

City of Redlands
2007-2008
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
- Finance
- Administrative Services
- City Treasurer
- City Attorney

City of Redlands
2007-2008
Adopted Budget

REVENUE DETAIL

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>PROPERTY TAXES</u> | | | | |
| 3000 Current Secured Taxes | 13,729,836 | 16,836,555 | 17,191,900 | 18,050,000 |
| 3001 Current Unsecured Taxes | 435,051 | 455,000 | 455,000 | 470,000 |
| 3002 Supplemental Secured Taxes | 733,257 | 600,000 | 475,000 | 400,000 |
| 3003 Supplemental Unsecured Taxes | 108,337 | 75,000 | 125,000 | 100,000 |
| 3004 Secured PY Taxes | 445,946 | 550,000 | 400,000 | 450,000 |
| 3005 Unsecured PY Taxes | 33,385 | 36,000 | 30,000 | 40,000 |
| 3006 Supplemental PY Taxes | 308,182 | 330,000 | 585,000 | 550,000 |
| 3007 Possessory Interest Taxes | 156,512 | 176,000 | 176,000 | 180,000 |
| TOTAL PROPERTY TAXES | 15,950,506 | 19,058,555 | 19,437,900 | 20,240,000 |
| <u>OTHER TAXES</u> | | | | |
| 3019 Sales Tax Compensation | 3,412,661 | 3,650,000 | 2,993,362 | 3,300,000 |
| 3020 Sales and Use Tax | 11,165,340 | 11,470,000 | 11,406,638 | 12,400,000 |
| 3023 Pub Safety Sales Tx | 689,687 | 780,000 | 790,000 | 900,000 |
| 3030 Property Transfer Tax | 557,909 | 525,000 | 662,238 | 700,000 |
| 3040 Transient Occupancy Tax | 641,652 | 700,000 | 700,000 | 750,000 |
| 3050 Franchise Fees | 1,097,157 | 1,200,000 | 3,454,000 | 4,100,000 |
| 3060 Mining Tax | 384,821 | 370,000 | 380,000 | 410,000 |
| TOTAL OTHER TAXES | 17,949,227 | 18,695,000 | 20,386,238 | 22,560,000 |
| <u>OTHER REVENUES</u> | | | | |
| 3100 Business License | 2,366,237 | 2,200,000 | 2,400,000 | 2,500,000 |
| 3101 Dog License | 41,550 | 43,000 | 43,000 | 45,000 |
| 3210 Motor Vehicle Fees | 509,820 | 500,000 | 515,000 | 525,000 |
| 3211 Off-Highway License Fees | 1,072 | 2,400 | 2,400 | 2,250 |
| 3215 Mandated Cost Reimbursement | 204,973 | 55,000 | 154,000 | 175,000 |
| 3305 Cost Recover/Reimb Expenditure | 8,561 | 35,000 | 70,000 | 25,000 |
| 3309 Application/Filing Fee | 0 | 0 | 60,000 | 160,000 |
| 3315 City Attny Services | 70,311 | 101,000 | 28,000 | 30,000 |
| 3400 City Ordinance Violation | 137,209 | 150,000 | 140,000 | 145,000 |
| 3412 General Gov't Overhead | 2,935,741 | 2,994,457 | 2,838,933 | 2,946,813 |
| 3510 Investment Income | 1,063,660 | 500,000 | 465,000 | 450,000 |
| 3512 Returned Check Charges | 240 | 300 | 300 | 300 |

City of Redlands
2007-2008
Adopted Budget

REVENUE DETAIL

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|---|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>OTHER REVENUES (CONT)</u> | | | | |
| 3515 Land Sale Proceeds | 0 | 0 | 0 | 600,000 |
| 3516 Sale of Surplus Property | 50,067 | 40,000 | 100,000 | 50,000 |
| 3520 Rental Income | 173,474 | 120,000 | 252,000 | 200,000 |
| 3533 Miscellaneous Receipts | 22,912 | 40,000 | 40,000 | 25,000 |
| 3533 Misc Taxable Sales | 0 | 1,000 | 0 | 0 |
| 3590 Donations | 5,000 | 14,000 | 4,250 | 5,000 |
| 3760 Bad Debt Recovery | 6,789 | 4,000 | 4,200 | 5,000 |
| TOTAL OTHER REVENUE | 7,597,616 | 6,800,157 | 7,117,083 | 7,889,363 |
| TOTAL GENERAL GOVERNMENT | 41,497,349 | 44,553,712 | 46,941,221 | 50,689,363 |
| <u>AIR QUALITY IMPROVEMENT (221)</u> | | | | |
| 3510 Investment Income | 2,016 | 2,000 | 2,500 | 3,000 |
| 3710 AB2766 Subvention AQMD | 83,652 | 80,000 | 83,000 | 84,000 |
| TOTAL AIR QUALITY IMPROVEMENT | 85,668 | 82,000 | 85,500 | 87,000 |
| <u>TRAFFIC SAFETY (223)</u> | | | | |
| 3450 Traffic Fines | 40,113 | 50,000 | 50,000 | 55,000 |
| 3455 Parking Fines | 111,362 | 120,000 | 120,000 | 125,000 |
| TOTAL TRAFFIC SAFETY | 151,475 | 170,000 | 170,000 | 180,000 |
| <u>PARKING AUTHORITY (237)</u> | | | | |
| 3420 Parking In-Lieu Fees | 27,520 | 0 | 0 | 0 |
| 3520 Rental Income | 5,165 | 6,000 | 5,300 | 5,500 |
| TOTAL PARKING AUTHORITY | 32,685 | 6,000 | 5,300 | 5,500 |
| <u>COMM DEVEL BLOCK GRANT (243)</u> | | | | |
| 3250 Federal Grants | 449,565 | 320,476 | 1,169,665 | 320,526 |
| 3305 Cost Recover/Reimb Expenditure | 0 | 0 | 85 | 0 |
| TOTAL COMM DEVEL BLOCK GRNT | 449,565 | 320,476 | 1,169,750 | 320,526 |

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REVENUE DETAIL

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|--|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>DISASTER RECOVERY (270)</u> | | | | |
| 3200 State Grants | 18,545 | 0 | 0 | 0 |
| 3250 Federal Grants | 44,946 | 19,590 | 75,471 | 0 |
| TOTAL DISASTER RECOVERY | 63,491 | 19,590 | 75,471 | 0 |
| <u>GENERAL DEBT SERVICE (305)</u> | | | | |
| 3000 Current Secured Taxes | 643,195 | 569,937 | 556,937 | 547,422 |
| 3006 Supplemental PY Taxes | 18,269 | 10,000 | 23,000 | 20,000 |
| 3009 Supplemental - Voter Approved | 44,468 | 25,000 | 25,000 | 30,000 |
| TOTAL GENERAL DEBT SERVICE | 705,932 | 604,937 | 604,937 | 597,422 |
| <u>GEN OBLIG BOND MEAS "O"(417)</u> | | | | |
| 3510 Investment Income | 4,300 | 2,500 | 4,000 | 4,250 |
| TOTAL GEN OBLIG BND MEAS "O" | 4,300 | 2,500 | 4,000 | 4,250 |
| <u>LIABILITY SELF-INSURANCE (602)</u> | | | | |
| 3530 Miscellaneous Receipts | 1,765 | 0 | 457 | 0 |
| 3770 Property Damage Reimbursement | 8,666 | 0 | 0 | 0 |
| TOTAL LIABILITY SELF-INSURANCE | 10,431 | 0 | 457 | 0 |
| <u>WRK COMP SELF-INSURANCE (606)</u> | | | | |
| 3305 Cost Recover/Reimb Expenditure | 59 | 0 | 0 | 0 |
| 3750 Worker's Comp Receipts | 2,351,700 | 2,000,000 | 2,000,000 | 2,049,150 |
| TOTAL WRK COMP SELF-INSURANCE | 2,351,759 | 2,000,000 | 2,000,000 | 2,049,150 |

City of Redlands
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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
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 44,035 | 59,204 | 59,204 | 63,267 |
| 4005 Salaries: Part Time | 837 | 0 | 0 | 0 |
| 4010 Overtime Salaries | 45 | 0 | 10 | 0 |
| 4015 Banked Leave Buy Back | 4,059 | 616 | 0 | 689 |
| 4050 Pension Contributions | 5,016 | 4,549 | 4,549 | 5,312 |
| 4051 Fica/Medicare | 3,849 | 4,612 | 4,612 | 2,432 |
| 4053 Deferred Compensation | 215 | 215 | 215 | 215 |
| 4055 Health/Dental Insurance | 18,816 | 18,041 | 30,400 | 34,638 |
| 4057 Disability Insurance | 144 | 110 | 110 | 92 |
| 4058 Unemployment Insurance | 337 | 282 | 282 | 282 |
| 4059 Life Insurance | 148 | 183 | 183 | 183 |
| 4081 Eyecare Reimbursement | 406 | 146 | 146 | 146 |
| 4084 Clothing Cash Payment | 80 | 80 | 80 | 80 |
| 4085 Other Taxable Benefits | 11,683 | 0 | 19 | 38 |
| TOTAL SALARIES AND BENEFITS | 89,670 | 88,038 | 99,810 | 107,373 |
| <u>SERVICES</u> | | | | |
| 5140 Legal Services | 0 | 0 | 10,460 | 0 |
| 5190 Other Professional Services | 34,418 | 33,970 | 3,970 | 3,970 |
| 5240 Meeting & Professional Devlpmt | 4,279 | 2,630 | 3,000 | 2,630 |
| 5270 Printing and Binding | 1,178 | 300 | 1,000 | 300 |
| 5275 Postage | 360 | 300 | 300 | 300 |
| 5303 Telephone | 2,085 | 3,000 | 2,000 | 3,000 |
| 5570 Office Equip & Furn Rent | 3,579 | 3,491 | 3,491 | 3,491 |
| 5800 Subscriptions & Memberships | 39,354 | 41,662 | 41,662 | 41,662 |
| TOTAL SERVICES | 85,253 | 85,353 | 65,883 | 55,353 |
| <u>SUPPLIES</u> | | | | |
| 6130 Books & Supplies | 0 | 200 | 0 | 200 |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SUPPLIES (CONT)</u> | | | | |
| 6140 Office Supplies | 904 | 500 | 700 | 500 |
| 6500 Office Equipment | 1,000 | 0 | 0 | 0 |
| TOTAL SUPPLIES | 1,904 | 700 | 700 | 700 |
| DEPARTMENT TOTAL | 176,827 | 174,091 | 166,393 | 163,426 |

City of Redlands
2007-2008
Adopted Budget

City Clerk

Mission Statement:

The City Clerk's Office seeks to provide the best possible service to our customers. We strive to provide information and hearing notices to City staff, other public agencies, and the public; provide legislative support to the Mayor and City Council; provide election support to officeholders and candidates; and records management services to 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 a positive and rewarding one and to be sensitive and responsible 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 affairs of the office consistent with applicable laws and through sound management practices to produce continued progress and fulfill responsibilities to the community and others.

