NOTICE OF SPECIAL MEETING
CITY COUNCIL
CITY OF REDLANDS, CALIFORNIA
MONDAY, MAY 20, 2024

In accordance with California Government Code Section 54956, Mayor Tejeda has called a special meeting of the City Council to be held on MAY 20, 2024 at 4:30 p.m. in the Council Chambers, Civic Center, 35 Cajon Street, Redlands, California, for the following purpose:

To join via Zoom on a computer, laptop, or smart device
Please visit www.zoom.us, click on Join a Meeting
Enter the **Meeting ID 830 7930 7080**, then run the Zoom launcher
To join via Zoom with audio only (cell phone or landline):
Dial **1-877-853-5247**
Enter the **Meeting ID 830 7930 7080**

Should the City lose connectivity on Zoom, we will halt the meeting until it can be restored. To check on the status of remote connectivity in the event of an outage, go to the City's website at: www.cityofredlands.org or to the City's Facebook page at @CityofRedlands or the Instagram page at @CityofRedlands_CityHall.
In the event the City cannot reestablish Zoom connectivity in a reasonable amount of time, the mayor will adjourn the meeting to a future date.

Anyone desiring to speak on an agendized item at this meeting may do so during the consideration of that item. Due to time constraints and the number of persons who may wish to give oral testimony, public comments will be limited to three (3) minutes.

- **To provide comment while participating from Council Chambers:**
  - Although it is not required, speakers are encouraged to submit a "Speaker Sign Up Sheet" before the meeting is convened. Forms are available in the Office of the City Clerk or in Council Chambers.
  - After the meeting has convened, you may place the speaker form in the basket at the table along the north wall of the Chambers. Please do not disturb the City Clerk while the meeting is in progress.

- **To provide comment through Zoom (on a computer, laptop, or smart device)**:
  - Click the "Raise Hand" button and the moderator will unmute you when it is your turn to speak

- **To provide comment via audio only (cell phone or landline)**:
  - Dial *9 to "Raise Hand". The moderator will identify you by your area code and last 3 numbers of your telephone number when it is your turn to speak.

PLEASE SILENCE CELL PHONES, PAGERS AND OTHER ELECTRONIC COMMUNICATION DEVICES UPON ENTERING THE CHAMBERS

A. **Call Special Meeting to Order**

B. **Public Comment - City Council**
(At this time, the City Council will provide an opportunity for the public to address them on any matter scheduled on this agenda or any matter, within the jurisdiction of the City Council, which is not already scheduled on this agenda. However, any matter that requires action will be referred to staff for a report and possible action at a subsequent meeting. Comments will be limited to three {3} minutes.)

C. **Fiscal Years 2025-2026 Budget Workshop**

1. Proposed Budget Overview (City Manager Duggan and Management Services/ Finance Director Garcia)

   Department Presentations

   a. City Clerk
   b. City Attorney
   c. City Council
   d. City Manager
   e. Human Resources
   f. Management Services
   g. Development Services
   h. Library
   i. Police
   j. Fire
   k. Facilities and Community Services
   l. Municipal Utilities and Engineering Department

D. **Adjournment**

If you challenge any proposed development entitlement listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at or prior to this public hearing.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Goutam Dobey, of the Municipal Utilities and Engineering Department at (909) 798-7584 ext 2. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

(28 CFR 35.102-35.104 ADA Title II)

Any writings or documents distributed to a majority of the City Council regarding an open session agenda item less than 72 hours before this meeting are available for public inspection at the City Clerk's Office or at the dais of the City Clerk once the open session meeting begins.

Staff reports or other written documentation relating to items referred to on the agenda are available at the A. K. Smiley Public Library, 125 West Vine Street, Redlands, California, and on the City's website referenced below.

Regular meetings are televised live on Redlands TV Channel 3 (Spectrum) and Channel 35 (Frontier) and re-broadcast at 7:00 P.M. the following Wednesday, Friday and Sunday; and at 9:00 A.M. Thursday, Saturday and Monday. Meetings are also streamed live and archived for later viewing on demand on the City's website at www.cityofredlands.org. Agendas, staff reports and minutes of the City Council of the City of Redlands are available online at: www.cityofredlands.org.

City Council Special Meeting-Budget Workshop **C. 1.**

DATE: 05/20/2024

TO: Honorable Mayor and City Council Members

SUBJECT: Proposed Budget Overview (City Manager Duggan and Management Services/ Finance Director Garcia)

Department Presentations

a. City Clerk
b. City Attorney
c. City Council
d. City Manager
e. Human Resources
f. Management Services
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h. Library
i. Police
j. Fire
k. Facilities and Community Services
l. Municipal Utilities and Engineering Department

DISCUSSION:

This is a Special Budget Workshop of the City Council. The City Manager and Management Services/Finance Director will provide an overview of the Proposed Biennial Budget for FY 2025 and 2026, followed by individual department presentations. The City Council will continue its consideration of the proposed budget at its next regular meeting on June 4, 2024.

Attachments

FY 2025 and 2026 Proposed Biennial Budget

BIENNIAL PROPOSED BUDGET

FY 2025 & 2026

CITY OF REDLANDS
CALIFORNIA

City of Redlands

Fiscal Year
2025 and 2026
Proposed Biennial Budget

May 16, 2024

CHARLES M. DUGGAN, JR.
City Manager

City of
REDLANDS
Incorporated 1888

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CITY MANAGER'S BUDGET MESSAGE
FY 2025 & 2026

The City has made significant strides to reinvest in community needs such as public safety, deferred maintenance of public infrastructure, and improvements to overall service levels. To plan responsibly through shifting economic patterns and resulting impacts, this budget prioritizes sustainable investments that set us up for continued stability – from supporting our City workforce through innovative collective bargaining agreements, to multiple-year planning efforts to address long-deferred maintenance needs, to developing strategies to invest in large-scale expenditures for new Police and Fire facilities.

This letter transmits the City Manager's Proposed Biennial Budget for Fiscal Years 2025 and 2026. As in previous years, this budget proposal continues to prioritize and support the efficient delivery of core municipal services in the areas of public safety, quality of life and infrastructure maintenance. It does so by identifying the financial resources needed for the coming two fiscal years while also responsibly anticipating and ensuring the sustainability of resources to meet our community needs in the years ahead.

BACKGROUND

The biennial budget is developed through the collaborative efforts of the City Manager, the Management Team, City Departments, budget preparation staff, the City Council and the public. The process begins in January as long-range fiscal planning guides are updated to serve as the framework for the development of the biennial budget plan for the General Fund.

In February, the City Council convened a Special Budget Priorities Workshop to discuss and set priorities intended to guide the development of the biennial budget for Fiscal Years 2025 & 2026. Following a robust discussion among the Council, City staff and the public, a list of the top ten priorities was established to inform the proposed biennial budget. Other key inputs into the budget development process include the National Community Survey (NCS) report, a report that has been provided annually since 2021. The NCS measures resident satisfaction levels and perceptions about the quality of local government services. These findings also influence the areas of emphasis during budget planning.

In March, departments prepared their budget request in two parts: a minimal operating budget and a list of supplemental funding requests. The first involves preparing a budget for the next two fiscal years that includes only the minimum amount of resources needed to maintain existing service levels, with no additional funding to address new programs, new equipment, or additional employees. The second is to create a list of critical operating, capital, and additional staffing needs that would address deferred maintenance, retire aged and inadequate equipment and facilities, and enhance service levels.

In April, budget requests were compiled and summarized. In early May, department heads presented their budget requests to the City Manager. After assessing the minimal operating needs of each department, each list of supplemental requests was evaluated for its relevance to, first, addressing deferred maintenance and, second, to expanding services, capacity or capital replacement. The Management Team

and I made decisions based on the priorities mentioned above, and weighed these against revenue forecasts, and now submit this budget document on that basis.

The City Manager's Proposed Biennial Budget for Fiscal Years 2025 and 2026 advances the City Council's budget priorities by dedicating resources to address Police Department staffing levels, create a full time position for Sustainability & Climate Action, augment existing Code Enforcement staffing levels, carry out improvements to various park facilities, invest in the replacement of aging infrastructure, build a new public safety facility, and address the need to plan for affordable housing stock.

The following sections summarize and provide further detail on the City Manager's General Fund budgets for FY 2024, 2025, & 2026. Included in these sections is an overview of Measure T spending for FY 2025 & 2026. These sections are followed by a short discussion of other major funds.

FISCAL YEAR 2024 SUMMARY

As the current fiscal year (2024) draws to a close, there are noteworthy differences between the adjusted budget for this period and the 12-Month Estimate. The 12-Month Estimate is prepared for the current fiscal year as it draws to a close and the City begins planning for the next two fiscal years. During the Mid-Biennium Update in November 2023 and the Mid-Year Update in March 2024, the General Fund was thought to require the use of roughly $8 - 9 million in prior year surplus in order to meet its spending requirements. Before the 12-Month Estimates were prepared by staff, total financial resources for the General Fund were estimated at $139 million and total financial requirements at $147 million.

As of May 2024, new revenue forecasts indicate an increase of roughly $3.6 million in revenues, transfers in, or the use of reserves. This, coupled with a decrease in estimated spending, results in a difference of $15.4 million between the bottom line in the General Fund from the Adjusted Budget to the 12-Month Estimate.

FY 2024 General Fund Budget Summary

	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED
TOTAL AVAILABLE FINANCIAL SOURCES	$ 139,005,393	$ 142,671,505
FINANCIAL REQUIREMENTS:		
Total Appropriations	131,254,456	118,287,584
Total Interfund Transfers To Other Funds	15,821,774	16,983,070
TOTAL FINANCIAL REQUIREMENTS	$ 147,076,230	$ 135,270,654
USE OF PRIOR YEAR SURPLUS	$ 8,070,837	$ -
SOURCES OVER/(UNDER) REQUIREMENTS	-	7,400,851
ENDING FUND BALANCE-UNRESERVED	$ 28,344,867	$ 43,816,555

During this fiscal year, the economy continued to experience inflationary pressures not seen for several decades. Price pressures constrain the City's purchasing power, increase its labor costs and increase the costs of borrowing. While year-over-year inflation has dropped from the prior year, inflation has been stubborn and slower than anticipated in its decline. Even so, sales tax revenue estimates have been adjusted upwards by $400,000 and property tax by $400,000, and franchise fees and investment income have the largest increases among each revenue category at $1.9 million and $1.5 million, respectively.

For the expenditures side, as departments near the end of the first biennial budget that covered FY 2023 & 2024, large capital expenditures that have not yet been initiated are required to be re-budgeted into the new two-year budget. The majority of the difference between the Adjusted Budget amounts for spending and the 12-Month Estimate can be attributed to this process as well as a large amount of salary savings.

FISCAL YEAR 2025 OVERVIEW

The Proposed FY 2025 General Fund Budget represents a continuation of the significant investments made by the Council in the last budget while reflecting a need to manage those investments with cautious optimism, focusing on organizational resilience and providing innovative service delivery. The total General Fund budget is $127.5 million, an increase of $9.1 million, or 7.7%, compared to the FY 2024 General Fund Budget when adjusting for carryovers and encumbrances. This is due primarily to increased costs of services, goods and insurance attributed to the effects of inflation, increases in personnel costs due to agreed-upon wage increases and normal payroll growth, continued investments to expand programs and improve public infrastructure, and the addition of several critical positions, including 5 Police Officers.

The proposed budget for FY 2025 advances the City Council's budget priorities by investing in key actionable and time-bound efforts that deliver community services, looks toward the future by addressing climate action and sustainability targets, and furthers critical needs in the areas of infrastructure, quality of life and safety. It also recognizes the importance of our employees and makes adjustments to account for changes in the job market to compensate positions appropriately. This strategy aids in recruitment and retention efforts to ensure high quality services for the public.

Measure T, a local sales tax measure, represents a substantial contribution towards supporting core City services, including public safety & public infrastructure. Since its passage in November 2020, the City has made significant investments in addressing deferred maintenance in the areas of our urban forest, traffic signal infrastructure, community & senior center facilities, public safety facilities and public safety equipment replacement. Measure T has also allowed the City to restore and add positions in the Police Department and Fire Department, as well as in other areas that provide enhanced service levels to the community.

In FY 2025 we look forward to the following Measure T spending plan:

Fiscal Year 2025

Projected Measure T Sales Tax *Revenue*	$20,142,000

Proposed *Spending* for Fiscal Year 2025

Ongoing Costs from Service Level Enhancements funded previously by Measure T –	
Police Department: Equipment Leases, IT Services & Contract Services	
Capital leases & contractual services for maintenance (Parks, Streets, Trees)	
Expansion of Recreational & Community Center Programming	
Increased EMS Transfer to cover expanded Fire staffing	
Fire Capital Equipment Leases	
	$ 3,303,995
Ongoing Costs of Additional Staffing funded previously by Measure T –	
Police Department (31 positions, including 7 police officers)	
Fire Department (9 positions, incl. Battalion Chief, 3 Fire Engineers)	
Facilities & Community Services (15 positions, recreation, maintenance, etc.)	
Library (6 full time & 3 part time, incl. library specialist, maintenance workers)	
	$ 5,586,376
Costs of New Staffing Added in FY 2025 –	
Police Department (6 positions, including 5 police officers)	
Facilities & Community Services (3 positions, recreation, maintenance, etc.)	
	$ 1,568,435
One-Time Service Level Enhancements -	
Replace & upgrade various park facilities (Texonia, Community Field, etc)	1,792,891
Upgrade & enhance Community & Senior Center Facilities	710,256
Address Building & Facilities deferred maintenance	100,000
Replace aged and outdated maintenance equipment	295,000
Downtown & Gateway Improvements	90,000
Police Department specialized IT software, hardware, tools	116,690
Specialized Law Enforcement equipment	87,500
Fire Department vehicle purchases	306,285
	$ 3,498,622
Ongoing Service Level Enhancements -	
Annual City contribution for Project Homekey Homelessness Solutions grant	1,000,000
Additional programs for Community & Senior Center Facilities	100,000
Citywide Sidewalk/ADA Replacement	500,000
	$ 1,600,000
Capital Improvement / Additions to Reserves -	
Tree trimming for 25% of City Trees	1,000,000
Remodel of Fire Station 262	2,160,000
Fire Department – Apparatus Bay Storage Structure	600,000
Fire Station Bay Door Replacements	500,000
Traffic Signal Cabinets & Components	325,000
	$ 4,585,000
Projected Total Measure T *Spending*	$ 20,142,428

As you'll note throughout the document, departments have numerous goals that they have outlined in their respective sections. Many of these objectives relate in some way to the City Council budget priorities, while others are more operational and internally focused.

The Proposed FY 2025 General Fund Budget includes adding several key positions, including one new Police Sergeant and four Police Officers that will form a dedicated team focused on homelessness. These officers, together with County employees and the City's Homeless Solutions Manager, will implement strategies to effectively serve and support persons experiencing homelessness within the community and address public concerns about the same without encumbering already limited police resources in patrol operations. Other noteworthy positions include a Police Support Services Supervisor who will be responsible for helping the department comply with new federal and state mandates that have exponentially increased the workload of the Support Services Bureau in the Police Department. As well, a new Senior Community Service Officer (CSO) in the Police Department will assist with the workload and supervision of the existing 10.5 CSO positions, effectively enabling them to focus more on parking enforcement as the City ramps up efforts to improve downtown parking availability.

Other new positions include a Sustainability Coordinator in the Development Services Department that will focus on working to coordinate the implementation of the City's Climate Action Plan that is currently under development. In the Facilities and Community Services Department, three positions are proposed, including a Senior Manager to more efficiently oversee essential services provided to the community and to implement projects more effectively; a Recreation Coordinator to enhance and expand the program offerings of the Community and Senior Centers; and a Building Maintenance Worker to focus on preventative maintenance of the City's expanding inventory of facilities, including the new Citrus Center. The Building Maintenance Division currently has four employees whose charge is to maintain roughly 500,000 square feet of public offices and facilities.

In terms of aging infrastructure and park improvements, the following are several key investments included in the Proposed FY 2025 General Fund Budget: $425,000 towards traffic signal maintenance, $150,000 in traffic signal conduit boring, $170,000 in guard rail repairs, $125,000 in crosswalk restriping, $325,000 in traffic signal cabinet and senor equipment replacement, $650,000 in parking structure repairs, $400,000 for the construction of the Ford Park Lower Restrooms, $1.7 million in renovations for Texonia Park, $500,000 in City sidewalk and ADA Ramp replacements, and $105,000 to replace flooring in the Conservatory of the Library, among several other projects.

The Proposed FY 2025 General Fund Budget also includes noteworthy appropriations for expanding recreation programming and special events, restoring adult sports leagues and introductory youth sports programming, instructor-led emergency management training & exercises, the lease purchase of 27 police vehicles, the first payment for the purchase of 100 new tasers to replace outdated equipment for police, and contract code enforcement services to augment existing efforts to investigate public concerns regarding violations of the municipal code by existing commercial and residential properties.

While the Proposed FY 2025 General Fund Budget has incorporated the vast majority of Council and Measure T priorities, choices still had to be made. As a result, there are needs during this fiscal year that were not able to be funded: the design and engineering of a new fire station, the design and engineering

of the expansion of the Animal Shelter facility, additional alley paving projects and additional sidewalk and ADA ramp replacement efforts.

The management team expects to adjust and revise the budget accordingly upon the mid-biennium review, scheduled for spring of 2025.

FISCAL YEAR 2026 OVERVIEW

The Proposed FY 2026 General Fund budget continues with the investments planned in FY 2025. Funding for deferred maintenance, replacing aging infrastructure, contract code enforcement services, and expanding recreation programming continues, along with funding for the positions added during FY 2025.

To address aging infrastructure, the Proposed FY 2026 General Fund Budget includes many of the maintenance and repair programs mentioned above in addition to a total of $170,000 towards the replacement of playground structures and park furnishings and $50,000 for downtown State Street renovations to beautify landscaping, planters and bollards.

Other items of note include the continuation of expanded recreation programs, sports, and events; the second payment for the purchase of new tasers for police; and contract code enforcement. The budget also includes the capital replacement of Fire apparatus and equipment (a water tender to supply water in remote areas and a Type 3 Brush Engine for wildfire firefighting – both of which are 20 years old), the addition of the Meridian Gate System to add security to special events and aid in road closures, and the purchase of a heavy-duty dump truck for the Streets Division.

In FY 2026 we look forward to the following Measure T spending plan:

Fiscal Year 2026

Projected Measure T Sales Tax *Revenue*	$20,763,000
Proposed *Spending* for Fiscal Year 2026	
Ongoing Costs from Service Level Enhancements funded previously by Measure T – Police Department: Equipment Leases, IT Services & Contract Services Capital leases & contractual services for maintenance (Parks, Streets, Trees) Expansion of Recreational & Community Center Programming Increased EMS Transfer to cover expanded Fire staffing Fire Capital Equipment Leases	$ 4,442,617
Ongoing Costs of Additional Staffing funded previously by Measure T – Police Department (31 positions, including 7 police officers) Fire Department (9 positions, incl. Battalion Chief, 3 Fire Engineers) Facilities & Community Services (15 positions, recreation, maintenance, etc.) Library (6 full time & 3 part time, incl. library specialist, maintenance workers)	$ 5,750,681

Costs of New Staffing Added in FY 2025 –	
Police Department (6 positions, including 5 police officers)	
Facilities & Community Services (3 positions, recreation, maintenance, etc.)	
	$ 1,631,172
One-Time Service Level Enhancements -	
Replace & upgrade various park facilities (restrooms, lighting, playgrounds)	170,000
Address Building & Deferred Maintenance	250,000
Replaced aged & outdated maintenance equipment	225,600
Police Department specialized tool, software & hardware, equipment	147,386
Downtown Gateway Improvements & Programs	315,557
Fire Vehicles & Equipment	306,285
	$ 1,414,828
Ongoing Service Level Enhancements -	
Annual City contribution for Project Homekey Homelessness Solutions grant	1,000,000
Citywide Sidewalk/ADA Replacement	500,000
	$ 1,500,000
Capital Improvement / Additions to Reserves -	
Tree trimming for 25% of City Trees	1,200,000
Fire Department Water Tender replacement	400,000
Fire Department Type 3 Brush Engine replacement	700,000
Police Department – Safety Hall Debt Service	3,730,000
	$ 6,030,000
Projected Total Measure T *Spending*	$ 20,769,298

A major accomplishment in the Proposed FY 2026 General Fund is the set aside of roughly $3.73 million in funds dedicated to servicing the debt on a new Police Department Safety Hall facility – a once-in-a-generation investment to ensure that law enforcement operations have a facility that is sustainable and well-functioning for decades to come. The existing police facility locations were considered an "interim location plan" in January of 2009. Over the last 15 years, the functional areas of patrol, dispatch, the detainee processing center, and the public counter for police records have been located in one location; the office of the Chief, detectives bureau, administrative services, community services and the support services bureau are in another location; property and evidence is in a third location; and the remainder of police records are in yet a fourth location. These conditions have complicated department operations and invariably caused inefficiencies in day-to-day process, as well as confusion to the public seeking police services. Additionally, the existing facilities have deteriorated over time and now present issues related to safety, health and equal access. Lastly, there is a lack of space within these facilities to share with the public, and that has lead to less than ideal conditions for providing service, especially given the sensitive nature of certain interactions.

The commitment to build a Safety Hall to serve as the Police Department Building was made very clear as Council gave direction to staff over the years to dedicate funds and resources to studying the best course of action. Those efforts culminated with the purchase of 1625 West Redlands Boulevard (formerly the Kmart building) in early 2022 to serve as the future home of Safety Hall. Since then, work has started to plan the facility that will be designed to house all sworn, support, executive and volunteer personnel while accommodating future growth. The City anticipates completing the planning, schematic design, entitlement process, design development, construction documents and plan check processes by the end FY 2025. Construction is planned to commence in FY 2026 and will be debt financed. The cost of the building is estimated at $85 million. The City intends to contribute $15 million from reserves to this amount and debt finance the balance over a 40-year period. The first annual debt service payment is included in this fiscal year to initiate repayment as soon as possible to reduce borrowing costs over the life of the debt.

Lastly, and although not specifically included in the FY 2025 or FY 2026 Proposed Budget, the City is also factoring in the design and construction of a new fire station into its long-range financial model. If the design and engineering of the facility is funded in FY 2027, we anticipate the new station will open sometime in FY 2029. If the design and engineering can be funded sooner, at the mid-biennium review in spring of 2025, the fire station may open as soon as FY 2028. Much remains to be seen as FY 2024 comes to a close and the economy progresses along an unknown trajectory.

OTHER FUNDS

While emphasis in this message is placed on the capital improvement projects and service level enhancements funded by the City's General Fund, the services delivered to the community and its residents through the City's Enterprise Funds are of significance as well and warrant discussion here.

In addition to a General Fund Budget of $119.7 and $123.7 million in fiscal years 2025 & 2026 respectively, the City's budget includes Enterprise Funds totaling approximately $80.3 and $125.4 million for fiscal years 2025 & 2026. In the Water Fund, appropriations for FY 2025 and 2026 total roughly $43 and $42.2 million, with about $15 million dedicated to capital improvement projects (CIP) in FY 2025 and $14 million dedicated in FY 2026. These projects include plans for a combined total of roughly $13.5 million of pipeline replacement, expansion of treatment and distribution facilities, laboratory improvements, security improvements, fleet & heavy-duty equipment replacements, and a filter press to dewater sludge at the Hinckley Water Treatment Plant.

In the Wastewater Fund, appropriations total approximately $18.5 and $64 million for FY 2025 & 2026, with $3 million in pipeline replacement budgeted to replace a combined total of roughly 5 to 6 miles of sewer pipeline. It is worth noting that the Wastewater Fund's largest project, the Wastewater Treatment Plant Capital Modifications Phase 2 (~$45 million) is included in the FY 2026 Proposed Budget request at this time. Municipal Utilities and Engineering staff were notified that the City has been awarded a State Revolving Fund loan in order to finance the construction of the project. The funding process will still take 12 to 24 months to complete. The Clean Water State Revolving Fund is a federal-state partnership that

provides low-cost financing to communities for a wide range of water quality infrastructure projects, including municipal wastewater facilities. The project will completely rebuild the existing facility, which was originally constructed in 1962, and expanded in 1972, 1988 and 2004.

Lastly, in the Solid Waste Fund, annual appropriations total roughly $18.8 and $19.3 million for FY 2025 & 2026. Included in these appropriations is approximately $1.5 million of capital spending in each respective year, representing the purchase of new solid waste collection vehicles to service 3 to 5 additional residential and commercial routes added as a result of new development activity. Large capital investments are on the horizon for the Solid Waste fund, including the construction of a new landfill cell and the implementation of state mandates on zero-emission vehicles and its implication on collection trucks.

Other than the enterprise funds discussed above, another fund also bears examination. With this biennial budget, a new fund is being established – the Inclusionary Housing Fund (Fund 255). This fund is meant to track and record activity (revenue & expenses) related to the City's in-lieu fee established as a part of Ordinance No. 2959 – an Ordinance Amending Title 18 (Zoning Regulations) of the Redlands Municipal Code by Adding Chapter 18.230 for an Inclusionary Housing Program for the City of Redlands and Resolution No. 8528 – a Resolution Adopting a Fee Schedule for the Inclusionary Housing In-Lieu Fee pursuant to Ordinance No. 2959. Most California jurisdictions have a severe shortage of housing units affordable to low- and very low-income households, and the City of Redlands is no exception. The City's ordinance requires that a certain percentage of affordable units be provided by housing developers. Payment of an In-lieu fee is one of the alternative means of compliance provided for by the Inclusionary Ordinance. The projected revenues for the first year of this fund total $1.8 million for FY 2025. A small percentage of these funds will be used initially for the program creation and infrastructure, with the majority of funds intended to directly fund the construction of affordable units. The City is working with Keyser Marston Associates for development and implementation of the program including, but not limited to, the following:

- Preparing Administrative Procedures Manuals to be provided to the developers of apartment and ownership housing projects
- Creating draft agreements between the City and developers of projects that are subject to the Ordinance requirements
- Preparing household income qualification and affordable sales price / rents tables
- Preparing in-lieu fee calculations and annual updates
- Providing technical assistance to developers of projects that are subject to the Ordinance requirements
- Assist in evaluating development projects that propose to use the Government Code Section 65915 et seq. (Section 65915) for a density bonus

ECONOMIC OUTLOOK AND RISKS TO THE BUDGET

Balancing the FY 2025 & 2026 Budgets on recurring revenues proved challenging due to the need to absorb increased costs resulting from higher personnel expenses, the higher cost of goods, services, and insurance, and the reduced pace of revenue growth as the economy begins to cool in response to tighter monetary conditions. The funding of supplemental requests and Council priorities also needed to be included in the funding plans. While shortfalls in the forecast are not ideal, the amount is manageable because the projected ending unassigned fund balance in the General Fund has grown considerably as a result of prior fiscal years with higher than forecasted revenues, salary savings from vacancies and unspent project funds that were not carried over. Thanks to thoughtful long-term financial planning the gap between revenues and expenditures represents drawdown of past revenues for current investments in our community.

General Fund Budget Summary

	2022-23 AUDITED ACTUAL	2023-24 12-MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
TOTAL AVAILABLE FINANCIAL SOURCES	$ 133,432,112	$ 142,671,505	$ 120,341,105	$ 123,740,012
FINANCIAL REQUIREMENTS:				
Total Appropriations/New Reserves	114,622,187	118,287,584	115,899,075	121,177,389
Total Interfund Transfers To Other Funds	8,937,560	16,983,070	11,642,556	11,997,496
TOTAL FINANCIAL REQUIREMENTS	$ 123,559,747	$ 135,270,654	$ 127,541,631	$ 133,174,885
USE OF PRIOR YEAR SURPLUS	$ -	$ -	$ 7,200,526	$ 9,434,873
SOURCES OVER/(UNDER) REQUIREMENTS	9,872,365	7,400,851	-	-
ENDING FUND BALANCE-UNRESERVED	$ 36,415,705	$ 43,816,556	$ 36,616,030	$ 27,181,157

The City's financial health is projected to remain strong in fiscal years 2025 and 2026. However, the US economy's outlook remains uncertain for the near future. Fluctuating key indicators lead many experts to draw mixed conclusions regarding the economy's future course. In order to better understand this complex economic climate, the City reviews economic analyses from various sources including the City's sales and property tax consultants, HdL Companies, and the UCLA Anderson School of Business economic forecasts. Certain data suggests that inflation will remain persistent in the year ahead and this is likely to delay any reductions in interest rates. The general economy on a state and national level has remained positive based on economic benchmark measurements such as Gross Domestic Product, median home values, and sales tax data. Most experts do not view a recession as a foregone conclusion; however, the City recognizes that certain choices by national policymakers in the months ahead could influence the economic cycle negatively.

While uncertainty remains with regard to future economic conditions involving inflation, consumer spending and housing costs, more concrete challenges continue to be present in the City's fiscal picture. The following are unfunded needs that have not been considered or included in the City Manager's Proposed Biennial Budget for Fiscal Years 2025 and 2026.

- The current collective bargaining agreements in place with the City's nine (9) bargaining units expire at the close of FY 2026 (June 30, 2026). The financial impact of future labor negotiations remains unknown at this time. Staff have analyzed possible costs associated with bargaining scenarios and expect the impacts to be in the millions in terms of added costs for the General Fund.
- The City Manager's Proposed Biennial Budget for Fiscal Years 2025 and 2026 assumes no additional personnel, capital or operating spending above and beyond that already included in the budget and for the next four years of its long-term financial forecast.
- As noted in the summaries for FY 2025 & 2026, key priorities remain unfunded in this budget, including the design and engineering of a new fire station, the design and engineering of the expansion of the Animal Shelter facility, additional alley paving projects and additional sidewalk and ADA ramp replacement efforts.

No budget summary would be complete without acknowledging the presence of risks to the forecast. The City Manager's Proposed Biennial Budget for Fiscal Years 2025 and 2026 represents a carefully designed set of plans for financial management during this budget cycle but plans invariably change. That said, the City's budget is built with resiliency in mind to accommodate shifts in spending or revenues. However, there are some risks that loom larger than others. The following is a partial list of such risks.

- The likelihood that interest rates will remain higher for longer persists and interest-sensitive consumer spending may be affected. This may hamper economic activity more than anticipated and lead to a near term recession, thus negatively impacting revenue forecasts.
- The City is self-insured and the budget for payout of claims and lawsuits is based on an average and considers other factors known at the time the budget is developed. There is a risk that litigation and claim payouts exceed this figure.
- The possible lowering of the CalPERS discount rate from 6.8% and modifications to the mortality and investment risk assumptions could worsen the already steep growth in retirement benefit costs for cities. In years when the fund underperforms, the City's unfunded liability grows and in years when the fund overperforms, CalPERS has implemented a policy to reduce the discount rate (thereby raising the City's current costs for retirement plans).

CONCLUSION

The City's biennial budget covering fiscal years 2025 and 2026 invests in community priorities and continues the robust City services that the community expects through balanced, innovative fiscal strategies. This budget allows the City to continue providing high-quality municipal services while adding and expanding programs that reflect the changing times. We are also looking beyond this current budget horizon, with major investments in infrastructure and public facilities that will be enjoyed, not just by current residents, but by future generations. The City has thrived in many areas and is fortunate not to be in the cost reduction mode that many other local governments face, but we will need to continue being resourceful and creative in the way we invest in current services, operations and infrastructure while adapting to the needs of the community.

I want to express my personal thanks to the department heads, their staff, and budget team for their diligent efforts and working together to develop budgets that reflect the needs of their individual departments and their direct service delivery to the City's residents and businesses. A special note of thanks and appreciation should go to the members of the Finance Division staff for their excellent performance in gathering, analyzing and presenting information clearly and accurately during the biennial budget process. Finally, I would be remiss if I did not also make note of the significant and extraordinary efforts our City employees make each and every day delivering the many services and programs that contribute to the overall quality of life in our community. With the City Council's leadership and the help of our community, we can continue to maintain strong fiscal stewardship while ensuring our budget and financial policies reflect spending consistent with the community's values and priorities.

Respectfully submitted,

Charles M. Duggan Jr.

Charles M. Duggan, Jr., City Manager
City of Redlands

General Fund Budget Summary

	2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
AVAILABLE FINANCIAL SOURCES:					
BEGINNING FUND BALANCE-UNASSIGNED	$ 26,543,340	$ 36,415,705	$ 36,415,705	$ 43,816,555	$ 36,616,029
Revenues					
Taxes:					
Property	38,326,753	38,269,622	38,685,320	41,920,684	44,025,917
Sales	28,216,967	28,105,261	28,516,715	28,196,803	28,984,386
Measure T Sales Tax	20,415,886	19,953,000	19,953,000	20,142,000	20,763,000
Franchise	4,487,821	2,567,833	4,499,151	3,276,284	3,726,149
Other-(TOT, Property Transfer, Mining)	3,294,847	2,540,000	2,540,000	2,830,000	2,953,500
Total Taxes	94,742,274	91,435,716	94,194,186	96,365,771	100,452,952
General Government:					
Business Licenses	5,550,894	5,100,000	5,300,000	5,400,000	5,565,000
Motor Vehicle Fees	74,686	65,000	65,000	65,000	65,000
Interfund Charges	4,102,330	4,379,383	4,379,383	4,310,522	4,460,480
Investment Income	275,492	200,000	1,680,325	250,000	250,000
Other	1,172,063	584,600	606,469	757,192	790,662
Total General Government	11,175,466	10,328,983	12,031,177	10,782,714	11,131,142
Charges For Services:					
Development Services	4,037,054	3,439,239	3,206,199	3,712,261	3,823,629
Library	83,541	27,890	19,720	44,200	44,284
Police	827,905	613,723	509,864	707,550	707,550
Animal Services	116,001	214,595	114,441	42,501	43,191
Community Services	597,954	636,015	550,636	676,290	702,779
Fire	444,206	800,222	370,013	435,100	501,300
Facilities	3,305,595	2,819,623	2,830,209	2,196,462	1,428,092
Engineering	1,315,301	1,090,000	829,349	764,000	794,000
Total Charges For Services	10,727,557	9,641,307	8,430,430	8,578,364	8,044,825
Total Revenues	116,645,297	111,406,006	114,655,793	115,726,849	119,628,919
Interfund Transfers from Other Funds:					
Gas Tax (207)	1,820,881	1,884,307	1,971,462	2,003,618	2,103,423
Traffic Safety (223)	135,579	202,000	132,500	127,000	127,000
Water (501)	253,614	282,516	282,516	285,599	288,804
Solid Waste (511)	62,387	57,186	57,186	63,283	64,306
Sewer (521)	26,738	24,508	24,508	27,121	27,560
Information Technology (604)	7,994	-	-	-	-
Total Interfund Transfers From Other Funds	2,307,193	2,450,517	2,468,172	2,506,621	2,611,093
Decreases/Use of to Reserves:					
Reserve for Advances Receivable	135,809	-	-	-	-
Reserve for Prepaids	197,266	-	-	-	-
Reserve for Donations	-	-	110,000	-	-
Reserve for PEG Fees	7,357	-	-	-	-
Reserve for Parking Improvements	-	950,000	950,000	-	-
Reserve for Maintenance: Bldgs. & Improv.	-	620,000	500,000		1,500,000
Reserve for Unfunded Mandates				1,500,000	
Reserve for Capital: >$50,000	421,256	408,332	408,332	-	-
Reserve for Future Facilities	-	6,005,596	6,005,596	-	-
Reserve for Public Benefit	747,431	291,579	700,249	607,635	-
Reserve for Encumbrances	12,970,503	16,873,363	16,873,363	-	-
Total Cancellations or Decreases to Reserves	14,479,622	25,148,870	25,547,540	2,107,635	1,500,000
TOTAL AVAILABLE FINANCIAL SOURCES	$ 159,975,452	$ 175,421,097	$ 179,087,209	$ 164,157,661	$ 160,356,041

General Fund Budget Summary (cont.)

	2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
FINANCIAL REQUIREMENTS:					
Appropriations/Expenditures					
City Council	$ 584,672	$ 448,496	$ 501,243	$ 559,127	$ 737,111
City Clerk	370,465	474,369	288,080	683,460	510,050
City Manager (incl. HR in FY 23 & 24)	5,964,188	8,246,672	7,443,523	1,639,261	1,650,941
Human Resources (standalone dept. in FY 25 & 2	-	-	-	5,881,269	6,324,740
City Attorney	744,619	860,568	812,610	816,397	825,347
Management Services	2,552,804	3,345,633	3,172,569	3,427,215	3,565,391
Development Services	4,574,959	7,092,059	6,357,857	5,955,078	6,060,768
Facilities & Animal Services	20,289,194	26,606,935	23,744,182	26,137,105	23,701,791
Community Services	1,947,036	3,369,108	2,247,715	2,490,537	2,552,229
Engineering	3,166,220	6,353,707	5,424,403	1,727,707	1,685,231
Library	3,125,090	4,490,708	3,585,529	3,610,020	3,527,376
Police	31,788,285	40,597,776	37,275,500	40,562,553	42,349,068
Fire	17,389,782	29,368,427	27,434,372	22,409,347	23,957,345
Total Appropriations	92,497,314	131,254,456	118,287,584	115,899,075	117,447,389
Interfund Transfers to Other Funds:					
Governmental Grants (200)	97	-	-	-	-
Paramedic Fund (205)	4,152,246	6,133,994	4,479,435	5,426,894	5,720,339
Downtown Redlands Business Assoc. (236)	104,064	-	127,192	100,294	98,145
Parking Authority (237)	11,463	12,799	17,080	15,496	15,722
Street Lighting District #1 (260)	-	-	-	30,000	30,000
Landscape Maintenance District (263)	7,344	21,839	16,048	26,438	26,830
Safety Hall (406)	-	4,618,579	6,005,596	-	-
Sewer Service Fund (521)	21,450	-	-	-	-
Citrus Groves (538)	64,850	-	362,850	-	-
Liability Self-Insurance (602)	4,576,046	4,650,000	5,576,403	6,043,434	6,106,460
Successor Agency (820)	-	384,563	398,466	-	-
Total Interfund Transfers To Other Funds	8,937,560	15,821,774	16,983,070	11,642,556	11,997,496
New or Increases to Reserves					
Reserve for Advances	178,015	-	-	-	-
Reserve for Donations	69,068	-	-	-	-
Reserve for Public Benefit	13,800	-	-	-	-
Reserve for PEG Fees	41,107	-	-	-	-
Reserve for Operational Contingency	562,425	-	-	-	-
Reserve for Maintenance: Bldgs. & Improv.	562,425	-	-	-	-
Reserve for Unfunded Mandates	562,245	-	-	-	-
Reserve for Capital: >$50,000	562,425	-	-	-	-
Reserve for Encumbrances	16,873,363	-	-	-	-
Reserve for Future Facilities	2,700,000	-	-	-	3,730,000
Total New or Increases to Reserves	22,124,873	-	-	-	3,730,000
TOTAL FINANCIAL REQUIREMENTS	$ 123,559,747	$ 147,076,230	$ 135,270,654	$ 127,541,631	$ 133,174,885
USE OF UNASSIGNED FUND BALANCE	$ -	$ 8,070,837	$ -	$ 7,200,526	$ 9,434,873
SOURCES OVER/(UNDER) REQUIREMENTS	9,872,365	-	7,400,851	-	-
ENDING FUND BALANCE-UNASSIGNED	$ 36,415,705	$ 28,344,867	$ 43,816,555	$ 36,616,029	$ 27,181,156

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		PROPERTY TAXES					
101501	4101	Current Secured Taxes	35,839,243	36,316,180	36,316,180	39,680,718	41,785,951
101501	4102	Current Unsecured Taxes	752,910	717,881	889,992	773,212	773,212
101501	4103	Supplemental Secured Taxes	682,621	352,047	352,047	476,757	476,757
101501	4104	Supplemental Unsecured Taxes	69,285	25,821	30,492	51,415	51,415
101501	4105	Secured PY Taxes	339,605	391,108	391,108	371,646	371,646
101501	4106	Unsecured PY Taxes	11,742	13,102	15,434	12,849	12,849
101501	4107	Supplemental PY Taxes	204,586	174,543	411,127	247,742	247,742
101501	4108	Possessory Interest Taxes	426,762	278,940	278,940	306,345	306,345
		TOTAL PROPERTY TAXES	38,326,753	38,269,622	38,685,320	41,920,684	44,025,917
		OTHER TAXES					
101501	4001	Sales Tax - Donut Hole	7,546,662	6,867,236	6,675,815	6,810,758	6,970,689
101501	4003	Sales and Use Tax	19,207,139	19,780,584	20,422,307	19,968,113	20,583,697
101501	4005	Public Sfy Sales Tax-Prop 172	1,463,166	1,457,441	1,418,593	1,417,932	1,430,000
101501	4006	Measure T Sales Tax	20,415,886	19,953,000	19,953,000	20,142,000	20,763,000
101501	4207	Property Transfer Tax	611,913	571,000	571,000	570,000	598,500
101502	4208	Transient Occupancy Tax	2,311,290	1,609,000	1,609,000	1,900,000	1,995,000
101502	4209	Franchise Fees	4,487,821	2,567,833	4,499,151	3,276,284	3,726,149
101502	4210	Mining Tax	371,644	360,000	360,000	360,000	360,000
		TOTAL OTHER TAXES	56,415,521	53,166,094	55,508,866	54,445,087	56,427,035
		TOTAL TAXES	94,742,274	91,435,716	94,194,186	96,365,771	100,452,952
		OTHER REVENUES					
101502	4301	Business License	5,550,894	5,100,000	5,300,000	5,400,000	5,565,000
101502	4302	Dog License	46,095	54,600	45,000	50,000	55,000
101502	4305	Building Permits	1,446	1,000	1,000	1,000	1,000
101120	4329	Miscellaneous Permit	2,230	1,000	2,000	2,000	2,000
101502	4329	Miscellaneous Permit	50	-	-	-	-
101501	4330	Street Rep Fee-TruckHaul Prmt	12	-	-	-	-
101501	4403	Motor Vehicle Fees	74,686	65,000	65,000	65,000	65,000
101501	4405	Mandated Costs Reimb	63,241	40,000	40,000	107,140	110,000
101100	4415	Cost Recovery/Reimbursed Exp	16	500	-	-	-
101120	4415	Cost Recovery/Reimbursed Exp	9	-	-	-	-
101150	4415	Cost Recovery/Reimbursed Exp	5,070	-	3,000	3,000	3,000
101501	4415	Cost Recovery/Reimbursed Exp	4,719	-	3,000	3,000	3,000
101150	4521	City Atty Services Reimbursed	81,492	90,000	90,000	90,000	90,000
101501	4604	City Ordinance Violation	10,955	7,000	5,000	6,000	7,000
101502	4701	Application/Filing Fee	224,461	170,000	140,000	165,000	175,000
101121	4711	PEG Fees	41,107	50,000	45,000	45,000	45,000
101501	4805	General Gov't Overhead	4,102,330	4,379,383	4,379,383	4,310,522	4,460,480
101501	4808	Investment Income	178,015	-	-	-	-
101502	4808	Investment Income	97,477	200,000	5,800,000	250,000	250,000
101502	4810	Returned Check Fee	129	500	100	100	100
101501	4812	Sale of Surplus Property	-	5,000	25,000	5,000	5,000
101502	4812	Sale of Surplus Property	79	-	-	-	-
101501	4814	Miscellaneous Receipts	690,493	160,000	206,734	279,377	293,987
101502	4814	Miscellaneous Receipts	(244)	-	20	-	-
101110	4817	Misc. Taxable Sales	205	-	75	75	75
101501	4817	Misc. Taxable Sales	42	-	20	-	-
101120	4819	Donations	-	-	20	-	-
101501	4820	Bad Debt Recoveries	458	5,000	500	500	500
		TOTAL OTHER REVENUE	11,175,466	10,328,983	16,150,852	10,782,714	11,131,142
		TOTAL GENERAL GOVERNMENT	105,917,740	101,764,699	110,345,038	107,148,485	111,584,094

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		DEVELOPMENT SERVICES					
101162	4305	Building Permits	1,495,049	1,456,272	1,287,083	1,364,308	1,405,237
101164	4305	Building Permits	71,672	80,425	76,889	81,503	83,948
101162	4306	Electrical Permits	212,079	158,878	158,878	158,878	163,644
101162	4307	Plumbing Permits	83,707	78,384	93,039	98,621	101,580
101162	4309	HVAC Permits	114,547	117,588	134,742	142,826	147,111
101162	4310	Cert of Occupancy	(79)	32,139	7,489	7,938	8,176
101162	4311	Pool and Spa Permits	29,690	54,545	30,046	31,849	32,804
101164	4312	Sign Permits	13,440	16,209	10,874	13,546	13,952
101164	4313	Demolition Permits	7,911	8,754	737	8,889	9,156
101162	4314	Roofing Permits	149,159	140,438	154,904	164,199	169,124
101164	4315	Historic Cert of Approp	6,667	9,359	5,770	6,768	6,971
101164	4320	East Valley Corridor	14,640	19,665	20,810	15,181	15,636
101164	4321	Specific Plan	13,281	8,367	8,367	15,427	15,890
101164	4322	Conditional Use Permit	98,719	69,148	9,066	70,844	72,969
101164	4323	Variances	6,320	19,605	3,681	9,368	9,649
101164	4324	Home Occupation Permit	7,699	3,587	4,107	4,354	4,484
101162	4331	Solar Permit	-	-	3,995	4,018	4,139
101164	4415	Cost Recovery/Reimbursed Exp	588,186	171,064	464,297	492,154	506,919
101162	4501	General Plan Review Fee	57,894	193,411	55,302	58,620	60,379
101164	4502	General Plan Amendment	321	-	-	10,144	10,448
101162	4503	Plan Check	627,441	404,668	423,926	449,362	462,843
101164	4503	Plan Check	76,342	55,358	58,931	62,467	64,341
101164	4504	Preliminary Review	5,726	9,567	8,510	10,036	10,337
101164	4505	CRA Review	93,281	110,994	39,422	85,934	88,512
101164	4506	Map Review	50,282	93,695	20,563	81,582	84,029
101164	4507	Street Vacation	13,010	9,836	8,921	6,716	6,917
101164	4508	Environmental Impact	-	926	-	-	-
101164	4510	Planning Appeal Processing	5,549	-	356	4,038	4,159
101164	4511	Ordinance Amendment	16,621	7,176	67	6,490	6,685
101164	4512	Development Agreements	-	-	500	11,154	11,489
101164	4513	Annexation Agreements	25,650	4,848	8,794	8,884	9,151
101164	4514	Preannex. Agreements	-	-	40	7,140	7,354
101164	4515	Socio-Economic Studies	34,865	49,367	7,836	24,648	25,387
101162	4528	Research & Microfilming	4,190	5,080	6,776	7,183	7,398
101164	4701	Application/Filing Fee	511	-	-	-	-
101164	4717	Contract Administration Fee	85,509	18,991	71,948	76,265	78,553
101162	4810	Returned Check Fee	258	81	86	-	-
101162	4812	Sale of Surplus Property	2,175	-	-	-	-
101164	4814	Miscellaneous Receipts	24,295	30,813	19,447	20,614	21,232
101164	4817	Misc. Taxable Sales	447	-	-	-	-
101164	New	Zone Clearance for B.L.	-	-	-	18,200	18,746
101164	New	Temp Holiday Sales Permits	-	-	-	6,320	6,510
101164	New	Temp & Special Events Permits	-	-	-	5,775	5,948
101164	New	Administrative Use Permits	-	-	-	4,869	5,015
101164	4734	Legal Ad Notice Publication	-	-	-	26,750	27,553
101164	4736	Environ CEQA Notice Publication	-	-	-	10,700	11,021
101164	4735	Tribal Government Notification	-	-	-	17,700	18,231
		TOTAL DEVELOPMENT SERVICES	4,037,054	3,439,239	3,206,199	3,712,261	3,823,629
		LIBRARY					
101190	4532	Non-Resident Fees	9,822	6,615	5,070	-	-
101190	4733	Library Fines	28,719	21,275	14,650	4,200	4,284
101191	4801	Lincoln Shrine Support	45,000	-	-	40,000	40,000
		TOTAL LIBRARY	83,541	27,890	19,720	44,200	44,284

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		POLICE DEPARTMENT					
101202	4303	Bicycle License	708	-	1,032	-	-
101202	4325	Adult Oriented Bus Permit	2,490	2,500	2,200	2,500	2,500
101202	4412	POST Training Reimbursement	14,707	20,000	23,500	20,000	20,000
101202	4414	IRNET Reimbursement	11,897	7,500	7,500	7,500	7,500
101200	4415	Cost Recovery/Reimbursed Exp	276,531	30,000	10,000	30,000	30,000
101202	4415	Cost Recovery/Reimbursed Exp	6,320	-	-	-	-
101204	4415	Cost Recovery/Reimbursed Exp	12,576	360,000	360,000	540,000	540,000
101202	4525	Depositions	3,256	5,250	3,500	5,250	5,250
101202	4526	Fingerprinting/Bkgrd Check	1,721	-	400	-	-
101202	4529	Police Reports	4,364	3,000	4,200	4,500	4,500
101202	4579	Vehicle Impound Fees	49,528	45,000	45,000	45,000	45,000
101202	4580	Tow Fees	33,600	35,000	30,000	35,000	35,000
101202	4584	Contract Services	2,604	2,232	2,232	2,300	2,300
101200	4606	False Alarm Fees	15,900	5,000	5,300	8,000	8,000
101202	4607	Booking Restitution	135	-	-	-	-
101202	4810	Returned Check Fee	43	-	-	-	-
101200	4812	Sale of Surplus Property	54,870	-	-	-	-
101202	4812	Sale of Surplus Property	4,655	-	-	-	-
101204	4812	Sale of Surplus Property	5,620	-	-	-	-
101202	4814	Miscellaneous Receipts	12,125	7,500	3,000	7,500	7,500
101202	4819	Donations	12,000	90,741	12,000	-	-
101202	4827	Lease Proceeds	302,255	-	-	-	-
		TOTAL POLICE DEPARTMENT	827,905	613,723	509,864	707,550	707,550
		FIRE DEPARTMENT					
101251	4310	Cert of Occupancy	3,488	8,000	1,000	3,000	4,000
101251	4327	Special Fire Permits	70,698	60,000	60,000	60,000	65,000
101251	4328	Fire Permits	-	8,000	-	5,000	6,000
101250	4409	Mutual Aid Reimbursement	288,936	600,000	250,000	300,000	350,000
101250	4415	Cost Recovery/Reimbursed Exp	29,400	55,000	15,000	15,000	15,000
101251	4415	Cost Recovery/Reimbursed Exp	-	1,000	-	1,000	1,000
101251	4503	Plan Check	34,665	27,000	20,000	25,000	30,000
101251	4517	Inspections	-	17,000	-	-	-
101251	4520	State Mandated Inspect.	-	1,200	-	2,000	3,000
101250	4531	City Classes/Programs	6,818	15,000	15,000	15,000	17,000
101251	4602	Code Enforcement Abatement	-	700	-	600	800
101250	4603	Fire Alarms	-	500	-	500	500
101250	4812	Sale of Surplus Property	-	-	1	-	-
101250	4819	Donations	8,700	6,822	6,822	7,000	7,500
101251	4819	Donations	1,500	-	2,190	1,000	1,500
		TOTAL FIRE DEPARTMENT	444,206	800,222	370,013	435,100	501,300
		FCS - ANIMAL SERVICES					
101311	4415	Cost Recovery/Reimbursed Exp	8,080	135,000	-	-	-
101311	4534	Animal Adoptions	19,065	40,000	8,000	8,000	8,000
101311	4535	Boarding Fees	3,945	4,000	2,289	2,334	2,381
101311	4536	Owner Release for Adoption	1,985	4,500	763	778	794
101311	4537	Shelter Apprehension Fees	1,695	3,000	2,871	2,929	2,987
101311	4538	Shelter Deposit Fees	17,711	10,000	14,083	14,365	14,652
101311	4583	Trap Rentals	-	95	-	-	-
101311	4585	Animal Pick-Up Reimb (NPDES)	14,323	15,000	13,819	14,095	14,377
101311	4602	Code Enforcement Abatement	100	3,000	-	-	-
101311	4812	Sale of Surplus Property	88	-	-	-	-
101311	4814	Miscellaneous Receipts	5	-	-	-	-
101311	4819	Donations	49,006	-	72,616	-	-
		TOTAL FCS - ANIMAL SERVICES	116,001	214,595	114,441	42,501	43,191

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		RECREATION & SENIOR SERVICES					
101309	4530	Contract Classes	284,563	355,714	315,000	401,830	401,830
101309	4533	Lighting Fees	35,386	21,673	55,351	56,458	57,588
101309	4544	Tours/Excursions	-	-	1,906	1,944	1,983
101309	4545	Program Income	9,623	8,146	14,760	15,055	15,357
101309	4802	Concessions (Payphone)	40	-	500	510	520
101309	4812	Sale of Surplus Property	700	-	-	-	-
101309	4813	Rental Income	261,101	250,000	135,000	200,000	225,000
101309	4814	Miscellaneous Receipts	(18)	-	1	-	-
101309	4815	Game Income	1,571	482	482	492	501
101309	4819	Donations	4,988	-	27,635	-	-
		TOTAL RECREATION & SENIOR SERVICES	597,954	636,015	550,636	676,290	702,779
		FACILITIES AND COMMUNITY SERVICES DEPARTMENT					
101303	4312	Sign Permits	1,604	1,500	1,500	1,500	1,500
101300	4415	Cost Recovery/Reimbursed Exp	1,584	92,000	51,831	75,000	75,000
101302	4415	Cost Recovery/Reimbursed Exp	23,031	-	-	-	-
101303	4415	Cost Recovery/Reimbursed Exp	38,924	482,000	568,506	284,253	-
101304	4415	Cost Recovery/Reimbursed Exp	39,288	-	23,495	-	-
101305	4415	Cost Recovery/Reimbursed Exp	31,301	-	-	-	-
101300	4523	Abandoned Prop Inspections	255	-	448	-	-
101306	4524	Rental Property Inspections	126,233	140,000	1,000	-	-
101303	4584	Contract Services	-	2,955	-	-	-
101300	4602	Code Enforcement Abatement	228,640	130,000	70,000	70,000	70,000
101306	4602	Code Enforcement Abatement	(13,900)	-	(740)	-	-
101300	4702	Litter Control Fees	6,485	4,275	2,250	-	-
101304	4703	Street Cleaning Fees	332,187	326,815	332,187	332,187	332,187
101300	4725	Landfill Mitigation Fees	385,785	165,324	350,000	375,000	400,000
101303	4809	Finance Charges	300	-	100	-	-
101310	4810	Returned Check Fee	86	-	-	-	-
101303	4812	Sale of Surplus Property	1,095	-	-	-	-
101304	4812	Sale of Surplus Property	11,205	-	-	-	-
101300	4813	Rental Income	1,500	-	-	-	-
101303	4813	Rental Income	151,639	99,820	119,000	120,000	120,000
101310	4813	Rental Income	1,408,493	1,374,934	1,308,925	938,522	429,405
101300	4814	Miscellaneous Receipts	-	-	15	-	-
101310	4814	Miscellaneous Receipts	165	-	-	-	-
101300	4819	Donations	1,575	-	500	-	-
101303	4819	Donations	395,645	-	1,191	-	-
101301	4827	Lease Proceeds	36,761	-	-	-	-
101304	4827	Lease Proceeds	44,995	-	-	-	-
101303	4830	Interest on Leases	17,933	-	-	-	-
101310	4830	Interest on Leases	33,848	-	-	-	-
101310	4831	Lease Remeasurement Gain(Loss)	(1,062)	-	-	-	-
		TOTAL FACILITIES & COMM SERVICES DEPARTMENT	3,305,595	2,819,623	2,830,209	2,196,462	1,428,092
		ENGINEERING					
101400	4305	Building Permits	10,377	17,000	11,370	10,000	10,000
101400	4308	Grading/Paving Permits	73,656	57,000	42,861	32,000	32,000
101400	4316	Street Permits	583,607	441,000	369,260	350,000	350,000
101400	4319	NPDES Permits	173,912	132,000	132,000	135,000	140,000
101400	4322	Conditional Use Permit	17,056	13,000	8,680	8,000	8,000
101400	4415	Cost Recovery/Reimbursed Exp	42,548	25,000	30,900	25,000	25,000
101400	4503	Plan Check	264,665	188,000	119,547	100,000	120,000
101400	4505	CRA Review	13,858	17,000	7,310	7,000	7,000
101400	4506	Map Review	41,935	100,000	29,710	35,000	40,000
101400	4507	Street Vacation	6,010	2,000	3,854	2,000	2,000
101400	4512	Development Agreements	4,406	12,000	7,997	5,000	5,000
101400	4522	WQMP Review Admin	56,817	60,000	36,389	30,000	30,000
101400	4578	Street Trench Cut Fee	26,410	26,000	29,133	25,000	25,000
101400	4810	Returned Check Fee	43	-	-	-	-
101400	4814	Miscellaneous Receipts	-	-	339	-	-
		TOTAL ENGINEERING DEPARTMENT	1,315,301	1,090,000	829,349	764,000	794,000
		TOTAL GENERAL FUND (101)	116,645,297	111,406,006	118,775,468	115,726,849	119,628,919

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		GENERAL GOVT GRANTS (200)					
200120	4401	State Grants	-	4,529,069	4,529,069	-	-
200164	4401	State Grants	256,288	238,417	238,417	-	-
200190	4401	State Grants	-	44,503	445,035	-	-
200202	4401	State Grants	96,577	229,461	226,051	-	-
200250	4401	State Grants	-	244,500	244,500	-	-
200300	4401	State Grants	410	-	1,500	-	-
200400	4401	State Grants	66,401	4,591,509	1,733,160	-	-
200501	4401	State Grants	-	8,000,000	8,000,000	-	-
200120	4407	Federal Grants	2,591,767	5,402,301	5,402,301	-	-
200164	4407	Federal Grants	748,888	1,111,761	828,656	-	-
200202	4407	Federal Grants	134,940	362,760	281,121	-	-
200250	4407	Federal Grants	45,107	777,997	796,676	-	-
200300	4407	Federal Grants	3,505	1,893	9,671	-	-
200400	4407	Federal Grants	532,089	1,048,673	1,652,363	-	-
200202	4408	Federal Reimbursement	5,763	-	23,759	-	-
200202	4410	Other Grants	28,000	30,000	60,000	-	-
200250	4410	Other Grants	-	8,717	8,717	-	-
200300	4410	Other Grants	-	-	4,740	-	-
200309	4410	Other Grants	35,474	3,578	3,578	-	-
200120	4808	Investment Income	38	-	-	-	-
		TOTAL GENERAL GOVT GRANTS	4,545,248	26,625,139	24,489,314	-	-
		EMERGENCY SERVICES (205)					
205250	4101	Current Secured Taxes	1,127,580	1,100,000	1,100,000	1,100,000	1,100,000
205250	4415	Cost Recovery/Reimbursed Exp	-	2,500	-	-	-
205250	4532	Non-Resident Fees	-	30,000	-	-	-
205250	4819	Donations	5,130	3,000	1,000	5,000	5,000
		TOTAL EMERGENCY SERVICES	1,132,710	1,135,500	1,101,000	1,105,000	1,105,000
		HOUSEHOLD HAZARDOUS WASTE (206)					
206250	4545	Program Income	156,464	100,000	100,000	130,000	140,000
		TOTAL HOUSEHOLD HAZARDOUS WASTE	156,464	100,000	100,000	130,000	140,000
		GAS TAX (207)					
207300	4201	Road Maint. Rehab (Sec 2030)	1,626,121	1,486,239	1,744,461	1,864,736	1,957,972
207300	4202	Gas Tax (Prop 111) 2105	414,766	427,192	443,553	452,351	474,968
207300	4203	Gas Tax 2107	565,258	570,508	605,835	618,199	649,109
207300	4204	Gas Tax Engineering Rcpts.	7,500	7,500	7,500	7,500	7,500
207300	4205	Gas Tax 2106	264,178	262,125	273,121	278,546	292,473
207300	4206	Gas Tax 2103 & Tax 7360	593,842	616,982	641,453	647,022	679,373
		TOTAL GAS TAX	3,471,665	3,370,546	3,715,923	3,868,354	4,061,395
		LOCAL TRANSPORTATION (209)					
209400	4415	Cost Recovery/Reimbursed Exp	-	44,000	44,000	-	-
209400	4808	Investment Income	2,323	-		-	-
		TOTAL LOCAL TRANSPORTATION	2,323	44,000	44,000	-	-
		MEASURE "I" 2010 (210)					
210400	4004	Measure I Sales Tax	1,924,654	1,837,360	1,837,360	2,000,000	2,100,000
210400	4808	Investment Income	22,068	-	165,000	200,000	210,000
		TOTAL MEASURE "I" 2010	1,946,721	1,837,360	2,002,360	2,200,000	2,310,000
		PARIS STREET RECONSTRUCTION (211)					
211910	4415	Cost Recovery/Reimbursed Exp	-	-	25,000	-	-
211400	4808	Investment Income	(113,072)	-	175,000	150,000	150,000
		TOTAL PARIS STREET RECONSTRUCTION	(113,072)	-	200,000	150,000	150,000
		AIR QUALITY IMPROVEMENT (221)					
221400	4411	AB2766 Subvention AQMD	119,218	89,000	92,000	92,000	92,000
221400	4808	Investment Income	1,039	-	23,788	-	-
		TOTAL AIR QUALITY IMPROVEMENT	120,257	89,000	115,788	92,000	92,000

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		TRAFFIC SAFETY (223)					
223200	4608	Traffic Fines	34,584	25,000	40,000	25,000	25,000
223200	4609	Red Light Traffic Fines	1,935	2,000	2,500	2,000	2,000
223200	4610	Parking Fines	102,199	175,000	90,000	100,000	100,000
		TOTAL TRAFFIC SAFETY	138,717	202,000	132,500	127,000	127,000
		OPEN SPACE (227)					
227501	4720	Open Spc Acq Fee	89,098	500,000	54,469	80,000	80,000
227501	4808	Investment Income	18,517	-	122,241	-	-
		TOTAL OPEN SPACE	107,615	500,000	176,710	80,000	80,000
		DOWNTOWN BUSINESS AREA (236)					
236300	4545	Program Income	3,285	154,000	2,806	25,000	30,000
236300	4808	Investment Income	1,515	-	(4,129)	-	-
236300	4814	Miscellaneous Receipts	35,685	-	18,973	-	-
		TOTAL DOWNTOWN BUSINESS AREA	40,484	154,000	17,650	25,000	30,000
		PARKING AUTHORITY (237)					
237502	4813	Rental Income	9,988	11,500	8,000	8,000	8,000
237502	4830	Interest on Leases	1,961	-	-	-	-
		TOTAL PARKING AUTHORITY	11,949	11,500	8,000	8,000	8,000
		PUBLIC ART FUND (238)					
238100	4808	Investment Income	193	-	-	-	-
		TOTAL PUBLIC ART FUND	193	-	-	-	-
		TRANSPORTATION DEVELOPMENT ACT (241)					
241400	4401	State Grants	-	882,932	1,972,631	-	-
		TOTAL TRANSPORTATION DEVELOPMENT ACT	-	882,932	1,972,631	-	-
		ASSET FORFEITURE (246)					
246200	4611	Drug Confiscation - State	6,131	3,000	5,000	5,000	5,000
246200	4612	Drug Confiscation - Federal	318,873	30,000	300,000	181,438	181,938
246200	4613	Drug Confiscation-Fed Treas	23,436	80,000	25,918	30,000	30,000
246200	4614	15% Drug/Gang Prevention-CA	78	600	1,077	855	855
246200	4808	Investment Income	24,467	6,000	19,019	10,000	10,000
246200	4812	Sale of Surplus Property	11,445	-	-	-	-
		TOTAL ASSET FORFEITURE	384,429	119,600	351,014	227,293	227,793
		SUPPLEMENTAL LAW ENFORCEMENT (249)					
249200	4401	State Grants	183,582	225,000	225,000	260,558	260,558
249200	4808	Investment Income	3,214	1,500	29,245	1,500	1,500
		TOTAL SUPPLEMENTAL LAW ENFORCEMENT	186,795	226,500	254,245	262,058	262,058
		PARK & OPEN SPACE DEV (250)					
250300	4719	Park & Open Space Facilities	294,300	1,500,000	303,509	500,000	500,000
250400	4808	Investment Income	20,764	-	109,736	-	-
		TOTAL PARK & OPEN SPACE DEV	315,063	1,500,000	413,245	500,000	500,000
		PUBLIC FACILITIES DEV (251)					
251300	4712	Police Facilities	6,090	26,000	5,498	35,000	35,000
251300	4713	Fire Facilities	113,486	509,000	105,222	125,000	125,000
251300	4714	Library Facilities	25,616	152,000	26,288	50,000	50,000
251300	4715	General Government Facilities	138,580	600,000	125,216	150,000	150,000
251400	4716	Community Center Facilities	-	-	576	-	-
		TOTAL PUBLIC FACILITIES DEV	283,773	1,287,000	262,800	360,000	360,000

