

City of Redlands  
2006-2007  
Adopted Budget

**Municipal Utilities**

**Mission Statement:**

Employees of Municipal Utilities are committed to responding to the changing needs of our community, to providing excellent customer service through professionalism, integrity, and efficient use of resources, and to ensuring Redlands remains a distinctive place in which to live and work.

Municipal Utilities is responsible to provide the following six major services to the City and its residents:

- Wastewater Collection, Treatment, and Disposal Administration and Operation
- Water Production and Water Distribution Administration and Operation
- Solid Waste Collection and Disposal Administration and Operation
- Citrus Grove Administration and Operation
- Airport Administration and Operation
- Cemetery Administration and Operation

To provide these services, Municipal Utilities is organized into six operation functions and four staff support functions. The four major staff support functions are Engineering, Geographic Information System, Regulatory Compliance, and Customer Service/Utility Billing.

The Administrative and General Budget Programs in each utility provide support for each utility in general. All engineering and utilities operations are coordinated as well as the capital improvement programs and fiscal administration. Municipal Utilities has a total of 139 authorized full-time positions, distributed as shown in the salary schedule.

**Departmental Goals:**

- Provide reliable service.
- Provide adequate capacity.
- Meet environmental and regulatory standards.
- Provide service at a price that is economical and recovers all costs reasonable borne.
- Provide excellent customer service.

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REVENUE DETAIL

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>WATER (501)</u></b>				
3305 Cost Recover/Reimb Expenditure	31,025	0	6,000	5,000
3312 Irrigation Water Service Chrg	5,606	0	0	0
3313 Non-Potable Water Usage	80,881	200,000	170,000	170,000
3376 Recycled Material	686	0	0	0
3380 Water Usage	10,991,040	13,350,000	12,050,000	12,540,000
3381 Water Service Charge	312,364	0	0	0
3382 Irrigation Water Usage	1,011,958	1,060,000	1,050,000	1,050,000
3383 Fire Hydrant Water Usage	85,452	90,000	170,000	170,000
3384 Water Meter Install	53,817	41,000	70,000	50,000
3385 Water Turn-On	28,053	0	0	0
3386 Fire Protection Water Srvc Chg	2,562	0	0	0
3387 Frontage Charge	202,451	175,000	130,000	100,000
3388 "B" Contract Water Usage	73,118	80,000	70,000	70,000
3389 Fire Protection Water Usage	128,741	150,000	130,000	130,000
3510 Investment Income	287,453	263,000	260,000	290,000
3512 Returned Check Charge	3,900	0	0	0
3530 Miscellaneous Receipts	195,925	100,000	70,000	100,000
3533 Misc Taxable Sales	4,857	4,000	4,000	5,000
3590 Donations	416,447	0	0	0
3760 Bad Debt Recovery	0	3,000	0	0
3770 Property Damage Reimbursement	1,952	2,000	0	0
<b>TOTAL WATER</b>	<b>13,918,285</b>	<b>15,518,000</b>	<b>14,180,000</b>	<b>14,680,000</b>
<b><u>WATER PROJECTS (503)</u></b>				
3200 State Grants	0	0	0	670,000
3250 Federal Grants	12,000	0	0	0
3305 Cost Recover/Reimb Expenditure	6,929	0	170,000	1,300,000
3510 Investment Income	150	0	0	0
3530 Miscellaneous Receipts	40	0	0	0
3533 Miscellaneous Taxable Sales	1,457	0	2,000	0
<b>TOTAL WATER PROJECTS</b>	<b>20,576</b>	<b>0</b>	<b>172,000</b>	<b>1,970,000</b>

