

**City of Redlands
2012-2013
Adopted Budget**

Municipal Utilities and Engineering

Mission Statement:

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

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

- Water Production and Water Distribution Administration and Operation
- Non-potable Water and Non-Potable Water Distribution Administration and Operation
- Wastewater Collection, Treatment, and Disposal Administration and Operation
- Engineering Review and Inspection of Development Proposals for compliance with City Codes, Standards and other governmental requirements relating to land subdivisions, grading, drainage, public improvements within the City right of way and transportation matters
- Management, Rehabilitation, and Replacement of Public improvements, such as, water mains, sewer mains, storm drains, streets, traffic signals, etc. to provide continued reliable service to the community
- Development and Construction of New Public Facilities to protect and enhance community quality of life

To provide these services, Municipal Utilities & Engineering Department is organized into operation functions and staff support functions. The staff support functions are Development and Capital Improvement Engineering Services, Regulatory Compliance, Water and Wastewater Operations and Customer Service/Utility Billing.

The administrative and general budget programs support each department function. All engineering and utilities operations are coordinated for efficient use of City resources. Municipal Utilities & Engineering has a total of 92 full-time and 5 part-time authorized positions.

Accomplishments for Fiscal Year 2011-2012:

(Staff Support Functions)

Development Activity – Projects Initiated:

- 4 Commission Review and Approval
- 15 Conditional Use Permits
- 5 Historic Conditions of Approval
- 9 Historic Demolition Permits
- 7 Lot Line Adjustments
- 9 Minor Exceptions
- 508 Encroachment Permits
- 6 Grading Permits

- 434 Wide Load Permits
- 546 Street Closure
- 128 Building Permit Reviews
- 21 Improvement Plan Reviews
- 2 Map Reviews
- 29 Traffic Commission Reports
- 61 National Pollutant Discharge Elimination System (NPDES) Business Inspections
- 11 NPDES Residential Inspections
- 26 NPDES Investigations (2 hazardous waste spills)

Department Goals:

- Provide reliable and cost effective services
- Provide adequate public facilities to meet the General Plan requirements
- Meet environmental and regulatory standards
- Provide water, non-potable, and wastewater service at a price that is economical and recovers all costs of providing the service
- Provide thorough, responsive, and timely review of development proposals
- Provide a safe, maintained, and efficient transportation roadway system
- Provide storm drain facilities that protect public and private property from flooding
- Provide excellent customer service
- Pursue and secure grant or low interest loan funds for public improvements

Sustainability Efforts:

- Completed a light emitting diode (LED) report identifying the possibilities of a citywide streetlight LED conversion
- Reuse used tires in street resurfacing project (Rubberize Asphalt Concrete Paving & Asphalt Rubber Aggregate Membrane products)
- Participated in the EnerNoc Demand Response program designed for load shedding

Performance Measures:

- **Benchmarking:** The department is preparing a benchmarking study to compare department efficiencies to that of other agencies. The California Multi-Agency CIP Benchmarking Study is one report that will be used as a benchmark; additionally the Expedition Project Management tool will measure our program delivery performance in comparison with other benchmarked agencies in California who are in the business of delivering the same type and size projects. This will provide:
 - Efficiencies- Comparison of city costs/efforts to other agencies
 - Effectiveness- Complete projects and delivering them on time and on budget
 - Workload- Comparison of department workload Vs. manpower to identify potential efficiencies
- **Studies:** Develop comprehensive analysis of procedures that, among other things, coordinate projects and department procedures for items including paving, pipeline replacement, LED conversions, etc.
 - Efficiencies- Cost reductions by coordinated activities
 - Effectiveness- Ability to coordinate activities and achieve economies of scale and reduce/eliminate redundancies
 - Workload- The current workload is high, however coordinated efforts will reduce long-term efforts by eliminating duplicative efforts

- **Project Management:** MUED continues to identify methods of reducing waste, be it implementing more efficient procedures, or replace inefficient equipment with state-of-the-art efficient equipment. These items include:
 - a. Full implementation of Expedition /P6 Project Management software will substantially upgrade the department's information sharing and monitoring systems. This system will keep track of project progress in comparison with an established baseline schedule and provide invaluable key information to project managers in order to control the time and cost of project delivery.
 - b. A department wide unified filing system, including scanning and electronic filing of all incoming and outgoing documents is being implemented.
 - c. Discontinuing redundant paper filings and streamlining the department's document research and retrieval process.
 These efforts will provide:
 - Efficiencies- Identify and replace/modify equipment and procedures that are more efficient to operate
 - Effectiveness- Identify the procedures that will have the largest positive impact on the department
 - Workload- By reducing inefficient practices the workload will be reduced

Significant Program Changes:

The budget proposes a re-organization within the National Pollution Prevention Elimination (NPDES) and construction inspection program functions. Given the limited staffing levels, this modification will provide operational flexibility and efficiencies in meeting both program objectives.

Supplemental Revenue Awards:

- \$63,807 rebate checks for participation in the EnerNoc Demand Response program
- \$40,000 Transportation Development Act (TDA) Bike Route grant

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REVENUE DETAIL

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>ENGINEERING</u>				
3113 Building Permits	10,646	9,000	10,200	10,200
3116 Grading/Paving Permits	31,809	15,000	59,500	59,500
3124 Plan Check	6,538	10,000	8,900	8,900
3130 Street Permits	164,388	80,000	213,000	235,000
3135 NPDES Permit	209,236	330,000	287,500	287,500
3142 Conditional Use Permit	15,725	10,400	8,900	8,900
3148 CRA Review	2,638	2,000	2,650	2,650
3152 Map Review	3,527	3,000	13,380	13,380
3153 Street Vacation	0	500	1,128	500
3154 Environmental Impact	2,308	1,600	2,300	2,300
3175 Development Agreements	839	0	0	0
3305 Cost Recover/Reimb Expenditure	1,718	1,400	3,830	2,000
3316 WQMP Review Admin	7,499	5,300	15,450	15,000
3416 Street Trench Cut Fees	12,201	12,400	24,262	25,000
3530 Miscellaneous Receipts	150	0	0	0
3533 Misc Taxable Sales	82	0	0	0
TOTAL ENGINEERING DEPARTMENT	469,304	480,600	651,000	670,830
 <u>GAS TAX (207)</u>				
3025 Gas Tax Prop 111 2105	369,009	379,228	351,398	347,651
3026 Gas Tax 2107	492,835	504,673	498,531	498,928
3027 Gas Tax Engineering Rcpts	7,500	7,500	7,500	7,500
3028 Gas Tax 2106	231,821	239,498	239,901	237,324
3029 Gas Tax 2103	680,985	796,950	758,456	780,731
TOTAL GAS TAX	1,782,150	1,927,849	1,855,786	1,872,134
 <u>MEASURE "I" (208)</u>				
3021 Measure I Sales Tax	867,317	818,000	875,000	889,000
3200 State Grants	116,150	0	0	0
3305 Cost Recover/Reimb Expenditure	665	0	0	0
3510 Investment Income	76,263	80,000	15,000	15,000
TOTAL MEASURE "I"	1,060,395	898,000	890,000	904,000

