

**City of Redlands  
2011-2012  
Adopted Budget**

**Quality of Life**

**Mission Statement:**

It is the mission of the Quality of Life Department to promote and develop policies and practices that minimize impacts to the environment, improve the response to citizen reports and complaints, provide quality service to City residents and improve the quality of life for present and future generations.

**Departmental Description:**

The Quality of Life Department is comprised of the following divisions and functions:

- Building Maintenance Division (City facilities maintenance)
- City Citrus Groves
- Code Enforcement Division (state and local laws and codes compliance)
- Equipment Maintenance Division: (City fleet maintenance, Natural Gas fuel station, Corporate Yard maintenance)
- Hillside Memorial Park (management and operation of the City owned cemetery)
- Parks Division: (park maintenance, Landscape Maintenance Districts and Community Facility Districts)
- Redlands Municipal Airport
- Street Division: (sidewalk repair, curb and gutter repair, traffic signal maintenance, traffic sign maintenance, street light maintenance, street maintenance, roadway markings, street sweeping, storm drain maintenance, emergency tree trimming, weed abatement and a Lighting District)
- Solid Waste Division: (collection of residential and commercial green waste, refuse and recyclables, operation of the California Street Landfill and development and implementation of the City's recycling programs)

**Sustainability Efforts:**

- Conversion of the Solid Waste fleet to LNG/CNG alternative fuel
- Expansion of CNG/LNG fuel sales to outside users
- Expansion of City recycling programs
- Adoption of the Redlands Community Sustainability Plan
- Grant-funded upgrades of heating, ventilation and air conditioning equipment and controls, and outdoor lighting to reduce energy costs
- Energy Benchmarking of City facilities
- Efforts to move towards construction of a waste-to-energy facility

**Significant Program Changes:**

**Administration Division**

The budget includes the proposed deletion of the following positions: Assistant QoL Director, Operations Manager, Equipment Superintendent, and the Regulatory Compliance Technician. The workload of the deleted positions will be absorbed by the QoL Director, three Field Superintendants, the upgraded Administrative Assistant II position (upgraded to Senior Administrative Analyst), a part-

time Administrative Assistant I (upgraded to full-time Administrative Technician), and the Project Specialist II position (upgraded to Senior Project Manager).

**Recreation and Senior Division**

The budget also includes the transfer of the Recreation and Senior Division from the Redlands Police Department to the Quality of Life Department. The Quality of Life Department will absorb four full time positions and a \$100,000 budget (reduced from \$200,000) to fund the appropriate part-time staff needed to effectively develop and implement a variety of community programs.

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REVENUE DETAIL

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>QUALITY OF LIFE - RECREATION</u></b>				
3325 Contract Classes	64,440	58,000	125,000	125,000
3326 City Classes/Programs	200	0	0	0
3330 Concessions	1,000	600	300	300
3331 Lighting Fees	3,492	2,000	2,000	2,000
3340 Softball	31,420	0	0	0
3341 Basketball	4,478	0	0	0
3343 Soccer	42,995	0	500	0
3344 T-Ball	334	0	0	0
3345 Vollyball	1,380	0	0	0
3512 Returned Check Charge	280	0	70	0
3520 Rental Income	11,994	7,500	15,000	10,000
3531 Game Income	1,760	2,000	1,800	1,800
3540 Other Grants	0	0	489	0
3590 Donations	0	96,538	96,859	5,000
<b>TOTAL RECREATION</b>	<b>163,773</b>	<b>166,638</b>	<b>242,018</b>	<b>144,100</b>
<b><u>QUALITY OF LIFE - SENIOR SERVICES</u></b>				
3325 Contract Classes	5,945	6,200	5,620	6,200
3365 Tours/Excursions	2,794	2,000	1,500	2,000
3512 Returned Check Charge	0	0	35	0
3520 Rental Income	11,579	10,000	17,000	18,000
3535 Program Income	14,457	12,000	16,000	15,000
3540 Other Grants	4,198	0	0	0
3590 Donations	5,000	26,339	21,339	21,339
<b>TOTAL SENIOR SERVICES</b>	<b>43,973</b>	<b>56,539</b>	<b>61,494</b>	<b>62,539</b>
<b><u>QUALITY OF LIFE DEPARTMENT</u></b>				
3121 Sign Permit	540	200	308	300
3170 Code Enforcement/Admin Citation	1,100	1,500	1,200	1,200
3302 Inspections	0	70,000	0	0
3305 Cost Recover/Reimb Expenditure	63,883	87,134	31,002	31,000
3310 Litter Control Fees	5,461	4,100	4,894	4,100
3311 Street Cleaning Fees	336,291	300,000	282,127	335,000
3317 Abandoned Property Inspection	23,161	15,000	23,738	25,000

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REVENUE DETAIL

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>QUALITY OF LIFE DEPARTMENT (CONT)</u></b>				
3318 Rental Property Inspections	165	350	39,336	120,000
3331 Lighting Fees	12,708	6,000	11,434	7,000
3516 Sale of Surplus Property	87,833	45,000	0	0
3520 Rental Income	29,999	20,000	15,351	20,000
3525 Waste Import Fees	688,363	575,246	647,475	720,000
3530 Miscellaneous Receipts	832	1,073	1,771	1,000
3533 Misc Taxable Sales	6	0	0	0
3540 Other Grants	1,537	0	0	0
3590 Donations	5,100	30,000	30,000	30,000
3640 Landfill Mitigation Fees	119,805	130,000	120,000	120,000
3734 Contract Services	35,000	55,000	30,000	30,000
3760 Bad Debt Recovery	0	0	100	0
TOTAL QUALITY OF LIFE DEPARTMEN	1,411,784	1,340,603	1,238,736	1,444,600
<b><u>COMM FAC DIST 2004-1 (261)</u></b>				
3510 Investment Income	7,813	5,500	4,334	5,500
3650 Assessment District	131,025	125,000	106,869	110,000
TOTAL COMM FAC DIST	138,838	130,500	111,203	115,500
<b><u>DISASTER RECOVERY (270)</u></b>				
3250 Federal Grants	0	0	653,686	0
TOTAL DISASTER RECOVERY	0	0	653,686	0
<b><u>SOLID WASTE (511)</u></b>				
3200 State Grants	23,575	18,000	7,428	10,000
3302 Inpections	225	0	0	0
3305 Cost Recover/Reimb Expenditure	239,177	0	411	0
3372 Special Hauls & Roll-Offs	954,246	1,184,492	963,024	1,302,941
3373 Solid Waste Svrc Residential	3,810,546	4,153,030	4,153,000	4,568,333
3374 Solid Waste Svrc Non-Resident	3,509,054	3,920,601	3,920,000	4,312,661
3375 Landfill Tipping	0	130,000	0	80,000
3376 Recycled Material	200,029	200,000	267,781	250,000
3510 Investment Income	278,900	100,000	100,000	100,000

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	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SOLID WASTE (511) (CONT)</u></b>				
3512 Returned Check Charge	70	0	0	0
3516 Sale of Surplus Property	0	8,000	13,000	0
3520 Rental Income	14,400	13,000	12,343	13,000
3525 Waste Import Fees	171,899	100,000	145,939	145,000
3530 Miscellaneous Receipts	7,764	5,000	0	5,000
3533 Misc Taxable Sales	686	0	0	0
3540 Other Grants	0	0	30,000	0
3643 Refuse Auto Sys Developer Fee	210	12,000	1,920	1,200
3760 Bad Debt Recovery	0	0	13,961	0
3770 Property Damage Reimbursement	23	0	0	0
<b>TOTAL SOLID WASTE</b>	<b>9,210,804</b>	<b>9,844,123</b>	<b>9,628,807</b>	<b>10,788,135</b>
<b><u>SOLID WASTE PROJ (513)</u></b>				
3510 Investment Income	(81)	26	126	0
<b>TOTAL SOLID WASTE PROJ</b>	<b>(81)</b>	<b>26</b>	<b>126</b>	<b>0</b>
<b><u>CALIF ST LANDFILL CLOSURE (517)</u></b>				
3510 Investment Income	88,544	75,000	58,287	75,000
<b>TOTAL CALIF ST LANDFILL CLOSURE</b>	<b>88,544</b>	<b>75,000</b>	<b>58,287</b>	<b>75,000</b>
<b><u>SOLID WASTE CAP IMPROVE (519)</u></b>				
3369 Cap Improv Chrg Non-Res	23,415	29,000	6,267	7,000
3370 Cap Improv Chrg Resident	4,175	4,500	9,319	10,000
3510 Investment Income	61,243	300,000	300,000	300,000
<b>TOTAL SOLID WASTE CAP IMPROVE</b>	<b>88,833</b>	<b>333,500</b>	<b>315,586</b>	<b>317,000</b>
<b><u>GROVES (538)</u></b>				
3510 Investment Income	5,904	4,000	4,000	4,000
3515 Land Sale Proceeds	0	0	13,000	0
3530 Miscellaneous Receipts	22,858	50,000	75,065	50,000
3540 Other Grants	0	0	715	24,269
3550 Grove Receipts	551,266	450,000	412,000	450,000
<b>TOTAL GROVES</b>	<b>580,028</b>	<b>504,000</b>	<b>504,780</b>	<b>528,269</b>

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	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>CEMETERY (562)</u></b>				
3360 Cemetery Internment	147,973	145,000	118,380	120,000
3361 Cemetery Lots	163,240	175,000	151,045	150,000
3362 Cemetery Crypts	31,200	10,000	21,600	22,000
3510 Investment Income	23,290	12,000	2,059	5,000
3511 Finance Charges	6,341	1,500	4,281	4,000
3512 Returned Check Charge	0	0	35	0
3520 Rental Income	87,948	50,000	98,142	95,000
3530 Miscellaneous Receipts	37,747	36,000	43,225	40,000
3533 Misc Taxable Sales	39,123	27,000	32,379	30,000
3760 Bad Debt Recovery	0			
<b>TOTAL CEMETERY</b>	<b>536,862</b>	<b>456,500</b>	<b>471,146</b>	<b>466,000</b>
<b><u>CEMETERY PRE-NEED (563)</u></b>				
3364 Cemetary Endowment	0	500	0	0
3510 Investment Income	10,210	8,500	6,538	6,500
3512 Returned Check Charge	70	0	0	0
<b>TOTAL CEMETERY PRE-NEED</b>	<b>10,280</b>	<b>9,000</b>	<b>6,538</b>	<b>6,500</b>
<b><u>AVIATION OPERATING (564)</u></b>				
3001 Current Unsecured Taxes	38,082	55,000	114,726	70,000
3200 State Grants	7,125	0	73,178	30,000
3250 Federal Grants	56,908	300,000	300,000	394,963
3510 Investment Income	5,694	0	3,500	3,500
3511 Finance Charges	0	0	14,369	0
3512 Returned Check Charge	70	0	35	0
3520 Rental Income	257,359	275,000	271,493	271,000
3530 Miscellaneous Receipts	18,553	20,000	2,950	5,000
3533 Misc Taxable Sales	0	0	1,485	0
3545 Tie-Down Fees	8,858	6,000	10,285	10,000
3546 Gate Access Fees	7,530	7,500	9,245	9,000
<b>TOTAL AVIATION OPERATING</b>	<b>400,179</b>	<b>663,500</b>	<b>801,266</b>	<b>793,463</b>
<b><u>EQUIPMENT MAINTENANCE (607)</u></b>				
3305 Cost Recover/Reimb Expenditure	161,792	160,000	160,827	160,000

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	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>EQUIPMENT MAINTENANCE (607) (CONT)</u></b>				
3393 Internal Svc Rcpts: General Fund	1,436,915	1,436,701	1,384,544	1,436,701
3394 Internal Svc Rcpts: Non-Gen Fund	1,897,931	1,857,785	1,791,434	1,857,785
3398 LCNG Outside Fuel Sales	236,586	190,000	214,462	200,000
3510 Investment income	14,186	7,000	7,000	7,000
<b>TOTAL EQUIP MAINTENANCE</b>	<b>3,747,410</b>	<b>3,651,486</b>	<b>3,558,267</b>	<b>3,661,486</b>

**City of Redlands  
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**Quality of Life  
Recreation Administration**

**Program Description:**

The Recreation Bureau consists of three facilities and several sports fields for rent: The Community Center, Redlands Community Senior Center, Joslyn Senior Center, city parks and school grounds. The Community Center is open Monday through Fridays for a variety of youth and adult programs. Adult sports are offered seven days and nights per week. Classes, programs, and sports activities and leagues are offered year-round to residents at affordable rates. The Recreation Bureau strives to offer culturally relevant programs and services to meet the needs of the citizens of Redlands. Among the classes offered are: dog obedience, karate, dance, yoga, music, and cheerleading. A primary focus of the Bureau is offering positive alternatives for youth that lead to healthy choices and lifestyles. Teen activities are held monthly, and the Youth Coalition continues its efforts to develop new programs for adolescents. The Teen Forum may be seen on Channel 3 RTV with teens discussing topics and issues pertinent to them.

