

City of Redlands
2015-2016
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
2015-2016
Adopted Budget

REVENUE DETAIL

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>PROPERTY TAXES</u>				
3000 Current Secured Taxes	20,809,305	20,795,000	21,453,069	22,698,000
3001 Current Unsecured Taxes	573,677	585,000	601,156	620,000
3002 Supplemental Secured Taxes	208,615	125,000	209,157	210,000
3003 Supplemental Unsecured Taxes	12,079	10,000	21,000	25,000
3004 Secured PY Taxes	696,923	525,000	415,000	425,000
3005 Unsecured PY Taxes	9,693	15,000	10,000	10,000
3006 Supplemental PY Taxes	95,607	110,000	129,146	125,000
3007 Possessory Interest Taxes	268,508	265,000	289,720	298,000
TOTAL PROPERTY TAXES	22,674,407	22,430,000	23,128,248	24,411,000
<u>OTHER TAXES</u>				
3019 Sales Tax Compensation	2,847,122	2,776,351	2,792,840	1,537,287
3020 Sales and Use Tax	10,572,296	10,980,649	11,159,160	14,031,713
3023 Pub Safety Sales Tax	760,375	780,000	814,230	855,000
3030 Property Transfer Tax	272,847	300,000	315,000	345,000
3040 Transient Occupancy Tax	948,164	945,000	960,000	977,000
3050 Franchise Fees	3,235,114	3,156,000	3,737,290	3,485,788
3060 Mining Tax	256,904	255,000	350,000	350,000
TOTAL OTHER TAXES	18,892,822	19,193,000	20,128,520	21,581,788
TOTAL TAXES	41,567,229	41,623,000	43,256,768	45,992,788
<u>OTHER REVENUES</u>				
3100 Business License	3,305,534	3,280,000	3,280,000	3,325,000
3101 Dog License	92,040	79,575	79,575	80,000
3170 Code Enforcement/Admin Citation	700	0	0	0
3195 Miscellaneous Permit	2,856	3,000	2,000	2,750
3210 Motor Vehicle Fees	30,515	0	29,476	0
3215 Mandated Cost Reimbursement	48,349	35,000	35,000	40,000
3250 Federal Grants	20,827	57,362	123,680	0
3255 Federal Reimbursement	1,335	0	0	0
3305 Cost Recover/Reimb Expenditure	4,732	86,000	126,321	87,500
3309 Application/Filing Fee	162,957	160,000	160,000	170,000
3315 City Attny Services	63,178	65,000	127,295	135,000

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REVENUE DETAIL

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>OTHER REVENUES (CONT)</u>				
3400 City Ordinance Violation	32,680	25,000	65,000	50,000
3412 General Gov't Overhead	3,313,006	3,518,170	3,518,170	3,518,170
3510 Investment Income	201,166	75,000	125,000	130,000
3512 Returned Check Charge	351	500	500	500
3515 Land Sale Proceeds	0	0	0	770,000
3516 Sale of Surplus Property	7,418	3,000	2,530	3,000
3530 Miscellaneous Receipts	64,593	20,000	59,248	25,000
3540 Other Grants	0	2,500	2,500	0
3590 Donations	13,040	40,000	10,000	10,000
3760 Bad Debt Recovery	7,733	5,500	5,500	5,500
TOTAL OTHER REVENUE	7,373,010	7,455,607	7,751,795	8,352,420
TOTAL GENERAL GOVERNMENT	48,940,239	49,078,607	51,008,563	54,345,208
<u>AIR QUALITY IMPROVEMENT (221)</u>				
3510 Investment Income	7,188	4,500	5,000	5,000
3710 AB2766 Subvention AQMD	87,110	81,000	81,000	81,000
TOTAL AIR QUALITY IMPROVEMENT	94,298	85,500	86,000	86,000
<u>GENERAL DEBT SERVICE (305)</u>				
3000 Current Secured Taxes	665,278	0	23,226	0
3006 Supplemental PY Taxes	16,302	0	13,644	0
3009 Supplemental - Voter Approved	15,781	0	14,031	0
3510 Investment Income	21,395	1,000	10,554	0
TOTAL GENERAL DEBT SERVICE	718,756	1,000	61,455	0
<u>RDLS PUBLIC IMPROVEMENT (311)</u>				
3510 Investment Income	(3,728)	0	0	0
TOTAL RDLS PUBLIC IMPROV	(3,728)	0	0	0

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REVENUE DETAIL

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>LIABILITY SELF-INSURANCE (602)</u>				
3510 Investment Income	(4,403)	3,000	14,631	3,000
3530 Miscellaneous Receipts	6,714	15,000	10,381	15,000
TOTAL LIABILITY SELF-INSURANCE	2,311	18,000	25,012	18,000
<u>INFORMATION TECHNOLOGY (604)</u>				
3305 Cost Recover/Reimb Expenditure	0	0	1,037	0
3393 Internal Svc Rcpts: General Fund	1,645,748	1,772,804	1,896,290	2,213,561
3394 Internal Svc Rcpts: Non-Gen Fund	848,844	1,163,971	1,168,921	1,296,151
3510 Investment Income	4,263	2,100	2,100	2,100
TOTAL INFORMATION TECHNOLOGY	2,498,855	2,938,875	3,068,348	3,511,812
<u>WRK COMP SELF-INSURANCE (606)</u>				
3510 Investment Income	8,753	3,000	7,472	3,000
3530 Miscellaneous Receipts	219	0	0	0
3750 Worker's Comp Receipts	1,814,986	1,641,545	2,241,545	2,044,225
TOTAL WRK COMP SELF-INSURANCE	1,823,958	1,644,545	2,249,017	2,047,225
<u>UTILITY BILLING (608)</u>				
3385 Water Turn-On	84,670	80,000	80,000	80,000
3390 Utility Billing Service	875,000	875,000	875,000	875,000
3510 Investment Income	19,897	10,000	20,000	20,000
3511 Finance Charges	483,042	425,000	450,000	450,000
3512 Returned Check Charge	11,725	9,700	11,445	10,000
3530 Miscellaneous Receipts	32,756	30,000	30,000	30,000
3760 Bad Debt Recovery	3,280	0	2,500	0
TOTAL UTILITY BILLING	1,510,370	1,429,700	1,468,945	1,465,000
<u>COMM FAC DIST TRUST (710)</u>				
3305 Cost Recover/Reimb Expenditure	1,438,809	1,408,000	1,440,000	1,440,000
3510 Investment Income	31,407	5,000	30,000	30,000
TOTAL COMM FAC DIST TRUST	1,470,216	1,413,000	1,470,000	1,470,000

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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
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DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	73,595	80,924	80,924	84,987
4010 Overtime Salaries	114	0	86	0
4015 Banked Leave Buy Back	1,600	1,198	1,698	1,530
4050 Pension Contributions	10,902	9,509	9,509	10,419
4051 Fica/Medicare	5,745	6,061	6,061	6,627
4053 Deferred Compensation	1,237	1,237	1,237	1,283
4055 Health/Dental Insurance	7,618	6,525	6,922	6,755
4056 Worker's Comp Insurance	4,797	5,162	5,162	6,428
4058 Unemployment Insurance	206	304	304	304
4059 Life Insurance	93	93	93	69
4081 Eyecare Reimbursement	90	158	158	158
4085 Other Taxable Benefits	98	105	105	105
TOTAL SALARIES AND BENEFITS	106,095	111,276	112,259	118,664
<u>SERVICES</u>				
5140 Legal Services	47,728	30,000	50,000	25,000
5190 Other Professional Services	65,008	30,000	25,000	30,000
5240 Meeting & Professional Devlpmt	0	2,000	0	0
5255 Travel Reimbursement	555	500	500	500
5270 Printing and Binding	2,105	3,000	1,800	3,000
5275 Postage	107	300	200	300
5303 Telephone	2,179	3,150	3,150	3,150
5395 Info Technology Services Charge	17,982	17,982	17,982	16,277
5490 Other Insurance	2,720	3,000	2,618	3,000
5570 Office Equip & Furn Rent	3,303	3,394	3,394	3,394
5760 Special Program Expenditures	0	0	0	100,000
5800 Subscriptions & Memberships	49,689	48,325	48,000	54,325
5990 Reimbursed Expenditures	27,863	0	0	0
TOTAL SERVICES	219,239	141,651	152,644	238,946

City of Redlands
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DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	1,541	1,500	1,500	1,500
6590 Special Departmental Supplies	0	16,000	16,000	1,000
TOTAL SUPPLIES	1,541	17,500	17,500	2,500
<u>FIXED ASSETS</u>				
7150 Other Betterments/Imprvoments	0	0	0	25,000
TOTAL SUPPLIES	0	0	0	25,000
 DEPARTMENT TOTAL	 326,875	 270,427	 282,403	 385,110

City of Redlands 2015-2016 Adopted Budget

City Clerk

Mission Statement:

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

Departmental Goals:

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

Sustainability Efforts:

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

Performance Measures:

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

Program Description:

The City Clerk is the record keeper and the guardian of our democratic process. In Redlands, the City Clerk is an elected official and is responsible directly to the voters. Deputies may be appointed by the City Clerk and hold office at the pleasure of the City Clerk. This program has one full-time 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 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

The FY 2015-2016 Program includes funding for document scanning and the conversion of the records database to software consistent with that utilized by other City staff agencies.

Accomplishments for Fiscal Year 2014-2015:

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 waivered. We continue to decrease turn around times for information requests and have met our schedule goals for publishing meeting minutes and public notices.

