

City of Redlands  
2008-2009  
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
- City Treasurer
- City Attorney
- Human Resources

City of Redlands

2008-2009

Adopted Budget

REVENUE DETAIL

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>PROPERTY TAXES</u></b>				
3000 Current Secured Taxes	16,559,127	18,050,000	18,146,000	19,560,775
3001 Current Unsecured Taxes	449,752	470,000	505,000	556,000
3002 Supplemental Secured Taxes	761,344	400,000	550,000	475,000
3003 Supplemental Unsecured Taxes	122,617	100,000	75,000	75,000
3004 Secured PY Taxes	415,302	450,000	525,000	450,000
3005 Unsecured PY Taxes	17,732	40,000	23,000	20,000
3006 Supplemental PY Taxes	633,709	550,000	500,000	500,000
3007 Possessory Interest Taxes	173,297	180,000	184,000	202,000
<b>TOTAL PROPERTY TAXES</b>	<b>19,132,880</b>	<b>20,240,000</b>	<b>20,508,000</b>	<b>21,838,775</b>
<b><u>OTHER TAXES</u></b>				
3019 Sales Tax Compensation	2,993,362	3,300,000	2,861,775	2,850,000
3020 Sales and Use Tax	11,023,613	12,400,000	10,698,225	11,007,000
3023 Pub Safety Sales Tx	745,481	900,000	750,000	738,000
3030 Property Transfer Tax	497,349	700,000	230,000	250,000
3040 Transient Occupancy Tax	920,557	750,000	900,000	925,000
3050 Franchise Fees	3,659,356	4,100,000	4,035,000	4,500,000
3060 Mining Tax	407,904	410,000	500,000	500,000
<b>TOTAL OTHER TAXES</b>	<b>20,247,622</b>	<b>22,560,000</b>	<b>19,975,000</b>	<b>20,770,000</b>
<b><u>OTHER REVENUES</u></b>				
3100 Business License	2,401,430	2,500,000	2,650,000	2,700,000
3101 Dog License	41,772	45,000	43,000	45,000
3210 Motor Vehicle Fees	360,020	525,000	290,000	315,000
3211 Off-Highway License Fees	0	2,250	0	0
3215 Mandated Cost Reimbursement	153,803	175,000	140,000	95,000
3305 Cost Recover/Reimb Expenditure	18,369	25,000	4,000	7,500
3309 Application/Filing Fee	63,243	160,000	160,000	160,000
3315 City Attny Services	34,524	30,000	35,500	37,215
3322 Photocopying	43	0	0	0
3330 Concessions	5	0	0	0
3400 City Ordinance Violation	132,966	145,000	145,000	125,000

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REVENUE DETAIL

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>OTHER REVENUES (CONT)</u></b>				
3412 General Gov't Overhead	2,838,947	2,831,152	2,831,152	3,132,448
3510 Investment Income	931,759	450,000	750,000	650,000
3512 Returned Check Charge	40	300	1,000	750
3515 Land Sale Proceeds	0	600,000	954,000	0
3516 Sale of Surplus Property	87,849	50,000	62,000	55,000
3520 Rental Income	280,217	200,000	250,000	250,000
3530 Miscellaneous Receipts	29,000	25,000	30,000	30,000
3590 Donations	39,250	5,000	8,000	5,000
3760 Bad Debt Recovery	4,649	5,000	3,000	2,500
TOTAL OTHER REVENUE	<u>7,417,886</u>	<u>7,773,702</u>	<u>8,356,652</u>	<u>7,610,413</u>
TOTAL GENERAL GOVERNMENT	46,798,388	50,573,702	48,839,652	50,219,188
<b><u>AIR QUALITY IMPROVEMENT (221)</u></b>				
3510 Investment Income	9,107	3,000	7,000	6,500
3710 AB2766 Subvention AQMD	85,590	84,000	84,000	84,000
TOTAL AIR QUALITY IMPROVEMENT	<u>94,697</u>	<u>87,000</u>	<u>91,000</u>	<u>90,500</u>
<b><u>TRAFFIC SAFETY (223)</u></b>				
3450 Traffic Fines	49,294	55,000	55,000	58,000
3455 Parking Fines	121,059	125,000	125,000	155,000
TOTAL TRAFFIC SAFETY	<u>170,353</u>	<u>180,000</u>	<u>180,000</u>	<u>213,000</u>
<b><u>OPEN SPACE (227)</u></b>				
3510 Investment Income	84,414	28,000	50,000	40,000
3627 Open Space Acquisition Fees	180,651	225,000	225,000	200,000
TOTAL OPEN SPACE	<u>265,065</u>	<u>253,000</u>	<u>275,000</u>	<u>240,000</u>
<b><u>PARKING AUTHORITY (237)</u></b>				
3520 Rental Income	4,608	5,500	6,500	6,750
TOTAL PARKING AUTHORITY	<u>4,608</u>	<u>5,500</u>	<u>6,500</u>	<u>6,750</u>

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REVENUE DETAIL

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>GENERAL DEBT SERVICE (305)</u></b>				
3000 Current Secured Taxes	649,720	547,422	547,422	567,214
3006 Supplemental PY Taxes	27,024	20,000	20,000	15,000
3009 Supplemental - Voter Approved	39,650	30,000	30,000	25,000
3510 Investment Income	0	0	4,210	0
3810 Bond/Loan Proceeds	0	0	25,862,392	0
<b>TOTAL GENERAL DEBT SERVICE</b>	<b>716,394</b>	<b>597,422</b>	<b>26,464,024</b>	<b>607,214</b>
<b><u>MEASURE "O"(417)</u></b>				
3510 Investment Income	8,713	4,250	6,500	5,000
<b>TOTAL MEASURE "O"</b>	<b>8,713</b>	<b>4,250</b>	<b>6,500</b>	<b>5,000</b>
<b><u>LIABILITY SELF-INSURANCE (602)</u></b>				
3530 Miscellaneous Receipts	457	0	0	0
3770 Property Damage Reimbursement	(4,954)	0	160,774	0
<b>TOTAL LIABILITY SELF-INSURANCE</b>	<b>(4,497)</b>	<b>0</b>	<b>160,774</b>	<b>0</b>
<b><u>INFORMATION TECHNOLOGY (604)</u></b>				
3393 Internal Svc Rcpts: General Fund	0	690,913	690,913	920,458
3394 Internal Svc Rcpts: Non-Gen Fund	0	740,855	740,855	794,766
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>0</b>	<b>1,431,768</b>	<b>1,431,768</b>	<b>1,715,224</b>
<b><u>WRK COMP SELF-INSURANCE (606)</u></b>				
3750 Worker's Comp Receipts	2,000,000	2,049,150	2,049,150	1,453,000
<b>TOTAL WRK COMP SELF-INSURANCE</b>	<b>2,000,000</b>	<b>2,049,150</b>	<b>2,049,150</b>	<b>1,453,000</b>

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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

