

# City of Redlands California

**ADOPTED BUDGET  
FISCAL YEAR  
2017-2018**

# **CITY OF REDLANDS CALIFORNIA**

## **2017-18 ADOPTED BUDGET**

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

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2017-18  
Adopted Budget**

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May 16, 2017

## **BUDGET MESSAGE FOR CITY MANAGER'S FISCAL YEAR 2017-2018 BUDGET**

The Proposed Budget for Fiscal Year 2017-2018 presents a General Fund balanced on recurring revenues with a projected ending unreserved fund balance of \$9.5 million and reserves projected at \$10.1 million. These reserves consist of \$8.1 million for contingency and approximately \$2 million for various capital items. As a part of building the budget for Fiscal Year 2017-2018, revenue projections are forecasted based on objective data provided by the San Bernardino County's Auditor-Controller and the City's sales tax consultant, HdL. Main themes in the Fiscal Year 2017-2018 budget include establishing service levels that produce resident satisfaction, adjusting organizational staffing in response to opportunities to innovate, and balancing quality and efficiency within the constraints of limited resources and increasing costs.

As the City has remained committed to fiscal control and operational effectiveness, the Fiscal Year 2016-2017 twelve-month estimates demonstrate that the City will be in a better position with regard to unreserved ending fund balance, which is projected to be at \$242,410 *over* requirements and represents significant savings compared to the Fiscal Year 2016-2017 Adjusted Budget amount, which was projected at \$548,522 *under* requirements. The savings can be attributed to a better performing sales tax revenue stream that has been bolstered by strong sales in the Citrus Plaza and Mountain Grove retail establishments in the area commonly referred to as the "Donut Hole," located in unincorporated San Bernardino County and surrounded by the City of Redlands and is also attributed to lowered spending across departments.

### **Fiscal Year 2016-2017**

There were several challenges for the Adopted Fiscal Year 2016-2017 Budget within the General Fund. Franchise fees did not perform as expected and the City received approximately \$367,000 less than anticipated. Charges for service remained relatively level with the Adopted Budget, differing slightly by about \$236,000 more than what was budgeted. Transfers out of the General Fund to other funds increased by over \$500,000 due to higher than anticipated transfers that were required for both the Paramedics Fund and the Liability Self-Insurance Fund. The City's Paramedics Fund required a larger transfer than was originally projected, an increase of roughly \$260,000 from \$3.63 million to \$3.89 million. As the Paramedics Tax was approved in 1982 when the City had nine paramedic positions, it provided no consideration for increases as the program expanded. Today the Fire Department has 18 firefighter/paramedic positions. Because the General Fund must subsidize the costs of the enhanced paramedics program, the availability of General Fund resources is impacted. However, there was positive, significant growth in other areas of general tax revenue. Tax revenue from property, sales and transient occupancy performed better than expected and the City realized general tax revenues of \$892,000 in excess of the budgeted amounts.



Property tax is expected to outperform original projections due to stronger than average growth in value, increased ownership transfer re-valuations, and Proposition 8 re-valuation. Sales tax continues to demonstrate strong growth mainly attributed to Citrus Plaza and Mountain Grove retail developments. Transient Occupancy Tax realized one of its highest years of revenues, projected at \$1.3 million in receipts. Previous Fiscal Years 2014-2015 and 2015-2016 realized receipts of \$1.0 and \$1.1 million respectively. Transfers into the General Fund include Gas Tax receipts that are about \$61,000 less than projected as well as transfers of Late Fee payments from customer billings in the amount of approximately \$452,000 as they are recognized as “fees” under State Code. Including other minor changes in transfer amounts and sources, this resulted in a net increase of transfers into the General Fund of roughly \$250,000.

On the expenditures side, departments are projecting lowered spending levels to end Fiscal Year 2016-2017 by approximately \$377,000, which is contributing to the City’s ability to balance the changes in funding requirements as the fiscal year progresses. Despite these challenges, and through the efficient management of departmental expenses, the City was able to accomplish several major projects, some of which were identified in the previous City Manager’s Budget Message for Fiscal Year 2016-2017.

### **Gateway Project**

Officially referred to as the City’s I-10 Gateway Entry Landscape Beautification Project, the Gateway project was commissioned in an effort to enhance and enrich the appeal of traveling into the City’s downtown area. Project improvements include the construction and installation of gateway monuments, ornamental fencing, and replanting of existing landscaping with drought tolerant varieties in the areas near the on- and off-ramps of Interstate 10 in downtown Redlands at Sixth Street, Orange Street and Eureka Street. Staff worked at the direction of the City Manager to engineer a design that provided the highest aesthetic quality while keeping costs to a minimum. Of the original cost estimate of \$2.2 million, City staff was able to value engineer the project to reduce the cost to \$1.5 million while simultaneously expanding the scope to include additional underpass improvements. Increasing the perceived value of the City’s downtown retail and commercial core is representative of just how important it is to the City and the tax revenue generated from the business activities of that area.

### **Heritage Park Off-site Improvements Project**

During the past several fiscal years, the City has continued to contribute resources and effort towards the development and improvement of Heritage Park. Sometimes referred to as a park “25 years in the making,” Heritage Park is an 18.4 acre park that has been improved and developed since 2013, providing for many amenities such as entry steps and landing, pathways, fences, landscaping and landmark structures. Fiscal Year 2016-2017 saw the continuation of this effort in the form of the construction of off-site street improvements that provided curb and gutter, on-site channel restoration and the construction of a retention basin. In concert with City staff, the massive efforts of Day of Service volunteers helped to install a new water-wise drip irrigation system, 600 new plants, and a new bridge sitting on concrete moorings positioned among now-mature trees. The continual enhancement of Heritage Park continues through these efforts.

### **PARIS**

The City’s Pavement Accelerated Repair Implementation Strategy (PARIS) provides 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 existing PCI of 53 to a new PCI of approximately 80 in five years through use of various funding sources to deter the City's street degradation rate from accelerating significantly over time. For comparison purposes, the County of San Bernardino has a PCI of 70 and that State of California averages a PCI level of 66. As a result of vigorous oversight and streamlining, the City has been able to accomplish a PCI of 83 on time and within budget. This equates to the repaving of approximately 427 lane miles of road. The accomplishment is two-fold in that the condition of roads are improved and the ability to repair and maintain them in the future is enhanced to prolong the pavement lifecycle.

### **Fiscal Year 2017-2018**

For Fiscal Year 2017-2018, overall revenues are projected to increase by \$2.3 million. The revenue projection provided for in the Proposed Budget is more objective in that it is based on projections provided by the San Bernardino County Auditor-Controller's Office and the City's sales tax consulting firm, HdL. As such, projections include figures that are less conservative and based on objective evidence. The Government Finance Officers Association recognizes the benefits of and endorses each of these revenue forecasting methods, labeled as conservative and objective. An objective approach requires careful monitoring of general tax receipts and control over expenses.

The underlying assumption for property tax is the revenues from this source will increase over last year's estimates by approximately \$2.1 million. This is based on methodology that takes estimates from the San Bernardino County Auditor-Controller's office and applies an increase of 4%. The property tax estimates for Fiscal Year 2017-2018 also take into account payment to the City of the Redevelopment Property Tax Trust Fund (RPTTF) residual tax increment due to the wind down of the Successor Agency. The amount is expected to increase each year as the Successor Agency continues defeasance of its obligations. As with any methodology of forecasting revenues, Finance Division staff will monitor actual receipts against projections during the course of the fiscal year. Sales tax, the second single highest source of revenues to the City is projected to increase by 4%, or roughly \$660,000. This projection is based on estimates provided by the City's sales tax consultant and reflects the steady pace of growth the City has realized in the past, normalizing for the end of the "Triple Flip" in Fiscal Year 2015-2016.

Revenue projections for franchise fees reflect a moderate increase of roughly \$150,000. General Government revenues are expected to decrease this year by approximately \$600,000 and this is due to a one-time land sale that generated significant revenue under this category during Fiscal Year 2016-2017. Charges for service remain relatively flat, with decreases in projected revenues of \$398,000 as compared to Fiscal Year 2016-2017. This reflects a more conservative approach given the variability of charges for fees like development, inspections, and permits.

Main sources of transfers from other funds to the General Fund include \$495,000 of Late Fee payments from customer billings as they are recognized as "fees" under State Code, and approximately \$1.4 million of Gas Tax receipts. In total, net transfers are projected to increase by roughly \$327,000. Reserves scheduled for use in the amount of \$346,924 in Fiscal Year 2017-2018 include the Fire Equipment reserve for the purchase of a new medic squad vehicle and the lease payment for two fire engines, as well as use of the Maintenance Reserve for facilities to fund a building condition assessment for City buildings.

In total, an estimated \$68.5 million is available to fund the General Fund operations for Fiscal Year 2017-2018.

Transfers out of roughly \$5.5 million from the General Fund reduce available resources and, as noted above previously, include transfer to the Paramedic and Liability Funds of \$3.8 million and \$1.3 million respectively. Additionally, the transfer of \$306,719 to the Redlands Public Improvement Corporation Fund is required for the General Fund's share of the final debt service payment on the City's 2003 Certificates of Participation. An anticipated loan to the Public Facilities Fund of \$50,000 for its share of that debt service is listed as under New Reserves. After these and other, less significant transfers out of the General Fund, resources available to support department operations are just over \$63 million.

The process of developing the Proposed Budget for Fiscal Year 2017-2018 was not without its challenges. Initial budget requests submitted from departments were approximately \$65.2 million, excluding all supplemental requests for funding outside of current service levels. Working together as a team, staff were able to work with agility and accuracy to meet service delivery goals in new and innovative ways.

Among the many noteworthy operational improvements, here is a summary of the significant programs and initiatives:

- The Quality of Life Department is restructuring its tree trimming program to maximize the number of City-owned trees trimmed per year, thereby continually lowering the "trim" cycle from 20 years in 2014 to a current average cycle of 12 years. Through the current initiative, the department expects to lower this cycle even further to an estimated 7 years. This improvement to service delivery comes at no additional cost to the General Fund and is fully funded by the amount that the City previously spent on an annual basis for contractual tree trimming services.
- Also in the Quality of Life Department, deferred traffic cabinet maintenance is being addressed through collaborative efforts to replace existing, antiquated, decades-old traffic intersection electronics with new technology that more effectively controls traffic signals and manages traffic control.
- The Municipal Utilities and Engineering Department is leading the charge in a new approach to integrating technology as a resource to manage the City's public infrastructure and other assets as a part of the Smart Redlands Initiative. City Council briefings on the Smart Redlands Initiatives are scheduled for May 17th. Some of the projects currently under development include: the use of smart traffic signals and emergency vehicle preemption, developing a Citywide network of sensors to provide data feeds on everything from when to water green areas to when a storm is reaching critical levels, and harnessing new mobile tools to make government more accessible to those it serves. MUED along with the Innovation & Technology Division are working towards optimization of the City's GIS platform as a basis to support these initiatives.
- As part of a comprehensive effort of examining and evaluating the City's insurance and risk portfolio, Human Resources / Risk Management has optimized the manner in which the City insures itself through joining a regional insurance joint powers authority. The City will exercise more control over the settlement and management of claims, gain broader coverages and limits that are tailored to the types of loss faced by municipalities and will save the City money on premiums and other costs.
- The purchase of Fire Department equipment is included in the Proposed Budget as well. Using funds from reserves dedicated for these purposes, the Fire Department will retire and replace its current 10-year-old medic squad vehicle with 147,000 miles that has long since reached its salvage value.
- In terms of street improvements, this fiscal year will see a substantial new revenue stream as a result of the State's new Road Repair and Accountability Act of 2017 legislation. The City is expected to realize revenues of approximately \$396,000 in new receipts. This funding will be combined with current PARIS projects to increase the amount of lane miles slated for repairs from 101 to 107.

- Xenon Filter Replacement: The Xenon Filter in place at the City’s Wastewater Treatment Plant is the first of its kind and has reached the end of its usable life. The filter is used to draw water into third tier treatment for production of non-potable water. It is required in order to meet permit requirements in place for the operation of the treatment plant.
- The City has committed to a major overhaul of its core financial and accounting information system. The current software product in use was labeled as “End of Life” by its parent company as of January 2016. The City has identified funds that will be used to cover this significant investment. As a result of this implementation, the City hopes to bring new conveniences to those it does business with, including automation of the vendor payment process and providing expanded online services to customers.

Through the commitment and vision of the City Council, the City Manager implements staffing models sufficient and appropriate to address the needs of residents and community members, and to respond to requests for improved processes and accessibility. The focus of the City Manager’s office remains on recommending staff changes that improve efficiency, address safety of staff and the community, and generate revenues for the City. For Fiscal Year 2017-2018, the following requests are included. At the A. K. Smiley Public Library, the City Manager recommends the addition of a part-time maintenance worker to address the grounds-keeping needs of a facility that sees an average of over 275,000 visitors annually. To address the operational demands of the Redlands Animal Shelter, an additional animal control officer and part time customer service representative has been included in the budget request in order to extend office hours, field coverage and enhance the shelter’s ability to promote the adoption of companion animals. Two police officers funded for the latter half of the fiscal year are included in the budget request for the Police Department demonstrating the City’s commitment to dedicating resources in support of public safety within a budget climate of competing priorities. As a part of the focus to improve the downtown business core, the budget request includes the addition of two downtown attendants that will enhance customer service and monitor activities while maintaining a visible presence for visitors and businesses in the area.

For the Revenue Division, the addition of a temporary cashier position has been included in an effort to alleviate the front counter workload such that back office procedures for recording business licenses can occur more efficiently. In Emergency Preparedness, the addition of an emergency operations coordinator has been included in order to bolster this program and extend additional community resources. Two part time administrative technicians will be eliminated from the budget as a result. In the Finance Division, a limited term full time payroll assistant has been included in the budget request with the goal of alleviating additional workload that will be incurred during the implementation of a new financial accounting system for the City. The part time payroll assistant will be eliminated from the budget as a result. In Human Resources, a human resources technician is being added and a corresponding position of human resources analyst is being deleted, as the department refocuses workload in order to reduce staff costs and improve efficiencies.

The addition of two parks maintenance workers has been included in the Proposed Budget request in order to provide expanded levels of service and to address the growing needs of additional park acreage. Beyond this, two streets maintenance workers have been added to the staffing changes in order to address the ever-present need for sidewalk repairs throughout the City, however at this time these positions are not included in the Proposed Budget for Fiscal Year 2017-2018. Staff proposes to examine General Fund revenue performance during the fiscal year to ascertain whether or not these positions can be funded during mid-year. As noted previously, in an effort to significantly shorten the tree trimming cycle, three tree trimmer positions have been included in the Proposed Budget. The costs for funding these positions is fully offset by the avoiding the cost of the tree trimming contract. For the City’s Code Enforcement Division, funding has been included for an

administrative technician and two part time code enforcement officers in order to support the rental inspection program as well as providing for enhanced customer follow-up. Through their support of the rental inspection program, most of the costs associated with these positions is offset by enhanced program revenues.

In the Municipal Utilities and Engineering Department, funding for the deputy director has been included in the Proposed Budget. The focus of the position will be to support departmental priorities and goals and enhance service levels. Also included is the position of project manager, which will have a significant role in supporting upper management to ensure the scope and direction of high profile projects are completed timely and efficiently. A senior administrative analyst will be eliminated from the budget as a result.

Lastly, the addition of a full time, dedicated airport supervisor is included in the Airport Division's budget request and will provide an enhanced level of service for Airport patrons, help to maintain regulatory compliance with the Airport's operating permit, and oversee the day-to-day operations at the Airport.

Thanks to their efforts over a short time during and following the budget meetings held in late April, the Department Directors and their staff, along with the Finance Division and City Manager's office have made reductions to expenditures and additions to estimated revenues, where possible, sufficient to present balanced budgets in Fiscal Years 2016-2017 and 2017-2018. At June 30, 2018, the City expects to end the year with a surplus of \$89,745 and an ending unreserved fund balance of \$9.5 million. Both fiscal years were balanced without using the City's reserve for contingencies, nor its unreserved fund balance.

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 enhancements to the City's downtown business core, investment in technology resources as a means for efficiency, and advanced approaches to public infrastructure management, 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 2017-2018, especially staff in the Finance Division of the Management Services 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 2017-18 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 2017-18 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 3/10/2017
- Requested completed budget packets due to Finance 3/27/17
- Finance review of department submissions 3/28 - 4/12/17
- Department meetings with City Manager 4/19 - 4/20/17
- Proposed Budget Distribution for City Council Review 5/5/17
- Presentation to Budget Subcommittee 5/10/17
- Proposed Budget distribution to City Council for review 5/12/17
- Proposed Budget presentation to City Council 5/16/17
- Adoption by City Council 6/06/17

# City of Redlands 2017-18 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.
- 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.
- Safety/City Hall Replacement Fund (406) – To track the accumulation and use of resources for constructing, acquiring, and rehabilitating capital assets related to a new Safety/City Hall.
- 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.

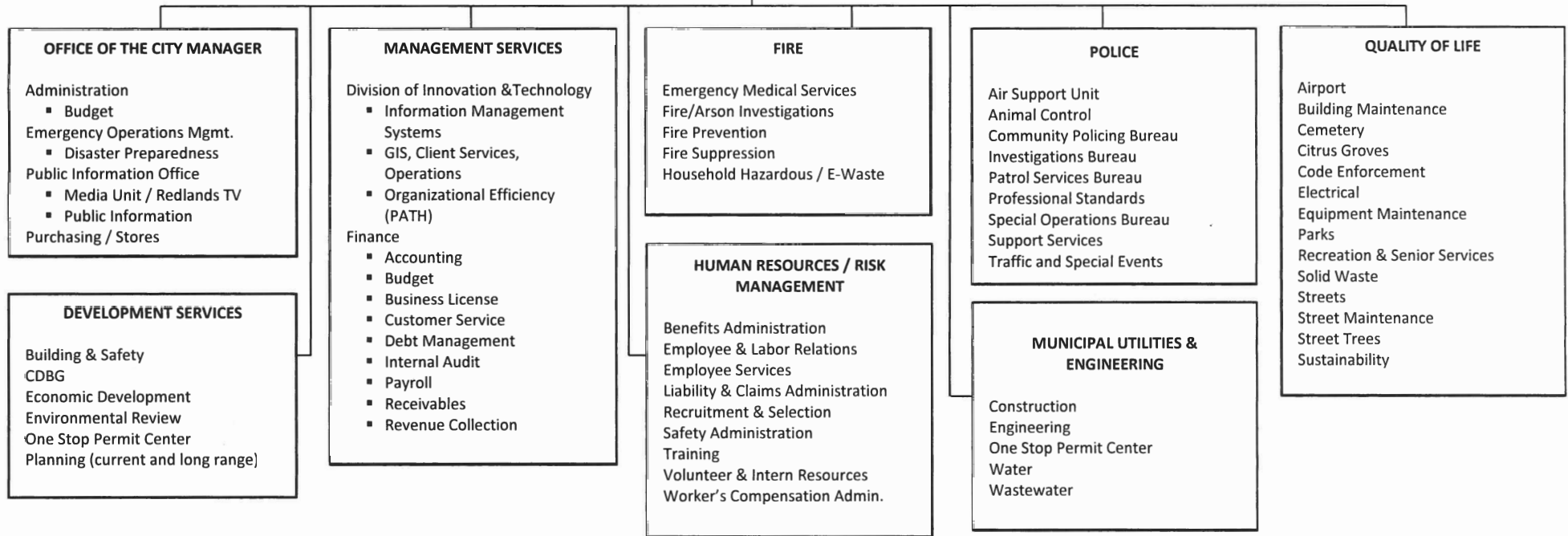
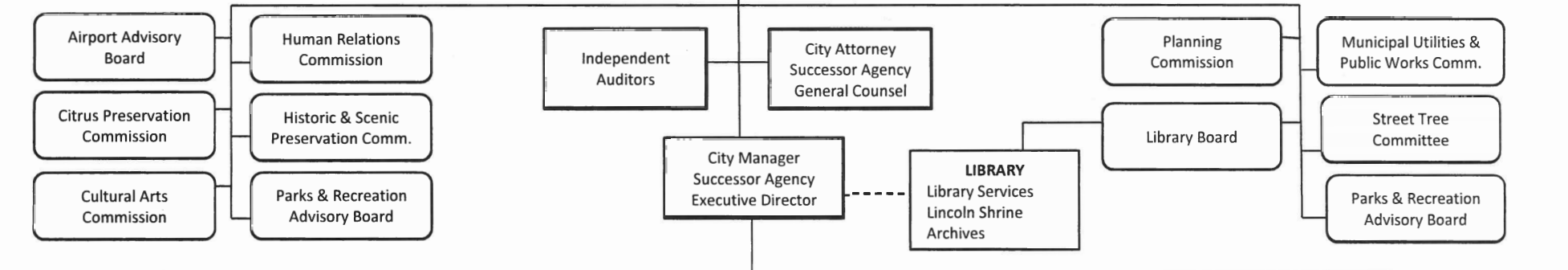
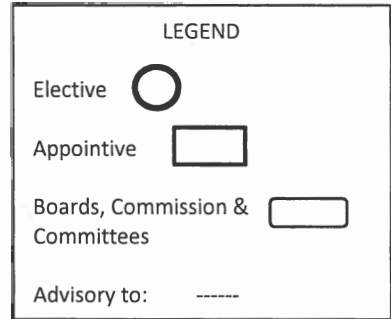
- Liability Self-Insurance Fund (602) – To account for the City’s self-insured general and automobile liability programs, which are provided to all City departments and funds.
- Information Technology Fund (604) – To account for the general maintenance and service of all City computers and phone equipment 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*  
N. Enrique Martinez, City Manager  
Effective July, 2017

# VOTERS





**City of Redlands**  
**2017-18**  
**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 (2016-17 through 2018-19) – General Fund presents the General Fund’s year-end audited position for fiscal year 2015-16 with estimates for the current year and two subsequent years.
- Schedule 3     Loans Outstanding for Fiscal Year 2017-18 identifies the outstanding balance of loans made between funds (Advances Receivable).
- Schedule 4     Schedule of Adopted Reserves for Fiscal Year 2017-18 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 2017-18 Financial Sources and Requirements by Fund presents the individual funding plan or budget summary for each fund.
- Schedule 6     Summary of 2017-18 Financial Sources and Requirements presents a summary of funding plans for all funds including totals for all City funds’ revenues and appropriations.

SCHEDULE 1

City of Redlands  
2017-18 Adopted Budget Summary  
General Fund

	2015-16 Audited Actual	2016-17 Adjusted Budget	2016-17 12 Month Estimate	2017-18 Adopted Budget
<b>AVAILABLE FINANCIAL SOURCES:</b>				
BEGINNING FUND BALANCE-UNRESERVED	\$ 9,973,849	\$ 9,135,636	\$ 9,135,636	\$ 9,378,046
<b>Revenues</b>				
<b>Taxes:</b>				
Property	24,961,376	25,706,333	26,003,853	28,192,730
Sales	17,232,750	16,618,000	17,318,140	18,011,020
Franchise	3,079,571	3,435,000	3,067,400	3,219,000
Other-(TOT, Property Transfer, Mining)	1,954,010	1,845,000	2,107,645	2,240,000
<b>Total Taxes</b>	<b>47,227,707</b>	<b>47,604,333</b>	<b>48,497,038</b>	<b>51,662,750</b>
<b>General Government:</b>				
Business Licenses	3,559,713	3,255,000	3,255,000	3,340,000
Motor Vehicle Fees	28,404	-	33,807	-
Interfund Charges	3,035,487	3,420,089	3,273,146	3,365,322
Investment Income	395,216	150,000	150,000	170,000
Other	1,081,093	1,333,250	1,209,854	602,000
<b>Total General Government</b>	<b>8,099,914</b>	<b>8,158,339</b>	<b>7,921,807</b>	<b>7,477,322</b>
<b>Charges For Services:</b>				
Development Services	1,374,506	2,423,004	2,335,883	2,200,637
Library	186,107	185,800	186,017	185,360
Police and Animal Control	661,844	452,928	464,836	396,484
Community Services	182,278	226,655	211,672	244,000
Fire	1,338,920	1,236,740	1,481,065	1,375,240
Quality of Life	1,572,137	1,194,562	1,352,847	1,419,800
Engineering	885,900	762,000	788,433	601,000
<b>Total Charges For Services</b>	<b>6,201,692</b>	<b>6,481,689</b>	<b>6,820,752</b>	<b>6,422,521</b>
<b>Total Revenues</b>	<b>61,529,313</b>	<b>62,244,361</b>	<b>63,239,597</b>	<b>65,562,593</b>
<b>Interfund Transfers from Other Funds:</b>				
Gas Tax (207)	1,524,176	1,443,216	1,381,912	1,444,647
Local Transportation (209)	-	-	-	15,000
Traffic Safety (223)	200,375	193,700	176,970	157,000
Public Facilities (251)	121,685	121,685	-	-
General Debt Service (305)	10,265	-	-	-
Water (501)	387,289	193,245	429,245	629,110
Solid Waste (511)	212,567	97,000	222,000	239,940
Sewer (521)	41,698	12,729	101,729	153,984
<b>Total Interfund Transfers From Other Funds</b>	<b>2,498,055</b>	<b>2,061,575</b>	<b>2,311,856</b>	<b>2,639,681</b>
<b>Decreases to Reserves and Other Sources:</b>				
Encumbrances	2,629,960	2,286,757	2,286,757	-
General Fund Vehicles	40,570	-	-	296,924
Fire Equipment Reserve	136,924	136,924	136,924	-
Maint: Park Playgrounds, Equip, Facilities	-	-	-	50,000
<b>Total Cancellations or Decreases to Reserves</b>	<b>2,807,454</b>	<b>2,423,681</b>	<b>2,423,681</b>	<b>346,924</b>
<b>TOTAL AVAILABLE FINANCIAL SOURCES</b>	<b>\$ 76,808,671</b>	<b>\$ 75,865,253</b>	<b>\$ 77,110,770</b>	<b>\$ 77,927,244</b>

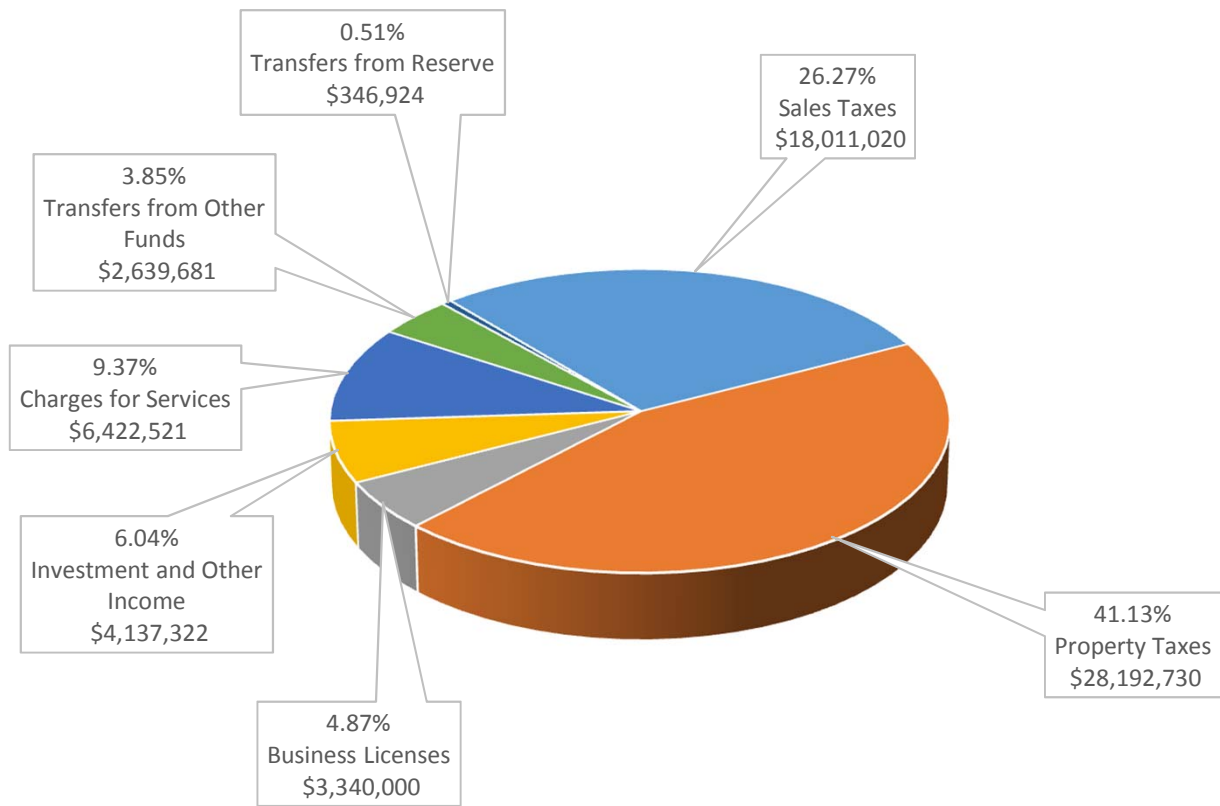
SCHEDULE 1

City of Redlands  
2017-18 Adopted Budget Summary  
General Fund

	2015-16 Audited Actual	2016-17 Adjusted Budget	2016-17 12 Month Estimate	2017-18 Adopted Budget
<b>FINANCIAL REQUIREMENTS:</b>				
Appropriations/Expenditures				
City Council	\$ 336,511	\$ 323,282	\$ 354,722	\$ 301,978
City Manager	1,403,161	1,259,290	1,261,512	1,428,536
City Clerk	210,055	305,108	277,244	238,283
City Attorney	683,181	586,124	573,353	637,317
Management Services	1,967,751	2,020,580	1,934,079	2,138,200
Human Resources	3,683,846	3,898,137	3,565,818	4,030,927
Development Services	3,251,112	3,812,656	3,796,991	3,222,945
Quality of Life	6,789,643	7,108,987	6,933,082	7,024,187
Community Services	765,195	862,706	868,136	980,461
Engineering	1,475,331	1,050,615	1,255,905	714,321
Library	1,909,441	2,014,854	1,974,102	2,171,130
Police	23,910,506	25,446,378	25,613,446	25,866,543
Fire	11,835,974	13,087,854	12,990,670	14,155,465
Total Appropriations	58,221,707	61,776,571	61,399,061	62,910,293
Interfund Transfers to Other Funds:				
Paramedic Fund (205)	3,467,651	3,637,726	3,898,618	3,826,212
Supplemental Law Enforcement (249)	-	-	409	-
Street Lighting District #1 (260)	-	-	-	2,842
Landscape Maintenance District (263)	5,078	-	1,951	13,387
Redlands Public Improvement Corp. (311)	950,842	413,842	413,842	306,719
Water (501)	12,342	-	-	-
Sewer Service Fund (521)	5,695	-	-	-
Citrus Groves (538)	1,700	-	-	-
Liability Self-Insurance (602)	1,010,000	1,350,000	1,650,000	1,350,000
Info Technology (604)	471	100,000	50,000	-
Total Interfund Transfers To Other Funds	5,453,779	5,501,568	6,014,820	5,499,160
New or Increases to Reserves				
Encumbrances	2,286,757	-	-	-
Prepays	46,941	-	-	-
General Fund Contingencies	187,180	-	-	-
Fire Equipment Set-aside	-	-	60,000	-
Maintenance Set-asides	187,180	-	-	-
Capital Set-asides	187,180	-	150,000	-
Unfunded Mandates	187,180	-	-	-
Advances Receivable	915,131	-	108,842	50,000
Total New or Increases to Reserves	3,997,549	-	318,842	50,000
<b>TOTAL FINANCIAL REQUIREMENTS</b>	<b>\$ 67,673,035</b>	<b>\$ 67,278,139</b>	<b>\$ 67,732,724</b>	<b>\$ 68,459,453</b>
<b>SOURCES OVER/(UNDER) REQUIREMENTS</b>	<b>(838,213)</b>	<b>(548,522)</b>	<b>242,410</b>	<b>89,745</b>
<b>ENDING FUND BALANCE-UNRESERVED</b>	<b>\$ 9,135,636</b>	<b>\$ 8,587,114</b>	<b>\$ 9,378,046</b>	<b>\$ 9,467,791</b>

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**CITY OF REDLANDS**  
**GENERAL FUND**  
**REVENUES AND OTHER FINANCING SOURCES**  
**FISCAL YEAR 2017-18**  
**\$68,549,198**

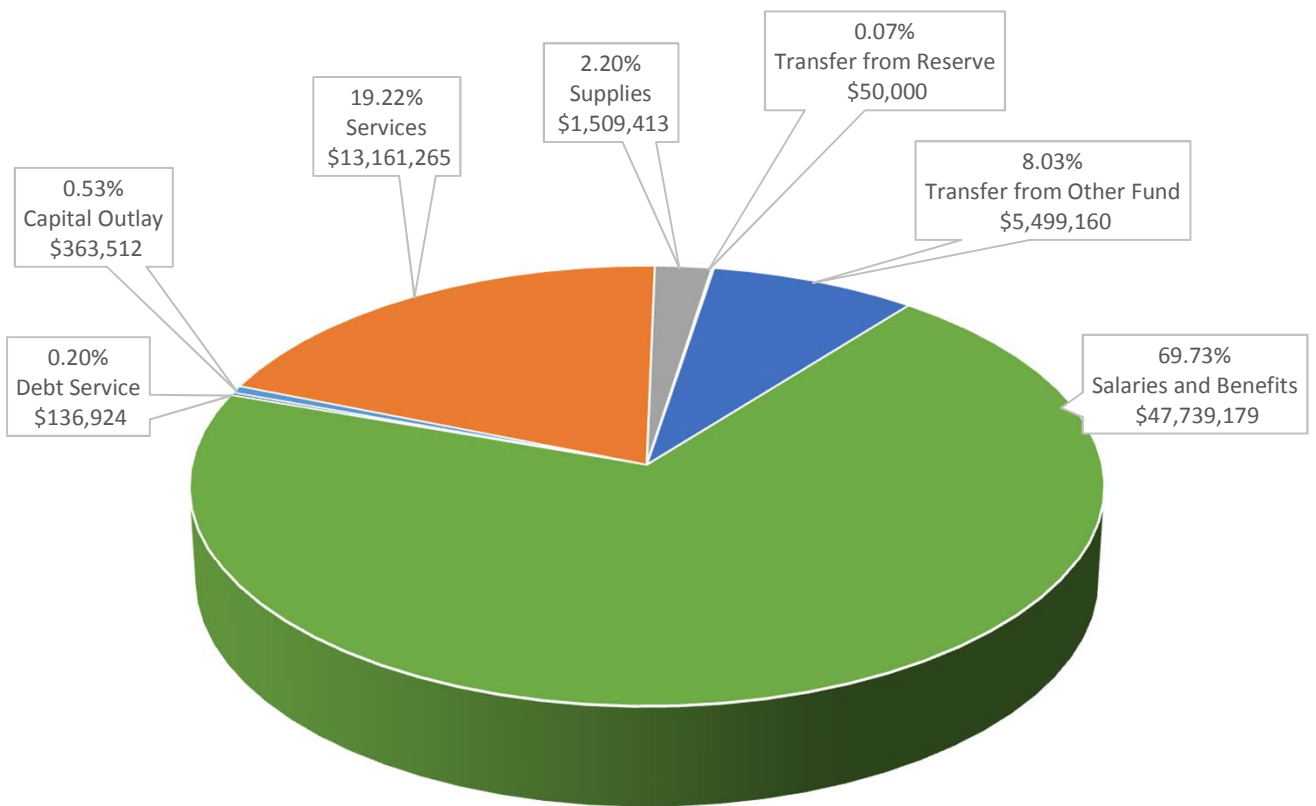


- Sales Taxes
- Property Taxes
- Business Licenses
- Investment and Other Income
- Charges for Services
- Transfers from Other Funds
- Transfers from Reserve



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**CITY OF REDLANDS**  
**GENERAL FUND**  
**EXPENSES & OTHER FINANCING USES**  
**FISCAL YEAR 2017-18**  
**\$68,459,453**

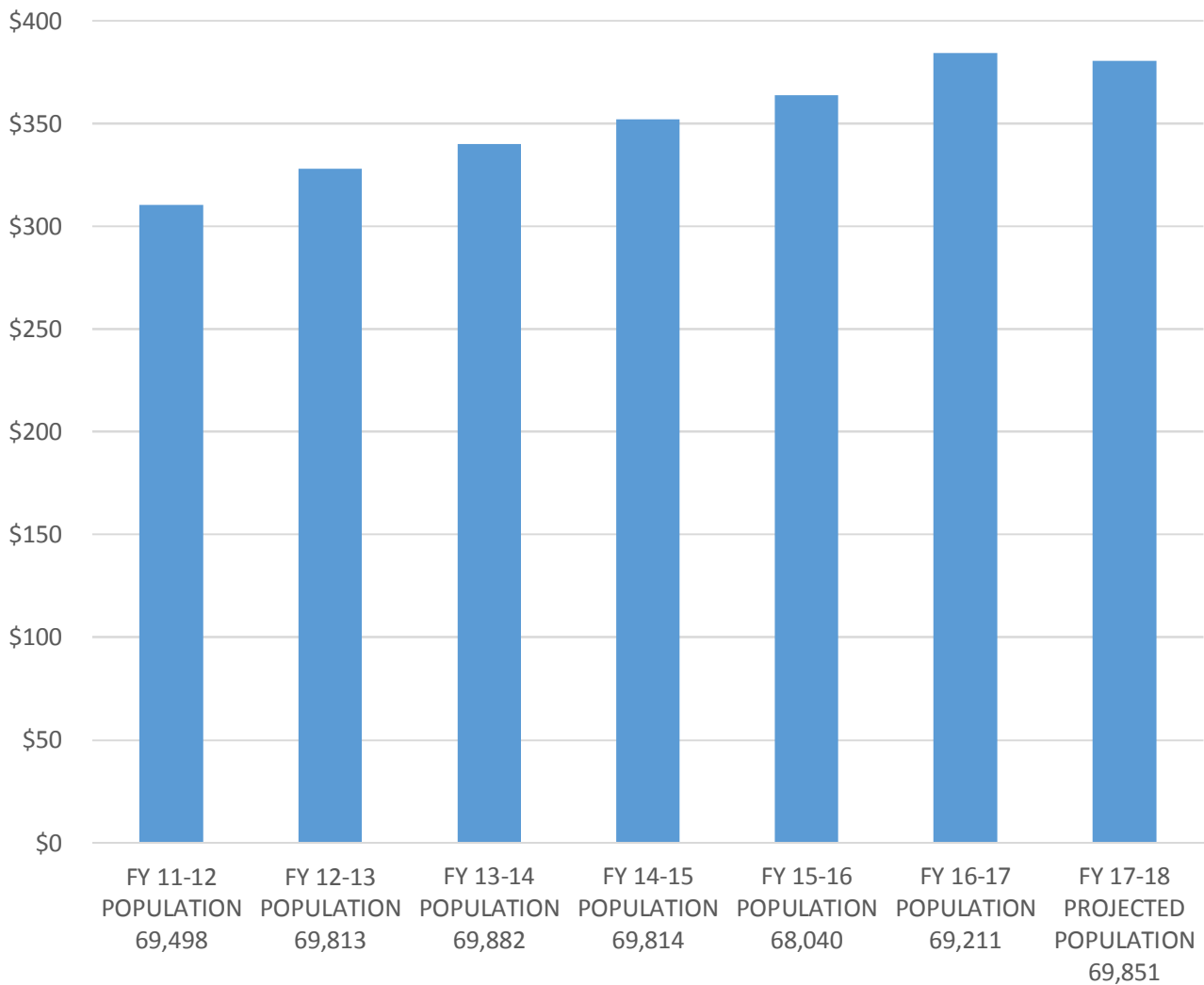


- Capital Outlay
- Services
- Supplies
- Transfer from Reserve
- Transfer from Other Fund
- Salaries and Benefits
- Debt Service

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## CITY OF REDLANDS

### POLICE DEPARTMENT EXPENDITURES PER CAPITA PRIOR YEAR COMPARISONS

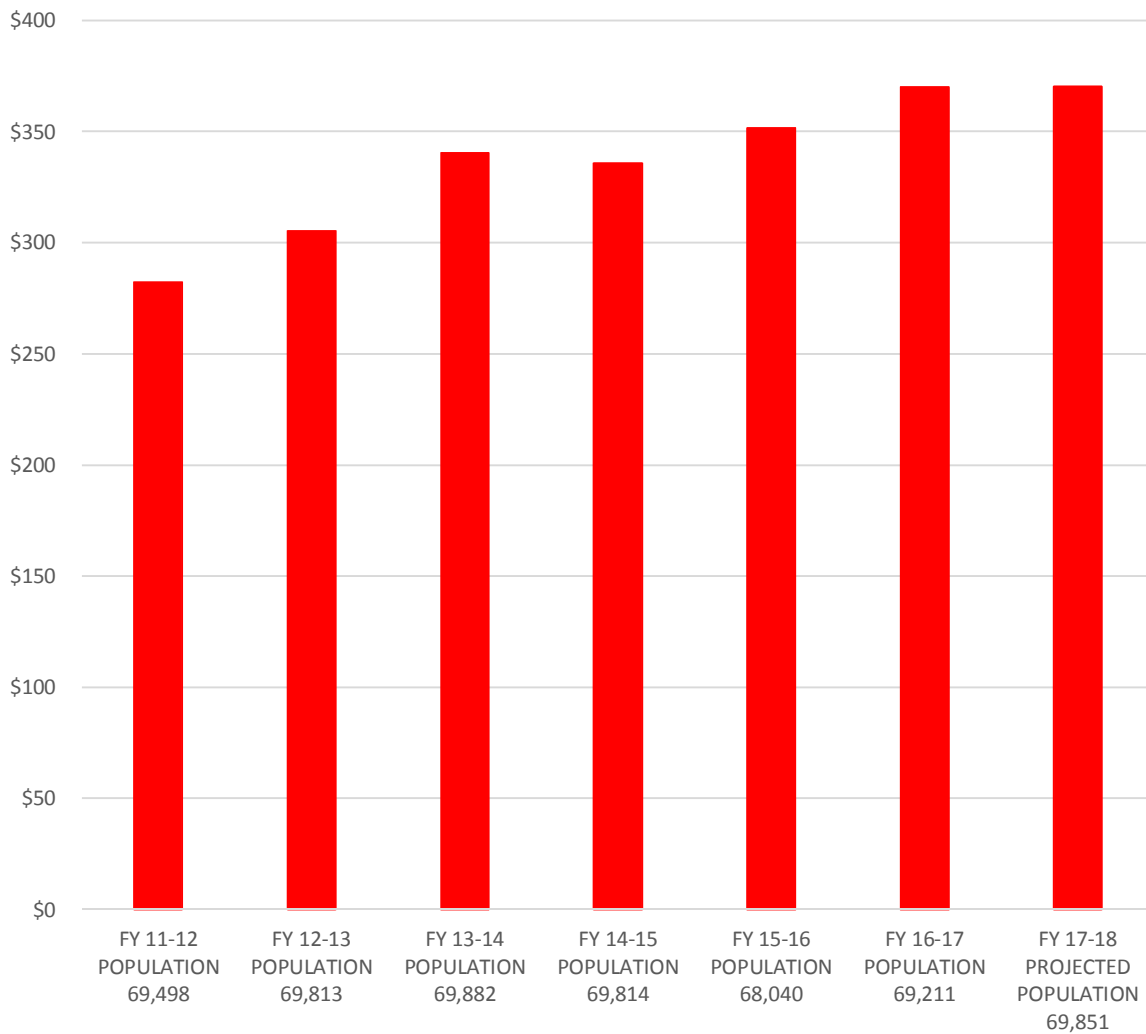


All Police funds are included.

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  
2015-16 THROUGH 2018-19**

<b><u>FINANCIAL SOURCES:</u></b>	<b><u>AUDITED 2015-2016</u></b>	<b><u>ESTIMATED 2016-2017</u></b>	<b><u>ESTIMATED 2017-2018</u></b>	<b><u>ESTIMATED 2018-2019</u></b>
BEGINNING FUND BALANCE - UNRESERVED	\$ 9,973,849	\$ 9,135,636	\$ 9,378,046	\$ 9,467,791
Revenues	\$ 61,529,313	\$ 63,239,597	\$ 65,562,593	\$ 67,247,289
Interfund Transfers In	2,498,055	2,311,856	2,639,681	2,674,236
Decrease in Other Reserves and Set-asides (3)	<u>2,807,454</u>	<u>2,423,681</u>	<u>346,924</u>	<u>136,924</u>
TOTAL CURRENT SOURCES	\$ 66,834,822	\$ 67,975,134	\$ 68,549,198	\$ 70,058,449
 <b><u>FINANCIAL REQUIREMENTS:</u></b>				
Expenditures (2)	\$ 58,221,707	\$ 61,399,061	\$ 62,910,293	\$ 65,483,474
Interfund Transfers Out	5,453,779	6,014,820	5,499,160	5,440,998
Increase in Other Reserves and Set-asides (3)	<u>3,997,549</u>	<u>318,842</u>	<u>50,000</u>	<u>-</u>
TOTAL CURRENT REQUIREMENTS	\$ 67,673,035	\$ 67,732,724	\$ 68,459,453	\$ 70,924,472
 CURRENT SOURCES OVER(UNDER) REQUIREMENTS (4)	\$ (838,213)	\$ 242,410	\$ 89,745	\$ (866,023)
 ENDING FUND BALANCE - UNRESERVED (1)	<u>\$ 9,135,636</u>	<u>\$ 9,378,046</u>	<u>\$ 9,467,791</u>	<u>\$ 8,601,768</u>

Notes:

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

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

(3) Reserves and Set-asides are detailed in the 2017-2018 Adopted Budget Summary (Schedule 4).

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



City of Redlands  
Loans Outstanding for Fiscal Year 2017-2018

	Unaudited Balance 6/30/2017	Estimated New Loans 2017-2018	Estimated Repayments 2017-2018	Estimated Balance 6/30/2018
General Fund (101) Loan Outstanding to:				
Public Facilities (251)	\$ 8,352,743	50,000	-	\$ 8,402,743
				-
Open Space (227) Loan Outstanding to:				
Public Facilities (251)	\$ 114,407	-	-	\$ 114,407
				-
Park & Open Space Facilities (250) Loan Outstanding to:				
Public Facilities (251)	\$ 114,407	-	-	\$ 114,407
				-
Storm Drain (405) Loan Outstanding to:				
Public Facilities (251)	\$ 102,367	-	-	\$ 102,367
				-
Water (501) Loan Outstanding to:				
Public Facilities (251)	\$ 153,551	-	-	\$ 153,551
Cemetery (562)	1,184,120	-	20,000	1,164,120
Total	<u>\$ 1,337,671</u>	<u>-</u>	<u>20,000</u>	<u>\$ 1,317,671</u>
				-
Solid Waste (511) Loan Outstanding to:				
Aviation (564)	\$ 920,930	-	40,000	\$ 880,930
				-
Cemetery Endowment (702) Loan Outstanding to:				
Cemetery (562)	\$ 753,695		20,000	\$ 733,695

City of Redlands  
Schedule of Adopted Reserves for Fiscal Year 2017-18

Governmental Funds	Reserve	Projected Unaudited Balance 6/30/2017	Proposed Increase (Decrease) 2017-18	Projected Total Reserve 6/30/2018
General Fund (101)	Advances Receivable	\$ 8,352,743	\$ 50,000	\$ 8,402,743
	Contingency	8,122,332	-	8,122,332
	Set-asides:			
	Fire Equipment	52,034	60,000	112,034
	General Fund Vehicles	409,430	(296,924)	112,506
	Unfunded Mandates	356,484	-	356,484
	Maint: Buildings & Imprvs.	656,484	(50,000)	606,484
	Maint: Park Facilities	100,000	-	100,000
	Capital: over \$50,000	506,484	-	506,484
	Capital: HVAC, IT Equip.	200,000	-	200,000
Total	<u>\$ 18,755,991</u>	<u>\$ (236,924)</u>	<u>\$ 18,519,067</u>	
Open Space (227)	Advances Receivable	\$ 114,407	\$ -	\$ 114,407
Park & Open Space (250)	Advances Receivable	\$ 114,407	\$ -	\$ 114,407
Storm Drain (405)	Advances Receivable	\$ 102,367	\$ -	\$ 102,367
<u>Enterprise Funds</u>				
Water (501)	Operating	\$ 1,380,000	\$ -	\$ 1,380,000
	Maintenance	1,600,000	200,000	1,800,000
	Rate Stabilization	200,000	-	200,000
	Capital	794,000	-	794,000
	Treatment Plant Capital	3,240,000	-	3,240,000
	Total	<u>\$ 7,214,000</u>	<u>\$ 200,000</u>	<u>\$ 7,414,000</u>
Solid Waste (511)	Operating	\$ 1,050,000	\$ -	\$ 1,050,000
	Capital	100,000	-	100,000
	Equipment Replacement	650,000	-	650,000
	Landfill Closure	6,504,924	50,000	6,554,924
	Total	<u>\$ 8,304,924</u>	<u>\$ 50,000</u>	<u>\$ 8,354,924</u>
Wastewater (521)	Operating	\$ 1,185,000	\$ -	\$ 1,185,000
	Capital	719,248	-	719,248
	Equipment Replacement	548,825	-	548,825
	Treatment Plant Capital	5,200,000	(2,000,000)	3,200,000
	Xenon Replacement	2,000,000	(2,000,000)	-
	Total	<u>\$ 9,653,073</u>	<u>\$ (4,000,000)</u>	<u>\$ 5,653,073</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 2017-2018 Financial Sources and Requirements by Fund  
 Adopted Budget

Water Fund Group

	Water Service (501)	Water Projects (503)	Water Debt Service (506)	Source Acquisition (508)
<b>Financial Sources:</b>				
Unrestricted Cash Balance, 6/30/17	\$ 14,490,916	\$ 0	0	245,379
Revenues	23,538,987		1,500	120,100
<b>Interfund Transfers From:</b>				
Water Service (501)		9,780,000	995,641	0
Water Source Acquisition (508)				
Water Capital Improvement (509)	874,491		42,106	
Utility Billing (608)				
Loan Payment from Cemetery (562)	25,100			
<b>Total Financial Sources</b>	<b>38,929,494</b>	<b>9,780,000</b>	<b>1,039,247</b>	<b>365,479</b>
<b>Financial Requirements:</b>				
Appropriations	17,251,411	9,780,000	1,037,126	0
<b>Interfund Transfers To:</b>				
General Fund (101)	629,110			
Local Transportation (209)	102,770			
Water Service (501)				
Water Projects (503)	9,780,000			
Water Debt Service (506)	995,641			
<b>Additions to Reserves:</b>				
Reservoir Maintenance	200,000			
<b>Total Financial Requirements</b>	<b>28,958,932</b>	<b>9,780,000</b>	<b>1,037,126</b>	<b>0</b>
 Unrestricted Cash Balance, 6/30/17	 \$ 9,970,562	 \$ 0	 \$ 2,121	 \$ 365,479

2017-18 Funding Plan Highlights:

In addition to the annual appropriations, the Water Fund's (501) major uses of funds are for (1) capital projects, (2) debt service, and (3) 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 Water Refunding Revenue Bonds issued in 2012 that were used to refinance the 1999 Water COPs Refunding, the ADLP loan for the Texas Street Treatment Facility, and payment on the SRF loan for the Hinkley Water Treatment Plant upgrades.

The Cemetery Fund (562) will make payment to repay the Water Fund (501).

SCHEDULE 5

Water Capital Improvement (509)		Total Water Enterprise
265,097	\$	15,001,392
651,500		24,312,087
		10,775,641
		0
		915,976
		0
		25,100
916,597		51,030,196
0		28,068,537
		629,110
		102,770
874,491		874,491
		9,780,000
42,106		1,037,747
		<u>200,000</u>
916,597		40,692,655
\$ 0	\$	10,337,541

City of Redlands  
 Summary of 2017-2018 Financial Sources and Requirements by Fund  
 Adopted Budget

Solid Waste Fund Group

	Solid Waste Service (511)	Solid Waste Projects (513)	Solid Waste Debt Service (516)	Calif Street Landfill Closure (517)
<b>Financial Sources:</b>				
Unrestricted Cash Balance, 6/30/17	\$ 3,925,317	\$ 387,051	\$ 0	\$ 0
Revenues	13,188,856		5,808	50,000
Interfund Transfers From:				
Solid Waste Service (511)		100,900	2,136,008	
Solid Waste Debt Service (516)				
Loan Repayment from Aviation (564)	43,000			
<b>Total Financial Sources</b>	<b>17,157,173</b>	<b>487,951</b>	<b>2,141,816</b>	<b>50,000</b>
<b>Financial Requirements:</b>				
Appropriations	9,529,312	100,900	2,141,816	
Interfund Transfers To:				
General Fund (101)	239,940			
Local Transportation (209)	1,861,892			
Solid Waste Projects (513)	100,900			
Solid Waste Debt Service (516)	2,136,008			
Additions to Reserves:				
Landfill Closure Reserve	50,000			50,000
<b>Total Financial Requirements</b>	<b>13,918,052</b>	<b>100,900</b>	<b>2,141,816</b>	<b>50,000</b>
 Unrestricted Cash Balance, 6/30/17	 \$ 3,239,121	 \$ 387,051	 \$ 0	 \$ 0

2017-18 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
\$ 3,637,507	\$ 7,949,875
243,500	13,488,164
	2,236,908
	43,000
<hr/> 3,881,007	<hr/> 23,717,947
0	11,772,028
	239,940
	1,861,892
	100,900
	2,136,008
	100,000
<hr/> 0	<hr/> 16,210,768
\$ 3,881,007	\$ 7,507,179

City of Redlands  
 Summary of 2017-2018 Financial Sources and Requirements by Fund  
 Adopted Budget

Wastewater Fund Group

		Wastewater Service (521)		Wastewater Projects (523)		Debt Service (526)
<b>Financial Sources:</b>						
Unrestricted Cash Balance, 6/30/17	\$	13,216,491	\$	0	\$	0
Revenues		10,138,263				
<b>Interfund Transfers From:</b>						
Wastewater Service (521)				7,750,000		619,803
Capital Improvements (529)						757,536
<b>Cancellation of Reserves:</b>						
Plant Capital/ZENON Replacement		4,000,000				
<b>Total Financial Sources</b>		27,354,754		7,750,000		1,377,339
<b>Financial Requirements:</b>						
Appropriations		7,868,085		7,750,000		1,377,339
<b>Interfund Transfers To:</b>						
General Fund (101)		153,984				
Local Transportation (209)		16,730				
Wastewater Projects (523)		7,750,000				
Debt Service (526)		619,803				
<b>Additions to Reserves:</b>						
Treatment Plant Capital						
<b>Total Financial Requirements</b>		16,408,602		7,750,000		1,377,339
 Unrestricted Cash Balance, 6/30/17	 \$	 10,946,152	 \$	 0	 \$	 0

2017-18 Funding Plan Highlights:

In addition to the annual appropriations, the Wastewater Fund's (521) major uses of funds are for (1) capital projects and (2) debt service. The Debt Service Fund (526) reflects full principal and interest payments due under the 1999 Wastewater COPs Refunding and the 2005 State Revolving Fund loan for the Recycled Water Project.

SCHEDULE 5

Capital Improvements (529)	Total Wastewater Enterprise
\$ 2,341,267	\$ 15,557,758
1,500,000	11,638,263
	8,369,803
	757,536
	<u>4,000,000</u>
<u>3,841,267</u>	40,323,360
	16,995,424
	153,984
	16,730
	7,750,000
757,536	1,377,339
	<u>0</u>
<u>757,536</u>	26,293,477
\$ 3,083,731	\$ 14,029,883



City of Redlands  
 Summary of 2017-2018 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
<b>Financial Sources:</b>				
Unrestricted Cash Balance, 6/30/17	\$ 1,813,957	\$ 0	\$ 852,963	\$ 2,666,920
Revenues	530,000			530,000
<b>Interfund Transfers From:</b>				
NP Water Service (541)		1,800,000		1,800,000
NP Capital Improvement (549)	630,000			630,000
<b>Total Financial Sources</b>	2,973,957	1,800,000	852,963	5,626,920
<b>Financial Requirements:</b>				
Appropriations	183,294	1,800,000		1,983,294
<b>Interfund Transfers To:</b>				
Water Service (501)				0
NP Water Service (541)			630,000	630,000
NP Water Projects (543)	1,800,000			1,800,000
<b>Total Financial Requirements</b>	1,983,294	1,800,000	630,000	4,413,294
 Unrestricted Cash Balance, 6/30/17	 \$ 990,663	 \$ 0	 \$ 222,963	 \$ 1,213,626

2017-18 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 2017-2018 Financial Sources and Requirements by Fund  
 Adopted Budget

Other Enterprise Funds

	Groves (538)	Cemetery (562)	Cemetery Preneed (563)	Cemetery Endowment (702)	Aviation (564)
<b>Financial Sources:</b>					
Unrestricted Cash Balance, 6/30/17	\$ 365,520	\$ (142,546)	\$ 843,099	\$ 1,611,631	\$ 62,320
Estimated Revenues	543,000	791,600	5,250	65,300	496,597
Interfund Transfers From:					
Cemetery Pre-Need Fund (563)		5,250			
Payment from Cemetery (562)				25,100	
<b>Total Financial Sources</b>	<b>908,520</b>	<b>654,304</b>	<b>848,349</b>	<b>1,702,031</b>	<b>558,917</b>
<b>Financial Requirements:</b>					
Appropriations	562,623	812,201			340,413
Loan to Cemetery Fund (562)					
Interfund Transfers To:					
Cemetery Fund (562)			5,250		
Additions to Reserves:					
Operating Reserve					
<b>Total Financial Requirements</b>	<b>562,623</b>	<b>812,201</b>	<b>5,250</b>	<b>0</b>	<b>340,413</b>
Unrestricted Cash Balance, 6/30/17	\$ 345,897	\$ (157,897)	\$ 843,099	\$ 1,702,031	\$ 218,504

2017-18 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. Repayment of the debt to the Water Fund (501) and Cemetery Endowment Fund (702) is included in the Cemetery Division's annual budget and not shown as a transfer.

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. Repayment of the debt to the Solid Waste Service Fund (511) is included in the Aviation Division's annual budget and not shown as a transfer.

City of Redlands  
 Summary of 2017-2018 Financial Sources and Requirements by Fund  
 Adopted Budget

Internal Service Funds

	Liability Insurance (602)	Innovation & Technology (604)	Worker's Comp Insurance (606)	Equipment Maintenance (607)	Utility Billing (608)
<b>Financial Sources:</b>					
Unrestricted Cash Balance, 6/30/17	\$ 1,003,816	\$ 163,062	\$ 260,215	\$ 843,877	\$ 1,628,038
Estimated Revenues	9,000	3,708,083	2,210,995	4,992,944	1,494,000
Interfund Transfers From: General Fund (101)	1,350,000				
<b>Total Financial Sources</b>	<b>2,362,816</b>	<b>3,871,145</b>	<b>2,471,210</b>	<b>5,836,821</b>	<b>3,122,038</b>
<b>Financial Requirements:</b>					
Appropriations	2,186,840	3,708,083	2,260,355	4,305,847	2,086,766
<b>Total Financial Requirements</b>	<b>2,186,840</b>	<b>3,708,083</b>	<b>2,260,355</b>	<b>4,305,847</b>	<b>2,086,766</b>
 Unrestricted Cash Balance, 6/30/17	 \$ 175,976	 \$ 163,062	 \$ 210,855	 \$ 1,530,974	 \$ 1,035,272

2017-18 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 recover 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 2017-2018 Financial Sources and Requirements by Fund  
 Adopted Budget

Successor Agency to the  
 Former Redevelopment Agency (RDA) Fund Group

	Obligation Payment (288)	Debt Service (380)	Administration (480)	Projects (488)
<b>Financial Sources:</b>				
Unrestricted Cash Balance, 6/30/17	\$ 2,932,495	\$ 0	\$ 0	\$ 0
Estimated Revenues	2,807,651		18,250	550
<b>Interfund Transfers From:</b>				
Obligation Payment (288)		2,614,028	250,000	152,700
<b>Total Financial Sources</b>	<b>5,740,146</b>	<b>2,614,028</b>	<b>268,250</b>	<b>153,250</b>
<b>Financial Requirements:</b>				
Appropriations		2,614,028	250,000	152,700
<b>Interfund Transfers To:</b>				
Successor RDA Debt Service (380)	2,614,028			
Successor RDA Admin (480)	250,000			
Successor RDA Projects (488)	152,700			
<b>Total Financial Requirements</b>	<b>3,016,728</b>	<b>2,614,028</b>	<b>250,000</b>	<b>152,700</b>
 Unrestricted Cash Balance, 6/30/17	 \$ 2,723,418	 \$ 0	 \$ 18,250	 \$ 550

2017-18 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 2017-2018 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)
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Financial Sources:			
Unrestricted Cash Balance, 6/30/17	\$ 0	\$ 98,559	\$ 0
Estimated Revenues	1,106,500	113,000	1,841,092
Interfund Transfers From:			
General Fund (101)	<u>3,826,212</u>	<u>                    </u>	<u>                    </u>
Total Financial Sources	4,932,712	211,559	1,841,092
Financial Requirements:			
Appropriations	4,932,712	201,235	
Interfund Transfers To:			
General Fund (101)			1,444,647
Local Transportation (209)	<u>                    </u>	<u>                    </u>	<u>396,445</u>
Total Financial Requirements	4,932,712	201,235	1,841,092
Unrestricted Cash Balance, 6/30/17	\$ 0	\$ 10,324	\$ 0

2017-18 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.

City of Redlands  
 Summary of 2017-2018 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)
<b>Financial Sources:</b>				
Unrestricted Cash Balance, 6/30/17	\$ 890,047	\$ 5,368,178	\$ 456,353	\$ 0
Estimated Revenues	3,001,720	1,120,000	81,000	157,000
<b>Interfund Transfers From:</b>				
Gas Tax (207)	396,445			
Water Service (501)	102,770			
Solid Waste Service (511)	1,861,892			
Waste Water Service (521)	16,730			
<b>Total Financial Sources</b>	<b>6,269,604</b>	<b>6,488,178</b>	<b>537,353</b>	<b>157,000</b>
<b>Financial Requirements:</b>				
Appropriations	1,245,783	5,318,239	150,000	
Interfund Transfers To: General Fund (101)	15,000			157,000
<b>Total Financial Requirements</b>	<b>1,260,783</b>	<b>5,318,239</b>	<b>150,000</b>	<b>157,000</b>
 Unrestricted Cash Balance, 6/30/17	 \$ 5,008,821	 \$ 1,169,939	 \$ 387,353	 \$ 0

2017-18 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 and forward 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 2017-2018 Financial Sources and Requirements by Fund  
 Adopted Budget

Special Revenue, Debt Service and Capital Projects Funds

	Open Space (227)	Downtown Redlands Business Area (236)	Parking Authority (237)	General Capital Improvements (240)
<b>Financial Sources:</b>				
Unrestricted Cash Balance, 6/30/17	\$ 398,593	\$ 28,307	\$ 1,500	\$ 2,266,958
Estimated Revenues	46,200	297,000	8,000	5,640,457
Other Financial Source			10,970	100,000
<b>Total Financial Sources</b>	<b>444,793</b>	<b>325,307</b>	<b>20,470</b>	<b>8,007,415</b>
<b>Financial Requirements:</b>				
Appropriations		315,319	20,470	7,943,205
<b>Total Financial Requirements</b>	<b>0</b>	<b>315,319</b>	<b>20,470</b>	<b>7,943,205</b>
 Unrestricted Cash Balance, 6/30/17	 \$ 444,793	 \$ 9,988	 \$ 0	 \$ 64,210

2017-18 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 expensed during the current fiscal year. This enables accurate balances to be carried forward for ongoing grants.

