

**City of Redlands
2011-2012
Adopted Budget**

General Government

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

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

City of Redlands
2011-2012
Adopted Budget

REVENUE DETAIL

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>PROPERTY TAXES</u>				
3000 Current Secured Taxes	19,530,510	19,469,000	19,384,196	19,684,619
3001 Current Unsecured Taxes	594,138	550,000	550,350	560,000
3002 Supplemental Secured Taxes	(10,764)	0	0	0
3003 Supplemental Unsecured Taxes	14,662	0	0	0
3004 Secured PY Taxes	1,019,900	650,000	603,169	475,000
3005 Unsecured PY Taxes	17,885	15,000	15,129	15,000
3006 Supplemental PY Taxes	261,390	255,000	158,000	160,000
3007 Possessory Interest Taxes	196,735	175,000	172,000	175,000
TOTAL PROPERTY TAXES	21,624,456	21,114,000	20,882,844	21,069,619
<u>OTHER TAXES</u>				
3019 Sales Tax Compensation	1,859,491	2,100,000	2,499,149	2,344,922
3020 Sales and Use Tax	9,226,021	9,000,000	8,900,851	9,205,078
3023 Pub Safety Sales Tx	583,739	600,000	610,000	640,000
3030 Property Transfer Tax	160,285	145,000	200,000	200,000
3040 Transient Occupancy Tax	752,257	650,000	730,000	750,000
3050 Franchise Fees	2,886,836	2,515,000	3,200,000	2,750,000
3060 Mining Tax	196,364	275,000	103,660	175,000
TOTAL OTHER TAXES	15,664,993	15,285,000	16,243,660	16,065,000
TOTAL TAXES	37,289,449	36,399,000	37,126,504	37,134,619
<u>OTHER REVENUES</u>				
3100 Business License	2,693,140	2,600,000	2,650,000	2,700,000
3101 Dog License	42,423	41,000	44,000	45,000
3210 Motor Vehicle Fees	211,046	190,000	170,000	190,000
3211 Off-Highway License Fees	13	0	0	0
3215 Mandated Cost Reimbursement	78,191	250,000	75,000	75,000
3305 Cost Recover/Reimb Expenditure	640	70,300	0	0
3309 Application/Filing Fee	132,792	145,000	145,000	150,000
3315 City Attny Services	229,730	100,000	170,000	100,000
3400 City Ordinance Violation	135,646	137,000	50,000	55,000
3412 General Gov't Overhead	3,140,266	3,149,162	3,149,162	3,149,162
3510 Investment Income	342,359	175,000	175,000	200,000

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REVENUE DETAIL

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>OTHER REVENUES (CONT)</u>				
3512 Returned Check Charge	978	1,000	1,050	1,000
3516 Sale of Surplus Property	0	0	60,000	0
3530 Miscellaneous Receipts	92,355	15,000	345,000	15,000
3590 Donations	30,000	15,000	150,000	0
3760 Bad Debt Recovery	3,552	2,000	6,868	3,000
TOTAL OTHER REVENUE	7,133,131	6,890,462	7,191,080	6,683,162
TOTAL GENERAL GOVERNMENT	44,422,580	43,289,462	44,317,584	43,817,781
<u>AIR QUALITY IMPROVEMENT (221)</u>				
3510 Investment Income	9,436	4,500	4,500	4,500
3710 AB2766 Subvention AQMD	81,123	82,000	81,000	81,000
TOTAL AIR QUALITY IMPROVEMENT	90,559	86,500	85,500	85,500
<u>OPEN SPACE (227)</u>				
3510 Investment Income	54,860	30,000	30,000	30,000
3627 Open Space Acquisition Fees	4,684	6,000	25,000	25,000
TOTAL OPEN SPACE	59,544	36,000	55,000	55,000
<u>PARKING AUTHORITY (237)</u>				
3520 Rental Income	7,615	7,500	7,500	7,500
TOTAL PARKING AUTHORITY	7,615	7,500	7,500	7,500
<u>GENERAL DEBT SERVICE (305)</u>				
3000 Current Secured Taxes	686,919	625,000	625,000	625,000
3005 Unsecured PY Taxes	0	0	0	0
3006 Supplemental PY Taxes	22,609	20,000	20,000	20,000
3009 Supplemental - Voter Approved	(986)	0	0	0
3510 Investment Income	41,008	25,000	25,000	25,000
TOTAL GENERAL DEBT SERVICE	749,550	670,000	670,000	670,000
<u>MEASURE "O"(417)</u>				
3510 Investment Income	4,889	2,500	2,500	2,500
TOTAL MEASURE "O"	4,889	2,500	2,500	2,500

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REVENUE DETAIL

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>REDEVELOPMENT GENERAL FUND (480)</u>				
3305 Cost Recovery/Reimb Expenditure	409	0	206	0
3510 Investment Income	(4,316)	0	3,833	3,738
3520 Rental Income	18,000	18,000	18,000	18,000
TOTAL REDEVELOPMENT GENERAL	14,093	18,000	22,039	21,738
<u>LIABILITY SELF-INSURANCE (602)</u>				
3510 Investment Income	36,788	25,000	500	500
3530 Miscellaneous Receipts	6,309	0	2,000	2,000
TOTAL LIABILITY SELF-INSURANCE	43,097	25,000	2,500	2,500
<u>INFORMATION TECHNOLOGY (604)</u>				
3305 Cost Recover/Reimb Expenditure	0	0	1,567	0
3393 Internal Svc Rcpts: General Fund	1,117,256	1,371,931	1,355,855	1,237,516
3394 Internal Svc Rcpts: Non-Gen Fund	777,489	931,516	928,405	899,712
3510 Investment Income	13,383	5,000	500	500
TOTAL INFORMATION TECHNOLOGY	1,908,128	2,308,447	2,286,327	2,137,728
<u>WRK COMP SELF-INSURANCE (606)</u>				
3305 Cost Recover/Reimb Expenditure	8,211	0	0	0
3510 Investment Income	115,022	30,000	10,000	10,000
3750 Worker's Comp Receipts	695,385	486,546	670,877	286,000
TOTAL WRK COMP SELF-INSURANCE	818,618	516,546	680,877	296,000
<u>UTILITY BILLING (608)</u>				
3305 Cost Recover/Reimb Expenditure	1,239	100	0	0
3385 Water Turn-On	81,510	90,000	75,000	75,000
3390 Utility Billing Service	937,707	875,000	875,000	875,000
3510 Investment Income	17,881	5,000	2,500	2,500
3511 Finance Charges	392,415	375,000	375,000	375,000
3512 Returned Check Charge	9,740	10,000	8,500	8,500
3530 Miscellaneous Receipts	41,075	35,000	35,000	35,000
TOTAL UTILITY BILLING	1,481,567	1,390,100	1,371,000	1,371,000

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REVENUE DETAIL

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>COMM FAC DIST TRUST (710)</u>				
3305 Cost Recover/Reimb Expenditure	1,334,878	1,365,000	1,365,000	1,369,000
3510 Investment Income	22,555	8,000	8,000	8,000
TOTAL COMM FAC DIST TRUST	1,357,433	1,373,000	1,373,000	1,377,000

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City Council

Mission Statement:

The City Council is dedicated to responding to the changing needs in our community and to ensuring that Redlands remains a distinctive place in which to live and work.

Departmental Goals:

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

Program Description:

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

Program Objectives:

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

Significant Program Changes:

None

City of Redlands

2011-2012

Adopted Budget

DEPARTMENT/DIVISION

CITY COUNCIL

FUND

GENERAL FUND

ORGKEY

101100

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	63,792	64,175	58,577	55,241
4010 Overtime Salaries	642	500	1,000	700
4015 Banked Leave Buy Back	593	916	633	1,080
4050 Pension Contributions	6,229	6,924	7,990	7,817
4051 Fica/Medicare	4,940	5,486	4,601	4,318
4053 Deferred Compensation	669	688	669	669
4055 Health/Dental Insurance	33,402	39,398	29,313	24,310
4056 Worker's Comp Insurance	0	1,337	1,337	625
4057 Disability Insurance	201	211	226	230
4058 Unemployment Insurance	237	282	247	282
4059 Life Insurance	114	130	90	90
4081 Eyecare Reimbursement	56	146	146	146
4084 Clothing Cash Payment	80	80	80	80
4085 Other Taxable Benefits	38	38	38	38
TOTAL SALARIES AND BENEFITS	110,993	120,310	104,947	95,626
<u>SERVICES</u>				
5140 Legal Services	55	0	11,335	0
5190 Other Professional Services	38,380	94,098	94,098	20,000
5240 Meeting & Professional Devlpmt	35	0	0	10,000
5255 Travel Reimbursement	1,030	1,000	1,045	1,000
5270 Printing and Binding	227	300	2,430	2,000
5275 Postage	299	300	300	300
5303 Telephone	3,590	4,200	4,200	4,200
5395 Info Technology Services Charge	14,088	5,278	5,278	4,857
5490 Other Insurance	2,916	4,000	2,916	3,500
5570 Office Equip & Furn Rent	5,450	0	4,036	3,394
5800 Subscriptions & Memberships	53,887	56,825	56,825	56,825
5840 Training	2,590	0	0	0
TOTAL SERVICES	122,547	166,001	182,463	106,076

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DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	1,495	1,000	1,000	1,000
6590 Special Departmental Supplies	696	0	0	0
TOTAL SUPPLIES	2,191	1,000	1,000	1,000
DEPARTMENT TOTAL	235,731	287,311	288,410	202,702

**City of Redlands
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City Clerk

Mission Statement:

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

Departmental Goals:

- Provide efficient service and information to the public
- Provide support services to the City Council and City Departments
- Accurately record and maintain the proceedings, actions, and documentation of the City Council, the Redevelopment Agency and Redlands Financing Authority meetings for legal, administrative, financial, and historical reference
- Strive constantly to improve the administration of the office consistent with applicable laws and, through automation, to produce more user friendly access and fulfill responsibilities to the community and others

Sustainability Efforts:

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

Program Description:

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

Program Objectives:

- Administer and file oaths of office
- Assist the County Registrar of Voters during primary, general and special elections
- Conduct general municipal elections and special municipal elections in accordance with the California Elections Code and coordinate ballot measures, arguments, and impartial analysis
- Fulfill duties as filing officer for campaign statements for officeholders, candidates, and political action committees

- Act as Custodian of the City Seal
- Act as Custodian of the City's vital records from 1888-1964
- Disseminate information relative to City Council actions to appropriate parties
- Fulfill duties as Financial Disclosure Officer for conflict of interest filings for 65 designated positions and various consultants and attorneys
- Coordinate legal publications and notices of ordinances, resolutions, and public hearings in a timely manner in accordance with law
- Follow legal procedures for noticing regular, adjourned and special meetings of the City Council, the Redevelopment Agency, and the Redlands Financing Authority
- Maintain a comprehensive general index of above proceedings, and all ordinances, resolutions, contracts and agreements, and deeds
- Maintain an open, diplomatic and neutral relationship with news media
- Maintain the Redlands Municipal Code
- Research, disseminate and provide information regarding City records as necessary
- Automate records retrieval to include internet access of all pertinent information
- Act as secretary to the Redevelopment Agency and Redlands Financing Authority and maintain an accurate record of their proceedings through a comprehensive general index of all minutes, resolutions, contracts, agreements, and deeds

Significant Program Changes

One part time administrative support position is proposed to be eliminated. Turn around time for service and information requests will increase if this occurs.