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	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>WATER BOND PROJECTS (505)</u></b>				
3510 Investment Income	(2,628)	0	0	0
<b>TOTAL WATER BOND PROJECTS</b>	<b>(2,628)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>WATER DEBT SERVICE (506)</u></b>				
3510 Investment Income	134,897	130,000	130,000	130,000
<b>TOTAL WATER DEBT SERVICE</b>	<b>134,897</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>
<b><u>SOURCE ACQUISITION (508)</u></b>				
3510 Investment Income	14,994	0	10,000	5,000
3551 Water Source Acq Residential	376,140	160,000	180,000	180,000
3552 Water Source Acq Non-Residen	65,720	30,000	150,000	80,000
<b>TOTAL SOURCE ACQUISITION</b>	<b>456,854</b>	<b>190,000</b>	<b>340,000</b>	<b>265,000</b>
<b><u>WATER CAPITAL IMPROVEMENT (509)</u></b>				
3369 Cap Improv Chrg Non-Res	279,690	570,000	890,000	500,000
3370 Cap Improv Chrg Resident	1,327,435	1,230,000	2,110,000	1,300,000
3510 Investment Income	(3,468)	0	40,000	10,000
<b>TOTAL WATER CAPITAL IMPROVE</b>	<b>1,603,657</b>	<b>1,800,000</b>	<b>3,040,000</b>	<b>1,810,000</b>
<b><u>SOLID WASTE (511)</u></b>				
3200 State Grants	18,916	20,000	20,000	20,000
3305 Cost Recover/Reimb Expenditure	1,486	0	0	0
3372 Special Hauls & Roll-Offs	1,120,995	800,000	1,250,000	1,200,000
3373 Solid Waste Svrc Residential	3,548,756	3,640,000	3,650,000	3,690,000
3374 Solid Waste Svrc Non-Resident	3,179,253	3,480,000	3,470,000	3,540,000
3375 Landfill Tipping	173	0	0	0
3376 Recycled Material	276,826	260,000	230,000	150,000
3510 Investment Income	226,216	225,000	260,000	300,000
3516 Sale of Surplus Property	0	30,000	44,000	40,000
3530 Miscellaneous Receipts	0	0	20,000	0
3533 Misc Taxable Sales	487	0	0	0
3540 Other Grants	0	0	24,000	20,000
3643 Refuse Auto Sys Developer Fee	20,312	20,000	20,000	20,000

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	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>SOLID WASTE (511) (CONT)</u></b>				
3760 Bad Debt Recovery	0	0	2,000	0
TOTAL SOLID WASTE	8,393,428	8,475,000	8,990,000	8,980,000
<b><u>SOLID WASTE PROJ (513)</u></b>				
3520 Rental Income	1,500	0	0	0
3530 Miscellaneous Receipts	50	0	0	0
3533 Misc Taxable Sales	1,139	0	0	0
TOTAL SOLID WASTE PROJ	2,689	0	0	0
<b><u>SOLID WASTE BOND PROJ (515)</u></b>				
3510 Investment Income	(13,232)	0	0	0
TOTAL SOLID WASTE DEBT SVC	(13,232)	0	0	0
<b><u>SOLID WASTE DEBT SERVICE (516)</u></b>				
3510 Investment Income	61,961	62,000	17,000	62,000
3810 Bond Proceeds	0	0	0	943,640
TOTAL SOLID WASTE DEBT SVC	61,961	62,000	17,000	1,005,640
<b><u>CALIF ST LANDFILL CLOSURE (517)</u></b>				
3510 Investment Income	49,065	50,000	130,000	140,000
TOTAL CALIF ST LANDFILL CLOSURE	49,065	50,000	130,000	140,000
<b><u>SOLID WASTE CAP IMPROVE (519)</u></b>				
3369 Cap Improv Chrg Non-Res	182,445	150,000	630,000	400,000
3370 Cap Improv Chrg Resident	365,230	200,000	170,000	140,000
3510 Investment Income	13,321	5,000	10,000	5,000
TOTAL SOLID WASTE CAP IMPROVE	560,996	355,000	810,000	545,000
<b><u>SEWER SERVICE (521)</u></b>				
3305 Cost Recover/Reimb Expenditure	23	0	0	0
3366 Sewer Residential	3,595,182	3,880,000	3,800,000	3,930,000
3367 Sewer Non-Residential	1,275,885	1,410,000	1,550,000	1,600,000
3368 Septage Charge	92,381	130,000	150,000	130,000
3379 Recycled Water Usage	0	250,000	80,000	300,000

