



CITY OF REDLANDS

Adopted Budget Fiscal Year 2016-2017



Oakmont Park, City of Redlands
Photo by Holzhsr

CITY OF REDLANDS CALIFORNIA

2016-2017 ADOPTED BUDGET

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*Special thanks
to the
Budget Committee
and
Budget Preparation Team*

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**City of Redlands
2016-2017
Adopted Budget**

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June 7, 2016

**BUDGET MESSAGE FOR CITY MANAGER'S
FISCAL YEAR 2016-2017 ADOPTED BUDGET**

The Adopted 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 Adopted 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 Fiscal Year 2016-2017 Budget includes 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 adopted 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



Redlands City Values

Redlands City Council, Clerk, and Treasurer, plus all other City employees and volunteers, commit to these values:

WE STRIVE FOR EXCELLENCE AND ARE INNOVATIVE:

We aim to deliver the best service possible and measure quality outcomes and results. We strive to exceed expectations and to bring out the best in each other. We are flexible and adapt to the ever-changing needs of our community. We seek traditional as well as non-traditional solutions and embrace creativity.

WE ARE FISCALLY RESPONSIBLE:

We take seriously financial stability and our stewardship in carefully managing and constantly ensuring the best use of all public funds and other resources.

WE SEEK SUSTAINABILITY:

We pursue sustainability as the key to optimal use of all resources. We measure progress through improvement to the health and well-being of our residents, environment, and local economy.

WE ARE RESPONSIVE:

As public servants we exist to serve Redlands citizens and to exceed expectations. That is and should always be our constant focus. We listen, are empathetic and take appropriate action. We pursue good and timely solutions, and are alert to modifying strategies in response to unintended consequences.

WE ARE FAIR, HONEST, AND ACT WITH INTEGRITY:

We align our values, words and actions. We are honorable, trustworthy and sincere. We consistently go not just beyond the legal minimum to do what is right, but strive for the highest moral and ethical behavior.

WE ARE ACCOUNTABLE AND MAKE SOUND DECISIONS BASED ON CLEAR RATIONALE:

We take responsibility for our decisions and actions. We are accountable to our community and to each other so that future generations will have as many opportunities available to them as we do today. We encourage and practice servant leadership.

WE TREAT EVERYONE WITH RESPECT:

We acknowledge the dignity of every employee, citizen, resident, and visitor in our City. We work actively to eliminate barriers to full participation in community life. We conduct City business with courtesy, civility, and respect.

WE EMBRACE DIVERSITY AND INCLUSIVENESS:

We value the strengths that result from varied experiences, ideas and perspectives. Our collective histories, both employee and citizen, and natural setting create the fabric that makes Redlands a special place to live, work, and play.

WE COMMUNICATE OPENLY, CLEARLY AND FREQUENTLY:

We seek shared understanding with our community and across City organizations. We are engaged and our interactions are meaningful. We engage in participatory governance and transparent processes. We strive to create a culture of collaboration that encourages innovation, sharing of resources, and jointly shared accountability for results.

WE TAKE PLEASURE IN THE WORK WE DO:

While maintaining a professional environment, we recognize the importance of building and maintaining an enjoyable workplace that will attract and retain quality employees. We value a sense of humor and remember not to take ourselves too seriously.





City of Redlands 2016-2017 Adopted Budget

Budget and Finance Policies

The following policies focus on City of Redlands budget and finance activities. They are intended to serve as a foundation for successful management of the City's financial resources. The City is already in compliance with many of these policies, while others may take more time to implement.

I. GENERAL POLICIES

1. The City organization will implement the City Council's goals, objectives, and policies through a service delivery system financed by the Operating and Capital Budgets.
2. The relationship between the Operating and Capital Budgets will be explicitly recognized and incorporated into the budget process. Based on available resources, the City Council will make available sufficient funds to provide municipal operating services and maintenance or enhancement of fixed assets needed to support public demand for City services.
3. The City will work to improve customer service and the productivity and performance of its programs and employees, and will seek ways to eliminate duplicative functions within the city government and between the City of Redlands and other public agencies in the community. A reporting mechanism based on clear performance measures, return on investment, and highlighting the service efforts and accomplishments of the City's major services will be developed.
4. Whenever feasible, the cost to the government of providing services will be fully recovered by user fees. As mandated by Generally Accepted Accounting Principles (GAAP), Enterprise funds will be used when legal requirements or management policy requires the full cost of providing services to customers outside the organization, including capital, be recovered through fees and charges. Fiscal accountability for Enterprise Funds will be in accordance with the City's Enterprise Fund Policy, Resolution No. 7318. Internal Service Funds are designed to function as cost-reimbursement funds for services provided to other funds or departments of the primary government. Enterprise and Internal Service funds shall be self-supporting.
5. All current operating expenditures will be paid for with current revenues.
6. Adequate reserves will be maintained and all known liabilities will be identified and reported consistent with Generally Accepted Accounting Principles. In addition to maintaining a "Reserve for Contingency" (Committed Fund Balance), the City may establish "reserves" (Assigned Fund Balance) for special purposes, including, but not limited to, unanticipated staff retirements, certain types of overtime, and equipment purchases.
7. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
8. City expenditure and revenue analyses shall include, at minimum, a three year projection.
9. The City will seek out, apply for, and effectively administer federal, state, local, and other grants or assistance that address the City's current priorities and policy objectives.

10. The public shall be afforded appropriate opportunities for comment on all City financial activities consistent with current ordinances and other laws and regulations.

II. REVENUE POLICIES

1. The City will build and maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one source.
2. The City will follow an aggressive policy of collecting all revenues, and will report periodically on progress achieved.
3. The City will establish all user fees and charges at a level related to the full costs (operating, direct, indirect and capital) of providing the service, or provide justification for any level less than this amount. The City will review fees/charges periodically.
4. The City will review market rates and charges levied by other municipalities of similar size for like services when establishing rates, fees and charges.
5. Revenues will be conservatively estimated.

III. EXPENDITURE POLICIES

1. The City shall operate on a balanced budget in accordance with the Fund Balance Policy, Resolution No. 7346.
2. The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or other options. Inappropriate expenditure deferrals into the following fiscal year, short-term inter-fund loans, or use of one-time revenue sources for other than one-time expenditures shall be avoided.
3. The City Manager shall undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness. Privatization and contracting with other governmental or other agencies will be evaluated as alternatives to service delivery. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
4. The City shall make every effort to maximize any discounts offered by creditors/vendors.
5. Staff shall use competitive bidding, in accordance with the City's Purchasing Ordinance and state law, to attain the best possible price on goods and services.

IV. FUND BALANCE POLICIES

General Fund:

1. In accordance with the City's Fund Balance Policy, Resolution No. 7346, fund balance will be categorized for annual financial statement reporting purposes as required by Government Accounting Standards Board (GASB) 54 into the following five categories: Nonspendable, Restricted, Committed, Assigned and Unassigned (terminology used in the Budget does not specify the categories used in reporting purposes, but uses the familiar "reserved" and "unreserved" fund balance).

2. As recommended by the Government Finance Officers' Association, the City will establish a General Fund Ending "Unreserved" (Unassigned) Fund Balance of no less than a) 5% - 15% of regular general fund operating revenues, or b) no less than 1 - 2 months of regular general fund operating expenditures.
3. The General Fund "Unreserved" (Unassigned) Fund Balance, including the Fund Balance "Reserved for Contingency" (Committed Fund Balance), and other reserves (Assigned Fund Balance) will be approximately twenty-five (25%) of general fund operating expenditures. "Reserves" (Committed and Assigned Fund Balance) for the General Fund will be funded at the minimum percentages established by the Fund Balance Policy. Additional funding of "reserves" may be made by the City Council in accordance with the Policy.
4. "Reserves" for encumbrances will be established at the end of every fiscal year to designate fund balance in the amount equal to the City's unpaid obligations and unfinished projects at year-end.
5. Funding levels of General Fund "reserves" will be reviewed during periods of economic stagnation to avoid reductions in operating service levels.
6. Appropriations or use of funds from any "reserves" will require City Council action in accordance with the Fund Balance Policy.

V. CAPITAL IMPROVEMENT PLAN (CIP) POLICIES

1. The City will develop a multi-year plan for capital improvements, update it annually and make capital improvements in accordance with the plan. If mid-year revisions to the plan are necessary, these will be brought to the City Council for review and approval.
2. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
3. Capital projects will conform to the following criteria:
 - A. will be part of an approved City plan;
 - B. will be part of an adopted maintenance/replacement schedule;
 - C. will minimize operating costs; and
 - D. will be selected according to the established Capital Improvement Plan.
4. The capital budget process will work in conjunction with the regular operating budget process. CIP projects will be flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects will be included in the operating budget for the current budget year.

VI. ANNUAL AUDIT

1. The City will require an annual audit by a qualified independent accountant of the books of account, financial records, inventories and reports of all City officers and employees involved in the handling of financial matters.
2. Selection of an independent auditing firm will be made by the City Council following a competitive proposal process. It is the policy of the City that the most qualified firm is selected and therefore the lowest cost approach is not the defining method of selecting an auditing firm. Among equally qualified firms, cost may be considered a determining factor in selection and award of contract.
3. The City shall issue a Request for Proposal for audit services at least every five years, and at that time, will consider rotation of audit firms, or at minimum, rotation of audit partners from the same firm.

City of Redlands 2016-2017 Adopted Budget

Summary of the Budget Process

BUDGET ADOPTION

The City of Redlands prepares and adopts a revised current fiscal year estimate and a new fiscal year projection in June of each year. The revised 12 month estimate for the current fiscal year becomes the final budget estimate as the year closes and the projection for the new fiscal year becomes the initial budget estimate of activity. This initial estimate is typically reviewed closely at mid-year in order to determine significant changes which are then presented to the City Council. However, due to the uncertainty in the economy over the last couple of years, close monitoring and review of the budget, with updates to the City Council, has become an on-going process.

BUDGET FORMAT

The budget document is organized by the major departments of the City of Redlands. Each section is further subdivided into organizational units referred to as divisions, programs or funds. Each unit represents a service or activity and emphasizes program planning, evaluation, resource allocation and financial management. At the beginning of each major unit presented, a narrative is provided. It includes a description of the unit, sustainability efforts, goals and objectives, listing of prior year accomplishments and significant program changes, if applicable.

BASIS OF ACCOUNTING

The underlying accounting system of the City is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Governmental Funds

Governmental funds are presented using the *modified-accrual basis of accounting*. Their revenues are recognized when they become *measurable* and *available* as net current assets. *Measurable* means that the amounts can be estimated, or otherwise determined. *Available* means that the amounts are collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period. The City uses an availability period of 60 days.

Sales taxes, property taxes, franchise taxes, gas taxes, motor vehicle in lieu, transient occupancy taxes, grants and interest associated with the current fiscal period are all considered to be susceptible to accrual and so are recognized as revenues in the fiscal period to the extent they are normally collected within the availability period. Other revenue items are considered to be measurable and available when cash is received by the government.

Governmental funds are presented using the *current financial resources measurement focus*. This means that only current assets and current liabilities are generally included on their balance sheets. The reported fund balance (net current assets) is considered to be a measure of “available spendable resources.” Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Non-current portions of long-term receivables due to governmental funds are reported on their balance sheets in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, that they should not be considered “available spendable resources,” since they do not represent net current assets. Recognition of governmental fund type revenue represented by non-current receivables is deferred until they become current receivables. Non-current portions of other long-term receivables are offset by fund balance reserve accounts.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as *expenditures* in the year that resources were expended, rather than as fund assets. The proceeds of long-term debt are recorded as *other financing sources* rather than as a fund liability. Amounts paid to reduce long-term indebtedness are reported as fund expenditures.

Proprietary and Fiduciary Funds

The City’s enterprise and internal service funds are proprietary funds. Proprietary and fiduciary funds are presented using the *accrual basis of accounting*. Revenues are recognized when they are earned and expenses are recognized when the related goods or services are delivered. Proprietary funds are presented using the *economic resources measurement focus*. This means that all assets and all liabilities (whether current or non-current) associated with their activity are included on their balance sheets. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in total net assets.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as subsidies, taxes, and investment earnings result from non-exchange transactions or ancillary activities. Amounts paid to acquire capital assets are capitalized as assets in the proprietary fund financial statements, rather than reported as expenditures. Proceeds of long-term debt are recorded as a liability in the proprietary fund financial statements, rather than as other financing source. Amounts paid to reduce long-term indebtedness of the proprietary funds are reported as a reduction of the related liability, rather than as expenditure.

Agency funds are custodial in nature (assets equal liabilities) and do not involve the recording of City revenues and expenses

BUDGET AMMENDMENTS

During the fiscal year, the City Council may, at their discretion, authorize amendments to the budgeted revenues and expenditures and the amendments are input into the automated budget system. In addition, the City Manager is authorized to transfer budgeted amounts between departments within any fund. However, revisions that alter the total expenditures of any fund must be approved by the City Council.

In addition to the above amendments, staff presents mid-year and year-end reviews of the budget to the City Council in February and June. This provides the opportunity for adjustments, if needed, to budgeted revenues and expenditures based on actual results during the first and second half of the fiscal year.

BUDGET CALENDAR

The budget process commences in January with the preparation for distribution of various budget materials and instructions by the Finance Department. Requested budgets are then submitted by the Departments to the Finance Department in March or April.

In April, the City Manager, Department heads, and other key staff attend a workshop to review their budget submissions including both revenue assumptions and expenditures requests. Upon completion of these workshops, the proposed budget is prepared, presented to the budget subcommittee for review and recommendations, then distributed to the City Council and made available to the public.

Subsequent to distribution of the proposed budget, it is discussed with the City Council at one or more public meetings.

Below is the actual calendar used for the current Adopted Budget.

- Distribute budget packets & spreadsheets 2/29 - 3/04/16
- Requested completed budget packets due to Finance 3/31/16
- Finance review of department submissions 4/01 - 4/17/16
- Department meetings with City Manager 4/19 - 4/21/16
- Proposed Budget Distribution for City Council Review 5/13/16
- Presentation to Budget Subcommittee 5/20/15
- Proposed Budget distribution to City Council for review 5/22/15
- Proposed Budget presentation to City Council 5/27/15
- Adoption by City Council 6/02/15

City of Redlands 2016-2017 Adopted Budget

Fund Descriptions

The resources of the City of Redlands are allocated to and accounted for in various funds based upon the purposes for which the funds are to be spent and the means by which spending activities are controlled. Below are brief descriptions of the various funds used.

GOVERNMENTAL FUNDS are used to account for the financing of most of the City's governmental functions. The City uses four types of governmental funds: General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds.

- General Fund (101) – The operating fund of the City used to account for all activities, except those required to be accounted for in another fund.

SPECIAL REVENUE FUNDS are used to account for the proceeds of specific revenue sources that are restricted to expenditures of specified purposes.

- Emergency Service Fund (205) – To account for the collection of a special property tax to be spent on paramedic services.
- Household Hazardous Waste Fund (206) – To account for revenue collected and expenditures made to properly dispose of household hazardous waste.
- Gas Tax Fund (207) – To account for the receipt and subsequent expenditure of the City's share of the State levied tax on gasoline and other vehicle fuels.
- Measure I Fund (208) – To account for revenues resulting from a voter-approved half-cent retail transaction and use tax, to be used for transportation improvements and traffic management programs.
- Local Transportation Fund (209) – To account for the receipt and expenditure of street improvement and road construction funds from various sources including projects financed by State grant activity.
- Measure I Fund (2010) (210) – To account for “new” revenues resulting from a voter-approved renewal of a half-cent retail transaction and use tax, to be used for transportation improvements and traffic management programs.
- Air Quality Improvement Fund (221) – To account for the collection and subsequent expenditure of AB2766 (District Fees to Implement the California Clean Air Act) monies to be used for pollution reduction.
- Traffic Safety Fund (223) – To account for the receipt of traffic fines for moving violations within the City limits.
- Designated Receipts Fund (225) – To account for deposits and donations designated for specific purposes.

- Open Space Fund (227) – To account for receipt and subsequent expenditure of developer fees collected to acquire open space land in and around the City.
- Downtown Redlands Business Area Fund (236) – To account for various activities and special events with the intent of attracting business to the downtown area.
- Parking Authority Fund (237) – To account for receipt and subsequent expenditure of fees collected as a result of a city-wide authority formed to control parking.
- General Capital Improvement Fund (240) – To account for the receipt and expenditure of grant revenue received by the City, other than Community Development Block Grant revenues.
- Community Development Block Grant Fund (243) – To account for expenditures and related reimbursements of various grants from the U.S. Department of Housing and Urban Development.
- Neighborhood Initiative Program Fund (245) – To account for expenditures and related reimbursements of grant monies received from the County of San Bernardino to preserve and revitalize neighborhoods.
- Asset Forfeiture Fund (246) – To account for receipt and subsequent expenditure of various asset seizure monies.
- Police Grants Fund (247) – To account for receipt and expenditure of grant monies received from various agencies for public safety programs.
- Supplemental Law Enforcement Fund (249) – To account for receipt and subsequent expenditure of AB1913 monies, which, pursuant to the Citizens' Option for Public Safety (COPS) Program, must be spent for supplemental law enforcement services.
- Park & Open Space Development Fund (250) – To account for the collection and subsequent expenditure of developer fees levied for the purpose of acquiring and developing land for parks and open space.
- Public Facilities Development Fund (251) – To account for the collection and related expenditure of development impact fees designated for constructing new and upgrading existing public facilities.
- Arterial Street Construction Fund (252) – To account for the collection and related expenditure of development impact fees designated for arterial street construction projects.
- Traffic Signals Fund (253) – To account for the collection and related expenditure of development impact fees designated for traffic signal construction projects.
- Freeway Interchanges Fund (254) – To account for the collection and related expenditure of development impact fees designated for freeway interchange construction projects.
- Street Lighting District #1 Fund (260) – To account for the maintenance, operation, and service of street lighting facilities financed by assessments collected from landowners within the district.
- CFD 2004-1 Assessments Fund (261) – To account for the maintenance of landscaping in public right-of-way and easements surrounding tracts within the district.
- Landscape Maintenance District Fund (263) – To account for assessments collected from landowners to maintain landscaping in parkways and common areas within the district.
- Community Facilities District Fund (265) – To account for developer deposits and bond proceeds related to Community Facilities Districts established for the purpose of constructing infrastructure.

- Disaster Recovery Fund (270) – To account for all expenditures and revenues relating to natural disasters, for the purpose of consolidating such information for federal and state reimbursements and enhancing Single Audit reporting requirements.
- Obligation Payment Administration Fund (288) – To account for monies received from the County to pay the recognized obligations of the Successor Agency to the former Redevelopment Agency.

DEBT SERVICE FUNDS are used to account for the accumulation of resources and the payment of principal, interest and related costs of general long term debt.

- General Debt Service Fund (305) – To account for the receipt of property taxes to be used for the retirement of the 1988 General Obligation Measure “O” Open Space Bonds, the 1994 Refunding General Obligation Bonds, the 2003 General Obligation Refunding Bonds This fund also records the payment activity of the 2007 Pension Obligation Bonds.
- Redlands Public Improvement Corporation Fund (311) – To account for the retirement of the 1993 Refunding of the 1986 and 1987 Projects Certificates of Participation, the 1994 Taxable Certificates of Participation (City of Redlands/Wal-Mart Parking Facility), and the 2003 Refunding Lease Revenue Certificates of Participation.
- Successor Redevelopment Debt Service Fund (380) – To account for the retirement of the 1998 Tax Allocation Refunding Bonds, the 2003A Series Tax Allocation Bonds, and the 2007A Series Tax Allocation Bonds.

CAPITAL PROJECTS FUNDS are used to account for resources used for the acquisition or construction of major capital facilities.

- Storm Drain Construction Fund (405) – To account for receipt and subsequent expenditure of developer fees assessed to provide additional storm drains, as required.
- Measure ‘O’ Bond Fund (417) – To account for proceeds of a general obligation bond, approved by the voters, for the purchase of park lands and “open space” areas.
- Successor Redevelopment Funds (480-488) – To account for Successor Agency activities as it completes the affairs and obligations of the dissolved redevelopment agency.

PROPRIETARY FUNDS are used to account for a government’s business-type activities. These funds recover the cost of providing services through fees and charges on those who use their services. There are two types of proprietary funds: Enterprise Funds and Internal Service Funds.

ENTERPRISE FUNDS are used to account for services provided primarily to external customers and legal requirements or management policy require these services, including capital, be fully recovered through fees and charges.

- Water Funds (501-509) – To account for water utility operations, projects, debt service costs, and impact fees of the City.
- Solid Waste Funds (511-519) – To account for refuse disposal collection operations, projects, debt service costs, and impact fees of the City.
- Sewer Funds (521-529) – To account for sewer utility operations, projects, debt service costs, and impact fees of the City.
- Groves Fund (538) – To account for the farming operations of citrus groves owned by the City.

- Non Potable Water Funds (541-549) – To account for non potable water utility operations, projects, debt service costs, and impact fees of the City.
- Cemetery Funds (562-563) – To account for the operations of Hillside Memorial Park Cemetery.
- Airport Fund (564) – To account for the operations of the Redlands Municipal Airport.

INTERNAL SERVICE FUNDS are used to account for services provided to other funds, departments, or agencies of the government. Costs are allocated to the benefitting funds in the form of fees and charges in order to recover the full cost of providing the services.

- Liability Self-Insurance Fund (602) – To account for the City’s self-insured general and automobile liability programs, which are provided to all City departments and funds.
- Information Technology Fund (604) – To account for the general maintenance and service of all City computers and phone equipment provided to all City departments.
- Worker’s Compensation Fund (606) – To account for the City’s self-insured Workers’ Compensation and General Safety Programs, which are provided to all City departments and funds.
- Equipment Maintenance Fund (607) – To provide ongoing maintenance of all City vehicles and major equipment and to account for vehicle rental services to all City departments.
- Utility Billing Fund (608) – To account for billing services costs provided for water, sewer, and solid waste.

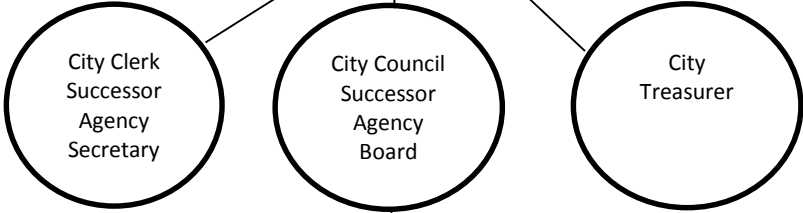
FIDUCIARY FUNDS account for assets held in a trustee or agency capacity for outside parties, including individuals, private organizations and other government.

- Trust & Agency Funds (701-720) – To account for the collection and disposition of deposits retained for specific purposes or subsequent refunding.

City of Redlands, CA
Organizational Chart
Approved By:

N. Enrique Martinez, City Manager
Effective July, 2016

VOTERS



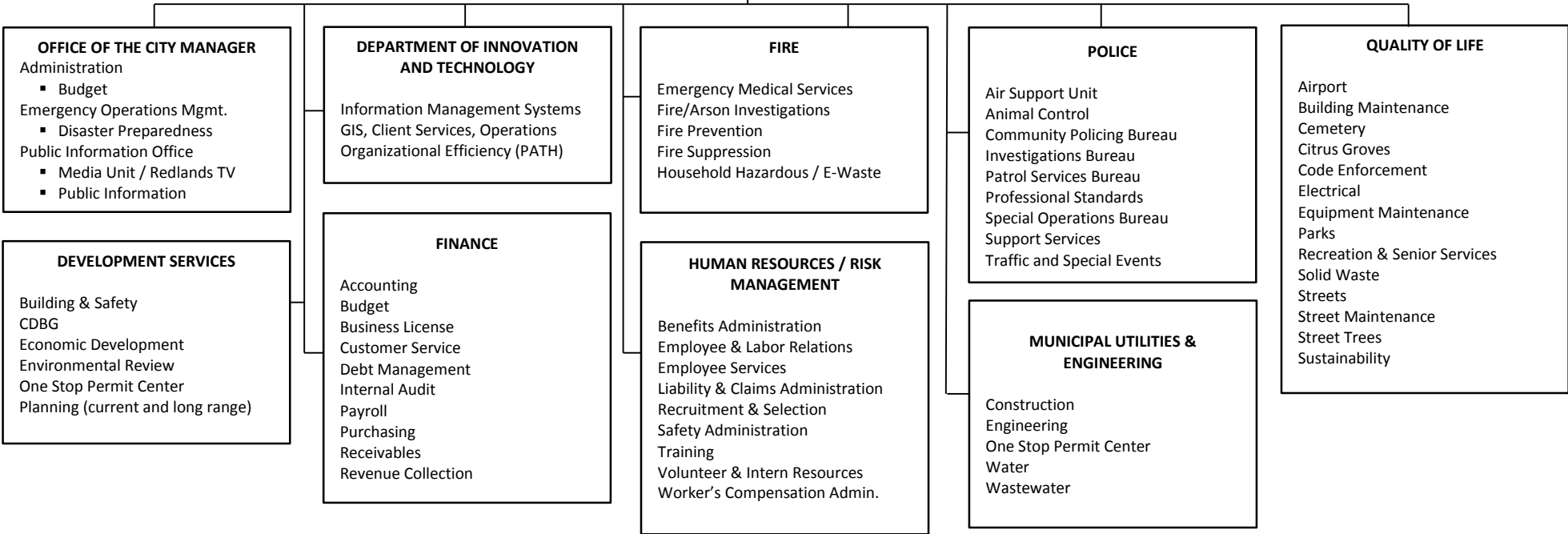
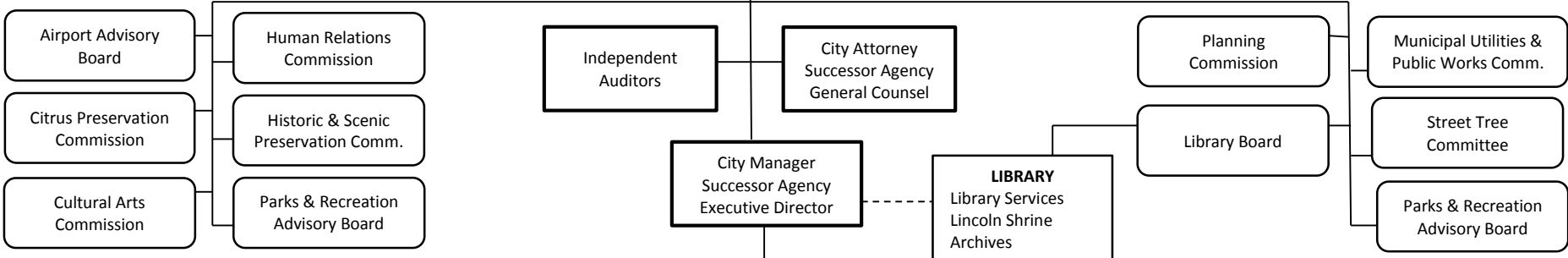
LEGEND

Elective ○

Appointive □

Boards, Commission & Committees □

Advisory to: -----





City of Redlands
2016-2017
Adopted Budget

INTRODUCTION TO FINANCIAL PLANS AND SUMMARIES

- Schedule 1 2016-17 Adopted Budget Summary – General Fund highlights the components of the General Fund budget including beginning and ending fund balance and illustrates that the budget or funding plan is more than just revenues and expenditures. Reserve requirements, transfers to and from other funds and the beginning fund balance must also be considered.
- Schedule 2 Three Year Budget Estimate (2014-15 through 2017-18) – General Fund presents the General Fund’s year-end audited position for fiscal year 2014-15 with estimates for the current year and two subsequent years.
- Schedule 3 Loans Outstanding for Fiscal Year 2016-17 identifies the outstanding balance of loans made between funds (Advances Receivable).
- Schedule 4 Schedule of Adopted Reserves for Fiscal Year 2016-17 lists all reserves of fund balance and retained earnings with the exception of encumbrances. Increases or decreases to reserves require City Council approval.
- Schedule 5 Summary of 2016-17 Financial Sources and Requirements by Fund presents the individual funding plan or budget summary for each fund.
- Schedule 6 Summary of 2016-17 Financial Sources and Requirements presents a summary of funding plans for all funds including totals for all City funds’ revenues and appropriations.