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**  
CITY COUNCIL

**FUND**

GENERAL FUND

**ORGKEY**

101100

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	57,549	63,266	62,140	65,323
4010 Overtime Salaries	9	0	0	0
4015 Banked Leave Buy Back	0	689	365	757
4050 Pension Contributions	4,682	5,312	5,471	5,735
4051 Fica/Medicare	4,410	2,432	4,788	2,569
4053 Deferred Compensation	215	215	215	215
4055 Health/Dental Insurance	30,260	34,638	32,074	36,949
4057 Disability Insurance	94	92	100	134
4058 Unemployment Insurance	224	282	309	282
4059 Life Insurance	160	183	132	130
4081 Eyecare Reimbursement	0	146	146	146
4084 Clothing Cash Payment	80	80	80	80
4085 Other Taxable Benefits	19	38	38	38
<b>TOTAL SALARIES AND BENEFITS</b>	<b>97,702</b>	<b>107,373</b>	<b>105,858</b>	<b>112,358</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	10,460	0	0	0
5190 Other Professional Services	7,855	3,970	3,970	3,900
5240 Meeting & Professional Devlpmt	4,245	2,630	6,338	6,720
5255 Travel Reimbursement	0	0	41	0
5270 Printing and Binding	1,825	300	1,588	300
5275 Postage	380	300	125	300
5303 Telephone	2,020	3,000	2,383	4,200
5395 Info Technology Services Charge:	0	4,177	4,112	5,535
5570 Office Equip & Furn Rent	3,534	3,491	3,491	3,491
5800 Subscriptions & Memberships	46,470	41,662	50,000	58,825
<b>TOTAL SERVICES</b>	<b>76,789</b>	<b>59,530</b>	<b>72,048</b>	<b>83,271</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	200	156	200

City of Redlands  
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**DEPARTMENT/DIVISION**  
 CITY COUNCIL

**FUND**  
 GENERAL FUND

**ORGKEY**  
 101100

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT)</u></b>				
6140 Office Supplies	706	500	1,628	1,200
6500 Office Equipment & Furniture	2,939	0	0	0
6560 Food	0	0	40	0
TOTAL SUPPLIES	3,645	700	1,824	1,400
DEPARTMENT TOTAL	178,136	167,603	179,730	197,029

**City of Redlands  
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**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 85 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

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Report on Performance Measures

City Clerk

Description	Measure	Actual	Target	% Target
<b>City Council and Redevelopment Agency Minutes</b>	City Council and Redevelopment Agency minutes available in office and online within three business days 90% of the time	100%	90%	100%
<b>City Clerk public records requests</b>	City Clerk public records requests processed by the next business day 95% of the time	100%	95%	100%
<b>Documents pertaining to the City Council and/or the Redevelopment Agency</b>	Documents processed and distributed within one business day following meetings 90% of the time	96%	90%	100%

City of Redlands  
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**DEPARTMENT/DIVISION**  
CITY CLERK

**FUND**  
GENERAL FUND

**ORGKEY**  
101110

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	144,955	154,848	165,655	163,728
4005 Salaries: Part Time	19,034	13,003	13,003	14,000
4010 Overtime Salaries	0	0	0	0
4015 Banked Leave Buy Back	1,633	1,700	1,259	1,310
4050 Pension Contributions	24,821	26,875	28,759	28,748
4051 Fica/Medicare	12,848	12,877	13,869	13,559
4053 Deferred Compensation	3,871	3,991	3,968	4,068
4055 Health/Dental Insurance	16,323	17,189	18,614	18,175
4057 Disability Insurance	0	0	0	0
4058 Unemployment Insurance	1,102	1,302	1,302	1,302
4059 Life Insurance	132	138	128	124
4080 Vehicle Allowance	603	600	600	600
4081 Eyecare Reimbursement	225	450	450	450
4085 Other Taxable Benefits	300	300	300	300
<b>TOTAL SALARIES AND BENEFITS</b>	<b>225,847</b>	<b>233,273</b>	<b>247,907</b>	<b>246,364</b>

**SERVICES**

5190 Other Professional Services	0	0	0	0
5196 Elections	148	100,000	203,000	500
5240 Meeting & Professional Devlpmt	225	0	0	0
5270 Printing and Binding	195	1,000	1,000	1,000
5275 Postage	827	1,400	1,400	1,400
5280 Advertising	22,917	30,000	20,000	30,000
5303 Telephone	1,136	1,600	1,000	1,600
5340 Office Equipment Maintenance	410	500	500	500
5395 Info Technology Services Charges	0	9,186	9,044	12,175
5570 Office Equip & Furn Rent	3,534	3,700	3,700	3,700
5800 Subscriptions & Memberships	667	700	673	700
5880 Special Contractual Services	5,671	6,000	6,000	6,000
<b>TOTAL SERVICES</b>	<b>35,730</b>	<b>154,086</b>	<b>246,317</b>	<b>57,575</b>

City of Redlands  
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**DEPARTMENT/DIVISION**  
CITY CLERK

**FUND**  
GENERAL FUND

**ORGKEY**  
101110

2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
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**SUPPLIES**

6130 Books & Supplies	513	0	0	0
6140 Office Supplies	3,817	3,800	3,800	3,800
6520 Promotional Supplies	2,376	0	0	0
<b>TOTAL SUPPLIES</b>	<b>6,706</b>	<b>3,800</b>	<b>3,800</b>	<b>3,800</b>

DEPARTMENT TOTAL	268,283	391,159	498,024	307,739
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**City of Redlands  
2008-2009  
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

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Report on Performance Measures

City Manager

Description	Measure	Actual	Target	% Target
Employee evaluations	98% of employee evaluations citywide completed annually	100%	98%	100%
Citywide performance measures	90% of target performance measures will be met annually	83%	90%	87%
Customer satisfaction level	95% satisfaction based on balanced budget, council receives information in a timely manner	*	95%	*

\* The City Customer Service Survey instrument has not been completed as of this date and so we are not yet able to measure our customer service rating.

City of Redlands  
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**DEPARTMENT/DIVISION**  
CITY MANAGER

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
GENERAL FUND					101120
	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED	
<b><u>SALARIES AND BENEFITS</u></b>					
4000 Full Time Salaries	129,107	272,968	280,655	364,529	
4005 Salaries: Part Time	76,765	0	0	0	
4010 Overtime Salaries	11	100	100	100	
4015 Banked Leave Buy Back	19,892	22,822	22,822	20,252	
4050 Pension Contributions	22,583	47,555	49,175	65,043	
4051 Fica/Medicare	12,725	15,519	20,032	21,557	
4053 Deferred Compensation	344	5,592	5,823	5,952	
4054 Health Insurance Contingency	0	0	0	275,000	
4055 Health/Dental Insurance	14,938	36,892	35,368	65,915	
4057 Disability Insurance	105	242	300	535	
4058 Unemployment Insurance	323	1,150	505	1,583	
4059 Life Insurance	1,058	183	150	225	
4080 Vehicle Allowance	1,880	0	6,600	6,600	
4081 Eyecare Reimbursement	225	596	371	821	
4084 Clothing Cash Payment	80	90	90	290	
4085 Other Taxable Benefits	161	255	180	330	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>280,197</b>	<b>403,964</b>	<b>422,171</b>	<b>828,733</b>	
<b><u>SERVICES</u></b>					
5190 Other Professional Services	65,100	105,225	80,000	20,650	
5240 Meeting & Professional Devlpmt	3,238	1,500	8,971	9,570	
5255 Travel Reimbursement	167	0	1,061	0	
5270 Printing and Binding	646	1,000	3,131	1,000	
5275 Postage	70	175	400	175	
5280 Advertising	0	100	143	100	
5303 Telephone	1,871	3,000	2,522	4,200	
5340 Office Equipment Maintenance	0	50	50	50	
5395 Info Technology Services Charges	0	12,965	12,764	17,182	
5396 City Garage Charges	6,720	1,970	1,970	1,025	
5760 Special Program Expenditures	0	51,700	30,000	26,700	
5800 Subscriptions & Memberships	772	724	2,896	2,999	
<b>TOTAL SERVICES</b>	<b>78,584</b>	<b>178,409</b>	<b>143,908</b>	<b>83,651</b>	

