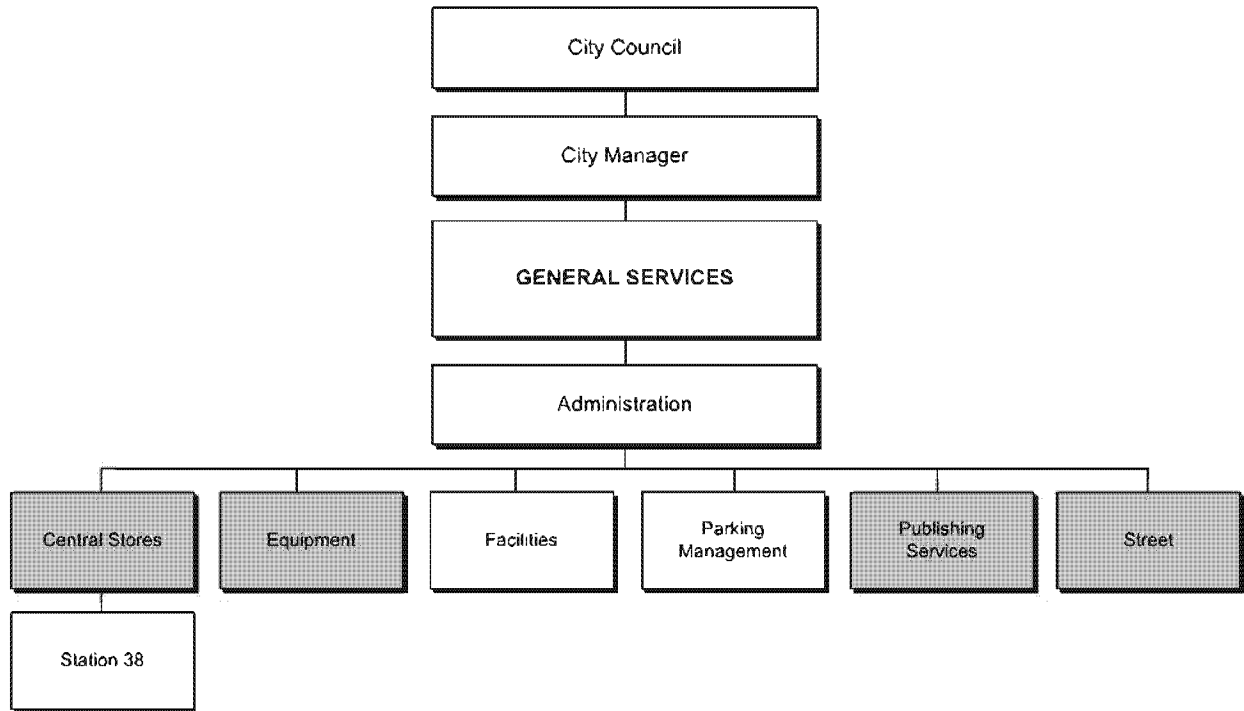


General Services





Mission Statement

To protect and preserve the health, safety and general well-being of the citizens of San Diego through the effective and efficient maintenance and operation of the City's transportation infrastructure and enforcement of parking statutes, and delivery of programs and services to maintain City buildings and facilities, procure and maintain the non-public safety vehicle fleet (plus lifeguard vehicles), procure goods and services for all departments, maintain and dispense necessary supplies, and provide printing capabilities to meet the needs of all departments. To this end, every member of the General Services Department strives for responsiveness, dedication, effectiveness and excellence in public service.

Department Description

The General Services Department is primarily composed of a diverse group of divisions that support other City departments by procuring goods and services; maintaining the City's building infrastructure, vehicles and equipment; and providing publishing services. The Department also maintains and operates the City's transportation infrastructure and enforces parking statutes. General Services includes the following seven divisions:

- Administration
- Central Stores
- Equipment
- Facilities
- Parking Management
- Publishing Services
- Street

Division/Major Program Description

Administration

The Administration Division provides direction, policy, planning, and overall administration to all of the divisions within the General Services Department, and serves as the Department's liaison with local, State and federal agencies.

General Services

Division/Major Program Description

Central Stores

The Central Stores Division is responsible for procurement, storage, and delivery of consumable materials and supplies needed for the daily operations of City departments from 13 storeroom locations; storage, internal distribution, and public sale of approximately 3,040 lots of obsolete and surplus City property; daily collection, sorting, metering, and delivery of City inter-office and United States Postal Service mail for 221 designated City mail stations; and accounts payable and contract administration for 225 vendor accounts in the Citywide Open Purchase Order Program. Station 38, the General Fund component of Central Stores, dispatches City crews for approximately 96,200 annual calls reporting public service emergencies and service outages.

Equipment

The Equipment Division is responsible for acquisition, fitting, and disposal activities of the City's non-public safety motive fleet to ensure City requirements are met; providing support services to other City departments, including equipment rental, fleet fueling, training, and hauling services; and providing scheduled and unscheduled maintenance and repair of the motive fleet, including the provision of parts, vehicle body repair, painting, machining, and special shop services, such as metal fabrication.

Facilities

The Facilities Division is responsible for the day-to-day maintenance and repair of 1,625 City facilities, including preventive maintenance, emergency repair calls, and deferred maintenance repairs as funding allows. Deferred maintenance work includes re-roofing facilities, replacing air conditioning systems and boilers, making structural improvements, and various repairs such as replacing carpet, tile, and paint.

Parking Management

The Parking Management Division issues parking citations and impounds vehicles in response to violations of California and local vehicle codes, including disabled parking statutes. Parking Management also processes payments on parking citations, performs administrative reviews, administers the judicial hearings for contested citations, and maintains and repairs parking meters.

Publishing Services

The Publishing Services Division is primarily comprised of Printing Services and Citywide Photocopy Programs. Printing Services completes printing requests within production schedule requirements while producing an annual minimum volume of 37,000,000 press images. The program also provides graphic design, electronic publishing, lithography, plate making, offset printing,

Division/Major Program Description

Publishing Services (continued)

electrostatic printing, and bindery services to produce visual materials for all City departments in support of public information needs. The Citywide Photocopy Program is the City's convenience copier program, which provides over 400 walk-up copiers to meet City departments' needs and oversees the main quick copy facility at the Balboa site and the satellite quick copy center downtown at the City Administration Building.

Street

The Street Division maintains and repairs all streets, alleys, sidewalks, and bridges in the City; administers annual resurfacing and slurry seal contracts; cleans and repairs storm drain inlets, pipes, and channels; sweeps commercial and residential streets; maintains and repairs all City street lights and traffic signals; performs traffic lane striping; paints and removes traffic markings and legends; maintains and manufactures traffic signs; and maintains the City's street trees.

