

City of Redlands
2014-2015
Adopted Budget

General Government

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

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

City of Redlands
2014-2015
Adopted Budget

REVENUE DETAIL

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>PROPERTY TAXES</u>				
3000 Current Secured Taxes	20,052,119	19,686,013	20,015,000	20,795,000
3001 Current Unsecured Taxes	539,009	500,000	565,000	585,000
3002 Supplemental Secured Taxes	55,446	32,000	140,000	125,000
3003 Supplemental Unsecured Taxes	3,553	0	12,000	10,000
3004 Secured PY Taxes	559,474	550,000	540,000	525,000
3005 Unsecured PY Taxes	14,175	15,500	10,000	15,000
3006 Supplemental PY Taxes	110,086	120,000	91,000	110,000
3007 Possessory Interest Taxes	204,013	180,000	260,000	265,000
TOTAL PROPERTY TAXES	21,537,875	21,083,513	21,633,000	22,430,000
<u>OTHER TAXES</u>				
3019 Sales Tax Compensation	2,747,069	2,766,700	2,847,122	2,776,351
3020 Sales and Use Tax	10,420,317	10,830,000	10,552,878	10,980,649
3023 Pub Safety Sales Tax	719,905	740,000	764,000	780,000
3030 Property Transfer Tax	237,372	225,000	285,000	300,000
3040 Transient Occupancy Tax	920,695	830,000	926,000	945,000
3050 Franchise Fees	2,853,021	2,960,000	3,225,000	3,156,000
3060 Mining Tax	188,314	190,000	246,000	255,000
TOTAL OTHER TAXES	18,086,693	18,541,700	18,846,000	19,193,000
TOTAL TAXES	39,624,568	39,625,213	40,479,000	41,623,000
<u>OTHER REVENUES</u>				
3100 Business License	3,131,659	3,025,000	3,250,000	3,280,000
3101 Dog License	67,994	55,000	78,000	79,575
3195 Miscellaneous Permit	3,433	5,000	2,345	3,000
3210 Motor Vehicle Fees	0	0	30,515	0
3215 Mandated Cost Reimbursement	69,999	35,000	35,000	35,000
3250 Federal Grants	0	127,559	127,559	0
3305 Cost Recover/Reimb Expenditure	956	0	4,329	86,000
3309 Application/Filing Fee	149,834	155,000	156,000	160,000
3315 City Attny Services	100,377	125,000	62,950	65,000
3330 Concessions	29	0	0	0
3400 City Ordinance Violation	23,535	25,000	25,000	25,000

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REVENUE DETAIL

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>OTHER REVENUES (CONT)</u>				
3412 General Gov't Overhead	3,149,623	3,129,923	3,270,684	3,518,170
3510 Investment Income	(55,449)	100,000	100,000	75,000
3512 Returned Check Charge	475	500	500	500
3516 Sale of Surplus Property	4,639	0	7,409	3,000
3530 Miscellaneous Receipts	69,032	20,000	22,203	20,000
3590 Donations	38,820	63,694	24,540	30,000
3760 Bad Debt Recovery	5,989	5,500	5,500	5,500
TOTAL OTHER REVENUE	6,760,945	6,872,176	7,202,534	7,385,745
TOTAL GENERAL GOVERNMENT	46,385,513	46,497,389	47,681,534	49,008,745
<u>AIR QUALITY IMPROVEMENT (221)</u>				
3510 Investment Income	471	4,500	4,500	4,500
3710 AB2766 Subvention AQMD	83,837	81,000	81,000	81,000
TOTAL AIR QUALITY IMPROVEMENT	84,308	85,500	85,500	85,500
<u>PARKING AUTHORITY (237)</u>				
3520 Rental Income	6,590	7,000	7,000	7,000
TOTAL PARKING AUTHORITY	6,590	7,000	7,000	7,000
<u>GENERAL DEBT SERVICE (305)</u>				
3000 Current Secured Taxes	639,363	700,000	700,000	0
3006 Supplemental PY Taxes	30,112	25,000	25,000	0
3009 Supplemental - Voter Approved	11,267	20,000	20,000	0
3510 Investment Income	2,189	18,000	10,000	1,000
TOTAL GENERAL DEBT SERVICE	682,931	763,000	755,000	1,000
<u>MEASURE "O"(417)</u>				
3510 Investment Income	(260)	0	0	0
TOTAL MEASURE "O"	(260)	0	0	0