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		ARTERIAL STREET CONSTRUCTION (252)					
252400	4415	Cost Recovery/Reimbursed Exp	-	-	-	2,150,000	-
252400	4722	Regional Arterial Fee	218,662	575,000	212,287	150,000	150,000
252400	4723	Railroad Crossings Fee	3,656	12,000	3,496	10,000	10,000
252400	4724	Local Arterial Fee	82,514	230,000	78,900	60,000	60,000
252400	4808	Investment Income	38,791	14,000	252,726	-	-
		TOTAL ARTERIAL STREET CONSTRUCTION	343,623	831,000	547,408	2,370,000	220,000
		TRAFFIC SIGNALS (253)					
253302	4721	Transportation Facilities	18,788	88,000	14,000	13,000	13,000
253400	4808	Investment Income	14,563	4,500	77,750	-	-
		TOTAL TRAFFIC SIGNALS	33,351	92,500	91,750	13,000	13,000
		FREEWAY INTERCHANGES (254)					
254400	4415	Cost Recovery/Reimbursed Exp	2,697,068	-	324,720	-	-
254304	4721	Transportation Facilities	181,987	518,000	140,000	110,000	110,000
254400	4808	Investment Income	69,138	8,500	110,406	-	-
		TOTAL FREEWAY INTERCHANGES	2,948,193	526,500	575,126	110,000	110,000
		INCLUSIONARY HOUSING FUND (255)					
255900	4808	Investment Income				-	-
	4832	In-Lieu Incl. Housing Fee				1,800,000	1,500,000
		TOTAL INCLUSIONARY HOUSING FUND	-	-	-	1,800,000	1,500,000
		STREET LIGHTING DISTRICT #1 (260)					
260300	4727	Assessment District	25,357	25,000	24,097	24,820	25,564
		TOTAL STREET LIGHTING DISTRICT #1	25,357	25,000	24,097	24,820	25,564
		COMMUNITY FACILITY DISTRICT 2004-1 (261)					
261300	4415	Cost Recovery/Reimbursed Exp					
261300	4727	Assessment District	582,079	600,000	662,149	700,000	703,156
261300	4808	Investment Income	1,454	1,000	12,504	-	-
261300	4814	Miscellaneous Receipts	25,000	-	-	-	-
		TOTAL COMMUNITY FACILITY DISTRICT	608,533	601,000	674,653	700,000	703,156
		LANDSCAPE MAINTENANCE DISTRICT (263)					
263300	4727	Assessment District	29,696	29,000	29,000	29,000	29,000
		TOTAL LANDSCAPE MAINTENANCE DISTRICT	29,696	29,000	29,000	29,000	29,000
		GENERAL DEBT SERVICE (305)					
305501	4110	Supplemental - Voter Approved	95,695	30,000	30,000	30,000	30,000
305501	4808	Investment Income	(1,175)	430	16,219	500	500
		TOTAL GENERAL DEBT SERVICE	94,520	30,430	46,219	30,500	30,500
		STORM DRAIN CONSTRUCTION (405)					
405300	4718	Storm Drain Fees	189,041	380,000	75,000	75,000	75,000
405400	4808	Investment Income	17,709	7,500	138,291	-	-
		TOTAL STORM DRAIN CONSTRUCTION	206,750	387,500	213,291	75,000	75,000
		SAFETY/CITY HALL REPLACEMENT (406)					
406501	4808	Investment Income	30,368	-	129,883	-	-
		TOTAL SAFETY/CITY HALL REPLACEMENT	30,368	-	129,883	-	-

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		WATER (501)					
501900	4415	Cost Recovery/Reimbursed Exp	22,279	25	15,000	15,000	15,000
501900	4503	Plan Check	19,305	21,000	1,155	-	-
501900	4556	Water Usage	23,679,705	32,577,584	32,577,584	33,000,000	34,000,000
501900	4557	Fire Flow Testing	2,370	3,000	1,700	1,500	1,500
501900	4558	B Contract Water Usage	61,819	105,000	65,000	65,000	60,000
501900	4560	Water Meter Install	37,845	30,000	28,000	30,000	30,000
501900	4561	Water Turn-On	-	-	(46)	-	-
501900	4564	Irrigation Water Usage	2,548,160	3,100,000	3,100,000	3,000,000	3,100,000
501900	4566	Fire Hydrant Water Usage	121,783	155,000	100,000	100,000	100,000
501900	4568	Fire Protection Water Usage	554,620	420,000	420,000	450,000	450,000
501900	4605	Conservation Violation Penalty	44	525	-	-	-
501900	4704	Frontage Charge	55,176	45,000	151,381	20,000	20,000
501900	4808	Investment Income	609,744	210,000	3,013,962	3,000,000	3,000,000
501900	4810	Returned Check Fee	-	50	-	-	-
501900	4812	Sale of Surplus Property	128	-	-	-	-
501900	4813	Rental Income	127,245	130,000	100,000	100,000	100,000
501900	4814	Miscellaneous Receipts	301,813	105,000	250,000	250,000	250,000
501900	4817	Misc. Taxable Sales	-	-	1,155	-	-
501900	4825	Capital Contribution	1,600,150	-	-	-	-
501900	4828	Sale of Water Shares	-	-	455,500	-	-
501900	4830	Interest on Leases	33,764	-	-	-	-
		TOTAL WATER	29,775,950	36,902,184	40,280,391	40,031,500	41,126,500
		WATER PROJECTS (501910)					
501910	4407	Federal Grants	78,647	-	11,676	-	-
		TOTAL WATER PROJECTS	78,647	-	11,676	-	-
		WATER DEBT SERVICE (501930)					
501930	4808	Investment Income	2,717	-	6,984	-	-
		TOTAL WATER DEBT SERVICE	2,717	-	6,984	-	-
		SOURCE ACQUISITION (508)					
508900	4562	Water Source Acq Residential	23,234	437,000	19,181	70,000	70,000
508900	4563	Water Source Acq Non-Res	7,944	46,000	448,391	10,000	10,000
508900	4808	Investment Income	13,003	-	82,438	-	-
		TOTAL SOURCE ACQUISITION	44,181	483,000	550,010	80,000	80,000
		WATER CAPITAL IMPROVEMENT (509)					
509920	4575	Cap Improv Chrg Non-Res	56,824	345,000	700,000	400,000	400,000
509920	4576	Cap Improv Chrg Residential	517,829	1,610,000	500,000	250,000	250,000
		TOTAL WATER CAPITAL IMPROVEMENT	574,653	1,955,000	1,200,000	650,000	650,000
		SOLID WASTE (511)					
511900	4415	Cost Recovery/Reimbursed Exp	-	20,000	-	-	-
511900	4551	SW Service - Residential	8,947,127	9,481,500	9,000,000	9,000,000	9,000,000
511900	4552	SW Service - Non-Residential	8,608,065	8,268,750	8,600,000	8,600,000	8,600,000
511900	4554	Special Hauls & Rolls-Offs	2,713,931	2,976,750	2,700,000	2,700,000	2,700,000
511900	4555	Recycled Material	44,822	10,000	10,000	10,000	10,000
511900	4808	Investment Income	(16,421)	15,000	600,000	-	-
511900	4810	Returned Check Fee	-	-	43	-	-
511900	4814	Miscellaneous Receipts	-	-	198	-	-
		TOTAL SOLID WASTE	20,297,523	20,772,000	20,910,241	20,310,000	20,310,000
		SOLID WASTE PROJECT (511910)					
511910	4401	State Grants	11,585	40,048	134,360	-	-
		TOTAL SOLID WASTE PROJECT	11,585	40,048	134,360	-	-

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		SOLID WASTE DEBT SERVICE (511930)					
511930	4808	Investment Income	44	-	19	-	-
		TOTAL SOLID WASTE DEBT SVC	44	-	19	-	-
		CALIF ST LANDFILL CLOSURE (517)					
517981	4808	Investment Income	66,071	-	411,155	-	-
		TOTAL CALIF ST LANDFILL CLOSURE	66,071	-	411,155	-	-
		SOLID WASTE CAP IMPROVEMENT (519)					
519920	4575	Cap Improv Chrg Non-Res	266,670	500,000	120,000	100,000	100,000
519920	4576	Cap Improv Chrg Residential	-	-	1,300	-	-
519920	4808	Investment Income	72,640	22,000	253,527	-	-
		TOTAL SOLID WASTE CAP IMPROVEMENT	339,309	522,000	374,827	100,000	100,000
		WASTEWATER SERVICE (521)					
521900	4415	Cost Recovery/Reimbursed Exp	3,761	3,100	250	1,500	1,500
521900	4546	Wastewater Residential	8,935,229	8,400,000	9,000,000	9,500,000	10,000,000
521900	4547	Wastewater Non-Residential	3,117,079	2,800,000	3,000,000	3,200,000	3,300,000
521900	4548	Recycled Water Usage	335,340	155,000	325,000	350,000	375,000
521900	4550	Septage Charge	23,524	48,000	55,000	50,000	50,000
521900	4704	Frontage Charge	53,880	69,000	150,000	30,000	30,000
521900	4808	Investment Income	252,916	52,000	1,000,000	1,000,000	1,000,000
521900	4810	Returned Check Fee	86	-	(86)	-	-
521900	4812	Sale of Surplus Property	-	-	585	-	-
521900	4814	Miscellaneous Receipts	17,824	25,000	(8,912)	-	-
521900	4825	Capital Contribution	866,860	-	-	-	-
		TOTAL WASTEWATER SERVICE	13,606,499	11,552,100	13,521,837	14,131,500	14,756,500
		WASTEWATER PROJECTS (521910)					
521910	4407	Federal Grants	136,957	-	-	-	-
521910	4824	Bond/Loan Proceeds				45,000,000	
		TOTAL WASTEWATER PROJECTS	136,957	-	-	45,000,000	-
		WASTEWATER CAPITAL IMPROVEMENT (529)					
529920	4575	Cap Improv Chrg Non-Res	69,074	230,000	800,000	600,000	600,000
529920	4576	Cap Improv Chrg Residential	497,130	1,495,000	400,000	200,000	200,000
529920	4808	Investment Income	2,679	22,000	109,318	-	-
		TOTAL WASTEWATER CAPITAL IMPROVEMENT	568,884	1,747,000	1,309,318	800,000	800,000
		NON-POTABLE WATER (531)					
531900	4572	Non-Potable Water Usage	322,885	360,000	325,000	325,000	325,000
531900	4573	Non-Potable Water Service Charge	295,954	230,000	250,000	250,000	250,000
531900	4704	Frontage Charge	-	-	10,000	3,000	3,000
531900	4808	Investment Income	22,336	12,000	140,000	125,000	125,000
		TOTAL NON-POTABLE WATER	641,176	602,000	725,000	703,000	703,000
		NON-POTABLE PROJECTS (531910)					
531910	4401	State Grants	-	-	298,693	-	-
531910	4808	Investment Income	-	-	-	-	-
		TOTAL NON POT CAP IMPROVEME	-	-	298,693	-	-
		NON-POTABLE CAPITAL IMPROVEMENT FUND (532)					
532920	4575	Cap Improv Chrg Non-Res	104,920	80,000	130,000	125,000	125,000
532920	4808	Investment Income	23,695	5,000	69,708	-	-
		TOTAL NON POT CAP IMPROVEMENT FUND	128,615	85,000	199,708	125,000	125,000

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		GROVES (538)					
538900	4415	Cost Recovery/Reimbursed Exp	752	-	-	-	-
538900	4808	Investment Income	(5,449)	-	13,228	-	-
538900	4814	Miscellaneous Receipts	128,325	-	124,572	-	-
		GROVES (538) (CONT.)					
		TOTAL GROVES	123,627	-	137,800	-	-
		GROVES PROJECTS (538910)					
538910	4818	Grove Receipts	1,681,009	860,000	538,112	924,500	952,235
		TOTAL GROVES PROJECTS	1,681,009	860,000	538,112	924,500	952,235
		CEMETERY (562)					
562900	4415	Cost Recovery/Reimbursed Exp	48	-	-	-	-
562900	4540	Cemetery Interment	186,825	184,090	135,111	164,836	173,078
562900	4541	Cemetery Lots	693,913	716,625	528,051	675,000	708,750
562900	4542	Cemetery Crypts	69,065	183,810	88,097	107,479	112,852
562900	4543	Cemetery Perpetual Care	36,869	70,000	52,097	63,559	66,736
562900	4808	Investment Income	20,952	10,776	189,273	-	-
562900	4809	Finance Charges	8,219	8,500	6,766	8,255	8,667
562900	4810	Returned Check Fee	43	86	74	90	94
562900	4812	Sale of Surplus Property	4,125	-	-	-	-
562900	4813	Rental Income	29,381	29,250	23,465	28,627	30,059
562900	4814	Miscellaneous Receipts	133,358	176,000	116,902	142,621	149,752
562900	4817	Misc. Taxable Sales	129,159	121,275	102,986	125,643	131,925
562900	4819	Donations	500	500	6,002	7,322	7,688
562900	4830	Interest on Leases	345	-	-	-	-
		TOTAL CEMETERY	1,312,803	1,500,912	1,248,825	1,323,430	1,389,602
		AVIATION OPERATING (564)					
564900	4102	Current Unsecured Taxes	96,621	80,000	100,758	103,781	106,894
564900	4415	Cost Recovery/Reimbursed Exp	-	-	4,550	-	-
564900	4707	Tie-Down Fees	9,818	12,485	7,823	8,058	8,300
564900	4708	Gate Access Fee	4,302	12,334	4,843	4,988	5,138
564900	4709	Fuel Flowage Fees	3,248	3,700	3,700	10,000	10,300
564900	4710	Ground Leases	119,359	126,788	142,734	147,016	160,000
564900	4808	Investment Income	2,149	-	17,547	-	-
564900	4809	Finance Charges	431	-	(78)	-	-
564900	4813	Rental Income	199,594	234,090	195,000	250,000	270,000
564900	4814	Miscellaneous Receipts	9,809	-	-	-	-
564900	4819	Donations	-	-	-	-	-
564900	4830	Interest on Leases	13,196	-	-	-	-
		TOTAL AVIATION OPERATING	458,527	469,396	476,877	523,842	560,632
		AVIATION PROJECTS/GRANTS (564910)					
564910	4401	State Grants	30,048	5,872	15,872	-	-
564910	4407	Federal Grants	128,658	135,995	135,995	-	-
		TOTAL AVIATION PROJECTS/GRANTS	158,706	141,867	151,867	-	-
		LIABILITY SELF-INSURANCE (602)					
602900	4808	Investment Income	53,559	-	-		
602900	4814	Miscellaneous Receipts	7,343	-	1,000		
		TOTAL LIABILITY SELF-INSURANCE	60,902	-	1,000		
		LIABILITY SELF-INSURANCE (602)					
602140	4814	Miscellaneous Receipts				1,000	1,500
		TOTAL LIABILITY SELF-INSURANCE				1,000	1,500

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		INFORMATION TECHNOLOGY (604)					
604900	4415	Cost Recovery/Reimbursed Exp	-	100	-	-	-
604900	4705	Int Serv Rcpts: General Fund	4,041,273	4,347,511	4,347,511	2,753,037	2,425,294
604900	4706	Int Serv Rcpts: Non-Gen Fund	2,441,134	2,626,112	2,626,112	1,446,963	1,274,706
604900	4808	Investment Income	(58,026)	-	300,000	-	-
604900	4812	Sale of Surplus Property	731	-	150	-	-
		INFORMATION TECHNOLOGY (604) (CONT.)					
		TOTAL INFORMATION TECHNOLOGY	6,425,112	6,973,723	7,273,773	4,200,000	3,700,000
		WORKERS COMP SELF-INSURANCE (606)					
606951	4415	Cost Recovery/Reimbursed Exp	41,277	-	28,900		
606951	4586	Worker's Comp Receipts	3,026,426	3,272,153	3,272,153		
606951	4808	Investment Income	18,476	-	210,899		
		TOTAL WORKERS COMP SELF-INSURANCE	3,086,179	3,272,153	3,511,952		
		WORKERS COMP SELF-INSURANCE (606)					
606141	4586	Worker's Comp Receipts				3,341,584	3,457,011
		TOTAL WORKERS COMP SELF-INSURANCE				3,341,584	3,457,011
		EQUIPMENT MAINTENANCE (607)					
607900	4415	Cost Recovery/Reimbursed Exp	250,469	580,135	223,476	234,649	246,382
607900	4705	Int Serv Rcpts: General Fund	1,933,322	2,074,587	2,924,934	4,136,643	4,279,043
607900	4706	Int Serv Rcpts: Non-Gen Fund	5,457,052	5,813,576	6,128,738	5,785,404	6,057,547
607900	4803	L/CNG Outside Fuel Sales	611,273	830,446	1,054,807	1,107,547	1,162,924
607900	4808	Investment Income	10,923	10,500	275,318	-	-
607900	4812	Sale of Surplus Property	3,375	-	61,697	3,000	3,000
607900	4814	Miscellaneous Receipts	1,512	-	5,042	-	-
		TOTAL EQUIP MAINTENANCE	8,267,927	9,309,244	10,674,012	11,267,243	11,748,896
		UTILITY BILLING (608)					
608900	4415	Cost Recovery/Reimbursed Exp	-	300	413	300	300
608900	4561	Water Turn-On	75,158	10,000	65,000	65,000	65,000
608900	4574	Utility Billing Service	1,750,000	2,150,000	2,150,000	1,400,000	1,400,000
608900	4808	Investment Income	(8,195)	20,000	88,024	-	-
608900	4809	Finance Charges	426,863	-	500,000	475,000	475,000
608900	4810	Returned Check Fee	13,475	8,500	16,500	15,000	15,000
608900	4812	Sale of Surplus Property	268	-	-	-	-
608900	4814	Miscellaneous Receipts	34,017	30,000	30,000	25,000	25,000
608900	4820	Bad Debt Recoveries	6,854	500	3,000	2,000	2,000
		TOTAL UTILITY BILLING	2,298,440	2,219,300	2,852,937	1,982,300	1,982,300
		PAYROLL CLEARING ADMIN (609)					
609900	4823	Pension Bond Allocation	519,146	392,455	392,455	407,455	422,455
		TOTAL PAYROLL CLEARING ADMIN	519,146	392,455	392,455	407,455	422,455
		SIMONDS ENDOWMENT (705)					
705900	4808	Investment Income	360	-	2,022	-	-
		TOTAL SIMONDS ENDOWMENT	360	-	2,022	-	-
		PAULINE STANCLIFF MEMORIAL TRUST (706)					
706900	4808	Investment Income	211	-	1,195	-	-
		TOTAL PAULINE STANCLIFF MEMORIAL TRUST	211	-	1,195	-	-
		COMMUNITY FACILITY DISTRICT TRUST (810)					
810962	4415	Cost Recovery/Reimbursed Exp	835,700	801,352	798,852	822,621	842,924
810961	4415	Cost Recovery/Reimbursed Exp	761,448	747,606	764,150	765,091	760,447
810962	4808	Investment Income	67	100	-	-	-
810961	4808	Investment Income	58	100	-	-	-
		TOTAL COMMUNITY FACILITY DISTRICT TRUST	1,597,274	1,549,158	1,563,002	1,587,712	1,603,371

REVENUES

ORGKEY	OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
		OBLIGATION PAYMENT (820166)					
820166	4101	Current Secured Taxes	5,181	-	-	-	-
820166	4808	Investment Income	84,730	-	-	-	-
		TOTAL OBLIGATION PAYMENT	89,911	-	-	-	-
		SUCCESSOR TO RDA DEBT SVC (820169)					
820169	4808	Investment Income	7	-	-	-	-
		TOTAL SUCCESSOR TO RDA DEBT SVC	7	-	-	-	-
		TOTAL NON-GENERAL FUNDS	109,404,676	141,956,548	146,448,656	161,777,091	116,628,467

City Clerk

Mission Statement:

The City Clerk's Office is dedicated to promoting open government and offering the public access to all aspects of information pertaining to the City government, while providing the best possible service to residents, staff, and leadership of the City in a neutral and impartial manner.

Departmental Goals:

- Administrate fair and impartial elections
- 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 Redevelopment Agency for legal, administrative, financial, and historical reference
- Work to improve the administration of the office consistent with applicable laws and, through automation, produce more rapid transparent access to government and fulfill the responsibilities of this department to the community

Sustainability Efforts:

- Ongoing effort to digitize all record files for electronic access
- Emphasis on electronic format for all record requests
- Scanning of City Council, Successor Agency to the Redevelopment Agency, and Financing Authority minutes, contracts, resolutions, and ordinances for electronic access through the City's website

Performance Measures:

- Compliance with noticing requirements of the Brown Act for all meetings of the City Council, the Successor Agency to the Redevelopment Agency, the Redlands Financing Authority and City Commissions and Boards
- Add 5,000 documents annually to the digital records database
- Provide on-line records research capability to the public
- Document proceedings associated with all City Council, Successor Agency, and Redlands Financing Authority meetings and make them accessible to staff and the public in a timely manner
- Meet filing deadline for the economic interest statements from elected officials, appointed commissioners, designated staff members and consultants
- Meet filing deadline for campaign finance reporting for elected officials, candidates, and committees
- Provide training to staff members to effectively utilize the City's automated records system
- Publish legal notices of ordinances, resolutions, and public hearings in accordance with law

Program Description:

The City Clerk is the record keeper and guardian of our democratic process. In Redlands, the City Clerk is an elected official and is responsible directly to the voters. The department provides service to the public, City Council, City Manager, and all administrative departments.

Program Objectives:

- Maintain an open-door policy to the public
- Conduct general municipal elections and special municipal elections in accordance with the California Elections Code and coordinate ballot measures, arguments, and impartial analysis documents
- Coordinate actions with the County Registrar of Voters during primary, general, and special elections
- Fulfill duties as filing officer for campaign statements for officeholders, candidates, and political action committees
- Maintain an accurate record of City Council proceedings through a comprehensive general index of all minutes, resolutions, contracts, agreements, and deeds
- Act as secretary to the Successor Agency to the Redevelopment Agency and 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
- Act as Custodian of the City Seal and Custodian of the City's vital records from 1888-1964
- Fulfill duties as Financial Disclosure Officer for conflict of interest filings for elected officials, designated staff, and various consultants
- 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, the Redlands Financing Authority and all City Commissions and Boards
- 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
- Provide accessibility to City Council records through the City's website and records management system
- Manage the electronic recordation of City documents
- Administer and file oaths of office

Department Innovations

<u>E-Filing – Form 700 & Campaign Finance Reporting:</u> FY 2022-23 procurement to establish e-Filing and management capability and provide automation of Campaign Finance Reporting for elected officials and committees and establish e-Filing for Statement of Economic Interest Forms (Form 700s) for elected officials, appointed commissioners, and designated staff members. Improves office efficiency, streamlines the reporting processes using an electronic filing system, promotes transparency, and reduces paper.

<u>Real-time Updates</u> – The City's archiving system, known as Laserfiche, allows the public the ability to browse, search, retrieve, download, and print documents. This enhances citizen awareness and promotes accountability and trust in government.

<u>Strategic Goals</u> – Supports Sustainability by enhancing fiscal and operational practices for maintaining fiscal stability, transparency, and data-driven decisions. Supports Equity and Inclusion by enhancing communication and engagement to ensure all parts of the community have easy access to information

Accomplishments for Fiscal Year 2023-2024:

- Coordinated the submission of economic interest statements from elected officials, appointed commissioners, designated staff members and consultants
- Managed the biannual campaign finance reporting of elected officials and all committees
- Documented proceedings and decisions associated with all City Council regular and special meetings establishing the historical record
- Documented proceeding and decisions associated with all regular and special meetings for Successor Agency to the Redevelopment Agency and for the Redlands Financing Authority
- Enhanced accessibility to City Council documents, including minutes, resolutions, ordinances, contracts, and deeds and easements directly through the City's website
- Digitized City Council documents to document storage system, known as Laserfiche
- Managed and tracked Council Member Ethics Training requirements
- Electronically recorded City documents as needed
- Complied with the noticing requirements of the Brown Act for all public meetings
- Published legal notices of ordinances, resolutions, and public hearings in accordance with law
- Conducted City Bid Openings in an impartial way
- Maintained the Redlands Municipal Code

Significant Program Changes:

- Administer the November 5, 2024, Municipal Election for two Council Member seats, Districts 2 and 4; one City Clerk seat at-large and one City Treasurer at-large seat in accordance with the California Elections Code
- Manage the nomination, election, and campaign reporting for Council Member candidates, City Clerk and City Treasurer and managed financial reporting for committees
- Train one full-time employee, Assistant City Clerk position
- Attend training sessions hosted by the City Clerks Association of California

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	132,032	142,534	132,863	192,508	171,966
5002	Salaries: Part-Time	14,097	18,911	1,960	11,185	22,370
5202	Holiday Pay	1,671	-	5,775	687	2,454
5203	Bonus	3,500	-	-	-	-
5401	Pension Contributions	38,158	41,748	40,486	59,428	51,074
5501	FICA/Medicare	11,696	11,981	10,812	15,658	15,066
5601	Deferred Compensation	1,845	1,845	1,845	3,045	3,045
5701	Health/Dental Insurance	14,100	19,238	14,377	35,582	30,860
5702	Workers' Comp Insurance	6,916	7,477	7,477	2,739	2,834
5703	Disability Insurance	1,166	529	1,260	318	-
5704	Unemployment Insurance	240	1,302	1,957	1,302	1,302
5705	Life Insurance	63	126	63	158	126
5802	Eyecare Reimbursement	-	225	225	450	300
5803	Clothing Allowance	300	300	300	150	-
5903	Other Taxable Benefits	-	4,923	-	150	150
	TOTAL SALARIES AND BENEFITS	225,784	251,139	219,400	323,360	301,547
	SERVICES					
6201	Elections	79,910	150,000	-	300,000	150,000
6401	Meeting & Prof Development	-	1,575	-	3,000	3,060
6402	Travel Expense/Reimbursement	-	237	-	250	255
6601	Postage	400	578	578	500	510
6710	Special Contractual Services	12,128	14,979	12,613	13,223	13,335
6802	Info Tech Service Charges	29,628	31,873	31,873	19,039	16,772
6901	Printing and Binding	22	772	400	408	416
6902	Advertising	18,727	17,640	17,640	17,993	18,353
6906	Office Equip & Furn Rent	1,801	2,481	2,481	2,531	2,582
6907	Comms Service & Rental	590	1,021	1,021	1,041	1,062
6909	Subscriptions & Memberships	421	420	420	428	437
	TOTAL SERVICES	143,627	221,576	67,026	358,413	206,782
	SUPPLIES					
7002	Office Supplies	1,054	1,103	1,103	1,125	1,148
7101	Office Equipment & Furniture	-	551	551	562	573
	TOTAL SUPPLIES	1,054	1,654	1,654	1,687	1,721
	DEPARTMENT TOTAL	370,465	474,369	288,080	683,460	510,050

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 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 recommendations from various commissions and boards. The Council further represents 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

DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	106,715	107,417	114,705	140,444	143,850
5002	Salaries: Part-Time	859	-	11,772	21,746	21,746
5006	Elected Official Compensation	55,893	84,000	85,900	84,000	84,000
5101	Overtime Salaries	-	5,857	-	-	-
5202	Holiday Pay	616	-	676	-	-
5203	Bonus	5,590	-	1,080	1,123	1,145
5204	Accrual Payout	781	-	475	-	-
5301	Banked Leave Buy Back	805	5,857	293	10,021	8,683
5401	Pension Contributions	36,948	31,703	47,390	41,640	40,588
5501	FICA/Medicare	11,619	13,549	15,450	17,348	17,616
5601	Deferred Compensation	4,076	1,356	9,025	3,044	3,089
5701	Health/Dental Insurance	25,563	34,893	31,075	33,351	32,412
5702	Workers' Comp Insurance	2,766	2,991	2,991	2,739	2,739
5703	Disability Insurance	191	305	290	369	377
5704	Unemployment Insurance	292	2,660	3,496	3,116	3,116
5705	Life Insurance	76	71	72	74	74
5801	Vehicle Allowance	-	-	1,575	1,380	1,380
5802	Eyecare Reimbursement	-	254	254	354	354
5803	Clothing Allowance	-	150	150	150	150
5903	Other Taxable Benefits	83	3,965	95	102	102
	TOTAL SALARIES AND BENEFITS	252,872	295,028	326,764	361,001	361,421
	SERVICES					
6102	Legal Services	211,894	25,000	12,561	25,000	200,000
6401	Meeting & Prof Development	1,350	2,625	2,025	2,678	2,731
6402	Travel Expense/Reimbursement	3,372	3,565	6,200	3,636	3,709
6403	Training	-	2,625	5,875	2,678	2,731
6510	Other Insurance	3,205	3,675	3,805	3,749	3,823
6601	Postage	450	137	408	139	142
6708	Special Program Expenditures	10,736	10,710	6,800	10,924	11,143
6802	Info Tech Service Charges	11,851	12,749	12,749	15,231	13,418
6901	Printing and Binding	3,476	7,494	1,630	7,644	7,796
6906	Office Equip & Furn Rent	3,741	2,542	2,222	2,593	2,645
6909	Subscriptions & Memberships	78,323	81,034	118,431	121,984	125,643
	TOTAL SERVICES	328,396	152,155	172,706	196,255	373,782
	SUPPLIES					
7002	Office Supplies	2,269	1,050	1,200	1,071	1,092
7101	Office Equipment & Furniture	350	-	-	-	-
7807	Food	785	263	573	800	816
	TOTAL SUPPLIES	3,403	1,313	1,773	1,871	1,908
	DEPARTMENT TOTAL	584,672	448,496	501,243	559,127	737,111

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

Sustainability Efforts:

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

Program Description:

The City Manager's Office provides centralized direction and leadership for the effective administration and operation of all municipal services for the City of Redlands as directed by the City Council. Operating under the traditional Council-Manager form of government, the City Manager is appointed by the five-member City Council and is responsible for the day-to-day operations of the City. The City Manager's Office leadership team includes two Assistant City Managers and a Public Information Officer. The office provides strategic direction to departments and monitors the progress made toward achieving the goals and objectives.

The City Manager's office is committed to developing a culture of innovation by integrating strategic management and best practices into government operations. By doing so, the organization continually improves performance, maximizes efficiencies, and creates value for the tax dollar.

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 cities, counties, state and federal agencies

Accomplishments for Fiscal Years 2022-23 and 2023-24:

- Provided leadership, management, and direction to all City departments
- Coordinated and assembled 21 regular City Council Meeting Agenda Packets and 11 City Council Special Meeting Agenda Packets for 2022/23, and 16 regular Meeting Packets with 5 Special Meeting Packets to date for 2023/24.
- Coordinated and processed approximately 250 resident service requests for 2022/23 and 190 to date for 2023/24
- Reviewed an average of 27 agenda items per City Council meeting for 2022/23, and 23 to date for 2023/24.

Communications and Community Relations

The Communications and Community Relations division of the City Manager's office oversees the City's communication initiatives, and social media platforms and responds on behalf of the City to inquiries from the media and the public. The division educates and informs residents, visitors, and businesses about City programs, services, and events. Using targeted communication strategies in cooperation with other City departments, the division engages the community in the governmental process, facilitates transparency, enhances tourism, supports local industries, promotes business attraction and retention, and increases participation in City programs and activities to generate additional revenue and to strengthen the quality of life. Included in the division is Redlands TV (RTV), the City's government access cable TV facilities and operations. RTV televises and records live events, such as City Council and Planning Commission meetings, provides a Community Events Bulletin Board, and creates or contracts original informational videos highlighting City services and programs. RTV programming is available to cable television subscribers through Spectrum (Channel 3) and Frontier Communications (Channel 35).

Program Objectives:

- Administer the City's community relations and public information programs, including media relations, videos, and other information on Redlands TV, the City's social media platforms, and other communications avenues.
- Provide a forum for community events and public service messages relevant to Redlands audiences.
- Continually explore new platforms and communications and outreach avenues, incorporating them into the overall communication and outreach strategy.
- Regularly televise all City Council and Planning Commission meetings with scheduled replays intended to provide access for all Redlands citizens.
- Use available video technology and media to provide an outlet, informing Redlands residents of available City events and services or specific public service information.

Accomplishments for Fiscal Years 2022-23 and 2023-24:

- Provided staff support and facilitated completion of the 2022 and 2023 National Community Surveys, a benchmarking survey that provided a comprehensive picture of livability and resident perspectives and attitudes on government services, policies, and management. The survey provides a benchmark to measure Redlands against other similar communities and a baseline for measuring the progress of City service enhancements and initiatives.

- Managed the City's rebranding effort, which delivered the city a new brand and visual identity, including a new city logo and logo variations, font, and color palette, as well as new graphical elements and templates.
- Provided staff support and helped to facilitate the development of the City's Six-Year Strategic Plan.
- Promoted transparency in government through:
  - Live broadcasting of all City meetings and Planning Commission meetings on Redlands TV; Web-streaming of live City Council meetings and archived meeting videos
  - Promoted open, clear, and frequent communication through:
    - 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 300 press releases promoting City activities and economic development, providing public safety information, and providing information on City Council actions
- PIO responded to numerous unique press requests not related to press releases
- Produced weekly video series Pet of the Week, a weekly video series introducing adoptable animals from the Redlands Animal Shelter;
- Produced several city event videos including:
  - Annual Christmas Parade
  - Christmas Tree Lighting
  - Redlands City Employee Holiday Video
  - Annual Community Service Day
  - Ribbon cutting videos for City facility projects
- Provided support to all City departments taking video/photos of city services.
- Monitored and created all Public Service Announcements for Redlands television Bulletin Board.
- Provided support to all other departments and City Council in media interviews.
- Monitored press coverage of the City, including newspapers, television, and radio, and provided periodic news digests to staff and elected officials.
- Provided support to all City departments in preparing and reviewing memos and other written communication for both internal and external distribution.

<u>Grants Coordinating Office</u>

The Grants Coordinating office was established in September 2021 and is a new division of the City Manager's office. The division is responsible for performing a variety of duties related to grant development, grant writing, and grant monitoring and reporting. Working with departments throughout the City, the Grants Coordinating office also researches grant opportunities to determine applicability, prepares grant applications, compiles proposed project information, and aligns project needs with fund goals. The division monitors grant activity, composes and submits quarterly grant reports on project progress, and is responsible for submitting all final close-out grant materials.

Program Objectives:

- Maintain grant records and files
- Communicate grant projects to the community and solicit feedback for program implementation
- Provide information and assistance to departments in applying for grants
- Provide centralized information regarding grant funding opportunities, Uniform Guidance requirements, and other compliance
- Implement grant projects
- Coordinate grant activities with other departments

Accomplishments for Fiscal Years 2022-23 and 2023-24:

- ARPA SLFRF Funds Reprogramming: City Council approved the reallocation of ARPA SLFRF Funds, ensuring resources are efficiently used.
- Administrative Assistant Staff Funding: Approved funding for two limited-term administrative assistant staff, strengthening our operational capacity.
- Redlands Ranch Market Amendment: Negotiated a Second Amendment to extend services to Grocery Gift Card recipients, improving resource accessibility.
- Second Round Approval for Grocery Gift Card Program: Secured City Council approval for another round of the program, further assisting community members in need.
- Successful Promotion of Second Round Grocery Gift Card: Successfully promoted the program, attracting applications near the goal within a month.
- Increase in Utility Program Recipients: Outreach via mail inserts led to a 30% rise in Utility Program participation.
- Encampment Resolution Grant Funding Acquisition: Collaborated to secure funding, advancing efforts in addressing homelessness.
- CalRecycle SB 1383 Funding Acquisition: Collaborated to secure funding, supporting environmental sustainability initiatives.
- Favorable Single Audit Report for FY22/23: Received a positive report with no findings or questioned costs for major federal programs, demonstrating effective management.
- Execution and Reporting for JAG Program: Executed grant claims and agreements, ensuring compliance and accountability.
- Financial Reporting for Building Forward Library Grant: Successfully completed financial reporting for the Building Forward Library Grant, ensuring transparency and accountability.
- Redlands HomeKey Project Milestone: Reached several milestone in partnership with division partners for the Redlands HomeKey Project, marking progress towards project objectives.

<u>Homeless Solutions Office</u>

The City Homeless Solutions Office provides support and administrative oversight for the development and implementation of homeless services, coordinates with outside agencies, and ensures that programs and resources across all departments are aligned with the City's goals to address homelessness.

Program Objectives:

- Plan, organize, coordinate, and evaluate the activities of the City to address and end homelessness;
- Develop and implement new strategies in coordination with other agencies;
- Prepare and negotiate contracts for supportive services and housing solutions for homeless;
- Collaborate with other local businesses, non-profits, and community groups in the coordination and delivery of services to the homeless;
- Coordinate City policies and activities with local, regional, state, and federal homeless programs;
- Prepare and administer grant applications;
- Participate in public outreach and education;
- Prepare and monitor annual budget for homeless programs;
- Manage the City's annual point in time count;
- Work with Code Enforcement to monitor and address blight within the City;
- Prepare and present oral and written reports to various departments, commissions, City Council, and other community groups on homeless issues

Accomplishments for Fiscal Years 2022-23 and 2023-24:

- The City Homeless Solutions Office supported the City Council, City Manager and all City departments, boards, commissions, and committees in achieving the City Council's homeless services initiatives while limiting risk and costs to the taxpayers.
- Received $4.5 million in homeless service grants.
- Housed 150 persons in permanent housing and 80 persons in shelter/hotels in Fiscal Year 2022-23. Housed 80 persons in permanent housing and 90 persons in shelter/hotels in Fiscal Year 2023-24.
- Developed four street outreach teams and one behavioral health outreach team.

City Homeless Solutions

Mission Statement:

The City Homeless Solutions Office is dedicated to providing housing and outreach for all unhoused persons in the City in the most efficient, effective, and economical manner practical to help attain the City Council's goals and the City Departments' program objectives.

Departmental Goals:

- Proactively provide high quality, ethical, and timely services to unhoused persons in the City of Redlands such as: shelter, transitional housing, permanent housing, outreach, connection to substance abuse mental health and other services.
- Provide accurate reports/information about Redlands homeless data to City Council, City Manager, City Departments, and appointed boards and commissions, to assist the City Council and City Departments achieve their goals and objectives.
- Resolve all person's unhoused issues efficiently and cost-effectively, while protecting the City's legal interests.

Sustainability Efforts:

- Inclusion of sustainable measures in public project contracts and procurement documents.
- Continued progress toward "paperless" processes and operations where possible, practical, and effective.
- Purchase and use of recycled paper for copying and printing, and other available recycled products.
- The ongoing effort to scan and store files electronically.

Program Description:

The City Homeless Solutions Office provides support and administrative oversight of the development and implementation of homeless services, coordinates with outside agencies, and ensures that programs and resources across all departments are aligned with the City's goals to address homelessness.

Program Objectives:

- Plan, organize, coordinate, and evaluate the activities of the City to address and end homelessness;
- Develop and implement new strategies in coordination with other agencies;
- Prepare and negotiate contracts for supportive services and housing solutions for homeless;
- Collaborate with other local businesses, non-profits, and community groups in the coordination and delivery of services to the homeless;
- Coordinate City policies and activities with local, regional, state, and federal homeless programs;
- Prepare and administer grant applications;
- Participate in public outreach and education;
- Prepare and monitor annual budget for homeless programs;
- Manage the City's annual point in time count;

- Work with Code Enforcement to monitor and address blight within the City;
- Prepare and present oral and written reports to various departments, commissions, City Council, and other community groups on homeless issues

Accomplishments for Fiscal Years 2022-23 and 2023-24:

- The City Homeless Solutions Office supported the City Council, City Manager and all City departments, boards, commissions, and committees in achieving the City Council's homeless services initiatives while limiting risk and costs to the taxpayers.
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- Developed four street outreach teams and one behavioral health outreach team

DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	385,261	449,507	449,023	493,028	508,065
5002	Salaries: Part-Time	1,060	-	1,589	-	-
5202	Holiday Pay	1,274	-	677	-	-
5203	Bonus	9,090	-	1,080	1,123	1,145
5204	Accrual Payout	8,458	-	1,040	-	-
5301	Banked Leave Buy Back	805	6,616	-	10,884	9,607
5401	Pension Contributions	51,038	131,901	71,040	151,611	148,760
5501	FICA/Medicare	23,080	24,955	27,327	29,081	30,350
5601	Deferred Compensation	41,049	13,592	53,043	30,474	30,519
5701	Health/Dental Insurance	49,379	74,507	60,439	64,237	65,442
5702	Workers' Comp Insurance	12,449	13,459	13,459	10,955	11,336
5703	Disability Insurance	131	305	290	369	377
5704	Unemployment Insurance	(1,184)	1,298	1,676	1,319	1,319
5705	Life Insurance	169	188	187	192	192
5801	Vehicle Allowance	5,160	5,160	9,100	6,540	6,540
5802	Eyecare Reimbursement	225	673	673	912	912
5803	Clothing Allowance	-	150	150	150	150
5903	Other Taxable Benefits	761	5,830	95	381	381
5905	Employee Wellness Program	455	-	390	-	-
	TOTAL SALARIES AND BENEFITS	588,658	728,141	691,278	801,256	815,095
	SERVICES					
6005	License & Permits	1,597	2,205	1,729	2,249	2,294
6106	Other Professional Services	500	10,500	14,400	10,000	10,200
6304	Telephone	2,514	2,400	3,000	3,000	3,060
6401	Meeting & Prof Development	1,748	4,725	3,097	4,820	4,916
6402	Travel Expense/Reimbursement	1,499	2,100	10,000	7,500	7,650
6403	Training	1,542	1,575	7,600	4,000	4,080
6601	Postage	246	300	120	122	124
6703	Software Support/Development	-	15,750	-	-	-
6802	Info Tech Service Charges	53,331	57,372	57,372	53,309	46,963
6803	City Garage Charges	674	-	790	806	822
6901	Printing and Binding	833	1,575	1,630	-	-
6907	Comms Service & Rental	1,331	1,323	-	-	-
6909	Subscriptions & Memberships	6,299	4,410	6,000	6,120	6,242
	TOTAL SERVICES	72,113	104,235	105,738	91,926	86,352
	SUPPLIES					
7001	Books & Supplies	-	276	-	281	287
7002	Office Supplies	5,362	2,756	1,262	2,811	2,868
7005	Photo & Copying Supplies	-	551	552	951	-
7101	Office Equipment & Furniture	4,390	3,500	4,273	4,390	4,478
7802	Purchased Water	1,036	331	1,300	337	344
7807	Food	1,169	551	1,050	562	574
7810	Special Departmental Supplies	897	1,654	-	1,687	1,721
	TOTAL SUPPLIES	12,854	9,619	8,437	11,020	10,270
	DIVISION TOTAL	673,625	841,995	805,453	904,201	911,717

DEPARTMENT/DIVISION
COMMUNICATIONS AND COMMUNITY RELATIONS

FUND
GENERAL FUND

ORGKEY
101121

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	330,275	357,890	364,625	373,284	380,834
5101	Overtime Salaries	-	-	4,800	5,000	5,000
5202	Holiday Pay	5,168	-	1,011	-	-
5203	Bonus	11,075	-	900	732	747
5204	Accrual Payout	1,718	-	3,042	-	-
5301	Banked Leave Buy Back	4,044	17,782	101,145	25,793	24,429
5401	Pension Contributions	98,463	105,026	110,737	115,911	112,581
5501	FICA/Medicare	25,918	26,222	35,292	29,315	29,863
5601	Deferred Compensation	19,191	6,139	26,187	16,366	16,131
5701	Health/Dental Insurance	46,613	52,567	50,690	53,455	54,317
5702	Workers' Comp Insurance	5,533	5,982	5,982	8,216	8,502
5703	Disability Insurance	-	-	853	987	1,006
5704	Unemployment Insurance	252	1,367	1,367	1,367	1,367
5705	Life Insurance	198	198	200	198	198
5801	Vehicle Allowance	-	-	1,313	900	900
5802	Eyecare Reimbursement	326	709	709	945	945
5803	Clothing Allowance	-	-	300	300	300
5903	Other Taxable Benefits	473	12,810	323	323	323
	TOTAL SALARIES AND BENEFITS	549,247	586,692	709,476	633,092	637,443
	SERVICES					
6106	Other Professional Services	27,149	30,707	28,599	32,140	32,826
6304	Telephone	418	525	525	536	546
6401	Meeting & Prof Development	295	1,575	1,575	1,607	1,639
6402	Travel Expense/Reimbursement	1,749	1,575	1,575	3,000	3,000
6403	Training	476	2,625	2,625	5,000	5,000
6703	Software Support/Development	-	1,707	3,107	3,589	3,661
6708	Special Program Expenditures	-	50,000	-	-	-
6710	Special Contractual Services	-	35,000	85,000	-	-
6802	Info Tech Service Charges	23,702	25,499	25,499	15,231	13,418
6803	City Garage Charges	66	789	4,074	4,961	5,168
6907	Communications Service	-	-	1,964	1,834	1,870
6909	Subscriptions & Memberships	7,626	7,530	4,737	5,199	5,303
	TOTAL SERVICES	61,481	157,532	159,280	73,095	72,431
	SUPPLIES					
7002	Office Supplies	119	-	-	500	510
7004	Uniform/Safety Clothing	-	525	525	536	546
7101	Office Equipment & Furniture	38	1,050	1,050	1,071	1,092
7810	Special Departmental Supplies	-	1,500	1,500	1,530	1,561
7812	Audio-Visual Materials	-	1,575	1,575	1,607	1,639
7901	Non-Capital Expenditures	7,357	-	5,000	5,000	5,000
	TOTAL SUPPLIES	7,514	4,650	9,650	10,243	10,348
	FIXED ASSETS					
8706	All Other Equipment	-	30,000	-	-	-
	TOTAL FIXED ASSETS	-	30,000	-	-	-
	DIVISION TOTAL	618,242	778,874	878,406	716,430	720,221

DEPARTMENT/DIVISION
PURCHASING

FUND
GENERAL FUND

ORGKEY
101123

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	185,221	206,023	206,895		
5101	Overtime Salaries	290	-	-		
5202	Holiday Pay	2,148	-	1,067		
5203	Bonus	7,383	-	600		
5204	Accrual Payout	266	-	1,261		
5301	Banked Leave Buy Back	2,666	8,555	3,026		
5401	Pension Contributions	54,766	60,478	62,431		
5501	FICA/Medicare	13,557	14,642	15,256		
5601	Deferred Compensation	12,532	3,973	19,239		
5701	Health/Dental Insurance	24,573	44,750	41,403		
5702	Workers' Comp Insurance	5,533	5,982	5,982		
5703	Disability Insurance	386	540	474		
5704	Unemployment Insurance	168	911	1,936		
5705	Life Insurance	133	132	133		
5801	Vehicle Allowance	-	173	875		
5802	Eyecare Reimbursement	225	300	300		
5803	Clothing Allowance	300	-	300		
5805	Clothing Cash Payment	-	-	-		
5903	Other Taxable Benefits	165	6,291	165		
	TOTAL SALARIES AND BENEFITS	310,312	352,750	361,343		
	SERVICES					
6106	Other Professional Services	-	5,000	5,000		
6304	Telephone	418	662	-		
6401	Meeting & Prof Development	-	882	-		
6402	Travel Expense/Reimbursement	-	2,205	2,518		
6403	Training	-	662	200		
6601	Postage	62	450	-		
6703	Software Support/Development	-	330	-		
6710	Special Contractual Services	-	330	-		
6802	Info Tech Service Charges	23,702	25,499	25,499		
6901	Printing and Binding	-	4,300	600		
6906	Office Equip & Furn Rent	3,191	2,693	2,693		
6909	Subscriptions & Memberships	777	992	900		
	TOTAL SERVICES	28,150	44,005	37,410		
	SUPPLIES					
7002	Office Supplies	2,748	1,929	1,800		
7003	Awards/Recognition Prgm	1,131	880	880		
7004	Uniform/Safety Clothing	578	165	158		
7101	Office Equipment & Furniture	-	5,292	-		
7102	Small Tools & Equipment	-	220	50		
7203	Office Equipment Maintenance	-	330	-		
7208	Repair/Maintenance Supplies	-	115	100		
7209	Janitorial Supplies	-	115	100		
7211	Computer Components	-	2,257	2,257		
7802	Purchased Water	258	135	150		
7806	Promotional Supplies	-	115	-		
7807	Food	62	220	100		
7810	Special Departmental Supplies	10	2,600	600		
7901	Non-Capital Expenditures	-	992	-		
	TOTAL SUPPLIES	4,787	15,365	6,195		
	DIVISION TOTAL	343,248	412,120	404,948		

Please note: *This division was transferred to Management Services Department, orgkey 101503.*
This change is reflected in Fiscal Year 2024-25 and forward.

DEPARTMENT/DIVISION
PRINT SHOP

FUND
GENERAL FUND

ORGKEY
101124

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6601	Postage	-	-	33	-	-
6710	Special Contractual Services	13,325	13,618	10,927	13,890	14,168
6906	Office Equip & Furn Rent	4,476	5,513	637	-	-
6907	Comms Service & Rental	1,580	2,756	1,780	1,816	1,852
6912	Reimbursed Expenditures	(4,429)	(20,000)	-	-	-
	TOTAL SERVICES	14,952	1,887	13,377	15,706	16,020
	SUPPLIES					
7002	Office Supplies	218	110	110	112	114
7005	Photo & Copying Supplies	-	1,155	-	-	-
7203	Office Equipment Maintenance	764	2,756	1,500	2,811	2,868
7810	Special Departmental Supplies	218	525	-	-	-
	TOTAL SUPPLIES	1,200	4,547	1,610	2,924	2,982
	DIVISION TOTAL	16,152	6,433	14,987	18,630	19,002

DEPARTMENT/DIVISION
CITY MANAGER GRANTS

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200120

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	236,242	1,801,348	2,033,348	-	-
5002	Salaries: Part-Time	76,211	-	-	-	-
5101	Overtime Salaries	125	-	-	-	-
5203	Bonus	3,500	-	-	-	-
5204	Accrual Payout	619	-	-	-	-
5301	Banked Leave Buyback	1,715	-	-	-	-
5401	Pension Contributions	91,507	-	-	-	-
5501	FICA/Medicare	22,406	-	-	-	-
5601	Deferred Compensation	159	-	-	-	-
5701	Health/Dental Insurance	44,096	-	-	-	-
5703	Disability Insurance	858	-	-	-	-
5704	Unemployment Insurance	2,396	-	-	-	-
5705	Life Insurance	189	-	-	-	-
5804	Uniform Rental	55	-	-	-	-
5903	Other Taxable Benefits	38	-	-	-	-
	TOTAL SALARIES AND BENEFITS	480,116	1,801,348	2,033,348	-	-
	SERVICES					
6106	Other Professional Services	450	5,330	5,330	-	-
6403	Training	-	288	288	-	-
6703	Software Support/Development	13,174	10,608	10,608	-	-
6704	Community Grant Award	145,000	55,000	-	-	-
6708	Special Program Expenditures	1,810,759	6,938,576	6,761,576	-	-
6710	Special Contractual Services	27,523	94,157	94,157	-	-
6902	Advertising	100	-	-	-	-
6903	Janitorial Services	-	15,000	15,000	-	-
	TOTAL SERVICES	1,997,006	7,118,959	6,886,959	-	-
	SUPPLIES					
7002	Office Supplies	99	5,000	5,000	-	-
7201	Hardware Maint/Replace	267	-	-	-	-
7804	Medical Supplies	2,034	-	-	-	-
7810	Special Departmental Supplies	1,120	6,063	6,063	-	-
7901	Non-capital Expenditures	689	-	-	-	-
	TOTAL SUPPLIES	4,208	11,063	11,063	-	-
	FIXED ASSETS					
8401	Wastewater Infrastructure	-	1,000,000	1,000,000	-	-
8704	Motor Vehicles	43,962	-	-	-	-
8706	All Other Equipment	66,476	-	-	-	-
	TOTAL FIXED ASSETS	110,437	1,000,000	1,000,000	-	-
	DEPARTMENT TOTAL	2,591,767	9,931,370	9,931,370	-	-

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101125

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	252,616	602,968	325,106		
5202	Holiday Pay	782	-	1,987		
5203	Bonus	11,925	-	900		
5204	Accrual Payout	4,047	-	1,246		
5301	Banked Leave Buy Back	1,721	14,725	3,659		
5401	Pension Contributions	73,185	127,707	96,697		
5501	FICA/Medicare	18,999	30,507	24,443		
5601	Deferred Compensation	10,450	5,655	18,520		
5701	Health/Dental Insurance	26,313	98,831	43,468		
5702	Workers' Comp Insurance	24,321	26,295	26,295		
5703	Disability Insurance	156	441	177		
5704	Unemployment Insurance	389	1,975	2,879		
5705	Life Insurance	169	287	199		
5801	Vehicle Allowance	-	-	3,613		
5802	Eyecare Reimbursement	1,944	1,024	1,024		
5803	Clothing Allowance	-	240	240		
5903	Other Taxable Benefits	605	11,264	1,069		
	TOTAL SALARIES AND BENEFITS	427,622	921,919	551,522		
	SERVICES					
6007	Penalties and Interest	-	-	56		
6102	Legal Services	35,063	24,500	16,000		
6105	Medical/Physicals	26,723	22,500	26,500		
6106	Other Professional Services	2,381	102,125	51,593		
6304	Telephone	1,813	-	1,000		
6401	Meeting & Prof Development	1,209	2,400	2,400		
6402	Travel Expense/Reimbursement	725	3,500	3,500		
6505	Retiree Health Insurance	3,680,281	4,933,872	4,530,000		
6601	Postage	1,135	1,000	1,600		
6702	Fingerprinting	9,584	8,500	7,800		
6703	Software Support/Development	5,645	2,275	2,275		
6710	Special Contractual Services	190	36,000	1,000		
6802	Info Tech Service Charges	94,810	101,994	101,994		
6901	Printing and Binding	-	1,000	1,000		
6902	Advertising	-	500	500		
6906	Office Equip & Furn Rent	2,114	9,075	5,000		
6909	Subscriptions & Memberships	4,524	6,000	6,000		
	TOTAL SERVICES	3,866,198	5,255,241	4,758,218		
	SUPPLIES					
7001	Books & Supplies	718	620	620		
7002	Office Supplies	1,659	2,500	2,500		
7003	Awards/Recognition Prgm	11,280	12,569	12,569		
7101	Office Equipment & Furniture	358	5,000	5,000		
7211	Computer Components	-	3,000	3,000		
7806	Promotional Supplies	294	800	800		
7807	Food	2,710	2,500	2,500		
7810	Special Departmental Supplies	2,083	3,101	3,000		
	TOTAL SUPPLIES	19,100	30,090	29,989		
	DIVISION TOTAL	4,312,920	6,207,250	5,339,729		
	DEPARTMENT TOTAL	6,548,860	8,695,168	7,944,766	2,198,388	2,388,052

Please note: *This division was transferred to the Human Resources Department, orgkey 101140.*
This change is reflected in Fiscal Year 2024-25 and forward.

DEPARTMENT/DIVISION
RISK MANAGEMENT

FUND
LIABILITY SELF INSURANCE FUND

ORGKEY
602900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	124,747	233,523	167,626		
5202	Holiday Pay	732	-	871		
5203	Bonus	5,950	-	-		
5204	Accrual Payout	110	-	539		
5301	Banked Leave Buy Back	1,208	2,967	2,121		
5401	Pension Contributions	5,089	32,540	49,645		
5501	FICA/Medicare	9,732	7,727	12,843		
5601	Deferred Compensation	3,734	1,427	5,644		
5701	Health/Dental Insurance	13,591	17,508	28,421		
5702	Workers' Comp Insurance	2,766	2,991	2,991		
5703	Disability Insurance	79	220	88		
5704	Unemployment Insurance	216	521	1,516		
5705	Life Insurance	96	76	114		
5802	Eyecare Reimbursement	-	270	270		
5803	Clothing Allowance	-	120	120		
5901	Compensated Absences Expense	498	-	-		
5903	Other Taxable Benefits	80	2,910	447		
	TOTAL SALARIES AND BENEFITS	168,628	302,799	273,256		
	SERVICES					
6102	Legal Services	346,201	258,500	480,000		
6304	Telephone	1,344	-	800		
6401	Meeting & Prof Development	350	900	900		
6402	Travel Expense/Reimbursement	-	900	900		
6501	Settlements/Judgments	1,716,317	10,000	10,000		
6502	Property Insurance	1,292,633	1,575,804	2,000,067		
6505	Retiree Health Insurance	11,481	14,500	-		
6506	Premiums for Excess Coverage	1,376,504	1,790,550	1,696,140		
6507	Liability Claims	2,374,997	610,000	176,000		
6510	Other Insurance	24,428	18,876	22,300		
6601	Postage	-	100	100		
6710	Special Contractual Services	92,759	77,263	95,000		
6802	Info Tech Service Charges	11,851	12,749	12,749		
6901	Printing and Binding	-	100	100		
6906	Office Equip & Furn Rent	692	750	750		
6909	Subscriptions & Memberships	150	175	175		
	TOTAL SERVICES	7,249,708	4,371,167	4,495,981		
	SUPPLIES					
7002	Office Supplies	133	500	500		
	TOTAL SUPPLIES	133	500	500		
	FUND TOTAL	7,418,469	4,674,466	4,769,737		

Please note: *This division was transferred to the Human Resources Department, orgkey 602140. This change is reflected in Fiscal Year 2024-25 and forward.*

DEPARTMENT/DIVISION
WORKERS' COMPENSATION

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606951

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	109,641	165,135	137,770		
5202	Holiday Pay	336	-	935		
5203	Bonus	4,200	-	-		
5204	Accrual Payout	150	-	651		
5301	Banked Leave Buy Back	1,496	2,446	2,366		
5401	Pension Contributions	340,314	33,054	40,977		
5501	FICA/Medicare	8,226	7,755	10,530		
5601	Deferred Compensation	4,413	1,888	7,092		
5701	Health/Dental Insurance	11,398	21,409	20,171		
5703	Disability Insurance	79	220	88		
5704	Unemployment Insurance	120	477	1,299		
5705	Life Insurance	60	69	70		
5802	Eyecare Reimbursement	-	248	248		
5803	Clothing Allowance	-	120	120		
5901	Compensated Absences Expense	1,622	-	-		
5903	Other Taxable Benefits	90	3,437	338		
	TOTAL SALARIES AND BENEFITS	482,145	236,257	222,655		
	SERVICES					
6102	Legal Services	145,484	165,000	81,000		
6106	Other Professional Services	21,846	29,559	1,850		
6401	Meeting & Prof Development	-	600	600		
6402	Travel Expense/Reimbursement	-	1,200	1,200		
6505	Retiree Health Insurance	20,813	16,500	3,400		
6506	Premiums for Excess Coverage	241,269	277,366	233,702		
6509	Worker's Comp Claims	185,188	1,650,000	910,000		
6710	Special Contractual Services	200,682	323,521	300,000		
6802	Info Tech Service Charges	159,992	172,116	172,116		
6804	General Govt Service Charge	48,947	51,394	51,394		
6901	Printing and Binding	-	50	50		
6906	Office Equip & Furn Rent	692	750	750		
	TOTAL SERVICES	1,024,914	2,688,056	1,756,062		
	SUPPLIES					
7002	Office Supplies	-	300	300		
7101	Office Equipment & Furniture	243	1,500	1,500		
	TOTAL SUPPLIES	243	1,800	1,800		
	DIVISION TOTAL	1,507,302	2,926,114	1,980,517		

Please note: *This division was transferred to the Human Resources Department, orgkey 606141.*
This change is reflected in Fiscal Year 2024-25 and forward.

DEPARTMENT/DIVISION
SAFETY PROGRAM

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606952

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	97,485	135,527	120,950		
5202	Holiday Pay	584	-	437		
5203	Bonus	3,850	-	-		
5204	Accrual Payout	95	-	516		
5301	Banked Leave Buy Back	980	2,972	1,407		
5401	Pension Contributions	28,233	34,551	35,738		
5501	FICA/Medicare	7,565	8,390	9,229		
5601	Deferred Compensation	2,743	1,776	4,991		
5701	Health/Dental Insurance	9,605	20,062	15,456		
5703	Disability Insurance	39	110	44		
5704	Unemployment Insurance	136	521	866		
5705	Life Insurance	53	76	60		
5802	Eyecare Reimbursement	225	270	270		
5803	Clothing Allowance	-	60	60		
5903	Other Taxable Benefits	67	3,833	215		
	TOTAL SALARIES AND BENEFITS	151,660	208,147	190,239		
	SERVICES					
6105	Medical/Physicals	1,496	2,500	2,500		
6106	Other Professional Services	125	-	-		
6401	Meeting & Prof Development	-	1,000	1,000		
6402	Travel Expense/Reimbursement	986	1,000	1,000		
6403	Training	1,383	5,000	5,000		
6601	Postage	15	-	-		
6703	Software Support/Development	491	4,500	4,500		
6710	Special Contractual Services	-	1,000	1,000		
6804	General Govt Service Charge	6,477	6,801	6,801		
6901	Printing and Binding	-	100	100		
6909	Subscriptions & Memberships	-	300	300		
	TOTAL SERVICES	10,973	22,201	22,201		
	SUPPLIES					
7001	Books & Supplies	2,042	1,000	1,000		
7002	Office Supplies	-	500	500		
7004	Uniform/Safety Clothing	-	400	400		
7102	Small Tools & Equipment	-	1,000	1,000		
7806	Promotional Supplies	59	20,000	20,000		
7807	Food	98	-	-		
7810	Special Departmental Supplies	759	500	500		
	TOTAL SUPPLIES	2,958	23,400	23,400		
	DIVISION TOTAL	165,590	253,748	235,840		

Please note: *This division was transferred to the Human Resources Department, orgkey 606142.*
This change is reflected in Fiscal Year 2024-25 and forward.

DEPARTMENT/DIVISION
TRAINING PROGRAM

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606953

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	149,639	217,457	189,547		
5202	Holiday Pay	479	-	498		
5203	Bonus	8,450	-	-		
5204	Accrual Payout	5,079	-	1,300		
5301	Banked Leave Buy Back	1,234	3,691	1,819		
5401	Pension Contributions	43,218	53,483	55,967		
5501	FICA/Medicare	12,316	13,074	14,611		
5601	Deferred Compensation	3,457	2,378	5,745		
5701	Health/Dental Insurance	15,585	37,748	21,120		
5703	Disability Insurance	39	110	44		
5704	Unemployment Insurance	257	825	1,213		
5705	Life Insurance	96	120	111		
5802	Eyecare Reimbursement	-	428	428		
5803	Clothing Allowance	-	60	60		
5903	Other Taxable Benefits	455	3,605	247		
5904	Tuition Reimbursement	34,991	80,000	80,000		
	TOTAL SALARIES AND BENEFITS	275,293	412,978	372,710		
	SERVICES					
6401	Meeting & Prof Development	2,275	2,400	2,400		
6402	Travel Expense/Reimbursement	-	3,600	3,600		
6403	Training	13,380	15,000	15,000		
6703	Software Support/Development	21,428	27,677	27,677		
6710	Special Contractual Services	3,210	3,300	6,176		
6804	General Govt Service Charge	16,240	17,052	17,052		
6901	Printing and Binding	-	500	500		
	TOTAL SERVICES	56,532	69,529	72,405		
	SUPPLIES					
7001	Books & Supplies	-	1,000	1,000		
7002	Office Supplies	505	500	500		
7101	Office Equipment & Furniture	7,262	5,000	5,000		
7211	Computer Components	-	1,500	1,500		
	TOTAL SUPPLIES	7,767	8,000	8,000		
	DIVISION TOTAL	339,592	490,507	453,115		
	FUND TOTAL	2,012,484	3,670,369	2,669,472		

Please note: *This division was transferred to the Human Resources Department, orgkey 606143. This change is reflected in Fiscal Year 2024-25 and forward.*

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 practical to help attain the City Council's goals and the City Departments' program objectives.

