

**City of Redlands  
2013-2014  
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 Performance Measures**

**Unit Costs for All Divisions of the QOL Department** – The QOL staff is preparing cost center spreadsheets that quantify the unit cost of division tasks. For example, the unit cost of vehicles, pothole repairs, park maintenance, landfill compaction, etc.

**Level of Service Based on Available Human Resources** – The QOL staff stated the process of measuring the level of service given available resources. For example, staff has quantified the amount of work in each division per tasks. The report also tracks available work hours available to complete the work. When compared the spreadsheet indicates the amount of work not completed due to a lack of available staff hours.

**Project Work Order Response and Completion Time** – The QOL staff will start to measure the response and completion time for all projects requested through the work order system, residents, Council Members, and City Manager's Office. The currently work orders do not print out sufficient information to quantify how long a project takes. Staff requested that DoIT revise the WO sheets to include completion information needed to close out the work order. The task produces a one page summary of when the project was requested, the quantity of resources used to complete the project, and the date it was completed.

**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 station and sales to outside users
- Expansion of City recycling programs
- Grant-funded upgrades of heating, ventilation and air conditioning equipment and controls, and outdoor lighting to reduce energy costs
- Efforts to move towards construction of a waste-to-energy facility
- Installation of solar-powered trash compactors in City parks
- Grant-funded planting of 2,000 citrus trees
- Fleet Replacement Program

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REVENUE DETAIL

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>QUALITY OF LIFE - RECREATION</u></b>				
3325 Contract Classes	57,933	75,000	76,000	75,000
3330 Concessions	600	550	500	500
3331 Lighting Fees	664	700	1,025	1,000
3340 Softball	3,015	5,200	0	0
3343 Soccer	444	760	0	0
3512 Returned Check Charge	105	0	0	0
3516 Sale of Surplus Property	11,617	0	0	0
3520 Rental Income	17,901	23,000	7,500	10,000
3531 Game Income	2,257	2,100	2,000	2,000
3535 Program Income	0	0	2,000	2,000
3590 Donations	20	5,000	0	0
<b>TOTAL RECREATION</b>	<b>94,556</b>	<b>112,310</b>	<b>89,025</b>	<b>90,500</b>
<b><u>QUALITY OF LIFE - SENIOR SERVICES</u></b>				
3325 Contract Classes	5,879	5,600	6,300	6,500
3365 Tours/Excursions	2,064	500	1,900	2,000
3520 Rental Income	23,887	28,000	23,000	23,000
3535 Program Income	16,676	17,000	6,500	7,000
3590 Donations	6,552	12,000	15,000	5,000
<b>TOTAL SENIOR SERVICES</b>	<b>55,058</b>	<b>63,100</b>	<b>52,700</b>	<b>43,500</b>
<b><u>QUALITY OF LIFE DEPARTMENT</u></b>				
3121 Sign Permit	360	300	700	530
3132 Tree Permits	30,848	50,000	14,500	15,000
3170 Code Enforcement/Admin Citation	0	0	0	7,000
3305 Cost Recover/Reimb Expenditure	1,512	2,000	3,500	3,000
3310 Litter Control Fees	6,129	5,000	6,000	6,000
3311 Street Cleaning Fees	329,222	335,000	335,000	340,000
3317 Abandoned Property Inspection	22,006	25,000	13,000	25,000
3318 Rental Property Inspections	13,316	50,000	20,000	30,000
3331 Lighting Fees	9,275	3,600	10,000	6,000
3512 Returned Check Charge	0	0	35	0
3516 Sale of Surplus Property	2,302	0	0	0

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REVENUE DETAIL

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>QUALITY OF LIFE DEPARTMENT (CONT)</u></b>				
3520 Rental Income	24,389	20,000	22,000	17,000
3525 Waste Import Fees	754,935	750,000	750,000	750,000
3530 Miscellaneous Receipts	422	0	25,000	0
3540 Other Grants	0	10,215	0	0
3590 Donations	31,213	30,000	0	0
3640 Landfill Mitigation Fees	136,825	120,000	135,000	135,000
3734 Contract Services	47,616	30,000	25,000	25,000
TOTAL QUALITY OF LIFE DEPARTMEN	1,410,370	1,431,115	1,359,735	1,359,530
<b><u>GAS TAX (207)</u></b>				
3025 Gas Tax Prop 111 2105	327,264	347,651	347,651	336,004
3026 Gas Tax 2107	469,735	498,928	498,928	500,255
3027 Gas Tax Engineering Rcpts	7,500	7,500	7,500	7,500
3028 Gas Tax 2106	225,819	237,324	237,324	227,544
3029 Gas Tax 2103	967,203	780,731	780,731	1,018,044
TOTAL GAS TAX	1,997,521	1,872,134	1,872,134	2,089,347
<b><u>STREET LIGHTING DIST #1 (260)</u></b>				
3650 Assessment District	25,514	26,000	25,000	26,000
TOTAL STREET LIGHTING DIST #1	25,514	26,000	25,000	26,000
<b><u>COMM FAC DIST 2004-1 (261)</u></b>				
3510 Investment Income	5,874	5,000	5,000	5,500
3650 Assessment District	120,458	115,000	120,000	120,000
TOTAL COMM FAC DIST	126,332	120,000	125,000	125,500
<b><u>LANDSCAPE MAINT DISTRICT (263)</u></b>				
3650 Assessment District	28,582	30,000	29,000	30,000
TOTAL LANDSCAPE MAINT DIST	28,582	30,000	29,000	30,000
<b><u>DISASTER RECOVERY (270)</u></b>				
3250 Federal Grants	149,285	0	123,557	0
TOTAL DISASTER RECOVERY	149,285	0	123,557	0

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<b><u>SOLID WASTE (511)</u></b>				
3200 State Grants	31,744	19,000	2,000	15,000
3305 Cost Recover/Reimb Expenditure	4,699	0	0	0
3372 Special Hauls & Roll-Offs	1,000,869	1,000,000	860,000	900,000
3373 Solid Waste Svrc Residential	4,508,678	4,500,000	4,300,000	4,500,000
3374 Solid Waste Svrc Non-Resident	4,087,227	4,300,000	3,500,000	4,000,000
3375 Landfill Tipping	0	0	600	0
3376 Recycled Material	299,301	250,000	320,000	300,000
3510 Investment Income	156,724	75,000	75,000	75,000
3511 Finance Charges	22	0	0	0
3512 Returned Check Charge	0	0	35	0
3516 Sale of Surplus Property	6,582	0	0	0
3520 Rental Income	6,800	10,000	5,000	2,000
3525 Waste Import Fees	170,236	170,000	160,000	170,000
3530 Miscellaneous Receipts	2,949	0	6,000	0
3533 Misc Taxable Sales	0	0	215	0
3643 Refuse Auto Sys Developer Fee	1,400	1,200	0	0
<b>TOTAL SOLID WASTE</b>	<b>10,277,231</b>	<b>10,325,200</b>	<b>9,228,850</b>	<b>9,962,000</b>
<b><u>SOLID WASTE PROJ (513)</u></b>				
3200 State Grants	5,937	0	0	0
3530 Miscellaneous Receipts	0	0	653,677	0
<b>TOTAL SOLID WASTE PROJ</b>	<b>5,937</b>	<b>0</b>	<b>653,677</b>	<b>0</b>
<b><u>CALIF ST LANDFILL CLOSURE (517)</u></b>				
3510 Investment Income	58,590	75,000	60,000	70,000
<b>TOTAL CALIF ST LANDFILL CLOSURE</b>	<b>58,590</b>	<b>75,000</b>	<b>60,000</b>	<b>70,000</b>
<b><u>SOLID WASTE CAP IMPROVE (519)</u></b>				
3369 Cap Improv Chrg Non-Res	197,668	10,000	88,500	10,000
3370 Cap Improv Chrg Resident	22,472	15,000	18,000	18,000
3510 Investment Income	27,622	15,000	15,000	15,000
<b>TOTAL SOLID WASTE CAP IMPROVE</b>	<b>247,762</b>	<b>40,000</b>	<b>121,500</b>	<b>43,000</b>

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<b><u>SEWER SERVICE (521)</u></b>				
3305 Cost Recover/Reimb Expenditure	3,285	0	2,808	0
3366 Sewer Residential	5,834,639	6,020,493	6,470,674	6,470,674
3367 Sewer Non-Residential	2,246,214	2,256,768	2,416,684	2,416,684
3368 Septage Charge	59,872	72,175	110,336	110,336
3379 Recycled Water Useage	270,575	355,191	325,218	325,218
3387 Frontage Charge	15,375	0	0	0
3391 Joint Lab - Water Charges	195,565	150,000	130,000	159,608
3392 Joint Lab - Solid Wst Charges	28,126	15,000	30,000	33,501
3510 Investment Income	125,649	55,000	100,000	100,000
3516 Sale of Surplus Property	950	0	0	0
3530 Miscellaneous Receipts	13,412	0	6,200	5,000
3533 Misc Taxable Sales	9	0	0	0
<b>TOTAL SEWER SERVICE</b>	<b>8,793,671</b>	<b>8,924,627</b>	<b>9,591,920</b>	<b>9,621,021</b>
<b><u>GROVES (538)</u></b>				
3510 Investment Income	1,280	250	0	500
3515 Land Sale Proceeds	0	0	12,345,911	0
3530 Miscellaneous Receipts	495	50,000	0	0
3540 Other Grants	66	0	24,285	0
3550 Grove Receipts	778,378	1,000,000	850,000	950,000
<b>TOTAL GROVES</b>	<b>780,219</b>	<b>1,050,250</b>	<b>13,220,196</b>	<b>950,500</b>
<b><u>CEMETERY (562)</u></b>				
3360 Cemetery Internment	141,410	120,000	120,000	120,000
3361 Cemetery Lots	141,310	150,000	136,000	136,000
3362 Cemetery Crypts	28,700	30,000	33,600	30,000
3510 Investment Income	3,588	5,000	300	500
3511 Finance Charges	5,174	4,000	2,000	2,000
3520 Rental Income	42,450	46,000	45,300	46,000
3530 Miscellaneous Receipts	37,336	37,000	32,100	35,000
3533 Misc Taxable Sales	39,106	30,000	34,000	35,000
<b>TOTAL CEMETERY</b>	<b>439,074</b>	<b>422,000</b>	<b>403,300</b>	<b>404,500</b>