Service Efforts and Accomplishments

In Fiscal Year 2003, the Central Stores Mail Center increased services to City departments by adding folding and inserting services for City mailings. The Central Stores Division also implemented a Citywide Recycling Program for alkaline batteries in Fiscal Year 2003.

Since Fiscal Year 2000, the Equipment Division has taken several steps to address the high percentage (44 percent in Fiscal Year 2000) of over-age vehicles in the General Fund portion of the City's non-public safety vehicle fleet, including establishment of a lease/purchase method for replacing vehicles, implementation of a fleet screening tool to ensure that motive equipment replacement requests are warranted, enhancement of the centralized rental pool, and ending the practice of retaining motive equipment which has already been replaced. These actions assisted in reducing the percentage of over-age vehicles to five percent by April 2004. The remaining five percent of over-age vehicles do not warrant replacement, as summarized by the annual vehicle replacement analysis.

The Facilities Division continues to work on existing deferred maintenance projects as funding becomes available. Facilities worked closely with the San Diego Fire-Rescue Department to reroof 13 fire stations funded through the Capital Improvements Program.

The Facilities Division has worked closely with City staff to remodel City facilities in response to Americans with Disabilities Act (ADA) regulations. Facilities completed remodeling several City buildings, bringing them up to ADA standards, and has begun work on the City Administration Building.

The Parking Management Division's Community Parking Operations Team provides proactive parking solutions for the San Diego community. This allows the Division to utilize a community-oriented focus to manage and coordinate parking issues. Team members increase responsiveness to parking issues by participating in community forums, providing community education and information, and developing parking solutions.

Although budget reductions in the past few years have resulted in reduced contractual services in street, sidewalk, and tree maintenance, the Street Division strives to provide exceptional customer service. Daily maintenance activities include: pothole, asphalt, concrete, and sidewalk repair; street sweeping; street light and traffic signal maintenance; drainage structure, pipe, and channel cleaning and repair; traffic sign, striping, and legend maintenance; and street tree maintenance.

General Services

Service Efforts and Accomplishments

Part of the Street Division's funding for resurfacing and slurry seal contracts comes from the State of California's AB2928 Traffic Relief and Congestion Program (TRCP). During Fiscal Year 2004, the State stopped funding the TRCP, resulting in a \$2.6 million loss to the Division and significant reductions in resurfacing, slurry seal, sidewalk repair, and tree trimming contracts. In Fiscal Year 2005, the Street Division will not receive any State funding from the TRCP and is again required to reduce contractual services, unless additional revenue is identified. The impact of the State's action has also resulted in the reduction of 44.00 positions. This decrease in City forces will lengthen response times for maintenance and repair of streets, sidewalks, traffic signs and markings, storm drain pipes and channels, and street trees.

The Street Division is continuing the process of converting low pressure sodium street lights to high pressure sodium street lights in all areas of the City, excluding a 30-mile radius from the Mt. Palomar Observatory. Approximately 8,200 of the almost 24,000 designated lights were converted by the end of Fiscal Year 2004.

For the second time in three years, the Street Division cleaned and dredged the Sorrento Valley and Tijuana River Drainage Channels. These environmentally sensitive projects, formerly performed by contract, were completely permitted and accomplished by Division personnel.

A generous endowment from the Walter Figg Estate has enabled the Street Division's Urban Forestry Program to establish a maintenance and care program for jacaranda trees, the official tree of the City of San Diego. A growing and staging area has been created near the Native Plant Nursery at the Miramar Landfill. Funds will be used for planting new trees within street rights-of-way, replacement plantings, and tree trimming. The careful stewardship of this long term responsibility is expected to generate additional funds from other concerned tree lovers of San Diego.

Future Outlook

In Fiscal Year 2005, the Central Stores Division will enhance storeroom operational efficiencies and customer service by continuing to implement bar code technology for inventory sales, receipts, and physical inventory counts.

Central Stores' Surplus Property Program, in conjunction with the Environmental Services Department, will develop a Citywide program for the disposal of universal hazardous waste.

To comply with United States Environmental Protection Agency (EPA) mandates, the Equipment Division, in conjunction with the San Diego Air Pollution Control District and local vendors, will engage in a pilot program to install emission traps and utilize ultra-low sulfur diesel fuel in 70 heavy-duty diesel trucks to reduce emissions by 85 to 90 percent. It is estimated that ultra-low sulfur diesel fuel will cost over 15 percent more per gallon than current diesel prices. Use of this fuel has been an EPA requirement for transit buses since calendar year 2000 and trash trucks since calendar year 2003. All other diesel trucks are required to use ultra-low sulfur diesel fuel by calendar year 2006.

The Facilities Division is working with the Central Stores Division and the Financial Management Department's Purchasing Division on ways to improve and expand the selection of parts and materials available to trade crews on site at the 20th and B storeroom. These improvements will ensure that crews have standard parts and materials on hand, thereby eliminating the need to shop for items. This change will also reduce the number of Citywide purchase orders processed and increase productivity for all affected departments.

For Fiscal Year 2005, the Facilities Division has identified additional non-general fund revenue from various sources, such as project contracts funded by grants, enterprise funds, and other agencies.

The Parking Management Division will be studying the efficiency of AutoVu, the recently implemented parking enforcement technology, which the Division uses to identify scofflaws (vehicle owners with five or more outstanding parking citations over 30 days old). The AutoVu system is a van mounted with cameras, computers,

Future Outlook

and a global positioning system, which scans vehicle license plates. An additional benefit of this system is that AutoVu also scans for stolen vehicles, which are then impounded and reported to the Police Department.

The Parking Management Division is committed to assessing and implementing new information and technology to enhance automated citation processing as well as the efficiency of parking operations. This technology includes automated caller distribution systems, bar code scanning, e-pay opportunities, handheld computer systems, and mapping technology.

The Publishing Services Division will be implementing a web-based document imaging system, which will provide City departments with the ability to electronically image required retention documents and access this data from their desktops via the Internet.

As recommended by the Select Committee, the Street Division has begun analysis of a component of its Work Management System that offers a standard efficiency-tracking tool. This work order system will give managers and supervisors the ability to track each crew's performance. The new method of tracking actual hours versus estimated hours will be used as a basis for determining each section's and each crew's efficiency. Additionally, estimated hours and actual hours will be entered in the work order as jobs are started and completed.