Program Description:

The City Clerk is one of the oldest professions in government. The office can be traced to biblical times and even before. The early keepers of the archives were often called remembrancers and before writing came into use, their memory was the public record. The office of clerk can be traced back to the year 1272 AD in the history of the corporation of Old London. In Redlands, the City Clerk is an elected official and is responsible directly to the voters. Deputies may be appointed by the City Clerk and hold office at the pleasure of the City Clerk. This program has one full-time and two part-time budgeted positions in addition to the elected official who serve 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.
- Custodian of the City Seal.
- 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 83 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.
- Act as secretary to the Redevelopment Agency and Redlands Financing Authority by maintaining an accurate record of their proceedings of and a comprehensive general index and all resolutions, contracts, agreements, and deeds.

Significant Program Changes:

None

Performance Measures:

- Minutes of the City Council and Redevelopment Agency Board of Directors' minutes prepared and available in the office and online within three (3) business days following the meetings 90% of the time.
- All documents pertaining to the City Council and Redevelopment Agency Board of Directors' meetings processed and distributed within one (1) business day following the meetings 90% of the time.
- Maintain current municipal election information on website.

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 146,175 | 145,788 | 145,788 | 154,848 |
| 4005 Salaries: Part Time | 18,829 | 25,250 | 21,100 | 13,003 |
| 4015 Banked Leave Buy Back | 24,610 | 1,031 | 1,633 | 1,700 |
| 4050 Pension Contributions | 25,701 | 24,678 | 24,678 | 26,875 |
| 4051 Fica/Medicare | 13,755 | 13,279 | 13,279 | 12,877 |
| 4053 Deferred Compensation | 3,781 | 3,871 | 3,871 | 3,991 |
| 4055 Health/Dental Insurance | 15,978 | 15,248 | 16,550 | 17,189 |
| 4057 Disability Insurance | 28 | 0 | 0 | 0 |
| 4058 Unemployment Insurance | 1,484 | 1,736 | 1,736 | 1,302 |
| 4059 Life Insurance | 145 | 138 | 138 | 138 |
| 4080 Vehicle Allowance | 604 | 600 | 600 | 600 |
| 4081 Eyecare Reimbursement | 450 | 450 | 450 | 450 |
| 4085 Other Taxable Benefits | 30,200 | 300 | 300 | 300 |
| TOTAL SALARIES AND BENEFITS | 281,740 | 232,369 | 230,123 | 233,273 |
| <u>SERVICES</u> | | | | |
| 5196 Elections | 114,169 | 500 | 500 | 100,000 |
| 5240 Meeting & Professional Devlpmt | 25 | 200 | 200 | 0 |
| 5270 Printing and Binding | 798 | 2,000 | 1,000 | 1,000 |
| 5275 Postage | 1,493 | 1,400 | 1,400 | 1,400 |
| 5280 Advertising | 29,973 | 30,000 | 30,000 | 30,000 |
| 5303 Telephone | 1,163 | 1,600 | 1,200 | 1,600 |
| 5340 Office Equipment Maintenance | 419 | 500 | 410 | 500 |
| 5570 Office Equip & Furn Rent | 3,579 | 3,700 | 3,700 | 3,700 |
| 5800 Subscriptions & Memberships | 628 | 670 | 696 | 700 |
| 5880 Special Contractual Services | 4,151 | 6,000 | 5,505 | 6,000 |
| TOTAL SERVICES | 156,398 | 46,570 | 44,611 | 144,900 |

City of Redlands
 2007-2008
 Adopted Budget

DEPARTMENT/DIVISION
 CITY CLERK

FUND
 GENERAL FUND

ORGKEY
 101110

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|---------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SUPPLIES</u> | | | | |
| 6130 Books & Supplies | 920 | 700 | 513 | 0 |
| 6140 Office Supplies | 2,545 | 3,800 | 3,800 | 3,800 |
| 6520 Promotional Supplies | 1,770 | 2,500 | 2,376 | 0 |
| TOTAL SUPPLIES | 5,235 | 7,000 | 6,689 | 3,800 |
| | | | | |
| DEPARTMENT TOTAL | 443,373 | 285,939 | 281,423 | 381,973 |

City of Redlands
2007-2008
Adopted Budget

City Manager

Mission Statement:

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

Departmental Goals:

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

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.

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 surrounding City, County, State and Federal agencies.

Significant Program Changes:

None

Performance Measures:

- Total number of department performance targets met city-wide exceeding 90%.
- Achieve AA bond rating.
- 85% of employee evaluations completed once annually.

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 201,519 | 189,459 | 125,625 | 214,352 |
| 4005 Salaries: Part Time | 1,673 | 0 | 70,000 | 0 |
| 4010 Overtime Salaries | 45 | 100 | 50 | 100 |
| 4015 Banked Leave Buy Back | 20,866 | 16,582 | 19,892 | 22,822 |
| 4050 Pension Contributions | 35,564 | 32,605 | 22,000 | 37,453 |
| 4051 Fica/Medicare | 11,417 | 9,951 | 9,951 | 10,865 |
| 4053 Deferred Compensation | 18,180 | 16,344 | 344 | 4,732 |
| 4055 Health/Dental Insurance | 16,053 | 16,965 | 14,009 | 18,734 |
| 4057 Disability Insurance | 141 | 124 | 124 | 103 |
| 4058 Unemployment Insurance | 364 | 715 | 715 | 716 |
| 4059 Life Insurance | 1,719 | 939 | 1,050 | 114 |
| 4081 Eyecare Reimbursement | 225 | 360 | 360 | 371 |
| 4084 Clothing Cash Payment | 80 | 91 | 91 | 90 |
| 4085 Other Taxable Benefits | 16,131 | 190 | 190 | 180 |
| TOTAL SALARIES AND BENEFITS | 323,977 | 284,425 | 264,401 | 310,632 |
| <u>SERVICES</u> | | | | |
| 5190 Other Professional Services | 26,459 | 10,200 | 73,000 | 5,000 |
| 5240 Meeting & Professional Devlpmt | 644 | 1,500 | 2,700 | 1,500 |
| 5270 Printing and Binding | 665 | 1,000 | 600 | 1,000 |
| 5275 Postage | 127 | 175 | 100 | 175 |
| 5280 Advertising | 0 | 100 | 0 | 100 |
| 5303 Telephone | 2,408 | 3,000 | 1,500 | 3,000 |
| 5340 Office Equipment Maintenance | 48 | 50 | 0 | 50 |
| 5396 City Garage Charges | 2,633 | 6,720 | 6,720 | 1,970 |
| 5760 Special Program Expenditures | 1,668 | 1,700 | 0 | 51,700 |
| 5800 Subscriptions & Memberships | 572 | 724 | 724 | 724 |
| TOTAL SERVICES | 35,224 | 25,169 | 85,344 | 65,219 |

City of Redlands
 2007-2008
 Adopted Budget

DEPARTMENT/DIVISION
 CITY MANAGER

FUND
 GENERAL FUND

ORGKEY
 101120

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SUPPLIES</u> | | | | |
| 6140 Office Supplies | 1,520 | 1,000 | 1,000 | 1,000 |
| 6590 Special Departmental Supplies | 0 | 4,000 | 4,000 | 0 |
| TOTAL SUPPLIES | 1,520 | 5,000 | 5,000 | 1,000 |
| | | | | |
| DIVISION TOTAL | 360,721 | 314,594 | 354,745 | 376,851 |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
REDLANDS TOURISM

| <u>FUND</u> | | | | | <u>ORGKEY</u> |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|----------------------|
| GENERAL FUND | | | | | 101121 |
| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED | |
| <u>SALARIES AND BENEFITS</u> | | | | | |
| 4005 Salaries: Part Time | 15,686 | 0 | 0 | 0 | |
| 4051 Fica/Medicare | 1,200 | 0 | 0 | 0 | |
| 4058 Unemployment Insurance | 973 | 0 | 0 | 0 | |
| TOTAL SALARIES AND BENEFITS | 17,859 | 0 | 0 | 0 | |
| <u>SUPPLIES</u> | | | | | |
| 6590 Special Departmental Supplies | 15,700 | 0 | 0 | 0 | |
| TOTAL SUPPLIES | 15,700 | 0 | 0 | 0 | |
| DIVISION TOTAL | 33,559 | 0 | 0 | 0 | |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
PRINT SHOP

