

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03

**GENERAL GOVERNMENT**

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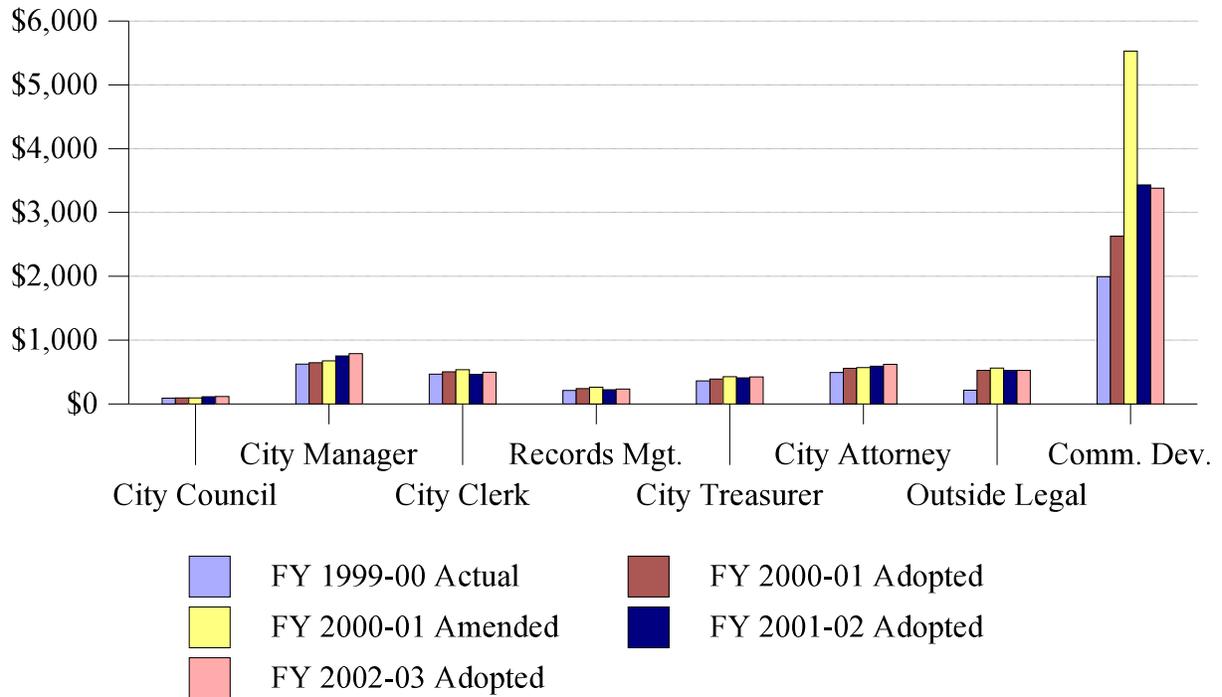
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# Notes

# General Government

## Expenditure Comparisons

(In Thousands)



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**CITY COUNCIL**

**Overview**

The City Council is the elected governing body of the City of Redding municipal corporation. The City Council’s budget accounts for personnel expenses related to five part-time City Council members and the operating materials and supplies necessary to operate the office. The adopted budget for the City Council totals \$113,430 for fiscal year 2001-02, an increase of \$17,030 from fiscal year 2000-01 amended budget and \$117,470 for fiscal year 2002-03, an increase of \$4,040 from the adopted fiscal year 2001-02 budget. The increase in both fiscals years is primarily due to an increase in group health costs. The following table outlines the budget in comparison to the previous year.

Division	FY 1999-00 Actual	FY 2000-01 Adopted	FY 2000-01 Amended	FY 2001-02 Adopted	Change	FY 2002-03 Adopted	Change
<b>City Council</b>	\$ 93,136	\$ 96,400	\$ 96,400	\$ 113,430	\$ 17,030	\$ 117,470	\$ 4,040

The following table displays how the budget is broken down between the major expenditure groups.

Division		Personnel	Materials, Supplies, & Services	Capital Outlay	Debt Service	Total
<b>City Council</b>	FY 2002-03 Adopted	\$ 91,580	\$ 25,890	\$ 0	\$ 0	\$ 117,470
	FY 2001-02 Adopted	86,920	26,510	0	0	113,430
	FY 2000-01 Amended	\$ 74,100	\$ 22,300	\$ 0	\$ 0	\$ 96,400

**Capital Outlay**

There is no capital outlay in this budget.

**Significant Issues**

There are no significant issues.

**Goals and Objectives**

The City’s goals and objectives are outlined in the budget message and in each section of this document.

**Unmet Needs**

None.

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**CITY MANAGER**

**Overview**

The City Manager's Office is responsible for the overall management of the City of Redding municipal corporation. The adopted budget for fiscal year 2001-02 totals \$751,060, an increase of \$76,210 from fiscal year 2000-01 amended budget and for fiscal year 2002-03 totals \$789,550, an increase of \$38,490 from fiscal year 2001-02 adopted budget. The following table outlines the budget in comparison to the previous fiscal year.

Division	FY 1999-00 Actual	FY 2000-01 Adopted	FY 2000-01 Amended	FY 2001-02 Adopted	Change	FY 2002-03 Adopted	Change
<b>City Manager</b>	\$ 624,665	\$ 648,160	\$ 674,850	\$ 751,060	\$ 76,210	\$ 789,550	\$ 38,490

The following table displays how the department's budget is broken down between the major expenditure groups.

Division		Personnel	Materials, Supplies, & Services	Capital Outlay	Debt Service	Total
<b>City Manager</b>	FY 2000-01 Adopted	\$ 617,960	\$ 171,590	\$ 0	\$ 0	\$ 789,550
	FY 1999-00 Adopted	581,070	169,990	0	0	751,060
	FY 1998-99 Amended	\$ 508,960	\$ 157,390	\$ 8,500	\$ 0	674,850

**Capital Outlay**

The City Manager's Office is requesting a transfer to the rolling stock replacement fund of \$4,000 in each year.

**Personnel**

Division	F/T P/T	FY 1999-00 Actual	FY 2000-01 Adopted	FY 2000-01 Amended	FY 2001-02 Adopted	Change	FY 2002-03 Adopted	Change
<b>City Manager</b>	F/T	6.00	6.00	6.00	6.00	0.00	6.00	0.00

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**Significant Issues**

There are no significant issues.

**Goals and Objectives**

The City's goals and objectives are outlined in the budget message and in each section of this document.

**Unmet Needs**

None.