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<b><u>CEMETERY PRE-NEED (563)</u></b>				
3510 Investment Income	9,671	6,500	6,500	6,500
<b>TOTAL CEMETERY PRE-NEED</b>	<b>9,671</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
<b><u>AVIATION OPERATING (564)</u></b>				
3001 Current Unsecured Taxes	37,808	65,000	55,000	60,000
3200 State Grants	0	10,000	0	0
3250 Federal Grants	307,622	0	400,000	0
3510 Investment Income	3,005	4,734	0	0
3511 Finance Charges	42,758	0	32,000	0
3512 Returned Check Charge	35	0	0	0
3520 Rental Income	266,782	315,000	290,000	300,000
3530 Miscellaneous Receipts	9,594	2,500	1,500	1,500
3545 Tie-Down Fees	4,931	14,000	12,000	14,000
3546 Gate Access Fees	6,755	10,000	9,500	10,000
<b>TOTAL AVIATION OPERATING</b>	<b>679,290</b>	<b>421,234</b>	<b>800,000</b>	<b>385,500</b>
<b><u>EQUIPMENT MAINTENANCE (607)</u></b>				
3305 Cost Recover/Reimb Expenditure	302,770	200,000	207,420	200,000
3393 Internal Svc Rcpts: General Fund	1,270,117	1,041,849	1,041,849	1,041,849
3394 Internal Svc Rcpts: Non-Gen Fund	2,024,727	2,084,809	2,084,809	2,084,809
3398 LCNG Outside Fuel Sales	406,834	275,000	250,000	300,000
3510 Investment income	2,031	1,000	1,000	1,500
3530 Miscellaneous Receipts	614	0	0	0
<b>TOTAL EQUIP MAINTENANCE</b>	<b>4,007,093</b>	<b>3,602,658</b>	<b>3,585,078</b>	<b>3,628,158</b>
<b><u>CEMETERY ENDOWMENT (702)</u></b>				
3364 Cemetery Endowment	58,424	60,000	55,000	60,000
<b>TOTAL CEMETERY ENDOWMENT</b>	<b>58,424</b>	<b>60,000</b>	<b>55,000</b>	<b>60,000</b>



**City of Redlands  
2013-2014  
Adopted Budget**

**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:**

- Through independent contract agreements the Division has been able to continue to offer adult sport leagues in the community. Quickstrike Sports provides adult basketball and soccer leagues, while Major League Softball provides Adult Softball leagues.
- The Division has been able to offer high quality, affordable recreation programs & services that promote healthy, active lifestyles and a sense of community. New classes offered for 2012 include:
  - Lego Jedi Engineering Camps (Contracted through Play Well Technologies)
  - Cooking Classes (Contracted through Hilda Hakiem)
  - Tutu and Tights- Jazzy Hip Hop Dance Classes - Pee Wee Tap Dance lessons (Contracted through Lorraine Montemayor)
  - Guitar Lessons (Contracted through Frank Velasquez)
- QOL is working with community volunteers to complete a draft for a fellowship (grant) application for the Community Center tutoring/outreach. The focus of this grant will be engaging the City's youth and improving recreational opportunities. This could incorporate the community center hours of operation, tutoring program and Healthy Redlands.

**Accomplishments for Fiscal Year 2012-2013:**

- Provided all adult softball, basketball, volleyball and soccer leagues through various independent contractor agreements.



- Provided youth sports including basketball, tee-ball, spudball, softball, tennis and soccer through various independent contractor agreements.
- The Division has contracted with various organizations to provide these services in the community:
  1. Trifytt Sports: Youth Basketball and tee ball Leagues
  2. USTA: Tennis Clinics
  3. Escola Soccer: Soccer Clinics
- Increased contract class offerings to include ballet/tap, drivers' education, tai chi, Zumba exercise, First Aid and CPR certification, police officer led Street Smarts Martial Arts Program.
- Provided new class offerings in music education, youth sports summer camps and principals of engineering summer camps through independent contracting organizations.
- This past year the Division contracted with Sport Ball to provide various winter and spring sport clinics
- Collaborated with Redlands Police Department to continue the annual Community Christmas Block Party.

The Community Christmas Block Party was held on December 15th and was another tremendous success with approximately 3000 in attendance. Nearly 2000 hot dogs were provided along with 500 toys, 14 bicycles, plenty of games, activities and entertainment.
- Increased use of volunteers to provide after school tutoring program.

City of Redlands

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Adopted Budget

**DEPARTMENT/DIVISION**

RECREATION

**FUND**

GENERAL FUND

**ORGKEY**

101230

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	57,810	56,636	17,795	51,395
4005 Salaries: Part Time	44,530	47,804	49,639	85,529
4010 Overtime Salaries	716	1,000	0	1,000
4050 Pension Contributions	12,137	12,186	3,701	11,762
4051 Fica/Medicare	7,930	8,092	5,870	9,068
4055 Health/Dental Insurance	12,438	15,153	1,113	1,528
4056 Worker's Comp Insurance	4,194	8,761	8,761	8,761
4057 Disability Insurance	462	570	214	558
4058 Unemployment Insurance	3,096	2,604	1,976	2,604
4059 Life Insurance	68	63	29	63
4081 Eyecare Reimbursement	450	225	225	225
4084 Clothing Cash Payment	200	200	200	200
4085 Other taxable Benefits	0	0	6,763	4,200
<b>TOTAL SALARIES AND BENEFITS</b>	<b>144,031</b>	<b>153,295</b>	<b>96,286</b>	<b>176,893</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	3,261	3,000	3,471	3,470
5180 Medical/Physicals	140	0	0	0
5190 Other Professional Services	0	0	58,075	0
5275 Postage	66	100	100	100
5303 Telephone	16,896	16,400	16,435	16,450
5310 Electricity & Gas	14,306	13,600	14,014	14,014
5350 Building Grounds & Maint	1,274	14,000	14,000	5,000
5392 License & Permits	823	823	500	823
5395 Info Technology Services Charge	41,446	42,058	42,058	42,058
5396 City Garage Charges	18,241	4,993	4,993	4,993
5570 Office Equip & Furn Rent	3,365	3,400	3,400	400
5760 Special Program Expenditures	0	3,000	3,000	10,000
5880 Special Contractual Services	26,969	75,000	75,000	90,000
5950 Bad Debt Expense	250	150	116	0
<b>TOTAL SERVICES</b>	<b>127,037</b>	<b>176,524</b>	<b>235,162</b>	<b>187,308</b>

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**DEPARTMENT/DIVISION**  
RECREATION

**FUND**  
GENERAL FUND

**ORGKEY**  
101230

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	665	500	500	500
6160 Medical Supplies	0	100	100	100
6190 Photo & Copying Supplies	0	100	100	100
6210 Repair/Maintenance Supplies	467	700	700	700
6310 Janitorial Supplies	0	500	500	500
6560 Food	631	0	555	0
6590 Special Departmental Supplies	2,487	1,600	1,952	3,500
<b>TOTAL SUPPLIES</b>	<b>4,250</b>	<b>3,500</b>	<b>4,407</b>	<b>5,400</b>
<b>DIVISION TOTAL</b>	<b>275,318</b>	<b>333,319</b>	<b>335,855</b>	<b>369,601</b>

**City of Redlands  
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**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:**

- The addition of 11 new volunteer-led and independent contractor classes offered at the Joslyn and Community Senior Centers.
- Some of the new programs and classes offered are:
  - 1) Chinese Language Classes
  - 2) Zumba Gold
  - 3) Poker for fun
  - 4) Arabic Language Classes
  - 5) Chair Exercise
  - 6) Quilting
  - 7) Cake Decorating
  - 8) Living Legacies
  - 9) Chess Club
  - 10) Violin Classes
  - 11) Tap Dance
- Increased the number of fundraisers offered at the senior centers providing \$19,230 in donations for the fiscal year.

**Senior Services Accomplishments for Fiscal Year 2012-2013**

- AARP Senior Tax Aide held at both senior centers assisted a total of 535 individuals with tax preparation, the most of any city that participated.

- The programs and services operated by the senior services division are made possible with more than 150 volunteers. These individuals donate thousands of hours each year impacting lives and truly making a difference.
- Our volunteers' special skills, talents and loyalty are greatly appreciated and enable us to provide quality services to thousands of residents throughout Redlands.
- Senior transportation program transported 1,428 passengers during the year and provided 2,736 trips.
- The Senior Transportation Program continued to serve the seniors in the Redlands community. The program operates with several part time drivers that keep busy transporting seniors to the medical and dental appointments. They also continued to assist the passengers with picking up their prescriptions at local pharmacies. It is anticipated that the Senior Transportation program will have transported over 1600 passengers during the 2012-2013 fiscal year.
- Fundraising events like the third annual Benefit Concert titled "What the World Needs Now is Love", continue to be a success though. An estimated crowd was close to 130 in attendance. The event was held to benefit the Redlands/Joslyn Senior and Community Centers, monetary donations were generously given and graciously accepted.