Budget Dollars at Work

188,204 Storeroom stock requests filled
2,500,000 Pieces of United States Postal Service mail processed
3,040 Obsolete and/or surplus City property items sold or redistributed
54,990 Purchases processed through the Citywide Open Purchase Order Program
96,200 Citizen calls received for public works emergencies or outages
2,600 Non-emergency fleet motive equipment pieces maintained
188 Vehicles purchased
1,625 Facilities maintained
285,247 Square feet of facilities painted
51,000+ Walk-in customers assisted and over 84,000 phone customers assisted by Parking Management Customer Services
379,000+ Parking citations issued by Parking Enforcement Officers
474,700 Parking citations processed, including payments, appeals, and hearings
8,672 Publishing Services requisitions completed
33,013,335 Copies produced between the Balboa and downtown quick copy centers
38,234,604 Press images produced annually
1,603 Graphic requests processed
44,088,665 Convenience copier volume produced Citywide
2,985 Miles of asphalt, concrete, and dirt streets and alleys maintained
5,000 Miles of sidewalks maintained
70,000 Storm drain structures, pipes, and channels maintained
41,000 Street lights maintained
1,500 City owned signalized intersections maintained
250,000 Traffic signs maintained
205,000 Street trees maintained
40,000+ Phone customers assisted and over 45,000 requests for service processed by the Street Division

General Services

General Services				
	FY 2003 BUDGET	FY 2004 BUDGET	FY 2005 FINAL	FY 2004-2005 CHANGE
Positions	841.15	840.15	784.57	(55.58)
Personnel Expense	\$ 48,575,293	\$ 52,309,186	\$ 53,950,886	\$ 1,641,700
Non-Personnel Expense	\$ 85,863,916	\$ 81,926,608	\$ 78,994,930	\$ (2,931,678)
TOTAL	\$ 134,439,209	\$ 134,235,794	\$ 132,945,816	\$ (1,289,978)

Department Staffing

	FY 2003 BUDGET	FY 2004 BUDGET	FY 2005 FINAL
GENERAL FUND			
General Services - Administration			
Administration	2.02	2.02	2.01
Total	2.02	2.02	2.01
Transportation Management Division			
Management	1.02	1.02	0.00
Total	1.02	1.02	0.00
Facilities			
ADA	16.00	16.00	16.00
Administration	9.02	9.02	10.01
CAB and DSC Facility Maintenance	13.00	13.00	13.00
Contracts and Repair Support	2.75	2.75	2.75
Deferred Maintenance	8.00	8.00	8.00
Enterprise Facilities	25.50	25.50	26.50
Maintenance of Facilities	53.00	53.00	53.50
Work Control	10.00	10.00	0.00
World Trade Center	2.00	2.00	2.00
Total	139.27	139.27	131.76
Parking Management			
Administration	2.00	2.00	1.01
Customer Service	18.15	18.15	18.15
Enforcement	66.85	66.85	65.85
Parking Meter Operations	8.00	8.00	8.00
Total	95.00	95.00	93.01
Station 38			
Station 38 (Communications Center)	7.75	7.75	7.75
Total	7.75	7.75	7.75
STREET DIVISION OPERATING FUND			
Street Division			
Electrical	49.33	49.33	49.33
Management	21.00	23.00	24.00
Roadways	91.00	91.00	72.00
Storm Drains	99.16	99.16	48.16

General Services

Department Staffing

	FY 2003 BUDGET	FY 2004 BUDGET	FY 2005 FINAL
STREET DIVISION OPERATING FUND			
Street Division			
Traffic	61.00	60.00	56.00
Urban Forestry	39.00	37.00	65.00
Total	360.49	359.49	314.49
CENTRAL STORES INTERNAL SERVICE FUND			
Central Stores			
Division Management	0.52	0.52	0.51
Mailroom Operations	7.00	7.00	7.00
Storeroom Operations	16.50	16.50	16.50
Stores Accounting	5.00	5.00	5.00
Total	29.02	29.02	29.01
PUBLISHING SVCS INTERNAL SERVICE FUND			
Publishing Services			
Citywide Photocopy	5.25	5.25	5.25
Customer and Support Services	1.00	1.00	1.00
Division Management	0.52	0.52	0.51
Printing Services	28.75	28.75	28.75
Total	35.52	35.52	35.51
EQUIPMENT INTERNAL SERVICE FUND			
Equipment - Operations			
Acquisition, Fitting and Disposal	8.95	8.95	8.95
Administration	5.76	5.76	6.73
Repair and Maintenance	149.65	149.65	146.35
Support Services	6.70	6.70	9.00
Total	171.06	171.06	171.03

Department Expenditures

	FY 2003 BUDGET	FY 2004 BUDGET	FY 2005 FINAL
GENERAL FUND			
General Services - Administration			
Administration	\$ 257,074	\$ 279,352	\$ 277,189
Total	\$ 257,074	\$ 279,352	\$ 277,189
Transportation Management Division			
Management	\$ 196,933	\$ 208,985	\$ -
Total	\$ 196,933	\$ 208,985	\$ -
Facilities			
ADA	\$ 1,202,849	\$ 1,245,403	\$ 1,334,812
Administration	\$ 1,571,002	\$ 1,807,114	\$ 1,712,142
CAB and DSC Facility Maintenance	\$ 1,815,336	\$ 1,796,255	\$ 1,792,897

