

City of Redlands
2015-2016
Adopted Budget

Quality of Life

Mission Statement

The mission for the Quality of Life Department is to promote and develop policies and practices that minimize impacts to the environment, improve the response experience 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, street light repair, landfill compaction, etc.

Level of Service Based on Available Human Resources - The QOL staff started the process of measuring the level of service provided to citizens, given available resources. For example, staff has quantified the amount of work in each division per task and staff 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 is implementing a process that measures the response and completion time for projects requested through all sources, including phone calls from residents, City Source, walk ins, Council Members, and the City Manager's Office. The current data entry scope for work orders does not provide sufficient information to quantify how long a project takes, or what resources are required. Staff has requested that DoIT revise the Work Order data entry scope to include detailed completion information that will provide vital information for future analysis and manpower distribution. The task refinement 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. In addition, staff is in the process of implementing procedures for improved resident communication and benchmarking the satisfaction levels for each call/request for service.

Departmental Description:

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

- Building Maintenance Division (City facilities maintenance)
- City Citrus Groves/Citrus Preservation
- Code Enforcement Division (state and local laws/code 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

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>QUALITY OF LIFE - RECREATION</u>				
3325 Contract Classes	115,083	165,000	115,000	120,000
3330 Concessions	740	518	860	800
3331 Lighting Fees	1,245	1,046	3,116	3,000
3344 T-Ball	99	0	0	0
3512 Returned Check Charge	156	78	222	150
3516 Sale of Surplus Property	1,950	0	0	0
3520 Rental Income	24,462	10,000	28,990	35,000
3531 Game Income	3,142	2,500	2,500	2,500
3535 Program Income	371	500	500	800
3590 Donations	0	1,350	0	0
TOTAL RECREATION	147,248	180,992	151,188	162,250
<u>QUALITY OF LIFE - SENIOR SERVICES</u>				
3325 Contract Classes	9,000	8,886	7,000	9,000
3365 Tours/Excursions	1,717	1,436	4,000	3,500
3520 Rental Income	20,613	20,000	15,000	25,000
3535 Program Income	8,669	9,382	5,000	5,000
3590 Donations	0	2,006	0	0
TOTAL SENIOR SERVICES	39,999	41,710	31,000	42,500
<u>QUALITY OF LIFE DEPARTMENT</u>				
3121 Sign Permit	616	600	741	750
3131 Outdoor Dining Permits	274	0	0	0
3132 Tree Permits	7,794	8,000	2,190	8,000
3170 Code Enforcement/Admin Citation	75,165	50,000	75,000	110,000
3305 Cost Recover/Reimb Expenditure	9,959	0	54,752	50,000
3310 Litter Control Fees	5,763	6,000	5,500	5,500
3311 Street Cleaning Fees	333,643	335,000	335,000	335,000
3317 Abandoned Property Inspection	3,772	4,000	3,500	3,500
3318 Rental Property Inspections	51,390	60,000	90,000	150,000
3331 Lighting Fees	9,312	10,092	11,188	11,000
3511 Finance Charges	15,083	0	0	0
3515 Land Sale Proceeds	129,887	0	0	0
3516 Sale of Surplus Property	12,640	0	3,040	2,500

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	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>QUALITY OF LIFE DEPARTMENT (CONT)</u>				
3520 Rental Income	24,934	23,000	15,000	24,000
3525 Waste Import Fees	714,350	0	0	0
3530 Miscellaneous Receipts	382,400	7,500	972,571	7,500
3590 Donations	47,370	68,315	40,000	40,000
3640 Landfill Mitigation Fees	187,756	135,000	240,000	245,000
3734 Contract Services	98,675	56,939	42,501	55,000
TOTAL QUALITY OF LIFE DEPARTMEN	2,110,783	764,446	1,890,983	1,047,750
<u>GAS TAX (207)</u>				
3025 Gas Tax Prop 111 2105	484,759	345,541	439,230	410,930
3026 Gas Tax 2107	518,564	424,577	599,660	561,817
3027 Gas Tax Engineering Rcpts	7,500	7,500	7,500	7,500
3028 Gas Tax 2106	233,960	273,711	253,198	216,659
3029 Gas Tax 2103	993,001	751,895	745,232	325,794
TOTAL GAS TAX	2,237,784	1,803,224	2,044,820	1,522,700
<u>STREET LIGHTING DIST #1 (260)</u>				
3650 Assessment District	25,498	25,000	25,500	25,500
TOTAL STREET LIGHTING DIST #1	25,498	25,000	25,500	25,500
<u>COMM FAC DIST 2004-1 (261)</u>				
3510 Investment Income	1,401	3,500	2,500	2,500
3650 Assessment District	128,635	125,000	125,000	125,000
TOTAL COMM FAC DIST	130,036	128,500	127,500	127,500
<u>LANDSCAPE MAINT DISTRICT (263)</u>				
3650 Assessment District	26,923	30,000	30,000	30,000
TOTAL LANDSCAPE MAINT DIST	26,923	30,000	30,000	30,000
<u>DISASTER RECOVERY (270)</u>				
3250 Federal Grants	225,537	0	215,182	0
TOTAL DISASTER RECOVERY	225,537	0	215,182	0

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	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SOLID WASTE (511)</u>				
3200 State Grants	340	15,000	0	0
3305 Cost Recover/Reimb Expenditure	111	0	0	0
3372 Special Hauls & Roll-Offs	1,105,054	1,200,000	1,200,000	1,300,000
3373 Solid Waste Svrc Residential	5,434,419	5,575,000	5,575,000	5,825,000
3374 Solid Waste Svrc Non-Resident	4,779,445	4,870,000	4,870,000	5,090,000
3376 Recycled Material	143,341	275,000	140,000	275,000
3510 Investment Income	147,165	70,000	100,000	100,000
3512 Returned Check Charge	78	40	0	40
3516 Sale of Surplus Property	18,083	10,000	1,864	10,000
3525 Waste Import Fees	161,399	0	0	0
3530 Miscellaneous Receipts	2,861	0	0	0
3540 Other Grants	180,000	0	180,000	0
3760 Bad Debt Recovery	39	0	0	0
TOTAL SOLID WASTE	11,972,335	12,015,040	12,066,864	12,600,040
<u>SOLID WASTE DEBT SERVICE (516)</u>				
3510 Investment Income	196,199	15,000	25,000	15,000
TOTAL SOLID WASTE DEBT SVC	196,199	15,000	25,000	15,000
<u>CALIF ST LANDFILL CLOSURE (517)</u>				
3510 Investment Income	48,616	35,000	55,000	55,000
TOTAL CALIF ST LANDFILL CLOSURE	48,616	35,000	55,000	55,000
<u>SOLID WASTE CAP IMPROVE (519)</u>				
3369 Cap Improv Chrg Non-Res	321,142	125,000	616,245	125,000
3370 Cap Improv Chrg Resident	269	10,000	3,700	2,000
3510 Investment Income	22,046	15,000	20,000	20,000
TOTAL SOLID WASTE CAP IMPROVE	343,457	150,000	639,945	147,000
<u>GROVES (538)</u>				
3510 Investment Income	(818)	500	1,500	500
3530 Miscellaneous Receipts	265,517	0	10,500	0
3550 Grove Receipts	740,707	750,000	750,000	750,000
TOTAL GROVES	1,005,406	750,500	762,000	750,500

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<u>CEMETERY (562)</u>				
3305 Cost Recover/Reimb Expenditure	320	0	0	0
3360 Cemetery Internment	173,493	130,000	130,000	212,922
3361 Cemetery Lots	178,980	150,000	150,000	247,584
3362 Cemetery Crypts	19,175	21,000	21,000	34,662
3510 Investment Income	24,290	500	20,000	20,000
3511 Finance Charges	0	2,000	0	0
3512 Returned Check Charge	39	0	78	0
3516 Sale of Surplus Property	6,825	0	0	0
3520 Rental Income	27,000	20,700	20,700	20,700
3530 Miscellaneous Receipts	38,685	35,000	37,000	25,000
3533 Misc Taxable Sales	52,061	40,000	40,000	33,275
3590 Donations	6	0	100	0
TOTAL CEMETERY	520,874	399,200	418,878	594,143
<u>CEMETERY PRE-NEED (563)</u>				
3510 Investment Income	5,130	3,500	5,000	5,000
TOTAL CEMETERY PRE-NEED	5,130	3,500	5,000	5,000
<u>AVIATION OPERATING (564)</u>				
3001 Current Unsecured Taxes	34,597	60,000	34,622	34,622
3200 State Grants	20,000	0	0	0
3250 Federal Grants	0	150,000	150,000	0
3510 Investment Income	2,661	0	1,862	1,862
3511 Finance Charges	4,230	3,000	3,000	3,000
3520 Rental Income	257,660	300,000	257,660	257,660
3530 Miscellaneous Receipts	1,641	1,500	1,711	1,500
3533 Misc Taxable Sales	15	0	0	0
3545 Tie-Down Fees	9,329	10,000	7,605	7,605
3546 Gate Access Fees	7,375	10,000	7,500	9,099
TOTAL AVIATION OPERATING	337,508	534,500	463,959	315,348

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	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>EQUIPMENT MAINTENANCE (607)</u>				
3305 Cost Recover/Reimb Expenditure	244,717	240,000	235,000	235,000
3393 Internal Svc Rcpts: General Fund	1,426,730	1,041,847	1,041,847	898,694
3394 Internal Svc Rcpts: Non-Gen Fund	2,441,250	2,307,898	2,599,867	2,361,054
3398 LCNG Outside Fuel Sales	241,271	250,000	225,000	250,000
3510 Investment income	(2,722)	0	(1,149)	0
3516 Sale of Surplus Property	4,398	0	0	500
3530 Miscellaneous Receipts	2,182	0	1	500
TOTAL EQUIP MAINTENANCE	4,357,826	3,839,745	4,100,566	3,745,748
<u>CEMETERY ENDOWMENT (702)</u>				
3364 Cemetery Endowment	65,760	60,000	60,000	60,000
TOTAL CEMETERY ENDOWMENT	65,760	60,000	60,000	60,000

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Quality of Life
Recreation Administration

Program Description:

The City of Redlands Recreation Division is a customer driven service that is responsive to the needs of the public. Recreation programs promote wellness and human development through leisure pursuits.

