

**City of Redlands  
2013-2014  
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  
2013-2014  
Adopted Budget

REVENUE DETAIL

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>PROPERTY TAXES</u></b>				
3000 Current Secured Taxes	19,391,606	19,325,000	20,583,000	19,686,013
3001 Current Unsecured Taxes	511,775	540,000	532,000	500,000
3002 Supplemental Secured Taxes	30,766	0	35,000	32,000
3003 Supplemental Unsecured Taxes	(1,319)	0	0	0
3004 Secured PY Taxes	584,638	515,000	707,000	550,000
3005 Unsecured PY Taxes	15,355	12,000	15,000	15,500
3006 Supplemental PY Taxes	120,128	135,000	120,000	120,000
3007 Possessory Interest Taxes	174,274	170,000	190,000	180,000
<b>TOTAL PROPERTY TAXES</b>	<b>20,827,223</b>	<b>20,697,000</b>	<b>22,182,000</b>	<b>21,083,513</b>
<b><u>OTHER TAXES</u></b>				
3019 Sales Tax Compensation	2,277,517	2,650,000	2,747,069	2,766,700
3020 Sales and Use Tax	9,972,109	10,025,000	10,575,000	10,830,000
3023 Pub Safety Sales Tax	653,623	675,000	724,000	740,000
3030 Property Transfer Tax	172,310	185,000	250,000	225,000
3040 Transient Occupancy Tax	819,926	780,000	824,000	830,000
3050 Franchise Fees	2,826,459	3,009,480	2,846,000	2,960,000
3060 Mining Tax	204,572	175,000	185,629	190,000
<b>TOTAL OTHER TAXES</b>	<b>16,926,516</b>	<b>17,499,480</b>	<b>18,151,698</b>	<b>18,541,700</b>
<b>TOTAL TAXES</b>	<b>37,753,739</b>	<b>38,196,480</b>	<b>40,333,698</b>	<b>39,625,213</b>
<b><u>OTHER REVENUES</u></b>				
3100 Business License	2,858,801	2,800,000	3,000,000	3,025,000
3101 Dog License	47,828	55,000	55,000	55,000
3195 Miscellaneous Permit	0	0	5,000	5,000
3210 Motor Vehicle Fees	37,601	0	0	0
3215 Mandated Cost Reimbursement	41,435	35,000	38,166	35,000
3305 Cost Recover/Reimb Expenditure	384	0	0	0
3309 Application/Filing Fee	129,084	150,000	150,000	155,000
3315 City Attny Services	97,636	125,000	125,000	125,000
3330 Concessions	0	0	29	0
3400 City Ordinance Violation	52,156	55,000	21,000	25,000
3412 General Gov't Overhead	3,126,837	3,129,923	3,129,923	3,129,923

City of Redlands  
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REVENUE DETAIL

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>OTHER REVENUES (CONT)</u></b>				
3510 Investment Income	126,144	100,000	100,000	100,000
3512 Returned Check Charge	490	500	700	500
3516 Sale of Surplus Property	80,014	0	950	0
3530 Miscellaneous Receipts	80,110	12,000	21,000	20,000
3540 Other Grants	2,919	0	0	0
3590 Donations	20,000	30,000	49,000	25,000
3760 Bad Debt Recovery	6,181	5,000	5,357	5,500
TOTAL OTHER REVENUE	6,707,620	6,497,423	6,701,125	6,705,923
 TOTAL GENERAL GOVERNMENT	 44,461,359	 44,693,903	 47,034,823	 46,331,136
<b><u>AIR QUALITY IMPROVEMENT (221)</u></b>				
3510 Investment Income	5,927	4,500	4,500	4,500
3710 AB2766 Subvention AQMD	86,840	81,000	81,000	81,000
TOTAL AIR QUALITY IMPROVEMENT	92,767	85,500	85,500	85,500
<b><u>PARKING AUTHORITY (237)</u></b>				
3520 Rental Income	6,640	7,000	7,000	7,000
TOTAL PARKING AUTHORITY	6,640	7,000	7,000	7,000
<b><u>GENERAL DEBT SERVICE (305)</u></b>				
3000 Current Secured Taxes	684,128	645,000	700,000	700,000
3006 Supplemental PY Taxes	24,874	20,000	24,500	25,000
3009 Supplemental - Voter Approved	18,863	0	25,000	20,000
3510 Investment Income	19,695	15,000	18,000	18,000
TOTAL GENERAL DEBT SERVICE	747,560	680,000	767,500	763,000
<b><u>MEASURE "O"(417)</u></b>				
3510 Investment Income	2,130	2,000	(261)	0
TOTAL MEASURE "O"	2,130	2,000	(261)	0

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	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>LIABILITY SELF-INSURANCE (602)</u></b>				
3510 Investment Income	5,217	1,000	3,000	3,000
3512 Returned Check Charge	35	0	35	0
3530 Miscellaneous Receipts	21,228	5,000	24,000	15,000
<b>TOTAL LIABILITY SELF-INSURANCE</b>	<b>26,480</b>	<b>6,000</b>	<b>27,035</b>	<b>18,000</b>
<b><u>INFORMATION TECHNOLOGY (604)</u></b>				
3305 Cost Recover/Reimb Expenditure	150	0	2,551	0
3393 Internal Svc Rcpts: General Fund	1,110,588	1,796,168	1,796,168	1,670,473
3394 Internal Svc Rcpts: Non-Gen Fund	834,687	870,294	870,294	870,294
3510 Investment Income	5,829	1,000	5,000	1,000
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>1,951,254</b>	<b>2,667,462</b>	<b>2,674,013</b>	<b>2,541,767</b>
<b><u>WRK COMP SELF-INSURANCE (606)</u></b>				
3305 Cost Recover/Reimb Expenditure	1,180	0	0	0
3510 Investment Income	10,713	10,000	6,000	7,500
3530 Miscellaneous Receipts	180	0	0	0
3750 Worker's Comp Receipts	363,774	1,573,710	1,599,592	1,573,710
<b>TOTAL WRK COMP SELF-INSURANCE</b>	<b>375,847</b>	<b>1,583,710</b>	<b>1,605,592</b>	<b>1,581,210</b>
<b><u>UTILITY BILLING (608)</u></b>				
3385 Water Turn-On	81,174	75,000	75,000	80,000
3390 Utility Billing Service	875,000	875,000	875,000	875,000
3510 Investment Income	15,679	10,000	13,000	15,000
3511 Finance Charges	391,458	325,000	375,000	380,000
3512 Returned Check Charge	12,995	9,000	10,000	12,000
3530 Miscellaneous Receipts	40,700	35,000	35,000	40,000
3760 Bad Debt Recovery	2,682	0	1,135	0
<b>TOTAL UTILITY BILLING</b>	<b>1,419,688</b>	<b>1,329,000</b>	<b>1,384,135</b>	<b>1,402,000</b>
<b><u>COMM FAC DIST TRUST (710)</u></b>				
3305 Cost Recover/Reimb Expenditure	1,012,696	1,369,000	1,369,000	1,408,000
3510 Investment Income	10,197	8,000	8,000	8,000
<b>TOTAL COMM FAC DIST TRUST</b>	<b>1,022,893</b>	<b>1,377,000</b>	<b>1,377,000</b>	<b>1,416,000</b>

**City of Redlands  
2013-2014  
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.
- Remain open and responsive to the concerns of the community.
- 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

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

CITY COUNCIL

**FUND**

GENERAL FUND

**ORGKEY**

101100

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	55,705	59,200	59,200	73,602
4010 Overtime Salaries	1,051	900	134	0
4015 Banked Leave Buy Back	633	916	1,157	1,099
4050 Pension Contributions	7,911	8,548	8,548	10,919
4051 Fica/Medicare	4,373	4,663	4,663	5,749
4053 Deferred Compensation	669	688	689	1,187
4055 Health/Dental Insurance	24,518	25,656	25,656	9,772
4056 Worker's Comp Insurance	1,186	4,197	4,197	4,200
4057 Disability Insurance	216	208	208	0
4058 Unemployment Insurance	422	282	282	304
4059 Life Insurance	88	90	90	93
4081 Eyecare Reimbursement	0	146	146	158
4084 Clothing Cash Payment	80	80	80	0
4085 Other Taxable Benefits	38	38	38	105
<b>TOTAL SALARIES AND BENEFITS</b>	<b>96,890</b>	<b>105,612</b>	<b>105,088</b>	<b>107,187</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	61,740	42,000	117,550	50,000
5190 Other Professional Services	25,293	26,500	26,500	25,000
5240 Meeting & Professional Devlpmt	15	0	100	0
5255 Travel Reimbursement	15	600	300	600
5270 Printing and Binding	2,602	2,000	3,000	3,000
5275 Postage	186	300	125	300
5303 Telephone	2,890	3,150	3,150	3,150
5395 Info Technology Services Charge	4,688	17,982	17,982	17,982
5490 Other Insurance	2,916	0	3,000	3,000
5570 Office Equip & Furn Rent	3,365	3,394	3,394	3,394
5760 Special Program Expenditures	0	10,000	5,000	5,000
5800 Subscriptions & Memberships	51,463	55,600	55,000	56,325
<b>TOTAL SERVICES</b>	<b>155,173</b>	<b>161,526</b>	<b>235,101</b>	<b>167,751</b>

City of Redlands  
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Adopted Budget

**DEPARTMENT/DIVISION**  
CITY COUNCIL

**FUND**  
GENERAL FUND

**ORGKEY**  
101100

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	1,428	1,500	1,500	1,500
6500 Office Equipment & Furniture	175	0	0	0
6590 Special Departmental Supplies	0	10,000	1,000	9,000
<b>TOTAL SUPPLIES</b>	<b>1,603</b>	<b>11,500</b>	<b>2,500</b>	<b>10,500</b>
<b>DEPARTMENT TOTAL</b>	<b>253,666</b>	<b>278,638</b>	<b>342,689</b>	<b>285,438</b>

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**City Clerk**

**Mission Statement:**

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

**Departmental Goals:**

- Provide efficient service and information to the public
- Provide support services to the City Council and City Departments
- Accurately record and maintain the proceedings, actions, and documentation of the City Council, the Redlands Financing Authority and the Successor Agency to the Redlands Redevelopment Agency for legal, administrative, financial, and historical reference
- Work to improve the administration of the office consistent with applicable laws and, through automation, to produce more rapid, transparent access to government and fulfill the responsibilities of this department to the community