- Coordinated the actions required for the nomination and election of three City Council Members
- Administered the process for the appointment of a City Council Member to fill the remaining term of a Member elected to higher office
- 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 candidates, seven incumbent elected officials and eight election committees
- Continued efforts to implement a computerized documentation management program

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	70,968	97,828	101,440	103,384
4005 Salaries: Part Time	22,333	0	0	0
4010 Overtime Salaries	91	0	52	0
4050 Pension Contributions	729	5,735	5,473	6,472
4051 Fica/Medicare	7,165	9,649	8,104	7,924
4053 Deferred Compensation	1,845	1,845	1,845	1,845
4055 Health/Dental Insurance	12,337	21,028	12,418	16,500
4056 Worker's Comp Insurance	1,199	2,065	2,065	2,571
4057 Disability Insurance	0	0	0	309
4058 Unemployment Insurance	728	868	1,104	868
4059 Life Insurance	73	126	129	126
4081 Eyecare Reimbursement	0	225	225	225
4084 Clothing Cash Payment	0	200	200	200
4085 Other Taxable Benefits	275	0	4,240	4,550
TOTAL SALARIES AND BENEFITS	117,743	139,569	137,294	144,974
<u>SERVICES</u>				
5103 Software Support & Maintenance	0	0	0	14,758
5196 Elections	2	70,000	70,000	20,000
5240 Meeting & Professional Devlpmt	670	670	670	0
5270 Printing and Binding	758	500	500	500
5275 Postage	661	700	700	700
5280 Advertising	17,802	25,000	25,000	25,000
5303 Telephone	1,136	1,200	1,200	1,200
5395 Info Technology Services Charges	13,406	13,406	13,406	23,493
5570 Office Equip & Furn Rent	2,347	2,431	2,431	2,431
5800 Subscriptions & Memberships	170	160	170	340
5880 Special Contractual Services	1,171	4,000	4,599	4,000
TOTAL SERVICES	38,123	118,067	118,676	92,422

City of Redlands
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DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	698	1,000	1,000	1,000
TOTAL SUPPLIES	698	1,000	1,000	1,000
DEPARTMENT TOTAL	156,564	258,636	256,970	238,396

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

Program Description:

The City Manager's Office is responsible for the implementation and execution 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 Manager's office establishes and maintains appropriate management controls to ensure all departments adhere to the City Council's direction and goals while observing ethical and legal policies and regulations.

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
- Guide the City's Strategic Plan and Vision
- Be available to the public as the need arises
- Maintain effective working relationships with other City, County, State and Federal agencies

Public Information

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

Emergency Management & Preparedness Program

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

Significant Program Changes:

None

Accomplishments for Fiscal Year 2014-2015:

- Developed a balanced budget while building fund balance and reserves that total more than \$17 million or 31% of General Fund expenditures in the approved FY 2015-2016 budget
- Provided leadership, management and direction to all City departments
 - Designed funding plan and directed update to the City's General Plan
 - Directed development of the Orange Street Alley Project
 - Directed development of the Hillside Memorial Park Cemetery Business Plan and Capital Improvement Plan

- Directed development of the Heritage Park Master Plan
- Directed continued implementation of the City's Street Paving program (PARIS)
- Promoted transparency in government through:
 - Web-streaming of live City Council meetings and archived meeting videos
 - Live broadcasting of 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 including multiple Facebook pages for City Hall, Police, Fire, Police Business Liaison, Recreation, Senior Services, Downtown Redlands, Animal Shelter 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
 - 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
- Provided staff liaison to the State Assemblyman's Office
- Provided staff liaison to the City's Cultural Arts Commission
- Provided staff to the City's Animal Control Board
- Assisted in planning and coordinating the Mayor's annual State of the City event, including:
 - Production of four 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
- Produced and presented 42 Pet of the Week videos , 3 Water Conservation videos and 1 Video on panhandling
- Assisted in Police Press Conference and DVD copies to all media in different formats
- Produced 4 cooking videos on behalf of Recreation Division and Economic Development Office
- Provided support to all other departments and City Council in media interviews
- Monitored press coverage of the City, including newspapers, television and radio and provided periodic news digests to staff and elected officials
- Provided support to all City departments in preparing memos and other written communication for both internal and external distribution
- Monitored progress of the Strategic Plan's planned activities for FY 2014-2015
- Coordinated and assembled 24 City Council Regular Meeting Agenda Packets and 7 City Council Special Meeting Agenda Packets
- Coordinated City Council Meeting E-Agenda packets
- Coordinated and processed 425 resident service requests
- Processed 31 film permits for filming in Redlands and provided follow-up reports on economic activity generated
- Provided staff liaison to the City's Disaster Council
- Secured recovery dollars for the 2014 August Severe Storms in the amount of \$155,650.54
- Trained 120 students in Community Emergency Response Team
- Secured \$50,000 in equipment for the Community Emergency Response Team Training Program
- Coordinated participation in the 2014 Shakeout exercise by evacuating all of City Hall
- Coordinated workshop for the City's Continuity of Operations Plan

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	307,277	276,939	272,402	281,082
4005 Salaries: Part Time	7,917	0	7,632	0
4010 Overtime Salaries	151	1,300	250	500
4015 Banked Leave Buy Back	57,615	41,062	41,062	41,406
4050 Pension Contributions	71,154	60,465	62,228	67,646
4051 Fica/Medicare	17,720	14,196	16,414	15,635
4053 Deferred Compensation	7,661	6,514	6,413	6,462
4055 Health/Dental Insurance	28,572	22,819	24,577	25,580
4056 Worker's Comp Insurance	23,983	12,876	12,876	16,034
4057 Disability Insurance	0	0	50	142
4058 Unemployment Insurance	754	703	707	855
4059 Life Insurance	120	102	130	124
4080 Vehicle Allowance	9,600	9,600	9,600	9,600
4081 Eyecare Reimbursement	314	364	364	443
4084 Clothing Cash Payment	277	0	0	70
4085 Other Taxable Benefits	0	114	285	243
TOTAL SALARIES AND BENEFITS	533,115	447,053	454,990	465,822

SERVICES

5190 Other Professional Services	6,515	6,000	130	6,000
5240 Meeting & Professional Devlpmt	3,528	2,500	715	3,000
5255 Travel Expense Reimbursement	3,728	4,000	2,187	4,000
5270 Printing and Binding	1,180	1,000	500	1,000
5275 Postage	147	450	100	450
5303 Telephone	3,476	4,200	4,200	4,200
5392 License & Permits	1,313	1,600	1,987	2,000
5395 Info Technology Services Charges	16,746	16,746	16,746	70,664
5580 Communication Svs & Rental	880	1,200	1,200	1,200
5760 Special Program Expenditures	159	500	6,500	1,500
5800 Subscriptions & Memberships	1,610	2,200	1,400	2,200
5840 Training	0	0	149	500

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES CONTINUED</u>				
5999 Contingencies - Position Funding	0	(38,111)	0	0
TOTAL SERVICES	39,282	2,285	35,814	96,714
<u>SUPPLIES</u>				
6130 Books & Supplies	0	250	0	250
6140 Office Supplies	3,064	2,500	1,500	2,500
6190 Photo & Copying Supplies	0	500	0	500
6560 Food	0	300	0	300
6590 Special Departmental Supplies	95	500	500	500
TOTAL SUPPLIES	3,159	4,050	2,000	4,050
 DIVISION TOTAL	 575,556	 453,388	 492,804	 566,586

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
PUBLIC INFORMATION

<u>FUND</u>	<u>ORGKEY</u>
GENERAL FUND	101121

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	153,830	160,208	161,408	168,257
4010 Overtime Salaries	2,073	1,500	3,000	3,000
4015 Banked Leave Buy Back	7,659	7,700	8,252	9,260
4050 Pension Contributions	36,599	29,342	29,530	31,885
4051 Fica/Medicare	12,819	12,681	13,455	13,837
4053 Deferred Compensation	3,168	3,168	3,168	3,229
4055 Health/Dental Insurance	28,156	13,438	13,982	14,116
4057 Disability Insurance	596	1,046	586	649
4058 Unemployment Insurance	703	868	704	868
4059 Life Insurance	126	126	126	126
4081 Eyecare Reimbursement	0	450	450	450
4084 Clothing Cash Payment	200	200	200	200
4084 Other Taxable Benefits	2,780	4,350	4,381	4,350
TOTAL SALARIES AND BENEFITS	248,709	235,078	239,242	250,227

<u>SERVICES</u>				
5190 Other Professional Services	4,850	6,000	3,800	6,000
5240 Meeting & Professional Devlpmt	149	500	650	1,000
5255 Travel Expense Reimbursement	571	600	750	1,000
5395 Info Technology Services Charge	0	0	0	2,690
5396 City Garage Charges	490	0	0	0
5800 Subscriptions & Memberships	559	550	550	550
5840 Training	0	0	35	500
TOTAL SERVICES	6,619	7,650	5,785	11,740

<u>SUPPLIES</u>				
6140 Office Supplies	829	1,000	800	1,000
6180 Turnouts/Uniforms/Sfty Clothing	490	0	171	0
6590 Special Departmental Supplies	2,000	1,000	325	1,000
TOTAL SUPPLIES	3,319	2,000	1,296	2,000

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
PUBLIC INFORMATION

FUND

GENERAL FUND

ORGKEY

101121

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
7140 All other equipment	0	85,000	125,000	0
TOTAL FIXED ASSETS	0	85,000	125,000	0
DIVISION TOTAL	258,647	329,728	371,323	263,967