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REVENUE DETAIL

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>LOCAL TRANSPORTATION (209)</u>				
3200 State Grants	18,000	0	1,363,700	0
3205 State Reimbursement	675	0	0	0
3250 Federal Grants	0	0	1,905,681	0
3305 Cost Recover/Reimb Expenditure	15	0	0	0
3510 Investment Income	36,401	85,000	30,000	30,000
3530 Miscellaneous Receipts	290	0	0	0
3533 Misc Taxable Sales	948	0	0	0
3540 Other Grants	1,015,637	0	0	288,275
TOTAL LOCAL TRANSPORTATION	1,071,966	85,000	3,299,381	318,275
<u>OPEN SPACE (227)</u>				
3510 Investment Income	20,882	30,000	20,000	20,000
3530 Miscellaneous Receipts	1,500	0	1,382	0
3627 Open Space Acquisition Fees	38,972	25,000	30,000	30,000
TOTAL OPEN SPACE	61,354	55,000	51,382	50,000
<u>GENERAL CAPITAL IMPRV (240)</u>				
3200 State Grants	0	0	748,870	0
3250 Federal Grants	295,813	0	900,000	0
3590 Donations	0	0	10,000	0
TOTAL GENERAL CAPITAL IMPRV	295,813	0	1,658,870	0
<u>PARK & OPEN SPACE DEV (250)</u>				
3305 Cost Recover/Reimb Expenditure	15	0	0	0
3510 Investment Income	21,104	35,000	20,000	20,000
3533 Misc Taxable Sales	1,120	0	0	0
3625 Park & Open Space Fee	120,067	75,000	80,000	80,000
TOTAL PARK & OPEN SPACE DEV	142,306	110,000	100,000	100,000
<u>PUBLIC FACILITIES DEV (251)</u>				
3305 Cost Recover/Reimb Expenditure	0	0	5,925	0
3533 Misc Taxable Sales	64	0	0	0
3600 Police Facilities	59,844	50,000	52,000	115,000

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	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>PUBLIC FACILITIES DEV (251) (CONTD)</u>				
3601 Fire Facilities	41,939	40,000	62,000	125,000
3603 Library Facilities	25,313	25,000	30,000	37,000
3604 General Government Facilities	87,594	60,000	77,000	95,000
TOTAL PUBLIC FACILITIES DEV	214,754	175,000	226,925	372,000
<u>ARTERIAL STREET CONSTRUCTION (252)</u>				
3510 Investment Income	15,971	15,000	12,000	12,000
3630 Arterial Street Construction Fees	68,258	60,000	85,000	85,000
TOTAL ARTERIAL STREET CONST	84,229	75,000	97,000	97,000
<u>TRAFFIC SIGNALS (253)</u>				
3510 Investment Income	8,982	7,500	6,000	6,000
3630 Traffic Signals Fees	19,159	15,300	16,000	16,000
TOTAL TRAFFIC SIGNALS	28,141	22,800	22,000	22,000
<u>FREEWAY INTERCHANGES (254)</u>				
3510 Investment Income	4,580	5,000	4,000	4,000
3630 Freeway Interchange Fees	55,509	47,200	47,000	47,000
TOTAL FREEWAY INTERCHANGES	60,089	52,200	51,000	51,000
<u>STORM DRAIN CONSTRUCTION (405)</u>				
3510 Investment Income	23,976	38,000	15,000	15,000
3530 Miscellaneous Receipts	0	0	385	5,000,000
3620 Storm Drain Fees	2,086	7,400	8,500	8,500
TOTAL STORM DRAIN CONST.	26,062	45,400	23,885	5,023,500
<u>WATER (501)</u>				
3305 Cost Recover/Reimb Expenditure	16,094	15,000	500	500
3380 Water Usage	16,600,820	15,412,572	15,678,469	14,768,666
3382 Irrigation Water Usage	1,639,323	1,735,650	1,809,115	1,704,134
3383 Fire Hydrant Water Usage	42,559	34,713	45,295	42,666
3384 Water Meter Install	5,010	2,500	4,816	5,000
3387 Frontage Charge	0	0	575	0
3388 "B" Contract Water Usage	86,055	125,000	100,000	115,000

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	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>WATER (501) (CONT)</u>				
3389 Fire Protection Water Usage	276,464	173,565	244,301	230,124
3510 Investment Income	257,565	200,000	180,000	200,000
3515 Land Sale Proceeds	0	0	22,600	0
3516 Sale of Surplus Property	0	0	4,817	0
3520 Rental Income	86,407	80,000	110,000	90,000
3530 Miscellaneous Receipts	269,264	180,000	350,000	300,000
3533 Misc Taxable Sales	1,581	500	8,000	2,000
3760 Bad Debt Recovery	1,601	1,500	0	1,000
3770 Property Damage Reimbursement	0	0	0	0
TOTAL WATER	19,282,743	17,961,000	18,558,488	17,459,091
<u>WATER PROJECTS (503)</u>				
3510 Investment Income	(28,069)	0	0	0
3530 Miscellaneous Receipts	0	0	690	0
TOTAL WATER PROJECTS	(28,069)	0	690	0
<u>WATER BOND PROJECTS (505)</u>				
3305 Cost Recover/Reimb Expenditure	52,003	0	0	0
3510 Investment Income	165	0	0	0
3810 Bond/Loan Proceeds	0	10,476,100	10,476,100	0
TOTAL WATER BOND PROJECTS	52,168	10,476,100	10,476,100	0
<u>WATER DEBT SERVICE (506)</u>				
3510 Investment Income	8,033	10,000	5,000	5,000
TOTAL WATER DEBT SERVICE	8,033	10,000	5,000	5,000
<u>SOURCE ACQUISITION (508)</u>				
3510 Investment Income	6,871	0	3,000	3,000
3516 Sale of Surplus Property	490,000	0	0	0
3551 Water Source Acq Residential	10,106	9,500	12,000	10,000
3552 Water Source Acq Non-Residen	2,325	11,800	16,000	15,000
TOTAL SOURCE ACQUISITION	509,302	21,300	31,000	28,000

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REVENUE DETAIL

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>WATER CAPITAL IMPROVEMENT (509)</u>				
3369 Cap Improv Chrg Non-Res	140,561	180,300	180,000	175,000
3370 Cap Improv Chrg Resident	71,656	13,400	110,000	100,000
3510 Investment Income	1,135	20,000	1,000	1,000
TOTAL WATER CAPITAL IMPROVE	213,352	213,700	291,000	276,000
<u>SEWER SERVICE (521)</u>				
3305 Cost Recover/Reimb Expenditure	1,750	0	375	0
3366 Sewer Residential	5,532,915	5,480,980	5,845,139	6,020,493
3367 Sewer Non-Residential	2,056,249	2,189,405	2,191,037	2,256,768
3368 Septage Charge	126,493	125,860	70,073	72,175
3379 Recycled Water Usage	247,871	245,000	344,845	355,191
3387 Frontage Charge	0	0	375	0
3391 Joint Lab - Water Charges	182,786	175,608	160,000	150,000
3392 Joint Lab - Solid Wst Charges	31,537	0	25,000	15,000
3510 Investment Income	104,264	103,000	55,000	55,000
3530 Miscellaneous Receipts	32,238	0	0	0
3760 Bad Debt Recovery	1,700	0	0	0
TOTAL SEWER SERVICE	8,317,803	8,319,853	8,691,844	8,924,627
<u>SEWER PROJECTS (523)</u>				
3250 Federal Grants	677,165	0	174,718	0
3510 Investment Income	(11,507)	0	0	0
3530 Miscellaneous Receipts	30	0	0	0
3533 Misc Taxable Sales	616	0	0	0
TOTAL SEWER BOND PROJECTS	666,304	0	174,718	0
<u>SEWER DEBT SERVICE (526)</u>				
3510 Investment Income	4,500	4,200	2,000	2,000
TOTAL SEWER DEBT SERVICE	4,500	4,200	2,000	2,000
<u>SEWER CAPITAL IMPROVE (529)</u>				
3369 Cap Improv Chrg Non-Res	207,546	306,700	250,000	200,000
3370 Cap Improv Chrg Resident	21,176	29,600	65,000	50,000

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REVENUE DETAIL

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SEWER CAPITAL IMPROVE (529) (CONTD)</u>				
3510 Investment Income	12,988	0	7,500	7,500
TOTAL SEWER CAPITAL IMPROVE	241,710	336,300	322,500	257,500
<u>NON-POTABLE WATER (541)</u>				
3313 Non-Potable Water Usage	570,107	400,000	400,000	400,000
3510 Investment Income	7,436	2,000	2,050	2,050
TOTAL NON-POTABLE WATER	577,543	402,000	402,050	402,050
<u>NON-POTABLE CAPITAL IMPRV FUND (549)</u>				
3510 Investment Income	2,232	500	500	500
TOTAL NON POT CAP IMPRV FUND	2,232	500	500	500

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**Municipal Utilities and Engineering
Public Works Improvements**

Program Description:

Measure "I" is a half cent sales tax levy approved by the voters to fund local transportation improvements including the street expansion and rehabilitation and related capital improvements. A portion of the Measure "I" allocation is provided to the City for the improvement of local roadways. The local transportation and traffic signal, governmental public facilities, park development, and storm drain fund revenues collected from new development to provide the necessary funds for master planned facilities to accommodate impacts associated with new development.

