

**City of Redlands  
2007-2008  
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.

**Performance Measures:**

- Treat six million gallons per day of wastewater that meets all regulations for wastewater discharge.
- Provide a potable water supply that meets all safe drinking water standards.
- Initiate project for the next cell of the California Street Landfill expansion.

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REVENUE DETAIL

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<b><u>SOURCE ACQUISITION (508)</u></b>				
3510 Investment Income	13,344	5,000	10,000	10,000
3551 Water Source Acq Residential	254,310	180,000	50,000	80,000
3552 Water Source Acq Non-Residen	194,560	80,000	120,000	90,000
<b>TOTAL SOURCE ACQUISITION</b>	<b>462,214</b>	<b>265,000</b>	<b>180,000</b>	<b>180,000</b>
<b><u>WATER CAPITAL IMPROVEMENT (509)</u></b>				
3369 Cap Improv Chrg Non-Res	1,159,213	500,000	1,300,000	900,000
3370 Cap Improv Chrg Resident	2,041,790	1,300,000	600,000	600,000
3510 Investment Income	31,361	10,000	110,000	100,000
<b>TOTAL WATER CAPITAL IMPROVE</b>	<b>3,232,364</b>	<b>1,810,000</b>	<b>2,010,000</b>	<b>1,600,000</b>
<b><u>SOLID WASTE (511)</u></b>				
3200 State Grants	21,312	20,000	18,870	20,000
3305 Cost Recover/Reimb Expenditure	0	0	100	0
3372 Special Hauls & Roll-Offs	1,442,008	1,200,000	1,465,349	1,200,000
3373 Solid Waste Svrc Residential	3,692,570	3,690,000	3,679,807	3,700,000
3374 Solid Waste Svrc Non-Resident	3,616,081	3,540,000	3,646,267	3,700,000
3376 Recycled Material	199,505	150,000	196,192	200,000
3510 Investment Income	193,603	300,000	300,000	300,000
3516 Sale of Surplus Property	91,560	40,000	0	40,000
3520 Rental Income	11,850	0	4,114	27,000
3533 Misc Taxable Sales	572	0	150	0
3540 Other Grants	23,762	20,000	0	0
3643 Refuse Auto Sys Developer Fee	18,095	20,000	15,000	14,000
3760 Bad Debt Recovery	1,454	0	0	0
3770 Property Damage Reimbursement	9	0	0	0
<b>TOTAL SOLID WASTE</b>	<b>9,312,381</b>	<b>8,980,000</b>	<b>9,325,849</b>	<b>9,201,000</b>
<b><u>SOLID WASTE PROJ (513)</u></b>				
3510 Investment Income	(203)	0	98	0
<b>TOTAL SOLID WASTE PROJ</b>	<b>(203)</b>	<b>0</b>	<b>98</b>	<b>0</b>

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REVENUE DETAIL

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<b><u>SEWER PROJECTS (523)</u></b>				
3510 Investment Income	(523)	0	0	0
3530 Miscellaneous Receipts	564	0	425,000	0
3533 Misc Taxable Sales	845	0	1,000	0
<b>TOTAL SEWER BOND PROJECTS</b>	<b>886</b>	<b>0</b>	<b>426,000</b>	<b>0</b>
<b><u>SEWER BOND PROJECTS (525)</u></b>				
3510 Investment Income	(23,319)	0	0	0
<b>TOTAL SEWER BOND PROJECTS</b>	<b>(23,319)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>SEWER DEBT SERVICE (526)</u></b>				
3510 Investment Income	93,266	94,000	94,000	94,000
3530 Miscellaneous Receipts	0	0	0	0
3533 Misc Taxable Sales	0	0	0	0
<b>TOTAL SEWER DEBT SERVICE</b>	<b>93,266</b>	<b>94,000</b>	<b>94,000</b>	<b>94,000</b>
<b><u>SEWER CAPITAL IMPROVE (529)</u></b>				
3369 Cap Improv Chrg Non-Res	1,802,198	890,000	1,800,000	1,300,000
3370 Cap Improv Chrg Resident	1,638,597	1,140,000	800,000	800,000
3510 Investment Income	26,619	20,000	30,000	30,000
<b>TOTAL SEWER CAPITAL IMPROVE</b>	<b>3,467,414</b>	<b>2,050,000</b>	<b>2,630,000</b>	<b>2,130,000</b>
<b><u>GROVES (538)</u></b>				
3510 Investment Income	7,048	3,000	15,000	15,000
3530 Miscellaneous Receipts	104,223	30,000	150,000	40,000
3550 Grove Receipts	609,712	557,000	600,000	600,000
<b>TOTAL GROVES</b>	<b>720,983</b>	<b>590,000</b>	<b>765,000</b>	<b>655,000</b>
<b><u>CEMETERY (562)</u></b>				
3360 Cemetery Internment	162,714	140,000	160,000	160,000
3361 Cemetery Lots	151,875	140,000	150,000	150,000
3362 Cemetery Crypts	78,850	60,000	42,000	45,000
3510 Investment Income	81,315	60,000	80,000	80,000