The Recreation division offers programs that enrich the quality of life for Redlands residents by focusing on the following:

- Community Support and Partnerships
- Nutrition, and Healthy Eating
- Active Living
- Promote healthy attitudes toward fitness

Along with providing programs and activities that stimulate and strengthen lives, the Division also facilitates the operation of a community center, and the rental of a number of indoor and outdoor recreation sites, including four lighted softball fields, and three lighted mini soccer fields.

Division staff also manage a wide range of special events that occur in Redlands and are responsible for providing the community with a wide variety of recreation programs.

Program Objectives:

The program objectives of the City of Redlands Recreation Division describe both why our Recreation Division exists and the benefits it can foster in the community, those objectives are to:

- Strengthen community image and sense of place
- Support recreation and leisure services offered throughout the community
- Strengthen safety and security
- Promote health and wellness
- Foster human development
- Increase cultural unity
- Facilitate community problem solving
- Provide recreational experiences

Significant Program Changes:

The Recreation Division has partnered with the University of Redlands for the purpose of operating the Jasper's Corner Homework Club. The program provides youth from the community with free college tutors to help with homework for children grades K - 12. The University of Redlands provides students to deliver and operate homework assistance offered through this program. These services have added to and enhanced the offerings to the citizens of Redlands at the Community Center at no cost to the City.

The Southern California Tennis Association (SCTA) has entered into an agreement with the Recreation Division to use the Redlands Community Center's tennis courts for the purpose of conducting tennis lessons to low-income families through the National Junior Tennis League (NJTL). Introductory Tennis lessons are now offered for youth for as low as \$10.00 for eight (8) lessons.

In an effort to encourage healthy lifestyles for Redlands youth, the City of Redlands Recreation Division has launched a free Nutritional Dinner program for children. The program provides free meals for kids during the hours of 3:30-7:30 pm and already has become an important source of nutritious food for children and youth who frequent the Community Center. Offering free, nutritious meals also provides an incentive for children to participate in the programs offered at the Redlands Community Center, which means that children are not only well-fed, but in a safe environment engaged in recreational activities. Currently Project One Hundred and Eighty Degrees is providing the meals. An average of 50 meals have been served per day.

Accomplishments for Fiscal Year 2014-2015:

- The Recreation Division has partnered with the Redlands Animal Shelter and the Redlands Friends of Shelter Animals (REDFOSA) to hold several Pet Adoption Days at the Redlands Community Center. Visitors can view the animals that are up for adoption and can get information on adopting at the animal shelter. These events are free and open to the public, and have increase traffic through the facility along with increase the number of adoptions made through REDFOSA.
- The division has created a new program dedicated to provide teens the opportunity to volunteer! Teenagers (13-17) are currently helping out at the Community Center earning community service hours! Youth volunteers can now volunteer for various opportunities, including special events, equipment rentals, score keeping, creating new programs, and general assistance. Orientation meetings are held every 2nd and 4th Fridays of each month from 4:30 p.m. to 5:30 p.m. at the Redlands Community Center.
- During the summer of 2014 the City of Redlands Recreation Division launched a free Multi-Sport and Nutritional summer program for children. The program provided free summer meals for kids and became an important source of nutritious food for children and youth who participated in the program. The Multi-Sport and Nutritional summer program provided a total of 4,800 free meals to youth. The meals were provided through the Center for Educational Leadership which operates the Inland Child and Adult Nutritional (ICAN) Live Healthy Program. The program allowed the City of Redlands to provide free meals to all children in attendance at the Community Center at no cost to the City. The meals provided through ICAN act as a magnet to draw children to participate in the Multi-Sport program offered through Sportball. Sportball is an amazing program that teaches children the fundamentals for a variety of sports at all skill levels, taught by a team of patient and knowledgeable coaches the program begins with stretches and exercise designed specifically for young and growing adults. These activities teach children the concepts and skills associated with various sports. A variety of creative, high-energy games are offered to develop agility, balance, coordination and stamina as well as important social and cooperation skills. The City of Redlands Recreation Division also partnered with the Boys and Girls Club of Redlands, this partnership has allowed both the City and Boys and Girls Club to expand the level of services available to youth this summer. It is through these collaborative efforts with ICAN, Sportball, and the Boys and Girls Club that the City of Redlands can help encourage resident youth to play and exercise, and make lifestyle choices that foster healthy living.

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DEPARTMENT/DIVISION
RECREATION

FUND
GENERAL FUND

ORGKEY
101230

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	16,032	47,180	44,710	45,605
4005 Salaries: Part Time	85,971	88,367	64,361	95,360
4010 Overtime Salaries	695	1,000	500	5,000
4015 Banked Leave Buy Back	0	0	0	1,022
4050 Pension Contributions	2,704	8,634	7,752	8,642
4051 Fica/Medicare	7,896	10,385	8,671	9,675
4055 Health/Dental Insurance	3,799	7,690	7,744	7,690
4056 Worker's Comp Insurance	10,014	8,260	8,260	10,285
4057 Disability Insurance	180	487	399	466
4058 Unemployment Insurance	4,124	3,906	3,512	4,340
4059 Life Insurance	25	63	63	63
4081 Eyecare Reimbursement	225	225	225	225
4084 Clothing Cash Payment	200	200	200	200
4085 Other taxable Benefits	2,188	0	0	0
TOTAL SALARIES AND BENEFITS	134,053	176,397	146,397	188,573
<u>SERVICES</u>				
5034 Collection Agent/Bank Fees	7,051	6,500	6,518	6,550
5140 Legal Services	0	0	8,500	0
5180 Medical/Physicals	80	0	0	0
5190 Other Professional Services	29,867	15,000	15,000	15,000
5270 Printing & Binding	0	0	21	0
5275 Postage	99	100	170	200
5303 Telephone	16,465	16,400	16,400	16,400
5310 Electricity & Gas	16,583	14,900	15,957	16,000
5350 Building Grounds & Maint	4,021	10,000	10,000	5,000
5360 Machinery & Equip Maint	85	0	0	0
5395 Info Technology Services Charge	42,058	42,058	42,058	58,605
5396 City Garage Charges	9,770	4,993	4,993	4,443
5570 Office Equip & Furn Rent	3,303	3,400	4,909	4,900
5760 Special Program Expenditures	2,391	11,350	11,350	12,000

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DEPARTMENT/DIVISION
RECREATION

FUND
GENERAL FUND

ORGKEY
101230

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5800 Subscriptions & Memberships	0	0	0	350
5840 Training	0	0	0	1,400
5880 Special Contractual Services	89,162	115,300	110,000	107,700
5950 Bad Debt Expense	158	0	454	0
TOTAL SERVICES	221,093	240,001	246,330	248,548
<u>SUPPLIES</u>				
6140 Office Supplies	933	500	500	700
6160 Medical Supplies	0	0	0	100
6210 Repair/Maintenance Supplies	10,531	10,700	10,000	10,700
6310 Janitorial Supplies	0	500	250	250
6500 Office Equipment & Furniture	519	0	0	0
6590 Special Departmental Supplies	1,613	3,000	3,000	3,000
TOTAL SUPPLIES	13,596	14,700	13,750	14,750
 DIVISION TOTAL	 368,742	 431,098	 406,477	 451,871

City of Redlands 2015-2016 Proposed Budget

Quality of Life Redlands Senior Services Division

Program Description:

The focus of the Redlands Senior Services Division is to enable individuals to continue being an integral part of their community, while keeping their dignity and sense of well-being. The division operates the Redlands Community and Joslyn Senior Centers which 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 Family Service Association 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:

Senior health is the primary focus of a new pilot program created to address the importance of exercise and nutrition.

The Healthy Initiatives Program – or H.I.P. – was planned and organized by the city's Senior Services Division and targeted citizens 55 or older looking to get their health back on track.

Weekly workshops, monthly cooking classes with area chef Lee Burton and health screenings were available free of charge to area seniors at both the Redlands Community Senior Center, 111 W. Lugonia Ave., and Joslyn Senior Center, 21 Grant St.

Over 75 senior citizens participated in Burton's monthly cooking class, which focused on farm-to-table nutrition using ingredients that can be found in one's own backyard of Redlands.

Burton's classes were combined with a nutrition course that focuses on how to read labels, what to eat and what not to eat, and other health-related topics. Each participant was provided with a bag of goodies used in Burton's classes to take home and use in their own home.

Additional classes, discussions and exercise classes were also offered throughout the program on various days and were made possible through a sponsorship from organizations such as PrimeCare of Redlands and Humana.

Accomplishments for Fiscal Year 2014-2015

- Nutritional education is an integral component of the Recreation Division. Along with the hands-on, fun-filled and interactive health & wellness programs and workshops mentioned previously, community gardens is another way in which we can encourage residents to eat healthier, by growing and eating your own produce. The City of Redlands operates three separate Community Gardens within the City with a total of 84 plots. This program has been a huge success, with all three Community Gardens filled to capacity. The Community Gardens are open to residents of the City of Redlands. Plots are used to grow vegetables, herbs, and flowers. The City provides the water, but gardeners provide their own hoses. The gardens are open during daylight hours. The garden is open from dawn to dusk 7 days a week.
- The Division has entered into an agreement with AARP to utilize the City's Joslyn and Community Senior Centers, for the purpose of providing tax assistance and driver safety classes to senior citizens. The programs have currently served over 600 senior citizens during the past fiscal year.
- The Senior Transportation Program continued to serve the seniors in the Redlands community. The program operates with three part time drivers who keep very busy transporting seniors to the medical and dental appointments. They also continued to assist the passengers with picking up their prescriptions at local pharmacies. The Senior Transportation program transported 2,421 passengers during the year and provided 5,114 trips.
- Volunteer enrollment has increased at the senior center. Volunteers play a vital part in the success of the senior activities. Volunteers help serve on committees, serve and clean up the daily lunch program, teach classes, count daily lunch money, work the senior front desk as a greeter and the list goes on and on.