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**DEPARTMENT/DIVISION**  
**SENIOR SERVICES**

**FUND**  
GENERAL FUND

**ORGKEY**  
101232

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	108,659	113,273	89,921	102,790
4005 Salaries: Part Time	81,545	101,656	79,122	82,656
4010 Overtime Salaries	481	1,000	1,000	1,000
4015 Banked Leave Buy Back	3,477	1,307	1,186	1,186
4050 Pension Contributions	22,690	24,372	19,430	23,524
4051 Fica/Medicare	14,864	16,680	13,960	15,173
4055 Health/Dental Insurance	31,628	32,378	28,688	33,624
4056 Worker's Comp Insurance	712	7,334	7,344	7,344
4057 Disability Insurance	820	1,154	939	1,056
4058 Unemployment Insurance	5,363	5,642	4,066	3,906
4059 Life Insurance	130	126	102	126
4081 Eyecare Reimbursement	225	450	225	450
4082 Clothing Allowance	225	0	0	0
4084 Clothing Cash Payment	400	400	200	400
<b>TOTAL SALARIES AND BENEFITS</b>	<b>271,219</b>	<b>305,771</b>	<b>246,183</b>	<b>273,235</b>
<b><u>SERVICES</u></b>				
5180 Medical/Physicals	70	152	152	152
5190 Other Professional Services	139	0	0	0
5275 Postage	1,138	1,500	1,200	1,200
5280 Advertising	0	100	100	100
5303 Telephone	2,227	2,700	1,500	1,500
5360 Machinery & Equip Maint	0	500	565	1,000
5395 Info Technology Services Charge	12,341	13,444	13,444	13,444
5396 City Garage Charges	17,227	13,548	13,548	13,548
5570 Office Equip & Furn Rent	4,821	4,830	4,817	4,830
5760 Special Program Expenditures	1,311	5,000	5,000	0
5800 Subscriptions & Memberships	264	400	250	400
5880 Special Contractual Services	10,923	14,300	14,000	14,000
5950 Bad Debt Expense	0	0	0	0
<b>TOTAL SERVICES</b>	<b>50,461</b>	<b>56,474</b>	<b>54,576</b>	<b>50,174</b>

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
**SENIOR SERVICES**

**FUND**  
GENERAL FUND

**ORGKEY**  
101232

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	1,693	1,000	1,000	1,000
6310 Janitorial Supplies	374	400	1,200	1,200
6350 Building Supplies	326	100	100	100
6500 Office Equipment & Furniture	405	500	500	500
6510 Small Tools & Equipment	413	500	500	500
6560 Food	15,303	10,000	10,000	5,000
6590 Special Departmental Supplies	5,221	6,000	10,073	10,000
<b>TOTAL SUPPLIES</b>	<b>23,735</b>	<b>18,500</b>	<b>23,373</b>	<b>18,300</b>
<b>DIVISION TOTAL</b>	<b>345,415</b>	<b>380,745</b>	<b>324,132</b>	<b>341,709</b>
<b>DEPARTMENT SUBTOTAL</b>	<b>620,733</b>	<b>714,064</b>	<b>659,987</b>	<b>711,310</b>



City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**  
**QUALITY OF LIFE ADMINISTRATION**

**FUND**

GENERAL FUND

**ORGKEY**

101300

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	89,940	97,260	72,564	117,955
4005 Salaries: Part Time	0	9,347	0	439
4010 Overtime Salaries	585	2,000	1,000	2,000
4015 Banked Leave Buy Back	2,667	1,794	10,702	1,792
4050 Pension Contributions	22,741	20,806	14,928	25,267
4051 Fica/Medicare	5,400	6,879	6,014	9,528
4053 Deferred Compensation	1,071	1,079	513	1,051
4055 Health/Dental Insurance	17,872	23,237	17,014	25,589
4056 Worker's Comp Insurance	2,239	16,262	16,262	16,262
4057 Disability Insurance	486	819	564	319
4058 Unemployment Insurance	870	829	559	820
4059 Life Insurance	89	120	84	118
4081 Eyecare Reimbursement	675	430	225	418
4084 Clothing Cash Payment	200	352	200	140
4085 Other Taxable Benefits	30	442	499	117
<b>TOTAL SALARIES AND BENEFITS</b>	<b>144,865</b>	<b>181,656</b>	<b>141,128</b>	<b>201,816</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	400	10,528	5,500
5240 Meeting & Professional	95	2,000	1,939	2,000
5255 Travel Reimbursement	356	0	241	0
5270 Printing and Binding	4,343	1,400	3,825	2,850
5275 Postage	2,295	2,500	2,300	1,500
5280 Advertising	0	1,500	500	500
5303 Telephone	8,354	5,300	6,043	6,000
5340 Office Equipment Maintenance	286	500	500	500
5395 Info Technology Services	8,425	8,582	8,582	8,582
5396 City Garage Charges	3,547	6,173	6,173	6,173
5570 Office Equip & Furn Rent	8,448	6,159	8,668	3,500
5800 Subscriptions & Memberships	0	500	250	0

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**  
QUALITY OF LIFE ADMINISTRATION

**FUND**

GENERAL FUND

**ORGKEY**

101300

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5880 Special Contractual Services	0	0	8,664	0
<b>TOTAL SERVICES</b>	<b>36,149</b>	<b>35,014</b>	<b>58,213</b>	<b>37,105</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	2,856	5,500	4,595	5,000
6160 Medical Supplies	0	100	0	0
6210 Repair/Maintenance Supplies	122	0	0	0
6310 Janitorial Supplies	31,200	27,000	26,743	30,000
6375 Computer Components	0	1,000	1,000	0
6500 Office Equipment & Furniture	0	500	500	0
6510 Small Tools & Equipment	303	0	0	0
6590 Special Departmental Supplies	19	0	0	0
6560 Food	0	0	67	0
<b>TOTAL SUPPLIES</b>	<b>34,500</b>	<b>34,100</b>	<b>32,905</b>	<b>35,000</b>
<b><u>FIXED ASSETS</u></b>				
7140 All Other Equipment	0	120,000	120,000	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>120,000</b>	<b>120,000</b>	<b>0</b>
<b>DIVISION TOTAL</b>	<b>215,514</b>	<b>370,770</b>	<b>352,246</b>	<b>273,921</b>

**City of Redlands  
2013-2014  
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 all city facilities including the Civic Center, A.K. Smiley Library, City fire stations, Safety Hall, the Police Annex, Joslyn Senior Center, the Community/Senior Center, the Corporate Yard Hillside Memorial Park. In addition, two parking structures are maintained by this Division. Employees complete 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.

City staff administers 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

**Accomplishments for Fiscal Year 2012-2013:**

- Opened 257 work orders and closed 230 work orders during the fiscal year
- Repainted Buildings A, B and M at the Corporate Yard

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**  
BUILDING MAINTENANCE

**FUND**

GENERAL FUND

**ORGKEY**

101301

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	87,370	119,332	96,243	96,995
4010 Overtime Salaries	3,957	5,000	4,500	5,000
4015 Banked Leave Buy Back	7,938	1,758	0	2,204
4050 Pension Contributions	18,212	23,572	18,704	18,522
4051 Fica/Medicare	7,612	9,740	7,340	7,639
4055 Health/Dental Insurance	28,057	31,465	24,713	24,913
4056 Worker's Comp Insurance	986	1,206	1,207	1,206
4057 Disability Insurance	1,105	1,223	1,206	998
4058 Unemployment Insurance	1,318	1,020	958	868
4059 Life Insurance	109	148	127	126
4081 Eyecare Reimbursement	450	529	230	450
4082 Clothing Allowance	550	646	550	550
<b>TOTAL SALARIES AND BENEFITS</b>	<b>157,664</b>	<b>195,639</b>	<b>155,778</b>	<b>159,471</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	3,961	4,500	4,500	4,500
5300 Water, Sewer, Disposal	20,559	37,000	22,704	25,000
5303 Telephone	12,239	13,670	11,560	13,000
5310 Electricity & Gas	562,827	520,500	549,120	550,000
5313 Heating/AC Service Contract	39,373	105,000	92,000	90,000
5320 Janitorial Services	109,142	120,000	91,490	120,000
5350 Building/Grounds Maintenance	53,216	100,000	100,000	90,000
5360 Machinery & Equip Maint	21,910	25,000	15,000	15,000
5395 Info Technology Services Charge	3,030	3,301	3,001	3,301
5396 City Garage Charges	3,547	3,741	3,741	3,741
5722 Penalties and Interest	26	0	0	0
5800 Subscriptions and Memberships	60	60	0	0
5880 Special Contractual Services	76,940	62,000	70,944	90,000
5890 Landfill Tipping Charges	441	441	0	0
<b>TOTAL SERVICES</b>	<b>907,271</b>	<b>995,213</b>	<b>964,060</b>	<b>1,004,542</b>

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**  
BUILDING MAINTENANCE

**FUND**

GENERAL FUND

**ORGKEY**

101301

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supples	196	300	300	300
6180 Turnouts/Uniforms/Safety Clothin	113	100	100	100
6210 Repair/Maintenance Supplies	26,184	30,000	20,000	15,000
6310 Janitorial Supplies	321	500	150	500
6350 Building Supplies	4,813	15,000	10,030	10,000
6410 Motor Vehicle Supplies	26	0	0	0
6510 Small Tools & Equipment	483	3,000	1,000	0
6580 Damaged/Theft/Obsolete Stock	0	0	615	0
6590 Special Departmental Supplies	174	500	500	1,500
<b>TOTAL SUPPLIES</b>	<b>32,310</b>	<b>49,400</b>	<b>32,695</b>	<b>27,400</b>
<b>DIVISION TOTAL</b>	<b>1,097,245</b>	<b>1,240,252</b>	<b>1,152,533</b>	<b>1,191,413</b>

**City of Redlands  
2013-2014  
Adopted Budget**

**Quality of Life  
Parks Division**

**Program Description:**

The Parks Division is responsible for the maintenance and upkeep of approximately 237 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, landscape district, lighting district, and a tree care program.

