 Overtime Salaries	629	500	645	650	
4015 Banked Leave Buy Back	2,243	2,243	2,243	2,243	
4050 Pension Contributions	24,957	24,242	19,721	26,524	
4051 Fica/Medicare	11,202	11,018	8,932	11,598	
4053 Deferred Compensation	3,069	3,069	3,069	3,127	
4055 Health/Dental Insurance	1,881	1,876	1,510	1,876	
4056 Worker's Comp Insurance	3,778	3,153	3,153	3,926	
4057 Disability Insurance	374	397	227	404	
4058 Unemployment Insurance	617	868	540	868	
4059 Life Insurance	126	126	101	126	
4081 Eyecare Reimbursement	284	450	225	450	
4084 Clothing Cash Payment	200	200	200	200	
4085 Other Taxable Benefits	8,575	8,700	7,016	8,550	
TOTAL SALARIES AND BENEFITS	189,755	189,232	157,212	200,507	
SERVICES					
5190 Other Professional Services	0	0	20,000	0	Temp Services
5240 Meeting & Professional Devlpmt	789	2,000	500	2,000	
5255 Travel Reimbursement	1,025	1,000	600	900	
5270 Printing and Binding	4,794	6,000	4,000	5,800	
5275 Postage	553	700	600	600	
5280 Advertising	75	500	350	400	
5303 Telephone	1,557	1,750	1,750	1,750	
5340 Office Equipment Maintenance	35	50	50	50	
5395 Info Technology Services Charges	4,528	4,528	4,528	26,576	
5570 Office Equip & Furn Rent	2,359	2,443	2,443	2,443	
5800 Subscriptions & Memberships	81	300	300	800	
5880 Special Contractual Services	0	4,800	4,800	4,800	Fastenal Annual Maint.
TOTAL SERVICES	15,796	24,071	39,921	46,119	
SUPPLIES					
6140 Office Supplies	1,948	2,500	2,500	2,500	
6180 Turnouts/Uniforms/Safety Clothing	0	0	3	0	
6210 Repair & Maintenance Supplies	0	0	4	0	
6310 Janitorial Supplies	32	50	0	0	
6500 Office Equipment	335	0	0	0	
6510 Small Tools & Equipment	9	50	500	500	
6520 Promotional Supplies	0	0	200	200	
6580 Damaged/Theft/Obsolete Stock	9	500	0	0	
6590 Special Departmental Supplies	16	100	100	100	
TOTAL SUPPLIES	2,349	3,200	3,307	3,300	
DIVISION TOTAL	207,900	216,503	200,440	249,926	
DEPARTMENT SUBTOTAL	1,382,827	1,524,398	1,483,046	1,612,594	

City of Redlands
2015-2016
Proposed Budget

Finance
Revenue

Program Description:

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

Program Objectives:

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

Significant Program Changes:

The Customer Service division received approval to purchase the upgrade to the Customer Information System, *enQuesta* (utility billing/cash receipting system), in Fiscal Year 2014-15. As the upgrade is implemented, we will be switching over to the payment concentrator with our new bank, which should allow for increased flexibility with payments. Other efficiencies relating to payment processing will continue to be explored.

As a result of the upgrade to our business license software, we will begin our next phase of real time management of field inspections that will allow office staff to immediately see the results of field inspections and assist customers at the counter more efficiently and effectively. Conversely, it will allow our business license inspector to see any updates made by office staff. A laptop/tough book is being purchased to compliment these operations.

The Fiscal Year 2015-2016 Proposed Budget includes the addition of an Account Technician II position, replacing one previously lost during the economic downturn.

Accomplishments for Fiscal Year 2014-2015:

- Held Annual Dog Licensing and Low Cost Vaccination clinic in August 2014
- Coordinated business license and credit card functions and procedures with Development Services staff to implement their new online Market Night Reservation software

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
FINANCE / REVENUE

FUND
GENERAL FUND

ORGKEY
101140

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	254,565	261,586	258,554	282,335	Acct Tech - 6 mos. (est $28,744)
4005 Salaries: Part Time	13,887	25,716	9,452	25,716	
4010 Overtime Salaries	11,391	10,000	12,000	10,000	
4015 Banked Leave Buy Back	9,569	10,226	10,226	10,292	
4050 Pension Contributions	54,958	48,414	46,214	52,366	
4051 Fica/Medicare	21,599	24,702	21,726	24,797	
4053 Deferred Compensation	2,080	2,080	2,099	2,114	
4055 Health/Dental Insurance	28,655	26,250	28,387	33,480	
4056 Worker's Comp Insurance	10,432	8,260	8,260	10,285	
4057 Disability Insurance	1,153	1,226	1,149	1,280	
4058 Unemployment Insurance	2,137	2,555	2,239	2,834	
4059 Life Insurance	254	254	256	285	
4080 Vehicle Allowance	213	216	216	216	
4081 Eyecare Reimbursement	682	907	907	1,019	
4084 Clothing Cash Payment	460	460	460	560	
4085 Other Taxable Benefits	4,678	4,670	5,378	4,670	
TOTAL SALARIES AND BENEFITS	416,713	427,521	407,523	462,249	
SERVICES					
5103 Software Support/Development	5,469	6,100	5,580	6,100	
5140 Legal Services	0	100	100	100	
5190 Other Professional Services	200	150	50	100	
5240 Meeting & Professional Devlpmt	147	400	210	800	TREASURY WORKSHOP
5255 Travel Reimbursement	135	100	300	300	
5270 Printing and Binding	2,784	4,000	1,650	4,000	
5275 Postage	8,288	9,000	9,300	9,500	
5280 Advertising	218	400	329	450	
5303 Telephone	2,952	4,100	2,450	3,000	
5340 Office Equipment Maintenance	0	570	100	570	
5395 Info Technology Services Charges	19,438	22,050	19,438	26,707	
5396 City Garage Charges	769	800	800	712	
5570 Office Equip & Furn Rent	2,347	2,625	2,606	2,755	
5800 Subscriptions & Memberships	664	1,070	700	825	
5880 Special Contractual Services	3,058	9,350	8,918	4,450	
5950 Bad Debt Expense	1	1,500	500	1,000	
TOTAL SERVICES	46,470	62,315	53,031	61,369	
SUPPLIES					
6140 Office Supplies	5,437	8,500	6,500	8,500	
6375 Computer Components	0	30,850	30,850	30,000	HdL - SYMPRO & TOUGHBOOK
6500 Office Equipment & Furniture	519	12,000	28,000	2,000	SPECIAL FILE CABINET
6520 Promotional Supplies	1,149	0	0	0	
6590 Special Departmental Supplies	25	450	450	450	
TOTAL SUPPLIES	7,130	51,800	65,800	40,950	
DIVISION TOTAL	470,313	541,636	526,354	564,568	
DEPARTMENT TOTAL	1,853,140	2,066,034	2,009,400	2,177,162	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
AIR QUALITY IMPROVEMENT

FUND
AIR QUALITY IMPROVEMENT FUND

ORGKEY
221130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5190 Other Professional Services	0	29,969	29,969	0	
TOTAL SERVICES	0	29,969	29,969	0	
FIXED ASSETS					
7100 Motor Vehicles	90,000	90,235	180,235	0	
7150 Other Betterments/Improvements	28,933	180,267	180,267	0	
7230 Street Construction	0	125,000	125,000	0	
TOTAL FIXED ASSETS	118,933	395,502	485,502	0	
FUND TOTAL	118,933	425,471	515,471	0	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
TRAFFIC SAFETY

FUND
TRAFFIC SAFETY FUND

ORGKEY
223130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SERVICES					
5950 Bad Debt Expense	0	750	750	750	
TOTAL SERVICES	0	750	750	750	
FUND TOTAL	0	750	750	750	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
OPEN SPACE

FUND
OPEN SPACE FUND

ORGKEY
227130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5190 Other Professional Services	11,650	5,000	5,000	5,000	
5720 Taxes	0	0	189	0	
5870 General Govt Service Charge	2,600	2,000	2,000	2,000	
TOTAL SERVICES	14,250	7,000	7,189	7,000	
FIXED ASSETS					
7250 Land Acquisitions	48,715	0	1,500,763	0	Mistretta Property
TOTAL FIXED ASSETS	48,715	0	1,500,763	0	
FUND TOTAL	62,965	7,000	1,507,952	7,000	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
PARKING AUTHORITY

FUND
PARKING AUTHORITY FUND

ORGKEY
237140

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5310 Electricity & Gas	16,304	15,600	17,000	17,000	
5870 General Govt Service Charge	3,273	3,316	3,316	3,332	
TOTAL SERVICES	19,577	18,916	20,316	20,332	
FUND TOTAL	19,577	18,916	20,316	20,332	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
GENERAL DEBT SERVICE

FUND
GENERAL DEBT SERVICE FUND

ORGKEY
305130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	2,875	3,000	2,875	3,000	POBs
5190 Other Professional Services	0	1,000	2,000	2,000	
5870 General Govt Service Charge	217	220	220	221	
TOTAL SERVICES	3,092	4,220	5,095	5,221	
DEBT SERVICE					
8100 Principal	2,085,000	1,670,000	1,670,000	1,860,000	Meas O (paid off 2014)
8200 Interest	1,163,139	1,044,337	1,044,337	944,614	
TOTAL DEBT SERVICE	3,248,139	2,714,337	2,714,337	2,804,614	
FUND TOTAL	3,251,231	2,718,557	2,719,432	2,809,835	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

FUND
RDLDS PUBLIC IMPRVMNT DEBT SERVICE FUND

ORGKEY
311130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	3,450	3,450	3,450	2,450	COPs
5870 General Govt Service Charge	106	107	107	108	
TOTAL SERVICES	3,556	3,557	3,557	2,558	
DEBT SERVICE					
8100 Principal	1,675,000	1,730,000	1,730,000	1,785,000	
8200 Interest	240,147	185,863	185,863	113,125	
TOTAL DEBT SERVICE	1,915,147	1,915,863	1,915,863	1,898,125	
FUND TOTAL	1,918,703	1,919,420	1,919,420	1,900,683	

City of Redlands
2015-2016
Proposed Budget

Finance
Customer Service

Program Description:

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

In addition to providing quality customer service, the division is responsible for billing utility customers for water, wastewater, solid waste, street cleaning services, and household hazardous waste services. With over 21,781 utility customers, bills are produced and mailed on a bi-monthly basis, keeping operational costs to a minimum.

The Customer Service Division is also responsible for annually assisting more than 12,000 customers at the counter, and more than 28,000 over the telephone. The nature of these contacts consist of processing requests for connection/disconnection of service, unusual water usage, water quality inquiries, billing inquiries, roll-off services or missed solid waste collection service resulting in the creation of more than 37,000 work orders.

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

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

Program Objectives:

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

- Educate customers on mandatory water conservation requirements by directing customers to website for detailed information, and/or referring customer to Water Conservation Coordinator for water audits and available water conservation rebates

Significant Program Changes:

The City Council approved the upgrade for the Customer Information System, *enQuesta,* which provides greater functionality of the utility billing and cash receipting functions.

Accomplishments for Fiscal Year 2014-2015:

- City of Redlands authorized the implementation of its stage II mandatory water conservation plan. With this in mind, a new water waste enforcement process was created, along with a series of work orders to track potential and actual water waste violations. (August, 2014)
- Reminder Notice/Late Charge Process was modified by changing the weekly processing day from Thursday to Tuesday. The change allows the process to work collaboratively with the revised RMC 13.12.020: DUE DATE—which gave staff authorization to reverse a late charge based on a customer's "A" payment history (meaning payments are received on or prior to the due date). Furthermore, the change allows for timelier notification and assists staff in relaying late charge calculations to customers. (August, 2014)
- Staff attended a user's conference for the Customer Information System, *enQuesta* (November, 2014)
- Customer Service Technician II position approved in the Fiscal Year 2014-2015 Adopted Budget was filled. With the addition of this position, an improved cross training initiative has been implemented, which will ultimately result in the reduction, if not the elimination, of overtime hours. (November, 2014)
- With the implementation of the City's new telephone system, Customer Service staff is now able to view the number of calls in the queue and the number of customer service representatives on the phone. In the near future, goals will be established for average speed of answer, average talk time, and abandon rates. Additionally, the system allows for better tracking of and accessibility to, the number and types of calls received. (November, 2014)
- Implemented New Solid Waste Rates, effective January 1, 2015 (January, 2015)
- City Council approved the Customer Information System, *enQuesta,* 5R upgrade which is expected to be completed by August 3, 2015. The upgrade will not only provide enhanced features for utility customers, such as: Redconnect Account Reminders, Notifications & Communication via email or SMS Text Messaging, but also will aid in improving operational efficiencies for staff. Improved efficiencies will include, but are not limited to: *'Advanced Search'* functionality, *Work Order routing* via work queues, Billing Algorithm tool, and Document Designer. (February, 2015)
- Created two new street patch repair work orders for Water Distribution to track and monitor the number of street patch work orders completed. By creating and processing these work orders through the *enQuesta* system, staff is one step closer to its goal of having all work orders processed through the Customer Information System. (March, 2015)
- Created an automated weekly report for Water Distribution to track and monitor the number of meter exchange work orders completed during the previous week. The report benefits Water Distribution by allowing for greater productivity. (March, 2015)

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
CUSTOMER SERVICE

FUND
UTILITY BILLING FUND

ORGKEY
608405

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	421,495	476,455	469,500	500,744	
4010 Overtime Salaries	33,337	32,000	33,883	28,000	
4015 Banked Leave Buy Back	34,477	15,995	20,257	16,392	
4016 Compensated Absences	(6,164)	0	0	0	
4050 Pension Contributions	92,590	88,737	85,235	94,890	
4051 Fica/Medicare	37,057	41,367	39,888	41,632	
4053 Deferred Compensation	1,301	1,093	1,329	1,353	
4055 Health/Dental Insurance	86,317	95,091	91,398	94,980	
4056 Worker's Comp Insurance	4,797	6,194	6,194	7,714	
4057 Disability Insurance	4,101	4,260	4,075	4,266	
4058 Unemployment Insurance	3,226	4,045	4,370	4,067	
4059 Life Insurance	515	587	565	590	
4080 Vehicle Allowance	202	204	204	204	
4081 Eyecare Reimbursement	1,329	2,097	2,097	2,097	
4084 Clothing Cash Payment	1,540	1,740	1,540	1,740	
4085 Other Taxable Benefits	8,456	8,283	11,570	12,483	
TOTAL SALARIES AND BENEFITS	724,576	778,148	772,105	811,152	
SERVICES					
5034 Collection Agent/Bank Fees	0	250	100	250	
5103 Software Support/Development	0	204,120	204,120	0	enQuesta upgrade
5140 Legal Services	0	250	250	250	
5190 Other Professional Services	10,347	0	0	0	
5240 Meeting & Professional Devlpmt	0	1,800	1,500	1,500	
5255 Travel Reimbursement	584	800	750	1,000	
5270 Printing and Binding	15,713	26,000	25,000	28,000	
5275 Postage	69,329	75,000	75,000	77,000	
5303 Telephone	6,062	8,200	7,500	7,800	
5340 Office Equipment Maintenance	450	500	450	500	
5395 Info Technology Services Charge	281,284	303,785	303,785	409,833	
5451 Retiree Health Insurance	129,672	209,200	209,200	219,600	
5570 Office Equip & Furn Rent	2,347	2,625	2,627	2,760	
5590 Other Rentals	1,240	1,315	1,315	1,380	
5800 Subscriptions and Memberships	461	1,000	500	750	
5840 Training	1,529	2,500	1,700	2,500	
5870 General Govt Service Charge	86,153	87,273	87,273	87,709	
5880 Special Contractual Services	5,752	7,500	6,500	7,500	
TOTAL SERVICES	610,923	932,118	927,570	848,332	
SUPPLIES					
6140 Office Supplies	3,734	7,000	4,700	5,500	
6375 Computer Components	2,051	800	27,000	800	enQuesta upgrade equipment
6500 Office Equipment & Furniture	0	3,000	0	3,000	
6590 Special Departmental Supplies	282	500	480	500	
TOTAL SUPPLIES	6,067	11,300	32,180	9,800	
FUND TOTAL	1,341,566	1,721,566	1,731,855	1,669,284	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2003-1

FUND
COMMUNITY FACILITIES DISTRICT FUND

ORGKEY
710130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SERVICES					
5030 Fiscal Agent Fees	12,524	15,500	15,500	15,500	CFD 2003-1
5760 Special Program Expenditures	0	1,967	1,967	1,977	
TOTAL SERVICES	12,524	17,467	17,467	17,477	
DEBT SERVICE					
8100 Principal	125,000	140,000	140,000	165,000	
8200 Interest	517,751	514,773	514,773	507,953	
TOTAL DEBT SERVICE	642,751	654,773	654,773	672,953	
DIVISION TOTAL	655,275	672,240	672,240	690,430	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2001-1

FUND
COMMUNITY FACILITIES DISTRICT FUND

ORGKEY
710300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	12,979	12,500	12,500	12,500	CFD 2001-1
5760 Special Program Expenditures	0	416	416	418	
TOTAL SERVICES	12,979	12,916	12,916	12,918	
DEBT SERVICE					
8100 Principal	315,000	335,000	335,000	355,000	
8200 Interest	417,400	408,108	408,108	388,008	
TOTAL DEBT SERVICE	732,400	743,108	743,108	743,008	
DIVISION TOTAL	745,379	756,024	756,024	755,926	
FUND TOTAL	1,400,654	1,428,264	1,428,264	1,446,356	

City of Redlands
2015-2016
Proposed Budget

City Attorney

Mission Statement:

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

Departmental Goals:

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

Sustainability Efforts:

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

Program Description:

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

Program Objectives:

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

Significant Program Changes:

None.

Accomplishments for Fiscal Year 2014-2015:

- Receipt and processing (with City Attorney oversight) of 203 public record requests
- Department receipt and processing (with City Attorney oversight) of Police Department subpoena compliance.
- Continued timely, efficient and cost effective delivery of legal services despite reduction in resources.
- Provide legal guidance and oversight in connection with the City's successful defense of litigation arising as a result of the approval of the Wal-Mart commercial/retail project.
- Provide legal and negotiation strategy guidance connection with the acquisition of the "Mistretta" and "Thompson" properties for purposes of open space preservation and towards completion of the City's "Emerald Necklace" program.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
CITY ATTORNEY

FUND
GENERAL FUND

ORGKEY
101150

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	283,461	289,752	291,669	295,632	
4010 Overtime Salaries	688	0	475	0	
4015 Banked Leave Buy Back	13,699	9,048	11,277	14,400	
4050 Pension Contributions	61,196	65,755	66,119	70,796	
4051 Fica/Medicare	15,914	16,565	20,092	17,135	
4053 Deferred Compensation	24,518	24,518	25,518	25,556	
4055 Health/Dental Insurance	24,841	22,858	22,858	23,870	
4056 Worker's Comp Insurance	1,199	1,033	1,033	1,286	
4057 Disability Insurance	139	0	0	0	
4058 Unemployment Insurance	678	933	933	933	
4059 Life Insurance	135	135	135	135	
4080 Vehicle Allowance	2,400	2,400	2,400	2,400	
4081 Eyecare Reimbursement	259	484	484	484	
4084 Clothing Cash Payment	150	0	0	0	
4085 Other Taxable Benefits	195	323	323	323	
TOTAL SALARIES AND BENEFITS	429,472	433,804	443,316	452,950	
SERVICES					
5140 Legal Services	29,089	45,000	26,100	45,000	
5190 Other Professional Services	1,516	0	0	0	
5240 Meeting & Professional Devlpmt	620	1,700	75	1,700	
5255 Travel Reimbursement	307	50	0	50	
5270 Printing and Binding	413	300	792	500	
5275 Postage	150	200	189	200	
5303 Telephone	1,789	2,000	1,456	2,000	
5395 Info Technology Services Charges	2,493	2,500	2,493	30,458	
5800 Subscriptions & Memberships	1,325	1,448	1,630	1,500	
5880 Special Contractual Services	0	0	493	500	
TOTAL SERVICES	37,702	53,198	33,228	81,908	
SUPPLIES					
6130 Books & Supplies	16,845	18,500	18,500	18,500	
6140 Office Supplies	1,484	1,000	400	1,000	
6500 Office Equipment	0	0	1,134	0	
TOTAL SUPPLIES	18,329	19,500	20,034	19,500	
DEPARTMENT TOTAL	485,503	506,502	496,578	554,358	

City of Redlands
2015-2016
Proposed Budget

Human Resources

Mission Statement:

As integral participants of the City of Redlands team, the Human Resources/Risk Management staff develops and implements sustainable processes while evaluating current programs and policies for continued efficiency and effectiveness.

Departmental Goals:

The changing economy experienced over the last several years has significantly impacted the organizational structure of the City. Following several reduction in staff from the severity of the recession over the past several years, the course of the Human Resources strategy has been continually altered to meet the changing needs. Employing a philosophy of flexibility and implementing a sustainability attitude we have worked diligently to adjust workloads in an effort to continue to maintain and attempt to exceed expected service levels. The Department has restructured to incorporate a generalist environment, thus including Employee Services, Recruitment, Selection, Employee/Labor Relations, Training, Workers' Compensation, Safety, Claims, and Risk Management into all HR staff classifications. Restructuring our approach to service delivery will enable the department to be more effective and increase availability to properly service all customers. In 2013 the HR department assigned dedicated HR employees to business units in order to streamline processes and improve customer service. Currently, each department has a dedicated HR professional who is more intimately aware of the specific needs of that business unit. Improvements in recruitment and response times have been realized all ready.

While the steps taken have enabled us to continue improving, taking additional incremental steps to advance our core systems is imperative or our ability to support changing strategic directions such as critical technology in position management, employee self-service, automated timekeeping, increased communication, professional development, training and on-line education will be diminished. For the protection of the City, in the next year, the department must implement a course of action to replace our human resources information systems, training, to facilitate the modernization of our core services.

The Human Resources department is a unique and invaluable unit; comprised of HR professionals who stand apart from the crowd, take chances, buck trends, defy conventions, take the road less traveled and produce more distinctive and sustainable results. We endeavor to consistently employ "HR Best Practices" and excellence in customer service, during the course and scope of our daily operations therefore leading by example.

The Human Resources Department Goal is to provide the best service in the areas of:

- Comprehensive and Competitive Recruitment and Selection Program;
- Comprehensive and Cost Effective Employee Benefits and Administration Programs;
- Comprehensive and Effective Employee and Supervisory Training, and Professional Development Programs;
- Comprehensive and Quantitative Volunteer & Intern Resources and Community Enhancement Programs working with community;
- Labor Relations, Employee Relations, Performance Management; Classification/Compensation and Position Management; Policy Development and Implementation; and

- Continually Fostering a Positive and Encouraging Work Environment.

Sustainability Efforts:

City Of Redlands Employees

The core City function is to provide service to residents and visitors. Human Resources' contribution to this function is undertaking the task of making available to the employees the tools necessary for their success which in turn contributes directly to the success of the City by providing excellent quality service to the community at all levels. This is carried out by the implementation of a variety of Human Resources programs that fall in line with the "Redlands City Values" adopted by the City Council. HR's contributions to these values to date include:

- On-line recruitment and selection for full-time, part-time and volunteer applicants;
- Effective employee performance evaluation process;
- Moving current records to digital format;
- Communicating through electronic methods;
- Improving recruitment function
- Improving customer service response times
- Revising numerous forms to electronic format;
- Use of interns and volunteers to assist with departmental projects while providing a teaching/learning environment/experience for students;
- Reviewing and correcting past practices;

Performance Measures:

Key performance measure is taking the organization to the next level by assessing and implementing:

- Effective and efficient recruitment with improvements in quality-of-hire, cost-per-hire, and time-to-fill measurements.
- City-wide assessment of classifications and applicable specifications and adjustments made where necessary to accurately reflect the position duties. Due to the reductions in staff over the past few years, the City organizational structure has been negatively impacted and reassessing the current structure will facilitate more efficient and effective service delivery for our customers; and
- Continuing analysis of current practices, policies and procedures to comply with applicable laws as well as recommending and implementing appropriate changes.
- Review and update of current City policies and procedures.

City of Redlands
2015-2016
Proposed Budget

Human Resources
Human Resources Division

Program Description:

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

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

Program Objectives:

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

Significant Changes:

The department continually reassesses its ability to better serve our customers. To that end, to enhance performance, the department restructured and has set the cross-training of all the members of the HR Team as a critical performance measure. This will enable all HR Team members to assist all customers in all areas rather than each member specializing in a specific component of the department function. Each member will be a generalist, enabling our customers to be served more efficiently and effectively.

Accomplishments for Fiscal Year 2014-2015:

Fiscal Year-to-date:

- Revised Personnel Rules and Regulations
- Reorganized and staffed the Human Resources Department
- Implemented new Long Term Disability Benefit Program
- Recruited and filled 90 positions.
- Implemented new college intern program with Cal State, San Bernardino
- Conducted Executive off site coaching
- Established new Leadership Code of Conduct
- Decreased number of grievances

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	213,497	211,254	210,296	275,403	Salaries reallocated
4005 Salaries: Part Time	19,645	29,800	23,691	20,000	
4010 Overtime Salaries	0	530	48	0	
4015 Banked Leave Buy Back	16,950	58,385	58,040	8,074	
4050 Pension Contributions	43,184	38,104	37,541	52,189	
4051 Fica/Medicare	19,060	17,013	18,957	22,524	
4053 Deferred Compensation	4,088	4,287	4,807	4,957	
4055 Health/Dental Insurance	11,811	19,018	12,267	32,591	
4056 Worker's Comp Insurance	59,357	15,213	15,213	18,945	
4057 Disability Insurance	0	0	58	119	
4058 Unemployment Insurance	2,476	1,172	2,104	1,997	
4059 Life Insurance	152	143	162	227	
4081 Eyecare Reimbursement	568	507	730	810	
4084 Clothing Cash Payment	0	0	0	80	
4085 Other Taxable Benefits	5,085	2,543	6,963	2,160	
TOTAL SALARIES AND BENEFITS	395,873	397,969	390,877	440,076	
SERVICES					
5103 Software Support/Development	0	800	4,000	800	
5140 Legal Services	174,694	40,000	28,000	40,000	
5180 Medical/Physicals	11,256	11,376	13,000	11,376	
5190 Other Professional Services	41,226	5,000	1,000	5,000	
5240 Meeting & Professional Devlpmt	1,109	8,000	6,000	6,000	
5255 Travel Expense Reimbursement	1,518	2,000	1,000	2,000	
5270 Printing and Binding	1,937	2,000	2,800	2,000	
5275 Postage & Shipping	800	550	1,300	1,000	POST Testing shipping costs
5280 Advertising	395	1,000	1,700	1,000	
5303 Telephone	3,330	3,500	3,500	3,500	
5395 Info Technology Services Charges	29,925	32,050	32,050	94,813	
5451 Retiree Health Insurance	2,424,061	2,958,663	2,794,950	3,074,445	Est 10% increase in premiums
5570 Office Equip & Furn Rent	1,861	2,700	1,700	2,700	
5720 Taxes	0	0	18	0	
5722 Penalties & Interest	0	250	250	250	
5800 Subscriptions & Memberships	360	1,500	1,290	4,800	
5880 Special Contractual Services	0	1,100	1,100	1,100	
TOTAL SERVICES	2,692,472	3,070,489	2,893,658	3,250,784	
SUPPLIES					
6130 Books & Supplies	106	1,000	1,000	1,000	
6140 Office Supplies	1,234	2,000	1,500	2,000	
6145 Awards/Recognition Program	7,038	10,000	6,705	10,000	
6375 Computer Components	828	1,000	1,000	1,000	
6500 Office Equipment & Furniture	58	33,500	10,000	5,000	
6520 Promotional Supplies	0	0	500	800	Rideshare
6560 Food	169	1,000	1,000	1,000	
6590 Special Departmental Supplies	411	2,000	2,000	7,000	Sink/Conference Room improv
TOTAL SUPPLIES	9,844	50,500	23,705	27,800	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
FIXED ASSETS					
7150 Other Betterments/Improvement	0	0	21,247	0	
TOTAL FIXED ASSETS	0	0	21,247	0	
DEPARTMENT TOTAL	3,098,189	3,518,958	3,329,487	3,718,660	

City of Redlands
2015-2016
Proposed Budget

Human Resources
Risk Management Division

Program Description:

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

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

This division is administered by the Human Resources/Risk Manager with oversight from the Human Resources/Risk Management Director and includes investigation of all tort claims filed against the City and subsequent coordination with the City Attorney, City Manager and City Council as needed. This function is handled entirely in-house. Workers' Compensation and the Safety program also dovetail into Risk Management and will be addressed separately.

Program Objectives:

- Identify potential liability exposures and address them in a proactive, not reactive, manner;
- Receive, investigate, and take action on all tort claims within the guidelines and timeframes prescribed by law;
- Employ personnel with the level of expertise necessary to manage claims in-house and thus save on annual third party administrator (TPA) costs;
- Work closely with the City Attorney to expedite the disposition of all claims presented to the City;
- Maintain a database of all claims filed against the City;
- Prepare analysis as needed related to the City's need for excess liability insurance;
- Act as liaison with the City's insurance broker in the procurement of all property and liability insurance policies maintained by the City;
- Assist other departments with insurance related issues;
- Review proposed contractual agreements for appropriate levels of insurance coverage maintained by the other party, prior to the City entering into the agreement;
- Review proposed contractual agreements wherein the City must provide coverage, recommend acceptance or voice concerns and alternative solution;
- Compile and submit necessary documentation to the City's insurance carriers for reimbursement of losses incurred and for which the City has insurance coverage; and
- Pursue the City's subrogation rights for property losses caused by others.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
RISK MANAGEMENT

FUND
LIABILITY SELF INSURANCE FUND

ORGKEY
602133

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	77,333	120,593	105,815	117,681	
4005 Salaries: Part Time	0	0	1,164	0	
4010 Overtime Salaries	343	118	256	0	
4015 Banked Leave Buy Back	3,897	29,538	30,290	3,549	
4016 Compensated Absence	13,019	0	0	0	
4050 Pension Contributions	16,158	21,792	18,822	22,301	
4051 Fica/Medicare	7,385	9,678	8,777	8,927	
4053 Deferred Compensation	2,082	2,359	1,639	2,177	
4055 Health/Dental Insurance	5,888	11,542	9,960	13,317	
4057 Disability Insurance	46	0	0	60	
4058 Unemployment Insurance	453	694	1,148	630	
4059 Life Insurance	52	86	97	92	
4081 Eyecare Reimbursement	122	310	320	327	
4084 Clothing Cash Payment	50	0	0	40	
4085 Other Taxable Benefits	4,060	1,354	2,159	1,028	
TOTAL SALARIES AND BENEFITS	130,888	198,064	180,447	170,129	
SERVICES					
5103 Software Support/Development	0	0	0	4,400	laserfiche software license
5140 Legal Services	275,523	125,000	180,000	125,000	
5240 Meeting & Professional Devlpmt	0	350	350	350	
5255 Travel Reimbursement	99	150	150	150	
5270 Printing and Binding	918	100	150	100	
5275 Postage	310	355	355	355	
5303 Telephone	828	1,000	1,000	1,000	
5395 Info Technology Services Charges	868	1,815	1,815	2,915	
5410 Property Insurance	471,101	495,000	450,000	495,000	
5411 Faithful Performance Bond	13,605	23,323	23,323	23,323	
5451 Retiree Health Insurance	19,181	0	0	0	
5455 Premiums for Excess Coverage	240,167	297,000	196,418	250,000	
5460 Liability Claims	723,119	350,000	350,000	350,000	
5490 Other Insurance	6,198	4,833	7,000	7,000	
5570 Office Equip & Furn Rent	1,512	1,540	1,540	1,540	
TOTAL SERVICES	1,753,429	1,300,465	1,212,101	1,261,133	
SUPPLIES					
6140 Office Supplies	107	600	600	600	
TOTAL SUPPLIES	107	600	600	600	
FUND TOTAL	1,884,424	1,499,129	1,393,148	1,431,862	

City of Redlands
2015-2016
Proposed Budget

Human Resources
Workers' Compensation Division

Program Description:

The City of Redlands is self-insured for its workers' compensation and contracts with a third party administrator (TPA) whose focus is to keep abreast of the continually changing Workers' Compensation laws and regulations, assure that the City maintains compliance with these changes, and most importantly facilitates the care needed to return the employee to their pre-injury status. The Workers' Compensation program provides employee treatment through a wide network of healthcare practitioners. In an effort to reach the goal of returning an employee to their pre-injury productivity the City, whenever possible, provides modified duty. Modified duty allows the employee to remain an active and productive member of the organization while still recuperating from their injury.

Program Objectives:

- Monitor the performance of the City's TPA for efficiency, service standards and cost-effectiveness;
- Analyze accident data, identify root causes, and coordinate with the department on implementation of programs to reduce the number of work related injuries and illnesses;
- Review status of claims with the TPA adjuster and City's legal counsel;
- Administer the Disability and Industrial Disability Retirement programs in a fiscally responsible manner;
- Facilitate an early return-to-work (RTW) for those employees able to work modified duty; and
- Mitigate potential claims by addressing work/health issues brought forward by employees.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
WORKERS' COMPENSATION

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606175

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	59,800	58,681	56,817	85,573	
4005 Salaries: Part Time	0	0	688	0	
4010 Overtime Salaries	0	296	0	0	
4015 Banked Leave Buy Back	4,001	16,218	17,933	2,777	
4016 Compensated Absences	7,611	0	0	0	
4050 Pension Contributions	12,471	10,585	10,047	16,216	
4051 Fica/Medicare	4,811	4,737	4,757	6,408	
4053 Deferred Compensation	1,716	1,191	886	1,790	
4055 Health/Dental Insurance	2,949	5,283	5,081	9,714	
4057 Disability Insurance	0	0	0	64	
4058 Unemployment Insurance	339	326	617	434	
4059 Life Insurance	34	39	52	63	
4081 Eyecare Reimbursement	110	140	275	225	
4084 Clothing Cash Payment	0	0	0	40	
4085 Other Taxable Benefits	981	731	1,432	960	
TOTAL SALARIES AND BENEFITS	94,823	98,227	98,585	124,264	
SERVICES					
5140 Legal Services	80,568	128,102	128,102	128,102	
5190 Other Professional Services	113,227	60,000	14,000	23,600	
5240 Meeting & Professional Devlpmt	0	750	250	750	
5255 Travel Expense Reimbursement	0	500	150	500	
5275 Postage	38	30	30	30	
5303 Telephone	239	250	250	250	
5395 Info Technology Services Charges	920	1,926	1,926	3,093	
5451 Retiree Health Insurance	19,181	12,500	14,000	14,000	
5455 Premiums for Excess Coverage	115,706	115,706	129,942	129,942	
5480 Worker's Comp Claims	420,828	800,000	1,231,100	1,000,000	
5570 Office Equip & Furn Rent	3,025	3,435	3,435	3,435	
5800 Subscriptions & Memberships	0	100	0	100	
5840 Training	0	9,350	0	0	
5870 General Govt Service Charge	37,772	38,263	38,263	38,454	
5880 Special Contractual Services	41,168	73,014	145,000	146,880	
TOTAL SERVICES	832,672	1,243,926	1,706,448	1,489,136	
SUPPLIES					
6140 Office Supplies	146	300	300	300	
TOTAL SUPPLIES	146	300	300	300	
DIVISION TOTAL	927,641	1,342,453	1,805,333	1,613,700	

City of Redlands
2015-2016
Proposed Budget

Human Resources
Safety Division

Program Description:

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

Program Objectives:

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

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SAFETY PROGRAM

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606176

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	22,988	46,946	44,944	57,436	
4005 Salaries: Part Time	0	0	529	0	
4010 Overtime Salaries	0	118	0	0	
4015 Banked Leave Buy Back	1,395	12,974	14,009	1,744	
4050 Pension Contributions	4,703	8,468	7,934	10,884	
4051 Fica/Medicare	1,849	3,772	3,742	4,353	
4053 Deferred Compensation	633	953	794	1,068	
4055 Health/Dental Insurance	992	4,227	3,398	6,544	
4057 Disability Insurance	0	0	0	30	
4058 Unemployment Insurance	109	261	420	304	
4059 Life Insurance	14	31	40	44	
4081 Eyecare Reimbursement	44	113	195	158	
4084 Clothing Cash Payment	0	0	0	20	
4085 Other Taxable Benefits	523	585	990	510	
TOTAL SALARIES AND BENEFITS	33,250	78,448	76,995	83,095	
SERVICES					
5180 Medical/Physicals	2,540	2,500	2,000	2,500	
5255 Travel Reimbursement	0	100	0	100	
5270 Printing and Binding	11	500	0	500	
5840 Training	0	9,500	3,000	9,000	
5870 General Govt Service Charge	4,998	5,063	5,063	5,089	
5880 Special Contractual Services	0	15,500	2,196	3,000	
TOTAL SERVICES	7,549	33,163	12,259	20,189	
SUPPLIES					
6130 Books & Supplies	0	1,000	1,000	1,000	
6140 Office Supplies	0	150	150	150	
6510 Small Tools & Equipment	0	100	100	100	
6590 Special Departmental Supplies	0	250	250	250	
TOTAL SUPPLIES	0	1,500	1,500	1,500	
DIVISION TOTAL	40,799	113,111	90,754	104,784	

City of Redlands
2015-2016
Proposed Budget

Human Resources
Training Division

Program Description:

The Human Resources Department is responsible for coordination and oversight of citywide employee training. Focus is directed toward employee development that will apply throughout all levels of the organization to meet necessary skills and provide a network of mentoring and leadership training.

