

GUIDE TO THE BUDGET



Guide to the Budget

Volumes II and III

Introduction

Volumes II and III contain budget information for City departments and programs. Departments and programs that are primarily non-general or grant funded are printed on blue pages in the hard copy version. The following sections may be included in the commentaries:

- Mission Statement
- Department Description
- Division/Major Program Descriptions
- Service Efforts and Accomplishments
- Future Outlook
- Budget Dollars at Work
- Department Summary
- Department Staffing
- Department Expenditures
- Significant Budget Adjustments
- Expenditures by Category
- Revenues by Category
- Key Performance Measures
- Salary Schedule
- Five-Year Expenditure Forecast
- Revenue and Expense Statement

The Financial Management Information System, which is used to develop the City of San Diego budget, rounds numbers to two decimal places. Consequently, an insignificant difference (plus or minus one dollar) may appear in total dollar amounts throughout these sections.

Mission Statement

The Mission Statement describes the department or program charter.

Department Description

The Department Description section provides background information such as a brief history, an expansion of the Mission Statement, and restructuring.

Division/Major Program Descriptions

The Division/Major Program Descriptions section may include brief histories and explanation of how department or program goals are supported. Grants are not included.

Service Efforts and Accomplishments

The Service Efforts and Accomplishments section includes milestones met, services provided, accomplishments, awards and special recognitions.

Future Outlook

The Future Outlook section describes goals for the department or program. This section may include how the department or program is planning to support the Mayor's 10 Goals and City Council priorities.

Budget Dollars at Work

The Budget Dollars at Work section includes statistics representing items supported by the budget allocation. Unless otherwise noted, the statistics reflect the prior fiscal year.

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Department Summary

The Department Summary table summarizes positions and expenses. Grant funds are not included.

Department Summary				
	FY XXXX	FY XXXX	FY XXXX	FY XX-XX CHANGE
Positions	1,058.72	1,054.72	1,046.72	(8.00)
Personnel Expense	\$ 71,630,398	\$ 79,102,851	\$ 86,203,334	\$ 7,100,483
Non-Personnel Expense	\$ 375,236,142	\$ 385,892,974	\$ 374,193,330	\$ (11,699,644)
TOTAL	\$ 446,866,540	\$ 464,995,825	\$ 460,396,664	\$ (4,599,161)

Department Staffing and Expenditures

The Department Staffing and Expenditures section displays positions and expenditures by fund.

Department Staffing	FY XXXX	FY XXXX	FY XXXX
Division Administration	2.00	2.00	2.00
Division Support Services	16.00	16.00	16.00
Engineering Services	16.00	16.00	16.00
FEWD	18.00	18.00	18.00
Main Cleaning & Stoppage Removal	140.00	140.00	140.00
Planning/Scheduling Services	6.00	6.00	6.00
Sewer Lateral Maint & Install	19.05	19.05	19.05
Sewer Main & Manhole Rep/Maint	67.95	67.95	67.95
Sewer Pump Station Ops & Maint	58.00	58.00	58.00
Total	343.00	343.00	343.00

Department Expenditures	FY XXXX	FY XXXX	FY XXXX
Corrosion Control Services	\$ 70,001	\$ -	\$ -
Division Administration	\$ 259,162	\$ 972,888	\$ 972,888
Division Support Services	\$ 10,442,023	\$ 20,552,161	\$ 20,552,161
Engineering Services	\$ 5,492,905	\$ 3,346,940	\$ 3,346,940
FEWD	\$ 1,532,251	\$ 1,506,010	\$ 1,506,010
Main Cleaning & Stoppage Removal	\$ 14,212,796	\$ 11,826,404	\$ 11,826,404
Planning/Scheduling Services	\$ 462,125	\$ 501,504	\$ 501,504
Sewer Lateral Maint & Install	\$ 1,983,612	\$ 2,290,271	\$ 2,290,271
Sewer Main & Manhole Rep/Maint	\$ 8,499,958	\$ 14,759,109	\$ 14,759,109
Sewer Pump Station Ops & Maint	\$ 7,306,009	\$ 7,177,366	\$ 7,177,366
Total	\$ 50,260,842	\$ 62,932,653	\$ 62,932,653

Significant Budget Adjustments

The Significant Budget Adjustments section lists key program and staffing changes by fund. Position classifications are provided and impacts of adjustments are described. There may be a difference between dollar amounts in transfers due to rounding calculations and required retirement contributions.