The capital improvement program provides for the construction of public improvements, such as street widening, resurfacing or reconstruction, traffic signals, storm drain pipelines and other related street or drainage improvements.

Program Objectives:

- Use funds, where feasible, as a match for State and Federal Grant Funds to implement significant capital improvement projects
- Effectively use the financial resources to preserve and extend the useful service life of the public facilities
- Use funds to acquire right-of-way necessary for the capital improvement project
- Provide a safe, maintained, and efficient transportation roadway system
- Provide storm drain facilities that protect public and private property from flooding

Significant Program Changes:

In 2011-12 the City completed the development of a pavement condition assessment and pavement management platform to strategically prioritize the investment of limited funds for road improvement. This program assists in implementing a scientific approach to maximize the roadway surface area maintained and extend the road service life. The City is also pursuing grant funding opportunities to augment its financial resources for roadway improvements and leveraging/coordinating utility pavement trench repair and paving programs.

Accomplishments for Fiscal Year 2011-2012:

- Resurface 13.6 lane miles of roadway resurfacing and maintenance
- Restripe 13.6 miles traffic control marks
- Construct and upgrade 110 Americans with Disabilities Act (ADA) Access Ramps
- Construct 5,440 lineal feet of new sidewalk

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DEPARTMENT/DIVISION
ENGINEERING

FUND
GENERAL FUND

ORGKEY
101400

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	254,506	180,901	180,901	271,108
4010 Overtime Salaries	4,947	6,000	2,500	5,000
4015 Banked Leave Buy Back	6,112	5,011	12,442	4,736
4050 Pension Contributions	47,998	35,605	35,605	50,226
4051 Fica/Medicare	19,486	14,927	14,927	21,584
4053 Deferred Compensation	2,364	2,613	3,280	2,426
4055 Health/Dental Insurance	45,679	34,067	34,067	43,926
4056 Worker's Comp Insurance	4,283	2,876	2,876	26,753
4057 Disability Insurance	713	764	485	296
4058 Unemployment Insurance	2,329	1,571	1,571	1,506
4059 Life Insurance	229	228	192	219
4081 Eyecare Reimbursement	225	815	815	781
4084 Clothing Cash Payment	184	315	344	265
4085 Other Taxable Benefits	1,249	323	383	532
TOTAL SALARIES AND BENEFITS	390,304	286,016	290,388	429,358
<u>SERVICES</u>				
5103 Software Support/Development	0	0	1,260	0
5190 Other Professional Services	17,728	25,000	25,000	15,600
5240 Meeting & Professional Devlpmt	37	750	0	0
5255 Travel Reimbursement	0	100	0	0
5270 Printing and Binding	960	1,325	1,300	900
5275 Postage	130	400	150	100
5303 Telephone	1,881	1,500	1,715	1,400
5340 Office Equipment Maintenance	0	500	0	0
5392 License & Permits	45,200	123,000	123,000	123,000
5395 Info Technology Services Charge	19,819	12,678	12,236	8,473
5396 City Garage Charges	11,930	15,201	15,201	8,614
5570 Office Equip & Furn Rent	3,551	11,315	7,500	5,100
5800 Subscriptions & Memberships	0	0	125	0

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DEPARTMENT/DIVISION
ENGINEERING

FUND
GENERAL FUND

ORGKEY
101400

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5950 Bad Debt Expense	12,205	0	15,212	0
TOTAL SERVICES	113,441	191,769	202,699	163,187
<u>SUPPLIES</u>				
6140 Office Supplies	19	1,000	1,000	1,000
6590 Special Departmental Supplies	0	100	100	100
TOTAL SUPPLIES	19	1,100	1,100	1,100
<u>FIXED ASSETS</u>				
7100 Motor Vehicle	0	0	0	14,293
7150 Other Betterments/Improvement	0	100,000	0	100,000
TOTAL FIXED ASSETS	0	100,000	0	114,293
 DEPARTMENT TOTAL	 503,764	 578,885	 494,187	 707,938

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DEPARTMENT/DIVISION
MEASURE I

<u>FUND</u>					<u>ORGKEY</u>
MEASURE I FUND					208400
	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED	
<u>SALARIES AND BENEFITS</u>					
4000 Full Time Salaries	108,176	122,718	136,586	191,071	
4010 Overtime Salaries	4,124	0	1,500	1,000	
4015 Banked Leave Buy Back	3,076	2,832	18,608	2,517	
4050 Pension Contributions	20,689	23,978	26,560	40,153	
4051 Fica/Medicare	7,842	9,618	11,420	14,689	
4053 Deferred Compensation	1,283	2,378	4,156	2,615	
4055 Health/Dental Insurance	13,743	15,830	16,275	20,928	
4057 Disability Insurance	109	56	56	74	
4058 Unemployment Insurance	603	543	718	898	
4059 Life Insurance	72	79	98	130	
4081 Eyecare Reimbursement	0	281	10	466	
4084 Clothing Cash Payment	30	20	0	30	
4085 Other Taxable Benefits	1,114	173	1,926	670	
TOTAL SALARIES AND BENEFITS	160,861	178,505	217,913	275,242	
<u>SERVICES</u>					
5103 Software Support/Development	48,000	0	0	0	
5190 Other Professional Services	320	20,000	5,000	0	
5270 Printing and Binding	769	0	0	0	
5275 Postage	788	0	0	0	
5395 Info Technology Services Charge	961	884	884	929	
5870 General Govt Service Charge	24,186	24,186	24,186	11,991	
5880 Special Contractual Services	14,434	0	0	0	
TOTAL SERVICES	89,458	45,070	30,070	12,920	
<u>FIXED ASSETS</u>					
7230 Street Construction	1,022,341	2,393,961	2,126,041	889,000	
TOTAL FIXED ASSETS	1,022,341	2,393,961	2,126,041	889,000	
FUND TOTAL	1,272,660	2,617,536	2,374,024	1,177,162	

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Department
Municipal Utilities & Engineering

Fund
Measure I

Orgkey
208400

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
41017	Redlands/Alabama Street Improvements	75,182	27,319
41026	Resurfacing Program 2009	497,261	27,319
41032	Resurfacing Program 2010	206,619	27,319
41035	Resurfacing Program 2011	994,642	27,319
41036	Traffic Management Striping 2010/11	114,216	0
41046	Resurfacing Project 2012	420,000	40,978
41047	City Wide Street Maintenance 2012	46,104	40,978
41048	Traffic Survey, Signs & Striping	20,000	54,637
Unassigned	Resurfacing Program 2013	0	931,293

	TOTALS	\$2,374,024	\$1,177,162
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DEPARTMENT/DIVISION
LOCAL TRANSPORTATION

