

**GENERAL GOVERNMENT**

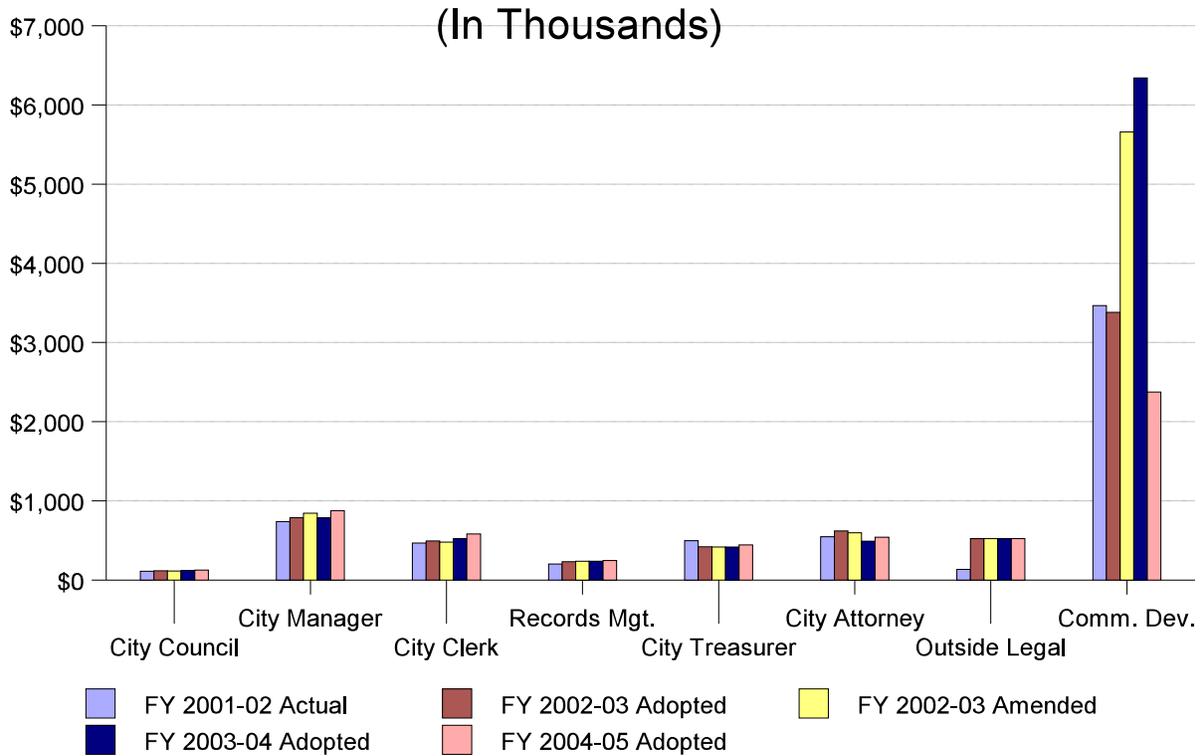
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CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS ENDING JUNE 30, 2004 AND 2005

# General Government

## Expenditure Comparisons



## 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 \$122,460 for fiscal year 2003-04, an increase of \$7,500 from fiscal year 2002-03 amended budget and \$126,850 for fiscal year 2004-05, an increase of \$4,390 from the adopted fiscal year 2003-04 budget. The increase in both fiscal years is primarily due to an increase in group health costs and retirement costs. The following table outlines the budget in comparison to the previous year.

Division	FY 2001-02 Actual	FY 2002-03 Adopted	FY 2002-03 Amended	FY 2003-04 Adopted	Change	FY 2004-05 Adopted	Change
<b>City Council</b>	\$ 110,503	\$ 117,470	\$ 114,960	\$ 122,460	\$ 7,500	\$ 126,850	\$ 4,390

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 2004-05 Adopted	\$ 104,200	\$ 22,650			\$ 126,850
	FY 2003-04 Adopted	100,110	22,350			122,460
	FY 2002-03 Amended	\$ 89,060	\$ 25,900			\$ 114,960

### 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.

## CITY MANAGER

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**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 2003-04 totals \$785,440, a decrease of \$59,080 from fiscal year 2002-03 amended budget and for fiscal year 2004-05 totals \$876,060, an increase of \$90,620 from fiscal year 2003-04 adopted budget. The decrease in the fiscal year ending 2003-04 pertains primarily to not funding the Economic Development Director position, however, the budget does include \$72,000 for an economic development consulting contract. The following table outlines the budget in comparison to the previous fiscal year.

Division	FY 2001-02 Actual	FY 2002-03 Adopted	FY 2002-03 Amended	FY 2003-04 Adopted	Change	FY 2004-05 Adopted	Change
City Manager	\$ 739,006	\$ 789,550	\$ 844,520	\$ 785,440	\$ (59,080)	\$ 876,060	\$ 90,620

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 Manager	FY 2004-05 Adopted	\$ 654,150	\$ 221,910			\$876,060
	FY2003-04 Adopted	573,700	211,740			785,440
	FY 2002-03 Amended	\$ 672,930	\$ 171,590			844,520

**Capital Outlay**

No capital outlay in this budget

**Personnel**

Division	F/T P/T	FY 2001-02 Actual	FY 2002-03 Adopted	FY 2002-03 Amended	FY 2003-04 Adopted	Change	FY 2004-05 Adopted	Change
City Manager	F/T	7.00	7.00	9.00	9.00	0.00	9.00	0.00

**Significant Issues**

There are no significant issues.

**Goals and Objectives**

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

**Unmet Needs**

Economic Development Director position.

**COMMUNITY DEVELOPMENT**

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**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 2003-2004 fiscal year have already been awarded, while the grant amounts for the 2004-2005 fiscal year are not yet known. Grant amounts for the 2004-2005 fiscal year are assumed based on 2003-2004 awards, minus, in CDBG, the reallocation of funds and, in HOME, the construction project award for the 2003-2004 fiscal year (a one time award). For fiscal year 2003-2004 the adopted budget totals \$6,342,130 and for fiscal year 2004-2005 the adopted budget totals \$2,374,250. The following table outlines the budget in comparison to the previous fiscal year.