FUND
GENERAL FUND

ORGKEY
101125

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 908 | 0 | 0 | 0 |
| 4010 Overtime Salaries | 507 | 0 | 0 | 0 |
| 4015 Banked Leave Buy Back | 43 | 0 | 0 | 0 |
| 4050 Pension Contributions | 204 | 0 | 0 | 0 |
| 4051 Fica/Medicare | 112 | 0 | 0 | 0 |
| 4055 Health/Dental Insurance | 317 | 0 | 0 | 0 |
| 4057 Disability Insurance | 16 | 0 | 0 | 0 |
| 4084 Clothing Cash Payment | 10 | 0 | 0 | 0 |
| TOTAL SALARIES AND BENEFITS | 2,117 | 0 | 0 | 0 |
| <u>SERVICES</u> | | | | |
| 5275 Postage | 3,934 | 3,575 | 5,200 | 3,575 |
| 5303 Telephone | 250 | 350 | 350 | 350 |
| 5340 Office Equipment Maintenance | 0 | 935 | 950 | 935 |
| 5570 Office Equip & Furn Rent | 32,446 | 30,684 | 31,000 | 30,684 |
| 5990 Reimbursed Expenditures | (36,015) | (40,000) | (37,000) | (40,000) |
| TOTAL SERVICES | 615 | (4,456) | 500 | (4,456) |
| <u>SUPPLIES</u> | | | | |
| 6190 Photograph, Photocopy, Duplica | 136 | 5,000 | 2,000 | 5,000 |
| 6590 Special Departmental Supplies | 2,722 | 2,100 | 2,219 | 2,100 |
| TOTAL SUPPLIES | 2,858 | 7,100 | 4,219 | 7,100 |
| <u>FIXED ASSETS</u> | | | | |
| 7140 All Other Equipment | 0 | 6,782 | 6,411 | 0 |
| TOTAL FIXED ASSETS | 0 | 6,782 | 6,411 | 0 |
| DIVISION TOTAL | 5,590 | 9,426 | 11,130 | 2,644 |
| DEPARTMENT TOTAL | 399,870 | 324,020 | 365,875 | 379,495 |

City of Redlands
2007-2008
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.
- Maintain and promote excellent customer service standards.
- Review and process liability claims in a courteous, professional and cost effective manner.

Performance Measures:

- Revenue and expenditure information will be available to all departments on the City's network by the 20th day following month-end.
- The City will submit for and receive the GFOA Certificate of Achievement for Excellence in Financial Reporting in accordance with GFOA guidelines.
- Complete formal bid process within 45 days from receipt of requisition to Purchase Order and Formal Bid.

City of Redlands
2007-2008
Adopted Budget

Finance
Accounting and Administration

Program Description:

This division has seven budgeted positions performing the functions of administration, accounting and budgeting, payroll and accounts payable. This also includes 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 15th of each month.
- Complete a weekly disbursement run producing approximately 10,000 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:

None

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101130

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 415,959 | 433,431 | 427,500 | 464,103 |
| 4005 Salaries: Part Time | 340 | 0 | 204 | 300 |
| 4010 Overtime Salaries | 162 | 2,500 | 2,000 | 2,500 |
| 4015 Banked Leave Buy Back | 21,713 | 11,981 | 10,381 | 13,066 |
| 4050 Pension Contributions | 72,999 | 74,236 | 73,325 | 80,390 |
| 4051 Fica/Medicare | 30,862 | 32,046 | 31,760 | 34,301 |
| 4053 Deferred Compensation | 6,022 | 6,718 | 6,718 | 7,088 |
| 4055 Health/Dental Insurance | 72,448 | 88,032 | 69,890 | 72,156 |
| 4056 Worker's Comp Insurance | 5,856 | 1,800 | 1,800 | 0 |
| 4057 Disability Insurance | 1,608 | 1,464 | 1,225 | 1,122 |
| 4058 Unemployment Insurance | 2,762 | 3,016 | 3,016 | 3,016 |
| 4059 Life Insurance | 467 | 480 | 484 | 480 |
| 4080 Vehicle Allowance | 1,026 | 1,200 | 876 | 1,200 |
| 4081 Eyecare Reimbursement | 1,639 | 1,564 | 1,564 | 1,564 |
| 4084 Clothing Cash Payment | 840 | 840 | 840 | 800 |
| 4085 Other Taxable Benefits | 608 | 675 | 2,332 | 2,243 |
| TOTAL SALARIES AND BENEFITS | 635,311 | 659,983 | 633,915 | 684,329 |
| <u>SERVICES</u> | | | | |
| 5160 Auditing and Accounting | 43,787 | 78,125 | 78,125 | 51,163 |
| 5190 Other Professional Services | 122,358 | 190,651 | 110,651 | 104,894 |
| 5240 Meeting & Professional Devlpmt | 1,773 | 3,500 | 3,500 | 2,000 |
| 5255 Travel Reimbursement | 278 | 350 | 350 | 350 |
| 5270 Printing and Binding | 2,032 | 3,750 | 3,750 | 3,750 |
| 5275 Postage | 7,174 | 6,300 | 6,300 | 6,300 |
| 5290 Filming and Microfilming | 12,481 | 7,500 | 7,500 | 7,500 |
| 5303 Telephone | 2,393 | 3,500 | 3,500 | 3,500 |
| 5340 Office Equipment Maintenance | 48 | 350 | 350 | 350 |
| 5570 Office Equip & Furn Rent | 5,779 | 5,638 | 5,638 | 5,638 |

City of Redlands
 2007-2008
 Adopted Budget

DEPARTMENT/DIVISION
 FINANCE

FUND
 GENERAL FUND

ORGKEY
 101130

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SERVICES (CONT)</u> | | | | |
| 5800 Subscriptions & Memberships | 1,320 | 1,475 | 1,475 | 1,475 |
| TOTAL SERVICES | 199,423 | 301,139 | 221,139 | 186,920 |
| <u>SUPPLIES</u> | | | | |
| 6140 Office Supplies | 11,347 | 10,750 | 10,750 | 10,750 |
| 6375 Computer Components | 0 | 0 | 0 | 1,500 |
| TOTAL SUPPLIES | 11,347 | 10,750 | 10,750 | 12,250 |
| DIVISION TOTAL | 846,081 | 971,872 | 865,804 | 883,499 |

City of Redlands
2007-2008
Adopted Budget

Finance
Purchasing / Stores

Program Description:

This division has four full-time budgeted positions. It 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 responsible for procurement and inventory of materials and supplies for 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 relevant reports on a monthly basis regarding departments' usage and expense. Upon request, provide customized reports.
- 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:

None

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 146,122 | 173,765 | 174,871 | 189,348 |
| 4005 Salaries: Part Time | 2,372 | 0 | 0 | 0 |
| 4010 Overtime Salaries | 0 | 500 | 500 | 500 |
| 4015 Banked Leave Buy Back | 2,573 | 2,056 | 3,945 | 5,017 |
| 4050 Pension Contributions | 25,602 | 29,626 | 29,914 | 32,688 |
| 4051 Fica/Medicare | 11,809 | 13,817 | 13,893 | 15,141 |
| 4053 Deferred Compensation | 860 | 860 | 860 | 860 |
| 4055 Health/Dental Insurance | 25,485 | 33,863 | 37,863 | 37,459 |
| 4056 Worker's Comp Insurance | 0 | 18,200 | 18,200 | 20,492 |
| 4057 Disability Insurance | 777 | 867 | 779 | 719 |
| 4058 Unemployment Insurance | 1,689 | 1,736 | 1,736 | 1,736 |
| 4059 Life Insurance | 227 | 276 | 288 | 276 |
| 4081 Eyecare Reimbursement | 321 | 900 | 900 | 900 |
| 4082 Clothing Allowance | 397 | 500 | 550 | 550 |
| 4084 Clothing Cash Payment | 200 | 200 | 200 | 200 |
| 4085 Other Taxable Benefits | 1,955 | 1,950 | 1,950 | 1,950 |
| TOTAL SALARIES AND BENEFITS | 220,389 | 279,116 | 286,447 | 307,835 |
| <u>SERVICES</u> | | | | |
| 5190 Other Professional Services | 5,045 | 0 | 0 | 0 |
| 5240 Meeting & Professional Devlpmt | 45 | 250 | 250 | 250 |
| 5270 Printing and Binding | 122 | 150 | 150 | 150 |
| 5275 Postage | 569 | 700 | 700 | 700 |
| 5280 Advertising | 914 | 800 | 800 | 800 |
| 5303 Telephone | 2,002 | 2,800 | 2,800 | 2,800 |
| 5340 Office Equipment Maintenance | 48 | 400 | 400 | 400 |
| 5396 City Garage Charges | 2,633 | 10,080 | 10,080 | 4,133 |
| 5570 Office Equip & Furn Rent | 3,865 | 3,500 | 3,825 | 3,500 |
| 5800 Subscriptions & Memberships | 350 | 360 | 360 | 360 |
| TOTAL SERVICES | 15,593 | 19,040 | 19,365 | 13,093 |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SUPPLIES</u> | | | | |
| 6140 Office Supplies | 3,072 | 3,150 | 3,150 | 3,150 |
| 6180 Clothing | 252 | 500 | 500 | 500 |
| 6310 Janitorial Supplies | 0 | 0 | 111 | 0 |
| 6510 Small Tools & Equipment | 439 | 500 | 500 | 500 |
| 6580 Obsolete Stock | 8,666 | 1,000 | 1,000 | 1,000 |
| TOTAL SUPPLIES | 12,429 | 5,150 | 5,261 | 5,150 |
| | | | | |
| DIVISION TOTAL | 248,411 | 303,306 | 311,073 | 326,078 |
| | | | | |
| DEPARTMENT TOTAL | 1,094,492 | 1,275,178 | 1,176,877 | 1,209,577 |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
AIR QUALITY IMPROVEMENT