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DEPARTMENT/DIVISION
SENIOR SERVICES

FUND
GENERAL FUND

ORGKEY
101232

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	91,493	100,950	104,026	111,331
4005 Salaries: Part Time	77,095	90,720	91,393	82,656
4010 Overtime Salaries	1,000	1,000	1,000	1,000
4015 Banked Leave Buy Back	1,222	2,216	1,337	2,481
4050 Pension Contributions	18,250	19,795	18,586	21,096
4051 Fica/Medicare	13,510	15,750	14,887	15,138
4055 Health/Dental Insurance	18,234	17,718	23,560	26,414
4056 Worker's Comp Insurance	8,394	7,227	7,227	9,000
4057 Disability Insurance	941	1,108	958	1,036
4058 Unemployment Insurance	4,001	3,906	3,784	3,906
4059 Life Insurance	120	126	125	126
4081 Eyecare Reimbursement	225	450	225	450
4084 Clothing Cash Payment	200	400	400	400
4085 Other Taxable Benefits	3,775	4,200	1,475	0
TOTAL SALARIES AND BENEFITS	238,460	265,566	268,983	275,034
<u>SERVICES</u>				
5180 Medical/Physicals	120	250	210	210
5190 Other Professional Services	75	0	0	0
5270 Printing and Binding	62	0	0	0
5275 Postage	284	500	300	500
5280 Advertising	250	100	100	100
5303 Telephone	2,548	1,500	1,200	1,200
5360 Machinery & Equip Maint	0	1,000	800	1,000
5395 Info Technology Services Charge	14,159	13,444	13,444	18,734
5396 City Garage Charges	25,651	13,548	13,548	12,056
5570 Office Equip & Furn Rent	4,784	4,800	4,624	4,800
5722 Penalties and Interest	8	0	0	0
5760 Special Program Expenditures	8,116	1,000	1,000	1,000
5800 Subscriptions & Memberships	0	400	400	400

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DEPARTMENT/DIVISION
SENIOR SERVICES

FUND
GENERAL FUND

ORGKEY
101232

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5880 Special Contractual Services	20,861	24,006	15,000	11,000
TOTAL SERVICES	76,918	60,548	50,626	51,000
<u>SUPPLIES</u>				
6140 Office Supplies	528	1,533	1,532	1,800
6210 Repair & Maintenance Supplies	0	0	63	200
6310 Janitorial Supplies	489	600	400	300
6350 Building Supplies	0	100	100	100
6500 Office Equipment & Furniture	65	500	0	500
6510 Small Tools & Equipment	0	500	250	500
6560 Food	20,985	21,467	21,467	21,000
6590 Special Departmental Supplies	1,071	8,000	6,000	8,000
TOTAL SUPPLIES	23,138	32,700	29,812	32,400
DIVISION TOTAL	338,516	358,814	349,421	358,434
DEPARTMENT SUBTOTAL	707,258	789,912	755,898	810,305

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
QUALITY OF LIFE ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	84,088	127,500	111,236	118,886
4005 Salaries: Part Time	7,097	19,000	19,617	19,452
4010 Overtime Salaries	479	2,000	2,000	2,000
4015 Banked Leave Buy Back	8,430	852	6,523	2,562
4050 Pension Contributions	17,356	23,440	19,401	22,538
4051 Fica/Medicare	7,651	11,383	11,383	10,768
4053 Deferred Compensation	565	1,319	4,368	721
4055 Health/Dental Insurance	18,066	15,804	27,081	16,805
4056 Worker's Comp Insurance	18,587	12,010	12,010	14,956
4057 Disability Insurance	495	167	1,050	175
4058 Unemployment Insurance	1,662	803	1,700	1,727
4059 Life Insurance	114	115	154	161
4080 Vehicle Allowance	3	0	20	20
4081 Eyecare Reimbursement	445	189	500	439
4082 Clothing Allowance	0	0	151	126
4084 Clothing Cash Payment	196	70	70	70
4085 Other Taxable Benefits	1,840	1,733	392	145
TOTAL SALARIES AND BENEFITS	167,074	216,385	217,656	211,550
<u>SERVICES</u>				
5140 Legal Services	0	0	4,000	3,000
5190 Other Professional Services	9,815	5,630	24,200	5,630
5240 Meeting & Professional	809	2,000	1,777	2,000
5255 Travel Expense	1,397	0	1,842	0
5270 Printing and Binding	3,455	3,000	8,000	3,000
5275 Postage	2,684	1,500	4,500	1,500
5280 Advertising	630	200	0	200
5303 Telephone	7,932	7,600	7,600	7,600
5350 Building/Grounds Maintenance	3,016	0	0	0
5395 Info Technology Services	8,582	8,582	8,582	11,959
5396 City Garage Charges	6,539	6,173	6,173	5,493

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
QUALITY OF LIFE ADMINISTRATION

FUND
GENERAL FUND

ORGKEY
101300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5570 Office Equip & Furn Rent	8,888	9,500	13,477	9,500
5800 Subscriptions & Memberships	150	150	4,250	150
5840 Training	0	0	2,103	0
5880 Special Contractual Services	0	0	129	0
5950 Bad Debt Expense	35	0	0	0
TOTAL SERVICES	53,932	44,335	86,632	50,032
<u>SUPPLIES</u>				
6140 Office Supplies	6,451	5,000	4,500	0
6210 Repair/Maintenance Supplies	5,582	0	0	0
6310 Janitorial Supplies	18,195	30,000	14,000	18,500
6500 Office Equipment	2,643	7,600	2,927	7,500
6560 Food	162	0	1,000	0
TOTAL SUPPLIES	33,033	42,600	22,427	26,000
<u>FIXED ASSETS</u>				
7140 All Other Equipment	0	120,000	120,000	0
7150 Other Betterments/Improvement	13,900	0	0	0
TOTAL FIXED ASSETS	13,900	120,000	120,000	0
 DIVISION TOTAL	 267,939	 423,320	 446,715	 287,582

City of Redlands
2015-2016
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, and 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 2014-2015:

- Opened 257 work orders and closed 230 work orders during the fiscal year
- Replace Chiller at Smiley Library through a grant with SCE
- Replaced 36 Air condition units with energy efficient unit through a grant with SCE at various facilities.
- Change out parking lot lighting with energy efficient (LEDS) Civic Center

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101301

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	96,284	100,646	101,214	108,847
4010 Overtime Salaries	7,487	5,000	9,000	10,000
4015 Banked Leave Buy Back	0	1,008	0	1,128
4050 Pension Contributions	19,211	18,421	18,003	20,627
4051 Fica/Medicare	7,991	7,925	8,687	9,500
4055 Health/Dental Insurance	16,809	17,127	17,337	17,686
4056 Worker's Comp Insurance	1,378	9,645	9,645	12,011
4057 Disability Insurance	1,006	1,035	1,018	1,118
4058 Unemployment Insurance	944	868	764	868
4059 Life Insurance	124	126	126	126
4081 Eyecare Reimbursement	109	225	225	450
4082 Clothing Allowance	275	300	300	0
4083 Uniform Rental	1,061	2,000	1,929	2,000
4085 Other Taxable Benefits	461	4,200	3,068	4,200
TOTAL SALARIES AND BENEFITS	153,140	168,526	171,316	188,561
<u>SERVICES</u>				
5190 Other Professional Services	5,350	4,500	5,254	5,000
5275 Postage	30	0	0	0
5280 Advertising	1,014	0	874	1,000
5300 Water, Sewer, Disposal	21,500	20,000	19,260	20,000
5303 Telephone	12,857	13,000	12,033	13,000
5310 Electricity & Gas	638,164	586,639	614,882	620,000
5313 Heating/AC Service Contract	73,552	116,860	116,000	86,000
5320 Janitorial Services	115,037	120,000	119,100	120,000
5350 Building/Grounds Maintenance	128,519	96,000	96,000	110,000
5360 Machinery & Equip Maint	14,839	17,000	15,000	17,000
5395 Info Technology Services Charge	3,301	3,301	3,301	4,600
5396 City Garage Charges	6,241	3,741	3,741	3,329
5800 Subscriptions & Memberships	0	0	60	100
5880 Special Contractual Services	65,133	90,000	114,331	90,000
TOTAL SERVICES	1,085,537	1,071,041	1,119,836	1,090,029

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101301

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	0	300	797	800
6180 Turnouts/Uniforms/Sfty Clothing	149	50	191	190
6210 Repair/Maintenance Supplies	11,733	38,500	35,000	38,500
6310 Janitorial Supplies	716	400	271	400
6350 Building Supplies	12,037	15,000	15,000	15,000
6510 Small Tools & Equipment	1,031	1,300	1,300	1,300
6590 Special Departmental Supplies	1,448	2,000	5,000	5,000
TOTAL SUPPLIES	27,114	57,550	57,559	61,190
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvements	48,537	113,000	113,000	40,000
TOTAL FIXED ASSETS	48,537	113,000	113,000	40,000
 DIVISION TOTAL	 1,314,328	 1,410,117	 1,461,711	 1,379,780

City of Redlands
2015-2016
Adopted Budget

Quality of Life
Parks Division

Program Description:

The Parks Division is responsible for the maintenance and upkeep of approximately 253.4 acres consisting of 16 established parks, parking lots, 10.2 acres of median strips and traffic islands throughout the City. The Parks Division provides for maintenance on a seven day per week basis year round, with a staff of 15 full-time employees. This Division also includes several community facilities districts and landscape maintenance districts within it's purview. The Parks and medians are also home to over 5,250 trees, which are also included within the 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
- Mitigate any tree related emergencies within the City parks system.
- Mitigate any tree related emergencies within the City's easement areas, throughout the city.
- Perform weekly palm frond abatement throughout the City.
- Oversee, coordinate and assist with various park volunteer efforts and other programs.
- Work cooperatively with various sports groups and special interest organizations.

