

City of Redlands
2007-2008
Adopted Budget

Municipal Utilities

Mission Statement:

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

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

- Wastewater Collection, Treatment, and Disposal Administration and Operation
- Water Production and Water Distribution Administration and Operation
- Solid Waste Collection and Disposal Administration and Operation
- Citrus Grove Administration and Operation
- Airport Administration and Operation
- Cemetery Administration and Operation

To provide these services, Municipal Utilities is organized into six operation functions and four staff support functions. The four major staff support functions are Engineering, Geographic Information System, Regulatory Compliance, and Customer Service/Utility Billing.

The Administrative and General Budget Programs in each utility provide support for each utility in general. All engineering and utilities operations are coordinated as well as the capital improvement programs and fiscal administration. Municipal Utilities has a total of 139 authorized full-time positions, distributed as shown in the salary schedule.

Departmental Goals:

- Provide reliable service.
- Provide adequate capacity.
- Meet environmental and regulatory standards.
- Provide service at a price that is economical and recovers all costs reasonable borne.
- Provide excellent customer service.

Performance Measures:

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

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REVENUE DETAIL

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<u>WATER (501)</u>				
3305 Cost Recover/Reimb Expenditure	25,998	5,000	15,000	0
3313 Non-Potable Water Usage	170,033	170,000	300,000	200,000
3380 Water Usage	12,582,369	12,540,000	13,000,000	14,000,000
3382 Irrigation Water Usage	1,111,782	1,050,000	1,100,000	1,200,000
3383 Fire Hydrant Water Usage	212,554	170,000	210,000	200,000
3384 Water Meter Install	103,252	50,000	60,000	50,000
3385 Water Turn-On	432	0	0	0
3387 Frontage Charge	291,045	100,000	190,000	100,000
3388 "B" Contract Water Usage	76,326	70,000	90,000	80,000
3389 Fire Protection Water Usage	167,152	130,000	160,000	160,000
3510 Investment Income	395,669	290,000	500,000	550,000
3520 Rental Income	0	0	40,000	40,000
3530 Miscellaneous Receipts	82,493	100,000	70,000	70,000
3533 Misc Taxable Sales	3,053	5,000	2,000	0
3760 Bad Debt Recovery	439	0	1,000	0
TOTAL WATER	15,222,597	14,680,000	15,738,000	16,650,000
<u>WATER PROJECTS (503)</u>				
3200 State Grants	0	670,000	0	0
3305 Cost Recover/Reimb Expenditure	168,830	1,300,000	0	0
3510 Investment Income	(7,916)	0	0	0
3530 Miscellaneous Receipts	179	0	0	0
3533 Miscellaneous Taxable Sales	2,395	0	0	0
TOTAL WATER PROJECTS	163,488	1,970,000	0	0
<u>WATER BOND PROJECTS (505)</u>				
3510 Investment Income	(1,157)	0	0	0
3530 Miscellaneous Receipts	5,216	0	0	0
TOTAL WATER BOND PROJECTS	4,059	0	0	0
<u>WATER DEBT SERVICE (506)</u>				
3510 Investment Income	129,974	130,000	130,000	130,000
TOTAL WATER DEBT SERVICE	129,974	130,000	130,000	130,000