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

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SERVICES</u> | | | | |
| 5255 Travel Expense/Reimbursement | 37 | 0 | 0 | 0 |
| TOTAL SERVICES | 37 | 0 | 0 | 0 |
| FUND TOTAL | 37 | 0 | 0 | 0 |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
GENERAL DEBT SERVICE

| <u>FUND</u> | | | | | <u>ORGKEY</u> |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|----------------------|
| GENERAL DEBT SERVICE FUND | | | | | 305130 |
| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED | |
| <u>SERVICES</u> | | | | | |
| 5030 Fiscal Agent Fees | 1,380 | 2,000 | 2,500 | 2,500 | |
| 5870 General Govt Service Charge | 4,912 | 864 | 864 | 897 | |
| TOTAL SERVICES | 6,292 | 2,864 | 3,364 | 3,397 | |
| <u>DEBT SERVICE</u> | | | | | |
| 8100 Principal | 435,000 | 450,000 | 450,000 | 455,000 | |
| 8200 Interest | 156,725 | 148,025 | 148,025 | 139,025 | |
| TOTAL DEBT SERVICE | 591,725 | 598,025 | 598,025 | 594,025 | |
| FUND TOTAL | 598,017 | 600,889 | 601,389 | 597,422 | |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

| <u>FUND</u> | | | | | <u>ORGKEY</u> |
|--|--------------------------------|-------------------------------|----------------------------------|-------------------------------|----------------------|
| RDLDS PUBLIC IMPRVMT DEBT SERVICE FUND | | | | | 311130 |
| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED | |
| <u>SERVICES</u> | | | | | |
| 5030 Fiscal Agent Fees | 3,450 | 4,000 | 5,950 | 4,000 | |
| 5870 General Govt Service Charge | 14,601 | 0 | 0 | 0 | |
| TOTAL SERVICES | 18,051 | 4,000 | 5,950 | 4,000 | |
| <u>DEBT SERVICE</u> | | | | | |
| 8100 Principal | 0 | 1,310,000 | 1,310,000 | 1,355,000 | |
| 8200 Interest | 630,641 | 610,991 | 610,991 | 574,404 | |
| TOTAL DEBT SERVICE | 630,641 | 1,920,991 | 1,920,991 | 1,929,404 | |
| FUND TOTAL | 648,692 | 1,924,991 | 1,926,941 | 1,933,404 | |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
GENERAL OBLIGATION BOND MEASURE 'O'

| | |
|--|----------------------|
| <u>FUND</u> | <u>ORGKEY</u> |
| GENERAL OBLIGATION BOND MEASURE 'O' FUND | 417130 |

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SERVICES</u> | | | | |
| 5190 Other Professional Services | 0 | 5,000 | 5,000 | 0 |
| TOTAL SERVICES | 0 | 5,000 | 5,000 | 0 |
| FUND TOTAL | 0 | 5,000 | 5,000 | 0 |

City of Redlands
2007-2008
Adopted Budget

Finance
Risk Management

Program Description:

This division is administered by the Finance Director (15%) and an administrative analyst (80%); 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. The Finance Director has claim settlement authority up to \$5,000 per claim, and \$7,500 with concurrence of the City Manager and City Attorney.

Program Objectives:

- Receive, investigate, and take action on all tort claims within the guidelines and timeframes prescribed by law.
- Maintain a database of all claims filed against the City.
- Work closely with the City Attorney to expedite the disposition of all claims presented to the City.
- Employ personnel with the level of expertise necessary to manage claims in-house and thus save on annual third party administrator (TPA) costs.
- 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.
- Compile and submit necessary documentation to the City's insurance carriers for reimbursement of losses incurred and for which the City has insurance coverage.
- 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.
- Pursue the City's subrogation rights for property losses caused by others.
- Identify potential liability issues and address them in a proactive, not reactive, manner.

Significant Program Changes:

None

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
RISK MANAGEMENT

FUND **ORGKEY**
LIABILITY SELF INSURANCE FUND 602133

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 55,286 | 96,031 | 100,953 | 107,785 |
| 4010 Overtime Salaries | 520 | 750 | 668 | 0 |
| 4012 Stand By | 2,776 | 0 | 0 | 0 |
| 4015 Banked Leave Buy Back | 2,882 | 4,834 | 833 | 2,935 |
| 4050 Pension Contributions | 9,715 | 16,458 | 17,256 | 18,700 |
| 4051 Fica/Medicare | 4,405 | 7,010 | 7,388 | 7,657 |
| 4053 Deferred Compensation | 522 | 1,412 | 2,072 | 2,169 |
| 4055 Health/Dental Insurance | 11,408 | 12,662 | 13,667 | 14,281 |
| 4057 Disability Insurance | 416 | 415 | 175 | 76 |
| 4058 Unemployment Insurance | 397 | 629 | 629 | 629 |
| 4059 Life Insurance | 80 | 100 | 100 | 100 |
| 4080 Vehicle Allowance | 181 | 180 | 180 | 180 |
| 4081 Eyecare Reimbursement | 0 | 326 | 225 | 326 |
| 4084 Clothing Cash Payment | 260 | 210 | 160 | 50 |
| 4085 Other Taxable Benefits | 22 | 60 | 60 | 180 |
| TOTAL SALARIES AND BENEFITS | 88,870 | 141,077 | 144,366 | 155,068 |
| <u>SERVICES</u> | | | | |
| 5140 Legal Services | 264,393 | 250,000 | 190,000 | 250,000 |
| 5190 Other Professional Services | 90 | 360 | 360 | 360 |
| 5255 Travel Reimbursement | 96 | 200 | 200 | 200 |
| 5270 Printing and Binding | 0 | 0 | 0 | 0 |
| 5275 Postage | 376 | 500 | 500 | 500 |
| 5303 Telephone | 413 | 415 | 415 | 415 |
| 5410 Property Insurance | 334,205 | 493,071 | 494,524 | 495,000 |
| 5411 Faithful Performance Bond | 2,656 | 12,890 | 12,058 | 12,890 |
| 5455 Premiums for Excess Coverage | 357,183 | 371,500 | 315,000 | 371,500 |
| 5460 Liability Claims | 356,348 | 323,979 | 285,000 | 450,000 |
| 5800 Subscriptions & Memberships | 310 | 350 | 310 | 350 |
| 5950 Bad Debt Expense | 3,712 | 0 | 0 | 0 |
| TOTAL SERVICES | 1,319,782 | 1,453,265 | 1,298,367 | 1,581,215 |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
RISK MANAGEMENT

| | |
|-------------------------------|----------------------|
| <u>FUND</u> | <u>ORGKEY</u> |
| LIABILITY SELF INSURANCE FUND | 602133 |

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|--|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
|--|--------------------------------|-------------------------------|----------------------------------|-------------------------------|

SUPPLIES

| | | | | |
|-------------------------------------|----|-----|-----|-----|
| 6140 Office Supplies | 0 | 100 | 150 | 100 |
| 6190 Photograph, Photocopy, Duplica | 91 | 100 | 100 | 100 |
| 6500 Office Equipment | 0 | 100 | 100 | 100 |
| TOTAL SUPPLIES | 91 | 300 | 350 | 300 |

| | | | | |
|------------|-----------|-----------|-----------|-----------|
| FUND TOTAL | 1,408,743 | 1,594,642 | 1,443,083 | 1,736,583 |
|------------|-----------|-----------|-----------|-----------|

City of Redlands
2007-2008
Adopted Budget

Administrative Services

Mission Statement:

To provide top quality, courteous, and efficient service to all Administrative Services customers, including the public, vendors, applicants for employment and all employees of the City of Redlands; and to ensure that all City rules, regulations, policies and procedures are current and in compliance with various regulatory agencies.

Departmental Goals:

- Provide comprehensive, service oriented programs.
- Keep employees educated, motivated and safe in their daily duties.
- Maintain compliance with various regulatory agencies.
- Maintain City facilities and equipment in safe and cost-effective operational condition.
- Recover disaster related expenditures from supporting agencies.

Performance Measures:

- 95% of open recruitments will be completed within 90 calendar days.
- 100% of existing supervisors will attend mandatory sexual harassment training every two years and new supervisors within six months of hire.
- Respond to building emergency repair requests within 24-hours 90% of the time.

City of Redlands
2007-2008
Adopted Budget

Administrative Services
Human Resources Division

Program Description:

This program has the equivalent of three full-time positions providing human resource services to all City departments and the general public. The primary functions of this division include recruitment and selection of new employees, administration of employee benefits; maintaining personnel data, files and records; coordinating the employee evaluation process; filing state and federal reports; assisting with M.O.U. (Memorandum of Understanding) interpretation, labor negotiations and employee disciplinary matters.

Program Objectives:

- Analyze existing personnel policies and procedures and make necessary revisions.
- Fill job vacancies on a timely basis and update job classification specifications when necessary.
- Conduct recruitments for full and part-time positions, to include advertising, screening and processing applications, testing, interviewing, scheduling pre-placement examinations and hiring new employees.
- Coordinate drug and alcohol testing for covered employees under the DOT Random Drug Testing Program.
- Continue to administer employee benefits.