**Sustainability Efforts:**

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

**Performance Measures:**

- Add 18,000 documents annually to the digital records data base
- Provide automated records research and retrieval training and access to at least one staff member per Department
- Provide on-line records research capability to the public

**Program Description:**

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



### **Program Objectives:**

- Administer and file oaths of office
- Assist the County Registrar of Voters during primary, general and special elections
- Conduct general municipal elections and special municipal elections in accordance with the California Elections Code and coordinate ballot measures, arguments, and impartial analysis
- Fulfill duties as filing officer for campaign statements for officeholders, candidates, and political action committees
- Act as Custodian of the City Seal
- Act as Custodian of the City's vital records from 1888-1964
- Disseminate information relative to City Council actions to appropriate parties
- Fulfill duties as Financial Disclosure Officer for conflict of interest filings for 65 designated positions and various consultants and attorneys
- Coordinate legal publications and notices of ordinances, resolutions, and public hearings in a timely manner in accordance with law
- Follow legal procedures for noticing regular, adjourned and special meetings of the City Council and the Redlands Financing Authority
- Maintain a comprehensive general index of above proceedings, and all ordinances, resolutions, contracts and agreements, and deeds
- Maintain an open, diplomatic and neutral relationship with news media
- Maintain the Redlands Municipal Code
- Research, disseminate and provide information regarding City records as necessary
- Automate records retrieval to include internet access of all pertinent information
- Act as secretary to the Redlands Financing Authority and maintain an accurate record of their proceedings through a comprehensive general index of all minutes, resolutions, contracts, agreements, and deeds

### **Significant Program Changes**

No significant changes are planned for the FY 2013-2014 Program

### **Accomplishments for Fiscal Year 2012-2013:**

This office continues to operate effectively and efficiently to provide a high standard of customer satisfaction. The service provided by the City Clerk's office to the public, the City Council and staff has not wavered. We continue to decrease turn around times for information requests and have met our schedule goals for publishing meeting minutes and public notices.

- Hired and trained one new part-time employee resulting in more access and quicker response times to service requests
- Coordinated the submission of economic interest statements from sixty-five elected officials, appointed commissioners and designated staff members
- Managed the nomination, election and campaign reporting of twelve candidates for four offices in a general municipal election
- Continued efforts to implement a computerized documentation management program and scanned and coded over 24,000 documents into a data base to date
- In spite of setbacks caused by the lack of funding, we have made significant progress toward providing public access to City records on the internet by the end of calendar year 2013

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
CITY CLERK

**FUND**  
GENERAL FUND

**ORGKEY**  
101110

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	67,436	66,462	66,462	66,462
4005 Salaries: Part Time	15,349	28,108	28,108	28,108
4051 Fica/Medicare	6,324	7,234	7,234	7,234
4053 Deferred Compensation	1,845	1,845	1,845	1,845
4055 Health/Dental Insurance	12,447	12,300	12,300	12,300
4056 Worker's Comp Insurance	712	1,049	1,049	1,049
4058 Unemployment Insurance	1,278	1,302	1,302	1,302
4059 Life Insurance	67	63	63	63
<b>TOTAL SALARIES AND BENEFITS</b>	<b>105,458</b>	<b>118,363</b>	<b>118,363</b>	<b>118,363</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	500	0	0	0
5196 Elections	29	85,500	85,500	42,750
5240 Meeting & Professional Devlpmt	440	440	0	0
5270 Printing and Binding	928	750	500	500
5275 Postage	322	500	700	700
5280 Advertising	24,331	25,000	25,000	25,000
5303 Telephone	1,188	1,375	1,375	1,375
5395 Info Technology Services Charges	10,311	13,406	13,406	13,406
5570 Office Equip & Furn Rent	2,208	2,431	2,431	2,431
5722 Penalties and Interest	55	0	0	0
5800 Subscriptions & Memberships	160	160	160	160
5880 Special Contractual Services	7,368	4,000	4,000	4,000
<b>TOTAL SERVICES</b>	<b>47,840</b>	<b>133,562</b>	<b>133,072</b>	<b>90,322</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	541	1,000	1,000	1,000
<b>TOTAL SUPPLIES</b>	<b>541</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>DEPARTMENT TOTAL</b>	<b>153,839</b>	<b>252,925</b>	<b>252,435</b>	<b>209,685</b>

**City of Redlands  
2013-2014  
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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 leadership and direction to all City departments.
- Promote favorable working relationships with our business community, community organizations and citizens.
- Promote transparency in government.
- Guard the quality of life that residents enjoy through the maintenance of existing programs and service levels.
- Promote city-wide emergency preparedness measures

**Sustainability Efforts:**

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

**Performance Measures:**

- City Council Agenda Packet Distribution - Distribution of the agenda packet 2 days in advance of the date required by state law.
  - Achieve an on-time distribution rate of 98% to promote transparency in government by allowing additional public agenda review prior to the City Council Meeting.
- Public Records Act Request – Initial response letter sent to the requestor within 48 hours of receipt excluding non-business days.
  - Achieve an on-time response rate of 98% to promote responsive service.
- Film Permit Processing – Basic film permits processed within 1 business day of receipt.
  - Achieve an on-time processing rate of 98% to promote economic development activity, responsive service and exposure of the Redlands community.

**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 effective leadership, planning and research as well as ongoing evaluation of the City's available resources.

The City Manager'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.

The City Manager's office also facilitates the City's emergency management and preparedness program. The program is dedicated to preparing the employees and citizens of Redlands for impacts associated with emergencies and disasters, both natural and manmade.

**Program Objectives:**

- Provide leadership, management and direction to all City departments
- Compile and distribute agenda packets for all Council meetings
- Oversee the preparation of the annual budget
- Be available to the public as the need arises
- Maintain effective working relationships with other City, County, State and Federal agencies
- Regularly televise all City Council and Planning Commission meetings with scheduled replays intended to provide access for all Redlands citizens
- Provide a forum for community events and public service messages relevant to Redlands audiences
- Use available video technology and media to provide an outlet, informing Redlands residents of available City events and services or specific public service information
- Develop a series of business profile videos in cooperation with the Economic Development activities of the Development Services Department that highlight locally owned and operated businesses. The video program is part of the City's participation in the 3/50 Project, an economic development effort to promote the advantages to consumers of keeping their spending dollars in Redlands
- Develop and implement policies and priorities for the emergency management program

**Significant Program Changes:**

None

**Accomplishments for Fiscal Year 2012-2013:**

- Managed all department operations
- Promoted transparency in government through:
  - Web-streaming of live City Council meetings and archived meeting videos
  - Live broadcasting of forty-six (46) City meeting on Redlands TV
  - Web posting of City Council meeting agenda reports
- Promoted open, clear and frequent communication through:
  - Redlands Connection Quarterly Newsletter.
  - Social networking pages for the City
  - Redlands 311 mobile app
  - City's Speakers Bureau
  - Issuance of approximately 300 press releases promoting City activities and economic development, providing public safety information, and providing information of City Council actions.
- Coordinated applications resulting in two Helen Putnam awards from the League of California Cities
- Provided staff liaison to the City's Federal Advocates
- Assistance in planning, promoting and staffing various activities as part of the City of Redlands 125th Anniversary Celebration
- Broadcast the Redlands Christmas Parade live on Redlands TV
- Produced and presented videos promoting City services and activities; examples are Fastenal City Stores, Emergency Operations Center, Helping Hands Community Day of Service, and Shop Small Business Saturday
- Produced and presented 47 Pet of the Week videos and 10 Library Story Time Videos
- Facilitated groundbreaking ceremony for the PARIS project

- Facilitated press conference for the Police Department's graduation week enforcement of the Social Host Ordinance
- Provided support to all other departments and City Council in media interviews
- Authored articles for Western Cities and Governing magazines
- Co-authored case studies for Fastenal on the City's innovative inventory system and for CitySourced on the award-winning Redlands311 smartphone app
- Coordinated and assembled 21 City Council Regular Meeting Agenda Packets and 17 City Council Special Meeting Agenda Packets.
- Established and coordinated City Council Meeting E-Agenda packets
- Coordinated and processed 454 resident service requests
- Processed 47 film permits for filming in Redlands and provided follow-up reports on economic activity generated
- Provided administrative support to the Inland Empire Division of the League of California Cities
- Produced 29 video interviews in an ongoing series for the 125th City Anniversary videos. Copies of the video interviews are posted online and provided to the Archives of the A.K. Smiley Public Library for historical reference.

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
CITY MANAGER

**FUND**  
GENERAL FUND

**ORGKEY**  
101120

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	261,676	297,713	297,713	303,511
4005 Salaries: Part Time	3,135	0	2,500	13,250
4010 Overtime Salaries	1,435	2,000	200	0
4015 Banked Leave Buy Back	9,892	42,678	42,678	24,441
4050 Pension Contributions	54,270	64,327	64,327	69,907
4051 Fica/Medicare	13,695	15,772	15,772	17,487
4053 Deferred Compensation	5,818	7,035	7,037	7,586
4055 Health/Dental Insurance	24,653	27,973	27,973	30,878
4056 Worker's Comp Insurance	1,385	20,983	20,983	21,000
4057 Disability Insurance	283	253	253	0
4058 Unemployment Insurance	780	803	803	1,693
4059 Life Insurance	118	117	117	120
4080 Vehicle Allowance	8,480	9,600	9,600	9,600
4081 Eyecare Reimbursement	225	416	416	428
4084 Clothing Cash Payment	90	90	90	0
4085 Other Taxable Benefits	60	210	210	285
<b>TOTAL SALARIES AND BENEFITS</b>	<b>385,995</b>	<b>489,969</b>	<b>490,672</b>	<b>500,186</b>

**SERVICES**

5190 Other Professional Services	392	0	6,431	1,000
5240 Meeting & Professional Devlpmt	204	250	1,240	2,000
5255 Travel Reimbursement	1,335	1,000	2,600	1,500
5270 Printing and Binding	1,218	1,000	1,100	1,000
5275 Postage	64	450	125	450
5303 Telephone	2,829	4,200	4,200	4,200
5340 Office Equipment Maintenance	0	0	1,733	0
5392 License & Permits	1,502	1,550	1,292	1,550
5395 Info Technology Services Charges	15,398	16,746	16,746	16,746
5490 Other Insurance	744	0	0	0
5580 Communication Svs & Rental	960	1,150	1,150	1,200
5760 Special Program Expenditures	1,034	1,500	5,000	1,500