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REVENUE DETAIL

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>LIABILITY SELF-INSURANCE (602)</u>				
3510 Investment Income	3,190	3,000	3,000	3,000
3512 Returned Check Charge	35	0	0	0
3530 Miscellaneous Receipts	24,356	15,000	15,000	15,000
TOTAL LIABILITY SELF-INSURANCE	27,581	18,000	18,000	18,000
<u>INFORMATION TECHNOLOGY (604)</u>				
3305 Cost Recover/Reimb Expenditure	2,551	0	0	0
3393 Internal Svc Rcpts: General Fund	1,752,619	1,670,473	1,670,473	1,772,804
3394 Internal Svc Rcpts: Non-Gen Fund	848,844	870,294	870,294	1,163,971
3510 Investment Income	1,921	1,000	2,100	2,100
TOTAL INFORMATION TECHNOLOGY	2,605,935	2,541,767	2,542,867	2,938,875
<u>WRK COMP SELF-INSURANCE (606)</u>				
3510 Investment Income	27	7,500	3,500	3,000
3530 Miscellaneous Receipts	192	0	0	0
3750 Worker's Comp Receipts	2,055,570	1,573,710	1,573,710	1,641,545
TOTAL WRK COMP SELF-INSURANCE	2,055,789	1,581,210	1,577,210	1,644,545
<u>UTILITY BILLING (608)</u>				
3385 Water Turn-On	84,678	80,000	80,000	80,000
3390 Utility Billing Service	875,000	875,000	875,000	875,000
3510 Investment Income	1,348	15,000	10,000	10,000
3511 Finance Charges	441,130	380,000	425,000	425,000
3512 Returned Check Charge	11,841	12,000	9,700	9,700
3530 Miscellaneous Receipts	40,233	40,000	29,000	30,000
3760 Bad Debt Recovery	4,174	0	2,326	0
TOTAL UTILITY BILLING	1,458,404	1,402,000	1,431,026	1,429,700
<u>COMM FAC DIST TRUST (710)</u>				
3305 Cost Recover/Reimb Expenditure	1,389,388	1,408,000	1,408,000	1,408,000
3510 Investment Income	(19,741)	8,000	5,000	5,000
TOTAL COMM FAC DIST TRUST	1,369,647	1,416,000	1,413,000	1,413,000

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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
2014-2015
Adopted Budget

DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	62,135	73,602	73,602	80,924
4005 Salaries: Part Time	134	0	0	0
4015 Banked Leave Buy Back	1,157	1,099	1,600	1,198
4050 Pension Contributions	8,937	10,919	10,919	9,509
4051 Fica/Medicare	4,857	5,749	5,749	6,061
4053 Deferred Compensation	1,033	1,187	1,187	1,237
4055 Health/Dental Insurance	17,676	9,772	9,772	6,525
4056 Worker's Comp Insurance	5,411	4,200	4,200	5,162
4057 Disability Insurance	14	0	0	0
4058 Unemployment Insurance	249	304	304	304
4059 Life Insurance	90	93	93	93
4081 Eyecare Reimbursement	90	158	158	158
4084 Clothing Cash Payment	80	0	0	0
4085 Other Taxable Benefits	38	105	105	105
TOTAL SALARIES AND BENEFITS	101,901	107,188	107,689	111,276
<u>SERVICES</u>				
5140 Legal Services	136,046	50,000	55,000	30,000
5190 Other Professional Services	29,879	56,900	67,900	30,000
5240 Meeting & Professional Devlpmt	45	0	0	2,000
5255 Travel Reimbursement	204	600	300	500
5270 Printing and Binding	3,079	3,000	1,500	3,000
5275 Postage	164	300	100	300
5303 Telephone	2,329	3,150	3,150	3,150
5395 Info Technology Services Charge	17,982	17,982	17,982	17,982
5490 Other Insurance	2,916	3,000	2,720	3,000
5570 Office Equip & Furn Rent	3,366	3,394	3,394	3,394
5760 Special Program Expenditures	99	0	0	0
5800 Subscriptions & Memberships	51,172	56,325	50,000	48,325
TOTAL SERVICES	247,281	194,651	202,046	141,651

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DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	1,387	1,500	1,500	1,500
6590 Special Departmental Supplies	0	9,000	0	16,000
TOTAL SUPPLIES	1,387	10,500	1,500	17,500
 DEPARTMENT TOTAL	 350,569	 312,339	 311,235	 270,427

City of Redlands
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City Clerk

Mission Statement:

The City Clerk's Office seeks to provide the best possible service to the residents, local staff and leadership of the City of Redlands. We strive to provide public access to all aspects of information pertaining to city government. We enhance citizen awareness through coordination of hearing notices, agenda publication and meeting minute dissemination to City staff, other public agencies, and the public; provide legislative support to the Mayor and City Council; provide election support to officeholders, candidates, and petitioners; and oversee records management for the entire City staff. This will be done accurately, promptly, efficiently, and in a friendly and helpful manner. We seek to make every contact with our customers positive and responsive to their needs.