**Program Objectives:**

- Provide clean, safe, and attractive open space and parkland areas
- Maintain irrigation systems and facility plumbing systems in all areas of responsibility
- Maintain playgrounds and other facilities in a safe, clean manner
- Maintain historic downtown Redlands
- Maintain City medians

**Significant Program Changes:**

- Emergency tree trimming and safety calls will be handled by the Parks Division
- Two full time Park Maintenance and one part-time position have been added to aid in the increased areas of responsibility

**Accomplishments for Fiscal Year 2012-2013:**

- Resurfacing of Carriage House Road at Prospect Park
- Ed Hales Park renovation to include new walking surfaces, stage, fixtures, planters, and seating areas
- Maintained 237 acres of developed park space
- Maintained 330,838 square feet in landscape maintenance and community facilities districts
- Maintained and trimmed 5,500 trees of City's 38,000 urban forest
- Maintained 8 linear miles of City traffic medians
- Trimmed over 700 Park Trees
- Addition of 37 acres of responsibility, including the Redlands Boulevard and Eureka Medians
- Assisted with the addition of conceptual plan features to the Heritage Park site

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

PARKS

**FUND**

GENERAL FUND

**ORGKEY**

101303

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	517,489	532,583	568,074	573,075
4005 Salaries: Part Time	0	58,560	7,500	15,000
4010 Overtime Salaries	24,993	34,000	22,814	34,000
4012 Stand By	4,633	9,000	7,500	9,000
4015 Banked Leave Buy Back	6,907	11,538	10,922	11,646
4050 Pension Contributions	104,211	112,979	122,807	128,040
4051 Fica/Medicare	44,319	49,914	46,945	45,426
4053 Deferred Compensation	0	0	301	0
4055 Health/Dental Insurance	203,946	186,011	222,292	218,344
4056 Worker's Comp Insurance	18,100	60,326	60,326	63,000
4057 Disability Insurance	6,037	5,509	5,903	5,924
4058 Unemployment Insurance	6,994	7,139	5,184	6,510
4059 Life Insurance	796	784	822	882
4081 Eyecare Reimbursement	957	2,801	1,000	3,150
4082 Clothing Allowance	3,850	3,424	3,575	3,850
4084 Clothing Cash Payment	200	0	70	0
4085 Other Taxable Benefits	502	0	9	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>943,934</b>	<b>1,074,569</b>	<b>1,086,044</b>	<b>1,117,847</b>

**SERVICES**

5110 Architect & Engineer	0	12,474	0	10,000
5140 Legal Services	0	0	50,000	0
5190 Other Professional Services	10,307	3,450	0	3,500
5270 Printing & Binding	0	0	91	0
5275 Postage	0	0	427	500
5300 Water, Sewer, Disposal	6,996	10,000	7,231	10,000
5303 Telephone	2,796	3,000	2,604	3,000
5310 Electricity & Gas	49,978	51,000	44,241	51,000
5320 Janitorial Services	0	2,250	2,736	2,800
5350 Building/Grounds Maintenance	32,775	17,830	14,121	13,000
5360 Machinery & Equipment Maint	0	2,000	1,875	2,000



City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
PARKS

**FUND**  
GENERAL FUND

**ORGKEY**  
101303

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONTD)</u></b>				
5395 Info Technology Services Charge	18,378	20,021	20,021	21,000
5396 City Garage Charges	130,725	81,861	81,861	85,000
5530 Clothing and Linen Rent	189	0	0	0
5840 Training	0	0	0	3,000
5880 Special Contractual Services	46,070	99,235	99,235	40,000
5890 Landfill Tipping Charges	3,787	7,500	3,250	7,500
5950 Bad Debt Expense	0	0	60	0
<b>TOTAL SERVICES</b>	<b>302,001</b>	<b>310,621</b>	<b>327,751</b>	<b>252,300</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	611	300	225	300
6160 Medical Supplies	324	400	325	400
6180 Turnouts/Uniforms/Safety Clothin	3,332	3,500	2,327	3,500
6210 Repair/Maintenance Supplies	85,889	63,720	59,000	65,000
6310 Janitorial Supplies	8,157	8,000	9,708	8,000
6350 Building Supplies	3,447	4,000	2,364	4,000
6410 Motor Vehicle Supplies	287	0	0	0
6510 Small Tools & Equipment	1,058	7,000	6,852	10,000
6580 Damaged/Theft/Obsolete Stock	0	0	460	0
6590 Special Departmental Supplies	6,327	8,000	6,423	10,000
<b>TOTAL SUPPLIES</b>	<b>109,432</b>	<b>94,920</b>	<b>87,684</b>	<b>101,200</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	0	16,003	12,504	30,000
7140 All Other Equipment	0	0	16,480	23,000
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>16,003</b>	<b>28,984</b>	<b>53,000</b>
 <b>DIVISION TOTAL</b>	 <b>1,355,367</b>	 <b>1,496,113</b>	 <b>1,530,463</b>	 <b>1,524,347</b>

**City of Redlands  
2013-2014  
Adopted Budget**

**Quality of Life  
Streets & Electrical 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.

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.

**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 Field Service Coordinator is responsible for oversight of the City's contracted tree trimming, concrete curb and gutter and street sweeping services

**Significant Program Changes:**

- Production of traffic signs will be brought in-house through the use of a new sign manufacturing software and larger capacity plotter
- Utilization and implementation of newer pavement marking processes to decrease service frequencies and reduce maintenance costs associated with traffic safety legends

**Accomplishments for Fiscal Year 2012-2013:**

- Swept 5949 curb miles through out city on a weekly basis
- Maintained over 300 miles of streets, including potholing, skin patching using 520 tons of asphalt in 960 locations
- Removed and replaced 976 linear feet of sidewalk and 701 linear feet of curb and gutter at 22 locations

- Completed approximately 2700 underground service alert tickets
- Serviced and/or repaired 480 street lights with a 94% completion rate within 48 hours
- Replaced 60,000 feet of stolen wire in various locations throughout the City
- Performed 265 traffic signal inspections
- Surveyed and constructed both the parking lot and walking trails within the new Heritage Park
- Completed annual cleaning of all storm drain inlets and channels

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
ELECTRICAL

**FUND**  
GENERAL FUND

**ORGKEY**  
101302

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	100,847	103,817	103,817	103,817
4010 Overtime Salaries	4,204	5,000	6,993	5,000
4012 Stand By	3,986	5,000	5,912	5,000
4015 Banked Leave Buy Back	4,067	2,395	3,475	2,395
4050 Pension Contributions	21,108	22,319	22,422	23,761
4051 Fica/Medicare	8,514	8,209	9,059	8,932
4055 Health/Dental Insurance	27,464	28,040	28,857	29,608
4056 Worker's Comp Insurance	1,503	1,049	1,049	1,500
4057 Disability Insurance	1,244	1,073	1,205	1,173
4058 Unemployment Insurance	1,148	868	868	868
4059 Life Insurance	127	126	126	126
4081 Eyecare Reimbursement	225	450	671	450
4082 Clothing Allowance	550	550	550	550
<b>TOTAL SALARIES AND BENEFITS</b>	<b>174,987</b>	<b>178,897</b>	<b>185,004</b>	<b>183,181</b>
<b><u>SERVICES</u></b>				
5240 Meeting & Professional Devlpmt	0	0	0	1,000
5275 Postage	21	100	25	75
5303 Telephone	2,393	2,000	2,026	2,100
5315 Elec Svc: State Traffic Signals	14,669	15,000	28,389	25,000
5316 Elec Svc: City Traffic Signals	37,414	33,325	33,050	25,000
5330 Elec Svc: State Street Lighting	10,900	20,000	12,401	15,000
5331 Elec Svc: SCE Street Lighting	106,284	95,000	127,044	130,000
5360 Machinery & Equip Maint	28,999	0	0	15,000
5370 City Street Lighting Power	294,068	275,000	253,000	280,000
5395 Info Technology Services Charge	6,199	6,754	6,754	6,754
5396 City Garage Charges	10,134	16,504	16,503	18,000
5510 Land and Building Rent	5,944	6,000	5,174	6,000
5722 Penalties and Interest	26	0	0	0
5880 Special Contractual Services	6,919	10,000	13,371	5,000
5950 Bad Debt Expense	12,742	0	0	0
<b>TOTAL SERVICES</b>	<b>536,712</b>	<b>479,683</b>	<b>497,738</b>	<b>528,929</b>

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
ELECTRICAL

**FUND**  
GENERAL FUND

**ORGKEY**  
101302

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	237	400	250	400
6160 Medical Supplies	239	100	0	100
6180 Turnouts/Uniforms/Safety Clothin	806	600	353	600
6210 Repair/Maintenance Supplies	123,332	75,000	92,988	120,000
6310 Janitorial Supplies	767	200	75	200
6350 Building Supplies	1,426	2,000	1,500	1,000
6510 Small Tools & Equipment	289	1,000	923	1,000
6580 Damaged/Theft/Obsolete Stock	0	0	436	0
6590 Special Departmental Supplies	4,439	7,000	7,000	4,000
<b>TOTAL SUPPLIES</b>	<b>131,535</b>	<b>86,300</b>	<b>103,525</b>	<b>127,300</b>
<b>DIVISION TOTAL</b>	<b>843,234</b>	<b>744,880</b>	<b>786,267</b>	<b>839,410</b>

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
STREETS

**FUND**  
GENERAL FUND

**ORGKEY**  
101304

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	426,005	351,548	380,766	441,734
4010 Overtime Salaries	18,079	8,000	8,000	15,000
4012 Stand By	10,594	10,000	5,918	10,000
4015 Banked Leave Buy Back	35,893	7,308	6,036	9,873
4050 Pension Contributions	88,968	74,235	79,301	97,935
4051 Fica/Medicare	37,404	29,942	29,611	36,672
4055 Health/Dental Insurance	133,814	93,545	88,736	121,352
4056 Worker's Comp Insurance	5,048	16,052	16,053	16,500
4057 Disability Insurance	5,423	3,628	3,970	4,822
4058 Unemployment Insurance	5,638	3,212	4,153	4,340
4059 Life Insurance	608	466	557	630
4081 Eyecare Reimbursement	450	1,665	744	2,250
4082 Clothing Allowance	2,475	2,035	1,925	2,750
<b>TOTAL SALARIES AND BENEFITS</b>	<b>770,399</b>	<b>601,636</b>	<b>625,769</b>	<b>763,858</b>
<b><u>SERVICES</u></b>				
5180 Medical/Physicals	340	210	1,700	550
5190 Other Professional Services	0	4,410	4,000	4,500
5240 Meeting & Professional Devlpmt	0	500	500	500
5275 Postage	0	0	17	50
5303 Telephone	2,964	2,000	3,200	2,500
5395 Info Technology Services Charge	15,436	16,816	16,815	17,000
5396 City Garage Charges	181,144	121,631	121,630	125,000
5590 Other Rentals	260	2,000	1,253	2,000
5880 Special Contractual Services	264,009	300,000	293,000	317,898
5890 Landfill Tipping Charges	756	6,795	6,000	4,000
5950 Bad Debt Expense	8,434	3,000	0	2,000
5990 Reimbursed Expenditures	(6,941)	(5,000)	0	0
<b>TOTAL SERVICES</b>	<b>466,402</b>	<b>452,362</b>	<b>448,116</b>	<b>475,998</b>

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
STREETS

**FUND**  
GENERAL FUND

**ORGKEY**  
101304

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	1,431	500	655	700
6160 Medical Supplies	174	400	323	400
6180 Turnouts/Uniforms/Safety Clothin	2,775	3,500	4,635	4,500
6210 Repair/Maintenance Supplies	97,967	50,000	79,077	65,000
6310 Janitorial Supplies	1,589	2,000	1,704	2,000
6410 Motor Vehicle Supplies	150	0	0	0
6510 Small Tools & Equipment	4,597	5,000	5,004	3,500
6590 Special Departmental Supplies	24,718	14,000	12,750	15,000
<b>TOTAL SUPPLIES</b>	<b>133,401</b>	<b>75,400</b>	<b>104,148</b>	<b>91,100</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	0	0	0	76,720
7140 All Other Equipment	0	16,003	15,523	0
7240 Storm Drain Construction	0	39,109	39,109	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>55,112</b>	<b>54,632</b>	<b>76,720</b>
<b>DIVISION TOTAL</b>	<b>1,370,202</b>	<b>1,184,510</b>	<b>1,232,665</b>	<b>1,407,676</b>



City of Redlands .