Program Objective:

City Of Redlands Employees

- Provide a comprehensive menu of training programs to educate employees and ensure fluid transition for the future, including:
  - Supervisory Training
  - Employee Training
  - Employee Orientation
  - Leadership Development
- Continue to enhance and utilize technology based management of training programs and training records;
- Continue compliance with State and Federal training mandates; and
- Educational programs to encourage individual professional development and growth.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
TRAINING PROGRAM

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606177

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	22,167	46,946	42,456	43,865	
4005 Salaries: Part Time	0	0	529	0	
4010 Overtime Salaries	0	118	0	0	
4015 Banked Leave Buy Back	1,395	12,974	13,419	1,413	
4050 Pension Contributions	4,524	8,467	7,501	8,312	
4051 Fica/Medicare	1,787	3,772	3,477	3,288	
4053 Deferred Compensation	633	953	734	896	
4055 Health/Dental Insurance	925	4,227	3,761	4,857	
4057 Disability Insurance	0	0	29	30	
4058 Unemployment Insurance	110	261	363	217	
4059 Life Insurance	13	32	38	32	
4081 Eyecare Reimbursement	44	112	236	113	
4084 Clothing Cash Payment	0	0	0	20	
4085 Other Taxable Benefits	523	585	990	480	
4086 Tuition Reimbursement	329,743	115,000	200,000	200,000	
TOTAL SALARIES AND BENEFITS	361,864	193,447	273,533	263,523	
SERVICES					
5103 Software Support and Maintenance	355	355	355	10,000	LMS
5190 Other Professional Services	0	6,000	1,500	6,000	
5240 Meeting & Professional Devlpmt	35	6,000	3,000	6,000	
5270 Printing and Binding	0	1,000	0	1,000	
5840 Training	10,230	10,863	2,500	23,000	Succession planning
5870 General Govt Service Charge	12,532	12,695	12,695	12,759	
5880 Special Contractual Services	2,699	4,627	3,000	4,627	
TOTAL SERVICES	25,851	41,540	23,050	63,386	
DIVISION TOTAL	387,715	234,987	296,583	326,908	
FUND TOTAL	1,356,155	1,690,551	2,192,670	2,045,392	

City of Redlands
2015-2016
Proposed Budget

Development Services Department
Successor Agency

Program Description:

The Successor Agency to the former Redevelopment Agency is charged with expeditiously completing the affairs of the dissolved redevelopment agency.

Program Goals:

- Make required payments on existing obligations of the former redevelopment agency including bond debt.
- Dispose of the properties of the former redevelopment agency to maximize the value, but in the most expeditious manner.
- Provide support to the seven-member volunteer Oversight Board that approves the debt schedule of the Successor Agency and oversee the disposition of Agency assets.

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

City of Redlands

2015-2016

Proposed Budget

DEPARTMENT/DIVISION

SUCCESSOR AGENCY DEBT SERVICE

FUND

SUCCESSOR TO RDA DEBT SERVICE FUND

ORGKEY

380182

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SERVICES					
5030 Fiscal Agent Fees	16,600	17,500	17,500	17,500	ROPS Line Item #6
5190 Other Professional Services	0	1,500	1,500	1,000	
5760 Special Program Expenditures	0	110,000	2,997,400	0	ROPS Line Item #2 **(Retired)**
TOTAL SERVICES	16,600	129,000	3,016,400	18,500	
DEBT SERVICE					
8100 Principal	0	2,355,000	2,355,000	2,470,000	ROPS Line Item #'s 3,4,5
8200 Interest	1,248,215	1,184,478	1,184,478	1,070,829	ROPS Line Item #'s 3,4,5
TOTAL DEBT SERVICE	1,248,215	3,539,478	3,539,478	3,540,829	
FUND TOTAL	1,264,815	3,668,478	6,555,878	3,559,329	

City of Redlands

2015-2016

Proposed Budget

DEPARTMENT/DIVISION
SUCCESSOR AGENCY ADMINISTRATION

FUND
SUCCESSOR TO RDA GENERAL FUND

ORGKEY
480180

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	64,930	74,669	123,796	132,656	Salary % applied to Successor
4010 Overtime Salaries	0	0	132	0	
4015 Banked Leave Buy Back	0	4,966	3,743	9,953	
4050 Pension Contributions	16,664	15,501	22,770	25,138	
4051 Fica/Medicare	4,406	5,289	8,751	10,495	
4053 Deferred Compensation	0	1,991	1,993	3,256	
4055 Health/Dental Insurance	3,092	8,232	10,238	15,028	
4057 Disability Insurance	12	56	31	164	
4058 Unemployment Insurance	0	282	201	525	
4059 Life Insurance	6	41	20	76	
4080 Vehicle Allowance	23	240	120	420	
4081 Eyecare Reimbursement	22	146	47	272	
4082 Clothing Allowance	113	22	0	141	
4084 Clothing Cash Payment	50	0	0	0	
4085 Other Taxable Benefits	214	81	0	128	
TOTAL SALARIES AND BENEFITS	89,532	111,517	171,842	198,252	
SERVICES					
5140 Legal Services	1,286	2,400	2,400	2,400	ROPS Line Item #13
5142 City Attorney Legal Service	0	4,140	4,140	4,140	ROPS Line Item #'s 8, 24
5160 Auditing and Accounting	0	1,000	1,000	0	ROPS Line Item #11 **(Retired)**
5190 Other Professional Services	0	10,000	0	14,726	ROPS Line Item #26
5240 Meetings and Professional Dev	0	1,140	1,140	1,140	ROPS Line Item # 33
5255 Travel Reimbursement	0	1,140	1,140	1,140	ROPS Line Item # 34
5270 Printing and Binding	1,174	1,636	1,330	1,636	ROPS Line Item # 35
5275 Postage	0	500	500	500	ROPS Line Item # 35
5280 Advertising	0	1,512	1,512	1,512	ROPS Line Item # 36
5300 Water, Sewer, Disposal	501	0	0	0	ROPS Line Item # 16 **(Retired**
5303 Telephone	14,873	15,500	15,500	15,500	ROPS Line Item # 17
5310 Electricity & Gas	11,062	0	0	0	ROPS Line Item #'s 18, 19 **(Retired)**
5320 Janitorial Services	1,725	0	0	0	ROPS Line Item # 20 **(Retired)**
5395 Information Technology Charge	0	0	306	306	ROPS Line Item # 32
5510 Land & Building Rent	126,201	40,442	40,442	0	ROPS Line Item # 15 **(Retired)**
5570 Office Equip & Furn Rent	2,959	4,800	4,800	4,800	ROPS Line Item # 21
5760 Special Program Expenditures	0	50,325	0	0	(Moved To Econ Dev - 101161)
5840 Training	0	0	0	0	
5880 Special Contractual Services	0	0	0	0	
TOTAL SERVICES	159,781	134,535	74,210	47,800	
SUPPLIES					
6130 Books & Supplies	709	180	180	180	Other Admin / ROPS Line Item #37
6140 Office Supplies	0	2,000	2,000	2,000	Other Admin / ROPS Line Item #37
6160 Medical Supplies	0	30	30	30	Other Admin / ROPS Line Item #37
6190 Photo & Copying Supplies	0	500	500	500	Other Admin / ROPS Line Item #37
6210 Repair/Maintenance Supplies	0	1,038	1,038	1,038	Other Admin / ROPS Line Item #37
6310 Janitorial Supplies	0	100	100	100	Other Admin / ROPS Line Item #37
6590 Special Departmental Supplies	0	100	100	100	Other Admin / ROPS Line Item #37
TOTAL SUPPLIES	709	3,948	3,948	3,948	
FUND TOTAL	250,022	250,000	250,000	250,000	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SUCCESSOR AGENCY OBLIGATIONS (OTHER)

FUND
SUCCESSOR TO RDA PROJECTS FUND

ORGKEY
488182

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	36,241	18,309	18,309	0	Moved to SA Admin (480180)
4010 Overtime	214	0	0	0	
4015 Banked Leave Buy Back	563	281	281	0	
4050 Pension Contributions	7,412	3,352	3,352	0	
4051 Fica/Medicare	2,803	1,429	1,429	0	
4053 Deferred Compensation	375	197	197	0	
4055 Health/Dental Insurance	4,168	2,020	2,020	0	
4057 Disability Insurance	245	122	122	0	
4058 Unemployment Insurance	203	135	135	0	
4059 Life Insurance	39	20	20	0	
4081 Eyecare Reimbursement	10	14	14	0	
4082 Clothing Allowance	0	81	81	0	
4085 Other Taxable Benefits	0	9	9	0	
TOTAL SALARIES AND BENEFITS	52,273	25,968	25,968	0	
SERVICES					
5140 Legal Services	57,584	2,400	2,400	0	ROPS Line Item #9 **(Retired)**
5160 Auditing and Accounting	2,214	5,070	5,070	7,570	ROPS Line Item # 10, ROPS Line Item
5760 Special Program Expenditures	0	0	0	300,000	Housing Admin / ROPS Line Item 39 (Ne
5760 Special Program Expenditures	0	140,612	140,612	0	ROPS Line Item #28, #38 **(Retired)**
TOTAL SERVICES	59,798	148,082	148,082	307,570	
FUND TOTAL	112,071	174,050	174,050	307,570	

City of Redlands
2015-2016
Proposed Budget

Development Services Department

Mission Statement:

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

Department Goals:

- Provide for the short and long term physical development within the City consistent with the policies and goals established in the General Plan and the Economic Development Action Plan;
- Provide professional, accurate, timely and courteous service to the public;
- Emphasize development and business attraction opportunities;
- Provide opportunities that will improve and preserve housing for all income levels;
- Provide for managed development that will preserve, enhance, and maintain the special quality of life valued by this community;
- Allow for development within the City of Redlands which occurs in a way that promotes the optimum social and economic well-being of the entire community;
- Provide a high standard of technical expertise for department staff through regular training and awareness of new legislation, innovative construction techniques, and architectural/planning design techniques; and
- Provide a continuing review, update and implementation of the City's General Plan, Specific Plans and zoning ordinances in response to the changing needs of the community.

Performance Measures:

- Abide by the City of Redlands 2014-20154 Strategic Plan, including the following:
  - A comprehensive review and update to the entitlement process;
  - Develop a plan review process to expedite the permitting process;
  - Support ongoing economic development efforts, including rehabilitation of the Redlands Mall, Packing House and other activities;
  - Commence the General Plan Update; and
  - Modernize the Redlands Municipal Code.
- All telephone calls received before noon will be returned on the same day.
- 90% of all non-legislative development applications will be scheduled for Planning Commission review within 60 days after the application has been deemed complete.
- 90% of Non-Tenant Plan Checks Processed in 3 Weeks for 1st review.
- 90% of Tenant Plan Checks Processed in 2 Weeks for 1st review.
- 90% of "LEED" Plan Checks Processed in 4 Weeks for 2nd Review.
- 100% of Inspections completed next business day if requested by 5:00 on the previous day.

Accomplishments for Fiscal Year 2014-2015:

- Responded to over 10,000 phone calls from the public;

- Attended to over 3,500 counter calls;
- Issued approximately 2,147 permits for building, electrical, mechanical, plumbing, or combinations thereof.
- Performed more than 7,568 inspections within the next business day of the request;
- Over 400 Development Applications processed;
- Over 200 Staff Reports written for the City Council, Planning Commission, Historic and Scenic Preservation Commission and Environmental Review Committee;
- Preparation and noticing responsibilities for 74 meeting agendas consisting of: 23 Planning Commission Agendas; 18 Environmental Review Committee Agendas; 19 Development/Preliminary Review Committee Agendas; and 14 Historic and Scenic Preservation Commission Agendas;
- Processed 228 Plan checks reviewed and completed;
- More than 300 new business licenses were issued in 2014;
- Four percent increase in taxable sales (FY'12-13 to FY'13-14);
- Completed substantial amendments to the 2009-2014 Consolidated Plan and the 2014-2015. Action Plan to facilitate two (2) new capital improvement projects (A.K. Smiley Library Water Leakage Mitigation project and the Civic Center, Suite 20 ADA Improvement project) that commenced construction in 2014-2015 and will be completed in early 2015-2016;
- Awarded a USDA Farmers' Market Promotion Program grant in the amount of $79,056;
- Expanded the number of Saturday Farmers' Market participants; and
- Implemented Web-based application and reservation system for Market Night.

City of Redlands
2015-2016
Proposed Budget

Development Services Department
Economic Development Division

Program Description:

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

Program Objectives:

- Implement the City's Economic Development Action Plan and City Council Strategic Plan initiatives.
- Target and recruit new business investment in health, technology and other key sectors.*
- Continue business outreach activities.*
- Establish and administer business retention programs.*
- Continue implementing an effective marketing campaign.*
- Maintain City presence at targeted trade shows.*
- Facilitate/assist new owner with the redevelopment of the Redlands Mall.*
- Support business growth and expansion efforts and expedite the development process.
- Encourage point-of-sale locations in Redlands.*
- Engage and collaborate, as appropriate, with regional and county economic development partners.*
- Execute approved initiatives to improve and enhance downtown area.*
- Continue collaborative partnerships with Chamber of Commerce and other business stakeholders.*
- Engage business stakeholders for potential collaboration on tech incubator program.*
- Establish partnerships and develop collaborative programs/projects with community's tourism stakeholders.*
- Enhance resource and business information pages on City's website.*

Significant Program Changes:

- Implementation of new Economic Development Action Plan and City Council Strategic Plan initiatives.
- Revision and submittal of Successor Agency's Amended Long-Range Property Management Plan.

Accomplishments for Fiscal Year 2014-2015:

- More than 300 new business licenses were issued in 2014.
- Four percent increase in taxable sales (FY'12-13 to FY'13-14).
- Industrial vacancy rate reduced from 12.7% to 4.6%.
- Overall community assessed value increased to $7,393,941,241; 8th highest for San Bernardino County cities.
- Unemployment rate dropped from 6.9% to 4%; lowest in 6 years.
- Multiple e-commerce/logistics providers opened including Amazon, BMW, Burlington Coat Factory and Innotrac (Zara); more than 1,500 new jobs created.

- Assisted developer with tenant recruitment for new retail development (Mountain Grove shopping center).*
- Significant effort undertaken to assist existing owner with sale of the Redlands Mall property.*
- Introduced new Business Visitation Program to enhance business outreach activities.*
- Initiated new Tourism Partners Group to promote tourism community-wide.*
- Continued to promote clean energy financing program to local businesses. More than 300 projects implemented representing an overall value of more than $6 million.*
- Worked with the County of San Bernardino to support business attraction efforts by responding to site selection inquiries.*
- Partnered with the County of San Bernardino for regional job recruitment event.*
- Conducted business information meetings with brokers and Chamber of Commerce.*
- Hosted one dozen small business workshops, averaging 15 participants per workshop.*
- Established a presence and participated in the ICSC Western Division retail conference, meeting with potential retailers and site selectors.*
- Continued development of marketing material including branded advertising efforts for multiple industry sectors.*
- Updated, re-organized and enhanced economic development division web pages for easier access of information and better user experience.*
- Delivered 12 editions of City's flagship monthly business brief – *RedZone* (currently has approximately 2,500 subscribers).*
- Worked with City's PIO to provide media representatives with information and data about the community - verbally and in written form.*

** - Supports activities within the City Council Strategic Plan and/or the Economic Development Action Plan.*

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
ECONOMIC DEVELOPMENT

FUND
GENERAL FUND

ORGKEY
101161

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	117,342	142,463	142,463	189,049	Reduced CDBG admin / Successor Agency
4010 Overtime Salaries	510	0	0	0	
4015 Banked Leave Buy Back	6,536	4,484	4,484	6,039	
4050 Pension Contributions	21,753	26,558	26,558	35,825	
4051 Fica/Medicare	9,044	10,953	10,953	14,463	
4053 Deferred Compensation	4,242	3,369	3,369	3,424	
4055 Health/Dental Insurance	21,407	19,585	19,585	26,918	
4056 Worker's Comp Insurance	0	4,832	4,832	6,018	
4057 Disability Insurance	172	123	123	114	
4058 Unemployment Insurance	659	647	647	834	
4059 Life Insurance	117	94	94	122	
4080 Vehicle Allowance	180	60	60	60	
4081 Eyecare Reimbursement	412	423	423	448	
4084 Clothing Cash Payment	50	48	48	48	
4085 Other Taxable Benefits	1,222	263	263	263	
TOTAL SALARIES AND BENEFITS	183,646	213,901	213,901	283,625	
SERVICES					
5190 Other Professional Services	40,423	71,889	71,889	51,000	
5240 Meetings & Professional Devlpmt	3,205	20,500	17,350	20,500	
5255 Travel Expense Reimbursement	459	4,500	2,167	3,500	
5270 Printing and Binding	1,830	500	500	500	
5275 Postage	0	500	500	550	
5280 Advertising	9,150	40,000	40,000	45,400	
5303 Telephone	0	500	500	500	
5340 Office Equipment Maintenance	0	500	500	500	
5395 Info Technology Services Charges	0	0	0	3,651	
5800 Subscriptions & Memberships	1,688	10,800	10,800	10,500	
5880 Special Contractual Services	75	1,000	0	50,325	Compensation to taxing entities - Properties transferred from Successor Agency to City
TOTAL SERVICES	56,830	150,689	144,206	186,926	
SUPPLIES					
6140 Office Supplies	1,043	500	500	992	
6210 Repair/Maintenance Supplies	0	200	200	200	
6310 Janitorial Supplies	4	100	100	100	
6510 Small Tools & Equipment	4,752	0	0	0	
6590 Special Departmental Supplies	0	0	0	0	
TOTAL SUPPLIES	5,799	800	800	1,292	
CAPITAL OUTLAY					
7060 Office Equipment	0	0	11,800	0	Phase 2 DSD Improvements
TOTAL CAPITAL	0	0	11,800	0	
DEBT SERVICE					
8100 Principal	0	0	65,607	0	Disallowed Successor Agency Loan
8200 Interest	0	0	861	0	
TOTAL DEBT SERVICE	0	0	65,607	0	
DIVISION TOTAL	246,275	365,390	436,314	471,843	

City of Redland
2015-2016
Proposed Budget

Development Services Department
Building and Safety Division

Program Description:

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

Program Objectives:

- Maintain and promote excellent customer service standards at the One Stop Permit Center and in the field;
- Perform requested onsite building inspections in a timely and courteous manner;
- Perform effective and efficient plan review in Department acceptable timeframes for compliance with building, residential, electrical, plumbing, mechanical, energy, FEMA regulations, green building standards, and accessibility standards;
- Provide staff support to the Development Review Committee, Minor Exception Permit Committee, Historic and Scenic Preservation Commission, Disaster Council, Fire Department, Code Enforcement, Municipal Utilities Department, One Stop Permit Center, and local chapters of the International Code Council;
- Review and implement Assembly Bill 717 and Senate Bill 1608, to meet the continuing education and accessibility requirements that applies to the Building Division;
- Continue to upgrade the department methods for storage of building plans to comply with state laws by digitizing plans;
- Administer FEMA flood plain regulations and public outreach programs for inclusion of the City in the Community Rating System;
- Evaluate and investigate existing structures within the city for compliance with various municipal codes and state regulations;
- Prepare for disaster response by training and certification in emergency services;
- Maintain and improve accessibility throughout the city by obtaining the services of certified access specialists; and
- Perform business license inspections to ensure compliance with city regulations for business uses and safety of the public.

Significant Program Changes:

- Developed a strategy to fill vacant positions.
- Improve plan review turnaround times by increasing budget for contract plan review services;
- Reorganized office space and functions within the department;
- Continue to train and implement the new editions of the California Building Codes.
- Accessibility knowledge and state certification for staff in the Certified Access Specialist program.

Accomplishments for Fiscal Year 2014-15:

- Issued approximately 2,147 permits for building, electrical, mechanical, plumbing, or combinations thereof.
- Performed plan review for more than 228 plans;
- Processed more than 195 fire sprinkler/alarm plans;
- Performed more than 7,568 inspections within the next business day of the request;
- Conducted in excess of 124 business license inspections;
- Respond to approximately 2,150 public counter contacts at the One Stop Permit Center for customer assistance;
- Produced in excess of 30 public record requests for internal and external customers;
- Responded to approximately 70 complaints and conducted the initial inspection within 48 hours;
- Provided staff support for the improvement of City Works computer permitting software program;
- Provided guidance and support to citizens affected by the changes to the flood insurance program;
- Provided building activity reports to the county, state, and federal government;
- Provided staff to the One Stop Permit Center, Development Review, Preliminary Review, minor exception committee and special reviews with applicants.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
BUILDING & SAFETY

FUND
GENERAL FUND

ORGKEY
101162

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	392,298	480,242	308,300	520,346	Vacant Positions
4005 Salaries: Part Time	0	0	6,000	6,000	
4010 Overtime Salaries	1,866	5,000	5,000	5,000	
4015 Banked Leave Buy Back	13,920	14,571	27,333	12,087	
4050 Pension Contributions	82,816	91,634	55,763	98,606	
4051 Fica/Medicare	28,951	36,921	24,665	40,264	
4053 Deferred Compensation	2,553	3,413	2,590	5,761	
4055 Health/Dental Insurance	61,572	65,829	31,722	58,179	
4056 Worker's Comp Insurance	13,969	7,096	7,096	8,836	
4057 Disability Insurance	2,480	2,614	1,496	2,693	
4058 Unemployment Insurance	2,023	2,921	2,386	2,921	
4059 Life Insurance	356	424	220	424	
4080 Vehicle Allowance	475	480	480	480	
4081 Eyecare Reimbursement	647	1,514	600	1,514	
4084 Clothing Cash Payment	800	866	666	866	
4085 Other Taxable Benefits	7,165	4,410	5,903	4,560	
TOTAL SALARIES AND BENEFITS	611,891	717,935	480,220	768,537	
SERVICES					
5103 Software Support/Development	0	0	0	10,000	Scanning files
5190 Other Professional Services	15,913	15,000	143,761	120,000	CSG & Willdan contracts increased in FY14/15 Budget; Fee Update
5240 Meetings & Professional Devlpmt	4,013	2,600	2,600	6,900	
5255 Travel Expense Reimbursement	197	200	200	300	
5270 Printing and Binding	2,895	2,900	1,000	2,900	
5275 Postage	11	200	50	200	
5280 Advertising	0	0	350	0	
5303 Telephone	3,679	3,040	3,040	3,040	
5395 Info Technology Services Charges	17,966	17,966	17,966	96,395	
5396 City Garage Charges	5,402	4,671	4,671	4,156	
5570 Office,Equip & Furn Rent	2,959	2,500	3,000	3,000	
5800 Subscriptions & Memberships	1,089	600	600	900	
TOTAL SERVICES	54,124	49,677	177,238	247,791	
SUPPLIES					
6130 Books & Supplies	4,858	1,000	1,000	2,000	New Building Code Books
6140 Office Supplies	1,149	1,200	600	1,200	
6180 Turnouts/Uniforms/Safety Equip	12	100	0	100	
TOTAL SUPPLIES	6,019	2,300	1,600	3,300	
FIXED ASSETS					
7060 Office Furniture	0	0	10,000	0	Phase 2 DSD Improvements
7150 Other Betterments/Improvements	0	0	40,000	0	
TOTAL FIXED ASSETS	0	0	50,000	0	
DIVISION TOTAL	672,034	769,912	709,058	1,019,628	

City of Redlands
2015-2016
Proposed Budget

Development Services Department
Planning Division

Program Description:

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

Program Objectives:

- Accept process and prepare staff reports as necessary for land use applications and permits as required to satisfy legally required procedures to allow a formal decision;
- Respond to telephone and public counter queries for customer assistance at the One Stop Permit Center and at the Planning Division Office;
- Provide staff support to the Planning Commission, the Historic and Scenic Preservation Commission, and the Environmental Review Committee, in the form of staff reports, presentations, agendas, legal advertising and notices, and recording of minutes. This includes approximately 18 Planning Commission meetings, twelve Historic and Scenic Preservation Commission meetings, and twenty-two Environmental Review Committee meetings;
- Process City-initiated general plan amendments and development code amendments as directed by the City Council, and as mandated by the State of California;
- Process annexations as required for unincorporated areas to accommodate proposed and pending development;
- Reviews final grading, building, and landscaping plans prior to issuance of building permits to ensure compliance with code requirements and any conditions of approval;
- Perform final occupancy inspections on building projects as required to ensure compliance with conditions of approval and development code standards;
- Continue to evaluate Planning procedures for efficiency and effectiveness and implement changes as necessary to department procedures and development code regulations;
- Maintain a community education program to include: Internet web pages, newspaper articles, and speaking engagements; and
- Assist in the implementation of new software at the One Stop Permit Center for improved project tracking and reporting.

Significant Program Changes:

- Modifying One Stop Permit Center Planner position from part-time to full-time. This will add approximately twenty-five (25) percent to the planning staff's time who presently must cover the One Stop Counter, as well as an additional five (5) to ten (10) percent of the planner's time on following up research from customer inquiries at the One Stop. This savings will be used to work

on current and advanced planning projects which currently require the planners to work overtime to complete.

- City Planner position will oversee the day to day operations of the Planning Division. This will free-up the Director's and Assistant Director's time and provide the opportunity to work on City Council items, City Manager assignments, and other assignments that come about.

Accomplishments for Fiscal Year 2014-2015:

- Responded to over 10,000 phone calls from the public;
- Attended to over 3,500 counter calls;
- Over 400 Development Applications processed;
- Over 200 Staff Reports written for the City Council, Planning Commission, Historic and Scenic Preservation Commission and Environmental Review Committee;
- Preparation and noticing responsibilities for 74 meeting agendas consisting of: 23 Planning Commission Agendas; 18 Environmental Review Committee Agendas; 19 Development/Preliminary Review Committee Agendas; and 14 Historic and Scenic Preservation Commission Agendas;
- Processed 228 Plan checks reviewed and completed;
- Completed entitlements for the Heritage Park Master Plan which will guide development of a City-owned 18.4 acres park located at the southeast corner of Nevada Street and Orange Avenue. The park contains a number of venues; most notably the restoration and expansion of the Barton Schoolhouse,
- Completed approval of Ordinance No. 2791 which added Chapter 18.190 to the Redlands Municipal Code which established conditional use permit requirements for new alcoholic beverage sales activities, and established regulations for alcoholic beverage sales activities which are deemed approved status;
- Completed approval of Ordinance No. 2816 for the adoption of the 2013 State Building Code and a number of local amendments to the Redlands Municipal Code.
- Obtain approval of an amended contract and budget to initiate a comprehensive update to the Redlands General Plan. The process is expected to be completed within two years;
- Participating member of the Task Force to complete the Habitat Conservation Plan for the Upper Santa Ana Wash Plan Land Management and Habitat Conservation Plan which encompasses 4,467 acres and is bounded by Greenspot Road to the north and east (City of Highland), Alabama Street to the west, and the Santa Ana River Wash to the south (City of Redlands).
- Competed the final occupancy and tenant improvement requirements for the Amazon Fulfillment Center within a 703,360 square foot industrial building on 33.53 acres located at the southwest corner of San Bernardino Avenue and Almond Avenue.
- Competed entitlements for two warehouse distribution centers consisting of 600,727 square feet and 499,724 square feet for Hillwood Investment Properties on 50.67 acres located north of the Interstate 10 Freeway and east of Bryn Mawr Avenue.
- Completed entitlement for the reuse of the La Rosita drive-through restaurant with a new Starbucks coffee shop located at 625 Redlands Boulevard.
- Staff providing administrative oversight, including contract administration and coordination with consultant for SMARA compliance for the six quarries and two reclamation plans operated by CEMEX Materials and Robertson's Ready Mix in the Upper Santa Ana River Wash;
- Jointly overseeing operations and staffing of One Stop Permit Center.
- Processed the designation of two properties located at 721 Crescent Street and 1621 Garden Street;

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
PLANNING

FUND
GENERAL FUND

ORGKEY
101164

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	572,070	635,033	609,041	804,338	
4005 Salaries Part Time	4,141	167,212	50,000	162,000	FY14-15
4010 Overtime Salaries	5,735	5,000	5,000	6,000	
4015 Banked Leave Buy Back	19,228	16,193	18,135	14,030	
4050 Pension Contributions	122,293	103,077	111,023	155,072	
4051 Fica/Medicare	41,534	60,521	45,195	63,387	
4053 Deferred Compensation	6,104	7,086	7,554	9,690	
4055 Health/Dental Insurance	88,647	74,715	84,112	98,285	
4056 Worker's Comp Insurance	10,792	29,163	29,163	36,316	
4057 Disability Insurance	2,934	2,754	2,453	2,776	
4058 Unemployment Insurance	2,903	5,017	5,017	4,804	
4059 Life Insurance	448	477	477	603	
4080 Vehicle Allowance	475	480	480	480	
4081 Eyecare Reimbursement	653	1,703	1,070	2,153	
4084 Clothing Cash Payment	1,100	1,034	834	934	
4085 Other Taxable Benefits	2,752	510	1,672	1,995	
TOTAL SALARIES AND BENEFITS	881,809	1,109,975	971,226	1,362,863	
SERVICES					
5103 Software Support & Maintenance	0	0	0	25,320	
5110 Architect & Engineer	0	16,500	16,500	0	
5190 Other Professional Services	106,688	216,559	426,559	965,000	General Plan
5240 Meetings & Professional Devlpmnt	1,890	10,000	10,000	20,000	
5255 Travel Expense Reimbursement	245	300	700	700	
5270 Printing and Binding	5,242	6,850	13,000	13,000	
5275 Postage	2,411	2,500	2,500	3,000	
5280 Advertising	14,060	15,450	12,000	15,000	
5303 Telephone	5,911	5,200	5,200	5,200	
5395 Info Technology Services Charges	25,331	26,000	26,000	132,260	
5396 City Garage Charges	866	500	500	445	
5570 Office Equip & Furn Rent	2,959	2,500	3,000	3,000	
5800 Subscriptions & Memberships	1,135	12,007	2,270	3,735	
5880 Special Contractual Services	2,381	59,237	59,237	7,050	
5950 Bad Debt Expense	0	0	248	250	
TOTAL SERVICES	169,119	373,603	577,714	1,193,960	
SUPPLIES					
6130 Books & Supplies	712	1,000	1,000	1,000	
6140 Office Supplies	3,263	5,000	3,000	3,500	
6410 Motor Vehicle Supplies	15	0	0	0	
6500 Office Equipment & Furniture	519	0	0	0	
6560 Food	0	0	50	50	
6590 Special Departmental Supplies	0	1,000	0	0	
TOTAL SUPPLIES	4,509	7,000	4,050	4,550	
FIXED ASSETS					
7060 Office Furniture	0	46,700	76,700	0	Phase 2 DSD Improvements
7150 Other Betterments/Improvement	0	57,142	87,142	0	Phase 2 DSD Improvements
TOTAL FIXED ASSETS	0	103,842	163,842	0	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
PLANNING

FUND
GENERAL FUND

ORGKEY
101164

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
DIVISION TOTAL	1,055,437	1,584,683	1,716,832	2,561,373	
DEPARTMENT TOTAL	1,973,746	2,719,985	2,862,204	4,052,844	

City of Redlands
2015-2016
Proposed Budget

Development Services Department
Downtown Redlands

Program Description:

The division is dedicated to ensuring the downtown is considered the heart of the community to stimulate shopping and dining and making the downtown a true destination. The division concentrates efforts on promotion and enhanced maintenance efforts. Promotional events include Market Night, Saturday Farmers' Market, Surfin' State Street, Movies in the Park, and other popular downtown events.

Program Objectives:

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

Significant Program Changes:

- The program area includes the following downtown boundaries: I-10 to the north, Church Street to the east, Olive Avenue to the south, and Texas Street to the west.
- Street sweeping four days per week and pressure washing sidewalks.*
- Expanding DTR Art Walk and other downtown events.*
- Budgeting bank fee expenditures resulting from the implementation of Web services for accepting electronic payments for vendor reservations.*
- Ongoing electrical improvements for Market Night.*
- Continuation of physical enhancements downtown.*

Accomplishments for Fiscal Year 2014-2015:

- Awarded a USDA Farmers' Market Promotion Program grant in the amount of $79,056*
- Expanded the number of Saturday Farmers' Market participants.*
- Oversaw and managed Market Night, Saturday Farmers' Market, Movies in the Park series, Spring Egg Hunt, DTR Art Walks, Surfin' State Street, Safe Trick-or-Treat, Holiday Kickoff, Holiday Décor and Entertainment Program; Holiday Parade liaison.*
- Administered and coordinated marketing and publicity efforts.*
- Implemented Web-based application and reservation system for Market Night.*
- Added dedicated downtown maintenance personnel.*
- Coordinated monthly Small Business Workshops in cooperation with SCORE.