**Program Objectives:**

- Offer a variety of programs, activities, and services to meet the recreational and leisure needs of Redlands residents
- Maintain staff liaison support to Recreation and Cultural Arts Commissions
- Maintain partnerships with Redlands Unified School District and community-based organizations to enhance recreation and educational offerings in Redlands
- Promote recreational activities as a crime prevention strategy
- Provide recreational sports leagues for youth and adults

**Significant Program Changes:**

- Possible significant program changes will be establishing a large volunteer orientation and training program to assist staff to monitor the Community Center service counters and telephones.
- An increase in volunteer-led and independent contractors will be used to provide many of the programs previously led by part-time recreation staff.
- Most special event programs will be provided as a sponsor-related event only or not offered this year. The Community Center will remain open Monday through Friday, 8:00 a.m. to 7:00 p.m.
- Transfer of Recreation Program to the Quality of Life Department in FY 2011-2012

**Accomplishments for Fiscal Year 2010-2011:**

- Continue to provide all Adult Softball, Basketball, Volleyball and Soccer Leagues through various independent contracting organizations
- Continue to provide youth sports including basketball, tee-ball, Spudball, softball, tennis and soccer through various independent contracting organizations
- Increase contract class offerings to include ballet/tap, drivers' education, tai chi, Zumba exercise, First Aid and CPR Certification, daily preschool, and police officer led Street Smarts Martial Arts Program



City of Redlands  
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**DEPARTMENT/DIVISION**  
RECREATION

**FUND**  
GENERAL FUND

**ORGKEY**  
101230

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	378,883	169,063	176,775	54,456
4005 Salaries: Part Time	75,064	106,118	90,749	59,107
4010 Overtime Salaries	135	0	0	0
4015 Banked Leave Buy Back	5,650	4,058	21,106	1,307
4050 Pension Contributions	65,666	30,661	33,960	11,425
4051 Fica/Medicare	35,062	21,172	22,042	8,820
4053 Deferred Compensation	860	0	0	0
4055 Health/Dental Insurance	84,037	43,164	48,056	14,668
4056 Worker's Comp Insurance	1,669	1,311	3,279	2,210
4057 Disability Insurance	3,269	1,903	1,787	700
4058 Unemployment Insurance	6,603	5,203	6,137	4,340
4059 Life Insurance	410	185	196	63
4081 Eyecare Reimbursement	900	675	675	225
4082 Clothing Allowance	225	0	0	0
4084 Clothing Cash Payment	1,000	600	600	200
4085 Other Taxable Benefits	150	0	150	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>659,583</b>	<b>384,113</b>	<b>405,513</b>	<b>157,521</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	1,371	0	2,500	2,500
5190 Other Professional Services	2,302	0	0	0
5255 Travel Reimbursement	329	0	0	0
5270 Printing and Binding	3,472	0	20	0
5275 Postage	804	0	425	425
5280 Advertising	319	0	0	0
5303 Telephone	16,149	3,333	13,500	13,500
5310 Electricity & Gas	47,764	0	17,000	17,000
5320 Janitorial Services	35	0	0	0
5350 Building Grounds & Maint	2,664	1,500	1,500	1,500
5392 License & Permits	787	0	323	350
5395 Info Technology Services Charge	39,318	4,578	46,671	42,941

City of Redlands  
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**DEPARTMENT/DIVISION**  
RECREATION

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
GENERAL FUND					101230
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<b><u>SERVICES (CONT)</u></b>					
5396 City Garage Charges	17,342	0	12,330	18,241	
5570 Office Equip & Furn Rent	4,214	3,394	3,394	3,394	
5590 Other Rentals	4,756	1,500	3,000	3,000	
5800 Subscriptions & Memberships	715	0	0	0	
5840 Training	622	0	0	0	
5880 Special Contractual Services	92,351	32,000	100,000	100,000	
5950 Bad Debt Expense	377	0	432	450	
TOTAL SERVICES	235,691	46,305	201,095	203,301	
 <b><u>SUPPLIES</u></b>					
6140 Office Supplies	2,732	2,000	2,000	2,000	
6160 Medical Supplies	19	250	250	250	
6180 Turnouts/Uniforms/Safety Clothin.	7,956	0	0	0	
6190 Photo & Copying Supplies	0	500	0	500	
6210 Repair/Maintenance Supplies	1,482	1,000	1,000	1,000	
6310 Janitorial Supplies	119	1,500	750	1,500	
6350 Building Supplies	1,340	0	0	0	
6400 Equipment Parts	0	500	500	500	
6500 Office Equipment & Furniture	1,455	0	0	0	
6510 Small Tools & Equipment	501	0	0	0	
6520 Promotional Supplies	20	0	0	0	
6560 Food	1,078	0	54	0	
6590 Special Departmental Supplies	21,404	8,950	7,500	8,950	
TOTAL SUPPLIES	38,106	14,700	12,054	14,700	
 DIVISION TOTAL	 933,380	 445,118	 618,663	 375,522	

**City of Redlands  
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Adopted Budget**

**Quality of Life  
Redlands Community and Joslyn Senior Center**

**Program Description:**

The Redlands Community and Joslyn Senior Centers are open to seniors Monday through Friday for a variety of educational and leisure activities. Programs and staff are dedicated to enhancing the quality of life for senior residents of Redlands. The centers feature classrooms, reading lounges, multi-purpose rooms, and kitchen facilities. The Senior Information and Referral Services Office are located in the Community Center, offering assistance to seniors seeking housing, medical, and financial information. Numerous programs are offered, including the Meals on Wheels program and the San Bernardino County Nutrition Program, ensuring the availability of hot meals to seniors for a reasonable price.

**Program Objectives:**

- Provide a clean, safe, healthy, and active environment for adults seeking interaction with others
- Maintain staff liaison support to the Senior Activities Advisory Board
- Provide programs and activities to stimulate and strengthen senior lives, including health and fitness, education and instruction, referral and support, and social activities and events
- Continue to provide senior transportation through the Senior Transportation Program, which provides transportation services to seniors and disabled citizens
- Promote healthy attitudes toward fitness

**Significant Program Changes:**

- Possible significant program changes will be establishing a large volunteer orientation and training program to assist staff monitor the Senior Centers in order to "staff" service counters and telephones
- An increase in volunteer led and independent contractors may be used to provide many of the programs
- Transfer of Senior Program to the Quality of Life Department in FY 2011-2012

**Accomplishments for Fiscal Year 2010-2011:**

- The Senior Centers Patrons program received over \$8,000 in donations. Participation in the program has increased to over 200 patrons in 2010.
- The Senior Transportation Program continued to serve the seniors in the Redlands community. The program transported 2,324 passengers during the year and provided 4,416 trips.
- Dinner and Dances were attended by over 80 seniors a month.
- The City of Redlands Community Garden program was once again a huge success. All three Community Gardens were filled to capacity.

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**DEPARTMENT/DIVISION**  
SENIOR SERVICES

**FUND**  
GENERAL FUND

**ORGKEY**  
101232

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	94,689	88,910	81,647	143,366
4005 Salaries: Part Time	98,176	98,271	109,193	52,366
4010 Overtime Salaries	79	500	775	0
4015 Banked Leave Buy Back	13,982	2,134	0	3,441
4050 Pension Contributions	16,380	16,079	15,821	30,037
4051 Fica/Medicare	16,024	14,790	14,767	15,432
4055 Health/Dental Insurance	13,617	10,891	22,578	47,289
4056 Worker's Comp Insurance	0	2,407	2,407	375
4057 Disability Insurance	1,221	687	968	1,786
4058 Unemployment Insurance	4,064	4,340	3,395	4,774
4059 Life Insurance	133	123	111	189
4081 Eyecare Reimbursement	0	450	0	675
4082 Clothing Allowance	225	225	225	225
4084 Clothing Cash Payment	400	200	0	400
4085 Other Taxable Benefits	1,580	1,800	1,004	780
<b>TOTAL SALARIES AND BENEFITS</b>	<b>260,570</b>	<b>241,808</b>	<b>252,890</b>	<b>301,136</b>
<b><u>SERVICES</u></b>				
5180 Medical/Physicals	35	0	0	0
5275 Postage	133	500	1,240	1,240
5280 Advertising	0	500	500	500
5303 Telephone	3,062	3,000	4,525	4,525
5360 Machinery & Equip Maint	0	3,000	1,998	3,000
5395 Info Technology Services Charge	11,707	13,896	13,943	12,786
5396 City Garage Charges	17,342	12,330	12,330	17,227
5570 Office Equip & Furn Rent	6,835	4,862	4,862	4,862
5580 Communications Svs & Rental	0	850	0	0
5760 Special Program Expenditures	3,675	2,000	2,000	2,000
5800 Subscriptions & Memberships	0	1,000	455	455
5880 Special Contractual Services	7,869	21,000	5,000	5,000
<b>TOTAL SERVICES</b>	<b>50,658</b>	<b>62,938</b>	<b>46,853</b>	<b>51,595</b>

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**DEPARTMENT/DIVISION**  
SENIOR SERVICES

**FUND**  
GENERAL FUND

**ORGKEY**  
101232

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	1,495	2,500	2,000	2,500
6180 Turnouts/Uniforms/Safety Clothin	0	250	250	250
6190 Photo & Copying Supplies	0	300	0	300
6310 Janitorial Supplies	394	1,550	1,500	1,500
6350 Building Supplies	0	500	500	500
6500 Office Equipment & Furniture	0	1,000	1,000	1,000
6510 Small Tools & Equipment	0	2,000	2,000	2,000
6560 Food	15,861	20,500	18,250	20,500
6590 Special Departmental Supplies	4,910	31,362	31,362	19,523
<b>TOTAL SUPPLIES</b>	<b>22,660</b>	<b>59,962</b>	<b>56,862</b>	<b>48,073</b>
<b>DIVISION TOTAL</b>	<b>333,888</b>	<b>364,708</b>	<b>356,605</b>	<b>400,804</b>
<b>DEPARTMENT SUBTOTAL</b>	<b>1,267,268</b>	<b>809,826</b>	<b>975,268</b>	<b>776,326</b>

City of Redlands  
2011-2012  
Adopted Job Ledger Budget

<u>Fund</u> General Fund	<u>Department</u> Quality of Life	<u>Orgkey</u> 101232	
Job Ledger No.	Project/Program Description	FY 2011 12-Month Estimate	FY 2012 Budget Request
30001	Joslyn Senior Center	179,002	165,702
30006	Community Senior Center	93,067	148,468
30007	Senior Transportation	84,536	86,634
TOTALS		\$356,605	\$400,804