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

FUND
GENERAL FUND

ORGKEY
101122

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	28,647	30,090	31,077	32,544
4005 Salaries: Part Time	2,256	0	3,000	3,000
4010 Overtime Salaries	66	500	50	0
4015 Banked Leave Buyback	0	694	694	751
4050 Pension Contributions	5,316	5,512	5,672	6,167
4051 Fica/Medicare	2,363	2,397	2,765	2,781
4053 Deferred Compensation	967	996	1,026	1,045
4055 Health/Dental Insurance	2,765	2,793	2,731	2,691
4058 Unemployment Insurance	280	152	311	152
4059 Life Insurance	22	22	22	22
4081 Eyecare Reimbursement	79	79	79	79
4085 Other Taxable Benefits	53	52	52	53
TOTAL SALARIES AND BENEFITS	42,814	43,287	47,479	49,284
<u>SERVICES</u>				
5240 Meeting & Professional Devlpmt	40	4,500	1,500	4,000
5255 Travel Expense Reimbursement	19,486	4,500	3,500	4,000
5270 Printing and Binding	1,140	1,500	800	1,000
5275 Postage	283	500	300	500
5303 Telephone	14,799	16,000	16,000	16,000
5340 Machinery & Equip Maintenance	0	2,240	1,900	2,240
5395 Info Technology Services Charge	6,583	6,853	6,853	19,752
5396 City Garage Charges	0	0	490	445
5760 Special Program Expenditures	0	1,500	1,500	1,500
5800 Subscriptions & Memberships	0	1,570	1,570	1,570
5840 Training	0	10,000	9,000	5,000
5880 Special Contractual Services	0	0	5,500	0
TOTAL SERVICES	42,331	49,163	48,913	56,007

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

FUND
GENERAL FUND

ORGKEY
101122

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	3,004	1,500	500	1,000
6180 Turnouts/Uniforms/Sfty Clothing	1,060	600	428	600
6190 Photo & Copying Supplies	96	1,500	1,000	1,000
6210 Repair & Maintenance Supplies	0	0	0	1,500
6375 Computer Components	59,190	41,014	41,014	5,000
6500 Office Equipment & Furniture	0	16,657	1,500	2,000
6560 Food	150	2,000	1,500	2,000
6590 Special Departmental Supplies	19,090	23,347	23,347	0
TOTAL SUPPLIES	82,590	86,618	69,289	13,100
<u>FIXED ASSETS</u>				
7100 Motor Vehicle	0	0	16,800	0
7270 Building Construction	0	0	10,275	0
TOTAL FIXED ASSETS	0	0	27,075	0
DIVISION TOTAL	167,735	179,068	192,756	118,391

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
PRINT SHOP

FUND

GENERAL FUND

ORGKEY

101125

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES</u>				
5275 Postage	21	0	0	0
5303 Telephone	239	350	350	350
5340 Office Equipment Maintenance	2,259	0	0	0
5570 Office Equip & Furn Rent	24,188	23,000	23,000	23,000
5590 Other Rentals	1,160	1,200	1,200	1,200
5880 Special Contractual Services	6,455	7,000	7,000	7,000
5990 Reimbursed Expenditures	(37,223)	(40,000)	(38,000)	(40,000)
TOTAL SERVICES	(2,901)	(8,450)	(6,450)	(8,450)
<u>SUPPLIES</u>				
6140 Office Supplies	224	250	0	0
6190 Photo & Copying Supplies	1,502	1,100	1,100	1,100
6500 Office Equipment & Furniture	519	0	0	0
6590 Special Departmental Supplies	284	50	555	500
TOTAL SUPPLIES	2,529	1,400	1,655	1,600
<u>FIXED ASSETS</u>				
7140 All Other Equipment	0	0	4,974	0
TOTAL FIXED ASSETS	0	0	4,974	0
DIVISION TOTAL	(372)	(7,050)	179	(6,850)
DEPARTMENT TOTAL	1,001,566	955,133	1,057,062	942,094

City of Redlands
2015-2016
Adopted Budget

Department of Information Technology Services

Mission Statement:

The purpose of the Department of Innovation and Technology is to properly understand and align IT services to support City business activities at appropriate levels. The mission of the Department of Innovation and Technology (DoIT) is to identify and deliver effective and integrated Technology Solutions to empower other City departments to achieve and exceed service level expectations.

Department Goals for 2015-2016:

- Continual Service Improvement through IT Steering Committee meetings
- Comprehensive City Network Improvements: storage, network capacity, data protection and backup, backup power supplies
- Disaster Recovery Planning and Redundant Failover Site for essential computing services
- Conference Room upgrades: connectivity and audio visual improvements
- Installation of three additional Police Department Cameras: Panorama Point and Citrus Plaza Phase II
- Network Intrusion and Detection Systems
- Open Data Initiatives: online self-service portal for public records
- Continued investment in Mobile Workforce tools (GIS and Apps)
- Website Upgrades: enhancement to the existing platform and design

Program Description:

The Department of Innovation and Technology is comprised of three divisions - Enterprise Systems & Networks, GIS and Client Services. The following is an overview of each division's responsibilities.

Enterprise Systems and Networks:

- Sunguard/BiTech financial management system
- EnQuesta Utility Billing and customer management system
- The Laserfiche document imaging system
- ShoreTel Voice over IP Phone System
- Server Room and New Data Center
- Network, Access and Software Security Management
- Data Storage and Redundancy Management
- Consultative Design and Decision Support
- Systems Integration
- Public Safety Network and Systems Support

Geographical Information Systems (GIS) Division

- Development, Implementation and Support of "Mobile Apps" Citywide, both for internal and external users
- Collection, Integration and Standardization of Enterprise GIS data and systems

- Development and Customization of Story Maps and other GIS-enriched online content for the public
- Customized Public GIS Application development on gis.cityofredlands.org
- Crime View Desktop & Crime View Server Implementation and Support
- Daily time-space based animation of Police and Fire Department field asset data
- Support of Rental-ordinance database and billing system
- Support of Reverse-911 system
- Internal Website support and development

Client Services Division

- Desktop Hardware and Systems Support and Management
- Mobility Tools Systems and Support
- Software Licensing and Compatibility Management
- Peripheral Support and Management (printers, plotters, scanners, etc...)
- Virus, Spyware, and Malware Prevention and Detection Management
- Help Desk Administration

Significant Program Changes:

None

Accomplishments for Fiscal Year 2014-2015:

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

- In FY 2014-2015, 76% of individual projects are either completed, ongoing or started.
 - 24% of projects remain to be started.
- Document Management System
 - The City Council approved an agreement with American Microimaging Inc. to begin implementation of a comprehensive scanning, document storage, and records management system.
- Agenda Management System
 - This software will automate the entire agenda process: from submission of staff reports to publishing the final agenda to the City's website.
- Server Environment Virtualization
 - As a result of additional funding, staff was able to virtualize an additional 40% of servers, making the City's network more reliable and reducing the burden on network administration.
- Enhanced PC Replacement Cycle
 - As a result of additional funding, staff was able to purchase additional computers above and beyond the annual planned and thereby reduced the replacement cycle from 5 years to 4.2 years.
- Automation of PD Scheduling and Timekeeping
 - The system will significantly reduce staff time spent resolving scheduling issues, mobilizing specialty units, and will eventually integrate with the City's payroll system.
- PD network Investments
 - Among the various projects were server upgrades, increased redundancy, updated storage resources and added security improvements.
- Phone System Upgrade
 - As a result of this project, the City for the first time has an interconnected network linking all remote sites to its centralized network resources. This has enhanced productivity, security and access to City systems.
- Partnership with Esri
 - DoIT/GIS staff have been working in concert with staff and experts within Esri to discuss and explore major enhancements to the City's use of its GIS resources. Projects include: the Daily Dashboard and exploring the use of the "Collector App," which allows for mobile field crews to collect and organize data from the field and deliver it into GIS databases.

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND ORGKEY
INFORMATION TECHNOLOGY SERVICES FUND 604520

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	507,692	662,173	602,173	729,436
4005 Salaries: Part Time	31,558	30,000	40,000	95,000
4010 Overtime Salaries	5,715	1,500	2,000	2,000
4015 Banked Leave Buy Back	106,216	8,312	27,369	33,556
4016 Compensated Absence	(2,451)	0	0	0
4050 Pension Contributions	111,882	119,300	119,300	138,229
4051 Fica/Medicare	49,954	52,705	49,500	61,348
4053 Deferred Compensation	3,474	8,045	6,690	8,205
4055 Health/Dental Insurance	48,910	80,908	56,200	65,698
4056 Worker's Comp Insurance	13,790	19,672	19,672	24,498
4057 Disability Insurance	1,392	1,898	2,560	1,798
4058 Unemployment Insurance	3,102	4,774	5,642	5,642
4059 Life Insurance	382	567	475	567
4081 Eyecare Reimbursement	518	2,025	1,000	2,025
4084 Clothing Cash Payment	200	600	600	600
4085 Other Taxable Benefits	6,800	150	9,268	9,300
TOTAL SALARIES AND BENEFITS	889,134	992,630	942,449	1,177,902
<u>SERVICES</u>				
5103 Software Support/Development	510,382	519,468	519,468	706,920
5104 Hardware Maint/Replace	157,507	250,039	250,000	225,800
5140 Legal Services	832	0	1,978	0
5190 Other Professional Services	733,804	304,590	275,000	243,100
5240 Meeting & Professional Devlpmt	5	0	600	4,000
5255 Travel Reimbursement	1,756	1,000	1,200	2,700
5270 Printing & Binding	1,736	500	2,000	2,000
5275 Postage	252	500	601	450
5280 Advertising	430	0	0	0
5303 Telephone/Network Connectivity	72,566	300,000	300,000	252,200
5365 Vehicle Maintenance	0	0	60	60
5396 City Garage Charges	0	278	278	0

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND					ORGKEY
INFORMATION TECHNOLOGY SERVICES FUND					604520
	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED	
SERVICES (CONT)					
5451 Retiree Health Insurance	166,721	0	0	0	
5570 Office Equip & Furn Rent	3,303	5,000	5,000	4,500	
5580 Communications Svs & Rental	13,881	35,000	30,000	15,000	
5722 Penalties & Interest	0	0	397	0	
5800 Subscriptions & Memberships	196	0	27	0	
5840 Training	2,250	15,000	6,000	15,000	
5870 General Govt Service Charge	207,097	209,789	209,789	210,838	
5880 Special Contractual Services	19,803	50,092	83,000	32,460	
5995 Depreciation Expense	51,434	0	0	0	
TOTAL SERVICES	1,943,955	1,691,256	1,685,398	1,715,028	
SUPPLIES					
6140 Office Supplies	374	3,000	3,000	2,000	
6375 Computer Components	54,664	74,450	74,500	64,650	
6590 Special Departmental Supplies	323	5,000	5,000	0	
TOTAL SUPPLIES	55,361	82,450	82,500	66,650	
FIXED ASSETS					
7080 Computer Equipment	118,787	562,062	458,562	552,232	
7060 Office Furniture	0	33,438	33,438	0	
7270 Building Construction	2,906	0	5,521	0	
TOTAL FIXED ASSETS	121,693	595,500	497,521	552,232	
FUND TOTAL	3,010,143	3,361,836	3,207,868	3,511,812	

City of Redlands 2015-2016 Adopted Budget

Finance

Mission Statement:

To provide the best possible accounting services to our customers: the general public and other City departments; to ensure that all City of Redlands financial transactions are reviewed for propriety and legality, and that the reporting of the City's financial position is performed accurately and timely.