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**COMMUNITY DEVELOPMENT**

**Overview**

The Community Development budget is funded through grants from the Community Development Block Grant (CDBG) program and the Home Investment Partnerships (HOME) program. Each year the amount of grant funding varies. Grant amounts for the 2002-2003 fiscal year are not yet known; however, they are assumed to remain constant for this two-year budget. For fiscal year 2001-02 the adopted budget totals \$3,431,290 and for fiscal year 2002-03 the adopted budget totals \$3,379,520. The following table outlines the budget in comparison to the previous fiscal year.

Division	FY 1999-00 Actual	FY 2000-01 Adopted	FY 2000-01 Amended	FY 2001-02 Adopted	Change	FY 2002-03 Adopted	Change
<b>Community Development</b>	\$ 1,994,624	\$ 2,629,746	\$ 5,528,846	\$ 3,431,290	\$ (2,097,556)	\$ 3,379,520	\$ (51,770)

The following table displays how the Division's budget is broken down between the major expenditure groups.

Division		Personnel	Materials, Supplies, & Services	Capital Outlay	Debt Service	Total
<b>Community Development</b>	FY 2002-03 Adopted	\$ 286,150	\$ 130,130	\$ 2,963,240	\$ 0	\$ 3,379,520
	FY 2001-02 Adopted	\$ 283,050	\$ 125,280	\$ 3,022,960	\$ 0	\$ 3,431,290
	FY 2000-01 Amended	\$ 238,428	\$ 198,517	\$ 5,091,901	\$ 0	\$ 5,528,846

**Capital Outlay**

Capital expenditures for fiscal years 2001-2003 includes an allocation to the Rolling Stock Replacement Fund of \$4,000 each year and expenditures for CDBG and HOME projects and programs.

**Personnel**

Currently, the Division anticipates no new personnel during the 2001-2002 and 2002-2003 budget years.

Division		FY 1999-00 Actual	FY 2000-01 Adopted	FY 2000-01 Amended	FY 2001-02 Adopted	Change	FY 2002-03 Adopted	Change
<b>Community Development</b>	F/T	18.00	18.00	18.00	18.00	0.00	18.00	0.00

**Significant Issues**

None.

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**1999-2001 Status of Goals and Objectives**

*Goal*

Use CDBG and HOME program funding to leverage private sector investments in the downtown area and other target neighborhoods.

*Accomplishment*

Secured approximately one million dollars each year from the State-administered HOME Program, leveraging \$292,305 in private dollars for the HOME Rental Program and \$2.1 million through the Downpayment Assistance Program. Approximately \$967,240 in private dollars was leveraged through twelve CDBG activities, with eight of the twelve activities in the downtown area or target neighborhoods.

*Goal*

Become more of an active participant in large-scale developments, recapturing and/or redirecting “developer fees” toward additional housing efforts.

*Accomplishment*

The Housing Division partnered with the Redding Redevelopment Agency (RRA) to facilitate the development of ten large-scale development projects. Four of the projects have been completed or are nearing completion, while the others are in various stages of development.

*Goal*

Coordinate with RRA by developing a unified, efficient response to large-scale housing development opportunities.

*Accomplishment*

Large-scale, housing development proposals are regularly evaluated by an assessment team consisting of the Deputy City Manager, Housing Division staff, and RRA personnel to facilitate a coordinated response.

*Goal*

Aggressively seek new funding from Federal, State and other sources which complement the City’s housing & community development efforts.

*Accomplishment*

In the two-year period, the Housing Division secured \$2.5 million from the State-administered Home Investment Partnerships Program, \$1.88 million from the Federal Community Development Block Grant Program, \$600,000 from the Section 108 Loan Guarantee Program and \$195,000 from the Department of

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Housing and Urban Development in conjunction with an opt-out of a local housing cooperative complex.  
*Goal*

Broaden and diversify staff capacities through cross-training, education and other mechanisms designed to improve staff abilities to better recognize opportunities and needs.

*Accomplishment*

Reorganization of the Housing Division over the past two years has resulted in new opportunities for three members participating in cross-training, an aggressive training schedule for employees (i.e., customer service, environmental, finance, data-entry, contract management, fair housing and more) and workshops/offsite education promoting self-improvement.

*Goal*

Work to empower target neighborhoods with both the skills and resources to improve the community.

*Accomplishment*

The Housing Division was successful in its bid for placement of a second-year VISTA (Volunteers in Service to America) member to facilitate the Parkview Neighborhood Revitalization Strategy. This member has been successful in strengthening and expanding partnerships between local government, non-profit organizations, businesses and the Parkview Neighborhood Committee. A newsletter is distributed on a monthly basis and formation of block leaders is currently underway.

*Goal*

Work with non-profit service organizations to develop additional capacities to respond to community needs.

*Accomplishment*

The 1999-2000 program year demonstrated a high point for cooperation and capacity-building between the City and local nonprofit groups. These efforts focused on development of the Consolidated Plan (a five-year community development blueprint), formation of the Parkview and Garden Tract Neighborhood committees, and preparation of a Continuum of Care Plan to address community homelessness issues. In depth workshops and liaison between city/county staff and local non-profits helped to identify community needs and consensus of funding priorities.

*Goal*

Pro-actively respond to housing and neighborhood needs by facilitating development partnerships which are competitive in pursuit of highly leveraged Federal and State programs.

*Accomplishment*

The City currently uses this strategy in formulating funding applications for local housing projects. The City was successful in securing funding for Laurel Glen through the California Tax Credit Allocation Committee (TCAC) and Whispering Oaks through the Federal 811 Disabled Program. Currently, the City is looking

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at tax credit and HUD 202 (elderly) applications for two projects: the Hotel Redding and Hilltop/Peppertree.

**2001-2003 Performance Measures**

1. Annually secure one million dollars from the State administered HOME Investment Partnerships Program.
2. Consistent with the Consolidated Plan Goal, rehabilitate a minimum of 20 low/mod rental units and 30 low/mod homeowner units; construct a minimum of 50 low-income rental units; and assist a minimum of 35 low/mod first-time homebuyers.
3. Assist in the submittal of at least two applications for tax credits, HUD 202, 811, 501(c)(3), or related "stand alone" development programs.
4. The City's CDBG Program will meet HUD's annual timeliness of expenditure rate (entitlement grant funds on hand shall not exceed 1.5 of the current entitlement amount); Public Service projects will be implemented within a minimum of 18 months, and all other activities will be completed within 24 months of contract execution.
5. Assist a minimum of 40 low/mod households through the Minor Home Repair Program for Seniors and eight low/mod households through the Emergency Repair Program.
6. 100 percent of all HOME funded rental units shall be monitored for compliance.
7. All residential housing units assisted with Federal funds will be assessed and mitigated for lead-based paint hazards, as applicable.