Accomplishments for Fiscal Year 2010-2011:

In spite of a newly appointed City Clerk, this office managed to operate without serious incident and continued to provide a high standard of customer satisfaction. Through a one hundred percent turnover in personnel, the service provided by the City Clerk's office to the public, the City Council and staff did not waiver. We continue to meet a high standard of turn around time for information requests and have met our schedule goals for meeting minutes and public notice.

- Coordinated the submission of economic interest statements from sixty-five elected officials, appointed commissioners and designated staff members
- Conducted a special election with one contentious initiative petition ballot measure and a general municipal election with eight candidates and two ballot measures
- Acquired and implemented a computerized documentation management program and have begun the process of scanning and coding documents into a data base
- Over 8,000 documents were loaded into the data base
- On schedule to have public access to City records on the internet by the end of calendar year 2011

City of Redlands

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DEPARTMENT/DIVISION

CITY CLERK

FUND

GENERAL FUND

ORGKEY

101110

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	90,773	72,720	72,720	72,720
4005 Salaries: Part Time	27,702	29,280	19,758	14,054
4050 Pension Contributions	8,718	0	0	0
4051 Fica/Medicare	9,128	8,446	7,075	6,638
4053 Deferred Compensation	1,845	1,845	1,845	1,845
4055 Health/Dental Insurance	3,118	0	5,894	12,300
4056 Worker's Comp Insurance	0	802	802	375
4057 Disability Insurance	114	0	0	0
4058 Unemployment Insurance	823	0	1,039	868
4059 Life Insurance	36	62	63	63
4080 Vehicle Allowance	250	0	0	0
4081 Eyecare Reimbursement	225	0	0	0
4085 Other Taxable Benefits	3,240	4,200	2,238	0
TOTAL SALARIES AND BENEFITS	145,972	117,355	111,434	108,863
<u>SERVICES</u>				
5103 Software Support/Development	0	0	23,642	0
5190 Other Professional Services	0	0	18,760	0
5196 Elections	287	97,870	92,331	0
5255 Travel Expense/Reimbursement	67	0	0	0
5270 Printing and Binding	723	1,000	750	750
5275 Postage	500	1,400	500	500
5280 Advertising	27,836	25,000	23,000	25,000
5303 Telephone	1,108	1,600	1,310	1,375
5340 Office Equipment Maintenance	155	750	0	0
5395 Info Technology Services Charges	29,867	11,611	11,611	10,683
5570 Office Equip & Furn Rent	2,757	2,431	2,431	2,431
5800 Subscriptions & Memberships	490	795	500	225
5880 Special Contractual Services	4,120	6,000	6,000	4,500
TOTAL SERVICES	67,910	148,457	180,835	45,464

City of Redlands

2011-2012

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DEPARTMENT/DIVISION

CITY CLERK

FUND

GENERAL FUND

ORGKEY

101110

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	1,543	3,000	2,000	2,000
6310 Janitorial Supplies	6	0	0	0
TOTAL SUPPLIES	1,549	3,000	2,000	2,000
DEPARTMENT TOTAL	215,431	268,812	294,269	156,327

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City Manager

Mission Statement:

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

Departmental Goals:

- Implement the policy direction of the City Council.
- Provide direction to all City departments.
- Promote favorable working relationships with our business community, community organizations and citizens.
- Promote transparency in government.

Sustainability Efforts:

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

Program Description:

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

The City Manger's office also oversees Redlands TV (RTV), the City's government access cable TV facilities and operation. RTV televises and records live events, such as City Council and Planning Commission meetings. It also broadcasts regular replays of these meetings and tape-delayed televising of other City functions. In addition, the RTV office creates or contracts original informational videos highlighting City services and programs. RTV also provides a Community Events Bulletin Board, listing public service messages, that runs whenever video segments are not on the air. Redlands TV programming is available to cable television subscribers through Time-Warner Cable (Channel 3) and Verizon Cable (Channel 35) services.

Program Objectives:

- Provide supervision, management and direction to all City departments
- Compile and distribute agenda packets for all Council meetings
- Oversee the preparation of the annual budget
- Be available to the public as the need arises
- Maintain effective working relationships with other City, County, State and Federal agencies
- Regularly televise all City Council and Planning Commission meetings with scheduled replays intended to provide access for all Redlands citizens
- Provide a forum for community events and public service messages relevant to Redlands audiences

- Use available video technology and media to provide an outlet, informing Redlands residents of available City events and services or specific public service information
- Develop a series of business profile videos in cooperation with the Economic Development activities of the Development Services Department that highlight locally owned and operated businesses. The video program is part of the City's participation in the 3/50 Project, an economic development effort to promote the advantages to consumers of keeping their spending dollars in Redlands

Significant Program Changes:

None

Accomplishments for Fiscal Year 2010-2011:

- Managed all department operations
- Promoted transparency in government through:
 - Implementation of web-streaming of live City Council meetings and archived meeting videos
 - Completion of the second Citizens Academy session
 - Live broadcasting of sixty (60) City meeting on Redlands TV
 - Field production of seventy-seven (77) videos featuring various City departments, programs and functions
- Promoted open, clear and frequent communication through:
 - Reinstatement of the Redlands Connection Quarterly Newsletter.
 - Establishment of social networking pages for the City
 - Implementation of the Redlands 311 mobile app
 - Establishment of the City's Speakers Bureau
- Stewarded major projects including:
 - The Redlands Community Sustainability Plan
 - A Memorandum of Understanding/Funding Agreement with North American Biomass Company for construction of a gasification facility
- Broadcasted the Redlands Christmas Parade live on Redlands TV
- Processed thirty (30) film permits for filming in Redlands
- Provided administrative support and event planning to the Inland Empire Division of the League of California Cities.

City of Redlands
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DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	237,278	237,217	244,697	235,724
4010 Overtime Salaries	2,782	1,500	3,500	2,000
4015 Banked Leave Buy Back	20,073	10,503	13,969	12,615
4050 Pension Contributions	41,500	43,395	46,143	49,755
4051 Fica/Medicare	12,415	12,218	14,493	12,151
4053 Deferred Compensation	5,847	5,828	5,513	5,818
4055 Health/Dental Insurance	22,252	32,205	32,205	31,465
4056 Worker's Comp Insurance	401	12,058	12,058	730
4057 Disability Insurance	268	217	217	260
4058 Unemployment Insurance	147	716	517	716
4059 Life Insurance	102	102	102	104
4080 Vehicle Allowance	7,680	6,588	7,680	7,680
4081 Eyecare Reimbursement	304	371	371	371
4084 Clothing Cash Payment	90	90	90	90
4085 Other Taxable Benefits	3,968	180	5,181	180
TOTAL SALARIES AND BENEFITS	355,107	363,187	386,736	359,658
<u>SERVICES</u>				
5190 Other Professional Services	16,515	3,000	3,000	3,000
5255 Travel Reimbursement	949	1,000	1,000	1,000
5270 Printing and Binding	353	2,000	500	1,000
5275 Postage	613	500	250	450
5303 Telephone	3,618	4,200	4,200	4,200
5392 License & Permits	626	1,550	0	1,550
5395 Info Technology Services Charges	15,773	17,340	17,340	15,954
5580 Communication Svs & Rental	0	1,100	1,100	1,100
5760 Special Program Expenditures	4,339	1,500	1,500	1,500
5800 Subscriptions & Memberships	2,359	2,230	2,230	1,750
5999 Contingencies - Vacancies	0	0	0	(100,000)
5999 Contingencies - Holiday Closure	0	0	0	(50,000)
TOTAL SERVICES	45,145	34,420	31,120	(118,496)

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DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	2,910	3,000	1,500	1,500
6190 Photo & Copying Supplies	0	500	500	500
6310 Janitorial Supplies	26	0	37	0
6500 Office Equipment & Furniture	0	500	500	500
6590 Special Departmental Supplies	2	250	100	250
TOTAL SUPPLIES	2,938	4,250	2,637	2,750
DIVISION TOTAL	403,190	401,857	420,493	243,912

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DEPARTMENT/DIVISION
PUBLIC INFORMATION

<u>FUND</u>					<u>ORGKEY</u>
GENERAL FUND					101121
	2009-10	2010-11	2010-11	2011-12	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	(AUDITED)	BUDGET	ESTIMATED	ADOPTED	
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<u>SALARIES AND BENEFITS</u>					
4000 Full Time Salaries	134,538	139,393	139,393	139,015	
4010 Overtime Salaries	0	0	0	1,500	
4015 Banked Leave Buy Back	3,229	3,373	3,373	4,275	
4050 Pension Contributions	23,694	25,395	25,395	29,228	
4051 Fica/Medicare	10,781	10,948	10,948	10,988	
4053 Deferred Compensation	2,984	3,108	3,108	3,077	
4055 Health/Dental Insurance	35,947	39,614	39,614	38,943	
4057 Disability Insurance	511	531	531	557	
4058 Unemployment Insurance	768	868	400	868	
4059 Life Insurance	123	123	123	126	
4081 Eyecare Reimbursement	0	450	450	450	
4084 Clothing Cash Payment	200	200	200	200	
4085 Other Taxable Benefits	150	150	150	150	
TOTAL SALARIES AND BENEFITS	212,925	224,153	223,685	229,377	
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<u>SERVICES</u>					
5255 Travel Reimbursement	0	0	0	200	
5275 Postage	0	0	0	50	
5396 City Garage Charges	1,530	2,055	2,055	1,520	
5800 Subscriptions & Memberships	0	0	0	500	
TOTAL SERVICES	1,530	2,055	2,055	2,270	
<hr/>					
<u>SUPPLIES</u>					
6140 Office Supplies	0	0	0	500	
TOTAL SUPPLIES	0	0	0	500	
<hr/>					
<u>DEBT SERVICE</u>					
8100 Principal	7,415	7,782	7,782	8,167	
8200 Interest	1,581	1,214	1,214	829	
TOTAL DEBT SERVICE	8,996	8,996	8,996	8,996	
<hr/>					
DIVISION TOTAL	223,451	235,204	234,736	241,143	