Division	FY 2001-02 Actual	FY 2002-03 Adopted	FY 2002-03 Amended	FY 2003-04 Adopted	Change	FY 2004-05 Adopted	Change
<b>Community Development</b>	\$ 3,466,361	\$ 3,379,520	\$ 5,658,280	\$ 6,342,130	\$ 683,850	\$ 2,374,250	\$ (3,967,880)

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 2004-05 Adopted	\$ 354,430	\$ 143,180	\$ 1,876,640	\$ 0	\$ 2,374,250
	FY 2003-04 Adopted	\$ 420,500	\$ 142,960	\$ 5,778,670	\$ 0	\$ 6,342,130
	FY 2002-03 Amended	\$ 232,470	\$ 133,220	\$ 5,290,990	\$ 1,600	\$ 5,658,280

**Capital Outlay**

Capital expenditures include expenditures for CDBG and HOME projects and programs and allocations to the Rolling Stock Replacement Fund of \$5,000 in the 2003-2004 budget year and \$2,000 in the 2004-2005 budget year.

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**Personnel**

Currently, the Division anticipates no new personnel during the 2003-2004 and 2004-2005 budget years.

Division		FY 2001-02 Actual	FY 2002-03 Adopted	FY 2002-03 Amended	FY 2003-04 Adopted	Change	FY 2004-05 Adopted	Change
Community Development	F/T	18.96	18.00	18.00	18.00	0.00	18.00	0.00

**Significant Issues**

None.

**Status of 2001-2003 Goals and Objectives**

*Goal*

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.

*Accomplishments*

Ongoing cross-training and education efforts for Housing Division staff over the past two years have benefitted the organization in several ways: (1) Back-up resources are now available for all job duties including loan servicing and first-time home buyer activities; (2) An assessment was completed regarding loan portfolio management which confirmed overall administration efficiency and offered a few alternatives for improvements; and (3) continuing education and training has improved staff knowledge and performance in data entry capability, asbestos and lead-based paint regulations, and neighborhood new development projects and tracking.

*Goal*

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.

*Accomplishments*

Over the past two years, \$1.23 million in private and local dollars were leveraged through the HOME Rental Program, while \$1.5 million was leveraged through the Down payment Assistance Program. Approximately \$6.1 million in private and other state and federal dollars were also leveraged through eleven various CDBG activities. Three of the eleven activities were designated in either the downtown area or target neighborhoods.

*Goal*

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

*Accomplishments:*

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To date the Housing Division has partnered with the Redding Redevelopment Agency (RRA) and several housing nonprofit organizations to facilitate the development of nine large-scale development projects. Three projects have been completed or are nearing completion, while the others are in various stages of development. They are listed below:

Wesley Neighborhood	\$ 584,405	Complete
Titoni Project (13 units)	189,100	in progress
Mercy Oaks Tax Credit Project	250,000	pending
So Ca Presbyterian Homes	250,000	pending
Veterans' Recovery Project	245,967	in progress
CRDC Acq/Rehab Project (6 units)	349,200	in progress
St. Francis Court (12 units)	1,400,000	pending
CHIP Multi-family Project (30 units)	4,500,000	pending
CRDC Infill Project	\$ 130,000	pending

*Goal*

Coordinate with Redding Redevelopment Agency (RRA) to develop a unified, efficient response to large-scale housing development opportunities and neighborhood revitalization efforts.

*Accomplishments*

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 housing, community development, and preservation efforts.

*Accomplishments*

In the two-year period, the Housing Division secured \$4.6 million from the State-administered Home Investment Partnerships Program, \$1.96 million from the Federal Community Development Block Grant Program, and \$423,428 from the Department of Housing and Urban Development in conjunction with a local sponsor-submitted application for Supportive Housing Program (SHP) funds through the McKinney-Vento for transitional housing.

*Goal*

Work to empower target neighborhoods with both the skills and resources to manage quality of life issues in

the community.

*Accomplishments*

The Housing Division, in cooperation with the Redding Redevelopment Agency staff, has built upon previous years of experience with its VISTA (Volunteers in Service to America) members to facilitate both the Parkview and Martin Luther King (MLK) Jr. Neighborhood Revitalization Strategies to strengthen and expand partnerships between local government, nonprofit organizations, businesses and the neighborhood committees. Newsletter articles, flyers, direct mail and resident meetings were used to promote ongoing discussion and interaction to promote sustained neighborhood involvement which will likely ensure that the renewal process is a community-driven effort.

*Goal*

Work with nonprofit service organizations to develop capacities to respond to community needs.

*Accomplishments*

The 2001-2003 program years witnessed increased cooperation and capacity-building between the City and local nonprofit groups. These efforts focused on formation of the MLK Neighborhood Advisory Committee, improved teamwork between Parkview Neighborhood residents and City/Agency staff to implement ongoing action steps, and updating of the 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.

*Accomplishments*

The City currently uses this strategy in formulating funding applications for local housing projects. The City was successful in securing funding for two projects (Heritage Plaza and the Hotel Redding) through the California Tax Credit Allocation Committee (TCAC) and St. Francis Court through the Federal Supportive Housing Program under McKinney-Vento Act funding. Currently, the City has \$3.5 million in state-administered HOME funds reserved for a 30-unit multi-family new construction project designated for the MLK neighborhood.

**2003-2005 Goal and Objectives**

*Goals*

- ▶ 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. Broaden and diversify staff capabilities through cross-training, education, and other mechanisms

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designed to improve staff abilities to recognize opportunities and needs, and to perform complex tasks.

2. 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.
3. Become more of an active participant in large scale developments, recapturing and/or redirecting developer fees and profits toward additional housing efforts when feasible.
4. Coordinate with the Redding Redevelopment Agency to develop a unified, efficient response to large-scale housing development opportunities and neighborhood revitalization efforts.
5. Aggressively seek new funding from Federal, State and other sources which complement City housing, community development, and preservation efforts.
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.

**2003-2005 Performance Measures**

1. Secure approximately \$625,000 annually from the HOME Investment Partnerships Program as a Participating Jurisdiction (PJ) through the U.S. Department of Housing and Urban Development (HUD).
2. Consistent with the Consolidated Plan goals, 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 20 low/mod first-time home buyers.
3. Assist in the submittal of at least two applications for tax credits, HUD 202, 811, McKinney-Vento, 501(c)(3), or related "stand alone" development programs.
4. The City's CDBG Program will meet HUD's annual timeliness of expenditures 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 100 low/mod households through the Minor Home Repair Program for Seniors; and 8 low/mod households through the Emergency Repair Program.
6. 100 percent of all HOME funded rental units shall be monitored for contract compliance.
7. All residential housing units assisted with Federal funds will be assessed and mitigated for lead-based paint hazards, as applicable.