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REVENUE DETAIL

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<b><u>UTILITY BILLING (608) CONT</u></b>				
3510 Investment Income	3,051	5,000	443	443
3511 Finance Charges	295,748	125,000	395,000	300,000
3512 Returned Check Charge	5,756	6,000	7,131	8,000
3530 Miscellaneous Receipts	45,313	45,000	34,037	45,000
<b>TOTAL UTILITY BILLING</b>	<b>1,365,243</b>	<b>1,335,094</b>	<b>1,613,814</b>	<b>1,404,443</b>
<b><u>CEMETERY ENDOWMENT (702)</u></b>				
3364 Cemetery Endowment	50,325	50,000	50,000	55,000
<b>TOTAL CEMETERY ENDOWMENT</b>	<b>50,325</b>	<b>50,000</b>	<b>50,000</b>	<b>55,000</b>

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DEPARTMENT/DIVISION  
GROVES

FUND  
GROVES FUND

ORGKEY  
538404

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	7,537	25,986	23,532	14,130
4015 Banked Leave Buy Back	0	21	217	78
4050 Pension Contributions	1,323	4,395	4,035	2,382
4051 Fica/Medicare	579	1,990	1,858	1,087
4053 Deferred Compensation	215	301	0	129
4055 Health/Dental Insurance	1,279	4,111	3,895	2,879
4057 Disability Insurance	0	7	3	27
4058 Unemployment Insurance	73	161	230	100
4059 Life Insurance	8	26	24	17
4081 Eyecare Reimbursement	0	46	0	29
4082 Clothing Allowance	0	4	0	16
4085 Other Taxable Benefits	37	53	21	23
<b>TOTAL SALARIES AND BENEFITS</b>	<b>11,051</b>	<b>37,101</b>	<b>33,815</b>	<b>20,895</b>
<b><u>SERVICES</u></b>				
5240 Meeting & Professional Devlpmt	0	150	150	150
5255 Travel Reimbursement	0	0	0	150
5270 Printing and Binding	0	1,000	100	1,000
5275 Postage	72	100	50	100
5300 Water	6,726	8,200	8,200	8,200
5303 Telephone	13	0	266	0
5312 Elec Service Function Facility	27,305	29,000	32,000	34,000
5490 Other Insurance	3,661	5,000	4,365	7,500
5720 Taxes	1,198	450	464	480
5730 Stock Assessment	7,820	8,000	8,205	8,200
5800 Subscriptions & Memberships	0	200	0	0
5870 General Govt Service Charge	15,504	12,919	12,919	13,410
5880 Special Contractual Services	680,560	549,822	600,000	608,400
<b>TOTAL SERVICES</b>	<b>742,859</b>	<b>614,841</b>	<b>666,719</b>	<b>681,590</b>

**City of Redlands  
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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:**

- Continue to modernize record keeping system to include computerized information storage and retrieval.
- 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, including cremation garden.

**Significant Program Changes:**

- Make further improvements to the potable and non-potable water system at Hillside.
- Develop landscape improvements to the exterior boundary at Hillside.

