

City of Redlands  
2010-2011  
Adopted Budget

General Government

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

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

City of Redlands  
2010-2011  
Adopted Budget

REVENUE DETAIL

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>PROPERTY TAXES</u></b>				
3000 Current Secured Taxes	19,922,122	19,595,000	19,345,000	18,765,000
3001 Current Unsecured Taxes	539,857	550,000	598,000	550,000
3002 Supplemental Secured Taxes	102,205	0	(46,300)	0
3003 Supplemental Unsecured Taxes	(12,232)	0	(25,400)	0
3004 Secured PY Taxes	1,076,051	400,000	975,000	650,000
3005 Unsecured PY Taxes	18,536	15,000	18,500	15,000
3006 Supplemental PY Taxes	482,449	400,000	255,000	255,000
3007 Possessory Interest Taxes	187,694	175,000	200,000	175,000
<b>TOTAL PROPERTY TAXES</b>	<b>22,316,683</b>	<b>21,135,000</b>	<b>21,319,800</b>	<b>20,410,000</b>
<b><u>OTHER TAXES</u></b>				
3019 Sales Tax Compensation	2,358,581	2,000,000	1,859,491	2,100,000
3020 Sales and Use Tax	8,844,044	9,300,000	8,940,509	9,462,500
3023 Pub Safety Sales Tx	660,227	650,000	580,000	600,000
3030 Property Transfer Tax	206,568	225,000	150,000	145,000
3040 Transient Occupancy Tax	761,548	675,000	630,000	650,000
3050 Franchise Fees	5,476,066	5,550,000	2,870,000	2,515,000
3060 Mining Tax	302,004	300,000	200,000	275,000
<b>TOTAL OTHER TAXES</b>	<b>18,609,038</b>	<b>18,700,000</b>	<b>15,230,000</b>	<b>15,747,500</b>
<b><u>OTHER REVENUES</u></b>				
3100 Business License	2,647,201	2,600,000	2,650,000	2,600,000
3101 Dog License	41,661	41,000	41,000	41,000
3210 Motor Vehicle Fees	244,394	165,000	175,000	190,000
3215 Mandated Cost Reimbursement	65,758	50,000	26,931	250,000
3305 Cost Recover/Reimb Expenditure	4,037	3,500	165	70,300
3309 Application/Filing Fee	146,887	160,000	145,000	145,000
3315 City Attny Services	100,961	98,649	229,731	100,000

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REVENUE DETAIL

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>OTHER REVENUES (CONT)</u></b>				
3400 City Ordinance Violation	196,963	140,000	135,000	137,000
3412 General Gov't Overhead	3,163,933	3,132,448	3,132,448	3,149,162
3510 Investment Income	407,214	200,000	150,000	175,000
3512 Returned Check Charge	960	900	1,995	1,000
3516 Sale of Surplus Property	9,400	0	0	0
3530 Miscellaneous Receipts	195,591	50,000	12,000	15,000
3533 Misc Taxable Sales	18	0	0	0
3590 Donations	1,550	21,500	25,000	15,000
3760 Bad Debt Recovery	4,113	2,000	3,552	2,000
TOTAL OTHER REVENUE	7,230,640	6,664,997	6,727,822	6,890,462
TOTAL GENERAL GOVERNMENT	48,156,361	46,499,997	43,277,622	43,047,962
<b><u>AIR QUALITY IMPROVEMENT (221)</u></b>				
3510 Investment Income	11,923	4,000	4,000	4,500
3710 AB2766 Subvention AQMD	83,856	80,000	80,000	82,000
TOTAL AIR QUALITY IMPROVEMENT	95,778	84,000	84,000	86,500
<b><u>OPEN SPACE (227)</u></b>				
3250 Federal Grants	796,549	0	0	0
3510 Investment Income	68,275	0	25,000	30,000
3515 Land Sale Proceeds	115	0	0	0
3627 Open Space Acquisition Fees	33,328	0	4,684	6,000
TOTAL OPEN SPACE	898,267	0	29,684	36,000
<b><u>PARKING AUTHORITY (237)</u></b>				
3520 Rental Income	8,705	7,000	7,000	7,500
TOTAL PARKING AUTHORITY	8,705	7,000	7,000	7,500

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REVENUE DETAIL

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>GENERAL DEBT SERVICE (305)</u></b>				
3000 Current Secured Taxes	624,032	580,000	645,000	625,000
3006 Supplemental PY Taxes	22,057	16,000	46,000	20,000
3009 Supplemental - Voter Approved	(25,905)	15,000	(19,000)	0
3510 Investment Income	50,321	15,000	20,000	25,000
<b>TOTAL GENERAL DEBT SERVICE</b>	<b>670,506</b>	<b>626,000</b>	<b>692,000</b>	<b>670,000</b>
<b><u>MEASURE "O"(417)</u></b>				
3510 Investment Income	6,103	2,000	2,000	2,500
<b>TOTAL MEASURE "O"</b>	<b>6,103</b>	<b>2,000</b>	<b>2,000</b>	<b>2,500</b>
<b><u>LIABILITY SELF-INSURANCE (602)</u></b>				
3510 Investment Income	53,334	10,000	20,000	25,000
3530 Miscellaneous Receipts	13,545	0	6,000	0
3770 Property Damage Reimbursement	158,858	0	0	0
<b>TOTAL LIABILITY SELF-INSURANCE</b>	<b>225,737</b>	<b>10,000</b>	<b>26,000</b>	<b>25,000</b>
<b><u>INFORMATION TECHNOLOGY (604)</u></b>				
3393 Internal Svc Rcpts: General Fund	920,453	1,385,554	1,117,258	1,371,931
3394 Internal Svc Rcpts: Non-Gen Fund	794,762	964,190	964,190	931,516
3510 Investment Income	12,609	0	5,000	5,000
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>1,727,824</b>	<b>2,349,744</b>	<b>2,086,448</b>	<b>2,308,447</b>
<b><u>WRK COMP SELF-INSURANCE (606)</u></b>				
3305 Cost Recover/Reimb Expenditure	0	0	7,273	0
3510 Investment Income	165,525	40,000	28,000	30,000
3750 Worker's Comp Receipts	1,433,967	767,244	650,744	486,546
<b>TOTAL WRK COMP SELF-INSURANCE</b>	<b>1,599,492</b>	<b>807,244</b>	<b>686,017</b>	<b>516,546</b>

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	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b>UTILITY BILLING (608)</b>				
3305 Cost Recover/Reimb Expenditure	0	100	1,239	100
3385 Water Turn-On	81,031	95,000	88,301	90,000
3390 Utility Billing Service	1,001,925	937,707	937,707	875,000
3510 Investment Income	19,087	5,000	5,000	5,000
3511 Finance Charges	391,644	400,000	400,000	375,000
3512 Returned Check Charge	13,129	13,000	10,712	10,000
3530 Miscellaneous Receipts	40,686	40,000	38,488	35,000
<b>TOTAL UTILITY BILLING</b>	<b>1,547,503</b>	<b>1,490,807</b>	<b>1,481,447</b>	<b>1,390,100</b>
<b>COMM FAC DIST TRUST (710)</b>				
3305 Cost Recover/Reimb Expenditure	1,345,783	750,000	1,350,000	1,365,000
3510 Investment Income	8,210	8,000	8,000	8,000
<b>TOTAL COMM FAC DIST TRUST</b>	<b>1,353,993</b>	<b>758,000</b>	<b>1,358,000</b>	<b>1,373,000</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  
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**DEPARTMENT/DIVISION**  
CITY COUNCIL

**FUND**  
GENERAL FUND

**ORGKEY**  
101100

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	64,738	68,856	68,856	70,675
4010 Overtime Salaries	215	0	642	500
4015 Banked Leave Buy Back	831	1,059	593	916
4026 Council Stipends	0	0	0	0
4050 Pension Contributions	6,055	6,252	6,252	6,924
4051 Fica/Medicare	4,995	5,354	5,354	5,486
4053 Deferred Compensation	650	669	669	688
4055 Health/Dental Insurance	34,838	38,141	38,141	39,398
4056 Worker's Comp Insurance	0	0	0	1,448
4057 Disability Insurance	168	200	200	211
4058 Unemployment Insurance	247	282	282	282
4059 Life Insurance	121	130	130	130
4081 Eyecare Reimbursement	225	146	146	146
4084 Clothing Cash Payment	80	80	80	80
4085 Other Taxable Benefits	38	38	38	38
<b>TOTAL SALARIES AND BENEFITS</b>	<b>113,202</b>	<b>121,207</b>	<b>121,383</b>	<b>126,921</b>

