

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

Quality of Life

Mission Statement:

It is the mission of the Quality of Life Department to promote and develop policies and practices that minimize impacts to the environment, improve the response to citizen reports and complaints, provide quality service to City residents and improve the quality of life for present and future generations.

Departmental Performance Measures

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

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

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

Departmental Description:

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

- Building Maintenance Division (City facilities maintenance)
- City Citrus Groves
- Code Enforcement Division (state and local laws and codes compliance)
- Equipment Maintenance Division: (City fleet maintenance, Natural Gas fuel station, Corporate Yard maintenance)
- Hillside Memorial Park (management and operation of the City owned cemetery)
- Parks Division: (park maintenance, Landscape Maintenance Districts and Community Facility Districts)
- Redlands Municipal Airport
- Street Division: (sidewalk repair, curb and gutter repair, traffic signal maintenance, traffic sign maintenance, street light maintenance, street maintenance, roadway markings, street sweeping, storm drain maintenance, emergency tree trimming, weed abatement and a Lighting District)
- Solid Waste Division: (collection of residential and commercial green waste, refuse and recyclables, operation of the California Street Landfill and development and implementation of the City's recycling programs)

Sustainability Efforts:

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

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REVENUE DETAIL

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>QUALITY OF LIFE - RECREATION</u>				
3325 Contract Classes	96,464	125,000	75,000	75,000
3326 City Classes/Programs	9	0	0	0
3330 Concessions	400	300	520	550
3331 Lighting Fees	446	2,000	500	700
3340 Softball	165	0	5,200	5,200
3343 Soccer	500	0	760	760
3512 Returned Check Charge	70	0	100	0
3516 Sale of Surplus Property	0	0	11,617	0
3520 Rental Income	18,597	10,000	23,000	23,000
3531 Game Income	2,272	1,800	2,100	2,100
3540 Other Grants	489	0	0	0
3590 Donations	97,706	5,000	5,000	5,000
TOTAL RECREATION	217,118	144,100	123,797	112,310
<u>QUALITY OF LIFE - SENIOR SERVICES</u>				
3325 Contract Classes	5,868	6,200	5,600	5,600
3365 Tours/Excursions	1,823	2,000	400	500
3512 Returned Check Charge	35	0	0	0
3520 Rental Income	19,819	18,000	25,000	28,000
3535 Program Income	18,635	15,000	16,800	17,000
3590 Donations	21,339	21,339	11,000	12,000
TOTAL SENIOR SERVICES	67,519	62,539	58,800	63,100
<u>QUALITY OF LIFE DEPARTMENT</u>				
3121 Sign Permit	288	300	400	300
3132 Tree Permits	80	75,000	35,000	50,000
3170 Code Enforcement/Admin Citation	700	1,200	0	0
3250 Federal Grants	136,740	0	0	0
3305 Cost Recover/Reimb Expenditure	27,138	31,000	2,000	2,000
3310 Litter Control Fees	5,845	4,100	7,000	5,000
3311 Street Cleaning Fees	338,008	335,000	331,000	335,000
3317 Abandoned Property Inspection	20,440	25,000	20,000	25,000
3318 Rental Property Inspections	39,822	120,000	40,000	50,000
3331 Lighting Fees	11,779	7,000	7,000	3,600

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	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>QUALITY OF LIFE DEPARTMENT (CONT)</u>				
3516 Sale of Surplus Property	0	0	2,302	0
3520 Rental Income	19,539	20,000	20,000	20,000
3525 Waste Import Fees	764,756	720,000	750,000	750,000
3530 Miscellaneous Receipts	238	1,000	60	0
3533 Misc Taxable Sales	3	0	0	0
3590 Donations	30,000	55,000	30,000	30,000
3640 Landfill Mitigation Fees	134,069	120,000	120,000	120,000
3734 Contract Services	30,000	30,000	32,000	30,000
3760 Bad Debt Recovery	65	0	0	0
TOTAL QUALITY OF LIFE DEPARTMEN	1,559,510	1,544,600	1,396,762	1,420,900
<u>STREET LIGHTING DIST #1 (260)</u>				
3650 Assessment District	25,833	25,000	26,000	26,000
TOTAL STREET LIGHTING DIST #1	25,833	25,000	26,000	26,000
<u>COMM FAC DIST 2004-1 (261)</u>				
3510 Investment Income	7,368	5,500	5,000	5,000
3650 Assessment District	119,113	110,000	115,000	115,000
TOTAL COMM FAC DIST	126,481	115,500	120,000	120,000
<u>LANDSCAPE MAINT DISTRICT (263)</u>				
3650 Assessment District	28,970	30,000	30,000	30,000
TOTAL LANDSCAPE MAINT DIST	28,970	30,000	30,000	30,000
<u>DISASTER RECOVERY (270)</u>				
3250 Federal Grants	34,719	0	184,646	
TOTAL DISASTER RECOVERY	34,719	0	184,646	0
<u>SOLID WASTE (511)</u>				
3200 State Grants	0	10,000	20,000	19,000
3305 Cost Recover/Reimb Expenditure	1,740	0	0	0
3372 Special Hauls & Roll-Offs	1,076,809	1,302,941	990,000	1,000,000
3373 Solid Waste Svrc Residential	4,480,911	4,568,333	4,400,000	4,500,000

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	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SOLID WASTE (511) (CONTD)</u>				
3374 Solid Waste Svrc Non-Resident	3,941,528	4,312,661	4,200,000	4,300,000
3375 Landfill Tipping	0	80,000	0	0
3376 Recycled Material	324,987	250,000	300,000	250,000
3510 Investment Income	117,326	100,000	75,000	75,000
3511 Finance Charges	31	0	0	0
3512 Returned Check Charge	35	0	0	0
3516 Sale of Surplus Property	13,500	0	0	0
3520 Rental Income	10,800	13,000	10,000	10,000
3525 Waste Import Fees	172,379	145,000	170,000	170,000
3530 Miscellaneous Receipts	10,980	5,000	0	0
3533 Misc Taxable Sales	6	0	0	0
3540 Other Grants	194,060	90,000	90,000	0
3643 Refuse Auto Sys Developer Fee	4,784	1,200	1,400	1,200
3760 Bad Debt Recovery	8,144	0	0	0
TOTAL SOLID WASTE	10,358,020	10,878,135	10,256,400	10,325,200
<u>SOLID WASTE PROJ (513)</u>				
3200 State Grants	0	0	5,937	0
3510 Investment Income	142	0	0	0
TOTAL SOLID WASTE PROJ	142	0	5,937	0
<u>CALIF ST LANDFILL CLOSURE (517)</u>				
3510 Investment Income	73,585	75,000	75,000	75,000
TOTAL CALIF ST LANDFILL CLOSURE	73,585	75,000	75,000	75,000
<u>SOLID WASTE CAP IMPROVE (519)</u>				
3369 Cap Improv Chrg Non-Res	14,984	7,000	11,000	10,000
3370 Cap Improv Chrg Resident	5,436	10,000	24,000	15,000
3510 Investment Income	25,429	300,000	15,000	15,000
TOTAL SOLID WASTE CAP IMPROVE	45,849	317,000	50,000	40,000

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	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>GROVES (538)</u>				
3510 Investment Income	(1,528)	4,000	440	250
3515 Land Sale Proceeds	13,000	0	0	0
3530 Miscellaneous Receipts	40,701	50,000	30,000	50,000
3540 Other Grants	715	24,269	24,269	0
3550 Grove Receipts	432,136	450,000	800,000	1,000,000
TOTAL GROVES	485,024	528,269	854,709	1,050,250
<u>CEMETERY (562)</u>				
3360 Cemetery Internment	163,243	120,000	120,000	120,000
3361 Cemetery Lots	161,280	150,000	150,000	150,000
3362 Cemetery Crypts	36,400	22,000	30,000	30,000
3510 Investment Income	7,775	5,000	5,000	5,000
3511 Finance Charges	4,822	4,000	4,837	4,000
3512 Returned Check Charge	105	0	0	0
3520 Rental Income	76,375	95,000	46,000	46,000
3530 Miscellaneous Receipts	44,011	40,000	37,000	37,000
3533 Misc Taxable Sales	42,296	30,000	30,000	30,000
TOTAL CEMETERY	536,307	466,000	422,837	422,000
<u>CEMETERY PRE-NEED (563)</u>				
3510 Investment Income	12,921	6,500	6,500	6,500
3512 Returned Check Charge	(35)	0	0	0
TOTAL CEMETERY PRE-NEED	12,886	6,500	6,500	6,500
<u>AVIATION OPERATING (564)</u>				
3001 Current Unsecured Taxes	68,098	70,000	63,213	65,000
3200 State Grants	73,178	30,000	30,000	10,000
3250 Federal Grants	5,304	394,963	817,571	0
3510 Investment Income	4,633	3,500	3,500	4,734
3511 Finance Charges	14,448	0	36,670	0
3512 Returned Check Charge	70	0	0	0
3520 Rental Income	253,255	271,000	309,900	315,000
3530 Miscellaneous Receipts	2,233	5,000	2,181	2,500

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<u>AVIATION OPERATING (564) (CONT)</u>				
3533 Misc Taxable Sales	866	0	0	0
3545 Tie-Down Fees	14,157	10,000	13,200	14,000
3546 Gate Access Fees	6,788	9,000	9,800	10,000
TOTAL AVIATION OPERATING	443,030	793,463	1,286,035	421,234
<u>EQUIPMENT MAINTENANCE (607)</u>				
3305 Cost Recover/Reimb Expenditure	298,872	160,000	300,000	200,000
3393 Internal Svc Rcpts: General Fund	1,537,766	1,436,701	1,436,701	1,041,849
3394 Internal Svc Rcpts: Non-Gen Fund	1,987,958	1,857,785	1,857,785	2,084,809
3398 LCNG Outside Fuel Sales	285,992	200,000	275,000	275,000
3510 Investment income	(1,292)	7,000	1,000	1,000
3530 Miscellaneous Receipts	1,089	0	0	0
TOTAL EQUIP MAINTENANCE	4,110,385	3,661,486	3,870,486	3,602,658
<u>CEMETERY ENDOWMENT (702)</u>				
3364 Cemetery Endowment	65,980	60,000	60,000	60,000
TOTAL CEMETERY ENDOWMENT	65,980	60,000	60,000	60,000

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**Quality of Life
Recreation Administration**

Program Description:

The Recreation Bureau consists of three facilities and several sports fields for rent: The Community Center, Redlands Community Senior Center, Joslyn Senior Center, city parks and school grounds. The Community Center is open Monday through Fridays for a variety of youth and adult programs. Adult sports are offered seven days and nights per week. Classes, programs, and sports activities and leagues are offered year-round to residents at affordable rates. The Recreation Bureau strives to offer culturally relevant programs and services to meet the needs of the citizens of Redlands. Among the classes offered are: dog obedience, karate, dance, yoga, music, and cheerleading. A primary focus of the Bureau is offering positive alternatives for youth that lead to healthy choices and lifestyles. Teen activities are held monthly, and the Youth Coalition continues its efforts to develop new programs for adolescents. The Teen Forum may be seen on Channel 3 RTV with teens discussing topics and issues pertinent to them.