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
CITY MANAGER

**FUND**  
GENERAL FUND

**ORGKEY**  
101120

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONTD)</u></b>				
5800 Subscriptions & Memberships	1,480	1,750	1,460	1,950
5999 Contingencies - Vacancies	0	(150,000)	0	(175,000)
5999 Contingencies - Holiday OT	0	(25,000)	0	0
5999 Contingencies - Fee Waivers	0	(45,000)	0	0
<b>TOTAL SERVICES</b>	<b>27,160</b>	<b>(190,404)</b>	<b>43,077</b>	<b>(141,904)</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	0	0	500
6140 Office Supplies	1,830	1,500	2,465	2,500
6190 Photo & Copying Supplies	0	500	500	500
6500 Office Equipment & Furniture	1,640	1,057	100	500
6510 Small Tools & Equipment	870	0	100	0
6560 Food	0	0	150	200
6590 Special Departmental Supplies	7,117	250	1,000	500
<b>TOTAL SUPPLIES</b>	<b>11,457</b>	<b>3,307</b>	<b>4,315</b>	<b>4,700</b>
<b>DIVISION TOTAL</b>	<b>424,612</b>	<b>302,872</b>	<b>538,064</b>	<b>362,982</b>

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

**PUBLIC INFORMATION**

**FUND**

GENERAL FUND

**ORGKEY**

101121

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	140,106	146,148	146,148	154,412
4010 Overtime Salaries	1,838	1,500	500	500
4015 Banked Leave Buy Back	6,642	3,373	7,244	7,492
4050 Pension Contributions	29,844	31,511	31,511	35,450
4051 Fica/Medicare	11,408	11,504	11,504	12,439
4053 Deferred Compensation	3,014	3,108	3,108	3,108
4055 Health/Dental Insurance	38,758	43,223	43,223	44,856
4057 Disability Insurance	518	484	484	601
4058 Unemployment Insurance	1,321	868	868	868
4059 Life Insurance	118	126	126	126
4081 Eyecare Reimbursement	0	450	450	450
4084 Clothing Cash Payment	200	200	200	275
4085 Other Taxable Benefits	150	150	150	150
<b>TOTAL SALARIES AND BENEFITS</b>	<b>233,917</b>	<b>242,645</b>	<b>245,516</b>	<b>260,727</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	0	0	6,000
5255 Travel Reimbursement	363	400	400	400
5396 City Garage Charges	1,393	490	490	490
5800 Subscriptions & Memberships	0	500	0	400
<b>TOTAL SERVICES</b>	<b>1,756</b>	<b>1,390</b>	<b>890</b>	<b>7,290</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	633	700	1,000	1,000
6590 Special Departmental Supplies	33	0	0	0
6630 Audio-Visual Materials	64	0	0	0
<b>TOTAL SUPPLIES</b>	<b>730</b>	<b>700</b>	<b>1,000</b>	<b>1,000</b>



City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
**PUBLIC INFORMATION**

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
GENERAL FUND					101121
	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED	
<b><u>DEBT SERVICE</u></b>					
8100 Principal	8,167	8,571	8,571	0	
8200 Interest	829	424	424	0	
TOTAL DEBT SERVICE	8,996	8,995	8,995	0	
 DIVISION TOTAL	 245,399	 253,730	 256,401	 269,017	

City of Redlands  
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Adopted Budget

**DEPARTMENT/DIVISION**  
EMERGENCY PREPAREDNESS

<b><u>FUND</u></b>	<b><u>ORGKEY</u></b>
GENERAL FUND	101122

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	0	18,877	18,877	26,497
4015 Banked Leave Buyback	0	1,250	1,250	0
4050 Pension Contributions	0	3,147	3,147	4,786
4051 Fica/Medicare	0	1,444	1,444	2,031
4053 Deferred Compensation	0	215	215	924
4055 Health/Dental Insurance	0	2,162	2,162	3,054
4058 Unemployment Insurance	0	109	109	151
4059 Life Insurance	0	16	16	22
4081 Eyecare Reimbursement	0	56	56	79
4082 Clothing Allowance	0	50	50	0
4085 Other Taxable Benefits	0	38	38	53
<b>TOTAL SALARIES AND BENEFITS</b>	<b>0</b>	<b>27,363</b>	<b>27,364</b>	<b>37,597</b>

<b><u>SERVICES</u></b>				
5050 Fingerprinting	51	0	0	0
5190 Other Professional Services	758	0	0	0
5240 Meeting & Professional Devlpmt	0	150	0	0
5270 Printing and Binding	0	1,500	0	0
5303 Telephone	15,011	16,000	16,000	16,000
5395 Info Technology Services Charge	6,043	6,583	6,583	6,853
5800 Subscriptions & Memberships	0	277	0	300
5840 Training	0	5,000	5,000	5,000
<b>TOTAL SERVICES</b>	<b>21,863</b>	<b>29,510</b>	<b>27,583</b>	<b>28,153</b>

<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	250	0	250
6140 Office Supplies	308	500	500	500
6190 Photo & Copying Supplies	0	1,000	0	1,000
6375 Computer Components	0	150	0	150
6560 Food	0	1,000	0	1,000

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
**EMERGENCY PREPAREDNESS**

**FUND**  
GENERAL FUND

**ORGKEY**  
101122

	<u>2011-12</u> <u>ACTUAL</u> <u>(AUDITED)</u>	<u>2012-13</u> <u>ADJUSTED</u> <u>BUDGET</u>	<u>2012-13</u> <u>12 MONTH</u> <u>ESTIMATED</u>	<u>2013-14</u> <u>COUNCIL</u> <u>ADOPTED</u>
<b><u>SUPPLIES (CONT)</u></b>				
6590 Special Departmental Supplies	439	500	0	500
6630 Audio-Visual Materials	0	250	0	250
<b>TOTAL SUPPLIES</b>	<b>747</b>	<b>3,650</b>	<b>500</b>	<b>3,650</b>
<b>DIVISION TOTAL</b>	<b>22,610</b>	<b>60,523</b>	<b>55,447</b>	<b>69,400</b>

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
PRINT SHOP

**FUND**

GENERAL FUND

**ORGKEY**

101125

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5275 Postage	1,090	1,100	1,100	1,100
5303 Telephone	249	350	350	350
5340 Office Equipment Maintenance	1,959	2,400	2,400	2,400
5570 Office Equip & Furn Rent	21,701	22,000	22,000	22,000
5880 Special Contractual Services	6,466	7,000	7,000	7,000
5990 Reimbursed Expenditures	(43,713)	(40,000)	(40,000)	(40,000)
<b>TOTAL SERVICES</b>	<b>(12,248)</b>	<b>(7,150)</b>	<b>(7,150)</b>	<b>(7,150)</b>
 <b><u>SUPPLIES</u></b>				
6140 Office Supplies	59	250	0	250
6190 Photo & Copying Supplies	1,339	1,050	2,000	1,100
6590 Special Departmental Supplies	665	1,100	200	500
<b>TOTAL SUPPLIES</b>	<b>2,063</b>	<b>2,400</b>	<b>2,200</b>	<b>1,850</b>
 <b>DIVISION TOTAL</b>	 <b>(10,185)</b>	 <b>(4,750)</b>	 <b>(4,950)</b>	 <b>(5,300)</b>
 <b>DEPARTMENT TOTAL</b>	 <b>682,436</b>	 <b>612,375</b>	 <b>844,962</b>	 <b>696,099</b>

**City of Redlands  
2013-2014  
Adopted Budget**

**Department of Information Technology Services**

**Mission Statement:**

To provide value added and comprehensive support to City departments in their efforts to serve the community; to enhance and augment resident and visitor access to information about the City, thereby increasing government transparency and availability of data; to innovate and deliver effective solutions and creative strategies for both City operations and access to the City for the public.

**Department Goals:**

- Initiate implementation of the IT Master Plan
- Provide thorough user training for City software and applications to City departments
- Relocation of the Police Department's server room and City telecom system to a new, secure data center
- Installation and integration of a new Reverse 911 software and server system to automatically contact residents in the case of natural disasters and other crises
- Major projects include:
  - Upgrade of the City's Email Exchange Server
  - Comprehensive Inventory and Assessment of the City's telecommunications equipment
  - Integration of a new project management software and server for the Municipal Utilities and Engineering Department
  - Roll-out of a new Citizen Request Management System
  - Upgrade of the City Council Chamber's audio/visual system
  - Deployment of a new Route Management software for the Solid Waste division
  - Initiation of computer and workstation refresh/replacement

**Sustainability Efforts:**

- Development of a computer refresh and inventory system
- Department planning to address developing needs of City departments
- Continual efforts towards conversion of City processes paperless and automated processes

**Performance Measures:**

- Track, measure and analyze HelpDesk workload and efforts vis-à-vis department requests for service
- Analyze optimal levels of mobile device and computer refresh vis-à-vis maintenance costs for future budget and capital planning
- Measurement of time efficiency savings created as a result of implementation of major projects Citywide and within specific City department

### Program Description:

The Department of Innovation and Technology (DoIT) is comprised of three divisions – Operations, GIS and Client Services, but currently operating in two divisions: Operations and GIS. 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 (currently under Operations)

- 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

**Significant Changes:**

- The Department has undergone an assessment to produce an IT Master Plan and implementation strategy. This plan will introduce strategies that bring sweeping changes to the IT department and the core services it provides.