Significant Program Changes:

None

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 261,448 | 235,444 | 207,855 | 272,275 |
| 4005 Salaries: Part Time | 124 | 15,073 | 2,000 | 8,149 |
| 4015 Banked Leave Buy Back | 3,250 | 5,432 | 88,512 | 6,049 |
| 4050 Pension Contributions | 45,884 | 40,788 | 35,553 | 47,172 |
| 4051 Fica/Medicare | 18,838 | 19,164 | 19,910 | 20,366 |
| 4053 Deferred Compensation | 3,562 | 2,924 | 2,924 | 3,755 |
| 4055 Health/Dental Insurance | 22,568 | 18,183 | 20,017 | 40,329 |
| 4057 Disability Insurance | 1,188 | 1,029 | 975 | 888 |
| 4058 Unemployment Insurance | 1,723 | 2,127 | 1,563 | 2,079 |
| 4059 Life Insurance | 311 | 269 | 269 | 303 |
| 4080 Vehicle Allowance | 905 | 900 | 536 | 900 |
| 4081 Eyecare Reimbursement | 893 | 897 | 700 | 1,069 |
| 4084 Clothing Cash Payment | 600 | 600 | 600 | 600 |
| 4085 Other Taxable Benefits | 3,422 | 3,285 | 2,869 | 2,063 |
| TOTAL SALARIES AND BENEFITS | 364,716 | 346,115 | 384,283 | 405,997 |
| <u>SERVICES</u> | | | | |
| 5140 Legal Services | 2,498 | 0 | 0 | 0 |
| 5180 Medical/Physicals | 12,490 | 10,500 | 14,500 | 10,500 |
| 5190 Other Professional Services | 0 | 2,498 | 0 | 52,498 |
| 5255 Travel Reimbursement | 32 | 100 | 100 | 100 |
| 5270 Printing and Binding | 2,640 | 3,500 | 3,500 | 3,500 |
| 5275 Postage | 2,028 | 1,750 | 1,750 | 1,250 |
| 5280 Advertising | 25,539 | 12,000 | 15,000 | 12,000 |
| 5303 Telephone | 1,690 | 2,000 | 2,000 | 2,000 |
| 5340 Office Equipment Maintenance | 144 | 150 | 150 | 150 |
| 5451 Retiree Health Insurance | 996,803 | 925,000 | 1,294,262 | 1,295,000 |
| 5570 Office Equip & Furn Rent | 1,789 | 1,495 | 1,495 | 1,495 |
| 5800 Subscriptions & Memberships | 642 | 500 | 500 | 500 |
| 5840 Training | 2,448 | 1,500 | 1,500 | 1,500 |
| 5880 Special Contractual Services | 175 | 1,000 | 1,000 | 1,000 |
| TOTAL SERVICES | 1,048,918 | 961,993 | 1,335,757 | 1,381,493 |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SUPPLIES</u> | | | | |
| 6130 Books & Supplies | 0 | 250 | 250 | 250 |
| 6140 Office Supplies | 2,269 | 2,000 | 2,000 | 2,000 |
| 6145 Awards/Recognition Program | 4,687 | 4,000 | 4,000 | 4,000 |
| 6590 Special Departmental Supplies | 0 | 150 | 150 | 150 |
| TOTAL SUPPLIES | 6,956 | 6,400 | 6,400 | 6,400 |
| | | | | |
| DIVISION TOTAL | 1,420,590 | 1,314,508 | 1,726,440 | 1,793,890 |

City of Redlands
2007-2008
Adopted Budget

Administrative Services
Building Maintenance Division

Program Description:

The Building Maintenance Division handles the routine maintenance of City-owned facilities. The Building Maintenance crew consists of two full-time positions and three part-time positions. This crew provides maintenance services to the Civic Center, A.K. Smiley Library, 4 fire stations, Safety Hall, the Police Annex, Joslyn Senior Center, the Community/Senior Center, the Corporate Yard and miscellaneous facilities such as water, wastewater and Hillside Memorial Park. In addition, two parking structure are maintained by this division. Employees handle a wide range of building maintenance functions including carpentry, plumbing, electrical, HVAC, painting and general cleaning services. This crew is also utilized for special projects including office construction and remodeling.

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

Program Objectives:

- Provide quality service when responding to calls from various departments regarding maintenance and repair of City-owned facilities.
- Reduce response time for maintenance/service calls.
- Maximize efficiency by utilizing part-time employees for routine service and utilizing full-time personnel for projects requiring greater skills and technical expertise.

Significant Program Changes:

None

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101171

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 98,933 | 101,646 | 93,410 | 109,900 |
| 4005 Salaries: Part Time | 21,165 | 26,656 | 13,325 | 14,410 |
| 4010 Overtime Salaries | 1,077 | 5,000 | 8,000 | 5,000 |
| 4012 Stand By | 0 | 1,000 | 1,000 | 1,000 |
| 4015 Banked Leave Buy Back | 0 | 2,344 | 0 | 2,536 |
| 4050 Pension Contributions | 17,515 | 17,592 | 16,038 | 19,008 |
| 4051 Fica/Medicare | 9,312 | 9,816 | 9,513 | 9,745 |
| 4055 Health/Dental Insurance | 21,982 | 22,360 | 24,105 | 25,034 |
| 4056 Worker's Comp Insurance | 937 | 0 | 0 | 40,983 |
| 4057 Disability Insurance | 936 | 814 | 774 | 678 |
| 4058 Unemployment Insurance | 1,302 | 1,736 | 1,302 | 1,302 |
| 4059 Life Insurance | 142 | 138 | 138 | 138 |
| 4081 Eyecare Reimbursement | 215 | 450 | 450 | 450 |
| 4082 Clothing Allowance | 550 | 550 | 550 | 550 |
| TOTAL SALARIES AND BENEFITS | 174,066 | 190,102 | 168,605 | 230,734 |

SERVICES

| | | | | |
|------------------------------------|---------|---------|---------|---------|
| 5190 Other Professional Services | 11,689 | 10,000 | 10,000 | 15,000 |
| 5275 Postage | 2 | 25 | 25 | 25 |
| 5300 Water | 60,960 | 58,775 | 71,577 | 71,577 |
| 5303 Telephone | 8,757 | 6,750 | 8,625 | 8,625 |
| 5310 Electricity & Gas | 640,977 | 595,000 | 595,000 | 595,000 |
| 5313 Contract Service (Heating/AC) | 73,181 | 74,764 | 74,764 | 72,864 |
| 5320 Janitorial Services | 90,720 | 100,750 | 100,750 | 110,062 |
| 5350 Building/Grounds Maintenance | 37,199 | 29,000 | 29,000 | 29,000 |
| 5360 Machinery & Equip Maint | 7,683 | 7,000 | 7,000 | 7,000 |
| 5392 License & Permits | 9,609 | 9,700 | 9,700 | 9,700 |
| 5396 City Garage Charges | 7,898 | 6,720 | 6,720 | 3,169 |
| 5840 Training | 495 | 1,000 | 1,000 | 1,000 |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND **ORGKEY**
GENERAL FUND 101171

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SERVICES (CONT)</u> | | | | |
| 5880 Special Contractual Services | 125,815 | 232,186 | 237,000 | 195,420 |
| TOTAL SERVICES | 1,074,985 | 1,131,670 | 1,151,161 | 1,118,442 |

| | | | | |
|------------------------------------|---------------|---------------|---------------|---------------|
| <u>SUPPLIES</u> | | | | |
| 6140 Office Supplies | 275 | 500 | 650 | 150 |
| 6180 Clothing | 29 | 0 | 0 | 0 |
| 6210 Materials to Maintain | 14,287 | 20,000 | 20,000 | 24,000 |
| 6310 Janitorial Supplies | 22,377 | 21,000 | 21,000 | 25,000 |
| 6350 Building Supplies | 23,629 | 25,000 | 25,000 | 25,000 |
| 6510 Small Tools & Equipment | 721 | 1,350 | 1,350 | 700 |
| 6590 Special Departmental Supplies | 4,724 | 5,000 | 5,000 | 5,000 |
| TOTAL SUPPLIES | 66,042 | 72,850 | 73,000 | 79,850 |

| | | | | |
|-------------------------------------|----------------|----------------|----------------|----------------|
| <u>FIXED ASSETS</u> | | | | |
| 7140 All Other Equipment | 126,228 | 0 | 0 | 0 |
| 7150 Other Betterments/Improvements | 768,223 | 439,891 | 349,891 | 150,000 |
| TOTAL FIXED ASSETS | 894,451 | 439,891 | 349,891 | 150,000 |

| | | | | |
|----------------------------|---------------|---------------|---------------|---------------|
| <u>DEBT SERVICE</u> | | | | |
| 8100 Principal | 42,595 | 42,600 | 42,600 | 42,594 |
| TOTAL DEBT SERVICE | 42,595 | 42,600 | 42,600 | 42,594 |

| | | | | |
|------------------|-----------|-----------|-----------|-----------|
| DIVISION TOTAL | 2,252,139 | 1,877,113 | 1,785,257 | 1,621,620 |
| DEPARTMENT TOTAL | 3,672,729 | 3,191,621 | 3,511,697 | 3,415,510 |

City of Redlands
2007-2008
Adopted Budget

Administrative Services
Workers' Compensation Program

Program Description:

The City of Redlands is self-insured for its worker's compensation. This program has one full-time position. The City utilizes a third party administrator to assist with the administration of all of the City's workers' compensation claims. The investigation, evaluation, and administration of Workers' Compensation claims are a critical component of the program.

Program Objectives:

- Reduce the number of on the job injuries and illnesses that occur here in the City of Redlands.
- Minimize all expenditures associated with workers' compensation.
- Issue a workers' compensation incentive bonus to all employees for reducing workers' compensation expenditures.
- Coordinate the administration of the City's approximately 100 open workers' compensation claims.
- Administer first-aid only claims in-house.
- Monitor the performance of the City's third party administrator for efficiency, service orientation and cost-effectiveness.
- Review and update the City's Injury and Illness Prevention Program.
- Actively participate as a member of the City's Safety Committee and review safety issues.