General Services

Department Expenditures

	FY 2003 BUDGET	FY 2004 BUDGET	FY 2005 FINAL
GENERAL FUND			
Facilities			
Contracts and Repair Support	\$ 893,957	\$ 853,669	\$ 1,051,386
Crabtree Building	\$ 196,061	\$ 190,674	\$ 186,674
Deferred Maintenance	\$ 583,949	\$ 522,509	\$ 634,751
Enterprise Facilities	\$ 1,775,477	\$ 1,869,762	\$ 1,950,232
Maintenance of Facilities	\$ 4,753,088	\$ 4,881,894	\$ 5,064,560
Work Control	\$ 590,812	\$ 606,879	\$ -
World Trade Center	\$ 722,027	\$ 716,594	\$ 666,584
Total	\$ 14,104,558	\$ 14,490,753	\$ 14,394,038
Parking Management			
Administration	\$ 220,032	\$ 229,489	\$ 93,515
Customer Service	\$ 1,977,056	\$ 2,053,096	\$ 1,725,694
Enforcement	\$ 3,957,804	\$ 4,253,293	\$ 4,701,396
Parking Meter Operations	\$ 570,079	\$ 588,081	\$ 642,370
Total	\$ 6,724,971	\$ 7,123,959	\$ 7,162,975
Station 38			
Station 38 (Communications Center)	\$ 426,986	\$ 450,753	\$ 481,826
Total	\$ 426,986	\$ 450,753	\$ 481,826
STREET DIVISION OPERATING FUND			
Street Division			
Electrical	\$ 8,956,211	\$ 9,167,156	\$ 9,471,174
Management	\$ 2,492,856	\$ 2,843,979	\$ 3,075,506
Roadways	\$ 17,491,474	\$ 14,867,264	\$ 9,105,865
Storm Drains	\$ 11,114,608	\$ 11,583,032	\$ 6,899,025
Traffic	\$ 4,890,180	\$ 5,129,964	\$ 9,419,824
Urban Forestry	\$ 5,910,031	\$ 5,595,926	\$ 8,770,720
Total	\$ 50,855,360	\$ 49,187,321	\$ 46,742,114
CENTRAL STORES INTERNAL SERVICE FUND			
Central Stores			
Division Management	\$ 145,393	\$ 154,513	\$ 166,290
Inventory Purchases	\$ 16,967,515	\$ 16,967,515	\$ 16,967,515
Mailroom Operations	\$ 357,022	\$ 387,565	\$ 448,015
Storeroom Operations	\$ 1,108,829	\$ 1,103,776	\$ 1,194,335
Stores Accounting	\$ 323,734	\$ 359,067	\$ 377,109
Total	\$ 18,902,493	\$ 18,972,436	\$ 19,153,264
PUBLISHING SVCS INTERNAL SERVICE FUND			
Publishing Services			
Citywide Photocopy	\$ 1,437,619	\$ 1,473,782	\$ 1,501,521
Customer and Support Services	\$ 80,804	\$ 85,020	\$ 86,318
Division Management	\$ 136,865	\$ 111,588	\$ 122,248

General Services

Department Expenditures

	FY 2003 BUDGET	FY 2004 BUDGET	FY 2005 FINAL
PUBLISHING SVCS INTERNAL SERVICE FUND			
Publishing Services			
Printing Services	\$ 2,686,674	\$ 2,829,076	\$ 2,986,618
Total	\$ 4,341,962	\$ 4,499,466	\$ 4,696,705
EQUIPMENT INTERNAL SERVICE FUND			
Equipment - Operations			
Acquisition, Fitting and Disposal	\$ 631,145	\$ 690,187	\$ 762,428
Administration	\$ 1,323,611	\$ 1,477,790	\$ 1,424,543
Repair and Maintenance	\$ 14,592,126	\$ 15,352,566	\$ 16,203,878
Support Services	\$ 5,575,490	\$ 5,566,626	\$ 5,914,456
Total	\$ 22,122,372	\$ 23,087,169	\$ 24,305,305
EQUIPMENT REPLACEMENT FUND			
Equipment - Replacement			
Replacement	\$ 16,506,500	\$ 15,935,600	\$ 15,732,400
Total	\$ 16,506,500	\$ 15,935,600	\$ 15,732,400

Significant Budget Adjustments

GENERAL FUND

Facilities	Positions	Cost
Salary and Benefit Adjustments	0.00	\$ 808,636
Adjustments to reflect the annualization of the Fiscal Year 2004 negotiated salary compensation schedule, Fiscal Year 2005 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.		
Support for Museum of Art Fire System	0.00	\$ 265,000
Increase in support to replace the current fire suppression system in the historical art storage archive area of the Museum of Art, located in Balboa Park. This funding will be transferred to capital improvement project #37-153.0, Museum of Art.		
Reduction in Support	0.00	\$ (10,000)
Reduction in equipment outlay.		
Support for Information Technology	0.00	\$ (13,884)
Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.		

General Services

Significant Budget Adjustments

GENERAL FUND

Facilities	Positions	Cost
Citywide Personnel Reductions	(1.01) \$	(117,262)
Reduction of 1.00 Senior Building Maintenance Supervisor and 0.01 Executive Secretary. Reduction of the Senior Building Maintenance Supervisor from the Administration Program will cause delays in completing non-emergency work requests and will increase the deferred maintenance backlog.		
Non-Discretionary	0.00 \$	(232,175)
Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
Reduction in Maintenance of Facilities Program	(5.00) \$	(373,487)
Reduction of 1.00 Carpenter Supervisor, 2.00 Electricians, 1.00 Locksmith, 1.00 Painter, and support. This reduction will cause delays in completing non-emergency work requests and will increase the deferred maintenance backlog.		
Reduction of Gym Floor Refinishing and Other Support	(1.50) \$	(423,543)
Reduction of 1.50 Painters and support. The focus on core mission activities during Fiscal Year 2005 has eliminated gym floor refinishing from Facilities' scope of work. The remaining 0.50 Painter has been reassigned to other painting duties. Also, non-personnel costs across the entire Division have been reduced. This action will impact the stocking of common materials and supplies and will cause delays in obtaining needed work product.		
General Services - Administration	Positions	Cost
Salary and Benefit Adjustments	0.00 \$	22,653
Adjustments to reflect the annualization of the Fiscal Year 2004 negotiated salary compensation schedule, Fiscal Year 2005 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.		
Non-Discretionary	0.00 \$	283
Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
Citywide Personnel Reductions	(0.01) \$	(699)
Reduction of 0.01 Executive Secretary.		

Significant Budget Adjustments

GENERAL FUND

General Services - Administration	Positions	Cost
<p>Support for Information Technology</p> <p>Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.</p>	0.00 \$	(4,792)
<p>Reduction in Administration Program</p> <p>Reduction in support for administration of the General Services Department.</p>	0.00 \$	(19,608)
Parking Management	Positions	Cost
<p>Salary and Benefit Adjustments</p> <p>Adjustments to reflect the annualization of the Fiscal Year 2004 negotiated salary compensation schedule, Fiscal Year 2005 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.</p>	0.00 \$	836,537
<p>Transfer of Staffing from Transportation Management Division</p> <p>Transfer of 0.01 Deputy City Manager from the Transportation Management Division.</p>	0.01 \$	2,406
<p>Reduction in Enforcement Program</p> <p>Reduction of 1.00 Assistant Customer Services Supervisor. This position oversaw the parking enforcement supervisors, acted as the assistant to the parking operations manager, and assisted with researching and responding to customer service issues as well as daily operation and personnel issues.</p>	(1.00) \$	(85,995)
<p>Non-Discretionary</p> <p>Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.</p>	0.00 \$	(101,086)
<p>Citywide Personnel Reductions</p> <p>Reduction of 1.00 Deputy Director.</p>	(1.00) \$	(157,239)
<p>Support for Information Technology</p> <p>Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.</p>	0.00 \$	(455,607)