**Accomplishments for Fiscal Year 2012-2013:**

- Deployment and support of Code Enforcement iPhone/iPad applications for officer field support.
- Implementation and integration of the Bi-Tech / Sunguard 7.9 Upgrade to the HR / Finance / Payroll / Purchasing operations.
- Presentation of the 5-year IT Master Plan
- GIS server upgrade project initiation

City of Redlands  
2013-2014  
Adopted Budget

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

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

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	630,033	662,476	588,500	506,053
4005 Salaries: Part Time	2,893	60,000	47,600	45,000
4010 Overtime Salaries	4,933	10,000	1,500	1,500
4015 Banked Leave Buy Back	19,690	20,565	55,885	15,000
4016 Compensated Absence	(4,877)	0	0	0
4050 Pension Contributions	131,748	142,955	125,711	116,186
4051 Fica/Medicare	48,504	56,344	52,615	44,219
4053 Deferred Compensation	8,287	8,287	8,287	5,861
4055 Health/Dental Insurance	72,416	72,869	61,730	53,800
4056 Worker's Comp Insurance	2,452	12,065	12,065	12,100
4057 Disability Insurance	2,099	1,313	1,201	710
4058 Unemployment Insurance	4,694	5,208	5,208	7,002
4059 Life Insurance	494	504	504	410
4081 Eyecare Reimbursement	666	1,800	1,800	1,500
4084 Clothing Cash Payment	400	400	200	200
4085 Other Taxable Benefits	13,612	9,300	11,000	9,225
<b>TOTAL SALARIES AND BENEFITS</b>	<b>938,044</b>	<b>1,064,086</b>	<b>973,806</b>	<b>818,766</b>

**SERVICES**

5103 Software Support/Development	484,845	603,384	557,895	406,105
5104 Hardware Maint/Replace	117,244	636,694	391,500	281,000
5140 Legal Services	0	0	7,150	0
5141 Settlements/Judgements	0	0	23,847	0
5190 Other Professional Services	43,128	140,574	383,574	625,600
5240 Meeting & Professional Devlpmt	611	0	0	5,000
5255 Travel Reimbursement	337	0	500	400
5270 Printing & Binding	697	500	900	400
5275 Postage	11	100	250	250
5303 Telephone/Network Connectivity	70,103	90,000	65,000	90,000
5396 City Garage Charges	1,520	278	278	278
5451 Retiree Health Insurance	108,597	0	0	0



City of Redlands  
2013-2014  
Adopted Budget

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

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
INFORMATION TECHNOLOGY SERVICES FUND					604520
	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED	
<b><u>SERVICES (CONT)</u></b>					
5570 Office Equip & Furn Rent	3,365	3,394	3,394	3,394	
5580 Communications Svs & Rental	21,456	65,284	40,000	63,700	
5722 Penalties & Interest	23	0	0	0	
5800 Subscriptions & Memberships	50	0	1,500	1,000	
5840 Training	1,485	0	6,000	17,500	
5870 General Govt Service Charge	57,798	204,439	204,439	204,439	
5880 Special Contractual Services	5,064	2,500	2,000	6,500	
5995 Depreciation Expense	11,839	0	0	0	
<b>TOTAL SERVICES</b>	<b>928,173</b>	<b>1,747,147</b>	<b>1,688,227</b>	<b>1,705,566</b>	
<b><u>SUPPLIES</u></b>					
6140 Office Supplies	13	0	1,763	700	
6210 Repair/Maintenance Supplies	0	5,000	0	0	
6375 Computer Components	49,183	60,000	85,196	60,000	
6500 Office Equipment & Furniture	10	0	0	0	
6560 Food	0	0	108	0	
6590 Special Departmental Supplies	187	0	0	5,000	
<b>TOTAL SUPPLIES</b>	<b>49,393</b>	<b>65,000</b>	<b>87,067</b>	<b>65,700</b>	
<b><u>FIXED ASSETS</u></b>					
7080 Computer Equipment	54,309	0	0	277,000	
<b>TOTAL FIXED ASSETS</b>	<b>54,309</b>	<b>0</b>	<b>0</b>	<b>277,000</b>	
<b>FUND TOTAL</b>	<b>1,969,919</b>	<b>2,876,233</b>	<b>2,749,100</b>	<b>2,867,032</b>	

**City of Redlands  
2013-2014  
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 function in an efficient and cost effective manner
- Provide an efficient method of centralized cashiering for the convenience of city departments and the public
- Oversee the custody and safekeeping of all City funds, including the efficient collection of fees, taxes, utility payments and all other payments owed to the City, and the safe deposit and management of cash from the time of receipt until the time of investment or disbursement
- Assist the City's elected Treasurer in the development of an annual statement of investment policy and quarterly investment reports that demonstrate investment policy adherence
- Maintain and promote the City's Values as authorized and approved by the City Council

**Sustainability Efforts:**

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

**Performance Measures:**

- Upgrade the Sungard Bi-Tech financial system
  - Less staff time with updated technology and fewer manual functions and reports
  - Able to monitor revenues and expenditures more efficiently
  - Able to provide more efficient reporting to other City departments

- Update policy and procedure manuals for payroll, accounts payable and accounts receivable
  - Allows staff time for additional processing
  - Current policy and procedure manuals help to provide training for newer employees, retrain existing employees and promote cross training between functions
  - Allows for streamlining and utilization of existing and updated technology
- Develop an Internal Audit plan
  - Improves operations by reviewing data and business processes
  - Increases the effectiveness of risk management, governance and control
  - Increases compliance with laws and regulations and safeguards assets

**City of Redlands  
2013-2014  
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 in excess of 11,000 checks per year
- Process twenty-six regular biweekly payrolls as well as a variety of special payrolls
- Plan and coordinate the annual audits of the City, Successor Agency to the Former Redevelopment Agency, Gas Tax and Measure I funds, as well as other grant related audits as required by federal law

**Significant Program Changes:**

None.

**Accomplishments for Fiscal Year 2012-2013:**

- Completed the City's Comprehensive Annual Financial Report (CAFR) for the Year Ended June 30, 2012 and submitted the completed document to the GFOA for the Award of Excellence in Financial Reporting, an award that we have received for the last nine years
- Completed the Due Diligence Reviews for the Redlands Redevelopment Agency, as well as the Single Audit for the Year Ended June 30, 2012
- Completed all other Financial reports as required by law, including the State Controller's Reports, for the City and the AB 1600 Report on Development Impact Fees
- Monitored and reported on the City's budget throughout the year and worked with the City Manager, Executive and support staff, and the Budget Committee to develop a budget for FY 2013-2014 that is balanced without the use of reserves
- Successfully produced 26 regular bi-weekly payrolls consisting of approximately 475 paychecks each, or approximately 12,350 annually, in support of nine bargaining groups.
- Produced 4 regularly scheduled special payrolls during the year and 27 unscheduled special payrolls year to date.
- Process deduction payments after each payroll, resulting in approximately 650 checks, annually.

- Implemented new Public Employee Retirement System (PERS) reporting software and completed reports after each payroll, as required by PERS.
- Compiled Quarterly Tax data for Federal and State government reporting.
- Produced 549 W-2's for employees for calendar year 2012.
- Produced 99 Form 1099's to vendors.
- On track to process 5300 invoices for the 2012-2013 fiscal year.
- Issued 4000 invoices on behalf of various city departments.
- Process Accounts Payable checks weekly, resulting in over 11,000 checks, annually.
- Collected over \$4,600 on delinquent invoices through collection phone calls. Had the City's collection agency recovered these payments, they would have taken a 40% commission.
- Maintain W-9 vendor database to ensure City compliance with IRS requirements.

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

FINANCE

**FUND**

GENERAL FUND

**ORGKEY**

101130

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	480,852	509,256	508,246	532,099
4010 Overtime Salaries	2,822	5,000	12,604	7,500
4015 Banked Leave Buy Back	24,501	28,424	28,424	30,356
4050 Pension Contributions	100,066	108,901	108,813	121,082
4051 Fica/Medicare	35,971	38,701	39,020	40,909
4053 Deferred Compensation	7,908	7,991	7,991	9,492
4055 Health/Dental Insurance	95,614	97,252	99,060	101,721
4056 Worker's Comp Insurance	2,881	10,596	10,596	10,596
4057 Disability Insurance	1,627	1,532	1,640	1,108
4058 Unemployment Insurance	3,603	2,982	2,982	2,995
4059 Life Insurance	426	433	427	435
4080 Vehicle Allowance	730	720	1,023	780
4081 Eyecare Reimbursement	1,470	1,546	1,546	1,553
4084 Clothing Cash Payment	600	600	600	400
4085 Other Taxable Benefits	5,281	5,831	4,886	5,565
<b>TOTAL SALARIES AND BENEFITS</b>	<b>764,352</b>	<b>819,765</b>	<b>827,858</b>	<b>866,591</b>

**SERVICES**

5034 Collection Agent/Bank Fees	0	0	25	0
5103 Software Support/Development	57,089	186,066	186,066	63,000
5140 Legal Services	0	0	100	100
5160 Auditing and Accounting	53,904	86,720	86,720	56,510
5190 Other Professional Services	147,601	87,825	87,825	70,500
5240 Meeting & Professional Devlpmt	405	2,000	1,000	2,000
5255 Travel Reimbursement	85	250	100	250
5270 Printing and Binding	2,845	4,000	5,500	4,000
5275 Postage	7,597	7,500	7,500	8,000
5280 Advertising	389	500	600	750
5290 Filming and Microfilming	800	1,500	1,000	1,000
5303 Telephone	3,400	4,000	4,000	4,000

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
FINANCE

**FUND**

GENERAL FUND

**ORGKEY**

101130

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5395 Info Technology Services Charges	36,648	55,135	55,135	55,135
5570 Office Equip & Furn Rent	3,365	3,394	3,370	3,370
5722 Penalties and Interest	0	175	0	100
5800 Subscriptions & Memberships	1,010	1,835	1,200	1,850
5880 Special Contractual Services	211	250	250	250
<b>TOTAL SERVICES</b>	<b>315,349</b>	<b>441,150</b>	<b>440,391</b>	<b>270,815</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	9,995	11,000	12,000	10,000
6160 Medical Supplies	5	0	0	0
6180 Turnouts/Uniforms/Safety Clothing	8	0	0	0
6310 Janitorial Supplies	5	100	0	0
6500 Office Equipment	0	250	0	0
6560 Food	0	0	105	0
<b>TOTAL SUPPLIES</b>	<b>10,013</b>	<b>11,350</b>	<b>12,105</b>	<b>10,000</b>
<b>DIVISION TOTAL</b>	<b>1,089,714</b>	<b>1,272,265</b>	<b>1,280,354</b>	<b>1,147,406</b>

**City of Redlands  
2013-2014  
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 and handles items declared as surplus for redistribution or disposal per the 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.
- Provide reports regarding departments' usage and expense as requested
- Execute and monitor warehouse program
- Process items declared as surplus for redistribution or disposal per City procedures
- Main objective: to increase city-wide efficiencies and cost savings

**Significant Program Changes:**

The purchasing manager together with the new hire of a full time purchasing clerk will focus their efforts during Fiscal Year 2013-2014 on implementing and monitoring various city-wide contracting initiatives and continue to monitor the city store inventory program - "Fastenal Automated Supply Technology (FAST) - Industrial Vending". The division will also keep the purchasing guidelines and procedures up to date and provide training and assistance to various City departments as needed. The main objective of the division is to ensure city-wide compliance with the municipal code and to introduce new ideas and best practices and implement them throughout the City with the goal of eliminating waste, increasing efficiencies, productivity and cost savings.