Departmental Goals:

- Proactively provide high quality, ethical, and timely legal advice to the City Council, City Manager, City Departments, and appointed boards and commissions, to assist the City Council and City Departments' achieve their goals and objectives.
- Resolve all legal disputes efficiently and cost-effectively, while protecting the City's legal interests.

Sustainability Efforts:

- Inclusion of sustainable measures in public project contracts and procurement documents.
- Continued progress towards "paperless" processes and operations where possible, practical, and effective.
- Purchase and use of recycled paper for copying and printing, and other available recycled products.
- The ongoing effort to scan and store files electronically.

Program Description:

The City Attorney is responsible for providing legal advice and representation to the City Council, City Manager, and City employees, as well as to City Council appointed commissions and boards, as needed. The City Attorney also oversees the 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 a 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 requests for documents under the California Public Records Act

Accomplishments for Fiscal Years 2022-23 and 2023-24:

- The City Attorney supported the City Council, City Manager, and all City departments, boards, commissions, and committees in achieving the City Council's goals while limiting risk and costs to the taxpayers.
- Completed 624 public records request for 2022/23, and 671 for 2023/24 to date.
- Closed 8 lawsuits in Fiscal Year 2022-23. Closed 9 lawsuits in Fiscal Year 2023-24.
- Brown Act Trainings of City Commissioners

DEPARTMENT/DIVISION
CITY ATTORNEY

FUND
GENERAL FUND

ORGKEY
101150

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	350,148	401,849	377,889	405,573	414,842
5203	Bonus	4,583	-	600	488	498
5204	Accrual Payout	333	-	836	-	-
5301	Banked Leave Buy Back	1,648	44,429	-	5,071	4,513
5401	Pension Contributions	100,062	114,385	111,956	125,946	122,655
5501	FICA/Medicare	27,216	21,611	22,174	23,350	24,214
5601	Deferred Compensation	8,371	8,000	11,966	14,972	15,220
5701	Health/Dental Insurance	13,956	39,899	25,533	28,954	29,331
5702	Workers' Comp Insurance	5,533	5,982	5,982	5,477	5,668
5703	Disability Insurance	328	-	-	-	-
5704	Unemployment Insurance	184	955	1,389	955	955
5705	Life Insurance	66	139	66	139	139
5801	Vehicle Allowance	3,600	-	9,625	6,600	6,600
5802	Eyecare Reimbursement	-	495	495	660	660
5903	Other Taxable Benefits	178	17,483	30	330	330
	TOTAL SALARIES AND BENEFITS	516,205	655,229	568,541	618,515	625,625
	SERVICES					
6102	Legal Services	189,276	157,500	200,000	160,650	163,863
6304	Telephone	1,367	2,100	1,198	2,142	2,185
6401	Meeting & Prof Development	660	1,313	1,300	1,339	1,366
6402	Travel Expense/Reimbursement	67	3,150	4,077	3,213	3,277
6403	Training	713	1,050	557	1,071	1,092
6601	Postage	228	194	194	198	202
6802	Info Tech Service Charges	23,702	25,499	25,499	15,231	13,418
6901	Printing and Binding	451	2,471	1,630	1,734	1,769
6909	Subscriptions & Memberships	7,565	10,068	7,800	10,269	10,474
	TOTAL SERVICES	224,030	203,344	242,255	195,847	197,646
	SUPPLIES					
7001	Books & Supplies	3,302	1,365	275	1,392	1,420
7002	Office Supplies	378	525	748	536	546
7101	Office Equipment and Furniture	705	105	791	107	109
	TOTAL SUPPLIES	4,384	1,995	1,814	2,035	2,076
	DEPARTMENT TOTAL	744,619	860,568	812,610	816,397	825,347

Human Resources Department

Program Description:

The Human Resources team works collaboratively to develop and administer programs that are designed to increase the effectiveness of staff and the organization. The division 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, wellness, performance management, training, organizational development, personnel data maintenance, volunteer management, state and federal reporting, MOU (Memorandum of Understanding) administration, employee assistance, and labor and employee relations.

Program Objectives:

- Facilitate the recruitment, selection, retention, and promotion of individuals to ensure a talented, diverse workforce
- Market a comprehensive and economical employee compensation and benefits package to attract and retain the highest caliber employees
- Support employee engagement by providing an effective onboarding process and continued training and professional development opportunities
- Ensure compensation and performance management processes are designed to maximize performance and align with the goals of the organization
- 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
- Build upon the Volunteer & Intern Resources program including enhancing the volunteer and intern program and increasing community awareness and involvement through enhanced outreach

Projects:

- Implementation of NEOGOV Onboarding in support of the City's Strategic Plan Priority D. This platform will support the onboarding program that was established in 2022. It will increase efficiency of processing new hire documents, standardize processes, provide a personalized portal to welcome new employees, and assign internal points of contact to assist new hires with transitioning into the organization. This program will also support sustainability by significantly reducing the use of paper.
- Continued enhancement of the Training and Development Program and Succession Planning. In support of the City's Strategic Plan Priorities C and D, we are procuring additional resources for continued diversity and inclusion training for staff. Additionally, training will be provided to support leadership development to assist current staff in being prepared to move into advanced roles as they become available.

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101140

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time				461,166	477,706
5002	Salaries: Part-Time				35,000	35,000
5203	Bonus				1,859	1,896
5301	Banked Leave Buy Back				5,314	20,326
5401	Pension Contributions				123,779	122,872
5501	FICA/Medicare				30,966	32,742
5601	Deferred Compensation				14,371	14,307
5701	Health/Dental Insurance				58,042	59,008
5702	Workers' Comp Insurance				20,741	21,462
5703	Disability Insurance				236	252
5704	Unemployment Insurance				1,953	1,953
5705	Life Insurance				221	221
5801	Vehicle Allowance				2,400	2,400
5802	Eyecare Reimbursement				1,050	1,050
5803	Clothing Allowance				120	120
5903	Other Taxable Benefits				945	945
	TOTAL SALARIES AND BENEFITS				758,163	792,260
	SERVICES					
6102	Legal Services				19,000	19,500
6105	Medical/Physicals				30,000	31,000
6106	Other Professional Services				10,000	15,000
6401	Meeting & Prof Development				5,000	5,000
6402	Travel Expense/Reimbursement				9,000	9,000
6403	Training				2,000	2,000
6505	Retiree Health Insurance				4,893,000	5,284,440
6601	Postage				1,500	1,500
6702	Fingerprinting				9,300	9,300
6703	Software Support/Development				2,730	2,730
6710	Special Contractual Services				18,000	18,000
6802	Info Tech Service Charges				76,156	67,090
6901	Printing and Binding				1,000	1,000
6902	Advertising				5,500	25,500
6906	Office Equip & Furn Rent				1,500	1,500
6909	Subscriptions & Memberships				6,000	6,150
	TOTAL SERVICES				5,089,686	5,498,710
	SUPPLIES					
7001	Books & Supplies				620	620
7002	Office Supplies				3,000	3,050
7003	Awards/Recognition Prgm				14,000	14,300
7101	Office Equipment & Furniture				5,500	5,500
7211	Computer Components				3,000	3,000
7806	Promotional Supplies				800	800
7807	Food				3,000	3,000
7810	Special Departmental Supplies				3,500	3,500
	TOTAL SUPPLIES				33,420	33,770
	DEPARTMENT TOTAL				5,881,269	6,324,740

Please note: *This division was formerly under the City Manager's Office, orgkey 101125.*
This change is reflected in Fiscal Year 2024-25 and forward.

Risk Management Division

Program Description:

The Risk Management Division identifies, assesses, and controls risk to the City and ensures a safe and secure work environment. The division manages the processing of all property and general liability claims filed against the City. The division also establishes the City's insurance needs and works with the City's broker to procure appropriate levels of insurance coverage for property and general liability, workers' compensation, crime, and various other policies.

The City contracts with a third-party administrator (TPA) that ensures compliance with all regulations regarding the administration and investigation of all claims. The TPA coordinates with the Risk Management staff, City Attorney, City Manager, and City Council as needed.

Program Objectives:

- Identify potential liability exposures and address them in a proactive, not reactive, manner
- Work closely with the City Attorney and TPA to expedite the disposition of all claims presented to the City
- Ensure maintenance of 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 before the City enters into the agreement
- Review proposed contractual agreements wherein the City must provide coverage, recommend acceptance, or voice concerns and alternative solutions
- Compile and submit the necessary documentation to the City's insurance carriers for reimbursement of losses incurred and for which the City has insurance coverage
- Pursue the City's subrogation rights for property losses caused by others

DEPARTMENT/DIVISION
RISK MANAGEMENT

FUND
LIABILITY SELF INSURANCE FUND

ORGKEY
602140

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time				202,826	210,231
5203	Bonus				929	948
5301	Banked Leave Buy Back				1,541	8,443
5401	Pension Contributions				62,271	61,483
5501	FICA/Medicare				14,152	14,912
5601	Deferred Compensation				6,465	6,439
5701	Health/Dental Insurance				31,409	31,941
5702	Workers' Comp Insurance				5,477	5,668
5703	Disability Insurance				118	126
5704	Unemployment Insurance				738	738
5705	Life Insurance				107	107
5801	Vehicle Allowance				1,200	1,200
5802	Eyecare Reimbursement				510	510
5803	Clothing Allowance				60	60
5903	Other Taxable Benefits				465	465
	TOTAL SALARIES AND BENEFITS				328,268	343,271
	SERVICES					
6102	Legal Services				600,000	480,000
6304	Telephone				800	800
6401	Meeting & Prof Development				3,000	3,000
6402	Travel Expense/Reimbursement				4,000	4,000
6501	Settlements/Judgments				500,000	10,000
6502	Property Insurance				2,400,000	2,800,000
6506	Premiums for Excess Coverage				2,358,000	3,065,400
6507	Liability Claims				300,000	350,000
6510	Other Insurance				26,000	28,000
6601	Postage				100	100
6710	Special Contractual Services				115,000	115,000
6802	Info Tech Service Charges				7,616	6,709
6901	Printing and Binding				100	100
6906	Office Equip & Furn Rent				750	750
6909	Subscriptions & Memberships				200	210
	TOTAL SERVICES				6,315,566	6,864,069
	SUPPLIES					
7002	Office Supplies				600	620
	TOTAL SUPPLIES				600	620
	FUND TOTAL				6,644,434	7,207,960

Please note: *This division was formerly under the City Manager's Office, orgkey 602900.*
This change is reflected in Fiscal Year 2024-25 and forward.

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. 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 the implementation of programs to reduce the number of work-related injuries and illnesses
- Implement a wellness-rich environment where employees are provided the tools necessary to realize the healthiest lifestyle possible
- Review status of claims with the TPA adjuster and the City's legal counsel
- Administer the Disability and Industrial Disability Retirement programs in a fiscally responsible manner
- Facilitate a return-to-work (RTW) program for those employees able to work modified duty to reduce time away from work due to injury
- Mitigate potential claims by addressing work/health issues brought forward by employees

DEPARTMENT/DIVISION
WORKERS' COMPENSATION

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606141

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time				190,662	197,562
5203	Bonus				929	948
5301	Banked Leave Buy Back				2,642	9,573
5401	Pension Contributions				59,696	58,891
5501	FICA/Medicare				13,602	14,329
5601	Deferred Compensation				8,446	8,387
5701	Health/Dental Insurance				26,872	27,334
5703	Disability Insurance				118	126
5704	Unemployment Insurance				651	651
5705	Life Insurance				95	95
5801	Auto Allowance				1,200	1,200
5802	Eyecare Reimbursement				450	450
5803	Clothing Allowance				60	60
5903	Other Taxable Benefits				435	435
	TOTAL SALARIES AND BENEFITS				305,858	320,041
	SERVICES					
6102	Legal Services				97,000	99,000
6106	Other Professional Services				36,540	38,400
6401	Meeting & Prof Development				3,000	3,000
6402	Travel Expense/Reimbursement				4,000	4,000
6505	Retiree Health Insurance				4,080	4,100
6506	Premiums for Excess Coverage				250,000	300,000
6509	Worker's Comp Claims				1,500,000	1,500,000
6710	Special Contractual Services				235,680	253,164
6802	Info Tech Service Charges				15,231	13,418
6804	General Govt Service Charge				91,712	94,922
6901	Printing and Binding				50	50
6906	Office Equip & Furn Rent				750	750
	TOTAL SERVICES				2,238,043	2,310,804
	SUPPLIES					
7002	Office Supplies				360	370
7101	Office Equipment & Furniture				1,800	1,835
	TOTAL SUPPLIES				2,160	2,205
	DIVISION TOTAL				2,546,061	2,633,050

Please note: *This division was formerly under the City Manager's Office, orgkey 606951.*
This change is reflected in Fiscal Year 2024-25 and forward.

Safety Division

Program Description:

Employee safety is an organizational responsibility first and foremost, as well as a personal responsibility. 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 to continue working in compliance with OSHA and other regulatory agencies.

Program Objectives:

- Provide a safe work environment for City employees
- Inspect job locations to ensure safe working environments and practices
- Decrease the number of on-the-job injuries
- Comply with OSHA mandates for training and reporting
- Review and update the City's Injury and Illness Prevention Program
- Instill the advantages of safe work behavior in every employee, every day
- Furnish information and resources to departments to develop programs that will help enable them to realize a reduction in the number of preventable injuries
- Coordinate and oversee the City's Safety Committee, develop, and implement goals and objectives

DEPARTMENT/DIVISION
SAFETY PROGRAM

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606142

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time				155,483	160,009
5203	Bonus				465	474
5301	Banked Leave Buy Back				2,555	6,053
5401	Pension Contributions				47,635	46,694
5501	FICA/Medicare				11,264	11,710
5601	Deferred Compensation				5,994	5,948
5701	Health/Dental Insurance				21,009	21,349
5703	Disability Insurance				59	63
5704	Unemployment Insurance				564	564
5705	Life Insurance				82	82
5801	Vehicle Allowance				600	600
5802	Eyecare Reimbursement				390	390
5803	Clothing Allowance				30	30
5903	Other Taxable Benefits				300	300
	TOTAL SALARIES AND BENEFITS				246,430	254,266
	SERVICES					
6105	Medical/Physicals				2,500	2,500
6401	Meeting & Prof Development				1,500	1,500
6402	Travel Expense/Reimbursement				2,000	2,000
6403	Training				6,000	6,120
6703	Software Support/Development				4,500	4,500
6710	Special Contractual Services				1,000	1,000
6901	Printing and Binding				100	100
6909	Subscriptions & Memberships				360	360
	TOTAL SERVICES				17,960	18,080
	SUPPLIES					
7001	Books & Supplies				1,200	1,225
7002	Office Supplies				600	600
7004	Uniform/Safety Clothing				480	480
7102	Small Tools & Equipment				1,200	1,225
7806	Promotional Supplies				20,000	20,000
7810	Special Departmental Supplies				600	610
	TOTAL SUPPLIES				24,080	24,140
	DIVISION TOTAL				288,470	296,486

Please note: *This division was formerly under the City Manager's Office, orgkey 606952.*
This change is reflected in Fiscal Year 2024-25 and forward.

Training Division

Program Description:

The Human Resources Department is responsible for coordination and oversight of citywide employee training. Focus is directed toward employee development that will apply throughout all levels of the organization to meet necessary skills and provide a network of mentoring and leadership training.

Program Objective:

- Provide a comprehensive menu of training programs to educate employees and ensure the fluid transition for the future, including:
  - Supervisory Training
  - Employee Training
  - Employee Orientation
  - Leadership Development
- Continue to enhance and utilize technology-based management of training programs and training records
- Development of a succession-style training program to develop talent in-house
- Creating feeder positions and career paths to increase tenure and engagement
- Continue compliance with State and Federal training mandates
- Provide educational programs to encourage individual professional development and growth

DEPARTMENT/DIVISION
TRAINING PROGRAM

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606143

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time				249,322	260,724
5203	Bonus				465	474
5301	Banked Leave Buy Back				5,665	10,075
5401	Pension Contributions				77,634	77,308
5501	FICA/Medicare				18,873	19,916
5601	Deferred Compensation				7,736	7,699
5701	Health/Dental Insurance				34,913	35,468
5703	Disability Insurance				59	63
5704	Unemployment Insurance				1,042	1,042
5705	Life Insurance				151	151
5801	Vehicle Allowance				600	600
5802	Eyecare Reimbursement				720	720
5803	Clothing Allowance				30	30
5903	Other Taxable Benefits				465	465
	TOTAL SALARIES AND BENEFITS				397,675	414,735
	SERVICES					
6401	Meeting & Prof Development				2,880	2,950
6402	Travel Expense/Reimbursement				4,320	4,400
6403	Training				43,000	43,500
6703	Software Support/Development				44,678	47,270
6710	Special Contractual Services				6,000	6,120
6901	Printing and Binding				500	500
	TOTAL SERVICES				101,378	104,740
	SUPPLIES					
7001	Books & Supplies				1,000	1,000
7002	Office Supplies				500	500
7101	Office Equipment & Furniture				5,000	5,000
7211	Computer Components				1,500	1,500
	TOTAL SUPPLIES				8,000	8,000
	DIVISION TOTAL				507,053	527,475
	FUND TOTAL				3,341,584	3,457,011

Please note: *This division was formerly under the City Manager's Office, orgkey 606953.*
This change is reflected in Fiscal Year 2024-25 and forward.

Management Services / Finance Department

Mission Statement:

The mission of the Management Services / Finance Department is to provide effective and timely support services involving a wide range of internal administrative functions to City departments and to play an integral role in enhancing each department's ability to better serve the Redlands community. Towards these efforts, the department focuses on effective management of City finances, sound internal controls, and meaningful financial reporting. The department is also responsible for supporting automation and process efficiencies through technology and works proactively to develop, research, and recommend the best technical solutions to facilitate positive interaction with our City departments, residents, businesses, and visitors.

Departmental Description:

The Management Services / Finance Department is comprised of the following divisions:

- Finance Administration
- Purchasing
- Revenue, Office of the Treasurer
- Utility Billing Customer Service
- Innovation & Technology / GIS

The department is focused on providing exceptional customer service to both its internal customers, as well as the community and public at large. The department reports the financial state of the City and ensures the needs of each division are met to better serve the community at all times.

The Management Services Department was created by merging the former departments of Finance and Innovation & Technology to provide added efficiencies, a transition to a new financial information system, and promote responsiveness in the provision of internal services for City departments.

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

- Annual Budget and Financial Reporting
- City's procurement function
- Support of Treasury Management and Investment through the City Treasurer
- Business License Registrations and Annual Renewals
- Processing Accounts Payable, Accounts Receivable, and Payroll Administration
- Utility Billing and Customer Service for Water, Wastewater, and Solid Waste customers
- Management of the City's IT Network Infrastructure and Equipment
- Administration of the City's Geographic Information Systems database and applications

Finance

Program Description:

This division performs the functions of administration, accounting, 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, the 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 an Annual Comprehensive Financial Report (ACFR) that presents an accurate financial picture of the City to the public, financial institutions, and bond rating agencies.
- Plan and coordinate the Mid-Biennium budget process to incorporate all changes to the Biennial Budget.
- Maintain compliance with
- Reconcile budgetary items such as carryovers and encumbrances, grant revenue and grant carryovers
- 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 per the City Council's Strategic Plan.
- Issue required financial reports (Single Audit, CalPERS & IRS audits, Annual AB 1600 Report, AB 2766 Report, the State Controller's City Financial Transactions report, and the State Controller's Local Government Compensation report)
- Implement and ensure continued compliance with new/existing Governmental Accounting Standards Board (GASB) pronouncements. There are 101 GASB accounting standards to date.
- Plan and coordinate the annual audits of the City, Successor Agency to the Former Redevelopment Agency, Gas Tax, and Measure I funds, as well as other grant-related audits as required by federal law.

Accomplishments for Fiscal Year 2022-23:

- Completed continuous enhancements to our new enterprise resource planning system, Tyler Munis, alongside technical support from the Division of Innovation & Technology.
- Continued to support the MOU negotiations with the City's various bargaining units
- Supported meetings of the Measure T Oversight Board and produced the Annual Measure T Report for Oversight Board approval for fiscal year 2022.
- Completed the City's Annual Financial Report for the Year Ended June 30, 2023, 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 nineteen 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.

- Worked with all city departments to complete the biennial city inventory audit for vehicles and equipment.
- Researched and started implementation of Governmental Accounting Standards Board Statement Number 87 (GASB 87 – Accounting for Leases) and 96 (GASB 96 -Accounting for subscription-based information technology arrangements)
- Completed the special annual reporting for AQMD 2766 and paramedic assessment.
- Provided grant monitoring for over 70 citywide grants.

Accomplishments for Fiscal Year 2023-24:

- Supported meetings of the Measure T Oversight Board and produced the Annual Measure T Report for Oversight Board approval for fiscal year 2023.
- Monitored and reported on the City's budget throughout the year and worked with the City Manager, Executive Team, and support staff to develop a two-year budget for the fiscal year 2025 and fiscal year 2026.
- 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.
- Provided training to each department on processing budget transfers, reviewing year-to-date-report, and purchase order report.
- Planned and organized the City's first Capital Improvement Plan (CIP).
- Completed the special annual reporting for AQMD 2766 and paramedic assessment.
- Completed the City's first Mid-Biennium Budget update as a part of the biennial budget process.

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101501

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	632,018	770,893	746,886	804,490	843,992
5101	Overtime Salaries	13,628	10,000	16,000	15,300	15,300
5202	Holiday Pay	14,818	-	3,265	-	-
5203	Bonus	31,401	-	1,000	1,162	1,185
5204	Accrual Payout	11,198	-	10,039	-	-
5301	Banked Leave Buy Back	11,488	27,725	36,228	30,595	31,471
5401	Pension Contributions	185,347	224,362	204,137	238,601	244,292
5501	FICA/Medicare	52,148	55,701	56,108	60,304	63,299
5601	Deferred Compensation	5,627	7,506	10,325	13,343	13,505
5701	Health/Dental Insurance	90,171	167,053	110,180	148,528	150,975
5702	Workers' Comp Insurance	30,430	32,901	32,901	32,712	33,851
5703	Disability Insurance	2,002	2,465	2,008	2,542	2,661
5704	Unemployment Insurance	897	4,049	5,710	4,145	4,145
5705	Life Insurance	542	588	523	602	602
5801	Vehicle Allowance	-	-	2,188	1,500	1,500
5802	Eyecare Reimbursement	1,190	2,099	2,099	2,865	2,863
5803	Clothing Allowance	900	1,200	1,200	1,200	1,200
5903	Other Taxable Benefits	1,840	26,315	2,794	2,933	2,933
5904	Tuition Reimbursement	-	-	2,000	-	-
	TOTAL SALARIES AND BENEFITS	1,085,644	1,332,857	1,245,591	1,360,822	1,413,774
	SERVICES					
6004	Bank/Collection Agent Fees	57,884	33,100	60,000	60,000	60,500
6005	License & Permits	25	-	300	300	300
6007	Penalties and Interest	4,941	1,000	1,500	1,500	1,500
6102	Legal Services	-	1,000	1,000	1,000	1,000
6104	Auditing and Accounting	4,166	128,823	72,848	69,894	71,931
6106	Other Professional Services	256,225	474,041	488,946	235,250	284,300
6304	Telephone	319	900	900	1,000	1,000
6401	Meeting & Prof Development	594	10,098	10,098	16,250	16,250
6402	Travel Expense/Reimbursement	199	550	550	2,500	3,000
6403	Training	2,811	4,100	4,100	5,000	5,000
6601	Postage	6,380	8,850	8,850	10,000	10,000
6703	Software Support/Development	20	22,800	2,800	3,000	3,500
6710	Special Contractual Services	-	2,750	2,750	2,800	2,900
6802	Info Tech Service Charges	130,364	170,242	140,242	106,618	93,926
6901	Printing and Binding	4,870	4,989	4,989	6,000	7,000
6902	Advertising	486	1,650	1,650	1,650	1,650
6906	Office Equip & Furn Rent	5,299	4,100	4,100	5,500	5,500
6909	Subscriptions & Memberships	1,050	2,930	2,930	4,100	4,100
6910	Labor	2,855	-	-	-	-
	TOTAL SERVICES	478,487	871,923	808,553	532,362	573,357

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101501

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	18,969	23,746	23,746	24,000	26,000
7003	Awards/Recognition Prgm	-	700	700	700	700
7004	Uniform/Safety Clothing	-	110	110	110	110
7101	Office Equipment & Furniture	-	-	10,000	-	-
7201	Hardware Maint/Replace	42	-	-	-	-
7203	Office Equipment Maintenance	-	-	816	1,000	1,000
7211	Computer Components	770	-	5,000	1,000	1,000
7807	Food	165	-	150	300	300
7810	Special Departmental Supplies	-	1,650	1,650	1,700	1,800
7901	Non-Capital Expenditures	93,913	-	30,000	-	-
	TOTAL SUPPLIES	113,860	26,206	72,172	28,810	30,910
	FIXED ASSETS					
8999	Capital Expensiture Offset	(13,456)	-	-	-	-
	TOTAL FIXED ASSETS	(13,456)	-	-	-	-
	DIVISION TOTAL	1,664,535	2,230,986	2,126,316	1,921,994	2,018,041

Revenue

Program Description:

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

The Division issues business licenses, dog licenses, transient occupancy tax forms, yard sale permits, and preferential parking permits to the public. Staff provide information service at the front counter, the collection of payments for city utility bills, invoices, fees and permits for all city departments and investment revenue for city funds.

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
- Update internal procedures as required by changes to the Redlands Municipal Code as it impacts permitted activities or other tax and fee requirements
- Maintain proper internal controls over the City's cash and investments
- Implement the City's Preferential Parking Zone program
- Oversee the Business License program, in coordination with HdL Business License division
- Manage the City's Dog Licensing program, in coordination with the Police Department's Animal Services division
- Coordinate the payment for permits with various City departments to ensure all requirements are met before accepting payment
- Manage all incoming and outgoing ACH, wire or other online banking transactions
- Provide administrative support for the City Treasurer
- Develop accessible and convenient payment options to City of Redlands residents and customer for all services

Accomplishments for Fiscal Year 2022-23:

- Successfully transitioned City banking institute from Union Bank to US Bank
- Continued to coordinate with the City's banking providers to ensure account security and best practices were implemented
- Enhanced procedures for monitoring and projecting cash flow and revenue analysis
- In coordination with other City departments, escheated reporting for unclaimed funds.
- Continued implementation of the business license program through HdL Business License staff
- Improved business license applications and renewal processes for customers
- Initiated additional communications to business license customers with Selectron

- Implemenedt Measure J's increase to business license tax for warehouse/distribution centers through HdL Companies
- Preparation of the City Treasurer's Quarterly Investment Reports
- Updated City investment policies and procedures in coordination with City Treasurer
- In coordination with other City departments, delinquent administrative citations and municipal services accounts were enrolled on the County's special assessment tax rolls as liens
- Enhanced City Cash Handling Policy for security and best practices

Accomplishments for Fiscal Year 2023-24:

- Reviewed City Cash Handling Policy and coordinated with other City departments to develop training procedures
- Developed guide for business license applications to outline process needed to obtain business license
- In coordination with HdL Companies and other City departments, developed a process to support a new Sidewalk Vendor Ordinance.
- Enhanced procedures for monitoring and projecting cash flow and revenue analysis
- Preparation of the City Treasurer's Quarterly Investment Reports
- Established new investment accounts as directed by the City Treasurer and in accordance with the City's Investment Policy
- Updated City investment policies and procedures in coordination with City Treasurer
- In coordination with other City departments, delinquent administrative citations and municipal services accounts were enrolled on the County's special assessment tax rolls as liens
- Implemented a payment kiosk for Utility Customer payments that is accessible 24/7

DEPARTMENT/DIVISION
REVENUE

FUND
GENERAL FUND

ORGKEY
101502

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	291,046	389,644	383,818	396,275	422,147
5003	Labor Code Section 4850	-	-	-	16,800	16,800
5006	Elected Official Compensation	16,104	16,800	17,825	-	-
5101	Overtime Salaries	1,008	1,750	1,400	1,750	1,750
5202	Holiday Pay	6,971	-	3,220	-	-
5203	Bonus	16,227	-	200	232	237
5204	Accrual Payout	2,962	-	2,203	-	-
5301	Banked Leave Buy Back	3,632	10,004	4,468	14,130	14,800
5401	Pension Contributions	84,602	114,545	119,302	118,432	121,465
5501	FICA/Medicare	25,514	29,610	31,968	31,551	33,000
5601	Deferred Compensation	2,582	3,749	4,925	6,521	6,591
5701	Health/Dental Insurance	28,394	88,066	46,401	67,249	68,285
5702	Workers' Comp Insurance	13,118	14,183	14,183	18,717	19,368
5703	Disability Insurance	1,255	1,861	1,741	1,511	1,578
5704	Unemployment Insurance	486	2,647	4,416	2,435	2,435
5705	Life Insurance	259	321	324	290	290
5801	Vehicle Allowance	-	-	438	300	300
5802	Eyecare Reimbursement	420	1,148	1,148	1,383	1,383
5803	Clothing Allowance	450	750	750	600	600
5903	Other Taxable Benefits	1,321	10,189	2,054	992	992
	TOTAL SALARIES AND BENEFITS	496,350	685,267	640,784	679,168	712,021
	SERVICES					
6007	Penalities	-	-	12	-	-
6106	Other Professional Services	302,474	308,908	303,909	353,076	352,148
6304	Telephone	1,349	2,000	2,000	2,000	2,000
6401	Meeting & Prof Development	1,453	500	500	550	600
6402	Travel Expense/Reimbursement	355	300	3,000	4,000	4,200
6403	Training	960	4,200	4,200	4,500	4,500
6501	Settlements/Judgments	75	-	-	-	-
6601	Postage	2,727	6,500	2,600	6,500	6,500
6703	Software Support/Development	2,936	10,400	800	800	6,900
6710	Special Contractual Services	8,005	7,424	8,900	9,078	9,260
6802	Info Tech Service Charges	47,405	60,997	50,997	30,462	26,836
6803	City Garage Charges	-	500	500	500	500
6901	Printing and Binding	766	750	2,933	3,000	3,200
6902	Advertising	-	350	350	350	350
6906	Office Equip & Furn Rent	2,637	3,300	3,300	3,500	3,600
6909	Subscriptions & Memberships	220	500	530	580	610
6911	Bad Debt Expense	-	500	500	500	500
	TOTAL SERVICES	371,362	407,130	385,019	419,396	421,704
	SUPPLIES					
7002	Office Supplies	4,906	8,750	8,750	8,925	9,104
7101	Office Equipment & Furniture	6,069	4,500	2,700	4,500	5,000
7201	Hardware Maint/Replace	2,077	-	-	-	-
7211	Computer Components	-	2,000	2,000	3,000	3,500
7810	Special Departmental Supplies	65	1,500	1,500	2,000	2,200
7901	Non-Capital Expenditures	7,440	5,500	5,500	5,500	5,500
	TOTAL SUPPLIES	20,557	22,250	20,450	23,925	25,304
	DIVISION TOTAL	888,269	1,114,647	1,046,253	1,122,489	1,159,028

Purchasing

Program Description:

The Purchasing division is responsible for performing the City's procurement function per 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 following purchasing procedures
- Compile, review, and award bids for materials, equipment, services, and supplies
- Utilize an eProcurement system for bids and vendor management which meets the goal of eliminating waste and increasing efficiencies, productivity, and cost savings
- Review and update the City's purchasing policies and procedures as needed and provide citywide training
- Provide prompt service in fulfilling departmental requests for materials and supplies
- Provide reports regarding departments' usage and expense as requested
- Execute and monitor the warehouse program – "Fastenal Automated Supply Technology" (FAST) – Industrial Vending
- Process items declared as surplus for redistribution or disposal per City procedures
- Main objective: Increase citywide efficiencies through software utilization such as PlanetBids (eProcurement) and Tyler Munis (ERP system), and assure procurement compliance, accountability, and cost savings

Accomplishments for Fiscal Year 2023-24:

- Continuation of the City's Automated Inventory System
- Establishment and further development of an eProcurement system
- Continuous development and implementation of the new ERP system
- Recipient of the 2023 Achievement of Excellence in Procurement (AEP) Award. The AEP is awarded by the National Purchasing Institute (NPI). The program measures innovation, professionalism, eProcurement, productivity, and leadership attributes of the procurement function based on standardized criteria.
- Provide multiple citywide and departmental specific Purchasing training
- Managed all Surplus disposal and sale from all City Departments
- Processed all Purchase Requisition requests and ensure compliance with risk and revenue requirements

DEPARTMENT/DIVISION
PURCHASING

FUND
GENERAL FUND

ORGKEY
101503

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time				193,064	199,101
5301	Banked Leave Buy Back				4,373	4,460
5401	Pension Contributions				56,725	56,657
5501	FICA/Medicare				14,676	14,969
5601	Deferred Compensation				10,677	10,465
5701	Health/Dental Insurance				46,005	46,802
5702	Workers' Comp Insurance				5,477	5,668
5703	Disability Insurance				589	601
5704	Unemployment Insurance				868	868
5705	Life Insurance				126	126
5802	Eyecare Reimbursement				600	600
5803	Clothing Allowance				300	300
5903	Other Taxable Benefits				150	150
	TOTAL SALARIES AND BENEFITS				333,630	340,767
	SERVICES					
6106	Other Professional Services				5,000	5,000
6304	Telephone				662	662
6401	Meeting & Prof Development				882	882
6402	Travel Expense/Reimbursement				2,205	2,400
6403	Training				662	662
6601	Postage				450	450
6703	Software Support/Development				330	330
6710	Special Contractual Services				330	330
6802	Info Tech Service Charges				15,231	13,418
6901	Printing and Binding				4,300	4,300
6906	Office Equip & Furn Rent				2,693	2,693
6909	Subscriptions & Memberships				992	992
	TOTAL SERVICES				33,737	32,119
	SUPPLIES					
7002	Office Supplies				1,929	2,000
7003	Awards/Recognition Prgm				880	880
7004	Uniform/Safety Clothing				165	165
7101	Office Equipment & Furniture				5,292	5,292
7102	Small Tools & Equipment				220	220
7203	Office Equipment Maintenance				330	330
7208	Repair/Maintenance Supplies				115	115
7209	Janitorial Supplies				115	115
7211	Computer Components				2,257	2,257
7802	Purchased Water				135	135
7806	Promotional Supplies				115	115
7807	Food				220	220
7810	Special Departmental Supplies				2,600	2,600
7901	Non-Capital Expenditures				992	992
	TOTAL SUPPLIES				15,365	15,436
	DIVISION TOTAL				382,732	388,322
	DEPARTMENT TOTAL	2,552,804	3,345,633	3,172,569	3,427,215	3,565,391

Please note: *This division was formerly under the City Manager's Office, orgkey 101123.*
This change is reflected in Fiscal Year 2024-25 and forward.

DEPARTMENT/DIVISION
AIR QUALITY IMPROVEMENT

FUND
AIR QUALITY IMPROVEMENT FUND

ORGKEY
221400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	527	320	538	592	651
5401	Pension Contributions	157	93	158	173	191
5501	FICA/Medicare	40	24	41	45	50
5601	Deferred Compensation	-	3	-	-	-
5701	Health/Dental Insurance	63	18	61	68	74
	TOTAL SALARIES AND BENEFITS	788	460	799	878	966
	SERVICES					
6106	Other Professional Services	-	121,642	121,642	-	-
7901	Non-Capital Expenditures	5,700	-	-	-	-
	TOTAL SERVICES	5,700	121,642	121,642	-	-
	FIXED ASSETS					
8501	Other Betterments/Improv	293,015	-	-	146,700	160,000
8706	All Other Equipment	-	50,000	50,000	-	-
	TOTAL FIXED ASSETS	293,015	50,000	50,000	146,700	160,000
	FUND TOTAL	299,503	172,102	172,441	147,578	160,966

DEPARTMENT/DIVISION
OPEN SPACE

FUND
OPEN SPACE FUND

ORGKEY
227501

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6804	General Govt Service Charge	1,782	1,089	1,089	1,600	1,600
	TOTAL SERVICES	1,782	1,089	1,089	1,600	1,600
	FUND TOTAL	1,782	1,089	1,089	1,600	1,600

DEPARTMENT/DIVISION
PARKING AUTHORITY

FUND
PARKING AUTHORITY FUND

ORGKEY
237502

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6307	Electricity & Gas	19,093	19,845	19,845	19,900	20,000
6804	General Govt Service Charge	4,242	4,454	4,454	3,596	3,722
	TOTAL SERVICES	23,335	24,299	24,299	23,496	23,722
	FUND TOTAL	23,335	24,299	24,299	23,496	23,722

DEPARTMENT/DIVISION
GENERAL DEBT SERVICE

FUND
GENERAL DEBT SERVICE FUND

ORGKEY
305501

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6001	Fiscal Agent Fees	3,163	3,165	3,165	3,165	3,165
6804	General Govt Service Charge	281	295	295	2,015	2,086
	TOTAL SERVICES	3,444	3,460	3,460	5,180	5,251
	DEBT SERVICE					
9001	Principal	1,620,000	185,000	185,000	200,000	215,000
9101	Interest	250,097	207,455	207,455	207,455	207,455
	TOTAL DEBT SERVICE	1,870,097	392,455	392,455	407,455	422,455
	FUND TOTAL	1,873,541	395,915	395,915	412,635	427,706

DEPARTMENT/DIVISION
SAFETY/CITY HALL REPLACEMENT FUND

FUND
SAFETY/CITY HALL REPLACEMENT FUND

ORGKEY
406501

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services	-	250,000	250,000	-	-
6710	Special Contractual Services	17,850	-	-	-	-
	TOTAL SERVICES	17,850	250,000	250,000	-	-
	SUPPLIES					
7901	Non-Capital Expenditures	140,635	1,100,000	1,100,000	-	-
	TOTAL SUPPLIES	140,635	1,100,000	1,100,000	-	-
	FIXED ASSETS					
8301	Construction In Progress	107,008	-	-	-	-
8501	Other Betterments/Improvements	-	6,783,589	6,783,589	-	-
	TOTAL FIXED ASSETS	107,008	6,783,589	6,783,589	-	-
	FUND TOTAL	265,492	8,133,589	8,133,589	-	-

Division of Innovation & Technology

Mission Statement:

The mission of the Division of Innovation and Technology is to properly align IT services in support of activities that drive service delivery to residents, visitors, businesses, and the community. Top priorities include automation of manual processes, online customer self-service, open data, and integration of City records (databases) across software applications.

Division Goals for Fiscal Years 2025 and 2026:

- Continue to work on Software Lifecycle Projects:
  - Cityworks Permitting and Land Management System Update
  - enQuesta Utility Billing and Customer Account Management System
  - Route Management and Roll-Off Scheduling System
- Initiate a cashiering solution for online payments
- Continue work on long-range plans to build out the network infrastructure for 300 East State Street and the new Police Department headquarters at 1625 West Redlands Boulevard.
- Refresh the City's voice over IP telephony equipment and application
- Conduct a security audit and penetration testing
- Conduct a comprehensive review, upgrade and replacement of the Police Department's camera system and consolidate other department camera systems into one solution that is compatible with building access control
- Refresh the Police Department's server infrastructure at the Annex building
- Continue workstation and laptop replacement cycles
- Complete a comprehensive edge switch upgrade to replace older network equipment
- Replace the core switch equipment at the City's emergency operations center
- Implement a Security Information and Event Management solution to help manage security alerts and monitor security-related data in real time

Accomplishments for Fiscal Years 2023 and 2024:

Information Technology

- Initiated the City's Information Technology Strategic Plan for 2023 through 2028
- Completed the migration of most Police Department email accounts from Microsoft Exchange server to Microsoft Office 365
- Facilitated the integration of Project Dox (an electronic plan review software) with Cityworks (the City's permit and land management software)
- Facilitated the upgrade and replacement of the Police Department's digital evidence management software
- Upgraded the CAD/RMS Spillman server for storage and efficiency
- Facilitated the implementation of Cellebrite in the ICAC office
- Imaged and provisioned 40 Getac ruggedized mobile data computers for Police staff
- Replaced 90 workstations designated for upgrade as a part of the hardware refresh cycle
- Facilitated the replacement of the legacy voice recording system in Police Dispatch
- Upgraded Chameleon Shelter Case Management software for Animal Services and migrated it from the Police network to the City's network
- Performed core switch operating system update at City Hall
- Procured three 20-core server hosts to replace current hosts in the City's virtual server environment
- Procured a 22-terabyte data storage array to enable high-speed, off-site cloud backups
- Implemented a new 10 Gbps, fully redundant network switch stack for the City's server environment
- Installed a new high-availability next generation firewall solution for improved security and network reliability
- Implemented a new VPN solution with multi-factor authentication for City staff

- Executed a new cloud email archiving solution
- Enrolled the City in a routine cyber hygiene program, scanning all Internet facing services to keep the IT staff updated on any new external vulnerabilities
- Rolled out KnowBe4, a security awareness tool to help train staff on external email threats
- Installed a new all flash storage area network (SAN) to improve server and application speeds as well as expand server backup capabilities
- Upgraded the City's fuel dispensing system including new payment processing from an analog-based phone line to a networked (IP) solution
- Enforced all staff to utilize a MFA solution for any Office applications outside of the City's network, adding an extra layer of protection to the City's IT resources
- Added the State Street City Hall building network connectivity to the City's network, followed by moving City Manager's Office staff over to the building
- Implemented an end-to-end encryption solution for all Police Department mobile data computers
- Upgraded the Tyler ERP user identification solution from LDAP to Microsoft's Entra ID, adding additional protection within the ERP system

Geographic Information Systems

- Negotiated a new Enterprise License Agreement with Esri for 3 years
- Assisted the Fire Department with a drive time analysis for service areas in several proposed fire station locations
- Created new & improved dashboards for Police Detective case management, crime analysis, and reporting (both public and internal uses)
- Worked with DSD to create a City business license information layer and app for internal and public uses
- Worked with staff at Hillside Memorial Park to develop a map that identifies grave sites of Veterans
- Updating and maintaining 100+ public apps, including apps for Street Sweeping, Parks, Trees, and other public amenities
- New & improved Illegal Fireworks Reporting App launch – including public & internal web maps, dashboards and the survey123 reporter
- Updated & configured GIS field collection web map to FieldMaps
- Launched the City's new GeoHub on November 15, 2023 (Global GIS Day). The Hub is a cloud-based engagement platform that enables organizations to communicate more effectively with their communities. Find it here: https://datahub-coredlands.hub.arcgis.com/
- Working on large, complex migrations and updates for GIS technology:
    - Migrating existing applications to a new platform (Experience Builder)
    - Migrating the Water GIS Network to a new platform (Utility Network)
    - Transitioning users from ArcMap to ArcGIS Pro
- OneStop Training: for the migration from ArcMap, we trained approximately 30 staff members on the use of ArcGIS Pro.
- Migration of OneStop: We were able to launch the first phase of the OneStop v24. This data viewer uses ArcGIS Pro.
- Created the Sewer Map Book to present location data of assets in the field for use by staff
- Created a Homeless Services App to extend the work done by the Redlands Charitable Resources Coalition to the online app environment

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND
INFORMATION TECHNOLOGY SERVICES FUND

ORGKEY
604900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	888,855	1,584,188	1,186,850	1,660,947	1,764,866
5002	Salaries: Part-Time	42,439	88,935	-	16,000	16,000
5101	Overtime Salaries	655	1,000	2,500	3,000	3,000
5202	Holiday Pay	10,690	-	14,025	-	-
5203	Bonus	40,638	-	2,160	2,555	2,607
5204	Accrual Payout	21,322	-	46,850	-	-
5301	Banked Leave Buy Back	9,568	44,631	16,299	35,236	39,718
5401	Pension Contributions	587,571	446,942	305,594	501,580	521,849
5501	FICA/Medicare	72,610	116,740	83,225	126,821	135,655
5601	Deferred Compensation	8,495	14,603	14,405	19,930	20,270
5701	Health/Dental Insurance	101,262	326,719	135,309	288,391	293,169
5702	Workers' Comp Insurance	41,725	45,113	45,113	49,286	51,000
5703	Disability Insurance	2,315	4,363	4,775	11,216	11,997
5704	Unemployment Insurance	1,107	8,589	10,466	8,159	8,159
5705	Life Insurance	637	995	734	1,121	1,121
5801	Vehicle Allowance	-	-	4,725	3,300	3,300
5802	Eyecare Reimbursement	872	3,553	3,553	5,340	5,340
5803	Clothing Allowance	1,200	1,650	1,800	3,900	3,900
5901	Compensated Absences Expense	3,790	-	-	-	-
5903	Other Taxable Benefits	584	41,437	669	720	720
5904	Tuition Reimbursement	-	-	1,050	-	-
	TOTAL SALARIES AND BENEFITS	1,836,338	2,729,458	1,880,102	2,737,502	2,882,671
	SERVICES					
6005	License & Permit	-	-	500	-	-
6007	Penalties and Interest	6	-	10	-	-
6106	Other Professional Services	96,996	762,254	394,364	433,000	333,000
6304	Telephone	300,408	330,750	312,094	318,336	324,703
6401	Meeting & Prof Development	3,020	6,000	3,000	6,000	6,000
6402	Travel Expense/Reimbursement	2,996	4,000	6,000	-	-
6403	Training	3,240	9,000	4,000	9,000	9,000
6505	Retiree Health Insurance	172,219	90,000	90,000	90,000	90,000
6601	Postage	206	150	50	100	100
6703	Software Support/Development	906,020	1,535,831	1,465,836	1,619,955	1,690,353
6710	Special Contractual Services	79,661	404,444	367,685	132,300	307,300
6803	City Garage Charges	2,218	2,366	4,074	4,961	5,168
6804	General Govt Service Charge	268,369	281,788	281,788	319,768	330,960
6901	Printing and Binding	-	150	-	-	-
6906	Office Equip & Furn Rent	1,810	6,500	2,000	15,000	16,000
6907	Comms Service & Rental	12,820	6,800	12,976	19,776	19,776
6909	Subscriptions & Memberships	365	3,500	1,500	3,500	3,500
6914	Depreciation Expense	282,201	-	-	-	-
6917	SBITA Amortization	228,860	-	-	-	-
	TOTAL SERVICES	2,361,415	3,443,533	2,945,877	2,971,696	3,135,861

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND
INFORMATION TECHNOLOGY SERVICES FUND

ORGKEY
604900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	4,312	5,000	2,500	3,500	4,500
7101	Office Equipment & Furniture	2,820	150	10,000	46,527	3,000
7201	Hardware Maint/Replace	97,787	605,000	387,925	30,000	30,000
7202	PC Repair/Replacement	128,975	205,000	205,000	97,500	77,500
7211	Computer Components	-	7,500	-	-	-
7807	Food	87	-	2,500	2,500	2,500
7810	Special Departmental Supplies	-	750	300	400	500
7901	Non-Capital Expenditures	-	-	500,000	200,000	-
	TOTAL SUPPLIES	233,981	823,400	1,108,225	380,427	118,000
	FIXED ASSETS					
8703	Computer Equipment	59,089	2,390,911	1,348,658	1,595,000	900,000
8706	All Other Equipment	7,994	-	-	-	-
8801	Capital Lease	-	22,792	32,818	7,416	7,416
8999	Capital Expenditure Offset	(113,466)	-	-	-	-
	TOTAL FIXED ASSETS	(46,384)	2,413,703	1,381,476	1,602,416	907,416
	DEBT SERVICE					
9103	Interest-SBITA	10,189	-	-	-	-
	TOTAL DEBT SERVICE	10,189	-	-	-	-
	FUND TOTAL	4,395,539	9,410,095	7,315,680	7,692,041	7,043,947

Customer Service

Program Description:

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

In addition to providing quality customer service, the division is responsible for billing over 22,000 utility customers for water, wastewater, solid waste, household hazardous waste and street cleaning services totaling 79,629 services billed every two months. Utility bills are produced and mailed on a bi-monthly basis to keep operational costs to a minimum.

The Customer Service Division is responsible for assisting more than 29,800 customers at the counter and 42,720 customers over the phone on an annual basis. The nature of these contacts consist of receiving payments for all City services and revenues, providing information to residents regarding assistance programs, dog license renewals, processing requests for connection/disconnection of utility service, unusual water usage, water quality inquiries, billing inquiries, water distribution, roll-off services, information on solid waste services, missed solid waste collection services, general water drought/conservation inquires and water rebates which resulted in 62,505 work orders processed for 2023.

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 customers, while assisting them with their water, wastewater, and solid waste needs or other City of Redlands payment 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 to a minimum.
- Increase customer awareness of various payment methods available, including: 1) the payment kiosk newly implemented in 2023 accepting all payment types of cash, check, debit/credit cards, 2) 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; 3) Invoice Cloud, an on-line, pay by text or VRU payment program providing flexibility to pay via credit card, debit card, PayPal, Venmo, Google Pay or Apple Pay or from a designated bank account**;** 3) GovNetPay, a counter based program that not only offers the same payment flexibility as Invoice Cloud, but also offers a higher payment limit, meeting the needs of customers with balances greater than $500.
- Increase customer awareness of Redconnect, a program which provides customers with 24/7 secure online access to their City of Redlands municipal services account information. With Redconnect, customers have access to review their service history, billing history, water usage history, view current bill and/or print a copy, enroll in the automatic payment programs, or elect to “GO GREEN” and eliminate paper waste by enrolling in e-Bill service to receive notification that their municipal services bill is ready for viewing via email.
- Educate customers on mandatory water conservation requirements by directing customers to the City website for detailed information, and/or referring customers to the Water Conservation Coordinator for water audits and available water conservation rebates.

- Educate customers on solid waste and recycling requirements by directing customers to the City website for detailed information, and/or referring customers to the solid waste department or Recycling Coordinator

Accomplishments for Fiscal Year 2022-2023:

- Expanded payment options for utility bill customers through Invoice Cloud to accept various card types
- Managed California Water and Wastewater Arrearage Grant Funding and successfully applied credits to eligible customer utility accounts and software modifications required to support the new program
- Implemented the COVID-19 payment plans for City utility customers and software modifications required to support the new program
- In coordination with other City departments, resume utility account collections processes, late charge, penalties and water disconnects in compliance as the water shutoff moratorium provisions within Executive Order N-42-20 were lifted
- Managed a special collections process for delinquent utility customers for balances acquired during the COVID-19 moratorium
- Managed and coordinated the acceptance of Low-Income Household Water Assistance Program payments for eligible City utility customers and software modifications required to support the new program
- Implemented the City approved Utility Billing Assistance Program and software modifications required to support the new program
- Initiated paperless billing campaign with Invoice Cloud for City utility customers
- Implemented new utility bill collections process with Selectron to streamline and improve customer communications

Accomplishments for Fiscal Year 2023-24:

- Implemented procedures to notify customers of green-waste contaminants
- In coordination with other City departments, implemented process for organic waste management requirements and software modifications required to support the new program
- Implemented required software updates for automated carts for solid waste route changes
- Updated special hauling process and implement software improvements with new work orders
- Increased customer awareness of all payment options with bill inserts, social media postings and bill messages
- Supported and monitored the billing setup of the City-wide meter exchange program for installing AMR/AMI Meters
- Successfully integrated and processed AMI meter readings for utility bills and software modifications required to support the integration

DEPARTMENT/DIVISION
CUSTOMER SERVICE

FUND
UTILITY BILLING FUND

ORGKEY
608900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	730,250	954,977	824,448	1,106,656	1,169,128
5101	Overtime Salaries	5,514	16,000	2,200	6,000	6,500
5202	Holiday Pay	14,942	-	28,156	-	-
5203	Bonus	45,231	-	600	697	711
5204	Accrual Payout	11,946	-	5,017	-	-
5301	Banked Leave Buy Back	11,301	22,457	22,324	25,293	30,387
5401	Pension Contributions	434,236	265,951	229,317	318,730	326,348
5501	FICA/Medicare	61,576	66,698	60,565	80,782	84,929
5601	Deferred Compensation	3,465	3,341	6,179	7,443	7,531
5701	Health/Dental Insurance	92,591	270,666	139,944	257,116	261,246
5702	Workers' Comp Insurance	33,196	35,892	35,892	45,879	47,476
5703	Disability Insurance	5,072	7,076	5,013	8,584	9,033
5704	Unemployment Insurance	1,140	6,119	12,334	7,209	7,209
5705	Life Insurance	789	888	756	1,046	1,046
5801	Vehicle Allowance	-	-	1,313	900	900
5802	Eyecare Reimbursement	2,023	3,173	3,173	4,983	4,983
5803	Clothing Allowance	2,850	3,600	3,600	4,200	4,200
5804	Uniform Rental	3	-	-	-	-
5901	Compensated Absences Expense	3,110	-	-	-	-
5903	Other Taxable Benefits	2,123	27,504	3,434	6,392	6,392
5904	Tuition Reimbursement	-	-	2,767	-	-
	TOTAL SALARIES AND BENEFITS	1,461,359	1,684,342	1,387,032	1,881,910	1,968,019
	SERVICES					
6004	Bank/Collection Agent Fees	33,716	34,377	48,000	55,000	60,000
6007	Penalities	-	-	3	-	-
6106	Other Professional Services	111	5,000	12,640	-	-
6304	Telephone	0	600	844	600	600
6401	Meeting & Prof Development	2,183	5,500	5,500	6,000	6,500
6402	Travel Expense/Reimbursement	841	3,000	3,000	3,150	3,300
6403	Training	380	7,500	7,500	7,850	8,000
6505	Retiree Health Insurance	160,738	80,000	80,000	85,000	90,000
6601	Postage	77,909	99,858	96,000	97,920	99,878
6703	Software Support/Development	-	27,313	15,826	34,500	4,550
6710	Special Contractual Services	12,082	11,948	11,948	12,000	12,400
6802	Info Tech Service Charges	142,218	227,991	152,992	114,234	100,635
6804	General Govt Service Charge	111,642	117,224	117,224	242,556	251,045
6901	Printing and Binding	26,747	31,000	31,000	32,550	34,178
6903	Labor	-	-	3,600	-	-
6906	Office Equip & Furn Rent	2,680	3,500	2,748	3,500	3,605
6908	Other Rentals	1,650	-	1,650	1,700	1,700
6909	Subscriptions & Memberships	-	750	750	750	750
6911	Bad Debt Expense	1,398	-	-	-	-
	TOTAL SERVICES	574,295	655,561	591,225	697,310	677,141

DEPARTMENT/DIVISION
CUSTOMER SERVICE

FUND
UTILITY BILLING FUND

ORGKEY
608900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	5,970	7,000	7,000	7,200	7,350
7101	Office Equipment & Furniture	3,659	2,000	5,000	2,000	2,000
7211	Computer Components	-	1,200	2,366	1,200	6,800
7807	Food	183	350	400	400	450
7810	Special Departmental Supplies	370	1,750	1,750	1,750	1,900
7901	Non-Capital Expenditures	29,384	-	8,655	-	-
	TOTAL SUPPLIES	39,567	12,300	25,171	12,550	18,500
	FIXED ASSETS					
8301	Construction In Progress	26,081	-	-	-	-
8501	Other Betterments/Improv	-	80,000	80,000	-	-
8706	All Other Equipment	-	35,358	36,358	-	-
8999	Capital Expenditure Offset	(26,081)	-	-	-	-
	TOTAL FIXED ASSETS	-	115,358	116,358	-	-
	FUND TOTAL	2,075,221	2,467,561	2,119,786	2,591,770	2,663,660

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2001-1

FUND
COMMUNITY FACILITIES DISTRICT FUND

ORGKEY
810961

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6001	Fiscal Agent Fees	15,581	25,000	23,000	23,000	23,000
6804	General Govt Service Charge	2,516	2,642	2,642	671	694
	TOTAL SERVICES	18,097	27,642	25,642	23,671	23,694
	DEBT SERVICE					
9001	Principal	540,000	575,000	575,000	615,000	650,000
9101	Interest	180,788	144,964	163,508	126,420	86,753
	TOTAL DEBT SERVICE	720,788	719,964	738,508	741,420	736,753
	DIVISION TOTAL	738,885	747,606	764,150	765,091	760,447

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2003-1

FUND
COMMUNITY FACILITIES DISTRICT FUND

ORGKEY
810962

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6001	Fiscal Agent Fees	15,081	23,000	20,500	20,500	20,500
6804	General Govt Service Charge	533	559	559	671	694
	TOTAL SERVICES	15,614	23,559	21,059	21,171	21,194
	DEBT SERVICE					
9001	Principal	355,000	390,000	390,000	425,000	470,000
9101	Interest	409,460	387,793	387,793	376,450	351,730
	TOTAL DEBT SERVICE	764,460	777,793	777,793	801,450	821,730
	DIVISION TOTAL	780,074	801,352	798,852	822,621	842,924
	FUND TOTAL	1,518,959	1,548,957	1,563,002	1,587,712	1,603,371

DEPARTMENT/DIVISION
SUCCESSOR AGENCY ADMINISTRATION

FUND
SUCCESSOR TO RDA GENERAL FUND

ORGKEY
820167

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Full Time Salaries	6,475	-	7,467	-	-
5202	Holiday Pay	110	-	-	-	-
5203	Bonus	165	-	40	-	-
5204	Accrual Payout	331	-	183	-	-
5301	Banked Leave Buy Back	103	-	121	-	-
5401	Pension Contributions	1,859	-	2,159	-	-
5501	Fica/Medicare	442	-	551	-	-
5601	Deferred Compensation	181	-	395	-	-
5701	Health/Dental Insurance	460	-	859	-	-
5704	Unemployment Insurance	3	-	17	-	-
5705	Life Insurance	3	-	3	-	-
5801	Vehicle Allowance	-	-	88	-	-
5903	Other Taxable Benefits	12	-	6	-	-
	TOTAL SALARIES AND BENEFITS	10,143	-	11,889	-	-
	DIVISION TOTAL	10,143	-	11,889	-	-

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DEPARTMENT/DIVISION
SUCCESSOR AGENCY DEBT SERVICE

FUND
SUCCESSOR TO RDA DEBT SERVICE FUND

ORGKEY
820169

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6913	Amortization Expense	7,542	-	-	-	-
	TOTAL SERVICES	7,542	-	-	-	-
	DEBT SERVICE					
9101	Interest	(8,176)	-	-	-	-
	TOTAL DEBT SERVICE	(8,176)	-	-	-	-
	DIVISION TOTAL	(635)	-	-	-	-
	FUND TOTAL	9,508	-	11,889	-	-

Police Department

Mission Statement:

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

Departmental Goals:

- Continue to provide outstanding service to internal and external customers.
- Develop leaders and develop succession planning strategies.
- Implement evidence-based measures to improve service, create efficiencies, and prevent and reduce crime.
- Improve recruitment and retention efforts to maintain a high-performing organization.
- Continue to strengthen the organizational culture.
- Develop a departmental strategic plan.
- Leverage available resources through the use of volunteers, analysts, technology, and data-driven solutions to create greater efficiencies.

Sustainability Efforts:

- Continue using a new vehicle profile for professional staff employees to reduce fuel usage and reduce carbon emissions.
- The department desires to create paperless systems when possible.

Performance Measures:

- Maintain crime clearance rates above the national average in 2024-2026.
- Identify emerging crime trends quickly and develop and implement targeted, evidence based strategies to address them.

Police
Patrol Services Bureau

Program Description:

The Patrol Services Bureau is one of the most visible units in the department as it provides twenty-four (24) hour a day service to the residents of our community. Patrol officers respond to a wide variety of emergency and non-emergency calls for service. The Patrol Services Bureau is comprised of several sub-units, namely:

- Patrol: The Patrol teams are comprised of eight officers including the corporal and sergeant. Five patrol teams rotate schedules supplemented by civilian community service officers.
- Field Training and Evaluation Program: The Field Training and Evaluation Program is responsible for the development of recruits into competent solo police officers. Field training officers coordinate and deliver nearly six (6) months of training to new officers to prepare them to operate as solo police officers.
- Reserves: The Redlands Police Department Reserve Unit is comprised of volunteers from a variety of professions who live in the city or neighboring communities. Reserve officers receive extensive training in the many facets of law enforcement which they routinely put to use while assisting the department.
- Explorers: The Redlands Police Department Law Enforcement Explorer Post began in 1968 and has been the starting point for many future law enforcement officers. Young men and women interested in joining the program must be at least 15 years of age and no older than 21 years. The program is for youth interested in learning about the field of law enforcement.
- Custody: The department contracts with Allied Universal to provide custody officers who are responsible for the processing, booking, and transportation of prisoners.

Program Objectives:

- Respond to calls for service promptly and render appropriate assistance upon arrival.
- Conduct criminal investigations and prepare required documentation to be forwarded to Detectives, the District Attorney, and/or other agencies.
- Maintenance of a temporary custodial processing facility that complies with applicable state and federal law.
- Development of recruits into competent police officers.
- Maintain an atmosphere of positive and professional contact between all officers and members of our community.

Significant Program Changes:

- Maintaining safe staffing levels, in 2023 the Patrol Services Bureau shifted from a seven-team to a five-team rotation that eliminated swing shift/overlap coverage.
- In 2023, eleven (11) police recruits successfully completed the Field Training Program to become solo police officers.
- Currently, twelve (12) candidates are in backgrounds to fill vacancies, which includes six (6) lateral prospects and six (6) police recruit prospects.
- The addition of two (2) Police Commanders in 2023 allows one Commander to solely focus on overseeing the Patrol Services Bureau.
- Patrol sector deployment in 2024 should allow for increased community engagement, greater officer familiarity with a specific geographic area, more effective identification and addressing of crime trends, and more efficient response times.

DEPARTMENT/DIVISION
PATROL SERVICES

FUND
GENERAL FUND

ORGKEY
101200

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	9,263,101	12,460,609	10,482,290	12,968,174	13,826,878
5002	Salaries: Part-Time	-	-	-	25,910	25,910
5003	Labor Code Sec 4850	97,193	-	160,216	112,151	117,759
5101	Overtime Salaries	1,066,896	1,096,254	1,097,720	1,151,067	1,208,620
5102	O.T. Reimbursable	218,640	195,189	195,189	204,948	215,196
5104	Major Crime OT	31,403	184,669	184,669	193,902	203,598
5105	Overtime: Court/Other	76,572	133,954	134,406	140,652	147,684
5201	Stand By	14,875	-	15,000	15,750	16,538
5202	Holiday Pay	142,262	-	135,391	-	-
5203	Bonus	74,857	-	56,323	-	-
5204	Accrual Payout	613,052	-	563,860	-	-
5301	Banked Leave Buy Back	744,425	1,875,406	797,122	1,350,504	1,563,817
5401	Pension Contributions	6,004,108	6,880,473	6,599,448	7,993,497	8,710,005
5501	FICA/Medicare	232,732	263,686	254,463	288,320	308,220
5601	Deferred Compensation	242,869	87,588	270,471	316,711	371,209
5701	Health/Dental Insurance	1,401,110	2,026,462	1,653,403	2,215,957	2,320,836
5702	Workers' Comp Insurance	1,012,660	1,214,522	1,214,522	1,291,803	1,335,917
5703	Disability Insurance	7,152	11,936	8,391	13,002	13,754
5704	Unemployment Insurance	7,108	45,570	40,451	48,391	49,476
5705	Life Insurance	5,488	6,615	5,615	6,962	7,119
5802	Eyecare Reimbursement	658	4,050	4,210	5,100	5,100
5803	Clothing Allowance	199,735	300,375	303,575	325,350	333,350
5903	Other Taxable Benefits	51,765	585,539	61,370	68,400	68,400
5904	Tuition Reimbursement	-	-	6,453	-	-
	TOTAL SALARIES AND BENEFITS	21,508,659	27,372,897	24,244,558	28,736,552	30,849,385
	SERVICES					
6102	Legal Services	10,768	-	46,830	47,767	48,722
6402	Travel Expense/Reimbursement	2,852	-	4,000	4,080	4,162
6710	Special Contractual Services	277,542	344,017	334,017	340,697	347,511
6802	Info Tech Service Charges	722,926	777,707	777,707	601,632	530,009
	TOTAL SERVICES	1,014,088	1,121,724	1,162,554	994,176	930,404
	DIVISION TOTAL	22,522,747	28,494,621	25,407,112	29,730,728	31,779,789

Police
Communications Unit

Program Description:

The Communications Unit is a significant component of the Police Department, providing a vital link between the community and public safety personnel. Communication personnel are often the first contact in a resident's emergency. Communications personnel interpret the individual's needs and coordinate the response of appropriate services to meet those needs. These highly trained individuals are responsible for assisting callers on more than twenty-five incoming telephone lines and other forms of communication- including 911 emergency, alternate emergency, business lines, text-to-911 and email-to-911. In addition to answering the multitude of phone lines, communications personnel are tasked with dispatching calls via radio and a Computer Aided Dispatch (CAD) system. They also monitor over a dozen different radio channels. These radio channels include all the frequencies utilized by the various units of the department, local government, and other allied agencies. The Communications Unit also utilizes a variety of cameras from various locations in town to support responding units on call for service and by providing an additional resource to ensure site security at the various locations.