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**CITY CLERK'S DEPARTMENT**

**Overview**

The City Clerk's Department consists of two divisions - City Clerk and Records Management. The budget for FY 2003-04 totals \$762,370, an increase of \$45,540 (6.4%) from FY 2002-03 amended budget. The increase is attributed to rising Insurance Expense and Personnel Indirect Costs over which the City Clerk's Department has no control. The budget for FY 2004-2005 totals \$830,030, an increase of \$67,660 (8.9%) from FY 2003-04 adopted budget. The increase is the result of necessary budgeting for State-mandated Animal Fines, Codification costs and Insurance Expense.

	FY 2001-02 Actual	FY 2002-03 Adopted	FY2002-03 Amended	FY2003-04 Adopted	Change	FY2004-05 Adopted	Change
<b>City Clerk</b>	\$468,817	\$494,900	\$479,300	\$524,740	\$45,440	\$582,090	\$57,350
<b>Records Management</b>	\$202,914	\$231,910	\$237,530	\$237,630	\$100	\$247,940	\$10,310
<b>Total</b>	\$671,731	\$726,810	\$716,830	\$762,370	\$45,540	\$830,030	\$67,660

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 2004-05 Adopted	\$ 418,940	\$ 163,150	\$ 0	\$ 0	\$ 582,090
	FY 2003-04 Adopted	\$ 377,220	\$ 147,520	\$ 0	\$ 0	\$ 524,740
	FY 2002-03 Amended	\$ 336,420	\$ 142,880	\$ 0	\$ 0	\$ 479,300
<b>Records Management</b>	FY 2004-05 Adopted	151,820	96,120	0	0	247,940
	FY 2003-04 Adopted	138,620	99,010	0	0	237,630
	FY 2002-03 Amended	132,220	105,310	0	0	237,530
<b>Total</b>	FY 2004-05 Adopted	\$ 570,760	\$ 259,270	\$ 0	\$ 0	\$ 830,030
	FY 2003-04 Adopted	\$ 515,840	\$ 246,530	\$ 0	\$ 0	\$ 762,370
	FY 2002-03 Amended	\$ 468,640	\$ 248,190	\$ 0	\$ 0	\$ 716,830

**Capital Outlay**

The City Clerk's Department, including Record's Management Division, has no Capital Outlay requests for FY 2003-04 or 2004-05. However, in 1999, the Department agreed to eliminate one full-time position in the Records Management Division as a trade-off to provide for future investments in document imaging and other Records' equipment needs. As the Record's Management Division moves forward with the document imaging program, staff will have to revisit additional imaging equipment needs within the 2003-05 biennial budget.

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**Personnel**

The following table displays total personnel for each division, and while no new personnel is anticipated for biennial budget 2003-05, the potential to reclassify the Permanent Part-Time Clerk II in the Licensing Section to full time exists in order to keep pace with a growing community and increasing Business License revenue and dog licensing compliance. It is important to point out that the Department has fewer staff members now than in fiscal year 1992-93 when staffing equaled twelve.

	F/T P/T	FY2000-01 Amended	FY2001-02 Adopted	FY2002-03 Adopted	FY2003-04 Adopted	Change	FY2004-05 Adopted	Change
<b>City Clerk</b>	F/T	7.0	7.0	7.0	7.0	0.0	7.0	0.0
	P/T	<u>0.0</u>	<u>+1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>	<u>1.0</u>	<u>0.0</u>
		7.0	8.0	8.0	8.0	0.0	8.0	0.0
<b>Records Management</b>	F/T	2.0	2.0	2.0	2.0	0.0	2.0	0.0
	P/T	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
		2.0	2.0	2.0	2.0	0.0	2.0	0.0
<b>TOTAL</b>	F/T	9.0	9.0	9.0	9.0	0.0	9.0	0.0
	P/T	<u>0.0</u>	<u>+1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>	<u>1.0</u>	<u>0.0</u>
		9.0	10.0	10.0	10.0	0.0	10.0	0.0

**Significant Issues**

The only significant issue in the City Clerk's budget for FY 2003-04 and FY 2004-05 is requested funds for Computer Equipment. The City Clerk's Department made significant reductions to stay within budget constraints, and notwithstanding necessary budgeting for State-mandated Animal Fines and Codification Costs, the departmental budget is within Target.

The Record's Division has no significant issues.

**Status of 2001-03 Goals and Objectives**

*Goal*

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

*Accomplishment*

While significant progress was made on the Records Retention Policy project, additional work is required, training of new staff and work on higher priority projects pre-empted completion of the project. Work has resumed, however, and completion is anticipated in calendar year 2003.

*Goal*

Begin integration of a document imaging system into the City-wide Records' Management Program

*Accomplishments*

1. In cooperation with Information Technology Division (IT), Real Vision Imaging (RVI) software was installed.
2. The pilot document imaging project utilizing Building Division's construction files was begun. However, significant problems were encountered with RVI which required extensive software evaluation and review. Additional enhancement software and control features were purchased to minimize limitations and improve scanning and readability of documents. However, RVI continued to perform poorly lacking flexibility to provide critical options, and experienced system failures which made retrieval impossible. Staff determined that alternative imaging software should be evaluated.
3. City Clerk and IT staff attended numerous imaging product demonstrations throughout 2002 to evaluate alternative software and selected LaserFiche (supplied by The Ray Morgan Company) as best suited to meet the City's needs based on its flexibility and compatibility with the AS400. Purchase of the software and related equipment is underway.

*Goal*

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

*Accomplishment*

IT staffing shortages have delayed this long-standing project. However, initial discussions to resurrect design parameters and requirements are underway.

*Goal*

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

*Accomplishments*

1. Assumed responsibility for reserving the Civic Center Community Room in March of 2001.
2. Heavy utilization prompted review and streamlining of the reservation process and procedures to more efficiently manage the facility.
3. The Reservation Application was redesigned and an informational brochure was developed in a Question & Answer format to reduce inquiries for basic facility information and was published on the City's web page.
4. Rental and equipment fees were restructured in an attempt to assist the renter in the decision-making process when planning an event, and to better accommodate last minute modifications. Staff developed the three-rental-fee-packages concept based on a flat fee which incorporates the basic rental fee and the most frequently requested equipment predicated on the number of people attending and half-day, full-day or minimum-day use. The new fee structure, which did not result in increased fees, was included in the City's Master Schedule of Fees and Service Charges and adopted by the City Council in July 2002.

