

City of Redlands
2006-2007
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
- Administrative Services

City of Redlands
2006-2007
Adopted Budget

REVENUE DETAIL

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>PROPERTY TAXES</u>				
3000 Current Secured Taxes	7,481,144	13,751,318	13,600,000	16,836,555
3001 Current Unsecured Taxes	397,935	445,000	430,000	455,000
3002 Supplemental Secured Taxes	484,410	350,000	730,000	600,000
3003 Supplemental Unsecured Taxes	37,883	35,000	100,000	75,000
3004 Secured PY Taxes	407,423	450,000	510,000	550,000
3005 Unsecured PY Taxes	31,487	35,000	34,000	36,000
3006 Supplemental PY Taxes	202,218	200,000	275,000	330,000
3007 Possessory Interest Taxes	141,629	150,000	160,000	176,000
TOTAL PROPERTY TAXES	9,184,129	15,416,318	15,839,000	19,058,555
<u>OTHER TAXES</u>				
3019 Sales Tax Compensation	2,505,552	3,412,661	3,412,661	3,650,000
3020 Sales and Use Tax	10,537,265	10,607,339	10,737,339	11,470,000
3023 Pub Safety Sales Tx	604,003	675,000	695,500	780,000
3030 Property Transfer Tax	404,793	430,000	530,683	525,000
3040 Transient Occupancy Tax	612,315	563,000	700,000	700,000
3050 Franchise Fees	996,858	1,050,000	1,097,157	1,200,000
3060 Mining Tax	303,518	370,000	360,000	370,000
TOTAL OTHER TAXES	15,964,304	17,108,000	17,533,340	18,695,000
<u>OTHER REVENUES</u>				
3100 Business License	1,948,329	2,140,000	2,200,000	2,200,000
3101 Dog License	39,344	43,000	42,000	43,000
3210 Motor Vehicle In-Lieu	3,678,471	0	0	0
3210 Motor Vehicle Fees	1,592,230	500,000	446,338	500,000
3211 Off-Highway License Fees	2,481	2,250	2,250	2,400
3215 Mandated Cost Reimbursement	0	0	49,250	55,000
3305 Cost Recover/Reimb Expenditure	90,807	100,000	6,303	10,000
3315 City Attny Services	51,021	65,902	65,902	101,000
3400 City Ordinance Violation	148,842	145,000	145,000	150,000
3412 General Gov't Overhead	2,935,835	2,994,457	2,994,457	2,994,457
3510 Investment Income	621,472	425,000	425,000	500,000
3512 Returned Check Charges	300	500	300	300
3515 Land Sale Proceeds	184,741	0	0	0

City of Redlands
2006-2007
Adopted Budget

REVENUE DETAIL

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>OTHER REVENUES (CONT)</u>				
3516 Sale of Surplus Property	39,238	25,000	50,500	40,000
3520 Rental Income	104,323	120,000	120,000	120,000
3530 Miscellaneous Receipts	27,008	50,000	30,000	40,000
3533 Misc Taxable Sales	6,079	2,000	500	1,000
3590 Donations	30,000	10,000	10,000	10,000
3760 Bad Debt Recovery	3,375	3,500	5,500	4,000
TOTAL OTHER REVENUE	11,503,897	6,626,609	6,593,300	6,771,157
TOTAL GENERAL GOVERNMENT	36,652,330	39,150,927	39,965,640	44,524,712
<u>AIR QUALITY IMPROVEMENT (221)</u>				
3510 Investment Income	1,430	1,500	1,500	2,000
3710 AB2766 Subvention AQMD	83,578	75,000	82,700	80,000
TOTAL AIR QUALITY IMPROVEMENT	85,008	76,500	84,200	82,000
<u>TRAFFIC SAFETY (223)</u>				
3450 Traffic Fines	48,519	50,000	45,000	50,000
3455 Parking Fines	101,919	120,000	115,000	120,000
TOTAL TRAFFIC SAFETY	150,439	170,000	160,000	170,000
<u>PARKING AUTHORITY (237)</u>				
3520 Rental Income	6,855	6,000	6,000	6,000
TOTAL PARKING AUTHORITY	6,855	6,000	6,000	6,000
<u>COMM DEVEL BLOCK GRANT (243)</u>				
3250 Federal Grants	866,419	342,927	390,000	320,476
TOTAL COMM DEVEL BLOCK GRNT	866,419	342,927	390,000	320,476
<u>DISASTER RECOVERY (270)</u>				
3200 State Grants	58,156	0	18,500	0
3250 Federal Grants	8	0	45,000	0
TOTAL DISASTER RECOVERY	58,164	0	63,500	0

City of Redlands
2006-2007
Adopted Budget

REVENUE DETAIL

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>GENERAL DEBT SERVICE (305)</u>				
3000 Current Secured Taxes	639,160	676,000	553,500	569,937
3002 Supplemental Secured Taxes	17,426	0	0	0
3006 Supplemental PY Taxes	0	15,000	15,000	10,000
3009 Supplemental - Voter Approved	55,610	34,000	34,000	25,000
<u>GENERAL DEBT SERVICE (305) (CONT)</u>				
3510 Investment Income	8	0	0	0
TOTAL GENERAL DEBT SERVICE	712,203	725,000	602,500	604,937
<u>RCLS PUBLIC IMPROVEMENT (311)</u>				
3510 Investment Income	40	0	0	0
TOTAL RCLS PUBLIC IMPROV	40	0	0	0
<u>GEN OBLIG BOND MEAS "O"(417)</u>				
3510 Investment Income	3,320	2,500	2,500	2,500
TOTAL GEN OBLIG BND MEAS "O"	3,320	2,500	2,500	2,500
<u>LIABILITY SELF-INSURANCE (602)</u>				
3530 Miscellaneous Receipts	6,078	0	1,765	0
3770 Property Damage Reimbursement	0	0	8,666	0
TOTAL LIABILITY SELF-INSURANCE	6,078	0	10,431	0
<u>WRK COMP SELF-INSURANCE (606)</u>				
3305 Cost Recover/Reimb Expenditure	5	0	75	0
3750 Worker's Comp Receipts	3,070,845	2,342,543	1,829,100	2,000,000
TOTAL WRK COMP SELF-INSURANCE	3,070,850	2,342,543	1,829,175	2,000,000
<u>EQUIPMENT MAINTENANCE (607)</u>				
3305 Cost Recover/Reimb Expenditure	2,747	19,000	13,277	13,500
3393 Maintenance: General Fund	1,486,126	1,601,849	1,277,439	1,500,000
3394 Maintenance: Non-General Fund	2,163,227	2,159,243	1,800,226	2,000,000
3398 L/LCNG Outside Fuel Sales	33,374	42,000	30,000	42,000
3530 Miscellaneous Receipts	4,502	5,000	23	100
TOTAL EQUIP MAINTENANCE	3,689,976	3,827,092	3,120,965	3,555,600

City of Redlands
2006-2007
Adopted Budget

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
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
CITY COUNCIL