City of Redlands  
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**DEPARTMENT/DIVISION**  
CITY MANAGER

**FUND**  
GENERAL FUND

**ORGKEY**  
101120

2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
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**SUPPLIES**

6140 Office Supplies	3,480	1,000	4,320	3,000
6190 Photo & Copying Supplies	0	0	300	500
6500 Office Equipment & Furniture	0	0	708	500
6590 Special Departmental Supplies	4,000	0	6,659	2,000
<b>TOTAL SUPPLIES</b>	<b>7,480</b>	<b>1,000</b>	<b>11,987</b>	<b>6,000</b>

**DEBT SERVICE**

8100 Principal	0	0	0	7,065
8200 Interest	0	0	0	1,931
<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,996</b>

DIVISION TOTAL	366,261	583,373	578,066	927,380
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City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**

PRINT SHOP

**FUND**

GENERAL FUND

**ORGKEY**

101125

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5275 Postage	10,112	3,575	8,800	5,450
5303 Telephone	238	350	224	350
5340 Office Equipment Maintenance	2,507	935	2,170	2,000
5570 Office Equip & Furn Rent	31,429	30,684	33,682	30,684
5990 Reimbursed Expenditures	(27,305)	(40,000)	(23,128)	(30,000)
<b>TOTAL SERVICES</b>	<b>16,981</b>	<b>(4,456)</b>	<b>21,748</b>	<b>8,484</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	388	0	701	750
6190 Photo & Copying Supplies	3,264	5,000	2,090	4,250
6590 Special Departmental Supplies	2,338	2,100	741	2,100
<b>TOTAL SUPPLIES</b>	<b>5,990</b>	<b>7,100</b>	<b>3,532</b>	<b>7,100</b>
<b><u>FIXED ASSETS</u></b>				
7140 All Other Equipment	6,411	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>6,411</b>	<b>0</b>	<b>0</b>	<b>0</b>
 DIVISION TOTAL	 29,382	 2,644	 25,280	 15,584
 DEPARTMENT TOTAL	 395,643	 586,017	 603,346	 942,964

City of Redlands  
2008-2009  
Adopted Budget

City Manager  
Information Technology Services

**Program Description:**

Information Technology Services, which includes the Management Information Systems and Geographic Information Systems teams, maintains, manages and delivers on the following capabilities:

- Sustain local and wide area networks, including internet and extra-network connectivity.
- Maintain all network devices including switches, routers, wireless access points and firewalls.
- All servers, racks, connections, various storage devices and server room equipment.
- All desktop computers, workstations, peripheral devices and special equipment.
- All operating system and software deployment, licensing and support.
- Support and coordination for core information applications across all Departments.
- All Geographic Information Systems (GIS) activity including data capture, modeling, and analysis.
- Mapping application development, integration and support; deliver large format services.
- Database development and analysis in support of access and integration.
- City-wide telephone services, including the two phone switches and all connections.
- Coordinate City website and web-based services, including public access computers.
- Collaborate with all departments and partner agencies on information technology initiatives.

**Program Objectives:**

- Deliver a high level of customer service through collaborative use of MIS and GIS resources.
- Sustain and enhance technology and data operations in innovative and costs effective ways.
- Achieve outcome-based performance measures while delivering on City goals and objectives.
- Improve the computer replacement program through excellent procurement strategies.
- Deploy laptops and mobile devices for improved field services; enhance City wireless connectivity.
- Enhance public access to City services through web-based interactive forms and mapping.
- Pursue facility independence for disaster mitigation and continuity of government services.

**Significant Program Changes:**

- Upgrade City network infrastructure to achieve consistent, high-speed connectivity to the desktop.
- Pursue strategic wide area network (WAN) options (fiber, wireless or hybrid) with RUSD and other organizations; streamline network and extra-organizational connectivity through collaboration.
- Integrate master GIS licensing, data models and application design and development efforts to fully achieve an enterprise GIS; leverage capabilities as available to staff and the community.
- Facilitate data and information sharing across departments through application selection, network improvements and common data access.
- Deliver emergency management software connectivity through a secure web connection.
- Upgrade telephone system equipment to achieve VOIP capability as network upgrades occur.
- Develop GIS centric programs to further information sharing between departments.
- Support the deployment of additional video and sensor-based enforcement technologies.

City of Redlands  
2008-2009  
Adopted Budget

Report on Performance Measures

Information Technology Services

Description	Measure	Actual	Target	% Target
Network connectivity	Maintain 100% uptime on network and connectivity controlled by ITS	100%	100%	100%
Network support	Less than 1 in 20 requests for support for are for the same issue	100%	100%	100%
Network related connectivity	Maintain 95% uptime on network related connectivity (DSL, T-1, Internet)	100%	95%	100%
Human resources focus	Provide proactive training & educational opportunities for 50% of personnel	0	100%	0
Customer service focus	Maintain a 90% rate of good or excellent satisfaction level	*	90%	*

\* The City Customer Service Survey instrument has not been completed as of this date and so we are not yet able to measure our customer service rating.

City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**  
INFORMATION TECHNOLOGY SERVICES

**FUND**

INFORMATION TECHNOLOGY SERVICES FUND

**ORGKEY**

604520

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	0	691,364	638,847	784,978
4005 Part Time Salaries	0	0	4,913	9,500
4010 Overtime Salaries	0	1,475	3,827	7,850
4015 Banked Leave Buy Back	0	15,489	54,244	21,056
4050 Pension Contributions	0	118,428	110,832	139,062
4051 Fica/Medicare	0	50,662	52,996	59,820
4053 Deferred Compensation	0	3,826	3,369	5,506
4055 Health/Dental Insurance	0	89,628	79,305	106,001
4057 Disability Insurance	0	3,087	2,873	3,947
4058 Unemployment Insurance	0	4,123	4,244	4,666
4059 Life Insurance	0	656	495	600
4081 Eyecare Reimbursement	0	1,737	1,325	2,194
4084 Clothing Cash Payment	0	1,400	1,200	1,950
4085 Other Taxable Benefits	0	1,275	2,518	3,413
<b>TOTAL SALARIES AND BENEFITS</b>	<b>0</b>	<b>983,150</b>	<b>960,988</b>	<b>1,150,543</b>