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
PRINT SHOP

FUND

GENERAL FUND

ORGKEY

101125

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SERVICES</u>				
5275 Postage	1,040	1,050	1,040	1,050
5303 Telephone	232	350	350	350
5340 Office Equipment Maintenance	1,830	2,250	2,250	2,400
5570 Office Equip & Furn Rent	21,366	13,208	16,500	16,500
5880 Special Contractual Services	6,544	7,000	7,000	7,000
5990 Reimbursed Expenditures	(13,077)	(20,000)	(20,000)	(20,000)
TOTAL SERVICES	17,935	3,858	7,140	7,300
<u>SUPPLIES</u>				
6130 Books & Supplies	1,766	0	0	0
6140 Office Supplies	703	250	0	250
6190 Photo & Copying Supplies	947	1,050	500	1,050
6590 Special Departmental Supplies	532	1,100	700	1,100
TOTAL SUPPLIES	3,948	2,400	1,200	2,400
DIVISION TOTAL	21,883	6,258	8,340	9,700
DEPARTMENT TOTAL	648,524	643,319	663,569	494,755

**City of Redlands
2011-2012
Adopted Budget**

Department of Innovation and Technology

Mission Statement:

The mission of the Department of Innovation and Technology (DoIT) is to provide residents and business partners, both internal and external, with effective technology services, reliable information and innovative solutions to assist them in meeting their business goals and information needs.

Department Goals:

- Deploy 70 PC's city-wide – while not in keeping with the technology replacement needs of the City, we will selectively replace technology where most effective
- Continue to provide support to the city in the areas of helpdesk/computer support, systems/network administration, and GIS.
- Implement meaningful performance measures and put processes in place that address the workload, efficiency and effectiveness of the department
- Develop long-range strategy for technology deployment in the city with short-term milestones based on funding and staffing levels

Sustainability Efforts:

- Configured all multi-function printers in the city to default to duplex printing
- Implementation of first phase of document management system in City Clerk's office will significantly reduce paper consumption
- Working toward elimination of desktop printers to save dollars and reduce the cartridge expendables, as well as staff time to maintain
- Pilot program to utilize iPad's for City Council agenda packets is anticipated to reduce paper use

Program Description:

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

Operations:

- Sunguard/BItech financial management system
- Enquesta customer management system
- The Police Department Records Management and computer aided dispatch system servers
- The Laserfiche document imaging system
- Avaya telephone systems
- Servers
- Switches, routers, wireless access points and firewalls
- Server Security Management
- Storage Management
- PDA/Blackberry management
- Email Management

- Backend configuration support
- Backup Management
- Network\Internet Security Management
- LAN\WAN Management
- Support all LAN\WAN hardware and Software
- Remote Access for city user
- Data Analysis
- Decision Support
- Report Generation
- Crime Analysis Support
- Data Integrity
- Data Integration
- Community Information Availability
- Data Security

Geographical Information Systems (GIS) Division

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

Client Services Division

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

Program Objectives:

- Provide cost effective information technology system management, operation and support for the City
- Implement a city-wide technology replacement program schedule
- Deliver a high level of customer service through effective usage of resources
- Document and maintain system specifications, network diagrams, licenses, and telecommunication configurations

Significant Changes:

- Proposed elimination of three (3) full-time employees will result in far longer response times and other service level impacts, as well as impacts to all technology project timelines which require staff support and/or oversight. Staffing levels reduced by 50% over the last two fiscal years
- Due to budget constraints, it is proposed to not fully fund the number of PC's which need be replaced. This places the City of Redlands at approximately 60% less than what industry standards are – impacts on departments to implement technology solutions will be impacted. Approximately 190 PC's within the city currently are 5 years old or greater. Some units are over 10 years old
- There are no project support functions provided by DoIT which have been eliminated in the past two years – in fact, technology support requirements have increased
- Due to the structure of the DoIT budget, the only place where reductions can occur is in personnel costs. There are no significant projects identified in this year's budget
- Besides personnel costs, a significant portion of the remainder of the DoIT budget is hardware and software maintenance costs for departmental systems

Accomplishments for Fiscal Year 2010-2011:

- Primavera/Contract Manager implementation for MUED to manage projects, documents and communication
- Upgraded City Hall campus network core with Gigabit to the desktop connectivity
- Replaced Security and Firewalls to provide enhanced capabilities and bandwidth
- Installation of redundant high speed internet connections to City Hall campus
- Development of Pavement Management program
- City Infrastructure Database maintenance and analysis
- City Sourced - Mobile Citizen reporting application
- LIDAR analysis for high-resolution elevation model
- Document Management System phase 1 in City Clerk
- Business Analyst Online application for business recruitment in Development Services
- Increased web-hosted solutions within the city, for example, Volunteer² and Performance Pro for HR
- Responsibility for Path to Excellence/organizational efficiency improvements city-wide
- Expansion of Video Surveillance system throughout the city, predominantly in parks and at schools, as well as developing partnerships with private entities to provide more cost-effective solutions for the city
- Use of volunteers to assist in technology tasks – currently have 3 volunteers working on various tasks in GIS, website, and tech support

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND INFORMATION TECHNOLOGY SERVICES FUND **ORGKEY** 604520

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	903,544	828,026	802,538	600,390
4010 Overtime Salaries	9,711	15,000	15,000	15,000
4015 Banked Leave Buy Back	76,531	21,199	33,538	14,238
4016 Compensated Absence	(8,581)	0	0	0
4050 Pension Contributions	156,800	151,254	148,337	126,396
4051 Fica/Medicare	73,497	65,059	63,710	45,965
4053 Deferred Compensation	10,867	10,007	3,792	8,287
4055 Health/Dental Insurance	109,025	122,930	94,729	79,154
4056 Worker's Comp Insurance	98	5,874	5,874	1,292
4057 Disability Insurance	5,573	3,134	2,507	1,007
4058 Unemployment Insurance	5,579	4,774	3,779	3,472
4059 Life Insurance	737	677	608	504
4080 Vehicle Allowance	270	0	0	0
4081 Eyecare Reimbursement	1,011	2,475	2,475	1,800
4084 Clothing Cash Payment	1,400	475	475	400
4085 Other Taxable Benefits	20,607	9,150	13,567	9,150
TOTAL SALARIES AND BENEFITS	1,366,669	1,240,034	1,190,929	907,055

<u>SERVICES</u>				
5103 Software Support/Development	285,409	724,657	724,657	513,705
5104 Hardware Maint/Replace	289,742	262,087	222,087	407,126
5190 Other Professional Services	6,400	27,000	100	22,600
5240 Meeting & Professional Devlpmt	40	0	0	1,000
5255 Travel Reimbursement	293	0	82	1,000
5270 Printing & Binding	1,342	0	320	0
5275 Postage	75	0	48	0
5303 Telephone/Network Connectivity	59,126	60,000	60,000	80,000
5350 Building/Grounds Maintenance	196	0	0	0
5396 City Garage Charges	0	1,028	1,028	1,520
5451 Retiree Health Insurance	150,840	0	0	0
5570 Office Equip & Furn Rent	0	3,394	3,394	3,394

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

<u>FUND</u>					<u>ORGKEY</u>
INFORMATION TECHNOLOGY SERVICES FUND					604520
	2009-10	2010-11	2010-11	2011-12	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	(AUDITED)	BUDGET	ESTIMATED	ADOPTED	
<u>SERVICES (CONT)</u>					
5580 Communications Svs & Rental	11,389	76,200	23,212	87,700	
5722 Penalties & Interest	11	0	0	0	
5840 Training	8,150	0	0	0	
5870 General Govt Service Charge	56,281	57,294	57,294	57,294	
5880 Special Contractual Services	12,104	0	2,500	2,500	
5995 Depreciation Expense	2,475	0	0	0	
TOTAL SERVICES	883,873	1,211,660	1,094,722	1,177,839	
<u>SUPPLIES</u>					
6130 Books & Supplies	28	0	0	1,000	
6140 Office Supplies	1,143	0	215	3,000	
6160 Medical Supplies	0	0	15	0	
6180 Turnouts/Uniforms	0	0	5	0	
6210 Repair/Maintenance Supplies	12,771	0	0	0	
6375 Computer Components	128,325	15,000	27,000	39,000	
6500 Office Equipment & Furniture	0	0	0	0	
6510 Small Tools & Equipment	1,753	0	0	5,000	
6590 Special Departmental Supplies	713	0	247	0	
TOTAL SUPPLIES	144,733	15,000	27,482	48,000	
FUND TOTAL	2,395,275	2,466,694	2,313,133	2,132,894	

**City of Redlands
2011-2012
Adopted Budget**

Finance

Mission Statement:

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

Departmental Goals:

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

Sustainability Efforts:

- Use of recycled paper for office copies, print jobs, business cards and envelopes
- Recycle copy machine toner cartridges and use double-sided printing whenever possible
- Scanning of monthly financial reports for electronic access on the City's shared network drive
- Alternating office light banks to reduce energy
- Exploration of paperless timesheets as part of the Sungard Bi-tech Financial System Upgrade Project, slated for completion in Fiscal Year 2011-2012
- Adherence by Purchasing to a policy requiring documents that are printed on no less than "30% Post-Consumer" recycled content paper
- Purchase of recycled products through the U.S. Communities Government Purchasing Alliance
- Maintenance of a recycled products list in accordance with the City's Purchasing Policy
- Recycle Utility Bill return envelopes whenever possible for customers paying at counter; reused in night drop receptacle
- Availability of e-Bill service which allows customers to receive their municipal services bill via email

**City of Redlands
2011-2012
Adopted Budget**

**Finance
Accounting and Administration**

Program Description:

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

Program Objectives:

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

Significant Program Changes:

Proposed elimination of the Financial/Budget Analyst position, a position whose function was to perform fiscal analysis and research duties in support of the preparation and administration of operating and capital budgets; prepare administrative management studies; and perform other fiscal accounting and analysis as necessary. Duties assigned to this position will have to be absorbed or reallocated to other staff and special projects may be delayed.

