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City of
REDLANDS
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BUDGET MESSAGE FOR CITY MANAGER'S FISCAL YEAR 2016-2017 PROPOSED BUDGET

The Proposed Budget for Fiscal Year 2016-2017 presents a General Fund balanced budget with a projected ending unreserved fund balance of $8.9 million and reserves projected at $10.3 million, with $8.1 million reserved for contingency and the remainder reserved for various capital items. Development of this year's Proposed Budget required a conservative approach that continues to balance the City's top priority – resident satisfaction and sizing the organization to meet service needs at the highest quality and efficiency, within the constraints of fluctuating revenues and increasing costs.

The City's financial discipline during the economic downturn that began in 2007 and the effects of a slowly recovering economy resulted in a General Fund surplus at the end of June 2015. In accordance with the City's fund balance policy, 60 percent of the surplus of $1,247,867 was allocated to reserves with 40 percent allocated to unreserved fund balance, approved at the Fiscal Year 2015-2016 mid-year budget meeting. The City Council approved use of unreserved fund balance allocation of $499,147 to fund new police vehicles, the General Plan update, Northside Colton Avenue/Orange Street façade improvements, a front loader for the Quality of Life Trees division, Cityworks programming improvements and training, tablets for building inspectors to use in the field, and ballistic vests and helmets for the Fire department. This amount was added to the Fiscal Year 2015-2016 appropriations.

Challenges faced during Fiscal Year 2015-2016, included a decline in development revenues estimated to be $896,000 under budget; a reduction of $397,000 in estimated franchise fees, primarily from the amount received from the Gas Company; increases in liability claims that required a transfer to the Liability Fund of $350,000 higher than originally projected; and an increase of $400,000 in the General Fund loan to Public Facilities for its share of debt service on the City's 2003 Certificates of Participation due to a significant decline in development impact fees. Despite these challenges, the City expects to complete Fiscal Year 2015-2016 with a balanced budget. Increased projections for Property Taxes at $417,000, Sales Taxes at $558,300, and Mutual Aid Reimbursement at $492,000, as well as departments tightening their belts on expenditures, contributed to this expectation.

Even with these significant challenges, the City was able to complete or begin several signature projects, designed to improve services, enhance curb appeal, attract visitors and encourage business growth and retention.

Alley and Civic Center

One of the community's greatest assets and one that sets it apart from other cities throughout the region is its historic downtown. In 2015, the City completed the Orange Street Alley in keeping with its ongoing commitment to support the economic and physical environment of the downtown area. Converting a public use alley into an inviting public park, improvements to the alley include decorative pavers, planters and gates. Located in the heart of downtown Redlands, the Orange Street Alley serves to support adjacent businesses and downtown patrons. The City recently entered into an agreement with one adjacent restaurant to utilize the alley for outdoor dining and is currently in negotiations with five additional restaurants for similar uses. In addition to an ongoing revenue source to the City, the agreements will further enhance Historic Downtown Redlands' attraction as a destination spot for both residents and visitors.

PARIS

On March 6, 2012, City Council adopted the comprehensive Pavement Management Program (PMP) which was a condition assessment that evaluated and rated the physical condition of City streets, projected the remaining life cycle of all City streets, and established a process for prioritization of street maintenance work. An inventory of City street conditions, treatment options, and cost estimates for each treatment available was created which determined the City's average Pavement Condition Index (PCI) to be 53 on a scale of 0-100, which is considered poor according to industry standard and in comparison to surrounding cities.

This paved the way for a comprehensive and systematic maintenance program, the Pavement Accelerated Repair Implementation Strategy (PARIS), for reconstruction or rehabilitation of City streets in the most efficient and economical manner possible. PARIS, approved in September 2012, identified pavement lifecycles, deterioration rates, opportunity costs, contributors to and cost recovery associated with pavement deterioration, and potential funding sources. Finally, PARIS provided a strategy to increase the City's PCI to approximately 80 in five years through use of various funding sources to deter the City's street degradation rate from accelerating significantly over time.

Fiscal Year 2016-2017

For Fiscal Year 2016-2017, revenues overall have been projected to increase by $916,000. Property taxes, the General Fund's single highest revenue source, are projected to increase by approximately $878,000 or 3.5 percent. Sales taxes, the second single highest source of revenues to the City, reflect a decrease of $364,000. This decrease is a result of the one-time increase of approximately $700,000 in Fiscal Year 2015-2016 that resulted from the end of the State's Triple Flip 0.25 percent deduction. The one-time increase in the final

year of the Triple Flip makes up for the one-time decrease to the City that occurred in Fiscal Year 2004-2005 when the State implemented the Triple Flip to improve its cash flow requirements. When comparing sales taxes year-to-year, excluding the amount of the one-time increase in Fiscal Year 2015-2016, sales taxes are increasing by approximately $336,000 or approximately 2 percent. Included in the overall sales tax projections provided by the City's consultant, HdL, are their projections for the Donut Hole which they have projected to increase from approximately $3.4 million to $3.7 million, including projections from the Mountain Grove Retail Center. Of that amount, approximately $2.9 million is generated from the original Donut Hole development. Franchise fees, included in the category of other taxes, are estimated to increase by $347,000. Franchise fees from the Gas Company, driven largely by the usage at the Edison power plant, can fluctuate from year to year due to gas prices and usage. Projections of Gas Company fees for Fiscal Year 2016-2017 have been budgeted slightly above the five-year average at approximately $1.9 million. In total, taxes are projected to increase by $882,000.

Development revenues are projected to increase by $597,000 due to various retail, residential and industrial projects anticipated to occur in Fiscal Year 2016-2017. This follows a year where there was a lull in development compared to the previous year where the City saw significant activity. Some of the developments expected to occur in Fiscal Year 2016-2017 were in the queue in Fiscal Year 2015-2016, but were delayed. Other revenue fluctuations shown in the budget include an increase of $410,000 in Other General Government revenues. This category went up overall because it includes $770,000 in land sale proceeds originally anticipated for Fiscal Year 2015-2016 and intended for use to fund the General Plan update. These revenues have been included in Fiscal Year 2016-2017, along with remaining General Plan update expenditures. Additionally, Fire Department revenues reflect a net decrease of $248,000, primarily as a result of grant revenues of $367,000 that were awarded and appropriated in the prior year, but with no specific known grants yet determined for Fiscal Year 2016-2017. An increase in mutual aid revenues helped offset this reduction. Police Department revenues declined because of $105,000 in one-time donations that were received in Fiscal Year 2015-2016 for the purchase of the mobile command center. Quality of Life revenues reflect a reduction of just over $400,000 in miscellaneous receipts as a result of $488,000 from Nevada Palmetto proceeds to fund the cost of the Park Lighting Improvements and Park Shade Structure projects in Fiscal Year 2015-2016.

Offsetting the increase in revenues projected for Fiscal Year 2016-2017 is a decrease in transfers coming into the General Fund of approximately $184,000, primarily due to a $123,000 decrease in monies from the Gas Tax Fund for reduced State Highway User Taxes (fuel excise taxes).

In total, an estimated $64.4 million is available to fund General Fund operations for Fiscal Year 2016-2017.

Transfers of $5.5 million out of the General Fund reduce available resources and include additional transfers to Emergency Services and the Liability Fund of $186,000 and $350,000, respectively, a decrease of $537,000 to the Redlands Public Improvement

Corporation Fund for the General Fund's share of declining debt service on the City's 2003 Certificates of Participation, with no loan expected necessary to the Public Facilities Fund for its share of that debt service, and a $100,000 transfer to the Department of Innovation and Technology (DoIT), to ensure that a cash balance exists at year-end in the fund that supports the City's commitment to improving efficiencies within the organization through greater use of technology. After these transfers, resources available to support department operations are just over $58.8 million.

Initial budget requests submitted from departments were approximately $65 million, including $2.2 million in capital requests. Based on estimated available resources, all but $74,000 of capital requests were eliminated, along with another nearly $4 million in expenditure reductions, or approximately 9.5 percent. Since capital requests were eliminated in Fiscal Year 2016-2017 in order to achieve a balanced budget, certain capital requests have been added to the Fiscal Year 2015-2016 budget. These include $300,000 for the replacements of Fire Station roofs, $150,000 to fund two police vehicles, and $150,000 for sidewalks, essentially utilizing nearly all of the expected one-time triple flip sales tax revenues for capital, rather than operating purposes.

Total estimated Fiscal Year 2015-2016 expenditures, net of the $2.6 million prior year reserve for encumbrances, are $57.8 million. When compared to $58.8 million in the current year, this reflects an increase of 1.7 percent. Given approved Memorandum of Understanding (MOU) salaries and benefits, including negotiated 3 percent salary increases for employees in July, 2016, an increase of only 1.7 percent reflects not only exclusion of capital expenditures, but additional cuts in services and supplies and, where possible, also in salaries and benefits.

The needs of the residents must be addressed through appropriate staffing levels. In balancing these needs against available resources my primary focus in recommending staffing changes that effect the General Fund has been on positions that improve efficiencies, address safety of staff and the residents, and whose services to the residents generate revenues for the City. My recommendations include funding in DoIT to improve efficiencies and support the Council's Strategic Plan for improving technologies that includes six months funding for a new Database Administrator and Systems Administrator, reclassifications of two existing Network Engineers, and deletion of an IT Coordinator and IT intern, with the General Fund picking up approximately 57 percent of these changes. Additionally, a Safety Specialist in Human Resources – Worker's Compensation, funded 25 percent by the General Fund, has been included to protect the City's employees and to aid the City in facilitating and adhering to Occupational Safety & Health Administration (OSHA) requirements. Revenue-generating positions recommended this year include the addition in Development Services of a Permit Technician, changing two Building Plans Specialists to Plans Examiners, and six months funding to change a Senior Building Plans Specialist to a Senior Plans Examiner. The changes in position titles and salaries are to allow for more competitive recruitment for positions necessary to serve the development community. An increase in the salary range for competitive recruitment of a Fire Marshal, a position providing safety and revenue-generation, has also been included. Finally, six-

month funding for two full-time Program Aides to replace two Part-Time Program Aides in support of Recreation Services has been added.

Thanks to their efforts over a short time during and following budget meetings held in late April, the Department Directors and their staff, together with Finance and City Manager staff have made reductions to expenditures and additions to estimated revenues, where possible, sufficient to present balanced budgets in Fiscal Year 2015-2016 and Fiscal Year 2016-2017. At June 30, 2017, the City expects to end the year with a surplus of $93,451 and an ending unreserved fund balance of $8.9 million. Both years were balanced without using the City's reserve for contingencies.

As with Fiscal Year 2015-2016, projects for this year will continue the City's efforts toward community improvements and enhancements to City services.

Gateway Project

The Fiscal Year 2016-2017 budget includes $1,575,000 in funding for the Interstate 10 Gateway Entry Landscape Beautification Project. The Project consists of aesthetic improvements along the freeway frontage at the downtown on ramps and off ramps at Sixth Street, Orange Street and Eureka Street. Project improvements include the construction and installation of entry monuments, lighting, ornamental fencing and replanting of existing landscape with drought tolerant varieties. These enhancements will provide a significant improvement to the City's downtown entrances and surrounding area. Construction is anticipated to begin in Summer 2016 and be completed in the Fall.

Airport

Funding has been included in the Aviation Budget to perform lighting upgrades at the Redlands Municipal Airport. The estimated project cost is $450,000 and consists of new airfield signage and LED runway lighting upgrades to the runway and taxiway. Funding for the project is provided through the Airport Improvement Program grant through the Federal Aviation Administration and Caltrans Division of Aeronautics. In addition, the budget includes sufficient funding for ongoing maintenance and repairs of hangar and runway facilities.

Solid Waste

The Proposed Fiscal Year 2016-2017 Budget recommends funding to address operating and capital needs that include $150,000 for additional landfill gas extraction wells and repairs to existing wells; $75,000 for the design and permitting of a new gas flare; and $170,000 for the removal of construction and demolition materials as outlined in the City's landfill diversion program. Currently, the active landfill cell is nearing its scheduled end-of-service-life and design of the third expansion cell will begin this Fiscal Year. Funding in the amount of $80,000 has been included in the budget for the design of the cell expansion. The budget also includes funding for the replacement of one solid waste collection vehicle to replace antiquated equipment. An onsite landfill supervisor position

that has been added to the proposed salary resolution and included in the budget will oversee daily operations and provide project oversight.

We take pride in the numerous achievements made as a City, even during the most difficult of economic times, and we look forward to the continuing progress, including economic development initiatives, comprehensive street rehabilitation projects made as a result of the 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 City Council Budget Subcommittee and the professional Executive and support staff who, once again, have been instrumental in the development of a balanced budget for Fiscal Year 2016-2017, especially staff in the Finance Department.

N. Enrique Martinez
City Manager

SCHEDULE 1

City of Redlands
2016-2017 Proposed Budget Summary
General Fund

	2014-15 Actual	2015-16 Adjusted Budget	2015-16 12 Month Estimate	2016-17 Proposed Budget
AVAILABLE FINANCIAL SOURCES:				
BEGINNING FUND BALANCE-UNRESERVED	$ 8,725,980	$ 9,973,849	$ 9,973,849	$ 8,767,453
Revenues				
Taxes:				
Property	23,765,111	24,411,000	24,827,958	25,706,333
Sales	14,926,925	16,424,000	16,982,300	16,618,000
Franchise	3,735,682	3,485,788	3,088,258	3,435,000
Other-(TOT, Property Transfer, Mining)	1,754,223	1,672,000	1,824,000	1,845,000
Total Taxes	44,181,941	45,992,788	46,722,516	47,604,333
General Government:				
Business Licenses	3,156,089	3,325,000	3,325,000	3,255,000
Motor Vehicle Fees	29,480	-	28,404	-
Interfund Charges	3,549,500	3,518,170	3,423,176	3,420,089
Investment Income	168,678	130,000	150,000	150,000
Other	1,080,835	1,431,370	923,182	1,333,250
Total General Government	7,984,582	8,404,540	7,849,762	8,158,339
Charges For Services:				
Development Services	2,406,111	2,694,924	1,826,171	2,423,004
Library	133,836	133,800	185,800	185,800
Police and Animal Control	539,137	556,465	613,394	452,928
Community Services	207,748	204,750	188,666	226,655
Fire	982,551	1,177,435	1,484,823	1,236,740
Quality of Life	1,608,126	1,291,162	1,595,318	1,194,562
Engineering	1,407,241	787,200	861,947	762,000
Total Charges For Services	7,284,750	6,845,736	6,756,119	6,481,689
Total Revenues	59,451,273	61,243,064	61,328,397	62,244,361
Interfund Transfers from Other Funds:				
Gas Tax (207)	2,018,323	1,522,700	1,566,532	1,443,216
Traffic Safety (223)	219,254	181,750	198,258	193,700
Police Grants (247)	2,020	-	-	-
Park & Open Space Development (250)	-	-	-	-
Public Facilities (251)	121,685	121,685	121,685	121,685
General Debt Service Fund (305)	1,984,180	-		-
Water (501)	276,366	175,479	211,810	193,245
Solid Waste (511)	189,210	94,930	117,637	97,000
Sewer (521)	68,747	12,523	29,175	12,729
Information Technology (604)	8,427	-	-	-
Total Interfund Transfers From Other Funds	4,888,212	2,109,067	2,245,097	2,061,575
Decreases to Reserves and Other Sources:				
Encumbrances	2,096,807	2,629,960	2,629,960	-
General Plan	350,000	-	-	-
General Fund Vehicles	-	40,570	40,570	-
Fire Equipment Reserve	136,924	136,924	136,924	136,924
Maint: Park Playgrounds, Equip, Facilities	150,000		-	-
Capital Replacement: HVAC, IT Equipment	100,000		-	-
Advances Receivable	222,874	-	-	-
Total Cancellations or Decreases to Reserves	3,056,605	2,807,454	2,807,454	136,924
TOTAL AVAILABLE FINANCIAL SOURCES	76,122,070	76,133,434	76,354,797	73,210,313

SCHEDULE 1

City of Redlands
2016-2017 Proposed Budget Summary
· General Fund

	2014-15 Actual	2015-16 Adjusted Budget	2015-16 12 Month Estimate	2016-17 Proposed Budget
FINANCIAL REQUIREMENTS:				
Appropriations/Expenditures				
City Council	$ 291,263	$ 388,253	$ 379,370	$ 280,482
City Manager	999,983	1,145,897	1,153,891	949,962
City Clerk	196,531	290,004	210,635	303,426
City Attorney	504,912	563,666	613,881	577,572
Finance	1,827,088	2,343,713	2,351,980	2,112,625
Human Resources	3,322,445	3,718,660	3,860,368	3,898,136
Development Services	2,120,036	4,757,251	3,567,767	3,496,001
Quality of Life	6,766,218	7,217,199	7,501,720	5,941,485
Community Services	742,408	821,518	810,046	810,997
Engineering	1,086,119	1,730,534	1,615,986	575,142
Library	1,824,592	1,955,846	1,925,229	2,011,354
Police	22,432,063	24,301,894	24,323,174	25,146,203
Fire	10,993,762	11,932,251	12,161,584	12,744,456
Total Appropriations	53,107,420	61,166,686	60,475,631	58,847,841
Interfund Transfers to Other Funds:				
Paramedic Fund (205)	3,265,641	3,430,481	3,451,317	3,637,726
Street Lighting District (260)	-	-	-	-
Landscape Maintenance District (263)	9,819	-	-	-
Disaster Recovery (270)	521,754	-	-	-
Successor Agency (288)	100,919			
Redlands Public Improvement Corp. (311)	959,710	950,342	950,838	413,842
Liability Self-Insurance (602)	2,800,000	660,000	1,010,000	1,350,000
Information Technology (604)	100,000	-	-	100,000
Total Interfund Transfers To Other Funds	7,757,843	5,040,823	5,412,155	5,501,568
Increases to Reserves and Other Uses				
Encumbrances	2,629,960			-
General Fund Contingencies	269,304			-
Fire Vehicle	225,000			-
General Fund Vehicles	450,000			-
General Plan	350,000			-
Maint: Buildings & Improvements	469,304			-
Maint: Park Playgrounds, Equip, Facilities	250,000			-
Capital Replacement: HVAC, IT Equipment	300,000			-
Capital Over $50,000 Reserve	169,304			-
Unfunded Mandates Reserve	169,304			-
Fund Balance Policy Reserves	-	748,720	748,720	-
Advances Receivable	782	550,942	950,838	-
Total New or Increases to Reserves	5,282,958	1,299,662	1,699,558	-
TOTAL FINANCIAL REQUIREMENTS	$ 66,148,221	$ 67,507,171	$ 67,587,344	$ 64,349,409
SOURCES OVER/(UNDER) REQUIREMENTS	$ 1,247,869	$ (1,347,586)	$ (1,206,396)	$ 93,451
USE OF PRIOR EXCESS FUND BALANCE	-	1,247,867	1,247,867 *	-
ADJUSTED SOURCES OVER/(UNDER) REQS	$ 1,247,869	$ (99,719)	$ 41,471	$ 93,451
ENDING FUND BALANCE-UNRESERVED	$ 9,973,849	$ 8,626,263	$ 8,767,453	$ 8,860,904

SCHEDULE 1

* Approved Uses of Prior Year Excess Fund Balance		
- Fund Balance Policy Reserves	$	748,720
- Police Vehicles	$	68,000
- General Plan	$	80,000
- Façade Northside Colton Ave /Orange St	$	80,000
- Reserved Funds Front Loader (Trees)	$	144,000
- Cityworks Programming Improvements	$	85,000
- Cityworks Staff Training	$	18,900
- Tablets for Building Inspectors	$	3,000
- Ballistic Vests/Helmets (Fire)	$	20,247
	$	1,247,867

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City of Redlands
Adopted Budget Summary
Summary of 2016-2017 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	$ 8,767,453	62,244,361	$ 2,061,575	$ 136,924	$ 73,210,313	$ 58,847,841	$ 5,501,568		$ 64,349,409	$ 8,860,904
205 Emergency Services	-	1,112,500	3,637,726 x		4,750,226	4,750,226			4,750,226	-
206 Household Haz. Waste	52,158	125,800			177,958	125,848			125,848	52,110
207 Gas Tax	-	1,443,216			1,443,216	-	1,443,216		1,443,216	-
208 Measure I	-	-			0	-			-	-
209 Local Transportation	6,756,363	25,000	2,125,507		8,906,870	8,906,870			8,906,870	(0)
210 Measure I 2010	6,851,525	1,171,656			8,023,181	5,240,965			5,240,965	2,782,216
221 Air Quality Improv	404,495	86,000			490,495	-			-	490,495
223 Traffic Safety	-	193,700			193,700	-	193,700		193,700	-
227 Open Space	717,163	44,800			761,963	-			-	761,963
236 Downtown Business Area	15,520	318,700			334,220	318,309			318,309	15,911
237 Parking Authority	-	6,500		13,832	20,332	20,332			20,332	-
240 General Capital Improv.	-	1,850,764		64,128	1,914,892	1,914,892			1,914,892	0
243 CDBG	0	322,287			322,287	322,287			322,287	-
246 Asset Forfeiture	630,798	8,384			639,182	450,783			450,783	188,400
247 Police Grants	(0)	-			(0)	-			-	(0)
249 Supp. Law Enforcement	44,214	113,968			158,182	113,968			113,968	44,215
250 Park & Open Space Dvlp	452,863	580,278			1,033,141	118,261			118,261	914,880
251 Public Facilities Develop	454,248	1,532,000			1,986,248	17,884	535,527		553,411	1,432,837
252 Arterial Street Construction	1,856,450	2,645,500			4,501,950	7,394			7,394	4,494,556
253 Traffic Signals	918,371	687,100			1,605,471	2,000			2,000	1,603,471
254 Freeway Interchanges	547,151	3,418,000			3,965,151	1,029,712			1,029,712	2,935,439
260 Street Lighting Dist. #1	3,652	25,500			29,152	25,595			25,595	3,557
261 CFD 2004-1	171,021	127,500			298,521	260,421			260,421	38,100
263 Landscape Maint. Dist.	-	30,000			30,000	30,000			30,000	-
288 Downtown Obligation Pymt	3,541,963	2,795,903			6,337,866	-	3,980,628		3,980,628	2,357,238
305 General Debt Service	-	-	2,899,095		2,899,095	2,899,095			2,899,095	-
311 Redlands Pub. Imp. Corp.	-	-	827,684		827,684	827,684			827,684	-
380 Successor RDA Debt Srvc	-	-	3,296,428		3,296,428	3,296,428			3,296,428	-
405 Storm Drain Construction	1,616,991	198,000			1,814,991	51,039			51,039	1,763,952
480 Successor RDA Admin	-	18,000	232,000		250,000	250,000			250,000	-
488 Successor RDA Projects	-	500	452,200		452,700	452,700			452,700	-
501 Water Service	5,793,008	21,433,354	1,215,000	664,495	29,105,857	17,265,568	8,659,178	400,000	26,324,746	2,781,111
503 Water Project	0	-	7,365,000		7,365,000	7,365,000			7,365,000	0
505 Water Bond Projects	-	-			-	-			-	-
506 Water Debt Service	-	-	1,040,126		1,040,126	1,040,126			1,040,126	-
508 Source Acquisition	(0)	115,000			115,000	-	115,000		115,000	(0)
509 Water Capital Improvement	-	686,000			686,000	-	41,605	644,395	686,000	(0)
511 Solid Waste Service	5,059,514	13,144,955			18,204,469	9,213,113	4,008,889		13,222,002	4,982,467
513 Solid Waste Projects	790,434	-	1,500,900		2,291,334	-			-	2,291,334
516 Solid Waste Debt Service	-	5,808	1,905,882		1,911,690	1,911,690			1,911,690	-
517 Calif St Landfill Closure	-	50,000			50,000	-		50,000	50,000	-
519 Solid Waste Cap. Improv.	3,974,321	447,873			4,422,194	-	0		-	4,422,194
521 Wastewater Service	7,664,817	9,651,250		750,000	18,066,067	7,503,622	2,623,670	2,000,000	12,127,292	5,938,775
523 Wastewater Project	-	-	1,970,000		1,970,000	1,970,000			1,970,000	-
526 Wastewater Debt Service	(0)	-	1,386,339		1,386,339	1,386,339			1,386,339	0
529 WW Capital Improvement	2,647,128	709,000			3,356,128	-	762,486		762,486	2,593,642
538 Groves	376,547	863,000			1,239,547	551,037			551,037	688,510
541 Non-Potable Water Service	2,328,501	515,000	600,000		3,443,501	165,478	2,900,000		3,065,478	378,023
543 Non-Potable Projects	-	-	1,800,000		1,800,000	1,800,000			1,800,000	-
549 Non-Potable Capital Imprv	738,277	30,000			768,277	-	600,000		600,000	168,277
562 Cemetery	(110,057)	684,600	5,250 *		579,793	679,666			679,666	(99,872)
563 Cemetery Pre-need	778,521	5,250			783,771	-	5,250		5,250	778,521
564 Aviation	72,383	782,400			854,783	781,519			781,519	73,264
602 Liability Self-Insurance	1,218,645	20,000	1,350,000		2,588,645	2,072,892			2,072,892	515,753
604 Dept of Innovation & Tech	112,999	2,895,051	100,000		3,108,050	2,994,195			2,994,195	113,855
606 Workers' Compensation	89,834	2,225,710			2,315,544	2,225,147			2,225,147	90,397
607 Equipment Maintenance	30,171	3,705,601			3,735,772	3,672,328			3,672,328	63,444
608 Utility Billing	1,805,739	1,500,000			3,305,739	1,850,771			1,850,771	1,454,968
702 Cemetery Endowment	1,175,509	72,000		20,100	1,267,609	-			-	1,267,609
710 CFD Trust	2,791,807	1,490,000			4,281,807	1,463,966			1,463,966	2,817,841
720 Payroll Clearing Fund	-	-		2,899,095	2,899,095	-	2,899,095		2,899,095	-
TOTAL (MEMO ONLY)	$ 71,140,498	$ 142,157,769	$ 35,770,712	$ 4,548,574	$ 253,617,553	$ 156,192,989	$ 34,269,812	$ 3,094,395	$ 193,557,196	$ 60,060,356

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

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	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	12 MONTH ESTIMATED	2016-2017 CITY MANAGER RECOMMENDATION	NOTES
PROPERTY TAXES					
3000 Current Secured Taxes	22,008,771	22,698,000	23,061,000	23,889,333	
3001 Current Unsecured Taxes	596,243	620,000	620,000	650,000	
3002 Supplemental Secured Taxes	239,290	210,000	227,000	240,000	
3003 Supplemental Unsecured Taxes	39,097	25,000	40,958	42,000	
3004 Secured PY Taxes	456,654	425,000	449,000	455,000	
3005 Unsecured PY Taxes	17,367	10,000	25,000	20,000	
3006 Supplemental PY Taxes	123,505	125,000	125,000	125,000	
3007 Possessory Interest Taxes	284,184	298,000	280,000	285,000	
TOTAL PROPERTY TAXES	23,765,111	24,411,000	24,827,958	25,706,333	
OTHER TAXES					
3019 Sales Tax Compensation	2,792,840	1,537,287	902,416	0	
3020 Sales and Use Tax	11,321,315	14,031,713	15,244,884	15,783,000	Triple Flip End; 15-16 1x bump
3023 Pub Safety Sales Tax	812,770	855,000	835,000	835,000	
3030 Property Transfer Tax	356,789	345,000	374,000	370,000	
3040 Transient Occupancy Tax	1,064,185	977,000	1,100,000	1,115,000	
3050 Franchise Fees	3,735,682	3,485,788	3,088,258	3,435,000	
3060 Mining Tax	333,249	350,000	350,000	360,000	
TOTAL OTHER TAXES	20,416,830	21,581,788	21,894,558	21,898,000	
TOTAL TAXES	44,181,941	45,992,788	46,722,516	47,604,333	
OTHER REVENUES					
3100 Business License	3,156,089	3,325,000	3,325,000	3,255,000	
3101 Dog License	67,515	80,000	67,000	67,000	
3195 Miscellaneous Permit	1,824	2,750	2,500	2,750	
3210 Motor Vehicle Fees	29,480	0	28,404	0	
3215 Mandated Cost Reimbursement	308,201	40,000	76,709	70,000	
3250 Federal Grants	141,571	19,508	19,508	0	FEMA Homeland Sec Grant/PT staff
3255 Federal Reimbursement	2,718	0	0	0	
3305 Cost Recover/Reimb Expenditure	11,792	118,859	144,665	10,000	PEG Fees Channel 3 Reimb 15-16
3309 Application/Filing Fee	177,397	170,000	170,000	170,000	
3315 City Attny Services	185,568	135,000	71,550	135,000	
3400 City Ordinance Violation	67,467	50,000	50,406	55,000	
3412 General Gov't Overhead	3,549,500	3,518,170	3,423,176	3,420,089	
3510 Investment Income	168,678	130,000	150,000	150,000	
3512 Returned Check Charge	624	500	500	750	
3515 Land Sale Proceeds	247	770,000	268,136	770,000	
3516 Sale of Surplus Property	2,530	3,000	20,455	15,000	
3530 Miscellaneous Receipts	92,674	25,000	25,000	30,000	
3540 Other Grants	1,747	1,253	1,253	0	$500 + $753
3590 Donations	10,000	10,000	0	0	
3760 Bad Debt Recovery	8,960	5,500	5,500	7,750	
TOTAL OTHER REVENUE	7,984,582	8,404,540	7,849,762	8,158,339	
TOTAL GENERAL GOVERNMENT	52,166,523	54,397,328	54,572,278	55,762,672	
DEVELOPMENT SERVICES					
3110 Agricultural Preserve Removal	4,592	2,296	3,936	4,329	
3111 General Plan Review Fee	317,463	275,000	21,788	100,000	Hillwood Bldgs.
3112 General Plan Amendments	5,603	11,038	5,547	16,641	2 GPAs
3113 Building Permits	898,144	952,000	840,208	968,500	
3114 Electrical Permits	160,318	192,000	155,798	165,000	
3115 Plumbing Permits	161,837	186,000	51,078	80,000	
3117 HVAC Permits	161,166	191,000	79,345	95,000	
3119 Cert of Occupancy	22,612	36,000	36,708	41,000	
3120 Pool and Spa Permits	13,787	11000	17,414	20,000	
3121 Sign Permit	14,616	16,500	26,613	35,000	
3122 Demolition Permits	4,507	4,500	4,198	4,617	

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DEVELOPMENT SERVICES (CONT.)					
3123 Roofing Permits	5,870	5,000	9,079	15,500	
3124 Plan Check	318,217	375,000	249,787	321,000	
3125 Preliminary Reviews	10,300	10,000	14,430	15,873	
3126 Historic Certs of Appropriateness	6,599	3,700	13,128	14,440	
3138 East Valley Corridor	0	3,852	0	0	
3140 Specific Plan	502	4,026	4,046	8,000	
3142 Conditional Use Permit	81,029	105,000	30,385	85,000	
3144 Variances	11,647	6,000	15,954	17,549	
3148 CRA Review	8,663	30,000	12,742	25,000	
3152 Map Review	31,722	35,000	52,145	57,000	
3153 Street Vacation	7,078	2,367	1,335	1,468	
3154 Environmental Impact	73,148	95,000	10,352	55,000	
3158 Residential Development Alloc	3,507	14,028	7,050	14,028	
3162 Home Occupation Permit	5,336	4,800	4,495	4,944	
3164 Ordinance Amendment	17,199	8,055	17,792	19,571	
3175 Development Agreements	8,555	3,000	1,000	1,100	
3176 Annexation Agreements	(4,269)	8,762	22,100	24,310	
3178 Preannexation Agreements	0	40,000	0	100,000	
3180 Socio-Economic Studies	6,574	19,000	15,295	20,000	
3302 Inspections	31,960	30,000	48,831	53,714	
3323 Research & Microfilming	4,532	4,000	5,786	6,750	
3522 Kiosk Rental Program Revenue	960	1,000	0	0	
3530 Miscellaneous Receipts	12,325	10,000	47,806	32,670	
3533 Misc. Taxable Sales	12	0	0	0	
TOTAL DEVELOPMENT SERVICES	2,406,111	2,694,924	1,826,171	2,423,004	
LIBRARY					
3200 State Grants	0	0	52,000	52,000	
3327 Non-Resident Fees	10,110	11,000	11,000	11,000	
3328 Library/Lincoln Shrine Support	90,300	90,300	90,300	90,300	
3456 Library Fines	33,270	32,500	32,500	32,500	
3512 Returned Check Charge	156	0	0	0	
TOTAL LIBRARY	133,836	133,800	185,800	185,800	
POLICE DEPARTMENT					
3102 Bicycle License	85	50	80	50	
3171 Adult Oriented Business Permit	5,739	3,500	5,000	4,500	
3172 Concealed Weapon Permit	0	0	140	0	
3195 Miscellaneous Permit	3,560	2,500	3,500	150	
3250 Federal Grants	16,657	0	502	2,500	
3255 Federal Reimbursement	35,034	70,000	15,000	15,000	
3305 Cost Recover/Reimb Expenditure	40,185	40,000	70,000	70,000	
3309 Application/Filing Fee	1,836	750	0	0	
3320 Depositions	10,659	7,500	11,000	10,500	
3321 Fingerprints/Background Check	16,193	12,000	20,000	15,000	
3324 Police Reports	2,435	2,000	3,500	2,000	
3430 Vehicle Impound Fees	47,229	42,000	44,000	42,000	
3431 Tow Fees	33,770	26,000	28,000	26,000	
3432 False Alarm Fees	119,185	85,000	105,000	95,000	
3433 Booking Restitution	749	1,000	3,400	750	
3512 Returned Check Charge	156	50	50	50	
3516 Sale of Surplus Property	10,789	2,000	14,315	14,315	
3530 Miscellaneous Receipts	6,422	1,000	15,000	1,000	
3590 Donations	20,000	105,202	107,702	0	
3730 POST Training Reimbursement	21,349	20,000	20,000	20,000	
3732 Crossing Guard Reimbursement	58,120	57,713	57,713	57,713	
3734 Contract Services	7,352	7,000	7,992	6,000	
3735 IRNET Reimbursement	22,173	19,150	21,000	19,150	
TOTAL POLICE DEPARTMENT	479,677	504,415	552,894	401,678	

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	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	12 MONTH ESTIMATED	2016-2017 CITY MANAGER RECOMMENDATION	NOTES:
POLICE - ANIMAL CONTROL					
3170 Code Enforcement/Admin Citation	6,080	2,500	1,400	1,500	
3332 Animal Adoptions	11,470	12,000	11,500	12,000	
3333 Boarding Fees	1,155	1,000	1,000	1,000	
3334 Owner Release for Adoption	6,078	5,500	6,250	5,500	
3335 Shelter Apprehension Fees	5,244	5,000	7,000	5,000	
3336 Shelter Deposit Fees	22,021	20,000	25,000	20,000	
3512 Returned Check Charge	78	150	350	350	
3570 Trap Rentals	951	900	1,000	900	
3737 Animal Pick-Up Reimbursement	6,383	5,000	7,000	5,000	
TOTAL POLICE - ANIMAL CONTROL	59,460	52,050	60,500	51,250	
QUALITY OF LIFE - RECREATION					
3325 Contract Classes	132,719	120,000	110,000	150,000	
3326 Contract Classes/Programs	90	0	0	0	
3330 Concessions	816	800	946	1,000	
3331 Lighting Fees	4,219	3,000	3,751	3,000	
3512 Returned Check Charge	156	150	67	105	
3530 Miscellaneous Receipts	30,565	35,000	35,000	17,000	
3535 Program Income	3,464	2,500	1,321	2,000	
3540 Other Grants	645	800	473	50	
TOTAL RECREATION	172,674	162,250	151,558	173,155	
QUALITY OF LIFE - SENIOR SERVICES					
3325 Contract Classes	9,207	9,000	8,511	15,000	
3365 Tours/Excursions	4,656	3,500	9,101	10,000	
3520 Rental Income	15,737	25,000	11,451	20,000	
3535 Program Income	5,474	5,000	4,575	5,000	
3590 Donations	0	0	3,470	3,500	
TOTAL SENIOR SERVICES	35,074	42,500	37,108	53,500	
FIRE DEPARTMENT					
3124 Plan Check	208,846	217,737	96,025	95,000	
3185 Special Fire Permits	99,413	39,826	73,133	70,000	
3186 Fire Permits	84,934	52,887	36,272	35,000	
3250 Federal Grants	65,327	347,877	367,139	0	SGP '14 ($19,262)UASI ($3111),'13 FEMA ($26,778),'15 HSGP($301,956),'15 AEL ($16,032)
3255 Federal Reimbursement	0	1,000	0	1,000	
3300 Fire Alarms	0	2,100	3,297	3,500	
3301 Fire Department Reports	79	100	152	100	
3302 Inspections	160,043	135,169	95,746	95,000	
3303 Fire Prevention Services	0	200	0	200	
3304 Mutual Aid Reimbursement	294,929	275,000	766,879	867,900	
3305 Cost Recover/Reimb Expenditure	23,126	25,000	24,731	25,000	
3306 Weed Abatement	5,970	20,000	0	10,000	
3308 State Mandated Inspections	1,775	0	0	0	
3326 City Classes/Programs	16,197	30,000	18,254	20,000	
3512 Returned Check Charge	39	39	0	40	
3516 Sale of Surplus Property	0	3,000	0	10,000	
3530 Miscellaneous Receipts	0	0	0	3,000	
3590 Donations	21,873	27,500	3,195	1,000	
TOTAL FIRE DEPARTMENT	982,551	1,177,435	1,484,823	1,236,740	
QUALITY OF LIFE DEPARTMENT					
3121 Sign Permit	741	750	977	800	
3132 Tree Permits	3,390	8,000	3,500	2,500	
3170 Code Enforcement/Admin Citation	41,267	110,000	180,000	200,000	
3305 Cost Recover/Reimb Expenditure	116,029	50,000	85,396	183,762	
3310 Litter Control Fees	6,493	5,500	4,791	5,500	
3311 Street Cleaning Fees	335,226	335,000	335,000	336,000	
3317 Abandoned Property Inspection	3,713	3,500	3,225	3,500	
3318 Rental Property Inspections	87,623	150,000	150,000	150,000	
3331 Lighting Fees	11,403	11,000	11,000	10,500	