**SERVICES**

5104 Hardware Maint/Replace	0	110,750	96,884	94,300
5190 Other Professional Services	0	6,000	80	3,500
5240 Meeting & Professional Devlpmt	0	1,500	470	500
5255 Travel Reimbursement	0	200	0	300
5270 Printing & Binding	0	0	59	0
5275 Postage	0	400	39	150
5303 Telephone/Network Connectivity	0	45,000	28,557	108,730
5580 Communications Svs & Rental	0	3,625	642	1,200
5840 Training	0	1,095	0	8,420
5870 General Govt Service Charge	0	54,483	54,483	56,281
5880 Special Contractual Services	0	31,000	68,545	31,000
<b>TOTAL SERVICES</b>	<b>0</b>	<b>254,053</b>	<b>249,759</b>	<b>304,381</b>

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
INFORMATION TECHNOLOGY SERVICES

<b><u>FUND</u></b>	<b><u>ORGKEY</u></b>
INFORMATION TECHNOLOGY SERVICES FUND	604520

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	200	0	200
6140 Office Supplies	0	500	319	500
6210 Repair/Maintenance Supplies	0	6,000	2,197	4,000
6375 Computer Components	0	176,989	128,884	177,000
6500 Office Equipment & Furniture	0	350	290	350
6510 Small Tools & Equipment	0	2,000	130	750
6590 Special Departmental Supplies	0	0	0	2,500
<b>TOTAL SUPPLIES</b>	0	186,039	131,820	185,300
 <b><u>FIXED ASSETS</u></b>				
7080 Computer Equipment	0	30,000	7,425	75,000
<b>TOTAL FIXED ASSETS</b>	0	30,000	7,425	75,000
 <b>FUND TOTAL</b>	 0	 1,453,242	 1,349,992	 1,715,224

City of Redlands  
2008-2009  
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.

City of Redlands  
2008-2009  
Adopted Budget

Report on Performance Measures

Finance

Description	Measure	Actual	Target	% Target
GFOA Certificate of Achievement for Excellence in Financial Reporting	Achieve a proficient rating in 15 out of 17 categories	100%	100%	100%
Revenue & expenditure reports	Available to all departments by the 20th of each month	100%	100%	100%
Formal bid process	Complete formal bid process within 45 days from receipt of requisition to Purchase Order and Formal Bid	100%	100%	100%
Customer satisfaction level survey	Achieve an internal customer satisfaction level of 90%	*	*	*

\* The City's Customer Service Survey instrument has not been completed as of this date and so we are not yet able to measure our customer service rating.

City of Redlands  
2008-2009  
Adopted Budget

Finance  
Accounting and Administration

**Program Description:**

This division has nine budgeted positions performing the functions of administration, accounting and budgeting, payroll and accounts payable. One of these positions, the Administrative Analyst, is assigned 10% to Accounting and Administration and 90% to Risk Management. Another of these positions, a Budget/Financial Analyst, was newly approved by the City Council for fiscal year 2008-2009. 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 30<sup>th</sup> 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 20<sup>th</sup> 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:**

Additional position funded beginning November as a result of Councils goals for better service and reporting that helps achieve a healthy and economically sustainable City.



City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**

FINANCE

**FUND**

GENERAL FUND

**ORGKEY**

101130

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	426,393	464,103	465,700	546,514
4005 Salaries: Part Time	203	300	0	0
4010 Overtime Salaries	1,417	2,500	500	2,500
4015 Banked Leave Buy Back	10,381	13,066	8,945	14,561
4050 Pension Contributions	73,175	80,390	80,750	95,280
4051 Fica/Medicare	31,746	34,301	34,301	39,912
4053 Deferred Compensation	6,890	7,088	7,729	7,999
4055 Health/Dental Insurance	69,682	72,156	73,290	84,722
4056 Worker's Comp Insurance	1,800	0	0	0
4057 Disability Insurance	1,206	1,122	1,325	1,582
4058 Unemployment Insurance	2,526	3,016	2,400	3,262
4059 Life Insurance	462	480	440	463
4080 Vehicle Allowance	907	1,200	900	900
4081 Eyecare Reimbursement	1,035	1,564	1,550	1,691
4084 Clothing Cash Payment	840	800	800	800
4085 Other Taxable Benefits	2,251	2,243	2,458	2,328
<b>TOTAL SALARIES AND BENEFITS</b>	<b>630,914</b>	<b>684,329</b>	<b>681,088</b>	<b>802,514</b>

**SERVICES**

5160 Auditing and Accounting	41,480	88,418	88,418	55,600
5190 Other Professional Services	96,420	110,384	100,384	138,500
5240 Meeting & Professional Devlpmt	2,378	2,000	2,000	5,000
5255 Travel Reimbursement	255	350	350	350
5270 Printing and Binding	1,757	3,750	2,000	3,750
5275 Postage	6,350	6,300	6,750	6,750
5290 Filming and Microfilming	3,661	11,339	11,339	5,000
5303 Telephone	2,740	3,500	4,300	4,500
5340 Office Equipment Maintenance	0	350	0	350
5395 Info Technology Services Charges	0	34,127	33,597	43,273
5570 Office Equip & Furn Rent	5,778	5,638	5,700	5,700
5800 Subscriptions & Memberships	1,480	1,475	1,475	1,550

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
FINANCE

**FUND**  
GENERAL FUND

**ORGKEY**  
101130

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5990 Reimbursed Expenditures	(43)	0	0	0
<b>TOTAL SERVICES</b>	<u>162,256</u>	<u>267,631</u>	<u>256,313</u>	<u>270,323</u>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	0	54	0
6140 Office Supplies	8,764	10,750	10,500	10,650
6310 Janitorial Supplies	0	0	50	100
<b>TOTAL SUPPLIES</b>	<u>8,764</u>	<u>10,750</u>	<u>10,604</u>	<u>10,750</u>
<b>DIVISION TOTAL</b>	801,934	962,710	948,005	1,083,587

City of Redlands  
2008-2009  
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

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**

PURCHASING / STORES

**FUND**

GENERAL FUND

**ORGKEY**

101137

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	174,480	189,347	190,340	198,767
4010 Overtime Salaries	0	500	0	500
4015 Banked Leave Buy Back	3,945	5,017	4,382	5,262
4050 Pension Contributions	29,860	32,688	32,961	34,724
4051 Fica/Medicare	13,922	15,141	15,141	15,881
4053 Deferred Compensation	860	860	860	860
4055 Health/Dental Insurance	36,190	37,459	39,662	40,838
4056 Worker's Comp Insurance	18,200	20,492	20,492	0
4057 Disability Insurance	777	719	850	1,009
4058 Unemployment Insurance	1,632	1,736	1,736	1,736
4059 Life Insurance	264	276	276	246
4081 Eyecare Reimbursement	450	900	675	900
4082 Clothing Allowance	550	550	550	550
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	1,955	1,950	1,955	1,950
<b>TOTAL SALARIES AND BENEFITS</b>	<b>283,285</b>	<b>307,835</b>	<b>310,080</b>	<b>303,423</b>