**Meets or supports City of Redlands 2014-2017 Strategic Plan and/or Redlands Economic Development Action Plan.*

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

FUND
DOWNTOWN REDLANDS BUSINESS AREA FUND

ORGKEY
236166

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	94,977	102,128	97,752	92,035	Allocation Changes
4005 Salaries: Part Time	7,679	39,628	30,050	15,380	
4010 Overtime Salaries	748	0	285	0	
4015 Banked Leave Buy Back	3,760	3,954	4,407	2,051	
4050 Pension Contributions	20,886	19,156	17,891	17,353	
4051 Fica/Medicare	7,977	10,741	10,741	8,709	
4053 Deferred Compensation	1,072	1,072	1,076	860	
4055 Health/Dental Insurance	12,157	3,101	3,187	3,375	Decreased due to stipend incentive
4056 Worker's Comp Insurance	5,996	1,549	1,549	1,929	
4057 Disability Insurance	69	77	77	71	
4058 Unemployment Insurance	826	1,744	1,161	933	
4059 Life Insurance	75	80	80	72	
4080 Vehicle Allowance	55	60	60	0	
4081 Eyecare Reimbursement	270	270	270	259	
4084 Clothing Cash Payment	0	30	30	30	
4085 Other Taxable Benefits	2,050	4,649	4,649	4,350	
TOTAL SALARIES AND BENEFITS	158,597	188,239	173,265	147,407	
SERVICES					
5034 Bank/Collection Agent Fees	0	6,000	2,500	6,000	Dharma merchant services
5160 Auditing and Accounting	1,200	0	0	0	
5240 Meeting & Professional Devlpmt	0	6,073	6,073	0	
5255 Travel Expense Reimbursement	38	0	0	0	
5270 Printing and Binding	0	500	500	500	
5275 Postage	3	50	50	50	
5280 Advertising	0	14,000	14,000	0	Grant to carry forward
5300 Water, Sewer, Disposal	2,096	1,800	1,800	1,800	
5303 Telephone	954	3,135	3,135	3,135	
5310 Electricity & Gas	2,433	2,500	2,500	2,500	
5392 License & Permits	2,498	2,780	2,780	3,180	Health / farmers' market permits
5395 Info Technology Services Charge	3,417	11,099	11,099	19,447	
5396 City Garage Charges	350	395	395	351	
5570 Office Equip & Furn Rent	2,959	3,242	3,242	3,242	
5760 Special Program Expenditures	18,105	35,504	35,504	51,700	Increase in ag fees to State
5800 Subscriptions & Memberships	250	700	550	550	Main Street, NAFDMA, NAFMNP
5870 General Govt Service Charge	32,758	33,184	33,184	33,350	
5880 Special Contractual Services	53,135	125,145	125,145	142,145	Towing, toilets, electrical improv
5950 Bad Debt Expense	4	400	0	0	
TOTAL SERVICES	120,200	246,507	242,457	267,950	
SUPPLIES					
6140 Office Supplies	973	700	700	700	
6190 Photo & Copying Supplies	175	0	0	800	Paper for event flyers
6210 Repair/Maintenance Supplies	18	2,500	500	2,000	
6375 Computer Components	0	975	975	1,800	
6520 Promotional Supplies	1,000	3,000	3,000	10,000	Increase for Art Walk promo items
6510 Small Tools & Equipment	0	0	0	2,500	Barricade, cones, sign
6590 Special Departmental Supplies	350	31,750	31,750	12,500	Seasonal landscaping, Halloween and egg hunt candy
TOTAL SUPPLIES	2,516	38,925	36,925	30,300	

City of Redlands

2015-2016

Proposed Budget

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

FUND
DOWNTOWN REDLANDS BUSINESS AREA FUND

ORGKEY
236166

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
FIXED ASSETS					
7140 All Other Equipment	0	15,000	15,000	0	
7150 Other Betterments/Improvement	0	50,000	50,000	25,000	Continue downtown
TOTAL FIXED ASSETS	0	65,000	65,000	25,000	
FUND TOTAL	281,313	538,671	517,647	470,657	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Development Services

Fund
DRBA

Orgkey
236166

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
15000	General Administration (66)	179,844	215,832
15001	Ads & Promotions/Events	41,222	56,000
15003	Beautification	172,145	143,145
15006	Market Night	41,040	52,840
15009	Saturday Morning Farmers' Market	4,340	2,840
15010	Farmer's Market Promo Program Grnt	79,056	0
	TOTALS	$517,647	$470,657

City of Redlands
2015-2016
Proposed Budget

Development Services Department
Community Development Block Grant Program (CDBG)

Program Description:

In Fiscal year 2015-2016 the City of Redlands will become a Participating Jurisdiction (PJ) in the County of San Bernardino's Urban County Program. The City receives an annual award from the U.S. Department of Housing and Urban Development (HUD). The County of San Bernardino administers the award on behalf of the City and retains 20% of the annual award for administrative expenses.

Program Objectives:

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

Significant Program Changes for Fiscal Year 2015-2016:

- The City became a Participating Jurisdiction in San Bernardino's Urban County Program. The majority of all administrative tasks associated with the CDBG program will be performed by the County.
- The City will continue to provide administrative oversight of all public service sub-recipient awards.

Accomplishments for Fiscal Year 2014-2015:

- Completed the One-Year Action Plan for FY 2014-2015.
- Completed substantial amendments to the 2009-2014 Consolidated Plan and the 2014-2015. Action Plan to facilitate two (2) new capital improvement projects (A.K. Smiley Library Water Leakage Mitigation project and the Civic Center, Suite 20 ADA Improvement project) that commenced construction in 2014-2015 and will be completed in early 2015-2016.
- Completed the Consolidated Annual Performance and Evaluation Report for FY 2013-2014
- Provided administration and audit support to public services agencies and related programs.
- Completed two (2) Microenterprise Assistance Program (MAP) Grants for $25,000 each which created two (2) new jobs.
- Completed the Joslyn Senior Center Parking Lot Rehabilitation CIP Project.
- Completed the New Sidewalk and ADA Ramp Infill CIP Project.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
CDBG PROGRAM

FUND
COMMUNITY DEVELOPMENT BLOCK GRANT FUND

ORGKEY
243164 (PJ In County Program)

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	0	0	30,023	Engineering/Inspection/Const. Mgmt.
4050 Pension Contributions	0	0	0	5,689	
4051 Fica/Medicare	0	0	0	2,297	
4055 Health/Dental Insurance	0	0	0	5,269	
4057 Disability Insurance	0	0	0	44	
4058 Unemployment Insurance	0	0	0	139	
4059 Life Insurance	0	0	0	20	
TOTAL SALARIES AND BENEFITS	0	0	0	43,481	
SERVICES					
5270 Printing and Binding	0	0	0	800	Plans & Specs
5275 Postage	0	0	0	50	
5280 Advertising	0	0	0	800	NIB
5880 Special Contractual Services	0	0	0	52,843	Portable Restrooms & PSA's
TOTAL SERVICES	0	0	0	54,493	
FIXED ASSETS					
7150 Other Betterments/Improvement	0	0	0	82,956	AK Smiley ADA Restrooms
7230 Street Construction	0	0	0	141,357	Street/Alley Improvement Project
TOTAL FIXED ASSETS	0	0	0	224,313	
DEPARTMENT TOTAL	0	0	0	322,287	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Development Services

Fund
CDBG

Orgkey
243164

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
43055	Family Services Association of Redlands	0	21,343
43056	YMCA - Legal Aid	0	9,000
43057	Inland Temporary Homes	0	9,000
43058	Family Services Association - Senior Meals	0	9,000
43059	AK Smiley Library - Restroom ADA Imprvmnts	0	108,000
43060	Alley/Street Improvement Project	0	165,944
	TOTALS	$0	$322,287

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
CDBG PROGRAM

FUND
COMMUNITY DEVELOPMENT BLOCK GRANT FUND

ORGKEY
243300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	44,708	94,903	94,903	0	Final year as an Entitlement City.
4050 Pension Contributions	9,310	17,371	17,371	0	See 243164 for activity as a PJ.
4051 Fica/Medicare	3,948	7,261	7,261	0	
4055 Health/Dental Insurance	7,225	15,531	15,531	0	
4057 Disability Insurance	0	74	74	0	
4058 Unemployment Insurance	0	424	424	0	
4059 Life Insurance	30	61	61	0	
TOTAL SALARIES AND BENEFITS	65,221	135,625	135,625	0	
SERVICES					
5190 Other Professional Services	10,723	44,214	44,214	0	
5255 Travel/Expense Reimbursement	100	100	100	0	
5270 Printing and Binding	0	1,981	1,981	0	
5275 Postage	109	100	100	0	
5280 Advertising	977	2,100	2,100	0	
5760 Special Program Expenditures	175,588	39,276	39,276	0	
5880 Special Contractual Services	89,436	84,957	84,957	0	
TOTAL SERVICES	276,933	172,728	172,728	0	
SUPPLIES					
6140 Office Supplies	309	250	250	0	
TOTAL SUPPLIES	309	250	250	0	
FIXED ASSETS					
7150 Other Betterments/Improvement	0	135,221	135,221	0	
7230 Street Construction	26,958	595,812	595,812	0	
TOTAL FIXED ASSETS	26,958	731,033	731,033	0	
DEPARTMENT TOTAL	369,421	1,039,636	1,039,636	0	
FUND TOTAL	369,421	1,039,636	1,039,636	322,287	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Development Services

Fund
CDBG

Orgkey
243300

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
43000	Administration	66,610	0
43003	YMCA of the East Valley	15,000	0
43035	Inland Fair Housing & Mediation	20,000	0
43036	Family Services Association of Redlands	34,957	0
43038	Inland Temporary Homes	15,000	0
43046	Microenterprise Grant Program	39,276	0
43049	ADA Sidewalk Improvements 2014	733,793	0
43050	Joslyn Senior Center Prkg Lot Project	115,000	0
	TOTALS	$1,039,636	$0

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
NEIGHBORHOOD INITIATIVE PROGRAM

FUND
NEIGHBORHOOD INITIATIVE PROGRAM FUND

ORGKEY
245182

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	1,115	0	0	0	grant closed
4005 Salaries: Part Time	239	0	0	0	
4050 Pension Contributions	213	0	0	0	
4051 Fica/Medicare	101	0	0	0	
4055 Health/Dental Insurance	259	0	0	0	
4057 Disability Insurance	10	0	0	0	
4058 Unemployment Insurance	17	0	0	0	
4059 Life Insurance	2	0	0	0	
TOTAL SALARIES AND BENEFITS	1,956	0	0	0	
SUPPLIES					
6210 Repair/Maintenance Supplies	816	0	0	0	
TOTAL SUPPLIES	816	0	0	0	
FUND TOTAL	2,772	0	0	0	

City of Redlands
2015-2016
Proposed Budget

A. K. Smiley Public Library

Mission Statement:

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

Department Goals:

- Provide free and equitable access to library collections
- Emphasize the educational mission through programming for life-long learning
- Increase long-range giving to enhance the Library and capital improvements
- Restore library hours eliminated in 2010/2011
- Increase use of the much-in-demand public meeting room
- Secure the future of our volunteer driven adult literacy program

Sustainability Efforts:

- Continue with digitization of local history records
- Complete HVAC repair project to become more energy efficient

Performance Measures:

- Daily attendance at the Library, as well as events such as "Library Days," "Family Day," and the summer reading program and story times
- Circulation of Library materials and usage of computers and electronic resources
- Continue vigilance monitoring of the daily temperature in the building in order to provide a more comfortable environment for patrons, volunteers, and staff

Program Description:

The Library provides diverse services for the citizens of Redlands. The legal organization of the Library is described in the State Education Code: "The Legislature finds and declares that it is in the interest of the people and the State that there be a general diffusion of information and knowledge through the continued operation of free public libraries..." In addition, the State Education Code provides that the "Library shall be managed by a board of library trustees, consisting of five members to be appointed by the City Council."

Program Objectives:

The Library's objective is to provide current books, periodicals, and audio visual material for circulation to adult and children, as well as online eBooks, audio books, and reference databases; stimulate and develop reading skills through children, teen, and adult programming; provide reference and information services; provide computer access and free Internet; provide an archives/history room for local and regional history; provide a library/museum to Abraham Lincoln and the Civil War; and provide a museum repository for the history of Redlands.

Significant Program Changes:

None.

Accomplishments for Fiscal Year 2014-2015:

- Worked closely with the Redlands Historical Museum Association and a major donor to secure a suitable building for our long-awaited museum.
- In conjunction with the University of Redlands and ESRI, the Library held its first "Geography Day" focusing on the continent of Africa.
- Made significant progress in addressing our HVAC challenges.
- Staged six multi-week computer training classes and employment workshops.
- Celebrated our third "Library Days," an all ages event designed to promote library resources.
- Circulated over 250,000 items to its 58,000 cardholders.
- The Lincoln Shrine created a new exhibit on the 150th anniversary of the final year of the American Civil War.
- The Lincoln Shrine continued to enjoy a steady number of school tours and attendance at its programs.
- Expanded and improved wireless coverage throughout the Library and the Lincoln Shrine.
- Continued to offer diverse educational and informative adult programming.
- Improved security camera system.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
LIBRARY ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101190

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	928,848	971,230	979,267	1,062,006	
4005 Salaries: Part Time	129,872	183,570	164,645	182,940	
4010 Overtime Salaries	142	0	107	0	
4015 Banked Leave Buy Back	72,229	70,143	70,143	80,362	
4050 Pension Contributions	194,329	185,763	184,566	201,249	
4051 Fica/Medicare	81,681	90,156	85,579	94,413	
4053 Deferred Compensation	12,085	12,185	12,185	12,399	
4055 Health/Dental Insurance	123,060	120,697	130,510	137,783	
4056 Worker's Comp Insurance	31,178	29,940	29,940	37,285	
4057 Disability Insurance	3,072	3,367	2,963	3,507	
4058 Unemployment Insurance	11,912	13,454	14,018	14,380	
4059 Life Insurance	990	1,008	1,018	1,071	
4080 Vehicle Allowance	7,600	3,000	4,800	4,800	
4081 Eyecare Reimbursement	1,862	3,600	3,600	3,825	
4084 Clothing Cash Payment	1,400	1,600	1,600	1,767	
4085 Other Taxable Benefits	9,363	9,600	9,600	9,600	
TOTAL SALARIES AND BENEFITS	1,609,623	1,699,313	1,694,542	1,847,387	
SERVICES					
5270 Printing and Binding	1,670	1,500	1,500	1,500	
5275 Postage	2,276	3,000	3,000	3,000	
5303 Telephone	8,631	9,000	9,000	9,000	
5395 Info Technology Services Charge	18,824	7,956	7,956	14,759	
5490 Other Insurance	86,985	55,000	55,000	55,000	
5570 Office Equip & Furn Rent	7,078	7,750	7,750	7,750	
5950 Bad Debt Expense	84	0	161	200	
TOTAL SERVICES	125,548	84,206	84,367	91,209	
SUPPLIES					
6140 Office Supplies	8,818	9,700	9,700	9,700	
6210 Repair/Maintenance Supplies	4,751	4,000	4,000	4,000	
6310 Janitorial Supplies	443	0	0	0	
6350 Building Supplies	22	1,000	1,000	1,000	
6510 Small Tools & Equipment	140	250	250	250	
6590 Special Departmental Supplies	11,500	500	500	500	
6610 Books	0	0	47	0	
TOTAL SUPPLIES	25,674	15,450	15,497	15,450	
DIVISION TOTAL	1,760,845	1,798,969	1,794,406	1,954,046	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
LINCOLN SHRINE

FUND
GENERAL FUND

ORGKEY
101193

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5275 Postage	161	250	250	250	
5303 Telephone	687	700	700	700	
TOTAL SERVICES	848	950	950	950	
SUPPLIES					
6610 Books	914	850	850	850	
TOTAL SUPPLIES	914	850	850	850	
DIVISION TOTAL	1,762	1,800	1,800	1,800	
DEPARTMENT TOTAL	1,762,607	1,800,769	1,796,206	1,955,846	

City of Redlands
2015-2016
Proposed Budget

Police

Mission Statement:

The Redlands Police Department has developed and implemented a strong community oriented policing philosophy and developed evidenced based policing strategies to reduce crime and insure quality service to our community. We strive to promote virtue based policing and service oriented leadership. Included in the strategy is prevention, intervention and suppression efforts designed to enhance the department's ability to promote community safety.

Departmental Goals:

- Develop leaders
- Use technological improvements to create efficiencies and prevent and reduce crime
- Continue to improve customer service, morale, and performance
- Continue the department's Officer Wellness Program
- Improve organizational professionalism
- Leverage available resources through the use of volunteers, analysts, video cameras and data driven solutions to create greater efficiencies

Sustainability Efforts:

- Officers and volunteers continue to regularly use Segways, foot patrol, and bicycles for downtown patrol duties and special events
- The department continues to find new smart phone applications that will significantly reduce the amount of paper used to collect information

Performance Measures:

- Maintain our response time to emergency calls-for-service at 5:30 or less
    - Improved safety of citizens through an expedient response
- Decrease injury collisions in the City by 5% through education and enforcement
    - Improved safety of citizens while driving in the City
- Maintain Part 1 Crime clearance rates above national average
    - Improved ability to reunite victims with their stolen property
    - Improved accountability for offenders that commit crime in the City

City of Redlands
2015-2016
Proposed Budget

Police
Field Services

Investigative Services Bureau

Program Description:

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

The Redlands Police Department's Investigative Services Bureau (ISB) is comprised of the following specialized units:

- *Violent Crimes Unit:* This unit has primary responsibility for homicides, rapes, assaults, robberies, and other acts of violence against adults.
- *Special Victims Unit:* This unit has primary responsibility for crimes against children, senior citizens, and crimes committed by juveniles.
- *Property Crime Unit:* This unit is responsible for burglaries, fraud, identity theft, vehicle theft and other theft related crimes.
- *Forensic Investigation/Property and Evidence Unit:* This unit is responsible for crime scene processing, evidence, property retention, and all forensic evidence development and preservation.
- *Crime Analysis Unit:* This unit has primary responsibility for analyzing crime trends, series, and patterns to increase the department's ability to investigate and apprehend criminals, as well as control crime.

Program Objectives:

- Investigate crimes to disposition, including arrest, prosecution, and conviction
- Develop and implement strategies to address crime trends, patterns, and series
- Train and educate patrol officers in specialized criminal investigations and procedures
- Process crime scenes and effectively handle all evidence and seized property

Significant Program Changes:

None

Accomplishments for Fiscal Year 2014-2015:

- In September, detectives responded to the 1000 block of Post Street to investigate the murder of a 17-year-old male who was found in an alley. The investigation revealed that the victim was attempting to steal a marijuana plant from the suspect's backyard. After extensive investigation, detectives arrested the suspect for the homicide. The suspect is currently awaiting trial for murder.
- Detectives investigated an assault with a deadly weapon case where the suspect stabbed the victim in the neck. Through tireless investigation, detectives and Multiple Enforcement Officers identified the suspect and arrested him. Upon being arrested, detectives were able to determine that the suspect had also been involved in an armed robbery in another jurisdiction. The suspect was held to answer on all charges and faces 25 years to life in prison.
- The GPS Tracker Program that the Redlands Police Department began using to solve crime and apprehend criminals is now a nationally recognized crime-fighting tool. To date, the program is responsible for the arrest of 152 suspects for various crimes in the City.

Special Operations Bureau

Program Description:

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

- *Multiple Enforcement Team*: (MET) is a proactive group of officers whose responsibilities include monitoring and suppressing gang activity, addressing emerging crime patterns and series, and conducting investigations on gang-related crimes. MET suppresses gang activities and crime patterns through street contact, intelligence gathering, and selective enforcement. MET works closely with the probation and parole departments and participates in countywide gang suppression activities. MET is also responsible for staffing the PACT position and fulfilling the obligations associated with the assignment. In addition, MET is responsible for the fugitive apprehension of suspects who have committed serious crimes in the City of Redlands. MET also handles all criminal extraditions for the police department. This requires team members to travel to different jurisdictions or states to retrieve wanted suspects who have been apprehended for crimes committed in Redlands. The team relies heavily on crime data and analysis to perform their mission. MET also serves as the department's Special Weapons and Tactics Team (SWAT). They perform high-risk operations that fall outside the abilities of regular officers. SWAT duties include serving high-risk search warrants and dealing with barricaded suspects and heavily-armed criminals.
- *Post Release Community Supervision (PRCS) Liaison*: The Redlands Police Department has partnered with the San Bernardino County Probation Department in efforts to better supervise and rehabilitate people who are released into our community from state prison and county jail, pursuant to Assembly Bill 109. The San Bernardino County Probation Department has assigned one probation officer, on a full time basis, to work with the Redlands Police Department Multiple Enforcement Team. The team created PREPARE, Probation & Redlands Empowering Program Assisting with Re-entry Efforts. The team interacts with the PRCS probationers released to the Redlands area on a daily basis and is responsible for monitoring the compliance of their terms of probation and taking enforcement action when appropriate. Through the collaborative efforts of the Redlands Police Department, the San Bernardino County Probation Department, and community volunteers, the team also offers a wide variety of resources to assist the PRCS probationers with their re-entry into society. This is a collateral duty of the Multiple Enforcement Team.
- *Police and Corrections Team (PACT):* PACT consists of one police officer from RPD along with parole officers from the California Department of Corrections. They interact on a consistent basis with those parolees released to the Redlands area. The team focuses on facilitating the parolee's

successful transition back to the community and into their family environment. The team is also responsible for monitoring the parolee's compliance with their terms of parole and taking the appropriate enforcement action. This is a collateral duty of the Multiple Enforcement Team.

- *Narcotics Unit*: This unit addresses the persistent issues surrounding the sales, distribution, and use of illegal drugs. It supervises and staffs much of the *East Valley Street Enforcement Team* (EVSET) which is a regional narcotic's task force also comprised of members of the San Bernardino County Sheriff's Department and the Beaumont Police Department. The unit is responsible for suppressing drug-related crime in the eastern portion of the San Bernardino Valley up to and including the City of Beaumont. The narcotics unit has an officer that is a member of IRNET, the *Inland Regional Narcotics Enforcement Team*. The IRNET Team is responsible for major narcotics investigations throughout the Inland Empire. The narcotics unit also has an officer assigned to the Drug Enforcement Agency (DEA) Task Force. The task force is responsible for major narcotics investigations throughout the greater Inland Empire area and beyond. Additionally, an officer and narcotics detection canine are assigned to a Parcel Interdiction Team. This team is responsible for locating narcotics and paraphernalia entering the community through the mail.
- *Air Support Unit:* The RPD Air Support Unit provides aviation support to the Redlands Police Department, as well as regionalization with the Fontana Police Department, with the goal of enhancing the safety of officers and the public, reducing crime, and increasing community support for law enforcement.
- *Crisis Negotiation Team:* The RPD Crisis Negotiation Team responds to incidents that involve barricaded subjects, with or without hostages, and suicidal subjects. Using highly skilled and trained negotiators, the team strives to resolve incidents as peacefully as possible, thereby reducing the risk of injury or loss of life.
- *Community Policing:* Two officers are assigned to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime in Redlands. The community policing officers organize several events throughout the year to promote resident's positive interaction with law enforcement. In addition, they deal with the issue of homelessness and diligently work to connect the homeless population with resources to help them overcome their challenges.

Program Objectives:

- Use proactive efforts through prevention, intervention, and suppression to address criminal activity, crime trends, and criminal offenders
- Continue participation in the EVSET, IRNET, DEA, and Parcel Task Forces which enhance the effectiveness of efforts to lower illegal narcotic sales, use, and production in the Inland Empire area
- Continue collaborative efforts to supervise and rehabilitate probationers released into our community on Post Release Community Supervision (PRCS)
- Continue implementation of the Police and Corrections Team (PACT) which has achieved success with parolees and their families
- Train and educate patrol officers in specialized criminal investigations and procedures
- Leverage the Department's resources through air support

Significant Program Changes:

Obtained a full-functioning armored rescue vehicle.

Accomplishments for Fiscal Year 2014-2015:

- MET has made over 620 arrests so far in FY 2014/2015
- MET located a stolen vehicle in the area of Webster/Union. After conducting surveillance, the car drove away. MET officers stopped the car and arrested a subject for possession of stolen property. Officers used information from that arrest and wrote a search warrant for a residence

located in the 800 block of West Lugonia Avenue. The search warrant revealed the resident was operating a chop shop in the back yard of the residence.

- MET developed information that subjects involved in residential burglaries were hiding in the 900 block of Colombia Street. During surveillance, officers observed two subjects in the backyard of a residence. As officers attempted to contact the subjects, one of the subjects ran but was quickly detained. Officers discovered IPads, MAC books, an Xbox, a badge, EMT equipment and jewelry were in his possession. Officers determined the items were stolen from at least three different residential burglaries.
- IRNET conducted an investigation that led to the seizure of 110 kilos of cocaine and approximately $1.3 million in cash.
- IRNET conducted an investigation that led to the confiscation of 15 kilos of cocaine, 58 lbs. of methamphetamine, three firearms, and approximately $5,000 cash from a residence.
- In 2014, EVSET made 278 arrests, served 109 search warrants, located 40 firearms (including 2 assault rifles), located two drug labs, and seized 94.5 lbs. of methamphetamine, 1.5 lbs. of heroin, 204 lbs. of marijuana, 10,978 pills, 2.6 lbs. of cocaine, and $344,934 in US currency.
- EVSET has conducted three vice operations in Redlands leading to two arrests from massage parlors and two arrests from motels for prostitution.
- The Redlands Police Department K9 Officer continues to work with the United States Postal Inspectors conducting parcel interdictions. They have seized large quantities of narcotics and US currency throughout the year.
- The RPD Air Support Unit (Redhawk-1) handled over 1,300 calls for service. Over 800 of those calls were without the use of ground units. They were the first on-scene to over 200 calls, assisted on 72 felony arrests, located 16 stolen vehicles with Lojack, assisted in 6 vehicle pursuits and 15 foot pursuits, and assisted in the seizure of over $1.7 million in narcotics and $1.2 million dollars in cash.
- Volunteer pilots and co-pilots donated over 2,500 hours to sustain our air support efforts.
- Community Policing Officers partnered with City personnel, local businesses, and service groups on a campaign to address aggressive panhandling in the City. Literature, posters, and a donation website were introduced to educate the community on homeless issues and provide a charitable alternative for citizens to donate to.
- Community Policing Officers organized several youth related activities focused on creating positive interactions between law enforcement and the youth in the community. Examples include the Christmas Block Party, Tailgate With-A-Cop, Shop With-A-Cop, Midnight Hoops, and Back-2-School Jam.
- The Department partnered with Bikes4Vets, a program designed to provide bicycles to local veterans in need of transportation. 23 bicycles were given to the organization just in time for Christmas.
- Every Officer was equipped with a Level-4 vest for use in active shooter and other violent situations.

OPERATIONS DIVISION

Patrol Services Bureau

Program Description:

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

- *Patrol*: Patrol teams are comprised of seven to eight officers including the corporal and sergeant. There are six patrol teams that rotate schedules supplemented by civilian Community Service Officers.
- *Traffic and Special Events*: One sergeant is assigned to the Traffic and Special Events Unit. This person is responsible for coordinating the efforts of the traffic officers assigned to each patrol team and parking control officers to effectively investigate traffic related matters and to enforce

parking standards throughout the City. The sergeant also manages all the OTS (Office of Traffic Safety) grants which encompass sobriety checkpoints, Click It or Ticket, additional traffic enforcement and DUI saturation patrols during special events and holidays. In addition to traffic duties, the sergeant and three parking control officers organize traffic flow for all the special events in town such as the Christmas Parade, Redlands Bicycle Classic, Run Through Redlands, Lincoln Pilgrimage Parade, RHS and REV graduation ceremonies, several triathlon/5-10 K runs and approximately thirty additional special events that are held on weekends that require traffic control. The police sergeant also supervises all Citizen Volunteer Patrol members and our Park Rangers.

- *Reserves*: The Redlands Police Department Reserve Unit is comprised of volunteers from a variety of professions, who live in the city or neighboring communities. Reserve officers receive extensive training in the many facets of law enforcement, which they routinely put to use while assisting the department. Reserve officers render valuable assistance to all units in the department including; patrol, traffic, community policing, and investigations. Reserve officers most frequently assist in patrol related activities such as traffic and crowd control. They are also involved in investigative and administrative assistance. Reserve officers are available for call-out to assist in special emergency situations, such as flooding, fires, major traffic collisions and crime scene security. The officers provide other public service assistance, such as maintaining security at school functions and sports activities. The Reserve Unit also serves as valuable training for future law enforcement officers. Throughout the history of the Unit, many members have been hired by the Redlands Police Department and other local agencies as full-time police officers. The Reserve Unit currently consists of three members.
- *Citizen Volunteers*: The Department also has a Citizen Volunteer Patrol (CVP) unit consisting of 40 hard working men and women. After a person successfully completes the application process to join the CVP program, they spend 32 hours in a preparation academy. This intensive training gives them an understanding of the various components of the department and the expectations of the community. After their initial training the CVPs patrol the City in specially marked patrol units.
- *Park Rangers*: The Redlands Police Department's Citizen Volunteer Park Ranger (CVPR) Unit follows the concept that a highly visible, uniformed, unarmed "eyes and ears" unit will assist the Police Department in making the City parks, City orange groves, the Santa Ana River Wash, and San Timoteo Canyon safer places for the community's use. The CVPRs patrol on horseback, dual sport motorcycles, Segways, mountain bikes and on foot. CVPRs routinely visit with citizens in the patrol areas and are considered one of the department's "public relations" units. CVPRs are on the lookout for illegal activities in the patrol areas, including the use of alcohol, smoking in the parks, after-hours activities in the parks, significant trash accumulations, and signs of suspicious activity. All CVPRs on patrol carry a police radio and are in constant contact with dispatch and the officers on duty. The Unit currently has 40 CVPRs.
- *Explorers*: The Redlands Police Department Law Enforcement Explorer Post is a career exploration program, sponsored by the department and affiliated with the Boy Scouts of America. The Explorer Post began in 1968 and has been the starting point for many future law enforcement officers. Young men and women interested in joining the program must be at least 15 years of age and no older than 21 years. The program is one of career exploration and education for youth interested in learning about the field of law enforcement. The program is not designed to rehabilitate troubled youth, but to further the knowledge of youth of good moral, ethical and educational standing who maintain a GPA of 2.0 or higher. The program currently has 10 Explorers.
- *Field Training and Evaluation Program*: The field training and evaluation program is responsible for the development of new recruits into competent officers. The Department currently has 11 field training officers.
- *Custody*: The Department contracts with G4S Secure Solutions for 112 hours per week to provide custody officers who are responsible for the booking, processing, and transportation of prisoners.

Program Objectives:

- Respond to all calls for service in a timely manner and render appropriate assistance upon arrival

- Conduct criminal investigations and prepare required documentation to be forwarded to investigators, the District Attorney and/or other agencies
- Maintenance of a 'lockup' custodial facility that is in compliance with applicable state and federal law
- Development of new recruits into competent police officers
- Maintain an atmosphere of positive and professional contacts between all officers and members of our community
- Support the Department's community policing and problem solving efforts through active participation and input on issues
- Conduct proactive patrols and take the appropriate enforcement action
- Reduce the amount of traffic collisions by enforcing traffic violations
- Reduce the amount of traffic collisions caused by DUI drivers by conducting DUI checkpoints
- Maintain a strong, viable volunteer program that assists Department members in their efforts to provide a safe and sustainable community

Significant Program Changes:

- 4 officers hired under federal Community Oriented Policing Services grants were retained at the conclusion of the grants.
- The custody contract with G4S was increased from 80 hours to 112 hours per week to more efficiently manage the Department's patrol resources.

Accomplishments for Fiscal Year 2014-2015:

- The division continued to utilize its Community Response Unit (CRU) to perform a variety of suppression, prevention, and intervention activities to address crime, traffic, and disorder issues. The CRU is a function of the Patrol Services Bureau and will primarily is staffed with officers on an overtime basis and by Reserves, when they are available.
- In an effort to address crime and disorder issues in the downtown area, as well as in other commercial areas, the Operations Division reinstituted the Department's bicycle patrol program. The bicycle patrol program is part of The Community Response Unit and has been largely successful in addressing issues surrounding homelessness, theft and disturbances. This program is particularly successful in reducing auto thefts in the Citrus Plaza during the busy holiday shopping period.
- A Crime Prevention and Education unit was established using an existing Community Service Officer to coordinate many of the Department's community outreach programs. This program brings crime and traffic safety presentations to schools, performs car seat inspections and coordinates the Neighborhood Watch program to name a few of its duties.
- Seven new police officers were successfully trained in the Field Training and Evaluation Program to fill vacancies created through attrition.
- The Operations Division coordinates the Responsible Redlands initiative which is a collaborative effort that focuses on curbing problems related to binge and underage drinking through ongoing strategic operations to enforce existing alcohol laws. Through this program, the Department has conducted several enforcement operations related to the provision of alcohol to underage individuals. Additionally, grant funding has allowed the Traffic Unit to perform over two dozen DUI checkpoints and 12 DUI saturation patrols this year in an effort to curb the deadly crime of impaired driving.
- Patrol officers have become accustomed to utilizing their department issued smart phones to aid in solving problems. For example, officers commonly use their phones to capture and transmit images of missing persons, suspects, and other 'Be On the Look Out' information instantaneously leading to incredible time and resource savings.
- CVP members donated 12,173 hours and the Citizen Volunteer Park Rangers donated 10,634 hours in 2014. These volunteers are a vital part of the department's strategy to meet the needs of the community.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
FIELD SERVICES

FUND
GENERAL FUND

ORGKEY
101200

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	6,837,721	7,611,968	7,417,810	8,669,889	Includes 3% MOU increase
4002 Labor Code Section 4850	393,052	0	141,822	0	
4005 Salaries: Part Time	53,030	65,769	65,769	68,303	
4010 Overtime Salaries	336,177	334,849	441,030	347,881	2014/15 OT MOU Inc & unfilled vacancies
4011 Overtime: Reimbursable	202,645	280,500	213,076	264,525	Includes fee waived Air Fest & RBC
4012 Stand By	1,659	21,708	6,475	21,708	
4014 Homicide OT	15,448	0	6,772	0	
4015 Banked Leave Buy Back	1,482,604	960,000	1,129,783	1,000,000	2015/16 Includes retirement pay offs
4025 Police Reserves	7,300	17,400	4,400	18,300	Increase Reserves to 15
4035 Overtime: Court/Other	54,438	71,500	57,746	75,075	OT 15/16 requests includes inc due to MOU rai
4050 Pension Contributions	3,894,004	4,273,113	3,912,918	4,472,023	Includes PERS lump sum payment
4051 Fica/Medicare	166,443	186,327	175,574	193,786	
4053 Deferred Compensation	9,406	9,881	10,153	10,361	
4055 Health/Dental Insurance	1,646,965	1,602,760	1,512,312	1,483,938	Includes retiree's medical copay reimb
4057 Disability Insurance	4,005	5,132	4,274	4,584	
4058 Unemployment Insurance	27,953	38,192	33,278	40,470	
4059 Life Insurance	5,101	5,335	5,148	5,533	
4081 Eyecare Reimbursement	675	2,025	2,025	2,194	
4082 Clothing Allowance	96,375	98,400	89,600	103,450	
4085 Other Taxable Benefits	56,402	72,180	83,147	96,672	
TOTAL SALARIES AND BENEFITS	15,291,403	15,657,038	15,313,113	16,878,692	
SERVICES					
5040 Undercover Investigations	20,000	20,000	20,000	20,000	
5360 Machinery & Equip Maint	7,334	7,500	7,500	7,500	
5395 Info Technology Services Charge	130,274	130,274	130,274	131,058	
5880 Special Contractual Services	212,854	255,990	255,990	278,480	Includes G4S, Crossing Guards & Parking Cits
5950 Bad Debt Expense	11,518	12,000	16,000	15,000	
TOTAL SERVICES	381,980	425,764	429,764	452,038	
SUPPLIES					
6120 Chemical & Lab Supplies	2,999	3,000	3,000	3,000	
6210 Repair/Maintenance Supplies	13,783	0	0	0	
6510 Small Tools & Equipment	4,906	5,000	11,000	5,000	Replace 4 Lidar's
6590 Special Departmental Supplies	19,990	19,800	25,000	25,000	
TOTAL SUPPLIES	41,678	27,800	39,000	33,000	
FIXED ASSETS					
7100 Motor Vehicles	141,602	581,864	601,965	0	
7140 All Other Equipment	0	205,939	198,299	0	
7150 Other Betterments/Improvement	0	34,436	34,436	0	2014/15 Security Gate at EOC
TOTAL FIXED ASSETS	141,602	822,238	834,700	0	
DIVISION TOTAL	15,856,663	16,932,840	16,616,577	17,363,730	

City of Redlands
2015-2016
Proposed Budget

Police
Communications

Program Description:

The Communications Section is a significant component of the Police Department, providing a vital link between the community and public safety personnel. Communications personnel are often the first contact in a citizen's emergency situation. Communications personnel interpret the individual's needs and coordinate the response of appropriate services to meet those needs. These highly trained individuals are responsible for providing assistance to callers on more than twenty-five incoming telephone lines including 911 emergency, alternate emergency and business lines. In addition to answering the multitude of phone lines, communications personnel are tasked with dispatching calls via radio and a Computer Aided Dispatch (CAD) system. They also monitor over a dozen different radio channels. These radio channels include all of the frequencies utilized by the various units of the department, local government and other allied agencies. Dispatchers use a unified channel to link a Redlands Police Department officer with officers from other area agencies. This radio link capability is especially useful during vehicle pursuits into other jurisdictions and when responding to mutual requests for assistance. The Communication Section also utilize a variety of cameras from various locations in town to support responding units on calls for service and by providing an additional resource to ensure site security at the various locations. The Communications Section implemented the ability for members of the community to contact the Communications Unit through a 911 e-mail system which is currently one of the only such systems in San Bernardino County. The Communications Section is currently allocated 4 camera operators, 13 full-time dispatchers, 3 part-time dispatchers and one shift supervisor, who respond daily to hundreds of telephone and radio calls.