Addition of a Principal Accountant who will be primarily assigned to oversee the accounting and financial recordkeeping of the City's Enterprise Funds. The position, as proposed, is designed to provide an enhanced level of accountability over the Enterprise Funds and will require an advanced knowledge of accounting and internal auditing. It is anticipated that at least 80% of the position will be assigned to Enterprise Fund accounting with the other 20% providing accounting support to non-Enterprise fund accounting activities.

Accomplishments for Fiscal Year 2010-2011:

- Completed the City's Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2010 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 seven years
- Completed the Financial Statements for the Redlands Redevelopment Agency, as well as the Single Audit for the Year Ended June 30, 2010

- Completed all other Financial reports as required by law, including the State Controller's Reports, for both the City and the Redevelopment Agency, the RDA Statement of Indebtedness, and the AB 1600 Report on Development Impact Fees
- Monitored and reported on the City's budget throughout the year and worked with the City Manager, Executive and support staff, and the Budget Committee to develop a budget for FY 2011-2012 that is balanced without the use of reserves
- Successfully produced 26 regular bi-weekly payrolls consisting of approximately 465 paychecks each, or approximately 12,000 annually, in support of nine bargaining groups
- Produced 4 regularly scheduled special payrolls during the year
- Produced deduction payments after each payroll, resulting in approximately 450 checks, annually
- Completed Public Employee Retirement System (PERS) reports after each payroll, as required by PERS
- Compiled Quarterly Tax data for government reporting
- Produced 571 W-2's for employees for calendar year 2010
- Produced 74 Form 1099's to vendors
- Processed 9,700 Accounts Payable checks for the fiscal year-to-date with approximately 11,000 expected by June 30, 2011, including 156 processed monthly for retirees
- Maintained more than 700 Accounts Payable vendor files
- Assisted in facilitating the Unclaimed Fund Project by processing checks for 279 claimants
- Assisted in facilitating the Neighborhood Revitalization Program by processing payments to contractors for work associated with the 325 homes included in the program
- Streamlined the annual signature authorization process for accounts payable processing by requiring submittals only in the event of a change
- Streamlined the process for Accounts Receivable balancing, eliminating an early month-end cut-off date, and allowing for uninterrupted access to the data by the cashiers and better service to our customers
- Increased workload for Accounts Receivable to include invoicing for Code Enforcement rental inspections, Revenue parking space rentals, Human Resources retiree dental, and MUED's cell tower leases; number of invoices expected to increase from approximately 3,600 annually to over 5,000
- Improved internal "call" process for collection of unpaid accounts receivable invoices, resulting in collection of over \$6,000 on unpaid invoices that would otherwise have been sent to collection and been reduced by a collection agency fee

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
FINANCE

FUND **ORGKEY**
GENERAL FUND 101130

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	505,436	526,241	519,870	539,613
4010 Overtime Salaries	15,521	5,000	10,000	7,500
4015 Banked Leave Buy Back	39,281	24,955	25,388	29,451
4050 Pension Contributions	87,754	95,940	96,668	107,780
4051 Fica/Medicare	40,163	39,298	39,497	40,014
4053 Deferred Compensation	9,176	8,644	8,376	8,467
4055 Health/Dental Insurance	110,172	141,534	120,510	98,759
4056 Worker's Comp Insurance	3,395	3,030	3,030	1,518
4057 Disability Insurance	1,707	1,423	1,453	1,698
4058 Unemployment Insurance	2,760	3,299	3,299	3,255
4059 Life Insurance	423	468	479	473
4080 Vehicle Allowance	900	720	720	720
4081 Eyecare Reimbursement	1,125	1,710	1,710	1,688
4084 Clothing Cash Payment	600	600	600	600
4085 Other Taxable Benefits	2,936	600	7,445	675
TOTAL SALARIES AND BENEFITS	821,349	853,462	839,045	842,211

SERVICES

5103 Software Support/Development	58,023	238,000	238,000	63,000
5140 Legal Services	47	100	100	0
5160 Auditing and Accounting	48,480	106,265	91,265	91,300
5190 Other Professional Services	61,621	75,325	90,325	49,825
5240 Meeting & Professional Devlpmt	320	2,000	2,000	2,000
5255 Travel Reimbursement	124	250	250	250
5270 Printing and Binding	976	4,000	4,000	4,000
5275 Postage	7,087	7,000	7,000	7,000
5290 Filming and Microfilming	5,182	2,500	2,500	2,500
5303 Telephone	3,237	4,000	4,000	4,000
5340 Office Equipment Maintenance	0	250	0	0
5395 Info Technology Services Charges	42,078	51,282	51,282	37,970

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101130

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5570 Office Equip & Furn Rent	4,221	3,394	3,394	3,394
5722 Penalties and Interest	163	0	175	175
5800 Subscriptions & Memberships	1,015	1,635	1,635	1,835
5840 Training	255	0	0	0
5880 Special Contractual Services	72	100	100	100
TOTAL SERVICES	232,901	496,101	496,026	267,349
<u>SUPPLIES</u>				
6140 Office Supplies	9,556	10,000	11,000	11,000
6160 Medical Supplies	19	0	0	0
6210 Repair/Maintenance Supplies	18	0	30	0
6310 Janitorial Supplies	153	100	20	100
6500 Office Equipment	0	0	253	253
TOTAL SUPPLIES	9,746	10,100	11,303	11,353
DIVISION TOTAL	1,063,996	1,359,663	1,346,374	1,120,913

**City of Redlands
2011-2012
Adopted Budget**

**Finance
Purchasing / Stores**

Program Description:

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

Program Objectives:

- Continue to process purchase requisitions for supplies and services as quickly and efficiently as possible in accordance with purchasing procedures
- Compile, review and award formal and informal bids for materials, equipment and supplies
- Review and update the City's purchasing policies and procedures as needed
- Provide prompt service in fulfilling departmental requests for materials and supplies, including paramedic supplies and employee uniforms
- Provide reports regarding departments' usage and expense as requested
- Monitor existing stock, adjusting levels and adding new items to meet the departmental requirements
- Process items declared as surplus for redistribution or disposal per City procedures
- Continue to provide delivery of items processed through Purchasing / Stores to various locations throughout the City

Significant Program Changes:

With the elimination of the remaining storekeeper position in Fiscal Year 2009-2010, the two remaining division staff have focused their efforts during Fiscal Year 2010-2011 on reducing the Stores inventory to "essential" items, where possible, and have implemented a new program with Office Depot that has streamlined the process for the ordering and delivery of office supplies. In addition, Stores hours have been reduced to 7:00 a.m. to 11:00 a.m., daily, with emergencies handled through the Purchasing office. Efforts to further increase operational efficiencies are currently being explored and will continue in Fiscal Year 2011-2012.

Accomplishments for Fiscal Year 2010-2011:

Fiscal Year-to-Date:

- Processed 996 purchase orders
- Completed 8 formal bids
- Processed 9,104 stores transactions
- Processed 484 Office Depot transactions

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	156,580	120,148	122,056	120,149
4010 Overtime Salaries	2,871	2,900	2,102	2,900
4015 Banked Leave Buy Back	5,049	4,743	7,656	5,325
4050 Pension Contributions	27,142	21,877	22,437	25,231
4051 Fica/Medicare	12,671	9,869	10,041	9,691
4053 Deferred Compensation	860	860	860	860
4055 Health/Dental Insurance	42,190	28,417	29,870	29,535
4056 Worker's Comp Insurance	3,430	1,886	1,886	594
4057 Disability Insurance	954	529	600	570
4058 Unemployment Insurance	1,195	868	755	868
4059 Life Insurance	185	123	131	126
4081 Eyecare Reimbursement	225	450	450	450
4082 Clothing Allowance	275	0	0	0
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	150	150	150	150
TOTAL SALARIES AND BENEFITS	253,977	193,021	199,194	196,649
<u>SERVICES</u>				
5240 Meeting & Professional Devlpmt	0	250	0	0
5270 Printing and Binding	148	150	150	150
5275 Postage	412	700	1,245	950
5280 Advertising	1,513	800	1,600	1,600
5303 Telephone	1,521	2,000	1,558	1,750
5340 Office Equipment Maintenance	94	250	0	200
5395 Info Technology Services Charges	3,942	4,680	4,680	4,306
5396 City Garage Charges	4,591	4,110	4,110	4,560
5570 Office Equip & Furn Rent	2,737	2,443	2,443	2,443
5800 Subscriptions & Memberships	260	360	260	300
TOTAL SERVICES	15,218	15,743	16,046	16,259

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	1,639	3,000	1,750	2,500
6160 Medical Supplies	27	50	50	50
6180 Turnouts/Uniforms/Safety Clothing	(576)	250	250	250
6190 Photo & Copying Supplies	0	50	50	0
6210 Repair/Maintenance Supplies	120	75	75	75
6310 Janitorial Supplies	140	500	250	300
6510 Small Tools & Equipment	21	500	250	300
6580 Damaged/Theft/Obsolete Stock	3,564	3,000	3,000	3,000
6590 Special Departmental Supplies	161	100	100	100
TOTAL SUPPLIES	5,096	7,525	5,775	6,575
DIVISION TOTAL	274,291	216,289	221,015	219,483
DEPARTMENT SUBTOTAL	1,338,287	1,575,952	1,567,389	1,340,396

**City of Redlands
2011-2012
Adopted Budget**

**Finance
Revenue**

Program Description:

The division has the responsibility for, and has been authorized to collect all city monies and deposit all cash receipts in authorized banks; to maintain and balance records of receipts and disbursements; to responsibly invest city funds through secure, approved methods; to submit quarterly investment reports in compliance with the approved investment policy; to keep and to monitor as to sufficiency for both active and inactive deposit accounts, records for collateral pledged by banks as security for public funds. The City Treasurer is an elected position, and as approved by the voters in November, 2010, the position will remain an elected one. Currently, the City's Finance Director serves as the City Treasurer, as appointed by the City Council to fulfill the term of the retired former elected City Treasurer, ending in November, 2012.