City of Redlands

2011-12

Adopted Budget

**DEPARTMENT/DIVISION**

QUALITY OF LIFE ADMINISTRATION

**FUND**

GENERAL FUND

**ORGKEY**

101300

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	395,341	331,482	248,439	71,682
4005 Salaries: Part Time	17,634	12,885	4,143	0
4010 Overtime Salaries	12,202	0	10,222	10,000
4015 Banked Leave Buy Back	52,271	6,503	9,751	718
4050 Pension Contributions	70,350	60,392	41,396	14,213
4051 Fica/Medicare	33,399	25,558	17,139	4,680
4053 Deferred Compensation	5,440	3,566	1,317	824
4055 Health/Dental Insurance	81,778	46,759	57,496	12,820
4056 Worker's Comp Insurance	6,354	8,217	8,217	2,239
4057 Disability Insurance	2,723	1,584	2,098	491
4058 Unemployment Insurance	3,919	2,062	1,762	825
4059 Life Insurance	436	295	265	70
4081 Eyecare Reimbursement	900	799	765	246
4082 Clothing Allowance	825	0	275	0
4084 Clothing Cash Payment	800	600	600	180
4085 Other Taxable Benefits	1,480	262	4,188	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>685,852</b>	<b>500,964</b>	<b>408,073</b>	<b>118,988</b>

**SERVICES**

5190 Other Professional Services	1,000	500	0	0
5240 Meeting & Professional	173	2,000	1,000	1,000
5255 Travel Reimbursement	357	900	0	0
5270 Printing and Binding	1,021	1,000	2,437	1,400
5275 Postage	2,191	1,500	2,546	2,500
5280 Advertising	1,536	0	1,742	1,500
5303 Telephone	5,474	5,300	5,300	5,300
5340 Office Equipment Maintenance	35	500	0	500
5350 Building/Grounds Maintenance	2,850	0	0	0
5395 Info Technology Services	8,079	9,487	9,487	8,729
5396 City Garage Charges	19,382	3,596	3,597	3,547
5570 Office Equip & Furn Rent	4,206	6,159	10,072	6,159

City of Redlands  
2011-12  
Adopted Budget

**DEPARTMENT/DIVISION**  
QUALITY OF LIFE ADMINISTRATION

**FUND**  
GENERAL FUND

**ORGKEY**  
101300

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5800 Subscriptions & Memberships	275	1,000	46	500
5880 Special Contractual Services	26,660	0	0	0
5950 Bad Debt Expense	2,468	0	0	0
<b>TOTAL SERVICES</b>	<b>75,707</b>	<b>31,942</b>	<b>36,227</b>	<b>31,135</b>
 <b><u>SUPPLIES</u></b>				
6140 Office Supplies	2,521	6,000	2,895	5,000
6145 Awards/Recognition Program	249	0	0	0
6180 Turnouts/Uniforms/Sfty	159	500	0	0
6210 Repair/Maintenance Supplies	878	2,500	0	0
6310 Janitorial Supplies	32,087	15,000	31,200	25,000
6510 Small Tools & Equipment	119	1,200	1,200	1,200
6590 Special Departmental Supplies	16,115	8,370	1,615	2,370
<b>TOTAL SUPPLIES</b>	<b>52,128</b>	<b>33,570</b>	<b>36,910</b>	<b>33,570</b>
 <b>DIVISION TOTAL</b>	 <b>813,687</b>	 <b>566,476</b>	 <b>481,210</b>	 <b>183,693</b>



**City of Redlands  
2011-2012  
Adopted Budget**

**Quality of Life  
Building Maintenance Division**

**Program Description:**

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

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

**Program Objectives:**

- Provide quality service when responding to calls from various departments regarding maintenance and repair of City-owned facilities
- Reduce response time for maintenance/service calls

**Significant Program Changes:**

- Due to budget cuts, the part-time employee position was eliminated in fiscal year 2010-2011

**Accomplishments for Fiscal Year 2010-2011:**

- Opened 427 work orders and closed 359 work orders during the fiscal year

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
BUILDING MAINTENANCE

**FUND**  
GENERAL FUND

**ORGKEY**  
101301

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	109,217	80,194	113,416	113,094
4005 Salaries: Part Time	14,338	14,360	0	0
4010 Overtime Salaries	2,819	5,000	3,945	5,000
4012 Stand By	0	1,000	500	1,000
4015 Banked Leave Buy Back	0	1,209	0	1,000
4050 Pension Contributions	18,967	20,562	20,966	23,736
4051 Fica/Medicare	9,710	7,276	8,921	8,770
4055 Health/Dental Insurance	24,916	25,279	28,797	33,101
4056 Worker's Comp Insurance	5,946	1,114	1,114	520
4057 Disability Insurance	1,238	1,250	1,347	1,381
4058 Unemployment Insurance	1,346	434	962	868
4059 Life Insurance	123	124	120	126
4081 Eyecare Reimbursement	405	450	450	450
4082 Clothing Allowance	550	550	550	550
<b>TOTAL SALARIES AND BENEFITS</b>	<b>189,575</b>	<b>158,802</b>	<b>181,088</b>	<b>189,596</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	710	0	624	0
5255 Travel Expense/Reimbursement	0	0	141	0
5300 Water, Sewer, Disposal	38,289	50,000	22,776	47,000
5303 Telephone	12,761	13,670	12,009	13,670
5310 Electricity & Gas	524,162	580,000	518,043	540,000
5313 Heating/AC Service Contract	54,682	72,864	116,237	122,000
5320 Janitorial Services	129,702	126,336	110,604	120,000
5350 Building/Grounds Maintenance	36,542	44,000	39,809	44,000
5360 Machinery & Equip Maint	39,473	33,000	33,000	33,000
5395 Info Technology Services Charge	2,874	3,412	3,425	3,139
5396 City Garage Charges	4,080	5,138	5,138	3,547
5800 Subscriptions and Memberships	660	0	0	0
5880 Special Contractual Services	54,475	61,665	42,875	61,665
<b>TOTAL SERVICES</b>	<b>898,410</b>	<b>990,085</b>	<b>904,681</b>	<b>988,021</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
BUILDING MAINTENANCE

**FUND**  
GENERAL FUND

**ORGKEY**  
101301

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supples	91	100	62	100
6160 Medical Supplies	61	125	32	125
6180 Turnouts/Uniforms/Safety Clothin	326	250	39	100
6210 Repair/Maintenance Supplies	33,485	34,000	20,313	34,000
6310 Janitorial Supplies	372	1,000	339	1,000
6350 Building Supplies	3,703	29,375	14,069	29,375
6410 Motor Vehicle Supplies	25	0	0	0
6510 Small Tools & Equipment	745	3,000	1,000	3,000
6590 Special Departmental Supplies	1,138	2,000	2,019	2,000
<b>TOTAL SUPPLIES</b>	<b>39,946</b>	<b>69,850</b>	<b>37,873</b>	<b>69,700</b>
<b>DIVISION TOTAL</b>	<b>1,127,931</b>	<b>1,218,737</b>	<b>1,123,642</b>	<b>1,247,317</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
ELECTRICAL

**FUND**

GENERAL FUND

**ORGKEY**

101302

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	102,535	99,819	100,134	99,819
4010 Overtime Salaries	3,441	3,700	6,447	5,000
4012 Stand By	471	0	2,695	2,700
4015 Banked Leave Buy Back	12,366	2,394	3,349	2,394
4050 Pension Contributions	17,867	18,122	18,473	20,923
4051 Fica/Medicare	9,038	7,861	8,682	7,861
4055 Health/Dental Insurance	25,144	24,643	24,597	26,098
4056 Worker's Comp Insurance	12,321	1,855	1,855	792
4057 Disability Insurance	1,316	1,130	1,333	1,233
4058 Unemployment Insurance	665	868	891	868
4059 Life Insurance	128	124	120	126
4081 Eyecare Reimbursement	450	225	94	450
4082 Clothing Allowance	825	550	550	550
<b>TOTAL SALARIES AND BENEFITS</b>	<b>186,567</b>	<b>161,291</b>	<b>169,220</b>	<b>168,814</b>
<b><u>SERVICES</u></b>				
5275 Postage	98	200	29	200
5303 Telephone	1,078	1,220	1,119	1,220
5310 Electricity & Gas	721	0	0	0
5315 Elec Svc: State Traffic Signals	19,448	15,000	15,000	15,000
5316 Elec Svc: City Traffic Signals	36,460	32,000	33,322	33,325
5330 Elec Svc: State Street Lighting	28,533	20,000	20,000	20,000
5331 Elec Svc: SCE Street Lighting	110,362	95,000	93,761	95,000
5360 Machinery & Equip Maint	37,448	132,525	46,440	130,000
5370 City Street Lighting Power	295,063	245,435	273,573	275,000
5395 Info Technology Services Charge	5,881	6,981	6,965	6,423
5396 City Garage Charges	17,342	12,330	12,330	10,134
5510 Land and Building Rent	3,459	7,000	7,000	7,000
5880 Special Contractual Services	7,800	18,000	0	0
5950 Bad Debt Expense	7,808	9,000	639	0

City of Redlands

2011-2012

Adopted Budget

**DEPARTMENT/DIVISION**

ELECTRICAL

**FUND**

GENERAL FUND

**ORGKEY**

101302

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5990 Reimbursed Expenditures	0	(10,000)	0	(10,000)
<b>TOTAL SERVICES</b>	<b>571,501</b>	<b>584,691</b>	<b>510,178</b>	<b>583,302</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	324	730	118	400
6160 Medical Supplies	0	0	57	100
6180 Turnouts/Uniforms/Safety Clothin	747	600	1,238	700
6210 Repair/Maintenance Supplies	42,771	50,000	72,737	50,000
6310 Janitorial Supplies	87	100	214	200
6350 Building Supplies	0	3,000	2,200	3,000
6410 Motor Vehicle Supplies	7	0	0	0
6510 Small Tools & Equipment	873	2,000	2,000	2,000
6590 Special Departmental Supplies	39,080	10,000	9,000	10,000
<b>TOTAL SUPPLIES</b>	<b>83,889</b>	<b>66,430</b>	<b>87,564</b>	<b>66,400</b>
<b>DIVISION TOTAL</b>	<b>841,957</b>	<b>812,412</b>	<b>766,962</b>	<b>818,516</b>

**City of Redlands  
2011-2012  
Adopted Budget**

**Quality of Life  
Parks Division**

**Program Description:**

The Parks Division is responsible for the maintenance and upkeep of approximately 233 acres consisting of 14 established parks, parking lots, median strips and traffic islands throughout the City. The Parks Division provides for maintenance on a seven day per week basis during the summer months with a staff of 12 full-time employees. This Division also includes a community facilities district, a landscape district and a lighting district.