City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

PURCHASING / STORES

**FUND**

GENERAL FUND

**ORGKEY**

101137

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	100,397	91,762	99,058	128,436
4005 Salaries: Part Time	1,805	10,000	7,222	0
4010 Overtime Salaries	745	0	0	0
4015 Banked Leave Buy Back	5,327	3,854	0	2,178
4050 Pension Contributions	19,291	15,305	16,541	23,187
4051 Fica/Medicare	8,147	8,440	7,775	10,019
4053 Deferred Compensation	0	2,960	2,923	3,013
4055 Health/Dental Insurance	19,459	5,735	11,697	16,866
4056 Worker's Comp Insurance	1,128	3,305	3,305	3,305
4057 Disability Insurance	323	0	97	343
4058 Unemployment Insurance	1,760	868	1,310	868
4059 Life Insurance	97	63	85	126
4081 Eyecare Reimbursement	137	225	0	450
4084 Clothing Cash Payment	200	0	0	200
4085 Other Taxable Benefits	150	150	0	150
<b>TOTAL SALARIES AND BENEFITS</b>	<b>158,966</b>	<b>142,667</b>	<b>150,013</b>	<b>189,141</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	7,104	0	0	0
5240 Meeting & Professional Devlpmt	20	2,000	514	3,000
5255 Travel Reimbursement	416	0	821	0
5270 Printing and Binding	486	150	4,700	3,500
5275 Postage	780	1,200	750	1,000
5280 Advertising	533	1,600	500	600
5303 Telephone	1,919	1,750	1,900	1,750
5340 Office Equipment Maintenance	0	200	0	0
5395 Info Technology Services Charges	4,156	4,528	4,528	4,528
5396 City Garage Charges	4,560	0	0	0
5570 Office Equip & Furn Rent	2,422	2,443	2,443	2,443
5800 Subscriptions & Memberships	189	300	300	300

City of Redlands  
2013-2014  
Adopted Budget

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

**FUND**

GENERAL FUND

**ORGKEY**

101137

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5990 Reimbursed Expenditures	3,840	0	0	0
<b>TOTAL SERVICES</b>	<b>26,425</b>	<b>14,171</b>	<b>16,456</b>	<b>17,121</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	2,471	2,500	2,500	2,500
6160 Medical Supplies	7	50	0	0
6180 Turnouts/Uniforms/Safety Clothing	(80)	250	0	0
6190 Photo & Copying Supplies	789	0	0	0
6210 Repair/Maintenance Supplies	0	75	0	0
6310 Janitorial Supplies	102	300	0	0
6510 Small Tools & Equipment	50	300	0	0
6580 Damaged/Theft/Obsolete Stock	1,883	3,000	3,000	3,000
6590 Special Departmental Supplies	55	100	0	0
<b>TOTAL SUPPLIES</b>	<b>5,277</b>	<b>6,575</b>	<b>5,500</b>	<b>5,500</b>
<b>DIVISION TOTAL</b>	<b>190,668</b>	<b>163,413</b>	<b>171,969</b>	<b>211,762</b>
<b>DEPARTMENT SUBTOTAL</b>	<b>1,280,382</b>	<b>1,435,678</b>	<b>1,452,323</b>	<b>1,359,168</b>

**City of Redlands  
2013-2014  
Adopted Budget**

**Finance  
Revenue**

**Program Description:**

The division has the responsibility for, and has been authorized to collect all city monies and deposit all cash receipts in authorized banks; to maintain and balance records of receipts and disbursements; to responsibly invest city funds through secure, approved methods; to submit quarterly investment reports in compliance with the approved investment policy; to keep and to monitor as to sufficiency for both active and inactive deposit accounts, records for collateral pledged by banks as security for public funds. The elected City Treasurer oversees the investment responsibilities of this division.

**Program Objectives:**

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

**Significant Program Changes:**

The part-time City Treasurer was elected December 2012, taking on the investing of public funds, as well as, submitting the quarterly investment report and annual investment policy to the City Council with the administrative and recordkeeping functions remaining with this division.

State changes to the handling of massage related businesses and a newly adopted SB1186 fee for accessibility resulted in another year of programming and procedural changes. The SB1186 also requires quarterly and annual submissions to the state. These additional processes have impacted staff time in this division.

With the reintroduction of the Administrative Citation program, additional staff time is needed to track payments and non-payments for citations that will result in citations being sent to collections and/or put as a lien on properties.

**Accomplishments for Fiscal Year 2012-2013:**

- Annual Dog Licensing and Low Cost Vaccination clinic was held in August 2012
- In coordination with the Police Department, processes were updated for new Massage Ordinance. The new ordinance was given to every renewing massage related business for 2013.
- Inclusion of the State SB1186 accessibility fee, enacted 9/19/12, into the business license software system to be collected with the 2013 renewals and new business license applications
- Programmed the fee updates into the business license and dog license systems.
- In coordination with other city departments, the Administrative Citation process was reviewed for the processing of collections through liens
- In coordination with the Quality of Life Department, the collection of data for the Rental Dwelling Program was updated

- Started coordinated efforts with city departments in collection of business license customers between systems and processes
- Updated office workstations

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

FINANCE / REVENUE

**FUND**

GENERAL FUND

**ORGKEY**

101140

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	217,025	233,400	241,605	253,774
4005 Salaries: Part Time	14,719	29,216	19,129	25,716
4010 Overtime Salaries	6,454	3,400	7,500	5,000
4015 Banked Leave Buy Back	7,328	8,994	8,994	10,005
4050 Pension Contributions	45,236	50,233	51,366	56,793
4051 Fica/Medicare	18,423	20,954	20,933	22,362
4053 Deferred Compensation	1,956	1,956	1,956	2,080
4055 Health/Dental Insurance	29,517	29,890	30,561	32,224
4056 Worker's Comp Insurance	2,896	9,127	9,127	9,127
4057 Disability Insurance	1,204	1,085	1,182	1,132
4058 Unemployment Insurance	3,014	2,356	2,356	2,555
4059 Life Insurance	254	252	252	254
4080 Vehicle Allowance	180	180	248	216
4081 Eyecare Reimbursement	675	900	900	907
4084 Clothing Cash Payment	460	460	460	460
4085 Other Taxable Benefits	4,705	4,665	5,665	4,670
<b>TOTAL SALARIES AND BENEFITS</b>	<b>354,046</b>	<b>397,068</b>	<b>402,234</b>	<b>427,275</b>

**SERVICES**

5103 Software Support/Development	5,220	5,400	5,860	5,600
5140 Legal Services	0	100	100	100
5190 Other Professional Services	0	400	351	0
5240 Meeting & Professional Devlpmt	0	400	200	400
5255 Travel Reimbursement	15	100	100	100
5270 Printing and Binding	2,248	3,100	3,100	3,100
5275 Postage	8,305	8,700	8,620	8,800
5280 Advertising	120	150	120	150
5303 Telephone	3,719	4,000	3,920	4,100
5340 Office Equipment Maintenance	234	500	250	500
5395 Info Technology Services Charges	17,895	19,438	19,438	21,000
5396 City Garage Charges	1,824	765	765	800

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
FINANCE / REVENUE

**FUND**  
GENERAL FUND

**ORGKEY**  
101140

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5570 Office Equip & Furn Rent	2,411	2,500	2,500	2,625
5800 Subscriptions & Memberships	574	1,170	680	1,050
5880 Special Contractual Services	3,579	3,600	3,100	3,600
5950 Bad Debt Expense	0	1,500	750	1,500
<b>TOTAL SERVICES</b>	<b>46,144</b>	<b>51,823</b>	<b>49,854</b>	<b>53,425</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	4,502	6,600	6,600	7,000
6310 Janitorial Supplies	12	0	0	0
6375 Computer Components	0	0	0	30,850
6500 Office Equipment & Furniture	0	10,000	10,000	1,000
6520 Promotional Supplies	1,248	1,300	1,300	1,300
6590 Special Departmental Supplies	0	0	0	400
<b>TOTAL SUPPLIES</b>	<b>5,762</b>	<b>17,900</b>	<b>17,900</b>	<b>40,550</b>
<b>DIVISION TOTAL</b>	<b>405,952</b>	<b>466,791</b>	<b>469,988</b>	<b>521,250</b>
<b>DEPARTMENT TOTAL</b>	<b>1,686,334</b>	<b>1,902,469</b>	<b>1,922,311</b>	<b>1,880,418</b>

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
AIR QUALITY IMPROVEMENT

**FUND**

AIR QUALITY IMPROVEMENT FUND

**ORGKEY**

221130

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	29,969	29,969	0
5255 Travel Expense/Reimbursement	46	0	0	0
5880 Special Contractual Services	15,000	0	0	0
<b>TOTAL SERVICES</b>	<b>15,046</b>	<b>29,969</b>	<b>29,969</b>	<b>0</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	0	90,000	90,000	0
7150 Other Betterments/Improvements	0	95,000	95,000	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>185,000</b>	<b>185,000</b>	<b>0</b>
 <b>FUND TOTAL</b>	 <b>15,046</b>	 <b>214,969</b>	 <b>214,969</b>	 <b>0</b>

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
PARKING AUTHORITY

**FUND**

PARKING AUTHORITY FUND

**ORGKEY**

237140

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5310 Electricity & Gas	13,857	14,400	14,100	14,400
5870 General Govt Service Charge	901	3,231	3,231	4,000
<b>TOTAL SERVICES</b>	<b>14,758</b>	<b>17,631</b>	<b>17,331</b>	<b>18,400</b>
<b>FUND TOTAL</b>	<b>14,758</b>	<b>17,631</b>	<b>17,331</b>	<b>18,400</b>