Program Objectives:

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

Significant Program Changes:

As a result of a reduction of two staff in the Revenue division over the last several years, the Customer Service Division, formerly under Municipal Utilities and Engineering Division (MUED), was moved under the direction of the Revenue Division of the Finance Department to allow for cross-training and sharing of staff and to allow for greater efficiencies in the face of reduced staffing levels. The loss of two additional positions in Fiscal Year 2009-2010, from the Customer Services Division, has resulted in the need for additional cross-training and reallocation of duties among the remaining staff members of these divisions as well as exploration of procedural changes that will promote greater efficiencies.

Accomplishments for Fiscal Year 2010-2011:

- As a result of implementation of an upgrade to the City's Dog Licensing software, Chameleon, in Fiscal Year 2009-2010, greater functionality was achieved during the renewal process in Fiscal Year 2010-2011
- On-going efforts to update and improve cash control/deposit procedures for all departments, including audit of off-site department cash drawers/petty cash
- Coordinated implementation of on-line credit card system for fuel pumps located at the City Yard, resulting in more timely receipt of payments to the City
- Implementation of a software system allowing cashiering and on-line credit card receipting continued with the Community Center and Joslyn Senior Center going "live" in October, 2010 and March, 2011, respectively, following Recreation's implementation in the prior fiscal year
- Work on the Commercial Landlord Business License Project continued, with mailings to affected business owners accomplished for June 2011; the project is on-going and as applications are received and processed, the database will be updated

- In process of updating the Parking Fines ordinance in coordination with the City Attorney's office and with Turbo Data
- In process of linking the collection of NPDES fees with the business license process in coordination with the Engineering Division of the Municipal Utilities and Engineering Department (MUED)

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
FINANCE / REVENUE

FUND **ORGKEY**
GENERAL FUND 101140

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	247,471	213,178	220,810	219,099
4005 Salaries: Part Time	20,882	25,716	15,000	25,222
4010 Overtime Salaries	3,229	1,000	3,400	3,400
4015 Banked Leave Buy Back	3,141	7,466	6,749	8,994
4050 Pension Contributions	42,820	38,463	40,574	45,970
4051 Fica/Medicare	20,686	18,585	17,821	19,312
4053 Deferred Compensation	2,343	1,892	1,932	1,956
4055 Health/Dental Insurance	29,182	26,741	27,867	27,529
4056 Worker's Comp Insurance	7,169	4,336	4,336	1,526
4057 Disability Insurance	1,457	1,154	1,266	1,244
4058 Unemployment Insurance	2,578	2,126	1,705	2,170
4059 Life Insurance	295	240	240	252
4080 Vehicle Allowance	180	180	180	180
4081 Eyecare Reimbursement	559	878	878	900
4084 Clothing Cash Payment	600	460	600	460
4085 Other Taxable Benefits	5,074	4,627	5,949	4,665
TOTAL SALARIES AND BENEFITS	387,666	347,042	349,307	362,879

SERVICES

5103 Software Support/Development	5,068	5,200	5,118	5,300
5140 Legal Services	70	100	0	100
5190 Other Professional Services	42,935	0	0	0
5240 Meeting & Professional Devlpmt	225	400	400	400
5255 Travel Reimbursement	211	100	100	100
5270 Printing and Binding	359	3,300	2,400	1,900
5275 Postage	7,908	8,400	8,400	8,500
5280 Advertising	130	150	130	150
5303 Telephone	3,561	5,000	3,400	4,000
5340 Office Equipment Maintenance	425	725	715	725
5395 Info Technology Services Charges	16,976	20,151	20,151	18,541
5396 City Garage Charges	4,080	2,774	2,774	1,824

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
FINANCE / REVENUE

FUND
GENERAL FUND

ORGKEY
101140

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5570 Office Equip & Furn Rent	2,741	2,431	2,431	2,500
5800 Subscriptions & Memberships	993	500	500	750
5880 Special Contractual Services	4,072	4,400	3,500	4,200
5950 Bad Debt Expense	613	500	1,500	1,500
TOTAL SERVICES	90,367	54,131	51,519	50,490
 <u>SUPPLIES</u>				
6140 Office Supplies	4,509	5,500	5,500	6,000
6160 Medical Supplies	36	0	0	0
6310 Janitorial Supplies	0	0	30	0
6500 Office Equipment & Furniture	0	0	0	600
6520 Promotional Supplies	840	1,300	1,300	1,300
6590 Special Departmental Supplies	287	0	0	0
TOTAL SUPPLIES	5,672	6,800	6,830	7,900
 DEPARTMENT SUBTOTAL	 483,705	 407,973	 407,656	 421,269
DEPARTMENT GRAND TOTAL	1,821,992	1,983,925	1,975,045	1,761,665

City of Redlands
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Adopted Budget

DEPARTMENT/DIVISION
AIR QUALITY IMPROVEMENT

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

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SERVICES</u>				
5190 Other Professional Services	0	0	29,969	0
TOTAL SERVICES	0	0	29,969	0
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	49,563	0	0	0
TOTAL FIXED ASSETS	49,563	0	0	0
 FUND TOTAL	 49,563	 0	 29,969	 0

City of Redlands
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DEPARTMENT/DIVISION
TRAFFIC SAFETY

FUND
TRAFFIC SAFETY FUND

ORGKEY
223130

	<u>2009-10</u> <u>ACTUAL</u> <u>(AUDITED)</u>	<u>2010-11</u> <u>ADJUSTED</u> <u>BUDGET</u>	<u>2010-11</u> <u>12 MONTH</u> <u>ESTIMATED</u>	<u>2011-12</u> <u>COUNCIL</u> <u>ADOPTED</u>
<u>SERVICES</u>				
5950 Bad Debt Expense	735	0	460	500
TOTAL SERVICES	735	0	460	500
 FUND TOTAL	 735	 0	 460	 500

City of Redlands
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Adopted Budget

DEPARTMENT/DIVISION
OPEN SPACE

FUND
OPEN SPACE FUND

ORGKEY
227130

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SERVICES</u>				
5190 Other Professional Services	0	5,000	5,000	5,000
5870 General Govt Service Charge	94	1,000	500	1,000
TOTAL SERVICES	94	6,000	5,500	6,000
<u>FIXED ASSETS</u>				
7250 Land Acquisitions	0	63,575	63,575	0
TOTAL FIXED ASSETS	0	63,575	63,575	0
 FUND TOTAL	 94	 69,575	 69,075	 6,000

City of Redlands
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DEPARTMENT/DIVISION
PARKING AUTHORITY

<u>FUND</u>					<u>ORGKEY</u>
PARKING AUTHORITY FUND					237140
	2009-10	2010-11	2010-11	2011-12	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	(AUDITED)	BUDGET	ESTIMATED	ADOPTED	
<hr/>					
<u>SERVICES</u>					
5275 Postage	0	25	25	0	
5300 Water, Sewer, Disposal	0	1,200	1,200	0	
5310 Electricity & Gas	54,533	45,000	10,000	10,000	
5870 General Govt Service Charge	881	897	897	897	
TOTAL SERVICES	55,414	47,122	12,122	10,897	
<hr/>					
FUND TOTAL	55,414	47,122	12,122	10,897	

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
GENERAL DEBT SERVICE

<u>FUND</u>					<u>ORGKEY</u>
GENERAL DEBT SERVICE FUND					305130
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<u>SERVICES</u>					
5030 Fiscal Agent Fees	4,255	4,500	4,500	4,500	
5190 Other Professional Services	1,349	1,700	1,700	1,700	
5870 General Govt Service Charge	926	943	943	943	
TOTAL SERVICES	6,530	7,143	7,143	7,143	
<u>DEBT SERVICE</u>					
8100 Principal	1,405,000	1,555,000	1,555,000	1,715,000	
8200 Interest	1,512,194	1,437,248	1,437,248	1,357,794	
TOTAL DEBT SERVICE	2,917,194	2,992,248	2,992,248	3,072,794	
 FUND TOTAL	 2,923,724	 2,999,391	 2,999,391	 3,079,937	

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

<u>FUND</u>					<u>ORGKEY</u>
RDLDS PUBLIC IMPRVMT DEBT SERVICE FUND					311130
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<u>SERVICES</u>					
5030 Fiscal Agent Fees	3,450	4,000	4,000	4,000	
TOTAL SERVICES	3,450	4,000	4,000	4,000	
<u>DEBT SERVICE</u>					
8100 Principal	1,415,000	1,475,000	1,475,000	1,525,000	
8200 Interest	498,806	446,537	446,537	384,444	
TOTAL DEBT SERVICE	1,913,806	1,921,537	1,921,537	1,909,444	
 FUND TOTAL	 1,917,256	 1,925,537	 1,925,537	 1,913,444	

**City of Redlands
2011-2012
Adopted Budget**

**Finance
Customer Service**

Program Description:

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

In addition to providing quality customer service, the division is responsible for billing utility customers for water, wastewater, solid waste, and street cleaning services, including household hazardous waste. With over 21,500 utility customers, bills are produced and mailed on a bi-monthly basis, keeping operational costs to a minimum.

Besides being responsible for the billing of utility customers, the Customer Service Division is also responsible for assisting more than 17,000 customers, annually, who come to the counter, and more than 31,000 over the telephone. The nature of these contacts consist of processing requests for connection/disconnection of service, unusual water usage, water quality inquiries, billing inquiries, or missed solid waste collection service.

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

The Customer Service Division budget is presented in one program in a separate internal service fund, which is supported by the operating funds in water, wastewater, and solid waste.