Accomplishments for Fiscal Year 2014-2015:

- Rehabilitation of 6 Parks Restrooms
- Rehabilitation of 10 Park Parking lots
- Replaced fencing around Texonia Park with new chain link
- Installed new trash enclosure at Prospect Park
- Installed 30 new trash/Recycle enclosure on State Street
- Construction and installation of 18 planter bulb outs on State Street
- Construction and installation of 2 planter bulb outs on Orange Street
- Replaced slides in Sylvan and Ford Park playgrounds
- Replaced all wooden tables and benches in Dog Park with Concrete tables and benches
- Purchase of composite wood slats to replace wood slats on existing trash receptacles, improving aesthetics and life span.
- Purchase of new playground equipment for Community, Sylvan and Brookside Parks

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
PARKS

FUND
GENERAL FUND

ORGKEY
101303

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	585,372	610,239	594,472	644,240
4005 Salaries: Part Time	21,299	29,870	23,164	30,760
4010 Overtime Salaries	43,683	34,000	30,923	24,000
4012 Stand By	5,302	9,000	6,147	9,000
4015 Banked Leave Buy Back	8,268	14,084	10,265	7,927
4050 Pension Contributions	126,091	111,647	107,036	122,084
4051 Fica/Medicare	51,304	51,257	51,913	55,564
4053 Deferred Compensation	869	0	0	0
4055 Health/Dental Insurance	215,606	203,038	210,977	199,163
4056 Worker's Comp Insurance	68,951	36,964	36,964	46,032
4057 Disability Insurance	6,254	6,402	5,837	6,260
4058 Unemployment Insurance	6,302	7,378	6,519	6,510
4059 Life Insurance	869	945	907	945
4081 Eyecare Reimbursement	744	3,375	1,704	2,700
4082 Clothing Allowance	3,903	2,525	1,950	2,000
4083 Uniform Rental	0	15,400	5,556	10,000
4085 Other Taxable Benefits	3,828	4,200	6,090	8,400
TOTAL SALARIES AND BENEFITS	1,148,645	1,140,324	1,100,424	1,175,585
<u>SERVICES</u>				
5180 Medical/Physicals	40	0	0	0
5190 Other Professional Services	10,730	0	5,000	0
5255 Travel Expense Reimbursement	0	0	215	0
5270 Printing & Binding	0	0	85	100
5275 Postage	0	500	100	100
5280 Advertising	0	0	1,200	800
5300 Water, Sewer, Disposal	8,443	10,000	9,964	10,000
5303 Telephone	2,129	3,000	2,500	2,500
5310 Electricity & Gas	55,610	51,000	54,105	55,000
5320 Janitorial Services	1,148	2,800	540	2,000
5350 Building/Grounds Maintenance	12,014	5,000	5,000	13,000

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
PARKS

FUND
GENERAL FUND

ORGKEY
101303

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONTD)</u>				
5360 Machinery & Equipment Maint	2,359	2,000	1,000	2,000
5395 Info Technology Services Charge	20,021	21,000	21,000	27,898
5396 City Garage Charges	95,812	85,000	85,000	79,191
5722 Penalties and Interest	3	0	0	0
5800 Subscriptions & Memberships	0	0	15	0
5840 Training	198	3,000	2,500	3,000
5880 Special Contractual Services	83,233	110,945	108,669	88,000
5890 Landfill Tipping Charges	6,643	5,000	3,247	5,000
5950 Bad Debt Expense	0	0	0	0
TOTAL SERVICES	298,383	299,245	300,140	288,589
<u>SUPPLIES</u>				
6140 Office Supplies	1,055	300	897	600
6160 Medical Supplies	0	400	100	300
6180 Turnouts/Uniforms/Sfty Clothing	3,276	3,500	1,632	3,000
6210 Repair/Maintenance Supplies	67,904	75,300	75,000	65,300
6310 Janitorial Supplies	16,304	20,700	24,100	17,000
6350 Building Supplies	4,425	4,000	4,000	4,000
6510 Small Tools & Equipment	5,030	6,000	6,000	6,000
6560 Food	0	0	163	0
6590 Special Departmental Supplies	6,215	7,500	3,000	4,500
TOTAL SUPPLIES	104,209	117,700	114,892	100,700
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	48,860	0	0	0
7150 Other Betterments/Improvements	294,030	1,003,335	1,003,335	0
TOTAL FIXED ASSETS	342,890	1,003,335	1,003,335	0
 DIVISION TOTAL	 1,894,127	 2,560,604	 2,518,791	 1,564,874

**City of Redlands
2015-2016
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 within 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 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.
- The Division's Field Service Coordinator is responsible for oversight of the City's contracted street sweeping services

Significant Program Changes:

- Began a comprehensive street sign inventory program which includes recording the GPS location, type and retroreflectivity of all city signs

Accomplishments for Fiscal Year 2014-2015:

- Maintained over 300 miles of streets, including potholing, skin patching using 320 tons of asphalt in 646 locations
- Swept 5949 curb miles through out city on a weekly basis
- Removed and replaced approximately 1084 linear feet of sidewalk and 270 linear feet of curb and gutter at 22 locations
- Completed approximately 2757 underground service alert tickets
- Serviced and/or repaired 535 street lights with a 79% completion rate within 48 hours
- Replaced approximately 7,000 feet of stolen wire in various locations throughout the City

- Responded to approximately 40 traffic signal complaints
- Performed 265 traffic signal inspections
- Completed annual cleaning of all storm drain inlets and channels
- Replaced or serviced over 530 street signs
- Performed storm cleanup of City wide after two major rain events
- Relocated electric and set poles for 22 State Street bulbouts/planters
- Installed a key switch system for State Street outlets

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
ELECTRICAL

FUND
GENERAL FUND

ORGKEY
101302

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	106,595	106,933	107,669	110,141
4010 Overtime Salaries	4,507	5,000	5,033	5,500
4012 Stand By	3,698	4,500	3,525	4,000
4015 Banked Leave Buy Back	5,142	5,500	4,040	2,468
4050 Pension Contributions	23,559	19,575	19,693	20,872
4051 Fica/Medicare	9,039	8,538	8,930	9,341
4055 Health/Dental Insurance	32,529	27,156	27,156	27,018
4056 Worker's Comp Insurance	1,199	2,065	2,066	2,571
4057 Disability Insurance	1,163	1,200	1,090	1,100
4058 Unemployment Insurance	689	868	657	868
4059 Life Insurance	126	126	126	126
4081 Eyecare Reimbursement	450	450	450	450
4082 Clothing Allowance	550	300	300	300
4083 Uniform Rental	0	2,200	1,251	2,000
TOTAL SALARIES AND BENEFITS	189,246	184,411	181,986	186,754
<u>SERVICES</u>				
5240 Meeting & Professional Devlpmt	0	1,000	0	1,000
5255 Travel Expense Reimbursement	641	0	0	0
5275 Postage	0	55	0	55
5303 Telephone	2,535	2,100	2,410	2,100
5315 Elec Svc: State Traffic Signals	34,961	25,000	25,000	25,000
5316 Elec Svc: City Traffic Signals	40,349	25,000	30,000	25,000
5330 Elec Svc: State Street Lighting	12,202	15,000	17,534	15,000
5331 Elec Svc: SCE Street Lighting	104,134	128,165	128,165	110,000
5360 Machinery & Equip Maint	15,870	15,000	29,760	15,000
5370 City Street Lighting Power	214,633	280,000	223,056	220,000
5395 Info Technology Services Charge	6,754	6,750	6,754	9,411
5396 City Garage Charges	19,685	18,000	19,685	16,016
5510 Land and Building Rent	5,907	6,000	6,000	6,000
5590 Other Rentals	0	1,000	4,000	1,000

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
ELECTRICAL

FUND
GENERAL FUND

ORGKEY
101302

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5800 Subscriptions & Memberships	60	60	60	60
5880 Special Contractual Services	10,480	6,000	26,500	10,000
TOTAL SERVICES	468,211	529,130	518,924	455,642
<u>SUPPLIES</u>				
6140 Office Supplies	212	500	0	500
6160 Medical Supplies	0	100	0	100
6180 Turnouts/Uniforms/Sfty Clothing	847	600	1,272	600
6210 Repair/Maintenance Supplies	128,571	130,000	130,000	110,000
6310 Janitorial Supplies	45	200	267	200
6350 Building Supplies	0	850	0	850
6510 Small Tools & Equipment	211	1,000	750	1,000
6590 Special Departmental Supplies	2,751	3,500	4,000	3,500
TOTAL SUPPLIES	132,637	136,750	136,289	116,750
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvements	24,469	0	155,064	150,000
TOTAL FIXED ASSETS	24,469	0	155,064	150,000
 DIVISION TOTAL	 814,563	 850,291	 992,264	 909,146

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
STREETS

FUND
GENERAL FUND

ORGKEY
101304

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	426,024	465,547	439,990	549,599
4010 Overtime Salaries	16,687	15,000	17,995	25,380
4012 Stand By	9,102	10,000	9,233	10,000
4015 Banked Leave Buy Back	9,691	8,553	6,199	12,481
4050 Pension Contributions	92,297	85,198	79,671	104,131
4051 Fica/Medicare	35,205	37,068	36,167	46,403
4055 Health/Dental Insurance	128,076	111,703	131,725	135,173
4056 Worker's Comp Insurance	18,347	12,471	12,471	15,530
4057 Disability Insurance	4,486	4,846	4,201	5,321
4058 Unemployment Insurance	3,610	4,340	3,830	5,425
4059 Life Insurance	598	630	614	725
4081 Eyecare Reimbursement	675	2,250	750	2,588
4082 Clothing Allowance	2,475	1,500	1,500	1,500
4083 Uniform Rental	0	11,000	5,000	5,000
4084 Clothing Cash Payment	40	0	0	0
4085 Other Taxable Benefits	(16)	0	4,231	4,200
TOTAL SALARIES AND BENEFITS	747,297	770,106	753,577	923,456
<u>SERVICES</u>				
5180 Medical/Physicals	240	550	345	550
5240 Meeting & Professional Devlpmt	126	500	0	500
5275 Postage	0	50	0	50
5280 Advertising	324	350	500	350
5303 Telephone	3,511	2,500	2,856	2,500
5395 Info Technology Services Charge	16,816	17,000	17,000	23,433
5396 City Garage Charges	161,143	125,000	125,000	107,665
5590 Other Rentals	4,775	10,000	555	10,000
5840 Training	0	1,200	0	1,200
5880 Special Contractual Services	328,521	318,000	318,000	318,000
5890 Landfill Tipping Charges	2,836	3,000	1,299	3,000