City of Redlands  
 Summary of 2017-2018 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)
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Financial Sources:			
Unrestricted Cash Balance, 6/30/17	\$ 6,202	\$ 974,772	\$ 70,522
Estimated Revenues	<u>344,931</u>	<u>500</u>	<u>136,190</u>
Total Financial Sources	351,133	975,272	206,712
Financial Requirements:			
Appropriations	<u>344,931</u>	<u>455,582</u>	<u>129,597</u>
Total Financial Requirements	344,931	455,582	129,597
Unrestricted Cash Balance, 6/30/17	\$ 6,202	\$ 519,690	\$ 77,115

2017-18 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 2017-2018 Financial Sources and Requirements by Fund  
 Adopted Budget

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)
<b>Financial Sources:</b>				
Unrestricted Cash Balance, 6/30/17	\$ 0	\$ 105,561	\$ 461,624	\$ 2,767,991
Estimated Revenues	120,500	427,000	383,000	148,781
Interfund Loan From: General Fund (101)				
<b>Total Financial Sources</b>	<b>120,500</b>	<b>532,561</b>	<b>844,624</b>	<b>2,916,772</b>
<b>Financial Requirements:</b>				
Appropriations	120,217	134,092	4,769	4,769
Interfund Transfers To: General Fund (101) Redlands Public Improve. Corp (311)			306,718	
<b>Total Financial Requirements</b>	<b>120,217</b>	<b>134,092</b>	<b>311,487</b>	<b>4,769</b>
 Unrestricted Cash Balance, 6/30/17	 \$ 283	 \$ 398,469	 \$ 533,137	 \$ 2,912,003

2017-18 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

Out of the five categories of revenues of impact fees collected within this fund, the Fire (6%), Library (34%) and General Government (60%) impact fees collected are used to repay debt service on 2003 Certificates of Participation that were used to refinance the 1993 Refunding of 1986/87 COPs. The 2003 COPs mature in September 2017, making the last and final payment during this fiscal year (2017-2018).

Arterial Street Construction

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

City of Redlands  
 Summary of 2017-2018 Financial Sources and Requirements by Fund  
 Adopted Budget

Special Revenue, Debt Service and Capital Projects Funds

	Traffic Signals (253)	Freeway Interchanges (254)	Street Lighting Assessment District (260)	CFD 2004-1 (261)
<b>Financial Sources:</b>				
Unrestricted Cash Balance, 6/30/17	\$ 1,014,294	\$ 2,394,327	\$ 839	\$ 161,439
Estimated Revenues	93,129	476,825	25,500	184,000
Interfund Transfers From: General Fund (101)			2,842	
<b>Total Financial Sources</b>	<b>1,107,423</b>	<b>2,871,152</b>	<b>29,181</b>	<b>345,439</b>
<b>Financial Requirements:</b>				
Appropriations	0	1,173,891	29,181	189,690
<b>Total Financial Requirements</b>	<b>0</b>	<b>1,173,891</b>	<b>29,181</b>	<b>189,690</b>
 Unrestricted Cash Balance, 6/30/17	 \$ 1,107,423	 \$ 1,697,261	 \$ 0	 \$ 155,749

2017-18 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 2017-2018 Financial Sources and Requirements by Fund  
 Adopted Budget

Special Revenue, Debt Service and Capital Projects Funds

	Landscape Maintenance District (263)	General Debt Service (305)	Redlands Public Improv. District (311)
<b>Financial Sources:</b>			
Unrestricted Cash Balance, 6/30/17	\$ 0	\$ 0	\$ 0
Estimated Revenues	28,000	0	
Interfund Transfers From:			
General Fund (101)	13,387		306,719
Public Facilities Development (251)			306,718
Payroll Clearing Fund (720)		2,996,375	
<b>Total Financial Sources</b>	<b>41,387</b>	<b>2,996,375</b>	<b>613,437</b>
<b>Financial Requirements:</b>			
Appropriations	41,387	2,996,375	613,437
<b>Total Financial Requirements</b>	<b>41,387</b>	<b>2,996,375</b>	<b>613,437</b>
 Unrestricted Cash Balance, 6/30/17	 \$ 0	 \$ 0	 \$ 0

2017-18 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.

Redlands Public Improvement Corp.

This debt service fund accounts for annual principal and interest related to the 2003 COPs issued to refinance 1993 Refunding COPs of 1986/1987 Projects. This issue was refinanced in 2002-03 for a savings shared equally by the General Fund and Public Facilities Development Fund.

City of Redlands  
 Summary of 2017-2018 Financial Sources and Requirements by Fund  
 Adopted Budget

Special Revenue, Debt Service and Capital Projects Funds

	Storm Drain Construction (405)	City/Safety Hall Replcmt (406)	CFD Trust (710)	Payroll Clearing (720)
<b>Financial Sources:</b>				
Unrestricted Cash Balance, 6/30/17	\$ 1,818,036	\$ 3,428,173	\$ 2,775,427	\$ 0
Estimated Revenues	135,000	1,000	1,472,000	
Payroll System Charges General Fund (101) Public Facilities Development (251)				2,996,375
<b>Total Financial Sources</b>	<b>1,953,036</b>	<b>3,429,173</b>	<b>4,247,427</b>	<b>2,996,375</b>
<b>Financial Requirements:</b>				
Appropriations	58,009	750,000	1,478,146	
Interfund Transfers To: General Debt Service (305)				2,996,375
<b>Total Financial Requirements</b>	<b>58,009</b>	<b>750,000</b>	<b>1,478,146</b>	<b>2,996,375</b>
 Unrestricted Cash Balance, 6/30/17	 \$ 1,895,027	 \$ 2,679,173	 \$ 2,769,281	 \$ 0

2017-18 Funding Plan Highlights:

Storm Drain Construction

Estimated revenues are development impact fees to fund specific storm drain projects. 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.

City/Safety Hall Replacement

This fund accounts for expenses and financial resources related to construction, acquisition and rehabilitation of capital assets related to Safety / City Hall Replacement activities

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 \$2,996,375 represents the amount generated to make the principal and interest payment for the 2007 Pension Obligation Bonds.

City of Redlands  
 Adopted Budget Summary  
 Summary of 2017-18 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	\$ 9,378,046	65,562,593	\$ 2,639,681	\$ 346,924	\$ 77,927,245	\$ 62,910,294	\$ 5,499,160	50,000	\$ 68,459,453	\$ 9,467,791
205 Emergency Services	-	1,106,500	3,826,212	-	4,932,712	4,932,712	-	-	4,932,712	-
206 Household Haz. Waste	98,559	113,000	-	-	211,559	201,235	-	-	201,235	10,324
207 Gas Tax	-	1,841,092	-	-	1,841,092	-	1,841,092	-	1,841,092	-
209 Local Transportation	890,047	3,001,720	2,377,837	-	6,269,604	1,245,783	15,000	-	1,260,783	5,008,821
210 Measure I 2010	5,368,178	1,120,000	-	-	6,488,178	5,318,239	-	-	5,318,239	1,169,939
221 Air Quality Improv.	456,353	81,000	-	-	537,353	150,000	-	-	150,000	387,353
223 Traffic Safety	0	157,000	-	-	157,000	-	157,000	-	157,000	-
227 Open Space	398,593	46,200	-	-	444,793	-	-	-	-	444,793
236 Downtown Business Area	28,307	297,000	-	-	325,307	315,319	-	-	315,319	9,988
237 Parking Authority	1,500	8,000	-	10,970	20,470	20,470	-	-	20,470	-
240 General Capital Improv.	2,266,958	5,640,457	-	100,000	8,007,415	7,943,205	-	-	7,943,205	64,210
243 CDBG	6,202	344,931	-	-	351,133	344,931	-	-	344,931	6,202
246 Asset Forfeiture	974,772	500	-	-	975,272	455,582	-	-	455,582	519,690
247 Police Grants	70,522	136,190	-	-	206,712	129,597	-	-	129,597	77,115
249 Supp. Law Enforcement	-	120,500	-	-	120,500	120,217	-	-	120,217	283
250 Park & Open Space Dvlp.	105,561	427,000	-	-	532,561	134,092	-	-	134,092	398,469
251 Public Facilities Develop.	461,624	383,000	-	-	844,624	4,769	306,719	-	311,488	533,137
252 Arterial Street Construction	2,767,991	148,781	-	-	2,916,772	4,769	-	-	4,769	2,912,003
253 Traffic Signals	1,014,294	93,129	-	-	1,107,423	-	-	-	-	1,107,423
254 Freeway Interchanges	2,394,327	476,825	-	-	2,871,152	1,173,891	-	-	1,173,891	1,697,261
260 Street Lighting Dist. #1	839	25,500	2,842	-	29,181	29,181	-	-	29,181	(0)
261 CFD 2004-1	161,439	184,000	-	-	345,439	189,690	-	-	189,690	155,749
263 Landscape Maint. Dist.	-	28,000	13,387	-	41,387	41,387	-	-	41,387	-
270 Disaster Recovery	-	-	-	-	0	-	-	-	-	-
288 Downtown Obligation Pymt	2,932,495	2,807,651	-	-	5,740,146	-	3,016,728	-	3,016,728	2,723,418
305 General Debt Service	-	-	2,996,375	-	2,996,375	2,996,375	-	-	2,996,375	-
311 Redlands Pub. Imp. Corp.	-	-	613,437	-	613,437	613,437	-	-	613,437	-
380 Successor RDA Debt Srvc	-	-	2,614,028	-	2,614,028	2,614,028	-	-	2,614,028	-
405 Storm Drain Construction	1,818,036	135,000	-	-	1,953,036	58,009	-	-	58,009	1,895,027
406 Safety/City Hall Replacement	3,428,173	1,000	-	-	3,429,173	750,000	-	-	750,000	2,679,173
480 Successor RDA Admin	-	18,250	250,000	-	268,250	250,000	-	-	250,000	18,250
488 Successor RDA Projects	-	550	152,700	-	153,250	152,700	-	-	152,700	550
501 Water Service	14,490,916	23,538,987	874,491	25,100	38,929,494	17,251,411	11,507,521	200,000	28,958,932	9,970,562
503 Water Project	-	-	9,780,000	-	9,780,000	9,780,000	-	-	9,780,000	-
506 Water Debt Service	-	1,500	1,037,126	-	1,038,626	1,037,126	-	-	1,037,126	1,500
508 Source Acquisition	245,379	120,100	-	-	365,479	-	-	-	-	365,479
509 Water Capital Improvement	265,097	651,500	-	-	916,597	-	915,976	-	915,976	621
511 Solid Waste Service	3,925,317	13,188,856	-	43,000	17,157,173	9,529,312	4,338,740	50,000	13,918,052	3,239,121
513 Solid Waste Projects	387,051	-	100,900	-	487,951	100,900	-	-	100,900	387,051
516 Solid Waste Debt Service	-	5,808	2,136,008	-	2,141,816	2,141,816	-	-	2,141,816	-
517 Calif St Landfill Closure	-	50,000	-	-	50,000	-	-	50,000	50,000	-
519 Solid Waste Cap. Improv.	3,637,507	243,500	-	-	3,881,007	-	-	-	-	3,881,007
521 Wastewater Service	13,216,491	10,138,263	-	4,000,000	27,354,754	7,868,085	8,540,517	-	16,408,602	10,946,152
523 Wastewater Project	-	-	7,750,000	-	7,750,000	7,750,000	-	-	7,750,000	-
526 Wastewater Debt Service	-	-	1,377,339	-	1,377,339	1,377,339	-	-	1,377,339	-
529 WW Capital Improvement	2,341,267	1,500,000	-	-	3,841,267	-	757,536	-	757,536	3,083,731
538 Groves	365,520	543,000	-	-	908,520	562,623	-	-	562,623	345,897
541 Non-Potable Water Service	1,813,957	530,000	630,000	-	2,973,957	183,294	1,800,000	-	1,983,294	990,663
543 Non-Potable Projects	-	-	1,800,000	-	1,800,000	1,800,000	-	-	1,800,000	-
549 Non-Potable Capital Imprv	852,963	-	-	-	852,963	-	630,000	-	630,000	222,963
562 Cemetery	(142,546)	791,600	5,250	-	654,304	812,201	-	-	812,201	(157,897)
563 Cemetery Pre-need	843,099	5,250	-	-	848,349	-	5,250	-	5,250	843,099
564 Aviation	62,320	496,597	-	-	558,917	340,413	-	-	340,413	218,504
602 Liability Self-Insurance	1,003,816	9,000	1,350,000	-	2,362,816	2,186,840	-	-	2,186,840	175,976
604 Dept of Innovation & Tech	163,062	3,708,083	-	-	3,871,145	3,708,083	-	-	3,708,083	163,062
606 Workers' Compensation	260,215	2,210,995	-	-	2,471,210	2,260,355	-	-	2,260,355	210,855
607 Equipment Maintenance	843,877	4,992,944	-	-	5,836,821	4,305,847	-	-	4,305,847	1,530,974
608 Utility Billing	1,628,038	1,494,000	-	-	3,122,038	2,086,766	-	-	2,086,766	1,035,272
702 Cemetery Endowment	1,611,631	65,300	-	25,100	1,702,031	-	-	-	-	1,702,031
710 CFD Trust	2,775,427	1,472,000	-	-	4,247,427	1,478,146	-	-	1,478,146	2,769,281
720 Payroll Clearing Fund	-	-	-	2,996,375	2,996,375	-	2,996,375	-	2,996,375	-
TOTAL (MEMO ONLY)	\$ 85,613,220	\$ 150,062,652	\$ 42,327,613	\$ 7,547,469	\$ 285,550,955	\$ 169,660,469	\$ 42,327,613	\$ 350,000	\$ 212,338,083	\$ 73,212,872

\* 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  
2017-18  
Adopted Budget

REVENUE DETAIL

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL APPROVED
<b><u>PROPERTY TAXES</u></b>				
3000 Current Secured Taxes	23,275,125	23,889,333	24,216,853	26,293,930
3001 Current Unsecured Taxes	573,639	650,000	605,000	630,000
3002 Supplemental Secured Taxes	194,863	240,000	280,000	290,000
3003 Supplemental Unsecured Taxes	24,818	42,000	26,300	30,000
3004 Secured PY Taxes	447,920	455,000	457,000	503,000
3005 Unsecured PY Taxes	15,402	20,000	25,000	25,000
3006 Supplemental PY Taxes	124,565	125,000	133,700	140,000
3007 Possessory Interest Taxes	304,909	285,000	260,000	280,800
<b>TOTAL PROPERTY TAXES</b>	<b>24,961,241</b>	<b>25,706,333</b>	<b>26,003,853</b>	<b>28,192,730</b>
<b><u>OTHER TAXES</u></b>				
3019 Sales Tax Compensation	2,437,077	-	-	-
3020 Sales and Use Tax	13,974,411	15,783,000	16,463,000	17,121,520
3023 Pub Safety Sales Tax	821,262	835,000	855,140	889,500
3030 Property Transfer Tax	466,392	370,000	401,000	435,000
3040 Transient Occupancy Tax	1,101,655	1,115,000	1,361,645	1,450,000
3050 Franchise Fees	3,079,571	3,435,000	3,067,400	3,219,000
3060 Mining Tax	385,963	360,000	345,000	355,000
<b>TOTAL OTHER TAXES</b>	<b>22,266,331</b>	<b>21,898,000</b>	<b>22,493,185</b>	<b>23,470,020</b>
<b>TOTAL TAXES</b>	<b>47,227,572</b>	<b>47,604,333</b>	<b>48,497,038</b>	<b>51,662,750</b>
<b><u>OTHER REVENUES</u></b>				
3100 Business License	3,559,713	3,255,000	3,255,000	3,340,000
3101 Dog License	68,241	67,000	65,250	65,000
3113 Building Permits	2,087	-	93	-
3195 Miscellaneous Permit	2,696	2,750	3,000	2,750
3210 Motor Vehicle Fees	28,404	-	33,807	-
3215 Mandated Cost Reimbursement	116,824	70,000	61,000	61,000
3250 Federal Grants	19,508	-	-	-
3305 Cost Recover/Reimbursement Expenditure	149,240	10,000	5,000	40,000
3309 Application/Filing Fee	196,120	170,000	155,000	170,000
3315 City Attny Services	68,298	135,000	80,000	105,000
3400 City Ordinance Violation	49,510	55,000	40,000	55,000
3410 In-Lieu Property Taxes	-	-	81	-
3412 General Gov't Overhead	3,035,487	3,420,089	3,273,146	3,365,322
3510 Investment Income	1,293	-	-	-
3510 Investment Income	393,923	150,000	150,000	170,000
3512 Returned Check Charge	546	750	750	750
3515 Land Sale Proceeds	268,236	770,000	768,180	-
3516 Sale of Surplus Property	27,202	15,000	5,000	10,000
3530 Miscellaneous Receipts	112,347	30,000	18,000	65,000
3540 Other Grants	1,253	-	-	19,000
3590 Donations	(2,284)	-	-	-
3760 Bad Debt Recovery	3,682	7,750	8,500	8,500
<b>TOTAL OTHER REVENUES</b>	<b>8,102,325</b>	<b>8,158,339</b>	<b>7,921,807</b>	<b>7,477,322</b>
<b>TOTAL GENERAL GOVERNMENT</b>	<b>55,329,897</b>	<b>55,762,672</b>	<b>56,418,845</b>	<b>59,140,072</b>

City of Redlands  
2017-18  
Adopted Budget

REVENUE DETAIL

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL APPROVED
<b><u>DEVELOPMENT SERVICES</u></b>				
3110 Agricultural Preserve Removal	2,296	4,329	2,307	2,500
3111 General Plan Review Fee	16,772	100,000	62,030	70,000
3112 General Plan Amendments	-	16,641	-	15,000
3113 Building Permits	609,688	968,500	824,176	1,000,000
3114 Electrical Permits	109,302	165,000	76,032	90,000
3115 Plumbing Permits	5,609	80,000	22,221	25,000
3117 HVAC Permits	53,703	95,000	67,929	85,000
3119 Cert of Occupancy	30,752	41,000	24,032	30,000
3120 Pool and Spa Permits	19,288	20,000	33,450	40,000
3121 Sign Permit	21,323	35,000	15,023	15,000
3122 Demolition Permits	4,652	4,617	6,849	8,000
3123 Roofing Permits	5,309	15,500	58,666	60,000
3124 Plan Check	183,499	321,000	326,000	375,000
3125 Preliminary Reviews	14,906	15,873	11,709	20,000
3126 Historic Certs of Appropriateness	10,407	14,440	5,763	7,500
3140 Specific Plan	-	8,000	-	10,000
3142 Conditional Use Permit	42,132	85,000	69,769	70,000
3144 Variances	17,576	17,549	20,784	25,000
3148 CRA Review	23,013	25,000	27,892	30,000
3152 Map Review	34,726	57,000	24,450	25,000
3153 Street Vacation	2,379	1,468	2,419	2,500
3154 Environmental Impact	11,249	55,000	42,595	45,000
3158 Residential Development Allocation	3,525	14,028	14,843	15,000
3160 Planning Appeal Processing	-	-	1,954	2,500
3162 Home Occupation Permit	4,416	4,944	6,109	7,000
3164 Ordinance Amendment	13,850	19,571	3,530	10,000
3175 Development Agreements	3,000	1,100	1,333	2,000
3176 Annexation Agreements	15,236	24,310	6,304	10,000
3178 Preannexation Agreements	-	100,000	-	-
3180 Socio-Economic Studies	11,906	20,000	19,961	25,000
3195 Miscellaneous Permit	-	-	1,615	1,630
3302 Inspections	48,525	53,714	-	-
3323 Research & Microfilming	3,344	6,750	11,019	12,000
3512 Returned Check Charge	156	-	78	100
3530 Miscellaneous Receipts	51,957	32,670	545,041	64,897
3533 Misc. Taxable Sales	10	-	-	10
<b>TOTAL DEVELOPMENT SERVICES</b>	<b>1,374,506</b>	<b>2,423,004</b>	<b>2,335,883</b>	<b>2,200,637</b>
<b><u>LIBRARY</u></b>				
3200 State Grants	52,000	52,000	52,000	52,000
3321 Fingerprints/Background Check	100	-	100	100
3327 Non-Resident Fees	10,570	11,000	11,000	11,000
3328 Library/Lincoln Shrine Support	90,300	90,300	90,300	89,640
3456 Library Fines	33,098	32,500	32,500	32,500
3512 Returned Check Charge	39	-	117	120
<b>TOTAL LIBRARY</b>	<b>186,107</b>	<b>185,800</b>	<b>186,017</b>	<b>185,360</b>

City of Redlands  
2017-18  
Adopted Budget

REVENUE DETAIL

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL APPROVED
<b><u>POLICE DEPARTMENT</u></b>				
3102 Bicycle License	110	50	106	50
3171 Adult Oriented Business Permit	5,365	4,500	2,500	2,500
3172 Concealed Weapon Permit	1,820	-	5,000	5,000
3195 Miscellaneous Permit	3,239	150	-	-
3250 Federal Grants	-	2,500	-	-
3255 Federal Reimbursement	14,268	15,000	-	-
3305 Cost Recover/Reimbursement Expenditure	104,004	70,000	70,448	70,000
3309 Application/Filing Fee	103	-	103	-
3320 Depositions	11,055	10,500	4,000	4,000
3321 Fingerprints/Background Check	20,616	15,000	19,000	15,000
3324 Police Reports	3,538	2,000	2,500	2,500
3430 Vehicle Impound Fees	38,457	42,000	40,000	40,000
3431 Tow Fees	27,579	26,000	27,500	26,000
3432 False Alarm Fees	121,126	95,000	115,000	95,000
3433 Booking Restitution	3,548	750	550	550
3512 Returned Check Charge	39	50	-	-
3516 Sale of Surplus Property	15,751	14,315	6,495	-
3530 Miscellaneous Receipts	15,524	1,000	4,500	1,000
3590 Donations	107,702	-	31,200	-
3730 POST Training Reimbursement	17,023	20,000	3,500	2,500
3732 Crossing Guard Reimbursement	59,680	57,713	57,713	63,484
3734 Contract Services	7,992	6,000	2,500	2,500
3735 IRNET Reimbursement	19,977	19,150	17,500	17,500
<b>TOTAL POLICE DEPARTMENT</b>	<b>598,516</b>	<b>401,678</b>	<b>410,115</b>	<b>347,584</b>
<b><u>POLICE - ANIMAL CONTROL</u></b>				
3170 Code Enforcement/Admin Citation	2,645	1,500	3,500	1,500
3332 Animal Adoptions	11,501	12,000	10,000	10,000
3333 Boarding Fees	1,130	1,000	1,100	1,000
3334 Owner Release for Adoption	6,677	5,500	7,000	5,500
3335 Shelter Apprehension Fees	6,930	5,000	5,500	5,000
3336 Shelter Deposit Fees	24,763	20,000	20,000	20,000
3512 Returned Check Charge	352	350	78	-
3530 Miscellaneous Receipts	-	-	(1,357)	-
3570 Trap Rentals	823	900	900	900
3737 Animal Pick-Up Reimbursement	8,506	5,000	8,000	5,000
<b>TOTAL POLICE - ANIMAL CONTROL</b>	<b>63,327</b>	<b>51,250</b>	<b>54,721</b>	<b>48,900</b>
<b><u>QUALITY OF LIFE - RECREATION</u></b>				
3250 Federal Grants	-	-	30,000	-
3325 Contract Classes	116,356	150,000	94,956	150,000
3326 Contract Classes/Programs	-	-	30	-
3330 Concessions	1,087	1,000	514	1,000
3331 Lighting Fees	4,309	3,000	9,312	8,000
3344 T-Ball	-	-	122	-
3512 Returned Check Charge	39	105	-	-
3520 Rental Income	20,574	-	30,555	30,000
3530 Miscellaneous Receipts	-	17,000	-	-



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<b><u>QUALITY OF LIFE - RECREATION (CONT.)</u></b>				
3531 Game Income	1,216	-	715	-
3535 Program Income	485	2,000	640	2,000
3540 Other Grants	-	50	-	-
TOTAL RECREATION	144,065	173,155	166,844	191,000
<b><u>QUALITY OF LIFE - SENIOR SERVICES</u></b>				
3305 Cost Recover/Reimbursement Expenditure	-	-	4,644	-
3325 Contract Classes	8,715	15,000	9,488	15,000
3365 Tours/Excursions	8,430	10,000	7,000	10,000
3512 Returned Check Charge	-	-	-	-
3520 Rental Income	13,397	20,000	18,262	20,000
3535 Program Income	5,648	5,000	5,434	6,000
3590 Donations	2,024	3,500	-	2,000
TOTAL SENIOR SERVICES	38,213	53,500	44,828	53,000
<b><u>FIRE DEPARTMENT</u></b>				
3124 Plan Check	112,840	95,000	138,210	135,000
3170 Code Enforcement/Admin Citation	-	-	1,500	2,500
3185 Special Fire Permits	95,423	70,000	111,696	120,000
3186 Fire Permits	86,088	35,000	63,589	75,000
3250 Federal Grants	19,262	-	19,500	19,500
3255 Federal Reimbursement	-	1,000	-	500
3300 Fire Alarms	4,135	3,500	1,961	2,600
3301 Fire Department Reports	145	100	248	300
3302 Inspections	190,616	95,000	171,844	180,000
3303 Fire Prevention Services	-	200	-	200
3304 Mutual Aid Reimbursement	766,879	867,900	868,474	750,000
3305 Cost Recover/Reimbursement Expenditure	31,360	25,000	32,935	25,000
3306 Weed Abatement	119	10,000	5,862	7,000
3308 State Mandated Inspections	4,105	-	11,357	12,000
3326 City Classes/Programs	25,698	20,000	25,088	25,000
3512 Returned Check Charge	-	40	52	40
3516 Sale of Surplus Property	-	10,000	9,749	20,000
3530 Miscellaneous Receipts	-	3,000	-	100
3590 Donations	2,250	1,000	19,000	500
TOTAL FIRE DEPARTMENT	1,338,920	1,236,740	1,481,065	1,375,240
<b><u>QUALITY OF LIFE DEPARTMENT</u></b>				
3121 Sign Permit	969	800	1,749	800
3124 Plan Check	(13,280)	-	-	-
3132 Tree Permits	8,548	2,500	3,405	2,500
3170 Code Enforcement/Admin Citation	380,079	200,000	200,000	200,000
3305 Cost Recover/Reimbursement Expenditure	88,462	183,762	136,511	135,000
3310 Litter Control Fees	6,527	5,500	3,729	5,500
3311 Street Cleaning Fees	337,555	336,000	336,000	336,000
3317 Abandoned Property Inspection	3,667	3,500	1,258	3,500
3318 Rental Property Inspections	180,065	150,000	150,000	200,000
3331 Lighting Fees	8,241	10,500	7,741	10,500

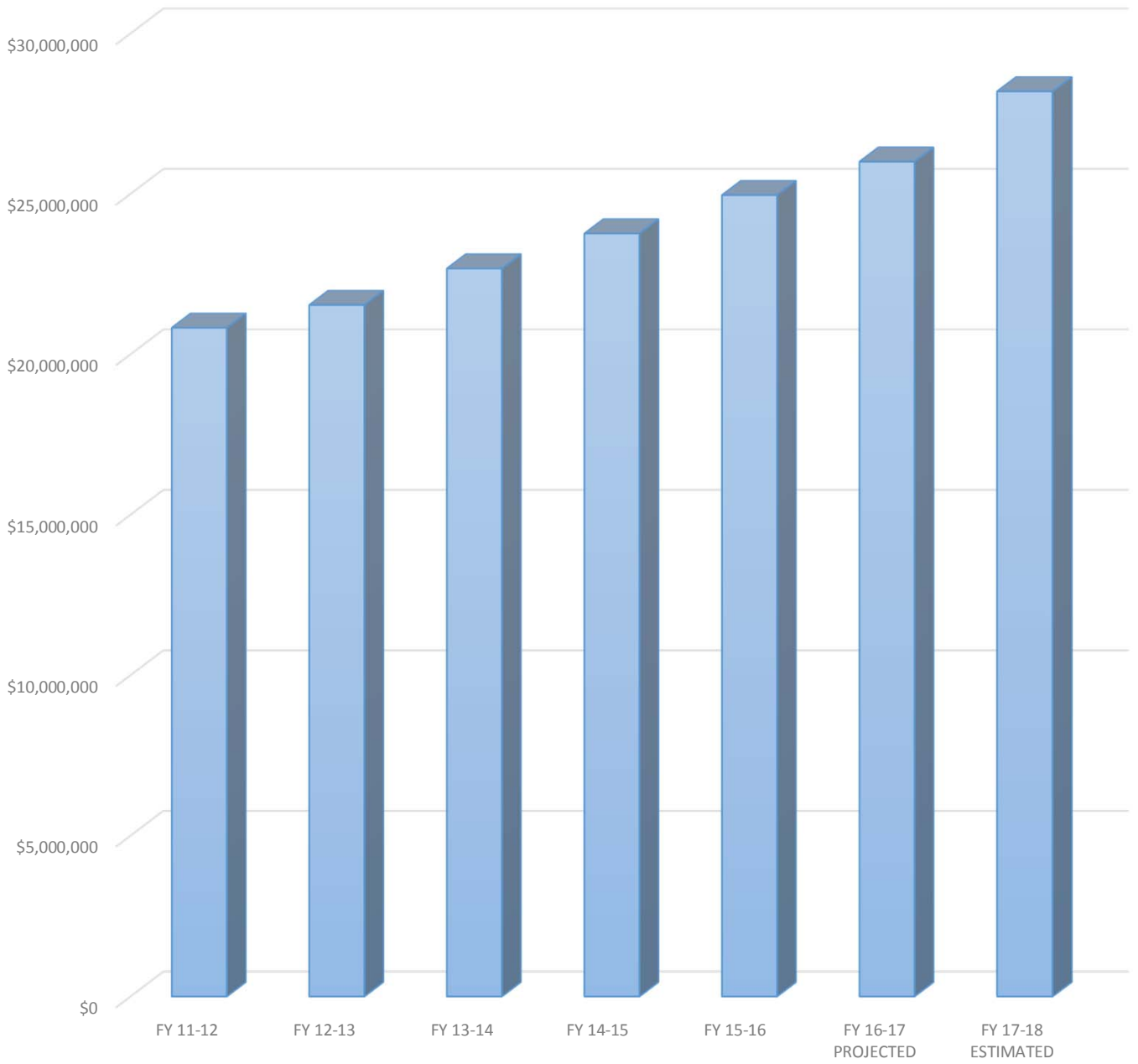
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	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL APPROVED
<b><u>QUALITY OF LIFE DEPARTMENT (CONT.)</u></b>				
3512 Returned Check Charge	78	-	-	-
3511 Finance Charges	50	-	200	-
3520 Rental Income	-	-	5	-
3520 Rental Income	22,464	14,000	22,301	22,000
3530 Miscellaneous Receipts	264,547	5,000	55,509	221,000
3590 Donations	5,000	10,000	314,898	10,000
3640 Landfill Mitigation Fees	243,941	240,000	119,542	240,000
3734 Contract Services	35,225	33,000	-	33,000
<b>TOTAL QUALITY OF LIFE DEPARTMENT</b>	<b>1,572,137</b>	<b>1,194,562</b>	<b>1,352,847</b>	<b>1,419,800</b>
<b><u>ENGINEERING</u></b>				
3116 Grading/Paving Permits	39,600	40,000	38,000	30,000
3124 Plan Check	202,393	175,000	102,000	100,000
3130 Street Permits	294,667	250,000	375,000	225,000
3135 NPDES Permit	183,573	165,000	165,000	165,000
3142 Conditional Use Permit	10,819	7,500	13,000	7,500
3148 CRA Review	3,876	5,000	4,700	3,000
3152 Map Review	54,014	50,000	28,000	25,000
3153 Street Vacation	1,023	-	-	-
3154 Environmental Impact	413	-	1,425	1,000
3175 Development Agreements	2,999	4,500	8,500	2,500
3305 Cost Recover/Reimbursement Expenditure	1,000	-	1,808	-
3316 WQMP Review Admin	69,799	50,000	36,000	30,000
3416 Street Trench Cut Fees	20,931	15,000	15,000	12,000
3530 Miscellaneous Receipts	794	-	-	-
<b>TOTAL ENGINEERING DEPARTMENT</b>	<b>885,900</b>	<b>762,000</b>	<b>788,433</b>	<b>601,000</b>
<b>TOTAL GENERAL FUND (101)</b>	<b>61,531,588</b>	<b>62,244,361</b>	<b>63,239,597</b>	<b>65,562,593</b>

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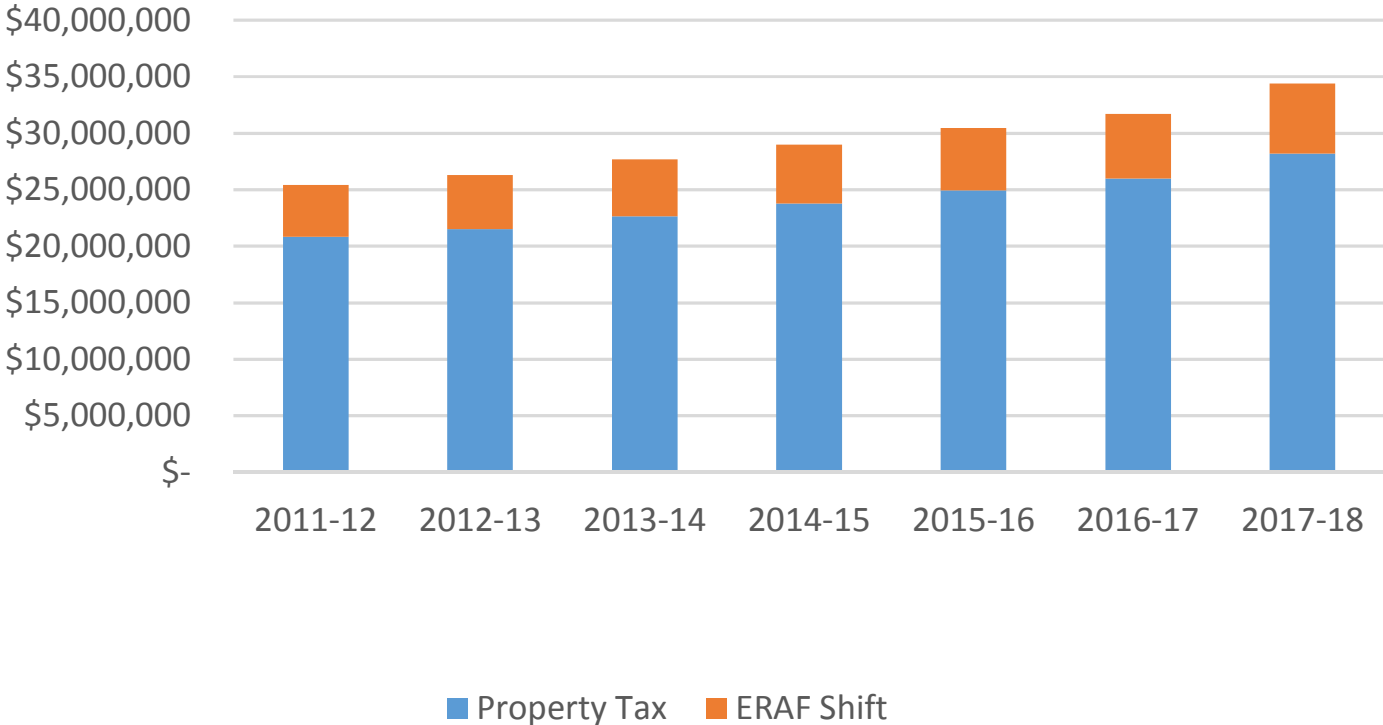
**CITY OF REDLANDS**  
GENERAL FUND PROPERTY TAX REVENUE  
PRIOR YEARS COMPARISON



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# CITY OF REDLANDS

## GENERAL FUND PROPERTY TAX SHIFT TO SCHOOLS PRIOR YEARS COMPARISON

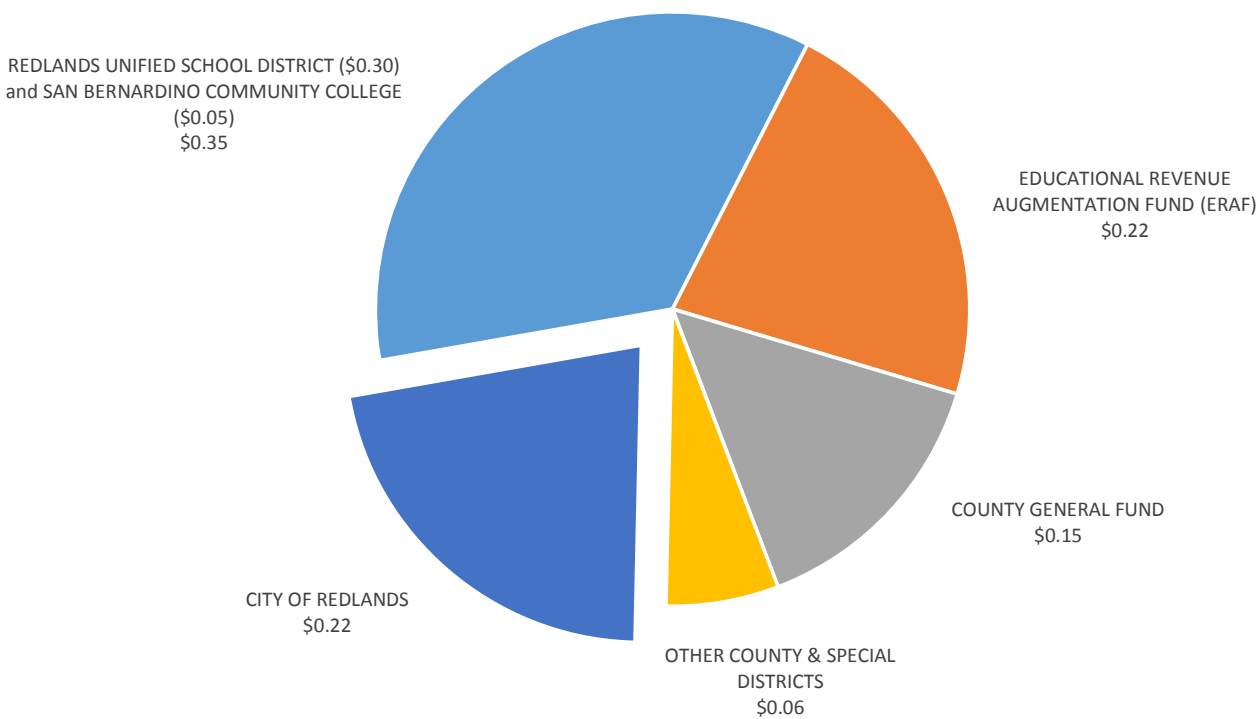


ESTIMATED AMOUNTS

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# PROPERTY TAX ALLOCATION

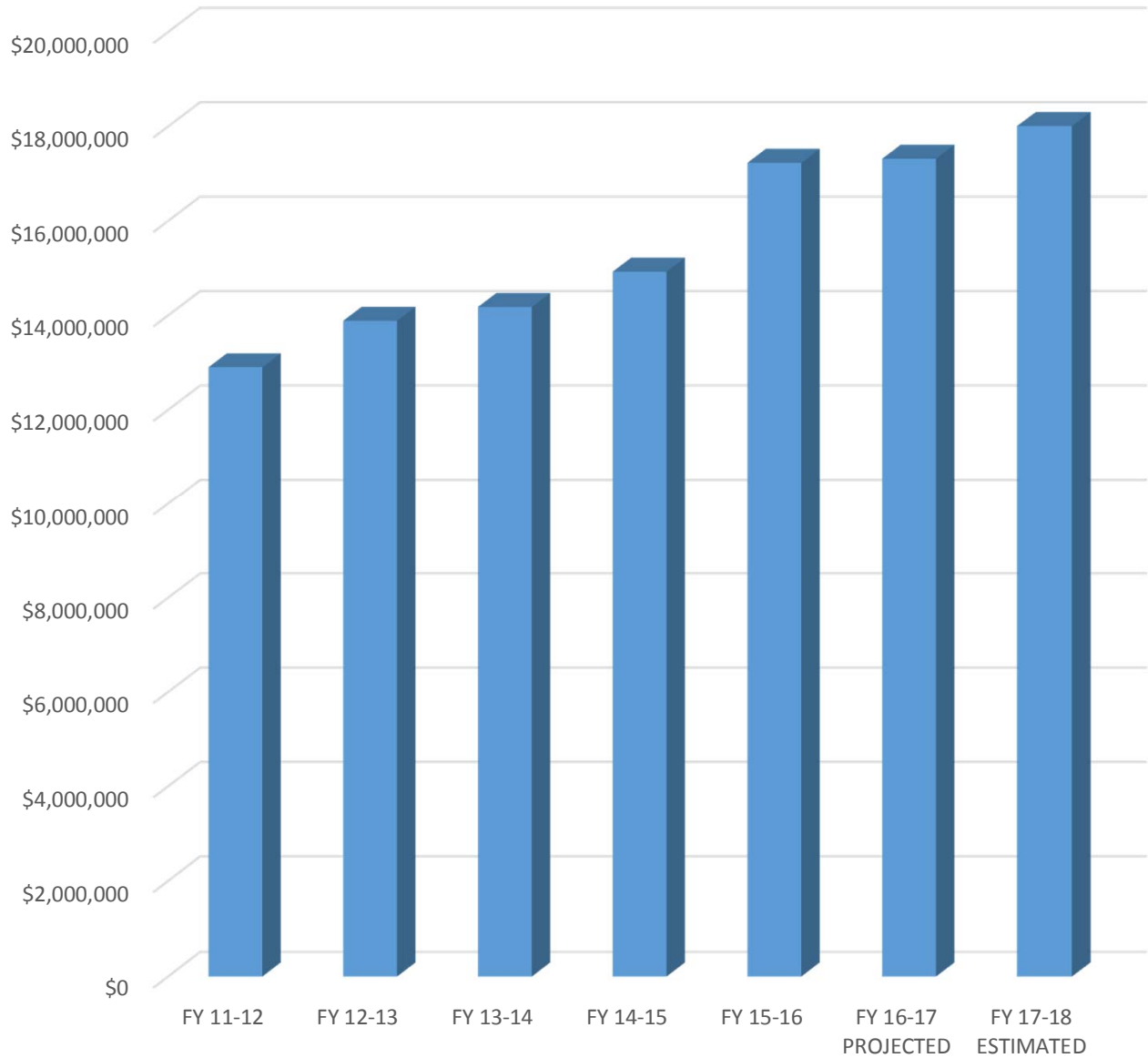
## WHERE YOUR TAX DOLLAR GOES





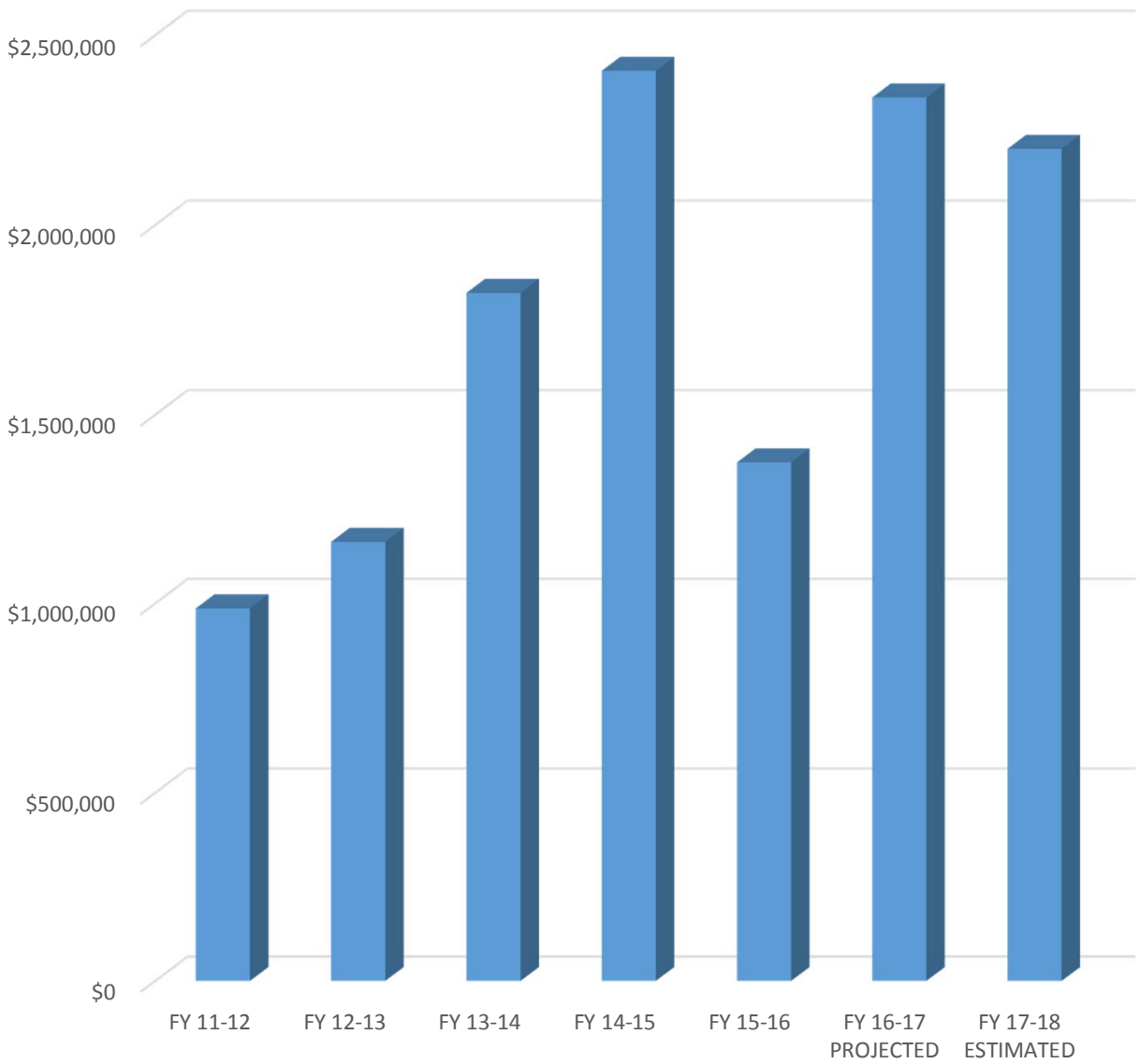
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**CITY OF REDLANDS**  
**GENERAL FUND SALES TAX REVENUE**  
**PRIOR YEAR COMPARISONS**



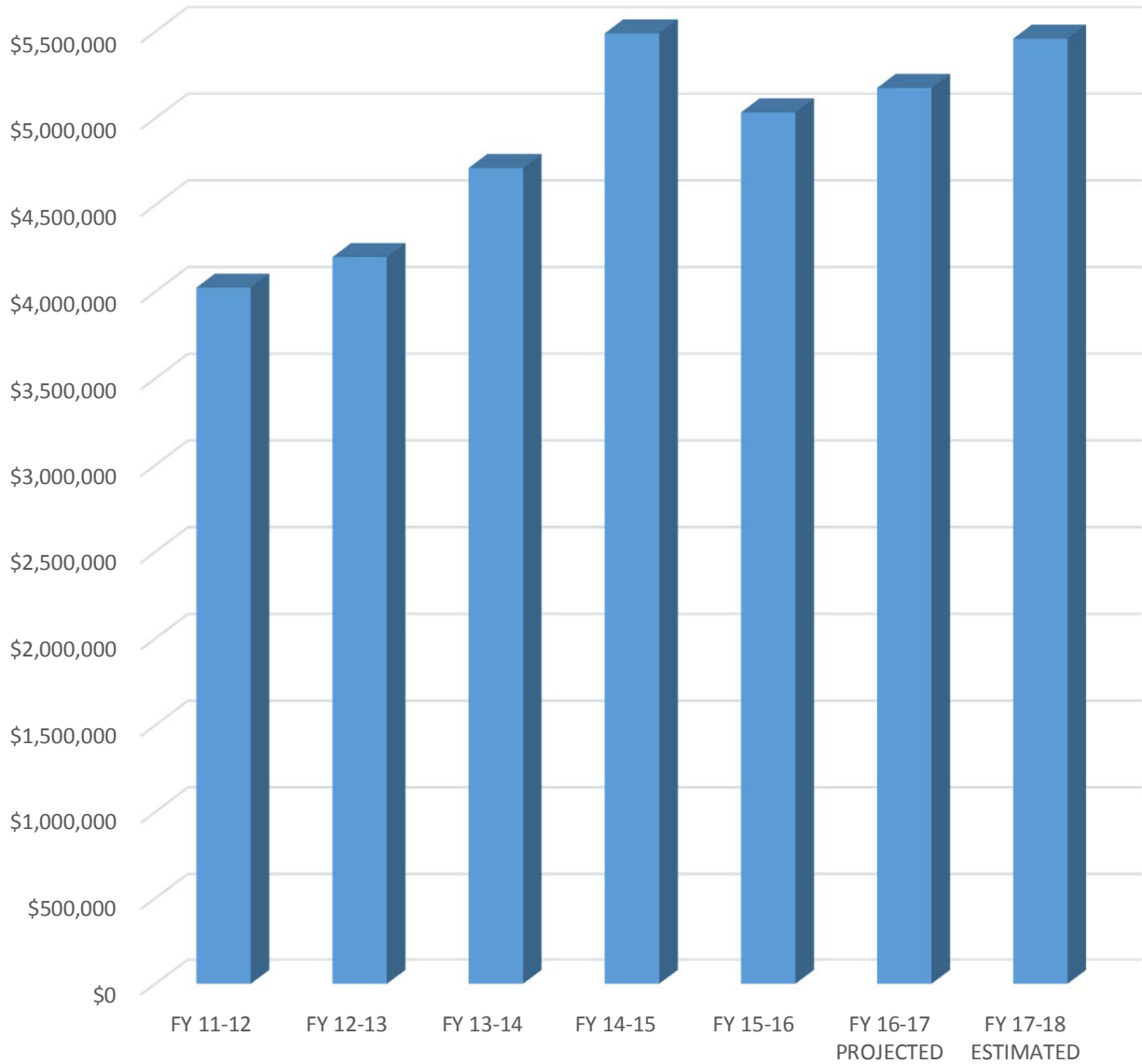
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**CITY OF REDLANDS**  
**GENERAL FUND DEVELOPMENT REVENUES**  
**PRIOR YEAR COMPARISONS**



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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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<b><u>EMERGENCY SERVICES (205)</u></b>				
3000 Current Secured Taxes	1,092,759	1,100,000	1,100,000	1,100,000
3305 Cost Recover/Reimbursement Expenditure	-	3,000	-	3,000
3327 Non-Resident Fees	-	9,000	-	3,000
3590 Donations	200	500	30	500
<b>TOTAL EMERGENCY SERVICES</b>	<b>1,092,959</b>	<b>1,112,500</b>	<b>1,100,030</b>	<b>1,106,500</b>
<b><u>HOUSEHOLD HAZARDOUS WASTE (206)</u></b>				
3200 State Grants	(229)	12,000	3,866	6,000
3205 State Reimbursement	7,536	-	-	-
3376 Recycled Material	5,261	3,800	6,716	7,000
3535 Program Income	110,309	110,000	88,790	100,000
<b>TOTAL HOUSEHOLD HAZARDOUS WASTE</b>	<b>122,877</b>	<b>125,800</b>	<b>99,372</b>	<b>113,000</b>
<b><u>GAS TAX (207)</u></b>				
3025 Gas Tax Prop 111 2105	395,250	439,682	414,257	399,575
3026 Gas Tax 2107	514,669	610,569	535,105	516,193
3027 Gas Tax Engineering Receipts	7,500	7,500	7,500	7,500
3028 Gas Tax 2106	244,675	219,413	254,983	246,131
3029 Gas Tax 2103	361,632	166,052	170,067	275,248
XXXX Road Maint. Rehab Acct (Sec 2030)	-	-	-	396,445
<b>TOTAL GAS TAX</b>	<b>1,523,725</b>	<b>1,443,216</b>	<b>1,381,912</b>	<b>1,841,092</b>
<b><u>LOCAL TRANSPORTATION (209)</u></b>				
3200 State Grants	-	-	1,256,936	701,720
3205 State Reimbursement	-	-	100	2,300,000
3250 Federal Grants	160,558	-	-	-
3305 Cost Recover/Reimbursement Expenditure	2,088,885	-	138,429	-
3415 Street Replacement/Haul Permit	5,281	5,000	-	-
3510 Investment Income	(21,989)	20,000	20,000	-
3530 Miscellaneous Receipts	33,099	-	-	-
3771 Resident Contrib.: Bike Lanes	16,973	-	-	-
<b>TOTAL LOCAL TRANSPORTATION</b>	<b>2,282,807</b>	<b>25,000</b>	<b>1,415,465</b>	<b>3,001,720</b>
<b><u>MEASURE "I" 2010 (210)</u></b>				
3021 Measure I Sales Tax	1,111,845	1,115,656	1,115,656	1,100,000
3510 Investment Income	113,148	56,000	20,000	20,000
<b>TOTAL MEASURE "I" 2010</b>	<b>1,224,994</b>	<b>1,171,656</b>	<b>1,135,656</b>	<b>1,120,000</b>
<b><u>AIR QUALITY IMPROVEMENT (221)</u></b>				
3305 Cost Recover/Reimbursement Expenditure	-	-	35,604	-
3510 Investment Income	6,695	5,000	-	-
3710 AB2766 Subvention AQMD	89,559	81,000	81,000	81,000
<b>TOTAL AIR QUALITY IMPROVEMENT</b>	<b>96,254</b>	<b>86,000</b>	<b>116,604</b>	<b>81,000</b>
<b><u>TRAFFIC SAFETY (223)</u></b>				
3450 Traffic Fines	12,080	6,450	10,000	9,000
3453 Red Light Traffic Fines	2,960	2,250	5,000	3,000
3455 Parking Fines	197,581	185,000	144,147	145,000
<b>TOTAL TRAFFIC SAFETY</b>	<b>212,621</b>	<b>193,700</b>	<b>159,147</b>	<b>157,000</b>
<b><u>OPEN SPACE (227)</u></b>				
3510 Investment Income	12,223	6,300	-	-
3627 Open Space Acquisition Fees	27,324	38,500	37,979	46,200
<b>TOTAL OPEN SPACE</b>	<b>39,547</b>	<b>44,800</b>	<b>37,979</b>	<b>46,200</b>



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<b><u>DOWNTOWN BUSINESS AREA (236)</u></b>				
3250 Federal Grants	39,355	-	7,723	-
3510 Investment Income	2,170	2,000	2,000	2,000
3530 Miscellaneous Receipts	20,622	25,000	20,676	25,000
3535 Program Income	290,789	291,700	270,000	270,000
TOTAL DOWNTOWN BUSINESS AREA	352,936	318,700	300,399	297,000
<b><u>PARKING AUTHORITY (237)</u></b>				
3520 Rental Income	7,310	6,500	8,000	8,000
TOTAL PARKING AUTHORITY	7,310	6,500	8,000	8,000
<b><u>GENERAL CAPITAL IMPROVEMENT (240)</u></b>				
3175 Development Agreements	-	-	125,000	-
3200 State Grants	934,355	918,722	1,481,324	5,640,457
3250 Federal Grants	12,438	932,042	712,118	-
3530 Miscellaneous Receipts	26,345	-	-	-
3540 Other Grants	85,000	-	-	-
TOTAL GENERAL CAPITAL IMPROVEMENT	1,058,138	1,850,764	2,318,442	5,640,457
<b><u>COMMUNITY DEV BLOCK GRANT (243)</u></b>				
3250 Federal Grants	194,000	322,287	621,173	344,931
TOTAL COMMUNITY DEV BLOCK GRANT	194,000	322,287	621,173	344,931
<b><u>ASSET FORFEITURE (246)</u></b>				
3460 Drug Confiscation - State	21,328	-	34,635	-
3461 Drug Confiscation - Federal	732,450	-	414,414	-
3463 15% Drug/Gang Prevention - St	3,468	-	5,597	-
3510 Investment Income	15,518	8,384	461	500
3530 Miscellaneous Receipts	4,175	-	-	-
TOTAL ASSET FORFEITURE	776,939	8,384	455,107	500
<b><u>POLICE GRANTS (247)</u></b>				
3200 State Grants	83,371	-	65,893	-
3250 Federal Grants	96,831	-	135,425	36,190
3540 Other Grants	80,000	-	130,000	100,000
3590 Donations	7,500	-	-	-
TOTAL POLICE GRANTS	267,702	-	331,318	136,190
<b><u>SUPPLEMENTAL LAW ENFORCEMENT (249)</u></b>				
3200 State Grants	70,526	113,000	130,529	114,000
3510 Investment Income	3,873	968	478	6,500
TOTAL SUPPLEMENTAL LAW ENFORCEMENT	74,399	113,968	131,007	120,500
<b><u>PARK &amp; OPEN SPACE DEV (250)</u></b>				
3510 Investment Income	11,366	7,780	7,780	2,000
3530 Miscellaneous Receipts	285,318	50,000	-	-
3625 Park & Open Space Fee	91,847	522,498	113,938	425,000
TOTAL PARK & OPEN SPACE DEV	388,531	580,278	121,718	427,000
<b><u>PUBLIC FACILITIES DEV (251)</u></b>				
3600 Police Facilities	33,781	653,000	79,905	8,000
3601 Fire Facilities	20,780	246,000	77,966	159,000
3603 Library Facilities	32,663	144,000	64,171	28,000
3604 General Government Facilities	26,701	423,000	130,635	188,000
3606 Community Center Facilities	14,873	66,000	20,455	-
TOTAL PUBLIC FACILITIES DEV	128,798	1,532,000	373,132	383,000

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<b><u>ARTERIAL STREET CONSTRUCTION (252)</u></b>				
3510 Investment Income	22,135	13,500	13,500	10,181
3631 Regional Arterial Fee	407,212	2,175,000	357,718	-
3632 Railroad Crossing Fee	9,274	49,000	9,509	12,600
3633 Local Arterial Fee	93,252	408,000	79,832	126,000
TOTAL ARTERIAL STREET CONSTRUCTION	531,873	2,645,500	460,559	148,781
<b><u>TRAFFIC SIGNALS (253)</u></b>				
3510 Investment Income	11,553	7,100	5,394	4,929
3630 Traffic Signals Fees	65,751	680,000	45,910	88,200
TOTAL TRAFFIC SIGNALS	77,304	687,100	51,304	93,129
<b><u>FREEWAY INTERCHANGES (254)</u></b>				
3510 Investment Income	26,234	18,000	18,000	10,625
3630 Freeway Interchange Fees	346,380	3,400,000	295,378	466,200
TOTAL FREEWAY INTERCHANGES	372,614	3,418,000	313,378	476,825
<b><u>STREET LIGHTING DISTRICT #1 (260)</u></b>				
3650 Assessment District	25,082	25,500	25,500	25,500
TOTAL STREET LIGHTING DISTRICT #1	25,082	25,500	25,500	25,500
<b><u>COMMUNITY FACILITY DISTRICT 2004-1 (261)</u></b>				
3510 Investment Income	3,784	2,500	2,500	4,000
3650 Assessment District	149,838	125,000	150,000	180,000
TOTAL COMMUNITY FACILITY DISTRICT	153,622	127,500	152,500	184,000
<b><u>LANDSCAPE MAINTENANCE DISTRICT (263)</u></b>				
3650 Assessment District	27,995	30,000	30,000	28,000
TOTAL LANDSCAPE MAINTENANCE DISTRICT	27,995	30,000	30,000	28,000
<b><u>DISASTER RECOVERY (270)</u></b>				
3250 Federal Grants	41,963	-	-	-
TOTAL DISASTER RECOVERY	41,963	-	-	-
<b><u>OBLIGATION PAYMENT (288)</u></b>				
3000 Current Secured Taxes	3,820,143	2,775,903	3,724,775	2,807,651
3510 Investment Income	44,280	20,000	-	-
TOTAL OBLIGATION PAYMENT	3,864,423	2,795,903	3,724,775	2,807,651
<b><u>GENERAL DEBT SERVICE (305)</u></b>				
3000 Current Secured Taxes	(35)	-	-	-
3006 Supplemental PY Taxes	3,655	-	313	-
3009 Supplemental - Voter Approved	2,242	-	2,446	-
3510 Investment Income	1,075	-	469	-
TOTAL GENERAL DEBT SERVICE	6,937	-	3,228	-
<b><u>SUCCESSOR TO RDA DEBT SVC (380)</u></b>				
3510 Investment Income	99,625	-	-	-
3530 Miscellaneous Receipts	-	-	12,704	-
TOTAL SUCCESSOR TO RDA DEBT SVC	99,625	-	12,704	-
<b><u>STORM DRAIN CONSTRUCTION (405)</u></b>				
3510 Investment Income	28,710	16,000	16,000	15,000
3620 Storm Drain Fees	159,210	182,000	57,189	120,000
TOTAL STORM DRAIN CONSTRUCTION	187,920	198,000	73,189	135,000

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<b><u>SAFETY/CITY HALL REPLACEMENT (406)</u></b>				
3510 Investment Income	-	-	1,190	1,000
3515 Land Sale Proceeds	-	-	4,426,983	-
TOTAL SAFETY/CITY HALL REPLACEMENT	-	-	4,428,173	1,000
<b><u>SUCCESSOR TO RDA GENERAL FUND (480)</u></b>				
3305 Cost Recovery/Reimbursement Expenditure	8,775	-	-	-
3510 Investment Income	(251)	-	251	250
3520 Rental Income	18,000	18,000	18,000	18,000
TOTAL SUCCESSOR TO RDA GENERAL	26,524	18,000	18,251	18,250
<b><u>SUCCESSOR TO RDA CAP PROJECT (488)</u></b>				
3510 Investment Income	523	500	550	550
TOTAL SUCCESSOR TO RDA CAP PROJECT	523	500	550	550
<b><u>WATER (501)</u></b>				
3124 Plan Check	21,226	16,000	12,000	10,000
3305 Cost Recover/Reimbursement Expenditure	36,260	40,000	40,000	-
3380 Water Usage	16,605,577	18,279,560	18,432,191	20,275,410
3382 Irrigation Water Usage	1,538,395	1,817,533	1,707,619	1,878,380
3383 Fire Hydrant Water Usage	122,856	176,792	136,482	150,008
3384 Water Meter Install	41,991	30,000	10,000	10,000
3385 Water Turn-On	-	-	46	-
3387 Frontage Charge	81,419	30,000	50,000	50,000
3388 "B" Contract Water Usage	90,297	105,000	110,000	110,000
3389 Fire Protection Water Usage	332,833	310,969	369,444	406,389
3405 Conservation Violation Penalty	2,252	-	21,000	18,000
3510 Investment Income	355,918	200,000	300,000	300,000
3520 Rental Income	129,622	125,000	129,600	129,600
3530 Miscellaneous Receipts	212,955	300,000	450,000	200,000
3533 Misc. Taxable Sales	33	-	-	-
3555 Fire Flow Testing	2,875	2,500	1,200	1,200
TOTAL WATER	19,574,510	21,433,354	21,769,582	23,538,987
<b><u>WATER PROJECTS (503)</u></b>				
3510 Investment Income	(11,392)	-	11,500	-
3530 Miscellaneous Receipts	2,665	-	-	-
TOTAL WATER PROJECTS	(8,727)	-	11,500	-
<b><u>WATER DEBT SERVICE (506)</u></b>				
3510 Investment Income	1,792	-	2,022	1,500
TOTAL WATER DEBT SERVICE	1,792	-	2,022	1,500
<b><u>SOURCE ACQUISITION (508)</u></b>				
3510 Investment Income	560	-	415	100
3516 Sale of Surplus Property	-	-	-	-
3551 Water Source Acquisition Residential	65,215	86,000	113,729	120,000
3552 Water Source Acquisition Non-Resident	-	29,000	-	-
TOTAL SOURCE ACQUISITION	65,774	115,000	114,144	120,100
<b><u>WATER CAPITAL IMPROVEMENT (509)</u></b>				
3369 Cap Improvement Charge Non-Res	1,376	326,000	-	-
3370 Cap Improvement Charge Resident	455,644	359,000	315,208	650,000
3510 Investment Income	1,844	1,000	1,500	1,500
TOTAL WATER CAPITAL IMPROVEMENT	458,865	686,000	316,708	651,500