Departmental Goals:

- Maintain the financial system and records of the City consistent with the highest professional standards and in accordance with legal requirements and generally accepted accounting principles
- Produce timely and accurate financial reports
- Update and/or develop Finance policies and procedures
- Perform periodic internal audits of City operations
- Direct and coordinate the procurement function in an efficient and cost effective manner
- Provide an efficient method of centralized cashing for the convenience of city departments and the public
- Oversee the custody and safekeeping of all City funds, including the efficient collection of fees, taxes, utility payments and all other payments owed to the City, and the safe deposit and management of cash from the time of receipt until the time of investment or disbursement
- Assist the City's elected Treasurer in the development of an annual statement of investment policy and quarterly investment reports that demonstrate adherence to the investment policy
- Maintain and promote the City's Values as authorized and approved by the City Council

Sustainability Efforts:

- Use of recycled paper for office copies, print jobs, business cards and envelopes
- Recycle copy machine toner cartridges and use double-sided printing whenever possible
- Scanning of monthly financial reports for electronic access on the City's shared network drive
- Exploration of paperless timesheets as part of the Sungard Bi-tech Financial System Upgrade Project
- Adherence by Purchasing to a policy requiring documents that are printed on no less than "30% Post-Consumer" recycled content paper
- Purchase of recycled products through the U.S. Communities Government Purchasing Alliance
- Maintenance of a recycled products list in accordance with the City's Purchasing Policy
- Recycle Utility Bill return envelopes whenever possible for customers paying at counter; reused in night drop receptacle
- Availability of e-Bill service which allows customers to receive their municipal services bill via email

Performance Measures:

- Upgrade the Sungard Bi-Tech financial system
 - Less staff time with updated technology and fewer manual functions and reports
 - Able to monitor revenues and expenditures more efficiently
 - Able to provide more efficient reporting to other City departments

- Update policy and procedure manuals for payroll, accounts payable and accounts receivable
 - Allows staff time for additional processing
 - Current policy and procedure manuals help to provide training for newer employees, retrain existing employees and promote cross training between functions
 - Allows for streamlining and utilization of existing and updated technology
- Develop an Internal Audit plan
 - Improves operations by reviewing data and business processes
 - Increases the effectiveness of risk management, governance and control
 - Increases compliance with laws and regulations and safeguards assets

**City of Redlands
2015-2016
Proposed Budget**

**Finance
Accounting and Administration**

Program Description:

This division performs the functions of administration, accounting and budgeting, payroll, accounts payable and accounts receivable. Other responsibilities of the division include administration of all City related debts/bonds, preparation of regular financial analysis, responsibility for the annual budget process and spending oversight, performance of periodic internal audits of City operations, as well as coordination of the City's annual audit and preparation of all related reports as required by law.

Program Objectives:

- Prepare a Comprehensive Annual Financial Report (CAFR) that presents an accurate financial picture of the City to the public, financial institutions and bond rating agencies
- Plan and coordinate the annual budget process producing a document for adoption by the City Council no later than June 30th of each fiscal year
- Prepare and submit required reports to State and Federal Agencies
- Prepare and distribute monthly financial information to all departments by the 20th of each month
- Prepare and distribute a monthly General Fund Revenue and Expenditure Summary report to the City Council in accordance with the City Council's 2014-2017 Strategic Plan
- Prepare and distribute a quarterly General Fund Additional Appropriations report to the City Council in accordance with the City Council's 2014-2017 Strategic Plan
- Complete a weekly disbursement run producing in excess of 11,000 checks per year
- Process twenty-six regular biweekly payrolls as well as a variety of special payrolls
- Plan and coordinate the annual audits of the City, Successor Agency to the Former Redevelopment Agency, Gas Tax and Measure I funds, as well as other grant related audits as required by federal law

Significant Program Changes:

None

Accomplishments for Fiscal Year 2014-2015:

- Completed the City's Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2014 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 ten 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 2015-2016 that is balanced on recurring revenues and without the use of reserves
- Assisted in the completion of the Cemetery Business Plan by developing a 10-year funding plan
- Continued development and implementation of bank reconciliation procedures to streamline and improve the accuracy of the process

- Continued Implementation of three recently developed fiscal policies, the Enterprise Fund Policy, the Fund Balance Policy, and the Inter-fund Loan Policy
- Implemented the Sungard Financial System upgrade
- Successfully produced 26 regular bi-weekly payrolls consisting of approximately 510 paychecks each, or approximately 13,260 annually, in support of ten bargaining groups.
- Produced 4 regularly scheduled special payrolls during the year and 29 unscheduled special payrolls year to date
- Processed deduction payments after each payroll, resulting in approximately 600 checks, annually
- Compiled Quarterly Tax data for Federal and State government reporting
- Produced 613 W-2's for employees for calendar year 2014
- Produced 159 Form 1099's to vendors
- Issued 2,500 invoices on behalf of various city departments
- Processed Accounts Payable checks weekly, resulting in approximately 11,000 checks annually
- Maintain W-9 vendor database to ensure City compliance with IRS requirements

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
FINANCE

FUND

GENERAL FUND

ORGKEY

101130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	530,241	591,076	576,162	626,768
4010 Overtime Salaries	26,473	15,000	20,000	15,000
4015 Banked Leave Buy Back	30,157	32,773	32,773	35,271
4050 Pension Contributions	117,034	114,088	101,625	118,772
4051 Fica/Medicare	41,030	45,043	42,668	47,906
4053 Deferred Compensation	8,187	9,674	9,674	9,566
4055 Health/Dental Insurance	94,913	99,595	98,803	107,649
4056 Worker's Comp Insurance	12,111	9,516	9,516	11,851
4057 Disability Insurance	1,711	1,436	1,885	1,547
4058 Unemployment Insurance	2,655	3,429	3,410	3,429
4059 Life Insurance	436	498	469	498
4080 Vehicle Allowance	777	780	780	780
4081 Eyecare Reimbursement	1,265	1,778	1,490	1,778
4084 Clothing Cash Payment	600	600	600	600
4085 Other Taxable Benefits	4,774	4,935	6,790	4,935
TOTAL SALARIES AND BENEFITS	872,364	930,221	906,645	986,350
<u>SERVICES</u>				
5034 Collection Agent/Bank Fees	25	25	25	25
5103 Software Support/Development	90,894	105,887	105,887	113,000
5140 Legal Services	243	250	250	250
5160 Auditing and Accounting	68,736	99,732	99,732	73,600
5190 Other Professional Services	53,613	78,500	78,500	69,500
5240 Meeting & Professional Devlpmt	355	2,000	750	2,000
5255 Travel Reimbursement	755	250	250	250
5270 Printing and Binding	2,842	4,000	4,000	4,000
5275 Postage	5,796	7,000	6,000	7,000
5280 Advertising	656	750	776	800
5290 Filming and Microfilming	0	1,000	1,151	1,000
5303 Telephone	3,100	4,000	4,000	4,000
5395 Info Technology Services Charges	55,135	55,135	55,135	55,398

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5570 Office Equip & Furn Rent	3,517	3,370	3,370	3,370
5722 Penalties and Interest	323	100	424	450
5800 Subscriptions & Memberships	1,250	1,900	1,900	1,900
5840 Training	398	500	500	500
5880 Special Contractual Services	224	275	275	275
TOTAL SERVICES	287,862	364,674	362,925	337,318
<u>SUPPLIES</u>				
6140 Office Supplies	14,130	13,000	13,000	14,000
6500 Office Equipment	519	0	0	0
6560 Food	52	0	0	0
6590 Special Departmental Supplies	0	0	36	0
TOTAL SUPPLIES	14,701	13,000	13,036	14,000
<u>FIXED ASSETS</u>				
7150 Other Betterments & Improvements	0	0	0	25,000
TOTAL FIXED ASSETS	0	0	0	25,000
 DIVISION TOTAL	 1,174,927	 1,307,895	 1,282,606	 1,362,668

City of Redlands
2015-2016
Adopted Budget

Finance
Purchasing / Stores

Program Description:

This division is responsible for performing the City's procurement function in accordance with Chapter 2.16 of the City's Municipal Code and all other applicable procedures and policies as established by the City. This division is also responsible for procurement and inventory of materials and supplies in support of all City departments and handles items declared as surplus for redistribution or disposal per the City ordinance.

Program Objectives:

- Continue to process purchase requisitions for supplies and services as quickly and efficiently as possible in accordance with purchasing procedures
- Compile, review and award bids for materials, equipment and supplies
- Utilize an eProcurement system for bids and vendor management
- Review and update the City's purchasing policies and procedures as needed and provide Citywide training
- Provide prompt service in fulfilling departmental requests for materials and supplies.
- Provide reports regarding departments' usage and expense as requested
- Execute and monitor the warehouse program - "Fastenal Automated Supply Technology" (FAST) - Industrial Vending
- Process items declared as surplus for redistribution or disposal per City procedures
- Main objective: to increase city-wide efficiencies and cost savings

Significant Program Changes:

Acquisition and on-going implementation of "PlanetBids" eProcurement system, an on-line procurement system expected to meet the goal of eliminating waste and increasing efficiencies, productivity, and cost savings.