**2001-2003 Goal and Objectives**

*Goal*

To promote a wide range of quality housing opportunities in the City of Redding.

To develop and implement strategies to preserve and enhance neighborhoods, especially those with a significant number of low- and moderate-income households.

*Objectives*

1. Focus on CDBG, HOME, and to the extent possible, other program funding toward City objectives including leverage, an emphasis on the downtown area revitalization, neighborhood revitalization, and development partnerships.
2. Become more of an active participant in large scale developments, recapturing and/or redirecting developer fees and profits toward additional housing efforts when feasible.
3. Coordinate with the Redding Redevelopment Agency to develop a unified, efficient response to large-scale housing development opportunities and neighborhood revitalization efforts.

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4. Aggressively seek new funding from Federal, State and other sources which complement City housing, community development, and preservation efforts.
5. Broaden and diversify staff capabilities through cross-training, education, and other mechanisms designed to improve staff abilities to recognize opportunities and needs, and to perform complex tasks.
6. Work to empower target neighborhoods with both the skills and resources to manage quality of life issues in the community.
7. Work with nonprofit service organizations to develop capacities to respond to community needs.
8. Pro-actively respond to housing and neighborhood needs by facilitating development partnerships which are competitive in pursuit of highly leveraged Federal and State programs.

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**CITY CLERK'S DEPARTMENT**

**Overview**

The City Clerk's Department consists of two divisions - City Clerk and Records Management. The adopted budget for fiscal year 2001-02 totals \$688,810, a decrease of \$111,746 from fiscal year 2000-01 amended budget. The decrease is due to the elimination of the contract with Municipal Resource Consultants (MRC), a savings in codification costs, and the fact that the department is requesting no capital outlay funds. The adopted budget for fiscal year 2002-2003 totals \$726,810, an increase of \$38,000 from fiscal year 2001-02 adopted budget, but still lower than fiscal year 2000-01 by \$73,346. The increase is due to funds budgeted for the General Municipal Election to be held November 2002, increased interdepartmental charges, and reclassification of the Temporary Part-Time Clerk I position in the Licensing Section to Permanent Part-Time. It is important to note, however, that costs associated with the reclassification are offset by increased business license revenue.

	FY 1999-00 Actual	FY 2000-01 Adopted	FY2000-01 Amended	FY2001-02 Adopted	Change	FY2002-03 Adopted	Change
<b>City Clerk</b>	\$ 466,637	\$ 503,070	\$ 538,133	\$ 464,480	\$ (73,653)	\$ 494,900	\$ 30,420
<b>Records Management</b>	209,766	239,570	262,423	224,330	(38,093)	231,910	7,580
<b>Total</b>	\$ 676,403	\$ 742,640	\$ 800,556	\$ 688,810	\$(111,746)	\$ 726,810	\$ 38,000

The following table displays how the Department's budget is broken down among the major expenditure groups.

	Budget Year	Personnel	Materials Supplies & Services	Capital Outlay	Debt Service	Total
<b>City Clerk</b>	FY 2002-03 Adopted	\$ 352,020	\$ 142,880	\$ 0	\$ 0	\$ 494,900
	FY 2001-02 Adopted	327,470	137,010	0	0	464,480
	FY 2000-01 Amended	330,240	184,993	22,900	0	538,133
<b>Records Management</b>	FY 2002-03 Adopted	128,040	103,870	0	0	231,910
	FY 2001-02 Adopted	122,180	102,150	0	0	224,330
	FY 2000-01 Amended	96,730	109,235	56,458	0	262,423
<b>Total</b>	FY 2002-03 Adopted	480,060	246,750	0	0	726,810
	FY 2001-02 Adopted	449,650	239,160	0	0	688,810
	FY 2000-01 Amended	\$ 426,970	\$ 294,228	\$ 79,358	\$ 0	\$ 800,556

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**Capital Outlay**

The City Clerk's Department, including Record's Management Division, has no Capital Outlay budgeted for fiscal year 2001-02 or 2002-03.

**Personnel**

The following table displays total personnel for each division.

	F/T P/T	FY1999-00 Actual	FY2000-01 Adopted	FY2000-01 Amended	FY2001-02 Adopted	Change	FY2002-03 Adopted	Change
<b>City Clerk</b>	F/T	7.00	7.00	7.00	7.00	0.00	7.00	0.00
	P/T	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.48</u>	<u>0.48</u>	<u>0.48</u>	<u>0.00</u>
		7.00	7.00	7.00	7.48	0.48	7.48	0.00
<b>Records Management</b>	F/T	3.00	2.00	2.00	2.00	0.00	2.00	0.00
	P/T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	F/T	10.00	9.00	9.00	9.00	0.00	9.00	0.00
	P/T	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.48</u>	<u>0.48</u>	<u>0.48</u>	<u>0.00</u>
		7.00	7.00	7.00	7.48	0.48	7.48	0.00

**Significant Issues**

The only significant issue in the City Clerk's budget for fiscal year 2001-02 is the reclassification of the Part-Time Clerk I position from temporary to permanent. Funds to cover the costs associated with the reclassification are offset by increased business license revenue. In fiscal year 2002-03, funds have been budgeted for the General Municipal Election to be held November 5, 2002.

The Record's Division has no significant issues.

**Status of 1999-2001 Goals and Objectives**

*Goal*

Consolidate General Municipal Election with November 7, 2000, General Election.

*Accomplishments*

1. Completed preliminary election work, prepared Candidate's packets, and issued/received candidates' nomination papers and Fair Political Practices Commission (FPPC) forms for the General Municipal Election.
2. Assisted the Shasta County Elections Department on election night, November 7, 2000.

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3. Prepared Report to City Council regarding Certification of Elections Results.
4. Election results were published on the City's web page.

*Goal*

Complete Records Inventory and Records Retention Policy; schedule for consideration by City Council.

*Accomplishments*

1. The Records Inventory was completed in August 1999.
2. The microfilming program was streamlined to eliminate unnecessary microfilming.
3. Additional work is required on the Records Retention Policy which was not completed due to staffing shortfalls and prioritization of vital projects.

*Goal*

Begin integration of a document imaging system into the City-wide records' management program

*Accomplishments*

1. In cooperation with Information Systems Division, imaging software and equipment (scanner and computer) were purchased and programming is nearly completed.
2. Identified Building Division's construction and code enforcement files for pilot document imaging project.

*Goal*

Increase business license revenue and compliance with Municipal Code.

*Accomplishments*

1. Staff continues to enhance compliance efforts and focuses on increasing revenue. Ongoing.
2. Improved research procedures and aggressively pursued unlicensed businesses.
3. Staff is focusing on improving the turnaround time for collection of delinquent business licenses no longer submitted to collection agencies.
4. Review of the current business license application is underway to determine the feasibility of modifications to produce a more user-friendly document.
5. A Business License brochure was developed for distribution to the public and published on the City's web site.