**SERVICES**

5140 Legal Services	0	0	55	0
5190 Other Professional Services	10,000	68,578	68,578	83,800
5240 Meeting & Professional Devlpmt	3,902	0	0	0
5255 Travel Reimbursement	4,119	0	400	1,000
5270 Printing and Binding	1,209	300	100	300
5275 Postage	361	300	250	300
5303 Telephone	4,063	4,200	4,200	4,200
5395 Info Technology Services Charge	5,535	17,471	14,088	5,296
5490 Other Insurance	0	0	2,916	4,000
5475 Liability Insurance	3,839	0	0	0
5570 Office Equip & Furn Rent	3,499	3,497	3,500	0

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

**FUND**  
GENERAL FUND

**ORGKEY**  
101100

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5800 Subscriptions & Memberships	54,774	58,374	58,374	56,825
<b>TOTAL SERVICES</b>	<b>91,301</b>	<b>152,720</b>	<b>152,461</b>	<b>155,721</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	200	0	0
6140 Office Supplies	1,128	1,436	1,500	1,000
6590 Special Departmental Supplies	3,617	0	696	0
<b>TOTAL SUPPLIES</b>	<b>4,744</b>	<b>1,636</b>	<b>2,196</b>	<b>1,000</b>
 <b>DEPARTMENT TOTAL</b>	 <b>209,248</b>	 <b>275,563</b>	 <b>276,040</b>	 <b>283,642</b>



**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.
- Record accurately 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 before biblical times. 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.

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

**FUND**  
GENERAL FUND

**ORGKEY**  
101110

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	145,483	97,834	89,161	72,720
4005 Salaries: Part Time	14,398	27,685	27,685	29,280
4010 Overtime Salaries	244	0	0	0
4015 Banked Leave Buy Back	21,150	0	0	0
4050 Pension Contributions	25,494	16,922	8,718	0
4051 Fica/Medicare	13,938	9,627	9,050	8,446
4053 Deferred Compensation	4,067	3,208	1,845	1,845
4055 Health/Dental Insurance	15,208	5,318	3,118	0
4056 Worker's Comp Insurance	0	0	0	869
4057 Disability Insurance	0	1,586	114	0
4058 Unemployment Insurance	715	1,263	975	0
4059 Life Insurance	115	62	36	62
4080 Vehicle Allowance	600	600	250	0
4081 Eyecare Reimbursement	0	225	225	0
4085 Other Taxable Benefits	300	150	3,902	4,200
<b>TOTAL SALARIES AND BENEFITS</b>	<b>241,713</b>	<b>164,480</b>	<b>145,079</b>	<b>117,422</b>
<b><u>SERVICES</u></b>				
5196 Elections	5,952	55,500	55,500	66,500
5240 Meeting & Professional Developme	75	0	0	0
5255 Travel Expense/Reimbursement	25	0	67	0
5270 Printing and Binding	137	1,000	750	1,000
5275 Postage	467	1,400	500	1,400
5280 Advertising	21,357	25,000	15,000	25,000
5303 Telephone	1,350	1,600	1,600	1,600
5340 Office Equipment Maintenance	155	500	500	750
5395 Info Technology Services Charges	12,175	37,039	29,867	11,650
5570 Office Equip & Furn Rent	3,499	3,700	3,700	2,431
5800 Subscriptions & Memberships	625	700	1,000	795
5880 Special Contractual Services	8,214	6,000	6,000	6,000
<b>TOTAL SERVICES</b>	<b>54,032</b>	<b>132,439</b>	<b>114,484</b>	<b>117,126</b>

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**DEPARTMENT/DIVISION**  
 CITY CLERK

**FUND**  
 GENERAL FUND

**ORGKEY**  
 101110

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	1,843	3,780	2,000	3,000
6310 Janitorial Supplies	16	10	10	0
6375 Computer Components	265	0	0	0
6590 Special Departmental Supplies	4	10	0	0
<b>TOTAL SUPPLIES</b>	<b>2,127</b>	<b>3,800</b>	<b>2,010</b>	<b>3,000</b>
<b>DEPARTMENT TOTAL</b>	<b>297,872</b>	<b>300,719</b>	<b>261,573</b>	<b>237,548</b>

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**City Manager**

**Mission Statement:**

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

**Departmental Goals:**

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

**Program Description:**

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

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

**Program Objectives:**

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

**Significant Program Changes:**

None

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**DEPARTMENT/DIVISION**  
CITY MANAGER

**FUND**  
GENERAL FUND

**ORGKEY**  
101120

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	377,935	369,266	369,266	376,610
4005 Salaries: Part Time	0	8,800	0	0
4010 Overtime Salaries	1,683	500	2,850	1,500
4015 Banked Leave Buy Back	2,654	20,906	16,828	13,876
4050 Pension Contributions	66,242	64,336	64,336	68,790
4051 Fica/Medicare	23,114	30,707	24,663	23,166
4053 Deferred Compensation	14,242	8,801	8,831	8,936
4055 Health/Dental Insurance	56,123	55,083	59,020	71,819
4056 Worker's Comp Insurance	0	473	401	13,060
4057 Disability Insurance	645	736	736	748
4058 Unemployment Insurance	1,161	2,134	1,700	1,584
4059 Life Insurance	225	225	225	225
4080 Vehicle Allowance	7,680	6,555	6,555	6,588
4081 Eyecare Reimbursement	225	866	866	821
4084 Clothing Cash Payment	290	290	290	290
4085 Other Taxable Benefits	240	330	630	330
<b>TOTAL SALARIES AND BENEFITS</b>	<b>552,460</b>	<b>570,008</b>	<b>557,197</b>	<b>588,342</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	68,660	16,000	15,415	7,000
5240 Meeting & Professional Devlpmt	3,476	0	0	0
5255 Travel Reimbursement	5,607	0	700	1,000
5270 Printing and Binding	5,004	5,000	500	2,000
5275 Postage	427	500	700	500
5280 Advertising	0	100	0	0
5303 Telephone	4,214	4,200	4,200	4,200
5340 Office Equipment Maintenance	0	50	0	0
5392 License & Permits	604	604	626	1,550
5395 Info Technology Services Charges	17,182	19,561	15,773	17,398
5396 City Garage Charges	1,025	1,530	1,530	2,055
5580 Communication Svs & Rental	0	0	0	1,100

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

**FUND**  
GENERAL FUND

**ORGKEY**  
101120

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5760 Special Program Expenditures	11,550	9,200	6,000	4,500
5800 Subscriptions & Memberships	3,105	3,092	2,400	2,230
5999 Contingencies	0	410,257	0	0
<b>TOTAL SERVICES</b>	<b>120,854</b>	<b>470,094</b>	<b>47,844</b>	<b>43,533</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	4,291	3,000	2,980	3,000
6190 Photo & Copying Supplies	6	500	500	500
6310 Janitorial Supplies	13	0	20	0
6500 Office Equipment & Furniture	0	1,000	0	500
6590 Special Departmental Supplies	42	1,000	2	250
<b>TOTAL SUPPLIES</b>	<b>4,354</b>	<b>5,500</b>	<b>3,502</b>	<b>4,250</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	7,065	7,415	7,415	7,782
8200 Interest	1,931	1,581	1,581	1,214
<b>TOTAL DEBT SERVICE</b>	<b>8,996</b>	<b>8,996</b>	<b>8,996</b>	<b>8,996</b>
<b>DIVISION TOTAL</b>	<b>686,663</b>	<b>1,054,598</b>	<b>617,539</b>	<b>645,121</b>

City of Redlands  
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**DEPARTMENT/DIVISION**  
PRINT SHOP

