

City of Redlands
2009-2010
Adopted Budget

General Government

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

- City Council
- City Clerk
- City Manager
- Finance
- City Treasurer
- City Attorney
- Human Resources

City of Redlands
2009-2010
Adopted Budget

REVENUE DETAIL

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>PROPERTY TAXES</u>				
3000 Current Secured Taxes	18,571,903	19,560,775	19,560,775	19,595,000
3001 Current Unsecured Taxes	512,291	556,000	556,000	550,000
3002 Supplemental Secured Taxes	468,253	475,000	0	0
3003 Supplemental Unsecured Taxes	67,260	75,000	0	0
3004 Secured PY Taxes	617,855	450,000	1,000,000	400,000
3005 Unsecured PY Taxes	22,470	20,000	17,000	15,000
3006 Supplemental PY Taxes	689,476	500,000	500,000	400,000
3007 Possessory Interest Taxes	181,615	202,000	175,000	175,000
TOTAL PROPERTY TAXES	21,131,124	21,838,775	21,808,775	21,135,000
<u>OTHER TAXES</u>				
3019 Sales Tax Compensation	2,861,775	2,850,000	2,358,581	2,000,000
3020 Sales and Use Tax	10,374,785	11,007,000	9,498,419	9,300,000
3023 Pub Safety Sales Tx	750,238	738,000	670,000	650,000
3030 Property Transfer Tax	279,030	250,000	238,000	225,000
3040 Transient Occupancy Tax	836,727	925,000	675,000	675,000
3050 Franchise Fees	4,044,161	4,500,000	5,400,000	5,550,000
3060 Mining Tax	673,598	750,000	275,000	300,000
TOTAL OTHER TAXES	19,820,315	21,020,000	19,115,000	18,700,000
<u>OTHER REVENUES</u>				
3100 Business License	2,655,113	2,700,000	2,600,000	2,600,000
3101 Dog License	40,058	45,000	41,000	41,000
3210 Motor Vehicle Fees	316,867	315,000	165,000	165,000
3215 Mandated Cost Reimbursement	49,680	95,000	65,758	50,000
3305 Cost Recover/Reimb Expenditure	3,582	7,500	4,643	3,500
3309 Application/Filing Fee	161,510	160,000	158,000	160,000
3315 City Attny Services	37,107	37,215	96,759	98,649
3400 City Ordinance Violation	143,060	125,000	140,000	140,000
3412 General Gov't Overhead	2,920,989	3,132,448	3,132,448	3,132,448
3510 Investment Income	1,360,378	650,000	275,000	200,000

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REVENUE DETAIL

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>OTHER REVENUES (CONT)</u>				
3512 Returned Check Charge	840	750	900	900
3515 Land Sale Proceeds	954,000	0	0	0
3516 Sale of Surplus Property	60,091	55,000	0	0
3520 Rental Income	623	0	0	0
3530 Miscellaneous Receipts	35,935	30,000	125,000	50,000
3533 Misc Taxable Sales	3	0	0	0
3590 Donations	7,700	5,000	1,550	1,500
3760 Bad Debt Recovery	5,874	2,500	4,000	2,000
TOTAL OTHER REVENUE	8,753,409	7,360,413	6,810,058	6,644,997
TOTAL GENERAL GOVERNMENT	49,704,847	50,219,188	47,733,833	46,479,997
<u>AIR QUALITY IMPROVEMENT (221)</u>				
3510 Investment Income	12,014	6,500	6,500	4,000
3710 AB2766 Subvention AQMD	85,248	84,000	80,000	80,000
TOTAL AIR QUALITY IMPROVEMENT	97,262	90,500	86,500	84,000
<u>OPEN SPACE (227)</u>				
3250 Federal Grants	348,575	0	0	0
3510 Investment Income	79,953	40,000	40,000	30,000
3515 Land Sale Proceeds	0	0	115	0
3627 Open Space Acquisition Fees	167,303	200,000	35,000	35,000
TOTAL OPEN SPACE	595,830	240,000	75,115	65,000
<u>PARKING AUTHORITY (237)</u>				
3520 Rental Income	7,955	6,750	7,870	7,000
TOTAL PARKING AUTHORITY	7,955	6,750	7,870	7,000
<u>COMM FAC DIST (265)</u>				
3510 Investment Income	2	0	0	0
TOTAL COMM FAC DIST	2	0	0	0

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REVENUE DETAIL

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>GENERAL DEBT SERVICE (305)</u>				
3000 Current Secured Taxes	632,980	567,214	580,000	580,000
3006 Supplemental PY Taxes	18,296	15,000	16,000	16,000
3009 Supplemental - Voter Approved	32,246	25,000	15,000	15,000
3510 Investment Income	11,486	0	25,000	15,000
3810 Bond/Loan Proceeds	25,862,392	0	0	0
TOTAL GENERAL DEBT SERVICE	26,557,401	607,214	636,000	626,000
<u>MEASURE "O"(417)</u>				
3510 Investment Income	7,427	5,000	4,500	2,000
TOTAL MEASURE "O"	7,427	5,000	4,500	2,000
<u>LIABILITY SELF-INSURANCE (602)</u>				
3510 Investment Income	0	0	28,000	10,000
3530 Miscellaneous Receipts	388	0	13,256	0
3770 Property Damage Reimbursement	160,774	0	132,580	0
TOTAL LIABILITY SELF-INSURANCE	161,162	0	173,836	10,000
<u>INFORMATION TECHNOLOGY (604)</u>				
3305 Cost Recover/Reimb Expenditure	2,500	0	0	0
3393 Internal Svc Rcpts: General Fund	690,913	920,458	920,458	1,385,554
3394 Internal Svc Rcpts: Non-Gen Fund	752,256	794,766	794,766	964,190
TOTAL INFORMATION TECHNOLOGY	1,445,669	1,715,224	1,715,224	2,349,744
<u>WRK COMP SELF-INSURANCE (606)</u>				
3510 Investment Income	0	0	78,545	40,000
3750 Worker's Comp Receipts	2,049,154	1,453,000	1,453,000	767,244
TOTAL WRK COMP SELF-INSURANCE	2,049,154	1,453,000	1,531,545	807,244
<u>COMM FAC DIST TRUST (710)</u>				
3305 Cost Recover/Reimb Expenditure	1,268,148	0	750,000	750,000
3510 Investment Income	107,066	45,000	8,200	8,000
TOTAL COMM FAC DIST TRUST	1,375,215	45,000	758,200	758,000

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City Council

Mission Statement:

The City Council is dedicated to responding to the changing needs in our community and to ensuring that Redlands remains a distinctive place in which to live and work.

Departmental Goals:

- Hold regular meetings to conduct City business and hear public input on any and all issues.
- Formulate policies and goals and, through the City Manager, direct the use of resources for the attainment of these policies and goals.
- Monitor and seek to influence State and Federal legislation to better address the concerns of the City of Redlands.
- Encourage community involvement through the appointment of citizens to City sanctioned commissions, boards and committees.

Program Description:

The City Council provides direction upon which all City actions, programs, and priorities are based. The City Council relies on the input of the City Manager and his staff as well as the recommendations from various commissions and boards. The Council further represents the City interests through participation in local and regional organizations.