Departmental Goals:

- Provide efficient service and information to the public
- Provide support services to the City Council and City Departments
- Accurately record and maintain the proceedings, actions, and documentation of the City Council, the Redlands Financing Authority and the Successor Agency to the Redlands Redevelopment Agency for legal, administrative, financial, and historical reference
- Work to improve the administration of the office consistent with applicable laws and, through automation, to produce more rapid, transparent access to government and fulfill the responsibilities of this department to the community

Sustainability Efforts:

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

Performance Measures:

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

Program Description:

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

Program Objectives:

- Administer and file oaths of office
- Assist the County Registrar of Voters during primary, general and special elections
- Conduct general municipal elections and special municipal elections in accordance with the California Elections Code and coordinate ballot measures, arguments, and impartial analysis
- Fulfill duties as filing officer for campaign statements for officeholders, candidates, and political action committees
- Act as Custodian of the City Seal
- Act as Custodian of the City's vital records from 1888-1964
- Disseminate information relative to City Council actions to appropriate parties
- Fulfill duties as Financial Disclosure Officer for conflict of interest filings for 65 designated positions and various consultants and attorneys
- Coordinate legal publications and notices of ordinances, resolutions, and public hearings in a timely manner in accordance with law
- Follow legal procedures for noticing regular, adjourned and special meetings of the City Council, the Successor Agency to the Redevelopment Agency and the Redlands Financing Authority
- Maintain a comprehensive general index of above proceedings, and all ordinances, resolutions, contracts and agreements, and deeds
- Maintain an open, diplomatic and neutral relationship with news media
- Maintain the Redlands Municipal Code
- Research, disseminate and provide information regarding City records as necessary
- Automate records retrieval to include internet access of all pertinent information
- Act as secretary to the Successor Agency to the Redevelopment Agency and maintain an accurate record of their proceedings through a comprehensive general index of all minutes, resolutions, contracts, agreements, and deeds
- Act as secretary to the Redlands Financing Authority and maintain an accurate record of their proceedings through a comprehensive general index of all minutes, resolutions, contracts, agreements, and deeds

Significant Program Changes

No significant changes are planned for the FY 2014-2015 Program. Increases due to personnel position conversion and election year expenses.

Accomplishments for Fiscal Year 2013-2014:

This office continues to operate effectively and efficiently to provide a high standard of customer satisfaction. The service provided by the City Clerk's office to the public, the City Council and staff has not wavered. We continue to decrease turn around times for information requests and have met our schedule goals for publishing meeting minutes and public notices.

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

City of Redlands
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Adopted Budget

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	66,462	66,462	66,462	97,828
4005 Salaries: Part Time	23,409	28,108	20,099	0
4050 Pension Contributions	0	0	0	5,735
4051 Fica/Medicare	6,875	7,234	7,234	9,649
4053 Deferred Compensation	1,845	1,845	1,845	1,845
4055 Health/Dental Insurance	12,300	12,300	12,300	21,028
4056 Worker's Comp Insurance	1,353	1,049	1,049	2,065
4058 Unemployment Insurance	1,257	1,302	1,302	868
4059 Life Insurance	63	63	63	126
4081 Eyecare Reimbursement	0	0	0	225
4084 Clothing Cash Payment	0	0	0	200
TOTAL SALARIES AND BENEFITS	113,564	118,363	110,354	139,569
<u>SERVICES</u>				
5196 Elections	40,436	87,750	37,000	33,000
5240 Meeting & Professional Devlpmt	0	0	670	670
5270 Printing and Binding	578	500	578	500
5275 Postage	636	700	636	700
5280 Advertising	8,674	25,000	25,000	25,000
5303 Telephone	1,183	1,375	1,200	1,200
5395 Info Technology Services Charges	13,406	13,406	13,406	13,406
5570 Office Equip & Furn Rent	2,411	2,431	2,431	2,431
5800 Subscriptions & Memberships	160	160	160	160
5880 Special Contractual Services	4,226	4,000	4,000	4,000
TOTAL SERVICES	71,710	135,322	85,081	81,067
<u>SUPPLIES</u>				
6140 Office Supplies	600	1,000	1,000	1,000
TOTAL SUPPLIES	600	1,000	1,000	1,000
DEPARTMENT TOTAL	185,874	254,685	196,435	221,636

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City Manager

Mission Statement:

The City Manager's Office is dedicated to managing all City services in the most efficient, effective and economical manner possible while maintaining excellent customer service through a high degree of professionalism.