City of Redlands
2016-2017 Adopted Budget Summary
General Fund

	2014-15 Actual	2015-16 Adjusted Budget	2015-16 12 Month Estimate	2016-17 Adopted 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	168,678	130,000	150,000	150,000
Investment Income	624	500	500	750
Other	4,629,711	4,949,040	4,345,858	4,752,589
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

City of Redlands
2016-2017 Adopted Budget Summary
General Fund

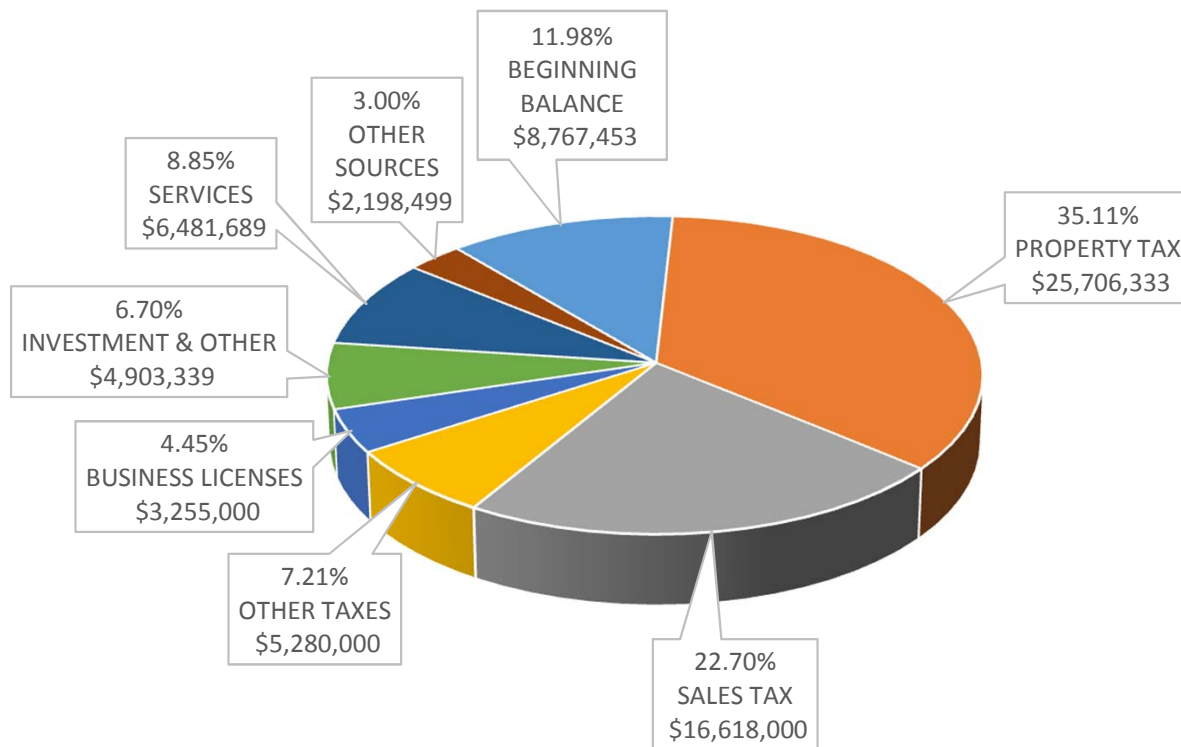
	2014-15 Actual	2015-16 Adjusted Budget	2015-16 12 Month Estimate	2016-17 Adopted Budget
FINANCIAL REQUIREMENTS:				
Appropriations/Expenditures				
City Council	\$ 291,263	\$ 388,253	\$ 379,370	\$ 280,482
City Manager	999,983	1,145,897	1,153,891	949,962
City Clerk	196,531	290,004	210,635	303,426
City 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

* 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
	<u>\$ 1,247,867</u>

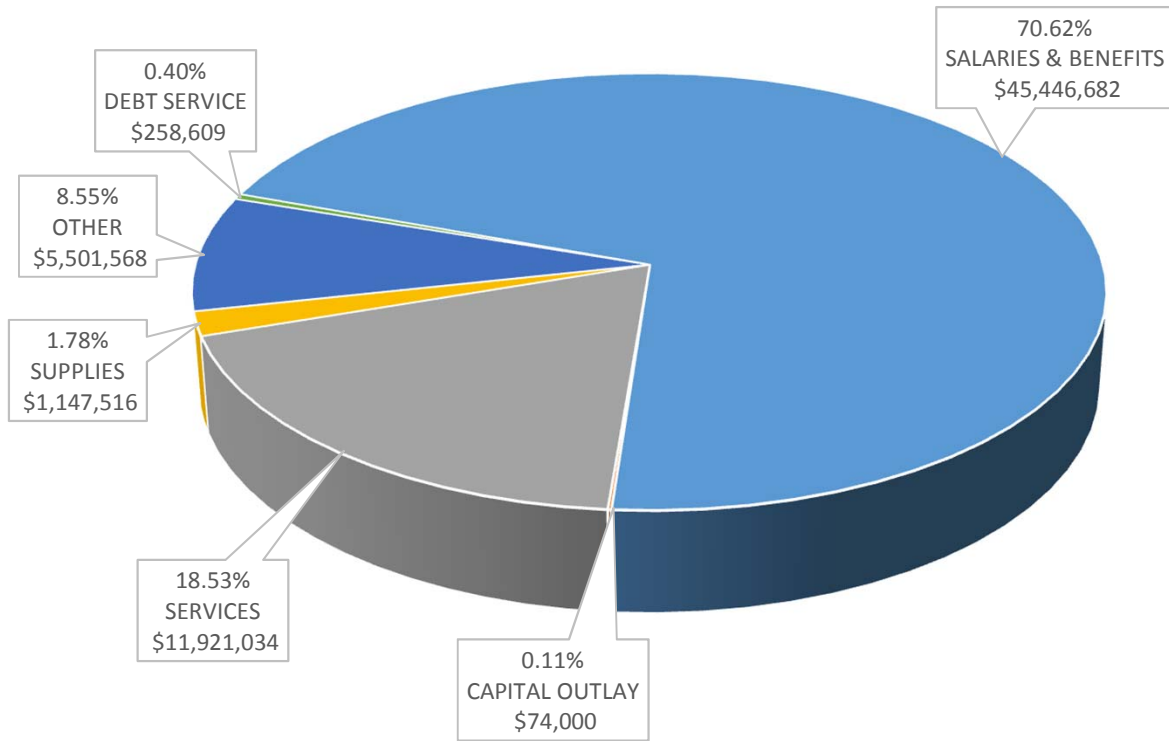
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CITY OF REDLANDS
GENERAL FUND REVENUES AND OTHER FINANCING SOURCES
FISCAL YEAR 2016-2017
\$73,210,313



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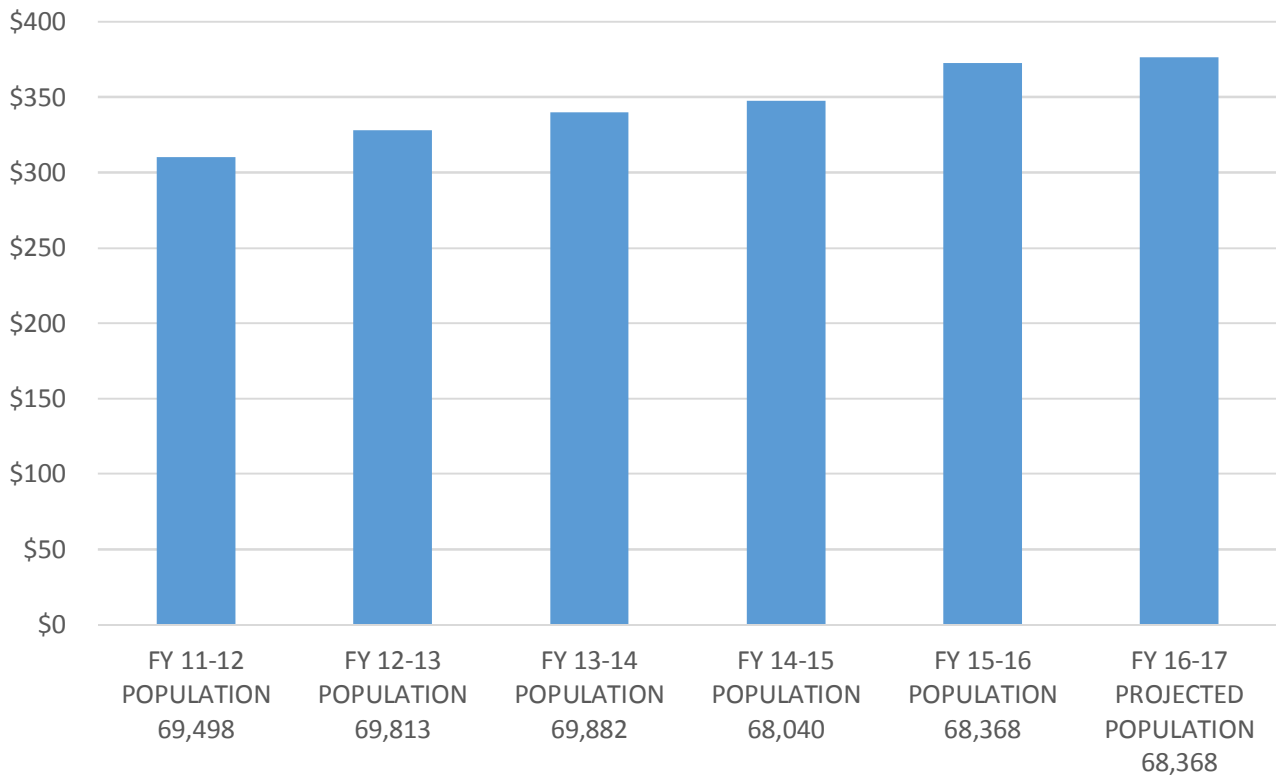
CITY OF REDLANDS
GENERAL FUND EXPENSES & OTHER FINANCING USES
FISCAL YEAR 2016-2017
\$64,349,409



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CITY OF REDLANDS

POLICE DEPARTMENT EXPENDITURES PER CAPITA PRIOR YEAR COMPARISONS

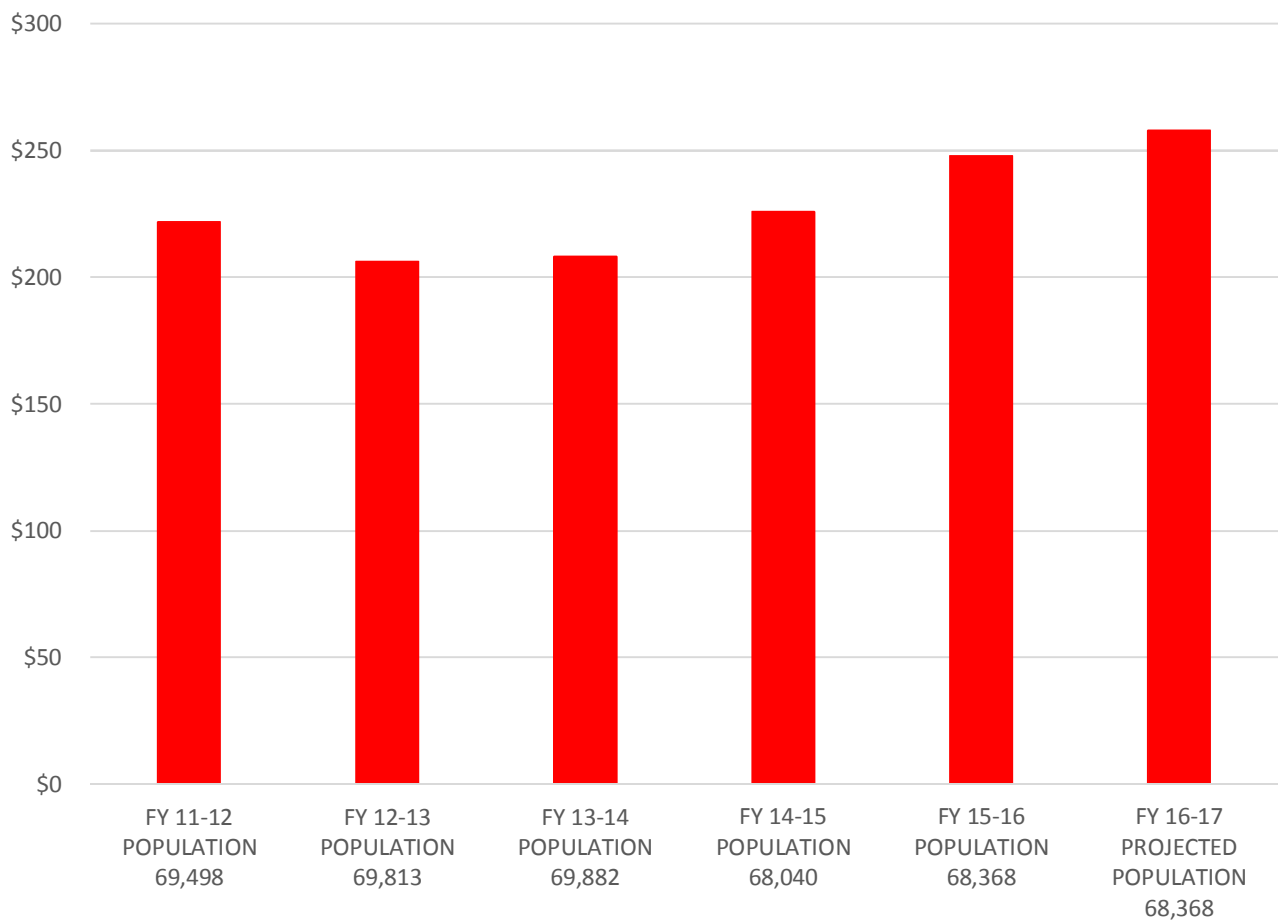


All Police funds are included.

Grants are estimated as fully expensed, enabling accurate balances to be carried forward from one year to the next. This accounts for the fluctuations represented in the estimated columns.

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CITY OF REDLANDS
FIRE DEPARTMENT EXPENDITURES PER CAPITA
PRIOR YEAR COMPARISONS



All Fire Funds included.

The fluctuation for FY 11-12 is due to \$940,657 in expenditures for the purchase of a ladder truck and equipment that was covered with grants and donations.

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**THREE YEAR BUDGET ESTIMATE
GENERAL FUND
2014-15 THROUGH 2017-18**

<u>FINANCIAL SOURCES:</u>	AUDITED 2014-15	ESTIMATED 2015-2016	ESTIMATED 2016-17	ESTIMATED 2017-18
BEGINNING FUND BALANCE - UNRESERVED	\$ 8,725,980	\$ 9,973,849	\$ 8,767,453	\$ 8,860,904
Revenues	\$ 59,451,273	\$ 61,328,397	\$ 62,244,361	\$ 63,279,668
Interfund Transfers In	4,888,212	2,245,097	2,061,575	2,061,641
Decrease in Other Reserves and Set-asides (4)	3,056,605	2,807,454	136,924	52,034
TOTAL CURRENT SOURCES	\$ 67,396,090	\$ 66,380,948	\$ 64,442,860	\$ 65,393,343
<u>FINANCIAL REQUIREMENTS:</u>				
Expenditures (3)	\$ 53,107,420	\$ 60,475,631	\$ 58,847,841	\$ 61,022,646
Interfund Transfers Out	7,757,843	5,412,155	5,501,568	5,520,045
Increase in Other Reserves and Set-asides (4)	5,282,958	1,699,558	-	-
TOTAL CURRENT REQUIREMENTS	\$ 66,148,221	\$ 67,587,344	\$ 64,349,409	\$ 66,542,691
CURRENT SOURCES OVER(UNDER) REQUIREMENTS	\$ 1,247,869	\$ (1,206,396)	\$ 93,451	\$ (1,149,348)
ENDING FUND BALANCE - UNRESERVED (1)	\$ 9,973,849	\$ 8,767,453	\$ 8,860,904	\$ 7,711,556

Notes:

(1) Does not include Reserve and Set-aside balances.

(2) Debt Service from the refinancing of the 1993 Refunding of the 1986 and 1987 Projects COPs in fiscal year 2003-2004 is shared equally between the General Fund and the Public Facilities Development Fund. An increase in Reserve for Advances Receivables reflects activity on loans to the Public Facilities Fund.

(3) Expenditures are estimated by departments as fully spent, which includes anticipated carryovers and encumbrances.

(4) Reserves and Set-asides are detailed in the 2016-2017 Adopted Budget Summary (Schedule 1).

(5) Estimated 2015-16 reflects current sources under requirements as result of appropriation of prior year excess fund balance of \$1,247,867 (Schedule 1).

City of Redlands
Loans Outstanding for Fiscal Year 2016-17

	<u>Unaudited Balance 6/30/2016</u>	<u>Estimated New Loans 2016-17</u>	<u>Estimated Repayments 2016-17</u>	<u>Estimated Balance 6/30/2017</u>
General Fund (101) Loan Outstanding to:				
Public Facilities (251)	\$ 8,313,237	413,842	-	\$ 8,727,079
Open Space (227) Loan Outstanding to:				
Public Facilities (251)	\$ 113,561	-	-	\$ 113,561
Park & Open Space Facilities (250) Loan Outstanding to:				
Public Facilities (251)	\$ 113,561	-	-	\$ 113,561
Storm Drain (405) Loan Outstanding to:				
Public Facilities (251)	\$ 101,610	-	-	\$ 101,610
Water (501) Loan Outstanding to:				
Public Facilities (251)	\$ 152,416	-	-	\$ 152,416
Cemetery (562)	1,199,120	-	15,000	1,184,120
Total	<u>\$ 1,351,536</u>	<u>-</u>	<u>15,000</u>	<u>\$ 1,336,536</u>
Solid Waste (511) Loan Outstanding to:				
Aviation (564)	\$ 960,930	-	40,000	\$ 920,930
Cemetery Endowment (702) Loan Outstanding to:				
Cemetery (562)	\$ 768,695		15,000	\$ 753,695

City of Redlands
Schedule of Adopted Reserves for Fiscal Year 2016-17

Governmental Funds	Reserve	Unaudited Balance 6/30/2016	Adopted Increase (Decrease) 2016-17	Adopted Total Reserve 6/30/2017
General Fund (101)	Advances Receivable	\$ 8,313,237	\$ 413,842	\$ 8,727,079
	Contingency	8,122,332	-	8,122,332
	Set-asides:			
	Fire Equipment	188,958	(136,924)	52,034
	General Fund Vehicles	409,430	-	409,430
	Unfunded Mandates	356,484	-	356,484
	Maint: Buildings & Imprvs.	656,484	-	656,484
	Maint: Park Facilities	100,000	-	100,000
	Capital: over \$50,000	356,484	-	356,484
	Capital: HVAC, IT Equip.	200,000	-	200,000
Total	<u>\$ 18,703,409</u>	<u>\$ 276,918</u>	<u>\$ 18,980,327</u>	
Open Space (227)	Advances Receivable	\$ 113,561	\$ -	\$ 113,561
Park & Open Space (250)	Advances Receivable	\$ 113,561	\$ -	\$ 113,561
Storm Drain (405)	Advances Receivable	\$ 101,610	\$ -	\$ 101,610
<u>Enterprise Funds</u>				
Water (501)	Operating	\$ 1,380,000	\$ -	\$ 1,380,000
	Maintenance	800,000	400,000	1,200,000
	Rate Stabilization	200,000	-	200,000
	Capital	794,000	-	794,000
	Treatment Plant Capital	3,240,000	-	3,240,000
	Total	<u>\$ 6,414,000</u>	<u>\$ 400,000</u>	<u>\$ 6,814,000</u>
Solid Waste (511)	Operating	\$ 1,050,000	\$ -	\$ 1,050,000
	Capital	100,000	-	100,000
	Equipment Replacement	650,000	-	650,000
	Landfill Closure	6,404,924	50,000	6,454,924
	Total	<u>\$ 8,204,924</u>	<u>\$ 50,000</u>	<u>\$ 8,254,924</u>
Wastewater (521)	Operating	\$ 1,185,000	\$ -	\$ 1,185,000
	Capital	1,469,248	(750,000)	719,248
	Equipment Replacement	548,825	-	548,825
	Treatment Plant Capital	5,200,000	-	5,200,000
	Xenon Replacement	-	2,000,000	2,000,000
	Total	<u>\$ 8,403,073</u>	<u>\$ 1,250,000</u>	<u>\$ 9,653,073</u>
<u>Internal Service Funds</u>				
Liability Insurance (602)	Self-Insured Retention	\$ 1,000,000	\$ -	\$ 1,000,000
Workers Comp (606)	Self-Insured Retention	\$ 1,000,000	\$ -	\$ 1,000,000

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
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Water Fund Group

	Water Service (501)	Water Projects (503)	Water Debt Service (506)	Source Acquisition (508)
Financial Sources:				
Unrestricted Cash Balance, 6/30/16	\$ 5,793,008	\$ 0	\$ 0	\$ 0
Revenues	21,433,354			115,000
Interfund Transfers From:				
Water Service (501)		7,365,000	998,521	
Water Source Acquisition (508)	115,000			
Water Capital Improvement (509)			41,605	
NP Water Service (541)	1,100,000			
Payment from Capital Improv (509)	644,395			
Payment from Cemetery (562)	20,100			
Total Financial Sources	29,105,857	7,365,000	1,040,126	115,000
Financial Requirements:				
Appropriations	17,265,568	7,365,000	1,040,126	
Interfund Transfers To:				
General Fund (101)	193,245			
Local Transportation (209)	102,412			
Water Service (501)				115,000
Water Projects (503)	7,365,000			
Water Debt Service (506)	998,521			
Payment to Water Service (501)				
Additions to Reserves:				
Reservoir Maintenance	400,000			
Total Financial Requirements	26,324,746	7,365,000	1,040,126	115,000
 Unrestricted Cash Balance, 6/30/17	 \$ 2,781,111	 \$ 0	 \$ 0	 \$ 0

2016-17 Funding Plan Highlights:

In addition to the annual operating appropriations, the major uses of Water Service Fund (501) dollars are capital projects, debt service, and contributions to reserves. The substantial use of funds for capital projects in the Water Project Fund (503) reflects meeting capital requirements identified in the Water Capital Improvement Program. The Debt Service Fund (506) reflects the full principal and interest payments due under the 2012 Water Revenue Refunding, the SRF loan for the Tate Water Treatment Plant and the SRF loan for the Hinkley Treatment Plant Improvements. The ADLP loan for the Texas Street Treatment Facility was paid off in December 2014. The Cemetery Fund (564) will make a principal and interest payment on the 2003 loan from the Water Fund (501). In 2010-11, a loan in the amount of \$150,000 was made to the Public Facilities Fund (251) in order to cover its debt service obligation.

SCHEDULE 5

Water Capital Improvement (509)	Total Water Enterprise
\$ 0	\$ 5,793,008
686,000	22,234,354
	8,363,521
	115,000
	41,605
	1,100,000
	644,395
	20,100
686,000	38,311,983
	25,670,694
	193,245
	102,412
	115,000
	7,365,000
41,605	1,040,126
644,395	644,395
	400,000
686,000	35,530,872
\$ 0	\$ 2,781,111

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
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Solid Waste Fund Group

	Solid Waste Service (511)	Solid Waste Projects (513)	Solid Waste Debt Service (516)	Calif Street Landfill Closure (517)
Financial Sources:				
Unrestricted Cash Balance, 6/30/16	\$ 4,514,115	\$ 0	\$ 0	\$ 0
Revenues	13,144,955		5,808	50,000
Interfund Transfers From:				
Solid Waste Service (511)		1,035,621	1,905,882	
Solid Waste Capital Improvements (519)		465,279		
Total Financial Sources	17,659,070	1,500,900	1,911,690	50,000
Financial Requirements:				
Appropriations	9,213,113	1,500,900	1,911,690	
Interfund Transfers To:				
General Fund (101)	97,000			
Local Transportation (209)	2,006,007			
Solid Waste Projects (513)	1,035,621			
Solid Waste Debt Service (516)	1,905,882			
Additions to Reserves:				
Landfill Closure Reserve				50,000
Total Financial Requirements	14,257,623	1,500,900	1,911,690	50,000
 Unrestricted Cash Balance, 6/30/17	 \$ 3,401,447	 \$ 0	 \$ 0	 \$ 0

2016-17 Funding Plan Highlights:

In addition to the annual operating appropriations, the major use of Solid Waste Service Fund (511) dollars is capital projects, debt service and contributions to reserves. The use of funds for capital projects in the Solid Waste Project Fund (513) reflects meeting capital needs at the landfill. The Debt Service Fund (516) reflects the full principal and interest payments due under the 2013 Solid Waste Revenue Bonds and the I-Bank loans. The balance of the annual impact of collection vehicles on City streets is transferred to the Local Transportation Fund (209) for road improvements. The Aviation Operating Fund (564) is making a principal and interest payment on the 2003 loan from the Solid Waste Fund (511).

SCHEDULE 5

SW Capital Improvement (519)	Total Solid Waste Enterprise
\$ 3,729,286	\$ 8,243,401
447,873	13,648,636
	2,941,503
	465,279
<hr/> 4,177,159	<hr/> 25,298,819
	12,625,703
	97,000
	2,006,007
465,279	1,500,900
	1,905,882
	50,000
<hr/> 465,279	<hr/> 18,185,492
\$ 3,711,880	\$ 7,113,327

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
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Wastewater Fund Group

	Wastewater Service (521)	Wastewater Projects (523)	Debt Service (526)
	(521)	(523)	(526)
Financial Sources:			
Unrestricted Cash Balance, 6/30/16	\$ 7,664,817	\$ 0	\$ 0
Revenues	9,651,250		
Interfund Transfers From:			
Wastewater Service (521)		1,970,000	623,853
Capital Improvements (529)			762,486
Cancellation of Reserves:			
Vactor Truck	750,000		
	18,066,067	1,970,000	1,386,339
Total Financial Sources			
Financial Requirements:			
Appropriations	7,503,622	1,970,000	1,386,339
Interfund Transfers To:			
General Fund (101)	12,729		
Local Transportation (209)	17,088		
Wastewater Projects (523)	1,970,000		
Debt Service (526)	623,853		
Additions to Reserves:			
Treatment Plant Capital	2,000,000		
	12,127,292	1,970,000	1,386,339
Total Financial Requirements			
Unrestricted Cash Balance, 6/30/17	\$ 5,938,775	\$ 0	\$ 0

2016-17 Funding Plan Highlights:

In addition to the annual operating appropriations, the major uses of Wastewater Service Fund (521) dollars are capital projects and debt service. The Debt Service Fund (526) reflects full principal and interest payments due under the 2012 Wastewater Revenue Refunding Bonds and the 2005 State Revolving Fund loan for the recycled water project.

SCHEDULE 5

Capital Improvements (529)	Total Wastewater Enterprise
\$ 2,647,128	\$ 10,311,945
709,000	10,360,250
	2,593,853
	762,486
	<u>750,000</u>
<u>3,356,128</u>	24,778,534
	10,859,961
	12,729
	17,088
	1,970,000
762,486	1,386,339
	<u>2,000,000</u>
<u>762,486</u>	16,246,117
\$ 2,593,642	\$ 8,532,417

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
 Adopted Budget

Non Potable Water Fund Group

	NP Water Service (541)	NP Water Projects (543)	NP Capital Improvement (549)	Total NP Water Enterprise
Financial Sources:				
Unrestricted Cash Balance, 6/30/16	\$ 2,328,501	\$ 0	\$ 738,277	\$ 3,066,778
Revenues	515,000		30,000	545,000
Interfund Transfers From:				
NP Water Service (541)		1,800,000		1,800,000
NP Capital Improvement (549)	600,000			600,000
Total Financial Sources	3,443,501	1,800,000	768,277	6,011,778
Financial Requirements:				
Appropriations	165,478	1,800,000		1,965,478
Interfund Transfers To:				
Water Service (501)	1,100,000			1,100,000
NP Water Service (541)			600,000	600,000
NP Water Projects (543)	1,800,000			1,800,000
Total Financial Requirements	3,065,478	1,800,000	600,000	5,465,478
 Unrestricted Cash Balance, 6/30/17	 \$ 378,023	 \$ 0	 \$ 168,277	 \$ 546,300

2016-17 Funding Plan Highlights:

Fiscal Year 2009-10 was the first year the Nonpotable Water Fund (541) accounted for activities completely independent from other funds. A one time transfer from Wastewater Service Fund (521) reserves was made to move funds intended for recycled water system use and funds from the Water Service Fund (501) to account for revenues received for nonpotable water sales. Annual appropriations are currently for maintenance and operation of the system.

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
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Other Enterprise Funds

	Groves (538)	Cemetery (562)	Cemetery Preneed (563)	Cemetery Endowment (702)	Aviation (564)
Financial Sources:					
Unrestricted Cash Balance, 6/30/16	\$ 376,547	\$ (110,057)	\$ 778,521	\$ 1,175,509	\$ 72,383
Estimated Revenues	863,000	684,600	5,250	72,000	782,400
Interfund Transfers From:					
Cemetery Pre-Need Fund (563)		5,250			
Payment from Cemetery (562)				20,100	
Total Financial Sources	1,239,547	579,793	783,771	1,267,609	854,783
Financial Requirements:					
Appropriations	551,037	679,665			781,519
Loan to Cemetery Fund (562)					
Interfund Transfers To:					
Cemetery Fund (562)			5,250		
Additions to Reserves:					
Operating Reserve					
Total Financial Requirements	551,037	679,665	5,250	0	781,519
Unrestricted Cash Balance, 6/30/17	\$ 688,510	\$ (99,872)	\$ 778,521	\$ 1,267,609	\$ 73,264

2016-17 Funding Plan Highlights:

Groves - Actual revenues in any one year can fluctuate drastically from estimated revenues due to weather and market conditions, locally or globally. The administration of the Groves was transferred to the Quality of Life Department in November 2007.

Cemetery - Administration of the Cemetery was transferred to the Quality of Life Department in November 2007. A loan from the Water Enterprise in March 2003 was used to retire the loan to the General Fund. In 2015, Council approved a business plan which includes capital improvements to make the Cemetery more marketable and competitive, as well as loans from the Cemetery Endowment Fund (702) of not to exceed \$1.5 million as capital project expenses are incurred. The Cemetery Operating Fund (562) will repay the Water Fund (501) and Cemetery Endowment Fund (702) as monies are available.

Aviation - Administration of the Airport was transferred to the Quality of Life Department in November 2007. A loan from the Solid Waste Service Fund in March 2003 was used to retire the loan to the General Fund. Any remaining balance in the Aviation Fund (564) is used to repay the debt to the Solid Waste Service Fund (511).

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
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Internal Service Funds

	Liability Insurance (602)	Innovation & Technology (604)	Worker's Comp Insurance (606)	Equipment Maintenance (607)	Utility Billing (608)
Financial Sources:					
Unrestricted Cash Balance, 6/30/16	\$ 1,218,645	\$ 112,999	\$ 89,834	\$ 30,171	\$ 1,805,739
Estimated Revenues	20,000	2,895,051	2,225,710	3,705,601	1,500,000
Interfund Transfers From: General Fund (101)	1,350,000	100,000			
Total Financial Sources	2,588,645	3,108,050	2,315,544	3,735,772	3,305,739
Financial Requirements:					
Appropriations	2,072,892	2,994,195	2,225,147	3,672,328	1,850,771
Total Financial Requirements	2,072,892	2,994,195	2,225,147	3,672,328	1,850,771
 Unrestricted Cash Balance, 6/30/17	 \$ 515,753	 \$ 113,855	 \$ 90,397	 \$ 63,444	 \$ 1,454,968

2016-17 Funding Plan Highlights:

Liability Insurance

This fund requires an operating transfer from the General Fund not only to maintain the required \$1,000,000 self-insured retention reserve, but also to fund the cost of claims and expenditures.

Innovation & Technology

Estimated revenues are generated from charges to internal customer accounts as a means of cost recovery for information technology support services rendered to other city departments.

Worker's Compensation

Estimated revenues are generated from charges to internal customer accounts as a means of cost recovery for claims paid and training provided on behalf of other city departments.

Equipment Maintenance

Estimated revenues are generated from charges to internal customer accounts as a means of cost recovery for fleet services rendered to other city departments.

Utility Billing

The three utility enterprise funds, water, wastewater and solid waste, are charged proportionately for services by the utility billing division.

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
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Successor Agency to the
 Former Redevelopment Agency (RDA) Fund Group

	Obligation Payment (288)	Debt Service (380)	Administration (480)	Projects (488)
Financial Sources:				
Unrestricted Cash Balance, 6/30/16	\$ 3,239,398	\$ 0	\$ 0	\$ 0
Estimated Revenues	2,795,903		18,000	500
Interfund Transfers From:				
Obligation Payment (288)		3,296,428	232,000	452,200
Total Financial Sources	6,035,301	3,296,428	250,000	452,700
Financial Requirements:				
Appropriations		3,296,428	250,000	452,700
Interfund Transfers To:				
Successor RDA Debt Service (380)	3,296,428			
Successor RDA Admin (480)	232,000			
Successor RDA Projects (488)	452,200			
Total Financial Requirements	3,980,628	3,296,428	250,000	452,700
 Unrestricted Cash Balance, 6/30/17	 \$ 2,054,673	 \$ 0	 \$ 0	 \$ 0

2016-17 Funding Plan Highlights:

Effective June 29, 2011, AB1X 26 dissolved redevelopment agencies and replaced them with Successor Agencies responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. Successor Agencies became operative on February 1, 2012. On this date, all assets, properties, contracts and leases of the former redevelopment agency transferred to the Successor Agency. The Successor Agency will continue to oversee the contractual obligations until they can be transferred to other parties, use bond proceeds to continue to fund activities, defease bonds and prepare administrative budgets. The Successor Agency shall prepare and submit to the State Department of Finance a Recognized Obligation Payment Schedule annually, by February 1st and pay only what has been listed. The Successor Agency is entitled to an administrative allowance of 3%, or a minimum of \$250,000. The Auditor-Controller shall determine the amount of tax increment that would have been allocated to each redevelopment agency and shall deposit the amount in a Redevelopment Property Tax Trust Fund (RPTTF). The Auditor-Controller administers the Trust Fund, makes pass-through payments and allocates funding to the Successor Agency. Recognized obligations include the debt service payments for the 2016 Refunding Tax Allocation Bonds, Series A and the Taxable Series B.

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
 Adopted Budget

Special Revenue, Debt Service and Capital Projects Funds

	Emergency Service (205)	Household Hazardous Waste (206)	Gas Tax (207)	Measure "I" (208)
Financial Sources:				
Unrestricted Cash Balance, 6/30/16	\$ 0	\$ 52,158	\$ 0	\$ 0
Estimated Revenues	1,112,500	125,800	1,443,216	
Interfund Transfers From: General Fund (101)	3,637,726			
Total Financial Sources	4,750,226	177,958	1,443,216	0
Financial Requirements:				
Appropriations	4,750,226	125,848		0
Interfund Transfers To: General Fund (101)			1,443,216	
Total Financial Requirements	4,750,226	125,848	1,443,216	0
 Unrestricted Cash Balance, 6/30/17	 \$ 0	 \$ 52,110	 \$ 0	 \$ 0

2016-17 Funding Plan Highlights:

Emergency Service

This fund accounts for the full cost of all firefighter paramedics and the paramedic program. It requires an operating transfer from the General Fund.

Household Hazardous Waste

This fund is supported by fees which are used for the household hazardous waste collection program and related expenditures.

Gas Tax

This fund accounts for State Gas Tax revenues which are transferred to the General Fund on a monthly basis in support of the streets division.

Measure "I"

This fund accounts for original Measure I Sales Tax activities. This budget estimates all funds as spent. Current appropriations for various resurfacing and striping projects are included in Measure "I" 2010 (210).

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
 Adopted Budget

Special Revenue, Debt Service and Capital Projects Funds

	Local Transportation (209)	Measure "I" 2010 (210)	Air Quality Improvement (221)	Traffic Safety (223)
Financial Sources:				
Unrestricted Cash Balance, 6/30/16	\$ 6,756,363	\$ 6,851,525	\$ 404,495	\$ 0
Estimated Revenues	25,000	1,171,656	86,000	193,700
Interfund Transfers From:				
Water Service (501)	102,412			
Solid Waste Service (511)	2,006,007			
Waste Water Service (521)	17,088			
Total Financial Sources	8,906,870	8,023,181	490,495	193,700
Financial Requirements:				
Appropriations	8,906,870	5,240,965		
Interfund Transfers To:				
General Fund (101)				193,700
Total Financial Requirements	8,906,870	5,240,965	0	193,700
 Unrestricted Cash Balance, 6/30/17	 \$ 0	 \$ 2,782,216	 \$ 490,495	 \$ 0

2016-17 Funding Plan Highlights:

Local Transportation

Projects are funded by development impact fees for transportation facilities, grants and transfers from the utility funds in proportion to the impacts of their vehicles and street cuts on City streets. Current projects include various street improvements and safe routes to school.