**FUND**  
GENERAL FUND

**ORGKEY**  
101125

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5275 Postage	990	1,000	1,040	1,050
5303 Telephone	282	350	350	350
5340 Office Equipment Maintenance	1,792	2,116	2,116	2,250
5570 Office Equip & Furn Rent	32,678	31,000	31,000	13,208
5880 Special Contractual Services	7,453	6,900	6,900	7,000
5990 Reimbursed Expenditures	(26,292)	(30,000)	(15,000)	(20,000)
<b>TOTAL SERVICES</b>	<b>16,903</b>	<b>11,366</b>	<b>26,406</b>	<b>3,858</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	0	1,766	0
6140 Office Supplies	0	750	750	250
6190 Photo & Copying Supplies	1,317	4,250	2,000	2,050
6590 Special Departmental Supplies	1,307	2,100	1,000	1,100
<b>TOTAL SUPPLIES</b>	<b>2,624</b>	<b>7,100</b>	<b>5,516</b>	<b>3,400</b>
<b>DIVISION TOTAL</b>	<b>19,527</b>	<b>18,466</b>	<b>31,922</b>	<b>7,258</b>
<b>DEPARTMENT TOTAL</b>	<b>706,190</b>	<b>1,073,064</b>	<b>649,461</b>	<b>652,379</b>



City of Redlands  
2010-2011  
Adopted Budget

Department of Innovation and Technology

**Program Description:**

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

Operations:

- Sunguard/BiTech financial management system
- Enquesta customer management system
- The Police Department Records Management and computer aided dispatch system servers.
- The Laserfiche document imaging system
- Avaya telephone systems
- Servers
- Switches, routers, wireless access points and firewalls.
- Server Security Management
- Storage Management
- PDA/Blackberry management
- Email Management
- Backend configuration support
- Backup Management
- Network\Internet Security Management
- LAN\WAN Management
- Support all LAN\Wan hardware and Software
- Remote Access for city user
- Data Analysis
- Decision Support
- Report Generation
- Crime Analysis Support
- Data Integrity
- Data Integration
- Community Information Availability
- Data Security

Geographical Information Systems (GIS) division

- Azteca City works Server MMS & Permitting Application Implementation
- Customized Public GIS Application development on [gis.cityofredlands.org](http://gis.cityofredlands.org)
- Crime View Desktop & Crime View Server Implementation and Support
- Geocoding System for Dispatching PD, QOL and MUED
- Extract Sewer CCTV data for GIS Analysis for future CIP's
- Continue Serving as a Client for Students of the University of Redlands MSGIS Program
- Produce analysis products for FD from Confire data
- Implement Mobile mapping application for PD for the iPhones
- Implement in-car mapping application for Fire Dept MDC's
- Support Business Analyst application for Redevelopment

- Daily time-space based animation of PD and FD AVL data
- Continued Data collection and application development for Historical Atlas
- Support of Rental-ordinance database and billing system
- Implement Reverse-911 system
- Public Website Support
- Public Website Redesign
- Internal Website support and development
- Implementation and support of Granicus system

#### Client Services division

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

#### **Program Objectives:**

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

#### **Significant Program Changes:**

- Implement virtual desktop solution
- New uniform city-wide antivirus solution
- Responsibility for Path to Excellence/organizational efficiency improvements city-wide
- Implementation of high bandwidth network to support growing data needs and later implementation of a voice over IP phone system.
- Upgrade of existing data and telephony networks
- Implement enterprise GIS servers that will support all City departments and provide GIS based information to the public through a web interface.
- Develop and support GIS-centric programs to allow information sharing between departments.
- Loss of three staff members, one each in Client Services, Operations, and GIS divisions.

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
DEPARTMENT OF INNOVATION AND TECHNOLOGY

**FUND** INFORMATION TECHNOLOGY SERVICES FUND **ORGKEY** 604520

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	713,108	786,899	926,227	828,026
4005 Part Time Salaries	0	9,500	0	0
4010 Overtime Salaries	2,314	24,832	15,000	15,000
4015 Banked Leave Buy Back	15,001	0	61,091	21,199
4016 Compensated Absence	52,397	0	0	0
4050 Pension Contributions	123,509	134,405	160,683	151,254
4051 Fica/Medicare	56,069	59,127	83,100	65,059
4053 Deferred Compensation	5,651	5,790	10,867	10,007
4055 Health/Dental Insurance	91,363	93,866	125,460	122,930
4056 Worker's Comp Insurance	0	116	98	6,407
4057 Disability Insurance	4,087	5,087	5,734	3,134
4058 Unemployment Insurance	2,785	4,774	5,579	4,774
4059 Life Insurance	557	616	766	677
4080 Vehicle Allowance	5	0	0	0
4081 Eyecare Reimbursement	612	2,250	2,250	2,475
4084 Clothing Cash Payment	1,500	2,000	1,400	475
4085 Other Taxable Benefits	2,023	3,450	15,000	9,150
<b>TOTAL SALARIES AND BENEFITS</b>	<b>1,070,981</b>	<b>1,132,712</b>	<b>1,413,255</b>	<b>1,240,567</b>

**SERVICES**

5103 Software Support/Development	51,701	468,378	445,257	447,413
5104 Hardware Maint/Replace	58,993	395,173	395,173	269,377
5190 Other Professional Services	15,966	65,000	4,300	27,000
5240 Meeting & Professional Devlpmt	393	5,640	40	0
5255 Travel Reimbursement	838	1,000	292	0
5270 Printing & Binding	245	0	1,179	0
5275 Postage	68	500	2	0
5303 Telephone/Network Connectivity	44,357	45,000	50,000	60,000
5350 Building/Grounds Maintenance	0	0	196	0

City of Redlands

2010-2011

Adopted Budget

**DEPARTMENT/DIVISION**

DEPARTMENT OF INNOVATION AND TECHNOLOGY

**FUND**

INFORMATION TECHNOLOGY SERVICES FUND

**ORGKEY**

604520

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5396 City Garage Charges	0	0	0	1,028
5451 Retiree Health Insurance	109,016	0	0	0
5570 Office Equip & Furn Rent	0	0	0	3,394
5580 Communications Svs & Rental	0	90,800	50,000	76,200
5800 Subscriptions & Memberships	200	0	0	0
5840 Training	0	38,009	8,150	0
5870 General Govt Service Charge	56,281	56,281	56,281	57,294
5880 Special Contractual Services	40,399	78,800	13,800	0
5995 Depreciation Expense	2,475	0	0	0
<b>TOTAL SERVICES</b>	<b>380,933</b>	<b>1,244,581</b>	<b>1,024,670</b>	<b>941,706</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	43	1,000	28	0
6140 Office Supplies	374	3,000	1,143	0
6210 Repair/Maintenance Supplies	0	23,000	15,000	0
6375 Computer Components	91,816	31,800	35,583	15,000
6500 Office Equipment & Furniture	181	1,000	0	0
6510 Small Tools & Equipment	540	2,000	1,754	0
6590 Special Departmental Supplies	564	0	441	0
<b>TOTAL SUPPLIES</b>	<b>93,518</b>	<b>61,800</b>	<b>53,949</b>	<b>15,000</b>
<b><u>FIXED ASSETS</u></b>				
7080 Computer Equipment				
7150 Other Betterments/Improvement	9,768	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>9,768</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>1,555,200</b>	<b>2,439,093</b>	<b>2,491,874</b>	<b>2,197,273</b>

City of Redlands  
2010-2011  
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  
2010-2011  
Adopted Budget**

**Finance  
Accounting and Administration**

**Program Description:**

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

**Program Objectives:**

- Prepare a Comprehensive Annual Financial Report (CAFR) that presents an accurate financial picture of the City to the public, financial institutions and bond rating agencies.
- Plan and coordinate the annual budget process producing a document for adoption by the City Council no later than June 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:**