City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**  
GENERAL DEBT SERVICE

**FUND**

GENERAL DEBT SERVICE FUND

**ORGKEY**

305130

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5030 Fiscal Agent Fees	4,255	4,500	4,500	4,500
5190 Other Professional Services	583	1,000	1,000	1,000
5870 General Govt Service Charge	944	214	214	214
<b>TOTAL SERVICES</b>	<b>5,782</b>	<b>5,714</b>	<b>5,714</b>	<b>5,714</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	1,715,000	1,890,000	1,890,000	2,085,000
8200 Interest	1,357,794	1,265,487	1,265,487	1,163,139
<b>TOTAL DEBT SERVICE</b>	<b>3,072,794</b>	<b>3,155,487</b>	<b>3,155,487</b>	<b>3,248,139</b>
<b>FUND TOTAL</b>	<b>3,078,576</b>	<b>3,161,201</b>	<b>3,161,201</b>	<b>3,253,853</b>

City of Redlands  
2013-2014  
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
	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED	
<b><u>SERVICES</u></b>					
5030 Fiscal Agent Fees	3,450	4,000	4,000	4,000	
5870 General Govt Service Charge	0	104	104	104	
5898 State Mandated Fee	0	20	20	0	
<b>TOTAL SERVICES</b>	<b>3,450</b>	<b>4,124</b>	<b>4,124</b>	<b>4,104</b>	
<b><u>DEBT SERVICE</u></b>					
8100 Principal	1,525,000	1,600,000	1,600,000	1,675,000	
8200 Interest	384,444	306,318	306,318	240,147	
<b>TOTAL DEBT SERVICE</b>	<b>1,909,444</b>	<b>1,906,318</b>	<b>1,906,318</b>	<b>1,915,147</b>	
<b>FUND TOTAL</b>	<b>1,912,894</b>	<b>1,910,442</b>	<b>1,910,442</b>	<b>1,919,251</b>	

**City of Redlands  
2013-2014  
Adopted Budget**

**Finance  
Customer Service**

**Program Description:**

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

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

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

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

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

**Program Objectives:**

- Provide quality customer service to all Redlands residents and utility customers, while assisting them with their water, wastewater, and solid waste needs
- Provide Redlands residents and utility customers with clear, consistent, accurate and equitable billing for their municipal utility services
- Continually look for ways to streamline functions and improve efficiencies to keep operating costs down
- Increase customer awareness of various payment methods available, such as: 1) the 1-2-3 Done! Program, which is an automated payment drafting program, offering two payment options to choose from—Advance monthly pay or Bi-monthly pay; and 2) the Speedpay program, which is an on-line and VRU payment program, offered through Western Union. Speedpay offers the flexibility to pay via credit card, debit card, or from a designated bank account. 3) GovNetPay, which is a counter based program, not only offers the same payment flexibility as Speedpay, but it also offers a higher payment limit, which meets the needs of customers with balances greater than \$500.
- Increase customer awareness of Redconnect, a program which provides customers with 24/7 secure online access to their City of Redlands municipal services account information. With Redconnect, customers have access to review their service history, billing history, water usage history, view current bill and/or print a copy, sign up for the 1-2-3 Done! payment program, or

customers can "GO GREEN" and eliminate paper waste by enrolling in e-Bill service to receive their municipal services bill via email

**Significant Program Changes:**

None.

**Accomplishments for Fiscal Year 2012-2013:**

- In coordination with the Municipal Utilities and Engineering Division (MUED), updated fee tables and performed testing in the Utility Billing System for implementation of Water and Wastewater rate increases, effective 1/1/2013.
- Updated fee tables and performed testing in the Utility Billing System for implementation of Solid Waste rate increase effective 2/1/2013.
- Completed re-route of commercial solid waste customers
- Completed solid waste audit of green waste customers
- Established and implemented procedures for new Water Conservation Rebate program recently approved by CC
- Completion of "Exceptional Customer Service" training for all customer service representatives

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

CUSTOMER SERVICE

**FUND**

UTILITY BILLING FUND

**ORGKEY**

608405

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	391,021	427,005	430,704	423,115
4010 Overtime Salaries	32,992	10,000	28,488	32,000
4015 Banked Leave Buy Back	41,056	16,105	16,105	32,573
4016 Compensated Absences	24,329	0	0	0
4050 Pension Contributions	81,313	94,608	92,482	96,821
4051 Fica/Medicare	35,859	35,336	36,551	35,982
4053 Deferred Compensation	1,396	1,010	1,010	1,093
4055 Health/Dental Insurance	84,873	97,345	94,666	96,551
4056 Worker's Comp Insurance	1,424	4,197	4,197	4,197
4057 Disability Insurance	4,363	3,780	4,120	4,057
4058 Unemployment Insurance	4,332	3,605	3,605	3,611
4059 Life Insurance	503	525	529	524
4080 Vehicle Allowance	180	180	248	204
4081 Eyecare Reimbursement	769	1,870	1,870	1,872
4084 Clothing Cash Payment	1,340	1,540	0	1,540
4085 Other Taxable Benefits	18,030	8,280	8,523	8,283
<b>TOTAL SALARIES AND BENEFITS</b>	<b>723,780</b>	<b>705,386</b>	<b>723,098</b>	<b>742,423</b>

**SERVICES**

5034 Collection Agent/Bank Fees	0	250	250	250
5140 Legal Services	0	250	250	250
5190 Other Professional Services	7,272	0	0	0
5240 Meeting & Professional Devlpmt	0	1,500	1,300	1,500
5255 Travel Reimbursement	158	100	100	100
5270 Printing and Binding	22,427	24,000	24,000	25,000
5275 Postage	67,243	70,000	70,000	73,500
5303 Telephone	5,915	6,400	7,950	8,040
5340 Office Equipment Maintenance	2,199	500	450	500
5395 Info Technology Services Charge	266,293	281,284	281,284	295,350
5451 Retiree Health Insurance	81,448	189,750	189,750	199,250
5570 Office Equip & Furn Rent	2,411	2,500	2,450	2,625

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
CUSTOMER SERVICE

**FUND**

UTILITY BILLING FUND

**ORGKEY**

608405

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5590 Other Rentals	1,100	1,250	1,250	1,315
5800 Subscriptions and Memberships	461	1,000	700	1,000
5840 Training	1,647	3,000	800	3,000
5870 General Govt Service Charge	58,016	85,047	85,047	89,300
5880 Special Contractual Services	6,155	7,000	6,700	7,000
<b>TOTAL SERVICES</b>	<b>522,745</b>	<b>673,831</b>	<b>672,281</b>	<b>707,980</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	3,045	6,000	4,500	6,000
6375 Computer Components	0	4,500	0	3,000
6500 Office Equipment & Furniture	0	7,500	6,000	3,000
6590 Special Departmental Supplies	164	500	270	500
<b>TOTAL SUPPLIES</b>	<b>3,209</b>	<b>18,500</b>	<b>10,770</b>	<b>12,500</b>
 <b>FUND TOTAL</b>	 <b>1,249,734</b>	 <b>1,397,717</b>	 <b>1,406,149</b>	 <b>1,462,903</b>

City of Redlands  
2013-2014  
Adopted Budget

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

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
COMMUNITY FACILITIES DISTRICT FUND					710130
	2011-12	2012-13	2012-13	2013-14	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	(AUDITED)	BUDGET	ESTIMATED	ADOPTED	
<hr/>					
<b><u>SERVICES</u></b>					
5030 Fiscal Agent Fees	11,697	15,500	15,500	15,500	
5760 Special Program Expenditures	0	1,917	1,917	1,917	
TOTAL SERVICES	<hr/> 11,697	<hr/> 17,417	<hr/> 17,417	<hr/> 17,417	
<b><u>DEBT SERVICE</u></b>					
8100 Principal	95,000	105,000	105,000	125,000	
8200 Interest	527,528	525,485	525,485	520,730	
TOTAL DEBT SERVICE	<hr/> 622,528	<hr/> 630,485	<hr/> 630,485	<hr/> 645,730	
DIVISION TOTAL	634,225	647,902	647,902	663,147	

City of Redlands  
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**DEPARTMENT/DIVISION**  
COMMUNITY FACILITIES DISTRICT 2001-1

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
COMMUNITY FACILITIES DISTRICT FUND					710300
	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED	
<b><u>SERVICES</u></b>					
5030 Fiscal Agent Fees	10,787	11,500	11,500	11,500	
5760 Special Program Expenditures	0	406	406	406	
<b>TOTAL SERVICES</b>	<b>10,787</b>	<b>11,906</b>	<b>11,906</b>	<b>11,906</b>	
<b><u>DEBT SERVICE</u></b>					
8100 Principal	280,000	295,000	295,000	315,000	
8200 Interest	451,783	443,803	443,803	426,693	
<b>TOTAL DEBT SERVICE</b>	<b>731,783</b>	<b>738,803</b>	<b>738,803</b>	<b>741,693</b>	
<b>DIVISION TOTAL</b>	<b>742,570</b>	<b>750,709</b>	<b>750,709</b>	<b>753,599</b>	
<b>FUND TOTAL</b>	<b>1,376,795</b>	<b>1,398,611</b>	<b>1,398,611</b>	<b>1,416,746</b>	



**City of Redlands  
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**City Attorney**

**Mission Statement:**

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

**Departmental Goals:**

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

**Sustainability Efforts:**

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

**Program Description:**

The City Attorney is responsible for providing legal advice and representation to the City Council, City Manager, and City employees as well as to City Council-appointed commissions and boards, as needed. The City Attorney also oversees prosecution of violations of the City's Municipal Code to ensure compliance with City, state and federal laws and regulations, and monitors all City legal matters involving the use of special counsel.

**Program Objectives:**

- Provide the highest quality legal services by drafting and/or providing timely review of all ordinances, resolutions, contracts and other legal documents in the normal course of City business.
- Ensure services are being provided to the City Council and staff as required or permitted by law.
- Ensure cost-effective Governmental claim defense and litigation services while assisting, reviewing and effectively monitoring special counsel services.
- Administer and coordinate the City's administrative citation program to ensure compliance with the City's Code and enhance cost recovery for Code Enforcement efforts.
- Input, coordinate with all City departments, and review the City's compliance with subpoena requests, and request for documents pursuant to the California Public Records Act

**Significant Program Changes:**

- As a result of budgeting concerns, the City Council eliminated the position of Assistant City Attorney effective July 1, 2010, and that vacancy and the challenges it creates continue to exist.