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

TREES

**FUND**

GENERAL FUND

**ORGKEY**

101305

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5880 Special Contractual Services	277,414	100,000	145,000	155,000
TOTAL SERVICES	277,414	100,000	145,000	155,000
DIVISION TOTAL	277,414	100,000	145,000	155,000

City of Redlands  
2013-2014  
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 consists of two officers and one full-time administrative technician who administers 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:**

- Implemented the Administrative Citation process significantly reducing the necessary staff time and costs associated with Superior Court.

**Accomplishments for Fiscal Year 2012-2013:**

- Opened 538 cases and closed 307 cases during the fiscal year
- Inspected 3,300 rental units

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

**CODE ENFORCEMENT**

**FUND**

GENERAL FUND

**ORGKEY**

101306

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	136,621	123,460	128,158	147,218
4005 Salaries: Part Time	483	21,156	0	0
4010 Overtime Salaries	431	2,000	1,000	2,000
4015 Banked Leave Buy Back	1,234	2,625	1,234	3,380
4050 Pension Contributions	26,808	26,080	26,632	33,216
4051 Fica/Medicare	11,020	11,887	10,179	12,387
4055 Health/Dental Insurance	17,650	19,933	18,691	18,884
4056 Worker's Comp Insurance	475	2,098	2,099	2,098
4057 Disability Insurance	1,605	1,322	1,353	1,590
4058 Unemployment Insurance	1,723	1,454	836	1,302
4059 Life Insurance	149	148	159	189
4081 Eyecare Reimbursement	450	529	250	675
4084 Clothing Cash Payment	400	478	600	600
4085 Other Taxable Benefits	8,350	5,250	6,338	8,400
<b>TOTAL SALARIES AND BENEFITS</b>	<b>207,399</b>	<b>218,419</b>	<b>197,529</b>	<b>231,939</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	0	200	200	200
5190 Professional Services	3,850	500	500	0
5240 Meeting & Professional Devlpmt	0	500	0	0
5255 Travel Expense Reimbursement	664	664	0	0
5270 Printing and Binding	106	500	200	200
5275 Postage	0	500	200	300
5303 Telephone	(374)	0	0	0
5396 City Garage Charges	7,600	5,773	5,773	5,773
5950 Bad Debt Expense	1,362	0	400	400
<b>TOTAL SERVICES</b>	<b>13,208</b>	<b>8,637</b>	<b>7,273</b>	<b>6,873</b>

City of Redlands  
2013-2014  
Adopted Budget

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

**FUND**  
GENERAL FUND

**ORGKEY**  
101306

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	632	1,000	1,000	1,000
6210 Repair/Maintenance Supplies	636	700	300	0
6590 Special Departmental Supplies	0	0	0	700
<b>TOTAL SUPPLIES</b>	<b>1,268</b>	<b>1,700</b>	<b>1,300</b>	<b>1,700</b>
DIVISION TOTAL	221,875	228,756	206,102	240,512
DEPARTMENT SUBTOTAL	5,380,851	5,365,281	5,405,276	5,632,279
DEPARTMENT TOTAL	6,001,584	6,079,345	6,065,263	6,343,589

**City of Redlands  
2013-2014  
Adopted Budget**

**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, 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. Staff is closely monitoring irrigation and maintenance costs associated with Landscaping Maintenance District operations. Staff created water budgets for each landscape area, in accordance with AB1881 and the University of California maximum water allowance calculation to properly manage District irrigation practices to lower irrigation expenses and maximize landscape maintenance services.

**Accomplishments for Fiscal Year 2012-2013:**

Staff prepared Engineers Report and secured City Council approval for both Districts. Municipal Utilities and Engineering and Quality of Life Departments worked together to curtail the landscape maintenance services in all District areas to more closely represent the property assessments. Lastly, efforts were coordinated to prepare appropriate water and maintenance requirements necessary to solicit new landscape maintenance contract services in budget year FY 2012-13.

City of Redlands

2013-2014

Adopted Budget

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

**FUND**

STREET LIGHTING DISTRICT #1 FUND

**ORGKEY**

260300

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	2,451	2,800	2,873	2,800
4010 Overtime Salaries	149	0	14	0
4015 Banked Leave Buy Back	181	28	63	28
4050 Pension Contributions	508	525	618	525
4051 Fica/Medicare	179	217	237	217
4053 Deferred Compensation	0	0	17	0
4055 Health/Dental Insurance	393	590	459	590
4057 Disability Insurance	30	28	3	28
4058 Unemployment Insurance	20	22	13	22
4059 Life Insurance	2	3	3	3
4081 Eyecare Reimbursement	0	11	7	11
4084 Clothing Cash Payment	4	12	8	12
4085 Other Taxable Benefits	21	0	3	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>3,938</b>	<b>4,238</b>	<b>4,318</b>	<b>4,238</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	0	2,000	1,549	2,000
5280 Advertising	522	0	0	0
5370 City Street Lighting Power	0	5,000	5,000	5,000
5870 General Govt Service Charge	1,267	1,025	1,025	1,250
<b>TOTAL SERVICES</b>	<b>1,789</b>	<b>8,025</b>	<b>7,574</b>	<b>8,250</b>
<b>FUND TOTAL</b>	<b>5,727</b>	<b>12,263</b>	<b>11,892</b>	<b>12,488</b>



City of Redlands

2013-2014

Adopted Budget

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

**FUND**

CFD 2004-1 ASSESSMENTS FUND

**ORGKEY**

261300

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	10,795	4,108	6,441	4,108
4010 Overtime Salaries	364	0	26	0
4015 Banked Leave Buy Back	626	28	141	28
4050 Pension Contributions	2,260	743	1,388	743
4051 Fica/Medicare	837	324	529	324
4053 Deferred Compensation	443	0	43	0
4055 Health/Dental Insurance	2,058	750	1,090	750
4057 Disability Insurance	68	43	4	43
4058 Unemployment Insurance	66	35	30	35
4059 Life Insurance	8	5	6	5
4081 Eyecare Reimbursement	0	19	17	19
4084 Clothing Cash Payment	8	19	18	19
4085 Other Taxable Benefits	58	84	9	84
<b>TOTAL SALARIES AND BENEFITS</b>	<b>17,591</b>	<b>6,157</b>	<b>9,742</b>	<b>6,157</b>
<b><u>SERVICES</u></b>				
5140 Legal Services	7,648	0	7,819	8,000
5190 Other Professional Services	2,000	7,831	15,418	15,500
5280 Advertising	1,386	0	0	0
5300 Water, Sewer, Disposal	14,249	15,000	13,522	15,000
5310 Electricity & Gas	1,545	1,400	1,248	1,400
5870 General Govt Service Charge	1,948	6,039	6,039	6,100
5880 Special Contractual Services	25,694	50,000	36,000	50,000
<b>TOTAL SERVICES</b>	<b>54,470</b>	<b>80,270</b>	<b>80,047</b>	<b>96,000</b>
<b>FUND TOTAL</b>	<b>72,061</b>	<b>86,427</b>	<b>89,789</b>	<b>102,157</b>

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**  
LANDSCAPE MAINTENANCE DISTRICT

**FUND**

LANDSCAPE MAINTENANCE DISTRICT FUND

**ORGKEY**

263300

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	3,065	2,800	3,544	3,544
4010 Overtime Salaries	160	0	8	0
4015 Banked Leave Buy Back	258	28	78	78
4050 Pension Contributions	638	525	766	766
4051 Fica/Medicare	234	217	290	290
4053 Deferred Compensation	0	0	26	26
4055 Health/Dental Insurance	540	590	625	625
4057 Disability Insurance	37	28	3	3
4058 Unemployment Insurance	27	22	16	16
4059 Life Insurance	4	3	3	0
4081 Eyecare Reimbursement	0	11	10	10
4084 Clothing Cash Payment	4	12	10	10
4085 Other Taxable Benefits	31	0	3	3
<b>TOTAL SALARIES AND BENEFITS</b>	<b>4,998</b>	<b>4,238</b>	<b>5,382</b>	<b>5,371</b>
<b><u>SERVICES</u></b>				
5280 Advertising	555	0	0	0
5300 Water, Sewer, Disposal	23,904	9,000	11,262	11,000
5310 Electricity & Gas	2,055	1,600	1,788	1,800
5350 Building/Grounds Maintenance	8,141	10,000	8,314	9,529
5870 General Govt Service Charge	0	2,310	2,311	2,300
<b>TOTAL SERVICES</b>	<b>34,655</b>	<b>22,910</b>	<b>23,675</b>	<b>24,629</b>
<b>FUND TOTAL</b>	<b>39,653</b>	<b>27,148</b>	<b>29,058</b>	<b>30,000</b>

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
**DISASTER RECOVERY**

**FUND**  
DISASTER RECOVERY FUND

**ORGKEY**  
270300

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	5,260	0	1,915	0
4050 Pension Contributions	1,742	0	352	0
4051 Fica/Medicare	402	0	147	0
4053 Deferred Compensation	96	0	0	0
4055 Health/Dental Insurance	1,105	0	257	0
4057 Disability Insurance	0	0	51	0
4059 Life Insurance	4	0	2	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>8,609</b>	<b>0</b>	<b>2,724</b>	<b>0</b>
<b><u>SERVICES</u></b>				
5190 Other Professional Services	16,434	4,752	0	0
5270 Printing and Binding	252	0	0	0
5275 Postage	21	0	0	0
5880 Special Contractual Services	28,693	11,258	11,258	0
<b>TOTAL SERVICES</b>	<b>45,400</b>	<b>16,010</b>	<b>11,258</b>	<b>0</b>
<b><u>FIXED ASSETS</u></b>				
7230 Street Construction	0	110,411	109,575	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>110,411</b>	<b>109,575</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>54,009</b>	<b>126,421</b>	<b>123,557</b>	<b>0</b>

City of Redlands  
2013-2014  
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 2013 12-Month Estimate	FY 2014 Budget Request
48018	City Creek Emergency Open 04-05	12,881	0
48021	City Creek Culvert Improvements	43,000	0
48031	December 2010 Winter Storms	67,676	0
TOTALS		\$123,557	\$0

**City of Redlands  
2013-2014  
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; 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
- To ensure continued compliance with increasing State diversion/recycling requirements, an additional staff member has been added to coordinate recycling projects and programs.