Accomplishments for Fiscal Year 2014-2015:

- Updated the City's Purchasing Policies (RMC Chapter 2.16)
- Continuation of the City's Automated Inventory System
- Coordination of the City's Data Center Project
- Implementation of an eProcurement system

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	131,820	132,390	109,630	139,965
4010 Overtime Salaries	629	500	645	650
4015 Banked Leave Buy Back	2,243	2,243	2,243	2,243
4050 Pension Contributions	24,957	24,242	19,721	26,524
4051 Fica/Medicare	11,202	11,018	8,932	11,598
4053 Deferred Compensation	3,069	3,069	3,069	3,127
4055 Health/Dental Insurance	1,881	1,876	1,510	1,876
4056 Worker's Comp Insurance	3,778	3,153	3,153	3,926
4057 Disability Insurance	374	397	227	404
4058 Unemployment Insurance	617	868	540	868
4059 Life Insurance	126	126	101	126
4081 Eyecare Reimbursement	284	450	225	450
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	8,575	8,700	7,016	8,550
TOTAL SALARIES AND BENEFITS	189,755	189,232	157,212	200,507
<u>SERVICES</u>				
5190 Other Professional Services	0	0	20,000	0
5240 Meeting & Professional Devlpmt	789	2,000	500	2,000
5255 Travel Reimbursement	1,025	1,000	600	900
5270 Printing and Binding	4,794	6,000	4,000	5,800
5275 Postage	553	700	600	600
5280 Advertising	75	500	350	400
5303 Telephone	1,557	1,750	1,750	1,750
5340 Office Equipment Maintenance	35	50	50	50
5395 Info Technology Services Charges	4,528	4,528	4,528	26,576
5570 Office Equip & Furn Rent	2,359	2,443	2,443	2,443
5800 Subscriptions & Memberships	81	300	300	800
5880 Special Contractual Services	0	4,800	4,800	4,800
TOTAL SERVICES	15,796	24,071	39,921	46,119

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	1,948	2,500	2,500	2,500
6180 Turnouts/Uniforms/Safety Clothing	0	0	3	0
6210 Repair & Maintenance Supplies	0	0	4	0
6310 Janitorial Supplies	32	50	0	0
6500 Office Equipment	335	0	0	0
6510 Small Tools & Equipment	9	50	500	500
6520 Promotional Supplies	0	0	200	200
6580 Damaged/Theft/Obsolete Stock	9	500	0	0
6590 Special Departmental Supplies	16	100	100	100
TOTAL SUPPLIES	2,349	3,200	3,307	3,300
DIVISION TOTAL	207,900	216,503	200,440	249,926
DEPARTMENT SUBTOTAL	1,382,827	1,524,398	1,483,046	1,612,594

City of Redlands
2015-2016
Adopted Budget

Finance
Revenue

Program Description:

The division has the responsibility for, and has been authorized to collect all city monies and deposit all cash receipts in authorized banks; to maintain and balance records of receipts and disbursements; to responsibly invest city funds through secure, approved methods; to submit quarterly investment reports in compliance with the approved investment policy; to keep and to monitor as to sufficiency for both active and inactive deposit accounts, records for collateral pledged by banks as security for public funds. The elected City Treasurer oversees the investment responsibilities of this division.

Program Objectives:

- Increase departmental efficiency through training, technology, and continual updates of office procedures
- Maintain an investment portfolio and provide reports that are in compliance with Federal and State laws and the city's investment policy
- Maintain an investment portfolio with liquidity to meet the city's budgeted expenditure needs for at least six months
- Maintain proper internal controls over the City's cash and investments

Significant Program Changes:

The Customer Service division received approval to purchase the upgrade to the Customer Information System, *enQuesta* (utility billing/cash receipting system), in Fiscal Year 2014-15. As the upgrade is implemented, we will be switching over to the payment concentrator with our new bank, which should allow for increased flexibility with payments. Other efficiencies relating to payment processing will continue to be explored.

As a result of the upgrade to our business license software, we will begin our next phase of real time management of field inspections that will allow office staff to immediately see the results of field inspections and assist customers at the counter more efficiently and effectively. Conversely, it will allow our business license inspector to see any updates made by office staff. A laptop/tough book is being purchased to compliment these operations.

The Fiscal Year 2015-2016 Adopted Budget includes the addition of an Account Technician II position, replacing one previously lost during the economic downturn.

Accomplishments for Fiscal Year 2014-2015:

- Held Annual Dog Licensing and Low Cost Vaccination clinic in August 2014
- Coordinated business license and credit card functions and procedures with Development Services staff to implement their new online Market Night Reservation software

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
FINANCE / REVENUE

FUND
GENERAL FUND

ORGKEY
101140

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	254,565	261,586	258,554	282,335
4005 Salaries: Part Time	13,887	25,716	9,452	25,716
4010 Overtime Salaries	11,391	10,000	12,000	10,000
4015 Banked Leave Buy Back	9,569	10,226	10,226	10,292
4050 Pension Contributions	54,958	48,414	46,214	52,366
4051 Fica/Medicare	21,599	24,702	21,726	24,797
4053 Deferred Compensation	2,080	2,080	2,099	2,114
4055 Health/Dental Insurance	28,655	26,250	28,387	33,480
4056 Worker's Comp Insurance	10,432	8,260	8,260	10,285
4057 Disability Insurance	1,153	1,226	1,149	1,280
4058 Unemployment Insurance	2,137	2,555	2,239	2,834
4059 Life Insurance	254	254	256	285
4080 Vehicle Allowance	213	216	216	216
4081 Eyecare Reimbursement	682	907	907	1,019
4084 Clothing Cash Payment	460	460	460	560
4085 Other Taxable Benefits	4,678	4,670	5,378	4,670
TOTAL SALARIES AND BENEFITS	416,713	427,521	407,523	462,249
<u>SERVICES</u>				
5103 Software Support/Development	5,469	6,100	5,580	6,100
5140 Legal Services	0	100	100	100
5190 Other Professional Services	200	150	50	100
5240 Meeting & Professional Devlpmt	147	400	210	800
5255 Travel Reimbursement	135	100	300	300
5270 Printing and Binding	2,784	4,000	1,650	4,000
5275 Postage	8,288	9,000	9,300	9,500
5280 Advertising	218	400	329	450
5303 Telephone	2,952	4,100	2,450	3,000
5340 Office Equipment Maintenance	0	570	100	570
5395 Info Technology Services Charges	19,438	22,050	19,438	26,707
5396 City Garage Charges	769	800	800	712

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
FINANCE / REVENUE

FUND
GENERAL FUND

ORGKEY
101140

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5570 Office Equip & Furn Rent	2,347	2,625	2,606	2,755
5800 Subscriptions & Memberships	664	1,070	700	825
5880 Special Contractual Services	3,058	9,350	8,918	4,450
5950 Bad Debt Expense	1	1,500	500	1,000
TOTAL SERVICES	46,470	62,315	53,031	61,369
 <u>SUPPLIES</u>				
6140 Office Supplies	5,437	8,500	6,500	8,500
6375 Computer Components	0	30,850	30,850	30,000
6500 Office Equipment & Furniture	519	12,000	28,000	2,000
6520 Promotional Supplies	1,149	0	0	0
6590 Special Departmental Supplies	25	450	450	450
TOTAL SUPPLIES	7,130	51,800	65,800	40,950
 DIVISION TOTAL	 470,313	 541,636	 526,354	 564,568
 DEPARTMENT TOTAL	 1,853,140	 2,066,034	 2,009,400	 2,177,162

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
AIR QUALITY IMPROVEMENT

<u>FUND</u>		<u>ORGKEY</u>
AIR QUALITY IMPROVEMENT FUND		221130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES</u>				
5190 Other Professional Services	0	29,969	29,969	0
TOTAL SERVICES	0	29,969	29,969	0
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	90,000	90,235	180,235	0
7150 Other Betterments/Improvements	28,933	180,267	180,267	0
7230 Street Construction	0	125,000	125,000	0
TOTAL FIXED ASSETS	118,933	395,502	485,502	0
 FUND TOTAL	 118,933	 425,471	 515,471	 0

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
PARKING AUTHORITY

FUND
PARKING AUTHORITY FUND

ORGKEY
237140

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES</u>				
5310 Electricity & Gas	16,304	15,600	17,000	17,000
5870 General Govt Service Charge	3,273	3,316	3,316	3,332
TOTAL SERVICES	19,577	18,916	20,316	20,332
FUND TOTAL	19,577	18,916	20,316	20,332

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
GENERAL DEBT SERVICE

<u>FUND</u>					<u>ORGKEY</u>
GENERAL DEBT SERVICE FUND					305130
	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED	
<u>SERVICES</u>					
5030 Fiscal Agent Fees	2,875	3,000	2,875	3,000	
5190 Other Professional Services	0	1,000	2,000	2,000	
5870 General Govt Service Charge	217	220	220	221	
TOTAL SERVICES	3,092	4,220	5,095	5,221	
<u>DEBT SERVICE</u>					
8100 Principal	2,085,000	1,670,000	1,670,000	1,860,000	
8200 Interest	1,163,139	1,044,337	1,044,337	944,614	
TOTAL DEBT SERVICE	3,248,139	2,714,337	2,714,337	2,804,614	
FUND TOTAL	3,251,231	2,718,557	2,719,432	2,809,835	

City of Redlands

2015-2016

Adopted Budget

DEPARTMENT/DIVISION

REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

FUND

RDLDS PUBLIC IMPRVMT DEBT SERVICE FUND

ORGKEY

311130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES</u>				
5030 Fiscal Agent Fees	3,450	3,450	3,450	2,450
5870 General Govt Service Charge	106	107	107	108
TOTAL SERVICES	3,556	3,557	3,557	2,558
<u>DEBT SERVICE</u>				
8100 Principal	1,675,000	1,730,000	1,730,000	1,785,000
8200 Interest	240,147	185,863	185,863	113,126
TOTAL DEBT SERVICE	1,915,147	1,915,863	1,915,863	1,898,126
FUND TOTAL	1,918,703	1,919,420	1,919,420	1,900,684

City of Redlands
2015-2016
Adopted Budget

Finance
Customer Service

Program Description:

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

In addition to providing quality customer service, the division is responsible for billing utility customers for water, wastewater, solid waste, street cleaning services, and household hazardous waste services. With over 21,781 utility customers, bills are produced and mailed on a bi-monthly basis, keeping operational costs to a minimum.