*Goal*

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

Accomplishments

1. Completed preliminary election work; prepared Candidate's packets, issued/received candidates' nomination papers and Fair Political Practices Commission (FPPC) forms.
2. Received initiative petition from the *Citizen's for Safe Drinking Water* regarding Measure A which prohibited the addition of chemicals including fluoride to the City's drinking water. Staff performed the raw and prima facie count in view of interested citizens and certified that the petition contained the requisite 10% of registered voters. The petition qualified for placement on the ballot. Assisted the City Attorney's Office in receiving, processing and publishing the Impartial Analysis, and arguments for and against Measure A. Coordinated with the *Citizens for Safe Drinking Water* and *Citizen's for Healthy Smiles* political action committees to ensure that both groups complied with election laws relative to Measure A and that deadlines were met. Measure A passed.
3. Assisted the Shasta County Elections Department on election night.
4. Prepared and submitted a Report to City Council regarding Certification of Elections Results and assisted with Council reorganization at the regular meeting of December 3, 2002. Oaths of Office for two incumbent and one new City Council Member and the City Clerk were administered during the meeting.
5. Election results were published on the City's web page.

Goal

Reclassify two positions and fill one vacancy.

Accomplishments

1. The Executive Secretary position responsible for preparation of City Council minutes was filled in May 2001. While training continues, minutes are prepared accurately and timely along with associated tasks.
2. Final approval for reclassification of the Accounting Specialist in the Licensing Section to Business License Specialist was received March 18, 2001, after more than a year of analysis and justification.
3. Final approval for the reclassification of the Temporary Part-Time Clerk I position (also in the Licensing Section) to Permanent Part-Time was received June 2001 after analysis and justification proved that significant increases in business license revenue offset associated costs.

Goal

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

Accomplishments

1. The GIS Commercial/Residential Property Owner Business License Mapping Project was completed and implemented in Summer 2002 enabling staff to identify commercial and residential property owners. **Revenue generated from this program thus far is \$10,800.**
2. In April 2001, the Business License Specialist, utilizing information received from CMRTA, obtained a list of non-compliant day-care providers from the California Department of Social Services. Fifty-two Redding businesses were identified and contacted which resulted in thirty-six new, first-time business licenses and **generated approximately \$3,500 in revenue.** Some businesses had relocated or went out of business. Work continues to license a remaining few.
3. In monitoring legislation affecting business licensing, AB63 (exempting home-based businesses from licensing compliance) was successfully defeated by the California Municipal Revenue Tax Association (CMRTA), of which the City is a member. **Had this legislation passed, the City would have lost approximately \$100,000 annually in business license revenue.**
4. The City's Business License application was placed on the City's web page and is available to the public for downloading.

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5. Developed brochures for Curb Painting, Coupon Book Sales and Peddlers/Solicitors highlighting Redding Municipal Code regulations applicable to these types of business. The brochures consolidate regulations and address frequently asked questions in a single, efficient, user-friendly document.

Goal

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

Accomplishments

1. In February 2002, the Clerk's Department submitted a Report to City Council requesting to increase the spay/neuter voucher from \$20 to an amount proportionate to available funding (currently \$30).
2. Appropriated additional monies from the State-mandated Animal Fines revenue to provide additional vouchers and eliminated the waiting list.
3. In response to numerous complaints regarding the poor quality of aluminum dog tags (two- and three-year license tags broke or the information became unreadable before tag expiration), stainless steel tags were purchased at a cost of 14 cents each, only 3 cents more than aluminum tags. The stainless steel tags have been in circulation for less than a year but complaints and requests for replacement tags have decreased markedly.
4. The automated dog licensing menu was modified in August 2002 to include dog owner address information as a third search parameter. This additional parameter has been effective in assisting the public more efficiently.
5. The dog license information pamphlet was updated to ensure its accuracy and increase public awareness regarding animal regulations. The pamphlets are distributed to the public and to first-time purchasers of dog licenses.
6. Staff initiated direct contact with local veterinarians to secure Rabies Vaccination Certificates (previously routed through Shasta County Animal Control) in order to perform timely follow-up of unlicensed dogs.

Goal

Complete remodeling project of inactive Records Center at Corporation Yard.

Accomplishments

1. Remodeling the current inactive Record's Center Facility at the Corporation Yard was scrapped when plans were unveiled for the proposed construction of a new storage facility which offers an additional 320 cubic feet.
2. Staff attended meetings prior to construction and identified required space for inactive records and toured the facility on completion.
3. Capital Outlay funds earmarked for remodeling the current Center were diverted to purchase interior separation walls at the new facility, purchase additional shelving, and pay for costs associated with engineering and permitting requirements.

Goal

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

Accomplishments

1. Obtained quotations for woodwork, glass, security, electrical and lighting costs, and secured funding for this project. Coordinated, design, construction and installation.
2. Hosted a small reception to formally dedicate the new, lighted display case which was attended by the Mayor, City Manager, and other employees involved in the project.
3. Finishing touches to the Reception area provided continuity with other waiting areas in City Hall.

**Additional Accomplishments**

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1. The City Clerk's Office also conducted a Mailed Ballot Special Election to decide the Abernathy Lane Annexation, AN-1-00 on September 11, 2001. Although the initiative failed, this was the first election of this type in at least 30 years which made it necessary for the City Clerk to research new laws and establish election procedures in accordance with the Government and Elections Codes for future use in similar elections.
2. Provided myriad services, assistance and staff support to the Mayor and Council Members such as: Responded to voluminous public inquiries regarding action taken by Council, responded to or redirected concerns and complaints to appropriate departments, prepared responses to letters requesting general information about the City or City Council and composed other forms of correspondence as requested, coordinated Council Members' Fair Political Practices Commission (FPPC) filings, reviewed proclamation requests and prepared appropriate responses, scheduled Mayor and Council Members' appearances at community functions and events and maintained calendars, reviewed and distributed mail determining appropriate follow-up and monitoring resolution, and scheduled mail deliveries to the City Council.
3. Staff converted and published the Employee Reference Guide to the Intranet March 2003 to provide convenient, easy access to this valuable resource. Elimination of the annual hard copy supplement which is cumbersome and labor intensive will reduce paper and improve efficiency as revisions are made online as they occur to ensure up-to-date and accurate information at all times.
4. The State-mandated Animal Fines for unaltered dogs (which must be used for humane education and low-cost spaying/neutering programs) provided an opportunity for the Clerk's staff to purchase banners and give-away items promoting low-cost spay/neuter programs and humane treatment of animals. The banners were displayed at the City's two annual Rabies Vaccination Clinics and the Department's Energy Fair 2002 booth which featured a roulette-type wheel for fair goers to spin and win promotional items and large gift baskets. The booth was a favorite at the fair
5. The Department participated for the first time in National "Spay & Neuter Month" in February 2003 by purchasing a banner advertising the event and inviting citizens to contact the City Clerk's Office for information on local low-cost spay/neuter promotions. The banner, purchased with State-mandated Animal Fines was displayed across Pine Street and a resolution supporting spay/neuter programs and increasing spay/neuter voucher amounts from \$30 to \$40 for the month of February 2003 was introduced and adopted by City Council.
6. In July of 2002, the first floor Licensing Section staff began sharing space with staff from the Utility Customer Service Division during remodel of their offices. City Clerk staff determined that space could be made available and coordinated with IT and Building Maintenance Divisions for equipment placement, installation and relocation. Separate lines were roped off directing customers to the utility payment section or the licensing section depending on the business to be transacted. Customer Service Division staff moved back to their newly-remodeled facilities October 28, 2002. Despite crowded and noisy conditions, and some public confusion at the beginning, Clerk staff adapted well without interruption to workflow or compromise to customer service.
7. The City Clerk's Office facilitated City-wide application of the alpha-numeric, color-coded file folder labels used in the legislative filing system and hosted a TabQuik training seminar in October 2002, at City Hall for staff interested in learning how to use the computerized labeling system. A TAB representative was present to provide instruction on its application.
8. In November 2002, the Department assumed responsibility for Redding ReachOut's (an automated phone system providing citizens with information regarding City departments' services) annual update and maintenance. Each City Department reviews ReachOut service messages relative to its services and provides the City Clerk's Office with revisions. Message updates and revisions are keyed, and recorded for public information.