**SERVICES**

5240 Meeting & Professional Devlpmt	99	250	250	250
5270 Printing and Binding	49	150	150	150
5275 Postage	443	700	600	700
5280 Advertising	755	800	1,000	800
5303 Telephone	1,808	2,800	2,500	2,800
5340 Office Equipment Maintenance	0	400	0	400
5395 Info Technology Services Charges	0	3,701	3,645	4,907
5396 City Garage Charges	42,744	4,133	5,000	6,898
5570 Office Equip & Furn Rent	3,534	3,500	3,500	3,500
5800 Subscriptions & Memberships	260	360	360	360
5880 Special Contractual Services	0	0	635	0
5990 Reimbursed Expenditures	970	0	0	0
<b>TOTAL SERVICES</b>	<b>50,662</b>	<b>16,794</b>	<b>17,640</b>	<b>20,765</b>

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
PURCHASING / STORES

**FUND**  
GENERAL FUND

**ORGKEY**  
101137

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	3,024	3,150	2,300	3,150
6180 Clothing	(850)	500	500	500
6190 Photo & Copying Supplies	0	0	50	50
6210 Repair/Maintenance Supplies	0	0	50	50
6310 Janitorial Supplies	0	0	500	500
6510 Small Tools & Equipment	302	500	300	500
6580 Damaged/Theft/Obsolete Stock	3,584	1,000	3,000	3,000
6590 Special Departmental Supplies	0	0	50	50
TOTAL SUPPLIES	6,060	5,150	6,750	7,800
 DIVISION TOTAL	 340,007	 329,779	 334,470	 331,988
 DEPARTMENT TOTAL	 1,141,941	 1,292,489	 1,282,475	 1,415,575

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
OPEN SPACE

**FUND**  
OPEN SPACE FUND

**ORGKEY**  
227130

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5190 Other Professional Services	9,900	11,300	11,300	6,000
TOTAL SERVICES	9,900	11,300	11,300	6,000
<b><u>FIXED ASSETS</u></b>				
7250 Land Acquisitions	0	63,575	63,575	0
TOTAL FIXED ASSETS	0	63,575	63,575	0
 FUND TOTAL	 9,900	 74,875	 74,875	 6,000

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
GENERAL DEBT SERVICE

**FUND**  
GENERAL DEBT SERVICE FUND

**ORGKEY**  
305130

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	3,880	2,500	8,000	2,500
5031 Cost of Issuance	0	0	300,590	0
5870 General Govt Service Charge	864	897	897	926
<b>TOTAL SERVICES</b>	<b>4,744</b>	<b>3,397</b>	<b>309,487</b>	<b>3,426</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	450,000	455,000	455,000	805,000
8200 Interest	148,025	139,025	829,529	1,565,394
9015 Payment to Escrow Agent	0	0	25,292,190	0
9020 Bond Discount	0	0	232,762	0
<b>TOTAL DEBT SERVICE</b>	<b>598,025</b>	<b>594,025</b>	<b>26,809,481</b>	<b>2,370,394</b>
 <b>FUND TOTAL</b>	 <b>602,769</b>	 <b>597,422</b>	 <b>27,118,968</b>	 <b>2,373,820</b>

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
RDLDS PUBLIC IMPRVMT DEBT SERVICE FUND					311130
	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED	
<b><u>SERVICES</u></b>					
5030 Fiscal Agent Fees	5,950	4,000	3,450	4,000	
TOTAL SERVICES	5,950	4,000	3,450	4,000	
<b><u>DEBT SERVICE</u></b>					
8100 Principal	1,310,000	1,355,000	1,355,000	1,380,000	
8200 Interest	610,991	574,404	574,404	542,286	
TOTAL DEBT SERVICE	1,920,991	1,929,404	1,929,404	1,922,286	
 FUND TOTAL	 1,926,941	 1,933,404	 1,932,854	 1,926,286	



City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
MEASURE 'O'

**FUND**  
MEASURE 'O' FUND

**ORGKEY**  
417130

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5190 Other Professional Services	5,000	0	0	0
TOTAL SERVICES	5,000	0	0	0
 FUND TOTAL	 5,000	 0	 0	 0

City of Redlands  
2008-2009  
Adopted Budget

Finance  
Risk Management

**Program Description:**

This division is administered by the Finance Director (15%) and an Administrative Analyst (90%); 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:**

- 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.
- 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.

**Significant Program Changes:**

None

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
RISK MANAGEMENT

**FUND**

LIABILITY SELF INSURANCE FUND

**ORGKEY**

602133

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	99,225	107,785	111,376	122,337
4005 Part Time Salaries	0	0	150	0
4010 Overtime Salaries	735	0	0	0
4015 Banked Leave Buy Back	833	2,935	1,997	3,316
4050 Pension Contributions	16,965	18,700	20,045	21,474
4051 Fica/Medicare	7,310	7,657	7,657	8,579
4053 Deferred Compensation	2,072	2,169	2,726	2,362
4055 Health/Dental Insurance	13,902	14,281	16,202	16,105
4057 Disability Insurance	174	76	175	78
4058 Unemployment Insurance	533	629	710	673
4059 Life Insurance	95	100	100	95
4080 Vehicle Allowance	181	180	180	180
4081 Eyecare Reimbursement	225	326	225	349
4084 Clothing Cash Payment	160	50	50	50
4085 Other Taxable Benefits	22	180	380	195
<b>TOTAL SALARIES AND BENEFITS</b>	<b>142,432</b>	<b>155,068</b>	<b>161,973</b>	<b>175,793</b>

**SERVICES**

5140 Legal Services	123,894	250,000	100,000	190,000
5190 Other Professional Services	100	360	0	360
5240 Meeting & Professional Devlpmt	0	0	0	1,000
5255 Travel Reimbursement	296	200	650	300
5275 Postage	610	500	900	1,000
5303 Telephone	411	415	415	625
5395 Info Technology Services Charges	0	710	699	940
5410 Property Insurance	495,414	495,000	542,400	597,000
5411 Faithful Performance Bond	12,058	12,890	760	13,250
5455 Premiums for Excess Coverage	300,709	371,500	267,175	300,000
5460 Liability Claims	165,100	450,000	595,000	780,000
5800 Subscriptions & Memberships	310	350	350	350

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
RISK MANAGEMENT

**FUND**

LIABILITY SELF INSURANCE FUND

**ORGKEY**

602133

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES (CONTD)</u></b>				
5880 Special Contractual Services	0	0	147,360	0
TOTAL SERVICES	1,098,902	1,581,925	1,655,709	1,884,825
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	129	100	385	400
6190 Photo & Copying Supplies	109	100	0	30
6500 Office Equipment & Furniture	0	100	0	50
TOTAL SUPPLIES	238	300	385	480
 FUND TOTAL	 1,241,572	 1,737,293	 1,818,067	 2,061,098

City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**

COMMUNITY FACILITIES DISTRICT 2003-1

**FUND**

COMMUNITY FACILITIES DISTRICT FUND

**ORGKEY**

710130

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	18,887	13,000	13,000	13,000
TOTAL SERVICES	18,887	13,000	13,000	13,000
<b><u>DEBT SERVICE</u></b>				
8100 Principal	20,000	35,000	35,000	45,000
8200 Interest	537,450	537,200	537,200	536,238
TOTAL DEBT SERVICE	557,450	572,200	572,200	581,238
 DIVISION TOTAL	 576,337	 585,200	 585,200	 594,238

City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**

COMMUNITY FACILITIES DISTRICT 2001-1

**FUND**

COMMUNITY FACILITIES DISTRICT FUND

**ORGKEY**

710300

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	21,978	15,500	15,500	15,500
TOTAL SERVICES	21,978	15,500	15,500	15,500
<b><u>DEBT SERVICE</u></b>				
8100 Principal	215,000	230,000	230,000	240,000
8200 Interest	518,293	512,918	512,918	501,073
TOTAL DEBT SERVICE	733,293	742,918	742,918	741,073
DIVISION TOTAL	755,271	758,418	758,418	756,573
FUND TOTAL	1,331,608	1,343,618	1,343,618	1,350,811

City of Redlands  
2008-2009  
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 cashing for the convenience of city departments and the public.