Departmental Goals:

- Implement the policy direction of the City Council.
- Provide leadership and direction to all City departments.
- Promote favorable working relationships with our business community, community organizations and citizens.
- Promote transparency in government.
- Guard the quality of life that residents enjoy through the maintenance of existing programs and service levels.
- Promote city-wide emergency preparedness measures

Sustainability Efforts:

- Continued exploration and implementation of paperless processes
- Purchase and use of recycled paper for copying and printing
- On-going effort to scan and store files electronically

Performance Measures:

- City Council Agenda Packet Distribution - Distribution of the agenda packet 1 day in advance of the date required by state law.
 - Achieve an on-time distribution rate of 98% to promote transparency in government by allowing additional public agenda review prior to the City Council Meeting.
- Public Records Act Request - Initial response letter sent to the requestor within 48 hours of receipt excluding non-business days.
 - Achieve an on-time response rate of 98% to promote responsive service.
- Film Permit Processing - Basic film permits processed within 1 business day of receipt.
 - Achieve an on-time processing rate of 98% to promote economic development activity, responsive service and exposure of the Redlands community.

Program Description:

The City Manager's Office is responsible for the implementation of administrative policies, procedures and programs adopted by the City Council. This requires effective leadership, planning and research as well as ongoing evaluation of the City's available resources.

The City Manger's office also oversees 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. It also broadcasts regular replays of these meetings and tape-delayed televising of other City functions. In addition, the RTV office creates or contracts original informational videos highlighting City services and programs. RTV also provides a Community Events Bulletin Board, listing public service messages, that runs

whenever video segments are not on the air. Redlands TV programming is available to cable television subscribers through Time-Warner Cable (Channel 3) and Verizon Cable (Channel 35) services.

The City Manager's office also facilitates the City's Emergency Management and Preparedness Program. The program is dedicated to developing and providing training and education in emergency management, preparedness, and response to City Personnel, City Emergency Managers as well as the Citizens of Redlands.

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
- Be available to the public as the need arises
- Maintain effective working relationships with other City, County, State and Federal agencies

Public Information

- Regularly televise all City Council and Planning Commission meetings with scheduled replays intended to provide access for all Redlands citizens
- Provide a forum for community events and public service messages relevant to Redlands audiences
- Use available video technology and media to provide an outlet, informing Redlands residents of available City events and services or specific public service information
- Develop a series of business profile videos in cooperation with the Economic Development activities of the Development Services Department that highlight locally owned and operated businesses. The video program is part of the City's participation in the 3/50 Project, an economic development effort to promote the advantages to consumers of keeping their spending dollars in Redlands

Emergency Management & Preparedness Program

- Update and maintain the City's Emergency Operations, Flood and Local Hazard Mitigation Plan. Continual maintenance of the plans is required in order for the City to receive grant funding opportunities by the State of California and the Federal Government as well as receive disaster recovery monies after an emergency.
- Develop and coordinate with American Red Cross, Redlands Unified School and the County of San Bernardino Office of Emergency Services on the mass care and sheltering needs of the city as well as evacuation process of the citizens within the city and their animals. The sheltering and evacuation needs will include the Access and Functional Needs community.
- Establish, maintain, and operate a viable, Emergency Operations Center to insure the readiness of the city.
- Provide maintenance, updates to the system and community outreach on the City's Emergency Notification System.
- Coordinate with local, county, and state agencies and organizations through mutual aid and mitigation agreements for disaster training.
- Develop NIMS compliance training program for all city employees.
- Develop an exercise program to include; table top, functional and full scale training to all EOC responders.
- Develop and implement a community outreach program to include, CERT, BERTT, Teen CERT and citizen corps.
- Develop a communication partnership with the Redlands Emergency Communication Group to assist with mass care and shelter needs.
- Develop a partnership with the FBO (Faith-based Community) for donation management needs)

Significant Program Changes:

None

Accomplishments for Fiscal Year 2013-2014:

- Managed all department operations
- Promoted transparency in government through:
 - Web-streaming of live City Council meetings and archived meeting videos
 - Live broadcasting of forty-eight (48) City meeting on Redlands TV
 - Web posting of City Council meeting agenda reports
- Promoted open, clear and frequent communication through:
 - Social networking pages for the City
 - Redlands 311 mobile app
 - City's Speakers Bureau
 - Issuance of approximately 250 press releases promoting City activities and economic development, providing public safety information, and providing information of City Council actions
- Provided staff liaison to the City's Federal Advocates
- Provided staff liaison to the City's Cultural Arts Commission
- Provided staff to the City's Animal Control Board
- Assistance in planning, promoting and staffing various activities as part of the City of Redlands 125th Anniversary Celebration
- Produced and presented videos promoting City services and activities; examples include the 1st Veterans Day Parade ad assistance in the production of the City's 125th documentary
- Produced and presented 44 Pet of the Week videos and 5 Library Story Time Videos
- Provided support to all other departments and City Council in media interviews
- Coordinated and assembled 21 City Council Regular Meeting Agenda Packets and 15 City Council Special Meeting Agenda Packets
- Coordinated City Council Meeting E-Agenda packets
- Coordinated and processed 393 resident service requests
- Processed 33 film permits for filming in Redlands and provided follow-up reports on economic activity generated
- Produced 45 video interviews in an ongoing series for the 125th video
- Secured approximately \$500,000 in grant funding for the Emergency Management Program
- Coordinated all Emergency Operations Center (EOC) responders training of FEMA required courses IS 100, 200, 700 and 800
- Coordinated a 4-hour EOC Awareness Training for all EOC responders
- Coordinated participation in the Shakeout exercise by evacuating all of City Hall