**Program Objectives:**

- Provide clean, safe, and attractive open space and parkland areas
- Maintain irrigation systems functioning properly in all areas of responsibility
- Maintain playgrounds and other facilities in a safe, clean manner

**Significant Program Changes:**

- Due to budget restrictions, the Division was reduced by four full-time Grounds Maintenance Workers, one Tree Trimmer and three part-time Grounds Maintenance Workers in fiscal year 2010-2011
- Emergency tree trimming will be handled by the Street Division. Routine tree trimming is handled by an outside contractor
- One of the part-time employees was dedicated to graffiti removal, however this position was eliminated. The division will no longer remove graffiti outside of the City Parks
- Minor tree trimming and downed branches in City parks will be handled by Parks staff

**Accomplishments for Fiscal Year 2010-2011:**

- Maintained 189 acres of developed park space
- Maintained 330,838 square feet in landscape maintenance and community facilities districts

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
PARKS

**FUND**  
GENERAL FUND

**ORGKEY**  
101303

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	708,275	511,315	548,998	523,164
4005 Salaries: Part Time	39,514	46,263	0	0
4010 Overtime Salaries	33,285	34,000	34,000	34,000
4012 Stand By	9,425	9,000	9,917	9,000
4015 Banked Leave Buy Back	9,461	7,352	26,575	7,459
4050 Pension Contributions	122,856	98,353	101,164	109,466
4051 Fica/Medicare	61,726	43,490	47,249	40,866
4055 Health/Dental Insurance	185,748	168,564	175,758	190,521
4056 Worker's Comp Insurance	81,605	22,278	22,278	8,478
4057 Disability Insurance	8,434	6,069	7,125	6,410
4058 Unemployment Insurance	7,701	6,076	4,296	5,642
4059 Life Insurance	1,066	806	803	819
4081 Eyecare Reimbursement	900	1,350	2,300	1,350
4082 Clothing Allowance	4,400	3,575	3,575	3,575
4085 Other Taxable Benefits	2,527	0	312	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>1,276,923</b>	<b>958,491</b>	<b>984,350</b>	<b>940,750</b>

**SERVICES**

5180 Medical/Physicals	35	0	0	0
5270 Printing & Binding	0	0	64	0
5275 Postage	64	0	0	0
5300 Water, Sewer, Disposal	5,740	20,000	11,006	20,000
5303 Telephone	3,292	3,400	3,185	3,400
5310 Electricity & Gas	56,448	44,780	51,363	51,000
5320 Janitorial Services	0	1,000	300	500
5350 Building/Grounds Maintenance	13,200	11,500	13,853	15,000
5360 Machinery & Equipment Maintenance	5,717	0	0	0
5395 Info Technology Services Charge	17,435	20,696	20,696	19,041
5396 City Garage Charges	128,219	136,662	136,662	130,725
5880 Special Contractual Services	15,531	31,860	31,860	31,860
5890 Landfill Tipping Charges	6,930	7,500	4,464	7,500

City of Redlands  
2011-2012  
Adopted Budget

DEPARTMENT/DIVISION  
PARKS

FUND

GENERAL FUND

ORGKEY

101303

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5950 Bad Debt Expense	878	0	0	0
<b>TOTAL SERVICES</b>	<b>253,489</b>	<b>277,398</b>	<b>273,453</b>	<b>279,026</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	76	0	0	0
6140 Office Supplies	735	546	241	500
6160 Medical Supplies	504	700	413	700
6180 Turnouts/Uniforms/Safety Clothin	4,269	3,800	3,120	3,500
6210 Repair/Maintenance Supplies	46,763	59,500	50,000	59,500
6310 Janitorial Supplies	13,928	11,000	12,015	11,000
6350 Building Supplies	9,878	7,000	5,000	7,000
6410 Motor Vehicle Supplies	515	0	210	0
6510 Small Tools & Equipment	6,816	13,000	8,000	13,000
6590 Special Departmental Supplies	6,571	12,000	8,000	12,000
<b>TOTAL SUPPLIES</b>	<b>90,055</b>	<b>107,546</b>	<b>86,999</b>	<b>107,200</b>
<b><u>FIXED ASSETS</u></b>				
7140 All Other Equipment	22,664	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>22,664</b>	<b>0</b>	<b>0</b>	<b>0</b>
 <b>DIVISION TOTAL</b>	 <b>1,643,131</b>	 <b>1,343,435</b>	 <b>1,344,802</b>	 <b>1,326,976</b>



**City of Redlands  
2011-2012  
Adopted Budget**

**Quality of Life  
Street Division**

**Program Description:**

The Street Division provides for the general maintenance and repair of 314 miles of streets and 45 miles of storm drains through the City. Crews respond to approximately 1,000 annual calls for routine street maintenance services.

The Division also provides routine street cleaning and sweeping services on all public roadways within the City of Redlands. This includes mechanical sweeping, debris removal, storm cleanup, and other related services. Streets are swept on a bi-monthly basis. A total of 510 curb-miles are swept during each sweeping rotation equating to a total of 1,020 curb-miles swept per month. C

The Division is also charged with providing for the maintenance and repair of 68 City-owned traffic signals and approximately 5,000 City owned street lights. Division personnel also provide maintenance and repair of City radio equipment. Emergency tree trimming responsibilities were added to Division in Fiscal Year 2010-2011.

**Program Objectives:**

- Patch and repair to asphalt surfaces including pot holes, utility trenches, and cracks
- Repair and ramping of sidewalks damaged by tree roots
- General maintenance and repair to the storm drain system including clearing of vegetation, repairs to open and rock channels, debris removal, cleaning of blockages, and general inspections
- Operation of a weed abatement program to include shoulder grading and mowing, spraying and removal to comply with Fire Department's abatement requirements
- Provide support to public safety departments for barricades, signs and manpower in response to emergencies
- Install, replace, repair and maintain all traffic signage within the public right-of-way
- Install, replace and maintain all roadway markings and striping including painted curbs, street legends, crosswalks, centerline and lane-line stripes, and parking lot lines.
- Provide emergency tree trimming
- The Division's Operations Manager is responsible for oversight of the City's contracted tree trimming, concrete curb and gutter and street sweeping services

**Significant Program Changes:**

- In Fiscal Year 2010-2011, the Division's Concrete Repair Crew, Street Sweeping Crew and Tree Trimming Crew were eliminated due to budget cuts
- The Division's Operations Manager oversees street sweeping, concrete and tree trimming contract services
- The Division repairs and replaces sidewalks with asphalt
- Minor emergency concrete work will be performed by Division staff assigned to the Asphalt Repair Crew

**Accomplishments for Fiscal Year 2010-2011:**

- Maintained 2,000 trees of 38,000 in the urban forest, yielding a trim cycle of 19 years
- Swept 1,160 curb miles through out city on a weekly basis
- Maintained over 300 miles of streets, including potholing, skin patching and curb and gutter maintenance

City of Redlands

2011-2012

Adopted Budget

**DEPARTMENT/DIVISION**

STREETS

**FUND**

GENERAL FUND

**ORGKEY**

101304

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	534,755	352,849	383,461	498,401
4010 Overtime Salaries	22,584	10,000	18,576	10,000
4012 Stand By	10,530	9,000	7,005	9,000
4015 Banked Leave Buy Back	3,301	3,300	8,375	7,256
4050 Pension Contributions	93,113	64,623	70,738	104,358
4051 Fica/Medicare	43,687	26,977	31,655	38,914
4055 Health/Dental Insurance	130,588	92,315	124,893	144,723
4056 Worker's Comp Insurance	8,619	6,022	6,022	2,660
4057 Disability Insurance	6,322	3,880	4,808	6,104
4058 Unemployment Insurance	4,835	3,472	2,808	4,774
4059 Life Insurance	781	496	588	630
4081 Eyecare Reimbursement	101	450	0	450
4082 Clothing Allowance	3,575	2,200	2,750	3,025
<b>TOTAL SALARIES AND BENEFITS</b>	<b>862,791</b>	<b>575,584</b>	<b>661,679</b>	<b>830,295</b>
<b><u>SERVICES</u></b>				
5180 Medical/Physicals	420	0	35	0
5240 Meeting & Professional Devlpmt	0	1,000	200	1,000
5303 Telephone	2,037	2,000	1,920	2,000
5395 Info Technology Services Charge	14,644	17,383	17,383	15,993
5396 City Garage Charges	331,841	337,032	337,032	192,541
5590 Other Rentals	260	2,000	223	2,000
5800 Subscriptions & Memberships	120	120	120	120
5880 Special Contractual Services	9,225	138,000	135,000	337,000
5890 Landfill Tipping Charges	37,673	8,000	25,000	8,000
5950 Bad Debt Expense	3,094	3,000	197	3,000
5990 Reimbursed Expenditures	(14,496)	(10,000)	(9,432)	(10,000)
<b>TOTAL SERVICES</b>	<b>384,818</b>	<b>498,535</b>	<b>507,678</b>	<b>551,654</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
**STREETS**

**FUND**  
GENERAL FUND

**ORGKEY**  
101304

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	229	0	0	0
6140 Office Supplies	580	350	425	300
6160 Medical Supplies	430	400	598	400
6180 Turnouts/Uniforms/Safety Clothin	4,157	4,000	4,124	4,000
6210 Repair/Maintenance Supplies	88,905	41,000	65,370	41,000
6310 Janitorial Supplies	3,001	350	2,768	2,000
6410 Motor Vehicle Supplies	338	0	202	0
6510 Small Tools & Equipment	4,892	5,000	3,396	5,000
6590 Special Departmental Supplies	32,133	49,700	22,601	48,100
<b>TOTAL SUPPLIES</b>	<b>134,665</b>	<b>100,800</b>	<b>99,484</b>	<b>100,800</b>
<b><u>FIXED ASSETS</u></b>				
7230 Street Construction	0	0	0	109,000
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109,000</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	93,233	96,636	96,636	0
8200 Interest	6,930	3,527	3,527	0
<b>TOTAL DEBT SERVICE</b>	<b>100,163</b>	<b>100,163</b>	<b>100,163</b>	<b>0</b>
 <b>DIVISION TOTAL</b>	 <b>1,482,437</b>	 <b>1,275,082</b>	 <b>1,369,004</b>	 <b>1,591,749</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
TREES

**FUND**  
GENERAL FUND

**ORGKEY**  
101305

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5880 Special Contractual Services	21,178	97,440	97,440	0
<b>TOTAL SERVICES</b>	<b>21,178</b>	<b>97,440</b>	<b>97,440</b>	<b>0</b>
<b>DIVISION TOTAL</b>	<b>21,178</b>	<b>97,440</b>	<b>97,440</b>	<b>0</b>

**City of Redlands  
2011-2012  
Adopted Budget**

**Quality of Life  
Code Enforcement**

**Program Description:**

The Code Enforcement Division is responsible for enforcement of the Redlands Municipal Code. Such enforcement includes, but is not limited to, enforcement of codes related to property maintenance, health and safety; unsafe buildings, and the eradication of neighborhood blight. This Division is currently funded for two officers and one part-time administrative assistant who oversees the Rental Property Inspection Program.

**Program Objectives:**

- Enhance and improve the visual appearance of our neighborhoods through the enforcement of the property maintenance ordinance
- Respond to citizen complaints pertaining to Municipal Code violations
- Affect voluntary compliance with the Municipal Code through mediation and diplomacy in advance of enforcement actions

**Significant Program Changes:**

- The City's Rental Property Inspection program was implemented
- A Volunteer Code Enforcement Program is in the development stage and is expected to be implemented in by the end of Fiscal Year 2010-2011

**Accomplishments for Fiscal Year 2010-2011:**

- Opened 869 cases and closed 851 cases during the fiscal year

City of Redlands  
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**DEPARTMENT/DIVISION**  
**CODE ENFORCEMENT**

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
GENERAL FUND					101306
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<b><u>SALARIES AND BENEFITS</u></b>					
4000 Full Time Salaries	94,223	99,820	101,066	120,333	
4005 Salaries: Part Time	0	14,076	3,087	0	
4010 Overtime Salaries	1,670	3,000	1,156	3,000	
4015 Banked Leave Buy Back	1,234	1,234	1,234	1,234	
4050 Pension Contributions	16,290	18,145	18,574	22,559	
4051 Fica/Medicare	7,550	8,850	8,273	9,888	
4055 Health/Dental Insurance	13,951	18,372	15,850	18,756	
4056 Worker's Comp Insurance	0	802	802	250	
4057 Disability Insurance	1,095	1,107	1,247	1,382	
4058 Unemployment Insurance	792	1,302	881	1,389	
4059 Life Insurance	119	124	120	139	
4081 Eyecare Reimbursement	0	450	0	495	
4084 Clothing Cash Payment	0	550	400	440	
4085 Other Taxable Benefits	2,463	0	2,905	4,200	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>139,387</b>	<b>167,832</b>	<b>155,595</b>	<b>184,065</b>	
<b><u>SERVICES</u></b>					
5140 Legal Services	0	500	0	400	
5190 Professional Services	0	0	2,537	1,500	
5255 Travel Expense Reimbursement	0	0	111	0	
5270 Printing and Binding	0	1,000	500	800	
5275 Postage	0	2,000	0	1,000	
5303 Telephone	0	1,200	0	1,000	
5396 City Garage Charges	0	7,707	7,707	7,600	
<b>TOTAL SERVICES</b>	<b>0</b>	<b>12,407</b>	<b>10,855</b>	<b>12,300</b>	
<b><u>SUPPLIES</u></b>					
6140 Office Supplies	0	2,000	500	2,000	
6590 Special Departmental Supplies	0	0	6	0	
<b>TOTAL SUPPLIES</b>	<b>0</b>	<b>2,000</b>	<b>506</b>	<b>2,000</b>	

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
**CODE ENFORCEMENT**

**FUND**  
GENERAL FUND

**ORGKEY**  
101306

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
DIVISION TOTAL	139,387	182,239	166,956	198,365
DEPARTMENT SUBTOTAL	6,069,708	5,495,821	5,350,016	5,366,616
DEPARTMENT TOTAL	7,336,976	6,305,647	6,325,284	6,142,942



**City of Redlands  
2011-2012  
Adopted Budget**

**Quality of Life  
Landscaping and Street Lighting Districts**

**Program Description:**

The City established Landscape District No. 1 and Street Lighting District No. 1 in accordance with the "Landscaping and Lighting Act of 1972".