Department	Positions	Cost
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.	0.00	\$ 2,511,928
Support for Sewer Main Televising Provides for the televising and condition assessment of selected sewer mains and manholes.	0.00	\$ 7,227,285
Support for Assurance Program Reserve Provides for the establishment of an Assurance Program Reserve as a requirement of Bid to Goal to be offset by savings.	0.00	\$ 4,000,000
Support for Optimization Initiative Addition of engineering and consultant services to assist the Department in optimizing its cleaning efforts in the cleaning and construction of sewer mains, as mandated by the Environmental Protection Agency.	0.00	\$ 1,800,000
Support for Flow Metering Program Provides for meter acquisition and associated maintenance costs.	0.00	\$ 605,392

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Expenditures by Category

The Expenditures by Category table represents how a department budget is distributed within major expenditure categories.

		FY XXXX		FY XXXX		FY XXXX
PERSONNEL						
Salaries & Wages	\$	54,427,996	\$	56,138,090	\$	56,138,090
Fringe Benefits	\$	17,202,402	\$	22,964,761	\$	22,964,761
SUBTOTAL PERSONNEL	\$	71,630,398	\$	79,102,851	\$	79,102,851
NON-PERSONNEL						
Supplies & Services	\$	335,599,936	\$	346,231,388	\$	346,231,388
Information Technology	\$	18,573,148	\$	18,253,919	\$	18,253,919
Energy/Utilities	\$	17,300,790	\$	18,323,548	\$	18,323,548
Equipment Outlay	\$	3,762,268	\$	3,084,119	\$	3,084,119
SUBTOTAL NON-PERSONNEL	\$	375,236,142	\$	385,892,974	\$	385,892,974
TOTAL	\$	446,866,540	\$	464,995,825	\$	464,995,825

Revenues by Category

The Revenues by Category table displays information for General Fund divisions and departments.

		FY XXXX		FY XXXX		FY XXXX
Revenue from Money & Property		\$0		\$14,576,400		\$14,576,400
Revenue from Other Agencies		\$0		\$22,282,446		\$4,201,237
Charges for Current Services		\$0		\$258,538,323		\$298,855,911
Other Revenues		\$0		\$214,387,989		\$220,399,111
Transfers from Other Funds		\$0		\$4,110,000		\$5,200,000
TOTAL		\$0		\$513,895,158		\$543,232,659

Key Performance Measures

Key Performance Measures demonstrate the effectiveness of services provided given available resources. Departments evaluate effectiveness in providing services, customer satisfaction with services, and internal measures to assure that milestones are being met. Performance measures may be modified to better represent services as programs evolve and knowledge increases. In addition, departments may modify their measures to reflect budget adjustments.

Key Performance Measures		FY XXXX		FY XXXX		FY XXXX
TREATMENT AND DISPOSAL						
Unit cost for combined Point Loma Wastewater Treatment Plant activities per million gallons of sewage treated.		\$189		\$206		\$206
Unit cost for combined Metropolitan Biosolids Center activities per dry ton of biosolids processed and beneficially reused.		\$321		\$318		\$328
COLLECTION AND TRANSMISSION						
Miles of sewer mains replaced/rehabilitated/spot repaired		41.00		52.00		45.00
Number of sanitary sewer spills per 100 miles of pipe		9.10		8.00		8.00
OCEAN ENVIRONMENTAL MONITORING & PROTECTION						
Number of ocean samples taken and analyzed		16,240		10,353		7,754
Number of sanitary sewer spills to reach public water	(4)	27		25		23
SAFETY OF OPERATIONS						
Departmental Incidence Rate		9.00		9.00		9.00

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Salary Schedule

The Salary Schedule displays the number of budgeted positions, salary amounts by job classification, and supplemental personnel expenses, such as registration pay for engineers, temporary help, and special assignment pay.