None

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
FINANCE

**FUND**  
GENERAL FUND

**ORGKEY**  
101130

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	474,234	542,303	504,290	531,505
4010 Overtime Salaries	4,124	2,500	17,000	5,000
4015 Banked Leave Buy Back	48,523	37,553	38,333	24,955
4050 Pension Contributions	82,839	94,562	89,635	96,834
4051 Fica/Medicare	37,107	41,926	40,671	39,700
4053 Deferred Compensation	8,255	8,406	9,176	8,644
4055 Health/Dental Insurance	88,434	121,550	117,796	141,534
4056 Worker's Comp Insurance	0	4,003	3,395	3,282
4057 Disability Insurance	2,038	2,192	1,737	1,423
4058 Unemployment Insurance	2,903	3,325	3,364	3,299
4059 Life Insurance	419	471	436	468
4080 Vehicle Allowance	990	900	900	720
4081 Eyecare Reimbursement	1,598	1,724	1,724	1,710
4084 Clothing Cash Payment	800	800	600	600
4085 Other Taxable Benefits	1,302	437	225	600
<b>TOTAL SALARIES AND BENEFITS</b>	<b>753,565</b>	<b>862,652</b>	<b>829,282</b>	<b>860,274</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	57,615	60,000	60,000	63,000
5140 Legal Services	362	0	47	100
5160 Auditing and Accounting	64,418	83,815	83,815	71,300
5190 Other Professional Services	81,393	67,825	61,825	49,825
5240 Meeting & Professional Devlpmt	285	2,000	500	2,000
5255 Travel Reimbursement	167	250	150	250
5270 Printing and Binding	4,302	4,000	2,000	4,000
5275 Postage	6,658	7,000	7,000	7,000
5290 Filming and Microfilming	0	2,500	5,000	2,500
5303 Telephone	3,708	4,500	4,000	4,000
5340 Office Equipment Maintenance	0	250	250	250

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
FINANCE

**FUND**  
GENERAL FUND

**ORGKEY**  
101130

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5350 Building/Grounds Maintenance				
5395 Info Technology Services Charges	43,273	52,183	42,078	51,454
5570 Office Equip & Furn Rent	5,650	5,700	5,700	3,394
5800 Subscriptions & Memberships	1,336	1,635	1,635	1,635
5880 Special Contractual Services	333	100	100	100
5898 State Mandated Fees	20	0	0	0
<b>TOTAL SERVICES</b>	<b>269,520</b>	<b>291,758</b>	<b>274,100</b>	<b>260,808</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	10,104	10,000	9,930	10,000
6145 Awards/Recognition Program	103	0	0	0
6160 Medical Supplies	36	0	10	0
6210 Repair/Maintenance Supplies	3	0	10	0
6310 Janitorial Supplies	67	100	150	100
6500 Office Equipment	213	0	0	0
6590 Special Departmental Supplies	203	0	0	0
<b>TOTAL SUPPLIES</b>	<b>10,728</b>	<b>10,100</b>	<b>10,100</b>	<b>10,100</b>
<b><u>DEBT SERVICE</u></b>				
8200 Interest	252	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>252</b>	<b>0</b>	<b>0</b>	<b>0</b>
 DIVISION TOTAL	 1,034,066	 1,164,510	 1,113,482	 1,131,182



**City of Redlands  
2010-2011  
Proposed Budget**

**Finance  
Purchasing / Stores**

**Program Description:**

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

**Program Objectives:**

- Continue to process purchase requisitions for supplies and services as quickly and efficiently as possible in accordance with purchasing procedures.
- Compile, review and award formal and informal bids for materials, equipment and supplies.
- Review and update the City's purchasing policies and procedures as needed.
- Provide prompt service in fulfilling departmental requests for materials and supplies, including paramedic supplies and employee uniforms.
- Provide 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:**

Elimination of the storekeeper position. Division staff is down to two full time positions.

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
**PURCHASING / STORES**

**FUND**  
GENERAL FUND

**ORGKEY**  
101137

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	181,722	154,754	158,460	120,148
4010 Overtime Salaries	416	500	2,871	2,900
4015 Banked Leave Buy Back	13,311	4,675	5,049	4,743
4050 Pension Contributions	31,636	26,594	27,457	21,877
4051 Fica/Medicare	15,193	12,106	12,748	9,869
4053 Deferred Compensation	860	860	860	860
4055 Health/Dental Insurance	41,853	41,758	42,788	28,417
4056 Worker's Comp Insurance	0	4,044	3,430	2,043
4057 Disability Insurance	1,205	846	965	529
4058 Unemployment Insurance	1,515	1,302	1,195	868
4059 Life Insurance	239	184	184	123
4081 Eyecare Reimbursement	435	675	500	450
4082 Clothing Allowance	550	275	275	0
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	1,720	150	150	150
<b>TOTAL SALARIES AND BENEFITS</b>	<b>290,855</b>	<b>248,923</b>	<b>257,132</b>	<b>193,178</b>
<b><u>SERVICES</u></b>				
5240 Meeting & Professional Devlpmt	0	250	0	250
5270 Printing and Binding	0	150	150	150
5275 Postage	369	700	500	700
5280 Advertising	1,948	800	800	800
5303 Telephone	1,853	2,000	2,000	2,000
5340 Office Equipment Maintenance	0	400	0	250
5395 Info Technology Services Charges	4,907	4,889	3,942	4,695
5396 City Garage Charges	6,898	4,591	4,591	4,110
5570 Office Equip & Furn Rent	3,499	3,500	3,500	2,443
5800 Subscriptions & Memberships	260	360	360	360
<b>TOTAL SERVICES</b>	<b>19,735</b>	<b>17,640</b>	<b>15,843</b>	<b>15,758</b>

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
**PURCHASING / STORES**

**FUND**  
GENERAL FUND

**ORGKEY**  
101137

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	1,643	3,100	2,500	3,000
6160 Medical Supplies	57	25	27	50
6180 Turnouts/Uniforms/Safety Clothing	(424)	500	0	250
6190 Photo & Copying Supplies	0	50	0	50
6210 Repair/Maintenance Supplies	187	75	70	75
6310 Janitorial Supplies	311	500	250	500
6510 Small Tools & Equipment	304	500	250	500
6580 Damaged/Theft/Obsolete Stock	4,130	3,000	3,000	3,000
6590 Special Departmental Supplies	254	50	98	100
<b>TOTAL SUPPLIES</b>	<b>6,462</b>	<b>7,800</b>	<b>6,195</b>	<b>7,525</b>
<b>DIVISION TOTAL</b>	<b>317,052</b>	<b>274,363</b>	<b>279,170</b>	<b>216,461</b>
<b>DEPARTMENT SUBTOTAL</b>	<b>1,351,118</b>	<b>1,438,873</b>	<b>1,392,652</b>	<b>1,347,643</b>

**City of Redlands  
2010-2011  
Adopted Budget**

**Finance  
Revenue**

**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 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 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, technology, 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  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
FINANCE / REVENUE

**FUND**  
GENERAL FUND

**ORGKEY**  
101140

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	222,045	246,792	247,462	213,178
4005 Salaries: Part Time	23,839	24,682	24,682	25,716
4010 Overtime Salaries	890	1,000	4,000	1,000
4015 Banked Leave Buy Back	20,384	6,861	3,141	7,466
4050 Pension Contributions	38,489	42,556	42,794	38,463
4051 Fica/Medicare	20,714	21,055	20,523	18,585
4053 Deferred Compensation	1,720	2,376	2,343	1,892
4055 Health/Dental Insurance	40,515	52,960	30,197	26,741
4056 Worker's Comp Insurance	0	8,452	7,169	4,696
4057 Disability Insurance	1,734	1,401	1,444	1,154
4058 Unemployment Insurance	2,746	2,669	2,669	2,126
4059 Life Insurance	316	318	318	240
4080 Vehicle Allowance	200	180	180	180
4081 Eyecare Reimbursement	589	1,159	750	878
4084 Clothing Cash Payment	800	600	600	460
4085 Other Taxable Benefits	2,716	300	5,081	4,627
<b>TOTAL SALARIES AND BENEFITS</b>	<b>377,698</b>	<b>413,361</b>	<b>393,353</b>	<b>347,402</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	4,847	8,800	7,000	5,200
5140 Legal Services	0	0	100	100
5190 Other Professional Services	170,009	62,864	43,000	0
5240 Meeting & Professional Devlpmt	40	400	400	400
5255 Travel Reimbursement	66	100	100	100
5270 Printing and Binding	3,235	3,300	3,300	3,300
5275 Postage	8,628	8,400	8,400	8,400
5280 Advertising	139	150	130	150
5303 Telephone	4,790	5,000	4,000	5,000
5340 Office Equipment Maintenance	515	615	600	725
5395 Info Technology Services Charges	21,130	21,053	16,976	20,219