City of Redlands
2014-2015
Adopted Budget

DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	296,832	303,511	306,128	276,939
4005 Salaries: Part Time	3,306	13,250	13,250	0
4010 Overtime Salaries	1,936	0	0	1,300
4015 Banked Leave Buy Back	13,989	24,441	52,991	41,062
4050 Pension Contributions	64,446	69,907	70,874	60,465
4051 Fica/Medicare	15,453	17,487	20,908	14,196
4053 Deferred Compensation	7,424	7,586	7,586	6,514
4055 Health/Dental Insurance	29,566	30,878	29,000	22,819
4056 Worker's Comp Insurance	27,055	21,000	21,000	12,876
4057 Disability Insurance	34	0	0	0
4058 Unemployment Insurance	529	1,693	945	703
4059 Life Insurance	119	120	120	102
4080 Vehicle Allowance	9,600	9,600	9,600	9,600
4081 Eyecare Reimbursement	101	428	428	364
4084 Clothing Cash Payment	90	0	0	0
4085 Other Taxable Benefits	210	285	285	114
TOTAL SALARIES AND BENEFITS	470,690	500,186	533,115	447,053

SERVICES

5034 Collection Agent/Bank Fees	50	0	0	0
5190 Other Professional Services	6,966	11,000	11,000	6,000
5240 Meeting & Professional Devlpmt	1,360	2,000	2,848	2,500
5255 Travel Expense Reimbursement	3,075	1,500	2,600	4,000
5270 Printing and Binding	1,245	1,000	1,000	1,000
5275 Postage	35	450	250	450
5280 Advertising	570	0	0	0
5303 Telephone	3,565	4,200	4,200	4,200
5392 License & Permits	1,292	1,550	1,314	1,600
5395 Info Technology Services Charges	16,746	16,746	16,746	16,746
5580 Communication Svs & Rental	965	1,200	1,000	1,200
5760 Special Program Expenditures	152	1,500	0	500

City of Redlands
2014-2015
Adopted Budget

DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>SERVICES CONTINUED</u>				
5800 Subscriptions & Memberships	1,460	1,950	1,610	2,200
5880 Special Contractual Services	0	0	80	0
5999 Contingencies - Vacancies	0	(175,000)	0	0
5999 Contingencies - Position Funding	0	0	0	(38,111)
TOTAL SERVICES	37,481	(131,904)	42,648	2,285
<u>SUPPLIES</u>				
6130 Books & Supplies	0	500	0	250
6140 Office Supplies	2,752	2,500	2,600	2,500
6190 Photo & Copying Supplies	0	500	0	500
6500 Office Equipment & Furniture	0	500	0	0
6510 Small Tools & Equipment	64	0	0	0
6560 Food	108	200	0	300
6590 Special Departmental Supplies	736	500	0	500
TOTAL SUPPLIES	3,660	4,700	2,600	4,050
DIVISION TOTAL	511,831	372,982	578,363	453,388

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DEPARTMENT/DIVISION
PUBLIC INFORMATION