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	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	12 MONTH ESTIMATED	2016-2017 CITY MANAGER RECOMMENDATION	NOTES
QUALITY OF LIFE DEPARTMENT (CONT.)					
3516 Sale of Surplus Property	2,145	2,500	0	0	
3520 Rental Income	13,838	24,000	24,000	14,000	
3530 Miscellaneous Receipts	682,498	245,912	496,000	5,000	$238k & $250k Palmetto 15-16
3590 Donations	26,295	45,000	5,000	10,000	
3640 Landfill Mitigation Fees	242,343	245,000	245,000	240,000	
3734 Contract Services	35,122	55,000	51,429	33,000	
TOTAL QUALITY OF LIFE DEPARTMENT	1,608,126	1,291,162	1,595,318	1,194,562	
ENGINEERING					
3116 Grading/Paving Permits	33,244	25,000	43,519	40,000	
3124 Plan Check	171,332	115,000	221,285	175,000	
3130 Street Permits	538,652	400,000	267,459	250,000	
3135 NPDES Permit	450,578	138,000	167,000	165,000	
3142 Conditional Use Permit	15,012	15,000	9,233	7,500	
3148 CRA Review	969	3,900	3,392	5,000	
3152 Map Review	24,227	20,000	54,333	50,000	
3153 Street Vacation	3,069	0	0	0	
3154 Environmental Impact	8,222	8,000	67	0	
3175 Development Agreements	8,508	4,500	3,500	4,500	
3177 Subordination Agreements	77	0	0	0	
3305 Cost Recover/Reimb Expenditure	8,382	2,500	0	0	
3316 WQMP Review Admin	44,018	35,000	72,855	50,000	
3416 Street Trench Cut Fees	26,700	20,300	18,377	15,000	
3530 Miscellaneous Receipts	74,251	0	927	0	
TOTAL ENGINEERING DEPARTMENT	1,407,241	787,200	861,947	762,000	
TOTAL GENERAL FUND (101)	59,451,273	61,243,064	61,328,397	62,244,361	
EMERGENCY SERVICES (205)					
3000 Current Secured Taxes	1,090,595	1,100,000	1,100,000	1,100,000	
3305 Cost Recover/Reimb Expenditure	8,118	3,000	3,000	3,000	
3327 Non-Resident Fees	9,862	15,000	9,000	9,000	
3590 Donations	0	0	400	500	
TOTAL EMERGENCY SERVICES	1,108,575	1,118,000	1,112,400	1,112,500	
HOUSEHOLD HAZ WASTE (206)					
3200 State Grants	0	0	12,000	12,000	
3205 State Reimbursement	35,987	0	0	0	
3376 Recycled Material	5,899	6,500	3,800	3,800	
3535 Program Income	109,771	108,000	108,000	110,000	
TOTAL HOUSEHOLD HAZ. WASTE	151,657	114,500	123,800	125,800	
GAS TAX (207)					
3025 Gas Tax Prop 111 2105	389,596	410,930	426,475	439,682	
3026 Gas Tax 2107	498,610	561,817	591,551	610,569	
3027 Gas Tax Engineering Rcpts	7,500	7,500	7,500	7,500	
3028 Gas Tax 2106	245,191	216,659	212,715	219,413	
3029 Gas Tax 2103	665,833	325,794	328,291	166,052	
TOTAL GAS TAX	1,806,730	1,522,700	1,566,532	1,443,216	
MEASURE "I" (208)					
3021 Measure I Sales Tax	0	0	6,650	0	
3510 Investment Income	24,870	0	0	0	
TOTAL MEASURE "I"	24,870	0	6,650	0	
LOCAL TRANSPORTATION (209)					
3200 State Grants	174,770	0	1,323,325	0	2013+MSRC+HSIP CY7+ATP CY2/TDA2015+)
3250 Federal Grants	255,020	0	827,853	0	(2016=CY6 Signal+CY6 Striping+HSIP4
3305 Cost Recover/Reimb Expenditure	125,888	0	2,000,000	0	(2016= SANBAG for Red Ala)

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LOCAL TRANSPORTATION (209) (CONT.)					
3415 Street Replacement/Haul Permit	2,872	0	9,052	5,000	
3510 Investment Income	19,336	10,000	22,236	20,000	
3530 Miscellaneous Receipts	222,934	1,537,300	400,000	0	(2016=Palmetto Grove for Heritage Park improvements)
3810 Bond/Loan Proceeds	0	6,000,000	6,000,000	0	(2016=IBank+ IBank)
3771 Resident Contrib : Bike Lanes	0	0	16,973	0	
TOTAL LOCAL TRANSPORTATION	800,820	7,547,300	10,599,438	25,000	
MEASURE "I" 2010 (210)					
3021 Measure I Sales Tax	1,113,124	1,048,566	1,048,566	1,115,656	
3510 Investment Income	47,060	30,000	55,912	56,000	
TOTAL MEASURE "I" 2010	1,160,184	1,078,566	1,104,478	1,171,656	
AIR QUALITY IMPROVEMENT (221)					
3510 Investment Income	4,864	5,000	5,000	5,000	
3710 AB2766 Subvention AQMD	86,704	81,000	81,000	81,000	
TOTAL AIR QUALITY IMPROVEMENT	91,568	86,000	86,000	86,000	
TRAFFIC SAFETY (223)					
3450 Traffic Fines	7,324	6,500	6,336	6,450	
3453 Red Light Traffic Fines	3,907	1,000	2,185	2,250	
3455 Parking Fines	198,580	175,000	184,161	185,000	
TOTAL TRAFFIC SAFETY	209,811	182,500	192,682	193,700	
OPEN SPACE (227)					
3510 Investment Income	9,383	10,000	6,300	6,300	
3515 Land Sale Proceeds	372	0	0	0	
3627 Open Space Acquisition Fees	62,839	70,000	38,500	38,500	
TOTAL OPEN SPACE	72,594	80,000	44,800	44,800	
DOWNTOWN BUSINESS AREA (236)					
3250 Federal Grants	4,994	0	42,000	0	
3305 Cost Recover/Reimb Expenditure	153	0	0	0	
3510 Investment Income	2,191	2,000	1,653	2,000	
3512 Returned Check Charge	39	0	0	0	
3530 Miscellaneous Receipts	18,712	25,000	20,000	25,000	
3535 Program Income	306,672	275,000	250,000	291,700	
TOTAL DOWNTOWN BUSINESS AREA	332,761	302,000	313,653	318,700	
PARKING AUTHORITY (237)					
3520 Rental Income	6,631	6,500	6,500	6,500	
TOTAL PARKING AUTHORITY	6,631	6,500	6,500	6,500	
GENERAL CAPITAL IMPRV (240)					
3200 State Grants	255,152	1,121,032	1,158,517	918,722	(FY16=TDA 2013+OBT2+ OBT1)(FY17= OBT3 grant)
3250 Federal Grants	407,180	649,400	183,608	932,042	Hisp Cyc 4, HSIP Supp, Cyc 6 signal, CY6 Citrus bike lane
3530 Miscellaneous Receipts	11,827	90,900	73,889	0	
3540 Other Grants	55,219		85,000	0	
3590 Donations	0	125,000	0	0	
TOTAL GENERAL CAPITAL IMPRV	729,378	1,986,332	1,501,014	1,850,764	
COMM DEVEL BLOCK GRANT (243)					
3250 Federal Grants	0	322,287	322,287	322,287	
3250 Federal Grants	844,010	0	207,569	0	
TOTAL COMM DEVEL BLOCK GRANT	844,010	322,287	529,856	322,287	
ASSET FORFEITURE (246)					
3460 Drug Confiscation - State	27,464	9,500	6,000	0	
3461 Drug Confiscation - Federal	380,349	180,000	505,000	0	
3463 15% Drug/Gang Prevention - St	2,274	2,000	1,700	0	

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ASSET FOREITURE (246) (CONT.)					
3463 Investment Income	2,348	0	12,500	8,384	inc. $4175 DOJ adj. in 15-16
TOTAL ASSET FORFEITURE	412,435	191,500	525,200	8,384	
POLICE GRANTS (247)					
3200 State Grants	135,817	0	182,322	0	Carry over gant balances
3250 Federal Grants	675,423	153,604	173,589	0	
3540 Other Grants	80,000	0	80,000	0	
3590 Donations	0	0	7,500	0	
TOTAL POLICE GRANTS	891,240	153,604	443,411	0	
SUPPL LAW ENFORCEMENT (249)					
3200 State Grants	100,720	113,000	126,194	113,000	
3510 Investment Income	1,674	968	2,000	968	
TOTAL SUPPL LAW ENFORCEMENT	102,394	113,968	128,194	113,968	
PARK & OPEN SPACE DEV (250)					
3510 Investment Income	9,998	13,000	7,780	7,780	
3530 Miscellaneous Receipts	86,180	1,200	250,000	50,000	
3625 Park & Open Space Fee	256,924	275,000	121,000	522,498	
TOTAL PARK & OPEN SPACE DEV	353,102	289,200	378,780	580,278	
PUBLIC FACILITIES DEV (251)					
3600 Police Facilities	190,602	350,000	43,000	653,000	
3601 Fire Facilities	494,169	300,000	26,000	246,000	
3603 Library Facilities	81,755	100,000	43,000	144,000	
3604 General Government Facilities	876,439	500,000	35,000	423,000	
3606 Community Center Facilities	33,174	40,000	19,000	66,000	
TOTAL PUBLIC FACILITIES DEV	1,676,139	1,290,000	166,000	1,532,000	
ARTERIAL STREET CONSTRUCTION (252)					
3510 Investment Income	20,725	17,000	13,500	13,500	
3630 Arterial Street Construction Fees	0	0	0	0	
3631 Regional Arterial Fee	591,386	800,000	48,000	2,175,000	
3632 Railroad Crossing Fee	39,950	18,000	1,500	49,000	
3633 Local Arterial Fee	398,175	150,000	15,000	408,000	
TOTAL ARTERIAL STREET CONST	1,050,236	985,000	78,000	2,645,500	
TRAFFIC SIGNALS (253)					
3510 Investment Income	7,802	6,600	7,100	7,100	
3630 Traffic Signals Fees	106,801	250,000	11,500	680,000	
TOTAL TRAFFIC SIGNALS	114,603	256,600	18,600	687,100	
FREEWAY INTERCHANGES (254)					
3510 Investment Income	13,081	7,500	18,143	18,000	
3630 Freeway Interchange Fees	1,507,207	1,250,000	59,000	3,400,000	
TOTAL FREEWAY INTERCHANGES	1,520,288	1,257,500	77,143	3,418,000	
STREET LIGHTING DIST #1 (260)					
3650 Assessment District	25,158	25,500	25,500	25,500	
TOTAL STREET LIGHTING DIST #1	25,158	25,500	25,500	25,500	
COMM FAC DIST 2004-1 (261)					
3510 Investment Income	2,545	2,500	2,500	2,500	
3650 Assessment District	131,421	125,000	125,000	125,000	
TOTAL COMM FAC DIST	133,966	127,500	127,500	127,500	
LANDSCAPE MAINT DISTRICT (263)					
3650 Assessment District	29,195	30,000	30,000	30,000	
TOTAL LANDSCAPE MAINT DIST	29,195	30,000	30,000	30,000	

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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	12 MONTH ESTIMATED	2016-2017 CITY MANAGER RECOMMENDATION	NOTES
DISASTER RECOVERY (270)					
3250 Federal Grants	150,841	0	0	0	
TOTAL DISASTER RECOVERY	150,841	0	0	0	
OBLIGATION PMNT (288)					
3000 Current Secured Taxes	4,507,639	3,325,000	3,545,143	2,775,903	
3510 Investment Income	33,368	25,000	20,000	20,000	
TOTAL OBLIGATION PMNT	4,541,007	3,350,000	3,565,143	2,795,903	
GENERAL DEBT SERVICE (305)					
3000 Current Secured Taxes	22,360	0	0	0	
3006 Supplemental PY Taxes	21,258	0	0	0	
3009 Supplemental - Voter Approved	126	0	0	0	
TOTAL GENERAL DEBT SERVICE	43,744	0	0	0	
SUCCESSOR TO RDA DEBT SVC (380)					
3510 Investment Income	133,023	90,000	20,000	0	
TOTAL SUCCESSOR TO RDA DEBT SVC	133,023	90,000	20,000	0	
STORM DRAIN CONSTRUCTION (405)					
3510 Investment Income	18,169	20,000	16,000	16,000	
3620 Storm Drain Fees	27,427	200,000	12,500	182,000	
TOTAL STORM DRAIN CONSTRUCTION	45,596	220,000	28,500	198,000	
SUCCESSOR TO RDA GENERAL FUND (480)					
3305 Cost Recovery/Reimb Expenditure	14	0	0	0	
3520 Rental Income	18,000	18,000	18,000	18,000	31 Stuart Avenue
3530 Miscellaneous Receipts	0	0	0	0	
TOTAL SUCCESSOR TO RDA GENERAL	18,014	18,000	18,000	18,000	
SUCCESSOR TO RDA CAP PROJ (488)					
3510 Investment Income	595	625	500	500	
TOTAL SUCCESSOR TO RDA CAP PROJ	595	625	500	500	
WATER (501)					
3124 Plan Check	27,131	30,000	16,204	16,000	
3305 Cost Recover/Reimb Expenditure	138,929	3,000	43,323	40,000	
3313 Non-Potable Water Usage	21,317	0	0	0	
3380 Water Usage	18,842,745	19,500,000	15,360,975	18,279,560	
3382 Irrigation Water Usage	1,909,518	1,750,000	1,527,339	1,817,533	
3383 Fire Hydrant Water Usage	238,168	200,000	148,564	176,792	
3384 Water Meter Install	63,492	50,000	54,138	30,000	
3387 Frontage Charge	555,493	250,000	38,752	30,000	
3388 "B" Contract Water Usage	96,197	110,000	105,000	105,000	
3389 Fire Protection Water Usage	324,598	300,000	261,319	310,969	
3405 Conservation Violation Penalty	0	0	26	0	
3510 Investment Income	206,370	205,000	188,171	200,000	
3516 Sale of Surplus Property	2,633	0	0	0	
3520 Rental Income	125,625	125,000	125,000	125,000	
3530 Miscellaneous Receipts	576,791	225,000	225,000	300,000	
3533 Misc. Taxable Sales	113	0	0	0	
3555 Fire Flow Testing	711	0	2,500	2,500	
TOTAL WATER	23,131,831	22,748,000	18,096,312	21,433,354	
WATER PROJECTS (503)					
3305 Cost Recover/Reimb Expenditure	56,722	0	0	0	
TOTAL WATER PROJECTS	56,722	0	0	0	
WATER DEBT SERVICE (506)					
3510 Investment Income	48,216	0	0	0	
TOTAL WATER DEBT SERVICE	48,216	0	0	0	

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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	12 MONTH ESTIMATED	2016-2017 CITY MANAGER RECOMMENDATION	NOTES
SOURCE ACQUISITION (508)					
3510 Investment Income	(207)	0	0	0	
3551 Water Source Acq Residential	164,351	100,000	59,555	86,000	
3552 Water Source Acq Non-Resident	0	15,000	0	29,000	
TOTAL SOURCE ACQUISITION	164,144	115,000	59,555	115,000	
WATER CAPITAL IMPROVEMENT (509)					
3369 Cap Improv Chrg Non-Res	39,271	100,000	2,358	326,000	
3370 Cap Improv Chrg Resident	856,423	350,000	470,575	359,000	
3510 Investment Income	402	0	1,106	1,000	
TOTAL WATER CAPITAL IMPROVEMENT	896,096	450,000	474,039	686,000	
SOLID WASTE (511)					
3200 State Grants	0	0	18,698	18,698	
3372 Special Hauls & Roll-Offs	1,326,570	1,300,000	1,364,020	1,364,020	
3373 Solid Waste Svrc Residential	6,087,766	5,825,000	6,301,850	6,301,850	
3374 Solid Waste Svrc Non-Resident	5,331,789	5,090,000	5,374,288	5,374,288	
3376 Recycled Material	140,947	275,000	40,203	40,203	
3510 Investment Income	93,208	100,000	45,896	45,896	
3512 Returned Check Charge	0	40	0	0	
3516 Sale of Surplus Property	2,207	10,000	0	0	
3533 Misc. Taxable Sales	6	0	0	0	
3540 Other Grants	180,000	0	0	0	
TOTAL SOLID WASTE	13,162,493	12,600,040	13,144,955	13,144,955	
SOLID WASTE DEBT SERVICE (516)					
3510 Investment Income	204,749	15,000	5,808	5,808	
TOTAL SOLID WASTE DEBT SVC	204,749	15,000	5,808	5,808	
CALIF ST LANDFILL CLOSURE (517)					
3510 Investment Income	53,430	55,000	55,000	50,000	
TOTAL CALIF ST LANDFILL CLOSURE	53,430	55,000	55,000	50,000	
SOLID WASTE CAP IMPROVEMENT+B49 (519)					
3369 Cap Improv Chrg Non-Res	1,206,740	125,000	25,000	25,000	
3370 Cap Improv Chrg Resident	4,283	2,000	402,636	402,636	
3510 Investment Income	22,176	20,000	20,237	20,237	
TOTAL SOLID WASTE CAP IMPROVEMENT	1,233,199	147,000	447,873	447,873	
SEWER SERVICE (521)					
3305 Cost Recover/Reimb Expenditure	0	0	508	0	
3366 Sewer Residential	6,504,768	6,400,000	6,400,000	6,560,000	
3367 Sewer Non-Residential	2,435,367	2,450,000	2,350,000	2,408,750	
3368 Septage Charge	44,807	40,000	54,500	55,500	
3379 Recycled Water Usage	308,090	250,000	280,000	287,000	
3387 Frontage Charge	210,070	120,000	151,278	150,000	
3391 Joint Lab - Water Charges	166,253	160,000	0	0	
3392 Joint Lab - Solid Wst Charges	19,522	33,500	0	0	
3510 Investment Income	150,156	160,000	164,700	165,000	
3516 Sale of Surplus Property	0	0	3,046	0	
3533 Misc. Taxable Sales	0	0	41,984	25,000	
TOTAL SEWER SERVICE	9,839,033	9,613,500	9,446,016	9,651,250	
SEWER DEBT SERVICE (526)					
3510 Investment Income	77,880	200	0	0	
TOTAL SEWER DEBT SERVICE	77,880	200	0	0	
SEWER CAPITAL IMPROVEMENT (529)					
3369 Cap Improv Chrg Non-Res	74,949	200,000	4,500	359,000	
3370 Cap Improv Chrg Resident	1,527,359	1,200,000	825,000	326,000	
3510 Investment Income	15,237	10,500	24,000	24,000	
TOTAL SEWER CAPITAL IMPROVEMENT	1,617,545	1,410,500	853,500	709,000	

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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	12 MONTH ESTIMATED	2016-2017 CITY MANAGER RECOMMENDATION	NOTES
GROVES (538)					
3510 Investment Income	1,933	500	1,180	500	
3530 Miscellaneous Receipts	13,207	115,100	135,000	135,000	
3550 Grove Receipts	798,577	750,000	750,000	725,000	
3590 Donations	0	0	2,500	2,500	
TOTAL GROVES	813,717	865,600	888,680	863,000	
NON-POTABLE WATER (541)					
3313 Non-Potable Water Usage	498,003	500,000	500,000	500,000	
3387 Frontage Charge	1,207	0	0	0	
3510 Investment Income	15,858	15,000	15,000	15,000	
TOTAL NON-POTABLE WATER	515,068	515,000	515,000	515,000	
NON-POTABLE CAPITAL IMPRV FUND (549)					
3369 Capital Improv Chrg Non-Res	207,352	0	23,000	25,000	
3510 Investment Income	4,722	5,000	5,000	5,000	
TOTAL NON POT CAP IMPRV FUND	212,074	5,000	28,000	30,000	
CEMETERY (562)					
3360 Cemetery Interment	148,964	212,922	130,000	210,000	
3361 Cemetery Lots	183,710	247,584	275,000	300,000	
3362 Cemetery Crypts	16,800	34,662	39,000	50,000	
3510 Investment Income	18,982	20,000	20,000	21,250	
3512 Returned Check Charge	78	0	0	0	
3520 Rental Income	19,493	20,700	20,700	21,250	
3530 Miscellaneous Receipts	46,962	25,000	28,000	35,000	
3533 Misc. Taxable Sales	43,025	33,275	34,000	47,000	
3590 Donations	100	0	200	100	
TOTAL CEMETERY	478,114	594,143	546,900	684,600	
CEMETERY PRE-NEED (563)					
3510 Investment Income	6,964	5,000	5,000	5,250	
TOTAL CEMETERY PRE-NEED	6,964	5,000	5,000	5,250	
AVIATION OPERATING (564)					
3001 Current Unsecured Taxes	35,225	34,622	37,637	38,000	
3200 State Grants	0	0	95,000	50,000	
3250 Federal Grants	10,000	0	0	405,000	
3510 Investment Income	1,705	1,862	1,657	1,700	
3511 Finance Charges	1,052	3,000	512	1,000	
3512 Returned Check Charge	39	0	0	0	
3520 Rental Income	265,712	257,660	265,000	270,000	
3530 Miscellaneous Receipts	1,711	1,500	1,500	1,500	
3545 Tie-Down Fees	9,178	7,605	6,449	7,000	
3546 Gate Access Fees	7,293	9,099	8,047	8,200	
TOTAL AVIATION OPERATING	331,915	315,348	415,802	782,400	
LIABILITY SELF-INSURANCE (602)					
3510 Investment Income	11,239	3,000	15,500	11,000	
3512 Returned Check Charge	39	0	0	0	
3530 Miscellaneous Receipts	9,697	15,000	7,000	9,000	
TOTAL LIABILITY SELF-INSURANCE	20,975	18,000	22,500	20,000	
INFORMATION TECHNOLOGY (604)					
3393 Internal Svc Rcpts: General Fund	1,634,880	2,213,561	2,060,274	1,638,618	
3394 Internal Svc Rcpts: Non-Gen Fund	1,163,970	1,296,151	1,292,224	1,254,333	
3510 Investment Income	1,918	2,100	2,312	2,100	
TOTAL INFORMATION TECHNOLOGY	2,800,768	3,511,812	3,354,810	2,895,051	
WRK COMP SELF-INSURANCE (606)					
3510 Investment Income	5,799	3,000	5,000	3,500	
3750 Worker's Comp Receipts	2,291,549	2,044,225	2,044,225	2,222,210	
TOTAL WRK COMP SELF-INSURANCE	2,297,348	2,047,225	2,049,225	2,225,710	

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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	12 MONTH ESTIMATED	2016-2017 CITY MANAGER RECOMMENDATION	NOTES
EQUIPMENT MAINTENANCE (607)					
3305 Cost Recover/Reimb Expenditure	225,115	235,000	231,339	200,000	
3393 Internal Svc Rcpts: General Fund	1,231,589	898,694	898,694	958,637	
3394 Internal Svc Rcpts: Non-Gen Fund	2,598,705	2,361,054	2,361,054	2,398,308	
3398 LCNG Outside Fuel Sales	244,448	250,000	130,000	150,000	
3510 Investment income	(2,156)	0	(1,344)	(1,344)	
EQUIPMENT MAINTENANCE (607) (CONT.)					
3516 Sale of Surplus Property	0	500	0	0	
3530 Miscellaneous Receipts	1	500	0	0	
TOTAL EQUIP MAINTENANCE	4,297,702	3,745,748	3,619,743	3,705,601	
UTILITY BILLING (606)					
3385 Water Turn-On	77,421	80,000	75,000	75,000	
3390 Utility Billing Service	874,999	875,000	875,000	875,000	
3510 Investment Income	19,327	20,000	20,000	20,000	
3511 Finance Charges	545,980	450,000	465,000	480,000	
3512 Returned Check Charge	13,580	10,000	10,000	10,000	
3530 Miscellaneous Receipts	38,703	30,000	33,000	35,000	
3760 Bad Debt Recovery	3,350	0	7,000	5,000	
TOTAL UTILITY BILLING	1,573,360	1,465,000	1,485,000	1,500,000	
CEMETERY ENDOWMENT (702)					
3364 Cemetery Endowment	70,180	60,000	60,235	72,000	
TOTAL CEMETERY ENDOWMENT	70,180	60,000	60,235	72,000	
COMM FAC DIST TRUST (710)					
3305 Cost Recover/Reimb Expenditure	1,464,368	1,440,000	1,450,000	1,465,000	
3510 Investment Income	23,531	30,000	25,000	25,000	
TOTAL COMM FAC DIST TRUST	1,487,899	1,470,000	1,475,000	1,490,000	
TOTAL NON-GENERAL FUNDS	83,972,587	84,517,798	79,867,227	79,913,408	

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Capital Outlay Detail

Equipment and Vehicles		Description	Amount
GENERAL FUND (101)			
Fire Department - Suppression (101250)			
Object 7100 Motor Vehicles	-----	Motor Vehicle Replacement	$ 58,000
TOTAL GENERAL FUND (101)			**$ 58,000**
ASSET FORFEITURE FUND (246)			
Object 7100 Motor Vehicles	-----	Outfitted Motor Vehicles (3)	$ 161,806
TOTAL ASSET FORFEITURE FUND (246)			**$ 161,806**
WATER FUND (501)			
Object 7060 Office Furniture	-----	Office Furniture	$ 20,000
Object 7100 Motor Vehicles	-----	Motor Vehicle Replacements (3)	190,000
	-----	Truck Bed Replacement	90,000
Object 7140 All Other Equipment	-----	Towable Air Compressor Replacement	25,000
	-----	Message Board Replacement	20,000
TOTAL WATER FUND (501)			**$ 345,000**

Equipment and Vehicles		Description		Amount
SOLID WASTE PROJECTS FUND (513)				
Object 7100 Motor Vehicles	-----	Automated Side Loader Replacement	$	350,000
	-----	Front-End Loader Replacement		350,000
Object 7140 All Other Equipment	-----	Forklift Replacement		60,000
TOTAL SOLID WASTE PROJECTS FUND (513)			**$**	**760,000**
WASTEWATER FUND (521)				
Object 7080 Computer Equipment	-----	Computer Equipment	$	7,500
Object 7100 Motor Vehicles	-----	Motor Vehicle Replacement		40,000
Object 7140 All Other Equipment	-----	Tractor with Articulating Mower		115,000
Object 7745 Laboratory Equipment	-----	Laboratory Equipment		20,000
TOTAL WASTEWATER FUND (521)			**$**	**182,500**
INFORMATION TECHNOLOGY FUND (604)				
Object 7080 Computer Equipment	-----	Phone System Enhancements	$	17,820
	-----	Storage Modules		36,000
	-----	City-Wide Upgrade and Replacement Projects		205,366
TOTAL INFORMATION TECHNOLOGY FUND (604)			**$**	**259,186**

Land and Improvements		Description		Amount
LOCAL TRANSPORTATION FUND (209)				
Object 7150 Other Betterments/Improvements	JL 41055	Gateway Monuments	$	1,450,000
	JL 41061	Traffic Calming and Green Paint Grant Project		195,857
	-----	Bus Pad Grant Project		43,692
	-----	Signal Preemption Grant Project		294,505
Object 7230 Street Construction	JL 41049	PARIS Project Funding		6,236,448
TOTAL LOCAL TRANSPORTATION FUND (209)			**$**	**8,220,502**
MEASURE I FUND - 2010 (210)				
Object 7230 Street Construction	-----	PARIS Project Funding	$	5,000,000
TOTAL MEASURE I FUND - 2010 (210)			**$**	**5,000,000**
GENERAL CAPITAL IMPROVEMENT FUND (240)				
Object 7150 Other Betterments/Improvements	JL 47109	Orange Blossom Trail Phase 3		982,850
	-----	Orange Street Signal		269,900
	-----	Citrus Bike Lanes		313,700
	-----	MSRC Bike Lanes		250,000
TOTAL GENERAL CAPITAL IMPROVEMENT FUND (240)			**$**	**1,816,450**

Land and Improvements		Description	Amount
CDBG PROGRAM (243)			
Object 7230 Street Construction	JL 43060	Paving Dirt Alleys and Sewer Main Replacements	190,138
TOTAL CDBG PROGRAM (243)			**$ 190,138**
FREEWAY INTERCHANGES FUND (254)			
Object 7150 Other Betterments/Improvements	-----	University Ramp	$ 1,012,900
TOTAL FREEWAY INTERCHANGES FUND (240)			**$ 1,012,900**
AVIATION OPERATING FUND (564)			
Object 7150 Other Betterments/Improvements	-----	Runway Lighting Upgrade - Grant Funded	$ 450,000
TOTAL AVIATION OPERATING FUND (564)			**$ 450,000**

Buildings and Improvements		Description	Amount
GENERAL FUND (101)			
Finance - Revenue (101140)			
Object 7150 Other Betterments/Improvements	-----	Revenue Manager Window Replacement	8,500
Development Services - Planning (101164)			
Object 7150 Other Betterments/Improvements	-----	One Stop Permit Center Improvements	$ 7,500
TOTAL GENERAL FUND (101)			**$ 16,000**

Buildings and Improvements		Description	Amount
CDBG PROGRAM (243)			
Object 7150 Other Betterments/Improvements	JL 43059	ADA Improvements - AK Smiley Restrooms	$ 20,000
TOTAL CDBG PROGRAM (243)			**$ 20,000**
WATER PROJECTS FUND (503)			
Object 7700 Water Facilities	JL 71307	Water Production Annual Replacement	500,000
	JL 71308	Water System Improvements	500,000
	JL 71365	Utilities Building Improvements	375,000
	-----	2017 CIP Replacements	4,500,000
	-----	Reservoir Rehabilitation - Sunset	1,350,000
TOTAL WATER PROJECTS FUND (503)			**$ 7,225,000**
SEWER PROJECTS FUND (523)			
Object 7600 Wastewater Facilities	JL 73319	Wastewater Replacement Program	$ 350,000
	JL 73365	Utilities Building Improvements	70,000
	-----	Local Collection Mains 2017	1,000,000
	-----	SCADA System Upgrades	200,000
	-----	Security	100,000
	-----	Headworks Grit & Improvement	200,000
TOTAL SEWER PROJECTS FUND (523)			**$ 1,920,000**

Buildings and Improvements		Description	Amount
NONPOTABLE WATER PROJECTS FUND (543)			
Object 7700 Water Facilities	-----	Texas Street Reservoir Project	$ 1,800,000
TOTAL NONPOTABLE WATER PROJECTS FUND (543)			**$ 1,800,000**

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City Attorney

Mission Statement:

The City Attorney's Office is committed to providing superior, cost effective legal services to the City, consistent with the highest professional and ethical standards. The goal of the City Attorney's office is to protect the public's interest and provide sound legal advice and counsel to the City, its elected and appointed officials, departments, boards and commissions.

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 provides all legal services necessary to complete a program or activity initiated by a City department or official. The City Attorney researches legal issues and advises City officials, commission and boards; draft and review ordinances and resolutions considered by the City Council, and draft and review contracts and other documents essential to the successful completion of the myriad of programs and functions of the City of Redlands. The City Attorney 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 2015-2016:

- 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.

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DEPARTMENT/DIVISION
CITY ATTORNEY

FUND
GENERAL FUND

ORGKEY
101150

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	292,409	295,632	323,227	328,848	
4010 Overtime Salaries	691	0	120	0	
4015 Banked Leave Buy Back	11,276	14,400	23,363	25,228	
4050 Pension Contributions	66,191	70,796	76,377	65,414	
4051 Fica/Medicare	16,988	17,135	21,719	17,875	
4053 Deferred Compensation	25,518	25,556	25,556	25,546	
4055 Health/Dental Insurance	23,620	23,870	24,164	25,446	
4056 Worker's Comp Insurance	1,442	1,286	1,286	4,698	
4058 Unemployment Insurance	443	933	1,424	933	
4059 Life Insurance	135	135	135	135	
4080 Vehicle Allowance	2,400	2,400	1,800	0	
4081 Eyecare Reimbursement	83	484	484	484	
4085 Other Taxable Benefits	285	323	323	323	
TOTAL SALARIES AND BENEFITS	441,481	452,950	499,978	494,930	
SERVICES					
5140 Legal Services	38,530	45,000	62,000	30,000	
5240 Meeting & Professional Devlpmt	425	1,700	100	2,100	
5255 Travel Reimbursement	0	50	0	50	
5270 Printing and Binding	754	500	500	500	
5275 Postage	143	200	200	200	
5303 Telephone	1,729	2,000	1,900	2,000	
5395 Info Technology Services Charges	2,493	30,458	30,458	26,810	
5800 Subscriptions & Memberships	1,630	1,500	1,376	1,482	
5880 Special Contractual Services	493	500	0	500	
TOTAL SERVICES	46,197	81,908	96,534	63,642	
SUPPLIES					
6130 Books & Supplies	15,401	27,808	16,369	18,000	
6140 Office Supplies	699	1,000	1,000	1,000	
6500 Office Equipment & Furniture	1,134	0	0	0	
TOTAL SUPPLIES	17,234	28,808	17,369	19,000	
DEPARTMENT TOTAL	504,912	563,666	613,881	577,572	

City of Redlands
2016-2017
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 and one part-time budgeted positions 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

No significant changes are planned for the FY 2016-2017 Program. Increases due to personnel position conversion and election year expenses.

Accomplishments for Fiscal Year 2015-2016:

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.

- Converted two part-time to one full-time employee position resulting in better continuity, higher quality service and quicker response times to service requests
- 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 incumbent elected officials and eight election committees
- Continued efforts to implement a computerized documentation management program and scanned and coded over 24,000 documents into a data base to date
- In spite of setbacks caused by the lack of funding, we have made significant progress toward providing public access to City records on the internet
- Installed a kiosk computer terminal at the City Clerk's office counter for public access to the database

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	101,034	103,384	106,502	108,910	
4005 Salaries Part Time	0	0	0	14,054	New Clerk Transition
4010 Overtime Salaries	143	0	198	0	
4015 Banked Leave Buyback	0	0	0	846	
4050 Pension Contributions	5,480	6,472	14,539	21,664	Calpers for Clerk
4051 Fica/Medicare	8,078	7,924	8,501	14,241	
4053 Deferred Compensation	1,845	1,845	1,845	1,845	
4055 Health/Dental Insurance	12,336	16,500	11,863	12,300	
4056 Worker's Comp Insurance	2,883	2,571	2,571	4,698	
4057 Disability Insurance	46	309	328	340	
4058 Unemployment Insurance	769	868	967	1,302	
4059 Life Insurance	126	126	121	126	
4081 Eyecare Reimbursement	0	225	225	225	
4084 Clothing Cash Payment	200	200	200	200	
4085 Other Taxable Benefits	4,213	4,550	4,200	4,200	
TOTAL SALARIES AND BENEFITS	137,153	144,974	152,060	184,951	
SERVICES					
5103 Software Support & Maintenance	0	14,758	0	0	
5196 Elections	18,392	71,608	0	71,608	
5240 Meeting & Professional Devlpmt	0	0	195	450	Elections & New Law Seminar
5255 Travel Expense/Reimbursement	0	0	208	208	
5270 Printing and Binding	1,193	500	1,200	1,200	
5275 Postage	790	700	700	700	
5280 Advertising	11,634	25,000	25,000	15,000	
5303 Telephone	769	1,200	0	50	
5395 Info Technology Services Charges	13,406	23,493	23,022	21,009	
5570 Office Equip & Furn Rent	2,595	2,431	2,500	2,500	
5580 Communications Svcs & Rental	401	0	400	400	
5800 Subscriptions & Memberships	170	340	350	350	
5880 Special Contractual Services	9,249	4,000	4,000	4,000	
TOTAL SERVICES	58,599	144,030	57,575	117,475	
SUPPLIES					
6140 Office Supplies	779	1,000	1,000	1,000	
TOTAL SUPPLIES	779	1,000	1,000	1,000	
DEPARTMENT TOTAL	196,531	290,004	210,635	303,426	

City of Redlands
2016-2017
Proposed Budget

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, work, and play.

The City Council promotes the health, safety and welfare of residents, visitors, and businesses through the formulation of policy and the passage of ordinances governing the City. The Department's activities are accounted for in the General Fund.

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.
- Provide strategic direction and set priorities for the City.

Significant Program Changes:

None

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	79,550	84,987	74,756	83,041	
4005 Salaries: Part Time	0	0	9,593	0	
4010 Overtime Salaries	230	0	80	0	
4015 Banked Leave Buy Back	1,697	1,530	1,697	680	
4050 Pension Contributions	9,530	10,419	11,995	10,054	
4051 Fica/Medicare	6,232	6,627	6,425	6,413	
4053 Deferred Compensation	1,237	1,283	1,253	1,271	
4055 Health/Dental Insurance	6,890	6,755	9,496	12,452	
4056 Worker's Comp Insurance	7,206	6,428	6,428	2,349	
4058 Unemployment Insurance	212	304	792	304	
4059 Life Insurance	82	69	65	69	
4081 Eyecare Reimbursement	0	158	158	158	
4085 Other Taxable Benefits	105	105	105	105	
TOTAL SALARIES AND BENEFITS	112,971	118,665	122,843	116,895	
SERVICES					
5140 Legal Services	53,604	25,000	5,000	0	Special Counsel
5190 Other Professional Services	28,562	30,000	30,000	16,500	Federal Advocate
5240 Meeting & Professional Dev'pmt	500	0	200	500	
5255 Travel Reimbursement	0	500	505	500	
5270 Printing and Binding	2,595	3,000	1,000	3,000	
5275 Postage	272	300	300	300	
5303 Telephone	1,758	3,150	3,150	1,560	
5395 Info Technology Services Charge	17,982	16,277	16,277	14,327	
5490 Other Insurance	2,618	3,000	3,223	3,500	Sister Cities
5570 Office Equip & Furn Rent	6,811	3,394	14,000	7,500	
5760 Special Program Expenditures	0	66,000	66,000	50,000	Community Service Days
5800 Subscriptions & Memberships	44,474	54,325	53,622	62,900	Added IEEP Membership
TOTAL SERVICES	159,176	204,946	193,277	160,587	
SUPPLIES					
6140 Office Supplies	4,446	1,500	3,500	2,000	
6500 Office Equipment & Furniture	2,225	0	0	0	
6590 Special Departmental Supplies	12,445	4,142	750	1,000	
TOTAL SUPPLIES	19,116	5,642	4,250	3,000	
FIXED ASSETS					
7150 Other Betterments/Improvements	0	59,000	59,000	0	
TOTAL SUPPLIES	0	59,000	59,000	0	
DEPARTMENT TOTAL	291,263	388,253	379,370	280,482	

City of Redlands
2016-2017
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 provides centralized direction and leadership for the effective administration and operation of all municipal services for the City of Redlands as directed by the City Council. Operating under the traditional Council-Manager form of government, the City Manager is appointed by the five-member City Council, and is responsible for the day-to day operations of the City. The City Manager's Office leadership team includes the Public Information Officer, Emergency Operations Manager, and the Assistant to the City Manager. Collectively, the office provides strategic direction to departments and monitors the progress made toward achieving the goals and objectives encompassed in the City's Strategic Plan.

The City Manager's office is committed to developing a culture of innovation by integrating strategic management and best practices into government operations. By doing so, the organization continually improves performance, maximizes efficiencies, and creates value for the tax dollar.

The Public Information division of the City Manager's office oversees the City's communication initiatives. The division educates and informs residents, visitors and businesses about City programs, services and events. Using targeted communication strategies, the Public Information division engages the community in the governmental process, facilitates transparency, enhances tourism, supports local industries, promotes business attraction and retention, and increases participation in City programs and activities to generate additional revenue and to strengthen quality of life. Included in the Public Information division is 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, provides a Community Events Bulletin Board, and creates or contracts original informational videos highlighting City services and programs. RTV programming is available to cable television subscribers through Time-Warner Cable (Channel 3) and Verizon Cable (Channel 35) services.

The Emergency Management and Preparedness Program has the task of planning and preparing all City departments, residents and businesses for man-made and natural emergencies. The Emergency Operations division utilizes planning, training and exercises to continually develop and sustain the City's mitigation, preparedness, response and recovery capabilities. These capabilities minimize the loss of life and property and protect the environment from emergencies and significant disruptions. The Emergency Operations division works with City departments, other local municipalities and an array of community based organizations to ensure that the City and its residents have the resources and information they need to prepare, respond and recover from emergencies, disasters and significant events.