FUND **ORGKEY**
GENERAL FUND 101100

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	65,845	48,036	44,014	59,204
4005 Salaries: Part Time	0	0	837	0
4010 Overtime Salaries	4	0	45	0
4015 Banked Leave Buy Back	976	4,059	4,059	616
4050 Pension Contributions	4,253	5,237	5,028	4,549
4051 Fica/Medicare	5,311	4,938	3,914	4,612
4053 Deferred Compensation	778	581	581	215
4055 Health/Dental Insurance	22,156	21,777	18,145	18,041
4057 Disability Insurance	180	173	173	110
4058 Unemployment Insurance	249	282	337	282
4059 Life Insurance	126	131	152	183
4081 Eyecare Reimbursement	100	146	406	146
4084 Clothing Cash Payment	80	80	80	80
4085 Other Taxable Benefits	179	11,709	11,709	0
TOTAL SALARIES AND BENEFITS	100,237	97,149	89,480	88,037
<u>SERVICES</u>				
5190 Other Professional Services	43,069	34,400	34,400	33,970
5240 Meeting & Professional Devlpmt	1,711	1,200	3,500	2,630
5255 Travel Reimbursement	8	200	0	0
5270 Printing and Binding	443	300	700	300
5275 Postage	246	300	300	300
5303 Telephone	2,561	3,000	3,000	3,000
5570 Office Equip & Furn Rent	2,676	3,491	4,500	3,491
5800 Subscriptions & Memberships	25,125	31,641	35,000	41,662
TOTAL SERVICES	75,840	74,532	81,400	85,353
<u>SUPPLIES</u>				
6130 Books & Supplies	0	200	0	200

City of Redlands
 2006-2007
 Adopted Budget

DEPARTMENT/DIVISION
 CITY COUNCIL

FUND
 GENERAL FUND

ORGKEY
 101100

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SUPPLIES (CONT)</u>				
6140 Office Supplies	721	500	700	500
TOTAL SUPPLIES	721	700	700	700
DEPARTMENT TOTAL	176,798	172,381	171,580	174,090

City of Redlands
2006-2007
Adopted Budget

City Clerk

Mission Statement:

The City Clerk's Office seeks to provide the best possible service to our customers. We strive to provide information and hearing notices to City staff, other public agencies, and the public; provide legislative support to the Mayor and City Council; provide election support to officeholders and candidates; and records management services to City staff. This will be done accurately, promptly, efficiently, and in a friendly and helpful manner. We seek to make every contact with our customers a positive and rewarding one and to be sensitive and responsible to their needs.

Departmental Goals:

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

Program Description:

The City Clerk is one of the oldest professions in government. The office can be traced to biblical times and even before. The early keepers of the archives were often called remembrancers and before writing came into use, their memory was the public record. The office of clerk can be traced back to the year 1272 AD in the history of the corporation of Old London. In Redlands, the City Clerk is an elected official and is responsible directly to the voters. Deputies may be appointed by the City Clerk and hold office at the pleasure of the City Clerk. This program has one full-time and two part-time budgeted positions in addition to the elected official who serve the City Council, the City Manager, and all administrative departments.

Program Objectives:

- Administer and file oaths of office.
- Assist the County Registrar of Voters during primary, general and special elections.
- Conduct general municipal elections and special municipal elections in accordance with the California Elections Code and coordinate ballot measures, arguments, and impartial analysis.
- Fulfill duties as filing officer for campaign statements for officeholders, candidates, and political action committees.
- Custodian of the City Seal.
- Custodian of the City's vital records from 1888-1964.
- Disseminate information relative to City Council actions to appropriate parties.
- Fulfill duties as Financial Disclosure Officer for conflict of interest filings for 83 designated positions.

- 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

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	139,316	141,912	146,693	145,788
4005 Salaries: Part Time	12,750	24,516	17,736	25,250
4010 Overtime Salaries	23	0	0	0
4015 Banked Leave Buy Back	177	24,610	24,610	1,031
4050 Pension Contributions	17,001	24,630	25,816	24,678
4051 Fica/Medicare	12,036	13,130	13,932	13,279
4053 Deferred Compensation	5,006	5,089	3,781	3,871
4055 Health/Dental Insurance	14,569	14,088	16,068	15,248
4057 Disability Insurance	0	0	28	0
4058 Unemployment Insurance	1,149	1,302	1,302	1,736
4059 Life Insurance	102	138	141	138
4080 Vehicle Allowance	604	600	600	600
4081 Eyecare Reimbursement	445	450	450	450
4085 Other Taxable Benefits	300	30,401	30,200	300
TOTAL SALARIES AND BENEFITS	203,476	280,866	281,357	232,369
<u>SERVICES</u>				
5196 Elections	856	94,000	114,076	500
5270 Printing and Binding	1,259	3,000	1,200	2,000
5275 Postage	638	1,300	1,400	1,400
5280 Advertising	23,619	30,000	30,000	30,000
5303 Telephone	1,317	1,600	1,600	1,600
5340 Office Equipment Maintenance	441	600	419	500
5570 Office Equip & Furn Rent	2,903	3,500	3,616	3,700
5800 Subscriptions & Memberships	586	640	637	670
5880 Special Contractual Services	2,523	6,000	6,000	6,000
TOTAL SERVICES	34,142	140,640	158,948	46,370

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6130 Books & Supplies	485	500	1,029	700
6140 Office Supplies	2,462	3,000	3,000	4,000
6520 Promotional Supplies	1,966	2,500	1,563	2,500
TOTAL SUPPLIES	4,913	6,000	5,592	7,200
DEPARTMENT TOTAL	242,531	427,506	445,897	285,939

City of Redlands
2006-2007
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

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	201,913	203,475	202,498	189,459
4005 Salaries: Part Time	0	0	1,678	0
4010 Overtime Salaries	2,724	0	45	100
4015 Banked Leave Buy Back	13,340	20,866	20,866	16,582
4050 Pension Contributions	24,970	35,660	35,765	32,605
4051 Fica/Medicare	10,701	10,881	13,420	9,951
4053 Deferred Compensation	16,955	17,013	17,013	16,344
4055 Health/Dental Insurance	14,093	13,883	16,156	16,965
4057 Disability Insurance	180	173	173	124
4058 Unemployment Insurance	246	716	716	715
4059 Life Insurance	1,391	971	1,500	939
4081 Eyecare Reimbursement	325	371	371	360
4084 Clothing Cash Payment	80	80	80	91
4085 Other Taxable Benefits	238	16,257	16,131	190
TOTAL SALARIES AND BENEFITS	287,157	320,346	326,412	284,424
<u>SERVICES</u>				
5190 Other Professional Services	40,845	71,230	40,000	5,000
5240 Meeting & Professional Devlpmt	27	800	800	1,500
5270 Printing and Binding	1,354	1,000	100	1,000
5275 Postage	187	175	175	175
5280 Advertising	55	100	100	100
5303 Telephone	2,854	2,950	2,500	3,000
5340 Office Equipment Maintenance	590	50	50	50
5396 City Garage Charges	3,038	2,633	2,633	6,720
5760 Special Program Expenditures	1,533	0	1,668	1,700
5800 Subscriptions & Memberships	412	408	408	724
TOTAL SERVICES	50,894	79,346	48,434	19,969

City of Redlands
 2006-2007
 Adopted Budget

DEPARTMENT/DIVISION
 CITY MANAGER

FUND
 GENERAL FUND

ORGKEY
 101120

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	1,383	800	1,500	1,000
TOTAL SUPPLIES	1,383	800	1,500	1,000
DIVISION TOTAL	339,435	400,492	376,346	305,393