Program Objectives:

- Answer all incoming calls on emergency, alternate emergency, and business lines expeditiously and courteously, instantly prioritizing, and relaying calls to police personnel in the field by entering designated calls for service into the CAD system, or immediately transferring the call to the appropriate agency for response.
- Monitor and utilize over 160 cameras placed at various locations throughout the City of Redlands.
- Monitor and respond to all texts and emails to 911.
- Dispatch calls for service.
- Process requests from officers in the field, including the response of additional personnel, equipment, and/or resources.
- Facilitate and prioritize telephone contacts and communication between the public, public safety agencies and other City departments.

Significant Program Changes:

- Maintained minimum staffing due to chronic staffing shortages in the center by re-implementing stand-by duty to ensure coverage in the event of call-offs.
- Requisitions for the Police Dispatcher position were posted twice in 2023 and once so far in 2024.
- There was a total of four (4) dispatch trainees during 2023. Two were reassigned to the Records Unit, and two are still in the training process

Accomplishments:

- Dispatchers were active in the community attending various department events, such as: Read Across America Day at local elementary schools, Cops N Kids game at San Manuel Stadium, Coptober Community Fair at Ranch Market, Thanksgiving Tuesday at Sylvan Park, and Heroes and Helpers!
- Continued Quality Assurance and Review Program in which supervisors review calls to ensure Police Department customer service expectations, departmental protocols, and guidelines are met.
- Continuous monitoring and entering applicable requests received via CitySourced, the City's work order system for residents.
- Dispatchers handled 28 tracker activations received via the GPS Tracking System.
- Dispatchers utilized city cameras 603 times on calls for service.
- Dispatchers answered 47 texts to 911.
- Dispatchers answered 50,053 911 calls, an 18% decrease from the previous year.
- Dispatchers answered 109,993 business and alternate emergency lines, a 7% increase from last year.
- There were 47,999 calls for service, a 5% increase from last year.

DEPARTMENT/DIVISION
COMMUNICATIONS

FUND
GENERAL FUND

ORGKEY
101201

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	939,555	1,135,889	1,033,362	1,314,709	1,374,752
5101	Overtime Salaries	86,276	121,942	121,942	128,039	134,441
5102	O.T. Reimbursable	344	-	858	-	-
5201	Stand By	-	30,319	30,319	31,835	33,427
5202	Holiday Pay	94,722	-	93,854	-	-
5203	Bonus	65,000	-	3,000	-	-
5204	Accrual Payout	5,598	-	16,282	-	-
5301	Banked Leave Buy Back	20,284	22,110	17,925	31,251	40,555
5401	Pension Contributions	293,469	360,989	302,445	410,432	408,658
5501	FICA/Medicare	90,537	91,387	95,489	105,307	110,612
5601	Deferred Compensation	9,460	15,480	7,310	15,480	15,480
5701	Health/Dental Insurance	228,105	418,768	225,500	347,247	353,188
5702	Workers' Comp Insurance	49,795	53,838	53,838	49,297	51,012
5703	Disability Insurance	10,257	13,075	11,680	15,155	15,918
5704	Unemployment Insurance	1,523	7,812	6,808	7,812	7,812
5705	Life Insurance	979	1,134	848	1,134	1,134
5802	Eyecare Reimbursement	313	4,050	4,050	5,400	5,400
5803	Clothing Allowance	24,650	30,600	30,600	30,600	30,600
5903	Other Taxable Benefits	585	15,349	2,250	1,200	1,200
	TOTAL SALARIES AND BENEFITS	1,921,453	2,322,742	2,058,360	2,494,898	2,584,189
	SERVICES					
6703	Software Support/Development	-	117,765	85,000	-	-
6710	Special Contractual Services	6,925	6,615	6,615	6,750	6,885
6802	Info Tech Service Charges	213,322	229,487	229,487	137,081	120,762
6906	Office Equip & Furn Rent	-	1,200	-	-	-
6907	Comms Service & Rental	282,433	378,327	378,327	385,894	393,611
	TOTAL SERVICES	502,680	733,394	699,429	529,725	521,258
	SUPPLIES					
7101	Office Equipment & Furniture	10,002	11,888	11,888	12,126	12,368
7102	Small Tools & Equipment	590	4,661	-	4,754	4,849
7203	Office Equipment Maintenance	-	2,756	-	2,811	2,867
7211	Computer Components	-	6,400	6,400	6,528	6,659
7810	Special Departmental Supplies	5,680	6,064	10,725	6,185	6,309
	TOTAL SUPPLIES	16,271	31,769	29,013	32,404	33,052
	DIVISION TOTAL	2,440,404	3,087,905	2,786,802	3,057,027	3,138,500

Police
Support Services Bureau

Program Description:

The Support Services Bureau is comprised of diverse responsibilities that affect all operations of the department. The goal of the Support Services Bureau is to supply the necessary equipment, provisions, and support personnel to facilitate the delivery of efficient and courteous public safety services to residents of Redlands. The Support Services Bureau is comprised of the following units: Office of the Chief of Police, Operations Manager, Records, and Fleet.

The Office of the Chief of Police is comprised of the Chief, two (2) Deputy Chiefs, one (1) Executive Assistant, one (1) Management Analyst, one (1) Operations Coordinator, one (1) Administrative Services Commander, one (1) Personnel & Training Sergeant, and one (1) Sergeant assigned to Professional Standards. The Deputy Chiefs oversee the day-to-day operations of the department. The Chief's Executive Assistant is the community's primary point of contact for the Office, handling complex and confidential executive-level administrative and secretarial duties for the management staff. The Executive Assistant also coordinates special projects and events and maintains the department's personnel files. The Management Analyst's responsibilities include ensuring the department's needs are being met through budget development and monitoring, purchase requisitions, grant coordination, and payroll processing. The Operations Coordinator's responsibilities include the coordination of new hire background investigations for all staff and volunteer positions. Backgrounds conducted also include applicants for massage therapists and solicitor permits. The Operations Coordinator also oversees and maintains all training files and ensures that the entire department's training requirements through POST, legislative, and department mandates are met. The Administrative Services Commander oversees both the Professional Standards Sergeant and the Personnel and Training Sergeant. The Professional Standards sergeant oversees internal investigations and personnel issues and is the point of contact for the community for any inquiries and complaints. The Personnel and Training Sergeant oversees the development and deployment of internal training, as well as recruitment and wellness efforts.

The Operations Manager oversees the Records Unit, Communications Unit, building maintenance, and fleet operations. The Operations Manager also performs other specialized duties and works daily with other City staff to ensure a timely response to inquiries from the police department.

The Records Unit consists of a supervisor and eight (8) full-time Records Specialists who are responsible for the maintenance and security of all criminal records, as well as processing all reports, citations, traffic collisions, pre-employment checks, and other records produced by the various departmental units. Records Specialists are also primary points of contact for the community when requesting records. Records personnel are also responsible for cross-reporting to other law enforcement agencies, the District Attorney, courts, Department of Children & Family Services, Department of Motor Vehicles, Parole, Probation, and the Department of Justice (DOJ). The Unit also acts as the court liaison and is responsible for the delivery of all reports to the District Attorney and courts. Unit personnel process all subpoena and Discovery requests and provide evidentiary items such as audio recordings, 911 recordings, photographs, and video requests. Additional duties of the Unit include registration and updates into the California Sex and Arson Registry (CSAR) for all arson and sex registrants who reside in the City of Redlands.

The Records Supervisor serves as the Custodian of Records for the Department and is responsible for requests under the California Public Records Act, Freedom of Information Act, approved Petitions to Seal Records, as well as all DOJ/CJIS audits, monthly validations, and the reporting of NIBRS-compliant data to the California Incident Based Reporting System (CIBRS). The Records Supervisor is also designated as the Agency CLETS Coordinator (ACC) and is responsible for ensuring compliance with CA DOJ/FBI policies and regulations, as well as CLETS training and testing required by CA DOJ.

Program Objectives:

- Ensure all department members receive mandated training.
- Provide expedient service to police officers, court officials, residents, and the media when records information has been requested.
- Collect, store, and release records in accordance with state laws.
- Provide excellent customer service to the community by demonstrating trustworthiness, respect, and care at all times.
- Ensure transparency through the consistent and accurate reporting of crime and statistical data.

Significant Program Changes:

- In 2023, a full-time Administrative Assistant was added to provide administrative support and assistance to staff, management, and the public.
- At mid-biennium budget, two (2) new Record Specialists were added to address an increase in discovery needs and public records requests.
- At mid-biennium budget, one new Commander was added to directly oversee the Professional Standards Sergeant and a Sergeant assigned to Training/Hiring.

Accomplishments:

- Redlands Police Department has successfully completed the transition to the FBI's National Incident Based Reporting System (NIBRS) and California Incident Based Reporting System (CIBRS) for the reporting of statistical crime data.
- Following the transition to a tier-based registration system designated by the Department of Justice, Records personnel have assisted several registrants with the documents required to petition for termination of their sex offender registration requirement. The Records Unit has received and processed several petitions which have been approved by the courts.
- The department successfully submitted all applicable Racial and Identity Profiling Act (RIPA) data to the Department of Justice.
- The Training Department is committed to performing comprehensive background investigations to ensure the department's standards and commitment to excellence are met with each new hire. There were approximately 36 requisitions flown, 111 background investigations conducted on sworn and professional staff applicants, 24 background investigations completed, and 29 applicants hired and onboarded.

DEPARTMENT/DIVISION
SUPPORT SERVICES

FUND
GENERAL FUND

ORGKEY
101202

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	1,373,316	2,008,340	1,493,189	1,554,030	1,634,278
5002	Salaries: Part-Time	61,304	186,753	119,404	144,270	144,270
5003	Labor Code Sec 4850	80,421	-	-	-	-
5101	Overtime Salaries	57,083	63,750	63,750	66,938	70,284
5102	O.T. Reimbursable	13,828	13,780	13,780	14,469	15,192
5104	Major Crime OT	353	5,000	5,000	5,250	5,513
5105	Overtime: Court/Other	227	2,200	2,200	2,310	2,426
5201	Stand By Pay	-	-	700	-	-
5202	Holiday Pay	29,737	-	14,676	-	-
5203	Bonus	53,587	-	-	5,479	5,868
5204	Accrual Payout	136,943	-	51,513	-	-
5301	Banked Leave Buy Back	61,091	133,790	53,871	49,510	56,968
5401	Pension Contributions	739,532	725,827	795,492	479,435	484,897
5501	FICA/Medicare	82,694	89,199	88,743	98,903	103,189
5601	Deferred Compensation	215,440	77,589	119,657	80,164	109,536
5701	Health/Dental Insurance	225,528	312,452	263,286	343,355	349,130
5702	Workers' Comp Insurance	55,328	59,820	59,820	68,468	70,850
5703	Disability Insurance	4,968	5,838	5,930	7,131	7,460
5704	Unemployment Insurance	1,514	9,548	11,770	10,850	10,850
5705	Life Insurance	933	1,008	947	1,071	1,071
5802	Eyecare Reimbursement	405	3,150	3,150	4,800	4,800
5803	Clothing Allowance	10,250	11,225	11,950	9,975	9,975
5903	Other Taxable Benefits	4,598	44,407	6,074	5,550	5,550
5905	Employee Wellness Program	860	900	-	-	-
	TOTAL SALARIES AND BENEFITS	3,209,941	3,754,576	3,184,902	2,951,958	3,092,107
	SERVICES					
6005	License & Permits	123	168	168	171	175
6007	Penalties	-	-	3	-	-
6102	Legal Services	79,368	60,638	300,000	61,851	63,088
6105	Medical/Physicals	54,240	99,446	99,446	101,435	103,464
6304	Telephone	149,821	148,838	76,815	151,815	154,851
6307	Electricity & Gas	4,790	4,961	3,208	5,060	5,161
6402	Travel Expense/Reimbursement	76,135	115,750	115,750	118,065	120,426
6403	Training	163,255	253,691	177,693	166,520	169,850
6601	Postage	3,480	7,900	7,900	8,058	8,219
6702	Fingerprinting	3,895	10,475	10,475	10,685	10,898
6703	Software Support/Development	9,000	5,000	9,000	19,120	9,000
6710	Special Contractual Services	103,807	173,359	146,585	166,587	178,526
6802	Info Tech Service Charges	237,025	254,986	254,986	167,543	147,597
6803	City Garage Charges	696,170	741,487	966,172	1,261,561	1,305,845
6901	Printing and Binding	5,119	16,500	7,100	16,830	17,167
6904	Land and Building Rent	5,400	5,400	5,400	5,508	5,618
6906	Office Equip & Furn Rent	11,263	22,050	22,050	22,491	22,941
6908	Other Rent	-	-	5,315	-	-
6909	Subscriptions & Memberships	16,462	8,655	8,655	8,828	9,005
6910	Labor	-	-	800	-	-
6911	Bad Debt Expense	-	-	30	-	-
	TOTAL SERVICES	1,619,351	1,929,304	2,217,551	2,292,127	2,331,831

DEPARTMENT/DIVISION
SUPPORT SERVICES

FUND
GENERAL FUND

ORGKEY
101202

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7001	Books & Supplies	-	700	700	700	700
7002	Office Supplies	18,306	43,549	43,549	44,420	45,308
7004	Uniform/Safety Clothing	161,531	157,124	157,124	160,266	163,472
7005	Photo & Copying Supplies	966	10,475	10,475	10,685	10,898
7101	Office Equipment & Furniture	7,037	834,737	834,737	7,177	7,321
7102	Small Tools & Equipment	7,004	42,867	42,867	160,414	161,289
7205	Machinery & Equip. Maint.	2,045	13,616	13,616	13,888	14,166
7206	Vehicle Maintenance	56,661	32,425	42,425	33,074	33,735
7209	Janitorial Supplies	8	-	-	-	-
7804	Medical Supplies	538	10,198	10,198	10,402	10,610
7805	Weapons & Ammunitions	74,184	120,042	120,042	122,443	124,891
7807	Food	5,394	11,300	10,000	11,526	11,757
7810	Special Departmental Supplies	176,473	116,962	216,962	119,301	121,687
7901	Non-Capital Expenditures	105,483	267,364	95,613	95,613	95,613
	TOTAL SUPPLIES	615,630	1,661,359	1,598,308	789,909	801,447
	FIXED ASSETS					
8501	Other Betterments/Improv	-	74,376	74,376	-	-
8701	Office Furniture	-	6,274	6,274	-	-
8704	Motor Vehicles	302,255	53,157	53,157	-	-
8706	All Other Equipment	-	87,500	87,500	-	-
8801	Capital Lease	74,358	826,106	1,237,363	1,416,245	917,652
	TOTAL FIXED ASSETS	376,613	1,047,413	1,458,670	1,416,245	917,652
	DEBT SERVICE					
9002	Principal-Lease	189,231	-	-	-	-
9102	Interest-Lease	2,482	-	-	-	-
	TOTAL DEBT SERVICE	191,713	-	-	-	-
	DIVISION TOTAL	6,013,248	8,392,652	8,459,431	7,450,239	7,143,037

Police
Community Services Bureau

Program Description:

The Community Services Bureau works closely with residents and business owners to prevent crime, solve problems, and enhance the quality of life of Redlands' residents. The Community Services Bureau is comprised of several sub-units, namely:

- Traffic and Special Events Unit: One Sergeant and a traffic corporal are assigned to the Traffic and Special Events Unit. The sergeant is responsible for coordinating the efforts of the community service officers assigned to parking control that enforce parking standards throughout the city. The sergeant also manages all the Office of Traffic Safety (OTS) grants which encompass sobriety checkpoints, Click It or Ticket operations, additional traffic enforcement, and DUI saturation patrols during special events and holidays. In addition to traffic duties, the sergeant, corporal, and parking control officers organize traffic flow for all of the special events in town such as the Christmas Parade, Redlands Bicycle Classic, Run Through Redlands, Lincoln Pilgrimage Parade, high school graduation ceremonies, several triathlon/5-10 K runs, and approximately thirty additional special events that are held on weekends that require traffic control. The sergeant also supervises the Citizen Volunteer Unit, the Community Policing Unit, and the two school resource officers.
- Community Policing Unit: Two officers are assigned to the Community Policing Unit. The community policing officers (CPOs) are committed to addressing issues such as homelessness and ongoing crime problems, and they promote long-term interactions with community members and local businesses. CPOs work closely with the community and faith-based organizations to strengthen community relationships while working towards common goals of public safety and well-being. They also spearhead department youth programs and assist in special events.
- School Resource Officers: Two officers have been assigned to work as school resource officers (SROs). The SROs work with the Redlands Unified School District to improve the safety of students and staff at the selected schools and to reduce crime committed by juveniles and young adults. Moreover, the SROs establish a trusting channel of communication with students, parents, and teachers. The SROs serve as positive role models to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. One officer is assigned to Redlands High School, while the other officer is assigned to Citrus Valley High School. Both positions are funded by the Redlands Unified School District.
- Triage, Engagement, and Support Teams (TEST): One San Bernardino County Department of Behavioral Health TEST team member is assigned to work in the Redlands Police Department to assist both community policing officers and patrol officers in providing services to residents. Triage teams specialize in crisis intervention, continuum of care, and intensive case management for individuals experiencing an urgent psychiatric health condition with up to 59 days of individualized linkage and follow-up services. The goal is to improve consumer experience by improving access to mental health services with local staff and rapid response times, allowing the consumer to possibly stay within their community by strengthening their opportunity for recovery and wellness while reducing involvement with the criminal justice system, reducing frequencies of emergency room visits and/or unnecessary hospitalization. While a valuable resource, there has been a high degree of turnover of TEST staff since its inception.

- Citizen Volunteers: The Department also has a Citizen Volunteer Unit consisting of hardworking men and women who have chosen to give back to their community. After a person completes the application process to join the Citizen Volunteer Unit, they complete a preparation academy. This intensive training gives them an understanding of the various components of the department and the expectations of the community. After their initial training, the CVs patrol the city in specially marked patrol units and serve as the "eyes and ears" of the department. They provide a lookout for illegal activities, carry a police radio, and are in constant contact with Dispatch and the officers on duty.
- Community Engagement Team (CET): CET was established in February of 2024. The team consists of one (1) Sergeant, one (1) Corporal, and four (4) police officers. The team's primary focus will be to address retail theft and transient related problems in business districts. CET builds strong relationships with local business owners and other members of the community.
- Crime Analyst: One crime analyst has been added to the Community Policing Bureau. She has completed several projects including a downtown parking enforcement map for the city, downtown crime study dashboard, and deployment scenarios for CET and other community policing teams. She continues to analyze information related to the city's business districts in order to maximize safety in those areas.

Program Objectives:

- Support the department's community policing and problem-solving efforts through active participation and input on issues.
- Conduct proactive patrols and take the appropriate enforcement action.
- Reduce the number of traffic collisions by enforcing traffic laws.
- Reduce the number of traffic collisions caused by DUI drivers by conducting DUI checkpoints.
- Work with the Redlands Unified School District to improve the safety of students and staff at the selected schools and to reduce crime committed by juveniles and young adults.
- Work with the Department of Behavioral Health to improve the consumer experience.
- Maintain a strong, viable volunteer program that assists department members in their efforts to provide a safe and sustainable community.
- Continue to foster strong relationships with local businesses and focus on the changing needs of our local business districts.

Accomplishments:

- The Traffic and Special Events Unit assisted with traffic control and in providing public safety services at several special events in town such as the Redlands Bicycle Classic, Redlands Bowl Summer Music Festival, and Run thru Redlands, commencement and graduation ceremonies, and other outdoor events.
- The Traffic Unit continued its regular enforcement duties, and the department was awarded the Office of Traffic Safety Selective Traffic Enforcement Program grant for 2022/2023 in the amount of $145,820.37. The grant provides funding to conduct ten (10) DUI checkpoints, twelve (12) DUI saturation patrols, three (3) Know Your Limit campaigns, one (1) collaborative DUI and traffic enforcement with partner agencies, eighteen (18) different traffic enforcement operations, and a traffic safety education class. Thus far, the Traffic Unit has investigated a total of eight (8) traffic fatalities during the fiscal year.
- The Community Policing Unit continues to foster positive police-community relationships by coordinating and participating in numerous community policing events and youth leadership activities and programs. Many of these community events are sponsored by the Redlands Police Community Foundation (RPCF), a non-profit organization dedicated to providing additional support to the Redlands Police Department, including the "Coptober Community Fair," the serving of community Thanksgiving meals, Blue Christmas, Heroes and Helpers, and other youth leadership events throughout the year.

Members of the Citizen Volunteer Unit donated approximately 5,000 hours in 2022-2024. Volunteers are a vital part of the department's strategy to meet the public safety needs of the community. The operational expenses of the Citizen Volunteer Unit are funded through the RPCF.

- The SROs continue to be stationed at Redlands High School and Citrus Valley High School which allows them to have ongoing police presence and positive interactions with Redlands Unified School District students and staff. During 2022/2023 the SROs developed a program called Cops N Kids N Hoops. The SROs work with local high schools and businesses to provide local youth with the opportunity to attend an NBA basketball game with members of the Redlands Police Department.
- CET has already had a noticeable impact on retail crime in the city. They have worked with local businesses to plan and implement multiple large-scale operations at our local shopping centers. CET has also established a strong working relationship with the city's Homeless Solutions Team. Officers continue to address problems associated with homelessness by taking a proactive and holistic approach to solving issues. Officers have helped some homeless obtain housing and other resources. Additionally, they have worked with several agencies to clean up approximately 35 homeless camps in the City of Redlands between 2022 and 2024. The department has also implemented and maintained a strategy that keeps city parks free from homeless encampments by offering individuals a bed in a local transitional housing facility. Funding to continue this strategy has been secured into the next year.

DEPARTMENT/DIVISION
COMMUNITY SERVICES

FUND
GENERAL FUND

ORGKEY
101204

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5401	Pension Contributions	4,995	-	-	-	-
5501	FICA/Medicare	321	-	-	-	-
5701	Health/Dental Insurance	6	-	-	-	-
5702	Workers' Comp Insurance	35,963	-	-	-	-
5703	Disability Insurance	16	-	-	-	-
5803	Clothing Allowance	15,206	-	-	-	-
	TOTAL SALARIES AND BENEFITS	56,506	-	-	-	-
	SERVICES					
6710	Special Contractual Services	21,064	42,446	42,446	43,295	44,161
6802	Info Tech Service Charges	154,066	165,741	165,741	129,465	114,053
	TOTAL SERVICES	175,130	208,187	208,187	172,760	158,214
	SUPPLIES					
7806	Promotional Supplies	3,266	6,504	6,504	6,634	6,767
	TOTAL SUPPLIES	3,266	6,504	6,504	6,634	6,767
	DIVISION TOTAL	234,902	214,691	214,691	179,394	164,981

Police
Special Services Bureau

Program Description:

The Redlands Police Department's Investigations Unit is responsible for conducting criminal investigations and unresolved field investigations. Following up on the initial efforts of patrol and community service officers, the Investigations Unit's mission is to identify and apprehend those responsible for the commission of various crimes, such as homicides, sexual assaults, robberies, burglaries, thefts, aggravated assaults, and facilitate the recovery of stolen property. The Investigations Unit is also responsible for protecting the innocent and wrongfully accused. Criminal investigations include gathering information, interviewing parties, and collecting evidence. The arrests of offenders and recovery of stolen property are accomplished through the evaluation of crime trends and patterns, the identification and location of past and probable offenders, and the utilization of modern police technology and forensic sciences. By developing and maintaining active relationships between the RPD and other law enforcement agencies, social service organizations, local citizen groups, and the District Attorney, the investigators successfully bring criminal cases to prosecution and conviction.

The Investigations Unit is comprised of the following:

- Violent Crimes: This sub-unit has primary responsibility for homicides, rapes, assaults, robberies, and other acts of violence against adults.
- Special Victims: This sub-unit has primary responsibility for crimes against children, the disabled and elderly.
- Property Crime: This sub-unit is responsible for burglaries, fraud, identity theft, vehicle theft, and other theft-related crimes.
- Internet Crime Against Children (ICAC): This sub-unit is associated with Los Angeles Police Department's ICAC Task Force and is responsible for investigating Internet crimes against children. Reports are generated through the National Center for Missing and Exploited Children (NCMEC). NCMEC receives the reports from electronic service providers and persons who report directly on their website.
- Crime Analysis: This sub-unit has primary responsibility for analyzing crime trends, series, and patterns to increase the department's ability to investigate and apprehend criminals, as well as control crime.
- Forensics Unit: This sub-unit works closely with the Investigations Unit, other members of the Special Services Bureau, and the Patrol Services Bureau handling various types of calls including sex crimes, homicides, and property crimes.
- Property and Evidence: This sub-unit assists by properly retaining and maintaining all property and evidence. They are also responsible for the transportation of items of evidence for additional processing to the San Bernardino County Sheriff's Crime Lab.

Program Objectives:

- Investigate crimes to disposition, including arrest, prosecution, and conviction.
- Develop and implement strategies to address crime trends, patterns, and series.
- Train and educate patrol officers in specialized criminal investigations and procedures.

Significant Program Changes:

- A sergeant position was reassigned from the department's Street Enforcement Team to the Investigations Unit to supervise property crime detectives and the Property and Evidence Section.
- A digital forensics analyst was added to the Forensics Unit to assist department personnel with the examination, identification, preservation, and analysis of digital evidence related to investigations.

Accomplishments:

- Detectives were called out to assist with a home invasion robbery of an 82-year-old victim. Excellent forensic work provided a lead for detectives to identify a suspect. This suspect was later located and arrested.
- Detectives followed up on a robbery in a business center parking lot where an elderly woman was dragged to the ground while trying to hold onto her purse. The suspect committed a similar robbery in San Bernardino and was arrested. Redlands detectives were able to book the suspect into county jail for Redlands robbery.
- A 14-year-old runaway juvenile found in a motel room in Redlands with an adult male later disclosed that sex acts had been committed. Detectives followed up and located video evidence that the crime had occurred. The suspect was located and arrested.
- Detectives investigated a report of historical sex crimes with a minor. The male suspect had sexually assaulted two of his half-sisters for years. Detectives collected evidence and built a case against the suspect. The suspect was later arrested by detectives.
- Detectives responded to assist Patrol at the scene of a homicide. It was determined two brothers attacked their sister's boyfriend because he had been verbally abusing their sister. During the physical altercation, a knife was used to fatally stab the victim. Through a lengthy investigation, the suspects were both arrested.
- Detectives followed up on multiple burglaries at an Amazon warehouse with over $60,000 in losses. During the investigation, three suspects were arrested and over $14,000 in merchandise was recovered.
- Detectives investigated a robbery series where six robberies occurred at fast food establishments in town. During one of the attempted robberies, a good Samaritan fought with the suspect and was able to remove an article of clothing during the altercation. A distinct article of clothing and a pellet gun were recovered by patrol officers after the altercation. The same suspect was believed to have committed similar armed robberies based on weapon, clothing, and threats to shoot employees at fast food establishments in Los Angeles, Riverside, and San Bernardino Counties (15 total). Over the course of the investigation, with great forensic work (fingerprint and DNA evidence) two persons of interests were located. Redlands detectives took over as primary due to the number of robberies committed in Redlands and submitted a case to the District Attorney's Office on the suspect. The suspect is currently in Arizona on an unrelated case.
- Detective responded to assist Patrol with a shooting that occurred in a roadway during daylight hours. Two victims were seated inside of their vehicle when the suspect pulled alongside of them and fired about 11 rounds at the victims. Both victims were struck by the gunfire and received life-threatening injuries. Detectives arrested and booked the suspect into county jail.
- Detectives conducted a 15-month-long investigation with Homeland Security Investigators into sex trafficking of underage females that spanned from California to Nevada to Texas to Colorado. Two female victims, a fourteen-year-old and a fifteen-year-old were rescued. Federal indictments were issued for three suspects who were all located and arrested.

- A business notified RPD that an employee found a digital video camera in their restroom, and patrol officers responded to take custody of the camera. The RPD Digital Forensic Examiner analyzed the recordings on the device and believed it was a hidden camera set up in the restroom to surreptitiously record customers. Detectives authored a search warrant that was served by MET, and the suspect was contacted and arrested. Under Miranda, the suspect confessed to planting the hidden camera.
- An RPD Community Service Officer notified detectives that he had identified a suspect who had been stealing from a local business multiple times a day. Detectives determined the suspect had stolen from the business thirty-two times. A majority of the thefts were felonies, and the incidents were all captured on video surveillance. Detectives showed witnesses photographic lineups and they positively identified the suspect. Patrol officers located the first suspect and arrested him. During an interview, he confessed to the thefts and gave the name of another suspect in three separate thefts at the business to detectives. The suspect was charged with twenty grand thefts. The second suspect was arrested and charged as well.
- The Internet Crimes Against Children (ICAC) sub-unit has identified and arrested two suspects with a total of over 10,000 images of Child Sexual Abuse Material (CSAM) in the course of their investigations.
- Suspects from the City of Compton burglarized two businesses in downtown Redlands, taking safes, money, and a firearm. Detectives discovered that suspects were arrested in the City of Colton on separate charges. While reviewing reports and evidence seized during that arrest, the suspects were tied to two additional burglaries in Redlands. Arrest warrants for burglary and grand theft were obtained for both suspects. One suspect has since been arrested for the warrant in Los Angeles County. The other remains at large.
- RPD officers responded to a shooting in which two victims received life-threatening injuries. Detectives later identified the suspect and obtained an arrest warrant for him. RPD SWAT served a search warrant and arrested the suspect for attempted murder. The suspect's cousin was arrested for being a felon in possession of ammunition.
- Patrol officers responded to a suspicious circumstances call at a jewelry store. The reporting party said three subjects came into the store acting suspicious. He felt they were going to rob the business, so he locked the front door. The suspects then left the location in a vehicle. A patrol corporal sent a "Be on the Look Out" alert to surrounding law enforcement agencies detailing the circumstances and the vehicle. Later that day, Fontana Police Department stopped the vehicle and arrested four suspects in custody for a robbery committed in their jurisdiction. RPD detectives interviewed the suspects, two of whom gave full confessions to being involved in the earlier incident in Redlands. Three of the suspects were charged with conspiracy and attempted robbery. One of the suspects confessed to being involved in a robbery that occurred at another jewelry store in Redlands earlier in the year. He was charged in that case as well.

Police
Special Operations Unit

Program Description:

RPD's Special Operations Unit was created to lead the department's proactive efforts to intervene in street-level felonious crime through prevention, intervention, and suppression of criminal activity. The Special Operations Unit is comprised of the following:

Multiple Enforcement Team (MET): A proactive group of officers whose responsibilities include monitoring and suppressing gang activity, addressing emerging crime patterns and series, and conducting investigations of gang-related crimes. MET suppresses gang activities and crime patterns through street contacts, intelligence gathering, and selective enforcement. MET works with San Bernardino County Probation and California Department of Corrections and Rehabilitation's Division of Adult Parole Operations and participates in countywide gang suppression activities. The team relies heavily on crime data and analysis to perform its mission. MET is also responsible for the apprehension of suspects who have committed serious crimes in the City of Redlands. MET also handles all criminal extraditions for the RPD. This requires team members to travel to different jurisdictions or states to retrieve wanted suspects who have been apprehended for crimes committed in Redlands. One MET officer is the handler for the department's explosive detection dog. MET also has one officer assigned to IRNET, the Inland Regional Narcotics Enforcement Team. IRNET is a task force responsible for major narcotics investigations throughout the Inland Empire and beyond.

Significant Program Changes:

- Due to staffing shortages, one (1) sergeant, one (1) detective and two (2) officers previously assigned to the Street Enforcement Team (SET) were reassigned to the Patrol Services Bureau. One (1) officer from SET was reassigned to the Multiple Enforcement Team. The Multiple Enforcement Team assumed SET's responsibilities for fugitive apprehension, surveillance operations, and narcotics/vice investigations.

Program Objectives:

- Use proactive efforts through prevention, intervention, and suppression to address criminal activity, crime trends, and criminal offenders.
- Continued participation in the regional drug task force, which enhances the effectiveness of efforts to lower illegal narcotic sales, use, and production in the Inland Empire.
- Continue collaborative efforts to supervise and rehabilitate probationers released into our community on Post Release Community Supervision (PRCS), probation and parole.
- Train and educate patrol officers in specialized criminal investigations and procedures.

Accomplishments:

MET:

- Made 190 proactive arrests and contacted over 100 documented gang members.
- Served over 30 search warrants.
- Seized more than 35 firearms from gang members, convicted felons, and persons in possession of narcotics.
- Apprehended suspects for the Investigations Unit for numerous crimes including attempted murder, assault with a deadly weapon and robbery, mayhem, battery causing serious bodily injury, use of a hidden camera to record someone in a private area, possession of child sexual abuse material, and grand theft.
- Assisted an outside agency in solving a cold case homicide with a successful conviction based on gathered information.
- Participated in five county-wide gang sweeps collectively resulting in over 100 more proactive arrests and seized approximately twenty additional firearms.
- Participated in more than 150 hours at more than ten different community policing events.
- The K9 Unit has been deployed on multiple occasions to assist other MET officers, the Investigative Services Bureau, the Community Services Bureau, the Patrol Services Bureau, and various outside agencies. The K9 unit performed sweeps for explosives at numerous community events and the State of the County event at the Ontario Convention Center.

IRNET:

- Investigators stopped a vehicle in Rancho Cucamonga and located 50 kilograms of cocaine. They served a search warrant at a related location and located another 100 kilograms of cocaine.
- Investigators arrested suspects for possession of over 100 pounds of methamphetamine in Riverside. They served a search warrant at a related location and found a clandestine methamphetamine lab and seized another 1,000 pounds of methamphetamine.
- During the service of a search warrant in San Diego, investigators seized $2,000,000 in drug sales proceeds.
- The team conducted a knock and talk which resulted in the seizure of 70 pounds of fentanyl pills.
- Investigators conducted a traffic stop resulting in the seizure of 33 pounds of cocaine and 10 pounds of methamphetamine.
- Investigators conducted a traffic stop resulting in the seizure of 16 pounds of cocaine and $100,000.
- The team served a search warrant resulting in the seizure of 27 pounds of cocaine, 2.5 pounds of heroin, 1 pound of fentanyl and 65 pounds of methamphetamine.

DEPARTMENT/DIVISION
SPECIAL SERVICES

FUND
GENERAL FUND

ORGKEY
101205

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	34,691	-	-	-	-
5101	Overtime Salaries	28	-	-	-	-
5203	Bonus	1,786	-	-		
5401	Pension Contributions	17,147	-	-	-	-
5501	FICA/Medicare	3,339	-	-	-	-
5701	Health/Dental Insurance	2,765	-	-	-	-
5702	Workers' Comp Insurance	74,692	-	-	-	-
5703	Disability Insurance	354	-	-	-	-
5704	Unemployment Insurance	80	-	-	-	-
5705	Life Insurance	37	-	-	-	-
5802	Eyecare Reimbursement	40	-	-	-	-
5803	Clothing Allowance	28,006	-	-	-	-
	TOTAL SALARIES AND BENEFITS	162,964	-	-	-	-
	SERVICES					
6701	Undercover Investigations	-	15,000	15,000	15,000	15,000
6703	Software Support/Development	16,734	23,999	23,999	9,296	9,296
6710	Special Contractual Services	4,924	8,438	8,438	5,023	5,123
6802	Info Tech Service Charges	319,984	344,231	344,231	91,387	80,508
	TOTAL SERVICES	341,642	391,668	391,668	120,706	109,927
	SUPPLIES					
7101	Office Equipment	-	9,000	9,000	-	-
7102	Small Tools & Equipment	6,593	3,600	3,028	-	-
7803	Chemical & Lab Supplies	2,753	3,638	3,638	3,711	3,785
7806	Promotional Supplies	843	-	-	-	-
7810	Special Departmental Supplies	6,025	-	130	8,900	9,050
7901	Non-Capital Expenditures	11,576	-	-	-	-
	TOTAL SUPPLIES	27,791	16,238	15,796	12,611	12,835
	FIXED ASSETS					
8706	All Other Equipment	44,588	-	-	11,849	-
	TOTAL FIXED ASSETS	44,588	-	-	11,849	-
	DIVISION TOTAL	576,985	407,906	407,464	145,166	122,762
	DEPARTMENT TOTAL	31,788,285	40,597,776	37,275,500	40,562,553	42,349,068

Police
Asset Forfeiture and Grants

Program Description:

The Redlands Police Department receives a share of the value of all assets seized during drug-related arrests. Expenditures of these funds are intended to supplement, not supplant, police department needs, including personnel, equipment, and vehicles. All expenditures follow guidelines as cited in the U.S. Department of Justice's "Guide to Equitable Sharing of Federally Forfeited Property for State and Local Law Enforcement Agencies."

The Redlands Police Department actively seeks a variety of grants to supplement operations.

Program Objectives:

Asset forfeiture supplements a variety of community drug and violence resistance programs.

Grants awarded and/or funded through the 2022-2024 fiscal year include:

- The State Homeland Security Grant Program (HSGP) is designed to secure and provide the nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from threats, hazards, and acts of terrorism and other catastrophic events that pose a great risk to the United States. The HSGP is one tool among a comprehensive set of federal measures administered by Cal OES to help strengthen the state against risks associated with potential terrorist attacks. The Redlands Police Department funding for this period includes funding for SWAT tactical accessories.

- The Department of Alcoholic Beverage Control (ABC) grant program offers selected local law enforcement agencies to expend their efforts in addressing alcohol-related problems through a comprehensive ABC program that will encompass a wide range of strategies. The grant funds will be used to increase the hours officers have to enforce alcohol related crimes, conduct minor decoy operations, conduct shoulder tap operations, and conduct IMPACT inspections at "on-sale" and "off-sale" licensed locations. The grant funds will be for overtime expenses necessary to conduct the enforcement.

- Office of Traffic Safety Selective Traffic Enforcement Grant focuses on traffic safety issues and enforcement that funds overtime for DUI and driver's license checkpoints; DUI saturation patrols; special enforcement operations and court stings. The OTS grant also provides for traffic enforcement-related training.

- Supplemental Law Enforcement Services Fund (SLESF) supplements one full-time community services officer, one full-time property & evidence technician, one part-time community service officer for fleet maintenance, and two part-time background investigators, as well as purchasing specialized equipment for the department.

DEPARTMENT/DIVISION
GOV'T GRANTS - POLICE

FUND
POLICE GRANT FUND

ORGKEY
200202

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5101	Overtime Salaries	28,000	30,000	60,000	-	-
5102	O.T. Reimbursable	68,276	257,216	166,741	-	-
	TOTAL SALARIES AND BENEFITS	96,276	287,216	226,741	-	-
	SERVICES					
6402	Travel Expense/Reimbursement	-	7,477	3,550	-	-
6403	Training	-	51,965	51,965	-	-
6710	Special Contractual Services	-	88,208	88,208	-	-
6909	Subscriptions & Memberships	-	3,500	3,500	-	-
	TOTAL SERVICES	46	151,149	147,222	-	-
	SUPPLIES					
7004	Uniform/Safety Clothing	27,315	-	21,723	-	-
7810	Special Departmental Supplies	350	67,848	87,520	-	-
	TOTAL SUPPLIES	27,665	67,848	109,243	-	-
	FIXED ASSETS					
8501	Other Betterments/Improv	-	36,670	36,670	-	-
8703	Computer Equipment	-	-	14,530	-	-
8706	All Other Equipment	73,406	82,563	46,594	-	-
	TOTAL FIXED ASSETS	73,406	119,233	97,794	-	-
	DEPARTMENT TOTAL	197,394	625,446	580,999	-	-

DEPARTMENT/DIVISION
ASSET FORFEITURE

FUND
ASSET FORFEITURE FUND

ORGKEY
246200

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5101	Overtime Salaries	-	35,000	35,000	35,000	35,000
5501	FICA/Medicare	-	508	508	508	508
	TOTAL SALARIES AND BENEFITS	-	35,508	35,508	35,508	35,508
	SERVICES					
6510	Other Insurance	-	882	882	882	882
6703	Software Support/Development	14,495	11,692	22,000	25,000	25,000
6704	Community Grant Award	375	-	1,077	855	855
6710	Special Contractual Services	8,098	23,780	13,472	14,000	14,500
	TOTAL SERVICES	22,968	36,354	37,431	40,737	41,237
	SUPPLIES					
7004	Uniform/Safety Clothing	3,527	24,000	6,048	6,048	6,048
7805	Weapons & Ammunitions	-	15,000	15,000	15,000	15,000
7810	Special Departmental Supplies	19,954	67,048	110,000	110,000	110,000
	TOTAL SUPPLIES	23,481	106,048	131,048	131,048	131,048
	FIXED ASSETS					
8706	All Other Equipment	7,994	14,005	14,005	-	-
	TOTAL FIXED ASSETS	7,994	14,005	14,005	-	-
	FUND TOTAL	54,443	191,915	217,993	207,293	207,793

DEPARTMENT/DIVISION
SUPPLEMENTAL LAW ENFORCEMENT

FUND
SUPPLEMENTAL LAW ENFORCEMENT FUND

ORGKEY
249200

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	30,056	-	-	-	-
5002	Salaries: Part-Time	-	117,558	-	125,558	125,558
5101	Overtime	789	-	-	-	-
5202	HolidayPay	2,412	-	-	-	-
5203	Bonus	3,500	-	-	-	-
5204	Accrual Payout	8,294	-	-	-	-
5401	Pension Contributions	7,064	-	-	-	-
5501	FICA/Medicare	3,512	-	-	-	-
5701	Health/Dental Insurance	4,247	-	-	-	-
5702	Workers' Comp Insurance	-	2,715	-	-	-
5703	Disability Insurance	372	-	-	-	-
5704	Unemployment Insurance	1,095	-	-	-	-
5705	Life Insurance	35	-	-	-	-
5803	Clothing Allowance	850	-	-	-	-
	TOTAL SALARIES AND BENEFITS	62,226	120,273	-	125,558	125,558
	SERVICES					
6703	Software Support/Development	45,566	94,132	110,000	110,000	110,000
6710	Special Contractual Services	8,020	25,000	25,000	25,000	25,000
	TOTAL SERVICES	53,586	119,132	135,000	135,000	135,000
	SUPPLIES					
7810	Special Departmental Supplies	481	-	-	-	-
7901	Non-Capital Expenditures	2,165	-	-	-	-
	TOTAL SUPPLIES	2,646	-	-	-	-
	FIXED ASSETS					
8703	Computer Equipment	6,594	-	-	-	-
8704	Motor Vehicles	58,529	75,000	-	-	-
	TOTAL FIXED ASSETS	65,123	75,000	-	-	-
	FUND TOTAL	183,582	314,405	135,000	260,558	260,558

Fire

Mission Statement:

The Redlands Fire Department envisions itself as a forward-thinking organization that sets the standard for public safety in the community. Our services will be synonymous with excellence, recognized as embodying "The Redlands Way."

Our mission is to deliver a secure, proficient, and respectful team dedicated to surpassing the expectations of both our community and our organization. This mission necessitates our members to be part of a skilled, proactive, all-encompassing fire department committed to "Preserving the Past and Protecting the Future" of those under our care. Upholding the core values of honor, loyalty, pride, and courage, we will strive towards the principles of compassion, respect, efficiency, and innovation to accomplish our mission.

Departmental Goals:

- Complete the Fire Station 262 Remodel Project to accommodate multi-gender crews and meet ADA requirements.
- Secure funding for design, engineering, and construction for the relocation of Fire Station 264.
- Secure funding for the design, engineering, and construction of Fire Stations 265 and 266.
- Provide adequate staffing levels to meet and sustain service standards for both city services and public safety.
- Develop and provide adequate funding to support a mental health / substance abuse crisis team to aid our homeless population. Additionally, invest in community outreach education programs addressing homelessness and the opioid drug epidemic.
- Emergency Management – Continue allocating funds for the development of emergency response and mitigation plans, along with providing training for city personnel to effectively respond and coordinate the activation of the Emergency Operation Center (EOC).

Fire
Administrative Services

Division Description:

Fire Administration provides general department oversight, monitors effectiveness of current programs, determines future needs of the department, and develops plans of action to achieve departmental goals. Fire Administration provides support to all Fire Department divisions, as well as four separate fire stations throughout the city. This Division consists of the Fire Chief, Deputy Fire Chief of Operations, an Administrative Battalion Chief, a Management Analyst, and two Senior Administrative Assistants.

Division Objectives:

- Maintain fiscal discipline, monitor the budget, and uphold a high level of service for Redlands residents.
- Restructure office staff functions, responsibilities, and procedures to enhance efficiency and productivity.
- Develop, administer, and manage personnel policies and procedures for department personnel.
- Oversee department contracts, agreements for programs and services, and partnerships with other fire agencies.
- Process, administer, and track mutual aid reimbursements from CalOES, the Department of U.S. Forestry, and CalFire.
- Administer and process cost recovery billing contracts for the Hazmat and Traffic Collisions cost recovery program, as well as the non-resident fee program; Track revenue for both programs.
- Manage the Household Hazardous Waste Program Contract with the San Bernardino County Fire District.
- Administer grants agreements, projects, reimbursements, and grant closeouts; actively seek grant opportunities to supplement departmental expenditures.
- Complete the purchase and installation of a metal awning for the Household Hazardous Waste site, funded through the CalRecycle grant.
- Monitor Opioid settlement funding for the Fire Department's initiatives to address the Opioid epidemic in the Redlands community.

Fire Suppression Division

Program Overview:

The Fire Suppression Division, under the leadership of the Deputy Chief, is supported by the Administrative Battalion Chief. With 57 dedicated personnel responsible for frontline operational duties, the department operates four 3-person engines, a 4-person ladder truck, a 2-person paramedic squad, and one Battalion Chief per 24-hour shift. In 2023, the Fire Suppression Division responded to approximately 12,180 individual emergencies.

Redlands Fire Suppression personnel manage the following programs:

- *Arson Program*: Implements education, investigation, and community engagement to prevent and combat arson. Through outreach, enforcement, data analysis, and partnerships, it aims to raise awareness, prosecute perpetrators, and enhance fire safety measures, fostering a safer environment for all community members.
- *California Incident Command Certification System (CICCS)*: The California Incident Command Certification System is a cooperative effort between the State Fire Marshal's Office and the Governor's Office of Emergency Services. This program standardizes training for wildland firefighting and certifies that individuals have been trained and hold a minimum level of competency (Cal-Fire, OES, County Fire Chiefs, NWCG FireScope).
- *Ladder Testing & Maintenance*: Testing, repair, and ongoing maintenance of ground ladders used by firefighters (NFPA 1932, OSHA).
- *Redlands Emergency Services Academy (RESA)*: A mutual partnership between Redlands Fire and Police Departments, Crafton Hills College, Redlands Unified School District, and COMPACT to offer new graduates of Redlands high schools the opportunity to experience first-hand the duties of police officers and firefighters (Crafton Hills Community College).
- *Rope/Technical Rescue Training*: This is a multifaceted program that deals with the use of rope to rescue civilians as well as firefighters. A rope is a versatile tool that can aid search teams in locating victims, provide egress in self-rescue, and raise/lower teams to provide rescue from precarious locations. The main areas of focus for this program are LARRO (Low Angle Rope Rescue Operational), Aerial Ladder rescue, Personal escape device (self-rescue rope), and Vertical rescue (CSFM, CAL-OSHA).
- *CONFIRE Operations Committee*: This is a multi-agency committee tasked with identifying and addressing needs and issues, reviewing new products for departments and the region, resource deployments, move-ups, resource availability, response times, response plans, computer-aided dispatch, and other logistical and communications issues.
- *CONFIRE Support Committee*: The CONFIRE Support Committee provides technical expertise and knowledge. They evaluate, vet, and coordinate with the Operations Committee on new product implementation and provide technical input to challenges or issues with communications and CAD equipment.
- *Personal Protective Equipment Program (PPE)*: The PPE program is responsible for the supply cache inventory, specifications, and warranties of purchased PPEs, and tracking of issued equipment.
- *National Fire Incident Reporting System*: The National Fire Incident Reporting System (NFIRS) is a reporting standard that fire departments use to uniformly report on the full range of their activities, from fire to Emergency Medical Services (EMS) to severe weather and natural disasters.

- *Explorer Program/ Explorer Post 261*: In conjunction with the Boy Scouts of America, this program is designed to assist those between the ages of 15 and 21 in preparing for careers in the fire service. Additionally, Explorers are utilized in many support functions within the department. Active members of Post 261 participate in group physical fitness, receive classroom and hands-on training, and are involved in community events and projects. Fire Explorers learn firefighting skills, hose lays, ladders, basic first aid and patient care, wildland firefighting, vehicle extrication, and the use of firefighting tools and equipment.
- *Fit Testing/ N95/ P100 Tuberculosis Mask Fit Program*: This is an OSHA-required program that requires all personnel who wear Respiratory Equipment to be fit-tested annually. This ensures proper fit and seal and limits exposure to toxic atmospheres. Title 8 annual fit testing of N-95 mask users is done to maintain compliance with the California Code of Regulations (OSHA 1910.134, California CCR Title 8, CCR).
- *Fleet Management*: The coordination of maintenance and repair of apparatus and equipment.
- *Hazardous Materials Program*: Manages hazardous material incidents through training, response coordination, and risk assessment. Collaborates to enhance preparedness and safeguard lives, property, and the environment from chemical threats, ensuring community safety and effective response to hazardous material-related incidents.
- *Hose Testing and Repair*: All fire hose within the department is tested annually. This program oversees over 60,000 feet of various-sized diameter hoses and ensures an adequate inventory is kept meeting the needs of our department.
- *Safe Surrender*: As set forth under the Safely Surrendered Baby Law of 2006, this program allows mothers to drop off babies under 72 hours old at a Fire Station without any question. This very important program helps deter abandoning newborns (CFCA).
- *Standard Operating Procedures (Lexipol)*: Management of this crucial program provides for the continuous updating and development of SOPs related to the operations of the department.
- *Swiftwater Rescue*: Personnel assigned to this program have all been trained to the technician level, can train others, and are responsible for maintaining equipment inventories and serviceability.
- *Health and Wellness Program*: This program is a joint management and employee association program based on the International Association of Fire Chiefs and International Association of Firefighters Wellness-Fitness Initiative (WFI) to improve the health and fitness of firefighters. Adopted in 2004, it helps reduce the risk of injury and illness and maintains a healthy and fit workforce (IAFC, IAFF).
- *Respiratory/SCBA Program*: Personnel assigned to this program ensure that all regulations, maintenance, and upgrading of fixed, mobile, and self-contained breathing systems are met. There are numerous federal, state, and local requirements and regulations that guide this program (NIOSH, NFPA, OSHA, CAL_OSHA, ANSI).
- *Pump Testing*: National Fire Protection Association Standard 1911 mandates fire apparatus pumps must be tested on an annual basis (NFPA 1911, Insurance Services Organization).

Program Objectives:

- Suppress structural, wildland, urban interface, vehicle, and other fires as necessary to ensure the health and safety of the community.
- Provide emergency medical services to the ill and injured.
- Conduct technical search, rescue, and recovery activities within the City of Redlands or as requested on a mutual aid basis.
- Respond to, contain, and oversee mitigation of hazardous materials incidents.
- Conduct in-service training in support of the knowledge, skills, and abilities required to respond in a safe and proficient manner.
- Support logistical and administrative functions as required to ensure the proper equipping, training, operations, and safety of the members of the Redlands Fire Department.

Accomplishments for Fiscal Years 2022-2024:

- Initiated the highly anticipated renovation project at Fire Station 262, signaling a significant step towards modernizing our infrastructure.
- Successfully completed the rigorous training and certification processes for the deployment of our new Tractor Drawn Aerial apparatus, MT261.
- Procured state-of-the-art NFPA-compliant 800 MHz Motorola radios, replacing outdated equipment aged between 15 to 20 years, enhancing communication reliability.
- Strategically reviewed and optimized our response plans, leveraging Computer-Aided Dispatching enhancements to streamline operations and reduce dispatcher workloads.
- Invested in our fleet's efficiency by acquiring four new light vehicles and two Type 1 fire apparatus, ensuring operational readiness and effectiveness in emergency response.
- Collaborated with the City IT Department to fortify Confire network connections across all stations and Fire Admin, significantly bolstering cybersecurity measures and optimizing internet speeds.

DEPARTMENT/DIVISION
FIRE SUPPRESSION

FUND
GENERAL FUND

ORGKEY
101250

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	5,177,078	7,215,497	5,949,172	6,231,429	6,443,962
5003	Labor Code Sec 4850	58,603	3,000	50,000	50,000	50,000
5101	Overtime Salaries	239,322	375,000	375,000	375,000	400,000
5102	O.T. Reimbursable	260,102	620,000	620,000	650,000	700,000
5103	Constant Staffing	1,290,989	1,800,000	1,800,000	1,800,000	2,000,000
5202	Holiday Pay	194,860	-	155,185	-	-
5203	Bonus	11,620	-	4,000	5,416	5,743
5204	Accrual Payout	39,193	-	96,284	-	-
5301	Banked Leave Buy Back	87,639	572,712	114,149	585,049	603,560
5401	Pension Contributions	4,438,230	5,225,034	4,927,635	5,515,826	5,976,376
5501	FICA/Medicare	114,050	115,397	136,638	123,437	127,989
5601	Deferred Compensation	289,548	168,830	279,066	170,013	174,297
5701	Health/Dental Insurance	853,910	1,086,600	935,599	1,017,298	1,035,545
5702	Workers' Comp Insurance	102,356	110,667	113,658	140,501	145,390
5703	Disability Insurance	50,560	67,194	69,297	70,781	73,182
5704	Unemployment Insurance	3,126	20,203	17,871	18,033	18,033
5705	Life Insurance	2,462	2,933	2,506	2,618	2,618
5802	Eyecare Reimbursement	2,793	675	675	1,200	1,200
5803	Clothing Allowance	43,400	52,635	52,635	46,335	46,335
5903	Other Taxable Benefits	2,236	163,287	2,134	2,700	2,700
5904	Tuition Reimbursement	-	-	13,425	-	-
	TOTAL SALARIES AND BENEFITS	13,262,077	17,599,664	15,714,929	16,805,636	17,806,930
	SERVICES					
6005	License & Permits	1,737	7,000	7,000	7,000	7,000
6007	Penalties and Interest	3	-	228	-	-
6102	Legal Services	915	10,000	10,000	10,000	10,000
6105	Medical/Physicals	1,942	4,000	4,000	11,000	11,500
6106	Other Professional Services	13,623	20,000	20,000	20,000	20,500
6304	Telephone	15,026	15,000	15,000	16,000	16,500
6401	Meeting & Prof Development	5,828	2,500	4,000	5,000	5,500
6402	Travel Expense/Reimbursement	17,606	19,500	19,500	25,000	26,500
6403	Training	1,076	6,000	6,000	8,000	9,000
6601	Postage	2,774	2,000	2,000	2,500	3,000
6702	Fingerprinting	-	1,000	1,000	500	500
6703	Software Support/Development	6,457	38,538	38,538	8,000	8,500
6710	Special Contractual Services	248,637	270,500	270,500	312,000	339,500
6802	Info Tech Service Charges	438,496	271,724	471,724	327,471	288,486
6803	City Garage Charges	676,219	717,034	958,331	1,191,859	1,236,500
6901	Printing and Binding	1,572	2,500	2,500	2,000	2,500
6902	Advertising	-	2,500	2,500	2,000	2,500
6905	Clothing and Linen Rent	16,047	15,000	17,000	23,000	24,500
6906	Office Equip & Furn Rent	4,417	4,000	4,000	4,500	5,000
6907	Comms Service & Rental	441,191	472,641	472,641	642,012	669,518
6908	Other Rentals	224	6,000	2,500	5,000	5,500
6909	Subscriptions & Memberships	3,342	6,000	6,000	7,100	7,200
6910	Labor	45,265	-	35,007	-	-
6912	Reimbursed Expenditures	500	201,875	201,875	-	-
	TOTAL SERVICES	1,942,898	2,095,312	2,571,844	2,629,942	2,699,704

DEPARTMENT/DIVISION
FIRE SUPPRESSION

FUND
GENERAL FUND

ORGKEY
101250

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7001	Books & Supplies	-	600	600	500	500
7002	Office Supplies	5,186	9,000	9,000	9,000	9,500
7003	Awards/Recognition Prgm	901	3,500	3,500	3,500	4,000
7004	Uniform/Safety Clothing	84,578	161,752	190,752	180,500	135,000
7005	Photo & Copying Supplies	-	2,500	2,500	2,000	2,500
7101	Office Equipment & Furniture	3,038	15,000	15,000	14,000	15,000
7102	Small Tools & Equipment	27,887	48,000	46,500	40,000	40,000
7201	Hardware Maint/Replace	252	7,000	7,000	6,000	7,000
7203	Office Equipment Maintenance	-	500	500	500	500
7204	Building/Grounds Maintenance	36,053	41,000	37,000	39,500	40,500
7205	Machinery & Equip. Maint.	27,252	30,170	66,949	22,000	24,700
7206	Vehicle Maintenance	1,032	-	1,100	1,800	2,000
7208	Repair/Maintenance Supplies	3,609	6,026	6,026	7,000	8,500
7209	Janitorial Supplies	21,839	18,500	20,000	20,000	22,000
7211	Computer Components	602	6,000	6,000	6,000	6,500
7213	Motor Vehicle Supplies	2,535	3,000	3,000	4,000	4,500
7804	Medical Supplies	109	3,500	2,400	4,000	4,500
7807	Food	5,572	4,500	4,500	6,000	6,500
7810	Special Departmental Supplies	121,099	323,342	364,556	128,000	117,500
7901	Non-Capital Expenditures	-	-	22,000	-	-
	TOTAL SUPPLIES	341,546	683,890	808,883	494,300	451,200
	FIXED ASSETS					
8301	Constructions in Progress	160,023	-	-	-	-
8501	Other Betterments/Improv	70,064	1,645,000	1,530,000	600,000	-
8503	Building Construction/Improv	197,875	720,977	720,977	-	-
8704	Motor Vehicles	63,715	306,285	306,285	-	1,100,000
8706	All Other Equipment	-	709,297	586,772	-	-
8801	Capital Lease	(12,720)	94,097	151,730	96,647	96,647
	TOTAL FIXED ASSETS	478,956	3,475,657	3,295,764	696,647	1,196,647
	DEBT SERVICE					
9001	Principal	493,387	3,269,436	3,068,644	102,810	108,966
9002	Principal- Lease	28,163	-	-	-	-
9101	Interest	171,929	74,032	148,159	212,041	205,885
9102	Interest-Lease	1,071	-	-	-	-
	TOTAL DEBT SERVICE	694,550	3,343,468	3,216,802	314,851	314,851
	DIVISION TOTAL	16,720,026	27,197,991	25,608,222	20,941,375	22,469,331

Fire
Community Risk Reduction Division

Program Description:

This division operates under the direction of the Fire Chief and consists of the Fire Marshal, one Deputy Fire Marshal, two Fire Prevention Inspectors, and one Administrative Assistant II. Operating under the guidelines of the California Fire Code (CFC) as adopted by the State of California and the City of Redlands, the Community Risk Reduction Division provides an all-hazards approach to life and fire safety, safeguarding the community from fire and other hazards through education, engineering, enforcement, evaluation, and analysis.

Redlands Community Risk Reduction Division manages the following programs:

- Code management and policy development relating to life and fire safety;
- Construction document reviews for all new and improved buildings and structures throughout the City;
- New construction inspection and acceptance testing of fire protection systems;
- State-mandated annual and routine fire inspections of existing multi-family apartment buildings, hotels & motels, educational facilities, commercial and industrial buildings, and facilities as well as the systems, processes, and uses within these buildings;
- Code enforcement activities involving imminent life and fire safety hazards and vegetation management;
- Public education and information; and
- Community risk reduction initiatives.

Program Objectives:

- Provide a review of development projects related to the model construction codes and standards
- Conduct and enforce the California Fire Code and related safety regulations, as adopted by the City of Redlands
- Authorize issuance of operational permits related to systems, processes, and uses as defined in the California Fire Code
- Conduct routine life and fire safety inspections
- Direct the Vegetation Management Program that protects life and property through defensible space and fire-wise strategies
- Provide logistical support for major emergencies through disaster and emergency incident management
- Oversee special events to ensure proper safety (assemblies, fireworks, etc.)
- Organize community risk reduction initiatives for the identified hazards in the City of Redlands
- Serve as fire safety subject matter experts for City Council and City Commissions.
- Represent the City of Redlands regionally and nationally through public safety professional development and industry advisory opportunities.

Significant Program Changes:

- Adopted 2023 California Fire Code with City of Redlands local amendments.
- Created guidelines and to assist projects effectively navigate the new development and Fire plan review process.
- Re-staffed Community Risk Reduction Division to levels before COVID
- Re-established the State mandated inspections for hotels, motels, apartments, and educational occupancies.

Accomplishments for Fiscal Years 2022-2024:

- Hired a new Fire Marshal, Deputy Fire Marshal and two Fire Inspector positions.
- Completed State mandated fire inspections for all hotels and motels
- Completed 2128 construction document plan reviews
- Completed 2945 new construction inspections
- Performed 525 routine fire inspections
- Conducted 1560 vegetation management inspections
- Established service agreement with California Conservation Corps to assist with the City's vegetation management projects on public parcels and easements.
- Gained access for Redlands Fire Department staff to the AlertCalifornia Wildfire Detection Camera Network as one of the first local government partners in the state.
- Presented at national conferences including National Fire Protection Association, Center for Public Safety Excellence, International Wildland Fire Association, and Public Risk Managers Association.
- Attended professional development opportunities regionally and at the National Fire Academy.

Goals for Fiscal Years 2024-2026:

- Prepare and deliver proactive community risk reduction initiatives to help reduce identified risks for the business and residential communities.
- Develop a partnership with ESRI and City of Redlands staff to build a GIS database for the Community Risk Reduction Division.
- Begin the creation of a Community Wildfire Protection Plan
- Revise the routine fire inspection program to align with industry standards based on life, property, and environmental risks assessments reflected in NFPA 1730
- Refine the upcoming Community Risk Reduction webpage to be a resource for the community members and new development projects.
- Procure an additional AlertCalifornia Wildfire Detection Camera for the Live Oak Canyon area.
- Maintain and expand Community Risk Reduction staff specialized certifications for their positions from California State Fire Marshal, International Code Council, and related recognized professional organizations. Ensure all certifications remain current with the Continuing Education requirements.