Measure "I" 2010

This fund accounts for Measure I Sales Tax 2010 activities. Current appropriations are for various resurfacing and striping projects.

Air Quality Improvement

Revenues received from SCAQMD are held to fund various City programs/purchases that enhance air quality.

Traffic Safety

This fund accounts for parking and traffic fine revenues which are transferred to the General Fund on a monthly basis in support of public safety.

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
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Special Revenue, Debt Service and Capital Projects Funds

	Open Space (227)	Downtown Redlands Business Area (236)	Parking Authority (237)	General Capital Improvements (240)
Financial Sources:				
Unrestricted Cash Balance, 6/30/16	\$ 717,163	\$ 15,520	\$ 0	\$ 0
Estimated Revenues	44,800	318,700	6,500	1,850,764
Other Financial Source			13,889	64,128
Total Financial Sources	761,963	334,220	20,389	1,914,892
Financial Requirements:				
Appropriations		318,309	20,389	1,914,892
Total Financial Requirements	0	318,309	20,389	1,914,892
 Unrestricted Cash Balance, 6/30/17	 \$ 761,963	 \$ 15,911	 \$ 0	 \$ 0

2016-17 Funding Plan Highlights:

Open Space

Estimated revenues represent a portion of Park & Open Space Development Impact Fees dedicated to the acquisition of open space. In 2010-11, a loan in the amount of \$130,000 was made to the Public Facilities Fund (251) in order to cover its debt service obligation.

Downtown Redlands Business Area

This fund accounts for various activities and special events conducted with the intent of attracting the public to the downtown area.

Parking Authority

This fund accounts for the activity of parking permit fees and city parking lots. The cash balance is currently unreserved and undesignated.

General Capital Improvements

Current projects are mostly grant funded. For budgetary purposes, all existing appropriations are estimated as fully expended during the current fiscal year. This enables accurate balances to be carried forward for ongoing grants.

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
 Adopted Budget

Special Revenue, Debt Service and Capital Projects Funds

	Community Development Block Grant (243)	Asset Forfeiture (246)	Police Grants (247)
	<hr/>	<hr/>	<hr/>
Financial Sources:			
Unrestricted Cash Balance, 6/30/16	\$ 0	\$ 630,798	\$ 0
Estimated Revenues	<hr/> 322,287	<hr/> 8,384	<hr/>
Total Financial Sources	322,287	639,182	0
Financial Requirements:			
Appropriations	<hr/> 322,287	<hr/> 450,783	<hr/>
Total Financial Requirements	322,287	450,783	0
Unrestricted Cash Balance, 6/30/17	\$ 0	\$ 188,399	\$ 0

2016-17 Funding Plan Highlights:

Community Development Block Grant

City Council approved allocations are funded by federal revenues received. For budgetary purposes all existing appropriations are estimated as fully expensed during the current fiscal year. This enables accurate balances to be carried forward for ongoing grants.

Asset Forfeiture

This fund accounts for Asset Seizure revenues. These funds must be used to enhance local law enforcement for drug related activities.

Police Grants

For budgetary purposes, all existing appropriations are estimated as fully expensed during the current fiscal year. This enables accurate balances to be carried forward for ongoing grants.

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
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Special Revenue, Debt Service and Capital Projects Funds

	Supplemental Law Enforcement (249)	Park & Open Space Dvlp (250)	Public Facilities Development (251)	Arterial Street Construction (252)
Financial Sources:				
Unrestricted Cash Balance, 6/30/16	\$ 44,214	\$ 452,863	\$ 454,248	\$ 1,856,450
Estimated Revenues	113,968	580,278	1,532,000	2,645,500
Interfund Loan From: General Fund (101)				
Total Financial Sources	158,182	1,033,141	1,986,248	4,501,950
Financial Requirements:				
Appropriations	113,968	118,261	17,884	7,394
Interfund Transfers To: General Fund (101)			121,685	
Redlands Public Improve. Corp (311)			413,842	
Total Financial Requirements	113,968	118,261	553,411	7,394
 Unrestricted Cash Balance, 6/30/17	 \$ 44,214	 \$ 914,880	 \$ 1,432,837	 \$ 4,494,556

2016-17 Funding Plan Highlights:

Supplemental Law Enforcement

This fund accounts for law enforcement revenues from the State. These funds must be used to enhance local law enforcement efforts.

Park & Open Space Development

Revenues represent park and open space impact fees. In 2010-11, a loan in the amount of \$130,000 was made to the Public Facilities Fund (251) in order to cover its debt service obligation.

Public Facilities Development

Fire, Library and General impact fees collected are used to repay debt service. The 1993 Refunding of 1986/87 Projects Certificates of Participation were refinanced in 2002-03. Typically, loans have been required from other funds each year to cover this fund's debt service obligation.

Arterial Street Construction

Revenues represent a portion of transportation impact fees to fund specific arterial street projects.

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
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Special Revenue, Debt Service and Capital Projects Funds

	Traffic Signals (253)	Freeway Interchanges (254)	Street Lighting Assessment District (260)	CFD 2004-1 (261)
Financial Sources:				
Unrestricted Cash Balance, 6/30/16	\$ 918,371	\$ 547,151	\$ 3,652	\$ 171,021
Estimated Revenues	687,100	3,418,000	25,500	127,500
Total Financial Sources	1,605,471	3,965,151	29,152	298,521
Financial Requirements:				
Appropriations	2,000	1,029,712	25,595	260,421
Total Financial Requirements	2,000	1,029,712	25,595	260,421
 Unrestricted Cash Balance, 6/30/17	 \$ 1,603,471	 \$ 2,935,439	 \$ 3,557	 \$ 38,100

2016-17 Funding Plan Highlights:

Traffic Signals

Revenues represent a portion of transportation impact fees to fund specific traffic signal projects.

Freeway Interchanges

Revenues represent a portion of transportation impact fees to fund specific freeway ramp projects.

Street Lighting Assessment District

This fund accounts for the specified activities in areas covered by the district.

CFD 2004-1

This fund provides common area maintenance to certain areas that decide to annex into the district.

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
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Special Revenue, Debt Service and Capital Projects Funds

	Landscape Maintenance District (263)	General Debt Service (305)	Redlands Public Improv. District (311)
Financial Sources:			
Unrestricted Cash Balance, 6/30/16	\$ 0	\$ 0	\$ 0
Estimated Revenues	30,000		
Interfund Transfers From:			
General Fund (101)			413,842
Public Facilities Development (251)			413,842
Payroll Clearing Fund (720)		2,899,095	
Total Financial Sources	30,000	2,899,095	827,684
Financial Requirements:			
Appropriations	30,000	2,899,095	827,684
Total Financial Requirements	30,000	2,899,095	827,684
Unrestricted Cash Balance, 6/30/17	\$ 0	\$ 0	\$ 0

2016-17 Funding Plan Highlights:

Landscape Maintenance District

This fund is now limited to expenditure activity only up to anticipated revenues in areas covered by the district.

General Debt Service

This fund currently records the payment activity for the 2007 Pension Obligation Bonds. The final debt service payment on the 2003 General Obligation Refunding Bonds was February 2014.

Redlands Public Improvement Corp.

This debt service fund accounts for annual principal and interest related to the 1993 Refunding of 1986/1987 Projects. This issue was refinanced in 2002-03 for a savings shared equally by the

City of Redlands
 Summary of 2016-2017 Financial Sources and Requirements by Fund
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Special Revenue, Debt Service and Capital Projects Funds

	Storm Drain Construction (405)	CFD Trust (710)	Payroll Clearing (720)
	<u> </u>	<u> </u>	<u> </u>
Financial Sources:			
Unrestricted Cash Balance, 6/30/16	\$ 1,616,991	\$ 2,791,807	\$ 0
Estimated Revenues	198,000	1,490,000	
Payroll System Charges			2,899,095
	<u> </u>	<u> </u>	<u> </u>
Total Financial Sources	1,814,991	4,281,807	2,899,095
Financial Requirements:			
Appropriations	51,039	1,463,966	
Interfund Transfers To:			
General Debt Service (305)			2,899,095
	<u> </u>	<u> </u>	<u> </u>
Total Financial Requirements	51,039	1,463,966	2,899,095
Unrestricted Cash Balance, 6/30/17	\$ 1,763,952	\$ 2,817,841	\$ 0

2016-17 Funding Plan Highlights:

Storm Drain Construction

Estimated revenues are development impact fees to fund specific storm drain projects. Current appropriations are primarily for the Opal Basin Construction Project. In 2010-11, a loan in the amount of \$100,000 was made to the Public Facilities Fund (251) in order to cover its debt service obligation.

CFD Trust

This fund accounts for CFD 2001-1 and CFD 2003-1 assessments for annual principal and interest related to the bonds issued for infrastructure improvements in the respective areas.

Payroll Clearing

This fund accounts for city wide payroll benefit contributions and employee deductions. The \$2,899,095 represents the amount generated to make the principal and interest payment for the 2007 Pension Obligation Bonds.

SCHEDULE 6

City of Redlands
 Adopted Budget Summary
 Summary of 2016-2017 Financial Sources and Requirements

	SOURCES				REQUIREMENTS				Ending Fund Balance/ Cash Balance	
	Beginning Fund Balance/ Cash Balance	Revenues	Inter-Fund Transfers From	Other*	TOTAL	Appropriations	Inter-Fund Transfers To	Other*		TOTAL
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	-	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	-
209 Local Transportation	6,756,363	25,000	2,125,507	-	8,906,870	8,906,870	-	-	8,906,870	-
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	-	13,889	20,389	20,389	-	-	20,389	-
240 General Capital Improv.	-	1,850,764	-	64,128	1,914,892	1,914,892	-	-	1,914,892	-
243 CDBG	-	322,287	-	-	322,287	322,287	-	-	322,287	-
246 Asset Forfeiture	630,798	8,384	-	-	639,182	450,783	-	-	450,783	188,399
249 Supp. Law Enforcement	44,214	113,968	-	-	158,182	113,968	-	-	113,968	44,214
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	3,239,398	2,795,903	-	-	6,035,301	-	3,980,628	-	3,980,628	2,054,673
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 Svc	-	-	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	-	-	7,365,000	-	7,365,000	7,365,000	-	-	7,365,000	-
506 Water Debt Service	-	-	1,040,126	-	1,040,126	1,040,126	-	-	1,040,126	-
508 Source Acquisition	-	115,000	-	-	115,000	-	115,000	-	115,000	-
509 Water Capital Improvement	-	686,000	-	-	686,000	-	41,605	644,395	686,000	-
511 Solid Waste Service	4,514,115	13,144,955	-	-	17,659,070	9,213,113	5,044,510	-	14,257,623	3,401,447
513 Solid Waste Projects	-	-	1,500,900	-	1,500,900	1,500,900	-	-	1,500,900	-
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.	3,729,286	447,873	-	-	4,177,159	-	465,279	-	465,279	3,711,880
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	-	-	1,386,339	-	1,386,339	1,386,339	-	-	1,386,339	-
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	679,665	-	-	679,665	(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	2,225,447	-	-	2,225,447	90,097
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)	\$ 69,257,065	\$ 142,157,769	\$ 35,770,712	\$ 4,548,631	\$ 251,734,177	\$ 157,694,246	\$ 35,770,712	\$ 3,094,395	\$ 196,559,353	\$ 55,174,823

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

City of Redlands

2016-2017

Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>PROPERTY TAXES</u>				
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
<u>OTHER TAXES</u>				
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
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
<u>OTHER REVENUES</u>				
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
3255 Federal Reimbursement	2,718	0	0	0
3305 Cost Recover/Reimbursement Expenditure	11,792	118,859	144,665	10,000
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
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

City of Redlands

2016-2017

Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>DEVELOPMENT SERVICES</u>				
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
3112 General Plan Amendments	5,603	11,038	5,547	16,641
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	11,000	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
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 Allocation	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
<u>LIBRARY</u>				
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

City of Redlands

2016-2017

Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>POLICE DEPARTMENT</u>				
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/Reimbursement 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
<u>POLICE - ANIMAL CONTROL</u>				
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
<u>QUALITY OF LIFE - RECREATION</u>				
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

City of Redlands

2016-2017

Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>QUALITY OF LIFE - SENIOR SERVICES</u>				
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
<u>FIRE DEPARTMENT</u>				
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
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/Reimbursement 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
<u>QUALITY OF LIFE DEPARTMENT</u>				
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/Reimbursement 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
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
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

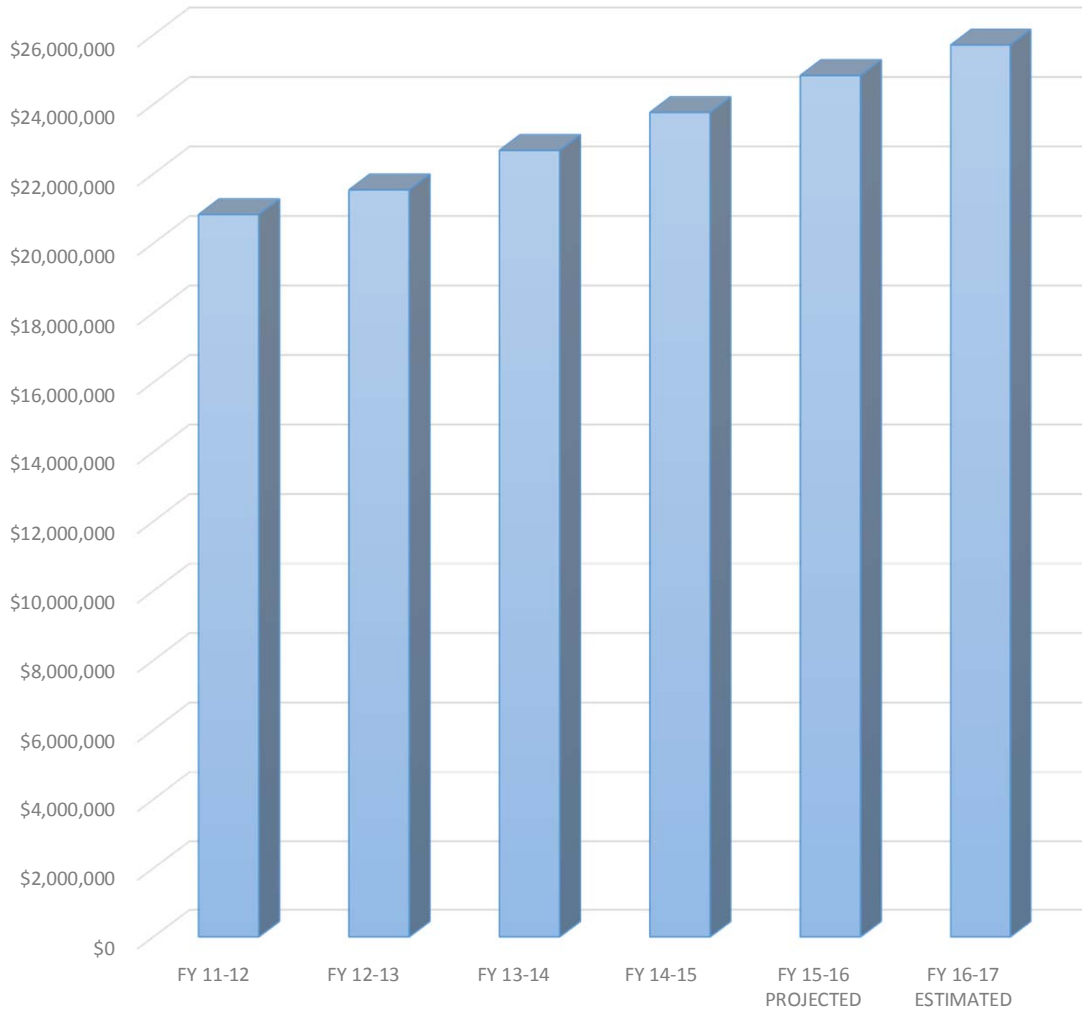
City of Redlands
2016-2017
Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>ENGINEERING</u>				
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/Reimbursement 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



CITY OF REDLANDS
GENERAL FUND PROPERTY TAX REVENUE
PRIOR YEAR COMPARISONS

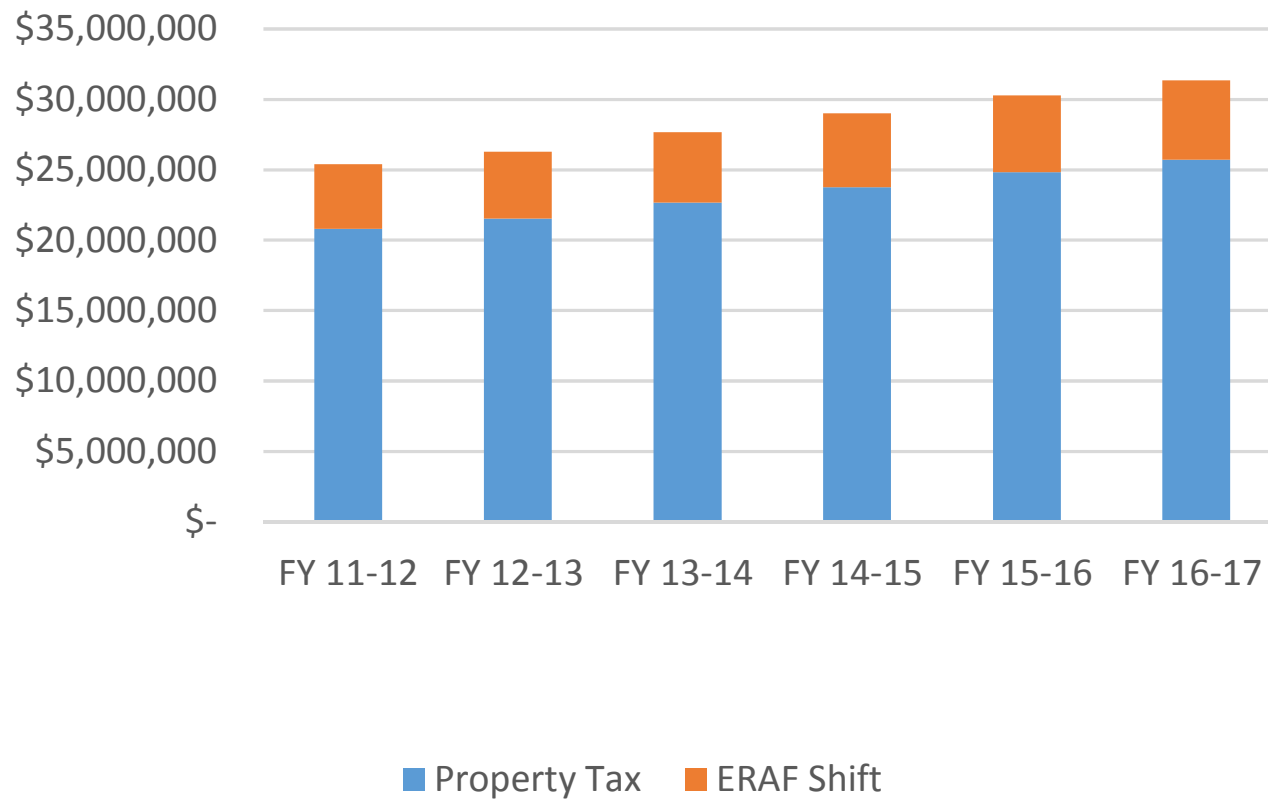


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CITY OF REDLANDS

GENERAL FUND PROPERTY TAX SHIFT TO SCHOOLS

PRIOR YEAR COMPARISONS

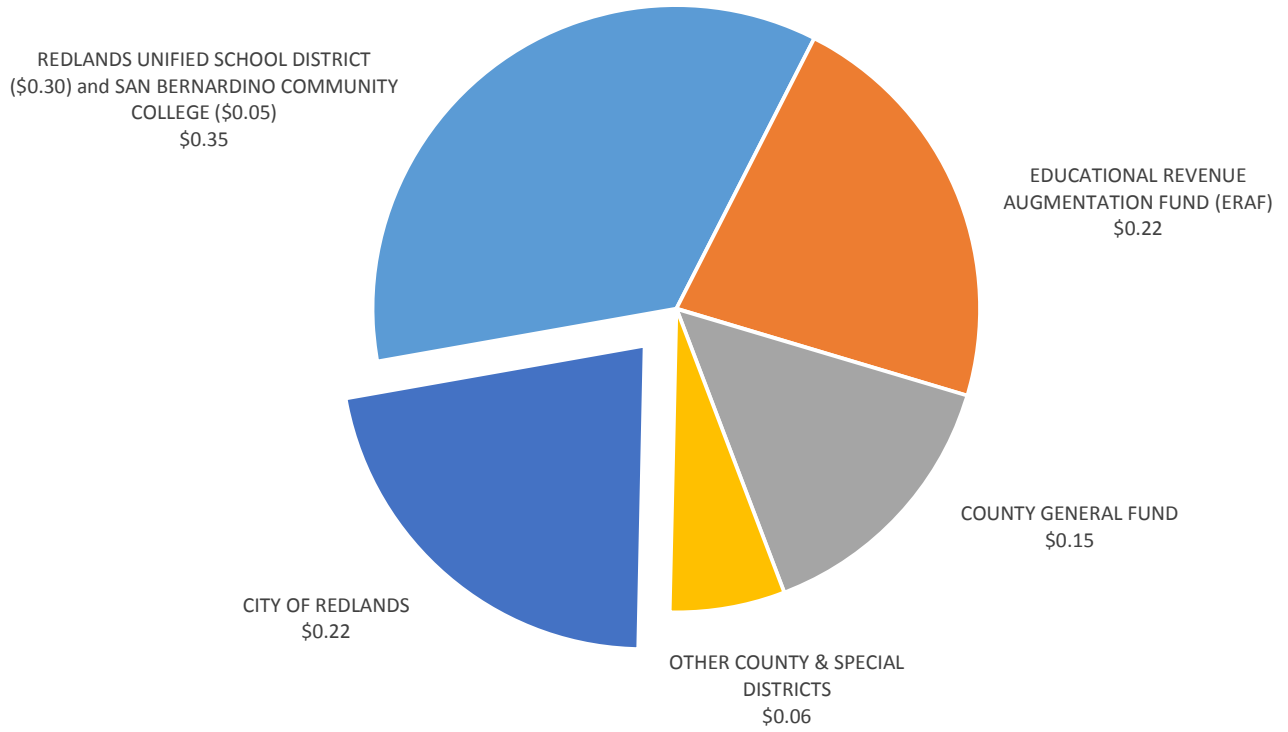


ESTIMATED AMOUNTS

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PROPERTY TAX ALLOCATION

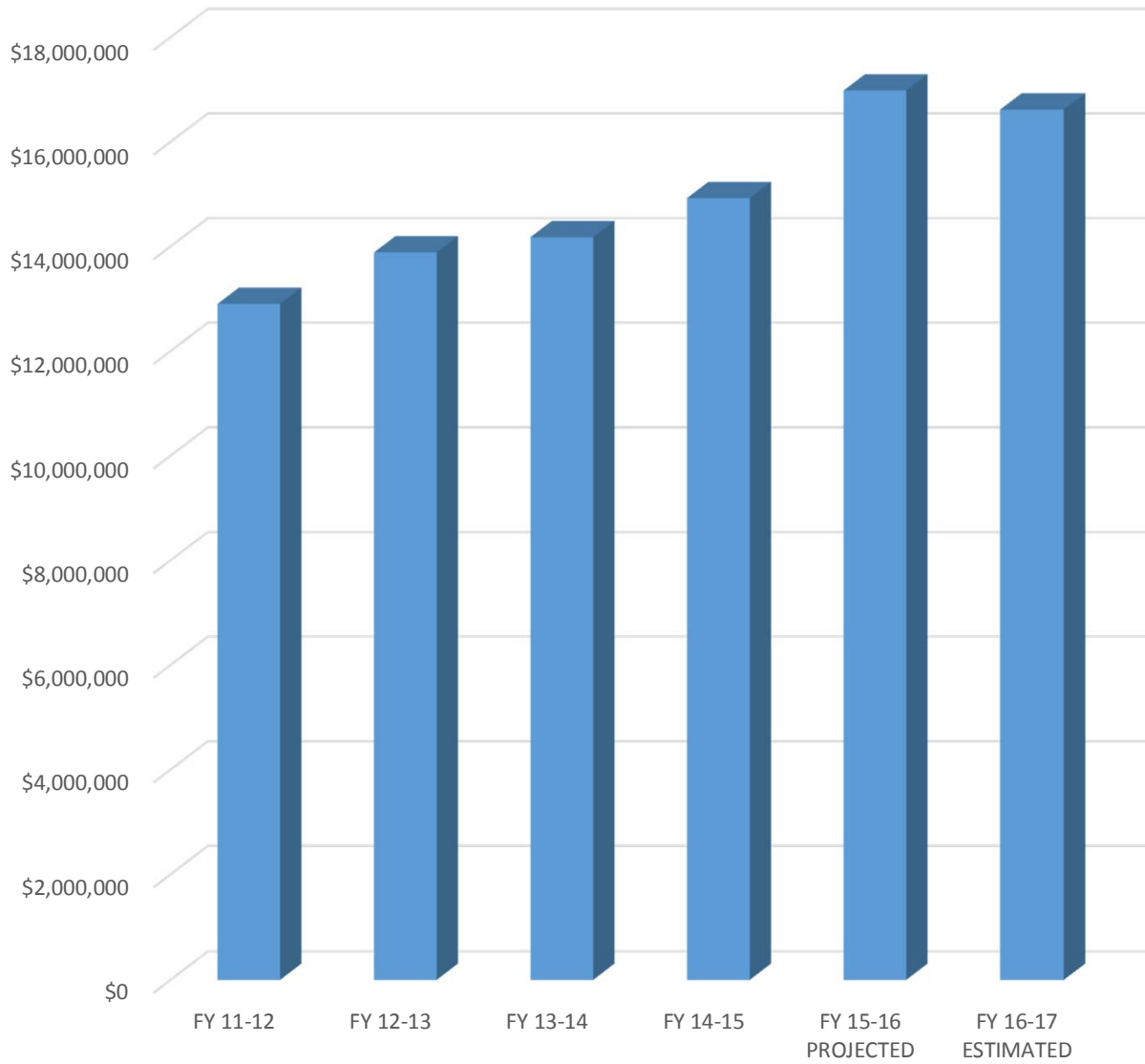
WHERE YOUR TAX DOLLAR GOES



ALLOCATION EXCLUDING REDEVELOPMENT FACTORS

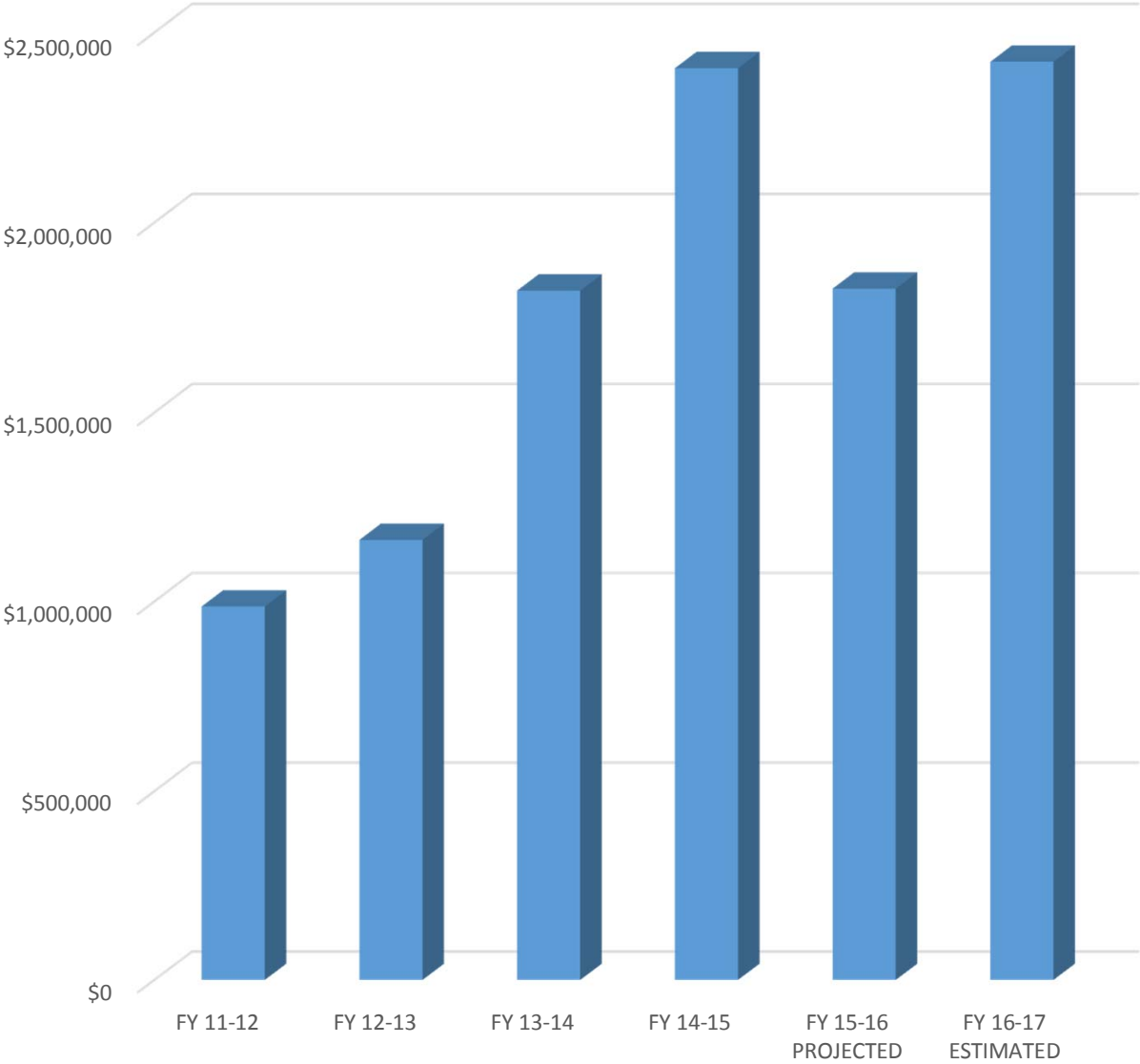
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CITY OF REDLANDS
GENERAL FUND SALES TAX REVENUE
PRIOR YEAR COMPARISONS



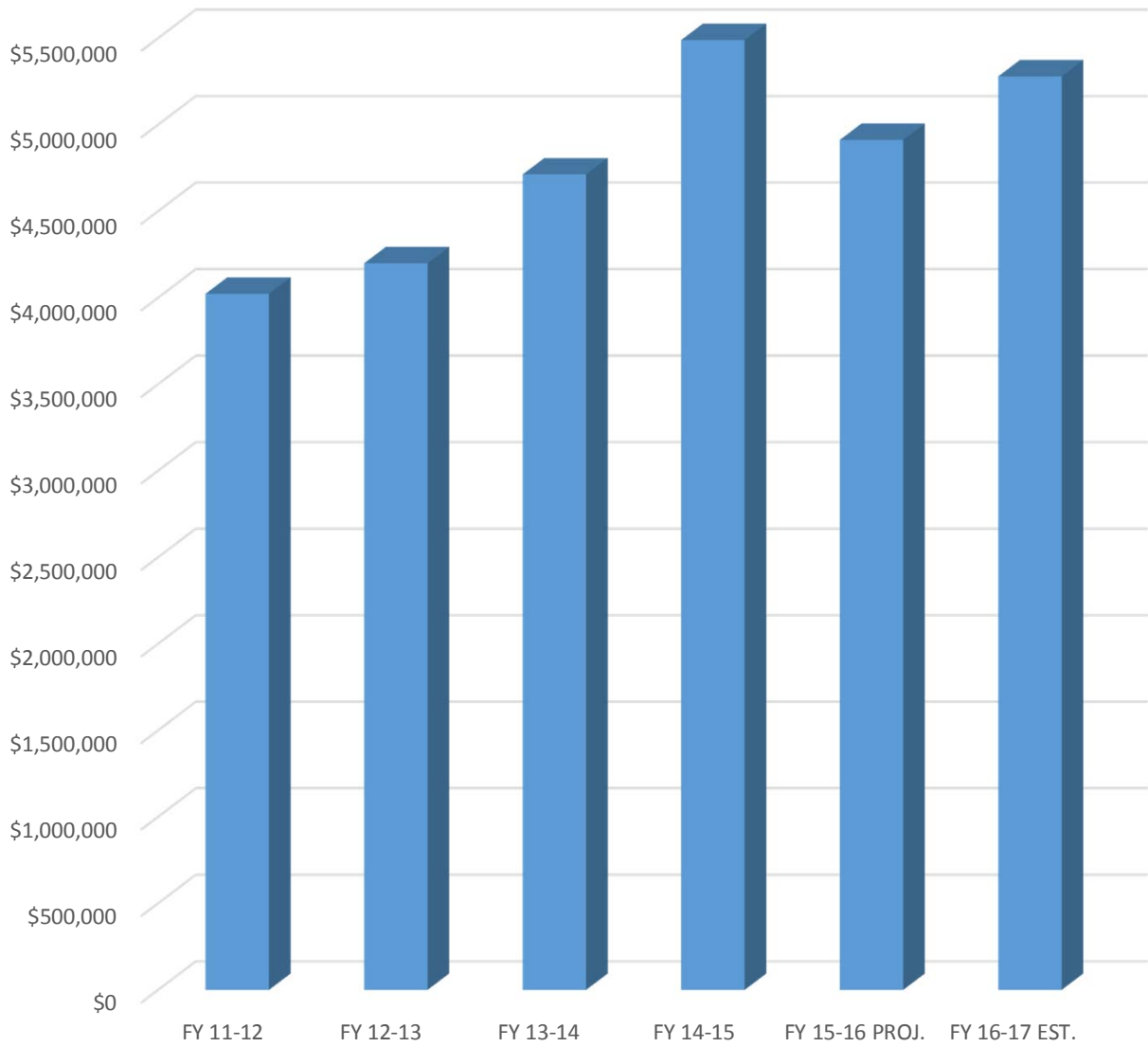
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CITY OF REDLANDS
GENERAL FUND DEVELOPMENT REVENUES
PRIOR YEAR COMPARISONS