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
REDLANDS TOURISM

FUND
GENERAL FUND

ORGKEY
101121

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4005 Salaries: Part Time	0	0	16,343	0
4051 Fica/Medicare	0	0	450	0
4058 Unemployment Insurance	0	0	868	0
TOTAL SALARIES AND BENEFITS	0	0	17,661	0
<u>SUPPLIES</u>				
6590 Special Departmental Supplies	0	35,000	17,339	0
TOTAL SUPPLIES	0	35,000	17,339	0
 DIVISION TOTAL	 0	 35,000	 35,000	 0

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
PRINT SHOP

FUND
GENERAL FUND

ORGKEY
101125

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	2,427	2,200	908	0
4010 Overtime Salaries	180	0	508	0
4015 Banked Leave Buy Back	0	43	43	0
4050 Pension Contributions	293	376	204	0
4051 Fica/Medicare	203	173	112	0
4055 Health/Dental Insurance	665	0	315	0
4057 Disability Insurance	31	517	16	0
4058 Unemployment Insurance	20	24	0	0
4059 Life Insurance	3	22	2	0
4081 Eyecare Reimbursement	0	3	0	0
4084 Clothing Cash Payment	50	11	10	0
4085 Other Taxable Benefits	0	7	0	0
TOTAL SALARIES AND BENEFITS	3,874	3,376	2,117	0
<u>SERVICES</u>				
5275 Postage	824	3,425	5,500	3,575
5303 Telephone	299	350	250	350
5340 Office Equipment Maintenance	935	935	935	935
5570 Office Equip & Furn Rent	47,589	30,684	30,684	30,684
5990 Reimbursed Expenditures	(30,654)	(43,100)	(41,300)	(40,000)
TOTAL SERVICES	18,993	(7,706)	(3,931)	(4,456)
<u>SUPPLIES</u>				
6190 Photograph, Photocopy, Duplica	3,415	5,000	1,000	5,000
6590 Special Departmental Supplies	3,756	2,100	2,500	2,100
TOTAL SUPPLIES	7,171	7,100	3,500	7,100

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
PRINT SHOP

FUND
GENERAL FUND

ORGKEY
101125

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
7140 All Other Equipment	0	0	0	6,782
TOTAL FIXED ASSETS	0	0	0	6,782
DIVISION TOTAL	30,038	2,770	1,686	9,426
DEPARTMENT TOTAL	369,473	438,262	413,032	314,819

City of Redlands
2006-2007
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
2006-2007
Adopted Budget

Finance
Accounting and Administration

Program Description:

This division has seven budgeted positions performing the functions of administration, accounting and budgeting, payroll and accounts payable. This also includes administration of all City related debts/bonds, preparation of regular financial analysis, responsibility for the annual budget process and spending oversight as well as coordination of the City's annual audit and preparation of all related reports as required by law.

Program Objectives:

- Prepare a Comprehensive Annual Financial Report (CAFR) that presents an accurate financial picture of the City to the public, financial institutions and bond rating agencies.
- Plan and coordinate the annual budget process producing a document for adoption by the City Council no later than June 30th of each fiscal year.
- Prepare and submit required reports to State and Federal Agencies.
- Prepare and distribute monthly financial information to all departments by the 15th of each month.
- Complete a weekly disbursement run producing approximately 10,000 checks per year.
- Process twenty-six regular biweekly payrolls as well as a variety of special payrolls.
- Plan and coordinate the annual audits of the City, Redevelopment Agency, Gas Tax and Measure I funds, as well as other grant related audits as required by federal law.

Significant Program Changes:

None

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101130

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	417,684	438,909	424,077	433,431
4005 Salaries: Part Time	0	0	340	0
4010 Overtime Salaries	6,456	2,500	2,500	2,500
4015 Banked Leave Buy Back	5,632	10,899	21,713	11,981
4050 Pension Contributions	50,867	75,931	74,500	74,236
4051 Fica/Medicare	31,266	32,745	31,500	32,046
4053 Deferred Compensation	6,730	6,844	6,022	6,718
4055 Health/Dental Insurance	72,816	72,720	71,774	88,032
4056 Worker's Comp Insurance	73,452	5,856	5,856	1,800
4057 Disability Insurance	1,900	1,923	1,923	1,464
4058 Unemployment Insurance	2,593	3,060	3,060	3,016
4059 Life Insurance	385	486	486	480
4080 Vehicle Allowance	1,026	1,200	1,200	1,200
4081 Eyecare Reimbursement	1,335	1,586	1,586	1,564
4084 Clothing Cash Payment	840	840	840	840
4085 Other Taxable Benefits	616	756	675	675
TOTAL SALARIES AND BENEFITS	673,599	656,255	648,052	659,983
<u>SERVICES</u>				
5160 Auditing and Accounting	56,955	78,820	70,875	50,000
5190 Other Professional Services	102,653	241,436	226,436	102,765
5240 Meeting & Professional Devlpmt	1,327	2,000	2,000	2,000
5255 Travel Reimbursement	260	500	315	350
5270 Printing and Binding	2,882	4,000	3,500	3,750
5275 Postage	5,970	6,000	6,000	6,300
5290 Filming and Microfilming	0	4,200	12,145	7,500
5303 Telephone	2,660	3,500	3,500	3,500
5340 Office Equipment Maintenance	26	150	333	350
5570 Office Equip & Furn Rent	4,177	5,638	5,638	5,638
5800 Subscriptions & Memberships	1,270	1,800	1,800	1,475

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101130

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5950 Bad Debt Expense	40	0	0	0
TOTAL SERVICES	178,219	348,044	332,542	183,628
<u>SUPPLIES</u>				
6140 Office Supplies	10,607	10,500	10,500	10,750
6375 Computer Components	24,246	1,500	0	1,500
TOTAL SUPPLIES	34,852	12,000	10,500	12,250
 DIVISION TOTAL	 886,670	 1,016,299	 991,094	 855,861

City of Redlands
2006-2007
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
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	133,850	153,044	147,626	173,765
4005 Salaries: Part Time	9,000	10,356	2,372	0
4010 Overtime Salaries	548	700	500	500
4015 Banked Leave Buy Back	1,303	2,573	2,573	2,056
4050 Pension Contributions	16,216	23,918	24,469	29,626
4051 Fica/Medicare	11,322	11,982	11,930	13,817
4053 Deferred Compensation	860	860	860	860
4055 Health/Dental Insurance	21,864	21,459	24,277	33,863
4056 Worker's Comp Insurance	0	0	0	18,200
4057 Disability Insurance	905	837	740	867
4058 Unemployment Insurance	1,642	1,736	1,709	1,736
4059 Life Insurance	185	207	215	276
4081 Eyecare Reimbursement	406	675	500	900
4082 Clothing Allowance	91	275	277	500
4084 Clothing Cash Payment	400	475	200	200
4085 Other Taxable Benefits	2,045	2,448	1,895	1,950
TOTAL SALARIES AND BENEFITS	200,636	231,545	220,143	279,116
<u>SERVICES</u>				
5190 Other Professional Services	0	0	4,750	0
5240 Meeting & Professional Devlpmt	20	250	250	250
5270 Printing and Binding	237	150	150	150
5275 Postage	444	700	500	700
5280 Advertising	1,262	800	800	800
5303 Telephone	2,269	2,800	2,500	2,800
5340 Office Equipment Maintenance	389	400	400	400
5396 City Garage Charges	8,870	2,633	2,633	10,080
5570 Office Equip & Furn Rent	2,658	3,491	3,500	3,500
5800 Subscriptions & Memberships	310	310	310	360
TOTAL SERVICES	16,459	11,534	15,793	19,040