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9. Converted unsecured storage of active City employee personnel files housed in the Record's Division to a secured environment. The project entailed converting legal size documents to new, color-coded letter-size file folders for easy access, and funds were appropriated from the Records Center Remodeling project to purchase a new, secured TabTrac filing unit to more appropriately store these confidential records. The project was completed in February 2001.

**Performance Measures and Workload Indicators**

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

Workload Indicator	2001-02 Actual	2002-03 Estimate	2003-04 Projected	2004-05 Projected
<b>Business Licenses</b>	7,068	7,175	7,305	7,475
<b>Business License Revenue</b>	\$ 659,486	\$ 675,000	\$ 695,000	\$ 715,000
<b>Dog Licenses</b>	5,483	5,500	5,525	5,550
<b>Spay/Neuter Vouchers</b>	120	150	170	190
<b>Proclamations, Ceremonial Certificates &amp; Resolutions</b>	35	46	48	50
<b>Legislative Indexing</b>	1,527	1,546	1,560	1,600
<b>Bids</b>	99	93	98	100
<b>Contracts - New/Renewed/Amended/Extended</b>	242	250	160	275
<b>Minutes of Meetings</b>	34	38	40	40

Increased 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 Business License Specialist to devote more time pursuing leads to capture revenue. In addition, the City's membership in the California Municipal Revenue Association (CMRTA) has proven invaluable in pursuit of increased business license revenue. Information received from CMRTA regarding evolving licensing trends, and the availability of licensing lists from agencies such as the California State Contractor's Licensing Board and the California Department of Social Services allow staff to cross-check for City business licenses compliance.

The increase in dog license sales is largely due to increased population and the increasing popularity of the City's two annual, convenient, low-cost Rabies Vaccination Clinics. However, funds from State-mandated Animal Fines provided the City Clerks Office the opportunity to take a more active role in advertising and promoting incentives to license dogs such as: 1) increasing the spay/neuter voucher from \$20 to \$30 (available to Redding residents through purchase of a dog license) 2) purchase of promotional give-away items and banners supporting spaying and neutering and humane treatment of animals, and 3) participation in Energy Fair 2002, which provided an additional opportunity to share information with the public regarding the City's dog licensing regulations and Spay/Neuter Program in a fun and friendly atmosphere.

**Records Management**

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Workload Indicator	2001-02 Actual	2002-03 Estimated	2003-04 Projected	2004-05 Projected
<b>Documents/Maps Prepped/Processed/Stored</b>	926,657	964,520	993,456	1,023,259

The significant increase in document processing is attributable to a new record keeping method which includes all documents processed thereby providing a more accurate picture of the Division's workload. Previous counting methods concentrated on the number of documents microfilmed, but did not include those which were processed and stored only.

The process of converting Computer Output to Microfiche (COM) to Computer Output to Laser Disks (COLD) was completed in February 2002. This enables Departments to retrieve and view reports online through the AS400 system.

A new pilot document imaging project will begin in late Spring 2003 with the Personnel Division's files utilizing newly purchased LaserFiche software.

**2003-05 Goals and Objectives**

*Goal*

Complete Records Retention Policy

*Objectives*

1. Finalize Records Retention Policy for City Attorney and other departments review.
2. Submit to City Council for adoption.

*Goal*

Implement second phase of document imaging pilot project

*Objectives*

1. Image Personnel Division files utilizing newly-purchased LaserFiche software.
2. Evaluate software capabilities and apply to imaging City-wide records as appropriate.

*Goal*

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

*Objectives*

1. Provide interactive business license application on the City's web site, with payment by credit card.
2. Continue to process leads obtained through GIS Program for commercial/residential property rentals.
3. Address additional staffing needs in juxtaposition with pursuing more business licenses and increased revenue.
4. Continue to monitor legislation affecting business licensing. Ongoing

*Goal*

Install credit card swipe equipment in the City Clerk's Department

*Objective*

Provide more convenient service to the public by offering credit card payment options for purchasing business and dog licenses, parking permits, documents, and payment of Community Room Rental.

*Goal*

Improve efficiencies of processes through automation

*Objectives*

1. Replace three unreliable Personal Computers to improve staff efficiency and productivity.
2. Replace outdated, unreliable printer in Licensing Section with new high-speed printer to accommodate large volume of correspondence and documents associated with license compliance and to facilitate elimination of outdated tractor-feeder printers in pursuit of PC-based business and dog license applications.
3. Explore additional opportunities to convert Departmental programs to the City web-page or Intranet to enhance efficiency, convenience and to reduce paper.

*Goal*

Increase the number of spay/neuter vouchers issued

*Objectives*

1. Increase voucher amount proportional to available funding.
2. Promote spaying and neutering through promotional give-aways purchased with State-mandated Animal Fines revenue.

*Goal*

Improve staff development and training

*Objectives*

1. Broaden and diversify staff knowledge of Departmental programs, policies and procedures through cross-training to provide adequate coverage in the Licensing Section as needed.
2. Provide staff with educational opportunities, through sufficient funding, to attend seminars and other training.

*Goal*

Complete Inactive Records Center

*Objectives*

1. Complete engineering/permitting process and purchase shelving for new facility.

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2. Coordinate relocation of inactive records from current storage to new facility.

*Goal*

Increase interdepartmental commitment and participation in the City-wide Records' Management Program

*Objective*

Continue to work with Departments on proper use of subject codes on documents and correspondence to ensure accurate filing and imaging.