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CITY OF REDLANDS
GENERAL FUND - OTHER TAXES*
PRIOR YEAR COMPARISONS



* Franchise, Transient Occupancy, Property Transfer, and Mining

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	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>EMERGENCY SERVICES (205)</u>				
3000 Current Secured Taxes	1,090,595	1,100,000	1,100,000	1,100,000
3305 Cost Recover/Reimbursement 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
<u>HOUSEHOLD HAZARDOUS WASTE (206)</u>				
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 HAZARDOUS WASTE	151,657	114,500	123,800	125,800
<u>GAS TAX (207)</u>				
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 Receipts	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
<u>MEASURE "I" (208)</u>				
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
<u>LOCAL TRANSPORTATION (209)</u>				
3200 State Grants	174,770	0	1,323,325	0
3250 Federal Grants	255,020	0	827,853	0
3305 Cost Recover/Reimbursement Expenditure	125,888	0	2,000,000	0
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
3810 Bond/Loan Proceeds	0	6,000,000	6,000,000	0
3771 Resident Contrib.: Bike Lanes	0	0	16,973	0
TOTAL LOCAL TRANSPORTATION	800,820	7,547,300	10,599,438	25,000
<u>MEASURE "I" 2010 (210)</u>				
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
<u>AIR QUALITY IMPROVEMENT (221)</u>				
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

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	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>TRAFFIC SAFETY (223)</u>				
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
<u>OPEN SPACE (227)</u>				
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
<u>DOWNTOWN BUSINESS AREA (236)</u>				
3250 Federal Grants	4,994	0	42,000	0
3305 Cost Recover/Reimbursement 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
<u>PARKING AUTHORITY (237)</u>				
3520 Rental Income	6,631	6,500	6,500	6,500
TOTAL PARKING AUTHORITY	6,631	6,500	6,500	6,500
<u>GENERAL CAPITAL IMPROVEMENT (240)</u>				
3200 State Grants	255,152	1,121,032	1,158,517	918,722
3250 Federal Grants	407,180	649,400	183,608	932,042
3530 Miscellaneous Receipts	11,827	90,900	73,889	0
3540 Other Grants	55,219	0	85,000	0
3590 Donations	0	125,000	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT	729,378	1,986,332	1,501,014	1,850,764
<u>COMMUNITY DEV BLOCK GRANT (243)</u>				
3250 Federal Grants	0	322,287	322,287	322,287
3250 Federal Grants	844,010	0	207,569	0
TOTAL COMMUNITY DEV BLOCK GRANT	844,010	322,287	529,856	322,287
<u>ASSET FORFEITURE (246)</u>				
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
3510 Investment Income	2,348	0	12,500	8,384
TOTAL ASSET FORFEITURE	412,435	191,500	525,200	8,384

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	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>POLICE GRANTS (247)</u>				
3200 State Grants	135,817	0	182,322	0
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
<u>SUPPLEMENTAL LAW ENFORCEMENT (249)</u>				
3200 State Grants	100,720	113,000	126,194	113,000
3510 Investment Income	1,674	968	2,000	968
TOTAL SUPPLEMENTAL LAW ENFORCEMENT	102,394	113,968	128,194	113,968
<u>PARK & OPEN SPACE DEV (250)</u>				
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
<u>PUBLIC FACILITIES DEV (251)</u>				
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
<u>ARTERIAL STREET CONSTRUCTION (252)</u>				
3510 Investment Income	20,725	17,000	13,500	13,500
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 CONSTRUCTION	1,050,236	985,000	78,000	2,645,500
<u>TRAFFIC SIGNALS (253)</u>				
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
<u>FREEWAY INTERCHANGES (254)</u>				
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
<u>STREET LIGHTING DISTRICT #1 (260)</u>				
3650 Assessment District	25,158	25,500	25,500	25,500
TOTAL STREET LIGHTING DISTRICT #1	25,158	25,500	25,500	25,500

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<u>COMMUNITY FACILITY DISTRICT 2004-1 (261)</u>				
3510 Investment Income	2,545	2,500	2,500	2,500
3650 Assessment District	131,421	125,000	125,000	125,000
TOTAL COMMUNITY FACILITY DISTRICT	133,966	127,500	127,500	127,500
<u>LANDSCAPE MAINTENANCE DISTRICT (263)</u>				
3650 Assessment District	29,195	30,000	30,000	30,000
TOTAL LANDSCAPE MAINTENANCE DISTRICT	29,195	30,000	30,000	30,000
<u>DISASTER RECOVERY (270)</u>				
3250 Federal Grants	150,841	0	0	0
TOTAL DISASTER RECOVERY	150,841	0	0	0
<u>OBLIGATION PAYMENT (288)</u>				
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 PAYMENT	4,541,007	3,350,000	3,565,143	2,795,903
<u>GENERAL DEBT SERVICE (305)</u>				
3000 Current Secured Taxes	22,360	0	0	0
3002 Supplemental Secured Taxes	0	0	0	0
3005 Unsecured PY Taxes	0	0	0	0
3006 Supplemental PY Taxes	21,258	0	0	0
3009 Supplemental - Voter Approved	126	0	0	0
3510 Investment Income	0	0	0	0
3810 Bond/Loan Proceeds	0	0	0	0
TOTAL GENERAL DEBT SERVICE	43,744	0	0	0
<u>SUCCESSOR TO RDA DEBT SVC (380)</u>				
3510 Investment Income	133,023	90,000	20,000	0
TOTAL SUCCESSOR TO RDA DEBT SVC	133,023	90,000	20,000	0
<u>STORM DRAIN CONSTRUCTION (405)</u>				
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
<u>SUCCESSOR TO RDA GENERAL FUND (480)</u>				
3305 Cost Recovery/Reimbursement Expenditure	14	0	0	0
3520 Rental Income	18,000	18,000	18,000	18,000
TOTAL SUCCESSOR TO RDA GENERAL	18,014	18,000	18,000	18,000
<u>SUCCESSOR TO RDA CAP PROJECT (488)</u>				
3510 Investment Income	595	625	500	500
TOTAL SUCCESSOR TO RDA CAP PROJECT	595	625	500	500

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<u>WATER (501)</u>				
3124 Plan Check	27,131	30,000	16,204	16,000
3305 Cost Recover/Reimbursement 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	578,791	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
<u>WATER PROJECTS (503)</u>				
3305 Cost Recover/Reimbursement Expenditure	56,722	0	0	0
TOTAL WATER PROJECTS	56,722	0	0	0
<u>WATER DEBT SERVICE (506)</u>				
3510 Investment Income	48,216	0	0	0
TOTAL WATER DEBT SERVICE	48,216	0	0	0
<u>SOURCE ACQUISITION (508)</u>				
3510 Investment Income	(207)	0	0	0
3551 Water Source Acquisition Residential	164,351	100,000	59,555	86,000
3552 Water Source Acquisition Non-Resident	0	15,000	0	29,000
TOTAL SOURCE ACQUISITION	164,144	115,000	59,555	115,000
<u>WATER CAPITAL IMPROVEMENT (509)</u>				
3369 Cap Improvement Charge Non-Res	39,271	100,000	2,358	326,000
3370 Cap Improvement Charge 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
<u>SOLID WASTE (511)</u>				
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 Service Residential	6,087,766	5,825,000	6,301,850	6,301,850
3374 Solid Waste Service 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

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<u>SOLID WASTE (511) (CONT.)</u>				
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
<u>SOLID WASTE DEBT SERVICE (516)</u>				
3510 Investment Income	204,749	15,000	5,808	5,808
TOTAL SOLID WASTE DEBT SVC	204,749	15,000	5,808	5,808
<u>CALIF ST LANDFILL CLOSURE (517)</u>				
3510 Investment Income	53,430	55,000	55,000	50,000
TOTAL CALIF ST LANDFILL CLOSURE	53,430	55,000	55,000	50,000
<u>SOLID WASTE CAP IMPROVEMENT (519)</u>				
3369 Cap Improvement Charge Non-Res	1,206,740	125,000	25,000	25,000
3370 Cap Improvement Charge 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
<u>SEWER SERVICE (521)</u>				
3305 Cost Recover/Reimbursement 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 Waste 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
<u>SEWER DEBT SERVICE (526)</u>				
3510 Investment Income	77,880	200	0	0
TOTAL SEWER DEBT SERVICE	77,880	200	0	0
<u>SEWER CAPITAL IMPROVEMENT (529)</u>				
3369 Cap Improvement Charge Non-Res	74,949	200,000	4,500	359,000
3370 Cap Improvement Charge 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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<u>GROVES (538)</u>				
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
<u>NON-POTABLE WATER (541)</u>				
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
<u>NON-POTABLE CAPITAL IMPROVEMENT FUND (549)</u>				
3369 Capital Improvement Charge Non-Res	207,352	0	23,000	25,000
3510 Investment Income	4,722	5,000	5,000	5,000
TOTAL NON POT CAP IMPROVEMENT FUND	212,074	5,000	28,000	30,000
<u>CEMETERY (562)</u>				
3360 Cemetery Internment	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
<u>CEMETERY PRE-NEED (563)</u>				
3510 Investment Income	6,964	5,000	5,000	5,250
TOTAL CEMETERY PRE-NEED	6,964	5,000	5,000	5,250
<u>AVIATION OPERATING (564)</u>				
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

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<u>LIABILITY SELF-INSURANCE (602)</u>				
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	<u>20,975</u>	<u>18,000</u>	<u>22,500</u>	<u>20,000</u>
<u>INFORMATION TECHNOLOGY (604)</u>				
3393 Internal Svc Receipts: General Fund	1,634,880	2,213,561	2,060,274	1,638,618
3394 Internal Svc Receipts: 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	<u>2,800,768</u>	<u>3,511,812</u>	<u>3,354,810</u>	<u>2,895,051</u>
<u>WORKERS COMP SELF-INSURANCE (606)</u>				
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 WORKERS COMP SELF-INSURANCE	<u>2,297,348</u>	<u>2,047,225</u>	<u>2,049,225</u>	<u>2,225,710</u>
<u>EQUIPMENT MAINTENANCE (607)</u>				
3305 Cost Recover/Reimbursement Expenditure	225,115	235,000	231,339	200,000
3393 Internal Svc Receipts: General Fund	1,231,589	898,694	898,694	958,637
3394 Internal Svc Receipts: 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)
3516 Sale of Surplus Property	0	500	0	0
3530 Miscellaneous Receipts	1	500	0	0
TOTAL EQUIP MAINTENANCE	<u>4,297,702</u>	<u>3,745,748</u>	<u>3,619,743</u>	<u>3,705,601</u>
<u>UTILITY BILLING (608)</u>				
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	<u>1,573,360</u>	<u>1,465,000</u>	<u>1,485,000</u>	<u>1,500,000</u>
<u>CEMETERY ENDOWMENT (702)</u>				
3364 Cemetery Endowment	70,180	60,000	60,235	72,000
TOTAL CEMETERY ENDOWMENT	<u>70,180</u>	<u>60,000</u>	<u>60,235</u>	<u>72,000</u>
<u>COMMUNITY FACILITY DISTRICT TRUST (710)</u>				
3305 Cost Recover/Reimbursement 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 COMMUNITY FACILITY DISTRICT TRUST	<u>1,487,899</u>	<u>1,470,000</u>	<u>1,475,000</u>	<u>1,490,000</u>
TOTAL NON-GENERAL FUNDS	83,972,587	84,517,798	79,867,227	79,913,408

**City of Redlands
2016-2017 Adopted Budget**

Capital Outlay Detail

<u>Equipment and Vehicles</u>	<u>Description</u>	<u>Amount</u>
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
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

Capital Outlay Detail (cont.)

<u>Land and Improvements</u>	<u>Description</u>	<u>Amount</u>
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)		<u><u>\$ 8,220,502</u></u>
 MEASURE I FUND - 2010 (210)		
Object 7230 Street Construction	---- PARIS Project Funding	\$ 5,000,000
TOTAL MEASURE I FUND - 2010 (210)		<u><u>\$ 5,000,000</u></u>
 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)		<u><u>\$ 1,816,450</u></u>
 CDBG PROGRAM (243)		
Object 7230 Street Construction	JL 43060 Paving Dirt Alleys and Sewer Main Replacements	190,138
TOTAL CDBG PROGRAM (243)		<u><u>\$ 190,138</u></u>
 FREEWAY INTERCHANGES FUND (254)		
Object 7150 Other Betterments/Improvements	---- University Ramp	\$ 1,012,900
TOTAL FREEWAY INTERCHANGES FUND (240)		<u><u>\$ 1,012,900</u></u>
 AVIATION OPERATING FUND (564)		
Object 7150 Other Betterments/Improvements	---- Runway Lighting Upgrade - Grant Funded	\$ 450,000
TOTAL AVIATION OPERATING FUND (564)		<u><u>\$ 450,000</u></u>

Capital Outlay Detail (cont.)

<u>Buildings and Improvements</u>	<u>Description</u>	<u>Amount</u>
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
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
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



RESOLUTION NO. 7624

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDLANDS ESTABLISHING A SALARY SCHEDULE AND COMPENSATION PLAN FOR CITY EMPLOYEES AND RESCINDING RESOLUTION NO. 7522.

WHEREAS, the City Council is authorized and directed by Section 2.56.040 of the Redlands Municipal Code to prepare, install, revise and maintain a position classification and compensation plan covering all positions in the competitive service;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDLANDS AS FOLLOWS:

Section 1. The City Council of the City of Redlands hereby establishes a basic compensation plan for all employees in all of the classifications of employment as described in Section 2 of this resolution to be effective July 1, 2016.

Section 2. Salary schedule and Compensation Plan.

Section 3. In addition to the salary schedule set forth below, the compensation plan established by this resolution permits the City Manager to establish programs for incentive awards, length of service awards, pay for performance, and other methods of recognizing employee work performance.

Department/Division	PT	FT	Unit	Range				
<i>City Clerk's Office</i>								
Administrative Assistant		1	G	12				

Part Time Positions

Administrative Assistant	1		PT					
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Total City Clerk's Office	1	1						
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<i>City Manager's Office</i>								
City Manager		1	C	2				
City Attorney		1	C	1				
Public Information Officer		1	M	75				
Emergency Operations Manager		1	M	70				
Assistant to the City Manager		1	M	71				
Management Analyst		1	MM	40				
Senior Administrative Analyst		1	MM	25				
Senior Administrative Assistant		1	G	39				
Multimedia Production Coordinator		1	MM	27				

Total City Manager's Office	0	9						
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Development Services Department

Administration

Development Services Director		1	DD	03				
Assistant Development Services Director		1	M	82				
Administrative Analyst		1	G	50				

Building Division

Chief Building Official		1	M	81				
Sr. Plans Examiner		1	MM	62				
Plans Examiner		2	G	80				
Building Inspector I/II		2	G	60	70			
Permit Technician I/II		1	G	52	57			

Economic Development Division

Economic Development Manager		1	M	80				
Project Manager I/II		1	MM	55	65			

Downtown Redlands Division

Project Manager I/II		1	MM	55	65			
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Planning Division

City Planner		1	M	82				
Principal Planner		1	MM	75				
Senior Planner		2	MM	65				
Junior/Assistant/Associate Planner		3	G	53	70	80		
Sr. Administrative Technician		1	G	43				
Senior Administrative Assistant		1	G	39				

Part Time Positions

Planning Intern	1		P/T					
Maintenance Worker	2		P/T					

Total Development Services Department	3	22
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Finance Department

Administration

Finance Director		1	DD	02				
Assistant Finance Director		1	M	85				
Principal Accountant/Internal Auditor		1	MM	66				
Senior Accountant		1	MM	51				
Accountant		1	MM	35				

Payroll Technician		1	G	47				
Senior Accounting Technician		1	G	37				
Accounting Technician I/II		2	G	17	27			

Purchasing Division

Purchasing Services Manager		1	M	73				
Purchasing Clerk		1	G	22				

Revenue Division

Revenue Manager		1	MM	66				
Accountant		1	MM	35				
Utilities Customer Service Supervisor		1	G	68				
Utilities Billing Specialist		1	G	40				
Senior Accounting Technician		1	G	37				
Accounting Technician I/II		3	G	17	27			
Customer Service Technician I/II		7	G	17	27			

Part Time Position

Business License Inspector	1		P/T					
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Total Finance Department | 1 | 26 |

Fire Department

Fire Chief		1	DD	06				
Battalion Chief		3	F	79				
Fire Marshal		1	M	88				
Fire Captain		15	F	60				
Fire Engineer		15	F	55				
Fire Fighter		21	F	50				
Fire Safety Specialist		1	CS	69				
Management Analyst		1	MM	40				
Senior Administrative Technician		1	G	43				
Administrative Technician		1	G	29				

Part Time Positions

Fire Prevention Inspector	1		PT					
Fire Prevention Technician	2		PT					
Environmental Technician	2		PT					
EMS Quality Assurance Nurse	1		PT					

Total Fire Department | 6 | 60 |

Human Resources Department

Human Resources/Risk Mgmt Director		1	DD	01				
HR Manager		1	M	78				
Senior HR/Risk Management Analyst		1	MM	65				
Risk Safety Analyst		1	MM	61				
HR/Risk Management Analyst		1	MM	26				
Employment and Volunteer Coordinator		1	MM	26				
Safety Specialist		1	G	61				
Administrative Assistant I/II		1	G	12	26			
HR/Risk Management Intern	2		PT					

Total Human Resources Department | 2 | 8 |

Department of Innovation and Technology

Chief Innovation Officer		1	DD	02				
GIS Supervisor		1	MM	76				
Network Engineer II		1	MM	77				
Network Engineer I		1	MM	67				
Database Administrator (eff. 1/1/17)		1	MM	61				
System Administrator (eff. 1/1/17)		1	MM	46				
GIS Administrator		1	MM	46				
Business Systems Analyst		1	MM	44				
IT Coordinator		2	G	74				

Part Time Positions

Intern (GIS-1/DoIT-4)	3		PT					
Camera Systems Technician	1		PT					

Total DoIT | 4 | 10 |

Library

Library Director		1	N/A					
Archivist Curator		1	M	78				
Principal Librarian		2	MM	47				

Senior Librarian		1	MM	37				
Associate Archivist		1	MM	32				
Systems Administrator		1	MM	46				
Management Analyst		1	MM	40				
Adult Literacy Coordinator		1	MM	32				
Library Specialist I/II		5	G	22	32			
Technical Services Clerk		1	G	12				
Library Clerk		2	G	5				

Part Time Positions

Administrative Assistant		2		PT				
Library Caretaker		2		PT				
Library Clerk		5		PT				
Library Page		4		PT				
Technical Services Clerk		1		PT				
Museum Attendant		2		PT				

Total Library | 16 | 17 |

Municipal Utilities & Engineering Department

Administration

Director of Municipal Utilities and Public Works Engineering/City Engineer		1	DD	05				
Deputy MUED Director		1	M	93				
City Engineer		1	M	84				
Assistant City Engineer		1	M	81				
Principal Project Manager		1	M	79				
Project Manager II/Sr. Project Manager		3	MM	65	73			
Management Analyst		1	MM	40				
Senior Administrative Analyst		3	MM	25				
Water Resources Specialist		1	MM	48				
Water Conservation Assistant		1	G	14				
Senior Administrative Technician		1	G	43				
Senior Administrative Assistant		1	G	39				
Administrative Assistant I/II		1	G	12	26			

Engineering Services

Asst/Assoc/Civil/Sr. Civil Engineer		9	G/MM	74	51	61	73	
Senior Construction Inspector		2	G	90				
Senior Environmental Compliance Inspector		1	G	79				
Construction Inspector I/II		2	G	69	79			

NPDES Inspector I/II		1	G	59	64			
Counter Services Technician		1	G	30				

Utilities

Utilities Operations Manager		1	M	82				
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Water Division

Water Production/Maint. Superintendent		1	MM	70				
Water Distribution Superintendent		1	MM	70				
Water Production Operations Supervisor		1	G	97				
Water Production Maintenance Supervisor		1	G	97				
Water Distribution Supervisor		1	G	97				
Senior Water Treatment Operator		2	G	79				
Utilities Maintenance Foreperson		1	G	80				
Electrical and Instrumentation Technician		1	G	69				
Water Distribution Operator Foreperson III/IV/V		1	G	62	67	72		
Cross Connection Control Inspector		1	G	58				
Water Distribution Crew leader		4	G	61				
Production Pump Maintenance Operator		2	G	54				
Water Treatment Operator II/III/IV/V		4	G	57	67	72	77	
Plant Mechanic I/II		3	G	43	53			
Senior Water Distribution Operator		5	G	48				
Water Quality Technician I/II		2	G	39	49			
Water Distribution Operator		9	G	35				
Electrical and Instrumentation Apprentice		1	G	35				
Customer Service Field Technician		1	G	39				
Senior Grounds Maintenance Worker I/II		1	G	30	40			
Grounds Maintenance Worker I/II		1	G	12	20			
Water Meter Reader		2	G	16				
Maintenance Worker I/II		3	G	14	20			

Wastewater Division

Wastewater Operations Superintendent		1	MM	70				
Wastewater Operations Supervisor		1	G	97				
Senior Regulatory Compliance Officer		1	G	90				
Laboratory Supervisor		1	G	87				
Wastewater Collection System Supervisor		1	G	72				
Plant Mechanic I/II		3	G	43	53			
Wastewater Facilities Operator I/II/III/IV/V		6	G	41	51	61	66	71
Laboratory Technician I/II/III/IV		4	G	33	43	53	58	
Line Maintenance Worker I/II/III/IV		3	G	34	44	49	54	
Senior Grounds Maintenance Worker I/II		1	G	30	40			
Maintenance Worker I/II		2	G	14	20			

Part Time Positions

Technical Services Clerk	5		PT					
Water Waste Investigator	3		PT					

Total MUED Department 8 | 107 |

Police Department

Chief of Police		1	DD	07				
Police Commander		2	P	85				
Police Lieutenant		2	P	81				
Police Sergeant		11	P	70				
Police Corporal/Investigator		19	P	64				
Police Officer		47	P	60				
Police Recruit		1	CS	79				
Management Analyst		1	MM	40				
Police Operations Manager		1	M	70				
Police Operations Coordinator		1	CS	74				
Executive Police Assistant		1	CS	74				
Crime Analyst		1	CS	79				
Animal Control Supervisor		1	CS	64				
Dispatcher Shift Supervisor		1	CS	62				
Senior Forensic Specialist (under fill as For Spec)		1	CS	52				
Forensic Specialist		1	CS	47				
Building Maintenance Worker		1	G	38				
Community Service Officer I/II		8	CS	33	43			
Dispatcher I/II		14	CS	40	50			
Animal Control Officer		1	CS	30				
Police Customer Service Supervisor		1	CS	64				
Police Customer Service Representative I/II		4	CS	17	27			
Kennel Attendant		1	CS	10				

Part Time Positions

Community Services Officer	3		P/T					
Kennel Attendant	1		P/T					
Background Investigator	5		P/T					
ID Technician Trainee	1		P/T					
Dispatcher	5		P/T					

Total Police Department 15 | 122 |

Quality of Life Department

Quality of Life Director		1	DD	04				
Assistant Quality of Life Director		1	M	82				
Senior Project Manager		2	MM	73				
Sustainability Manager		1	MM	73				
Field Services Supervisor		3	MM	35				
Senior Administrative Analyst		2	MM	25				
Code Enforcement Officer		3	G	49				
Project Assistant		2	G	40				
Counter Services Technician		1	G	30				
Administrative Technician		1	G	29				
Administrative Assistant I/II		1	G	12/26				

Airport

Airport Manager		1	MM	64				
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Building Maintenance

Senior Building Maintenance Worker		1	G	47				
Building Maintenance Worker		1	G	38				

Electrical

Electrician		1	G	46				
Traffic Signal Technician I/II		1	G	28	46			

Solid Waste Division

Solid Waste Manager		1	MM	51				
Solid Waste Coordinator		1	G	59				
Senior Equipment Operator		2	G	44				
Welder		1	G	43				
Solid Waste Truck Driver		25	G	34				
Equipment Operator OIT/I/II		1	G	19	34	39		
Maintenance Worker I/II		2	G	14	20			

Fleet Services Division

Fleet Services Coordinator		1	MM	40				
Fire Mechanic		1	G	53				
Heavy Equipment Mechanic		1	G	43				
Mechanic I/II		2	G	33	43			

Parks and Trees Division

Field Services Coordinator		1	G	59				
Parks Maintenance Mechanic		2	G	30				
Grounds Maintenance Worker I/II		12	G	12	20			

Street Division

Field Services Coordinator		1	G	59				
Senior Asphalt Worker		1	G	44				
Senior Street Maintenance Worker		2	G	44				
Equipment Operator OIT/I/II		3	G	19	34	39		
Asphalt Worker		2	G	34				
Sign & Paint Worker		1	G	34				
Maintenance Worker I/II		3	G	14	20			

Cemetery Division:

Cemetery Manager		1	MM	42				
Cemetery Sales and Services Representative		1	G	58				
Cemetery Crew Leader		1	G	49				
Cemetery Caretaker I/II		1	G	12	20			

Recreation/Senior Services

Recreation Services Coordinator		1	G	59				
Program Specialist		2	G	45				
Program Aid (eff. 1/1/17)		2	G	1				

Part Time Positions

Program Assistant	3		P/T					
Program Aide (eff. 1/1/17)	7		P/T					
Cemetery Aide	1		P/T					
Equipment Operator OIT	1		P/T					
Maintenance Worker	6		P/T					
Solid Waste Collector	13		P/T					

Total Quality of Life Department	31	98
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Total Full Time Positions	480
Total Part Time Positions	87
Total Authorized Positions	567

GRANT & DONATION FUNDED POSITIONS

Police Department

Camera Operators	6		PT					
Customer Service Representative	1		PT					

Development Services

PT Market Assistant	1		PT					
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Quality of Life

Van Driver		1	G	5				
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City Manager

Administrative Technician	2		PT					
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Total Grant Funded Positions **10** **1**

All grant and donation funded positions are contingent upon continued funding.

LIMITED TERM POSITIONS

Development Services

General Plan Project Administrator 2/17/15 – 2/17/17		1						
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Total Limited Term Positions **1**


Total Authorized Positions 567
Total Grant Funded Positions 10
Total Limited Term Positions 1

TOTAL POSITIONS	578
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Section 3. Resolution No. 7522 of the City of Redlands is hereby rescinded.

