

City of Redlands  
2011-2012  
Adopted 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 shall respond to the changing needs of the community by promoting and implementing policies, goals, procedures and actions which address community issues related to physical development; strengthen and diversify the economic base of the City; and eliminate physical blight. 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 by the City Council and the Redevelopment Plan;
- Provide professional, accurate, timely and courteous service to the public;
- Emphasize development and business attraction opportunities;
- 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.

**Sustainability Efforts:**

- Initiate the use of the California Green Building Standards;
- Accelerated plan review for the SCE solar project located at Palmetto Ave;
- Processing 500 Brookside Avenue LEED certification;
- Transfer Development Rights from Greenfields to Infill (SCAG Compass Blueprint Demonstration project) completed and winner of the Innovation in Green Communities Inland Empire American Planning Award;
- Amended Downtown Specific Plan & Program Environmental Impact Report. Staff completed review of the Draft Program EIR and the mandatory 45-day public review period has been completed. The amended Downtown Specific Plan is in final draft and conducting workshops with the community;
- Staff is working with SANBAG's consultant in the planning of land uses within each of the five ½ mile Transit Oriented Development (TOD) districts around the planned rail stations for the Redlands Passenger Rail Project. Approximately 240 hours has been spent thus far;

- AB 32/SB 375 Joint Partnership with SANBAG members for the development of a GHG Inventory and Reduction Plan and a Sustainable Community Strategy for the region to comply with new State legislation;
- A coordinated effort with the County of San Bernardino and City staff for the planning and development of the eastern leg of the Santa Ana River Regional Trail; and
- Completed the final design for the east leg of the Orange Blossom trail between Sixth Street and Wabash Avenue and compliance with CEQA relative to completion of the Initial Study Checklist. Planning staff continues to assist in the pursuit of grant funding for the project through Caltrans and SanBag opportunities.

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REVENUE DETAIL

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>DEVELOPMENT SERVICES</u></b>				
3110 Agricultural Preserve Removal	(1,601)	1,787	0	1,787
3111 State Mandated Gen Plan Review	3,238	15,000	8,000	8,000
3112 General Plan Amendments	3,723	15,093	3,723	11,169
3113 Building Permits	147,450	241,250	225,000	240,000
3114 Electrical Permits	30,317	34,000	39,000	35,000
3115 Plumbing Permits	17,603	20,000	27,444	25,000
3117 HVAC Permits	31,416	35,000	35,000	35,000
3119 Cert of Occupancy	21,779	23,000	16,000	16,500
3120 Pool and Spa Permits	12,360	10,000	7,767	7,800
3121 Sign Permit	16,086	20,398	17,000	18,000
3122 Demolition Permits	1,189	3,012	2,000	2,500
3123 Roofing Permits	28,597	28,000	20,000	20,000
3124 Plan Check	91,889	90,500	125,000	125,000
3138 East Valley Corridor	2,732	9,161	2,732	12,100
3140 Specific Plan	0	11,511	0	5,680
3142 Conditional Use Permit	58,888	71,607	65,000	65,000
3144 Variances	8,643	11,192	14,500	10,000
3146 Building Moving	(1,244)	1,244	0	1,244
3148 CRA Review	21,635	70,478	20,000	40,000
3152 Map Review	15,400	52,098	5,000	20,000
3153 Street Vacation	2,040	4,080	0	4,080
3154 Environmental Impact	86,879	80,039	50,000	60,000
3158 Residential Development Alloc	2,582	4,367	516	4,368
3160 Planning Appeal Processing	6,404	3,142	0	1,601
3162 Home Occupation Permit	11,446	12,064	12,700	11,000
3164 Ordinance Amendment	8,870	9,030	2,029	7,500
3175 Development Agreements	2,500	4,000	4,000	3,500
3176 Annexation Agreements	20	12,222	1,874	7,500
3178 Preannexation Agreements	200,756	300,000	70,000	200,000
3180 Socio-Economic Studies	9,922	40,172	10,000	25,000
3302 Inspections	10,249	10,000	10,000	11,000
3323 Research & Microfilming	4,368	4,000	4,368	4,000
3512 Returned Check Charge	140	0	140	0
3522 Kiosk Rental Program Revenue	420	7,500	0	5,000

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	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>DEVELOPMENT SERVICES (CONT)</u></b>				
3530 Miscellaneous Receipts	12,060	10,000	1,500	5,000
3533 Misc Taxable Sales	371	1,000	500	1,000
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>869,127</b>	<b>1,265,947</b>	<b>800,793</b>	<b>1,050,329</b>
<b><u>DRBA (236)</u></b>				
3100 Business License	66,431	65,000	55,692	52,000
3510 Investment Income	4,644	2,750	1,000	1,000
3512 Returned Check Charge	455	0	0	0
3530 Miscellaneous Receipts	17,007	20,000	10,500	17,000
3533 Misc Taxable Sales	2	0	0	0
3535 Program Income	260,071	260,000	240,000	240,000
3590 Donations	0	0	500	0
<b>TOTAL DRBA</b>	<b>348,610</b>	<b>347,750</b>	<b>307,692</b>	<b>310,000</b>
<b><u>COMM DEVEL BLOCK GRANT (243)</u></b>				
3250 Federal Grants	796,224	614,459	1,123,706	512,082
<b>TOTAL COMM DEVEL BLOCK GRNT</b>	<b>796,224</b>	<b>614,459</b>	<b>1,123,706</b>	<b>512,082</b>
<b><u>NEIGHBORHOOD INITIATIVE (245)</u></b>				
3250 Federal Grants	0	0	150,000	0
<b>TOTAL NEIGHBORHOOD INITIATIVE</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>0</b>
<b><u>LOW &amp; MODERATE HOUSING (285)</u></b>				
3309 Application/Filing Fee	0	0	200	0
3510 Investment Income	3,409	6,000	6,000	6,000
3740 Community Assistance Repayment	1,000	0	0	0
<b>TOTAL LOW &amp; MOD HOUSING</b>	<b>4,409</b>	<b>6,000</b>	<b>6,200</b>	<b>6,000</b>
<b><u>NORTH LOW &amp; MOD HOUSING FUND (286)</u></b>				
3510 Investment Income	8	0	0	0
<b>TOTAL NORTH LOW &amp; MOD HOUSING</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>