Program Objectives:

- Increase effectiveness and improve efficiency through increased information in the field and to further compatibility to a SDSV System
- Answer all incoming calls on emergency, alternate emergency, and business lines in an expeditious and courteous manner, instantly prioritizing and relaying calls to police personnel in the field by entering designated calls for service into the CAD system, or immediately transferring the call to the appropriate agency for response; monitor and utilize over 130 cameras placed at various locations throughout the City of Redlands
- Dispatch calls for service, process requests from officers in the field, to include the response of additional personnel, equipment and/or resources
- Facilitate and prioritize telephone contacts and communication between the public, public safety agencies and other City departments
- Support the department's community policing policy, including but not limited to the one-on-one instruction from Redlands Police Dispatchers to local elementary students through the 911-for-Kids program. Support problem solving efforts through active participation and input on police department issues

Significant Program Changes:

None.

Accomplishments for Fiscal Year 2014-2015:

- Continued Quality Assurance and Review Program where Supervisors randomly reviewed calls to ensure that Police Department customer service expectations, departmental protocols and guidelines are met.
- Dispatchers answered 40,082 9-1-1calls.
- Dispatchers answered 115,220 business and alternate emergency lines.
- There were 55,394 calls for service.
- Video cameras were used on 2,055 calls.
- The implementation of a new $325,614 9-1-1 telephone system was completed in 2014. The new system interface consists of computers and keyboards and Next Generation 911 technology.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
COMMUNICATIONS

FUND
GENERAL FUND

ORGKEY
101201

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	664,898	767,520	673,904	754,599	
4005 Salaries: Part Time	11,658	41,764	41,764	41,760	
4010 Overtime Salaries	34,006	72,075	42,000	50,000	
4012 Stand By	0	0	10,000	10,000	
4015 Banked Leave Buy Back	18,052	17,280	9,525	18,510	
4050 Pension Contributions	147,960	140,501	127,256	142,998	
4051 Fica/Medicare	56,483	70,138	60,291	69,846	
4055 Health/Dental Insurance	173,859	175,067	163,308	174,492	
4057 Disability Insurance	7,108	8,751	6,775	7,841	
4058 Unemployment Insurance	6,120	8,246	8,246	8,680	
4059 Life Insurance	829	882	773	913	
4081 Eyecare Reimbursement	597	3,150	3,150	3,319	
4082 Clothing Allowance	11,700	14,000	10,000	14,250	
4085 Other Taxable Benefits	4,300	4,200	7,242	11,571	
TOTAL SALARIES AND BENEFITS	1,137,570	1,323,573	1,164,234	1,308,778	
SERVICES					
5340 Office Equipment Maintenance	181	2,500	2,500	2,500	
5395 Info Technology Services Charge	14,597	14,597	14,597	14,685	
5580 Communications Svs & Rental	361,736	370,000	367,750	370,000	
TOTAL SERVICES	376,514	387,097	384,847	387,185	
SUPPLIES					
6500 Office Equipment & Furniture	2,646	2,998	2,998	2,998	
6510 Small Tools & Equipment	470	1,270	1,270	1,270	
6590 Special Departmental Supplies	1,240	1,400	1,400	1,400	
TOTAL SUPPLIES	4,356	5,668	5,668	5,668	
DIVISION TOTAL	1,518,440	1,716,338	1,554,749	1,701,631	

City of Redlands
2015-2016
Proposed Budget

Police
Support Services

Program Description:

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

The Office of the Chief of Police is comprised of the Chief, one Executive Assistant, one Management Analyst, and a Sergeant in charge of internal investigations. The Chief's Executive Assistant is the community's primary point-of-contact for the Office, handling complex and confidential executive level administrative and secretarial duties for the management staff. The Executive Assistant also coordinates special projects and events. The Management Analyst's responsibilities include ensuring the department's needs are being met through budget development and monitoring, purchase requisitions, grant coordination and payroll processing. The Executive Assistant and the Management Analyst ensure the department's compliance with governmental requirements. The Operations Coordinator coordinates the background investigations for new hires and oversees and maintains all training and personnel files. The Professional Standards Sergeant oversees internal investigations and personnel issues and is the point of contact for the community for any inquiries and complaints.

The Records Unit consists of a Customer Service Supervisor, 4 Customer Service Representatives, and 1 part time Court Liaison who are responsible for the maintenance and security of all criminal records, as well as processing all reports, citations and other records produced by the other departmental units. The Customer Service Representatives are also the primary point-of-contact for the community when they come to the department for records. The Records Unit ensures the department's compliance with statutory requirements for the input and processing of many records and trains others in the California Law Enforcement Telecommunications System. Records personnel are also responsible for cross-reporting to other law enforcement agencies, courts, Child Protective Services,

The Maintenance Worker responds to concerns of safety issues that are minor, general maintenance. He works with the City's Building Maintenance staff to assist the department when projects are larger in scale. Our maintenance worker provides minor repairs which keeps down time to a minimum.

The Operations Manager oversees the Records Unit, Communications Unit, the D.A. liaison, the maintenance worker, part-time fleet Customer Service Officer, fleet and other specialized duties. She works daily with other city staff to ensure a timely response from the Police Department.

Program Objectives:

- Ensure that all department members receive training for the California Law Enforcement Telecommunications System computer system
- Provide expedient service to police officers, court officials, citizens and the press when requesting records information
- Ensure department safety and efficiency through standard maintenance programs
- Process records in compliance with statutory requirements
- Provide outstanding customer service to internal and external customers

Significant Program Changes:

- CryWolf software was purchased as a false alarm management solution. It tracks false alarms, processes invoices, and collects payment. CryWolf false alarm management solutions reduce false alarms, increase fee and fine collections, and streamlines false alarm administration drastically reducing the amount of staff time that was previously spent to process false alarms.

Accomplishments for Fiscal Year 2014-2015:

- Customer Service Representatives processed over 10,000 reports, 2,883 arrest reports, 2,021 traffic citations, 938 traffic collision reports, and 488 vehicle releases in compliance with statutory requirements. Along with processing the reports Customer Service Representatives entered 1,230 calls for service at the front counter.
- In June 2014 the police department started Beta testing a new software program called Thin Blue Line. This program allows officers to use an iPad in the field to write citations. The use of the iPad speeds up the process of issuing citations, facilitating exchange of information and writing collision reports all while in the field.
- 18 patrol units and 4 unmarked sedans were purchased and outfitted, replacing 22 older units in the fleet and rotating them out of service, ensuring the safety of the officers driving them.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SUPPORT SERVICES

FUND
GENERAL FUND

ORGKEY
101202

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	711,109	731,328	799,329	846,135	
4005 Salaries: Part Time	29,458	119,500	24,134	95,000	
4010 Overtime Salaries	9,363	11,200	6,500	11,200	
4015 Banked Leave Buy Back	32,778	41,750	54,063	50,274	
4050 Pension Contributions	243,787	209,481	171,212	199,169	
4051 Fica/Medicare	47,167	57,490	61,461	63,187	
4053 Deferred Compensation	8,630	8,708	8,827	9,211	
4055 Health/Dental Insurance	148,239	123,102	145,983	137,730	
4056 Worker's Comp Insurance	509,189	605,940	605,940	754,581	
4057 Disability Insurance	3,770	4,359	4,352	4,550	
4058 Unemployment Insurance	4,985	6,836	6,691	6,944	
4059 Life Insurance	669	677	736	740	
4081 Eyecare Reimbursement	1,310	2,419	2,419	2,700	
4082 Clothing Allowance	1,313	1,234	1,153	1,234	
4084 Clothing Cash Payment	1,400	2,485	2,485	2,566	
4085 Other Taxable Benefits	13,552	5,850	11,135	8,005	
TOTAL SALARIES AND BENEFITS	1,766,719	1,932,359	1,906,418	2,193,225	
SERVICES					
5034 Collection Agent/Bank Fees	50	100	50	100	
5050 Fingerprinting	12,255	20,000	13,500	20,000	
5140 Legal Services	1,247	2,485	2,485	3,200	
5141 Settlements/Judgements	790	0	0	0	
5180 Medical/Physicals	35,297	72,000	60,000	72,000	
5190 Other Professional Services	0	10,000	10,000	0	
5255 Travel Expense Reimbursement	42,632	68,250	42,743	68,250	
5270 Printing and Binding	9,175	29,695	25,695	29,695	
5275 Postage	3,747	6,000	6,000	6,000	
5280 Advertising	403	0	0	0	
5303 Telephone	175,790	200,000	197,500	200,000	
5310 Electricity & Gas	4,798	6,000	5,500	6,000	
5510 Land and Building Rent	0	0	0	5,400	Approved by Council on 3/17/2015
5360 Machinery & Equip Maint	3,704	5,000	5,000	5,000	
5365 Vehicle Maintenance	6,699	4,000	5,000	4,000	
5395 Info Technology Services Charge	1,093,170	1,093,170	1,093,170	1,099,749	
5396 City Garage Charges	667,657	432,353	432,353	366,908	
5570 Office Equip & Furn Rent	22,548	29,190	29,190	29,190	
5590 Other Rentals	520	500	525	525	Ice machine at City Yards (PD pro-ratec
5800 Subscriptions & Memberships	3,975	4,500	4,500	4,500	
5840 Training	53,153	50,493	76,000	85,500	Inc due to mandatory EVOC/PITT traini
5880 Special Contractual Services	21,884	34,716	32,973	44,814	Includes Annual Taser Assurance Plan
5950 Bad Debt Expense	1,210	1,500	500	1,500	
TOTAL SERVICES	2,160,704	2,069,952	2,042,684	2,052,331	
SUPPLIES					
6130 Books & Supplies	400	500	500	500	
6140 Office Supplies	34,201	34,000	35,000	40,000	
6160 Medical Supplies	390	1,300	1,300	1,300	
6170 Weapons & Ammunitions	35,193	141,134	141,134	50,000	Purchased 100 Tasers in 2014/15
6180 Turnouts/Uniforms/Sfty Clothing	30,858	44,142	44,142	44,142	
6190 Photo & Copying Supplies	1,309	10,000	10,000	1,500	Forensic/MET cameras

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SUPPORT SERVICES

FUND
GENERAL FUND

ORGKEY
101202

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
6210 Repair/Maintenance Supplies	186	500	500	500	
6310 Janitorial Supplies	0	500	50	500	
6500 Office Equipment & Furniture	4,966	5,500	8,000	5,500	
6510 Small Tools & Equipment	1,147	1,500	1,500	1,500	
6560 Food	1,858	2,000	2,000	2,000	
6590 Special Departmental Supplies	9,074	10,000	11,000	11,000	
TOTAL SUPPLIES	119,582	251,076	255,126	158,442	
DIVISION TOTAL	4,047,005	4,253,387	4,204,228	4,403,998	

City of Redlands
2015-2016
Proposed Budget

Police
Animal Control

Program Description:

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

Program Objectives:

- Promote the adoption of cats and dogs housed in the shelter
- Increase the number of animals treated in the spay and neuter program
- Increase volunteer opportunities at the shelter and in special events
- Promote community partnerships to enhance animal welfare

Significant Program Changes:

Implemented the use of a paid part-time employee to work when either the full-time animal control officer or the animal control supervisor is on vacation, sick, injury leave, or some other form of leave time.

Recruited volunteers which have allowed field service to expand to seven days a week.

Expanded pet adoption shows to almost every weekend at local and out-of-county adoption events.

Accomplishments for Fiscal Year 2014-2015:

- Pet adoptions and rescue events have increased adoption rates and helped to decrease euthanasia at the Redlands Animal Shelter.
- During an end of the year publicity fundraising event, over $19,000 was donated to the spay/neuter account.
- $22,000 was raised for construction of a Care and Isolation Room for the animal shelter.
- Outdoor dog capacity was increased by six animal cages.
- Donated animal food fed all of the animals at the shelter this year.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
ANIMAL CONTROL

FUND
GENERAL FUND

ORGKEY
101203

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	137,867	139,202	144,248	143,355	
4005 Salaries: Part Time	18,583	13,484	25,197	30,594	Added PT ACO in 2014-15 for coverage
4010 Overtime Salaries	2,499	8,500	1,500	8,500	
4015 Banked Leave Buy Back	3,966	7,123	3,733	4,924	
4050 Pension Contributions	30,933	25,475	27,461	27,166	
4051 Fica/Medicare	12,604	13,065	13,538	14,499	
4055 Health/Dental Insurance	37,670	35,957	39,284	39,133	
4057 Disability Insurance	1,432	1,573	1,386	1,431	
4058 Unemployment Insurance	1,830	1,736	2,170	2,170	
4059 Life Insurance	187	189	192	189	
4081 Eyecare Reimbursement	0	675	675	675	
4082 Clothing Allowance	2,175	2,475	2,150	2,150	
4085 Other Taxable Benefits	0	0	325	325	
TOTAL SALARIES AND BENEFITS	249,746	249,454	261,859	275,110	
SERVICES					
5153 Veterinary Services	34,682	50,000	42,500	50,000	
5360 Machinery & Equip Maint	192	500	250	500	
5395 Info Technology Services Charge	4,727	4,727	4,727	4,757	
5396 City Garage Charges	33,733	14,229	14,229	12,661	
5570 Office Equip & Furn Rent	2,372	2,431	2,431	2,431	
5800 Subscriptions & Memberships	140	165	140	165	
5880 Special Contractual Services	15,940	16,680	16,680	16,680	
5950 Bad Debt Expense	975	1,500	200	1,500	
TOTAL SERVICES	92,761	90,232	81,157	88,694	
SUPPLIES					
6120 Chemical & Lab Supplies	1,000	1,500	2,550	2,600	
6140 Office Supplies	89	750	71	500	
6160 Medical Supplies	17,251	18,000	18,000	20,000	
6170 Weapons & Ammunitions	249	500	500	500	
6180 Turnouts/Uniforms/Safety Clothin	382	750	750	750	
6310 Janitorial Supplies	2	1,000	0	1,000	
6510 Small Tools & Equipment	262	300	300	300	
6560 Food	755	4,500	650	2,500	
6590 Special Departmental Supplies	5,322	5,500	6,650	6,650	
TOTAL SUPPLIES	25,312	32,800	29,471	34,800	
FIXED ASSETS					
7100 Motor Vehicles	0	36,565	36,565	0	ACO Truck
7140 All Other Equipment	0	9,695	9,695	0	ACO Truck Equipment
Other Betterments/Improvements	0	11,000	11,000		ACO Office Improvements
TOTAL FIXED ASSETS	0	57,260	57,260	0	
DIVISION TOTAL	367,819	429,746	429,746	398,604	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
ANIMAL CONTROL

FUND
GENERAL FUND

ORGKEY
101203

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
DEPARTMENT TOTAL	21,789,927	23,332,311	22,805,301	23,867,962	

City of Redlands
2015-2016
Proposed Budget

Police
Asset Forfeiture and Grants

Program Description:

The Redlands Police Department receives a share of the value of all assets seized during drug related arrests. Expenditures of these funds are intended to supplement, not supplant, police department needs, including personnel, equipment and vehicles. All expenditures follow guidelines as cited in the U.S. Department of Justice "Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies".

Program Objectives:

Asset forfeiture supplements a variety of community drug and violence resistance programs.

The Redlands Police Department actively seeks grants to supplement operations. Grants awarded and/or funded through the 2014-2015 fiscal year include:

- Community grants whereby local non-profit organizations may apply for financial aid and/or grants to serve community program needs
- Homeland Security Grant to provide funding for video surveillance system at Redlands Boulevard and California Street
- Justice Assistance Grant (JAG) provides funding to underwrite projects to reduce crime and improve public safety. Funding included transcription services for felony arrests and partially funding one (1) unmarked vehicle for the Investigative Bureau.
- Office of Traffic Safety Selective Traffic Enforcement grant that focuses on traffic safety issues and enforcement that funds overtime for DUI and Drivers License checkpoints; DUI Saturation patrols; Special Enforcement Operations and Court Stings. The OTS grant also provides for traffic enforcement related training.
- Office of Community Oriented Policing Services (COPS) Technology grants to protect and enhance valuable public safety infrastructure, and a 2011 COPS Hiring grant to fund four Police Officers salaries and benefits for three years
- 2011 Office of Justice Programs, Public/Private Partnership Grant, using social business software (SBS) to enhance public/private partnerships; a collaborative approach to community knowledge mining
- The ABC 2014-15 grant will be used to fund ABC enforcement programs throughout the City of Redlands
- Board of State and Community Corrections allocation to fund one Police Officer salary and benefits for purpose of addressing the crime impacts of realignment
- Supplemental Law Enforcement Services Fund (SLESF) supplements part-time camera surveillance monitoring personnel

Significant Program Changes:

None.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
ASSET FORFEITURE

FUND
ASSET FORFEITURE FUND

ORGKEY
246200

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4010 Overtime Salaries	0	26,000	0	26,000	
4051 Fica/Medicare	0	377	0	377	
TOTAL SALARIES AND BENEFITS	0	26,377	0	26,377	
SERVICES					
5040 Undercover Investigations	0	26,000	0	26,000	
5103 Software Support/Development	0	0	2,975	0	
5240 Meeting & Professional Devlpmt	0	0	1,000	0	
5255 Travel Expense/Reimbursement	1,278	3,000	4,080	3,000	
5280 Advertising	1,000	1,000	1,000	1,000	
5285 Community Grant Awards	5,750	5,000	4,750	5,000	
5303 Telephone/Upgrades	38,665	2,400	2,340	2,400	
5310 Electricity & Gas	5,390	6,000	7,741	7,500	
5510 Land and Building Rent	18,000	18,000	18,000	18,000	
5760 Special Program Expenditures	125,000	175,000	80,000	100,000	Air Support Unit
5840 Training	1,595	1,500	2,080	1,500	
5880 Special Contractual Services	0	8,500	1,200	7,680	TMD Communications & 3S
TOTAL SERVICES	196,678	246,400	125,166	172,080	
SUPPLIES					
6170 Weapons & Ammunitions	5,776	5,000	9,667	10,000	
6180 Turnouts/Uniforms/Sfty Clothing	35,734	0	4,772	0	
6190 Photo & Copying Supplies	0	0	7,584	0	
6510 Small Tools & Equipment	1,572	2,500	0	0	
6590 Special Departmental Supplies	52,380	29,800	40,660	40,000	Specialized equipment
TOTAL SUPPLIES	95,462	37,300	62,683	50,000	
FIXED ASSETS					
7100 Motor Vehicles	130,742	50,668	56,442	102,081	2 UC & 2 Unmarked Vehicle
7140 All Other Equipment	0	16,501	44,216	11,752	2014/15 Command Box
7150 Other Betterments/Improvement	0	0	0	0	
TOTAL FIXED ASSETS	130,742	67,169	100,658	113,833	
FUND TOTAL	422,882	377,246	288,506	362,290	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Police

Fund
Drug Confiscation

Orgkey
246200

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
25013	Drug Confiscation - State	25,457	25,000
25014	Drug Confiscation - Federal	260,549	334,790
25016	15% Drug/Gang Prevention (State)	2,500	2,500
	TOTALS	$288,506	$362,290

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
POLICE GRANTS

FUND
POLICE GRANT FUND

ORGKEY
247200

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	391,753	349,199	349,199	0	Grant balances to carryove
4005 Salaries: Part Time	4,269	15,700	15,700	0	
4010 Overtime Salaries	1,973	0	0	0	
4011 Overtime Reimbursable	106,987	271,805	271,805	0	
4015 Banked Leave Buy Back	0	65,464	65,464	0	
4050 Pension Contributions	217,108	123,014	123,014	0	
4051 Fica/Medicare	5,259	12,507	12,507	0	
4053 Deferred Compensation	0	860	860	0	
4055 Health/Dental Insurance	82,162	166,228	166,228	0	
4056 Worker's Comp Insurance	29,763	11,228	11,228	0	
4057 Disability Insurance	326	0	0	0	
4058 Unemployment Insurance	2,052	3,451	3,451	0	
4059 Life Insurance	322	311	311	0	
4081 Eyecare Reimbursement	0	225	225	0	
4082 Clothing Allowance	0	11,850	11,850	0	
4085 Other Taxable Benefits	2,714	150	150	0	
TOTAL SALARIES AND BENEFITS	844,688	1,031,992	1,031,992	0	
SERVICES					
5103 Software Support/Development	40,200	0	0	0	
5190 Other Professional Services	44,388	0	0	0	
5255 Travel Expense/Reimbursement	4,277	19,336	19,336	0	
5303 Telephone	12,832	48,755	48,755	0	
5320 Janitorial Services	1,320	0	0	0	
5360 Machinery & Equipment Maint	39,293	0	0	0	
5840 Training	696	254	254	0	
5880 Special Contractual Services	157,316	76,031	76,031	0	
TOTAL SERVICES	300,322	144,376	144,376	0	
SUPPLIES					
6180 Turnouts/Uniforms/Sfty Clothing	11	0	0	0	
6375 Computer Components	39,397	135,503	135,503	0	
6590 Special Departmental Supplies	107,900	4,457	4,457	0	
TOTAL SUPPLIES	147,308	139,960	139,960	0	
FIXED ASSETS					
7100 Motor Vehicles	0	17,157	17,157	0	
7140 All Other Equipment	151,482	25,190	25,190	0	
TOTAL FIXED ASSETS	151,482	42,347	42,347	0	
FUND TOTAL	1,443,800	1,358,675	1,358,675	0	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Police

Fund
Police Grants

Orgkey
247200

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
25097	Homeland Security COPLINK	45,000	0
25108	DOJ Technology Grant 2010	51,019	0
25109	2010 COPS Technology Grant	106,654	0
25119	OJP 2011 - Public/Private Partnership	205,223	0
25120	2011 COPS Hiring Grant	504,463	0
25132	Board of State & Community Corrections	141,799	0
25133	2013 Justice Assistance Grant (JAG)	13,235	0
25134	ABC Grant 2014	4,016	0
25135	OTS STEP 2013-14	36,659	0
25136	OTS Sobriety Checkpoint 2013-14	34,248	0
25139	2013 Homeland Security Grant	7,741	0
25140	2014 Justice Assistance Grant (JAG)	17,157	0
25141	OTS STEP 2014-15	155,410	0
25142	ABC Mini Grant 2014-15	18,600	0
25143	2014 Homeland Security Grant	17,449	0
	TOTALS	$1,358,673	$0

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SUPPLEMENTAL LAW ENFORCEMENT

FUND
SUPPLEMENTAL LAW ENFORCEMENT FUND

ORGKEY
249200

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4005 Part Time Salaries	93,044	97,049	72,579	103,450	Increase # of Camera Ops to 6
4051 Fica/Medicare	7,109	7,424	5,552	7,914	
4058 Unemployment Insurance	2,126	2,170	1,736	2,604	
TOTAL SALARIES AND BENEFITS	102,279	106,643	79,867	113,968	
SERVICES					
5880 Special Contractual Services	0	0	24,000	0	2015/16 paid by DoIT
TOTAL SERVICES	0	0	24,000	0	
FUND TOTAL	102,279	106,643	103,867	113,968	

Fire

Mission Statement:

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

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

Department Goals:

- Automate Fire Prevention Inspection procedures.
- Work toward a permanent home for Fire Station 264
- Continue to safeguard the community from fire through effective fire suppression, programs ensuring adherence to fire codes, public education, and mitigation
- Continue to deliver skilled and empathetic advanced life support pre-hospital care by well-trained personnel, as well as to meet the education and delivery standards required by the State of California and County of San Bernardino to ensure this level of service
- Provide for proper disposition of hazardous materials and E-Waste that might otherwise impact landfills or wastewater treatment facilities; and to provide personnel with proper training and equipment to mitigate a leak, spill or other release of toxic material in our jurisdiction, through our Hazardous Materials Response, Household Hazardous Waste and, E-Waste Programs
- Complete Fire Defense Planning to identify long term fire station requirements.

Sustainability Efforts:

- Operates the Household Hazardous Waste Program for the City of Redlands while implementing a California State Grant of $37,007.
- Operates the E-Waste Program for the City of Redlands
- Operates the Sharps Disposal program for residents who use and must properly dispose of hypodermic needles. Including the implementation of granted materials in support of Household Hazardous Waste and Sharps disposal program
- We continue to strive to automate all administrative functions so as to limit the need for hard copy documentation.
- Department staff has obtained two proposals from vendors for the installation of solar panels on all fire stations.

Significant Program Changes:

- Continue efforts to implement automated fire prevention permitting and inspection tracking software.
    - More accurate tracking of fire prevention workload
    - More timely billing for permitting fees
    - More efficient use of personnel to accomplish required inspections.

- Expand Reserve Firefighter Program
    - Augment three person crews to include a forth crew member
    - Provide avenue for prospective firefighters to acquire additional knowledge skills and abilities
    - Provide the opportunity to gain firsthand observation of prospective employees under routine and emergency conditions.
- Expand Volunteer Fire Prevention Inspector Program
    - Provide more compliance with fire prevention regulations
    - Provide more timely inspections and re-inspection of occupancies
    - Free Fire Marshal and Fire Company time for more appropriate functions.

City of Redlands
2015-2016
Proposed Budget

Fire
Administrative Services

Program Description:

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

Program Objectives:

- Adapt organization to effectively administer and manage the resources of the department given the ongoing reductions in headquarters staff.
- Integrate Fire Corps volunteers into as many functions as may be possible to maximize administrative and logistics capabilities
- Restructure office staff functions and procedures to be more efficient and productive
- Administer and communicate personnel policies and procedures to all department personnel
- Demand fiscal management for all programs of the department
- Continue managing the wildland interface contract with Cal-Fire
- Provide administrative oversight of materials management and fleet services
- Monitor and modify all duties, as necessary, to ensure an efficient Fire and Emergency Medical service delivery system
- Continue the pursuit of funding mechanisms to complete Fire Station 264 construction
- Seek funding for remodel of Fire Station 262 to accommodate both male and female crew members
- Pre-employment screening and background investigations

Significant Program Changes:

- Through a combination of self-help and contractors, the Fire Headquarters administrative front office was updated to reflect a more modern and functional working environment.

Accomplishments for Fiscal Year 2013-2014:

- Received, inspected, accepted, and outfitted two Pierce Manufacturing Type 1 (Structural) fire engines.
- Refined intranet, calendar, email and file sharing capability.
- Further developed and maintain an active Facebook site sharing fire, emergency medical and community risk reduction information with the public.

City of Redlands
2015-2016
Proposed Budget

Fire
Fire Suppression

Program Description:

This division operates under the direction of the Fire Battalion Chiefs and consists of the 54 personnel assigned to line or operational responsibilities. The department staffs four 3 person engines, one 3 person ladder truck, one 2 person medic squad and one battalion chief per 24 hour shift.

Program Objectives:

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

Significant Program Changes:

- Operational personnel continue to absorb traditionally administrative and support functions as the department adapts to the headquarters staffing level.
- Redlands Fire Department units responded on 9252 individual emergencies in 2014. This represents a 7.1% increase in emergency responses over 2013.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
FIRE SUPPRESSION

FUND
GENERAL FUND

ORGKEY
101250

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	3,824,723	3,903,650	3,903,650	4,188,358	Analyst 6 mos
4002 Labor Code Section 4850	109,312	0	130,000	0	
4005 Salaries: Part Time	2,501	11,000	11,000	11,000	
4010 Overtime Salaries	300,258	97,930	240,393	200,000	
4011 Overtime:Reimbursable	103,131	0	175,000	200,000	
4013 Constant Staffing OT	863,004	900,000	916,000	900,000	
4015 Banked Leave Buy Back	230,259	149,504	150,957	164,452	
4018 Holiday: FLSA	69,111	180,843	72,395	192,586	
4050 Pension Contributions	1,987,585	2,142,506	2,142,506	2,468,701	Unfunded Liab Lump Sum
4051 Fica/Medicare	83,283	97,043	84,561	97,472	
4053 Deferred Compensation	11,766	12,867	12,867	2,478	
4055 Health/Dental Insurance	609,001	612,658	670,716	667,313	
4056 Worker's Comp Insurance	524,057	328,400	328,400	408,959	
4057 Disability Insurance	35,365	36,698	36,698	46,030	
4058 Unemployment Insurance	11,046	16,492	16,492	16,773	
4059 Life Insurance	2,364	2,631	2,631	2,426	
4081 Eyecare Reimbursement	7,140	8,550	8,550	8,663	
4082 Clothing Allowance	18,500	18,500	17,500	18,700	
4084 Clothing Cash Payment	0	200	200	200	
4085 Other Taxable Benefits	115	750	4,401	675	
TOTAL SALARIES AND BENEFITS	8,792,521	8,520,222	8,924,917	9,594,787	
SERVICES					
5034 Collection Agent/Bank Fees	25	25	25	25	
5050 Fingerprinting	64	0	330	165	no tab on temp form
5103 Software Support & Maint	5,005	6,550	6,550	5,550	
5104 Hardware Maintenance-Replace	0	5,000	2,000	3,000	
5140 Legal Services	11,601	35,000	55,000	45,000	
5180 Medical/Physicals	296	1,520	1,520	6,520	
5190 Other Professional Services	0	12,280	12,280	12,887	
5240 Meeting & Professional Devlpmt	(285)	2,500	1,000	2,500	
5255 Travel Reimbursement	1,388	3,000	3,025	3,000	
5270 Printing and Binding	1,096	2,750	1,000	2,750	
5275 Postage	861	1,100	1,100	1,100	
5303 Telephone	20,776	19,750	19,750	19,000	Set by IT
5340 Office Equipment Maintenance	0	2,500	2,500	500	Moved Air fill to 5360
5350 Buildingt/Grounds Maintenance	0	10,000	10,000	96,439	Deferred Maint
5360 Machinery & Equip Maint	479	4,500	1,500	10,000	NFPA Turnout Inspection and Testing
5392 License & Permits	119	2,850	2,000	2,850	
5395 Info Technology Services Charg	52,964	52,964	52,964	51,143	Set by DoIT
5396 City Garage Charges	369,767	326,123	326,123	272,386	Set by QofL
5530 Clothing and Linen Rent	4,791	7,488	7,488	7,488	
5570 Office Equip & Furn Rent	3,303	3,500	3,500	3,500	Xerox Charge
5580 Communications Svs & Rental	370,054	381,859	381,859	368,209	CONFIRE
5590 Other Rentals	4,135	6,000	1,500	6,000	
5722 Penalties and Interest	2	0	26	25	
5800 Subscriptions & Memberships	980	1,160	900	1,160	
5840 Training	930	1,000	1,000	1,000	
5880 Special Contractual Services	146,038	75,000	75,000	75,000	CalFire payment
TOTAL SERVICES	994,389	964,419	969,940	997,197	
SUPPLIES					
6130 Books & Supplies	0	250	250	250	
6140 Office Supplies	11,891	12,000	12,000	12,000	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
FIRE SUPPRESSION

FUND
GENERAL FUND

ORGKEY
101250

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
6145 Awards/Recognition Program	1,252	1,700	1,000	1,700	
6160 Medical Supplies	3,220	3,100	3,100	3,100	
6180 Turnouts/Uniforms/Sfty Clothing	90,426	76,615	57,035	102,580	
6190 Photo & Copying Supplies	0	500	250	500	
6210 Repair/Maintenance Supplies	647	2,500	4,020	2,500	
6310 Janitorial Supplies	13,520	14,500	11,000	14,500	
6410 Motor Vehicle Supplies	217	500	500	500	
6500 Office Equipment & Furniture	1,344	39,798	37,000	14,000	
6510 Small Tools & Equipment	34,610	24,800	24,800	19,800	
6560 Food	3,629	2,500	2,200	2,500	
6590 Special Departmental Supplies	29,958	31,500	31,500	26,500	
TOTAL SUPPLIES	190,714	210,263	184,655	200,430	
FIXED ASSETS					
7100 Motor Vehicles	0	8,000	27,807	0	
7140 All Other Equipment	0	22,965	22,965	0	
TOTAL FIXED ASSETS	0	30,965	50,772	0	
DEBT SERVICE					
8100 Principal	102,628	207,018	211,483	219,012	
8200 Interest	19,057	51,590	47,126	39,596	
TOTAL DEBT SERVICE	121,685	258,609	258,609	258,608	
DIVISION TOTAL	10,099,309	9,984,477	10,388,893	11,051,022	

Fire
Fire Prevention Bureau

Program Description:

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

The Fire Prevention Bureau is also responsible for the investigation of all fires and determination of their cause and origin. This function is accomplished by three Operations personnel who have additional training in arson investigation. These personnel work closely with the Redlands Police Department to insure that any required criminal investigations are complete and submitted to the District Attorney in a timely and effective manner.

Program Objectives:

- Provide appropriate review of development plans related to fire code requirements.
- Participation in city committees and advisory boards.
- Authorize issuance of annual operational fire permits.
- Conduct annual fire and life safety inspections in a timely manner.
- Provide administration of the Vegetation Management Program.
- Provide logistical support for major emergencies to assist Suppression personnel.
- Conduct and enforce the fire code as adopted by the City of Redlands.
- Oversee special events to insure proper safety (Assemblies, fireworks, etc.)
- Determine the cause and origin of all fires experienced within the City of Redlands.
- Investigate and submit reports to the District Attorney on fires determined to be arson.
- Conduct juvenile fire setters interventions

Significant Program Changes:

- Cityworks is now integrated into fire prevention workflow for construction permits
- Community education and outreach at special events including Market Night.
- Inspections of food vendors at large community events
- Continued participation in the Ready Set Go program
- Fire Inspector certification program for volunteers.

Accomplishments for Calendar Year 2014:

- 421 plans were submitted for review
- 812 hours performing construction related inspections
- 1,803 annual fire inspections were conducted (Down from 2,366 last year)
- 5 residential housing developments were approved for construction
- Conducted 1,400 weed abatement inspections
- Inspected and oversaw 11 public fireworks displays

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
FIRE PREVENTION

FUND
GENERAL FUND

ORGKEY
101251

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	114,634	127,553	130,571	180,964	Fire Safety Specialist 6 mos
4005 Salaries: Part Time	24,692	21,420	21,420	31,520	Fire Inspector 6 mos
4010 Overtime Salaries	2,121	4,000	3,500	4,000	
4015 Banked Leave Buy Back	0	2,944	2,078	3,378	
4050 Pension Contributions	21,777	23,355	23,355	34,292	
4051 Fica/Medicare	10,876	11,746	11,746	16,810	
4053 Deferred Compensation	860	860	860	860	
4055 Health/Dental Insurance	16,225	13,822	17,140	20,640	
4057 Disability Insurance	269	390	390	1,314	
4058 Unemployment Insurance	1,618	1,302	1,302	1,736	
4059 Life Insurance	118	126	126	157	
4081 Eyecare Reimbursement	450	450	450	562	
4082 Clothing Allowance	0	500	500	750	
4084 Clothing Cash Payment	200	200	200	200	
4085 Other Taxable Benefits	150	930	930	930	
TOTAL SALARIES AND BENEFITS	193,990	209,597	214,568	298,113	
SERVICES					
5103 Software Support and Maintenance	0	14,200	14,200	12,500	
5190 Other Professional Services	404	20,650	20,650	5,200	Temp staff.
5240 Meeting & Professional Devlpmt	390	3,057	3,000	3,500	
5255 Travel Expense Reimbursement	237	3,600	2,500	2,900	
5270 Printing and Binding	1,795	3,800	3,800	2,100	
5275 Postage	9	500	250	150	
5280 Advertising	1,422	3,450	3,450	2,500	
5303 Telephone	208	1,012	1,012	1,450	
5360 Machinery & Equip Maint	0	500	500	500	
5395 Info Technology Services Charges	2,210	2,210	2,210	2,133	
5490 Other Insurance	0	375	350	375	
5580 Communications Svs & Rental	19,878	30,147	30,147	28,340	
5800 Subscriptions & Memberships	539	695	600	1,000	
5840 Training	1,789	6,190	6,100	5,975	
5880 Special Contractual Services	15,438	18,780	18,500	32,080	Weed Abatement
5950 Bad Debt Expense	12,428	10,000	18,500	20,000	
TOTAL SERVICES	56,747	119,166	125,769	120,703	
SUPPLIES					
6130 Books & Supplies	440	2,000	1,850	2,250	
6140 Office Supplies	748	2,500	2,500	2,600	
6145 Awards/Recognition Program	572	700	700	725	
6180 Turnouts/Uniforms/Sfty Clothing	1,736	4,800	4,800	5,600	
6190 Photo & Copying Supplies	0	250	0	250	
6375 Computer Components	1,782	0	0	4,200	
6500 Office Equipment & Furniture	0	0	0	1,600	
6510 Small Tools & Equipment	3,370	1,000	1,000	1,150	
6560 Food	0	200	350	750	
6590 Special Departmental Supplies	422	500	500	12,275	Extinguisher training device
TOTAL SUPPLIES	9,070	11,950	11,700	31,400	
FIXED ASSETS					
7100 Motor Vehicles	25,539	22,461	22,461	0	
TOTAL FIXED ASSETS	25,539	22,461	22,461	0	
DIVISION TOTAL	285,346	363,174	374,498	450,216	

Fire
Fire Training Program

Program Description:

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

Program Objectives:

- Administer and ensure all minimum mandated training is provided for all members of the Fire Department.
- Assure that each Company meets an average of 20 hours training per person per month.
- Compile and maintain training records for all field operational personnel.
- Conduct regularly scheduled performance standard drills to enhance individual skills. This includes Fire Company's functions and multi-company coordination for emergency application, including technical training, team training, officer training programs and specialized equipment training.
- Schedule and conduct mandated Hazardous Materials 1st Responder training.
- Schedule and conduct mandated Wildland Fire Training.
- Submit Monthly CFFJAC (California Fire Fighter Joint Apprenticeship Committee) reports.
- Conduct Pre-Fire Planning and Industrial Facility Tours for personnel.
- Conduct single and multi-company training with Fire Departments throughout the region.
- Assure succession training needs are met for all positions in the department.
- Schedule additional training as mandated by Federal and State requirements.
- Coordinate recruit and promotional manipulative examinations.