Program Objectives:

- Offer a variety of programs, activities, and services to meet the recreational and leisure needs of Redlands residents
- Maintain staff liaison support to Recreation and Cultural Arts Commissions
- Maintain partnerships with Redlands Unified School District and community-based organizations to enhance recreation and educational offerings in Redlands
- Promote recreational activities as a crime prevention strategy
- Provide recreational sports leagues for youth and adults

Significant Program Changes:

- Transfer of Recreation Program to the Quality of Life Department in FY 2011-2012
- Reorganization of the Division allowed Recreation Division to keep pace with the level of service expected by residents while meeting the aggressive budget cuts required during the previous budget cycle.
- Major upgrade and renovations work was completed for the multipurpose room, the kitchen and the gym, funded by a grant from CDBG and the County of San Bernardino.

Accomplishments for Fiscal Year 2011-2012:

- Continue to provide all Adult Softball, Basketball, Volleyball and Soccer Leagues through various independent contracting organizations
- Continue to provide youth sports including basketball, tee-ball, Spudball, softball, tennis and soccer through various independent contracting organizations
- Increase contract class offerings to include ballet/tap, drivers' education, tai chi, Zumba exercise, First Aid and CPR Certification, police officer led Street Smarts Martial Arts Program.
- Provide new class offerings in music education, youth sports summer camps and principals of engineering summer camps through independent contracting organizations
- Collaborate with the Redlands Police Department to continue the annual Community Christmas Block Party

- Continue to provide the City youth annual Talent Show with volunteer assistance
- Increase use of volunteers to provide after school tutoring program

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DEPARTMENT/DIVISION
RECREATION

FUND
GENERAL FUND

ORGKEY
101230

	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	174,720	54,456	57,139	56,636
4005 Salaries: Part Time	59,144	59,107	59,107	47,804
4010 Overtime Salaries	148	0	628	1,000
4015 Banked Leave Buy Back	10,401	1,307	0	0
4050 Pension Contributions	32,840	11,425	11,996	12,186
4051 Fica/Medicare	18,643	8,820	7,647	8,092
4055 Health/Dental Insurance	50,329	14,668	16,148	15,153
4056 Worker's Comp Insurance	3,279	2,210	2,210	8,761
4057 Disability Insurance	1,423	700	700	570
4058 Unemployment Insurance	7,269	4,340	4,340	2,604
4059 Life Insurance	205	63	63	63
4081 Eyecare Reimbursement	450	225	225	225
4082 Clothing Allowance	0	0	0	0
4084 Clothing Cash Payment	600	200	200	200
4085 Other Taxable Benefits	150	0	0	0
TOTAL SALARIES AND BENEFITS	359,601	157,521	160,403	153,295

SERVICES

5034 Collection Agent/Bank Fees	3,326	2,500	3,400	3,000
5270 Printing and Binding	56	0	0	0
5275 Postage	237	425	100	100
5303 Telephone	15,363	13,500	17,000	16,400
5310 Electricity & Gas	15,881	17,000	13,600	13,600
5350 Building Grounds & Maint	0	1,500	1,500	7,000
5360 Machinery & Equip Maint	424	0	0	0
5392 License & Permits	323	350	823	823
5395 Info Technology Services Charge	46,671	42,941	41,446	42,058
5396 City Garage Charges	13,634	18,241	18,241	4,993
5570 Office Equip & Furn Rent	3,394	3,394	3,400	3,400
5590 Other Rentals	2,234	3,000	0	0
5722 Penalties and Interest	41	0	0	0

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DEPARTMENT/DIVISION
RECREATION

FUND

GENERAL FUND

ORGKEY

101230

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5760 Special Program Expenditures	0	0	0	10,000
5880 Special Contractual Services	90,428	100,000	50,000	75,000
5950 Bad Debt Expense	296	450	215	150
TOTAL SERVICES	192,308	203,301	149,725	176,524
<u>SUPPLIES</u>				
6140 Office Supplies	1,449	2,000	500	500
6160 Medical Supplies	85	250	0	100
6190 Photo & Copying Supplies	0	500	0	100
6210 Repair/Maintenance Supplies	706	1,000	700	700
6310 Janitorial Supplies	450	1,500	500	500
6400 Equipment Parts	162	500	0	0
6510 Small Tools & Equipment	22	0	0	0
6560 Food	54	0	500	0
6590 Special Departmental Supplies	4,611	8,950	1,600	1,600
TOTAL SUPPLIES	7,539	14,700	3,800	3,500
 DIVISION TOTAL	 559,448	 375,522	 313,928	 333,319

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**Quality of Life
Redlands Community and Joslyn Senior Center**

Program Description:

The Redlands Community and Joslyn Senior Centers are open to seniors Monday through Friday for a variety of educational and leisure activities. Programs and staff are dedicated to enhancing the quality of life for senior residents of Redlands. The centers feature classrooms, reading lounges, multi-purpose rooms, and kitchen facilities. The Senior Information and Referral Services Office are located in the Community Center, offering assistance to seniors seeking housing, medical, and financial information. Numerous programs are offered, including the Meals on Wheels program and the San Bernardino County Nutrition Program, ensuring the availability of hot meals to seniors for a reasonable price.

Program Objectives:

- Provide a clean, safe, healthy, and active environment for adults seeking interaction with others
- Maintain staff liaison support to the Senior Activities Advisory Board
- Provide programs and activities to stimulate and strengthen senior lives, including health and fitness, education and instruction, referral and support, and social activities and events
- Continue to provide senior transportation through the Senior Transportation Program, which provides transportation services to seniors and disabled citizens
- Promote healthy attitudes toward fitness

Significant Program Changes:

- Transfer of Senior Program to the Quality of Life Department in FY 2011-2012
- Reorganization of the Division allowed Senior Services Division to keep pace with the level of service expected by residents while meeting the aggressive budget cuts required during the previous budget cycle.
- Despite major cuts to the Division, including the elimination of a full time Senior Transportation Bus Driver, the Division's Senior Transportation Program has managed to maintain its service levels for residents.

Senior Services Accomplishments for Fiscal Year 2011-2012

- The addition of 11 new volunteer led and independent contractors classes offered at the Joslyn and Community Senior Center.
- AARP Senior Tax Aide held at both Senior Centers assisted a total of 535 individuals with tax preparation, the most of any city that participated.
- Special Events held at the Joslyn and Community Senior Center, including the Talent and Art Show, Dinner Dances, Pool Tournaments, Seminars, Arts and Crafts shows, and dinner and game shows were attended by more than 1,000 people.
- Over 150 seniors committed to a variety of volunteer opportunities at the Joslyn and Community Senior Center
- Under the Administration of the Quality of Life Department the Senior Centers were able to increase the number of facility rentals that occur during after hours and on the weekend. These additional rentals have generated \$ 20,122.50 for the facilities.

- Attendance for all groups, services and classes reached 13,016 at the Joslyn Senior Center and 20,668 at the Redlands Community Senior Center, for a combined total of 33,684.
- The Senior Transportation Program continued to serve the seniors in the Redlands community. The program transported 1,428 passengers during the year and provided 2,736 trips.
- The number of Fundraisers offered through the Joslyn and Community Senior Center has increased for the 2011-2012 and the Joslyn and Community Senior Center have received \$19,230.30 in donations for the 2011 - 2012 fiscal year.

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DEPARTMENT/DIVISION

SENIOR SERVICES

FUND

GENERAL FUND

ORGKEY

101232

	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	78,948	143,366	108,972	113,273
4005 Salaries: Part Time	128,483	52,366	96,908	101,656
4010 Overtime Salaries	775	0	500	1,000
4015 Banked Leave Buy Back	0	3,441	3,477	1,307
4050 Pension Contributions	14,851	30,037	22,753	24,372
4051 Fica/Medicare	15,987	15,432	16,060	16,680
4055 Health/Dental Insurance	23,461	47,289	27,906	32,378
4056 Worker's Comp Insurance	2,407	375	375	7,334
4057 Disability Insurance	927	1,786	1,000	1,154
4058 Unemployment Insurance	10,567	4,774	4,774	5,642
4059 Life Insurance	115	189	130	126
4081 Eyecare Reimbursement	0	675	450	450
4082 Clothing Allowance	225	225	225	0
4084 Clothing Cash Payment	0	400	400	400
4085 Other Taxable Benefits	809	780	0	0
TOTAL SALARIES AND BENEFITS	277,555	301,136	283,930	305,771

SERVICES

5180 Medical/Physicals	0	0	70	152
5275 Postage	345	1,240	1,200	1,500
5280 Advertising	500	500	100	100
5303 Telephone	4,943	4,525	2,700	2,700
5360 Machinery & Equip Maint	1,998	3,000	0	500
5395 Info Technology Services Charge	13,896	12,786	12,341	13,444
5396 City Garage Charges	13,634	17,227	17,227	13,548
5570 Office Equip & Furn Rent	4,862	4,862	4,830	4,830
5760 Special Program Expenditures	3,374	2,000	1,225	5,000
5800 Subscriptions & Memberships	455	455	400	400
5880 Special Contractual Services	3,975	5,000	14,300	14,300
TOTAL SERVICES	47,982	51,595	54,393	56,474