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REVENUE DETAIL

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>REDEVELOPMENT DEBT SVC (380)</u></b>				
3000 Current Secured Taxes	5,432,124	5,028,845	5,179,711	5,179,700
3001 Current Unsecured Taxes	752,895	768,010	940,328	936,000
3002 Supplemental Secured Taxes	26,928	50,000	53,144	31,000
3003 Supplemental Unsecured Taxes	(908)	0	181,973	170,000
3004 Secured PY Taxes	282,117	125,000	152,099	140,000
3005 Unsecured PY Taxes	8,445	8,000	15,760	15,000
3006 Supplemental PY Taxes	13,704	4,500	4,534	4,500
3007 Possessory Interest Taxes	23,172	22,500	22,500	22,500
3510 Investment Income	163,083	100,000	100,000	100,000
<b>TOTAL REDEVELOPMNT DEBT SVC</b>	<b>6,701,560</b>	<b>6,106,855</b>	<b>6,650,049</b>	<b>6,598,700</b>
<b><u>NORTH RDA DEBT SERVICE FUND (381)</u></b>				
3000 Current Secured Taxes	15,233	7,000	0	0
3002 Supplemental Secured Taxes	(7,609)	0	0	0
3510 Investment Income	128	0	25	0
<b>TOTAL NORTH RDA DEBT SVC FUND</b>	<b>7,752</b>	<b>7,000</b>	<b>25</b>	<b>0</b>
<b><u>REDEVELOPMENT GENERAL FUND (480)</u></b>				
3305 Cost Recovery/Reimb Expenditure	409	0	206	0
3510 Investment Income	(4,316)	0	3,833	3,738
3520 Rental Income	18,000	18,000	18,000	18,000
<b>TOTAL REDEVELOPMENT GENERAL</b>	<b>14,093</b>	<b>18,000</b>	<b>22,039</b>	<b>21,738</b>
<b><u>REDEVELOPMENT CAP PROJ (488)</u></b>				
3309 Application/Filing Fee	300	0	0	0
3510 Investment Income	(31,899)	0	3,100	2,700
<b>TOTAL REDEVELOPMNT CAP PROJ</b>	<b>(31,599)</b>	<b>0</b>	<b>3,100</b>	<b>2,700</b>

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**Development Services Department  
Building and Safety Division**

**Program Description:**

This program provides for the administration and enforcement of the various uniform codes and city's ordinances to provide the minimum standards to safeguard life or limb, health, property and public welfare by regulation and controlling the design, construction, accessibility, quality of materials, flood protection, 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 and State 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 in a timely manner for compliance with building, residential, electrical, plumbing, mechanical, energy, FEMA flood, green code, and accessibility codes;
- Provide staff support to the Development Review Committee, Fence Committee, Historic and Scenic Preservation Commission, Disaster Council, Fire Department, Code Enforcement, Municipal Utilities Department, Neighborhood Improvement Team, OSPC, and local chapters of the International Code Council;
- Review, update, and implement Assembly Bill 717 and Senate Bill 1608, continuing an education and accessibility requirements 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; and
- Perform Occupancy inspection on businesses as required to ensure compliance with the City Ordinances for safety and business uses.

**Significant Program Changes:**

- Plan Check Engineer positions not funded this Fiscal Year;
- Two Building Inspectors are funded 80% from RDA and 20% from Community Development; and
- One Building Inspector is providing in-house plan checking and performs inspections.

**Accomplishments for Fiscal Year 2010-2011:**

- Issued 1,773 permits for building, electrical, mechanical, plumbing, or combinations thereof.
- Perform effective and efficient plan review for approximately 200 plans;
- Perform more than 7,775 inspections of all aspects of constructions and components that become a part of the structure within a twenty-four-hour period;
- Conducted in excess of 200 business license inspections;
- Respond to approximately 14,000 telephone and 2,500 public counter contacts for customer assistance;
- Produced in excess of 20 public record requests for internal and external customers;

- Conducted the initial inspection within 48 hours from day of complaint concerning non-permitted structures;
- Provided 56 hours of training for staff;
- Provide staff support to the DoIT team for the commencement of City Works computer software program for project review and permitting;
- Initiate the use of the California Residential Code;
- Worked closely with the DoIT Division on the City Works computer software to track and issue permits on future projects;
- Continue to complete and forward building activity reports to the county, state, and federal government;
- Provide staff to Development Review, Preliminary Review, and special reviews with applicants;
- Completed the five year review for Building Code Effectiveness Grading Classification with the Insurance Services Office, Inc., ISO credits;
- Completed the five year review for the flood Community Rating System (CRS) with the Insurance Services office, Inc., ISO credits;
- Accelerated plan review and inspections to expedite the grand opening of Burlington Coat Factory prior to Thanksgiving; and
- Process Fire Department fire sprinkler and alarm plans.

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**DEPARTMENT/DIVISION**  
BUILDING & SAFETY

**FUND**  
GENERAL FUND

**ORGKEY**  
101162

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	345,229	298,071	249,485	302,095
4010 Overtime Salaries	4,854	4,854	3,750	4,854
4015 Banked Leave Buy Back	5,368	7,133	5,536	7,202
4050 Pension Contributions	60,013	54,625	53,319	63,480
4051 Fica/Medicare	27,257	22,753	19,093	23,116
4053 Deferred Compensation	2,909	1,841	1,164	1,832
4055 Health/Dental Insurance	54,160	49,983	32,368	45,469
4056 Worker's Comp Insurance	0	3,605	1,582	1,502
4057 Disability Insurance	2,216	2,056	1,314	2,312
4058 Unemployment Insurance	1,791	1,975	1,578	2,018
4059 Life Insurance	331	281	204	293
4080 Vehicle Allowance	548	300	300	300
4081 Eyecare Reimbursement	599	1,024	855	1,046
4084 Clothing Cash Payment	800	680	800	700
4085 Other Taxable Benefits	15,763	4,373	5,868	6,473
4086 Tuition Reimbursement	50	500	150	500
<b>TOTAL SALARIES AND BENEFITS</b>	<b>521,888</b>	<b>454,054</b>	<b>377,366</b>	<b>463,192</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	605	0	1,315	8,619
5240 Meetings & Professional Devlpmt	1,655	2,325	800	2,325
5255 Travel Reimbursement	23	50	50	50
5270 Printing and Binding	1,221	2,885	2,885	2,885
5275 Postage	269	450	284	285
5290 Filming and Microfilming	0	0	0	0
5303 Telephone	2,848	4,100	3,040	3,040
5340 Office Equipment Maintenance	0	100	0	0
5395 Info Technology Services Charges	22,092	25,770	25,770	15,462
5396 City Garage Charges	10,201	7,193	7,193	7,296
5570 Office Equip & Furn Rent	3,772	1,561	2,572	2,500
5800 Subscriptions & Memberships	505	560	560	560