Significant Program Changes:

- The Training Division has been able to maintain minimum requirements but expect delays when attempting to be progressive in developing large programs or implementation of new or significant training changes.
- Improvement to training related budget has positively improved our ability to provide needed training to our personnel in specialty areas (Vertical Rescue, Trench Rescue, Confined Space Rescue, Driver/Operator and Hazardous Materials).
- Inclusion of Quality Assurance Nurse in Emergency Medical Services budget freed additional time for non-EMS training workload.
- Providing California State Fire Marshall Courses and certification by department personnel for members of the Redlands and surrounding fire departments.
- Updated probationary Firefighter requirements to mirror California State Fire Marshal.

Accomplishments for Fiscal Year 2014-2015:

- Total number of training hours from July 1, 2014 - March 29, 2015 is 13,427 hours.
- Administered Promotional Tests for FF/PM, Engineer and Captain
- Administered a 2 week recruit Academy
- Administered CSFM (California State Fire Marshal) certificate courses (Low Angle Rope Rescue Operations, Confined Space Awareness, Driver Operator 1A and 1B.
- Sent 2 personnel through Hazardous Materials Technician (4 week program)
- Sent 16 personnel through Emergency Vehicle Operations Center (EVOC) Driver training course (8 hour course)
- Sent 4 personnel through Rio Hondo Regional Ladder Truck Academy (2 week program)
- Sent 3 personnel through Trench Rescue Technician course (3 day course)
- Sent 3 personnel through Rescue Systems 1 / Structural Collapse Rescue (5 day course)
- Sent 3 personnel through Confined Space Rescue Technician (5 day course)
- Sent 4 personnel through Rapid Intervention Crew Fire Fighter Safety and Survival (2 day course)
- Sent 3 personnel through CERT (Community Emergency Response Teams) Train the Trainer Course
- Assisted with CERT training courses provided to the community
- Conducted annual Swift Water Training @ Splash Kingdom
- Participated in Health Professionals Disaster Shooter Training Course at Loma Linda University
- Personnel attended Firehouse Conference (3 day),
- KronosWorks / TeleStaff scheduling software Conference (3 day) .
- Assisted Montclair, Rancho Cucamonga, Colton and Loma Linda Fire Departments with promotional testing.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
FIRE TRAINING

FUND
GENERAL FUND

ORGKEY
101255

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4010 Overtime Salaries	9,377	15,000	18,079	20,000	
4050 Pension Contributions	1,440	0	0	0	No charges to this object
4051 Fica/Medicare	135	370	262	370	
4055 Health/Dental Insurance	404	0	0	0	No charges to this object
4057 Disability Insurance	93	106	159	120	
4058 Unemployement Insurance	2	140	0	140	
TOTAL SALARIES AND BENEFITS	11,451	15,616	18,500	20,630	
SERVICES					
5103 Software Support and Maintenan	0	5,500	5,203	6,500	
5190 Other Professional Services	11,096	5,618	1,000	10,000	
5240 Meeting & Professional Devlpmt	0	1,800	1,800	2,100	
5255 Travel/Expense Reimbursement	1,682	3,950	3,950	3,000	
5270 Printing and Binding	0	500	500	600	
5800 Subscriptions & Memberships	50	650	650	1,200	
5840 Training	7,364	11,634	11,634	22,410	
5880 Special Contractual Services	4,920	1,500	1,500	3,000	
TOTAL SERVICES	25,112	31,152	26,237	48,810	
SUPPLIES					
6130 Books & Supplies	715	1,600	1,600	2,000	
6140 Office Supplies	0	1,000	1,000	1,000	
6190 Photo and Coping Supplies	0	0	0	1,000	
6510 Small Tools & Equipment	165	1,250	1,250	2,000	
6560 Food	0	500	500	750	
6590 Special Departmental Supplies	0	5,000	5,000	3,200	
6630 Audio-Visual Materials	425	500	500	1,000	
TOTAL SUPPLIES	1,305	9,850	9,850	10,950	
DIVISION TOTAL	37,868	56,618	54,587	80,390	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
FIRE DEPARTMENT GRANTS

FUND
GENERAL FUND

ORGKEY
101256

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5180 Medical/Physicals	0	4,720	4,720	0	Grant Balances Carryover
5840 Training	1,518	5,116	5,116	0	
5880 Special Contractual Services	0	28,571	28,571	0	
TOTAL SERVICES	1,518	38,407	38,407	0	
SUPPLIES					
6375 Computer Components	0	15,457	15,457	0	
6590 Special Departmental Supplies	0	39,546	39,546	0	
TOTAL SUPPLIES	0	55,003	55,003	0	
FIXED ASSETS					
7100 Motor Vehicles	0	20,000	20,000	0	
TOTAL FIXED ASSETS	0	20,000	20,000	0	
DIVISION TOTAL	1,518	113,410	113,410	0	
DEPARTMENT TOTAL	10,424,041	10,517,680	10,931,388	11,581,628	

City of Redlands
2015-2016
Proposed Budget

Fire
Emergency Medical Services Program

Program Description:

This program is responsible for ensuring the delivery of a high level of advanced life support pre-hospital care by well-trained personnel, as well as to meeting the education and delivery standards required by the State of California to ensure this level of service. The highly-trained paramedic functions as an extension of the emergency room doctor and with his or her regulatory control, is able to administer the necessary medical treatment in order to stabilize the patient prior to transport to the hospital. Paramedics presently respond from all fire stations.

This program includes a QA/QI program which is required and monitored by Inland Counties Emergency Medical Agency (ICEMA). The QA/QI program is overseen by a registered nurse and provides oversight to training and certification as well as protocol implementation for both EMTs and Paramedics.

Operations Fire Captain / Paramedic Terry Welsh is currently managing the Emergency Medical Services program as an ancillary duty with limited overtime to complete administrative and regional committee participation..

Program Objectives:

- Promote the highest standards of rapid response, patient evaluation and emergency care possible.
- Provide on-going training, recertification and paramedic licensure oversight to ensure uninterrupted program delivery.
- Function as liaison for the City with County and State health care agencies.
- Provide strategic and tactical judgments regarding Citywide EMS resource coordination and delivery.
- Monitor and coordinate Safety Employee Blood-borne Pathogen/Exposure/Infection Control program. Operations Fire Captain Rob Sandberg serves as the Infection Control Officer as an Ancillary Duty.
- Continue to conduct, monitor, and evaluate emergency medical technician training and operations as set forth by policy, procedure, and mandated protocol.
- Provide staff recommendations with respect to EMS and related incident management functions.
- Coordinate City EMS functions with Department Medical Director.
- Evaluate, monitor, and coordinate the Fire Department Paramedic program.
- Complete T/B mask fitting for personnel per OSHA regulations.
- Continue to monitor and evaluate Citywide Automatic External Defibrillator Program.
- Administer, monitor and oversee Paramedic Quality Improvement Program.
- Coordinate specific medical training with local ambulance provider.
- Continue to provide advanced life support to the community in the most economical way feasible.
- Continue to provide input at the County level with regional changes effecting EMS.

Significant Program Changes:

- A part-time Quality Assurance/Improvement Nurse has conducted post incident quality assurance review and training for paramedic and emergency medical technician personnel. The QA/QI Nurse program has identified residents who are frequent users of our emergency medical services and now assists them in accessing resources specific to their needs and condition. This lowers the demand for emergency services and keeps resources available for more pressing emergencies.
- Implementation of electronic patient care record keeping system in coordination with Inland Counties Emergency Medical Agency is continuing. Through CONFIRE the Fire Department is now a party to an agreement with the Inland Counties Emergency Medical Agency and San Bernardino County Information Services Department that allows the more efficient centralization of response records.
- In-house paramedics have been certified to instruct both Advanced Cardiac Life Support and Pediatric Life Support to Paramedics, saving the City money.
- The Event Medic program has expanded to include Fireline Paramedics and EMTs who serve our community as well as other communities when called upon in time of disaster or fire.
- Updated / improved the city's infectious disease control plan to include specific procedures in the event of an outbreak in our city.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND
EMERGENCY MEDICAL SERVICES FUND

ORGKEY
205254

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	1,561,114	1,620,345	1,537,407	1,653,549	
4002 Labor Code Section 4850	42,154	0	90,000	0	
4005 Salaries: Part Time	16,939	32,000	32,000	48,000	
4010 Overtime Salaries	102,716	43,234	101,141	120,000	
4011 Overtime Reimbursable	65,396	0	45,257	60,000	
4013 Constant Staffing OT	368,918	400,000	550,000	550,000	
4015 Banked Leave Buy Back	14,585	22,743	22,743	23,251	
4018 Holiday: FLSA	30,046	80,149	23,600	81,791	
4050 Pension Contributions	809,464	901,410	861,344	1,021,924	Unfunded Liab Lump Sum
4051 Fica/Medicare	33,070	28,850	39,251	36,397	
4053 Deferred Compensation	450	450	450	450	
4055 Health/Dental Insurance	296,561	280,456	317,576	318,162	
4056 Worker's Comp Insurance	22,032	22,713	22,713	28,285	Determined by H.R.
4057 Disability Insurance	15,594	17,697	17,697	22,914	
4058 Unemployment Insurance	5,943	7,812	7,812	8,246	
4059 Life Insurance	1,143	1,134	1,134	1,134	
4081 Eyecare Reimbursement	1,457	4,050	4,050	4,050	
4082 Clothing Allowance	8,500	9,000	9,500	9,000	
4085 Other Taxable Benefits	4,700	1,560	1,560	1,560	
TOTAL SALARIES AND BENEFITS	3,400,782	3,473,604	3,685,235	3,988,713	
SERVICES					
5103 Software Support & Maintenance	4,988	7,038	7,038	7,038	
5180 Medical/Physicals	80	720	500	5,720	
5190 Other Professional Services	16,049	19,000	17,000	20,200	
5240 Meeting & Professional Devlpmt	790	4,910	4,910	5,160	
5255 Travel Expense Reimbursement	287	3,000	3,000	3,000	
5270 Printing and Binding	838	1,800	500	3,000	
5360 Machinery & Equip Maint	9,961	12,500	12,500	14,000	
5392 License & Permits	456	8,056	8,056	10,506	Increased County Fees
5395 Info Technology Services Charge:	9,011	4,377	4,377	8,700	DoIT Determines
5580 Communications Svs & Rental	178,814	190,929	190,929	181,486	CONFIRE
5720 Taxes	3,387	4,000	4,000	4,000	
5722 Penalties and Interest	176	0	176	200	
5800 Subscriptions & Memberships	1,960	600	1,850	690	
5840 Training	2,133	5,000	3,000	6,300	
5870 General Govt Service Charge	175,280	177,033	177,033	177,918	Finance Determines
5880 Special Contractual Services	0	6,000	3,000	9,000	
TOTAL SERVICES	404,210	444,962	437,869	456,918	
SUPPLIES					
6130 Books & Supplies	430	500	300	500	
6140 Office Supplies	1,764	1,000	1,000	1,000	
6145 Awards & Recognition	0	500	250	1,000	
6160 Medical Supplies	24,884	35,150	25,000	35,300	
6180 Turnouts/Uniforms/Safety Clothin	558	10,800	5,000	12,000	capture more EMS uniform costs
6210 Repair/Maintenance Supplies	534	1,050	1,149	1,050	
6310 Janitorial Supplies	104	2,250	1,200	2,250	
6410 Motor Vehicle Supplies	65	500	500	500	
6510 Small Tools & Equipment	4,173	7,000	7,000	7,500	
6590 Special Departmental Supplies	57,806	10,000	5,000	10,000	
TOTAL SUPPLIES	90,318	68,750	46,399	71,100	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND
EMERGENCY MEDICAL SERVICES FUND

ORGKEY
205254

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
FIXED ASSETS					
7140 All Other Equipment	13,066	0	0	0	
TOTAL FIXED ASSETS	13,066	0	0	0	
DEBT SERVICE					
8100 Principal	37,265	39,400	39,400	31,024	
8200 Interest	5,069	2,934	2,934	726	
TOTAL DEBT SERVICE	42,334	42,334	42,334	31,750	
FUND TOTAL	3,950,710	4,029,650	4,211,837	4,548,481	

Fire
Household Hazardous Waste Program

Program Description:

The Household Hazardous Waste Program provides for proper disposal of hazardous materials that might otherwise end up in landfills or wastewater treatment facilities, and provides personnel with the proper training and equipment to properly evaluate, accept, document, and recycle household hazardous waste. The Household Hazardous Waste Program exemplifies the City of Redlands environmentally friendly approach by collecting and recycling hazardous substances and electronic equipment. Operations Captain Dempsy Chappell is assigned to program oversight, coordination, personnel training and certification related issues. Approximately 3000 citizens use the facility annually.

Program Objectives:

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

Significant Program Changes:

- The Department is managing two Cal-Recycle grants received in support of Household Hazardous Waste recycling.
- Through one of the grants the Household Hazardous Waste program has deployed a trailer equipped to improve comfort and operations during hot summer months and a security camera system that has reduced incidents of illegal dumping at the Household Hazardous Waste collection site as well as improved security at the Redlands Corporate Yards.

Accomplishments for Calendar Year 2014:

- The program collected and properly disposed of 188,000 pounds (94 Tons) of Household Hazardous and Electronic Waste including over 24,000 pounds of used motor oil and oil products.
- The Department successfully implemented two Cal-Recycle grants to support the program.
- Annual Recertification of all Fire Department Suppression Personnel at the HAZWOPER level and Initial training certification for two probationary employees.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
HOUSEHOLD HAZARDOUS WASTE

FUND
HOUSEHOLD HAZARDOUS WASTE FUND

ORGKEY
206250

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4005 Salaries: Part Time	0	0	0	6,908	PT Haz Waste Tech
4010 Overtime Salaries	673	8,000	2,000	8,000	
4011 Overtime Reimbursable	0	3,500	0	3,500	
4050 Pension Contributions	247	0	0	0	
4051 Fica/Medicare	10	0	0	528	
4055 Health/Dental Insurance	88	0	0	0	
4057 Disability Insurance	7	0	0	0	
4058 Unemployement Insurance	0	0	0	428	
TOTAL SALARIES AND BENEFITS	1,025	11,500	2,000	19,364	
SERVICES					
5103 Software Support & Maintenance	4,823	0	0	4,823	
5180 Medical/Physicals	0	2,250	1,250	3,250	
5240 Meetings & Professional Dvlpmn	0	1,000	600	1,000	
5255 Travel Expense Reimbursement	0	0	50	0	
5360 Machinery & Equip Maint	0	500	400	500	
5722 Penalties & Interest	0	0	45	0	
5800 Subscriptions & Memberships	115	315	150	315	
5840 Training	4,969	5,000	4,500	5,000	
5870 General Govt Service Charge	5,213	5,281	5,281	5,307	
5880 Special Contractual Services	97,176	131,339	102,000	130,600	
TOTAL SERVICES	112,296	145,685	114,276	150,795	
SUPPLIES					
6140 Office Supplies	0	1,000	600	1,000	
6350 Building Supplies	0	1,000	1,395	1,000	
6510 Small Tools & Equipment	13,093	15,000	3,800	15,000	
6590 Special Departmental Supplies	0	5,500	4,000	5,500	
TOTAL SUPPLIES	13,093	22,500	9,795	22,500	
FIXED ASSETS					
7150 Other Betterments/Improvements	34,851	2,156	2,979	0	
TOTAL FIXED ASSETS	34,851	2,156	2,979	0	
FUND TOTAL	161,265	181,841	129,050	192,659	

City of Redlands
2015-2016
Proposed Budget

Quality of Life

Mission Statement

The mission for the Quality of Life Department is to promote and develop policies and practices that minimize impacts to the environment, improve the response experience to citizen reports and complaints, provide quality service to City residents, and improve the quality of life for present and future generations.

Departmental Performance Measures

Unit Costs for All Divisions of the QOL Department – The QOL staff is preparing cost center spreadsheets that quantify the unit cost of division tasks. For example, the unit cost of vehicles, pothole repairs, park maintenance, street light repair, landfill compaction, etc.

Level of Service Based on Available Human Resources – The QOL staff started the process of measuring the level of service provided to citizens, given available resources. For example, staff has quantified the amount of work in each division per task and staff hours available to complete the work. When compared, the spreadsheet indicates the amount of work not completed due to a lack of available staff hours.

Project Work Order Response and Completion Time – The QOL staff is implementing a process that measures the response and completion time for projects requested through all sources, including phone calls from residents, City Source, walk ins, Council Members, and the City Manager's Office. The current data entry scope for work orders does not provide sufficient information to quantify how long a project takes, or what resources are required. Staff has requested that DoIT revise the Work Order data entry scope to include detailed completion information that will provide vital information for future analysis and manpower distribution. The task refinement produces a one page summary of when the project was requested, the quantity of resources used to complete the project, and the date it was completed. In addition, staff is in the process of implementing procedures for improved resident communication and benchmarking the satisfaction levels for each call/request for service.

Departmental Description:

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

- Building Maintenance Division (City facilities maintenance)
- City Citrus Groves/Citrus Preservation
- Code Enforcement Division (state and local laws/code compliance)
- Equipment Maintenance Division: (City fleet maintenance, Natural Gas fuel station, Corporate Yard maintenance)
- Hillside Memorial Park (management and operation of the City owned cemetery)
- Parks Division: (park maintenance, Landscape Maintenance Districts and Community Facility Districts)
- Redlands Municipal Airport
- Street Division: (sidewalk repair, curb and gutter repair, traffic signal maintenance, traffic sign maintenance, street light maintenance, street maintenance, roadway markings, street sweeping, storm drain maintenance, emergency tree trimming, weed abatement and a Lighting District)

- Solid Waste Division: (collection of residential and commercial green waste, refuse and recyclables, operation of the California Street Landfill and development and implementation of the City's recycling programs)

Sustainability Efforts:

- Conversion of the Solid Waste fleet to LNG/CNG alternative fuel
- Expansion of CNG/LNG fuel station and sales to outside users
- Expansion of City recycling programs
- Grant-funded upgrades of heating, ventilation and air conditioning equipment and controls, and outdoor lighting to reduce energy costs
- Efforts to move towards construction of a waste-to-energy facility
- Installation of solar-powered trash compactors in City parks
- Grant-funded planting of 2,000 citrus trees
- Fleet Replacement Program

City of Redlands
2015-2016
Proposed Budget

Quality of Life
Recreation Administration

Program Description:

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

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

- Community Support and Partnerships
- Nutrition, and Healthy Eating
- Active Living
- Promote healthy attitudes toward fitness

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

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

Program Objectives:

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

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

Significant Program Changes:

The Recreation Division has partnered with the University of Redlands for the purpose of operating the Jasper's Corner Homework Club. The program provides youth from the community with free college tutors to help with homework for children grades K - 12. The University of Redlands provides students to deliver and operate homework assistance offered through this program. These services have added to and enhanced the offerings to the citizens of Redlands at the Community Center at no cost to the City.

The Southern California Tennis Association (SCTA) has entered into an agreement with the Recreation Division to use the Redlands Community Center's tennis courts for the purpose of conducting tennis lessons to low-income families through the National Junior Tennis League (NJTL). Introductory Tennis lessons are now offered for youth for as low as $10.00 for eight (8) lessons.

In an effort to encourage healthy lifestyles for Redlands youth, the City of Redlands Recreation Division has launched a free Nutritional Dinner program for children. The program provides free meals for kids during the hours of 3:30-7:30 pm and already has become an important source of nutritious food for children and youth who frequent the Community Center. Offering free, nutritious meals also provides an incentive for children to participate in the programs offered at the Redlands Community Center, which means that children are not only well-fed, but in a safe environment engaged in recreational activities. Currently Project One Hundred and Eighty Degrees is providing the meals. An average of 50 meals have been served per day.

Accomplishments for Fiscal Year 2014-2015:

- The Recreation Division has partnered with the Redlands Animal Shelter and the Redlands Friends of Shelter Animals (REDFOSA) to hold several Pet Adoption Days at the Redlands Community Center. Visitors can view the animals that are up for adoption and can get information on adopting at the animal shelter. These events are free and open to the public, and have increase traffic through the facility along with increase the number of adoptions made through REDFOSA.
- The division has created a new program dedicated to provide teens the opportunity to volunteer! Teenagers (13-17) are currently helping out at the Community Center earning community service hours! Youth volunteers can now volunteer for various opportunities, including special events, equipment rentals, score keeping, creating new programs, and general assistance. Orientation meetings are held every 2nd and 4th Fridays of each month from 4:30 p.m. to 5:30 p.m. at the Redlands Community Center.
- During the summer of 2014 the City of Redlands Recreation Division launched a free Multi-Sport and Nutritional summer program for children. The program provided free summer meals for kids and became an important source of nutritious food for children and youth who participated in the program. The Multi-Sport and Nutritional summer program provided a total of 4,800 free meals to youth. The meals were provided through the Center for Educational Leadership which operates the Inland Child and Adult Nutritional (ICAN) Live Healthy Program. The program allowed the City of Redlands to provide free meals to all children in attendance at the Community Center at no cost to the City. The meals provided through ICAN act as a magnet to draw children to participate in the Multi-Sport program offered through Sportball. Sportball is an amazing program that teaches children the fundamentals for a variety of sports at all skill levels, taught by a team of patient and knowledgeable coaches the program begins with stretches and exercise designed specifically for young and growing adults. These activities teach children the concepts and skills associated with various sports. A variety of creative, high-energy games are offered to develop agility, balance, coordination and stamina as well as important social and cooperation skills. The City of Redlands Recreation Division also partnered with the Boys and Girls Club of Redlands, this partnership has allowed both the City and Boys and Girls Club to expand the level of services available to youth this summer. It is through these collaborative efforts with ICAN, Sportball, and the Boys and Girls Club that the City of Redlands can help encourage resident youth to play and exercise, and make lifestyle choices that foster healthy living.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
RECREATION

FUND
GENERAL FUND

ORGKEY
101230

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	16,032	47,180	44,710	45,605	
4005 Salaries: Part Time	85,971	88,367	64,361	95,360	$19,500 U of R Interns
4010 Overtime Salaries	695	1,000	500	5,000	
4015 Banked Leave Buy Back	0	0	0	1,022	
4050 Pension Contributions	2,704	8,634	7,752	8,642	
4051 Fica/Medicare	7,896	10,385	8,671	9,675	
4055 Health/Dental Insurance	3,799	7,690	7,744	7,690	
4056 Worker's Comp Insurance	10,014	8,260	8,260	10,285	
4057 Disability Insurance	180	487	399	466	
4058 Unemployment Insurance	4,124	3,906	3,512	4,340	
4059 Life Insurance	25	63	63	63	
4081 Eyecare Reimbursement	225	225	225	225	
4084 Clothing Cash Payment	200	200	200	200	
4085 Other taxable Benefits	2,188	0	0	0	
TOTAL SALARIES AND BENEFITS	134,053	176,397	146,397	188,573	
SERVICES					
5034 Collection Agent/Bank Fees	7,051	6,500	6,518	6,550	
5140 Legal Services	0	0	8,500	0	
5180 Medical/Physicals	80	0	0	0	
5190 Other Professional Services	29,867	15,000	15,000	15,000	arrow staffing as needed
5270 Printing & Binding	0	0	21	0	
5275 Postage	99	100	170	200	
5303 Telephone	16,465	16,400	16,400	16,400	
5310 Electricity & Gas	16,583	14,900	15,957	16,000	
5350 Building Grounds & Maint	4,021	10,000	10,000	5,000	
5360 Machinery & Equip Maint	85	0	0	0	
5395 Info Technology Services Charge	42,058	42,058	42,058	58,605	
5396 City Garage Charges	9,770	4,993	4,993	4,443	
5570 Office Equip & Furn Rent	3,303	3,400	4,909	4,900	
5760 Special Program Expenditures	2,391	11,350	11,350	12,000	
5800 Subscriptions & Memberships	0	0	0	350	
5840 Training	0	0	0	1,400	Training for new computer programs
5880 Special Contractual Services	89,162	115,300	110,000	107,700	increasing prgms / field light main
5950 Bad Debt Expense	158	0	454	0	
TOTAL SERVICES	221,093	240,001	246,330	248,548	
SUPPLIES					
6140 Office Supplies	933	500	500	700	increasing programs
6160 Medical Supplies	0	0	0	100	
6210 Repair/Maintenance Supplies	10,531	10,700	10,000	10,700	
6310 Janitorial Supplies	0	500	250	250	
6500 Office Equipment & Furniture	519	0	0	0	
6590 Special Departmental Supplies	1,613	3,000	3,000	3,000	
TOTAL SUPPLIES	13,596	14,700	13,750	14,750	
DIVISION TOTAL	368,742	431,098	406,477	451,871	

City of Redlands
2015-2016
Proposed Budget

Quality of Life
Redlands Senior Services Division

Program Description:

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

Program Objectives:

- Provide a clean, safe, healthy, and active environment for adults seeking interaction with others
- Maintain staff liaison support to the Senior Activities Advisory Board
- Provide programs and activities to stimulate and strengthen senior lives, including health and fitness, education and instruction, referral and support, and social activities and events
- Continue to provide senior transportation through the Senior Transportation Program, which provides transportation services to seniors and disabled citizens
- Promote healthy attitudes toward fitness

Significant Program Changes:

Senior health is the primary focus of a new pilot program created to address the importance of exercise and nutrition.

The Healthy Initiatives Program — or H.I.P. — was planned and organized by the city's Senior Services Division and targeted citizens 55 or older looking to get their health back on track.

Weekly workshops, monthly cooking classes with area chef Lee Burton and health screenings were available free of charge to area seniors at both the Redlands Community Senior Center, 111 W. Lugonia Ave., and Joslyn Senior Center, 21 Grant St.

Over 75 senior citizens participated in Burton's monthly cooking class, which focused on farm-to-table nutrition using ingredients that can be found in one's own backyard of Redlands.

Burton's classes were combined with a nutrition course that focuses on how to read labels, what to eat and what not to eat, and other health-related topics. Each participant was provided with a bag of goodies used in Burton's classes to take home and use in their own home.

Additional classes, discussions and exercise classes were also offered throughout the program on various days and were made possible through a sponsorship from organizations such as PrimeCare of Redlands and Humana.

Accomplishments for Fiscal Year 2014-2015

- Nutritional education is an integral component of the Recreation Division. Along with the hands-on, fun-filled and interactive health & wellness programs and workshops mentioned previously, community gardens is another way in which we can encourage residents to eat healthier, by growing and eating your own produce. The City of Redlands operates three separate Community Gardens within the City with a total of 84 plots. This program has been a huge success, with all three Community Gardens filled to capacity. The Community Gardens are open to residents of the City of Redlands. Plots are used to grow vegetables, herbs, and flowers. The City provides the water, but gardeners provide their own hoses. The gardens are open during daylight hours. The garden is open from dawn to dusk 7 days a week.
- The Division has entered into an agreement with AARP to utilize the City's Joslyn and Community Senior Centers, for the purpose of providing tax assistance and driver safety classes to senior citizens. The programs have currently served over 600 senior citizens during the past fiscal year.
- The Senior Transportation Program continued to serve the seniors in the Redlands community. The program operates with three part time drivers who keep very busy transporting seniors to the medical and dental appointments. They also continued to assist the passengers with picking up their prescriptions at local pharmacies. The Senior Transportation program transported 2,421 passengers during the year and provided 5,114 trips.
- Volunteer enrollment has increased at the senior center. Volunteers play a vital part in the success of the senior activities. Volunteers help serve on committees, serve and clean up the daily lunch program, teach classes, count daily lunch money, work the senior front desk as a greeter and the list goes on and on.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SENIOR SERVICES

FUND
GENERAL FUND

ORGKEY
101232

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	91,493	100,950	104,026	111,331	
4005 Salaries: Part Time	77,095	90,720	91,393	82,656	move I Part time to Rec
4010 Overtime Salaries	1,000	1,000	1,000	1,000	
4015 Banked Leave Buy Back	1,222	2,216	1,337	2,481	
4050 Pension Contributions	18,250	19,795	18,586	21,096	
4051 Fica/Medicare	13,510	15,750	14,887	15,138	
4055 Health/Dental Insurance	18,234	17,718	23,560	26,414	
4056 Worker's Comp Insurance	8,394	7,227	7,227	9,000	
4057 Disability Insurance	941	1,108	958	1,036	
4058 Unemployment Insurance	4,001	3,906	3,784	3,906	
4059 Life Insurance	120	126	125	126	
4081 Eyecare Reimbursement	225	450	225	450	
4084 Clothing Cash Payment	200	400	400	400	
4085 Other Taxable Benefits	3,775	4,200	1,475	0	
TOTAL SALARIES AND BENEFITS	238,460	265,566	268,983	275,034	
SERVICES					
5180 Medical/Physicals	120	250	210	210	
5190 Other Professional Services	75	0	0	0	
5270 Printing and Binding	62	0	0	0	
5275 Postage	284	500	300	500	
5280 Advertising	250	100	100	100	
5303 Telephone	2,548	1,500	1,200	1,200	
5360 Machinery & Equip Maint	0	1,000	800	1,000	
5395 Info Technology Services Charge	14,159	13,444	13,444	18,734	
5396 City Garage Charges	25,651	13,548	13,548	12,056	
5570 Office Equip & Furn Rent	4,784	4,800	4,624	4,800	
5722 Penalties and Interest	8	0	0	0	
5760 Special Program Expenditures	8,116	1,000	1,000	1,000	
5800 Subscriptions & Memberships	0	400	400	400	
5880 Special Contractual Services	20,861	24,006	15,000	11,000	
TOTAL SERVICES	76,918	60,548	50,626	51,000	
SUPPLIES					
6140 Office Supplies	528	1,533	1,532	1,800	
6210 Repair & Maintenance Supplies	0	0	63	200	
6310 Janitorial Supplies	489	600	400	300	
6350 Building Supplies	0	100	100	100	
6500 Office Equipment & Furniture	65	500	0	500	
6510 Small Tools & Equipment	0	500	250	500	
6560 Food	20,985	21,467	21,467	21,000	
6590 Special Departmental Supplies	1,071	8,000	6,000	8,000	
TOTAL SUPPLIES	23,138	32,700	29,812	32,400	
DIVISION TOTAL	338,516	358,814	349,421	358,434	
DEPARTMENT SUBTOTAL	707,258	789,912	755,898	810,305	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
QUALITY OF LIFE ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	84,088	127,500	111,236	118,886	Vacancies
4005 Salaries: Part Time	7,097	19,000	19,617	19,452	
4010 Overtime Salaries	479	2,000	2,000	2,000	
4015 Banked Leave Buy Back	8,430	852	6,523	2,562	
4050 Pension Contributions	17,356	23,440	19,401	22,538	
4051 Fica/Medicare	7,651	11,383	11,383	10,768	
4053 Deferred Compensation	565	1,319	4,368	721	
4055 Health/Dental Insurance	18,066	15,804	27,081	16,805	
4056 Worker's Comp Insurance	18,587	12,010	12,010	14,956	
4057 Disability Insurance	495	167	1,050	175	
4058 Unemployment Insurance	1,662	803	1,700	1,727	
4059 Life Insurance	114	115	154	161	
4080 Vehicle Allowance	3	0	20	20	
4081 Eyecare Reimbursement	445	189	500	439	
4082 Clothing Allowance	0	0	151	126	
4084 Clothing Cash Payment	196	70	70	70	
4085 Other Taxable Benefits	1,840	1,733	392	145	
TOTAL SALARIES AND BENEFITS	167,074	216,385	217,656	211,550	
SERVICES					
5140 Legal Services	0	0	4,000	3,000	
5190 Other Professional Services	9,815	5,630	24,200	5,630	
5240 Meeting & Professional	809	2,000	1,777	2,000	
5255 Travel Expense	1,397	0	1,842	0	
5270 Printing and Binding	3,455	3,000	8,000	3,000	
5275 Postage	2,684	1,500	4,500	1,500	
5280 Advertising	630	200	0	200	
5303 Telephone	7,932	7,600	7,600	7,600	
5350 Building/Grounds Maintenance	3,016	0	0	0	
5395 Info Technology Services	8,582	8,582	8,582	11,959	
5396 City Garage Charges	6,539	6,173	6,173	5,493	
5570 Office Equip & Furn Rent	8,888	9,500	13,477	9,500	
5800 Subscriptions & Memberships	150	150	4,250	150	
5840 Training	0	0	2,103	0	
5880 Special Contractual Services	0	0	129	0	
5950 Bad Debt Expense	35	0	0	0	
TOTAL SERVICES	53,932	44,335	86,632	50,032	
SUPPLIES					
6140 Office Supplies	6,451	5,000	4,500	0	
6210 Repair/Maintenance Supplies	5,582	0	0	0	
6310 Janitorial Supplies	18,195	30,000	14,000	18,500	
6500 Office Equipment	2,643	7,600	2,927	7,500	
6560 Food	162	0	1,000	0	
TOTAL SUPPLIES	33,033	42,600	22,427	26,000	
FIXED ASSETS					
7140 All Other Equipment	0	120,000	120,000	0	
7150 Other Betterments/Improvement	13,900	0	0	0	
TOTAL FIXED ASSETS	13,900	120,000	120,000	0	

City of Redlands

2015-2016

Proposed Budget

DEPARTMENT/DIVISION
QUALITY OF LIFE ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
DIVISION TOTAL	267,939	423,320	446,715	287,582	

City of Redlands
2015-2016
Proposed Budget

Quality of Life
Building Maintenance Division

Program Description:

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

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

Program Objectives:

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

Accomplishments for Fiscal Year 2014-2015:

- Opened 257 work orders and closed 230 work orders during the fiscal year
- Replace Chiller at Smiley Library through a grant with SCE
- Replaced 36 Air condition units with energy efficient unit through a grant with SCE at various facilities.
- Change out parking lot lighting with energy efficient (LEDS) Civic Center

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101301

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	96,284	100,646	101,214	108,847	
4010 Overtime Salaries	7,487	5,000	9,000	10,000	
4015 Banked Leave Buy Back	0	1,008	0	1,128	
4050 Pension Contributions	19,211	18,421	18,003	20,627	
4051 Fica/Medicare	7,991	7,925	8,687	9,500	
4055 Health/Dental Insurance	16,809	17,127	17,337	17,686	
4056 Worker's Comp Insurance	1,378	9,645	9,645	12,011	
4057 Disability Insurance	1,006	1,035	1,018	1,118	
4058 Unemployment Insurance	944	868	764	868	
4059 Life Insurance	124	126	126	126	
4081 Eyecare Reimbursement	109	225	225	450	
4082 Clothing Allowance	275	300	300	0	
4083 Uniform Rental	1,061	2,000	1,929	2,000	
4085 Other Taxable Benefits	461	4,200	3,068	4,200	
TOTAL SALARIES AND BENEFITS	153,140	168,526	171,316	188,561	
SERVICES					
5190 Other Professional Services	5,350	4,500	5,254	5,000	
5275 Postage	30	0	0	0	
5280 Advertising	1,014	0	874	1,000	
5300 Water, Sewer, Disposal	21,500	20,000	19,260	20,000	
5303 Telephone	12,857	13,000	12,033	13,000	
5310 Electricity & Gas	638,164	586,639	614,882	620,000	
5313 Heating/AC Service Contract	73,552	116,860	116,000	86,000	
5320 Janitorial Services	115,037	120,000	119,100	120,000	
5350 Building/Grounds Maintenance	128,519	110,000	110,000	110,000	
5360 Machinery & Equip Maint	14,839	17,000	15,000	17,000	
5395 Info Technology Services Charge	3,301	3,301	3,301	4,600	
5396 City Garage Charges	6,241	3,741	3,741	3,329	
5800 Subscriptions & Memberships	0	0	60	100	
5880 Special Contractual Services	65,133	90,000	114,331	90,000	
TOTAL SERVICES	1,085,537	1,085,041	1,133,836	1,090,029	
SUPPLIES					
6140 Office Supples	0	300	797	800	
6180 Turnouts/Uniforms/Sfty Clothing	149	50	191	190	
6210 Repair/Maintenance Supplies	11,733	38,500	35,000	38,500	
6310 Janitorial Supplies	716	400	271	400	
6350 Building Supplies	12,037	15,000	15,000	15,000	
6510 Small Tools & Equipment	1,031	1,300	1,300	1,300	
6590 Special Departmental Supplies	1,448	2,000	5,000	5,000	
TOTAL SUPPLIES	27,114	57,550	57,559	61,190	
FIXED ASSETS					
7150 Other Betterments/Improvements	48,537	113,000	113,000	40,000	
TOTAL FIXED ASSETS	48,537	113,000	113,000	40,000	
DIVISION TOTAL	1,314,328	1,424,117	1,475,711	1,379,780	

City of Redlands
2015-2016
Proposed Budget

Quality of Life
Streets & Electrical Division

Program Description:

The Street Division provides for the general maintenance and repair of 314 miles of streets and 45 miles of storm drains within the City. Crews respond to approximately 1,000 annual calls for routine street maintenance services.