FUND

LOCAL TRANSPORTATION FUND

ORGKEY

209400

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	148,781	105,228	121,418	211,807
4010 Overtime Salaries	4,549	0	1,160	0
4015 Banked Leave Buy Back	2,734	2,428	15,981	3,043
4050 Pension Contributions	28,090	20,399	22,808	43,866
4051 Fica/Medicare	11,224	8,246	9,970	16,400
4053 Deferred Compensation	1,331	1,936	2,889	2,718
4055 Health/Dental Insurance	22,388	13,569	12,518	25,347
4057 Disability Insurance	156	56	21	74
4058 Unemployment Insurance	944	477	665	1,046
4059 Life Insurance	108	69	79	151
4081 Eyecare Reimbursement	0	248	0	542
4084 Clothing Cash Payment	10	20	10	30
4085 Other Taxable Benefits	765	150	2,028	622
TOTAL SALARIES AND BENEFITS	221,080	152,827	189,547	305,647
<u>SERVICES</u>				
5110 Architect & Engineer	30,184	0	0	0
5190 Other Professional Services	2,000	6,248	29,000	0
5240 Meeting & Professional Devlpmt	187	0	0	0
5255 Travel Expense/Reimbursement	86	0	0	0
5270 Printing and Binding	1,821	0	382	0
5275 Postage	1,489	0	704	0
5395 Info Technology Services Charge	3,833	3,527	3,527	3,708
5800 Subscriptions & Membership	0	0	100	0
5840 Training	213	0	50	0
5870 General Govt Service Charge	63,654	63,654	63,654	19,543
5880 Special Contractual Services	13,714	133,296	136,171	163,225
TOTAL SERVICES	117,181	206,725	233,588	186,476
<u>SUPPLIES</u>				
6210 Repair/Maintenance Supplies	402	0	0	0
TOTAL SUPPLIES	402	0	0	0

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
LOCAL TRANSPORTATION

FUND
LOCAL TRANSPORTATION FUND

ORGKEY
209400

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
7150 Other Betterment/Improvement	0	300,000	0	0
7230 Street Construction	3,146,876	3,467,424	1,065,567	2,069,488
TOTAL FIXED ASSETS	3,146,876	3,767,424	1,065,567	2,069,488
FUND TOTAL	3,485,539	4,126,976	1,488,702	2,561,611

City of Redlands
2012-2013
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Local Transportation

Orgkey
209400

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
41004	Engineering	167,795	76,390
41017	Redlands/Alabama Street Improvements	137,496	50,482
41020	Alabama Street at City Creek	23,775	0
41025	Safe Routes to School - Cycle 5	479,597	0
41027	Safe Routes to School - Cycle 6	355,044	0
41030	Transportation DIF Study	6,248	0
41033	Safe Routes to School - Cycle 2	0	995,392
41040	Safe Routes to School - Cycle 8	0	885,799
41042	Church/Alessandro St. Imprv - 2009 Prop 1B	11,042	0
41043	2011 Resurfacing Program Phase II	307,705	0
41044	Hwy Safety Imprv Prgm - Cycle 4 (Striping)	0	553,548

TOTALS	\$1,488,702	\$2,561,611
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City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
GENERAL CAPITAL IMPROVEMENT

FUND GENERAL CAPITAL IMPROVEMENT FUND **ORGKEY** 240400

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	10,830	0	7,830	0
4010 Overtime Salaries	171	0	100	0
4015 Banked Leave Buy Back	100	0	94	0
4050 Pension Contributions	2,039	0	1,637	0
4051 Fica/Medicare	839	0	598	0
4053 Deferred Compensation	69	0	290	0
4055 Health/Dental Insurance	1,823	0	1,579	0
4058 Unemployment Insurance	232	0	6	0
4059 Life Insurance	8	0	4	0
4084 Clothing Cash Payment	10	0	0	0
4085 Other Taxable Benefits	7	0	18	0
TOTAL SALARIES AND BENEFITS	16,128	0	12,156	0
<u>SERVICES</u>				
5190 Other Professional Services	286,500	2,825	60,000	0
5275 Postage	93	0	358	0
5392 License & Permits	14,093	0	0	0
5880 Special Contractual Services	29,546	0	0	0
TOTAL SERVICES	330,232	2,825	60,358	0
<u>SUPPLIES</u>				
6140 Office Supplies	79	0	0	0
TOTAL SUPPLIES	79	0	0	0
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	0	1,646,045	1,615,973	0
TOTAL FIXED ASSETS	0	1,646,045	1,615,973	0
FUND TOTAL	346,439	1,648,870	1,688,487	0

City of Redlands
2012-2013
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
General Capital Improvement

Orgkey
240400

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
47013	Core Block Park Once Structure	39,617	0
47015	Orange Blossom Trail	748,870	0
47016	DOE: Energy Efficiency Facility Upgrades	900,000	0

TOTALS	\$1,688,487	\$0
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City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
PARK & OPEN SPACE DEVELOPMENT FUND

<u>FUND</u>	<u>ORGKEY</u>
PARK & OPEN SPACE DEVELOPMENT FUND	250400

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	713	0	0	0
4050 Pension Contributions	135	0	0	0
4051 Fica/Medicare	54	0	0	0
4055 Health/Dental Insurance	44	0	0	0
4059 Life Insurance	1	0	0	0
TOTAL SALARIES AND BENEFITS	947	0	0	0
<u>SERVICES</u>				
5034 Collection Agent/Bank Fees	5,577	5,433	5,443	5,305
5190 Other Professional Services	744	544,356	22,588	0
5270 Printing and Binding	1,305	0	0	0
5275 Postage	164	0	0	0
5392 License & Permits	351	0	0	0
5870 General Govt Service Charge	2,401	2,000	0	0
TOTAL SERVICES	10,542	551,789	28,031	5,305
<u>SUPPLIES</u>				
6590 Special Departmental Supplies	329,684	0	0	0
TOTAL SUPPLIES	329,684	0	0	0
<u>FIXED ASSETS</u>				
7150 Other Betterments/Improvement	0	131,655	521,904	0
TOTAL FIXED ASSETS	0	131,655	521,904	0
<u>DEBT SERVICE</u>				
8100 Principal	44,690	46,097	46,097	47,549
8200 Interest	57,853	56,424	56,424	54,949
TOTAL DEBT SERVICE	102,543	102,521	102,521	102,498
FUND TOTAL	443,716	785,965	652,456	107,803

City of Redlands
2012-2013
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Park Development

Orgkey
250400

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
41200	Sports Park	107,964	107,803
41203	Terrace Park	1,538	0
41205	Ed Hales Park	542,954	0

TOTALS	\$652,456	\$107,803
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City of Redlands
2011-2012
Adopted Budget

DEPARTMENT/DIVISION
PUBLIC FACILITY DEVELOPMENT - PW

<u>FUND</u>	<u>ORGKEY</u>
PUBLIC FACILITY DEVELOPMENT FUND	251400

	2009-10 ACTUAL (AUDITED)	2010-11 ADJUSTED BUDGET	2010-11 12 MONTH ESTIMATED	2011-12 COUNCIL ADOPTED
<u>SERVICES</u>				
5190 Other Professional Services	114,940	0	44,025	0
5275 Postage	137	0	0	0
5280 Advertising	248	0	0	0
5392 License & Permits	0	0	3,186	0
5870 General Govt Service Charge	4,294	0	0	0
TOTAL SERVICES	119,619	0	47,211	0
 <u>FIXED ASSETS</u>				
7270 Building Construction	20,122	181,317	137,289	0
TOTAL FIXED ASSETS	20,122	181,317	137,289	0
 FUND TOTAL	 139,741	 181,317	 184,500	 0

City of Redlands
2012-2013
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Public Facilities Fund

Orgkey
251400

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
41104	Safety Hall Development Project	184,500	0

TOTALS	\$184,500	\$0
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City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
ARTERIAL STREET CONSTRUCTION

<u>FUND</u>					<u>ORGKEY</u>
ARTERIAL STREET CONSTRUCTION FUND					252400
	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED	
<u>SERVICES</u>					
5870 General Govt Service Charge	1,365	1,500	1,500	1,500	
TOTAL SERVICES	<u>1,365</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	
 FUND TOTAL	 1,365	 1,500	 1,500	 1,500	

City of Redlands
 2012-2013
 Adopted Budget

DEPARTMENT/DIVISION
 TRAFFIC SIGNALS FUND

FUND
 TRAFFIC SIGNALS FUND

ORGKEY
 253400

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES</u>				
5870 General Govt Service Charge	383	350	350	350
TOTAL SERVICES	<u>383</u>	<u>350</u>	<u>350</u>	<u>350</u>
 FUND TOTAL	 383	 350	 350	 350