Program Objectives:

- Provide quality customer service to all Redlands residents and utility customers, while assisting them with their water, wastewater, and solid waste needs
- Provide Redlands residents and utility customers with clear, consistent, accurate and equitable billing for their municipal utility services
- Continually look for ways to streamline functions and improve efficiencies to keep operating costs down
- Increase customer awareness of various payment methods available, such as: 1) the 1-2-3 Done! program, which is an automated payment drafting program, offering two payment options to choose from—Advance monthly pay or Bi-monthly pay; and 2) the Speedpay program, which is an on-line and VRU payment program, offered through Western Union. Speedpay offers the flexibility to pay via credit card, debit card, or from a designated bank account
- Increase customer awareness of Redconnect, a program which provides customers with 24/7 secure online access to their City of Redlands municipal services account information. With Redconnect, customers have access to review their service history, billing history, water usage history, view current bill and/or print a copy, sign up for the 1-2-3 Done! payment program, or customers can "GO GREEN" and eliminate paper waste by enrolling in e-Bill service to receive their municipal services bill via email

Significant Program Changes:

As a result of a reduction of two Accounting Technicians in the Revenue Division over the last several years, and the elimination of the Customer Services Manager in the Municipal Utilities and Engineering Department's Customer Service Division, the two divisions were combined under the Finance Department – Revenue Division so that staff could be shared and cross-trained in order to ensure that critical functions would continue and to promote greater efficiencies in the face of reduced staffing levels. The loss of two additional positions in Fiscal Year 2009-2010, a Customer Service Technician and a Billing and Meter Technician, resulted in a further need for cross-training, reallocation of duties and more efficient methods of operation among the remaining staff of the former two divisions. Despite these efforts, additional overtime was necessary for the Customer Service function during Fiscal Year 2010-2011, particularly as a result of testing and implementation of rate increases for Solid Waste, Water and Wastewater.

Accomplishments for Fiscal Year 2010-2011:

- Completed the annual Solid Waste Delinquency Lien Process
- Tested and implemented new Solid Waste Rates into the Utility Billing system effective 7/1/2010 and 1/1/2011
- Audited, reviewed and sent collection notices for inactive accounts and implemented on-going review program
- Completed ITRON (handhelds used by meter readers in the field) training for all staff
- Implemented SB 120 regulations, requiring additional language and modification of the processing cycle timeline relating to Utility Services
- In coordination with the Municipal Utilities and Engineering Division (MUED), updated fee tables and performed testing in the Utility Billing System for implementation of Water and Wastewater rate increases, effective May 18, 2011
- Eliminated the use of a return envelope as part of the Reminder Notice Process, resulting in a reduction of return envelope orders of approximately 7.4 cases or 18,500 envelopes
- Initiated the use of Billing Bunch Code which allows identification of customers with multiple bills within a billing cycle to receive a consolidated mailing, thereby reducing the number of envelopes used
- Developed a customer database to track all customer contacts whether via telephone or at the counter

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
CUSTOMER SERVICE

FUND

UTILITY BILLING FUND

ORGKEY

608405

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	489,296	386,884	385,073	379,135
4010 Overtime Salaries	7,954	5,000	10,000	10,000
4012 Stand By	0	0	177	0
4015 Banked Leave Buy Back	9,833	10,825	20,800	13,078
4016 Compensated Absences	(46,331)	0	0	0
4050 Pension Contributions	84,602	70,109	70,695	79,484
4051 Fica/Medicare	39,174	30,432	31,414	30,595
4053 Deferred Compensation	434	514	1,370	1,620
4055 Health/Dental Insurance	113,669	93,662	77,106	62,027
4056 Worker's Comp Insurance	0	1,872	1,872	750
4057 Disability Insurance	5,489	4,222	4,011	3,807
4058 Unemployment Insurance	4,426	3,613	3,613	3,233
4059 Life Insurance	683	512	512	469
4080 Vehicle Allowance	0	5	180	180
4081 Eyecare Reimbursement	1,101	1,868	1,868	1,677
4082 Clothing Allowance	825	55	550	0
4084 Clothing Cash Payment	1,608	1,600	1,410	1,340
4085 Other Taxable Benefits	6,788	4,467	9,692	8,723
TOTAL SALARIES AND BENEFITS	719,551	615,640	620,343	596,118

SERVICES

5034 Collection Agent/Bank Fees	0	250	0	250
5103 Software Support/Development	7,040	0	7,040	0
5140 Legal Services	117	250	0	250
5240 Meeting & Professional Devlpmt	0	3,000	750	2,000
5255 Travel Reimbursement	122	100	100	100
5270 Printing and Binding	20,629	25,706	22,000	24,000
5275 Postage	64,822	80,000	70,000	75,000
5303 Telephone	5,962	7,000	6,200	6,400
5340 Office Equipment Maintenance	1,823	2,000	2,005	2,300
5395 Info Technology Services Charge	257,649	293,719	293,719	266,293

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
CUSTOMER SERVICE

FUND

UTILITY BILLING FUND

ORGKEY

608405

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5396 City Garage Charges	22,443	0	0	0
5451 Retiree Health Insurance	86,195	165,000	165,000	165,000
5570 Office Equip & Furn Rent	2,736	2,431	2,431	2,500
5590 Other Rentals	1,040	1,200	1,200	1,320
5800 Subscriptions and Memberships	461	1,000	461	1,000
5840 Training	0	4,000	0	3,000
5870 General Govt Service Charge	59,095	57,512	57,512	60,000
5880 Special Contractual Services	9,203	20,000	7,000	8,000
TOTAL SERVICES	539,337	663,168	635,418	617,413
<u>SUPPLIES</u>				
6140 Office Supplies	3,706	5,000	5,000	6,000
6160 Medical Supplies	8	25	0	0
6180 Turnouts/Uniforms/Safety Clothin	275	0	0	0
6210 Repair/Maintenance Supplies	1,568	1,000	0	0
6310 Janitorial Supplies	224	200	0	0
6510 Small Tools & Equipment	230	300	300	0
6590 Special Departmental Supplies	4,425	5,000	2,749	1,000
TOTAL SUPPLIES	10,436	11,525	8,049	7,000
 FUND TOTAL	 1,269,324	 1,290,333	 1,263,810	 1,220,531

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2003-1

<u>FUND</u>					<u>ORGKEY</u>
COMMUNITY FACILITIES DISTRICT FUND					710130
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<u>SERVICES</u>					
5030 Fiscal Agent Fees	11,960	15,500	15,500	15,500	
TOTAL SERVICES	11,960	15,500	15,500	15,500	
<u>DEBT SERVICE</u>					
8100 Principal	60,000	75,000	75,000	95,000	
8200 Interest	533,634	532,565	532,565	529,570	
TOTAL DEBT SERVICE	593,634	607,565	607,565	624,570	
 DIVISION TOTAL	 605,594	 623,065	 623,065	 640,070	

City of Redlands
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Adopted Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2001-1

<u>FUND</u>					<u>ORGKEY</u>
COMMUNITY FACILITIES DISTRICT FUND					710300
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<u>SERVICES</u>					
5030 Fiscal Agent Fees	10,695	11,500	11,500	11,500	
TOTAL SERVICES	10,695	11,500	11,500	11,500	
<u>DEBT SERVICE</u>					
8100 Principal	250,000	265,000	265,000	280,000	
8200 Interest	481,478	474,603	474,603	459,763	
TOTAL DEBT SERVICE	731,478	739,603	739,603	739,763	
 DIVISION TOTAL	 742,173	 751,103	 751,103	 751,263	
 FUND TOTAL	 1,347,767	 1,374,168	 1,374,168	 1,391,333	

**City of Redlands
2011-2012
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City Attorney

Mission Statement:

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

Departmental Goals:

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

Sustainability Efforts:

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

Program Description:

The City Attorney is responsible for providing legal advice and representation to the City Council, City Manager, and City employees as well as to City-sanctioned commissions and boards, as needed. The City Attorney also serves as General Counsel to the Redlands Redevelopment Agency. The City Attorney also prosecutes violations of the City's Municipal Code and ensures compliance with City, state and federal laws and regulations.

Program Objectives:

- Provide the highest quality legal services by drafting and/or providing timely review of all ordinances, resolutions, contracts and other legal documents in the normal course of City business.
- Ensure services are being provided to the City Council and staff as required or permitted by law.
- Ensure cost-effective Governmental claim defense and litigation services while assisting, reviewing and effectively monitoring outside 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.
- Provide legal review and oversight of workers' compensation special counsel and special counsel services to the City's Redevelopment Agency.
- Input, coordinate with all City departments and review the City's compliance with the California Public Records Act

Significant Program Changes:

- As a result of budgeting concerns, the City Council eliminated the position of Assistant City Attorney effective July 1, 2010.

Accomplishments for Fiscal Year 2010-2011:

- Establishment (with Human Resources Department assistance) and oversight of in-house volunteer legal intern program to assist on City Attorney's Office research and projects.
- Legal Secretary receipt and processing (with City Attorney oversight) of 164 public record requests (calendar year 2010).
- Legal Secretary receipt and processing (with City Attorney oversight) of Police Department subpoena compliance.

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
CITY ATTORNEY

FUND
GENERAL FUND

ORGKEY
101150

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	357,380	253,390	262,505	255,981
4010 Overtime Salaries	3,785	2,000	4,000	3,000
4015 Banked Leave Buy Back	10,235	6,323	28,835	7,482
4050 Pension Contributions	62,098	46,484	48,061	54,002
4051 Fica/Medicare	20,783	11,579	19,005	14,091
4053 Deferred Compensation	7,757	22,413	30,580	22,401
4055 Health/Dental Insurance	32,586	25,750	25,750	27,643
4056 Worker's Comp Insurance	0	802	802	250
4057 Disability Insurance	364	503	459	498
4058 Unemployment Insurance	730	833	833	890
4059 Life Insurance	167	117	131	129
4080 Vehicle Allowance	2,400	2,400	2,400	2,400
4081 Eyecare Reimbursement	675	461	461	461
4084 Clothing Cash Payment	180	180	180	180
4085 Other Taxable Benefits	5,035	173	6,438	173
TOTAL SALARIES AND BENEFITS	504,175	373,407	430,440	389,581
<u>SERVICES</u>				
5140 Legal Services	155,874	8,000	20,000	15,000
5190 Other Professional Services	875	0	0	0
5240 Meeting & Professional Devlpmt	0	500	400	1,300
5255 Travel Reimbursement	917	400	700	600
5270 Printing and Binding	524	200	300	300
5275 Postage	173	300	130	300
5303 Telephone	1,792	2,400	1,825	2,400
5395 Info Technology Services Charges	2,171	2,576	2,576	2,371
5800 Subscriptions & Memberships	1,874	1,120	1,274	1,385
5880 Special Contractual Services	12	0	0	0
TOTAL SERVICES	164,212	15,496	27,205	23,656

City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
CITY ATTORNEY

FUND
GENERAL FUND

ORGKEY
101150

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6130 Books & Supplies	14,365	15,000	15,000	15,000
6140 Office Supplies	2,463	1,000	1,000	1,000
TOTAL SUPPLIES	16,828	16,000	16,000	16,000
DEPARTMENT TOTAL	685,215	404,903	473,645	429,237

City of Redlands 2011-2012 Adopted Budget

Human Resources

Mission Statement:

As integral participants of the City of Redlands team, the Human Resources staff develops and implements sustainable processes while evaluating current programs and policies for efficiency and continued effectiveness.