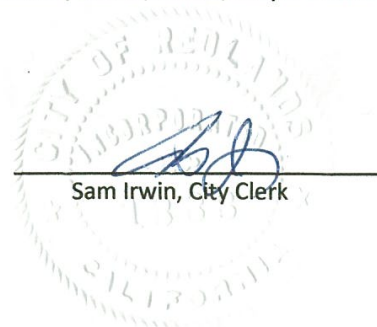

Adopted, approved and signed this 21st day of June, 2016:


 Paul W. Foster, Mayor

ATTEST:

 Sam Irwin, City Clerk

I, Sam Irwin, City Clerk of the City of Redlands hereby certify that the foregoing resolution was duly adopted by the City Council at a regular meeting thereof held on the 21st day of June, 2016, by the following vote:

- AYES: Councilmembers Harrison, Gilbreath, Barich, James; Mayor Foster
- NOES: None
- ABSENT: None
- ABSTAIN: None



 Sam Irwin, City Clerk

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G1	NE	HOURLY	11.930	12.526	13.153	13.810	14.501	15.226
		MONTHLY	2068	2171	2280	2394	2513.50	2639
		ANNUAL	24814	26055	27358	28726	30162	31670
G2	NE	HOURLY	12.526	13.153	13.810	14.501	15.226	15.987
		MONTHLY	2171	2280	2394	2514	2639.18	2771
		ANNUAL	26055	27358	28726	30162	31670	33254
G3	NE	HOURLY	13.153	13.810	14.501	15.226	15.987	16.787
		MONTHLY	2280	2394	2514	2639	2771.13	2910
		ANNUAL	27358	28726	30162	31670	33254	34916
G4	NE	HOURLY	13.810	14.501	15.226	15.987	16.787	17.626
		MONTHLY	2394	2514	2639	2771	2909.69	3055
		ANNUAL	28726	30162	31670	33254	34916	36662
G5	NE	HOURLY	14.920	15.666	16.449	17.271	18.135	19.042
		MONTHLY	2586	2715	2851	2994	3143.40	3301
		ANNUAL	31033	32585	34214	35925	37721	39607
G6	NE	HOURLY	15.069	15.822	16.613	17.444	18.316	19.232
		MONTHLY	2612	2743	2880	3024	3175	3334
		ANNUAL	31343	32910	34556	36284	38098	40003
G7	NE	HOURLY	15.220	15.981	16.780	17.619	18.500	19.424
		MONTHLY	2638	2770	2908	3054	3207	3367
		ANNUAL	31657	33240	34902	36647	38479	40403
G8	NE	HOURLY	15.372	16.140	16.947	17.795	18.685	19.619
		MONTHLY	2664	2798	2938	3084	3239	3401
		ANNUAL	31973	33572	35251	37013	38864	40807
G9	NE	HOURLY	15.526	16.302	17.117	17.973	18.871	19.815
		MONTHLY	2691	2826	2967	3115	3271	3435
		ANNUAL	32293	33908	35603	37383	39252	41215
G10	NE	HOURLY	15.681	16.465	17.288	18.152	19.060	20.013
		MONTHLY	2718	2854	2997	3146	3304	3469
		ANNUAL	32616	34247	35959	37757	39645	41627
G11	NE	HOURLY	15.838	16.629	17.461	18.334	19.251	20.213
		MONTHLY	2745	2882	3027	3178	3337	3504
		ANNUAL	32942	34589	36319	38135	40041	42043
G12	NE	HOURLY	15.996	16.796	17.636	18.517	19.443	20.415
		MONTHLY	2773	2911	3057	3210	3370	3539
		ANNUAL	33272	34935	36682	38516	40442	42464
G13	NE	HOURLY	16.156	16.964	17.812	18.702	19.638	20.619
		MONTHLY	2800	2940	3087	3242	3404	3574
		ANNUAL	33604	35285	37049	38901	40846	42889

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Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G14	NE	HOURLY	16.317	17.133	17.990	18.890	19.834	20.826
		MONTHLY	2828	2970	3118	3274	3438	3610
		ANNUAL	33940	35637	37419	39290	41255	43317
G15	NE	HOURLY	16.481	17.305	18.170	19.078	20.032	21.034
		MONTHLY	2857	2999	3149	3307	3472	3646
		ANNUAL	34280	35994	37793	39683	41667	43751
G16	NE	HOURLY	16.645	17.478	18.352	19.269	20.233	21.244
		MONTHLY	2885	3029	3181	3340	3507	3682
		ANNUAL	34623	36354	38171	40080	42084	44188
G17	NE	HOURLY	16.812	17.652	18.535	19.462	20.435	21.457
		MONTHLY	2914	3060	3213	3373	3542	3719
		ANNUAL	34969	36717	38553	40481	42505	44630
G18	NE	HOURLY	16.980	17.829	18.720	19.656	20.639	21.671
		MONTHLY	2943	3090	3245	3407	3577	3756
		ANNUAL	35318	37084	38939	40886	42930	45076
G19	NE	HOURLY	17.150	18.007	18.908	19.853	20.846	21.888
		MONTHLY	2973	3121	3277	3441	3613	3794
		ANNUAL	35672	37455	39328	41294	43359	45527
G20	NE	HOURLY	17.321	18.187	19.097	20.052	21.054	22.107
		MONTHLY	3002	3152	3310	3476	3649	3832
		ANNUAL	36028	37830	39721	41707	43793	45982
G21	NE	HOURLY	17.495	18.369	19.288	20.252	21.265	22.328
		MONTHLY	3032	3184	3343	3510	3686	3870
		ANNUAL	36389	38208	40118	42124	44231	46442
G22	NE	HOURLY	17.669	18.553	19.481	20.455	21.477	22.551
		MONTHLY	3063	3216	3377	3545	3723	3909
		ANNUAL	36753	38590	40520	42546	44673	46907
G23	NE	HOURLY	17.846	18.738	19.675	20.659	21.692	22.777
		MONTHLY	3093	3248	3410	3581	3760	3948
		ANNUAL	37120	38976	40925	42971	45120	47376
G24	NE	HOURLY	18.025	18.926	19.872	20.866	21.909	23.005
		MONTHLY	3124	3280	3445	3617	3798	3987
		ANNUAL	37491	39366	41334	43401	45571	47849
G25	NE	HOURLY	18.205	19.115	20.071	21.074	22.128	23.235
		MONTHLY	3156	3313	3479	3653	3836	4027
		ANNUAL	37866	39759	41747	43835	46027	48328
G26	NE	HOURLY	18.387	19.306	20.272	21.285	22.349	23.467
		MONTHLY	3187	3346	3514	3689	3874	4068
		ANNUAL	38245	40157	42165	44273	46487	48811

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G27	NE	HOURLY	18.571	19.499	20.474	21.498	22.573	23.702
		MONTHLY	3219	3380	3549	3726	3913	4108
		ANNUAL	38627	40559	42587	44716	46952	49299
G28	NE	HOURLY	18.757	19.694	20.679	21.713	22.799	23.939
		MONTHLY	3251	3414	3584	3764	3952	4149
		ANNUAL	39014	40964	43012	45163	47421	49792
G29	NE	HOURLY	18.944	19.891	20.886	21.930	23.027	24.178
		MONTHLY	3284	3448	3620	3801	3991	4191
		ANNUAL	39404	41374	43443	45615	47895	50290
G30	NE	HOURLY	19.134	20.090	21.095	22.149	23.257	24.420
		MONTHLY	3316	3482	3656	3839	4031	4233
		ANNUAL	39798	41788	43877	46071	48374	50793
G31	NE	HOURLY	19.325	20.291	21.306	22.371	23.489	24.664
		MONTHLY	3350	3517	3693	3878	4072	4275
		ANNUAL	40196	42205	44316	46532	48858	51301
G32	NE	HOURLY	19.518	20.494	21.519	22.595	23.724	24.911
		MONTHLY	3383	3552	3730	3916	4112	4318
		ANNUAL	40598	42628	44759	46997	49347	51814
G33	NE	HOURLY	19.713	20.699	21.734	22.821	23.962	25.160
		MONTHLY	3417	3588	3767	3956	4153	4361
		ANNUAL	41004	43054	45206	47467	49840	52332
G34	NE	HOURLY	19.910	20.906	21.951	23.049	24.201	25.411
		MONTHLY	3451	3624	3805	3995	4195	4405
		ANNUAL	41414	43484	45659	47941	50339	52855
G35	NE	HOURLY	20.110	21.115	22.171	23.279	24.443	25.665
		MONTHLY	3486	3660	3843	4035	4237	4449
		ANNUAL	41828	43919	46115	48421	50842	53384
G36	NE	HOURLY	20.311	21.326	22.392	23.512	24.688	25.922
		MONTHLY	3521	3697	3881	4075	4279	4493
		ANNUAL	42246	44358	46576	48905	51350	53918
G37	NE	HOURLY	20.514	21.539	22.616	23.747	24.935	26.181
		MONTHLY	3556	3733	3920	4116	4322	4538
		ANNUAL	42669	44802	47042	49394	51864	54457
G38	NE	HOURLY	20.719	21.755	22.843	23.985	25.184	26.443
		MONTHLY	3591	3771	3959	4157	4365	4583
		ANNUAL	43095	45250	47512	49888	52383	55002
G39	NE	HOURLY	20.926	21.972	23.071	24.225	25.436	26.708
		MONTHLY	3627	3809	3999	4199	4409	4629
		ANNUAL	43526	45702	47988	50387	52906	55552

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G40	NE	HOURLY	21.135	22.192	23.302	24.467	25.690	26.975
		MONTHLY	3663	3847	4039	4241	4453	4676
		ANNUAL	43961	46159	48467	50891	53435	56107
G41	NE	HOURLY	21.347	22.414	23.535	24.711	25.947	27.244
		MONTHLY	3700	3885	4079	4283	4497	4722
		ANNUAL	44401	46621	48952	51400	53970	56668
G42	NE	HOURLY	21.560	22.638	23.770	24.959	26.206	27.517
		MONTHLY	3737	3924	4120	4326	4542	4770
		ANNUAL	44845	47087	49442	51914	54509	57235
G43	NE	HOURLY	21.776	22.865	24.008	25.208	26.469	27.792
		MONTHLY	3774	3963	4161	4369	4588	4817
		ANNUAL	45294	47558	49936	52433	55055	57807
G44	NE	HOURLY	21.993	23.093	24.248	25.460	26.733	28.070
		MONTHLY	3812	4003	4203	4413	4634	4865
		ANNUAL	45746	48034	50435	52957	55605	58385
G45	NE	HOURLY	22.213	23.324	24.490	25.715	27.001	28.351
		MONTHLY	3850	4043	4245	4457	4680	4914
		ANNUAL	46204	48514	50940	53487	56161	58969
G46	NE	HOURLY	22.436	23.557	24.735	25.972	27.271	28.634
		MONTHLY	3889	4083	4287	4502	4727	4963
		ANNUAL	46666	48999	51449	54022	56723	59559
G47	NE	HOURLY	22.660	23.793	24.983	26.232	27.543	28.920
		MONTHLY	3928	4124	4330	4547	4774	5013
		ANNUAL	47133	49489	51964	54562	57290	60154
G48	NE	HOURLY	22.887	24.031	25.232	26.494	27.819	29.210
		MONTHLY	3967	4165	4374	4592	4822	5063
		ANNUAL	47604	49984	52483	55107	57863	60756
G49	NE	HOURLY	23.115	24.271	25.485	26.759	28.097	29.502
		MONTHLY	4007	4207	4417	4638	4870	5114
		ANNUAL	48080	50484	53008	55659	58441	61364
G50	NE	HOURLY	23.347	24.514	25.740	27.027	28.378	29.797
		MONTHLY	4047	4249	4462	4685	4919	5165
		ANNUAL	48561	50989	53538	56215	59026	61977
G51	NE	HOURLY	23.580	24.759	25.997	27.297	28.662	30.095
		MONTHLY	4087	4292	4506	4731	4968	5216
		ANNUAL	49046	51499	54074	56777	59616	62597
G52	NE	HOURLY	23.816	25.007	26.257	27.570	28.948	30.396
		MONTHLY	4128	4334	4551	4779	5018	5269
		ANNUAL	49537	52014	54614	57345	60212	63223

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G53	NE	HOURLY	24.054	25.257	26.519	27.845	29.238	30.700
		MONTHLY	4169	4378	4597	4827	5068	5321
		ANNUAL	50032	52534	55161	57919	60814	63855
G54	NE	HOURLY	24.294	25.509	26.785	28.124	29.530	31.007
		MONTHLY	4211	4422	4643	4875	5119	5374
		ANNUAL	50533	53059	55712	58498	61423	64494
G55	NE	HOURLY	24.537	25.764	27.053	28.405	29.825	31.317
		MONTHLY	4253	4466	4689	4924	5170	5428
		ANNUAL	51038	53590	56269	59083	62037	65139
G56	NE	HOURLY	24.783	26.022	27.323	28.689	30.124	31.630
		MONTHLY	4296	4510	4736	4973	5221	5483
		ANNUAL	51548	54126	56832	59674	62657	65790
G57	NE	HOURLY	25.031	26.282	27.596	28.976	30.425	31.946
		MONTHLY	4339	4556	4783	5023	5274	5537
		ANNUAL	52064	54667	57400	60270	63284	66448
G58	NE	HOURLY	25.281	26.545	27.872	29.266	30.729	32.266
		MONTHLY	4382	4601	4831	5073	5326	5593
		ANNUAL	52584	55214	57974	60873	63917	67112
G59	NE	HOURLY	25.534	26.810	28.151	29.559	31.036	32.588
		MONTHLY	4426	4647	4879	5123	5380	5649
		ANNUAL	53110	55766	58554	61482	64556	67784
G60	NE	HOURLY	25.789	27.079	28.432	29.854	31.347	32.914
		MONTHLY	4470	4694	4928	5175	5433	5705
		ANNUAL	53641	56323	59140	62097	65201	68461
G61	NE	HOURLY	26.047	27.349	28.717	30.153	31.660	33.243
		MONTHLY	4515	4741	4978	5226	5488	5762
		ANNUAL	54178	56887	59731	62717	65853	69146
G62	NE	HOURLY	26.307	27.623	29.004	30.454	31.977	33.576
		MONTHLY	4560	4788	5027	5279	5543	5820
		ANNUAL	54719	57455	60328	63345	66512	69837
G63	NE	HOURLY	26.571	27.899	29.294	30.759	32.297	33.911
		MONTHLY	4606	4836	5078	5332	5598	5878
		ANNUAL	55267	58030	60932	63978	67177	70536
G64	NE	HOURLY	26.836	28.178	29.587	31.066	32.620	34.251
		MONTHLY	4652	4884	5128	5385	5654	5937
G65	NE	HOURLY	27.105	28.460	29.883	31.377	32.946	34.593
		MONTHLY	4698	4933	5180	5439	5711	5996
		ANNUAL	56378	59196	62156	65264	68527	71954

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G66	NE	HOURLY	27.376	28.744	30.182	31.691	33.275	34.939
		MONTHLY	4745	4982	5231	5493	5768	6056
		ANNUAL	56941	59788	62778	65917	69213	72673
G67	NE	HOURLY	27.649	29.032	30.483	32.008	33.608	35.288
		MONTHLY	4793	5032	5284	5548	5825	6117
		ANNUAL	57511	60386	63406	66576	69905	73400
G68	NE	HOURLY	27.926	29.322	30.788	32.328	33.944	35.641
		MONTHLY	4840	5083	5337	5603	5884	6178
		ANNUAL	58086	60990	64040	67242	70604	74134
G69	NE	HOURLY	28.205	29.615	31.096	32.651	34.284	35.998
		MONTHLY	4889	5133	5390	5660	5942	6240
		ANNUAL	58667	61600	64680	67914	71310	74875
G70	NE	HOURLY	28.487	29.912	31.407	32.977	34.626	36.358
		MONTHLY	4938	5185	5444	5716	6002	6302
		ANNUAL	59253	62216	65327	68593	72023	75624
G71	NE	HOURLY	28.772	30.211	31.721	33.307	34.973	36.721
		MONTHLY	4987	5237	5498	5773	6062	6365
		ANNUAL	59846	62838	65980	69279	72743	76380
G72	NE	HOURLY	29.060	30.513	32.038	33.640	35.322	37.088
		MONTHLY	5037	5289	5553	5831	6123	6429
		ANNUAL	60444	63467	66640	69972	73470	77144
G73	NE	HOURLY	29.350	30.818	32.359	33.977	35.676	37.459
		MONTHLY	5087	5342	5609	5889	6184	6493
		ANNUAL	61049	64101	67306	70672	74205	77915
G74	NE	HOURLY	29.644	31.126	32.682	34.317	36.032	37.834
		MONTHLY	5138	5395	5665	5948	6246	6558
		ANNUAL	61659	64742	67979	71378	74947	78695
G75	NE	HOURLY	29.940	31.437	33.009	34.660	36.393	38.212
		MONTHLY	5190	5449	5722	6008	6308	6623
		ANNUAL	62276	65390	68659	72092	75697	79482
G76	NE	HOURLY	30.240	31.752	33.339	35.006	36.757	38.594
		MONTHLY	5242	5504	5779	6068	6371	6690
		ANNUAL	62899	66044	69346	72813	76454	80276
G77	NE	HOURLY	30.542	32.069	33.673	35.356	37.124	38.980
		MONTHLY	5294	5559	5837	6128	6435	6757
		ANNUAL	63528	66704	70039	73541	77218	81079
G78	NE	HOURLY	30.848	32.390	34.009	35.710	37.495	39.370
		MONTHLY	5347	5614	5895	6190	6499	6824
		ANNUAL	64163	67371	70740	74277	77990	81890

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G79	NE	HOURLY	31.156	32.714	34.350	36.067	37.870	39.764
		MONTHLY	5400	5670	5954	6252	6564	6892
		ANNUAL	64805	68045	71447	75019	78770	82709
G80	NE	HOURLY	31.468	33.041	34.693	36.428	38.249	40.161
		MONTHLY	5454	5727	6013	6314	6630	6961
		ANNUAL	65453	68725	72161	75770	79558	83536
G81	NE	HOURLY	31.782	33.371	35.040	36.792	38.632	40.563
		MONTHLY	5509	5784	6074	6377	6696	7031
		ANNUAL	66107	69412	72883	76527	80354	84371
G82	NE	HOURLY	32.100	33.705	35.390	37.160	39.018	40.969
		MONTHLY	5564	5842	6134	6441	6763	7101
		ANNUAL	66768	70107	73612	77293	81157	85215
G83	NE	HOURLY	32.421	34.042	35.744	37.531	39.408	41.378
		MONTHLY	5620	5901	6196	6505	6831	7172
		ANNUAL	67436	70808	74348	78065	81969	86067
G84	NE	HOURLY	32.745	34.383	36.102	37.907	39.802	41.792
		MONTHLY	5676	5960	6258	6571	6899	7244
		ANNUAL	68791	72231	75842	79635	83616	87797
G85	NE	HOURLY	33.073	34.726	36.463	38.286	40.200	42.210
		MONTHLY	5733	6019	6320	6636	6968	7316
		ANNUAL	68791	72231	75842	79635	83616	87797
G86	NE	HOURLY	33.403	35.074	36.827	38.669	40.602	42.632
		MONTHLY	5790	6079	6383	6703	7038	7390
		ANNUAL	69479	72953	76601	80431	84452	88675
G87	NE	HOURLY	33.738	35.424	37.196	39.055	41.008	43.059
		MONTHLY	5848	6140	6447	6770	7108	7463
		ANNUAL	70174	73683	77367	81235	85297	89562
G88	NE	HOURLY	34.075	35.779	37.568	39.446	41.418	43.489
		MONTHLY	5906	6202	6512	6837	7179	7538
		ANNUAL	70876	74420	78141	82048	86150	90457
G89	NE	HOURLY	34.416	36.136	37.943	39.840	41.832	43.924
		MONTHLY	5965	6264	6577	6906	7251	7613
		ANNUAL	71585	75164	78922	82868	87011	91362
G90	NE	HOURLY	34.760	36.498	38.323	40.239	42.251	44.363
		MONTHLY	6025	6326	6643	6975	7323	7690
		ANNUAL	72300	75915	79711	83697	87882	92276
G91	NE	HOURLY	35.107	36.863	38.706	40.641	42.673	44.807
		MONTHLY	6085	6390	6709	7044	7397	7767
		ANNUAL	73023	76675	80508	84534	88760	93198

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G92	NE	HOURLY	35.458	37.231	39.093	41.048	43.100	45.255
		MONTHLY	6146	6453	6776	7115	7471	7844
		ANNUAL	73754	77441	81313	85379	89648	94130
G93	NE	HOURLY	35.813	37.604	39.484	41.458	43.531	45.708
		MONTHLY	6208	6518	6844	7186	7545	7923
		ANNUAL	74491	78216	82126	86233	90544	95072
G94	NE	HOURLY	36.171	37.980	39.879	41.873	43.966	46.165
		MONTHLY	6270	6583	6912	7258	7621	8002
		ANNUAL	75236	78998	82948	87095	91450	96022
G95	NE	HOURLY	36.533	38.360	40.278	42.291	44.406	46.626
		MONTHLY	6332	6649	6981	7331	7697	8082
		ANNUAL	75988	79788	83777	87966	92364	96983
G96	NE	HOURLY	36.898	38.743	40.680	42.714	44.850	47.093
		MONTHLY	6396	6715	7051	7404	7774	8163
		ANNUAL	76748	80586	84615	88846	93288	97952
G97	NE	HOURLY	37.267	39.131	41.087	43.141	45.299	47.563
		MONTHLY	6460	6783	7122	7478	7852	8244
		ANNUAL	77516	81392	85461	89734	94221	98932

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CS10	NE	HOURLY	14.885	15.629	16.410	17.231	18.093	18.997
		MONTHLY	2580	2709	2844	2987	3136.04	3293
		ANNUAL	30960	32508	34134	35840	37632	39514
CS11	NE	HOURLY	15.034	15.785	16.575	17.403	18.273	19.187
		MONTHLY	2606	2736	2873	3017	3167	3326
		ANNUAL	31270	32833	34475	36199	38009	39909
CS12	NE	HOURLY	15.184	15.943	16.740	17.577	18.456	19.379
		MONTHLY	2632	2763	2902	3047	3199	3359
		ANNUAL	31583	33162	34820	36561	38389	40308
CS13	NE	HOURLY	15.336	16.103	16.908	17.753	18.641	19.573
		MONTHLY	2658	2791	2931	3077	3231	3393
		ANNUAL	31898	33493	35168	36926	38773	40711
CS14	NE	HOURLY	15.489	16.264	17.077	17.931	18.827	19.769
		MONTHLY	2685	2819	2960	3108	3263	3427
		ANNUAL	32217	33828	35520	37296	39161	41119
CS15	NE	HOURLY	15.644	16.426	17.248	18.110	19.015	19.966
		MONTHLY	2712	2847	2990	3139	3296	3461
		ANNUAL	32540	34167	35875	37669	39552	41530
CS16	NE	HOURLY	15.800	16.591	17.420	18.291	19.206	20.166
		MONTHLY	2739	2876	3019	3170	3329	3495
		ANNUAL	32865	34508	36234	38045	39948	41945
CS17	NE	HOURLY	15.958	16.756	17.594	18.474	19.398	20.368
		MONTHLY	2766	2904	3050	3202	3362	3530
		ANNUAL	33194	34853	36596	38426	40347	42364
CS18	NE	HOURLY	16.118	16.924	17.770	18.659	19.592	20.571
		MONTHLY	2794	2933	3080	3234	3396	3566
		ANNUAL	33526	35202	36962	38810	40751	42788
CS19	NE	HOURLY	16.279	17.093	17.948	18.845	19.788	20.777
		MONTHLY	2822	2963	3111	3267	3430	3601
		ANNUAL	33861	35554	37332	39198	41158	43216
CS20	NE	HOURLY	16.442	17.264	18.127	19.034	19.985	20.985
		MONTHLY	2850	2992	3142	3299	3464	3637
		ANNUAL	34199	35909	37705	39590	41570	43648
CS21	NE	HOURLY	16.606	17.437	18.309	19.224	20.185	21.195
		MONTHLY	2878	3022	3173	3332	3499	3674
		ANNUAL	34541	36269	38082	39986	41985	44085
CS22	NE	HOURLY	16.773	17.611	18.492	19.416	20.387	21.406
		MONTHLY	2907	3053	3205	3365	3534	3710
		ANNUAL	34887	36631	38463	40386	42405	44525

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS23	NE	HOURLY	16.940	17.787	18.677	19.610	20.591	21.621
		MONTHLY	2936	3083	3237	3399	3569	3748
		ANNUAL	35236	36998	38847	40790	42829	44971
CS24	NE	HOURLY	17.110	17.965	18.863	19.807	20.797	21.837
		MONTHLY	2966	3114	3270	3433	3605	3785
		ANNUAL	35588	37368	39236	41198	43258	45420
CS25	NE	HOURLY	17.281	18.145	19.052	20.005	21.005	22.055
		MONTHLY	2995	3145	3302	3467	3641	3823
		ANNUAL	35944	37741	39628	41610	43690	45875
CS26	NE	HOURLY	17.454	18.326	19.243	20.205	21.215	22.276
		MONTHLY	3025	3177	3335	3502	3677	3861
		ANNUAL	36303	38119	40025	42026	44127	46333
CS27	NE	HOURLY	17.628	18.510	19.435	20.407	21.427	22.498
		MONTHLY	3056	3208	3369	3537	3714	3900
		ANNUAL	36666	38500	40425	42446	44568	46797
CS28	NE	HOURLY	17.804	18.695	19.629	20.611	21.641	22.723
		MONTHLY	3086	3240	3402	3573	3751	3939
		ANNUAL	37033	38885	40829	42870	45014	47265
CS29	NE	HOURLY	17.982	18.882	19.826	20.817	21.858	22.951
		MONTHLY	3117	3273	3436	3608	3789	3978
		ANNUAL	37403	39274	41237	43299	45464	47737
CS30	NE	HOURLY	18.162	19.070	20.024	21.025	22.076	23.180
		MONTHLY	3148	3306	3471	3644	3827	4018
		ANNUAL	37777	39666	41650	43732	45919	48215
CS31	NE	HOURLY	18.344	19.261	20.224	21.235	22.297	23.412
		MONTHLY	3180	3339	3506	3681	3865	4058
		ANNUAL	38155	40063	42066	44169	46378	48697
CS32	NE	HOURLY	18.527	19.454	20.426	21.448	22.520	23.646
		MONTHLY	3211	3372	3541	3718	3903	4099
		ANNUAL	38537	40464	42487	44611	46842	49184
CS33	NE	HOURLY	18.713	19.648	20.631	21.662	22.745	23.883
		MONTHLY	3244	3406	3576	3755	3943	4140
		ANNUAL	38922	40868	42912	45057	47310	49676
CS34	NE	HOURLY	18.900	19.845	20.837	21.879	22.973	24.121
		MONTHLY	3276	3440	3612	3792	3982	4181
		ANNUAL	39311	41277	43341	45508	47783	50172
CS35	NE	HOURLY	19.089	20.043	21.045	22.098	23.202	24.363
		MONTHLY	3309	3474	3648	3830	4022	4223
		ANNUAL	39705	41690	43774	45963	48261	50674

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS36	NE	HOURLY	19.280	20.244	21.256	22.319	23.434	24.606
		MONTHLY	3342	3509	3684	3869	4062	4265
		ANNUAL	40102	42107	44212	46423	48744	51181
CS37	NE	HOURLY	19.472	20.446	21.468	22.542	23.669	24.852
		MONTHLY	3375	3544	3721	3907	4103	4308
		ANNUAL	40503	42528	44654	46887	49231	51693
CS38	NE	HOURLY	19.667	20.650	21.683	22.767	23.906	25.101
		MONTHLY	3409	3579	3758	3946	4144	4351
		ANNUAL	40908	42953	45101	47356	49723	52210
CS39	NE	HOURLY	19.864	20.857	21.900	22.995	24.145	25.352
		MONTHLY	3443	3615	3796	3986	4185	4394
		ANNUAL	41317	43383	45552	47829	50221	52732
CS40	NE	HOURLY	20.062	21.066	22.119	23.225	24.386	25.605
		MONTHLY	3477	3651	3834	4026	4227	4438
		ANNUAL	41730	43816	46007	48308	50723	53259
CS41	NE	HOURLY	20.263	21.276	22.340	23.457	24.630	25.861
		MONTHLY	3512	3688	3872	4066	4269	4483
		ANNUAL	42147	44255	46467	48791	51230	53792
CS42	NE	HOURLY	20.466	21.489	22.563	23.692	24.876	26.120
		MONTHLY	3547	3725	3911	4107	4312	4527
		ANNUAL	42569	44697	46932	49279	51742	54330
CS43	NE	HOURLY	20.670	21.704	22.789	23.929	25.125	26.381
		MONTHLY	3583	3762	3950	4148	4355	4573
		ANNUAL	42994	45144	47401	49771	52260	54873
CS44	NE	HOURLY	20.877	21.921	23.017	24.168	25.376	26.645
		MONTHLY	3619	3800	3990	4189	4399	4618
		ANNUAL	43424	45595	47875	50269	52782	55422
CS45	NE	HOURLY	21.086	22.140	23.247	24.409	25.630	26.911
		MONTHLY	3655	3838	4029	4231	4443	4665
		ANNUAL	43858	46051	48354	50772	53310	55976
CS46	NE	HOURLY	21.297	22.362	23.480	24.654	25.886	27.181
		MONTHLY	3691	3876	4070	4273	4487	4711
		ANNUAL	44297	46512	48838	51279	53843	56536
CS47	NE	HOURLY	21.510	22.585	23.714	24.900	26.145	27.452
		MONTHLY	3728	3915	4110	4316	4532	4758
		ANNUAL	44740	46977	49326	51792	54382	57101
CS48	NE	HOURLY	21.725	22.811	23.952	25.149	26.407	27.727
		MONTHLY	3766	3954	4152	4359	4577	4806
		ANNUAL	45187	47447	49819	52310	54926	57672

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS49	NE	HOURLY	21.942	23.039	24.191	25.401	26.671	28.004
		MONTHLY	3803	3993	4193	4403	4623	4854
		ANNUAL	45639	47921	50317	52833	55475	58249
CS50	NE	HOURLY	22.161	23.269	24.433	25.655	26.937	28.284
		MONTHLY	3841	4033	4235	4447	4669	4903
		ANNUAL	46096	48401	50821	53362	56030	58831
CS51	NE	HOURLY	22.383	23.502	24.677	25.911	27.207	28.567
		MONTHLY	3880	4074	4277	4491	4716	4952
		ANNUAL	46557	48885	51329	53895	56590	59419
CS52	NE	HOURLY	22.607	23.737	24.924	26.170	27.479	28.853
		MONTHLY	3919	4114	4320	4536	4763	5001
		ANNUAL	47022	49373	51842	54434	57156	60014
CS53	NE	HOURLY	22.833	23.975	25.173	26.432	27.754	29.141
		MONTHLY	3958	4156	4363	4582	4811	5051
		ANNUAL	47492	49867	52360	54978	57727	60614
CS54	NE	HOURLY	23.061	24.214	25.425	26.696	28.031	29.433
		MONTHLY	3997	4197	4407	4627	4859	5102
		ANNUAL	47967	50366	52884	55528	58305	61220
CS55	NE	HOURLY	23.292	24.456	25.679	26.963	28.311	29.727
		MONTHLY	4037	4239	4451	4674	4907	5153
		ANNUAL	48447	50869	53413	56084	58888	61832
CS56	NE	HOURLY	23.525	24.701	25.936	27.233	28.595	30.024
		MONTHLY	4078	4282	4496	4720	4956	5204
		ANNUAL	48932	51378	53947	56644	59477	62450
CS57	NE	HOURLY	23.760	24.948	26.195	27.505	28.880	30.324
		MONTHLY	4118	4324	4541	4768	5006	5256
		ANNUAL	49421	51892	54486	57211	60071	63075
CS58	NE	HOURLY	23.998	25.198	26.457	27.780	29.169	30.628
		MONTHLY	4160	4368	4586	4815	5056	5309
		ANNUAL	49915	52411	55031	57783	60672	63706
CS59	NE	HOURLY	24.238	25.449	26.722	28.058	29.461	30.934
		MONTHLY	4201	4411	4632	4863	5107	5362
		ANNUAL	50414	52935	55582	58361	61279	64343
CS60	NE	HOURLY	24.480	25.704	26.989	28.339	29.756	31.243
		MONTHLY	4243	4455	4678	4912	5158	5416
		ANNUAL	50918	53464	56137	58944	61892	64986
CS61	NE	HOURLY	24.725	25.961	27.259	28.622	30.053	31.556
		MONTHLY	4286	4500	4725	4961	5209	5470
		ANNUAL	51428	53999	56699	59534	62510	65636

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS62	NE	HOURLY	24.972	26.221	27.532	28.908	30.354	31.871
		MONTHLY	4328	4545	4772	5011	5261	5524
		ANNUAL	51942	54539	57266	60129	63136	66292
CS63	NE	HOURLY	25.222	26.483	27.807	29.197	30.657	32.190
		MONTHLY	4372	4590	4820	5061	5314	5580
		ANNUAL	52461	55084	57839	60730	63767	66955
CS64	NE	HOURLY	25.474	26.748	28.085	29.489	30.964	32.512
		MONTHLY	4415	4636	4868	5111	5367	5635
		ANNUAL	52986	55635	58417	61338	64405	67625
CS65	NE	HOURLY	25.729	27.015	28.366	29.784	31.273	32.837
		MONTHLY	4460	4683	4917	5163	5421	5692
		ANNUAL	53516	56191	59001	61951	65049	68301
CS66	NE	HOURLY	25.986	27.285	28.650	30.082	31.586	33.165
		MONTHLY	4504	4729	4966	5214	5475	5749
		ANNUAL	54051	56753	59591	62571	65699	68984
CS67	NE	HOURLY	26.246	27.558	28.936	30.383	31.902	33.497
		MONTHLY	4549	4777	5016	5266	5530	5806
		ANNUAL	54591	57321	60187	63196	66356	69674
CS68	NE	HOURLY	26.508	27.834	29.225	30.687	32.221	33.832
		MONTHLY	4595	4825	5066	5319	5585	5864
		ANNUAL	55137	57894	60789	63828	67020	70371
CS69	NE	HOURLY	26.773	28.112	29.518	30.994	32.543	34.170
		MONTHLY	4641	4873	5116	5372	5641	5923
		ANNUAL	55689	58473	61397	64467	67690	71074
CS70	NE	HOURLY	27.041	28.393	29.813	31.303	32.869	34.512
		MONTHLY	4687	4921	5168	5426	5697	5982
		ANNUAL	56246	59058	62011	65111	68367	71785
CS71	NE	HOURLY	27.312	28.677	30.111	31.617	33.197	34.857
		MONTHLY	4734	4971	5219	5480	5754	6042
		ANNUAL	56808	59648	62631	65762	69050	72503
CS72	NE	HOURLY	27.585	28.964	30.412	31.933	33.529	35.206
		MONTHLY	4781	5020	5271	5535	5812	6102
		ANNUAL	57376	60245	63257	66420	69741	73228
CS73	NE	HOURLY	27.860	29.254	30.716	32.252	33.865	35.558
		MONTHLY	4829	5071	5324	5590	5870	6163
		ANNUAL	57950	60847	63890	67084	70438	73960
CS74	NE	HOURLY	28.139	29.546	31.023	32.575	34.203	35.913
		MONTHLY	4877	5121	5377	5646	5929	6225
		ANNUAL	58529	61456	64529	67755	71143	74700

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS75	NE	HOURLY	28.420	29.842	31.334	32.900	34.545	36.273
		MONTHLY	4926	5173	5431	5703	5988	6287
		ANNUAL	59115	62070	65174	68433	71854	75447
CS76	NE	HOURLY	28.705	30.140	31.647	33.229	34.891	36.635
		MONTHLY	4975	5224	5485	5760	6048	6350
		ANNUAL	59706	62691	65826	69117	72573	76201
CS77	NE	HOURLY	28.992	30.441	31.963	33.562	35.240	37.002
		MONTHLY	5025	5276	5540	5817	6108	6414
		ANNUAL	60303	63318	66484	69808	73298	76963
CS78	NE	HOURLY	29.282	30.746	32.283	33.897	35.592	37.372
		MONTHLY	5075	5329	5596	5876	6169	6478
		ANNUAL	60906	63951	67149	70506	74031	77733
CS79	NE	HOURLY	29.574	31.053	32.606	34.236	35.948	37.745
		MONTHLY	5126	5383	5652	5934	6231	6543
		ANNUAL	61515	64591	67820	71211	74772	78510
CS80	NE	HOURLY	29.870	31.364	32.932	34.579	36.307	38.123
		MONTHLY	5178	5436	5708	5994	6293	6608
		ANNUAL	62130	65237	68498	71923	75519	79295
CS81	NE	HOURLY	30.169	31.677	33.261	34.924	36.671	38.504
		MONTHLY	5229	5491	5765	6054	6356	6674
		ANNUAL	62751	65889	69183	72643	76275	80088
CS82	NE	HOURLY	30.471	31.994	33.594	35.274	37.037	38.889
		MONTHLY	5282	5546	5823	6114	6420	6741
		ANNUAL	63379	66548	69875	73369	77037	80889
CS83	NE	HOURLY	30.775	32.314	33.930	35.626	37.408	39.278
		MONTHLY	5334	5601	5881	6175	6484	6808
		ANNUAL	64013	67213	70574	74103	77808	81698
CS84	NE	HOURLY	31.083	32.637	34.269	35.983	37.782	39.671
		MONTHLY	5388	5657	5940	6237	6549	6876
		ANNUAL	64653	67885	71280	74844	78586	82515
CS85	NE	HOURLY	31.394	32.964	34.612	36.342	38.159	40.067
		MONTHLY	5442	5714	5999	6299	6614	6945
		ANNUAL	65299	68564	71993	75592	79372	83340
CS86	NE	HOURLY	31.708	33.293	34.958	36.706	38.541	40.468
		MONTHLY	5496	5771	6059	6362	6680	7014
		ANNUAL	65952	69250	72712	76348	80165	84174