DEPARTMENT/DIVISION
COMMUNITY RISK REDUCTION

FUND
GENERAL FUND

ORGKEY
101251

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	179,581	529,150	371,860	502,925	535,435
5101	Overtime Salaries	109	-	10,000	10,000	10,000
5202	Holiday Pay	3,555	-	7,017	-	-
5203	Bonus	13,000	-	-	-	-
5204	Accrual Payout	40,653	-	-	-	-
5301	Banked Leave Buy Back	-	10,824	-	2,851	3,023
5401	Pension Contributions	51,757	155,339	110,737	155,107	157,232
5501	FICA/Medicare	16,908	37,787	29,785	37,910	40,289
5601	Deferred Compensation	860	7,829	717	9,375	9,659
5701	Health/Dental Insurance	25,002	124,797	76,634	94,484	96,056
5702	Workers' Comp Insurance	11,066	11,964	11,964	13,694	14,170
5703	Disability Insurance	528	2,687	1,647	2,250	2,406
5704	Unemployment Insurance	391	2,604	5,473	2,170	2,170
5705	Life Insurance	154	378	264	315	315
5802	Eyecare Reimbursement	-	1,350	1,350	1,500	1,500
5803	Clothing Allowance	812	1,275	2,663	6,050	6,050
5903	Other Taxable Benefits	299	13,466	1,246	1,500	1,500
	TOTAL SALARIES AND BENEFITS	344,676	899,450	631,357	840,131	879,805
	SERVICES					
6106	Other Professional Services	6,943	10,000	10,000	10,000	10,000
6304	Telephone	7,723	4,500	7,000	5,000	5,000
6401	Meeting & Prof Development	775	2,400	2,400	2,400	2,400
6402	Travel Expense/Reimbursement	382	6,000	6,000	6,000	6,000
6403	Training	3,946	15,290	15,290	19,000	20,000
6601	Postage	19	1,500	1,500	1,500	1,500
6703	Software Support/Development	6,392	10,000	7,500	8,000	8,000
6710	Special Contractual Services	40,315	129,685	114,685	60,000	60,000
6802	Info Tech Service Charges	47,405	50,997	50,997	38,078	33,545
6901	Printing and Binding	6,718	2,500	2,500	2,500	2,500
6902	Advertising	103	5,000	5,000	3,500	3,500
6907	Comms Service & Rental	61,235	63,492	63,492	66,430	69,645
6909	Subscriptions & Memberships	217	5,290	5,290	3,100	3,350
	TOTAL SERVICES	182,174	306,654	291,654	225,508	225,440
	SUPPLIES					
7001	Books & Supplies	283	5,000	5,000	5,000	5,000
7002	Office Supplies	258	3,500	3,500	4,000	4,000
7003	Awards/Recognition Prgm	-	1,500	1,500	1,500	1,500
7004	Uniform/Safety Clothing	1,087	12,000	7,500	12,000	12,000
7005	Photo & Copying Supplies	-	1,000	1,000	1,000	1,000
7101	Office Equipment & Furniture	347	1,500	3,000	2,000	2,500
7102	Small Tools & Equipment	63	13,566	16,566	5,000	5,000
7201	Hardware Maint/Replace	-	2,000	2,000	7,000	7,000
7204	Building/Grounds Maintenance	-	5,000	5,000	5,000	5,000
7205	Machinery & Equip. Maint.	-	2,200	2,200	2,000	2,000
7211	Computer Components	55	3,000	3,000	3,000	3,000
7807	Food	370	1,000	1,000	3,000	3,000
7810	Special Departmental Supplies	2,936	6,000	6,000	6,000	6,000
	TOTAL SUPPLIES	5,399	57,266	57,266	56,500	57,000

DEPARTMENT/DIVISION
COMMUNITY RISK REDUCTION

FUND
GENERAL FUND

ORGKEY
101251

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	FIXED ASSETS					
8706	All Other Equipment	-	-	15,000	-	-
	TOTAL FIXED ASSETS	-	-	15,000	-	-
	DIVISION TOTAL	532,249	1,263,370	995,277	1,122,139	1,162,245

Redlands Fire Department
Training Program

Program Description:

This division operates under the direction of the Deputy Chief and consists of 1 Shift Battalion Chief and is supported by 3 Shift Captains. This team is responsible for all aspects of developing, implementing, and documenting training strategies and exercises while meeting local, state, and federal requirements. This Division provides training and proficiency drills in various areas such as fire suppression, emergency medical care, infection control, hazardous materials response, technical rescue, water rescue operations, and wildland-urban interface fire suppression. The Training Division is also responsible for identifying individual and department level training needs to ensure we meet the challenges and necessities of the community we serve. No dedicated staff is assigned to this function.

The Training division manages the following programs:

- *California Firefighter Joint Apprenticeship Program:* An apprenticeship program which parallels the State Board of Fire Service and the National Fire Protection Association Standards (California Firefighter Joint Apprenticeship Committee – CAL-JAC).
- *Engineer/Captain Certification:* Engineer and Captain Certification programs provide an in house on-duty approach to developing personnel in the skills and experience necessary to become an Engineer and Captain.
- *Recruit Firefighter Testing Program:* Development, implementation, and delivery of entry level tests.
- *Crafton Hills College Reimbursement Program ISA:* Registration of fire department personnel, tracking and documentation of approved training hours, and participation in annual site visits by program administrator.
- *SBCTOA:* Maintain participation in the San Bernardino County Training Officers Association (SBCTOA). Ensuring that departmental training is collaborative and interoperable within our area of operation and response.

Program Objectives:

- Administer and ensure all minimum mandated training is provided for all members of the Fire Department.
- Ensure that each Company/ Individual meets an average of 20 hours training per person per month.
- Compile and maintain training records for all field operational personnel.
- Conduct regularly scheduled performance standard drills to enhance individual skills. This includes Fire Company functions and multi-company coordination for emergency application, including technical training, team training, officer training programs, and specialized equipment training.
- Schedule and conduct mandated Hazardous Materials 1st Responder training.
- Schedule and conduct mandated Wildland Fire Training.
- Submit Monthly CFFJAC (California Fire Fighter Joint Apprenticeship Committee) reports.
- Submit semester training hours, training documentation, department student rosters, and coordinate site visits with Crafton Hills Community College.
- Conduct Pre-Fire Planning and Industrial Facility Tours for personnel.
- Conduct single and multi-company training with Fire Departments throughout the region.
- Ensure succession training needs are met for all positions within the department.
- Schedule additional training as mandated by federal and state requirements.

- Coordinate recruitment and promotional manipulative examinations.
- Manage training materials at Fire Stations (i.e., training manuals, new textbooks & videos, accident/investigation reports from Firefighter injury or Fatality incidents, etc.)

Accomplishments for Fiscal Years 2022-2024:

- 19,536 Total training hours: Successfully provided department level training, meeting State and Federal requirements for a total of 19,536 training hours. Average training hours per person for 2023 was 355.
- Infection Control Training: 121 hours of training were recorded for infection control, bloodborne pathogens, and disease prevention. The Redlands Fire Department has taken an aggressive approach to ensure the safety of department personnel.
- Firefighter Rescue: Performed multi-day and multi-company drills on firefighter rescue. The drills focused on firefighter safety and survival, Rapid Intervention Crew operations, and the command and control of Mayday operations. These drills were performed at the K-Mart building as well as at Crafton Hills College.
- Confined Space Rescue Awareness: Performed departmental training on confined space rescue and reviewed key incident command positions. Confined space rescue is a high-risk operation that requires an understanding of OSHA regulations as well a variety of technical rescue skills.
- Rope Rescue: Performed rope rescue training in conjunction with implementation of new rescue equipment. Rope rescue is a high-risk operation that requires routine manipulative training.
- Wildland Firefighter Training: Performed wildland firefighting training that meets CICCS requirements. Wildland firefighting is a high-risk operation with multiple risk factors that requires dynamic training. Training was performed departmentally as well as in conjunction with Cal Fire, Crafton Hills College, and San Bernardino County Training Officers Association (SBCTOA).
- Tractor Drawn Aerial (TDA): Implemented training materials and certification process for the arrival of the TDA. Training was led by skilled department personnel who prepared all Redlands Fire Engineers for the new apparatus. Continued training will be conducted annually.
- Training Materials Development: Updated training materials for Probationary Firefighters. Materials provide fundamental training outlined by multiple resources including California State Fire Marshall (CSFM).
- Engineer and Captain Certification Program: Continued to update and manage the Engineer Candidate and Captain Candidate Certification process. The intent of the Engineer and Captain Candidate certification program is to create in house, on duty training opportunities and a succession path to assist those interested in obtaining a position of Engineer or Captain within the Redlands Fire Department.
- Promotional Testing: Redlands Fire Department was able to perform promotional testing for the positions of Fire Captain, Battalion Chief, and Deputy Chief. Several successful candidates were identified and ranked according to their performance based on industry and departmental standards. Qualified candidates were obtained through a culmination of efforts displayed by the dedicated training staff as well as by each candidate and their pursuit of improved service delivery.
- Promotional Testing: Redlands Fire was able to provide personnel to other local departments to assist with their promotional testing. We sent Battalion Chief's, Captains, and Engineers as proctors to local fire departments for Engineer, Captain, and Battalion Chief promotional tests. These opportunities of assistance provide an opportunity for networking and promote an environment of information sharing amongst local fire departments.

Training Courses Attended for Fiscal Years 2022-2024:

- Rio Hondo Regional Truck Academy (3 personnel): Attended a 2-week training course teaching forcible entry, rapid intervention crew tactics and firefighter survival, rope rescue, ventilation tactics, auto extrication, building construction, high rise fire tactics, thermal imaging camera tactics and elevator rescue.
- Swift Water Rescue training (4 personnel): Attended a 40-hour Advanced Swiftwater Rescue training course covering classroom and hands on training on technical rescue strategies and equipment involving waterways. This extensive course was done in the water in northern California and provided intensive rescue drills during lifelike scenarios.
- Fire Instructor training (8 personnel): Attended several instructor training courses in an effort to meet the CSFM requirement for personnel to become state fire instructors. This ability will also allow for a mechanism to validate departmental training by meeting CSFM curriculum during training exercises.
- Tactical Emergency Casualty Care (8 personnel): Attended a 16-hour TECC training course covering classroom and hands on training on trauma related medical care in hostile environments. This extensive course was done in San Diego and provided intensive rescue drills during lifelike active shooter scenarios.
- Peer Support Mental Health training (8 personnel): Attended several training classes to support the peer support cadre. Classes prepare members to assist department personnel when faced with mental health challenges.
- Fire Arson/ Investigator training (6 personnel): Attended several training classes outlined by CSFM for Fire Investigator certification. Classes develop Fire Investigator skillsets in order to determine the cause and origin of fires. Classes also prepare members to collaborate with RPD when dealing with arson suspects.
- Corona Auto Extrication (4 personnel): Attended a 3-day course covering hands-on practical training for vehicle extrication. The class involves various scenarios addressing scene safety, evaluation, extrication, and management. Participants acquired hands-on experience using various methods to stabilize and extricate occupants in vehicles which are on their side, upside down, or on other vehicles or barriers. Operations included using hydraulic extrication tools to cut, spread, and tear metal vehicle components.

Interagency Training for Calendar Year 2023:

- Redlands Fire participated in a multiagency wildland fire training drill held in May by the SBCTOA trainers over a 2-day period. The drill provided hands on training in the wildland urban interface and provided the opportunity for Redlands personnel to participate in command positions. As a participant in the multiagency drill, Redlands provided proctors to facilitate the training and evaluation of attending agencies.

Training Goals for Fiscal Year 2024-2026:

- Training Courses: Department members shall attend training courses that align with the overall program objectives that allow for career development, emergency response skill enhancement, and instructor development.
- Succession Planning and Training: Continue to develop members for promotional opportunities. The goal is to implement a Professional Development Guide that assists each member in plotting their career aspirations. This in turn will enable the department to maintain quality service delivery through employee preparation.
- Training Reimbursement Programs: Continue participation in training reimbursement programs such as ISA through Crafton Hills College and Cal-JAC. These programs generate training funds that reimburse the City as well as the department. These funds are aimed at continuing departmental training efforts.
- Fire Instructor training: Continue the effort to meet the CSFM requirements for personnel to become state fire instructors. By obtaining this level of training, RFD personnel will be able to issue CSFM certifications during departmental training, thereby reducing training expenses in the long term. This ability will also allow for a mechanism to validate departmental training by meeting CSFM curriculum during training exercises.
- Active Shooter Training: Continue to partner with RPD and RUSD for active shooter and tactical response training. The goal is to develop relationships and a better understanding of each organization's roles during hostile events.
- Interagency Training: Maintain involvement with local fire agencies and continue regional training ensuring interoperability and cohesive mutual aid responses.
- Training Facility Contract: Further strengthen relationships with administrators at Crafton Hills College (CHC) in an effort to pursue a contract for usage of their new training tower. CHC has been a valued partner in our fire personnel training. The goal will be to seek a mutually beneficial contract to allow our personnel to utilize their facility until the City of Redlands can provide our own training facility.
- Training Facility: Begin the research and foundational planning for a training tower and training site for the Redlands Fire Department. We currently do not have a training facility which requires us to use random sites through the city to accomplish training. A training facility would ensure that national, state, and regional training requirements are met. Currently some of this required training is unable to be accomplished, for example, Live Fire training.

DEPARTMENT/DIVISION
FIRE TRAINING

FUND
GENERAL FUND

ORGKEY
101252

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services	-	5,250	5,250	5,250	5,250
6401	Meeting & Prof Development	-	8,000	7,505	8,000	8,000
6402	Travel Expense/Reimbursement	3,749	8,000	18,000	8,000	8,000
6403	Training	23,674	34,300	14,739	50,000	50,000
6703	Software Support/Development	-	2,000	2,000	2,000	2,000
6710	Special Contractual Services	6,191	18,000	2,960	18,000	18,500
6901	Printing and Binding	-	2,500	2,500	2,500	2,500
6902	Advertising	-	1,500	1,500	1,600	1,600
6909	Subscriptions & Memberships	1,497	4,125	3,875	4,000	4,000
	TOTAL SERVICES	35,111	83,675	58,329	99,350	99,850
	SUPPLIES					
7001	Books & Supplies	-	3,000	2,882	3,000	3,000
7002	Office Supplies	-	1,000	1,000	1,500	1,500
7004	Uniform/Safety Clothing	3,698	4,500	3,461	4,500	4,500
7005	Photo & Copying Supplies	-	1,000	1,000	2,000	2,000
7102	Small Tools & Equipment	2,631	6,000	6,000	6,500	6,500
7211	Computer Components	-	5,000	5,000	5,000	5,000
7807	Food	580	3,150	1,809	3,150	3,150
7810	Special Departmental Supplies	1,391	3,000	1,079	3,000	3,000
7812	Audio-Visual Materials	-	1,200	1,200	1,000	1,000
	TOTAL SUPPLIES	8,299	27,850	23,431	29,650	29,650
	DIVISION TOTAL	43,410	111,525	81,760	129,000	129,500

Fire
Emergency Preparedness

Program Description:

The Emergency Management and Preparedness Program has the task of planning and preparing all City departments, residents, and businesses for man-made and natural emergencies. The Emergency Operations division utilizes planning, training, and exercises to continually develop and sustain the City's mitigation, preparedness, response, and recovery capabilities. These capabilities minimize the loss of life and property and protect the environment from emergencies and significant disruptions. The Emergency Operations Division works with the city departments, other local municipalities, and an array of community-based organizations to ensure that the city and its residents have the resources and information they need to prepare, respond and recover from emergencies, disasters, and significant events.

Program Objectives:

- Update and maintain the City's Emergency Operations Flood and Local Hazard Mitigation Plan, Continual maintenance of the plan is required for the City to receive grant funding opportunities, as well as disaster recovery monies after an emergency, from the State of California and the Federal Government.
- Develop and coordinate with the American Red Cross, Redlands Unified School District, and the County of San Bernardino Office of Emergency Services on the mass care and sheltering needs of the city, as well as evacuation processes of the citizens within the city and their animals. The sheltering and evacuation needs will include the Access and Functional Needs community.
- Maintain and operate a viable Emergency Operations Center to ensure the readiness of the city.
- Coordinate with appropriate federal, state, and other local agencies, as well as applicable segments of private sector entities and volunteer agencies.
- 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.
- Standardized Emergency Management Systems (SEMS) and the National Incident Management System (NIMS).
- Develop NIMS compliance training program for all City employees.
- Develop an exercise program to include Tabletop, functional and full-scale training for 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 Faith-Based Community for donation management needs.

Accomplishments for Calendar Year 2023:

- Upgraded mobile communications.
- Upgraded the Alert system to new system.
- Continued with Disaster Council by brining in different agencies to show how we work together.

    - 4 Disaster Council Meetings.
- Upgraded training and incident response trailers.
- Taught 3 CERT Classes
    - 2 English Classes
    - 1st Spanish Class.
- Prepared CERT volunteers
    - Continued with training every other month.
    - Issued Medical bags for them to be ready to deploy.
- Provided Emergency Management Support to the following Incidents:
    - Worked with GIS to monitor the 4th of July reporting.
    - Continued to train the Evacuation Coordinators
    - Maintain continuity of operations.
    - Exercises with other city agencies. 3 tabletops.
- Continue to participate in events through out the city to promote:
    - New Alert system
    - Disaster preparedness
    - CERT Classes
    - 15 events total in the City.
- Managed the Emergency Management Program Grant
    - $22,159 FY2022
- Working on upgrading plans
    - Started working on the Recovery Plan

DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

FUND
GENERAL FUND

ORGKEY
101254

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	4,464	29,617	28,797	29,259	29,845
5202	Holiday Pay	258	-	-	-	-
5203	Bonus	1,225	-	-	-	-
5204	Accrual Payout	258	-	276	-	-
5301	Banked Leave Buy Back	-	236	552	844	861
5401	Pension Contributions	7,677	7,805	8,557	9,257	8,989
5501	FICA/Medicare	1,980	1,897	2,282	2,307	2,353
5601	Deferred Compensation	301	301	420	420	420
5701	Health/Dental Insurance	4,120	8,882	6,721	6,928	7,040
5702	Workers' Comp Insurance	2,766	2,991	2,991	-	-
5704	Unemployment Insurance	28	152	152	152	152
5705	Life Insurance	22	22	22	22	22
5802	Eyecare Reimbursement	132	79	79	105	105
5903	Other Taxable Benefits	326	766	471	473	473
	TOTAL SALARIES AND BENEFITS	23,556	52,748	51,320	49,767	50,260
	SERVICES					
6106	Other Professional Services	4,900	4,000	2,500	3,500	4,000
6304	Telephone	3,298	4,000	4,000	3,500	3,500
6401	Meeting & Prof Development	786	5,000	5,000	4,000	4,000
6402	Travel Expense/Reimbursement	2,933	2,500	3,500	3,000	3,000
6403	Training	1,169	3,000	3,000	3,000	3,000
6601	Postage	1	500	500	500	500
6703	Software Support/Development	-	600	600	500	600
6708	Special Program Expenditures	248	2,500	2,500	2,500	2,500
6710	Special Contractual Services	2,500	3,000	20,000	74,950	53,000
6802	Info Tech Service Charges	11,851	12,749	12,749	7,616	6,709
6803	City Garage Charges	3,696	3,944	3,944	-	-
6901	Printing and Binding	4,698	2,500	3,000	2,500	2,500
6909	Subscriptions & Memberships	371	1,000	1,000	1,000	1,000
	TOTAL SERVICES	36,452	45,293	62,293	106,566	84,309
	SUPPLIES					
7002	Office Supplies	1,183	3,000	3,000	1,500	2,000
7004	Uniform/Safety Clothing	3,988	10,000	10,000	8,000	8,000
7005	Photo & Copying Supplies	768	2,500	2,500	2,500	2,500
7101	Office Equipment & Furniture	307	105,500	105,500	2,500	2,500
7102	Small Tools & Equipment	4,792	5,000	6,200	5,000	5,000
7203	Office Equipment Maintenance	-	2,000	2,000	2,000	2,500
7208	Repair/Maintenance Supplies	542	2,000	2,000	2,000	2,000
7209	Janitorial Supplies	13	1,500	1,500	1,000	1,200
7211	Computer Components	454	173,000	111,000	3,000	3,000
7804	Medical Supplies	5,188	25,000	23,800	15,000	15,000
7807	Food	6,590	5,000	7,700	5,000	5,000
7810	Special Departmental Supplies	10,266	10,000	10,000	10,000	10,000
7812	Audio-Visual Materials	-	3,000	300	3,000	3,000
	TOTAL SUPPLIES	34,089	347,500	285,500	60,500	61,700

DEPARTMENT/DIVISION
EMERGENCY PREPAREDNESS

FUND
GENERAL FUND

ORGKEY
101254

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	FIXED ASSETS					
8701	Office Furniture	-	150,000	150,000	-	-
8702	Office Equipment	-	200,000	200,000	-	-
	TOTAL FIXED ASSETS	-	350,000	350,000	-	-
	DIVISION TOTAL	94,097	795,541	749,113	216,833	196,269
	DEPARTMENT TOTAL	17,389,782	29,368,427	27,434,372	22,409,347	23,957,345

DEPARTMENT/DIVISION
FIRE DEPARTMENT GRANTS

FUND
GENERAL FUND

ORGKEY
200250

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	22,159	38,367	16,208	-	-
	TOTAL SALARIES AND BENEFITS	22,159	38,367	16,208	-	-
	SERVICES					
6910	Labor	-	-	4,980	-	-
6912	Reimbursed Expenditures	(500)	(201,875)	(201,875)	-	-
	TOTAL SERVICES	(500)	(201,875)	(196,895)	-	-
	SUPPLIES					
7810	Special Departmental Supplies	8,302	42,828	48,605	-	-
7901	Non-Capital Expenditures	-	256,667	256,667	-	-
	TOTAL SUPPLIES	8,302	299,495	305,272	-	-
	FIXED ASSETS					
8301	Construction In Progress	7,180	-	-	-	-
8501	Other Betterments/Improv	-	397,570	397,570	-	-
8706	All Other Equipment	5,149	481,250	476,270	-	-
	TOTAL FIXED ASSETS	12,329	878,820	873,840	-	-
	DEPARTMENT TOTAL	42,290	1,014,807	998,425	-	-

Fire
Emergency Medical Services

Program Description:

Overseen by the Deputy Chief and consists of an Emergency Medical Service Coordinator. The EMS Coordinator ensures compliance with federal, state, and county procedures and protocol as well as keeps pace with increased demands for service.

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

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

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

- Emergency Medical Technician (EMT Program)

The certification of Emergency Medical Technician is considered the basic level of prehospital emergency care in the modern-day Fire/Emergency Medical Service. This level of certification is the minimum standard for all Redlands Fire Department Suppression personnel. The responsibilities and scope of practice for the EMT are outlined in Title 22, Division 9 of the California Code of Regulations, which includes the following:

- Evaluate the ill and injured
- Render basic life support, rescue, and emergency care to patients
- Obtain diagnostic signs to include, but not be limited to, temperature, blood pressure, pulse, and respiration rates, pulse oximetry, level of consciousness, and pupil status
- Perform cardiopulmonary resuscitation (CPR), including the use of mechanical adjuncts to basic cardiopulmonary resuscitation
- Administer oxygen
- Use the following adjunctive airway and breathing aids:
  - Oropharyngeal airway
  - Nasopharyngeal airway
  - Suction devices
  - Basic oxygen delivery devices for supplemental oxygen therapy including, but not limited to, humidifiers, partial rebreathers, venture masks, and manual and mechanical ventilating devices designed for prehospital use including continuous positive airway pressure

- Use various types of stretchers and spinal immobilization devices
- Provide initial prehospital emergency care of trauma, including, but not limited to:
  - Bleeding control through the application of tourniquets
  - Use of hemostatic dressings
  - Spinal immobilization
  - Seated spinal immobilization
  - Extremity splinting
  - Traction splinting
- Administer over the counter medication when approved by the medical director of the LEMSA, including, but not limited to:
  - Oral glucose or sugar solutions
  - Aspirin
- Extricate entrapped persons
- Perform field triage
- Mechanical patient restraint
- Set up for Advance Life Support (ALS) procedures, under the direction of a Paramedic
- Perform automated external defibrillation
- Assist patients with the administration of physician-prescribed devices including, but not limited to patient-operated medication pumps, sublingual nitroglycerine, and self-administered emergency medications including epinephrine devices

- Paramedic Program:

The Redlands Fire Department deploys at least one Paramedic on every emergency response vehicle, who is the primary patient caregiver on all emergency medical responses within the city. The Paramedic's scope of practice includes basic and advanced skills focused on the acute management and transportation of patients. This also includes invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies.

Under Title 22, Division 9 of the California Code of Regulations, the following are the minimum psychomotor skills of the Paramedic (including all skills within the EMT level):

- Utilize electrocardiographic devices and monitor electrocardiograms, including 12-lead electrocardiograms (ECG)
- Perform defibrillation, synchronized cardioversion, and external cardiac pacing
- Visualize the airway by use of the manual or video laryngoscope and remove the foreign body with Magill forceps
- Perform pulmonary ventilation by use of lower airway multi-lumen adjuncts, the esophageal airway, perilaryngeal airways, stomal intubation, and adult oral endotracheal intubation
- Utilize mechanical ventilation devices for continuous positive airway pressure (CPAP)/bi-level positive airway pressure (BPAP) and positive end-expiratory pressure (PEEP) in the spontaneously breathing patient
- Use airway adjuncts to assist in maintaining adequate ventilation with the use of capnography devices, intrathoracic threshold devices, and HEPA-filters
- Institute intravenous (IV) catheters, saline locks, needles, or other cannula (IV lines), in peripheral veins and monitor and administer medications through a pre-existing vascular access
- Institute interosseous (IO) needles or catheters
- Administer IV or IO glucose solutions or isotonic balanced salt solutions, including Ringer's lactate solution
- Obtain venous blood samples

- Use laboratory devices, including point of care testing, for pre-hospital screening, used to measure lab values including, but not limited to, glucose, capnometry, capnography, and carbon monoxide when appropriate authorization is obtained from State and Federal agencies, including from the Centers for Medicare and Medicaid Services according to the Clinical Laboratory Improvement Amendments (CLIA)
- Utilize Valsalva maneuver
- Perform percutaneous needle cricothyroidotomy
- Perform needle thoracotomy
- Perform nasogastric and orogastric tube insertion and suction
- Monitor thoracotomy tubes
- Monitor and adjust IV solutions containing potassium, equal to or less than 40 mEq/L
- Administer approved medications by the following routes: IV, IO, intramuscular, subcutaneous, inhalation, transcutaneous, rectal, sublingual, endotracheal, intranasal, oral, or topical
- Administer, using prepackaged products when available, the following medications:
  - 10% dextrose, adenosine, aerosolized or nebulized beta-2 specific bronchodilators, aspirin, atropine sulfate, calcium chloride, diphenhydramine hydrochloride, epinephrine, fentanyl, glucagon, ipratropium bromide, ketamine, lidocaine hydrochloride, magnesium sulfate, midazolam, naloxone hydrochloride, nitroglycerine preparations, ondansetron, tranexamic acid, and sodium bicarbonate.

RFD Paramedics are held to a higher standard in terms of minimum certifications/qualifications. In addition to the state and local mandates for recertification, RFD requires all Paramedics to maintain a valid Handtevy Pediatric certification card. Once the minimum standards are met, the Emergency Medical Services Authority will issue a valid license, at the state level. In addition to state licensure, Paramedics must also hold a valid license under the Local Emergency Medical Services Authority (LEMSA). The LEMSA for the RFD is the Inland Counties Emergency Medical Agency (ICEMA), located in San Bernardino.

- Advanced Cardiac Life Support (ACLS) Recertification Program*:*

The Inland Counties Emergency Medical Agency (ICEMA), which is the Local Emergency Medical Services Authority (LEMSA), mandates that all Paramedics within its region maintain a valid Advanced Cardiac Life Support (ACLS) certification. The American Heart Association is the organization that prints the curriculum and conducts the research and development to ensure Paramedics are providing the most up-to-date care about cardiac events. An ACLS certification is valid for two years. ACLS certification requires:

- Basic life support skills, including effective chest compressions, use of a bag-mask device, and use of an AED
- Recognition and early management of respiratory and cardiac arrest
- Recognition and early management of peri-arrest conditions such as symptomatic bradycardia
- Airway management
- Related pharmacology
- Management of ACS and stroke
- Effective communication as a member and leader of a resuscitation team.

RFD currently has seven (7) certified ACLS instructors to provide this mandated training. This training requires the use of skills mannequins, airway training tools, EKG rhythm generators, and current edition instructor manuals with DVD instruction. RFD currently offers a minimum of six (6) recertification classes every two years, to cover all current RFD Paramedics.

- Handtevy Pediatric Recertification Program:

The Handtevy Pediatric certification is a course created by Dr. Antevy. Although possession of this certification is not a state or local mandate, to maintain Paramedic licensure, the Redlands Fire Department requires all Paramedics to maintain this certification as a commitment to excellence. The RFD recognizes that pediatric medical emergencies present different and complex challenges in the management of prehospital care. handtevy certification requires:

  - High-quality Child CPR AED and Infant CPR
  - Recognition of patients who do and do not require immediate intervention
  - Recognition of cardiopulmonary arrest early and application of CPR within 10 seconds
  - Apply team dynamics
  - Differentiation between respiratory distress and failure
  - Early interventions for respiratory distress and failure
  - Differentiation between compensated and decompensated (hypotensive) shock
  - Early interventions for the treatment of shock
  - Differentiation between unstable and stable patients with arrhythmias
  - Clinical characteristics of instability in patients with arrhythmias
  - Post–cardiac arrest management

This certification is valid for two years. RFD currently has seven (7) certified Handtevy instructors to provide this training. This training requires the use of pediatric/child skills mannequins, pediatric/child airway training tools, EKG rhythm generators, and current edition instructor manuals with DVD instruction. RFD currently offers a minimum of six (6) recertification classes every two years, to cover all current RFD Paramedics.

- Event Medic: Provides public safety and event medics to large events within the city. The medics provide Advanced Life Support EMS care to citizens and participants at events including the Redlands Bicycle Classic, Hangar 24 Air Show, Believe Walk, and A Run through Redlands (ICEMA).

- Cardiopulmonary Resuscitation-Internal Program: Each employee is required to maintain CPR certification, allowing CPR training to be taught in-house (AHA).

- Infectious Control: Responsible for the administration of the Infection Prevention and Control Program, which includes the identification, investigation, reporting, prevention, and control of nosocomial infections for personnel. Responsible for coordinating in-service programs related to infection prevention and control. The program is mandated by the Ryan White Act (CFR, Cal-OSHA, CDC, OSHA 1910, 130).

- Emergency Medical Services Quality Improvement Program: The quality improvement program maintains the regulatory requirement of quality assurance/ improvement for all personnel who perform emergency medical care to the sick and injured. The program is closely monitored as required by the Inland Counties Emergency Medical Services Agency, State Emergency Medical Authority, and California Code of Regulations, Title 22 (EMSA, ICEMA).

- ePCR: Management of the continued education of updates of the ICEMA mandated Electronic Patient Care Record System (ICEMA) RFD personnel are heavily involved in the ePCR working group and assist in updates, maintenance, and training of the program.

- Vaccination Administration Program: The Redlands Fire Department recently received local optional scope vaccination program approval through ICEMA to support EMT and EMT-P COVID-19 Intramuscular vaccination efforts in collaboration with the Redlands Community Hospital.

Program Objectives:

- Promote the highest standards of rapid response, patient evaluation, and emergency care possible.
- Provide ongoing training, recertification, and paramedic licensure oversight to ensure uninterrupted program delivery.
- Function as liaison for the City with County and State health care agencies.
- Provide strategic and tactical judgments regarding Citywide EMS resource coordination and delivery.
- Monitor and coordinate Safety Employee Bloodborne Pathogen/Exposure/Infection Control program. Operations Fire Captain Rob Sandberg and Engineer Brad Byers serve as Infection Control Officers as Ancillary Duties to assist the EMS Coordinator.
- Continue to conduct, monitor, and evaluate emergency medical technician training and operations as set forth by policy, procedure, and mandated protocol.
- Provide staff recommendations concerning EMS and related incident management functions.
- Coordinate City EMS functions with Department Medical Director.
- Evaluate, monitor, and coordinate the Fire Department Paramedic program.
- Complete T/B mask fitting for personnel per OSHA regulations.
- Maintain OSHA vaccination records and provide access to obtain titers and vaccinations as needed or requested.
- Continue to monitor and evaluate Citywide Automatic External Defibrillator Program.
- Administer, monitor, and oversee Paramedic Quality Improvement Program.
- Coordinate specific medical training with local ambulance providers.
- Continue to provide advanced life support to the community in the most economical way feasible.
- Continue to provide input at the County level with regional changes affecting EMS.
- Continue to advance medical equipment to maintain optimal functionality to provide the best and most efficient care to our communities.
- Continue to monitor the UCapIt vending machines at all fire stations for restocking purposes to improve inventory tracking and decrease unnecessary budgetary replacement costs.
- Continue to monitor the PS Trax controlled substance tracking software to improve the system in line with DEA requirements.
- Continue to advance training equipment and programs to align with current AHA and resuscitation academy recommendations for feedback and simulation devices to simulate real-life training scenarios.
- Continue to align with the RUSD to provide Stop the Bleed Training to all RUSD staff and students (post-COVID).

Significant Program Changes:

- The EMS Coordinator has conducted post-incident quality assurance review and training for paramedic and emergency medical technician personnel. The QA/QI program has identified residents who are frequent users of our emergency medical services and now assists them in accessing resources specific to their needs and condition. This lowers the demand for emergency services and keeps resources available for more pressing emergencies. Implementation of electronic patient care record-keeping systems in coordination with Inland Counties Emergency Medical Agency is continuing. Through CONFIRE, the Fire Department is now a party to an agreement with the Inland Counties Emergency Medical Agency and San Bernardino County Information Services Department that allows for more efficient centralization of response records.
- In-house paramedics have been certified to instruct both Advanced Cardiac Life Support and Pediatric Life Support to Paramedics, saving the City money.
- The Event Medic program has expanded to include Fireline Paramedics and EMTs who serve our community as well as other communities when called upon in time of disaster or fire.
- Continue to improve the City's infectious disease control plan to include specific procedures in the event of an outbreak in our city.

Accomplishments for Fiscal Years 2022-2024:

- Continued implementation of robust QI/QA program monitoring all cardiac arrests (to include CARES registry/Utstein parameters), strokes, STEMIs, TXA administrations, Narcan administrations, advanced procedures/medications, AMAs, controlled substance administrations, aspirin not administered in cardiac cases, epinephrine administrations, intubations, and capnography utilizations, pediatric incidents, trauma incidents, submersion incidents, incidents with low (less than 100%) validity.
- Advancement of the High-performance CPR program with the addition of the ZOLL impedance threshold device.
- Monitoring and re-training of Handtevy program. Trained seven (7) personnel in Handtevy Instructor course for updated pediatric advanced training for the department.
- Re-education of PS Trax software for controlled substance tracking.
- Movement of backup (line-medic) gear for inventory and budget tracking.
- Update Exposure Control Plan and Exposure Packets.
- Update Infectious Disease Plan and Protocols.
- Assist in the continuation of SB County COVID-19 Incident Management Team for protocol development, agency liaison monitoring, COVID-19 swabbing, and vaccinations.
- Updated ACLS instructor training.
- Updated AHA and Handtevy training material and equipment.
- Continued implementation of EMS training program with outside, peer, and EMS Coordinator instruction.
- Continued implementation of Firefighter Rehab program overseen by EMS Coordinator – procurement of rehab equipment, nutrition, and hydration.
- Development of paramedic equipment replacement program (for outdated, damaged equipment)
- Continued monitoring of waste disposal program.
- Development of community COVID-19 vaccine program alongside Redlands Community Hospital, Redlands Police Department, Redlands Unified School District, University of Redlands, and ESRI.

- Assist in the implementation of the Emergency Community Nurse System at the dispatch center.
- Development and implementation of the Naloxone Leave Behind Program.
- Participation in the statewide Pediatric Emergency Care Coordination Program.
- Implementation and submission for AHA: Mission Lifeline Recognition.
- Development and implementation of new hire and probational program.
- Submission of personnel recognition through Handtevy Challenge Coins and EMSA EMS Awards.

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND
EMERGENCY MEDICAL SERVICES FUND

ORGKEY
205250

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	2,026,232	2,974,113	2,049,660	2,451,409	2,572,869
5003	Labor Code Sec 4850	15,895	100,000	25,000	25,000	30,000
5101	Overtime Salaries	123,705	180,000	180,000	180,000	180,000
5102	O.T. Reimbursable	108,394	185,000	100,000	115,000	120,000
5103	Constant Staffing	740,118	700,000	750,000	750,000	800,000
5202	Holiday Pay	66,931	-	62,680	-	-
5203	Bonus	3,500	-	-	-	-
5204	Accrual Payout	8,305	-	12,589	-	-
5301	Banked Leave Buy Back	10,819	162,424	4,064	145,788	187,307
5401	Pension Contributions	392,130	644,161	388,701	458,752	476,941
5501	FICA/Medicare	52,061	48,041	51,912	46,849	49,386
5601	Deferred Compensation	82,421	76,969	31,725	71,077	73,450
5701	Health/Dental Insurance	268,035	563,906	329,509	472,622	475,570
5702	Workers' Comp Insurance	351,912	380,485	380,485	256,568	265,494
5703	Disability Insurance	24,445	29,108	25,793	27,334	29,096
5704	Unemployment Insurance	1,844	10,850	9,114	9,548	9,548
5705	Life Insurance	1,250	1,575	1,144	1,386	1,386
5802	Eyecare Reimbursement	-	225	225	300	300
5803	Clothing Allowance	19,800	26,400	26,400	24,200	24,200
5903	Other Taxable Benefits	3,390	59,276	5,149	4,950	4,950
5904	Tuition Reimbursement	-	-	735	-	
	TOTAL SALARIES AND BENEFITS	4,301,186	6,142,533	4,434,885	5,040,783	5,300,497
	SERVICES					
6005	License & Permits	6,862	6,500	6,500	6,500	6,500
6105	Medical/Physicals	1,699	2,500	2,500	2,000	2,500
6106	Other Professional Services	19,218	28,000	28,000	28,000	28,000
6401	Meeting & Prof Development	2,283	5,800	5,800	5,800	5,800
6402	Travel Expense/Reimbursement	3,485	6,500	6,500	6,500	6,500
6403	Training	295	2,400	5,400	3,000	3,500
6601	Postage	72	800	800	600	800
6703	Software Support/Development	9,544	17,800	17,800	16,400	17,800
6710	Special Contractual Services	-	5,000	5,000	4,000	5,000
6802	Info Tech Service Charges	224,947	241,993	241,993	167,543	147,597
6803	City Garage Charges	73,165	78,093	92,347	110,135	114,736
6804	General Govt Service Charge	226,466	237,790	237,790	619,635	641,322
6901	Printing and Binding	54	3,500	3,500	3,000	3,500
6902	Advertising	-	2,000	2,000	2,000	2,000
6907	Comms Service & Rental	269,436	279,365	279,365	305,578	320,367
6909	Subscriptions & Memberships	8,448	10,420	10,420	9,920	10,420
	TOTAL SERVICES	845,974	928,461	945,715	1,290,611	1,316,342

DEPARTMENT/DIVISION
EMERGENCY MEDICAL SERVICES

FUND
EMERGENCY MEDICAL SERVICES FUND

ORGKEY
205250

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7001	Books & Supplies	596	1,000	1,000	800	1,000
7002	Office Supplies	160	1,500	1,500	1,200	1,500
7003	Awards/Recognition Prgm	1,510	2,000	2,000	2,000	2,000
7004	Uniform/Safety Clothing	3,205	19,406	19,406	19,000	19,000
7101	Office Equipment/Furniture	269	3,500	3,500	3,000	3,500
7102	Small Tools & Equipment	426	8,500	8,500	8,000	8,500
7205	Machinery & Equip. Maint.	29,355	31,800	31,800	31,800	31,800
7208	Repair/Maintenance Supplies	-	1,500	1,500	1,000	1,500
7209	Janitorial Supplies	-	1,000	1,000	1,000	1,000
7211	Computer Components	-	4,500	4,500	4,000	4,500
7213	Motor Vehicle Supplies	-	1,500	1,500	1,000	1,500
7804	Medical Supplies	89,638	101,200	101,200	101,200	101,200
7807	Food	2,070	1,500	1,500	1,500	1,500
7810	Special Departmental Supplies	10,567	20,000	17,000	25,000	30,000
	TOTAL SUPPLIES	137,796	198,906	195,906	200,500	208,500
	FUND TOTAL	5,284,956	7,269,900	5,576,506	6,531,894	6,825,339

Fire
Household Hazardous Waste

Program Description:

The Household Hazardous Waste Program provides for the proper disposal of hazardous materials that might otherwise end up in landfills or wastewater treatment facilities. The program provides personnel with the proper training and equipment to properly evaluate, accept, document, and recycle household hazardous waste. The Household Hazardous Waste Program exemplifies the City of Redlands' environmentally friendly approach by collecting and recycling hazardous substances and electronic equipment. The San Bernardino County Fire Protection District now oversees and administers the Household Hazardous Waste Program and the maintenance of the facility. This very successful program was used by approximately 3874 participants in 2023.

The San Bernardino County Fire Protection District operates and manages the following programs:

- *E-Waste Recycling:* This program runs in conjunction with the Household Hazardous Waste Program and is operated by the SBCFPD.
- *Household Hazardous Waste Disposal Program:* Redlands was the first city within San Bernardino County to begin offering this service and has been operating for twenty-one years in conjunction with San Bernardino County. Funds collected through this program pay for disposal, training, and operational needs within the department as it relates to hazardous materials (SARA, OSHA, RCRCA, TSCA, DOT, California Health and Safety Code). As of March 2020, the City ceded the program to SBCFPD by way of an amendment to the original contract set to expire June 30, 2022. SBCFPD now operates the Redlands HHW location on behalf of the City.

Program Objectives:

- Continue operation and maintenance of the Household Hazardous Waste Collection site each Saturday, from 9:00 a.m. to 2:00 p.m., for the citizens of Redlands
- Continue the safe collection, categorization, lab packaging, and storage of household hazardous waste collection for proper disposal
- Provide training and equipment to operate an Emergency Hazardous Material Response Team
- Provide all department personnel with State mandated annual refresher training for Hazardous Materials First Responders in compliance with CFR 1910
- Continue to collaborate with San Bernardino County Household Hazardous Waste to provide outreach and public education regarding the proper disposal of hazardous materials used in the home
- Seek State and/or Federal grants to help fund programs
- Continue site inventory control and monitoring
- Coordination of inter-agency waste disposal programs
- Maintain State and County mandated certification and program elements

Accomplishments for Calendar Year 2023:

- Approximately 3,874 countywide residents used the program in 2023 including 3,128 Redlands residents.
- Collection and proper disposal of 213,455 (pounds) of Household Hazardous Waste including used motor oil and oil products.
- Collected 59,468.56 pounds of electronic waste.
- Collection and disposal of:
  - 42,050.64 lbs. of Latex Paint
  - 19,424.41 lbs. of Oil Base Paints
  - 11,313.12 lbs. of Flammable Liquids/ Solids
  - 2,561.46 lbs. of Bulked Flammable Liquids
  - 2,988.37 lbs. of Poison
  - 1,280.73 lbs. of Corrosive Acids
  - 213.46 lbs. of Corrosive bases
  - 640.37 lbs. of Oxidizers
  - 2,348.01 lbs. of Aerosols
  - 1,280.73 lbs. of Home Generated Sharps
  - 4,482.56 lbs. of Antifreeze
  - 5,549.83 lbs. of Lead/ Acid batteries
  - 4,439.86 lbs. of Household Batteries
  - 1,494.19 lbs. of NiCad batteries
  - 16,862.95 lbs. of Motor Oil/ Oil products
  - 768.44 lbs. of Oil Filters
  - 22,839.69 lbs. of Cathode Ray Tubes (CRT)
  - 59,468.56 lbs. of Electronic Waste
  - 1,280.73 lbs. of Fluorescent Tubes
  - 853.82 Compressed Gas Cylinders
  - 1,707.64 lbs. of Cooking Oil
  - 1,921.10 lbs. of Pharmaceuticals
  - 4,482.56 lbs. of Waste Exchanged Materials
  - 3,201.83 lbs. of other hazardous materials

DEPARTMENT/DIVISION
HOUSEHOLD HAZARDOUS WASTE

FUND
HOUSEHOLD HAZARDOUS WASTE FUND

ORGKEY
206250

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5702	Workers' Comp Insurance	-	1,439	-	-	-
	TOTAL SALARIES AND BENEFITS	-	1,439	-	-	-
	SERVICES					
6106	Other Professional Services	161	-	-	-	-
6710	Special Contractual Services	133,870	139,000	139,000	143,059	148,424
6804	General Govt Service Charge	6,755	7,093	7,093	9,016	9,332
	TOTAL SERVICES	140,786	146,093	146,093	152,075	157,756
	SUPPLIES					
7102	Small Tools & Equipment	-	500	500	500	500
	TOTAL SUPPLIES	-	500	500	500	500
	FUND TOTAL	140,786	148,032	146,593	152,575	158,256

A. K. Smiley Public Library

Mission Statement:

The mission of the A. K. Smiley Public Library is to inspire lifelong learning by providing free and open access to information, thereby enhancing the community of Redlands. We accomplish this mission by providing access to:

- Current and classic books, periodicals, and audiovisual material for circulation to adults, teens, and children
- E-books, audiobooks, films, and electronic reference databases
- A diverse range of informational, educational and entertainment programming including in our Assembly Room and Contemporary Club facility
- Free usage of computers and high-speed Internet
- The Lincoln Memorial Shrine, a museum/library dedicated to Abraham Lincoln and the American Civil War
- The Museum of Redlands, which in the spring of 2025 will open as a museum dedicated to preserving the history and culture of our community
- The Adult Literacy Program, which assists those who seek to improve their reading, writing and conversational skills
- Smiley Heritage Tours, which provides cultural bus tours of Redlands to all fourth graders in the Redlands Unified School District area

Current Projects:

- Collaborating with FCS on installation of a new elevator and fire suppression door in the library's lower level (CSP priority C)
- Collaborating with the Redlands Historical Museum Association to open the Museum of Redlands in the spring of 2025, including exhibit creation (City Strategic Plan CSP priority A and C)
- Collaborating with the First Baptist Church to develop a new partnership to hold adult literacy meetings and events at their facility (CSP priority A and C)
- Expanding our programming, building on the success of such events as Smiley LIVE! Library Days, Family Day and our Dia de los Muertos celebration (CSP priority A and C)

Major Completed Projects:

- Expansion of the summer reading program from one (1) day a week to two (2) days a week for eight (8) weeks (CSP priority A and C)
- Installation of a new boiler which provides more ecologically efficient heating (CSP priority D)
- Formulation and adoption of the five-year library strategic plan by the Library Board of Trustees (CSP priority A and C)

DEPARTMENT/DIVISION
LIBRARY ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101190

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	1,456,379	1,856,466	1,624,639	1,803,657	1,875,843
5002	Salaries: Part-Time	196,845	277,389	225,161	257,000	257,000
5101	Overtime Salaries	-	-	49	-	-
5202	Holiday Pay	15,043	-	22,220	-	-
5204	Accrual Payout	30,917	-	3,948	-	-
5301	Banked Leave Buy Back	15,189	40,017	39,737	39,055	49,592
5401	Pension Contributions	434,566	454,345	485,172	556,175	550,765
5501	FICA/Medicare	132,184	133,515	142,499	158,042	163,964
5601	Deferred Compensation	17,195	14,355	16,619	44,496	31,386
5701	Health/Dental Insurance	253,275	407,085	327,470	384,066	390,305
5702	Workers' Comp Insurance	76,076	82,252	82,252	91,960	95,160
5703	Disability Insurance	6,129	6,360	7,844	10,330	10,786
5704	Unemployment Insurance	3,112	15,190	27,759	16,926	16,926
5705	Life Insurance	1,359	1,260	1,418	1,512	1,512
5801	Vehicle Allowance	4,800	4,800	7,000	4,800	4,800
5802	Eyecare Reimbursement	2,400	4,500	4,500	7,200	7,200
5803	Clothing Allowance	3,150	3,300	4,200	4,800	4,800
5804	Uniform Rental	238	-	251	-	-
5903	Other Taxable Benefits	2,390	35,947	3,274	3,600	3,600
5905	Employee Wellness Program	756	-	390	-	-
	TOTAL SALARIES AND BENEFITS	2,725,504	3,336,781	3,026,402	3,383,619	3,463,639
	SERVICES					
6102	Legal Services	37,770	-	-	-	-
6106	Other Professional Services	377	101	4,570	100	102
6304	Telephone	2,264	1,743	1,743	2,330	2,377
6401	Meeting & Prof Development	166	-	209	375	383
6403	Training	2,519	-	271	500	510
6601	Postage	3,549	3,571	3,571	4,000	4,080
6703	Software Support/Development	-	-	299	-	-
6802	Info Tech Service Charges	325,909	25,909	25,909	5,262	4,636
6803	City Garage Charges	-	-	1,811	3,473	3,618
6901	Printing and Binding	1,569	1,643	1,643	1,725	1,760
6906	Office Equip & Furn Rent	8,160	8,544	8,544	8,971	9,150
6911	Bad Debt Expense	5	-	-	-	-
6912	Reimbursed Expenditure	-	222,518	222,518	-	-
	TOTAL SERVICES	382,287	264,030	271,088	26,736	26,615
	SUPPLIES					
7002	Office Supplies	6,338	6,547	6,547	6,874	7,011
7004	Uniform/safety Clothing	35	-	-	-	-
7101	Office Equipment & Furniture	-	-	-	40,000	-
7102	Small Tools & Equipment	355	381	381	400	408
7206	Vehicle Maintenance	-	-	-	1,000	1,020
7208	Repair/Maintenance Supplies	2,713	3,071	3,071	3,225	3,290

DEPARTMENT/DIVISION
LIBRARY ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101190

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES (CONT)					
7210	Building Supplies	1,790	2,415	2,415	1,890	1,928
7211	Computer Components	-	-	-	18,000	-
7301	Gasoline	-	-	-	1,500	1,530
7810	Special Departmental Supplies	614	(0)	-	646	659
7811	Books	-	-	-	5,000	5,100
7812	Audio-Visual Materials	-	-	-	1,000	1,020
7901	Non-Capital Expemditures	4,690	350,000	275,000	105,000	-
	TOTAL SUPPLIES	16,535	362,414	287,414	184,535	21,966
	FIXED ASSETS					
8501	Other Betterments/Improv	-	105,000	-	-	-
8503	Building Construction/Improv	-	421,226	-	-	-
8801	Capital Lease	-	-	-	13,800	13,800
	TOTAL FIXED ASSETS	-	526,226	-	13,800	13,800
	DIVISION TOTAL	3,124,326	4,489,450	3,584,904	3,608,690	3,526,020

DEPARTMENT/DIVISION
LINCOLN SHRINE

FUND
GENERAL FUND

ORGKEY
101191

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6601	Postage	239	182	250	255	260
	TOTAL SERVICES	239	182	250	255	260
	SUPPLIES					
7811	Books	525	1,075	375	1,075	1,097
	TOTAL SUPPLIES	525	1,075	375	1,075	1,097
	DIVISION TOTAL	764	1,257	625	1,330	1,357
	DEPARTMENT TOTAL	3,125,090	4,490,707	3,585,529	3,610,020	3,527,376

DEPARTMENT/DIVISION
LIBRARY GRANTS

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200190

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6912	Reimbursed Expenditures	-	(222,518)	(222,518)	-	-
	TOTAL SERVICES	-	(222,518)	(222,518)	-	-
	FIXED ASSETS					
8503	Building Const/Improv	-	667,553	667,553	-	-
	TOTAL FIXED ASSETS	-	667,553	667,553	-	-
	DIVISION TOTAL	-	445,035	445,035	-	-

Development Services Department

Mission Statement:

The Development Services Department provides quality service to customers through professionalism, integrity, and the efficient use of resources. The Department responds to the changing needs of the community by promoting and implementing policies, goals, procedures, and actions that address community issues related to the physical environment and to strengthen and diversify the economic base of the City. The Department endeavors to enhance and protect the urban and natural environment of the City of Redlands, ensuring that the City remains an ideal place to live and work.

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

- Building and Safety Division: Building inspections, plan review, and building permit processing
- Community Development Block Grant (CDBG) Program: Capital improvement project and public service agency sub-recipient awards administration
- Economic Development Division: Business attraction and retention, business assistance, workforce development, and tourism promotion
- Engineering: Review and inspection of development proposals for compliance with State and City codes, standards, and other governmental requirements relating to land subdivisions, grading, drainage, and improvements within the City rights-of-way
- Planning Division: Land development application review, general plan, specific plan and development code maintenance and updates, long range planning, and historic preservation

Departmental Goals:

- Provide for the short- and long-term physical development within the City consistent with the policies and goals established in the General Plan
- Provide professional, accurate, timely, and courteous service to the public
- Provide opportunities that will improve and preserve housing for all income levels
- Provide for managed development that will preserve, enhance, and maintain the special quality of life valued by this community
- Allow for development within the City of Redlands which occurs in a way that promotes the optimum social and economic well-being of the entire community
- Provide a high standard of technical expertise by department staff through regular training and awareness of new legislation, innovative construction techniques, and architectural/planning design techniques
- Provide a continuing review, update and implementation of the City's General Plan, Specific Plans and zoning ordinances in response to the changing needs of the community
- Monitor historic resources of the community and encourage their preservation

Performance Measures:

- All telephone calls received before noon to be returned the same day
- 90% of Plan Checks processed in 3 weeks for first review
- 90% of "LEED" Plan Checks processed in 4 weeks for second review
- 100% of Inspections completed next business day if requested by 4:00 pm of the previous day

Development Services Department
Economic Development Division

Program Description:

The Economic Development Division administers a variety of economic development programs and services that support businesses and residents in the City of Redlands. Division staff are involved in business attraction and retention activities, City/Chamber and regional collaborative efforts, business networking, marketing, workforce development, tourism, and project support.

Program Objectives:

- Implement the City Council Strategic Plan Economic Development initiatives
- Target and recruit new business investment in health, technology, and other key sectors
- Continue business outreach activities
- Establish and administer business retention and attraction programs
- Continue implementing an effective marketing campaign
- Maintain City presence at targeted trade shows
- Facilitate/assist developer with the redevelopment of the Redlands Mall
- Support business growth and expansion efforts and expedite the development process
- Encourage point-of-sale locations in Redlands
- Engage and collaborate, as appropriate, with regional and county economic development partners
- Execute approved initiatives to improve and enhance the downtown area
- Continue collaborative partnerships with Chamber of Commerce and other business stakeholders
- Engage business stakeholders for potential collaboration on tech incubator program
- Continue to grow partnerships and develop collaborative programs/projects with community tourism stakeholders
- Continue to enhance resource and business information pages on City's website

Significant Program Changes for Fiscal Year 2023-24:

- Increase digital ads on mobile devices, highlighting the City's shopping and downtown activities
- Hosted a regional industrial real estate broker's forum in partnership with San Bernardino County Economic Development Agency and regional industrial brokers association, anticipating over 50 leading industrial brokers and developers to meet and discuss regional industrial efforts and market conditions
- Host in person small business workshops and seminars with local resource agencies

Significant Program Changes for Fiscal Year 2024-25:

- Enhance advertising mix to promote and highlight the City's shopping and downtown activities
- Improve digital marketing campaign on social media platforms highlighting the City's shopping and downtown activities
- Host regional industrial real estate broker's forum in partnership with San Bernardino County Economic Development Agency and regional industrial brokers association, anticipating over 50 leading industrial brokers and developers to meet and discuss regional industrial efforts and market conditions

Accomplishments for Fiscal Year 2022-23:

- Continued the City's effort with the Redlands Chamber of Commerce to maintain the *Shop It Forward* marketing campaign to encourage people to shop in Redlands often and begin Christmas Shopping early
- 3.6% unemployment rate in 2023, compared to the County-wide average of 4.7% in the same year.
- Supported and responded to 4 California State Go-Biz business site search efforts
- Worked with the County of San Bernardino to support business attraction efforts by responding to site search inquiries
- Promoted Shop Small Saturday campaign, supporting shopping in Redlands the Saturday after Thanksgiving, give aways included over 300 custom printed reusable shopping bags to shoppers.

DEPARTMENT/DIVISION
ECONOMIC DEVELOPMENT

FUND
GENERAL FUND

ORGKEY
101161

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	238,035	252,853	228,599	222,062	235,153
5101	Overtime Salaries	27	-	-	-	-
5202	Holiday Pay	995	-	718	-	-
5203	Bonus	6,941	-	1,000	1,162	1,185
5204	Accrual Payout	2,225	-	26,363	-	-
5301	Banked Leave Buy Back	3,547	11,441	4,431	7,053	9,764
5401	Pension Contributions	67,488	74,469	53,542	69,301	69,043
5501	FICA/Medicare	17,761	18,008	15,249	16,215	17,255
5601	Deferred Compensation	5,252	5,576	2,739	4,464	4,511
5701	Health/Dental Insurance	19,761	34,812	20,311	42,089	42,803
5702	Workers' Comp Insurance	13,832	14,955	14,955	13,694	14,170
5703	Disability Insurance	2	94	81	115	123
5704	Unemployment Insurance	(1,031)	868	666	868	868
5705	Life Insurance	126	126	97	126	126
5801	Vehicle Allowance	-	300	2,188	1,500	1,500
5802	Eyecare Reimbursement	225	450	450	600	600
5803	Clothing Allowance	60	60	60	60	60
5903	Other Taxable Benefits	411	10,554	449	450	450
5905	Employee Wellness Program	16	-	-	-	-
	TOTAL SALARIES AND BENEFITS	375,671	424,567	371,898	379,759	397,611
	SERVICES					
6304	Telephone	-	400	400	408	417
6401	Meeting & Prof Development	4,656	4,511	3,938	4,019	4,115
6402	Travel Expense/Reimbursement	5,347	4,683	4,250	4,335	4,425
6601	Postage	66	28	125	128	131
6703	Software Support/Development	-	2,000	2,000	2,040	2,081
6710	Special Contractual Services	130,874	97,433	95,029	23,877	24,355
6802	Info Tech Service Charges	59,256	63,746	63,746	15,231	13,418
6901	Printing and Binding	120	4,738	4,338	4,500	4,500
6902	Advertising	17,451	20,337	20,337	20,744	21,159
6909	Subscriptions & Memberships	6,520	4,892	4,892	5,120	5,275
	TOTAL SERVICES	224,290	202,768	199,054	80,402	79,876
	SUPPLIES					
7002	Office Supplies	363	992	992	1,052	1,083
7101	Office Equipment & Furniture	196	-	236	250	257
7211	Computer Components	-	-	3,704	3,926	4,044
7806	Promotional Supplies	-	-	3,451	5,521	3,592
7807	Food	16	-	71	76	78
7810	Special Departmental Supplies	1,508	1,654	2,905	3,079	3,172
	TOTAL SUPPLIES	2,082	2,646	11,360	13,904	12,227
	FIXED ASSETS					
8703	Computer Equipment	-	5,000	-	-	-
	TOTAL FIXED ASSETS	-	5,000	-	-	-
	DIVISION TOTAL	602,044	634,981	582,312	474,065	489,713

Development Services Department
Building and Safety Division

Program Description:

This program provides for the administration of California codes and City ordinances to safeguard life, health, property, and public welfare by regulating the design, construction, accessibility, quality of materials, flood protection, use, occupancy, location, and maintenance of all building and structures within the community of Redlands. This includes plan review of proposed buildings and structures, on-site inspections to assure compliance, complaint investigation and enforcement, disaster emergency response, maintenance, storage and retrieval of building records, and coordination with other government agencies.

Program Objectives:

- Maintain and promote excellent customer service standards at the One Stop Permit Center and in the field.
- Perform requested onsite building inspections in a timely and courteous manner.
- Perform final occupancy inspections on building projects, as required, to ensure compliance with conditions of approval and development code standards.
- Perform effective and efficient plan review within acceptable timeframes for compliance with the California Code of Regulations Title 24 parts 1 through 12, Federal Emergency Management Agency (FEMA) regulations, California Senate and Assembly bills, and locally adopted municipal codes.
- Provide staff support to the Development Review Committee, Minor Exception Permit Committee, Historic and Scenic Preservation Commission, Disaster Council, Fire Department, Code Enforcement, Municipal Utilities and Engineering Department, and local chapters of the International Code Council.
- Review and implement Assembly Bill 717 and Senate Bill 1608, to meet the continuing education and accessibility requirements that applies to the Building Division.
- Continue to upgrade department storage methods of building plans to comply with state laws by digitizing plans.
- Evaluate and investigate existing structures within the City for compliance with various municipal codes and state regulations.
- Prepare for disaster response by training and certification in emergency services.
- Maintain and improve accessibility throughout the City by employing a Certified Access Specialist (CASp).
- Update the Municipal Code for the new Flood Insurance Rate Maps for an anticipated FEMA effective time frame of Summer 2025.
- Update the Municipal Code with the adoption of the 2025 California Building Code updates effective January 1, 2026.

Significant Program Changes for Fiscal Year 2024-25:

- Continue with the digital scanning of all paper records for properties within the City. This will reduce the printing costs of the department, reduce PRA department record response times, and allow public access to records for viewing by using a Laserfiche web link on the City website at all hours of the day.
- Make available to the public the option to submit plans electronically for electronic plan review through Project Dox.

Significant Program Changes for Fiscal Year 2025-26:

- Continue with the digital scanning of all paper records for properties within the City. This will reduce the printing costs of the department, reduce PRA department record response times, and allow public access to records for viewing by using a Laserfiche web link on the City website at all hours of the day.
- Develop a program to perform virtual inspections for residential water heater change outs, residential HVAC change outs, residential electrical panels, and residential reroofs.

Accomplishments for Fiscal Year 2023-24:

- Issued over 2,632 permits for building, electrical, mechanical, plumbing, or combinations thereof ensuring compliance with current city-adopted building and municipal codes.
- Performed 1,444 plan reviews for construction permit submittals, with a 9 day average delivery to applicants.
- Performed 18,679 construction permit inspections by next business day after inspection request, improving community/department relations.
- Provided staff support for the improvement of City Works computer permitting software program.
- Provided community building activity reports to the county, state, and federal levels of government.
- Enforced the 2022 editions of the California Building Standards Codes, resulting in improved citywide construction safety and improved energy efficiency reducing CO2 emissions by 152,858 metric tons per year compared to the 2019 Energy Code, the equivalent of taking 32,051 gas cars of the road each year.
- Enforced the City's Local Agency Management Plan (LAMP) to review plans and field inspect the installation and abandonment of Onsite Wastewater Treatment Systems for properties within the City's jurisdiction.