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 2015-2016:

- Provided leadership, management and direction to all City departments
  - Designed funding plan and directed update to the City's General Plan
  - Directed development of the Orange Street Alley Project
  - Directed development of the Hillside Memorial Park Cemetery Business Plan and Capital Improvement Plan
  - Directed development of the Heritage Park Master Plan
  - Directed continued implementation of the City's Street Paving program (PARIS)
- Promoted transparency in government through:
  - Web-streaming of live City Council meetings and archived meeting videos
  - Live broadcasting of sixty-six (66) City meetings on Redlands TV
  - Web posting of City Council meeting agenda reports
- Promoted open, clear and frequent communication through:
  - Redlands Connection Quarterly Newsletter.
  - Social networking pages for the City
  - Redlands 311 mobile app
  - City's Speakers Bureau
  - Issuance of approximately 300 press releases promoting City activities and economic development, providing public safety information, and providing information of City Council actions.
- Coordinated applications resulting in two Helen Putnam awards from the League of California Cities
- 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
- Broadcast the Redlands Christmas Parade live on Redlands TV, and Filmed the Redlands Veteran's Day Parade for broadcast
- Produced and presented videos promoting City services and activities; examples are Mayor's 2015 State of the City, 3 Water Conservation Videos, Community Day of Service, and New Series of Meet the Merchant Highlighting Local Downtown Businesses
- Produced and presented 48 Pet of the Week videos and 10 Library Story Time Videos
- 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 2015-2016
- Coordinated and assembled 22 City Council Regular Meeting Agenda Packets and 7 City Council Special Meeting Agenda Packets
- Coordinated City Council Meeting E-Agenda packets
- Coordinated and processed 445 resident service requests
- Processed 24 film permits for filming in Redlands and provided follow-up reports on economic activity generated
- Provided staff liaison to the City's Disaster Council
- Established Alternate Emergency Operations Center
- Provided emergency management support to 5 emergency events
- Distributed annual publication of the Emergency Management Newsletter
- Secured recovery dollars for the 2015 December Terrorist Event in the amount of $37,371.78
- Hosted County of San Bernardino Community Emergency Response Team T3/Train the Trainer 3-day Class
- Coordinated the San Bernardino County Operational Area Community Emergency Response Team and Functional Exercise

- Trained 120 students in Community Emergency Response Team
- Coordinated participation in the 2015 Shakeout exercise by evacuating all of City Hall
- Provided Community Outreach
  - Free Flu Vaccinations Clinic
    - 88 community members received vaccinations
  - Hanger 24 Air Show Logistic Support
  - Cops and Clergy
  - Emergency Management presented at various Safety Fairs and disaster preparedness presentations to the community
  - Disaster Council quarterly meetings

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	274,645	281,082	304,091	313,028	
4005 Salaries Part Time	7,632	0	0	0	
4010 Overtime Salaries	289	500	200	500	
4015 Banked Leave Buy Back	12,020	41,406	6,209	48,389	
4050 Pension Contributions	62,647	67,646	71,688	62,268	
4051 Fica/Medicare	15,702	15,635	16,831	16,001	
4053 Deferred Compensation	6,413	6,462	6,852	7,177	
4055 Health/Dental Insurance	24,564	25,580	24,702	27,226	
4056 Worker's Comp Insurance	17,974	16,034	16,034	16,101	
4057 Disability Insurance	47	142	81	144	
4058 Unemployment Insurance	707	855	1,376	855	
4059 Life Insurance	103	124	109	124	
4080 Vehicle Allowance	8,368	9,600	6,192	0	
4081 Eyecare Reimbursement	194	443	443	443	
4084 Clothing Cash Payment	0	70	70	70	
4085 Other Taxable Benefits	30,285	243	243	243	
TOTAL SALARIES AND BENEFITS	461,590	465,822	455,121	492,570	
SERVICES					
5190 Other Professional Services	131	6,000	6,000	0	
5240 Meeting & Professional Devlpmt	1,036	3,000	1,000	3,000	
5255 Travel Expense Reimbursement	3,014	4,000	2,000	5,000	
5270 Printing and Binding	907	1,000	500	1,000	
5275 Postage	47	450	100	450	
5303 Telephone	2,796	4,200	4,200	2,400	
5392 License & Permits	1,987	2,000	2,000	2,000	BMI/ASCAP
5395 Info Technology Services Charges	16,746	70,664	69,376	62,199	
5580 Communication Svs & Rental	2,010	1,200	1,200	1,200	
5760 Special Program Expenditures	6,328	0	200	1,000	Emp Recognition
5800 Subscriptions & Memberships	1,400	2,200	1,500	3,000	
5840 Training	149	500	0	1,500	
TOTAL SERVICES	36,551	95,214	88,076	82,749	
SUPPLIES					
6130 Books & Supplies	0	250	0	250	
6140 Office Supplies	1,543	5,500	5,500	2,500	
6190 Photo & Copying Supplies	0	500	500	500	
6500 Office Equipment & Furniture	0	1,415	1,415	0	
6560 Food	0	300	300	300	
6590 Special Departmental Supplies	623	500	500	500	
TOTAL SUPPLIES	2,166	8,465	8,215	4,050	
FIXED ASSETS					
7060 Office Furniture	0	35,723	35,723	0	
7150 Other Betterments/Improvement	1,525	29,862	29,862	0	
TOTAL FIXED ASSETS	1,525	65,585	65,585	0	
DIVISION TOTAL	501,832	635,086	616,997	579,369	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
PUBLIC INFORMATION

FUND
GENERAL FUND

ORGKEY
101121

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	160,743	168,257	169,521	173,737	
4010 Overtime Salaries	3,216	3,000	5,000	0	
4015 Banked Leave Buy Back	8,252	9,260	8,111	4,009	
4050 Pension Contributions	29,417	31,885	32,308	34,560	
4051 Fica/Medicare	13,422	13,837	14,143	13,942	
4053 Deferred Compensation	3,168	3,229	3,229	4,152	
4055 Health/Dental Insurance	13,920	14,116	14,842	14,649	
4057 Disability Insurance	586	649	603	0	
4058 Unemployment Insurance	704	868	1,029	868	
4059 Life Insurance	126	126	121	126	
4081 Eyecare Reimbursement	225	450	450	450	
4084 Clothing Cash Payment	200	200	200	0	
4084 Other Taxable Benefits	4,363	4,350	4,350	4,500	
TOTAL SALARIES AND BENEFITS	238,342	250,227	253,907	250,993	
SERVICES					
5190 Other Professional Services	3,800	6,000	6,000	5,000	
5240 Meeting & Professional Devlpmt	630	1,000	1,000	1,050	
5255 Travel Expense Reimbursement	1,429	1,000	1,000	1,000	
5395 Info Technology Services Charge	0	2,690	2,690	2,368	
5800 Subscriptions & Memberships	556	550	583	2,530	Adobe Cloud/TW Music
5840 Training	35	500	0	0	
TOTAL SERVICES	6,450	11,740	11,273	11,948	
SUPPLIES					
6140 Office Supplies	1,061	1,000	1,000	1,000	
6180 Turnouts/Uniforms/Sfty Clothing	171	0	0	0	
6590 Special Departmental Supplies	0	1,000	500	3,000	PEG Audio Equip
TOTAL SUPPLIES	1,232	2,000	1,500	4,000	
FIXED ASSETS					
7140 All Other Equipment	0	0	18,474	0	
7150 Other Betterments/Improvement	88,501	113,200	126,191	0	
TOTAL FIXED ASSETS	88,501	113,200	144,665	0	
DIVISION TOTAL	334,525	377,167	411,345	266,941	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

FUND
GENERAL FUND

ORGKEY
101122

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	30,949	32,544	32,715	33,520	
4005 Salaries: Part Time	3,035	22,508	22,508	3,000	
4010 Overtime Salaries	137	0	57	0	
4015 Banked Leave Buyback	694	751	751	774	
4050 Pension Contributions	5,648	6,167	6,241	6,668	
4051 Fica/Medicare	2,641	2,781	3,873	2,875	
4053 Deferred Compensation	1,026	1,045	1,045	1,064	
4055 Health/Dental Insurance	2,720	2,691	2,596	2,456	
4058 Unemployment Insurance	339	152	1,232	338	
4059 Life Insurance	22	22	21	85	
4081 Eyecare Reimbursement	0	79	79	79	
4085 Other Taxable Benefits	52	53	53	288	
TOTAL SALARIES AND BENEFITS	47,263	68,793	71,171	51,146	
SERVICES					
5240 Meeting & Professional Devlpmt	844	4,000	4,000	2,000	
5255 Travel Expense Reimbursement	3,612	4,000	4,000	2,000	
5270 Printing and Binding	3,052	1,000	1,100	2,000	
5275 Postage	207	500	500	1,000	
5303 Telephone	9,859	16,000	3,000	3,000	
5340 Office Equipment Maintenance	292	2,240	2,240	2,700	
5395 Info Technology Services Charge:	6,583	19,752	19,752	17,386	
5396 City Garage Charges	2,164	445	445	2,444	
5580 Communications Svs & Rental	171	0	850	1,000	
5760 Special Program Expenditures	0	1,500	550	1,000	
5800 Subscriptions & Memberships	400	1,570	1,570	2,075	
5840 Training	145	5,000	445	2,500	
5880 Special Contractual Services	5,500	0	0	0	
TOTAL SERVICES	32,829	56,007	38,452	39,105	
SUPPLIES					
6140 Office Supplies	2,920	1,500	2,255	2,500	
6180 Turnouts/Uniforms/Sfty Clothing	411	600	2,900	2,500	
6190 Photo & Copying Supplies	0	1,000	1,000	1,000	
6210 Repair & Maintenance Supplies	0	1,500	700	1,500	
6375 Computer Components	39,541	5,000	5,000	5,000	
6500 Office Equipment & Furniture	0	2,000	2,000	2,000	
6510 Small Tools & Equipment	1,604	0	50	200	
6560 Food	34	2,000	3,500	2,500	
6590 Special Departmental Supplies	36,451	753	1,503	1,500	
TOTAL SUPPLIES	80,961	14,353	18,908	18,700	
FIXED ASSETS					
7100 Motor Vehicle	16,800	0	0	0	
7150 Other Betterments/Improvement	10,275	0	0	0	
TOTAL FIXED ASSETS	27,075	0	0	0	
DIVISION TOTAL	188,128	139,153	128,531	108,951	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
PRINT SHOP

FUND
GENERAL FUND

ORGKEY
101125

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5275 Postage	0	0	8	0	
5303 Telephone	165	350	(18)	0	
5340 Office Equipment Maintenance	0	1,341	4,074	1,500	Meter Maintenance
5570 Office Equip & Furn Rent	20,658	23,000	23,000	23,000	Copier/Postage Meter Rent
5580 Communications Svs & Rental	0	0	1,332	1,500	PO Box Rental
5590 Other Rentals	0	1,200	0	0	
5880 Special Contractual Services	7,778	7,000	7,000	7,000	Inland Presort
5990 Reimbursed Expenditures	(76,773)	(40,000)	(40,000)	(40,000)	
TOTAL SERVICES	(48,172)	(7,109)	(4,604)	(7,000)	
SUPPLIES					
6140 Office Supplies	0	0	22	100	
6190 Photo & Copying Supplies	979	1,100	1,100	1,100	
6500 Office Equipment & Furniture	88	0	0	0	
6510 Small Tools & Equipment	4,293	0	0	0	
6590 Special Departmental Supplies	18,310	500	500	500	
TOTAL SUPPLIES	23,670	1,600	1,622	1,700	
DIVISION TOTAL	(24,502)	(5,509)	(2,982)	(5,300)	
DEPARTMENT TOTAL	999,983	1,145,897	1,153,891	949,962	

City of Redlands
2016-2017
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 that empower other City departments to meet and exceed service level expectations.

Department Goals for 2016-2017:

- Implement Paperless Citation System for the Police Department
- Implement new mobility applications & improvements for Cityworks Asset Management System
- Implement online payment and forms submission on the City's website
- Continue enhancements to server environment & network infrastructure for both the Police Department and City systems
- Continual Service Improvement through IT Steering Committee meetings
- Disaster Recovery Plan Implementation (best practices)
- Continued investment in Mobile Workforce tools (GIS and Apps)

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

Accomplishments for Fiscal Year 2015-2016:

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

- In FY 2015-2016, 83% of individual projects are either completed, ongoing or started/budgeted.
  - 7% of projects remain to be started, 10% have been tabled for future consideration.
- Document Management System
  - The City Council approved an item to expand the document management system into 2 more departments. As of the completion of FY 2015-2016, five departments use the Laserfiche
- Deployment of Storage Area Network (SAN) and consolidated Uninterruptable Power Supply (UPS)
  - The City's data center has been revitalized to include a SAN designed to provide universal connected storage and a UPS to provide power failover ability in the event of an unplanned power outage.
- Development of a consolidated Disaster Recovery & Continuity of Operations Plan
  - This plan is designed to facilitate timely recovery of the City's IT systems and networks following any interruptions to its operation.
  - A business impact analysis is included to help prioritize the restoration of priority and mission-critical services.
- Municipal Website Resign
  - The City's website was upgraded and revitalized to help facilitate customer service, citizen access and ease of use.
- Continued & incremental network infrastructure improvements on City & PD networks
  - Replacing aged switches, controllers, storage modules, and servers
  - Implementation of web filter and email archiver on City network
- Implementation of a "virtual" computer lab for the Community Center patrons
  - The virtual lab features virtual desktop infrastructure running on a virtual server.
  - Premium web filtering and management software

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND
INFORMATION TECHNOLOGY SERVICES FUND

ORGKEY
604520

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	573,319	729,436	709,924	791,149	Add 2 positions 50%, delete 1, 2 reclass
4005 Salaries: Part Time	45,345	95,000	43,179	75,000	
4010 Overtime Salaries	2,605	2,000	4,803	5,000	Increase due to after hours maintenance
4015 Banked Leave Buy Back	27,369	33,556	32,278	34,551	
4016 Compensated Absence	14,616	0	0	0	
4050 Pension Contributions	77,587	138,229	135,334	157,375	
4051 Fica/Medicare	47,227	61,348	59,227	66,685	
4053 Deferred Compensation	6,690	8,205	7,858	9,234	
4055 Health/Dental Insurance	54,720	65,698	59,422	65,435	
4056 Worker's Comp Insurance	27,462	24,498	24,498	23,241	
4057 Disability Insurance	2,368	1,798	1,430	1,316	
4058 Unemployment Insurance	6,232	5,642	6,509	5,642	
4059 Life Insurance	462	567	517	567	
4081 Eyecare Reimbursement	413	2,025	360	2,025	
4084 Clothing Cash Payment	0	600	600	400	
4085 Other Taxable Benefits	9,230	9,300	8,814	11,394	
TOTAL SALARIES AND BENEFITS	895,645	1,177,902	1,094,754	1,249,014	
SERVICES					
5103 Software Support/Development	480,236	736,920	638,174	693,495	Some contracts eliminated, some added
5104 Hardware Maint/Replace	232,134	225,800	175,000	111,710	eliminated
5190 Other Professional Services	230,857	258,100	198,557	143,100	Some contracts eliminated/reduced
5240 Meeting & Professional Devlpmt	250	4,000	3,000	6,450	
5255 Travel Reimbursement	1,251	2,700	2,700	2,700	
5270 Printing & Binding	2,480	2,000	600	750	
5275 Postage	618	450	150	150	
5280 Advertising	721	0	655	0	
5303 Telephone/Network Connectivity	269,849	252,200	262,075	247,400	
5365 Vehicle Maintenance	0	60	0	0	
5396 City Garage Charges	0	0	0	2,444	
5451 Retiree Health Insurance	178,252	0	0	0	
5570 Office Equip & Furn Rent	5,798	4,500	4,000	4,000	
5580 Communications Svs & Rental	25,930	15,000	13,500	5,000	
5722 Penalties & Interest	16	0	21	0	
5800 Subscriptions & Memberships	27	0	11	0	
5840 Training	9,070	15,000	13,000	7,500	Cyber security, network certs, system-specific
5870 General Govt Service Charge	209,789	210,838	210,838	214,422	
5880 Special Contractual Services	53,954	32,460	32,500	8,960	Eliminated some services
5995 Depreciation Expense	113,191	0	0	0	
5999 Contingencies - Vacancies	0	0	0	(6,768)	
TOTAL SERVICES	1,814,423	1,760,028	1,554,781	1,441,313	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND
INFORMATION TECHNOLOGY SERVICES FUND

ORGKEY
604520

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SUPPLIES					
6140 Office Supplies	2,246	2,000	3,700	4,500	
6375 Computer Components	65,982	64,650	53,700	35,682	Misc. network parts, new PCs, utility bill printer
6400 Equipment Parts	0	0	337	0	
6500 Office Equipment & Furniture	1,081	0	0	2,500	To accommodate new employees
6510 Small Tools & Equipment	35	0	0	0	
6590 Special Departmental Supplies	7,165	0	131	2,000	
TOTAL SUPPLIES	76,509	66,650	57,868	44,682	
FIXED ASSETS					
7060 Office Furniture	0	33,437	34,538	0	
7080 Computer Equipment	308,781	765,968	619,600	259,186	Cityworks, imagery
7270 Building Construction	5,521	0	0	0	
TOTAL FIXED ASSETS	314,302	799,405	654,138	259,186	
DEBT SERVICE					
8300 Capitalized Expenditures	(314,302)	0	0	0	
TOTAL DEBT SERVICE	(314,302)	0	0	0	
FUND TOTAL	2,786,577	3,803,985	3,361,541	2,994,195	

City of Redlands
2016-2017
Proposed Budget

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
- 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 2015-2016:

- Completed the City's Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2015 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 eleven 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
- Automated the process for completing 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 2016-2017 which is balanced and did not require the use of reserves
- Assisted in the monitoring of the Cemetery Business Plan and 10-year funding plan

- Coordinated the refunding of the 1998, 2003 and 2007 Redevelopment Bonds (Successor Agency Obligations)
- 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 including the Affordable Care Act required 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 628 W-2's for employees for calendar year 2015
- Produced 310 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101130

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	552,704	626,768	563,301	533,230	
4010 Overtime Salaries	22,054	15,000	30,000	15,000	
4015 Banked Leave Buy Back	18,877	35,271	174,638	19,775	2 retirement payouts in 15-16
4050 Pension Contributions	101,001	118,772	107,496	106,070	
4051 Fica/Medicare	42,053	47,906	49,297	41,303	
4053 Deferred Compensation	7,536	9,566	4,341	6,304	
4055 Health/Dental Insurance	97,867	107,649	96,425	92,841	
4056 Worker's Comp Insurance	13,284	11,851	11,851	22,727	
4057 Disability Insurance	1,878	1,547	1,984	1,910	
4058 Unemployment Insurance	3,013	3,429	4,168	3,225	
4059 Life Insurance	464	498	456	468	
4080 Vehicle Allowance	660	780	660	456	
4081 Eyecare Reimbursement	1,319	1,778	2,283	1,672	
4084 Clothing Cash Payment	600	600	800	800	
4085 Other Taxable Benefits	6,763	4,935	4,581	5,495	
TOTAL SALARIES AND BENEFITS	870,073	986,350	1,052,281	851,276	
SERVICES					
5034 Collection Agent/Bank Fees	25	25	25	25	
5103 Software Support/Development	66,068	152,819	120,000	110,000	
5140 Legal Services	681	250	250	250	
5160 Auditing and Accounting	79,250	94,082	94,082	63,574	
5190 Other Professional Services	70,181	69,500	105,500	70,500	budget consulting
5240 Meeting & Professional Devlpmt	724	2,000	2,000	700	
5255 Travel Reimbursement	228	250	250	250	
5270 Printing and Binding	4,440	4,000	6,700	4,700	
5275 Postage	6,251	7,000	7,000	7,000	
5280 Advertising	1,218	800	7,898	1,200	advertising unclaimed funds in 15-16
5290 Filming and Microfilming	1,151	1,000	1,000	0	
5303 Telephone	2,269	4,000	575	900	
5395 Info Technology Services Charges	55,135	55,398	52,303	66,901	
5570 Office Equip & Furn Rent	3,075	3,370	3,370	3,370	
5722 Penalties and Interest	424	450	450	450	
5800 Subscriptions & Memberships	1,010	1,900	1,900	2,013	
5840 Training	0	500	500	697	
5880 Special Contractual Services	213	275	275	0	
TOTAL SERVICES	292,343	397,619	404,078	332,530	
SUPPLIES					
6140 Office Supplies	13,942	14,000	14,000	12,000	
6375 Computer Components	0	0	32	0	
6560 Food	0	0	61	0	
6590 Special Departmental Supplies	36	0	150	0	
TOTAL SUPPLIES	13,978	14,000	14,243	12,000	
FIXED ASSETS					
7150 Other Betterments & Improvement	0	60,000	25,000	0	
TOTAL FIXED ASSETS	0	60,000	25,000	0	
DIVISION TOTAL	1,176,394	1,457,969	1,495,602	1,195,806	

City of Redlands
2016-2017
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 which meets the goal of eliminating waste and increasing efficiencies, productivity, and cost savings.
- 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

Accomplishments for Fiscal Year 2015-2016:

- Updated the City's Purchasing Policies (RMC Chapter 2.16)
- Continuation of the City's Automated Inventory System
- Establishment and further development of an eProcurement system
- Recipient of the 2015 Achievement of Excellence in Procurement (AEP) Award. The AEP is awarded by the National Purchasing Institute (NPI). The program measures innovation, professionalism, eProcurement, productivity and leadership attributes of the procurement function based on standardized criteria.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	109,043	139,965	116,658	147,244	
4010 Overtime Salaries	645	650	650	650	
4015 Banked Leave Buy Back	2,243	2,243	2,311	2,731	
4050 Pension Contributions	19,621	26,524	22,228	29,290	
4051 Fica/Medicare	9,017	11,598	9,345	12,143	
4053 Deferred Compensation	3,069	3,127	3,128	3,208	
4055 Health/Dental Insurance	1,764	1,876	2,124	2,466	
4056 Worker's Comp Insurance	4,401	3,926	3,926	15,638	
4057 Disability Insurance	242	404	361	430	
4058 Unemployment Insurance	645	868	884	868	
4059 Life Insurance	118	126	126	126	
4081 Eyecare Reimbursement	0	450	450	450	
4084 Clothing Cash Payment	200	200	200	200	
4085 Other Taxable Benefits	8,575	8,550	8,550	8,550	
TOTAL SALARIES AND BENEFITS	159,583	200,507	170,941	223,994	
SERVICES					
5190 Other Professional Services	16,091	0	0	0	
5240 Meeting & Professional Devlpmt	601	2,000	169	500	
5255 Travel Reimbursement	482	900	900	900	
5270 Printing and Binding	1,394	5,800	3,500	4,000	
5275 Postage	442	600	350	500	
5280 Advertising	169	400	300	400	
5303 Telephone	1,042	1,750	100	100	
5340 Office Equipment Maintenance	0	50	300	300	
5395 Info Technology Services Charges	4,528	26,576	26,576	32,094	
5570 Office Equip & Furn Rent	2,609	2,443	2,443	2,443	
5800 Subscriptions & Memberships	577	800	800	800	
5880 Special Contractual Services	145	4,800	4,800	0	
TOTAL SERVICES	28,080	46,119	40,238	42,037	
SUPPLIES					
6140 Office Supplies	1,147	2,500	2,500	1,500	
6180 Turnouts/Uniforms/Safety Clothing	3	0	20	20	
6210 Repair & Maintenance Supplies	11	0	150	150	
6310 Janitorial Supplies	0	0	100	100	
6500 Office Equipment	0	0	14,674	0	
6510 Small Tools & Equipment	343	500	300	300	
6520 Promotional Supplies	120	200	100	150	
6590 Special Departmental Supplies	0	100	100	100	
TOTAL SUPPLIES	1,624	3,300	17,944	2,320	
FIXED ASSETS					
7150 Other Betterments & Improvements	0	12,400	0	0	
TOTAL FIXED ASSETS	0	12,400	0	0	
DIVISION TOTAL	189,287	262,326	229,123	268,351	
DEPARTMENT SUBTOTAL	1,365,681	1,720,295	1,724,725	1,464,157	

City of Redlands
2016-2017
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 upgraded the Customer Information System, *enQuesta* (utility billing/cash receipting system), in Fiscal Year 2015-16. Now that the upgrade is implemented, we will be switching payment concentrator programs, which should allow for increased flexibility with payments. Other efficiencies relating to payment processing will continue to be explored.

Our business license software was upgraded Fiscal Year 2015-16 to allow more functionality in the system as well as improve efficiencies in our business practices. We will also be bringing the 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. The next phases will be to provide the ability to provide renewals by email and pay renewals online.

The Fiscal Year 2015-2016 Adopted Budget includes the addition of an Account Technician II position, replacing one previously lost during the economic downturn. Due to fiscal constraints, this position started January 4, 2016.

Construction of the Revenue Office and counter occurred late Fiscal Year 2015-16 to bring common areas to current standards as well as modernize a very outdated office that is seen by the public daily.

Updated workstations have also been purchased to conform to current standards and better utilize the areas of the office.

Accomplishments for Fiscal Year 2015-2016:

- Held Annual Dog Licensing and Low Cost Vaccination clinic in August 2015

- Coordinated business license and construction procedures with Development Services staff to further the collection of business license revenues during all phases of construction.
- Business License software was upgraded to allow real time field comments, renewals by email, and the ability to pay online.
- Replaced existing counter and updated lobby to meet ADA standards and allow for handling customer traffic with an additional counter window.
- Modern workstations purchased to allow for standardization of work areas and to be ergonomic friendly.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
FINANCE / REVENUE

FUND
GENERAL FUND

ORGKEY
101140

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	257,042	282,335	283,835	315,266	
4005 Salaries: Part Time	10,206	25,718	25,350	34,275	
4010 Overtime Salaries	13,349	10,000	17,000	10,000	
4015 Banked Leave Buy Back	4,787	10,292	10,485	13,699	
4050 Pension Contributions	45,960	52,366	52,366	62,713	
4051 Fica/Medicare	21,309	24,797	24,797	27,362	
4053 Deferred Compensation	2,099	2,114	2,114	2,144	
4055 Health/Dental Insurance	28,203	33,480	33,480	46,564	
4056 Worker's Comp Insurance	11,531	10,285	11,535	16,719	
4057 Disability Insurance	1,101	1,280	1,280	1,522	
4058 Unemployment Insurance	1,954	2,834	2,834	2,989	
4059 Life Insurance	255	285	285	317	
4080 Vehicle Allowance	216	216	216	216	
4081 Eyecare Reimbursement	678	1,019	1,019	1,132	
4084 Clothing Cash Payment	460	560	560	660	
4085 Other Taxable Benefits	5,350	4,670	4,865	4,670	
TOTAL SALARIES AND BENEFITS	404,500	462,249	472,021	540,248	
SERVICES					
5103 Software Support/Development	5,578	6,100	6,750	16,500	HDL Gateway fees, Treasury annual
5104 Hardware Maint/Replace	0	0	921	0	
5110 Architect & Engineer	0	0	1,500	0	
5140 Legal Services	0	100	100	100	
5190 Other Professional Services	0	100	0	0	
5240 Meeting & Professional Devlpmt	135	800	500	800	
5255 Travel Reimbursement	208	300	200	300	
5270 Printing and Binding	872	4,000	1,500	3,000	
5275 Postage	9,347	9,500	10,000	10,000	
5280 Advertising	329	450	330	450	
5303 Telephone	2,123	3,000	1,000	660	
5340 Office Equipment Maintenance	0	570	0	570	
5395 Info Technology Services Charges	19,438	26,707	26,707	32,252	
5396 City Garage Charges	995	712	712	768	
5570 Office Equip & Furn Rent	2,608	2,755	2,755	2,895	
5800 Subscriptions & Memberships	458	825	735	625	
5840 Training	0	0	135	135	
5880 Special Contractual Services	8,443	4,450	4,200	4,550	
5950 Bad Debt Expense	156	1,000	2,700	1,000	
TOTAL SERVICES	50,688	61,369	60,745	74,805	
SUPPLIES					
6140 Office Supplies	5,587	8,500	7,000	7,000	
6375 Computer Components	0	60,850	48,379	4,500	Ergo monitor arms and trays
6500 Office Equipment & Furniture	207	30,000	35,560	12,965	Lateral files, stool chairs, lobby chair
6590 Special Departmental Supplies	425	450	0	450	
TOTAL SUPPLIES	6,219	99,800	90,939	24,915	
FIXED ASSETS					
7150 Other Betterments/Improvements	0	0	3,550	8,500	Revenue Manager Window Replacement
TOTAL FIXED ASSETS	0	0	3,550	8,500	
DIVISION TOTAL	461,407	623,418	627,255	648,468	
DEPARTMENT TOTAL	1,827,088	2,343,713	2,351,980	2,112,625	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
AIR QUALITY IMPROVEMENT

FUND
AIR QUALITY IMPROVEMENT FUND

ORGKEY
221130

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5990 Reimbursed Expenditures	108,329	0	0	0	
TOTAL SERVICES	108,329	0	0	0	
FIXED ASSETS					
7100 Motor Vehicles	90,234	57,147	57,147	0	
7150 Other Betterments/Improvements	157,903	0	0	0	
TOTAL FIXED ASSETS	248,137	57,147	57,147	0	
FUND TOTAL	356,466	57,147	57,147	0	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
TRAFFIC SAFETY

FUND
TRAFFIC SAFETY FUND

ORGKEY
223130

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5950 Bad Debt Expense	0	750	0	0	
TOTAL SERVICES	0	750	0	0	
FUND TOTAL	0	750	0	0	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
OPEN SPACE

FUND
OPEN SPACE FUND

ORGKEY
227130

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5190 Other Professional Services	1,645	5,000	0	0	
5720 Taxes	189	0	0	0	
5870 General Govt Service Charge	1,256	2,000	0	0	
TOTAL SERVICES	3,090	7,000	0	0	
FIXED ASSETS					
7250 Land Acquisitions	1,500,763	0	0	0	
TOTAL FIXED ASSETS	1,500,763	0	0	0	
FUND TOTAL	1,503,853	7,000	0	0	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
PARKING AUTHORITY

FUND
PARKING AUTHORITY FUND

ORGKEY
237140

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5310 Electricity & Gas	18,267	17,000	17,000	17,000	
5870 General Govt Service Charge	3,316	3,332	3,332	3,389	
TOTAL SERVICES	21,583	20,332	20,332	20,389	
FUND TOTAL	21,583	20,332	20,332	20,389	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
GENERAL DEBT SERVICE

FUND
GENERAL DEBT SERVICE FUND

ORGKEY
305130

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	2,875	3,000	3,000	3,000	
5190 Other Professional Services	2,122	2,000	2,000	2,000	
5870 General Govt Service Charge	220	221	221	224	
TOTAL SERVICES	5,217	5,221	5,221	5,224	
DEBT SERVICE					
8100 Principal	1,670,000	1,860,000	1,860,000	2,060,000	
8200 Interest	1,044,337	944,614	944,614	833,871	
TOTAL DEBT SERVICE	2,714,337	2,804,614	2,804,614	2,893,871	
FUND TOTAL	2,719,554	2,809,835	2,809,835	2,899,095	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

FUND
RDLDS PUBLIC IMPRVMNT DEBT SERVICE FUND

ORGKEY
311130

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	3,450	2,450	3,450	3,450	
5870 General Govt Service Charge	107	108	100	109	
TOTAL SERVICES	3,557	2,558	3,550	3,559	
DEBT SERVICE					
8100 Principal	1,730,000	1,785,000	1,785,000	775,000	
8200 Interest	185,863	113,126	113,126	49,125	
TOTAL DEBT SERVICE	1,915,863	1,898,126	1,898,126	824,125	
FUND TOTAL	1,919,420	1,900,684	1,901,676	827,684	

City of Redlands
2016-2017
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 22,000 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 30,000 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 41,000 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. The system upgrade went live on 11/9/2015. Staff are currently working with the software vendor to make necessary program changes and/or corrections.

Accomplishments for Fiscal Year 2015-2016:

- Automated water conservation and water enforcement reporting providing easier access to information and increasing efficiency.
- Implementation of a new work order for water conservation to track customer requests for programming and setup of sprinkler system timers.
- Modified the customer feedback procedure saving time and resources.
- Completed a special collections project to collect delinquent funds from inactive accounts.
- Training, testing, simulation and full conversion of the enQuesta utility billing and cash receipting system.
- Automated delinquency reporting that will notify a closed account of an outstanding balance due at a 15-day/30 day interval improving the timeliness of collections and the reduction of aging accounts.
- Upgrade of enQuesta has resulted in enhanced reporting and faster processing.
    - Creation of a new billing format with a graph reflecting the 36% conservation target vs actual usage.
    - Daily update process time improved due to system upgrade with a time savings of 15 minutes a day.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
CUSTOMER SERVICE

FUND
UTILITY BILLING FUND

ORGKEY
608405

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	452,737	500,744	500,744	546,555	
4010 Overtime Salaries	34,372	28,000	50,000	35,000	
4015 Banked Leave Buy Back	20,639	16,392	54,100	24,463	Employee retirement
4016 Compensated Absences	4,501	0	0	0	
4050 Pension Contributions	61,025	94,890	94,890	108,721	
4051 Fica/Medicare	38,670	41,632	41,632	43,006	
4053 Deferred Compensation	1,329	1,353	1,353	2,485	
4055 Health/Dental Insurance	91,260	94,980	94,980	111,158	
4056 Worker's Comp Insurance	8,647	7,714	9,700	18,792	
4057 Disability Insurance	3,946	4,266	4,266	3,175	
4058 Unemployment Insurance	3,787	4,067	4,067	4,184	
4059 Life Insurance	562	590	590	513	
4080 Vehicle Allowance	204	204	204	408	
4081 Eyecare Reimbursement	1,546	2,097	2,097	2,169	
4084 Clothing Cash Payment	1,540	1,740	1,740	1,740	
4085 Other Taxable Benefits	11,486	12,483	12,483	12,742	
TOTAL SALARIES AND BENEFITS	736,251	811,152	872,846	915,111	
SERVICES					
5034 Collection Agent/Bank Fees	0	250	0	250	
5103 Software Support/Development	93,625	110,495	110,495	0	
5140 Legal Services	0	250	250	250	
5190 Other Professional Services	0	0	5,000	0	
5240 Meeting & Professional Devlpmt	0	1,500	500	1,500	
5255 Travel Reimbursement	657	1,000	500	1,000	
5270 Printing and Binding	19,878	28,000	26,000	28,000	
5275 Postage	71,869	77,000	77,500	79,500	
5303 Telephone	4,762	7,800	4,500	7,800	
5340 Office Equipment Maintenance	450	500	450	500	
5395 Info Technology Services Charge	303,785	409,833	409,833	466,715	
5451 Retiree Health Insurance	158,447	219,600	219,600	230,650	
5570 Office Equip & Furn Rent	2,642	2,760	2,600	2,895	
5590 Other Rentals	1,240	1,380	1,380	1,450	
5800 Subscriptions and Memberships	225	750	225	750	
5840 Training	0	2,500	1,500	2,700	
5870 General Govt Service Charge	87,273	87,709	87,709	89,200	
5880 Special Contractual Services	5,197	7,500	5,700	7,500	
TOTAL SERVICES	750,050	958,827	953,742	920,660	
SUPPLIES					
6140 Office Supplies	4,754	5,500	5,000	5,500	
6375 Computer Components	19,192	800	3,500	4,000	Add'l Receipt Printer new station
6500 Office Equipment & Furniture	0	3,000	0	5,000	Counter/workstation new station
6590 Special Departmental Supplies	480	500	150	500	
TOTAL SUPPLIES	24,426	9,800	8,650	15,000	
FUND TOTAL	1,510,727	1,779,779	1,835,238	1,850,771	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2003-1

FUND
COMMUNITY FACILITIES DISTRICT FUND

ORGKEY
710130

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	12,885	15,500	19,397	19,500	
5760 Special Program Expenditures	0	1,977	0	0	
TOTAL SERVICES	12,885	17,477	19,397	19,500	
DEBT SERVICE					
8100 Principal	140,000	165,000	165,000	185,000	
8200 Interest	511,363	507,953	507,953	499,758	
TOTAL DEBT SERVICE	651,363	672,953	672,953	684,758	
DIVISION TOTAL	664,248	690,430	692,350	704,258	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2001-1

FUND
COMMUNITY FACILITIES DISTRICT FUND

ORGKEY
710300

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	12,604	12,500	17,681	18,000	
5760 Special Program Expenditures	0	418	0	0	
TOTAL SERVICES	12,604	12,918	17,681	18,000	
DEBT SERVICE					
8100 Principal	335,000	355,000	355,000	375,000	
8200 Interest	398,058	388,008	388,008	366,708	
TOTAL DEBT SERVICE	733,058	743,008	743,008	741,708	
DIVISION TOTAL	745,662	755,926	760,689	759,708	
	1,409,910	1,446,356	1,453,039	1,463,966	

City of Redlands
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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:

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
- Organizational Development coaching and maximization of performance through best practice initiatives
- Continually Fostering a Positive and Encouraging Work Environment.