FUND **ORGKEY**
GENERAL FUND 101121

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	143,445	154,412	154,412	160,208
4010 Overtime Salaries	680	500	1,500	1,500
4015 Banked Leave Buy Back	7,244	7,492	7,659	7,700
4050 Pension Contributions	30,670	35,450	35,450	29,342
4051 Fica/Medicare	11,534	12,439	12,439	12,681
4053 Deferred Compensation	3,014	3,108	3,168	3,168
4055 Health/Dental Insurance	43,677	44,856	33,300	13,438
4057 Disability Insurance	540	601	601	1,046
4058 Unemployment Insurance	568	868	868	868
4059 Life Insurance	124	126	126	126
4081 Eyecare Reimbursement	225	450	450	450
4084 Clothing Cash Payment	200	275	200	200
4084 Other Taxable Benefits	252	150	150	4,350
TOTAL SALARIES AND BENEFITS	242,173	260,727	250,323	235,078
 <u>SERVICES</u>				
5190 Other Professional Services	0	6,000	4,850	6,000
5240 Meeting & Professional Devlpmt	70	0	0	500
5255 Travel Expense Reimbursement	358	400	550	600
5396 City Garage Charges	490	490	490	0
5800 Subscriptions & Memberships	0	400	550	550
TOTAL SERVICES	918	7,290	6,440	7,650
 <u>SUPPLIES</u>				
6140 Office Supplies	811	1,000	1,000	1,000
6180 Turnouts/Uniforms/Sfty Clothing	0	0	490	0
6375 Computer Components	3,295	0	0	0
6590 Special Departmental Supplies	0	0	2,000	1,000
TOTAL SUPPLIES	4,106	1,000	3,490	2,000

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DEPARTMENT/DIVISION
PUBLIC INFORMATION

<u>FUND</u>					<u>ORGKEY</u>
GENERAL FUND					101121
	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED	
<u>FIXED ASSETS</u>					
7140 All other equipment	0	0	0	85,000	
TOTAL FIXED ASSETS	0	0	0	85,000	
<u>DEBT SERVICE</u>					
8100 Principal	8,572	0	0	0	
8200 Interest	424	0	0	0	
TOTAL DEBT SERVICE	8,996	0	0	0	
 DIVISION TOTAL	 256,193	 269,017	 260,253	 329,728	

City of Redlands

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DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

FUND
GENERAL FUND

ORGKEY
101122

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	1,966	26,497	28,480	30,090
4010 Overtime Salaries	0	0	741	500
4015 Banked Leave Buyback	0	0	0	694
4050 Pension Contributions	325	4,786	5,280	5,512
4051 Fica/Medicare	143	2,031	1,712	2,397
4053 Deferred Compensation	0	924	967	996
4055 Health/Dental Insurance	56	3,054	2,758	2,793
4058 Unemployment Insurance	89	151	314	152
4059 Life Insurance	1	22	22	22
4081 Eyecare Reimbursement	0	79	79	79
4085 Other Taxable Benefits	0	53	53	52
TOTAL SALARIES AND BENEFITS	2,580	37,597	40,406	43,287

SERVICES

5034 Collection Agent/Bank Fees	0	0	50	0
5240 Meeting & Professional Devlpmt	0	0	40	4,500
5255 Travel Expense Reimbursement	1,041	0	3,000	4,500
5270 Printing and Binding	0	0	1,200	1,500
5275 Postage	1	0	250	500
5303 Telephone	12,996	16,000	16,000	16,000
5340 Machinery & Eqpt Maintenance	0	0	0	2,240
5760 Special Program Expenditures	0	0	0	1,500
5395 Info Technology Services Charge	6,583	6,853	6,853	6,853
5800 Subscriptions & Memberships	0	300	0	1,570
5840 Training	1,215	5,000	0	10,000
TOTAL SERVICES	21,836	28,153	27,393	49,163

SUPPLIES

6130 Books & Supplies	0	250	0	0
6140 Office Supplies	500	500	2,100	1,500

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DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

FUND

GENERAL FUND

ORGKEY

101122

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>SUPPLIES (CONTD)</u>				
6180 Turnouts/Uniforms/Sfty Clothing	0	0	933	600
6190 Photo & Copying Supplies	0	1,000	150	1,500
6375 Computer Components	0	94,227	94,227	4,000
6560 Food	0	1,000	0	2,000
6590 Special Departmental Supplies	0	33,982	33,982	500
6630 Audio-Visual Materials	0	250	0	0
TOTAL SUPPLIES	500	131,209	131,392	10,100
DIVISION TOTAL	24,916	196,959	199,191	102,550

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DEPARTMENT/DIVISION
PRINT SHOP

<u>FUND</u>					<u>ORGKEY</u>
GENERAL FUND					101125
	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED	
<u>SERVICES</u>					
5275 Postage	1,100	1,100	0	0	
5303 Telephone	248	350	350	350	
5340 Office Equipment Maintenance	2,214	2,400	2,400	0	
5570 Office Equip & Furn Rent	25,412	22,000	22,000	23,000	
5590 Other Rentals	0	0	1,160	1,200	
5880 Special Contractual Services	6,363	7,000	7,000	7,000	
5990 Reimbursed Expenditures	(44,673)	(40,000)	(40,000)	(40,000)	
TOTAL SERVICES	(9,336)	(7,150)	(7,090)	(8,450)	
<u>SUPPLIES</u>					
6140 Office Supplies	0	250	250	250	
6190 Photo & Copying Supplies	2,034	1,100	1,100	1,100	
6500 Office Equipment & Furniture	0	0	519	0	
6590 Special Departmental Supplies	454	500	500	50	
TOTAL SUPPLIES	2,488	1,850	2,369	1,400	
 DIVISION TOTAL	 (6,848)	 (5,300)	 (4,721)	 (7,050)	
 DEPARTMENT TOTAL	 786,092	 833,658	 1,033,086	 878,615	