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**DEPARTMENT/DIVISION**  
BUILDING & SAFETY

**FUND**

GENERAL FUND

**ORGKEY**

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	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5950 Bad Debt Expense	88	0	0	0
<b>TOTAL SERVICES</b>	<b>43,279</b>	<b>44,994</b>	<b>44,469</b>	<b>43,022</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	669	669	500
6140 Office Supplies	366	1,400	1,000	1,000
6180 Turnouts/Uniforms/Safety Equip	98	0	6	0
6210 Repair/Maintenance Supplies	0	0	66	0
6310 Janitorial Supplies	0	50	26	30
6500 Office Equipment & Furniture	0	725	100	100
6510 Small Tools & Equipment	57	375	375	375
6590 Special Departmental Supplies	151	164	101	100
<b>TOTAL SUPPLIES</b>	<b>672</b>	<b>3,383</b>	<b>2,343</b>	<b>2,105</b>
 <b>DIVISION TOTAL</b>	 <b>565,839</b>	 <b>502,431</b>	 <b>424,178</b>	 <b>508,319</b>

**City of Redland  
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**Development Services Department  
Planning Division**

**Program Description:**

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

**Program Objectives:**

- Accept process and prepare staff reports as necessary for land use applications and permits as required to satisfy legally required procedures to allow a formal decision;
- Respond to telephone and public counter queries for customer assistance at the One Stop Permit Center and at the Planning Division Office;
- Provide staff support to the Planning Commission, the Historic and Scenic Preservation Commission, and the Environmental Review Committee, in the form of staff reports, presentations, agendas, legal advertising and notices, and recording of minutes. This includes approximately 12 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:**

- Two positions not funded this Fiscal Year; One Associate Planner position and one Senior Planner position;
- Loss of one Associate Planner position to the Redevelopment Agency; and
- Three staff members are also providing services to the RDA staff.

**Accomplishments for Fiscal Year 2010-2011:**

- 9,360 phone calls handled from the public;
- 4,160 counter calls handled (Includes review and approval of 252 Zoning Verification forms for a Business license);
- 368 Development Applications processed;
- 201 Staff Reports written for the City Council, Planning Commission, Historic and Scenic Preservation Commission and Environmental Review Committee;
- Preparation and noticing responsibilities for 58 meeting agendas consisting of: 17 Planning Commission Agendas;
- 18 Environmental Review Committee Agendas; 15 Development/Preliminary Review Committee Agendas; and 8 Historic and Scenic Preservation Commission Agendas;
- 191 Plan checks reviewed and completed;
- 2010 Housing Element Update completed and certified;
- Architectural Guidelines completed;
- Revisions to the Planning Commission's List of Recommended Shade Trees in Parking lots completed;
- Appraisal of Redlands Mall completed;
- Appraisal of MOD Packinghouse completed;
- Santa Ana River Wash Plan entitlements completed. Processed the comprehensive entitlements for the six quarries operated by CEMEX Materials and Robertson's Ready Mix;
- Staff coordinated the preparation and approval of conservation easements over the land purchased with EPA funds and over City-owned open space land used as part of the matching funds requirement for San Timoteo Creek Enhancement Project;
- Staff providing administrative oversight, including contract administration and coordination with consultant for SMARA compliance for the six quarries and two reclamation plans operated by CEMEX Materials and Robertson's Ready Mix in the Upper Santa Ana River Wash;
- Jointly overseeing operations and staffing of One Stop Permit Center;
- Processing the suitable site analysis for permanent Safety Hall, including development of a fiscal analysis for each site;
- Processed Historic Designation of 314 W. Colton Avenue;
- Provided 75 man hours to assist with Code Enforcement cases;
- The Draft Environmental Impact Report is being prepared by consultant and staff for Redlands Crossing/Walmart Supercenter Project;
- Staff is required to implement the Housing Element provisions, including issues relative to constraints in development of affordable housing. Zoning issues to address are: (a) Update of Density Bonus Ordinance with State Law; (b) Define and allow Single-Room Occupancy (SRO) uses; (c) Allow by right in a zoning district transitional housing for homeless; (d) Update Zoning Ordinance to address Group Homes and Boardinghouses; and
- Provided 120 man hours for attendance and participation at the Geo-design workshop sponsored by ESRI.

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**DEPARTMENT/DIVISION**  
PLANNING

**FUND**  
GENERAL FUND

**ORGKEY**  
101164

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	521,346	385,730	457,421	436,653
4010 Overtime Salaries	11,269	6,000	6,986	5,000
4015 Banked Leave Buy Back	24,607	9,269	8,818	10,399
4050 Pension Contributions	90,485	70,596	84,411	91,847
4051 Fica/Medicare	41,902	29,385	34,588	33,202
4053 Deferred Compensation	6,278	4,412	3,700	4,529
4055 Health/Dental Insurance	77,050	60,130	77,668	77,912
4056 Worker's Comp Insurance	178	2,139	1,825	1,382
4057 Disability Insurance	3,229	2,014	2,972	2,830
4058 Unemployment Insurance	2,908	2,278	3,300	2,561
4059 Life Insurance	467	325	390	372
4080 Vehicle Allowance	548	600	600	600
4081 Eyecare Reimbursement	675	1,181	1,181	1,328
4084 Clothing Cash Payment	1,000	650	1,000	780
4085 Other Taxable Benefits	13,293	690	1,619	690
4086 Tuition Reimbursement	1,705	1,500	500	1,500
<b>TOTAL SALARIES AND BENEFITS</b>	<b>796,940</b>	<b>576,899</b>	<b>686,979</b>	<b>671,585</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	41,907	62,000	33,693	40,000
5240 Meetings & Professional Devlpmnt	1,447	1,500	1,500	1,500
5255 Travel Reimbursement	73	100	0	100
5270 Printing and Binding	2,341	2,000	2,000	2,000
5275 Postage	1,471	1,500	1,500	1,500
5280 Advertising	9,695	6,000	6,000	6,000
5303 Telephone	5,047	5,700	5,200	5,200
5340 Office Equipment Maintenance	0	100	100	100
5392 License & Permits	0	100	100	100
5395 Info Technology Services Charges	21,716	25,778	25,778	23,717
5396 City Garage Charges	9,181	4,110	4,110	2,533
5570 Office Equip & Furn Rent	4,855	1,561	2,500	2,500