**Significant Changes:**

- The Division was reorganized and operational changes were made at the landfill in fiscal year 2011-2012
- 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
- The Division is in the process of recruiting 12 part time collector positions to ensure route efficiency and subsidize the use of temporary labor.
- Four full time Solid Waste Collector positions were reclassified to Solid Waste Truck Driver positions

**Accomplishments for Fiscal Year 2012-2013:**

- Solid Waste collected 69,375 tons of refuse, 7,405 tons of recyclables, and 14,730 tons of green waste
- Landfill operations processed a total of 78,364 tons of refuse, including waste from an importation contract
- CalRecycle has found that the City of Redlands is meeting the requirements of AB 939, it has adequately implemented its diversion programs and has achieved the diversion requirement.

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

SOLID WASTE

**FUND**

SOLID WASTE FUND

**ORGKEY**

511401

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	1,626,322	1,797,616	1,741,970	1,995,226
4005 Salaries: Part Time	4,235	43,920	133,500	251,103
4010 Overtime Salaries	173,942	150,000	155,907	150,000
4012 Stand By	97	3,000	0	3,000
4015 Banked Leave Buy Back	53,559	32,630	69,068	45,930
4016 Compensated Absences	(53,350)	0	0	0
4050 Pension Contributions	349,252	379,281	377,216	444,177
4051 Fica/Medicare	142,514	150,450	60,285	186,619
4053 Deferred Compensation	4,221	4,812	9,313	10,394
4055 Health/Dental Insurance	440,209	454,553	477,105	511,553
4056 Worker's Comp Insurance	38,132	168,701	168,701	165,000
4057 Disability Insurance	18,477	18,206	16,838	16,880
4058 Unemployment Insurance	21,199	17,121	22,884	24,608
4059 Life Insurance	2,162	2,296	2,256	2,447
4081 Eyecare Reimbursement	3,942	8,201	5,017	8,725
4082 Clothing Allowance	8,850	8,625	8,575	8,800
4084 Clothing Cash Payment	50	80	30	100
4085 Other Taxable Benefits	13,200	19,321	14,739	13,410
4086 Tuition Reimbursement	0	0	0	6,000
<b>TOTAL SALARIES AND BENEFITS</b>	<b>2,847,013</b>	<b>3,258,813</b>	<b>3,263,404</b>	<b>3,843,972</b>

**SERVICES**

5050 Fingerprinting	91	0	0	0
5103 Software Support/Development	15,100	0	0	1,500
5110 Architect & Engineer	128,645	397,021	128,000	125,000
5140 Legal Services	5,620	7,000	25,178	15,000
5141 Settlements/Judgements	21,169	0	0	0
5142 City Attorney Legal Service	21,029	25,000	21,621	25,000
5180 Medical/Physicals	2,865	2,500	2,500	2,500
5190 Other Professional Services	387,675	406,808	376,200	440,000
5240 Meeting & Professional Devlpmt	340	5,000	3,230	5,000

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

SOLID WASTE

**FUND**

SOLID WASTE FUND

**ORGKEY**

511401

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5255 Travel Reimbursement	438	5,000	0	2,500
5270 Printing and Binding	2,891	5,000	555	4,500
5275 Postage	5,056	8,000	310	6,500
5280 Advertising	0	0	730	850
5300 Water, Sewer, Disposal	3,355	4,000	2,479	4,000
5302 City Disposal	88,673	60,500	72,317	75,000
5303 Telephone	30,990	28,000	28,000	28,000
5310 Electricity & Gas	2,502	2,000	2,899	2,750
5317 Service for Facility Ops	0	500	0	500
5360 Machinery & Equip Maint	69,261	110,856	63,856	60,000
5392 License & Permits	49,296	50,000	83,777	75,000
5395 Info Technology Services Charge	75,525	151,305	151,305	152,000
5396 City Garage Charges	1,575,800	1,675,151	1,675,150	1,675,150
5451 Retiree Health Insurance	488,686	141,496	157,234	250,000
5510 Land & Building Rent	3,923	3,600	3,415	3,600
5530 Clothing and Linen Rent	3,730	2,900	5,671	5,000
5580 Communications Svs & Rental	0	500	0	500
5590 Other Rentals	260	1,500	430	750
5720 Taxes	5,554	7,000	6,063	7,000
5722 Penalties & Interest	7	0	60	75
5800 Subscriptions & Memberships	0	900	900	900
5840 Training	479	7,000	0	5,000
5870 General Govt Service Charge	639,894	559,273	559,274	559,273
5880 Special Contractual Services	161,268	450,000	460,000	785,000
5890 Landfill Tipping Charges	297,470	200,000	0	200,000
5898 State Mandated Fees	129,083	110,000	87,662	110,000
5950 Bad Debt Expense	3,197	0	60	75
5980 Billing Services	306,250	332,000	306,250	325,000
5995 Depreciation Expense	851,366	0	0	0
5996 Landfill Closure/PC Expense	394,283	0	0	0
<b>TOTAL SERVICES</b>	<b>5,771,771</b>	<b>4,759,810</b>	<b>4,225,127</b>	<b>4,952,923</b>

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
**SOLID WASTE**

**FUND**

SOLID WASTE FUND

**ORGKEY**

511401

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6120 Chemical & Lab Supplies	93	3,000	0	3,000
6140 Office Supplies	1,177	2,000	2,151	2,200
6160 Medical Supplies	295	1,000	0	1,000
6180 Turnouts/Uniforms/Safety Clothin	6,687	10,000	5,261	10,000
6190 Photo & Copying Supplies	0	1,000	0	1,000
6210 Repair/Maintenance Supplies	8,375	8,000	5,525	8,000
6310 Janitorial Supplies	3,283	6,500	3,360	6,500
6350 Building Supplies	447	850	0	825
6375 Computer Components	0	4,500	0	4,500
6410 Motor Vehicle Supplies	139	400	0	400
6500 Office Equipment & Furniture	0	5,000	0	5,000
6510 Small Tools & Equipment	897	5,000	6,065	6,500
6520 Promotional Supplies	391	0	0	0
6560 Food	58	0	0	0
6580 Damaged/Theft/Obsolete Stock	0	0	352	0
6590 Special Departmental Supplies	148,407	222,576	234,670	225,000
<b>TOTAL SUPPLIES</b>	<b>170,249</b>	<b>269,826</b>	<b>257,385</b>	<b>273,925</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	493,172	850,000	860,000	988,000
7140 All Other Equipment	0	725,953	34,144	66,000
7650 Solid Waste/Landfill	0	60,000	65,652	0
<b>TOTAL FIXED ASSETS</b>	<b>493,172</b>	<b>1,635,953</b>	<b>959,796</b>	<b>1,054,000</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	61,958	61,958	114,424
8200 Interest	8,792	6,218	6,218	1,372
<b>TOTAL DEBT SERVICE</b>	<b>8,792</b>	<b>68,176</b>	<b>68,176</b>	<b>115,796</b>
<b>FUND TOTAL</b>	<b>9,290,997</b>	<b>9,992,578</b>	<b>8,773,888</b>	<b>10,240,616</b>



City of Redlands  
2013-2014  
Adopted Job Ledger Budget

		<u>Department</u> Quality of Life			
<u>Fund</u> Solid Waste			<u>Orgkey</u> 511401		
Job Ledger No.	Project/Program Description	FY 2013 12-Month Estimate	FY 2014 Budget Request		
72001	Solid Waste General Administration	1,420,000	1,560,616		
72020	Solid Waste Landfill - General	875,000	975,000		
72032	Solid Waste Landfill - Maint & Operations	572,809	700,000		
72040	Solid Waste Landfill - Quality Control	361,571	450,000		
72060	Solid Waste Collection - General	1,386,803	1,685,000		
72061	Solid Waste Green Waste Collection	765,000	850,000		
72062	Solid Waste Residential Collection - Auto	1,098,059	1,300,000		
72063	Solid Waste Residential Collection - Non-Auto	105,000	105,000		
72066	Solid Waste Commercial Collection	1,548,388	1,850,000		
72068	Solid Waste Special Collection	25,000	50,000		
72090	Solid Waste Recycling	550,450	700,000		
72100	Cal Recycle City/County Annual Grant	65,808	15,000		
TOTALS		\$8,773,888	\$10,240,616		

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
SOLID WASTE PROJECTS

**FUND**

SOLID WASTE PROJECTS FUND

**ORGKEY**

513401

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	656	0	543	0
4050 Pension Contributions	106	0	90	0
4051 Fica/Medicare	45	0	37	0
4055 Health/Dental Insurance	104	0	68	0
4059 Life Insurance	1	0	1	0
<b>TOTAL SALARIES AND BENEFITS</b>	<b>912</b>	<b>0</b>	<b>739</b>	<b>0</b>
<b><u>SERVICES</u></b>				
5110 Architect & Engineer	209,233	583,544	300,000	0
5190 Other Professional Services	0	0	47,230	25,000
5270 Printing and Binding	833	0	0	0
5275 Postage	60	0	0	0
5880 Special Contractual Services	28,950	1,650,000	100,000	175,000
<b>TOTAL SERVICES</b>	<b>239,076</b>	<b>2,233,544</b>	<b>447,230</b>	<b>200,000</b>
<b><u>SUPPLIES</u></b>				
6590 Special Departmental Supplies	6,021	7,000	0	0
<b>TOTAL SUPPLIES</b>	<b>6,021</b>	<b>7,000</b>	<b>0</b>	<b>0</b>
<b><u>FIXED ASSETS</u></b>				
7650 Solid Waste/Landfill	416,330	2,307,808	2,114,577	0
<b>TOTAL FIXED ASSETS</b>	<b>416,330</b>	<b>2,307,808</b>	<b>2,114,577</b>	<b>0</b>
 <b>FUND TOTAL</b>	 <b>662,339</b>	 <b>4,548,352</b>	 <b>2,562,546</b>	 <b>200,000</b>

City of Redlands  
2013-2014  
Adopted Job Ledger Budget

<u>Fund</u> Solid Waste Projects		<u>Department</u> Quality of Life	<u>Orgkey</u> 513401	
Job Ledger No.	Project/Program Description	FY 2013 12-Month Estimate	FY 2014 Budget Request	
72311	Landfill Site Work	19,230	200,000	
72315	LFG Probes	128,000	0	
72323	Landfill - Horizontal Expansion	2,415,316	0	

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TOTALS                      \$2,562,546                      \$200,000

**City of Redlands  
2013-2014  
Adopted Budget**

**Quality of Life  
Citrus Groves**

**Program Descriptions:**

The City currently farms, through a local farming company, 16 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. Department staff provides oversight of the farming contract and maintenance activities.