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Department of Information Technology Services

Mission Statement:

The mission of the Department of Innovation and Technology (DoIT) is to seek out and deliver proven, state-of-the-practice Information Technologies that enable other City departments to achieve a three-fold goal of optimizing City services, attaining efficiencies and effectiveness of operations, and providing transparency and access for the public. Our purpose is to add value to other City departments by providing IT solutions that empower staff to better serve the public.

Department Accomplishments:

- Initiate implementation of the IT Master Plan
 - Completed 98% of Year 1 initiatives from the City's 5-Year Information Technology (IT) Master Plan
 - Provided GIS data, visual representation and analysis tools to represent financing options and corresponding implications – parcel by parcel - for the FAST Program (Flood control, ADA ramps, Sidewalks, Trees and parks).
 - Relocation of the Police Department's server room and City telecom system to a new, secure data center
 - Implemented new staffing structure to address capacity gaps
 - Developed comprehensive administrative policies for Acceptable Use, Mobile Devices, Electronic Data Preservation and Computer Security Incident Responses
 - Installation and integration of a new Reverse 911 software and server system to automatically contact residents in the case of natural disasters and other crises
 - Major projects internal include:
 - Upgrade of the City's Email Server from Exchange 2003 to Exchange 2010
 - Comprehensive Inventory and Assessment of the City's telecommunications equipment and service accounts
 - Completion of Phase 1 of 3 - computer and workstation refresh/replacement
 - Initialized first non-public safety virtual server, as a part of comprehensive effort to virtualize various parts of the City's network.
 - Creation of a new Mobile Private Network for mobile data computers used in Police Department squad vehicles
 - Assisted with purchase, installation and set-up of new grant-funded EOC computers and laptops
 - Secured contract with carrier to establish the City's first Wide Area Network services as a part of the phone system replacement project

Sustainability Efforts:

- Development of a computer refresh and inventory system
- Department planning to address developing needs of City departments
- Continual efforts towards conversion of City processes into paperless and automated processes

Performance Measures:

- Helpdesk - the rate at which tickets are closed will demonstrate customer service efficacy.
- Quarterly anonymous customer satisfaction surveys - to include opinions on improvements to service, levels of satisfaction with service, and open-ended suggestion box.
- Quarterly updates on %-completion of IT Master Plan based on budgeted Master Plan items.

Department Goals for 2014-2015:

- Continual Service Improvement through IT Steering Committee meetings
- Implement an electronic City Council agenda management system
- Implement an integrated citizen request management solution
- Virtualize servers and increase storage capacity, included offsite storage for disaster recovery purposes
- Major improvements to the Police Department IT equipment
- Implement a computerized maintenance management system (CMMS) solution for the Quality of Life Department
- Streamline and customize Cityworks permitting, planning and code enforcement workflows

Program Description:

The Department of Innovation and Technology (DoIT) is comprised of three divisions – Operations, GIS and Client Services, but currently operating in two divisions: Operations and GIS. The following is an overview of each division's system/application responsibilities in regards to maintenance, operation, development and support.

Operations:

- Sunguard/BiTech financial management system
- Enquesta customer management system
- The Police Department Records Management and computer aided dispatch system servers
- The Laserfiche document imaging system
- Avaya telephone systems
- Servers
- Switches, routers, wireless access points and firewalls
- Server Security Management
- Storage Management
- PDA/Blackberry management
- Email Management
- Backend configuration support
- Backup Management
- Network\Internet Security Management
- LAN\WAN Management
- Support all LAN\WAN hardware and Software
- Remote Access for city user
- Data Analysis
- Decision Support
- Report Generation
- Crime Analysis Support
- Data Integrity
- Data Integration
- Community Information Availability
- Data Security

Geographical Information Systems (GIS) Division

- Azteca City works Server MMS & Permitting Application Implementation
- Customized Public GIS Application development on gis.cityofredlands.org
- Crime View Desktop & Crime View Server Implementation and Support
- Geocoding System for Dispatching PD, QOL and MUED
- Extract Sewer CCTV data for GIS Analysis for future CIP's
- Continue Serving as a Client for Students of the University of Redlands MSGIS Program
- Produce analysis products for FD from Confire data
- Implement Mobile mapping application for PD for the iPhones
- Implement in-car mapping application for Fire Dept MDC's
- Support Business Analyst application for Redevelopment
- Daily time-space based animation of PD and FD AVL data
- Continued Data collection and application development for Historical Atlas
- Support of Rental-ordinance database and billing system
- Implement Reverse-911 system
- Public Website Support
- Public Website Redesign
- Internal Website support and development
- Implementation and support of Granicus system