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

The Division is also charged with providing for the maintenance and repair of 68 City-owned traffic signals and approximately 5,000 City owned street lights.

Program Objectives:

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

Significant Program Changes:

- Began a comprehensive street sign inventory program which includes recording the GPS location, type and retroreflectivity of all city signs

Accomplishments for Fiscal Year 2014-2015:

- Maintained over 300 miles of streets, including potholing, skin patching using 320 tons of asphalt in 646 locations
- Swept 5949 curb miles through out city on a weekly basis
- Removed and replaced approximately 1084 linear feet of sidewalk and 270 linear feet of curb and gutter at 22 locations
- Completed approximately 2757 underground service alert tickets
- Serviced and/or repaired 535 street lights with a 79% completion rate within 48 hours
- Replaced approximately 7,000 feet of stolen wire in various locations throughout the City

- Responded to approximately 40 traffic signal complaints
- Performed 265 traffic signal inspections
- Completed annual cleaning of all storm drain inlets and channels
- Replaced or serviced over 530 street signs
- Performed storm cleanup of City wide after two major rain events
- Relocated electric and set poles for 22 State Street bulbouts/planters
- Installed a key switch system for State Street outlets

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
ELECTRICAL

FUND
GENERAL FUND

ORGKEY
101302

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	106,595	106,933	107,669	110,141	
4010 Overtime Salaries	4,507	5,000	5,033	5,500	
4012 Stand By	3,698	4,500	3,525	4,000	
4015 Banked Leave Buy Back	5,142	5,500	4,040	2,468	
4050 Pension Contributions	23,559	19,575	19,693	20,872	
4051 Fica/Medicare	9,039	8,538	8,930	9,341	
4055 Health/Dental Insurance	32,529	27,156	27,156	27,018	
4056 Worker's Comp Insurance	1,199	2,065	2,066	2,571	
4057 Disability Insurance	1,163	1,200	1,090	1,100	
4058 Unemployment Insurance	689	868	657	868	
4059 Life Insurance	126	126	126	126	
4081 Eyecare Reimbursement	450	450	450	450	
4082 Clothing Allowance	550	300	300	300	
4083 Uniform Rental	0	2,200	1,251	2,000	
TOTAL SALARIES AND BENEFITS	189,246	184,411	181,986	186,754	
SERVICES					
5240 Meeting & Professional Devlpmt	0	1,000	0	1,000	
5255 Travel Expense Reimbursement	641	0	0	0	
5275 Postage	0	55	0	55	
5303 Telephone	2,535	2,100	2,410	2,100	
5315 Elec Svc: State Traffic Signals	34,961	25,000	25,000	25,000	
5316 Elec Svc: City Traffic Signals	40,349	25,000	30,000	25,000	
5330 Elec Svc: State Street Lighting	12,202	15,000	17,534	15,000	
5331 Elec Svc: SCE Street Lighting	104,134	128,165	128,165	110,000	
5360 Machinery & Equip Maint	15,870	15,000	29,760	15,000	
5370 City Street Lighting Power	214,633	280,000	223,056	220,000	
5395 Info Technology Services Charge	6,754	6,750	6,754	9,411	
5396 City Garage Charges	19,685	18,000	19,685	16,016	
5510 Land and Building Rent	5,907	6,000	6,000	6,000	
5590 Other Rentals	0	1,000	4,000	1,000	
5800 Subscriptions & Memberships	60	60	60	60	
5880 Special Contractual Services	10,480	6,000	26,500	10,000	
TOTAL SERVICES	468,211	529,130	518,924	455,642	
SUPPLIES					
6140 Office Supplies	212	500	0	500	
6160 Medical Supplies	0	100	0	100	
6180 Turnouts/Uniforms/Sfty Clothing	847	600	1,272	600	
6210 Repair/Maintenance Supplies	128,571	130,000	130,000	110,000	
6310 Janitorial Supplies	45	200	267	200	
6350 Building Supplies	0	850	0	850	
6510 Small Tools & Equipment	211	1,000	750	1,000	
6590 Special Departmental Supplies	2,751	3,500	4,000	3,500	
TOTAL SUPPLIES	132,637	136,750	136,289	116,750	
FIXED ASSETS					
7150 Other Betterments/Improvements	24,469	0	155,064	150,000	Traffic Signal Cabinets
TOTAL FIXED ASSETS	24,469	0	155,064	150,000	
DIVISION TOTAL	814,563	850,291	992,264	909,146	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
STREETS

FUND
GENERAL FUND

ORGKEY
101304

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	426,024	465,547	439,990	549,599	street crew 6 mos
4010 Overtime Salaries	16,687	15,000	17,995	25,380	
4012 Stand By	9,102	10,000	9,233	10,000	
4015 Banked Leave Buy Back	9,691	8,553	6,199	12,481	
4050 Pension Contributions	92,297	85,198	79,671	104,131	
4051 Fica/Medicare	35,205	37,068	36,167	46,403	
4055 Health/Dental Insurance	128,076	111,703	131,725	135,173	
4056 Worker's Comp Insurance	18,347	12,471	12,471	15,530	
4057 Disability Insurance	4,486	4,846	4,201	5,321	
4058 Unemployment Insurance	3,610	4,340	3,830	5,425	
4059 Life Insurance	598	630	614	725	
4081 Eyecare Reimbursement	675	2,250	750	2,588	
4082 Clothing Allowance	2,475	1,500	1,500	1,500	
4083 Uniform Rental	0	11,000	5,000	5,000	
4084 Clothing Cash Payment	40	0	0	0	
4085 Other Taxable Benefits	(16)	0	4,231	4,200	
TOTAL SALARIES AND BENEFITS	747,297	770,106	753,577	923,456	
SERVICES					
5180 Medical/Physicals	240	550	345	550	
5240 Meeting & Professional Devlpmt	126	500	0	500	
5275 Postage	0	50	0	50	
5280 Advertising	324	350	500	350	
5303 Telephone	3,511	2,500	2,856	2,500	
5395 Info Technology Services Charge:	16,816	17,000	17,000	23,433	
5396 City Garage Charges	161,143	125,000	125,000	107,665	
5590 Other Rentals	4,775	10,000	555	10,000	
5840 Training	0	1,200	0	1,200	
5880 Special Contractual Services	328,521	318,000	318,000	318,000	
5890 Landfill Tipping Charges	2,836	3,000	1,299	3,000	
5950 Bad Debt Expense	2,840	2,300	321	2,300	
TOTAL SERVICES	521,132	480,450	465,876	469,548	
SUPPLIES					
6140 Office Supplies	361	700	939	700	
6160 Medical Supplies	0	400	0	400	
6180 Turnouts/Uniforms/Sfty Clothing	8,461	4,500	7,392	7,500	
6210 Repair/Maintenance Supplies	91,953	74,000	90,000	80,000	
6310 Janitorial Supplies	1,697	1,500	500	1,500	
6375 Computer Components	0	500	0	500	
6510 Small Tools & Equipment	3,219	5,000	5,000	5,000	
6560 Food	50	75	163	75	
6590 Special Departmental Supplies	19,532	1,500	5,505	10,000	
TOTAL SUPPLIES	125,273	88,175	109,499	105,675	
FIXED ASSETS					
7100 Motor Vehicles	74,724	0	35,000	0	
7140 All Other Equipment	0	0	65,000	0	
7240 Storm Drain Construction	1,628	9,781	35,000	0	
TOTAL FIXED ASSETS	76,352	9,781	135,000	0	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
STREETS

FUND
GENERAL FUND

ORGKEY
101304

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
DIVISION TOTAL	1,470,054	1,348,512	1,463,953	1,498,679	

City of Redlands
2015-2016
Proposed Budget

Quality of Life
Parks Division

Program Description:

The Parks Division is responsible for the maintenance and upkeep of approximately 253.4 acres consisting of 16 established parks, parking lots, 10.2 acres of median strips and traffic islands throughout the City. The Parks Division provides for maintenance on a seven day per week basis year round, with a staff of 15 full-time employees. This Division also includes several community facilities districts and landscape maintenance districts within it's purview. The Parks and medians are also home to over 5,250 trees, which are also included within the tree care program.

Program Objectives:

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

Accomplishments for Fiscal Year 2014-2015:

- Rehabilitation of 6 Parks Restrooms
- Rehabilitation of 10 Park Parking lots
- Replaced fencing around Texonia Park with new chain link
- Installed new trash enclosure at Prospect Park
- Installed 30 new trash/Recycle enclosure on State Street
- Construction and installation of 18 planter bulb outs on State Street
- Construction and installation of 2 planter bulb outs on Orange Street
- Replaced slides in Sylvan and Ford Park playgrounds
- Replaced all wooden tables and benches in Dog Park with Concrete tables and benches
- Purchase of composite wood slats to replace wood slats on existing trash receptacles, improving aesthetics and life span.
- Purchase of new playground equipment for Community, Sylvan and Brookside Parks

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
PARKS

FUND
GENERAL FUND

ORGKEY
101303

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	585,372	610,239	594,472	644,240	
4005 Salaries: Part Time	21,299	29,870	23,164	30,760	
4010 Overtime Salaries	43,683	34,000	30,923	24,000	
4012 Stand By	5,302	9,000	6,147	9,000	
4015 Banked Leave Buy Back	8,268	14,084	10,265	7,927	
4050 Pension Contributions	126,091	111,647	107,036	122,084	
4051 Fica/Medicare	51,304	51,257	51,913	55,564	
4053 Deferred Compensation	869	0	0	0	
4055 Health/Dental Insurance	215,606	203,038	210,977	199,163	
4056 Worker's Comp Insurance	68,951	36,964	36,964	46,032	
4057 Disability Insurance	6,254	6,402	5,837	6,260	
4058 Unemployment Insurance	6,302	7,378	6,519	6,510	
4059 Life Insurance	869	945	907	945	
4081 Eyecare Reimbursement	744	3,375	1,704	2,700	
4082 Clothing Allowance	3,903	2,525	1,950	2,000	
4083 Uniform Rental	0	15,400	5,556	10,000	
4085 Other Taxable Benefits	3,828	4,200	6,090	8,400	
TOTAL SALARIES AND BENEFITS	1,148,645	1,140,324	1,100,424	1,175,585	
SERVICES					
5180 Medical/Physicals	40	0	0	0	
5190 Other Professional Services	10,730	0	5,000	0	
5255 Travel Expense Reimbursement	0	0	215	0	
5270 Printing & Binding	0	0	85	100	
5275 Postage	0	500	100	100	
5280 Advertising	0	0	1,200	800	
5300 Water, Sewer, Disposal	8,443	10,000	9,964	10,000	
5303 Telephone	2,129	3,000	2,500	2,500	
5310 Electricity & Gas	55,610	51,000	54,105	55,000	
5320 Janitorial Services	1,148	2,800	540	2,000	carriage house as needed
5350 Building/Grounds Maintenance	12,014	5,000	5,000	13,000	
5360 Machinery & Equipment Maint	2,359	2,000	1,000	2,000	
5395 Info Technology Services Charge:	20,021	21,000	21,000	27,898	
5396 City Garage Charges	95,812	85,000	85,000	79,191	
5722 Penalties and Interest	3	0	0	0	
5800 Subscriptions & Memberships	0	0	15	0	
5840 Training	198	3,000	2,500	3,000	
5880 Special Contractual Services	83,233	110,945	108,669	88,000	
5890 Landfill Tipping Charges	6,643	5,000	3,247	5,000	
5950 Bad Debt Expense	0	0	0	0	
TOTAL SERVICES	298,383	299,245	300,140	288,589	
SUPPLIES					
6140 Office Supplies	1,055	300	897	600	
6160 Medical Supplies	0	400	100	300	
6180 Turnouts/Uniforms/Sfty Clothing	3,276	3,500	1,632	3,000	
6210 Repair/Maintenance Supplies	67,904	75,300	75,000	65,300	
6310 Janitorial Supplies	16,304	20,700	24,100	17,000	
6350 Building Supplies	4,425	4,000	4,000	4,000	
6510 Small Tools & Equipment	5,030	6,000	6,000	6,000	
6560 Food	0	0	163	0	
6590 Special Departmental Supplies	6,215	7,500	3,000	4,500	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
PARKS

FUND
GENERAL FUND

ORGKEY
101303

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
TOTAL SUPPLIES	104,209	117,700	114,892	100,700	
FIXED ASSETS					
7100 Motor Vehicles	48,860	0	0	0	
7150 Other Betterments/Improvements	294,030	1,003,335	1,003,335	0	
TOTAL FIXED ASSETS	342,890	1,003,335	1,003,335	0	
DIVISION TOTAL	1,894,127	2,560,604	2,518,791	1,564,874	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
TREES

FUND
GENERAL FUND

ORGKEY
101305

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5880 Special Contractual Services	249,776	210,000	238,000	210,200	
TOTAL SERVICES	249,776	210,000	238,000	210,200	
DIVISION TOTAL	249,776	210,000	238,000	210,200	

City of Redlands
2015-2016
Proposed Budget

Quality of Life
Code Enforcement

Program Description:

The Code Enforcement Division is responsible for improving the quality of life, protecting property values and ensuring the health and safety of our community by fair and consistent enforcement of the Redlands Municipal Code. Such enforcement activities include, but are not limited to, enforcement of codes related to property maintenance, graffiti, inoperative vehicles, unsafe conditions, unsafe buildings, unpermitted (unsafe) construction and the eradication of neighborhood blight. This Division consists of two officers and one full-time administrative technician who administer the Rental Property Inspection Program. The Code Enforcement Division provides a balance of providing customer service to residents who complain of municipal code violations while working to educate and gain voluntary compliance increasing the quality of life and serving the entire community.

Program Objectives:

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

Accomplishments for Fiscal Year 2014-2015:

- Opened 660 cases
- Closed 217 cases during the fiscal year.
- Inspected 3,300 rental units.
- $65,488.79 revenue earned during the fiscal year.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
CODE ENFORCEMENT

FUND
GENERAL FUND

ORGKEY
101306

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	121,295	102,278	101,968	106,167	
4010 Overtime Salaries	856	2,000	619	2,000	
4015 Banked Leave Buy Back	9,918	0	0	1,272	
4050 Pension Contributions	25,580	18,720	18,623	20,119	
4051 Fica/Medicare	10,128	8,149	7,936	8,724	
4055 Health/Dental Insurance	22,251	28,204	19,465	19,488	
4056 Worker's Comp Insurance	2,398	3,098	3,098	3,857	
4057 Disability Insurance	1,293	1,066	929	1,027	
4058 Unemployment Insurance	1,570	881	760	868	
4059 Life Insurance	158	701	126	128	
4081 Eyecare Reimbursement	278	457	450	450	
4082 Clothing Allowance	0	0	150	0	
4083 Uniform Rental	0	2,000	0	0	
4084 Clothing Cash Payment	600	306	400	400	
4085 Other Taxable Benefits	3,950	0	4,231	4,200	
TOTAL SALARIES AND BENEFITS	200,275	167,860	158,755	168,700	
SERVICES					
5140 Legal Services	0	200	400	200	
5190 Other Professional Services	1,320	0	2,240	1,200	
5270 Printing and Binding	189	200	200	500	rental inspection notice increase
5275 Postage	0	3,000	2,200	3,000	rental inspection notice increase
5303 Telephone	(255)	0	750	750	
5396 City Garage Charges	6,270	5,773	5,773	5,137	
Special Contractual Services	0	0	0	11,000	Property Abatement as needed
5950 Bad Debt Expense	2,343	0	0	0	
TOTAL SERVICES	9,867	9,173	11,563	21,787	
SUPPLIES					
6140 Office Supplies	1,159	1,000	750	1,000	
6210 Repair/Maintenance Supplies	64	0	0	0	
6590 Special Departmental Supplies	117	700	526	700	
TOTAL SUPPLIES	1,340	1,700	1,276	1,700	
DIVISION TOTAL	211,482	178,733	171,594	192,187	
DEPARTMENT SUBTOTAL	6,222,269	6,995,577	7,307,027	6,042,448	
DEPARTMENT TOTAL	6,929,527	7,785,489	8,062,925	6,852,753	

City of Redlands
2015-2016
Proposed Budget

Landscaping and Street Lighting Districts

Program Description:

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

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

The revenues collected through the assessments in both districts have not been adequate to cover the cost of providing these services, as such; general fund revenues have been used to subsidize the cost of providing these services. The district should adequately fund the cost of providing the district services. In consideration of the economic downturn and lack of general fund revenues to subsidize these services, the services being provided will be curtailed to a level commensurate with the revenues generated by the annual assessments. The Engineer's Report for both Districts will be prepared by the City Engineer. Additionally, Landscape Maintenance District reductions will include reduced irrigation period, reductions to the frequency of the landscape maintenance activities, and only minor repair work. For the Street Light Maintenance, no maintenance will be provided. Furthermore, staff review and inspections and general City administrative overhead will not be included in the cost of service for these Districts.

Program Objectives:

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

Significant Program Changes:

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

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
STREET LIGHTING DISTRICT #1

FUND
STREET LIGHTING DISTRICT #1 FUND

ORGKEY
260300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	2,270	2,800	3,317	3,763	
4010 Overtime Salaries	3	0	2	0	
4015 Banked Leave Buy Back	79	28	107	85	
4050 Pension Contributions	508	525	598	711	
4051 Fica/Medicare	180	217	262	294	
4053 Deferred Compensation	17	0	34	43	
4055 Health/Dental Insurance	432	590	605	844	
4057 Disability Insurance	0	28	6	0	
4058 Unemployment Insurance	15	22	13	21	
4059 Life Insurance	2	3	3	4	
4081 Eyecare Reimbursement	8	11	11	11	
4084 Clothing Cash Payment	0	12	0	0	
4085 Other Taxable Benefits	6	0	3	8	
TOTAL SALARIES AND BENEFITS	3,520	4,236	4,961	5,784	
SERVICES					
5190 Other Professional Services	0	7,725	2,000	7,000	
5370 City Street Lighting Power	20,900	12,000	17,000	12,000	
5870 General Govt Service Charge	1,039	1,039	1,039	1,058	
TOTAL SERVICES	21,939	20,764	20,039	20,058	
FUND TOTAL	25,459	25,000	25,000	25,842	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DIST 2004-1

FUND
CFD 2004-1 ASSESSMENTS FUND

ORGKEY
261300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	8,318	4,108	3,305	12,000	
4010 Overtime Salaries	75	0	6	0	
4015 Banked Leave Buy Back	244	28	107	269	
4050 Pension Contributions	1,865	743	606	2,274	
4051 Fica/Medicare	659	324	265	941	
4053 Deferred Compensation	43	0	34	146	
4055 Health/Dental Insurance	1,869	750	614	2,974	
4057 Disability Insurance	22	43	6	0	
4058 Unemployment Insurance	39	35	13	73	
4059 Life Insurance	8	5	3	11	
4081 Eyecare Reimbursement	17	19	9	38	
4084 Clothing Cash Payment	0	19	0	0	
4085 Other Taxable Benefits	17	84	8	26	
TOTAL SALARIES AND BENEFITS	13,176	6,158	4,976	18,752	
SERVICES					
5140 Legal Services	8,367	8,000	3,000	8,000	
5190 Other Professional Services	2,500	12,500	6,000	12,500	
5280 Advertising	973	0	1,100	0	
5300 Water, Sewer, Disposal	12,892	16,000	13,000	16,000	
5310 Electricity & Gas	1,477	1,500	1,500	1,500	
5800 Subscriptions & Memberships	2	0	0	0	
5870 General Govt Service Charge	6,117	6,197	6,197	6,228	
5880 Special Contractual Services	57,306	50,000	50,000	60,000	
TOTAL SERVICES	89,634	94,197	80,797	104,228	
SUPPLIES					
6210 Repair/Maintenance Supplies	0	5,000	5,000	5,000	
TOTAL SUPPLIES	0	5,000	5,000	5,000	
FUND TOTAL	102,810	105,355	90,773	127,980	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
LANDSCAPE MAINTENANCE DISTRICT

FUND
LANDSCAPE MAINTENANCE DISTRICT FUND

ORGKEY
263300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	2,855	3,544	3,282	3,065	
4010 Overtime Salaries	5	0	4	0	
4015 Banked Leave Buy Back	101	78	107	69	
4050 Pension Contributions	638	766	601	580	
4051 Fica/Medicare	227	290	263	241	
4053 Deferred Compensation	26	26	34	35	
4055 Health/Dental Insurance	609	625	608	665	
4057 Disability Insurance	0	3	6	0	
4058 Unemployment Insurance	18	16	13	17	
4059 Life Insurance	3	0	3	3	
4081 Eyecare Reimbursement	10	10	5	9	
4084 Clothing Cash Payment	0	10	0	0	
4085 Other Taxable Benefits	7	3	5	7	
TOTAL SALARIES AND BENEFITS	4,499	5,371	4,931	4,691	
SERVICES					
5300 Water, Sewer, Disposal	21,287	11,000	10,782	11,271	
5310 Electricity & Gas	2,196	1,800	1,879	2,000	
5350 Building/Grounds Maintenance	8,084	9,529	8,100	9,656	
5870 General Govt Service Charge	2,340	2,300	2,371	2,382	
5880 Special Contractual Services	0	0	1,762	0	
TOTAL SERVICES	33,907	24,629	24,893	25,309	
SUPPLIES					
6210 Repair/Maintenance Supplies	0	0	176	0	
TOTAL SUPPLIES	0	0	176	0	
FUND TOTAL	38,406	30,000	30,000	30,000	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
DISASTER RECOVERY

FUND
DISASTER RECOVERY FUND

ORGKEY
270300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	0	7,081	0	
4050 Pension Contributions	0	0	1,173	0	
4051 Fica/Medicare	0	0	567	0	
4055 Health/Dental Insurance	0	0	1,299	0	
4057 Disability Insurance	0	0	160	0	
4059 Life Insurance	0	0	6	0	
TOTAL SALARIES AND BENEFITS	0	0	10,286	0	
SERVICES					
5880 Special Contractual Services	0	0	17,671	0	
TOTAL SERVICES	0	0	17,671	0	
SUPPLIES					
6210 Repair/Maintenance Supplies	0	0	1,701	0	
TOTAL SUPPLIES	0	0	1,701	0	
FIXED ASSETS					
7230 Street Construction	0	55,881	55,881	0	
7240 Storm Drain Construction	0	0	129,643	0	
TOTAL FIXED ASSETS	0	55,881	185,524	0	
FUND TOTAL	0	55,881	215,182	0	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Quality of Life

Fund
Disaster Recovery

Orgkey
270300

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
48018	City Creek Emergency Open 04-05	12,881	0
48021	City Creek Culvert Improvements	43,000	0
48036	August 2014 Storm Damage	159,301	0
	TOTALS	$215,182	$0

City of Redlands
2015-2016
Proposed Budget

Quality of Life
Solid Waste

Program Descriptions:

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

Program Objectives:

- Comply with all local, state, and federal regulatory requirements (e.g., AB 939 State mandated waste diversion, landfill operating requirements, etc)
- Provide cost effective, high quality service to all solid waste customers
- Operate the landfill in an efficient and fiscally responsible manner
- Ensure that landfill regulatory requirements are met or exceeded
- To ensure continued compliance with increasing State diversion/recycling requirements, an additional staff member has been added to coordinate recycling projects and programs.

Significant Changes:

- A multi-family recycling grant was used to implement a recycling program and the Division exceeded AB 939 regulatory recycling requirements
- The Division has recently added four new automated side loaders to it's fleet in place of older diesel units.
- The Landfill Division replaced it's old trailer with a new one offering a place for employees to cool down or have lunch.
- Installation of a security fence around the southern perimeter of the landfill to reduce invasive wildlife and trespassing.
- A new scaling software was installed at the Landfill eliminating countless man hours of manually enter scale tickets into our database.
- The Solid Waste Division replaced two scooter trucks in place of older, in bad shape units.

Accomplishments for Fiscal Year 2014-2015:

- Solid Waste collected approximately 69,000 tons of refuse, 7,500 tons of recyclables, and 15,000 tons of green waste
- Landfill operations processed approximately 80,000 tons of refuse, including waste from an importation contract
- CalRecycle has found that the City of Redlands is meeting the requirements of AB 939, it has adequately implemented its diversion programs and has achieved the diversion requirement.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SOLID WASTE

FUND
SOLID WASTE FUND

ORGKEY
511401

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	1,943,028	2,273,840	2,123,332	2,339,527	Adjusted for reductions
4005 Salaries: Part Time	215,060	196,318	242,242	298,883	
4010 Overtime Salaries	86,882	125,000	102,134	110,000	
4012 Stand By	0	2,500	146	25,000	
4015 Banked Leave Buy Back	43,511	47,736	150,000	49,678	
4016 Compensated Absences	45,739	0	0	0	
4050 Pension Contributions	421,716	417,744	385,786	443,340	
4051 Fica/Medicare	173,939	190,421	195,366	205,381	
4053 Deferred Compensation	10,023	11,205	7,331	12,228	
4055 Health/Dental Insurance	458,611	509,005	483,185	531,225	
4056 Worker's Comp Insurance	192,821	84,284	84,285	104,958	
4057 Disability Insurance	15,772	22,459	15,366	16,136	
4058 Unemployment Insurance	24,137	24,946	23,882	26,717	
4059 Life Insurance	2,323	2,614	2,392	2,624	
4080 Vehicle Allowance	279	0	2,254	2,250	
4081 Eyecare Reimbursement	2,847	9,334	2,678	9,371	
4082 Clothing Allowance	8,425	5,214	4,800	4,800	
4083 Uniform Rental	0	36,400	15,291	16,000	
4084 Clothing Cash Payment	130	100	130	364	
4085 Other Taxable Benefits	20,034	19,526	24,578	19,699	
4086 Tuition Reimbursement	0	2,000	0	1,302	
TOTAL SALARIES AND BENEFITS	3,665,277	3,980,646	3,865,178	4,219,482	
SERVICES					
5103 Software Support/Development	0	1,500	0	1,500	
5110 Architect & Engineer	106,791	299,862	32,554	100,000	
5140 Legal Services	19,743	15,000	192	15,000	
5141 Settlements/Judgements	7,500	0	0	0	
5142 City Attorney Legal Service	22,020	25,000	22,637	25,000	
5180 Medical/Physicals	1,090	2,500	1,000	2,500	
5190 Other Professional Services	398,665	981,703	486,801	700,000	
5240 Meeting & Professional Devlpmt	790	5,000	4,581	5,000	
5255 Travel Expense Reimbursement	1,744	2,500	3,424	2,500	
5270 Printing and Binding	4,909	4,500	4,500	4,500	
5275 Postage	190	6,500	350	6,500	
5280 Advertising	1,597	850	800	850	
5300 Water, Sewer, Disposal	3,220	4,000	7,953	4,000	
5302 City Disposal	103,687	75,000	87,123	75,000	
5303 Telephone	29,580	28,000	26,307	28,000	
5310 Electricity & Gas	2,213	3,250	2,196	3,250	
5320 Janitorial Services	2,967	0	0	0	
5360 Machinery & Equip Maint	43,317	59,250	35,000	59,250	
5392 License & Permits	25,538	75,000	64,419	75,000	
5395 Info Technology Services Charge	151,569	198,393	198,393	223,586	
5396 City Garage Charges	1,933,892	1,837,925	1,837,925	1,617,574	
5451 Retiree Health Insurance	746,233	180,000	170,000	180,000	
5510 Land & Building Rent	3,899	3,600	3,247	3,600	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SOLID WASTE

FUND
SOLID WASTE FUND

ORGKEY
511401

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
5530 Clothing and Linen Rent	4,078	5,000	750	5,000	
5570 Office Equip & Furn Rent	1,990	0	344	0	
5580 Communications Svs & Rental	0	500	0	500	
5590 Other Rentals	522	700	557	700	
5720 Taxes	9,264	7,000	7,000	7,000	
5722 Penalties & Interest	12	75	86	75	
5760 Special Program Expenditures	0	0	0	0	
5800 Subscriptions & Memberships	0	1,200	1,200	1,200	
5840 Training	1,600	7,000	1,474	2,000	
5870 General Govt Service Charge	604,714	577,364	577,364	577,364	
5880 Special Contractual Services	684,993	525,492	525,497	715,408	
5890 Landfill Tipping Charges	11,792	50,000	50,000	5,000	
5898 State Mandated Fees	135,449	110,000	58,395	110,000	
5950 Bad Debt Expense	14,807	75	597	75	
5980 Billing Services	306,250	325,000	306,250	325,000	
5995 Depreciation Expense	509,136	0	0	0	
5996 Landfill Closure/PC Expense	273,636	0	0	0	
TOTAL SERVICES	6,169,397	5,418,739	4,518,917	4,881,932	
SUPPLIES					
6120 Chemical & Lab Supplies	0	3,000	0	0	
6140 Office Supplies	3,610	2,200	5,000	2,200	
6160 Medical Supplies	0	1,000	1,000	1,000	
6180 Turnouts/Uniforms/Safety Clothin	14,747	10,000	8,597	10,000	
6190 Photo & Copying Supplies	0	1,000	100	1,000	
6210 Repair/Maintenance Supplies	9,562	8,000	7,000	8,000	
6310 Janitorial Supplies	7,010	6,500	10,296	12,000	
6350 Building Supplies	300	825	0	825	
6375 Computer Components	2,220	4,500	1,987	4,500	
6410 Motor Vehicle Supplies	0	400	0	400	
6500 Office Equipment & Furniture	0	5,000	6,000	5,000	
6510 Small Tools & Equipment	7,472	6,500	12,000	12,000	
6590 Special Departmental Supplies	328,620	356,966	355,966	356,966	
TOTAL SUPPLIES	373,541	405,891	407,946	413,891	
FIXED ASSETS					
7100 Motor Vehicles	1,700,707	1,045,719	1,045,719	358,041	
7140 All Other Equipment	0	34,191	34,191	0	
TOTAL FIXED ASSETS	1,700,707	1,079,910	1,079,910	358,041	
DEBT SERVICE					
8200 Interest	1,372	0	0	0	
TOTAL DEBT SERVICE	1,372	0	0	0	
FUND TOTAL	11,910,294	10,885,186	9,871,951	9,873,346	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Quality of Life

Fund
Solid Waste

Orgkey
511401

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
72001	Solid Waste General Administration	1,889,113	1,889,380
72020	Solid Waste Landfill - General	999,886	1,000,027
72032	Solid Waste Landfill - Maint & Operations	670,666	670,761
72040	Solid Waste Landfill - Quality Control	763,371	763,479
72060	Solid Waste Collection - General	1,205,121	1,205,291
72061	Solid Waste Green Waste Collection	700,000	700,099
72062	Solid Waste Residential Collection - Auto	1,071,000	1,071,151
72063	Solid Waste Residential Collection - Non-Auto	125,000	125,018
72066	Solid Waste Commercial Collection	1,483,357	1,483,567
72068	Solid Waste Special Collection	75,000	75,011
72069	Tire Amnesty Collection Grant	1,738	1,738
72090	Solid Waste Recycling	807,471	807,585
72100	Cal Recycle City/County Annual Grant	80,228	80,239
	TOTALS	$9,871,951	$9,873,346

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SOLID WASTE PROJECTS

FUND
SOLID WASTE PROJECTS FUND

ORGKEY
513401

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
SERVICES					
5190 Other Professional Services	22,943	0	15,000	350,000	Landfill Gas Upgrade Consulting/Repairs
5392 License & Permits	24,849	0	35,000	35,000	
5880 Special Contractual Services	235,234	273,350	200,000	150,000	
TOTAL SERVICES	283,026	273,350	250,000	535,000	
SUPPLIES					
6590 Special Departmental Supplies	0	32,043	15,000	25,000	
TOTAL SUPPLIES	0	32,043	15,000	25,000	
FIXED ASSETS					
7100 Motor Vehicles	0	0	0	385,000	Landfill D-8 & Water Pull
7270 Building Construction	73,431	0	8,000	0	
7650 Solid Waste/Landfill	0	0	0	150,000	Grindings- removal
TOTAL FIXED ASSETS	73,431	0	8,000	535,000	
FUND TOTAL	356,457	305,393	273,000	1,095,000	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Quality of Life

Fund
Solid Waste Projects

Orgkey
513401

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
72311	Landfill Site Work	0	720,000
72315	LFG Probes	173,000	25,000
72101	IT Server Building (SW)	50,000	0
72318	Gas Collection System	50,000	350,000
	TOTALS	$273,000	$1,095,000

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SOLID WASTE DEBT SERVICE

FUND
SOLID WASTE DEBT SERVICE FUND

ORGKEY
516401

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	4,496	5,000	5,000	5,000	Bonds & I Bank
5031 Cost of Issue	115,174	0	0	0	
5034 Collection Agent/Bank Fees	0	0	0	9,150	
5190 Other Professional Services	685	1,000	1,000	1,000	
5275 Postage	26	0	0	0	
TOTAL SERVICES	120,381	6,000	6,000	15,150	
DEBT SERVICE					
8100 Principal	0	1,115,000	1,115,000	1,258,393	
8200 Interest	415,509	588,875	588,875	637,168	
TOTAL DEBT SERVICE	415,509	1,703,875	1,703,875	1,895,561	
FUND TOTAL	535,890	1,709,875	1,709,875	1,910,711	

City of Redlands
2015-2016
Proposed Budget

Quality of Life
Citrus Groves

Program Descriptions:

The City currently farms, through a local farming company, 16 separate citrus groves totaling approximately 210 acres. Several citrus varieties, including Navel Orange, Valencia Orange, Ruby Star Grapefruit, and Rio Grapefruit, are farmed within these groves. Department staff provides oversight of the farming contract and maintenance activities.

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

The Citrus Grove budget is presented in sixteen separate job ledger/programs in a separate enterprise fund, with the goal of being supported by revenue received from the sale of citrus products from these groves. The groves currently owned and maintained by the City are known as the Texas / Webster, Fifth Avenue, Judson, Prospect, I-10 California, Nevada / Palmetto No. 1 (Best), Nevada / Palmetto No. 2 (Ramirez), Nevada / Palmetto No. 3 (Daniels), Olive, Granite, Lugonia, Mullin Memorial, Jacinto Memorial, Riverview, University, and Mt. View Groves.