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 sixteen 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

**Accomplishments for Fiscal Year 2012-2013:**

- Operated and maintained 210 acres of citrus groves
- Harvested 37,171 field boxes of citrus for export domestically and internationally

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

GROVES

**FUND**

GROVES FUND

**ORGKEY**

538404

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	11,448	17,899	12,230	17,396
4005 Salaries: Part Time	0	0	0	878
4010 Overtime Salaries	209	0	9	0
4015 Banked Leave Buy Back	857	355	263	403
4050 Pension Contributions	2,353	3,862	2,636	3,944
4051 Fica/Medicare	968	1,361	960	1,397
4053 Deferred Compensation	43	167	167	297
4055 Health/Dental Insurance	1,917	2,521	2,168	3,233
4056 Worker's Comp Insurance	237	524	525	525
4057 Disability Insurance	78	70	7	0
4058 Unemployment Insurance	83	95	39	122
4059 Life Insurance	10	13	10	14
4081 Eyecare Reimbursement	0	50	22	50
4084 Clothing Cash Payment	0	28	20	0
4085 Other Taxable Benefits	103	8	8	33
<b>TOTAL SALARIES AND BENEFITS</b>	<b>18,306</b>	<b>26,953</b>	<b>19,063</b>	<b>28,292</b>
<b><u>SERVICES</u></b>				
5275 Postage	223	200	105	200
5300 Water, Sewer, Disposal	25,792	31,332	31,332	31,332
5312 Electric Service: Facility Ops	45,149	53,000	35,414	53,000
5360 Machinery & Equip Maintenance	394	0	0	0
5395 Info Technology Services Charge	259	272	273	272
5490 Other Insurance	5,513	5,513	10,838	5,513
5760 Special Program Expenditure	0	0	11,420,579	0
5730 Stock Assessment	0	13,320	0	13,320
5870 General Govt Service Charge	13,999	19,883	19,882	19,883
5880 Special Contractual Services	830,020	596,000	517,863	600,000
<b>TOTAL SERVICES</b>	<b>921,349</b>	<b>719,520</b>	<b>12,036,285</b>	<b>723,520</b>

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
GROVES

**FUND**  
GROVES FUND

**ORGKEY**  
538404

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	0	100	0	100
6510 Small Tools & Equipment	0	1,000	0	1,000
6570 Water Meters & Fittings	0	200	0	200
6590 Special Departmental Supplies	0	2,500	0	2,500
<b>TOTAL SUPPLIES</b>	<b>0</b>	<b>3,800</b>	<b>0</b>	<b>3,800</b>
<b><u>DEBT SERVICE</u></b>				
8200 Interest	750	0	1,000	1,000
<b>TOTAL DEBT SERVICE</b>	<b>750</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>
 <b>FUND TOTAL</b>	 <b>940,405</b>	 <b>750,273</b>	 <b>12,056,349</b>	 <b>756,612</b>

City of Redlands  
2013-2014  
Adopted Job Ledger Budget

<u>Fund</u> Groves	<u>Department</u> Quality of Life	<u>Orgkey</u> 538404	
Job Ledger No.	Project/Program Description	FY 2013 12-Month Estimate	FY 2014 Budget Request
76600	Groves General Administration	44,770	61,612
76610	Texas/Webster Grove	55,000	62,000
76616	Fifth Avenue Grove	35,000	42,000
76617	Judson Grove	35,000	42,000
76618	Prospect Grove	50,000	57,000
76622	I-10/California Grove	30,000	32,000
76623	Nevada/Palmetto Grove #1	49,000	55,000
76624	Olive Avenue Grove	15,000	22,000
76626	San Bernardino/Granite Grove	18,000	25,000
76627	Nevada/Palmetto Grove #2	49,000	55,000
76628	Nevada/Palmetto Grove #3	49,000	55,000
76629	Lugonia Avenue Groves	64,000	70,000
76630	Mullin Grove	30,000	37,000
76631	Jacinto Memorial Grove	10,000	17,000
76632	University Grove	55,000	62,000
76633	Riverview Grove	12,000	20,000
76634	Mountain View Grove	35,000	42,000
Unassigned	Transfer of Land Sale Proceeds	11,420,579	0
TOTALS		\$12,056,349	\$756,612

**City of Redlands  
2013-2014  
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 31,000 gravesites. The Cemetery also has 12.5 acres of undeveloped land for future use. 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 200 traditional and cremation services per year.

The cemetery is an enterprise fund organized to produce revenue to offset expenditures. Portions of the cemetery revenues are placed into an endowment fund to provide for future closure maintenance.

**Program Objectives:**

- Continue to modernize record keeping system to include computerized information storage and retrieval
- Computerize archived records to an electronic format for research
- Establish a Capital Improvement Program
- Reduce the Cemetery debt service
- Revise the Resolution that governs the Cemetery's activities

**Significant Program Changes:**

- The cemetery has been placed under the oversight of the Field Services Supervisor
- Establish a new protocol that integrates the cemetery functions into the One Stop Permit Center

**Accomplishments for Fiscal Year 2012-2013:**

- Maintained 31,006 interments and processed 194 sites for interment services



City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
CEMETERY

**FUND**

CEMETERY FUND

**ORGKEY**

562430

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	145,884	152,368	128,723	94,972
4005 Salaries: Part Time	28,901	29,575	47,695	14,935
4010 Overtime Salaries	1,020	3,500	1,875	0
4015 Banked Leave Buy Back	3,482	3,481	3,539	2,209
4016 Compensated Absence	2,709	0	0	0
4050 Pension Contributions	30,653	32,748	27,777	19,873
4051 Fica/Medicare	13,603	14,545	14,419	8,577
4053 Deferred Compensation	0	41	41	177
4055 Health/Dental Insurance	43,353	44,760	35,446	26,398
4056 Worker's Comp Insurance	1,298	4,197	4,197	4,197
4057 Disability Insurance	1,639	1,559	1,332	902
4058 Unemployment Insurance	2,981	2,174	2,784	1,337
4059 Life Insurance	189	190	156	132
4081 Eyecare Reimbursement	424	677	450	468
4082 Clothing Allowance	550	550	550	550
4084 Clothing Cash Payment	200	200	200	0
4085 Other Taxable Benefits	0	2	0	96
<b>TOTAL SALARIES AND BENEFITS</b>	<b>276,886</b>	<b>290,567</b>	<b>269,183</b>	<b>174,823</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	3,378	4,000	5,643	5,500
5140 Legal Fees	0	0	2,614	0
5190 Other Professional Services	35,579	35,000	0	0
5255 Travel/Expense Reimbursement	249	500	200	0
5275 Postage	114	150	94	150
5280 Advertising	570	1,500	350	1,500
5300 Water, Sewer, Disposal	23,356	5,000	22,356	25,000
5303 Telephone	3,120	3,000	4,618	5,000
5310 Electricity & Gas	2,584	2,800	2,619	2,800
5350 Building/Grounds Maintenance	2,970	3,000	3,000	3,000
5395 Info Technology Services Charge	3,260	3,428	3,429	3,500

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
CEMETERY

**FUND**

CEMETERY FUND

**ORGKEY**

562430

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5396 City Garage Charges	20,268	17,761	17,762	18,000
5451 Retiree Health Insurance	40,724	21,000	18,927	21,000
5570 Office Equip & Furn Rent	2,411	2,431	2,409	2,400
5740 Resale Materials	23,301	28,000	26,000	28,000
5840 Training	0	2,000	800	0
5870 General Govt Service Charge	31,205	55,259	55,258	55,260
5880 Special Contractual Services	12,517	2,600	4,802	2,000
5950 Bad Debt Expense	8,408	0	4,334	5,000
5995 Depreciation Expense	620	0	0	0
<b>TOTAL SERVICES</b>	<b>214,634</b>	<b>187,429</b>	<b>175,215</b>	<b>178,110</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	513	450	336	0
6160 Medical Supplies	22	0	0	0
6180 Turnouts/Uniforms/Safety Clothin	328	350	225	300
6210 Repair/Maintenance Supplies	4,494	5,000	3,500	5,000
6310 Janitorial Supplies	221	150	89	150
6410 Motor Vehicle Supplies	105	105	0	0
6500 Office Equipment & Furniture	891	300	300	0
6510 Small Tools & Equipment	1,974	4,000	1,500	4,000
6560 Food	45	0	0	0
6590 Special Departmental Supplies	12,869	2,000	1,100	0
<b>TOTAL SUPPLIES</b>	<b>21,462</b>	<b>12,355</b>	<b>7,050</b>	<b>9,450</b>
<b><u>FIXED ASSETS</u></b>				
7140 All Other Equipment	0	70,000	0	0
7245 Repurchase Cemetery Property	0	24,000	17,900	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>94,000</b>	<b>17,900</b>	<b>0</b>

City of Redlands

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**

CEMETERY

**FUND**

CEMETERY FUND

**ORGKEY**

562430

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	0	0	40,000
8200 Interest	4,560	10,000	10,000	10,000
TOTAL DEBT SERVICE	4,560	10,000	10,000	50,000
FUND TOTAL	517,542	594,351	479,349	412,383

**City of Redlands  
2013-2014  
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. Oversight is provided by department staff which 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:**

- Oversight of the airport has been moved under the oversight of the Department's Senior Project Manager.