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PLANNING

**FUND**  
GENERAL FUND

**ORGKEY**  
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	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5800 Subscriptions & Memberships	620	1,100	1,100	1,100
5880 Special Contractual Services	50	100	0	100
5950 Bad Debt Expense	228	0	0	0
<b>TOTAL SERVICES</b>	<b>98,631</b>	<b>111,649</b>	<b>83,581</b>	<b>86,450</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	543	1,000	750	1,000
6140 Office Supplies	2,760	2,000	1,500	2,000
6160 Medical Supplies	12	20	20	20
6310 Janitorial Supplies	86	100	50	50
6500 Office Equipment & Furniture	0	1,000	509	750
6590 Special Departmental Supplies	3	10	10	10
<b>TOTAL SUPPLIES</b>	<b>3,404</b>	<b>4,130</b>	<b>2,839</b>	<b>3,830</b>
<b>DIVISION TOTAL</b>	<b>898,975</b>	<b>692,678</b>	<b>773,399</b>	<b>761,865</b>
<b>DEPARTMENT TOTAL</b>	<b>1,464,814</b>	<b>1,195,109</b>	<b>1,197,577</b>	<b>1,270,184</b>

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**Development Services Department  
Downtown Redlands Business Association**

**Program Description:**

The Downtown Redlands Business Association (DRBA) is a voluntary assessment district designed to promote downtown vitality. It is overseen by a three-member advisory board as required by the California Streets and Highways Code, and an eleven-member voluntary board comprised of downtown merchants. The boards are committed to the long term preservation and prosperity of historic downtown Redlands. The primary purpose of DRBA is to cultivate a working voluntary board made up of local business members to promote and strengthen the downtown industry. The following committees have been created to increase participation and idea exchange: Ads and Events, Market Night, and Beautification/Parking.

Monies generated by the assessments must, by law, be spent to benefit the district. Funding generated by promotional activities has also been reinvested in the downtown district. The board has utilized funds to light trees along State Street and Redlands Boulevard, promote the downtown as a destination, and provide specialized police patrols during holiday shopping. DRBA operates the weekly Market Night event, and also sponsors community events such as the Safe Trick-or-Treat, Holiday Open House, Diva Night and the Saturday Morning Farmers' Market.

**Program Objectives:**

- Provide and exchange information between merchants, board members, and community leaders pertinent to the downtown Redlands business district.
- Network with other cities, downtown associations, and national associations to stay abreast of nationwide and statewide business district information.
- Preserve the integrity of historic downtown and cultivate prosperity for the businesses, as well as advocate the interest of the association members to community leaders.
- Help stimulate downtown's economic vitality.
- Enrich the downtown area with activities such as Market Night, promotions, and safe trick-or-treat that are conducive to family participation.
- Promote the downtown district for enhanced streetscapes and parking facilities.

**Significant Program Changes:**

- DRBA will fund salary and benefits for one full time staff to administer the program.

**Accomplishments for Fiscal Year 2010-2011:**

- Expanded the Saturday Farmers Market to the entire year
- Oversee and manage Market Night, surf in' State Street, Safe Trick-or-Treat, Holiday Open House, Holiday Entertainment; Christmas Parade Liaison;
- Administer and coordinate budget, annual report, merchant outreach, maintenance personnel, queries, collect payments, schedule entertainments, schedule support services, marketing and advertising, purchasing and inventory; and
- Liaison to official DRBA Board, Merchant Board, Beautification and Events Committee, Market Night Committee, and Saturday Farmers market Committee.

City of Redlands  
2011-12  
Adopted Budget

**DEPARTMENT/DIVISION**  
DRBA

**FUND** **ORGKEY**  
DOWNTOWN REDLANDS BUSINESS ASSOC FUND 236166

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	52,882	17,236	16,908	72,391
4005 Salaries: Part Time	19,093	14,360	14,806	14,354
4010 Overtime Salaries	2,135	0	258	0
4012 Stand By	5	0	0	0
4015 Banked Leave Buy Back	1,441	414	414	1,737
4050 Pension Contributions	9,151	3,140	3,116	15,225
4051 Fica/Medicare	5,428	2,450	2,425	6,846
4053 Deferred Compensation	0	215	215	860
4055 Health/Dental Insurance	8,723	2,723	2,959	13,428
4056 Worker's Comp Insurance	0	535	535	757
4057 Disability Insurance	624	0	204	0
4058 Unemployment Insurance	913	977	967	1,302
4059 Life Insurance	60	16	16	63
4081 Eyecare Reimbursement	450	56	56	225
4084 Clothing Cash Payment	240	38	0	150
4085 Other Taxable Benefits	0	0	0	150
<b>TOTAL SALARIES AND BENEFITS</b>	<b>101,145</b>	<b>42,160</b>	<b>42,879</b>	<b>127,488</b>

<b><u>SERVICES</u></b>				
5270 Printing and Binding	3,203	3,000	3,000	3,000
5275 Postage	222	300	300	300
5280 Advertising	30,961	14,000	14,000	20,700
5300 Water, Sewer, Disposal	1,465	2,100	2,100	2,100
5303 Telephone	1,624	1,600	1,320	1,400
5310 Electricity & Gas	3,039	2,750	2,700	2,750
5392 License & Permits	305	1,000	1,000	1,625
5395 Info Technology Services Charge	5,953	7,065	7,065	6,501
5396 City Garage Charges	3,570	4,110	4,110	4,054
5570 Office Equip & Furn Rent	3,389	1,561	1,568	1,561
5760 Special Program Expenditures	25,047	21,350	21,350	17,110
5800 Subscriptions & Memberships	525	925	925	585