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	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>SEWER SERVICE (521) (CONT)</u></b>				
3387 Frontage Charge	98,934	110,000	100,000	440,000
3391 Joint Lab - Water Charges	31,046	180,000	120,000	120,000
3392 Joint Lab - Solid Wst Charges	30,418	40,000	27,000	20,000
3510 Investment Income	220,518	200,000	130,000	150,000
3530 Miscellaneous Receipts	4,809	10,000	2,000	5,000
3533 Misc Taxable Sales	326	0	1,000	0
3590 Donations	234,843	0	0	0
TOTAL SEWER SERVICE	5,584,365	6,210,000	5,960,000	6,695,000
<b><u>SEWER PROJECTS (523)</u></b>				
3510 Investment Income	348	0	0	0
3530 Miscellaneous Receipts	50	0	0	0
<b><u>SEWER PROJECTS (523) (CONT)</u></b>				
3533 Misc Taxable Sales	496	0	0	0
TOTAL SEWER BOND PROJECTS	894	0	0	0
<b><u>SEWER BOND PROJECTS (525)</u></b>				
3510 Investment Income	16,258	0	0	0
3530 Miscellaneous Receipts	2	0	0	0
3540 Other Grants	102,203	0	0	0
TOTAL SEWER BOND PROJECTS	118,463	0	0	0
<b><u>SEWER DEBT SERVICE (526)</u></b>				
3510 Investment Income	96,021	94,000	94,000	94,000
TOTAL SEWER DEBT SERVICE	96,021	94,000	94,000	94,000
<b><u>SEWER CAPITAL IMPROVE (529)</u></b>				
3369 Cap Improv Chrg Non-Res	726,730	480,000	1,130,000	890,000
3370 Cap Improv Chrg Resident	1,471,420	1,180,000	1,570,000	1,140,000
3510 Investment Income	(2,595)	0	40,000	20,000
TOTAL SEWER CAPITAL IMPROVE	2,195,555	1,660,000	2,740,000	2,050,000

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	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>GROVES (538)</u></b>				
3510 Investment Income	4,126	500	3,056	3,000
3530 Miscellaneous Receipts	49,834	30,000	80,000	30,000
3550 Grove Receipts	901,136	400,000	600,000	557,000
<b>TOTAL GROVES</b>	<b>955,097</b>	<b>430,500</b>	<b>683,056</b>	<b>590,000</b>
<b><u>CEMETERY (562)</u></b>				
3360 Cemetery Internment	156,129	160,000	135,000	140,000
3361 Cemetery Lots	143,990	130,000	146,000	140,000
3362 Cemetery Crypts	28,350	30,000	98,000	60,000
3510 Investment Income	30,304	22,000	71,000	60,000
3511 Finance Charges	5,096	3,000	4,000	4,000
3520 Land and Building Rentals	54,900	18,000	76,000	118,000
3530 Miscellaneous Receipts	28,716	30,000	29,000	30,000
3533 Misc Taxable Sales	38,684	40,000	26,000	30,000
<b>TOTAL CEMETERY</b>	<b>486,169</b>	<b>433,000</b>	<b>585,000</b>	<b>582,000</b>
<b><u>CEMETERY PRE-NEED (563)</u></b>				
3510 Investment Income	14,179	12,780	20,000	24,000
<b>TOTAL CEMETERY PRE-NEED</b>	<b>14,179</b>	<b>12,780</b>	<b>20,000</b>	<b>24,000</b>
<b><u>AVIATION OPERATING (564)</u></b>				
3001 Current Unsecured Taxes	32,052	30,000	36,000	35,000
3200 State Grants	10,000	10,000	27,000	10,000
3250 Federal Grants	1,325,679	0	365,000	150,000
3520 Rental Income	75,656	65,000	95,000	230,000
3533 Misc Taxable Sales	760	0	0	0
3545 Tie-Down Fees	3,116	3,000	3,000	1,500
3546 Gate Access Fees	6,975	6,000	6,000	6,000
3590 Donations	0	200	0	0
<b>TOTAL AVIATION OPERATING</b>	<b>1,454,238</b>	<b>114,200</b>	<b>532,000</b>	<b>432,500</b>

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	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>UTILITY BILLING (608)</u></b>				
3305 Cost Recover/Reimb Expenditure	0	2,500	0	1,000
3385 Water Turn-On	5,885	45,000	76,000	60,000
3390 Utility Billing Service	936,228	941,633	941,633	1,093,094
3510 Investment Income	17,118	5,000	7,000	5,000
3511 Finance Charges	0	75,000	306,000	125,000
3512 Returned Check Charge	358	6,200	6,000	6,000
3530 Miscellaneous Receipts	4,907	30,000	42,000	45,000
TOTAL UTILITY BILLING	964,496	1,105,333	1,378,633	1,335,094
<b><u>CEMETERY ENDOWMENT (702)</u></b>				
3364 Cemetery Endowment	44,303	47,000	48,000	50,000
TOTAL CEMETERY ENDOWMENT	44,303	47,000	48,000	50,000