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
STREETS

FUND

GENERAL FUND

ORGKEY

101304

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5950 Bad Debt Expense	2,840	2,300	321	2,300
TOTAL SERVICES	521,132	480,450	465,876	469,548
<u>SUPPLIES</u>				
6140 Office Supplies	361	700	939	700
6160 Medical Supplies	0	400	0	400
6180 Turnouts/Uniforms/Sfty Clothing	8,461	4,500	7,392	7,500
6210 Repair/Maintenance Supplies	91,953	74,000	90,000	80,000
6310 Janitorial Supplies	1,697	1,500	500	1,500
6375 Computer Components	0	500	0	500
6510 Small Tools & Equipment	3,219	5,000	5,000	5,000
6560 Food	50	75	163	75
6590 Special Departmental Supplies	19,532	1,500	5,505	10,000
TOTAL SUPPLIES	125,273	88,175	109,499	105,675
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	74,724	0	35,000	0
7140 All Other Equipment	0	0	65,000	0
7240 Storm Drain Construction	1,628	9,781	35,000	0
TOTAL FIXED ASSETS	76,352	9,781	135,000	0
DIVISION TOTAL	1,470,054	1,348,512	1,463,953	1,498,679

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
TREES

FUND
GENERAL FUND

ORGKEY
101305

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES</u>				
5880 Special Contractual Services	249,776	210,000	238,000	210,200
TOTAL SERVICES	249,776	210,000	238,000	210,200
DIVISION TOTAL	249,776	210,000	238,000	210,200

**City of Redlands
2015-2016
Adopted Budget**

**Quality of Life
Code Enforcement**

Program Description:

The Code Enforcement Division is responsible for improving the quality of life, protecting property values and ensuring the health and safety of our community by fair and consistent enforcement of the Redlands Municipal Code. Such enforcement activities include, but are not limited to, enforcement of codes related to property maintenance, graffiti, inoperative vehicles, unsafe conditions, unsafe buildings, unpermitted (unsafe) construction and the eradication of neighborhood blight. This Division consists of two officers and one full-time administrative technician who administer the Rental Property Inspection Program. The Code Enforcement Division provides a balance of providing customer service to residents who complain of municipal code violations while working to educate and gain voluntary compliance increasing the quality of life and serving the entire community.

Program Objectives:

- Provide excellent customer service to the residents and businesses of the City of Redlands.
- Increase the quality of life in the City of Redlands by improving the visual appearance of our neighborhoods through the fair and consistent enforcement of the property maintenance ordinance.
- Respond to citizen complaints pertaining to Municipal Code violations. Educate property owners and responsible parties of code requirements and work with stakeholders to solve problems in the City to resolve issues raised by residents and businesses through voluntary compliance.
- When voluntary compliance is not gained through education and attempts to work with property owners and responsible parties, enforcement action is initiated to gain compliance to provide the appropriate customer service to the overall community to correct detrimental code violations affecting the quality of life, property values and the health and safety of the community.

Accomplishments for Fiscal Year 2014-2015:

- Opened 660 cases
- Closed 217 cases during the fiscal year.
- Inspected 3,300 rental units.
- \$65,488.79 revenue earned during the fiscal year.

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
CODE ENFORCEMENT

FUND
GENERAL FUND

ORGKEY
101306

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	121,295	102,278	101,968	106,167
4010 Overtime Salaries	856	2,000	619	2,000
4015 Banked Leave Buy Back	9,918	0	0	1,272
4050 Pension Contributions	25,580	18,720	18,623	20,119
4051 Fica/Medicare	10,128	8,149	7,936	8,724
4055 Health/Dental Insurance	22,251	28,204	19,465	19,488
4056 Worker's Comp Insurance	2,398	3,098	3,098	3,857
4057 Disability Insurance	1,293	1,066	929	1,027
4058 Unemployment Insurance	1,570	881	760	868
4059 Life Insurance	158	701	126	128
4081 Eyecare Reimbursement	278	457	450	450
4082 Clothing Allowance	0	0	150	0
4083 Uniform Rental	0	2,000	0	0
4084 Clothing Cash Payment	600	306	400	400
4085 Other Taxable Benefits	3,950	0	4,231	4,200
TOTAL SALARIES AND BENEFITS	200,275	167,860	158,755	168,700
<u>SERVICES</u>				
5140 Legal Services	0	200	400	200
5190 Other Professional Services	1,320	0	2,240	1,200
5270 Printing and Binding	189	200	200	500
5275 Postage	0	3,000	2,200	3,000
5303 Telephone	(255)	0	750	750
5396 City Garage Charges	6,270	5,773	5,773	5,137
5880 Special Contractual Services	0	0	0	11,000
5950 Bad Debt Expense	2,343	0	0	0
TOTAL SERVICES	9,867	9,173	11,563	21,787
<u>SUPPLIES</u>				
6140 Office Supplies	1,159	1,000	750	1,000

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
CODE ENFORCEMENT

FUND
GENERAL FUND

ORGKEY
101306

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SUPPLIES (CONTD)</u>				
6210 Repair/Maintenance Supplies	64	0	0	0
6590 Special Departmental Supplies	117	14,700	14,526	700
TOTAL SUPPLIES	1,340	15,700	15,276	1,700
DIVISION TOTAL	211,482	192,733	185,594	192,187
DEPARTMENT SUBTOTAL	6,222,269	6,995,577	7,307,027	6,042,448
DEPARTMENT TOTAL	6,929,527	7,785,489	8,062,925	6,852,753

City of Redlands
2015-2016
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.

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
STREET LIGHTING DISTRICT #1

<u>FUND</u>	<u>ORGKEY</u>
STREET LIGHTING DISTRICT #1 FUND	260300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	2,270	2,800	3,317	3,763
4010 Overtime Salaries	3	0	2	0
4015 Banked Leave Buy Back	79	28	107	85
4050 Pension Contributions	508	525	598	711
4051 Fica/Medicare	180	217	262	294
4053 Deferred Compensation	17	0	34	43
4055 Health/Dental Insurance	432	590	605	844
4057 Disability Insurance	0	28	6	0
4058 Unemployment Insurance	15	22	13	21
4059 Life Insurance	2	3	3	4
4081 Eyecare Reimbursement	8	11	11	11
4084 Clothing Cash Payment	0	12	0	0
4085 Other Taxable Benefits	6	0	3	8
TOTAL SALARIES AND BENEFITS	3,520	4,236	4,961	5,784
<u>SERVICES</u>				
5190 Other Professional Services	0	7,725	2,000	7,000
5370 City Street Lighting Power	20,900	12,000	17,000	12,000
5870 General Govt Service Charge	1,039	1,039	1,039	1,058
TOTAL SERVICES	21,939	20,764	20,039	20,058
 FUND TOTAL	 25,459	 25,000	 25,000	 25,842

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DIST 2004-1

<u>FUND</u>					<u>ORGKEY</u>
CFD 2004-1 ASSESSMENTS FUND					261300
	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED	
<u>SALARIES AND BENEFITS</u>					
4000 Full Time Salaries	8,318	4,108	3,305	12,000	
4010 Overtime Salaries	75	0	6	0	
4015 Banked Leave Buy Back	244	28	107	269	
4050 Pension Contributions	1,865	743	606	2,274	
4051 Fica/Medicare	659	324	265	941	
4053 Deferred Compensation	43	0	34	146	
4055 Health/Dental Insurance	1,869	750	614	2,974	
4057 Disability Insurance	22	43	6	0	
4058 Unemployment Insurance	39	35	13	73	
4059 Life Insurance	8	5	3	11	
4081 Eyecare Reimbursement	17	19	9	38	
4084 Clothing Cash Payment	0	19	0	0	
4085 Other Taxable Benefits	17	84	8	26	
TOTAL SALARIES AND BENEFITS	13,176	6,158	4,976	18,752	
<u>SERVICES</u>					
5140 Legal Services	8,367	8,000	3,000	8,000	
5190 Other Professional Services	2,500	12,500	6,000	12,500	
5280 Advertising	973	0	1,100	0	
5300 Water, Sewer, Disposal	12,892	16,000	13,000	16,000	
5310 Electricity & Gas	1,477	1,500	1,500	1,500	
5800 Subscriptions & Memberships	2	0	0	0	
5870 General Govt Service Charge	6,117	6,197	6,197	6,228	
5880 Special Contractual Services	57,306	50,000	50,000	60,000	
TOTAL SERVICES	89,634	94,197	80,797	104,228	
<u>SUPPLIES</u>					
6210 Repair/Maintenance Supplies	0	5,000	5,000	5,000	
TOTAL SUPPLIES	0	5,000	5,000	5,000	
FUND TOTAL	102,810	105,355	90,773	127,980	

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
LANDSCAPE MAINTENANCE DISTRICT

FUND LANDSCAPE MAINTENANCE DISTRICT FUND ORGKEY
263300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	2,855	3,544	3,282	3,065
4010 Overtime Salaries	5	0	4	0
4015 Banked Leave Buy Back	101	78	107	69
4050 Pension Contributions	638	766	601	580
4051 Fica/Medicare	227	290	263	241
4053 Deferred Compensation	26	26	34	35
4055 Health/Dental Insurance	609	625	608	665
4057 Disability Insurance	0	3	6	0
4058 Unemployment Insurance	18	16	13	17
4059 Life Insurance	3	0	3	3
4081 Eyecare Reimbursement	10	10	5	9
4084 Clothing Cash Payment	0	10	0	0
4085 Other Taxable Benefits	7	3	5	7
TOTAL SALARIES AND BENEFITS	4,499	5,371	4,931	4,691
<u>SERVICES</u>				
5300 Water, Sewer, Disposal	21,287	11,000	10,782	11,271
5310 Electricity & Gas	2,196	1,800	1,879	2,000
5350 Building/Grounds Maintenance	8,084	9,529	8,100	9,656
5870 General Govt Service Charge	2,340	2,300	2,371	2,382
5880 Special Contractual Services	0	0	1,762	0
TOTAL SERVICES	33,907	24,629	24,893	25,309
<u>SUPPLIES</u>				
6210 Repair/Maintenance Supplies	0	0	176	0
TOTAL SUPPLIES	0	0	176	0
FUND TOTAL	38,406	30,000	30,000	30,000

