

City of Redlands  
2008-2009  
Adopted Budget

Community Development

**Mission Statement:**

To provide quality service to our customers through professionalism, integrity and efficient use of resources. The Department shall respond to the changing needs of the community by promoting and implementing policies, goals, procedures and actions which address community issues. The Department shall endeavor 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 planning of development within the City consistent with the policies and goals established in the General Plan and by the City Council.
- Provide professional, accurate, timely and courteous service to the public.
- 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 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.
- 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.

City of Redlands  
2008-2009  
Adopted Budget

Report on Performance Measures

Community Development

Description	Measure	Actual	Target	% Target
Development plans	90% of non-tenant plan checks processed in six weeks for two reviews	100%	90%	100%
Development plans	90% of tenant plan checks processed in three weeks for two reviews	64%	90%	71%
Development plans	90% of "LEED" plan checks processed in four weeks for two reviews	*	*	*
Inspections	95% of inspections completed next day if requested by 5:00 PM the previous day	100%	95%	100%

\* No permits issued.

City of Redlands

2008-2009

Adopted Budget

REVENUE DETAIL

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b>COMMUNITY DEVELOPMENT</b>				
3110 Agricultural Preserve Removal	5,830	5,190	(2,050)	3,500
3111 State Mandated Gen Plan Review	230,660	190,000	100,000	100,000
3112 General Plan Amendments	14,029	20,000	11,000	20,000
3113 Building Permits	951,731	900,000	700,000	700,000
3114 Electrical Permits	149,481	139,530	120,000	120,000
3115 Plumbing Permits	92,432	88,143	71,481	75,000
3117 HVAC Permits	75,859	60,000	65,000	65,000
3119 Cert of Occupancy	26,190	27,000	27,000	27,000
3120 Pool and Spa Permits	10,880	35,000	26,254	24,000
3121 Sign Permit	24,027	25,000	35,000	25,000
3122 Demolition Permits	7,410	10,000	4,000	7,500
3123 Roofing Permits	0	20,000	1,851	18,000
3124 Plan Check	526,055	460,000	300,000	300,000
3138 East Valley Corridor	6,225	0	6,365	6,365
3140 Specific Plan	9,100	25,000	20,000	20,000
3142 Conditional Use Permit	53,170	110,000	100,000	100,000
3144 Variances	41,834	45,000	15,000	20,000
3146 Building Moving	0	1,000	0	0
3148 CRA Review	77,380	85,000	90,000	85,000
3152 Map Review	84,805	100,000	90,000	90,000
3153 Street Vacation	11,415	9,875	9,875	10,000
3154 Environmental Impact	177,786	200,000	120,000	120,000
3158 Residential Development Alloc	30,450	21,150	11,000	15,000
3160 Planning Appeal Processing	360	500	4,385	2,500
3162 Home Occupation Permit	15,265	14,000	14,000	14,000
3164 Ordinance Amendment	15,980	20,000	11,000	10,000
3170 Code Enforcement	0	0	500	0
3175 Development Agreements	1,000	8,640	17,000	10,000
3176 Annexation Agreements	11,835	10,000	20,225	16,000
3178 Preannexation Agreements	724,722	300,000	400,000	450,000
3180 Socio-Economic Studies	78,320	90,000	50,000	60,000
3302 Inspections	11,480	10,000	11,500	11,500
3305 Cost Recover/Reimb Expenditure	543	0	0	0
3323 Research & Microfilming	17,660	14,000	14,000	14,000

City of Redlands

2008-2009

Adopted Budget

REVENUE DETAIL

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>COMMUNITY DEVELOPMENT (CONT)</u></b>				
3522 Kiosk Rental Program Revenue	0	24,000	24,000	24,000
3530 Miscellaneous Receipts	8,106	5,000	10,000	7,500
3533 Misc Taxable Sales	1,085	1,000	2,500	2,000
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>3,493,105</b>	<b>3,074,028</b>	<b>2,500,886</b>	<b>2,572,865</b>

City of Redlands  
2008-2009  
Adopted Budget

Community Development  
Building and Safety Division

**Program Description:**

This program has a total of six and one-half budgeted positions performing the functions of administration and enforcement of the various uniform codes and city's ordinances to provide minimum standards to safeguard life or limb, health, property and public welfare by regulation and controlling the design, construction, quality of materials, uses and occupancy, location and maintenance of all building and structures within the community of Redlands. This would include plan review, on-site inspections, code enforcement, maintenance and updates of permanent records, coordination with other City departments, and maintain quality public service.