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6. The business license application form is now available for downloading from the City's web site.
7. A Commercial Handbill Distribution Permit brochure was designed and developed for the public addressing routine questions and outlining procedures for application
8. The Business License Inventory contract with Municipal Resource Consultants (MRC) was canceled when state reimbursement funds were no longer available under SB90 to cover the \$2,000 per month cost of the program. Staff determined that the program was not cost effective.

*Goal*

Reorganize City Clerk and Records Management Division in anticipation of move into new Civic Center.

*Accomplishments*

1. Completed cross-training staff due to redistribution of tasks prior to relocation on two floors of the new Civic Center. The Licensing Section for dog and business licenses is now located on the first floor, and other City Clerk functions/services are provided on the third floor along with the Records' Management Division.
2. The in-house courier service provided by Records Division was transferred to Utilities Customer Services Division upon relocating to the new Civic Center.

*Goal*

Complete survey and cost analysis regarding amendments to animal regulation ordinance and license fees.

*Accomplishment*

Staff conducted a survey regarding animal regulations/licensing with other cities, and prepared an analysis and report to Haven Humane Society addressing their proposals for changes to the animal regulation ordinance and licensing fees

*Goal*

Remodel Inactive Records Center at Corporation Yard.

*Accomplishment*

Preliminary remodeling work for the Inactive Records Center at the Corporation Yard included installation of an exterior door, chain link fencing, and modification of shelving. Additional remodeling work is scheduled to begin in late Spring of 2001, with completion estimated in fall of 2001.

*Goal*

Increase inter-departmental commitment and participation in the Records' Management Program.

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*Accomplishments*

1. City Clerk and Records Management staff continue to work with departments on the proper use of subject codes on documents and correspondence to ensure that documents are filed under the correct subject code prior to microfilming.
2. Computer software purchased last year is being used to produce alpha-numeric color-coded file folder labels for use in the legislative filing system. The software program is currently under review for possible City-wide application.

*Additional Accomplishments*

1. Staff reviewed unacceptable storage of active City-wide employee files in stored in Record's Division, and appropriated funds from the Records Center Remodeling project to purchase a secured filing unit. Installation of the unit is expected in April 2001.
2. Staff met with representatives from Haven Humane Society to clarify Section 30804.7 of the Food & Agriculture Code which mandates specific fines for impounded dogs. It was determined that funds collected under this section must be expended for the purpose of humane education, programs, low-cost spay and neutering, and costs incurred by the public animal control agencies for the prevention of cruelty to animals. After review, it was determined that state fees are not in lieu of City fees, and owners of impounded dogs must pay City-impound fines. A breakdown of the fines imposed will be provided to the Finance Division on a monthly basis by Haven Humane. A separate account was set up, and it was determined that through January 2001, approximately \$7,000 in fines has been collected. Staff identified two high priority projects for use of these funds: 1) Augment the City's spay/neuter voucher program; 2) Pay for the costs to update the "Basic Facts About Licensing and Control of Pets" brochure. With addition of the funds, the City's spay/neuter voucher fund is solvent again and additional vouchers have been issued.
3. RABA and Housing Agendas and Minutes were published on the City's web page for public and media access.
4. City Clerk staff coordinates posting of Conference Rooms schedules, and securing the Council Chambers
5. Staff researched and established that SB 490 exempts from provisions of the Freedom of Information Act, dog owner information obtained through the dog licensing program. The City Attorney's Office concurred with these findings, and, in accordance with state law, ruled this information to be confidential and unavailable to the public.
6. Coordinated and completed Mayor's Photo Gallery display in the City Hall lobby, and coordinated and completed City Council photo displays in City Hall's and Council Chambers' lobbies.
7. Eliminated the 12-year-old, 35mm camera after an evaluation of its inability to keep pace with technology and excessive maintenance demands. Staff retained responsibility for prepping, verifying, indexing and filing .

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**Performance Measures and Workload Indicators**

The following table displays the City Clerk’s office workload indicators for the upcoming fiscal years.

Workload Indicator	1999-00 Actual	2000-01 Estimate	2001-02 Projected	2002-03 Projected
<b>Business Licenses</b>	6,447	6,496	6,571	6,661
<b>Business License Revenue</b>	\$587,601	\$605,042	\$615,017	\$624,387
<b>Dog Licenses</b>	5,189	5,240	5,300	5,350
<b>Proclamations, Ceremonial Certificates &amp; Resolutions</b>	39	40	41	41
<b>Legislative Indexing</b>	1,200	1,250	1,250	1,250
<b>Bids</b>	73	80	82	84
<b>Contracts</b>	89	90	108	130
<b>Minutes of Meetings</b>	50	52	52	52

The method used to count business licenses is based on data from the daily deposit, not transactions. This method eliminates duplication and produces accurate numbers. The increase in revenue and business license numbers are due to aggressive pursuit of compliance measures in accordance with the Redding Municipal Code, and the ability of the Accounting Specialist to devote more time pursuing leads and developing procedures for capturing revenue from under-reported businesses such as residential/commercial property owners.

Dog license increases are largely due to increased population and the popularity of the \$20 spay/neuter vouchers available only through the purchase of a dog license. The annual low-cost rabies vaccination clinics also play a part in encouraging dog owners to license and vaccinate their dogs with “one-stop shopping.”

***Records Management***

The following table displays the Records Management Division workload indicators for the upcoming fiscal years.

Workload Indicator	1999-00 Actual	2000-01 Estimated	2001-02 Projected	2002-03 Projected
<b>Documents/Maps Prepped/Microfilmed/Stored</b>	631,355	698,626	701,973	716,012
<b>Document Imaging</b>	N/A	N/A	76,800	80,640

The method for retrieving various documents and maps will be diversified to include microfilm, optical image, and original-form stored in the Records Center. Over time, the number of documents microfilmed will decrease commensurate with an increase in document imaging. Distribution of the Computer Output to Microfiche (COM) reports will continue through June 2001, after which time the process will be converted to Computer Output to Laser Disks (COLD) enabling individuals to retrieve and view reports on line through the AS400 system. The pilot document imaging project will begin in late Spring 2001 with the Building Division’s construction and code enforcement files.

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**2002-03 Goals and Objectives**

*Goal*

Modify existing automated contract indexing system to accommodate requirements for retention/destruction and tracking contracts.