DEPARTMENT/DIVISION
BUILDING & SAFETY

FUND
GENERAL FUND

ORGKEY
101162

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	662,248	642,107	764,932	920,490	962,584
5101	Overtime Salaries	68	1,500	-	-	-
5202	Holiday Pay	13,195	-	10,371	-	-
5203	Bonus	31,274	-	600	697	711
5204	Accrual Payout	5,241	-	4,097	-	-
5301	Banked Leave Buy Back	613	10,257	709	6,516	6,739
5401	Pension Contributions	196,144	188,811	229,232	260,277	259,589
5501	FICA/Medicare	53,022	46,842	59,264	63,609	66,679
5601	Deferred Compensation	4,809	1,940	8,238	8,786	8,921
5701	Health/Dental Insurance	66,146	145,592	134,859	162,594	165,291
5702	Workers' Comp Insurance	21,709	23,472	23,472	21,910	22,672
5703	Disability Insurance	4,461	4,993	5,353	5,590	5,884
5704	Unemployment Insurance	820	3,472	5,272	3,906	3,906
5705	Life Insurance	536	504	561	567	567
5801	Vehicle Allowance	-	180	1,313	900	900
5802	Eyecare Reimbursement	900	1,800	1,800	2,700	2,700
5803	Clothing Allowance	1,500	1,950	1,950	1,950	1,950
5903	Other Taxable Benefits	2,115	19,406	1,750	1,755	1,755
5905	Employee Wellness Program	9	-	-	-	-
	TOTAL SALARIES AND BENEFITS	1,064,809	1,092,827	1,253,773	1,462,247	1,510,848
	SERVICES					
6004	Bank/Collection Agent Fees	-	-	120	-	-
6106	Other Professional Services	93,510	120,000	120,000	120,000	120,000
6304	Telephone	5,019	3,308	3,308	3,374	3,442
6401	Meeting & Prof Development	4,046	9,104	9,104	5,800	8,800
6402	Travel Expense/Reimbursement	-	2,867	2,867	2,500	2,550
6403	Training	-	-	95	101	103
6601	Postage	7	20	20	20	21
6703	Software Support/Development	119,782	505,813	125,000	128,042	95,457
6705	Filming and Microfilming	260	5,000	-	-	-
6710	Special Contractual Services	4,990	-	4,990	5,000	5,000
6802	Info Tech Service Charges	71,107	76,496	76,496	68,540	60,381
6803	City Garage Charges	16,259	17,354	19,013	31,751	33,077
6901	Printing and Binding	1,475	2,119	2,119	2,246	2,292
6902	Advertising	582	-	-	-	-
6906	Office Equip & Furn Rent	5,012	3,308	3,308	3,375	3,476
6909	Subscriptions & Memberships	2,398	3,662	3,662	5,171	5,372
6911	Bad Debt Expense	-	-	12	-	-
	TOTAL SERVICES	324,446	749,051	370,114	375,920	339,971
	SUPPLIES					
7001	Books & Supplies	4,973	1,365	1,365	1,300	1,326
7002	Office Supplies	3,636	3,308	3,308	3,506	3,612
7101	Office Equipment & Furniture	2,448	6,500	6,500	6,890	7,097
7201	Hardware Maint/Replace	771	-	-	-	-
7206	Vehicle Maintenance	631	-	208	650	670
7211	Computer Components	-	-	14,017	3,500	3,500
7810	Special Departmental Supplies	1,731	2,206	146	3,000	3,060
	TOTAL SUPPLIES	14,191	13,379	25,544	18,846	19,264

DEPARTMENT/DIVISION
BUILDING & SAFETY

FUND
GENERAL FUND

ORGKEY
101162

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	FIXED ASSETS					
8703	Computer Equipment	-	25,000	-	-	-
8801	Capital Lease	5,897	5,922	18,757	15,275	25,369
	TOTAL FIXED ASSETS	5,897	30,922	18,757	15,275	25,369
	DIVISION TOTAL	1,409,343	1,886,179	1,668,188	1,872,289	1,895,452

Development Services Department
Land Use Engineering

Program Description:

Land Use Engineering is a division within the Development Services Department. This division is intended to work hand-in-hand with developers and staff in the Planning Division to achieve excellence in design and construction of development projects in the City.

Program Objectives:

- Manage One Stop Permit Center for public records and information related to properties and development. The One-Stop Permit Center is designed to guide developers through multi-Departmental requirements, the Redlands Municipal Code, Measure U, and State regulations.
- Review of improvement plans, maps, and building permits.
- Process encroachment permits and street closures.
- Issue grading permits, truck route permits and wide load permits.
- Perform National Pollutant Discharge Elimination System (NPDES) investigations and plan reviews.
- Coordinate with Planning Division and other City Departments for entitlements, including conditional use permits, Planning Commission Review and Approval, lot line adjustments, and other land use activities.
- Work with Planning Division on initial planning phases needed for development of the University Village plan.
- Coordinate with Facilities and Community Services and outside consultants for annexations into Community Facilities District 2004-1.
- Prepare annual reports for Street Lighting District No. 1 and Landscape Maintenance District No. 1.
- Assess Development Impact Fees on development and redevelopment projects that are then used by other departments to mitigate the impact of those projects on the infrastructure of the City.
- Provide customer assistance regarding city policies and procedures related to land development issues, grading, street improvements, and utility connections.
- Perform plan reviews for building, grading, streets design, erosion control, water quality management, sewer, water, irrigation, street tree, storm drainage, storm water pollution prevention, street light, hydrology, lot line adjustment, parcel map, and tract maps.
- Process applications for sewer and water service in the Mentone area as mandated by Measure ”U”.
- Create and maintain an organizational ethos amongst all OSPC staff that customer service is of the utmost importance. Respond to telephone, e-mail, and public counter inquiries for customer assistance at the One Stop Permit Center.
- Provide engineering related assistance to other City departments, such as the City Manager, City Attorney, Municipal Utilities & Engineering Department, and Code Enforcement Division.

Significant Program Changes for Fiscal Year 2023-24:

- Continued participation in the implementation of an Electronic Plan Review process across all divisions of the One Stop Permit Center with the objective of creating an integrated, and simplified, method for intake, review, and return of all types of development plans submitted to the City for review.
- Assist Planning Division with the Transit Village Specific Plan adoption.
- Assist developers with implementation of SB 9 lot splits for creation of additional housing opportunities
- Begin planning for improved customer service methodologies related to the relocation of City Hall.

Significant Program Changes for Fiscal Year 2024-25:

- Continue planning for improved customer service methodologies related to the relocation of City Hall.
- Assist University of Redlands with progress on their University Village development plans

Accomplishments for Fiscal Year 2023-24:

- Issued over 1000 encroachment permits for work within the public right-of-way.
- Prepared conditions of approval for all entitlement cases presented to the Planning Commission.
- Performed more than 200 engineering plan reviews.
- Assessed development impact fees in excess of $800K on new development projects.

DEPARTMENT/DIVISION
LAND USE ENGINEERING

FUND
GENERAL FUND

ORGKEY
101163

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	258,933	349,522	312,316	338,216	352,501
5002	Salaries: Part-Time	-	14,683	-	-	-
5202	Holiday Pay	2,859	-	2,603	-	-
5203	Bonus	9,625	-	-	-	-
5204	Accrual Payout	16,071	-	1,543	-	-
5301	Banked Leave Buy Back	6,618	8,605	14,196	5,260	5,285
5401	Pension Contributions	77,860	83,852	93,344	105,489	104,693
5501	FICA/Medicare	20,985	21,586	25,246	26,337	27,432
5601	Deferred Compensation	8,343	2,932	4,548	8,588	8,443
5701	Health/Dental Insurance	28,235	47,710	38,272	43,624	44,322
5702	Workers' Comp Insurance	-	-	-	8,216	8,502
5703	Disability Insurance	668	1,047	933	1,246	1,307
5704	Unemployment Insurance	1,463	1,497	3,547	1,541	1,541
5705	Life Insurance	178	167	214	224	224
5802	Eyecare Reimbursement	225	596	596	1,065	1,065
5803	Clothing Allowance	-	390	480	540	540
5804	Uniform Rental	-	75	75	-	-
5903	Other Taxable Benefits	-	4,299	270	263	263
	TOTAL SALARIES AND BENEFITS	432,064	536,962	498,183	540,609	556,118
	SERVICES					
6005	License & Permits	20,000	318,000	303,461	183,804	209,537
6106	Other Professional Services	20,131	119,984	122,484	168,000	118,060
6401	Meeting & Prof Development	-	1,575	1,575	1,650	2,400
6402	Travel Expense/Reimbursement	54	525	150	500	500
6403	Training	192	10,500	7,139	5,000	5,000
6703	Software Support/Development	-	8,000	-	-	-
6802	Info Tech Service Charges	-	-	-	60,925	53,672
6901	Printing and Binding	104	375	375	375	375
6902	Advertising	-	6,300	6,300	10,000	10,000
6906	Office Equip & Furn Rent	-	1,575	1,575	1,500	1,500
6909	Subscriptions & Memberships	-	830	830	5,000	5,000
	TOTAL SERVICES	40,481	467,664	443,889	436,754	406,044
	SUPPLIES					
7001	Books & Supplies	-	1,050	2,000	2,000	2,040
7002	Office Supplies	1,463	1,050	1,000	1,250	1,275
7101	Office Equipment & Furniture	-	6,825	-	-	-
7211	Computer Components	-	-	5,000	1,500	1,500
7810	Special Departmental Supplies	812	1,050	750	1,250	1,275
	TOTAL SUPPLIES	2,275	9,975	8,750	6,000	6,090
	FIXED ASSETS					
8703	Computer Equipment	-	25,000	-	-	-
	TOTAL FIXED ASSETS	-	25,000	-	-	-
	DIVISION TOTAL	474,820	1,039,601	950,822	983,363	968,252

Development Services Department
Planning Division

Program Description:

The Planning Division plays a critical role in achieving the City's goals and objectives in terms of physical development and growth management. Three general categories of Planning activities include: Current Planning (development review); Long-Range Planning; and Historic Preservation. Current Planning functions include: processing of land development applications; responding to land use inquiries from residents, business owners, and development professionals; project management for special projects; administering contracts with consultants hired to perform environmental and planning services; and annexation requests. Long-Range Planning functions include: maintenance and updates of the General Plan, Housing Element, various Specific Plans, and the zoning code (RMC Title 18); inter-agency coordination and strategic planning; and grant administration for State planning grants. Planning administers the City's historic preservation program including related permits and policy documents. Planning Division staff also regularly provide technical and professional support to the City Council, Planning Commission, Historic & Scenic Preservation Commission, Preliminary/Development Review Committee, and the Minor Exception Permit Committee.

Program Objectives:

- Respond to telephone, e-mail, and public counter inquiries for customer assistance at the One-Stop Permit Center and the Planning Division office.
- Support business assistance and economic development activities including review of Business License applications, special event applications, commercial property searches, zoning research, etc.
- Accept, process, and prepare staff reports for land use applications and permits as necessary to satisfy legally-required procedures to enable a formal decision.
- Provide staff support to the Planning Commission and the Historic & Scenic Preservation Commission, in the form of agendas, legal advertising and notices, staff reports, presentations, and recording meeting minutes.
- Provide staff support to the Minor Exception Committee, in the form of agendas, legal advertising and notices, project reviews, and meeting minutes.
- Provide staff support to the Preliminary/Development Review Committee, in the form of agendas, project review, and conducting meetings.
- Process General Plan amendments, Zoning Map and Zoning Code amendments, and Specific Plan amendments.
- Prepare and submit an annual Housing Element Progress Report and General Plan Progress Report as mandated by the State of California.
- Maintain and expand the Historic Preservation program, including advising property owners, issuing permits, maintaining restoration/rehabilitation agreements (Mills Act Contracts) with private property owners, and adoption of an updated Historic Architectural Design Guidelines.
- Process annexation applications for surrounding unincorporated areas to accommodate proposed development projects.
- Review final grading, building, and landscaping plans prior to issuance of building permits to ensure compliance with code requirements and any applicable conditions of approval.
- Perform final occupancy inspections on building projects as required to ensure compliance with conditions of approval and municipal code standards.
- Provide Planning-related assistance to other City departments, such as the City Manager, City Attorney, Municipal Utilities & Engineering Department, and Code Enforcement Division.

- Continue to evaluate Planning procedures for efficiency and effectiveness, and implement improvements or changes to department procedures and zoning code regulations.
- Seek and apply for State or regional grant funding in support of Planning work programs and activities.
- Coordinate Planning activities with other agencies, such as the County of San Bernardino, the San Bernardino County Transportation Authority (SBCTA), Southern California Association of Governments (SCAG), Caltrans, and Omnitrans.

Significant Program Changes for Fiscal Years 2024-25 and 2025-26:

- Implement the adopted 2022-2029 Housing Element, including related tasks and programs such as rezoning actions for specified parcels.
- Implement the new Inclusionary Housing Ordinance, including related administrative tasks such as create necessary application forms.
- Complete the Zone Map Update project.
- Complete work on various Zoning Code (RMC Title 18) text amendments and adopt related ordinances in compliance with the 2022-2029 Housing Element.

Accomplishments for Fiscal Years 2022-23 and 2023-24:

- More than 200 Planning applications of various types accepted and processed.
- Adopted the 6th Cycle 2021-2029 Housing Element Update.
- More than 200 staff reports written for the City Council, Planning Commission, and Historic & Scenic Preservation Commission.
- Preparation and noticing responsibilities for approximately 100 meeting agendas consisting of Planning Commission agendas, Historic & Scenic Preservation Commission agendas, Development Review Committee agendas, and Minor Exception Permit Committee agendas.
- Approval of numerous residential housing projects consisting of tract map subdivisions, specific plans, and multifamily developments (including affordable housing projects).
- Developer completed construction of the Heritage Specific Plan (SP No. 62) with 207 homes on the south side of Citrus Valley High School.
- Developer began construction of the Bergamot Specific Plan (SP No. 64) with 434 new single-family homes plus 12-acre public park located to the north and west of Citrus Valley High School.
- Several applications currently under review for new housing projects throughout the city (including several with Affordable Housing Density Bonus Agreements).
- Applications approved or under review for new hotels near downtown Redlands.
- Several applications currently under review for new retail, commercial, and industrial developments throughout the city.
- Prepared required annual progress reports for the 2035 General Plan as well as the Housing Element.
- Provided administrative oversight, including contract administration, for Surface Mining and Reclamation Act (SMARA) compliance for six quarries and two reclamation plants operated by CEMEX Materials and Robertson's Ready Mix in the Santa Ana River Wash.
- Participated in inter-agency coordination for regional Planning efforts, including San Bernardino County Regional GHG Reduction Plan prepared by San Bernardino Council of Governments (SBCOG) and continuing work on the countywide Vehicle Miles Travelled (VMT) study and mitigation measures prepared by SBCTA.

DEPARTMENT/DIVISION
PLANNING

FUND
GENERAL FUND

ORGKEY
101164

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	655,806	1,060,659	844,308	1,080,736	1,127,247
5002	Salaries: Part-Time	7,905	15,750	13,139	16,000	16,000
5101	Overtime Salaries	87	1,103	167	-	-
5202	Holiday Pay	8,072	-	6,774	-	-
5203	Bonus	30,448	-	2,400	2,788	2,844
5204	Accrual Payout	23,451	-	18,169	-	-
5301	Banked Leave Buy Back	6,578	40,036	7,918	19,831	22,700
5401	Pension Contributions	193,992	306,885	252,755	311,469	310,756
5501	FICA/Medicare	51,777	76,172	64,652	75,907	79,503
5601	Deferred Compensation	9,427	14,198	15,760	18,242	18,448
5701	Health/Dental Insurance	64,515	154,387	97,358	125,370	127,435
5702	Workers' Comp Insurance	28,784	31,121	31,121	21,872	22,633
5703	Disability Insurance	935	1,857	1,343	1,799	1,925
5704	Unemployment Insurance	912	4,340	4,413	4,340	4,340
5705	Life Insurance	410	567	502	567	567
5801	Vehicle Allowance	-	720	5,250	3,600	3,600
5802	Eyecare Reimbursement	544	2,025	2,025	2,700	2,700
5803	Clothing Allowance	390	690	690	690	690
5903	Other Taxable Benefits	1,876	38,929	2,646	3,045	3,045
5905	Employee Wellness Program	99	-	-	-	-
	TOTAL SALARIES AND BENEFITS	1,086,007	1,749,439	1,371,390	1,688,956	1,744,433
	SERVICES					
6005	License & Permits	3,926	-	69	150	150
6106	Other Professional Services	256,290	1,108,694	1,097,998	333,000	354,800
6107	Reimb Professional Services	588,289	433,347	433,347	435,000	435,000
6304	Telephone	912	1,985	16,916	2,024	2,065
6401	Meeting & Prof Development	1,707	10,660	10,660	10,873	11,091
6402	Travel Expense/Reimbursement	(324)	4,719	2,495	4,813	4,910
6403	Training	-	-	539	550	550
6601	Postage	2,846	3,000	3,000	3,500	3,570
6703	Software Support/Development	1,137	25,176	25,176	25,931	26,450
6705	Filming and Microfilming	-	12,680	10,000	10,000	10,000
6710	Special Contractual Services	137	-	59	-	150
6802	Info Tech Service Charges	106,661	114,744	114,744	68,540	60,381
6803	City Garage Charges	740	789	4,074	4,961	5,168
6901	Printing and Binding	910	2,191	2,191	2,200	2,244
6902	Advertising	19,433	11,025	11,025	11,246	11,471
6906	Office Equip & Furn Rent	3,590	3,308	3,308	3,000	3,000
6909	Subscriptions & Memberships	3,704	5,643	5,643	5,625	5,800
	TOTAL SERVICES	989,959	1,737,959	1,741,244	921,414	936,800

DEPARTMENT/DIVISION
PLANNING

FUND
GENERAL FUND

ORGKEY
101164

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7001	Books & Supplies	205	1,103	1,103	1,136	1,170
7002	Office Supplies	3,224	3,422	3,422	3,525	3,630
7101	Office Equipment & Furniture	306	1,103	1,332	1,136	1,170
7203	Office Equipment Maintenance	-	419	-	432	444
7206	Vehicle Maintenance	450	-	190	-	-
7211	Computer Components	-	1,654	30,983	1,703	1,754
7807	Food	914	500	500	515	530
7810	Special Departmental Supplies	2,509	500	500	515	530
	TOTAL SUPPLIES	7,608	8,701	38,030	8,962	9,231
	FIXED ASSETS					
8703	Computer Equipment	-	30,000	-	-	-
8801	Capital Lease	5,178	5,200	5,871	6,028	16,887
	TOTAL FIXED ASSETS	5,178	35,200	5,871	6,028	16,887
	DIVISION TOTAL	2,088,751	3,531,298	3,156,535	2,625,360	2,707,351
	DEPARTMENT TOTAL	4,574,959	7,092,059	6,357,857	5,955,078	6,060,768

Development Services Department
Grants Program

Program Description:

The Grants Program within the Development Services Department consists of the administration of the City's Community Development Block Grant (CDBG) program as well as researching, applying, securing, and administering other county, state, or federal grant opportunities that benefit advance planning and community development needs.

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

CDBG Program Objectives:

- Development of a viable urban community by providing decent housing, suitable living environment, and expanded economic opportunity for City residents, particularly those earning low and moderate incomes.
- Aid in the prevention or elimination of slums or blight.
- Aid in activities designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

Other Grants Program Objectives:

- To secure funding opportunities that encourage and support advanced planning activities that help plan for future growth and development.

Significant Program Changes for Fiscal Year 2023-24:

- Fund six public service agency programs that benefit low- to moderate-income residents with CDBG funds.
- Fund the Joslyn Senior Center Rehabilitation Project Phase II to include additional site and ADA improvements.
- Secure funding for additional energy efficiency improvements to the Joslyn Senior Center.

Significant Program Changes for Fiscal Year 2024-2025:

- Identify and fund new rehabilitation projects with CDBG funds that benefit low to moderate income residents with CDBG funds.
- Implement new public service programs that benefit low to moderate income residents with CDBG funds.
- Fund the Redlands Senior Center Improvements Project with CDBG funds.

Accomplishments for Fiscal Year 2022-2023:

- Completed the first phase of the Joslyn Senior Center Rehabilitation Project.
- Completed the Senior Outdoor Dining Project funding by CDBG-CV funds.
- Provided contract administration for the Joslyn Senior Center Rehabilitation Project Phase I.
- Provided contract administration for the Senior Outdoor Dining project.
- Provided contract administration to five CDBG funded public services programs that benefited low to moderate income residents.
- Provided contract administration for the state funded Local Early Action Program (LEAP)- a $300,000 grant that is funding the update to the City's Housing Element.
- Provided contract administration for the state funded Planning Grants Program (PGP-SB2)- a $310,000 grant that is funding the environmental analysis for the Transit Villages Specific Plan project.

DEPARTMENT/DIVISION
PLANNING GRANTS

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200164

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	248	18,248	140,353	-	-
5401	Pension Contributions	74	4,593	4,883	-	-
5501	FICA/Medicare	17	1,401	1,476	-	-
5701	Health/Dental Insurance	43	2,652	2,817	-	-
5703	Disability Insurance	-	48	48	-	-
5704	Unemployment Insurance	-	75	80	-	-
5705	Life Insurance	0	10	11	-	-
	TOTAL SALARIES AND BENEFITS	382	27,026	149,668	-	-
	SERVICES					
6005	License & Permits	-	4,492	4,492	-	-
6106	Other Professional Services	104,032	67,521	4,879	-	-
6710	Special Contractual Services	56,744	115,453	55,459	-	-
6901	Printing and Binding	-	400	400	-	-
	TOTAL SERVICES	160,776	187,866	65,230	-	-
	FIXED ASSETS					
8301	Construction in Progress	746,161	-	-	-	-
8501	Other Betterments/Improv	312,369	-	-	-	-
8503	Building Const/Improv	-	583,461	300,356	-	-
	TOTAL FIXED ASSETS	1,058,530	583,461	300,356	-	-
	DEPARTMENT TOTAL	1,219,689	798,353	515,254	-	-

Development Services Department
Inclusionary Housing Program

Program Description:

The Inclusionary Housing Program was adopted by the City Council on December 19, 2023, and is an integral part of the City's implementation programs contained in the 2021-2029 Housing Element. The Inclusionary Housing Program requires that a percentage of housing units in new residential developments be provided at an affordable cost to lower- and moderate-income households, or an in-lie fee be paid, in all new residential developments with ten (10) or more residential units.

The in-lieu fees collected under this program must be utilized for the provision of housing affordable to Very Low-income, Low-income, and Moderate-income households in the City, and administration and compliance monitoring of the Inclusionary Housing Program.

Inclusionary Housing Program Objectives:

- Promote the development of affordable housing throughout the City.
- Increase the supply of housing affordable to Very Low-, Low- and Moderate-income families through the assistance and cooperation of private residential developers.

Significant Program Changes for Fiscal Year 2024-2025:

- This is a new program and budget for this fiscal year.

DEPARTMENT/DIVISION
INCLUSIONARY HOUSING OPERATIONS

FUND
INCLUSIONARY HOUSING FUND

ORGKEY
255900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time				75,000	75,000
	TOTAL SALARIES AND BENEFITS				75,000	75,000
	SERVICES					
6102	Legal Services				35,000	35,000
	TOTAL SERVICES				35,000	35,000
	DIVISION TOTAL				110,000	110,000

DEPARTMENT/DIVISION
INCLUSIONARY HOUSING PROJECTS/GRANTS

FUND
INCLUSIONARY HOUSING FUND

ORGKEY
255910

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services				35,000	35,000
	TOTAL SERVICES				35,000	35,000
	DIVISION TOTAL				35,000	35,000
	FUND TOTAL				145,000	145,000

Facilities and Community Services

Program Description:

The mission of the Facilities and Community Services Department is to promote and develop policies and practices that minimize impact to the environment, improve the response experience to reports and service requests, provide quality service to City residents, businesses, and visitors, and improve the quality of life for present and future generations.

Program Objectives:

The Facilities and Community Services Department is comprised of the following divisions and functions:

- Administration: Providing customer service and support to residents, businesses, and visitors of the city for requests for service and information.
- Animal Services: Overseeing animal welfare and services.
- Building Maintenance Division: Maintaining city facilities.
- Citrus Groves & Preservation Division: Focusing on the preservation and management of the city's citrus groves.
- Code Enforcement Division: Ensuring compliance with state and local laws and codes.
- Downtown Division: Managing the City's Certified Farmers Markets and other downtown events, promoting tourism, and serving the downtown business community.
- Equipment Maintenance Division: Maintaining the city fleet, operating the natural gas fuel station, and maintenance of the Corporate Yard.
- Hillside Memorial Park: Management and operation of the city-owned cemetery.
- Homeless Resource Coordination: Facilitating resources for the homeless community.
- Parks Division: Maintaining parks, Landscape Maintenance Districts, and Community Facility Districts.
- Recreation & Senior Services Divisions: Managing Community and Senior Centers and their programs.
- Redlands Municipal Airport: Management and operation of the city-owned airport.
- Street Tree Division: Providing in-house tree trimming and emergency tree services.
- Solid Waste Division: Collection of residential and commercial green waste, refuse, recyclables, operating the California Street Landfill, and development and implementation of the city's recycling programs.

DEPARTMENT/DIVISION
FACILITIES AND COMMUNITY SERVICES ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101300

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	160,490	276,352	192,021	536,473	564,361
5101	Overtime Salaries	1,481	1,000	1,542	1,500	1,500
5202	Holiday Pay	2,199	-	1,266	-	-
5203	Bonus	7,210	-	-	3,416	3,564
5204	Accrual Payout	2,376	-	2,050	-	-
5301	Banked Leave Buy Back	1,894	7,636	12,964	30,611	32,164
5401	Pension Contributions	47,004	139,254	57,574	157,554	157,731
5501	FICA/Medicare	13,121	20,068	15,748	36,440	38,373
5601	Deferred Compensation	1,370	2,798	2,501	10,703	11,015
5701	Health/Dental Insurance	20,543	63,830	29,407	92,295	92,308
5702	Workers' Comp Insurance	13,225	14,299	14,299	18,543	19,188
5703	Disability Insurance	497	669	524	1,207	1,276
5704	Unemployment Insurance	180	1,437	1,720	2,322	2,322
5705	Life Insurance	132	209	138	337	337
5801	Vehicle Allowance	-	-	1,212	5,016	5,016
5802	Eyecare Reimbursement	535	745	1,330	1,605	1,605
5803	Clothing Allowance	348	324	1,619	831	831
5903	Other Taxable Benefits	345	(49,682)	658	1,002	1,002
5904	Tuition Reimbursement	-	-	4,092	-	-
	TOTAL SALARIES AND BENEFITS	272,949	478,939	340,665	899,855	932,593
	SERVICES					
6005	License and Permits	2,230	-	7,000	-	-
6006	Taxes	223	-	-	-	-
6007	Penalties and Interest	29	-	-	-	-
6106	Other Professional Services	13,833	9,715	17,270	17,500	18,375
6301	Water Wastewater Refuse	-	-	306	306	321
6304	Telephone	9,130	6,615	7,601	7,800	8,190
6401	Meeting & Prof Development	1,372	900	179	1,400	1,600
6402	Travel Expense/Reimbursement	-	1,300	1,300	1,600	1,680
6403	Training	1,572	-	2,800	3,200	3,400
6601	Postage	1,700	1,865	1,865	1,900	1,995
6703	Software Support/Development	981	420	420	840	840
6708	Special Program Expenditures	58,861	950	212,398	50,000	50,000
6710	Special Contractual Services	96,604	286,610	210,760	150,000	150,000
6802	Info Tech Service Charges	35,554	113,247	38,248	83,772	73,799
6803	City Garage Charges	7,391	789	43,458	63,502	66,154
6901	Printing and Binding	6,519	1,220	6,463	6,463	6,463
6902	Advertising	1,330	-	-	-	-
6904	Land and Building Rent	-	-	4,200	-	-
6906	Office Equip & Furn Rent	4,310	4,278	4,278	4,310	4,310
6909	Subscriptions & Memberships	5,766	2,200	4,510	7,516	7,516
6910	Labor	1,288	-	135	-	-
	TOTAL SERVICES	248,695	430,109	563,191	400,109	394,643

DEPARTMENT/DIVISION
FACILITIES AND COMMUNITY SERVICES ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101300

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	17,976	6,300	20,000	15,000	15,750
7004	Uniform/Safety Clothing	1,644	400	400	800	840
7101	Office Equipment & Furniture	-	1,500	12,144	10,000	10,500
7206	Vehicle Maintenance	1,447	917	1,244	1,447	1,447
7208	Repair/Maintenance Supplies	911	-	220	220	220
7209	Janitorial Supplies	857	-	-	857	857
7211	Computer Components	4,212	-	10,150	10,150	10,150
7807	Food	1,505	-	6,500	6,500	6,825
7810	Special Departmental Supplies	1,558	1,050	1,050	1,050	1,050
7901	Non-Capital Expenditures	511,447	700,000	521,348	1,000,000	1,000,000
	TOTAL SUPPLIES	541,557	710,167	573,056	1,046,024	1,047,639
	FIXED ASSETS					
8001	Land Acquisitions	-	1,687,000	850,000	650,000	-
8602	Other Land Improvements	-	200,000	200,000	-	-
8706	All Other Equipment	-	-	-	-	50,000
8801	Capital Lease	23,180	14,370	48,070	44,944	44,944
	TOTAL FIXED ASSETS	23,180	1,901,370	1,098,070	694,944	94,944
	DIVISION TOTAL	1,086,381	3,520,585	2,574,982	3,040,932	2,469,819

Facilities and Community Services
Building Maintenance Division

Program Description:

The Building Maintenance Division performs both routine maintenance and emergency service for all City-owned facilities. This division provides maintenance services to all City facilities totaling approximately 583,000 square feet and includes the Citrus Center, Civic Center, three parking structures, A.K. Smiley Library, Lincoln Shrine, Contemporary Club, four Fire stations, Police Annex, Joslyn Senior Center, Community and Senior Center, Corporate Yard, Redlands Airport, Landfill, Hillside Memorial Park and 1625 Redlands Blvd.

This Division is utilized for a wide range of building maintenance functions including carpentry, plumbing, electrical, HVAC, painting, furniture assembly and relocation, general cleaning services, and special projects including office construction, remodeling, janitorial issues, and environmental testing.

City staff prepares scope of services, solicits bids, and administers contracts for various vendors to provide ongoing and specialized maintenance services. Among the contracted services are janitorial, pest control, HVAC maintenance, elevator servicing, and security alarm systems.

Program Objectives:

- Provide quality service when responding to calls from various departments regarding maintenance and repair of City-owned facilities.
- Reduce response time for maintenance and service calls.
- Work synergistically with other divisions for various department and city-wide projects.
- Manage CIP and other facility related projects.

Accomplishments for Fiscal Year 2022-24:

- Managed the renovation of the Joslyn Senior Center.
- Managed the renovation of the Redlands Bowl (electrical and sound project, stucco rehabilitation, and bench replacement).
- Managed the Prospect Park Lighting Upgrade Project.
- Managed the roof replacement at 300 E State St.
- Managed the Boiler replacement project at the Smiley Library.
- Managed renovations at the Community Center recreation space.
- Received 508 work orders and completed 419 of them.
- Managed Animal Services Remodel.
- Managed Ford Park Pond Aeration Project.

Goals for Fiscal Year 2024-26:

- Implement new work ticket tracking system.
- Complete full facility assessment, programmed maintenance plan, and CIP for City buildings and facilities.
- Repair and replace roofs as indicated in assessment based on priority.

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101301

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	155,939	289,453	161,958	558,295	580,455
5101	Overtime Salaries	33,886	27,563	27,563	28,390	29,242
5202	Holiday Pay	5,655	-	15,841	-	-
5203	Bonus	8,925	-	-	411	440
5204	Accrual Payout	1,614	-	518	-	-
5301	Banked Leave Buy Back	2,636	3,107	5,184	9,856	14,156
5401	Pension Contributions	45,883	52,725	52,326	170,062	168,440
5501	FICA/Medicare	16,444	13,543	16,355	41,928	43,873
5601	Deferred Compensation	473	473	660	4,599	4,796
5701	Health/Dental Insurance	18,875	47,485	39,618	152,785	153,347
5702	Workers' Comp Insurance	18,645	20,159	20,159	21,230	21,968
5703	Disability Insurance	1,387	1,310	1,370	3,987	4,143
5704	Unemployment Insurance	211	1,107	1,796	3,147	3,147
5705	Life Insurance	155	161	158	457	457
5801	Vehicle Allowance	-	-	-	600	600
5802	Eyecare Reimbursement	-	574	574	2,175	2,175
5803	Clothing Allowance	450	600	600	1,830	1,830
5804	Uniform Rental	124	250	250	-	-
5903	Other Taxable Benefits	806	8,399	1,261	2,813	2,813
	TOTAL SALARIES AND BENEFITS	312,109	466,909	346,191	1,002,565	1,031,882
	SERVICES					
6005	License and Permits	900	-	225	-	-
6007	Penalties and Interest	59	-	3,370	-	-
6301	Water, Sewer, Disposal	25,379	45,813	45,813	150,870	158,026
6304	Telephone	19,397	16,537	16,537	17,033	17,544
6307	Electricity & Gas	1,000,981	895,015	903,125	992,915	1,012,773
6309	Heating/AC Service Contract	102,574	90,328	-	-	-
6403	Training	1,243	1,654	800	1,687	1,721
6601	Postage	25	-	-	-	-
6710	Special Contractual Services	300,344	198,570	99,819	116,600	120,098
6712	Landfill Tipping Charges	1,055	1,050	1,050	1,071	1,092
6802	Info Tech Service Charges	35,554	68,247	38,248	30,462	26,836
6803	City Garage Charges	14,781	15,776	27,161	42,665	44,447
6901	Printing and Binding	275	-	42	-	-
6902	Advertising	1,962	2,000	2,000	2,060	2,122
6903	Janitorial Services	329,475	752,842	450,000	533,500	548,805
6908	Other Rentals	5,664	6,673	15,155	15,000	15,000
6910	Labor	158,014	26,426	200,177	206,000	222,480
	TOTAL SERVICES	1,997,682	2,120,931	1,803,522	2,109,863	2,170,944

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101301

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	5,380	1,103	2,465	2,514	2,565
7004	Uniform/Safety Clothing	6,484	5,453	5,847	6,022	6,203
7101	Office Equipment & Furniture	-	1,575	1,575	1,600	1,700
7102	Small Tools & Equipment	7,302	1,654	7,385	3,500	4,000
7201	Hardware Maint/Replace	1,261	-	-	-	-
7204	Building/Grounds Maintenance	18,863	66,020	1,234	25,000	25,500
7205	Machinery & Equip. Maint.	11,023	12,833	-	-	-
7206	Vehicle Maintenance	1,079	420	715	-	-
7208	Repair/Maintenance Supplies	136,794	48,606	375,000	309,000	318,270
7209	Janitorial Supplies	34,068	33,000	10,000	10,300	10,609
7210	Building Supplies	43,450	24,982	24,982	25,731	26,503
7211	Computer Components	1,591	1,103	1,103	-	-
7807	Food	418	-	750	750	750
7810	Special Departmental Supplies	21,536	44,400	113,506	116,911	120,418
7901	Non-Capital Expenditures	159,823	105,000	-	-	-
	TOTAL SUPPLIES	449,071	346,148	544,561	501,329	516,518
	FIXED ASSETS					
8501	Other Betterments/Improv	77,333	549,970	200,000	-	-
8704	Motor Vehicles	36,761	-	-	-	-
8706	All Other Equipment	70,995	-	-	-	-
8801	Capital Lease	12,957	43,926	56,682	53,462	53,462
	TOTAL FIXED ASSETS	198,047	593,897	256,682	53,462	53,462
	DEBT SERVICE					
9002	Principal-Lease	11,346	-	-	-	-
9102	Interest-Lease	420	-	-	-	-
	TOTAL DEBT SERVICE	11,766	-	-	-	-
	DIVISION TOTAL	2,968,675	3,527,885	2,950,957	3,667,218	3,772,806

Facilities and Community Services
Streets & Electrical Division

Program Description:

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

The division also provides routine street cleaning and sweeping services on public roadways within the city. Cleaning actions include mechanical sweeping, debris removal, storm cleanup, and other related services. Streets are swept on a bi-monthly basis totaling 510 curb-miles swept during each sweeping rotation, equating to 1,020 curb-miles cleaned per month.

The division is also charged with providing the maintenance and repair of 72 city-owned traffic signals and approximately 5,000 city-owned streetlights.

Program Objectives:

- Patch and repair asphalt surfaces, including potholes, utility trenches, and cracks.
- Repair and ramping of sidewalks damaged by tree roots.
- General maintenance and repair to the storm drain system, including clearing of vegetation, repairs to open and rock channels, debris removal, clearing of blockages, and general inspections.
- Operation of a weed abatement program to include shoulder grading and mowing, spraying, and removal to comply with Fire Department abatement requirements.
- Provide support to public safety departments for barricades, signs, and human resources in response to emergencies.
- Install, replace, repair, and maintain all traffic signage within the public right-of-way.
- Install, restore, and maintain all roadway markings and striping, including painted curbs, street legends, crosswalks, centerline and lane-line stripes, and parking lot lines.
- The division's field service coordinator is responsible for oversight of the City's contracted street sweeping and traffic signal infrastructure.
- Service, repair, and maintain streetlights.

Accomplishments for Fiscal Year 2022-2024:

- Maintained over 300 miles of streets, including potholing and skin patching, and sidewalk ramping, using 130 tons of asphalt in 457 locations.
- Swept 12,000 curb miles throughout the City
- Removed and replaced approximately 10,022 square feet of sidewalk at 43 locations.
- Completed approximately 7,800 underground service alert tickets.
- Serviced and/or repaired 1,560 streetlights.
- Completed annual cleaning of all storm drain inlets and channels.
- Fabricated, replaced, or serviced 870 street signs.
- Replaced 33 streetlights/traffic signals knocked down in traffic accidents.
- Provided 301 labor hours eradicating illegal dumps.

Projects Completed:

- Worked with SBCTA on light rail traffic signal integration.
- Replaced 4 power pedestals knocked down in traffic accidents.
- Cleared canyon roads during heavy winter rain events.
- Trenched for new conduits at Redlands Bowl.
- Graded road for temporary fire station at Prospect Park.
- Worked alongside Parks and Building Maintenance staff to complete various downtown projects including Christmas holiday decorations and lighting and community service day.

DEPARTMENT/DIVISION
ELECTRICAL

FUND
GENERAL FUND

ORGKEY
101302

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	54,461	62,751	60,650	90,724	95,003
5101	Overtime Salaries	193	4,000	1,000	4,000	4,000
5202	Holiday Pay	599	-	1,128	-	-
5203	Bonus	3,535	-	-	-	-
5204	Accrual Payout	10	-	11	-	-
5301	Banked Leave Buy Back	25	1,314	180	3,589	3,911
5401	Pension Contributions	15,697	17,840	18,003	28,297	28,216
5501	FICA/Medicare	4,170	4,809	4,724	7,244	7,596
5601	Deferred Compensation	9	-	12	300	300
5701	Health/Dental Insurance	10,490	19,829	22,673	32,621	32,621
5702	Workers' Comp Insurance	5,533	5,982	5,982	2,379	2,834
5703	Disability Insurance	461	644	559	737	779
5704	Unemployment Insurance	81	434	849	543	543
5705	Life Insurance	63	63	64	79	79
5802	Eyecare Reimbursement	225	225	225	375	375
5803	Clothing Allowance	150	300	300	338	338
5804	Uniform Rental	124	125	126	-	-
5903	Other Taxable Benefits	2	4,598	2	38	38
	TOTAL SALARIES AND BENEFITS	95,826	122,914	116,488	171,264	176,633
	SERVICES					
6008	State Mandated Fees	1,732	3,500	1,678	3,500	3,500
6105	Medical/Physicals	-	500	-	-	-
6304	Telephone	1,479	2,700	1,824	2,500	2,500
6307	Electricity & Gas	389	716	7,402	8,000	8,000
6311	Elec Service-CA Traffic Sgl	10,655	16,537	20,550	24,000	24,000
6312	Elec Service-City Traffic Sgl	64,586	46,305	63,471	70,000	70,000
6314	Elec Service-SCE Street Light	942	11,025	2,500	3,000	3,000
6315	Electric Service-Street Light	625,097	407,925	579,672	600,000	600,000
6316	Elec Service-State Str Light	24,306	25,357	48,857	40,000	40,000
6402	Travel Expense/Reimbursement	-	250	-	250	250
6403	Training	-	1,200	700	1,300	1,300
6710	Special Contractual Services	509,101	597,930	425,000	640,000	625,000
6802	Info Tech Service Charges	23,702	-	25,499	15,231	13,418
6803	City Garage Charges	14,781	-	23,540	65,486	68,221
6902	Advertising	-	500	-	500	500
6904	Land and Building Rent	8,715	11,000	11,000	11,550	12,128
	TOTAL SERVICES	1,285,485	1,125,445	1,211,693	1,485,317	1,471,817

DEPARTMENT/DIVISION
ELECTRICAL

FUND
GENERAL FUND

ORGKEY
101302

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	1,778	500	200	500	500
7003	Awards/Recognition Prgm	-	500	-	500	500
7004	Uniform/Safety Clothing	577	600	500	600	600
7102	Small Tools & Equipment	655	2,000	2,000	2,000	2,000
7205	Machinery & Equip. Maint.	12,257	12,000	15,000	15,000	15,000
7208	Repair/Maintenance Supplies	127,528	163,101	193,000	171,150	180,000
7209	Janitorial Supplies	-	50	-	50	50
7210	Building Supplies	-	500	355	500	500
7211	Computer Components	1,199	1,000	-	1,000	1,000
7804	Medical Supplies	-	100	-	100	100
7807	Food	-	250	125	250	250
7810	Special Departmental Supplies	5,026	9,000	8,719	10,000	11,000
7901	Non-Capital Expenditures	1,123,023	-	-	-	-
	TOTAL SUPPLIES	1,272,043	189,601	219,899	201,650	211,500
	FIXED ASSETS					
8706	All Other Equipment	87,097	148,355	38,355	325,000	-
8801	Capital Lease	(8,427)	-	-	-	-
	TOTAL FIXED ASSETS	78,670	148,355	38,355	325,000	-
	DEBT SERVICE					
9001	Principal	18,438	17,007	19,991	21,684	-
9002	Principal-Lease	8,071	-	-	-	-
9101	Interest	5,062	6,494	3,509	1,816	-
9102	Interest-Lease	356	-	-	-	-
	TOTAL DEBT SERVICE	31,927	23,501	23,500	23,500	-
	DIVISION TOTAL	2,763,951	1,609,816	1,609,935	2,206,731	1,859,950

DEPARTMENT/DIVISION
STREETS

FUND
GENERAL FUND

ORGKEY
101304

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	655,578	979,190	769,737	852,548	888,186
5101	Overtime Salaries	31,380	35,000	30,792	35,000	35,000
5201	Stand By	8,552	20,800	10,000	15,000	15,000
5202	Holiday Pay	8,891	-	12,754	-	-
5203	Bonus	45,535	-	-	-	-
5204	Accrual Payout	840	-	944	-	-
5301	Banked Leave Buy Back	15,068	18,878	25,281	22,247	24,496
5401	Pension Contributions	193,813	283,429	235,001	264,298	259,743
5501	FICA/Medicare	57,351	71,311	66,406	66,622	68,873
5601	Deferred Compensation	869	1,032	1,212	1,248	1,248
5701	Health/Dental Insurance	125,277	294,436	163,799	168,066	168,066
5702	Workers' Comp Insurance	192,543	208,177	208,177	95,393	98,712
5703	Disability Insurance	5,618	8,956	6,996	8,257	8,535
5704	Unemployment Insurance	1,055	6,857	11,474	5,768	5,768
5705	Life Insurance	754	995	826	837	837
5802	Eyecare Reimbursement	923	3,555	3,555	3,987	3,987
5803	Clothing Allowance	2,991	4,380	4,380	3,788	3,788
5804	Uniform Rental	1,202	1,825	1,825	-	-
5903	Other Taxable Benefits	1,585	11,307	2,508	2,856	2,856
	TOTAL SALARIES AND BENEFITS	1,349,823	1,950,128	1,555,667	1,545,915	1,585,095
	SERVICES					
6005	License & Permits	1,379	2,000	11,200	200,000	206,000
6007	Penalties and Interest	401	-	144	300	309
6105	Medical/Physicals	1,229	5,200	1,300	2,000	2,060
6301	Water, Sewer, Disposal	4,301	6,600	3,674	4,500	4,635
6304	Telephone	5,555	11,550	5,594	6,500	6,695
6307	Electricity and Gas	7,205	-	11,845	12,500	12,875
6401	Meeting & Prof Development	-	2,500	-	2,500	2,575
6402	Travel Expense/Reimbursement	-	3,800	-	3,800	3,914
6403	Training	6,156	19,000	2,600	10,000	10,300
6601	Postage	-	100	-	100	103
6703	Software Support/Development	-	11,025	-	-	-
6710	Special Contractual Services	534,843	901,048	900,000	990,000	910,000
6712	Landfill Tipping Charges	22,714	8,200	80,000	85,000	87,550
6802	Info Tech Service Charges	142,215	-	152,992	91,387	80,508
6803	City Garage Charges	220,233	-	404,246	597,778	614,328
6901	Printing and Binding	-	100	-	100	103
6902	Advertising	-	1,000	-	1,000	1,030
6908	Other Rentals	17,307	20,717	18,000	25,000	25,750
6909	Subscriptions & Memberships	-	1,000	-	1,000	1,030
6910	Labor	4,004	36,597	60,000	60,000	61,800
6911	Bad Debt Expense	3,996	-	-	-	-
	TOTAL SERVICES	971,537	1,030,437	1,651,595	2,093,465	2,031,565

DEPARTMENT/DIVISION
STREETS

FUND
GENERAL FUND

ORGKEY
101304

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	1,587	2,700	2,700	3,000	3,090
7003	Awards/Recognition Prgm	-	3,000	1,000	3,000	3,090
7004	Uniform/Safety Clothing	22,746	15,000	34,770	35,000	36,050
7101	Office Equipment & Furniture	-	500	-	500	515
7102	Small Tools & Equipment	41,240	12,000	12,688	15,000	15,450
7204	Building/Grounds Maintenance	179	1,500	-	15,000	15,450
7206	Vehicle Maintenance	5,589	3,000	3,000	3,000	3,090
7208	Repair/Maintenance Supplies	234,348	205,489	190,000	215,000	221,450
7209	Janitorial Supplies	2,603	1,500	1,700	2,000	2,060
7210	Building Supplies	133	-	-	-	-
7804	Medical Supplies	-	300	50	300	309
7807	Food	2,481	1,000	750	1,000	1,030
7810	Special Departmental Supplies	4,670	27,000	27,000	30,000	30,900
	TOTAL SUPPLIES	315,576	272,989	273,658	322,800	332,484
	FIXED ASSETS					
8501	Other Betterments/Improv	8,265	-	-	-	-
8602	Other Land Improvements	93,163	-	-	-	-
8704	Motor Vehicles	71,992	657,806	657,806	295,000	170,000
8706	All Other Equipment	-	75,000	20,468	-	65,000
8801	Capital Lease	30,098	338,538	68,524	72,124	72,124
	TOTAL FIXED ASSETS	203,517	1,071,344	746,798	367,124	307,124
	DEBT SERVICE					
9001	Principal	79,736	83,914	82,286	29,870	30,835
9002	Principal-Lease	23,913	-	-	-	-
9101	Interest	7,830	9,038	5,279	2,241	1,165
9102	Interest-Lease	364	-	-	-	-
	TOTAL DEBT SERVICE	111,843	92,952	87,565	32,111	32,000
	DIVISION TOTAL	2,952,296	4,417,850	4,315,283	4,361,415	4,288,268

Facilities and Community Services
Parks Division

Program Description:

The Parks Division is responsible for the maintenance and upkeep of approximately 800 acres consisting of 26 established parks, over 60 water well and reservoir sites, parking lots, 14.5 acres of median strips and traffic islands throughout the City, the downtown area, and the improved I-10 Gateway. The division is comprised of 20 full-time employees who provide maintenance to the City's Park and open space system. The division also has a dedicated staff member to handle graffiti abatement within the city. City parks and medians also include over 6,530 trees, which are included within the tree care program and monitored by division staff. All members of the Parks Division are trained to assist the Tree Division with routine tree removals, trimming, and emergency tree care when needed. These actions are not only performed on trees within the parks system, but also to the approximately 43,500 trees within City easement as well as trees located on various City facilities and parcels. Parks Division staff also help facilitate special events along with maintaining all of the downtown areas within the City's purview. The division also assists in the cleanup of homeless encampments and illegal dumps throughout the city.

Program Objectives:

- Provide clean, safe, and attractive open space and parkland areas.
- Maintain irrigation systems and facility plumbing systems in all areas of responsibility.
- Maintain playgrounds and other facilities in a safe, clean manner.
- Maintain historic downtown Redlands.
- Maintain City medians.
- Support the tree crew with any tree related emergency mitigation within the city parks system.
- Support the tree crew with any tree related emergency mitigation within the City's easement areas throughout the city.
- Support the tree crew with the weekly palm frond abatement throughout the city.
- Oversee, coordinate, and assist with various park volunteer efforts and other programs.
- Support the annual Day of Service volunteer event.
- Work cooperatively with various sports groups and special interest organizations.
- Work cooperatively with fellow divisions and departments with various projects and emergency work.

Accomplishments for Fiscal Year 2022-24:

- Parks staff successfully completed the design and installation of over a mile of irrigation for the RSCC Helping Hands Volunteer Workday.
- Coordinated the replacement of vandalized shade sails in seven parks.
- Coordinated the construction and completion of the Israel Beal ballfield.
- Installation of a new shade sail at the Skate Park.
- Parks staff coordinated with volunteers to complete the median planting of Brookside Avenue between Kendall Avenue and Center Street.
- Coordinated and installed improvements to the Ford Park ponds to stabilize the eroding banks by placement of boulders and cobble stone.
- Closed out a total of 685 graffiti abatement work orders.

DEPARTMENT/DIVISION
PARKS

FUND
GENERAL FUND

ORGKEY
101303

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	593,572	956,910	736,975	1,069,292	1,114,240
5101	Overtime Salaries	91,923	73,500	144,577	120,000	124,800
5201	Stand By	5,763	-	6,000	7,000	8,000
5202	Holiday Pay	15,071	-	14,850	-	-
5203	Bonus	47,030	-	-	-	-
5204	Accrual Payout	8,100	-	888	-	-
5301	Banked Leave Buy Back	4,644	8,001	16,205	20,765	22,057
5401	Pension Contributions	179,407	197,136	224,285	333,387	330,808
5501	FICA/Medicare	57,552	49,132	70,262	83,754	87,291
5601	Deferred Compensation	757	757	1,056	1,200	1,200
5701	Health/Dental Insurance	151,536	287,750	181,814	243,513	243,513
5702	Workers' Comp Insurance	52,810	57,098	57,098	43,820	45,344
5703	Disability Insurance	5,842	6,175	7,649	10,731	11,204
5704	Unemployment Insurance	1,275	5,590	15,235	7,986	7,986
5705	Life Insurance	823	811	922	1,159	1,159
5802	Eyecare Reimbursement	1,296	2,898	2,898	5,520	5,520
5803	Clothing Allowance	3,015	3,600	4,298	5,325	5,325
5804	Uniform Rental	1,382	13,230	13,230	-	-
5903	Other Taxable Benefits	132	(2,543)	132	450	450
	TOTAL SALARIES AND BENEFITS	1,221,928	1,660,045	1,498,374	1,953,902	2,008,897
	SERVICES					
6005	License & Permits	30	4,500	6,594	-	-
6007	Penalties and Interest	113	-	318	-	-
6102	Legal Services	-	-	675	-	-
6105	Medical/Physicals	352	-	-	-	-
6301	Water, Sewer, Disposal	86,858	70,000	198,324	405,695	420,887
6304	Telephone	7,435	5,900	7,164	7,379	7,600
6307	Electricity & Gas	93,646	77,175	90,552	93,269	96,067
6401	Meeting & Prof Development	43	525	-	-	-
6402	Travel Expense/Reimbursement	-	2,100	-	-	-
6403	Training	3,876	5,250	3,757	3,870	3,986
6710	Special Contractual Services	930,342	1,314,652	991,960	1,189,000	1,263,127
6712	Landfill Tipping Charges	34,640	36,000	24,756	25,499	26,264
6802	Info Tech Service Charges	154,066	175,741	165,741	152,312	134,180
6803	City Garage Charges	129,331	138,043	277,495	518,400	531,634
6902	Advertising	650	840	-	400	400
6903	Janitorial Services	-	16,800	16,800	17,200	17,500
6908	Other Rentals	16,479	-	2,670	2,751	2,833
6909	Subscriptions & Memberships	3,588	-	-	-	-
6910	Labor	107,716	1,953	57,156	133,064	143,600
6911	Bad Debt Expense	-	1,260	-	-	-
	TOTAL SERVICES	1,569,165	1,850,738	1,843,962	2,548,838	2,648,078

DEPARTMENT/DIVISION
PARKS

FUND
GENERAL FUND

ORGKEY
101303

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	3,520	1,400	3,675	4,000	4,000
7004	Uniform/Safety Clothing	30,486	14,000	43,224	44,521	45,856
7102	Small Tools & Equipment	13,340	16,000	38,928	40,096	41,299
7204	Building/Grounds Maintenance	241,830	79,968	94,776	97,619	100,548
7205	Machinery & Equip. Maint.	904	3,200	-	-	-
7206	Vehicle Maintenance	8,224	4,000	5,112	5,265	5,423
7208	Repair/Maintenance Supplies	213,103	132,678	218,052	224,594	231,331
7209	Janitorial Supplies	35,951	10,008	36,492	37,587	38,714
7210	Building Supplies	10,275	6,600	-	-	-
7804	Medical Supplies	-	330	-	-	-
7807	Food	596	1,300	680	750	750
7810	Special Departmental Supplies	123,102	33,000	122,460	-	-
7901	Non-Capital Expenditures	178,313	301,129	256,297	-	-
	TOTAL SUPPLIES	859,643	603,613	819,695	454,432	467,922
	FIXED ASSETS					
8301	Construction In Progress	1,508,995	-	-	-	-
8501	Other Betterments/Improv	131,819	4,343,087	2,735,779	1,707,635	-
8503	Building Const/Improv	-	-	-	400,000	170,000
8704	Motor Vehicles	124,392	-	-	-	-
8706	All Other Equipment	90,347	-	-	90,000	90,000
8801	Capital Lease	60,610	255,255	202,689	187,700	187,700
	TOTAL FIXED ASSETS	1,916,163	4,598,342	2,938,468	2,385,335	447,700
	DEBT SERVICE					
9002	Principal-Lease	8,474	-	-	-	-
9102	Interest-Lease	197	-	-	-	-
	TOTAL DEBT SERVICE	8,671	-	-	-	-
	DIVISION TOTAL	5,575,571	8,712,738	7,100,499	7,342,506	5,572,597

Facilities and Community Services
Trees

Program Description:

The City's urban forest is a recognized asset and landmark of the City of Redlands, valued at approximately $151,929,920.00. The Facilities and Community Services Street Tree Division staff oversee the maintenance of approximately 55,923 tree sites located within the City's right-of-way, City-owned facilities, parking lots, trails, and parks. Of these sites, approximately 43,422 are home to living trees. This count includes approximately 6,350 trees within the City's park system, and the remaining 37,590 trees in parkway areas, easement areas, and City-owned properties. Palm trees continue to be the single most prominent genus of trees within the City's inventory, which numbers approximately 8,950. A close second is the Crape Myrtle tree which numbers approximately 7,051. Both of these tree species are iconic Redlands trees. In partnership with the Redlands Street Tree Committee, the Street Tree Division is dedicated to the continued enhancement, maintenance, and care of this living asset.

Program Objectives:

- Provide trimming (based on safety, tree health, and aesthetics) and maintenance of City trees with a primary focus on individual specimens within the city right-of-way.
- Provide safe and efficient removals of dead, diseased, and hazardous trees, either on a pre-approved or emergency basis.
- Provide an active response to mitigate and resolve emergency tree concerns.
- Work cooperatively with various volunteer groups, special interest organizations, and city departments to promote urban forest health and preservation.
- Provide continual updates to maintain accurate records and reports.

Significant Program Changes and Process Improvements:

This year, the City's contractual support was generously funded as a result of Measure T funds which stocked the account with almost fifteen times the funding from past budget years. This drastically increased the quantities of trees trimmed, dead trees removed, new trees planted and provided mitigation for storm related hazards related to trees.

Accomplishments for Fiscal Year 2022-24:

- Approximately 540 trees were removed.
- Approximately 11,300 trees were trimmed.
- Dead tree population down to .011% of the total tree inventory
- Approximately 230 trees were planted.

DEPARTMENT/DIVISION
TREES

FUND
GENERAL FUND

ORGKEY
101305

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	218,322	254,075	245,530	317,011	324,283
5101	Overtime Salaries	30,871	15,000	25,000	25,000	25,000
5202	Holiday Pay	5,583	-	6,083	-	-
5203	Bonus	14,695	-	-	-	-
5204	Accrual Payout	44	-	66	-	-
5301	Banked Leave Buy Back	3,311	3,655	2,574	5,185	6,433
5401	Pension Contributions	63,419	73,128	73,519	98,583	96,016
5501	FICA/Medicare	19,755	18,310	21,946	24,643	25,290
5601	Deferred Compensation	17	17	24	468	468
5701	Health/Dental Insurance	44,098	98,665	63,699	79,322	79,322
5702	Workers' Comp Insurance	11,066	11,964	11,964	10,955	11,336
5703	Disability Insurance	2,219	2,597	2,659	3,017	3,083
5704	Unemployment Insurance	338	1,831	2,701	2,035	2,035
5705	Life Insurance	263	266	264	295	295
5802	Eyecare Reimbursement	-	950	950	1,407	1,407
5803	Clothing Allowance	660	1,260	1,260	1,290	1,290
5804	Uniform Rental	496	525	525	-	-
5903	Other Taxable Benefits	42	1,944	62	539	539
	TOTAL SALARIES AND BENEFITS	415,199	484,187	458,826	569,750	576,797
	SERVICES					
6105	Medical/Physicals	329	552	552	552	552
6401	Meeting & Prof Development	-	5,000	5,000	5,000	5,000
6402	Travel Expense/Reimbursement	650	1,000	1,000	1,000	1,000
6403	Training	884	3,150	3,150	3,150	3,150
6710	Special Contractual Services	1,195,412	1,200,000	1,200,000	1,200,000	1,200,000
6712	Landfill Tipping Charges	1,707	10,000	10,000	10,300	10,609
6802	Info Tech Service Charges	47,405	50,997	50,997	25,200	22,200
6803	City Garage Charges	72,426	77,304	114,076	254,004	264,617
6901	Printing and Binding	-	1,058	506	-	-
6909	Subscriptions & Memberships	505	-	-	-	-
6910	Labor	-	-	343	-	-
	TOTAL SERVICES	1,319,318	1,349,061	1,385,624	1,499,206	1,507,128
	SUPPLIES					
7002	Office Supplies	325	500	-	-	-
7004	Uniform/Safety Clothing	-	1,000	-	-	-
7208	Repair/Maintenance Supplies	750	12,000	10,557	12,000	12,000
7210	Building Supplies	2,900	-	-	-	-
	TOTAL SUPPLIES	3,974	13,500	10,557	12,000	12,000
	FIXED ASSETS					
8704	Motor Vehicles	106,676	-	-	-	-
8801	Capital Lease	-	53,924	-	-	-
	TOTAL FIXED ASSETS	106,676	53,924	-	-	-
	DIVISION TOTAL	1,845,168	1,900,672	1,855,007	2,080,956	2,095,925

Facilities and Community Services
Code Enforcement Division

Program Description:

The Code Enforcement Division is responsible for improving the quality of life, protecting property values, and ensuring the health and safety of our community by fair and consistent enforcement of the Redlands Municipal Code. Such enforcement activities include, but are not limited to, enforcement of codes related to property maintenance, graffiti, inoperative vehicles, unsafe conditions, unsafe buildings, unpermitted (unsafe) construction, and the eradication of neighborhood blight. This division consists of one full-time senior code officer, three full-time code officers, and one full-time administrative technician. The Code Enforcement Division provides a balance of providing customer service to residents concerned with municipal code violations while working to educate and gain voluntary compliance increasing the quality of life and serving the entire community.

Program Objectives:

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

Significant Program Changes and Process Improvements, Focus Area E-Safety and Community Services:

Significant program changes and process improvements for FY 2022-2024 include updating the City's landscape requirements and establishment of a new ordinance to address water conservation efforts, efficient irrigation design, and proper maintenance for both residential and commercial properties. Guidelines and education within this new policy will improve property maintenance and aesthetics while protecting property values and deterring neighborhood blight.

Furthermore, the Code Division continues to assist in activities involving homeless encampments. An increase in homeless activities within the City has a corresponding relation to the unauthorized occupation of vacant and abandoned properties. As a result of this activity, the code enforcement division worked in partnership with stakeholders, property owners and other city departments by providing education, and direction on abatement and the securing of property. Approximately 15 properties were cleaned and secured by the property owners with assistance and direction provided by the City.

Accomplishments for Fiscal Years 2022-24:

- Opened 1,459 cases
- Closed 1,523 cases
- 1,824 Requests for service
- 2,564 Code Inspections

The Code Enforcement Division participates in a monthly meeting with the City's Police Department, Building and Safety Department, and Fire Department to discuss current public safety issues, code cases, and municipal code violations. This partnership assists in improving interdepartmental communications, the successful closing of cases, and providing health and safety to the community.

DEPARTMENT/DIVISION
CODE ENFORCEMENT

FUND
GENERAL FUND

ORGKEY
101306

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	289,079	395,728	334,959	328,906	345,311
5101	Overtime Salaries	10,990	5,513	16,500	17,325	18,191
5202	Holiday Pay	7,824	-	7,852	-	-
5203	Bonus	18,700	-	-	-	-
5204	Accrual Payout	-	-	516	-	-
5301	Banked Leave Buy Back	-	1,351	-	3,196	4,213
5401	Pension Contributions	72,817	88,608	82,514	98,008	97,989
5501	FICA/Medicare	24,428	21,730	26,031	24,297	25,576
5601	Deferred Compensation	288	397	589	300	300
5701	Health/Dental Insurance	50,301	70,285	64,901	77,337	77,742
5702	Workers' Comp Insurance	8,299	8,973	8,973	16,432	17,004
5703	Disability Insurance	2,602	2,975	2,909	3,111	3,289
5704	Unemployment Insurance	447	1,988	2,922	1,888	1,888
5705	Life Insurance	314	289	308	274	274
5802	Eyecare Reimbursement	225	1,031	1,031	1,305	1,305
5803	Clothing Allowance	990	1,341	1,475	1,230	1,230
5804	Uniform Rental	386	559	559	-	-
5903	Other Taxable Benefits	850	2,972	2,355	1,118	1,118
	TOTAL SALARIES AND BENEFITS	488,541	603,740	554,394	574,727	595,430
	SERVICES					
6102	Legal Services	-	3,859	25,538	30,000	30,000
6106	Other Professional Services	2,226	1,103	1,103	5,000	5,500
6304	Telephone	6,062	2,756	5,018	5,269	5,532
6401	Meeting & Prof Development	-	-	570	500	500
6402	Travel Expense/Reimbursement	1,387	-	-	1,000	1,200
6403	Training	2,014	1,654	1,654	1,737	1,824
6601	Postage	3,557	2,756	2,756	2,894	3,038
6703	Software Support/Development	-	17,433	1,200	1,260	1,323
6710	Special Contractual Services	9,694	33,075	33,075	114,729	200,465
6712	Landfill Tipping Charges	2,396	1,103	1,103	1,158	1,216
6802	Info Tech Service Charges	35,554	38,248	38,248	45,694	40,254
6803	City Garage Charges	7,390	7,888	13,581	15,875	16,539
6804	General Govt Service Charge	-	27,778	-	-	-
6901	Printing and Binding	-	2,426	2,426	2,547	2,675
6902	Advertising	290	331	-	-	-
6909	Subscriptions & Memberships	5,899	1,103	6,514	6,840	7,182
6910	Labor	500	-	-	-	-
	TOTAL SERVICES	76,969	141,511	132,786	234,502	317,248
	SUPPLIES					
7002	Office Supplies	583	2,205	2,205	2,315	2,431
7004	Uniform/Safety Clothing	837	2,205	2,205	2,315	2,431
7101	Office Equipment & Furniture	887	-	-	-	-
7807	Food	26	110	150	158	165
7810	Special Departmental Supplies	5,961	1,103	1,103	1,158	1,216
	TOTAL SUPPLIES	8,294	5,623	5,663	5,946	6,243
	DIVISION TOTAL	573,805	750,874	692,843	815,175	918,922

Facilities and Community Services
Recreation and Senior Services

Program Description:

The City of Redlands Recreation and Senior Services Division is a customer-driven service that is responsive to the needs of the public. Recreation and Senior programs promote wellness and human development through leisure pursuits. The Division operates the Redlands Community Center, Senior Center, and Joslyn Senior Center which are open to the community for a variety of educational and leisure activities. The centers feature a gymnasium, computer labs, classrooms, reading lounges, multi-purpose rooms, and kitchen facilities. In addition to manning the centers, the Division also facilitates the rentals of indoor and outdoor recreation sites as well as the Morning Market within the downtown area.