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
MM21	E	HOURLY	24.361	25.579	26.858	28.201	29.611	31.092
		MONTHLY	4223	4434	4655	4888	5132.63	5389
		ANNUAL	50672	53205	55865	58659	61592	64671
MM22	E	HOURLY	24.605	25.835	27.127	28.483	29.907	31.403
		MONTHLY	4265	4478	4702	4937	5184	5443
		ANNUAL	51178	53737	56424	59245	62207	65318
MM23	E	HOURLY	24.851	26.094	27.398	28.768	30.207	31.717
		MONTHLY	4308	4523	4749	4986	5236	5498
		ANNUAL	51690	54275	56988	59838	62830	65971
MM24	E	HOURLY	25.099	26.354	27.672	29.056	30.509	32.034
		MONTHLY	4351	4568	4797	5036	5288	5553
		ANNUAL	52207	54817	57558	60436	63458	66631
MM25	E	HOURLY	25.350	26.618	27.949	29.346	30.814	32.354
		MONTHLY	4394	4614	4844	5087	5341	5608
		ANNUAL	52729	55365	58134	61040	64092	67297
MM26	E	HOURLY	25.604	26.884	28.228	29.640	31.122	32.678
		MONTHLY	4438	4660	4893	5138	5394	5664
		ANNUAL	53256	55919	58715	61651	64733	67970
MM27	E	HOURLY	25.860	27.153	28.511	29.936	31.433	33.005
		MONTHLY	4482	4707	4942	5189	5448	5721
		ANNUAL	53789	56478	59302	62267	65381	68650
MM28	E	HOURLY	26.119	27.425	28.796	30.236	31.747	33.335
		MONTHLY	4527	4754	4991	5241	5503	5778
		ANNUAL	54327	57043	59895	62890	66034	69336
MM29	E	HOURLY	26.380	27.699	29.084	30.538	32.065	33.668
		MONTHLY	4573	4801	5041	5293	5558	5836
		ANNUAL	54870	57614	60494	63519	66695	70030
MM30	E	HOURLY	26.644	27.976	29.375	30.843	32.385	34.005
		MONTHLY	4618	4849	5092	5346	5613	5894
		ANNUAL	55419	58190	61099	64154	67362	70730
MM31	E	HOURLY	26.910	28.256	29.668	31.152	32.709	34.345
		MONTHLY	4664	4898	5143	5400	5670	5953
		ANNUAL	55973	58772	61710	64796	68035	71437
MM32	E	HOURLY	27.179	28.538	29.965	31.463	33.036	34.688
		MONTHLY	4711	4947	5194	5454	5726	6013
		ANNUAL	56533	59359	62327	65444	68716	72152
MM33	E	HOURLY	27.451	28.823	30.265	31.778	33.367	35.035
		MONTHLY	4758	4996	5246	5508	5784	6073
		ANNUAL	57098	59953	62950	66098	69403	72873
MM34	E	HOURLY	27.725	29.112	30.567	32.096	33.700	35.385
		MONTHLY	4806	5046	5298	5563	5841	6133
		ANNUAL	57669	60552	63580	66759	70097	73602
MM35	E	HOURLY	28.003	29.403	30.873	32.417	34.037	35.739
		MONTHLY	4854	5096	5351	5619	5900	6195
		ANNUAL	58246	61158	64216	67427	70798	74338
MM36	E	HOURLY	28.283	29.697	31.182	32.741	34.378	36.097
		MONTHLY	4902	5147	5405	5675	5959	6257
		ANNUAL	58828	61769	64858	68101	71506	75081
MM37	E	HOURLY	28.566	29.994	31.494	33.068	34.722	36.458
		MONTHLY	4951	5199	5459	5732	6018	6319
		ANNUAL	59416	62387	65507	68782	72221	75832

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MM38	E	HOURLY	28.851	30.294	31.808	33.399	35.069	36.822
		MONTHLY	5001	5251	5513	5789	6079	6383
		ANNUAL	60011	63011	66162	69470	72943	76590
MM39	E	HOURLY	29.140	30.597	32.127	33.733	35.420	37.190
		MONTHLY	5051	5303	5569	5847	6139	6446
		ANNUAL	60611	63641	66823	70164	73673	77356
MM40	E	HOURLY	29.431	30.903	32.448	34.070	35.774	37.562
		MONTHLY	5101	5356	5624	5906	6201	6511
		ANNUAL	61217	64278	67491	70866	74409	78130
MM41	E	HOURLY	29.725	31.212	32.772	34.411	36.131	37.938
		MONTHLY	5152	5410	5681	5965	6263	6576
		ANNUAL	61829	64920	68166	71575	75153	78911
MM42	E	HOURLY	30.023	31.524	33.100	34.755	36.493	38.317
		MONTHLY	5204	5464	5737	6024	6325	6642
		ANNUAL	62447	65570	68848	72290	75905	79700
MM43	E	HOURLY	30.323	31.839	33.431	35.103	36.858	38.701
		MONTHLY	5256	5519	5795	6084	6389	6708
		ANNUAL	63072	66225	69537	73013	76664	80497
MM44	E	HOURLY	30.626	32.157	33.765	35.454	37.226	39.088
		MONTHLY	5309	5574	5853	6145	6453	6775
		ANNUAL	63702	66887	70232	73743	77431	81302
MM45	E	HOURLY	30.932	32.479	34.103	35.808	37.599	39.478
		MONTHLY	5362	5630	5911	6207	6517	6843
		ANNUAL	64339	67556	70934	74481	78205	82115
MM46	E	HOURLY	31.242	32.804	34.444	36.166	37.975	39.873
		MONTHLY	5415	5686	5970	6269	6582	6911
		ANNUAL	64983	68232	71644	75226	78987	82936
MM47	E	HOURLY	31.554	33.132	34.788	36.528	38.354	40.272
		MONTHLY	5469	5743	6030	6331	6648	6980
		ANNUAL	65633	68914	72360	75978	79777	83766
MM48	E	HOURLY	31.870	33.463	35.136	36.893	38.738	40.675
		MONTHLY	5524	5800	6090	6395	6715	7050
		ANNUAL	66289	69603	73084	76738	80575	84603
MM49	E	HOURLY	32.188	33.798	35.488	37.262	39.125	41.081
		MONTHLY	5579	5858	6151	6459	6782	7121
		ANNUAL	66952	70299	73814	77505	81380	85449
MM50	E	HOURLY	32.510	34.136	35.843	37.635	39.516	41.492
		MONTHLY	5635	5917	6213	6523	6850	7192
		ANNUAL	67621	71002	74553	78280	82194	86304
MM51	E	HOURLY	32.835	34.477	36.201	38.011	39.912	41.907
		MONTHLY	5691	5976	6275	6589	6918	7264
		ANNUAL	68298	71712	75298	79063	83016	87167
MM52	E	HOURLY	33.164	34.822	36.563	38.391	40.311	42.326
		MONTHLY	5748	6036	6338	6654	6987	7337
		ANNUAL	68981	72430	76051	79854	83846	88039
MM53	E	HOURLY	33.495	35.170	36.929	38.775	40.714	42.750
		MONTHLY	5806	6096	6401	6721	7057	7410
		ANNUAL	69670	73154	76812	80652	84685	88919
MM54	E	HOURLY	33.830	35.522	37.298	39.163	41.121	43.177
		MONTHLY	5864	6157	6465	6788	7128	7484
		ANNUAL	70367	73885	77580	81459	85532	89808
MM55	E	HOURLY	34.169	35.877	37.671	39.554	41.532	43.609
		MONTHLY	5923	6219	6530	6856	7199	7559
		ANNUAL	71071	74624	78355	82273	86387	90706

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
MM56	E	HOURLY	34.510	36.236	38.048	39.950	41.947	44.045
		MONTHLY	5982	6281	6595	6925	7271	7634
		ANNUAL	71781	75370	79139	83096	87251	91613
MM57	E	HOURLY	34.855	36.598	38.428	40.349	42.367	44.485
		MONTHLY	6042	6344	6661	6994	7344	7711
		ANNUAL	72499	76124	79930	83927	88123	92529
MM58	E	HOURLY	35.204	36.964	38.812	40.753	42.791	44.930
		MONTHLY	6102	6407	6727	7064	7417	7788
		ANNUAL	73224	76885	80730	84766	89005	93455
MM59	E	HOURLY	35.556	37.334	39.200	41.161	43.219	45.379
		MONTHLY	6163	6471	6795	7134	7491	7866
		ANNUAL	73956	77654	81537	85614	89895	94389
MM60	E	HOURLY	35.912	37.707	39.592	41.572	43.651	45.833
		MONTHLY	6225	6536	6863	7206	7566	7944
		ANNUAL	74696	78431	82352	86470	90794	95333
MM61	E	HOURLY	36.271	38.084	39.988	41.988	44.087	46.292
		MONTHLY	6287	6601	6931	7278	7642	8024
		ANNUAL	75443	79215	83176	87335	91701	96287
MM62	E	HOURLY	36.633	38.465	40.388	42.408	44.528	46.755
		MONTHLY	6350	6667	7001	7351	7718	8104
		ANNUAL	76197	80007	84008	88208	92618	97249
MM63	E	HOURLY	37.000	38.850	40.792	42.832	44.973	47.222
		MONTHLY	6413	6734	7071	7424	7795	8185
		ANNUAL	76959	80807	84848	89090	93545	98222
MM64	E	HOURLY	37.370	39.238	41.200	43.260	45.423	47.694
		MONTHLY	6477	6801	7141	7498	7873	8267
		ANNUAL	77729	81615	85696	89981	94480	99204
MM65	E	HOURLY	37.743	39.631	41.612	43.693	45.877	48.171
		MONTHLY	6542	6869	7213	7573	7952	8350
		ANNUAL	78506	82432	86553	90881	95425	100196
MM66	E	HOURLY	38.121	40.027	42.028	44.130	46.336	48.653
		MONTHLY	6608	6938	7285	7649	8032	8433
		ANNUAL	79291	83256	87419	91790	96379	101198
MM67	E	HOURLY	38.502	40.427	42.449	44.571	46.799	49.139
		MONTHLY	6674	7007	7358	7726	8112	8518
		ANNUAL	80084	84088	88293	92708	97343	102210
MM68	E	HOURLY	38.887	40.831	42.873	45.017	47.267	49.631
		MONTHLY	6740	7077	7431	7803	8193	8603
		ANNUAL	80885	84929	89176	93635	98316	103232
MM69	E	HOURLY	39.276	41.240	43.302	45.467	47.740	50.127
		MONTHLY	6808	7148	7506	7881	8275	8689
		ANNUAL	81694	85779	90068	94571	99300	104264
MM70	E	HOURLY	39.669	41.652	43.735	45.921	48.218	50.628
		MONTHLY	6876	7220	7581	7960	8358	8776
		ANNUAL	82511	86636	90968	95517	100293	105307
MM71	E	HOURLY	40.065	42.069	44.172	46.381	48.700	51.135
		MONTHLY	6945	7292	7656	8039	8441	8863
		ANNUAL	83336	87503	91878	96472	101295	106360
MM72	E	HOURLY	40.466	42.489	44.614	46.845	49.187	51.646
		MONTHLY	7014	7365	7733	8120	8526	8952
		ANNUAL	84169	88378	92797	97437	102308	107424
MM73	E	HOURLY	40.871	42.914	45.060	47.313	49.679	52.163
		MONTHLY	7084	7438	7810	8201	8611	9042
		ANNUAL	85011	89262	93725	98411	103331	108498

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
MM74	E	HOURLY	41.279	43.343	45.511	47.786	50.175	52.684
		MONTHLY	7155	7513	7888	8283	8697	9132
		ANNUAL	85861	90154	94662	99395	104365	109583
MM75	E	HOURLY	41.692	43.777	45.966	48.264	50.677	53.211
		MONTHLY	7227	7588	7967	8366	8784	9223
		ANNUAL	86720	91056	95609	100389	105408	110679
MM76	E	HOURLY	42.109	44.215	46.425	48.747	51.184	53.743
		MONTHLY	7299	7664	8047	8449	8872	9315
		ANNUAL	87587	91966	96565	101393	106463	111786
MM77	E	HOURLY	42.530	44.657	46.890	49.234	51.696	54.281
		MONTHLY	7372	7740	8128	8534	8961	9409
		ANNUAL	88463	92886	97530	102407	107527	112904
MM78	E	HOURLY	42.956	45.103	47.358	49.726	52.213	54.823
		MONTHLY	7446	7818	8209	8619	9050	9503
		ANNUAL	89347	93815	98506	103431	108602	114033
MM79	E	HOURLY	43.385	45.554	47.832	50.224	52.735	55.372
		MONTHLY	7520	7896	8291	8705	9141	9598
		ANNUAL	90241	94753	99491	104465	109688	115173
MM80	E	HOURLY	43.819	46.010	48.310	50.726	53.262	55.925
		MONTHLY	7595	7975	8374	8792	9232	9694
		ANNUAL	91143	95701	100486	105510	110785	116325
MM81	E	HOURLY	44.257	46.470	48.793	51.233	53.795	56.485
		MONTHLY	7671	8055	8458	8880	9324	9791
		ANNUAL	92055	96658	101490	106565	111893	117488
MM82	E	HOURLY	44.700	46.935	49.281	51.745	54.333	57.049
		MONTHLY	7748	8135	8542	8969	9418	9889
		ANNUAL	92975	97624	102505	107631	113012	118663
MM83	E	HOURLY	45.147	47.404	49.774	52.263	54.876	57.620
		MONTHLY	7825	8217	8628	9059	9512	9987
		ANNUAL	93905	98600	103530	108707	114142	119849
MM84	E	HOURLY	45.598	47.878	50.272	52.786	55.425	58.196
		MONTHLY	7904	8299	8714	9149	9607	10087
		ANNUAL	94844	99586	104566	109794	115284	121048
MM85	E	HOURLY	46.054	48.357	50.775	53.313	55.979	58.778
		MONTHLY	7983	8382	8801	9241	9703	10188
		ANNUAL	95793	100582	105611	110892	116436	122258

Employee Units Included:
 Redlands Professional Firefighters Association
 Redlands Association of Fire Management Employees

**City of Redlands
 SALARY SCHEDULE**

Title	Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E	F (Maximum-Available July 1, 2013)	G (Longevity Only-Equivalent to July 1, 2013 F Step Through and Including June 30, 2013)
Firefighter (24 hour days)	F50	NE	HOURLY	21.497	22.572	23.701	24.886	26.130	26.914	28.260
			MONTHLY	5217	5477	5751	6039	6340.87	6531	6858
			ANNUAL	62600	65730	69016	72467	76090	78373	82292
Fire Engineer (24 hour days)	F55	NE	HOURLY	25.343	26.610	27.940	29.337	30.804	31.728	33.315
			MONTHLY	6150	6457	6780	7119	7475.10	7699	8084
			ANNUAL	73797	77487	81362	85430	89701	92392	97012
Fire Captain (24 hour days)	F60	NE	HOURLY	29.666	31.149	32.707	34.342	36.059	37.141	38.998
			MONTHLY	7199	7559	7937	8334	8750.30	9013	9463
			ANNUAL	86387	90706	95241	100003	105004	108154	113561
Battalion Chief (40 hour week)	F79-40	E	HOURLY	53.944	56.642	59.474	62.447	65.570	67.537	70.914
			MONTHLY	9350	9818	10309	10824	11365.42	11706	12292
			ANNUAL	112204	117815	123705	129891	136385	140477	147500
Battalion Chief (56 hour week)	F79-56	NE	HOURLY	38.532	40.458	42.481	44.605	46.836	48.241	50.653
			MONTHLY	9350	9818	10309	10824	11365.42	11706	12292
			ANNUAL	112204	117815	123705	129891	136385	140477	147500

Effective July 2016

*Due to rounding, salary schedules are close approximations of actual salary

Employee Units Included:
 Redlands Professional Police Officers Association
 Redlands Association of Safety Management Employees

**City of Redlands
 SALARY SCHEDULE**

Title	Range	Rate Type	A (Minimum)	B	C	D	E	F (Longevity Only)
Police Officer	P60	HOURLY	32.202	33.812	35.503	37.278	39.142	41.099
		MONTHLY	5582	5861	6154	6462	6785	7124
		ANNUAL	66981	70330	73846	77538	81415	85486
Police Corporal	P64	HOURLY	36.363	38.181	40.090	42.094	44.199	46.409
		MONTHLY	6303	6618	6949	7296	7661	8044
		ANNUAL	75634	79416	83387	87556	91934	96530
Police Sergeant	P70	HOURLY	43.358	45.526	47.803	50.193	52.702	55.337
		MONTHLY	7515	7891	8286	8700	9135	9592
		ANNUAL	90185	94695	99429	104401	109621	115102
Police Lieutenant	P81	HOURLY	56.367	59.186	62.145	65.252	68.515	71.941
		MONTHLY	9770	10259	10772	11310	11876	12470
		ANNUAL	117244	123106	129261	135725	142511	149636
Commander	P85	HOURLY	63.207	66.367	69.685	73.170	76.828	80.670
		MONTHLY	10956	11504	12079	12683	13317	13983
		ANNUAL	131470	138043	144946	152193	159802	167793
	P89	HOURLY	74.275	77.989	81.888	85.982	90.281	94.796
MONTHLY		12874	13518	14194	14904	15649	16431	
ANNUAL		154492	162216	170327	178843	187785	197175	

*Due to rounding, salary schedules are close approximations of actual salary

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
M65		HOURLY	33.480	35.154	36.912	38.757	40.695	42.730
		MONTHLY	5803	6093	6398	6718	7053.81	7407
		ANNUAL	69638	73120	76776	80615	84646	88878
M66		HOURLY	34.317	36.033	37.834	39.726	41.712	43.798
		MONTHLY	5948	6246	6558	6886	7230	7592
		ANNUAL	71379	74948	78696	82630	86762	91100
M67		HOURLY	35.175	36.934	38.780	40.719	42.755	44.893
		MONTHLY	6097	6402	6722	7058	7411	7781
		ANNUAL	73164	76822	80663	84696	88931	93377
M68		HOURLY	36.054	37.857	39.750	41.737	43.824	46.015
		MONTHLY	6249	6562	6890	7234	7596	7976
		ANNUAL	74993	78742	82680	86814	91154	95712
M69		HOURLY	36.956	38.803	40.744	42.781	44.920	47.166
		MONTHLY	6406	6726	7062	7415	7786	8175
		ANNUAL	76868	80711	84747	88984	93433	98105
M70		HOURLY	37.879	39.773	41.762	43.850	46.043	48.345
		MONTHLY	6566	6894	7239	7601	7981	8380
		ANNUAL	78789	82729	86865	91208	95769	100557
M71		HOURLY	38.826	40.768	42.806	44.946	47.194	49.553
		MONTHLY	6730	7066	7420	7791	8180	8589
		ANNUAL	80759	84797	89037	93489	98163	103071
M72		HOURLY	39.797	41.787	43.876	46.070	48.374	50.792
		MONTHLY	6898	7243	7605	7985	8385	8804
		ANNUAL	82778	86917	91263	95826	100617	105648
M73		HOURLY	40.792	42.832	44.973	47.222	49.583	52.062
		MONTHLY	7071	7424	7795	8185	8594	9024
		ANNUAL	84847	89090	93544	98222	103133	108289
M74		HOURLY	41.812	43.902	46.098	48.402	50.823	53.364
		MONTHLY	7247	7610	7990	8390	8809	9250
		ANNUAL	86969	91317	95883	100677	105711	110996
M75		HOURLY	42.857	45.000	47.250	49.612	52.093	54.698
		MONTHLY	7429	7800	8190	8599	9029	9481
		ANNUAL	89143	93600	98280	103194	108354	113771
M76		HOURLY	43.929	46.125	48.431	50.853	53.395	56.065
		MONTHLY	7614	7995	8395	8814	9255	9718
		ANNUAL	91371	95940	100737	105774	111063	116616

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
M77		HOURLY	45.027	47.278	49.642	52.124	54.730	57.467
		MONTHLY	7805	8195	8605	9035	9487	9961
		ANNUAL	93656	98338	103255	108418	113839	119531
M78		HOURLY	46.152	48.460	50.883	53.427	56.099	58.904
		MONTHLY	8000	8400	8820	9261	9724	10210
		ANNUAL	95997	100797	105837	111129	116685	122519
M79		HOURLY	47.306	49.672	52.155	54.763	57.501	60.376
		MONTHLY	8200	8610	9040	9492	9967	10465
		ANNUAL	98397	103317	108483	113907	119602	125582
M80		HOURLY	48.489	50.913	53.459	56.132	58.939	61.886
		MONTHLY	8405	8825	9266	9730	10216	10727
		ANNUAL	100857	105900	111195	116755	122592	128722
M81		HOURLY	49.701	52.186	54.796	57.535	60.412	63.433
		MONTHLY	8615	9046	9498	9973	10471	10995
		ANNUAL	103378	108547	113975	119673	125657	131940
M82		HOURLY	50.944	53.491	56.165	58.974	61.922	65.018
		MONTHLY	8830	9272	9735	10222	10733	11270
		ANNUAL	105963	111261	116824	122665	128798	135238
M83		HOURLY	52.217	54.828	57.570	60.448	63.470	66.644
		MONTHLY	9051	9504	9979	10478	11002	11552
		ANNUAL	108612	114042	119745	125732	132018	138619
M84		HOURLY	53.523	56.199	59.009	61.959	65.057	68.310
		MONTHLY	9277	9741	10228	10740	11277	11840
		ANNUAL	111327	116894	122738	128875	135319	142085
M85		HOURLY	54.861	57.604	60.484	63.508	66.684	70.018
		MONTHLY	9509	9985	10484	11008	11558	12136
		ANNUAL	114110	119816	125807	132097	138702	145637
M86		HOURLY	56.232	59.044	61.996	65.096	68.351	71.768
		MONTHLY	9747	10234	10746	11283	11847	12440
		ANNUAL	116963	122811	128952	135399	142169	149278
M87		HOURLY	57.638	60.520	63.546	66.723	70.059	73.562
		MONTHLY	9991	10490	11015	11565	12144	12751
		ANNUAL	119887	125882	132176	138784	145724	153010
M88		HOURLY	59.079	62.033	65.135	68.391	71.811	75.401
		MONTHLY	10240	10752	11290	11855	12447	13070
		ANNUAL	122884	129029	135480	142254	149367	156835

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
M89		HOURLY	60.556	63.584	66.763	70.101	73.606	77.287
		MONTHLY	10496	11021	11572	12151	12758	13396
		ANNUAL	125956	132254	138867	145810	153101	160756
M90		HOURLY	62.070	65.173	68.432	71.854	75.446	79.219
		MONTHLY	10759	11297	11862	12455	13077	13731
		ANNUAL	129105	135561	142339	149456	156928	164775
M91		HOURLY	63.622	66.803	70.143	73.650	77.333	81.199
		MONTHLY	11028	11579	12158	12766	13404	14075
		ANNUAL	132333	138950	145897	153192	160852	168894
M92		HOURLY	65.212	68.473	71.896	75.491	79.266	83.229
		MONTHLY	11303	11869	12462	13085	13739	14426
		ANNUAL	135641	142423	149545	157022	164873	173117
M93		HOURLY	66.843	70.185	73.694	77.379	81.247	85.310
		MONTHLY	11586	12165	12774	13412	14083	14787
		ANNUAL	139032	145984	153283	160947	168995	177444
M94		HOURLY	68.514	71.939	75.536	79.313	83.279	87.443
		MONTHLY	11876	12469	13093	13748	14435	15157
		ANNUAL	142508	149634	157115	164971	173220	181881
M95		HOURLY	70.226	73.738	77.425	81.296	85.361	89.629
		MONTHLY	12173	12781	13420	14091	14796	15536
		ANNUAL	146071	153374	161043	169095	177550	186428
M96		HOURLY	71.982	75.581	79.360	83.328	87.495	91.869
		MONTHLY	12477	13101	13756	14444	15166	15924
		ANNUAL	149723	157209	165069	173323	181989	191088
M97		HOURLY	73.782	77.471	81.344	85.411	89.682	94.166
		MONTHLY	12789	13428	14100	14805	15545	16322
		ANNUAL	153466	161139	169196	177656	186539	195866
M98		HOURLY	75.626	79.407	83.378	87.547	91.924	96.520
		MONTHLY	13109	13764	14452	15175	15934	16730
		ANNUAL	157302	165168	173426	182097	191202	200762
M99		HOURLY	77.517	81.393	85.462	89.735	94.222	98.933
		MONTHLY	13436	14108	14813	15554	16332	17148
		ANNUAL	161235	169297	177762	186650	195982	205781
M100		HOURLY	79.455	83.427	87.599	91.979	96.578	101.407
		MONTHLY	13772	14461	15184	15943	16740	17577
		ANNUAL	165266	173529	182206	191316	200882	210926

Department Director Salary Table (DD)

Range	Minimum Monthly Salary	Maximum Monthly Salary
01 - Director, Human Resources/Risk Management	11,801	14,348
02 - Director, Finance	12,710	15,449
02 - Chief Innovation Officer	12,710	15,449
03 - Director, Development Services	12,781	15,517
04 - Director, Quality of Life	13,354	16,232
05 - Director Municipal Utilities and Engineering	14,030	17,055
06 - Fire Chief	14,658	17,815
07 - Police Chief	14,674	19,852

Effective: July 2016

Salary Schedule (C)

Range	Minimum Monthly Salary	Maximum Monthly Salary
C1 - City Attorney	18,333	22,084
C2 - City Manager	20,833	24,584

Effective: July 2016



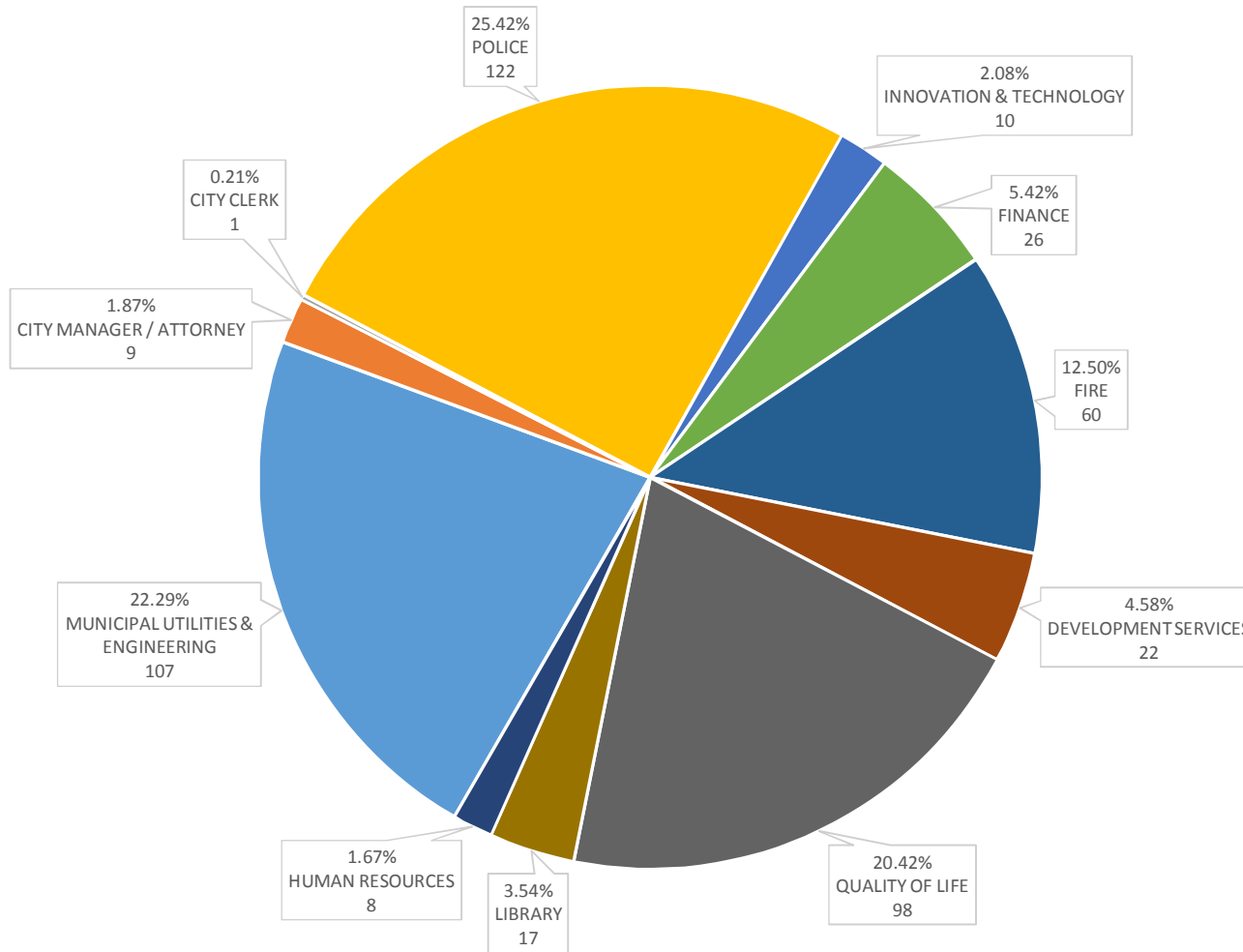
City of
REDLANDS

EMPLOYEES INCLUDED:
Part-time Classifications
Effective July 2016

CLASSIFICATION TITLE	HOURLY RATE/RANGE	
Account Technician		16.81
Administrative Assistant		15.99
Administrative Technician		18.94
Adult Literacy Coordinator		27.17
Background Investigator I/II	30.00	35.00
Building Maintenance Worker		20.72
Business License Inspector		25.72
Camera Operator	16.95	18.69
Camera System Technician		30.00
Cemetery Aide		14.64
Community Service Officer I/II	18.71	20.67
Customer Service Representative I/II	15.96	17.63
Dispatcher I/II	20.06	22.16
DoIT Client Services Intern		15.00
DoIT GIS Intern		15.00
EMS Quality Assurance Nurse		32.00
Environmental Technician		21.00
Equipment Operator OIT		17.15
Fire Prevention Inspector		23.80
Fire Prevention Technician		20.00
Grounds Maintenance Worker		15.99
HR Intern		11.00
Kennel Attendant		14.88
Library Caretaker		15.38
Library Clerk		14.92
Library Page		10.50
Maintenance Worker		16.31
Market Assistant		14.11
Museum Attendant		11.38
Planning Intern		10.50
Police Cadet		15.41
Police ID Technician Trainee		15.41
Program Aide		11.93
Program Assistant		14.92
Purchasing Clerk		17.66
Solid Waste Collector		15.00
Technical Services Clerk		15.99
Water Waste Investigator		19.00

July 1, 2016

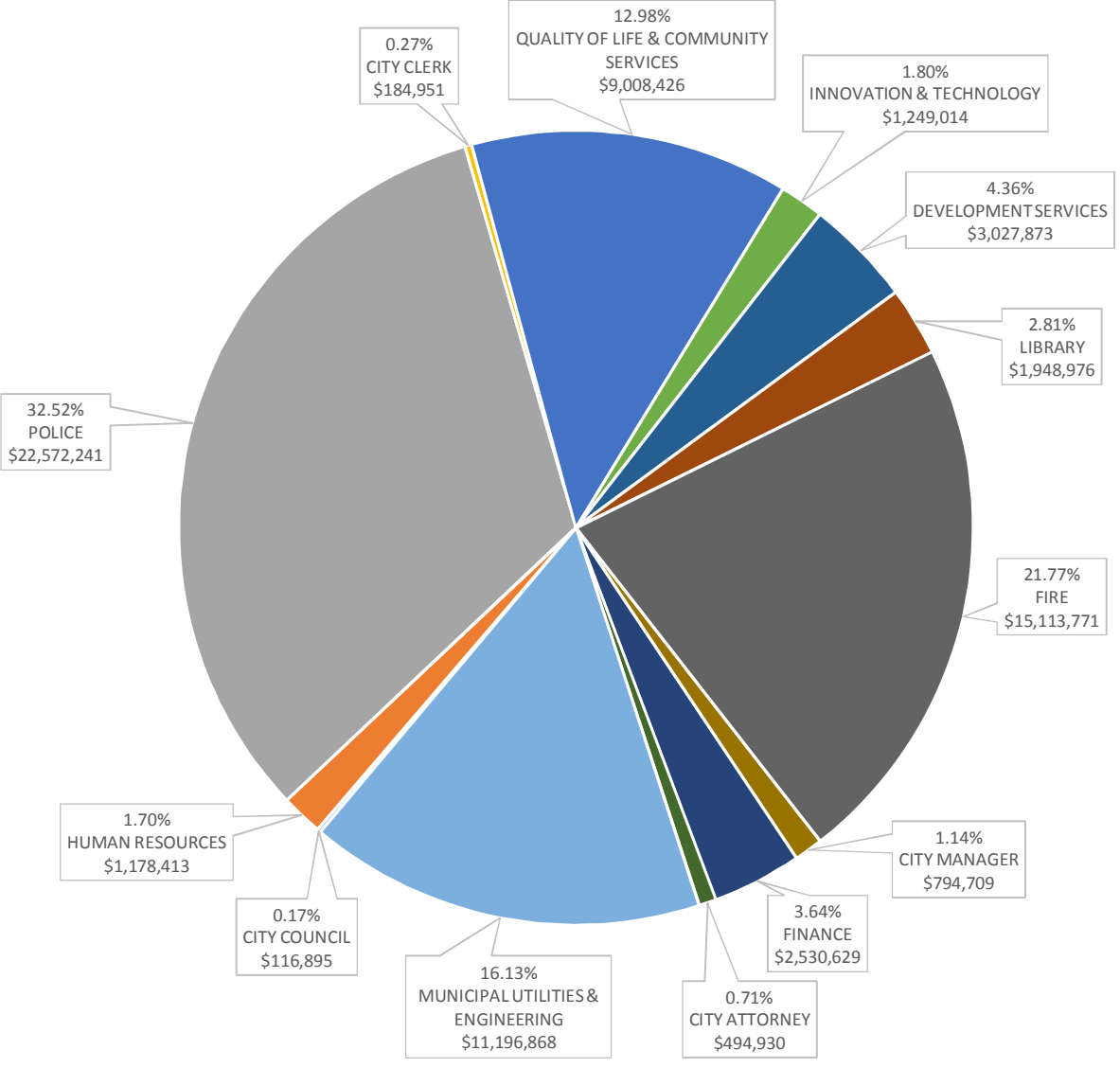
CITY OF REDLANDS
FULL TIME POSITIONS BY DEPARTMENT
480 POSITIONS



Full Time Positions excludes elected officials, appointed positions, part time positions, and grant funded positions.