**Program Description:**

The division has the responsibility for, and has been authorized to collect all city monies and to 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.

**Program Objectives:**

- 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.
- Properly file all necessary reports and obtain necessary permits from appropriate governmental agencies.

**Significant Program Changes:**

None

City of Redlands  
2008-2009  
Adopted Budget

Report on Performance Measures

City Treasurer

Description	Measure	Actual	Target	% Target
Business licenses	Renew 7,000 business licenses annually	5,950	7000	85%
Business licenses	Issue 1,300 business licenses annually	1,686	1,300	100%
Dog licenses	Issue an average of 300 Dog licenses monthly in 10 Hours of time	345	300	100%



City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**

CITY TREASURER

**FUND**

GENERAL FUND

**ORGKEY**

101140

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	377,728	401,781	361,728	376,386
4005 Salaries: Part Time	23,580	24,514	24,514	24,673
4010 Overtime Salaries	766	500	1,000	1,000
4015 Banked Leave Buy Back	7,870	2,000	6,519	4,780
4050 Pension Contributions	64,621	69,528	62,565	65,930
4051 Fica/Medicare	30,777	31,801	29,597	29,993
4053 Deferred Compensation	4,227	4,339	4,342	4,460
4055 Health/Dental Insurance	59,317	61,607	61,764	57,837
4057 Disability Insurance	1,496	1,328	1,458	1,516
4058 Unemployment Insurance	2,596	3,472	3,472	3,038
4059 Life Insurance	465	483	409	369
4080 Vehicle Allowance	1,207	1,200	1,200	1,200
4081 Eyecare Reimbursement	1,125	1,575	1,000	1,350
4084 Clothing Cash Payment	1,000	1,000	1,000	800
4085 Other Taxable Benefits	2,105	2,100	2,455	2,100
<b>TOTAL SALARIES AND BENEFITS</b>	<b>578,880</b>	<b>607,228</b>	<b>563,023</b>	<b>575,432</b>

**SERVICES**

5160 Accounting & Auditing	0	0	8,977	0
5190 Other Professional Services	0	0	176,023	100,000
5240 Meeting & Professional Devlpmt	343	400	400	400
5255 Travel Reimbursement	39	110	110	110
5270 Printing and Binding	2,601	2,500	2,500	2,500
5275 Postage	6,513	7,500	7,500	7,500
5303 Telephone	4,687	4,600	5,620	5,500
5340 Office Equipment Maintenance	5,275	5,800	5,800	5,800
5395 Info Technology Services Charges	0	15,945	15,697	21,130
5396 City Garage Charges	1,681	1,950	1,950	3,155
5570 Office Equip & Furn Rent	3,534	3,500	3,500	3,500
5800 Subscriptions & Memberships	457	560	750	900
5840 Training	0	0	4,200	0

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
CITY TREASURER

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
GENERAL FUND					101140
	2006-07	2007-08	2007-08	2008-09	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	(AUDITED)	BUDGET	ESTIMATED	ADOPTED	
<hr/>					
<b><u>SERVICES (CONTD)</u></b>					
5880 Special Contractual Services	0	1,575	1,575	5,175	
TOTAL SERVICES	25,130	44,440	234,602	155,670	
<hr/>					
<b><u>SUPPLIES</u></b>					
6140 Office Supplies	4,754	4,200	5,500	4,500	
6375 Computer Components	753	2,000	2,000	0	
6520 Promotional Supplies	1,483	1,375	1,375	1,500	
6590 Special Departmental Supplies	2,838	2,450	2,450	2,500	
TOTAL SUPPLIES	9,828	10,025	11,325	8,500	
<hr/>					
DEPARTMENT TOTAL	613,838	661,693	808,950	739,602	

City of Redlands  
 2008-2009  
 Adopted Budget

**DEPARTMENT/DIVISION**  
 PARKING AUTHORITY

<b><u>FUND</u></b>				<b><u>ORGKEY</u></b>
PARKING AUTHORITY FUND				237140
	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5275 Postage	0	25	25	25
5300 Water, Sewer, Disposal	834	1,200	1,200	1,200
5310 Electricity & Gas	18,100	21,000	21,000	21,000
5870 General Govt Service Charge	822	853	853	881
<b>TOTAL SERVICES</b>	<b>19,756</b>	<b>23,078</b>	<b>23,078</b>	<b>23,106</b>
<b>FUND TOTAL</b>	<b>19,756</b>	<b>23,078</b>	<b>23,078</b>	<b>23,106</b>

City of Redlands  
2008-2009  
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 City Council and staff 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:**

- Provide legal review and oversight of special counsel services to the City's Redevelopment Agency.

City of Redlands  
2008-2009  
Adopted Budget

Report on Performance Measures

City Attorney

Description	Measure	Actual	Target	% Target
Code enforcement cases	Prosecute or initiate abatement of 100% of cases factually and ethically suitable for prosecution	100%	100%	100%
Workers' compensation cases	Review and file all workers' compensation subrogation cases in-house	100%	100%	100%
Internal communications	Reply to all internal communications within one day	95%	100%	95%
External communications	Reply to external communications and document review within two days	80%	100%	80%

City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**

CITY ATTORNEY

**FUND**

GENERAL FUND

**ORGKEY**

101150

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	321,159	339,601	350,013	369,253
4010 Overtime Salaries	203	312	270	200
4015 Banked Leave Buy Back	19,421	22,574	12,258	24,715
4050 Pension Contributions	55,282	59,106	60,929	65,014
4051 Fica/Medicare	19,522	19,556	22,037	20,634
4053 Deferred Compensation	24,492	23,481	18,128	23,680
4055 Health/Dental Insurance	25,311	25,705	28,135	30,048
4057 Disability Insurance	268	261	308	363
4058 Unemployment Insurance	677	1,259	627	1,259
4059 Life Insurance	191	200	172	179
4080 Vehicle Allowance	2,414	2,400	2,214	2,400
4081 Eyecare Reimbursement	225	653	653	652
4084 Clothing Cash Payment	240	180	180	180
4085 Other Taxable Benefits	319	300	300	300
<b>TOTAL SALARIES AND BENEFITS</b>	<b>469,724</b>	<b>495,588</b>	<b>496,224</b>	<b>538,877</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	25,980	24,000	30,000	30,000
5240 Meeting & Professional Devlpmt	2,310	3,665	2,397	5,500
5255 Travel Reimbursement	479	250	875	250
5270 Printing and Binding	230	200	65	200
5275 Postage	307	300	182	300
5303 Telephone	1,919	2,400	2,637	2,400
5395 Info Technology Services Charges	0	2,039	2,007	2,702
5800 Subscriptions & Memberships	1,794	2,805	2,805	1,925
<b>TOTAL SERVICES</b>	<b>33,019</b>	<b>35,659</b>	<b>40,968</b>	<b>43,277</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	18,987	17,500	17,500	17,500
6140 Office Supplies	1,807	1,200	1,305	1,500