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REVENUE DETAIL

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL APPROVED
<b><u>SOLID WASTE (511)</u></b>				
3200 State Grants	82,968	18,698	18,698	18,698
3250 Federal Grants	(82,879)	-	-	-
3372 Special Hauls & Roll-Offs	1,404,950	1,364,020	1,364,020	1,364,020
3373 Solid Waste Service Residential	6,449,043	6,301,850	6,301,850	6,301,850
3374 Solid Waste Service Non-Resident	5,668,513	5,374,288	5,374,288	5,374,288
3376 Recycled Material	64,597	40,203	30,000	30,000
3510 Investment Income	114,749	45,896	100,000	100,000
3511 Finance Charges	43	-	-	-
TOTAL SOLID WASTE	13,701,984	13,144,955	13,188,856	13,188,856
<b><u>SOLID WASTE PROJECT (513)</u></b>				
3510 Investment Income	(4)	-	4	-
TOTAL SOLID WASTE PROJECT	(4)	-	4	-
<b><u>SOLID WASTE DEBT SERVICE (516)</u></b>				
3510 Investment Income	186,148	5,808	5,808	5,808
TOTAL SOLID WASTE DEBT SVC	186,148	5,808	5,808	5,808
<b><u>CALIF ST LANDFILL CLOSURE (517)</u></b>				
3510 Investment Income	105,677	50,000	50,000	50,000
TOTAL CALIF ST LANDFILL CLOSURE	105,677	50,000	50,000	50,000
<b><u>SOLID WASTE CAP IMPROVEMENT (519)</u></b>				
3369 Cap Improvement Charge Non-Res	21,205	25,000	350,000	220,000
3370 Cap Improvement Charge Resident	402,636	402,636	13,500	13,500
3510 Investment Income	63,769	20,237	10,000	10,000
TOTAL SOLID WASTE CAP IMPROVEMENT	487,610	447,873	373,500	243,500
<b><u>SEWER SERVICE (521)</u></b>				
3305 Cost Recover/Reimbursement Expenditure	587	-	3	-
3366 Sewer Residential	6,769,772	6,560,000	6,939,016	7,112,491
3367 Sewer Non-Residential	2,209,573	2,408,750	2,264,812	2,321,432
3368 Septage Charge	41,820	55,500	20,000	20,500
3379 Recycled Water Usage	244,464	287,000	250,575	256,840
3387 Frontage Charge	98,153	150,000	100,000	100,000
3391 Joint Lab - Water Charges	160,266	-	-	-
3392 Joint Lab - Solid Waste Charges	6,849	-	-	-
3510 Investment Income	303,625	165,000	300,000	300,000
3530 Miscellaneous Receipts	1,777	-	2,000	2,000
3533 Misc. Taxable Sales	24,495	25,000	25,000	25,000
TOTAL SEWER SERVICE	9,861,379	9,651,250	9,901,406	10,138,263
<b><u>SEWER PROJECTS (523)</u></b>				
3510 Investment Income	(519)	-	-	-
TOTAL SEWER BOND PROJECTS	(519)	-	-	-
<b><u>SEWER DEBT SERVICE (526)</u></b>				
3510 Investment Income	77,655	-	612	-
TOTAL SEWER DEBT SERVICE	77,655	-	612	-
<b><u>SEWER CAPITAL IMPROVEMENT (529)</u></b>				
3369 Cap Improvement Charge Non-Res	2,705	359,000	-	-
3370 Cap Improvement Charge Resident	830,607	326,000	386,077	1,500,000
3510 Investment Income	43,159	24,000	2,278	-
TOTAL SEWER CAPITAL IMPROVEMENT	876,471	709,000	388,355	1,500,000

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	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL APPROVED
<b><u>GROVES (538)</u></b>				
3510 Investment Income	2,305	500	2,500	2,500
3530 Miscellaneous Receipts	132,358	160,000	159,525	-
3550 Grove Receipts	507,914	725,000	560,000	538,000
3590 Donations	2,500	2,500	2,500	2,500
<b>TOTAL GROVES</b>	<b>645,077</b>	<b>888,000</b>	<b>724,525</b>	<b>543,000</b>
<b><u>NON-POTABLE WATER (541)</u></b>				
3313 Non-Potable Water Usage	508,556	500,000	520,000	530,000
3387 Frontage Charge	-	-	6,400	-
3510 Investment Income	36,362	15,000	925	-
<b>TOTAL NON-POTABLE WATER</b>	<b>544,917</b>	<b>515,000</b>	<b>527,325</b>	<b>530,000</b>
<b><u>NON-POTABLE CAPITAL IMPROVEMENT FUND (549)</u></b>				
3369 Capital Improvement Charge Non-Res	129,467	25,000	213	-
3510 Investment Income	13,007	5,000	782	-
<b>TOTAL NON POT CAP IMPROVEMENT FUND</b>	<b>142,474</b>	<b>30,000</b>	<b>995</b>	<b>-</b>
<b><u>CEMETERY (562)</u></b>				
3360 Cemetery Internment	173,249	210,000	175,000	210,000
3361 Cemetery Lots	247,848	300,000	355,000	400,000
3362 Cemetery Crypts	40,900	50,000	39,000	50,000
3510 Investment Income	28,520	21,250	17,000	21,250
3511 Finance Charges	-	-	3,100	7,000
3520 Rental Income	27,514	21,250	21,250	21,250
3530 Miscellaneous Receipts	47,087	35,000	35,000	35,000
3533 Misc. Taxable Sales	63,838	47,000	47,000	47,000
3590 Donations	300	100	500	100
<b>TOTAL CEMETERY</b>	<b>629,256</b>	<b>684,600</b>	<b>692,850</b>	<b>791,600</b>
<b><u>CEMETERY PRE-NEED (563)</u></b>				
3510 Investment Income	14,413	5,250	5,250	5,250
<b>TOTAL CEMETERY PRE-NEED</b>	<b>14,413</b>	<b>5,250</b>	<b>5,250</b>	<b>5,250</b>
<b><u>AVIATION OPERATING (564)</u></b>				
3001 Current Unsecured Taxes	38,109	38,000	38,346	38,000
3200 State Grants	10,000	50,000	50,000	10,000
3250 Federal Grants	86,307	405,000	995,553	150,000
3510 Investment Income	1,982	1,700	1,700	1,700
3511 Finance Charges	463	1,000	38	500
3520 Rental Income	270,856	270,000	150,334	159,216
3530 Miscellaneous Receipts	1,268	1,500	1,500	1,500
3545 Tie-Down Fees	8,262	7,000	7,000	7,000
3546 Gate Access Fees	6,952	8,200	8,200	8,200
3591 Fuel Flowage Fee	-	-	1,625	1,625
3592 Ground Leases	-	-	118,856	118,856
<b>TOTAL AVIATION OPERATING</b>	<b>424,198</b>	<b>782,400</b>	<b>1,373,152</b>	<b>496,597</b>
<b><u>LIABILITY SELF-INSURANCE (602)</u></b>				
3510 Investment Income	30,132	11,000	-	-
3512 Returned Check Charge	39	-	-	-
3530 Miscellaneous Receipts	7,405	9,000	135,016	9,000
<b>TOTAL LIABILITY SELF-INSURANCE</b>	<b>37,576</b>	<b>20,000</b>	<b>135,016</b>	<b>9,000</b>
<b><u>INFORMATION TECHNOLOGY (604)</u></b>				
3305 Cost Recover/Reimbursement Expenditure	-	-	1,390	-

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	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL APPROVED
<b><u>INFORMATION TECHNOLOGY (604) (CONT.)</u></b>				
3393 Internal Svc Receipts: General Fund	2,084,579	1,638,618	1,638,618	1,977,534
3394 Internal Svc Receipts: Non-Gen Fund	1,296,151	1,254,333	1,254,333	1,730,550
3510 Investment Income	5,388	2,100	(686)	-
TOTAL INFORMATION TECHNOLOGY	3,386,118	2,895,051	2,893,655	3,708,084
<b><u>WORKERS COMP SELF-INSURANCE (606)</u></b>				
3510 Investment Income	17,306	3,500	(1,451)	1,146
3750 Worker's Comp Receipts	2,044,225	2,222,210	2,222,210	2,209,849
TOTAL WORKERS COMP SELF-INSURANCE	2,061,531	2,225,710	2,220,759	2,210,995
<b><u>EQUIPMENT MAINTENANCE (607)</u></b>				
3305 Cost Recover/Reimbursement Expenditure	234,479	200,000	2,112	5,000
3393 Internal Svc Receipts: General Fund	945,596	958,637	958,637	1,253,058
3394 Internal Svc Receipts: Non-Gen Fund	2,967,991	2,398,308	2,398,308	3,134,886
3398 LCNG Outside Fuel Sales	253,726	150,000	530,000	600,000
3510 Investment income	(5,892)	(1,344)	3,300	-
TOTAL EQUIP MAINTENANCE	4,395,899	3,705,601	3,892,357	4,992,944
<b><u>UTILITY BILLING (608)</u></b>				
3305 Cost Recover/Reimbursement Expenditure	-	-	-	-
3385 Water Turn-On	58,679	75,000	65,000	70,000
3390 Utility Billing Service	875,000	875,000	875,000	875,000
3510 Investment Income	36,444	20,000	-	-
3511 Finance Charges	477,354	480,000	478,000	500,000
3512 Returned Check Charge	12,460	10,000	12,900	13,000
3530 Miscellaneous Receipts	39,138	35,000	31,000	30,000
3760 Bad Debt Recovery	7,955	5,000	5,800	6,000
TOTAL UTILITY BILLING	1,507,030	1,500,000	1,467,700	1,494,000
<b><u>CEMETERY ENDOWMENT (702)</u></b>				
3364 Cemetery Endowment	56,940	72,000	72,000	65,000
3510 Investment Income	292	-	292	300
TOTAL CEMETERY ENDOWMENT	57,232	72,000	72,292	65,300
<b><u>COMMUNITY FACILITY DISTRICT TRUST (710)</u></b>				
3305 Cost Recover/Reimbursement Expenditure	692,879	-	-	-
3305 Cost Recover/Reimbursement Expenditure	750,721	1,465,000	1,460,000	1,470,000
3510 Investment Income	4,034	-	1,000	1,000
3510 Investment Income	3,420	25,000	1,000	1,000
TOTAL COMMUNITY FACILITY DISTRICT TRUST	1,451,054	1,490,000	1,462,000	1,472,000
TOTAL NON-GENERAL FUNDS	75,946,332	79,938,408	80,990,945	84,500,060

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**City of Redlands  
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**Capital Outlay Detail**

<u>Equipment and Vehicles</u>	<u>Description</u>	<u>Amount</u>
<b>GENERAL FUND (101)</b>		
City Manager - Public Information (101121)		
Object 7140 All Other Equipment	---- Video Editing Equipment	\$ 35,000
Quality of Life - Building Maintenance (101301)		
Object 7100 Motor Vehicles	---- Motor Vehicles	35,000
Police - Field Services (101200)		
Object 7140 All Other Equipment	---- Weapon Lock Boxes	28,512
<b>TOTAL GENERAL FUND (101)</b>		<b><u>\$ 98,512</u></b>
<b>EMERGENCY MEDICAL SERVICES FUND (205)</b>		
Object 7100 Motor Vehicles	---- Paramedic Squad	\$ 160,000
Object 7140 All Other Equipment	---- Defibrillators/Cardiac Monitors	40,000
<b>TOTAL EMERGENCY MEDIAL SERVICES FUND (205)</b>		<b><u>\$ 200,000</u></b>
<b>AIR QUALITY IMPROVEMENT FUND (221)</b>		
Object 7100 Motor Vehicles	---- Motor Vehicles	\$ 50,000
<b>TOTAL AIR QUALITY IMPROVEMENT FUND (221)</b>		<b><u>\$ 50,000</u></b>
<b>ASSET FORFEITURE FUND (246)</b>		
Object 7100 Motor Vehicles	---- Motor Vehicles	\$ 197,669
<b>TOTAL ASSET FORFEITURE FUND (246)</b>		<b><u>\$ 197,669</u></b>
<b>CEMETERY FUND (562)</b>		
Object 7140 All Other Equipment	---- Sod Cutter	\$ 5,800
	---- Rammer Jumping Jack (Compactor)	5,200
	---- Canopy for Services	6,500
	---- Lowering Device	6,000
<b>TOTAL CEMETERY FUND (562)</b>		<b><u>\$ 23,500</u></b>
<b>INFORMATION TECHNOLOGY FUND (604)</b>		
Object 7080 Computer Equipment	---- Financial & Accounting Information System	\$ 450,000
	---- PD EOC ASA Firewall & Switching	30,000
	---- PD EOC Camera Switch	7,000
	---- PD Workstation Replacements	28,296
	---- PD Storage Refresh	12,000
	---- PD Toughbook Replacements	40,000
<b>TOTAL INFORMATION TECHNOLOGY FUND (604)</b>		<b><u>\$ 567,296</u></b>



## Capital Outlay Detail (cont.)

<u>Land and Improvements</u>	<u>Description</u>	<u>Amount</u>
<b>GENERAL FUND (101)</b>		
Quality of Life - Electrical (101302)		
Object 7150 Other Betterments/Improvements	---- CIC Boring	\$ 45,000
Quality of Life - Parks (101303)		
Object 7150 Other Betterments/Improvements	---- Park Lighting Improvement	170,000
Police - Field Services (101200)		
Object 7140 All Other Equipment	---- Weapon Lock Boxes	28,512
Engineering (101400)		
Object 7230 Street Construction	---- Canyon Quiet Zone	50,000
<b>TOTAL GENERAL FUND (101)</b>		<b><u>\$ 293,512</u></b>
<b>LOCAL TRANSPORTATION FUND (209)</b>		
Object 7150 Other Betterments/Improvements	JL 41055 Gateway Monuments	\$ 7,358
	JL 41049 PARIS Project Funding	86,688
	JL 41064 Colton Pipeline (Paving)	5,802
	JL 41065 HSIP CY7 Crosswalk Beacons	338,321
	JL 41066 Bus Pad Grant Project	43,692
	---- SB1 Transportation Project	396,500
Object 7230 Street Construction	JL 41049 PARIS Project Funding	367,422
<b>TOTAL LOCAL TRANSPORTATION FUND (209)</b>		<b><u>\$ 1,245,783</u></b>
<b>MEASURE I FUND - 2010 (210)</b>		
Object 7230 Street Construction	---- PARIS Project Funding	\$ 5,000,000
<b>TOTAL MEASURE I FUND - 2010 (210)</b>		<b><u>\$ 5,000,000</u></b>
<b>GENERAL CAPITAL IMPROVEMENT FUND (240)</b>		
Object 7150 Other Betterments/Improvements	---- Various Projects	\$ 7,393,863
<b>TOTAL GENERAL CAPITAL IMPROVEMENT FUND (240)</b>		<b><u>\$ 7,393,863</u></b>
<b>CDBG PROGRAM (243)</b>		
Object 7230 Street Construction	JL 43060 Paving Dirt Alleys and Sewer Main Replacements	\$ 232,873
<b>TOTAL CDBG PROGRAM (243)</b>		<b><u>\$ 232,873</u></b>
<b>FREEWAY INTERCHANGES FUND (254)</b>		
Object 7230 Street Construction	JL 41400 University Ramp	\$ 1,032,589
<b>TOTAL FREEWAY INTERCHANGES FUND (240)</b>		<b><u>\$ 1,032,589</u></b>

## Capital Outlay Detail (cont.)

<u>Buildings and Improvements</u>	<u>Description</u>	<u>Amount</u>
GENERAL CAPITAL IMPROVEMENT FUND (240)		
Object 7270 Building Construction	JL 47109 Orange Signal	\$ 324,345
<b>TOTAL GENERAL CAPITAL IMPROVEMENT FUND (240)</b>		<b>\$ 324,345</b>
SEWER PROJECTS FUND (523)		
Object 7700 Water Facilities	JL 73319 WWTP Annual Replacement	700,000
	JL 73365 Utilities Building Improvements	100,000
	JL 73385 Master Planning and Studies	200,000
	----- Zenon Replacement	6,000,000
	----- Sewer Line Replacement	750,000
<b>TOTAL SEWER PROJECTS FUND (523)</b>		<b>\$ 7,750,000</b>

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RESOLUTION NO. 7723

**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. 7672.**

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, 2017.

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 I/II		1	G	12	26		

**Part Time Positions**

Administrative Assistant	1		PT				
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<b>Total City Clerk's Office</b>	<b>1</b>	<b>1</b>					
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<i>City Manager's Office</i>							
City Manager		1	C	2			
City Attorney		1	C	1			
Assistant to the City Manager		1	M	81			
Senior Administrative Analyst		2	MM	25			
Senior Administrative Assistant		1	G	39			

**Public Information**

Public Information Officer		1	M	75			
Multimedia Production Coordinator		1	MM	27			

**Purchasing**

Purchasing Services Manager		1	M	73			
Purchasing Clerk		1	G	22			

**Emergency Management**

Emergency Operations Manager		1	M	72				
Emergency Operations Specialist		1	MM	25				

<b>Total City Manager's Office</b>	<b>0</b>	<b>12</b>
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**Human Resources/Risk Management**

Director, Human Resources/Risk Mgmt.		1	DD	03				
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**Human Resources/Risk Management**

Assistant Director, HR/Risk Management		1	M	82				
Senior HR/Risk Management Analyst		1	MM	66				
HR Analyst/Volunteer Coordinator		1	MM	65				
Occupational Health & Safety Administrator		1	MM	65				
Risk/Safety Analyst		1	MM	61				
Risk/Safety Specialist		1	MM	41				
HR Technician		1	G	37				
Administrative Assistant I/II		1	G	12	26			
HR/Risk Management Intern	2		PT					

<b>Total Human Resources/Risk Management</b>	<b>2</b>	<b>9</b>
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**Management Services**

Director, Management Services*		1	DD	03				
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**Information Technology**

Network Engineer II		1	MM	77				
Network Engineer I		1	MM	72				
GIS Supervisor		1	MM	76				
Database Administrator		1	MM	61				
System Administrator		1	MM	46				
GIS Administrator		1	MM	46				
Business Systems Analyst		1	MM	44				
IT Coordinator		2	G	74				

**Finance**

Assistant Finance Director		1	M	85				
Fiscal Manager		1	M	76				
Senior Accountant		2	MM	51				
Accountant		1	MM	35				
Senior Accounting Technician		1	G	40				
Accounting Technician I/II		2	G	23	33			

**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	40				
Accounting Technician I/II		3	G	23	33			
Customer Service Technician I/II		7	G	17	27			

**Payroll**

Payroll Technician		1	G	50				
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**Part Time Position**

Business License Inspector	1		PT					
Intern	3		PT					
Camera Systems Technician	1		PT					

**Total Management Services | 5 | 34 |**

\*the position of Director, Management Services shall perform the duties of Director of Finance as outlined in Redlands Municipal Code 2.08

**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			

**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				
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**Part Time Positions**

Planning Intern		1	PT					
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<b>Total Development Services Department</b>		<b>1</b>		<b>21</b>				
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**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					

<b>Total Fire Department</b>		<b>6</b>		<b>60</b>				
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**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				
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**Part Time Positions**

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

<b>Total Library</b>	<b>17</b>	<b>17</b>						
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**Municipal Utilities & Engineering Department**

**Administration**

Director of Municipal Utilities and Public Works Engineering		1	DD	05				
Deputy MUED Director		1	M	93				
City Engineer		1	M	84				
One Stop Permit Center Manager		1	M	82				
Assistant City Engineer		1	M	81				
Project Manager II/Sr. Project Manager		4	MM	65	73			
Management Analyst		1	MM	40				
Senior Administrative Analyst		2	MM	25				
Water Resources Specialist		1	MM	48				
Water Conservation Specialist		1	G	49				
Senior Administrative Technician		1	G	43				
Senior Administrative Assistant		1	G	39				

**Engineering Services**

Asst/Assoc/Civil/Sr. Civil Engineer		9	G/MM	74	51	61	73	
Senior Construction Inspector		1	G	90				
Senior Environmental Compliance Inspector		1	G	79				
Construction Inspector I/II		3	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	76				
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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		1	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		3	G	61				
Production Pump Maintenance Operator		2	G	54				
Water Treatment Operator II/III/IV/V		5	G	57	67	72	77	
Plant Mechanic I/II		3	G	43	53			
Senior Water Distribution Operator		6	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 Manager		1	M	77				
Wastewater Operations Supervisor		1	G	97				
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 | 106**

**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/Police Recruit		50	P/CS	60/79				
Management Analyst		1	MM	40				
Police Operations Manager		1	M	74				
Police Operations Coordinator		1	MM	36				
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/III		15	CS	40	50	55		
Animal Control Officer		2	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		PT					
Customer Service Rep	1		PT					
Kennel Attendant	1		PT					
Background Investigator	5		PT					
ID Technician Trainee	1		PT					
Dispatcher	2		PT					

**Total Police Department | 13 | 126 |**

**Quality of Life Department**

Quality of Life Director		1	DD	04				
Assistant Quality of Life Director		1	M	82				
Sustainability Manager		1	M	75				

Senior Project Manager		1	MM	73				
Project Manager I/II		1	MM	55	65			
Field Services Superintendent		1	MM	60				
Field Services Supervisor		2	MM	40				
Senior Administrative Analyst		1	MM	25				
Code Enforcement Officer		2	G	49				
Project Assistant		2	G	40				
Counter Services Technician		1	G	30				
Administrative Technician		2	G	29				
Administrative Assistant I/II		1	G	12	26			

**Airport**

Airport Supervisor		1	MM	40				
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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		1	G	44				
Senior Solid Waste Truck Driver		1	G	44				
Welder		1	G	43				
Solid Waste Truck Driver		24	G	34				
Equipment Operator OIT/I/II		2	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	41	46			

**Parks and Trees Division**

Field Services Coordinator		1	G	59				
Senior Grounds Maintenance Worker I/II		2	G	30	40			
Tree Trimmer I/II		6	G	30	40			
Grounds Maintenance Worker I/II		11	G	12	20			

**Street Division**

Field Services Coordinator		1	G	59				
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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		5	G	14	20			

**Cemetery Division:**

Cemetery Manager		1	MM	52				
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		2	G	1				

**Part Time Positions**

Program Assistant	3		PT					
Program Aide	7		PT					
Code Enforcement Officer	1		PT					
Downtown Attendant	2		PT					
Cemetery Aide	1		PT					
Equipment Operator OIT	1		PT					
Maintenance Worker	8		PT					
Solid Waste Collector	13		PT					

<b>Total Quality of Life Department</b>	<b>36</b>	<b>104</b>
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<b>Total Full Time Positions</b>	<b>490</b>
<b>Total Part Time Positions</b>	<b>89</b>
<b>Total Authorized Positions</b>	<b>579</b>

**GRANT & DONATION FUNDED POSITIONS**

**Police Department**

Camera Operators	6		PT					
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**Quality of Life**

Van Driver	1		G	5				
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**Total Grant Funded Positions**

6	1
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All grant and donation funded positions are contingent upon continued funding.

**LIMITED TERM POSITIONS**

Development Services Director		1						
GIS Technician		1						
Planning Associate		1						
Payroll Assistant		1						
Principal Accountant		1						

**Total Limited Term Positions**

	5
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<b>Total Authorized Positions</b>	579
<b>Total Grant Funded Positions</b>	7
<b>Total Limited Term Positions</b>	5

**TOTAL POSITIONS** 591

Section 4. Resolution No.7672 of the City of Redlands is hereby rescinded.

Adopted, approved and signed this 6th day of June, 2017.

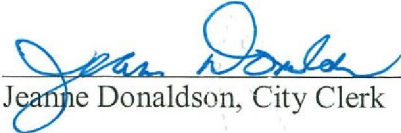
  
 \_\_\_\_\_  
 Paul W. Foster, Mayor

ATTEST:

  
 \_\_\_\_\_  
 Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk of the City of Redlands, hereby certify that the foregoing resolution was adopted by the City Council at a regular meeting thereof held on the 6th day of June, 2017 by the following vote:

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



Jeanne Donaldson, City Clerk

**Department Director Salary Table (DD)**

<b>Range</b>	<b>Minimum Monthly Salary</b>	<b>Maximum Monthly Salary</b>
01	11,801	14,348
02	12,710	15,449
03 - Director, Human Resources/Risk Management	12,781	15,517
03 - Director, Management Services	12,781	15,517
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

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	<b>2513.50</b>	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	<b>3143.40</b>	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	<b>3175</b>	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	<b>3207</b>	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	<b>3239</b>	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	<b>3271</b>	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	<b>3304</b>	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	<b>3337</b>	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	<b>3370</b>	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	<b>3404</b>	3574
		ANNUAL	33604	35285	37049	38901	40846	42889



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	<b>3438</b>	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	<b>3472</b>	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	<b>3507</b>	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	<b>3542</b>	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	<b>3577</b>	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	<b>3613</b>	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	<b>3649</b>	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	<b>3686</b>	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	<b>3723</b>	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	<b>3760</b>	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	<b>3798</b>	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	<b>3836</b>	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	<b>3874</b>	4068
		ANNUAL	38245	40157	42165	44273	46487	48811

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G27	NE	HOURLY	18.571	19.499	20.474	21.498	22.573	23.702
		MONTHLY	3219	3380	3549	3726	<b>3913</b>	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	<b>3952</b>	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	<b>3991</b>	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	<b>4031</b>	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	<b>4072</b>	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	<b>4112</b>	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	<b>4153</b>	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	<b>4195</b>	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	<b>4237</b>	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	<b>4279</b>	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	<b>4322</b>	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	<b>4365</b>	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	<b>4409</b>	4629
		ANNUAL	43526	45702	47988	50387	52906	55552

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G40	NE	HOURLY	21.135	22.192	23.302	24.467	25.690	26.975
		MONTHLY	3663	3847	4039	4241	<b>4453</b>	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	<b>4497</b>	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	<b>4542</b>	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	<b>4588</b>	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	<b>4634</b>	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	<b>4680</b>	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	<b>4727</b>	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	<b>4774</b>	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	<b>4822</b>	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	<b>4870</b>	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	<b>4919</b>	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	<b>4968</b>	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	<b>5018</b>	5269
		ANNUAL	49537	52014	54614	57345	60212	63223

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G53	NE	HOURLY	24.054	25.257	26.519	27.845	29.238	30.700
		MONTHLY	4169	4378	4597	4827	<b>5068</b>	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	<b>5119</b>	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	<b>5170</b>	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	<b>5221</b>	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	<b>5274</b>	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	<b>5326</b>	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	<b>5380</b>	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	<b>5433</b>	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	<b>5488</b>	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	<b>5543</b>	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	<b>5598</b>	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	<b>5654</b>	5937
G65	NE	HOURLY	27.105	28.460	29.883	31.377	32.946	34.593
		MONTHLY	4698	4933	5180	5439	<b>5711</b>	5996
		ANNUAL	56378	59196	62156	65264	68527	71954

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G66	NE	HOURLY	27.376	28.744	30.182	31.691	33.275	34.939
		MONTHLY	4745	4982	5231	5493	<b>5768</b>	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	<b>5825</b>	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	<b>5884</b>	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	<b>5942</b>	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	<b>6002</b>	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	<b>6062</b>	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	<b>6123</b>	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	<b>6184</b>	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	<b>6246</b>	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	<b>6308</b>	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	<b>6371</b>	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	<b>6435</b>	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	<b>6499</b>	6824
		ANNUAL	64163	67371	70740	74277	77990	81890

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G79	NE	HOURLY	31.156	32.714	34.350	36.067	37.870	39.764
		MONTHLY	5400	5670	5954	6252	<b>6564</b>	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	<b>6630</b>	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	<b>6696</b>	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	<b>6763</b>	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	<b>6831</b>	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	<b>6899</b>	7244
G85	NE	HOURLY	33.073	34.726	36.463	38.286	40.200	42.210
		MONTHLY	5733	6019	6320	6636	<b>6968</b>	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	<b>7038</b>	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	<b>7108</b>	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	<b>7179</b>	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	<b>7251</b>	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	<b>7323</b>	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	<b>7397</b>	7767
		ANNUAL	73023	76675	80508	84534	88760	93198

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
G92	NE	HOURLY	35.458	37.231	39.093	41.048	43.100	45.255
		MONTHLY	6146	6453	6776	7115	<b>7471</b>	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	<b>7545</b>	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	<b>7621</b>	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	<b>7697</b>	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	<b>7774</b>	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	<b>7852</b>	8244
		ANNUAL	77516	81392	85461	89734	94221	98932

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
CS10	NE	HOURLY	14.885	15.629	16.410	17.231	18.093	18.997
		MONTHLY	2580	2709	2844	2987	<b>3136.04</b>	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	<b>3167</b>	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	<b>3199</b>	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	<b>3231</b>	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	<b>3263</b>	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	<b>3296</b>	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	<b>3329</b>	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	<b>3362</b>	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	<b>3396</b>	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	<b>3430</b>	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	<b>3464</b>	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	<b>3499</b>	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	<b>3534</b>	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	<b>3569</b>	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	<b>3605</b>	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	<b>3641</b>	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	<b>3677</b>	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	<b>3714</b>	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	<b>3751</b>	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	<b>3789</b>	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	<b>3827</b>	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	<b>3865</b>	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	<b>3903</b>	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	<b>3943</b>	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	<b>3982</b>	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	<b>4022</b>	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	<b>4062</b>	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	<b>4103</b>	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	<b>4144</b>	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	<b>4185</b>	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	<b>4227</b>	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	<b>4269</b>	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	<b>4312</b>	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	<b>4355</b>	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	<b>4399</b>	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	<b>4443</b>	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	<b>4487</b>	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	<b>4532</b>	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	<b>4577</b>	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	<b>4623</b>	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	<b>4669</b>	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	<b>4716</b>	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	<b>4763</b>	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	<b>4811</b>	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	<b>4859</b>	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	<b>4907</b>	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	<b>4956</b>	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	<b>5006</b>	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	<b>5056</b>	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	<b>5107</b>	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	<b>5158</b>	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	<b>5209</b>	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	<b>5261</b>	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	<b>5314</b>	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	<b>5367</b>	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	<b>5421</b>	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	<b>5475</b>	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	<b>5530</b>	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	<b>5585</b>	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	<b>5641</b>	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	<b>5697</b>	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	<b>5754</b>	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	<b>5812</b>	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	<b>5870</b>	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	<b>5929</b>	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	<b>5988</b>	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	<b>6048</b>	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	<b>6108</b>	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	<b>6169</b>	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	<b>6231</b>	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	<b>6293</b>	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	<b>6356</b>	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	<b>6420</b>	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	<b>6484</b>	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	<b>6549</b>	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	<b>6614</b>	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	<b>6680</b>	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	<b>5132.63</b>	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	<b>5184</b>	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	<b>5236</b>	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	<b>5288</b>	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	<b>5341</b>	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	<b>5394</b>	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	<b>5448</b>	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	<b>5503</b>	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	<b>5558</b>	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	<b>5613</b>	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	<b>5670</b>	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	<b>5726</b>	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	<b>5784</b>	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	<b>5841</b>	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	<b>5900</b>	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	<b>5959</b>	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	<b>6018</b>	6319
		ANNUAL	59416	62387	65507	68782	72221	75832

Range	FLSA Status	Rate Type	A (Minimum)	B	C	D	E (Maximum)	F (Longevity Only)
MM38	E	HOURLY	28.851	30.294	31.808	33.399	35.069	36.822
		MONTHLY	5001	5251	5513	5789	<b>6079</b>	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	<b>6139</b>	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	<b>6201</b>	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	<b>6263</b>	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	<b>6325</b>	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	<b>6389</b>	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	<b>6453</b>	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	<b>6517</b>	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	<b>6582</b>	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	<b>6648</b>	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	<b>6715</b>	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	<b>6782</b>	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	<b>6850</b>	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	<b>6918</b>	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	<b>6987</b>	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	<b>7057</b>	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	<b>7128</b>	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	<b>7199</b>	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	<b>7271</b>	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	<b>7344</b>	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	<b>7417</b>	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	<b>7491</b>	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	<b>7566</b>	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	<b>7642</b>	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	<b>7718</b>	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	<b>7795</b>	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	<b>7873</b>	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	<b>7952</b>	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	<b>8032</b>	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	<b>8112</b>	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	<b>8193</b>	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	<b>8275</b>	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	<b>8358</b>	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	<b>8441</b>	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	<b>8526</b>	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	<b>8611</b>	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	<b>8697</b>	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	<b>8784</b>	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	<b>8872</b>	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	<b>8961</b>	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	<b>9050</b>	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	<b>9141</b>	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	<b>9232</b>	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	<b>9324</b>	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	<b>9418</b>	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	<b>9512</b>	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	<b>9607</b>	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	<b>9703</b>	10188
		ANNUAL	95793	100582	105611	110892	116436	122258

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)
<b>Firefighter</b> (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
<b>Fire Engineer</b> (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
<b>Fire Captain</b> (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
<b>Battalion Chief</b> (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
<b>Battalion Chief</b> (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

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	<b>6785</b>	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	<b>7661</b>	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	<b>9135</b>	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	<b>11876</b>	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	<b>13317</b>	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	<b>15649</b>	16431	
ANNUAL		154492	162216	170327	178843	187785	197175	

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	<b>7053.81</b>	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	<b>7230</b>	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	<b>7411</b>	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	<b>7596</b>	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	<b>7786</b>	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	<b>7981</b>	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	<b>8180</b>	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	<b>8385</b>	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	<b>8594</b>	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	<b>8809</b>	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	<b>9029</b>	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	<b>9255</b>	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	<b>9487</b>	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	<b>9724</b>	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	<b>9967</b>	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	<b>10216</b>	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	<b>10471</b>	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	<b>10733</b>	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	<b>11002</b>	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	<b>11277</b>	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	<b>11558</b>	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	<b>11847</b>	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	<b>12144</b>	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	<b>12447</b>	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	<b>12758</b>	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	<b>13077</b>	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	<b>13404</b>	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	<b>13739</b>	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	<b>14083</b>	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	<b>14435</b>	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	<b>14796</b>	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	<b>15166</b>	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	<b>15545</b>	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	<b>15934</b>	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	<b>16332</b>	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	<b>16740</b>	17577
		ANNUAL	165266	173529	182206	191316	200882	210926

**Salary Schedule ( C )**

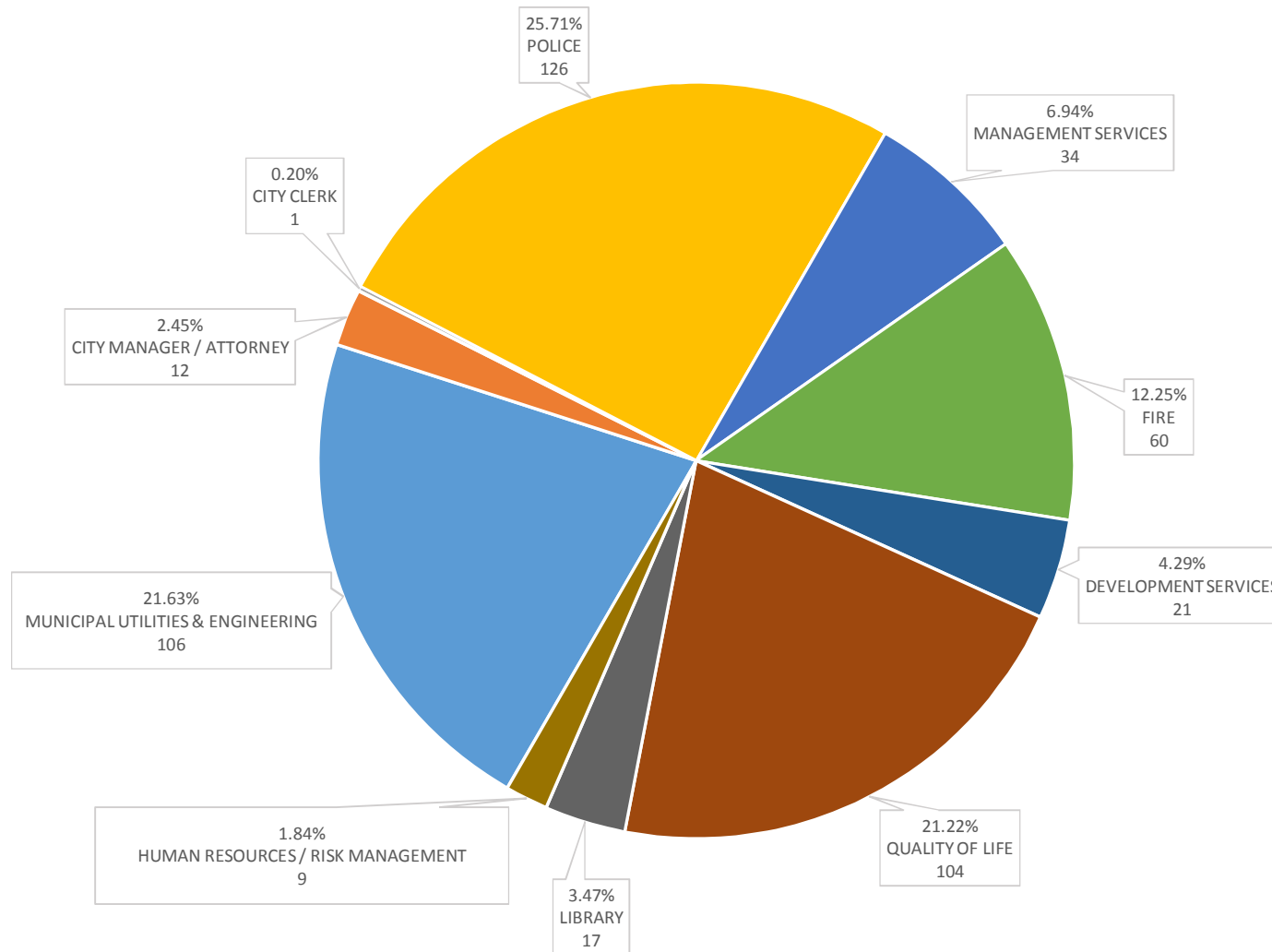
<b>Range</b>	<b>Minimum Monthly Salary</b>	<b>Maximum Monthly Salary</b>
C1 - City Attorney	18,333	22,084
C2 - City Manager	20,833	24,584

<b>CLASSIFICATION TITLE</b>	<b>HOURLY RATE/RANGE</b>	
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
Code Enforcement Officer		23.12
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 Intern		15.00
Downtown Attendant		12.50
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		11.00
Maintenance Worker		16.31
Market Assistant		14.11
Museum Attendant		11.38
Planning Intern		11.00
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



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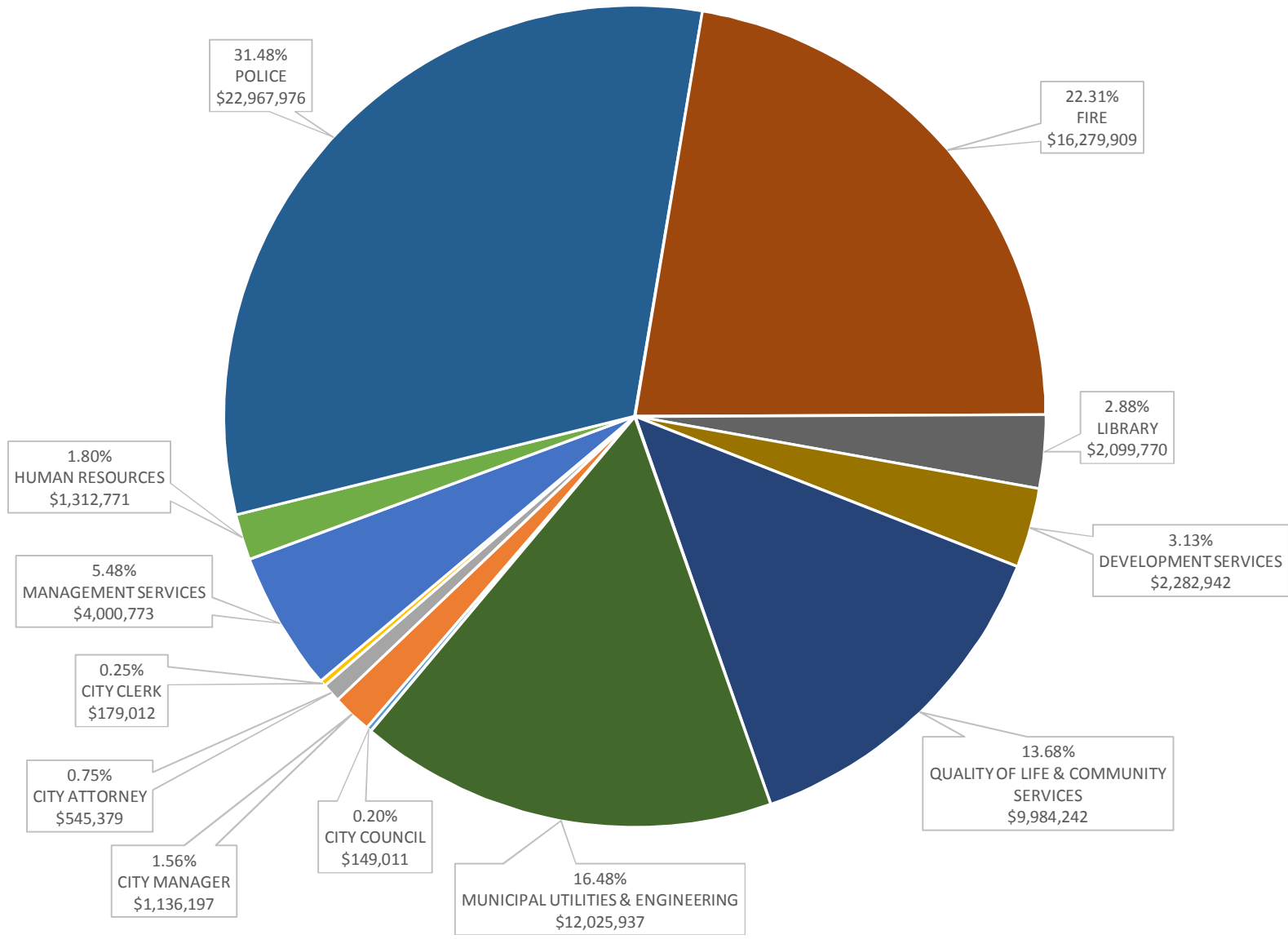
**CITY OF REDLANDS**  
**FULL TIME POSITIONS BY DEPARTMENT**  
**490 POSITIONS**



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 \$125,000 for the Tuition Reimbursement Program

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**City of Redlands  
2017-18  
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
- Management Service
- City Attorney
- Human Resources



**City of Redlands  
2017-18  
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  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
CITY COUNCIL

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
GENERAL FUND					101100
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED	
<b><u>SALARIES AND BENEFITS</u></b>					
4000 Full Time Salaries	72,856	83,041	69,835	70,594	
4005 Salaries: Part Time	8,839	0	18,806	32,500	
4010 Overtime Salaries	80	0	0	0	
4015 Banked Leave Buy Back	1,697	680	1,118	1,629	
4050 Pension Contributions	11,594	10,054	14,305	15,020	
4051 Fica/Medicare	6,204	6,413	6,206	8,025	
4053 Deferred Compensation	1,253	1,271	1,367	1,214	
4055 Health/Dental Insurance	9,560	12,452	13,438	17,880	
4056 Worker's Comp Insurance	6,428	2,349	2,349	1,043	
4057 Disability Insurance	22	0	177	170	
4058 Unemployment Insurance	761	304	1,110	456	
4059 Life Insurance	65	69	58	66	
4081 Eyecare Reimbursement	95	157	0	236	
4082 Clothing Allowance	0	0	0	80	
4085 Other Taxable Benefits	105	105	75	98	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>119,559</b>	<b>116,895</b>	<b>128,844</b>	<b>149,011</b>	
<b><u>SERVICES</u></b>					
5140 Legal Services	0	0	17,000	0	
5190 Other Professional Services	29,509	59,300	59,300	0	
5240 Meeting & Professional Devlpmt	224	500	0	4,000	
5255 Travel Reimbursement	240	500	500	500	
5270 Printing and Binding	1,572	3,000	1,500	3,000	
5275 Postage	428	300	300	300	
5280 Advertising	275	1,500	1,500	1,500	
5303 Telephone	437	1,560	1,560	0	
5395 Info Technology Services Charges	16,277	14,327	14,327	19,767	
5490 Other Insurance	3,223	3,500	3,223	3,500	
5570 Office Equip & Furn Rent	10,536	7,500	7,500	7,500	
5760 Special Program Expenditures	40,942	50,000	50,000	40,000	
<b><u>SERVICES (CONT.)</u></b>					
5800 Subscriptions & Memberships	59,624	61,400	66,000	69,900	
5840 Training	0	0	168	0	
<b>TOTAL SERVICES</b>	<b>163,287</b>	<b>203,387</b>	<b>222,878</b>	<b>149,967</b>	
<b><u>SUPPLIES</u></b>					
6140 Office Supplies	4,789	2,000	2,000	2,000	
6500 Office Equipment & Furniture	12,583	0	0	0	

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
CITY COUNCIL

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
GENERAL FUND					101100
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED	
<b><u>SUPPLIES (CONT.)</u></b>					
6590 Special Departmental Supplies	491	1,000	1,000	1,000	
TOTAL SUPPLIES	17,863	3,000	3,000	3,000	
<b><u>FIXED ASSETS</u></b>					
7150 Other Betterments/Improvements	35,802	0	0	0	
TOTAL SUPPLIES	35,802	0	0	0	
 DEPARTMENT TOTAL	 336,511	 323,282	 354,722	 301,978	

# City of Redlands 2017-18 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 the City government. We enhance citizen awareness through coordination of hearing notices, agenda publication and the dissemination of the minutes of the meeting 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. 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, produce more rapid, transparent access to government and fulfill the responsibilities of this department to the community

### **Sustainability Efforts:**

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

### **Performance Measures:**

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

### **Program Description:**

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

**Program Objectives:**

- Administer and file oaths of office
- Assist the County Registrar of Voters during primary, general and special elections
- Conduct general municipal elections and special municipal elections in accordance with the California Elections Code and coordinate ballot measures, arguments, and impartial analysis
- Fulfill duties as filing officer for campaign statements for officeholders, candidates, and political action committees
- Act as Custodian of the City Seal
- Act as Custodian of the City's vital records from 1888-1964
- Disseminate information relative to City Council actions to appropriate parties
- Fulfill duties as Financial Disclosure Officer for conflict of interest filings for 139 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 for Fiscal Year 2017-2018:**Website Document Access Project

The Clerk's role is to provide open access to information and the legislative process, promoting accountability and trust in government. When fully implemented, Website Document Access will enhance these efforts by offering the public the capability to search for City documents directly through the website. Public documents, ranging from the city budget to city resolutions, are currently obtained through a public records request requiring staff time and manpower to fulfill the request. Website Document Access implementation will free up staff time and promote transparency. The project will be phased in over several months.

Redlands Smart Initiative – Supports Livability improving City transparency

## Digitization

The City Clerk's office is committed to continuing the digitization of City documents, which allows for faster response times to records requests and promotes open government. The office has made scanning City records a priority. With only one full-time budgeted position, in addition to the elected official, the office has managed to add 5,000 documents annually to the digital records data base.

Strategic Goals –

Supports Objective A-1: Enhance fiscal and operational practices to support fiscal stability, transparency and data-driven decisions.

### **Accomplishments for Fiscal Year 2016-2017:**

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 turnaround times for information requests and have met our scheduled goals for publishing meeting minutes and public notices.

- Hired and trained one new part-time employee resulting in quicker response times to service requests
- Converted one part-time employee to a full-time employee resulting in better continuity and higher quality service
- Managed the nomination, election and campaign reporting of thirteen candidates for four offices in a general municipal election
- Coordinated the submission of economic interest statements from one hundred thirty-nine elected officials, appointed commissioners and designated staff members
- Managed the biannual campaign finance reporting from two candidates, seven incumbent elected officials and eight election committees
- Documented proceedings and decisions associated with all City Council regular and special meetings establishing the historical record
- Continued efforts to implement a computerized documentation management program

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
CITY CLERK

**FUND**  
GENERAL FUND

**ORGKEY**  
101110

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	106,732	108,910	102,018	107,661
4005 Salaries Part Time	0	14,054	5,000	15,990
4010 Overtime Salaries	198	0	0	0
4015 Banked Leave Buyback	0	846	5,223	0
4050 Pension Contributions	14,583	21,664	21,664	22,924
4051 Fica/Medicare	8,505	14,241	7,862	9,796
4053 Deferred Compensation	1,845	1,845	1,845	1,845
4055 Health/Dental Insurance	11,861	12,300	13,243	11,290
4056 Worker's Comp Insurance	2,571	4,698	4,698	3,130
4057 Disability Insurance	329	340	323	323
4058 Unemployment Insurance	967	1,302	868	1,302
4059 Life Insurance	121	126	126	126
4081 Eyecare Reimbursement	0	225	225	225
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	4,050	4,200	4,200	4,200
<b>TOTAL SALARIES AND BENEFITS</b>	<b>151,962</b>	<b>184,951</b>	<b>167,495</b>	<b>179,012</b>
<b><u>SERVICES</u></b>				
5103 Software Support & Maintenance	13,075	1,682	1,682	2,000
5196 Elections	0	69,608	59,500	0
5240 Meeting & Professional Devlpmt	195	2,450	2,450	2,500
5255 Travel Expense/Reimbursement	208	208	208	225
5270 Printing and Binding	1,456	1,200	1,000	1,000
5275 Postage	396	700	700	700
5280 Advertising	12,893	15,000	15,000	15,000
5303 Telephone	(306)	50	0	50
5395 Info Technology Services Charges	23,493	21,009	21,009	28,986
5570 Office Equip & Furn Rent	2,777	2,500	2,500	2,500
5580 Communications Svcs & Rental	455	400	400	400
5800 Subscriptions & Memberships	240	350	300	410
5880 Special Contractual Services	2,544	4,000	4,000	4,000
<b>TOTAL SERVICES</b>	<b>57,426</b>	<b>119,157</b>	<b>108,749</b>	<b>57,771</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	667	1,000	1,000	1,000
6500 Office Equipment & Furniture	0	0	0	500
<b>TOTAL SUPPLIES</b>	<b>667</b>	<b>1,000</b>	<b>1,000</b>	<b>1,500</b>
<b>DEPARTMENT TOTAL</b>	<b>210,055</b>	<b>305,108</b>	<b>277,244</b>	<b>238,283</b>

# City of Redlands 2017-18 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 citywide emergency preparedness measures

### **Sustainability Efforts:**

- Continued implementation of paperless processes
- Purchase and use of recycled paper for copying and printing
- Ongoing 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, the Assistant to the City Manager and the Purchasing Services 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 work 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.

The Purchasing and Stores 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:**

- 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, as well as disaster recovery monies after an emergency, from the State of California and the Federal Government.
- 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 ensure 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.

### Purchasing and Stores

- 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 citywide efficiencies and cost savings

### **Significant Program Changes:**

In October 2016, under a department reorganization, the City's purchasing and stores division was transferred to the City Manager's Office.

### **Accomplishments for Fiscal Year 2016-17:**

- Developed a balanced budget while building fund balance and reserves that totaled more than \$19 million or 32% of General Fund expenditures in the approved FY 2016-2017 budget.
- Provided leadership, management and direction to all City departments
  - Designed funding plan and directed update to the City's General Plan
  - Directed further development of the Orange Street Alley Project, including whimsical artwork and restaurant activity within the alley
  - Directed development and implementation of the Airport Business 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 thirty-eight (38) City meetings, twenty-nine (29) Planning Commission meetings, and nine (9) General Plan Steering Committee meetings on Redlands TV
  - Web posting of City Council meeting agenda reports
- Promoted open, clear and frequent communication through:
  - Social networking pages for the City including multiple Facebook pages for City Hall, Police, Fire, Police Business Liaison, Animal Shelter, Municipal Utilities and Engineering, Quality of Life, Recreation, Senior Services, Downtown Redlands and Cultural Arts Commission; Twitter feeds for City Hall and Police; YouTube channels for City, Police and Animal Control; Instagram accounts for Police and Downtown Redlands
  - Monitored community social networking sites, kept staff apprised of public reactions to City issues and responded when appropriate
  - Livestreamed community meetings including Meet the Manager, Election District Community Forums and Police Chief's Town Hall meetings
  - Redlands 311 mobile app
  - City's Speakers Bureau
  - Issuance of approximately 275 press releases promoting City activities and economic development, providing public safety information, and providing information of City Council actions
  - Issued three quarterly online newsletters (beginning in the fall of 2014)
  - PIO responded to approximately 300 unique press requests not related to press releases
  - PIO responded to approximately 180 unique public requests for information or service
- Provided staff liaison to the City's Federal Advocates.

- Assisted in organizing and coordinating public outreach for the process of converting to By-District Election System.
- Provided staff liaison to the City's Cultural Arts Commission.
- Provided staff to the City's Animal Control Board.
- Assisted in planning and coordinating the Mayor's annual State of the City event, including:
  - Production videos
  - Drafting the Mayor's State of the City address
  - Assisting Council Members with additional presentations
  - Coordinating the communitywide initiative
  - Coordinating awards nomination and selection process
- Produced and presented videos promoting City services and activities; examples include the Annual Christmas Parade and the annual Veterans Day Parade, and this year added a Holiday Greetings video from City staff.
- Produced and presented 45 Pet of the Week videos.
- Assisted in Police Press Conference and provided DVD copies to all media in different formats.
- Produced 8 Bike Safety videos and 1 promotional Skate park video on behalf of Municipal Utilities and Engineering Department.
- 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 and reviewing memos and other written communication for both internal and external distribution.
- Monitored progress of the Strategic Plan's planned activities for FY 2016-2017.
- Coordinated and assembled 20 City Council Regular Meeting Agenda Packets and 8 City Council Special Meeting Agenda Packets.
- Coordinated City Council Meeting E-Agenda Packets.
- Coordinated and processed 380 resident service requests.
- Processed 31 film permits for filming in Redlands and provided follow-up reports on economic activity generated. Assisted in cross training staff in the One Stop Permit Center to take over this process.
- Emergency Operations Center (EOC):
  - Maintained a continual update on EOC, EOC Activation binder, WEBEOC, Emergency Notification System and logistic supplies
  - Conducted quarterly testing of Emergency Notification System with EOC responder
    - Updating of name into the system
- Exercises Conducted:
  - El Nino Communication (So California Edison)
  - Shakeout Evacuation (City Hall, Cemetery, Library, Waste Water Treatment Plant)
  - City of Redlands Active Shooter Exercise
  - Statewide Public Health Exercise
- Training Completed:
  - Twelve (12) Emergency Management Overview Training/Workshop
  - Two (2) WEBEOC training
  - Quarterly Satellite Phone testing
  - Emergency Notification System (GEOCAST WEB & Communicator NXT)
- Planning Documents Prepared:
  - Flooding Safety Plan
  - Active Shooter Preparedness for city staff
- Community Emergency Response Team Training Conducted (CERT):
  - Six (6) Basic CERT classes: three in 2016 - 92 people trained and three in 2017 - 34 people trained so far
  - Three (3) CERT Affiliated classes: one in 2016 and two in 2017
- Community Outreach Conducted:
  - Free Flu Vaccinations Clinic
    - 90 community members received vaccinations
  - Participated in the ESRI Wellness Health Fair

- Conducted Disaster Council Meeting (quarterly)
- Participated in Fire Department Open House
- Participated in STEM conference Redlands Chapter
- Provided Hangar 24 Air Show Logistic Support
- Participated in Redlands Hunger Walk
- Grants Received:
  - 2016
    - Earthquake County Alliance \$500
    - Emergency Management Performance Grant (EMPG) \$19,058
- Disaster Recovery Dollars Received:
  - 2016
    - Pilot & Blue Cut Fire \$10,000
  - 2017
    - Southern Regional January 2017 Storms \$105,000
- 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 2016 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.

**Smart Redlands Initiatives:**

Implemented AgendaQuick - a new agenda and minutes management software which automated the citywide manual City Council Meeting agenda process from submission of staff reports, preparation and publishing to web, indexing of the live meetings and to minutes recordation.