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
DISASTER RECOVERY

FUND
DISASTER RECOVERY FUND

ORGKEY
270300

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	0	0	7,081	0
4050 Pension Contributions	0	0	1,173	0
4051 Fica/Medicare	0	0	567	0
4055 Health/Dental Insurance	0	0	1,299	0
4057 Disability Insurance	0	0	160	0
4059 Life Insurance	0	0	6	0
TOTAL SALARIES AND BENEFITS	0	0	10,286	0
<u>SERVICES</u>				
5880 Special Contractual Services	0	0	17,671	0
TOTAL SERVICES	0	0	17,671	0
<u>SUPPLIES</u>				
6210 Repair/Maintenance Supplies	0	0	1,701	0
TOTAL SUPPLIES	0	0	1,701	0
<u>FIXED ASSETS</u>				
7230 Street Construction	0	55,881	55,881	0
7240 Storm Drain Construction	0	0	129,643	0
TOTAL FIXED ASSETS	0	55,881	185,524	0
FUND TOTAL	0	55,881	215,182	0

City of Redlands
2015-2016
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 2015 12-Month Estimate	FY 2016 Budget Request
48018	City Creek Emergency Open 04-05	12,881	0
48021	City Creek Culvert Improvements	43,000	0
48036	August 2014 Storm Damage	159,301	0

TOTALS \$215,182 \$0

City of Redlands
2015-2016
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:

- A multi-family recycling grant was used to implement a recycling program and the Division exceeded AB 939 regulatory recycling requirements
- The Division has recently added four new automated side loaders to it's fleet in place of older diesel units.
- The Landfill Division replaced it's old traller with a new one offering a place for employees to cool down or have lunch.
- Installation of a security fence around the southern perimeter of the landfill to reduce invasive wildlife and trespassing.
- A new scaling software was installed at the Landfill eliminating countless man hours of manually enter scale tickets into our database.
- The Solid Waste Division replaced two scooter trucks in place of older, in bad shape units.

Accomplishments for Fiscal Year 2014-2015:

- Solid Waste collected approximately 69,000 tons of refuse, 7,500 tons of recyclables, and 15,000 tons of green waste
- Landfill operations processed approximately 80,000 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
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
SOLID WASTE

FUND
SOLID WASTE FUND

ORGKEY
511401

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	1,943,028	2,273,840	2,123,332	2,339,527
4005 Salaries: Part Time	215,060	196,318	242,242	298,883
4010 Overtime Salaries	86,882	125,000	102,134	110,000
4012 Stand By	0	2,500	146	25,000
4015 Banked Leave Buy Back	43,511	47,736	150,000	49,678
4016 Compensated Absences	45,739	0	0	0
4050 Pension Contributions	421,716	417,744	385,786	443,340
4051 Fica/Medicare	173,939	190,421	195,366	205,381
4053 Deferred Compensation	10,023	11,205	7,331	12,228
4055 Health/Dental Insurance	458,611	509,005	483,185	531,225
4056 Worker's Comp Insurance	192,821	84,284	84,285	104,958
4057 Disability Insurance	15,772	22,459	15,366	16,136
4058 Unemployment Insurance	24,137	24,946	23,882	26,717
4059 Life Insurance	2,323	2,614	2,392	2,624
4080 Vehicle Allowance	279	0	2,254	2,250
4081 Eyecare Reimbursement	2,847	9,334	2,678	9,371
4082 Clothing Allowance	8,425	5,214	4,800	4,800
4083 Uniform Rental	0	36,400	15,291	16,000
4084 Clothing Cash Payment	130	100	130	364
4085 Other Taxable Benefits	20,034	19,526	24,578	19,699
4086 Tuition Reimbursement	0	2,000	0	1,302
TOTAL SALARIES AND BENEFITS	3,665,277	3,980,646	3,865,178	4,219,482
<u>SERVICES</u>				
5103 Software Support/Development	0	1,500	0	1,500
5110 Architect & Engineer	106,791	299,862	32,554	100,000
5140 Legal Services	19,743	15,000	192	15,000
5141 Settlements/Judgements	7,500	0	0	0
5142 City Attorney Legal Service	22,020	25,000	22,637	25,000
5180 Medical/Physicals	1,090	2,500	1,000	2,500
5190 Other Professional Services	398,665	981,703	486,801	700,000

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
SOLID WASTE

FUND
SOLID WASTE FUND

ORGKEY
511401

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5240 Meeting & Professional Devlpmt	790	5,000	4,581	5,000
5255 Travel Expense Reimbursement	1,744	2,500	3,424	2,500
5270 Printing and Binding	4,909	4,500	4,500	4,500
5275 Postage	190	6,500	350	6,500
5280 Advertising	1,597	850	800	850
5300 Water, Sewer, Disposal	3,220	4,000	7,953	4,000
5302 City Disposal	103,687	75,000	87,123	75,000
5303 Telephone	29,580	28,000	26,307	28,000
5310 Electricity & Gas	2,213	3,250	2,196	3,250
5320 Janitorial Services	2,967	0	0	0
5360 Machinery & Equip Maint	43,317	59,250	35,000	59,250
5392 License & Permits	25,538	75,000	64,419	75,000
5395 Info Technology Services Charge	151,569	198,393	198,393	223,586
5396 City Garage Charges	1,933,892	1,837,925	1,837,925	1,617,574
5451 Retiree Health Insurance	746,233	180,000	170,000	180,000
5510 Land & Building Rent	3,899	3,600	3,247	3,600
5530 Clothing and Linen Rent	4,078	5,000	750	5,000
5570 Office Equip & Furn Rent	1,990	0	344	0
5580 Communications Svs & Rental	0	500	0	500
5590 Other Rentals	522	700	557	700
5720 Taxes	9,264	7,000	7,000	7,000
5722 Penalties & Interest	12	75	86	75
5760 Special Program Expenditures	0	0	0	0
5800 Subscriptions & Memberships	0	1,200	1,200	1,200
5840 Training	1,600	7,000	1,474	2,000
5870 General Govt Service Charge	604,714	577,364	577,364	577,364
5880 Special Contractual Services	684,993	525,492	525,497	715,408
5890 Landfill Tipping Charges	11,792	50,000	50,000	5,000
5898 State Mandated Fees	135,449	110,000	58,395	110,000
5950 Bad Debt Expense	14,807	75	597	75
5980 Billing Services	306,250	325,000	306,250	325,000
5995 Depreciation Expense	509,136	0	0	0

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
SOLID WASTE

FUND
SOLID WASTE FUND

ORGKEY
511401

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5996 Landfill Closure/PC Expense	273,636	0	0	0
TOTAL SERVICES	6,169,397	5,418,739	4,518,917	4,881,932
<u>SUPPLIES</u>				
6120 Chemical & Lab Supplies	0	3,000	0	0
6140 Office Supplies	3,610	2,200	5,000	2,200
6160 Medical Supplies	0	1,000	1,000	1,000
6180 Turnouts/Uniforms/Safety Clothin	14,747	10,000	8,597	10,000
6190 Photo & Copying Supplies	0	1,000	100	1,000
6210 Repair/Maintenance Supplies	9,562	8,000	7,000	8,000
6310 Janitorial Supplies	7,010	6,500	10,296	12,000
6350 Building Supplies	300	825	0	825
6375 Computer Components	2,220	4,500	1,987	4,500
6410 Motor Vehicle Supplies	0	400	0	400
6500 Office Equipment & Furniture	0	5,000	6,000	5,000
6510 Small Tools & Equipment	7,472	6,500	12,000	12,000
6590 Special Departmental Supplies	328,620	356,966	355,966	356,966
TOTAL SUPPLIES	373,541	405,891	407,946	413,891
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	1,700,707	1,045,719	1,045,719	358,041
7140 All Other Equipment	0	34,191	34,191	0
TOTAL FIXED ASSETS	1,700,707	1,079,910	1,079,910	358,041
<u>DEBT SERVICE</u>				
8200 Interest	1,372	0	0	0
TOTAL DEBT SERVICE	1,372	0	0	0
FUND TOTAL	11,910,294	10,885,186	9,871,951	9,873,346

City of Redlands
2015-2016
Adopted Job Ledger Budget

Department
Quality of Life

Fund
Solid Waste

Orgkey
511401

Job Ledger No.	Project/Program Description	FY 2015 12-Month Estimate	FY 2016 Budget Request
72001	Solid Waste General Administration	1,889,113	1,889,380
72020	Solid Waste Landfill - General	999,886	1,000,027
72032	Solid Waste Landfill - Maint & Operations	670,666	670,761
72040	Solid Waste Landfill - Quality Control	763,371	763,479
72060	Solid Waste Collection - General	1,205,121	1,205,291
72061	Solid Waste Green Waste Collection	700,000	700,099
72062	Solid Waste Residential Collection - Auto	1,071,000	1,071,151
72063	Solid Waste Residential Collection - Non-Auto	125,000	125,018
72066	Solid Waste Commercial Collection	1,483,357	1,483,567
72068	Solid Waste Special Collection	75,000	75,011
72069	Tire Amnesty Collection Grant	1,738	1,738
72090	Solid Waste Recycling	807,471	807,585
72100	Cal Recycle City/County Annual Grant	80,228	80,239

	TOTALS	\$9,871,951	\$9,873,346
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City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
SOLID WASTE PROJECTS

FUND
SOLID WASTE PROJECTS FUND

ORGKEY
513401

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES</u>				
5190 Other Professional Services	22,943	0	15,000	350,000
5392 License & Permits	24,849	0	35,000	35,000
5880 Special Contractual Services	235,234	273,350	200,000	150,000
TOTAL SERVICES	283,026	273,350	250,000	535,000
<u>SUPPLIES</u>				
6590 Special Departmental Supplies	0	32,043	15,000	25,000
TOTAL SUPPLIES	0	32,043	15,000	25,000
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	0	0	0	385,000
7270 Building Construction	73,431	0	8,000	0
7650 Solid Waste/Landfill	0	0	0	150,000
TOTAL FIXED ASSETS	73,431	0	8,000	535,000
 FUND TOTAL	 356,457	 305,393	 273,000	 1,095,000