The San Bernardino County Assessors Office collects annual assessments from affected district property owners to provide for the district's management, administration, and maintenance and operational expenses. Maintenance costs associated with the Landscape District No. 1 include the cost of water and labor, materials and equipment to maintain/replace trees, bushes, groundcover and turf and repair irrigation lines and irrigation control systems. Maintenance cost associated with the Street Lighting District include the cost of power to illuminate the street lights and the labor, materials, and equipment to replace burnt out or broken street light bulbs.

The revenues collected through the assessments in both districts have not been adequate to cover the cost of providing these services, as such; general fund revenues have been used to subsidize the cost of providing these services. The district should adequately fund the cost of providing the district services. In consideration of the economic downturn and lack of general fund revenues to subsidize these services, the services being provided will be curtailed to a level commensurate with the revenues generated by the annual assessments. The Engineer's Report for both Districts will be prepared by the City Engineer. Additionally, Landscape Maintenance District reductions will include reduced irrigation period, reductions to the frequency of the landscape maintenance activities, and only minor repair work. For the Street Light Maintenance, no maintenance will be provided. Furthermore, staff review and inspections and general City administrative overhead will not be included in the cost of service for these Districts.

**Program Objectives:**

- Comply with the requirements of the "Landscaping and Lighting Act of 1972"
- Implement adjustments to assessments to ensure there is adequate cost recovery for the services provided
- Provide satisfactory landscape maintenance to meet the City desire for well maintained, attractive and aesthetically landscape areas to improve community quality of life
- Provide satisfactory street light maintenance to provide well lighted and safe pedestrian and vehicular travel ways

**Significant Program Changes:**

Reduction in service levels to be commensurate with the revenue collected by assessments. The staff is closely monitoring irrigation and maintenance costs associated with Landscaping Maintenance District operations. Staff create water budget for each landscape area, in accordance with AB1881 and the University of California maximum water allowance calculation to properly manage District are irrigation practices to lower irrigation expenses and maximizes landscape maintenance services. Additionally, staff is soliciting proposals for a performance based landscape maintenance service contract to be implemented in 2011-12 to further manage and optimize the services provided commensurate with the funding.

**Accomplishments for Fiscal Year 2010-2011:**

Municipal Utilities and Engineering (MUED) Staff prepared the Engineers Report and secured City Council approval for both Districts. MUED staff also worked with the Quality of Life Department to curtail the landscaping maintenance services in all of the District areas to more closely represent the property assessments. Lastly, MUED staff prepared water budgets, and coordinated with the Quality of Life Department to obtain appropriate maintenance requirements necessary to solicit new landscape maintenance contract services to begin in this budget year (FY 2011-12).

City of Redlands

2011-2012

Adopted Budget

**DEPARTMENT/DIVISION**  
STREET LIGHTING DISTRICT #1

**FUND** STREET LIGHTING DISTRICT #1 FUND **ORGKEY** 260300

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	4,243	3,969	6,442	4,250
4010 Overtime Salaries	39	0	133	130
4015 Banked Leave Buy Back	121	95	175	95
4050 Pension Contributions	737	721	1,185	895
4051 Fica/Medicare	341	312	511	328
4053 Deferred Compensation	26	26	26	26
4055 Health/Dental Insurance	527	530	923	557
4057 Disability Insurance	13	13	14	14
4058 Unemployment Insurance	16	22	34	22
4059 Life Insurance	3	3	12	3
4081 Eyecare Reimbursement	0	7	0	7
4084 Clothing Cash Payment	4	4	4	4
4085 Other Taxable Benefits	5	4	5	4
<b>TOTAL SALARIES AND BENEFITS</b>	<b>6,075</b>	<b>5,706</b>	<b>9,464</b>	<b>6,335</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	5,000	0	2,000
5370 City Street Lighting Power	0	8,000	0	5,000
5870 General Govt Service Charge	1,239	1,261	1,262	1,262
<b>TOTAL SERVICES</b>	<b>1,239</b>	<b>14,261</b>	<b>1,262</b>	<b>8,262</b>
<b>FUND TOTAL</b>	<b>7,314</b>	<b>19,967</b>	<b>10,726</b>	<b>14,597</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
COMMUNITY FACILITIES DIST 2004-1

<b>FUND</b>					<b>ORGKEY</b>
CFD 2004-1 ASSESSMENTS FUND					261300
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<b><u>SALARIES AND BENEFITS</u></b>					
4000 Full Time Salaries	6,931	6,065	10,855	6,440	
4010 Overtime Salaries	52	0	219	200	
4015 Banked Leave Buy Back	179	146	287	145	
4050 Pension Contributions	1,205	1,105	2,007	1,355	
4051 Fica/Medicare	557	472	863	500	
4053 Deferred Compensation	34	34	34	0	
4055 Health/Dental Insurance	897	780	1,776	816	
4057 Disability Insurance	26	26	29	35	
4058 Unemployment Insurance	27	35	60	35	
4059 Life Insurance	6	5	9	5	
4081 Eyecare Reimbursement	0	9	9	9	
4084 Clothing Cash Payment	8	8	8	8	
4085 Other Taxable Benefits	59	6	6	6	
<b>TOTAL SALARIES AND BENEFITS</b>	<b>9,981</b>	<b>8,691</b>	<b>16,162</b>	<b>9,554</b>	
<b><u>SERVICES</u></b>					
5140 Legal Services	0	24,472	5,815	24,000	
5190 Other Professional Services	5,000	61,425	3,428	25,000	
5280 Advertising	0	0	1,058	0	
5300 Water, Sewer, Disposal	9,891	15,000	13,582	15,000	
5310 Electricity & Gas	737	500	1,347	1,400	
5350 Building/Grounds Maintenance	11,922	10,000	17,040	17,000	
5870 General Govt Service Charge	1,901	1,935	1,935	1,935	
5880 Special Contractual Services	11,350	54,791	0	64,791	
<b>TOTAL SERVICES</b>	<b>40,801</b>	<b>168,123</b>	<b>44,205</b>	<b>149,126</b>	
<b>FUND TOTAL</b>	<b>50,782</b>	<b>176,814</b>	<b>60,367</b>	<b>158,680</b>	

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
LANDSCAPE MAINTENANCE DISTRICT

**FUND** LANDSCAPE MAINTENANCE DISTRICT FUND **ORGKEY** 263300

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	4,243	3,964	3,964	4,250
4010 Overtime Salaries	39	0	0	0
4015 Banked Leave Buy Back	120	95	95	95
4050 Pension Contributions	737	723	723	895
4051 Fica/Medicare	341	308	308	328
4053 Deferred Compensation	26	26	26	26
4055 Health/Dental Insurance	528	530	530	557
4057 Disability Insurance	13	13	13	15
4058 Unemployment Insurance	16	22	22	22
4059 Life Insurance	3	3	3	3
4081 Eyecare Reimbursement	0	7	7	7
4084 Clothing Cash Payment	4	4	4	4
4085 Other Taxable Benefits	5	5	5	5
<b>TOTAL SALARIES AND BENEFITS</b>	<b>6,075</b>	<b>5,700</b>	<b>5,700</b>	<b>6,207</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	5,000	0	0
5300 Water, Sewer, Disposal	14,043	9,000	13,000	9,000
5310 Electricity & Gas	1,717	1,300	1,635	1,600
5350 Building/Grounds Maintenance	23,901	9,000	9,665	13,000
5360 Machinery & Equipment Maintena	380	0	0	0
5870 General Govt Service Charge	38,970	0	0	0
<b>TOTAL SERVICES</b>	<b>79,011</b>	<b>24,300</b>	<b>24,300</b>	<b>23,600</b>
<b>FUND TOTAL</b>	<b>85,086</b>	<b>30,000</b>	<b>30,000</b>	<b>29,807</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
DISASTER RECOVERY

**FUND**  
DISASTER RECOVERY FUND

**ORGKEY**  
270300

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	0	0	46,691	0
4005 Salaries: Part Time	0	0	239	0
4010 Overtime Salaries	0	0	9,152	0
4011 Overtime:Reimbursable	0	0	17,086	0
4013 Constant Staffing OT	0	0	1,719	0
4050 Pension Contributions	0	0	13,324	0
4051 Fica/Medicare	0	0	4,307	0
4053 Deferred Compensation	0	0	1,146	0
4055 Health/Dental Insurance	0	0	13,170	0
4057 Disability Insurance	0	0	476	0
4058 Unemployment Insurance	0	0	3,165	0
4059 Life Insurance	0	0	63	0
4085 Other Taxable Benefits	0	0	94	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>0</b>	<b>0</b>	<b>110,632</b>	<b>0</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	88,706	95,994	0
5240 Meeting & Professional Devlpmnt	0	0	11	0
5880 Special Contractual Services	0	0	389,674	0
<b>TOTAL SERVICES</b>	<b>0</b>	<b>88,706</b>	<b>485,679</b>	<b>0</b>
<b><u>SUPPLIES</u></b>				
6210 Repair/Maintenance Supplies	0	0	1,418	0
6560 Food	0	0	76	0
<b>TOTAL SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>1,494</b>	<b>0</b>
<b><u>FIXED ASSETS</u></b>				
7230 Street Construction	0	55,881	55,881	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>55,881</b>	<b>55,881</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>0</b>	<b>144,587</b>	<b>653,686</b>	<b>0</b>

City of Redlands  
2011-2012  
Adopted Job Ledger Budget

<u>Fund</u> Disaster Recovery	<u>Department</u> Quality of Life	<u>Orgkey</u> 270300	
Job Ledger No.	Project/Program Description	FY 2011 12-Month Estimate	FY 2012 Budget Request
48018	City Creek Emergency Open 04-05	12,881	0
48021	City Creek Culvert Improvements	43,000	0
48029	FEMA: Pre-Disaster Mitigation Prgm 2009	88,706	0
48031	December 2010 Winter Storms	509,099	0
TOTALS		\$653,686	\$0

**City of Redlands  
2011-2012  
Adopted Budget**

**Quality of Life  
Solid Waste**

**Program Descriptions:**

The Solid Waste Division operates automated refuse, recycling, and green waste collection for approximately 19,000 single-family residential units. Commercial bin service is provided one to six days per week to 900 customers and commercial recycling service is provided to approximately 300 businesses. Roll-off bin service is provided using 160 roll-off bins, which are rented on a weekly basis. An un-staffed drop-off center is provided at the City Yard for residents and businesses that don't otherwise have an opportunity to recycle. As a community service, the Solid Waste Division provides cleanup of illegal dumping; free community clean up events for household waste, used tire, scrap metal, recycling; subsidized backyard composting containers and training; educational activities with schools; and other solid waste education, including recycling and waste reduction for residents and businesses in Redlands.

