

## **Internal Operations**



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# Internal Operations



## Branch Description

The Deputy Chief Operating Officer for Internal Operations reports to the Assistant Chief Operating Officer and oversees the day-to-day City operations for the Internal Operations Branch which includes the following departments: Fleet Operations, Human Resources, Information Technology, Purchasing & Contracting, and Real Estate Assets.

The performance indicators for this branch are maintained at the department-level and can be found in the "Key Performance Indicators" section of each respective department's budget pages.

***The Branch's mission is:***

To actively support the mission-critical services of all City departments

***The Branch's vision is:***

To be a nationally-recognized industry leader in internal municipal service delivery

# Internal Operations

## Goals and Objectives

**Goal 1: *Provide quality goods and services to City departments and employees***

- Improve IT cost effectiveness
- Procure goods and services in a fiscally responsible, timely, and cost effective manner

**Goal 2: *Demonstrate continuous, customer-focused improvement***

- Ensure a high level of availability of mission-critical applications
- Improve customer satisfaction

**Goal 3: *Attract and retain top quality staff***

- Create opportunities for career growth and advancement
- Support and enhance staff education and training

# Internal Operations

## Department Summary

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
FTE Positions (Budgeted)	208.50	1.50	<b>1.50</b>	0.00
Personnel Expenditures	\$ 19,582,208	\$ 441,807	\$ <b>455,188</b>	13,381
Non-Personnel Expenditures	76,279,309	18,931	<b>18,277</b>	(654)
<b>Total Department Expenditures</b>	<b>\$ 95,861,517</b>	<b>\$ 460,738</b>	<b>\$ 473,465</b>	<b>12,727</b>
<b>Total Department Revenue</b>	<b>\$ 97,524,361</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

## General Fund

### Department Expenditures

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Internal Operations	\$ 435,548	\$ 460,738	\$ <b>473,465</b>	12,727
<b>Total</b>	<b>\$ 435,548</b>	<b>\$ 460,738</b>	<b>\$ 473,465</b>	<b>12,727</b>

### Department Personnel

	FY2017 Budget	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Internal Operations	1.50	1.50	<b>1.50</b>	0.00
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>0.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b> Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	\$ 13,381	-
<b>Non-Discretionary Adjustment</b> Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	1,867	-
<b>Reduction of Non-Personnel Expenditures</b> Reduction of non-personnel expenditures due to anticipated savings in wireless stipend and travel.	0.00	(945)	-
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(1,576)	-

# Internal Operations

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Total</b>	<b>0.00 \$</b>	<b>12,727 \$</b>	<b>-</b>

## Expenditures by Category

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 232,613	\$ 220,944	\$ 228,229	7,285
Fringe Benefits	181,990	220,863	226,959	6,096
<b>PERSONNEL SUBTOTAL</b>	<b>414,603</b>	<b>441,807</b>	<b>455,188</b>	<b>13,381</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 869	\$ 1,250	\$ 1,250	-
Contracts	7,823	6,172	7,094	922
Information Technology	6,331	5,709	4,133	(1,576)
Other	5,919	5,800	5,800	-
Capital Expenditures	4	-	-	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>20,946</b>	<b>18,931</b>	<b>18,277</b>	<b>(654)</b>
<b>Total</b>	<b>\$ 435,548</b>	<b>\$ 460,738</b>	<b>\$ 473,465</b>	<b>12,727</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20001118	Deputy Chief Operating Officer	1.00	1.00	1.00	\$ 61,107 - 231,494	\$ 201,435
20000924	Executive Secretary	0.50	0.50	0.50	44,993 - 54,404	26,794
<b>FTE, Salaries, and Wages Subtotal</b>		<b>1.50</b>	<b>1.50</b>	<b>1.50</b>		<b>\$ 228,229</b>

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 6,128	\$ 6,114	\$ 6,321	207
Flexible Benefits	18,981	21,461	21,461	-
Insurance	1,420	-	-	-
Long-Term Disability	594	-	-	-
Medicare	394	382	394	12
Other Post-Employment Benefits	8,976	9,002	9,186	184