Departmental Goals:

The impacts from the severity of the recession have altered the course of the HR strategy to develop and implement sustainability processes. While the steps taken have enabled us to make incremental improvements, they in no way resemble the plans and strategies of three years ago. If we do nothing, our core systems will reach an unacceptable risk of obsolescence or failure. Further, our ability to support new strategic directions such as technology in position management, employee self-service, automated timekeeping, increased communication, professional development, training and on-line education will be diminished. For the protection of the City, in the next two years, the department must implement a course of action to replace our human resources information systems, training, and identity management systems by utilizing cloud computing and other innovations to facilitate the modernization of our core services.

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

Departmental Goals

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

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

Sustainability Efforts:

City Of Redlands Employees

The core City function is to provide service to residents and visitors. Human Resources' contribution to this function is making available to the employees the tools necessary for their success which in turn contributes directly to the success of the City by providing excellent quality service to the

community at all levels. This is carried out by the implementation of a variety of Human Resources programs that fall in line with the "Redlands City Values" adopted by the City Council. HR's contributions to these values to date include:

- Cloud computing process for on-line recruitment and selection for full-time, part-time and volunteer applicants
- Cloud computing process for employee performance evaluations
- Moving archival recordkeeping to digital format
- Moving current records to digital format
- Moving time card submission for department to electronic format
- Communicating through electronic methods
- Revising numerous forms to electronic format
- Negotiating reductions in medical and dental benefit premiums and co-pays and life and disability insurance premiums
- Use of interns to assist with departmental projects while providing a teaching/learning environment/experience for students
- Reviewing and correcting past practices
- Providing training and goal setting to enhance employee performance
- Utilizing in-house resources to provide services for recruitment panels
- Eliminating use of paper wherever possible by using iPads, laptops and scanners
- Eliminating 50% of fluorescent lighting

**City of Redlands
2011-2012
Adopted Budget**

**Human Resources
Human Resources Division**

Program Description:

The Human Resources team works collaboratively to develop strategies, infrastructure and processes that provide for the timely collection and dissemination of employee data and information, enhanced capacity for distributed reporting, and support of data-driven decision-making related to human resources.

This program provides the full range of human resource services to all City departments, and where applicable residents and visitors to our community. The primary functions of this division include recruitment and selection, employee benefits administration, personnel data maintenance; state and federal reporting; MOU (Memorandum of Understanding) administration, performance management, employee assistance, and labor and employee relations.

Program Objectives:

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

Significant Program Changes:

Proposed increase of $\frac{3}{4}$ time Volunteer Resources Coordinator to a full-time position thus focusing more time on the valuable volunteer and intern program that contributes thousands of hours of volunteerism to the City and in return gives satisfaction and education to those who volunteer and intern.

City of Redlands
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DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	191,767	162,374	177,057	201,619
4005 Salaries: Part Time	18,824	19,230	31,766	0
4010 Overtime Salaries	2,124	0	2,914	0
4015 Banked Leave Buy Back	13,165	4,028	1,783	4,233
4050 Pension Contributions	33,341	29,629	29,238	38,516
4051 Fica/Medicare	17,515	13,510	12,087	15,592
4053 Deferred Compensation	5,271	2,048	1,433	4,943
4055 Health/Dental Insurance	24,436	29,635	16,298	18,997
4056 Worker's Comp Insurance	21	4,576	4,576	500
4057 Disability Insurance	25	0	0	0
4058 Unemployment Insurance	1,742	1,280	1,568	1,063
4059 Life Insurance	135	112	109	154
4081 Eyecare Reimbursement	450	439	450	551
4084 Clothing Cash Payment	600	0	0	0
4085 Other Taxable Benefits	8,916	120	2,205	2,408
TOTAL SALARIES AND BENEFITS	318,332	266,981	281,484	288,576

SERVICES

5103 Software Support/Development	2,019	1,500	750	1,500
5140 Legal Services	25,003	40,000	66,608	40,000
5180 Medical/Physicals	8,560	5,000	1,544	5,000
5190 Other Professional Services	65,404	0	678	1,500
5240 Meeting & Professional Devlpmt	3,797	3,915	2,805	4,905
5255 Travel Reimbursement	1,170	2,500	2,500	3,000
5270 Printing and Binding	479	1,650	1,049	1,650
5275 Postage & Shipping	1,203	1,900	1,000	1,900
5280 Advertising	500	3,250	1,386	3,250
5303 Telephone	4,121	3,500	5,066	5,500
5395 Info Technology Services Charges	16,326	33,923	33,923	26,605
5451 Retiree Health Insurance	1,762,975	2,188,417	2,188,417	2,407,259
5570 Office Equip & Furn Rent	2,386	3,080	3,080	1,540

City of Redlands
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DEPARTMENT/DIVISION
HUMAN RESOURCES

<u>FUND</u>					<u>ORGKEY</u>
GENERAL FUND					101170
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<u>SERVICES (CONT)</u>					
5800 Subscriptions & Memberships	295	1,970	1,375	1,350	
5880 Special Contractual Services	776	2,936	1,772	3,220	
TOTAL SERVICES	1,895,014	2,293,541	2,311,953	2,508,179	
<u>SUPPLIES</u>					
6130 Books & Supplies	0	100	100	100	
6140 Office Supplies	3,299	1,750	1,750	1,750	
6145 Awards/Recognition Program	9,074	10,000	10,000	10,000	
6160 Medical Supplies	12	0	0	0	
6180 Turnouts/Uniforms/Safety Clothing	51	0	2	0	
6310 Janitorial Supplies	7	50	50	50	
6350 Building Supplies	0	0	7	0	
6375 Computer Components	0	1,000	1,000	1,000	
6500 Office Equipment & Furniture	282	600	600	600	
6560 Food	175	500	597	500	
6590 Special Departmental Supplies	945	2,100	2,100	2,100	
TOTAL SUPPLIES	13,846	16,100	16,206	16,100	
 DEPARTMENT TOTAL	 2,227,192	 2,576,622	 2,609,644	 2,812,855	

**City of Redlands
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**Human Resources
Risk Management Division**

Program Description:

The Risk Management Division maintains a set of operating principles that serve as the foundation for how we interact with residents, colleagues, employees and other stakeholders. At the core of these operating principles lie five core values: integrity, excellence, respect, responsibility and teamwork.

With integrity, the City expects all of its employees to act honestly, ethically and with trust. With excellence come professionalism, creativity, persistence and quality. Respect includes communications, caring, planning and honoring stakeholders. Our responsibility requires accountability, fairness and ownership. Teamwork involves shared responsibility, thoughtful communication and collaboration.

This division is administered by the Risk Manager (50%) with oversight from the Human Resources Director (15%); and includes investigation of all tort claims filed against the City and subsequent coordination with the City Attorney, City Manager and City Council as needed. This function is handled entirely in-house. Workers' Compensation and the Safety program also dovetail into Risk Management and will be addressed separately.

Program Objectives:

- Identify potential liability exposures and address them in a proactive, not reactive, manner.
- Receive, investigate, and take action on all tort claims within the guidelines and timeframes prescribed by law
- Employ personnel with the level of expertise necessary to manage claims in-house and thus save on annual third party administrator (TPA) costs
- Work closely with the City Attorney to expedite the disposition of all claims presented to the City.
- Maintain a database of all claims filed against the City
- Prepare analysis as needed related to the City's need for excess liability insurance
- Act as liaison with the City's insurance broker in the procurement of all property and liability insurance policies maintained by the City
- Assist other departments with insurance related issues
- Review proposed contractual agreements for appropriate levels of insurance coverage maintained by the other party, prior to the City entering into the agreement
- Review proposed contractual agreements wherein the City must provide coverage, recommend acceptance or voice concerns and alternative solution
- Compile and submit necessary documentation to the City's insurance carriers for reimbursement of losses incurred and for which the City has insurance coverage
- Pursue the City's subrogation rights for property losses caused by others

Sustainability Efforts:

The very name of this division leads one to question a possibility of sustainability for the mere extent of necessary exposure; however, through diligence, negotiations and proactive measures, the City has been able to reduce its costs significantly in the past two years. There are numerous measures that are taken to ensure the continuation of this trend to the extent that it can be controlled. The intent of the Division is to remain focused on this path and open to innovative ways to carry on this trend.