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CITY OF REDLANDS
SALARIES AND BENEFITS BY DEPARTMENT
\$69,417,696



Human Resources includes \$170,000 for the Tuition Reimbursement Program

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**City of Redlands
2016-2017
Adopted Budget**

General Government

General Government refers to those departments that provide administrative support for the City and include:

- City Council
- City Clerk
- City Manager
- Innovation and Technology
- Finance
- City Attorney
- Human Resources

City of Redlands
2016-2017
Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>PROPERTY TAXES</u>				
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
<u>OTHER TAXES</u>				
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
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
<u>OTHER REVENUES</u>				
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
3255 Federal Reimbursement	2,718	0	0	0
3305 Cost Recover/Reimbursement Expenditure	11,792	118,859	144,665	10,000
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
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

City of Redlands
2016-2017
Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>AIR QUALITY IMPROVEMENT (221)</u>				
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
<u>GENERAL DEBT SERVICE (305)</u>				
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
<u>LIABILITY SELF-INSURANCE (602)</u>				
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
<u>INFORMATION TECHNOLOGY (604)</u>				
3393 Internal Svc Receipts: General Fund	1,634,880	2,213,561	2,060,274	1,638,618
3394 Internal Svc Receipts: 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
<u>WORKERS COMP SELF-INSURANCE (606)</u>				
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 WORKERS COMP SELF-INSURANCE	2,297,348	2,047,225	2,049,225	2,225,710
<u>UTILITY BILLING (608)</u>				
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
<u>COMMUNITY FACILITY DISTRICT TRUST (710)</u>				
3305 Cost Recover/Reimbursement Expenditure	1,464,368	1,440,000	1,450,000	1,465,000
3510 Investment Income	23,531	30,000	25,000	25,000
3810 Bond/Loan Proceeds	0	0	0	0
TOTAL COMMUNITY FACILITY DISTRICT TRUST	1,487,899	1,470,000	1,475,000	1,490,000

**City of Redlands
2016-2017
Adopted 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 and work.

Departmental Goals:

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

Program Description:

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

Program Objectives:

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

Significant Program Changes:

None

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
5140 Legal Services	53,604	25,000	5,000	0
5190 Other Professional Services	28,562	30,000	30,000	16,500
5240 Meeting & Professional Devlpmt	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 Charges	17,982	16,277	16,277	14,327
5490 Other Insurance	2,618	3,000	3,223	3,500
5570 Office Equip & Furn Rent	6,811	3,394	14,000	7,500
5760 Special Program Expenditures	0	66,000	66,000	50,000
5800 Subscriptions & Memberships	44,474	54,325	53,622	62,900
TOTAL SERVICES	159,176	204,946	193,277	160,587
<u>SUPPLIES</u>				
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
<u>FIXED ASSETS</u>				
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 Adopted 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 wavered. 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	101,034	103,384	106,502	108,910
4005 Salaries Part Time	0	0	0	14,054
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
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
<u>SERVICES</u>				
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
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
<u>SUPPLIES</u>				
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
Adopted 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 receive grant funding opportunities by the State of California and the Federal Government as well as receive 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

Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
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
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
<u>SUPPLIES</u>				
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

City of Redlands
 2016-2017
 Adopted 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 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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 Charges	0	2,690	2,690	2,368
5800 Subscriptions & Memberships	556	550	583	2,530
5840 Training	35	500	0	0
TOTAL SERVICES	6,450	11,740	11,273	11,948
<u>SUPPLIES</u>				
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
TOTAL SUPPLIES	1,232	2,000	1,500	4,000
<u>FIXED ASSETS</u>				
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

Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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 Charges	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
<u>SUPPLIES</u>				
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

City of Redlands

2016-2017

Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES (CONT.)</u>				
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
<u>FIXED ASSETS</u>				
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

Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
5275 Postage	0	0	8	0
5303 Telephone	165	350	(18)	0
5340 Office Equipment Maintenance	0	1,341	4,074	1,500
5570 Office Equip & Furn Rent	20,658	23,000	23,000	23,000
5580 Communications Svs & Rental	0	0	1,332	1,500
5590 Other Rentals	0	1,200	0	0
5880 Special Contractual Services	7,778	7,000	7,000	7,000
5990 Reimbursed Expenditures	(76,773)	(40,000)	(40,000)	(40,000)
TOTAL SERVICES	(48,172)	(7,109)	(4,604)	(7,000)
<u>SUPPLIES</u>				
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
Adopted 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 improvements for Cityworks Asset Management System
- Deployment of a new route management program for the solid waste division and customer service operations to streamline workflows
- Planning and implementation of a new traffic engineering software to streamline traffic volume and pattern analysis
- Implement online payment and forms submission on the City's website
- Expansion of data storage for redundancy and reliability
- Continual Service Improvement through IT Steering Committee meetings

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

Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	573,319	729,436	709,924	791,149
4005 Salaries: Part Time	45,345	95,000	43,179	75,000
4010 Overtime Salaries	2,605	2,000	4,803	5,000
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
<u>SERVICES</u>				
5103 Software Support/Development	480,236	736,920	638,174	693,495
5104 Hardware Maint/Replace	232,134	225,800	175,000	111,710
5190 Other Professional Services	230,857	258,100	198,557	143,100
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
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
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

Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	2,246	2,000	3,700	4,500
6375 Computer Components	65,982	64,650	53,700	35,682
6400 Equipment Parts	0	0	337	0
6500 Office Equipment & Furniture	1,081	0	0	2,500
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
<u>FIXED ASSETS</u>				
7060 Office Furniture	0	33,437	34,538	0
7080 Computer Equipment	308,781	765,968	619,600	259,186
7270 Building Construction	5,521	0	0	0
TOTAL FIXED ASSETS	314,302	799,405	654,138	259,186
<u>DEBT SERVICE</u>				
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 Adopted 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 cashing 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

**City of Redlands
2016-2017
Adopted Budget**

**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 thirteen 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

Adopted Budget

DEPARTMENT/DIVISION

FINANCE

FUND

GENERAL FUND

ORGKEY

101130

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
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
<u>SERVICES</u>				
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
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
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
<u>SUPPLIES</u>				
6140 Office Supplies	13,942	14,000	14,000	12,000

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101130

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SUPPLIES (CONT.)</u>				
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
<u>FIXED ASSETS</u>				
7150 Other Betterments & Improvements	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
Adopted 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

Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES (CONT.)</u>				
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
<u>FIXED ASSETS</u>				
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

City of Redlands 2016-2017 Adopted 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

Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	257,042	282,335	283,835	315,266
4005 Salaries: Part Time	10,206	25,716	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
<u>SERVICES</u>				
5103 Software Support/Development	5,578	6,100	6,750	16,500
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	456	825	735	825
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

City of Redlands

2016-2017

Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	5,587	8,500	7,000	7,000
6375 Computer Components	0	60,850	48,379	4,500
6500 Office Equipment & Furniture	207	30,000	35,560	12,965
6590 Special Departmental Supplies	425	450	0	450
TOTAL SUPPLIES	<u>6,219</u>	<u>99,800</u>	<u>90,939</u>	<u>24,915</u>
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvements	0	0	3,550	8,500
TOTAL FIXED ASSETS	<u>0</u>	<u>0</u>	<u>3,550</u>	<u>8,500</u>
 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

Adopted 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 COUNCIL ADOPTED
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
Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
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

Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
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
<u>DEBT SERVICE</u>				
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
Adopted Budget

DEPARTMENT/DIVISION
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

<u>FUND</u>					<u>ORGKEY</u>
RDLDS PUBLIC IMPRVMT DEBT SERVICE FUND					311130
	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED	
<u>SERVICES</u>					
5030 Fiscal Agent Fees	3,450	2,450	3,450	3,450	
5870 General Govt Service Charge	107	108	100	109	
TOTAL SERVICES	<u>3,557</u>	<u>2,558</u>	<u>3,550</u>	<u>3,559</u>	
<u>DEBT SERVICE</u>					
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	<u>1,915,863</u>	<u>1,898,126</u>	<u>1,898,126</u>	<u>824,125</u>	
 FUND TOTAL	 1,919,420	 1,900,684	 1,901,676	 827,684	

**City of Redlands
2016-2017
Adopted 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
Adopted Budget

DEPARTMENT/DIVISION
CUSTOMER SERVICE

<u>FUND</u>				<u>ORGKEY</u>
UTILITY BILLING FUND				608405
	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
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
<u>SERVICES</u>				
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 Charges	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
<u>SUPPLIES</u>				
6140 Office Supplies	4,754	5,500	5,000	5,500
6375 Computer Components	19,192	800	3,500	4,000
6500 Office Equipment & Furniture	0	3,000	0	5,000
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

Adopted 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 COUNCIL ADOPTED
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

Adopted 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 COUNCIL ADOPTED
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
FUND TOTAL	1,409,910	1,446,356	1,453,039	1,463,966

**City of Redlands
2016-2017
Adopted Budget**

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.

City of Redlands

2016-2017

Adopted Budget

DEPARTMENT/DIVISION

CITY ATTORNEY

FUND

GENERAL FUND

ORGKEY

101150

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
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
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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
2016-2017
Adopted 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

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DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND

GENERAL FUND

ORGKEY

101170

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
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

City of Redlands
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Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES (CONT)</u>				
6145 Awards/Recognition Program	6,705	10,000	9,300	10,000
6375 Computer Components	670	1,000	1,000	3,900
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
<u>FIXED ASSETS</u>				
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
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**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
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Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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	350,000	1,400,000	975,000
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
5950 Bad Debt Expense	0	0	0	0
TOTAL SERVICES	1,295,619	1,261,133	2,376,478	1,886,207

City of Redlands
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Adopted Budget

DEPARTMENT/DIVISION
RISK MANAGEMENT

<u>FUND</u>					<u>ORGKEY</u>
LIABILITY SELF INSURANCE FUND					602133
	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED	
	<hr/>				
<u>SUPPLIES</u>					
6140 Office Supplies	413	600	600	500	
TOTAL SUPPLIES	<hr/> 413	<hr/> 600	<hr/> 600	<hr/> 500	
FUND TOTAL	1,351,360	1,431,862	2,537,950	2,072,892	

**City of Redlands
2016-2017
Adopted 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

Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
6140 Office Supplies	181	300	300	300
6500 Office Equipment & Furniture	0	0	0	1,500
TOTAL SUPPLIES	181	300	300	1,800
DIVISION TOTAL	1,767,607	1,613,700	1,655,219	1,745,368

**City of Redlands
2016-2017
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
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
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Adopted 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

Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	42,063	43,865	43,024	52,301
4005 Salaries: Part Time	529	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
<u>SERVICES</u>				
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
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
<u>SUPPLIES</u>				
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
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	2,225,447

**City of Redlands
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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
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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>DEVELOPMENT SERVICES</u>				
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
3112 General Plan Amendments	5,603	11,038	5,547	16,641
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
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 Allocation	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
<u>DOWNTOWN BUSINESS AREA (236)</u>				
3250 Federal Grants	4,994	0	42,000	0
3305 Cost Recover/Reimbursement 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
<u>COMMUNITY DEV BLOCK GRANT (243)</u>				
3250 Federal Grants	0	322,287	322,287	322,287
3250 Federal Grants	844,010	0	207,569	0
TOTAL COMMUNITY DEV BLOCK GRANT	844,010	322,287	529,856	322,287

City of Redlands
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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>OBLIGATION PAYMENT (288)</u>				
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 PAYMENT	4,541,007	3,350,000	3,565,143	2,795,903
<u>SUCCESSOR TO RDA DEBT SVC (380)</u>				
3510 Investment Income	133,023	90,000	20,000	0
TOTAL SUCCESSOR TO RDA DEBT SVC	133,023	90,000	20,000	0
<u>SUCCESSOR TO RDA GENERAL FUND (480)</u>				
3305 Cost Recovery/Reimbursement Expenditure	14	0	0	0
3520 Rental Income	18,000	18,000	18,000	18,000
TOTAL SUCCESSOR TO RDA GENERAL	18,014	18,000	18,000	18,000
<u>SUCCESSOR TO RDA CAP PROJECT (488)</u>				
3510 Investment Income	595	625	500	500
TOTAL SUCCESSOR TO RDA CAP PROJECT	595	625	500	500

City of Redlands 2016-2017 Adopted 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

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DEPARTMENT/DIVISION
ECONOMIC DEVELOPMENT

FUND

GENERAL FUND

ORGKEY

101161

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
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)
<u>SUPPLIES</u>				
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

City of Redlands

2016-2017

Adopted 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 COUNCIL ADOPTED
<u>CAPITAL OUTLAY</u>				
7060 Office Equipment	0	11,800	11,800	0
TOTAL CAPITAL	<u>0</u>	<u>11,800</u>	<u>11,800</u>	<u>0</u>
<u>DEBT SERVICE</u>				
8100 Principal	65,607	0	0	0
8200 Interest	861	0	0	0
TOTAL DEBT SERVICE	<u>66,468</u>	<u>0</u>	<u>0</u>	<u>0</u>
 DIVISION TOTAL	 241,568	 485,801	 375,390	 324,970

**City of Redland
2016-2017
Adopted 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

Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES (CONT.)</u>				
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
<u>FIXED ASSETS</u>				
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
Adopted 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 Commission 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

Adopted Budget

DEPARTMENT/DIVISION

PLANNING

FUND

GENERAL FUND

ORGKEY

101164

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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	106,916	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
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
6130 Books & Supplies	834	1,000	1,000	1,000
6140 Office Supplies	4,016	3,500	3,500	3,500

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
PLANNING

FUND
GENERAL FUND

ORGKEY
101164

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SUPPLIES (CONT)</u>				
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
<u>FIXED ASSETS</u>				
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 Adopted 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
Adopted Budget

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

<u>FUND</u>	<u>ORGKEY</u>
DOWNTOWN REDLANDS BUSINESS AREA FUND	236166

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
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
<u>SERVICES</u>				
5034 Bank/Collection Agent Fees	5,997	6,000	4,100	6,000
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
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 Charges	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
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
TOTAL SERVICES	178,000	296,889	228,111	170,941

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

<u>FUND</u>					<u>ORGKEY</u>
DOWNTOWN REDLANDS BUSINESS AREA FUND					236166
	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED	
<u>SUPPLIES</u>					
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	
6520 Promotional Supplies	3,220	10,000	6,000	6,000	
6590 Special Departmental Supplies	2,220	16,758	1,709	2,000	
TOTAL SUPPLIES	8,844	35,126	10,441	11,500	
<u>FIXED ASSETS</u>					
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
Adopted Job Ledger Budget

Department
Development Services

<u>Fund</u> DRBA			<u>Orgkey</u> 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
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	0	22,887	22,887	26,320
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
<u>SERVICES</u>				
5190 Other Professional Services	0	16,450	16,450	25,000
5270 Printing and Binding	0	800	800	600
5275 Postage	0	50	50	50
5280 Advertising	0	800	800	650
5880 Special Contractual Services	0	52,843	52,843	48,343
TOTAL SERVICES	0	70,943	70,943	74,643
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	0	82,956	82,956	20,000
7230 Street Construction	0	134,992	134,992	190,138
TOTAL FIXED ASSETS	0	217,948	217,948	210,138
DEPARTMENT TOTAL	0	322,287	322,287	322,287

City of Redlands
2016-1017
Adopted Job Ledger Budget

Department
Development Services

<u>Fund</u> CDBG			<u>Orgkey</u> 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	77,823	0	4,383	0
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
<u>SERVICES</u>				
5190 Other Professional Services	21,945	7,000	17,915	0
5270 Printing and Binding	426	400	681	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
5880 Special Contractual Services	84,957	0	447	0
TOTAL SERVICES	151,469	20,871	28,179	0
<u>SUPPLIES</u>				
6140 Office Supplies	245	0	0	0
6590 Special Departmental Supplies	0	0	25	0
TOTAL SUPPLIES	245	0	25	0
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	62,735	162,106	151,625	0
7230 Street Construction	519,831	38,607	21,360	0
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	529,856	322,287

City of Redlands
2016-1017
Adopted Job Ledger Budget

Department
Development Services

<u>Fund</u> CDBG			<u>Orgkey</u> 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
Adopted 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
Adopted Budget

DEPARTMENT/DIVISION
SUCCESSOR AGENCY DEBT SERVICE

<u>FUND</u>					<u>ORGKEY</u>
SUCCESSOR TO RDA DEBT SERVICE FUND					380182
	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED	
<u>SERVICES</u>					
5030 Fiscal Agent Fees	0	17,500	12,600	12,600	
5190 Other Professional Services	1,504	1,000	0	0	
TOTAL SERVICES	<u>1,504</u>	<u>18,500</u>	<u>12,600</u>	<u>12,600</u>	
<u>DEBT SERVICE</u>					
8100 Principal	0	2,470,000	2,470,000	2,840,000	
8200 Interest	1,167,216	1,070,829	1,014,682	443,828	
TOTAL DEBT SERVICE	<u>1,167,216</u>	<u>3,540,829</u>	<u>3,484,682</u>	<u>3,283,828</u>	
 FUND TOTAL	 1,168,720	 3,559,329	 3,497,282	 3,296,428	

City of Redlands
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Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
6130 Books & Supplies	0	180	180	180
6140 Office Supplies	0	2,000	2,000	2,000

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES (CONT)</u>				
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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
4058 Unemployment Insurance	0	0	0	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
<u>SERVICES</u>				
5160 Auditing and Accounting	2,281	7,570	2,534	2,700
5760 Special Program Expenditures	0	300,000	0	450,000
TOTAL SERVICES	2,281	307,570	2,534	452,700
 FUND TOTAL	 15,599	 307,570	 3,010	 452,700

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City of Redlands 2016-2017 Adopted 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
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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>LIBRARY</u>				
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

*Unspent monies from the Fiscal Year 2015-16 California Library Literacy Fund grant provided to fund a full-time Adult Literacy Coordinator will be carried over to Fiscal Year 2016-2017.

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DEPARTMENT/DIVISION
LIBRARY ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101190

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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 Charges	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
<u>SUPPLIES</u>				
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

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DEPARTMENT/DIVISION
 LINCOLN SHRINE

FUND
 GENERAL FUND

ORGKEY
 101193

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
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

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**City of Redlands
2016-2017
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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

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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>POLICE DEPARTMENT</u>				
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/Reimbursement 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
<u>POLICE - ANIMAL CONTROL</u>				
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
<u>TRAFFIC SAFETY (223)</u>				
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
<u>PARKING AUTHORITY (237)</u>				
3520 Rental Income	6,631	6,500	6,500	6,500
TOTAL PARKING AUTHORITY	6,631	6,500	6,500	6,500
<u>ASSET FORFEITURE (246)</u>				
3460 Drug Confiscation - State	27,464	9,500	6,000	0
3461 Drug Confiscation - Federal	380,349	180,000	505,000	0

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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>ASSET FORFEITURE (246) (CONT.)</u>				
3463 15% Drug/Gang Prevention - St	2,274	2,000	1,700	0
3510 Investment Income	2,348	0	12,500	8,384
TOTAL ASSET FORFEITURE	412,435	191,500	525,200	8,384
<u>POLICE GRANTS (247)</u>				
3200 State Grants	135,817	0	182,322	0
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
<u>SUPPLEMENTAL LAW ENFORCEMENT (249)</u>				
3200 State Grants	100,720	113,000	126,194	113,000
3510 Investment Income	1,674	968	2,000	968
TOTAL SUPPLEMENTAL LAW ENFORCEMENT	102,394	113,968	128,194	113,968

City of Redlands 2016-2017 Adopted 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 and administrative assistance. Reserve officers are available for call-out to assist in special emergency

situations, such as flooding, fires, major traffic collisions and crime scene security. The officers provide other public service assistance, such as maintaining security at school functions and sports activities. The Reserve Unit also serves as valuable training for future law enforcement officers. Throughout the history of the Unit, many members have been hired by the Redlands Police Department and other local agencies as full-time police officers. The Reserve Unit currently consists of three members.

- *Citizen Volunteers*: The Department also has a Citizen Volunteer Patrol (CVP) unit consisting of 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 be 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	7,367,816	8,669,889	8,210,848	9,182,787
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
4011 Overtime: Reimbursable	170,570	264,525	193,250	189,048
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
4050 Pension Contributions	4,003,708	4,472,023	4,414,473	4,624,289
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
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
<u>SERVICES</u>				
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 Charges	130,274	131,058	131,058	92,465
5880 Special Contractual Services	249,062	278,480	267,002	267,002
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
<u>SUPPLIES</u>				
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
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 Adopted 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 9-1-1 calls. 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
Adopted Budget

DEPARTMENT/DIVISION
COMMUNICATIONS

FUND
GENERAL FUND

ORGKEY
101201

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
5340 Office Equipment Maintenance	649	2,500	3,048	2,500
5395 Info Technology Services Charges	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
<u>SUPPLIES</u>				
6500 Office Equipment & Furniture	2,369	2,998	789	3,500
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 Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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 Charges	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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5840 Training	70,293	100,130	95,130	149,000
5880 Special Contractual Services	27,589	44,814	50,841	54,980
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
<u>SUPPLIES</u>				
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
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
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	0	125,202	130,023	0
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
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	142,796	143,355	150,217	151,892
4005 Salaries: Part Time	24,535	30,594	20,131	14,877
4010 Overtime Salaries	1,775	8,500	3,000	13,800
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
<u>SERVICES</u>				
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 Charges	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
<u>SUPPLIES</u>				
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 Clothing	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
TOTAL SUPPLIES	29,011	34,800	36,800	38,950

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
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
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
5840 Training	2,475	1,500	2,565	1,500
5880 Special Contractual Services	1,200	7,680	9,300	12,200
TOTAL SERVICES	124,018	172,080	173,061	205,600
<u>SUPPLIES</u>				
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
TOTAL SUPPLIES	60,214	50,600	99,150	57,000
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	64,273	182,081	268,517	161,806
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
Adopted Job Ledger Budget

Department
Police

<u>Fund</u> Drug Confiscation			<u>Orgkey</u> 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
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City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
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
<u>FIXED ASSETS</u>				
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

City of Redlands
 2016-2017
 Adopted 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 COUNCIL ADOPTED
<u>DEBT SERVICE</u>				
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
Adopted Job Ledger Budget

<u>Fund</u> Police Grants	<u>Department</u> Police	<u>Orgkey</u> 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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

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City of Redlands 2016-2017 Adopted 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.

City of Redlands
2016-2017
Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>FIRE DEPARTMENT</u>				
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
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/Reimbursement 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
<u>EMERGENCY SERVICES (205)</u>				
3000 Current Secured Taxes	1,090,595	1,100,000	1,100,000	1,100,000
3305 Cost Recover/Reimbursement 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
<u>HOUSEHOLD HAZARDOUS WASTE (206)</u>				
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 HAZARDOUS WASTE	151,657	114,500	123,800	125,800

City 2016-2017 Adopted Budget

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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
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
5340 Office Equipment Maintenance	2,488	3,500	500	0
5350 Building/Grounds Maintenance	4,735	96,439	96,439	121,300
5360 Machinery & Equip Maint	314	9,000	10,000	13,907
5392 License & Permits	572	2,850	2,850	3,350

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5395 Info Technology Services Charges	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
5590 Other Rentals	500	6,000	3,000	6,000
5722 Penalties and Interest	26	25	25	25
5800 Subscriptions & Memberships	1,134	1,160	1,160	2,275
5840 Training	1,036	1,000	1,000	2,165
5880 Special Contractual Services	148,667	75,000	75,000	85,393
5999 Contingency - Vacancy	0	0	0	(26,807)
TOTAL SERVICES	1,128,140	992,197	971,797	992,333
<u>SUPPLIES</u>				
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
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	30,414	0	0	58,000
TOTAL FIXED ASSETS	30,414	0	0	58,000
<u>DEBT SERVICE</u>				
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
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES</u>				
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
6590 Special Departmental Supplies	40	2,275	12,275	6,525
TOTAL SUPPLIES	9,870	21,400	31,400	31,258
<u>FIXED ASSETS</u>				
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
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
5103 Software Support and Maintenance	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
<u>SUPPLIES</u>				
6130 Books & Supplies	895	2,000	2,000	2,600
6140 Office Supplies	919	1,000	1,000	1,200
6180 Turnout/Uniform & Safety Clothing	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
Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
5180 Medical/Physicals	4,720	0	0	0
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
<u>SUPPLIES</u>				
6180 Turnouts/Uniform/Sfty Clothing	0	301,956	301,956	0
6375 Computer Components	20,132	0	0	0
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
TOTAL SUPPLIES	60,602	301,956	301,956	0
<u>FIXED ASSETS</u>				
7080 Computer Equipment	0	0	19,262	0
7100 Motor Vehicles	20,000	16,032	16,032	0
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
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**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.

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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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
5395 Info Technology Services Charges	4,377	8,700	8,700	6,403
5580 Communications Svs & Rental	136,437	181,486	181,486	163,636
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
5840 Training	1,987	6,300	3,300	5,340
5870 General Govt Service Charge	177,033	177,918	177,918	180,942
5880 Special Contractual Services	625	9,000	4,000	81,500
TOTAL SERVICES	360,123	456,918	432,918	496,607

City of Redlands
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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 COUNCIL ADOPTED
<u>SUPPLIES</u>				
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
6180 Turnouts/Uniforms/Safety Clothing	3,444	12,000	12,000	12,000
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
<u>DEBT SERVICE</u>				
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
Adopted 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
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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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	33,746	0	2,395	0
4005 Salaries: Part Time	0	6,908	3,493	8,736
4010 Overtime Salaries	0	8,000	34,294	0
4011 Overtime Reimbursable	0	3,500	0	0
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
<u>SERVICES</u>				
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
TOTAL SERVICES	103,891	150,795	145,295	115,252
<u>SUPPLIES</u>				
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

City of Redlands
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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 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
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
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Quality of Life

Administration and Sustainability

Mission Statement

The mission of the Quality of Life Department is to promote and develop policies, procedures 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 prepared cost center spreadsheets that quantify the unit cost of division tasks (i.e. cost of vehicles, pothole repairs, park maintenance, street light repair, landfill compaction, etc.. This provides a planning-centric and proactive resource management methodology, enabling a more effective utilization of personnel and materials for maintenance and project management.

Level of Service Based on Available Human Resources – The QOL staff continues to improve 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, providing QOL personnel more accurate and timely data to make demand/capacity decisions about maintenance and project work prioritization and tradeoffs.

Departmental Description:

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

- Building Maintenance Division (City facilities maintenance)
- Citrus Groves & Citrus Preservation Division
- Code Enforcement Division (state and local laws/code compliance)
- Equipment Maintenance Division (City fleet maintenance, natural gas fuel station, Corporate Yard maintenance)
- Cemetery Division: (Hillside Memorial Park includes management and operation of the City-owned cemetery)
- Parks & Street Trees Division (park maintenance, ~~emergency~~ emergency tree trimming, Landscape Maintenance Districts and Community Facility Districts)
- Redlands Municipal Airport
- Streets & Electrical 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, 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)
- Recreation Division (manages a community center and two senior community centers, as well as associated programs, facilities, grounds and community events)

Sustainability Efforts:

- Expansion of City recycling programs
- Installation of solar-powered trash compactors in City parks
- Grant-funding for light efficiency and energy management of LED lights at the City's Airport
- Fleet Replacement Program
- Street light efficiency transition from sodium vapor and mercury to LED-based system
- Zanja Trail and Greenway Park
- San Timeteo Canyon trails
- Alessandro Gateway parking lot
- Oakmont Park and trails
- Energy Action Plan
- STAR Communities
- Energy Management with Lucid Design
- Outreach and educational programs for landscaping with California native plants
- Energy Leader Partnership Program with SCE and SCG

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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>QUALITY OF LIFE - RECREATION</u>				
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
<u>QUALITY OF LIFE - SENIOR SERVICES</u>				
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
<u>QUALITY OF LIFE DEPARTMENT</u>				
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/Reimbursement 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
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
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
<u>GAS TAX (207)</u>				
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 Receipts	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
<u>STREET LIGHTING DISTRICT #1 (260)</u>				
3650 Assessment District	25,158	25,500	25,500	25,500
TOTAL STREET LIGHTING DISTRICT #1	25,158	25,500	25,500	25,500

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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>COMMUNITY FACILITY DISTRICT 2004-1 (261)</u>				
3510 Investment Income	2,545	2,500	2,500	2,500
3650 Assessment District	131,421	125,000	125,000	125,000
TOTAL COMMUNITY FACILITY DISTRICT	133,966	127,500	127,500	127,500
<u>LANDSCAPE MAINTENANCE DISTRICT (263)</u>				
3650 Assessment District	29,195	30,000	30,000	30,000
TOTAL LANDSCAPE MAINTENANCE DISTRICT	29,195	30,000	30,000	30,000
<u>DISASTER RECOVERY (270)</u>				
3250 Federal Grants	150,841	0	0	0
TOTAL DISASTER RECOVERY	150,841	0	0	0
<u>SOLID WASTE (511)</u>				
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 Service Residential	6,087,766	5,825,000	6,301,850	6,301,850
3374 Solid Waste Service 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
<u>SOLID WASTE DEBT SERVICE (516)</u>				
3510 Investment Income	204,749	15,000	5,808	5,808
TOTAL SOLID WASTE DEBT SVC	204,749	15,000	5,808	5,808
<u>CALIF ST LANDFILL CLOSURE (517)</u>				
3510 Investment Income	53,430	55,000	55,000	50,000
TOTAL CALIF ST LANDFILL CLOSURE	53,430	55,000	55,000	50,000
<u>SOLID WASTE CAP IMPROVEMENT (519)</u>				
3369 Cap Improvement Charge Non-Res	1,206,740	125,000	25,000	25,000
3370 Cap Improvement Charge 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
<u>GROVES (538)</u>				
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

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REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>CEMETERY (562)</u>				
3360 Cemetery Internment	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
<u>CEMETERY PRE-NEED (563)</u>				
3510 Investment Income	6,964	5,000	5,000	5,250
TOTAL CEMETERY PRE-NEED	6,964	5,000	5,000	5,250
<u>AVIATION OPERATING (564)</u>				
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
<u>EQUIPMENT MAINTENANCE (607)</u>				
3305 Cost Recover/Reimbursement Expenditure	225,115	235,000	231,339	200,000
3393 Internal Svc Receipts: General Fund	1,231,589	898,694	898,694	958,637
3394 Internal Svc Receipts: 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)
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
<u>CEMETERY ENDOWMENT (702)</u>				
3364 Cemetery Endowment	70,180	60,000	60,235	72,000
TOTAL CEMETERY ENDOWMENT	70,180	60,000	60,235	72,000

City of Redlands
2016-2017
Adopted 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 City of Redlands Recreation Division is constantly evolving to meet the ever-changing needs of our community. In an effort to connect with residents better the Recreation Division partnered with the Solid Waste Division to produce a comprehensive Activity Guide with a complete listing of the activities and programs offered through the Recreation Division. This partnership combined resources to develop a Winter/Spring Activities Guide that was distributed through the Redlands Unified School District, providing local families with information on local recreation programs and educate the public on the various services available through the Solid Waste Division.