# Internal Operations

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Retirement ADC	125,614	164,229	165,882	1,653
Risk Management Administration	1,559	1,517	1,580	63
Supplemental Pension Savings Plan	17,082	16,194	16,729	535
Unemployment Insurance	407	396	389	(7)
Workers' Compensation	835	1,568	5,017	3,449
<b>Fringe Benefits Subtotal</b>	<b>\$ 181,990</b>	<b>\$ 220,863</b>	<b>\$ 226,959</b>	<b>6,096</b>
<b>Total Personnel Expenditures</b>		<b>\$</b>	<b>455,188</b>	

## Fleet Operations Operating Fund<sup>1</sup>

### Department Expenditures

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Fleet Services	\$ 51,102,495	\$ -	\$ -	-
<b>Total</b>	<b>\$ 51,102,495</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

### Department Personnel

	FY2017 Budget	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Fleet Services	207.00	0.00	0.00	0.00
<b>Total</b>	<b>207.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### Expenditures by Category

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 11,105,721	\$ -	\$ -	-
Fringe Benefits	8,061,884	-	-	-
<b>PERSONNEL SUBTOTAL</b>	<b>19,167,605</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 13,963,950	\$ -	\$ -	-
Contracts	5,603,885	-	-	-
Information Technology	677,712	-	-	-

<sup>1</sup> The Fleet Operations Operating Fund is no longer budgeted in the Internal Operations Department. This fund is now budgeted in the Fleet Operations Department.

# Internal Operations

## Expenditures by Category

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Energy and Utilities	10,164,864	-	-	-
Other	4,248	-	-	-
Transfers Out	1,001,633	-	-	-
Capital Expenditures	254,937	-	-	-
Debt	263,659	-	-	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>31,934,889</b>	-	-	-
<b>Total</b>	<b>\$ 51,102,495 \$</b>	<b>- \$</b>	<b>- \$</b>	<b>-</b>

## Revenues by Category

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Charges for Services	\$ 51,233,299 \$	- \$	- \$	-
Other Revenue	425,555	-	-	-
Rev from Money and Prop	112,161	-	-	-
<b>Total</b>	<b>\$ 51,771,015 \$</b>	<b>- \$</b>	<b>- \$</b>	<b>-</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	3.00	0.00	0.00	\$ 32,530 - 39,170 \$	-
20000088	Assistant Engineer-Mechanical	1.00	0.00	0.00	59,775 - 72,022	-
20000443	Assistant Fleet Technician	27.00	0.00	0.00	39,624 - 47,238	-
20000154	Associate Engineer-Mechanical	1.00	0.00	0.00	68,821 - 83,109	-
20000119	Associate Management Analyst	1.00	0.00	0.00	55,843 - 67,489	-
20000193	Body and Fender Mechanic	5.00	0.00	0.00	45,830 - 54,962	-
20001101	Department Director	1.00	0.00	0.00	61,107 - 231,494	-
20001168	Deputy Director	1.00	0.00	0.00	48,516 - 178,445	-
20000430	Equipment Operator 2	1.00	0.00	0.00	42,715 - 51,095	-
20000438	Equipment Painter	2.00	0.00	0.00	45,830 - 54,962	-
20000433	Equipment Trainer	1.00	0.00	0.00	49,139 - 59,431	-
21000191	Fleet Attendant	2.00	0.00	0.00	33,069 - 39,309	-
20000774	Fleet Manager	3.00	0.00	0.00	79,306 - 96,087	-