**Program Objectives:**

- Comply with all local, state, and federal regulatory requirements (e.g., AB 939 State mandated waste diversion, landfill operating requirements, etc)
- Provide cost effective, high quality service to all solid waste customers
- Operate the landfill in an efficient and fiscally responsible manner
- Ensure that landfill regulatory requirements are met or exceeded

**Significant Changes:**

In 2010-11 Quality of Life staff implemented the second rate increase for Solid Waste Division approved by the City Council in April 2010. The rate increase is necessary to fund cell expansions, leachate system rehabilitation, gas recovery system rehabilitation, office purchase, security camera purchase, and equipment purchases.

- A rate increase went into effect in July 2010. This reflects the first rate increase, in solid waste services, in over fifteen years
- The Division was reorganized and operational changes were made at the landfill in fiscal year 2010-2011
- A Solid Waste Superintendent and Landfill Compliance Technician were added to the division while a driver and senior driver positions were eliminated
- The Division reorganization resulted in overtime and salary savings of about \$200,000 for fiscal year 2010-2011
- Operational changes at the landfill resulted in an estimated savings of \$8,000,000 over the operational life of the landfill and added an estimated six years to the operational life of the landfill
- A multi-family recycling grant was used to implement a recycling program and the Division exceeded AB 939 regulatory recycling requirements



**Accomplishments for Fiscal Year 2010-2011:**

- Solid Waste collected 49,333 tons of refuse, 9,350 tons of recyclables, and 16,461 tons of greenwaste
- Landfill operations landfilled a total of 77,690 tons, including waste importation contract

QUALITY OF LIFE DEPARTMENT

Solid Waste Performance Measures

CATEGORIES	LANDFILL		COLLECTION				ADMINISTRATION		TOTALS			
	Waste Landfilled	Cost Per Ton	Green Waste	Cost Per Ton	Refuse	Recycle	Cost Per Ton	Administrative Staff Time	Cost Per Ton	Total Costs	Cost Per Ton	
Salary & Benefits	\$ 290,774.67	\$ 2.71	\$ 97,593.60	\$ 1.30	\$ 1,743,639.99	\$ 23.20	\$ 303,526.76	\$ 4.04	\$ 566,390.02	\$ 3.71	\$ 3,001,925.04	\$ 16.47
Operations	1,429,584.22	13.34	544,792.79	7.25	311,916.77	4.15	34,700.86	0.46	204,332.79	1.34	2,525,327.43	13.85
Regulatory	626,322.71	5.84	0.00	0.00	8,707.21	0.12	0.00	0.00	49,616.00	0.32	684,645.92	3.76
Fleet	135,236.38	1.26	579,580.63	7.71	579,580.63	7.71	198,923.04	2.65	0.00	0.00	1,493,320.68	8.19
Allocation	169,523.22	1.58	170,569.66	2.27	361,021.68	4.80	81,622.29	1.09	263,702.79	1.73	1,046,439.64	5.74
Other	85,898.75	0.80	86,428.99	1.15	182,932.52	2.43	41,358.66	0.55	133,620.28	0.87	530,239.19	2.91
<b>TOTALS</b>	<b>\$ 2,737,339.95</b>	<b>\$25.55</b>	<b>\$ 1,478,965.67</b>	<b>\$19.68</b>	<b>\$ 3,187,798.80</b>	<b>\$42.42</b>	<b>\$ 660,131.61</b>	<b>\$8.78</b>	<b>\$ 1,217,661.88</b>	<b>\$7.97</b>	<b>\$ 9,281,897.90</b>	<b>\$50.92</b>
<b>COST PER TON</b>	<b>\$25.55</b>		<b>\$19.68</b>		<b>\$42.42</b>		<b>\$8.78</b>		<b>\$7.97</b>		<b>\$50.92</b>	

The Quality of Life Department is instituting Performance Measures for the purpose of assessing and revising the manner in which business is conducted. The process consists of four components; Manageable Processes, Performance Measures, Performance Standards, and Cost Centers. Staff has completed the format for the first two components and is working on completing the remaining two.

- Manageable Processes are standard operating procedures that determine what and when task activities are performed, the number of available man-hours, and costs of labor. The processes are used to establish budgets, required personnel, and work schedules.
- Performance Measures are quantitative computations that verify how funds are being spent. The computations are calculated in \$/ton, \$/acres, \$/miles, etc.
- Performance Standards are quantitative computations based on Industry Standards, neighboring standards, or in-house standards. They are used to gauge the City's Performance Measures relative to another measurement.
- Cost Centers are financial analyses that are used to determine the rate of fund expenditures. They are calculated at a fully burdened cost and unit cost. The costs are used to either enhance revenues or reduce expenses.

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
SOLID WASTE

**FUND**  
SOLID WASTE FUND

**ORGKEY**  
511401

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	1,692,189	1,814,160	1,806,847	1,784,638
4010 Overtime Salaries	257,049	300,000	197,408	150,000
4012 Stand By	97	0	3,467	0
4015 Banked Leave Buy Back	37,880	42,517	42,347	15,848
4016 Compensated Absences	134,474	0	0	0
4050 Pension Contributions	303,081	329,206	357,806	368,788
4051 Fica/Medicare	150,412	143,083	152,503	139,231
4053 Deferred Compensation	3,214	4,345	2,688	4,930
4055 Health/Dental Insurance	422,517	458,053	410,008	448,213
4056 Worker's Comp Insurance	126,043	43,389	43,389	20,092
4057 Disability Insurance	20,285	17,417	21,625	19,836
4058 Unemployment Insurance	13,069	14,212	16,786	16,343
4059 Life Insurance	2,083	2,337	2,061	2,372
4081 Eyecare Reimbursement	2,429	8,482	3,363	8,474
4082 Clothing Allowance	8,700	9,499	8,975	10,050
4084 Clothing Cash Payment	250	250	230	570
4085 Other Taxable Benefits	5,114	12,834	22,399	21,509
4086 Tuition Reimbursement	4,994	0	0	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>3,183,880</b>	<b>3,199,784</b>	<b>3,091,902</b>	<b>3,010,894</b>
<b><u>SERVICES</u></b>				
5110 Architect & Engineer	192,401	399,802	242,916	399,802
5140 Legal Services	1,966	0	11,167	0
5142 City Attorney Legal Service	21,247	21,247	24,258	25,000
5180 Medical/Physicals	645	700	540	700
5190 Other Professional Services	258,773	224,826	213,068	217,000
5240 Meeting & Professional Devlpmt	63	200	624	500
5255 Travel Reimbursement	51	325	507	325
5270 Printing and Binding	10,139	17,000	2,960	5,000
5275 Postage	14,642	7,000	11,765	7,000
5280 Advertising	0	2,500	1,000	0

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
SOLID WASTE

**FUND**  
SOLID WASTE FUND

**ORGKEY**  
511401

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5300 Water, Sewer, Disposal	1,177	4,000	1,812	4,000
5302 City Disposal	54,090	0	60,413	60,500
5303 Telephone	26,119	24,000	28,068	28,000
5310 Electricity & Gas	1,922	2,000	2,071	2,000
5317 Service for Facility Ops	0	500	0	500
5350 Building/Grounds Maintenance	128	0	0	0
5360 Machinery & Equip Maint	4,061	127,000	127,000	60,000
5365 Vehicle Maintenance	0	0	4,505	0
5392 License & Permits	28,076	39,000	38,451	39,000
5395 Info Technology Services Charge	69,154	82,087	82,087	75,525
5396 City Garage Charges	1,492,943	1,459,102	1,459,102	1,575,800
5451 Retiree Health Insurance	441,747	141,496	141,496	141,496
5510 Land & Building Rent	2,055	2,634	3,612	3,600
5530 Clothing and Linen Rent	2,465	2,000	2,705	2,700
5580 Communications Svs & Rental	0	500	0	500
5590 Other Rentals	261	250	18,375	18,000
5720 Taxes	6,176	8,000	6,333	8,000
5722 Penalties & Interest	0	0	2	0
5800 Subscriptions & Memberships	1,608	1,000	0	500
5840 Training	465	4,000	7,028	4,000
5870 General Govt Service Charge	625,875	637,141	637,141	637,141
5880 Special Contractual Services	115,594	671,500	115,130	671,500
5890 Landfill Tipping Charges	401,508	7,000	259,632	12,000
5898 State Mandated Fees	110,296	10,500	89,125	110,296
5950 Bad Debt Expense	18,722	0	60	0
5980 Billing Services	328,198	332,000	306,250	332,000
5995 Depreciation Expense	1,283,922	0	0	0
5996 Landfill Closure/PC Expense	295,812	0	0	0
<b>TOTAL SERVICES</b>	<b>5,812,301</b>	<b>4,229,310</b>	<b>3,899,203</b>	<b>4,442,385</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
SOLID WASTE

**FUND**  
SOLID WASTE FUND

**ORGKEY**  
511401

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	1,762	2,000	758	2,000
6160 Medical Supplies	867	1,000	336	1,000
6180 Turnouts/Uniforms/Safety Clothin	11,026	15,000	7,838	8,000
6210 Repair/Maintenance Supplies	12,194	15,000	1,965	10,000
6310 Janitorial Supplies	5,315	6,500	4,502	6,500
6350 Building Supplies	474	0	327	850
6410 Motor Vehicle Supplies	378	560	79	560
6510 Small Tools & Equipment	4,898	4,500	2,033	5,000
6520 Promotional Supplies	39	0	0	0
6590 Special Departmental Supplies	174,090	440,000	128,652	284,377
<b>TOTAL SUPPLIES</b>	<b>211,043</b>	<b>484,560</b>	<b>146,490</b>	<b>318,287</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	0	550,000	550,000	500,000
7140 All Other Equipment	0	5,000	5,000	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>555,000</b>	<b>555,000</b>	<b>500,000</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	54,554	56,413	59,385
8200 Interest	13,623	13,623	11,762	8,792
8300 Capitalized Expenditures	28,838	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>42,461</b>	<b>68,177</b>	<b>68,175</b>	<b>68,177</b>
<b>FUND TOTAL</b>	<b>9,249,685</b>	<b>8,536,831</b>	<b>7,760,770</b>	<b>8,339,743</b>

City of Redlands  
2011-2012  
Adopted Job Ledger Budget

<u>Fund</u> Solid Waste	<u>Department</u> Quality of Life	<u>Orgkey</u> 511401	
Job Ledger No.	Project/Program Description	FY 2011 12-Month Estimate	FY 2012 Budget Request
72001	Solid Waste General Administration	1,854,114	1,742,070
72020	Solid Waste Landfill - General	579,453	550,940
72032	Solid Waste Landfill - Maint & Operations	467,498	480,491
72040	Solid Waste Landfill - Quality Control	191,350	200,000
72060	Solid Waste Collection - General	741,524	1,274,827
72061	Solid Waste Green Waste Collection	587,715	665,900
72062	Solid Waste Residential Collection - Auto	827,094	827,094
72063	Solid Waste Residential Collection - Non-Auto	98,922	105,000
72066	Solid Waste Commercial Collection	1,743,208	1,700,000
72068	Solid Waste Special Collection	162,824	250,000
72090	Solid Waste Recycling	507,068	543,421
TOTALS		\$7,760,770	\$8,339,743