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	3,066	3,150	3,150	3,150
6180 Clothing	885	0	500	500
6510 Small Tools & Equipment	629	500	500	500
6580 Obsolete Stock	15,376	0	1,500	1,000
TOTAL SUPPLIES	19,956	3,650	5,650	5,150
DIVISION TOTAL	237,051	246,729	241,586	303,306
DEPARTMENT TOTAL	1,123,721	1,263,028	1,232,680	1,159,167

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
GENERAL DEBT SERVICE

FUND
GENERAL DEBT SERVICE FUND

ORGKEY
305130

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SERVICES</u>				
5030 Fiscal Agent Fees	1,380	2,000	1,380	2,000
5870 General Govt Service Charge	4,912	4,912	4,912	4,912
TOTAL SERVICES	6,292	6,912	6,292	6,912
<u>DEBT SERVICE</u>				
8100 Principal	430,000	435,000	435,000	450,000
8200 Interest	165,332	156,725	156,725	148,025
TOTAL DEBT SERVICE	595,332	591,725	591,725	598,025
 FUND TOTAL	 601,624	 598,637	 598,017	 604,937

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

<u>FUND</u>					<u>ORGKEY</u>
RDLDS PUBLIC IMPRVMT DEBT SERVICE FUND					311130
	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED	
<u>SERVICES</u>					
5030 Fiscal Agent Fees	5,950	6,000	3,450	4,000	
5870 General Govt Service Charge	14,601	14,601	14,601	14,601	
TOTAL SERVICES	20,551	20,601	18,051	18,601	
<u>DEBT SERVICE</u>					
8100 Principal	0	0	0	1,310,000	
8200 Interest	630,641	630,641	630,641	610,991	
TOTAL DEBT SERVICE	630,641	630,641	630,641	1,920,991	
 FUND TOTAL	 651,192	 651,242	 648,692	 1,939,592	

City of Redlands
2006-2007
Adopted Budget

Finance
Risk Management

Program Description:

This division is administered by the Finance Director (15%) and a risk management technician (80%); and includes investigation of all tort claims filed against the City and subsequent coordination with the City Attorney, City Manager and City Council as needed. This function is handled entirely in-house. The Finance Director has claim settlement authority up to \$5,000 per claim, and \$7,500 with concurrence of the City Manager and City Attorney.

Program Objectives:

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

Significant Program Changes:

None

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
RISK MANAGEMENT

FUND
LIABILITY SELF INSURANCE FUND

ORGKEY
602133

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	113,456	126,276	55,505	96,031
4010 Overtime Salaries	1,939	1,561	520	750
4012 Stand By	16,395	15,935	2,776	0
4015 Banked Leave Buy Back	14,957	4,156	2,882	4,834
4050 Pension Contributions	13,783	18,903	9,760	16,458
4051 Fica/Medicare	10,235	9,641	4,430	7,010
4053 Deferred Compensation	2,218	2,078	522	1,412
4055 Health/Dental Insurance	17,529	20,356	11,450	12,662
4057 Disability Insurance	825	859	415	415
4058 Unemployment Insurance	671	846	412	629
4059 Life Insurance	101	123	80	100
4080 Vehicle Allowance	181	180	180	180
4081 Eyecare Reimbursement	225	439	214	326
4084 Clothing Cash Payment	160	260	260	210
4085 Other Taxable Benefits	98	98	23	60
TOTAL SALARIES AND BENEFITS	192,771	201,711	89,429	141,077
<u>SERVICES</u>				
5140 Legal Services	124,917	250,000	265,000	250,000
5190 Other Professional Services	0	0	90	360
5240 Meeting & Professional Devlpmt	269	500	0	0
5255 Travel Reimbursement	261	220	150	200
5270 Printing and Binding	1	0	0	0
5275 Postage	305	500	350	500
5303 Telephone	303	415	415	415
5410 Property Insurance	329,274	346,000	333,685	367,050
5411 Faithful Performance Bond	11,993	3,000	2,656	12,890
5455 Premiums for Excess Coverage	350,322	385,355	357,183	371,500
5460 Liability Claims	278,896	500,000	322,000	450,000
5800 Subscriptions & Memberships	310	350	310	350
TOTAL SERVICES	1,096,852	1,486,340	1,281,839	1,453,265

City of Redlands
 2006-2007
 Adopted Budget

DEPARTMENT/DIVISION
 RISK MANAGEMENT

FUND
 LIABILITY SELF INSURANCE FUND

ORGKEY
 602133

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	102	250	50	100
6190 Photograph, Photocopy, Duplica	150	100	100	100
6500 Office Equipment	250	250	50	100
TOTAL SUPPLIES	501	600	200	300
 FUND TOTAL	 1,290,123	 1,688,651	 1,371,468	 1,594,642

City of Redlands
2006-2007
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.
- Provide safe and efficient management of the city's deferred compensation program in compliance with Federal and State laws.

Program Description:

The City Treasurer is an elected position, responsible for the collection of all city monies and the deposit of all cash receipts in authorized banks; to maintain and balance records of receipts and disbursements; to responsibly invest city funds through secure, approved methods; to submit quarterly investment reports in compliance with the approved investment policy; to keep and to monitor as to sufficiency for both active and inactive deposit accounts, records for collateral pledged by banks as security for public funds. The Treasurer's office disburses petty cash funds to various departments, acts as cashier to all departments, and administers the city's deferred compensation program.

Annual statistics are as follows:

• Total business licenses	8,658
• Total parking tickets processed	2,754
• Total dog licenses	7,158
• Total utility bills processed	126,000
• Number of employees in deferred compensation plan	423
• Total of deferred compensation plan investments	\$ 19,975,000
• Average pooled investment portfolio	\$ 79,600,000

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

In 2005-06, the program averaged 122 participants, of which 7 vanpooled, and 27 walked or bicycled. An average of 51 employees rideshare 3 or more days each week, and are therefore entered into monthly drawings for prizes.

Program Objectives:

- Develop departmental policies and procedures that conform to city and departmental mission statements.
- Increase departmental efficiency through training and continual updates of office procedures.
- Deposit all funds received in the Treasurer's office with 48 hours.
- 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.
- Respond to counter customers within 2 minutes 100% of the time.
- Process transactions without error 99% of the time.
- Maintain proper internal controls for audit control.
- Maintain a convenient environment for the public to contest or pay for parking violations.
- Maintain adherence to IRS rules and regulations concerning Section 457 and Section 401 deferred compensation plans, and to provide complete program administration.
- Ensure that all employees are aware of the need for ridesharing and the incentives offered by the City.
- Properly file all necessary reports and obtain necessary permits from appropriate governmental agencies.
- Review employee compliance with the City's rideshare program and strive for consistent increased participation, and adjust incentives and communicate with employees as needed to increase participation.