City of Redlands  
2011-12  
Adopted Budget

**DEPARTMENT/DIVISION**  
DRBA

**FUND** **ORGKEY**  
DOWNTOWN REDLANDS BUSINESS ASSOC FUND 236166

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5870 General Govt Service Charge	61,189	62,290	62,290	62,290
5880 Special Contractual Services	107,724	117,800	117,800	116,750
5950 Bad Debt Expense	760	100	600	100
<b>TOTAL SERVICES</b>	<b>248,976</b>	<b>239,951</b>	<b>240,128</b>	<b>240,826</b>
 <b><u>SUPPLIES</u></b>				
6140 Office Supplies	155	150	150	150
6160 Medical Supplies	0	50	50	50
6180 Turnouts/Uniforms/Safety Clothin	97	100	100	100
6190 Photo & Copying Supplies	20	100	100	100
6210 Repair/Maintenance Supplies	226	100	100	50
6310 Janitorial Supplies	181	175	347	250
6410 Motor Vehicle Supplies	49	50	50	50
6510 Small Tools & Equipment	240	250	150	100
6520 Promotional Supplies	5,986	5,000	5,000	5,500
6590 Special Departmental Supplies	643	510	500	2,850
<b>TOTAL SUPPLIES</b>	<b>7,597</b>	<b>6,485</b>	<b>6,547</b>	<b>9,200</b>
 <b>FUND TOTAL</b>	 <b>357,718</b>	 <b>288,596</b>	 <b>289,554</b>	 <b>377,514</b>

City of Redlands  
2011-2012  
Adopted Job Ledger Budget

Department  
Development Services

<u>Fund</u> DRBA			<u>Orgkey</u> 236166
Job Ledger No.	Project/Program Description	FY 2011 12-Month Estimate	FY 2012 Budget Request
15000	General Administration (66)	128,854	210,779
15001	Ads & Promotions/Events	26,500	32,515
15003	Beautification	8,000	16,827
15006	Market Night	120,000	110,644
15009	Saturday Morning Farmers' Market	6,200	6,749

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TOTALS	\$289,554	\$377,514
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**City of Redlands  
2011-2012  
Adopted Budget**

**Development Services Department  
Community Development Block Grant Program (CDBG)**

**Program Description:**

As a Participating Jurisdiction (Entitlement City) with the federal Community Development Block Grant (CDBG) Program, the City receives an annual allocation directly from the U.S. Department of Housing and Urban Development (HUD). At least 70% of the total CDBG funds received each year must be used for activities that benefit low and moderate income persons. 20% of the funds are allocated to planning and administration of the CDBG program, and up to 15% of the funds may be devoted to public service projects, which are carried out by local, non-profit agencies. A Five-Year Consolidated Plan identifies the City's priority needs, short and long term objectives, and strategies and timetables for achieving its goals. Annually, the City prepares a One-Year Action Plan which describes the anticipated CDBG activities and expenditures for the ensuing fiscal year, and how these activities relate to meeting national objectives as stated in the Five-Year Consolidated Plan. FY 2011-2012 will be the third year of the current Five-Year Consolidated Plan cycle.

**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:**

The 2011-2012 CDBG allocation represents a 17% reduction from the previous year's allocation. This will result in reductions across all CDBG activity. To assist in meeting the Housing Strategy goals of the Five-Year Consolidated Plan, CDBG monies will be used this fiscal year to fund two housing related programs this fiscal year.

- First-Time Homebuyer Assistance Program
- Emergency Repair Grant Program

**Accomplishments for Fiscal Year 2010-2011:**

- Successfully administered the five-year consolidation plan;
- Development of an action plan;
- Provide report and audit requirements;
- Provide administration and audit support to public services agencies and related programs;
- Provide administration and audit support to capital projects; and
- Provide programs and support to increase the City affordable housing supply.

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
CDBG PROGRAM

**FUND** COMMUNITY DEVELOPMENT BLOCK GRANT FUND **ORGKEY** 243300

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-2012 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	47,184	84,212	76,943	71,916
4050 Pension Contributions	8,235	15,433	13,798	15,151
4051 Fica/Medicare	3,503	6,434	6,329	5,435
4053 Deferred Compensation	527	0	0	0
4055 Health/Dental Insurance	6,775	13,757	12,792	13,719
4057 Disability Insurance	1	125	19	287
4058 Unemployment Insurance	245	456	300	395
4059 Life Insurance	27	65	65	57
4080 Vehicle Allowance	9	0	11	0
4085 Other Taxable Benefits	102	0	7	294
<b>TOTAL SALARIES AND BENEFITS</b>	<b>66,608</b>	<b>120,482</b>	<b>110,264</b>	<b>107,254</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	24,118	42,000	42,000	7,290
5255 Travel/Expense Reimbursement	533	750	750	200
5270 Printing and Binding	0	0	1,802	0
5275 Postage	79	100	181	400
5280 Advertising	794	1,200	2,310	1,500
5760 Special Program Expenditures	0	0	0	290,354
5880 Special Contractual Services	66,059	117,600	117,600	104,384
<b>TOTAL SERVICES</b>	<b>91,583</b>	<b>161,650</b>	<b>164,643</b>	<b>404,128</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	197	200	200	700
6500 Office Equipment & Furniture	1,296	0	0	0
<b>TOTAL SUPPLIES</b>	<b>1,493</b>	<b>200</b>	<b>200</b>	<b>700</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
CDBG PROGRAM

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
COMMUNITY DEVELOPMENT BLOCK GRANT FUND					243300
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-2012 COUNCIL ADOPTED	
<b><u>FIXED ASSETS</u></b>					
7150 Other Betterments/Improvement	0	138,000	138,000	0	
7230 Street Construction	637,821	710,599	710,599	0	
TOTAL FIXED ASSETS	637,821	848,599	848,599	0	
FUND TOTAL	797,505	1,130,931	1,123,706	512,082	

City of Redlands  
2011-2012  
Adopted Job Ledger Budget

Department  
Development Services

<u>Fund</u> CDBG		<u>Orgkey</u> 243300	
Job Ledger No.	Project/Program Description	FY 2011 12-Month Estimate	FY 2012 Budget Request
43000	Administration	90,323	75,041
43001	Redlands Music Association	5,050	0
43002	Community Center Renovations	143,000	0
43003	YMCA of the East Valley	5,000	10,000
43008	DASH, Inc.	8,500	10,000
43027	ADA Compliance Projects	648,526	0
43029	Boys & Girls Club of Redlands	10,000	0
43035	Inland Fair Housing & Mediation	25,345	27,373
43036	Family Services Association of Redlands	20,000	26,811
43037	Gang Reduction Intervention Team	9,000	0
43038	Inland Temporary Homes	10,000	10,000
43039	SB County Sexual Assault Services	10,000	10,000
43040	Step by Step	5,000	10,000
43042	CDBG-R ADA Compliance Projects	124,962	0
43043	Mustard Seed	9,000	0
43044	First-Time Homebuyer Assistance Program	0	195,857
43045	Emergency Repair Grant Program	0	137,000
TOTALS		\$1,123,706	\$512,082