**Accomplishments for Fiscal Year 2012-2013:**

- Establishment (with Human Resources Department assistance) and oversight of in-house volunteer legal intern program to assist on City Attorney's Office research and projects.
- Receipt and processing (with City Attorney oversight) of 198 public record requests (calendar year 2012).
- Legal Secretary receipt and processing (with City Attorney oversight) of Police Department subpoena compliance.
- Commencement of preparation of City-wide Administrative Policy Manual.
- Continued timely, efficient and cost effective delivery of legal services despite reduction in resources.
- Provide Successor Agency and Oversight Board legal guidance in connection with the dissolution of the City's former Redevelopment Agency.

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

**FUND**  
GENERAL FUND

**ORGKEY**  
101150

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	265,522	268,473	268,473	282,242
4010 Overtime Salaries	1,431	3,000	125	100
4015 Banked Leave Buy Back	5,287	6,400	10,092	6,513
4050 Pension Contributions	55,099	58,067	58,067	64,966
4051 Fica/Medicare	14,351	14,600	14,600	16,841
4053 Deferred Compensation	22,901	22,913	22,913	23,831
4055 Health/Dental Insurance	28,296	28,864	28,864	34,301
4056 Worker's Comp Insurance	475	1,049	1,049	1,100
4057 Disability Insurance	450	449	449	413
4058 Unemployment Insurance	654	890	890	933
4059 Life Insurance	130	129	129	135
4080 Vehicle Allowance	2,400	2,400	2,400	2,400
4081 Eyecare Reimbursement	395	461	461	484
4084 Clothing Cash Payment	180	180	180	206
4085 Other Taxable Benefits	173	173	173	210
<b>TOTAL SALARIES AND BENEFITS</b>	<b>397,744</b>	<b>408,047</b>	<b>408,865</b>	<b>434,675</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	12,428	75,000	50,000	43,600
5240 Meeting & Professional Devlpmt	1,354	0	670	1,100
5255 Travel Reimbursement	812	275	50	275
5270 Printing and Binding	438	300	330	300
5275 Postage	105	300	100	300
5303 Telephone	1,889	2,400	2,400	2,400
5395 Info Technology Services Charges	2,288	2,493	2,493	2,493
5800 Subscriptions & Memberships	1,272	560	1,297	1,385
<b>TOTAL SERVICES</b>	<b>20,586</b>	<b>81,328</b>	<b>57,340</b>	<b>51,853</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	19,051	15,000	15,000	15,000

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

**FUND**  
GENERAL FUND

**ORGKEY**  
101150

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT)</u></b>				
6140 Office Supplies	1,078	1,000	1,000	1,000
6375 Computer Components	0	0	1,100	0
<b>TOTAL SUPPLIES</b>	<b>20,129</b>	<b>16,000</b>	<b>17,100</b>	<b>16,000</b>
<b>DEPARTMENT TOTAL</b>	<b>438,459</b>	<b>505,375</b>	<b>483,305</b>	<b>502,528</b>

**City of Redlands  
2013-2014  
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**Human Resources**

**Mission Statement:**

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

**Departmental Goals:**

The changing economy experienced over the last several years has significantly impacted the organizational structure of the City. Following several reduction in staff from the severity of the recession over the past several years, the course of the Human Resources strategy has been continually altered to meet the changing needs. Employing a philosophy of flexibility and implementing a sustainability attitude we have worked diligently to adjust workloads in an effort to continue to maintain and attempt to exceed expected service levels. The Department has restructured to incorporate a generalist environment, thus including Employee Services, Recruitment, Selection, Employee/Labor Relations, Training, Workers' Compensation, Safety, Claims, and Risk Management into all HR staff classifications. Restructuring our approach to service delivery will enable the department to be more effective and increase availability to properly service all customers.

While the steps taken have enabled us to continue improving, taking additional incremental steps to advance our core systems is imperative or our ability to support changing strategic directions such as critical technology in position management, employee self-service, automated timekeeping, increased communication, professional development, training and on-line education will be diminished. For the protection of the City, in the next year, the department must implement a course of action to replace our human resources information systems, training, to facilitate the modernization of our core services.

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

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

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

#### **Sustainability Efforts:**

### ***City Of Redlands Employees***

The core City function is to provide service to residents and visitors. Human Resources' contribution to this function is undertaking the task of making available to the employees the tools necessary for their success which in turn contributes directly to the success of the City by providing excellent quality service to the community at all levels. This is carried out by the implementation of a variety of Human Resources programs that fall in line with the "Redlands City Values" adopted by the City Council. HR's contributions to these values to date include:

- On-line recruitment and selection for full-time, part-time and volunteer applicants;
- Effective employee performance evaluation process;
- Moving archival recordkeeping to digital format;
- Moving current records to digital format;
- Moving time card submission for department to electronic format;
- Communicating through electronic methods;
- Revising numerous forms to electronic format;
- Use of interns and volunteers to assist with departmental projects while providing a teaching/learning environment/experience for students;
- Reviewing and correcting past practices;
- Providing training and goal setting to enhance employee performance;
- Utilizing in-house resources to provide services for recruitment panels.

#### **Performance Measures:**

Key performance measure is taking the organization to the next level by assessing and implementing:

- City-wide comprehensive, results oriented training program to facilitate planning for the future management of the City operations while still retaining historical knowledge. Effective training of current staff will build value and strength in the organization both current and future;
- City-wide assessment of classifications and applicable specifications and adjustments made where necessary to accurately reflect the position duties. Due to the reductions in staff over the past few years, the City organizational structure has been negatively impacted and reassessing the current structure will facilitate more efficient and effective service delivery for our customers; and
- Continuing analysis of current practices, policies and procedures to comply with applicable laws as well as recommending and implementing appropriate changes.

**City of Redlands  
2013-2014  
Adopted Budget**

**Human Resources  
Human Resources Division**

**Program Description:**

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

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

**Program Objectives:**

- Market 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;
- Implement employee self-service program citywide including:
  - Benefits enrollment and maintenance
  - Personal data maintenance
  - Electronic time-keeping
  - Communications
- Implement a more effective electronic performance management system; and
- Build upon the Volunteer & Intern Resources program including enhancing the volunteer and intern program software uses; and increase community awareness and involvement through enhanced outreach.

**Significant Changes:**

The department continually reassesses its ability to better serve our customers. To that end, to enhance performance, the department restructured and has set the cross-training of all the members of the HR Team as a critical performance measure. This will enable all HR Team members to assist all customers in all areas rather than each member specializing in a specific component of the department function. Each member will be a generalist, enabling our customers to be served more efficiently and effectively.

**Accomplishments for Fiscal Year 2012-2013:**

**Fiscal Year-to-date:**

- Assisted departments in the development and refinement of job descriptions which resulted in the processing of 59 recruitments; screened 8,506 applications with an average of 144 applications per recruitment; and placed the successful candidate in the department within an average of 83 days from date of job posting. This translated into a work load increase from last year of 20% in processing recruitments and 49% screening application, yet a 10% reduction in time to place the successful candidate within the position.
- Provided Material Safety Data Sheet (MSDS), product safety data information, on-line for ease of access from a laptop or Smartphone.
- Provided 2-hour AB 1825, Supervisor Anti-Harassment training to City Commissioners and Committee Members.
- Helped facilitate the successful launch and year-long activities commemorating the City's 125<sup>th</sup> Anniversary.



City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
HUMAN RESOURCES

**FUND**  
GENERAL FUND

**ORGKEY**  
101170

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	214,589	250,421	216,467	268,936
4005 Salaries: Part Time	4,777	30,000	12,080	20,000
4010 Overtime Salaries	1,651	0	70	0
4015 Banked Leave Buy Back	11,421	5,779	15,761	6,206
4050 Pension Contributions	41,425	54,018	43,939	56,385
4051 Fica/Medicare	17,259	21,445	19,107	22,025
4053 Deferred Compensation	5,244	4,722	3,954	4,978
4055 Health/Dental Insurance	18,993	22,490	22,137	30,796
4056 Worker's Comp Insurance	949	51,932	51,932	51,932
4058 Unemployment Insurance	2,155	2,257	1,891	2,279
4059 Life Insurance	126	202	157	205
4081 Eyecare Reimbursement	675	720	495	731
4085 Other Taxable Benefits	5,735	8,040	5,825	3,848
<b>TOTAL SALARIES AND BENEFITS</b>	<b>324,999</b>	<b>452,026</b>	<b>393,815</b>	<b>468,321</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	92,526	40,000	40,000	40,000
5180 Medical/Physicals	8,623	6,000	8,200	9,000
5190 Other Professional Services	392	0	10,000	5,000
5240 Meeting & Professional Devlpmt	3,203	4,000	3,000	4,500
5255 Travel Reimbursement	1,726	2,000	500	2,000
5270 Printing and Binding	3,330	2,000	1,000	2,000
5275 Postage & Shipping	453	1,000	375	550
5280 Advertising	0	0	1,000	1,000
5290 Filming and Microfilming	0	2,000	0	10,000
5303 Telephone	6,426	6,305	3,200	3,500
5395 Info Technology Services Charges	25,678	29,925	29,925	29,925
5420 False Arrest Insurance	215	0	0	0
5451 Retiree Health Insurance	2,234,268	2,527,622	2,610,000	2,975,500
5570 Office Equip & Furn Rent	1,628	1,307	1,300	1,300
5722 Penalties & Interest	0	0	100	0

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

**FUND**  
GENERAL FUND

**ORGKEY**  
101170

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5800 Subscriptions & Memberships	324	1,439	544	1,475
5880 Special Contractual Services	785	0	0	20,000
5882 Testing Services	0	0	0	12,500
<b>TOTAL SERVICES</b>	<b>2,379,577</b>	<b>2,623,598</b>	<b>2,709,144</b>	<b>3,118,250</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	100	0	100
6140 Office Supplies	937	1,250	1,250	1,500
6145 Awards/Recognition Program	6,925	10,000	6,200	10,000
6375 Computer Components	3,306	1,000	275	1,000
6500 Office Equipment & Furniture	0	600	0	1,000
6560 Food	566	600	150	1,000
6590 Special Departmental Supplies	700	2,000	0	2,000
<b>TOTAL SUPPLIES</b>	<b>12,434</b>	<b>15,550</b>	<b>7,875</b>	<b>16,600</b>
 <b>DEPARTMENT TOTAL</b>	 <b>2,717,010</b>	 <b>3,091,174</b>	 <b>3,110,834</b>	 <b>3,603,171</b>