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

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	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<u>SOLID WASTE BOND PROJ (515)</u>				
3510 Investment Income	2,414	0	999	0
TOTAL SOLID WASTE DEBT SVC	2,414	0	999	0
<u>SOLID WASTE DEBT SERVICE (516)</u>				
3510 Investment Income	61,914	62,000	10,841	0
3810 Bond Proceeds	0	943,640	943,640	0
TOTAL SOLID WASTE DEBT SVC	61,914	1,005,640	954,481	0
<u>CALIF ST LANDFILL CLOSURE (517)</u>				
3510 Investment Income	108,753	140,000	140,000	140,000
TOTAL CALIF ST LANDFILL CLOSURE	108,753	140,000	140,000	140,000
<u>SOLID WASTE CAP IMPROVE (519)</u>				
3369 Cap Improv Chrg Non-Res	645,496	400,000	600,000	400,000
3370 Cap Improv Chrg Resident	155,108	140,000	120,000	100,000
3510 Investment Income	26,417	5,000	50,000	50,000
TOTAL SOLID WASTE CAP IMPROVE	827,021	545,000	770,000	550,000
<u>SEWER SERVICE (521)</u>				
3305 Cost Recover/Reimb Expenditure	320	0	0	0
3366 Sewer Residential	3,911,312	3,930,000	4,100,000	4,300,000
3367 Sewer Non-Residential	1,599,762	1,600,000	1,800,000	1,900,000
3368 Septage Charge	190,794	130,000	190,000	180,000
3379 Recycled Water Usage	75,976	300,000	200,000	200,000
3387 Frontage Charge	236,173	440,000	440,000	50,000
3391 Joint Lab - Water Charges	39,996	120,000	80,000	175,000
3392 Joint Lab - Solid Wst Charges	36,782	20,000	30,000	45,000
3510 Investment Income	289,234	150,000	300,000	300,000
3520 Rental Income	11,850	0	14,000	14,000
3530 Miscellaneous Receipts	328	5,000	0	0
3533 Misc Taxable Sales	362	0	0	0
3760 Bad Debt Recovery	0	0	1,000	0
TOTAL SEWER SERVICE	6,392,889	6,695,000	7,155,000	7,164,000

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

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	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<u>CEMETERY (562) CONT</u>				
3511 Finance Charges	4,818	4,000	2,000	2,000
3520 Rental Income	95,770	118,000	18,000	18,000
3530 Miscellaneous Receipts	34,306	30,000	40,000	35,000
3533 Misc Taxable Sales	33,428	30,000	35,000	35,000
TOTAL CEMETERY	643,076	582,000	527,000	525,000
<u>CEMETERY PRE-NEED (563)</u>				
3510 Investment Income	14,579	24,000	15,000	16,000
TOTAL CEMETERY PRE-NEED	14,579	24,000	15,000	16,000
<u>AVIATION OPERATING (564)</u>				
3001 Current Unsecured Taxes	35,616	35,000	52,443	60,000
3200 State Grants	10,000	10,000	10,000	10,000
3250 Federal Grants	333,030	150,000	142,800	600,000
3520 Rental Income	144,610	230,000	207,652	230,000
3530 Miscellaneous Receipts	47	0	4,213	4,800
3545 Tie-Down Fees	2,816	1,500	735	800
3546 Gate Access Fees	6,545	6,000	5,300	6,000
3770 Property Damage Reimbursement	890	0	2,590	0
TOTAL AVIATION OPERATING	533,554	432,500	425,733	911,600
<u>EQUIPMENT MAINTENANCE (607)</u>				
3305 Cost Recover/Reimb Expenditure	11,245	13,500	5,398	0
3393 Maintenance: General Fund	1,545,809	1,500,000	1,500,000	1,736,053
3394 Maintenance: Non-General Fund	2,178,426	2,000,000	2,000,000	2,260,300
3398 L/LCNG Outside Fuel Sales	36,666	42,000	54,807	100,000
3530 Miscellaneous Receipts	1,146	100	0	0
TOTAL EQUIP MAINTENANCE	3,773,292	3,555,600	3,560,205	4,096,353
<u>UTILITY BILLING (608)</u>				
3305 Cost Recover/Reimb Expenditure	0	1,000	0	1,000
3385 Water Turn-On	73,742	60,000	84,108	85,000
3390 Utility Billing Service	941,633	1,093,094	1,093,094	965,000

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<u>UTILITY BILLING (608) CONT</u>				
3510 Investment Income	3,051	5,000	443	443
3511 Finance Charges	295,748	125,000	395,000	300,000
3512 Returned Check Charge	5,756	6,000	7,131	8,000
3530 Miscellaneous Receipts	45,313	45,000	34,037	45,000
TOTAL UTILITY BILLING	1,365,243	1,335,094	1,613,814	1,404,443
<u>CEMETERY ENDOWMENT (702)</u>				
3364 Cemetery Endowment	50,325	50,000	50,000	55,000
TOTAL CEMETERY ENDOWMENT	50,325	50,000	50,000	55,000

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Municipal Utilities
Citrus Groves

Program Descriptions:

The City currently farms, through local farming companies, 16 separate citrus groves totaling 200 acres. 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 seventeen separate job ledger/programs in a separate enterprise fund, with the goal of, but not the requirement to, 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, Nevada / Palmetto No. 2, Nevada / Palmetto No. 3, Olive, Granite, Lugonia, Mullin Memorial, Jacinto Memorial, Riverview, and University Groves.