*Goal*

Publish City Council Policy Manual to Intranet

*Objective*

Provide quick access to City Council Policies for employees and eliminate hard copy distribution of City Council Policies to employees while significantly reducing paper.

*Goal*

Reduce number of inactive records at Secured Storage in Lake Tahoe

*Objective*

Staff will travel to Lake Tahoe to purge and consolidate certain inactive microfilmed records to reduce rented space needed for storage and thereby reduce costs.

*Goal*

Consolidate General Municipal Election with November 2004 Presidential Election.

*Objective*

In accordance with Council direction, plan and perform related tasks for the November 2004 General Municipal Election.

**Unmet Needs**

City Clerk and Records Management

1.	Additional full time position for first floor Licensing Section	\$35,000
2.	Restoration of old City Council Minute Books	5,000
3.	Heating/air conditioning unit for Inactive Records Center	<u>27,000</u>
	<b>TOTAL</b>	<b>\$67,000</b>

# NOTES

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS ENDING JUNE 30, 2004 AND 2005

**CITY TREASURER'S OFFICE**

**Overview**

The City Treasurer's adopted budget for fiscal year 2003-04 totals \$416,820, a decrease of \$230 from the fiscal year 2002-03 amended budget of \$417,050. The decrease represents a reduction in requested materials and supplies and some fixed charges. For fiscal year 2004-05, the adopted budget totals \$444,710, which is \$22,540 over the fiscal year 2002-03 amended budget. The increase is primarily due to a change in the PERS rate.

Division	FY 2001-02 Actual	FY 2002-03 Adopted	FY 2002-03 Amended	FY 2003-04 Adopted	Change	FY 2004-05 Adopted	Change
City Treasurer	\$ 465,021	\$ 422,170	\$ 417,050	\$ 416,820	\$ (230)	\$ 444,710	\$ 27,890

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 2004-05 Adopted	\$ 339,880	\$ 104,830	\$ 0	\$ 0	\$ 444,710
	FY 2003-04 Adopted	\$ 311,320	\$ 105,500	\$ 0	\$ 0	\$ 416,820
	FY 2002-03 Amended	\$ 290,020	\$ 127,030	\$ 0	\$ 0	\$ 417,050

**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.

Division	F/T P/T	FY 2001-02 Actual	FY 2002-03 Adopted	FY 2002-03 Amended	FY 2003-04 Adopted	Change	FY 2004-05 Adopted	Change
City Treasurer	F/T	5.00	5.00	5.00	5.00	0.00	5.00	0.00

**Significant Issues**

PERS rates have risen significantly.

## **Status of 2001-03 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 departments are small in size, fluctuations in staff levels can dramatically effect the department's ability to meet operational demands.

### *Accomplishment*

Cross training occurred within the account clerk functions and the Deputy and Treasurer cross-trained for the accounting specialists position. In addition the Treasurer and Deputy Treasurer physically changed positions for the month of May 2002. The opportunity to share perspectives within an organization is very valuable. We plan to continue cross-training efforts as functions within positions are dynamic and change constantly with the demands of our customers.

### *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.

### *Accomplishment*

We are proud to announce that our Deputy Treasurer completed an associate of arts degree from Shasta College during 2002 and is a graduate of the Leadership Redding Class of 2001-02. In addition staff continues to upgrade computer skills as desired. Our Accounting specialist and Deputy attended SYMPRO investment software training in the Bay Area which has been very beneficial to the department. We continue to be weak in the investment knowledge area with regard to staff training and will concentrate our future efforts in this area.

### *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.

### *Accomplishment*

CITY OF REDDING BIENNIAL BUDGET  
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Utilities, Payroll, Retiree Health Care Payments, and accounts payable on a limited basis have expanded their payment options to include electronic funds transfer. Monthly payments are conducive to this form of payment. Accounts payable is just starting into the process with the addition of wholesale electric generation payments, next we will expand to debt service payments. We are anxious to add housing assistance payments in the future as programming availability will allow.

*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.

*Accomplishment*

A system for measuring and comparing source revenue within departments and with prior activity has been developed. We currently struggle with staffing available to perform analytical review procedures. Current staff does not have the required skill level or the time to perform this procedure or internal audit procedures we also hope to add. The 2002 Grand Jury Report placed heavy emphasis on their recommendation to perform internal audit functions within the Auditor Controller area of Shasta County. We concur with the importance of the process, and will work for appropriate staffing levels to move into this important proactive oversight arena.

**Performance Measures and Workload Indicators**

Workload Indicators	2001-02 Actual	2002-03 Estimated	2003-04 Projected	2004-05 Projected
<b>Delinquent Assessments &amp; Penalties Collected</b>	\$248,145	\$169,059	\$150,000	\$150,000
<b>Micro-encoded Check Savings</b>	\$8,746	\$12,287	\$12,000	\$12,000
<b>Investment Interest Earnings Average Yield</b>	4.98%	3.50%	3.75%	4.00%
<b>Number of Checks Deposited</b>	426,663	420,372	410,000	400,000
<b>Number of Returned Checks</b>	734	700	700	700
<b>No. of Credit Card Transactions</b>	14,250	21,470	21,000	21,000
<b>Credit Card Charges Processed</b>	\$ 4,522,676	\$ 6,077,940	\$ 6,000,000	\$ 6,000,000
<b>Number of Electronic Funds Transfers</b>	16,058	20,139	22,000	25,000
<b>Electronic Fund Transfer Charges Processed</b>	\$ 2,238,714	\$ 3,076,791	\$ 4,000,000	\$ 4,400,000
<b>Number of Wires Processed</b>	939	1,101	1,300	1,500
<b>Department Reports Received &amp; Processed</b>	3,296	2,735	2,850	3,000

**Summary of Workload Indicator Analysis**

The most significant change in the City Treasurer's Department is the tremendous growth in electronic payments being made by our customers. We worked hard to make these payments options available, and are very pleased with the response from our customers. As you can see from the numbers in the table, credit card volume increased 51%, EFT volume increased 25%, and federal wire transactions increased 17%, in the last year. In plain numbers that means we processed 7,220 more credit card transactions, 4,081 more Electronic Funds Transfer transactions, and 162 additional federal wires performed this year over last. This not only impacts the customer service representatives, but daily bank interaction and monthly reconciliation impacts have been phenomenal.

### **2003-2005 Goals and Objectives**

During this budget term you will notice a change in format that reflects the five activity centers identified within the department. We are moving toward an activity based focus which more clearly delineates the operations within the department. Therefore, this budget cycle's goals and objectives are broken down by activity center as noted below.