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
FREEWAY INTERCHANGES

FUND
FREEWAY INTERCHANGES FUND

ORGKEY
254400

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES</u>				
5870 General Govt Service Charge	1,110	1,000	1,000	1,000
TOTAL SERVICES	1,110	1,000	1,000	1,000
FUND TOTAL	1,110	1,000	1,000	1,000

City of Redlands

2012-2013

Adopted Budget

DEPARTMENT/DIVISION
STORM DRAIN CONSTRUCTION

FUND STORM DRAIN CONSTRUCTION FUND **ORGKEY** 405400

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	21,438	12,517	14,510	26,710
4010 Overtime Salaries	452	0	113	0
4015 Banked Leave Buy Back	467	289	468	357
4050 Pension Contributions	4,037	2,632	3,059	5,503
4051 Fica/Medicare	1,702	983	983	2,173
4053 Deferred Compensation	102	363	1,108	549
4055 Health/Dental Insurance	3,595	2,589	2,986	4,293
4058 Unemployment Insurance	130	43	32	87
4059 Life Insurance	14	6	7	13
4081 Eyecare Reimbursement	0	23	0	45
4084 Clothing Cash Payment	10	0	0	0
4085 Other Taxable Benefits	8	15	45	30
TOTAL SALARIES AND BENEFITS	31,955	19,459	23,311	39,760
<u>SERVICES</u>				
5110 Architect & Engineer	6,742	0	0	0
5190 Other Professional Services	0	9,000	48,500	0
5392 License & Permits	1,335	0	0	0
5870 General Govt Service Charge	3,982	3,940	3,940	4,217
TOTAL SERVICES	12,059	12,940	52,440	4,217
<u>FIXED ASSETS</u>				
7240 Storm Drain Construction	0	205,040	117,228	5,700,000
TOTAL FIXED ASSETS	0	205,040	117,228	5,700,000
FUND TOTAL	44,014	237,439	192,979	5,743,977

City of Redlands
2012-2013
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Storm Drain Construction

Orgkey
405400

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
48028	Downtown Storm Drain	192,979	14,659
48032	Storm Drain Assessment	0	14,659
48033	Miscellaneous Storm Drain Improvements	0	14,659
Unassigned	Opal Basin Construction Project	0	5,700,000

TOTALS	\$192,979	\$5,743,977
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**City of Redlands
2012-2013
Adopted Budget**

**Municipal Utilities and Engineering
Water**

Program Description:

The Water Utility produces and distributes water to over 21,500 customers within its service area. In general, the service area includes the City of Redlands, unincorporated areas of the County (Mentone and Crafton areas), as well as the San Bernardino County Donut Hole area. The water utility operates and maintains over 400 miles of pipelines, approximately 3,000 fire hydrants, 18 reservoirs, two surface water treatment plants, one perchlorate treatment plant, 21 active potable and non-potable groundwater production wells, and 14 booster station facilities.

The water budget includes all water related operations, including water production, treatment and distribution, regulatory compliance, non-potable water operations, customer utility billing services, and water conservation.

Program Objectives:

- Provide adequate drinking water supply that conforms to all water quality requirements
- Provide aesthetically pleasing drinking water
- Deliver water at an economical rate that is sufficient to recover the cost associated with providing the service
- Publish an annual consumer confidence report to customers to educate the public on the drinking water quality and water sources
- Increase public water conservation awareness
- Provide excellent customer service

Significant Program Changes:

In 2011-12, the City Council adopted a water conservation rebate program aimed at assisting customers reduce their water consumption. This program includes rebates for high efficiency toilets and clothes washers, smart irrigation timers, and turf replacements to name a few. With the passage of the 2009 Water Conservation Act the City is required to reduce its water consumption by 20 percent by 2020, which the rebate program is intended assist in.

With the commencement of the Environmental Protection Agency (EPA) regulatory Hinckley Water Treatment Plant Upgrades has come the implementation of a computerized project management system. The Expedition/P6 Project Management software will substantially upgrade the department's information sharing and monitoring systems. This system will keep track of project progress in comparison with an established baseline schedule and provide invaluable key information to project managers in order to control the time and cost of project delivery. Additionally these programs assist the City achieve its goals of achieving sustainability.

Accomplishments for Fiscal Year 2011-2012:

- Construction of the EPA regulatory Hinckley Water Treatment Plant Upgrades have commenced
- 2,950 lineal of deteriorated water distribution mains is slated for replacement

- Improvements to the Smiley reservoir site, including the replacement of electrical panels, were completed

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	2,671,921	3,129,039	2,621,164	3,068,231
4005 Salaries: Part Time	19,297	60,965	20,782	45,165
4010 Overtime Salaries	151,578	175,000	152,757	175,000
4012 Stand By	53,033	50,000	55,613	50,000
4015 Banked Leave Buy Back	72,061	61,452	86,222	65,814
4016 Compensated Absences	68,355	0	0	0
4050 Pension Contributions	505,374	542,356	538,641	571,091
4051 Fica/Medicare	225,049	254,828	223,743	256,165
4053 Deferred Compensation	6,160	15,812	7,994	8,821
4055 Health/Dental Insurance	587,160	685,760	620,912	692,383
4056 Worker's Comp Insurance	46,895	46,895	46,895	106,435
4057 Disability Insurance	29,091	29,323	25,880	26,849
4058 Unemployment Insurance	34,777	23,621	19,791	23,319
4059 Life Insurance	2,962	3,429	2,914	3,385
4081 Eyecare Reimbursement	3,911	12,245	4,500	12,090
4082 Clothing Allowance	10,670	12,824	11,442	12,264
4084 Clothing Cash Payment	900	850	650	680
4085 Other Taxable Benefits	17,860	7,766	14,051	7,650
4086 Tuition Reimbursement	0	0	0	15,000
TOTAL SALARIES AND BENEFITS	4,507,054	5,112,164	4,453,951	5,140,342
<u>SERVICES</u>				
5103 Software Support/Development	27,702	20,963	25,234	87,500
5140 Legal Services	11,815	2,000	7,500	2,000
5142 City Attorney Legal Service	30,513	22,765	30,041	30,000
5180 Medical/Physicals	385	1,850	300	2,250
5190 Other Professional Services	402,631	882,722	261,000	320,000
5240 Meeting & Professional Devlpmt	2,802	5,500	2,350	5,300
5255 Travel Reimbursement	584	350	240	650
5270 Printing and Binding	29,805	28,984	45,000	27,000
5275 Postage	11,044	9,600	9,600	2,100

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5280 Advertising	1,608	1,250	1,000	1,500
5300 Water, Sewer, Disposal	3,484	5,000	0	5,000
5301 City Water	290,993	275,000	400,000	301,000
5303 Telephone	34,952	27,200	35,000	21,200
5310 Electricity & Gas	224,668	300,000	212,903	300,000
5312 Electric Service: Facility Ops	1,425,137	1,905,000	1,567,387	1,992,000
5313 Heating/AC Service Contract	15,459	39,000	39,000	39,000
5314 Gas Service: Facility Ops	2,033	2,200	1,328	2,200
5317 Service for Facility Ops	95,763	225,300	22,492	226,800
5318 Energy for Treatment	52,678	72,000	49,147	65,000
5320 Janitorial Services	4,895	8,300	0	8,000
5340 Office Equipment Maintenance	2,768	4,043	5,357	5,000
5350 Building/Grounds Maintenance	1,026	2,200	6,500	8,000
5360 Machinery & Equip Maint	148,841	215,511	20,000	199,000
5392 License & Permits	108,135	120,000	23,267	50,000
5395 Info Technology Services Charge	319,562	303,008	303,008	243,068
5396 City Garage Charges	294,911	339,988	350,988	314,141
5451 Retiree Health Insurance	734,618	250,000	200,000	150,000
5510 Land and Building Rent	1,945	2,500	1,304	2,500
5570 Office Equip & Furn Rent	16,187	15,000	32,412	53,000
5580 Communications Svs & Rental	0	1,000	0	2,000
5590 Other Rentals	179	30,500	9,863	35,500
5710 Street Repairs	9,565	100,000	51,166	70,000
5720 Taxes	9,676	10,000	10,000	10,000
5730 Stock Assessment	578,630	615,000	600,000	600,000
5760 Special Program Expenditures	30	10,000	3,100	9,500
5765 Conservation Rebates	0	0	5,000	50,000
5800 Subscriptions & Memberships	6,730	5,300	4,326	6,675
5840 Training	6,161	11,700	6,689	18,200
5870 General Govt Service Charge	1,044,877	1,078,750	1,078,750	1,079,693
5880 Special Contractual Services	65,875	294,500	30,663	602,500
5890 Landfill Tipping Charges	651	2,000	2,316	2,500