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
NEIGHBORHOOD INITIATIVE PROGRAM

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
NEIGHBORHOOD INITIATIVE PROGRAM FUND					245182
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-2012 COUNCIL ADOPTED	
<b><u>SALARIES AND BENEFITS</u></b>					
4000 Full Time Salaries	0	0	7,961	0	
4050 Pension Contributions	0	0	1,672	0	
4051 Fica/Medicare	0	0	675	0	
4055 Health/Dental Insurance	0	0	1,200	0	
4058 Unemployment Insurance	0	0	35	0	
4059 Life Insurance	0	0	5	0	
TOTAL SALARIES AND BENEFITS	0	0	11,548	0	
<b><u>SERVICES</u></b>					
5190 Other Professional Services	0	0	800	0	
5270 Printing & Binding	0	0	550	0	
5275 Postage	0	0	150	0	
5280 Advertising	0	0	450	0	
TOTAL SERVICES	0	0	1,950	0	
<b><u>FIXED ASSETS</u></b>					
7150 Other Betterments/Improvement	0	150,000	136,502	0	
TOTAL FIXED ASSETS	0	150,000	136,502	0	
 FUND TOTAL	 0	 150,000	 150,000	 0	

City of Redlands  
2011-2012  
Adopted Job Ledger Budget

Department  
Development Services

Fund  
Neighborhood Initiative Program

Orgkey  
245182

Job Ledger No.	Project/Program Description	FY 2011 12-Month Estimate	FY 2012 Budget Request
35012	Community Center Rehabilitation Project	150,000	0

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TOTALS                      \$150,000                      \$0

City of Redland  
2011-2012  
Adopted Budget

Development Services Department  
Redevelopment Agency

**Program Description:**

The Redevelopment Division is charged with bolstering and diversifying the economic base of the City of Redlands through the administration of economic development, redevelopment, housing, parking, business improvement district and tourism programs that will catalyze investment within the City of Redlands.

**Division Goals:**

- Emphasize development and business attraction in the downtown Redlands Redevelopment Project Area.
- Establish and administer business recruitment and retention programs, including, but not limited to, staffing, marketing, and business outreach activities.
- Implement and support activities in the Historical Downtown Central Business District.
- Develop strategies for growth in the North Redlands Revitalization Project Area.
- Improve or preserve affordable housing within the City's corporate limits for persons of low- to-moderate income.
- Eliminate blighting conditions within two Project Areas.

City of Redland  
2011-2012  
Adopted Budget

Development Services Department  
Neighborhood Housing Program

**Program Description:**

Within the City's corporate limits, increase, improve or preserve housing that is affordable to persons or families of low- to moderate-income.

**Program Objectives:**

- Complete cumulative total of 325 low income home improvement projects through June 30, 2011.
- Administer federal Neighborhood Stabilization Program (NSP) funds through San Bernardino County to address home foreclosures.
- Utilize Community Development Block Grant funds in North Redlands target areas to address infrastructure needs.
- Apply for Federal stimulus funds for energy retrofit and weatherization in six target areas.
- Foster a positive working relationship with the community to enhance participation in department and other programs that benefit low and moderate income residents.

**Significant Program Changes:**

Due to budget reductions, the following housing programs offered in previous years have been temporarily discontinued:

- Home Paint Program;
- Great Neighborhoods Program; and
- Historic Home Rehabilitation Program.

The following housing programs will be offered in this fiscal year:

- First Time Homebuyer Program; and
- Emergency Repairs Program.

City of Redlands

2011-2012

Adopted Budget

**DEPARTMENT/DIVISION**  
HOUSING ADMINISTRATION

**FUND**

LOW/MOD HOUSING FUND

**ORGKEY**

285180

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	350,407	313,050	267,535	117,605
4010 Overtime Salaries	4,609	3,000	3,590	4,000
4015 Banked Leave Buy Back	34,455	8,579	8,978	3,616
4026 Council Stipends	726	800	500	576
4050 Pension Contributions	60,603	56,900	49,341	24,734
4051 Fica/Medicare	27,582	23,408	20,112	8,392
4053 Deferred Compensation	2,746	2,670	1,900	1,319
4055 Health/Dental Insurance	65,086	52,580	51,363	18,094
4056 Worker's Comp Insurance	0	669	630	313
4057 Disability Insurance	2,507	3,211	2,164	1,080
4058 Unemployment Insurance	2,005	2,005	1,940	699
4059 Life Insurance	338	286	244	102
4080 Vehicle Allowance	523	240	665	665
4081 Eyecare Reimbursement	898	1,040	340	363
4084 Clothing Cash Payment	540	580	400	245
4085 Other Taxable Benefits	7,290	728	4,560	2,672
<b>TOTAL SALARIES AND BENEFITS</b>	<b>560,315</b>	<b>469,746</b>	<b>414,262</b>	<b>184,475</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	2,430	5,000	0	3,000
5142 City Attorney Legal Service	7,588	8,000	8,000	8,000
5160 Auditing and Accounting Services	0	8,000	0	0
5190 Other Professional Services	45,136	5,000	1,000	5,000
5240 Meeting & Professional Devlpmt	75	1,100	15	1,100
5255 Travel Reimbursement	408	500	0	500
5270 Printing and Binding	4,213	1,500	400	1,500
5275 Postage	936	0	100	500
5280 Advertising	1,245	2,500	0	2,500
5300 Water, Sewer, Disposal	197	500	190	200
5303 Telephone	8,757	10,000	7,885	8,500
5310 Electricity & Gas	5,151	6,000	5,165	5,300