**City of Redlands  
2013-2014  
Adopted Budget**

**Human Resources  
Risk Management Division**

**Program Description:**

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

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

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

**Program Objectives:**

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

City of Redlands  
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**DEPARTMENT/DIVISION**  
RISK MANAGEMENT

**FUND**

LIABILITY SELF INSURANCE FUND

**ORGKEY**

602133

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	69,378	76,114	77,912	83,803
4010 Overtime Salaries	371	0	4	0
4015 Banked Leave Buy Back	1,217	1,756	5,088	1,934
4016 Compensated Absence	15,159	0	0	0
4050 Pension Contributions	14,227	16,432	16,441	19,077
4051 Fica/Medicare	5,120	5,874	6,057	6,159
4053 Deferred Compensation	1,032	1,775	2,268	1,895
4055 Health/Dental Insurance	11,452	13,021	13,619	13,731
4056 Worker's Comp Insurance	237	0	0	0
4057 Disability Insurance	123	125	129	138
4058 Unemployment Insurance	411	369	259	369
4059 Life Insurance	53	54	53	54
4081 Eyecare Reimbursement	0	191	191	191
4084 Clothing Cash Payment	50	50	50	69
4085 Other Taxable Benefits	188	300	336	300
<b>TOTAL SALARIES AND BENEFITS</b>	<b>119,018</b>	<b>116,062</b>	<b>122,407</b>	<b>127,720</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	145,030	50,000	150,000	100,000
5240 Meeting & Professional Devlpmt	0	0	0	350
5255 Travel Reimbursement	79	100	130	150
5275 Postage	408	350	230	230
5303 Telephone	1,107	1,000	1,000	1,000
5395 Info Technology Services Charges	825	868	868	868
5410 Property Insurance	462,625	475,000	473,392	475,000
5411 Faithful Performance Bond	9,375	19,000	19,855	20,000
5451 Retiree Health Insurance	6,787	0	0	0
5455 Premiums for Excess Coverage	296,800	311,480	282,667	285,000
5460 Liability Claims	190,642	350,000	600,000	350,000
5490 Other Insurance	4,356	0	2,000	2,000
5570 Office Equip & Furn Rent	1,628	1,540	1,540	1,540

City of Redlands  
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**DEPARTMENT/DIVISION**  
RISK MANAGEMENT

**FUND**

LIABILITY SELF INSURANCE FUND

**ORGKEY**

602133

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5880 Special Contractual Services	3,196	0	27,840	0
5950 Bad Debt Expense	0	0	271	0
<b>TOTAL SERVICES</b>	<b>1,122,858</b>	<b>1,209,338</b>	<b>1,559,793</b>	<b>1,236,138</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	188	300	500	600
<b>TOTAL SUPPLIES</b>	<b>188</b>	<b>300</b>	<b>500</b>	<b>600</b>
<b>FUND TOTAL</b>	<b>1,242,064</b>	<b>1,325,700</b>	<b>1,682,700</b>	<b>1,364,458</b>

**City of Redlands  
2013-2014  
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**Human Resources  
Workers' Compensation Division**

**Program Description:**

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

**Program Objectives:**

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

City of Redlands

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Adopted Budget

**DEPARTMENT/DIVISION**  
WORKERS' COMPENSATION

**FUND**

WORKERS' COMPENSATION FUND

**ORGKEY**

606175

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	54,116	65,059	59,803	76,381
4010 Overtime Salaries	421	0	119	0
4015 Banked Leave Buy Back	746	1,501	7,222	1,763
4050 Pension Contributions	11,248	14,060	12,787	17,385
4051 Fica/Medicare	3,771	4,831	4,875	5,387
4053 Deferred Compensation	1,215	1,703	1,618	1,875
4055 Health/Dental Insurance	8,255	10,286	10,358	11,176
4058 Unemployment Insurance	240	260	177	282
4059 Life Insurance	33	38	35	41
4081 Eyecare Reimbursement	0	135	135	146
4085 Other Taxable Benefits	166	300	282	308
<b>TOTAL SALARIES AND BENEFITS</b>	<b>80,211</b>	<b>98,173</b>	<b>97,411</b>	<b>114,744</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	7	0	0	0
5140 Legal Services	56,618	70,000	91,000	70,000
5190 Other Professional Services	21,220	18,500	18,500	21,000
5240 Meeting & Professional Devlpmt	0	0	0	750
5255 Travel Expense Reimbursement	27	500	0	500
5275 Postage	25	30	5	30
5303 Telephone	249	300	230	250
5395 Info Technology Services Charges	1,203	920	920	920
5451 Retiree Health Insurance	6,787	10,730	12,500	12,500
5455 Premiums for Excess Coverage	90,983	95,550	98,772	101,407
5480 Worker's Comp Claims	1,193,858	800,000	975,000	800,000
5570 Office Equip & Furn Rent	3,054	3,435	3,435	3,435
5722 Penalties and Interest	20	0	0	0
5800 Subscriptions & Memberships	0	100	0	100
5840 Training	0	9,350	0	9,350
5870 General Govt Service Charge	49,693	37,287	37,287	37,287

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**  
WORKERS' COMPENSATION

**FUND**

WORKERS' COMPENSATION FUND

**ORGKEY**

606175

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5880 Special Contractual Services	131,840	140,000	134,652	135,000
TOTAL SERVICES	1,555,584	1,186,702	1,372,301	1,192,529
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	250	300	300	300
TOTAL SUPPLIES	250	300	300	300
 DIVISION TOTAL	 1,636,045	 1,285,175	 1,470,012	 1,307,573



**City of Redlands  
2013-2014  
Adopted Budget**

**Human Resources  
Safety Division**

**Program Description:**

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

**Program Objectives:**

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

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
SAFETY PROGRAM

**FUND**  
WORKERS' COMPENSATION FUND

**ORGKEY**  
606176

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	25,739	29,858	26,529	28,569
4010 Overtime Salaries	175	0	4	0
4015 Banked Leave Buy Back	276	689	2,917	659
4050 Pension Contributions	5,312	6,450	5,578	6,384
4051 Fica/Medicare	1,826	2,241	2,188	2,018
4053 Deferred Compensation	503	661	599	665
4055 Health/Dental Insurance	3,656	4,209	4,215	4,099
4058 Unemployment Insurance	119	130	79	108
4059 Life Insurance	16	19	19	16
4081 Eyecare Reimbursement	0	68	20	56
4085 Other Taxable Benefits	143	255	237	248
<b>TOTAL SALARIES AND BENEFITS</b>	<b>37,765</b>	<b>44,581</b>	<b>42,385</b>	<b>42,822</b>
<b><u>SERVICES</u></b>				
5180 Medical/Physicals	810	2,500	500	2,500
5255 Travel Reimbursement	27	100	0	100
5270 Printing and Binding	57	400	0	500
5840 Training	7,395	7,500	4,600	7,500
5870 General Govt Service Charge	6,930	4,934	4,934	4,934
5880 Special Contractual Services	0	0	0	7,500
<b>TOTAL SERVICES</b>	<b>15,219</b>	<b>15,434</b>	<b>10,034</b>	<b>23,034</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	911	1,000	1,000	1,000
6140 Office Supplies	0	150	150	150
6510 Small Tools & Equipment	102	1,000	1,000	1,000
6590 Special Departmental Supplies	47	250	250	250
<b>TOTAL SUPPLIES</b>	<b>1,060</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>
<b>DIVISION TOTAL</b>	<b>54,044</b>	<b>62,415</b>	<b>54,819</b>	<b>68,256</b>

City of Redlands  
2013-2014  
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 skills and provide a network of mentoring and leadership training.

**Program Objective:**

*City Of Redlands Employees*

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

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
**TRAINING PROGRAM**

**FUND**

WORKERS' COMPENSATION FUND

**ORGKEY**

606177

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	28,655	29,858	27,197	28,569
4010 Overtime Salaries	630	0	4	0
4015 Banked Leave Buy Back	3,083	689	2,917	659
4050 Pension Contributions	5,730	6,450	5,721	6,384
4051 Fica/Medicare	2,271	2,241	2,238	2,018
4053 Deferred Compensation	1,280	661	599	665
4055 Health/Dental Insurance	3,840	4,209	4,217	4,099
4058 Unemployment Insurance	119	130	79	109
4059 Life Insurance	19	19	19	16
4081 Eyecare Reimbursement	0	68	68	56
4085 Other Taxable Benefits	226	255	237	248
4086 Tuition Reimbursement	262,804	100,000	231,948	175,000
<b>TOTAL SALARIES AND BENEFITS</b>	<b>308,657</b>	<b>144,581</b>	<b>275,244</b>	<b>217,823</b>
<b><u>SERVICES</u></b>				
5103 Software Support and Maintenance	0	600	0	0
5190 Other Professional Services	0	0	0	10,000
5240 Meeting & Professional Devlpmt	24,374	20,000	10,000	10,000
5270 Printing and Binding	0	1,000	200	1,000
5722 Penalties and Interest	100	0	0	0
5840 Training	13,922	29,000	12,000	30,000
5870 General Govt Service Charge	6,931	12,371	12,371	12,371
5880 Special Contractual Services	1,500	10,000	1,500	10,000
<b>TOTAL SERVICES</b>	<b>46,827</b>	<b>72,971</b>	<b>36,071</b>	<b>73,371</b>
<b><u>SUPPLIES</u></b>				
6590 Special Departmental Supplies	0	200	200	200
<b>TOTAL SUPPLIES</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>DIVISION TOTAL</b>	<b>355,484</b>	<b>217,752</b>	<b>311,515</b>	<b>291,394</b>
<b>FUND TOTAL</b>	<b>2,045,573</b>	<b>1,565,341</b>	<b>1,836,346</b>	<b>1,667,223</b>