Program Objectives:

- Conduct regular bi-monthly meetings and special meetings as necessary to effectively complete the City's business.
- Maintain active participation in various local and regional organizations.
- Provide input to the appropriate legislators on issues that will affect the City.

Significant Program Changes:

None

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	61,410	65,323	65,744	68,856
4010 Overtime Salaries	0	0	80	0
4015 Banked Leave Buy Back	365	757	831	1,059
4050 Pension Contributions	5,480	5,735	6,015	6,252
4051 Fica/Medicare	4,727	2,569	5,062	5,354
4053 Deferred Compensation	215	215	650	669
4055 Health/Dental Insurance	32,929	36,949	34,677	38,141
4057 Disability Insurance	112	134	134	200
4058 Unemployment Insurance	226	282	282	282
4059 Life Insurance	131	130	121	130
4081 Eyecare Reimbursement	225	146	146	146
4084 Clothing Cash Payment	80	80	80	80
4085 Other Taxable Benefits	38	38	38	38
TOTAL SALARIES AND BENEFITS	105,937	112,358	113,860	121,206
<u>SERVICES</u>				
5190 Other Professional Services	3,829	3,900	6,666	21,000
5240 Meeting & Professional Devlpmt	8,932	6,720	3,545	0
5255 Travel Reimbursement	197	0	3,624	0
5270 Printing and Binding	1,574	300	837	300
5275 Postage	124	300	300	300
5280 Advertising	876	0	0	0
5303 Telephone	2,456	4,200	4,200	4,200
5395 Info Technology Services Charge	4,112	5,535	5,535	17,471
5475 Liability Insurance	0	0	3,839	0
5570 Office Equip & Furn Rent	3,491	3,491	3,491	3,497
5800 Subscriptions & Memberships	47,636	58,825	58,825	58,374
TOTAL SERVICES	73,227	83,271	90,862	105,142

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
CITY COUNCIL

FUND
GENERAL FUND

ORGKEY
101100

2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
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SUPPLIES

6130 Books & Supplies	107	200	0	200
6140 Office Supplies	1,495	1,200	1,200	950
6310 Janitorial Supplies	15	0	0	0
6560 Food	40	0	0	0
6590 Special Departmental Supplies	4,686	0	0	0
TOTAL SUPPLIES	6,343	1,400	1,200	1,150

DEPARTMENT TOTAL	185,508	197,029	205,922	227,498
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City of Redlands 2009-2010 Adopted Budget

City Clerk

Mission Statement:

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

Departmental Goals:

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

Program Description:

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

Program Objectives:

- Administer and file oaths of office.
- Assist the County Registrar of Voters during primary, general and special elections.
- Conduct general municipal elections and special municipal elections in accordance with the California Elections Code and coordinate ballot measures, arguments, and impartial analysis.
- Fulfill duties as filing officer for campaign statements for officeholders, candidates, and political action committees.
- Custodian of the City Seal.
- Custodian of the City's vital records from 1888-1964.
- Disseminate information relative to City Council actions to appropriate parties.
- Fulfill duties as Financial Disclosure Officer for conflict of interest filings for 85 designated positions and various consultants and attorneys.

- Coordinate legal publications and notices of ordinances, resolutions, and public hearings in a timely manner in accordance with law.
- Follow legal procedures for noticing regular, adjourned and special meetings of the City Council, the Redevelopment Agency, and the Redlands Financing Authority.
- Maintain a comprehensive general index of above proceedings, and all ordinances, resolutions, contracts and agreements, and deeds.
- Maintain an open, diplomatic and neutral relationship with news media.
- Maintain the Redlands Municipal Code.
- Research, disseminate and provide information regarding City records as necessary.
- Act as secretary to the Redevelopment Agency and Redlands Financing Authority by maintaining an accurate record of their proceedings of and a comprehensive general index and all resolutions, contracts, agreements, and deeds.

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	166,300	163,728	154,886	97,834
4005 Salaries: Part Time	13,812	14,000	14,000	27,685
4010 Overtime Salaries	0	0	244	0
4015 Banked Leave Buy Back	1,259	1,310	10,519	0
4050 Pension Contributions	28,823	28,748	27,148	16,922
4051 Fica/Medicare	13,994	13,559	13,058	9,627
4053 Deferred Compensation	3,968	4,068	4,068	3,208
4055 Health/Dental Insurance	19,129	18,175	16,504	5,318
4057 Disability Insurance	0	0	0	1,586
4058 Unemployment Insurance	825	1,302	868	1,263
4059 Life Insurance	130	124	124	62
4080 Vehicle Allowance	604	600	600	600
4081 Eyecare Reimbursement	0	450	250	225
4085 Other Taxable Benefits	300	300	300	150
TOTAL SALARIES AND BENEFITS	249,144	246,364	242,569	164,480
<u>SERVICES</u>				
5196 Elections	191,773	8,500	5,952	0
5270 Printing and Binding	391	1,000	500	1,000
5275 Postage	662	1,400	700	1,400
5280 Advertising	24,332	25,000	20,000	25,000
5303 Telephone	1,068	1,600	1,600	1,600
5340 Office Equipment Maintenance	155	500	500	500
5395 Info Technology Services Charges	9,044	12,175	12,175	37,039
5570 Office Equip & Furn Rent	3,491	3,700	3,700	3,700
5800 Subscriptions & Memberships	679	700	700	700
5880 Special Contractual Services	2,763	6,000	7,940	6,000
TOTAL SERVICES	234,358	60,575	53,767	76,939

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
CITY CLERK

FUND
GENERAL FUND

ORGKEY
101110

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	2,499	3,800	3,794	3,780
6310 Janitorial Supplies	2	0	16	10
6590 Special Departmental Supplies	0	0	4	10
TOTAL SUPPLIES	2,501	3,800	3,814	3,800
DEPARTMENT TOTAL	486,003	310,739	300,150	245,219

City of Redlands
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City Manager

Mission Statement:

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

Departmental Goals:

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

Program Description:

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

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

Program Objectives:

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

Significant Program Changes:

None

City of Redlands
2009-2010
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DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	282,523	364,529	361,558	369,266
4010 Overtime Salaries	0	100	1,262	500
4015 Banked Leave Buy Back	8,726	20,252	2,654	20,906
4050 Pension Contributions	49,140	65,043	63,364	64,336
4051 Fica/Medicare	17,955	21,557	24,731	30,057
4053 Deferred Compensation	5,823	5,952	14,242	8,801
4054 Health Insurance Contingency	0	275,000	0	0
4056 Worker's Comp Insurance	0	0	0	473
4055 Health/Dental Insurance	35,530	65,915	55,858	55,083
4057 Disability Insurance	295	535	535	736
4058 Unemployment Insurance	505	1,583	1,583	1,584
4059 Life Insurance	159	225	225	225
4080 Vehicle Allowance	7,618	6,600	6,600	6,555
4081 Eyecare Reimbursement	450	821	821	866
4084 Clothing Cash Payment	90	290	290	290
4085 Other Taxable Benefits	180	330	240	330
TOTAL SALARIES AND BENEFITS	408,994	828,733	533,963	560,009