Sustainability Efforts:

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
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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 2015-2016:

Fiscal Year-to-date:

- Implemented city-wide wellness program
- Successfully played role in negotiation of labor contracts (MOUS)
- Conducted several culture audits and made recommendations for change
- Launched HR Quarterly newsletter
- Successfully recruited and filled 121 positions
- Negotiated receipt of $54,967 in subrogation claims
- Transitioned police active and retirees to CalPERS health benefits
- Managed conversion of employee and risk management files to digital format
- Launched succession planning initiative and complete Four Lenses and Leadership training
- Completed employee engagement survey and established employee suggestion boxes and monthly new hire meetings
- Successfully maintained ACA compliance without cost of external vendor
- Completed audit of all required employee certifications
- Procured a city wide online training program through Target Solutions

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	209,164	275,403	260,640	280,290	
4005 Salaries: Part Time	21,710	20,000	16,719	22,000	
4010 Overtime Salaries	48	0	0	0	
4015 Banked Leave Buy Back	60,126	8,074	2,918	8,442	
4050 Pension Contributions	37,342	52,189	49,506	55,755	
4051 Fica/Medicare	18,911	22,524	20,037	29,519	
4053 Deferred Compensation	4,807	4,957	4,808	5,070	
4055 Health/Dental Insurance	11,424	32,591	23,626	30,457	
4056 Worker's Comp Insurance	21,237	18,945	18,945	18,445	
4057 Disability Insurance	62	119	114	323	
4058 Unemployment Insurance	2,395	1,997	2,565	2,430	
4059 Life Insurance	159	227	218	227	
4081 Eyecare Reimbursement	450	810	810	810	
4084 Clothing Cash Payment	0	80	130	80	
4085 Other Taxable Benefits	6,938	2,160	2,447	3,652	
TOTAL SALARIES AND BENEFITS	394,773	440,076	403,483	457,499	
SERVICES					
5103 Software Support/Development	3,345	800	400	500	
5140 Legal Services	14,860	40,000	18,800	15,000	
5180 Medical/Physicals	15,187	11,376	11,862	15,000	
5190 Other Professional Services	300	5,000	1,000	5,000	
5240 Meeting & Professional Devlpmt	3,937	6,000	6,000	6,000	
5255 Travel Expense Reimbursement	620	2,000	2,519	3,000	
5270 Printing and Binding	5,914	2,000	2,500	2,500	
5275 Postage & Shipping	1,706	1,000	1,500	1,500	
5280 Advertising	1,594	1,000	1,000	1,500	
5303 Telephone	2,700	3,500	3,500	3,500	
5395 Info Technology Services Charges	30,035	94,813	94,360	88,569	
5396 City Garage Service Charges	0	0	0	3,746	
5451 Retiree Health Insurance	2,803,606	3,074,445	3,278,778	3,264,148	
5570 Office Equip & Furn Rent	1,420	2,700	2,700	2,700	
5720 Taxes	18	0	0	0	
5722 Penalties & Interest	0	250	0	0	
5800 Subscriptions & Memberships	1,290	4,800	4,800	4,850	
5880 Special Contractual Services	11	1,100	500	1,000	
TOTAL SERVICES	2,886,543	3,250,784	3,430,219	3,418,513	
SUPPLIES					
6130 Books & Supplies	648	1,000	1,000	500	
6140 Office Supplies	1,085	2,000	2,000	2,000	
6145 Awards/Recognition Program	6,705	10,000	9,300	10,000	
6375 Computer Components	670	1,000	1,000	3,900	

City of Redlands
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Proposed Budget

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SUPPLIES (CONT.)					
6500 Office Equipment & Furniture	8,928	5,000	5,000	1,425	
6520 Promotional Supplies	308	800	766	800	
6560 Food	216	1,000	600	1,000	
6590 Special Departmental Supplies	1,322	7,000	7,000	2,500	
TOTAL SUPPLIES	19,882	27,800	26,666	22,125	
FIXED ASSETS					
7150 Other Betterments/Improvement	21,247	0	0	0	
TOTAL FIXED ASSETS	21,247	0	0	0	
DEPARTMENT TOTAL	3,322,445	3,718,660	3,860,368	3,898,136	

City of Redlands
2016-2017
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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
RISK MANAGEMENT

FUND
LIABILITY SELF INSURANCE FUND

ORGKEY
602133

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	105,464	117,681	113,728	126,490	
4005 Salaries: Part Time	1,164	0	0	0	
4010 Overtime Salaries	298	0	23	0	
4015 Banked Leave Buy Back	31,140	3,549	1,459	4,221	
4016 Compensated Absence	(121,835)	0	0	0	
4050 Pension Contributions	15,036	22,301	21,699	25,161	
4051 Fica/Medicare	8,820	8,927	8,054	10,460	
4053 Deferred Compensation	1,639	2,177	2,089	2,234	
4055 Health/Dental Insurance	9,930	13,317	11,260	12,598	
4056 Worker's Comp Insurance	0	0	0	2,349	
4057 Disability Insurance	0	60	58	161	
4058 Unemployment Insurance	1,124	630	629	629	
4059 Life Insurance	95	92	90	91	
4081 Eyecare Reimbursement	297	327	128	326	
4084 Clothing Cash Payment	2,156	40	0	40	
4085 Other Taxable Benefits	0	1,028	1,655	1,425	
TOTAL SALARIES AND BENEFITS	55,328	170,129	160,872	186,185	
SERVICES					
5103 Software Support/Development	0	4,400	0	1,000	
5140 Legal Services	247,138	125,000	320,000	240,000	
5141 Settlements/Judgements	112,211	0	5,000	10,000	
5240 Meeting & Professional Devlpmt	0	350	350	1,500	
5255 Travel Reimbursement	38	150	500	350	
5270 Printing and Binding	125	100	100	100	
5275 Postage	231	355	100	300	
5303 Telephone	70	1,000	200	500	
5395 Info Technology Services Charges	1,815	2,915	2,915	2,567	
5410 Property Insurance	448,990	495,000	376,592	380,000	
5411 Faithful Performance Bond	9,141	23,323	23,323	25,000	
5451 Retiree Health Insurance	19,806	0	0	0	
5455 Premiums for Excess Coverage	196,418	250,000	239,858	240,000	
5460 Liability Claims	250,166	360,000	1,400,000	975,000	
SERVICES (CONT.)					
5490 Other Insurance	8,050	7,000	6,000	7,000	
5570 Office Equip & Furn Rent	1,420	1,540	1,540	1,540	
5800 Subscriptions & Memberships	0	0	0	350	
5880 Special Contractual Services	0	0	0	1,000	
TOTAL SERVICES	1,295,619	1,261,133	2,376,478	1,886,207	
SUPPLIES					
6140 Office Supplies	413	600	600	500	
TOTAL SUPPLIES	413	600	600	500	
FUND TOTAL	1,351,360	1,431,862	2,537,950	2,072,892	

City of Redlands
2016-2017
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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
WORKERS' COMPENSATION

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606175

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	56,460	85,573	82,062	88,158	
4005 Salaries: Part Time	688	0	0	0	
4015 Banked Leave Buy Back	18,435	2,777	1,459	4,221	
4016 Compensated Absences	(6,240)	0	0	0	
4050 Pension Contributions	4,996	16,216	15,648	17,536	
4051 Fica/Medicare	4,766	6,408	5,846	8,080	
4053 Deferred Compensation	886	1,790	1,730	1,761	
4055 Health/Dental Insurance	4,986	9,714	7,111	9,094	
4056 Workers Compensation	0	0	0	2,349	
4057 Disability Insurance	0	64	50	316	
4058 Unemployment Insurance	653	434	439	434	
4059 Life Insurance	50	63	60	63	
4081 Eyecare Reimbursement	243	225	225	225	
4084 Clothing Cash Payment	0	40	0	60	
4085 Other Taxable Benefits	1,426	960	2,897	1,303	
TOTAL SALARIES AND BENEFITS	87,349	124,264	117,527	133,600	
SERVICES					
5140 Legal Services	120,279	128,102	110,000	120,000	
5190 Other Professional Services	14,441	23,600	23,000	23,600	
5240 Meeting & Professional Devlpmt	0	750	750	0	
5255 Travel Expense Reimbursement	0	500	500	1,000	
5275 Postage	0	30	30	50	
5303 Telephone	165	250	0	50	
5395 Info Technology Services Charges	1,926	3,093	3,093	2,725	
5451 Retiree Health Insurance	19,806	14,000	13,000	15,000	
5455 Premiums for Excess Coverage	129,942	129,942	181,030	200,000	
5480 Worker's Comp Claims	1,207,587	1,000,000	1,003,000	1,040,000	
5570 Office Equip & Furn Rent	2,841	3,435	3,435	3,435	
5800 Subscriptions & Memberships	0	100	100	0	
5870 General Govt Service Charge	38,263	38,454	38,454	39,108	
5880 Special Contractual Services	144,827	146,880	161,000	165,000	
TOTAL SERVICES	1,680,077	1,489,136	1,537,392	1,609,968	
SUPPLIES					
6140 Office Supplies	181	300	300	300	
6500 Office Equipment & Furniture	0	0	0	1,500	
TOTAL SUPPLIES	181	300	300	1,500	
DIVISION TOTAL	1,767,607	1,613,700	1,655,219	1,745,068	

City of Redlands
2016-2017
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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SAFETY PROGRAM

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606176

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	44,693	57,436	54,460	104,249	
4005 Salaries: Part Time	529	0	0	0	
4015 Banked Leave Buy Back	14,395	1,744	729	2,110	
4050 Pension Contributions	7,887	10,884	10,380	20,737	
4051 Fica/Medicare	3,754	4,353	3,832	9,236	
4053 Deferred Compensation	794	1,068	1,016	1,095	
4055 Health/Dental Insurance	3,384	6,544	4,860	13,122	
4057 Disability Insurance	0	30	25	1,318	
4058 Unemployment Insurance	459	304	288	651	
4059 Life Insurance	38	44	42	95	
4081 Eyecare Reimbursement	68	158	60	338	
4084 Clothing Cash Payment	0	20	0	180	
4085 Other Taxable Benefits	989	510	1,881	754	
TOTAL SALARIES AND BENEFITS	76,990	83,095	77,573	153,885	
SERVICES					
5180 Medical/Physicals	0	2,500	1,000	2,500	
5255 Travel Reimbursement	0	100	100	500	
5270 Printing and Binding	0	500	300	300	
5365 Vehicle Maintenance	0	0	0	5,000	
5840 Training	0	9,000	9,000	6,000	
5870 General Govt Service Charge	5,063	5,089	5,089	5,175	
5880 Special Contractual Services	2,776	3,000	1,000	1,000	
TOTAL SERVICES	7,839	20,189	16,489	20,475	
SUPPLIES					
6130 Books & Supplies	15	1,000	1,000	1,000	
6140 Office Supplies	155	150	150	600	
6180 Turnouts/Uniform/Sfty Clothing	0	0	350	400	
6510 Small Tools & Equipment	0	100	100	500	
6590 Special Departmental Supplies	11	250	250	500	
TOTAL SUPPLIES	181	1,500	1,850	3,000	
DIVISION TOTAL	85,010	104,784	95,912	177,360	

City of Redlands
2016-2017
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:

- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
TRAINING PROGRAM

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606177

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	42,063	43,865	43,024	52,301	
4005 Salaries: Part Time	529	0	0	0	
4010 Overtime Salaries	0	0	0	0	
4015 Banked Leave Buy Back	13,805	1,413	729	2,110	
4050 Pension Contributions	7,431	8,312	8,208	10,404	
4051 Fica/Medicare	3,513	3,288	3,027	4,748	
4053 Deferred Compensation	733	896	872	923	
4055 Health/Dental Insurance	3,305	4,857	3,852	5,455	
4057 Disability Insurance	32	30	31	235	
4058 Unemployment Insurance	447	217	230	260	
4059 Life Insurance	38	32	31	38	
4081 Eyecare Reimbursement	68	113	113	135	
4084 Clothing Cash Payment	0	20	70	40	
4085 Other Taxable Benefits	989	480	1,211	595	
4086 Tuition Reimbursement	211,634	200,000	120,000	170,000	
TOTAL SALARIES AND BENEFITS	284,587	263,523	181,398	247,244	
SERVICES					
5103 Software Support and Maintenance	0	10,000	2,000	2,000	
5190 Other Professional Services	0	6,000	3,000	0	
5240 Meeting & Professional Devlpmt	344	6,000	5,000	5,000	
5270 Printing and Binding	0	1,000	500	1,000	
5840 Training	3,197	23,000	20,000	30,000	Succession planning
5870 General Govt Service Charge	12,695	12,759	12,759	12,975	
5880 Special Contractual Services	2,699	4,627	0	0	
TOTAL SERVICES	18,935	63,386	43,259	50,975	
SUPPLIES					
6130 Books and Supplies	0	0	0	1,000	
6140 Office Supplies	0	0	0	500	
6375 Computer Components	0	8,000	8,000	3,000	
6590 Special Departmental Supplies	0	0	0	0	
TOTAL SUPPLIES	0	8,000	8,000	4,500	
DIVISION TOTAL	303,522	334,909	232,657	302,719	
FUND TOTAL	2,156,139	2,053,393	1,983,788	2,225,147	

City of Redlands
2016-2017
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 Objectives:

- 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.

Accomplishments for Fiscal Year 2015-2016:

- Received approval by the California State Department of Finance for the Agency's Long-Range Property Management Plan.
- Prepared and distributed MOD Packinghouse Request for Qualifications/Proposals; facilitated review and selection process.*
- Worked with City's Finance Department to prepare and submit two Recognized Obligation Payment Schedules.
- Supported bond refunding effort for 1998, 2003 and 2007 bonds (Agency obligations).
- Coordinated four Oversight Board meetings.

** Supports activities within the City Council Strategic Plan/Initiative.*

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SUCCESSOR AGENCY DEBT SERVICE

FUND
SUCCESSOR TO RDA DEBT SERVICE FUND

ORGKEY
380182

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	0	17,500	12,600	12,600	
5190 Other Professional Services	1,504	1,000	0	0	
TOTAL SERVICES	1,504	18,500	12,600	12,600	
DEBT SERVICE					
8100 Principal	0	2,470,000	2,470,000	2,840,000	
8200 Interest	1,167,216	1,070,829	712,117	443,828	
TOTAL DEBT SERVICE	1,167,216	3,540,829	3,182,117	3,283,828	
FUND TOTAL	1,168,720	3,559,329	3,194,717	3,296,428	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SUCCESSOR AGENCY ADMINISTRATION

FUND
SUCCESSOR TO RDA GENERAL FUND

ORGKEY
480180

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	165,313	132,656	119,557	123,731	
4010 Overtime Salaries	605	0	463	0	
4015 Banked Leave Buy Back	3,743	9,953	32,835	6,002	
4050 Pension Contributions	29,296	25,138	21,740	33,412	
4051 Fica/Medicare	11,975	10,495	9,610	7,019	
4053 Deferred Compensation	2,180	3,256	2,121	2,534	
4055 Health/Dental Insurance	20,023	15,028	10,729	17,692	
4057 Disability Insurance	106	164	181	100	
4058 Unemployment Insurance	315	525	433	386	
4059 Life Insurance	51	76	44	56	
4080 Vehicle Allowance	240	420	395	300	
4081 Eyecare Reimbursement	92	272	41	200	
4082 Clothing Allowance	0	141	0	48	
4084 Clothing Cash Payment	0	0	22	0	
4085 Other Taxable Benefits	723	128	81	97	
TOTAL SALARIES AND BENEFITS	234,662	198,252	198,252	191,577	
SERVICES					
5140 Legal Services	617	2,400	2,400	2,400	
5142 City Attorney Legal Service	0	4,140	4,140	4,140	
5190 Other Professional Services	0	14,726	14,726	21,401	
5240 Meetings and Professional Dev	0	1,140	1,140	1,140	
5255 Travel Reimbursement	0	1,140	1,140	1,140	
5270 Printing and Binding	32	1,636	1,636	1,636	
5275 Postage	0	500	500	500	
5280 Advertising	0	1,512	1,512	1,512	
5300 Water, Sewer, Disposal	196	0	0	0	
5303 Telephone	9,293	15,500	15,500	15,500	
5310 Electricity & Gas	1,026	0	0	0	
5320 Janitorial Services	1,200	0	0	0	
5395 Information Technology Charge	0	306	306	306	
5570 Office Equip & Furn Rent	2,974	4,800	4,800	4,800	
TOTAL SERVICES	15,338	47,800	47,800	54,475	
SUPPLIES					
6130 Books & Supplies	0	180	180	180	
6140 Office Supplies	0	2,000	2,000	2,000	
6160 Medical Supplies	0	30	30	30	
6190 Photo & Copying Supplies	0	500	500	500	
6210 Repair/Maintenance Supplies	0	1,038	1,038	1,038	
6310 Janitorial Supplies	0	100	100	100	
6590 Special Departmental Supplies	0	100	100	100	
TOTAL SUPPLIES	0	3,948	3,948	3,948	
FUND TOTAL	250,000	250,000	250,000	250,000	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SUCCESSOR AGENCY OBLIGATIONS (OTHER)

FUND
SUCCESSOR TO RDA PROJECTS FUND

ORGKEY
488182

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	8,698	0	250	0	
4010 Overtime	72	0	30	0	
4015 Banked Leave Buy Back	907	0	0	0	
4050 Pension Contributions	1,707	0	43	0	
4051 Fica/Medicare	739	0	28	0	
4055 Health/Dental Insurance	941	0	32	0	
4057 Disability Insurance	64	0	2	0	
4059 Life Insurance	9	0	0	0	
4082 Clothing Allowance	163	0	82	0	
4085 Other Taxable Benefits	18	0	9	0	
TOTAL SALARIES AND BENEFITS	13,318	0	476	0	
SERVICES					
5160 Auditing and Accounting	2,281	7,570	2,534	2,700	
5760 Special Program Expenditures	0	300,000	0	450,000	AB 471 Legislation | Housing Admin | ROPS Line Item 39
TOTAL SERVICES	2,281	307,570	2,534	452,700	
FUND TOTAL	15,599	307,570	3,010	452,700	

City of Redlands
2016-2017
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 2016-2017 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;
  - Complete 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.

City of Redlands
2016-2017
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.*
- Continue to grow partnerships and develop collaborative programs/projects with community's tourism stakeholders.*
- Continue to enhance resource and business information pages on City's website.*

Significant Program Changes:

- Implementation of new/additional Economic Development Action Plan and City Council Strategic Plan initiatives.

Accomplishments for Fiscal Year 2015-2016:

- 22.5% increase in business license applications over the past two years (431 in 2015).
- 4% increase in sales tax revenue compared to the same period a year ago.
- Retail vacancies dropped to one of the lowest levels (5.7%) recorded in the past five years.
- 5.1% increase in job growth in 2013 (most recent data); more than 1,200 jobs added to the community in 2015 (estimated).
- 40% reduction in unemployment rate in 2015; achieved lowest unemployment rate figure (3.3%) in 10 years.
- Overall community assessed value increased 4.7% to $7,745,071,156; 8th highest for all 24 San

Bernardino County cities.

- Multiple distribution and logistics providers opened including APL Logistics/Colgate-Palmolive; Core Health & Fitness; Polaris ATV.
- Continued to assist developer with tenant recruitment for Mountain Grove shopping center.*
- Continued Business Visitation Program to enhance business outreach activities.*
- Continued to lead Redlands' Best Tourism Partners Group to promote tourism community-wide, completing three Group projects in 2015.*
- Continued promotion of clean energy financing programs for local businesses and added new providers in 2016. More than $10 million in energy upgrade investment has been realized to date.*
- More than two dozen formal/informal business site search efforts carried out in 2015.*
- Worked with the County of San Bernardino to support business attraction efforts by responding to site selection inquiries.*
- 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.*
- Continued enhancements and updates for 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 3,500 subscribers).*
- Worked with City's PIO to provide media representatives with information and data about the community; assisted in development of "Meet the Merchant" video series and other community promotional videos.*

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

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
ECONOMIC DEVELOPMENT

FUND
GENERAL FUND

ORGKEY
101161

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	56,226	189,049	180,045	223,487	
4010 Overtime Salaries	862	0	408	0	
4015 Banked Leave Buy Back	6,801	6,039	6,039	4,992	
4050 Pension Contributions	11,272	35,825	34,701	44,456	
4051 Fica/Medicare	4,419	14,463	14,463	15,766	
4053 Deferred Compensation	3,498	3,424	3,456	4,355	
4055 Health/Dental Insurance	8,215	26,918	22,952	24,007	
4056 Worker's Comp Insurance	6,745	6,018	6,018	4,698	
4057 Disability Insurance	117	114	74	54	
4058 Unemployment Insurance	650	834	1,078	885	
4059 Life Insurance	95	122	113	129	
4080 Vehicle Allowance	60	60	79	60	
4081 Eyecare Reimbursement	290	448	448	468	
4084 Clothing Cash Payment	70	48	48	26	
4085 Other Taxable Benefits	487	263	363	293	
TOTAL SALARIES AND BENEFITS	99,807	283,625	270,285	323,676	
SERVICES					
5190 Other Professional Services	27,724	51,000	20,000	20,500	
5240 Meetings & Professional Devlpmt	1,715	19,500	6,000	6,500	
5255 Travel Expense Reimbursement	1,584	4,500	1,804	2,500	
5270 Printing and Binding	571	500	500	500	
5275 Postage	125	550	114	150	
5280 Advertising	37,533	45,400	45,045	20,425	
5303 Telephone	264	500	500	500	
5340 Office Equipment Maintenance	141	500	0	250	
5395 Info Technology Services Charges	0	3,651	3,651	2,976	
5800 Subscriptions & Memberships	4,445	12,658	6,250	6,350	New LoopNet real estate data subscription
5880 Special Contractual Services	0	50,325	8,000	0	
5999 Contingency - Vacancy	0	0	0	(60,857)	
TOTAL SERVICES	74,102	189,084	91,864	(206)	
SUPPLIES					
6140 Office Supplies	925	992	1,141	1,200	
6210 Repair/Maintenance Supplies	161	200	200	200	
6310 Janitorial Supplies	105	100	100	100	
TOTAL SUPPLIES	1,191	1,292	1,441	1,500	
CAPITAL OUTLAY					
7060 Office Equipment	0	11,800	11,800	0	
TOTAL CAPITAL	0	11,800	11,800	0	
DEBT SERVICE					
8100 Principal	65,607	0	0	0	
8200 Interest	861	0	0	0	
TOTAL DEBT SERVICE	66,468	0	0	0	
DIVISION TOTAL	241,568	485,801	375,390	324,970	

City of Redland
2016-2017
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;
- 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 2015-2016:

- Issued approximately 1573 permits for building, electrical, mechanical, plumbing, or combinations thereof.
- Performed plan review for more than 679 plans;
- Processed more than 66 fire sprinkler/alarm plans;
- Performed more than 6528 inspections within the next business day of the request;
- Conducted in excess of 185 business license inspections;
- Respond to approximately 2,150 public counter contacts at the One Stop Permit Center for customer assistance;
- Produced in excess of 40 public record requests for internal and external customers;
- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
BUILDING & SAFETY

FUND
GENERAL FUND

ORGKEY
101162

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	324,870	520,346	384,194	663,622	
4005 Salaries: Part Time	4,625	6,000	0	0	
4010 Overtime Salaries	4,778	5,000	567	3,500	
4015 Banked Leave Buy Back	44,402	12,087	13,841	18,495	
4050 Pension Contributions	59,175	98,606	73,314	132,008	
4051 Fica/Medicare	27,215	40,264	28,819	50,071	
4053 Deferred Compensation	2,590	5,761	4,322	7,699	
4055 Health/Dental Insurance	37,606	58,179	29,241	60,551	
4056 Worker's Comp Insurance	9,906	8,836	8,836	20,139	
4057 Disability Insurance	1,582	2,693	2,023	3,142	
4058 Unemployment Insurance	2,456	2,921	4,208	3,494	
4059 Life Insurance	405	424	251	507	
4080 Vehicle Allowance	480	480	632	480	
4081 Eyecare Reimbursement	389	1,514	300	1,811	
4084 Clothing Cash Payment	666	866	466	1,050	
4085 Other Taxable Benefits	5,885	4,560	5,511	4,620	
TOTAL SALARIES AND BENEFITS	527,030	768,537	556,525	971,189	
SERVICES					
5103 Software Support/Development	0	113,900	113,900	0	
5190 Other Professional Services	116,916	117,000	100,000	90,000	Council approved increase
5240 Meetings & Professional Devlpmt	3,029	6,900	5,400	4,300	
5255 Travel Expense Reimbursement	85	300	300	300	
5270 Printing and Binding	3,161	2,900	2,900	2,900	
5275 Postage	3	200	200	200	
5280 Advertising	1,175	0	0	0	
5303 Telephone	3,084	3,040	2,000	2,000	
5395 Info Technology Services Charges	17,966	96,395	96,395	78,557	
5396 City Garage Charges	8,219	4,156	4,156	3,746	
5570 Office Equip & Furn Rent	3,574	3,000	3,000	3,000	
5800 Subscriptions & Memberships	528	900	900	1,350	
5999 Contingency - Vacancy	0	0	0	(58,809)	
TOTAL SERVICES	157,740	348,691	329,151	127,545	
SUPPLIES					
6130 Books & Supplies	263	2,000	2,000	5,000	
6140 Office Supplies	1,575	1,200	1,200	1,500	
6180 Turnouts/Uniforms/Safety Equip	0	100	0	0	
6375 Computer Components	0	6,225	6,225	0	
6500 Office Equipment & Furniture	1,753	1,000	1,000	4,000	
6590 Special Departmental Supplies	0	3,000	2,000	3,000	
TOTAL SUPPLIES	3,591	13,525	12,425	13,500	
FIXED ASSETS					
7060 Office Furniture	0	12,963	1,292	0	
TOTAL FIXED ASSETS	0	12,963	1,292	0	
DIVISION TOTAL	688,361	1,143,716	899,393	1,112,234	

City of Redlands
2016-2017
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, Historic and Scenic Preservation Commission, Planning Commission, and City Council.

Program Objectives:

- Accept, evaluate, 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:

- Oversight of the One Stop Permit Center and implementation of the One Stop Permit Center Implementation Plan. This plan involves a multi-departmental approach to improving the level of service provided to the public.

- Administration of the Certified Local Government program. The City was designated a Certified Local Government on April 11, 2016. A significant amount of time will be devoted to administering the program as well as securing grants to fund program activities.

- Not filling a Senior Planner position

Accomplishments for Fiscal Year 2015-2016:

- Responded to over 10,100 phone calls from the public;
- Assisted over 5,988 customers at the counter;
- Over 165 Development Applications processed;
- Over 285 Staff Reports written for the City Council, Planning Commission, Historic and Scenic Preservation Commission and Environmental Review Committee;
- Preparation and noticing responsibilities for 84 meeting agendas consisting of: 21 Planning Commission Agendas; 17 Environmental Review Committee Agendas; 26 Development/Preliminary Review Committee Agendas; and 20 Historic and Scenic Preservation Commission Agendas;
- Performed 931 plan reviews;
- Provided zoning clearance for 445 new businesses;
- Continued work on the General Plan Update, organized and participated in a number of Steering Committee meetings, and completed work on themes, principles, and actions for several chapters of the new General Plan;
- Received approval from the State Office of Historic Preservation of the City's application to become a Certified Local Government;
- Completed the One Stop Permit Center Evaluation and Improvement Plan and began work on customer service and Cityworks enhancements.
- Prepared schematic plans for façade and landscaping improvements to the Colton and Orange intersections;
- Amended the Redlands Municipal Code related to massage establishments;
- Initiated an "Informational Plaque Program" at the direction of the City Council and Historic and Scenic Preservation Committion for designated historic properties and landmarks;
- Completed Land Use Compatibility Studies for development within the Airport Influence Area; and,
- Completed a modification to the Redlands Municipal Airport Permit with Caltrans to accommodate a helicopter flight pattern south of the Airport.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
PLANNING

FUND
GENERAL FUND

ORGKEY
101164

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	590,685	804,338	804,453	832,693	
4005 Salaries: Part Time	23,155	162,000	47,064	90,002	
4010 Overtime Salaries	9,234	6,000	6,000	6,000	
4015 Banked Leave Buy Back	18,135	14,030	45,513	24,951	
4050 Pension Contributions	108,916	155,072	159,642	183,542	
4051 Fica/Medicare	44,419	63,387	64,754	70,628	
4053 Deferred Compensation	7,554	9,690	8,088	9,464	
4055 Health/Dental Insurance	76,495	98,285	88,591	92,782	
4056 Worker's Comp Insurance	40,711	36,316	36,315	32,289	
4057 Disability Insurance	2,353	2,776	2,344	3,103	
4058 Unemployment Insurance	4,135	4,804	6,747	4,796	
4059 Life Insurance	284	603	495	696	
4080 Vehicle Allowance	480	480	632	480	
4081 Eyecare Reimbursement	1,028	2,153	1,465	2,261	
4084 Clothing Cash Payment	834	934	634	1,050	
4085 Other Taxable Benefits	1,672	1,995	11,125	13,320	
TOTAL SALARIES AND BENEFITS	928,090	1,362,863	1,283,862	1,368,057	
SERVICES					
5103 Software Support & Maintenance	0	25,320	0	0	
5110 Architect & Engineer	0	4,250	14,250	0	
5190 Other Professional Services	122,986	1,338,677	658,626	622,918	
5240 Meetings & Professional Devlpmnt	12,693	20,000	10,000	9,000	
5255 Travel Expense Reimbursement	916	700	700	700	
5270 Printing and Binding	13,158	13,000	12,889	13,000	
5275 Postage	2,139	3,000	2,536	3,000	
5280 Advertising	13,969	15,000	8,000	13,300	
5303 Telephone	4,645	5,200	2,145	3,000	
5395 Info Technology Services Charges	25,331	132,260	130,119	107,785	
5396 City Garage Charges	500	445	445	466	
5570 Office Equip & Furn Rent	3,603	3,000	4,160	3,000	
5590 Other Rentals	295	891	891	891	
5800 Subscriptions & Memberships	2,298	3,735	3,735	3,735	
5880 Special Contractual Services	41,688	12,794	15,040	6,500	
5950 Bad Debt Expense	248	250	125	250	
5999 Contingency - Vacancy	0	0	0	(110,601)	
TOTAL SERVICES	244,469	1,578,522	863,661	676,944	
SUPPLIES					
6130 Books & Supplies	834	1,000	1,000	1,000	
6140 Office Supplies	4,016	3,500	3,500	3,500	
6375 Computer Components	0	746	746	746	
6430 Gasoline	0	0	10	0	
6500 Office Equipment & Furniture	5,143	39,271	17,509	1,000	
6560 Food	50	50	132	50	
6590 Special Departmental Supplies	0	0	140	0	
TOTAL SUPPLIES	10,043	44,567	23,037	6,296	
FIXED ASSETS					
7060 Office Furniture	0	77,259	57,901	0	
7150 Other Betterments/Improvement	7,505	64,523	64,523	7,500	
TOTAL FIXED ASSETS	7,505	141,782	122,424	7,500	
DIVISION TOTAL	1,190,107	3,127,734	2,292,984	2,058,797	
DEPARTMENT TOTAL	2,120,036	4,757,251	3,567,767	3,496,001	

City of Redlands
2016-2017
Proposed Budget

Development Services Department
Downtown Redlands

Program Description:

Downtown operations are dedicated to ensuring that the downtown core is maintained as a vibrant part of the community and encourages shopping, dining and entertainment activities in the City's historic downtown district. Ongoing downtown activities include the promotion and implementation of City-sponsored events (Market Night, Saturday Farmers' Market, Downtown Art Walk, Surfin' State Street, Movies in the Park, etc.), as well as support for non-City downtown events. Additionally, downtown staff assists in the coordination of maintenance activities and works with the Quality of Life Department to ensure the downtown area is adequately maintained.

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.*
- Ongoing electrical improvements for Market Night.*
- Continuation of physical enhancements downtown.*

Accomplishments for Fiscal Year 2015-2016:

- Executed USDA Farmers' Market Promotion Program grant initiatives.*
- Expanded the number of Saturday Farmers' Market participants.*
- Coordinated and managed more than 100 events including weekly Market Night and 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.*
- Fully implemented a streamlined vendor reservation system for Market Night and Saturday Farmers' Market.*
- Administered and coordinated marketing and publicity efforts.*
- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

FUND
DOWNTOWN REDLANDS BUSINESS AREA FUND

ORGKEY
236168

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	97,354	96,786	91,135	81,509	
4005 Salaries: Part Time	14,422	35,459	35,459	16,315	
4010 Overtime Salaries	188	0	22	0	
4015 Banked Leave Buy Back	4,407	2,051	53,333	0	12 mo. estimate include employee separation cashout
4050 Pension Contributions	17,822	18,220	17,265	16,214	
4051 Fica/Medicare	9,031	10,605	12,101	7,497	
4053 Deferred Compensation	1,076	860	860	860	
4055 Health/Dental Insurance	3,171	3,375	1,774	10,038	
4056 Worker's Comp Insurance	2,162	1,929	1,286	1,929	
4057 Disability Insurance	74	71	46	62	
4058 Unemployment Insurance	1,221	1,436	1,928	933	
4059 Life Insurance	76	76	65	72	
4080 Vehicle Allowance	60	0	0	0	
4081 Eyecare Reimbursement	45	259	250	259	
4084 Clothing Cash Payment	30	30	30	30	
4085 Other Taxable Benefits	4,553	4,602	4,208	150	
TOTAL SALARIES AND BENEFITS	155,692	175,759	219,762	135,868	
SERVICES					
5034 Bank/Collection Agent Fees	5,997	6,000	4,100	6,000	Dharma fees (3rd-party billing services)
5190 Other Professional Services	3,427	0	0	0	
5240 Meeting & Professional Devlpmt	395	5,026	350	0	
5255 Travel Expense Reimbursement	652	0	200	0	
5270 Printing and Binding	511	500	100	500	
5275 Postage	1	50	50	50	
5280 Advertising	533	10,040	10,107	10,000	
5300 Water, Sewer, Disposal	3,304	1,800	9,489	9,500	
5303 Telephone	2,502	4,551	4,551	4,551	Mobile service for iPad
5310 Electricity & Gas	2,558	2,500	2,500	2,500	
5392 License & Permits	2,198	3,180	2,280	3,180	
5395 Info Technology Services Charge	11,099	19,447	19,447	14,944	
5396 City Garage Charges	440	351	351	351	
5570 Office Equip & Furn Rent	2,975	3,242	3,242	3,242	
5760 Special Program Expenditures	32,622	56,337	48,063	20,000	Special event entertainment, rentals, etc.
5800 Subscriptions & Memberships	550	550	630	0	
5870 General Govt Service Charge	33,184	33,350	33,350	33,917	
5880 Special Contractual Services	75,052	149,965	89,301	62,206	Towing, Toilets, street sweeping, etc.
TOTAL SERVICES	176,000	296,889	228,111	170,941	
SUPPLIES					
6140 Office Supplies	1,929	1,200	1,200	700	
6190 Photo & Copying Supplies	0	800	0	800	
6210 Repair/Maintenance Supplies	0	2,000	0	2,000	
6375 Computer Components	907	1,868	0	0	
6500 Office Equipment & Furniture	0	0	32	0	
6510 Small Tools & Equipment	568	2,500	1,500	0	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

FUND
DOWNTOWN REDLANDS BUSINESS AREA FUND

ORGKEY
236166

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SUPPLIES (CONT)					
6520 Promotional Supplies	3,220	10,000	6,000	6,000	Halloween, Egg Hunt, Art Walk supplies
6590 Special Departmental Supplies	2,220	16,758	1,709	2,000	Signs, barricades
TOTAL SUPPLIES	8,844	35,126	10,441	11,500	
FIXED ASSETS					
7150 Other Betterments/Improvement	60,390	25,000	0	0	
TOTAL FIXED ASSETS	60,390	25,000	0	0	
FUND TOTAL	402,926	532,774	458,314	318,309	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Development Services

Fund
DRBA

Orgkey
236166

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
15000	General Administration	247,928	142,723
15001	Ads & Promotions/Events	56,000	60,000
15003	Beautification	62,206	67,206
15006	Market Night	52,340	45,540
15009	Saturday Farmers' Market	2,840	2,840
15010	Farmers' Market Promotion Program Grant	37,000	0
	TOTALS	$458,314	$318,309

City of Redlands
2016-2017
Proposed Budget

Development Services Department
Community Development Block Grant Program (CDBG)

Program Description:

As a Participating Jurisdiction (PJ) in the County of San Bernardino's Urban County Program, the City receives an annual allocation from the U.S. Department of Housing and Urban Development (HUD). The County of San Bernardino administers the allocation 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 2016-2017:

- Upon the completion of the Civic Center, Suite 15-B, ADA Capital Improvement Project, the City will finalize its CDBG Entitlement City status with HUD.

Accomplishments for Fiscal Year 2015-2016:

- Completed a substantial amendment to the 2014-2015 Action Plan to facilitate a new capital improvement project (Civic Center, Suite 15-B, ADA Improvement Project). Anticipated completion is anticipated by June, 2016.
- Completed the Consolidated Annual Performance and Evaluation Report for FY 2014-2015.
- Provided administration and audit support to public services agencies and related programs.
- Completed the Civic Center, Suite 20, ADA Capital Improvement Project.
- Completed the A.K. Smiley Library Waterproofing Capital Improvement Project.
- Completed the New ADA Ramps and Sidewalk Capital Improvement Project.
- Completed the engineering and design for the A.K. Smiley Public Library ADA Restroom Capital Improvement Project.
- Completed the engineering and design for the Alley Paving Capital Improvement Project.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
CDBG PROGRAM

FUND
COMMUNITY DEVELOPMENT BLOCK GRANT FUND

ORGKEY
243164

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	22,887	22,887	26,320	Engineering, Construction Mgmt.
4050 Pension Contributions	0	4,351	4,351	5,236	
4051 Fica/Medicare	0	2,059	2,059	2,014	
4055 Health/Dental Insurance	0	3,932	3,932	3,742	
4057 Disability Insurance	0	44	44	55	
4058 Unemployment Insurance	0	108	108	122	
4059 Life Insurance	0	15	15	18	
TOTAL SALARIES AND BENEFITS	0	33,396	33,396	37,506	
SERVICES					
5190 Other Professional Services	0	16,450	16,450	25,000	Surveying
5270 Printing and Binding	0	800	800	600	Plans & Specs
5275 Postage	0	50	50	50	
5280 Advertising	0	800	800	650	Legal Notice
5880 Special Contractual Services	0	52,843	52,843	48,343	PSA's
TOTAL SERVICES	0	70,943	70,943	74,643	
FIXED ASSETS					
7150 Other Betterments/Improvement	0	82,956	82,956	20,000	AKSPL ADA Restroom Project
7230 Street Construction	0	134,992	134,992	190,138	Alley/Sewer Project
TOTAL FIXED ASSETS	0	217,948	217,948	210,138	
DEPARTMENT TOTAL	0	322,287	322,287	322,287	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Development Services

Fund
CDBG

Orgkey
243164

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
43029	Boys & Girls Club	0	7,500
43039	San Bernardino Sexual Assault Services	0	7,500
43055	Family Services Association of Redlands	21,343	18,343
43056	YMCA - Legal Aid Program	9,000	7,500
43057	Inland Temporary Homes	9,000	7,500
43058	Family Services Association - Senior Meals	9,000	0
43059	A.K. Smiley Library ADA Restroom Project	108,000	20,000
43060	Alley/Street Improvement Project	165,944	0
43062	Alley/Sewer Improvement Project	0	253,944
	TOTALS	$322,287	$322,287

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
CDBG PROGRAM

FUND
COMMUNITY DEVELOPMENT BLOCK GRANT FUND

ORGKEY
243300

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	77,823	0	4,383	0	Carry-over to 43051
4050 Pension Contributions	14,084	0	831	0	
4051 Fica/Medicare	5,871	0	335	0	
4055 Health/Dental Insurance	11,737	0	808	0	
4057 Disability Insurance	93	0	20	0	
4058 Unemployment Insurance	63	0	0	0	
4059 Life Insurance	59	0	3	0	
TOTAL SALARIES AND BENEFITS	109,730	0	6,380	0	
SERVICES					
5190 Other Professional Services	21,945	7,000	17,915	0	Labor Compliance Services
5270 Printing and Binding	426	400	881	0	
5275 Postage	38	0	15	0	
5280 Advertising	1,741	600	1,533	0	
5760 Special Program Expenditures	42,362	12,871	7,588	0	Program completed
5880 Special Contractual Services	84,957	0	447	0	
TOTAL SERVICES	151,469	20,871	28,179	0	
SUPPLIES					
6140 Office Supplies	245	0	0	0	
6590 Special Departmental Supplies	0	0	25	0	
TOTAL SUPPLIES	245	0	25	0	
FIXED ASSETS					
7150 Other Betterments/Improvement	62,735	162,106	151,625	0	JL 43051 & 43061
7230 Street Construction	519,831	38,607	21,360	0	Project completed
TOTAL FIXED ASSETS	582,566	200,713	172,985	0	
DEPARTMENT TOTAL	844,010	221,584	207,569	0	
FUND TOTAL	844,010	543,871	529,858	322,287	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Development Services

Fund
CDBG

Orgkey
243300

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
43046	Microenterprise Grant Program	7,901	0
43049	ADA/Sidewalk Improvements 2014	22,120	0
43051	A.K. Smiley Library Waterproofing Project	52,000	0
43052	Civic Center ADA Improvement Project (Ste. 20)	55,549	0
43061	Civic Center ADA Improvement Project (Ste. 15-B)	70,000	0
	TOTALS	$207,569	$0

City of Redlands
2016-2017
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

Sustainability Efforts:

- Continue with digitization of local history records
- Implement climate control and HVAC improvements at the Lincoln Shrine

Performance Measures:

- Daily attendance at the Library, as well as events such as "Library Days," "Family Day," our new successful "Geography Day," and the summer reading program and story times
- Circulation of library materials and usage of computers and electronic resources
- Continue vigilant monitoring of potential security issues 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 adults and children, as well as online eBooks, audio books, and reference databases; to stimulate and develop reading skills through children, teen, and adult programming; to provide reference and information services; to provide computer access and free Internet; to provide an archives/history room for local and regional history; to provide a library/museum to Abraham Lincoln and the Civil War; and to provide a museum facility focused on the history of Redlands.

Significant Program Changes:

None.

Accomplishments for Fiscal Year 2015-2016:

- Circulated over 253,000 items to its 56,700 cardholders
- Facilitated a complex agreement between the Contemporary Club, the Watchorn Lincoln Memorial Association, and a major donor which will eventually result in the Library acquiring a major 300 capacity meeting hall and much needed 37 space parking lot
- Worked closely with the Redlands Historical Museum Association to select an architect and accelerate fund raising for our long-awaited museum
- Inaugurated a beneficial new partnership with a 50 strong group of volunteers, henceforth known as Smiley Heritage Tours, to facilitate bus tours of important Redlands cultural sites for 4th graders in the Redlands Unified School District
- Our Adult Literacy program continued to expand, and thanks to a State grant we were able to hire a full-time Adult Literacy Coordinator
- Held our second "Geography Day" in conjunction with Esri and the University of Redlands focusing on the continent of South America
- Continued to provide free computer training classes and employment workshops.
- Celebrated our fourth "Library Days," event designed to promote library resources.
- Utilized Library endowment funds to purchase 20 laptop computers for public workshops
- The Lincoln Shrine continued to enjoy a steady number of school tours and attendance at its programs
- Continued to offer diverse educational and informative adult programming.
- Improved our security camera system utilizing Friends of the Library funds

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
LIBRARY ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101190

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	979,451	1,062,006	1,072,655	1,142,161	
4005 Salaries: Part Time	164,893	182,940	182,940	216,365	
4010 Overtime Salaries	1,172	0	295	0	
4015 Banked Leave Buy Back	96,056	80,362	54,608	30,023	
4050 Pension Contributions	184,546	201,249	205,803	227,199	
4051 Fica/Medicare	87,084	94,413	96,226	104,701	
4053 Deferred Compensation	12,185	12,399	12,683	13,701	
4055 Health/Dental Insurance	129,683	137,783	125,148	133,836	
4056 Worker's Comp Insurance	41,795	37,285	37,285	37,585	
4057 Disability Insurance	2,945	3,507	2,929	3,372	
4058 Unemployment Insurance	11,900	14,380	15,302	14,787	
4059 Life Insurance	1,011	1,071	969	1,071	
4080 Vehicle Allowance	4,800	4,800	4,800	4,800	
4081 Eyecare Reimbursement	1,959	3,825	3,825	3,825	
4084 Clothing Cash Payment	1,600	1,767	1,600	1,600	
4085 Other Taxable Benefits	9,575	9,600	11,365	13,950	
TOTAL SALARIES AND BENEFITS	1,730,655	1,847,387	1,828,433	1,948,976	
SERVICES					
5270 Printing and Binding	1,590	1,500	1,810	1,500	
5275 Postage	2,400	3,000	3,000	1,500	
5303 Telephone	6,643	9,000	752	1,500	
5395 Info Technology Services Charge	7,956	14,759	14,759	14,366	
5490 Other Insurance	53,737	55,000	55,000	27,500	
5570 Office Equip & Furn Rent	5,696	7,750	7,750	7,750	
5950 Bad Debt Expense	160	200	200	200	
TOTAL SERVICES	78,182	91,209	83,271	54,316	
SUPPLIES					
6140 Office Supplies	10,525	9,700	9,700	2,700	
6210 Repair/Maintenance Supplies	3,481	4,000	1,600	2,500	
6350 Building Supplies	132	1,000	900	1,000	
6510 Small Tools & Equipment	245	250	0	250	
6590 Special Departmental Supplies	0	500	250	500	
TOTAL SUPPLIES	14,383	15,450	12,450	6,950	
DIVISION TOTAL	1,823,220	1,954,046	1,924,154	2,010,242	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
LINCOLN SHRINE

FUND
GENERAL FUND

ORGKEY
101193

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5270 Printing and Binding	163	0	65	0	
5275 Postage	467	250	150	150	
5303 Telephone		700	10	12	
TOTAL SERVICES	630	950	225	162	
SUPPLIES					
6610 Books	742	850	850	950	
TOTAL SUPPLIES	742	850	850	950	
DIVISION TOTAL	1,372	1,800	1,075	1,112	
DEPARTMENT TOTAL	1,824,592	1,955,846	1,925,229	2,011,354	

City of Redlands
2016-2017
Proposed Budget

Police

Mission Statement:

The Redlands Police Department is dedicated to enhancing public safety through trust, innovation, community partnerships and excellence in service.