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DEPARTMENT/DIVISION

CEMETERY

FUND

CEMETERY FUND

ORGKEY

562430

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5740 Resale Materials	20,055	20,000	5,000	10,000
5870 General Govt Service Charge	58,301	30,689	30,689	31,855
5880 Special Contractual Services	5,055	1,400	1,400	1,400
5950 Bad Debt Expense	1,154	0	0	0
5995 Depreciation Expense	7,680	0	0	0
<b>TOTAL SERVICES</b>	<b>238,673</b>	<b>152,489</b>	<b>157,799</b>	<b>159,784</b>
<b><u>SUPPLIES</u></b>				
6120 Chemical & Lab Supplies	2,618	4,000	0	0
6140 Office Supplies	245	1,000	500	500
6310 Janitorial Supplies	0	500	0	0
6350 Building Supplies	307	1,500	500	500
6400 Equipment Parts	0	700	700	700
6450 Oil and Lubricants	0	100	0	0
6500 Office Equipment	0	600	200	300
6510 Small Tools & Equipment	3,431	5,000	4,000	4,000
6590 Special Departmental Supplies	13,300	15,000	11,000	13,000
<b>TOTAL SUPPLIES</b>	<b>19,901</b>	<b>28,400</b>	<b>16,900</b>	<b>19,000</b>
<b><u>FIXED ASSETS</u></b>				
7245 Repurchase Cemetery Property	0	9,000	6,000	9,000
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>9,000</b>	<b>6,000</b>	<b>9,000</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	109,256	109,256	0
8200 Interest	44,229	60,744	60,744	61,000
<b>TOTAL DEBT SERVICE</b>	<b>44,229</b>	<b>170,000</b>	<b>170,000</b>	<b>61,000</b>
<b>FUND TOTAL</b>	<b>590,335</b>	<b>620,282</b>	<b>638,427</b>	<b>577,682</b>

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DEPARTMENT/DIVISION

AIRPORT

FUND

AVIATION OPERATING FUND

ORGKEY

564450

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	18,878	25,082	25,816	30,817
4015 Banked Leave Buy Back	816	0	217	82
4050 Pension Contributions	3,277	4,244	4,450	5,215
4051 Fica/Medicare	1,645	1,919	1,984	2,330
4053 Deferred Compensation	258	301	301	341
4055 Health/Dental Insurance	1,876	3,889	4,418	5,417
4057 Disability Insurance	37	0	5	24
4058 Unemployment Insurance	88	152	152	187
4059 Life Insurance	22	24	24	30
4081 Eyecare Reimbursement	0	44	0	54
4084 Clothing Cash Payment	0	0	0	14
4085 Other Taxable Benefits	1,443	53	18	54
<b>TOTAL SALARIES AND BENEFITS</b>	<b>28,340</b>	<b>35,708</b>	<b>37,385</b>	<b>44,564</b>
<b><u>SERVICES</u></b>				
5110 Architect & Engineer	29,114	206,135	164,927	80,000
5240 Meeting & Professional Devlpmt	1,513	2,500	2,500	2,500
5255 Travel Reimbursement	0	0	0	250
5275 Postage	273	350	350	350
5280 Advertising	1,663	1,500	1,500	1,500
5300 Water	750	400	2,040	1,000
5303 Telephone	584	500	500	500
5310 Electricity & Gas	20,649	14,500	21,000	21,000
5320 Janitorial Services	3,044	5,400	5,400	5,400
5350 Building/Grounds Maintenance	11,025	15,000	12,100	15,000
5392 License and Permits	1,831	2,500	2,500	2,500
5490 Other Insurance	6,753	7,000	8,000	8,000
5510 Land and Building Rent	12,927	12,000	12,000	12,000
5580 Communications Svs & Rental	9,055	0	0	0
5800 Subscriptions & Memberships	120	0	0	0
5870 General Govt Service Charge	4,456	4,753	4,753	4,934



**City of Redlands  
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**Municipal Utilities  
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 two administrative assistants. The mechanics service everything from heavy equipment and safety vehicles to lawn mowers and weed-eaters.