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
FINANCE / REVENUE

**FUND**

GENERAL FUND

**ORGKEY**

101140

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5396 City Garage Charges	3,155	4,080	4,080	2,774
5570 Office Equip & Furn Rent	3,499	3,500	3,524	2,431
5800 Subscriptions & Memberships	897	930	1,015	50
5880 Special Contractual Services	3,911	4,500	4,100	4,500
5950 Bad Debt Expense	0	0	500	500
<b>TOTAL SERVICES</b>	<b>224,861</b>	<b>123,692</b>	<b>97,225</b>	<b>53,849</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	4,928	5,000	4,950	5,500
6160 Medical Supplies	4	0	0	0
6310 Janitorial Supplies	54	0	50	0
6375 Computer Components	481	0	0	0
6500 Office Equipment & Furniture	2,909	0	0	0
6520 Promotional Supplies	1,163	1,500	1,500	1,300
6590 Special Departmental Supplies	9	350	350	350
<b>TOTAL SUPPLIES</b>	<b>9,548</b>	<b>6,850</b>	<b>6,850</b>	<b>7,150</b>
<b>DEPARTMENT SUBTOTAL</b>	<b>612,106</b>	<b>543,903</b>	<b>497,428</b>	<b>408,401</b>
<b>DEPARTMENT GRAND TOTAL</b>	<b>1,963,224</b>	<b>1,982,776</b>	<b>1,890,080</b>	<b>1,756,044</b>

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
AIR QUALITY IMPROVEMENT

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
AIR QUALITY IMPROVEMENT FUND					221130
	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED	
	<hr/>				
<b><u>FIXED ASSETS</u></b>					
7100 Motor Vehicles	79,999	49,563	49,563	0	
TOTAL FIXED ASSETS	<hr/> 79,999	<hr/> 49,563	<hr/> 49,563	<hr/> 0	
FUND TOTAL	79,999	49,563	49,563	0	

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
OPEN SPACE

**FUND**  
OPEN SPACE FUND

**ORGKEY**  
227130

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	6,000	0	5,000
5870 General Govt Service Charge	667	3,400	100	1,000
<b>TOTAL SERVICES</b>	<b>667</b>	<b>9,400</b>	<b>100</b>	<b>6,000</b>
<b><u>FIXED ASSETS</u></b>				
7250 Land Acquisitions	796,549	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>796,549</b>	<b>0</b>	<b>0</b>	<b>0</b>
 <b>FUND TOTAL</b>	 <b>797,216</b>	 <b>9,400</b>	 <b>100</b>	 <b>6,000</b>



City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
PARKING AUTHORITY

**FUND**  
PARKING AUTHORITY FUND

**ORGKEY**  
237140

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5275 Postage	0	25	25	25
5300 Water, Sewer, Disposal	48	1,200	1,000	1,200
5310 Electricity & Gas	32,558	20,000	40,000	45,000
5870 General Govt Service Charge	881	881	881	897
<b>TOTAL SERVICES</b>	<b>33,488</b>	<b>22,106</b>	<b>41,906</b>	<b>47,122</b>
<b>FUND TOTAL</b>	<b>33,488</b>	<b>22,106</b>	<b>41,906</b>	<b>47,122</b>

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
DISASTER RECOVERY - PW

**FUND**  
DISASTER RECOVERY FUND

**ORGKEY**  
270300

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>FIXED ASSETS</u></b>				
7230 Street Construction	0	55,881	55,881	0
TOTAL FIXED ASSETS	0	55,881	55,881	0
FUND TOTAL	0	55,881	55,881	0

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
GENERAL DEBT SERVICE

**FUND**  
GENERAL DEBT SERVICE FUND

**ORGKEY**  
305130

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	4,480	3,100	4,255	4,500
5190 Other Professional Services	3,144	1,700	1,700	1,700
5870 General Govt Service Charge	926	926	926	943
<b>TOTAL SERVICES</b>	<b>8,550</b>	<b>5,726</b>	<b>6,881</b>	<b>7,143</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	805,000	1,405,000	1,405,000	1,555,000
8200 Interest	1,565,394	1,512,194	1,512,194	1,437,248
<b>TOTAL DEBT SERVICE</b>	<b>2,370,394</b>	<b>2,917,194</b>	<b>2,917,194</b>	<b>2,992,248</b>
<b>FUND TOTAL</b>	<b>2,378,944</b>	<b>2,922,920</b>	<b>2,924,075</b>	<b>2,999,391</b>

City of Redlands  
2010-2011  
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
	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED	
<b><u>SERVICES</u></b>					
5030 Fiscal Agent Fees	3,450	4,000	3,500	4,000	
TOTAL SERVICES	<u>3,450</u>	<u>4,000</u>	<u>3,500</u>	<u>4,000</u>	
<b><u>DEBT SERVICE</u></b>					
8100 Principal	1,380,000	1,415,000	1,415,000	1,475,000	
8200 Interest	542,286	498,806	498,806	446,537	
TOTAL DEBT SERVICE	<u>1,922,286</u>	<u>1,913,806</u>	<u>1,913,806</u>	<u>1,921,537</u>	
FUND TOTAL	1,925,736	1,917,806	1,917,306	1,925,537	

**City of Redlands  
2010-2011  
Adopted Budget**

**Finance  
Customer Service**

**Program Description:**

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

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

Besides being responsible for the billing of utility customers, the Customer Service Division is also responsible for processing requests for connection/disconnection of service, unusual water usage, billing inquires, missed solid waste collections, delivery and pickup of solid waste carts, bins and roll-off containers.

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

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

**Program Objectives:**

- Provide quality customer service to all Redlands residents and utility customers, while assisting them with their water, wastewater, and solid waste needs.
- Provide Redlands residents and utility customers with clear, consistent, accurate and equitable billing for their municipal utility services.
- Continually look for ways to streamline functions and improve efficiencies to keep operating cost down.
- Increase customer awareness of various payment methods available, such as: the 1-2-3 Done! Program, which is an automated payment drafting program, offering two payment options to choose from—Advance monthly pay or Bi-monthly pay. Also available for payment convenience is the Speedpay program, which is an on-line and VRU payment program, offered through Western Union. Speedpay offers the flexibility to pay via credit card, debit card, or from a designated bank account.

- Increase customer awareness of Redconnect, a program which provides customers with secure online access to their City of Redlands municipal services account information 24/7. With Redconnect, customers have access to review their service history, billing history, water usage history, view current bill and/or print a copy, sign up for the 1-2-3 Done! payment program, or customers can "GO GREEN" and eliminate paper waste by enrolling in e-Bill service to receive their municipal services bill via email.

**Significant Program Changes:**

- Advance monthly pay option now available through 1-2-3 Done! Program.
- Reduction of one customer service technician and one billing and meter technician due to budget shortfall.