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DEPARTMENT/DIVISION
SENIOR SERVICES

FUND
GENERAL FUND

ORGKEY
101232

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	1,119	2,500	1,000	1,000
6180 Turnouts/Uniforms/Safety Clothir	0	250	0	0
6190 Photo & Copying Supplies	0	300	0	0
6210 Repair/Maintenance Supplies	108	0	0	0
6310 Janitorial Supplies	1,300	1,500	400	400
6350 Building Supplies	306	500	0	100
6500 Office Equipment & Furniture	0	1,000	0	500
6510 Small Tools & Equipment	350	2,000	500	500
6560 Food	18,408	20,500	15,000	10,000
6590 Special Departmental Supplies	27,559	19,523	5,000	6,000
TOTAL SUPPLIES	49,150	48,073	21,900	18,500
DIVISION TOTAL	374,687	400,804	360,223	380,745
DEPARTMENT SUBTOTAL	934,135	776,326	674,151	714,064

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DEPARTMENT/DIVISION
QUALITY OF LIFE ADMINISTRATION

FUND

GENERAL FUND

ORGKEY

101300

	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	228,917	71,682	89,528	97,660
4005 Salaries: Part Time	4,143	9,660	0	0
4010 Overtime Salaries	8,132	10,000	2,000	2,000
4015 Banked Leave Buy Back	66,583	718	2,667	1,794
4050 Pension Contributions	43,154	14,213	22,668	20,806
4051 Fica/Medicare	20,156	5,635	5,496	6,010
4053 Deferred Compensation	1,698	824	1,071	1,079
4055 Health/Dental Insurance	56,943	12,820	18,063	23,237
4056 Worker's Comp Insurance	8,217	2,239	2,239	16,262
4057 Disability Insurance	2,159	491	480	819
4058 Unemployment Insurance	3,091	825	569	829
4059 Life Insurance	270	70	89	120
4081 Eyecare Reimbursement	900	246	675	430
4082 Clothing Allowance	275	0	0	0
4084 Clothing Cash Payment	600	180	200	352
4085 Other Taxable Benefits	4,188	0	30	442
TOTAL SALARIES AND BENEFITS	449,426	129,603	145,775	171,840

SERVICES

5240 Meeting & Professional	66	1,000	250	2,000
5255 Travel Reimbursement	0	0	500	0
5270 Printing and Binding	3,140	1,400	4,000	1,400
5275 Postage	2,525	2,500	2,500	2,500
5280 Advertising	1,016	1,500	1,000	1,500
5303 Telephone	6,739	5,300	9,575	5,300
5340 Office Equipment Maintenance	0	500	500	500
5395 Info Technology Services	9,487	8,729	8,425	8,582
5396 City Garage Charges	3,976	3,547	3,547	6,173
5570 Office Equip & Furn Rent	7,759	6,159	9,150	6,159
5800 Subscriptions & Memberships	27	500	30	500
TOTAL SERVICES	34,735	31,135	39,477	34,614

City of Redlands

2012-2013

Adopted Budget

DEPARTMENT/DIVISION

QUALITY OF LIFE ADMINISTRATION

FUND

GENERAL FUND

ORGKEY

101300

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	3,403	5,000	3,000	5,500
6160 Medical Supplies	0	0	0	100
6310 Janitorial Supplies	28,619	25,000	31,000	27,000
6375 Computer Components	0	0	0	1,000
6500 Office Equipment & Furniture	2,859	0	0	500
6510 Small Tools & Equipment	0	1,200	400	0
6590 Special Departmental Supplies	9	2,370	11	0
TOTAL SUPPLIES	34,890	33,570	34,411	34,100
<u>FIXED ASSETS</u>				
7100 Motor Vehicle	0	200,000	0	0
TOTAL FIXED ASSETS	0	200,000	0	0
DIVISION TOTAL	519,051	394,308	219,663	240,554

**City of Redlands
2012-2013
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 the Civic Center, A.K. Smiley Library, City fire stations, Safety Hall, the Police Annex, Joselyn Senior Center, the Community/Senior Center, the Corporate Yard and miscellaneous facilities such as water, wastewater and Hillside Memorial Park. In addition, two parking structures are maintained by this Division. Employees handle 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.

The City 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 2011-2012:

- Opened 282 work orders and closed 279 work orders during the fiscal year

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101301

	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	112,918	113,094	85,870	119,332
4010 Overtime Salaries	3,927	5,000	5,000	5,000
4012 Stand By	0	1,000	0	0
4015 Banked Leave Buy Back	0	1,000	7,938	1,758
4050 Pension Contributions	21,350	23,736	18,062	23,572
4051 Fica/Medicare	8,978	8,770	7,548	9,740
4055 Health/Dental Insurance	29,882	33,101	27,374	31,465
4056 Worker's Comp Insurance	1,114	520	520	1,206
4057 Disability Insurance	1,356	1,381	1,095	1,223
4058 Unemployment Insurance	1,131	868	656	1,020
4059 Life Insurance	124	126	102	148
4081 Eyecare Reimbursement	225	450	450	529
4082 Clothing Allowance	550	550	550	646
TOTAL SALARIES AND BENEFITS	181,555	189,596	155,165	195,639
<u>SERVICES</u>				
5190 Other Professional Services	364	0	4,500	4,500
5255 Travel Expense/Reimbursement	84	0	0	0
5300 Water, Sewer, Disposal	18,613	47,000	23,000	37,000
5303 Telephone	12,940	13,670	13,000	13,670
5310 Electricity & Gas	566,366	540,000	552,000	540,000
5313 Heating/AC Service Contract	138,725	122,000	96,625	105,000
5320 Janitorial Services	110,514	120,000	110,604	120,000
5350 Building/Grounds Maintenance	44,606	44,000	44,000	100,000
5360 Machinery & Equip Maint	35,741	33,000	27,000	25,000
5395 Info Technology Services Charge	3,412	3,139	3,030	3,301
5396 City Garage Charges	5,681	3,547	3,547	3,741
5722 Penalties and Interest	0	0	16	0
5800 Subscriptions and Memberships	0	0	60	60
5880 Special Contractual Services	69,017	61,665	70,000	62,000

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
BUILDING MAINTENANCE

FUND
GENERAL FUND

ORGKEY
101301

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5890 Landfill Tipping Charges	0	0	441	441
TOTAL SERVICES	1,006,063	988,021	947,823	1,014,713
<u>SUPPLIES</u>				
6140 Office Supplies	44	100	300	300
6160 Medical Supplies	62	125	0	0
6180 Turnouts/Uniforms/Safety Clothin	39	100	100	100
6210 Repair/Maintenance Supplies	30,274	34,000	25,000	30,000
6310 Janitorial Supplies	2,997	1,000	500	500
6350 Building Supplies	11,464	25,924	6,500	15,000
6410 Motor Vehicle Supplies	0	0	26	0
6510 Small Tools & Equipment	936	3,000	1,000	3,000
6590 Special Departmental Supplies	1,321	2,000	500	500
TOTAL SUPPLIES	47,137	66,249	33,926	49,400
 DIVISION TOTAL	 1,234,755	 1,243,866	 1,136,914	 1,259,752

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
ELECTRICAL

FUND
GENERAL FUND

ORGKEY
101302

	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	99,573	99,819	99,797	103,817
4010 Overtime Salaries	5,833	5,000	4,961	5,000
4012 Stand By	3,850	2,700	4,010	5,000
4015 Banked Leave Buy Back	3,349	2,394	4,067	2,395
4050 Pension Contributions	18,789	20,923	20,890	22,319
4051 Fica/Medicare	8,502	7,861	8,305	8,209
4055 Health/Dental Insurance	25,451	26,098	27,567	28,040
4056 Worker's Comp Insurance	1,855	792	792	1,049
4057 Disability Insurance	1,305	1,233	1,217	1,073
4058 Unemployment Insurance	1,260	868	868	868
4059 Life Insurance	124	126	127	126
4081 Eyecare Reimbursement	280	450	300	450
4082 Clothing Allowance	550	550	550	550
TOTAL SALARIES AND BENEFITS	170,721	168,814	173,451	178,897
<u>SERVICES</u>				
5275 Postage	43	200	22	100
5303 Telephone	1,607	1,220	2,200	2,000
5315 Elec Svc: State Traffic Signals	16,473	15,000	19,000	15,000
5316 Elec Svc: City Traffic Signals	38,559	33,325	38,000	33,325
5330 Elec Svc: State Street Lighting	25,529	20,000	16,000	20,000
5331 Elec Svc: SCE Street Lighting	109,119	95,000	107,000	95,000
5360 Machinery & Equip Maint	27,840	125,497	30,000	15,000
5370 City Street Lighting Power	315,800	275,000	298,000	275,000
5395 Info Technology Services Charge	6,981	6,423	6,199	6,754
5396 City Garage Charges	13,634	10,134	10,135	16,504
5510 Land and Building Rent	5,375	7,000	4,921	6,000
5880 Special Contractual Services	0	0	6,919	10,000
5950 Bad Debt Expense	373	0	12,742	0
5990 Reimbursed Expenditures	0	(10,000)	0	0
TOTAL SERVICES	561,333	578,799	551,139	494,683

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
ELECTRICAL

FUND
GENERAL FUND

ORGKEY
101302

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	69	400	250	400
6160 Medical Supplies	33	100	250	100
6180 Turnouts/Uniforms/Safety Clothing	894	700	700	600
6210 Repair/Maintenance Supplies	61,760	50,000	120,000	50,000
6310 Janitorial Supplies	183	200	800	200
6350 Building Supplies	0	3,742	1,500	2,000
6410 Motor Vehicle Supplies	12	0	0	0
6510 Small Tools & Equipment	1,725	2,000	500	1,000
6590 Special Departmental Supplies	6,035	11,567	6,699	7,000
TOTAL SUPPLIES	70,711	68,709	130,699	61,300
DIVISION TOTAL	802,765	816,322	855,289	734,880

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

**Quality of Life
Parks Division**

Program Description:

The Parks Division is responsible for the maintenance and upkeep of approximately 233 acres consisting of 14 established parks, parking lots, median strips and traffic islands throughout the City. The Parks Division provides for maintenance on a seven day per week basis during the summer months with a staff of 12 full-time employees. This Division also includes a community facilities district, a landscape district and a lighting district.