*Objectives*

1. Coordinate with Information Systems Division to modify existing automated contract indexing system to include information regarding expiration, retention and destruction dates for contracts in order to effectively and efficiently manage the ever-increasing volume of contracts.
2. Coordinate with Information Systems Division to develop automated tracking system for pending contracts through the approval process and make information available through the AS 400 system to all departments.

*Goal*

Complete enhancements to Mayor/City Clerk's reception area.

*Objective*

Obtain quotations for woodwork, glass, security, electrical and lighting costs, and locate funding source for the project. Artifacts, awards and mementos will be housed in the case.

*Goal*

Assume, from the Community Services Department, responsibility for Community Room scheduling and reservations.

*Objective*

Coordinate with Community Services Department staff to develop procedures, and prepare for shifting the scheduling/renting responsibilities for the Civic Center Community Room to the City Clerk's Department.

*Goal*

Consolidate General Municipal Election with November 5, 2002, General Election.

*Objective*

In accordance with Council direction, plan for the November 2002 General Municipal Election

*Goal*

Stabilize staffing in City Clerk's office at normal levels and train employees.

*Objective*

Three new staff members were recruited and hired in 2000; training is ongoing.

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1. Recruit and fill Executive Secretary position.
2. The reclassification process for the Accounting Specialist in the Licensing Section to Business License Coordinator began in July 2000, and final approval is now pending union negotiations.
3. Reclassification of the Temporary Part-Time Clerk I position (also in the Licensing Section) to Permanent Part-Time is currently under budget consideration.

*Goal*

Increase business license revenue, and enforce compliance measure in accordance with Municipal Code.

*Objectives*

1. Monitor legislation affecting the business license program. Ongoing.
2. Work with State Day Care Licensing Agency to locate unlicensed day care and assisted living facilities and pursue business license compliance.
3. Completion and implementation of the GIS Commercial/Residential Property Owner Business License Mapping Project are expected this year. This program will enable staff to more-readily identify commercial and residential property owners and boost revenue.
4. Staff will be meeting and working with the Building Division to resolve the issue of unlicensed contractors working on City projects by reviewing contractor lists submitted by developers.

*Goal*

Increase the number of spay/neuter vouchers issued for eligible dogs.

*Objectives*

1. Appropriate additional monies from dog impound fees account as needed to provide additional vouchers in order to eliminate implementation of waiting list. Ongoing
2. Review current dog license information pamphlet for redesign and update information contained therein to ensure accuracy and increase public awareness.
3. Include dog license information on the City's web site for access by the public - addressing routine questions and concerns of dog owners regarding regulations and licensing.
4. Coordinate with Information Systems Division to modify automated dog licensing program to include dog owner address information as a third search parameter.

*Goal*

Complete remodeling project of inactive Records Center at Corporation Yard.

*Objectives*

1. Replace chain link fencing along the north side of the inactive Record's Center Facility with permanent wall structure to include electrical connections.

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2. Install improved lighting, fire sprinklers, new door and ventilation.

*Goal*

Complete Records Retention Policy and Schedule for review by City Attorney and adoption by City Council.

*Objective*

Finalize Records Retention Policy for City Attorney review and submit to City Council for adoption.

**Unmet Needs**

City Clerk and Records Management

1.	Additional full time position for first floor Licensing Section	\$33,000
2.	Restoration of old City Council Minute Books	4,800
3.	Heating/air conditioning unit for Inactive Records Center	<u>25,000</u>
	<b>TOTAL</b>	<b>\$62,800</b>

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03  
**CITY TREASURER'S OFFICE**

**Overview**

The City Treasurer's adopted budget for fiscal year 2001-02 totals \$408,120, a decrease of \$20,704 from the fiscal year 2000-01 amended budget of \$428,824. The decrease represents an elimination of the temporary employee the City Treasurer's department has utilized since August 2000 when an employee left for family medical purposes. The department anticipates the employees return in August 2001. For fiscal year 2002-03, the adopted budget totals \$422,170 which is \$14,050 over the fiscal year 2001-02 adopted budget. The increase reflects an additional \$9,000 for appraisal services anticipated for foreclosure sales of delinquent property assessments, and increased health care costs.

Division	FY 1999-00 Actual	FY 2000-01 Adopted	FY 2000-01 Amended	FY 2001-02 Adopted	Change	FY 2002-03 Adopted	Change
City Treasurer	\$360,876	\$389,000	\$428,824	\$408,120	(\$20,704)	\$422,170	\$14,050

The following table displays how the Department's budget is broken down between the major expenditure groups.

Division		Personnel	Materials, Supplies, & Services	Capital Outlay	Debt Service	Total
City Treasurer	FY 2002-03 Adopted	\$305,850	\$116,320	\$0	\$0	\$422,170
	FY 2001-02 Adopted	\$295,600	\$112,520	\$0	\$0	\$408,120
	FY 2000-01 Amended	\$302,210	\$123,430	\$3,184	\$0	\$428,824

**Capital Outlay**

There are no significant capital outlay expenses planned in the budget. However, costs associated with computer replacement and software upgrades are included in operating expenses.

**Personnel**

There are no new positions contained in the budget. However, the Treasurer's Department has had an accounting clerk position on medical leave since August 2000. The absence has been filled with a temporary employee. Additional appropriations have been obtained from Council to cover the cost of the temporary employee. It is estimated that the account clerk will be out through August 2001. Therefore, an additional \$5,620 is included in the 2001-02 personnel budget to cover the cost of the temporary employee through August 2001.

The increase in Group Health insurance costs by \$650 per employee and \$900 per retiree totals \$5,050 in 2001-02 and by \$1,368 per employee and \$1,188 per retiree or a total of \$9,216 in 2002-03.

Division	F/T P/T	FY 1999-00 Actual	FY 2000-01 Adopted	FY 2000-01 Amended	FY 2001-02 Adopted	Change	FY 2002-03 Adopted	Change
City Treasurer	F/T	5.00	5.00	5.00	5.00	0.00	5.00	0.00

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03

**Significant Issues**

Group Health care costs have risen significantly.

**Status of 1999-01 Goals and Objectives**

*Goal*

Improve Automation in the Treasurer's Office.

*Accomplishments*

The Treasurer's office has made the following changes in operations:

1. Added two new computers;
2. All five staff members are trained in WordPerfect and Excel;
3. Continuing disclosure requirements for Assessment Districts were shared with Finance through compatible software and Assessment District Journals were submitted to financial Auditors in Excel format;
4. The Assessment District billing for 2000/2001 was submitted to the Shasta County Auditor-Controller electronically utilizing Excel spreadsheet software which is compatible with the County;
5. A Treasurer's Share file is established enabling Treasurer's Office staff to utilize common documents.

*Goal*

Maximize return on investments.