SERVICES

5190 Other Professional Services	3,573	90,650	83,000	16,000
5240 Meeting & Professional Devlpmt	9,140	9,570	4,200	0
5255 Travel Reimbursement	1,331	0	5,500	0
5270 Printing and Binding	4,916	1,000	5,000	5,000
5275 Postage	291	175	600	500
5280 Advertising	175	100	0	100
5303 Telephone	2,660	4,200	4,200	4,200
5340 Office Equipment Maintenance	0	50	0	50
5392 License & Permits	0	0	604	604
5395 Info Technology Services Charges	12,764	17,182	17,182	19,561
5396 City Garage Charges	1,970	1,025	1,025	1,530
5760 Special Program Expenditures	20,926	14,200	15,000	5,000

City of Redlands
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DEPARTMENT/DIVISION
CITY MANAGER

FUND
GENERAL FUND

ORGKEY
101120

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5800 Subscriptions & Memberships	2,051	2,999	3,069	3,092
5999 Contingencies	0	1,282,818	0	0
TOTAL SERVICES	59,795	1,423,969	139,380	55,637
<u>SUPPLIES</u>				
6140 Office Supplies	4,671	3,000	3,500	3,000
6190 Photo & Copying Supplies	290	500	850	500
6310 Janitorial Supplies	0	0	13	0
6500 Office Equipment & Furniture	708	500	0	1,000
6590 Special Departmental Supplies	6,015	2,000	1,500	1,000
TOTAL SUPPLIES	11,684	6,000	5,863	5,500
<u>DEBT SERVICE</u>				
8100 Principal	0	7,065	7,065	7,415
8200 Interest	0	1,931	1,931	1,581
TOTAL DEBT SERVICE	0	8,996	8,996	8,996
 DIVISION TOTAL	 480,474	 2,267,698	 688,202	 630,142

City of Redlands
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DEPARTMENT/DIVISION
PRINT SHOP

FUND
GENERAL FUND

ORGKEY
101125

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SERVICES</u>				
5275 Postage	8,275	5,450	990	1,000
5303 Telephone	224	350	350	350
5340 Office Equipment Maintenance	1,792	2,000	2,000	2,000
5570 Office Equip & Furn Rent	31,308	30,684	30,684	31,000
5880 Special Contractual Services	0	0	6,900	6,900
5990 Reimbursed Expenditures	(29,822)	(30,000)	(30,000)	(30,000)
TOTAL SERVICES	11,777	8,484	10,924	11,250
<u>SUPPLIES</u>				
6140 Office Supplies	1,058	750	0	750
6190 Photo & Copying Supplies	1,481	4,250	3,000	4,250
6590 Special Departmental Supplies	525	2,100	2,100	2,100
TOTAL SUPPLIES	3,064	7,100	5,100	7,100
DIVISION TOTAL	14,841	15,584	16,024	18,350
DEPARTMENT TOTAL	495,314	2,283,282	704,226	648,492

**City of Redlands
2009-2010
Adopted Budget**

**City Manager
Department of Innovation and Technology**

Program Description:

The Management Information System (MIS) section operates, maintains, and manages the following systems:

- The General Automation (GA) mini-computer utilizing the PICK operation system supporting Human Resources, Treasury, Public Works, Building and Safety, Planning, Equipment Maintenance, Utility Billing, and Fire Administration functions.
- The Sunguard BiTech financial system supporting Finance, Accounting, Purchasing, and Human Resources.
- The Police Department Records Management and Computer Aided Dispatch System servers.
- The LaserFische document imaging system used by the Police Department.
- Two e-mail servers and two Blackberry servers.
- Two Avaya telephone switches.
- Multiple local and wide-area networks.
- 459 computers and 117 PDAs.
- All peripheral equipment such as printers and scanners.
- 55 switches, routers, wireless access points and firewalls.
- A wide variety of miscellaneous information system equipment and software throughout the City of Redlands.

Program Objectives:

- Provide cost effective information system management, operation and support for the City.
- Implement a city-wide computer replacement program schedule.
- Deliver a high level of customer service through effective usage of resources.
- Document and maintain system specifications, network diagrams, licenses, and telecommunication configurations.
- Completion of 50 work orders weekly (on average) for network, computer, and telecommunication related services.

Significant Program Changes:

- Migrate all departments from the General Automation PICK computers.
- Implement enterprise GIS servers that will support all City departments and provide GIS based information to the public through a web interface.
- Develop GIS centric programs to allow information sharing between departments.
- Begin implementation of high bandwidth network to support growing data needs and later implementation of a voice over IP phone system.

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

FUND **ORGKEY**
INFORMATION TECHNOLOGY SERVICES FUND 604520

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	631,735	784,978	706,784	786,899
4005 Part Time Salaries	0	9,500	0	9,500
4010 Overtime Salaries	3,704	7,850	2,212	0
4015 Banked Leave Buy Back	87,901	21,056	15,001	24,832
4016 Compensated Absence	91,528	0	0	0
4050 Pension Contributions	109,567	139,062	122,402	134,405
4051 Fica/Medicare	52,400	59,820	55,452	59,127
4053 Deferred Compensation	2,724	5,506	3,931	5,790
4055 Health/Dental Insurance	82,418	106,001	90,965	93,866
4056 Worker's Comp Insurance	0	0	0	116
4057 Disability Insurance	3,237	3,947	4,034	5,087
4058 Unemployment Insurance	3,209	4,666	3,000	4,774
4059 Life Insurance	513	600	576	616
4080 Vehicle Allowance	5	0	0	0
4081 Eyecare Reimbursement	939	2,194	800	2,250
4084 Clothing Cash Payment	1,200	1,950	1,500	2,000
4085 Other Taxable Benefits	2,403	3,413	2,098	3,450
TOTAL SALARIES AND BENEFITS	1,073,483	1,150,543	1,008,755	1,132,712

SERVICES

5103 Software Support/Development	0	2,442	87,600	433,399
5104 Hardware Maint/Replace	93,330	94,300	40,000	395,173
5190 Other Professional Services	19,347	13,910	66,000	65,000
5240 Meeting & Professional Devlpmt	333	500	393	5,640
5255 Travel Reimbursement	0	300	838	1,000
5270 Printing & Binding	144	0	245	0
5275 Postage	28	150	120	500
5303 Telephone/Network Connectivity	30,639	108,730	67,740	45,000
5580 Communications Svs & Rental	1,520	1,200	0	90,800
5800 Subscriptions & Memberships	329	0	200	0
5840 Training	0	8,420	0	38,009

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
DEPARTMENT OF INNOVATION AND TECHNOLOGY

<u>FUND</u>					<u>ORGKEY</u>
INFORMATION TECHNOLOGY SERVICES FUND					604520
	2007-08	2008-09	2008-09	2009-10	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	(AUDITED)	BUDGET	ESTIMATED	ADOPTED	
<hr/>					
<u>SERVICES (CONT)</u>					
5870 General Govt Service Charge	54,483	56,281	56,281	56,281	
5880 Special Contractual Services	61,878	31,000	38,644	78,800	
TOTAL SERVICES	<hr/> 262,030	<hr/> 317,233	<hr/> 358,061	<hr/> 1,209,602	
<u>SUPPLIES</u>					
6130 Books & Supplies	0	200	43	1,000	
6140 Office Supplies	226	500	375	3,000	
6210 Repair/Maintenance Supplies	1,751	4,000	0	23,000	
6375 Computer Components	161,234	180,104	71,750	31,800	
6500 Office Equipment & Furniture	206	350	181	1,000	
6510 Small Tools & Equipment	506	750	540	2,000	
6590 Special Departmental Supplies	0	2,500	356	0	
TOTAL SUPPLIES	<hr/> 163,923	<hr/> 188,404	<hr/> 73,245	<hr/> 61,800	
<u>FIXED ASSETS</u>					
7080 Computer Equipment	7,425	75,000	160,000	0	
7150 Other Betterments/Improvement	0	0	68,000	0	
TOTAL FIXED ASSETS	<hr/> 7,425	<hr/> 75,000	<hr/> 228,000	<hr/> 0	
FUND TOTAL	1,506,861	1,731,180	1,668,061	2,404,114	

City of Redlands
2009-2010
Adopted Budget

Finance

Mission Statement:

To provide the best possible accounting services to our customers: the general public and other City departments; to ensure that all City of Redlands financial transactions are reviewed for propriety and legality, and that the reporting of the City's financial position is performed accurately and timely.