Class	Position Title	FY XXXX	FY XXXX	Salary	Total
		Positions	Positions		
1104	Account Clerk	1.00	1.00	\$ 34,768	\$ 34,768
1105	Administrative Aide I	1.00	1.00	\$ 40,043	\$ 40,043
1106	Sr Management Analyst	1.00	1.00	\$ 66,198	\$ 66,198
1107	Administrative Aide II	3.00	3.00	\$ 46,229	\$ 138,686
1153	Asst Engineer-Civil	11.00	10.00	\$ 63,507	\$ 635,066
1218	Assoc Management Analyst	2.00	2.00	\$ 58,745	\$ 117,490
1221	Assoc Engineer-Civil	9.00	8.00	\$ 73,768	\$ 590,147
1227	Assoc Planner	2.00	1.00	\$ 61,286	\$ 61,286
1293	Cement Finisher	1.00	1.00	\$ 49,714	\$ 49,714
1376	Wastewater Pretreatment Inspector III	1.00	1.00	\$ 66,317	\$ 66,317
1423	Sr Drafting Aide	1.00	1.00	\$ 48,668	\$ 48,668
1436	Equipment Technician I	19.00	23.00	\$ 39,450	\$ 907,347
1438	Equipment Technician II	11.00	11.00	\$ 43,406	\$ 477,470

Five-Year Expenditure Forecast

The Five-Year Expenditure Forecast section is provided for all non-general funds. (General fund information is provided in Volume I/Citizens' Guide.) The table displays projected positions, personnel, and non-personnel expenses. Unless otherwise stated, a three percent inflation rate is included. Descriptions of the major requirements projected in each fiscal year are also provided.

	FY XXXX	FY XXXX FORECAST	FY XXXX FORECAST	FY XXXX FORECAST	FY XXXX FORECAST	FY XXXX FORECAST
Positions	1017.22	948.22	948.22	948.22	948.22	948.22
Personnel Expense	\$ 75,647,702	\$ 74,371,563	\$ 76,652,710	\$ 78,952,291	\$ 81,320,860	\$ 83,760,486
Non-Personnel Expense	\$ 270,586,025	\$ 277,840,652	\$ 285,607,489	\$ 296,196,989	\$ 303,840,688	\$ 311,502,999
TOTAL	\$346,233,727	\$352,212,215	\$362,260,199	\$375,149,280	\$385,161,548	\$ 395,263,485

Revenue and Expense Statement

The Revenue and Expense Statement is a financial document that presents revenue, expense, reserve and fund balance information. Revenue and Expense Statements are not provided for departments or programs within the General Fund.

	FY XXXX	FY XXXX	FY XXXX
BEGINNING BALANCES AND RESERVES			
Balance from Prior Year	\$ 99,458,164	\$ 54,237,963	\$ 53,260,624
Prior Year Continuing Appropriations	178,106,148	168,828,852	106,722,351
Prior Year Encumbrances Canceled	11,399,869	-	-
Balance from 45 Day Operating Reserve	19,819,496	22,180,965	25,551,917
Prior Year Balance Adjustment	28,170,787	-	-
TOTAL BALANCE	\$ 336,954,464	\$ 245,247,780	\$ 185,534,892

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Fund Categories

General Fund	100
Debt Services and Tax Funds	
Bond Interest and Redemption	21640
Balboa/Mission Bay Improvement Funds	102240/102244
Open Space Fund	71631
Tax Anticipation Notes	65013
Zoological Exhibits	10222
Special Revenue Funds	
AB 2928 – Transportation Relief	30307
Centre City Maintenance Coordination	70209
Convention Center Complex	102211/102212
Energy Conservation Program	10231
Environmental Growth Funds	105051/105052
Equipment Vehicle Replacement	10149
Facilities Financing	10250
Fire and Lifeguard Facilities Fund	10253
Fire/Emergency Medical Services Transport Program	10246
Gas Tax	302191
Information Technology and Communications	50064
Los Peñasquitos Canyon Preserve	10582
New Convention Facility	10225
PETCO Park	102214
Police Decentralization	10355
Public Art	10271
QUALCOMM Stadium	10330
Seized and Forfeited Assets	10118/10119/10143/10144
Solid Waste Local Enforcement Agency	10235
Special Districts Administration	70207
State Library Foundation	19207
Storm Drain Fund	10508
Street Division Operating	10440
Transient Occupancy Tax Fund	10220
TransNet	30300
Trolley Extension Reserve	10226
Unlicensed Driver Vehicle Impound	18684
Underground Utility Program	30100
Enterprise Funds	
Airports	41100
Development Services	41300
Golf Course	41400
Recycling	41210
Refuse Disposal	41200/41202
Sewer	41506/41509
Water	41500
Internal Service Funds	
Central Stores	50010
Engineering and Capital Projects – Water/Wastewater	50050
Equipment	50030/50031
Publishing Services	50020
Risk Management	50061
Special Training	50062