Program Objectives:

- Provide clean, safe, and attractive open space and parkland areas
- Maintain irrigation systems functioning properly in all areas of responsibility
- Maintain playgrounds and other facilities in a safe, clean manner

Significant Program Changes:

- Due to budget restrictions, the Division was reduced by four full-time Grounds Maintenance Workers, one Tree Trimmer and three part-time Grounds Maintenance Workers in fiscal year 2011-2012
- Emergency tree trimming will be handled by the Street Division. Routine tree trimming is handled by an outside contractor
- One of the part-time employees was dedicated to graffiti removal, however this position was eliminated. The division will no longer remove graffiti outside of the City Parks
- Minor tree trimming and downed branches in City parks will be handled by Parks staff

Accomplishments for Fiscal Year 2011-2012:

- Maintained 189 acres of developed park space
- Maintained 330,838 square feet in landscape maintenance and community facilities districts

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
PARKS

FUND **ORGKEY**
GENERAL FUND 101303

	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	549,648	523,164	507,751	532,583
4005 Salaries: Part Time	0	0	0	58,560
4010 Overtime Salaries	35,972	34,000	34,000	34,000
4012 Stand By	8,992	9,000	3,927	9,000
4015 Banked Leave Buy Back	26,575	7,459	6,907	11,538
4050 Pension Contributions	103,688	109,466	102,374	112,979
4051 Fica/Medicare	47,730	40,866	45,392	49,914
4055 Health/Dental Insurance	182,797	190,521	204,103	186,011
4056 Worker's Comp Insurance	22,278	8,478	8,478	60,326
4057 Disability Insurance	7,152	6,410	6,185	5,509
4058 Unemployment Insurance	8,451	5,642	4,600	7,139
4059 Life Insurance	832	819	793	784
4081 Eyecare Reimbursement	1,737	1,350	1,350	2,801
4082 Clothing Allowance	3,575	3,575	3,850	3,424
4084 Clothing Cash Payment	0	0	200	0
4085 Other Taxable Benefits	230	0	423	0
TOTAL SALARIES AND BENEFITS	999,657	940,750	930,333	1,074,569

SERVICES

5270 Printing & Binding	192	0	0	0
5300 Water, Sewer, Disposal	8,944	20,000	6,135	10,000
5303 Telephone	2,988	3,400	3,200	3,000
5310 Electricity & Gas	56,780	51,000	50,133	51,000
5320 Janitorial Services	0	500	0	250
5350 Building/Grounds Maintenance	13,889	42,006	34,000	15,000
5360 Machinery & Equipment Maint	0	0	0	2,000
5395 Info Technology Services Charge	20,696	19,041	18,378	20,021
5396 City Garage Charges	128,619	130,725	130,725	81,861
5530 Clothing and Linen Rent	0	0	324	0
5880 Special Contractual Services	19,619	31,860	47,249	31,860

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
PARKS

FUND
GENERAL FUND

ORGKEY
101303

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES (CONTD)</u>				
5890 Landfill Tipping Charges	4,755	7,500	4,800	7,500
TOTAL SERVICES	256,482	306,032	294,944	222,492
<u>SUPPLIES</u>				
6140 Office Supplies	241	500	700	300
6160 Medical Supplies	323	700	285	400
6180 Turnouts/Uniforms/Safety Clothin	4,065	3,500	4,135	3,500
6210 Repair/Maintenance Supplies	50,743	69,500	60,000	85,000
6310 Janitorial Supplies	12,845	11,000	8,407	8,000
6350 Building Supplies	0	7,000	4,238	4,000
6410 Motor Vehicle Supplies	314	0	310	0
6510 Small Tools & Equipment	2,327	13,000	1,000	7,000
6580 Damaged/Theft/Obsolete Stock	0	0	3,110	0
6590 Special Departmental Supplies	1,328	12,000	8,000	8,000
TOTAL SUPPLIES	72,186	117,200	90,184	116,200
 DIVISION TOTAL	 1,328,325	 1,363,982	 1,315,461	 1,413,261

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

**Quality of Life
Street Division**

Program Description:

The Street Division provides for the general maintenance and repair of 314 miles of streets and 45 miles of storm drains through the City. Crews respond to approximately 1,000 annual calls for routine street maintenance services.

The Division also provides routine street cleaning and sweeping services on all public roadways within the City of Redlands. This includes mechanical sweeping, debris removal, storm cleanup, and other related services. Streets are swept on a bi-monthly basis. A total of 510 curb-miles are swept during each sweeping rotation equating to a total of 1,020 curb-miles swept per month.

The Division is also charged with providing for the maintenance and repair of 68 City-owned traffic signals and approximately 5,000 City owned street lights. Division personnel also provide maintenance and repair of City radio equipment. Emergency tree trimming responsibilities were added to Division in Fiscal Year 2011-2012.

Program Objectives:

- Patch and repair to asphalt surfaces including pot holes, utility trenches, and cracks
- Repair and ramping of sidewalks damaged by tree roots
- General maintenance and repair to the storm drain system including clearing of vegetation, repairs to open and rock channels, debris removal, cleaning of blockages, and general inspections
- Operation of a weed abatement program to include shoulder grading and mowing, spraying and removal to comply with Fire Department's abatement requirements
- Provide support to public safety departments for barricades, signs and manpower in response to emergencies
- Install, replace, repair and maintain all traffic signage within the public right-of-way
- Install, replace and maintain all roadway markings and striping including painted curbs, street legends, crosswalks, centerline and lane-line stripes, and parking lot lines.
- Provide emergency tree trimming
- The Division's Operations Manager is responsible for oversight of the City's contracted tree trimming, concrete curb and gutter and street sweeping services

Significant Program Changes:

- In Fiscal Year 2011-2012, the Division's Concrete Repair Crew, Street Sweeping Crew and Tree Trimming Crew were eliminated due to budget cuts
- The Division repairs and replaces sidewalks with asphalt
- Minor emergency concrete work will be performed by Division staff assigned to the Asphalt Repair Crew

Accomplishments for Fiscal Year 2011-2012:

- Maintained and trimmed 5,986 trees of 38,000 in the urban forest
- Swept 5949 curb miles through out city on a weekly basis
- Maintained over 300 miles of streets, including potholing, skin patching and curb and gutter maintenance

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
STREETS

FUND **ORGKEY**
GENERAL FUND 101304

	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	381,970	498,401	419,499	351,548
4010 Overtime Salaries	13,807	10,000	40,863	18,000
4012 Stand By	7,670	9,000	10,000	10,000
4015 Banked Leave Buy Back	8,375	7,256	28,651	7,308
4050 Pension Contributions	72,056	104,358	87,800	74,235
4051 Fica/Medicare	31,476	38,914	38,277	29,942
4055 Health/Dental Insurance	123,962	144,723	132,955	93,545
4056 Worker's Comp Insurance	6,022	2,660	2,660	16,052
4057 Disability Insurance	4,777	6,104	5,516	3,628
4058 Unemployment Insurance	5,129	4,774	4,000	3,212
4059 Life Insurance	559	630	610	466
4081 Eyecare Reimbursement	439	450	1,000	1,665
4082 Clothing Allowance	2,750	3,025	2,475	2,035
TOTAL SALARIES AND BENEFITS	658,992	830,295	774,306	611,636
<u>SERVICES</u>				
5180 Medical/Physicals	210	0	120	210
5240 Meeting & Professional Devlpmt	51	1,000	0	500
5303 Telephone	2,271	2,000	2,600	2,000
5395 Info Technology Services Charge	17,383	15,993	15,436	16,816
5396 City Garage Charges	362,684	192,541	181,542	121,631
5590 Other Rentals	260	2,000	260	2,000
5800 Subscriptions & Memberships	70	120	0	0
5880 Special Contractual Services	225,976	337,000	250,000	300,000
5890 Landfill Tipping Charges	24,229	8,000	900	8,000
5950 Bad Debt Expense	1,535	3,000	8,385	3,000
5990 Reimbursed Expenditures	(12,407)	(10,000)	(5,901)	(5,000)
TOTAL SERVICES	622,262	551,654	453,341	449,157

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
STREETS

FUND
GENERAL FUND

ORGKEY
101304

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	262	300	1,000	500
6160 Medical Supplies	513	400	168	400
6180 Turnouts/Uniforms/Safety Clothin	4,867	4,000	2,863	3,500
6190 Photo & Copying Supplies	132	0	0	0
6210 Repair/Maintenance Supplies	76,639	44,579	82,399	50,000
6310 Janitorial Supplies	2,178	2,000	1,495	2,000
6410 Motor Vehicle Supplies	225	0	146	0
6510 Small Tools & Equipment	4,499	5,000	2,000	5,000
6590 Special Departmental Supplies	37,175	48,100	17,000	15,000
TOTAL SUPPLIES	126,490	104,379	107,070	76,400
<u>FIXED ASSETS</u>				
7230 Street Construction	0	109,000	0	0
TOTAL FIXED ASSETS	0	109,000	0	0
<u>DEBT SERVICE</u>				
8100 Principal	96,636	0	0	0
8200 Interest	3,527	0	0	0
TOTAL DEBT SERVICE	100,163	0	0	0
 DIVISION TOTAL	 1,507,907	 1,595,328	 1,334,718	 1,137,193

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
TREES

FUND
GENERAL FUND

ORGKEY
101305

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES</u>				
5180 Medical/Physicals	35	0	0	0
5880 Special Contractual Services	78,192	548,489	248,489	100,000
TOTAL SERVICES	78,227	548,489	248,489	100,000
DIVISION TOTAL	78,227	548,489	248,489	100,000

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

**Quality of Life
Code Enforcement**

Program Description:

The Code Enforcement Division is responsible for enforcement of the Redlands Municipal Code. Such enforcement includes, but is not limited to, enforcement of codes related to property maintenance, health and safety; unsafe buildings, and the eradication of neighborhood blight. This Division is currently funded for two officers and one part-time administrative assistant who oversees the Rental Property Inspection Program.