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
CITY MANAGER

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
GENERAL FUND					101120
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED	
<b><u>SALARIES AND BENEFITS</u></b>					
4000 Full Time Salaries	299,714	313,028	326,784	330,994	
4010 Overtime Salaries	86	500	278	500	
4015 Banked Leave Buy Back	42,022	48,390	27,241	45,033	
4050 Pension Contributions	71,743	62,268	67,532	70,363	
4051 Fica/Medicare	15,041	16,001	17,713	16,909	
4053 Deferred Compensation	6,852	7,177	7,559	7,376	
4055 Health/Dental Insurance	24,731	27,226	28,880	30,446	
4056 Worker's Comp Insurance	16,034	16,101	16,101	8,347	
4057 Disability Insurance	110	144	299	170	
4058 Unemployment Insurance	1,509	855	897	851	
4059 Life Insurance	109	124	133	123	
4080 Vehicle Allowance	6,192	0	0	0	
4081 Eyecare Reimbursement	294	443	194	441	
4084 Clothing Cash Payment	70	70	70	80	
4085 Other Taxable Benefits	243	243	209	234	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>484,750</b>	<b>492,570</b>	<b>493,890</b>	<b>511,867</b>	
<b><u>SERVICES</u></b>					
5190 Other Professional Services	20,635	21,495	21,495	10,000	
5240 Meeting & Professional Devlpmt	669	3,000	1,000	4,250	
5255 Travel Expense Reimbursement	4,097	5,000	6,379	5,000	
5270 Printing and Binding	748	1,000	1,000	1,000	
5275 Postage	51	450	450	450	
5303 Telephone	2,825	2,400	2,400	2,400	
5392 License & Permits	1,337	2,000	2,000	2,000	
5395 Info Technology Services Charges	70,664	62,199	62,199	79,013	
5580 Communication Svs & Rental	1,512	1,200	1,200	1,200	
5760 Special Program Expenditures	1,407	1,000	1,000	1,000	
5800 Subscriptions & Memberships	1,471	3,000	2,000	3,000	
5840 Training	231	1,500	1,000	2,000	
5880 Special Contractual Services	151	0	0	0	
<b>TOTAL SERVICES</b>	<b>105,798</b>	<b>104,244</b>	<b>102,123</b>	<b>111,313</b>	
<b><u>SUPPLIES</u></b>					
6100 Purchased Water	0	0	150	300	
6130 Books & Supplies	0	250	0	250	
6140 Office Supplies	6,106	2,500	2,500	2,500	
6190 Photo & Copying Supplies	0	500	250	500	
6375 Computer Components	569	0	0	0	
6500 Office Equipment & Furniture	648	0	0	0	
6560 Food	148	300	300	300	

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
CITY MANAGER

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
GENERAL FUND					101120
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED	
<b><u>SUPPLIES (CONT.)</u></b>					
6590 Special Departmental Supplies	0	500	500	500	
TOTAL SUPPLIES	7,471	4,050	3,700	4,350	
<b><u>FIXED ASSETS</u></b>					
7060 Office Furniture	36,068	0	0	0	
7150 Other Betterments/Improvement	25,181	0	0	0	
TOTAL FIXED ASSETS	61,249	0	0	0	
 DIVISION TOTAL	 659,268	 600,864	 599,713	 627,530	

City of Redlands  
2017-18  
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**DEPARTMENT/DIVISION**  
PUBLIC INFORMATION

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
GENERAL FUND					101121
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED	
<b><u>SALARIES AND BENEFITS</u></b>					
4000 Full Time Salaries	169,493	173,737	168,265	173,737	
4010 Overtime Salaries	5,255	0	1,503	0	
4015 Banked Leave Buy Back	8,111	4,009	5,680	4,009	
4050 Pension Contributions	32,302	34,560	32,610	36,924	
4051 Fica/Medicare	14,190	13,942	13,718	13,942	
4053 Deferred Compensation	3,229	4,152	3,722	4,152	
4055 Health/Dental Insurance	14,839	14,649	16,943	16,240	
4056 Workers Compensation	0	0	0	12,426	
4057 Disability Insurance	610	0	6	0	
4058 Unemployment Insurance	1,029	868	868	868	
4059 Life Insurance	121	126	132	126	
4081 Eyecare Reimbursement	186	450	225	450	
4084 Clothing Cash Payment	200	0	200	0	
4085 Other Taxable Benefits	4,200	4,500	4,538	4,500	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>253,765</b>	<b>250,993</b>	<b>248,410</b>	<b>267,374</b>	
<b><u>SERVICES</u></b>					
5190 Other Professional Services	4,200	5,000	4,860	6,000	
5240 Meeting & Professional Devlpmt	527	1,050	0	1,050	
5255 Travel Expense Reimbursement	1,354	1,000	1,359	1,000	
5275 Postage	18	0	0	0	
5395 Info Technology Services Charges	2,690	2,368	2,368	1,467	
5396 City Garage Charges	0	2,530	0	0	
5800 Subscriptions & Memberships	1,133	0	1,659	3,350	
5840 Training	0	0	269	3,500	
<b>TOTAL SERVICES</b>	<b>9,922</b>	<b>11,948</b>	<b>10,515</b>	<b>16,367</b>	
<b><u>SUPPLIES</u></b>					
6140 Office Supplies	1,643	1,000	1,000	1,000	
6375 Computer Components	115	0	0	0	
6500 Office Equipment & Furniture	812	0	0	0	
6590 Special Departmental Supplies	813	3,000	1,000	3,000	
6630 Audio-Visual Materials	135	0	0	0	
<b>TOTAL SUPPLIES</b>	<b>3,518</b>	<b>4,000</b>	<b>2,000</b>	<b>4,000</b>	

City of Redlands  
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**DEPARTMENT/DIVISION**  
PUBLIC INFORMATION

<b><u>FUND</u></b>				<b><u>ORGKEY</u></b>
GENERAL FUND				101121
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>FIXED ASSETS</u></b>	<hr/>			
7140 All Other Equipment	0	0	0	35,000
7150 Other Betterments/Improvement	146,572	0	0	0
TOTAL FIXED ASSETS	146,572	0	0	35,000
DIVISION TOTAL	413,777	266,941	260,925	322,741

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**DEPARTMENT/DIVISION**  
EMERGENCY PREPAREDNESS

**FUND** **ORGKEY**  
GENERAL FUND 101122

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	32,852	33,520	32,532	53,671
4005 Salaries: Part Time	14,669	22,483	21,496	11,000
4010 Overtime Salaries	57	0	18	0
4015 Banked Leave Buyback	751	774	774	813
4050 Pension Contributions	6,240	6,668	6,279	11,407
4051 Fica/Medicare	3,676	2,875	4,197	5,018
4053 Deferred Compensation	1,045	1,064	944	1,399
4055 Health/Dental Insurance	2,595	2,455	2,707	8,266
4056 Workers Compensation	0	0	0	4,173
4058 Unemployment Insurance	1,072	338	1,308	738
4059 Life Insurance	21	85	22	44
4081 Eyecare Reimbursement	0	79	0	158
4085 Other Taxable Benefits	53	288	53	105
<b>TOTAL SALARIES AND BENEFITS</b>	<b>63,031</b>	<b>70,629</b>	<b>70,330</b>	<b>96,792</b>

<b><u>SERVICES</u></b>				
5240 Meeting & Professional Devlpmt	467	2,000	2,000	4,000
5255 Travel Expense Reimbursement	3,155	2,000	2,000	2,500
5270 Printing and Binding	5,069	2,000	3,988	2,000
5275 Postage	257	1,000	1,000	1,500
5303 Telephone	1,594	3,000	3,000	3,000
5340 Office Equipment Maintenance	273	2,700	2,700	4,000
5395 Info Technology Services Charges	19,752	17,386	17,386	8,987
5396 City Garage Charges	445	2,444	2,444	3,110
5580 Communications Svs & Rental	851	1,000	1,000	3,000
5760 Special Program Expenditures	355	1,000	1,000	2,000
5800 Subscriptions & Memberships	405	2,075	2,075	2,570
5840 Training	0	2,500	2,500	3,000
5880 Special Contractual Services	211	0	0	0
<b>TOTAL SERVICES</b>	<b>32,834</b>	<b>39,105</b>	<b>41,093</b>	<b>39,667</b>

<b><u>SUPPLIES</u></b>				
6140 Office Supplies	4,327	2,500	2,000	2,500
6180 Turnouts/Uniforms/Sfty Clothing	2,943	2,500	2,500	2,500
6190 Photo & Copying Supplies	0	1,000	1,000	1,000
6210 Repair & Maintenance Supplies	0	1,500	1,500	2,000
6375 Computer Components	724	2,500	2,500	5,000
6500 Office Equipment & Furniture	242	4,500	4,500	2,000
6510 Small Tools & Equipment	25	200	200	500



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**DEPARTMENT/DIVISION**  
 EMERGENCY PREPAREDNESS

**FUND**  
 GENERAL FUND

**ORGKEY**  
 101122

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT.)</u></b>				
6560 Food	853	2,500	2,500	3,000
6590 Special Departmental Supplies	9,493	1,500	1,500	3,000
TOTAL SUPPLIES	18,607	18,700	18,200	21,500
 DIVISION TOTAL	 114,472	 128,434	 129,623	 157,959

City of Redlands  
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**DEPARTMENT/DIVISION**  
PRINT SHOP

**FUND**

GENERAL FUND

**ORGKEY**

101125

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5255 Travel Expense Reimbursement	0	0	693	0
5275 Postage	8	0	0	0
5303 Telephone	(16)	0	0	0
5340 Office Equipment Maintenance	4,074	1,500	0	0
5570 Office Equip & Furn Rent	27,728	23,000	23,000	23,000
5580 Communications Svs & Rental	1,332	1,500	1,500	1,500
5880 Special Contractual Services	6,797	7,000	9,600	9,600
5990 Reimbursed Expenditures	(61,925)	(40,000)	(40,000)	(40,000)
<b>TOTAL SERVICES</b>	<b>(22,002)</b>	<b>(7,000)</b>	<b>(5,207)</b>	<b>(5,900)</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	262	100	204	100
6190 Photo & Copying Supplies	1,017	1,100	500	1,100
6590 Special Departmental Supplies	538	500	2,832	500
<b>TOTAL SUPPLIES</b>	<b>1,817</b>	<b>1,700</b>	<b>3,536</b>	<b>1,700</b>
<b>DIVISION TOTAL</b>	<b>(20,185)</b>	<b>(5,300)</b>	<b>(1,671)</b>	<b>(4,200)</b>

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**DEPARTMENT/DIVISION**  
**PURCHASING / STORES**

**FUND**

GENERAL FUND

**ORGKEY**

101137

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	117,800	147,244	135,274	165,476
4010 Overtime Salaries	519	650	1,000	1,000
4015 Banked Leave Buy Back	2,311	2,731	0	3,819
4050 Pension Contributions	22,449	29,290	26,216	35,211
4051 Fica/Medicare	9,506	12,143	10,723	13,622
4053 Deferred Compensation	3,128	3,208	3,188	3,710
4055 Health/Dental Insurance	2,123	2,466	2,577	4,668
4056 Worker's Comp Insurance	3,926	15,638	15,638	21,920
4057 Disability Insurance	359	430	192	413
4058 Unemployment Insurance	1,091	868	868	933
4059 Life Insurance	121	126	132	135
4081 Eyecare Reimbursement	0	450	0	484
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	8,250	8,550	8,926	8,573
<b>TOTAL SALARIES AND BENEFITS</b>	<b>171,783</b>	<b>223,994</b>	<b>204,934</b>	<b>260,164</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	11,123	0	24,479	7,000
5240 Meeting & Professional Devlpmt	405	500	500	500
5255 Travel Reimbursement	1,568	900	600	1,700
5270 Printing and Binding	3,214	4,000	4,000	4,000
5275 Postage	112	500	200	350
5280 Advertising	324	400	150	350
5303 Telephone	(227)	100	100	100
5340 Office Equipment Maintenance	272	300	300	300
5395 Info Technology Services Charges	26,576	32,094	32,094	44,279
5570 Office Equip & Furn Rent	2,777	2,443	2,443	2,443
5800 Subscriptions & Memberships	629	800	800	800
5840 Training	83	0	82	90
5880 Special Contractual Services	90	0	90	90
<b>TOTAL SERVICES</b>	<b>46,946</b>	<b>42,037</b>	<b>65,838</b>	<b>62,002</b>
<b><u>SUPPLIES</u></b>				
6100 Purchased Water	0	0	50	120
6140 Office Supplies	1,920	1,500	1,500	1,500
6180 Turnouts/Uniforms/Safety Clothing	7	20	20	20
6210 Repair & Maintenance Supplies	110	150	80	100
6310 Janitorial Supplies	139	100	100	100
6375 Computer Components	214	0	0	0
6500 Office Equipment	14,674	0	0	0

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**DEPARTMENT/DIVISION**  
**PURCHASING / STORES**

**FUND**

GENERAL FUND

**ORGKEY**

101137

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT.)</u></b>				
6510 Small Tools & Equipment	25	300	150	250
6520 Promotional Supplies	0	150	150	150
6590 Special Departmental Supplies	11	100	100	100
TOTAL SUPPLIES	17,100	2,320	2,150	2,340
 DIVISION TOTAL	 235,829	 268,351	 272,922	 324,506
 DEPARTMENT TOTAL	 1,403,161	 1,259,290	 1,261,512	 1,428,536

**City of Redlands  
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**Management Services / Finance Department**

**Mission Statement:**

The mission of the Management Services Department is to promote and deliver cutting edge resources and information to the public, while developing and implementing best fiscal practices and the efficient use of technology within City departments, with the end goal of enhancing service delivery to the community.

**Departmental Description:**

Within the Management Services Department are the Finance, Revenue, Customer Service and Innovation & Technology Divisions. The department is focused on providing exceptional customer service to both its internal customers, as well as the community and public at large. The department reports the financial state of the City and ensures the needs of each division are met in order to better serve the community at all times.

The Management Services Department was created by merging the former departments of Finance and Innovation & Technology in an effort to provide for added efficiencies, a transition to a new financial information system, and to enhance the provision of how internal services are provided.

The department is responsible for providing the following major services to the City and its constituents:

- Annual Budget Planning and Development
- Consolidated Annual Financial Report (annual financial audit)
- Annual Business License Renewal
- In conjunction with the City Treasurer, maintenance of an investment portfolio that balances the City's liquidity needs with its ability to invest excess cash efficiently
- Processing accounts payable, accounts receivable, and payroll
- Utility Billing for Water, Wastewater and Solid Waste customers
- Management of the City and Police Departments data centers and computer equipment
- Administration of the City Geographic Information Services infrastructure and database

# City of Redlands 2017-18 Adopted Budget

## Finance

### 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 30<sup>th</sup> 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 20<sup>th</sup> 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.
- 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.

### Accomplishments for Fiscal Year 2016-17:

- Completed the City's Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2016 and submitted the completed document to the GFOA for the Award of Excellence in Financial Reporting, an award that we have received for the last eleven years.
- Completed all financial reports as required by law, including the AB 1600 Report on Development Impact Fees, the Recognized Obligation Payment Schedules as required for the Successor Agency, the State Controller's City Financial Transactions report, and the State Controller's Local Government Compensation report.
- 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 2017-18 that is balanced on recurring revenues and without the use of reserves.
- Streamlined the budget process to save departments time and reduce redundancy.
- Implemented OpenGov software, providing additional transparency to the public.

City of Redlands  
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**DEPARTMENT/DIVISION**  
FINANCE

**FUND**

GENERAL FUND

**ORGKEY**

101130

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	563,699	533,230	525,788	696,411
4005 Salaries: Part Time	0	0	19,420	0
4010 Overtime Salaries	20,497	15,000	15,000	2,000
4015 Banked Leave Buy Back	174,638	19,775	43,864	23,110
4050 Pension Contributions	107,545	106,070	98,197	147,865
4051 Fica/Medicare	49,523	41,303	44,760	54,535
4053 Deferred Compensation	4,341	6,304	1,178	6,891
4055 Health/Dental Insurance	93,643	92,841	86,405	125,331
4056 Worker's Comp Insurance	11,851	22,727	22,727	20,867
4057 Disability Insurance	1,987	1,910	1,812	1,996
4058 Unemployment Insurance	4,424	3,225	5,145	4,405
4059 Life Insurance	453	468	495	639
4080 Vehicle Allowance	648	456	126	0
4081 Eyecare Reimbursement	1,299	1,672	1,672	2,059
4084 Clothing Cash Payment	800	800	800	800
4085 Other Taxable Benefits	4,580	5,495	4,958	6,689
<b>TOTAL SALARIES AND BENEFITS</b>	<b>1,039,928</b>	<b>851,276</b>	<b>872,347</b>	<b>1,093,598</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	0	25	0	0
5103 Software Support/Development	107,873	143,542	108,942	61,000
5140 Legal Services	0	250	0	10,000
5160 Auditing and Accounting	71,473	99,348	99,348	72,350
5190 Other Professional Services	67,961	101,925	88,000	109,500
5240 Meeting & Professional Devlpmt	1,139	700	2,000	5,380
5255 Travel Reimbursement	313	250	2,000	1,500
5270 Printing and Binding	6,202	4,700	3,000	2,000
5275 Postage	6,880	7,000	7,000	7,000
5280 Advertising	7,476	1,200	400	7,500
5303 Telephone	387	900	300	500
5395 Info Technology Services Charges	55,398	66,901	66,901	79,301
5570 Office Equip & Furn Rent	3,268	3,370	3,370	3,370
5722 Penalties and Interest	0	450	450	450
5800 Subscriptions & Memberships	941	2,013	2,013	1,935
5840 Training	357	697	697	1,697
5880 Special Contractual Services	213	0	600	600
5898 State Mandated Fees	20	0	0	0
<b>TOTAL SERVICES</b>	<b>329,901</b>	<b>433,271</b>	<b>385,021</b>	<b>364,083</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	12,708	12,000	15,000	15,000

City of Redlands  
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**DEPARTMENT/DIVISION**  
FINANCE

**FUND**  
GENERAL FUND

**ORGKEY**  
101130

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT.)</u></b>				
6145 Awards/Recognition Program	32	0	0	0
6375 Computer Components	0	0	160	0
6500 Office Equipment & Furniture	3,657	17,322	20,785	0
6560 Food	61	0	145	0
6590 Special Departmental Supplies	150	0	484	0
<b>TOTAL SUPPLIES</b>	<b>16,608</b>	<b>29,322</b>	<b>36,574</b>	<b>15,000</b>
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments & Improvements	17,180	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>17,180</b>	<b>0</b>	<b>0</b>	<b>0</b>
 DIVISION TOTAL	 1,403,617	 1,313,869	 1,293,942	 1,472,681



**City of Redlands  
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**Revenue**

**Program Description:**

The Revenue Division has the responsibility for and authorization 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; and to keep and to monitor deposit accounts and 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

**Accomplishments for Fiscal Year 2016-17:**

- Held Annual Dog Licensing and Low Cost Vaccination clinic in August 2016
- Revenue Office ADA Rehabilitation project, funded through CDBG (Community Development Block Grant) funds completed at the end of September 2016, providing the office with an accessible counter and front door
- Installed new workstations throughout the office
- Acquired new lateral files throughout the office
- Through office improvements, attained modernized and functional work spaces and counter, uniform file space, and an appealing work atmosphere
- Completed first phase of records destruction of files past the retention date
- Completed first phase of business license filing, transitioning all folders into new files
- Completed first phase of revenue filing, organizing filing cabinets by subject
- Organized new counter stations
- Provided cross training of new staff not able to be completed during the remodel period

City of Redlands  
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**DEPARTMENT/DIVISION**  
REVENUE

**FUND**

GENERAL FUND

**ORGKEY**

101140

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	286,432	315,266	287,651	315,556
4005 Salaries: Part Time	23,692	34,275	27,398	25,716
4010 Overtime Salaries	15,905	10,000	9,000	10,000
4015 Banked Leave Buy Back	10,992	13,699	7,032	11,603
4050 Pension Contributions	53,428	62,713	55,355	65,932
4051 Fica/Medicare	25,135	27,362	25,225	26,611
4053 Deferred Compensation	2,130	2,144	1,401	2,013
4055 Health/Dental Insurance	33,464	46,564	46,768	47,795
4056 Worker's Comp Insurance	10,285	16,719	16,719	13,564
4057 Disability Insurance	1,276	1,522	1,390	1,488
4058 Unemployment Insurance	3,133	2,989	3,073	2,604
4059 Life Insurance	273	317	305	315
4080 Vehicle Allowance	212	216	58	0
4081 Eyecare Reimbursement	416	1,132	1,341	1,125
4084 Clothing Cash Payment	460	660	660	660
4085 Other Taxable Benefits	4,483	4,670	2,803	3,042
<b>TOTAL SALARIES AND BENEFITS</b>	<b>471,716</b>	<b>540,248</b>	<b>486,179</b>	<b>528,024</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	6,750	16,500	6,885	16,775
5104 Hardware Maint/Replace	921	0	0	0
5110 Architect & Engineer	1,500	0	0	0
5140 Legal Services	0	100	100	100
5190 Other Professional Services	0	0	3,500	30,000
5240 Meeting & Professional Devlpmt	300	800	600	800
5255 Travel Reimbursement	194	300	100	300
5270 Printing and Binding	1,752	3,000	2,000	3,000
5275 Postage	10,695	10,000	10,500	11,000
5280 Advertising	329	450	329	450
5303 Telephone	933	660	2,100	2,100
5340 Office Equipment Maintenance	0	570	300	570
5395 Info Technology Services Charges	26,707	32,252	32,252	44,497
5396 City Garage Charges	712	768	768	978
5570 Office Equip & Furn Rent	2,792	2,895	2,575	3,040
5800 Subscriptions & Memberships	276	825	1,730	875
5840 Training	131	135	247	260
5880 Special Contractual Services	4,231	4,550	4,850	4,750
5950 Bad Debt Expense	2,785	1,000	500	1,000
<b>TOTAL SERVICES</b>	<b>61,008</b>	<b>74,805</b>	<b>69,336</b>	<b>120,495</b>

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**DEPARTMENT/DIVISION**  
REVENUE

**FUND**

GENERAL FUND

**ORGKEY**

101140

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	7,561	7,000	8,000	8,500
6375 Computer Components	20,404	31,700	31,700	5,000
6500 Office Equipment & Furniture	1,166	42,729	40,500	3,000
6590 Special Departmental Supplies	0	450	422	500
<b>TOTAL SUPPLIES</b>	<b>29,131</b>	<b>81,879</b>	<b>80,622</b>	<b>17,000</b>
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvements	2,271	9,779	4,000	0
<b>TOTAL FIXED ASSETS</b>	<b>2,271</b>	<b>9,779</b>	<b>4,000</b>	<b>0</b>
DIVISION TOTAL	564,126	706,711	640,137	665,519
DEPARTMENT TOTAL	1,967,743	2,020,580	1,934,079	2,138,200

City of Redlands  
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**DEPARTMENT/DIVISION**  
AIR QUALITY IMPROVEMENT

<b><u>FUND</u></b>				<b><u>ORGKEY</u></b>
AIR QUALITY IMPROVEMENT FUND				221130
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	29,969	0	100,000
TOTAL SERVICES	0	29,969	0	100,000
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	0	57,147	57,147	50,000
7150 Other Betterments/Improvements	0	125,000	75,000	0
TOTAL FIXED ASSETS	0	182,147	132,147	50,000
 FUND TOTAL	 0	 212,116	 132,147	 150,000

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**DEPARTMENT/DIVISION**  
OPEN SPACE

**FUND**  
OPEN SPACE FUND

**ORGKEY**  
227130

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	0	1,249	0
5870 General Govt Service Charge	546	0	0	0
<b>TOTAL SERVICES</b>	<b>546</b>	<b>0</b>	<b>1,249</b>	<b>0</b>
<b><u>FIXED ASSETS</u></b>				
7250 Land Acquisitions	0	0	352,947	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>352,947</b>	<b>0</b>
 <b>FUND TOTAL</b>	 <b>546</b>	 <b>0</b>	 <b>354,196</b>	 <b>0</b>

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**DEPARTMENT/DIVISION**  
PARKING AUTHORITY

**FUND**  
PARKING AUTHORITY FUND

**ORGKEY**  
237140

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5310 Electricity & Gas	16,098	17,000	17,000	17,000
5870 General Govt Service Charge	3,332	3,389	3,389	3,470
<b>TOTAL SERVICES</b>	<b>19,430</b>	<b>20,389</b>	<b>20,389</b>	<b>20,470</b>
<b>FUND TOTAL</b>	<b>19,430</b>	<b>20,389</b>	<b>20,389</b>	<b>20,470</b>

City of Redlands  
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**DEPARTMENT/DIVISION**  
GENERAL DEBT SERVICE

**FUND**  
GENERAL DEBT SERVICE FUND

**ORGKEY**  
305130

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	2,875	3,000	2,875	2,875
5190 Other Professional Services	0	2,000	2,000	2,000
5870 General Govt Service Charge	221	224	224	230
<b>TOTAL SERVICES</b>	<b>3,096</b>	<b>5,224</b>	<b>5,099</b>	<b>5,105</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	1,860,000	2,060,000	2,060,000	2,280,000
8200 Interest	944,614	833,871	833,875	711,270
<b>TOTAL DEBT SERVICE</b>	<b>2,804,614</b>	<b>2,893,871</b>	<b>2,893,875</b>	<b>2,991,270</b>
 <b>FUND TOTAL</b>	 <b>2,807,710</b>	 <b>2,899,095</b>	 <b>2,898,974</b>	 <b>2,996,375</b>

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**DEPARTMENT/DIVISION**  
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

<b><u>FUND</u></b>				<b><u>ORGKEY</u></b>
RDLDS PUBLIC IMPRVMT DEBT SERVICE FUND				311130
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	3,450	3,450	3,450	3,450
5870 General Govt Service Charge	108	109	109	112
TOTAL SERVICES	<u>3,558</u>	<u>3,559</u>	<u>3,559</u>	<u>3,562</u>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	1,785,000	775,000	775,000	595,000
8200 Interest	113,125	49,125	49,125	14,875
TOTAL DEBT SERVICE	<u>1,898,125</u>	<u>824,125</u>	<u>824,125</u>	<u>609,875</u>
 FUND TOTAL	 1,901,683	 827,684	 827,684	 613,437



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**DEPARTMENT/DIVISION**  
SAFETY/CITY HALL REPLACEMENT FUND

<b><u>FUND</u></b>		<b><u>ORGKEY</u></b>
SAFETY/CITY HALL REPLACEMENT FUND		406130

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>FIXED ASSETS</u></b>				
7250 Land Acquisitions	0	0	1,000,000	750,000
TOTAL FIXED ASSETS	0	0	1,000,000	750,000
FUND TOTAL	0	0	1,000,000	750,000

# City of Redlands 2017-18 Adopted Budget

## Division of Innovation & Technology

### Mission Statement:

The mission of the Division of Innovation and Technology is to properly align IT services to support City business activities and to deliver effective and integrated technology solutions that empower other City departments to achieve and exceed service level expectations.

### Department Goals for 2017-18:

- Continual Service Improvement through IT Steering Committee meetings
- Investments in Police Department Network Infrastructure
- Implement Risk & Vulnerabilities Assessment on City Networks

### Smart Redlands Initiative Goals

- Continue to work with Departmental staff, MUED, and Esri towards developing a revitalized GIS platform & infrastructure
- Work with MUED and Esri to provision new tools and applications towards advancement of Smart Redlands projects
- Work with Departmental staff, QoL, to implement a Route Management System for Solid Waste collection

### Strategic Goals

- Continue to implement 100% City network redundancy for disaster recovery and continuity of operations
- Reinvent the Financial & Accounting System (Enterprise Resource Planning) software and workflow
  - Optimize vendor payment
  - Streamline revenue management
  - Convert paper timecards to online/paperless timekeeping
  - Automate manual processes

### Accomplishments for Fiscal Year 2016-17:

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

- In FY 2016-2017, 86% of individual projects are either completed, ongoing or started.
  - 7% of projects remain to be started.
  - 7% of projects have been tabled for relevancy
- Document Management System
  - Continued expansion of digital content initiative, new divisions using the document management system include Finance Administration, Revenue, and Customer Service.
- Website upgrade and refresh
- PD camera system expansion
- Cityworks Asset Management System improvements
  - Enhance data collection on public infrastructure
- PD network investments

- Among the various projects were server upgrades, increased redundancy, updated storage resources and added security improvements.
- Partnership with Esri
  - DoIT/GIS staff have been working in concert with MUED staff and experts within Esri to discuss and explore major enhancements to the City's use of its GIS resources.

**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](http://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

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**DEPARTMENT/DIVISION**  
DEPARTMENT OF INNOVATION AND TECHNOLOGY

<b><u>FUND</u></b>				<b><u>ORGKEY</u></b>
INFORMATION TECHNOLOGY SERVICES FUND				604520
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	708,045	791,149	715,615	861,068
4005 Salaries: Part Time	63,879	75,000	78,096	75,000
4010 Overtime Salaries	3,027	5,000	2,456	2,000
4015 Banked Leave Buy Back	34,486	34,551	34,143	23,423
4016 Compensated Absence	18,292	0	20,000	20,000
4050 Pension Contributions	129,528	157,375	138,002	183,154
4051 Fica/Medicare	59,706	66,685	60,574	72,731
4053 Deferred Compensation	7,858	9,234	8,831	7,832
4055 Health/Dental Insurance	59,160	65,435	54,205	93,621
4056 Worker's Comp Insurance	24,498	23,241	23,241	32,733
4057 Disability Insurance	1,434	1,316	865	1,224
4058 Unemployment Insurance	7,503	5,642	6,351	6,250
4059 Life Insurance	515	567	500	655
4081 Eyecare Reimbursement	210	2,025	364	2,340
4084 Clothing Cash Payment	600	400	200	400
4085 Other Taxable Benefits	8,813	11,394	12,089	14,172
<b>TOTAL SALARIES AND BENEFITS</b>	<b>1,127,554</b>	<b>1,249,014</b>	<b>1,155,532</b>	<b>1,396,603</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	641,628	724,644	665,000	808,505
5104 Hardware Maint/Replace	186,469	143,872	203,516	119,601
5140 Legal Services	74	0	0	0
5190 Other Professional Services	156,164	216,235	270,000	155,000
5240 Meeting & Professional Devlpmt	1,215	6,450	3,500	7,950
5255 Travel Reimbursement	4,362	2,700	3,000	4,500
5270 Printing & Binding	1,304	750	500	500
5275 Postage	328	150	150	200
5280 Advertising	655	0	0	100
5303 Telephone/Network Connectivity	273,456	247,400	265,927	266,900
5396 City Garage Charges	0	2,444	2,444	3,110
5451 Retiree Health Insurance	172,275	0	0	0
5570 Office Equip & Furn Rent	5,454	4,000	4,000	4,000
5580 Communications Svs & Rental	17,137	5,000	18,000	22,180
5722 Penalties & Interest	21	0	0	0
5800 Subscriptions & Memberships	171	0	500	2,100
5840 Training	17,059	7,500	7,500	7,500
5870 General Govt Service Charge	210,838	214,422	214,422	219,568
5880 Special Contractual Services	63,461	8,960	7,000	58,260
5995 Depreciation Expense	262,378	0	0	0

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**DEPARTMENT/DIVISION**  
DEPARTMENT OF INNOVATION AND TECHNOLOGY

<b><u>FUND</u></b>				<b><u>ORGKEY</u></b>
INFORMATION TECHNOLOGY SERVICES FUND				604520
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES (CONT.)</u></b>				
5999 Contingencies - Vacancies	0	(6,768)	(6,768)	0
TOTAL SERVICES	2,014,449	1,577,759	1,658,691	1,679,974
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	4,040	4,500	3,000	3,000
6375 Computer Components	39,142	42,859	40,000	58,710
6400 Equipment Parts	338	0	0	0
6500 Office Equipment & Furniture	272	2,500	1,500	2,000
6510 Small Tools & Equipment	308	0	0	0
6590 Special Departmental Supplies	5,128	2,000	1,000	500
TOTAL SUPPLIES	49,228	51,859	45,500	64,210
<b><u>FIXED ASSETS</u></b>				
7060 Office Furniture	34,538	0	0	0
7080 Computer Equipment	(70,246)	430,090	356,908	567,296
7100 Motor Vehicle	23,224	0	0	0
7140 All Other Equipment	2,042	0	0	0
7150 Other Betterments/Improvement	11,149	0	0	0
TOTAL FIXED ASSETS	707	430,090	356,908	567,296
FUND TOTAL	3,191,938	3,308,722	3,216,631	3,708,083

# City of Redlands 2017-18 Adopted Budget

## Customer Service

### Program Description:

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

In addition to providing quality customer service, the division is responsible for billing utility customers for water, wastewater, solid waste, street cleaning services, and household hazardous waste services. With over 21,941 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 14,000 customers at the counter, and more than 31,000 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 40,000 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 the various payment methods available, including: 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, offering 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, 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 notification that their municipal services bill is ready for viewing via email.
- Educate customers on mandatory water conservation requirements by directing customers to the City website for detailed information, and/or referring customers to the Water Conservation Coordinator for water audits and available water conservation rebates.

### Accomplishments for Fiscal Year 2016-17:

- Implemented new Water and Waste Water Rates, effective July 1, 2016
- City Council approved additional day for watering (increased to 3 days per week)
- Added Business Hours phone greetings for both Water and Solid Waste phone lines, providing customers the option to make a payment over the phone by simply pressing 5, or pay via internet by providing web address to Speedpay.
- Added after-hour phone greetings for both Water and Solid Waste phone lines, providing customers the option to pay over the phone by simply pressing 5, or pay via the internet by providing the web address to Speedpay. On the water line, added option for customers to press 9 for auto-transfer to Police Department for emergency water/sewer service, and option to press 1 for auto-transfer to Solid Waste line for miss collection reporting.
- Customer Service Technician II position filled allowing for Customer Service Division to be fully staffed. Cross training efforts have been underway with an end goal of re-distributing work load among staff to reduce/eliminate overtime.
- Added "Pay Here" link on Water and Solid Waste Web pages, streamlining customer access to pay Utility Bill without logging in to Redconnect.
- Changed the phone distribution hierarchy for both Water and Solid Waste phone lines. Calls now routed to the customer service rep with the longest idle time. Also, phone reps have call routing priority over counter reps, allowing counter reps more time to assist counter customers.
- First reporting of delinquent accounts from upgraded Customer Service System to Collection Agency, reporting now occurs on a monthly basis.
- Completion of Customer Service Front Counter re-configuration. ADA work station expanded allowing for a full-service work station. Customer Service now has three windows to serve customers.
- Began Laser fiche scanning of water work orders, solid waste work orders, and trial balances, providing the capability to search and retrieve information electronically and allowing for document destruction and the elimination of physical storage.
- Conducted treatment plant, sewer plant and reservoir tours for new reps, providing value-added knowledge to assist customer service reps with daily job functions when fielding customer inquiries.

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**DEPARTMENT/DIVISION**  
CUSTOMER SERVICE

**FUND**

UTILITY BILLING FUND

**ORGKEY**

608405

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	486,049	546,555	533,011	547,743
4010 Overtime Salaries	48,278	35,000	40,000	35,000
4015 Banked Leave Buy Back	38,563	24,463	155,534	27,575
4016 Compensated Absences	71,832	0	72,000	72,000
4050 Pension Contributions	62,833	108,721	104,806	116,932
4051 Fica/Medicare	43,494	43,006	47,213	44,807
4053 Deferred Compensation	1,361	2,485	3,790	1,699
4055 Health/Dental Insurance	94,879	111,158	88,085	84,764
4056 Worker's Comp Insurance	7,714	18,792	18,792	18,781
4057 Disability Insurance	4,220	3,175	4,420	4,317
4058 Unemployment Insurance	4,870	4,184	6,002	4,540
4059 Life Insurance	544	513	688	659
4080 Vehicle Allowance	200	408	195	0
4081 Eyecare Reimbursement	834	2,169	1,500	2,354
4084 Clothing Cash Payment	1,740	1,740	1,540	1,940
4085 Other Taxable Benefits	11,401	12,742	14,921	19,437
<b>TOTAL SALARIES AND BENEFITS</b>	<b>878,812</b>	<b>915,111</b>	<b>1,092,497</b>	<b>982,548</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	20	250	100	250
5103 Software Support/Development	24,043	86,452	80,000	0
5140 Legal Services	0	250	100	250
5190 Other Professional Services	5,579	0	0	0
5240 Meeting & Professional Devlpmt	0	1,500	200	1,500
5255 Travel Reimbursement	141	1,000	200	1,000
5270 Printing and Binding	17,809	28,000	22,000	28,000
5275 Postage	76,026	79,500	74,000	79,500
5303 Telephone	(127)	7,800	0	0
5340 Office Equipment Maintenance	450	500	450	500
5395 Info Technology Services Charges	409,833	466,715	466,715	643,908
5451 Retiree Health Insurance	153,133	230,650	190,000	230,650
5570 Office Equip & Furn Rent	2,790	2,895	2,562	2,700
5590 Other Rentals	1,280	1,450	1,344	1,450
5800 Subscriptions and Memberships	224	750	225	750
5840 Training	232	2,700	1,000	2,500
5870 General Govt Service Charge	87,709	89,200	89,200	93,660
5880 Special Contractual Services	5,642	7,500	6,000	7,500
<b>TOTAL SERVICES</b>	<b>784,784</b>	<b>1,007,112</b>	<b>934,096</b>	<b>1,094,118</b>



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**DEPARTMENT/DIVISION**  
CUSTOMER SERVICE

**FUND**  
UTILITY BILLING FUND

**ORGKEY**  
608405

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	4,851	5,500	5,250	5,700
6375 Computer Components	3,232	4,000	283	3,800
6500 Office Equipment & Furniture	0	5,000	5,000	0
6590 Special Departmental Supplies	146	500	505	600
<b>TOTAL SUPPLIES</b>	<b>8,229</b>	<b>15,000</b>	<b>11,038</b>	<b>10,100</b>
<b>FUND TOTAL</b>	<b>1,671,825</b>	<b>1,937,223</b>	<b>2,037,631</b>	<b>2,086,766</b>

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**DEPARTMENT/DIVISION**  
COMMUNITY FACILITIES DISTRICT 2003-1

<b><u>FUND</u></b>				<b><u>ORGKEY</u></b>
COMMUNITY FACILITIES DISTRICT FUND				710130
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	20,871	19,500	19,500	19,500
5870 General Govt Service Charge	0	426	426	436
TOTAL SERVICES	<u>20,871</u>	<u>19,926</u>	<u>19,926</u>	<u>19,936</u>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	165,000	185,000	185,000	210,000
8200 Interest	503,855	499,758	499,758	490,443
TOTAL DEBT SERVICE	<u>668,855</u>	<u>684,758</u>	<u>684,758</u>	<u>700,443</u>
 DIVISION TOTAL	 689,726	 704,684	 704,684	 720,379

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**DEPARTMENT/DIVISION**  
COMMUNITY FACILITIES DISTRICT 2001-1

<b><u>FUND</u></b>				<b><u>ORGKEY</u></b>
COMMUNITY FACILITIES DISTRICT FUND				710300
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	18,987	18,000	18,000	18,000
5870 General Govt Service Charge	0	2,011	2,011	2,059
TOTAL SERVICES	<u>18,987</u>	<u>20,011</u>	<u>20,011</u>	<u>20,059</u>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	355,000	375,000	375,000	395,000
8200 Interest	377,358	366,708	366,708	342,708
TOTAL DEBT SERVICE	<u>732,358</u>	<u>741,708</u>	<u>741,708</u>	<u>737,708</u>
 DIVISION TOTAL	 751,345	 761,719	 761,719	 757,767
FUND TOTAL	1,441,071	1,466,403	1,466,403	1,478,146

# City of Redlands 2017-18 Adopted Budget

## City Attorney

### **Mission Statement:**

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

### **Departmental Goals:**

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

### **Sustainability Efforts:**

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

### **Program Description:**

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

### **Program Objectives:**

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

### **Significant Program Changes:**

None

**Accomplishments for Fiscal Year 2016-17:**

- Receipt and processing (with City Attorney oversight) of approximately 335 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

**Smart Redlands Initiative:**

- Began implementation of a web-based tool to facilitate the processing of public records requests

City of Redlands  
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**DEPARTMENT/DIVISION**  
CITY ATTORNEY

**FUND**

GENERAL FUND

**ORGKEY**

101150

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	318,665	328,848	306,022	338,069
4010 Overtime Salaries	120	0	0	0
4015 Banked Leave Buy Back	29,054	25,228	25,046	51,454
4050 Pension Contributions	75,632	65,414	63,437	71,858
4051 Fica/Medicare	17,771	17,875	21,462	18,698
4053 Deferred Compensation	25,532	25,546	25,650	25,505
4055 Health/Dental Insurance	23,957	25,446	22,243	34,554
4056 Worker's Comp Insurance	1,286	4,698	4,698	3,130
4057 Disability Insurance	8	0	48	85
4058 Unemployment Insurance	1,424	933	1,262	1,003
4059 Life Insurance	131	135	111	146
4080 Vehicle Allowance	1,800	0	0	520
4081 Eyecare Reimbursement	66	484	0	40
4085 Other Taxable Benefits	323	323	2,298	317
<b>TOTAL SALARIES AND BENEFITS</b>	<b>495,769</b>	<b>494,930</b>	<b>472,277</b>	<b>545,379</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	118,220	30,000	50,000	30,000
5190 Other Professional Services	8,382	0	0	0
5240 Meeting & Professional Devlpmt	5,317	2,100	0	1,100
5255 Travel Reimbursement	0	50	107	50
5270 Printing and Binding	1,190	500	50	500
5275 Postage	166	200	200	200
5303 Telephone	1,466	2,000	2,000	2,000
5395 Info Technology Services Charges	30,458	26,810	26,810	36,988
5800 Subscriptions & Memberships	1,376	1,482	1,384	1,600
5840 Training	2,200	0	25	0
5880 Special Contractual Services	0	500	0	500
<b>TOTAL SERVICES</b>	<b>168,775</b>	<b>63,642</b>	<b>80,576</b>	<b>72,938</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	17,517	26,552	20,000	18,000
6140 Office Supplies	1,120	1,000	500	1,000
<b>TOTAL SUPPLIES</b>	<b>18,637</b>	<b>27,552</b>	<b>20,500</b>	<b>19,000</b>
 <b>DEPARTMENT TOTAL</b>	 <b>683,181</b>	 <b>586,124</b>	 <b>573,353</b>	 <b>637,317</b>

# City of Redlands 2017-18 Adopted Budget

## Human Resources

### **Mission Statement:**

As integral participants of the City of Redlands team, the Human Resources/Risk Management staff develops and implements sustainable processes while evaluating current programs and policies for continued efficiency and effectiveness. The Human Resources/ Risk Management team works daily to employ best practices in hiring and employment while balancing City priorities for residents.

### **Departmental Goals:**

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

While the steps taken have enabled us to continue improving, taking additional incremental steps to advance our core systems is imperative to 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.

The Human Resources department is a unique and invaluable unit; comprised of HR, Safety, and Risk Management professionals who possess a breadth of experience and strong educational backgrounds in their respective fields. The HR team continues to seek professional development opportunities to improve their own knowledge and produce more distinctive and sustainable results for the City. 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
- 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
- Creating on point of contact for all employees and departments/ client-based operations
- Moving all training to a LMS
- 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.
- Citywide 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.
- 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.



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**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, performance management, training, organizational development, 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
- 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

**Accomplishments for Fiscal Year 2016-17:**

Fiscal Year-to-date:

- Revised Personnel Rules and Regulations
- Implemented new Employee Assistance Program and Ancillary Benefits Provider
- Recruited and filled 72 positions
- Placed 57 new volunteers in various city departments
- Provided customer service to 3,375 employees and residents
- Provided training to employees on Prezi, Evaluations and Discipline, Finance, Excel, and Records Management

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**DEPARTMENT/DIVISION**  
HUMAN RESOURCES

**FUND**

GENERAL FUND

**ORGKEY**

101170

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	261,311	280,290	283,939	263,568
4005 Salaries: Part Time	17,705	22,000	13,763	22,000
4015 Banked Leave Buy Back	2,918	8,442	6,821	14,688
4050 Pension Contributions	49,636	55,755	45,130	56,059
4051 Fica/Medicare	20,215	29,519	22,211	21,173
4053 Deferred Compensation	4,808	5,070	5,297	4,321
4055 Health/Dental Insurance	23,365	30,457	28,623	37,523
4056 Worker's Comp Insurance	18,945	18,445	13,834	25,073
4057 Disability Insurance	110	322	96	367
4058 Unemployment Insurance	2,947	2,430	2,396	2,170
4059 Life Insurance	218	227	231	189
4081 Eyecare Reimbursement	180	810	270	675
4084 Clothing Cash Payment	130	80	80	200
4085 Other Taxable Benefits	2,469	3,652	2,349	2,460
<b>TOTAL SALARIES AND BENEFITS</b>	<b>404,957</b>	<b>457,499</b>	<b>425,040</b>	<b>450,466</b>

**SERVICES**

5103 Software Support/Development	302	500	500	500
5140 Legal Services	16,571	15,000	15,000	15,000
5180 Medical/Physicals	13,735	15,000	11,700	15,000
5190 Other Professional Services	215	5,000	500	2,500
5240 Meeting & Professional Devlpmt	1,737	6,000	6,000	6,500
5255 Travel Expense Reimbursement	2,518	3,000	3,000	3,200
5270 Printing and Binding	3,738	2,500	2,500	2,000
5275 Postage & Shipping	1,466	1,500	1,300	1,500
5280 Advertising	999	1,500	600	1,000
5303 Telephone	1,980	3,500	3,500	3,500
5395 Info Technology Services Charges	94,813	88,569	88,569	122,195
5396 City Garage Service Charges	0	3,746	3,746	4,766
5451 Retiree Health Insurance	3,110,622	3,264,148	2,975,000	3,370,000
5570 Office Equip & Furn Rent	1,418	2,700	2,700	2,700
5720 Taxes	0	0	9	0
5800 Subscriptions & Memberships	4,790	4,850	3,500	5,000
5840 Training	0	0	100	0
5880 Special Contractual Services	614	1,000	1,000	1,000
<b>TOTAL SERVICES</b>	<b>3,255,518</b>	<b>3,418,513</b>	<b>3,119,224</b>	<b>3,556,361</b>

**SUPPLIES**

6130 Books & Supplies	374	500	500	500
6140 Office Supplies	1,404	2,000	2,000	2,200

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**DEPARTMENT/DIVISION**  
HUMAN RESOURCES

**FUND**

GENERAL FUND

**ORGKEY**

101170

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT)</u></b>				
6145 Awards/Recognition Program	9,246	10,000	9,429	10,000
6375 Computer Components	898	3,900	3,900	3,000
6500 Office Equipment & Furniture	3,584	1,425	1,425	1,500
6520 Promotional Supplies	706	800	800	800
6560 Food	250	1,000	1,000	1,100
6590 Special Departmental Supplies	6,909	2,500	2,500	5,000
<b>TOTAL SUPPLIES</b>	<b>23,371</b>	<b>22,125</b>	<b>21,554</b>	<b>24,100</b>
<b>DEPARTMENT TOTAL</b>	<b>3,683,846</b>	<b>3,898,137</b>	<b>3,565,818</b>	<b>4,030,927</b>

**City of Redlands  
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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
- Pursue the City's subrogation rights for property losses caused by others

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**DEPARTMENT/DIVISION**  
RISK MANAGEMENT

**FUND**

LIABILITY SELF INSURANCE FUND

**ORGKEY**

602133

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	113,631	126,490	118,544	144,022
4010 Overtime Salaries	23	0	0	0
4015 Banked Leave Buy Back	7,323	4,221	4,730	7,519
4050 Pension Contributions	51,237	25,161	22,871	30,621
4051 Fica/Medicare	8,509	10,460	8,836	10,695
4053 Deferred Compensation	2,089	2,234	2,133	2,461
4055 Health/Dental Insurance	11,251	12,598	10,945	20,523
4056 Worker's Comp Insurance	0	2,349	1,762	6,652
4057 Disability Insurance	61	161	75	106
4058 Unemployment Insurance	696	629	794	716
4059 Life Insurance	90	91	86	104
4081 Eyecare Reimbursement	128	326	186	371
4084 Clothing Cash Payment	0	40	40	60
4085 Other Taxable Benefits	1,655	1,425	1,515	1,283
<b>TOTAL SALARIES AND BENEFITS</b>	<b>196,693</b>	<b>186,185</b>	<b>172,517</b>	<b>225,133</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	0	1,000	1,000	500
5140 Legal Services	345,958	240,000	215,000	250,000
5141 Settlements/Judgements	5,000	10,000	5,000	10,000
5240 Meeting & Professional Devlpmt	195	1,500	1,500	1,000
5255 Travel Reimbursement	420	350	350	375
5270 Printing and Binding	40	100	145	100
5275 Postage	137	300	200	300
5303 Telephone	359	500	500	500
5395 Info Technology Services Charges	2,915	2,567	2,567	3,542
5410 Property Insurance	395,924	380,000	383,971	385,000
5411 Faithful Performance Bond	0	25,000	0	0
5451 Retiree Health Insurance	19,142	0	0	0
5455 Premiums for Excess Coverage	239,858	240,000	423,443	300,000
5460 Liability Claims	1,536,835	975,000	645,000	1,000,000
5490 Other Insurance	6,558	7,000	4,286	7,000
5570 Office Equip & Furn Rent	1,418	1,540	1,540	1,540
5800 Subscriptions & Memberships	0	350	350	350
5840 Training	0	0	7,595	0
5880 Special Contractual Services	0	1,000	1,000	1,000
<b>TOTAL SERVICES</b>	<b>2,554,759</b>	<b>1,886,207</b>	<b>1,693,447</b>	<b>1,961,207</b>

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**DEPARTMENT/DIVISION**  
RISK MANAGEMENT

**FUND**  
LIABILITY SELF INSURANCE FUND

**ORGKEY**  
602133

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	311	500	500	500
TOTAL SUPPLIES	311	500	500	500
FUND TOTAL	2,751,763	2,072,892	1,866,464	2,186,840

**City of Redlands  
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**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
- Implement a wellness-rich environment where employees are provided tools necessary to realize the healthiest life-style possible
- 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
- Mitigate potential claims by addressing work/health issues brought forward by employees

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**DEPARTMENT/DIVISION**  
WORKERS' COMPENSATION

**FUND**  
WORKERS' COMPENSATION FUND

**ORGKEY**  
606175

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	82,037	88,158	101,819	111,758
4015 Banked Leave Buy Back	1,459	4,221	2,733	6,936
4016 Compensated Absences	2,615	0	0	0
4050 Pension Contributions	56,141	17,536	19,608	23,781
4051 Fica/Medicare	5,853	8,080	7,376	8,184
4053 Deferred Compensation	1,730	1,761	1,961	2,074
4055 Health/Dental Insurance	7,110	9,094	10,300	15,153
4056 Workers Compensation	0	2,349	1,762	6,260
4057 Disability Insurance	50	316	88	106
4058 Unemployment Insurance	514	434	514	521
4059 Life Insurance	60	63	73	76
4081 Eyecare Reimbursement	105	225	155	270
4084 Clothing Cash Payment	0	60	40	60
4085 Other Taxable Benefits	1,785	1,303	960	1,293
<b>TOTAL SALARIES AND BENEFITS</b>	<b>159,459</b>	<b>133,600</b>	<b>147,389</b>	<b>176,472</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	154,301	120,000	135,000	135,000
5190 Other Professional Services	23,264	23,600	17,000	22,600
5240 Meeting & Professional Devlpmt	120	0	0	0
5255 Travel Expense Reimbursement	187	1,000	1,000	1,000
5275 Postage	0	50	50	50
5303 Telephone	(17)	50	50	50
5395 Info Technology Services Charges	3,093	2,725	2,725	3,759
5451 Retiree Health Insurance	19,142	15,000	15,000	15,000
5455 Premiums for Excess Coverage	181,030	200,000	156,253	160,000
5480 Worker's Comp Claims	1,033,612	1,040,000	981,000	1,000,000
5570 Office Equip & Furn Rent	2,837	3,435	3,435	3,435
5800 Subscriptions & Memberships	100	0	0	0
5870 General Govt Service Charge	38,454	39,108	39,108	40,046
5880 Special Contractual Services	160,854	165,000	156,000	163,932
<b>TOTAL SERVICES</b>	<b>1,616,977</b>	<b>1,609,968</b>	<b>1,506,621</b>	<b>1,544,872</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	154	300	300	300
6500 Office Equipment & Furniture	0	1,500	1,500	1,600
<b>TOTAL SUPPLIES</b>	<b>154</b>	<b>1,800</b>	<b>1,800</b>	<b>1,900</b>
 <b>DIVISION TOTAL</b>	 <b>1,776,590</b>	 <b>1,745,368</b>	 <b>1,655,810</b>	 <b>1,723,244</b>



**City of Redlands  
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**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
- Decrease time away from work due to injury
- Decrease number of on-the-job injuries
- 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
- Coordinate and oversee the City's Safety Committee, develop and implement goals and objectives

**Significant Changes:**

The addition of a Safety Specialist position has provided focused support in the area of employee safety and reducing risk of workplace incidents.

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**DEPARTMENT/DIVISION**  
SAFETY PROGRAM

**FUND**

WORKERS' COMPENSATION FUND

**ORGKEY**

606176

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	54,408	104,249	116,676	121,435
4010 Overtime Salaries	0	0	20	0
4015 Banked Leave Buy Back	729	2,110	1,367	3,862
4019 Workers Comp Savings Bonus	0	0	0	45,000
4050 Pension Contributions	10,369	20,737	22,580	25,950
4051 Fica/Medicare	3,836	9,236	7,409	9,193
4053 Deferred Compensation	1,016	1,095	1,152	1,854
4055 Health/Dental Insurance	4,854	13,122	14,267	19,794
4057 Disability Insurance	24	1,318	315	72
4058 Unemployment Insurance	332	651	988	694
4059 Life Insurance	42	95	96	101
4081 Eyecare Reimbursement	60	338	88	360
4084 Clothing Cash Payment	0	180	20	40
4085 Other Taxable Benefits	770	754	510	1,374
<b>TOTAL SALARIES AND BENEFITS</b>	<b>76,440</b>	<b>153,885</b>	<b>165,488</b>	<b>229,729</b>
<b><u>SERVICES</u></b>				
5103 Software Support & Maintenance	0	0	0	2,000
5180 Medical/Physicals	0	2,500	2,500	2,500
5240 Meetings & Professional Development	0	0	0	1,000
5255 Travel Reimbursement	82	500	500	500
5270 Printing and Binding	0	300	100	300
5365 Vehicle Maintenance	0	5,000	0	0
5800 Subscriptions & Memberships	0	0	3,319	100
5840 Training	1,139	13,861	13,000	5,000
5870 General Govt Service Charge	5,089	5,175	5,175	5,299
5880 Special Contractual Services	1,827	1,000	500	1,000
<b>TOTAL SERVICES</b>	<b>8,137</b>	<b>28,336</b>	<b>25,094</b>	<b>17,699</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	619	1,000	1,000	1,000
6140 Office Supplies	0	600	600	600
6180 Turnouts/Uniform/Sfty Clothing	294	400	400	425
6210 Repair/Maintenance Supplies	15	0	0	0
6310 Janitorial Supplies	32	0	0	0
6510 Small Tools & Equipment	0	500	250	500
6590 Special Departmental Supplies	3,345	500	500	500
<b>TOTAL SUPPLIES</b>	<b>4,305</b>	<b>3,000</b>	<b>2,750</b>	<b>3,025</b>
<b>DIVISION TOTAL</b>	<b>88,882</b>	<b>185,221</b>	<b>193,332</b>	<b>250,453</b>

**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
- Development of a succession-style training program to develop talent in-house
- Creating feeder positions and internal-only promotional positions to increase tenure and engagement
- Continue compliance with State and Federal training mandates
- Educational programs to encourage individual professional development and growth

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**DEPARTMENT/DIVISION**  
TRAINING PROGRAM

**FUND**

WORKERS' COMPENSATION FUND

**ORGKEY**

606177

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	42,903	52,301	50,371	69,734
4015 Banked Leave Buy Back	729	2,110	1,367	3,667
4050 Pension Contributions	8,185	10,404	9,729	14,845
4051 Fica/Medicare	3,024	4,748	3,610	5,172
4053 Deferred Compensation	872	923	980	1,166
4055 Health/Dental Insurance	3,846	5,455	5,201	9,990
4057 Disability Insurance	30	235	59	72
4058 Unemployment Insurance	267	260	286	347
4059 Life Insurance	31	38	35	50
4081 Eyecare Reimbursement	53	135	78	180
4084 Clothing Cash Payment	70	40	20	40
4085 Other Taxable Benefits	654	595	480	708
4086 Tuition Reimbursement	120,757	170,000	81,000	125,000
<b>TOTAL SALARIES AND BENEFITS</b>	<b>181,421</b>	<b>247,244</b>	<b>153,216</b>	<b>230,971</b>
<b><u>SERVICES</u></b>				
5103 Software Support and Maintenance	0	2,000	2,400	2,400
5240 Meeting & Professional Devlpmt	2,787	5,000	5,000	3,000
5255 Travel Expense Reimbursement	0	0	0	2,000
5270 Printing and Binding	95	1,000	200	500
5800 Subscriptions & Memberships	0	0	330	0
5840 Training	14,096	35,904	10,000	30,000
5870 General Govt Service Charge	12,759	12,975	12,975	13,287
<b>TOTAL SERVICES</b>	<b>29,737</b>	<b>56,879</b>	<b>30,905</b>	<b>51,187</b>
<b><u>SUPPLIES</u></b>				
6130 Books and Supplies	0	1,000	100	1,000
6140 Office Supplies	0	500	500	500
6375 Computer Components	6,939	3,000	3,000	3,000
<b>TOTAL SUPPLIES</b>	<b>6,939</b>	<b>4,500</b>	<b>3,600</b>	<b>4,500</b>
<b>DIVISION TOTAL</b>	<b>218,097</b>	<b>308,623</b>	<b>187,721</b>	<b>286,658</b>
<b>FUND TOTAL</b>	<b>2,083,569</b>	<b>2,239,212</b>	<b>2,036,863</b>	<b>2,260,355</b>



# City of Redlands 2017-18 Adopted Budget

## Development Services Department

### Mission Statement:

The Development Services Department provides quality service to customers through professionalism, integrity and the efficient use of resources. The Department 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.

The Development Services Department is responsible for the administration and oversight of the following divisions and functions:

- Building and Safety Division (Building inspections, plan review and building permit processing)
- Community Development Block Grant (CDBG) Program (Capital improvement project and public service agency sub-recipient awards administration as a Participating Jurisdiction in the County of San Bernardino's Urban County Program)
- Economic Development Division (Business attraction and retention, including expeditious development review, workforce development and tourism promotion)
- Planning Division (Land development application review, general plan, specific plan and development code maintenance and updates)
- Successor Agency to the Former Redevelopment Agency (Completing the affairs of the dissolved redevelopment agency)

### Departmental 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
- 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

### Significant Program Changes for Fiscal Year 2017-18:

- Transfer the Downtown Redlands Business Area Division functions to the Quality of Life Department

**Performance Measures:**

- Abide by the City of Redlands' 2014-2017 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
  - Increase efforts to identify/target/attract new retail, service, healthcare and technology businesses
  - Increase tourism by marketing Redlands as a destination
  - Complete the General Plan Update
  - 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 1<sup>st</sup> review
- 90% of Tenant Plan Checks Processed in 2 Weeks for 1<sup>st</sup> review
- 90% of "LEED" Plan Checks Processed in 4 Weeks for 2<sup>nd</sup> Review
- 100% of Inspections completed next business day if requested by 4:00 pm of the previous day

**City of Redlands  
2017-18  
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 are 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 for Fiscal Year 2017-18:**

- Implementation of new/additional Economic Development Action Plan and City Council Strategic Plan initiatives
- Host a Real Estate Development Forum highlighting current and upcoming development projects in the City

**Accomplishments for Fiscal Year 2016-17:**

- 415 new business licenses issued in 2016, maintaining an average of over 400 new business licenses issued for the past two years
- 3.1% increase in sales tax revenue compared to the same period one year ago
- Retail vacancies remained at one of the lowest levels (5.9%) recorded in the past five years, well below the County average of 7.9%
- 2% increase in job growth in 2016; with more than 600 estimated jobs added to the community in 2016



- 3.3% unemployment rate in 2016, compared to County-wide average of 5.7% in the same year, and 2<sup>nd</sup> lowest unemployment rate in the County
- Notable new and renewal leases for distribution and logistics which include Amazon (Prologis bldg., 777,000 s.f. new lease); Hooker Furniture Group (Kensington Realty Advisors bldg., 327,000 s.f., renewal); Mattel (M. Block & Sons bldg., 400,000 s.f., new lease); Performance Team (Weber Distribution, 564,000 s.f., new lease); Munchkin Inc. (Prologis bldg., 341,000 s.f., new lease)
- *2016 California Investment Guide* interview with Mayor Foster regarding economic development activity in the City, published online and in print with circulation of over 50,000
- Continued promotion of clean energy financing programs (HERO and PACE) for local businesses\*
- Supported formal/informal business site search efforts\*
- 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 the Chamber of Commerce\*
- Hosted seven small business workshops, averaging 12 participants per workshop\*
- Participated and supported ICSC events, meeting with potential retailers and site selectors\*
- Continued development of marketing material including branded advertising efforts for multiple industry sectors\*
- Worked with City's PIO to provide media representatives with information and data about the community\*

\* Supports the City of Redlands 2014-2017 Strategic Plan Objectives B-1, B-2, B-3, B-7, B-8 and the Economic Development Action Plan.

City of Redlands  
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**DEPARTMENT/DIVISION**  
ECONOMIC DEVELOPMENT

**FUND**  
GENERAL FUND

**ORGKEY**  
101161

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	146,699	223,487	141,326	205,076
4010 Overtime Salaries	426	0	34	0
4015 Banked Leave Buy Back	4,275	4,992	14,581	3,698
4050 Pension Contributions	28,416	44,456	29,390	42,742
4051 Fica/Medicare	10,996	15,766	11,703	15,800
4053 Deferred Compensation	3,456	4,355	860	3,637
4055 Health/Dental Insurance	20,592	24,007	16,110	27,850
4056 Worker's Comp Insurance	6,018	4,698	4,698	6,260
4057 Disability Insurance	72	54	45	105
4058 Unemployment Insurance	1,078	885	1,273	868
4059 Life Insurance	113	129	88	126
4080 Vehicle Allowance	59	60	11	0
4081 Eyecare Reimbursement	264	468	225	450
4084 Clothing Cash Payment	48	26	48	40
4085 Other Taxable Benefits	362	293	1,249	387
<b>TOTAL SALARIES AND BENEFITS</b>	<b>222,874</b>	<b>323,676</b>	<b>221,641</b>	<b>307,039</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	5,592	20,880	940	7,800
5240 Meetings & Professional Devlpmt	2,406	6,500	73	4,000
5255 Travel Expense Reimbursement	870	2,500	0	2,500
5270 Printing and Binding	363	500	260	8,000
5275 Postage	88	150	150	150
5280 Advertising	45,952	20,425	347	25,000
5303 Telephone	700	500	500	500
5340 Office Equipment Maintenance	0	250	0	0
5395 Info Technology Services Charges	3,651	2,976	2,976	4,106
5800 Subscriptions & Memberships	4,465	8,605	2,255	300
5880 Special Contractual Services	4,675	0	0	12,500
5999 Contingency - Vacancy	0	(60,857)	0	0
<b>TOTAL SERVICES</b>	<b>68,762</b>	<b>2,429</b>	<b>7,501</b>	<b>64,856</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	982	1,200	1,200	1,500
6210 Repair/Maintenance Supplies	0	200	0	0
6310 Janitorial Supplies	0	100	0	0
6500 Office Equipment & Furniture	0	0	0	800
6590 Special Departmental Supplies	0	0	0	4,500
<b>TOTAL SUPPLIES</b>	<b>982</b>	<b>1,500</b>	<b>1,200</b>	<b>6,800</b>

City of Redlands  
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**DEPARTMENT/DIVISION**  
ECONOMIC DEVELOPMENT

**FUND**  
GENERAL FUND

**ORGKEY**  
101161

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>CAPITAL OUTLAY</u></b>				
7060 Office Equipment	11,800	0	0	0
7250 Land Acquisitions	0	0	488,761	0
TOTAL CAPITAL	11,800	0	488,761	0
DIVISION TOTAL	304,418	327,605	719,103	378,695

**City of Redlands  
2017-18  
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 final occupancy inspections on building projects, as required, to ensure compliance with conditions of approval and development code standards
- Perform effective and efficient plan review within acceptable time frames 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
- Perform business license inspections to ensure compliance with city regulations for business uses and safety of the public

**Significant Program Changes for Fiscal Year 2017-18:**

- Continue to implement enhancements to the City Works permitting software system to support improved customer service and satisfaction during the permitting process\*
- Continue to implement mobile technologies that supports real-time access and the ability to update the City Works permitting software system from the field by building inspectors\*
- Continue to improve plan review turnaround times and inspection protocols to facilitate expedited permitting processes\*\*
- Continue to implement the new editions of the California Building Codes
- Continue to pursue state certification for staff in the Certified Access Specialist Program (CASP)

**Accomplishments for Fiscal Year 2016-17:**

- Issued 1,721 permits for building, electrical, mechanical, plumbing, or combinations thereof
- Performed plan review for more than 886 plans (20% increase over FY 2015-2016)
- Performed 8,662 inspections within the next business day of the request (7% increase over FY 2015-2016)
- Conducted 196 business license inspections
- Responded to 4,768 public counter contacts at the One Stop Permit Center for customer assistance (45% increase over FY 2015-2016)
- 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

\* *Supports the Smart Redlands Initiative*

\*\* *Supports the City of Redlands 2014-2017 Strategic Plan – Objective B-4 & B-5*

City of Redlands  
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**DEPARTMENT/DIVISION**  
BUILDING & SAFETY

**FUND**  
GENERAL FUND

**ORGKEY**  
101162

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	388,915	663,622	489,797	426,395
4010 Overtime Salaries	609	3,500	1,000	3,000
4015 Banked Leave Buy Back	13,841	18,495	11,183	10,740
4050 Pension Contributions	74,284	132,008	93,921	88,294
4051 Fica/Medicare	29,240	50,071	37,725	33,582
4053 Deferred Compensation	2,881	7,699	3,518	1,298
4055 Health/Dental Insurance	27,060	60,551	39,741	50,247
4056 Worker's Comp Insurance	8,836	20,139	20,139	16,694
4057 Disability Insurance	2,060	3,142	2,640	3,515
4058 Unemployment Insurance	4,208	3,494	4,833	2,604
4059 Life Insurance	255	507	388	378
4080 Vehicle Allowance	471	480	92	0
4081 Eyecare Reimbursement	190	1,811	450	1,350
4082 Clothing Allowance	0	0	300	0
4084 Clothing Cash Payment	466	1,050	400	1,140
4085 Other Taxable Benefits	6,348	4,620	8,355	8,718
<b>TOTAL SALARIES AND BENEFITS</b>	<b>559,664</b>	<b>971,189</b>	<b>714,481</b>	<b>647,955</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	7,554	106,700	83,677	5,000
5190 Other Professional Services	94,923	175,208	140,000	250,000
5240 Meetings & Professional Devlpmt	4,318	4,300	615	6,000
5255 Travel Expense Reimbursement	365	300	79	300
5270 Printing and Binding	2,825	2,900	3,200	3,600
5275 Postage	7	200	5	100
5303 Telephone	1,499	2,000	2,857	2,900
5395 Info Technology Services Charges	96,395	78,557	78,557	104,382
5396 City Garage Charges	6,856	3,746	3,746	4,766
5570 Office Equip & Furn Rent	4,011	3,000	3,000	3,000
5800 Subscriptions & Memberships	829	1,350	325	1,350
5840 Training	50	0	0	0
5950 Bad Debts	290	0	0	0
5999 Contingency - Vacancy	0	(58,809)	0	0
<b>TOTAL SERVICES</b>	<b>219,922</b>	<b>319,452</b>	<b>316,061</b>	<b>381,398</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	2,525	5,000	5,000	5,000
6140 Office Supplies	(47)	1,500	1,500	1,600

City of Redlands  
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**DEPARTMENT/DIVISION**  
BUILDING & SAFETY

**FUND**  
GENERAL FUND

**ORGKEY**  
101162

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT.)</u></b>				
6375 Computer Components	827	2,800	3,147	1,800
6500 Office Equipment & Furniture	207	5,000	0	0
6560 Food	53	0	0	0
6590 Special Departmental Supplies	4,222	3,000	0	2,500
<b>TOTAL SUPPLIES</b>	<b>7,787</b>	<b>17,300</b>	<b>9,647</b>	<b>10,900</b>
<b><u>FIXED ASSETS</u></b>				
7060 Office Furniture	12,963	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>12,963</b>	<b>0</b>	<b>0</b>	<b>0</b>
 DIVISION TOTAL	 800,336	 1,307,941	 1,040,189	 1,040,253

**City of Redlands  
2017-18  
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; and provides technical and professional support to the Environmental Review Committee, the Historic and Scenic Preservation Commission, the Planning Commission and the City Council.