Departmental Goals:

- Develop leaders
- Use technological improvements to create efficiencies and prevent and reduce crime
- Improve recruitment and retention efforts to maintain a high-performing organization
- 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:

- Creating a new vehicle profile for professional staff employees to reduce fuel usage and reduce carbon emissions.
- The department desires to create a paperless organizational paradigm.

Performance Measures:

- Reduce our response time to emergency Calls for Service to 5:30 or less in 2016
    - Improved safety of citizens through an expedient response
- Maintain Part 1 Crime clearance rates above national average for 2016
    - Improved ability to reunite victims with their stolen property
    - Improved accountability for offenders that commit crime in the City
- Reduce Part 1 Crimes in 2016
    - Improve citizen safety by reducing violent crime
    - Reduce property loss through crime reduction

City of Redlands
2016-2017
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 Unit:* This unit is responsible for crime scene processing, and all forensic evidence development and preservation.
- *Property and Evidence Unit:* This unit is responsible for property and evidence retention.
- *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:

The addition of a Community Service Officer for Property and Evidence has freed up Forensics Technicians to focus solely on crime scene investigations, evidence processing, and evidence collection.

Accomplishments for Fiscal Year 2015-2016:

- In August 2015, detectives began investigating a series of robberies that occurred in multiple jurisdictions, including Redlands, Fontana, Rialto, San Bernardino, Rancho Cucamonga and Calimesa. Detectives were able to identify the suspect based on information provided by patrol and other agency investigators. With the assistance of the Multiple Enforcement Team and Narcotic Officers, detectives arrested the main suspect and his accomplice. The suspects are currently awaiting trial.
- In October 2015, patrol responded to an assault in progress. The victim was located a short distance away from the call and was unresponsive. The victim later died. Detectives began investigating the incident. During an autopsy, it was determined that the cause of death was a homicide. Detectives continued their investigation and subsequently arrested two subjects for murder and a third subject for aiding and abetting. The suspects are currently awaiting trial.
- In November 2015, patrol responded to a call of shots fired in the 600 block of E. Brockton Avenue. Two victims were shot. One was transported to the hospital, and one died at the scene. Detectives responded and began investigating. They learned that the suspect had been in a quarrel with one of the victims the week prior. The suspect confronted the victim and began shooting at the victim. The intended victim was shot, but survived. The second victim was an unintended target of the shooting. Detectives worked with Multiple Enforcement Officers and Narcotic Officers to locate the suspect and take him into custody. The suspect is currently awaiting trial.
- In January 2013, patrol responded to the scene of a shooting which had occurred on Alabama and Redlands Boulevard where the victim died. Detectives investigated the case and made arrests of four subjects in June 2014. The trial was held in October 2015. After 10 weeks of jury trial, three of the defendants were found guilty of first degree murder, attempted murder, weapons charges, and gang enhancements. The fourth defendant was found guilty of accessory and gang enhancements.

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. This year an additional responsibility of auto theft investigations was added to

MET's duties. The officer is responsible for auto theft investigations, identifying trends, and apprehension of suspects.

- *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.
- *Special Weapons and Tactics team:* The department's Special Weapons and Tactics team (SWAT) performs 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.
- *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:

A full Special Weapons and Tactics team was implemented to perform high-risk operations that fall outside the abilities of regular officers. Additionally, the Multiple Enforcement Team has begun investigating auto theft related crimes.

Accomplishments for Fiscal Year 2015-2016:

- MET has made over 486 arrests so far in fiscal year 2015-2016. These arrests range from narcotics violations, weapons violations, probation/parole violations, gang involvement, auto theft, and homicide.
- MET developed information involving the identity of the suspects who committed a home invasion robbery. MET located the two suspects in the City of San Bernardino. MET was also able to recover the stolen property in this case.
- MET helped develop information on the whereabouts of a suspect who was wanted for a homicide committed in the City of Redlands. The team located the subject and took him into custody in the City of San Bernardino.
- MET developed information that a North Side Redlands gang member was in possession of a gun and methamphetamine for sales. The team conducted a parole search and arrested the subject with a loaded 9mm handgun and over an ounce of methamphetamine.
- MET developed information that two Varrio Redlands gang members had committed a robbery. The team located and arrested both suspects.
- MET developed information that a North Side Redlands gang member was in possession of one pound of methamphetamine for sales. The team conducted a knock and talk at a location and arrested several gang members for possession of methamphetamine for sale.
- 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 $1.2 million in U.S. currency in the city of Rialto.
- IRNET conducted an investigation that led to the confiscation of 30 kilograms of cocaine in the city of Riverside.
- IRNET conducted an investigation that led to the seizure of approximately 28 lbs. of methamphetamine and three firearms.
- DEA investigated a drug trafficking organization which led to the seizure of $100,000, 15 kilograms of cocaine, three arrests, three firearms, and a stolen recovered Lamborghini. This investigation led to the ID of a second drug trafficking organization facilitating large scale marijuana trafficking. Approximately 20 pounds of marijuana and $385,000 have been seized.

- DEA continues to investigate a drug trafficking organization sending couriers with 5kg loads of heroin throughout the country. Over 40 kilograms of heroin have been seized to date. Investigation is ongoing.
- In 2015, EVSET made 225 arrests, served 46 search warrants, located 18 firearms (including an assault rifle), two methamphetamine labs, five butane honey oil labs, and seized 38 lbs. of methamphetamine, 1.5 lbs. of heroin, 61 lbs. of marijuana, 5 lbs. of concentrated cannabis, 156 pills, and $34,010 in US currency.
- EVSET conducted an investigation that led to the seizure of 3.6 pounds of methamphetamine, 1.25 pounds of cocaine, an assault rifle, a handgun and $14,000 in cash.
- EVSET conducted an investigation that resulted in the seizure of 1.5 pounds of heroin and $20,000.
- EVSET conducted four vice operations at massage parlors in Redlands resulting in two arrests for prostitution related activity.
- The Redlands Police Department K9 Officer continues to work with the United States Postal Inspectors conducting parcel interdiction operations. Over the past year, they have seized over 18 lbs. of methamphetamine, eight lbs. of cocaine, 219 lbs. of marijuana and over $461,000 in US currency.
- The RPD Air Support Unit (Redhawk-1) handled over 977 calls for service. 622 of those calls were without the use of ground units. They were the first on-scene to over 184 calls, assisted on 26 felony arrests and 32 misdemeanor arrests, located 19 stolen vehicles with Lojack, and assisted in four vehicle pursuits and 10 foot pursuits.
- Volunteer pilots and co-pilots donated over 1705 hours to sustain our air support efforts during the fiscal year.

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, high school 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

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 hard working men and women who have chosen to give back to their community. 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 CVP's 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.
- *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.
- *Field Training and Evaluation Program*: The field training and evaluation program is responsible for the development of new recruits into competent officers. Field Training Officers coordinate and deliver nearly six months of training to new officers to prepare them to operate as a solo police officer.
- *Custody*: The Department contracts with G4S Secure Solutions for 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:

- None

Accomplishments for Fiscal Year 2015-2016:

- 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.
- The Operations Division utilized several patrol methods including foot and bicycle patrols to address crime and disorder issues in the downtown area, as well as in other commercial areas.
- The Crime Prevention and Education unit successfully coordinated 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 and CVPR members donated 20,491 hours in 2015. These volunteers are a vital part of the department's strategy to meet the needs of the community.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
FIELD SERVICES

FUND
GENERAL FUND

ORGKEY
101200

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	7,367,816	8,669,889	8,210,848	9,182,787	Includes 3% MOU increase
4002 Labor Code Section 4850	171,036	0	350,728	0	
4005 Salaries: Part Time	56,855	68,303	57,116	69,890	
4010 Overtime Salaries	433,995	347,881	504,300	922,944	2016/17 OT MOU increase
4011 Overtime: Reimbursable	170,570	264,525	193,250	189,048	Includes fee waived events
4012 Stand By	6,523	21,708	1,900	21,708	
4014 Homicide OT	6,772	0	28,500	25,000	
4015 Banked Leave Buy Back	989,210	1,000,000	1,260,076	1,260,997	
4025 Police Reserves	4,125	18,300	3,300	18,300	
4035 Overtime: Court/Other	56,491	75,075	67,500	84,000	raises
4050 Pension Contributions	4,003,708	4,472,023	4,414,473	4,624,289	paid
4051 Fica/Medicare	170,902	193,786	197,099	219,552	
4053 Deferred Compensation	10,153	10,361	10,361	10,660	
4055 Health/Dental Insurance	1,470,848	1,483,938	1,436,162	1,496,090	Includes retiree's medical copay reimb
4057 Disability Insurance	4,100	4,584	4,363	5,174	
4058 Unemployment Insurance	29,054	40,470	54,457	41,230	
4059 Life Insurance	5,041	5,533	5,539	5,733	
4081 Eyecare Reimbursement	992	2,194	1,000	2,250	
4082 Clothing Allowance	87,972	103,450	100,629	107,200	
4085 Other Taxable Benefits	81,465	96,672	96,651	109,422	
TOTAL SALARIES AND BENEFITS	15,127,628	16,878,692	16,998,252	18,396,274	
SERVICES					
5040 Undercover Investigations	20,000	20,000	20,000	20,000	
5360 Machinery & Equip Maint	3,539	7,500	7,500	7,500	
5395 Info Technology Services Charge:	130,274	131,058	131,058	92,465	
5880 Special Contractual Services	249,062	278,480	267,002	267,002	Includes G4S, Crossing Guards & Parking Cits
5950 Bad Debt Expense	11,524	15,000	10,000	10,000	
5999 Contingency - Vacancy	0	0	0	(143,359)	
TOTAL SERVICES	414,399	452,038	435,560	253,608	
SUPPLIES					
6120 Chemical & Lab Supplies	2,982	3,000	3,000	3,000	
6510 Small Tools & Equipment	3,909	5,000	5,000	5,000	
6590 Special Departmental Supplies	24,008	25,000	36,000	25,000	
TOTAL SUPPLIES	30,899	33,000	44,000	33,000	
FIXED ASSETS					
7100 Motor Vehicles	632,119	174,764	324,764	0	
7140 All Other Equipment	0	57,062	78,426	0	
7150 Other Betterments/Improvement	14,436	19,617	19,618	0	
TOTAL FIXED ASSETS	646,555	251,443	422,808	0	
DIVISION TOTAL	16,219,481	17,615,173	17,900,620	18,682,882	

City of Redlands
2016-2017
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 Texting to 911 which San Bernardino County is currently one of the only such counties in California to have the capability. The Communications Section is currently allocated 6 camera operators, 14 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:

In November of 2015, Text-to-911 was implemented in the communications center, proudly being the first county in California to implement and go live. The following are examples of the types of scenarios where text messaging might be used during a 9-1-1 incident:

- Individuals who are deaf, hard of hearing, or speech impaired, who due to technology changes rarely use TDD/TDY technology, the majority today use relay services.
- Situations where audio telephone dialing is incapacitated, i.e. storm or disaster, where text messaging still works
- School violence event, i.e. active shooter
- Any event where the victim needs to remain silent, i.e. bank robbery, home invasion, domestic violence, or abduction

Accomplishments for Fiscal Year 2015-2016:

- Continued Quality Assurance and Review Program where supervisors randomly review calls to ensure Police Department customer service expectations, departmental protocols and guidelines are met.
- Dispatchers answered 43,554 9-1-1calls. A 9% increase from last year
- Dispatchers answered 129,195 business and alternate emergency lines. A 15% increase from last year.
- There were 56,568 calls for service, a 2% increase from last year.
- Video cameras were used on 2,928 calls in comparison to 2,055 calls during the previous year, a 42% increase.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
COMMUNICATIONS

FUND
GENERAL FUND

ORGKEY
101201

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	648,307	754,599	741,868	800,908	
4005 Salaries Part Time	21,701	41,760	61,142	99,070	
4010 Overtime Salaries	47,674	50,000	48,000	77,785	
4012 Stand By	8,211	10,000	9,227	10,300	
4015 Banked Leave Buy Back	10,230	18,510	18,057	18,700	
4050 Pension Contributions	119,177	142,998	146,659	159,317	
4051 Fica/Medicare	56,692	69,846	66,376	78,754	
4055 Health/Dental Insurance	160,971	174,492	185,150	193,768	
4057 Disability Insurance	6,436	7,841	7,146	8,374	
4058 Unemployment Insurance	6,067	8,680	10,442	8,680	
4059 Life Insurance	735	913	851	945	
4081 Eyecare Reimbursement	886	3,319	1,000	3,375	
4082 Clothing Allowance	10,321	14,250	13,179	15,000	
4085 Other Taxable Benefits	5,423	11,571	6,909	7,700	
TOTAL SALARIES AND BENEFITS	1,102,831	1,308,779	1,316,006	1,482,675	
SERVICES					
5340 Office Equipment Maintenance	649	2,500	3,048	2,500	
5395 Info Technology Services Charge	14,597	14,685	14,685	10,361	
5580 Communications Svs & Rental	367,986	370,000	374,000	345,664	
TOTAL SERVICES	383,232	387,185	391,733	358,525	
SUPPLIES					
6500 Office Equipment & Furniture	2,369	2,998	789	3,500	
SUPPLIES (CONT.)					
6510 Small Tools & Equipment	1,081	1,270	1,841	1,270	
6590 Special Departmental Supplies	738	1,400	350	1,400	
TOTAL SUPPLIES	4,188	5,668	2,979	6,170	
DIVISION TOTAL	1,490,251	1,701,632	1,710,718	1,847,370	

City of Redlands
2016-2017
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, Records, and Maintenance.

The Office of the Chief of Police is comprised of the Chief, one Executive Assistant; one Management Analyst; one Operations Coordinator; 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 and maintains the department's personnel files. 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 Operations Coordinator's responsibilities include the coordination of new hire background investigations, oversees and maintains all training files and ensures that the entire department's training requirements are met. The Executive Assistant, Management Analyst and Operations Coordinator all ensure the department's compliance with governmental requirements. The Professional Standards Sergeant oversees internal investigations and personnel issues, is the point of contact for the community for any inquiries and complaints.

The Records Unit consists of a Supervisor, 4 Full time Customer Service Representatives, 1 shared 50/50 with Animal Control, 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 employees are trained in the California Law Enforcement Telecommunications System. Records personnel are also responsible for cross-reporting to other law enforcement agencies, the District Attorney, courts, Child Protective Services, Department of Motor Vehicles, Parole, Probation and Department of Justice. A part time court liaison is responsible for the delivery of all reports to the District Attorney and courts along with acceptance and service of subpoenas to officers, and providing any additional investigative information such as audio recordings, 911 tapes, photos, and videos to requesting law enforcement agencies. Our part time ID technician is responsible for live scanning Redlands citizens, City of Redlands applicants, city business permit applicants and registrants. Additional duties include registering and keeping current accurate information on all narcotics, arson, and sex registrants who reside in the city of Redlands.

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, the D.A. liaison, the maintenance worker, 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:

- Kronos Workforce TeleStaff was purchased to automate scheduling and payroll. It manages and optimizes the scheduling, communications, and deployment of public safety personnel. All police department units benefit from this software by reduced labor costs, minimized compliance risk, and improved workforce productivity.

Accomplishments for Fiscal Year 2015-2016:

- Customer Service Representatives processed over 10,000 reports, over 3,000 arrest reports, 2,000 traffic citations, and over 850 traffic collision reports in compliance with statutory requirements. Approximately 2,000 calls for service were handled at the front counter.
- Four new police patrol vehicles, two detective sedans, one traffic truck, one parking control vehicle, one forensic van, one animal control truck, and one narcotics unit were purchased and outfitted. These units replaced older units in the fleet, rotating them out of service and ensuring the safety of police personnel driving them.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SUPPORT SERVICES

FUND
GENERAL FUND

ORGKEY
101202

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	784,910	846,135	833,240	896,736	
4005 Salaries. Part Time	22,250	95,000	47,603	110,000	
4010 Overtime Salaries	6,996	11,200	16,000	16,500	
4015 Banked Leave Buy Back	62,144	50,274	37,852	93,936	
4050 Pension Contributions	171,961	199,169	171,992	212,259	
4051 Fica/Medicare	53,290	63,187	58,174	84,294	
4053 Deferred Compensation	8,827	9,211	9,082	9,658	
4055 Health/Dental Insurance	145,441	137,730	147,420	152,066	
4056 Worker's Comp Insurance	826,372	754,581	754,581	679,093	
4057 Disability Insurance	4,209	4,550	4,511	8,354	
4058 Unemployment Insurance	5,602	6,944	9,017	7,812	
4059 Life Insurance	726	740	737	756	
4081 Eyecare Reimbursement	1,570	2,700	1,600	2,700	
4082 Clothing Allowance	3,637	1,234	4,044	4,075	
4084 Clothing Cash Payment	0	2,566	0	0	
4085 Other Taxable Benefits	10,838	8,005	15,596	10,962	
TOTAL SALARIES AND BENEFITS	2,108,773	2,193,226	2,111,451	2,289,202	
SERVICES					
5034 Collection Agent/Bank Fees	177	100	100	100	
5050 Fingerprinting	14,750	20,000	16,000	20,000	
5140 Legal Services	5,295	3,200	13,500	15,000	
5180 Medical/Physicals	52,948	72,000	60,000	72,000	
5190 Other Professional Services	1,487	0	0	0	
5255 Travel Expense Reimbursement	43,545	68,250	73,250	94,000	
5270 Printing and Binding	18,827	29,695	15,000	29,500	
5275 Postage	5,065	6,000	5,000	6,000	
5303 Telephone	138,764	200,000	140,000	140,000	
5310 Electricity & Gas	4,063	6,000	4,500	6,000	
5360 Machinery & Equip Maint	4,172	5,000	4,000	5,000	
5365 Vehicle Maintenance	2,864	4,000	7,500	7,500	
5395 Info Technology Services Charge:	1,093,170	1,099,749	981,094	775,903	
5396 City Garage Charges	481,679	366,908	366,908	357,191	
5510 Land and Building Rent	0	5,400	5,400	5,400	
5570 Office Equip & Furn Rent	24,110	29,190	29,190	29,190	
5590 Other Rentals	499	525	0	0	
5760 Special Program Expenditures	4,205	0	0	0	
5800 Subscriptions & Memberships	0	4,500	4,500	4,500	
5840 Training	70,293	100,130	95,130	149,000	Inc more POST Mandated training & Target Solutic
5880 Special Contractual Services	27,589	44,814	50,841	54,980	Includes Annual Taser Assurance Plan
5950 Bad Debt Expense	272	1,500	1,200	1,500	
TOTAL SERVICES	1,993,774	2,066,961	1,873,113	1,772,764	
SUPPLIES					
6130 Books & Supplies	503	500	500	500	
6140 Office Supplies	29,743	40,000	40,000	40,000	
6160 Medical Supplies	972	1,300	1,000	1,300	
6170 Weapons & Ammunitions	129,444	50,000	50,000	50,000	
6180 Turnouts/Uniforms/Sfty Clothing	36,119	44,142	44,142	44,142	
6190 Photo & Copying Supplies	8,752	1,500	2,300	1,500	
6210 Repair/Maintenance Supplies	589	500	750	500	
6310 Janitorial Supplies	126	500	150	500	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SUPPORT SERVICES

FUND
GENERAL FUND

ORGKEY
101202

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SUPPLIES (CONT.)					
6500 Office Equipment & Furniture	6,868	5,500	5,208	5,500	
6510 Small Tools & Equipment	1,144	1,500	1,500	1,500	
6560 Food	2,588	2,000	5,500	5,500	
6590 Special Departmental Supplies	10,467	11,000	11,000	11,000	
TOTAL SUPPLIES	227,315	158,442	162,050	161,942	
FIXED ASSETS					
7100 Motor Vehicles	0	125,202	130,023	0	Mobile Command Unit
TOTAL FIXED ASSETS	0	125,202	130,023	0	
DIVISION TOTAL	4,329,862	4,543,831	4,276,637	4,223,908	

City of Redlands
2016-2017
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. 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:

Currently the shelter has staffing for field coverage five days a week. Once the part-time animal control officer is hired and trained, field coverage could expand to six or seven days a week, depending on scheduled vacations or sick usage.

Accomplishments for Fiscal Year 2015-2016:

- Pet adoptions and rescue events have increased adoption rates.
- Staff handled 3,056 calls for service in the field, over 175 loud animal complaints, 8,067 telephone calls came into the shelter, and 19,140 people visited the shelter for a variety of reasons.
- 55 off site adoption events were held.
- An obstacle course was built providing an outlet for the dogs to drain energy, build trust with staff and volunteers, and build confidence.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
ANIMAL CONTROL

FUND
GENERAL FUND

ORGKEY
101203

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	142,796	143,355	150,217	151,892	MOU 3% Salary Increase for 16/17
4005 Salaries: Part Time	24,535	30,594	20,131	14,877	PT ACO position unfilled part of 15/16
4010 Overtime Salaries	1,775	8,500	3,000	13,800	Includes MOU Holiday increase
4015 Banked Leave Buy Back	3,733	4,924	1,443	2,428	
4050 Pension Contributions	26,517	27,166	29,230	15,593	
4051 Fica/Medicare	13,389	14,499	13,540	14,245	
4055 Health/Dental Insurance	38,354	39,133	44,294	44,424	
4057 Disability Insurance	1,345	1,431	1,345	1,411	
4058 Unemployment Insurance	1,916	2,170	2,285	1,736	
4059 Life Insurance	186	189	203	189	
4081 Eyecare Reimbursement	450	675	675	675	
4082 Clothing Allowance	2,150	2,150	2,475	2,475	
4085 Other Taxable Benefits	325	325	0	0	
TOTAL SALARIES AND BENEFITS	257,471	275,111	268,838	263,745	
SERVICES					
5153 Veterinary Services	42,114	50,000	45,000	50,000	
5360 Machinery & Equip Maint	74	500	1,029	1,000	
5395 Info Technology Services Charge	4,727	4,757	4,757	3,356	
5396 City Garage Charges	35,620	12,661	12,661	14,521	
5570 Office Equip & Furn Rent	2,618	2,431	2,431	2,431	
5800 Subscriptions & Memberships	140	165	140	140	
5880 Special Contractual Services	15,480	16,680	16,150	17,400	
5950 Bad Debt Expense	249	1,500	500	500	
TOTAL SERVICES	101,022	88,694	82,668	89,348	
SUPPLIES					
6120 Chemical & Lab Supplies	1,806	2,600	1,149	2,600	
6140 Office Supplies	71	500	45	500	
6160 Medical Supplies	19,548	20,000	20,000	20,000	
6170 Weapons & Ammunitions	314	500	500	500	
6180 Turnouts/Uniforms/Safety Clothin	694	750	250	750	
6310 Janitorial Supplies	0	1,000	0	250	
6510 Small Tools & Equipment	300	300	300	300	
6560 Food	465	2,500	500	2,500	
6590 Special Departmental Supplies	5,813	6,650	14,056	11,550	ACO Office Enhancements
TOTAL SUPPLIES	29,011	34,800	36,800	38,950	
FIXED ASSETS					
7100 Motor Vehicles	0	42,653	42,653	0	
7140 All Other Equipment	0	0	4,240	0	
7150 Other Betterments/Improvements	4,965	0	0	0	
TOTAL FIXED ASSETS	4,965	42,653	46,893	0	
DIVISION TOTAL	392,469	441,258	435,199	392,043	
DEPARTMENT TOTAL	22,432,063	24,301,894	24,323,174	25,146,203	

City of Redlands
2016-2017
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 2015-2016 fiscal year include:

- Homeland Security Grant to provide funding for three (3) rugged laptop computers and one (1) compact thermal night vision camera.
- Justice Assistance Grant (JAG) provides funding to underwrite projects to reduce crime and improve public safety. Funding for approximately one (1) year for a part-time Customer Service Representative to work in Records job duties to include document processing critical to the department.
- Office of Traffic Safety Selective Traffic Enforcement grant that focuses on traffic safety issues and enforcement that funds overtime for DUI and Driver's License checkpoints; DUI Saturation patrols; Special Enforcement Operations and Court Stings. The OTS grant also provides for traffic enforcement related training.
- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
ASSET FORFEITURE

FUND
ASSET FORFEITURE FUND

ORGKEY
246200

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4010 Overtime Salaries	0	26,000	26,000	26,000	
4051 Fica/Medicare	0	377	377	377	
TOTAL SALARIES AND BENEFITS	0	26,377	26,377	26,377	
SERVICES					
5040 Undercover Investigations	0	26,000	26,000	26,000	
5103 Software Support/Development	2,975	0	0	0	
5240 Meeting & Professional Devlpmt	1,000	0	0	0	
5255 Travel Expense/Reimbursement	5,974	3,000	3,356	3,000	
5280 Advertising	500	1,000	500	0	
5285 Community Grant Awards	3,700	5,000	5,000	5,000	
5303 Telephone/Upgrades	2,340	2,400	2,340	2,400	
5310 Electricity & Gas	5,854	7,500	6,000	7,500	
5510 Land and Building Rent	18,000	18,000	18,000	18,000	
5760 Special Program Expenditures	80,000	100,000	100,000	130,000	Air Support Unit
5840 Training	2,475	1,500	2,565	1,500	
5880 Special Contractual Services	1,200	7,680	9,300	12,200	TMD Communications & 3SI
TOTAL SERVICES	124,018	172,080	173,061	205,600	
SUPPLIES					
6170 Weapons & Ammunitions	9,738	10,000	49,350	10,000	
6180 Turnouts/Uniforms/Sfty Clothing	4,772	0	22,861	0	
6190 Photo & Copying Supplies	7,584	0	0	0	
6510 Small Tools & Equipment	0	0	0	6,000	
6560 Food	0	0	82	0	
6590 Special Departmental Supplies	38,120	40,600	26,857	41,000	Specialized equipment
TOTAL SUPPLIES	60,214	50,600	99,150	57,000	
FIXED ASSETS					
7100 Motor Vehicles	64,273	182,081	268,517	161,806	1UC/2 Patrol/2 Unmarked Vehicles and outfitti
7140 All Other Equipment	0	47,417	95,260	0	
TOTAL FIXED ASSETS	64,273	229,498	363,777	161,806	
FUND TOTAL	248,505	478,555	662,366	450,783	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Police

Fund
Drug Confiscation

Orgkey
246200

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
25013	Drug Confiscation - State	4,882	7,200
25014	Drug Confiscation - Federal	655,784	441,883
25016	15% Drug/Gang Prevention (State)	1,700	1,700
	TOTALS	$662,366	$450,783

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
POLICE GRANTS

FUND
POLICE GRANT FUND

ORGKEY
247200

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	258,538	36,125	50,898	0	
4005 Salaries: Part Time	0	13,360	13,407	0	
4010 Overtime Salaries	3,283	0	0	0	
4011 Overtime Reimbursable	95,394	266,095	215,973	0	
4015 Banked Leave Buy Back	15,040	0	0	0	
4050 Pension Contributions	153,013	13,416	7,694	0	
4051 Fica/Medicare	4,220	1,523	1,452	0	
4055 Health/Dental Insurance	35,929	13,088	788	0	
4056 Worker's Comp Insurance	19,501	0	0	0	
4058 Unemployment Insurance	733	1,265	1,426	0	
4059 Life Insurance	232	34	45	0	
4082 Clothing Allowance	2,400	150	0	0	
4085 Other Taxable Benefits	2,811	0	2,975	0	
TOTAL SALARIES AND BENEFITS	591,094	345,056	294,656	0	
SERVICES					
5190 Other Professional Services	23,452	0	0	0	
5255 Travel Expense/Reimbursement	374	7,048	3,690	0	
5303 Telephone	443	0	0	0	
5320 Janitorial Services	720	0	0	0	
5360 Machinery & Equipment Maint	37,262	0	0	0	
5840 Training	600	0	479	0	
5880 Special Contractual Services	154,124	9,851	23,251	0	
TOTAL SERVICES	216,975	16,899	27,420	0	
SUPPLIES					
6375 Computer Components	7,603	10,000	10,507	0	
6590 Special Departmental Supplies	31,572	6,386	93,379	0	
TOTAL SUPPLIES	39,175	16,386	103,886	0	
FIXED ASSETS					
7100 Motor Vehicles	17,157	0	0	0	
7140 All Other Equipment	0	17,449	17,449	0	
7150 Other Betterments/Improvements	2,020	0	0	0	
TOTAL FIXED ASSETS	19,177	17,449	17,449	0	
DEBT SERVICE					
8300 Capitalized Expenditures	(2,020)	0	0	0	
TOTAL DEBT SERVICE	(2,020)	0	0	0	
FUND TOTAL	864,401	395,790	443,411	0	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Police

Fund
Police Grants

Orgkey
247200

Job Ledger No	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
25083	Air Support Unit	87,500	0
25097	Homeland Security COPLINK	21,500	0
25132	Board of State & Community Corrections	74,075	0
25133	2013 Justice Assistance Grant (JAG)	1,751	0
25141	OTS STEP 2014-15	50,368	0
25142	ABC Mini Grant 2014-15	6,267	0
25143	2014 Homeland Security Grant	17,449	0
25145	2015 Justice Assistance Grant (JAG)	14,816	0
25146	OTS STEP 2015-16	153,299	0
25147	2015 Homeland Security Grant	16,386	0
	TOTALS	$443,411	$0

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SUPPLEMENTAL LAW ENFORCEMENT

FUND
SUPPLEMENTAL LAW ENFORCEMENT FUND

ORGKEY
249200

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4005 Part Time Salaries	68,742	103,450	56,750	103,450	
4051 Fica/Medicare	5,259	7,914	4,342	7,914	
4058 Unemployment Insurance	2,073	2,604	1,554	2,604	
TOTAL SALARIES AND BENEFITS	76,074	113,968	62,647	113,968	
SERVICES					
5880 Special Contractual Services	25,770	0	0	0	
TOTAL SERVICES	25,770	0	0	0	
FUND TOTAL	101,844	113,968	62,647	113,968	

City of Redlands
2016-2017
Proposed Budget

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:

- 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.
- Automate Fire Prevention Inspection procedures.
- Work toward a permanent home for Fire Station 264.
- Remodel Fire Station 262 to accommodate multi-gender crews and meet ADA Requirements.
- Adhere to vehicle replacement cycles.

Sustainability Efforts:

- Operates the Household Hazardous Waste Program for the City of Redlands .
- 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 developed a plan for the installation of solar panels at all fire stations. Once installed, the initial investment would be off-set within 7 years.

Fire
Fire Suppression

Program Description:

- This division operates under the direction of the Fire Battalion Chiefs and consists of 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. Redlands Fire Department units responded on 9,909 individual emergencies in 2015. This represents a 6.3% increase in emergency responses over 2014.

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 required or 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.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
FIRE SUPPRESSION

FUND
GENERAL FUND

ORGKEY
101250

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	3,856,109	4,188,358	3,986,775	4,392,307	
4002 Labor Code Section 4850	69,234	0	148,211	140,000	
4005 Salaries: Part Time	0	11,000	0	0	
4010 Overtime Salaries	313,993	200,000	346,546	163,649	
4011 Overtime: Reimbursable	134,774	200,000	200,000	510,000	
4013 Constant Staffing OT	904,080	900,000	1,085,432	940,000	
4015 Banked Leave Buy Back	150,957	164,452	174,509	171,640	
4018 Holiday: FLSA	71,959	192,586	72,488	200,724	
4050 Pension Contributions	2,100,800	2,468,701	2,535,192	2,716,571	sum
4051 Fica/Medicare	83,309	97,472	91,975	78,293	
4053 Deferred Compensation	12,159	2,478	4,658	14,202	
4055 Health/Dental Insurance	663,376	667,313	701,867	722,930	
4056 Worker's Comp Insurance	458,433	408,959	408,959	412,603	
4057 Disability Insurance	33,685	46,030	33,431	36,301	
4058 Unemployment Insurance	10,823	16,773	21,597	16,926	
4059 Life Insurance	2,304	2,426	2,268	2,457	
4081 Eyecare Reimbursement	5,718	8,663	5,997	8,775	
4082 Clothing Allowance	17,500	18,700	18,000	18,500	
4084 Clothing Cash Payment	200	200	200	200	
4085 Other Taxable Benefits	4,401	675	800	750	
TOTAL SALARIES AND BENEFITS	8,893,814	9,594,786	9,838,905	10,546,828	
SERVICES					
5034 Collection Agent/Bank Fees	0	25	25	25	
5050 Fingerprinting	209	165	165	680	
5103 Software Support & Maint	7,886	5,550	1,550	5,555	
5104 Hardware Maintenance-Replace	995	3,000	3,000	2,500	
5140 Legal Services	79,734	40,000	35,000	50,000	
5180 Medical/Physicals	160	6,520	2,520	6,520	
5190 Other Professional Services	12,280	12,887	12,887	10,387	
5240 Meeting & Professional Devlpmt	420	2,500	1,000	2,750	
5255 Travel Reimbursement	2,891	3,000	3,000	8,000	
5270 Printing and Binding	1,418	750	2,750	1,750	
5275 Postage	1,259	1,100	1,100	1,150	
5303 Telephone	34,390	19,000	19,000	19,000	Set by DoIT
5340 Office Equipment Maintenance	2,488	3,500	500	0	No office equipment to service/maintain
5350 Building/Grounds Maintenance	4,735	96,439	96,439	121,300	Deferred Maintenance
5360 Machinery & Equip Maint	314	9,000	10,000	13,907	NFPA Turnout Inspection & Testing Vendor
5392 License & Permits	572	2,850	2,850	3,350	
5395 Info Technology Services Charge	52,964	51,143	50,243	37,640	
5396 City Garage Charges	363,331	272,386	272,386	284,853	
5530 Clothing and Linen Rent	4,858	7,488	5,488	7,000	
5570 Office Equip & Furn Rent	3,038	3,500	3,500	3,500	
5580 Communications Svs & Rental	402,835	368,209	368,209	343,415	CONFire budget
5590 Other Rentals	500	6,000	3,000	6,000	
5722 Penalties and Interest	26	25	25	25	Annual chg on VISA statement
5800 Subscriptions & Memberships	1,134	1,160	1,160	2,275	
5840 Training	1,036	1,000	1,000	2,165	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
FIRE SUPPRESSION

FUND
GENERAL FUND

ORGKEY
101250

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SERVICES (CONT.)					
5880 Special Contractual Services	148,667	75,000	75,000	85,393	16/17 FY CalFire payment = $75,293.44
5999 Contingency - Vacancy	0	0	0	(26,807)	
TOTAL SERVICES	1,128,140	992,197	971,797	992,333	
SUPPLIES					
6130 Books & Supplies	208	250	250	400	
6140 Office Supplies	8,960	12,000	12,000	15,000	
6145 Awards/Recognition Program	1,162	1,700	1,700	3,240	
6160 Medical Supplies	1,913	3,100	3,100	4,150	
6180 Turnouts/Uniforms/Sfty Clothing	71,289	122,827	112,827	75,000	
6190 Photo & Copying Supplies	410	500	500	1,000	
6210 Repair/Maintenance Supplies	4,533	7,500	2,500	9,530	
6310 Janitorial Supplies	12,253	14,500	14,500	19,800	
6410 Motor Vehicle Supplies	413	500	500	2,250	
6500 Office Equipment & Furniture	37,923	9,000	14,000	12,500	
6510 Small Tools & Equipment	22,446	22,300	19,800	25,000	
6560 Food	3,163	2,500	2,500	5,500	
6590 Special Departmental Supplies	27,509	21,500	26,500	37,000	
TOTAL SUPPLIES	192,182	218,177	210,677	210,370	
FIXED ASSETS					
7100 Motor Vehicles	30,414	0	0	58,000	
TOTAL FIXED ASSETS	30,414	0	0	58,000	
DEBT SERVICE					
8100 Principal	211,483	219,012	219,012	226,823	
8200 Interest	47,126	39,596	39,596	31,786	
TOTAL DEBT SERVICE	258,609	258,608	258,608	258,609	
DIVISION TOTAL	10,503,159	11,063,768	11,279,987	12,066,140	

City of Redlands
2016-2017
Proposed Budget

Fire
Fire Prevention Bureau

Program Description:

This division operates under the direction of the Fire Chief and consists of the Fire Marshal, a Fire Safety Specialist, 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 seeks to provide a four phased approach to improving safety. First, Fire Prevention staff reviews all construction plans for compliance with the Code. In addition, staff conducts field inspections to insure new construction complies with the plans as approved. Second, Fire Prevention staff with the support of Fire Suppression staff conducts annual fire inspections of commercial and public buildings, ensuring compliance with fire and life safety code regulations. Third, Fire Prevention staff with the support of Suppression personnel conduct many community education events and activities designed to reduce the incidence of fires, damage caused, and death/injuries resulting from fires. And fourth, the Fire Prevention budget supports the Fire and Arson investigator function. Investigators are responsible for the examination 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:

- Comprehensive review and refinement of Fire Plan check functions as coordinated with One Stop.