City of Redlands
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DEPARTMENT/DIVISION
RISK MANAGEMENT

FUND

LIABILITY SELF INSURANCE FUND

ORGKEY

602133

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	103,466	73,034	72,493	77,198
4010 Overtime Salaries	1,316	0	1,091	0
4015 Banked Leave Buy Back	7,045	1,743	8,712	1,825
4016 Compensated Absence	27,706	0	0	0
4050 Pension Contributions	17,897	13,385	13,708	16,233
4051 Fica/Medicare	8,079	5,443	6,155	5,963
4053 Deferred Compensation	2,984	2,009	1,971	2,058
4055 Health/Dental Insurance	13,144	15,321	11,611	12,354
4056 Worker's Comp Insurance	109	268	252	125
4057 Disability Insurance	91	113	126	372
4058 Unemployment Insurance	373	413	290	412
4059 Life Insurance	71	59	57	60
4081 Eyecare Reimbursement	191	214	214	214
4084 Clothing Cash Payment	50	50	50	50
4085 Other Taxable Benefits	2,304	82	873	83
TOTAL SALARIES AND BENEFITS	184,826	112,134	117,604	116,947
<u>SERVICES</u>				
5140 Legal Services	98,442	95,000	69,000	70,000
5190 Other Professional Services	3,490	0	1,215	0
5240 Meeting & Professional Devlpmt	0	210	0	210
5255 Travel Reimbursement	326	450	55	100
5275 Postage	517	400	400	400
5303 Telephone	757	642	850	850
5395 Info Technology Services Charges	756	897	897	825
5410 Property Insurance	578,544	621,935	549,413	604,354
5411 Faithful Performance Bond	17,923	0	9,138	0
5451 Retiree Health Insurance	5,387	0	0	0
5455 Premiums for Excess Coverage	269,139	289,325	293,818	323,200
5460 Liability Claims	315,131	500,000	300,000	400,000
5490 Other Insurance	2,538	0	1,635	0

City of Redlands
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DEPARTMENT/DIVISION
RISK MANAGEMENT

<u>FUND</u>					<u>ORGKEY</u>
LIABILITY SELF INSURANCE FUND					602133
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<u>SERVICES (CONT)</u>					
5570 Office Equip & Furn Rent	0	0	0	1,540	
5800 Subscriptions & Memberships	350	0	0	0	
TOTAL SERVICES	1,293,300	1,508,859	1,226,421	1,401,479	
<u>SUPPLIES</u>					
6140 Office Supplies	106	400	400	400	
6190 Photo & Copying Supplies	12	30	0	0	
TOTAL SUPPLIES	118	430	400	400	
 FUND TOTAL	 1,478,244	 1,621,423	 1,344,425	 1,518,826	

**City of Redlands
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**Human Resources
Workers' Compensation Division**

Program Description:

The City of Redlands is self-insured for its workers' compensation and contracts with a third party administrator (TPA) whose focus is to keep abreast of the continually changing Workers' Compensation laws and regulations, assure that the City maintains compliance with these changes, and most importantly facilitates the care needed to return the employee to their pre-injury status. The Workers' Compensation program provides employee treatment through a wide network of healthcare practitioners. In an effort to reach the goal of returning an employee to their pre-injury productivity the City, whenever possible, provides modified duty. Modified duty allows the employee to remain an active and productive member of the organization while still recuperating from their injury.

Program Objectives:

- Monitor the performance of the City's TPA for efficiency, service standards and cost-effectiveness
- Analyze accident data, identify root causes, and coordinate with the department on implementation of programs to reduce the number of work related injuries and illnesses
- Review status of claims with the TPA adjuster and City's legal counsel
- Administer the Disability and Industrial Disability Retirement programs in a fiscally responsible manner
- Facilitate an early return-to-work (RTW) for those employees able to work modified duty
- Mitigate potential claims by addressing work/health issues brought forward by employees

Sustainability Efforts:

- Increase employee training and understanding of proactive safety management.

City of Redlands
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DEPARTMENT/DIVISION
WORKERS' COMPENSATION

FUND WORKERS' COMPENSATION FUND **ORGKEY**
606175

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	48,616	53,676	56,044	55,024
4010 Overtime Salaries	493	0	801	0
4015 Banked Leave Buy Back	4,948	1,281	317	1,317
4050 Pension Contributions	8,455	9,837	10,450	11,596
4051 Fica/Medicare	4,222	3,866	3,559	4,097
4053 Deferred Compensation	1,378	1,662	1,597	1,677
4055 Health/Dental Insurance	5,947	9,085	6,136	7,714
4058 Unemployment Insurance	125	239	160	239
4059 Life Insurance	32	34	32	35
4081 Eyecare Reimbursement	45	124	124	124
4085 Other Taxable Benefits	3,728	45	1,335	45
TOTAL SALARIES AND BENEFITS	77,989	79,849	80,555	81,867
<u>SERVICES</u>				
5034 Collection Agent/Bank Fees	230	0	40	0
5140 Legal Services	56,346	55,000	69,000	65,000
5190 Other Professional Services	17,347	17,000	17,000	18,500
5240 Meeting & Professional Devlpmt	0	140	35	140
5255 Travel Expense Reimbursement	36	1,000	0	1,000
5275 Postage	6	50	20	30
5303 Telephone	232	300	300	300
5395 Info Technology Services Charges	1,102	1,309	1,309	1,204
5451 Retiree Health Insurance	10,777	5,505	5,505	5,505
5455 Premiums for Excess Coverage	53,543	175,370	97,816	107,600
5480 Worker's Comp Claims	1,006,923	750,000	1,394,000	750,000
5570 Office Equip & Furn Rent	2,386	3,080	3,172	3,172
5800 Subscriptions & Memberships	0	100	0	100
5840 Training	0	9,331	0	9,331
5870 General Govt Service Charge	48,426	49,298	49,298	49,298
5880 Special Contractual Services	115,780	118,960	111,926	119,932
TOTAL SERVICES	1,313,134	1,186,443	1,749,421	1,131,112

City of Redlands
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DEPARTMENT/DIVISION
WORKERS' COMPENSATION

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

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
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SUPPLIES
6140 Office Supplies
TOTAL SUPPLIES

	437	300	300	300
	437	300	300	300

DIVISION TOTAL	1,391,560	1,266,592	1,830,275	1,213,279
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City of Redlands
2011-2012
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Human Resources
Safety Division

Program Description:

Employee safety is an organizational responsibility first and foremost, but also a personal responsibility. This becomes more apparent as staffing levels dwindle. However the Safety Division of the Human Resources Department is responsible for providing the tools and information necessary for each City division to function at its optimal safety level. To this end we facilitate the required training our employees are required to maintain in order to continue to working in compliance with OSHA and other regulatory agencies.

Program Objectives:

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

Significant Program Changes:

- The Safety Division will be responsible for the oversight of programs moved from Equipment Maintenance division that monitored employee Commercial Drivers Licensing and Department of Transportation Drug and Alcohol Program Compliance
- Increase employee training and understanding of proactive safety management

City of Redlands
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DEPARTMENT/DIVISION
SAFETY PROGRAM

<u>FUND</u>					<u>ORGKEY</u>
WORKERS' COMPENSATION FUND					606176
	2009-10	2010-11	2010-11	2011-12	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	(AUDITED)	BUDGET	ESTIMATED	ADOPTED	
<u>SALARIES AND BENEFITS</u>					
4000 Full Time Salaries	13,253	35,953	37,602	37,302	
4010 Overtime Salaries	267	4,450	535	535	
4015 Banked Leave Buy Back	517	856	317	892	
4050 Pension Contributions	2,307	6,589	6,728	1,858	
4051 Fica/Medicare	1,061	2,655	2,615	2,841	
4053 Deferred Compensation	827	1,116	1,060	1,140	
4055 Health/Dental Insurance	1,550	5,367	4,083	4,758	
4058 Unemployment Insurance	43	174	110	174	
4059 Life Insurance	10	25	23	25	
4081 Eyecare Reimbursement	45	90	90	90	
4085 Other Taxable Benefits	0	45	469	45	
TOTAL SALARIES AND BENEFITS	19,880	57,320	53,632	49,659	
<u>SERVICES</u>					
5180 Medical/Physicals	1,989	5,185	3,650	9,500	
5190 Other Professional Services	1,163	0	0	0	
5255 Travel Reimbursement	2	125	0	125	
5270 Printing and Binding	0	400	0	400	
5840 Training	1,008	12,500	1,340	12,500	
5870 General Govt Service Charge	6,735	6,856	6,856	6,856	
TOTAL SERVICES	10,897	25,066	11,846	29,381	
<u>SUPPLIES</u>					
6130 Books & Supplies	0	500	1,702	1,500	
6140 Office Supplies	0	0	0	150	
6510 Small Tools & Equipment	4,296	2,000	0	2,000	
6590 Special Departmental Supplies	30	250	0	250	
TOTAL SUPPLIES	4,326	2,750	1,702	3,900	
DIVISION TOTAL	35,103	85,136	67,180	82,940	

City of Redlands
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Human Resources
Training Division

Program Description:

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

City Of Redlands Employees

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

Significant Program Changes:

- Implementation of electronic performance management system will support the assessment of training needs and requirements of each employee; and
- Implementation of intensive CORE Training Program.

City of Redlands
2011-2012
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DEPARTMENT/DIVISION
TRAINING PROGRAM

<u>FUND</u>					<u>ORGKEY</u>
WORKERS' COMPENSATION FUND					606177
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<u>SALARIES AND BENEFITS</u>					
4000 Full Time Salaries	16,764	35,882	34,373	40,122	
4010 Overtime Salaries	5,558	0	584	0	
4015 Banked Leave Buy Back	750	908	11,860	959	
4050 Pension Contributions	4,677	6,577	6,266	7,185	
4051 Fica/Medicare	1,330	2,649	3,435	3,062	
4053 Deferred Compensation	754	401	358	1,199	
4055 Health/Dental Insurance	4,080	6,966	4,566	4,293	
4058 Unemployment Insurance	57	173	173	174	
4059 Life Insurance	13	23	23	25	
4081 Eyecare Reimbursement	0	90	90	90	
4085 Other Taxable Benefits	0	22	476	45	
4086 Tuition Reimbursement	276,967	225,000	225,000	225,000	
TOTAL SALARIES AND BENEFITS	310,950	278,691	287,205	282,154	
<u>SERVICES</u>					
5103 Software Support and Maintenance	0	0	0	565	
5190 Other Professional Services	0	1,000	1,000	1,000	
5240 Meeting & Professional Devlpmt	4,039	30,000	30,000	30,000	
5255 Travel Reimbursement	0	1,000	1,000	1,000	
5270 Printing and Binding	0	1,500	1,500	1,500	
5800 Subscriptions & Memberships	0	2,754	2,854	2,854	
5840 Training	5,109	22,665	22,000	22,000	
5870 General Govt Service Charge	6,735	6,856	6,856	6,856	
5880 Special Contractual Services	16,850	5,000	12,710	5,000	
TOTAL SERVICES	32,733	70,775	77,920	70,775	
<u>SUPPLIES</u>					
6590 Special Departmental Supplies	0	200	200	200	
TOTAL SUPPLIES	0	200	200	200	

City of Redlands
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DEPARTMENT/DIVISION
TRAINING PROGRAM

<u>FUND</u>				<u>ORGKEY</u>
WORKERS' COMPENSATION FUND				606177
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
DIVISION TOTAL	343,683	349,666	365,325	353,129
FUND TOTAL	1,770,346	1,701,395	2,262,780	1,649,348