#### **Departmental Support and Customer Service**

Objectives: To provide the citizens of Redding and fellow departments with payment options that meet their needs in the most efficient manner and are current with industry standards. To receipt payments in a **secure, timely, accurate and efficient** manner. The Treasurer's office plans to accomplish their objectives by implementing the following goals.

- Transition Clerk, Convention Center, and Solid Waste to electronic payment processing.
- Coordinate with Convention Center to implement automated ticketing system.
- Provide Training to Housing, RABA, Redevelopment, and Finance staff for the use of new web based electronic banking information options.
- Coordinate with Community Non-Profits, Housing, Redevelopment and Banking community to implement Financial Literacy Program.
- Implement Sports Complex and Aquatic Center revenue processing system.
- EFT payment services expanded to include:
  - Hanger rentals
  - HUD payments for Housing
  - Accounts Payable Expanded
  - Childcare payments for Recreation.

#### **Investments**

Objectives: To invest the City funds in the most secure and efficient manner in accordance with Investment policy 408. To accurately project cash flow needs of the City, and to meet those needs in a timely and efficient manner. The Treasurer's office plans to accomplish their objectives by implementing the following goal.

- Obtain Bloomberg subscription to better monitor credit fluctuations on corporate bonds held in portfolio and better manage the portfolio in order to reduce the risk of loss.

#### **Policy and Procedures**

Objectives: To implement tested procedures that ensure the consistent application of policy and provide adequate guidance and stability to processes. The Treasurer's office plans to accomplish our objectives with the implementation of the following goals.

- Set up web based payment system for accounts receivable and parking citations.
- Add web based parking citation appeal application.
- Develop investment procedure manual.
- Implement internal audit and internal control review procedures.

#### **Reporting**

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Objective: To provide meaningful, timely and accurate information to Council, the public, and interested peers in the most efficient manner available.

- Reevaluate Treasurer's monthly report to council.

**Staff Development, Education, and Supervision**

Objective: To provide a developmentally friendly environment for employees who desire to expand their knowledge basis and increase their skill levels. To provide constructive guidance, feedback, and communicative environment for a positive work experience our customers benefit from.

- Reconfigure workflow using analyzed results from time study.
- Add Management Analyst position to support and enhance management activities.
- Develop education plans with each staff member.
- Encourage further management skill development with Deputy Treasurer.

**Unmet Needs 2003/05**

Digital security camera system upgrade installed	\$3,499
Office furnishings/replacement equipment	3,000
Total Unmet Needs	\$6,499

CITY OF REDDING BIENNIAL BUDGET  
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**CITY ATTORNEY**

**Overview**

The City Attorney's adopted budget for fiscal year 2003-04 totals \$1,016,270, which is \$106,845 below the fiscal year 2002-03 amended budget of \$1,123,115. The decrease is primarily related to a decrease in personnel costs. The adopted budget for fiscal year 2004-05 totals \$1,066,330 which is \$50,060 over the fiscal year 2003-04 adopted budget. The increase is primarily related to an increase in indirect personnel costs.

Division	FY 2001-02 Actual	FY 2002-03 Adopted	FY 2002-03 Amended	FY 2003-04 Adopted	Change	FY 2004-05 Adopted	Change
<b>City Attorney</b>	\$546,637	\$622,300	\$598,115	\$491,270	(\$106,845)	\$541,330	\$50,060
<b>Outside Legal Services</b>	133,650	525,000	525,000	525,000	0	525,000	0
<b>Total</b>	\$ 680,287	\$ 1,147,300	\$ 1,123,115	\$ 1,016,270	\$ (106,845)	\$1,066,330	\$ 50,060

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 Attorney</b>	FY 2004-05 Adopted	\$ 423,090	\$ 118,240	\$ 0	\$ 0	\$ 541,330
	FY 2003-04 Adopted	377,520	113,750	0	0	491,270
	FY 2002-03 Amended	450,510	147,605	0	0	598,115
<b>Outside Legal Services</b>	FY 2004-05 Adopted	134,420	390,580	0	0	525,000
	FY 2003-04 Adopted	131,960	393,040	0	0	525,000
	FY 2002-03 Amended	79,570	445,430	0	0	525,000
<b>Total</b>	FY 2004-05 Adopted	557,510	508,820	0	0	1,066,330
	FY 2003-04 Adopted	509,480	506,790	0	0	1,016,270
	FY 2002-03 Amended	\$ 530,080	\$ 593,035	\$ 0	\$ 0	\$ 1,123,115

**Capital Outlay**

There are no requests for Capital Outlay for the budget years fiscal year 2003-04 and fiscal year 2004-05.

**Personnel**

There are no new positions contained within this budget.

CITY OF REDDING BIENNIAL BUDGET  
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Division		FY 2001-02 Actual	FY 2002-03 Adopted	FY 2002-03 Amended	FY 2003-04 Adopted	Change	FY 2004-05 Adopted	Change
Attorney's Office	F/T	6.00	6.00	5.00	5.00	0.00	5.00	5.00
	P/T					0.00		0.00
	Total	6.00	6.00	5.00	5.00	0.00	5.00	5.00

**Significant Issues**

There are no significant issues occurring in this budget cycle

**2001-2003 Status of Goals and Objectives**

*Goal*

Continue to provide timely support service to all departments and continue to provide timely response to requests for legal opinions. Also, continue to develop growing in-house expertise through training and study.

*Accomplishment*

Retirement of the City Attorney and vacancies in the Assistant City Attorney position challenged our ability to keep up with the requests. Nonetheless, this department delivered quality legal services throughout the last budget cycles.

*Goal*

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

*Accomplishment*

With three attorneys all with litigation experience, all code enforcement actions, arbitrations and construction litigation have been handled by the City Attorney's office.

**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 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 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. It is expected that this area of City Attorney involvement will continue to be very active during the next fiscal year. The preparation of ordinances and resolutions will continue at the same rate.

### *Litigation*

FY 01/02 began with 33 cases pending. FY 02/03 ended (as of March 17, 2003) with 28 cases pending. This represents a decline from previous years, a trend which is generally opposite from the experience of other cities to our south. Of the 28 cases currently pending, 11 are handled in house and 17 have been referred to outside counsel.

### *Miscellaneous Court Appearances*

The City Attorney is responsible for representing the City in matters such as *Pitchess* 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. During FY 01/02 and FY 02/03 the City Attorney's Office attended 55 court appearances on 13 *Pitchess* motions, 17 firearms petitions, 8 trials on Redding Municipal Code violations, and miscellaneous litigation matters.