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
SOLID WASTE PROJECTS

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
SOLID WASTE PROJECTS FUND					513401
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<b><u>SERVICES</u></b>					
5110 Architect & Engineer	0	90,000	90,000	230,000	
5880 Special Contractual Services	12,784	110,000	23,000	149,000	
<b>TOTAL SERVICES</b>	<b>12,784</b>	<b>200,000</b>	<b>113,000</b>	<b>379,000</b>	
<b><u>SUPPLIES</u></b>					
6590 Special Departmental Supplies	13,750	45,000	5,000	30,000	
<b>TOTAL SUPPLIES</b>	<b>13,750</b>	<b>45,000</b>	<b>5,000</b>	<b>30,000</b>	
<b><u>FIXED ASSETS</u></b>					
7650 Solid Waste/Landfill	11,812	111,000	0	1,111,000	
<b>TOTAL FIXED ASSETS</b>	<b>11,812</b>	<b>111,000</b>	<b>0</b>	<b>1,111,000</b>	
<b>FUND TOTAL</b>	<b>38,346</b>	<b>356,000</b>	<b>118,000</b>	<b>1,520,000</b>	

City of Redlands  
2011-2012  
Adopted Job Ledger Budget

		<u>Department</u> Quality of Life		
<u>Fund</u> Solid Waste Projects			<u>Orgkey</u> 513401	
Job Ledger No.	Project/Program Description	FY 2011 12-Month Estimate	FY 2012 Budget Request	
72311	Landfill Site Work	46,705	296,000	
72315	LFG Probes	71,295	150,000	
72321	Landfill - Horizontal Expansion	0	1,074,000	

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	TOTALS	\$118,000	\$1,520,000
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**City of Redlands  
2011-2012  
Adopted Budget**

**Quality of Life  
Citrus Groves**

**Program Descriptions:**

The City currently farms, through local farming companies, 17 separate citrus groves totaling approximately 207 acres. Several citrus varieties, including Navel Orange, Valencia Orange, Ruby Star Grapefruit, and Rio Grapefruit, are farmed within these groves. The division does not have a dedicated staff. Oversight is provided by the Department's Operations Manager who coordinates grove farming and maintenance activities through contracted farmers and various divisions within the Department.

The Citrus Preservation Commission has been appointed by the City Council to advise staff and the City Council on both the technical and business matters relative to citrus grove management. Seventy acres of the City-owned groves are designated as Citrus Heritage Groves to be protected for future generations. The groves were primarily purchased with funds from Measure "O" and Park Acquisition Funds.

The Citrus Grove budget is presented in eighteen separate job ledger/programs in a separate enterprise fund, with the goal of being supported by revenue received from the sale of citrus products from these groves. The groves currently owned and maintained by the City are known as the Texas / Webster, Fifth Avenue, Judson, Prospect, I-10 California, Nevada / Palmetto No. 1 (Best), Nevada / Palmetto No. 2 (Ramirez), Nevada / Palmetto No. 3 (Daniels), Olive, Granite, Lugonia, Mullin Memorial, Jacinto Memorial, Riverview, University, and Mt. View Groves.

**Program Objectives:**

- Staff support for the Citrus Preservation Commission on matters of acquisition, improvement, preservation, operation, and retention of citrus properties within the City
- Efficiently, effectively, and economically manage the day-to-day operation of the groves, and market the crops to recover all costs of operation
- Preserve acreage in citrus production consistent with the City's historical and cultural heritage as a citrus growing community while providing an economic basis for supporting private citrus development and processing facilities

**Significant Program Changes:**

- Due to budget cuts, the Senior Project Manager position, responsible for the Division's oversight, was eliminated in fiscal year 2010-2011
- The Division was moved under the oversight of the Department's Operations Manager in fiscal year 2010-2011

**Accomplishments for Fiscal Year 2010-2011:**

- Operated and maintained 210 acres of citrus groves
- Harvested 64,616 field boxes of citrus for export domestically and internationally

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
GROVES

**FUND**

GROVES FUND

**ORGKEY**

538404

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	29,235	9,092	4,766	5,152
4010 Overtime Salaries	443	0	70	0
4015 Banked Leave Buy Back	5,801	218	159	112
4050 Pension Contributions	4,992	1,656	883	1,086
4051 Fica/Medicare	2,727	706	383	395
4053 Deferred Compensation	344	86	0	43
4055 Health/Dental Insurance	4,607	1,439	620	743
4056 Worker's Comp Insurance	0	179	179	125
4058 Unemployment Insurance	96	43	22	22
4059 Life Insurance	20	6	2	3
4081 Eyecare Reimbursement	0	22	0	11
4085 Other Taxable Benefits	62	15	0	150
<b>TOTAL SALARIES AND BENEFITS</b>	<b>48,327</b>	<b>13,462</b>	<b>7,084</b>	<b>7,842</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	715	24,285	24,269	0
5275 Postage	0	0	1	0
5300 Water, Sewer, Disposal	19,277	15,000	23,474	24,000
5303 Telephone	902	800	0	0
5312 Electric Service: Facility Ops	36,743	45,000	28,669	45,000
5360 Machinery & Equip Maintenance	356	0	0	0
5395 Info Technology Services Charge	237	282	282	259
5490 Other Insurance	5,958	10,000	9,192	10,000
5720 Taxes	838	900	900	900
5730 Stock Assessment	0	13,320	0	13,320
5870 General Govt Service Charge	13,660	13,906	13,906	13,906
5880 Special Contractual Services	588,861	558,400	203,264	350,000
<b>TOTAL SERVICES</b>	<b>667,547</b>	<b>681,893</b>	<b>303,957</b>	<b>457,385</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
GROVES

**FUND**  
GROVES FUND

**ORGKEY**  
538404

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	5	100	0	100
6510 Small Tools & Equipment	0	1,100	0	1,100
6570 Water Meters & Fittings	0	500	0	500
6590 Special Departmental Supplies	1,518	2,500	0	2,500
<b>TOTAL SUPPLIES</b>	<b>1,523</b>	<b>4,200</b>	<b>0</b>	<b>4,200</b>
<b>FUND TOTAL</b>	<b>717,397</b>	<b>699,555</b>	<b>311,041</b>	<b>469,427</b>

City of Redlands  
2011-2012  
Adopted Job Ledger Budget

		<u>Department</u> Quality of Life			
<u>Fund</u> Groves			<u>Orgkey</u> 538404		
Job Ledger No.	Project/Program Description	FY 2011 12-Month Estimate	FY 2012 Budget Request		
76600	Groves General Administration	29,539	31,000		
76610	Texas/Webster Grove	20,000	43,000		
76616	Fifth Avenue Grove	9,443	34,500		
76617	Judson Grove	7,450	30,000		
76618	Prospect Grove	18,000	15,000		
76622	I-10/California Grove	10,000	25,000		
76623	Nevada/Palmetto Grove #1	27,973	31,000		
76624	Olive Avenue Grove	10,000	35,000		
76626	San Bernardino/Granite Grove	7,000	10,000		
76627	Nevada/Palmetto Grove #2	68,099	73,000		
76628	Nevada/Palmetto Grove #3	26,451	30,000		
76629	Lugonia Avenue Groves	23,000	38,000		
76630	Mullin Grove	10,000	15,000		
76631	Jacinto Memorial Grove	7,150	12,000		
76632	University Grove	8,431	15,000		
76633	Riverview Grove	8,803	12,500		
76634	Mountain View Grove	19,702	19,427		
TOTALS		\$311,041	\$469,427		

**City of Redlands  
2011-2012  
Adopted Budget**

**Quality of Life  
Cemetery Division**

**Program Description:**

Hillside Memorial Park is an historical cemetery consisting of fifty acres of developed land containing over 38,000 gravesites. The principal purpose of Hillside Memorial Park is to provide a place of reflection and remembrance. Hillside staff work with public and private organizations to provide the best possible services to the public. Ground space or mausoleum areas for both casket and cremation burials are available to accommodate various interring requests. Hillside Memorial Park conducts approximately 300 services per year. A typical burial service lasts about one hour; however, significant administrative coordination, planning and grounds preparation are required throughout the process.

The cemetery is an enterprise fund organized to produce revenue to offset expenditures. Revenues and interest from an endowment fund are also used to provide for maintenance.

**Program Objectives:**

- Continue to modernize record keeping system to include computerized information storage and retrieval
- Convert archived records to book format for research sales
- Engage volunteer programs utilizing individuals from service clubs and church groups to assist with maintenance and minor capital improvements
- Continued collaborate with the Friends of Hillside program
- Continue research and development of possible grant opportunities for continued development of facilities

**Significant Program Changes:**

- Due to budget cuts in Fiscal Year 2010-2011 the Senior Project Manager position, responsible for oversight of the cemetery, was eliminated and the Division has been moved under the oversight of the Department's Operations Manager

**Accomplishments for Fiscal Year 2010-2011:**

- Maintained 30,610 internments and processed 194 sites for internment services

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
CEMETERY

**FUND**  
CEMETERY FUND

**ORGKEY**  
562430

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	142,703	143,716	144,044	145,464
4005 Salaries: Part Time	27,989	28,436	28,123	28,436
4010 Overtime Salaries	3,182	3,500	2,405	3,500
4015 Banked Leave Buy Back	3,396	3,438	2,204	3,438
4016 Compensated Absence	1,014	0	0	0
4050 Pension Contributions	24,873	26,078	26,529	30,482
4051 Fica/Medicare	13,581	10,994	13,419	13,623
4055 Health/Dental Insurance	40,538	42,055	39,020	42,590
4056 Worker's Comp Insurance	0	2,853	2,853	625
4057 Disability Insurance	1,646	1,581	1,713	1,796
4058 Unemployment Insurance	2,059	1,302	2,013	2,170
4059 Life Insurance	185	186	169	189
4081 Eyecare Reimbursement	198	675	225	225
4082 Clothing Allowance	550	550	550	550
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	3	0	0	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>262,117</b>	<b>265,565</b>	<b>263,467</b>	<b>273,288</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	4,655	4,000	3,982	400
5190 Other Professional Services	33,070	40,000	26,023	35,000
5255 Travel/Expense Reimbursement	220	500	164	500
5275 Postage	126	0	94	50
5280 Advertising	0	3,000	3,000	3,000
5300 Water, Sewer, Disposal	3,702	7,000	2,937	5,000
5303 Telephone	2,959	3,000	2,954	3,000
5310 Electricity & Gas	2,511	2,500	2,546	2,800
5340 Office Equipment Maintenance	35	0	0	0
5350 Building/Grounds Maintenance	2,970	2,800	2,546	2,800
5395 Info Technology Services Charge	2,985	3,543	3,543	3,260
5396 City Garage Charges	40,805	30,826	30,826	20,268

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
CEMETERY

**FUND**  
CEMETERY FUND

**ORGKEY**  
562430

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5451 Retiree Health Insurance	32,323	21,000	21,000	21,000
5570 Office Equip & Furn Rent	2,732	2,431	2,431	2,431
5740 Resale Materials	25,857	10,000	21,795	21,000
5840 Training	0	2,000	0	2,000
5870 General Govt Service Charge	30,492	31,041	31,040	31,040
5880 Special Contractual Services	2,757	2,250	2,606	2,600
5950 Bad Debt Expense	7,141	0	0	0
5995 Depreciation Expense	620	0	0	0
<b>TOTAL SERVICES</b>	<b>195,960</b>	<b>165,891</b>	<b>157,487</b>	<b>156,149</b>
<b><u>SUPPLIES</u></b>				
6120 Chemical & Lab Supplies	40	0	0	0
6140 Office Supplies	460	225	459	400
6160 Medical Supplies	36	0	0	0
6180 Turnouts/Uniforms/Safety Clothin	573	600	184	200
6210 Repair/Maintenance Supplies	4,441	3,000	3,340	3,000
6310 Janitorial Supplies	435	100	278	100
6400 Equipment Parts	374	0	0	0
6410 Motor Vehicle Supplies	106	0	105	105
6500 Office Equipment & Furniture	271	300	179	300
6510 Small Tools & Equipment	2,835	4,000	3,624	4,000
6590 Special Departmental Supplies	18,549	12,000	517	2,000
<b>TOTAL SUPPLIES</b>	<b>28,120</b>	<b>20,225</b>	<b>8,686</b>	<b>10,105</b>
<b><u>FIXED ASSETS</u></b>				
7245 Repurchase Cemetery Property	0	9,000	21,670	24,000
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>9,000</b>	<b>21,670</b>	<b>24,000</b>

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
CEMETERY

**FUND**  
CEMETERY FUND

**ORGKEY**  
562430

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>DEBT SERVICE</u></b>				
8200 Interest	8,752	25,000	25,000	25,000
TOTAL DEBT SERVICE	8,752	25,000	25,000	25,000
 FUND TOTAL	 494,949	 485,681	 476,310	 488,542



**City of Redlands  
2011-2012  
Adopted Budget**

**Quality of Life  
Redlands Municipal Airport**

**Program Description:**

This Division provides administration of airport land leases, tie downs, and airport public facilities and equipment. The Airport budget is presented in a separate enterprise fund with the goal of sustaining the program through airport revenue. The Airport Advisory Board has been appointed by City Council to advise staff and the City Council on all matters relating to airport management. The Division does not have a dedicated staff. Oversight is provided by the Department's Operations Manager who coordinates airport maintenance activities and grant acquisition and administration through various divisions within the Department.