Significant Program Changes:

None

City of Redlands

2007-2008

Adopted Budget

DEPARTMENT/DIVISION
WORKERS' COMPENSATION

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606175

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 79,296 | 81,288 | 68,775 | 86,922 |
| 4010 Overtime Salaries | 1,424 | 0 | 0 | 0 |
| 4015 Banked Leave Buy Back | 484 | 1,875 | 28,037 | 296 |
| 4016 Compensated Absences | 267 | 0 | 0 | 0 |
| 4019 Workers Comp Bonus | 166,982 | 0 | 0 | 0 |
| 4050 Pension Contributions | 14,446 | 14,068 | 11,776 | 15,071 |
| 4051 Fica/Medicare | 14,766 | 6,219 | 6,434 | 6,061 |
| 4053 Deferred Compensation | 905 | 932 | 932 | 965 |
| 4055 Health/Dental Insurance | 11,265 | 11,324 | 11,642 | 17,608 |
| 4057 Disability Insurance | 1,178 | 390 | 353 | 318 |
| 4058 Unemployment Insurance | 542 | 543 | 435 | 543 |
| 4059 Life Insurance | 87 | 86 | 80 | 86 |
| 4080 Vehicle Allowance | 302 | 300 | 179 | 300 |
| 4081 Eyecare Reimbursement | 200 | 281 | 225 | 281 |
| 4084 Clothing Cash Payment | 200 | 200 | 200 | 200 |
| 4085 Other Taxable Benefits | 489 | 488 | 303 | 38 |
| TOTAL SALARIES AND BENEFITS | 292,833 | 117,994 | 129,371 | 128,689 |
| <u>SERVICES</u> | | | | |
| 5140 Legal Services | 85,598 | 100,000 | 65,000 | 100,000 |
| 5180 Medical/Physicals | 288 | 0 | 100 | 0 |
| 5190 Other Professional Services | 55,580 | 86,378 | 104,500 | 106,328 |
| 5270 Printing and Binding | 18 | 100 | 100 | 100 |
| 5275 Postage | 5 | 100 | 100 | 100 |
| 5303 Telephone | 250 | 360 | 360 | 360 |
| 5340 Office Equipment Maintenance | 0 | 50 | 50 | 50 |
| 5455 Premiums for Excess Coverage | 272,673 | 287,500 | 287,500 | 287,500 |
| 5480 Worker's Comp Claims | 1,040,837 | 1,338,105 | 1,300,000 | 1,338,105 |
| 5570 Office Equip & Furn Rent | 1,789 | 1,746 | 1,746 | 1,746 |
| 5800 Subscriptions & Memberships | 450 | 450 | 450 | 450 |
| 5840 Training | 0 | 1,000 | 1,000 | 1,000 |

City of Redlands

2007-2008

Adopted Budget

DEPARTMENT/DIVISION
WORKERS' COMPENSATION

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606175

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SERVICES (CONT)</u> | | | | |
| 5870 General Govt Service Charge | 27,263 | 45,768 | 45,768 | 47,507 |
| 5880 Special Contractual Services | 13,892 | 38,704 | 38,704 | 38,704 |
| TOTAL SERVICES | 1,498,643 | 1,900,261 | 1,845,378 | 1,921,950 |
| <u>SUPPLIES</u> | | | | |
| 6140 Office Supplies | 140 | 250 | 250 | 250 |
| TOTAL SUPPLIES | 140 | 250 | 250 | 250 |
| DIVISION TOTAL | 1,791,616 | 2,018,505 | 1,974,999 | 2,050,889 |

City of Redlands
2007-2008
Adopted Budget

Administrative Services
Safety Training Program

Program Description:

The Administrative Services Department is responsible for the City's Injury and Illness Prevention Program (IIPP). This program is required by OSHA and is designed to promote safety in the work place. In addition to making employee safety a priority, the IIPP outlines procedures in the event there are job-related injuries and prescribes training topics and practices. The Safety Training Program was developed to implement and monitor the IIPP throughout all departments with the assistance of Fire Training Battalion Chief.

Safety training and protective equipment are the most critical components of the IIPP. The Safety Training Program budget contains funding for training. Among the planned training sessions are: confined space awareness, proper utilization of tools/equipment, ergonomics, and CPR and first aid. Safety items such as masks, goggles, and protective clothing are also included in this budget.

Program Objectives:

- Enhance the health, safety and well being of City employees.
- Standardize the data collection and management of training records.
- Comply with OSHA mandates for training and reporting.
- Standardize training practices.
- Improve employee morale.
- Reduce the number of preventable injuries and workers' compensation claims.

Significant Program Changes:

None

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
SAFETY TRAINING PROGRAM

FUND **ORGKEY**
WORKERS' COMPENSATION FUND 606176

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 44,757 | 68,854 | 57,768 | 66,115 |
| 4002 Labor Code Section 4850 | 20,526 | 0 | 9,306 | 0 |
| 4010 Overtime Salaries | 2,456 | 0 | 969 | 1,000 |
| 4015 Banked Leave Buy Back | 3,489 | 6,091 | 62,201 | 3,051 |
| 4050 Pension Contributions | 26,458 | 30,400 | 32,836 | 27,958 |
| 4051 Fica/Medicare | 0 | 0 | 10 | 0 |
| 4053 Deferred Compensation | 969 | 1,089 | 1,089 | 1,061 |
| 4055 Health/Dental Insurance | 5,804 | 5,555 | 6,436 | 6,975 |
| 4058 Unemployment Insurance | 307 | 217 | 164 | 217 |
| 4059 Life Insurance | 37 | 35 | 35 | 35 |
| 4082 Clothing Allowance | 0 | 0 | 250 | 250 |
| TOTAL SALARIES AND BENEFITS | 104,803 | 112,241 | 171,064 | 106,662 |
| <u>SERVICES</u> | | | | |
| 5180 Medical/Physicals | 6,658 | 6,500 | 6,500 | 6,500 |
| 5270 Printing and Binding | 1,088 | 1,000 | 1,000 | 1,000 |
| 5275 Postage | 30 | 100 | 100 | 100 |
| 5800 Subscriptions & Memberships | 419 | 1,650 | 1,650 | 1,650 |
| 5840 Training | 12,010 | 7,650 | 7,650 | 7,650 |
| 5870 General Govt Service Charge | 0 | 6,281 | 6,281 | 6,520 |
| 5880 Special Contractual Services | 12,601 | 20,000 | 20,000 | 25,000 |
| TOTAL SERVICES | 32,806 | 43,181 | 43,181 | 48,420 |
| <u>SUPPLIES</u> | | | | |
| 6130 Books & Supplies | 671 | 3,500 | 3,500 | 3,500 |
| 6140 Office Supplies | 737 | 250 | 250 | 250 |
| 6160 Medical Supplies | 0 | 5,000 | 5,000 | 5,000 |
| 6375 Computer Components | 1,722 | 7,500 | 7,500 | 2,500 |
| 6510 Small Tools & Equipment | 12,900 | 17,673 | 17,673 | 14,000 |
| 6590 Special Departmental Supplies | 200 | 500 | 500 | 500 |
| TOTAL SUPPLIES | 16,230 | 34,423 | 34,423 | 25,750 |

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
SAFETY TRAINING PROGRAM

| <u>FUND</u> | | | | | <u>ORGKEY</u> |
|----------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|----------------------|
| WORKERS' COMPENSATION FUND | | | | | 606176 |
| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED | |
| <u>FIXED ASSETS</u> | | | | | |
| 7140 All Other Equipment | 11,433 | 0 | 0 | 0 | |
| TOTAL FIXED ASSETS | 11,433 | 0 | 0 | 0 | |
| | | | | | |
| DIVISION TOTAL | 165,272 | 189,845 | 248,668 | 180,832 | |
| | | | | | |
| FUND TOTAL | 1,956,888 | 2,208,350 | 2,223,667 | 2,231,721 | |

City of Redlands
2007-2008
Adopted Budget

Administrative Services
Cost Recovery Division

Program Description:

The mission of this division is to recover expenditures associated with natural disasters; to promote hazard mitigation concepts and strategy in accordance with the Federal Emergency Management Agency (FEMA) National Directorate; to apply for related Hazard Mitigation Grant funding; and other safety related grants that will enhance the City's ability to protect the public health, safety and general welfare. Costs are recovered through FEMA and through the State of California, Natural Disaster Assistance Act (NDAA).

The Cost Recovery Division consists of one full-time individual. A significant portion of that employee's salary is reimbursed by FEMA and the State of California.

Program Objectives:

- Recover expenditures incurred by the City for damages associated with natural disasters, monitor related projects, and prepare and submit required reports to federal and state agencies.
- Apply for federal funding to initiate and maintain hazard mitigation grants, and promote the City as a disaster resistant community.
- Work closely with the Emergency Preparedness Division of the Redlands Fire Department throughout the cycle of disasters.
- Initiate, develop, and manage a recovery process for future disaster declarations.