City of Redlands
 2012-2013
 Adopted Budget

DEPARTMENT/DIVISION
 WATER

FUND
 WATER FUND

ORGKEY
 501403

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>FIXED ASSETS (CONT)</u>			0	0
7700 Water Facilities	0	0	0	110,000
TOTAL FIXED ASSETS	313,602	348,500	445,194	642,279
FUND TOTAL	15,038,641	15,231,865	12,131,556	14,846,548

City of Redlands
2012-2013
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Water

Orgkey
501403

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
71001	Water Admin & General	2,882,182	3,218,406
71010	Water Engineering	539,130	650,000
71020	Water Production & Operation - General	3,333,026	3,890,321
71024	Water Production Maintenance	2,103,488	2,500,000
71032	Water Treatment - HTWTP	298,474	400,000
71034	Water Treatment - HHWTP	294,655	440,000
71040	Water Quality - General	241,081	515,000
71060	Water Distribution - General	2,176,833	2,970,321
71090	Water Conservation Program	143,743	145,000
71114	'B' Contract (Reimbursable)	101,556	100,000
71115	'B' Contract (City)	8,725	8,800
71116	South Mountain Water (Reimbursable)	8,663	8,700

TOTALS	\$12,131,556	\$14,846,548
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City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
WATER

FUND
WATER FUND

ORGKEY
501403

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5950 Bad Debt Expense	86,181	1,000	0	0
5980 Billing Services	437,500	480,000	480,000	480,000
5995 Depreciation Expense	2,429,677	0	0	0
TOTAL SERVICES	8,972,676	7,726,984	5,934,231	7,429,777
<u>SUPPLIES</u>				
6100 Purchased Water	79,107	300,000	100,000	50,000
6120 Chemical & Lab Supplies	243,373	418,000	283,147	338,500
6130 Books & Supplies	475	1,950	4,500	2,450
6140 Office Supplies	17,647	9,750	18,199	24,500
6160 Medical Supplies	1,455	2,850	1,477	2,600
6180 Turnouts/Uniforms/Safety Clothin	16,176	20,300	10,705	20,600
6210 Repair/Maintenance Supplies	809,779	994,864	781,746	868,000
6310 Janitorial Supplies	6,570	9,350	3,539	7,100
6375 Computer Components	3,455	7,000	22,000	30,000
6410 Motor Vehicle Supplies	241	750	176	850
6470 Steel	1,776	5,000	2,000	6,500
6500 Office Equipment & Furniture	4,475	19,251	19,500	110,750
6510 Small Tools & Equipment	37,935	61,352	40,000	96,300
6560 Food	453	800	1,618	3,000
6570 Water Meters & Fittings	0	70,000	0	50,000
6580 Damaged/Theft/Obsolete Stock	13	0	0	0
6590 Special Departmental Supplies	22,341	123,000	9,572	23,000
6610 Books	38	0	0	0
TOTAL SUPPLIES	1,245,309	2,044,217	1,298,180	1,634,150
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	313,550	345,000	345,000	512,279
7140 All Other Equipment	0	3,500	0	20,000
7150 Other Betterments/Improvement	0	0	100,194	0
7270 Building Construction	52	0	0	0

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
WATER PROJECTS

FUND
WATER PROJECTS FUND

ORGKEY
503403

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	6,014	0	22,866	0
4010 Overtime Salaries	1,888	0	760	0
4012 Stand By	274	0	0	0
4050 Pension Contributions	1,247	0	4,780	0
4051 Fica/Medicare	605	0	1,803	0
4053 Deferred Compensation	210	0	0	0
4055 Health/Dental Insurance	1,246	0	3,543	0
4057 Disability Insurance	63	0	261	0
4058 Unemployment Insurance	131	0	22	0
4059 Life Insurance	8	0	30	0
4085 Other Taxable Benefits	7	0	0	0
TOTAL SALARIES AND BENEFITS	11,693	0	34,065	0
<u>SERVICES</u>				
5110 Architect & Engineer	349,316	406,125	322,540	0
5190 Other Professional Services	164,276	634,087	6,500	200,000
5270 Printing and Binding	255	0	0	0
5275 Postage	280	0	2,200	0
5280 Advertising	265	0	0	0
5392 License & Permits	2,094	0	0	0
TOTAL SERVICES	516,486	1,040,212	331,240	200,000
<u>SUPPLIES</u>				
6210 Repair/Maintenance Supplies	103,284	0	244,500	860,000
TOTAL SUPPLIES	103,284	0	244,500	860,000
<u>FIXED ASSETS</u>				
7700 Water Facilities	4,142,601	12,247,762	16,554,700	8,420,000
TOTAL FIXED ASSETS	4,142,601	12,247,762	16,554,700	8,420,000
FUND TOTAL	4,774,064	13,287,974	17,164,505	9,480,000

City of Redlands
2012-2013
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Water Projects

Orgkey
503403

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
71204	Hinckley Improvements (Construction)	9,489,700	0
71206	Local Water Mains, 2011	1,575,000	0
71210	REES Treatment Plant Ops (LMC) - Lockheed	9,500	0
71215	Well 38/39 Treatment (LMC)	5,000	0
71216	Well Orange/Church Treatment (LMC)	5,000	0
71217	2011 Citywide Paving Projects	209,295	0
71219	Agate 2 Blend Project (LMC)	25,920	0
71220	Church Street Well Rehab	26,891	0
71221	Airport Well Rehab	64,205	0
71222	Smiley Booster Electrical	50,000	0
71224	Chrysolite Pipeline Replacement	48,158	0
71227	Country Club Booster & Sitework	690,000	0
71228	Fifth Avenue Pipeline Replacement	175,000	0
71229	New York Street Well Project	100,000	0
71230	2012 Citywide Paving Projects	230,000	0
71231	Texas Reservoir Piping Project	45,000	0
71301	Hinckley Expansion (Desgin)	290,836	0
71305	SCADA System Upgrades	2,250,000	0
71307	Water Production Annual Replacement	0	400,000
71308	Water System Improvements	0	300,000
71365	Utilities Building Improvements	0	110,000
71385	Master Planning and Studies	0	200,000
Unassigned	Local Water Mains, 2012	1,300,000	0
Unassigned	Tate Clarifier Recoat	225,000	0
Unassigned	Texas Reservoir Rehab	350,000	0
Unassigned	Utility Paving 2013	0	750,000
Unassigned	Hinckley Security	0	120,000
Unassigned	Reservoir Recoat	0	500,000
Unassigned	Dearborn Reservoir Roof Replacement	0	2,500,000
Unassigned	Highline (Phase 1, North)	0	2,400,000
Unassigned	Local Water Mains, 2013	0	2,000,000
Unassigned	Master Planned Water Mains	0	200,000
TOTALS		\$17,164,505	\$9,480,000

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
WATER BOND PROJECTS

FUND
WATER BOND PROJECTS FUND

ORGKEY
505403

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
7700 Water Facilities	0	10,476,100	0	0
TOTAL FIXED ASSETS	0	10,476,100	0	0
FUND TOTAL	0	10,476,100	0	0

City of Redlands
2012-2013
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Water Bond Projects