The Guide has quickly become an invaluable community resource, connecting young families to many of the free and low-cost opportunities, open to all youth in Redlands. It is also now the primary marketing piece for the fee based programs and classes offered through the division. As a result of publishing the guide, registration for these programs has increased as much as 10%.

The guide is also available online for the convenience of residents. Just one click provides customers with a PDF, printable version of the guide. For future publications the Division is looking into the feasibility of printing a bi-annual guide, distributed by direct mail to all households within the City limits.

Accomplishments for Fiscal Year 2015-2016:

- The Recreation Division has partnered with the Friends of the A.K. Smiley Public Library and the Redlands Police Department to host a series of Story Time programs for children. These free programs will be held three Mondays each month at the Community Center at 10:00 AM. Story time session held on the first and fourth Mondays will feature English Language Stories. The Story time session held on the second Monday of each month will be in Spanish. Each session will include a story, a fun activity for the children and a snack provided by the Community Center. Story times will complement the Mother's Club which meets on the third Monday of the month. The Community Center has its own lending library which has books for children and adults available for check-out during operating hours. Books read aloud at the story time sessions will be available for loan after the sessions.

The books available at the Redlands Community Center are courtesy of the Friends of the A. K. Smiley Public Library. Children's books for the story time are provided by the TOM TAYLOR CHILDREN'S BOOK FUND.

- In partnership with many local organizations, the City of Redlands Quality of Life-Recreation Division, and the Redlands Police Department, held its annual Back to School Jam on Saturday, August 1st from 10 a.m. to 12 p.m. at Sylvan Park. This event attracted over 1,000 participants, with over 600 children received free backpacks filled with school supplies, and nearly 500 children received a free nutritious meal, provided by Project 180. Vendor booths were also available for children. Children were able to get their faces painted, get ice cream or popcorn, get fingerprinted by the Redlands Police Department's Citizen Volunteers, receive a free book from the Sunrise Rotary Club's "Read for Life" bookmobile, and even visit some dogs and cats that are up for adoption by the Redlands Animal Shelter, in which 2 cats were adopted that day.

Free meals were provided by Project 180 for children 17 and under, where children received a nutritious meal of hot dogs, potato salad, oranges, and chocolate milk. Nearly 500 meals were handed out to children at this event. Meals were served by Project 180 staff, Micah House volunteers, and Redlands ROP interns.

The day before, on July 31st, children were given the opportunity to give back to their communities through community service at the two Micah House locations, one on Oxford Drive, and on Chapel Street in Redlands; and at the Redlands Community Center. These children, having donating their time and service, were already guaranteed a free backpack during the Back to School Jam, as well as every children in attendance during the event.

This is a free annual event that is held every year by the Micah House and the Redlands Police Department prior to the beginning of the school year. This event brings together families and their children to receive a free backpack and school supplies so that children are ready for their first day of school. This event was made possible thanks to the many contributions of local churches, Micah House, the Redlands Police Department, Redlands Fire Department, and the Recreation Division of the Quality of Life Department.

- The Recreation Division has partnered the Redlands Community Music Association to hold several free family-oriented events that allow young families to sing along to some of Latin America's most beautiful folk songs. Recently a city block (At the corner of Brockton and Lombard streets) was closed-off to transport community members of all ages on a musical and cultural journey through Mexico during "Many Voices, Muchas Voices,".

The block party-style community event featured musical performer Ana Gonzalez-Jorgenson, joined by the ensemble, Los Tremendos del Sur. As part of the program Gonzalez-Jorgenson lead guests on sing-alongs, taught Folklorico dance steps and also showcased a display of traditional costumes.

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
RECREATION

FUND
GENERAL FUND

ORGKEY
101230

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
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 Charges	42,058	58,605	50,879	52,137
5396 City Garage Charges	6,516	4,443	4,443	5,096
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
5950 Bad Debt Expense	454	0	89	100
TOTAL SERVICES	238,102	259,761	253,163	216,553

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
RECREATION

FUND
GENERAL FUND

ORGKEY
101230

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SUPPLIES</u>				
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 Adopted 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:

In an effort to continue to encourage healthy lifestyles for senior citizens, the Senior Services Division has been focus on creating new programs that encourage residents to make lifestyle choices that foster healthy living.

Various programs and classes such as Yoga, Tai Chi, Zumba Gold, Redlands 2 mile walkers, Fun and Fitness, and now Silver Sneakers are offered to assist Redlands residents in understanding the benefits of a healthy lifestyle and teaching skills for good preventative care.

A two day Senior Health Fair has also been incorporated offering over 25 vendors from all over San Bernardino County to provide free information on promoting healthy living and ways to stay healthy and active.

Last year the theme, "The Power of Healthy Living," promoted the many ways seniors can improve their health and feel more powerful in daily living. Dr. G.W. Abersold was the keynote speaker on both days.

Accomplishments for Fiscal Year 2015-2016:

- During the summer months of June and July the division partnered with Development Services to provide cooking demonstrations with professional chefs using fresh local ingredients from the

local farmer's market. The demonstrations were followed by trips to the local Saturday Morning Certified Farmers' Market.

Development Services coordinated the cooking demonstrations, with Chef Ryan Olufson, and Chef Marc Powers while the senior services division coordinated shuttle rides with the transportation bus to pick up senior citizens from their homes and bring them to the Community Center to enjoy the program. Following the cooking demonstrations, the shuttle transported senior citizens to the Farmers' Market where bought locally grown ingredients used in the cooking demonstrations using gift cards provided by the Department of Adult and Aging Services.

- The Senior Services popular day trips for older adults have added 2 mile walking tours of Los Angeles to its calendar. These new trips incorporate the use of the Metrolink and subway systems to offer a fun and casual excursions for retired Redlands residents. Destinations vary from Fine Arts Building, LA Central Library, Millennium Biltmore Hotel, Pershing Square, The Last Bookstore, Spring Street, Wall Street of the West, The Arcade Building and Broadway Theater District. Along with the walking tours, bus tours are still provided to offer extended travel opportunities to places around southern California.
- A Carfit technician from the Auto Club of Southern California was available at the Redlands Community Senior Center on November 7, 2015 providing free one-on-one help, safety information and resources for mature drivers based on a 12-point checklist. Carfit helps mature drivers improve the fit of their vehicles for safety and comfort and promotes conversations among older drivers and their families about the importance of safe driving and mobility. It also helps link adults with local resources that can help them safely drive as long as possible. The services are free, but appointments were required.

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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 Charges	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
5880 Special Contractual Services	12,783	11,000	13,823	11,000
TOTAL SERVICES	54,365	51,000	53,828	51,353
<u>SUPPLIES</u>				
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES (CONT.)</u>				
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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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	22,538	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
4080 Vehicle Allowance	18	20	267	18
4081 Eyecare Reimbursement	422	439	(14)	383
4082 Clothing Allowance	151	126	0	0
4084 Clothing Cash Payment	0	70	340	296
4085 Other Taxable Benefits	1,551	145	1,469	2,156
TOTAL SALARIES AND BENEFITS	230,763	211,551	175,198	196,850
<u>SERVICES</u>				
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 Devlpmt	1,380	2,000	2,000	2,000
5255 Travel Expense Reimbursement	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	206	645
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	(32,996)
TOTAL SERVICES	91,463	50,032	79,877	9,638

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES</u>				
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
<u>FIXED ASSETS</u>				
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
Adopted 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 one full time position. This crew provides maintenance services to all city facilities including the Civic Center, A.K. Smiley Library, Lincoln Shrine, four City fire stations, Safety Hall, the Police Annex, Joslyn Senior Center, the Community/Senior Center, the Corporate Yard, Hillside Memorial Park, Redlands Bowl Procellis, and the Carriage House in Prospect 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
- Remodeled the City Manager's office area. Included painting main hallway and various offices, new hallway ceiling and lighting, complete bathroom remodel with ADA upgrades, new carpet installation, new furniture installation
- Remodeled the City's Council Chambers. Included new paint, new lamination of the Dais, new lectern installation, new chairs and carpet.
- Assisted IT with the audio visual upgrade to the Council Chambers
- Assisted the Parks and Electrical department with the installation of lights and seating in the Civic Plaza at City Hall.

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	102,321	108,847	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
<u>SERVICES</u>				
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 Charges	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
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES</u>				
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
<u>FIXED ASSETS</u>				
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
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 7 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 its 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 10 Park Parking lots
- Installed 30 new trash/Recycle enclosure on State Street
- Replaced slides in Sylvan, Ford and Community Park's playgrounds
- 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
- Installed New shade sail structures over playground equipment
- Upgraded electrical lights at Redland Lawn Bowling Club
- Worked with the Water Division to re-pipe Hillside Memorial Park irrigation system
- Installation of trash receptacles and dog waste bag dispensers throughout the Orange Blossom Trail as well as Heritage Park
- Coordinated numerous Boy Scout Eagle Projects within several City parks
- Assisted and coordinated Redlands Helping Hands events

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
PARKS

FUND
GENERAL FUND

ORGKEY
101303

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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 Svc: 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 Charges	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

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
PARKS

FUND
GENERAL FUND

ORGKEY
101303

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SUPPLIES (CONT)</u>				
5890 Landfill Tipping Charges	3,370	6,000	6,000	6,000
TOTAL SERVICES	352,528	304,646	338,295	343,638
<u>SUPPLIES</u>				
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
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	25,572	0	0	0
7140 All Other Equipment	0	144,000	144,000	0
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
Adopted Budget

**Quality of Life
Streets & Electrical Division**

Program Description:

The Street Division provides for the general maintenance and repair of 316 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 1,030 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:

- With the addition of 3 full time and two part time employees as well as the success of the Paris program, we have been able to direct more attention to sidewalk hazard mitigation as well as storm drain and road edge maintenance. While the majority of El Nino storms missed us, the only serious problems that occurred were due to County owned drainage basins.

Accomplishments for Fiscal Year 2015-2016:

- Maintained over 300 miles of streets, including potholing, skin patching using 232 tons of asphalt in 563 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 2140 underground service alert tickets

- Fabricated, service or replacement of 580 street signs
- Serviced, repaired or replaced 775 street lights
- Responded to approximately 40 traffic signal complaints
- Performed 265 traffic signal inspections
- Completed annual cleaning of all storm drain inlets and channels
- Performed storm cleanup in San Timeteo Canyon Rd
- Installed 3 new traffic cabinets in efforts to upgrade aging equipment
- Prep and grading of new OBT trail
- Assistance in cemetery revitalization with major work in the new monument section
- Extensive research and repair of street lighting at Prospect Park
- Extensive drain maintenance near 5th Ave Swim Club

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
ELECTRICAL

FUND
GENERAL FUND

ORGKEY
101302

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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	2,838	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 Charges	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
5880 Special Contractual Services	26,643	18,000	18,000	18,000
TOTAL SERVICES	501,708	447,642	447,670	463,535

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
ELECTRICAL

FUND
GENERAL FUND

ORGKEY
101302

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SUPPLIES</u>				
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
<u>FIXED ASSETS</u>				
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
Adopted Budget

DEPARTMENT/DIVISION
STREETS

FUND
GENERAL FUND

ORGKEY
101304

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	440,220	511,599	512,217	583,617
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
<u>SERVICES</u>				
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 Charges	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
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

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
STREETS

FUND
GENERAL FUND

ORGKEY
101304

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SUPPLIES</u>				
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
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
6590 Special Departmental Supplies	3,787	10,000	10,000	10,000
TOTAL SUPPLIES	125,663	141,620	141,620	145,500
<u>FIXED ASSETS</u>				
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
 Adopted Budget

DEPARTMENT/DIVISION
 TREES

FUND
 GENERAL FUND

ORGKEY
 101305

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SERVICES</u>				
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
Adopted 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.

In Fiscal Year 2015-2016, the Code Enforcement Division has taken a lead in making the Redland's Multidisciplinary Taskforce resolve citizens' complaints especially with distressed and abandoned properties. Staff has begun to work multiple special projects and focus casework on high priority complaints to provide support for these identified city priorities.

Additionally in Fiscal Year 2015-2016, the Code Enforcement Division purchased a new code enforcement case management software and hardware in order to increase efficiency and streamline our process. These enhancements will allow us to work, perform, research and process cases in the field, providing better customer service.

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 fails, enforcement action is initiate 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 260 cases during the fiscal year.
- Closed 314 cases during the fiscal year.
- Inspected 1,200 rental units during the fiscal year.
- \$124,270.88 revenue earned during the fiscal year.

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
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
TOTAL SERVICES	11,026	21,787	25,999	16,021
<u>SUPPLIES</u>				
6140 Office Supplies	810	1,000	1,661	2,000
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	0	40,570	40,570	0
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

**City of Redlands
2016-2017
Adopted Budget**

Landscaping and Street Lighting Districts

Program Description:

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

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

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

Program Objectives:

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

Significant Program Changes:

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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
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
Adopted Budget

DEPARTMENT/DIVISION
LANDSCAPE MAINTENANCE DISTRICT

<u>FUND</u>					<u>ORGKEY</u>
LANDSCAPE MAINTENANCE DISTRICT FUND					263300
	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED	
<u>SALARIES AND BENEFITS</u>					
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	
<u>SERVICES</u>					
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	
<u>SUPPLIES</u>					
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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
5880 Special Contractual Services	17,671	0	0	0
TOTAL SERVICES	17,671	0	0	0
<u>SUPPLIES</u>				
6210 Repair/Maintenance Supplies	1,701	0	0	0
TOTAL SUPPLIES	1,701	0	0	0
<u>FIXED ASSETS</u>				
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
Adopted 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 two new automated side loaders to its fleet in place of older diesel units.
- The Landfill Division replaced three pieces of equipment, an old D-8 dozer with a new one, a new water truck replaced a temporary rental and a newer compactor replaced the old one.
- 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 entering scale tickets into our database.
- The Solid Waste Division added a new pressure washer along with an emergency response container to improve our response and cleanup process to spills.

Accomplishments for Fiscal Year 2015-2016:

- Solid Waste collected approximately 48,811 tons of refuse, 8,040 tons of recyclables, and 15,000 tons of green waste.
- 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.
- All bulky items, special waste and hard to handle material is being diverted from our City landfill and hauled to the County Landfill.

- A state funded mattress recycling program was implemented at both the corporate yard and Landfill. This allows additional diversion credits from our landfill while improving our recycling numbers to meet the quota set forth by Cal Recycle.

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SERVICES (CONT.)</u>				
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 Charges	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
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
<u>SUPPLIES</u>				
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 Clothing	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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES (CONT.)</u>				
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
<u>FIXED ASSETS</u>				
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
<u>DEBT SERVICE</u>				
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
2016-1017
Adopted Job Ledger Budget

<u>Fund</u> Solid Waste	<u>Department</u> Quality of Life	<u>Orgkey</u> 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
Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
6590 Special Departmental Supplies	0	25,000	0	0
TOTAL SUPPLIES	0	25,000	0	0
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	0	385,000	385,000	700,000
7140 All Other Equipment	0	0	0	60,000
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
<u>DEBT SERVICE</u>				
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
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
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
<u>DEBT SERVICE</u>				
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
2016-2017
Adopted Budget**

**Quality of Life
Citrus Groves**

Program Descriptions:

The City currently farms, through a local farming company, 15 separate citrus groves totaling approximately 153.5 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 fifteen 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. 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 24,379 field boxes of citrus for export domestically and internationally
- Rehabilitation of Texas Grove water well with a more efficient system
- Replace/relocate irrigation Booster pump for Palmetto Grove
- Install fencing around I-10 California Grove
- Removed and filled dilapidated reservoir of upper Prospect Grove in preparation of planting

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
GROVES

FUND
GROVES FUND

ORGKEY
538404

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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 Charges	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
<u>SUPPLIES</u>				
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

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
GROVES

FUND
GROVES FUND

ORGKEY
538404

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvements	2,800	285,100	200,228	0
TOTAL CAPITAL EXPENDITURE	2,800	285,100	200,228	0
<u>DEBT SERVICE</u>				
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
Adopted Job Ledger Budget

Department
Quality of Life

<u>Fund</u> Groves			<u>Orgkey</u> 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
Adopted Budget**

**Quality of Life
Cemetery Division**

Program Description:

Hillside Memorial Park is a historical cemetery consisting of more than fifty acres of land. There are 12.5 acres of undeveloped land for future developments. The cemetery has performed and recorded over 31,500 interments. The principal purpose of Hillside Memorial Park is to provide a place of reflection and remembrance to those that visit. Hillside staff works diligently with public and private organizations to provide the best possible service to the families served. Families are presented with an array of products to choose from which span from ground burials to mausoleum entombments and also cremation products. Hillside Memorial Park conducts an average of 200 interments a 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 permanent records for 31,609 interments performed. In Fiscal Year 2015-2016 there were 188 new interments recorded of which 37.77% were cremation oriented services.
- The repaving and irrigation replacement project was completed in Fiscal Year 2015-2016. The cemetery replaced 4,500 ft. of irrigation pipeline and repaved close to 5 miles of roads.
- As part of our beautification projects we removed 29 dead trees, 34 tree stumps left from prior tree removal projects, and trimmed 933 trees.
- The cemetery developed a Cremation Estate area in Block L located on the north end of the cemetery. Families that choose cremation may select from either a Niche Estate or a Cremation Bench Estate. This area offers families a semi private setting when visiting their loved ones.

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	144,343	206,615	220,893	223,345
4005 Salaries: Part Time	25,624	30,020	23,419	30,986
4010 Overtime Salaries	1,493	2,000	2,069	1,000
4015 Banked Leave Buy Back	5,045	1,420	4,261	3,984
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	237
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	383,823
<u>SERVICES</u>				
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
5270 Printing and Binding	448	0	761	500
5275 Postage	131	150	145	200
5280 Advertising	1,664	1,500	1,500	5,500
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
5395 Info Technology Services Charges	4,495	5,065	5,065	5,500
5396 City Garage Charges	28,442	22,715	24,608	26,000
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

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SERVICES (CONT.)</u>				
5740 Resale Materials	28,366	28,000	28,000	32,000
5870 General Govt Service Charge	56,705	56,988	56,988	57,957
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
<u>SUPPLIES</u>				
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
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
<u>FIXED ASSETS</u>				
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
7230 Street Construction	0	594,000	535,906	0
TOTAL FIXED ASSETS	14,437	924,600	633,511	0
<u>DEBT SERVICE</u>				
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	 679,665

City of Redlands
2016-1017
Adopted Job Ledger Budget

<u>Fund</u> Cemetery	<u>Department</u> Quality of Life	<u>Orgkey</u> 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
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**City of Redlands
2016-2017
Adopted 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. City Council appoints the Airport Advisory Board to advise staff and the City Council on all matters relating to airport management. Operational oversight is provided by department staff, which coordinates airport maintenance activities, grant acquisition, and general administration of the facility through various divisions within the Department.

The airport encompasses 177 acres, with 4,500 feet of runway, 199 hangars, 307 tie downs, and approximately 230 based aircraft. There are 9 businesses based at the airport.

Program Objectives:

- Operate and maintain a facility that is part of the regional, state, and national transportation infrastructure network
- Develop the facility to fully realize the its positive economic potential
- 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 three 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 2016 Hangar 24-sponsored air show event
- Hosted a Toys-For-Tots event at the airport that collected over three hundred toy donations.
- Hired a consultant to develop an Airport Business Plan.
- Awarded an Airport Capital Improvement Program grant to design an upgraded LED lighting and signage at the Airport. Additional grants will be pursued for the construction.
- Updated the Airport's General Industrial Permit by June 1, 2015, as required by the California State Water Resources Control Board.
- Worked with the FAA to develop a list of projects eligible for future Airport Capital Improvement Program grant funding

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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 Charges	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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SERVICES (CONT.)</u>				
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
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
<u>SUPPLIES</u>				
6140 Office Supplies	338	579	500	580
6210 Repair/Maintenance Supplies	7,324	2,654	3,000	5,000
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
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	53,697	96,303	77,692	450,000
TOTAL FIXED ASSETS	53,697	96,303	77,692	450,000
<u>DEBT SERVICE</u>				
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
Adopted Job Ledger Budget

Department
Quality of Life

<u>Fund</u> Airport			<u>Orgkey</u> 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
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**City of Redlands
2016-2017
Adopted 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)
- Bringing in fleet that has poor curb appeal for paint and body work.
- 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.
- Focus on Off Road Equipment and prepare a plan for replacement to meet CARB/DOORS regulations before its assigned deadline.
- Focus on removing old parts form parts room to reduce inventory and keep a minimal inventory that stays within the current fleet inventory.

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.
- Approval for Southern California Fleet Services to be onsite full time Fleet support for all city owned vehicles for after hour operations. This has reduced overall down time and proactive repairs vs. reactive.
- Equipment purchases for landfill which reduced high maintenance cost and wasted labor due to down equipment.
- Installation of Fuel Management software and programming to City vehicles.
- Participation with the Fire Dept. and MUED with travels to manufactures for final inspections of vehicles. Taking delivery of new vehicles and removal of out dated vehicles.
- Provide a presentation of vehicles purchased for fiscal year to City Council, City Manager and Mayor for hands on comparison with old to new equipment.
- Continuous checks and balances and growth with Vendors to help maintain: on/off site repairs, parts inventory, pricing and quality of parts.
- Tire management program that includes weekly visits to offsite City facilities for tire inspections.

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SERVICES (CONT.)</u>				
5392 License & Permits	4,714	9,500	8,500	9,500
5395 Info Technology Services Charges	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
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>DEBT SERVICE</u>				
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 Adopted 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
Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>ENGINEERING</u>				
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/Reimbursement 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
<u>MEASURE "I" (208)</u>				
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
<u>LOCAL TRANSPORTATION (209)</u>				
3200 State Grants	174,770	0	1,323,325	0
3250 Federal Grants	255,020	0	827,853	0
3305 Cost Recover/Reimbursement Expenditure	125,888	0	2,000,000	0
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
3810 Bond/Loan Proceeds	0	6,000,000	6,000,000	0
3771 Resident Contrib.: Bike Lanes	0	0	16,973	0
TOTAL LOCAL TRANSPORTATION	800,820	7,547,300	10,599,438	25,000
<u>MEASURE "I" 2010 (210)</u>				
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
<u>OPEN SPACE (227)</u>				
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
<u>GENERAL CAPITAL IMPROVEMENT (240)</u>				
3200 State Grants	255,152	1,121,032	1,158,517	918,722
3250 Federal Grants	407,180	649,400	183,608	932,042
3530 Miscellaneous Receipts	11,827	90,900	73,889	0
3540 Other Grants	55,219	0	85,000	0
3590 Donations	0	125,000	0	0
TOTAL GENERAL CAPITAL IMPROVEMENT	729,378	1,986,332	1,501,014	1,850,764

City of Redlands
2016-2017
Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>PARK & OPEN SPACE DEV (250)</u>				
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
<u>PUBLIC FACILITIES DEV (251)</u>				
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
<u>ARTERIAL STREET CONSTRUCTION (252)</u>				
3510 Investment Income	20,725	17,000	13,500	13,500
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 CONSTRUCTION	1,050,236	985,000	78,000	2,645,500
<u>TRAFFIC SIGNALS (253)</u>				
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
<u>FREEWAY INTERCHANGES (254)</u>				
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
<u>STORM DRAIN CONSTRUCTION (405)</u>				
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
<u>WATER (501)</u>				
3124 Plan Check	27,131	30,000	16,204	16,000
3305 Cost Recover/Reimbursement 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	578,791	225,000	225,000	300,000
3533 Misc. Taxable Sales	113	0	0	0

City of Redlands
2016-2017
Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>WATER (501) (CONT.)</u>				
3555 Fire Flow Testing	711	0	2,500	2,500
TOTAL WATER	23,131,831	22,748,000	18,096,312	21,433,354
<u>WATER PROJECTS (503)</u>				
3305 Cost Recover/Reimbursement Expenditure	56,722	0	0	0
TOTAL WATER PROJECTS	56,722	0	0	0
<u>WATER DEBT SERVICE (506)</u>				
3510 Investment Income	48,216	0	0	0
TOTAL WATER DEBT SERVICE	48,216	0	0	0
<u>SOURCE ACQUISITION (508)</u>				
3510 Investment Income	(207)	0	0	0
3551 Water Source Acquisition Residential	164,351	100,000	59,555	86,000
3552 Water Source Acquisition Non-Resident	0	15,000	0	29,000
TOTAL SOURCE ACQUISITION	164,144	115,000	59,555	115,000
<u>WATER CAPITAL IMPROVEMENT (509)</u>				
3369 Cap Improvement Charge Non-Res	39,271	100,000	2,358	326,000
3370 Cap Improvement Charge 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
<u>SEWER SERVICE (521)</u>				
3305 Cost Recover/Reimbursement 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 Waste 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
<u>SEWER DEBT SERVICE (526)</u>				
3510 Investment Income	77,880	200	0	0
TOTAL SEWER DEBT SERVICE	77,880	200	0	0
<u>SEWER CAPITAL IMPROVEMENT (529)</u>				
3369 Cap Improvement Charge Non-Res	74,949	200,000	4,500	359,000
3370 Cap Improvement Charge 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
<u>NON-POTABLE WATER (541)</u>				
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

City of Redlands
 2016-2017
 Adopted Budget

REVENUE DETAIL

	2014-2015 ACTUAL (AUDITED)	2015-2016 ADJUSTED BUDGET	2015-2016 12 MONTH ESTIMATED	2016-2017 COUNCIL ADOPTED
<u>NON-POTABLE CAPITAL IMPROVEMENT FUND (549)</u>				
3369 Capital Improvement Charge Non-Res	207,352	0	23,000	25,000
3510 Investment Income	4,722	5,000	5,000	5,000
TOTAL NON POT CAP IMPROVEMENT FUND	<u>212,074</u>	<u>5,000</u>	<u>28,000</u>	<u>30,000</u>

**City of Redlands
2016-2017
Adopted 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
Adopted Budget

DEPARTMENT/DIVISION
ENGINEERING

FUND
GENERAL FUND

ORGKEY
101400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
5190 Other Professional Services	71,929	145,500	54,175	60,000
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 Charges	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

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
ENGINEERING

FUND
GENERAL FUND

ORGKEY
101400

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SUPPLIES</u>				
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
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	188,017	901,479	958,223	0
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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>FIXED ASSETS</u>				
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
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

<u>Fund</u> Measure I			<u>Orgkey</u> 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
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City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
6130 Books & Supplies	357	0	0	0

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SUPPLIES (CONT.)</u>				
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
<u>FIXED ASSETS</u>				
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
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>FIXED ASSETS</u>				
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
Adopted 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
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City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
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
<u>FIXED ASSETS</u>				
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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>FIXED ASSETS</u>				
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
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	0	6,176	5,268	4,289
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
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
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
6560 Food	0	0	61	0
TOTAL SUPPLIES	0	0	61	0
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	283,500	407,847	623,228	0
TOTAL FIXED ASSETS	283,500	407,847	623,228	0

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>DEBT SERVICE</u>				
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
Adopted 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
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City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>DEBT SERVICE</u>				
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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
4057 Disability Insurance	0	0	0	0
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
<u>SERVICES</u>				
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
 Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	0	1,012,900	1,012,900	1,012,900
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
Adopted 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
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City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>FIXED ASSETS</u>				
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
Adopted 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
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City of Redlands 2016-2017 Adopted 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
Adopted Budget

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
TOTAL SALARIES AND BENEFITS	5,624,120	6,220,275	5,600,853	6,399,350
<u>SERVICES</u>				
5103 Software Support/Development	5,085	100,000	2,500	2,500
5104 Hardware Maint/Replace	6,605	11,500	0	0
5110 Architect & Engineer	2,000	0	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

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SERVICES (CONT.)</u>				
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 Charges	391,572	380,952	380,952	348,680
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
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
<u>SUPPLIES</u>				
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

City of Redlands
2016-2017
Adopted Budget

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2014-15 ACTUAL (AUDITED)	2015-16 ADJUSTED BUDGET	2015-16 12 MONTH ESTIMATED	2016-17 COUNCIL ADOPTED
<u>SUPPLIES (CONT.)</u>				
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
<u>FIXED ASSETS</u>				
7060 Office Furniture	0	28,000	28,000	20,000
7100 Motor Vehicles	408,660	107,636	124,000	280,000
7140 All Other Equipment	0	172,700	138,050	45,000
7150 Other Betterments/Improvement	20,348	250,000	0	0
7700 Water Facilities	35,776	0	0	0
TOTAL FIXED ASSETS	464,784	558,336	290,050	345,000
<u>DEBT SERVICE</u>				
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
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

<u>Fund</u> Water			<u>Orgkey</u> 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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
<u>SUPPLIES</u>				
6210 Repair/Maintenance Supplies	0	390,000	3	0
TOTAL SUPPLIES	0	390,000	3	0
<u>FIXED ASSETS</u>				
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
<u>DEBT SERVICE</u>				
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
Adopted 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 f	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
Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
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
<u>DEBT SERVICE</u>				
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
Adopted 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 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
7340 Purchase Water Shares	300,000	0	0	0
TOTAL FIXED ASSETS	300,000	0	0	0
<u>DEBT SERVICE</u>				
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
Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
5760 Special Program Expenditures	16,150	20,000	366	0
TOTAL SERVICES	<u>16,150</u>	<u>20,000</u>	<u>366</u>	<u>0</u>
<u>FIXED ASSETS</u>				
7700 Water Facilities	0	0	968,750	0
TOTAL FIXED ASSETS	<u>0</u>	<u>0</u>	<u>968,750</u>	<u>0</u>
<u>DEBT SERVICE</u>				
8200 Interest	1,278	0	0	0
TOTAL DEBT SERVICE	<u>1,278</u>	<u>0</u>	<u>0</u>	<u>0</u>
 FUND TOTAL	 17,428	 20,000	 969,116	 0

**City of Redlands
2016-2017
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>SERVICES (CONT.)</u>				
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 Charges	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
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
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
<u>SUPPLIES</u>				
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

City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
7080 Computer Equipment	0	7,500	7,500	7,500
7100 Motor Vehicles	43,685	516,175	516,175	40,000
7140 All Other Equipment	21,206	85,000	85,000	115,000
7150 Other Betterments/Improvements	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
<u>DEBT SERVICE</u>				
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
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
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
<u>FIXED ASSETS</u>				
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
<u>DEBT SERVICE</u>				
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
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
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
<u>DEBT SERVICE</u>				
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
Adopted 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 COUNCIL ADOPTED
<u>SERVICES</u>				
5760 Special Program Expenditures	9,690	0	0	0
TOTAL SERVICES	9,690	0	0	0
<u>FIXED ASSETS</u>				
7600 Wastewater Facilities	0	0	0	0
TOTAL FIXED ASSETS	0	0	0	0
<u>DEBT SERVICE</u>				
8200 Interest	0	0	0	0
TOTAL DEBT SERVICE	0	0	0	0
 FUND TOTAL	 9,690	 0	 0	 0

**City of Redlands
2016-2017
Adopted 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
Adopted 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 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
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
<u>SERVICES</u>				
5312 Electric Service: Facility Ops	34,267	150,000	80,000	80,000
5395 Info Technology Services Charges	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
<u>SUPPLIES</u>				
6210 Repair/Maintenance Supplies	2,606	0	0	0
TOTAL SUPPLIES	2,606	0	0	0
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	26,151	0	0	0
TOTAL FIXED ASSETS	26,151	0	0	0
<u>DEBT SERVICE</u>				
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
Adopted 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
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City of Redlands
2016-2017
Adopted 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 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
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
Adopted 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
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