Significant Program Changes:

None

City of Redlands

2007-2008

Adopted Budget

DEPARTMENT/DIVISION
CDBG - ADMIN SERVICES

FUND

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

ORGKEY

243170

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 15,634 | 25,100 | 25,100 | 25,100 |
| 4050 Pension Contributions | 2,746 | 4,350 | 4,350 | 4,350 |
| 4051 Fica/Medicare | 1,196 | 1,855 | 1,855 | 1,855 |
| 4055 Health/Dental Insurance | 2,108 | 3,595 | 3,595 | 3,595 |
| 4058 Unemployment Insurance | 150 | 200 | 200 | 200 |
| 4059 Life Insurance | 18 | 25 | 25 | 25 |
| 4085 Other Taxable Benefits | 0 | 75 | 75 | 75 |
| TOTAL SALARIES AND BENEFITS | 21,852 | 35,200 | 35,200 | 35,200 |
| <u>SERVICES</u> | | | | |
| 5190 Other Professional Services | 0 | 10,000 | 10,000 | 10,050 |
| 5275 Postage | 13 | 50 | 50 | 50 |
| TOTAL SERVICES | 13 | 10,050 | 10,050 | 10,100 |
| <u>SUPPLIES</u> | | | | |
| 6140 Office Supplies | 790 | 100 | 100 | 100 |
| 6500 Office Equipment | 1,727 | 0 | 0 | 0 |
| TOTAL SUPPLIES | 2,517 | 100 | 100 | 100 |
| DEPARTMENT TOTAL | 24,382 | 45,350 | 45,350 | 45,400 |

City of Redlands
2007-2008
Adopted Job Ledger Budget

Department
Administrative Services

Fund
CDBG

Orgkey
243170

| Job Ledger No. | Project/Program Description | Budget Request |
|-------------------|--------------------------------|-------------------|
| 43000 | Administration | 35,350 |
| 43008 | Dash, Inc. | 5,000 |
| 43033 | Performing Arts Program | 5,050 |

TOTAL JOB LEDGER REQUESTS

\$45,400

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
CDBG - RECREATION

| | | |
|--|--|----------------------|
| <u>FUND</u> | | <u>ORGKEY</u> |
| COMMUNITY DEVELOPMENT BLOCK GRANT FUND | | 243230 |

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SUPPLIES</u> | | | | |
| 6590 Special Departmental Supplies | 11,968 | 15,032 | 15,032 | 10,000 |
| TOTAL SUPPLIES | 11,968 | 15,032 | 15,032 | 10,000 |
| <u>FIXED ASSETS</u> | | | | |
| 7150 Other Betterments/Improvement | 0 | 178,250 | 0 | 0 |
| TOTAL FIXED ASSETS | 0 | 178,250 | 0 | 0 |
| DEPARTMENT TOTAL | 11,968 | 193,282 | 15,032 | 10,000 |

City of Redlands
2007-2008
Adopted Job Ledger Budget

| <u>Fund</u> CDBG | <u>Department</u> Police | <u>Orgkey</u> 243230 |
|---------------------|--------------------------------|-------------------------|
| Job Ledger No. | Project/Program Description | Budget Request |
| 43028 | Youth Coalition Teen Committee | 10,000 |

TOTAL JOB LEDGER REQUESTS \$10,000

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
CDBG - PUBLIC WORKS

| | | |
|--|--|----------------------|
| <u>FUND</u> | | <u>ORGKEY</u> |
| COMMUNITY DEVELOPMENT BLOCK GRANT FUND | | 243300 |

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|---------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 888 | 23,721 | 23,721 | 23,721 |
| 4050 Pension Contributions | 156 | 4,072 | 4,072 | 4,072 |
| 4051 Fica/Medicare | 68 | 1,815 | 1,815 | 1,815 |
| 4053 Deferred Compensation | 0 | 215 | 215 | 215 |
| 4055 Health/Dental Insurance | 114 | 3,049 | 3,049 | 3,049 |
| 4057 Disability Insurance | 0 | 23 | 23 | 23 |
| 4058 Unemployment Insurance | 3 | 130 | 130 | 130 |
| 4059 Life Insurance | 1 | 21 | 21 | 21 |
| 4081 Eyecare Reimbursement | 0 | 68 | 68 | 68 |
| 4084 Clothing Cash Payment | 0 | 10 | 10 | 10 |
| 4085 Other Taxable Benefits | 0 | 38 | 38 | 38 |
| TOTAL SALARIES AND BENEFITS | 1,230 | 33,162 | 33,162 | 33,162 |
| <u>SERVICES</u> | | | | |
| 5190 Other Professional Services | 57,751 | 665,992 | 665,775 | 0 |
| 5275 Postage | 165 | 0 | 217 | 0 |
| TOTAL SERVICES | 57,916 | 665,992 | 665,992 | 0 |
| <u>SUPPLIES</u> | | | | |
| 6190 Photograph, Photocopy, Duplicati | 0 | 0 | 529 | 0 |
| TOTAL SUPPLIES | 0 | 0 | 529 | 0 |
| <u>FIXED ASSETS</u> | | | | |
| 7230 Street Construction | 199,850 | 231,964 | 409,685 | 177,464 |
| 7270 Building Construction | 6,988 | 0 | 0 | 54,500 |
| TOTAL FIXED ASSETS | 206,838 | 231,964 | 409,685 | 231,964 |
| | | | | |
| DEPARTMENT TOTAL | 265,984 | 931,118 | 1,109,368 | 265,126 |
| | | | | |
| FUND TOTAL | 302,334 | 1,169,750 | 1,169,750 | 320,526 |

City of Redlands
2007-2008
Adopted Job Ledger Budget

| <u>Fund</u> CDBG | <u>Department</u> Public Works | <u>Orgkey</u> 243300 |
|---------------------|--------------------------------------|-------------------------|
| Job Ledger No. | Project/Program Description | Budget Request |
| 43007 | PW Sidewalk Replacement/Curb Cuts | 210,626 |
| 43032 | Police Department Dispatch Expansion | 54,500 |

| | |
|---------------------------|-----------|
| TOTAL JOB LEDGER REQUESTS | \$265,126 |
|---------------------------|-----------|

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
DISASTER RECOVERY - PW

FUND
DISASTER RECOVERY FUND

ORGKEY
270300

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|--------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 0 | 12,000 | 12,000 | 0 |
| 4005 Salaries: Part Time | 11,301 | 0 | 0 | 0 |
| 4050 Pension Contributions | 0 | 1,200 | 1,200 | 0 |
| 4051 Fica/Medicare | 864 | 920 | 920 | 0 |
| 4055 Health/Dental Insurance | 0 | 1,380 | 1,380 | 0 |
| 4058 Unemployment Insurance | 414 | 0 | 0 | 0 |
| TOTAL SALARIES AND BENEFITS | 12,579 | 15,500 | 15,500 | 0 |
| <u>SERVICES</u> | | | | |
| 5240 Meeting & Professional Devlpmnt | 575 | 1,500 | 1,500 | 0 |
| 5255 Travel Expense/Reimbursement | 2,731 | 0 | 0 | 0 |
| 5275 Postage | 13 | 0 | 0 | 0 |
| 5303 Telephone | 435 | 0 | 0 | 0 |
| TOTAL SERVICES | 3,754 | 1,500 | 1,500 | 0 |
| <u>SUPPLIES</u> | | | | |
| 6140 Office Supplies | 81 | 1,500 | 1,500 | 0 |
| 6590 Special Departmental Supplies | 0 | 1,090 | 1,090 | 0 |
| TOTAL SUPPLIES | 81 | 2,590 | 2,590 | 0 |
| <u>FIXED ASSETS</u> | | | | |
| 7100 Motor Vehicles | 21,950 | 0 | 0 | 0 |
| 7230 Street Construction | 54,119 | 55,881 | 55,881 | 0 |
| TOTAL FIXED ASSETS | 76,069 | 55,881 | 55,881 | 0 |
| FUND TOTAL | 92,483 | 75,471 | 75,471 | 0 |

City of Redlands
2007-2008
Adopted Budget

City Treasurer

Mission Statement:

To collect all fees and taxes owed to the City of Redlands in a fair and efficient manner; to safely deposit and invest all temporarily idle funds in safe investments and secure financial institutions; to disburse funds as directed by the City Council.

Departmental Goals:

- Oversee the custody and safekeeping of all city funds.
- Invest surplus cash in accordance with the city's investment policy.
- Provide for the safe and efficient management of cash from the time of receipt in the City Treasurer's office to the time of disbursement.
- Provide an annual statement of investment policy and quarterly investment reports that demonstrate investment policy adherence.
- Provide an efficient method of centralized cashiering for the convenience of city departments and the public.
- Provide safe and efficient management of the city's deferred compensation program in compliance with Federal and State laws.

Program Description:

The City Treasurer is an elected position, responsible for the collection of all city monies and the deposit of 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 Treasurer's office disburses petty cash funds to various departments, acts as cashier to all departments, and administers the city's deferred compensation program.

Annual statistics are as follows:

| | |
|---|---------------|
| • Total business licenses | 7,100 |
| • Total parking tickets processed | 4,480 |
| • Total dog licenses | 6,270 |
| • Total utility bills processed | 120,000 |
| • Number of employees in deferred compensation plan | 413 |
| • Total of deferred compensation plan investments | \$ 16,897,000 |
| • Average pooled investment portfolio | \$ 82,000,000 |

In addition, the Treasurer's office is responsible for the City's rideshare program. This program is designed to make all city employees aware of the need to reduce traffic congestion and air pollution by reducing the number of vehicles traveling to and from the workplace each day. This is accomplished by a year-round effort, including the distribution of appropriate information to all employees and the offering of financial incentives for ridesharing. Ridesharing is any method of commuting to and from work other than one person driving alone, and includes carpooling, vanpooling, riding the bus, walking or bicycling.

In 2006-07, the program averaged 131 participants, of which 6 vanpooled, and 27 walked or bicycled. An average of 51 employees rideshare 3 or more days each week, and are therefore entered into monthly drawings for prizes.