Departmental Goals:

- Maintain the financial system and records of the City consistent with the highest professional standards and in accordance with legal requirements and generally accepted accounting principles.
- Produce timely and accurate financial reports.
- Update and/or develop Finance policies and procedures.
- Direct and coordinate the procurement and warehousing functions in an efficient and cost effective manner.
- Maintain and promote excellent customer service standards.
- Review and process liability claims in a courteous, professional and cost effective manner.

City of Redlands
2009-2010
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 30th of each fiscal year.
- Prepare and submit required reports to State and Federal Agencies.
- Prepare and distribute monthly financial information to all departments by the 20th of each month.
- Complete a weekly disbursement run producing approximately 10,000 checks per year.
- Process twenty-six regular biweekly payrolls as well as a variety of special payrolls.
- Plan and coordinate the annual audits of the City, Redevelopment Agency, Gas Tax and Measure I funds, as well as other grant related audits as required by federal law.

Significant Program Changes:

None

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101130

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	465,178	534,214	497,945	548,303
4010 Overtime Salaries	372	2,500	4,200	2,500
4015 Banked Leave Buy Back	8,945	14,561	40,463	37,553
4050 Pension Contributions	80,701	93,280	84,505	94,562
4051 Fica/Medicare	33,612	39,012	36,570	41,926
4053 Deferred Compensation	7,901	7,999	8,255	8,406
4055 Health/Dental Insurance	73,381	84,722	100,659	121,550
4056 Worker's Comp Insurance	0	0	0	4,003
4057 Disability Insurance	1,322	1,582	1,745	2,192
4058 Unemployment Insurance	2,398	3,262	3,125	3,325
4059 Life Insurance	422	463	445	471
4080 Vehicle Allowance	878	900	900	900
4081 Eyecare Reimbursement	1,774	1,691	1,600	1,724
4084 Clothing Cash Payment	800	800	800	800
4085 Other Taxable Benefits	2,463	2,328	1,302	437
TOTAL SALARIES AND BENEFITS	680,146	787,314	782,514	868,652

SERVICES

5103 Software Support/Development	0	3,060	57,765	60,000
5140 Legal Services	0	0	15	0
5160 Auditing and Accounting	57,940	94,268	94,268	55,300
5190 Other Professional Services	88,786	138,500	83,795	49,825
5240 Meeting & Professional Devlpmt	1,404	5,000	2,000	2,000
5255 Travel Reimbursement	87	350	150	250
5270 Printing and Binding	1,543	3,750	4,750	4,000
5275 Postage	7,015	6,750	6,750	7,000
5290 Filming and Microfilming	126	5,000	5,000	2,500
5303 Telephone	3,426	4,500	4,500	4,500
5340 Office Equipment Maintenance	0	350	0	250
5395 Info Technology Services Charges	33,597	43,273	43,273	52,183

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
FINANCE

FUND
GENERAL FUND

ORGKEY
101130

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5570 Office Equip & Furn Rent	5,638	5,700	5,700	5,700
5800 Subscriptions & Memberships	1,250	1,550	1,550	1,635
5880 Special Contractual Services	0	0	44	100
TOTAL SERVICES	200,812	312,051	309,560	245,243
<u>SUPPLIES</u>				
6130 Books & Supplies	54	0	0	0
6140 Office Supplies	8,514	10,650	10,000	10,000
6160 Medical Supplies	18	0	50	0
6210 Repair/Maintenance Supplies	0	0	50	0
6310 Janitorial Supplies	48	100	100	100
6500 Office Equipment	213	0	213	0
6590 Special Departmental Supplies	0	0	203	0
TOTAL SUPPLIES	8,847	10,750	10,616	10,100
<u>DEBT SERVICE</u>				
8200 Interest	44,533	0	1,000	0
TOTAL DEBT SERVICE	44,533	0	1,000	0
 DIVISION TOTAL	 934,338	 1,110,115	 1,103,690	 1,123,995

City of Redlands
2009-2010
Adopted Budget

Finance
Purchasing / Stores

Program Description:

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

Program Objectives:

- Continue to process purchase requisitions for supplies and services as quickly and efficiently as possible in accordance with purchasing procedures.
- Compile, review and award formal and informal bids for materials, equipment and supplies.
- Review and update the City's purchasing policies and procedures as needed.
- Provide prompt service in fulfilling departmental requests for materials and supplies, including paramedic supplies and employee uniforms.
- Provide relevant reports on a monthly basis regarding departments' usage and expense. Upon request, provide customized reports.
- Monitor existing stock, adjusting levels and adding new items to meet the departmental requirements.
- Process items declared as surplus for redistribution or disposal per City procedures.
- Continue to provide delivery of items processed through Purchasing / Stores to various locations throughout the City.

Significant Program Changes:

None

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	190,785	194,907	185,474	154,754
4010 Overtime Salaries	0	500	500	500
4015 Banked Leave Buy Back	4,382	5,262	6,600	4,675
4050 Pension Contributions	33,032	34,084	32,291	26,594
4051 Fica/Medicare	15,204	15,581	14,850	12,106
4053 Deferred Compensation	860	860	860	860
4055 Health/Dental Insurance	39,784	40,838	41,779	41,758
4056 Worker's Comp Insurance	20,492	0	0	4,044
4057 Disability Insurance	850	1,009	1,166	846
4058 Unemployment Insurance	1,445	1,736	1,515	1,302
4059 Life Insurance	248	246	246	184
4081 Eyecare Reimbursement	450	900	500	675
4082 Clothing Allowance	550	550	550	275
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	1,961	1,950	1,950	150
TOTAL SALARIES AND BENEFITS	310,242	298,623	288,481	248,923
<u>SERVICES</u>				
5240 Meeting & Professional Devipmt	120	250	150	250
5270 Printing and Binding	67	150	75	150
5275 Postage	381	700	500	700
5280 Advertising	801	800	1,200	800
5303 Telephone	1,465	2,800	2,400	2,000
5340 Office Equipment Maintenance	0	400	0	400
5395 Info Technology Services Charges	3,645	4,907	4,907	4,889
5396 City Garage Charges	12,476	6,898	6,898	4,591
5570 Office Equip & Furn Rent	3,491	3,500	3,500	3,500
5800 Subscriptions & Memberships	260	360	360	360
5880 Special Contractual Services	635	0	0	0
TOTAL SERVICES	23,341	20,765	19,990	17,640