Program Objectives:

- Enhance and improve the visual appearance of our neighborhoods through the enforcement of the property maintenance ordinance
- Respond to citizen complaints pertaining to Municipal Code violations
- Affect voluntary compliance with the Municipal Code through mediation and diplomacy in advance of enforcement actions

Significant Program Changes:

- The City's Rental Property Inspection program was implemented
- A Volunteer Code Enforcement Program is in the development stage and is expected to be implemented in by the end of Fiscal Year 2011-2012

Accomplishments for Fiscal Year 2011-2012:

- Opened 692 cases and closed 515 cases during the fiscal year
- Inspected 4,395 rental units

City of Redlands

2012-2013

Adopted Budget

DEPARTMENT/DIVISION

CODE ENFORCEMENT

FUND

GENERAL FUND

ORGKEY

101306

	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	99,523	120,333	134,658	123,460
4005 Salaries: Part Time	8,282	3,000	483	21,156
4010 Overtime Salaries	673	0	431	2,000
4015 Banked Leave Buy Back	1,234	1,234	1,234	2,625
4050 Pension Contributions	18,695	22,559	26,392	26,080
4051 Fica/Medicare	8,640	9,888	10,867	11,887
4055 Health/Dental Insurance	16,408	18,756	17,650	19,933
4056 Worker's Comp Insurance	802	250	250	2,098
4057 Disability Insurance	1,228	1,382	1,584	1,322
4058 Unemployment Insurance	2,018	1,389	1,389	1,454
4059 Life Insurance	124	139	150	148
4081 Eyecare Reimbursement	0	495	450	529
4084 Clothing Cash Payment	400	440	400	478
4085 Other Taxable Benefits	4,181	4,200	8,350	5,250
TOTAL SALARIES AND BENEFITS	162,208	184,065	204,288	218,419
<u>SERVICES</u>				
5140 Legal Services	0	400	200	200
5190 Professional Services	2,280	1,500	3,100	500
5240 Meeting & Professional Devlpmt	0	154	0	500
5255 Travel Expense Reimbursement	65	522	664	664
5270 Printing and Binding	0	800	150	500
5275 Postage	0	1,000	0	500
5303 Telephone	0	1,000	0	0
5396 City Garage Charges	8,522	7,600	7,600	5,773
5950 Bad Debt Expense	38	0	1,363	0
TOTAL SERVICES	10,905	12,976	13,077	8,637

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
CODE ENFORCEMENT

FUND
GENERAL FUND

ORGKEY
101306

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	622	1,324	1,000	1,000
6210 Repair/Maintenance Supplies	0	0	700	700
6590 Special Departmental Supplies	6	0	0	0
TOTAL SUPPLIES	628	1,324	1,700	1,700
DIVISION TOTAL	173,741	198,365	219,065	228,756
DEPARTMENT SUBTOTAL	5,644,771	6,160,660	5,329,599	5,114,396
DEPARTMENT TOTAL	6,578,906	6,936,986	6,003,750	5,828,460

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

**Quality of Life
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, and 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. The staff is closely monitoring irrigation and maintenance costs associated with Landscaping Maintenance District operations. Staff create water budget for each landscape area, in accordance with AB1881 and the University of California maximum water allowance calculation to properly manage District are irrigation practices to lower irrigation expenses and maximizes landscape maintenance services. Additionally, staff is soliciting proposals for a performance based landscape maintenance service contract to be implemented in 2011-12 to further manage and optimize the services provided commensurate with the funding.

Accomplishments for Fiscal Year 2011-2012:

Municipal Utilities and Engineering (MUED) Staff prepared the Engineers Report and secured City Council approval for both Districts. MUED staff also worked with the Quality of Life Department to curtail the landscaping maintenance services in all of the District areas to more closely represent the property assessments. Lastly, MUED staff prepared water budgets, and coordinated with the Quality of Life Department to obtain appropriate maintenance requirements necessary to solicit new landscape maintenance contract services to begin in this budget year (FY 2011-12).

City of Redlands

2012-2013

Adopted Budget

DEPARTMENT/DIVISION
STREET LIGHTING DISTRICT #1

FUND

STREET LIGHTING DISTRICT #1 FUND

ORGKEY

260300

	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	6,236	4,250	4,250	2,800
4010 Overtime Salaries	78	130	130	0
4015 Banked Leave Buy Back	175	95	95	28
4050 Pension Contributions	1,173	895	895	525
4051 Fica/Medicare	497	328	328	217
4053 Deferred Compensation	23	26	26	0
4055 Health/Dental Insurance	1,005	557	557	590
4057 Disability Insurance	14	14	14	28
4058 Unemployment Insurance	46	22	22	22
4059 Life Insurance	4	3	3	3
4081 Eyecare Reimbursement	0	7	0	11
4084 Clothing Cash Payment	4	4	4	12
4085 Other Taxable Benefits	5	4	4	0
TOTAL SALARIES AND BENEFITS	9,260	6,335	6,328	4,238
<u>SERVICES</u>				
5190 Other Professional Services	0	2,000	2,000	2,000
5370 City Street Lighting Power	0	5,000	5,000	5,000
5870 General Govt Service Charge	1,261	1,262	1,262	1,025
TOTAL SERVICES	1,261	8,262	8,262	8,025
FUND TOTAL	10,521	14,597	14,590	12,263

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
COMMUNITY FACILITIES DIST 2004-1

<u>FUND</u>				<u>ORGKEY</u>
CFD 2004-1 ASSESSMENTS FUND				261300
	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	10,572	6,440	6,440	4,108
4010 Overtime Salaries	128	200	200	0
4015 Banked Leave Buy Back	287	145	145	28
4050 Pension Contributions	1,999	1,355	1,355	743
4051 Fica/Medicare	844	500	500	324
4053 Deferred Compensation	31	0	0	0
4055 Health/Dental Insurance	1,743	816	816	750
4057 Disability Insurance	28	35	35	43
4058 Unemployment Insurance	81	35	35	35
4059 Life Insurance	7	5	5	5
4081 Eyecare Reimbursement	0	9	9	19
4084 Clothing Cash Payment	8	8	8	19
4085 Other Taxable Benefits	6	6	6	84
TOTAL SALARIES AND BENEFITS	15,734	9,554	9,554	6,157
<u>SERVICES</u>				
5140 Legal Services	10,851	24,000	0	0
5190 Other Professional Services	6,169	25,000	2,000	2,000
5280 Advertising	1,059	0	0	0
5300 Water, Sewer, Disposal	10,422	15,000	7,460	15,000
5310 Electricity & Gas	1,360	1,400	1,400	1,400
5350 Building/Grounds Maintenance	17,040	17,000	0	0
5870 General Govt Service Charge	1,935	1,935	1,935	6,039
5880 Special Contractual Services	650	64,791	48,178	50,000
TOTAL SERVICES	49,486	149,126	60,973	74,439
FUND TOTAL	65,220	158,680	70,527	80,596

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
LANDSCAPE MAINTENANCE DISTRICT

FUND
LANDSCAPE MAINTENANCE DISTRICT FUND

ORGKEY
263300

	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	6,442	4,250	4,250	2,800
4010 Overtime Salaries	78	0	0	0
4015 Banked Leave Buy Back	175	95	95	28
4050 Pension Contributions	1,218	895	895	525
4051 Fica/Medicare	515	328	328	217
4053 Deferred Compensation	23	26	26	0
4055 Health/Dental Insurance	1,059	557	557	590
4057 Disability Insurance	14	15	15	28
4058 Unemployment Insurance	46	22	22	22
4059 Life Insurance	5	3	3	3
4081 Eyecare Reimbursement	0	7	7	11
4084 Clothing Cash Payment	4	4	4	12
4085 Other Taxable Benefits	5	5	5	0
TOTAL SALARIES AND BENEFITS	9,584	6,207	6,207	4,238
<u>SERVICES</u>				
5300 Water, Sewer, Disposal	16,245	9,000	18,000	9,000
5310 Electricity & Gas	1,788	1,600	1,600	1,600
5350 Building/Grounds Maintenance	14,436	13,000	10,500	10,000
5870 General Govt Service Charge	0	0	0	2,310
TOTAL SERVICES	32,469	23,600	30,100	22,910
 FUND TOTAL	 42,053	 29,807	 36,307	 27,148

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
DISASTER RECOVERY

FUND
DISASTER RECOVERY FUND

ORGKEY
270300

	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	72,322	0	0	0
4005 Salaries: Part Time	239	0	0	0
4010 Overtime Salaries	22,478	0	0	0
4011 Overtime:Reimbursable	28,617	0	0	0
4013 Constant Staffing OT	1,719	0	0	0
4050 Pension Contributions	25,283	0	0	0
4051 Fica/Medicare	5,123	0	0	0
4053 Deferred Compensation	2,482	0	0	0
4055 Health/Dental Insurance	22,600	0	0	0
4057 Disability Insurance	500	0	0	0
4058 Unemployment Insurance	6,227	0	0	0
4059 Life Insurance	78	0	0	0
4085 Other Taxable Benefits	100	0	0	0
TOTAL SALARIES AND BENEFITS	187,768	0	0	0
<u>SERVICES</u>				
5190 Other Professional Services	61,096	14,936	14,936	0
5800 Subscriptions & Memberships	7,800	0	0	0
5880 Special Contractual Services	561,280	26,716	26,716	0
TOTAL SERVICES	630,187	41,652	41,652	0
<u>SUPPLIES</u>				
6210 Repair/Maintenance Supplies	1,418	0	0	0
6560 Food	76	0	0	0
TOTAL SUPPLIES	1,494	0	0	0
<u>FIXED ASSETS</u>				
7230 Street Construction	0	55,881	55,881	0
TOTAL FIXED ASSETS	0	55,881	55,881	0
FUND TOTAL	819,449	97,533	97,533	0