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Municipal Utilities  
Citrus Groves

**Program Descriptions:**

The City currently farms, through local farming companies, 14 separate citrus groves totaling 175 acres. 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 fifteen separate job ledger/programs in a separate enterprise fund, with the goal of, but not the requirement to, 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, Nevada / Palmetto No. 2, Nevada / Palmetto No. 3, Olive, Granite, Lugonia, Mullin Memorial, Jacinto Memorial, and the Riverview Groves.

**Program Objectives:**

- Support the Citrus Preservation Commission regarding 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.

**Significant Program Changes:**

None



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**DEPARTMENT/DIVISION**  
GROVES

**FUND**  
GROVES FUND

**ORGKEY**  
538404

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	16,272	17,063	8,676	25,986
4015 Banked Leave Buy Back	469	394	0	21
4050 Pension Contributions	1,984	2,959	1,524	4,395
4051 Fica/Medicare	1,300	1,336	684	1,990
4053 Deferred Compensation	215	215	0	301
4055 Health/Dental Insurance	2,633	2,568	1,422	4,111
4057 SDI	0	0	0	7
4058 Unemployment Insurance	86	109	0	161
4059 Life Insurance	18	18	6	26
4081 Eyecare Reimbursement	0	31	0	46
4082 Clothing Allowance	0	0	0	4
4085 Insurance Adjustment	38	38	38	53
<b>TOTAL SALARIES AND BENEFITS</b>	<b>23,014</b>	<b>24,731</b>	<b>12,350</b>	<b>37,100</b>
<b><u>SERVICES</u></b>				
5240 Meeting & Professional Devlpmt	145	3,150	0	150
5255 Travel Reimbursement	53	50	0	0
5270 Printing and Binding	0	1,000	300	1,000
5275 Postage	10	100	50	100
5300 Water	3,353	4,000	8,000	8,200
5312 Elec Service Function Facility	23,428	27,700	27,700	29,000
5490 Other Insurance	3,619	5,000	3,661	5,000
5720 Taxes	0	450	1,200	450
5730 Stock Assessment	7,631	7,800	7,820	8,000
5800 Subscriptions & Memberships	0	200	0	200
5870 General Govt Service Charge	15,504	15,504	15,504	15,504
5880 Special Contractual Services	795,244	447,700	650,000	538,930
<b>TOTAL SERVICES</b>	<b>848,987</b>	<b>512,654</b>	<b>714,235</b>	<b>606,534</b>

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**DEPARTMENT/DIVISION**  
GROVES

**FUND**  
GROVES FUND

**ORGKEY**  
538404

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	263	100	50	100
6590 Special Departmental Supplies	0	5,000	0	2,500
TOTAL SUPPLIES	263	5,100	50	2,600
 FUND TOTAL	 872,263	 542,485	 726,635	 646,234

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Municipal Utilities  
Cemetery Division

**Program Description:**

The principal purposes of Hillside Memorial Park are burial of the deceased and providing a place of remembrance. Offerings include ground space or mausoleum areas for both casket and cremation burials to accommodate various desires. Hillside Memorial Park conducts approximately 300 services per year. Average services last about one hour and require three men to administer. Most services are conducted during normal business hours, however weekend services are accommodated upon request.

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. Over 38,000 gravesites are maintained on the 50 acres of developed grounds.

**Program Objectives:**

- Convert archived records to book format for research sales.
- Create area plans to incorporate an upright marker section.
- Continue to engage volunteer programs utilizing individuals from service clubs and church groups to assist with maintenance and minor capital improvements.
- Continue to work with the 'Friends of Hillside' program.
- Continue research and development of possible grant opportunities for continued development of facilities.
- Create area plans to develop new burial area.

**Significant Program Changes:**

- Make further improvements to the potable water system at Hillside.