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
PURCHASING / STORES

FUND
GENERAL FUND

ORGKEY
101137

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	2,159	3,150	2,500	3,100
6160 Medical Supplies	4	0	50	25
6180 Clothing	(220)	500	500	500
6190 Photo & Copying Supplies	23	50	0	50
6210 Repair/Maintenance Supplies	68	50	150	75
6310 Janitorial Supplies	443	500	250	500
6500 Office Equipment	98	0	0	0
6510 Small Tools & Equipment	117	500	400	500
6580 Damaged/Theft/Obsolete Stock	2,897	3,000	3,000	3,000
6590 Special Departmental Supplies	238	50	250	50
TOTAL SUPPLIES	5,827	7,800	7,100	7,800
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	32,717	0	0	0
TOTAL FIXED ASSETS	32,717	0	0	0
DIVISION TOTAL	372,127	327,188	315,571	274,363
DEPARTMENT TOTAL	1,306,465	1,437,303	1,419,261	1,398,358

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
AIR QUALITY IMPROVEMENT

<u>FUND</u>					<u>ORGKEY</u>
AIR QUALITY IMPROVEMENT FUND					221130
	2007-08	2008-09	2008-09	2009-10	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	(AUDITED)	BUDGET	ESTIMATED	ADOPTED	
<u>FIXED ASSETS</u>					
7100 Motor Vehicles	0	79,999	125,000	0	
TOTAL FIXED ASSETS	0	79,999	125,000	0	
FUND TOTAL	0	79,999	125,000	0	

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
OPEN SPACE

FUND
OPEN SPACE FUND

ORGKEY
227130

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SERVICES</u>				
5190 Other Professional Services	11,300	6,000	6,000	6,000
5720 Taxes	453	0	0	0
5870 General Govt Service Charge	3,346	0	3,400	3,400
TOTAL SERVICES	15,099	6,000	9,400	9,400
<u>FIXED ASSETS</u>				
7250 Land Acquisitions	386,915	0	0	0
TOTAL FIXED ASSETS	386,915	0	0	0
 FUND TOTAL	 402,014	 6,000	 9,400	 9,400

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
GENERAL DEBT SERVICE

FUND
GENERAL DEBT SERVICE FUND

ORGKEY
305130

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SERVICES</u>				
5030 Fiscal Agent Fees	6,880	2,500	3,100	3,100
5031 Cost of Issuance	300,590	0	0	0
5190 Other Professional Services	0	0	3,200	1,700
5870 General Govt Service Charge	897	926	926	926
TOTAL SERVICES	308,367	3,426	7,226	5,726
<u>DEBT SERVICE</u>				
8100 Principal	455,000	805,000	805,000	1,405,000
8200 Interest	829,529	1,565,394	1,565,394	1,512,194
9020 Bond Discount	232,762	0	0	0
TOTAL DEBT SERVICE	1,517,291	2,370,394	2,370,394	2,917,194
 FUND TOTAL	 1,825,657	 2,373,820	 2,377,620	 2,922,920

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
REDLANDS PUBLIC IMPROVEMENT DEBT SERVICE

<u>FUND</u>					<u>ORGKEY</u>
RDLDS PUBLIC IMPRVMT DEBT SERVICE FUND					311130
	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED	
<u>SERVICES</u>					
5030 Fiscal Agent Fees	3,450	4,000	3,450	4,000	
TOTAL SERVICES	3,450	4,000	3,450	4,000	
<u>DEBT SERVICE</u>					
8100 Principal	1,355,000	1,380,000	1,380,000	1,415,000	
8200 Interest	574,403	542,286	542,286	498,806	
TOTAL DEBT SERVICE	1,929,403	1,922,286	1,922,286	1,913,806	
FUND TOTAL	1,932,853	1,926,286	1,925,736	1,917,806	

City of Redlands
 2009-2010
 Adopted Budget

DEPARTMENT/DIVISION
 MEASURE 'O'

FUND
 MEASURE 'O' FUND

ORGKEY
 417130

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SERVICES</u>				
5190 Other Professional Services	5,000	0	0	0
TOTAL SERVICES	5,000	0	0	0
FUND TOTAL	5,000	0	0	0

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2003-1

<u>FUND</u>					<u>ORGKEY</u>
COMMUNITY FACILITIES DISTRICT FUND					710130
	2007-08	2008-09	2008-09	2009-10	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	(AUDITED)	BUDGET	ESTIMATED	ADOPTED	
<hr/>					
<u>SERVICES</u>					
5030 Fiscal Agent Fees	15,788	13,000	13,000	13,000	
TOTAL SERVICES	<hr/> 15,788	<hr/> 13,000	<hr/> 13,000	<hr/> 13,000	
<u>DEBT SERVICE</u>					
8100 Principal	35,000	45,000	45,000	60,000	
8200 Interest	536,719	536,238	536,238	534,702	
TOTAL DEBT SERVICE	<hr/> 571,719	<hr/> 581,238	<hr/> 581,238	<hr/> 594,702	
DIVISION TOTAL	587,507	594,238	594,238	607,702	

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DISTRICT 2001-1

<u>FUND</u>					<u>ORGKEY</u>
COMMUNITY FACILITIES DISTRICT FUND					710300
	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED	
<u>SERVICES</u>					
5030 Fiscal Agent Fees	15,669	15,500	15,500	15,500	
TOTAL SERVICES	15,669	15,500	15,500	15,500	
<u>DEBT SERVICE</u>					
8100 Principal	230,000	240,000	240,000	250,000	
8200 Interest	506,995	501,073	501,073	488,352	
TOTAL DEBT SERVICE	736,995	741,073	741,073	738,352	
DIVISION TOTAL	752,664	756,573	756,573	753,852	
FUND TOTAL	1,340,170	1,350,811	1,350,811	1,361,554	

City of Redlands
2009-2010
Adopted Budget

Finance
City Treasurer / Revenue

Mission Statement:

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

Departmental Goals:

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

Program Description:

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

Program Objectives:

- Increase departmental efficiency through training and continual updates of office procedures.
- Maintain an investment portfolio that is in compliance with Federal and State laws and the city's investment policy.
- Maintain an investment portfolio with liquidity to meet the city's budgeted expenditure needs for at least six months.
- Maintain proper internal controls for audit control.
- Properly file all necessary reports and obtain necessary permits from appropriate governmental agencies.