City of Redlands  
2009-2010  
Adopted Budget

**DEPARTMENT/DIVISION**  
CUSTOMER SERVICE

**FUND**  
UTILITY BILLING FUND

**ORGKEY**  
608405

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	545,940	590,059	505,870	383,446
4010 Overtime Salaries	1,570	2,500	10,000	5,000
4015 Banked Leave Buy Back	11,976	5,960	9,833	10,749
4016 Compensated Absences	12,081	0	0	0
4050 Pension Contributions	94,959	99,161	87,709	69,545
4051 Fica/Medicare	43,269	48,725	40,146	30,264
4053 Deferred Compensation	1,025	1,026	417	420
4055 Health/Dental Insurance	129,575	133,713	117,885	93,633
4056 Worker's Comp Insurance	27,660	0	0	2,027
4057 Disability Insurance	4,512	5,407	5,538	4,222
4058 Unemployment Insurance	4,576	5,176	4,627	3,602
4059 Life Insurance	749	769	704	510
4081 Eyecare Reimbursement	1,480	1,550	1,200	1,868
4082 Clothing Allowance	825	880	825	55
4084 Clothing Cash Payment	1,610	1,620	1,608	1,600
4085 Other Taxable Benefits	3,800	4,635	4,496	4,418
<b>TOTAL SALARIES AND BENEFITS</b>	<b>885,605</b>	<b>901,181</b>	<b>790,858</b>	<b>611,359</b>

**SERVICES**

5034 Collection Agent/Bank Fees	150	250	250	250
5103 Software Support/Development	134,213	0	0	0
5140 Legal Services	4,625	0	250	250
5190 Other Professional Services	1,000	0	0	0
5240 Meeting & Professional Devlpmt	1,113	3,000	1,500	3,000
5255 Travel Reimbursement	343	100	100	100
5270 Printing and Binding	36,808	33,000	25,000	25,000
5275 Postage	62,616	83,000	75,000	80,000
5303 Telephone	5,841	8,500	7,000	7,000
5340 Office Equipment Maintenance	6,851	2,000	1,823	2,000

City of Redlands  
2009-2010  
Adopted Budget

**DEPARTMENT/DIVISION**  
CUSTOMER SERVICE

**FUND**  
UTILITY BILLING FUND

**ORGKEY**  
608405

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5395 Info Technology Services Charge	167,487	319,520	257,649	294,704
5396 City Garage Charges	15,118	22,443	22,443	0
5451 Retiree Health Insurance	130,819	0	150,000	165,000
5570 Office Equip & Furn Rent	3,499	3,491	3,500	2,431
5590 Other Rentals	990	0	1,040	1,200
5800 Subscriptions and Memberships	1,019	1,000	1,000	1,000
5840 Training	514	4,000	2,000	4,000
5870 General Govt Service Charge	59,095	56,495	56,495	57,512
5880 Special Contractual Services	10,009	25,000	20,000	20,000
<b>TOTAL SERVICES</b>	<b>642,112</b>	<b>561,799</b>	<b>625,050</b>	<b>663,447</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	3,841	5,000	4,000	5,000
6160 Medical Supplies	29	25	25	25
6180 Turnouts/Uniforms/Safety Clothin	165	200	200	0
6190 Photo & Copying Supplies	39	100	0	0
6210 Repair/Maintenance Supplies	847	500	1,000	1,000
6310 Janitorial Supplies	151	0	200	200
6410 Motor Vehicle Supplies	12	0	0	0
6500 Office Equipment & Furniture	2,413	0	0	0
6510 Small Tools & Equipment	393	300	200	300
6590 Special Departmental Supplies	4,739	7,000	5,000	5,000
6630 Audio- Visual Materials	944	0	0	0
<b>TOTAL SUPPLIES</b>	<b>13,572</b>	<b>13,125</b>	<b>10,625</b>	<b>11,525</b>
<b>FUND TOTAL</b>	<b>1,541,289</b>	<b>1,476,105</b>	<b>1,426,533</b>	<b>1,286,331</b>



City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
COMMUNITY FACILITIES DISTRICT 2003-1

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

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	15,378	0	15,500	15,500
TOTAL SERVICES	15,378	0	15,500	15,500
 <b><u>DEBT SERVICE</u></b>				
8100 Principal	45,000	0	60,000	75,000
8200 Interest	535,470	0	535,000	532,565
TOTAL DEBT SERVICE	580,470	0	595,000	607,565
 DIVISION TOTAL	 595,848	 0	 610,500	 623,065

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
COMMUNITY FACILITIES DISTRICT 2001-1

<b><u>FUND</u></b>		<b><u>ORGKEY</u></b>
COMMUNITY FACILITIES DISTRICT FUND		710300

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	11,360	0	11,500	11,500
TOTAL SERVICES	11,360	0	11,500	11,500
 <b><u>DEBT SERVICE</u></b>				
8100 Principal	240,000	0	250,000	265,000
8200 Interest	494,713	0	500,000	474,603
TOTAL DEBT SERVICE	734,713	0	750,000	739,603
 DIVISION TOTAL	 746,072	 0	 761,500	 751,103
FUND TOTAL	1,341,920	0	1,372,000	1,374,168

**City of Redlands  
2010-2011  
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 Municipal Code and ensures compliance with City, state and federal laws and regulations.

**Program Objectives:**

- Provide the highest quality legal services by drafting and/or providing timely review of all ordinances, resolutions, contracts and other legal documents in the normal course of City business.
- Ensure services are being provided to the City Council and staff as required or permitted by law.
- Provide cost-effective in-house Governmental claim defense and litigation services while reviewing and effectively monitoring outside counsel services.
- Administer and coordinate the City's administrative citation program to ensure compliance with the City's Code and enhance revenue.
- Provide legal review and oversight of workers' compensation special counsel and special counsel services to the City's Redevelopment Agency.

**Significant Program Changes:**

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

City of Redlands  
2010-11  
Adopted Budget

**DEPARTMENT/DIVISION**  
CITY ATTORNEY

**FUND**  
GENERAL FUND

**ORGKEY**  
101150

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-2011 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	347,485	370,990	360,990	253,390
4010 Overtime Salaries	1,879	500	4,000	2,000
4015 Banked Leave Buy Back	8,134	23,811	5,152	6,323
4050 Pension Contributions	60,037	63,984	62,500	46,484
4051 Fica/Medicare	20,304	26,759	20,950	11,579
4053 Deferred Compensation	25,547	25,928	25,928	22,413
4055 Health/Dental Insurance	31,736	43,911	33,700	25,750
4056 Worker's Comp Insurance	0	0	0	869
4057 Disability Insurance	343	426	426	503
4058 Unemployment Insurance	1,047	1,259	1,259	833
4059 Life Insurance	170	179	179	117
4080 Vehicle Allowance	2,400	2,400	2,400	2,400
4081 Eyecare Reimbursement	450	653	653	461
4084 Clothing Cash Payment	180	180	180	180
4085 Other Taxable Benefits	300	300	300	173
<b>TOTAL SALARIES AND BENEFITS</b>	<b>500,011</b>	<b>561,280</b>	<b>518,617</b>	<b>373,474</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	64,245	30,000	110,000	8,000
5190 Other Professional Services	0	0	900	0
5240 Meeting & Professional Devlpmt	800	0	0	1,300
5255 Travel Reimbursement	1,966	0	400	400
5270 Printing and Binding	369	200	500	200
5275 Postage	158	300	200	300
5303 Telephone	2,360	2,400	2,400	2,400
5395 Info Technology Services Charges	2,702	2,692	2,171	2,585
5800 Subscriptions & Memberships	1,833	1,625	1,875	1,120
<b>TOTAL SERVICES</b>	<b>74,433</b>	<b>37,217</b>	<b>118,446</b>	<b>16,305</b>

City of Redlands  
2010-11  
Adopted Budget

**DEPARTMENT/DIVISION**  
CITY ATTORNEY

**FUND**  
GENERAL FUND

**ORGKEY**  
101150

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-2011 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	17,501	17,500	13,500	15,000
6140 Office Supplies	1,588	1,500	2,500	2,000
6190 Photo & Copying Supplies				
6310 Janitorial Supplies	20	0	0	0
6375 Computer Components	278	500	0	0
6500 Office Equipment & Furniture	1,517	0	0	0
<b>TOTAL SUPPLIES</b>	<b>20,904</b>	<b>19,500</b>	<b>16,000</b>	<b>17,000</b>
<b>DEPARTMENT TOTAL</b>	<b>595,349</b>	<b>617,997</b>	<b>653,063</b>	<b>406,779</b>

City of Redlands  
2010-2011  
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Human Resources Department

**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, State and Federal laws, regulations, agreements, policies and procedures.

**Departmental Goals:**

- Provide excellent customer service by communicating appropriate information expediently while maintaining confidentiality and employee privacy when required.
- Provide comprehensive Recruitment and Selection, Employee Benefits Administration, Employment Enhancement Training, Safety Training, Workers' Compensation, and Volunteer & Intern Resources Programs.