Orgkey
505403

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
71204	Hinckley Improvements (Construction)	0	0

TOTALS

\$0

\$0

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
WATER DEBT SERVICE

FUND
WATER DEBT SERVICE FUND

ORGKEY
506403

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES</u>				
5030 Fiscal Agent Fees	6,925	8,000	7,000	7,500
5190 Other Professional Services	659	700	700	700
5993 Amortization Expense	62,382	0	0	0
TOTAL SERVICES	69,966	8,700	7,700	8,200
<u>DEBT SERVICE</u>				
8100 Principal	0	2,036,896	2,036,896	2,127,111
8200 Interest	588,910	542,480	542,480	450,429
TOTAL DEBT SERVICE	588,910	2,579,376	2,579,376	2,577,540
 FUND TOTAL	 658,876	 2,588,076	 2,587,076	 2,585,740

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
SOURCE ACQUISITION

FUND
SOURCE ACQUISITION FUND

ORGKEY
508403

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES</u>				
5730 Stock Assessment	4,000	0	0	0
TOTAL SERVICES	4,000	0	0	0
<u>FIXED ASSETS</u>				
7340 Purchase Water Shares	300,000	300,000	300,000	300,000
TOTAL FIXED ASSETS	300,000	300,000	300,000	300,000
 FUND TOTAL	 304,000	 300,000	 300,000	 300,000

City of Redlands

2012-2013

Adopted Budget

DEPARTMENT/DIVISION
WATER CAPITAL IMPROVEMENT

FUND

WATER CAPITAL IMPROVEMENT FUND

ORGKEY

509403

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>FIXED ASSETS</u>				
7700 Water Facilities	0	100,000	0	0
TOTAL FIXED ASSETS	0	100,000	0	0
FUND TOTAL	0	100,000	0	0

**City of Redlands
2012-2013
Adopted Budget**

**Municipal Utilities and Engineering
Wastewater**

Program Description:

The Wastewater Utility collects sewage from approximately 18,000 customers within the service area. In general, the service area includes the City of Redlands, unincorporated areas of the County (Mentone and Crafton areas), as well as the San Bernardino County Donut Hole area. The Wastewater Utility includes the operation and maintenance of approximately 240 miles of sewer main, a sewer lift station, and a wastewater treatment plant. The wastewater treatment plant includes a water quality laboratory where routine regulatory compliance tests are performed.

The wastewater budget includes all wastewater related operations, including sewer collection system maintenance, sewage treatment and disposal, recycled water system operation and maintenance, laboratory operations and wastewater regulatory compliance.

Program Objectives:

- Provide adequate wastewater collection and treatment facilities that provide reliable service
- Provide wastewater collection and treatment services at an economical rate that is sufficient to recover the cost associated with providing the service
- Perform field inspection of collection system facilities to proactively identify and program sewer system facility rehabilitation or replacement capital projects
- Clean and maintain sewer collection system mains annually with the entire system completed within a three year period
- Reduce the potential for Sanitary Sewer System Overflows and provide a 24 hour-7day Emergency Response Team
- Educate the residents and business on the problems associated with Fats, Oils and Grease (FOG) sewage disposal and implement FOG reduction program
- Provide a regulatory compliance program and pretreatment program for significant industrial dischargers
- Meet sewage treatment, discharge requirements and recycled water service regulatory requirements
- Provide excellent customer service

Significant Program Changes:

In 2011-12, the City Council adopted a water conservation rebate program aimed at assisting customers reduce their water consumption. This program includes rebates for high efficiency toilets. By reducing the flow treated at the City's wastewater treatment plant the City is improving its operational efficiency and assisting in reducing costs and sustainability.

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
SEWER SERVICE

FUND
SEWER SERVICE FUND

ORGKEY
521402

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	1,606,151	1,552,083	1,317,404	1,785,028
4005 Salaries: Part Time	3,686	0	4,800	0
4010 Overtime Salaries	60,837	35,000	63,799	35,000
4012 Stand By	23,672	30,000	23,042	30,000
4015 Banked Leave Buy Back	75,820	38,174	58,602	31,966
4016 Compensated Absences	17,005	0	0	0
4050 Pension Contributions	305,711	301,097	313,053	347,562
4051 Fica/Medicare	134,476	135,904	127,003	149,014
4053 Deferred Compensation	4,124	6,361	5,186	4,784
4055 Health/Dental Insurance	322,975	339,103	326,237	356,647
4056 Worker's Comp Insurance	20,546	4,815	4,815	23,081
4057 Disability Insurance	16,368	16,416	11,493	14,284
4058 Unemployment Insurance	20,200	12,646	10,570	13,428
4059 Life Insurance	1,721	1,835	1,646	1,949
4081 Eyecare Reimbursement	2,627	6,555	3,500	6,962
4082 Clothing Allowance	4,230	4,300	2,550	5,465
4084 Clothing Cash Payment	590	650	530	0
4085 Other Taxable Benefits	11,929	4,038	14,986	11,354
TOTAL SALARIES AND BENEFITS	2,632,668	2,488,979	2,289,216	2,816,525
<u>SERVICES</u>				
5103 Software Support/Development	14,978	36,763	60,000	159,300
5142 City Attorney Legal Service	9,154	10,000	10,000	10,000
5180 Medical/Physicals	105	0	100	0
5190 Other Professional Services	71,723	152,500	21,000	173,500
5240 Meeting & Professional Devlpmt	1,191	4,250	0	4,500
5255 Travel Reimbursement	0	2,100	100	0
5270 Printing and Binding	1,851	2,100	1,000	2,000
5275 Postage	424	200	100	500
5280 Advertising	115	1,500	700	200
5300 Water, Sewer, Disposal	2,649	5,000	3,000	3,000

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
SEWER SERVICE

FUND

SEWER SERVICE FUND

ORGKEY

521402

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5303 Telephone	21,522	20,500	22,000	22,000
5312 Electric Service: Facility Ops	808,922	800,000	620,000	620,000
5313 Heating/AC Service Contract	17,277	40,232	0	40,232
5317 Service for Facility Ops	227	0	0	41,000
5319 Sewer Line Services	19,690	26,507	0	0
5320 Janitorial Services	8,700	13,000	8,700	13,000
5340 Office Equipment Maintenance	0	3,500	0	0
5350 Building/Grounds Maintenance	18,436	2,500	2,000	1,500
5360 Machinery & Equip Maint	0	27,500	10,000	35,500
5392 License & Permits	18,553	63,100	58,500	66,600
5395 Info Technology Services Charge	178,291	149,565	149,565	137,350
5396 City Garage Charges	85,217	83,097	83,097	76,723
5451 Retiree Health Insurance	402,791	300,000	300,000	300,000
5530 Clothing Linen Rent	22,834	20,500	19,000	15,000
5570 Office Equip & Furn Rent	10,531	1,500	7,500	7,500
5580 Communications Svs & Rental	0	3,500	0	0
5590 Other Rentals	5,009	10,000	6,000	10,000
5720 Taxes	388	500	6,000	6,000
5800 Subscriptions & Memberships	3,707	5,250	8,000	5,250
5840 Training	2,592	4,000	1,000	4,000
5870 General Govt Service Charge	432,917	435,000	435,000	472,963
5880 Special Contractual Services	268,470	368,438	258,500	288,500
5890 Landfill Tipping Charges	125	7,500	0	0
5950 Bad Debt Expense	52,084	0	0	0
5980 Billing Services	131,250	145,000	140,000	140,000
5995 Depreciation Expense	1,406,263	0	0	0
TOTAL SERVICES	4,017,986	2,745,102	2,230,862	2,656,118
<u>SUPPLIES</u>				
6120 Chemical & Lab Supplies	494,616	580,597	486,000	560,000
6130 Books & Supplies	170	1,500	500	500