**Program Objectives:**

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

**Accomplishments for Fiscal Year 2016-17:**

- Over 400 Development Applications processed
- Over 200 Staff Reports written for the City Council, Planning Commission, Historic and Scenic Preservation Commission and Environmental Review Committee
- Preparation and noticing responsibilities for 72 meeting agendas consisting of: 22 Planning Commission Agendas; 14 Environmental Review Committee Agendas; 24



Development/Preliminary Review Committee Agendas; and 12 Historic and Scenic Preservation Commission Agendas

- Completed entitlements for a revision to a Conditional Use Permit to allow for the construction of the “Packinghouse District”, an 88,075 square foot commercial shopping center that will include three major tenants and five outparcels in addition to an entitlement to allow beer and wine sales by Sprouts
- Completed approval of Ordinance No. 2835 which added provisions for accessory public parking areas in the A-1 (Agricultural) District in conjunction with existing public facilities
- Completed approval of Ordinance No. 2842 which provided local amendments to Building Standards Code in Title 15\*
- Obtained a grant for the production of a Historic Context Statement which is expected to be completed in the fall of 2017
- Provided administrative oversight, including contract administration, for Surface Mining and Reclamation Act (SMARA) compliance for six quarries and two reclamation plants operated by CEMEX Materials and Robertson’s Ready Mix in the Santa Ana River Wash
- Processed the historic designation of two properties located on W. Clifton Ave. and 1<sup>st</sup> Street
- Began the Downtown Parking Study
- Held General Plan Steering Committee meetings, completed a draft of the General Plan, held an open house, completed Economic Analysis, completed draft Environmental Impact Report and draft Climate Action Plan
- Completed Residential Development Allocations requests awarding a total of 134 residential units

\* *Supports the City of Redlands 2014-2017 Strategic Plan – Objective D-4*

City of Redlands  
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**DEPARTMENT/DIVISION**  
PLANNING

**FUND**

GENERAL FUND

**ORGKEY**

101164

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	794,948	832,693	583,582	706,270
4005 Salaries: Part Time	39,682	90,002	58,936	10,500
4010 Overtime Salaries	5,795	6,000	4,600	6,000
4015 Banked Leave Buy Back	45,513	24,951	186,258	10,385
4050 Pension Contributions	156,424	183,542	109,741	147,878
4051 Fica/Medicare	63,323	70,628	63,753	56,173
4053 Deferred Compensation	8,088	9,464	1,720	7,122
4055 Health/Dental Insurance	78,783	92,782	59,793	84,025
4056 Worker's Comp Insurance	36,316	32,289	32,289	27,503
4057 Disability Insurance	2,286	3,103	2,155	2,596
4058 Unemployment Insurance	5,973	4,796	489	4,383
4059 Life Insurance	472	696	364	573
4080 Vehicle Allowance	471	480	185	0
4081 Eyecare Reimbursement	1,289	2,261	450	2,048
4084 Clothing Cash Payment	634	1,050	900	960
4085 Other Taxable Benefits	11,936	13,320	10,110	14,181
4087 Employee Wellness Program	0	0	1,389	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>1,251,933</b>	<b>1,368,057</b>	<b>1,116,713</b>	<b>1,080,597</b>
<b><u>SERVICES</u></b>				
5110 Architect & Engineer	14,250	0	0	0
5190 Other Professional Services	517,648	741,231	759,231	500,000
5240 Meetings & Professional Devlpmt	6,754	9,000	750	10,000
5255 Travel Expense Reimbursement	336	700	2,500	8,000
5270 Printing and Binding	14,114	13,000	15,000	15,000
5275 Postage	3,220	3,000	2,647	3,000
5280 Advertising	10,039	13,300	13,300	13,300
5303 Telephone	2,156	3,000	3,000	3,000
5395 Info Technology Services Charges	132,260	107,785	107,785	138,707
5396 City Garage Charges	445	466	466	593
5570 Office Equip & Furn Rent	5,746	3,000	3,000	3,000
5590 Other Rentals	891	0	0	0
5800 Subscriptions & Memberships	1,611	3,735	2,469	7,000
5840 Training	546	0	0	3,500
5880 Special Contractual Services	15,541	6,500	2,200	8,250
5950 Bad Debt Expense	0	250	0	250
5999 Contingency - Vacancy	0	(110,601)	0	0
<b>TOTAL SERVICES</b>	<b>725,557</b>	<b>794,366</b>	<b>912,348</b>	<b>713,600</b>

City of Redlands  
2017-18  
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**DEPARTMENT/DIVISION**  
PLANNING

**FUND**

GENERAL FUND

**ORGKEY**

101164

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	838	1,000	1,000	1,000
6140 Office Supplies	4,708	4,391	4,391	6,000
6375 Computer Components	1,560	746	1,446	1,000
6430 Gasoline	10	0	0	0
6500 Office Equipment & Furniture	19,727	1,000	1,500	1,500
6560 Food	103	50	301	300
6590 Special Departmental Supplies	140	0	0	0
<b>TOTAL SUPPLIES</b>	<b>27,086</b>	<b>7,187</b>	<b>8,638</b>	<b>9,800</b>
<b><u>FIXED ASSETS</u></b>				
7060 Office Furniture	77,259	0	0	0
7150 Other Betterments/Improvement	64,523	7,500	0	0
<b>TOTAL FIXED ASSETS</b>	<b>141,782</b>	<b>7,500</b>	<b>0</b>	<b>0</b>
DIVISION TOTAL	2,146,358	2,177,110	2,037,699	1,803,997
DEPARTMENT TOTAL	2,946,694	3,485,051	3,077,888	2,844,250

**City of Redlands  
2017-18  
Adopted Budget**

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

**Program Description:**

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

**Program Objectives:**

- Development of a viable urban community by providing decent housing, suitable living environment 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 2017-18:**

- Commence engineering, design and construction of the FY17-18 Alleyway Improvement Capital Improvement Project in low- to moderate-income neighborhoods

**Accomplishments for Fiscal Year 2016-17:**

- Completed the final Consolidated Annual Performance and Evaluation Report (CAPER) and Entitlement City Close-Out Report to facilitate the termination of the City's Entitlement City status
- Provided administration and audit support to five public services agencies
- Completed the Civic Center ADA Rehabilitation (Suite 15-B Revenue Office) Capital Improvement project
- Completed the A.K. Smiley Library Waterproofing Capital Improvement Project
- Completed the FY15-16 Alleyway Improvement Capital Improvement Project
- Completed the A.K. Smiley Library ADA Restroom Rehabilitation Capital Improvement Project

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
CDBG PROGRAM

**FUND**

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

**ORGKEY**

243164

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	15,690	24,117	21,347	30,942
4050 Pension Contributions	3,036	4,681	4,261	6,338
4051 Fica/Medicare	1,188	2,166	1,631	2,367
4055 Health/Dental Insurance	1,454	4,697	2,788	3,348
4057 Disability Insurance	0	99	0	47
4058 Unemployment Insurance	1	185	68	156
4059 Life Insurance	12	15	69	19
4085 Other Taxable Benefits	0	0	22	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>21,381</b>	<b>35,960</b>	<b>30,185</b>	<b>43,218</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	17,450	2,000	2,000	16,000
5270 Printing and Binding	0	1,400	1,040	400
5275 Postage	0	100	0	50
5280 Advertising	0	1,450	1,778	650
5392 License & Permits	1,602	5,523	5,523	0
5880 Special Contractual Services	48,343	52,843	51,678	51,740
<b>TOTAL SERVICES</b>	<b>67,395</b>	<b>63,316</b>	<b>62,019</b>	<b>68,840</b>
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvement	0	94,823	101,975	0
7230 Street Construction	0	361,699	361,620	232,873
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>456,522</b>	<b>463,594</b>	<b>232,873</b>
<b>DEPARTMENT TOTAL</b>	<b>88,776</b>	<b>555,798</b>	<b>555,798</b>	<b>344,931</b>

City of Redlands  
**Job Ledger Budget**  
 Budget Year 2017-18

Department: Development Services

<u>Fund</u>			<u>Orgkey</u>
CDBG			243164
Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
43029	Boys & Girls Club	7,500	0
43039	San Bernardino Sexual Assault Services	7,500	10,000
43055	Family Services Association of Redlands	18,343	21,740
43056	Inland Temporary Homes	7,500	10,000
43057	YMCA - Legal Aid	7,500	10,000
43059	A.K. Smiley Library ADA Restroom Project	115,785	0
43060	15-16 Alley/Street Improvement Project	167,741	0
43062	16-17 Alley/Street Improvement Project	223,929	0
43063	17-18 Alley/Street Improvement Project	0	293,191

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TOTALS                      \$555,798                      \$344,931

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
CDBG PROGRAM

**FUND**

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

**ORGKEY**

243300

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	3,615	6,782	6,439	0
4050 Pension Contributions	693	1,264	1,242	0
4051 Fica/Medicare	275	494	488	0
4055 Health/Dental Insurance	375	1,225	999	0
4057 Disability Insurance	5	10	10	0
4058 Unemployment Insurance	0	10	2	0
4059 Life Insurance	3	5	5	0
4085 Other Taxable Benefits	0	4	4	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>4,966</b>	<b>9,794</b>	<b>9,190</b>	<b>0</b>
<b><u>SERVICES</u></b>				
5110 Architect & Engineer	0	0	0	0
5190 Other Professional Services	11,293	5,214	5,214	0
5270 Printing and Binding	290	0	0	0
5275 Postage	15	0	0	0
5280 Advertising	1,533	0	0	0
5760 Special Program Expenditures	7,588	0	0	0
5880 Special Contractual Services	446	2,256	2,256	0
5990 Reimbursed Expenditures	0	0	0	0
<b>TOTAL SERVICES</b>	<b>21,165</b>	<b>7,470</b>	<b>7,470</b>	<b>0</b>
<b><u>SUPPLIES</u></b>				
6590 Special Departmental Supplies	25	0	0	0
<b>TOTAL SUPPLIES</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvement	107,293	42,496	42,512	0
7230 Street Construction	21,360	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>128,653</b>	<b>42,496</b>	<b>42,512</b>	<b>0</b>
<b>DEPARTMENT TOTAL</b>	<b>154,809</b>	<b>59,760</b>	<b>59,173</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>243,585</b>	<b>615,558</b>	<b>614,971</b>	<b>344,931</b>

**City of Redlands  
2017-18  
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 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 2016-17:**

- Executed a Purchase and Sale Agreement (PSA) with Arteco Partners/Redlands Food Hall, LP for the purchase of the MOD Building – 330 Third St.\*
- Executed an Exclusive Negotiating Agreement (ENA) with Pacific Community Real Estate, LLC for 31 W. Stuart Ave. and 205 W. Stuart Ave.\*
- Coordinated three Oversight Board meetings
- Prepared and submitted to the California State Department of Finance two Recognized Obligation Payment Schedules (ROPS)

*\* Supports the City of Redlands 2014-2017 Strategic Plan - Objective B-8*



City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SUCCESSOR AGENCY DEBT SERVICE

**FUND** SUCCESSOR TO RDA DEBT SERVICE FUND **ORGKEY** 380182

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b>SERVICES</b>				
5030 Fiscal Agent Fees	25,200	12,600	12,600	12,600
5031 Cost of Issuance	324,432	0	0	0
5032 Arbitrage Rebate	0	0	316,344	0
5190 Other Professional Services	0	0	1,000	4,000
5722 Penalties and Interest	0	0	4,491	0
5993 Amortization Expense	26,396	0	26,396	26,396
<b>TOTAL SERVICES</b>	<b>376,028</b>	<b>12,600</b>	<b>360,831</b>	<b>42,996</b>
<b>DEBT SERVICE</b>				
8100 Principal	0	2,840,000	2,840,000	2,115,000
8200 Interest	712,118	443,828	443,829	456,032
<b>TOTAL DEBT SERVICE</b>	<b>712,118</b>	<b>3,283,828</b>	<b>3,283,829</b>	<b>2,571,032</b>
<b>FUND TOTAL</b>	<b>1,088,146</b>	<b>3,296,428</b>	<b>3,644,660</b>	<b>2,614,028</b>

City of Redlands  
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**DEPARTMENT/DIVISION**  
SUCCESSOR AGENCY ADMINISTRATION

**FUND**  
SUCCESSOR TO RDA GENERAL FUND

**ORGKEY**  
480180

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	152,069	123,731	135,379	141,781
4010 Overtime Salaries	546	0	0	0
4015 Banked Leave Buy Back	32,835	6,002	6,002	4,089
4050 Pension Contributions	28,430	33,412	33,412	27,583
4051 Fica/Medicare	12,348	7,019	7,019	10,085
4053 Deferred Compensation	2,121	2,534	2,534	3,494
4055 Health/Dental Insurance	13,214	17,692	17,692	15,559
4057 Disability Insurance	201	100	100	168
4058 Unemployment Insurance	434	386	386	521
4059 Life Insurance	47	56	56	76
4080 Vehicle Allowance	295	300	300	0
4081 Eyecare Reimbursement	41	200	200	270
4082 Clothing Allowance	0	48	48	0
4084 Clothing Cash Payment	22	0	0	60
4085 Other Taxable Benefits	81	97	97	447
<b>TOTAL SALARIES AND BENEFITS</b>	<b>242,684</b>	<b>191,577</b>	<b>203,225</b>	<b>204,133</b>

<b><u>SERVICES</u></b>				
5140 Legal Services	1,475	2,400	1,475	1,500
5142 City Attorney Legal Service	0	4,140	4,000	4,000
5190 Other Professional Services	425	21,401	25,000	26,151
5240 Meetings and Professional Dev	0	1,140	2,000	1,140
5255 Travel Reimbursement	0	1,140	2,000	1,140
5270 Printing and Binding	883	1,636	2,000	1,636
5275 Postage	0	500	500	500
5280 Advertising	0	1,512	1,500	1,500
5303 Telephone	331	15,500	500	500
5320 Janitorial Services	1,200	0	0	0
5395 Information Technology Charge	0	306	0	0
5570 Office Equip & Furn Rent	3,002	4,800	4,800	4,800
<b>TOTAL SERVICES</b>	<b>7,316</b>	<b>54,475</b>	<b>43,775</b>	<b>42,867</b>

<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	180	0	0
6140 Office Supplies	0	2,000	3,000	3,000
6160 Medical Supplies	0	30	0	0
6190 Photo & Copying Supplies	0	500	0	0
6210 Repair/Maintenance Supplies	0	1,038	0	0
6310 Janitorial Supplies	0	100	0	0
6590 Special Departmental Supplies	0	100	0	0

City of Redlands  
 2017-18  
 Adopted Budget

**DEPARTMENT/DIVISION**  
 SUCCESSOR AGENCY ADMINISTRATION

**FUND** **ORGKEY**  
 SUCCESSOR TO RDA GENERAL FUND 480180

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT)</u></b>				
TOTAL SUPPLIES	0	3,948	3,000	3,000
FUND TOTAL	250,000	250,000	250,000	250,000

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SUCCESSOR AGENCY OBLIGATIONS (OTHER)

<b>FUND</b>				<b>ORGKEY</b>
SUCCESSOR TO RDA PROJECTS FUND				488182
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b>SALARIES AND BENEFITS</b>				
4000 Full Time Salaries	250	0	0	0
4010 Overtime	30	0	0	0
4015 Banked Leave Buy Back	0	0	0	0
4050 Pension Contributions	43	0	0	0
4051 Fica/Medicare	28	0	0	0
4053 Deferred Compensation	0	0	0	0
4055 Health/Dental Insurance	32	0	0	0
4057 Disability Insurance	2	0	0	0
4058 Unemployment Insurance	0	0	0	0
4059 Life Insurance	0	0	0	0
4081 Eyecare Reimbursement	0	0	0	0
4082 Clothing Allowance	81	0	0	0
4085 Other Taxable Benefits	9	0	0	0
TOTAL SALARIES AND BENEFITS	475	0	0	0
<b>SERVICES</b>				
5160 Auditing and Accounting	2,534	2,700	2,700	2,700
5760 Special Program Expenditures	0	450,000	450,000	150,000
TOTAL SERVICES	2,534	452,700	452,700	152,700
 FUND TOTAL	 3,009	 452,700	 452,700	 152,700



# City of Redlands 2017-18 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 co-founder 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.

### **Departmental 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 2010/11
- Increase use of the much in-demand public meeting room
- Secure the future of our volunteer driven adult literacy program
- Successfully integrate the Contemporary Club meeting hall and parking lot into Library operations

### **Sustainability Efforts:**

- Continue with the digitization of local history records
- Continue efforts to introduce more drought tolerant landscaping

### **Performance Measures:**

- Daily attendance at the Library, as well as events such as Library Days, Family Day, and the summer reading program and story times
- Circulation of Library materials and usage of computers and electronic resources
- References to the Library and our programming/services in local print and social media

### **Program Description:**

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

### **Program Objectives:**

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

**Significant Program Changes:**

Thanks to a generous donor, the Library is in the process of acquiring a neighboring property, the Contemporary Club, which will provide a much-needed parking lot and a 250-person capacity meeting hall.

**Accomplishments for Fiscal Year 2016-17:**

- Circulated over 250,000 items to its 58,000 cardholders.
- Continued to offer diverse educational and informative adult programming.
- Continued to offer multi-week computer training classes and employment workshops.
- Celebrated our fourth Library Days, an all ages event designed to promote library resources.
- In conjunction with the University of Redlands and ESRI, the Library held its second “Geography Day” focusing on the continent of South America.
- Held our 13<sup>th</sup> annual Family Day event that drew more than 1,000 children and parents.
- The Lincoln Shrine offered a diverse range of programming and exhibits, including the 45<sup>th</sup> annual Open House and 85<sup>th</sup> annual Lincoln Dinner, Civil War musical events, and a student symposium.
- Using endowment funds, purchased beautiful oak furniture for the conservatory and new book reading area.
- Worked closely with the Redlands Historical Museum Association to raise funds for the long-awaited Museum of Redlands.
- Coordinated with Redlands Police Department to address a number of negative public behavioral issues.
- In conjunction with the Development Services, completed a CDBG ground water migration project on the east side of the Heritage Room and ADA improvement of public restrooms.
- As part of the Community Day of Service, installed a new wheelchair accessible sidewalk in the Children’s Garden.
- Began the long needed maintenance/restoration of the Library’s historic stained glass windows.

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
LIBRARY ADMINISTRATION

**FUND**  
GENERAL FUND

**ORGKEY**  
101190

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	1,071,946	1,142,161	1,142,161	1,160,314
4005 Salaries: Part Time	204,221	216,365	216,365	256,280
4010 Overtime Salaries	414	0	1,471	0
4015 Banked Leave Buy Back	54,608	30,023	17,761	47,652
4050 Pension Contributions	205,779	227,199	227,199	246,942
4051 Fica/Medicare	96,353	104,701	104,701	110,576
4053 Deferred Compensation	12,683	13,701	12,842	13,702
4055 Health/Dental Insurance	126,570	133,836	133,836	167,845
4056 Worker's Comp Insurance	37,285	37,585	37,585	52,588
4057 Disability Insurance	2,931	3,372	3,372	3,435
4058 Unemployment Insurance	16,295	14,787	14,787	15,190
4059 Life Insurance	969	1,071	1,071	1,071
4080 Vehicle Allowance	4,714	4,800	4,800	4,800
4081 Eyecare Reimbursement	1,803	3,825	3,825	3,825
4084 Clothing Cash Payment	1,600	1,600	1,600	1,600
4085 Other Taxable Benefits	11,363	13,950	13,950	13,950
<b>TOTAL SALARIES AND BENEFITS</b>	<b>1,849,534</b>	<b>1,948,976</b>	<b>1,937,326</b>	<b>2,099,770</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	60	0	15	0
5270 Printing and Binding	1,950	1,500	0	1,300
5275 Postage	2,526	1,500	3,000	3,000
5303 Telephone	785	1,500	1,500	1,500
5395 Info Technology Services Charges	14,759	14,366	14,366	19,820
5490 Other Insurance	21,347	27,500	500	25,000
5570 Office Equip & Furn Rent	5,767	7,750	7,750	7,750
5840 Training	721	0	1,308	1,300
5950 Bad Debt Expense	61	200	100	100
<b>TOTAL SERVICES</b>	<b>47,976</b>	<b>54,316</b>	<b>28,539</b>	<b>59,770</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	9,774	2,700	3,009	5,700
6210 Repair/Maintenance Supplies	849	4,250	2,500	2,500
6350 Building Supplies	290	1,500	1,591	1,500
6510 Small Tools & Equipment	0	1,250	0	250
6590 Special Departmental Supplies	151	750	0	500
<b>TOTAL SUPPLIES</b>	<b>11,064</b>	<b>10,450</b>	<b>7,100</b>	<b>10,450</b>
<b>DIVISION TOTAL</b>	<b>1,908,574</b>	<b>2,013,742</b>	<b>1,972,965</b>	<b>2,169,990</b>



City of Redlands  
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**DEPARTMENT/DIVISION**  
LINCOLN SHRINE

**FUND**  
GENERAL FUND

**ORGKEY**  
101193

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5275 Postage	151	150	175	178
5303 Telephone	(77)	12	12	12
<b>TOTAL SERVICES</b>	<b>74</b>	<b>162</b>	<b>187</b>	<b>190</b>
<b><u>SUPPLIES</u></b>				
6610 Books	793	950	950	950
<b>TOTAL SUPPLIES</b>	<b>793</b>	<b>950</b>	<b>950</b>	<b>950</b>
 DIVISION TOTAL	 867	 1,112	 1,137	 1,140
DEPARTMENT TOTAL	1,909,441	2,014,854	1,974,102	2,171,130

**City of Redlands  
2017-18  
Adopted Budget**

**Police**

**Mission Statement:**

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

**Departmental Goals:**

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

**Sustainability Efforts:**

- Continue using 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 2017
  - Improved safety of citizens through an expedient response
- Maintain Part 1 Crime clearance rates above national average for 2017
  - Improved ability to reunite victims with their stolen property
- Reduce Part 1 Crimes in 2017
  - Improve citizen safety by reducing violent crime
  - Reduce property loss through crime reduction

# City of Redlands 2017-18 Adopted Budget

## Police Field Services

### Investigative Services Bureau

#### Program Description:

The Redlands Police Department's Investigative Services Bureau (ISB) 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, aggravated assaults, and the recovery of stolen property. The Investigative Services Bureau is also responsible for protecting 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 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; and
- *Crime Analysis Unit:* This unit has primary responsibility for analyzing crime trends, series, and patterns to increase the department's ability to investigate and apprehend criminals, as well as control crime.

#### Program Objectives:

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

### Significant Program Changes:

None

### Accomplishments for Fiscal Year 2016-17:

- Detectives investigated the robbery and stabbing of a 16-year-old male in the 200 block of Mulvihill Avenue. Detectives identified three suspects who were later arrested. One of the adults fled to Phoenix, AZ. Detectives collaborated with the Phoenix Police Department, and the suspect was arrested at his sister's residence in Phoenix.
- A Redlands resident came home and found three males inside his residence. When the suspects fled, the victim took a photograph of the suspects' license plate. Detectives entered the license plate in a National Vehicle Locate System (NVLS). Later that night, the vehicle was captured on an automated license plate reader at Ontario Mills Mall. Detectives responded and contacted three males walking to the vehicle. All three were arrested, and a loaded handgun was found in the vehicle.
- Detectives investigated a report of a Redlands High School teacher having ongoing sexual relations with a student both on campus and at the suspect's house. Detectives wrote and served several search warrants during the course of their investigation. Detectives obtained an arrest warrant for the suspect, and he was arrested in Gilbert, AZ.
- A male victim used a mobile dating application and posted that he was at a motel in Redlands seeking male companionship. Shortly after posting the ad, two males forced their way into the victim's motel room and robbed him at gunpoint. Detectives sent a flyer to surrounding agencies. The Riverside Police Department and the Corona Police Department had similar robberies, and detectives at the Corona Police Department had the suspect identified. The victim in the Redlands robbery identified the suspect, and detectives obtained an arrest warrant. Detectives entered the suspect's license plate into a NVLS. Through the NVLS entry, the suspect was stopped in Claremont and arrested for the warrant.

### 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 attends parole check-ins in order to keep abreast of current parolees in Redlands. 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. In addition, the responsibility of investigating auto thefts falls under MET.
- *Post Release Community Supervision (PRCS) Liaison*: The Redlands Police Department has partnered with the San Bernardino County Probation Department in an effort to better supervise and rehabilitate people who are released into the 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 has continued the PREPARE program (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. The team takes 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.

- *Narcotics Unit:* This unit addresses the persistent issues surrounding the sales, distribution, and use of illegal drugs. It is composed of the *Street Enforcement Team (SET)* which is responsible for suppressing drug-related crime in the city. An officer assigned to SET utilizes a narcotics detection canine to assist in both local and regional narcotics investigations. The narcotics unit also has two officers assigned to IRNET, the *Inland Regional Narcotics Enforcement Team*. IRNET is responsible for major narcotics investigations throughout the Inland Empire and beyond.
- *Air Support Unit:* The Air Support Unit provides aviation support to the Redlands Police Department with the goal of enhancing the safety of officers and the public, reducing crime, and increasing community support for law enforcement. At times, the Air Support Unit will assist in regional investigations.
- *Special Weapons and Tactics Team:* The department's Special Weapons and Tactics (SWAT) team 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 Unit:* Four 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 participating in local and regional drug 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)
- Train and educate patrol officers in specialized criminal investigations and procedures
- Leverage the department's resources through air support

### **Significant Program Changes:**

The Redlands Police Department acquired an apprehension canine that is cross-trained in narcotic detection. The K-9 handler is assigned to MET.

With the decrease in the number of parolees in the community, PACT was dissolved. MET officers continue to work with Parole and attend parole check-ins in order to effectively monitor parolees living in Redlands.

Two officers were added to the community policing unit. These two officers were primarily assigned to the west end shopping district.

A narcotics officer was moved from the DEA task force and added to IRNET.

The San Bernardino Sheriff Department and Beaumont Police Department no longer have personnel assigned to the Narcotics Unit Street Enforcement Team.

### **Accomplishments for Fiscal Year 2016-17:**

- In 2016, SET made 131 arrests, located 17 firearms and a butane honey oil lab, and seized 23 lbs. of methamphetamine, 38 lbs. of marijuana, and \$92,338 in United States currency.
- SET conducted an investigation that led to the seizure of 7.2 lbs. of methamphetamine.
- SET partnered with Code Enforcement and the Human Trafficking Task Force and conducted vice operations at massage parlors in Redlands resulting in an arrest for prostitution-related activity.
- SET assisted the ISB with numerous surveillances and apprehended burglary, robbery and homicide suspects for ISB.
- The Air Support Unit (Redhawk-1) handled over 735 calls for service. 396 of those calls were without the use of ground units. They were the first on-scene to over 110 calls, assisted on 30 felony arrests and 21 misdemeanor arrests, located 30 stolen vehicles with LoJack, and assisted in 5 vehicle pursuits and 4 foot pursuits.
- Volunteer pilots and co-pilots donated over 1,397 hours to sustain RPD's air support efforts during the fiscal year.
- For the year, IRNET has seized 110 lbs. of methamphetamine, 1 lb. of heroin, over 10 tons of marijuana, 17 firearms and over \$17.5 million in United States currency.
- As of March 13, 2017, MET has made 316 arrests during fiscal year 2016-2017. These arrests range from narcotics violations, weapons violations, parole/probation violations, gang involvement, auto theft, and homicide.
- MET received information that an armed and dangerous parolee-at-large was driving to a location in Redlands to deliver narcotics. Prior information indicated the parolee was distributing a large amount of methamphetamine to Redlands, and he was usually armed. The parolee was a documented I.E. Metal Mind Skinhead gang member. Officers located the suspect's vehicle and attempted a traffic stop. A pursuit ensued throughout the city which ultimately ended when officers utilized a PIT maneuver. During the pursuit, the suspect threw a large amount of suspected drugs out his window, which was later recovered. The suspect was charged with felony evading, possession of drugs for sale, transportation of methamphetamine, absconding parole, and a gang enhancement.
- MET collaborated with San Bernardino County Auto Theft Task Force (SANCATT) and San Bernardino County Probation to conduct a sweep. The sweep focused on contacting subjects on parole or probation where their primary offense was auto theft. During the sweep, one of the locations yielded a "chop shop" where seven stolen vehicles were recovered, and one suspect was arrested.

- MET served a search warrant at a location in Redlands, stemming from a narcotics investigation. The primary suspect was a West Side Bloomas gang member who was selling methamphetamine from the location. The suspect was contacted at the residence and during the search, officers located ½ oz. of methamphetamine, 1lb. of marijuana, and a loaded 9mm handgun. The suspect was arrested for possession of methamphetamine and marijuana for sale, felon in possession of a firearm, and a gang enhancement.
- MET developed information that a Westside Verdugo gang member and convicted felon was in possession of two guns while living in a travel trailer within the City. MET officers located the trailer and made contact with the occupants. During the contact, two suspects were located in the trailer smoking methamphetamine. During a consent search, officers located six shotguns, a .22 caliber rifle, and four ammo boxes containing various types of ammunition. Both suspects were arrested for felons being in possession of a firearm and probation violations.

## **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 the 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 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 and 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 2016-17:**

- 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 is primarily staffed with officers on an overtime basis and by Reserves, when they are available.
- Patrol's response time to emergency calls-for-service improved by 9.8%.
- 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. The Every 15 Minutes program was presented at Citrus Valley High School in an attempt to reduce underage drinking and driving.
- Four 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 19,577 hours in 2016. These volunteers are a vital part of the department's strategy to meet the needs of the community.

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
FIELD SERVICES

**FUND**

GENERAL FUND

**ORGKEY**

101200

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	8,129,640	9,182,787	8,363,227	9,214,411
4002 Labor Code Section 4850	328,398	0	482,889	0
4005 Salaries: Part Time	50,216	69,890	70,887	71,540
4010 Overtime Salaries	514,769	922,944	745,000	800,000
4011 Overtime: Reimbursable	155,313	189,048	245,000	190,000
4012 Stand By	1,467	21,708	4,500	10,000
4014 Homicide OT	39,463	25,000	25,000	25,000
4015 Banked Leave Buy Back	1,259,519	1,260,997	1,500,995	1,200,000
4025 Police Reserves	3,050	18,300	3,525	6,600
4035 Overtime: Court/Other	69,171	84,000	65,000	85,000
4050 Pension Contributions	4,532,002	4,624,289	4,876,297	4,937,093
4051 Fica/Medicare	197,201	219,552	223,210	227,541
4053 Deferred Compensation	18,822	10,660	11,960	19,419
4055 Health/Dental Insurance	1,377,368	1,496,090	1,590,490	1,602,249
4056 Worker's Comp Insurance	0	0	0	565,061
4057 Disability Insurance	4,169	5,174	5,042	6,561
4058 Unemployment Insurance	52,916	41,230	41,954	42,098
4059 Life Insurance	5,228	5,733	6,067	5,807
4081 Eyecare Reimbursement	669	2,250	1,508	2,250
4082 Clothing Allowance	102,043	107,200	101,557	107,200
4085 Other Taxable Benefits	87,639	109,422	108,155	107,260
<b>TOTAL SALARIES AND BENEFITS</b>	<b>16,929,063</b>	<b>18,396,274</b>	<b>18,472,263</b>	<b>19,225,090</b>
<b><u>SERVICES</u></b>				
5040 Undercover Investigations	10,000	30,000	30,000	20,000
5303 Telephone	(7,492)	0	0	0
5360 Machinery & Equip Maint	1,435	13,500	12,813	13,000
5365 Vehicle Maintenance	4,046	0	0	0
5395 Info Technology Services Charges	131,058	92,465	92,465	127,570
5880 Special Contractual Services	263,469	267,002	265,502	293,702
5950 Bad Debt Expense	8,834	10,000	7,000	7,000
5999 Contingency - Vacancy	0	(143,359)	(143,359)	(143,359)
<b>TOTAL SERVICES</b>	<b>411,350</b>	<b>269,608</b>	<b>264,421</b>	<b>317,913</b>
<b><u>SUPPLIES</u></b>				
6120 Chemical & Lab Supplies	2,861	3,000	3,000	3,000
6510 Small Tools & Equipment	4,112	5,850	5,579	5,500
6590 Special Departmental Supplies	35,540	31,050	37,250	37,250
<b>TOTAL SUPPLIES</b>	<b>42,513</b>	<b>39,900</b>	<b>45,829</b>	<b>45,750</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
FIELD SERVICES

**FUND**

GENERAL FUND

**ORGKEY**

101200

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	158,840	165,924	336,398	0
7140 All Other Equipment	74,691	1,671	87,202	28,512
7150 Other Betterments/Improvement	19,618	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>253,149</b>	<b>167,595</b>	<b>423,600</b>	<b>28,512</b>
DIVISION TOTAL	17,636,075	18,873,377	19,206,113	19,617,265

**City of Redlands  
2017-18  
Adopted Budget**

**Police  
Communications**

**Program Description:**

The Communications Center 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 Unit also receives Text-to-911. San Bernardino County is currently one of the only counties in California to have the capability. The Communications Center is currently staffed with 6 camera operators, 14 full-time dispatchers, 1 part-time dispatcher 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:**

2016 was the first full year 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.
- The center received 209 Text-to-911 calls.

**Accomplishments for Fiscal Year 2016-17:**

- 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 46,731 9-1-1 calls, a 7% increase from last year.
- Dispatchers answered 129,378 business and alternate emergency lines, a .14% increase from last year.
- There were 58,137 calls for service, a 3% increase from last year.
- Video cameras were used on 3,363 calls in comparison to 2,928 calls during the previous year, a 15% increase from last year.
- Average emergency response time for Priority 1 calls was 6.28 minutes.

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
**COMMUNICATIONS**

**FUND**

GENERAL FUND

**ORGKEY**

101201

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	720,924	800,908	753,422	845,406
4005 Salaries: Part Time	52,700	99,070	56,339	22,160
4010 Overtime Salaries	33,106	77,785	65,739	64,970
4012 Stand By	6,995	10,300	11,657	12,815
4015 Banked Leave Buy Back	18,141	18,700	16,720	26,043
4050 Pension Contributions	141,032	159,317	150,182	183,406
4051 Fica/Medicare	62,955	78,754	70,756	76,352
4055 Health/Dental Insurance	174,492	193,768	199,354	214,535
4056 Worker's Comp Insurance	0	0	0	67,479
4057 Disability Insurance	6,742	8,373	7,629	8,701
4058 Unemployment Insurance	10,092	8,680	8,669	7,378
4059 Life Insurance	793	945	941	1,008
4081 Eyecare Reimbursement	628	3,375	2,025	3,600
4082 Clothing Allowance	13,179	15,000	13,500	16,000
4085 Other Taxable Benefits	5,619	7,700	8,465	10,674
4056 Worker's Comp Insurance	0	0	0	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>1,247,398</b>	<b>1,482,675</b>	<b>1,365,397</b>	<b>1,560,527</b>
<b><u>SERVICES</u></b>				
5303 Telephone	(195)	0	0	0
5340 Office Equipment Maintenance	3,048	2,500	2,500	2,500
5395 Info Technology Services Charges	14,685	10,361	10,361	14,294
5580 Communications Svs & Rental	357,380	345,664	286,061	286,000
<b>TOTAL SERVICES</b>	<b>374,918</b>	<b>358,525</b>	<b>298,922</b>	<b>302,794</b>
<b><u>SUPPLIES</u></b>				
6500 Office Equipment & Furniture	789	3,500	10,500	5,500
6510 Small Tools & Equipment	1,868	1,270	4,000	2,000
6590 Special Departmental Supplies	372	1,400	5,000	2,500
<b>TOTAL SUPPLIES</b>	<b>3,029</b>	<b>6,170</b>	<b>19,500</b>	<b>10,000</b>
<b>DIVISION TOTAL</b>	<b>1,625,345</b>	<b>1,847,370</b>	<b>1,683,819</b>	<b>1,873,321</b>

# City of Redlands 2017-18 Adopted Budget

## Police Support Services

### Program Description:

The Support Services Bureau is comprised of diverse responsibilities that affect 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 and is the point of contact for the community for any inquiries and complaints.

The Records Unit consists of a Supervisor and 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 and are general maintenance in nature. He works with the City's Building Maintenance staff to assist the department when projects are larger in scale. Our maintenance worker provides minor repairs which keeps down time to a minimum.

The Operations Manager oversees the Records Unit, Communications Center, Animal Shelter, 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:**

The Department beta tested an eCitation Management System; Thin Blue Line. Thin Blue Line is a mobile reporting solution that harnesses ease of use and unique workflow requirements. The iOS based front line tool enables officers to create eCitations and other reports using an iPhone or iPad in the field. Reports can be quality controlled, reviewed and integrated into current CAD/RMS systems. Thin Blue Line reduces the amount of time officers spend writing the ticket. It also reduces the errors and processing time for the Records Unit.

**Accomplishments for Fiscal Year 2016-17:**

- Customer Service Representatives processed over 10,000 reports, over 2700 arrest reports, 1548 traffic citations, and over 1000 traffic collision reports in compliance with statutory requirements. Approximately 2,100 calls for service were handled at the front counter.
- Two new police patrol vehicles, one detective sedan, one animal control truck, one administrative vehicle, 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  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SUPPORT SERVICES

**FUND**

GENERAL FUND

**ORGKEY**

101202

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	820,723	896,736	902,385	923,226
4005 Salaries: Part Time	36,997	110,000	108,535	140,156
4010 Overtime Salaries	12,973	16,500	18,500	20,250
4015 Banked Leave Buy Back	37,852	93,936	55,700	79,507
4050 Pension Contributions	158,151	212,259	186,104	197,229
4051 Fica/Medicare	56,150	84,294	71,157	78,897
4053 Deferred Compensation	9,082	9,658	9,768	9,843
4055 Health/Dental Insurance	138,851	152,066	153,352	134,580
4056 Worker's Comp Insurance	754,581	679,093	679,093	32,610
4057 Disability Insurance	4,038	8,354	4,640	5,016
4058 Unemployment Insurance	7,752	7,812	7,812	7,378
4059 Life Insurance	691	756	818	756
4081 Eyecare Reimbursement	1,325	2,700	1,350	3,134
4082 Clothing Allowance	4,044	4,075	3,913	4,000
4085 Other Taxable Benefits	14,487	10,963	28,850	15,682
<b>TOTAL SALARIES AND BENEFITS</b>	<b>2,057,697</b>	<b>2,289,202</b>	<b>2,231,977</b>	<b>1,652,264</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	0	100	100	100
5050 Fingerprinting	18,141	20,000	20,150	21,000
5140 Legal Services	11,772	15,000	70,000	30,000
5180 Medical/Physicals	55,394	72,000	66,000	72,000
5255 Travel Expense Reimbursement	61,100	105,000	94,000	103,250
5270 Printing and Binding	14,275	29,500	29,500	32,450
5275 Postage	4,415	6,000	6,000	6,500
5303 Telephone	128,507	140,000	130,000	130,000
5310 Electricity & Gas	3,430	6,000	4,000	4,000
5360 Machinery & Equip Maint	3,613	5,000	5,000	5,000
5365 Vehicle Maintenance	9,005	7,500	7,500	8,000
5395 Info Technology Services Charges	1,099,749	775,903	775,903	874,881
5396 City Garage Charges	387,954	357,191	357,191	454,443
5510 Land and Building Rent	5,400	5,400	8,700	5,400
5570 Office Equip & Furn Rent	25,532	29,190	29,190	29,190
5800 Subscriptions & Memberships	4,403	4,500	6,500	6,500
5840 Training	81,890	161,500	155,160	170,500
5880 Special Contractual Services	42,423	54,980	54,000	59,400
5950 Bad Debt Expense	822	1,500	500	500
<b>TOTAL SERVICES</b>	<b>1,957,825</b>	<b>1,796,264</b>	<b>1,819,394</b>	<b>2,013,114</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SUPPORT SERVICES

**FUND**

GENERAL FUND

**ORGKEY**

101202

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	138	850	600	600
6140 Office Supplies	38,887	41,000	41,000	45,000
6160 Medical Supplies	162	2,050	1,236	1,360
6170 Weapons & Ammunitions	40,453	59,547	59,547	60,000
6180 Turnouts/Uniforms/Sfty Clothing	26,020	62,142	62,142	59,758
6190 Photo & Copying Supplies	2,240	1,500	1,500	1,500
6210 Repair/Maintenance Supplies	477	500	500	500
6310 Janitorial Supplies	37	500	0	0
6500 Office Equipment & Furniture	5,208	5,500	7,250	6,500
6510 Small Tools & Equipment	794	2,200	1,500	1,500
6560 Food	4,619	6,350	8,800	6,000
6590 Special Departmental Supplies	14,450	11,000	22,942	18,000
<b>TOTAL SUPPLIES</b>	<b>133,485</b>	<b>193,139</b>	<b>207,017</b>	<b>200,718</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	88,070	41,953	48,149	0
<b>TOTAL FIXED ASSETS</b>	<b>88,070</b>	<b>41,953</b>	<b>48,149</b>	<b>0</b>
<b>DIVISION TOTAL</b>	<b>4,237,077</b>	<b>4,320,558</b>	<b>4,306,537</b>	<b>3,866,096</b>

**City of Redlands  
2017-18  
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:**

None

**Accomplishments for Fiscal Year 2016-17:**

- Pet adoptions and rescue events have increased adoption rates.
- Staff handled 2,587 calls for service in the field, over 130 loud animal complaints, 8,245 telephone calls came into the shelter, and 20,159 people visited the shelter for a variety of reasons.
- 22 off-site adoption events were held.
- Completion of new isolation and wild cat rooms.
- Remodeled animal shelter front office, supervisor office, and shelter exterior.
- Drought tolerant landscape was donated and replaced overgrown hedges and existing landscape.
- Generous food donations from Amazon and Blue Buffalo fed shelter animals for the entire year.
- 14 group tours were conducted.

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
ANIMAL CONTROL

**FUND**

GENERAL FUND

**ORGKEY**

101203

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	149,570	151,892	155,500	188,947
4005 Salaries: Part Time	13,543	14,877	14,450	14,450
4010 Overtime Salaries	2,730	13,800	9,000	11,800
4015 Banked Leave Buy Back	1,443	2,428	2,194	5,607
4050 Pension Contributions	28,827	15,593	30,969	41,227
4051 Fica/Medicare	12,954	14,245	13,838	17,277
4055 Health/Dental Insurance	40,255	44,424	48,565	58,264
4056 Worker's Comp Insurance	0	0	0	8,276
4057 Disability Insurance	1,307	1,411	1,430	1,796
4058 Unemployment Insurance	1,882	1,736	1,918	2,276
4059 Life Insurance	186	189	207	252
4081 Eyecare Reimbursement	0	675	450	900
4082 Clothing Allowance	2,475	2,475	2,475	3,475
4085 Other Taxable Benefits	0	0	0	1,560
<b>TOTAL SALARIES AND BENEFITS</b>	<b>255,172</b>	<b>263,745</b>	<b>280,996</b>	<b>356,107</b>
<b><u>SERVICES</u></b>				
5153 Veterinary Services	47,882	50,000	50,000	50,000
5303 Telephone	(195)	0	0	0
5360 Machinery & Equip Maint	1,029	1,000	1,000	1,000
5395 Info Technology Services Charges	4,757	3,356	3,356	4,630
5396 City Garage Charges	13,823	14,521	14,521	18,475
5570 Office Equip & Furn Rent	2,793	2,431	2,431	2,431
5800 Subscriptions & Memberships	140	140	140	140
5880 Special Contractual Services	15,630	17,400	17,400	17,400
5950 Bad Debt Expense	474	500	1,895	500
<b>TOTAL SERVICES</b>	<b>86,333</b>	<b>89,348</b>	<b>90,743</b>	<b>94,576</b>
<b><u>SUPPLIES</u></b>				
6120 Chemical & Lab Supplies	1,149	2,600	2,828	2,828
6140 Office Supplies	45	500	500	500
6160 Medical Supplies	10,885	29,000	26,360	28,750
6170 Weapons & Ammunitions	204	796	500	550
6180 Turnouts/Uniforms/Safety Clothing	241	750	750	750
6310 Janitorial Supplies	0	250	0	0
6510 Small Tools & Equipment	265	300	300	300
6560 Food	260	2,740	1,000	15,500
6590 Special Departmental Supplies	10,562	15,044	13,000	10,000
<b>TOTAL SUPPLIES</b>	<b>23,611</b>	<b>51,980</b>	<b>45,238</b>	<b>59,178</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
ANIMAL CONTROL

**FUND**  
GENERAL FUND

**ORGKEY**  
101203

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	42,653	0	0	0
7140 All Other Equipment	4,240	0	0	0
TOTAL FIXED ASSETS	46,893	0	0	0
DIVISION TOTAL	412,009	405,073	416,977	509,861
DEPARTMENT TOTAL	23,910,506	25,446,378	25,613,446	25,866,543

**City of Redlands  
2017-18  
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 2016-2017 fiscal year include:

- Homeland Security Grant to provide funding for a license plate reader recognition management and analytic platform software system; four (4) ruggedized tablets; a throwable camera; and a portable satellite phone with dock and privacy headset and services.
- 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.
- ABC Mini Grant to fund overtime to specifically address alcohol-related problems through a comprehensive ABC program.
- Car Fit Mini Grant funding to help older drivers in our community stay safe on the road through Car Fit events.
- Supplemental Law Enforcement Services Fund (SLESF) supplements part-time camera surveillance monitoring personnel.

**Significant Program Changes:**

None

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
ASSET FORFEITURE

**FUND**

ASSET FORFEITURE FUND

**ORGKEY**

246200

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4010 Overtime Salaries	59,152	26,000	0	10,000
4051 Fica/Medicare	0	377	0	145
TOTAL SALARIES AND BENEFITS	<u>59,152</u>	<u>26,377</u>	<u>0</u>	<u>10,145</u>
<b><u>SERVICES</u></b>				
5040 Undercover Investigations	0	26,000	0	10,000
5103 Software Support/Development	0	0	6,300	0
5240 Meeting & Professional Devlpmt	0	3,000	0	3,000
5255 Travel Expense/Reimbursement	3,368	0	577	1,500
5280 Advertising	500	0	150	150
5285 Community Grant Awards	1,700	5,000	1,700	6,100
5303 Telephone/Upgrades	2,340	2,400	2,808	2,400
5310 Electricity & Gas	3,560	7,500	5,000	7,500
5510 Land and Building Rent	16,500	18,000	18,000	18,000
5760 Special Program Expenditures	80,000	130,000	130,000	100,000
5840 Training	2,565	1,500	2,850	10,000
5880 Special Contractual Services	4,800	17,000	16,484	5,000
TOTAL SERVICES	<u>115,333</u>	<u>210,400</u>	<u>183,869</u>	<u>163,650</u>
<b><u>SUPPLIES</u></b>				
6170 Weapons & Ammunitions	49,787	10,000	12,398	10,000
6180 Turnouts/Uniforms/Sfty Clothing	22,861	0	0	0
6510 Small Tools & Equipment	0	6,000	0	0
6560 Food	82	0	109	0
6590 Special Departmental Supplies	31,574	41,000	76,000	74,118
TOTAL SUPPLIES	<u>104,304</u>	<u>57,000</u>	<u>88,507</u>	<u>84,118</u>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	158,177	161,806	179,591	197,669
7140 All Other Equipment	58,954	0	77,351	0
TOTAL FIXED ASSETS	<u>217,131</u>	<u>161,806</u>	<u>256,942</u>	<u>197,669</u>
FUND TOTAL	495,920	455,583	529,318	455,582

City of Redlands  
**Job Ledger Budget**  
 Budget Year 2017-18

Department: Police

**Fund**  
 Asset Forfeiture

**Orgkey**  
 246200

Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
25013	Drug Confiscation - State	7,960	1,650
25014	Drug Confiscation - Federal	519,251	447,832
25015	Drug Confiscation - Federal Treasury	407	0
25016	15% Drug/Gang Prevention	1,700	6,100

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	<b>TOTALS</b>	\$529,318	\$455,582
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City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
POLICE GRANTS

**FUND**

POLICE GRANT FUND

**ORGKEY**

247200

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	50,898	8,277	0	0
4005 Salaries: Part Time	7,613	32,414	16,002	4,443
4011 Overtime Reimbursable	124,751	211,319	154,392	38,390
4050 Pension Contributions	7,694	1,195	3,203	0
4051 Fica/Medicare	1,369	2,757	1,636	359
4055 Health/Dental Insurance	694	147	1,736	0
4058 Unemployment Insurance	1,147	896	478	434
4059 Life Insurance	45	0	5	0
4082 Clothing Allowance	0	729	29	0
4085 Other Taxable Benefits	2,981	0	50	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>197,192</b>	<b>257,734</b>	<b>177,531</b>	<b>43,626</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	0	7,500	7,500	0
5104 Hardware Maint/Replace	0	8,591	10,816	0
5180 Medical/Physicals	0	0	250	250
5255 Travel Expense/Reimbursement	2,953	4,422	4,422	0
5303 Telephone	420	3,400	600	600
5320 Janitorial Services	720	0	725	725
5360 Machinery & Equipment Maint	15,554	0	15,000	50,000
5840 Training	1,729	1,950	1,950	0
5880 Special Contractual Services	23,721	0	725	725
<b>TOTAL SERVICES</b>	<b>45,097</b>	<b>25,863</b>	<b>41,988</b>	<b>52,300</b>
<b><u>SUPPLIES</u></b>				
6190 Photo & Copying Supplies	0	2,800	2,800	0
6375 Computer Components	10,507	0	0	0
6590 Special Departmental Supplies	21,172	6,773	38,477	33,671
<b>TOTAL SUPPLIES</b>	<b>31,679</b>	<b>9,573</b>	<b>41,277</b>	<b>33,671</b>
<b><u>FIXED ASSETS</u></b>				
7140 All Other Equipment	17,449	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>17,449</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>291,417</b>	<b>293,170</b>	<b>260,796</b>	<b>129,597</b>

City of Redlands  
**Job Ledger Budget**  
 Budget Year 2017-18

Department: Police

**Fund**  
 Police Grant Fund

**Orgkey**  
 247200

Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
25083	Air Support Unit Funded Through Asset Seizure	66,593	81,466
25132	Board of State and Community Corrections	3,204	7,171
25145	2015 JAG Grant	6,395	0
25146	OTS STEP Grant FY 2015-16	46,282	0
25148	2016 JAG Grant	10,005	4,770
25149	FY 2016-17 ABC Mini Grant	24,491	0
25150	OTS STEP Grant FY 2016-17	78,810	36,190
25151	Carfit	500	0
25152	2016 Homeland Security Grant	24,516	0

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TOTALS                      \$260,796                      \$129,597

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SUPPLEMENTAL LAW ENFORCEMENT

<b><u>FUND</u></b>				<b><u>ORGKEY</u></b>
SUPPLEMENTAL LAW ENFORCEMENT FUND				249200
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4005 Part Time Salaries	63,633	103,450	103,440	103,440
4051 Fica/Medicare	4,909	7,914	7,913	7,913
4056 Workers Compensation	0	0	0	6,260
4058 Unemployment Insurance	1,984	2,604	2,604	2,604
TOTAL SALARIES AND BENEFITS	<u>70,526</u>	<u>113,968</u>	<u>113,957</u>	<u>120,217</u>
 FUND TOTAL	 70,526	 113,968	 113,957	 120,217

# City of Redlands 2017-18 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.

### **Departmental Goals:**

- Remodel Fire Station 262 to accommodate multi-gender crews and meet ADA requirements.
- Work toward a permanent home for Fire Station 264.
- Establishment of a funding plan to construct a fifth fire station to keep pace with population growth and increased service demand.
- Automate Fire Prevention Inspection procedures.
- Continue to safeguard the community from fire through effective fire suppression, fire code compliance programs, public education, and risk mitigation.
- Continue to provide skilled and empathetic advanced life support pre-hospital care by well-trained personnel, as well as meet the education and delivery standards required by the State of California and County of San Bernardino to ensure this level of service.
- Continue to provide mechanisms for proper disposal of hazardous materials and e-waste that might otherwise contaminate landfills and wastewater treatment facilities. Additionally, to support our Hazardous Materials Response, Household Hazardous Waste, and E-Waste Programs by continuing to provide personnel with proper training and equipment to mitigate leaks, spills, or other exposures of toxic material in our jurisdiction.
- Development, implementation, and sustenance of a successful community-based education Fireworks Enforcement Program.
- Complete Fire Defense Planning to identify long term fire station requirements.

### **Sustainability Efforts:**

- Operation of the Household Hazardous Waste Program for the City of Redlands, which is used by approximately 2,600 citizens per year.
- Operation of the E-Waste Program for the City of Redlands, as set forth under California's Electronic Waste Recycling Act of 2003 (SB 20, Sher, Chapter 526, Statutes of 2003).
- Operation of the Sharps Disposal Program for residents who use and must properly dispose of hypodermic needles. This program currently recycles approximately 3,000 pounds of contaminated sharps annually. Materials that make up hypodermic needles, syringes and other sharps are recycled, often into new sharps containers, keeping tons of potentially hazardous materials out of landfills.
- Continued commitment towards automation of all administrative functions so as to limit the need for hard copy documentation.

- Recognizing the need for energy conservation, staff continues to work towards funding installation of solar panels at all four fire stations by obtaining two vendor proposals with suggested installation plans.
- In an effort to eliminate water waste during pumping training, staff is seeking funding for a Pump-Pod Draft Unit, which allows for Firefighters and Engineers to practice pumping of unlimited amounts of water where the water is recycled over and over.

**City of Redlands  
2017-18  
Adopted Budget**

**Fire  
Administrative Services**

**Program Description:**

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

**Program Objectives:**

- Continue to exercise fiscal discipline and remain committed to providing a high level of service to the residents of the City of Redlands
- Continue to effectively administer and manage the resources of the department given the ongoing reductions in headquarters staff
- Integrate Fire Corps volunteers into as many functions as may be possible to maximize administrative and logistics capabilities
- Restructuring of office staff functions, responsibilities, and procedures to be more efficient and productive
- Draft, administer, and manage personnel policies and procedures to all department personnel
- Continued management of the Wildland Interface contract with Cal-Fire
- Provide administrative oversight of materials management and fleet services
- Monitor and modify all duties, as necessary, to ensure an efficient Fire and Emergency Medical Service delivery system
- Continue the pursuit of funding mechanisms to complete Fire Station 264 construction
- Continue to seek funding for remodel of Fire Station 262 to accommodate both male and female crew members
- Pre-employment screening and background investigations

**Accomplishments for Calendar Year 2016:**

- Served as lead for the \$301,956 Fiscal Year 2015 Homeland Security Program acquisition of ballistic equipment for all San Bernardino County fire agencies.
- Developed and maintained an aggressive social media presence for the department across Facebook, Instagram, and Twitter.
- Chief Frazier was deployed by FEMA to Charlotte, North Carolina in October as a Senior Urban Search and Rescue Specialist assigned to Hurricane Matthew. Selected due to his extensive USAR experience, Chief Frazier acted as a liaison between the state of North Carolina and the federal USAR system.

# City of Redlands 2017-18 Adopted Budget

## Fire Suppression Division

### Program Description:

This division operates under the direction of the Fire Battalion Chiefs and consists of the 54 personnel assigned to line or operational responsibilities. The department staffs four 3 person engines, one 3 person ladder truck, one 2 person medic squad and one Battalion Chief per 24 hour shift. Redlands Fire Department units responded to 10,164 individual emergencies in 2016. This represents a 2.9% increase in emergency responses over 2015.

Redlands Fire Suppression personnel manage the following programs:

- *Target Hazards/ Pre-Plan Program:* This program, also known as Pre-Plan Development, equips firefighters and its support staff with detailed floor plans of schools, target hazards, and apartment complexes within the City of Redlands to assist in identifying suppression features, hazards, utility locations, and structural make-up. This Pre-Plan development provides preplan mapping and plotting of all Redlands Unified Schools with color-coded maps to assist with emergency responses.
- *Ladder Testing & Maintenance:* Testing, repair, and on-going maintenance of ground ladders used by firefighters (NFPA 1932, OSHA).
- *Redlands Emergency Services Academy (RESA):* A mutual partnership between Redlands Fire and Police Departments, Crafton Hills College, Redlands Unified School District and COMPACT to offer new graduates of Redlands high schools the opportunity to experience first-hand the duties of police officers and firefighters (Crafton Hills Community College).
- *Reserve Firefighter Program:* Designed to recruit and train potential firefighters as "Reserve" firefighters, to supplement staff in emergency operations. The goal is to increase staffing levels from 3 person crews to NFPA recommended 4 person crews and allow evaluation of potential employees (CSFM).
- *Rope/Technical Rescue Training:* This is a multi-faceted program that deals with use of rope to rescue civilians as well as firefighters. Rope is a versatile tool that can be used to aid search teams to locate victims, provide egress in self-rescue, and raise/lower teams to provide rescue from precarious locations. The main areas of focus for this program are LARRO (Low Angle Rope Rescue Operational), Aerial Ladder rescue, Personal escape device (self-rescue rope), and Vertical rescue (CSFM, CAL-OSHA).
- *California Incident Command Certification System (CICCS):* The California Incident Command Certification System is a cooperative effort between the State Fire Marshal's Office and the Governor's Office of Emergency Services. This program standardizes training for wildland firefighting and certifies that individuals have been training and hold a minimum level of competency (Cal-Fire, OES, County Fire Chiefs, NWCG FireScope).
- *CONFIRE Operations Committee:* This is a multi-agency committee tasked with identifying and addressing issues with dispatch, response plans, computer aided dispatch, and other logistical and communications issues.
- *CONFIRE Support Committee:* The Confire Support Group provides technical expertise and knowledge to the support group.
- *Explorer Program/ Explorer Post 261:* In conjunction with the Boy Scouts of America, this program is designed to assist those between the ages of 15 and 21 in preparing for careers in the fire service. Additionally, the Explorers are utilized in many support functions within the department. Active members of Post 261 participate in group physical fitness, receive

- classroom and hands on training, and are involved in community events and projects. Fire Explorers learn firefighting skills, hose lays, ladders, basic first aid and patient care, wildland firefighting, vehicle extrication, and the use of firefighting tools and equipment.
- *Fit Testing/ N95 Tuberculosis Mask Fit Program:* This is an OSHA required program that requires all personnel who wear Respiratory Equipment to be fit-tested annually. This ensures proper fit and seal and limits exposure to toxic atmospheres. Title 8 annual fit testing of N-95 mask users is done to maintain compliancy of California Code of Regulations (OSHA 1910.134, California CCR Title 8, CCR).
  - *Fleet Management:* The coordination of maintenance and repair of apparatus and equipment.
  - *Hose Testing and Repair:* All fire hose within the department is annually tested. This program oversees 58,700 feet of various sized diameter hose.
  - *Oxygen Supply Program:* Ensures oxygen supplies are adequate, deliveries are on time and cylinders are hydrostatically tested (ICEMA, DOT, OSHA, EMSA).
  - *Safe Surrender:* As set forth under the Safely Surrendered Baby Law of 2006, this program allows mothers to drop off babies under 72 hours old at a Fire Station without any question. This very important program helps deter abandoning newborns (CFCA).
  - *Standard Operating Procedures (Lexipol):* Management of this crucial program provides for the continuous updating and development of SOP's as related to the operations of the department.
  - *Swiftwater Rescue:* Personnel assigned to this program have all been trained to the technician level, are able to train others, and are responsible for maintaining equipment inventories and serviceability.
  - *Health and Wellness Program:* This program is a joint management and employee association program based upon the International Association of Fire Chiefs and International Association of Firefighters Wellness-Fitness Initiative (WFI) to improve the health and fitness of firefighters. Adopted in 2004, it helps reduce risk of injury and illness and maintains a healthy and fit work force (IAFC, IAFF).
  - *Breathing Air Systems:* Personnel assigned to this program ensure that all regulations, maintenance, and upgrading of fixed, mobile, and self-contained breathing systems are met. There are numerous federal, state, and local requirements and regulations that guide this program (NIOSH, NFPA, OSHA, CAL\_OSHA, ANSI).
  - *Pump Testing:* National Fire Protection Association Standard 1911 mandates fire apparatus pumps must be tested on an annual basis (NFPA 1911, Insurance Services Organization).

**Program Objectives:**

- Suppress structural, wildland, urban interface, vehicle and other fires as may be necessary to ensure the health and safety of the community
- Continue operation and management of the Reserve program which is instrumental in emergency and support operations
- Conduct technical search, rescue, and recovery activities within the City of Redlands or as requested on a mutual aid basis
- Respond to, contain, and oversee mitigation of hazardous materials incidents
- Conduct in-service training in support of the knowledge, skills, and abilities required to respond in a safe and proficient manner
- Support logistical and administrative functions as required to ensure 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.
- Acquisition of an All-Terrain Vehicle was made possible through Fiscal Year 2015 Homeland Security Grant funding. This ATV will allow emergency access at events with large crowds and limited accessibility, as well as areas with rough terrain.