Program Objectives:

- Support the Citrus Preservation Commission regarding 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.

Significant Program Changes:

Addition of University Groves.

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DEPARTMENT/DIVISION
GROVES

FUND
GROVES FUND

ORGKEY
538404

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

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DEPARTMENT/DIVISION
GROVES

FUND
GROVES FUND

ORGKEY
538404

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<u>SUPPLIES</u>				
6140 Office Supplies	262	100	100	100
6590 Special Departmental Supplies	0	2,500	0	2,500
TOTAL SUPPLIES	262	2,600	100	2,600
 FUND TOTAL	 754,172	 654,542	 700,634	 705,085

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Municipal Utilities
Cemetery Division

Program Description:

The principal purposes of Hillside Memorial Park are burial of the deceased and providing a place of remembrance. Offerings include ground space or mausoleum areas for both casket and cremation burials to accommodate various desires. Hillside Memorial Park conducts approximately 300 services per year. Average services last about one hour and require three men to administer. Most services are conducted during normal business hours, however weekend services are accommodated upon request.

The cemetery is an enterprise fund organized to produce revenue to offset expenditures. Revenues and interest from an endowment fund are also used to provide for maintenance. Over 38,000 gravesites are maintained on the 50 acres of developed grounds.

Program Objectives:

- Continue to modernize record keeping system to include computerized information storage and retrieval.
- Convert archived records to book format for research sales.
- Create area plans to incorporate an upright marker section.
- Continue to engage volunteer programs utilizing individuals from service clubs and church groups to assist with maintenance and minor capital improvements.
- Continue to work with the 'Friends of Hillside' program.
- Continue research and development of possible grant opportunities for continued development of facilities.
- Create area plans to develop new burial area, including cremation garden.

Significant Program Changes:

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

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DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	164,798	135,031	146,649	172,038
4005 Salaries: Part Time	26,606	28,000	28,000	39,328
4010 Overtime Salaries	3,389	3,500	3,500	3,500
4015 Banked Leave Buy Back	1,004	3,126	9,148	3,275
4016 Compensated Absence	(11,220)	0	0	0
4050 Pension Contributions	28,932	22,488	25,032	28,814
4051 Fica/Medicare	15,096	12,980	14,408	16,621
4053 Deferred Compensation	430	142	344	424
4055 Health/Dental Insurance	35,516	31,360	36,438	39,675
4056 Worker's Comp Insurance	17,803	20,000	20,000	20,492
4057 Disability Insurance	1,301	1,000	965	1,679
4058 Unemployment Insurance	2,498	1,370	1,895	1,506
4059 Life Insurance	279	179	220	239
4081 Eyecare Reimbursement	0	362	250	455
4082 Clothing Allowance	825	600	550	550
4084 Clothing Cash Payment	200	200	200	222
4085 Other Taxable Benefits	75	55	129	80
TOTAL SALARIES AND BENEFITS	287,532	260,393	287,728	328,898
<u>SERVICES</u>				
5190 Other Professional Services	56,106	40,000	60,000	40,000
5270 Printing and Binding	8	1,000	1,000	1,000
5275 Postage	223	300	300	300
5280 Advertising	2,801	3,000	3,000	3,000
5300 Water	15,198	8,000	8,000	8,000
5303 Telephone	2,092	2,000	2,400	2,200
5310 Electricity & Gas	1,953	2,500	2,410	2,500
5340 Office Equipment Maintenance	96	200	200	200
5396 City Garage Charges	45,133	20,200	20,200	32,851
5451 Retiree Health Insurance	19,238	19,700	19,700	22,978
5570 Office Equip & Furn Rent	3,580	3,500	3,500	3,500

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DEPARTMENT/DIVISION
CEMETERY

FUND
CEMETERY FUND

ORGKEY
562430

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

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Municipal Utilities
Airport Administration Program

Program Description:

The Airport Administration Program provides administration of airport land leases, tie downs, and airport public facilities and equipment.

The airport encompasses 177 acres, has 126 hangars, 307 tie downs, and approximately 230 based aircraft. There are approximately 51,000 annual operations (take-offs or landings). There are 11 businesses based at the airport.