City of Redlands
2012-2013
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 2012 12-Month Estimate	FY 2013 Budget Request
48018	City Creek Emergency Open 04-05	12,881	0
48021	City Creek Culvert Improvements	43,000	0
48029	FEMA: Pre-Disaster Mitigation Prgm 2009	14,936	0
48031	December 2010 Winter Storms	26,716	0

TOTALS	\$97,533	\$0
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**City of Redlands
2012-2013
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; free community clean up events for household waste, used tire, scrap metal, recycling; subsidized backyard composting containers and training; 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

Significant Changes:

- The Division was reorganized and operational changes were made at the landfill in fiscal year 2011-2012
- A Solid Waste Superintendant and Landfill Compliance Technician position were eliminated
- The Division reorganization resulted in overtime and salary savings of about \$150,000 for fiscal year 2011-2012
- Operational changes at the landfill resulted in an estimated savings of \$8,000,000 over the operational life of the landfill and added an estimated six years to the operational life of the landfill
- A multi-family recycling grant was used to implement a recycling program and the Division exceeded AB 939 regulatory recycling requirements

Accomplishments for Fiscal Year 2011-2012:

- Solid Waste collected 48,620 tons of refuse, 7,269 tons of recyclables, and 14,730 tons of greenwaste
- Landfill operations landfilled a total of 78,364 tons, including waste importation contract

City of Redlands

2012-2013

Adopted Budget

DEPARTMENT/DIVISION

SOLID WASTE

FUND

SOLID WASTE FUND

ORGKEY

511401

	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	1,749,233	1,784,638	1,615,498	1,797,616
4005 Salaries: Part Time	0	0	4,000	43,920
4010 Overtime Salaries	167,163	150,000	150,000	150,000
4012 Stand By	3,467	0	500	3,000
4015 Banked Leave Buy Back	126,135	15,848	41,488	32,630
4016 Compensated Absences	(72,976)	0	0	0
4050 Pension Contributions	339,187	368,788	346,442	379,281
4051 Fica/Medicare	152,656	139,231	141,301	150,450
4053 Deferred Compensation	6,128	4,930	4,221	4,812
4055 Health/Dental Insurance	448,362	448,213	440,992	454,553
4056 Worker's Comp Insurance	43,389	20,092	20,092	168,701
4057 Disability Insurance	21,449	19,836	18,207	18,206
4058 Unemployment Insurance	30,143	16,343	14,066	17,121
4059 Life Insurance	2,258	2,372	2,163	2,296
4081 Eyecare Reimbursement	3,156	8,474	3,799	8,201
4082 Clothing Allowance	8,975	10,050	8,850	8,625
4084 Clothing Cash Payment	230	570	50	80
4085 Other Taxable Benefits	26,923	21,509	13,202	19,321
TOTAL SALARIES AND BENEFITS	3,055,878	3,010,894	2,824,871	3,258,813

SERVICES

5050 Fingerprinting	0	0	91	0
5110 Architect & Engineer	209,769	463,483	250,000	300,000
5140 Legal Services	10,655	0	5,620	7,000
5142 City Attorney Legal Service	21,359	25,000	25,000	25,000
5180 Medical/Physicals	1,599	700	2,750	2,500
5190 Other Professional Services	287,519	238,632	380,000	460,000
5240 Meeting & Professional Devlpmt	364	500	500	5,000
5255 Travel Reimbursement	798	325	200	5,000
5270 Printing and Binding	2,960	5,000	2,500	5,000
5275 Postage	11,010	7,000	70,000	8,000

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
SOLID WASTE

FUND
SOLID WASTE FUND

ORGKEY
511401

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5300 Water, Sewer, Disposal	2,034	4,000	4,000	4,000
5302 City Disposal	71,100	60,500	75,000	60,500
5303 Telephone	31,534	28,000	28,000	28,000
5310 Electricity & Gas	2,290	2,000	2,000	2,000
5317 Service for Facility Ops	0	500	0	500
5360 Machinery & Equip Maint	21,567	60,000	87,000	60,000
5365 Vehicle Maintenance	4,505	0	0	0
5392 License & Permits	63,026	39,000	50,000	50,000
5395 Info Technology Services Charge	82,087	75,525	90,525	151,305
5396 City Garage Charges	1,558,500	1,575,800	1,575,800	1,675,151
5451 Retiree Health Insurance	506,737	141,496	141,496	141,496
5510 Land & Building Rent	3,776	3,600	3,600	3,600
5530 Clothing and Linen Rent	3,143	2,700	3,000	2,900
5580 Communications Svs & Rental	0	500	0	500
5590 Other Rentals	10,849	18,000	500	1,500
5720 Taxes	6,180	8,000	6,200	7,000
5722 Penalties & Interest	2	0	0	0
5800 Subscriptions & Memberships	262	500	300	900
5840 Training	11,191	4,000	2,000	7,000
5870 General Govt Service Charge	637,141	637,141	637,141	559,273
5880 Special Contractual Services	340,586	671,500	300,000	300,000
5890 Landfill Tipping Charges	151,452	12,000	200,000	200,000
5898 State Mandated Fees	53,970	110,296	110,000	110,000
5950 Bad Debt Expense	32,968	0	0	0
5980 Billing Services	306,250	332,000	332,000	332,000
5995 Depreciation Expense	1,013,209	0	0	0
5996 Landfill Closure/PC Expense	12,157	0	0	0
TOTAL SERVICES	5,472,549	4,527,698	4,385,223	4,515,125

SUPPLIES

6120 Chemical & Lab Supplies	0	0	100	3,000
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City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
SOLID WASTE

FUND
SOLID WASTE FUND

ORGKEY
511401

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SUPPLIES (CONT)</u>				
6140 Office Supplies	1,326	2,000	1,200	2,000
6160 Medical Supplies	424	1,000	500	1,000
6180 Turnouts/Uniforms/Safety Clothin	8,817	8,000	8,000	10,000
6190 Photograph, Photocopy, Duplica	0	0	7,500	1,000
6210 Repair/Maintenance Supplies	3,497	10,000	6,000	8,000
6310 Janitorial Supplies	4,648	6,500	500	6,500
6350 Building Supplies	191	850	0	850
6375 Computer Components	0	0	0	4,500
6410 Motor Vehicle Supplies	131	560	200	400
6500 Office Equipment & Furniture	0	0	0	5,000
6510 Small Tools & Equipment	1,660	5,000	2,500	5,000
6560 Food	0	0	13	0
6590 Special Departmental Supplies	166,496	284,377	200,000	200,000
TOTAL SUPPLIES	187,190	318,287	226,513	247,250
<u>FIXED ASSETS</u>				
7100 Motor Vehicles	0	590,000	590,000	850,000
7140 All Other Equipment	0	506,281	506,281	500,000
7650 Solid Waste/Landfill	0	0	0	60,000
TOTAL FIXED ASSETS	0	1,096,281	1,096,281	1,410,000
<u>DEBT SERVICE</u>				
8100 Principal	0	59,385	59,385	61,958
8200 Interest	11,258	8,792	8,792	6,218
TOTAL DEBT SERVICE	11,258	68,177	68,177	68,176
FUND TOTAL	8,726,875	9,021,337	8,601,065	9,499,364

City of Redlands
2012-2013
Adopted Job Ledger Budget

<u>Fund</u> Solid Waste	<u>Department</u> Quality of Life	<u>Orgkey</u> 511401	
Job Ledger No.	Project/Program Description	FY 2012 12-Month Estimate	FY 2013 Budget Request
72001	Solid Waste General Administration	1,741,563	1,820,000
72020	Solid Waste Landfill - General	650,940	675,000
72032	Solid Waste Landfill - Maint & Operations	582,467	590,000
72040	Solid Waste Landfill - Quality Control	210,236	215,000
72060	Solid Waste Collection - General	1,198,827	1,686,493
72061	Solid Waste Green Waste Collection	765,900	765,000
72062	Solid Waste Residential Collection - Auto	827,094	1,175,483
72063	Solid Waste Residential Collection - Non-Auto	105,000	105,000
72066	Solid Waste Commercial Collection	1,701,380	1,848,388
72068	Solid Waste Special Collection	250,000	50,000
72090	Solid Waste Recycling	548,598	550,000
72100	Cal Recycle City/County Annual Grant	19,060	19,000

TOTALS	\$8,601,065	\$9,499,364
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City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
SOLID WASTE PROJECTS

FUND
SOLID WASTE PROJECTS FUND

ORGKEY
513401

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES</u>				
5110 Architect & Engineer	61,539	230,000	225,000	300,000
5880 Special Contractual Services	1,352	149,000	750,000	1,650,000
TOTAL SERVICES	62,891	379,000	975,000	1,950,000
<u>SUPPLIES</u>				
6590 Special Departmental Supplies	0	30,000	7,000	7,000
TOTAL SUPPLIES	0	30,000	7,000	7,000
<u>FIXED ASSETS</u>				
7650 Solid Waste/Landfill	0	1,111,000	1,111,000	1,111,000
TOTAL FIXED ASSETS	0	1,111,000	1,111,000	1,111,000
 FUND TOTAL	 62,891	 1,520,000	 2,093,000	 3,068,000

City of Redlands
2012-2013
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 2012 12-Month Estimate	FY 2013 Budget Request
72311	Landfill Site Work	300,000	300,000
72315	LFG Probes	150,000	300,000
72321	Landfill - Horizontal Expansion	1,643,000	2,468,000

TOTALS	\$2,093,000	\$3,068,000
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**City of Redlands
2012-2013
Adopted Budget**

**Quality of Life
Citrus Groves**

Program Descriptions:

The City currently farms, through local farming companies, 16 separate citrus groves totaling approximately 207 acres. Several citrus varieties, including Navel Orange, Valencia Orange, Ruby Star Grapefruit, and Rio Grapefruit, are farmed within these groves. The division does not have a dedicated staff. Oversight is provided by the Department's Operations Manager who coordinates grove farming and maintenance activities through contracted farmers and various divisions within the Department.