The airport encompasses 177 acres, with 126 hangars, 307 tie downs, and approximately 230 based aircraft. There are 9 businesses based at the airport.

**Program Objectives:**

- Maintain a safe aviation environment
- Provide regular inspection of airport public facilities and equipment and provide maintenance as required
- Administer the City-owned west ramp tie downs
- Administer four land leases
- Administer the airport storm water pollution prevention program
- Provide staff support to the Airport Advisory Board
- Provide routine maintenance and repair of runway lighting, security gates and other airport facilities

**Significant Program Changes:**

- Due to budget cuts in fiscal year 2010-2011 the Senior Project Manager position, responsible for oversight of the airport, was eliminated and the Division has been moved under the oversight of the Department's Operations Manager
- In Fiscal Year 2010-2011, grant funds were used to improve the drainage and ramp surface area at the airport's west end

**Accomplishments for Fiscal Year 2010-2011:**

- Airport met with full FAA compliance and regulations for the use and operation of the facilities

City of Redlands  
2011-2012  
Adopted Budget

DEPARTMENT/DIVISION  
AIRPORT

FUND

AVIATION OPERATING FUND

ORGKEY

564450

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	34,780	27,276	25,457	25,761
4010 Overtime Salaries	1,541	2,000	645	2,000
4015 Banked Leave Buy Back	5,801	655	796	562
4050 Pension Contributions	6,141	4,967	4,718	5,430
4051 Fica/Medicare	3,241	2,141	2,032	2,021
4053 Deferred Compensation	344	258	0	215
4055 Health/Dental Insurance	6,098	4,316	3,724	3,717
4057 Disability Insurance	32	0	0	0
4056 Worker's Comp Insurance	0	179	179	125
4058 Unemployment Insurance	96	130	115	109
4059 Life Insurance	26	19	16	16
4080 Vehicle Allowance	0	67	0	0
4081 Eyecare Reimbursement	0	0	0	56
4085 Other Taxable Benefits	85	45	0	38
<b>TOTAL SALARIES AND BENEFITS</b>	<b>58,185</b>	<b>42,053</b>	<b>37,682</b>	<b>40,050</b>
<b><u>SERVICES</u></b>				
5110 Architect & Engineer	10,864	587,281	351,856	0
5240 Meeting & Professional Devlpmt	171	0	0	0
5255 Travel Reimbursement	42	250	0	0
5270 Printing and Binding	70	50	498	500
5275 Postage	164	250	893	1,000
5280 Advertising	1,492	1,500	1,500	1,500
5300 Water, Sewer, Disposal	2,105	2,000	2,310	2,000
5303 Telephone	2,429	2,300	2,173	2,300
5310 Electricity & Gas	21,617	21,000	22,858	22,858
5320 Janitorial Services	3,852	3,855	3,600	3,800
5340 Office Equipment Maintenance	0	1,008	0	500
5350 Building/Grounds Maintenance	8,529	85,368	30,000	69,868
5360 Machinery & Equipment	1,200	0	0	0
5392 License and Permits	3,212	2,500	382	2,000

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
AIRPORT

**FUND** **ORGKEY**  
 AVIATION OPERATING FUND 564450

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5395 Info Technology Services Charge	951	1,130	1,130	1,040
5490 Other Insurance	7,167	13,000	12,286	13,000
5590 Other Rentals	0	500	0	0
5870 General Govt Service Charge	4,327	4,405	4,404	4,405
5880 Special Contractual Services	10,474	7,500	30,000	15,500
5950 Bad Debt Express	479	0	0	0
5995 Depreciation Expense	98,008	0	0	0
<b>TOTAL SERVICES</b>	177,153	733,897	463,890	140,271
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	0	100	63	100
6180 Turnouts/Uniforms/Safety Clothin	2	250	0	0
6210 Repair/Maintenance Supplies	1,396	3,000	540	3,000
6310 Janitorial Supplies	0	1,700	0	1,700
6350 Building Supplies	731	500	1,323	500
6510 Small Tools & Equipment	1,223	1,500	0	1,500
6590 Special Departmental Supplies	1,362	0	0	0
<b>TOTAL SUPPLIES</b>	4,714	7,050	1,926	6,800
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvement	0	97,963	65,000	0
<b>TOTAL FIXED ASSETS</b>	0	97,963	65,000	0
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	57,000	57,000	57,000
8200 Interest	10,679	68,000	68,000	68,000
<b>TOTAL DEBT SERVICE</b>	10,679	125,000	125,000	125,000
 <b>FUND TOTAL</b>	 250,731	 1,005,963	 693,498	 312,121

City of Redlands  
2011-2012  
Adopted Job Ledger Budget

Department  
Quality of Life

Fund  
Airport

Orgkey  
564450

Job Ledger No.	Project/Program Description	FY 2011 12-Month Estimate	FY 2012 Budget Request
64001	Airport Admin & General	319,498	312,121
64081	Airport Pavement Rehabilitation Grant	374,000	0

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TOTALS	\$693,498	\$312,121
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**City of Redlands  
2011-2012  
Adopted Budget**

**Quality of Life  
Equipment Maintenance Division**

**Program Description:**

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

**Program Objectives:**

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

**Significant Program Changes:**

- None.

**Accomplishments for Fiscal Year 2010-2011:**

- Fleet maintained 397 vehicles, including rolling stock for the Police Department, Fire Department, Solid Waste, Parks Division, Senior Transportation Program, Wastewater Treatment, Code Enforcement and Public Works Engineering

City of Redlands

2011-2012

Adopted Budget

**DEPARTMENT/DIVISION**  
EQUIPMENT MAINTENANCE

**FUND**

EQUIPMENT MAINTENANCE FUND

**ORGKEY**

607500

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	580,149	626,464	612,407	477,443
4010 Overtime Salaries	17,459	20,000	10,829	10,000
4012 Stand By	1,039	2,000	1,388	1,400
4015 Banked Leave Buy Back	25,229	10,057	13,306	11,269
4016 Compensated Absences	24,658	0	0	0
4050 Pension Contributions	101,416	113,882	115,794	100,222
4051 Fica/Medicare	46,723	48,042	49,675	37,399
4053 Deferred Compensation	1,276	1,752	384	1,031
4055 Health/Dental Insurance	137,046	146,294	158,192	122,844
4056 Worker's Comp Insurance	178	2,983	2,983	1,375
4057 Disability Insurance	5,418	5,515	5,986	5,578
4058 Unemployment Insurance	3,971	4,783	5,859	4,015
4059 Life Insurance	690	696	700	583
4081 Eyecare Reimbursement	1,111	1,604	445	2,081
4082 Clothing Allowance	1,350	1,350	1,350	1,875
4083 Uniform Rental	9,041	9,000	7,295	9,000
4084 Clothing Cash Payment	600	1,500	400	1,175
4085 Other Taxable Benefits	2,703	1,984	7,146	4,238
4086 Tuition Reimbursement	145	300	0	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>960,202</b>	<b>998,206</b>	<b>994,139</b>	<b>791,527</b>
<b><u>SERVICES</u></b>				
5103 Software Support/Development	0	1,000	300	1,000
5140 Legal Services	1,544	0	0	0
5180 Medical/Physicals	70	200	140	150
5190 Other Professional Services	514	1,000	0	1,000
5240 Meeting & Professional Devlpmt	0	1,000	0	1,000
5270 Printing and Binding	347	500	216	300
5275 Postage	73	200	41	125
5280 Advertising	0	2,000	0	300
5303 Telephone	4,487	4,000	4,654	4,000

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
EQUIPMENT MAINTENANCE

**FUND** **ORGKEY**  
EQUIPMENT MAINTENANCE FUND 607500

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5310 Electricity & Gas	156	112	117	150
5340 Office Equipment Maintenance	35	0	0	65
5350 Building Grounds & Maintenance	12,469	78,944	123,445	60,000
5360 Machinery & Equip Maint	42,856	16,000	39,090	20,000
5365 Vehicle Maintenance	398,205	400,000	337,034	350,000
5392 License & Permits	11,344	6,000	5,536	4,000
5395 Info Technology Services Charge	10,617	12,602	12,602	11,594
5451 Retiree Health Insurance	118,518	21,118	21,118	21,118
5570 Office Equip & Furn Rent	2,732	2,431	2,431	2,000
5590 Other Rentals	650	300	(163)	1,000
5720 Taxes	7,668	6,500	7,468	3,000
5722 Penalties and Interest	6	200	13	100
5840 Training	4,537	7,400	3,423	7,400
5870 General Govt Service Charge	301,510	306,937	306,937	307,000
5880 Special Contractual Services	2,700	4,000	0	4,000
5890 Landfill Tipping Charges	6,872	2,000	645	800
5950 Bad Debt Expense	1,165	900	1,671	1,200
5995 Depreciation Expense	17,291	0	0	0
<b>TOTAL SERVICES</b>	<b>946,366</b>	<b>875,344</b>	<b>866,717</b>	<b>801,302</b>

**SUPPLIES**

6130 Books & Supplies	0	0	20	0
6140 Office Supplies	1,564	1,000	1,399	1,000
6160 Medical Supplies	85	200	86	100
6180 Turnouts/Uniforms/Safety Clothir	691	700	868	500
6210 Repair/Maintenance Supplies	327	300	134	100
6310 Janitorial Supplies	585	300	1,335	500
6375 Computer Components	11,249	15,000	14,143	15,000
6410 Motor Vehicle Supplies	762,933	503,795	489,874	480,000
6420 Tires & Tubes	244,594	210,000	173,800	170,000
6430 Gasoline	435,177	350,000	402,716	380,000

City of Redlands  
2011-2012  
Adopted Budget

**DEPARTMENT/DIVISION**  
EQUIPMENT MAINTENANCE

<b><u>FUND</u></b>					<b><u>ORGKEY</u></b>
EQUIPMENT MAINTENANCE FUND					607500
	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED	
<b><u>SUPPLIES (CONT)</u></b>					
6440 Compressed Natural Gas (LCNG)	362,267	290,000	349,889	345,000	
6450 Oil and Lubricants	45,335	35,000	25,946	27,000	
6460 Diesel Fuel	276,031	270,000	263,668	260,000	
6470 Steel	5,183	5,000	1,286	1,500	
6500 Office Equipment & Furniture	0	200	0	200	
6510 Small Tools & Equipment	2,307	23,000	1,157	10,000	
6590 Special Departmental Supplies	6,671	5,000	3,926	0	
TOTAL SUPPLIES	2,154,999	1,709,495	1,730,246	1,690,900	
 FUND TOTAL	 4,061,567	 3,583,045	 3,591,102	 3,283,729	