General Services

Significant Budget Adjustments

GENERAL FUND

Station 38	Positions	Cost
<p>Salary and Benefit Adjustments</p> <p>Adjustments to reflect the annualization of the Fiscal Year 2004 negotiated salary compensation schedule, Fiscal Year 2005 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.</p>	0.00 \$	34,962
<p>Non-Discretionary</p> <p>Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.</p>	0.00 \$	544
<p>Support for Information Technology</p> <p>Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.</p>	0.00 \$	(4,433)
Transportation Management Division	Positions	Cost
<p>Salary and Benefit Adjustments</p> <p>Adjustments to reflect the annualization of the Fiscal Year 2004 negotiated salary compensation schedule, Fiscal Year 2005 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.</p>	0.00 \$	15,195
<p>Transfer of Staffing to Parking Management Division</p> <p>Transfer of 0.01 Deputy City Manager to the Parking Management Division.</p>	(0.01) \$	(2,406)
<p>Reduction of Transportation Management Division</p> <p>Reduction of support due to restructure of the Transportation and General Services Departments. The Transportation Management Division was reduced and consolidated with the General Services Department's Administration Division.</p>	0.00 \$	(33,850)
<p>Citywide Personnel Reductions</p> <p>Reduction of 1.00 Transportation Director and 0.01 Executive Secretary. Reduction of the Transportation Director is due to restructure of the Transportation and General Services Departments. The Transportation Management Division was reduced and consolidated with the General Services Department's Administration Division.</p>	(1.01) \$	(187,924)

Significant Budget Adjustments

STREET DIVISION OPERATING FUND

Street Division	Positions	Cost
<p>Salary and Benefit Adjustments</p> <p>Adjustments to reflect the annualization of the Fiscal Year 2004 negotiated salary compensation schedule, Fiscal Year 2005 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.</p>	0.00	\$ 2,069,997
<p>Non-Discretionary</p> <p>Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.</p>	0.00	\$ 282,751
<p>Support for Information Technology</p> <p>Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.</p>	0.00	\$ (107,379)
<p>Reduction in Staffing and Contractual Services</p> <p>Reduction of 1.00 Information Systems Analyst III and contractual services support for sidewalk repairs and trimming of street trees.</p>	(1.00)	\$ (990,576)
<p>Reduction of State AB 2928 Funding</p> <p>Reduction of 44.00 positions and support due to loss of State Traffic Congestion Relief Funding (AB 2928). This includes reduction of one of three asphalt maintenance sections, one of three concrete maintenance sections, one of three traffic signs and marking maintenance sections, storm drain channel and storm drain pipe cleaning, street tree maintenance, and street resurfacing and slurry sealing.</p>	(44.00)	\$ (3,700,000)

CENTRAL STORES INTERNAL SERVICE FUND

Central Stores	Positions	Cost
<p>Salary and Benefit Adjustments</p> <p>Adjustments to reflect the annualization of the Fiscal Year 2004 negotiated salary compensation schedule, Fiscal Year 2005 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.</p>	0.00	\$ 208,608
<p>Non-Discretionary</p> <p>Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.</p>	0.00	\$ 23,330
<p>Citywide Personnel Reductions</p> <p>Reduction of 0.01 Executive Secretary.</p>	(0.01)	\$ (730)

General Services

Significant Budget Adjustments

CENTRAL STORES INTERNAL SERVICE FUND

Central Stores	Positions	Cost
Support for Information Technology	0.00 \$	(50,380)
Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.		

PUBLISHING SVCS INTERNAL SERVICE FUND

Publishing Services	Positions	Cost
Salary and Benefit Adjustments	0.00 \$	190,315
Adjustments to reflect the annualization of the Fiscal Year 2004 negotiated salary compensation schedule, Fiscal Year 2005 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.		
Non-Discretionary	0.00 \$	30,391
Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
Citywide Personnel Reductions	(0.01) \$	(730)
Reduction of 0.01 Executive Secretary.		
Support for Information Technology	0.00 \$	(22,737)
Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.		

EQUIPMENT INTERNAL SERVICE FUND

Equipment - Operations	Positions	Cost
Salary and Benefit Adjustments	0.00 \$	1,207,434
Adjustments to reflect the annualization of the Fiscal Year 2004 negotiated salary compensation schedule, Fiscal Year 2005 negotiated salaries and benefits, changes to average salaries, retirement contributions and other benefit compensation.		
Non-Discretionary	0.00 \$	143,215
Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.		
Citywide Personnel Reductions	(0.03) \$	(2,194)
Reduction of 0.03 Executive Secretary.		

General Services

Significant Budget Adjustments

EQUIPMENT INTERNAL SERVICE FUND

Equipment - Operations	Positions	Cost
Support for Information Technology	0.00	\$ (130,319)

Funding has been reallocated according to a Citywide review of information technology budget requirements and priority analyses.

EQUIPMENT REPLACEMENT FUND

Equipment - Replacement	Positions	Cost
Non-Discretionary	0.00	\$ (203,200)

Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.

Expenditures by Category

	FY 2003 BUDGET	FY 2004 BUDGET	FY 2005 FINAL
PERSONNEL			
Salaries & Wages	\$ 35,924,101	\$ 37,098,459	\$ 36,583,280
Fringe Benefits	\$ 12,651,192	\$ 15,210,727	\$ 17,367,606
SUBTOTAL PERSONNEL	\$ 48,575,293	\$ 52,309,186	\$ 53,950,886
NON-PERSONNEL			
Supplies & Services	\$ 55,576,947	\$ 52,082,891	\$ 50,267,793
Information Technology	\$ 2,074,687	\$ 2,378,558	\$ 1,801,294
Energy/Utilities	\$ 9,984,781	\$ 9,885,756	\$ 9,686,699
Equipment Outlay	\$ 18,227,501	\$ 17,579,403	\$ 17,239,144
SUBTOTAL NON-PERSONNEL	\$ 85,863,916	\$ 81,926,608	\$ 78,994,930
TOTAL	\$ 134,439,209	\$ 134,235,794	\$ 132,945,816

Revenues by Category

	FY 2003 BUDGET	FY 2004 BUDGET	FY 2005 FINAL
GENERAL FUND			
Licenses and Permits	\$ 5,243,760	\$ 7,294,315	\$ 6,694,315
Fines, Forfeitures, and Penalties	\$ 16,458,027	\$ 17,159,472	\$ 17,171,472

General Services

Revenues by Category

	FY 2003 BUDGET	FY 2004 BUDGET	FY 2005 FINAL
GENERAL FUND			
Charges for Current Services	\$ 3,864,051	\$ 4,871,861	\$ 5,533,402
TOTAL	\$ 25,565,838	\$ 29,325,648	\$ 29,399,189