The senior services programs focus on community support and partnerships, nutrition and healthy eating, and active living. The Senior Information and Referral Services Offices are located in the Community Center at 111 W. Lugonia Avenue, offering assistance to seniors seeking housing, medical, and financial information. Numerous programs are offered, including the Meals on Wheels program and the Family Service Association Nutrition Program, ensuring the availability of hot meals to seniors for a reasonable price.

Program Objectives:

- Strengthen community image and sense of place.
- Provide and support recreation and leisure services offered throughout the community.
- Promote health and wellness.
- Foster human development
- Increase cultural unity.
- Provide programs and activities to stimulate and strengthen senior lives, including health and fitness, education and instruction, referral and support, and social activities and events.

Significant Improvements Related to Operations:

The Redlands Community Center and Senior Center, along with the Joslyn Senior Center, have recently undergone transformative enhancements to better serve the needs of their patrons.

- Renovation of gym lobby.
- Renovation of Joslyn Senior Center, Kitchen and bathroom facilities, new flooring and paint, and ADA upgrades
- Completion of outdoor courtyard and newly contrasted pickleball courts.

Strategic Plan Goals - Expand Recreational Programing

In response to the community's demand for diverse recreational activities, the Facilities and Community Services Department has made significant strides in expanding programming offerings. Notably, the introduction of Pee Wee sports has been a resounding success. Designed to engage children ages 5-12, Pee Wee sports provide a fun and inclusive environment for young athletes to learn fundamental skills and foster a love for sports. The program encompasses a variety of sports, including soccer, basketball, tee-ball, and more, catering to the interests and developmental needs of participants. By partnering with local organizations and utilizing Measure T funding, we've been able to offer accessible and high-quality Pee Wee sports leagues, contributing to the overall well-being and active lifestyle of our youth.

Additionally, the reintroduction of adult sports, including adult volleyball, has been met with enthusiasm from the community. Collaborating with Renegade Volleyball, one of our trusted contractors, we've successfully revived adult volleyball leagues, providing opportunities for adults of all skill levels to stay active, socialize, and enjoy the benefits of team sports. These initiatives, supported by Measure T funding, demonstrate our commitment to expanding recreational programming for residents of all ages and abilities.

DEPARTMENT/DIVISION
RECREATION AND SENIOR SERVICES

FUND
GENERAL FUND

ORGKEY
101309

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	406,326	592,243	504,891	710,016	750,261
5002	Salaries: Part-Time	42,640	81,008	53,836	35,580	35,580
5101	Overtime Salaries	8,698	12,100	11,304	11,643	11,992
5202	Holiday Pay	8,421	-	8,467	-	-
5203	Bonus	35,140	-	-	-	-
5204	Accrual Payout	1,017	-	4,768	-	-
5301	Banked Leave Buy Back	3,328	4,120	4,477	6,821	10,813
5401	Pension Contributions	119,309	133,381	146,393	217,229	217,579
5501	FICA/Medicare	37,925	39,319	43,032	56,610	59,678
5601	Deferred Compensation	105	1,005	214	3,724	3,864
5701	Health/Dental Insurance	95,327	202,435	126,150	194,635	195,647
5702	Workers' Comp Insurance	35,993	38,916	38,916	32,112	33,229
5703	Disability Insurance	3,110	3,772	3,798	6,010	6,370
5704	Unemployment Insurance	1,173	6,093	13,275	6,293	6,293
5705	Life Insurance	576	570	630	788	788
5802	Eyecare Reimbursement	842	2,034	2,034	3,750	3,750
5803	Clothing Allowance	2,100	2,400	2,400	3,300	3,300
5903	Other Taxable Benefits	150	4,280	1,222	2,625	2,625
	TOTAL SALARIES AND BENEFITS	802,181	1,123,676	965,807	1,291,136	1,341,769
	SERVICES					
6004	Bank/Collection Agent Fees	17,474	7,717	7,717	7,871	8,029
6005	License & Permits	682	2,205	2,205	2,249	2,294
6101	Architect & Engineer	-	10,198	10,198	10,402	10,610
6105	Medical/Physicals	73	232	232	236.64	241
6106	Other Professional Services	59,919	245,280	110,000	250,186	255,189
6304	Telephone	4,354	8,514	8,514	8,684	8,858
6307	Electricity & Gas	22,838	14,984	14,984	15,284	15,589
6401	Meeting & Prof Development	5,140	4,410	3,730	4,498	4,588
6402	Travel Expense/Reimbursement	11,236	2,205	405	2,249	2,294
6403	Training	922	2,205	290	2,249	2,294
6601	Postage	17,002	1,103	24,000	1,125	1,147
6703	Software Support/Development	4,887	14,289	14,289	14,575	14,866
6708	Special Program Expenditures	46,454	63,337	63,337	64,604	65,896
6710	Special Contractual Services	314,578	386,841	326,000	349,578	357,469
6712	Landfill tipping charges	334	5,513	5,513	5,623	5,735
6802	Info Tech Service Charges	148,141	179,366	159,366	99,003	87,217
6803	City Garage Charges	13,473	39,441	13,581	16,867	17,572
6901	Printing and Binding	4,443	1,103	1,103	1,125	1,147
6902	Advertising	39,981	52,205	52,205	53,249	54,314
6906	Office Equip & Furn Rent	7,311	16,025	16,025	16,346	16,672
6908	Other Rentals	-	3,308	5,000	3,374	3,441
6909	Subscriptions & Memberships	1,970	2,205	2,632	2,249	2,294
6910	Labor	9,942	12,000	12,000	12,240	12,485
6912	Reimbursed Expenditures	5,873	-	-	-	-
	TOTAL SERVICES	737,027	1,074,684	853,326	943,864	950,243

DEPARTMENT/DIVISION
RECREATION AND SENIOR SERVICES

FUND
GENERAL FUND

ORGKEY
101309

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	9,617	5,513	5,513	5,623	5,735
7004	Uniform/Safety Clothing	1,591	5,513	5,513	5,623	5,735
7101	Office Equipment & Furniture	7,802	14,891	14,891	15,189	15,493
7102	Small Tools & Equipment	980	551	48	562	574
7203	Office Equipment Maintenance	-	2,756	-	2,811	2,867
7204	Building/Grounds Maintenance	7,778	-	4,950	-	-
7205	Machinery & Equip. Maint.	11,150	66,961	36,961	68,300	69,666
7208	Repair/Maintenance Supplies	13,826	15,890	11,262	16,208	16,532
7209	Janitorial Supplies	91	4,410	4,410	4,498	4,588
7210	Building Supplies	1,864	1,103	474	1,125	1,147
7302	Compressed Natural Gas (LCNG)	-	3,067	-	3,128	3,191
7804	Medical Supplies	210	1,103	-	1,125	1,147
7807	Food	14,899	21,922	21,922	22,360	22,808
7810	Special Departmental Supplies	33,932	57,075	57,075	58,217	59,381
7901	Non-Capital Expenditures	128,257	28,665	28,665	29,238	29,823
	TOTAL SUPPLIES	231,998	229,418	191,684	234,007	238,687
	FIXED ASSETS					
8301	Construction In progress	66,172	-	-	-	-
8501	Other Betterments/Improv	77,967	913,761	204,000	-	-
8503	Building Construction/Improv	-	15,495	-	-	-
8706	All Other Equipment	31,692	-	-	-	-
8801	Capital Lease	-	12,074	32,898	21,529	21,529
	TOTAL FIXED ASSETS	175,830	941,330	236,898	21,529	21,529
	DIVISION TOTAL	1,947,036	3,369,108	2,247,715	2,490,537	2,552,229

Facilities and Community Services
City Hall 300 E. State Street

Program Description:

The city acquired the new facility at 300 E. State Street on October 1, 2021, for the purpose of a future City Hall location. The building was built in 1981 and includes approximately 80,000 square feet comprised of six floors. The new facility is located at 300 E. State Street in the heart of the City's historic downtown area. The building is an iconic feature of the typical international style or corporate architecture and is the tallest building in the city. The facility will house the administrative offices and public facilities such as the Council Chambers and various customer service departments.

Program Objectives:

- To locate all administrative public services within one facility for customer service accessibility and engagement with the residents and business community.
- Accommodate growth and expansion of city facilities and services necessary for future stability.

Accomplishments for FY 2022-24:

- The space planning and necessary retrofitting design is underway with an anticipated move in date of 2026 for city departments.
- The City Manager's and City Council offices have been occupied on the 6th floor and were completed by the end of the year 2023.

Strategic Plan

Conversion of this facility into a future City Hall supports the Strategic Plan Priority D – Sustainability Strategic Objective 3 – Infrastructure.

DEPARTMENT/DIVISION
CITY HALL - STATE STREET

FUND
GENERAL FUND

ORGKEY
101310

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	94,432	92,359	146,685	103,268	108,688
5002	Salaries: Part-Time	61,095	45,677	69,809	86,986	88,725
5101	Overtime Salaries	2,289	1,500	4,419	4,640	4,872
5202	Holiday Pay	770	-	1,398	-	-
5203	Bonus	2,425	-	-	205	220
5204	Accrual Payout	3,071	-	2,358	-	-
5301	Banked Leave Buy Back	3,910	4,823	17,375	5,171	5,129
5401	Pension Contributions	45,849	27,245	64,641	30,445	30,503
5501	FICA/Medicare	12,203	9,805	17,971	14,297	14,787
5601	Deferred Compensation	981	968	2,553	767	796
5701	Health/Dental Insurance	19,861	12,347	33,719	4,676	4,676
5702	Workers' Comp Insurance	-	-	-	2,739	2,834
5703	Disability Insurance	148	126	452	603	643
5704	Unemployment Insurance	519	781	4,613	1,476	1,476
5705	Life Insurance	56	50	110	88	88
5801	Vehicle Allowance	-	-	2,020	300	300
5802	Eyecare Reimbursement	-	180	180	420	420
5803	Clothing Allowance	-	60	60	330	330
5804	Uniform Rental	3	25	25	-	-
5903	Other Taxable Benefits	39	3,557	205	45	45
	TOTAL SALARIES AND BENEFITS	247,652	199,503	368,593	256,456	264,532
	SERVICES					
6005	License & Permits	3,764	1,071	1,071	1,125	1,181
6006	Taxes	-	940	940	940	940
6007	Penalities and Interest	225	-	38	-	-
6106	Other Professional Services	208	30,000	-	-	-
6301	Water Wastewater Refuse	17,319	22,533	22,533	23,660	24,843
6304	Telephone	9,541	9,790	9,790	10,280	10,793
6307	Electricity & Gas	43,933	50,420	35,524	37,300	39,165
6308	Elec Service-Facility Ops	313,173	221,470	311,088	326,642	342,974
6309	Heating/AC Service Contract	380	51,205	-	-	-
6401	Meeting & Prof Development	-	150	-	-	-
6601	Postage	1,709	276	101	106	111
6703	Software Support/Development	-	14,699	23,624	24,805	26,045
6708	Special Program Expenditures	-	-	2,576	2,705	2,840
6710	Special Contractual Services	409,396	219,034	178,162	181,150	184,287
6901	Printing and Binding	276	-	-	-	-
6902	Advertising	-	-	659	700	700
6903	Janitorial Services	143,420	132,810	132,810	139,451	146,423
6906	Office Equip & Furn Rent	3,268	440	-	-	-
6907	Comms Service & Rental	1,301	-	1,857	1,949	2,047
6908	Other Rentals	-	1,500	-	-	-
6910	Labor	90,970	2,915	102,943	108,091	113,495
6911	Bad Debt Expense	5,900	-	-	-	-
6912	Reimbursed Expenditures	712	-	1,722	-	-
	TOTAL SERVICES	1,045,496	759,253	825,438	858,902	895,845

DEPARTMENT/DIVISION
CITY HALL - STATE STREET

FUND
GENERAL FUND

ORGKEY
101310

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	3,628	1,000	1,000	1,050	1,103
7004	Uniform/Safety Clothing	4,820	-	783	822	863
7101	Office Equipment & Furniture	4,676	-	18,470	-	-
7102	Small Tools & Equipment	561	-	-	-	-
7204	Building/Grounds Maintenance	8,974	-	-	-	-
7208	Repair/Maintenance Supplies	22,381	12,032	110,308	115,824	121,615
7209	Janitorial Supplies	14,736	19,408	5,505	5,781	6,070
7210	Building Supplies	1,939	-	-	-	-
7211	Computer Components	3,286	-	-	-	-
7810	Special Departmental Supplies	21,984	-	9,419	9,890	10,385
7901	Non-Capital Expenditures	85,550	9,166	16,811	17,652	18,534
	TOTAL SUPPLIES	172,534	41,606	162,297	151,018	158,569
	FIXED ASSETS					
8301	Constructions In Progress	83,710	-	-	-	-
8501	Other Betterments/Improv	49,495	-	-	-	-
8703	Computer Equipment	-	16,256	6,965	-	-
	TOTAL FIXED ASSETS	133,205	16,256	6,965	-	-
	DIVISION TOTAL	1,598,887	1,016,618	1,363,293	1,266,377	1,318,946

Facilities and Community Services
Animal Services

Program Description:

The Animal Services Division provides a variety of services to meet the needs of the community and ensure the welfare of animals. The division enforces state and federal animal laws and city municipal codes. The animal control officers are responsible for handling stray animals on city streets, animal disturbance calls, reports of injured or aggressive animals, and animals receiving fatal injuries. The Animal Service Division also quarantines animals after reported animal bites, investigates reports of animal abuse, and temporarily provides shelter to neglected livestock and injured wildlife.

Program Objectives:

- Provide humane care for the animals in our facility.
- Promote the adoption of all animals housed in the shelter.
- Increase the number of animals treated in the spay and neuter program.
- Provide excellent customer service to the community.
- Promote community partnerships to enhance animal welfare.
- Educate and provide resources to the community for responsible pet ownership by providing them with information about living with wildlife, keeping pets up to date on vaccines and licenses as well as general education.
- Improve efficiency through increased information in the field by moving towards paperless systems.

Accomplishments for Fiscal Years 2022-2024:

- Completed the remodel of the cattery to provide adequate space, updated kennels with privacy areas, and improved cleanability.
- Participated in more than a dozen community events promoting the Animal Services Division and highlighting adoptable animals currently in the shelter.
- Worked with Best Friends Animal Society to provide additional staff training, develop updated policies and procedures for shelter operations, and coordinate with additional rescue groups to find positive outcomes for shelter animals.
- Developed master plan for expansion and renovation of the facility to meet the current and future needs of the community.
- Increased participation in our volunteer program, providing much needed interaction and activity time for shelter animals.
- Added additional shelter staff to ensure operation is adequately staffed to provide required services 365 days per year.
- Upgraded computer software system to provide mobile field access via phones and tablets.

Goals for Fiscal Year 2024-2026:

- Identify funding for the construction of the facility expansion. Complete the design phase and prepare for construction phase.
- Explore various partnerships both public and private to expand services and adoption opportunities.
- Complete renovation of the isolation room to provide adequate space and separation of animals under care.

DEPARTMENT/DIVISION
ANIMAL SERVICES

FUND
GENERAL FUND

ORGKEY
101311

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	258,157	366,838	366,432	537,116	570,982
5002	Salaries: Part-Time	2,053	16,580	-	-	-
5101	Overtime Salaries	14,869	49,613	20,000	25,000	25,000
5202	Holiday Pay	16,575	-	12,429	-	-
5203	Bonus	26,500	-	-	-	-
5204	Accrual Payout	3,494	-	1,562	-	-
5301	Banked Leave Buy Back	953	3,633	1,195	4,560	6,613
5401	Pension Contributions	75,912	64,243	100,210	166,797	168,846
5501	FICA/Medicare	25,207	17,983	28,946	41,977	44,714
5601	Deferred Compensation	-	3,440	2,420	12,204	12,344
5701	Health/Dental Insurance	35,301	72,672	58,500	105,882	106,445
5702	Workers' Comp Insurance	22,131	23,928	23,928	27,952	28,924
5703	Disability Insurance	2,755	2,366	3,425	5,300	5,633
5704	Unemployment Insurance	882	2,170	6,669	4,123	4,123
5705	Life Insurance	359	252	446	599	599
5802	Eyecare Reimbursement	70	900	900	2,850	2,850
5803	Clothing Allowance	5,575	6,800	6,800	9,300	9,300
5903	Other Taxable Benefits	56	6,770	-	75	75
5904	Tuition Reimbursement	-	-	2,554	-	-
	TOTAL SALARIES AND BENEFITS	490,848	638,188	636,416	943,735	986,448
	SERVICES					
6005	License & Permits	-	25	-	-	-
6103	Veterinary Services	101,061	225,000	140,000	147,000	154,350
6106	Other Professional Services	42,475	-	15,000	25,000	25,000
6304	Telephone	3,736	-	3,736	4,000	4,200
6403	Training	1,660	1,575	3,000	7,000	8,000
6710	Special Contractual Services	60,616	28,000	85,000	20,000	20,000
6712	Landfill Tipping Charges	489	-	489	500	600
6802	Info Tech Service Charges	94,810	101,994	101,944	68,540	60,381
6803	City Garage Charges	36,952	39,441	27,161	31,751	33,077
6906	Office Equip & Furn Rent	1,144	288	1,144	1,201	1,261
6901	Printing and Binding	1,992	2,680	2,680	2,814	2,955
6909	Subscriptions & Memberships	-	-	75	79	83
6910	Labor	24,327	-	2,095	-	-
	TOTAL SERVICES	369,261	399,004	382,324	307,885	309,907
	SUPPLIES					
7002	Office Supplies	3,850	1,323	2,917	3,063	3,216
7004	Uniform/Safety Clothing	4,939	2,567	7,420	7,791	8,180
7102	Small Tools & Equipment	372	-	1,000	1,000	1,200
7206	Vehicle Maintenance	462	459	459	482	506
7208	Repair/Mintenance Supplies	8,007	5,165	5,165	5,423	5,694
7209	Janitorial Supplies	1,974	-	-	-	-
7803	Chemical & Lab Supplies	-	6,119	-	-	-
7804	Medical Supplies	5,864	16,538	12,000	12,600	13,230
7805	Weapons & Ammunitions	364	1,323	1,323	1,389	1,459
7807	Food	540	3,638	3,638	3,820	4,011
7810	Special Departmental Supplies	32,579	40,085	40,000	42,000	44,100
	TOTAL SUPPLIES	58,953	77,217	73,921	77,567	81,596

DEPARTMENT/DIVISION
ANIMAL SERVICES

FUND
GENERAL FUND

ORGKEY
101311

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	FIXED ASSETS					
8501	Other Betterments/Improv	-	28,900	138,900	-	-
8801	Capital Lease	5,399	6,590	49,821	26,608	26,608
	TOTAL FIXED ASSETS	5,399	35,489	188,721	26,608	26,608
	DIVISION TOTAL	924,460	1,149,897	1,281,383	1,355,795	1,404,558
	DEPARTMENT TOTAL	22,236,230	29,976,043	25,991,897	28,627,642	26,254,020

DEPARTMENT/DIVISION
FCS GRANTS

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200300

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	-	-	750	-	-
	TOTAL SALARIES AND BENEFITS	-	-	750	-	-
	SERVICES					
6708	Special Program Expenditures	-	-	4,740	-	-
6902	Advertising	-	-	200	-	-
	TOTAL SERVICES	-	-	4,940	-	-
	SUPPLIES					
7807	Food	3,285	1,893	9,671	-	-
7810	Special Departmental Supplies	410	-	550	-	-
	TOTAL SUPPLIES	3,695	1,893	10,221	-	-
	DIVISION TOTAL	3,695	1,893	15,911	-	-

DEPARTMENT/DIVISION
RECREATION AND SENIOR SERVICES GRANTS

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200309

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	17,250	-	-	-	-
5101	Overtime Salaries	179	-	-	-	-
5202	Holiday Pay	28	-	-	-	-
5401	Pension Contributions	5,057	-	-	-	-
5501	FICA/Medicare	1,343	-	-	-	-
5701	Health/Dental Insurance	4,230	-	-	-	-
5703	Disability Insurance	180	-	-	-	-
5705	Life Insurance	27	-	-	-	-
5803	Clothing Allowance	300	-	-	-	-
	TOTAL SALARIES AND BENEFITS	28,595	-	-	-	-
	SERVICES					
6304	Telephone	204	-	-	-	-
6912	Reimbursed Expenditures	(5,873)	-	-	-	-
	TOTAL SERVICES	(5,670)	-	-	-	-
	SUPPLIES					
7206	Vehicle Maintenance	568	-	-	-	-
	TOTAL SUPPLIES	568	-	-	-	-
	DIVISION TOTAL	23,494	-	-	-	-
	DEPARTMENT TOTAL	27,189	1,893	15,911	-	-

Facilities and Community Services
Downtown Redlands

Program Description:

The Downtown Redlands Division is dedicated to ensuring the downtown is the cornerstone of the community; offering an enhanced experience of shopping and dining and at the same time making it a true destination. The division concentrates efforts on the promotion of events, enhanced maintenance efforts, and customer service outreach for the downtown businesses. Promotional events include our Certified Farmers Market, Downtown Art Walk, Christmas tree lighting, annual Holiday Décor, and Entertainment Program, along with other various popular downtown events.

Program Objectives:

- Preserve the integrity of historic downtown and cultivate prosperity for the local businesses
- Help stimulate downtown's economic vitality
- Provide information to and address service requests from the local business community and patrons
- Enrich the downtown area with activities that are conducive to family participation
- Enrich the downtown area with enhanced streetscape, furnishings, and decorations

Priority Focus Areas:

- In support of the City's Strategic Plan Focus Area B – Economic Development, during the Fiscal Year 2022-2024, the Downtown Division provided support to the local downtown businesses including managing the weekly Certified Farmers Market and Morning Market Event to provide essential produce and goods to the community as well as annual celebrations such as the Tree Lighting Event and holiday decorations. In addition, the city supports several non-profit events within the downtown for economic prosperity such as various Art events, Bicycle Classic event, New's Year's Eve, Fire Department Carshow, Believe Walk, and Christmas Parade.

  On-giong maintenance is further performed to ensure downtown is aesthically inviting and maintains its historic and unique character by performing replacement of the umbrellas within the Orange Street Alley, audio system within the downtown center, tree lights for enhanced aesthetic in the evening hours and various on-gioin upkeep of existing infrastructure.

DEPARTMENT/DIVISION
DOWNTOWN REDLANDS BUSINESS AREA

FUND
DOWNTOWN REDLANDS BUSINESS AREA FUND

ORGKEY
236300

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6004	Bank/Collection Agent Fees	480	551	551	562	573
6005	License & Permits	3,490	-	6,000	6,120	6,242
6106	Other Professional Services	950	-	5,080	5,182	5,285
6301	Water Wastewater Refuse	2,972	8,820	5,000	5,100	5,202
6304	Telephone	0	1,223	-	-	-
6307	Electricity & Gas	1,937	2,205	1,442	1,471	1,501
6703	Software Support/Development	-	1,653	-	-	-
6708	Special Program Expenditures	8,053	2,347	987	1,007	1,027
6710	Special Contractual Services	59,891	89,400	60,000	55,000	56,100
6802	Info Tech Service Charges	-	9,111	9,111	9,293	9,479
6803	City Garage Charges	740	789	4,074	4,961	5,168
6804	General Govt Service Charge	42,450	44,573	44,573	15,788	16,341
6902	Advertising	-	-	2,500	5,000	5,100
6908	Other Rentals	13,939	-	-	-	-
6909	Subscriptions & Memberships	1,500	-	-	-	-
	TOTAL SERVICES	136,402	160,672	139,318	109,484	112,019
	SUPPLIES					
7002	Office Supplies	2,571	-	794	810	826
7208	Repair/Maintenance Supplies	-	-	2,600	-	-
7807	Food	701	4,590	-	-	-
7810	Special Departmental Supplies	4,874	-	2,130	15,000	15,300
	TOTAL SUPPLIES	8,146	4,590	5,524	15,810	16,126
	FUND TOTAL	144,548	165,262	144,842	125,294	128,145

Land Maintenance and Street Lighting Districts

Program Description:

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

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

The revenues collected through the assessments in both districts have not been adequate to cover the cost of providing high levels of maintenance. As a result, General Fund revenues have been used to subsidize the cost of providing these services. The intent of a maintenance district is to provide adequate funding to support all necessary maintenance services within its boundaries. Services provided will be minimized to a level supported by the annual assessments to reduce the burden on the General Fund. Additionally, Landscape Maintenance District reductions will include reduced irrigation periods, cutbacks to the frequency of the landscape maintenance activities, and minor repair work. Landscaping and irrigation will be systematically removed and replaced with drought-tolerant plant material and drip irrigation that will require fewer maintenance hours. Furthermore, staff review, and inspections and general City administrative overhead will not be included in the cost of service for these Districts.

Program Objectives:

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

Significant Program Changes and Process Improvements:

- LED Retrofit project was completed on all tall street light poles throughout the city.

Community Facility Districts

Program Description:

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

In 1978, Proposition 13 was enacted by Californians, which limited the ability of many public agencies to finance new projects. In 1982, Senator Henry Mello and Assemblyman Mike Roos affected the passage of the "Mello-Roos Community Facilities Act of 1982" (the Act) authorizing local governments and developers to create Community Facilities Districts (CFDs) for the purpose of selling tax-exempt bonds to fund public improvements. The Act allows any county, city, special district, school district, or joint powers of authority to establish a CFD, which provides for the financing of public services and facilities. The Act allows communities to raise funds for improvements to infrastructure (streets, sewers, and storm drain) even though Proposition 13 limits their ability to tax property. The revenues collected through the assessments are used to support the maintenance of parks, parkways, and open spaces as well as flood and storm protection services, including, but not limited to, the operation and maintenance of storm drainage systems and on-site retention basins. The city currently facilitates the maintenance of 21 CFD areas.

Program Objectives:

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

DEPARTMENT/DIVISION
STREET LIGHTING DISTRICT #1

FUND
STREET LIGHTING DISTRICT #1 FUND

ORGKEY
260300

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	10,366	12,394	12,713	5,377	5,565
5101	Overtime Salaries	-	-	5	-	-
5202	Holiday Pay	71	-	152	-	-
5203	Bonus	280	-	-	-	-
5204	Accrual Payout	310	-	249	-	-
5301	Banked Leave Buy Back	130	414	1,614	265	261
5401	Pension Contributions	3,056	2,305	3,864	1,677	1,653
5501	FICA/Medicare	773	496	1,067	433	447
5601	Deferred Compensation	139	113	255	36	36
5701	Health/Dental Insurance	1,054	1,909	1,599	720	729
5702	Workers' Comp Insurance	-	-	-	-	-
5703	Disability Insurance	9	11	22	17	19
5704	Unemployment Insurance	8	26	123	26	26
5705	Life Insurance	6	4	8	4	4
5801	Vehicle Allowance	-	14	202	-	-
5802	Eyecare Reimbursement	-	6	6	18	18
5803	Clothing Allowance	6	3	6	9	9
5903	Other Taxable Benefits	26	606	24	5	5
	TOTAL SALARIES AND BENEFITS	16,234	18,301	21,909	8,587	8,772
	SERVICES					
6315	Electric Service-Street Light	-	4,000	-	23,000	23,690
6804	General Govt Service Charge	1,346	1,413	1,413	3,470	3,591
	TOTAL SERVICES	1,346	5,413	1,413	26,470	27,281
	FUND TOTAL	17,580	23,714	23,322	35,057	36,053

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2004-1

FUND
CFD 2004-1 ASSESSMENTS FUND

ORGKEY
261300

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	59,496	57,338	70,572	34,200	35,135
5202	Holiday Pay	445	-	67	-	-
5203	Bonus	1,855	-	-	41	44
5204	Accrual Payout	937	-	899	-	-
5301	Banked Leave Buy Back	1,061	1,921	6,877	2,138	2,540
5401	Pension Contributions	17,540	16,528	21,247	10,655	10,424
5501	FICA/Medicare	4,691	3,516	5,907	2,728	2,825
5601	Deferred Compensation	849	536	1,233	463	466
5701	Health/Dental Insurance	8,462	9,650	11,867	5,981	5,999
5703	Disability Insurance	3	-	24	67	69
5704	Unemployment Insurance	50	191	329	139	139
5705	Life Insurance	35	28	38	20	20
5801	Vehicle Allowance	-	99	404	60	60
5802	Eyecare Reimbursement	-	-	-	96	96
5803	Clothing Allowance	15	-	15	38	38
5804	Uniform Rental	13	-	-	-	-
5903	Other Taxable Benefits	81	1,522	102	93	93
	TOTAL SALARIES AND BENEFITS	95,531	91,329	119,581	56,719	57,948
	SERVICES					
6102	Legal Services	3,824	5,000	5,000	5,000	5,000
6106	Other Professional Services	-	54,000	3,500	-	-
6301	Water Wastewater Refuse	153,313	75,000	204,416	210,548	216,865
6307	Electricity & Gas	1,576	1,500	1,500	1,545	1,591
6308	Elec Service-Facility Ops	-	50	-	-	-
6710	Special Contractual Services	228,964	231,072	248,113	269,484	270,070
6804	General Govt Service Charge	7,927	8,323	8,323	26,401	27,325
6902	Advertising	4,049	-	-	-	-
	TOTAL SERVICES	399,654	374,945	470,851	512,978	520,851
	SUPPLIES					
7208	Repair/Maintenance Supplies	-	27,266	46,482	45,000	46,350
7901	Non-Capital Expenditures	-	15,000	-	-	-
	TOTAL SUPPLIES	-	42,266	46,482	45,000	46,350
	FUND TOTAL	495,185	508,540	636,915	614,697	625,149

DEPARTMENT/DIVISION
LANDSCAPE MAINTENANCE DISTRICT

FUND
LANDSCAPE MAINTENANCE DISTRICT FUND

ORGKEY
263300

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	3,585	3,806	5,113	5,377	5,565
5202	Holiday Pay	16	-	40	-	-
5203	Bonus	105	-	-	-	-
5204	Accrual Payout	29	-	32	-	-
5301	Banked Leave Buy Back	78	111	910	265	261
5401	Pension Contributions	1,065	1,115	1,549	1,677	1,653
5501	FICA/Medicare	290	268	473	433	447
5601	Deferred Compensation	26	26	36	36	36
5701	Health/Dental Insurance	47	577	514	720	729
5703	Disability Insurance	2	-	14	17	19
5704	Unemployment Insurance	3	13	67	26	26
5705	Life Insurance	2	2	4	4	4
5802	Eyecare Reimbursement	-	7	7	18	18
5803	Clothing Allowance	3	-	-	9	9
5903	Other Taxable Benefits	11	62	5	5	5
	TOTAL SALARIES AND BENEFITS	5,263	5,987	8,764	8,587	8,772
	SERVICES					
6301	Water Wastewater Refuse	23,713	25,000	22,824	25,000	25,000
6307	Electricity & Gas	432	1,800	276	400	400
6710	Special Contractual Services	4,600	10,000	10,000	10,000	10,000
6804	General Govt Service Charge	3,032	3,184	3,184	5,954	6,162
6902	Advertising	-	497	-	497	497
	TOTAL SERVICES	31,776	40,481	36,284	41,851	42,059
	SUPPLIES					
7204	Building/Grounds Maintenance	-	5,000	-	5,000	5,000
	TOTAL SUPPLIES	-	5,000	-	5,000	5,000
	FUND TOTAL	37,039	51,468	45,048	55,438	55,831

Facilities and Community Services
Solid Waste

Program Description:

The Solid Waste Division operates automated refuse, recycling, and green waste collection for approximately 20,300 single-family residential units. Commercial bin service is provided one to six days per week to 989 customers, and commercial recycling service is provided to about 614 businesses. New commercial organic waste recycling is provided to 35 customers. Businesses have recently received notification of compliance for AB 1826 (Mandatory Commercial Recycling). Approximately 51,939 tons of refuse were collected in 2023; an additional 279 tons of bulky items were collected from residential customers. Recycling material collected in 2023 is as follows: 13,751 tons of green/wood waste material, 9,143 tons of commingled recyclables, 134 tons of metal, 46 tons of mattresses, 74 tons of food waste, and 22 tons of tires. Roll-off bin service is provided using 171 roll-off bins, which customers rent weekly. An un-staffed recycling drop-off center is provided at the City Yard for residents and businesses that don't otherwise have an opportunity to recycle. As a community service, the Solid Waste Division provides cleanup of illegal dumping, educational activities with schools, and other solid waste education, including recycling and waste reduction for Redlands residents and businesses.

Program Objectives:

- Comply with all local, state, and federal regulatory requirements such as AB939, AB341, AB1826, SB1383, SCAQMD 1150.1 Clean Air Acts, and landfill operating requirements.
- Provide cost-effective, high-quality service to all solid waste customers.
- Operate the City's landfill in an efficient and fiscally responsible manner to ensure regulatory compliance.
- Ensure landfill regulatory requirements and compliance are met or exceeded.
- Ensure continued compliance with increasing State diversion/recycling requirements.

Significant Projects and Improvements:

- The California Street Landfill began construction of the installation of thirteen (13) vertical gas extraction wells on Phases 2 and 3. The project was completed on March 2, 2024.
- Staff has begun providing customer outreach about SB1383. These new regulations require the recycling of organic/food waste material by businesses and residents.
- To address mandatory recycling requirements of AB341, SB1383, and AB1826, the City's Solid Waste Division is continuing the recycling outreach programs and has developed an organics collection route to provide service to approximately 37 commercial customers. Beginning April 1, 2024, the Solid Waste Division will begin servicing curbside organic waste material for city residents.
- The Solid Waste Division continues to offer a Bulky Item Collection program to residential customers. The program allows customers to request a collection of bulky items retrieved from their curbside.
- The Solid Waste Division continues participating in a no-cost mattress recycling program offered through the State of California. This program allows staff to recycle mattresses collected through the City's bulky item program. This program enables Landfill staff to extract mattresses from the waste stream and recycle them. Staff is also working with CalRecycle on the possibility of implementing a used carpet recycling program.

- On February 21, 2024, the California Street Landfill received a draft permit from the South Coast Air Quality Management District (SCAQMD) for a permit to construct one Enclosed Flare to accommodate the future needs and growth of the City
- Two new front-end loading collection trucks were delivered to the Solid Waste Division in November of 2023.
- Implementation of Senate Bill 1383 (SB 1383) residential curbside organics collection. Implementation included “Talking Trash” educational videos, updates to the City website, and free kitchen pails to residential and multi-family households.
- Staff worked collaboratively to determine commercial businesses that were out of compliance with AB 341 (Mandatory Commercial Recycling) and brought over 250 commercial businesses into compliance.
- Implementation of a new Recycling program to help staff determine compliance for Mandatory Commercial Recycling (AB 341), Mandatory Commercial Organics Recycling (AB 1826), and Short-Lived Climate Pollutant Reduction Strategy (SB 1383).

Capital Purchases Greater Than $50,000:

- The Solid Waste Division purchased and received two collection trucks in September of 2023. The division is expecting six additional collection trucks to be delivered in the summer of 2024 as part of the ongoing fleet replacement program
- The construction and installation of thirteen (13) gas extraction wells on phase 2 and 3 of the California Street Landfill
- The Construction Quality Assurance (CQA) oversight of the Phase 2 and 3 Gas extraction project

Priority Focus Area Accomplishments for Fiscal Year 2023-24:

- Solid Waste collected approximately 51,939 tons of refuse, 9,143 tons of recyclables, 13,751 tons of green waste, and 74 tons of organic waste
- CalRecycle certified that the City of Redlands is meeting the requirements of AB939, AB1826, AB341, and SB1383 and has adequately implemented a diversion program
- Staff began outreach meetings and public speaking engagements to inform residents and business owners of the new assembly bills and recycling requirements of AB1826, AB341, and SB1383
- The California Street Landfill Phase 2 and 3 gas extraction well project was completed on March 2, 2024.

DEPARTMENT/DIVISION
SOLID WASTE-OPERATIONS

FUND
SOLID WASTE FUND

ORGKEY
511900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	2,640,261	3,601,975	3,185,438	3,478,842	3,618,820
5002	Salaries: Part-Time	-	19,672	-	-	-
5101	Overtime Salaries	413,272	367,765	367,765	380,000	400,000
5201	Stand By	1,108	-	1,800	-	-
5202	Holiday Pay	110,905	-	120,622	-	-
5203	Bonus	161,227	-	300	1,965	2,067
5204	Accrual Payout	40,438	-	23,682	-	-
5301	Banked Leave Buy Back	30,416	65,988	30,551	55,226	64,948
5401	Pension Contributions	492,145	920,076	921,791	974,191	965,709
5501	FICA/Medicare	252,264	220,544	273,320	241,692	252,082
5601	Deferred Compensation	13,635	9,677	23,129	8,771	9,059
5701	Health/Dental Insurance	536,819	1,001,621	707,072	880,983	883,751
5702	Workers' Comp Insurance	181,466	196,200	196,200	394,305	408,023
5703	Disability Insurance	23,032	25,983	26,224	30,763	32,101
5704	Unemployment Insurance	4,527	20,684	30,052	21,874	21,874
5705	Life Insurance	2,846	2,940	3,062	3,175	3,175
5801	Vehicle Allowance	300	-	12,995	2,880	2,880
5802	Eyecare Reimbursement	2,981	10,499	10,499	15,120	15,120
5803	Clothing Allowance	9,175	12,885	12,885	14,190	14,190
5804	Uniform Rental	3,917	5,369	5,369	-	-
5901	Compensated Absences Expense	13,013	-	-	-	-
5903	Other Taxable Benefits	2,047	95,520	3,180	885	885
	TOTAL SALARIES AND BENEFITS	4,935,792	6,577,398	5,955,936	6,504,862	6,694,684
	SERVICES					
6005	License & Permits	65,629	103,031	103,031	108,182	113,591
6006	Taxes	481	4,988	4,988	5,237	5,498
6007	Penalties and Interest	1,131	551	600	630	661
6008	State Mandated Fees	71,254	74,970	77,000	80,850	84,892
6105	Medical/Physicals	3,859	3,297	3,297	3,461	3,634
6106	Other Professional Services	702,712	895,432	765,550	716,642	731,491
6301	Water Wastewater Refuse	5,299	6,615	17,586	18,465	19,388
6303	City Disposal	188,384	115,420	200,000	-	-
6304	Telephone	4,784	2,425	5,000	5,250	5,512
6307	Electricity & Gas	9,414	6,693	12,000	13,000	14,000
6402	Travel Expense/Reimbursement	-	1,985	-	1,000	1,050
6403	Training	9,912	16,800	8,000	10,000	10,500
6505	Retiree Health Insurance	719,889	420,000	719,889	720,000	720,000
6703	Software Support/Development	-	-	500	500	525
6710	Special Contractual Services	1,582,339	2,464,255	1,800,000	1,872,790	1,952,523
6712	Landfill Tipping Charges	91,913	150,362	76,000	80,000	84,000
6713	Landfill Closure/PC Expense	876,490	300,000	300,000	300,000	300,000
6801	City Attorney Legal Service	28,510	34,735	30,052	29,073	29,351
6802	Info Tech Service Charges	622,191	729,338	669,338	373,164	328,740
6803	City Garage Charges	4,228,032	4,501,774	4,560,642	3,701,774	3,886,864

DEPARTMENT/DIVISION
SOLID WASTE-OPERATIONS

FUND
SOLID WASTE FUND

ORGKEY
511900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES (CONT.)					
6804	General Govt Service Charge	734,451	771,173	771,173	748,326	774,517
6805	Billing Services	612,500	750,000	750,000	500,000	500,000
6901	Printing and Binding	4,372	1,100	800	800	800
6902	Advertising	-	4,650	2,800	2,500	2,625
6903	Janitorial Services	2,540	9,983	10,000	10,500	11,025
6904	Land and Building Rent	5,302	5,618	5,621	5,700	5,985
6908	Other Rentals	-	124,040	34,000	50,000	52,500
6909	Subscriptions & Memberships	845	1,041	1,100	1,100	1,155
6910	Labor	-	-	5,190	-	-
6911	Bad Debt Expense	152,271	-	-	-	-
6914	Depreciation Expense	1,124,784	-	-	-	-
6916	Lease Amortization	5,850	-	-	-	-
	TOTAL SERVICES	11,855,137	11,500,277	10,934,157	9,358,944	9,640,827
	SUPPLIES					
7002	Office Supplies	4,292	3,511	1,900	2,000	2,000
7004	Uniform/Safety Clothing	61,683	45,564	45,564	50,000	51,000
7101	Office Equipment & Furniture	6,424	4,630	700	735	771
7102	Small Tools & Equipment	9,434	10,046	6,800	7,000	7,350
7201	Hardware Maint/Replace	-	551	-	-	-
7205	Machinery & Equip. Maint.	4,157	15,233	13,900	14,000	14,700
7206	Vehicle Maintenance	2,931	1,766	1,600	1,680	1,764
7208	Repair/Maintenance Supplies	56,149	32,011	28,500	29,000	30,450
7209	Janitorial Supplies	15,781	7,497	7,000	7,000	7,350
7210	Building Supplies	236	3,638	900	1,500	1,575
7211	Computer Components	766	-	6,600	4,000	4,200
7213	Motor Vehicle Supplies	1,382	-	-	-	-
7807	Food	1,932	1,361	1,272	1,200	1,260
7810	Special Departmental Supplies	675,597	670,153	697,000	670,000	700,000
	TOTAL SUPPLIES	840,763	795,961	811,736	788,115	822,420
	FIXED ASSETS					
8706	All Other Equipment	31,556	-	-	-	-
8801	Capital Lease	21,269	479,779	28,714	28,714	28,714
8999	Capital Expenditure Offset	(31,556)	-	-	-	-
	TOTAL FIXED ASSETS	21,269	479,779	28,714	28,714	28,714
	DEBT SERVICE					
9105	Interest-Lease	235	-	-	-	-
	TOTAL DEBT SERVICE	235	-	-	-	-
	DIVISION TOTAL	17,653,196	19,353,415	17,730,543	16,680,635	17,186,645

DEPARTMENT/DIVISION
SOLID WASTE-PROJECTS AND GRANTS

FUND
SOLID WASTE

ORGKEY
511910

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	-	-	11,000	-	-
	TOTAL SALARIES AND BENEFITS	-	-	11,000	-	-
	SERVICES					
6703	Software Support/Development	-	-	19,312	-	-
6710	Special Contractual Services	-	40,748	40,748	-	-
6901	Printing and Binding	1,509	-	-	-	-
6902	Advertising	657	-	7,000	-	-
	TOTAL SERVICES	2,166	40,748	67,060	-	-
	SUPPLIES					
7206	Vehicle Maintenance	-	49,880	49,880	-	-
7806	Promotional Supplies	-	-	3,000	-	-
7810	Special Departmental Supplies	9,419	40,048	94,048	-	-
7901	Non-Capital Expenditures	-	816	816	-	-
	TOTAL SUPPLIES	9,419	90,744	147,744	-	-
	FIXED ASSETS					
8301	Construction In Progress	7,380	-	-	-	-
8501	Other Betterments/Improv	-	1,399,485	1,499,264	-	-
8704	Motor Vehicles	33,902	3,511,873	3,511,873	1,500,000	1,500,000
8706	All Other Equipment	-	70,000	-	-	-
8999	Capital Expense Offset	(41,282)	-	-	-	-
	TOTAL FIXED ASSETS	-	4,981,357	5,011,137	1,500,000	1,500,000
	DEBT SERVICE					
9001	Principal	-	111,656	362,389	306,342	323,257
9101	Interest	11,145	7,810	7,817	63,789	46,896
	TOTAL DEBT SERVICE	11,145	119,466	370,206	370,131	370,153
	DIVISION TOTAL	22,730	5,232,315	5,607,147	1,870,131	1,870,153

DEPARTMENT/DIVISION
SOLID WASTE-DEBT SERVICE

FUND
SOLID WASTE

ORGKEY
511930

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6001	Fiscal Agent Fees	2,214	2,225	-	-	-
6004	Bank/Collection Agent Fees	13,747	12,913	12,913	12,913	12,913
	TOTAL SERVICES	15,960	15,138	12,913	12,913	12,913
	DEBT SERVICE					
9001	Principal	-	1,946,507	1,946,507	295,459	304,691
9101	Interest	63,304	140,395	140,395	117,353	107,856
	TOTAL DEBT SERVICE	63,304	2,086,902	2,086,902	412,812	412,547
	DIVISION TOTAL	79,264	2,102,040	2,099,815	425,725	425,460
	FUND TOTAL	17,755,190	26,687,770	25,437,505	18,976,491	19,482,257

DEPARTMENT/DIVISION

SOLID WASTE CAPITAL IMPROVEMENT FUND

FUND

SOLID WASTE CAPITAL IMPROVEMENT FUND

ORGKEY

519920

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6804	General Govt Service Charge	-	-	2,426	2,000	2,000
	TOTAL SERVICES	-	-	2,426	2,000	2,000
	FUND TOTAL	-	-	2,426	2,000	2,000

Facilities and Community Services
Citrus Groves

Program Descriptions:

The City currently farms 22 separate citrus groves totaling approximately 184 acres. Several citrus varieties, including Navel orange, Valencia orange, Ruby Star grapefruit, and Rio grapefruit, are farmed within these groves. The department staff provides onsite repairs and maintenance as well as oversight of various contractors.

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

The Citrus Grove budget is presented in twenty-one separate job ledgers/programs as an Enterprise Fund, to be supported by revenue received from the sale of citrus products from these groves. The groves currently owned and maintained by the city are known as:

1.	**California**
2.	**Palmetto 1, Palmetto 2**
3.	**Dearborn & Pioneer**
4.	**Fifth**
5.	**Granite**
6.	**Jacinto Memorial**
7.	**Judson**
8.	**Lugonia**
9.	**Mountain View**
10.	**Mullin**
11.	**Olive**
12.	**Judson East**
13.	**Judson West**
14.	**Prospect**
15.	**Riverview**
16.	**Texas**
17.	**University**
18.	**Gateway**
19.	**West Riverview**
20.	**Sessums**
21.	**Wabash**
22.	**San Bernardino**

Program Objectives:

- Staff support for the Citrus Preservation Commission on matters of acquisition, improvement, preservation, operation, and retention of citrus properties within the City.
- Efficiently, effectively, and economically manage the day-to-day operation of the groves, and market the crops to recover all costs of operation.
- Preserve acreage in citrus production consistent with the City's historical and cultural heritage as a citrus growing community while providing an economic basis for supporting private citrus development and processing facilities.

Significant Program Changes and Process Improvements:

- The Oriental Fruit fly was found in Redlands and the surrounding area. This led to an areawide quarantine and has impacted the ability of all growers to harvest fruit.
- Trees with the citrus greening disease (Huanglongbing or "HLB") were found in the area leading to a quarantine, which affects Redlands commercial groves and residential citrus trees. In total, four City groves are within the HLB quarantine, and City farming contractors must adhere to a strict set of guidelines for the continued farming of affected trees.
- Staff hosted public outreach meetings regarding the HLB quarantine for residents and commercial growers.
- Staff continues to monitor the impact of the Asian citrus psyllid on the California citrus industry and implementing prevention methods.

Accomplishments for Fiscal Year 2022-24:

- Replanted Lugonia Grove

DEPARTMENT/DIVISION
GROVES-OPERATIONS

FUND
GROVES FUND

ORGKEY
538900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	94,562	199,576	121,503	211,563	224,664
5101	Overtime Salaries	7,303	-	15,000	15,000	15,000
5202	Holiday Pay	287	-	4,117	-	-
5203	Bonus	10,000	-	-	123	132
5204	Accrual Payout	26,846	-	3,501	-	-
5301	Banked Leave Buy Back	-	4,090	-	2,176	5,244
5401	Pension Contributions	160,359	33,044	28,742	65,802	66,550
5501	FICA/Medicare	10,174	8,444	8,543	16,237	17,456
5601	Deferred Compensation	-	-		1,025	1,071
5701	Health/Dental Insurance	25,544	49,402	22,705	72,706	73,628
5702	Workers' Comp Insurance	11,066	11,964	11,964	8,216	8,502
5703	Disability Insurance	1,155	1,211	1,022	1,879	2,028
5704	Unemployment Insurance	296	868	3,023	1,554	1,554
5705	Life Insurance	148	126	134	226	226
5801	Vehicle Allowance	-	-	-	180	180
5802	Eyecare Reimbursement	-	450	450	1,074	1,074
5803	Clothing Allowance	300	600	900	1,005	1,005
5804	Uniform Rental	276	250	250	-	-
5901	Compensated Absences Expense	536	-	-	-	-
5903	Other Taxable Benefits	-	560	-	50	50
	TOTAL SALARIES AND BENEFITS	348,851	310,585	221,854	398,816	418,364
	SERVICES					
6006	Taxes	-	-	180	-	-
6007	Penalties and Interest	11	-	51	-	-
6105	Medicals/Physicals	143	-	-	-	-
6301	Water Wastewater Refuse	1,052	-	2,573	-	-
6304	Telephone	729	-	637	1,500	1,530
6307	Electricity & Gas	-	-	110	-	-
6308	Elec Service-Facility Ops	16,928	-	21,733	-	-
6510	Other Insurance	-	-	6,534	-	-
6710	Special Contractual Services	3,000	2,500	10,286	-	-
6802	Info Tech Service Charges	47,405	50,997	50,997	30,462	26,836
6804	General Govt Service Charge	26,101	27,406	27,406	28,776	29,784
6914	Depreciation Expense	23,078	-	-	-	-
6916	Lease Amortization	6,865	-	-	-	-
	TOTAL SERVICES	125,311	80,903	120,506	60,738	58,150
	SUPPLIES					
7004	Uniform/Safety Clothing	-	300	-	-	-
7102	Small Tools & Equipment	-	300	-	-	-
7206	Vehicle Maintenance	1,121	300	1,295	2,500	2,500
7208	Repair/Maintenance Supplies	17,736	3,035	14,933	5,000	5,000
7209	Janitorial Supplies	-	100	-	-	-
7810	Special Departmental Supplies	4,237	500	1,340	3,500	3,500
	TOTAL SUPPLIES	23,094	4,535	17,568	11,000	11,000

DEPARTMENT/DIVISION
GROVES-OPERATIONS

FUND
GROVES FUND

ORGKEY
538900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	FIXED ASSETS					
8801	Captial Leases	8,461	22,731	16,560	16,560	16,560
	TOTAL FIXED ASSETS	8,461	22,731	16,560	16,560	16,560
	DEBT SERVICE					
9102	Interest-Lease	159	-	-	-	-
	TOTAL DEBT SERVICE	159	-	-	-	-
	DIVISION TOTAL	505,877	418,754	376,489	487,114	504,074

DEPARTMENT/DIVISION
GROVES-PROJECTS AND GRANTS

FUND
GROVES FUND

ORGKEY
538910

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services	-	46,851	2,231	-	-
6301	Water Wastewater Refuse	76,163	71,916	64,880	82,150	84,143
6307	Electricity & Gas	-	2,520	4,016	6,700	6,834
6308	Elec Service-Facility Ops	-	11,856	9,100	12,000	12,240
6510	Other Insurance	-	7,980	7,140	7,190	7,350
6710	Special Contractual Services	1,231,089	749,903	658,090	742,087	758,279
6902	Advertising	-	305	305	-	1,000
	TOTAL SERVICES	1,307,251	891,750	745,762	850,127	869,846
	SUPPLIES					
7002	Office Supplies	-	1,500	500	1,000	1,020
7208	Repair/Maintenance Supplies	-	16,050	13,550	37,000	37,830
7901	Non-Capital Expenditures	65,538	207,000	159,513	-	-
	TOTAL SUPPLIES	67,634	224,550	173,563	38,000	38,850
	FIXED ASSETS					
8001	Land Acquisition	-	-	100,000	-	-
	TOTAL FIXED ASSETS	-	-	100,000	-	-
	DIVISION TOTAL	1,374,885	1,116,300	1,019,325	888,127	908,696
	FUND TOTAL	1,880,762	1,535,054	1,395,814	1,375,241	1,412,770

Facilities and Community Services
Cemetery Division

Program Description:

Hillside Memorial Park is a historic cemetery consisting of more than fifty acres of land. There are 11.75 acres of undeveloped land for future developments. The cemetery has performed and recorded over 33,204 interments since it was established in 1886. Hillside Memorial Park provides a place of reflection and remembrance for those that visit. Families that select Hillside Memorial Park as a final resting place are presented with an array of products to choose from which span from ground burials to mausoleum entombments. There are also multiple options for families that prefer cremation services. Hillside staff works diligently with public and private organizations to provide the best possible service to families served. The cemetery conducts an average of 220 interments per year.

The cemetery is an Enterprise Fund organized to produce revenue to offset expenditures. Portions of the cemetery revenues are placed into the Cemetery Perpetual Care Fund to help offset the expenses associated with future maintenance and upkeep of the cemetery grounds as well as to fund capital improvement projects.

Program Objectives:

- Provide excellent customer service to residents and the community by offering an array of services and products.
- Continue to modernize record-keeping systems to include digital information storage and retrieval.
- Digitize archived records in an electronic format for efficient and accurate research.
- Implement capital improvement projects that will allow the cemetery to remain modern and competitive.

Significant Projects and Improvements:

- Management of property inventory database to track available inventory spaces more effectively.
- Maintained permanent records for 33, 204 recorded interments.
- Performed 189 new interments, 43.39% of which were cremation related services.
- Cemetery staff has started an ongoing property inventory verification project to identify usable spaces located on the historic north end of the cemetery. An additional 10 usable cremation spaces were identified and added to the property inventory by staff.

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	342,756	423,065	399,215	391,381	402,698
5002	Salaries: Part-Time	13,737	52,815	7,680	16,000	16,000
5101	Overtime Salaries	5,401	10,000	5,000	10,000	10,000
5202	Holiday Pay	6,368	-	1,336	-	-
5203	Bonus	18,953	-	-	82	88
5204	Accrual Payout	1,775	-	2,131	-	-
5301	Banked Leave Buy Back	4,177	6,362	10,680	6,856	8,248
5401	Pension Contributions	378,477	103,739	111,685	122,723	120,213
5501	FICA/Medicare	28,797	29,559	30,748	31,672	32,630
5601	Deferred Compensation	1,406	1,442	2,177	1,555	1,567
5701	Health/Dental Insurance	64,696	95,251	76,922	98,817	99,267
5702	Workers' Comp Insurance	13,832	14,955	14,955	15,063	15,587
5703	Disability Insurance	2,015	2,214	2,274	2,986	3,092
5704	Unemployment Insurance	635	3,231	2,759	2,773	2,773
5705	Life Insurance	329	280	309	340	340
5801	Vehicle Allowance	-	-	606	120	120
5802	Eyecare Reimbursement	450	1,000	1,000	1,617	1,617
5803	Clothing Allowance	638	953	1,260	1,277	1,277
5804	Uniform Rental	363	397	397	-	-
5901	Compensated Absences Expense	1,523	-	-	-	-
5903	Other Taxable Benefits	1,793	5,533	2,661	2,634	2,634
	TOTAL SALARIES AND BENEFITS	888,120	750,796	673,795	705,896	718,151
	SERVICES					
6005	License & Permits	1,206	783	710	800	800
6106	Other Professional Services	-	-	1,189	-	-
6301	Water Wastewater Refuse	24,683	30,678	30,678	31,000	31,500
6304	Telephone	2,579	2,718	2,650	3,700	2,900
6307	Electricity & Gas	4,314	4,045	4,045	4,200	4,300
6401	Meeting & Prof Development	-	4,000	4,000	4,000	7,000
6402	Travel Expense/Reimbursement	-	1,900	500	1,200	1,200
6403	Training	922	1,500	900	1,500	1,500
6505	Retiree Health Insurance	70,739	15,750	70,000	70,000	70,000
6601	Postage	253	250	200	250	250
6703	Software Support/Development	-	500	-	-	-
6708	Special Program Expenditures	-	38,728	-	-	-
6710	Special Contractual Services	91,268	157,042	153,389	165,000	172,000
6802	Info Tech Service Charges	59,256	63,746	63,746	38,078	33,545
6803	City Garage Charges	33,257	35,497	40,742	48,618	50,649
6804	General Govt Service Charge	72,538	76,165	76,165	79,974	82,773
6901	Printing and Binding	-	2,500	176	2,000	500
6902	Advertising	801	5,000	5,000	5,000	5,000
6903	Janitorial Services	13,639	35,571	13,000	15,000	15,000
6906	Office Equip & Furn Rent	2,025	2,000	2,500	2,500	2,500
6909	Subscriptions & Memberships	-	330	330	330	330
6910	Labor	6,775	-	150	-	-
6911	Bad Debt Expense	(61)	10,000	10,000	-	-
6914	Depreciation Expense	42,893	-	-	-	-
6916	Lease Amortization	13,901	-	-	-	-
	TOTAL SERVICES	440,990	488,703	480,070	473,150	481,747

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	829	2,100	2,100	2,500	2,000
7004	Uniform/Safety Clothing	2,508	1,100	1,706	2,508	2,508
7101	Office Equipment & Furniture	-	1,200	1,200	1,500	1,500
7102	Small Tools & Equipment	5,913	2,500	1,200	2,500	2,500
7204	Building/Grounds Maintenance	18,066	27,545	15,200	20,000	22,000
7206	Vehicle Maintenance	1,259	934	934	1,259	1,259
7208	Repair/Maintenance Supplies	10,753	14,500	5,140	14,500	14,500
7209	Janitorial Supplies	-	250	200	-	200
7210	Building Supplies	-	-	15,000	-	-
7212	Equipment Parts	199	-	-	-	-
7801	Resale Materials	41,944	58,435	58,435	62,000	67,000
7806	Promotional Supplies	-	2,500	2,500	2,500	2,500
7807	Food	693	500	500	500	500
7810	Special Departmental Supplies	5,173	2,500	2,500	2,700	2,750
7901	Non-Capital Expenditures	-	4,800	-	-	-
	TOTAL SUPPLIES	87,338	118,864	106,615	112,467	119,217
	FIXED ASSETS					
8501	Other Betterments/Improv	-	270,000	170,000	100,000	100,000
8704	Motor Vehicles	19,409	-	-	-	-
8706	All Other Equipment	-	7,500	7,500	20,000	-
8801	Capital Lease	5,482	59,481	69,028	42,335	71,335
8999	Capital Expenditure Offset	(19,409)	-	-	-	-
	TOTAL FIXED ASSETS	5,482	336,981	246,528	162,335	171,335
	DEBT SERVICE					
9001	Principal	-	179,030	179,030	178,645	150,000
9101	Interest	19,496	1,277	1,277	339	-
9102	Interest-Lease	228	-	-	-	-
	TOTAL DEBT SERVICE	19,724	180,307	180,307	178,984	150,000
	FUND TOTAL	1,441,654	1,875,652	1,687,315	1,632,832	1,640,450

Facilities and Community Services
Redlands Municipal Airport
(Aviation Division)

Program Description:

The Aviation Division manages airfield operations and airport land leases, tie-downs, and city facilities and equipment. The Division ensures compliance with the Federal Aviation Administration and the California Department of Transportation Aeronautics Division requirements for General Aviation airport facilities. The airport budget is an Enterprise Fund to sustain the program through airport revenue. The City Council has appointed the Airport Advisory Board to advise the City Council on airport management matters. Oversight is provided by department staff that coordinate airport maintenance activities, grant acquisition, and administration through various department divisions.

The airport encompasses 177 acres, with 197 hangars, 25 offices, 210 tie-downs, and approximately 200 based aircraft. There are currently 14 businesses based at the airport.

Program Objectives:

- Maintain a safe aviation environment.
- Operate the airport as a self-sustaining Enterprise Fund
- Provide regular education, inspections of airport facilities and equipment along with recurring maintenance.
- Leverage FAA and Caltrans entitlements to maximize capital improvements through FAA and Caltrans grant programs.
- Administer the City-owned west ramp tie-downs.
- Administer Fixed Base Operators (FBO's) with land leases.
- Administer, advise, coordinate, and communicate land use and airspace compatibility, avigation easements, and environmental stewardship.
- Provide staff liaison to the Airport Advisory Board

Accomplishments for Fiscal Years 2022-2024:

- Hosted new Halloween Plane-or-Treat events bringing over 2500 participants to the airfield in the second year to learn about aviation activities and the Redlands Airport.
- Processed for approval FAA Entitlement Planning Grants and State of California Matching Grants for runway and taxiway resurfacing, Wildlife Hazardous Management Plan, design for a new airfield security fence, and associated environmental documents.
- Secured agreement with Civil Air Patrol to base a youth squadron at Redlands Municipal Airport, which teaches youth participants about aviation careers and activities and provides support to airport events and operations.
- Completed the FAA funded Airport Layout Plan (ALP) update.
- Complied with FAA Hangar Policy and San Bernardino Possessory Tax requirements through hangar inspection program.
- Sustainment maintenance of Storm Water Pollution Prevention Program, achieving recognition and approval to limit sampling one time per year for staying within compliance standards.

- Conducted outreach/engagement with FAA, San Bernardino International Airport, and Redlands Pilot community relating to a new flight pattern transecting through Redlands Municipal Airport airspace.

Goals for Fiscal Year 2024-2026:

- Secure on-call service agreement with design, planning, and engineering consultant to provide all FAA required documents and information for grant funded projects.
- Develop and release an RFP to provide additional fuel service at the airport, including Jet-A fuel utilized by growing number of helicopters at KREI.
- Perform required maintenance on City owned hangar buildings including paint and roofing.
- Restore the beacon tower as a showcase to aviation history in Redlands and the Inland Empire.