Program Objectives:

- Develop departmental policies and procedures that conform to city and departmental mission statements.
- Increase departmental efficiency through training and continual updates of office procedures.
- Maintain an investment portfolio that is 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 for audit control.
- Maintain a convenient environment for the public to contest or pay for parking violations.
- Maintain adherence to IRS rules and regulations concerning 457 deferred compensation plans, and to provide complete program administration.
- Ensure that all employees are aware of the need for ridesharing and the incentives offered by the City.
- Properly file all necessary reports and obtain necessary permits from appropriate governmental agencies.
- Review employee compliance with the City's rideshare program and strive for consistent increased participation, and adjust incentives and communicate with employees as needed to increase participation.

Significant Program Changes:

None

Performance Measures:

- Deposit all funds received in the Treasurer's office with 48 hours.
- Respond to counter customers within 2 minutes 100% of the time.
- Process transactions without error 99% of the time.

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
CITY TREASURER

FUND **ORGKEY**
GENERAL FUND 101140

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 363,477 | 374,969 | 378,839 | 401,781 |
| 4005 Salaries: Part Time | 22,814 | 23,572 | 26,760 | 24,514 |
| 4010 Overtime Salaries | 2,327 | 2,000 | 850 | 500 |
| 4015 Banked Leave Buy Back | 2,781 | 2,875 | 7,870 | 2,000 |
| 4050 Pension Contributions | 63,706 | 64,112 | 64,784 | 69,528 |
| 4051 Fica/Medicare | 29,413 | 29,690 | 31,093 | 31,801 |
| 4053 Deferred Compensation | 4,120 | 4,227 | 4,227 | 4,339 |
| 4055 Health/Dental Insurance | 54,286 | 55,161 | 59,501 | 61,607 |
| 4057 Disability Insurance | 1,889 | 1,588 | 1,506 | 1,328 |
| 4058 Unemployment Insurance | 2,561 | 3,472 | 3,022 | 3,472 |
| 4059 Life Insurance | 485 | 483 | 481 | 483 |
| 4080 Vehicle Allowance | 1,207 | 1,200 | 1,200 | 1,200 |
| 4081 Eyecare Reimbursement | 810 | 1,575 | 914 | 1,575 |
| 4084 Clothing Cash Payment | 1,000 | 1,000 | 1,000 | 1,000 |
| 4085 Other Taxable Benefits | 2,105 | 2,600 | 2,111 | 2,100 |
| TOTAL SALARIES AND BENEFITS | 552,981 | 568,524 | 584,158 | 607,228 |
| <u>SERVICES</u> | | | | |
| 5240 Meeting & Professional Devlpmt | 287 | 400 | 400 | 400 |
| 5245 Expense Reimbursement | 0 | 25 | 25 | 25 |
| 5255 Travel Reimbursement | 97 | 85 | 70 | 85 |
| 5270 Printing and Binding | 2,618 | 2,500 | 2,300 | 2,500 |
| 5275 Postage | 7,521 | 7,500 | 7,400 | 7,500 |
| 5303 Telephone | 4,667 | 4,600 | 4,300 | 4,600 |
| 5340 Office Equipment Maintenance | 12,144 | 5,800 | 5,500 | 5,800 |
| 5396 City Garage Charges | 3,009 | 1,681 | 1,681 | 1,950 |
| 5570 Office Equip & Furn Rent | 3,578 | 3,500 | 3,535 | 3,500 |
| 5800 Subscriptions & Memberships | 360 | 940 | 907 | 560 |
| 5880 Special Contractual Services | 609 | 1,575 | 1,575 | 1,575 |
| TOTAL SERVICES | 34,890 | 28,606 | 27,693 | 28,495 |

City of Redlands
 2007-2008
 Adopted Budget

DEPARTMENT/DIVISION
 CITY TREASURER

FUND
 GENERAL FUND

ORGKEY
 101140

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|--|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
|--|--------------------------------|-------------------------------|----------------------------------|-------------------------------|

SUPPLIES

| | | | | |
|------------------------------------|-------|--------|--------|-------|
| 6140 Office Supplies | 3,824 | 4,200 | 4,200 | 4,200 |
| 6375 Computer Components | 1,017 | 4,795 | 4,795 | 0 |
| 6520 Promotional Supplies | 1,364 | 1,375 | 1,614 | 1,375 |
| 6590 Special Departmental Supplies | 2,477 | 2,450 | 2,487 | 2,450 |
| TOTAL SUPPLIES | 8,682 | 12,820 | 13,096 | 8,025 |

| | | | | |
|------------------|---------|---------|---------|---------|
| DEPARTMENT TOTAL | 596,553 | 609,950 | 624,947 | 643,748 |
|------------------|---------|---------|---------|---------|

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
PARKING AUTHORITY

| <u>FUND</u> | | | | | <u>ORGKEY</u> |
|----------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|----------------------|
| PARKING AUTHORITY FUND | | | | | 237140 |
| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED | |
| <u>SERVICES</u> | | | | | |
| 5275 Postage | 34 | 25 | 0 | 25 | |
| 5300 Water | 1,976 | 1,200 | 875 | 1,200 | |
| 5310 Electricity & Gas | 17,634 | 21,000 | 17,000 | 21,000 | |
| 5870 General Govt Service Charge | 415 | 822 | 822 | 853 | |
| TOTAL SERVICES | <u>20,059</u> | <u>23,047</u> | <u>18,697</u> | <u>23,078</u> | |
| FUND TOTAL | 20,059 | 23,047 | 18,697 | 23,078 | |

City of Redlands
2007-2008
Adopted Budget

City Attorney

Mission Statement:

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

Departmental Goals:

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

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 prosecutes violations of the City's codes and ensures compliance with City, state and federal laws and regulations.

Program Objectives:

- Ensure services are being provided to the public as required or permitted by law.
- 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.
- Provide cost-effective in-house litigation services while reviewing and effectively monitoring outside counsel services.

Significant Program Changes:

- Administer and coordinate City's administrative citation program to ensure compliance with the City's Code and enhance revenue.
- Provide legal review and oversight of outside workers' compensation counsel and processing of disability retirements.

Performance Measures:

- 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.
- Provide cost-effective in-house litigation services while reviewing and effectively monitoring outside counsel services.

City of Redlands
2007-2008
Adopted Budget

DEPARTMENT/DIVISION
CITY ATTORNEY

FUND
GENERAL FUND

ORGKEY
101150

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SALARIES AND BENEFITS</u> | | | | |
| 4000 Full Time Salaries | 277,208 | 321,059 | 321,997 | 339,602 |
| 4005 Salaries: Part Time | 837 | 0 | 0 | 0 |
| 4010 Overtime Salaries | 109 | 312 | 100 | 312 |
| 4015 Banked Leave Buy Back | 20,140 | 21,908 | 19,421 | 22,574 |
| 4050 Pension Contributions | 48,858 | 55,241 | 55,400 | 59,106 |
| 4051 Fica/Medicare | 16,999 | 18,179 | 18,179 | 19,556 |
| 4053 Deferred Compensation | 18,482 | 22,830 | 22,830 | 23,481 |
| 4055 Health/Dental Insurance | 19,525 | 22,173 | 25,400 | 25,705 |
| 4057 Disability Insurance | 310 | 308 | 308 | 261 |
| 4058 Unemployment Insurance | 1,243 | 1,259 | 1,259 | 1,259 |
| 4059 Life Insurance | 177 | 200 | 200 | 200 |
| 4080 Vehicle Allowance | 2,414 | 2,400 | 2,400 | 2,400 |
| 4081 Eyecare Reimbursement | 50 | 653 | 653 | 653 |
| 4084 Clothing Cash Payment | 130 | 180 | 240 | 180 |
| 4085 Other Taxable Benefits | 11,585 | 300 | 319 | 300 |
| TOTAL SALARIES AND BENEFITS | 418,067 | 467,002 | 468,706 | 495,588 |
| <u>SERVICES</u> | | | | |
| 5140 Legal Services | 46,751 | 24,000 | 24,000 | 24,000 |
| 5240 Meeting & Professional Devlpmt | 3,628 | 3,665 | 2,500 | 3,665 |
| 5255 Travel Reimbursement | 145 | 250 | 250 | 250 |
| 5270 Printing and Binding | 875 | 200 | 250 | 200 |
| 5275 Postage | 1,016 | 300 | 300 | 300 |
| 5303 Telephone | 1,769 | 2,400 | 2,100 | 2,400 |
| 5800 Subscriptions & Memberships | 2,361 | 2,805 | 2,805 | 2,805 |
| TOTAL SERVICES | 56,545 | 33,620 | 32,205 | 33,620 |
| <u>SUPPLIES</u> | | | | |
| 6130 Books & Supplies | 20,017 | 17,500 | 17,500 | 17,500 |
| 6140 Office Supplies | 1,687 | 1,200 | 1,600 | 1,200 |

City of Redlands
 2007-2008
 Adopted Budget

DEPARTMENT/DIVISION
 CITY ATTORNEY

FUND
 GENERAL FUND

ORGKEY
 101150

| | 2005-06 ACTUAL (AUDITED) | 2006-07 ADJUSTED BUDGET | 2006-07 12 MONTH ESTIMATED | 2007-08 COUNCIL ADOPTED |
|-------------------------------|--------------------------------|-------------------------------|----------------------------------|-------------------------------|
| <u>SUPPLIES (CONT)</u> | | | | |
| 6500 Office Equipment | 1,940 | 0 | 0 | 0 |
| TOTAL SUPPLIES | 23,644 | 18,700 | 19,100 | 18,700 |
| | | | | |
| DEPARTMENT TOTAL | 498,256 | 519,322 | 520,011 | 547,908 |