City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
FIRE SUPPRESSION

**FUND**  
GENERAL FUND

**ORGKEY**  
101250

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	3,941,209	4,392,307	3,824,347	4,384,426
4002 Labor Code Section 4850	194,827	140,000	133,901	140,000
4010 Overtime Salaries	380,833	163,649	361,314	365,000
4011 Overtime: Reimbursable	182,905	510,000	300,000	300,000
4013 Constant Staffing OT	1,154,316	940,000	1,075,902	1,150,000
4015 Banked Leave Buy Back	184,346	171,640	310,000	534,079
4018 Holiday: FLSA	71,627	200,724	66,076	70,000
4050 Pension Contributions	2,535,610	2,716,571	2,716,571	3,285,552
4051 Fica/Medicare	94,396	78,293	78,293	88,003
4053 Deferred Compensation	12,412	14,202	127,920	127,640
4055 Health/Dental Insurance	699,347	722,930	722,930	743,074
4056 Worker's Comp Insurance	408,959	412,603	412,603	357,308
4057 Disability Insurance	33,975	36,301	36,301	36,051
4058 Unemployment Insurance	21,597	16,926	16,926	16,926
4059 Life Insurance	2,270	2,457	2,457	2,457
4081 Eyecare Reimbursement	8,004	8,775	8,775	8,776
4082 Clothing Allowance	18,000	18,500	18,000	18,500
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	1,287	750	4,575	4,500
<b>TOTAL SALARIES AND BENEFITS</b>	<b>9,946,120</b>	<b>10,546,828</b>	<b>10,217,091</b>	<b>11,632,492</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	0	25	0	25
5050 Fingerprinting	136	680	106	680
5103 Software Support & Maint	119	5,555	5,000	6,000
5104 Hardware Maintenance-Replace	2,303	2,500	1,600	5,500
5140 Legal Services	29,735	50,000	35,000	30,000
5180 Medical/Physicals	650	6,520	6,520	7,000
5190 Other Professional Services	10,241	10,387	3,500	11,500
5240 Meeting & Professional Devlpmt	37	2,750	2,750	3,250
5255 Travel Reimbursement	2,866	8,000	5,000	4,000
5270 Printing and Binding	1,207	1,750	2,750	2,000
5275 Postage	1,239	1,150	1,150	1,150
5280 Advertising	0	0	0	3,000
5303 Telephone	27,598	19,000	19,000	19,000
5340 Office Equipment Maintenance	2,319	0	0	2,400
5350 Building/Grounds Maintenance	72,096	73,000	73,000	73,000
5360 Machinery & Equip Maint	6,179	13,907	13,907	15,907
5392 License & Permits	3,050	3,350	350	1,350
5395 Info Technology Services	51,143	37,640	37,640	31,931
5396 City Garage Charges	278,726	284,853	284,853	294,593

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
FIRE SUPPRESSION

**FUND**

GENERAL FUND

**ORGKEY**

101250

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES (CONT.)</u></b>				
5530 Clothing and Linen Rent	4,824	7,000	7,000	7,000
5570 Office Equip & Furn Rent	3,249	3,500	3,500	3,500
5580 Communications Svs & Rental	367,307	343,415	343,415	366,520
5590 Other Rentals	3,308	12,000	12,000	7,000
5722 Penalties and Interest	0	25	25	25
5800 Subscriptions & Memberships	1,726	2,275	2,275	3,340
5840 Training	1,031	2,165	2,165	1,415
5880 Special Contractual Services	75,311	85,393	85,383	90,600
5999 Contingency - Vacancy	258	(26,807)	0	0
<b>TOTAL SERVICES</b>	<b>946,658</b>	<b>950,033</b>	<b>947,889</b>	<b>991,686</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	193	400	400	500
6140 Office Supplies	10,220	15,000	12,000	15,000
6145 Awards/Recognition Program	1,710	3,240	3,240	4,000
6160 Medical Supplies	2,292	4,150	4,150	4,000
6180 Turnouts/Uniforms/Sfty Clothing	92,564	95,247	124,057	100,000
6190 Photo & Copying Supplies	532	1,000	1,000	2,000
6210 Repair/Maintenance Supplies	5,274	9,530	9,530	12,000
6310 Janitorial Supplies	15,382	19,800	19,800	22,000
6375 Computer Components	373	0		5,000
6410 Motor Vehicle Supplies	342	2,250	2,250	3,500
6500 Office Equipment & Furniture	6,876	12,500	12,500	15,000
6510 Small Tools & Equipment	22,554	25,000	25,000	34,575
6560 Food	2,246	5,500	3,500	3,500
6590 Special Departmental Supplies	22,611	44,300	96,600	232,350
<b>TOTAL SUPPLIES</b>	<b>183,169</b>	<b>237,917</b>	<b>314,027</b>	<b>453,425</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	0	58,000	70,166	0
7140 All Other Equipment	0	35,000	33,026	0
7150 Other Betterments/Improvement	17,686	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>17,686</b>	<b>93,000</b>	<b>103,192</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	219,012	226,823	226,823	113,242
8200 Interest	39,596	31,786	31,786	23,682
<b>TOTAL DEBT SERVICE</b>	<b>258,608</b>	<b>258,609</b>	<b>258,609</b>	<b>136,924</b>
<b>DIVISION TOTAL</b>	<b>11,352,241</b>	<b>12,086,387</b>	<b>11,840,808</b>	<b>13,214,527</b>

# City of Redlands 2017-18 Adopted Budget

## 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 Technician, a part-time Fire Inspector, and two part-time Fire Prevention Technicians. Operating under the guidelines of the International Fire Code (IFC) as adopted by the State of California and the City of Redlands, the Fire Prevention Bureau provides an all hazards approach to fire prevention, safeguarding the community from fire and other hazards through programs ensuring compliance with fire and life safety code regulations.

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

Recent events locally and globally have resulted in these investigators taking on additional roles and responsibilities. To better cover the scope of these new duties, the Redlands Fire Investigation Unit has been renamed as the Redlands Fire Department Investigation Unit. This unit now handles hazardous materials investigations, background investigations, cost recovery investigations, Terrorism Liaison Officers, Tactical Medical Training (TCCC & TECC), and Active Threat Response (Rescue Task Force).

Redlands Fire Prevention personnel manage the following programs:

- *Business Occupant Safety Survey (BOSS) Program:* The City Council approved this program as an educational tool for small businesses and building owners to equip them with critical knowledge they need to keep their employees, customers, and property fire safe by adhering to the requirements of the California Fire Code. This program targets small, light hazard, commercial occupancies that normally do not have a high occupant load and contain a relatively low amount of combustible materials.
- *Arson:* The fire department is required, by the Redlands Municipal Code Section 15.20.060, to determine the origin and cause of all fires occurring within the City. The fire department is given the authority to conduct fire origin and cause investigations under Section 104.10 of the California Fire Code. Our Fire Investigators are sworn peace officers under Section 104.10 of the California Fire Code. Our Fire Investigators are also sworn peace officers under Section 830.37 of the California Penal Code (Penal Code §830.37, Redlands Municipal Code §15.20.060).
- *Certificate of Occupancy Inspections:* The Bureau is responsible for conducting Fire/Life Safety inspections of all new businesses to ensure that all applicable codes have been met. Inspections are triggered by the issuance of a new business license by the Treasurer's Office.
- *Fireworks Displays:* Conduct all required inspections of any licensed pyrotechnic displays within the City. Process permit requests, verify that all fees are collected, issue permits, perform safety inspections of proposed sites to ensure that all safety requirements are met, Observe set-up of display and maintains all safety restrictions of display site, monitors safe practices, and records malfunctions. Also conducts after action inspections and ensures all explosives are cleaned up and removed from the site properly and safely (CFC, RMC, NFPA).

- *Juvenile Fire Setters:* Members assist juvenile fire setters in understanding the consequences of arson, redirecting their behavior toward a more positive resolution.
- *New Construction Fire Inspections:* Conduct inspections of residential and commercial construction projects to ensure compliance with code requirements regarding fire sprinklers, fire alarms, ansul systems, and other related types of construction involving new buildings, additions, remodels, tenant improvements, and new equipment.
- *Plan Check:* Conduct actual plan checks of fire related items such as fire sprinklers, alarms, ansul systems, and hood and duct systems (CFC, RMC, NFPA).
- *Plan Review:* Review all plans submitted for new construction, additions, remodels, and tenant improvements to determine if any additional items are required by applicable fire codes (CFC, RMC, NFPA).
- *Public Education:* Education for school aged youth in fire safety, exit drills in the home, Stop, Drop, & Roll, Learn Not to Burn, Your Fire Department, and static displays. Participants of these programs include schools, in house fire station tours, Boy Scouts of America, Girl Scouts of America, service groups, and local businesses, among others. This also includes fire extinguisher training and fire safety training for businesses.
- *Public Education Safety Trailer:* A partnership between the Colton Fire Department, Loma Linda Fire Department, Redlands Fire Department, and the Loma Linda University Medical Center to provide fire safety training to school aged youth.
- *Weed Abatement:* Fire hazard reduction through the weed abatement program is conducted on a semi-annual basis. Prevention staff reviews lists of affected parcels within the City and updates as needed. Notices are prepared and mailed to the owners of approximately 1,500 parcels twice per year totaling 300 properties annually. Every parcel is inspected to determine if clearing is needed (RMC, CFC).
- *Wildland Property Inspections:* As required by the Wildland Fire Protection Agreement with the California Department of Forestry and Fire Protection (CAL-FIRE), annual property notifications are distributed in “high fire hazard areas” (CFC).
- *KNOX Box- Fire Prevention Access and Entry Program:* The ability to gain access and entry into locked or gated areas in a timely manner during emergencies is imperative. Updating of keys and electronic gate cards is crucial given the continuous addition of new buildings, gated facilities, and the constant changing of locks on existing buildings and facilities (CFC, RMC, NFPA).

#### **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 ensure proper safety (assemblies, fireworks, etc.)
- Determine the cause and origin of all fires within the City of Redlands
- Investigate and submit reports to the District Attorney on fires determined to be arson
- Conduct juvenile fire setter’s interventions
- Management of the Business Occupant Safety Survey “BOSS” Program

#### **Significant Program Changes:**

- In 2016-2017, 4 additional investigators were added for a total of 7 investigators. Moving forward, the goal is to have 3 investigators per shift for a total of 9.
- Cityworks is now integrated into fire prevention workflow for construction permits.
- Increased focus on community education and outreach at special events including Market Night.

- Increased inspections of food vendors at large community events.
- Continued participation in the “Ready Set Go” program.
- Fire Inspector certification program for volunteers.

**Accomplishments for Calendar Year 2016:**

- Investigators logged a total of 595.5 training hours in Fire Investigation, Legal Updates, and Use of Force.
- The origin and cause for 288 fires were investigated by the department:
  - 16 fires were determined to be intentionally set
  - 228 fires were due to accidental causes
  - 9 fire investigations are still open
  - 35 fires were classified as undetermined after investigation
- Contents lost due to fire was \$462,950 of a \$53,331,850 pre-incident value.
- Property lost due to fire was \$1,595,840 of an \$88,575,228 pre-incident value.
- Hired a full-time Fire Safety Specialist.
- Development of the BOSS program.
- 512 plans were reviewed.
- 2,290 annual fire inspections were conducted in 2016, which is an increase from 1,919 in 2015:
  - 1,871 Engine Company inspections were completed
  - 21 BOSS inspections were completed
  - 203 Fire Prevention Officer Inspections were completed
  - 195 Certificate of Occupancy inspections were completed
- 2 tracts/45 home residential housing developments were approved for construction.
- 517 weed abatement inspections were conducted.
- 10 public fireworks displays were inspected and monitored by Fire Prevention personnel.
- All fire protection systems, inspections, and maintenance reports are now being scanned in compliance with the new NFPA standards and the State of California Fire Marshal.

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
FIRE PREVENTION

**FUND**  
GENERAL FUND

**ORGKEY**  
101251

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	157,970	232,392	232,392	238,771
4002 Labor Code Section 4850	666	0	0	0
4005 Salaries: Part Time	22,543	45,251	37,369	63,800
4010 Overtime Salaries	3,177	3,000	3,000	4,000
4015 Banked Leave Buy Back	21,581	1,044	3,292	6,633
4050 Pension Contributions	21,182	44,523	44,523	51,167
4051 Fica/Medicare	15,413	21,460	21,460	23,542
4053 Deferred Compensation	0	3,583	3,583	3,695
4055 Health/Dental Insurance	17,769	27,182	27,182	43,500
4056 Worker's Comp Insurance	0	2,349	2,349	12,572
4057 Disability Insurance	507	921	921	1,043
4058 Unemployment Insurance	2,264	2,604	2,604	2,604
4059 Life Insurance	108	189	189	189
4081 Eyecare Reimbursement	225	675	675	675
4082 Clothing Allowance	0	0	650	1,000
4084 Clothing Cash Payment	200	400	200	200
4085 Other Taxable Benefits	1,200	930	930	930
<b>TOTAL SALARIES AND BENEFITS</b>	<b>264,805</b>	<b>386,503</b>	<b>381,319</b>	<b>454,321</b>
<b><u>SERVICES</u></b>				
5103 Software Support and Maintenance	1,302	10,000	10,000	12,500
5190 Other Professional Services	0	10,200	2,200	12,200
5240 Meeting & Professional Devlpmt	518	4,500	2,500	5,750
5255 Travel Expense Reimbursement	2,757	4,100	2,100	7,469
5270 Printing and Binding	2,100	3,700	5,700	7,300
5275 Postage	3	500	500	3,500
5280 Advertising	2,090	2,500	4,500	5,000
5303 Telephone	1,305	1,450	1,450	1,450
5360 Machinery & Equip Maint	0	500	500	500
5395 Info Technology Services Charges	2,133	1,569	1,569	2,165
5396 City Garage Charges	0	0	0	21,075
5490 Other Insurance	56	375	375	375
5580 Communications Svs & Rental	28,340	34,239	34,239	34,057
5800 Subscriptions & Memberships	650	2,865	2,865	4,660
5840 Training	5,045	12,670	7,670	17,315
5880 Special Contractual Services	9,282	32,080	17,080	35,380
5950 Bad Debt Expense	15,489	20,000	5,802	10,000
5999 Contingency - Vacancy	0	(35,646)	0	0
<b>TOTAL SERVICES</b>	<b>71,070</b>	<b>105,602</b>	<b>99,050</b>	<b>180,696</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	2,239	650	650	3,160

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
FIRE PREVENTION

**FUND**  
GENERAL FUND

**ORGKEY**  
101251

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b>SUPPLIES (CONT.)</b>				
6140 Office Supplies	1,338	2,600	2,600	3,100
6145 Awards/Recognition Program	731	725	725	1,125
6180 Turnouts/Uniforms/Sfty Clothing	5,738	6,550	6,550	7,550
6190 Photo & Copying Supplies	281	250	250	1,000
6375 Computer Components	2,766	2,200	4,200	4,200
6500 Office Equipment & Furniture	1,600	1,600	1,600	1,600
6510 Small Tools & Equipment	1,108	7,358	7,358	6,806
6560 Food	598	1,200	1,200	1,200
6590 Special Departmental Supplies	18,066	6,525	6,525	12,275
<b>TOTAL SUPPLIES</b>	<b>34,465</b>	<b>29,658</b>	<b>31,658</b>	<b>42,016</b>
<b>FIXED ASSETS</b>				
7100 Motor Vehicles	0	0	35,000	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>0</b>
<b>DIVISION TOTAL</b>	<b>370,340</b>	<b>521,763</b>	<b>547,027</b>	<b>677,033</b>

**City of Redlands  
2017-18  
Adopted Budget**

**Fire  
Training Program**

**Program Description:**

This division is overseen by 1 Shift Battalion Chief and is supported by 3 Shift Captains. This team is responsible for all aspects of developing, implementing, and documenting training strategies and exercises 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.

The Training division manages the following programs:

- *California Firefighter Joint Apprenticeship Program:* An apprenticeship program which parallels the State Board of Fire Service and the National Fire Protection Association Standards (California Firefighter Joint Apprenticeship Committee).
- *Engineer/Captain Certification:* Engineer and Captain Certification programs provide an in house on-duty approach to developing personnel in the skills and experience necessary to become an Engineer and Captain.
- *New Recruit Firefighter Testing Program:* Development: implementation and delivery of entry level tests.
- *Santa Ana College Reimbursement Program:* Registration of fire department personnel, tracking and documentation of approved training hours, participation in annual site visits by program administrator.

**Program Objectives:**

- Administer and ensure all minimum mandated training is provided for all members of the Fire Department.
- Ensure 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 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.
- Submit semester training hours, training documentation, department student rosters, coordinate site visits with Santa Ana Community College.
- Conduct Pre-Fire Planning and Industrial Facility Tours for personnel.
- Conduct single and multi-company training with Fire Departments throughout the region.
- Ensure succession training needs are met for all positions within the department.
- Schedule additional training as mandated by federal and state requirements.
- Coordinate recruit and promotional manipulative examinations.



- Manage training materials at Fire Stations (i.e. training manuals, new text books & videos accident/investigation reports from Firefighter injury or Fatality incidents, etc.)

#### **Accomplishments for Calendar Year 2016:**

- *15,765 Total Training hours:* Successfully provided department level training meeting State and Federal requirements for a total of 15,765 training hours. Average training hours per person for 2016 was 292.
- *Active Shooter Training with Redlands Police Department:* Coordinated with Redlands Police Department for joint active shooter training consisting of manipulative skills, lecture/classroom, safety, challenges, roles, and development of strategies to work together in an active shooter environment.
- *Engineer and Captain Certification Program:* Updated and implemented the Engineer Candidate and Captain Candidate Certification process. The intent of the Engineer and Captain Candidate certification program is to create in house, on duty training opportunities and a succession path to assist those interested in obtaining a position of Engineer or Captain within the Redlands Fire Department.
- *Promotional Testing:* Redlands Fire was able to provide personnel to other local departments to assist with promotional testing. We sent Battalion Chiefs, Captains, and Engineers as proctors to San Bernardino County, Rancho Cucamonga, Rialto, and Loma Linda Fire Departments for Engineer promotional tests. We also assisted Loma Linda Fire Department during a Captains promotional test. These opportunities to assist provide us information to create better promotional tests for our organization.
- *California Specialized Training Institute:* Administered CSTI (California Specialized Training Institute) course for all operations personnel in Hazardous Materials Incident Commander. This course is required for personnel commanding any Hazardous Materials Incidents and all participants received a CSTI Certificate.
- *Solar Panel Safety:* Hosted an in house Solar Panel Safety Course for all operations personnel. The course offered hands on training in solar energy equipment, types of solar panels and wiring, residential and commercial solar arrays, safety practices, strategy and tactics for fire suppression and procedures for shutting down DC, AC, and off grid systems.
- *National Fire Prevention Association 70E Electrical Awareness:* Hosted an NFPA 70E Electrical Awareness course for all operations personnel. The course covered NFPA 70E requirements for safe work practices to protect personnel by reducing exposure to major electrical hazards. Originally developed at OSHA's request, NFPA 70E helps companies and employees avoid workplace injuries and fatalities due to shock, electrocution, arc flash, and arc blast, and assists in complying with OSHA 1910 Subpart S and OSHA 1926 Subpart K.

#### **Training Courses Attended:**

- *Aircraft Rescue Fire Fighting (1 personnel):* 5-day course with interactive lecture and hands on training of aircraft, airport familiarization, communications, fire tactics and strategy, use of foam and application of chemical agents, safety and safety gear, jet engine fires, interior fire operations, forcible entry and incident command.
- *Aircraft Rescue Fire Fighting FAA 139 Recertification Live Burn Training (4 personnel):* 1-day course covering specialized rescue training, aircraft familiarization, tactics and strategy, fire attack with hand lines, safety and communications.
- *Rio Hondo Regional Truck Academy (4 personnel):* 2-week training course teaching forcible entry, rapid intervention crew tactics and firefighter survival, rope rescue, ventilation tactics,

auto extrication, building construction, high rise fire tactics, thermal imaging camera tactics and elevator rescue.

- *Corona Auto Extrication (5 personnel):* 3-day course covering hands-on practical training involving various scenarios addressing scene safety, evaluation, and management. Participants acquired hands-on experience using various methods to stabilize and extricate occupants in vehicles which are on their side, upside down, or on other vehicles or barriers. Operations included lying down, crouching, and crawling in vehicles.
- *Emergency Vehicle Operation Course (7 personnel):* 8-hour course focusing on driver safety, code 3 operations, legal issues and liabilities, defensive driving techniques, braking methods, vehicle placement, and emergency hazard avoidance techniques.
- *Tactical Combat Casualty Care (2 personnel):* 2-day course focusing on life-saving techniques and strategies for providing the best trauma care during escalating threat situations (i.e. active shooter, acts of terrorism).
- *Hazardous Materials Technician (4 personnel):* 4 weeks of courses (160 hours) teaching the skills needed to perform and respond to Hazardous Materials incidents, identify and mitigate hazardous materials, equipment and personal protective equipment orientation and uses.
- *Hazardous Materials Specialist (4 personnel):* 2 weeks of courses (80 hours) teaching advanced skills needed to respond, mitigate and control Hazardous Materials incidents.
- *Trench Rescue Technician (3 personnel):* 3-day course teaching rescue techniques in a below ground trench setting, use of emergency timber shoring, pneumatic shores, hydraulic shores and air bag uses. Hands on training in several different configured trenches.
- *Rescue Systems 1 (3 personnel):* 5-day course teaching rope rescue techniques, safety practices using rope systems, hands on training during simulated rope and technical rescues.

#### Conferences/Seminars Attended:

- *Fire House World Conference (6 personnel):* 3-day training conference is the leading trade show and expo for the fire industry, offering all the behind-the-scenes tools, training and equipment.
- *Fresno Training Symposium (6 personnel):* 3-day training conference providing leadership for the continued advancement of public safety training and education. The Symposium emphasizes training excellence, firefighter safety, and the shaping of tomorrow's fire service.
- *Kronos Works 2016 Conference (2 personnel):* 3-day training conference.

#### Interagency Training:

- Hosted a 2 day Grant Writing Workshop (5 personnel attended) in Redlands open to outside fire departments and municipalities throughout Southern California. Participants were taught the essential components of a grant proposal package, how to customize a proposal to match a grant maker's interest, and the differences between government and foundation proposals.
- Hosted swift water training at Splash Kingdom Waterpark in Redlands. The class offered hands on training in basic water safety and rescue by Redlands Fire Department personnel. Participating agencies were Loma Linda Fire Department, Colton Fire Department, San Bernardino County Fire Department and CAL FIRE.
- Redlands Fire participated in a multiagency wildland fire training drill held in May over a 3 day period in Hesperia. The drill provided hands on training in the wildland urban interface and provided the opportunity for Redlands personnel to participate in command positions. As a participant in the multiagency drill, Redlands provided proctors to facilitate the training and evaluation of attending agencies.

Disaster Preparedness:

- Provided personnel to assist our disaster preparedness coordinator with CERT (Community Emergency Response Team) training. Redlands Fire assisted with pick-up and delivery of the fire tutor for fire extinguisher training, provided Fire Explorers as victims for final course drill, assisted with teaching of EMS and Cribbing portions of the course and provided transportation of CERT trailer to community center.

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
FIRE TRAINING

**FUND**  
GENERAL FUND

**ORGKEY**  
101255

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	19	0	23	0
4010 Overtime Salaries	33,445	0	66,394	70,000
4050 Pension Contributions	9,512	0	18,793	0
4051 Fica/Medicare	494	0	962	0
4055 Health/Dental Insurance	3,725	0	8,184	0
4057 Disability Insurance	216	0	481	0
4059 Life Insurance	13	0	24	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>47,424</b>	<b>0</b>	<b>94,861</b>	<b>70,000</b>
<b><u>SERVICES</u></b>				
5103 Software Support and	0	110	110	120
5190 Other Professional Services	1,238	2,500	2,500	9,800
5240 Meeting & Professional Devlpmt	4,049	4,500	3,500	4,584
5255 Travel/Expense Reimbursement	7,348	15,000	9,000	10,000
5270 Printing and Binding	45	500	1,500	1,500
5280 Advertising	0	0	0	2,000
5580 Communications Svs & Rental	0	68,478	68,478	74,000
5800 Subscriptions & Memberships	348	1,065	1,065	1,265
5840 Training	22,330	23,000	23,000	30,000
5880 Special Contractual Services	6,355	6,500	6,500	5,000
<b>TOTAL SERVICES</b>	<b>41,713</b>	<b>121,653</b>	<b>115,653</b>	<b>138,269</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	2,060	2,600	2,600	3,500
6140 Office Supplies	651	1,200	1,200	2,000
6180 Turnout/Uniform & Safety	0	20,000	5,000	28,520
6190 Photo and Coping Supplies	281	1,000	1,000	3,000
6375 Computer Components	0	0	0	5,000
6510 Small Tools & Equipment	1,280	2,500	2,500	3,500
6560 Food	750	2,500	2,500	3,366
6590 Special Departmental Supplies	3,068	3,600	24,600	3,600
6630 Audio-Visual Materials	166	1,500	1,500	3,150
<b>TOTAL SUPPLIES</b>	<b>8,256</b>	<b>34,900</b>	<b>40,900</b>	<b>55,636</b>
<b>DIVISION TOTAL</b>	<b>97,393</b>	<b>156,553</b>	<b>251,414</b>	<b>263,905</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
FIRE DEPARTMENT GRANTS

**FUND**  
GENERAL FUND

**ORGKEY**  
101256

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b>SUPPLIES</b>				
6180 Turnouts/Uniform/Sfty Clothing	0	301,956	301,956	0
6410 Motor Vehicle Supplies	0	8,700	8,700	0
6500 Office Equipment & Furniture	0	0	0	0
6510 Small Tools & Equipment	0	0	0	0
6590 Special Departmental Supplies	0	12,495	21,195	0
<b>TOTAL SUPPLIES</b>	<b>0</b>	<b>323,151</b>	<b>331,851</b>	<b>0</b>
<b>FIXED ASSETS</b>				
7100 Motor Vehicles	16,000	0	19,570	0
<b>TOTAL FIXED ASSETS</b>	<b>16,000</b>	<b>0</b>	<b>19,570</b>	<b>0</b>
 DIVISION TOTAL	 16,000	 323,151	 351,421	 0
 DEPARTMENT TOTAL	 11,835,974	 13,087,854	 12,990,670	 14,155,465

# City of Redlands 2017-18 Adopted Budget

## Fire Emergency Medical Services

### Program Description:

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

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

Part-time QI Nurse Robert Tyson is currently managing the Emergency Medical Services program as an ancillary duty to his QI duties. His efforts are supported by field personnel as possible. Efforts will be continued to secure and fund a full-time EMS coordinator position to ensure compliance with federal, state, and county procedures and protocol as well as to keep pace with increased demands for service.

The Emergency Medical Services division operates and manages the following programs:

- *Emergency Medical Technician (EMT Program):*
  - The certification of Emergency Medical Technician is considered the basic level of prehospital emergency care in the modern day Fire/Emergency Medical Service. This level of certification is the minimum standard for all Redlands Fire Department Suppression personnel. The responsibilities and scope of practice for the EMT are outlined in Title 22, Division 9 of the California Code of Regulations, which include the following:
    - Evaluate the ill and injured
    - Render basic life support, rescue and emergency care to patients
    - Obtain diagnostic signs to include, but not be limited to, temperature, blood pressure, pulse, and respiration rates, pulse oximetry, level of consciousness, and pupil status
    - Perform cardiopulmonary resuscitation (CPR), including the use of mechanical adjuncts to basic cardiopulmonary resuscitation
    - Administer oxygen
    - Use the following adjunctive airway and breathing aids:
      - Oropharyngeal airway
      - Nasopharyngeal airway
      - Suction devices
      - Basic oxygen delivery devices for supplemental oxygen therapy including, but not limited to, humidifiers, partial rebreathers, venture masks, and manual and mechanical ventilating devices designed for prehospital use including continuous positive airway pressure
    - Use various types of stretchers and spinal immobilization devices
    - Provide initial prehospital emergency care of trauma, including, but not limited to:
      - Bleeding control through the application of tourniquets

- Use of hemostatic dressings
    - Spinal immobilization
    - Seated spinal immobilization
    - Extremity splinting
    - Traction splinting
  - Administer over the counter medication when approved by the medical director of the LEMSA, including, but not limited to:
    - Oral glucose or sugar solutions
    - Aspirin
  - Extricate entrapped persons
  - Perform field triage
  - Mechanical patient restraint
  - Set up for Advance Life Support (ALS) procedures, under the direction of a Paramedic
  - Perform automated external defibrillation
  - Assist patients with the administration of physician-prescribed devices including, but not limited to: patient-operated medication pumps, sublingual nitroglycerine, and self-administered emergency medications including epinephrine devices
- *Paramedic Program:*
  - The Redlands Fire Department deploys at least one Paramedic on every emergency response vehicle, who is the primary patient caregiver on all emergency medical responses within the city. The Paramedic's scope of practice includes basic and advanced skills focused on the acute management and transportation of patients. This also includes invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies.
  - Under Title 22, Division 9 of the California Code of Regulations, the following are the minimum psychomotor skills of the Paramedic (including all skills within the EMT level):
    - Utilize electrocardiographic devices and monitor electrocardiograms, including 12-lead electrocardiograms (ECG)
    - Perform defibrillation, synchronized cardioversion, and external cardiac pacing
    - Visualize the airway by use of the laryngoscope and remove foreign body with Magill forceps
    - Perform pulmonary ventilation by use of lower airway multi-lumen adjuncts, the esophageal airway, perilaryngeal airways, stomal intubation, and adult oral endotracheal intubation
    - Utilize mechanical ventilation devices for continuous positive airway pressure (CPAP)/bi-level positive airway pressure (BPAP) and positive end expiratory pressure (PEEP) in the spontaneously breathing patient
    - Institute intravenous (IV) catheters, saline locks, needles, or other cannulae (IV lines), in peripheral veins and monitor and administer medications through pre-existing vascular access
    - Institute interosseous (IO) needles or catheters
    - Administer IV or IO glucose solutions or isotonic balanced salt solutions, including Ringer's lactate solution
    - Obtain venous blood samples
    - Use laboratory devices, including point of care testing, for pre-hospital screening used to measure lab values including, but not limited to, glucose, capnometry, capnography, and carbon monoxide when appropriate authorization is obtained from State and Federal agencies, including from the Centers for Medicare and Medicaid Services pursuant to the Clinical Laboratory Improvement Amendments (CLIA)
    - Utilize Valsalva maneuver
    - Perform percutaneous needle cricothyroidotomy
    - Perform needle thoracotomy
    - Perform nasogastric and orogastric tube insertion and suction
    - Monitor thoracotomy tubes
    - Monitor and adjust IV solutions containing potassium, equal to or less than 40 mEq/L

- Administer approved medications by the following routes: IV, IO, intramuscular, subcutaneous, inhalation, transcutaneous, rectal, sublingual, endotracheal, intranasal, oral or topical
- Administer, using prepackaged products when available, the following medications:
  - 10%, 25% and 50% dextrose, activated charcoal, adenosine, aerosolized or nebulized beta-2 specific bronchodilators, amiodarone, aspirin, atropine sulfate, pralidoxime chloride, calcium chloride, diazepam, diphenhydramine hydrochloride, dopamine hydrochloride, epinephrine, fentanyl, glucagon, ipratropium bromide, lorazepam, midazolam, lidocaine hydrochloride, magnesium sulfate, morphine sulfate, naloxone hydrochloride, nitroglycerine preparations, ondansetron, and sodium bicarbonate
- RFD Paramedics are held to higher standard in terms of minimum certifications/qualifications. In addition to the state and local mandates for recertification, RFD requires all Paramedics to maintain a valid Pediatric Advanced Life Support (PALS) certification card. Once the minimum standards are met, the Emergency Medical Services Authority will issue a valid license, at the state level. In addition to state licensure, Paramedics must also hold a valid license under the Local Emergency Medical Services Authority (LEMSA). The LEMSA for the RFD is the Inland Counties Emergency Medical Agency (ICEMA), located in San Bernardino.
- *Advanced Cardiac Life Support (ACLS) Recertification Program:*
  - The Inland Counties Emergency Medical Agency (ICEMA), which is the Local Emergency Medical Services Authority (LEMSA), mandates that all Paramedics within its region maintain a valid Advance Cardiac Life Support (ACLS) certification. The American Heart Association is the organization that prints the curriculum and conducts the research and development to ensure Paramedics are providing the most up to date care pertaining to cardiac events. An ACLS certification is valid for two years. ACLS certification requires:
    - Basic life support skills, including effective chest compressions, use of a bag-mask device, and use of an AED
    - Recognition and early management of respiratory and cardiac arrest
    - Recognition and early management of peri-arrest conditions such as symptomatic bradycardia
    - Airway management
    - Related pharmacology
    - Management of ACS and stroke
    - Effective communication as a member and leader of a resuscitation team.
  - RFD currently has three certified ACLS instructors to provide this mandated training. This training requires the use of skills mannequins, airway training tools, EKG rhythm generators, and current edition instructor manuals with DVD instruction. RFD currently offers six recertification classes every two years, in order to cover all current RFD Paramedics.
- *Pediatric Advanced Life Support (PALS) Recertification Program:*
  - The Pediatric Advanced Life Support (PALS) certification is a course created by the American Heart Association. Although possession of this certification is not a state or local mandate, in order to maintain Paramedic licensure, the Redlands Fire Department requires all Paramedics to maintain this certification as a commitment to excellence. The RFD recognizes that pediatric medical emergencies present different and complex challenges in the management of prehospital care. PALS certification requires:
    - High-quality Child CPR AED and Infant CPR
    - Recognition of patients who do and do not require immediate intervention
    - Recognition of cardiopulmonary arrest early and application of CPR within 10 seconds
    - Apply team dynamics
    - Differentiation between respiratory distress and failure
    - Early interventions for respiratory distress and failure
    - Differentiation between compensated and decompensated (hypotensive) shock
    - Early interventions for the treatment of shock



- Differentiation between unstable and stable patients with arrhythmias
  - Clinical characteristics of instability in patients with arrhythmias
  - Post-cardiac arrest management
- This certification is valid for two years. RFD currently has three certified PALS instructors to provide this training. This training requires the use of pediatric/child skills mannequins, pediatric/child airway training tools, EKG rhythm generators, and current edition instructor manuals with DVD instruction. RFD currently offers six recertification classes every two years, in order to cover all current RFD Paramedics.
- *Event Medic:* Provides public safety and event medics to large events within the city. The medics provide Advanced Life Support EMS care to citizens and participants at events including the Redlands Bicycle Classic, Hangar 24 Air Show, Believe Walk, and A Run Through Redlands (ICEMA).
  - *Cardiopulmonary Resuscitation-Internal Program:* Each employee is required to maintain CPR certification, allowing CPR training to be taught in-house (AHA).
  - *Infectious Control:* Responsible for the administration of the Infection Prevention and Control Program, which includes the identification, investigation, reporting, prevention, and control of nosocomial infections for personnel. Responsible for coordinating in-service programs related to infection prevention and control. Program is mandated by the Ryan White Act (CFR, Cal-OSHA, CDC, OSHA 1910, 130).
  - *Emergency Medical Services Quality Improvement Program:* The quality improvement program maintains the regulatory requirement of quality assurance/ improvement for all personnel who perform emergency medical care to the sick and injured. The program is closely monitored as required by the Inland Counties Emergency Medical Services Agency, State Emergency Medical Authority and California Code of Regulations, Title 22 (EMSA, ICEMA).
  - *ePCR:* Management of the implementation of the ICEMA mandated Electronic Patient Care Record System (ICEMA).

**Program Objectives:**

- Promote the highest standards of rapid response, patient evaluation, and emergency care possible.
- Provide on-going training, recertification, and paramedic licensure oversight to ensure uninterrupted program delivery.
- Function as liaison for the City with County and State health care agencies.
- Provide strategic and tactical judgments regarding Citywide EMS resource coordination and delivery.
- Monitor and coordinate Safety Employee Blood-borne Pathogen/Exposure/Infection Control program. Operations Fire Captain Rob Sandberg serves as the Infection Control Officer as an Ancillary Duty.
- Continue to conduct, monitor, and evaluate emergency medical technician training and operations as set forth by policy, procedure, and mandated protocol.
- Provide staff recommendations with respect to EMS and related incident management functions.
- Coordinate City EMS functions with Department Medical Director.
- Evaluate, monitor, and coordinate the Fire Department Paramedic program.
- Complete T/B mask fitting for personnel per OSHA regulations.
- Continue to monitor and evaluate Citywide Automatic External Defibrillator Program.
- Administer, monitor, and oversee Paramedic Quality Improvement Program.
- Coordinate specific medical training with local ambulance provider.
- Continue to provide advanced life support to the community in the most economical way feasible.
- Continue to provide input at the County level with regional changes affecting EMS.
- Continue to seek funding for replacement of Cardiac Monitors which are at the end of their life cycle. These need to be replaced with monitors with Bluetooth capability so that 12 lead EKG's

and vital signs may flow into a charting system which is viewable to the treating hospital. This is an instrumental step in patient care and will continue to be a priority.

- Continue to move towards a transition to Pulmadyne C PAP systems, which is the countywide system of choice.

#### **Significant Program Changes:**

- A part-time Quality Assurance/Improvement Nurse has conducted post incident quality assurance review and training for paramedic and emergency medical technician personnel. The QA/QI Nurse program has identified residents who are frequent users of our emergency medical services and now assists them in accessing resources specific to their needs and condition. This lowers the demand for emergency services and keeps resources available for more pressing emergencies. Implementation of electronic patient care record keeping systems in coordination with Inland Counties Emergency Medical Agency is continuing. Through CONFIRE, the Fire Department is now a party to an agreement with the Inland Counties Emergency Medical Agency and San Bernardino County Information Services Department that allows for 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.

#### **Accomplishments for Calendar Year 2016:**

- Eight new laryngoscopes with attached fiber optic cameras were purchased and are on every apparatus to be used on all adult respiratory arrest responses. This state of the art technology gives medics direct visualization of the patient's vocal cords and records the intubation process so it may be attached to the Electronic Patient Record (ePCR).
- Making the Redlands Fire Department top of its class in the region. This year Medic Truck 261 acquired Paramedic Advanced Life Support (ALS) capability, placing an ALS capable Paramedic on every Redlands Fire apparatus. This accomplishment was attained by reassigning personnel with no additional personnel costs.
- Through Fiscal Year 2015 Homeland Security Grant Program funding, the department acquired ballistic vests and helmets in furtherance of the practice of tactical medicine. Ballistic equipment keeps medics safe in an active shooter scenario so they may quickly administer lifesaving care in a "warm zone" environment.

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
EMERGENCY MEDICAL SERVICES

**FUND**  
EMERGENCY MEDICAL SERVICES FUND

**ORGKEY**  
205254

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	1,724,536	1,712,861	1,712,861	1,705,826
4002 Labor Code Section 4850	16,073	15,000	52,644	0
4005 Salaries: Part Time	29,307	48,000	27,714	32,000
4010 Overtime Salaries	170,684	177,694	177,694	180,000
4011 Overtime Reimbursable	96,775	100,000	180,000	180,000
4013 Constant Staffing OT	484,893	325,000	470,441	490,000
4015 Banked Leave Buy Back	15,268	23,971	49,675	182,767
4018 Holiday: FLSA	19,884	84,725	15,978	0
4050 Pension Contributions	1,024,662	1,103,560	1,103,560	743,860
4051 Fica/Medicare	38,845	30,903	30,903	29,986
4053 Deferred Compensation	475	450	54,507	54,367
4055 Health/Dental Insurance	330,701	325,635	325,635	361,939
4056 Worker's Comp Insurance	28,285	181,509	181,509	108,836
4057 Disability Insurance	17,272	17,196	17,196	17,092
4058 Unemployment Insurance	11,516	8,246	8,246	8,246
4059 Life Insurance	1,146	1,134	1,134	1,134
4081 Eyecare Reimbursement	2,450	4,050	1,002	4,050
4082 Clothing Allowance	9,643	9,000	9,000	9,000
4085 Other Taxable Benefits	2,923	1,560	1,560	1,560
<b>TOTAL SALARIES AND BENEFITS</b>	<b>4,025,338</b>	<b>4,170,494</b>	<b>4,421,259</b>	<b>4,110,663</b>
<b><u>SERVICES</u></b>				
5103 Software Support & Maintenance	0	4,500	1,500	6,500
5180 Medical/Physicals	5,230	3,700	700	4,720
5190 Other Professional Services	20,481	16,200	16,200	15,000
5240 Meeting & Professional Devlpmt	725	3,780	1,780	6,200
5255 Travel Expense Reimbursement	3,427	3,500	3,500	4,550
5270 Printing and Binding	654	1,500	1,500	3,000
5280 Advertising	0	0	0	1,000
5360 Machinery & Equip Maint	9,961	14,000	14,000	15,000
5392 License & Permits	5,834	7,406	5,406	6,506
5395 Info Technology Services Charges	8,700	6,403	6,403	8,834
5396 City Garage Charges	0	0	0	46,741
5580 Communications Svs & Rental	173,698	163,636	163,636	173,000
5720 Taxes	2,548	3,500	3,500	3,500
5722 Penalties and Interest	0	200	200	200
5800 Subscriptions & Memberships	660	500	500	1,118
5840 Training	4,840	5,340	3,340	5,000
5870 General Govt Service Charge	177,918	180,942	180,942	185,285
5880 Special Contractual Services	1,485	81,500	81,500	39,840
<b>TOTAL SERVICES</b>	<b>416,161</b>	<b>496,607</b>	<b>484,607</b>	<b>525,994</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
EMERGENCY MEDICAL SERVICES

**FUND**  
EMERGENCY MEDICAL SERVICES FUND

**ORGKEY**  
205254

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b>SUPPLIES</b>				
6130 Books & Supplies	500	750	750	750
6140 Office Supplies	995	1,200	1,200	1,500
6145 Awards & Recognition	531	1,200	1,200	1,500
6160 Medical Supplies	36,007	45,000	45,000	50,505
6180 Turnouts/Uniforms/Safety Clothing	8,285	12,000	7,000	12,000
6210 Repair/Maintenance Supplies	432	1,875	1,875	1,050
6310 Janitorial Supplies	1,248	2,000	2,000	2,000
6375 Computer Components	0	0	0	5,000
6410 Motor Vehicle Supplies	49	600	600	1,250
6510 Small Tools & Equipment	4,891	8,000	8,000	10,500
6590 Special Departmental Supplies	10,004	10,500	27,500	10,000
<b>TOTAL SUPPLIES</b>	<b>62,942</b>	<b>83,125</b>	<b>95,125</b>	<b>96,055</b>
<b>FIXED ASSETS</b>				
7100 Motor Vehicles	0	0	0	160,000
7140 All Other Equipment	0	0	0	40,000
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>
<b>DEBT SERVICE</b>				
8100 Principal	31,125	0	0	0
8200 Interest	726	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>31,851</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>4,536,292</b>	<b>4,750,226</b>	<b>5,000,991</b>	<b>4,932,712</b>

**City of Redlands  
2017-18  
Adopted Budget**

**Fire  
Household Hazardous Waste**

**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. This very successful program was used by approximately 2,523 participants in 2016. This number is almost 2,000 more participants than any other program in over ten surrounding cities in the county.

The Household Hazardous Waste division operates and manages the following programs:

- *E-Waste Recycling:* This program runs in conjunction with the Household Hazardous Waste Program, and is operated in cooperation with the County of San Bernardino. Funds collected through this program pay for disposal, training, and operational needs within the department as it relates to hazardous materials (RCRA, Universal Waste regs, CIWMB regs).
- *Hazardous Materials Response:* The Regional Hazardous Materials Emergency Response Team was formed as a joint effort of the San Bernardino County Fire Chiefs Association, the San Bernardino County Department of Environmental Health Services (DEHS), and the County Communications Center (CFR 1910, 120, CCR 8).
- *Household Hazardous Waste Disposal Program:* Redlands was the first city within San Bernardino County to begin offering this service and has been operating for twenty-one years in conjunction with San Bernardino County. Funds collected through this program pay for disposal, training, and operational needs within the department as it relates to hazardous materials (SARA, OSHA, RCRA, TSCA, DOT, California Health and Safety Code).
- *Sharps Container Exchange Program:* This is a state mandated safe needle disposal program to facilitate removal of "sharps" from the community and landfills. A joint program between Quality of Life and FRFD receives sharps and distributes approved sharps containers (State of California Department of Health and Safety).

**Program Objectives:**

- Continue operation and maintenance of the Household Hazardous Waste Collection site each Saturday, from 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 collaborate with San Bernardino County Household Hazardous Waste to provide outreach and public education regarding proper disposal of hazardous materials used in the home
- Continue to provide incentives such as drain oil containers and fuel cans as incentives for proper disposal of hazardous materials
- Seek State and/or Federal grants to help fund programs
- Continue site inventory control and monitoring
- Coordination of inter-agency waste disposal programs
- Maintain State and County mandated certification and 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 emergency service response. Efforts will be continued to fund these positions.

**Accomplishments for Calendar Year 2016:**

- Approximately 2,523 participants used the program in 2016, making it the most used facility in the County
- Collection and proper disposal of 210,925 pounds (105 tons) of Household Hazardous Waste including used motor oil and oil products
- Collected 79,293 pounds of electronic waste, of which 32,703 pounds are Covered Electronic Waste and are CEW eligible for California refund of \$0.16 per pound
- Collection and disposal of:
  - 31,111 lbs. of Latex Paint
  - 16,347 lbs. of Oil Base Paints
  - 9,281 lbs. of Flammable Liquids/ Solids
  - 1,055 lbs. of Bulked Flammable Liquids
  - 2,109 lbs. of Poison
  - 527 lbs. of Corrosive Acids
  - 422 lbs. of Corrosive bases
  - 844 lbs. of Oxidizers
  - 3,164 lbs. of Aerosols
  - 1,055 lbs. of Home Generated Sharps
  - 1,055 lbs. of Antifreeze
  - 4,219 lbs. of Lead/ Acid batteries
  - 3,480 lbs. of Household Batteries
  - 527 lbs. of NiCad batteries
  - 27,230 lbs. of Motor Oil/ Oil products
  - 844 lbs. of Oil Filters
  - 68,551 lbs. of Cathode Ray Tubes (CRT)
  - 24,784 lbs. of Electronic Waste
  - 1,055 lbs. of Fluorescent Tubes
  - 1,055 Compressed Gas Cylinders
  - 2,109 lbs. of Cooling Oil
  - 527 lbs. of Pharmaceuticals
  - 5,357 lbs. of Waste Exchanged Materials
  - 4,219 lbs. of other hazardous materials

City of Redlands  
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**DEPARTMENT/DIVISION**  
HOUSEHOLD HAZARDOUS WASTE

**FUND**  
HOUSEHOLD HAZARDOUS WASTE FUND

**ORGKEY**  
206250

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	2,357	0	168	0
4005 Salaries: Part Time	4,311	8,736	8,736	10,920
4010 Overtime Salaries	5,491	0	1,000	0
4013 Consultant Staffing OT	2,834	0	0	0
4050 Pension Contributions	2,963	0	40	0
4051 Fica/Medicare	484	668	668	836
4055 Health/Dental Insurance	1,214	0	0	0
4057 Disability Insurance	78	0	2	0
4058 Unemployment Insurance	267	542	542	677
4059 Life Insurance	4	0	0	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>20,003</b>	<b>9,946</b>	<b>11,156</b>	<b>12,433</b>
<b><u>SERVICES</u></b>				
5103 Software Support & Maintenance	0	0	0	5,000
5180 Medical/Physicals	0	0	0	6,500
5240 Meetings & Professional Dvlpmnt	0	0	0	2,000
5255 Travel Expense Reimbursement	0	0	0	900
5360 Machinery & Equip Maint	351	750	750	1,000
5800 Subscriptions & Memberships	205	0	315	505
5840 Training	2,290	0	0	8,000
5870 General Govt Service Charge	5,307	5,397	5,397	5,397
5880 Special Contractual Services	98,090	109,105	109,105	135,000
<b>TOTAL SERVICES</b>	<b>106,243</b>	<b>115,252</b>	<b>115,567</b>	<b>164,302</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	495	0	0	2,000
6350 Building Supplies	0	0	0	2,000
6510 Small Tools & Equipment	11,312	650	650	15,000
6590 Special Departmental Supplies	5,500	0	0	5,500
<b>TOTAL SUPPLIES</b>	<b>17,307</b>	<b>650</b>	<b>650</b>	<b>24,500</b>
<b>FUND TOTAL</b>	<b>143,553</b>	<b>125,848</b>	<b>127,373</b>	<b>201,235</b>

# City of Redlands 2017-18 Adopted Budget

## Quality of Life

### Mission Statement

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

### Departmental Performance Measures

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

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

**Project Work Order Response and Completion Time** – The QOL staff is implementing a process that measures the response and completion time for projects requested through all sources, including: phone calls from residents, CitySourced (Redlands311), walk-ins, Council Members, and the City Manager's Office. The current data entry scope for work orders does not provide sufficient information to quantify how long a project takes, or what resources are required. Staff has requested that DoIT revise the work order data entry scope to include detailed completion information that will provide vital information for future analysis and manpower distribution. The task refinement produces a one page summary of when the project was requested, the quantity of resources used to complete the project, and the date it was completed. In addition, staff is in the process of implementing procedures for improved resident communication and benchmarking the satisfaction levels for each call/request for service.

### Departmental Description:

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

- Building Maintenance Division (City facilities maintenance)
- Citrus Groves & Preservation Division
- Code Enforcement Division (state and local laws/code compliance)
- Equipment Maintenance Division (City fleet maintenance, natural gas fuel station, Corporate Yard maintenance)
- Hillside Memorial Park (management and operation of the City-owned cemetery)
- Parks Division (park maintenance, Landscape Maintenance Districts and Community Facility Districts)
- Redlands Municipal Airport (management and operation of the City-owned airport)



- Streets Division (sidewalk repair, curb and gutter repair, traffic signal maintenance, traffic sign maintenance, street light maintenance, street maintenance, roadway markings, street sweeping, storm drain maintenance, emergency tree trimming, weed abatement and 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 & Senior Services Divisions (management of the Community and Senior Centers, and their associated programs)

**Sustainability Efforts:**

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

City of Redlands  
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**DEPARTMENT/DIVISION**  
QUALITY OF LIFE ADMINISTRATION

**FUND**  
GENERAL FUND

**ORGKEY**  
101300

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	85,136	109,939	105,287	125,372
4005 Salaries: Part Time	2,846	0	103	25,000
4010 Overtime Salaries	2,274	3,500	742	1,000
4012 Stand By	0	0	250	0
4015 Banked Leave Buy Back	18,970	2,086	19,465	3,046
4050 Pension Contributions	17,763	21,870	21,489	26,716
4051 Fica/Medicare	8,115	8,714	9,997	11,911
4053 Deferred Compensation	220	592	1,090	1,228
4055 Health/Dental Insurance	12,677	17,502	16,511	15,969
4056 Worker's Comp Insurance	14,956	28,189	28,189	19,172
4057 Disability Insurance	388	562	457	440
4058 Unemployment Insurance	1,221	911	1,144	1,749
4059 Life Insurance	91	132	118	128
4080 Vehicle Allowance	148	18	158	0
4081 Eyecare Reimbursement	(12)	383	233	457
4084 Clothing Cash Payment	340	296	196	200
4085 Other Taxable Benefits	1,441	2,156	1,269	3,348
<b>TOTAL SALARIES AND BENEFITS</b>	<b>166,574</b>	<b>196,850</b>	<b>206,698</b>	<b>235,736</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	0	0	357	250
5140 Legal Services	40,651	3,000	2,900	3,000
5190 Other Professional Services	12,146	6,000	6,626	6,500
5240 Meeting & Professional Devlpmt	47	2,000	210	1,500
5255 Travel Expense Reimbursement	1,893	1,500	118	1,500
5270 Printing and Binding	12,239	4,500	4,500	5,000
5275 Postage	5,338	2,000	850	2,500
5280 Advertising	250	200	0	200
5303 Telephone	5,409	5,700	5,700	5,800
5395 Info Technology Services	11,959	10,639	10,639	10,178
5396 City Garage Charges	5,493	6,300	6,300	8,015
5570 Office Equip & Furn Rent	14,107	0	3,108	3,000
5800 Subscriptions & Memberships	156	150	372	450
5840 Training	404	645	974	1,000
5880 Special Contractual Services	0	0	5,000	0
5950 Bad Debt Expense	7,658	0	0	0
5990 Reimbursed Expenses	28,406	0	10,002	0
5999 Contingency Vacancy	0	(32,996)	0	0
<b>TOTAL SERVICES</b>	<b>146,156</b>	<b>9,638</b>	<b>57,656</b>	<b>48,893</b>

City of Redlands  
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**DEPARTMENT/DIVISION**  
QUALITY OF LIFE ADMINISTRATION

**FUND**  
GENERAL FUND

**ORGKEY**  
101300

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b>SUPPLIES</b>				
6140 Office Supplies	7,658	5,500	5,500	7,000
6310 Janitorial Supplies	13,860	18,500	6,000	0
6375 Computer Components	516	500	500	500
6500 Office Equipment	4,304	7,500	2,500	7,500
6510 Small Tools & Equipment	0	0	920	500
6560 Food	0	0	68	100
6580 Damaged/Theft/Obsolete Stock	0	100	0	0
6590 Special Departmental Supplies	367	0	0	150
<b>TOTAL SUPPLIES</b>	<b>26,705</b>	<b>32,100</b>	<b>15,488</b>	<b>15,750</b>
<b>FIXED ASSETS</b>				
7140 All Other Equipment	105,899	0	0	0
7150 Other Betterments/Improvement	13,360	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>119,259</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DIVISION TOTAL</b>	<b>458,694</b>	<b>238,588</b>	<b>279,842</b>	<b>300,379</b>

City of Redlands  
2017-18  
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**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
- Promotion of 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 to establish a comprehensive guide (Strategic Goal E-8.6):**

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 Friends of Prospect Park 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 Summer/Fall Activities Guide that was distributed through the Redlands Unified School District, providing families with information on local recreation programs.

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.

#### **Other Strategic Plan Accomplishments for Fiscal Year 2016-17:**

- **Enhanced Recreation Program Services through local partnerships–E 8.4**

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.

- **Enhanced Recreation Program Services through Private/Public Financing–E 8.1**

In partnership with the Redlands Elks Lodge, the City of Redlands Quality of Life-Recreation Division offered free 'Youth Art Classes' for children ages 7 to 12 that were held every first and third Saturday of each month from 10 a.m. to 11 a.m. These free classes were generously sponsored by the Redlands Elks Lodge, using an Elks National Foundation Promise Grant, and taught by local artist and Lodge member Christine Coates.

Christine Coates grew up drawing and painting in Redlands. Her mural clientele has included the Cities of Redlands and Riverside, The Armand Hammer Museum at UCLA, Loma Linda University, the San Bernardino Police Department, and many other businesses, schools and homes throughout Southern California.

Each class, children were able to create paintings on canvas through an easy step-by-step process. The artwork was based on different themes, focusing on the different holidays and seasons throughout the year.

- **Enhanced Recreation Program Services through grant funding–E 8.3**

The Redlands Recreation Division has been selected by the National League of Cities (NLC) to participate in the 2016-2017 Cities Combating Hunger through Afterschool and Summer Meal Programs (CHAMPS) technical assistance and grant initiative. As part of the grant component of this statewide initiative, Redlands will receive funding in the amount of \$30,000. Using these funds, the Quality of Life Department will partner with the Redlands Unified School District Nutrition Program to maintain the existing summer feeding program at the Redlands Community Center and add an additional site at Redlands Community Park. The program will operate from June 12<sup>th</sup> through August 4<sup>th</sup>, Monday through Friday from 12:00-1:00p.m., and will serve approximately 300 youth per day over the course of the summer. An outdoor barbeque model will be used to increase visibility and funding will be used to purchase barbeques, banners, flyers, and other appropriate equipment for each site. The overall goal is to increase participation from children who are in dire need of nutrition assistance year round. The success of each event will be measured through participation rates and surveys.

City of Redlands  
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**DEPARTMENT/DIVISION**  
RECREATION

**FUND**

GENERAL FUND

**ORGKEY**

101230

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	49,346	74,238	66,541	108,657
4005 Salaries: Part Time	81,937	86,746	77,187	64,030
4010 Overtime Salaries	995	0	1,186	3,000
4015 Banked Leave Buy Back	1,087	1,195	1,176	1,280
4050 Pension Contributions	9,203	14,767	12,550	23,220
4051 Fica/Medicare	10,029	11,590	11,061	13,354
4053 Deferred Compensation	0	0	0	33
4055 Health/Dental Insurance	7,116	15,917	11,709	34,069
4056 Worker's Comp Insurance	10,285	5,285	5,285	12,022
4057 Disability Insurance	417	684	648	985
4058 Unemployment Insurance	4,698	3,472	4,568	3,476
4059 Life Insurance	61	126	100	190
4081 Eyecare Reimbursement	220	450	412	677
4084 Clothing Cash Payment	200	400	200	600
4085 Other taxable Benefits	0	175	0	2
<b>TOTAL SALARIES AND BENEFITS</b>	<b>175,594</b>	<b>215,045</b>	<b>192,623</b>	<b>265,595</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	4,109	6,550	10,385	10,400
5103 Software Support/Development	10,068	0	0	0
5140 Legal Services	6,552	6,000	2,000	6,000
5180 Medical/Physicals	67	100	100	0
5190 Other Professional Services	12,169	26,709	26,890	26,709
5270 Printing & Binding	4,925	100	4,883	4,925
5275 Postage	436	200	200	200
5303 Telephone	7,281	9,180	2,264	3,000
5310 Electricity & Gas	17,689	15,500	16,827	17,000
5350 Building Grounds & Maint	2,088	5,000	5,000	5,000
5360 Machinery & Equip Maint	0	0	0	2,000
5395 Info Technology Services Charges	58,605	52,137	52,137	59,431
5396 City Garage Charges	4,443	5,096	5,096	6,483
5570 Office Equip & Furn Rent	7,107	7,840	4,346	5,000
5760 Special Program Expenditures	6,208	12,000	11,500	12,000
5800 Subscriptions & Memberships	0	350	478	480
5840 Training	85	1,400	500	1,000
5880 Special Contractual Services	90,452	90,000	88,505	90,000
5890 Landfill Tipping Charges	0	0	802	1,200
5950 Bad Debt Expense	146	100	0	0
<b>TOTAL SERVICES</b>	<b>232,430</b>	<b>238,262</b>	<b>231,913</b>	<b>250,828</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
RECREATION

**FUND**

GENERAL FUND

**ORGKEY**

101230

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	704	1,400	1,400	1,400
6160 Medical Supplies	0	100	100	100
6210 Repair/Maintenance Supplies	2,192	10,000	5,000	10,000
6310 Janitorial Supplies	0	250	250	250
6510 Small Tools & Equipment	0	21,000	21,000	0
6590 Special Departmental Supplies	265	12,000	12,739	4,000
<b>TOTAL SUPPLIES</b>	<b>3,161</b>	<b>44,750</b>	<b>40,489</b>	<b>15,750</b>
<b>DIVISION TOTAL</b>	<b>411,185</b>	<b>498,057</b>	<b>465,025</b>	<b>532,173</b>

City of Redlands  
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**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
- Provide transportation services to seniors and disabled citizens through the Senior Transportation Program.
- Promote healthy attitudes toward fitness

**Significant Program Changes:**

In an effort to continue encouraging healthy lifestyles for senior citizens, the Senior Services Division has been focused 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 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.

**Strategic Plan Accomplishments:**

- **Enhanced Recreation Program Services by expanding physical oriented programs–E 8.5**  
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 physical orientated program 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.



- **Enhanced Recreation Program Services based on needs in specific areas–E 8.3**

A Carfit technician from the Auto Club of Southern California was available at the Redlands Community Senior Center on November 19, 2016 from 9:00 a.m. to 1:00 p.m. 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.

- **Enhanced Recreation Program Services through Private/Public Financing–E 8.1**

The City of Redlands Senior Services Division is the proud recipient of a new shuttle bus that will soon hit the road to transport senior residents to medical appointments, grocery stores, and to the senior centers. On May 3, 2016, the City of Redlands entered into a funding agreement with Omnitrans to enhance and extend transportation services for senior citizens who live within the City of Redlands limits. Currently, the City offers transportation Monday through Friday from 8:30 a.m. to 1:00 p.m. to adults 55 years and older and individuals with disabilities for \$1.75 per trip. The service is limited within the City of Redlands and is provided on a first-come, first-served basis, giving priority to medical appointments.

The City of Redlands is eager to enhance their transportation program by offering an additional three hours of service per day as well as adding another bus to their days of operation. Funding from Omnitrans allowed the City to fund an additional driver, purchase a second wheelchair lift equipped vehicle, and cover the added operational expenses associated with the expansion. In doing so, the City projects that the number of passengers per day will increase from 8 to 30 within the first year. Omnitrans is dedicated to supporting transportation programs which serve senior citizens and individuals with disabilities. As such, they approved the funding agreement with the City of Redlands to support the development of projects that meet the community's needs.

City of Redlands  
2017-18  
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**DEPARTMENT/DIVISION**  
SENIOR SERVICES

**FUND**  
GENERAL FUND

**ORGKEY**  
101232

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	113,735	117,721	156,997	153,677
4005 Salaries: Part Time	76,957	80,736	61,223	80,550
4010 Overtime Salaries	2,276	2,500	3,131	5,000
4015 Banked Leave Buy Back	2,588	2,717	2,724	4,167
4050 Pension Contributions	21,436	23,417	30,153	32,789
4051 Fica/Medicare	14,787	15,221	16,817	18,604
4053 Deferred Compensation	0	0	0	33
4055 Health/Dental Insurance	26,406	27,250	34,401	34,015
4056 Worker's Comp Insurance	9,000	4,698	4,698	13,053
4057 Disability Insurance	967	1,088	1,322	1,416
4058 Unemployment Insurance	4,055	3,472	4,760	3,910
4059 Life Insurance	122	126	207	190
4081 Eyecare Reimbursement	450	450	225	677
4084 Clothing Cash Payment	400	400	400	600
4085 Other Taxable Benefits	0	0	3,749	4,202
<b>TOTAL SALARIES AND BENEFITS</b>	<b>273,179</b>	<b>279,796</b>	<b>320,807</b>	<b>352,883</b>
<b><u>SERVICES</u></b>				
5180 Medical/Physicals	210	210	68	210
5270 Printing and Binding	25	0	0	0
5275 Postage	126	500	142	500
5280 Advertising	0	100	100	10
5303 Telephone	3,204	1,200	2,827	1,200
5360 Machinery & Equip Maint	0	1,000	750	1,000
5395 Info Technology Services Charges	18,734	16,666	16,666	22,993
5396 City Garage Charges	13,723	13,827	13,827	17,592
5570 Office Equip & Furn Rent	5,650	5,292	4,392	5,000
5760 Special Program Expenditures	642	1,000	1,000	1,000
5800 Subscriptions & Memberships	0	400	300	400
5840 Training	0	158	283	300
5880 Special Contractual Services	25,317	11,000	20,326	20,000
<b>TOTAL SERVICES</b>	<b>67,631</b>	<b>51,353</b>	<b>60,681</b>	<b>70,205</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	1,524	2,500	2,500	2,500
6210 Repair & Maintenance Supplies	0	200	200	200
6310 Janitorial Supplies	526	1,200	385	400
6350 Building Supplies	0	100	100	100
6500 Office Equipment & Furniture	0	500	500	500

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SENIOR SERVICES

**FUND**  
GENERAL FUND

**ORGKEY**  
101232

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT.)</u></b>				
6510 Small Tools & Equipment	0	500	300	500
6560 Food	9,907	20,500	11,638	13,000
6590 Special Departmental Supplies	1,243	8,000	6,000	8,000
<b>TOTAL SUPPLIES</b>	<b>13,200</b>	<b>33,500</b>	<b>21,623</b>	<b>25,200</b>
<b>DIVISION TOTAL</b>	<b>354,010</b>	<b>364,649</b>	<b>403,111</b>	<b>448,288</b>

**City of Redlands  
2017-18  
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 two full-time positions. This crew provides maintenance services to all City facilities including the Civic Center, A.K. Smiley Library, Lincoln Shrine, four fire stations, the Police Annex, Joslyn Senior Center, the Community/Senior Center, facilities at the Corporate Yard, and Hillside Memorial Park. In addition, two parking structures are maintained by this Division. Employees complete a wide range of building maintenance functions including carpentry, plumbing, electrical, HVAC, painting and general cleaning services. This crew is also utilized for special projects including office construction and remodeling.