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**DEPARTMENT/DIVISION**  
CEMETERY

**FUND**  
CEMETERY FUND

**ORGKEY**  
562430

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	174,415	181,454	175,000	135,031
4005 Salaries: Part Time	23,201	24,822	25,000	28,000
4010 Overtime Salaries	4,011	4,500	3,000	3,500
4015 Banked Leave Buy Back	1,984	4,187	1,004	3,126
4016 Compensated Absence	335	0	0	0
4050 Pension Contributions	21,158	30,938	30,938	22,488
4051 Fica/Medicare	15,673	16,445	15,000	12,980
4053 Deferred Compensation	430	430	430	142
4055 Health/Dental Insurance	39,240	37,988	36,000	31,360
4056 Worker's Comp Insurance	49,852	17,803	17,803	20,000
4057 Disability Insurance	1,692	2,098	2,000	1,000
4058 Unemployment Insurance	2,733	1,957	1,900	1,370
4059 Life Insurance	244	313	313	179
4081 Eyecare Reimbursement	0	564	564	362
4082 Clothing Allowance	341	0	0	600
4084 Clothing Cash Payment	200	1,027	1,027	200
4085 Other Taxable Benefits	638	0	75	55
<b>TOTAL SALARIES AND BENEFITS</b>	<b>336,146</b>	<b>324,526</b>	<b>310,054</b>	<b>260,393</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	40,406	18,000	39,000	40,000
5270 Printing and Binding	287	1,000	500	1,000
5275 Postage	101	300	300	300
5280 Advertising	4,189	3,000	3,000	3,000
5300 Water	33,783	10,000	13,000	8,000
5303 Telephone	2,479	3,000	2,000	2,000
5310 Electricity & Gas	2,049	2,000	2,500	2,500
5340 Office Equipment Maintenance	96	125	125	200
5350 Building/Grounds Maintenance	137	0	0	0
5396 City Garage Charges	36,742	45,133	45,133	20,200
5451 Retiree Health Insurance	17,327	17,327	18,797	19,700

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**DEPARTMENT/DIVISION**  
CEMETERY

**FUND**  
CEMETERY FUND

**ORGKEY**  
562430

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
5570 Office Equip & Furn Rent	2,298	3,491	3,491	3,500
5740 Resale Materials	21,644	22,000	15,000	20,000
5870 General Govt Service Charge	58,301	58,301	58,301	58,300
5880 Special Contractual Services	13,454	2,314	2,314	1,400
<b>TOTAL SERVICES</b>	<b>233,292</b>	<b>185,991</b>	<b>203,461</b>	<b>180,100</b>
 <b><u>SUPPLIES</u></b>				
6120 Chemical & Lab Supplies	1,378	4,000	3,000	4,000
6140 Office Supplies	320	1,000	1,000	1,000
6160 Medical Supplies	83	0	0	0
6310 Janitorial Supplies	104	500	500	500
6350 Building Supplies	947	1,500	1,500	1,500
6400 Equipment Parts	768	700	700	700
6450 Oil and Lubricants	0	100	100	100
6500 Office Equipment	0	600	600	600
6510 Small Tools & Equipment	2,898	5,000	5,000	5,000
6590 Special Departmental Supplies	2,737	20,000	10,000	15,000
<b>TOTAL SUPPLIES</b>	<b>9,235</b>	<b>33,400</b>	<b>22,400</b>	<b>28,400</b>
 <b><u>FIXED ASSETS</u></b>				
7245 Repurchase Cemetery Property	0	15,000	10,000	9,000
7900 Depreciation	12,680	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>12,680</b>	<b>15,000</b>	<b>10,000</b>	<b>9,000</b>
 <b><u>DEBT SERVICE</u></b>				
8100 Principal	0	0	0	109,256
8200 Interest	38,954	62,500	62,500	60,744
<b>TOTAL DEBT SERVICE</b>	<b>38,954</b>	<b>62,500</b>	<b>62,500</b>	<b>170,000</b>
 <b>FUND TOTAL</b>	 <b>630,307</b>	 <b>621,417</b>	 <b>608,415</b>	 <b>647,893</b>

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Municipal Utilities  
Airport Administration Program

**Program Description:**

The Airport Administration Program provides administration of airport land leases, tie downs, and airport public facilities and equipment.

The airport encompasses 177 acres, has 126 hangars, 307 tie downs, and approximately 230 based aircraft. There are approximately 51,000 annual operations (take-offs or landings). There are 13 businesses based at the airport.