DEPARTMENT/DIVISION
AIRPORT-OPERATIONS

FUND
AVIATION FUND

ORGKEY
564900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	91,047	115,275	114,621	93,996	100,670
5101	Overtime Salaries	118	-	25	-	-
5202	Holiday Pay	267	-	171	-	-
5203	Bonus	4,263	-	-	41	44
5204	Accrual Payout	1,436	-	1,417	-	-
5301	Banked Leave Buy Back	176	2,098	1,456	1,340	1,499
5401	Pension Contributions	63,292	33,837	33,811	29,329	29,910
5501	FICA/Medicare	7,436	8,354	9,158	7,258	7,775
5601	Deferred Compensation	480	1,352	2,116	1,495	1,512
5701	Health/Dental Insurance	5,610	7,275	9,499	5,059	5,068
5702	Workers' Comp Insurance	2,766	2,991	2,991	2,739	2,834
5703	Disability Insurance	50	71	49	-	-
5704	Unemployment Insurance	181	545	692	456	456
5705	Life Insurance	74	79	81	66	66
5801	Vehicle Allowance	-	-	606	60	60
5802	Eyecare Reimbursement	-	282	282	315	315
5803	Clothing Allowance	35	35	35	-	-
5901	Compensated Absences Expense	351	-	-	-	-
5903	Other Taxable Benefits	55	6,566	286	158	158
	TOTAL SALARIES AND BENEFITS	177,636	178,760	177,296	142,312	150,367
	SERVICES					
6005	License & Permits	1,738	-	-	-	-
6008	State Mandated Fees	-	1,985	-	-	-
6106	Other Professional Services	-	36,036	1,000	-	-
6301	Water Wastewater Refuse	7,573	6,064	10,000	12,000	14,000
6304	Telephone	7,303	5,513	10,000	12,000	14,000
6307	Electricity & Gas	32,728	17,640	36,000	40,000	43,000
6403	Training	56	551	551	1,000	1,000
6505	Retiree Health Insurance	11,505	-	12	-	-
6510	Other Insurance	-	4,961	-	-	-
6601	Postage	-	551	551	-	-
6703	Software Support/Development	-	2,205	900	1,500	1,500
6710	Special Contractual Services	46,633	4,962	30,000	22,000	22,000
6802	Info Tech Service Charges	11,851	37,749	12,749	7,616	6,709
6803	City Garage Charges	1,478	1,578	3,169	4,961	5,168
6804	General Govt Service Charge	72,902	76,547	76,547	80,375	83,188
6901	Printing and Binding	-	551	551	-	-
6902	Advertising	7,167	1,323	3,000	2,500	2,500
6903	Janitorial Services	9,294	19,673	15,000	20,000	22,000
6907	Comms Service & Rental	-	1,654	1,654	1,654	1,654
6909	Subscriptions & Memberships	-	331	331	500	500
6910	Labor	15,840	194	6,293	8,000	8,000
6911	Bad Debt Expense	899	-	1,066	-	-
6912	Reimbursed Expenditures	2,260	8,701	8,701	-	-
6914	Depreciation Expense	223,085	-	-	-	-
	TOTAL SERVICES	452,312	228,768	218,075	214,106	225,219

DEPARTMENT/DIVISION
AIRPORT-OPERATIONS

FUND
AVIATION FUND

ORGKEY
564900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	1,816	1,323	1,323	1,500	1,600
7102	Small Tools & Equipment	626	1,103	1,103	1,200	1,200
7203	Office Equipment Maintenance	-	551	-	-	-
7204	Building/Grounds Maintenance	3,795	68,323	36,772	45,000	50,000
7208	Repair/Maintenance Supplies	5,525	7,223	15,000	23,000	25,000
7209	Janitorial Supplies	631	-	-	-	-
7210	Building Supplies	-	6,615	4,000	4,000	4,000
7807	Food	-	-	194	500	500
	TOTAL SUPPLIES	12,392	85,138	58,392	75,200	82,300
	FIXED ASSETS					
8801	Capital Lease	-	-	7,910	7,910	24,400
	TOTAL FIXED ASSETS	-	-	7,910	7,910	24,400
	DEBT SERVICE					
9001	Principal	-	57,000	57,000	57,000	57,000
9101	Interest	18,142	3,000	3,000	3,000	3,000
	TOTAL DEBT SERVICE	18,142	60,000	60,000	60,000	60,000
	DIVISION TOTAL	660,483	552,666	521,672	499,528	542,286

DEPARTMENT/DIVISION
AIRPORT-PROJECTS AND GRANTS

FUND
AVIATION FUND

ORGKEY
564910

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6710	Special Contractual Services	90,919	93,356	93,356	-	-
6912	Reimbursed Expenditures	(2,260)	(8,701)	(8,701)	-	-
	TOTAL SERVICES	88,658	84,655	84,655	-	-
	SUPPLIES					
7204	Building/Grounds Maintenance	-	5,872	15,872	-	-
7901	Non-Capital Expenditures	70,048	5,000	5,000	-	-
	TOTAL SUPPLIES	70,048	10,872	20,872	-	-
	DIVISION TOTAL	158,706	95,527	105,527	-	-
	FUND TOTAL	819,189	648,193	627,200	499,528	542,286

Facilities and Community Services
Equipment Maintenance Division

Program Description:

The Equipment Maintenance Division provides maintenance and repair service as well as safety inspections for the City's vehicles and equipment. Emphasis is placed on safety, preventive maintenance, and compliance with air quality and other State regulations. Equipment Maintenance staff provide the support necessary to maintain over 600 units of vehicles, heavy equipment, generators, and compressors, as well as operation of the City's L/CNG fuel station. The Equipment Maintenance Division is an Internal Service Fund.

Program Objectives:

- Provide maintenance and repair services to City departments to maintain an in-service rate of 93% or higher.
- Receive an annual award of tax rebates through consistent and timely L/CNG tax reporting. Staff secured a rebate of $243,732 for the Fiscal Year 2022-23.
- Maintain and provide timely reporting for programs required by the State of California and other regulatory agencies.
- Maintain continuous training for mechanics to ensure up-to-date skills and knowledge of computer and electronic technology on the newer model electric, and alternative fuel vehicles.

Strategic Plan

The Equipment Maintenance Division supports the Strategic Plan Priority D – Sustainability through continued evaluation of the City's medium and light-duty vehicles under the vehicle lease and maintenance program with Enterprise Fleet Management. Through this program, 105 City vehicles have been replaced, resulting in an increase in safety and a reduction in maintenance costs associated with older vehicles.

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	389,057	572,532	496,954	670,277	696,947
5101	Overtime Salaries	30,431	21,000	34,565	38,367	42,588
5201	Stand By	890	-	658	730	811
5202	Holiday Pay	9,850	-	6,493	-	-
5203	Bonus	17,735	-	-	411	440
5204	Accrual Payout	39,211	-	4,335	-	-
5301	Banked Leave Buy Back	10,729	17,330	24,696	17,138	23,434
5401	Pension Contributions	(75,958)	171,389	153,615	201,865	200,031
5501	FICA/Medicare	36,889	41,846	43,712	50,512	52,946
5601	Deferred Compensation	16,658	3,137	4,382	2,818	2,877
5701	Health/Dental Insurance	58,033	144,276	100,899	173,516	175,316
5702	Workers' Comp Insurance	29,908	32,336	32,336	104,547	108,185
5703	Disability Insurance	2,725	3,763	3,103	5,156	5,460
5704	Unemployment Insurance	594	3,216	4,565	3,763	3,763
5705	Life Insurance	351	467	417	546	546
5801	Vehicle Allowance	-	-	3,030	600	600
5802	Eyecare Reimbursement	162	1,667	1,667	2,601	2,601
5803	Clothing Allowance	816	1,638	1,638	2,250	2,250
5804	Uniform Rental	368	683	683	-	-
5901	Compensated Absences Expense	1,895	-	-	-	-
5903	Other Taxable Benefits	455	9,109	1,674	311	311
	TOTAL SALARIES AND BENEFITS	570,798	1,024,389	919,422	1,275,409	1,319,105
	SERVICES					
6004	Bank/Collection Agent Fees	15,465	23,100	25,467	26,741	28,078
6005	License & Permits	67,341	12,247	79,793	82,186	84,652
6006	Taxes	(1,597)	27,520	27,520	28,896	30,341
6007	Penalties and Interest	7,915	-	5,610	-	-
6008	State Mandated Fees	-	-	23	500	500
6105	Medical/Physicals	176	-	-	-	200
6304	Telephone	3,433	3,115	6,655	6,338	6,655
6401	Meeting & Prof Development	220	-	-	-	-
6402	Travel Expense/Reimbursement	-	-	1,000	500	500
6403	Training	338	5,512	4,512	3,000	3,000
6505	Retiree Health Insurance	137,960	49,761	137,960	140,000	140,000
6601	Postage	640	400	579	600	600
6703	Software Support/Development	1,850	45,213	59,853	38,276	39,310
6708	Special Program Expenditures	500	-	-	-	-
6710	Special Contractual Services	18,378	513,512	41,014	77,000	52,000
6802	Info Tech Service Charges	82,959	124,245	89,245	38,078	33,545
6804	General Govt Service Charge	328,873	345,317	345,317	494,184	511,480
6901	Printing and Binding	294	-	-	-	-
6906	Office Equip & Furn Rent	1,963	3,610	2,022	2,244	2,244
6908	Other Rentals	157,162	59,413	59,413	30,000	35,000
6909	Subscriptions & Memberships	12,732	19,875	24,166	1,000	1,000
6910	Labor	164,147	10,165	139,369	108,000	111,240
6911	Bad Debt Expense	24	-	95	-	-
6914	Depreciation Expense	31,401	-	-	-	-
6916	Lease Amortization	7,082	-	-	-	-
	TOTAL SERVICES	1,039,256	1,243,004	1,049,613	1,077,544	1,080,345

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7002	Office Supplies	6,433	2,205	8,315	8,550	8,950
7004	Uniform/Safety Clothing	11,707	12,517	6,446	25,040	37,560
7101	Office Equipment & Furniture	-	-	7,902	8,692	9,561
7102	Small Tools & Equipment	602	21,735	25,027	27,530	30,283
7204	Building/Grounds Maintenance	39,008	12,564	111,660	74,210	82,373
7205	Machinery & Equip. Maint.	58,683	82,687	65,159	72,326	80,282
7206	Vehicle Maintenance	1,377,025	1,137,814	1,818,403	1,729,736	1,695,141
7208	Repair/Maintenance Supplies	83,724	2,756	320,143	92,934	103,156
7209	Janitorial Supplies	5,845	1,984	19,147	24,150	26,807
7210	Building Supplies	430	2,756	-	-	-
7211	Computer Components	4,330	11,025	15,262	16,941	13,584
7212	Equipment Parts	63,799	-	38,749	56,298	62,491
7213	Motor Vehicle Supplies	1,511,628	1,571,883	1,856,153	1,788,689	1,666,933
7214	Tires & Tubes	242,370	301,875	301,875	319,988	355,186
7301	Gasoline	692,312	981,831	605,300	623,459	642,163
7302	Compressed Natural Gas (LCNG)	1,035,378	2,435,737	1,914,235	1,990,804	2,090,345
7303	Oil and Lubricants	47,646	65,000	119,657	137,938	147,594
7304	Diesel Fuel	400,637	680,953	371,221	444,707	475,836
7807	Food	563	1,653	304	2,128	2,362
7810	Special Departmental Supplies	12,555	6,366	28,711	14,985	16,633
7901	Non-Capital Expenditures	-	126,433	77,457	50,000	-
	TOTAL SUPPLIES	5,594,675	7,459,774	7,711,126	7,509,105	7,547,241
	FIXED ASSETS					
8501	Other Betterments/Improv	-	150,000	-	175,000	525,000
8503	Building Construction/Improv	-	-	-	125,000	350,000
8704	Motor Vehicles	-	-	-	85,000	-
8706	All Other Equipment	161,630	-	-	208,932	75,000
8801	Capital Lease	6,708	19,049	14,851	14,851	14,851
8999	Capital Expenditure Offset	(179,510)	-	-	-	-
	TOTAL FIXED ASSETS	(11,172)	169,049	14,851	608,783	964,851
	DEBT SERVICE					
9102	Interest-Lease	83	-	-	-	-
	TOTAL DEBT SERVICE	83	-	-	-	-
	FUND TOTAL	7,193,640	9,896,217	9,695,012	10,470,840	10,911,542

Municipal Utilities and Engineering Department

Mission:

The mission of the Municipal Utilities & Engineering Department (MUED) is to provide reliable service to the community with professionalism, integrity, accountability, quality, transparency, and innovation. MUED plans, designs, constructs, operates, and maintains Redlands' physical infrastructure for the residents and businesses in the City, making our community a desirable place to live, work, and visit.

MUED is responsible for delivering the following services to the City's residents and businesses:

- Utility Operations:
  - Water production and distribution;
  - Non-potable water distribution;
  - Wastewater collection, treatment, and disposal;
- Engineering review and inspection of development proposals for compliance with State and City codes, standards, and other governmental requirements relating to land subdivisions, grading, drainage, and improvements within the City rights-of-way;
- Management, rehabilitation, and replacement of infrastructures such as water mains, sewer mains, storm drains, streets, and traffic signals to provide reliable service to the community;
- Development and construction of new public facilities to protect and enhance Redlands' livability.

MUED is organized into three (3) divisions including Engineering (Capital Improvement Program), Water Utility Operations (Potable and Non-Potable), and Wastewater Utility Operations. In total, MUED employs 94 full-time and one (1) part-time utility professionals.

Departmental Goals:

- Preserve City Assets
  - Provide responsible leadership and management to preserve the City's physical assets and resources;
  - Optimize City's physical assets to ensure reliability and exceed anticipated service life;
  - Maximize sustainable practices and ensure City infrastructure improvements support the City's mission to limit its environmental footprint;
  - Provide fiscally responsible water, non-potable water, and wastewater services;
  - Provide a safe, well-maintained, and efficient transportation system;
  - Ensure regulatory compliance by mandating MUED and vendor practices are consistent with all related codes and regulations; and
  - Develop and Implement effective emergency management strategies to ensure continuity of services during and after significant events.

- Provide Quality Customer Service
  - Promptly deliver requested services with the highest quality of workmanship;
  - Develop and train staff to effectively communicate with customers; and
  - Expand online self-service opportunities.

- Ensure Employee Effectiveness and Satisfaction
  - Recruit and retain high-performing employees;
  - Provide resources necessary for employees to perform work tasks safely and efficiently;
  - Create and maintain a diverse work environment that encourages staff engagement, high-performance, and professional satisfaction;
  - Encourage professional development to prepare City employees for promotion opportunities;
  - Emphasize the importance of employee leadership and accountability at all levels.

- Establish Effective and Long-term Partnerships
  - Promote productive working relationships with City stakeholders, other municipalities, and regional partners;
  - Expand collaboration with Education and Industry partners on technology projects.

- Utilize Innovation
  - Leverage new ideas and technology to solve problems and accomplish the City's mission;
  - Create and sustain an organizational culture that encourages and supports innovation;
  - Optimize the use of emerging technologies;
  - Improve data collection and promote data-driven decision-making.

- Stimulate the Redlands Economy
  - Provide a One-Stop Permit Center for the prompt processing of development permits in the City;
  - Provide a One-Stop Permit Center to guide developers through Departmental requirements, the Redlands Municipal Code, Measure U, and State regulations;
  - Enhance Redlands' economic curb appeal.

- Encourage Environmental Protection
  - Collaborate with State, Regional, and Local agencies to promote environmentally sound policies and procedures;
  - Continually assess Redlands water sources (Santa Ana River, Mill Creek, and Bunker Hill Basin) to monitor the health of each source;
  - Implement the City's National Pollutant Discharge Elimination System (NPDES) to ensure stormwater discharges comply with the Municipal Separate Storm Sewer Systems (MS4) permits for Capital Improvement Projects, Water Utility Operations, and Wastewater Utility Operations.

- Social Responsibility
  - Collaborate with local Universities and Colleges to encourage students to consider a career in municipal government;
  - Establish an apprenticeship program to mentor young professionals;
  - Promote Departmental programs through community outreach at local events (Market Night, Redlands Bicycle Classic, etc.)

Municipal Utilities and Engineering Department
Engineering Division

Program Description:

The City of Redlands Engineering Division provides quality engineering services for the citizens of Redlands and the private development community. Engineering reviews capital improvement projects and manages construction of City infrastructure improvement projects such as street rehabilitation, water, and sewer main replacement, and storm drain construction.

Program Objectives:

- Efficiently deliver Capital Improvement Projects;
- Capitalize on opportunities to improve the effectiveness of services provided to the community;
- Leverage State and Federal grant funds to implement significant capital improvement projects;
- Preserve and extend the useful service life of public infrastructure in a fiscally responsible manner;
- Maintain a CIP noticing program to educate and inform the general public.

Sustainability Efforts:

- Participate in Demand Response program designed for load-shedding;
- Rehabilitate well and booster pumps with energy-efficient units;
- Capitalize on building energy consumption and efficiency improvement opportunities;
- Reduce pollutants and greenhouse gases by reducing traffic congestion;
- Support sustainable transportation such as biking and walking;
- Identify grant opportunities and emerging technologies;
- Promote the use of LED streetlights and identify opportunities to replace existing HPS streetlights.

Significant Programs:

PARIS
In 2012, the City completed the Pavement Accelerated Repair Implementation Strategy (PARIS) funding strategy for the pavement condition assessment and pavement management platform to strategically prioritize the investment of funds for road improvements. PARIS resurfaced approximately 440 lane miles of public streets (2/3 of all City streets) from 2013 to 2021 and increased the Redlands street network pavement condition index from 53 to 82. PARIS was completed in FY 2020-21. The remaining 210 lane miles of City streets will be rehabilitated, and streets rehabilitated through PARIS will be maintained, through a new Pavement Management Program (PMP 2020), which was adopted by City Council in April 2020.

MEASURE I & SB1
Measure I is the half-cent countywide sales tax levy approved by the voters to fund local transportation improvements. The City's annual Measure I allocation was used in its entirety to fund the PARIS program and is expected to do so with the PMP. Additionally, the Road Maintenance and Rehabilitation Account established through Senate Bill 1 provides funding to Redlands for not only PMP improvements, but other local transportation improvements as well.

DEVELOPMENT IMPACT FEES
Development Impact Fees (DIF) are collected for the construction, expansion, and improvement of arterial streets, freeway interchanges, traffic signals, public facilities, public parks, storm drain facilities, wastewater facilities, solid waste facilities, and water facilities. DIF provides partial funding for the construction of master-planned facilities to accommodate impacts associated with new development projects.

WATER CONSERVATION
In 2012-13, Redlands adopted a Water Conservation Rebate Program to incentivize customers to reduce water consumption and contribute to the City's effort to meet the 2009 Water Conservation Act goals, which required a twenty percent (20%) reduction in water consumption by 2020. The rebate program and successful implementation of additional programs such as irrigation controller scheduling assistance, a water waste investigation program, and a children's educational platform featuring Ira the IrriGATOR and Eva the InvestiGATOR, have resulted in a citywide residential water consumption rate reduction of approximately 50 gallons per capita per day over the last five years.

Accomplishments in Fiscal Year 2022-23:

- Construction of the PMP 2022 and PMP 2023, completing approximately sixty-two (62) lane miles of the street out of the remaining 1/3 of the City's street (210 lane miles out of 650) after completing the PARIS program.;
- Replacement of four (4) miles of water pipeline;
- Rehabilitation of four (4) miles of sewer pipeline by replacing and slip lining;
- Replacement of two (2) miles of sidewalks;
- Replacement of ninety (90) ADA curb ramps;
- Awarded approximately $150,000 in Water Efficiency Rebates;
- Design of WWTP Phase 2 (overall rehabilitation of the plant) is completed;
- Construction of the Redlands Passenger Rail Project completed;
- Construction of I-10 and University Street widening project completed;
- Construction of I-10 and Alabama Street widening project completed;
- Construction inspection for capital projects and land development activities.

DEPARTMENT/DIVISION
ENGINEERING

FUND
GENERAL FUND

ORGKEY
101400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	186,361	190,798	202,134	400,677	419,615
5002	Salaries: Part-Time	9,863	13,237	10,672	13,489	13,489
5101	Overtime Salaries	5,407	5,000	5,000	5,250	5,513
5202	Holiday Pay	2,077	-	5,326	-	-
5203	Bonus	6,725	-	1,200	488	498
5204	Accrual Payout	5,140	-	498	-	-
5301	Banked Leave Buy Back	1,349	6,738	2,125	10,760	11,837
5401	Pension Contributions	47,099	60,089	53,238	123,136	122,972
5501	FICA/Medicare	15,830	15,222	17,191	31,255	32,826
5601	Deferred Compensation	1,784	1,629	3,916	5,211	5,192
5701	Health/Dental Insurance	22,159	34,879	32,350	72,667	73,911
5702	Workers' Comp Insurance	79,641	86,107	86,107	43,951	45,480
5703	Disability Insurance	968	1,143	1,203	1,969	2,084
5704	Unemployment Insurance	225	1,194	1,548	2,083	2,083
5705	Life Insurance	129	129	132	258	258
5801	Vehicle Allowance	-	1,451	-	-	-
5802	Eyecare Reimbursement	1,482	461	461	1,230	1,230
5803	Clothing Allowance	1,260	-	675	645	645
5804	Uniform Rental	-	574	574	-	-
5903	Other Taxable Benefits	320	3,168	248	293	293
5904	Tuition Reimbursement	576	-	432	-	-
	TOTAL SALARIES AND BENEFITS	388,395	421,819	425,030	713,362	737,926
	SERVICES					
6005	License & Permits	74,214	62,540	62,540	540	540
6101	Architect & Engineer	241,275	261,739	261,739	275,000	200,000
6304	Telephone	(300)	2,700	2,700	2,800	2,800
6401	Meeting & Prof Development	-	500	-	7,500	7,500
6402	Travel Expense/Reimbursement	242	1,600	1,600	1,600	1,600
6403	Training	496	5,000	5,000	7,500	7,500
6601	Postage	845	1,200	1,200	1,000	1,000
6703	Software Support/Development	-	11,000	11,000	-	-
6708	Special Program Expenditures	1,200	26,000	26,000	-	-
6710	Special Contractual Services	14,323	22,000	8,397	-	-
6802	Info Tech Service Charges	177,769	241,239	191,239	76,156	67,090
6803	City Garage Charges	22,171	23,664	27,161	31,751	33,077
6901	Printing and Binding	1,175	2,100	2,100	3,000	3,000
6902	Advertising	5,103	2,700	2,700	3,000	3,000
6906	Office Equip & Furn Rent	3,691	-	1,791	-	-
6909	Subscriptions & Memberships	2,388	2,100	2,100	2,000	2,100
6912	Reimbursed Expenditures	117,359	-	361,300	-	-
	TOTAL SERVICES	661,950	666,082	968,567	411,847	329,207

DEPARTMENT/DIVISION
ENGINEERING

FUND
GENERAL FUND

ORGKEY
101400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SUPPLIES					
7001	Books & Supplies	2,241	3,100	2,000	2,000	2,200
7002	Office Supplies	236	2,100	2,100	2,000	2,200
7003	Awards/ Reconginition Program	-	1,600	-	3,000	3,000
7004	Uniform/Safety Clothing	870	1,700	1,200	1,400	1,600
7101	Office Equipment & Furniture	-	-	-	1,000	1,000
7102	Small Tools & Equipment	27	-	-	500	500
7208	Repairs/ maintenance	37	-	63	-	-
7209	Janitorial Supplies	-	-	30	-	-
7211	Computer Components	3,698	2,500	2,500	3,600	3,600
7810	Special Departmental Supplies	220	-	103	-	15,000
7901	Non-Capital Expenditures	-		488,437	-	-
	TOTAL SUPPLIES	7,330	11,000	496,432	13,500	29,100
	FIXED ASSETS					
8301	Construction In Progress	639,172	-	-	-	-
8403	Street Construction	1,429,581	3,274,787	3,274,787	500,000	500,000
8404	Storm Drain Construction	-	381,799	-	-	-
8501	Other Betterments/Improv	-	1,598,220	136,487	-	-
8706	All Other Equipment	39,792	-	-	-	-
8801	Capital Lease	-	-	123,100	88,998	88,998
	TOTAL FIXED ASSETS	2,108,545	5,254,806	3,534,374	588,998	588,998
	DEPARTMENT TOTAL	3,166,220	6,353,707	5,424,403	1,727,707	1,685,231

DEPARTMENT/DIVISION
ENGINEERING GRANTS

FUND
GOVERNMENTAL GRANT FUND

ORGKEY
200400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	2,571	70,850	70,850	-	-
5401	Pension Contributions	763	-	-	-	-
5501	FICA/Medicare	197	-	-	-	-
5701	Health/Dental Insurance	316	-	-	-	-
5705	Life Insurance	2	-	-	-	-
	TOTAL SALARIES AND BENEFITS	3,849	70,850	70,850	-	-
	SERVICES					
6106	Other Professional Services	39,596	70,236	49,509	-	-
6912	Reimbursed Expenditures	(1,416)	(102,724)	(343,534)	-	-
	TOTAL SERVICES	38,180	(32,488)	(294,025)	-	-
	FIXED ASSETS					
8501	Other Betterments/Improv	1,170,718	4,913,121	2,920,000	-	-
	TOTAL FIXED ASSETS	1,170,718	4,913,121	2,920,000	-	-
	DEPARTMENT TOTAL	1,212,748	4,951,483	2,696,825	-	-

DEPARTMENT/DIVISION
LOCAL TRANSPORTATION

FUND
LOCAL TRANSPORTATION FUND

ORGKEY
209400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6912	Reimbursed Expenditures	4,460	107,571	107,571	-	-
	TOTAL SERVICES	4,460	107,571	107,571	-	-
	FUND TOTAL	4,460	107,571	107,571	-	-

DEPARTMENT/DIVISION
MEASURE I (2010)

FUND
MEASURE I FUND (2010)

ORGKEY
210400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6804	General Govt Service Charge	15,740	16,527	16,527	8,197	8,484
	TOTAL SERVICES	15,740	16,527	16,527	8,197	8,484
	FUND TOTAL	15,740	16,527	16,527	8,197	8,484

DEPARTMENT/DIVISION

PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS)

FUND
PARIS

ORGKEY
211400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	247,633	251,671	263,184	436,619	454,674
5101	Overtime Salaries	2,925	3,000	2,000	3,500	3,750
5201	Stand By	91	-	-	-	-
5202	Holiday Pay	1,401	-	4,505	-	-
5203	Bonus	8,300	-	1,200	244	249
5204	Accrual Payout	3,852	-	1,488	-	-
5301	Banked Leave Buy Back	3,105	10,096	4,193	10,740	12,006
5401	Pension Contributions	64,417	92,219	71,009	134,522	133,999
5501	FICA/Medicare	19,580	22,046	20,795	32,977	34,589
5601	Deferred Compensation	4,440	3,858	11,040	10,277	10,148
5701	Health/Dental Insurance	23,564	43,325	32,961	71,540	72,739
5703	Disability Insurance	650	740	689	1,630	1,728
5704	Unemployment Insurance	193	1,172	1,028	1,779	1,779
5705	Life Insurance	156	170	142	258	258
5802	Eyecare Reimbursement	90	608	608	1,230	1,230
5803	Clothing Allowance	180	225	300	525	525
5804	Uniform Rental	19	94	94	-	-
5903	Other Taxable Benefits	311	7,479	225	353	353
	TOTAL SALARIES AND BENEFITS	380,905	436,703	415,461	706,194	728,027
	SERVICES					
6106	Other Professional Services	-	12,000	2,044	-	-
6804	General Govt Service Charge	25,654	26,937	26,937	131,439	136,039
	TOTAL SERVICES	25,654	38,937	28,981	131,439	136,039
	SUPPLIES					
7810	Special Departmental Supplies	7,167	10,167	10,167	6,500	6,500
	TOTAL SUPPLIES	7,167	10,167	10,167	6,500	6,500
	DIVISION TOTAL	413,725	485,807	454,609	844,133	870,566

DEPARTMENT/DIVISION

PAVEMENT ACCELERATED REPAIR IMPLEMENTATION STRATEGY (PARIS)

FUND
PARIS

ORGKEY
211910

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services	-	102,000	-	-	200,000
6710	Special Contractual Services	-	102,000	52,000	40,000	40,000
6901	Printing and Binding	797	2,200	-	2,000	2,000
	TOTAL SERVICES	797	206,200	52,000	42,000	242,000
	FIXED ASSETS					
8301	Construction In Progress	1,772,313	-	-	-	-
8403	Street Construction	-	7,658,111	7,579,361	4,040,000	4,000,000
8501	Other Betterments/Improv	500,000	1,000,000	1,000,000	500,000	500,000
	TOTAL FIXED ASSETS	2,272,313	8,658,111	8,579,361	4,540,000	4,500,000
	DIVISION TOTAL	2,273,110	8,864,311	8,631,361	4,582,000	4,742,000
	FUND TOTAL	2,686,835	9,350,118	9,085,970	5,426,133	5,612,566

DEPARTMENT/DIVISION
TRANSPORTATION DEVELOPMENT ACT

FUND
TRANSPORTATION DEVELOPMENT ACT FUND

ORGKEY
241400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services	4,986	200,061	250,061	-	-
6912	Reimbursed Expenditures	(120,403)	(94,708)	(287,008)	-	-
	TOTAL SERVICES	(115,417)	105,353	(36,947)	-	-
	FIXED ASSETS					
8405	Other Infrastructure	782,396	-	1,232,000	-	-
8501	Other Betterments/Improv	-	96,741	96,741	-	-
	TOTAL FIXED ASSETS	782,396	96,741	1,328,741	-	-
	FUND TOTAL	666,979	202,094	1,291,794	-	-

DEPARTMENT/DIVISION
PARK & OPEN SPACE DEVELOPMENT

FUND
PARK & OPEN SPACE DEVELOPMENT FUND

ORGKEY
250400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6004	Bank/Collection Agent Fees	3,658	3,463	3,463	3,500	3,500
6804	General Govt Service Charge	5,886	6,070	6,070	10,000	10,000
	TOTAL SERVICES	9,544	9,533	9,533	13,500	13,500
	FIXED ASSETS					
8501	Other Betterments/Improv	-	-	-	1,120,000	-
	TOTAL FIXED ASSETS	-	-	-	1,120,000	-
	DEBT SERVICE					
9001	Principal	64,839	66,882	66,882	68,988	71,162
9101	Interest	37,386	35,312	35,312	33,172	30,964
	TOTAL DEBT SERVICE	102,225	102,193	102,193	102,160	102,126
	FUND TOTAL	111,769	111,727	111,726	1,235,660	115,626

DEPARTMENT/DIVISION
PUBLIC FACILITY DEVELOPMENT

FUND
PUBLIC FACILITY DEVELOPMENT FUND

ORGKEY
251400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6804	General Govt Service Charge	5,675	20,500	5,256	7,200	7,200
	TOTAL SERVICES	5,675	20,500	5,256	7,200	7,200
	DEBT SERVICE					
9101	Interest	178,244	-	-	-	-
	TOTAL DEBT SERVICE	178,244	-	-	-	-
	FUND TOTAL	183,919	20,500	5,256	7,200	7,200

DEPARTMENT/DIVISION
ARTERIAL STREET CONSTRUCTION

FUND
ARTERIAL STREET CONSTRUCTION FUND

ORGKEY
252400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services	14,344	435,656	251,973	-	-
6804	General Govt Service Charge	6,097	5,894	5,894	4,400	4,400
	TOTAL SERVICES	20,441	441,550	257,867	4,400	4,400
	FIXED ASSETS					
8301	Construction In Progress	128,028	-			
8501	Other Betterments/Improv	-	1,565,875	-	4,300,000	2,350,000
	TOTAL FIXED ASSETS	128,028	1,565,875	-	4,300,000	2,350,000
		-				
	FUND TOTAL	148,469	2,007,425	257,867	4,304,400	2,354,400

DEPARTMENT/DIVISION
TRAFFIC SIGNALS

FUND
TRAFFIC SIGNALS FUND

ORGKEY
253400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services	37,792	199,624	-	-	-
6804	General Govt Service Charge	376	280	280	260	260
6912	Reimbursed Expenditures	-	-	161,670	-	-
	TOTAL SERVICES	38,167	199,904	161,950	260	260
	FIXED ASSETS					
8301	Construction in Progress	241,796	-	-	-	-
8501	Other Betterments/Improv	-	883,013	267,702	75,000	500,000
	TOTAL FIXED ASSETS	241,796	883,013	267,702	75,000	500,000
	FUND TOTAL	279,963	1,082,918	429,652	75,260	500,260

DEPARTMENT/DIVISION
FREEWAY INTERCHANGES

FUND
FREEWAY INTERCHANGES FUND

ORGKEY
254400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services	34,894	-	75,890	-	-
6804	General Govt Service Charge	3,640	2,800	2,800	2,200	2,200
	TOTAL SERVICES	38,533	2,800	78,690	2,200	2,200
	FIXED ASSETS					
8301	Construction In Progress	2,472,833	-	-	-	-
8403	Construction in Progress	-	-	1,580,063	-	-
	TOTAL FIXED ASSETS	2,472,833	-	1,580,063	-	-
	FUND TOTAL	2,511,366	2,800	1,658,753	2,200	2,200

DEPARTMENT/DIVISION
STORM DRAIN CONSTRUCTION

FUND
STORM DRAIN CONSTRUCTION FUND

ORGKEY
405400

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services	54,458	484,616	35,033	-	-
6708	Special Program Expenditures	3,600	1,700	1,700	2,400	2,400
6804	General Govt Service Charge	9,316	1,500	1,500	1,500	1,500
	TOTAL SERVICES	67,373	487,816	38,233	3,900	3,900
	FIXED ASSETS					
8404	Storm Drain Construction	-	2,380,000	-	70,000	-
	TOTAL FIXED ASSETS	-	2,380,000	-	70,000	-
	FUND TOTAL	67,373	2,867,816	38,233	73,900	3,900

Municipal Utilities and Engineering Department
Water Utility Division

Potable Water Utility Program Description:

The water utility produces and distributes water through approximately 23,500 water service lines to approximately 77,800 customers within its service area. Generally, the service area includes the City of Redlands, a small portion of the City of Loma Linda, and unincorporated areas of the county (Mentone and Crafton areas), as well as the San Bernardino County Donut Hole area. The City's average daily water consumption is 20 million gallons per day (mgd), which peaks at a maximum of 35 mgd in the summer. The average consumption per capita is approximately 170 gallons per day. The water utility operates and maintains approximately 384 miles of potable pipelines, within seven pressure zones and two sub-zones, and provides a maximum storage capacity of 54.5 million gallons. Water division employees operate approximately 3,500 fire hydrants, eighteen (18) reservoirs, two surface water treatment plants, four engineered blending sites, twenty-two (22) active potable groundwater production wells, and fourteen (14) booster station facilities. The City also has two interconnections established with Loma Linda and Western Heights which allow for supplemental water delivery, when needed.

The water budget includes all expenses required to operate and maintain the entire system, including production, treatment and distribution, laboratory operations, regulatory compliance, utility billing services, and water conservation.

Program Objectives:

- Provide a safe, reliable drinking water supply that meets or exceeds all water quality requirements;
- Deliver water in a fiscally responsible manner;
- Publish an annual Consumer Confidence Report to educate the public about drinking water quality and water sources;
- Promote water conservation awareness and practices;

Accomplishments in Fiscal Year 2022-23:

- Replaced approximately four (4) miles of aging water distribution mainlines;
- Received 2022 Climate Impact Award and $56,979 of incentive rebates for participation in the energy demand response program;
- Rehabilitated four (4) potable wells & five booster pumps

DEPARTMENT/DIVISION
WATER-OPERATIONS

FUND
WATER FUND

ORGKEY
501900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	3,676,282	4,613,435	4,324,769	5,754,777	6,037,939
5002	Salaries: Part-Time	2,669	89,987	2,287	2,891	2,891
5101	Overtime Salaries	177,251	235,000	217,358	235,000	235,000
5201	Stand By	107,442	50,000	122,560	115,000	120,000
5202	Holiday Pay	104,391	-	128,709	-	-
5203	Bonus	198,613	-	2,940	2,929	2,988
5204	Accrual Payout	97,222	-	111,804	-	-
5301	Banked Leave Buy Back	55,484	110,090	48,978	81,377	101,643
5401	Pension Contributions	1,158,020	1,401,189	1,241,046	1,421,612	1,427,480
5501	FICA/Medicare	329,870	322,622	350,756	351,303	371,978
5601	Deferred Compensation	75,628	7,063	39,880	28,968	28,982
5701	Health/Dental Insurance	607,768	1,362,020	806,682	1,020,127	1,037,406
5702	Workers' Comp Insurance	249,034	269,254	269,254	214,991	222,471
5703	Disability Insurance	30,532	39,748	34,633	42,505	44,999
5704	Unemployment Insurance	5,231	28,058	39,506	24,890	24,890
5705	Life Insurance	3,422	3,749	3,479	3,604	3,604
5801	Vehicle Allowance	420	605	1,225	-	-
5802	Eyecare Reimbursement	3,610	13,388	13,388	17,160	17,160
5803	Clothing Allowance	12,490	16,620	16,620	15,990	15,990
5804	Uniform Rental	5,321	6,925	6,925	-	-
5901	Compensated Absences Expense	17,110	-	-	-	-
5903	Other Taxable Benefits	2,466	134,296	2,143	2,003	2,003
	TOTAL SALARIES AND BENEFITS	6,920,275	8,704,049	7,784,942	9,335,127	9,697,424
	SERVICES					
6005	License & Permits	127,035	210,250	210,250	188,000	188,000
6006	Taxes	5,698	11,000	11,000	7,500	7,500
6007	Penalties and Interest	363	-	4,192	200	200
6008	State Mandated Fees	10,310	8,500	8,500	6,000	6,000
6105	Medical/Physicals	3,023	5,500	1,500	2,500	2,500
6106	Other Professional Services	178,615	539,781	664,781	393,000	483,000
6301	Water Wastewater Refuse	10,442	8,500	8,500	19,504	21,842
6302	City Water	490,893	725,000	765,775	500,000	500,000
6304	Telephone	49,947	60,500	60,500	68,500	68,500
6306	Water Recharge	196,006	550,000	550,000	250,000	250,000
6307	Electricity & Gas	668,597	468,140	468,140	675,000	700,000
6308	Elec Service-Facility Ops	2,402,919	2,260,125	2,260,125	2,373,131	2,491,788
6310	Gas Service - Facility Ops	1,110	1,000	1,000	1,050	1,103
6313	Service for Facility Ops	6,928	77,297	77,297	81,162	85,220
6401	Meeting & Prof Development	1,246	14,000	14,000	5,500	5,500
6402	Travel Expense/Reimbursement	6,479	7,000	7,000	7,000	7,000
6403	Training	49,300	66,000	66,000	45,750	45,750

DEPARTMENT/DIVISION
WATER-OPERATIONS

FUND
WATER FUND

ORGKEY
501900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES (CONT.)					
6505	Retiree Health Insurance	866,266	937,125	937,125	88,517	92,943
6601	Postage	19,784	16,000	16,000	17,000	17,000
6703	Software Support/Development	155,071	148,958	148,958	255,000	205,000
6706	Energy for Treatment	68,762	70,000	70,000	73,500	77,175
6707	Stock Assessment	1,158,060	1,100,000	1,100,000	1,241,000	1,365,000
6708	Special Program Expenditures	21,451	39,042	39,042	26,900	26,900
6709	Conservation Rebate	77,658	30,000	30,000	80,000	80,000
6710	Special Contractual Services	402,302	1,664,482	1,664,482	1,716,000	1,716,000
6712	Landfill Tipping Charges	-	1,700	1,700	1,785	1,874
6801	City Attorney Legal Service	40,729	42,932	42,932	41,533	41,930
6802	Info Tech Service Charges	758,480	885,955	815,955	487,398	429,374
6803	City Garage Charges	852,110	909,505	1,059,280	1,410,916	1,469,864
6804	General Govt Service Charge	1,417,327	1,488,190	1,488,190	695,090	719,418
6805	Billing Services	875,000	950,000	950,000	650,000	650,000
6901	Printing and Binding	4,866	13,042	13,042	5,000	5,000
6902	Advertising	2,617	13,000	13,000	5,000	5,000
6903	Janitorial Services	5,171	53,505	5,171	56,180	58,989
6904	Land and Building Rent	3,413	5,000	5,000	5,250	5,513
6905	Clothing and Linen Rent	34,826	42,500	42,500	42,500	42,500
6906	Office Equip & Furn Rent	5,501	5,500	5,500	5,775	5,775
6908	Other Rentals	16,163	80,500	80,500	80,500	80,500
6909	Subscriptions & Memberships	7,060	18,050	18,050	14,325	14,325
6910	Labor	807	-	804	-	-
6911	Bad Debt Expense	156,404	-	-	-	-
6912	Reimbursed Expenditures	-	-	298,693	-	-
6914	Depreciation Expense	4,419,387	-	-	-	-
6916	Lease Amortization	28,646	-	-	-	-
6917	SBITA Amortization	55,975	-	-	-	-
	TOTAL SERVICES	15,662,746	13,527,579	14,024,484	11,622,967	11,973,983
	SUPPLIES					
7001	Books & Supplies	666	1,200	260	1,500	1,500
7002	Office Supplies	10,469	26,250	8,610	12,750	12,750
7003	Awards/Recognition Prgm	-	6,100	1,500	10,000	10,000
7004	Uniform/Safety Clothing	22,259	35,000	13,145	35,000	35,000
7101	Office Equipment & Furniture	16,119	15,000	15,000	20,000	20,000
7102	Small Tools & Equipment	61,234	71,500	25,000	58,000	58,000
7204	Building/Grounds Maintenance	65,286	205,000	205,000	110,000	110,000
7205	Machinery & Equip. Maint.	54,808	90,700	90,700	112,150	112,150
7206	Vehicle Maintenance	1,505	450,000	450,000	-	-
7207	Street Repairs	-	-	-	200,000	200,000
7208	Repair/Maintenance Supplies	959,309	2,127,299	2,127,299	2,181,000	2,181,000
7209	Janitorial Supplies	4,941	10,000	3,935	6,500	6,500
7211	Computer Components	8,543	9,700	4,892	10,000	10,000
7213	Motor Vehicle Supplies	7,619	65,000	65,000	105,000	105,000
7802	Purchased Water	-	-	-	280,733	294,770
7803	Chemical & Lab Supplies	370,705	475,500	475,500	619,000	651,500
7804	Medical Supplies	-	500	500	525	-
7807	Food	2,587	5,500	5,500	4,750	4,000
7808	Water Meters & Fittings	214,584	761,192	761,192	480,000	500,000
7810	Special Departmental Supplies	41,835	327,167	327,167	57,000	57,000
7901	Non-Capital Expenditures	-	10,635	10,635	1,418	-
	TOTAL SUPPLIES	1,842,471	4,693,244	4,590,835	4,305,325	4,369,170

DEPARTMENT/DIVISION
WATER-OPERATIONS

FUND
WATER FUND

ORGKEY
501900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	FIXED ASSETS					
8001	Land Acquisitions	1,401,681	-	-	-	-
8101	Purchase Water Shares	2,635	-	-	-	-
8501	Other Betterments/Improv	-	250,000	250,000	650,000	500,000
8701	Office Furniture	-	-	-	95,000	-
8703	Computer Equipment	11,600	-	-	-	-
8704	Motor Vehicles	55,605	400,939	400,939	370,000	388,500
8705	Laboratory Equipment	6,477	31,365	31,365	100,000	65,000
8706	All Other Equipment	174,841	350,000	350,000	400,000	-
8801	Capital Lease	13,404	743,284	464,724	217,651	217,651
8999	Capital Expenditure Offset	(2,278,913)	-	-	-	-
	TOTAL FIXED ASSETS	(612,671)	1,775,588	1,497,028	1,832,651	1,171,151
	DEBT SERVICE					
9102	Interest-Lease	970	-	-	-	-
9103	Interest	1,465	-	-	-	-
	TOTAL DEBT SERVICE	2,435	-	-	-	-
	DIVISION TOTAL	23,815,256	28,700,459	27,897,289	27,096,070	27,211,727

DEPARTMENT/DIVISION
WATER-PROJECTS AND GRANTS

FUND
WATER PROJECTS FUND

ORGKEY
501910

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	5,125	4,495	-	-	-
5401	Pension Contributions	(1,043,445)	1,306	-	-	-
5501	FICA/Medicare	388	338	-	-	-
5701	Health/Dental Insurance	686	713	-	-	-
5703	Disability Insurance	46	48	-	-	-
5704	Unemployment Insurance	26	129	-	-	-
5705	Life Insurance	4	3	-	-	-
5804	Uniform Rental	9	3	-	-	-
	TOTAL SALARIES AND BENEFITS	(1,037,161)	7,035	-	-	-
	SERVICES					
6106	Other Professional Services	167,778	5,207,805	1,652,771	-	-
6710	Special Contractual Services	-	322,556	-	-	-
6715	LIHWAP	78,647	-	-	-	-
6904	Land and Building Rent	10,500	25,500	-	-	-
	TOTAL SERVICES	256,925	5,555,861	1,652,771	-	-
	SUPPLIES					
7808	Water Meters & Fittings	1,820,100	7,254,697	7,254,697	-	-
7901	Non-Capital Expenditures	1,046,227	-	-	-	-
	TOTAL SUPPLIES	2,866,327	7,254,697	7,254,697	-	-
	FIXED ASSETS					
8301	Construction In Progress	3,275,168	-	-	-	-
8402	Water Infrastructure	626,076	26,028,534	3,824,704	9,000,000	4,500,000
8501	Other Betterments/Improv	-	450,000	833,655	5,975,000	9,540,000
8706	All Other Equipment	-	4,727,968	4,727,968	-	-
8999	Capital Expenditure Offset	(3,275,168)	-	-	-	-
	TOTAL FIXED ASSETS	626,076	31,206,502	9,386,326	14,975,000	14,040,000
	DIVISION TOTAL	2,712,168	44,024,095	18,293,795	14,975,000	14,040,000

DEPARTMENT/DIVISION
WATER DEBT SERVICE

FUND
WATER DEBT SERVICE FUND

ORGKEY
501930

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6001	Fiscal Agent Fees	180	90	90	90	90
	TOTAL SERVICES	180	90	90	90	90
	DEBT SERVICE					
9001	Principal	-	855,733	855,733	876,692	898,165
9101	Interest	201,560	181,102	181,102	160,143	138,669
	TOTAL DEBT SERVICE	201,560	1,036,835	1,036,835	1,036,835	1,036,835
	DIVISION TOTAL	201,740	1,036,925	1,036,925	1,036,925	1,036,925
	FUND TOTAL	26,729,164	73,761,479	47,228,009	43,107,995	42,288,651

DEPARTMENT/DIVISION
SOURCE ACQUISITION

FUND
SOURCE ACQUISITION FUND

ORGKEY
508900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6804	General Govt Service Charge	-	9,351	9,351	1,600	1,600
	TOTAL SERVICES	-	9,351	9,351	1,600	1,600
	FIXED ASSETS					
8101	Purchase Water Shares	-	50,000	-	-	-
	TOTAL FIXED ASSETS	-	50,000	-	-	-
	FUND TOTAL	-	59,351	9,351	1,600	1,600

DEPARTMENT/DIVISION
WATER CAPITAL IMPROVEMENT

FUND
WATER CAPITAL IMPROVEMENT FUND

ORGKEY
509920

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6804	General Govt Service Charge	-	24,000	24,000	13,000	13,000
	TOTAL SERVICES	-	24,000	24,000	13,000	13,000
	FUND TOTAL	-	24,000	24,000	13,000	13,000

Municipal Utilities and Engineering Department
Wastewater Division

Program Description:

The wastewater utility collects municipal wastewater from approximately 18,000 customers within the service area. Generally, the service area includes the City of Redlands, unincorporated areas of the county (Mentone and Crafton areas), and the San Bernardino County Donut Hole area. The wastewater utility includes the operation and maintenance of approximately 250 miles of sewer mainline, one sewer lift station, and a wastewater treatment plant capable of treating approximately 9.5 million gallons per day (mgd) of influent raw water. The wastewater treatment plant, originally constructed in 1962, includes a water quality laboratory where routine regulatory compliance tests are performed. In 2004, the plant became the largest membrane bioreactor facility in the West Coast of the United States, producing an average of 4.0 million gallons per day (mgd) of high-quality tertiary effluent (reclaimed water). Today, the plant continues to process secondary wastewater, directing it to percolation ponds to recharge Bunker Hill Basin B, and treats tertiary wastewater for recycling purposes, particularly for irrigation and cooling tower water for a local generation plant.

The wastewater budget includes all expenses required to operate and maintain the entire system, including system maintenance, wastewater treatment and disposal, recycled water system operation and maintenance, laboratory operations, and wastewater regulatory compliance.

Program Objectives:

- Provide reliable wastewater collection and treatment services in a fiscally responsible manner;
- Proactively inspect collection system facilities to identify and plan wastewater system facility rehabilitation and replacement capital projects;
- Clean and maintain the entire wastewater collection system mainlines every three (3) years;
- Maintain a 24/7 Emergency Response Team to reduce the potential for Sanitary Sewer System Overflows;
- Educate residents and businesses about problems associated with fats, oils, and grease (FOG) discharges into the wastewater collection and treatment system and implement a FOG reduction program;
- Establish a regulatory compliance program and pretreatment program for significant industrial dischargers;
- Meet or exceed wastewater treatment and discharge requirements, and recycled water service regulatory requirements.

Municipal Utilities and Engineering Department
Accomplishments in Fiscal Year 2022-23

Wastewater Treatment Plant:

- Replaced five (5) process pumps throughout WWTP;
- WWTP Enhancement Project:
  - Gas Conditioning
  - Fine Screens
  - Centrate Discharge
  - Bio-gas Stability Production
  - Enhancing Chlorine Contact Time in Tank Cleanup
  - Restoring and Optimizing Equalization Ponds for Efficient Treatment
  - Cleaning of Digesters from Enhanced Efficiency
- Completed design for WWTP Phase 2 Upgrade Project;
- LF/WWTP shared waste gas flare improvement project;
- Replacement of Ferric Chloride holding tank

Wastewater Collections:

- Root Control Program - 5.37 miles of sewer pipe were treated for root prevention;
- Roach Control Program - 2,315 sewer manholes were treated with Latex-Insecticidal Coating;
- Reduction of SSO's from previous years;
- Public Outreach/Education;
- Seventy (70) sewer main spot repairs were made to the Collection System as a result of sewer inspections;
- Adjusted sewer manhole frames and covers;
- Addition of three (3) Wastewater Collection System Worker;
- Cleaned over 220 miles of sewer pipe;
- Inspected over sixty (60) miles of sewer pipe

Joint Utilities Laboratory

- Completed amendment to the laboratory's accreditation in accordance with the Method Update Rules 2021;
- Successfully passed all annual proficiency testing for water pollutants and water quality (Wastewater and Drinking Water);
- Successfully completed the transition into TNI (The NELAC Institute) standards implementation mandated by the state.
- Acquired two laboratory equipment to add additional analytes to the laboratory's accreditation, reducing dependency on third-party laboratories.
- Successfully completed the preliminary design for the Laboratory Expansion Project.

DEPARTMENT/DIVISION
WASTEWATER SERVICE

FUND
WASTEWATER SERVICE FUND

ORGKEY
521900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	2,328,145	3,155,903	2,903,295	3,000,693	3,244,989
5002	Salaries: Part-Time	2,328	34,337	2,287	2,891	2,891
5101	Overtime Salaries	126,021	140,000	140,000	150,000	157,500
5201	Stand By	79,407	56,000	80,000	100,000	105,000
5202	Holiday Pay	73,937	-	69,061	-	-
5203	Bonus	108,521	-	2,950	976	996
5204	Accrual Payout	19,086	-	7,145	-	-
5301	Banked Leave Buy Back	38,782	44,949	52,897	41,291	47,101
5401	Pension Contributions	680,158	779,403	850,820	759,295	790,576
5501	FICA/Medicare	206,781	176,514	240,502	188,477	206,319
5601	Deferred Compensation	13,786	8,271	37,980	12,221	12,554
5701	Health/Dental Insurance	336,495	624,639	523,496	480,409	515,077
5702	Workers' Comp Insurance	77,243	83,515	83,515	99,460	102,920
5703	Disability Insurance	17,352	18,736	21,795	22,443	24,729
5704	Unemployment Insurance	2,634	13,714	20,973	12,738	13,172
5705	Life Insurance	1,939	1,855	2,151	1,840	1,903
5801	Vehicle Allowance	120	420	350	-	-
5802	Eyecare Reimbursement	2,164	6,626	6,626	8,760	9,060
5803	Clothing Allowance	5,565	7,380	9,115	7,965	8,265
5804	Uniform Rental	2,972	3,075	3,356	-	-
5901	Compensated Absences Expense	10,317	-	-	-	-
5903	Other Taxable Benefits	3,357	82,446	4,684	2,873	2,873
5904	Tuition Reimbursement	-	-	2,591	-	-
	TOTAL SALARIES AND BENEFITS	4,137,110	5,237,783	5,065,589	4,892,332	5,245,925
	SERVICES					
6005	License & Permits	122,839	208,000	160,000	178,000	178,000
6006	Taxes	-	6,000	-	-	-
6007	Penalties and Interest	105	-	1,051	-	-
6105	Medical/Physicals	1,216	1,650	700	1,650	1,650
6106	Other Professional Services	158,143	319,561	230,000	320,000	345,000
6301	Water Wastewater Refuse	30,594	12,000	76,000	30,000	30,000
6304	Telephone	19,146	12,000	22,000	18,000	18,000
6308	Elec Service-Facility Ops	1,245,087	850,000	1,300,000	1,250,000	1,250,000
6401	Meeting & Prof Development	5,188	7,200	6,500	9,000	9,000
6402	Travel Expense/Reimbursement	6,861	8,100	1,600	8,100	8,100
6403	Training	15,666	42,200	42,200	40,000	40,000
6501	Settlements/Judgments	-	100,000	-	100,000	-
6505	Retiree Health Insurance	371,576	400,000	400,000	420,000	441,000
6601	Postage	154	6,000	6,000	500	500
6703	Software Support/Development	40,435	114,804	50,000	100,000	100,000
6708	Special Program Expenditures	1,248	9,000	9,000	5,500	5,500
6710	Special Contractual Services	1,099,227	2,634,621	2,584,621	2,090,500	2,090,500
6801	City Attorney Legal Service	12,219	13,553	12,880	12,460	12,579
6802	Info Tech Service Charges	319,984	344,231	344,231	167,543	147,597
6803	City Garage Charges	265,861	283,769	360,336	494,118	514,762
6804	General Govt Service Charge	620,863	651,906	651,906	666,786	690,124
6805	Billing Services	262,500	450,000	450,000	250,000	250,000

DEPARTMENT/DIVISION
WASTEWATER SERVICE

FUND
WASTEWATER SERVICE FUND

ORGKEY
521900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES (CONT.)					
6901	Printing and Binding	2,430	5,000	5,000	3,500	3,500
6902	Advertising	1,818	5,000	5,000	2,000	2,000
6903	Janitorial Services	12,588	75,642	25,642	53,700	53,700
6905	Clothing and Linen Rent	23,362	38,000	38,000	38,000	38,000
6906	Office Equip & Furn Rent	2,682	3,300	3,300	3,300	3,300
6908	Other Rentals	36,923	62,700	62,700	61,500	61,500
6909	Subscriptions & Memberships	4,407	20,350	10,000	19,000	19,000
6911	Bad Debt Expense	71,818	-	-	-	-
6912	Reimbursed Expenditure	13	-	-	-	-
6914	Depreciation Expense	2,397,550	-	-	-	-
6916	Lease Amortization	15,575	-	-	-	-
	TOTAL SERVICES	7,168,075	6,684,588	6,858,667	6,343,157	6,313,312
	SUPPLIES					
7001	Books & Supplies	1,646	1,350	650	1,500	1,500
7002	Office Supplies	12,603	17,500	17,000	17,500	17,500
7003	Awards/Recognition Prgm	-	2,600	200	6,000	6,000
7004	Uniform/Safety Clothing	7,530	45,000	6,500	30,000	30,000
7101	Office Equipment & Furniture	593	2,000	2,211	2,000	2,000
7102	Small Tools & Equipment	45,020	51,554	51,500	41,500	41,500
7204	Building/Grounds Maintenance	34,369	84,195	126,000	96,000	96,000
7205	Machinery & Equip. Maint.	55,287	308,500	195,500	372,900	377,900
7206	Vehicle Maintenance	1,353	-	5,000	5,000	9,000
7208	Repair/Maintenance Supplies	729,867	1,105,693	1,105,693	1,000,000	977,000
7209	Janitorial Supplies	6,158	8,000	1,000	7,000	7,000
7211	Computer Components	9,086	15,700	15,700	12,250	12,250
7213	Motor Vehicle Supplies	2,295	10,000	1,000	10,000	10,000
7803	Chemical & Lab Supplies	888,601	1,234,400	1,234,400	1,251,500	1,252,500
7804	Medical Supplies	-	500	500	500	500
7807	Food	1,541	3,800	3,800	4,500	4,500
7810	Special Departmental Supplies	51,597	83,167	83,000	85,500	85,500
7901	Non-Capital Expenditures	24,590	-	-	-	-
	TOTAL SUPPLIES	1,872,137	2,973,959	2,849,654	2,943,650	2,930,650
	FIXED ASSETS					
8501	Other Betterments/Improv	29,900	-	-	30,000	100,000
8703	Computer Equipment	-	8,000	8,000	-	-
8704	Motor Vehicles	14,383	265,456	265,455	25,000	25,000
8705	Laboratory Equipment	186,283	73,774	73,774	60,000	65,000
8706	All Other Equipment	47,435	40,000	40,000	240,000	240,000
8801	Capital Lease	15,188	577,709	577,709	243,137	227,776
8999	Capital Expense Offset	(273,043)	-	-	-	-
	TOTAL FIXED ASSETS	20,146	964,939	964,938	598,137	657,776
	DEBT SERVICE					
9102	Interest-Lease	499	-	-	-	-
	TOTAL DEBT SERVICE	499	-	-	-	-
	DIVISION TOTAL	13,197,967	15,861,269	15,738,849	14,777,277	15,147,663

DEPARTMENT/DIVISION
WASTEWATER-PROJECTS AND GRANTS

FUND
WASTEWATER PROJECTS FUND

ORGKEY
521910

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services	193,189	1,531,443	173,881	-	-
6710	Special Contractual Services	-	70,000	70,000	-	-
6714	SWRCB Arrearage Bill Credit	136,970	-	-	-	-
6912	Admin Reimbursed	(13)	-	-	-	-
	TOTAL SERVICES	330,145	1,601,443	243,881	-	-
	SUPPLIES					
7901	Non-Capital Expenditures	-	65,926	-	150,000	-
	TOTAL SUPPLIES	-	65,926	-	150,000	-
	FIXED ASSETS					
8301	Construction in Progress	1,896,484	-	-	-	-
8401	Wastewater Infrastructure	-	7,452,195	3,328,717	2,200,000	1,500,000
8501	Other Betterments/Improv	845,086	70,000	70,000	800,000	47,535,000
8706	All Other Equipment	-	-	-	300,000	-
8999	Capital Expenditure Offset	(2,741,570)	-	-	-	-
	TOTAL FIXED ASSETS	-	7,522,195	3,398,717	3,300,000	49,035,000
	DIVISION TOTAL	330,145	9,189,564	3,642,598	3,450,000	49,035,000

DEPARTMENT/DIVISION
WASTEWATER DEBT SERVICE

FUND
WASTEWATER DEBT SERVICE FUND

ORGKEY
521930

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6004	Bank/Collection Agent Fees	26,064	17,590	17,590	8,903	-
	TOTAL SERVICES	26,064	17,590	17,590	8,903	-
	DEBT SERVICE					
9001	Principal	-	347,449	347,449	356,135	-
	TOTAL DEBT SERVICE	-	347,449	347,449	356,135	-
	DIVISION TOTAL	26,064	365,039	365,039	365,039	-
	FUND TOTAL	13,554,177	25,415,872	19,746,486	18,592,315	64,182,663

DEPARTMENT/DIVISION
WASTEWATER CAPITAL IMPROVEMENT

FUND
WASTEWATER CAPITAL IMPROVEMENT FUND

ORGKEY
529920

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6804	General Govt Service Charge	-	24,000	24,000	16,000	16,000
	TOTAL SERVICES	-	24,000	24,000	16,000	16,000
	FIXED ASSETS					
8301	Construction In Progress	132,704	-	-	-	-
8999	Capital Expenditure Offset	(132,704)	-	-	-	-
	TOTAL FIXED ASSETS	-	-	-	-	-
	FUND TOTAL	-	24,000	24,000	16,000	16,000

Municipal Utilities and Engineering Department
Non-Potable Water Division

Program Description:

The non-potable water utility produces and distributes water to an increasing number of customers to preserve precious water resources. The City encourages the use of non-potable water and requires that new developments install non-potable water facilities where non-potable water is or will become available. The City operates seven non-potable water systems, one of which is supplemented with a blend of recycled water, including twelve (12) non-potable groundwater production wells. MUED currently serves approximately 130 non-potable customers and operates and maintains fifteen (15) non-potable fire hydrants, and approximately 38 miles of non-potable pipelines.

Program Objectives:

- Provide non-potable water that meets or exceeds customer needs and all water quality requirements;
- Deliver non-potable water in a fiscally responsible manner;
- Expand non-potable system infrastructure as necessary to meet increasing demands;
- Increase public water conservation awareness.

Accomplishments in Fiscal Year 2022-23:

- Rehabilitated three (3) Non-Potable Groundwater wells

DEPARTMENT/DIVISION
NONPOTABLE WATER

FUND
NONPOTABLE WATER FUND

ORGKEY
531900

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SALARIES AND BENEFITS					
5001	Salaries: Full-Time	50,627	66,203	56,269	59,190	61,590
5101	Overtime Salaries	679	4,500	1,650	4,725	4,961
5201	Stand By	486	1,000	1,004	1,050	1,103
5202	Holiday Pay	907	-	260	-	-
5203	Bonus	1,495	-	400	244	249
5204	Accrual Payout	3,444	-	555	-	-
5301	Banked Leave Buy Back	1,205	2,728	1,087	2,558	2,898
5401	Pension Contributions	48,822	19,460	12,242	16,844	16,729
5501	FICA/Medicare	4,247	4,471	3,944	3,945	4,161
5601	Deferred Compensation	3,484	569	2,235	1,505	1,511
5701	Health/Dental Insurance	5,742	10,570	6,856	9,273	9,439
5702	Workers Compensation	295	324	324	-	-
5703	Disability Insurance	38	217	559	236	247
5704	Unemployment Insurance	29	32	27	174	174
5705	Life Insurance	-	-	-	25	25
5802	Eyecare Reimbursement	-	113	113	120	120
5803	Clothing Allowance	60	90	98	75	75
5804	Uniform Rental	43	38	38	-	-
5901	Compensated Absences Expense	212	-	-	-	-
5903	Other Taxable Benefits	33	2,593	17	30	30
	TOTAL SALARIES AND BENEFITS	121,848	112,908	87,678	99,994	103,312
	SERVICES					
6106	Other Professional Services	1,115	23,572	23,572	-	-
6308	Elec Service-Facility Ops	34,359	20,200	20,000	21,210	22,271
6401	Meeting & Prof Development	-	1,000	-	-	-
6402	Travel Expense	15	-	-	-	-
6403	Training	3	-	-	-	-
6710	Special Contractual Services	-	415,000	415,000	250,000	250,000
6803	City Garage Charges	192	205	4,074	4,961	5,168
6804	General Govt Service Charge	8,129	8,535	8,535	8,962	9,276
6908	Other Rentals	-	6,000	-	-	-
6914	Depreciation Expense	7,329	-	-	-	-
	TOTAL SERVICES	51,141	474,512	471,181	285,133	286,715
	SUPPLIES					
7208	Repair/Maintenance Supplies	-	50,000	50,000	50,000	50,000
7802	Purchased Water	-	25,000	-	-	-
	TOTAL SUPPLIES	-	75,000	50,000	50,000	50,000
	FIXED ASSETS					
8706	All Other Equipment	17,936	-	-	-	-
8999	Capital Expenditure Offset	(17,936)	-	-	-	-
	TOTAL FIXED ASSETS	-	-	-	-	-
	DIVISION TOTAL	172,989	662,420	608,859	435,127	440,026

DEPARTMENT/DIVISION
NONPOTABLE WATER-PROJECTS AND GRANTS

FUND
NONPOTABLE WATER PROJECTS FUND

ORGKEY
531910

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6106	Other Professional Services	337,935	1,060,533	130,000	-	-
6912	Reimbursed Expenditures	-	-	(298,693)	-	-
	TOTAL SERVICES	337,935	1,060,533	(168,693)	-	-
	SUPPLIES					
7901	Non-Capital Expenditures	52,200	268,234	-	-	-
	TOTAL SUPPLIES	52,200	268,234	-	-	-
	FIXED ASSETS					
8402	Water Infrastructure	-	447,639	-	-	-
8405	Other Infrastructure	-	-	597,386	-	-
	TOTAL FIXED ASSETS	-	447,639	597,386	-	-
	DIVISION TOTAL	390,135	1,776,406	428,693	-	-
	FUND TOTAL	563,124	2,438,827	1,037,552	435,127	440,026

DEPARTMENT/DIVISION

NONPOTABLE CAPITAL IMPROVEMENT

FUND

NONPOTABLE CAPITAL IMPROVEMENT FUND

ORGKEY

532920

OBJECT		2022-23 ACTUAL (AUDITED)	2023-24 ADJUSTED BUDGET	2023-24 12 MONTH ESTIMATED	2024-25 CITY MANAGER RECOMMENDED	2025-26 CITY MANAGER RECOMMENDED
	SERVICES					
6804	General Govt Service Charge	-	2,600	2,600	2,500	2,500
	TOTAL SERVICES	-	2,600	2,600	2,500	2,500
	FIXED ASSETS					
8301	Construction In Progress	343,992	-	-		
8402	Water Infrastructure	-	337,586	337,586	-	-
8999	Capital Expenditure Offset	(343,992)	-	-		
	TOTAL FIXED ASSETS	-	337,586	337,586	-	-
	FUND TOTAL	-	340,186	340,186	2,500	2,500