Program Objectives:

- 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, motorized gates and other airport facilities.

Significant Program Changes:

None

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DEPARTMENT/DIVISION
AIRPORT

FUND ORGKEY
AVIATION OPERATING FUND 564450

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

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DEPARTMENT/DIVISION
AIRPORT

FUND

AVIATION OPERATING FUND

ORGKEY

564450

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5880 Special Contractual Services	5,675	5,000	7,200	7,200
5995 Depreciation Expense	54,456	0	0	0
TOTAL SERVICES	163,888	277,538	244,770	162,134
 <u>SUPPLIES</u>				
6210 Materials to Maintain	63	500	500	500
6310 Janitorial Supplies	386	0	400	0
6350 Building Supplies	1,135	5,764	6,000	5,000
6510 Small Tools & Equipment	56	500	500	500
TOTAL SUPPLIES	1,640	6,764	7,400	6,000
 <u>FIXED ASSETS</u>				
7140 All Other Equipment	70,650	0	0	0
7150 Other Betterments/Improvement	327,620	0	0	0
7260 Building Acquisition	935,300	0	0	0
TOTAL FIXED ASSETS	1,333,570	0	0	0
 <u>DEBT SERVICE</u>				
8100 Principal	0	59,060	59,060	59,060
8200 Interest	25,915	68,940	68,940	68,940
TOTAL DEBT SERVICE	25,915	128,000	128,000	128,000
 FUND TOTAL	 1,553,353	 448,010	 417,555	 340,698

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Municipal Utilities
Equipment Maintenance Division

Program Description:

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

Program Objectives:

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

Significant Program Changes:

None

City of Redlands

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DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND **ORGKEY**
EQUIPMENT MAINTENANCE FUND 607500

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	681,903	712,817	728,311	785,454
4010 Overtime Salaries	11,628	10,000	16,659	20,000
4012 Stand By	966	2,000	1,539	2,000
4015 Banked Leave Buy Back	13,042	15,553	19,680	18,125
4016 Compensated Absences	23,442	0	0	0
4050 Pension Contributions	118,184	123,369	125,238	131,758
4051 Fica/Medicare	54,469	54,528	58,605	63,868
4053 Deferred Compensation	860	860	860	1,197
4055 Health/Dental Insurance	114,026	122,724	128,690	145,540
4056 Worker's Comp Insurance	132,588	80,000	80,000	122,949
4057 Disability Insurance	5,903	5,063	5,121	5,552
4058 Unemployment Insurance	5,676	6,510	6,355	6,553
4059 Life Insurance	975	1,035	1,004	1,042
4081 Eyecare Reimbursement	1,535	3,375	1,500	2,000
4082 Clothing Allowance	0	0	1,533	3,300
4083 Uniform Rental	19,458	18,500	19,611	18,500
4084 Clothing Cash Payment	400	2,250	600	400
4085 Other Taxable Benefits	4,645	3,750	3,636	1,965
TOTAL SALARIES AND BENEFITS	1,189,700	1,162,334	1,198,942	1,330,203

SERVICES

5180 Medical/Physicals	0	100	0	100
5190 Other Professional Services	1,360	1,000	800	1,000
5240 Meeting & Professional Devlpmt	435	1,000	500	1,000
5270 Printing and Binding	764	500	500	500
5275 Postage	175	750	500	750
5303 Telephone	2,442	3,100	3,100	3,100
5360 Machinery & Equip Maint	31,648	22,500	25,030	25,000
5365 Vehicle Maintenance	232,616	262,815	262,500	262,500
5570 Office Equip & Furn Rent	3,579	3,500	3,500	3,500
5590 Other Rentals	2,490	2,500	2,500	2,500

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DEPARTMENT/DIVISION
EQUIPMENT MAINTENANCE

FUND **ORGKEY**
EQUIPMENT MAINTENANCE FUND 607500

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

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Municipal Utilities
Customer Service Section

Program Description:

The Customer Service Section is responsible for billing customers for municipal utilities and other services provided by the City, which currently include water service, wastewater service, solid waste service, street cleaning, and household hazardous waste. Over 21,500 customers are billed on a bimonthly basis. The Customer Service staff provides customer service relating to the billing function, including opening accounts for new customers, closing accounts, and billing statement inquiries. The Customer Service office is in Suite 15A, at the Civic Center, which is in close proximity to the City Treasurer's office where the municipal services bills are paid, to be convenient to customers.