Accomplishments for Calendar Year 2015:

- 469 plans were submitted for review
- 796 hours performing construction related inspections
- 1,803 annual fire inspections were conducted (up from 1,803 last year)
- Conducted weed abatement inspections
- Inspected and oversaw 11 public fireworks displays

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
FIRE PREVENTION

FUND
GENERAL FUND

ORGKEY
101251

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	129,941	180,964	158,249	232,392	
4002 Labor Code Section 4850	0	0	666	0	
4005 Salaries, Part Time	23,706	31,520	23,742	45,251	
4010 Overtime Salaries	2,616	4,000	3,055	3,000	
4015 Banked Leave Buy Back	2,078	3,378	21,581	1,044	
4050 Pension Contributions	23,237	34,292	20,420	44,523	
4051 Fica/Medicare	11,835	16,810	15,499	21,460	
4053 Deferred Compensation	860	860	860	3,583	
4055 Health/Dental Insurance	17,514	20,640	17,289	27,182	
4056 Worker's Comp Insurance	0	0	0	2,349	
4057 Disability Insurance	332	1,314	470	921	
4058 Unemployment Insurance	1,209	1,736	2,636	2,604	
4059 Life Insurance	126	157	106	189	
4081 Eyecare Reimbursement	450	562	225	675	
4082 Clothing Allowance	0	750	750	0	
4084 Clothing Cash Payment	200	200	200	400	
4085 Other Taxable Benefits	150	930	1,200	930	
TOTAL SALARIES AND BENEFITS	214,254	298,113	266,948	386,503	
SERVICES					
5103 Software Support and Maintenance	10,956	12,500	2,500	10,000	
5190 Other Professional Services	18,375	5,200	5,200	10,200	
5240 Meeting & Professional Devlpmt	1,378	3,500	1,500	4,500	
5255 Travel Expense Reimbursement	2,112	2,900	2,900	4,100	
5270 Printing and Binding	1,438	2,100	2,100	2,100	
5275 Postage	83	150	150	500	
5280 Advertising	1,180	2,500	2,500	2,500	
5303 Telephone	1,149	1,450	1,450	1,450	
5360 Machinery & Equip Maint	0	500	100	500	
5395 Info Technology Services Charges	2,210	2,133	2,133	1,569	
5490 Other Insurance	45	375	375	375	
5580 Communications Svs & Rental	30,147	28,340	28,340	34,239	
5800 Subscriptions & Memberships	325	1,000	1,000	2,865	
5840 Training	2,675	5,975	5,975	12,670	
5880 Special Contractual Services	5,692	32,080	22,080	32,080	Temp staff $10K, Extinguisher, Training $11,750
5950 Bad Debt Expense	20,575	20,000	20,000	20,000	
5999 Contingency - Vacancy	0	0	0	(35,646)	
TOTAL SERVICES	98,340	120,703	98,303	104,002	
SUPPLIES					
6130 Books & Supplies	1,282	2,250	2,250	2,250	
6140 Office Supplies	1,176	2,600	2,600	2,600	
6145 Awards/Recognition Program	287	725	725	725	
6180 Turnouts/Uniforms/Sfty Clothing	3,471	5,600	5,600	6,550	
6190 Photo & Copying Supplies	0	250	250	250	
6375 Computer Components	1,884	4,200	4,200	2,200	
6500 Office Equipment & Furniture	0	1,600	1,600	1,600	
6510 Small Tools & Equipment	1,025	1,150	1,150	7,358	
6560 Food	705	750	750	1,200	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
FIRE PREVENTION

FUND
GENERAL FUND

ORGKEY
101251

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SUPPLIES (CONT.)					
6590 Special Departmental Supplies	40	2,275	12,275	6,525	Moved to Extinguisher Training
TOTAL SUPPLIES	9,870	21,400	31,400	31,258	
FIXED ASSETS					
7100 Motor Vehicles	30,065	0	0	0	
TOTAL FIXED ASSETS	30,065	0	0	0	
DIVISION TOTAL	352,529	440,216	396,651	521,763	

City of Redlands
2016-2017
Proposed Budget

Fire
Fire Training Program

Program Description:

This division is overseen by Battalion Chief Richard Sessler and is supported by three 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:

- Operational staff continues to attempt to address training requirements historically managed by 40 hour week Headquarters Administrative staff.
- Providing California State Fire Marshall Courses and certification by department personnel for members of the Redlands and surrounding fire departments.
- Coordinated CPR, First Aid, Driver Safety, Fire Extinguisher, and other training for other City Departments.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
FIRE TRAINING

FUND
GENERAL FUND

ORGKEY
101255

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	0	19	0	
4010 Overtime Salaries	18,658	20,000	45,997	0	
4050 Pension Contributions	0	0	13,480	0	
4051 Fica/Medicare	270	370	666	0	
4055 Health/Dental Insurance	0	0	4,535	0	
4057 Disability Insurance	164	120	332	0	
4058 Unemployment Insurance	0	140	0	0	
4059 Life Insurance	0	0	18	0	
TOTAL SALARIES AND BENEFITS	19,092	20,630	65,047	0	
SERVICES					
5103 Software Support and Maintenan	5,471	6,500	1,500	110	
5190 Other Professional Services	0	2,300	9,000	2,500	
5240 Meeting & Professional Devlpmt	1,400	5,211	2,100	4,500	
5255 Travel/Expense Reimbursement	822	7,500	3,000	15,000	
5270 Printing and Binding	226	600	100	500	
5580 Communications Svs & Rental	0	0	0	68,478	
5800 Subscriptions & Memberships	714	1,200	700	1,065	
5840 Training	11,622	22,410	22,410	23,000	
5880 Special Contractual Services	0	6,200	3,000	6,500	
TOTAL SERVICES	20,255	51,921	41,810	121,653	
SUPPLIES					
6130 Books & Supplies	895	2,000	2,000	2,600	
6140 Office Supplies	919	1,000	1,000	1,200	
6180 Turnout/Uniform & Safety Clothin	0	0	0	20,000	
6190 Photo and Coping Supplies	0	1,000	1,000	1,000	
6510 Small Tools & Equipment	752	2,000	2,000	2,500	
6560 Food	647	750	750	2,500	
6590 Special Departmental Supplies	4,573	3,200	3,200	3,600	
6630 Audio-Visual Materials	504	1,000	1,000	1,500	
TOTAL SUPPLIES	8,290	10,950	10,950	34,900	
DIVISION TOTAL	47,637	83,501	117,807	156,553	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
FIRE DEPARTMENT GRANTS

FUND
GENERAL FUND

ORGKEY
101256

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SERVICES					
5180 Medical/Physicals	4,720	0	0	0	Grant Balances Carryover
5255 Travel Expense/Reimbursement	5,115	0	0	0	
5840 Training	0	0	3,111	0	
5880 Special Contractual Services	0	26,778	26,778	0	
TOTAL SERVICES	9,835	26,778	29,889	0	
SUPPLIES					
6180 Turnouts/Uniform/Sfty Clothing	0	301,956	301,956	0	This may hit 16/17 Budget
6375 Computer Components	20,132	0	0	0	(No Match)
6500 Office Equipment & Furniture	811	0	0	0	
6510 Small Tools & Equipment	181	0	0	0	
6590 Special Departmental Supplies	39,478	0	0	0	AFG - SCBA 10% match
TOTAL SUPPLIES	60,602	301,956	301,956	0	
FIXED ASSETS					
7080 Computer Equipment	0	0	19,262	0	Laptop Computer EPCR (HSGP '14)
7100 Motor Vehicles	20,000	16,032	16,032	0	HSGP and FP&S
TOTAL FIXED ASSETS	20,000	16,032	35,294	0	
DIVISION TOTAL	90,437	344,766	367,139	0	
DEPARTMENT TOTAL	10,993,762	11,932,251	12,161,584	12,744,456	

City of Redlands
2016-2017
Proposed Budget

Fire
Emergency Medical Services Program

Program Description:

This program is responsible for ensuring the delivery of high quality 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 Quality Assurance / Quality Improvement (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 Emergency Medical Technicians (EMT) and Paramedics.

QI Nurse Robert Tyson is currently managing the Emergency Medical Services program as an ancillary duty to his QI duties. His efforts are also supported by field personnel as possible.

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.
- Coordinate City EMS functions with Department Medical Director, Dr. Phong Ng.
- Complete T/B mask fitting for personnel per OSHA regulations.
- 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:

- The Department received an all-terrain vehicle through grant funding that will allow paramedics to reach patients during crowded events and when located in terrain that is inaccessible to vehicles.
- 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 to be refined. 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND
EMERGENCY MEDICAL SERVICES FUND

ORGKEY
205254

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	1,565,606	1,653,549	1,726,885	1,712,861	
4002 Labor Code Section 4850	58,706	0	14,038	15,000	
4005 Salaries: Part Time	31,585	48,000	29,953	48,000	
4010 Overtime Salaries	133,263	120,000	171,399	177,694	
4011 Overtime Reimbursable	43,543	60,000	80,613	100,000	
4013 Constant Staffing OT	586,619	550,000	511,251	325,000	
4015 Banked Leave Buy Back	18,781	23,251	15,268	23,971	
4018 Holiday: FLSA	24,495	81,791	19,887	84,725	
4050 Pension Contributions	859,174	1,021,924	1,019,108	1,103,560	
4051 Fica/Medicare	37,938	36,397	39,028	30,903	
4053 Deferred Compensation	450	450	450	450	
4055 Health/Dental Insurance	322,721	318,162	328,708	325,635	
4056 Worker's Comp Insurance	31,707	28,285	28,285	181,509	
4057 Disability Insurance	16,779	22,914	17,299	17,196	
4058 Unemployment Insurance	5,895	8,246	12,018	8,246	
4059 Life Insurance	1,155	1,134	1,139	1,134	
4081 Eyecare Reimbursement	974	4,050	840	4,050	
4082 Clothing Allowance	10,143	9,000	8,857	9,000	
4085 Other Taxable Benefits	1,647	1,560	2,923	1,560	
TOTAL SALARIES AND BENEFITS	3,751,181	3,988,713	4,027,949	4,170,494	
SERVICES					
5103 Software Support & Maintenance	0	7,038	38	4,500	
5180 Medical/Physicals	200	5,720	5,720	3,700	
5190 Other Professional Services	17,000	20,200	20,200	16,200	
5240 Meeting & Professional Devlpmt	475	5,160	3,160	3,780	
5255 Travel Expense Reimbursement	1,433	3,000	3,000	3,500	
5270 Printing and Binding	130	3,000	1,000	1,500	
5360 Machinery & Equip Maint	10,635	14,000	14,000	14,000	
5392 License & Permits	4,081	10,506	5,506	7,406	Increase in County fees
5395 Info Technology Services Charge	4,377	8,700	8,700	6,403	Set by DoIT
5580 Communications Svs & Rental	136,437	181,486	181,486	163,636	Confire Budget
5720 Taxes	3,387	4,000	4,000	3,500	
5722 Penalties and Interest	353	200	200	200	
5800 Subscriptions & Memberships	1,970	690	690	500	Some Chgs should have been in Suppression/Training
5840 Training	1,987	6,300	3,300	5,340	
5870 General Govt Service Charge	177,033	177,918	177,918	180,942	Finance Determines
5880 Special Contractual Services	625	9,000	4,000	81,500	
TOTAL SERVICES	360,123	456,918	432,918	496,607	
SUPPLIES					
6130 Books & Supplies	500	500	500	750	
6140 Office Supplies	789	1,000	1,000	1,200	
6145 Awards & Recognition	493	1,000	1,000	1,200	
6160 Medical Supplies	19,052	35,300	35,300	45,000	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND
EMERGENCY MEDICAL SERVICES FUND

ORGKEY
205254

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SUPPLIES (CONT.)					
6180 Turnouts/Uniforms/Safety Clothir	3,444	12,000	12,000	12,000	Goal to capture more EMS related uniform cost in EMS
6210 Repair/Maintenance Supplies	1,149	1,050	1,050	1,875	
6310 Janitorial Supplies	0	2,250	2,250	2,000	
6410 Motor Vehicle Supplies	105	500	500	600	
6510 Small Tools & Equipment	5,006	7,500	7,500	8,000	
6590 Special Departmental Supplies	4,993	10,000	10,000	10,500	
TOTAL SUPPLIES	35,531	71,100	71,100	83,125	
DEBT SERVICE					
8100 Principal	39,400	31,024	31,024	0	
8200 Interest	2,934	726	726	0	
TOTAL DEBT SERVICE	42,334	31,750	31,750	0	
FUND TOTAL	4,189,169	4,548,481	4,563,717	4,750,226	

City of Redlands
2016-2017
Proposed Budget

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 2,367 citizens used the facility last year.

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 inclusion of two part time personnel to assist in staffing the weekly Household Hazardous Waste Recycling program has resulted in fewer interruptions in service based on emergency response.

Accomplishments for Calendar Year 2015:

- The program collected and properly disposed of 190,575 pounds (95.28 Tons) of Household Hazardous and Electronic Waste including over 24,603 pounds of used motor oil and oil products.
- Annual Recertification of all Fire Department Suppression Personnel at the HAZWOPER level and Initial training certification for two probationary employees.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
HOUSEHOLD HAZARDOUS WASTE

FUND
HOUSEHOLD HAZARDOUS WASTE FUND

ORGKEY
206250

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	33,746	0	2,395	0	
4005 Salaries: Part Time	0	6,908	3,493	8,736	part-time salary for attendants.
4010 Overtime Salaries	0	8,000	34,294	0	associated with NON- Cost Recoverable Haz Mat Spills
4011 Overtime Reimbursable	0	3,500	0	0	associated with Cost Recoverable Haz Mat Spills
4013 Consultant Staffing OT	0	0	2,834	0	
4050 Pension Contributions	21,448	0	12,203	0	
4051 Fica/Medicare	1,183	528	838	668	
4055 Health/Dental Insurance	10,031	0	4,208	0	
4057 Disability Insurance	0	0	336	0	
4058 Unemployment Insurance	0	428	217	542	
4059 Life Insurance	34	0	16	0	
TOTAL SALARIES AND BENEFITS	66,442	19,364	60,834	9,946	
SERVICES					
5103 Software Support & Maintenance	0	4,823	323	0	
5180 Medical/Physicals	0	3,250	3,250	0	
5240 Meetings & Professional Dvlpmnt	0	1,000	1,000	0	
5255 Travel Expense Reimbursement	50	0	0	0	
5360 Machinery & Equip Maint	373	500	500	750	
5722 Penalties & Interest	45	0	0	0	
5800 Subscriptions & Memberships	0	315	315	0	
5840 Training	4,000	5,000	4,000	0	
5870 General Govt Service Charge	5,281	5,307	5,307	5,397	
5880 Special Contractual Services	94,142	130,600	130,600	109,105	Contingency of $15k for spills City needs to abate. And $600 for sharps container recycling
TOTAL SERVICES	103,891	150,795	145,295	115,252	
SUPPLIES					
6140 Office Supplies	0	1,000	500	0	
6350 Building Supplies	1,395	1,000	750	0	
6510 Small Tools & Equipment	1,836	15,000	8,500	650	
6590 Special Departmental Supplies	2,731	5,500	3,000	0	
TOTAL SUPPLIES	5,962	22,500	12,750	650	
FIXED ASSETS					
7150 Other Betterments/Improvements	2,979	0	0	0	
TOTAL FIXED ASSETS	2,979	0	0	0	
FUND TOTAL	179,274	192,659	218,879	125,848	

City of Redlands
2016-2017
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
2016-2017
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 2015-2016:

- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
RECREATION

FUND
GENERAL FUND

ORGKEY
101230

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	44,520	45,605	48,340	74,238	
4005 Salaries: Part Time	64,511	95,360	89,438	86,746	
4010 Overtime Salaries	748	5,000	589	0	
4015 Banked Leave Buy Back	0	1,022	1,087	1,195	
4050 Pension Contributions	7,718	8,642	9,033	14,767	
4051 Fica/Medicare	8,556	9,675	10,490	11,590	
4055 Health/Dental Insurance	7,623	7,690	7,117	15,917	
4056 Worker's Comp Insurance	11,531	10,285	10,285	5,285	
4057 Disability Insurance	403	466	405	684	
4058 Unemployment Insurance	3,284	4,340	5,046	3,472	
4059 Life Insurance	63	63	63	126	
4081 Eyecare Reimbursement	136	225	220	450	
4084 Clothing Cash Payment	200	200	200	400	
4085 Other taxable Benefits	0	0	0	175	
TOTAL SALARIES AND BENEFITS	149,293	188,573	182,313	215,045	
SERVICES					
5034 Collection Agent/Bank Fees	7,447	6,550	5,126	6,550	
5103 Software Support/Development	0	0	10,068	0	
5140 Legal Services	8,820	0	5,264	6,000	
5180 Medical/Physicals	0	0	67	100	
5190 Other Professional Services	3,787	26,213	26,213	5,000	ROP /Arrow staffing
5270 Printing & Binding	28	0	63	100	
5275 Postage	232	200	307	200	
5303 Telephone	13,825	16,400	8,500	9,180	
5310 Electricity & Gas	17,977	16,000	15,144	15,500	
5350 Building Grounds & Maint	10,106	5,000	4,000	5,000	
5395 Info Technology Services Charge	42,058	58,605	50,879	52,137	
5396 City Garage Charges	6,516	4,443	4,443	5,098	
5570 Office Equip & Furn Rent	5,640	4,900	4,900	7,840	
5760 Special Program Expenditures	8,360	12,000	12,000	12,000	
5800 Subscriptions & Memberships	0	350	300	350	
5840 Training	0	1,400	800	1,400	
5880 Special Contractual Services	112,852	107,700	105,000	90,000	adding new/more programs
5950 Bad Debt Expense	454	0	89	100	
TOTAL SERVICES	238,102	259,761	253,163	216,553	
SUPPLIES					
6140 Office Supplies	263	700	1,207	1,400	
6160 Medical Supplies	0	100	100	100	
6210 Repair/Maintenance Supplies	4,175	10,700	8,000	10,000	
6310 Janitorial Supplies	0	250	250	250	
6500 Office Equipment & Furniture	88	0	0	0	
6590 Special Departmental Supplies	2,219	3,000	3,000	3,000	
TOTAL SUPPLIES	6,745	14,750	12,557	14,750	
DIVISION TOTAL	394,140	463,084	448,033	446,348	

City of Redlands
2016-2017
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 2015-2016:

- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SENIOR SERVICES

FUND
GENERAL FUND

ORGKEY
101232

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	103,597	111,331	113,412	117,721	
4005 Salaries: Part Time	86,328	82,656	79,668	80,736	
4010 Overtime Salaries	2,466	1,000	3,000	2,500	
4015 Banked Leave Buy Back	1,337	2,481	2,588	2,717	
4050 Pension Contributions	18,514	21,096	21,440	23,417	
4051 Fica/Medicare	14,821	15,138	14,954	15,221	
4055 Health/Dental Insurance	23,439	26,414	26,411	27,250	
4056 Worker's Comp Insurance	10,089	9,000	9,000	4,698	
4057 Disability Insurance	975	1,036	965	1,088	
4058 Unemployment Insurance	3,590	3,906	3,921	3,472	
4059 Life Insurance	126	126	121	126	
4081 Eyecare Reimbursement	225	450	0	450	
4084 Clothing Cash Payment	400	400	400	400	
4085 Other Taxable Benefits	1,475	0	0	0	
TOTAL SALARIES AND BENEFITS	267,382	275,034	275,880	279,796	
SERVICES					
5180 Medical/Physicals	160	210	68	210	
5270 Printing and Binding	0	0	25	0	
5275 Postage	352	500	200	500	
5280 Advertising	0	100	100	100	
5303 Telephone	2,559	1,200	1,200	1,200	
5360 Machinery & Equip Maint	0	1,000	1,000	1,000	
5395 Info Technology Services Charge:	13,444	18,734	18,734	16,666	
5396 City Garage Charges	19,223	12,056	12,056	13,827	
5570 Office Equip & Furn Rent	5,323	4,800	5,292	5,292	
5760 Special Program Expenditures	451	1,000	930	1,000	
5800 Subscriptions & Memberships	70	400	400	400	
5840 Training	0	0	0	158	Target Solutions Safety Training
SERVICES (CONT.)					
5880 Special Contractual Services	12,783	11,000	13,823	11,000	adding program
TOTAL SERVICES	54,365	51,000	53,828	51,353	
SUPPLIES					
6140 Office Supplies	1,532	2,333	2,305	2,500	
6210 Repair & Maintenance Supplies	63	200	200	200	
6310 Janitorial Supplies	490	300	1,200	1,200	
6350 Building Supplies	0	100	100	100	
6500 Office Equipment & Furniture	0	500	500	500	
6510 Small Tools & Equipment	0	500	500	500	
6560 Food	21,310	20,467	19,500	20,500	
6590 Special Departmental Supplies	3,126	8,000	8,000	8,000	
TOTAL SUPPLIES	26,521	32,400	32,305	33,500	
DIVISION TOTAL	348,268	358,434	362,013	364,649	
DEPARTMENT SUBTOTAL	742,408	821,518	810,046	810,997	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
QUALITY OF LIFE ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101300

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	123,265	118,886	85,388	109,939	
4005 Salaries: Part Time	12,142	19,452	3,375	0	
4010 Overtime Salaries	1,994	2,000	3,184	3,500	
4015 Banked Leave Buy Back	6,615	2,562	18,893	2,086	
4050 Pension Contributions	21,486	22,536	17,939	21,870	
4051 Fica/Medicare	11,112	10,768	8,252	8,714	
4053 Deferred Compensation	4,368	721	220	592	
4055 Health/Dental Insurance	27,607	16,805	19,233	17,502	
4056 Worker's Comp Insurance	16,766	14,956	14,956	28,189	
4057 Disability Insurance	1,066	175	394	562	
4058 Unemployment Insurance	2,030	1,727	1,211	911	
4059 Life Insurance	170	161	91	132	
4060 Vehicle Allowance	18	20	267	18	
4061 Eyecare Reimbursement	422	439	(14)	383	
4062 Clothing Allowance	151	126	0	0	
4064 Clothing Cash Payment	0	70	340	296	
4065 Other Taxable Benefits	1,551	145	1,469	2,156	
TOTAL SALARIES AND BENEFITS	230,763	211,551	175,198	196,850	
SERVICES					
5140 Legal Services	7,126	3,000	3,000	3,000	
5190 Other Professional Services	18,009	5,630	6,500	6,000	
5240 Meeting & Professional	1,380	2,000	2,000	2,000	
5255 Travel Expense	2,188	0	3,009	1,500	
5270 Printing and Binding	14,245	3,000	4,750	4,500	
5275 Postage	5,308	1,500	2,200	2,000	
5280 Advertising	40	200	200	200	
5303 Telephone	8,132	7,600	5,200	5,700	
5395 Info Technology Services	8,582	11,959	11,959	10,639	
5396 City Garage Charges	6,877	5,493	5,493	6,300	
5570 Office Equip & Furn Rent	14,382	9,500	11,000	0	
5800 Subscriptions & Memberships	3,000	150	150	150	
5840 Training	2,103	0	208	645	Target Solutions Safety Training
5880 Special Contractual Services	91	0	0	0	
5950 Bad Debt Expense	0	0	4,675	0	
5990 Reimbursed Expenses	0	0	19,536	0	
5999 Contingency Vacancy	0	0	0	(32,998)	
TOTAL SERVICES	91,463	50,032	79,877	9,638	
SUPPLIES					
6140 Office Supplies	5,170	0	6,031	5,500	
6310 Janitorial Supplies	13,860	18,500	18,500	18,500	
6375 Computer Components	0	0	885	500	
6500 Office Equipment	2,927	7,500	7,500	7,500	
6560 Food	1,255	0	0	0	
6580 Damaged/Theft/Obsolete Stock	0	0	111	100	
TOTAL SUPPLIES	23,212	26,000	33,026	32,100	
FIXED ASSETS					
7140 All Other Equipment	28,800	91,200	105,000	0	
TOTAL FIXED ASSETS	28,800	91,200	105,000	0	
DIVISION TOTAL	374,238	378,783	393,101	238,588	

City of Redlands
2016-2017
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 2015-2016:

- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101301

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	102,321	108,647	70,249	85,841	
4010 Overtime Salaries	9,020	10,000	2,629	5,000	
4012 Standby	11	0	0	0	
4015 Banked Leave Buy Back	0	1,128	628	1,981	
4050 Pension Contributions	18,234	20,627	13,647	17,075	
4051 Fica/Medicare	8,777	9,500	6,153	6,872	
4053 Deferred Compensation	0	0	430	344	
4055 Health/Dental Insurance	17,257	17,686	18,452	19,204	
4056 Worker's Comp Insurance	13,464	12,011	12,011	44,387	
4057 Disability Insurance	1,028	1,118	665	556	
4058 Unemployment Insurance	764	868	685	608	
4059 Life Insurance	126	126	87	88	
4081 Eyecare Reimbursement	215	450	90	315	
4082 Clothing Allowance	300	0	300	275	
4083 Uniform Rental	1,733	2,000	2,000	2,000	
4085 Other Taxable Benefits	3,074	4,200	1,454	1,740	
TOTAL SALARIES AND BENEFITS	176,324	188,561	129,480	186,286	
SERVICES					
5190 Other Professional Services	5,130	5,000	5,000	5,000	
5240 Meetings & Professional Devlpmt	583	0	0	0	
5270 Printing and Binding	50	0	0	0	
5280 Advertising	343	1,000	1,000	1,000	
5300 Water, Sewer, Disposal	20,531	20,000	20,000	20,000	
5303 Telephone	12,351	13,000	8,000	8,000	
5310 Electricity & Gas	647,744	620,000	620,000	620,000	
5313 Heating/AC Service Contract	50,909	86,000	86,000	86,000	
5320 Janitorial Services	118,740	120,000	120,300	135,000	
5350 Building/Grounds Maintenance	64,108	121,670	121,700	70,000	
5360 Machinery & Equip Maint	15,130	17,000	17,000	17,000	
5395 Info Technology Services Charge	3,301	4,600	4,599	4,091	
5396 City Garage Charges	5,089	3,329	3,329	3,818	
5722 Penalties & Interest	0	0	23	100	
5800 Subscriptions & Memberships	60	100	0	100	
5840 Training	0	0	0	55	Target Solutions Safety Training
5880 Special Contractual Services	98,317	95,800	85,800	100,000	
TOTAL SERVICES	1,042,386	1,107,499	1,092,751	1,070,164	
SUPPLIES					
6140 Office Supplies	465	800	0	800	
6180 Turnouts/Uniforms/Sfty Clothing	125	190	61	100	
6210 Repair/Maintenance Supplies	28,433	38,500	38,500	25,800	
6310 Janitorial Supplies	254	400	400	400	
6350 Building Supplies	13,050	15,000	15,000	15,000	
6510 Small Tools & Equipment	684	1,300	1,300	1,300	
6590 Special Departmental Supplies	3,935	5,000	5,000	5,000	
TOTAL SUPPLIES	46,946	61,190	60,261	48,400	
FIXED ASSETS					
7150 Other Betterments/Improvements	110,224	40,000	344,990	0	
TOTAL FIXED ASSETS	110,224	40,000	344,990	0	
DIVISION TOTAL	1,375,880	1,397,250	1,627,482	1,304,850	

City of Redlands
2016-2017
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 2015-2016:

- 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

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	107,227	110,141	110,720	113,445	
4010 Overtime Salaries	5,106	7,500	6,432	3,750	
4012 Stand By	3,779	4,000	4,000	4,000	
4015 Banked Leave Buy Back	4,040	2,468	2,780	2,617	
4050 Pension Contributions	19,616	20,872	21,123	22,566	
4051 Fica/Medicare	9,049	9,341	9,565	8,921	
4055 Health/Dental Insurance	26,634	27,018	26,607	27,979	
4056 Worker's Comp Insurance	2,883	2,571	2,571	4,698	
4057 Disability Insurance	1,065	1,100	1,057	1,050	
4058 Unemployment Insurance	657	868	868	868	
4059 Life Insurance	126	126	121	126	
4081 Eyecare Reimbursement	381	450	225	450	
4082 Clothing Allowance	300	300	300	550	
4083 Uniform Rental	1,505	2,000	1,896	2,000	
TOTAL SALARIES AND BENEFITS	182,368	188,755	188,265	193,020	
SERVICES					
5240 Meeting & Professional Devlpmt	0	1,000	1,000	2,000	
5270 Printing and Binding	25	0	0	200	
5275 Postage	0	55	55	55	
5303 Telephone	2,638	2,100	2,100	2,100	
5310 Electricity & Gas	0	0	28	40	
5315 Elec Svc: State Traffic Signals	13,208	25,000	25,000	25,000	
5316 Elec Svc: City Traffic Signals	41,708	25,000	25,000	25,000	
5330 Elec Svc: State Street Lighting	26,126	15,000	15,000	20,000	
5331 Elec Svc: SCE Street Lighting	105,901	110,000	110,000	110,000	
5360 Machinery & Equip Maint	17,360	0	0	10,000	
5370 City Street Lighting Power	237,531	220,000	220,000	220,000	
5395 Info Technology Services Charge	6,754	9,411	9,411	8,371	
5396 City Garage Charges	18,407	16,016	16,016	16,564	
5510 Land and Building Rent	5,207	6,000	6,000	6,000	
5800 Subscriptions & Memberships	0	60	60	100	
5840 Training	0	0	0	105	Target Solutions Safety Training
5880 Special Contractual Services	26,643	18,000	18,000	18,000	Additional repairs for LS-2 street light required
TOTAL SERVICES	501,708	447,642	447,670	463,535	
SUPPLIES					
6140 Office Supplies	458	500	500	1,000	
6160 Medical Supplies	0	100	100	500	
6180 Turnouts/Uniforms/Sfty Clothing	1,524	600	600	600	
6210 Repair/Maintenance Supplies	127,397	116,000	116,000	80,000	
6310 Janitorial Supplies	177	200	200	200	
6350 Building Supplies	0	850	850	1,000	
6510 Small Tools & Equipment	841	1,000	1,000	1,000	
6590 Special Departmental Supplies	3,153	3,500	3,500	5,000	
TOTAL SUPPLIES	133,550	122,750	122,750	89,300	
FIXED ASSETS					
7150 Other Betterments/Improvements	0	230,679	230,679	0	
7230 Street Construction	397,713	0	0	0	
TOTAL FIXED ASSETS	397,713	230,679	230,679	0	
DIVISION TOTAL	1,215,339	989,826	989,364	745,855	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
STREETS

FUND
GENERAL FUND

ORGKEY
101304

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	440,220	511,599	512,217	583,617	budgeted for full year rather than half
4005 Part Time Salaries	0	0	10,743	31,772	
4010 Overtime Salaries	18,025	37,380	42,000	25,000	
4012 Stand By	10,318	10,000	12,815	12,000	
4015 Banked Leave Buy Back	6,199	8,481	9,483	13,639	
4050 Pension Contributions	79,664	104,131	97,808	117,930	
4051 Fica/Medicare	36,512	46,403	44,075	48,025	
4055 Health/Dental Insurance	131,625	135,173	135,906	138,586	
4056 Worker's Comp Insurance	17,409	15,530	15,530	40,583	
4057 Disability Insurance	4,242	5,321	4,774	5,411	
4058 Unemployment Insurance	3,830	5,425	6,857	5,143	
4059 Life Insurance	615	725	640	747	
4081 Eyecare Reimbursement	0	2,588	416	2,666	
4082 Clothing Allowance	1,500	1,500	1,500	1,959	
4083 Uniform Rental	4,670	5,000	4,586	5,500	
4085 Other Taxable Benefits	4,197	4,200	5,932	4,200	
TOTAL SALARIES AND BENEFITS	759,026	893,456	905,282	1,036,778	
SERVICES					
5180 Medical/Physicals	625	550	550	800	
5190 Other Professional Services	0	80,000	80,000	0	
5240 Meeting & Professional Devlpmt	0	500	500	700	
5255 Travel Expense/Reimbursement	0	0	200	0	
5270 Printing and Binding	25	0	0	0	
5275 Postage	0	50	50	50	
5280 Advertising	497	350	1,600	1,000	
5303 Telephone	2,948	2,500	2,500	2,600	
5395 Info Technology Services Charge	16,816	23,433	23,433	20,847	
5396 City Garage Charges	151,472	107,665	107,665	114,049	
5590 Other Rentals	3,298	10,000	10,000	10,000	
5840 Training	0	1,200	1,200	1,000	Target Solutions Safety Training
5880 Special Contractual Services	330,596	333,000	333,000	333,000	
5890 Landfill Tipping Charges	1,675	3,000	3,000	3,000	
5950 Bad Debt Expense	1,018	2,300	4,315	5,000	
TOTAL SERVICES	508,970	564,548	568,013	492,046	
SUPPLIES					
6140 Office Supplies	1,045	700	700	1,500	
6160 Medical Supplies	0	400	400	1,000	
6180 Turnouts/Uniforms/Sfty Clothing	5,070	7,500	7,500	7,500	
6210 Repair/Maintenance Supplies	108,995	115,945	115,945	115,000	Includes additional funding for ($20,000) for Alessandro parking lot project.
6310 Janitorial Supplies	990	1,500	1,500	1,500	
6375 Computer Components	0	500	500	2,000	
6510 Small Tools & Equipment	5,681	5,000	5,000	6,000	
6560 Food	95	75	75	1,000	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
STREETS

FUND
GENERAL FUND

ORGKEY
101304

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SUPPLIES (CONT.)					
6590 Special Departmental Supplies	3,787	10,000	10,000	10,000	
TOTAL SUPPLIES	125,663	141,620	141,620	145,500	
FIXED ASSETS					
7100 Motor Vehicles	0	0	28,000	0	
7140 All Other Equipment	0	44,055	44,057	0	
7240 Storm Drain Construction	27,000	0	0	0	
TOTAL FIXED ASSETS	27,000	44,055	72,057	0	
DIVISION TOTAL	1,420,659	1,643,679	1,686,972	1,674,324	

City of Redlands
2016-2017
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 2015-2016:

- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
PARKS

FUND
GENERAL FUND

ORGKEY
101303

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	591,093	644,240	601,870	646,094	
4005 Salaries: Part Time	23,609	15,760	10,465	32,620	
4010 Overtime Salaries	37,673	34,000	49,375	15,000	
4012 Stand By	4,653	4,000	2,893	4,000	
4015 Banked Leave Buy Back	11,537	7,927	20,123	14,078	
4050 Pension Contributions	106,468	122,084	113,144	128,521	
4051 Fica/Medicare	51,619	55,564	52,122	51,491	
4055 Health/Dental Insurance	209,960	199,163	185,810	194,046	
4056 Worker's Comp Insurance	51,601	46,032	46,032	34,713	
4057 Disability Insurance	5,836	6,260	5,674	6,058	
4058 Unemployment Insurance	6,680	6,510	6,920	7,378	
4059 Life Insurance	904	945	807	945	
4081 Eyecare Reimbursement	1,557	2,700	504	3,375	
4082 Clothing Allowance	1,950	2,000	2,100	4,125	
4083 Uniform Rental	4,172	5,000	4,258	5,000	
4084 Clothing Cash Payment	6,024	0	0	0	
4085 Other Taxable Benefits	0	8,400	8,478	8,802	
TOTAL SALARIES AND BENEFITS	1,115,336	1,160,585	1,110,575	1,156,246	
SERVICES					
5180 Medical/Physicals	65	0	51	50	
5190 Other Professional Services	6,393	1,057	1,900	2,000	
5255 Travel Expense Reimbursement	215	0	0	0	
5270 Printing & Binding	50	100	100	100	
5275 Postage	0	100	100	100	
5280 Advertising	2,161	800	800	800	
5300 Water, Sewer, Disposal	21,622	10,000	35,124	25,000	
5303 Telephone	2,754	2,500	2,500	2,800	
5310 Electricity & Gas	60,376	55,000	55,000	55,000	
5312 Electric Srvc: Facility Ops	0	0	79	50	
5320 Janitorial Services	315	1,000	1,000	1,000	
5350 Building/Grounds Maintenance	3,500	18,000	18,000	15,000	
5360 Machinery & Equipment Maint	537	2,000	2,000	2,500	
5395 Info Technology Services Charge	20,021	27,898	27,898	24,819	
5396 City Garage Charges	115,468	79,191	85,000	118,619	
5530 Clothing and Linen Rental	0	0	1,743	1,000	
5800 Subscriptions & Memberships	30	0	0	0	
5840 Training	0	3,000	3,000	3,800	
5880 Special Contractual Services	115,651	98,000	98,000	85,000	
5890 Landfill Tipping Charges	3,370	6,000	6,000	6,000	
TOTAL SERVICES	352,528	304,646	338,295	343,638	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
PARKS

FUND
GENERAL FUND

ORGKEY
101303

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SUPPLIES					
6140 Office Supplies	725	600	600	800	
6160 Medical Supplies	17	300	0	300	
6180 Turnouts/Uniforms/Sfty Clothing	1,166	3,000	3,000	3,000	
6210 Repair/Maintenance Supplies	69,666	72,300	72,300	63,000	
6310 Janitorial Supplies	17,994	17,800	18,229	18,000	
6350 Building Supplies	2,670	4,000	4,051	4,000	
6510 Small Tools & Equipment	6,073	6,000	4,000	6,100	
6520 Promotional Supplies	0	0	868	0	
6560 Food	163	0	1,338	170	
6590 Special Departmental Supplies	5,044	12,500	12,500	12,500	
TOTAL SUPPLIES	103,518	116,500	116,886	107,870	
FIXED ASSETS					
7100 Motor Vehicles	25,572	0	0	0	
7140 All Other Equipment	0	144,000	144,000	0	purchase new loader
7150 Other Betterments/Improvements	373,868	628,348	628,348	0	
TOTAL FIXED ASSETS	399,440	772,348	772,348	0	
DIVISION TOTAL	1,970,822	2,354,079	2,338,104	1,607,754	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
TREES

FUND
GENERAL FUND

ORGKEY
101305

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SERVICES					
5270 Printing and Binding	0	0	24	75	
5880 Special Contractual Services	237,220	209,825	221,000	170,000	
TOTAL SERVICES	237,220	209,825	221,024	170,075	
DIVISION TOTAL	237,220	209,825	221,024	170,075	

City of Redlands
2016-2017
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 2015-2016:

- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
CODE ENFORCEMENT

FUND
GENERAL FUND

ORGKEY
101306

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	101,870	106,167	106,307	111,889	
4010 Overtime Salaries	361	2,000	106	2,000	
4015 Banked Leave Buy Back	0	1,272	1,309	2,576	
4050 Pension Contributions	18,609	20,119	20,281	22,257	
4051 Fica/Medicare	7,929	8,724	8,439	9,108	
4055 Health/Dental Insurance	19,378	19,488	19,126	20,025	
4056 Worker's Comp Insurance	4,325	3,857	3,857	7,047	
4057 Disability Insurance	927	1,027	928	1,072	
4058 Unemployment Insurance	760	868	868	868	
4059 Life Insurance	128	128	121	126	
4081 Eyecare Reimbursement	120	450	0	450	
4082 Clothing Allowance	150	0	150	0	
4084 Clothing Cash Payment	400	400	200	400	
4085 Other Taxable Benefits	4,212	4,200	4,051	4,200	
TOTAL SALARIES AND BENEFITS	159,169	168,700	165,743	182,018	
SERVICES					
5140 Legal Services	400	200	200	200	
5190 Other Professional Services	2,293	1,200	1,200	1,200	
5270 Printing and Binding	75	500	500	500	
5275 Postage	832	3,000	3,000	3,000	rental inspection prog.mailer
5303 Telephone	794	750	2,269	2,270	
5396 City Garage Charges	6,432	5,137	5,137	3,851	
5880 Special Contractual Services	200	11,000	13,693	5,000	vacant house board up
TOTAL SERVICES	11,026	21,787	25,999	16,021	
SUPPLIES					
6140 Office Supplies	810	1,000	1,661	2,000	additional mailer
6190 Photo & Copying Supplies	21	0	0	0	
6590 Special Departmental Supplies	1,034	11,700	11,700	0	
TOTAL SUPPLIES	1,865	12,700	13,361	2,000	
FIXED ASSETS					
7100 Motor Vehicles	0	40,570	40,570	0	reserve
TOTAL FIXED ASSETS	0	40,570	40,570	0	
DIVISION TOTAL	172,060	243,757	245,673	200,039	
DEPARTMENT SUBTOTAL	6,766,218	7,217,199	7,501,720	5,941,485	
DEPARTMENT TOTAL	7,508,626	8,038,717	8,311,766	6,752,482	

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 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 Assistant City Engineer. Additionally, Landscape Maintenance District reductions will include reduced irrigation period, reductions to the frequency of 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 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.

Accomplishments for Fiscal Year 2015-2016

Municipal Utilities and Engineering and Quality of Life Departments worked together to curtail landscape maintenance services in all District areas to more closely represent the property assessments.