The Customer Service Division is also responsible for annually assisting more than 12,000 customers at the counter, and more than 28,000 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 37,000 work orders.

In order to continue its commitment to provide quality customer service, the Customer Service Division processes over-the-counter utility bills and One-Stop Permit Center payments. This value-added service truly allows customers to conduct their business, from start to finish, in "One Stop!" Additionally, customers have the option and convenience of paying their bills in two locations - Customer Service or the City's Revenue office.

The Customer Service Division budget is presented in a single program within a separate Internal Service Fund, which is supported by the operating funds of Water, Wastewater, and Solid Waste.

Program Objectives:

- Provide quality customer service to all Redlands residents and utility customers, while assisting them with their water, wastewater, and solid waste needs
- Provide Redlands residents and utility customers with clear, consistent, accurate and equitable billing for their municipal utility services
- Continually look for ways to streamline functions and improve efficiencies to keep operating costs down
- Increase customer awareness of various payment methods available, such as: 1) the 1-2-3 Done! Program, an automated payment drafting program that offers two payment options from which to choose: Advance monthly pay or Bi-monthly pay; 2) the Speedpay program, an on-line and VRU payment program that is offered through Western Union. Speedpay offers the flexibility to pay via credit card, debit card, or from a designated bank account. 3) GovNetPay, a counter based program, that not only offers the same payment flexibility as Speedpay, but also offers a higher payment limit, thereby meeting the needs of customers with balances greater than \$500
- Increase customer awareness of Redconnect, a program which provides customers with 24/7 secure online access to their City of Redlands municipal services account information. With Redconnect, customers have access to review their service history, billing history, water usage history, view current bill and/or print a copy, sign up for the 1-2-3 Done! payment program, or elect to "GO GREEN" and eliminate paper waste by enrolling in e-Bill service to receive their municipal services bill via email

- Educate customers on mandatory water conservation requirements by directing customers to website for detailed information, and/or referring customer to Water Conservation Coordinator for water audits and available water conservation rebates

Significant Program Changes:

The City Council approved the upgrade for the Customer Information System, *enQuesta*, which provides greater functionality of the utility billing and cash receiving functions.

Accomplishments for Fiscal Year 2014-2015:

- City of Redlands authorized the implementation of its stage II mandatory water conservation plan. With this in mind, a new water waste enforcement process was created, along with a series of work orders to track potential and actual water waste violations. (August, 2014)
- Reminder Notice/Late Charge Process was modified by changing the weekly processing day from Thursday to Tuesday. The change allows the process to work collaboratively with the revised RMC 13.12.020: DUE DATE—which gave staff authorization to reverse a late charge based on a customer's "A" payment history (meaning payments are received on or prior to the due date). Furthermore, the change allows for timelier notification and assists staff in relaying late charge calculations to customers. (August, 2014)
- Staff attended a user's conference for the Customer Information System, *enQuesta* (November, 2014)
- Customer Service Technician II position approved in the Fiscal Year 2014-2015 Adopted Budget was filled. With the addition of this position, an improved cross training initiative has been implemented, which will ultimately result in the reduction, if not the elimination, of overtime hours. (November, 2014)
- With the implementation of the City's new telephone system, Customer Service staff is now able to view the number of calls in the queue and the number of customer service representatives on the phone. In the near future, goals will be established for average speed of answer, average talk time, and abandon rates. Additionally, the system allows for better tracking of and accessibility to, the number and types of calls received. (November, 2014)
- Implemented New Solid Waste Rates, effective January 1, 2015 (January, 2015)
- City Council approved the Customer Information System, *enQuesta*, 5R upgrade which is expected to be completed by August 3, 2015. The upgrade will not only provide enhanced features for utility customers, such as: Redconnect Account Reminders, Notifications & Communication via email or SMS Text Messaging, but also will aid in improving operational efficiencies for staff. Improved efficiencies will include, but are not limited to: 'Advanced Search' functionality, *Work Order routing* via work queues, Billing Algorithm tool, and Document Designer. (February, 2015)
- Created two new street patch repair work orders for Water Distribution to track and monitor the number of street patch work orders completed. By creating and processing these work orders through the *enQuesta* system, staff is one step closer to its goal of having all work orders processed through the Customer Information System. (March, 2015)
- Created an automated weekly report for Water Distribution to track and monitor the number of meter exchange work orders completed during the previous week. The report benefits Water Distribution by allowing for greater productivity. (March, 2015)

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
CUSTOMER SERVICE

FUND

UTILITY BILLING FUND

ORGKEY

608405

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	421,495	476,455	469,500	500,744
4010 Overtime Salaries	33,337	32,000	33,883	28,000
4015 Banked Leave Buy Back	34,477	15,995	20,257	16,392
4016 Compensated Absences	(6,164)	0	0	0
4050 Pension Contributions	92,590	88,737	85,235	94,890
4051 Fica/Medicare	37,057	41,367	39,888	41,632
4053 Deferred Compensation	1,301	1,093	1,329	1,353
4055 Health/Dental Insurance	86,317	95,091	91,398	94,980
4056 Worker's Comp Insurance	4,797	6,194	6,194	7,714
4057 Disability Insurance	4,101	4,260	4,075	4,266
4058 Unemployment Insurance	3,226	4,045	4,370	4,067
4059 Life Insurance	515	587	565	590
4080 Vehicle Allowance	202	204	204	204
4081 Eyecare Reimbursement	1,329	2,097	2,097	2,097
4084 Clothing Cash Payment	1,540	1,740	1,540	1,740
4085 Other Taxable Benefits	8,456	8,283	11,570	12,483
TOTAL SALARIES AND BENEFITS	724,576	778,148	772,105	811,152

SERVICES

5034 Collection Agent/Bank Fees	0	250	100	250
5103 Software Support/Development	0	204,120	204,120	0
5140 Legal Services	0	250	250	250
5190 Other Professional Services	10,347	0	0	0
5240 Meeting & Professional Devlpmt	0	1,800	1,500	1,500
5255 Travel Reimbursement	584	800	750	1,000
5270 Printing and Binding	15,713	26,000	25,000	28,000
5275 Postage	69,329	75,000	75,000	77,000
5303 Telephone	6,062	8,200	7,500	7,800
5340 Office Equipment Maintenance	450	500	450	500
5395 Info Technology Services Charge	281,284	303,785	303,785	409,833
5451 Retiree Health Insurance	129,672	209,200	209,200	219,600

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
CUSTOMER SERVICE

FUND

UTILITY BILLING FUND

ORGKEY

608405

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5570 Office Equip & Furn Rent	2,347	2,625	2,627	2,760
5590 Other Rentals	1,240	1,315	1,315	1,380
5800 Subscriptions and Memberships	461	1,000	500	750
5840 Training	1,529	2,500	1,700	2,500
5870 General Govt Service Charge	86,153	87,273	87,273	87,709
5880 Special Contractual Services	5,752	7,500	6,500	7,500
TOTAL SERVICES	610,923	932,118	927,570	848,332
<u>SUPPLIES</u>				
6140 Office Supplies	3,734	7,000	4,700	5,500
6375 Computer Components	2,051	800	27,000	800
6500 Office Equipment & Furniture	0	3,000	0	3,000
6590 Special Departmental Supplies	282	500	480	500
TOTAL SUPPLIES	6,067	11,300	32,180	9,800
 FUND TOTAL	 1,341,566	 1,721,566	 1,731,855	 1,669,284

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2003-1

<u>FUND</u>	<u>ORGKEY</u>
COMMUNITY FACILITIES DISTRICT FUND	710130

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES</u>				
5030 Fiscal Agent Fees	12,524	15,500	15,500	15,500
5760 Special Program Expenditures	0	1,967	1,967	1,977
TOTAL SERVICES	12,524	17,467	17,467	17,477
 <u>DEBT SERVICE</u>				
8100 Principal	125,000	140,000	140,000	165,000
8200 Interest	517,751	514,773	514,773	507,953
TOTAL DEBT SERVICE	642,751	654,773	654,773	672,953
 DIVISION TOTAL	 655,275	 672,240	 672,240	 690,430

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2001-1

<u>FUND</u>					<u>ORGKEY</u>
COMMUNITY FACILITIES DISTRICT FUND					710300
	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED	
<u>SERVICES</u>					
5030 Fiscal Agent Fees	12,979	12,500	12,500	12,500	
5760 Special Program Expenditures	0	416	416	418	
TOTAL SERVICES	12,979	12,916	12,916	12,918	
<u>DEBT SERVICE</u>					
8100 Principal	315,000	335,000	335,000	355,000	
8200 Interest	417,400	408,108	408,108	388,008	
TOTAL DEBT SERVICE	732,400	743,108	743,108	743,008	
 DIVISION TOTAL	 745,379	 756,024	 756,024	 755,926	
 FUND TOTAL	 1,400,654	 1,428,264	 1,428,264	 1,446,356	

**City of Redlands
2015-2016
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 attain the City Council's goals and 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
- On-going 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 2014-2015:

- Receipt and processing (with City Attorney oversight) of 203 public record requests
- Department receipt and processing (with City Attorney oversight) of Police Department subpoena compliance.
- Continued timely, efficient and cost effective delivery of legal services despite reduction in resources.
- Provide legal guidance and oversight in connection with the City's successful defense of litigation arising as a result of the approval of the Wal-Mart commercial/retail project.
- Provide legal and negotiation strategy guidance connection with the acquisition of the "Mistretta" and "Thompson" properties for purposes of open space preservation and towards completion of the City's "Emerald Necklace" program.