## **2003-2005 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.

### *Goal*

Continue updating the Redding Municipal Code.

### *Objective*

A modern Municipal Code.

### *Goal*

Provide informative training sessions for City Council, Planning Commission, and all departments, as necessary and appropriate.

CITY OF REDDING BIENNIAL BUDGET  
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*Objective*

Assure City Officials remain informed and well trained on legal issues affecting their roles.

**Unmet Needs**

There are no unmet needs contained in this budget.

**NON-DEPARTMENTAL**

**Overview**

CITY OF REDDING BIENNIAL BUDGET  
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This budget includes the following: Animal Regulation, General Fund Debt Service, Non Departmental Division, General Fund Capital Projects, Capital projects Division and General City Projects. These budgets for fiscal year 2003-04 total \$4,699,860, a decrease of \$35,607,062 from fiscal year 2002-03 amended budget. This decrease is primarily due to projects ha were budgeted in fiscal year 2002-03. For fiscal year 2004-05, these budgets total \$4,482,830, a decrease of \$217,030 from fiscal year 2003-04 adopted budget. This reduction is primarily due to reducing right-of-way and open space budgeted amounts by \$200,000 in fiscal year 2004-05. The right-of-way and open space budgeted amount of \$200,000 is budgeted in a special revenue fund for fiscal year 2004-05. \_

	FY2001-02 Actual	FY2002-03 Adopted	FY2002-03 Amended	FY 2003-04 Adopted	Change	FY2004-05 Adopted	Change
<b>Animal Regulation</b>	391,086	415,000	745,020	415,000	(\$330,020)	430,000	\$15,000
<b>General Fund Capital Projects</b>	0	0	0	0	\$0	0	\$0
<b>Non-Departmental</b>	1,593,325	1,291,650	2,775,070	1,868,720	(\$906,350)	1,635,000	(\$233,720)
<b>General Fund Debt Service</b>	3,747,923	2,121,430	1,976,430	2,401,800	\$425,370	2,402,150	\$350
<b>Capital Projects Division</b>	347,263	40,810	313,380	14,340	(\$299,040)	15,680	\$1,340
<b>General Fund subtotal</b>	6,079,597	3,868,890	5,809,900	4,699,860	(\$1,110,040)	4,482,830	(\$217,030)
<b>General City Projects</b>	\$3,410,850	\$0	\$34,497,022	\$0	(\$34,497,022)	\$0	\$0
<b>Total</b>	\$9,490,447	\$3,868,890	\$40,306,922	\$4,699,860	(\$35,607,062)	\$4,482,830	(\$217,030)

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

		Personnel	Materials, Supplies & Services	Capital Outlay	Debt Service	Total
<b>Animal Regulation</b>	FY2004-05 Adopted	0	430,000	0	0	\$430,000
	FY2003-04 Adopted	0	415,000	0	0	\$415,000
	FY2002-03 Amended	0	745,020	0	0	\$745,020
<b>General Fund Capital Projects</b>	FY2004-05 Adopted	0	0	0	0	\$0
	FY2003-04 Adopted	0	0	0	0	\$0
	FY2002-03 Amended	0	0	0	0	\$0
<b>Non-Departmental</b>	FY2004-05 Adopted	400,000	925,800	309,200	0	\$1,635,000
	FY2003-04 Adopted	400,000	948,420	520,300	0	\$1,868,720
	FY2002-03 Amended	1,018,400	987,290	769,380	0	\$2,775,070
<b>General Fund Debt Service</b>	FY2004-05 Adopted	0	44,370	0	2,357,780	\$2,402,150
	FY2003-04 Adopted	0	44,370	0	2,357,430	\$2,401,800
	FY2002-03 Amended	0	44,370	0	1,932,060	\$1,976,430

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS ENDING JUNE 30, 2004 AND 2005

		Personnel	Materials, Supplies & Services	Capital Outlay	Debt Service	Total
<b>Capital Projects Division</b>	FY2004-05 Adopted	0	0	0	0	\$0
	FY2003-04 Adopted	0	0	0	0	\$0
	FY2002-03 Amended	0	0	0	0	\$0
<b>Capital City Projects</b>	FY2004-05 Adopted	15,680	0	0	0	\$15,680
	FY2003-04 Adopted	14,340	0	0	0	\$14,340
	FY2002-03 Amended	15,810	25,000	272,570	0	\$313,380
<b>General City Projects</b>	FY2004-05 Adopted	0	0	0	0	\$0
	FY2003-04 Adopted	0	0	0	0	\$0
	FY2002-03 Amended	0	0	34,497,022	0	\$34,497,022
<b>Total</b>	FY2000-01 Adopted	\$415,680	\$1,400,170	\$309,200	\$2,357,780	\$4,482,830
	FY1999-00 Adopted	\$414,340	\$1,407,790	\$520,300	\$2,357,430	\$4,699,860
	FY2004-05 Adopted	\$1,034,210	\$1,801,680	\$35,538,972	\$1,932,060	\$40,306,922

## Significant Issues

### *Non Departmental*

Included in this budget is \$300,000 in fiscal year 2003-04 and \$100,000 for fiscal year 2004-05 for right-of-way/open space/land acquisition. An additional \$200,000 has been included in a special revenue fund for fiscal year 2004-05 for his same purpose. Occasionally desirable property for this purpose becomes available on the market at a good price. When this happens these funds can be used to purchase the property without the need of amending the budget.

Also included in this budget is \$50,000 for art in public places. In the past, the City has encouraged art in public places by offering places to display art. The City has also included art works in some of its projects. Included in this budget is \$50,000 each year to use in partnership with citizens willing to invest in art in places available for public viewing. This program will augment the City's efforts to beautify and improve the City.

The following list of community special events is funded in this budget.

CITY OF REDDING BIENNIAL BUDGET  
FISCAL YEARS ENDING JUNE 30, 2004 AND 2005

	FY 2003-04	FY 2004-05
Marketfest	14,300	15,000
Banner program	11,600	11,600
Ducky Derby	1,920	1,970
Christmas Parade	5,250	5,390
Christmas Tree	270	270
Kool April Nites	43,500	45,450
Rodeo	9,170	9,470
Rodeo Parade	5,700	5,900
Air Show	15,110	
4th of July - Fire	33,080	33,750
Big Bike Weekend - Streets	18,000	18,000
3 on 3 Basketball	12,000	12,000
DARE Program	400	400
Total	<u>170,300</u>	<u>159,200</u>

**Note:**

Not included above or in amounts shown in the Non-Departmental budget is \$5,000 for Marketfest Insurance as approved by City Council on June 30, 2003.