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

**Program Objectives:**

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

**Capital purchases Greater Than \$50,000:**

- Fire station roof replacement project
- Driveway replacement at Fire Station 262

**Accomplishments for Fiscal Year 2016-17:**

- Opened over 300 work orders and closed 275 work orders
- Replaced two obsolete air conditioners in the Lincoln Shrine
- Replaced/repared the roofs at Fire Stations 261, 262 and 263
- Replaced the failing concrete driveway at Fire Station 262
- Worked alongside other QOL divisions in the beautification projects around City Hall and the Christmas Extravaganza decorations

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
BUILDING MAINTENANCE

**FUND**  
GENERAL FUND

**ORGKEY**  
101301

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	70,229	85,841	66,306	87,938
4005 Salaries: Part Time	32	0	1,233	0
4010 Overtime Salaries	5,551	5,000	7,892	5,000
4015 Banked Leave Buy Back	628	1,981	593	2,608
4050 Pension Contributions	13,749	17,075	13,786	18,721
4051 Fica/Medicare	5,982	6,872	5,866	7,071
4053 Deferred Compensation	430	344	344	353
4055 Health/Dental Insurance	18,479	19,204	20,218	20,138
4056 Worker's Comp Insurance	12,011	44,387	44,387	54,584
4057 Disability Insurance	644	556	639	560
4058 Unemployment Insurance	790	608	1,130	612
4059 Life Insurance	87	88	99	89
4081 Eyecare Reimbursement	90	315	0	317
4082 Clothing Allowance	300	275	150	150
4083 Uniform Rental	1,926	2,000	1,625	1,625
4085 Other Taxable Benefits	1,453	1,740	2,284	1,742
<b>TOTAL SALARIES AND BENEFITS</b>	<b>132,381</b>	<b>186,286</b>	<b>166,552</b>	<b>201,508</b>

**SERVICES**

5180 Medical/Physicals	105	0	0	0
5190 Other Professional Services	8,627	5,000	5,000	55,000
5280 Advertising	0	1,000	1,917	2,000
5300 Water, Sewer, Disposal	17,594	20,000	20,000	20,000
5303 Telephone	8,970	8,000	8,000	8,000
5310 Electricity & Gas	619,180	620,000	620,000	634,400
5313 Heating/AC Service Contract	50,749	94,997	95,000	64,000
5320 Janitorial Services	119,210	135,000	135,000	84,000
5350 Building/Grounds Maintenance	111,511	70,000	70,000	70,000
5360 Machinery & Equip Maint	6,495	17,000	17,000	17,000
5395 Info Technology Services Charges	4,600	4,091	4,091	5,645
5396 City Garage Charges	3,329	3,818	3,818	4,857
5722 Penalties & Interest	23	100	0	0
5800 Subscriptions & Memberships	0	100	5,000	100
5840 Training	28	55	52	1,500
5880 Special Contractual Services	70,281	138,088	138,088	141,200
5890 Landfill Tipping Charges	288	0	0	0
<b>TOTAL SERVICES</b>	<b>1,020,990</b>	<b>1,117,249</b>	<b>1,122,966</b>	<b>1,107,702</b>

**SUPPLIES**

6140 Office Supplies	537	800	800	1,000
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City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
BUILDING MAINTENANCE

**FUND**  
GENERAL FUND

**ORGKEY**  
101301

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT.)</u></b>				
6180 Turnouts/Uniforms/Sfty Clothing	179	100	182	500
6210 Repair/Maintenance Supplies	17,058	25,800	35,800	25,000
6310 Janitorial Supplies	288	400	400	2,500
6350 Building Supplies	14,487	15,000	15,000	15,000
6375 Computer Components	0	0	1,000	1,000
6510 Small Tools & Equipment	1,813	1,300	1,300	1,500
6590 Special Departmental Supplies	3,582	5,000	5,328	5,000
<b>TOTAL SUPPLIES</b>	<b>37,944</b>	<b>48,400</b>	<b>59,810</b>	<b>51,500</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	0	0	0	35,000
7140 All Other Equipment	7,928	0	0	0
7150 Other Betterments/Improvements	37,968	300,000	300,000	0
<b>TOTAL FIXED ASSETS</b>	<b>45,896</b>	<b>300,000</b>	<b>300,000</b>	<b>35,000</b>
<b>DIVISION TOTAL</b>	<b>1,237,211</b>	<b>1,651,935</b>	<b>1,649,328</b>	<b>1,395,710</b>

**City of Redlands  
2017-18  
Adopted 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 18 established parks, parking lots, 10.2 acres of median strips and traffic islands throughout the City. The Parks Division provides for maintenance on a seven day per week basis year round, with a staff of 15 full-time employees. This Division also supplements several community facilities districts and landscape maintenance districts within its purview. The Parks and medians are also home to over 5,520 trees which are included within the tree care program and monitored by Parks staff. A portion of the Parks Division staff are assigned to perform routine tree removals, trimming, and emergency call mitigation. This pertains not only to parks trees but also to the 43,540 trees within City easement as well as trees located on various City facilities and parcels.

**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

**Significant Program Changes and Process Improvements:**

In order to dedicate staff to our newly implemented tree crew, the division has contracted out the mowing of our City Park's and maintained medians. This has enabled us to use two staff members that were previously used to mow full time, in addition to one other member of the Park's staff, to make it a three man tree crew. This has proven to be a valuable asset and supplement to our city contract with West Coast Arborist to add a cost savings in the Tree budget.

**Capital Purchases Greater Than \$50,000:**

- Purchase of a wheeled loader for use by the in-house Tree Crew

**Accomplishments for Fiscal Year 2016-17:**

- Converted an area of Smiley Library to drip irrigation and planted drought tolerant, California native shrubs
- Worked side by side with the Streets Division to beautify and transform the City owned parking lot adjacent to Citrone and Joe Greensleeves restaurants, transforming planter bulb outs into outdoor dining patios

- Re-planted all Orange Street planters from Pearl Street to Redlands Blvd with drought tolerant landscaping
- Retro fitted the irrigation components from spray head to drip irrigation on one block of the Redlands Blvd median between Cypress Ave. and Palm Ave. Re-planting of drought tolerant landscaping was also performed in conjunction with a volunteer group effort.

**Strategic Plan Accomplishments:**

- Objective D7.1: Parks Capital Improvement Plan–Create a working model of a GAP based program for all City parks and open spaces. Estimated completion date of June 2017.



City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
PARKS

**FUND**  
GENERAL FUND

**ORGKEY**  
101303

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	587,030	646,094	600,961	564,718
4005 Salaries: Part Time	13,690	32,620	30,370	32,620
4010 Overtime Salaries	41,613	15,000	43,057	35,000
4012 Stand By	3,736	4,000	9,061	9,000
4015 Banked Leave Buy Back	49,775	14,078	12,589	16,255
4050 Pension Contributions	110,945	128,521	119,924	120,470
4051 Fica/Medicare	53,780	51,491	52,260	47,102
4053 Deferred Compensation	0	0	0	9
4055 Health/Dental Insurance	181,839	194,046	183,173	194,210
4056 Worker's Comp Insurance	46,032	34,713	34,713	36,787
4057 Disability Insurance	5,848	6,058	5,512	5,241
4058 Unemployment Insurance	7,709	7,378	9,761	6,992
4059 Life Insurance	791	945	869	826
4081 Eyecare Reimbursement	852	3,375	250	3,175
4082 Clothing Allowance	2,100	4,125	1,800	2,120
4083 Uniform Rental	4,974	5,000	4,626	4,626
4085 Other Taxable Benefits	8,605	8,802	6,242	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>1,119,319</b>	<b>1,156,246</b>	<b>1,115,168</b>	<b>1,079,151</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	32	0	0	0
5180 Medical/Physicals	193	50	0	250
5190 Other Professional Services	1,782	2,000	0	0
5240 Meeting & Professional Devlpmt	85	0	0	0
5255 Travel Expense Reimbursement	0	0	144	250
5270 Printing & Binding	0	100	47	50
5275 Postage	0	100	0	0
5280 Advertising	1,156	800	0	0
5300 Water, Sewer, Disposal	42,418	25,000	42,000	45,000
5303 Telephone	3,287	2,800	4,200	5,000
5310 Electricity & Gas	53,944	55,000	42,100	55,000
5312 Electric Svc: Facility Ops	46	50	0	50
5320 Janitorial Services	0	1,000	0	0
5350 Building/Grounds Maintenance	17,724	15,000	10,800	15,000
5360 Machinery & Equipment Maint	1,189	2,500	1,400	5,000
5395 Info Technology Services Charges	27,898	24,819	24,819	34,241
5396 City Garage Charges	85,000	118,619	118,619	150,915
5530 Clothing and Linen Rental	1,743	1,000	0	1,000
5722 Penalties and Interest	0	0	43	0
5800 Subscriptions & Memberships	52	0	394	400

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
PARKS

**FUND**

GENERAL FUND

**ORGKEY**

101303

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5840 Training	1,582	3,800	3,300	5,000
5880 Special Contractual Services	94,276	255,000	255,400	139,020
5890 Landfill Tipping Charges	9,166	6,000	14,000	15,000
<b>TOTAL SERVICES</b>	<b>341,573</b>	<b>513,638</b>	<b>517,266</b>	<b>471,176</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	599	800	760	800
6160 Medical Supplies	0	300	0	300
6180 Turnouts/Uniforms/Sfty Clothing	2,808	3,000	1,100	3,000
6210 Repair/Maintenance Supplies	80,960	83,838	110,000	85,000
6310 Janitorial Supplies	18,336	18,000	18,000	18,000
6350 Building Supplies	3,463	4,000	5,425	5,000
6510 Small Tools & Equipment	3,827	6,100	5,500	5,500
6520 Promotional Supplies	867	0	0	0
6560 Food	1,398	170	0	300
6590 Special Departmental Supplies	10,678	13,500	8,200	13,500
<b>TOTAL SUPPLIES</b>	<b>122,936</b>	<b>129,708</b>	<b>148,985</b>	<b>131,400</b>
<b><u>FIXED ASSETS</u></b>				
7140 All Other Equipment	0	113,698	103,698	0
7150 Other Betterments/Improvements	397,004	318,371	33,360	170,000
<b>TOTAL FIXED ASSETS</b>	<b>397,004</b>	<b>432,069</b>	<b>137,058</b>	<b>170,000</b>
 <b>DIVISION TOTAL</b>	 <b>1,980,832</b>	 <b>2,231,661</b>	 <b>1,918,477</b>	 <b>1,851,727</b>

**City of Redlands  
2017-18  
Adopted Budget**

**Quality of Life  
Streets & Electrical Division**

**Program Description:**

The Street Division provides for the general maintenance and repair of 314 miles of streets and 90 miles of storm drains within the City. Crews respond to approximately 1,000 annual calls for routine street maintenance services.

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

The Division is also charged with providing for the maintenance and repair of 69 City-owned traffic signals and approximately 5,000 City owned street lights.

**Program Objectives:**

- Patch and repair 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 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
- Service, repair and maintain traffic signals
- Service, repair and maintain street lights

**Significant Program Changes and Process Improvements:**

With the continued success of the council approved PARIS program and the addition of the five general crew, the Streets and Electrical crews have been able to dedicate more time on capital projects that in the past would normally have been contracted out. This has resulted in saving the City tens of thousands of dollars and increasing the quality of life in Redlands.

**Capital Purchases Greater Than \$50,000**

- Replaced 1992 International dump truck with a new 2017 Ford F750 dump. With mileage nearing 185K on the old truck, it became less and less reliable which had become problematic during storm clean ups as well as day to day operations.

### **Accomplishments for Fiscal Year 2016-17:**

- Maintained over 300 miles of streets, including potholing and skin patching, using 356 tons of asphalt in 744 locations
- Swept 12,000 curb miles throughout City
- Removed and replaced approximately 4,250 square feet of sidewalk and 337 linear feet of curb and gutter at 42 locations
- Completed approximately 1,695 underground service alert tickets
- Serviced and/or repaired 564 street lights
- Responded to approximately 40 traffic signal complaints
- Performed 265 traffic signal inspections
- Completed annual cleaning of all storm drain inlets and channels
- Fabricated, replaced or serviced over 646 street signs
- Performed major storm cleanup in San Timoteo Canyon after two major rain events
- Replaced 10 street lights knocked down in traffic accidents
- Removed and replaced a failed storm drain system at Fern and Buena Vista with two new inlets and installed a new handicap ramp, all done in house with an estimated cost savings of \$100,000.
- Removed, designed and replaced a failed storm drain system on Melbury Ct. This project included a new inlet, outlet as well as a new access point. Estimated savings on this project, \$50,000.
- Worked with the Parks Division on the Citrone Alley beautification, including curb forming and pouring for the fencing, as well as moving the palm trees into newly built "bulb outs", brick and concrete repair.
- Replaced 60 high pressure sodium street lights with energy efficient LED's
- Allocated 200+ labor hours eradicating illegal dumps

### **Strategic Plan Accomplishments:**

- Streets Division continued working with GIS on updating and identifying all sidewalk discontinuities. Council recently awarded \$900,000 to address high priority issues. Maps and spreadsheets are available upon request.
- In late 2016, Street Division staff coordinated with DoIT Staff and created an electronic data base and inspection program which utilizes real time data collection to monitor storm drain conditions and identify necessary repairs and/or replacements.

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
STREETS

**FUND**  
GENERAL FUND

**ORGKEY**  
101304

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	520,827	583,617	612,191	642,488
4005 Part Time Salaries	10,436	31,772	25,312	32,620
4010 Overtime Salaries	30,649	25,000	26,812	25,000
4012 Stand By	12,358	12,000	13,785	15,000
4015 Banked Leave Buy Back	10,078	13,639	8,782	23,726
4050 Pension Contributions	99,460	117,930	118,920	136,962
4051 Fica/Medicare	45,111	48,025	53,659	54,574
4053 Deferred Compensation	0	0	0	9
4055 Health/Dental Insurance	131,275	138,586	138,613	136,987
4056 Worker's Comp Insurance	15,530	40,583	40,583	31,127
4057 Disability Insurance	4,889	5,411	5,715	6,006
4058 Unemployment Insurance	6,974	5,143	6,730	6,514
4059 Life Insurance	657	747	830	820
4081 Eyecare Reimbursement	641	2,666	185	2,927
4082 Clothing Allowance	1,500	1,959	1,800	1,950
4083 Uniform Rental	6,382	5,500	5,534	5,534
4085 Other Taxable Benefits	242	4,200	16,359	12,600
<b>TOTAL SALARIES AND BENEFITS</b>	<b>897,009</b>	<b>1,036,778</b>	<b>1,075,810</b>	<b>1,134,844</b>
<b><u>SERVICES</u></b>				
5110 Architect & Engineer	850	0	0	0
5180 Medical/Physicals	737	800	500	800
5190 Other Professional Services	0	80,000	80,000	0
5240 Meeting & Professional Devlpmt	95	700	0	700
5255 Travel Expense/Reimbursement	160	0	20	100
5275 Postage	45	50	0	50
5280 Advertising	1,551	1,000	212	1,000
5303 Telephone	2,194	2,600	2,154	2,600
5395 Info Technology Services Charges	23,433	20,847	20,847	28,762
5396 City Garage Charges	112,385	114,049	114,049	145,101
5590 Other Rentals	2,577	10,000	6,000	10,000
5800 Subscriptions & Memberships	2,800	0	0	0
5840 Training	1,277	1,000	1,487	2,000
5880 Special Contractual Services	355,680	333,000	395,000	400,000
5890 Landfill Tipping Charges	4,774	3,000	7,146	7,500
5950 Bad Debt Expense	5,436	5,000	0	5,000
<b>TOTAL SERVICES</b>	<b>513,994</b>	<b>572,046</b>	<b>627,415</b>	<b>603,613</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
STREETS

**FUND**  
GENERAL FUND

**ORGKEY**  
101304

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	1,136	1,500	1,500	1,500
6160 Medical Supplies	0	1,000	100	500
6180 Turnouts/Uniforms/Sfty Clothing	7,993	7,500	7,500	8,000
6210 Repair/Maintenance Supplies	142,886	115,000	130,000	130,000
6310 Janitorial Supplies	1,721	1,500	1,169	1,500
6375 Computer Components	0	2,000	3,046	2,000
6510 Small Tools & Equipment	6,695	6,000	6,283	7,500
6560 Food	436	1,000	300	1,000
6590 Special Departmental Supplies	12,285	10,000	14,831	15,000
<b>TOTAL SUPPLIES</b>	<b>173,152</b>	<b>145,500</b>	<b>164,729</b>	<b>167,000</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	32,501	56,583	56,583	0
7140 All Other Equipment	44,055	30,302	30,302	0
7150 Other Betterments/Improvement	0	20,000	20,250	0
<b>TOTAL FIXED ASSETS</b>	<b>76,556</b>	<b>106,885</b>	<b>107,135</b>	<b>0</b>
<b>DIVISION TOTAL</b>	<b>1,660,711</b>	<b>1,861,209</b>	<b>1,975,089</b>	<b>1,905,457</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
ELECTRICAL

**FUND**  
GENERAL FUND

**ORGKEY**  
101302

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	110,702	113,445	113,742	114,232
4010 Overtime Salaries	6,068	3,750	1,327	4,000
4012 Stand By	3,918	4,000	545	2,000
4015 Banked Leave Buy Back	2,780	2,617	3,143	6,208
4050 Pension Contributions	21,119	22,566	22,048	24,342
4051 Fica/Medicare	9,393	8,921	9,025	9,237
4053 Deferred Compensation	0	0	0	9
4055 Health/Dental Insurance	26,602	27,979	30,191	29,602
4056 Worker's Comp Insurance	2,571	4,698	4,698	4,173
4057 Disability Insurance	1,037	1,050	992	1,079
4058 Unemployment Insurance	1,079	868	868	872
4059 Life Insurance	122	126	132	127
4081 Eyecare Reimbursement	225	450	450	452
4082 Clothing Allowance	300	550	300	300
4083 Uniform Rental	1,828	2,000	1,495	1,495
4085 Other Taxable Benefits	0	0	0	2
<b>TOTAL SALARIES AND BENEFITS</b>	<b>187,744</b>	<b>193,020</b>	<b>188,956</b>	<b>198,130</b>
<b><u>SERVICES</u></b>				
5240 Meeting & Professional Devlpmt	0	2,000	300	2,000
5255 Travel Expense Reimbursement	1,162	0	1,200	1,200
5270 Printing and Binding	19	200	0	100
5280 Advertising	0	0	494	600
5275 Postage	42	55	50	100
5303 Telephone	2,469	2,100	2,142	2,200
5310 Electricity & Gas	27	40	40	40
5315 Elec Svc: State Traffic Signals	12,955	25,000	6,500	8,000
5316 Elec Svc: City Traffic Signals	42,569	25,000	40,000	42,000
5330 Elec Svc: State Street Lighting	28,896	20,000	15,000	20,000
5331 Elec Svc: SCE Street Lighting	100,719	110,000	99,534	110,000
5360 Machinery & Equip Maint	0	10,000	10,956	12,000
5370 City Street Lighting Power	228,329	220,000	230,874	235,000
5395 Info Technology Services Charges	9,411	8,371	8,371	11,550
5396 City Garage Charges	18,124	16,564	16,564	21,074
5510 Land and Building Rent	5,989	6,000	6,298	6,614
5590 Other Rentals	0	0	0	300
5800 Subscriptions & Memberships	0	100	0	100
5840 Training	57	105	165	300
5880 Special Contractual Services	22,015	18,000	18,000	18,000
<b>TOTAL SERVICES</b>	<b>472,783</b>	<b>463,535</b>	<b>456,488</b>	<b>491,178</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
ELECTRICAL

**FUND**  
GENERAL FUND

**ORGKEY**  
101302

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	575	1,000	900	1,000
6160 Medical Supplies	0	500	100	200
6180 Turnouts/Uniforms/Sfty Clothing	27	600	250	600
6210 Repair/Maintenance Supplies	124,429	80,000	96,000	50,000
6310 Janitorial Supplies	78	200	70	200
6350 Building Supplies	1,047	1,000	200	700
6375 Computer Components	1,409	0	0	2,000
6510 Small Tools & Equipment	1,034	1,000	800	1,000
6590 Special Departmental Supplies	3,903	5,000	4,000	6,000
TOTAL SUPPLIES	132,502	89,300	102,320	61,700
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvements	198,292	0	0	45,000
TOTAL FIXED ASSETS	198,292	0	0	45,000
 DIVISION TOTAL	 991,321	 745,855	 747,764	 796,008



# City of Redlands 2017-18 Adopted Budget

## Quality of Life Trees

### Program Description:

The Quality of Life Tree Division oversees the maintenance of approximately 43,540 City trees located within the right-of-way, City facilities and parks. This includes 5,520 trees within City Parks and 8,350 palm trees of various species. The City's urban forest is an amazing asset of The City of Redlands, valued at nearly \$120,000,000. The Trees Division, in partnership with the Redlands Street Tree Committee, is dedicated to the continued enhancement, maintenance and care of this living asset.

### Program Objectives:

- Provide standard trim of City trees primarily on City right-of-way by West Coast Arborists (WCA)
- Provide safe removal of dead, hazardous, and/or fallen trees and limbs by City In-House Crews (IHC)
- Provide efficient response to emergency calls by both WCA and IHC
- Work cooperatively with various volunteer groups and special interest organizations to promote urban forest health and preservation

### Significant Program Changes and Process Improvements:

- Inventory update and assessment integration
- Improved efficiency with tracking as well as prioritizing tree maintenance schedules
- Parks mowing services were contracted, which created the ability to repurpose two City staff into tree care positions. These two staff members, in addition to one other member of the Parks staff, form the City's tree crew. This crew has proven to be a valuable asset and supplement to our City contract with West Coast Arborist to add a cost savings in the Tree budget

### Accomplishments for Fiscal Year 2016-17:

- 430 trees removed by the IHC
- Tree concern response time reduced by 3 days
- 56 trees removed by WCA
- 910 trees trimmed
- 23 stumps ground
- Community information and outreach flyers created utilizing vital input from the Redlands Street Tree Committee
- A new wheeled loader was purchased to assist the IHC with tree removals and palm frond clean up

### Strategic Plan Accomplishments:

- Asset Inventory Assessment of the City's urban forest was completed

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
TREES

**FUND**

GENERAL FUND

**ORGKEY**

101305

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	0	0	0	251,746
4010 Overtime Salaries	0	0	0	1,500
4015 Banked Leave Buy Back	0	0	0	3,054
4050 Pension Contributions	0	0	0	53,710
4051 Fica/Medicare	0	0	0	19,888
4053 Deferred Compensation	0	0	0	17
4055 Health/Dental Insurance	0	0	0	64,636
4057 Disability Insurance	0	0	0	2,287
4058 Unemployment Insurance	0	0	0	2,695
4059 Life Insurance	0	0	0	391
4081 Eyecare Reimbursement	0	0	0	1,397
4082 Clothing Allowance	0	0	0	938
4085 Other Taxable Benefits	0	0	0	4,984
<b>TOTAL SALARIES AND BENEFITS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>407,243</b>
<b><u>SERVICES</u></b>				
5270 Printing and Binding	25	75	75	1,000
5360 Machinery & Equipment Maint	0	0	0	4,000
5840 Training	0	0	155	5,000
5880 Special Contractual Services	225,926	179,625	200,793	0
5890 Landfill Tipping Charges	0	0	0	5,000
<b>TOTAL SERVICES</b>	<b>225,951</b>	<b>179,700</b>	<b>201,023</b>	<b>15,000</b>
<b><u>SUPPLIES</u></b>				
6210 Repair/Maintenance Supplies	0	0	0	20,000
<b>TOTAL SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>
 <b>DIVISION TOTAL</b>	 <b>225,951</b>	 <b>179,700</b>	 <b>201,023</b>	 <b>442,243</b>

City of Redlands  
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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 administers the Rental Property Inspection Program. The Code Enforcement Division provides a balance of providing customer service to residents who complain of municipal code violations while working to educate and gain voluntary compliance increasing the quality of life and serving the entire community.

**Program Objectives:**

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

**Accomplishments for Fiscal Year 2016-17:**

- Opened 275 cases
- Closed 134 cases
- Inspected 3698 rental units
- Earned \$90,000 in revenue during the fiscal year

City of Redlands  
2017-18  
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**DEPARTMENT/DIVISION**  
**CODE ENFORCEMENT**

**FUND**

GENERAL FUND

**ORGKEY**

101306

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	102,750	111,889	86,450	160,743
4005 Salaries: Part Time	0	0	0	23,120
4010 Overtime Salaries	106	2,000	185	0
4015 Banked Leave Buy Back	1,309	2,576	3,286	1,562
4050 Pension Contributions	19,592	22,257	17,030	34,269
4051 Fica/Medicare	8,161	9,108	6,928	14,226
4053 Deferred Compensation	0	0	0	231
4055 Health/Dental Insurance	18,517	20,025	11,204	40,616
4056 Worker's Comp Insurance	3,857	7,047	7,047	4,173
4057 Disability Insurance	897	1,072	772	1,305
4058 Unemployment Insurance	985	868	816	1,840
4059 Life Insurance	120	126	109	204
4081 Eyecare Reimbursement	200	450	0	729
4082 Clothing Allowance	150	0	150	500
4084 Clothing Cash Payment	200	400	0	0
4085 Other Taxable Benefits	4,050	4,200	1,828	36
<b>TOTAL SALARIES AND BENEFITS</b>	<b>160,894</b>	<b>182,018</b>	<b>135,805</b>	<b>283,554</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	0	200	200	500
5190 Other Professional Services	400	1,200	1,105	1,200
5270 Printing and Binding	25	500	4,950	7,000
5275 Postage	1,236	3,000	2,000	3,000
5280 Advertising	0	0	1,541	1,500
5303 Telephone	2,430	2,270	2,007	2,010
5396 City Garage Charges	5,137	3,851	3,851	4,899
5880 Special Contractual Services	10,177	5,000	8,534	27,000
<b>TOTAL SERVICES</b>	<b>19,405</b>	<b>16,021</b>	<b>24,188</b>	<b>47,109</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	1,425	2,000	1,500	2,000
6560 Food	0	0	66	0
6590 Special Departmental Supplies	12,647	0	0	0
<b>TOTAL SUPPLIES</b>	<b>14,072</b>	<b>2,000</b>	<b>1,566</b>	<b>2,000</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	40,552	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>40,552</b>	<b>0</b>	<b>0</b>	<b>0</b>

City of Redlands  
2017-18  
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**DEPARTMENT/DIVISION**  
CODE ENFORCEMENT

**FUND**  
GENERAL FUND

**ORGKEY**  
101306

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
DIVISION TOTAL	234,923	200,039	161,559	332,663
DEPARTMENT TOTAL	7,143,653	7,473,636	7,336,193	7,472,475

**City of Redlands  
2017-18  
Adopted Budget**

**Quality of Life Department  
Downtown Redlands**

**Program Description:**

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

**Program Objectives:**

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

**Significant Program Changes and Process Improvements:**

- Expanding DTR Art Walk and other downtown events\*
- Expansion of EBT/SNAP program at Market Night and Saturday Farmers' Market\*
- Continuation of physical enhancements downtown\*

**Accomplishments for Fiscal Year 2016-17:**

- Expanded the number of Saturday Farmers' Market participants\*
- Expanded the number of Market Night Farmer participants\*
- Oversaw and managed Market Night, Saturday Farmers' Market, Movies in the Park series, Spring Egg Hunt, DTR Art Walks, Surfin' State Street, Safe Trick-or-Treat, Holiday Kickoff, Holiday Décor and Entertainment Program; Holiday Parade liaison\*
- Administered and coordinated marketing and publicity efforts\*
- Developed new marketing material for special events and Market Night

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

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
DOWNTOWN REDLANDS BUSINESS AREA

<b>FUND</b>				<b>ORGKEY</b>
DOWNTOWN REDLANDS BUSINESS AREA FUND				236166
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	89,880	81,509	80,637	78,681
4005 Salaries: Part Time	26,888	16,315	14,006	16,310
4010 Overtime Salaries	154	0	54	0
4015 Banked Leave Buy Back	53,322	0	0	1,816
4050 Pension Contributions	16,626	16,214	14,066	16,722
4051 Fica/Medicare	13,228	7,497	6,553	7,417
4053 Deferred Compensation	860	860	573	860
4055 Health/Dental Insurance	3,370	10,038	9,677	11,738
4056 Worker's Comp Insurance	1,929	1,929	1,566	5,217
4057 Disability Insurance	49	62	36	0
4058 Unemployment Insurance	2,341	933	1,281	868
4059 Life Insurance	66	72	74	63
4081 Eyecare Reimbursement	250	259	0	225
4084 Clothing Cash Payment	30	30	30	0
4085 Other Taxable Benefits	3,720	150	256	150
<b>TOTAL SALARIES AND BENEFITS</b>	<b>212,713</b>	<b>135,868</b>	<b>128,809</b>	<b>140,067</b>
<b><u>SERVICES</u></b>				
5034 Bank/Collection Agent Fees	6,341	6,000	6,000	6,000
5103 Software Support	0	0	0	1,500
5240 Meeting & Professional Devlpmt	197	0	0	0
5255 Travel Expense Reimbursement	152	0	0	0
5270 Printing and Binding	75	500	250	500
5275 Postage	0	50	50	50
5280 Advertising	10,360	0	0	0
5300 Water, Sewer, Disposal	8,303	9,500	9,000	9,000
5303 Telephone	1,697	4,551	4,551	4,500
5310 Electricity & Gas	2,649	2,500	2,500	2,500
5392 License & Permits	2,498	3,180	3,180	3,200
5395 Info Technology Services Charges	19,447	14,944	14,944	20,617
5396 City Garage Charges	351	351	351	454
5570 Office Equip & Furn Rent	3,002	3,242	3,100	2,000
5760 Special Program Expenditures	47,847	34,300	34,000	25,000
5800 Subscriptions & Memberships	630	0	0	0
5870 General Govt Service Charge	33,350	33,917	33,917	34,731
5880 Special Contractual Services	80,790	57,906	57,906	60,000
<b>TOTAL SERVICES</b>	<b>217,689</b>	<b>170,941</b>	<b>169,749</b>	<b>170,052</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	1,193	700	700	700

City of Redlands  
2017-18  
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**DEPARTMENT/DIVISION**  
DOWNTOWN REDLANDS BUSINESS AREA

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

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b>SUPPLIES (CONT)</b>				
6180 Turnouts/Uniform/Sfty Clothing	50	0	0	0
6190 Photo & Copying Supplies	0	800	120	500
6210 Repair/Maintenance Supplies	1,188	2,000	1,000	1,000
6310 Janitorial Supplies	396	0	0	0
6500 Office Equipment & Furniture	32	0	0	0
6510 Small Tools & Equipment	1,299	0	0	0
6520 Promotional Supplies	5,727	6,000	5,000	2,000
6590 Special Departmental Supplies	3,148	2,000	1,000	1,000
<b>TOTAL SUPPLIES</b>	13,033	11,500	7,820	5,200
<b>FIXED ASSETS</b>				
7150 Other Betterments/Improvement	0	0	50,000	0
<b>TOTAL FIXED ASSETS</b>	0	0	50,000	0
 <b>FUND TOTAL</b>	 443,435	 318,309	 356,378	 315,319



City of Redlands  
**Job Ledger Budget**  
 Budget Year 2017-18

Department: Quality of Life

**Fund** DOWNTOWN REDLANDS BUSINESS AREA FUND **Orgkey** 236166

Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
15000	General Administration	130,792	153,161
15001	Ads & Promotions/Events	60,000	49,640
15003	Beautification	67,206	65,964
15006	Market Night	45,540	43,554
15009	Saturday Farmers' Market	2,840	3,000
15010	Farmers' Market Promotion Program Grant	0	0
Unassigned	Downtown Holiday Event	50,000	0

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TOTALS                      \$356,378                      \$315,319

**City of Redlands  
2017-18  
Adopted Budget**

**Community Facility, Land Maintenance and Street Lighting Districts**

**Land Maintenance 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: water and labor; materials and equipment to maintain/replace trees, bushes, groundcover and turf; and repairs for irrigation lines and irrigation control systems. Maintenance costs 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 general fund revenues used to subsidize these services, the services being provided will be curtailed to a level commensurate with the revenues generated by the annual assessments. Additionally, Landscape Maintenance District reductions will include reduced irrigation period, reductions to the frequency of the landscape maintenance activities, and only minor repair work. Landscaping and irrigation will be systematically removed and replaced with drought tolerant plant material and drip irrigation that will require less maintenance hours. For the Street Light Maintenance, only reactionary maintenance will be provided. Furthermore, staff review and inspections as well as 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's desire for well maintained, attractive and aesthetically landscaped 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 and Process Improvements:**

Reduction in service levels to reflect total 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.

## **Community Facility Districts**

### **Program Description:**

The City established Community Facility District No. 2004-1 in July of 2004 in accordance with the "Mello-Roos Community Facilities Act of 1982".

In 1978, Proposition 13 was enacted by Californians, which limited the ability of many public agencies to finance new projects. In 1982, Senator Henry Mello and Assemblyman Mike Roos affected the passage of the "Mello-Roos Community Facilities Act of 1982" (the Act) authorizing local governments and developers to create Community Facilities Districts (CFDs) for the purpose of selling tax-exempt bonds to fund public improvements. The Act allows any county, city, special district, school district or joint powers of authority to establish a CFD, which allows for the financing of public services and facilities. Basically, it allows communities to raise funds for improvements to infrastructure (streets, sewers, storm drains), even though Proposition 13 limits their ability to tax property. The revenues collected through the assessments are used to support maintenance of parks, parkways and open space as well as flood and storm protection services, including, but not limited to, the operation and maintenance of storm drainage systems, and on-site retention basins.

### **Program Objectives:**

- Comply with the requirements of the "Mello-Roos Community Facilities Act of 1982"
- Provide satisfactory maintenance to CFD common areas, park areas, open spaces and retention basins
- Provide satisfactory landscape maintenance to meet the City's desire for well maintained, attractive and aesthetically landscaped areas to improve community quality of life

### **Significant Program Changes and Process Improvements:**

The addition of three new CFD areas occurred this year. Annexations 12a, 12b and 12c were introduced and with that came two retention basins, two linear parks and a small trail system. A separate tract is currently under construction that will add CFD park space that will abut seamlessly to Israel Beal Park.

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
STREET LIGHTING DISTRICT #1

**FUND**

STREET LIGHTING DISTRICT #1 FUND

**ORGKEY**

260300

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	3,742	4,899	4,753	7,735
4010 Overtime Salaries	2	0	0	0
4015 Banked Leave Buy Back	119	113	132	424
4050 Pension Contributions	714	974	921	1,644
4051 Fica/Medicare	296	384	372	582
4053 Deferred Compensation	43	52	50	124
4055 Health/Dental Insurance	845	1,059	997	950
4058 Unemployment Insurance	26	26	25	30
4059 Life Insurance	3	4	4	4
4081 Eyecare Reimbursement	1	14	0	16
4084 Clothing Cash Payment	0	0	0	0
4085 Other Taxable Benefits	6	9	8	71
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5,797</b>	<b>7,534</b>	<b>7,262</b>	<b>11,580</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	1,986	1,986	1,500
5370 City Street Lighting Power	17,573	15,000	15,000	15,000
5870 General Govt Service Charge	1,058	1,075	1,075	1,101
<b>TOTAL SERVICES</b>	<b>18,631</b>	<b>18,061</b>	<b>18,061</b>	<b>17,601</b>
<b>FUND TOTAL</b>	<b>24,428</b>	<b>25,595</b>	<b>25,323</b>	<b>29,181</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
COMMUNITY FACILITIES DIST 2004-1

<b>FUND</b>				<b>ORGKEY</b>
CFD 2004-1 ASSESSMENTS FUND				261300
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	11,846	14,428	17,434	44,773
4010 Overtime Salaries	2	0	0	0
4015 Banked Leave Buy Back	381	333	333	2,014
4050 Pension Contributions	2,262	2,870	3,373	9,525
4051 Fica/Medicare	936	1,131	1,356	3,424
4053 Deferred Compensation	146	163	250	634
4055 Health/Dental Insurance	2,949	3,509	3,773	7,806
4057 Disability Insurance	0	0	5	94
4058 Unemployment Insurance	87	83	108	252
4059 Life Insurance	10	12	11	37
4081 Eyecare Reimbursement	1	43	0	131
4084 Clothing Cash Payment	0	0	0	44
4085 Other Taxable Benefits	6	29	66	420
<b>TOTAL SALARIES AND BENEFITS</b>	<b>18,626</b>	<b>22,601</b>	<b>26,709</b>	<b>69,154</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	4,512	8,500	8,500	8,500
5190 Other Professional Services	6,000	110,986	80,000	10,000
5300 Water, Sewer, Disposal	7,592	17,500	17,500	19,000
5310 Electricity & Gas	1,269	1,500	1,450	1,500
5312 Electric Srvc: Facility Ops	0	0	74	50
5870 General Govt Service Charge	6,228	6,334	6,334	6,486
5880 Special Contractual Services	34,714	88,000	88,000	70,000
<b>TOTAL SERVICES</b>	<b>60,315</b>	<b>232,820</b>	<b>201,858</b>	<b>115,536</b>
<b><u>SUPPLIES</u></b>				
6210 Repair/Maintenance Supplies	0	5,000	5,000	5,000
<b>TOTAL SUPPLIES</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
 <b>FUND TOTAL</b>	 <b>78,941</b>	 <b>260,421</b>	 <b>233,567</b>	 <b>189,690</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
LANDSCAPE MAINTENANCE DISTRICT

**FUND** LANDSCAPE MAINTENANCE DISTRICT FUND **ORGKEY** 263300

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	3,066	5,119	4,062	10,401
4010 Overtime Salaries	2	0	0	0
4015 Banked Leave Buy Back	97	118	116	485
4050 Pension Contributions	585	1,018	787	2,211
4051 Fica/Medicare	243	405	318	794
4053 Deferred Compensation	34	51	41	150
4055 Health/Dental Insurance	669	883	819	1,427
4057 Disability Insurance	0	0	0	4
4058 Unemployment Insurance	21	26	22	48
4059 Life Insurance	3	4	2	7
4081 Eyecare Reimbursement	1	14	0	25
4084 Clothing Cash Payment	0	0	0	2
4085 Other Taxable Benefits	6	51	6	117
<b>TOTAL SALARIES AND BENEFITS</b>	<b>4,727</b>	<b>7,689</b>	<b>6,173</b>	<b>15,671</b>
<b><u>SERVICES</u></b>				
5300 Water, Sewer, Disposal	13,166	11,271	11,271	11,271
5310 Electricity & Gas	2,171	2,000	2,000	2,000
5350 Building/Grounds Maintenance	10,628	6,617	9,964	9,964
5870 General Govt Service Charge	2,382	2,423	2,423	2,481
5880 Special Contractual Services	0	0	120	0
<b>TOTAL SERVICES</b>	<b>28,347</b>	<b>22,311</b>	<b>25,778</b>	<b>25,716</b>
<b>FUND TOTAL</b>	<b>33,074</b>	<b>30,000</b>	<b>31,951</b>	<b>41,387</b>

City of Redlands  
 2017-18  
 Adopted Budget

**DEPARTMENT/DIVISION**  
 DISASTER RECOVERY

**FUND**  
 DISASTER RECOVERY FUND

**ORGKEY**  
 270300

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5190 Other Professional Services	1,400	0	0	0
5255 Travel Expense/Reimbursement	39	0	0	0
5990 Reimbursed Expenditures	41,963	0	0	0
TOTAL SERVICES	43,402	0	0	0
FUND TOTAL	43,402	0	0	0

# City of Redlands 2017-18 Adopted Budget

## Quality of Life Solid Waste

### Program Description:

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, AB 1826 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 Program Changes and Process Improvements:

- Staff has begun ordering organic collection dumpsters to accommodate State Mandate AB 1826, Organics Collection
- The Division is in the process of adding a new automated side loader to its fleet in place of older diesel units
- The Landfill Department replaced its old, out of service compactor with a newer version
- Repairs made to a security fence around the southern perimeter of the landfill to reduce invasive wildlife and trespassing
- A new storage facility to store refuse dumpsters and roll-off containers has been established across the street from the California Street Landfill

### Capital Purchases Greater Than \$50,000:

- Installed Soil Vapor Extraction Wells at California Street Landfill to address methane migration

### Accomplishments for Fiscal Year 2016-17:

- Solid Waste collected approximately 51,490 tons of refuse, 8,673 tons of recyclables, and 15,500 tons of green waste
- Solid Waste and Landfill are now participating in a mattress recycling program offered by the State
- 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
- On March 3, 2017, the PLC flare control and SCADA systems were upgraded at our flare station



- Request for Bid is currently underway to recycle approximately 20,000 of soil grindings at the landfill
- Staff began outreach meetings and public speaking engagements to inform residents and business owners of the need for a solid waste operations rate increase

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SOLID WASTE

**FUND**  
SOLID WASTE FUND

**ORGKEY**  
511401

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	2,257,239	2,485,381	2,322,883	2,418,820
4005 Salaries: Part Time	233,192	211,650	178,922	212,150
4010 Overtime Salaries	63,125	110,000	128,188	110,000
4012 Stand By	0	25,000	1,429	15,000
4015 Banked Leave Buy Back	97,711	69,977	89,186	82,501
4016 Compensated Absences	39,981	0	0	0
4050 Pension Contributions	365,096	491,755	449,545	515,264
4051 Fica/Medicare	200,333	211,685	206,115	207,164
4053 Deferred Compensation	8,886	13,312	11,339	14,753
4055 Health/Dental Insurance	466,766	531,829	459,108	475,440
4056 Worker's Comp Insurance	104,958	104,958	104,958	148,768
4057 Disability Insurance	14,856	16,013	15,953	15,333
4058 Unemployment Insurance	29,503	24,638	28,731	24,217
4059 Life Insurance	2,411	2,693	2,686	2,633
4080 Vehicle Allowance	1,743	1,674	1,009	1,009
4081 Eyecare Reimbursement	3,366	9,127	3,362	9,405
4082 Clothing Allowance	4,650	4,711	4,650	5,180
4083 Uniform Rental	16,483	16,025	17,600	17,600
4084 Clothing Cash Payment	382	534	526	526
4085 Other Taxable Benefits	70,920	39,506	42,362	46,238
4086 Tuition Reimbursement	0	0	0	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>3,981,601</b>	<b>4,370,468</b>	<b>4,068,552</b>	<b>4,322,001</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	357	1,500	612	1,500
5110 Architect & Engineer	47,319	50,000	24,360	15,000
5140 Legal Services	98,044	15,000	220,000	60,000
5142 City Attorney Legal Service	23,904	25,000	25,653	26,000
5180 Medical/Physicals	2,561	2,500	1,817	2,500
5190 Other Professional Services	326,585	515,000	320,000	315,000
5240 Meeting & Professional Devlpmt	0	5,000	2,565	5,000
5255 Travel Expense Reimbursement	0	2,500	2,928	3,000
5270 Printing and Binding	1,116	4,500	4,500	4,500
5275 Postage	0	6,500	500	6,500
5280 Advertising	1,576	850	2,076	2,000
5300 Water, Sewer, Disposal	22,084	37,762	3,951	37,762
5302 City Disposal	122,721	75,000	75,000	75,000
5303 Telephone	8,271	28,000	4,543	28,000
5310 Electricity & Gas	2,273	3,250	2,170	3,250
5320 Janitorial Services	0	0	0	35,000

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SOLID WASTE

**FUND**  
SOLID WASTE FUND

**ORGKEY**  
511401

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES (CONT.)</u></b>				
5360 Machinery & Equip Maint	59,606	30,000	34,418	30,000
5365 Vehicle Maintenance	237	0	0	0
5392 License & Permits	25,246	75,000	56,078	65,000
5395 Info Technology Services Charges	223,586	187,566	187,566	258,777
5396 City Garage Charges	2,115,227	1,593,023	1,593,023	2,026,751
5451 Retiree Health Insurance	765,667	190,000	0	190,000
5510 Land & Building Rent	3,953	3,600	3,549	3,600
5530 Clothing and Linen Rent	1,570	5,000	3,470	5,000
5570 Office Equip & Furn Rent	119	0	0	0
5580 Communications Svs & Rental	0	500	0	500
5590 Other Rentals	824	700	631	700
5720 Taxes	227	7,000	0	7,000
5722 Penalties & Interest	0	75	10	75
5800 Subscriptions & Memberships	0	1,200	663	1,200
5840 Training	1,221	7,255	8,715	9,000
5870 General Govt Service Charge	579,130	577,364	586,814	600,896
5880 Special Contractual Services	694,169	550,000	500,000	525,000
5890 Landfill Tipping Charges	79,760	105,000	45,000	85,000
5898 State Mandated Fees	92,318	80,000	68,865	70,000
5950 Bad Debt Expense	29,504	75	0	75
5980 Billing Services	306,250	307,000	306,250	307,000
5995 Depreciation Expense	1,096,552	0	0	0
5996 Landfill Closure/PC Expense	114,021	0	0	0
<b>TOTAL SERVICES</b>	<b>6,845,998</b>	<b>4,492,720</b>	<b>4,085,726</b>	<b>4,805,586</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	10,171	7,200	12,031	7,000
6145 Awards/Recognition Program	96	0	0	0
6160 Medical Supplies	0	1,000	0	1,000
6180 Turnouts/Uniforms/Safety Clothing	12,726	10,000	13,701	14,000
6190 Photo & Copying Supplies	0	1,000	0	1,000
6210 Repair/Maintenance Supplies	32,838	21,000	22,210	17,000
6310 Janitorial Supplies	4,460	12,000	5,330	6,000
6350 Building Supplies	0	825	0	825
6375 Computer Components	8,699	4,500	2,794	4,500
6410 Motor Vehicle Supplies	396	400	0	400
6500 Office Equipment & Furniture	4,201	5,000	4,716	5,000
6510 Small Tools & Equipment	7,339	12,000	10,293	12,000
6590 Special Departmental Supplies	283,486	356,966	298,455	333,000
<b>TOTAL SUPPLIES</b>	<b>364,412</b>	<b>431,891</b>	<b>369,529</b>	<b>401,725</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SOLID WASTE

**FUND**  
SOLID WASTE FUND

**ORGKEY**  
511401

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	729,349	0	0	0
TOTAL FIXED ASSETS	729,349	0	0	0
<b><u>DEBT SERVICE</u></b>				
8300 Capitalized Expenditures	(717,815)	0	0	0
TOTAL DEBT SERVICE	(717,815)	0	0	0
 FUND TOTAL	 11,203,545	 9,295,079	 8,523,807	 9,529,312

City of Redlands  
**Job Ledger Budget**  
 Budget Year 2017-18

Department: Quality of Life

**Fund**  
 SOLID WASTE FUND

**Orgkey**  
 511401

Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
72001	Solid Waste General Administration	1,337,446	1,569,686
72020	Solid Waste Landfill - General	918,184	1,320,006
72032	Solid Waste Landfill - Maint. and Operations	850,231	873,238
72040	Solid Waste Landfill - Quality Control	763,479	673,170
72060	Solid Waste Collection - General	885,281	892,156
72061	Solid Waste Green Waste Collection	723,846	748,652
72062	Solid Waste Residential Collection - Auto	846,141	901,897
72063	Solid Waste Residential Collection - Non-Auto	153,561	154,675
72066	Solid Waste Commercial Collection	1,077,476	1,475,833
72068	Solid Waste Special Collection	79,077	80,324
72069	Tire Amnesty Collection Grant	1,500	0
72090	Solid Waste Recycling	807,585	809,675
72100	Cal Recycle City/County Annual Grant	80,000	30,000

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TOTALS                      \$8,523,807                      \$9,529,312

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SOLID WASTE PROJECTS

**FUND**  
SOLID WASTE PROJECTS FUND

**ORGKEY**  
513401

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5190 Other Professional Services	496	66,541	45,000	95,000
5280 Advertising	434	900	900	900
5392 License & Permits	0	10,000	7,500	5,000
5870 General Govt Service Charge	0	0	3,803	0
5880 Special Contractual Services	48,846	869,117	369,117	0
<b>TOTAL SERVICES</b>	<b>49,776</b>	<b>946,558</b>	<b>426,320</b>	<b>100,900</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	238,467	846,533	546,533	0
7140 All Other Equipment	0	60,000	141,000	0
7650 Solid Waste/Landfill	0	150,000	0	0
<b>TOTAL FIXED ASSETS</b>	<b>238,467</b>	<b>1,056,533</b>	<b>687,533</b>	<b>0</b>
 <b>FUND TOTAL</b>	 <b>288,243</b>	 <b>2,003,091</b>	 <b>1,113,853</b>	 <b>100,900</b>

City of Redlands  
**Job Ledger Budget**  
 Budget Year 2017-18

Department: Quality of Life

**Fund**  
 SOLID WASTE PROJECTS FUND

**Orgkey**  
 513401

Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
72311	Landfill Site Work	200,900	100,900
72315	LFG Probes	200,000	0
72318	Gas Collection System	150,000	0
Unassigned	Landfill Equipment	0	0
Unassigned	Solid Waste Collection Containers	190,000	0
Unassigned	Solid Waste Collection Vehicles	372,953	0

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TOTALS                      \$1,113,853                      \$100,900

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SOLID WASTE DEBT SERVICE

<b><u>FUND</u></b>				<b><u>ORGKEY</u></b>
SOLID WASTE DEBT SERVICE FUND				516401
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	2,638	0	2,013	2,013
5034 Collection Agent/Bank Fees	39,650	9,150	39,110	17,550
5190 Other Professional Services	0	0	0	4,000
TOTAL SERVICES	<u>42,288</u>	<u>9,150</u>	<u>41,123</u>	<u>23,563</u>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	1,301,806	1,301,806	1,473,216
8200 Interest	662,548	600,734	653,098	645,037
TOTAL DEBT SERVICE	<u>662,548</u>	<u>1,902,540</u>	<u>1,954,904</u>	<u>2,118,253</u>
 FUND TOTAL	 704,836	 1,911,690	 1,996,027	 2,141,816



City of Redlands  
2017-18  
Adopted Budget

Quality of Life  
Citrus Groves

**Program Descriptions:**

The City currently farms, through a local farming company, 17 separate citrus groves totaling approximately 164 acres. Several citrus varieties, including Navel Orange, Valencia Orange, Ruby Star Grapefruit, and Rio Grapefruit, are farmed within these groves. Department staff provides oversight of the farming contract and maintenance activities.

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

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

**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

**Significant Program Changes and Process Improvements:**

- City acquired property for the development of two new groves—approximately 12 acres

**Accomplishments for Fiscal Year 2016-17:**

- Designed and planted West Riverview grove—4.8 acres
- Designed and planted the West Redlands Gateway Grove (Best property)—6.9 acres

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
GROVES

**FUND**  
GROVES FUND

**ORGKEY**  
538404

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	26,370	35,266	46,311	12,870
4005 Salaries: Part Time	653	920	2	0
4010 Overtime Salaries	15	0	0	0
4015 Banked Leave Buy Back	1,711	1,091	493	787
4050 Pension Contributions	(2,511)	7,015	8,944	2,737
4051 Fica/Medicare	2,194	2,794	3,581	960
4053 Deferred Compensation	199	514	675	263
4055 Health/Dental Insurance	2,765	3,450	7,985	1,883
4056 Worker's Comp Insurance	643	2,349	2,349	1,043
4057 Disability Insurance	74	0	87	15
4058 Unemployment Insurance	230	200	293	61
4059 Life Insurance	23	28	41	9
4080 Vehicle Allowance	29	36	22	0
4081 Eyecare Reimbursement	58	70	23	32
4084 Clothing Cash Payment	0	0	0	8
4085 Other Taxable Benefits	1,706	1,313	983	135
<b>TOTAL SALARIES AND BENEFITS</b>	<b>34,159</b>	<b>55,046</b>	<b>71,789</b>	<b>20,803</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	2,801	0	6,309	0
5190 Other Professional Services	1,717	1,200	0	0
5255 Travel Expense Reimbursement	0	0	5	0
5275 Postage	2	200	150	0
5280 Advertising	832	1,500	1,026	1,000
5300 Water, Sewer, Disposal	10,859	15,000	35,000	30,000
5310 Electricity & Gas	6,695	4,400	5,935	7,000
5312 Electric Service: Facility Ops	30,218	45,000	32,000	45,000
5392 License & Permits	50	0	0	0
5395 Info Technology Services Charges	402	337	337	465
5490 Other Insurance	4,285	5,000	5,000	5,000
5870 General Govt Service Charge	20,506	20,854	20,854	21,355
5995 Depreciation Expense	280	0	0	0
<b>TOTAL SERVICES</b>	<b>690,519</b>	<b>518,491</b>	<b>499,239</b>	<b>534,820</b>
<b><u>SUPPLIES</u></b>				
6210 Repair/Maintenance Supplies	0	0	4,999	5,000
6570 Water Meters & Fittings	57	0	0	0
6590 Special Departmental Supplies	0	2,500	0	2,000
<b>TOTAL SUPPLIES</b>	<b>57</b>	<b>2,500</b>	<b>4,999</b>	<b>7,000</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
GROVES

**FUND**  
GROVES FUND

**ORGKEY**  
538404

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvements	116,800	0	159,525	0
TOTAL CAPITAL EXPENDITURE	116,800	0	159,525	0
FUND TOTAL	841,535	576,037	735,552	562,623

City of Redlands  
**Job Ledger Budget**  
 Budget Year 2017-18

Department: Quality of Life

**Fund**  
GROVES FUND

**Orgkey**  
538404

Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
76600	Groves General Administration	61,627	46,432
76610	Texas/Webster Grove	50,884	49,703
76616	Fifth Avenue Grove	8,989	9,231
76617	Judson Grove	40,518	38,972
76618	Prospect Grove	80,686	78,238
76622	I-10/California Grove	25,401	24,764
76623	Nevada/Palmetto Grove #1	4,411	4,411
76624	Olive Avenue Grove	13,308	12,548
76626	San Bernardino/Granite Grove	10,285	9,834
76627	Nevada/Palmetto Grove #2	6,829	6,361
76628	Nevada/Palmetto Grove #3	12,012	11,873
76629	Lugonia Avenue Groves	58,658	56,902
76630	Mullin Grove	38,791	37,464
76631	Jacinto Memorial Grove	3,374	3,862
76632	University Grove	118,693	118,693
76633	Riverview Grove East	12,185	12,185
76634	Mountain View Grove	29,375	28,945
76635	Riverview Grove West	72,000	5,423
76636	Best Grove	87,525	6,782
<b>TOTALS</b>		<b>\$735,552</b>	<b>\$562,623</b>

**City of Redlands  
2017-18  
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 31,800 interments since it was established in 1886. Hillside Memorial Park provides a place of reflection and remembrance to those that visit. Families that select Hillside Memorial Park as a final resting place are presented with an array of products to choose from which span from ground burials to mausoleum entombments. There are multiple options for families that prefer cremation services as their final wish. Hillside staff works diligently with public and private organizations to provide the best possible service to the families served. The cemetery conducts an average of 200 interments per year.

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

**Program Objectives:**

- Continue to modernize record keeping system to include digital information storage and retrieval
- Digitize archived records to an electronic format for research
- Implement Capital Improvement Projects that will allow the cemetery to remain modern and competitive
- Continuously revisit and revise the resolutions which govern the Cemetery's activities

**Significant Program Changes:**

- The cemetery introduced a variety of outer burial container options in Fiscal Year 2016-17 to meet the needs of families served.
- Cemetery staff began to digitize current Fiscal Year 2016-17 cemetery files. Staff will continue to digitize prior year records to update and modernize the cemetery permanent records.
- A property inventory database was created to track available inventory spaces more effectively.

**Capital Improvement Projects Greater Than \$50,000:**

- Block 11 will begin construction and will introduce Semi Private Estates for families as well as additional cremation options in an effort to maintain Hillside Memorial Park as a modern competitive cemetery.

**Accomplishments for Fiscal Year 2016-17:**

- Maintained permanent records for 31,797 interments performed
- Performed 213 new interments, of which 37.09% were cremation related services
- Identified and releveled over 35 monuments located on the north side of the cemetery
- Achieved continued revenue growth of over 20% from the prior fiscal year

**Strategic Plan Accomplishments:**

- Objective D8.1- Cemetery Staff has started an ongoing property inventory verification project in an effort to identify useable spaces located in the historic north end of the cemetery. Staff has identified close to 70 usable spaces to place on sale since the project started. The sales of those newly identified spaces have generated over \$70,000 in additional revenue for the current fiscal year.
- Objective D8.2- Conduct inventory assessment and evaluation of the Cemetery: GIS inventory of 31,800 internments is on-going. Capital replacement and improvement projects are outlined in the Council adopted Business Plan and presented to Council as an annual update.

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
CEMETERY

**FUND**

CEMETERY FUND

**ORGKEY**

562430

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	224,312	200,345	217,387	247,857
4005 Salaries: Part Time	23,801	30,986	25,738	16,310
4010 Overtime Salaries	3,897	3,980	3,272	4,500
4015 Banked Leave Buy Back	4,415	3,484	3,469	5,445
4016 Compensated Absence	20,070	0	0	0
4050 Pension Contributions	23,747	44,428	42,168	52,789
4051 Fica/Medicare	18,996	19,784	18,522	20,599
4053 Deferred Compensation	1,007	1,217	1,187	1,174
4055 Health/Dental Insurance	45,053	42,965	42,186	56,301
4056 Worker's Comp Insurance	5,617	9,396	9,396	9,390
4057 Disability Insurance	1,309	1,141	1,130	1,431
4058 Unemployment Insurance	3,862	2,509	2,515	2,265
4059 Life Insurance	238	238	247	266
4080 Vehicle Allowance	29	36	22	0
4081 Eyecare Reimbursement	270	846	232	950
4082 Clothing Allowance	150	300	300	512
4083 Uniform Rental	646	650	660	0
4084 Clothing Cash Payment	200	0	0	0
4085 Other Taxable Benefits	2,237	899	4,735	393
<b>TOTAL SALARIES AND BENEFITS</b>	<b>379,856</b>	<b>363,204</b>	<b>373,166</b>	<b>420,182</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	0	500	0	0
5180 Medical/Physicals	67	0	0	0
5190 Other Professional Services	667	0	0	0
5255 Travel/Expense Reimbursement	0	400	300	440
5270 Printing and Binding	761	500	500	500
5275 Postage	136	200	100	220
5280 Advertising	2,875	5,500	5,500	5,500
5300 Water, Sewer, Disposal	20,785	25,000	25,000	25,000
5303 Telephone	5,751	5,700	5,700	5,700
5310 Electricity & Gas	2,527	2,800	2,800	2,800
5320 Janitorial Services	0	0	0	7,500
5350 Building/Grounds Maintenance	20,647	20,000	15,000	20,000
5392 License & Permits	2,310	710	710	770
5395 Info Technology Services Charges	5,065	5,500	5,500	5,864
5396 City Garage Charges	25,641	26,000	26,000	33,147
5451 Retiree Health Insurance	76,567	21,000	21,000	21,000
5570 Office Equip & Furn Rent	2,636	2,500	2,500	2,500
5740 Resale Materials	28,893	32,000	37,950	42,000
5840 Training	114	0	369	1,000

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
CEMETERY

**FUND**

CEMETERY FUND

**ORGKEY**

562430

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES (CONT.)</u></b>				
5870 General Govt Service Charge	56,988	57,957	57,975	59,348
5880 Special Contractual Services	86,087	10,525	11,808	48,800
5950 Bad Debt Expense	(2,106)	5,000	0	5,000
5995 Depreciation Expense	7,479	0	0	0
<b>TOTAL SERVICES</b>	<b>343,890</b>	<b>221,792</b>	<b>218,712</b>	<b>287,089</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	459	775	775	800
6180 Turnouts/Uniforms/Sfty Clothing	0	200	200	220
6210 Repair/Maintenance Supplies	16,175	34,413	20,000	15,000
6310 Janitorial Supplies	0	0	115	0
6500 Office Equipment & Furniture	5,408	8,767	8,767	5,000
6510 Small Tools & Equipment	2,272	5,000	5,000	5,000
6560 Food	159	200	200	210
6590 Special Departmental Supplies	2,003	5,115	5,115	5,000
<b>TOTAL SUPPLIES</b>	<b>26,476</b>	<b>54,470</b>	<b>40,172</b>	<b>31,230</b>
<b><u>FIXED ASSETS</u></b>				
7140 All Other Equipment	18,855	0	0	23,500
7150 Other Betterment/ Improvement	27,583	109,294	39,655	0
7230 Street Construction	552,026	0	0	0
7260 Building Acquisitions	0	27,301	8,684	0
<b>TOTAL FIXED ASSETS</b>	<b>598,464</b>	<b>136,595</b>	<b>48,339</b>	<b>23,500</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	30,000	40,000	40,000
8200 Interest	5,462	10,200	10,200	10,200
8300 Capitalized Expenditures	(46,438)	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>(40,976)</b>	<b>40,200</b>	<b>50,200</b>	<b>50,200</b>
<b>FUND TOTAL</b>	<b>1,307,710</b>	<b>816,261</b>	<b>730,589</b>	<b>812,201</b>



City of Redlands  
**Job Ledger Budget**  
 Budget Year 2017-18

Department: Quality of Life

**Fund**  
 CEMETERY FUND

**Orgkey**  
 562430

Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
49002	Cemetery General Admin	730,589	812,201

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TOTALS                      \$730,589                      \$812,201

**City of Redlands  
2017-18  
Adopted Budget**

**Quality of Life  
Redlands Municipal Airport  
(Aviation Division)**

**Program Description:**

The Aviation Division manages operations and 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 Aeronautics Division requirements for General Aviation airport facilities. The Airport budget is presented in a separate enterprise fund with the goal of sustaining the program through airport revenue. The Airport Advisory Board has been appointed by City Council to advise staff and the City Council on all matters relating to airport management. Oversight is provided by department staff which coordinates airport maintenance activities and grant acquisition and administration through various divisions within the Department.

The Airport encompasses 177 acres, with 199 hangars, 307 tie downs, and approximately 200 based aircraft. There are currently 9 businesses based at the airport.

**Program Objectives:**

- Maintain a safe aviation environment
- Operate the Airport as a self-sustaining enterprise fund
- Provide regular inspection of airport public facilities and equipment and provide maintenance as required
- Leverage FAA and Caltrans entitlements to maximize capital improvements through FAA and Caltrans grant programs
- Administer the City-owned west ramp tie downs
- Administer four land leases
- Administer the airport storm water pollution prevention program
- Provide staff support to the Airport Advisory Board
- Provide routine maintenance and repair of runway lighting, security gates and other airport facilities

**Significant Program Changes and Process Improvements:**

- Re-established an on-site presence at the Airport by City staff as recommended in the Airport Business Plan approved by the City Council. A staff member is designated as the part-time Airport Manager and an office has been established in the Airport lobby. This has enabled more engagement with the airport community and has enabled staff to better assess the operational environment at the Airport.
- Municipal Hangar and Tie Down leases revised to meet new minimum standards for Airport security and risk management as outlined in the Business Plan.
- Regular meetings are held with the Fixed Base Operators (FBOs) located at the Airport in order to better assess their operational needs and provide timely resolution to any concerns.

**Capital Purchases Greater Than \$50,000:**

- Construction of the Lighting and Signage ACIP Project began in March 2017, with an expected completion date of June 2017.

**Accomplishments for Fiscal Year 2016-17:**

- Met FAA and Caltrans regulations for the use and operation of the facilities
- Hosted the 2017 Hangar 24-Charities sponsored air show event
- Awarded an FAA Airport Capital Improvement (ACIP) Grant to construct an initial phase of upgraded lighting and signage at the Airport. Additional grants will be sought for the construction of additional phases as needed.
- Awarded a Caltrans Airport Improvement Match Grant to cover a portion of the City's required matching funds for the FAA ACIP Grant.
- Implementation of recommended actions outlined in the Airport Business Plan adopted by the City Council in July 2016.
- Updated the Airport's General Industrial Permit, as required by the California State Water Resources Control Board.