**City of Redlands  
2010-2011  
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.
- Maintain a competitive and equitable recruitment and selection program that meets the demands of the City.
- Revise and implement Personnel Rules and Regulations and Administrative Policies that create a consistent, positive and productive organizational culture.
- Utilize technology in all aspects of Human Resources to create a cost effective and efficient operation.

**Significant Program Changes:**

- Upgrade of HRIS program citywide.
- Implementation of electronic performance management system.
- Build upon the new Volunteer & Intern Resources program including implementation of volunteer and intern program software.

City of Redlands  
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**DEPARTMENT/DIVISION**  
HUMAN RESOURCES

**FUND**  
GENERAL FUND

**ORGKEY**  
101170

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	297,086	269,347	192,680	170,536
4005 Salaries: Part Time	7,880	0	19,625	19,230
4010 Overtime Salaries	700	3,500	1,974	0
4015 Banked Leave Buy Back	4,971	6,163	2,531	4,028
4050 Pension Contributions	52,031	46,358	33,484	31,125
4051 Fica/Medicare	23,429	23,981	16,169	14,134
4053 Deferred Compensation	7,527	10,224	4,412	4,430
4055 Health/Dental Insurance	40,841	35,398	25,638	32,038
4056 Worker's Comp Insurance	0	25	21	4,956
4057 Disability Insurance	1,567	1,664	25	0
4058 Unemployment Insurance	2,372	2,170	1,742	1,280
4059 Life Insurance	297	265	137	120
4080 Vehicle Allowance	0	968	0	0
4081 Eyecare Reimbursement	900	0	675	439
4084 Clothing Cash Payment	600	600	600	0
4085 Other Taxable Benefits	1,838	1,800	150	233
<b>TOTAL SALARIES AND BENEFITS</b>	<b>442,039</b>	<b>402,463</b>	<b>299,863</b>	<b>282,549</b>

**SERVICES**

5103 Software Support/Development	11,800	9,210	6,356	1,500
5140 Legal Services	270	25,000	24,830	40,000
5180 Medical/Physicals	5,536	10,000	7,497	10,000
5190 Other Professional Services	46,652	27,589	47,000	0
5240 Meeting & Professional Devlpmt	180	1,425	3,797	3,915
5255 Travel Reimbursement	153	1,500	1,500	2,500
5270 Printing and Binding	4,450	2,375	400	1,650
5275 Postage & Shipping	1,458	1,300	1,100	1,900
5280 Advertising	12,892	16,000	500	3,250
5303 Telephone	3,352	2,500	3,300	3,500
5340 Office Equipment Maintenance	35	0	0	0



City of Redlands  
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**DEPARTMENT/DIVISION**  
HUMAN RESOURCES

**FUND**  
GENERAL FUND

**ORGKEY**  
101170

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5395 Info Technology Services Charges	20,321	20,247	16,326	34,037
5451 Retiree Health Insurance	1,523,868	1,733,730	2,108,016	2,213,417
5570 Office Equip & Furn Rent	1,750	1,750	1,500	3,080
5800 Subscriptions & Memberships	680	680	680	1,970
5840 Training	2,675	2,375	0	0
5880 Special Contractual Services	4,363	4,500	534	2,936
5882 Testing Services	0	10,000	0	0
<b>TOTAL SERVICES</b>	<b>1,640,434</b>	<b>1,870,181</b>	<b>2,223,336</b>	<b>2,323,655</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	24	50	0	100
6140 Office Supplies	3,039	2,850	2,850	3,250
6145 Awards/Recognition Program	150	7,125	9,074	10,000
6160 Medical Supplies	0	0	12	0
6180 Turnouts/Uniforms/Safety Clothing	0	0	51	0
6310 Janitorial Supplies	10	50	7	50
6375 Computer Components	8,279	1,500	0	1,000
6500 Office Equipment & Furniture	1,480	1,400	300	600
6560 Food	19	200	175	500
6590 Special Departmental Supplies	1,006	2,375	1,100	2,100
<b>TOTAL SUPPLIES</b>	<b>14,007</b>	<b>15,550</b>	<b>13,569</b>	<b>17,600</b>
 <b>DEPARTMENT TOTAL</b>	 <b>2,096,480</b>	 <b>2,288,194</b>	 <b>2,536,768</b>	 <b>2,623,804</b>

**City of Redlands  
2010-2011  
Adopted Budget**

**Human Resources  
Risk Management Division**

**Program Description:**

This division is administered by the Human Resources Director (15%) and Risk Manager (50%); 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.

**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:**

Risk Management previously was under the direction of the Finance Department. In an effort to provide a more cohesive and effective safety environment the Risk Management function, now under the Human Resources umbrella, is able to coordinate more efficiently with the Workers' Compensation and Safety programs.

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
RISK MANAGEMENT

**FUND**

LIABILITY SELF INSURANCE FUND

**ORGKEY**

602133

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	104,976	89,262	104,241	73,034
4010 Overtime Salaries	572	0	1,316	0
4015 Banked Leave Buy Back	4,006	2,484	2,692	1,743
4016 Compensated Absence	33,122	0	0	0
4050 Pension Contributions	18,403	15,726	18,024	13,385
4051 Fica/Medicare	7,436	9,569	7,661	5,443
4053 Deferred Compensation	2,006	2,730	2,984	2,009
4055 Health/Dental Insurance	14,897	17,057	13,482	15,321
4056 Worker's Comp Insurance	0	129	109	290
4057 Disability Insurance	93	121	92	113
4058 Unemployment Insurance	721	543	373	413
4059 Life Insurance	83	77	71	59
4080 Vehicle Allowance	90	180	0	0
4081 Eyecare Reimbursement	203	281	281	214
4084 Clothing Cash Payment	50	50	50	50
4085 Other Taxable Benefits	180	150	113	82
<b>TOTAL SALARIES AND BENEFITS</b>	<b>186,838</b>	<b>138,359</b>	<b>151,489</b>	<b>112,156</b>

**SERVICES**

5140 Legal Services	85,399	100,000	75,000	95,000
5190 Other Professional Services	0	0	3,490	0
5240 Meeting & Professional Devlpmt	0	210	0	210
5255 Travel Reimbursement	658	450	450	450
5275 Postage	511	420	400	400
5303 Telephone	626	642	642	642
5395 Info Technology Services Charges	940	937	756	900
5410 Property Insurance	562,809	585,000	578,544	621,935
5411 Faithful Performance Bond	12,121	13,250	20,376	0
5451 Retiree Health Insurance	10,902	0	0	0

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
RISK MANAGEMENT

**FUND**  
LIABILITY SELF INSURANCE FUND

**ORGKEY**  
602133

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5455 Premiums for Excess Coverage	263,128	289,000	269,139	289,325
5460 Liability Claims	512,894	830,000	400,000	500,000
5490 Other Insurance	1,589	0	2,037	0
5800 Subscriptions & Memberships	350	450	350	0
5880 Special Contractual Services	29,988	0	0	0
<b>TOTAL SERVICES</b>	<b>1,481,914</b>	<b>1,820,359</b>	<b>1,351,184</b>	<b>1,508,862</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	534	400	400	400
6190 Photo & Copying Supplies	13	30	30	30
6310 Janitorial Supplies	3	0	0	0
<b>TOTAL SUPPLIES</b>	<b>549</b>	<b>430</b>	<b>430</b>	<b>430</b>
<b>FUND TOTAL</b>	<b>1,669,301</b>	<b>1,959,148</b>	<b>1,503,103</b>	<b>1,621,448</b>

**City of Redlands  
2010-2011  
Adopted Budget**

**Human Resources  
Workers' Compensation Division**

**Program Description:**

The City of Redlands is self-insured for its workers' compensation. The City utilizes a third party administrator (TPA) to oversee the City's workers' compensation claims. In the event of an employee injury/illness, the goal of the program is to return that employee to their pre-injury condition and productivity. The Workers' Compensation program provides employee treatment through a wide network of healthcare practitioners.