**Program Objectives:**

- Maintain and promote excellent customer service standards at the One Stop Permit Counter and in the field.
- Perform effective and efficient plan review for approximately 400 plans in a timely manner for compliance with building, electrical, plumbing, mechanical, energy, and accessibility codes.
- Perform more than 18,000 inspections of all aspects of constructions and components that become a part of the structure within a twenty-four-hour period.
- Respond to approximately 20,000 telephone and public counter contacts for customer assistance.
- Provide staff support to the Development Review Committee, Fence Committee, Historic and Scenic Preservation Commission, Disaster Council, Code Enforcement, Neighborhood Improvement Team, and Local Chapters of the International Code Council.
- Review, update, and implement Assembly Bill 717, continuing an education requirement that applies to the Building Division.
- Continue to upgrade the department methods for reducing paper storage of commercial building plans and calculations to comply with state laws by digitizing plans.
- Continue to evaluate various codes and ordinances in relationship to new and existing structures within the city.

**Significant Program Changes:**

None

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
BUILDING & SAFETY

**FUND**  
GENERAL FUND

**ORGKEY**  
101162

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	347,971	438,558	398,960	502,556
4010 Overtime Salaries	72	100	61	100
4015 Banked Leave Buy Back	6,136	10,117	54,407	10,754
4050 Pension Contributions	59,550	75,968	69,110	87,950
4051 Fica/Medicare	26,877	33,140	30,874	37,808
4053 Deferred Compensation	860	2,625	2,625	2,825
4055 Health/Dental Insurance	56,668	65,117	65,411	85,810
4057 Disability Insurance	1,753	1,763	1,718	2,791
4058 Unemployment Insurance	2,477	3,016	3,380	3,255
4059 Life Insurance	406	480	378	465
4080 Vehicle Allowance	187	540	405	600
4081 Eyecare Reimbursement	1,124	1,564	660	1,688
4084 Clothing Cash Payment	1,000	1,100	1,100	1,200
4085 Other Taxable Benefits	218	218	150	225
4086 Tuition Reimbursement	420	950	600	950
<b>TOTAL SALARIES AND BENEFITS</b>	<b>505,719</b>	<b>635,256</b>	<b>629,839</b>	<b>738,977</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	156,332	156,629	100,000	8,619
5240 Meetings & Professional Devlpmt	2,170	3,150	3,000	4,650
5255 Travel Reimbursement	0	50	50	50
5270 Printing and Binding	3,849	3,885	3,885	3,885
5275 Postage	772	450	970	450
5290 Filming and Microfilming	8,000	8,000	8,000	8,000
5303 Telephone	2,957	3,200	3,000	3,200
5340 Office Equipment Maintenance	0	100	0	100
5395 Info Technology Services Charges	0	13,296	13,091	17,622
5396 City Garage Charges	16,402	22,188	22,188	17,885
5570 Office Equip & Furn Rent	3,534	3,491	3,491	3,491
5800 Subscriptions & Memberships	855	945	945	945

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
BUILDING & SAFETY

**FUND**  
GENERAL FUND

**ORGKEY**  
101162

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES (CONTD)</u></b>				
5950 Bad Debt Expense	0	0	543	0
<b>TOTAL SERVICES</b>	<b>194,871</b>	<b>215,384</b>	<b>159,163</b>	<b>68,897</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	793	4,050	4,899	4,050
6140 Office Supplies	1,073	1,400	1,268	1,400
6310 Janitorial Supplies	0	0	9	50
6500 Office Equipment & Furniture	852	3,750	3,000	3,450
6510 Small Tools & Equipment	444	375	480	575
6590 Special Departmental Supplies	0	0	21	50
<b>TOTAL SUPPLIES</b>	<b>3,162</b>	<b>9,575</b>	<b>9,677</b>	<b>9,575</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	20,976	15,000	15,000	0
<b>TOTAL FIXED ASSETS</b>	<b>20,976</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>
 <b>DIVISION TOTAL</b>	 <b>724,728</b>	 <b>875,215</b>	 <b>813,679</b>	 <b>817,449</b>

**City of Redlands  
2008-2009  
Adopted Budget**

**Community Development  
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 has a total of nine and one-half budgeted positions performing current and advanced planning functions. This 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 and development code, project management on special projects, administering contracts with consultants hired to perform environmental and planning services, annexation requests and provides technical and professional support to the Environmental Review Committee, Planning Commission, the Historic and Scenic Preservation Commission, and the City Council.