Key Performance Measures

	FY 2003 BUDGET	FY 2004 BUDGET	FY 2005 FINAL
Average cost per storeroom operations inventory transaction completed by Central Stores	\$3.90	\$3.81	\$3.74
Average annual cost per unique inventory item stocked by Central Stores	\$2,828	\$2,977	\$3,263
Average cost per sale or redistribution of surplus City property by Central Stores	\$15.65	\$16.55	\$15.41
Average annual cost per interoffice mail station served by Central Stores	\$1,103	\$1,157	\$1,396
Average operations cost per pool equipment rental per day provided by Equipment - Operations	\$3.50	\$3.86	\$5.96
Average cost to pump a gallon of fuel provided by Equipment - Operations	\$1.38	\$1.37	\$1.41
Average cost per unscheduled repair and maintenance work order completed by Equipment - Operations	\$334	\$363	\$384
Average cost per scheduled repair and maintenance work order completed by Equipment - Operations	\$209	\$241	\$232
Average operations cost per replacement vehicle purchased by Equipment - Operations	\$665	\$612	\$1,008
Average cost per roofing repair and maintenance service request completed by Facilities	\$1,340	\$1,250	\$1,668
Average cost per plumbing repair and replacement work request completed by Facilities	\$220	\$259	\$281
Average cost per square foot of the City Administration Building and Development Services Center maintained by Facilities	\$2.98	\$2.89	\$2.77
Average cost per square foot of the World Trade Center maintained by Facilities	\$6.39	\$6.34	\$5.90
Average cost per parking citation issued by Parking Management	\$11.06	\$11.55	\$11.91
Average cost per disabled placard citation issued ⁽¹⁾ by Parking Management	\$53	\$53	N/A
Average cost per walk-in customer served by Parking Management	\$15.86	\$15.88	\$12.68
Average cost per dismissal processed by Parking Management	\$8.27	\$8.40	\$5.24

⁽¹⁾ The Police Department assumed the Disabled Placard Citation activity in FY 2005.

General Services

Key Performance Measures

	FY 2003 BUDGET	FY 2004 BUDGET	FY 2005 FINAL
Average cost per parking citation payment processed by Parking Management	\$1.43	\$1.46	\$1.25
Average cost per copy made at a convenience copier administered by Publishing Services	\$0.03	\$0.03	\$0.03
Average cost per document produced by Publishing Services	\$0.02	\$0.02	\$0.03
Average cost per copy made at the City Administration Building and Balboa copy centers administered by Publishing Services	\$0.02	\$0.02	\$0.03
Average cost per digital design request completed by Publishing Services	\$93	\$106	\$109
Average cost per pothole repaired by the Street Division	\$22.05	\$28.85	\$22.84
Average cost per traffic sign installed or repaired by the Street Division	\$65	\$83	\$83
Average cost per electrical maintenance task performed by the Street Division	\$49.68	\$51	\$120
Average cost per mile of street swept by the Street Division	\$29.57	\$30.00	\$30.75
Average cost per tree planted, trimmed, and/or removed by the Street Division	\$75	\$68	\$69

Salary Schedule

GENERAL FUND

General Services - Administration

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1876	Executive Secretary	1.01	1.00	\$ 48,366	\$ 48,366
2132	Department Director	1.00	1.00	\$ 137,684	\$ 137,684
2153	Deputy City Manager	0.01	0.01	\$ 179,000	\$ 1,790
	Total	2.02	2.01		\$ 187,840

Transportation Management Division

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1876	Executive Secretary	0.01	0.00	\$ -	\$ -
2153	Deputy City Manager	0.01	0.00	\$ -	\$ -
2159	Transportation Director	1.00	0.00	\$ -	\$ -
	Total	1.02	0.00	\$ -	\$ -

Facilities

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1104	Account Clerk	1.00	1.00	\$ 34,768	\$ 34,768
1105	Administrative Aide I	1.00	1.00	\$ 40,043	\$ 40,043

General Services

Salary Schedule

GENERAL FUND

Facilities

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1153	Asst Engineer-Civil	1.00	1.00	\$ 63,507	\$ 63,507
1225	Assoc Engineer-Mechanical	1.00	1.00	\$ 74,124	\$ 74,124
1273	Building Maintenance Supv	4.00	4.00	\$ 68,821	\$ 275,284
1274	Building Supv	1.00	1.00	\$ 44,125	\$ 44,125
1275	Building Services Supv	1.00	1.00	\$ 50,969	\$ 50,969
1279	Sr Building Maintenance Supv	1.00	0.00	\$ -	\$ -
1280	Building Service Technician	18.00	18.00	\$ 36,587	\$ 658,562
1288	Carpenter	17.00	17.00	\$ 47,982	\$ 815,698
1290	Carpenter Supv	2.00	1.00	\$ 53,165	\$ 53,165
1328	Apprentice - Electrician	2.00	2.00	\$ 39,172	\$ 78,344
1348	Info Systems Analyst II	1.00	1.00	\$ 59,625	\$ 59,625
1389	Custodian II	10.00	10.00	\$ 28,718	\$ 287,184
1401	Info Systems Technician	1.00	1.00	\$ 46,827	\$ 46,827
1423	Sr Drafting Aide	1.00	1.00	\$ 48,668	\$ 48,668
1428	Electrician	16.00	14.00	\$ 51,874	\$ 726,229
1431	Electrician Supv	2.00	2.00	\$ 59,029	\$ 118,058
1510	Heating Technician	6.50	6.50	\$ 52,093	\$ 338,605
1511	Heat, Vent & A/C Supv	1.00	1.00	\$ 60,029	\$ 60,029
1535	Clerical Assistant II	2.00	2.00	\$ 32,748	\$ 65,496
1597	Locksmith	1.50	0.50	\$ 48,840	\$ 24,420
1601	Construction Estimator	2.75	2.75	\$ 59,711	\$ 164,205
1635	Painter	16.00	13.50	\$ 45,982	\$ 620,756
1637	Painter Supv	1.00	1.00	\$ 52,750	\$ 52,750
1648	Payroll Specialist II	1.00	1.00	\$ 38,254	\$ 38,254
1672	Plasterer	1.00	1.00	\$ 49,875	\$ 49,875
1675	Plumber	9.00	9.00	\$ 51,059	\$ 459,534
1677	Plumber Supv	1.00	1.00	\$ 59,848	\$ 59,848
1746	Word Processing Operator	1.00	1.00	\$ 34,857	\$ 34,857
1802	Sr Locksmith	1.00	1.00	\$ 51,188	\$ 51,188
1810	Refrigeration Mechanic	5.50	5.50	\$ 51,188	\$ 281,536
1819	Roofer	3.00	3.00	\$ 43,762	\$ 131,287
1876	Executive Secretary	0.01	0.00	\$ -	\$ -
1913	Sr Refrigeration Mechanic	3.00	3.00	\$ 54,853	\$ 164,560
1917	Supv Management Analyst	1.00	1.00	\$ 74,732	\$ 74,732
2153	Deputy City Manager	0.01	0.01	\$ 179,000	\$ 1,790
2214	Deputy Director	1.00	1.00	\$ 115,075	\$ 115,075
	Asbestos Containment Team	0.00	0.00	\$ -	\$ 84
	Bilingual - Regular	0.00	0.00	\$ -	\$ 1,497