Significant Program Changes:

None

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
CITY TREASURER

FUND
GENERAL FUND

ORGKEY
101140

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	350,364	359,758	365,000	374,969
4005 Salaries: Part Time	22,706	22,667	22,667	23,572
4010 Overtime Salaries	2,549	2,000	2,000	2,000
4015 Banked Leave Buy Back	1,022	2,781	2,781	2,875
4050 Pension Contributions	42,538	61,892	64,120	64,112
4051 Fica/Medicare	28,423	28,670	29,537	29,690
4053 Deferred Compensation	4,038	4,100	4,120	4,227
4055 Health/Dental Insurance	52,840	53,449	54,618	55,161
4057 Disability Insurance	2,218	2,125	1,900	1,588
4058 Unemployment Insurance	2,643	3,472	3,472	3,472
4059 Life Insurance	373	483	500	483
4080 Vehicle Allowance	1,207	1,200	1,200	1,200
4081 Eyecare Reimbursement	1,104	1,225	1,000	1,575
4084 Clothing Cash Payment	1,000	1,000	1,000	1,000
4085 Other Taxable Benefits	2,507	2,698	2,400	2,600
TOTAL SALARIES AND BENEFITS	515,532	547,520	556,315	568,524
<u>SERVICES</u>				
5240 Meeting & Professional Devlpmt	262	250	385	400
5245 Expense Reimbursement	0	25	0	25
5255 Travel Reimbursement	81	125	125	85
5270 Printing and Binding	3,127	3,600	2,875	2,500
5275 Postage	5,636	5,850	6,360	7,500
5303 Telephone	3,582	4,000	4,300	4,600
5340 Office Equipment Maintenance	4,933	12,144	12,144	5,800
5396 City Garage Charges	2,387	3,009	3,009	1,681
5570 Office Equip & Furn Rent	2,071	3,500	3,590	3,500
5800 Subscriptions & Memberships	990	913	545	940
5880 Special Contractual Services	622	1,575	1,575	1,575
5950 Bad Debt Expense	130	200	0	0
TOTAL SERVICES	23,820	35,191	34,908	28,606

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
CITY TREASURER

FUND
GENERAL FUND

ORGKEY
101140

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	4,020	4,000	3,950	4,200
6375 Computer Components	0	5,812	5,812	0
6520 Promotional Supplies	1,382	1,375	1,375	1,375
6590 Special Departmental Supplies	3,088	2,750	1,950	2,450
TOTAL SUPPLIES	8,490	13,937	13,087	8,025
DEPARTMENT TOTAL	547,843	596,648	604,310	605,155

City of Redlands
 2006-2007
 Adopted Budget

DEPARTMENT/DIVISION
 PARKING AUTHORITY

FUND
 PARKING AUTHORITY FUND

ORGKEY
 237140

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SERVICES</u>				
5275 Postage	14	50	25	25
5300 Water	1,000	800	1,200	1,200
5310 Electricity & Gas	17,379	21,000	21,000	21,000
5870 General Govt Service Charge	415	415	415	415
TOTAL SERVICES	18,808	22,265	22,640	22,640
FUND TOTAL	18,808	22,265	22,640	22,640

City of Redlands
2006-2007
Adopted Budget

City Attorney

Mission Statement:

The City Attorney is dedicated to handling all legal matters of the City in a professional and efficient manner.

Departmental Goals:

- Provide quality legal advice to the City Council, City Manager and City departments.
- Resolve all legal matters in an efficient and cost effective manner.

Program Description:

The City Attorney is responsible for providing legal advice and representation to the City Council and City Manager as well as to City sanctioned commissions and boards as needed.

Program Objectives:

- Ensure services are being provided to the public as required or permitted by law.
- Draft and/or review all resolutions, ordinances, contracts and other legal documents in the normal course of business.
- Provide quality legal services on all applicable City matters.

Significant Program Changes:

None

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
CITY ATTORNEY

FUND
GENERAL FUND

ORGKEY
101150

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	267,676	249,371	255,166	321,059
4005 Salaries: Part Time	0	0	320	0
4010 Overtime Salaries	110	250	100	312
4015 Banked Leave Buy Back	32,116	20,140	20,140	21,908
4050 Pension Contributions	32,749	44,200	44,200	55,241
4051 Fica/Medicare	16,079	14,463	14,463	18,179
4053 Deferred Compensation	16,464	16,139	16,139	22,830
4055 Health/Dental Insurance	20,094	21,311	21,311	22,173
4057 Disability Insurance	333	306	306	308
4058 Unemployment Insurance	964	1,042	1,042	1,259
4059 Life Insurance	129	154	154	200
4080 Vehicle Allowance	2,414	2,400	2,400	2,400
4081 Eyecare Reimbursement	185	130	130	653
4084 Clothing Cash Payment	190	263	263	180
4085 Other Taxable Benefits	322	11,585	11,585	300
TOTAL SALARIES AND BENEFITS	389,827	381,754	387,719	467,002
<u>SERVICES</u>				
5140 Legal Services	43,517	45,000	47,000	24,000
5240 Meeting & Professional Devlpmt	4,310	3,000	3,400	3,665
5255 Travel Reimbursement	228	250	250	250
5270 Printing and Binding	130	200	810	200
5275 Postage	358	300	800	300
5303 Telephone	1,945	2,400	2,400	2,400
5800 Subscriptions & Memberships	3,814	2,160	2,460	2,805
TOTAL SERVICES	54,303	53,310	57,120	33,620
<u>SUPPLIES</u>				
6130 Books & Supplies	16,789	24,000	24,000	17,500
6140 Office Supplies	398	1,200	1,200	1,200

City of Redlands
 2006-2007
 Adopted Budget

DEPARTMENT/DIVISION
 CITY ATTORNEY

FUND
 GENERAL FUND

ORGKEY
 101150

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SUPPLIES (CONT)</u>				
6500 Office Equipment	0	2,600	1,941	0
TOTAL SUPPLIES	17,187	27,800	27,141	18,700
DEPARTMENT TOTAL	461,317	462,864	471,980	519,322

City of Redlands
2006-2007
Adopted Budget

Administrative Services

Mission Statement:

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

Departmental Goals:

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

City of Redlands
2006-2007
Adopted Budget

Administrative Services
Human Resources Division

Program Description:

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

Program Objectives:

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

Significant Program Changes:

None

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	220,027	216,847	222,274	235,444
4005 Salaries: Part Time	10,775	0	124	15,073
4015 Banked Leave Buy Back	2,833	3,250	3,250	5,432
4050 Pension Contributions	27,145	38,503	39,043	40,788
4051 Fica/Medicare	16,948	15,576	15,576	19,164
4053 Deferred Compensation	3,491	2,684	3,562	2,924
4055 Health/Dental Insurance	17,130	19,976	19,976	18,183
4057 Disability Insurance	1,420	1,348	1,348	1,029
4058 Unemployment Insurance	2,052	1,627	1,627	2,127
4059 Life Insurance	225	259	259	269
4080 Vehicle Allowance	959	1,200	900	900
4081 Eyecare Reimbursement	1,125	844	803	897
4084 Clothing Cash Payment	600	600	600	600
4085 Other Taxable Benefits	3,287	4,183	4,183	3,285
TOTAL SALARIES AND BENEFITS	308,018	306,897	313,525	346,115
<u>SERVICES</u>				
5180 Medical/Physicals	17,636	10,500	10,500	10,500
5190 Other Professional Services	18,150	0	0	2,498
5255 Travel Reimbursement	33	100	50	100
5270 Printing and Binding	1,145	1,000	3,310	3,500
5275 Postage	1,470	1,500	1,750	1,750
5280 Advertising	12,606	12,000	15,500	12,000
5303 Telephone	2,102	2,000	2,000	2,000
5340 Office Equipment Maintenance	144	150	150	150
5451 Retiree Health Insurance	852,430	975,000	915,325	925,000
5570 Office Equip & Furn Rent	2,185	1,271	1,495	1,495
5800 Subscriptions & Memberships	360	500	642	500
5840 Training	1,351	1,500	2,000	1,500
5880 Special Contractual Services	15	1,000	500	1,000
TOTAL SERVICES	909,627	1,006,521	953,222	961,993

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6130 Books & Supplies	274	250	0	250
6140 Office Supplies	2,218	2,000	1,500	2,000
6145 Awards/Recognition Program	1,844	4,000	3,500	4,000
6560 Food	53	0	0	0
6590 Special Departmental Supplies	189	150	0	150
TOTAL SUPPLIES	4,578	6,400	5,000	6,400
DIVISION TOTAL	1,222,223	1,319,818	1,271,747	1,314,508

City of Redlands
2006-2007
Adopted Budget

Administrative Services
Building Maintenance Division

Program Description:

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

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

Program Objectives:

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

Significant Program Changes:

None

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101171

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	93,692	98,687	98,687	101,646
4005 Salaries: Part Time	20,557	25,882	22,665	26,656
4010 Overtime Salaries	798	5,000	1,000	5,000
4012 Stand By	0	1,000	0	1,000
4015 Banked Leave Buy Back	0	0	0	2,344
4050 Pension Contributions	11,365	17,523	17,523	17,592
4051 Fica/Medicare	8,816	9,746	9,746	9,816
4055 Health/Dental Insurance	21,220	20,540	20,540	22,360
4056 Worker's Comp Insurance	6,077	937	937	0
4057 Disability Insurance	1,074	1,066	1,066	814
4058 Unemployment Insurance	1,926	1,736	1,736	1,736
4059 Life Insurance	105	138	138	138
4081 Eyecare Reimbursement	225	450	225	450
4082 Clothing Allowance	447	550	550	550
4085 Other Taxable Benefits	199	0	0	0
TOTAL SALARIES AND BENEFITS	166,500	183,255	174,813	190,102
<u>SERVICES</u>				
5110 Architect & Engineer	37,737	0	0	0
5190 Other Professional Services	0	25,000	20,000	15,000
5275 Postage	22	50	10	25
5300 Water	48,934	50,000	53,432	58,775
5303 Telephone	8,807	8,500	6,520	6,750
5310 Electricity & Gas	535,952	600,000	586,150	595,000
5313 Contract Service (Heating/AC)	74,862	72,864	72,864	72,864
5320 Janitorial Services	100,634	100,750	95,000	100,750
5350 Building/Grounds Maintenance	6,471	29,000	29,000	29,000
5360 Machinery & Equip Maint	9,505	12,000	5,000	7,000
5392 License & Permits	0	9,600	9,609	9,700
5396 City Garage Charges	26,256	7,898	7,898	6,720
5840 Training	900	1,000	500	1,000

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101171

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5880 Special Contractual Services	110,341	200,420	150,000	195,420
TOTAL SERVICES	960,420	1,117,082	1,035,983	1,098,004
<u>SUPPLIES</u>				
6140 Office Supplies	191	100	100	150
6210 Materials to Maintain	19,083	24,000	24,000	24,000
6310 Janitorial Supplies	23,078	25,000	25,000	25,000
6350 Building Supplies	26,611	25,000	25,000	25,000
6510 Small Tools & Equipment	940	750	750	700
6590 Special Departmental Supplies	2,081	5,000	2,500	5,000
TOTAL SUPPLIES	71,985	79,850	77,350	79,850
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	46,212	0	0	0
7140 All Other Equipment	156,772	130,480	130,480	0
7150 Other Betterments/Improvements	0	1,017,530	1,017,530	150,000
TOTAL FIXED ASSETS	202,984	1,148,010	1,148,010	150,000
<u>DEBT SERVICE</u>				
8100 Principal	42,595	42,600	42,600	42,600
TOTAL DEBT SERVICE	42,595	42,600	42,600	42,600
 DIVISION TOTAL	 1,444,483	 2,570,797	 2,478,756	 1,560,556
 DEPARTMENT TOTAL	 2,666,706	 3,890,615	 3,750,503	 2,875,064

City of Redlands
2006-2007
Adopted Budget

Administrative Services
Workers' Compensation Program

Program Description:

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

Program Objectives:

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

Significant Program Changes:

None

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
WORKER'S COMPENSATION

FUND WORKER'S COMPENSATION FUND **ORGKEY** 606175

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	73,064	78,022	79,765	81,288
4010 Overtime Salaries	0	500	0	0
4015 Banked Leave Buy Back	687	1,801	484	1,875
4016 Compensated Absences	(224)	0	0	0
4019 Workers Comp Bonus	58,338	0	166,982	0
4050 Pension Contributions	8,900	13,853	14,021	14,068
4051 Fica/Medicare	8,442	5,596	14,796	6,219
4053 Deferred Compensation	877	895	901	932
4055 Health/Dental Insurance	10,780	10,806	11,167	11,324
4057 Disability Insurance	838	511	1,211	390
4058 Unemployment Insurance	433	542	542	543
4059 Life Insurance	61	86	86	86
4080 Vehicle Allowance	320	300	300	300
4081 Eyecare Reimbursement	142	281	225	281
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefit	489	1,268	1,268	488
TOTAL SALARIES AND BENEFITS	163,346	114,661	291,948	117,994

SERVICES

5140 Legal Services	90,499	150,000	100,000	100,000
5190 Other Professional Services	31,973	69,425	69,425	86,378
5270 Printing and Binding	15	100	100	100
5275 Postage	45	100	100	100
5303 Telephone	271	360	360	360
5340 Office Equipment Maintenance	0	50	0	50
5455 Premiums for Excess Coverage	236,504	247,470	272,673	287,500
5480 Worker's Comp Claims	757,546	1,248,670	725,000	1,338,105
5570 Office Equip & Furn Rent	1,925	1,746	1,746	1,746
5800 Subscriptions & Memberships	69	0	450	450
5840 Training	2,077	3,860	0	1,000
5870 General Govt Service Charge	27,263	27,263	27,263	27,263

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
WORKER'S COMPENSATION

<u>FUND</u>	<u>ORGKEY</u>
WORKER'S COMPENSATION FUND	606175

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5880 Special Contractual	0	35,185	35,185	38,704
TOTAL SERVICES	1,148,186	1,784,229	1,232,302	1,881,756
 <u>SUPPLIES</u>				
6140 Office Supplies	50	250	250	250
TOTAL SUPPLIES	50	250	250	250
 DIVISION TOTAL	1,311,582	1,899,140	1,524,500	2,000,000

City of Redlands
2006-2007
Adopted Budget

Administrative Services
Safety Training Program

Program Description:

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

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

Program Objectives:

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

Significant Program Changes:

Implement a revised Injury and Illness Prevention Program.