City of Redlands

2016-2017

Proposed Budget

DEPARTMENT/DIVISION

STREET LIGHTING DISTRICT #1

FUND

STREET LIGHTING DISTRICT #1 FUND

ORGKEY

260300

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	3,260	3,763	3,742	4,899	
4010 Overtime Salaries	6	0	2	0	
4015 Banked Leave Buy Back	107	85	119	113	
4050 Pension Contributions	596	711	714	974	
4051 Fica/Medicare	258	294	296	384	
4053 Deferred Compensation	34	43	43	52	
4055 Health/Dental Insurance	600	844	845	1,059	
4057 Disability Insurance	6	0	0	0	
4058 Unemployment Insurance	13	21	26	26	
4059 Life Insurance	3	4	3	4	
4081 Eyecare Reimbursement	5	11	1	14	
4085 Other Taxable Benefits	3	8	6	9	
TOTAL SALARIES AND BENEFITS	4,891	5,784	5,797	7,534	
SERVICES					
5190 Other Professional Services	0	7,000	3,000	1,986	
5370 City Street Lighting Power	19,434	12,000	12,000	15,000	
5870 General Govt Service Charge	1,052	1,058	1,058	1,075	
TOTAL SERVICES	20,486	20,058	16,058	18,061	
FUND TOTAL	25,377	25,842	21,855	25,595	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DIST 2004-1

FUND
CFD 2004-1 ASSESSMENTS FUND

ORGKEY
261300

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	3,293	12,000	11,848	14,428	
4010 Overtime Salaries	10	0	2	0	
4015 Banked Leave Buy Back	107	269	381	333	
4050 Pension Contributions	603	2,274	2,262	2,870	
4051 Fica/Medicare	261	941	936	1,131	
4053 Deferred Compensation	34	146	146	163	
4055 Health/Dental Insurance	610	2,974	2,950	3,509	
4057 Disability Insurance	6	0	0	0	
4058 Unemployment Insurance	13	73	87	83	
4059 Life Insurance	2	11	10	12	
4081 Eyecare Reimbursement	5	38	1	43	
4085 Other Taxable Benefits	8	26	6	29	
TOTAL SALARIES AND BENEFITS	4,952	18,752	18,629	22,601	
SERVICES					
5140 Legal Services	250	8,000	7,735	8,500	
5190 Other Professional Services	18,500	12,500	10,285	110,986	
5280 Advertising	1,096	0	0	0	
5300 Water, Sewer, Disposal	9,354	16,000	10,293	17,500	
5310 Electricity & Gas	1,268	1,500	1,135	1,500	
5870 General Govt Service Charge	6,197	6,228	6,228	6,334	
5880 Special Contractual Services	72,199	87,738	67,000	88,000	
TOTAL SERVICES	108,864	131,966	102,676	232,820	
SUPPLIES					
6210 Repair/Maintenance Supplies	1,139	5,000	3,000	5,000	
TOTAL SUPPLIES	1,139	5,000	3,000	5,000	
FUND TOTAL	114,955	155,718	124,305	260,421	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
LANDSCAPE MAINTENANCE DISTRICT

FUND
LANDSCAPE MAINTENANCE DISTRICT FUND

ORGKEY
263300

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	3,269	3,065	3,067	5,119	
4010 Overtime Salaries	7	0	2	0	
4015 Banked Leave Buy Back	107	69	97	118	
4050 Pension Contributions	598	580	585	1,018	
4051 Fica/Medicare	259	241	243	405	
4053 Deferred Compensation	34	35	34	51	
4055 Health/Dental Insurance	603	665	669	883	
4057 Disability Insurance	6	0	0	0	
4058 Unemployment Insurance	13	17	21	26	
4059 Life Insurance	3	3	3	4	
4081 Eyecare Reimbursement	5	9	1	14	
4085 Other Taxable Benefits	5	7	6	51	
TOTAL SALARIES AND BENEFITS	4,909	4,691	4,728	7,689	
SERVICES					
5300 Water, Sewer, Disposal	17,799	11,271	11,271	11,271	
5310 Electricity & Gas	2,184	2,000	2,000	2,000	
5350 Building/Grounds Maintenance	10,293	9,656	9,619	6,617	
5870 General Govt Service Charge	2,371	2,382	2,382	2,423	
5880 Special Contractual Services	1,028	0	0	0	
TOTAL SERVICES	33,675	25,309	25,272	22,311	
SUPPLIES					
6210 Repair/Maintenance Supplies	176	0	0	0	
TOTAL SUPPLIES	176	0	0	0	
FUND TOTAL	38,760	30,000	30,000	30,000	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
DISASTER RECOVERY

FUND
DISASTER RECOVERY FUND

ORGKEY
270300

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	7,081	0	0	0	
4050 Pension Contributions	1,173	0	0	0	
4051 Fica/Medicare	567	0	0	0	
4055 Health/Dental Insurance	1,299	0	0	0	
4057 Disability Insurance	160	0	0	0	
4059 Life Insurance	6	0	0	0	
TOTAL SALARIES AND BENEFITS	10,286	0	0	0	
SERVICES					
5880 Special Contractual Services	17,671	0	0	0	
TOTAL SERVICES	17,671	0	0	0	
SUPPLIES					
6210 Repair/Maintenance Supplies	1,701	0	0	0	
TOTAL SUPPLIES	1,701	0	0	0	
FIXED ASSETS					
7240 Storm Drain Construction	129,643	0	0	0	
TOTAL FIXED ASSETS	129,643	0	0	0	
FUND TOTAL	159,301	0	0	0	

City of Redlands
2016-2017
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 2015-2016:

- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SOLID WASTE

FUND
SOLID WASTE FUND

ORGKEY
511401

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	2,112,458	2,339,527	2,244,273	2,485,381	
4005 Salaries: Part Time	235,288	298,883	234,001	211,650	
4010 Overtime Salaries	94,575	110,000	55,691	110,000	
4012 Stand By	146	25,000	0	25,000	
4015 Banked Leave Buy Back	134,089	49,678	88,207	69,977	
4016 Compensated Absences	(78,876)	0	0	0	
4050 Pension Contributions	286,888	443,340	426,759	491,755	
4051 Fica/Medicare	194,591	205,381	198,408	211,685	
4053 Deferred Compensation	7,331	12,228	8,886	13,312	
4055 Health/Dental Insurance	479,060	531,225	465,337	531,829	
4056 Worker's Comp Insurance	117,658	104,958	104,958	104,958	
4057 Disability Insurance	15,338	16,136	14,759	16,013	
4058 Unemployment Insurance	22,713	26,717	28,255	24,638	
4059 Life Insurance	2,373	2,624	2,402	2,693	
4080 Vehicle Allowance	2,114	2,250	2,384	1,674	
4081 Eyecare Reimbursement	2,373	9,371	2,568	9,127	
4082 Clothing Allowance	4,800	4,800	4,650	4,711	
4083 Uniform Rental	14,613	16,000	16,000	16,025	
4084 Clothing Cash Payment	130	364	382	534	
4085 Other Taxable Benefits	24,551	19,699	71,013	39,506	
4086 Tuition Reimbursement	0	1,302	0	0	
TOTAL SALARIES AND BENEFITS	3,672,213	4,219,483	3,968,933	4,370,468	
SERVICES					
5103 Software Support/Development	0	1,500	1,500	1,500	
5110 Architect & Engineer	30,717	100,000	50,000	50,000	
5140 Legal Services	112	15,000	0	15,000	
5142 City Attorney Legal Service	22,638	25,000	23,019	25,000	
5180 Medical/Physicals	1,380	2,500	1,911	2,500	
5190 Other Professional Services	509,153	700,000	404,000	515,000	
5240 Meeting & Professional Devlpmt	4,581	5,000	5,000	5,000	
5255 Travel Expense Reimbursement	3,424	2,500	0	2,500	
5270 Printing and Binding	4,324	4,500	4,800	4,500	
5275 Postage	28	6,500	6,500	6,500	
5280 Advertising	594	850	1,800	850	
5300 Water, Sewer, Disposal	6,351	4,000	20,326	37,762	
5302 City Disposal	118,003	75,000	75,000	75,000	
5303 Telephone	27,060	28,000	28,000	28,000	
5310 Electricity & Gas	2,137	3,250	3,250	3,250	
5340 Office Equipment Maintenance	340	0	0	0	
5350 Building/Grounds Maintenance	1,105	0	0	0	
5360 Machinery & Equip Maint	23,642	59,250	20,000	30,000	
5392 License & Permits	58,088	75,000	75,000	75,000	
5395 Info Technology Services Charge	198,393	223,586	223,586	187,566	
5396 City Garage Charges	2,047,618	1,617,574	1,617,574	1,593,023	
5451 Retiree Health Insurance	792,233	180,000	185,000	190,000	
5510 Land & Building Rent	3,473	3,600	3,953	3,600	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SOLID WASTE

FUND
SOLID WASTE FUND

ORGKEY
511401

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES (CONT.)					
5530 Clothing and Linen Rent	717	5,000	5,200	5,000	
5570 Office Equip & Furn Rent	344	0	0	0	
5580 Communications Svs & Rental	0	500	0	500	
5590 Other Rentals	49,779	700	910	700	
5720 Taxes	0	7,000	389	7,000	
5722 Penalties & Interest	86	75	0	75	
5800 Subscriptions & Memberships	129	1,200	1,000	1,200	
5840 Training	2,173	2,000	2,000	7,255	
5870 General Govt Service Charge	574,804	577,364	577,364	577,364	
5880 Special Contractual Services	605,682	697,408	690,000	550,000	
5890 Landfill Tipping Charges	49,765	105,000	150,000	105,000	
5898 State Mandated Fees	69,698	110,000	59,921	80,000	
5950 Bad Debt Expense	21,267	75	0	75	
5980 Billing Services	306,250	325,000	306,250	307,000	
5995 Depreciation Expense	1,000,900	0	0	0	
5996 Landfill Closure/PC Expense	772,096	0	0	0	
TOTAL SERVICES	7,309,084	4,963,932	4,543,255	4,492,720	
SUPPLIES					
6140 Office Supplies	7,824	7,200	4,399	7,200	
6145 Awards/Recognition Program	0	0	165	0	
6160 Medical Supplies	0	1,000	0	1,000	
6180 Turnouts/Uniforms/Safety Clothin	11,944	10,000	9,200	10,000	
6190 Photo & Copying Supplies	0	1,000	0	1,000	
6210 Repair/Maintenance Supplies	15,119	21,000	38,000	21,000	
6310 Janitorial Supplies	7,917	12,000	12,000	12,000	
6350 Building Supplies	0	825	0	825	
6375 Computer Components	6,706	4,500	7,000	4,500	
6410 Motor Vehicle Supplies	0	400	0	400	
6500 Office Equipment & Furniture	5,150	5,000	5,000	5,000	
6510 Small Tools & Equipment	11,400	12,000	12,000	12,000	
6560 Food	520	0	0	0	
6590 Special Departmental Supplies	249,651	338,932	250,000	275,000	
TOTAL SUPPLIES	316,231	413,857	337,763	349,925	
FIXED ASSETS					
7100 Motor Vehicles	838,996	558,041	0	0	
7150 Other Betterments/Improvements	11,329	0	0	0	
TOTAL FIXED ASSETS	850,325	558,041	0	0	
DEBT SERVICE					
8300 Capitalized Expenditures	(691,465)	0	0	0	
TOTAL DEBT SERVICE	(691,465)	0	0	0	
FUND TOTAL	11,456,388	10,155,313	8,849,952	9,213,113	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SOLID WASTE DEBT SERVICE

FUND
SOLID WASTE DEBT SERVICE FUND

ORGKEY
516401

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	2,313	5,000	2,637	0	
5034 Collection Agent/Bank Fees	0	9,150	9,150	9,150	
5190 Other Professional Services	361	1,000	0	0	
TOTAL SERVICES	2,674	15,150	11,787	9,150	
DEBT SERVICE					
8100 Principal	0	1,258,393	1,258,393	1,301,806	
8200 Interest	577,722	637,168	637,168	600,734	
TOTAL DEBT SERVICE	577,722	1,895,561	1,895,561	1,902,540	
FUND TOTAL	580,396	1,910,711	1,907,348	1,911,690	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Quality of Life

Fund
Solid Waste

Orgkey
511401

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
72001	Solid Waste General Administration	1,622,155	1,525,366
72020	Solid Waste Landfill - General	732,802	1,168,877
72032	Solid Waste Landfill - Maint. and Operations	683,474	850,231
72040	Solid Waste Landfill - Quality Control	763,479	763,479
72060	Solid Waste Collection - General	938,066	885,281
72061	Solid Waste Green Waste Collection	700,099	723,846
72062	Solid Waste Residential Collection - Auto	903,942	846,141
72063	Solid Waste Residential Collection - Non-Auto	125,018	153,561
72066	Solid Waste Commercial Collection	1,316,344	1,328,169
72068	Solid Waste Special Collection	75,011	79,077
72069	Tire Amnesty Collection Grant	1,738	1,500
72090	Solid Waste Recycling	907,585	807,585
72100	Cal Recycle City/County Annual Grant	80,239	80,000
	TOTALS	$8,849,952	$9,213,113

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SOLID WASTE PROJECTS

FUND
SOLID WASTE PROJECTS FUND

ORGKEY
513401

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5190 Other Professional Services	12,142	350,000	65,000	65,000	
5280 Advertising	0	0	434	900	
5392 License & Permits	0	35,000	10,000	10,000	
5880 Special Contractual Services	30,477	373,000	180,000	665,000	
TOTAL SERVICES	42,619	758,000	255,434	740,900	
SUPPLIES					
6590 Special Departmental Supplies	0	25,000	0	0	
TOTAL SUPPLIES	0	25,000	0	0	
FIXED ASSETS					
7100 Motor Vehicles	0	385,000	385,000	760,000	
7150 Other Betterments/Improvement	13,056	0	0	0	
7650 Solid Waste/Landfill	0	150,000	150,000	0	
TOTAL FIXED ASSETS	13,056	535,000	535,000	760,000	
DEBT SERVICE					
8300 Capitalized Expenditures	(13,056)	0	0	0	
TOTAL DEBT SERVICE	(13,056)	0	0	0	
FUND TOTAL	42,619	1,318,000	790,434	1,500,900	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Quality of Life

Fund
Solid Waste Projects

Orgkey
513401

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
72311	Landfill Site Work	149,566	200,900
72315	LFG Probes	0	200,000
72318	Gas Collection System	255,868	150,000
Unassigned	Landfill Equipment	385,000	0
Unassigned	Solid Waste Collection Containers	0	190,000
Unassigned	Solid Waste Collection Vehicles	0	760,000
	TOTALS	$790,434	$1,500,900

City of Redlands
2016-2017
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 2015-2016:

- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
GROVES

FUND
GROVES FUND

ORGKEY
538404

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	11,347	20,599	25,739	35,266	
4005 Salaries Part Time	618	1,006	684	920	
4010 Overtime Salaries	53	0	15	0	
4015 Banked Leave Buy Back	1,828	453	1,557	1,091	
4050 Pension Contributions	1,309	3,614	4,871	7,015	
4051 Fica/Medicare	1,003	1,448	2,137	2,794	
4053 Deferred Compensation	143	299	199	514	
4055 Health/Dental Insurance	2,261	3,226	2,705	3,450	
4056 Worker's Comp Insurance	720	643	643	2,349	
4057 Disability Insurance	2	0	75	0	
4058 Unemployment Insurance	70	122	318	200	
4059 Life Insurance	7	14	22	28	
4080 Vehicle Allowance	36	0	39	36	
4081 Eyecare Reimbursement	15	45	45	70	
4085 Other Taxable Benefits	99	33	1,706	1,313	
TOTAL SALARIES AND BENEFITS	19,511	31,502	40,755	55,046	
SERVICES					
5190 Other Professional Services	1,188	1,200	29,436	1,200	
5275 Postage	12	200	200	200	
5280 Advertising	1,033	0	1,426	1,500	
5300 Water, Sewer, Disposal	13,660	30,000	12,753	15,000	
5310 Electricity & Gas	113	0	4,388	4,400	
5312 Electric Service Facility Ops	38,461	50,000	28,825	45,000	
5395 Info Technology Services Charge	357	402	402	337	
5490 Other Insurance	4,110	9,500	403	5,000	
5760 Special Program Expenditure	0	0	4,250	0	
5730 Stock Assessment	0	13,000	0	0	
5870 General Govt Service Charge	20,404	20,506	20,506	20,854	
5880 Special Contractual Services	591,029	600,000	350,000	400,000	
TOTAL SERVICES	670,367	724,808	452,589	493,491	
SUPPLIES					
6140 Office Supplies	0	100	0	0	
6510 Small Tools & Equipment	0	1,000	0	0	
6570 Water Meters & Fittings	0	200	0	0	
6590 Special Departmental Supplies	0	2,500	0	2,500	
TOTAL SUPPLIES	0	3,800	0	2,500	
FIXED ASSETS					
7150 Other Betterments/Improvements	2,800	285,100	200,228	0	
TOTAL CAPITAL EXPENDITURE	2,800	285,100	200,228	0	
DEBT SERVICE					
8300 Capitalized Expenditures	(2,800)	0	0	0	
TOTAL DEBT SERVICE	(2,800)	0	0	0	
FUND TOTAL	689,878	1,045,210	693,572	551,037	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Quality of Life

Fund
Groves

Orgkey
538404

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
76600	Groves General Administration	45,031	35,777
76610	Texas/Webster Grove	64,153	50,969
76616	Fifth Avenue Grove	11,333	9,004
76617	Judson Grove	51,084	40,586
76618	Prospect Grove	101,726	80,821
76622	I-10/California Grove	32,025	25,444
76623	Nevada/Palmetto Grove #1	5,561	4,418
76624	Olive Avenue Grove	16,778	13,330
76626	San Bernardino/Granite Grove	12,967	10,302
76627	Nevada/Palmetto Grove #2	8,610	6,841
76628	Nevada/Palmetto Grove #3	15,145	12,032
76629	Lugonia Avenue Groves	73,955	58,756
76630	Mullin Grove	48,906	38,855
76631	Jacinto Memorial Grove	4,254	3,380
76632	University Grove	149,645	118,892
76633	Riverview Grove	15,363	12,205
76634	Mountain View Grove	37,035	29,424
	TOTALS	$693,572	$551,037

City of Redlands
2016-2017
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 2015-2016:

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

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	144,343	206,615	220,893	223,345	Increase reflects full year of Cem Mgr Salary as last FY it was only calculated at an estimated 6 months
4005 Salaries: Part Time	25,624	30,020	23,419	30,986	Increased duties for Administrative PT staff to call and set appointments
4010 Overtime Salaries	1,493	2,000	2,069	1,000	Increase as we would offer Saturday Services at the cemetery
4015 Banked Leave Buy Back	5,045	1,420	4,261	3,984	Increase due to Cem Mgr option was calculated
4016 Compensated Absence	(3,344)	0	0	0	
4050 Pension Contributions	19,099	38,964	42,378	44,428	
4051 Fica/Medicare	13,604	17,876	18,572	19,784	
4053 Deferred Compensation	100	186	1,007	1,217	
4055 Health/Dental Insurance	30,029	47,882	43,669	42,965	
4056 Worker's Comp Insurance	6,296	5,617	5,617	9,396	
4057 Disability Insurance	1,305	204	1,269	1,141	
4058 Unemployment Insurance	2,267	2,639	3,324	2,509	
4059 Life Insurance	168	257	227	238	
4080 Vehicle Allowance	36	45	39	36	
4081 Eyecare Reimbursement	225	918	251	846	
4082 Clothing Allowance	300	200	150	200	
4083 Uniform Rental	576	1,200	550	650	
4084 Clothing Cash Payment	200	200	183	200	
4085 Other Taxable Benefits	2,622	162	2,680	899	
TOTAL SALARIES AND BENEFITS	249,988	356,405	370,558	383,824	
SERVICES					
5034 Collection Agent/Bank Fees	0	5,500	250	500	
5140 Legal Services	0	80	0	0	
5190 Other Professional Services	93,500	2,500	2,500	0	
5255 Travel/Expense Reimbursement	0	0	0	400	Travel Expenses to Public Cem Conference
5270 Printing and Binding	448	0	761	500	
5275 Postage	131	150	145	200	Will be mailing out additional quotes and certificates
5280 Advertising	1,664	1,500	1,500	5,500	Will increase Advertising Efforts and purchase call lists and mailing lists.
5300 Water, Sewer, Disposal	22,693	25,000	18,977	25,000	
5303 Telephone	4,843	5,000	6,023	5,700	
5310 Electricity & Gas	2,380	2,800	2,800	2,800	
5350 Building/Grounds Maintenance	2,723	43,000	6,000	20,000	
5392 License & Permits	0	0	200	710	License Renewal Fees
5395 Info Technology Services Charge	4,495	5,065	5,065	5,500	
5396 City Garage Charges	28,442	22,715	24,608	26,000	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES (CONT.)					
5451 Retiree Health Insurance	59,417	21,000	17,498	21,000	
5570 Office Equip & Furn Rent	2,466	2,500	2,500	2,500	
5590 Other Rentals	734	0	0	0	
5740 Resale Materials	28,366	28,000	28,000	32,000	Will incorporate additional vault options for families
5870 General Govt Service Charge	56,705	56,988	56,988	57,957	Training
5880 Special Contractual Services	98,971	72,213	95,000	10,000	
5950 Bad Debt Expense	4,455	5,000	5,000	5,000	
5995 Depreciation Expense	3,178	0	0	0	
TOTAL SERVICES	415,611	299,011	273,815	221,267	
SUPPLIES					
6140 Office Supplies	368	400	400	475	
6180 Turnouts/Uniforms/Sfty Clothing	0	300	0	200	
6210 Repair/Maintenance Supplies	5,406	40,000	18,000	20,000	
6500 Office Equipment & Furniture	0	0	628	7,500	Need new furniture for Cem Mgr office and lobby
6510 Small Tools & Equipment	5,146	4,000	2,000	5,000	
6560 Food	0	0	150	200	
6590 Special Departmental Supplies	676	150	1,809	1,000	
TOTAL SUPPLIES	11,596	44,850	22,987	34,375	
FIXED ASSETS					
7100 Motor Vehicles	11,144	0	0	0	
7140 All Other Equipment	0	0	18,855	0	
7150 Other Betterment/ Improvement	3,293	330,600	78,750	0	Projects
7230 Street Construction	0	594,000	535,906	0	
TOTAL FIXED ASSETS	14,437	924,600	633,511	0	
DEBT SERVICE					
8100 Principal	0	34,834	34,834	30,000	
8200 Interest	3,125	6,000	6,000	10,200	
8300 Capitalized Expenditures	(14,438)	0	0	0	
TOTAL DEBT SERVICE	(11,313)	40,834	40,834	40,200	
FUND TOTAL	680,319	1,665,700	1,341,705	679,666	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Quality of Life

Fund
Cemetery

Orgkey
562430

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
49002	Cemetery Administration	624,278	679,666
49006	Endowment Improvements	717,427	0
	TOTALS	$1,341,705	$679,666

City of Redlands
2016-2017
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 2015-2016:

- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
AIRPORT

FUND
AVIATION OPERATING FUND

ORGKEY
564450

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	49,348	32,816	64,968	65,268	
4005 Salaries: Part Time	0	905	0	0	
4010 Overtime Salaries	324	0	1,567	1,000	
4015 Banked Leave Buy Back	3,317	671	1,840	1,835	
4050 Pension Contributions	6,074	6,237	12,226	12,983	
4051 Fica/Medicare	3,978	2,573	5,247	5,194	
4053 Deferred Compensation	255	309	345	686	
4055 Health/Dental Insurance	11,985	4,083	9,216	8,160	
4056 Worker's Comp Insurance	720	127	643	2,349	
4057 Disability Insurance	203	77	283	150	
4058 Unemployment Insurance	478	217	659	439	
4059 Life Insurance	53	32	67	63	
4080 Vehicle Allowance	36	0	39	36	
4081 Eyecare Reimbursement	45	99	101	178	
4084 Clothing Cash Payment	0	0	60	70	
4085 Other Taxable Benefits	156	51	2,260	1,862	
TOTAL SALARIES AND BENEFITS	76,972	48,197	99,521	100,273	
SERVICES					
5140 Legal Services	0	5,050	20,000	10,000	
5190 Other Professional Services	1,197	161,950	172,651	2,000	
5240 Meeting & Professional Devlpmt	1,236	2,119	0	2,000	
5255 Travel Reimbursement	1,308	2,242	0	2,000	
5270 Printing and Binding	479	201	1,213	1,000	
5275 Postage	0	0	133	150	
5280 Advertising	0	1,000	848	1,000	
5300 Water, Sewer, Disposal	5,281	4,100	3,437	4,100	
5303 Telephone	2,000	1,000	1,837	2,000	
5310 Electricity & Gas	25,702	25,845	19,258	26,000	
5320 Janitorial Services	600	13,000	10,000	12,000	
5350 Building/Grounds Maintenance	6,495	44,000	30,000	30,000	
5370 City Street Lighting Power	(280)	0	0	0	
5395 Info Technology Services Charge	1,313	1,614	1,614	1,614	
5396 City Garage Charges	120	0	0	0	
5490 Other Insurance	6,383	7,000	11,389	7,000	
5720 Taxes	280	0	0	0	
5840 Training	0	500	500	500	
5870 General Govt Service Charge	56,989	57,274	57,274	58,248	
5880 Special Contractual Services	10,790	12,081	10,081	15,000	increase contract services
5898 State Mandated Fees	1,632	0	0	0	
5950 Bad Debt Expense	1,463	2,054	488	2,054	
5995 Depreciation Expense	122,932	0	0	0	
TOTAL SERVICES	245,920	341,030	340,723	176,666	
SUPPLIES					
6140 Office Supplies	338	579	500	580	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
AIRPORT

FUND
AVIATION OPERATING FUND

ORGKEY
564450

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SUPPLIES (CONT.)					
6210 Repair/Maintenance Supplies	7,324	2,654	3,000	5,000	Required for weed abatement (in-house is $7K cheaper than contract)
6350 Building Supplies	533	500	500	5,000	
6510 Small Tools & Equipment	480	648	300	1,000	
TOTAL SUPPLIES	8,675	4,381	4,300	11,580	
FIXED ASSETS					
7150 Other Betterments/Improvement	53,697	96,303	77,692	450,000	
TOTAL FIXED ASSETS	53,697	96,303	77,692	450,000	
DEBT SERVICE					
8100 Principal	0	0	0	40,000	
8200 Interest	2,634	5,000	3,000	3,000	
8300 Capitalized Expenditures	(53,697)	0	0	0	
TOTAL DEBT SERVICE	(51,063)	5,000	3,000	43,000	
FUND TOTAL	334,201	494,911	525,236	781,519	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Quality of Life

Fund
Airport

Orgkey
564450

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
64001	Airport Admin & General	447,544	331,519
64083	Airfield Lighting and Signs Plan (FAA Grant)	77,692	450,000
	TOTALS	$525,236	$781,519

City of Redlands
2016-2017
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 2015-2016:

- 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
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607500

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	368,787	372,061	319,822	370,733	
4010 Overtime Salaries	24,550	15,000	19,682	15,000	
4012 Stand By	1,159	1,500	1,500	1,500	
4015 Banked Leave Buy Back	8,223	8,268	7,953	7,552	
4016 Compensated Absences	(9,287)	0	0	0	
4050 Pension Contributions	49,249	70,506	61,034	73,669	
4051 Fica/Medicare	30,253	30,434	26,115	29,167	
4053 Deferred Compensation	1,058	860	860	860	
4055 Health/Dental Insurance	83,463	86,906	74,065	75,956	
4056 Worker's Comp Insurance	10,129	9,035	9,035	22,927	
4057 Disability Insurance	2,856	3,581	2,281	2,782	
4058 Unemployment Insurance	2,626	2,821	2,387	2,821	
4059 Life Insurance	425	410	357	410	
4081 Eyecare Reimbursement	424	1,463	313	1,463	
4082 Clothing Allowance	750	750	750	1,025	
4083 Uniform Rental	6,543	8,500	8,500	8,500	
4084 Clothing Cash Payment	100	100	100	100	
4085 Other Taxable Benefits	1,115	150	220	487	
TOTAL SALARIES AND BENEFITS	582,423	612,345	534,974	614,952	
SERVICES					
5034 Collection Agent/Bank Fees	3,055	2,900	2,900	2,900	
5103 Software Support/Development	7,871	4,100	4,100	4,100	
5140 Legal Services	87,291	7,500	23,280	7,500	
5180 Medical/Physicals	280	250	100	250	
5190 Other Professional Services	0	500	0	500	
5240 Meeting & Professional Devlpmt	0	500	0	500	
5255 Travel/Expense Reimbursement	1,393	500	0	500	
5270 Printing and Binding	25	300	13	300	
5275 Postage	466	100	2	100	
5280 Advertising	0	1,000	1,547	1,000	
5303 Telephone	3,962	4,500	4,500	4,000	
5310 Electricity & Gas	0	125	125	125	
5340 Office Equipment Maintenance	45	0	0	0	
5350 Building Grounds & Maintenance	68,873	30,000	45,000	30,000	
5360 Machinery & Equip Maint	69,429	20,000	20,000	20,000	
5365 Vehicle Maintenance	657,384	409,000	409,000	409,000	
5392 License & Permits	4,714	9,500	8,500	9,500	
5395 Info Technology Services Charge	15,985	18,014	18,014	15,112	
5451 Retiree Health Insurance	118,835	73,500	120,000	120,000	
5570 Office Equip & Furn Rent	2,596	2,500	2,500	2,500	
5590 Other Rentals	40,393	10,000	2,000	10,000	
5720 Taxes	7,269	12,000	12,000	12,000	
5722 Penalties and Interest	319	2,100	2,100	2,100	
5800 Subscriptions & Memberships	459	4,000	4,000	4,000	
5840 Training	2,149	10,600	6,000	10,900	
5870 General Govt Service Charge	257,086	258,371	258,371	562,764	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607500

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SERVICES (CONT.)					
5880 Special Contractual Services	1,622	65,000	40,000	40,000	
5890 Landfill Tipping Charges	0	250	250	250	
5898 State Mandated Fees	212	0	0	0	
5950 Bad Debt Expense	0	350	350	350	
5995 Depreciation Expense	32,419	0	0	0	
TOTAL SERVICES	1,384,132	947,460	984,652	1,270,251	
SUPPLIES					
6120 Chemical & Lab Supplies	0	500	500	500	
6140 Office Supplies	1,254	2,000	2,000	2,000	
6160 Medical Supplies	0	50	50	50	
6180 Turnouts/Uniforms/Sfty Clothing	1,713	500	500	500	
6210 Repair/Maintenance Supplies	186	500	5,000	500	
6310 Janitorial Supplies	1,608	500	4,500	500	
6375 Computer Components	7,146	15,000	4,000	12,000	
6400 Equipment Parts	0	75	75	75	
6410 Motor Vehicle Supplies	917,045	450,000	575,000	500,000	
6420 Tires & Tubes	239,698	172,200	172,000	150,000	
6430 Gasoline	562,121	400,000	400,000	400,000	
6440 Compressed Natural Gas (LCNG	536,103	450,000	450,000	475,000	
6450 Oil and Lubricants	16,004	15,000	35,000	35,000	
6460 Diesel Fuel	223,379	200,000	125,000	200,000	
6500 Office Equipment & Furniture	3,811	2,500	500	2,500	
6510 Small Tools & Equipment	13,430	6,000	6,000	6,000	
6590 Special Departmental Supplies	2,339	2,500	3,500	2,500	
TOTAL SUPPLIES	2,525,837	1,717,325	1,783,625	1,787,125	
DEBT SERVICE					
8300 Capitalized Expenditures	(21,017)	0	0	0	
TOTAL DEBT SERVICE	(21,017)	0	0	0	
FUND TOTAL	4,471,375	3,277,130	3,303,251	3,672,328	

City of Redlands
2016-2017
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.

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

- 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 and traffic signals 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, 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 impacts
  - Provide water, non-potable, and wastewater service at a price that is economical and recovers the 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 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
  - Ensure 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

- Participated in the EnerNoc Demand Response program designed for energy 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

Accomplishments for Fiscal Year 2015-2016

Capital Projects implemented:

- City's "Pavement Management Program"
- Pavement Accelerated Repair Implementation Strategy (PARIS)
  - PARIS Resurfacing Project (1029-1490), 116 lane miles
- Installation of major bike lane grid extensions
- Installation of numerous traffic calming treatments and devices throughout the City
- Construction of street pavement, sidewalks, ADA ramps and street signs
- Planning for over $14.2 million water, wastewater, streets, flood control, and other CIP projects
- Design of over $18.8 million water, wastewater, streets, flood control, and other CIP projects
- Construction management of over $25.4 million infrastructure improvement projects
- Construction of Orange Blossom Trail 2
- Redlands Entry Landscape Beautification Project
- Construction of Redlands/Alabama Intersection
- Hillside Cemetery Road Rehabilitation
- Citrus Avenue & Orange Avenue Storm Drain Repair

- 2015 Sidewalk Repair Project
- Approximately 500 feet of storm drain installed

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
- Provide A-1 Customer Service

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
ENGINEERING

FUND
GENERAL FUND

ORGKEY
101400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	192,415	261,896	260,974	210,431	
4005 Salaries: Part Time	7,812	0	27,111	3,205	
4010 Overtime Salaries	2,482	0	1,456	0	
4015 Banked Leave Buy Back	15,175	6,044	7,262	4,856	
4050 Pension Contributions	34,665	49,629	49,371	41,859	
4051 Fica/Medicare	15,661	20,202	22,052	16,357	
4053 Deferred Compensation	2,223	3,149	2,880	2,258	
4055 Health/Dental Insurance	25,764	32,561	33,056	26,274	
4056 Worker's Comp Insurance	26,145	23,323	23,323	50,092	
4057 Disability Insurance	446	626	724	603	
4058 Unemployment Insurance	1,349	1,375	3,370	1,089	
4059 Life Insurance	153	200	198	158	
4081 Eyecare Reimbursement	191	714	125	565	
4084 Clothing Cash Payment	168	230	220	208	
4085 Other Taxable Benefits	829	1,227	781	1,061	
TOTAL SALARIES AND BENEFITS	325,478	401,176	432,903	359,016	
SERVICES					
5190 Other Professional Services	71,929	145,500	54,175	60,000	FY17=plan check services
5270 Printing and Binding	2,522	2,000	2,000	2,500	
5275 Postage	387	500	5	0	
5280 Advertising	1,281	841	1,300	1,500	
5303 Telephone	0	0	160	200	
5392 License & Permits	122,870	125,000	118,172	104,000	
5395 Info Technology Services Charge	8,473	12,521	7,250	12,154	
5396 City Garage Charges	9,597	7,652	7,652	8,777	
5570 Office Equip & Furn Rent	8,112	10,000	6,100	3,000	
5760 Special Program Expenditure	10,665	0	245	1,500	
5800 Subscriptions & Memberships	0	0	600	600	
5840 Training	1,025	750	100	750	
5880 Special Contractual Services	11,715	6,115	6,299	6,299	
5950 Bad Debt Expense	306	2,000	2,000	2,000	
5999 Contingency Vacancy	0	0	0	(2,654)	
TOTAL SERVICES	248,882	312,879	206,058	200,626	
SUPPLIES					
6140 Office Supplies	97	0	746	500	
6590 Special Departmental Supplies	684	115,000	18,056	15,000	
TOTAL SUPPLIES	781	115,000	18,802	15,500	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
ENGINEERING

FUND
GENERAL FUND

ORGKEY
101400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
FIXED ASSETS					
7150 Other Betterments/Improvement	188,017	901,479	958,223	0	FY16=Sidewalks and Citrus Storm drain repair
7230 Street Construction	236,211	0	0	0	
7240 Storm Drain Construction	86,750	0	0	0	
TOTAL FIXED ASSETS	510,978	901,479	958,223	0	
DEPARTMENT TOTAL	1,086,119	1,730,534	1,615,986	575,142	

City of Redlands
2016-2017
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 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 financial resources to preserve and extend the useful service life of public facilities
- Use funds to acquire right-of-way necessary for capital improvement projects
- Provide safe, maintained, and efficient transportation roadway system
- Provide storm drain facilities protecting public and private property from flooding

Significant Program Changes

In 2012-13 the City completed the PARIS funding strategy for pavement condition assessment and pavement management to strategically prioritize investment of funds for road improvements. This program will result in resurfacing of 2/3 of all City streets over 5 years. The program took considerable effort to complete and was unanimously approved by Council. Once completed, Redlands 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 2015-2016

- Continued efforts to rehabilitate the City's roadway network through the PARIS program.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
MEASURE I

FUND
MEASURE I FUND

ORGKEY
208400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	123,008	0	158,717	0	
4005 Salaries: Part Time	1,863	0	926	0	
4010 Overtime Salaries	1,900	0	1,026	0	
4015 Banked Leave Buy Back	8,252	0	4,173	0	
4050 Pension Contributions	22,200	0	30,172	0	
4051 Fica/Medicare	9,727	0	12,067	0	
4053 Deferred Compensation	1,161	0	1,604	0	
4055 Health/Dental Insurance	16,340	0	17,191	0	
4057 Disability Insurance	274	0	341	0	
4058 Unemployment Insurance	684	0	1,141	0	
4059 Life Insurance	98	0	111	0	
4081 Eyecare Reimbursement	165	0	45	0	
4084 Clothing Cash Payment	76	0	160	0	
4085 Other Taxable Benefits	901	0	1,058	0	
TOTAL SALARIES AND BENEFITS	186,649	0	228,732	0	
SERVICES					
5190 Other Professional Services	3,601	6,174	600	0	
5395 Info Technology Service Chgs	1,496	0	900	0	
5760 Special Program Expenditures	160	0	0	0	
5870 General Govt Service Charge	4,945	0	12,365	0	
TOTAL SERVICES	10,202	6,174	13,865	0	
FIXED ASSETS					
7230 Street Construction	1,036,619	1,463,689	1,206,419	0	
TOTAL FIXED ASSETS	1,036,619	1,463,689	1,206,419	0	
FUND TOTAL	1,233,470	1,469,863	1,449,016	0	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Measure I

Orgkey
208400

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
41060	PARIS (567-960)	1,449,016	0
	TOTALS	$1,449,016	$0

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
LOCAL TRANSPORTATION

FUND
LOCAL TRANSPORTATION FUND

ORGKEY
209400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	427,414	546,311	493,103	456,659	
4005 Salaries: Part Time	1,600	0	617	12,820	
4010 Overtime Salaries	5,432	0	2,719	0	
4015 Banked Leave Buy Back	37,942	12,608	15,069	10,538	
4050 Pension Contributions	77,425	103,526	93,586	91,445	
4051 Fica/Medicare	33,929	42,368	36,768	34,975	
4053 Deferred Compensation	4,630	6,998	5,814	5,452	
4055 Health/Dental Insurance	38,311	46,180	37,927	37,972	
4057 Disability Insurance	815	1,256	942	1,179	
4058 Unemployment Insurance	2,030	2,782	3,922	2,079	
4059 Life Insurance	326	404	326	302	
4081 Eyecare Reimbursement	245	1,442	125	1,078	
4084 Clothing Cash Payment	96	410	320	340	
4085 Other Taxable Benefits	7,293	6,786	6,307	5,714	
TOTAL SALARIES AND BENEFITS	637,488	771,071	697,545	660,553	
SERVICES					
5103 Software Support/Development	1,259	0	0	0	
5110 Architect & Engineer	36,014	30,254	0	0	
5140 Legal Services	35,917	20,400	2,700	0	
5190 Other Professional Services	367,683	260,402	131,564	0	
5240 Meeting & Professional Devlpmt	0	2,000	0	0	
5255 Travel Expense Reimbursement	0	500	0	0	
5270 Printing and Binding	6,676	3,000	1,664	0	
5275 Postage	103	100	15	0	
5280 Advertising	4,423	3,000	2,786	0	
5392 License & Permits	325	275	0	0	
5395 Info Technology Services Chgs	5,973	5,811	5,811	5,318	
5760 Special Program Expenditures	14,099	10,000	3,715	0	
5800 Subscriptions & Membership	100	500	0	0	
5840 Training	275	0	0	0	
5870 General Govt Service Charge	294,583	306,003	20,155	20,497	
5880 Special Contractual Services	28,923	299,900	24,524	0	
5990 Reimbursed Expenditures	(18,329)	0	0	0	
TOTAL SERVICES	778,024	942,145	192,934	25,815	
SUPPLIES					
6130 Books & Supplies	357	0	0	0	
6140 Office Supplies	30	0	1,000	0	
6180 Turnouts/uniform/sfty Clothing	0	0	63	0	
6210 Repair/Maintenance Supplies	0	0	149	0	
6310 Janitorial Supplies	0	0	4	0	
6500 Office Equipment & Furniture	0	0	750	0	
6510 Small Tools & Equipment	0	0	16	0	
6590 Special Departmental Supplies	6,966	0	76	0	
TOTAL SUPPLIES	7,353	0	2,058	0	
FIXED ASSETS					
7100 Motor Vehicles	52,302	0	0	0	
7150 Other Betterment/Improvement	267,760	1,537,300	22,527	1,984,054	
7230 Street Construction	15,890,362	13,446,988	7,157,409	6,236,448	
7250 Land Acquisitions	41,795	0	0	0	
TOTAL FIXED ASSETS	16,252,219	14,984,288	7,179,936	8,220,502	
FUND TOTAL	17,675,084	16,697,504	8,072,473	8,906,870	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Local Transportation