Client Services Division (currently under Operations)

- Desktop Hardware Support and Management
- Desktop System Support (O/S, configuration, profiles)
- Laptop, Tablet, and MDC Support
- Software Licensing Management
- Productivity Application Support (MS Office, Adobe, etc...)
- Standard Application Support
- Peripheral Support and Management (printers, plotters, scanners, etc...)
- User Support
- Virus, Spyware, and Malware Prevention Management
- Audio/Visual Administration
- Help Desk Administration
- Technology Standards Development

City of Redlands

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DEPARTMENT/DIVISION

DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND

INFORMATION TECHNOLOGY SERVICES FUND

ORGKEY

604520

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	588,081	506,053	511,362	662,173
4005 Salaries: Part Time	42,396	45,000	30,000	30,000
4010 Overtime Salaries	3,218	1,500	2,500	1,500
4015 Banked Leave Buy Back	55,883	15,000	71,475	8,312
4016 Compensated Absence	(7,930)	0	0	0
4050 Pension Contributions	125,429	116,186	112,912	119,300
4051 Fica/Medicare	50,465	44,219	57,082	52,705
4053 Deferred Compensation	8,287	5,861	4,141	8,045
4055 Health/Dental Insurance	61,698	53,800	51,328	80,908
4056 Worker's Comp Insurance	15,556	12,100	12,100	19,672
4057 Disability Insurance	1,209	710	1,395	1,898
4058 Unemployment Insurance	4,933	7,002	3,500	4,774
4059 Life Insurance	441	410	395	567
4081 Eyecare Reimbursement	575	1,500	1,000	2,025
4084 Clothing Cash Payment	200	200	200	600
4085 Other Taxable Benefits	10,438	9,225	7,238	150
TOTAL SALARIES AND BENEFITS	960,879	818,766	866,628	992,630
<u>SERVICES</u>				
5103 Software Support/Development	484,980	415,153	520,000	495,000
5104 Hardware Maint/Replace	409,631	315,850	175,000	230,000
5140 Legal Services	2,938	0	702	0
5141 Settlements/Judgements	23,847	0	0	0
5190 Other Professional Services	321,121	656,377	650,000	208,100
5240 Meeting & Professional Devlpmt	60	5,000	3,350	0
5255 Travel Reimbursement	960	400	1,400	1,000
5270 Printing & Binding	1,147	400	500	500
5275 Postage	144	250	250	500
5280 Advertising	0	0	500	0
5303 Telephone/Network Connectivity	87,744	90,000	60,000	75,000
5396 City Garage Charges	278	278	278	278

City of Redlands
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DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

<u>FUND</u>					<u>ORGKEY</u>
INFORMATION TECHNOLOGY SERVICES FUND					604520
	2012-13	2013-14	2013-14	2014-15	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	<u>(AUDITED)</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>	
<u>SERVICES (CONT)</u>					
5451 Retiree Health Insurance	188,906	0	0	0	
5570 Office Equip & Furn Rent	3,366	3,394	3,394	5,000	
5580 Communications Svs & Rental	31,154	63,700	63,700	125,900	
5800 Subscriptions & Memberships	1,550	1,000	200	0	
5840 Training	0	17,500	10,000	15,000	
5870 General Govt Service Charge	204,439	204,439	207,097	209,789	
5880 Special Contractual Services	2,062	6,500	8,500	7,600	
5995 Depreciation Expense	11,839	0	0	0	
TOTAL SERVICES	<u>1,776,166</u>	<u>1,780,241</u>	<u>1,704,871</u>	<u>1,373,667</u>	
<u>SUPPLIES</u>					
6140 Office Supplies	1,948	700	700	3,000	
6375 Computer Components	90,708	60,000	60,000	29,450	
6560 Food	160	0	0	0	
6590 Special Departmental Supplies	0	5,000	2,000	50,000	
TOTAL SUPPLIES	<u>92,816</u>	<u>65,700</u>	<u>62,700</u>	<u>82,450</u>	
<u>FIXED ASSETS</u>					
7080 Computer Equipment	0	277,000	210,000	495,500	
TOTAL FIXED ASSETS	<u>0</u>	<u>277,000</u>	<u>210,000</u>	<u>495,500</u>	
FUND TOTAL	2,829,861	2,941,707	2,844,199	2,944,247	