**Accomplishments for Fiscal Year 2012-2013:**

- Airport met with full FAA compliance and regulations for the use and operation of the facilities
- Completion of a \$474,000 grant funded pavement rehabilitation project
- Hosted the 2013 Hangar 24 sponsored air show

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
AIRPORT

**FUND**

AVIATION OPERATING FUND

**ORGKEY**

564450

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	57,270	65,821	59,062	67,939
4010 Overtime Salaries	1,359	2,000	130	2,000
4015 Banked Leave Buy Back	3,990	1,454	1,071	1,569
4050 Pension Contributions	11,850	14,131	12,070	16,077
4051 Fica/Medicare	4,841	5,363	4,865	5,485
4053 Deferred Compensation	258	382	651	761
4055 Health/Dental Insurance	9,725	11,268	10,559	14,715
4056 Worker's Comp Insurance	125	524	524	524
4057 Disability Insurance	388	370	86	157
4058 Unemployment Insurance	417	408	264	460
4059 Life Insurance	55	60	52	67
4081 Eyecare Reimbursement	225	212	120	239
4084 Clothing Cash Payment	659	152	90	60
4085 Other Taxable Benefits	0	182	387	114
<b>TOTAL SALARIES AND BENEFITS</b>	<b>91,162</b>	<b>102,325</b>	<b>89,931</b>	<b>110,167</b>
<b><u>SERVICES</u></b>				
5110 Architect & Engineer	328,477	34,200	11,940	15,000
5140 Legal Services	236	0	0	0
5190 Other Professional Services	2,800	800	2,690	10,000
5240 Meeting & Professional Devlpmt	21	1,500	0	1,500
5255 Travel Reimbursement	0	50	0	50
5270 Printing and Binding	6,252	7,000	1,735	7,000
5275 Postage	224	500	293	500
5280 Advertising	2,229	3,000	2,851	3,000
5300 Water, Sewer, Disposal	3,978	4,000	4,000	4,000
5303 Telephone	2,250	2,000	1,546	2,000
5310 Electricity & Gas	19,942	20,000	20,000	20,000
5320 Janitorial Services	3,600	3,800	3,800	3,800
5340 Office Equipment Maintenance	0	500	0	500
5350 Building/Grounds Maintenance	15,587	70,000	35,000	42,000

City of Redlands  
2013-2014  
Adopted Budget

**DEPARTMENT/DIVISION**  
AIRPORT

**FUND**

AVIATION OPERATING FUND

**ORGKEY**

564450

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5392 License and Permits	1,472	1,000	0	1,000
5395 Info Technology Services Charge	1,040	1,093	1,093	1,093
5490 Other Insurance	7,167	13,000	13,000	13,000
5840 Training	286	300	0	300
5870 General Govt Service Charge	4,429	55,536	55,536	55,536
5880 Special Contractual Services	7,916	478,557	556,317	0
5950 Bad Debt Express	62,573	0	479	0
5995 Depreciation Expense	106,220	0	0	0
<b>TOTAL SERVICES</b>	<b>576,699</b>	<b>696,836</b>	<b>710,280</b>	<b>180,279</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	45	50	0	50
6210 Repair/Maintenance Supplies	374	500	43	500
6310 Janitorial Supplies	0	200	0	200
6350 Building Supplies	0	500	535	500
6510 Small Tools & Equipment	0	500	500	500
<b>TOTAL SUPPLIES</b>	<b>419</b>	<b>1,750</b>	<b>1,078</b>	<b>1,750</b>
<b><u>DEBT SERVICE</u></b>				
8100 Principal	0	115,000	115,000	115,000
8200 Interest	5,198	10,000	10,000	10,000
<b>TOTAL DEBT SERVICE</b>	<b>5,198</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>
<b>FUND TOTAL</b>	<b>673,478</b>	<b>925,911</b>	<b>926,289</b>	<b>417,196</b>

City of Redlands  
2013-2014  
Adopted Job Ledger Budget

<u>Fund</u> Airport	<u>Department</u> Quality of Life	<u>Orgkey</u> 564450	
Job Ledger No.	Project/Program Description	FY 2013 12-Month Estimate	FY 2014 Budget Request
64001	Airport Admin & General	467,232	417,196
64082	Rehabilitate Apron - Phase III (FAA Grant)	459,057	0
TOTALS		\$926,289	\$417,196

**City of Redlands  
2013-2014  
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 fleet services coordinator, this division employs five mechanics, 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 service 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
- Implementation of a comprehensive fuel management and control system

**Significant Program Changes:**

- Reclassification of Administrative Technician to Project Assistant

**Accomplishments for Fiscal Year 2012-2013:**

- Fleet maintained 393 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

2013-2014

Adopted Budget

**DEPARTMENT/DIVISION**  
EQUIPMENT MAINTENANCE

**FUND**

EQUIPMENT MAINTENANCE FUND

**ORGKEY**

607500

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	396,200	431,416	368,963	337,944
4010 Overtime Salaries	10,778	10,000	20,513	18,000
4012 Stand By	1,097	1,400	1,481	1,500
4015 Banked Leave Buy Back	25,915	11,552	23,110	7,867
4016 Compensated Absences	5,719	0	0	0
4050 Pension Contributions	82,574	89,897	77,118	74,250
4051 Fica/Medicare	32,808	34,816	31,447	28,245
4053 Deferred Compensation	407	1,654	1,733	860
4055 Health/Dental Insurance	120,181	105,631	88,050	86,030
4056 Worker's Comp Insurance	2,610	8,393	8,393	8,500
4057 Disability Insurance	4,594	3,730	3,359	2,930
4058 Unemployment Insurance	3,861	3,385	2,844	2,821
4059 Life Insurance	471	492	405	410
4081 Eyecare Reimbursement	488	1,756	274	1,463
4082 Clothing Allowance	1,050	950	900	1,475
4083 Uniform Rental	7,588	7,000	8,428	9,000
4084 Clothing Cash Payment	200	0	200	0
4085 Other Taxable Benefits	140	653	1,507	150
<b>TOTAL SALARIES AND BENEFITS</b>	<b>696,681</b>	<b>712,724</b>	<b>638,726</b>	<b>581,445</b>

**SERVICES**

5034 Collection Agent/Bank Fees	4,121	0	684	850
5103 Software Support/Development	2,150	2,000	5,028	4,500
5140 Legal Services	0	0	11,470	0
5180 Medical/Physicals	70	245	0	250
5190 Other Professional Services	0	1,000	0	1,000
5240 Meeting & Professional Devlpmt	75	1,000	189	1,000
5255 Travel/Expense Reimbursement	0	0	285	0
5270 Printing and Binding	192	300	245	300
5275 Postage	226	125	650	725
5280 Advertising	0	0	936	1,000

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607500

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5303 Telephone	5,183	4,000	4,500	4,500
5310 Electricity & Gas	157	150	134	150
5340 Office Equipment Maintenance	300	100	100	150
5350 Building Grounds & Maintenance	41,760	70,000	53,000	70,000
5360 Machinery & Equip Maint	31,475	32,500	20,000	35,000
5365 Vehicle Maintenance	437,845	350,000	385,000	400,000
5392 License & Permits	9,838	8,400	9,300	9,500
5395 Info Technology Services Charge	11,594	12,191	12,190	12,500
5451 Retiree Health Insurance	122,171	50,000	60,590	65,000
5570 Office Equip & Furn Rent	2,412	5,000	5,000	5,000
5590 Other Rentals	8,641	10,000	3,000	10,000
5720 Taxes	15,452	15,000	6,588	15,000
5722 Penalties and Interest	1,367	100	3,825	3,000
5800 Subscriptions & Memberships	0	0	4,100	4,100
5840 Training	1,393	5,800	2,064	10,750
5870 General Govt Service Charge	308,384	250,530	250,531	250,531
5880 Special Contractual Services	0	50,000	42,946	50,000
5890 Landfill Tipping Charges	1,594	2,000	1,029	2,000
5950 Bad Debt Expense	650	0	495	350
5995 Depreciation Expense	9,301	0	0	0
<b>TOTAL SERVICES</b>	<b>1,016,351</b>	<b>870,441</b>	<b>883,878</b>	<b>957,156</b>
<b><u>SUPPLIES</u></b>				
6120 Chemical & Lab Supplies	625	500	1,000	500
6140 Office Supplies	1,399	1,000	1,000	1,000
6160 Medical Supplies	56	100	68	100
6180 Turnouts/Uniforms/Safety Clothir	332	500	123	500
6210 Repair/Maintenance Supplies	29	100	684	500
6310 Janitorial Supplies	319	500	100	150
6375 Computer Components	9,644	15,000	8,500	15,000
6400 Equipment Parts	55	100	0	100

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

	2011-12 ACTUAL (AUDITED)	2012-13 ADJUSTED BUDGET	2012-13 12 MONTH ESTIMATED	2013-14 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT)</u></b>				
6410 Motor Vehicle Supplies	559,283	390,000	445,358	450,000
6420 Tires & Tubes	210,826	200,000	193,747	200,000
6430 Gasoline	552,902	375,000	534,698	475,000
6440 Compressed Natural Gas (LCNG)	468,458	475,000	453,168	475,000
6450 Oil and Lubricants	18,790	27,000	20,907	25,000
6460 Diesel Fuel	382,664	325,000	350,570	335,000
6470 Steel	302	1,000	564	1,000
6500 Office Equipment & Furniture	0	500	500	500
6510 Small Tools & Equipment	10,879	10,000	9,426	10,000
6560 Food	60	0	29	0
6590 Special Departmental Supplies	24	0	375	500
<b>TOTAL SUPPLIES</b>	<b>2,216,647</b>	<b>1,821,300</b>	<b>2,020,817</b>	<b>1,989,850</b>
 <b>FUND TOTAL</b>	 <b>3,929,679</b>	 <b>3,404,465</b>	 <b>3,543,421</b>	 <b>3,528,451</b>