General Services

Salary Schedule

GENERAL FUND

Facilities

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
	Field Training Pay	0.00	0.00	\$ -	\$ 78,550
	Overtime Budgeted	0.00	0.00	\$ -	\$ 79,486
	Pesticide App Lic	0.00	0.00	\$ -	\$ 3,641
	Standby Pay	0.00	0.00	\$ -	\$ 10,050
	Total	<u>139.27</u>	<u>131.76</u>	\$ -	\$ 6,437,285

Parking Management

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1106	Sr Management Analyst	1.00	1.00	\$ 66,198	\$ 66,198
1137	Asst Customer Services Supv	1.00	0.00	\$ -	-
1218	Assoc Management Analyst	1.00	1.00	\$ 58,746	\$ 58,746
1401	Info Systems Technician	1.00	1.00	\$ 46,826	\$ 46,826
1411	Dispatcher II	1.00	1.00	\$ 41,143	\$ 41,143
1535	Clerical Assistant II	11.00	11.00	\$ 32,748	\$ 360,232
1630	Parking Enforcement Officer II	18.00	18.00	\$ 43,438	\$ 781,876
1639	Parking Enforcement Supv	7.00	7.00	\$ 47,681	\$ 333,766
1640	Parking Enforcement Officer I	37.50	37.50	\$ 39,279	\$ 1,472,953
1641	Parking Meter Technician	6.00	6.00	\$ 45,168	\$ 271,008
1646	Parking Meter Supv	1.00	1.00	\$ 52,148	\$ 52,148
1648	Payroll Specialist II	0.50	0.50	\$ 38,256	\$ 19,128
1776	Public Information Clerk	3.00	3.00	\$ 34,873	\$ 104,618
1803	Sr Parking Meter Technician	1.00	1.00	\$ 47,709	\$ 47,709
1844	Sr Account Clerk	1.00	1.00	\$ 39,953	\$ 39,953
1860	Sr Customer Services Rep	1.00	1.00	\$ 41,215	\$ 41,215
1879	Sr Clerk/Typist	1.00	1.00	\$ 39,789	\$ 39,789
2153	Deputy City Manager	0.00	0.01	\$ 179,000	\$ 1,790
2214	Deputy Director	1.00	0.00	\$ -	-
2270	Program Manager	1.00	1.00	\$ 81,889	\$ 81,889
	3-Wheel Motorcycle (Mea)	0.00	0.00	\$ -	\$ 71,379
	Bilingual - Regular	0.00	0.00	\$ -	\$ 13,786
	Overtime Budgeted	0.00	0.00	\$ -	\$ 2,229
	Temporary Help	0.00	0.00	\$ -	\$ 22,606
	Total	<u>95.00</u>	<u>93.01</u>	\$ -	\$ 3,970,987

Station 38

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1766	Public Works Dispatcher	6.75	6.75	\$ 39,542	\$ 266,909

General Services

Salary Schedule

GENERAL FUND

Station 38

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>		<i>Salary</i>	<i>Total</i>
1767	Public Works Dispatch Supv	1.00	1.00	\$	45,653	\$ 45,653
	Overtime Budgeted	0.00	0.00	\$	-	\$ 18,778
	Total	<u>7.75</u>	<u>7.75</u>			\$ 331,340
General Fund Total		245.06	234.53			\$ 10,927,452

STREET DIVISION OPERATING FUND

Street Division

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>		<i>Salary</i>	<i>Total</i>
1104	Account Clerk	1.00	1.00	\$	34,768	\$ 34,768
1107	Administrative Aide II	1.00	1.00	\$	46,228	\$ 46,228
1153	Asst Engineer-Civil	4.00	4.00	\$	63,507	\$ 254,026
1157	Asst Engineer-Electrical	1.00	1.00	\$	64,233	\$ 64,233
1218	Assoc Management Analyst	1.00	1.00	\$	58,746	\$ 58,746
1221	Assoc Engineer-Civil	2.00	2.00	\$	73,769	\$ 147,537
1227	Assoc Planner	1.00	1.00	\$	61,286	\$ 61,286
1233	Assoc Engineer-Traffic	1.00	1.00	\$	74,082	\$ 74,082
1288	Carpenter	1.00	1.00	\$	47,982	\$ 47,982
1293	Cement Finisher	13.00	12.00	\$	49,715	\$ 596,576
1348	Info Systems Analyst II	2.00	2.00	\$	59,624	\$ 119,248
1349	Info Systems Analyst III	1.00	0.00	\$	-	-
1356	Code Compliance Officer	2.00	2.00	\$	41,116	\$ 82,232
1423	Sr Drafting Aide	1.00	1.00	\$	48,668	\$ 48,668
1428	Electrician	14.33	14.33	\$	51,873	\$ 743,347
1431	Electrician Supv	3.00	3.00	\$	59,029	\$ 177,087
1436	Equipment Technician I	2.00	2.00	\$	39,450	\$ 78,900
1438	Equipment Technician II	2.00	2.00	\$	43,407	\$ 86,814
1439	Equipment Operator I	15.00	12.00	\$	41,269	\$ 495,225
1440	Equipment Operator II	20.00	16.00	\$	45,571	\$ 729,139
1443	Electronics Technician	1.00	1.00	\$	50,484	\$ 50,484
1445	Equipment Operator III	2.00	2.00	\$	47,572	\$ 95,144
1465	Field Representative	1.00	1.00	\$	35,842	\$ 35,842
1498	Cement Gun Operator	1.00	1.00	\$	52,383	\$ 52,383
1512	Heavy Truck Driver II	25.00	21.00	\$	41,241	\$ 866,066
1513	Heavy Truck Driver I	15.00	13.00	\$	39,853	\$ 518,094
1514	Horticulturist	1.00	1.00	\$	59,080	\$ 59,080
1535	Clerical Assistant II	2.00	2.00	\$	32,748	\$ 65,496
1580	Laboratory Technician	1.66	1.66	\$	44,955	\$ 74,626