Program Objectives:

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

Accomplishments for Fiscal Year 2014-2015:

- Harvested 42, 196 field boxes of citrus for export domestically and internationally
- Rehabilitation of two water Wells -University Grove and Palmetto Grove
- Replace/relocate irrigation Booster pump for Palmetto Grove

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
GROVES

FUND
GROVES FUND

ORGKEY
538404

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	14,522	18,826	11,510	20,599	
4005 Salaries: Part Time	0	0	614	1,006	
4010 Overtime Salaries	48	0	43	0	
4015 Banked Leave Buy Back	387	323	1,642	453	
4050 Pension Contributions	3,232	3,615	2,079	3,614	
4051 Fica/Medicare	1,097	1,406	1,003	1,448	
4053 Deferred Compensation	219	299	143	299	
4055 Health/Dental Insurance	3,317	3,492	2,309	3,226	
4056 Worker's Comp Insurance	599	516	516	643	
4058 Unemployment Insurance	110	104	71	122	
4059 Life Insurance	13	15	8	14	
4080 Vehicle Allowance	6	0	45	0	
4081 Eyecare Reimbursement	36	55	0	45	
4084 Clothing Cash Payment	0	4	0	0	
4085 Other Taxable Benefits	63	33	100	33	
TOTAL SALARIES AND BENEFITS	23,649	28,688	20,083	31,502	
SERVICES					
5190 Other Professional Services	606	0	1,121	1,200	
5275 Postage	1	200	200	200	
5300 Water, Sewer, Disposal	15,168	31,000	11,045	30,000	
5312 Electric Service: Facility Ops	42,393	53,000	36,885	50,000	
5395 Info Technology Services Charge	272	357	357	402	
5490 Other Insurance	5,575	9,555	7,046	9,500	
5730 Stock Assessment	0	13,000	0	13,000	
5870 General Govt Service Charge	20,142	20,404	20,405	20,506	
5880 Special Contractual Services	522,424	600,000	600,000	600,000	
TOTAL SERVICES	606,581	727,516	677,059	724,808	
SUPPLIES					
6140 Office Supplies	0	100	0	100	
6510 Small Tools & Equipment	0	1,000	300	1,000	
6570 Water Meters & Fittings	0	200	0	200	
6590 Special Departmental Supplies	0	2,500	500	2,500	
TOTAL SUPPLIES	0	3,800	800	3,800	
DEBT SERVICE					
8200 Interest	355	0	0	0	
TOTAL DEBT SERVICE	355	0	0	0	
FUND TOTAL	630,585	760,004	697,942	760,110	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Quality of Life

Fund
Groves

Orgkey
538404

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
76600	Groves General Administration	44,942	48,945
76610	Texas/Webster Grove	62,500	68,067
76616	Fifth Avenue Grove	14,000	15,247
76617	Judson Grove	50,500	54,998
76618	Prospect Grove	97,000	105,640
76622	I-10/California Grove	33,000	35,939
76623	Nevada/Palmetto Grove #1	8,700	9,475
76624	Olive Avenue Grove	19,000	20,692
76626	San Bernardino/Granite Grove	15,500	16,881
76627	Nevada/Palmetto Grove #2	11,500	12,524
76628	Nevada/Palmetto Grove #3	17,500	19,059
76629	Lugonia Avenue Groves	71,500	77,869
76630	Mullin Grove	48,500	52,820
76631	Jacinto Memorial Grove	7,500	8,168
76632	University Grove	141,000	153,559
76633	Riverview Grove	17,700	19,277
76634	Mountain View Grove	37,600	40,949
	TOTALS	$697,942	$760,110

City of Redlands
2015-2016
Proposed Budget

Quality of Life
Cemetery Division

Program Description:

Hillside Memorial Park is a historical cemetery consisting of fifty acres of developed land containing over 31,000 gravesites. The Cemetery also has 12.5 acres of undeveloped land for future use. The principal purpose of Hillside Memorial Park is to provide a place of reflection and remembrance. Hillside staff work with public and private organizations to provide the best possible services to the public. Ground space or mausoleum areas for both casket and cremation burials are available to accommodate various interring requests. Hillside Memorial Park conducts approximately 200 traditional and cremation services per year.

The cemetery is an enterprise fund organized to produce revenue to offset expenditures. Portions of the cemetery revenues are placed into an endowment fund to provide for future closure maintenance.

Program Objectives:

- Continue to modernize record keeping system to include computerized information storage and retrieval
- Computerize archived records to an electronic format for research
- Implement Capital Improvement Program
- Revise the Resolution that governs the Cemetery's activities

Accomplishments for Fiscal Year 2014-2015:

- Maintained 31,420 interments and processed 211 sites for interment services with a 43.13% cremation ratio

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	147,349	157,890	144,411	206,615	New cemetery manager
4005 Salaries: Part Time	16,229	29,575	26,083	30,020	
4010 Overtime Salaries	1,576	500	947	2,000	
4015 Banked Leave Buy Back	1,271	3,601	4,936	1,420	
4016 Compensated Absence	2,179	0	0	0	
4050 Pension Contributions	30,806	29,085	26,211	38,964	
4051 Fica/Medicare	12,920	14,735	13,699	17,876	
4053 Deferred Compensation	98	179	100	186	
4055 Health/Dental Insurance	29,248	28,487	30,186	47,882	
4056 Worker's Comp Insurance	4,797	4,510	4,510	5,617	
4057 Disability Insurance	1,442	1,641	1,316	204	
4058 Unemployment Insurance	1,983	2,185	2,185	2,639	
4059 Life Insurance	193	194	166	257	
4080 Vehicle Allowance	0	0	45	45	
4081 Eyecare Reimbursement	6	693	386	918	
4082 Clothing Allowance	5	500	300	200	
4083 Uniform Rental	275	2,400	860	1,200	per mou
4084 Clothing Cash Payment	200	200	200	200	
4085 Other Taxable Benefits	4,251	96	2,605	162	
TOTAL SALARIES AND BENEFITS	254,828	276,471	259,146	356,405	
SERVICES					
5034 Collection Agent/Bank Fees	5,945	5,500	0	5,500	move to 5350/5880
5140 Legal Services	78	80	0	80	
5190 Other Professional Services	2,605	2,605	93,500	2,500	14/15 business plan
5255 Travel/Expense Reimbursement	54	0	0	0	
5270 Printing and Binding	0	0	43	0	
5275 Postage	109	150	159	150	
5280 Advertising	0	1,500	500	1,500	
5300 Water, Sewer, Disposal	27,925	25,000	25,000	25,000	
5303 Telephone	4,498	5,000	5,000	5,000	
5310 Electricity & Gas	2,650	2,800	2,800	2,800	
5350 Building/Grounds Maintenance	2,723	3,000	3,000	43,000	maintenance increase
5395 Info Technology Services Charge	3,428	4,495	4,495	5,065	
5396 City Garage Charges	31,770	25,529	25,529	22,715	
5451 Retiree Health Insurance	55,574	21,000	21,000	21,000	
5570 Office Equip & Furn Rent	2,347	2,500	2,143	2,500	
5590 Other Rentals	0	0	734	0	
5740 Resale Materials	29,893	28,000	25,541	28,000	
5870 General Govt Service Charge	55,977	56,705	56,705	56,988	
5880 Special Contractual Services	1,808	122,016	161,854	52,822	Imprvs & contract manager
5950 Bad Debt Expense	(418)	5,000	4,535	5,000	
5995 Depreciation Expense	620	0	0	0	
TOTAL SERVICES	227,586	310,880	432,538	279,620	
SUPPLIES					
6140 Office Supplies	461	200	355	400	
6180 Turnouts/Uniforms/Sfty Clothing	440	300	250	300	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
6210 Repair/Maintenance Supplies	4,092	5,000	4,943	40,000	maintenance increase
6310 Janitorial Supplies	0	150	0	0	
6510 Small Tools & Equipment	2,902	4,000	3,000	4,000	
6590 Special Departmental Supplies	631	200	200	150	
TOTAL SUPPLIES	8,526	9,850	8,748	44,850	
FIXED ASSETS					
7140 All Other Equipment	0	15,346	15,346	0	
7150 Other Betterment/ Improvement	0	0	0	330,600	
7230 Street Construction	0	0	0	594,000	
TOTAL FIXED ASSETS	0	15,346	15,346	924,600	
DEBT SERVICE					
8100 Principal	0	40,000	0	34,834	
8200 Interest	2,945	10,000	3,000	6,000	
TOTAL DEBT SERVICE	2,945	50,000	3,000	40,834	
FUND TOTAL	493,885	662,547	718,778	1,646,309	

City of Redlands
2015-2016
Proposed Budget

Quality of Life
Redlands Municipal Airport

Program Description:

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

The airport encompasses 177 acres, with 126 hangars, 307 tie downs, and approximately 230 based aircraft. There are 9 businesses based at the airport.

Program Objectives:

- Maintain a safe aviation environment
- Provide regular inspection of airport public facilities and equipment and provide maintenance as required
- Administer the City-owned west ramp tie downs
- Administer four land leases
- Administer the airport storm water pollution prevention program
- Provide staff support to the Airport Advisory Board
- Provide routine maintenance and repair of runway lighting, security gates and other airport facilities

Accomplishments for Fiscal Year 2014-2015:

- Airport met FAA and Caltrans regulations for the use and operation of the facilities
- Hosted the 2015 Hangar 24-sponsored air show event
- Awarded a Capital Improvement Grant to design the recommended lighting and signage at the Airport. Additional grants will be sought for the implementation of the recommendations
- Updated the Airport's General Industrial Permit by June 1, 2015, as required by the California State Water Resources Control Board.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
AIRPORT

FUND
AVIATION OPERATING FUND

ORGKEY
564450

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	57,096	79,028	55,273	32,816	
4005 Salaries. Part Time	0	0	1,231	905	
4010 Overtime Salaries	148	2,000	239	0	
4015 Banked Leave Buy Back	4,992	1,527	2,445	671	
4050 Pension Contributions	12,394	14,656	10,065	6,237	
4051 Fica/Medicare	4,691	6,221	4,451	2,573	
4053 Deferred Compensation	528	867	255	309	
4055 Health/Dental Insurance	12,953	12,535	11,384	4,083	
4056 Worker's Comp Insurance	599	516	516	127	
4057 Disability Insurance	147	140	213	77	
4058 Unemployment Insurance	315	512	344	217	
4059 Life Insurance	58	75	57	32	
4080 Vehicle Allowance	6	0	45	0	
4081 Eyecare Reimbursement	182	266	266	99	
4084 Clothing Cash Payment	24	60	0	10	
4085 Other Taxable Benefits	116	1,392	154	51	
TOTAL SALARIES AND BENEFITS	94,249	119,795	86,938	48,207	
SERVICES					
5140 Legal Services	1,185	2,000	0	0	
5190 Other Professional Services	6,286	12,000	1,137	87,000	
5240 Meeting & Professional Devlpmt	0	0	2,119	2,119	
5255 Travel Reimbursement	0	0	2,242	2,242	
5270 Printing and Binding	0	4,000	202	202	
5275 Postage	60	200	0	0	
5280 Advertising	495	1,000	0	1,000	Airport ads for vacancies
5300 Water, Sewer, Disposal	4,931	4,100	4,100	4,100	
5303 Telephone	1,203	1,000	1,500	1,000	
5310 Electricity & Gas	23,825	20,000	25,845	25,845	
5320 Janitorial Services	1,350	3,000	11,542	13,000	
5340 Office Equipment Maintenance	0	500	0	0	
5350 Building/Grounds Maintenance	17,940	42,000	2,479	44,000	Begin repairs to hangar skylights
5392 License and Permits	1,791	1,000	0	0	
5395 Info Technology Services Charge	1,093	1,432	1,433	1,614	
5490 Other Insurance	6,848	13,000	4,365	7,000	
5720 Taxes	0	0	280	0	
5840 Training	0	300	0	500	
5870 General Govt Service Charge	56,258	56,989	56,990	57,274	
5880 Special Contractual Services	6,402	15,000	12,081	12,081	
5950 Bad Debt Expense	62,832	0	2,054	2,054	
5990 Reimbursed Expenditures	12,186	0	0	0	
5995 Depreciation Expense	120,784	0	0	0	
TOTAL SERVICES	325,469	177,521	128,367	261,030	
SUPPLIES					
6140 Office Supplies	0	0	579	579	
6210 Repair/Maintenance Supplies	1,916	5,000	2,654	2,654	
6310 Janitorial Supplies	0	200	0	0	
6350 Building Supplies	524	500	500	500	
6510 Small Tools & Equipment	249	500	648	648	
TOTAL SUPPLIES	2,689	6,200	4,381	4,381	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
AIRPORT

FUND
AVIATION OPERATING FUND

ORGKEY
564450

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES
FIXED ASSETS					
7150 Other Betterments/Improvement	0	150,000	150,000	0	
TOTAL FIXED ASSETS	0	150,000	150,000	0	
DEBT SERVICE					
8100 Principal	0	115,000	60,000	0	
8200 Interest	2,777	10,000	4,500	5,000	
TOTAL DEBT SERVICE	2,777	125,000	64,500	5,000	
FUND TOTAL	425,184	578,516	434,187	318,618	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Quality of Life

Fund
Airport

Orgkey
564450

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
64001	Airport Admin & General	284,187	318,618
64083	Airfield Lighting and Signs Plan (FAA Grant)	150,000	0
	TOTALS	$434,187	$318,618

City of Redlands
2015-2016
Proposed Budget

Quality of Life
Equipment Maintenance Division

Program Description:

The Equipment Maintenance Division provides service, maintenance, repairs and safety inspections for vehicles and equipment assigned to the twenty-one divisions in the City of Redlands. Emphasis is placed on safety, preventive maintenance and compliance with air quality regulations. In addition to a fleet services coordinator, this division employs five mechanics. The mechanics inspect and repair everything from lawn mowers and weed-eaters to light, medium, heavy duty equipment, and public safety vehicles. The Equipment Maintenance Division is an internal service fund.

Program Objectives/Goals:

- Provide effective and reliable service (customer service)
- Implement and maintain programs as required by the State of California and other regulatory agencies
- Increase training for mechanics to raise their skill level and update their knowledge pertaining to the computer and electronic technology on newer model vehicles and the alternative fuel converted vehicles.
- Added training to the technicians on usage of the Fleet Management Program (RTA).
- Implementation of a comprehensive fuel management.
- Reduce the number of vendors to help streamline the invoicing process with the garage and added support to finance and purchasing.
- Focus on Off Road Equipment and prepare a plan for replacement to meet CARB/DOORS regulations before its assigned deadline.

Accomplishments for Fiscal Year 2014:2015

- Fleet maintained 406 vehicles, including rolling stock for the Police Department, Fire Department, Solid Waste, Parks Division, Senior Transportation Program, Wastewater Treatment, Code Enforcement and Public Works Engineering.
- Continuous checks and balances and growth with Vendors to help maintain: on/off site repairs, parts inventory, pricing and quality of parts.
- Workshop with technicians to have better communication and professional attitude with customers. One Technician was awarded a certificate for well noticed changes that was brought to the attention of coordinator from drivers.
- Fleet's added involvement with Fire Department supported the replacement of 2 front line engines and the purchase of new engines.
- Fleet has added to the daily processes of utilizing the Motor Truck and Van Labor Guide to support actual times of repairs, this has added support needed to keep technicians on task and completing repairs within standards of time.
- Fleet working with Fire to present a Driver training course for Solid Waste operators and defensive driving.
- Added support to the LCNG Fuel Island expansion for additional CNG dispenser.

- Downsizing the current sub contract agreements to 1 vendor and repairs be made on-site vs. sending it out to numerous shops.
- Technicians inputting parts into RTA and completing work orders much quicker. This helps with the ability to charge out repairs to the divisions in a much quicker time.

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607500

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	358,195	355,043	372,611	372,061	
4010 Overtime Salaries	18,220	12,000	17,010	15,000	
4012 Stand By	1,381	1,300	1,354	1,500	
4015 Banked Leave Buy Back	6,577	8,194	8,223	8,268	
4016 Compensated Absences	7,342	0	0	0	
4050 Pension Contributions	76,854	64,994	67,630	70,506	
4051 Fica/Medicare	28,927	28,246	30,182	30,434	
4053 Deferred Compensation	860	860	1,058	860	
4055 Health/Dental Insurance	76,931	79,544	84,422	86,906	
4056 Worker's Comp Insurance	9,593	7,256	7,257	9,035	
4057 Disability Insurance	3,070	3,693	2,852	3,581	
4058 Unemployment Insurance	2,373	2,821	2,626	2,821	
4059 Life Insurance	413	410	429	410	
4081 Eyecare Reimbursement	225	1,463	562	1,463	
4082 Clothing Allowance	750	750	750	750	
4083 Uniform Rental	7,406	7,500	7,500	8,500	
4084 Clothing Cash Payment	40	100	100	100	
4085 Other Taxable Benefits	241	390	1,143	150	
TOTAL SALARIES AND BENEFITS	599,398	574,564	605,709	612,345	
SERVICES					
5034 Collection Agent/Bank Fees	2,992	1,600	2,889	2,900	
5103 Software Support/Development	7,496	7,110	5,000	4,100	
5140 Legal Services	26,135	7,500	83,794	7,500	
5180 Medical/Physicals	0	250	206	250	
5190 Other Professional Services	338	500	0	500	
5240 Meeting & Professional Devlpmt	309	500	0	500	
5255 Travel/Expense Reimbursement	28	500	0	500	
5270 Printing and Binding	1,128	300	0	300	
5275 Postage	34	100	35	100	
5280 Advertising	1,203	1,000	900	1,000	
5303 Telephone	5,485	4,500	4,867	4,500	
5310 Electricity & Gas	0	125	0	125	
5340 Office Equipment Maintenance	0	0	45	0	
5350 Building Grounds & Maintenanc	30,465	45,000	42,000	30,000	
5360 Machinery & Equip Maint	86,274	35,000	50,000	20,000	
5365 Vehicle Maintenance	661,669	425,000	550,000	409,000	
5392 License & Permits	10,469	9,500	7,874	9,500	
5395 Info Technology Services Charg	12,191	15,985	15,986	18,014	
5451 Retiree Health Insurance	109,835	73,500	73,500	73,500	
5570 Office Equip & Furn Rent	2,495	2,500	2,254	2,500	
5590 Other Rentals	20,893	20,000	30,087	10,000	
5720 Taxes	9,837	12,000	12,000	12,000	
5722 Penalties and Interest	1,875	2,100	519	2,100	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607500

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
5800 Subscriptions & Memberships	4,105	4,200	787	4,000	
5840 Training	1,486	10,750	7,000	10,600	
5870 General Govt Service Charge	256,387	257,086	257,086	258,371	
5880 Special Contractual Services	0	73,000	1,219	65,000	
5890 Landfill Tipping Charges	0	250	0	250	
5898 State Mandated Fees	1,669	0	212	0	
5950 Bad Debt Expense	0	350	0	350	
5995 Depreciation Expense	11,404	0	0	0	
TOTAL SERVICES	1,266,202	1,010,206	1,148,260	947,460	
SUPPLIES					
6120 Chemical & Lab Supplies	83	500	0	500	
6140 Office Supplies	1,722	2,000	1,702	2,000	
6160 Medical Supplies	0	50	0	50	
6180 Turnouts/Uniforms/Sfty Clothing	1,148	500	650	500	
6210 Repair/Maintenance Supplies	326	500	149	500	
6310 Janitorial Supplies	889	500	1,500	500	
6375 Computer Components	630	15,000	10,000	15,000	
6400 Equipment Parts	0	75	0	75	
6410 Motor Vehicle Supplies	856,400	500,000	750,000	450,000	
6420 Tires & Tubes	216,376	225,000	165,000	172,200	
6430 Gasoline	608,100	480,000	564,718	400,000	
6440 Compressed Natural Gas (LCNC	527,919	480,000	480,000	450,000	
6450 Oil and Lubricants	18,883	32,000	7,500	15,000	
6460 Diesel Fuel	308,513	340,000	220,097	200,000	
6500 Office Equipment & Furniture	2,648	2,500	4,000	2,500	
6510 Small Tools & Equipment	11,310	10,000	10,051	6,000	
6590 Special Departmental Supplies	6,581	5,000	2,278	2,500	
TOTAL SUPPLIES	2,561,528	2,093,625	2,217,646	1,717,325	
FIXED ASSETS					
7140 All Other Equipment	21,008	0	0	0	
TOTAL FIXED ASSETS	21,008	0	0	0	
FUND TOTAL	4,448,136	3,678,395	3,971,615	3,277,130	

City of Redlands
2015-2016
Proposed Budget

Municipal Utilities and Engineering

Mission Statement:

Provide impeccable service to our community through professionalism, integrity, accountability, quality, transparency, dedication, collaboration and innovation. Municipal Utilities and Engineering Department plans, builds, and maintains Redlands' physical and environmental infrastructure for the residents, businesses and visitors of the City, making it a sustainable and desirable place to live, work, invest and visit.

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

- Water production and water distribution administration and operation
- Non-potable water distribution administration and operation
- Wastewater collection, treatment, and disposal administration and operation
- Engineering review and inspection of development proposals for compliance with City codes, standards and other governmental requirements relating to land subdivisions, grading, drainage, public improvements within the City right of way and transportation matters
- Management, rehabilitation, and replacement of public improvements, such as, water mains, sewer mains, storm drains, streets, traffic signals, etc. to provide continued reliable service to the community
- Development and construction of new public facilities to protect and enhance community quality of life
- Optimize the total cost of ownership of City's physical assets
- Effectively manage regulatory compliance by ensuring all MUED procedures, as well as MUED and vendor practices, are consistent with all related codes and regulations
- To provide these services MUED is organized into several divisions which include land development, capital improvement engineering services, regulatory compliance, water and wastewater operations, administration, and customer service/utility billing

The administrative and general budget programs support each department function. All engineering and utilities operations are coordinated for efficient use of City resources. Municipal Utilities & Engineering has a total of 105 full-time authorized positions.

Departmental Goals:

- Preservation of City's Assets
  - Provide leadership in the immediate management and long-term preservation of City's physical assets and resources
  - Optimize the total cost of ownership of City's physical assets
  - Maximize sustainability by ensuring City's facilities support the City's mission while mitigating negative environmental impact
  - Provide water, non-potable, and wastewater service at a price that is economical and recoups cost of providing service
  - Provide a safe, maintained, and efficient transportation roadway system
  - Provide storm drain facilities that protect public and private property from flooding
  - Effectively manage regulatory compliance by ensuring MUED and vendor practices are consistent with all related codes and regulations

- Maintain effective business continuity and crisis management planning that can be implemented by appropriate staff in a crisis
- Pursue and secure grants or low interest loans to fund public improvements

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

Sustainability Efforts:

- Reuse used tires in street resurfacing project (Rubberize Asphalt Concrete Paving & Asphalt Rubber Aggregate Membrane products)
- Participated in the EnerNoc Demand Response program designed for load shedding
- Rehabilitating well and booster pumps with premium efficiency units
- Continually seek grant opportunities for solar and other sustainable technologies
- Promote the use of LED street lights and seek funding to replace existing HPS street lights

Performance Measures:

- Benchmarking: The department is preparing a benchmarking study to compare department water and wastewater efficiencies to that of other agencies with similar operating parameters and requirements. This will provide:
  - Efficiencies- Comparison of city costs/efforts to other agencies
  - Effectiveness- Complete projects and delivering them on time and on budget
  - Workload- Comparison of department workload vs. manpower to identify potential deficiency and distribute work accordingly to utilize staffs skill sets
- Non-Motorized Transportation Plan: Develop comprehensive master plan for non-motorized transportation including sidewalks, trails, and include the newly completed bicycle master plan

Accomplishments for Fiscal Year 2014-2015:

Capital Projects implemented:

- City's "Pavement Management Program"

- Pavement Accelerated Repair Implementation Strategy (PARIS)
- PARIS Resurfacing Project (567-1028), 98 lane miles
- Construction of major bike lane grid system
- Installation of numerous traffic calming treatments and devices throughout the City
- Project management, record tracking, scheduling and control automation
- Construction of street pavement, sidewalks, ADA ramps and street signs
- Planning for over $14.4 million water, wastewater, streets, flood control, and other CIP projects
- Design of over $30 million water, wastewater, streets, flood control, and other CIP projects
- Construction management of over $42 million infrastructure improvement projects
- Opal basin Improvement Plan
- Flood Control Master Plan
- Complete Construction of Orange Blossom Trail 1
- Complete Design of Orange Blossom Trail 2 and 3
- I-10 Gateway Project
- Construction of Orange Street Alley
- Construction of Redlands/ Alabama Intersection
- SCADA system upgrade
- B-contract

Development Activity – Projects Initiated:

- Onestop Permit Center customer service Encroachment Permits
- Commission Review and Approval
- Conditional Use Permits
- Historic Conditions of Approval
- Historic Demolition Permits
- Lot Line Adjustments
- Minor Exceptions
- Grading Permits
- Wide Load Permits
- Street Closure
- Building Permit Reviews
- Improvement Plan Reviews
- Map Reviews
- Traffic Commission Reports
- Dining Permits
- National Pollutant Discharge Elimination System (NPDES) Business Inspections
- NPDES Residential Inspections
- NPDES Investigations
- Develop comprehensive flood control master plan

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
ENGINEERING

FUND
GENERAL FUND

ORGKEY
101400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	187,625	233,379	191,488	261,896	
4005 Salaries: Part Time	3,284	0	4,567	0	
4010 Overtime Salaries	1,097	0	1,846	0	
4015 Banked Leave Buy Back	10,986	4,531	14,792	6,044	
4050 Pension Contributions	41,357	44,644	34,590	49,629	
4051 Fica/Medicare	14,289	17,662	15,304	20,202	
4053 Deferred Compensation	2,700	3,056	2,223	3,149	
4055 Health/Dental Insurance	27,705	29,295	25,675	32,561	
4056 Worker's Comp Insurance	30,578	18,729	18,729	23,323	
4057 Disability Insurance	377	747	418	626	
4058 Unemployment Insurance	1,068	1,224	1,118	1,375	
4059 Life Insurance	135	178	178	200	
4081 Eyecare Reimbursement	153	635	635	714	
4084 Clothing Cash Payment	248	248	248	230	
4085 Other Taxable Benefits	1,449	447	833	1,227	
TOTAL SALARIES AND BENEFITS	323,051	354,774	312,643	401,175	
SERVICES					
5141 Settlements/Judgements	113,042	0	0	0	
5190 Other Professional Services	243,407	265,996	116,130	50,000	Storage) (2015-Plan review for
5270 Printing and Binding	1,952	500	1,500	75,000	misc engineering design oncall
5275 Postage	107	100	500	500	
5280 Advertising	710	500	841	841	
5303 Telephone	0	200	0	0	
5392 License & Permits	125,643	140,000	125,000	125,000	NPDES
5395 Info Technology Services Charge	8,473	8,500	8,500	12,521	
5396 City Garage Charges	16,935	8,600	8,600	7,652	
5570 Office Equip & Furn Rent	5,844	10,000	10,000	10,000	
5760 Special Program Expenditure	0	0	9,293	0	
5840 Training	0	200	750	750	
5880 Special Contractual Services	4,927	16,500	5,000	5,000	Animal Pickup
5950 Bad Debt Expense	330	2,000	2,000	2,000	
TOTAL SERVICES	521,402	453,096	288,114	289,264	
SUPPLIES					
6140 Office Supplies	0	1,000	1,000	0	
6590 Special Departmental Supplies	6,353	90,000	364	115,000	Traffic/Misc
TOTAL SUPPLIES	6,353	91,000	1,364	115,000	
FIXED ASSETS					
7140 All Other Equipment	117,539	4,657	4,657	0	
7150 Other Betterments/Improvement	0	244,880	244,880	0	strm drns+LED
7230 Street Construction	0	451,479	901,479	0	Sidewalk repairs
7270 Building Construction	327,500	0	6,873	0	
TOTAL FIXED ASSETS	445,039	701,016	1,157,889	0	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
ENGINEERING

FUND
GENERAL FUND

ORGKEY
101400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
DEPARTMENT TOTAL	1,295,845	1,599,886	1,760,011	805,439	

City of Redlands
2015-2016
Proposed Budget

Municipal Utilities and Engineering
Public Works Improvements

Program Description:

Measure "I" is a half cent sales tax levy approved by the voters to fund local transportation improvements including the street expansion and rehabilitation and related capital improvements. A portion of the Measure "I" allocation is provided to the City for the improvement of local roadways. The local transportation and traffic signal, governmental public facilities, park development, and storm drain fund revenues collected from new development to provide the necessary funds for master planned facilities to accommodate impacts associated with new development.

The capital improvement program provides for the construction of public improvements, such as street widening, resurfacing or reconstruction, traffic signals, storm drain pipelines and other related street or drainage improvements.

Program Objectives:

- Use funds, where feasible, as a match for State and Federal Grant Funds to implement significant capital improvement projects
- Effectively use the financial resources to preserve and extend the useful service life of the public facilities
- Use funds to acquire right-of-way necessary for the capital improvement project
- Provide a safe, maintained, and efficient transportation roadway system
- Provide storm drain facilities that protect public and private property from flooding

Significant Program Changes:

In 2012-13 the City completed the PARIS funding strategy for the pavement condition assessment and pavement management platform to strategically prioritize the investment of funds for road improvements. This program will result in the resurfacing of 2/3 of all City streets in the next 5 years. The program took considerable effort to complete and was unanimously approved by Council. Once completed, the City will have some of the best roadway surfaces in all San Bernardino County.

The City is also pursuing grant funding opportunities to augment its financial resources for roadway improvements and leveraging/coordinating utility pavement trench repair and paving programs.

Accomplishments for Fiscal Year 2014-2015:

- Approximately 140 lane miles of resurfacing

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
MEASURE I

FUND
MEASURE I FUND

ORGKEY
208400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	179,871	157,889	122,255	0	
4005 Salaries: Part Time	418	0	2,078	0	
4010 Overtime Salaries	973	0	1,418	0	
4015 Banked Leave Buy Back	2,698	2,371	8,023	0	
4050 Pension Contributions	37,221	29,963	21,695	0	
4051 Fica/Medicare	13,374	11,967	9,481	0	
4053 Deferred Compensation	2,971	1,901	1,161	0	
4055 Health/Dental Insurance	20,743	19,414	15,690	0	
4057 Disability Insurance	156	338	248	0	
4058 Unemployment Insurance	710	816	699	0	
4059 Life Insurance	127	118	94	0	
4081 Eyecare Reimbursement	101	423	423	0	
4084 Clothing Cash Payment	16	98	98	0	
4085 Other Taxable Benefits	3,754	335	905	0	
TOTAL SALARIES AND BENEFITS	263,133	225,633	184,270	0	
SERVICES					
5190 Other Professional Services	0	0	3,500	0	
5275 Postage	80	0	0	0	
5280 Advertising	1,053	0	0	0	
5395 Info Technology Service Chgs	929	1,496	1,500	0	
5800 Subscriptions & Memberships	12	0	0	0	
5870 General Govt Service Charge	15,468	16,953	12,300	0	
5880 Special Contractual Services	62,500	0	0	0	
TOTAL SERVICES	80,042	18,449	17,300	0	
SUPPLIES					
6140 Office Supplies	32	0	0	0	
TOTAL SUPPLIES	32	0	0	0	
FIXED ASSETS					
7230 Street Construction	66,893	4,076,082	2,479,396	0	
TOTAL FIXED ASSETS	66,893	4,076,082	2,479,396	0	
FUND TOTAL	410,100	4,320,164	2,680,966	0	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Measure I

Orgkey
208400

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
41000	Engineering (208)	201,570	0
41080	PARIS Resurfacing Project (567-960)	2,479,396	0
	TOTALS	$2,680,966	$0

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
LOCAL TRANSPORTATION

FUND
LOCAL TRANSPORTATION FUND

ORGKEY
209400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	296,389	591,366	418,791	546,311	
4005 Salaries: Part Time	368	0	1,270	0	
4010 Overtime Salaries	1,051	0	3,537	0	
4015 Banked Leave Buy Back	4,914	10,734	36,794	12,608	
4050 Pension Contributions	63,254	113,252	75,849	103,526	
4051 Fica/Medicare	22,181	45,007	33,095	42,368	
4053 Deferred Compensation	4,124	7,309	4,630	6,998	
4055 Health/Dental Insurance	27,387	56,162	37,124	46,180	
4057 Disability Insurance	247	1,429	760	1,256	
4058 Unemployment Insurance	1,878	2,995	2,042	2,782	
4059 Life Insurance	207	435	319	404	
4081 Eyecare Reimbursement	130	1,553	1,553	1,442	
4084 Clothing Cash Payment	16	416	416	410	
4085 Other Taxable Benefits	4,910	5,973	7,244	6,786	
TOTAL SALARIES AND BENEFITS	427,056	836,629	623,424	771,071	
SERVICES					
5103 Software Support/Development	0	40,000	1,259	0	
5110 Architect & Engineer	112,707	96,301	30,254	30,254	
5140 Legal Services	25,059	20,400	20,400	20,400	
5180 Medical/Physicals	25	0	0	0	
5190 Other Professional Services	135,596	0	300,000	250,000	
5240 Meeting & Professional Devlpmt	0	2,000	2,000	2,000	
5255 Travel Expense Reimbursement	108	500	500	500	
5270 Printing and Binding	2,592	1,000	3,000	3,000	
5275 Postage	3,043	50	100	100	
5280 Advertising	1,169	3,000	3,000	3,000	
5392 License & Permits	50	0	275	275	
5395 Info Technology Services Chgs	3,708	5,973	5,973	5,811	
5760 Special Program Expenditures	0	10,000	10,000	10,000	
5800 Subscriptions & Membership	12	500	500	500	
5840 Training	303	0	0	0	
5870 General Govt Service Charge	51,102	306,003	306,003	306,003	
5880 Special Contractual Services	346,253	299,900	299,900	299,900	
TOTAL SERVICES	681,727	785,627	983,164	931,743	
SUPPLIES					
6130 Books & Supplies	0	0	360	0	
6140 Office Supplies	0	0	30	0	
6590 Special Departmental Supplies	67	0	6,966	0	
TOTAL SUPPLIES	67	0	360	0	
FIXED ASSETS					
7100 Motor Vehicles	0	0	50,853	0	
7150 Other Betterment/Improvement	0	39,900	267,760	1,537,300	
7230 Street Construction	11,563,015	34,776,337	22,294,627	5,242,030	
7250 Land Acquisitions	0	0	41,795	0	
TOTAL FIXED ASSETS	11,563,015	34,816,237	22,655,035	6,779,330	
FUND TOTAL	12,671,865	36,438,493	24,261,983	8,482,144	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Local Transportation

Orgkey
209400

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
41004	Engineering	750,853	788,857
41017	Redlands/Alabama Street Improvements	5,571,747	150,853
41019	Street Resurfacing	42,424	0
41030	Transportation DIF Study	2,934	0
41033	Safe Routes to School - Cycle 2	167,383	0
41040	Safe Routes to School - Cycle 8	225,531	0
41044	Hwy Safety Imprv Prgm - Cycle 4 (Striping)	526,896	0
41049	PARIS Project Funding	0	5,275,774
41054	I-10 Underpass Improvements	221,228	0
41055	Gateway Monuments	7,237	1,575,013
41056	PARIS Resurfacing Project 2013 (35-450)	6,334,066	0
41057	Pavement Assessment: Geotechnical Svcs	271,210	0
41058	2011 TDA Bus Pad Upgrade	49,636	0
41059	Bike Lane Master Plan	24,204	0
41060	PARIS Resurfacing Project (567-960)	10,066,634	150,853
41061	HSIP Cycle 4 Supplemental	0	220,966
Unassigned	2013 TDA Bus Pad Upgrade	0	58,777
Unassigned	Non-Motorized Master Plan	0	261,051
	TOTALS	$24,261,983	$8,482,144

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
MEASURE I (2010)

FUND
MEASURE I FUND (2010)

ORGKEY
210400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	0	0	159,834	PARIS
4015 Banked Leave Buy Back	0	0	0	3,688	
4050 Pension Contributions	0	0	0	30,289	
4051 Fica/Medicare	0	0	0	12,428	
4053 Deferred Compensation	0	0	0	1,758	
4055 Health/Dental Insurance	0	0	0	18,055	
4057 Disability Insurance	0	0	0	416	
4058 Unemployment Insurance	0	0	0	846	
4059 Life Insurance	0	0	0	123	
4081 Eyecare Reimbursement	0	0	0	439	
4084 Clothing Cash Payment	0	0	0	130	
4085 Other Taxable Benefits	0	0	0	1,245	
TOTAL SALARIES AND BENEFITS	0	0	0	229,251	
FIXED ASSETS					
7230 Street Construction	0	0	0	5,000,000	
TOTAL FIXED ASSETS	0	0	0	5,000,000	
FUND TOTAL	0	0	0	5,229,251	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Measure I (2010)