City of Redlands
2015-2016
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 2015 12-Month Estimate	FY 2016 Budget Request
72311	Landfill Site Work	0	720,000
72315	LFG Probes	173,000	25,000
72101	IT Server Building (SW)	50,000	0
72318	Gas Collection System	50,000	350,000

TOTALS \$273,000 \$1,095,000

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
SOLID WASTE DEBT SERVICE

FUND
SOLID WASTE DEBT SERVICE FUND

ORGKEY
516401

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES</u>				
5030 Fiscal Agent Fees	4,496	5,000	5,000	5,000
5031 Cost of Issue	115,174	0	0	0
5034 Collection Agent/Bank Fees	0	0	0	9,150
5190 Other Professional Services	685	1,000	1,000	1,000
5275 Postage	26	0	0	0
TOTAL SERVICES	120,381	6,000	6,000	15,150
<u>DEBT SERVICE</u>				
8100 Principal	0	1,115,000	1,115,000	1,258,393
8200 Interest	415,509	588,875	588,875	637,168
TOTAL DEBT SERVICE	415,509	1,703,875	1,703,875	1,895,561
 FUND TOTAL	 535,890	 1,709,875	 1,709,875	 1,910,711

City of Redlands
2015-2016
Adopted Budget

Quality of Life
Citrus Groves

Program Descriptions:

The City currently farms, through a local farming company, 16 separate citrus groves totaling approximately 210 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 2014-2015:

- Harvested 42, 196 field boxes of citrus for export domestically and internationally
- Rehabilitation of two water Wells -University Grove and Palmetto Grove
- Replace/relocate irrigation Booster pump for Palmetto Grove

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
GROVES

FUND
GROVES FUND

ORGKEY
538404

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	14,522	18,826	11,510	20,599
4005 Salaries: Part Time	0	0	614	1,006
4010 Overtime Salaries	48	0	43	0
4015 Banked Leave Buy Back	387	323	1,642	453
4050 Pension Contributions	3,232	3,615	2,079	3,614
4051 Fica/Medicare	1,097	1,406	1,003	1,448
4053 Deferred Compensation	219	299	143	299
4055 Health/Dental Insurance	3,317	3,492	2,309	3,226
4056 Worker's Comp Insurance	599	516	516	643
4058 Unemployment Insurance	110	104	71	122
4059 Life Insurance	13	15	8	14
4080 Vehicle Allowance	6	0	45	0
4081 Eyecare Reimbursement	36	55	0	45
4084 Clothing Cash Payment	0	4	0	0
4085 Other Taxable Benefits	63	33	100	33
TOTAL SALARIES AND BENEFITS	23,649	28,688	20,083	31,502
<u>SERVICES</u>				
5190 Other Professional Services	606	0	1,121	1,200
5275 Postage	1	200	200	200
5300 Water, Sewer, Disposal	15,168	31,000	11,045	30,000
5312 Electric Service: Facility Ops	42,393	53,000	36,885	50,000
5395 Info Technology Services Charge	272	357	357	402
5490 Other Insurance	5,575	9,555	7,046	9,500
5730 Stock Assessment	0	13,000	0	13,000
5870 General Govt Service Charge	20,142	20,404	20,405	20,506
5880 Special Contractual Services	522,424	600,000	600,000	600,000
TOTAL SERVICES	606,581	727,516	677,059	724,808

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
GROVES

FUND
GROVES FUND

ORGKEY
538404

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	0	100	0	100
6510 Small Tools & Equipment	0	1,000	300	1,000
6570 Water Meters & Fittings	0	200	0	200
6590 Special Departmental Supplies	0	2,500	500	2,500
TOTAL SUPPLIES	0	3,800	800	3,800
<u>DEBT SERVICE</u>				
8200 Interest	355	0	0	0
TOTAL DEBT SERVICE	355	0	0	0
FUND TOTAL	630,585	760,004	697,942	760,110

City of Redlands
2015-2016
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 2015 12-Month Estimate	FY 2016 Budget Request
76600	Groves General Administration	44,942	48,945
76610	Texas/Webster Grove	62,500	68,067
76616	Fifth Avenue Grove	14,000	15,247
76617	Judson Grove	50,500	54,998
76618	Prospect Grove	97,000	105,640
76622	I-10/California Grove	33,000	35,939
76623	Nevada/Palmetto Grove #1	8,700	9,475
76624	Olive Avenue Grove	19,000	20,692
76626	San Bernardino/Granite Grove	15,500	16,881
76627	Nevada/Palmetto Grove #2	11,500	12,524
76628	Nevada/Palmetto Grove #3	17,500	19,059
76629	Lugonia Avenue Groves	71,500	77,869
76630	Mullin Grove	48,500	52,820
76631	Jacinto Memorial Grove	7,500	8,168
76632	University Grove	141,000	153,559
76633	Riverview Grove	17,700	19,277
76634	Mountain View Grove	37,600	40,949
TOTALS		\$697,942	\$760,110

City of Redlands
2015-2016
Adopted Budget

Quality of Life
Cemetery Division

Program Description:

Hillside Memorial Park is a 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
- Implement Capital Improvement Program
- Revise the Resolution that governs the Cemetery's activities

Accomplishments for Fiscal Year 2014-2015:

- Maintained 31,420 interments and processed 211 sites for interment services with a 43.13% cremation ratio

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	147,349	157,890	144,411	206,615
4005 Salaries: Part Time	16,229	29,575	26,083	30,020
4010 Overtime Salaries	1,576	500	947	2,000
4015 Banked Leave Buy Back	1,271	3,601	4,936	1,420
4016 Compensated Absence	2,179	0	0	0
4050 Pension Contributions	30,806	29,085	26,211	38,964
4051 Fica/Medicare	12,920	14,735	13,699	17,876
4053 Deferred Compensation	98	179	100	186
4055 Health/Dental Insurance	29,248	28,487	30,186	47,882
4056 Worker's Comp Insurance	4,797	4,510	4,510	5,617
4057 Disability Insurance	1,442	1,641	1,316	204
4058 Unemployment Insurance	1,983	2,185	2,185	2,639
4059 Life Insurance	193	194	166	257
4080 Vehicle Allowance	0	0	45	45
4081 Eyecare Reimbursement	6	693	386	918
4082 Clothing Allowance	5	500	300	200
4083 Uniform Rental	275	2,400	860	1,200
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	4,251	96	2,605	162
TOTAL SALARIES AND BENEFITS	254,828	276,471	259,146	356,405
<u>SERVICES</u>				
5034 Collection Agent/Bank Fees	5,945	5,500	0	5,500
5140 Legal Services	78	80	0	80
5190 Other Professional Services	2,605	2,605	93,500	2,500
5255 Travel/Expense Reimbursement	54	0	0	0
5270 Printing and Binding	0	0	43	0
5275 Postage	109	150	159	150
5280 Advertising	0	1,500	500	1,500
5300 Water, Sewer, Disposal	27,925	25,000	25,000	25,000
5303 Telephone	4,498	5,000	5,000	5,000

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5310 Electricity & Gas	2,650	2,800	2,800	2,800
5350 Building/Grounds Maintenance	2,723	3,000	3,000	43,000
5395 Info Technology Services Charge	3,428	4,495	4,495	5,065
5396 City Garage Charges	31,770	25,529	25,529	22,715
5451 Retiree Health Insurance	55,574	21,000	21,000	21,000
5570 Office Equip & Furn Rent	2,347	2,500	2,143	2,500
5590 Other Rentals	0	0	734	0
5740 Resale Materials	29,893	28,000	25,541	28,000
5870 General Govt Service Charge	55,977	56,705	56,705	56,988
5880 Special Contractual Services	1,808	122,016	161,854	52,822
5950 Bad Debt Expense	(418)	5,000	4,535	5,000
5995 Depreciation Expense	620	0	0	0
TOTAL SERVICES	227,586	310,880	432,538	279,620
<u>SUPPLIES</u>				
6140 Office Supplies	461	200	355	400
6180 Turnouts/Uniforms/Sfty Clothing	440	300	250	300
6210 Repair/Maintenance Supplies	4,092	5,000	4,943	40,000
6310 Janitorial Supplies	0	150	0	0
6510 Small Tools & Equipment	2,902	4,000	3,000	4,000
6590 Special Departmental Supplies	631	200	200	150
TOTAL SUPPLIES	8,526	9,850	8,748	44,850
<u>FIXED ASSETS</u>				
7140 All Other Equipment	0	15,346	15,346	0
7150 Other Betterment/ Improvement	0	0	0	330,600
7230 Street Construction	0	0	0	594,000
TOTAL FIXED ASSETS	0	15,346	15,346	924,600

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>DEBT SERVICE</u>				
8100 Principal	0	40,000	0	34,834
8200 Interest	2,945	10,000	3,000	6,000
TOTAL DEBT SERVICE	2,945	50,000	3,000	40,834
FUND TOTAL	493,885	662,547	718,778	1,646,309

**City of Redlands
2015-2016
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. Further, the Division ensures compliance with Federal Aviation Administration and the California Department of Transportation Aviation Division requirements for General Aviation airport facilities. 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

Accomplishments for Fiscal Year 2014-2015:

- Airport met FAA and Caltrans regulations for the use and operation of the facilities
- Hosted the 2015 Hangar 24-sponsored air show event
- Awarded a Capital Improvement Grant to design the recommended lighting and signage at the Airport. Additional grants will be sought for the implementation of the recommendations
- Updated the Airport's General Industrial Permit by June 1, 2015, as required by the California State Water Resources Control Board.