The Customer Service Section budget is presented in one program in a separate internal service fund, which is supported by the operating funds in water, wastewater, and solid waste.

Program Objectives:

- Provide clear, consistent, accurate, and equitable billing for municipal services to utility customers in the City's service area.
- Provide service at a price which is economical and recovers all costs internally from the Utilities funds it serves, for postage, supplies, and service costs reasonably borne.
- Increase awareness of, and participation in, the automated payment program, 1-2-3 Done!, and the credit and debit card payment program, Speedpay.

Significant Program Changes:

- Implement enhanced bill payment and account access options.

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DEPARTMENT/DIVISION
CUSTOMER SERVICE

<u>FUND</u>	<u>ORGKEY</u>
UTILITY BILLING FUND	608405

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<u>SALARIES AND BENEFITS</u>				
4000 Full Time Salaries	485,310	571,600	574,649	638,323
4005 Part Time Salaries	0	0	95	0
4010 Overtime Salaries	7,115	8,000	3,000	3,500
4015 Banked Leave Buy Back	26,845	7,207	8,930	10,086
4016 Compensated Absences	28,272	0	0	0
4050 Pension Contributions	84,480	95,243	97,750	106,833
4051 Fica/Medicare	44,176	44,690	45,272	49,704
4053 Deferred Compensation	930	1,130	1,060	1,060
4055 Health/Dental Insurance	88,747	112,768	110,848	113,601
4056 Worker's Comp Insurance	8,199	50,000	50,000	28,688
4057 Disability Insurance	4,638	3,854	3,718	4,375
4058 Unemployment Insurance	6,120	5,777	5,484	5,711
4059 Life Insurance	823	918	876	908
4080 Vehicle Allowance	23	60	60	60
4081 Eyecare Reimbursement	749	1,664	1,200	1,645
4082 Clothing Allowance	1,699	675	611	825
4084 Clothing Cash Payment	800	2,000	1,720	1,543
4085 Other Taxable Benefits	58,009	3,760	5,277	5,558
TOTAL SALARIES AND BENEFITS	846,935	909,346	910,550	972,420

SERVICES

5034 Collection Agent/Bank Fees	426	250	50	250
5180 Medical/Physicals	299	125	101	125
5240 Meeting & Professional Devlpmt	2,986	8,000	13	8,000
5270 Printing and Binding	25,928	33,000	33,000	33,000
5275 Postage	64,652	73,000	73,000	78,000
5280 Advertising	3,377	0	399	0
5290 Filming and Microfilming	131	2,000	0	1,000
5303 Telephone	6,665	8,500	8,500	8,500
5340 Office Equipment Maintenance	5,973	8,000	8,000	8,000
5451 Retiree Health Insurance	0	0	0	9,491

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DEPARTMENT/DIVISION
CUSTOMER SERVICE

FUND **ORGKEY**
UTILITY BILLING FUND 608405

	2005-06 ACTUAL (AUDITED)	2006-07 ADJUSTED BUDGET	2006-07 12 MONTH ESTIMATED	2007-08 COUNCIL ADOPTED
<u>SERVICES (CONT)</u>				
5396 City Garage Charges	15,797	25,201	25,201	31,760
5570 Office Equip & Furn Rent	3,579	3,491	3,491	3,491
5580 Communications Svs & Rental	0	200	400	200
5800 Subscriptions and Memberships	1,356	1,740	485	1,740
5840 Training	2,761	9,275	300	9,275
5870 General Govt Service Charge	213,686	74,059	74,059	76,873
5880 Special Contractual Services	118,141	150,280	150,280	150,280
TOTAL SERVICES	465,757	397,121	377,279	419,985
 <u>SUPPLIES</u>				
6140 Office Supplies	6,919	6,000	5,500	6,000
6375 Computer Components	5,165	16,000	16,000	16,000
6590 Special Departmental Supplies	15,626	25,431	25,000	25,000
TOTAL SUPPLIES	27,710	47,431	46,500	47,000
 FUND TOTAL	 1,340,402	 1,353,898	 1,334,329	 1,439,405