Orgkey
210400

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
Unassigned	PARIS Project Funding	0	5,229,251
	TOTALS	$0	$5,229,251

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
GENERAL CAPITAL IMPROVEMENT

FUND
GENERAL CAPITAL IMPROVEMENT FUND

ORGKEY
240400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	4,369	0	61,124	42,683	
4010 Overtime Salaries	26	0	47	0	
4015 Banked Leave Buyback	0	0	3,171	985	
4050 Pension Contributions	865	0	11,079	8,088	
4051 Fica/Medicare	334	0	4,808	3,343	
4053 Deferred Compensation	103	0	746	664	
4055 Health/Dental Insurance	325	0	5,013	4,305	
4057 Disability Insurance	0	0	(4)	34	
4058 Unemployment Insurance	4	0	254	213	
4059 Life Insurance	3	0	43	31	
4081 Eyecare Reimbursement	7	0	48	110	
4084 Clothing Allowance	0	0	0	10	
4085 Other Taxable Benefits	1	0	227	234	
TOTAL SALARIES AND BENEFITS	6,037	0	86,555	60,699	
SERVICES					
5190 Other Professional Services	75,798	1,571,493	512,924	78,500	
5270 Printing and Binding	724	0	0	0	
5275 Postage	783	0	31	0	
5280 Advertising	738	0	2,485	2,485	
5360 Machinery & Equip Maint	359,868	0	18,128	18,128	
5392 License & Permits	0	0	5,450	5,450	
5760 Special Program Expenditures	0	0	1,120	1,120	
5880 Special Contractual Services	2,230	0	11,000	0	
5990 Reimbursed Expenditures	(1,727)	0	0	0	
TOTAL SERVICES	438,412	1,571,493	551,138	105,683	
FIXED ASSETS					
7150 Other Betterments/Improvement	118,589	640,600	1,574,400	1,604,050	
TOTAL FIXED ASSETS	118,589	640,600	1,574,400	1,604,050	
FUND TOTAL	563,038	2,212,093	2,212,093	1,770,432	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
General Capital Improvement

Orgkey
240400

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
47015	Orange Blossom Trail	663,496	0
47016	DOE: Energy Efficiency Facility Upgrades	393,472	0
47017	Fueling Station Upgrades AQMD MSRC	85,000	0
47018	Orange Blossom Trail II	858,833	0
47019	Orange Blossom Trail Development Phase 3	162,128	998,887
47020	SCE Energy Action Plan	49,164	0
Unassigned	Orange Street Signal	0	386,855
Unassigned	Citrus Bike Lanes	0	384,690
	TOTALS	$2,212,093	$1,770,432

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
PARK & OPEN SPACE DEVELOPMENT FUND

FUND
PARK & OPEN SPACE DEVELOPMENT FUND

ORGKEY
250400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	0	0	6,176	
4015 Banked Leave Buy-Back	0	0	0	142	
4050 Pension Contributions	0	0	0	1,170	
4051 Fica/Medicare	0	0	0	465	
4053 Deferred Compensation	0	0	0	89	
4055 Health/Dental Insurance	0	0	0	92	
4058 Unemployment Insurance	0	0	0	26	
4059 Life Insurance	0	0	0	4	
4081 Eyecare Reimbursement	0	0	0	14	
4085 Insurance Adjustment	0	0	0	261	
TOTAL SALARIES AND BENEFITS	0	0	0	8,439	
SERVICES					
5034 Collection Agent/Bank Fees	5,162	5,015	5,015	4,864	
5110 Architect & Engineer	0	0	13,000	0	
5140 Legal Services	2,958	5,000	5,000	5,000	
5190 Other Professional Services	0	86,180	94,945	0	
5270 Printing and Binding	0	0	400	0	
5280 Advertising	0	0	1,158	0	
5392 License & Permits	0	0	2,260	0	
5870 General Govt Service Charge	6,834	5,000	5,000	5,000	
5990 Reimbursed Expenditures	1,727	0	0	0	
TOTAL SERVICES	16,681	101,195	126,778	14,864	
FIXED ASSETS					
7150 Other Betterments/Improvement	39,955	418,860	580,060	0	
TOTAL FIXED ASSETS	39,955	418,860	580,060	0	
DEBT SERVICE					
8100 Principal	49,047	50,529	50,529	52,186	
8200 Interest	53,427	51,858	51,858	50,239	
TOTAL DEBT SERVICE	102,474	102,387	102,387	102,425	
FUND TOTAL	159,110	622,442	809,225	125,728	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Park Development

Orgkey
250400

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
41200	Sports Park	117,402	117,289
41207	Heritage Park	86,180	4,219
41208	Orange Street Alley Park	605,643	4,220
	TOTALS	$809,225	$125,728

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
PUBLIC FACILITY DEVELOPMENT - PW

FUND
PUBLIC FACILITY DEVELOPMENT FUND

ORGKEY
251400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5870 General Govt Service Charge	17,839	15,500	15,500	15,500	
TOTAL SERVICES	17,839	15,500	15,500	15,500	
DEBT SERVICE					
8200 Interest	1,979	0	0	0	
TOTAL DEBT SERVICE	1,979	0	0	0	
FUND TOTAL	19,818	15,500	15,500	15,500	

City of Redlands

2015-2016

Proposed Budget

DEPARTMENT/DIVISION
ARTERIAL STREET CONSTRUCTION

FUND
ARTERIAL STREET CONSTRUCTION FUND

ORGKEY
252400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	0	0	1,725	
4015 Banked Leave Buy Back	0	0	0	40	
4050 Pension Contributions	0	0	0	327	
4051 Fica/Medicare	0	0	0	100	
4053 Deferred Compensation	0	0	0	46	
4055 Health/Dental Insurance	0	0	0	15	
4058 Unemployment Insurance	0	0	0	4	
4059 Life Insurance	0	0	0	1	
4081 Eyecare Reimbursement	0	0	0	2	
4085 Other Taxable Benefits	0	0	0	44	
TOTAL SALARIES AND BENEFITS	0	0	0	2,304	
SERVICES					
5760 Special Program Expenditures	0	0	22,295	22,295	
5870 General Govt Service Charge	3,842	5,000	5,000	5,000	
TOTAL SERVICES	3,842	5,000	27,295	27,295	
FUND TOTAL	3,842	5,000	27,295	29,599	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
TRAFFIC SIGNALS FUND

FUND
TRAFFIC SIGNALS FUND

ORGKEY
253400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5760 Special Program Expenditures	0	0	15,000	15,000	
5870 General Govt Service Charge	1,667	2,000	2,000	2,000	
TOTAL SERVICES	1,667	2,000	17,000	17,000	
FUND TOTAL	1,667	2,000	17,000	17,000	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
FREEWAY INTERCHANGES

FUND
FREEWAY INTERCHANGES FUND

ORGKEY
254400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	0	0	12,990	
4015 Banked Leave Buy Back	0	0	0	300	
4050 Pension Contributions	0	0	0	2,462	
4051 Fica/Medicare	0	0	0	939	
4053 Deferred Compensation	0	0	0	275	
4055 Health/Dental Insurance	0	0	0	949	
4058 Unemployment Insurance	0	0	0	48	
4059 Life Insurance	0	0	0	7	
4081 Eyecare Reimbursement	0	0	0	25	
4085 Other Taxable Benefits	0	0	0	101	
TOTAL SALARIES AND BENEFITS	0	0	0	18,096	
SERVICES					
5760 Special Program Expenditures	0	0	3,721	0	
5870 General Govt Service Charge	6,645	4,500	4,500	4,500	
TOTAL SERVICES	6,645	4,500	8,221	4,500	
FIXED ASSETS					
7150 Other Betterments/Improvement	0	0	0	1,012,900	
TOTAL FIXED ASSETS	0	0	0	1,012,900	
FUND TOTAL	6,645	4,500	8,221	1,035,496	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Freeway Interchanges

Orgkey
254400

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
Unassigned	University Ramp	0	1,035,496
	TOTALS	$0	$1,035,496

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
STORM DRAIN CONSTRUCTION

FUND
STORM DRAIN CONSTRUCTION FUND

ORGKEY
405400

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	32,546	35,480	22,984	25,080	
4010 Overtime Salaries	88	0	66	0	
4015 Banked Leave Buy Back	0	819	7,240	579	
4050 Pension Contributions	6,542	7,451	4,240	4,752	
4051 Fica/Medicare	2,182	2,490	1,821	1,966	
4053 Deferred Compensation	584	605	172	215	
4055 Health/Dental Insurance	3,770	3,729	2,031	2,034	
4058 Unemployment Insurance	80	130	46	109	
4059 Life Insurance	18	19	19	16	
4081 Eyecare Reimbursement	0	68	68	56	
4085 Other Taxable Benefits	616	45	45	38	
TOTAL SALARIES AND BENEFITS	46,426	50,834	38,732	34,845	
SERVICES					
5190 Other Professional Services	151,358	0	225,000	225,000	
5270 Printing and Binding	0	0	169	0	
5275 Postage	0	0	26	0	
5280 Advertising	0	0	374	0	
5870 General Govt Service Charge	10,445	15,082	15,082	15,082	
5880 Special Contractual Services	0	0	17,671	0	
TOTAL SERVICES	161,803	15,082	258,322	240,082	
SUPPLIES					
6210 Repair/Maintenance Supplies	3,120	0	1,701	0	
TOTAL SUPPLIES	3,120	0	1,701	0	
FIXED ASSETS					
7240 Storm Drain Construction	0	153,669	240,643	0	
TOTAL FIXED ASSETS	0	153,669	240,643	0	
FUND TOTAL	211,349	219,585	539,398	274,927	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Storm Drain Construction

Orgkey
405400

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
48033	Storm Drain Improvements	149,015	0
48034	Opal Basin Construction Project	207,656	248,816
48035	Storm Drain Master Plan	25,026	12,695
48038	Orange Street Alley Park Storm Drain	157,701	13,416
	TOTALS	$539,398	$274,927

City of Redlands
2015-2016
Proposed Budget

Municipal Utilities and Engineering
Water

Program Description:

The Water Utility produces and distributes water to over 21,500 customers within its service area. In general, the service area includes the City of Redlands, unincorporated areas of the County (Mentone and Crafton areas), as well as the San Bernardino County Donut Hole area. The water utility operates and maintains over 400 miles of pipelines, approximately 3,000 fire hydrants, 18 reservoirs, two surface water treatment plants, one perchlorate treatment plant, 21 active potable and non-potable groundwater production wells, and 14 booster station facilities.

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

Program Objectives:

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

Significant Program Changes:

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

With the commencement of the Environmental Protection Agency (EPA) regulatory Hinckley Water Treatment Plant Upgrades has come the implementation of a computerized project management system. The Expedition/P6 Project Management software will substantially upgrade the department's information sharing and monitoring systems. This system will keep track of project progress in comparison with an established baseline schedule and provide invaluable key information to project managers in order to control the time and cost of project delivery. Additionally these programs assist the City in achieving its goals for sustainability.

Accomplishments for Fiscal Year 2014-2015:

- Nearly 3.5 miles of deteriorated water distribution mains have been, or are being installed Rehabilitated Agate, Ward Way, reservoir and booster pump

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION
SALARIES AND BENEFITS				
4000 Full Time Salaries	3,267,052	3,574,051	3,228,966	3,659,331
4005 Salaries: Part Time	32,785	45,165	55,503	24,088
4010 Overtime Salaries	208,501	175,000	162,335	185,000
4012 Stand By	55,380	50,000	50,000	60,000
4015 Banked Leave Buy Back	85,303	73,879	115,603	84,446
4016 Compensated Absences	108,623	0	0	0
4050 Pension Contributions	692,761	661,323	584,963	693,443
4051 Fica/Medicare	276,938	298,539	276,610	307,929
4053 Deferred Compensation	12,434	12,240	11,452	11,544
4055 Health/Dental Insurance	673,642	650,120	664,687	698,138
4056 Worker's Comp Insurance	121,652	294,983	294,983	367,344
4057 Disability Insurance	27,648	31,521	25,670	29,436
4058 Unemployment Insurance	23,192	25,819	23,106	27,134
4059 Life Insurance	3,359	3,748	3,341	3,838
4080 Vehicle Allowance	0	0	448	0
4081 Eyecare Reimbursement	5,747	13,386	13,386	13,707
4082 Clothing Allowance	11,911	8,143	8,143	8,091
4083 Uniform Rental	15,164	0	18,393	18,393
4084 Clothing Cash Payment	640	1,167	1,167	1,167
4085 Other Taxable Benefits	21,837	11,048	22,674	27,246
TOTAL SALARIES AND BENEFITS	5,644,569	5,930,132	5,561,429	6,220,275
SERVICES				
5103 Software Support/Development	3,674	5,000	5,000	100,000
5104 Hardware Maint/Replace	3,463	0	11,500	11,500
5140 Legal Services	2,028	0	0	0
5141 Settlements/Judgements	34,523	0	0	0
5142 City Attorney Legal Service	31,456	33,000	35,000	35,000
5180 Medical/Physicals	810	2,000	2,000	1,500
5190 Other Professional Services	584,656	668,106	145,000	150,000
5240 Meeting & Professional Devlpmt	699	5,000	3,200	3,500
5255 Travel Expense Reimbursement	4,268	2,000	2,000	3,500
5270 Printing and Binding	13,255	30,045	17,500	32,500
5275 Postage	6,889	1,300	17,050	11,500
5280 Advertising	5,297	5,000	5,643	10,000
5300 Water, Sewer, Disposal	4,310	5,000	7,500	7,500
5301 City Water	420,914	430,000	430,000	430,000
5303 Telephone	43,183	35,000	47,200	47,400
5310 Electricity & Gas	356,150	400,000	375,000	400,000
5312 Electric Service: Facility Ops	1,877,646	2,250,000	2,322,000	2,327,000
5314 Gas Service: Facility Ops	684	2,000	2,000	1,500
5317 Service for Facility Ops	22,981	98,808	40,000	40,000
5318 Energy for Treatment	57,810	95,000	62,000	62,000
5320 Janitorial Services	4,545	7,000	3,600	7,000
5340 Office Equipment Maintenance	0	2,000	0	0
5350 Building/Grounds Maintenance	3,460	2,000	2,000	5,000
5360 Machinery & Equip Maint	14,220	50,000	20,000	30,000
5365 Vehicle Maintenance	659	0	200	1,500
5392 License & Permits	236,614	250,000	255,000	255,000
5395 Info Technology Services Charge	243,068	391,572	391,572	380,952
5396 City Garage Charges	368,740	710,000	710,000	640,607
5451 Retiree Health Insurance	1,115,412	225,000	400,000	400,000

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION
5510 Land and Building Rent	2,009	3,000	2,143	4,000
5570 Office Equip & Furn Rent	7,954	33,000	9,900	5,000
5580 Communications Svs & Rental	0	2,000	0	0
5590 Other Rentals	20,910	60,000	8,071	20,000
5710 Street Repairs	0	450,000	450,000	300,000
5720 Taxes	4,261	0	7,268	750
5722 Penalties and Interest	67	0	50	0
5730 Stock Assessment	621,614	625,000	675,000	675,000
5760 Special Program Expenditures	5,706	100,000	45,000	100,000
5765 Conservation Rebates	13,689	150,000	150,000	65,000
5800 Subscriptions & Memberships	5,369	6,500	4,921	7,500
5840 Training	19,890	50,000	12,700	42,000
5870 General Govt Service Charge	1,144,054	1,134,971	1,134,971	1,350,000
5880 Special Contractual Services	48,237	145,000	145,000	25,000
5890 Landfill Tipping Charges	840	2,500	0	0
5898 State Mandated Fees	1,250	2,000	2,000	2,000
5950 Bad Debt Expense	31,089	0	0	0
5980 Billing Services	437,500	450,000	450,000	450,000
5995 Depreciation Expense	2,304,643	0	0	0
TOTAL SERVICES	10,130,496	8,918,802	8,408,989	8,440,709
SUPPLIES				
6100 Purchased Water	150,000	300,000	3,929	300,500
6120 Chemical & Lab Supplies	519,077	625,000	550,000	550,000
6130 Books & Supplies	731	2,000	0	2,000
6140 Office Supplies	22,955	15,000	15,000	20,750
6145 Awards/Recognition Program	0	3,000	3,000	3,000
6160 Medical Supplies	0	15,000	0	0
6180 Turnouts/Uniforms/Sfty Clothing	30,183	70,000	35,010	35,010
6210 Repair/Maintenance Supplies	1,497,211	1,104,177	740,457	883,000
6310 Janitorial Supplies	5,927	5,000	3,000	5,000
6375 Computer Components	3,807	10,000	9,750	21,000
6410 Motor Vehicle Supplies	4,353	25,000	8,000	7,500
6470 Steel	0	6,500	0	0
6500 Office Equipment & Furniture	11,076	10,000	9,217	3,500
6510 Small Tools & Equipment	53,896	80,000	80,000	63,000
6560 Food	1,809	4,000	4,000	4,500
6570 Water Meters & Fittings	0	750,000	750,000	400,000
6590 Special Departmental Supplies	34,823	20,000	100,000	100,000
TOTAL SUPPLIES	2,335,848	3,044,677	2,311,363	2,398,760
FIXED ASSETS				
7060 Office Furniture	0	0	4,672	28,000
7100 Motor Vehicles	362,274	430,000	430,000	0
7140 All Other Equipment	0	235,000	235,000	20,000
7150 Other Betterments/Improvement	0	0	15,515	250,000
7340 Purchase Water Shares	300,000	0	0	0
7700 Water Facilities	0	0	40,000	0
TOTAL FIXED ASSETS	662,274	665,000	725,187	298,000
FUND TOTAL	18,773,187	18,558,611	17,006,968	17,357,744

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Water

Orgkey
501403

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
71001	Water Admin & General	3,245,920	3,381,578
71010	Water Engineering	789,459	792,100
71020	Water Production & Operation - General	4,657,401	4,676,294
71024	Water Production Maintenance	2,031,704	2,057,061
71032	Water Treatment - HTWTP	549,827	588,909
71034	Water Treatment - HHWTP	782,621	797,809
71040	Water Quality - General	501,028	549,963
71060	Water Distribution - General	4,269,457	4,268,637
71090	Water Conservation Program	97,551	158,393
71114	'B' Contract (Reimbursable)	72,000	77,000
71115	'B' Contract (City)	5,000	5,000
71116	South Mountain Water (Reimbursable)	5,000	5,000
	TOTALS	$17,006,968	$17,357,744

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
WATER PROJECTS

FUND
WATER PROJECTS FUND

ORGKEY
503403

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	25,529	0	4,573	0	
4010 Overtime Salaries	202	0	0	0	
4012 Stand By	34	0	135	0	
4050 Pension Contributions	4,675	0	749	0	
4051 Fica/Medicare	1,995	0	359	0	
4055 Health/Dental Insurance	2,103	0	1,083	0	
4057 Disability Insurance	206	0	42	0	
4058 Unemployment Insurance	556	0	26	0	
4059 Life Insurance	28	0	4	0	
4085 Other Taxable Benefits	472	0	0	0	
TOTAL SALARIES AND BENEFITS	35,800	0	6,971	0	
SERVICES					
5110 Architect & Engineer	285,347	0	21,735	0	
5141 Settlements/Judgements	0	0	805,812	0	
5190 Other Professional Services	584,617	75,000	106,474	75,000	
5270 Printing and Binding	1,706	0	786	0	
5275 Postage	2,921	0	0	0	
5280 Advertising	0	0	392	0	
5392 License & Permits	882	0	7,845	0	
TOTAL SERVICES	875,473	75,000	943,044	75,000	
SUPPLIES					
6210 Repair/Maintenance Supplies	81,752	190,000	48,874	390,000	
TOTAL SUPPLIES	81,752	190,000	48,874	390,000	
FIXED ASSETS					
7140 All Other Equipment	0	12,372	0	0	
7270 Building Construction	83,310	0	7,707	0	
7700 Water Facilities	11,754,784	9,055,526	10,122,568	5,300,000	
TOTAL FIXED ASSETS	11,838,094	9,067,898	10,130,275	5,300,000	
FUND TOTAL	12,831,119	9,332,898	11,129,163	5,765,000	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Water Projects

Orgkey
503403

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
71204	Hinckley Improvements (Construction)	250,000	0
71207	Dearborn Reservoir Roof Rehabilitation	3,449	0
71210	REES Treatment Plant Ops (LMC) - Lockheed	5,191	5,000
71215	Well 38/39 Treatment (LMC)	0	5,000
71216	Well Orange/Church Treatment (LMC)	0	5,000
71228	Fifth Avenue Pipeline Replacement	21,408	
71234	Brookside Water Pipeline	113,227	0
71236	Recycled Water Engineering Report Drawings	2,687	0
71242	Texas Nonpotable Reservoir	18,296	0
71244	Valve Replacements	2,098	0
71246	Water System Assessment	9,260	0
71247	Mira Monte Pipeline Replacement	13,413	0
71248	IT Server Building (Wtr)	13,150	0
71250	B-Contract Pipeline	3,442	0
71251	2013 Water CIP, Phase II	2,561,567	0
71252	Agate 1 Well Rehabilitation	141,548	0
71253	Fern & San Timoteo Pipeline	132,123	0
71254	Rate Study 2014	118,597	0
71255	Ward Way Rehabilitation	700,150	0
71257	2014 Pipeline Replacement	3,500,000	0
71305	SCADA System Upgrades	150,269	300,000
71307	Water Production Annual Replacement	150,000	500,000
71308	Water System Improvements	150,000	750,000
71325	Highline (Phase 1, North)	774,384	0
71365	Utilities Building Improvements	50,000	375,000
71385	Master Planning and Studies	19,092	75,000
71391	TCP/DBCP Case	805,812	0
Unassigned	2015 CIP Replacements	0	3,000,000
Unassigned	Garnet Bridge Pipeline	0	250,000
Unassigned	Reservoir Rehabilitation - Crafton	0	500,000
Unassigned	Hinckley WTP - Generator	70,000	0
Unassigned	Non-Potable Colton & Sixth	1,350,000	0
	TOTALS	$11,129,163	$5,765,000

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
WATER DEBT SERVICE

FUND
WATER DEBT SERVICE FUND

ORGKEY
506403

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	2,012	3,000	3,000	3,000	
5190 Other Professional Services	0	1,000	1,000	1,000	
TOTAL SERVICES	2,012	4,000	4,000	4,000	
DEBT SERVICE					
8100 Principal	0	2,099,209	2,099,209	1,876,756	
8200 Interest	353,590	389,332	389,332	343,477	
TOTAL DEBT SERVICE	353,590	2,488,541	2,488,541	2,220,233	
FUND TOTAL	355,602	2,492,541	2,492,541	2,224,233	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SOURCE ACQUISITION

FUND
SOURCE ACQUISITION FUND

ORGKEY
508403

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
FIXED ASSETS					
7340 Purchase Water Shares	0	300,000	300,000	0	
TOTAL FIXED ASSETS	0	300,000	300,000	0	
FUND TOTAL	9	300,000	300,000	0	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
WATER CAPITAL IMPROVEMENT

FUND
WATER CAPITAL IMPROVEMENT FUND

ORGKEY
509403

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5760 Special Program Expenditures	0	0	20,000	20,000	
TOTAL SERVICES	0	0	20,000	20,000	
FIXED ASSETS					
7700 Water Facilities	0	0	197,651	0	
TOTAL FIXED ASSETS	0	0	197,651	0	
DEBT SERVICE					
8200 Interest	225	0	0	0	
TOTAL DEBT SERVICE	225	0	0	0	
FUND TOTAL	225	0	217,651	20,000	

City of Redlands
2015-2016
Proposed Budget

Municipal Utilities and Engineering
Wastewater

Program Description:

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

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

Program Objectives:

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

Accomplishments for Fiscal Year 2014-2015:

- Replaced nearly 1/2 mile of sewer line

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SEWER SERVICE

FUND
SEWER SERVICE FUND

ORGKEY
521402

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	1,764,275	1,944,881	1,691,021	2,061,341	
4005 Salaries: Part Time	9,212	15,055	41,778	12,044	
4010 Overtime Salaries	76,153	35,000	65,000	70,000	
4012 Stand By	20,478	30,000	22,000	25,000	
4015 Banked Leave Buy Back	68,118	37,968	87,725	47,569	
4016 Compensated Absences	(32,916)	0	0	0	
4050 Pension Contributions	378,929	359,694	307,743	390,624	
4051 Fica/Medicare	146,529	157,523	144,976	169,755	
4053 Deferred Compensation	8,847	7,464	6,497	8,462	
4055 Health/Dental Insurance	348,797	357,897	347,106	372,615	
4056 Worker's Comp Insurance	26,381	26,237	26,237	32,673	
4057 Disability Insurance	13,184	14,763	12,716	15,139	
4058 Unemployment Insurance	11,458	13,645	13,876	14,561	
4059 Life Insurance	1,772	1,981	1,727	2,063	
4080 Vehicle Allowance	0	0	200	200	
4081 Eyecare Reimbursement	3,491	7,034	7,034	7,369	
4082 Clothing Allowance	3,030	4,020	2,880	3,275	
4084 Clothing Cash Payment	650	1,000	530	1,000	
4085 Other Taxable Benefits	12,672	8,951	15,166	15,180	
TOTAL SALARIES AND BENEFITS	2,861,060	3,023,112	2,794,211	3,248,868	
SERVICES					
5103 Software Support/Development	477	100,500	100,000	120,000	
5104 Hardware Maint/Replace	0	0	3,500	0	
5141 Settlements/Judgements	10,000	0	0	1,250,000	
5142 City Attorney Legal Service	9,437	10,000	10,500	11,000	
5180 Medical/Physicals	335	0	500	500	
5190 Other Professional Services	127,159	134,243	130,850	93,500	
5240 Meeting & Professional Devlpmt	15	4,000	200	5,000	
5255 Travel Reimbursement	3,584	2,600	2,600	3,000	
5270 Printing and Binding	3,140	7,000	1,650	450	
5275 Postage	7,024	8,425	1,000	1,700	
5280 Advertising	850	1,100	1,500	1,500	
5300 Water, Sewer, Disposal	4,122	5,000	6,000	6,000	
5303 Telephone	29,230	36,600	26,500	9,800	
5312 Electric Service: Facility Ops	725,718	650,000	680,000	700,000	
5313 Heating/AC Service Contract	0	80,000	0	0	
5317 Service for Facility Ops	0	0	1,000	1,500	
5320 Janitorial Services	5,325	17,400	4,200	4,500	
5340 Office Equipment Maintenance	0	1,000	0	500	
5350 Building/Grounds Maintenance	0	1,500	0	5,000	
5360 Machinery & Equip Maint	23,478	34,500	12,525	14,000	
5392 License & Permits	76,585	123,500	75,000	75,000	
5395 Info Technology Services Charge	137,350	221,265	221,265	215,264	
5396 City Garage Charges	106,498	89,691	77,000	70,908	
5451 Retiree Health Insurance	633,773	400,000	400,000	400,000	
5530 Clothing Linen Rent	19,680	50,000	20,000	10,000	
5570 Office Equip & Furn Rent	2,347	16,000	2,929	2,600	
5590 Other Rentals	997	1,000	6,500	9,000	
5720 Taxes	6,313	0	6,000	0	
5722 Penalties & Interest	36	0	6	0	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SEWER SERVICE

FUND
SEWER SERVICE FUND

ORGKEY
521402

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
5760 Special Program Expenditures	0	0	9,000	0	
5800 Subscriptions & Memberships	13,022	12,350	14,700	9,900	
5840 Training	7,565	11,000	8,300	10,500	
5870 General Govt Service Charge	478,112	488,112	488,112	490,000	
5880 Special Contractual Services	324,535	366,500	315,600	318,000	
5950 Bad Debt Expense	15,275	0	0	0	
5980 Billing Services	131,250	145,000	145,000	145,000	
5995 Depreciation Expense	1,366,590	0	0	0	
TOTAL SERVICES	4,269,822	3,018,286	2,771,937	3,984,122	
SUPPLIES					
6120 Chemical & Lab Supplies	513,500	565,000	508,500	526,500	
6130 Books & Supplies	467	3,000	250	1,450	
6140 Office Supplies	23,371	10,000	12,900	1,500	
6180 Turnouts/Uniforms/Sfty Clothing	7,778	3,500	4,750	4,750	
6210 Repair/Maintenance Supplies	406,616	452,500	310,500	323,500	
6310 Janitorial Supplies	2,435	2,300	1,500	1,500	
6375 Computer Components	3,294	8,500	5,250	6,500	
6500 Office Equipment & Furniture	351	4,250	1,000	1,000	
6510 Small Tools & Equipment	2,109	7,500	5,000	10,500	
6560 Food	413	2,300	1,200	1,500	
6590 Special Departmental Supplies	8,652	3,000	5,800	30,000	
6630 Audio-Visual Materials	585	0	0	0	
TOTAL SUPPLIES	969,571	1,061,850	856,650	908,700	
FIXED ASSETS					
7080 Computer Equipment	7,087	17,500	17,500	7,500	
7100 Motor Vehicles	9,323	90,000	615,427	65,000	
7140 All Other Equipment	0	33,000	33,000	85,000	
7600 Wastewater Facilities	0	0	0	90,000	
7745 Laboratory Equipment	0	0	0	93,000	
TOTAL FIXED ASSETS	16,410	140,500	665,927	340,500	
FUND TOTAL	8,116,863	7,243,748	7,088,725	8,482,190	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Sewer

Orgkey
521402

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
73001	Wastewater Administration	1,749,725	2,087,690
73010	Wastewater Engineering	450,000	555,500
73020	Wastewater Treatment & Operations	1,727,000	2,150,000
73034	Wastewater Treatment Plant Maintenance	1,582,000	1,850,000
73040	Wastewater Quality Control	650,000	775,000
73041	Wastewater Industrial Waste Monitoring	239,500	285,000
73060	Wastewater Collection System - General	490,750	525,000
73072	Wastewater Joint Laboratory - Water	175,250	225,000
73074	Wastewater Joint Laboratory - Solid Waste	24,500	29,000
	TOTALS	$7,088,725	$8,482,190

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SEWER PROJECTS

FUND
SEWER PROJECTS FUND

ORGKEY
523402

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5190 Other Professional Services	144,536	37,500	10,000	157,500	
5270 Printing and Binding	2,789	0	255	0	
5275 Postage	0	0	14	0	
5880 Special Contractual Services	0	37,500	10,000	237,500	
TOTAL SERVICES	147,325	75,000	20,269	395,000	
SUPPLIES					
6210 Repair/Maintenance Supplies	34,343	0	0	0	
TOTAL SUPPLIES	34,343	0	0	0	
FIXED ASSETS					
7270 Building Construction	37,219	0	5,799	0	
7600 Wastewater Facilities	810,847	2,084,253	2,294,295	2,577,000	
7700 Water Facilities	0	0	28,545	0	
TOTAL FIXED ASSETS	848,066	2,084,253	2,328,639	2,577,000	
FUND TOTAL	1,029,734	2,159,253	2,348,908	2,972,000	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Sewer Projects

Orgkey
523402

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
73319	Wastewater Replacement Program	250,000	360,000
73365	Utilities Building Improvements	67,000	67,000
73385	Master Planning and Study	20,000	75,000
73406	Wastewater System Assessment	3,768	0
73408	IT Server Building (WW)	5,799	0
73409	Local Collection Mains 2013	135,046	0
73410	Wastewater Generator Replacement	867,295	0
73412	2014 Sewer Line Replacement	1,000,000	0
Unassigned	Local Collection Mains 2016	0	1,000,000
Unassigned	SCADA Computers	0	100,000
Unassigned	Blower Modification	0	550,000
Unassigned	Facility Improvement Evaluation	0	120,000
Unassigned	Digester 1 & 2 Cleaning & Evaluation	0	200,000
Unassigned	Headworks Grit & Improvement	0	500,000
	TOTALS	$2,348,908	$2,972,000

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SEWER DEBT SERVICE

FUND
SEWER DEBT SERVICE FUND

ORGKEY
526402

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	2,013	2,500	2,500	2,500	
5190 Other Professional Services	0	1,000	1,000	1,000	
TOTAL SERVICES	2,013	3,500	3,500	3,500	
DEBT SERVICE					
8100 Principal	0	1,178,213	1,178,213	1,210,167	
8200 Interest	225,337	206,076	206,076	171,746	
TOTAL DEBT SERVICE	225,337	1,384,289	1,384,289	1,381,913	
FUND TOTAL	227,350	1,387,789	1,387,789	1,385,413	

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
SEWER CAPITAL IMPROVEMENT

FUND
SEWER CAPITAL IMPROVEMENT FUND

ORGKEY
529402

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5760 Special Program Expenditures	0	0	8,943	0	
TOTAL SERVICES	0	0	8,943	0	
FUND TOTAL	0	0	8,943	0	

City of Redlands
2015-2016
Proposed Budget

Municipal Utilities and Engineering
Non-potable Water

Program Description:

The Non-potable Water Utility produces and distributes water to an increasing number of customers in an effort to preserve our precious water resources. In general, non-potable water is available in the eastern portion City's service area and other areas within the City. The City is always looking to increase the use of non-potable water and requires new developments to install non-potable water facilities when non-potable water is or will become available.

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

Program Objectives:

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

Accomplishments for Fiscal Year 2014-2015:

- Installed 2 miles of non-potable water

City of Redlands
2015-2016
Proposed Budget

DEPARTMENT/DIVISION
NONPOTABLE WATER

NONPOTABLE WATER FUND
FUND
NONPOTABLE WATER FUND

ORGKEY
541403

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	18,200	29,677	17,378	27,799	
4010 Overtime Salaries	532	0	375	0	
4012 Stand By	117	0	60	0	
4015 Banked Leave Buy Back	1,038	471	1,081	642	
4050 Pension Contributions	4,127	5,625	3,285	5,267	
4051 Fica/Medicare	1,491	2,303	1,311	1,928	
4053 Deferred Compensation	105	467	476	640	
4055 Health/Dental Insurance	1,180	1,480	951	1,084	
4057 Disability Insurance	76	111	65	100	
4058 Unemployment Insurance	20	152	38	100	
4059 Life Insurance	11	22	10	14	
4081 Eyecare Reimbursement	4	79	79	52	
4082 Clothing Allowance	50	27	5	5	
4085 Other Taxable Benefits	416	740	397	660	
TOTAL SALARIES AND BENEFITS	27,367	41,153	25,511	38,291	
SERVICES					
5312 Electric Service: Facility Ops	48,258	100,000	150,000	150,000	
5395 Info Technology Services Charge	0	13,000	13,000	13,000	
5396 City Garage Charges	0	10,000	10,000	8,898	
5451 Retiree Health Insurance	0	8,200	8,200	8,200	
5870 General Govt Service Charge	6,273	6,520	6,520	6,520	
TOTAL SERVICES	54,531	137,720	187,720	186,618	
SUPPLIES					
6210 Repair/Maintenance Supplies	0	0	3,500	0	
TOTAL SUPPLIES	0	0	3,500	0	
FUND TOTAL	81,898	178,873	216,731	224,909	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Nonpotable Water

Orgkey
541403

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
74001	Nonpotable Admin & General	61,320	60,982
74020	Nonpotable Production & Operation	151,661	161,201
74040	Nonpotable Distribution	3,750	2,726
	TOTALS	$216,731	$224,909

City of Redlands

2015-2016

Proposed Budget

DEPARTMENT/DIVISION
NONPOTABLE WATER PROJECTS

FUND
NONPOTABLE WATER PROJECTS FUND

ORGKEY
543403

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 CITY MANAGER RECOMMENDATION	NOTES:
FIXED ASSETS					
7700 Water Facilities	48,669	1,748,669	1,750,000	0	Non-potable reservoir
TOTAL FIXED ASSETS	48,669	1,748,669	1,750,000	0	
FUND TOTAL	48,669	1,748,669	1,750,000	0	

City of Redlands
2015-2016
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Nonpotable Water Projects

Orgkey
543403

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
Unassigned	Nonpotable Water System Improvements	1,750,000	0
	TOTALS	$1,750,000	$0