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
AIRPORT

FUND
AVIATION OPERATING FUND

ORGKEY
564450

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	57,096	79,028	55,273	32,816
4005 Salaries: Part Time	0	0	1,231	905
4010 Overtime Salaries	148	2,000	239	0
4015 Banked Leave Buy Back	4,992	1,527	2,445	671
4050 Pension Contributions	12,394	14,656	10,065	6,237
4051 Fica/Medicare	4,691	6,221	4,451	2,573
4053 Deferred Compensation	528	867	255	309
4055 Health/Dental Insurance	12,953	12,535	11,384	4,083
4056 Worker's Comp Insurance	599	516	516	127
4057 Disability Insurance	147	140	213	77
4058 Unemployment Insurance	315	512	344	217
4059 Life Insurance	58	75	57	32
4080 Vehicle Allowance	6	0	45	0
4081 Eyecare Reimbursement	182	266	266	99
4084 Clothing Cash Payment	24	60	0	10
4085 Other Taxable Benefits	116	1,392	154	51
TOTAL SALARIES AND BENEFITS	94,249	119,795	86,938	48,207
<u>SERVICES</u>				
5140 Legal Services	1,185	2,000	0	0
5190 Other Professional Services	6,286	12,000	1,137	87,000
5240 Meeting & Professional Devlpmt	0	0	2,119	2,119
5255 Travel Reimbursement	0	0	2,242	2,242
5270 Printing and Binding	0	4,000	202	201
5275 Postage	60	200	0	0
5280 Advertising	495	1,000	0	1,000
5300 Water, Sewer, Disposal	4,931	4,100	4,100	4,100
5303 Telephone	1,203	1,000	1,500	1,000
5310 Electricity & Gas	23,825	20,000	25,845	25,845
5320 Janitorial Services	1,350	3,000	11,542	13,000
5340 Office Equipment Maintenance	0	500	0	0

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
AIRPORT

FUND

AVIATION OPERATING FUND

ORGKEY

564450

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5350 Building/Grounds Maintenance	17,940	42,000	2,479	44,000
5392 License and Permits	1,791	1,000	0	0
5395 Info Technology Services Charge	1,093	1,432	1,433	1,614
5490 Other Insurance	6,848	13,000	4,365	7,000
5720 Taxes	0	0	280	0
5840 Training	0	300	0	500
5870 General Govt Service Charge	56,258	56,989	56,990	57,274
5880 Special Contractual Services	6,402	15,000	12,081	12,081
5950 Bad Debt Expense	62,832	0	2,054	2,054
5990 Reimbursed Expenditures	12,186	0	0	0
5995 Depreciation Expense	120,784	0	0	0
TOTAL SERVICES	325,469	177,521	128,367	261,030
<u>SUPPLIES</u>				
6140 Office Supplies	0	0	579	579
6210 Repair/Maintenance Supplies	1,916	5,000	2,654	2,654
6310 Janitorial Supplies	0	200	0	0
6350 Building Supplies	524	500	500	500
6510 Small Tools & Equipment	249	500	648	648
TOTAL SUPPLIES	2,689	6,200	4,381	4,381
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	0	150,000	150,000	0
TOTAL FIXED ASSETS	0	150,000	150,000	0
<u>DEBT SERVICE</u>				
8100 Principal	0	115,000	60,000	0
8200 Interest	2,777	10,000	4,500	5,000
TOTAL DEBT SERVICE	2,777	125,000	64,500	5,000
FUND TOTAL	425,184	578,516	434,187	318,618

City of Redlands
2015-2016
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 2015 12-Month Estimate	FY 2016 Budget Request
64001	Airport Admin & General	284,187	318,618
64083	Airfield Lighting and Signs Plan (FAA Grant)	150,000	0

TOTALS	\$434,187	\$318,618
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**City of Redlands
2015-2016
Adopted Budget**

**Quality of Life
Equipment Maintenance Division**

Program Description:

The Equipment Maintenance Division provides service, maintenance, repairs and safety inspections for vehicles and equipment assigned to the twenty-one 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. The mechanics inspect and repair everything from lawn mowers and weed-eaters to light, medium, heavy duty equipment, and public safety vehicles. The Equipment Maintenance Division is an internal service fund.

Program Objectives/Goals:

- Provide effective and reliable service (customer service)
- Implement and maintain 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.
- Added training to the technicians on usage of the Fleet Management Program (RTA).
- Implementation of a comprehensive fuel management.
- Reduce the number of vendors to help streamline the invoicing process with the garage and added support to finance and purchasing.
- Focus on Off Road Equipment and prepare a plan for replacement to meet CARB/DOORS regulations before its assigned deadline.

Accomplishments for Fiscal Year 2014:2015

- Fleet maintained 406 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.
- Continuous checks and balances and growth with Vendors to help maintain: on/off site repairs, parts inventory, pricing and quality of parts.
- Workshop with technicians to have better communication and professional attitude with customers. One Technician was awarded a certificate for well noticed changes that was brought to the attention of coordinator from drivers.
- Fleet's added involvement with Fire Department supported the replacement of 2 front line engines and the purchase of new engines.
- Fleet has added to the daily processes of utilizing the Motor Truck and Van Labor Guide to support actual times of repairs, this has added support needed to keep technicians on task and completing repairs within standards of time.
- Fleet working with Fire to present a Driver training course for Solid Waste operators and defensive driving.
- Added support to the LCNG Fuel Island expansion for additional CNG dispenser.

- Downsizing the current sub contract agreements to 1 vendor and repairs be made on-site vs. sending it out to numerous shops.
- Technicians inputting parts into RTA and completing work orders much quicker. This helps with the ability to charge out repairs to the divisions in a much quicker time.

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND ORGKEY
EQUIPMENT MAINTENANCE FUND 607500

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	358,195	355,043	372,611	372,061
4010 Overtime Salaries	18,220	12,000	17,010	15,000
4012 Stand By	1,381	1,300	1,354	1,500
4015 Banked Leave Buy Back	6,577	8,194	8,223	8,268
4016 Compensated Absences	7,342	0	0	0
4050 Pension Contributions	76,854	64,994	67,630	70,506
4051 Fica/Medicare	28,927	28,246	30,182	30,434
4053 Deferred Compensation	860	860	1,058	860
4055 Health/Dental Insurance	76,931	79,544	84,422	86,906
4056 Worker's Comp Insurance	9,593	7,256	7,257	9,035
4057 Disability Insurance	3,070	3,693	2,852	3,581
4058 Unemployment Insurance	2,373	2,821	2,626	2,821
4059 Life Insurance	413	410	429	410
4081 Eyecare Reimbursement	225	1,463	562	1,463
4082 Clothing Allowance	750	750	750	750
4083 Uniform Rental	7,406	7,500	7,500	8,500
4084 Clothing Cash Payment	40	100	100	100
4085 Other Taxable Benefits	241	390	1,143	150
TOTAL SALARIES AND BENEFITS	599,398	574,564	605,709	612,345
<u>SERVICES</u>				
5034 Collection Agent/Bank Fees	2,992	1,600	2,889	2,900
5103 Software Support/Development	7,496	7,110	5,000	4,100
5140 Legal Services	26,135	7,500	83,794	7,500
5180 Medical/Physicals	0	250	206	250
5190 Other Professional Services	338	500	0	500
5240 Meeting & Professional Devlpmt	309	500	0	500
5255 Travel/Expense Reimbursement	28	500	0	500
5270 Printing and Binding	1,128	300	0	300
5275 Postage	34	100	35	100
5280 Advertising	1,203	1,000	900	1,000

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

<u>FUND</u>	<u>ORGKEY</u>
EQUIPMENT MAINTENANCE FUND	607500

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5303 Telephone	5,485	4,500	4,867	4,500
5310 Electricity & Gas	0	125	0	125
5340 Office Equipment Maintenance	0	0	45	0
5350 Building Grounds & Maintenance	30,465	45,000	42,000	30,000
5360 Machinery & Equip Maint	86,274	35,000	50,000	20,000
5365 Vehicle Maintenance	661,669	425,000	550,000	409,000
5392 License & Permits	10,469	9,500	7,874	9,500
5395 Info Technology Services Charge	12,191	15,985	15,986	18,014
5451 Retiree Health Insurance	109,835	73,500	73,500	73,500
5570 Office Equip & Furn Rent	2,495	2,500	2,254	2,500
5590 Other Rentals	20,893	20,000	30,087	10,000
5720 Taxes	9,837	12,000	12,000	12,000
5722 Penalties and Interest	1,875	2,100	519	2,100
5800 Subscriptions & Memberships	4,105	4,200	787	4,000
5840 Training	1,486	10,750	7,000	10,600
5870 General Govt Service Charge	256,387	257,086	257,086	258,371
5880 Special Contractual Services	0	73,000	1,219	65,000
5890 Landfill Tipping Charges	0	250	0	250
5898 State Mandated Fees	1,669	0	212	0
5950 Bad Debt Expense	0	350	0	350
5995 Depreciation Expense	11,404	0	0	0
TOTAL SERVICES	1,266,202	1,010,206	1,148,260	947,460

SUPPLIES

6120 Chemical & Lab Supplies	83	500	0	500
6140 Office Supplies	1,722	2,000	1,702	2,000
6160 Medical Supplies	0	50	0	50
6180 Turnouts/Uniforms/Sfty Clothing	1,148	500	650	500
6210 Repair/Maintenance Supplies	326	500	149	500
6310 Janitorial Supplies	889	500	1,500	500
6375 Computer Components	630	15,000	10,000	15,000

City of Redlands
2015-2016
Adopted Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND
EQUIPMENT MAINTENANCE FUND

ORGKEY
607500

	2013-14 ACTUAL (AUDITED)	2014-15 ADJUSTED BUDGET	2014-15 12 MONTH ESTIMATED	2015-16 COUNCIL ADOPTED
<u>SUPPLIES (CONT)</u>				
6400 Equipment Parts	0	75	0	75
6410 Motor Vehicle Supplies	856,400	500,000	750,000	450,000
6420 Tires & Tubes	216,376	225,000	165,000	172,200
6430 Gasoline	608,100	480,000	564,718	400,000
6440 Compressed Natural Gas (LCNG)	527,919	480,000	480,000	450,000
6450 Oil and Lubricants	18,883	32,000	7,500	15,000
6460 Diesel Fuel	308,513	340,000	220,097	200,000
6470 Steel	0	0	0	0
6500 Office Equipment & Furniture	2,648	2,500	4,000	2,500
6510 Small Tools & Equipment	11,310	10,000	10,051	6,000
6590 Special Departmental Supplies	6,581	5,000	2,278	2,500
TOTAL SUPPLIES	2,561,528	2,093,625	2,217,646	1,717,325
<u>FIXED ASSETS</u>				
7140 All Other Equipment	21,008	0	0	0
TOTAL FIXED ASSETS	21,008	0	0	0
 FUND TOTAL	 4,448,136	 3,678,395	 3,971,615	 3,277,130