*Accomplishment*

Average monthly yield for the City portfolio increased from 5.51% in June 1999 to 6.235% in June 2000. This represents a growth rate of 13%. The Investment committee was expanded to include two community members and a policy of staggering maturities and diversification of the portfolio was implemented.

*Goal*

Improve collection of delinquent assessments.

*Accomplishments*

The Assessment journals were converted from a manual system to Excel spreadsheet format. Current year activity was balanced to AS400 general ledger records and the reports from Shasta County. The result of better accounting procedures eliminated a prior audit exception. In addition our delinquency rate has improved from 20.62% in 1998-99 to 16.18% in 1999-00. In terms of dollars this represents an improvement in collected revenue of \$65,890.14.

*Goal*

Better safeguarding of assets and streamlining procedures with the anticipated move to the new Civic Center.

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03

*Accomplishments*

The move to the Civic Center greatly improved the security of the City's cash and negotiable instruments. It also improved efficiency of cash handling. The cash handling day was extended by 4 hours in the Treasurer's office and 6 hours in Customer Service. That means that cash that was collected in those extended day hours was being held on site for an extra day before being deposited at the bank. The result of improved operations to the City is extra interest earnings on the cash getting to the bank earlier.

**Performance Measures and Workload Indicators**

Workload Indicators	1999-00 Actual	2000-01 Estimated	2001-02 Projected	2002-03 Projected
<b>Delinquent Assessments &amp; Penalties Collected</b>	\$28,431	\$28,000	\$25,000	\$25,000
<b>Micro-encoded Check Savings</b>	\$2,926	\$3,257	\$3,157	\$3,080
<b>Investment Interest Earnings Average Yield</b>	5.94%	6.25%	5.90%	5.90%
<b>Number of Checks Deposited</b>	380,033	423,052	410,000	400,000
<b>Number of Returned Checks</b>	822	976	950	900
<b>Credit Card Charges Processed</b>	\$2,012,586	\$3,133,414	\$3,000,000	\$2,800,000
<b>Number of Electronic Funds Transfers</b>	- 0 -	4,200	15,000	18,000
<b>Number of Wires Processed</b>	285	406	425	425
<b>Department Reports Received &amp; Processed</b>	2,699	3,086	3,100	3,200

**2001-2003 Goals and Objectives**

*Goal*

Cross-train staff.

*Objective*

Cross training employees helps them better serve our customers and provide greater flexibility in meeting work load variations within the office. When divisions are small in size, fluctuations in staff levels can dramatically effect the division's ability to meet operational demands.

*Goal*

Enhance the financial knowledge of staff through education.

*Objective*

The City has experienced an increase in sophistication regarding financial transactions. The level of cash flow fluctuations with wholesale power transactions, the increase in bond call activity due to a decreasing interest rate environment, the refinancing opportunities available to bond issues, the potential for new bond issues, debt structure options available to secure capital acquisition are activities the City is encountering frequently. Staff needs to be prepared to maneuver within this more demanding financial arena to better serve departments.

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03

*Goal*

EFT capabilities expanded to all divisions.

*Objective*

During the past year Electronic Funds Transfer payment options have been offered to utility customers. The response has been overwhelmingly positive. Our customers appreciate and expect flexible payment options and we are pleased to be able to provide them. We will expand the EFT payment options to our accounts receivable customers in the near future, and continue to add other divisions as programming allows.

*Goal*

Develop system for analytical review of revenue sources and collection timing.

*Objective*

During the past year we found an opportunity to improve cash management. By working with the Electric Department wholesale power billing staff we were able to increase the collection time of receipts. These efforts enabled us to collect on power sales before we had to pay for the resource resulting in a much more stable cash flow and improved interest earnings. We would like to perform an analytical study of revenue and collections looking for further opportunities to improve cash management.

**Unmet Needs**

Two security cameras installed east side of the office	\$1,200
Office furnishings/replacement equipment	<u>2,000</u>
Total Unmet Needs	<u><u>\$3,200</u></u>

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03

**CITY ATTORNEY'S OFFICE**

**Overview**

The City Attorney's adopted budget for fiscal year 2001-02 totals \$1,117,620, which is \$13,676 below the fiscal year 2000-01 amended budget of \$1,131,296. The decrease is primarily related to a decrease in outside legal services. The adopted budget for fiscal year 2002-03 totals \$1,147,300 which is \$29,680 over the fiscal year 2001-02 adopted budget. The increase is primarily related to an increase in personnel costs.

Division	FY 1999-00 Actual	FY 2000-01 Adopted	FY 2000-01 Amended	FY 2001-02 Adopted	Change	FY 2002-03 Adopted	Change
City Attorney	\$491,659	\$559,440	\$568,776	\$592,620	\$23,844	\$622,300	\$29,680
Outside Legal Services	214,717	525,000	562,520	525,000	(37,520)	525,000	0
<b>Total</b>	\$706,376	\$1,084,440	\$1,131,296	\$1,117,620	(\$13,676)	\$1,147,300	\$29,680

The following table displays how the Department's budget is broken down between the major expenditure groups.

Division		Personnel	Materials, Supplies, & Services	Capital Outlay	Debt Service	Total
City Attorney	FY 2002-03 Adopted	\$504,300	\$118,000	\$0	\$0	\$622,300
	FY 2001-02 Adopted	474,530	118,090	0	0	592,620
	FY 2000-01 Amended	448,410	112,948	7,418	0	568,776
Outside Legal Services	FY 2002-03 Adopted	79,570	445,430	0	0	525,000
	FY 2001-02 Adopted	77,250	447,750	0	0	525,000
	FY 2000-01 Amended	75,000	487,520	0	0	562,520
<b>Total</b>	FY 2002-03 Adopted	583,870	563,430	0	0	1,147,300
	FY 2001-02 Adopted	551,780	565,840	0	0	1,117,620
	FY 2000-01 Amended	\$523,410	\$600,468	\$7,418	\$0	\$1,131,296

**Capital Outlay**

There are no requests for Capital Outlay for the budget years fiscal year 2001-02 and fiscal year 2002-03.

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03

**Personnel**

There are no new positions contained within this budget.

Division		FY 1999-00	FY 2000-01	FY 2000-01	FY 2001-02	FY 2002-03		
		Actual	Adopted	Amended	Adopted	Change	Adopted	Change
Attorney's Office	F/T	7.00	7.00	7.00	7.00	0.00	7.00	7.00
	P/T	<u>0.00</u>						
	Total	7.00	7.00	7.00	7.00	0.00	7.00	7.00

**Significant Issues**

There are no significant issues occurring in this budget cycle

**Status of 1999-2001 Goals and Objectives**

*Goal*

Continue to provide timely support service to all departments and improve the response time for requests for legal opinions.