City of Redlands  
 2008-2009  
 Adopted Budget

**DEPARTMENT/DIVISION**  
 CITY ATTORNEY

**FUND**  
 GENERAL FUND

**ORGKEY**  
 101150

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT)</u></b>				
6500 Office Equipment & Furniture	0	0	0	2,000
TOTAL SUPPLIES	20,794	18,700	18,805	21,000
DEPARTMENT TOTAL	523,537	549,947	555,997	603,154

City of Redlands  
2008-2009  
Adopted Budget

Human Resources

**Mission Statement:**

The mission of the Human Resources Department is to contribute to the successful operation of the City of Redlands by implementing Human Resources programs in line with the goals and objectives of the City Council; extend excellent customer service to all Human Resources customers including employees, applicants and the public; while complying with and appropriately administering City rules, regulations, agreements, policies and procedures.

**Departmental Goals:**

- Provide excellent customer service by communicating appropriate information while maintaining confidentiality.
- Provide comprehensive Recruitment and Selection, Employee Benefits, Safety, Training, and Workers' Compensation Programs.



City of Redlands  
2008-2009  
Adopted Budget

Report on Performance Measures

Human Resources

Description	Measure	Actual	Target	% Target
Applications processed	Number of applications processed per full-time employee	461	*	*
Open recruitments completed	95% of open recruitments will be completed within 90 days	100%	95%	100%

\* There is no target number of applications processed per full-time employee figure because the statistics were not collected in previous years. The 2007-2008 figure will be used to benchmark future performance in this category.

City of Redlands  
2008-2009  
Adopted Budget

Human Resources  
Human Resources Division

**Program Description:**

This program provides core human resource services to all City departments and the general public. 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, labor and employee relations.

**Program Objectives:**

- Provide a comprehensive and economical employee compensation and benefits package to attract and retain the highest caliber employees.
- Develop and implement 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 positive and productive organizational culture.
- Utilize technology in all aspects of Human Resources to create a cost effective and efficient operation.

**Significant Program Changes:**

- Develop and implement a City-wide Wellness Program.

City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**

HUMAN RESOURCES

**FUND**

GENERAL FUND

**ORGKEY**

101170

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	207,182	233,867	195,000	279,622
4005 Salaries: Part Time	0	8,149	12,001	16,341
4010 Overtime Salaries	0	0	0	4,000
4015 Banked Leave Buy Back	88,512	3,284	2,504	4,547
4050 Pension Contributions	35,448	39,484	32,710	49,388
4051 Fica/Medicare	19,875	18,636	15,443	22,543
4053 Deferred Compensation	3,085	0	2,809	3,206
4055 Health/Dental Insurance	19,973	27,902	25,427	39,358
4057 Disability Insurance	970	888	1,041	1,232
4058 Unemployment Insurance	1,563	1,826	1,826	2,315
4059 Life Insurance	251	263	215	266
4080 Vehicle Allowance	536	0	628	900
4081 Eyecare Reimbursement	670	938	900	1,031
4084 Clothing Cash Payment	600	450	600	600
4085 Other Taxable Benefits	2,863	2,063	2,030	2,001
<b>TOTAL SALARIES AND BENEFITS</b>	<b>381,528</b>	<b>337,750</b>	<b>293,134</b>	<b>427,351</b>

**SERVICES**

5180 Medical/Physicals	11,141	10,500	8,328	15,000
5190 Other Professional Services	2,623	93,998	93,998	52,000
5240 Meeting & Professional Devlpmt	0	0	0	1,500
5255 Travel Reimbursement	52	100	125	1,500
5270 Printing and Binding	2,676	3,500	1,522	3,500
5275 Postage	903	1,250	1,162	1,250
5280 Advertising	14,434	12,000	19,767	20,000
5303 Telephone	1,586	2,000	1,600	2,000
5340 Office Equipment Maintenance	70	150	0	150
5395 Info Technology Services Charges	0	15,333	15,096	20,321
5451 Retiree Health Insurance	1,314,474	1,295,000	1,490,300	1,639,000
5570 Office Equip & Furn Rent	1,767	1,495	1,750	1,750
5800 Subscriptions & Memberships	200	500	750	1,000

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
HUMAN RESOURCES

**FUND**  
GENERAL FUND

**ORGKEY**  
101170

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES (CONTD)</u></b>				
5840 Training	849	1,500	1,500	0
5880 Special Contractual Services	766	1,000	1,000	5,000
<b>TOTAL SERVICES</b>	<b>1,351,541</b>	<b>1,438,326</b>	<b>1,636,899</b>	<b>1,763,971</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	250	0	250
6140 Office Supplies	1,458	2,000	1,392	3,000
6145 Awards/Recognition Program	668	4,000	600	7,500
6375 Computer Components	0	0	0	10,000
6500 Office Equipment & Furniture	0	0	400	1,500
6560 Food	0	0	750	750
6590 Special Departmental Supplies	0	150	150	2,500
<b>TOTAL SUPPLIES</b>	<b>2,126</b>	<b>6,400</b>	<b>3,292</b>	<b>25,500</b>
 <b>DEPARTMENT TOTAL</b>	 <b>1,735,195</b>	 <b>1,782,476</b>	 <b>1,933,325</b>	 <b>2,216,822</b>

City of Redlands  
2008-2009  
Adopted Budget

Human Resources  
Workers' Compensation Division

**Program Description:**

The City of Redlands is self-insured for its worker's compensation. The City utilizes a third party administrator to assist with 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 work related injuries and illnesses.
- Minimize expenditures associated with workers' compensation when feasible.
- Coordinate the workers' compensation incentive bonus for employees when reduced expenditures are realized.
- Monitor the performance of the City's third party administrator for efficiency, service standards and cost-effectiveness.
- Coordinate and oversee the City's Safety Committee.
- Develop and implement goals and objectives for the Safety Committee.
- Actively participate as an executive committee member of the City's Safety Committee.