# Internal Operations

## Personnel Expenditures

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Adopted	Salary Range	Total
20000183	Fleet Parts Buyer	4.00	0.00	0.00	46,110 - 55,843	-
20000182	Fleet Parts Buyer Supervisor	1.00	0.00	0.00	53,050 - 64,502	-
20000062	Fleet Repair Supervisor	10.00	0.00	0.00	64,481 - 78,017	-
21000195	Fleet Team Leader	10.00	0.00	0.00	54,153 - 66,498	-
20000420	Fleet Technician	80.00	0.00	0.00	48,049 - 57,623	-
20000293	Information Systems Analyst 3	1.00	0.00	0.00	61,322 - 74,128	-
20000998	Information Systems Analyst 4	1.00	0.00	0.00	68,971 - 83,561	-
20000618	Machinist	1.00	0.00	0.00	47,657 - 57,089	-
20000439	Master Fleet Technician	17.00	0.00	0.00	51,676 - 61,903	-
20000644	Metal Fabrication Supervisor	2.00	0.00	0.00	56,101 - 67,833	-
20000445	Motive Service Technician	2.00	0.00	0.00	35,324 - 42,328	-
20000680	Payroll Specialist 2	1.00	0.00	0.00	36,647 - 44,245	-
20001222	Program Manager	1.00	0.00	0.00	48,516 - 178,445	-
20000847	Safety Officer	1.00	0.00	0.00	59,818 - 72,237	-
20000015	Senior Management Analyst	1.00	0.00	0.00	61,322 - 74,128	-
20000950	Stock Clerk	2.00	0.00	0.00	31,048 - 37,472	-
20000951	Stock Clerk	7.00	0.00	0.00	31,048 - 37,472	-
20000955	Storekeeper 1	4.00	0.00	0.00	35,753 - 42,887	-
20001041	Training Supervisor	1.00	0.00	0.00	61,322 - 74,128	-
20001051	Utility Worker 1	1.00	0.00	0.00	31,542 - 37,494	-
20001058	Welder	10.00	0.00	0.00	45,830 - 54,962	-
<b>FTE, Salaries, and Wages Subtotal</b>		<b>207.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$</b>	<b>-</b>

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 28,911	\$ -	\$ -	-
Flexible Benefits	1,820,167	-	-	-
Long-Term Disability	25,427	-	-	-
Medicare	155,972	-	-	-
Other Post-Employment Benefits	1,064,946	-	-	-
Retiree Medical Trust	6,257	-	-	-
Retirement 401 Plan	9,051	-	-	-
Retirement ADC	3,576,359	-	-	-

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	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Retirement DROP	45,569	-	-	-
Risk Management Administration	185,563	-	-	-
Supplemental Pension Savings Plan	629,955	-	-	-
Unemployment Insurance	17,352	-	-	-
Workers' Compensation	496,358	-	-	-
<b>Fringe Benefits Subtotal</b>	<b>\$ 8,061,884 \$</b>	<b>- \$</b>	<b>- \$</b>	<b>-</b>
<b>Total Personnel Expenditures</b>		<b>\$</b>	<b>-</b>	

## Fleet Operations Replacement Fund<sup>1</sup>

### Department Expenditures

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Fleet Services	\$ 44,323,474 \$	- \$	- \$	-
<b>Total</b>	<b>\$ 44,323,474 \$</b>	<b>- \$</b>	<b>- \$</b>	<b>-</b>

### Expenditures by Category

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
<b>NON-PERSONNEL</b>				
Supplies	\$ 2,095,157 \$	- \$	- \$	-
Contracts	266,478	-	-	-
Information Technology	32,196	-	-	-
Capital Expenditures	35,557,001	-	-	-
Debt	6,372,642	-	-	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>44,323,474</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>\$ 44,323,474 \$</b>	<b>- \$</b>	<b>- \$</b>	<b>-</b>

### Revenues by Category

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Charges for Services	\$ 33,916,328 \$	- \$	- \$	-
Other Revenue	11,837,018	-	-	-

<sup>1</sup> The Fleet Operations Replacement Fund is no longer budgeted in the Internal Operations Department. This fund is now budgeted in the Fleet Operations Department.

# Internal Operations

## Revenues by Category

	FY2017 Actual	FY2018 Budget	FY2019 Adopted	FY2018-2019 Change
Total	\$ 45,753,346	\$ -	\$ -	-



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