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
CITY ATTORNEY

FUND
GENERAL FUND

ORGKEY
101150

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	283,461	289,752	291,669	295,632
4010 Overtime Salaries	688	0	475	0
4015 Banked Leave Buy Back	13,699	9,048	11,277	14,400
4050 Pension Contributions	61,196	65,755	66,119	70,796
4051 Fica/Medicare	15,914	16,565	20,092	17,135
4053 Deferred Compensation	24,518	24,518	25,518	25,556
4055 Health/Dental Insurance	24,841	22,858	22,858	23,870
4056 Worker's Comp Insurance	1,199	1,033	1,033	1,286
4057 Disability Insurance	139	0	0	0
4058 Unemployment Insurance	678	933	933	933
4059 Life Insurance	135	135	135	135
4080 Vehicle Allowance	2,400	2,400	2,400	2,400
4081 Eyecare Reimbursement	259	484	484	484
4084 Clothing Cash Payment	150	0	0	0
4085 Other Taxable Benefits	195	323	323	323
TOTAL SALARIES AND BENEFITS	429,472	433,804	443,316	452,950
<u>SERVICES</u>				
5140 Legal Services	29,089	45,000	26,100	45,000
5190 Other Professional Services	1,516	0	0	0
5240 Meeting & Professional Devlpmt	620	1,700	75	1,700
5255 Travel Reimbursement	307	50	0	50
5270 Printing and Binding	413	300	792	500
5275 Postage	150	200	189	200
5303 Telephone	1,789	2,000	1,456	2,000
5395 Info Technology Services Charges	2,493	2,500	2,493	30,458
5800 Subscriptions & Memberships	1,325	1,448	1,630	1,500
5880 Special Contractual Services	0	0	493	500
TOTAL SERVICES	37,702	53,198	33,228	81,908

City of Redlands
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DEPARTMENT/DIVISION
CITY ATTORNEY

FUND
GENERAL FUND

ORGKEY
101150

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6130 Books & Supplies	16,845	18,500	18,500	18,500
6140 Office Supplies	1,484	1,000	400	1,000
6500 Office Equipment	0	0	1,134	0
TOTAL SUPPLIES	18,329	19,500	20,034	19,500
DEPARTMENT TOTAL	485,503	506,502	496,578	554,358

City of Redlands 2015-2016 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.

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 all ready.

While the steps taken have enabled us to continue improving, taking additional incremental steps to advance our core systems is imperative or our ability to support changing strategic directions such as critical technology in position management, employee self-service, automated timekeeping, increased communication, professional development, training and on-line education will be diminished. For the protection of the City, in the next year, the department must implement a course of action to replace our human resources information systems, training, to facilitate the modernization of our core services.

The Human Resources department is a unique and invaluable unit; comprised of HR professionals who stand apart from the crowd, take chances, buck trends, defy conventions, take the road less traveled and produce more distinctive and sustainable results. We endeavor to consistently employ "HR Best Practices" and excellence in customer service, during the course and scope of our daily operations therefore leading by example.

The Human Resources Department Goal is to provide the best service in the areas of:

- Comprehensive and Competitive Recruitment and Selection Program;
- Comprehensive and Cost Effective Employee Benefits and Administration Programs;
- Comprehensive and Effective Employee and Supervisory Training, and Professional Development Programs;
- Comprehensive and Quantitative Volunteer & Intern Resources and Community Enhancement Programs working with community;
- Labor Relations, Employee Relations, Performance Management; Classification/Compensation and Position Management; Policy Development and Implementation; and

- Continually Fostering a Positive and Encouraging Work Environment.

Sustainability Efforts:

City Of Redlands Employees

The core City function is to provide service to residents and visitors. Human Resources' contribution to this function is undertaking the task of making available to the employees the tools necessary for their success which in turn contributes directly to the success of the City by providing excellent quality service to the community at all levels. This is carried out by the implementation of a variety of Human Resources programs that fall in line with the "Redlands City Values" adopted by the City Council. HR's contributions to these values to date include:

- On-line recruitment and selection for full-time, part-time and volunteer applicants;
- Effective employee performance evaluation process;
- Moving current records to digital format;
- Communicating through electronic methods;
- Improving recruitment function
- Improving customer service response times
- Revising numerous forms to electronic format;
- Use of interns and volunteers to assist with departmental projects while providing a teaching/learning environment/experience for students;
- Reviewing and correcting past practices;

Performance Measures:

Key performance measure is taking the organization to the next level by assessing and implementing:

- Effective and efficient recruitment with improvements in quality-of-hire, cost-per-hire, and time-to-fill measurements.
- City-wide assessment of classifications and applicable specifications and adjustments made where necessary to accurately reflect the position duties. Due to the reductions in staff over the past few years, the City organizational structure has been negatively impacted and reassessing the current structure will facilitate more efficient and effective service delivery for our customers; and
- Continuing analysis of current practices, policies and procedures to comply with applicable laws as well as recommending and implementing appropriate changes.
- Review and update of current City policies and procedures.

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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, personnel data maintenance; state and federal reporting; MOU (Memorandum of Understanding) administration, performance management, employee assistance, and labor and employee relations.

Program Objectives:

- Market a comprehensive and economical employee compensation and benefits package to attract and retain the highest caliber employees;
- Maintain a competitive and equitable recruitment and selection program that meets the demands of the City;
- Revise and implement Personnel Rules and Regulations and Administrative Policies that create a consistent, positive and productive organizational culture;
- Utilize technology in all aspects of Human Resources to create a cost effective and efficient operation;
- Implement employee self-service program citywide including:
 - Benefits enrollment and maintenance
 - Personal data maintenance
 - Electronic time-keeping
 - Communications
- Implement a more effective electronic performance management system; and
- Build upon the Volunteer & Intern Resources program including enhancing the volunteer and intern program software uses; and increase community awareness and involvement through enhanced outreach.

Significant Changes:

The department continually reassesses its ability to better serve our customers. To that end, to enhance performance, the department restructured and has set the cross-training of all the members of the HR Team as a critical performance measure. This will enable all HR Team members to assist all customers in all areas rather than each member specializing in a specific component of the department function. Each member will be a generalist, enabling our customers to be served more efficiently and effectively.

Accomplishments for Fiscal Year 2014-2015:

Fiscal Year-to-date:

- Revised Personnel Rules and Regulations
- Reorganized and staffed the Human Resources Department
- Implemented new Long Term Disability Benefit Program
- Recruited and filled 90 positions.
- Implemented new college intern program with Cal State, San Bernardino
- Conducted Executive off site coaching
- Established new Leadership Code of Conduct
- Decreased number of grievances

City of Redlands
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DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND

GENERAL FUND

ORGKEY

101170

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	213,497	211,254	210,296	275,403
4005 Salaries: Part Time	19,645	29,800	23,691	20,000
4010 Overtime Salaries	0	530	48	0
4015 Banked Leave Buy Back	16,950	58,385	58,040	8,074
4050 Pension Contributions	43,184	38,104	37,541	52,189
4051 Fica/Medicare	19,060	17,013	18,957	22,524
4053 Deferred Compensation	4,088	4,287	4,807	4,957
4055 Health/Dental Insurance	11,811	19,018	12,267	32,591
4056 Worker's Comp Insurance	59,357	15,213	15,213	18,945
4057 Disability Insurance	0	0	58	119
4058 Unemployment Insurance	2,476	1,172	2,104	1,997
4059 Life Insurance	152	143	162	227
4081 Eyecare Reimbursement	568	507	730	810
4084 Clothing Cash Payment	0	0	0	80
4085 Other Taxable Benefits	5,085	2,543	6,963	2,160
TOTAL SALARIES AND BENEFITS	395,873	397,969	390,877	440,076
<u>SERVICES</u>				
5103 Software Support/Development	0	800	4,000	800
5140 Legal Services	174,694	40,000	28,000	40,000
5180 Medical/Physicals	11,256	11,376	13,000	11,376
5190 Other Professional Services	41,226	5,000	1,000	5,000
5240 Meeting & Professional Devlpmt	1,109	8,000	6,000	6,000
5255 Travel Expense Reimbursement	1,518	2,000	1,000	2,000
5270 Printing and Binding	1,937	2,000	2,800	2,000
5275 Postage & Shipping	800	550	1,300	1,000
5280 Advertising	395	1,000	1,700	1,000
5303 Telephone	3,330	3,500	3,500	3,500
5395 Info Technology Services Charges	29,925	32,050	32,050	94,813
5451 Retiree Health Insurance	2,424,061	2,958,663	2,794,950	3,074,445
5570 Office Equip & Furn Rent	1,861	2,700	1,700	2,700

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DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5720 Taxes	0	0	18	0
5722 Penalties & Interest	0	250	250	250
5800 Subscriptions & Memberships	360	1,500	1,290	4,800
5880 Special Contractual Services	0	1,100	1,100	1,100
TOTAL SERVICES	2,692,472	3,070,489	2,893,658	3,250,784
<u>SUPPLIES</u>				
6130 Books & Supplies	106	1,000	1,000	1,000
6140 Office Supplies	1,234	2,000	1,500	2,000
6145 Awards/Recognition Program	7,038	10,000	6,705	10,000
6375 Computer Components	828	1,000	1,000	1,000
6500 Office Equipment & Furniture	58	33,500	10,000	5,000
6520 Promotional Supplies	0	0	500	800
6560 Food	169	1,000	1,000	1,000
6590 Special Departmental Supplies	411	2,000	2,000	7,000
TOTAL SUPPLIES	9,844	50,500	23,705	27,800
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	0	0	21,247	0
TOTAL FIXED ASSETS	0	0	21,247	0
 DEPARTMENT TOTAL	 3,098,189	 3,518,958	 3,329,487	 3,718,660