**Program Objectives:**

- Provide regular inspection of airport public facilities and equipment and provide maintenance as required.
- Administer the City-owned Hangar Complex.
- Administer the City-owned west ramp tie downs.
- Administer three 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, motorized gates and other airport facilities.

**Significant Program Changes:**

City acquired ownership of former Aerodynamics Hangar Complex.

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2006-2007  
Adopted Budget

**DEPARTMENT/DIVISION**  
AIRPORT

**FUND**  
AVIATION OPERATING FUND

**ORGKEY**  
564450

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	23,725	20,476	19,833	25,082
4015 Banked Leave Buy Back	0	473	0	0
4050 Pension Contributions	3,847	3,550	3,500	4,244
4051 Fica/Medicare	2,521	1,603	1,058	1,919
4053 Deferred Compensation	215	258	287	301
4055 Health/Dental Insurance	650	209	1,074	3,889
4056 Worker's Comp Insurance	472	0	0	0
4057 Disability Insurance	180	0	0	0
4058 Unemployment Insurance	160	130	130	152
4059 Life Insurance	26	21	21	24
4081 Eyecare Reimbursement	0	38	79	44
4085 Other Taxable Benefits	946	585	2,475	53
<b>TOTAL SALARIES AND BENEFITS</b>	<b>32,742</b>	<b>27,343</b>	<b>28,457</b>	<b>35,707</b>
<b><u>SERVICES</u></b>				
5110 Architect & Engineer	277,796	74,365	24,130	162,500
5240 Meeting & Professional Devlpmt	0	0	815	2,500
5275 Postage	412	350	350	350
5280 Advertising	445	1,000	1,290	1,500
5300 Water	0	0	375	400
5303 Telephone	388	500	325	500
5310 Electricity & Gas	17,225	14,500	14,000	14,500
5320 Janitorial Services	2,901	2,700	2,900	5,400
5350 Building/Grounds Maintenance	13,913	5,000	7,500	15,000
5392 License and Permits	2,505	2,500	2,500	2,500
5490 Other Insurance	6,753	10,300	10,300	7,000
5510 Land and Building Rent	11,465	12,000	12,000	12,000
5580 Communications Svs & Rental	9,600	9,600	9,600	0
5870 General Govt Service Charge	4,456	4,456	4,456	5,000
5880 Special Contractual Services	0	7,600	5,000	5,000
<b>TOTAL SERVICES</b>	<b>347,859</b>	<b>144,871</b>	<b>95,541</b>	<b>234,150</b>

City of Redlands  
2006-2007  
Adopted Budget

**DEPARTMENT/DIVISION**  
AIRPORT

**FUND**  
AVIATION OPERATING FUND

**ORGKEY**  
564450

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6210 Materials to Maintain	669	0	200	500
6350 Building Supplies	5,710	5,000	2,500	5,000
6510 Small Tools & Equipment	39	100	100	500
<b>TOTAL SUPPLIES</b>	<b>6,418</b>	<b>5,100</b>	<b>2,800</b>	<b>6,000</b>
<b><u>FIXED ASSETS</u></b>				
7140 All Other Equipment	0	65,590	70,650	0
7150 Other Betterments/Improvement	1,190,288	853,383	327,620	0
7260 Building Acquisition	0	935,300	935,300	0
7900 Depreciation	54,032	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>1,244,320</b>	<b>1,854,273</b>	<b>1,333,570</b>	<b>0</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	0	0	59,060
8200 Interest	15,390	35,000	35,000	68,940
<b>TOTAL DEBT SERVICE</b>	<b>15,390</b>	<b>35,000</b>	<b>35,000</b>	<b>128,000</b>
 <b>FUND TOTAL</b>	 <b>1,646,729</b>	 <b>2,066,587</b>	 <b>1,495,368</b>	 <b>403,857</b>



City of Redlands  
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Municipal Utilities  
Customer Service Section

**Program Description:**

The Customer Service Section is responsible for billing customers for municipal utilities and other services provided by the City, which currently include water service, wastewater service, solid waste service, street cleaning, and household hazardous waste. Over 21,000 customers are billed on a bimonthly basis. The Customer Service staff provides customer service relating to the billing function, including opening accounts for new customers, closing accounts, responding to billing statement inquiries and solid waste and recycling services. The Customer Service office is in Suite 15A, at the Civic Center, which is in close proximity to the City Treasurer's office where the municipal services bills are paid, to be convenient to customers.