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
HOUSING ADMINISTRATION

**FUND**

LOW/MOD HOUSING FUND

**ORGKEY**

285180

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5320 Janitorial Services	0	0	227	300
5395 Info Technology Services Charge	2,218	2,632	2,632	2,422
5451 Retiree Health Onsurance	4,760	4,738	4,100	4,750
5510 Land & Building Rent	72,131	63,502	63,502	65,230
5570 Office Equip & Furn Rent	2,805	1,561	2,245	2,800
5760 Special Program Expenditures	6,792	5,000	0	5,000
5800 Subscriptions & Memberships	143	500	0	250
5840 Training	199	0	0	0
5870 General Govt Service Charge	28,753	29,270	29,270	29,270
5880 Special Contractual Services	0	2,000	562	1,000
<b>TOTAL SERVICES</b>	<b>193,937</b>	<b>157,303</b>	<b>125,293</b>	<b>147,122</b>
<b><u>SUPPLIES</u></b>				
6130 Books and Supplies	0	500	0	500
6140 Office Supplies	1,140	2,500	200	1,000
6160 Medical Supplies	0	0	0	20
6190 Photo & Copying Supplies	0	3,000	0	2,000
6310 Janitorial Supplies	6	200	20	100
6375 Computer Components	0	1,500	0	500
6500 Office Equipment & Furniture	494	500	0	500
<b>TOTAL SUPPLIES</b>	<b>1,640</b>	<b>8,200</b>	<b>220</b>	<b>4,620</b>
 <b>DIVISION TOTAL</b>	 <b>755,892</b>	 <b>635,249</b>	 <b>539,775</b>	 <b>336,217</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
HOUSING PROJECTS

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
LOW/MOD HOUSING FUND					285182
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<b><u>SERVICES</u></b>					
5255 Travel Reimbursement	966	0	0	0	
5760 Special Program Expenditures	2,623,264	241,291	241,168	250,000	
TOTAL SERVICES	2,624,230	241,291	241,168	250,000	
DIVISION TOTAL	2,624,230	241,291	241,168	250,000	
FUND TOTAL	3,380,122	876,540	780,943	586,217	

City of Redlands  
2011-2012  
Adopted Job Ledger Budget

Department  
Development Services

Fund  
Low/Mod Housing

Orgkey  
285182

Job Ledger No.	Project/Program Description	FY 2011 12-Month Estimate	FY 2012 Budget Request
16007	Emergency Repairs Program	15,000	90,000
16008	Home Painting Program	0	0
16016	Neighborhood Revitalization Program	226,168	0
16001	Great Neighborhoods Program	0	0
16005	First Time Homebuyers Program	0	160,000
16010	Housing Partners I OPA	0	0

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TOTALS	\$241,168	\$250,000
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City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
REDEVELOPMENT DEBT SERVICE

**FUND** REDEVELOPMENT DEBT SERVICE FUND **ORGKEY** 380182

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b>SERVICES</b>				
5030 Fiscal Agent Fees	15,200	22,700	12,625	17,500
5190 Other Professional Services	2,478	7,740	2,500	3,500
5760 Special Program Expenditures	2,813,816	915,628	1,267,095	915,628
5870 General Govt Service Charge	11,260	11,462	11,462	11,462
<b>TOTAL SERVICES</b>	<b>2,842,754</b>	<b>957,530</b>	<b>1,293,682</b>	<b>948,090</b>
<b>DEBT SERVICE</b>				
8100 Principal	1,895,000	1,975,000	1,975,000	2,060,000
8200 Interest	1,658,316	1,576,677	1,576,677	1,488,163
<b>TOTAL DEBT SERVICE</b>	<b>3,553,316</b>	<b>3,551,677</b>	<b>3,551,677</b>	<b>3,548,163</b>
<b>FUND TOTAL</b>	<b>6,396,070</b>	<b>4,509,207</b>	<b>4,845,359</b>	<b>4,496,253</b>

**City of Redland  
2011-2012  
Adopted Budget**

**Development Services Department  
Economic Development Program**

**Program Description:**

The Redevelopment Agency (RDA) implements programs to eliminate blighting conditions through new development, revitalization and orderly growth within redevelopment areas. The RDA creates and implements programs that create jobs; stimulate new investment; improve the local business environment; expand tourism; install and upgrade public infrastructure and facilities; and improve the tax base.

**Program Objectives:**

- Implement the City's Economic Development Strategy.
- Establish business outreach activities.
- Establish and administer business recruitment and retention programs.
- Develop appropriate staffing.
- Develop and implement an effective marketing campaign.
- Encourage public improvements in North Redlands target areas.
- Address redevelopment of the Redlands Mall.
- Administer the Downtown Redlands Business Association.
- Complete the Amendment to the Redevelopment Plan to extend Plan activity by 10 years.
- Pursue Exclusive Negotiation Agreements with appropriate developers on downtown projects.
- Continue daily downtown beautification crew activity.
- Make ESRI expansion a major priority.
- Expedite ESRI projects through the development process.
- Attract ESRI business partners and suppliers.
- Encourage Point-of-Sale locations in Redlands.
- Administer the \$1.5 million business incentives recruitment tool.
- Administer the Commercial Rehabilitation Program for Downtown.
- Engage appropriate regional and county economic development parties.
- Execute approved initiatives to improve downtown.
- Recruit restaurant to the downtown area.
- Continue the formal economic development partnership with the Chamber of Commerce.
- Accommodate expansion of the auto dealerships within the City.

**Significant Program Changes:**

- Reduction in budget.
- A reduction in staff.

**Accomplishments for Fiscal Year 2010-2011:**

- Partnership with the Small Business Administration to conduct educational seminars for the local business community;
- Established partnership with the shop local (3/50) program;
- Under negotiation on the terms of payment and price for possible purchase of Jacinto property;
- Funding assistance and administration of funds for the Orange/Pearl median;

- Funding assistance and administration of funds for State Street landscaping improvements;
- Implementation of Economic Development Plan relative to zoning and land use issues;
- Showprop Redlands is proposing an addition to the movie theatre consisting of two screens and 700 seats;
- Provided assistance to Phoenicia restaurant;
- Provided assistance to Benjarong patio expansion/remodel;
- Façade grant to The Stockyard restaurant;
- The City is under negotiation for the terms of payment and price offered to purchase Agency property 330 North Third Street
- Approved restaurant loan to Dr. Shabahang; and
- Under negotiation on the terms of payment and price for possible purchase of Redlands Mall.