**Program Objectives:**

- Accept, process and prepare staff reports as necessary for approximately 450 land use applications and permits as required to satisfy the legally required procedures to allow a formal decision.
- Respond to approximately 15,000 telephone and public counter contacts for customer assistance.
- Provide staff support to the Planning Commission, the Historic and Scenic Preservation Commission, and the Environmental Review Committee, in the form of agendas, legal advertising and notices, and recording of minutes. This includes approximately twenty-two Planning Commission meetings, twelve Historic and Scenic Preservation Commission meetings, and twenty-two Environmental Review Committee meetings.
- Process miscellaneous City-initiated general plan amendments and development code amendments as directed by the City Council.
- Process annexations as required for unincorporated areas to accommodate proposed and pending development.
- Check 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.
- Implement Permits Plus software for improved project tracking and reporting and begin to implement for planning.

**Significant Program Changes:**

- Add a new Planner at the Senior Planner level.
- Appropriation of \$150,000 to cover General Plan Update for Fiscal Year tasks.



City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**  
PLANNING

**FUND**

GENERAL FUND

**ORGKEY**

101164

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	577,841	611,019	600,000	652,272
4010 Overtime Salaries	3,170	20,000	2,500	20,000
4015 Banked Leave Buy Back	55,686	14,245	63,470	13,021
4050 Pension Contributions	99,034	105,870	90,000	114,354
4051 Fica/Medicare	44,755	46,341	40,000	48,962
4053 Deferred Compensation	7,620	5,782	4,020	6,185
4055 Health/Dental Insurance	89,482	100,319	90,000	180,705
4057 Disability Insurance	2,000	2,290	2,290	3,121
4058 Unemployment Insurance	3,985	4,101	4,101	4,123
4059 Life Insurance	601	652	652	589
4080 Vehicle Allowance	979	480	480	600
4081 Eyecare Reimbursement	690	2,126	2,100	2,137
4084 Clothing Cash Payment	1,000	1,400	1,400	1,400
4085 Other Taxable Benefits	368	2,708	2,000	1,935
4086 Tuition Reimbursement	0	0	936	1,500
<b>TOTAL SALARIES AND BENEFITS</b>	<b>887,211</b>	<b>917,333</b>	<b>903,949</b>	<b>1,050,904</b>

**SERVICES**

5190 Other Professional Services	22,755	263,024	158,000	150,000
5240 Meetings & Professional Devlpmnt	1,972	2,500	2,500	4,000
5255 Travel Reimbursement	289	100	100	100
5270 Printing and Binding	5,208	10,000	7,500	10,000
5275 Postage	5,150	7,500	7,500	7,500
5280 Advertising	21,541	20,000	20,000	20,000
5303 Telephone	3,896	4,000	4,000	4,000
5340 Office Equipment Maintenance	35	100	100	100
5392 License & Permits	0	0	100	100
5395 Info Technology Services Charges	0	20,395	20,079	27,029
5396 City Garage Charges	0	0	0	1,892
5570 Office Equip & Furn Rent	6,632	5,637	5,637	5,637
5800 Subscriptions & Memberships	1,048	2,565	1,400	2,565

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
PLANNING

**FUND**  
GENERAL FUND

**ORGKEY**  
101164

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES (CONTD)</u></b>				
5880 Special Contractual Services	0	0	100	100
5930 Annexation	700	6,000	0	6,000
<b>TOTAL SERVICES</b>	<b>69,226</b>	<b>341,821</b>	<b>227,016</b>	<b>239,023</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	598	600	600	1,000
6140 Office Supplies	6,676	5,500	6,500	6,500
6500 Office Equipment & Furniture	335	1,500	1,500	1,500
<b>TOTAL SUPPLIES</b>	<b>7,609</b>	<b>7,600</b>	<b>8,600</b>	<b>9,000</b>
 DIVISION TOTAL	 964,046	 1,266,754	 1,139,565	 1,298,927
 DEPARTMENT TOTAL	 1,688,774	 2,141,969	 1,953,244	 2,116,376