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
SEWER SERVICE

FUND
SEWER SERVICE FUND

ORGKEY
521402

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SUPPLIES (CONTD)</u>				
6140 Office Supplies	6,052	3,300	2,500	2,500
6160 Medical Supplies	269	850	400	400
6180 Turnouts/Uniforms/Safety Clothin	3,600	3,000	2,000	2,000
6210 Repair/Maintenance Supplies	126,985	86,000	86,000	114,500
6310 Janitorial Supplies	2,276	2,750	1,500	1,400
6375 Computer Components	0	4,000	500	25,000
6410 Motor Vehicle Supplies	62	260	0	0
6450 Oil and Lubricants	0	1,000	0	0
6500 Office Equipment & Furniture	342	3,806	4,500	56,250
6510 Small Tools & Equipment	5,158	7,642	3,500	5,000
6570 Water Meters & Fittings	1,783	0	0	0
6590 Special Departmental Supplies	0	8,500	2,000	1,200
TOTAL SUPPLIES	641,313	703,205	589,400	768,750
<u>FIXED ASSETS</u>				
7080 Computer Equipment	0	0	0	7,500
7100 Motor Vehicles	24,548	0	0	40,488
7140 All Other Equipment	114,691	3,500	0	0
7745 Laboratory Equipment	0	0	0	15,000
TOTAL FIXED ASSETS	139,239	3,500	0	62,988
 FUND TOTAL	 7,431,206	 5,940,786	 5,109,478	 6,304,381

City of Redlands
2012-2013
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Sewer

Orgkey
521402

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
73001	Wastewater Administration	1,155,172	1,511,472
73010	Wastewater Engineering	367,132	400,000
73020	Wastewater Treatment & Operations	1,120,617	1,292,909
73034	Wastewater Treatment Plant Maintenance	1,252,224	1,400,000
73040	Wastewater Quality Control	511,265	750,000
73041	Wastewater Industrial Waste Monitoring	141,575	220,000
73060	Wastewater Collection System - General	345,620	500,000
73072	Wastewater Joint Laboratory - Water	185,608	190,000
73074	Wastewater Joint Laboratory - Solid Waste	30,265	40,000

	TOTALS	\$5,109,478	\$6,304,381
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City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
SEWER PROJECTS

<u>FUND</u>					<u>ORGKEY</u>
SEWER PROJECTS FUND					523402
	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED	
<u>SERVICES</u>					
5110 Architect & Engineer	56,285	75,410	35,410	0	
5190 Other Professional Services	0	75,000	75,000	75,000	
5270 Printing and Binding	3,584	2,034	0	0	
5275 Postage	238	0	0	0	
5880 Special Contractual Services	30,334	75,000	0	75,000	
TOTAL SERVICES	90,441	227,444	110,410	150,000	
<u>SUPPLIES</u>					
6210 Repair/Maintenance Supplies	178,061	0	0	0	
6510 Small Tools & Equipment	3,235	0	0	0	
TOTAL SUPPLIES	181,296	0	0	0	
<u>FIXED ASSETS</u>					
7150 Other Betterments/Improvement	674,000	0	2,039	67,000	
7600 Wastewater Facilities	919,772	2,047,000	300,000	2,700,000	
TOTAL FIXED ASSETS	1,593,772	2,047,000	302,039	2,767,000	
 FUND TOTAL	 1,865,509	 2,274,444	 412,449	 2,917,000	

City of Redlands
2012-2013
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Sewer Projects

Orgkey
523402

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
73319	Wastewater Replacement Program	30,000	300,000
73365	Utilities Building Improvements	0	67,000
73385	Master Planning and Study	25,000	150,000
73386	Solar Project Design	5,410	0
73403	Solar Project Construction (EECBG: ARRA)	2,039	0
Unassigned	Digester Rehab	350,000	0
Unassigned	Local Collection Mains 2012-13	0	2,400,000

TOTALS	\$412,449	\$2,917,000
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City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
SEWER DEBT SERVICE

FUND
SEWER DEBT SERVICE FUND

ORGKEY
526402

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES</u>				
5030 Fiscal Agent Fees	6,850	7,500	7,500	7,500
5190 Other Professional Services	659	800	700	700
5993 Amortization Expense	61,526	0	0	0
TOTAL SERVICES	69,035	8,300	8,200	8,200
<u>DEBT SERVICE</u>				
8100 Principal	0	1,323,348	1,323,348	1,379,807
8200 Interest	534,393	509,591	509,591	450,660
TOTAL DEBT SERVICE	534,393	1,832,939	1,832,939	1,830,467
 FUND TOTAL	 603,428	 1,841,239	 1,841,139	 1,838,667

**City of Redlands
2012-2013
Adopted Budget**

**Municipal Utilities and Engineering
Nonpotable Water**

Program Description:

The Nonpotable Water Utility produces and distributes water to an increasing number of customers in an effort to preserve our precious water resources. In general, nonpotable water is available in the eastern portion City's service area and other areas within the City. The City is always looking to increase the use of nonpotable water and requires new developments to install nonpotable water facilities when nonpotable water is or will become available.

The nonpotable water budget includes all water related operations, including water production and distribution and regulatory compliance.

Program Objectives:

- Provide adequate nonpotable water supply that conforms with all water quality requirements and customer needs
- Deliver nonpotable water at an economical rate that is sufficient to recover the cost associated with providing the service
- Increase public water conservation awareness
- Provide excellent customer service

Accomplishments and Significant Program Changes for Fiscal Year 2011-2012:

In 2011-12, the City Council adopted a potable to nonpotable water conservation discounted rate. This rate is available to customers who convert their irrigation systems from potable water to nonpotable water in areas where nonpotable water is available. With the passage of the 2009 Water Conservation Act, the City is required to reduce its water consumption by 20 percent by 2020. This program will assist in that effort. Additionally this program assists the City achieve its goals of achieving sustainability.

- Adopted a non-potable water rate which gives potential customers a \$0.35 discount per unit for converting potable water to nonpotable water. Rate was established to encourage the conversion to nonpotable water and promote potable water conservation.

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
NONPOTABLE WATER

FUND

NONPOTABLE WATER FUND

ORGKEY

541403

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	5,070	30,013	28,779	27,115
4010 Overtime Salaries	503	0	771	0
4012 Stand By	120	0	168	0
4015 Banked Leave Buy Back	220	693	914	626
4050 Pension Contributions	961	5,596	6,052	4,891
4051 Fica/Medicare	416	2,357	2,330	2,063
4053 Deferred Compensation	77	274	279	6
4055 Health/Dental Insurance	365	2,504	2,315	2,535
4057 Disability Insurance	38	155	163	145
4058 Unemployment Insurance	35	143	111	129
4059 Life Insurance	4	21	20	20
4081 Eyecare Reimbursement	0	74	0	68
4082 Clothing Allowance	0	50	17	50
4084 Clothing Cash Payment	10	0	0	0
4085 Other Taxable Benefits	82	293	722	355
TOTAL SALARIES AND BENEFITS	7,901	42,172	42,641	38,003
<u>SERVICES</u>				
5312 Electric Service: Facility Ops	74,850	100,000	100,000	100,000
5395 Info Technology Services Charge	10,360	13,000	13,000	13,000
5396 City Garage Charges	9,560	10,000	10,000	10,000
5451 Retiree Health Insurance	5,997	8,200	8,200	8,200
5870 General Govt Service Charge	33,873	42,000	42,000	6,193
TOTAL SERVICES	134,640	173,200	173,200	137,393
<u>SUPPLIES</u>				
6210 Repair/Maintenance Supplies	0	12,500	12,500	12,500
TOTAL SUPPLIES	0	12,500	12,500	12,500
FUND TOTAL	142,541	227,872	228,341	187,896

City of Redlands
2012-2013
Adopted Job Ledger Budget

Department
Municipal Utilities & Engineering

Fund
Nonpotable Water

Orgkey
541403

Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
74001	Nonpotable Admin & General	84,863	45,280
74020	Nonpotable Production & Operation	122,164	122,000
74030	Nonpotable Maintenance	18,708	18,000
74040	Nonpotable Distribution	2,606	2,616

	TOTALS	\$228,341	\$187,896
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