The Customer Service Section budget is presented in one program in a separate internal service fund, which is supported by the operating funds in water, wastewater, and solid waste.

**Program Objectives:**

- Provide clear, consistent, accurate, and equitable billing for municipal services to utility customers in the City's service area.
- Provide service at a price which is economical and recovers all costs internally from the Utilities funds it serves, for postage, supplies, and service costs reasonably borne.
- Increase awareness of, and participation in, the automated payment program, 1-2-3 Done!.

**Significant Program Changes:**

- Implement CIS software upgrades.

City of Redlands  
2006-2007  
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**DEPARTMENT/DIVISION**  
CUSTOMER SERVICE

**FUND** **ORGKEY**  
UTILITY BILLING FUND 608405

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	316,943	520,289	435,649	571,600
4010 Overtime Salaries	1,593	19,000	6,000	8,000
4015 Banked Leave Buy Back	3,048	8,790	26,226	7,207
4016 Compensated Absences	7,897	0	0	0
4050 Pension Contributions	38,091	87,262	75,912	95,243
4051 Fica/Medicare	24,917	38,943	44,645	44,690
4053 Deferred Compensation	679	899	70	1,130
4055 Health/Dental Insurance	44,664	79,261	74,634	112,768
4056 Worker's Comp Insurance	20,103	8,199	8,199	50,000
4057 Disability Insurance	3,244	4,808	5,194	3,854
4058 Unemployment Insurance	3,619	5,546	4,844	5,777
4059 Life Insurance	435	887	738	918
4080 Vehicle Allowance	59	60	60	60
4081 Eyecare Reimbursement	1,331	1,597	500	1,664
4082 Clothing Allowance	414	2,677	1,100	675
4084 Clothing Cash Payment	630	1,932	800	2,000
4085 Other Taxable Benefits	6,051	5,523	58,000	3,760
<b>TOTAL SALARIES AND BENEFITS</b>	<b>473,717</b>	<b>785,673</b>	<b>742,571</b>	<b>909,346</b>

**SERVICES**

5034 Collection Agent/Bank Fees	116	250	0	250
5180 Medical/Physicals	101	125	300	125
5240 Meeting & Professional Devlpmt	2,881	7,000	4,500	8,000
5255 Travel Reibursement	232	150	0	0
5270 Printing and Binding	21,643	28,000	28,000	33,000
5275 Postage	58,639	63,000	63,000	73,000
5280 Advertising	0	0	2,850	0
5290 Filming and Microfilming	3,857	4,000	1,000	2,000
5303 Telephone	2,993	7,700	7,700	8,500
5340 Office Equipment Maintenance	6,266	8,500	6,000	8,000
5396 City Garage Charges	11,000	15,797	15,797	25,201

City of Redlands  
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**DEPARTMENT/DIVISION**  
CUSTOMER SERVICE

**FUND** **ORGKEY**  
UTILITY BILLING FUND 608405

	2004-05 ACTUAL (AUDITED)	2005-06 ADJUSTED BUDGET	2005-06 12 MONTH ESTIMATED	2006-07 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5570 Office Equip & Furn Rent	2,556	3,491	3,491	3,491
5580 Communications Svs & Rental	0	200	0	200
5800 Subscriptions and Memberships	629	1,025	935	1,740
5840 Training	679	13,000	1,500	9,275
5870 General Govt Service Charge	213,686	213,686	213,686	213,686
5880 Special Contractual Services	118,556	150,960	150,960	150,280
<b>TOTAL SERVICES</b>	443,835	516,884	499,719	536,748
 <b><u>SUPPLIES</u></b>				
6140 Office Supplies	3,380	6,500	6,000	6,000
6375 Computer Components	2,388	4,500	5,066	16,000
6590 Special Departmental Supplies	3,739	22,543	22,000	25,000
<b>TOTAL SUPPLIES</b>	9,507	33,543	33,066	47,000
 <b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	17,668	30,458	0	0
<b>TOTAL FIXED ASSETS</b>	17,668	30,458	0	0
 <b>FUND TOTAL</b>	 944,727	 1,366,557	 1,275,356	 1,493,094