**Program Objectives:**

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

**Significant Program Changes:**

None

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
WORKERS' COMPENSATION

**FUND**  
WORKERS' COMPENSATION FUND

**ORGKEY**  
606175

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	67,659	30,854	48,970	53,676
4005 Part Time Salaries	139	0	0	0
4010 Overtime Salaries	0	0	493	0
4015 Banked Leave Buy Back	156	802	517	1,281
4016 Compensated Absences	(1,143)	0	0	0
4019 Workers Comp Bonus	185,812	0	0	0
4050 Pension Contributions	11,786	5,326	8,514	9,837
4051 Fica/Medicare	15,590	2,777	3,663	3,866
4053 Deferred Compensation	2,117	1,011	1,378	1,662
4055 Health/Dental Insurance	12,447	4,376	6,364	9,085
4057 Disability Insurance	1,116	0	0	0
4058 Unemployment Insurance	229	152	125	239
4059 Life Insurance	58	22	32	34
4081 Eyecare Reimbursement	200	79	79	124
4084 Clothing Cash Payment	200	0	0	0
4085 Other Taxable Benefits	38	53	2,434	45
4086 Tuition Reimbursement	1,864	0	0	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>298,268</b>	<b>45,452</b>	<b>72,569</b>	<b>79,849</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	0	0	230	0
5140 Legal Services	31,250	60,000	60,000	55,000
5180 Medical/Physicals	0	0	0	0
5190 Other Professional Services	95,585	17,000	17,000	17,000
5240 Meeting & Professional Devlpmt	0	140	0	140
5255 Travel Expense Reimbursement	12	1,000	200	1,000
5275 Postage	5	100	20	50
5303 Telephone	282	428	240	300
5340 Office Equipment Maintenance	1,372	0	0	0
5395 Info Technology Services Charges	10,902	1,367	1,102	1,313

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
WORKERS' COMPENSATION

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
WORKERS' COMPENSATION FUND					606175
	2008-09	2009-10	2009-10	2010-11	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	(AUDITED)	BUDGET	ESTIMATED	ADOPTED	
<hr/>					
<b><u>SERVICES (CONT)</u></b>					
5451 Retiree Health Insurance	0	0	5,005	5,505	
5455 Premiums for Excess Coverage	109,593	126,032	53,543	175,370	
5480 Worker's Comp Claims	285,292	750,000	820,000	750,000	
5570 Office Equip & Furn Rent	1,750	1,746	1,746	3,080	
5800 Subscriptions & Memberships	0	75	0	100	
5840 Training	35	9,331	0	9,331	
5870 General Govt Service Charge	48,426	48,426	48,426	49,298	
5880 Special Contractual Services	39,178	115,000	115,780	118,960	
TOTAL SERVICES	<hr/> 623,681	<hr/> 1,130,645	<hr/> 1,123,292	<hr/> 1,186,447	
<b><u>SUPPLIES</u></b>					
6130 Books & Supplies	168	0	0	0	
6140 Office Supplies	158	200	437	300	
6500 Office Equipment & Furniture	290	0	0	0	
TOTAL SUPPLIES	<hr/> 615	<hr/> 200	<hr/> 437	<hr/> 300	
DIVISION TOTAL	922,564	1,176,297	1,196,298	1,266,596	

City of Redlands  
2010-2011  
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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.

**Program Objectives:**

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

**Significant Program Changes:**

None



City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
SAFETY PROGRAM

**FUND**  
WORKERS' COMPENSATION FUND

**ORGKEY**  
606176

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	0	30,854	13,738	35,953
4010 Overtime Salaries	209	12,179	2,225	4,450
4015 Banked Leave Buy Back	0	802	517	856
4050 Pension Contributions	67	5,326	2,390	6,589
4051 Fica/Medicare	3	2,777	1,098	2,655
4053 Deferred Compensation	0	1,010	827	1,116
4055 Health/Dental Insurance	30	4,376	1,683	5,367
4058 Unemployment Insurance	0	152	43	174
4059 Life Insurance	0	22	11	25
4081 Eyecare Reimbursement	0	79	79	90
4085 Other Taxable Benefits	0	53	53	45
<b>TOTAL SALARIES AND BENEFITS</b>	<b>309</b>	<b>57,630</b>	<b>22,664</b>	<b>57,320</b>
<b><u>SERVICES</u></b>				
5180 Medical/Physicals	336	8,000	3,000	12,185
5190 Other Professional Services	0	0	1,163	0
5255 Travel Reimbursement	0	200	75	125
5270 Printing and Binding	0	400	400	400
5800 Subscriptions & Memberships	0	1,393	0	0
5570 Office Equip & Furn Rent	1,300	0	0	0
5840 Training	0	2,500	0	14,500
5870 General Govt Service Charge	6,735	6,735	6,735	6,856
<b>TOTAL SERVICES</b>	<b>8,371</b>	<b>19,228</b>	<b>11,373</b>	<b>34,066</b>

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
SAFETY PROGRAM

**FUND**

WORKERS' COMPENSATION FUND

**ORGKEY**

606176

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	500	0	500
6510 Small Tools & Equipment	0	10,000	6,107	10,000
6590 Special Departmental Supplies	0	500	100	500
<b>TOTAL SUPPLIES</b>	<b>0</b>	<b>11,000</b>	<b>6,207</b>	<b>11,000</b>
<b>DIVISION TOTAL</b>	<b>8,680</b>	<b>87,858</b>	<b>40,244</b>	<b>102,386</b>

City of Redlands  
2010-2011  
Adopted Budget

Human Resources  
Training Division

**Program Description:**

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

**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.
- Oversee Tuition Reimbursement Program.

**Significant Program Changes:**

Implementation of electronic performance management system will support the assessment of training needs and requirements of each employee.

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
TRAINING PROGRAM

**FUND** WORKERS' COMPENSATION FUND **ORGKEY** 606177

	2008-09 ACTUAL (AUDITED)	2009-10 ADJUSTED BUDGET	2009-10 12 MONTH ESTIMATED	2010-11 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	0	56,682	16,683	38,603
4010 Overtime Salaries	1,875	12,179	6,752	0
4015 Banked Leave Buy Back	0	2,502	750	908
4050 Pension Contributions	678	20,108	5,074	7,075
4051 Fica/Medicare	9	4,155	1,329	2,857
4053 Deferred Compensation	78	1,163	754	1,195
4055 Health/Dental Insurance	185	5,969	4,320	7,767
4058 Unemployment Insurance	0	217	57	173
4059 Life Insurance	1	33	15	25
4082 Clothing Allowance	0	125	0	0
4086 Tuition Reimbursement	74,838	200,000	232,521	225,000
<b>TOTAL SALARIES AND BENEFITS</b>	<b>77,664</b>	<b>303,133</b>	<b>268,255</b>	<b>283,753</b>

<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	1,350	0	1,000
5240 Meeting & Professional Devlpmt	0	150,000	37,000	40,000
5255 Travel Reimbursement	214	0	0	1,000
5270 Printing and Binding	35	0	0	1,500
5275 Postage	65	0	0	0
5340 Office Equipment Maintenance	1,291	0	0	0
5800 Subscriptions & Memberships	0	0	0	2,754
5840 Training	380	25,500	4,350	25,500
5870 General Govt Service Charge	6,735	6,735	6,735	6,856
5880 Special Contractual Services	0	14,350	0	5,000
<b>TOTAL SERVICES</b>	<b>8,719</b>	<b>197,935</b>	<b>48,085</b>	<b>83,610</b>

City of Redlands  
2010-2011  
Adopted Budget

**DEPARTMENT/DIVISION**  
TRAINING PROGRAM

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
WORKERS' COMPENSATION FUND					606177
	2008-09	2009-10	2009-10	2010-11	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	(AUDITED)	BUDGET	ESTIMATED	ADOPTED	
<hr/>					
<b><u>SUPPLIES</u></b>					
6130 Books & Supplies	0	1,000	0	0	
6140 Office Supplies	11	200	0	0	
6160 Medical Supplies	0	200	0	0	
6375 Computer Components	0	200	0	0	
6510 Small Tools & Equipment	0	200	0	0	
6590 Special Departmental Supplies	261	200	0	200	
TOTAL SUPPLIES	271	2,000	0	200	
<hr/>					
DIVISION TOTAL	86,655	503,068	316,340	367,563	
FUND TOTAL	1,017,899	1,767,223	1,552,882	1,736,546	