**Strategic Plan Accomplishments:**

- Objective D-8: Conduct Asset Inventory - Airport Business Plan was adopted by Council in 2016
  - Staff has begun the implementation process of the recommendations outlined in the plan
  - Grant acceptance and contract awards for the Lighting and Signage ACIP Project were completed by December 2016
- Objective D-8.2: Conduct inventory assessment and evaluation of the following assets: Streets, Parks, Trees, Sidewalks, Storm drains, Cemetery, Airport, Citrus Groves and Fleet
  - Needs assessment was included in the Airport Business Plan
  - Staff has begun the implementation process of the recommendations outlined in the plan

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
AIRPORT

**FUND**

AVIATION OPERATING FUND

**ORGKEY**

564450

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	65,451	65,268	54,437	52,850
4005 Salaries: Part Time	55	0	0	0
4010 Overtime Salaries	1,490	1,000	1,719	1,000
4012 Stand By	0	0	97	0
4015 Banked Leave Buy Back	1,994	1,835	786	1,684
4050 Pension Contributions	(8,117)	12,983	10,569	11,240
4051 Fica/Medicare	5,292	5,194	4,399	4,269
4053 Deferred Compensation	345	686	545	826
4055 Health/Dental Insurance	9,303	8,160	8,012	3,252
4056 Worker's Comp Insurance	643	2,349	2,349	2,087
4057 Disability Insurance	286	150	246	47
4058 Unemployment Insurance	603	439	396	339
4059 Life Insurance	69	63	59	49
4080 Vehicle Allowance	29	36	20	0
4081 Eyecare Reimbursement	139	178	52	176
4084 Clothing Cash Payment	60	70	70	22
4085 Other Taxable Benefits	2,260	1,862	1,381	2,505
<b>TOTAL SALARIES AND BENEFITS</b>	<b>79,902</b>	<b>100,273</b>	<b>85,137</b>	<b>80,346</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	58,250	10,000	7,000	10,000
5190 Other Professional Services	176,905	2,000	2,000	2,000
5240 Meeting & Professional Devlpmt	63	2,000	2,000	2,000
5255 Travel Reimbursement	0	2,000	2,000	2,000
5270 Printing and Binding	1,092	1,000	1,000	1,000
5275 Postage	116	150	500	500
5280 Advertising	1,571	1,000	1,000	1,000
5300 Water, Sewer, Disposal	5,553	4,100	4,100	5,000
5303 Telephone	2,099	2,000	2,099	2,099
5310 Electricity & Gas	20,713	26,000	26,000	26,000
5320 Janitorial Services	600	9,599	2,000	9,600
5340 Office Equipment Maintenance	0	0	200	500
5350 Building/Grounds Maintenance	28,675	30,000	13,300	33,300
5392 License and Permits	1,282	0	0	0
5395 Info Technology Services Charges	1,614	1,614	1,614	1,868
5451 Retiree Health Insurance	19,142	0	0	0
5490 Other Insurance	6,644	7,000	7,000	7,000
5720 Taxes	0	0	0	0
5800 Subscriptions & Memberships	0	0	1,000	1,000

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
AIRPORT

**FUND**

AVIATION OPERATING FUND

**ORGKEY**

564450

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES (CONT.)</u></b>				
5840 Training	28	500	1,000	1,000
5870 General Govt Service Charge	57,274	58,248	58,248	59,646
5880 Special Contractual Services	9,549	15,000	10,000	36,000
5898 State Mandated Fees	0	0	1,700	1,700
5950 Bad Debt Expense	520	2,054	2,054	2,054
5990 Reimbursed Expenditures	0	0	5,370	0
5995 Depreciation Expense	124,620	0	0	0
<b>TOTAL SERVICES</b>	<b>516,310</b>	<b>174,265</b>	<b>151,185</b>	<b>205,267</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	531	580	800	800
6210 Repair/Maintenance Supplies	9,024	5,000	5,000	5,000
6350 Building Supplies	0	5,000	1,000	5,000
6500 Office Equipment & Furniture	0	2,401	0	500
6510 Small Tools & Equipment	0	1,000	0	500
<b>TOTAL SUPPLIES</b>	<b>9,555</b>	<b>13,981</b>	<b>6,800</b>	<b>11,800</b>
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvement	42,200	983,067	1,100,000	0
<b>TOTAL FIXED ASSETS</b>	<b>42,200</b>	<b>983,067</b>	<b>1,100,000</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	40,000	40,000	40,000
8200 Interest	4,084	3,000	3,000	3,000
8300 Capitalized Expenditures	(42,400)	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>(38,316)</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>
 <b>FUND TOTAL</b>	 <b>609,651</b>	 <b>1,314,586</b>	 <b>1,386,122</b>	 <b>340,413</b>

City of Redlands  
**Job Ledger Budget**  
 Budget Year 2017-18

Department: Quality of Life

<b>Fund</b>		<b>Orgkey</b>	
AIRPORT		564450	
Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
64001	Airport Admin & General	229,290	330,413
64002	State CAAP	50,000	10,000
64003	State AIP Match	41,372	0
64083	Airfield Lighting and Signs Plan (FAA Grant 3-06-0195-013-2014 )	101,673	0
64084	Design and Engineering of Redlands Municipal Airfield Signage and Lighting (FAA Grant 3-06-0195-014-2015)	136,350	0
64085	Construction of Redlands Municipal Airfield Signage and Lighting (FAA Grant 3-06-0195-015-2016)	827,437	0
TOTALS		\$1,386,122	\$340,413

**City of Redlands  
2017-18  
Adopted Budget**

**Quality of Life  
Equipment Maintenance Division**

**Program Description:**

The Equipment Maintenance Division provides service, maintenance, repairs and safety inspections for the City of Redlands vehicles and equipment. Emphasis is placed on safety, preventive maintenance and compliance with air quality regulations. Equipment Maintenance functions with a Fleet Services Coordinator, four Technicians and a Project Assistant who provide the support necessary to address fleet concerns and manage the L/CNG Fuel Station. The Equipment Maintenance Division is an internal service fund.

**Program Objectives:**

- Provide effective and reliable customer service
- Identify possibilities for increases in electric vehicles and charge stations to support City and public needs
- Quarterly planning to refurbish fleet paint and body, including safety lighting when applicable
- Implement and maintain programs required by the State of California and other regulatory agencies
- Increase training for mechanics to update skills and knowledge pertaining to the computer and electronic technology on newer model vehicles, electrical vehicles and alternative fuel converted vehicles
- Implementation of supply lockers to streamline and automate parts inventory

**Significant Program Changes:**

- Reassignment of Project Assistant to support garage administrative duties
- Restructure of organization to include a Field Superintendent to assist with the division assignments and work flow

**Accomplishments for Fiscal Year 2016-17:**

- Purchase of City's first all-Electric Vehicle and charging station for the Quality of Life Department
- Updates to L/CNG station reducing downtime and increasing revenue. Current usage is approximately 10,000 gallons of L/CNG used weekly for City owned vehicles and outside sales generating an approximate revenue of \$65,000 per month.
- Continued efforts in reducing inventory of parts for equipment that is no longer utilized. Parts returned to vendors and credits issued towards current purchase orders resulting in a substantial decreased inventory overhead.
- Continuous checks and balances and growth with vendors to help maintain: on/off site repairs, parts inventory, pricing and quality of parts
- Contracted supplemental fleet services to aid in off-site and afterhours maintenance demand for all City owned vehicles resulting in a greater fleet availability rate

**Strategic Plan Accomplishments:**

- Objective C-2.4: Maintain vehicle replacement budget plan - develop a replacement priority list based on APWA standards. A Reserve for General Fund Vehicle Replacement in the amount of \$350,000 was established to address the replacement needs of the City's aging fleet; the average age of the fleet is 11 years. Staff will continue to request City Council allocate funding towards vehicle replacements when available. As of September 2016, the fund has been utilized to replace a portion of vehicles ranked "High Priority" replacements. Of the City's fleet of 420 vehicles, 264 are beyond the recommended replacement age. The estimated cost to replace the City's ageing fleet is \$16,247,889.



City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
EQUIPMENT MAINTENANCE

**FUND**  
EQUIPMENT MAINTENANCE FUND

**ORGKEY**  
607500

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	312,850	370,733	342,868	446,393
4010 Overtime Salaries	18,132	15,000	16,225	15,000
4012 Stand By	1,020	1,500	4,195	1,000
4015 Banked Leave Buy Back	7,953	7,552	7,571	14,494
4016 Compensated Absences	3,169	0	0	0
4050 Pension Contributions	24,090	73,669	66,997	95,095
4051 Fica/Medicare	25,500	29,167	27,705	34,930
4053 Deferred Compensation	860	860	860	2,070
4055 Health/Dental Insurance	74,008	75,956	77,131	96,679
4056 Worker's Comp Insurance	9,035	22,927	22,927	21,662
4057 Disability Insurance	2,268	2,782	2,508	2,946
4058 Unemployment Insurance	2,640	2,821	3,034	3,142
4059 Life Insurance	357	410	411	456
4081 Eyecare Reimbursement	313	1,463	492	1,629
4082 Clothing Allowance	750	1,025	600	894
4083 Uniform Rental	9,881	8,500	8,236	8,236
4084 Clothing Cash Payment	100	100	100	100
4085 Other Taxable Benefits	220	487	188	1,068
<b>TOTAL SALARIES AND BENEFITS</b>	<b>493,146</b>	<b>614,952</b>	<b>582,048</b>	<b>745,794</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	4,989	2,900	13,080	13,080
5103 Software Support/Development	380	4,100	11,256	15,765
5140 Legal Services	0	7,500	90,000	7,500
5180 Medical/Physicals	265	250	250	250
5190 Other Professional Services	0	500	500	500
5240 Meeting & Professional Devlpmt	0	500	500	500
5255 Travel/Expense Reimbursement	0	500	500	500
5270 Printing and Binding	13	300	300	300
5275 Postage	28	100	100	156
5280 Advertising	3,055	1,000	325	1,000
5303 Telephone	1,106	4,000	792	4,000
5310 Electricity & Gas	0	125	125	125
5350 Building Grounds & Maintenance	59,559	30,000	28,092	33,526
5360 Machinery & Equip Maint	41,953	20,000	30,888	72,375
5365 Vehicle Maintenance	694,027	409,000	455,000	565,836
5392 License & Permits	7,927	9,500	5,916	9,500
5395 Info Technology Services Charges	18,014	15,112	15,112	20,850
5451 Retiree Health Insurance	114,850	120,000	120,000	120,000

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
EQUIPMENT MAINTENANCE

**FUND**  
EQUIPMENT MAINTENANCE FUND

**ORGKEY**  
607500

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES (CONT.)</u></b>				
5460 Liability Claims	0	0	56	0
5570 Office Equip & Furn Rent	2,775	2,500	5,099	3,275
5590 Other Rentals	877	10,000	2,721	10,000
5720 Taxes	11,348	12,000	66,336	67,256
5722 Penalties and Interest	0	2,100	45,000	2,100
5800 Subscriptions & Memberships	5,633	4,000	125	4,000
5840 Training	917	10,900	650	16,758
5870 General Govt Service Charge	258,371	262,764	262,764	269,070
5880 Special Contractual Services	10,307	40,000	2,496	40,000
5890 Landfill Tipping Charges	0	250	250	250
5950 Bad Debt Expense	0	350	350	350
5995 Depreciation Expense	12,582	0	0	0
<b>TOTAL SERVICES</b>	<b>1,248,976</b>	<b>970,251</b>	<b>1,158,583</b>	<b>1,278,822</b>
<b><u>SUPPLIES</u></b>				
6120 Chemical & Lab Supplies	0	500	360	500
6140 Office Supplies	3,801	2,000	1,992	2,856
6160 Medical Supplies	0	50	60	50
6180 Turnouts/Uniforms/Sfty Clothing	702	500	60	500
6210 Repair/Maintenance Supplies	9,268	500	9,384	2,500
6310 Janitorial Supplies	4,695	500	540	750
6350 Building Supplies	0	0	4,080	2,500
6375 Computer Components	3,091	12,000	2,016	12,000
6400 Equipment Parts	162	75	75	75
6410 Motor Vehicle Supplies	1,076,852	500,000	615,320	775,000
6420 Tires & Tubes	38,046	150,000	186,924	185,000
6430 Gasoline	434,250	400,000	279,504	400,000
6440 Compressed Natural Gas (LCNG)	549,755	515,000	515,000	690,000
6450 Oil and Lubricants	41,747	35,000	22,440	35,000
6460 Diesel Fuel	140,568	160,000	102,852	160,000
6500 Office Equipment & Furniture	224	2,500	108	2,500
6510 Small Tools & Equipment	8,218	6,000	2,016	8,750
6560 Food	204	0	538	750
6590 Special Departmental Supplies	7,482	2,500	3,408	2,500
<b>TOTAL SUPPLIES</b>	<b>2,319,065</b>	<b>1,787,125</b>	<b>1,746,677</b>	<b>2,281,231</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
EQUIPMENT MAINTENANCE

**FUND**  
EQUIPMENT MAINTENANCE FUND

**ORGKEY**  
607500

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>FIXED ASSETS</u></b>				
7080 Computer Equipment	5,900	0	0	0
TOTAL FIXED ASSETS	5,900	0	0	0
<b><u>DEBT SERVICE</u></b>				
8300 Capitalized Expenditures	(5,900)	0	0	0
TOTAL DEBT SERVICE	(5,900)	0	0	0
 FUND TOTAL	 4,061,187	 3,372,328	 3,487,308	 4,305,847

# City of Redlands 2017-18 Adopted Budget

## Municipal Utilities and Engineering

### Mission Statement:

To provide impeccable service to our community through professionalism, integrity, accountability, quality, transparency, dedication, collaboration and innovation. The Municipal Utilities and Engineering Department plans, builds, and maintains the city of Redlands' physical and environmental infrastructure for the residents, businesses and visitors 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 residents:

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

To provide these services MUED is organized into several divisions which include land development, capital improvement engineering services, regulatory compliance, water and wastewater operations, administration, and customer service/utility billing.

The administrative and general budget programs support each department functions. All engineering and utilities operations are coordinated for efficient use of City resources. Municipal Utilities & Engineering has a total of 107.5 equivalent fulltime 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 impact
  - 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 the event of 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)
  - Expand online self-service opportunities
- **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
  - Expand collaboration with Education and Industry partners on technology projects
- **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
  - Improve data collection and promote data driven decision making
- **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:**

- Participate in the EnerNoc Demand Response program designed for load shedding
- Rehabilitate well and booster pumps with premium efficiency units
- Review building energy consumption and collaborate on efficiency improvements
- Reduce pollutants and greenhouse gases by reducing traffic congestion
- Support sustainable transportation such as biking and walking
- Continually seek grant opportunities and sustainable technologies
- Promote the use of LED street lights and seek funding to replace existing HPS street lights

**Accomplishments for Fiscal Year 2016-17:**

Capital Projects implemented:

- City's "Pavement Management Program"
- Pavement Accelerated Repair Implementation Strategy (PARIS)
- PARIS Resurfacing Project (1029-1490), 115 lane-miles
- Construction of major bike lane grid system
- Installation of numerous traffic calming treatments and devices throughout the city
- Construction of street pavements, sidewalks, ADA ramps and street signs
- Planning for over \$6 million water, wastewater, streets, flood control, and other CIP projects
- Design of over \$37 million water, wastewater, streets, flood control, and other CIP projects

- Construction management of over \$19 million infrastructure improvement projects
- Construction of Orange Blossom Trail 2
- Design of Orange Blossom Trail 3
- Construction of I-10 Gateway project
- Construction of Heritage Park off-site improvements project
- Numerous City-owned building renovations
- \$4.1 million in grant funding
- Management of approximately \$3.8 million grant funded projects
- Planning for the citywide intelligent traffic signal system
- Planning for Emergency Vehicle Signal Preemption system
- Improved level of public engagement
- Leveraging social media platforms to share critical public information

Development Activity:

- One Stop Permit Center customer service training and efforts focused on improving development processing
- 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

**City of Redlands  
2017-18  
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**Municipal Utilities and Engineering  
Public Works Improvements**

**Program Description:**

Measure "I" is a half cent sales tax levy approved by the voters to fund local transportation improvements including the street expansion and rehabilitation and related capital improvements. A portion of the Measure "I" allocation is provided to the City for the improvement of local roadways. New for 2017-18, the Road Maintenance and Rehabilitation Account provides much needed additional funding to Redlands for local transportation improvements. Of note, because the PARIS program has already improved the PCI of city streets above 80, Redlands has additional project flexibility under RMRA. The local transportation and traffic signal, governmental public facilities, park development, and storm drain fund revenues collected from new development will provide the necessary funds for master planned facilities to accommodate impacts associated with new development.

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

**Program Objectives:**

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

**Significant Program Changes:**

**PARIS**

In 2012-13 the City completed the PARIS funding strategy for the pavement condition assessment and pavement management platform to strategically prioritize the investment of funds for road improvements. The initial stages of this program will result in the resurfacing of over 400 lane miles of all City streets. The program took considerable effort to complete and was unanimously approved by Council. Once completed, the City will have some of the best roadway surfaces in all San Bernardino County.

**Streetlight LED Conversion**

City staff are designing an LED upgrade of more than 4500 city-owned streetlights. The project is slated for completion by the end of the 2017 calendar year and is funded entirely through the energy savings generated by the conversion. These energy savings reduce greenhouse gases by 765 metric tons annually – equivalent to taking more than 2400 cars off the road.

**Traffic Signals**

Working with researchers from the University of Southern California, Esri Inc., technology startups and major hardware manufacturers, Redlands is developing an innovative traffic signal system that utilizes artificial intelligence and advanced machine learning to significantly reduce traffic congestion at intersections and make traffic signals dramatically more responsive to waiting vehicles.

**Flood Monitoring**

Building on Esri's advanced real-time mapping software platform, the City is developing a flood monitoring and early warning system that uses rain fall sensors and ground contour models to map and predict flooding before it occurs. When complete, this system has the potential to provide much needed early warning of flood events which increases response time and reduces damages to the city.

**WAZE Traffic Alerts**

In late 2016, the City partnered with the WAZE traffic app to share data about street closures and other events. Through this partnership, staff are able to notify the public when construction or other projects affect traffic as well as more quickly respond to events reported by WAZE users.

Staff pursues 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 2016-17:**

- Approximately 115 lane-miles of resurfacing
- Construction of I-10 Gateway project
- Construction of Cycle 4
- Construction of Cycle 4 Supplemental



City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
ENGINEERING

**FUND**

GENERAL FUND

**ORGKEY**

101400

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	260,963	210,431	264,858	171,312
4005 Salaries: Part Time	25,527	3,205	14,252	79,950
4010 Overtime Salaries	1,772	0	9,310	0
4012 Stand By	0	0	3,089	0
4015 Banked Leave Buy Back	8,192	4,856	5,809	6,786
4050 Pension Contributions	49,100	41,859	52,539	52,087
4051 Fica/Medicare	21,914	16,357	21,959	19,515
4053 Deferred Compensation	2,880	2,258	3,147	2,865
4055 Health/Dental Insurance	32,910	26,274	38,719	34,587
4056 Worker's Comp Insurance	23,323	50,092	50,092	41,735
4057 Disability Insurance	715	603	922	546
4058 Unemployment Insurance	3,056	1,089	2,815	1,376
4059 Life Insurance	197	158	251	175
4080 Vehicle Allowance	0	0	89	0
4081 Eyecare Reimbursement	145	565	145	623
4084 Clothing Cash Payment	220	208	230	176
4085 Other Taxable Benefits	781	1,061	1,086	953
<b>TOTAL SALARIES AND BENEFITS</b>	<b>431,695</b>	<b>359,016</b>	<b>469,312</b>	<b>412,686</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	5,090	0	0	0
5190 Other Professional Services	49,755	92,992	60,000	100,000
5240 Meeting & Professional Devlpmt	2,901	0	0	0
5270 Printing and Binding	3,504	2,500	0	0
5275 Postage	5	0	4	0
5280 Advertising	1,069	1,500	1,000	500
5303 Telephone	126	200	0	0
5392 License & Permits	118,172	104,000	106,256	110,000
5395 Info Technology Services Charges	12,521	12,154	12,154	16,769
5396 City Garage Charges	9,001	8,777	8,777	11,166
5570 Office Equip & Furn Rent	10,788	3,000	5,000	5,000
5760 Special Program Expenditure	245	1,500	1,500	1,500
5800 Subscriptions & Memberships	415	600	100	200
5840 Training	44	750	0	0
5880 Special Contractual Services	8,506	6,299	6,500	6,500
5950 Bad Debt Expense	750	2,000	0	0
5999 Contingency Vacancy	0	(2,654)	0	0
<b>TOTAL SERVICES</b>	<b>222,892</b>	<b>233,618</b>	<b>201,291</b>	<b>251,635</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
ENGINEERING

**FUND**

GENERAL FUND

**ORGKEY**

101400

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	746	500	0	0
6180 Turnouts/Uniform/Sfty Clothing	293	0	0	0
6375 Computer Components	5	0	0	0
6510 Small Tools & Equipment	0	0	151	0
6590 Special Departmental Supplies	17,463	16,400	0	0
<b>TOTAL SUPPLIES</b>	<b>18,507</b>	<b>16,900</b>	<b>151</b>	<b>0</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicle	0	0	10,000	0
7150 Other Betterments/Improvement	669,237	441,081	525,151	0
7230 Street Construction	0	0	50,000	50,000
7240 Storm Drain Construction	133,000	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>802,237</b>	<b>441,081</b>	<b>585,151</b>	<b>50,000</b>
 <b>DEPARTMENT TOTAL</b>	 <b>1,475,331</b>	 <b>1,050,615</b>	 <b>1,255,905</b>	 <b>714,321</b>

City of Redlands  
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**DEPARTMENT/DIVISION**  
LOCAL TRANSPORTATION

**FUND**  
LOCAL TRANSPORTATION FUND

**ORGKEY**  
209400

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	506,604	456,659	436,461	282,691
4005 Salaries: Part Time	559	12,820	2,455	31,980
4010 Overtime Salaries	3,055	0	1,697	0
4015 Banked Leave Buy Back	18,576	10,538	24,321	9,782
4050 Pension Contributions	94,234	91,445	84,088	65,560
4051 Fica/Medicare	37,345	34,975	33,348	24,625
4053 Deferred Compensation	5,814	5,452	5,014	3,396
4055 Health/Dental Insurance	38,183	37,972	39,167	26,362
4057 Disability Insurance	940	1,179	1,054	758
4058 Unemployment Insurance	3,652	2,079	1,929	1,536
4059 Life Insurance	327	302	291	198
4080 Vehicle Allowance	0	0	624	0
4081 Eyecare Reimbursement	275	1,078	115	707
4084 Clothing Cash Payment	320	340	270	200
4085 Other Taxable Benefits	6,272	5,714	6,185	5,739
<b>TOTAL SALARIES AND BENEFITS</b>	<b>716,156</b>	<b>660,553</b>	<b>637,019</b>	<b>453,534</b>
<b><u>SERVICES</u></b>				
5110 Architect & Engineer	0	0	765	0
5140 Legal Services	2,821	0	0	0
5190 Other Professional Services	29,559	48,779	38,500	0
5240 Meeting & Professional Devlpmt	1,044	0	0	0
5255 Travel Expense Reimbursement	161	0	199	0
5270 Printing and Binding	6,032	0	2,971	0
5275 Postage	16	0	56	0
5280 Advertising	886	0	431	0
5395 Info Technology Services Chgs	5,811	5,318	5,318	7,338
5760 Special Program Expenditures	8,409	0	45,342	0
5800 Subscriptions & Membership	0	0	400	0
5840 Training	0	0	111	0
5870 General Govt Service Charge	(133,457)	20,497	49,324	20,989
5880 Special Contractual Services	22,846	21,684	2,072	0
<b>TOTAL SERVICES</b>	<b>(55,872)</b>	<b>96,278</b>	<b>145,489</b>	<b>28,327</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	0	12	0
6140 Office Supplies	800	0	787	0
6180 Turnouts/uniform/sfty Clothing	56	0	0	0
6210 Repair/Maintenance Supplies	142	0	0	0
6310 Janitorial Supplies	4	0	150	0
6500 Office Equipment & Furniture	743	0	326	0

City of Redlands  
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**DEPARTMENT/DIVISION**  
LOCAL TRANSPORTATION

**FUND**

LOCAL TRANSPORTATION FUND

**ORGKEY**

209400

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b>SUPPLIES (CONT.)</b>				
6510 Small Tools & Equipment	16	0	0	0
6560 Food	0	0	31	0
6590 Special Departmental Supplies	75	0	230	0
<b>TOTAL SUPPLIES</b>	<b>1,836</b>	<b>0</b>	<b>1,536</b>	<b>0</b>
<b>FIXED ASSETS</b>				
7150 Other Betterment/Improvement	22,527	3,344,518	1,531,250	396,500
7230 Street Construction	6,443,165	9,261,918	8,272,930	367,422
<b>TOTAL FIXED ASSETS</b>	<b>6,465,692</b>	<b>12,606,436</b>	<b>9,804,180</b>	<b>763,922</b>
<b>FUND TOTAL</b>	<b>7,127,812</b>	<b>13,363,267</b>	<b>10,588,224</b>	<b>1,245,783</b>



City of Redlands  
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**DEPARTMENT/DIVISION**  
MEASURE I (2010)

**FUND**  
MEASURE I FUND (2010)

**ORGKEY**  
210400

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	162,778	160,179	147,720	176,977
4005 Salaries: Part Time	839	0	0	31,980
4010 Overtime Salaries	1,317	0	831	0
4015 Banked Leave Buy Back	4,611	3,696	3,751	5,975
4050 Pension Contributions	30,380	31,863	28,324	43,531
4051 Fica/Medicare	12,213	12,252	10,982	16,346
4053 Deferred Compensation	1,605	1,675	1,561	2,257
4055 Health/Dental Insurance	17,256	13,879	14,668	21,164
4057 Disability Insurance	352	499	360	605
4058 Unemployment Insurance	1,154	751	735	1,046
4059 Life Insurance	112	109	102	135
4080 Vehicle Allowance	0	0	178	0
4081 Eyecare Reimbursement	55	389	52	482
4084 Clothing Cash Payment	160	140	100	170
4085 Other Taxable Benefits	1,054	1,625	1,659	2,855
<b>TOTAL SALARIES AND BENEFITS</b>	<b>233,886</b>	<b>227,057</b>	<b>211,023</b>	<b>303,523</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	1,839	0	0	0
5395 Info Technology Service Chgs	1,455	1,332	1,332	1,838
5870 General Govt Service Charge	(5,752)	12,576	9,885	12,878
<b>TOTAL SERVICES</b>	<b>(2,458)</b>	<b>13,908</b>	<b>11,217</b>	<b>14,716</b>
<b><u>FIXED ASSETS</u></b>				
7230 Street Construction	193,252	5,311,653	2,550,000	5,000,000
<b>TOTAL FIXED ASSETS</b>	<b>193,252</b>	<b>5,311,653</b>	<b>2,550,000</b>	<b>5,000,000</b>
 <b>FUND TOTAL</b>	 <b>424,680</b>	 <b>5,552,618</b>	 <b>2,772,240</b>	 <b>5,318,239</b>

City of Redlands  
**Job Ledger Budget**

Budget Year 2017-18

Department: Municipal Utilities & Engineering

<b>Fund</b>		<b>Orgkey</b>	
Measure I (2010)		210400	
Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
41500	PARIS 1029-1490	2,772,240	0
Unassigned	PARIS 1491-XXXX	0	5,318,239

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	TOTALS	\$2,772,240	\$5,318,239
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City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
GENERAL CAPITAL IMPROVEMENT

**FUND** GENERAL CAPITAL IMPROVEMENT FUND **ORGKEY** 240400

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	23,415	61,122	71,959	122,927
4005 Salaries: Part Time	0	0	0	31,980
4010 Overtime Salaries	103	0	31	0
4015 Banked Leave Buyback	144	1,410	1,288	4,217
4050 Pension Contributions	4,450	12,158	13,841	32,564
4051 Fica/Medicare	1,818	4,840	5,455	12,091
4053 Deferred Compensation	336	627	562	2,171
4055 Health/Dental Insurance	1,681	5,192	5,800	15,042
4057 Disability Insurance	1	74	104	210
4058 Unemployment Insurance	164	304	272	790
4059 Life Insurance	15	44	53	108
4081 Eyecare Reimbursement	0	158	16	385
4084 Clothing Allowance	10	20	0	56
4085 Other Taxable Benefits	586	720	1,050	2,456
<b>TOTAL SALARIES AND BENEFITS</b>	<b>32,723</b>	<b>86,669</b>	<b>100,431</b>	<b>224,997</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	91,334	117,276	98,000	0
5270 Printing and Binding	659	0	0	0
5275 Postage	3	0	0	0
5280 Advertising	443	0	10	0
5392 License & Permits	0	0	5,450	0
5760 Special Program Expenditures	2,260	0	0	0
5990 Reimbursed Expenditures	(50,142)	0	0	0
<b>TOTAL SERVICES</b>	<b>44,557</b>	<b>117,276</b>	<b>103,460</b>	<b>0</b>
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvement	1,100,904	1,875,601	125,000	7,393,863
7270 Building Construction	0	0	0	324,345
<b>TOTAL FIXED ASSETS</b>	<b>1,100,904</b>	<b>1,875,601</b>	<b>125,000</b>	<b>7,718,208</b>
<b>FUND TOTAL</b>	<b>1,178,184</b>	<b>2,079,546</b>	<b>328,891</b>	<b>7,943,205</b>





City of Redlands  
2017-18  
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**DEPARTMENT/DIVISION**  
PARK & OPEN SPACE DEVELOPMENT FUND

<b><u>FUND</u></b>	<b><u>ORGKEY</u></b>
PARK & OPEN SPACE DEVELOPMENT FUND	250400

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	0	4,289	2,211	18,866
4010 Overtime Salaries	0	0	9	0
4015 Banked Leave Buy-Back	0	99	129	667
4050 Pension Contributions	0	854	426	4,010
4051 Fica/Medicare	0	297	131	1,432
4053 Deferred Compensation	0	120	49	324
4055 Health/Dental Insurance	0	428	23	1,695
4058 Unemployment Insurance	0	13	4	69
4059 Life Insurance	0	2	1	10
4080 Vehicle Allowance	0	0	18	0
4081 Eyecare Reimbursement	0	7	1	36
4085 Insurance Adjustment	0	47	71	66
<b>TOTAL SALARIES AND BENEFITS</b>	0	6,156	3,073	27,175
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	4,863	4,706	4,706	4,545
5190 Other Professional Services	48,593	79,917	115,000	0
5280 Advertising	0	0	429	0
5870 General Govt Service Charge	1,837	5,000	0	0
5990 Reimbursed Expenditures	50,143	0	0	0
<b>TOTAL SERVICES</b>	105,436	89,623	120,135	4,545
<b><u>SUPPLIES</u></b>				
6560 Food	61	0	0	0
<b>TOTAL SUPPLIES</b>	61	0	0	0
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvement	461,131	393,643	861,099	0
<b>TOTAL FIXED ASSETS</b>	461,131	393,643	861,099	0
<b><u>DEBT SERVICE</u></b>				
8100 Principal	52,186	53,830	53,830	55,525
8200 Interest	50,239	48,569	48,569	46,847
<b>TOTAL DEBT SERVICE</b>	102,425	102,399	102,399	102,372
 <b>FUND TOTAL</b>	 669,053	 591,821	 1,086,706	 134,092



City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
PUBLIC FACILITY DEVELOPMENT - PW

**FUND**  
PUBLIC FACILITY DEVELOPMENT FUND

**ORGKEY**  
251400

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	0	1,777	1,831	3,256
4010 Overtime Salaries	0	0	9	0
4015 Banked Leave Buy Back	0	41	129	306
4050 Pension Contributions	0	353	352	692
4051 Fica/Medicare	0	100	100	228
4053 Deferred Compensation	0	47	49	88
4055 Health/Dental Insurance	0	15	16	139
4058 Unemployment Insurance	0	4	4	9
4059 Life Insurance	0	1	1	1
4080 Vehicle Allowance	0	0	18	0
4081 Eyecare Reimbursement	0	2	1	5
4085 Other Taxable Benefits	0	44	44	45
<b>TOTAL SALARIES AND BENEFITS</b>	<b>0</b>	<b>2,384</b>	<b>2,554</b>	<b>4,769</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	1,998	0	0	0
5870 General Govt Service Charge	2,576	15,500	0	0
<b>TOTAL SERVICES</b>	<b>4,574</b>	<b>15,500</b>	<b>0</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>				
8200 Interest	3,330	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>3,330</b>	<b>0</b>	<b>0</b>	<b>0</b>
 <b>FUND TOTAL</b>	 <b>7,904</b>	 <b>17,884</b>	 <b>2,554</b>	 <b>4,769</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
ARTERIAL STREET CONSTRUCTION

<b><u>FUND</u></b>				<b><u>ORGKEY</u></b>
ARTERIAL STREET CONSTRUCTION FUND				252400
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	0	1,777	1,831	3,256
4010 Overtime Salaries	0	0	9	0
4015 Banked Leave Buy Back	0	41	129	306
4050 Pension Contributions	0	363	352	692
4051 Fica/Medicare	0	100	100	228
4053 Deferred Compensation	0	47	49	88
4055 Health/Dental Insurance	0	15	16	139
4057 Disability Insurance	0	0	0	0
4058 Unemployment Insurance	0	4	4	9
4059 Life Insurance	0	1	1	1
4080 Vehicle Allowance	0	0	18	0
4081 Eyecare Reimbursement	0	2	1	5
4085 Other Taxable Benefits	0	44	44	45
<b>TOTAL SALARIES AND BENEFITS</b>	<b>0</b>	<b>2,394</b>	<b>2,554</b>	<b>4,769</b>
<b><u>SERVICES</u></b>				
5760 Special Program Expenditures	351	0	0	0
5870 General Govt Service Charge	10,195	5,000	0	0
<b>TOTAL SERVICES</b>	<b>10,546</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>10,546</b>	<b>7,394</b>	<b>2,554</b>	<b>4,769</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
TRAFFIC SIGNALS FUND

**FUND**  
TRAFFIC SIGNALS FUND

**ORGKEY**  
253400

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5190 Other Professional Services	2,938	0	0	0
5760 Special Program Expenditures	176	0	0	0
5870 General Govt Service Charge	1,315	2,000	0	0
5880 Special Contractual Services	0	0	0	0
<b>TOTAL SERVICES</b>	<b>4,429</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvement	0	0	160,000	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>160,000</b>	<b>0</b>
 <b>FUND TOTAL</b>	 <b>4,429</b>	 <b>2,000</b>	 <b>160,000</b>	 <b>0</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
FREEWAY INTERCHANGES

**FUND**  
FREEWAY INTERCHANGES FUND

**ORGKEY**  
254400

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	(20)	10,786	20,086	13,745
4010 Overtime Salaries	0	0	18	0
4015 Banked Leave Buy Back	0	249	1,319	780
4050 Pension Contributions	0	2,146	3,887	2,921
4051 Fica/Medicare	0	768	1,528	1,023
4053 Deferred Compensation	0	154	157	235
4055 Health/Dental Insurance	0	545	1,244	808
4058 Unemployment Insurance	0	40	220	48
4059 Life Insurance	0	6	12	7
4080 Vehicle Allowance	0	0	36	0
4081 Eyecare Reimbursement	0	20	13	25
4085 Other Taxable Benefits	0	98	99	101
<b>TOTAL SALARIES AND BENEFITS</b>	<b>(20)</b>	<b>14,812</b>	<b>28,619</b>	<b>19,693</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	0	7,402	121,609
5760 Special Program Expenditures	2,809	0	0	0
5870 General Govt Service Charge	6,927	2,000	0	0
<b>TOTAL SERVICES</b>	<b>9,736</b>	<b>2,000</b>	<b>7,402</b>	<b>121,609</b>
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvement	0	1,012,900	0	0
7230 Street Construction	337,633	0	0	1,032,589
<b>TOTAL FIXED ASSETS</b>	<b>337,633</b>	<b>1,012,900</b>	<b>0</b>	<b>1,032,589</b>
<b>FUND TOTAL</b>	<b>347,349</b>	<b>1,029,712</b>	<b>36,021</b>	<b>1,173,891</b>

City of Redlands  
**Job Ledger Budget**

Budget Year 2017-18

Department: Municipal Utilities & Engineering

<b>Fund</b>		<b>Orgkey</b>	
FREEWAY INTERCHANGES FUND		254400	
Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
41400	University Ramp	26,619	1,049,380
41401	I10/Alabama	9,402	124,511

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TOTALS                      \$36,021                      \$1,173,891



City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
STORM DRAIN CONSTRUCTION

**FUND**  
STORM DRAIN CONSTRUCTION FUND

**ORGKEY**  
405400

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	25,099	32,959	29,934	36,602
4010 Overtime Salaries	30	0	0	0
4015 Banked Leave Buy Back	579	760	676	754
4050 Pension Contributions	4,789	6,557	5,801	7,779
4051 Fica/Medicare	1,854	2,584	2,154	2,859
4053 Deferred Compensation	215	357	315	485
4055 Health/Dental Insurance	1,952	3,094	2,930	4,576
4058 Unemployment Insurance	159	152	197	169
4059 Life Insurance	15	22	20	25
4081 Eyecare Reimbursement	0	79	0	88
4085 Other Taxable Benefits	30	53	38	143
<b>TOTAL SALARIES AND BENEFITS</b>	<b>34,722</b>	<b>46,617</b>	<b>42,065</b>	<b>53,480</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	10,104	0	0	0
5270 Printing and Binding	149	0	0	0
5760 Special Program Expenditures	0	0	1,200	0
5870 General Govt Service Charge	3,243	4,422	343	4,529
<b>TOTAL SERVICES</b>	<b>13,496</b>	<b>4,422</b>	<b>1,543</b>	<b>4,529</b>
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvement	0	35,976	0	0
7240 Storm Drain Construction	69,318	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>69,318</b>	<b>35,976</b>	<b>0</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>117,536</b>	<b>87,015</b>	<b>43,608</b>	<b>58,009</b>

City of Redlands  
**Job Ledger Budget**

Budget Year 2017-18

Department: Municipal Utilities & Engineering

**Fund**  
 STORM DRAIN CONSTRUCTION FUND

**Orgkey**  
 405400

Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
48010	General Admin	43,608	58,009

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TOTALS                      \$43,608                      \$58,009

**City of Redlands  
2017-18  
Adopted Budget**

**Municipal Utilities and Engineering  
Water**

**Program Description:**

The water utility produces and distributes water to over 21,950 water services, or to approximately 69,800 customers, within its service area. In general, the service area includes the city of Redlands, a small portion of Loma Linda, and 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 potable and non-potable pipelines, over 3,000 potable and non-potable fire hydrants, 18 reservoirs, two surface water treatment plants, one perchlorate treatment plant, 22 active potable and 12 non-potable groundwater production wells, and 14 booster station facilities.

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

**Program Objectives:**

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

**Significant Program Changes:**

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

**Accomplishments for Fiscal Year 2016-17:**

- Replaced or began replacement of nearly 2.7 miles of deteriorated water distribution main
- Rehabilitated Agate Well No. 2, Airport Well No. 1, Rees Well, Crafton Reservoir, and Country Club Booster Station
- Completed over \$58,900 worth of pre-inspections for the Water Efficiency Rebate Program and finalized over \$41,300 in rebates which were given for over 37,600 square feet of turf converted, saving nearly 3.5 million gallons of water per year. Rebates for high efficiency sprinklers, toilets, washers, and weather-based irrigation controllers were also given
- Staff began working on a new educational campaign geared towards elementary-aged children and will feature two alligators, Ira and Eva, to teach about ways to save water primarily outdoors

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
WATER

**FUND**  
WATER FUND

**ORGKEY**  
501403

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	3,282,956	3,882,566	3,579,418	3,760,991
4005 Salaries: Part Time	87,082	32,050	92,859	193,950
4010 Overtime Salaries	186,775	185,000	177,169	185,000
4012 Stand By	70,772	69,889	76,113	76,113
4015 Banked Leave Buy Back	105,393	89,598	134,334	124,206
4016 Compensated Absences	(137,854)	0	0	0
4050 Pension Contributions	132,298	772,321	689,531	810,612
4051 Fica/Medicare	280,791	307,594	306,256	313,608
4053 Deferred Compensation	9,180	12,539	11,096	17,917
4055 Health/Dental Insurance	632,039	722,375	680,996	734,278
4056 Worker's Comp Insurance	367,344	201,678	201,678	294,356
4057 Disability Insurance	25,487	27,518	26,982	25,228
4058 Unemployment Insurance	33,914	27,602	34,357	29,126
4059 Life Insurance	3,233	3,875	3,676	3,711
4080 Vehicle Allowance	504	0	445	0
4081 Eyecare Reimbursement	4,090	13,861	5,856	13,255
4082 Clothing Allowance	6,565	10,276	6,140	7,444
4083 Uniform Rental	21,377	18,393	18,393	18,393
4084 Clothing Cash Payment	924	1,167	874	874
4085 Other Taxable Benefits	18,695	21,048	44,537	51,266
<b>TOTAL SALARIES AND BENEFITS</b>	<b>5,131,565</b>	<b>6,399,350</b>	<b>6,090,710</b>	<b>6,660,328</b>

**SERVICES**

5103 Software Support/Development	25,370	2,500	20,000	25,000
5140 Legal Services	1,928	0	33,500	0
5141 Settlements/Judgements	2,000	0	0	0
5142 City Attorney Legal Service	34,149	33,500	36,647	33,500
5180 Medical/Physicals	1,525	1,700	1,700	1,700
5190 Other Professional Services	390,379	165,500	100,000	200,000
5240 Meeting & Professional Devlpmt	1,495	2,500	0	2,500
5255 Travel Expense Reimbursement	8,227	13,750	10,030	12,000
5270 Printing and Binding	18,708	35,800	13,700	30,000
5275 Postage	22,159	37,000	14,004	10,000
5280 Advertising	16,734	25,000	6,900	3,000
5300 Water, Sewer, Disposal	8,084	8,000	8,000	8,000
5301 City Water	318,601	285,000	320,000	320,000
5303 Telephone	37,643	64,200	37,463	42,000
5310 Electricity & Gas	336,867	400,000	300,000	350,000
5312 Electric Service: Facility Ops	1,318,228	2,340,000	1,410,376	1,602,000

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
WATER

**FUND**  
WATER FUND

**ORGKEY**  
501403

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES (CONT.)</u></b>				
5314 Gas Service: Facility Ops	747	1,500	600	1,500
5317 Service for Facility Ops	28,430	50,000	22,000	45,000
5318 Energy for Treatment	66,220	80,000	40,000	60,000
5320 Janitorial Services	3,540	6,000	3,520	40,000
5340 Office Equipment Maintenance	369	0	0	0
5350 Building/Grounds Maintenance	110	5,000	0	5,000
5360 Machinery & Equip Maint	0	15,000	20,000	25,000
5365 Vehicle Maintenance	3,971	3,000	0	0
5392 License & Permits	150,632	264,500	172,235	250,000
5395 Info Technology Services Charges	380,952	348,680	348,680	481,060
5396 City Garage Charges	640,607	695,572	695,572	873,829
5451 Retiree Health Insurance	1,186,784	400,000	400,000	400,000
5510 Land and Building Rent	2,036	4,500	1,069	4,500
5530 Clothing and Linen Rent	0	0	20,400	22,000
5570 Office Equip & Furn Rent	7,682	10,500	3,938	5,000
5590 Other Rentals	17,571	21,200	9,368	30,000
5710 Street Repairs	230,024	0	976,017	0
5720 Taxes	10,904	11,000	11,000	0
5722 Penalties and Interest	41	0	250	0
5730 Stock Assessment	576,217	550,000	950,400	950,400
5760 Special Program Expenditures	170,298	255,000	183,990	250,000
5765 Conservation Rebates	538,675	150,000	65,000	60,000
5800 Subscriptions & Memberships	8,905	7,050	4,221	10,000
5840 Training	15,557	54,500	26,571	60,000
5870 General Govt Service Charge	1,091,517	1,132,416	1,132,416	1,159,594
5880 Special Contractual Services	132,157	125,000	101,000	30,000
5890 Landfill Tipping Charges	0	0	400	0
5898 State Mandated Fees	0	2,000	0	0
5950 Bad Debt Expense	48,824	0	10,500	0
5980 Billing Services	437,500	450,000	450,000	450,000
5995 Depreciation Expense	2,453,677	0	0	0
<b>TOTAL SERVICES</b>	<b>10,746,044</b>	<b>8,056,868</b>	<b>7,961,467</b>	<b>7,852,583</b>
<b><u>SUPPLIES</u></b>				
6100 Purchased Water	3,672	150,000	175,000	200,000
6120 Chemical & Lab Supplies	311,362	550,000	240,000	325,000
6130 Books & Supplies	1,775	1,700	247	1,500
6140 Office Supplies	25,930	17,700	16,781	16,500
6145 Awards/Recognition Program	109	3,000	0	10,000

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
WATER

**FUND**  
WATER FUND

**ORGKEY**  
501403

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT.)</u></b>				
6160 Medical Supplies	0	0	82	0
6180 Turnouts/Uniforms/Sfty Clothing	33,941	38,500	17,049	34,000
6190 Photo & Copying Supplies	38	0	0	0
6210 Repair/Maintenance Supplies	1,000,533	1,080,000	1,100,600	1,034,000
6310 Janitorial Supplies	5,124	6,500	4,000	3,000
6375 Computer Components	2,383	20,000	8,000	20,000
6410 Motor Vehicle Supplies	1,040	4,500	0	50,000
6430 Gasoline	0	0	46	0
6500 Office Equipment & Furniture	5,672	8,500	5,000	6,000
6510 Small Tools & Equipment	63,188	65,000	34,814	75,000
6560 Food	2,064	6,600	800	2,500
6570 Water Meters & Fittings	305,891	400,000	300,000	400,000
6590 Special Departmental Supplies	42,030	112,350	30,000	50,000
<b>TOTAL SUPPLIES</b>	<b>1,804,752</b>	<b>2,464,350</b>	<b>1,932,419</b>	<b>2,227,500</b>
<b><u>FIXED ASSETS</u></b>				
7060 Office Furniture	0	48,000	0	21,000
7100 Motor Vehicles	158,611	280,000	200,000	320,000
7140 All Other Equipment	20,937	45,000	5,000	170,000
7150 Other Betterments/Improvement	10,434	0	25,000	0
<b>TOTAL FIXED ASSETS</b>	<b>189,982</b>	<b>373,000</b>	<b>230,000</b>	<b>511,000</b>
<b><u>DEBT SERVICE</u></b>				
8300 Capitalized Expenditures	38,645	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>38,645</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>17,910,988</b>	<b>17,293,568</b>	<b>16,214,596</b>	<b>17,251,411</b>

City of Redlands  
**Job Ledger Budget**

Budget Year 2017-18

Department: Municipal Utilities & Engineering

<b>Fund</b>		<b>Orgkey</b>	
WATER FUND		501403	
Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
71001	Water Admin & General	4,280,844	4,587,529
71010	Water Engineering	679,504	791,724
71020	Water Production & Operation - General	3,290,644	3,823,895
71024	Water Production Maintenance	1,168,953	1,656,753
71032	Water Treatment - HTWTP	135,887	315,574
71034	Water Treatment - HHWTP	1,129,928	1,167,174
71040	Water Quality - General	128,331	339,069
71060	Water Distribution - General	4,981,915	4,083,029
71090	Water Conservation Program	416,079	485,115
71115	'B' Contract (City)	1,750	-
71116	South Mountain Water (Reimbursable)	761	1,548
<b>TOTALS</b>		<b>\$16,214,596</b>	<b>\$17,251,411</b>

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
WATER PROJECTS

**FUND**

WATER PROJECTS FUND

**ORGKEY**

503403

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	5,497	0	2,157	0
4012 Stand By	6	0	0	0
4050 Pension Contributions	994	0	391	0
4051 Fica/Medicare	417	0	165	0
4055 Health/Dental Insurance	1,358	0	419	0
4057 Disability Insurance	46	0	18	0
4058 Unemployment Insurance	35	0	7	0
4059 Life Insurance	5	0	2	0
4085 Other Taxable Benefits	13	0	6	0
TOTAL SALARIES AND BENEFITS	<u>8,371</u>	<u>0</u>	<u>3,165</u>	<u>0</u>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	26,065	140,000	20,450	80,000
5270 Printing and Binding	0	0	1,188	0
5275 Postage	44	0	22	0
5280 Advertising	455	0	2,147	0
5392 License & Permits	0	0	958	0
5722 Penalties and Interest	0	0	12	0
5760 Special Program Expenditures	97,592	0	0	0
TOTAL SERVICES	<u>124,156</u>	<u>140,000</u>	<u>24,777</u>	<u>80,000</u>
<b><u>SUPPLIES</u></b>				
6210 Repair/Maintenance Supplies	112,834	0	0	0
TOTAL SUPPLIES	<u>112,834</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvement	1,908	87,716	15,961	0
7700 Water Facilities	3,128,664	10,826,651	5,174,459	9,700,000
TOTAL FIXED ASSETS	<u>3,130,572</u>	<u>10,914,367</u>	<u>5,190,420</u>	<u>9,700,000</u>
<b><u>DEBT SERVICE</u></b>				
8300 Capitalized Expenditures	(30,884)	0	0	0
TOTAL DEBT SERVICE	<u>(30,884)</u>	<u>0</u>	<u>0</u>	<u>0</u>
 FUND TOTAL	 3,345,049	 11,054,367	 5,218,362	 9,780,000





City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
WATER DEBT SERVICE

**FUND**  
WATER DEBT SERVICE FUND

**ORGKEY**  
506403

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	193	3,000	0	0
TOTAL SERVICES	193	3,000	0	0
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	722,697	756,675	731,493
8200 Interest	333,714	314,429	295,973	305,633
TOTAL DEBT SERVICE	333,714	1,037,126	1,052,648	1,037,126
FUND TOTAL	333,907	1,040,126	1,052,648	1,037,126

City of Redlands  
 2017-18  
 Adopted Budget

**DEPARTMENT/DIVISION**  
 SOURCE ACQUISITION

**FUND**

SOURCE ACQUISITION FUND

**ORGKEY**

508403

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>DEBT SERVICE</u></b>				
8200 Interest	784	0	0	0
TOTAL DEBT SERVICE	784	0	0	0
FUND TOTAL	784	0	0	0

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
WATER CAPITAL IMPROVEMENT

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
WATER CAPITAL IMPROVEMENT FUND					509403
	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED	
	<hr/>				
<b><u>SERVICES</u></b>					
5760 Special Program Expenditures	366	0	0	0	
TOTAL SERVICES	<hr/> 366	0	0	0	
<b><u>DEBT SERVICE</u></b>					
8200 Interest	2,115	0	0	0	
TOTAL DEBT SERVICE	<hr/> 2,115	0	0	0	
FUND TOTAL	2,481	0	0	0	

**City of Redlands  
2017-18  
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 residents and businesses 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 2016-17:**

- Expanded the laboratory at the wastewater treatment plant
- Recoated wastewater treatment plant digester
- Replaced building roofs at wastewater treatment plant

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SEWER SERVICE

**FUND**

SEWER SERVICE FUND

**ORGKEY**

521402

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	1,907,551	2,058,249	2,009,990	2,204,240
4005 Salaries: Part Time	31,316	16,025	8,058	79,950
4010 Overtime Salaries	86,619	78,012	98,447	100,000
4012 Stand By	43,741	44,727	45,484	45,000
4015 Banked Leave Buy Back	60,051	47,498	64,247	82,164
4016 Compensated Absences	82,112	0	0	0
4050 Pension Contributions	20,246	409,427	389,435	480,986
4051 Fica/Medicare	159,910	162,721	168,032	182,043
4053 Deferred Compensation	6,852	7,004	7,533	13,688
4055 Health/Dental Insurance	351,571	368,502	387,439	429,941
4056 Worker's Comp Insurance	32,673	84,816	84,816	68,862
4057 Disability Insurance	12,718	14,755	13,430	15,435
4058 Unemployment Insurance	18,213	13,957	13,866	15,246
4059 Life Insurance	1,740	2,026	1,921	2,111
4080 Vehicle Allowance	144	200	178	200
4081 Eyecare Reimbursement	3,508	7,237	2,174	7,540
4082 Clothing Allowance	3,180	5,390	3,271	4,265
4083 Uniform Rental	0	0	23,456	23,456
4084 Clothing Cash Payment	614	1,000	564	1,000
4085 Other Taxable Benefits	16,558	21,431	25,698	32,039
<b>TOTAL SALARIES AND BENEFITS</b>	<b>2,839,317</b>	<b>3,342,977</b>	<b>3,348,039</b>	<b>3,788,166</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	11,867	120,000	4,438	100,000
5110 Architect & Engineer	3,285	0	0	0
5141 Settlements/Judgements	252,684	0	0	0
5142 City Attorney Legal Service	10,245	11,000	11,000	11,000
5180 Medical/Physicals	530	500	0	800
5190 Other Professional Services	47,214	94,500	5,736	3,500
5240 Meeting & Professional Devlpmt	140	5,000	35	5,000
5255 Travel Reimbursement	4,315	5,500	3,146	4,000
5270 Printing and Binding	1,717	1,000	753	1,500
5275 Postage	500	700	200	600
5280 Advertising	2,285	1,500	758	1,500
5300 Water, Sewer, Disposal	6,237	9,000	3,175	1,000
5303 Telephone	18,115	20,000	10,750	28,100
5312 Electric Service: Facility Ops	722,922	735,000	700,000	700,000
5313 Heating/AC Service Contract	164	1,000	0	1,000
5317 Service for Facility Ops	0	1,500	0	1,500
5320 Janitorial Services	4,200	6,000	2,200	23,700
5340 Office Equipment Maintenance	0	500	0	1,000

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SEWER SERVICE

**FUND**

SEWER SERVICE FUND

**ORGKEY**

521402

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES (CONT.)</u></b>				
5350 Building/Grounds Maintenance	0	5,000	0	5,000
5360 Machinery & Equip Maint	122,312	52,000	60,516	73,000
5392 License & Permits	62,099	125,000	62,668	125,000
5395 Info Technology Services Charges	215,264	197,029	197,029	271,832
5396 City Garage Charges	177,267	80,858	80,858	102,873
5451 Retiree Health Insurance	689,101	400,000	400,000	400,000
5530 Clothing Linen Rent	18,304	25,000	0	20,000
5570 Office Equip & Furn Rent	4,151	4,200	3,500	8,500
5580 Communications Svs & Rental	0	0	5,000	5,000
5590 Other Rentals	10,852	11,000	8,238	23,000
5722 Penalties & Interest	365	0	6	0
5760 Special Program Expenditures	703	3,000	242	2,500
5800 Subscriptions & Memberships	14,912	16,000	2,517	7,000
5840 Training	9,807	26,000	7,260	21,000
5870 General Govt Service Charge	493,132	496,058	496,058	507,964
5880 Special Contractual Services	27,315	308,000	10,780	600
5890 Landfill Tipping Charges	0	0	3,990	7,000
5950 Bad Debt Expense	66,502	0	0	0
5980 Billing Services	131,250	145,000	131,250	131,250
5995 Depreciation Expense	1,474,380	0	0	0
<b>TOTAL SERVICES</b>	<b>4,604,136</b>	<b>2,906,845</b>	<b>2,212,103</b>	<b>2,595,719</b>
<b><u>SUPPLIES</u></b>				
6120 Chemical & Lab Supplies	736,511	620,000	589,000	685,000
6130 Books & Supplies	0	2,000	281	13,000
6140 Office Supplies	14,239	20,000	7,998	15,000
6160 Medical Supplies	0	0	82	0
6170 Weapons & Ammunitions	87	0	6	0
6180 Turnouts/Uniforms/Sfty Clothing	27,500	7,500	2,286	7,000
6210 Repair/Maintenance Supplies	391,671	355,000	370,000	370,000
6310 Janitorial Supplies	3,392	3,000	1,702	3,000
6375 Computer Components	2,656	5,500	4,000	15,000
6500 Office Equipment & Furniture	4,156	22,500	2,400	22,500
6510 Small Tools & Equipment	37,789	25,500	10,500	25,000
6560 Food	752	5,300	67	1,700
6590 Special Departmental Supplies	2,959	5,000	5,829	0
<b>TOTAL SUPPLIES</b>	<b>1,221,712</b>	<b>1,071,300</b>	<b>994,151</b>	<b>1,157,200</b>
<b><u>FIXED ASSETS</u></b>				
7080 Computer Equipment	0	7,500	0	8,000

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SEWER SERVICE

**FUND**

SEWER SERVICE FUND

**ORGKEY**

521402

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>FIXED ASSETS (CONT.)</u></b>				
7100 Motor Vehicles	512,699	40,000	186,985	24,000
7140 All Other Equipment	0	115,000	14,880	35,000
7150 Other Betterments/Improvements	5,695	0	15,500	30,000
7270 Building Construction	0	0	5,000	0
7745 Laboratory Equipment	47,493	20,000	3,000	230,000
<b>TOTAL FIXED ASSETS</b>	<b>565,887</b>	<b>182,500</b>	<b>225,365</b>	<b>327,000</b>
<b><u>DEBT SERVICE</u></b>				
8300 Capitalized Expenditures	(529,124)	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>(529,124)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>8,701,928</b>	<b>7,503,622</b>	<b>6,779,658</b>	<b>7,868,085</b>





City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SEWER PROJECTS

**FUND**

SEWER PROJECTS FUND

**ORGKEY**

523402

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	50,000	15,000	200,000
5270 Printing and Binding	0	0	199	0
5360 Machinery & Equip Maint	1,250	0	0	0
5880 Special Contractual Services	86,720	0	0	0
<b>TOTAL SERVICES</b>	<b>87,970</b>	<b>50,000</b>	<b>15,199</b>	<b>200,000</b>
<b><u>FIXED ASSETS</u></b>				
7600 Wastewater Facilities	(2,018)	3,435,000	702,400	7,550,000
7700 Water Facilities	0	0	116,677	0
<b>TOTAL FIXED ASSETS</b>	<b>(2,018)</b>	<b>3,435,000</b>	<b>819,077</b>	<b>7,550,000</b>
 <b>FUND TOTAL</b>	 <b>85,952</b>	 <b>3,485,000</b>	 <b>834,276</b>	 <b>7,750,000</b>

City of Redlands  
**Job Ledger Budget**  
 Budget Year 2017-18

Department: Municipal Utilities & Engineering

**Fund**  
 SEWER PROJECTS FUND

**Orgkey**  
 523402

Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
73319	WWTP Annual Replacement	316,876	700,000
73365	Utilities Building Improvements	100,000	100,000
73385	Master Planning and Studies	15,000	200,000
73412	Sewer Line Replacement	116,677	-
73414	Roof Repairs at WWTP	147,522	-
73415	Digester 1&2 Recoat	138,201	-
Unassigned	Zenon Replacement	-	6,000,000
Unassigned	Sewer Line Replacement	-	750,000

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TOTALS                      \$834,276                      \$7,750,000

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SEWER DEBT SERVICE

**FUND**

SEWER DEBT SERVICE FUND

**ORGKEY**

526402

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	2,013	2,500	2,031	2,500
TOTAL SERVICES	<u>2,013</u>	<u>2,500</u>	<u>2,031</u>	<u>2,500</u>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	1,252,297	1,252,297	1,289,604
8200 Interest	158,337	131,542	131,542	85,235
TOTAL DEBT SERVICE	<u>158,337</u>	<u>1,383,839</u>	<u>1,383,839</u>	<u>1,374,839</u>
 FUND TOTAL	 160,350	 1,386,339	 1,385,870	 1,377,339

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
SEWER CAPITAL IMPROVEMENT

**FUND**  
SEWER CAPITAL IMPROVEMENT FUND

**ORGKEY**  
529402

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5760 Special Program Expenditures	3,876	0	0	0
<b>TOTAL SERVICES</b>	3,876	0	0	0
 FUND TOTAL	 3,876	 0	 0	 0

**City of Redlands  
2017-18  
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 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 2016-17:**

- Installed 1.4 miles of non-potable water pipeline

City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
NONPOTABLE WATER

**FUND**

NONPOTABLE WATER FUND

**ORGKEY**

541403

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	29,095	35,076	33,576	49,445
4010 Overtime Salaries	514	0	169	0
4012 Stand By	121	0	10	0
4015 Banked Leave Buy Back	1,832	809	1,092	2,894
4050 Pension Contributions	749	6,977	6,451	10,513
4051 Fica/Medicare	1,965	2,581	2,283	3,694
4053 Deferred Compensation	634	659	652	987
4055 Health/Dental Insurance	1,044	1,944	1,632	3,715
4057 Disability Insurance	22	18	16	67
4058 Unemployment Insurance	113	135	106	178
4059 Life Insurance	14	20	19	26
4080 Vehicle Allowance	0	0	89	0
4081 Eyecare Reimbursement	10	70	30	92
4082 Clothing Allowance	4	6	5	19
4085 Other Taxable Benefits	608	588	679	887
<b>TOTAL SALARIES AND BENEFITS</b>	<b>36,725</b>	<b>48,883</b>	<b>46,809</b>	<b>72,517</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	661	0	0	0
5312 Electric Service: Facility Ops	23,251	80,000	80,000	80,000
5395 Info Technology Services Charges	0	13,000	13,000	13,000
5396 City Garage Charges	8,898	8,900	8,900	11,126
5451 Retiree Health Insurance	0	8,200	0	0
5870 General Govt Service Charge	6,386	6,495	6,495	6,651
5995 Depreciation Expense	5,230	0	0	0
<b>TOTAL SERVICES</b>	<b>44,426</b>	<b>116,595</b>	<b>108,395</b>	<b>110,777</b>
<b>FUND TOTAL</b>	<b>81,151</b>	<b>165,478</b>	<b>155,204</b>	<b>183,294</b>

City of Redlands  
**Job Ledger Budget**

Budget Year 2017-18

Department: Municipal Utilities & Engineering

**Fund**  
NONPOTABLE WATER FUND

**Orgkey**  
541403

Job Ledger No.	Project/Program Description	FY 2016-17 12-Month Estimate	FY 2017-18 Budget Request
74001	Nonpotable Admin & General	38,838	68,770
74020	Nonpotable Production & Operation	101,284	91,281
74030	Nonpotable Maintenance	12,384	-
74040	Nonpotable Distribution	2,698	23,243

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	TOTALS	\$155,204	\$183,294
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City of Redlands  
2017-18  
Adopted Budget

**DEPARTMENT/DIVISION**  
NONPOTABLE WATER PROJECTS

<b>FUND</b>	<b>ORGKEY</b>
NONPOTABLE WATER PROJECTS FUND	543403

	2015-16 ACTUAL (AUDITED)	2016-17 ADJUSTED BUDGET	2016-17 12 MONTH ESTIMATED	2017-18 COUNCIL ADOPTED
<b>FIXED ASSETS</b>				
7700 Water Facilities	0	1,800,000		1,800,000
TOTAL FIXED ASSETS	0	1,800,000	0	1,800,000
 FUND TOTAL	 0	 1,800,000	 0	 1,800,000