Orgkey
209400

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
41004	Engineering	728,445	92,593
41017	Redlands/Alabama Street Improvements	1,600,166	0
41044	Hwy Safety Imprv Prgm - Cycle 4 (Striping)	69,448	87,651
41049	PARIS Project Funding	0	6,281,941
41055	Gateway Monuments	23,877	1,523,042
41060	PARIS Resurfacing Project (567-960)	5,645,370	0
41061	Hwy Safety Imprv Prgm - Cycle 4 (Supplemental)	0	218,087
41062	Impact Fee Study 2015	5,167	0
Unassigned	TDA 2013 Bus Pad	0	43,692
Unassigned	HSIP CY7 Crosswalk Beacons	0	300,300
Unassigned	Non-Motorized Plan	0	359,564
	TOTALS	$8,072,473	$8,906,870

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
MEASURE I (2010)

FUND
MEASURE I FUND (2010)

ORGKEY
210400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	159,834	811	160,179	
4015 Banked Leave Buy Back	0	3,688	0	3,696	
4050 Pension Contributions	0	30,289	157	31,863	
4051 Fica/Medicare	0	12,428	62	12,252	
4053 Deferred Compensation	0	1,758	0	1,675	
4055 Health/Dental Insurance	0	18,055	29	13,879	
4057 Disability Insurance	0	416	7	499	
4058 Unemployment Insurance	0	846	50	751	
4059 Life Insurance	0	123	1	109	
4081 Eyecare Reimbursement	0	439	0	389	
4084 Clothing Cash Payment	0	130	0	140	
4085 Other Taxable Benefits	0	1,245	0	1,625	
TOTAL SALARIES AND BENEFITS	0	229,251	1,117	227,057	
SERVICES					
5395 Info Technology Service Chgs	0	0	0	1,332	
5870 General Govt Service Charge	0	0	0	12,576	
TOTAL SERVICES	0	0	0	13,908	
FIXED ASSETS					
7230 Street Construction	0	5,000,000	310,536	5,000,000	
TOTAL FIXED ASSETS	0	5,000,000	310,536	5,000,000	
FUND TOTAL	0	5,229,251	311,653	5,240,965	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Measure I (2010)

Orgkey
210400

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
Unassigned	PARIS Project Funding	311,653	5,240,965
	TOTALS	$311,653	$5,240,965

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
GENERAL CAPITAL IMPROVEMENT

FUND
GENERAL CAPITAL IMPROVEMENT

ORGKEY
240300

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5190 Other Professional Services	413,739	0	0	0	
5280 Advertising	485	0	0	0	
TOTAL SERVICES	414,224	0	0	0	
FUND TOTAL	414,224	0	0	0	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
GENERAL CAPITAL IMPROVEMENT

FUND
GENERAL CAPITAL IMPROVEMENT FUND

ORGKEY
240400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	62,145	42,683	21,033	61,122	
4010 Overtime Salaries	237	0	103	0	
4015 Banked Leave Buyback	3,171	985	144	1,410	
4050 Pension Contributions	11,256	8,088	3,988	12,158	
4051 Fica/Medicare	4,904	3,343	1,628	4,840	
4053 Deferred Compensation	745	664	336	627	
4055 Health/Dental Insurance	4,963	4,305	1,654	5,192	
4057 Disability Insurance	0	34	3	74	
4058 Unemployment Insurance	254	213	179	304	
4059 Life Insurance	44	31	14	44	
4081 Eyecare Reimbursement	68	110	0	158	
4084 Clothing Allowance	0	10	10	20	
4085 Other Taxable Benefits	272	234	511	720	
TOTAL SALARIES AND BENEFITS	88,059	60,700	29,603	86,669	
SERVICES					
5190 Other Professional Services	6,746	1,158,593	109,773	11,773	
5275 Postage	31	0	0	0	
5280 Advertising	531	2,485	0	0	
5360 Machinery & Equip Maint	18,128	18,128	0	0	
5392 License & Permits	15,450	5,450	0	0	
5760 Special Program Expenditures	1,120	1,120	0	0	
5880 Special Contractual Services	11,000	0	0	0	
5990 Reimbursed Expenditures	(75,630)	0	0	0	
TOTAL SERVICES	(22,624)	1,185,776	109,773	11,773	
FIXED ASSETS					
7150 Other Betterments/Improvement	576,536	1,983,814	1,206,340	1,816,450	
TOTAL FIXED ASSETS	576,536	1,983,814	1,206,340	1,816,450	
FUND TOTAL	641,971	3,230,290	1,345,716	1,914,892	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
General Capital Improvement

Orgkey
240400

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
47000	General Administration	29,603	86,669
47015	Orange Blossom Trail	377,749	0
47018	Orange Blossom Trail II	828,592	0
47019	Orange Blossom Trail Development Phase 3	98,000	982,850
47021	Orange Signal	11,773	281,673
47022	Citrus Bike Lanes	0	313,700
Unassigned	MSRC Bike Lanes	0	250,000
	TOTALS	$1,345,716	$1,914,892

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
PARK & OPEN SPACE DEVELOPMENT FUND

FUND
PARK & OPEN SPACE DEVELOPMENT FUND

ORGKEY
250400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	6,176	5,268	4,289	
4010 Overtime Salaries	0	0	0	0	
4015 Banked Leave Buy-Back	0	142	268	99	
4050 Pension Contributions	0	1,170	1,002	854	
4051 Fica/Medicare	0	465	390	297	
4053 Deferred Compensation	0	89	80	120	
4055 Health/Dental Insurance	0	92	76	428	
4057 Disability Insurance	0	0	0	0	
4058 Unemployment Insurance	0	26	26	13	
4059 Life Insurance	0	4	3	2	
4081 Eyecare Reimbursement	0	14	0	7	
4085 Insurance Adjustment	0	261	209	47	
TOTAL SALARIES AND BENEFITS	0	8,439	7,322	6,156	
SERVICES					
5034 Collection Agent/Bank Fees	5,015	4,864	4,863	4,706	
5110 Architect & Engineer	4,292	0	0	0	
5140 Legal Services	2,200	5,000	0	0	
5190 Other Professional Services	109,635	0	23,166	0	
5270 Printing and Binding	627	0	0	0	
5280 Advertising	1,158	0	0	0	
5392 License & Permits	9,642	0	0	0	
5870 General Govt Service Charge	5,138	5,000	5,000	5,000	
5990 Reimbursed Expenditures	75,630	0	0	0	
TOTAL SERVICES	213,337	14,864	33,029	9,706	
SUPPLIES					
6560 Food	0	0	61	0	
TOTAL SUPPLIES	0	0	61	0	
FIXED ASSETS					
7150 Other Betterments/Improvement	283,500	407,847	623,228	0	
TOTAL FIXED ASSETS	283,500	407,847	623,228	0	
DEBT SERVICE					
8100 Principal	50,592	52,186	52,186	53,830	
8200 Interest	51,858	50,239	50,239	48,569	
TOTAL DEBT SERVICE	102,450	102,425	102,425	102,399	
FUND TOTAL	599,287	533,575	766,065	118,261	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Park Development

Orgkey
250400

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
41200	Sports Park	102,425	102,425
41207	Heritage Park	400,000	5,919
41208	Orange Street Alley Park	246,455	0
41210	Administration	17,185	9,917
	TOTALS	$766,065	$118,261

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
PUBLIC FACILITY DEVELOPMENT - PW

FUND
PUBLIC FACILITY DEVELOPMENT FUND

ORGKEY
251400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	0	1,711	1,777	
4015 Banked Leave Buy Back	0	0	170	41	
4050 Pension Contributions	0	0	322	353	
4051 Fica/Medicare	0	0	97	100	
4053 Deferred Compensation	0	0	46	47	
4055 Health/Dental Insurance	0	0	14	15	
4058 Unemployment Insurance	0	0	5	4	
4059 Life Insurance	0	0	1	1	
4081 Eyecare Reimbursement	0	0	0	2	
4085 Other Taxable Benefits	0	0	39	44	
TOTAL SALARIES AND BENEFITS	0	0	2,405	2,384	
SERVICES					
5190 Other Professional Services	0	0	3,000	0	
5870 General Govt Service Charge	33,523	15,500	15,500	15,500	
TOTAL SERVICES	33,523	15,500	18,500	15,500	
DEBT SERVICE					
8200 Interest	2,108	0	0	0	
TOTAL DEBT SERVICE	2,108	0	0	0	
FUND TOTAL	35,631	15,500	20,905	17,884	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
ARTERIAL STREET CONSTRUCTION

FUND
ARTERIAL STREET CONSTRUCTION FUND

ORGKEY
252400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	1,725	1,711	1,777	
4015 Banked Leave Buy Back	0	40	170	41	
4050 Pension Contributions	0	327	322	363	
4051 Fica/Medicare	0	100	97	100	
4053 Deferred Compensation	0	46	46	47	
4055 Health/Dental Insurance	0	15	14	15	
4058 Unemployment Insurance	0	4	5	4	
4059 Life Insurance	0	1	1	1	
4081 Eyecare Reimbursement	0	2	0	2	
4085 Other Taxable Benefits	0	44	39	44	
TOTAL SALARIES AND BENEFITS	0	2,304	2,405	2,394	
SERVICES					
5190 Other Professional Services	0	0	2,782	0	
5760 Special Program Expenditures	23,490	22,295	351	0	
5870 General Govt Service Charge	20,590	5,000	5,000	5,000	
TOTAL SERVICES	44,080	27,295	8,133	5,000	
FUND TOTAL	44,080	29,599	10,538	7,394	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
TRAFFIC SIGNALS FUND

FUND
TRAFFIC SIGNALS FUND

ORGKEY
253400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SERVICES					
5190 Other Professional Services	0	0	2,782	0	
5760 Special Program Expenditures	11,748	15,000	176	0	
5870 General Govt Service Charge	2,136	2,000	2,000	2,000	
TOTAL SERVICES	13,884	17,000	4,958	2,000	
FUND TOTAL	13,884	17,000	4,958	2,000	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
FREEWAY INTERCHANGES

FUND
FREEWAY INTERCHANGES FUND

ORGKEY
254400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	0	12,990	10,746	10,786	
4015 Banked Leave Buy Back	0	300	571	249	
4050 Pension Contributions	0	2,462	2,043	2,146	
4051 Fica/Medicare	0	939	767	768	
4053 Deferred Compensation	0	275	202	154	
4055 Health/Dental Insurance	0	949	729	545	
4058 Unemployment Insurance	0	48	43	40	
4059 Life Insurance	0	7	5	6	
4081 Eyecare Reimbursement	0	25	11	20	
4085 Other Taxable Benefits	0	101	78	98	
TOTAL SALARIES AND BENEFITS	0	18,096	15,195	14,812	
SERVICES					
5190 Other Professional Services	0	0	2,782	0	
5760 Special Program Expenditures	3,920	0	175	0	
5870 General Govt Service Charge	30,144	4,500	2,000	2,000	
TOTAL SERVICES	34,064	4,500	4,957	2,000	
FIXED ASSETS					
7150 Other Betterments/Improvement	0	1,012,900	1,012,900	1,012,900	University
TOTAL FIXED ASSETS	0	1,012,900	1,012,900	1,012,900	
FUND TOTAL	34,064	1,035,496	1,033,052	1,029,712	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Freeway Interchanges

Orgkey
254400

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
41400	University Ramp	1,033,052	1,029,712
	TOTALS	$1,033,052	$1,029,712

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
STORM DRAIN CONSTRUCTION

FUND
STORM DRAIN CONSTRUCTION FUND

ORGKEY
405400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	22,867	25,080	25,145	32,959	
4010 Overtime Salaries	120	0	30	0	
4015 Banked Leave Buy Back	7,240	579	579	760	
4050 Pension Contributions	4,220	4,752	4,798	6,557	
4051 Fica/Medicare	1,816	1,966	1,851	2,584	
4053 Deferred Compensation	172	215	215	357	
4055 Health/Dental Insurance	2,020	2,034	1,956	3,094	
4058 Unemployment Insurance	47	109	159	152	
4059 Life Insurance	14	16	15	22	
4081 Eyecare Reimbursement	0	56	0	79	
4085 Other Taxable Benefits	45	38	30	53	
TOTAL SALARIES AND BENEFITS	38,561	34,845	34,778	46,617	
SERVICES					
5190 Other Professional Services	244,838	253,907	8,691	0	
5270 Printing and Binding	708	0	149	0	
5275 Postage	26	0	0	0	
5280 Advertising	1,257	0	0	0	
5870 General Govt Service Charge	11,968	15,082	15,082	4,422	
TOTAL SERVICES	258,797	268,989	23,922	4,422	
FIXED ASSETS					
7150 Other Betterments/Improvement	0	157,701	0	0	
7240 Storm Drain Construction	39,834	63,356	71,309	0	
TOTAL FIXED ASSETS	39,834	221,057	71,309	0	
FUND TOTAL	337,192	524,891	130,009	51,039	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Storm Drain Construction

Orgkey
405400

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
48034	Opal Basin Construction Project	80,149	0
48040	Storm Drain Construction Administration	49,860	51,039
	TOTALS	$130,009	$51,039

City of Redlands
2016-2017
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 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 water consumption. This program includes rebates for high efficiency toilets and clothes washers, smart irrigation timers, and turf replacements to name a few. With passage of the 2009 Water Conservation Act the City is required to reduce water consumption by 20 percent by 2020, this rebate program is intended to assist the City in meeting that goal.

Accomplishments for Fiscal Year 2015-2016

- Installed approximately 16,000 feet of potable water line
- Rehabilitated Ward Way reservoir and booster pump
- Chicken Hill and Mill Creek 2A well rehabilitation
- Crafton Hills Reservoir Rehabilitation and Recoating
- This fiscal year the City has completed over $280,000 worth of pre-inspections for the Water Efficiency Rebate Program and finalized over $80,000 in rebates. Rebates have been given for over 45,000 square feet of turf converted, totaling 4 million gallons of water saved per year. Rebates for high efficiency sprinklers, toilets, washers, and weather based irrigation controllers have also been given. Additionally, the department has been working with water purveyors in the region on a region-wide water conservation campaign "iEfficient." Finally, design for a recycled water reservoir was completed and will be constructed in FY 2016-2017.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	3,232,980	3,659,331	3,280,240	3,882,566	
4005 Salaries Part Time	51,069	24,088	88,747	32,050	
4010 Overtime Salaries	204,601	185,000	178,433	185,000	
4012 Stand By	63,865	60,000	69,889	69,889	
4015 Banked Leave Buy Back	127,984	84,446	84,183	89,598	
4016 Compensated Absences	44,151	0	0	0	
4050 Pension Contributions	425,028	693,443	623,418	772,321	
4051 Fica/Medicare	276,339	307,929	278,930	307,594	
4053 Deferred Compensation	11,108	11,544	9,180	12,539	
4055 Health/Dental Insurance	661,776	698,138	632,238	722,375	
4056 Worker's Comp Insurance	411,788	367,344	244,896	201,678	
4057 Disability Insurance	25,811	29,436	25,281	27,518	
4058 Unemployment Insurance	23,489	27,134	34,923	27,602	
4059 Life Insurance	3,369	3,838	3,226	3,875	
4080 Vehicle Allowance	616	0	884	0	
4081 Eyecare Reimbursement	6,041	13,707	4,864	13,861	
4082 Clothing Allowance	6,416	8,091	6,566	10,276	
4083 Uniform Rental	23,447	18,393	16,333	18,393	
4084 Clothing Cash Payment	900	1,167	924	1,167	
4085 Other Taxable Benefits	23,342	27,246	17,698	21,048	
4086 Tuition Reimbursement	0	0	0	0	
TOTAL SALARIES AND BENEFITS	5,624,120	6,220,275	5,600,853	6,399,350	
SERVICES					
5103 Software Support/Development	5,085	100,000	2,500	2,500	
5104 Hardware Maint/Replace	6,605	11,500	0	0	
5141 Settlements/Judgements	0	0	2,000	0	
5142 City Attorney Legal Service	32,340	35,000	33,000	33,500	
5180 Medical/Physicals	1,618	1,500	1,500	1,700	
5190 Other Professional Services	307,937	203,894	175,000	165,500	
5240 Meeting & Professional Devlpmt	2,646	3,500	1,500	2,500	
5255 Travel Expense Reimbursement	3,630	3,500	9,526	13,750	
5270 Printing and Binding	29,387	32,500	31,800	35,800	
5275 Postage	12,996	11,500	36,000	37,000	
5280 Advertising	5,595	10,000	20,000	25,000	
5300 Water, Sewer, Disposal	7,173	7,500	13,139	8,000	
5301 City Water	374,796	430,000	285,000	285,000	
5303 Telephone	53,947	47,400	58,275	64,200	
5310 Electricity & Gas	386,833	400,000	400,000	400,000	
5312 Electric Service Facility Ops	1,908,630	2,327,000	1,840,000	2,340,000	
5314 Gas Service Facility Ops	709	1,500	1,500	1,500	
5317 Service for Facility Ops	41,447	40,000	50,000	50,000	
5318 Energy for Treatment	55,496	62,000	80,000	80,000	
5320 Janitorial Services	3,540	7,000	5,000	6,000	
5350 Building/Grounds Maintenance	7	5,000	2,000	5,000	
5360 Machinery & Equip Maint	0	30,000	10,000	15,000	
5365 Vehicle Maintenance	130	1,500	3,000	3,000	
5392 License & Permits	236,865	255,000	264,500	264,500	
5395 Info Technology Services Charge	391,572	380,952	380,952	348,680	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SERVICES (CONT.)					
5396 City Garage Charges	393,528	640,607	640,607	695,572	
5451 Retiree Health Insurance	1,188,350	400,000	400,000	400,000	
5510 Land and Building Rent	1,778	4,000	4,200	4,500	
5570 Office Equip & Furn Rent	7,541	5,000	10,708	10,500	
5590 Other Rentals	8,348	20,000	20,000	21,200	
5710 Street Repairs	303,964	300,000	800,000	0	
5720 Taxes	7,268	750	11,000	11,000	
5722 Penalties and Interest	8	0	0	0	
5730 Stock Assessment	548,852	675,000	550,000	550,000	
5760 Special Program Expenditures	36,722	281,256	105,200	255,000	
5765 Conservation Rebates	86,598	265,000	538,442	150,000	
5800 Subscriptions & Memberships	6,096	7,500	7,050	7,050	
5840 Training	23,483	42,000	52,000	54,500	
5860 Labor	324	0	0	0	
5870 General Govt Service Charge	1,106,421	1,350,000	1,350,000	1,132,416	
5880 Special Contractual Services	207,576	25,000	125,000	125,000	
5898 State Mandated Fees	1,600	2,000	2,000	2,000	
5950 Bad Debt Expense	32,302	0	0	0	
5980 Billing Services	437,500	450,000	437,499	450,000	
5995 Depreciation Expense	2,448,047	0	0	0	
TOTAL SERVICES	10,717,290	8,875,859	8,759,898	8,056,868	
SUPPLIES					
6100 Purchased Water	102,086	300,500	100,000	150,000	
6120 Chemical & Lab Supplies	336,609	550,000	550,000	550,000	
6130 Books & Supplies	0	2,000	1,200	1,700	
6140 Office Supplies	17,692	20,750	17,700	17,700	
6145 Awards/Recognition Program	56	3,000	3,000	3,000	
6180 Turnouts/Uniforms/Sfty Clothing	16,982	35,010	34,000	38,500	
6210 Repair/Maintenance Supplies	861,258	883,000	910,000	1,080,000	
6310 Janitorial Supplies	3,446	5,000	3,500	6,500	
6375 Computer Components	3,055	21,000	20,000	20,000	
6410 Motor Vehicle Supplies	640	7,500	4,000	4,500	
6500 Office Equipment & Furniture	6,139	3,500	7,500	8,500	
6510 Small Tools & Equipment	34,132	63,000	60,000	65,000	
6560 Food	2,205	4,500	6,600	6,600	
6570 Water Meters & Fittings	288,379	400,000	400,000	400,000	
6590 Special Departmental Supplies	114,106	100,000	112,200	112,350	
TOTAL SUPPLIES	1,786,785	2,398,760	2,229,700	2,464,350	
FIXED ASSETS					
7060 Office Furniture	0	28,000	28,000	20,000	
7100 Motor Vehicles	408,660	107,636	124,000	325,000	3 operator trucks (prod), 2 maintenance trucks (prod maint), 1 fleetside (distro)
7140 All Other Equipment	0	172,700	138,050	0	1 truck bed, 1 message board, 1 compressor
7150 Other Betterments/Improvement	20,348	250,000	0	0	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
FIXED ASSETS (CONT.)					
7700 Water Facilities	35,776	0	0	0	
TOTAL FIXED ASSETS	464,784	558,336	290,050	345,000	
DEBT SERVICE					
8300 Capitalized Expenditures	(400,861)	0	0	0	
TOTAL DEBT SERVICE	(400,861)	0	0	0	
FUND TOTAL	18,192,118	18,053,230	16,880,501	17,265,568	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Water

Orgkey
501403

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
71001	Water Admin & General	9,587,211	5,112,792
71010	Water Engineering	15,375	816,993
71020	Water Production & Operation - General	3,116,900	4,591,700
71024	Water Production Maintenance	418,800	1,819,022
71032	Water Treatment - HTWTP	400,400	447,277
71034	Water Treatment - HHWTP	334,500	362,677
71040	Water Quality - General	7,400	223,108
71060	Water Distribution - General	2,237,400	3,286,068
71090	Water Conservation Program	672,515	511,888
71114	'B' Contract (Reimbursable)	90,000	90,000
71115	'B' Contract (City)	0	2,463
71116	South Mountain Water (Reimbursable)	0	1,580
	TOTALS	$16,880,501	$17,265,568

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
WATER PROJECTS

FUND
WATER PROJECTS FUND

ORGKEY
503403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	4,479	0	11,181	0	
4012 Stand By	213	0	6	0	
4050 Pension Contributions	727	0	2,024	0	
4051 Fica/Medicare	352	0	839	0	
4055 Health/Dental Insurance	983	0	2,091	0	
4057 Disability Insurance	41	0	92	0	
4058 Unemployment Insurance	33	0	35	0	
4059 Life Insurance	4	0	5	0	
4085 Other Taxable Benefits	0	0	19	0	
TOTAL SALARIES AND BENEFITS	6,832	0	16,292	0	
SERVICES					
5110 Architect & Engineer	21,735	0	0	0	
5141 Settlements/Judgements	805,812	0	0	0	
5190 Other Professional Services	141,802	156,745	93,643	140,000	
5270 Printing and Binding	1,276	0	0	0	
5275 Postage	0	0	21	0	
5280 Advertising	844	0	455	0	
5392 License & Permits	13,515	0	0	0	
TOTAL SERVICES	984,984	156,745	94,119	140,000	
SUPPLIES					
6210 Repair/Maintenance Supplies	0	390,000	3	0	
TOTAL SUPPLIES	0	390,000	3	0	
FIXED ASSETS					
7150 Other Betterments/Improvement	13,150	0	0	0	
7700 Water Facilities	5,816,269	9,535,112	6,374,795	7,225,000	
TOTAL FIXED ASSETS	5,829,419	9,535,112	6,374,795	7,225,000	
DEBT SERVICE					
8300 Capitalized Expenditures	(5,829,419)	0	0	0	
TOTAL DEBT SERVICE	(5,829,419)	0	0	0	
FUND TOTAL	991,816	10,081,857	6,485,209	7,365,000	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Water Projects

Orgkey
503403

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
71210	Rees Treatment Plant Ops (LMC)	5,000	5,000
71215	Well 38 & 39 Treatment (LMC Related)	5,000	5,000
71216	Well Orange & Church Treatment (LMC Related	5,000	5,000
71240	Wabash/Panorama Pipeline Rplc	68	0
71254	Rate Study 2014	27,500	0
71257	2014 CIP Water, Non-potable & Sewer Pipeline	3,005,054	0
71259	Fire Stn 1 Landscape	38,534	0
71260	Non-potable Colton/Sixth	968,750	0
71261	Crafton Reservoir Rehab	718,069	0
71262	Fire Stn 2-4 Landscape	242,400	0
71263	MC2A Rehab	65,988	0
71264	Chicken Hill Well Rehab	62,088	0
71265	Palm Ave Pipe	193,759	0
71266	Hinckley Roof Replacement	50,000	0
71307	Water Production Annual Replacement	200,000	500,000
71308	Water System Improvements	200,000	500,000
71365	Utilities Building Improvements	375,000	375,000
71385	Master Planning and Studies	50,000	125,000
Unassigned	Garnet Bridge Pipeline	273,000	0
Unassigned	2016 CIP Replacements	0	4,500,000
Unassigned	Reservoir Rehabilitation- Sunset	0	1,350,000
	TOTALS	$6,485,209	$7,365,000

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
WATER DEBT SERVICE

FUND
WATER DEBT SERVICE FUND

ORGKEY
506403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	2,205	3,000	3,000	3,000	
5190 Other Professional Services	926	1,000	0	0	
TOTAL SERVICES	3,131	4,000	3,000	3,000	
DEBT SERVICE					
8100 Principal	0	1,876,756	1,904,387	722,697	
8200 Interest	381,916	343,477	345,664	314,429	
TOTAL DEBT SERVICE	381,916	2,220,233	2,250,051	1,037,126	
FUND TOTAL	385,047	2,224,233	2,253,051	1,040,126	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SOURCE ACQUISITION

FUND
SOURCE ACQUISITION FUND

ORGKEY
508403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
FIXED ASSETS					
7340 Purchase Water Shares	300,000	0	0	0	
TOTAL FIXED ASSETS	300,000	0	0	0	
DEBT SERVICE					
8200 Interest	125	0	0	0	
8300 Capitalized Expenditure	(300,000)	0	0	0	
TOTAL DEBT SERVICE	(299,875)	0	0	0	
FUND TOTAL	125	0	0	0	

City of Redlands

2016-2017

Proposed Budget

DEPARTMENT/DIVISION
WATER CAPITAL IMPROVEMENT

FUND
WATER CAPITAL IMPROVEMENT FUND

ORGKEY
509403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5760 Special Program Expenditures	16,150	20,000	366	0	
TOTAL SERVICES	16,150	20,000	366	0	
FIXED ASSETS					
7700 Water Facilities	0	0	968,750	0	
TOTAL FIXED ASSETS	0	0	968,750	0	
DEBT SERVICE					
8200 Interest	1,278	0	0	0	
TOTAL DEBT SERVICE	1,278	0	0	0	
FUND TOTAL	17,428	20,000	969,116	0	

City of Redlands
2016-2017
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 2015-2016

- Installed approximately 3200 feet of sewer line
- Waste Water Treatment Plant standby generator
- Digester 1 & 2 cleaning and evaluation

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SEWER SERVICE

FUND
SEWER SERVICE FUND

ORGKEY
521402

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	1,697,027	2,061,341	1,905,468	2,058,249	
4005 Salaries: Part Time	39,204	12,044	33,838	16,025	
4010 Overtime Salaries	82,634	70,000	78,012	78,012	
4012 Stand By	30,306	25,000	44,727	44,727	
4015 Banked Leave Buy Back	89,744	47,569	57,404	47,498	
4016 Compensated Absences	(13,786)	0	0	0	
4050 Pension Contributions	221,588	390,624	363,455	409,427	
4051 Fica/Medicare	145,331	169,755	159,614	162,721	
4053 Deferred Compensation	6,497	8,462	6,852	7,004	
4055 Health/Dental Insurance	343,133	372,615	356,285	368,502	
4056 Worker's Comp Insurance	36,626	32,673	21,782	84,816	
4057 Disability Insurance	12,895	15,139	12,718	14,755	
4058 Unemployment Insurance	13,649	14,561	19,157	13,957	
4059 Life Insurance	1,713	2,063	1,754	2,026	
4080 Vehicle Allowance	176	200	253	200	
4081 Eyecare Reimbursement	3,499	7,369	1,669	7,237	
4082 Clothing Allowance	2,880	3,275	3,180	5,390	
4084 Clothing Cash Payment	530	1,000	614	1,000	
4085 Other Taxable Benefits	15,350	15,180	17,586	21,431	
TOTAL SALARIES AND BENEFITS	2,728,996	3,248,870	3,084,368	3,342,977	
SERVICES					
5103 Software Support/Development	0	120,000	120,000	120,000	
5104 Hardware Maint/Replace	3,287	0	0	0	
5110 Architect & Engineer	4,923	0	3,285	0	
5141 Settlements/Judgements	0	1,250,000	252,684	0	
5142 City Attorney Legal Service	9,701	11,000	11,000	11,000	
5180 Medical/Physicals	468	500	500	500	
5190 Other Professional Services	45,659	93,500	120,500	94,500	
5240 Meeting & Professional Devlpmt	254	5,000	5,000	5,000	
5255 Travel Reimbursement	3,209	3,000	4,400	5,500	
5270 Printing and Binding	993	450	600	1,000	
5275 Postage	141	1,700	700	700	
5280 Advertising	1,792	1,500	1,500	1,500	
5300 Water, Sewer, Disposal	6,116	6,000	7,500	9,000	
5303 Telephone	24,260	9,800	18,000	20,000	
5312 Electric Service: Facility Ops	737,765	700,000	735,000	735,000	
5313 Heating/AC Service Contract	0	0	1,000	1,000	
5317 Service for Facility Ops	5,333	1,500	1,500	1,500	
5320 Janitorial Services	4,200	4,500	5,000	6,000	
5340 Office Equipment Maintenance	0	500	500	500	
5350 Building/Grounds Maintenance	0	5,000	5,000	5,000	
5360 Machinery & Equip Maint	12,952	14,000	50,000	52,000	
5392 License & Permits	63,010	75,000	100,000	125,000	
5395 Info Technology Services Charge	221,265	215,264	215,250	197,029	
5396 City Garage Charges	128,677	70,908	70,900	80,858	
5451 Retiree Health Insurance	673,398	400,000	400,000	400,000	
5530 Clothing Linen Rent	18,256	10,000	22,000	25,000	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SEWER SERVICE

FUND
SEWER SERVICE FUND

ORGKEY
521402

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES
SERVICES (CONT.)					
5570 Office Equip & Furn Rent	3,202	2,600	4,200	4,200	
5590 Other Rentals	8,416	9,000	10,000	11,000	
5720 Taxes	4,027	0	0	0	
5722 Penalties & Interest	7	0	18	0	
5760 Special Program Expenditures	5,867	0	3,000	3,000	Program
5800 Subscriptions & Memberships	14,257	9,900	15,500	16,000	
5840 Training	12,887	10,500	23,500	26,000	
5870 General Govt Service Charge	482,060	490,000	490,000	496,058	
5880 Special Contractual Services	307,420	318,000	25,000	308,000	
5950 Bad Debt Expense	14,521	0	0	0	
5980 Billing Services	131,250	145,000	145,000	145,000	
5995 Depreciation Expense	1,352,230	0	0	0	
TOTAL SERVICES	4,301,803	3,984,122	2,868,037	2,906,845	
SUPPLIES					
6120 Chemical & Lab Supplies	356,710	526,500	620,000	620,000	
6130 Books & Supplies	0	1,450	1,450	2,000	
6140 Office Supplies	14,000	1,500	15,000	20,000	
6180 Turnouts/Uniforms/Sfty Clothing	9,473	4,750	7,500	7,500	
6210 Repair/Maintenance Supplies	387,005	323,500	295,000	355,000	
6310 Janitorial Supplies	2,132	1,500	3,000	3,000	
6375 Computer Components	4,122	6,500	5,500	5,500	
6500 Office Equipment & Furniture	597	1,000	22,500	22,500	
6510 Small Tools & Equipment	7,354	10,500	25,500	25,500	
6560 Food	992	1,500	5,300	5,300	
6590 Special Departmental Supplies	5,297	30,000	5,000	5,000	
TOTAL SUPPLIES	787,682	908,700	1,005,750	1,071,300	
FIXED ASSETS					
7080 Computer Equipment	0	7,500	7,500	7,500	
7100 Motor Vehicles	43,685	516,175	516,175	40,000	Replacement for unit 603 Tractor with PTO & boom mower attachment
7140 All Other Equipment	21,206	85,000	85,000	115,000	
7150 Other Betterments/Improvement:	13,665	0	0	0	
7600 Wastewater Facilities	0	90,000	0	0	
7745 Laboratory Equipment	0	93,000	20,437	20,000	
TOTAL FIXED ASSETS	78,556	791,675	629,112	182,500	
DEBT SERVICE					
8300 Capitalized Expenditures	(71,557)	0	0	0	
TOTAL DEBT SERVICE	(71,557)	0	0	0	
FUND TOTAL	7,825,480	8,933,367	7,587,267	7,503,622	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Sewer

Orgkey
521402

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
73001	Wastewater Administration	5,431,332	1,950,914
73010	Wastewater Engineering	3,285	776,656
73020	Wastewater Treatment & Operations	707,650	1,371,283
73034	Wastewater Treatment Plant Maintenance	1,059,700	1,890,796
73040	Wastewater Quality Control	251,900	570,913
73041	Wastewater Industrial Waste Monitoring	5,800	163,951
73060	Wastewater Collection System - General	126,600	606,347
73072	Wastewater Joint Laboratory - Water	1,000	166,000
73074	Wastewater Joint Laboratory - Solid Waste	0	6,761
	TOTALS	$7,587,267	$7,503,622

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SEWER PROJECTS

FUND
SEWER PROJECTS FUND

ORGKEY
523402

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5190 Other Professional Services	3,768	157,500	10,000	50,000	
5270 Printing and Binding	700	0	0	0	
5275 Postage	14	0	0	0	
5280 Advertising	488	0	0	0	
5880 Special Contractual Services	0	237,500	0	0	
TOTAL SERVICES	4,970	395,000	10,000	50,000	
FIXED ASSETS					
7270 Building Construction	5,799	0	0	0	
7600 Wastewater Facilities	1,044,856	3,804,347	2,928,555	1,920,000	
TOTAL FIXED ASSETS	1,050,655	3,804,347	2,928,555	1,920,000	
DEBT SERVICE					
8300 Capitalized Expenditures	(1,050,655)	0	0	0	
TOTAL DEBT SERVICE	(1,050,655)	0	0	0	
FUND TOTAL	4,970	4,199,347	2,938,555	1,970,000	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Sewer Projects

Orgkey
523402

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
73319	Wastewater Replacement Program	150,000	350,000
73365	Utilities Building Improvements	50,000	70,000
73385	Master Planning and Study	10,000	50,000
73410	Wastewater Generator Replacement	126,835	0
73413	Digester 1 & 2 Cleaning and Assessment	86,720	0
73414	Roof Repairs at WWTP	125,000	0
Unassigned	SCADA Computers	0	200,000
Unassigned	Blower Modification	925,000	0
Unassigned	Security	0	100,000
Unassigned	Headworks Grit and Improvement	0	200,000
Unassigned	Local Collection Mains, FY 16	1,000,000	0
Unassigned	Local Collection Mains, FY 17	0	1,000,000
Unassigned	Digester 1 & 2 Recoating	405,000	0
Unassigned	Lab Expansion	60,000	0
	TOTALS	$2,938,555	$1,970,000

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SEWER DEBT SERVICE

FUND
SEWER DEBT SERVICE FUND

ORGKEY
526402

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5030 Fiscal Agent Fees	2,012	2,500	2,500	2,500	
5190 Other Professional Services	927	1,000	0	0	
TOTAL SERVICES	2,939	3,500	2,500	2,500	
DEBT SERVICE					
8100 Principal	0	1,210,167	1,210,167	1,252,297	
8200 Interest	193,019	171,746	171,746	131,542	
TOTAL DEBT SERVICE	193,019	1,381,913	1,381,913	1,383,839	
FUND TOTAL	195,958	1,385,413	1,384,413	1,386,339	

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
SEWER CAPITAL IMPROVEMENT

FUND
SEWER CAPITAL IMPROVEMENT FUND

ORGKEY
529402

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SERVICES					
5760 Special Program Expenditures	9,690	0	0	0	
TOTAL SERVICES	9,690	0	0	0	
FUND TOTAL	9,690	0	0	0	

City of Redlands
2016-2017
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 of the 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 2015-2016

- Installed approximately 1600 feet of non-potable water line.

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
NONPOTABLE WATER

FUND
NONPOTABLE WATER FUND

ORGKEY
541403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
SALARIES AND BENEFITS					
4000 Full Time Salaries	17,265	27,799	27,527	35,076	
4010 Overtime Salaries	517	0	417	0	
4012 Stand By	92	0	88	0	
4015 Banked Leave Buy Back	1,234	642	1,393	809	
4050 Pension Contributions	2,318	5,267	5,231	6,977	
4051 Fica/Medicare	1,330	1,928	1,923	2,581	
4053 Deferred Compensation	476	640	634	659	
4055 Health/Dental Insurance	939	1,084	1,046	1,944	
4057 Disability Insurance	62	100	20	18	
4058 Unemployment Insurance	38	100	113	135	
4059 Life Insurance	11	14	14	20	
4081 Eyecare Reimbursement	5	52	0	70	
4082 Clothing Allowance	4	5	5	6	
4085 Other Taxable Benefits	393	660	608	588	
TOTAL SALARIES AND BENEFITS	24,684	38,291	39,019	48,883	
SERVICES					
5312 Electric Service: Facility Ops	34,267	150,000	80,000	80,000	
5395 Info Technology Services Charge	0	13,000	13,000	13,000	
5396 City Garage Charges	0	8,898	8,898	8,900	
5451 Retiree Health Insurance	0	8,200	8,200	8,200	
5840 Training	75	0	0	0	
5870 General Govt Service Charge	6,520	6,520	6,520	6,495	
5995 Depreciation Expense	5,230	0	0	0	
TOTAL SERVICES	46,092	186,618	116,618	116,595	
SUPPLIES					
6210 Repair/Maintenance Supplies	2,606	0	0	0	
TOTAL SUPPLIES	2,606	0	0	0	
FIXED ASSETS					
7100 Motor Vehicles	26,151	0	0	0	
TOTAL FIXED ASSETS	26,151	0	0	0	
DEBT SERVICE					
8300 Capitalized Expenditures	(26,151)	0	0	0	
TOTAL DEBT SERVICE	(26,151)	0	0	0	
FUND TOTAL	73,382	224,909	155,637	165,478	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Nonpotable Water

Orgkey
541403

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
74001	Nonpotable Admin & General	75,637	64,087
74020	Nonpotable Production & Operation	80,000	98,490
74030	Nonpotable Maintenance	0	0
74040	Nonpotable Distribution	0	2,902
	TOTALS	$155,637	$165,478

City of Redlands
2016-2017
Proposed Budget

DEPARTMENT/DIVISION
NONPOTABLE WATER PROJECTS

FUND
NONPOTABLE WATER PROJECTS FUND

ORGKEY
543403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 CITY MANAGER RECOMMENDATION	NOTES:
FIXED ASSETS					
7700 Water Facilities	0	1,750,000	0	1,800,000	
TOTAL FIXED ASSETS	0	1,750,000	0	1,800,000	
FUND TOTAL	0	1,750,000	0	1,800,000	

City of Redlands
2016-1017
Proposed Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Nonpotable Water Projects

Orgkey
543403

Job Ledger No.	Project/Program Description	FY 2016 12-Month Estimate	FY 2017 Budget Request
Unassigned	Nonpotable Water System Improvements	0	1,800,000
	TOTALS	$0	$1,800,000