*Accomplishment*

With the addition of a deputy city attorney the response time has been improved.

*Goal*

Reduce the use of outside counsel for litigation in areas of code enforcement, arbitrations and construction law.

*Accomplishment*

With the addition of a deputy city attorney with litigation experience, all code enforcement actions, arbitrations and construction litigation has been handled by the City Attorney's office. In addition, several tort liability (negligence) cases have been handled in house, resulting in savings to the risk management budget. The savings realized have been in excess of \$100,000.

**Performance Measures and Workload Indicators**

All matters in which the City Attorney's office is involved, including litigation, are tracked using two computerized calendaring systems. New litigation filed during the year, short-term and long-term projects and their aging are workload indicators which the office uses to continuously prioritize its workload.

The City Attorney's office has been responsible for, participated in or provided review in the following areas:

**Real Property Issues:**

The City Attorney's office provides direct support to departments for real property matters. They include purchase and sale agreements, easements and licenses, deeds, leases, abandonment proceedings, escrow instructions, options agreements, development agreements, loan transaction documents and related correspondence and consultations. In addition numerous property acquisitions for pipelines, redevelopment projects and flood control projects have been accomplished or are in progress. The number of real estate

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03

transactions has continued to increase and is expected to trend upward at the same rate during the next two fiscal years.

**Legal Opinions**

Written requests for legal opinions from City departments have stabilized during the last year and are not expected to trend upward significantly. In part this is because of the ability of departments to resolve issues before City Attorney involvement becomes necessary and in part because the City Attorney's office maintains an open door policy and answers as many verbal requests for opinions and assistance as possible. As the workload increases, the ability to provide immediate assistance will decline and written requests for legal opinions will be encouraged in order to prioritize the workload. Subject to the complexity of the written request, the average response time has been reduced from 20 to about 10 days.

**Contracts, Ordinances and Resolutions**

The substantial number of projects in which the City and Redevelopment Agency have been involved has resulted in a substantial increase in contract preparation and review and participation in contract administration. Electric industry issues and new construction have been especially active. It is expected that this area of City Attorney involvement will continue to be very active during the next fiscal year. A slight decline in activity is expected during FY 02/03. The preparation of ordinances and resolutions will continue at the same rate.

**Litigation**

FY 99/00 began with 39 cases pending. FY 2000/01 ended (as of March 16, 2001) with 31 cases pending. There were 41 cases completed, averaging 20 cases in each fiscal year, and 29 new cases were opened. This represents a decline from previous years, a trend which is generally opposite from the experience of other cities to our south. Of the 31 cases currently pending, 16 are handled in house and 15 have been referred to outside counsel.

**Miscellaneous Court Appearances**

The City Attorney is responsible for representing the City in matters such as *Pitches* motions (motions for discovery of police officer personnel files), petitions for determination of return of firearms, motions to suppress production of police department incident reports, trials resulting from Redding Municipal Code violations including animal control matters and appeals of parking citations. About two years ago, the City began experiencing a dramatic increase in *Pitches* motions. This phenomenon is expected to continue during the next two fiscal years. During FY 99/00 and FY 00/01 the City Attorney's Office handled 14 *Pitches* motions, 12 firearms petitions, 3 motions to quash subpoenas, and 13 trials on Redding Municipal Code violations.

**2001-2003 Goals and Objectives**

*Goal*

Continue to provide timely support service to all departments

*Objective*

Assist departments in performing their functions at the highest skill level and providing timely service to the community.

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03

*Goal*

Continue updating the Redding Municipal Code.

*Objective*

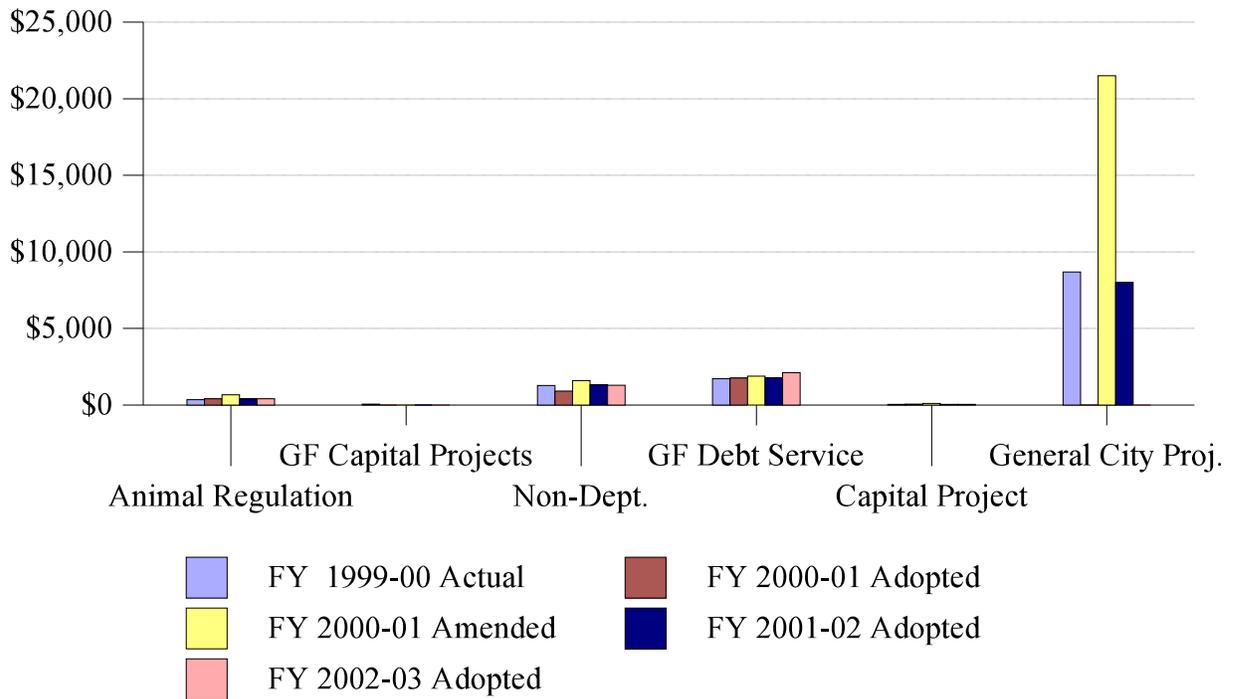
A modern Municipal Code.

**Unmet Needs**

There are no unmet needs contained in this budget.