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

Significant Program Changes:

- Due to budget cuts, the Operations Manager position was cut, it was responsible for the Division's oversight, and was eliminated in fiscal year 2011-2012
- The Division was moved under the oversight of the Department's Senior Project Manager in fiscal year 2011-2012

Accomplishments for Fiscal Year 2011-2012:

- Operated and maintained 210 acres of citrus groves
- Harvested 64,616 field boxes of citrus for export domestically and internationally
- Re-Planted 5th Avenue Grove as a part of Grove Enhancement Program

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION

GROVES

FUND

GROVES FUND

ORGKEY

538404

	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	4,950	5,152	11,331	17,899
4010 Overtime Salaries	70	0	180	0
4015 Banked Leave Buy Back	1,296	112	857	355
4050 Pension Contributions	929	1,086	2,328	3,862
4051 Fica/Medicare	448	395	978	1,361
4053 Deferred Compensation	39	43	43	167
4055 Health/Dental Insurance	719	743	1,916	2,521
4056 Worker's Comp Insurance	179	125	125	524
4057 Disability Insurance	0	0	76	70
4058 Unemployment Insurance	26	22	54	95
4059 Life Insurance	3	3	10	13
4081 Eyecare Reimbursement	0	11	11	50
4082 Clothing Allowance	0	0	0	28
4085 Other Taxable Benefits	0	150	103	8
TOTAL SALARIES AND BENEFITS	8,659	7,842	18,012	26,953
<u>SERVICES</u>				
5190 Other Professional Services	0	24,285	33,000	0
5275 Postage	1	0	200	200
5300 Water, Sewer, Disposal	16,358	24,000	31,332	31,332
5303 Telephone	49	0	0	0
5312 Electric Service: Facility Ops	38,791	45,000	53,000	53,000
5395 Info Technology Services Charge	282	259	259	272
5490 Other Insurance	5,362	10,000	5,513	5,513
5720 Taxes	0	900	0	0
5730 Stock Assessment	0	13,320	13,320	13,320
5870 General Govt Service Charge	13,906	13,906	13,906	19,883
5880 Special Contractual Services	573,200	388,200	800,000	596,000
TOTAL SERVICES	647,949	519,870	950,530	719,520

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
GROVES

FUND
GROVES FUND

ORGKEY
538404

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	0	100	100	100
6510 Small Tools & Equipment	0	1,100	300	1,000
6570 Water Meters & Fittings	0	500	100	200
6590 Special Departmental Supplies	0	2,500	500	2,500
TOTAL SUPPLIES	0	4,200	1,000	3,800
FUND TOTAL	656,608	531,912	969,542	750,273

City of Redlands
2012-2013
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 2012 12-Month Estimate	FY 2013 Budget Request
76600	Groves General Administration	53,257	54,273
76601	AQMD Tree Grant	24,285	0
76610	Texas/Webster Grove	49,000	40,000
76616	Fifth Avenue Grove	57,000	50,000
76617	Judson Grove	36,000	30,000
76618	Prospect Grove	49,000	40,000
76622	I-10/California Grove	34,000	30,000
76623	Nevada/Palmetto Grove #1	120,000	90,000
76624	Olive Avenue Grove	48,000	40,000
76626	San Bernardino/Granite Grove	15,000	12,000
76627	Nevada/Palmetto Grove #2	145,000	90,000
76628	Nevada/Palmetto Grove #3	73,000	65,000
76629	Lugonia Avenue Groves	75,000	64,000
76630	Mullin Grove	35,000	25,000
76631	Jacinto Memorial Grove	31,000	25,000
76632	University Grove	75,000	55,000
76633	Riverview Grove	12,000	10,000
76634	Mountain View Grove	38,000	30,000
TOTALS		\$969,542	\$750,273

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

**Quality of Life
Cemetery Division**

Program Description:

Hillside Memorial Park is an historical cemetery consisting of fifty acres of developed land containing over 38,000 gravesites. 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 300 services per year. A typical burial service lasts about one hour; however, significant administrative coordination, planning and grounds preparation are required throughout the process.

The cemetery is an enterprise fund organized to produce revenue to offset expenditures. Revenues and interest from an endowment fund are also used to provide for maintenance.

Program Objectives:

- Continue to modernize record keeping system to include computerized information storage and retrieval
- Convert archived records to book format for research sales
- Engage volunteer programs utilizing individuals from service clubs and church groups to assist with maintenance and minor capital improvements
- Continue collaboration with the Friends of Hillside program
- Continue research and development of possible grant opportunities for continued development of facilities

Significant Program Changes:

- Due to budget cuts in Fiscal Year 2011-2012 the Operations Manager position, responsible for oversight of the cemetery, was eliminated and the Division has been moved under the oversight of the Department Director.

Accomplishments for Fiscal Year 2011-2012:

- Maintained 30,812 internments and processed 202 sites for internment services

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	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	143,793	145,464	150,377	152,368
4005 Salaries: Part Time	28,681	28,436	28,436	29,575
4010 Overtime Salaries	2,437	3,500	3,500	3,500
4012 Stand By	0	0	82	0
4015 Banked Leave Buy Back	3,341	3,438	9,034	3,481
4016 Compensated Absence	338	0	0	0
4050 Pension Contributions	27,237	30,482	31,417	32,748
4051 Fica/Medicare	13,544	13,623	14,480	14,545
4053 Deferred Compensation	0	0	0	41
4055 Health/Dental Insurance	42,869	42,590	45,579	44,760
4056 Worker's Comp Insurance	2,853	625	625	4,197
4057 Disability Insurance	1,720	1,796	1,762	1,559
4058 Unemployment Insurance	3,798	2,170	2,224	2,174
4059 Life Insurance	187	189	198	190
4081 Eyecare Reimbursement	225	225	500	677
4082 Clothing Allowance	550	550	550	550
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	0	0	0	2
TOTAL SALARIES AND BENEFITS	271,773	273,288	288,964	290,567

SERVICES

5034 Collection Agent/Bank Fees	4,644	400	4,000	4,000
5190 Other Professional Services	32,861	35,000	35,000	35,000
5255 Travel/Expense Reimbursement	241	500	500	500
5275 Postage	132	50	150	150
5280 Advertising	513	3,000	1,500	1,500
5300 Water, Sewer, Disposal	3,685	5,000	30,000	5,000
5303 Telephone	3,267	3,000	3,000	3,000
5310 Electricity & Gas	2,600	2,800	2,800	2,800
5350 Building/Grounds Maintenance	2,723	2,800	3,000	3,000
5395 Info Technology Services Charge	3,543	3,260	3,260	3,428

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5396 City Garage Charges	34,087	20,268	20,268	17,761
5451 Retiree Health Insurance	38,980	21,000	21,000	21,000
5570 Office Equip & Furn Rent	2,431	2,431	2,431	2,431
5740 Resale Materials	27,739	21,000	28,000	28,000
5840 Training	0	2,000	0	2,000
5870 General Govt Service Charge	31,041	31,040	31,040	55,259
5880 Special Contractual Services	2,550	2,600	2,600	2,600
5950 Bad Debt Expense	2,539	0	5,210	0
5995 Depreciation Expense	620	0	0	0
TOTAL SERVICES	194,196	156,149	193,759	187,429
<u>SUPPLIES</u>				
6140 Office Supplies	453	400	450	450
6160 Medical Supplies	0	0	50	0
6180 Turnouts/Uniforms/Safety Clothin	246	200	350	350
6210 Repair/Maintenance Supplies	5,236	3,000	5,000	5,000
6310 Janitorial Supplies	341	100	250	150
6410 Motor Vehicle Supplies	105	105	105	105
6500 Office Equipment & Furniture	179	300	1,000	300
6510 Small Tools & Equipment	2,947	4,000	2,200	4,000
6560 Food	30	0	0	0
6590 Special Departmental Supplies	18,418	2,000	2,000	2,000
TOTAL SUPPLIES	27,955	10,105	11,405	12,355
<u>FIXED ASSETS</u>				
7140 All Other Equipment	0	0	0	70,000
7245 Repurchase Cemetery Property	0	24,000	24,000	24,000
TOTAL FIXED ASSETS	0	24,000	24,000	94,000

City of Redlands
 2012-2013
 Adopted Budget

DEPARTMENT/DIVISION
 CEMETERY

FUND
 CEMETERY FUND

ORGKEY
 562430

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>DEBT SERVICE</u>				
8200 Interest	6,222	25,000	10,000	10,000
TOTAL DEBT SERVICE	6,222	25,000	10,000	10,000
FUND TOTAL	500,146	488,542	528,128	594,351

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

**Quality of Life
Redlands Municipal Airport**

Program Description:

This Division provides administration of airport land leases, tie downs, and airport public facilities and equipment. The Airport budget is presented in a separate enterprise fund with the goal of sustaining the program through airport revenue. The Airport Advisory Board has been appointed by City Council to advise staff and the City Council on all matters relating to airport management. The Division does not have a dedicated staff. Oversight is provided by the Department's Operations Manager who coordinates airport maintenance activities and grant acquisition and administration through various divisions within the Department.

The airport encompasses 177 acres, with 126 hangars, 307 tie downs, and approximately 230 based aircraft. There are 9 businesses based at the airport.

Program Objectives:

- Maintain a safe aviation environment
- Provide regular inspection of airport public facilities and equipment and provide maintenance as required
- Administer the City-owned west ramp tie downs
- Administer four land leases
- Administer the airport storm water pollution prevention program
- Provide staff support to the Airport Advisory Board
- Provide routine maintenance and repair of runway lighting, security gates and other airport facilities

Significant Program Changes:

- Due to budget cuts in fiscal year 2011-2012 the Operations Manager position, responsible for oversight of the airport, was eliminated and the Division has been moved under the oversight of the Department's Senior Project Manager.
- In Fiscal Year 2011-2012, the City was awarded a pavement rehabilitation grant in the amount of \$474,000.