City of Redlands

2011-2012

Adopted Budget

**DEPARTMENT/DIVISION**  
REDEVELOPMENT GENERAL

**FUND**

REDEVELOPMENT GENERAL FUND

**ORGKEY**

480180

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	328,742	216,483	239,826	323,139
4010 Overtime Salaries	5,113	5,000	5,000	5,000
4012 Stand By	20	0	0	0
4015 Banked Leave Buy Back	8,679	12,351	9,541	7,479
4026 Council Stipends	2,904	3,200	2,420	2,304
4050 Pension Contributions	57,313	39,463	44,518	67,982
4051 Fica/Medicare	23,445	14,805	16,913	23,339
4053 Deferred Compensation	4,942	5,466	3,660	7,066
4055 Health/Dental Insurance	43,785	29,735	34,591	47,028
4056 Worker's Comp Insurance	86	2,004	1,099	438
4057 Disability Insurance	1,087	748	878	775
4058 Unemployment Insurance	1,158	1,120	1,175	1,707
4059 Life Insurance	253	160	160	248
4080 Vehicle Allowance	1,612	240	1,650	1,819
4081 Eyecare Reimbursement	484	1,008	485	828
4082 Clothing Allowance	138	210	113	300
4084 Clothing Cash Payment	420	0	0	0
4085 Other Taxable Benefits	9,679	1,710	3,569	4,899
<b>TOTAL SALARIES AND BENEFITS</b>	<b>489,860</b>	<b>333,703</b>	<b>365,598</b>	<b>494,351</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	29,429	15,000	1,252	5,000
5142 City Attorney Legal Service	30,354	30,000	30,000	30,000
5160 Auditing and Accounting	9,235	15,235	10,000	10,000
5190 Other Professional Services	265,288	35,000	36,022	217,000
5240 Meetings and Professional Dev	3,237	0	0	6,020
5255 Travel Reimbursement	2,322	0	0	6,000
5270 Printing and Binding	7,926	2,000	2,000	20,000
5275 Postage	329	1,000	500	1,000
5280 Advertising	5,864	2,000	1,000	28,000
5300 Water, Sewer, Disposal	197	300	150	200

City of Redlands

2011-2012

Adopted Budget

**DEPARTMENT/DIVISION**  
REDEVELOPMENT GENERAL

**FUND**

REDEVELOPMENT GENERAL FUND

**ORGKEY**

480180

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5303 Telephone	8,981	10,000	8,300	9,000
5310 Electricity & Gas	5,503	6,500	5,500	5,600
5320 Janitorial Services	0	0	2,750	2,800
5360 Machinery & Equipment	1,134	2,000	0	500
5392 License & Permits	0	5,000	0	0
5395 Info Technology Services Charge	1,913	2,271	2,271	2,090
5451 Retiree Health Insurance	8,815	6,000	5,260	6,000
5510 Land & Building Rent	51,522	63,502	63,502	65,230
5570 Office Equip & Furn Rent	3,036	1,561	2,100	2,000
5800 Subscriptions and Memberships	22,405	3,560	3,560	4,200
5840 Training	796	500	116	1,000
5870 General Govt Service Charge	115,312	117,337	117,337	117,337
5880 Special Contractual Services	56,014	55,500	55,500	0
<b>TOTAL SERVICES</b>	<b>629,612</b>	<b>374,266</b>	<b>347,120</b>	<b>538,977</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	4,847	3,000	200	2,500
6160 Medical Supplies	0	0	0	50
6190 Photo & Copying Supplies	0	2,000	0	1,000
6210 Repair/Maintenance Supplies	3,932	4,500	1,000	2,500
6310 Janitorial Supplies	71	100	20	100
6500 Office Equipment & Furniture	998	1,000	0	0
6590 Special Departmental Supplies	21	0	0	50
<b>TOTAL SUPPLIES</b>	<b>9,869</b>	<b>10,600</b>	<b>1,220</b>	<b>6,200</b>
<b>FUND TOTAL</b>	<b>1,129,341</b>	<b>718,569</b>	<b>713,938</b>	<b>1,039,528</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
REDEVELOPMENT CAPITAL PROJECTS

<b><u>FUND</u></b>		<b><u>ORGKEY</u></b>
REDEVELOPMENT CAPITAL PROJECTS FUND		488182

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	19	0	86	0
4050 Pension Contributions	3	0	12	0
4051 Fica/Medicare	1	0	0	0
4055 Health/Dental Insurance	2	0	5	0
4057 Disability Insurance	0	0	1	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>25</b>	<b>0</b>	<b>104</b>	<b>0</b>
<b><u>SERVICES</u></b>				
5110 Architect & Engineer	53,969	0	0	0
5190 Other Professional Services	87,326	1,883	50,983	93,275
5270 Postage	0	0	24	0
5300 Water, Sewer, Disposal	1,555	0	0	0
5392 License & Permits	0	0	50	0
5760 Special Program Expenditures	239,358	341,000	168,402	0
<b>TOTAL SERVICES</b>	<b>382,208</b>	<b>342,883</b>	<b>219,459</b>	<b>93,275</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	0	0	21	25
<b>TOTAL SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>25</b>
<b><u>FIXED ASSETS</u></b>				
7140 All Other Equipment	252,082	0	0	0
7230 Street Construction	30,117	0	73,782	0
7240 Storm Drain Construction	728,235	0	0	0
7330 Other Capital Outlay	50,000	0	50,000	0
<b>TOTAL FIXED ASSETS</b>	<b>1,060,434</b>	<b>0</b>	<b>123,782</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>1,442,667</b>	<b>342,883</b>	<b>343,366</b>	<b>93,300</b>

City of Redlands  
2011-2012  
Adopted Job Ledger Budget

Department  
Development Services

Fund  
RDA Capital Projects

Orgkey  
488182

Job Ledger No.	Project/Program Description	FY 2011 12-Month Estimate	FY 2012 Budget Request
11003	Restaurant Assistance Program	150,000	0
11004	Stuart Avenue Storm Drain	0	0
11007	Downtown Specific Plan	50,983	93,300
11008	State Street Improvements	84,408	0
11010	Ed Hale Park Improvements	0	0
11014	Commercial Rehabilitation Program	50,000	0
11019	Downtown Security Enhancement	0	0
11020	Gateway / Redlands Blvd. Beautification	7,975	0
11015	Economic Development Assistance	0	0

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TOTALS	\$343,366	\$93,300
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