# Non-Departmental

## Expenditure Comparisons (In Thousands)



CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03  
**NON-DEPARTMENTAL**

**Overview**

This budget includes the following: Animal Regulation, General Fund Debt Service, Non-Department Division, General Fund Capital Projects, Capital Projects Division and General City Projects. These budgets for fiscal year 2001-02 total \$11,504,750, a decrease of \$14,264,442 from the fiscal year 2000-01 amended budget. This decrease is primarily due to projects that were budgeted in fiscal year 2000-01. For fiscal year 2002-03, these budgets total \$3,868,890, a decrease of \$7,635,860 from the fiscal year 2001-02 adopted. This decrease is due to the budgeting of the projects in fiscal year 2001-02.

Division	FY 1999-00 Actual	FY 2000-01 Adopted	FY 2000-01 Amended	FY 2001-02 Adopted	Change	FY 2002-03 Adopted	Change
<b>Animal Regulation</b>	\$ 349,590	\$ 415,000	\$ 673,430	\$ 400,000	\$ (273,430)	\$ 415,000	\$ 15,000
<b>General Fund Capital Projects</b>	56,245	0	0	0	0	0	0
<b>Non-Departmental</b>	1,274,880	919,830	1,597,768	1,304,450	(293,318)	1,291,650	(12,800)
<b>General Fund Debt Service</b>	1,716,832	1,763,630	1,890,045	1,760,530	(129,515)	2,121,430	360,900
<b>Capital Projects Division</b>	42,014	64,000	109,840	39,770	(70,070)	40,810	1,040
<b>General Fund Subtotal</b>	3,439,561	3,162,460	4,271,083	3,504,750	(766,333)	3,868,890	364,140
<b>General City Proj.</b>	8,690,547	0	21,498,109	8,000,000	(13,498,109)	0	(8,000,000)
<b>Total</b>	\$ 12,130,108	\$ 3,162,460	\$ 25,769,192	\$ 11,504,750	\$ (14,264,442)	\$ 3,868,890	\$ (7,635,860)

The following table displays how the Department's budget is broken down among the major expenditure groups.

Division		Personnel	Materials, Supplies & Services	Capital Outlay	Debt Service	Total
<b>Animal Regulation</b>	FY 2002-03 Adopted	\$ 0	\$ 415,000	\$ 0	\$ 0	\$ 415,000
	FY 2001-02 Adopted	0	400,000	0	0	400,000
	FY 2000-01 Amended	0	673,430	0	0	673,430
<b>General Fund Capital Projects</b>	FY 2002-03 Adopted	0	0	0	0	0
	FY 2001-02 Adopted		0	0	0	0
	FY 2000-01 Amended	0	0	56,245	0	56,245
<b>Non-Departmental</b>	FY 2002-03 Adopted	250,000	843,550	198,100	0	1,291,650
	FY 2001-02 Adopted	250,000	856,350	198,100	0	1,304,450
	FY 2000-01 Amended	225,000	888,919	483,849	0	1,597,768

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03

Division		Personnel	Materials, Supplies & Services	Capital Outlay	Debt Service	Total
<b>General Fund Debt Service</b>	FY 2002-03 Adopted	0	44,370	0	2,077,060	2,121,430
	FY 2001-02 Adopted	0	44,370	0	1,716,160	1,760,530
	FY 2000-01 Amended	0	44,380		1,845,665	1,890,045
<b>Capital Projects Division</b>	FY 2002-03 Adopted	15,810	25,000	0	0	40,810
	FY 2001-02 Adopted	14,770	25,000	0	0	39,770
	FY 2000-01 Amended	39,000	31,850	38,990	0	109,840
<b>General City Projects</b>	FY 2002-03 Adopted	0	0	0	0	0
	FY 2001-02 Adopted	0	0	8,000,000	0	8,000,000
	FY 2000-01 Amended	0	33,600	21,464,509	0	21,498,109
<b>Total</b>	FY 2002-03 Adopted	\$ 265,810	\$ 1,327,920	\$ 198,100	\$ 2,077,060	\$ 3,868,890
	FY 2001-02 Adopted	\$ 264,770	\$ 1,325,720	\$ 8,198,100	\$ 1,716,160	\$ 11,504,750
	FY 2000-01 Amended	\$ 264,000	\$ 1,672,179	\$ 22,043,593	\$ 1,845,665	\$ 25,825,437

**Capital Outlay**

Capital Outlay includes funding for the Sports Complex.

**Significant Issues**

*General City Projects*

This division is appropriating state grant funds for the Sports Complex in fiscal year 2001-02.

*Non-Departmental*

**Gun Range** -- The City received two letters from the Redding Gun Club requesting funding to assist with the development of a gun range on property east of the City on Walker Mine Road. The first letter requested \$100,000 of funding; the second \$400,000. The City worked on helping to locate a suitable gun range site during the early 1990s, but no work has been done for more than five years. The City Attorney has opined that the City has no legal obligation to assist with development of a new gun range. The funding requested is not included in the budget; and, without specific direction from the City Council, work on this project is not being contemplated during this budget cycle.

**Banner Program** -- The City has long been involved in hanging a banner across Pine Street advertising and/or recognizing special events. Historically, the Electric Utility has used two of its crews and boom trucks to change the banner on a weekly basis at a cost of approximately \$100 each week. Due to other workload issues primary to the mission of the utility (i.e. line maintenance and tree trimming), the Utility has sought prices for a contractor to hang the banners. The cost of having the contractor perform this work weekly is approximately \$13,000, or \$250 each time the banner is changed. The City has not charged for these banners in the past. The budget includes only \$6,500 of funding to finish out the current calendar year as commitments have already been made to various groups to hang the banners through 2001. Staff is recommending that the City Council consider either discontinuing the banner program at the end of the year or imposing a fee to those groups using the banner equal to the cost, \$250.

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS 2001-03

LAFCO support -- Due to a change in State law, the City is now required to pay proportional share of the cost of the Local Agency Formation Commission. The City has been notified by LAFCO, which is staffed by Shasta County employees, that the City's share will be \$50,000 annually. That amount has been included in the budget.

Community Special Events: The follow is a list of events that are funded in this budget.

<u>Description</u>	<u>FY 2001-02</u>	<u>FY 2002-03</u>
4th of July	\$ 25,000	\$25,000
Ducky Derby	3,500	3,500
Banner Program	6,500	0
Rodeo	10,000	10,000
Rodeo Parade	7,500	7,500
Marketfest	9,100	9,100
Bicycle Race	4,500	4,500
Christmas Parade	5,000	5,000
Kool April Nights	30,000	30,000
Big Bike Weekend	3,500	3,500
Total	<u>\$104,600</u>	<u>\$98,100</u>

*General Fund Debt Service*

Included in the fiscal year 2002-03 General Fund Debt Service budget is \$360,000 for debt service on the internal loan for the Sports Complex.