Significant Program Changes:

None

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
CITY TREASURER / REVENUE

FUND
GENERAL FUND

ORGKEY
101140

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	363,075	318,386	222,700	285,792
4005 Salaries: Part Time	24,861	24,673	23,686	24,682
4010 Overtime Salaries	1,087	1,000	1,000	1,000
4015 Banked Leave Buy Back	6,519	4,780	20,384	6,861
4050 Pension Contributions	62,790	56,180	38,608	49,156
4051 Fica/Medicare	29,597	25,483	20,929	23,955
4053 Deferred Compensation	4,342	1,720	1,720	2,376
4055 Health/Dental Insurance	60,855	57,837	40,193	57,460
4056 Worker's Comp Insurance	0	0	0	8,452
4057 Disability Insurance	1,463	1,516	1,761	1,401
4058 Unemployment Insurance	2,847	3,038	3,038	2,669
4059 Life Insurance	410	369	326	318
4080 Vehicle Allowance	1,207	1,200	200	180
4081 Eyecare Reimbursement	1,330	1,350	1,350	1,159
4084 Clothing Cash Payment	1,000	800	800	600
4085 Other Taxable Benefits	2,611	2,100	2,845	300
TOTAL SALARIES AND BENEFITS	563,995	500,432	379,540	466,360

SERVICES

5103 Software Support/Development	0	0	8,650	7,000
5160 Accounting & Auditing	9,975	0	0	0
5190 Other Professional Services	182,717	100,000	170,000	44,000
5240 Meeting & Professional Devlpmt	150	400	100	400
5255 Travel Reimbursement	55	110	90	100
5270 Printing and Binding	1,284	2,500	3,200	3,300
5275 Postage	7,820	7,500	8,000	8,400
5280 Advertising	0	0	139	150
5303 Telephone	5,240	5,500	5,000	5,000
5340 Office Equipment Maintenance	5,087	5,800	515	615
5395 Info Technology Services Charges	15,697	21,130	21,130	21,053
5396 City Garage Charges	2,271	3,155	3,155	4,080

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
CITY TREASURER / REVENUE

FUND
GENERAL FUND

ORGKEY
101140

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SERVICES (CONTD)</u>				
5570 Office Equip & Furn Rent	3,491	3,500	3,500	3,500
5800 Subscriptions & Memberships	507	900	884	930
5840 Training	3,200	0	0	0
5880 Special Contractual Services	1,136	9,150	4,000	4,500
TOTAL SERVICES	238,629	159,645	228,363	103,028
<u>SUPPLIES</u>				
6140 Office Supplies	5,830	4,500	4,800	5,000
6160 Medical Supplies	0	0	25	0
6310 Janitorial Supplies	18	0	50	0
6375 Computer Components	594	0	481	0
6500 Office Equipment & Furniture	0	0	2,910	0
6520 Promotional Supplies	631	1,500	1,500	1,500
6590 Special Departmental Supplies	462	2,500	310	350
TOTAL SUPPLIES	7,536	8,500	10,076	6,850
DEPARTMENT TOTAL	810,160	668,577	617,979	576,238

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
PARKING AUTHORITY

FUND
PARKING AUTHORITY FUND

ORGKEY
237140

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SERVICES</u>				
5275 Postage	1	25	25	25
5300 Water, Sewer, Disposal	784	1,200	100	1,200
5310 Electricity & Gas	17,623	21,000	18,000	20,000
5870 General Govt Service Charge	853	881	881	881
TOTAL SERVICES	19,260	23,106	19,006	22,106
FUND TOTAL	19,260	23,106	19,006	22,106

City of Redlands
2009-2010
Adopted Budget

City Attorney

Mission Statement:

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

Departmental Goals:

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

Program Description:

The City Attorney is responsible for providing legal advice and representation to the City Council, City Manager, and City employees as well as to City-sanctioned commissions and boards, as needed. The City Attorney also prosecutes violations of the City's codes and ensures compliance with City, state and federal laws and regulations.

Program Objectives:

- Ensure services are being provided to the City Council and staff as required or permitted by law.
- Provide the highest quality legal services by drafting and/or providing timely review of all ordinances, resolutions, contracts and other legal documents in the normal course of City business.
- Provide cost-effective in-house litigation services while reviewing and effectively monitoring outside counsel services.

Significant Program Changes:

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

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
CITY ATTORNEY

FUND
GENERAL FUND

ORGKEY
101150

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	351,002	369,253	334,072	370,990
4010 Overtime Salaries	187	200	2,000	500
4015 Banked Leave Buy Back	12,258	24,715	7,124	23,811
4050 Pension Contributions	61,092	65,014	57,558	63,984
4051 Fica/Medicare	20,283	20,634	21,276	26,759
4053 Deferred Compensation	24,014	23,680	23,680	25,928
4055 Health/Dental Insurance	29,476	30,048	30,683	43,911
4057 Disability Insurance	309	363	302	426
4058 Unemployment Insurance	627	1,259	1,259	1,259
4059 Life Insurance	180	179	164	179
4080 Vehicle Allowance	2,414	2,400	2,400	2,400
4081 Eyecare Reimbursement	0	652	652	653
4084 Clothing Cash Payment	180	180	180	180
4085 Other Taxable Benefits	300	300	300	300
TOTAL SALARIES AND BENEFITS	502,322	538,877	481,650	561,279
<u>SERVICES</u>				
5140 Legal Services	43,979	30,000	30,000	30,000
5240 Meeting & Professional Devlpmt	3,425	5,500	2,000	0
5255 Travel Reimbursement	1,341	250	1,610	0
5270 Printing and Binding	66	200	200	200
5275 Postage	154	300	300	300
5303 Telephone	2,685	2,400	2,400	2,400
5395 Info Technology Services Charges	2,007	2,702	2,702	2,692
5800 Subscriptions & Memberships	1,809	1,925	1,925	1,625
TOTAL SERVICES	55,465	43,277	41,137	37,217
<u>SUPPLIES</u>				
6130 Books & Supplies	17,916	17,500	17,500	17,500
6140 Office Supplies	925	1,500	1,500	1,500

City of Redlands
 2009-2010
 Adopted Budget

DEPARTMENT/DIVISION
 CITY ATTORNEY

FUND
 GENERAL FUND

ORGKEY
 101150

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SUPPLIES (CONT)</u>				
6310 Janitorial Supplies	0	0	20	0
6375 Computer Components	0	0	278	500
6500 Office Equipment & Furniture	0	2,000	1,517	0
TOTAL SUPPLIES	18,842	21,000	20,815	19,500
DEPARTMENT TOTAL	576,629	603,154	543,603	617,996

City of Redlands
2009-2010
Adopted Budget

Human Resources

Mission Statement:

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

Departmental Goals:

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

City of Redlands
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Adopted Budget

Human Resources
Human Resources Division

Program Description:

This program provides core human resource services to all City departments and the general public. The primary functions of this division include recruitment and selection, employee benefits administration, personnel data maintenance; state and federal reporting; MOU (Memorandum of Understanding) administration, labor and employee relations.

Program Objectives:

- Provide a comprehensive and economical employee compensation and benefits package to attract and retain the highest caliber employees.
- Develop and implement a competitive and equitable recruitment and selection program that meets the demands of the City.
- Revise and implement Personnel Rules and Regulations and Administrative Policies that create a positive and productive organizational culture.
- Utilize technology in all aspects of Human Resources to create a cost effective and efficient operation.

Significant Program Changes:

- Develop and implement a City-wide Wellness Program.