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
SAFETY TRAINING PROGRAM

FUND **ORGKEY**
WORKER'S COMPENSATION FUND 606176

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	47,094	58,867	58,867	68,854
4015 Banked Leave Buy Back	2,174	2,717	3,488	6,091
4019 Workers Comp Bonus	130	0	0	0
4050 Pension Contributions	18,823	23,529	23,529	30,400
4051 Fica/Medicare	10	0	0	0
4053 Deferred Compensation	791	988	988	1,089
4055 Health/Dental Insurance	4,568	5,135	5,135	5,555
4058 Unemployment Insurance	174	217	307	217
4059 Life Insurance	28	35	35	35
TOTAL SALARIES AND BENEFITS	73,792	91,488	92,349	112,241
<u>SERVICES</u>				
5180 Medical/Physicals	0	6,500	6,200	6,500
5270 Printing and Binding	93	500	700	1,000
5275 Postage	0	100	0	100
5800 Subscriptions & Memberships	0	1,650	1,000	1,650
5840 Training	5,185	7,650	7,650	7,650
5880 Special Contractual Services	0	25,500	25,500	25,000
TOTAL SERVICES	5,278	41,900	41,050	41,900
<u>SUPPLIES</u>				
6130 Books & Supplies	0	3,500	3,000	3,500
6140 Office Supplies	0	250	250	250
6160 Medical Supplies	0	5,000	2,500	5,000
6375 Computer Components	0	4,500	4,000	2,500
6510 Small Tools & Equipment	0	14,000	10,000	14,000
6590 Special Departmental Supplies	0	500	500	500
TOTAL SUPPLIES	0	27,750	20,250	25,750

City of Redlands

2006-2007

Adopted Budget

DEPARTMENT/DIVISION
SAFETY TRAINING PROGRAM

FUND

WORKER'S COMPENSATION FUND

ORGKEY

606176

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
7140 All Other Equipment	0	11,600	11,433	0
TOTAL FIXED ASSETS	0	11,600	11,433	0
DIVISION TOTAL	79,070	172,738	165,082	179,891
FUND TOTAL	1,390,653	2,071,878	1,689,582	2,179,891

City of Redlands
2006-2007
Adopted Budget

Administrative Services
Equipment Maintenance Division

Program Description:

The Equipment Maintenance Division provides the service, maintenance, repairs and safety inspections for vehicles and equipment assigned to the thirty divisions in the City of Redlands. Emphasis is placed on safety, preventive maintenance and compliance with air quality regulations. In addition to a superintendent, this division employs eleven mechanics, one welder, one storekeeper and two administrative assistants. The mechanics service everything from heavy equipment and safety vehicles to lawn mowers and weed-eaters.

Program Objectives:

- Provide effective and reliable service.
- Implement programs as required by the State of California and other regulatory agencies.
- Increase training for mechanics to raise their skill level and update their knowledge pertaining to the computer and electronic technology on newer model vehicles and the alternative fuel converted vehicles.

Significant Program Changes:

None

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607500

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	654,388	700,152	685,525	712,817
4005 Salaries: Part Time	12,129	0	0	0
4010 Overtime Salaries	20,236	5,000	10,000	10,000
4012 Stand By	1,022	1,200	1,200	2,000
4015 Banked Leave Buy Back	6,332	16,157	13,042	15,553
4016 Compensated Absences	24,808	0	0	0
4050 Pension Contributions	79,138	121,318	119,325	123,369
4051 Fica/Medicare	53,267	54,049	53,500	54,528
4053 Deferred Compensation	860	860	860	860
4055 Health/Dental Insurance	115,358	127,138	119,377	122,724
4056 Worker's Comp Insurance	59,858	132,588	132,588	80,000
4057 Disability Insurance	6,873	6,708	6,596	5,063
4058 Unemployment Insurance	6,341	6,510	6,510	6,510
4059 Life Insurance	765	1,038	1,038	1,035
4081 Eyecare Reimbursement	1,844	3,375	3,000	3,375
4083 Uniform Rental	15,980	14,850	17,000	18,500
4084 Clothing Cash Payment	1,336	2,400	2,400	2,250
4085 Other Taxable Benefits	1,955	1,950	3,750	3,750
TOTAL SALARIES AND BENEFITS	1,062,488	1,195,293	1,175,711	1,162,334
<u>SERVICES</u>				
5180 Medical/Physicals	0	100	100	100
5190 Other Professional Services	360	1,500	500	1,000
5240 Meeting & Professional Devlpmt	26	500	250	1,000
5270 Printing and Binding	175	300	450	500
5275 Postage	63	100	1,000	750
5303 Telephone	2,800	3,100	3,100	3,100
5360 Machinery & Equip Maint	24,983	22,500	20,500	22,500
5365 Vehicle Maintenance	307,986	300,280	200,500	262,500
5396 City Garage Charges	8,911	0	0	33,602
5570 Office Equip & Furn Rent	2,071	3,491	3,620	3,500

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607500

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5590 Other Rentals	2,809	2,500	2,500	2,500
5840 Training	3,487	5,000	5,000	5,400
5870 General Govt Service Charge	157,068	157,068	157,068	157,068
5880 Special Contractual Services	0	1,000	0	3,000
5890 Landfill Tipping Charges	2,216	1,850	1,850	2,500
TOTAL SERVICES	512,955	499,289	396,438	499,020
<u>SUPPLIES</u>				
6120 Chemical & Lab Supplies	0	50	50	50
6130 Books & Supplies	0	100	100	100
6140 Office Supplies	1,661	1,200	1,500	1,500
6310 Janitorial Supplies	224	250	250	250
6375 Computer Components	8,668	4,500	2,800	2,500
6400 Equipment Parts	15	1,000	500	1,000
6410 Motor Vehicle Supplies	767,814	580,613	500,000	500,000
6420 Tires & Tubes	173,652	175,000	160,000	175,000
6430 Gasoline	363,691	379,184	420,000	450,000
6440 Compressed Natural Gas (LCNG)	121,613	119,005	135,000	150,000
6450 Oil and Lubricants	38,975	45,000	32,500	37,500
6460 Diesel Fuel	378,560	357,195	380,829	400,000
6470 Steel	4,422	4,000	3,500	3,500
6510 Small Tools & Equipment	10,737	18,900	8,000	8,000
TOTAL SUPPLIES	1,870,032	1,685,997	1,645,029	1,729,400
<u>FIXED ASSETS</u>				
7100 Vehicles	0	0	0	200,000
7140 All Other Equipment	0	9,100	0	0
7150 Other Betterments/Improvements	96,780	0	0	0
7900 Depreciation	14,974	0	0	0
TOTAL FIXED ASSETS	111,754	9,100	0	200,000
FUND TOTAL	3,557,229	3,389,679	3,217,178	3,590,754