**Significant Program Changes:**

None

City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**  
WORKERS' COMPENSATION

**FUND**

WORKERS' COMPENSATION FUND

**ORGKEY**

606175

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	68,608	86,922	60,500	86,064
4005 Part Time Salaries	23	0	0	0
4010 Overtime Salaries	0	0	0	0
4015 Banked Leave Buy Back	28,036	296	0	296
4016 Compensated Absences	272	0	0	0
4019 Workers Comp Bonus	0	0	0	0
4050 Pension Contributions	11,750	15,071	10,662	15,624
4051 Fica/Medicare	6,423	6,061	4,560	6,266
4053 Deferred Compensation	932	965	376	902
4055 Health/Dental Insurance	11,609	17,608	14,139	17,064
4057 Disability Insurance	351	318	385	442
4058 Unemployment Insurance	437	543	480	543
4059 Life Insurance	76	86	77	77
4080 Vehicle Allowance	179	300	0	300
4081 Eyecare Reimbursement	194	281	450	282
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	303	38	0	38
4086 Tuition Reimbursement	674	0	326	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>130,067</b>	<b>128,689</b>	<b>92,155</b>	<b>128,098</b>

**SERVICES**

5140 Legal Services	43,387	100,000	41,631	100,000
5180 Medical/Physicals	100	0	0	0
5190 Other Professional Services	70,485	106,328	134,065	141,660
5240 Meeting & Professional Devlpmt	0	0	0	500
5255 Travel Expense Reimbursement	0	0	120	1,000
5270 Printing and Binding	0	100	0	100
5275 Postage	1	100	0	100
5303 Telephone	239	360	360	360
5340 Office Equipment Maintenance	0	50	0	50

City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**

WORKERS' COMPENSATION

**FUND**

WORKERS' COMPENSATION FUND

**ORGKEY**

606175

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5395 Info Technology Services Charges	0	752	741	1,372
5455 Premiums for Excess Coverage	276,680	287,500	287,500	287,500
5480 Worker's Comp Claims	570,079	1,338,105	827,825	550,000
5570 Office Equip & Furn Rent	1,767	1,746	1,746	1,746
5800 Subscriptions & Memberships	0	450	450	450
5840 Training	222	1,000	825	1,000
5870 General Govt Service Charge	45,768	46,879	46,879	48,426
5880 Special Contractual Services	15,459	38,704	29,906	30,000
<b>TOTAL SERVICES</b>	<b>1,024,187</b>	<b>1,922,074</b>	<b>1,372,048</b>	<b>1,164,264</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	178	250	0	250
<b>TOTAL SUPPLIES</b>	<b>178</b>	<b>250</b>	<b>0</b>	<b>250</b>
<b>DIVISION TOTAL</b>	<b>1,154,432</b>	<b>2,051,013</b>	<b>1,464,203</b>	<b>1,292,612</b>

City of Redlands  
2008-2009  
Adopted Budget

Human Resources  
Safety Division

**Program Description:**

The Human Resources 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 Program will monitor the IIPP by communicating and in cooperation with all departments.

**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.
- Reduce the number of preventable injuries.

**Significant Program Changes:**

- The Safety division will work with the Training division to ensure appropriate training is provided to all employees.



City of Redlands

2008-2009

Adopted Budget

**DEPARTMENT/DIVISION**

SAFETY PROGRAM

**FUND**

WORKERS' COMPENSATION FUND

**ORGKEY**

606176

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	57,590	66,115	69,456	0
4002 Labor Code Section 4850	9,306	0	0	0
4010 Overtime Salaries	1,275	1,000	1,500	0
4015 Banked Leave Buy Back	62,201	3,051	1,602	0
4050 Pension Contributions	32,510	27,958	31,444	0
4051 Fica/Medicare	15	0	3	0
4053 Deferred Compensation	981	1,061	1,004	0
4055 Health/Dental Insurance	6,453	6,975	7,146	0
4058 Unemployment Insurance	164	217	166	0
4059 Life Insurance	34	35	31	0
4082 Clothing Allowance	250	250	250	0
4085 Other Taxable Benefits	0	0	75	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>170,779</b>	<b>106,662</b>	<b>112,677</b>	<b>0</b>
<b><u>SERVICES</u></b>				
5180 Medical/Physicals	25	6,500	0	6,500
5240 Meeting & Professional Devlpmt	0	0	0	400
5255 Travel Reimbursement	0	0	0	400
5270 Printing and Binding	704	1,000	600	1,000
5275 Postage	0	100	0	100
5395 Info Technology Services Charges	0	2,456	2,418	0
5800 Subscriptions & Memberships	1,212	1,650	200	1,650
5840 Training	4,843	7,650	7,650	0
5870 General Govt Service Charge	6,281	6,520	6,520	6,735
5880 Special Contractual Services	12,531	25,000	1,500	25,000
<b>TOTAL SERVICES</b>	<b>25,596</b>	<b>50,876</b>	<b>18,888</b>	<b>41,785</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	2,881	3,500	600	3,500
6140 Office Supplies	233	250	250	250

City of Redlands  
 2008-2009  
 Adopted Budget

**DEPARTMENT/DIVISION**  
 SAFETY PROGRAM

**FUND**

WORKERS' COMPENSATION FUND

**ORGKEY**

606176

	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED
<b><u>SUPPLIES (CONTD)</u></b>				
6160 Medical Supplies	2,886	5,000	5,000	5,000
6375 Computer Components	4,786	0	0	0
6510 Small Tools & Equipment	6,471	14,000	8,000	14,000
6590 Special Departmental Supplies	748	500	200	500
TOTAL SUPPLIES	<u>18,005</u>	<u>23,250</u>	<u>14,050</u>	<u>23,250</u>
 DIVISION TOTAL	 214,380	 180,788	 145,615	 65,035

City of Redlands  
2008-2009  
Adopted Budget

Human Resources  
Training Division

**Program Description:**

The Human Resources Department is responsible for coordinating City-wide employee training. Focus will be in the area of employee development that will apply throughout all levels of the organization. Training on safety related issues will continue to be a priority of this division.

**Program Objectives:**

- 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 records.
- Comply with State and Federal training mandates.

**Significant Program Changes:**

- Tuition Reimbursement Program will be administered by Human Resources for all City employees.

City of Redlands  
2008-2009  
Adopted Budget

**DEPARTMENT/DIVISION**  
TRAINING PROGRAM

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
WORKERS' COMPENSATION FUND					606177
	2006-07 ACTUAL (AUDITED)	2007-08 ADJUSTED BUDGET	2007-08 12 MONTH ESTIMATED	2008-09 COUNCIL ADOPTED	
<b><u>SALARIES AND BENEFITS</u></b>					
4086 Tuition Reimbursement Program	0	0	0	25,000	
TOTAL SALARIES AND BENEFITS	0	0	0	25,000	
<b><u>SERVICES</u></b>					
5190 Other Professional Services	0	0	0	15,000	
5240 Meeting & Professional Devlpmt	0	0	0	500	
5255 Travel Reimbursement	0	0	0	500	
5270 Printing and Binding	0	0	0	5,000	
5275 Postage	0	0	0	100	
5340 Office Equipment Maintenance	0	0	0	500	
5570 Office Equip & Furn Rental	0	0	0	7,500	
5800 Subscriptions & Memberships	0	0	0	500	
5840 Training	0	0	0	25,000	
5870 General Govt Service Charge	0	0	0	6,735	
5880 Special Contractual Services	0	0	0	1,000	
TOTAL SERVICES	0	0	0	62,335	
<b><u>SUPPLIES</u></b>					
6130 Books & Supplies	0	0	0	1,000	
6140 Office Supplies	0	0	0	2,000	
6590 Special Departmental Supplies	0	0	0	5,000	
TOTAL SUPPLIES	0	0	0	8,000	
DIVISION TOTAL	0	0	0	95,335	
FUND TOTAL	1,368,812	2,231,801	1,609,818	1,452,982	