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	190,762	304,492	303,760	269,347
4005 Salaries: Part Time	12,170	16,341	7,880	0
4010 Overtime Salaries	0	4,000	1,100	3,500
4015 Banked Leave Buy Back	2,504	4,705	4,971	6,163
4050 Pension Contributions	32,989	49,388	52,602	46,358
4051 Fica/Medicare	15,583	24,203	24,383	23,981
4053 Deferred Compensation	362	4,948	7,527	10,224
4055 Health/Dental Insurance	25,519	39,358	41,796	35,398
4056 Worker's Comp Insurance	0	0	0	25
4057 Disability Insurance	1,044	1,232	1,711	1,664
4058 Unemployment Insurance	1,837	2,461	2,372	2,170
4059 Life Insurance	215	287	318	265
4080 Vehicle Allowance	28	900	0	0
4081 Eyecare Reimbursement	900	1,052	800	968
4084 Clothing Cash Payment	600	600	600	600
4085 Other Taxable Benefits	1,961	2,052	1,710	1,800
TOTAL SALARIES AND BENEFITS	286,472	456,018	451,530	402,462

SERVICES

5103 Software Support/Development	0	11,800	4,000	9,210
5140 Legal Services	312	0	0	25,000
5180 Medical/Physicals	9,023	12,700	4,894	10,000
5190 Other Professional Services	95,788	50,284	39,491	25,000
5240 Meeting & Professional Devlpmt	610	1,500	245	1,425
5255 Travel Reimbursement	86	1,500	135	1,500
5270 Printing and Binding	1,552	2,500	4,000	2,375
5275 Postage & Shipping	1,299	750	1,300	1,300
5280 Advertising	19,877	20,000	16,687	16,000
5303 Telephone	1,868	2,000	2,800	2,500
5340 Office Equipment Maintenance	70	150	35	0
5395 Info Technology Services Charges	15,096	20,321	15,805	20,247

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
HUMAN RESOURCES

FUND
GENERAL FUND

ORGKEY
101170

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5451 Retiree Health Insurance	1,331,377	1,639,000	1,486,278	1,733,730
5570 Office Equip & Furn Rent	1,746	1,750	1,746	1,750
5800 Subscriptions & Memberships	3,409	1,000	680	680
5840 Training	140	2,500	3,520	2,375
5880 Special Contractual Services	813	5,000	4,268	4,500
5882 Testing Services	0	0	0	10,000
TOTAL SERVICES	1,483,066	1,772,755	1,585,884	1,867,592
<u>SUPPLIES</u>				
6130 Books & Supplies	0	250	24	50
6140 Office Supplies	2,321	3,000	2,504	2,850
6145 Awards/Recognition Program	12,411	7,500	150	7,125
6310 Janitorial Supplies	24	0	6	50
6375 Computer Components	694	0	8,600	1,500
6500 Office Equipment & Furniture	570	1,500	1,700	1,400
6560 Food	0	750	50	200
6590 Special Departmental Supplies	79	2,500	1,000	2,375
TOTAL SUPPLIES	16,101	15,500	14,034	15,550
 DEPARTMENT TOTAL	 1,785,638	 2,244,273	 2,051,448	 2,285,604

City of Redlands
2009-2010
Adopted Budget

Human Resources
Risk Management

Program Description:

This division is administered by the Human Resources Director and an Administrative Analyst and includes investigation of all tort claims filed against the City with subsequent coordination with the City Attorney, City Manager and City Council as needed. This function is handled entirely in-house. The Human Resources Director has claim settlement authority up to \$5,000 per claim, and \$7,500 with concurrence of the City Manager and City Attorney.

Program Objectives:

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

Significant Program Changes:

None

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
RISK MANAGEMENT

FUND
LIABILITY SELF INSURANCE FUND

ORGKEY
602133

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	109,762	122,337	102,244	89,262
4005 Part Time Salaries	131	0	0	0
4010 Overtime Salaries	0	0	549	0
4015 Banked Leave Buy Back	998	3,316	4,006	2,484
4050 Pension Contributions	19,001	21,474	17,884	15,726
4051 Fica/Medicare	7,725	8,579	6,034	9,569
4053 Deferred Compensation	1,621	2,362	1,576	2,730
4055 Health/Dental Insurance	15,285	16,105	14,517	17,057
4056 Worker's Comp Insurance	0	0	0	129
4057 Disability Insurance	89	78	90	121
4058 Unemployment Insurance	545	673	781	543
4059 Life Insurance	90	95	89	77
4080 Vehicle Allowance	181	180	180	180
4081 Eyecare Reimbursement	0	349	293	281
4084 Clothing Cash Payment	50	50	50	50
4085 Other Taxable Benefits	380	195	180	150
4086 Tuition Reimbursement	1,000	0	0	0
TOTAL SALARIES AND BENEFITS	156,858	175,793	148,473	138,359
<u>SERVICES</u>				
5140 Legal Services	99,975	190,000	60,000	100,000
5190 Other Professional Services	0	360	0	0
5240 Meeting & Professional Devlpmt	0	1,000	0	210
5255 Travel Reimbursement	1,375	300	400	450
5275 Postage	999	1,000	400	420
5303 Telephone	520	625	705	642
5395 Info Technology Services Charges	699	940	940	937
5410 Property Insurance	542,400	597,000	562,809	585,000
5411 Faithful Performance Bond	760	13,250	15,750	13,250
5455 Premiums for Excess Coverage	267,175	300,000	263,128	289,000
5460 Liability Claims	744,167	780,000	575,000	830,000

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
RISK MANAGEMENT

<u>FUND</u>					<u>ORGKEY</u>
LIABILITY SELF INSURANCE FUND					602133
	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED	
<u>SERVICES (CONTD)</u>					
5490 Other Insurance	0	0	1,200	0	
5800 Subscriptions & Memberships	350	350	350	450	
5840 Training	489	0	0	0	
5880 Special Contractual Services	147,360	0	29,988	0	
TOTAL SERVICES	1,806,270	1,884,825	1,510,670	1,820,359	
<u>SUPPLIES</u>					
6140 Office Supplies	364	400	350	400	
6190 Photo & Copying Supplies	0	30	25	30	
6500 Office Equipment & Furniture	0	50	50	0	
TOTAL SUPPLIES	364	480	425	430	
 FUND TOTAL	 1,963,492	 2,061,098	 1,659,568	 1,959,148	

City of Redlands
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Human Resources
Workers' Compensation Division

Program Description:

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

Program Objectives:

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

Significant Program Changes:

None

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
WORKERS' COMPENSATION

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606175

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	65,575	86,064	67,303	30,854
4005 Part Time Salaries	0	0	139	0
4015 Banked Leave Buy Back	0	296	156	802
4016 Compensated Absences	(1,722)	0	0	0
4019 Workers Comp Bonus	0	0	185,812	0
4050 Pension Contributions	11,349	15,624	11,730	5,326
4051 Fica/Medicare	4,993	6,266	15,531	2,777
4053 Deferred Compensation	0	902	1,687	1,011
4055 Health/Dental Insurance	14,388	17,064	12,414	4,376
4057 Disability Insurance	380	442	1,913	0
4058 Unemployment Insurance	470	543	393	152
4059 Life Insurance	69	77	67	22
4080 Vehicle Allowance	0	300	0	0
4081 Eyecare Reimbursement	225	282	200	79
4084 Clothing Cash Payment	200	200	200	0
4085 Other Taxable Benefits	0	38	38	53
4086 Tuition Reimbursement	326	0	1,864	0
TOTAL SALARIES AND BENEFITS	96,252	128,098	299,447	45,452
<u>SERVICES</u>				
5140 Legal Services	45,662	100,000	42,000	60,000
5190 Other Professional Services	77,200	190,210	102,215	17,000
5240 Meeting & Professional Devlpmt	0	500	0	140
5255 Travel Expense Reimbursement	119	1,000	0	1,000
5270 Printing and Binding	0	100	0	0
5275 Postage	0	100	0	100
5303 Telephone	224	360	266	428
5340 Office Equipment Maintenance	0	50	0	0
5395 Info Technology Services Charges	741	1,372	1,372	1,367
5455 Premiums for Excess Coverage	118,564	287,500	109,593	126,032
5480 Worker's Comp Claims	1,360,430	550,000	750,000	750,000