**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; and
- 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

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	77,333	120,593	105,815	117,681
4005 Salaries: Part Time	0	0	1,164	0
4010 Overtime Salaries	343	118	256	0
4015 Banked Leave Buy Back	3,897	29,538	30,290	3,549
4016 Compensated Absence	13,019	0	0	0
4050 Pension Contributions	16,158	21,792	18,822	22,301
4051 Fica/Medicare	7,385	9,678	8,777	8,927
4053 Deferred Compensation	2,082	2,359	1,639	2,177
4055 Health/Dental Insurance	5,888	11,542	9,960	13,317
4057 Disability Insurance	46	0	0	60
4058 Unemployment Insurance	453	694	1,148	630
4059 Life Insurance	52	86	97	92
4081 Eyecare Reimbursement	122	310	320	327
4084 Clothing Cash Payment	50	0	0	40
4085 Other Taxable Benefits	4,060	1,354	2,159	1,028
TOTAL SALARIES AND BENEFITS	130,888	198,064	180,447	170,129
<u>SERVICES</u>				
5103 Software Support/Development	0	0	0	4,400
5140 Legal Services	275,523	125,000	180,000	125,000
5240 Meeting & Professional Devlpmt	0	350	350	350
5255 Travel Reimbursement	99	150	150	150
5270 Printing and Binding	918	100	150	100
5275 Postage	310	355	355	355
5303 Telephone	828	1,000	1,000	1,000
5395 Info Technology Services Charges	868	1,815	1,815	2,915
5410 Property Insurance	471,101	495,000	450,000	495,000
5411 Faithful Performance Bond	13,605	23,323	23,323	23,323
5451 Retiree Health Insurance	19,181	0	0	0
5455 Premiums for Excess Coverage	240,167	297,000	196,418	250,000
5460 Liability Claims	723,119	350,000	350,000	350,000

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DEPARTMENT/DIVISION
RISK MANAGEMENT

FUND **ORGKEY**
LIABILITY SELF INSURANCE FUND 602133

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5490 Other Insurance	6,198	4,833	7,000	7,000
5570 Office Equip & Furn Rent	1,512	1,540	1,540	1,540
TOTAL SERVICES	1,753,429	1,300,465	1,212,101	1,261,133
 <u>SUPPLIES</u>				
6140 Office Supplies	107	600	600	600
TOTAL SUPPLIES	107	600	600	600
 FUND TOTAL	 1,884,424	 1,499,129	 1,393,148	 1,431,862

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;
- Review status of claims with the TPA adjuster and City's legal counsel;
- Administer the Disability and Industrial Disability Retirement programs in a fiscally responsible manner;
- Facilitate an early return-to-work (RTW) for those employees able to work modified duty; and
- Mitigate potential claims by addressing work/health issues brought forward by employees.

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DEPARTMENT/DIVISION
WORKERS' COMPENSATION

<u>FUND</u>		<u>ORGKEY</u>
WORKERS' COMPENSATION FUND		606175

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	59,800	58,681	56,817	85,573
4005 Salaries: Part Time	0	0	688	0
4010 Overtime Salaries	0	296	0	0
4015 Banked Leave Buy Back	4,001	16,218	17,933	2,777
4016 Compensated Absences	7,611	0	0	0
4050 Pension Contributions	12,471	10,585	10,047	16,216
4051 Fica/Medicare	4,811	4,737	4,757	6,408
4053 Deferred Compensation	1,716	1,191	886	1,790
4055 Health/Dental Insurance	2,949	5,283	5,081	9,714
4057 Disability Insurance	0	0	0	64
4058 Unemployment Insurance	339	326	617	434
4059 Life Insurance	34	39	52	63
4081 Eyecare Reimbursement	110	140	275	225
4084 Clothing Cash Payment	0	0	0	40
4085 Other Taxable Benefits	981	731	1,432	960
TOTAL SALARIES AND BENEFITS	94,823	98,227	98,585	124,264
<u>SERVICES</u>				
5140 Legal Services	80,568	128,102	128,102	128,102
5190 Other Professional Services	113,227	60,000	14,000	23,600
5240 Meeting & Professional Devlpmt	0	750	250	750
5255 Travel Expense Reimbursement	0	500	150	500
5275 Postage	38	30	30	30
5303 Telephone	239	250	250	250
5395 Info Technology Services Charges	920	1,926	1,926	3,093
5451 Retiree Health Insurance	19,181	12,500	14,000	14,000
5455 Premiums for Excess Coverage	115,706	115,706	129,942	129,942
5480 Worker's Comp Claims	420,828	800,000	1,231,100	1,000,000
5570 Office Equip & Furn Rent	3,025	3,435	3,435	3,435
5800 Subscriptions & Memberships	0	100	0	100
5840 Training	0	9,350	0	0

City of Redlands
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DEPARTMENT/DIVISION
WORKERS' COMPENSATION

<u>FUND</u>	<u>ORGKEY</u>
WORKERS' COMPENSATION FUND	606175

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5870 General Govt Service Charge	37,772	38,263	38,263	38,454
5880 Special Contractual Services	41,168	73,014	145,000	146,880
TOTAL SERVICES	832,672	1,243,926	1,706,448	1,489,136
 <u>SUPPLIES</u>				
6140 Office Supplies	146	300	300	300
TOTAL SUPPLIES	146	300	300	300
 DIVISION TOTAL	 927,641	 1,342,453	 1,805,333	 1,613,700

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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;
- Comply with OSHA mandates for training and reporting;
- Review and update the City's Injury and Illness Prevention Program;
- Instill the advantages of safe work behavior in every employee, every day;
- Furnish information and resources to departments to develop programs that will help enable them to realize a reduction in the number of preventable injuries; and
- Coordinate and oversee the City's Safety Committee, develop and implement goals and objectives.

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DEPARTMENT/DIVISION
SAFETY PROGRAM

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606176

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	22,988	46,946	44,944	57,436
4005 Salaries: Part Time	0	0	529	0
4010 Overtime Salaries	0	118	0	0
4015 Banked Leave Buy Back	1,395	12,974	14,009	1,744
4050 Pension Contributions	4,703	8,468	7,934	10,884
4051 Fica/Medicare	1,849	3,772	3,742	4,353
4053 Deferred Compensation	633	953	794	1,068
4055 Health/Dental Insurance	992	4,227	3,398	6,544
4057 Disability Insurance	0	0	0	30
4058 Unemployment Insurance	109	261	420	304
4059 Life Insurance	14	31	40	44
4081 Eyecare Reimbursement	44	113	195	158
4084 Clothing Cash Payment	0	0	0	20
4085 Other Taxable Benefits	523	585	990	510
TOTAL SALARIES AND BENEFITS	33,250	78,448	76,995	83,095
<u>SERVICES</u>				
5180 Medical/Physicals	2,540	2,500	2,000	2,500
5255 Travel Reimbursement	0	100	0	100
5270 Printing and Binding	11	500	0	500
5840 Training	0	9,500	3,000	9,000
5870 General Govt Service Charge	4,998	5,063	5,063	5,089
5880 Special Contractual Services	0	15,500	2,196	3,000
TOTAL SERVICES	7,549	33,163	12,259	20,189
<u>SUPPLIES</u>				
6130 Books & Supplies	0	1,000	1,000	1,000
6140 Office Supplies	0	150	150	150
6510 Small Tools & Equipment	0	100	100	100

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DEPARTMENT/DIVISION
SAFETY PROGRAM

<u>FUND</u>				<u>ORGKEY</u>
WORKERS' COMPENSATION FUND				606176
	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SUPPLIES (CONT)</u>				
6590 Special Departmental Supplies	0	250	250	250
TOTAL SUPPLIES	0	1,500	1,500	1,500
 DIVISION TOTAL	 40,799	 113,111	 90,754	 104,784

City of Redlands
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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:

City Of Redlands Employees

- Provide a comprehensive menu of training programs to educate employees and ensure fluid transition for the future, including:
 - Supervisory Training
 - Employee Training
 - Employee Orientation
 - Leadership Development
- Continue to enhance and utilize technology based management of training programs and training records;
- Continue compliance with State and Federal training mandates; and
- Educational programs to encourage individual professional development and growth.

City of Redlands
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Adopted Budget

DEPARTMENT/DIVISION
TRAINING PROGRAM

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606177

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	22,167	46,946	42,456	43,865
4005 Salaries: Part Time	0	0	529	0
4010 Overtime Salaries	0	118	0	0
4015 Banked Leave Buy Back	1,395	12,974	13,419	1,413
4050 Pension Contributions	4,524	8,467	7,501	8,312
4051 Fica/Medicare	1,787	3,772	3,477	3,288
4053 Deferred Compensation	633	953	734	896
4055 Health/Dental Insurance	925	4,227	3,761	4,857
4057 Disability Insurance	0	0	29	30
4058 Unemployment Insurance	110	261	363	217
4059 Life Insurance	13	32	38	32
4081 Eyecare Reimbursement	44	112	236	113
4084 Clothing Cash Payment	0	0	0	20
4085 Other Taxable Benefits	523	585	990	480
4086 Tuition Reimbursement	329,743	115,000	200,000	200,000
TOTAL SALARIES AND BENEFITS	361,864	193,447	273,533	263,523
<u>SERVICES</u>				
5103 Software Support and Maintenance	355	355	355	10,000
5190 Other Professional Services	0	6,000	1,500	6,000
5240 Meeting & Professional Devlpmt	35	6,000	3,000	6,000
5270 Printing and Binding	0	1,000	0	1,000
5840 Training	10,230	10,863	2,500	23,000
5870 General Govt Service Charge	12,532	12,695	12,695	12,759
5880 Special Contractual Services	2,699	4,627	3,000	4,627
TOTAL SERVICES	25,851	41,540	23,050	63,386
DIVISION TOTAL	387,715	234,987	296,583	326,908
FUND TOTAL	1,356,155	1,690,551	2,192,670	2,045,392