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Citizens' Assistance	81
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General Fund	100
City Auditor and Comptroller	50
General Fund	100
City Clerk	35
General Fund	100
City Council	20
General Fund	100
City Manager	40
General Fund	100
City Retirement System	88
Retirement Fund	60011
City Treasurer	52
General Fund	100
Financing Services Special Districts	70207
Citywide Program Expenditures	601
General Fund	100
Commission for Arts and Culture	912
Public Art Fund	10271
Transient Tax Occupancy Fund	10220
Community and Economic Development	42
General Fund	100
Convention Center	917
Convention Center Complex Fund	102211/102212
New Convention Facility Fund	10225
Development Services	130
Development Services Enterprise Fund	41300
Solid Waste and Local Enforcement Agency Fund	10235
Engineering and Capital Projects	330
General Fund	100
Internal Service Fund	50050
Underground Utility Program	30100
Environmental Services	510
Energy Conservation Program Fund	10231
General Fund	100
Recycling Fund	41210
Refuse Disposal Fund	41200/41202
Equal Opportunity Contracting	41
General Fund	100
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General Fund	100
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Financial Management	55
Central Stores Internal Service Fund	50010
General Fund	100
Gas Tax	3220
Gas Tax Fund	302191
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Airports Enterprise Fund	41100
Equipment Internal Service Fund	50030
Equipment Replacement Fund	50031
General Fund	100
Publishing Services Internal Service Fund	50020
Street Division Operating Fund	10440
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General Fund	100
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Diversity Commitment Fund	50067
General Fund	100
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Library	310
General Fund	100
Library Grants	19207
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General Fund	100
Metropolitan Wastewater	770
General Fund	100
Metropolitan Sewer Fund	41509
Municipal Sewer Fund	41506
Neighborhood Code Compliance	75
General Fund	100
Office of Homeland Security	150
General Fund	100
Office of the Chief Information Officer	85
Information Technology Fund	50064
Park and Recreation	440
Centre City Maintenance Coordination Fund	70209
Environmental Growth Fund One-Third	105051
Environmental Growth Fund Two-Thirds	105052
General Fund	100
Golf Course Enterprise Fund	41400
Los Peñasquitos Canyon Preserve Fund	10582
Maintenance Assessment District Management Fund	70208
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General Fund	100
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PETCO Park	102214
Planning	65
Facilities Financing Fund	10250
General Fund	100

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General Fund	100
Police Decentralization Fund	10355
Seized and Forfeited Assets Funds	10119/10143/10144
Unlicensed Driver Vehicle Impound Fees Fund	18684
Public and Media Affairs	82
General Fund	100
QUALCOMM Stadium	930
Stadium Operating Fund	10330
Real Estate Assets	70
General Fund	100
Risk Management	84
General Fund	100
Risk Management Administration Fund	50061
San Diego Fire-Rescue	120
Emergency Medical Services	10246
Fire and Lifeguard Facilities Fund	10253
General Fund	100
Special Projects	80
General Fund	100
Special Promotional Programs	920
Balboa/Mission Bay Improvement Funds	102240/102244
Transient Occupancy Tax Fund	10220
Storm Drain Fund	10508
Storm Drain Fund	10508
Tax Anticipation Notes	65013
Tax Anticipation Notes Fund	65013
TransNet	30300
TransNet Fund	30300
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