City of Redlands
 2009-2010
 Adopted Budget

DEPARTMENT/DIVISION
 WORKERS' COMPENSATION

FUND
 WORKERS' COMPENSATION FUND

ORGKEY
 606175

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5570 Office Equip & Furn Rent	1,746	1,746	1,746	1,746
5800 Subscriptions & Memberships	279	450	0	75
5840 Training	485	1,000	0	9,331
5870 General Govt Service Charge	46,879	48,426	48,426	48,426
5880 Special Contractual Services	17,445	30,000	16,178	115,000
TOTAL SERVICES	1,669,772	1,212,814	1,071,796	1,130,645
<u>SUPPLIES</u>				
6140 Office Supplies	210	250	200	200
6500 Office Equipment & Furniture	0	0	290	0
TOTAL SUPPLIES	210	250	490	200
DIVISION TOTAL	1,766,235	1,341,162	1,371,733	1,176,297

City of Redlands
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Adopted Budget

Human Resources
Safety Division

Program Description:

The Human Resources Department is responsible for the City's Injury and Illness Prevention Program (IIPP). This program is required by OSHA and is designed to promote safety in the work place. In addition to making employee safety a priority, the IIPP outlines procedures in the event there are job-related injuries and prescribes training topics and practices. The Safety Program will monitor the IIPP by communicating and in cooperation with all departments.

Program Objectives:

- Provide a safe work environment for City employees.
- Comply with OSHA mandates for training and reporting.
- Review and update the City's Injury and Illness Prevention Program.
- Reduce the number of preventable injuries.

Significant Program Changes:

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

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
SAFETY PROGRAM

FUND
WORKERS' COMPENSATION FUND

ORGKEY
606176

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	69,650	0	0	30,854
4010 Overtime Salaries	1,376	0	209	12,179
4015 Banked Leave Buy Back	1,602	0	0	802
4019 Workers Comp Bonus	0	0	67	0
4050 Pension Contributions	30,967	0	0	5,326
4051 Fica/Medicare	3	0	3	2,777
4053 Deferred Compensation	1,094	0	0	1,010
4055 Health/Dental Insurance	7,167	0	30	4,376
4058 Unemployment Insurance	166	0	0	152
4059 Life Insurance	31	0	0	22
4081 Eyecare Reimbursement	0	0	0	79
4082 Clothing Allowance	250	0	0	0
4085 Other Taxable Benefits	75	0	0	53
TOTAL SALARIES AND BENEFITS	112,380	0	309	57,630
<u>SERVICES</u>				
5180 Medical/Physicals	0	6,500	0	8,000
5240 Meeting & Professional Devlpmt	0	400	0	0
5255 Travel Reimbursement	0	400	0	200
5270 Printing and Binding	300	1,000	0	400
5275 Postage	0	100	0	0
5395 Info Technology Services Charges	2,418	0	0	0
5570 Office Equip & Furn Rent	0	0	1,300	0
5800 Subscriptions & Memberships	49	1,650	0	1,393
5840 Training	7,553	0	0	2,500
5870 General Govt Service Charge	6,520	6,735	6,735	6,735
5880 Special Contractual Services	1,384	25,000	0	0
TOTAL SERVICES	18,224	41,785	8,035	19,228

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
SAFETY PROGRAM

<u>FUND</u>					<u>ORGKEY</u>
WORKERS' COMPENSATION FUND					606176
	2007-08	2008-09	2008-09	2009-10	
	ACTUAL	ADJUSTED	12 MONTH	COUNCIL	
	<u>(AUDITED)</u>	<u>BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>	
<u>SUPPLIES</u>					
6130 Books & Supplies	473	3,500	0	500	
6140 Office Supplies	192	250	11	0	
6160 Medical Supplies	4,594	5,000	0	0	
6210 Repair/Maintenance Supplies	46	0	0	0	
6510 Small Tools & Equipment	7,297	14,000	500	10,000	
6590 Special Departmental Supplies	123	500	0	500	
TOTAL SUPPLIES	<u>12,725</u>	<u>23,250</u>	<u>511</u>	<u>11,000</u>	
 DIVISION TOTAL	 143,329	 65,035	 8,855	 87,858	

City of Redlands
2009-2010
Adopted Budget

Human Resources
Training Division

Program Description:

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

Program Objectives:

- Provide a comprehensive menu of training programs to educate employees and ensure fluid transition for the future, including:
 - Supervisory Training
 - Employee Training
 - Employee Orientation
 - Leadership Development
- Implement technology based management of training records.
- Comply with State and Federal training mandates.

Significant Program Changes:

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

City of Redlands
2009-2010
Adopted Budget

DEPARTMENT/DIVISION
TRAINING PROGRAM

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606177

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	0	0	0	56,682
4010 Overtime Salaries	0	0	899	12,179
4015 Banked Leave Buy Back	0	0	0	2,502
4050 Pension Contributions	0	0	326	20,108
4051 Fica/Medicare	0	0	9	4,155
4053 Deferred Compensation	0	0	0	1,163
4055 Health/Dental Insurance	0	0	110	5,969
4058 Unemployment Insurance	0	0	0	217
4059 Life Insurance	0	0	1	33
4082 Clothing Allowance	0	0	0	125
4086 Tuition Reimbursement	0	45,000	61,700	200,000
TOTAL SALARIES AND BENEFITS	0	45,000	63,045	303,132
<u>SERVICES</u>				
5190 Other Professional Services	0	15,000	0	1,350
5240 Meeting & Professional Devlpmt	0	500	0	150,000
5255 Travel Reimbursement	0	500	300	0
5270 Printing and Binding	0	5,000	0	0
5275 Postage	0	100	0	0
5340 Office Equipment Maintenance	0	500	0	0
5570 Office Equip & Furn Rental	0	7,500	1,513	0
5800 Subscriptions & Memberships	0	500	0	0
5840 Training	0	5,000	507	25,500
5870 General Govt Service Charge	0	6,735	6,735	6,735
5880 Special Contractual Services	0	1,000	0	14,350
TOTAL SERVICES	0	42,335	9,055	197,935
<u>SUPPLIES</u>				
6130 Books & Supplies	0	1,000	30	1,000
6140 Office Supplies	0	2,000	0	200

City of Redlands
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Adopted Budget

DEPARTMENT/DIVISION
TRAINING PROGRAM

FUND

WORKERS' COMPENSATION FUND

ORGKEY

606177

	2007-08 ACTUAL (AUDITED)	2008-09 ADJUSTED BUDGET	2008-09 12 MONTH ESTIMATED	2009-10 COUNCIL ADOPTED
<u>SUPPLIES (CONT)</u>				
6160 Medical Supplies	0	0	0	200
6375 Computer Components	0	0	0	200
6510 Small Tools & Equipment	0	0	0	200
6590 Special Departmental Supplies	0	5,000	0	200
TOTAL SUPPLIES	0	8,000	30	2,000
DIVISION TOTAL	0	95,335	72,130	503,067
FUND TOTAL	1,909,563	1,501,532	1,452,718	1,767,222