**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

City of Redlands  
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**DEPARTMENT/DIVISION**  
**EQUIPMENT MAINTENANCE**

**FUND**  
EQUIPMENT MAINTENANCE FUND

**ORGKEY**  
607500

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<b>SERVICES (CONT)</b>				0
5840 Training	4,059	5,400	2,500	5,400
5870 General Govt Service Charge	157,068	289,199	289,199	300,189
5880 Special Contractual Services	0	3,000	2,000	75,000
5890 Landfill Tipping Charges	3,064	2,500	2,000	2,500
5990 Reimbursed Expenditures	0	0	241	0
5995 Depreciation Expense	17,215	0	0	0
<b>TOTAL SERVICES</b>	<b>456,915</b>	<b>597,864</b>	<b>594,870</b>	<b>683,039</b>
<b>SUPPLIES</b>				
6120 Chemical & Lab Supplies	108	50	0	0
6130 Books & Supplies	0	100	100	100
6140 Office Supplies	1,830	1,500	2,122	2,200
6310 Janitorial Supplies	194	250	200	250
6375 Computer Components	2,753	20,000	20,000	20,000
6400 Equipment Parts	28	1,000	600	1,000
6410 Motor Vehicle Supplies	645,925	501,631	550,000	600,000
6420 Tires & Tubes	145,173	175,000	193,920	200,000
6430 Gasoline	497,326	450,000	450,000	500,000
6440 Compressed Natural Gas (LCNG)	162,577	150,000	204,800	250,000
6450 Oil and Lubricants	36,635	37,500	37,500	40,000
6460 Diesel Fuel	431,161	400,000	403,300	400,000
6470 Steel	3,918	3,500	3,000	3,500
6510 Small Tools & Equipment	6,537	24,380	24,380	20,000
<b>TOTAL SUPPLIES</b>	<b>1,934,165</b>	<b>1,764,911</b>	<b>1,889,922</b>	<b>2,037,050</b>
<b>FIXED ASSETS</b>				
7100 Vehicles	0	200,000	148,000	0
7140 All Other Equipment	17,300	0	0	0
<b>TOTAL FIXED ASSETS</b>	<b>17,300</b>	<b>200,000</b>	<b>148,000</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>3,598,080</b>	<b>3,725,109</b>	<b>3,831,734</b>	<b>4,050,292</b>

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DEPARTMENT/DIVISION

CUSTOMER SERVICE

FUND

UTILITY BILLING FUND

ORGKEY

608405

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	485,310	571,600	574,649	638,323
4005 Part Time Salaries	0	0	95	0
4010 Overtime Salaries	7,115	8,000	3,000	3,500
4015 Banked Leave Buy Back	26,845	7,207	8,930	10,086
4016 Compensated Absences	28,272	0	0	0
4050 Pension Contributions	84,480	95,243	97,750	106,833
4051 Fica/Medicare	44,176	44,690	45,272	49,704
4053 Deferred Compensation	930	1,130	1,060	1,060
4055 Health/Dental Insurance	88,747	112,768	110,848	113,601
4056 Worker's Comp Insurance	8,199	50,000	50,000	28,688
4057 Disability Insurance	4,638	3,854	3,718	4,375
4058 Unemployment Insurance	6,120	5,777	5,484	5,711
4059 Life Insurance	823	918	876	908
4080 Vehicle Allowance	23	60	60	60
4081 Eyecare Reimbursement	749	1,664	1,200	1,645
4082 Clothing Allowance	1,699	675	611	825
4084 Clothing Cash Payment	800	2,000	1,720	1,543
4085 Other Taxable Benefits	58,009	3,760	5,277	5,558
<b>TOTAL SALARIES AND BENEFITS</b>	<b>846,935</b>	<b>909,346</b>	<b>910,550</b>	<b>972,420</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	426	250	50	250
5180 Medical/Physicals	299	125	101	125
5240 Meeting & Professional Devlpmt	2,986	8,000	13	8,000
5270 Printing and Binding	25,928	33,000	33,000	33,000
5275 Postage	64,652	73,000	73,000	78,000
5280 Advertising	3,377	0	399	0
5290 Filming and Microfilming	131	2,000	0	1,000
5303 Telephone	6,665	8,500	8,500	8,500
5340 Office Equipment Maintenance	5,973	8,000	8,000	8,000
5451 Retiree Health Insurance	0	0	0	9,491