City of Redlands
2006-2007
Adopted Budget

Administrative Services
Cost Recovery Division

Program Description:

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

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

Program Objectives:

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

Significant Program Changes:

None

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
CDBG - ADMIN SERVICES

FUND ORGKEY
COMMUNITY DEVELOPMENT BLOCK GRANT FUND 243170

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	28,721	17,102	17,640	25,100
4015 Banked Leave Buy Back	0	386	0	0
4050 Pension Contributions	3,430	2,969	2,841	4,350
4051 Fica/Medicare	2,196	1,301	1,275	1,855
4053 Deferred Compensation	0	241	0	0
4055 Health/Dental Insurance	4,194	2,137	2,443	3,595
4058 Unemployment Insurance	255	122	122	200
4059 Life Insurance	25	19	19	25
4081 Eyecare Reimbursement	0	63	0	0
4085 Other Taxable Benefits	75	42	42	75
TOTAL SALARIES AND BENEFITS	38,895	24,382	24,382	35,200
<u>SERVICES</u>				
5190 Other Professional Services	0	0	0	10,000
5240 Meeting & Professional Devlpmnt	219	0	0	0
5245 Expense Reimbursement	1,006	0	0	0
5275 Postage	0	0	0	50
5760 Special Program Expenditures	788	0	0	0
5840 Training	218	0	0	0
TOTAL SERVICES	2,231	0	0	10,050
<u>SUPPLIES</u>				
6140 Office Supplies	143	0	0	100
TOTAL SUPPLIES	143	0	0	100
 DEPARTMENT TOTAL	 41,270	 24,382	 24,382	 45,350

City of Redlands
2006-2007
Adopted Job Ledger Budget

Department
Administrative Services

Fund
CDBG

Orgkey
243170

Job Ledger No.	Project/Program Description	Budget Request
43000	Administration	35,350
43001	Redlands Community Music Association	5,000
43008	Dash, Inc.	5,000

TOTAL JOB LEDGER REQUESTS

\$45,350

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
CDBG - RECREATION

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

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SERVICES</u>				
5110 Architect & Engineer	271,637	30,000	30,000	0
5880 Special Contractual Services	45	0	0	0
TOTAL SERVICES	271,683	30,000	30,000	0
 <u>SUPPLIES</u>				
6190 Photograph, Photocopy, Duplic	0	0	150	0
6510 Small Tools & Equipment	31	0	0	0
6590 Special Departmental Supplies	30,346	17,000	16,850	10,000
TOTAL SUPPLIES	30,377	17,000	17,000	10,000
 <u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	0	148,250	148,250	0
TOTAL FIXED ASSETS	0	148,250	148,250	0
 DEPARTMENT TOTAL	 302,059	 195,250	 195,250	 10,000

City of Redlands
2006-2007
Adopted Job Ledger Budget

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

TOTAL JOB LEDGER REQUESTS

\$10,000

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
CDBG - PUBLIC WORKS

FUND **ORGKEY**
COMMUNITY DEVELOPMENT BLOCK GRANT FUND 243300

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	5,723	24,088	24,975	23,721
4015 Banked Leave Buy Back	0	268	0	0
4050 Pension Contributions	654	4,244	3,760	4,072
4051 Fica/Medicare	441	1,843	1,911	1,815
4053 Deferred Compensation	43	258	0	215
4055 Health/Dental Insurance	822	2,958	2,983	3,049
4057 Disability Insurance	0	0	0	23
4058 Unemployment Insurance	35	130	269	130
4059 Life Insurance	6	22	26	21
4081 Eyecare Reimbursement	0	68	0	68
4084 Clothing Cash Payment	0	0	0	10
4085 Other Taxable Benefits	0	45	0	38
TOTAL SALARIES AND BENEFITS	7,724	33,924	33,924	33,162
<u>SERVICES</u>				
5190 Other Professional Services	7,270	96,148	96,148	0
5275 Postage	141	0	0	0
TOTAL SERVICES	7,411	96,148	96,148	0
<u>SUPPLIES</u>				
6140 Office Supplies	500	0	0	0
6590 Special Departmental Supplies	85	0	0	0
TOTAL SUPPLIES	585	0	0	0
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	0	222,441	222,441	0

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
CDBG - PUBLIC WORKS

<u>FUND</u>				<u>ORGKEY</u>
COMMUNITY DEVELOPMENT BLOCK GRANT FUND				243300
	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>FIXED ASSETS (CONT)</u>				
7230 Street Construction	272,074	208,874	208,874	231,964
7270 Building Construction	395,327	0	0	0
TOTAL FIXED ASSETS	667,401	431,315	431,315	231,964
 DEPARTMENT TOTAL	 683,121	 561,387	 561,387	 265,126
 FUND TOTAL	 1,026,450	 781,019	 781,019	 320,476

City of Redlands
2006-2007
Adopted Job Ledger Budget

<u>Fund</u> CDBG	<u>Department</u> Public Works	<u>Orgkey</u> 243300
Job Ledger No.	Project/Program Description	Budget Request
43007	PW Sidewalk Replacement/Curb Cuts	265,126

TOTAL JOB LEDGER REQUESTS

\$265,126

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
DISASTER RECOVERY - FIRE

FUND
DISASTER RECOVERY FUND

ORGKEY
270250

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	0	0	1,462	0
TOTAL SALARIES AND BENEFITS	0	0	1,462	0
<u>SERVICES</u>				
5880 Special Contractual Services	0	244,087	240,000	0
TOTAL SERVICES	0	244,087	240,000	0
<u>SUPPLIES</u>				
6140 Office Supplies	0	0	2,625	0
TOTAL SUPPLIES	0	0	2,625	0
 DEPARTMENT TOTAL	 0	 244,087	 244,087	 0

City of Redlands
2006-2007
Adopted Budget

DEPARTMENT/DIVISION
DISASTER RECOVERY - PW

FUND
DISASTER RECOVERY FUND

ORGKEY
270300

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	13,328	0	0	0
4050 Pension Contributions	2,610	0	0	0
4051 Fica/Medicare	1,861	0	0	0
4055 Health/Dental Insurance	3,918	0	0	0
TOTAL SALARIES AND BENEFITS	21,718	0	0	0
<u>SERVICES</u>				
5190 Other Professional Services	0	115,200	111,145	0
5240 Meeting & Professional Devlpmnt	1,540	0	3,500	0
5270 Printing and Binding	38	0	0	0
5275 Postage	0	0	19	0
5303 Telephone	582	0	455	0
5840 Training	388	0	0	0
5880 Special Contractual Services	19,846	0	0	0
TOTAL SERVICES	22,395	115,200	115,119	0
<u>SUPPLIES</u>				
6140 Office Supplies	0	0	81	0
6210 Materials to Maintain	11,309	0	0	0
6375 Computer Components	1,554	0	0	0
6510 Small Tools & Equipment	3,067	0	0	0
TOTAL SUPPLIES	15,930	0	81	0
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	0	22,481	22,481	0
7230 Street Construction	0	110,000	110,000	0
TOTAL FIXED ASSETS	0	132,481	132,481	0
DEPARTMENT TOTAL	60,042	247,681	247,681	0
FUND TOTAL	60,042	491,768	491,768	0