Accomplishments for Fiscal Year 2011-2012:

- Airport met with full FAA compliance and regulations for the use and operation of the facilities

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
AIRPORT

FUND
AVIATION OPERATING FUND

ORGKEY
564450

	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	25,399	25,761	56,940	65,821
4010 Overtime Salaries	604	2,000	1,500	2,000
4015 Banked Leave Buy Back	12,163	562	3,990	1,454
4050 Pension Contributions	4,835	5,430	11,804	14,131
4051 Fica/Medicare	2,538	2,021	4,929	5,363
4053 Deferred Compensation	195	215	258	382
4055 Health/Dental Insurance	3,921	3,717	10,408	11,268
4056 Worker's Comp Insurance	179	125	125	524
4057 Disability Insurance	0	0	417	370
4058 Unemployment Insurance	131	109	273	408
4059 Life Insurance	16	16	56	60
4081 Eyecare Reimbursement	0	56	0	212
4084 Clothing Cash Payment	0	0	0	152
4085 Other Taxable Benefits	0	38	464	182
TOTAL SALARIES AND BENEFITS	49,981	40,050	91,164	102,325

SERVICES

5110 Architect & Engineer	1,533	316,061	350,000	35,000
5240 Meeting & Professional Devlpmt	0	24,210	3,000	1,500
5255 Travel Reimbursement	50	0	50	50
5270 Printing and Binding	2,148	500	7,000	7,000
5275 Postage	572	1,000	500	500
5280 Advertising	933	4,962	3,000	3,000
5300 Water, Sewer, Disposal	2,694	2,000	4,000	4,000
5303 Telephone	2,389	2,300	2,000	2,000
5310 Electricity & Gas	23,400	22,858	20,000	20,000
5320 Janitorial Services	3,600	3,800	3,800	3,800
5340 Office Equipment Maintenance	0	500	500	500
5350 Building/Grounds Maintenance	19,763	69,868	20,000	70,000
5392 License and Permits	1,390	2,000	1,000	1,000
5395 Info Technology Services Charge	1,130	1,040	1,040	1,093

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
AIRPORT

<u>FUND</u>					<u>ORGKEY</u>
AVIATION OPERATING FUND					564450
	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED	
<u>SERVICES (CONT)</u>					
5490 Other Insurance	7,167	13,000	13,000	13,000	
5840 Training	0	0	300	300	
5870 General Govt Service Charge	4,405	4,405	4,405	55,536	
5880 Special Contractual Services	30,052	27,313	15,000	19,500	
5950 Bad Debt Express	790	0	1	0	
5995 Depreciation Expense	98,009	0	0	0	
TOTAL SERVICES	200,025	495,817	448,596	237,779	
<u>SUPPLIES</u>					
6140 Office Supplies	63	100	50	50	
6210 Repair/Maintenance Supplies	471	3,000	500	500	
6310 Janitorial Supplies	0	1,700	200	200	
6350 Building Supplies	772	500	500	500	
6510 Small Tools & Equipment	0	1,500	500	500	
TOTAL SUPPLIES	1,306	6,800	1,750	1,750	
<u>FIXED ASSETS</u>					
7150 Other Betterments/Improvement	43,627	473,838	473,838	0	
TOTAL FIXED ASSETS	43,627	473,838	473,838	0	
<u>DEBT SERVICE</u>					
8100 Principal	0	57,000	115,000	115,000	
8200 Interest	7,368	68,000	10,000	10,000	
TOTAL DEBT SERVICE	7,368	125,000	125,000	125,000	
FUND TOTAL	302,307	1,141,505	1,140,348	466,854	

City of Redlands
2012-2013
Adopted Job Ledger Budget

<u>Fund</u> Airport	<u>Department</u> Quality of Life	<u>Orgkey</u> 564450	FY 2012 12-Month Estimate	FY 2013 Budget Request
Job Ledger No.	Project/Program Description			
64001	Airport Admin & General		310,964	466,854
64081	Airport Pavement Rehabilitation Grant		368,696	0
64082	Rehabilitate Apron - Phase III (FAA Grant)		460,688	0

TOTALS	\$1,140,348	\$466,854
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**City of Redlands
2012-2013
Adopted Budget**

**Quality of Life
Equipment Maintenance Division**

Program Description:

The Equipment Maintenance Division provides the service, maintenance, repairs and safety inspections for vehicles and equipment assigned to the thirty divisions in the City of Redlands. Emphasis is placed on safety, preventive maintenance and compliance with air quality regulations. In addition to a superintendent, this division employs eleven mechanics, one welder, one storekeeper and one administrative assistant. The mechanics check everything from heavy equipment and safety vehicles to lawn mowers and weed-eaters. The Equipment Maintenance Division is an internal service fund.

Program Objectives:

- Provide effective and reliable service
- Implement programs as required by the State of California and other regulatory agencies
- Increase training for mechanics to raise their skill level and update their knowledge pertaining to the computer and electronic technology on newer model vehicles and the alternative fuel converted vehicles

Significant Program Changes:

- None.

Accomplishments for Fiscal Year 2011-2012:

- Fleet maintained 393 vehicles, including rolling stock for the Police Department, Fire Department, Solid Waste, Parks Division, Senior Transportation Program, Wastewater Treatment, Code Enforcement and Public Works Engineering

City of Redlands

2012-2013

Adopted Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND

EQUIPMENT MAINTENANCE FUND

ORGKEY

607500

	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	590,056	477,443	388,790	431,416
4010 Overtime Salaries	8,340	10,000	10,000	10,000
4012 Stand By	1,058	1,400	1,000	1,400
4015 Banked Leave Buy Back	138,899	11,269	25,915	11,552
4016 Compensated Absences	(100,593)	0	0	0
4050 Pension Contributions	111,524	100,222	81,147	89,897
4051 Fica/Medicare	52,754	37,399	33,143	34,816
4053 Deferred Compensation	1,650	1,031	1,031	1,654
4055 Health/Dental Insurance	154,588	122,844	119,379	105,631
4056 Worker's Comp Insurance	2,983	1,375	1,375	8,393
4057 Disability Insurance	5,887	5,578	4,676	3,730
4058 Unemployment Insurance	7,754	4,015	3,000	3,385
4059 Life Insurance	686	583	471	492
4081 Eyecare Reimbursement	860	2,081	488	1,756
4082 Clothing Allowance	1,350	1,875	1,050	950
4083 Uniform Rental	8,408	9,000	7,000	7,000
4084 Clothing Cash Payment	400	1,175	200	0
4085 Other Taxable Benefits	6,389	4,238	140	653
TOTAL SALARIES AND BENEFITS	992,993	791,527	678,805	712,724

SERVICES

5034 Collection Agent/Bank Fees	708	0	0	0
5103 Software Support/Development	300	1,000	500	2,000
5180 Medical/Physicals	175	150	100	245
5190 Other Professional Services	0	1,000	0	1,000
5240 Meeting & Professional Devlpmt	0	1,000	0	1,000
5255 Travel/Expense Reimbursement	117	0	0	0
5270 Printing and Binding	143	300	300	300
5275 Postage	60	125	75	125
5280 Advertising	0	300	0	0
5303 Telephone	5,003	4,000	4,500	4,000

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND **ORGKEY**
EQUIPMENT MAINTENANCE FUND 607500

	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5310 Electricity & Gas	157	150	150	150
5340 Office Equipment Maintenance	0	65	300	100
5350 Building Grounds & Maintenance	86,997	60,000	25,000	70,000
5360 Machinery & Equip Maint	46,808	20,000	30,000	32,500
5365 Vehicle Maintenance	439,363	350,000	435,000	350,000
5392 License & Permits	7,749	4,000	10,000	8,400
5395 Info Technology Services Charge	12,602	11,594	11,594	12,191
5451 Retiree Health Insurance	142,926	21,118	50,000	50,000
5570 Office Equip & Furn Rent	2,431	2,000	2,400	5,000
5590 Other Rentals	0	1,000	6,600	10,000
5720 Taxes	11,381	3,000	12,000	15,000
5722 Penalties and Interest	9	100	0	100
5840 Training	3,066	7,400	5,000	5,800
5870 General Govt Service Charge	306,937	307,000	307,000	250,530
5880 Special Contractual Services	0	4,000	0	50,000
5890 Landfill Tipping Charges	1,430	800	2,000	2,000
5950 Bad Debt Expense	1,142	1,200	0	0
5995 Depreciation Expense	17,291	0	0	0
TOTAL SERVICES	1,086,795	801,302	902,519	870,441

<u>SUPPLIES</u>				
6120 Chemical & Lab Supplies	0	0	1,000	500
6130 Books & Supplies	13	0	0	0
6140 Office Supplies	1,250	1,000	1,000	1,000
6160 Medical Supplies	112	100	100	100
6180 Turnouts/Uniforms/Safety Clothir	823	500	500	500
6210 Repair/Maintenance Supplies	122	100	100	100
6310 Janitorial Supplies	1,222	500	500	500
6375 Computer Components	13,829	15,000	17,000	15,000
6400 Equipment Parts	0	0	56	100
6410 Motor Vehicle Supplies	728,443	480,000	480,000	390,000

City of Redlands
2012-2013
Adopted Budget

DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

<u>FUND</u>					<u>ORGKEY</u>
EQUIPMENT MAINTENANCE FUND					607500
	2010-11 ACTUAL (AUDITED)	2011-12 ADJUSTED BUDGET	2011-12 12 MONTH ESTIMATED	2012-13 COUNCIL ADOPTED	
<u>SUPPLIES (CONT)</u>					
6420 Tires & Tubes	192,823	170,000	170,000	200,000	
6430 Gasoline	515,233	380,000	380,000	375,000	
6440 Compressed Natural Gas (LCNG)	538,181	345,000	425,000	475,000	
6450 Oil and Lubricants	31,212	27,000	27,000	27,000	
6460 Diesel Fuel	326,910	260,000	325,000	325,000	
6470 Steel	2,615	1,500	1,500	1,000	
6500 Office Equipment & Furniture	0	200	0	500	
6510 Small Tools & Equipment	2,848	10,000	10,000	10,000	
6560 Food	0	0	35	0	
6590 Special Departmental Supplies	3,889	0	20	0	
TOTAL SUPPLIES	2,359,525	1,690,900	1,838,811	1,821,300	
FUND TOTAL	4,439,313	3,283,729	3,420,135	3,404,465	