General Services

Salary Schedule

STREET DIVISION OPERATING FUND

Street Division

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1622	Biologist III	0.50	0.50	\$ 69,238	\$ 34,619
1625	Motor Sweeper Operator	21.00	21.00	\$ 44,694	\$ 938,573
1630	Parking Enforcement Officer II	1.00	1.00	\$ 43,437	\$ 43,437
1640	Parking Enforcement Officer I	4.00	4.00	\$ 39,279	\$ 157,115
1648	Payroll Specialist II	2.00	2.00	\$ 38,255	\$ 76,509
1666	Plant Process Control Electrician	1.00	1.00	\$ 56,075	\$ 56,075
1727	Principal Engineering Aide	3.00	3.00	\$ 55,189	\$ 165,567
1751	Project Officer I	1.00	1.00	\$ 73,202	\$ 73,202
1766	Public Works Dispatcher	2.00	2.00	\$ 39,543	\$ 79,085
1776	Public Information Clerk	3.00	3.00	\$ 34,873	\$ 104,618
1861	Sr Engineering Aide	2.00	2.00	\$ 48,775	\$ 97,550
1871	Sr Public Information Officer	1.00	1.00	\$ 59,442	\$ 59,442
1872	Sr Planner	0.00	1.00	\$ 70,785	\$ 70,785
1879	Sr Clerk/Typist	1.00	1.00	\$ 39,789	\$ 39,789
1891	Sign Painter	3.00	3.00	\$ 46,777	\$ 140,331
1895	Sign Shop Supv	1.00	1.00	\$ 54,148	\$ 54,148
1917	Supv Management Analyst	1.00	1.00	\$ 74,732	\$ 74,732
1926	Info Systems Analyst IV	1.00	1.00	\$ 74,571	\$ 74,571
1955	Traffic Signal Supv	2.00	2.00	\$ 65,630	\$ 131,260
1957	Traffic Signal Technician II	16.00	16.00	\$ 57,053	\$ 912,848
1961	Public Works Supv	22.00	19.00	\$ 54,525	\$ 1,035,971
1968	Tree Maintenance Crewleader	3.00	2.00	\$ 40,302	\$ 80,604
1969	Tree Trimmer	4.00	3.00	\$ 38,406	\$ 115,217
1970	Tree Maintenance Supv	2.00	0.00	\$ -	\$ -
1977	Public Works Superintendent	5.00	5.00	\$ 72,524	\$ 362,622
1978	Utility Worker I	66.00	54.00	\$ 33,170	\$ 1,791,185
1979	Utility Worker II	50.00	39.00	\$ 36,599	\$ 1,427,347
1985	Welder	1.00	1.00	\$ 48,967	\$ 48,967
2214	Deputy Director	1.00	1.00	\$ 115,075	\$ 115,075
2250	Asst Deputy Director	1.00	0.00	\$ -	\$ -
	Confined Space Pay	0.00	0.00	\$ -	\$ 72,305
	Ex Perf Pay-Unclassified	0.00	0.00	\$ -	\$ 1,526
	Overtime Budgeted	0.00	0.00	\$ -	\$ 465,426
	Total	359.49	314.49	\$ -	\$ 14,663,840

General Services

Salary Schedule

CENTRAL STORES INTERNAL SERVICE FUND

Central Stores

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1104	Account Clerk	2.00	2.00	\$ 34,769	\$ 69,538
1194	Auto Messenger II	0.00	6.00	\$ 32,744	\$ 196,461
1236	Auto Messenger	7.00	1.00	\$ 28,553	\$ 28,553
1237	Payroll Specialist I	1.00	1.00	\$ 35,978	\$ 35,978
1282	Procurement Specialist	1.00	1.00	\$ 50,994	\$ 50,994
1533	Stores Operations Supv	1.00	1.00	\$ 50,750	\$ 50,750
1535	Clerical Assistant II	2.00	2.00	\$ 32,749	\$ 65,498
1876	Executive Secretary	0.01	0.00	\$ -	\$ -
1879	Sr Clerk/Typist	1.00	1.00	\$ 39,790	\$ 39,790
1899	Stock Clerk	8.50	8.50	\$ 33,211	\$ 282,296
1901	Storekeeper III	1.00	1.00	\$ 44,119	\$ 44,119
1902	Storekeeper I	4.00	2.00	\$ 37,865	\$ 75,730
1903	Storekeeper II	0.00	2.00	\$ 42,091	\$ 84,182
2153	Deputy City Manager	0.01	0.01	\$ 179,000	\$ 1,790
2214	Deputy Director	0.50	0.50	\$ 115,076	\$ 57,538
	Overtime Budgeted	0.00	0.00	\$ -	\$ 15,568
	Total	29.02	29.01		\$ 1,098,785

PUBLISHING SVCS INTERNAL SERVICE FUND

Publishing Services

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1104	Account Clerk	2.00	2.00	\$ 34,768	\$ 69,536
1107	Administrative Aide II	1.00	1.00	\$ 46,228	\$ 46,228
1235	Multimedia Production Coordinator	1.00	1.00	\$ 54,401	\$ 54,401
1261	Bindery Worker II	10.00	9.00	\$ 31,536	\$ 283,828
1262	Bindery Worker III	2.00	2.00	\$ 34,760	\$ 69,519
1401	Info Systems Technician	1.00	1.00	\$ 46,827	\$ 46,827
1489	Graphic Design Supv	1.00	1.00	\$ 54,702	\$ 54,702
1490	Graphic Designer	4.00	4.00	\$ 48,040	\$ 192,160
1535	Clerical Assistant II	1.00	1.00	\$ 32,749	\$ 32,749
1583	Electronic Publishing Specialist	2.00	2.00	\$ 46,010	\$ 92,019
1595	Lithographic Technician	2.00	2.00	\$ 43,927	\$ 87,854
1632	Offset Press Operator	1.00	1.00	\$ 36,727	\$ 36,727
1736	Print Shop Supv	1.00	1.00	\$ 62,752	\$ 62,752
1765	Offset Press Supv	1.00	1.00	\$ 50,476	\$ 50,476
1868	Sr Offset Press Operator	5.00	5.00	\$ 41,762	\$ 208,810

General Services

Salary Schedule

PUBLISHING SVCS INTERNAL SERVICE FUND

Publishing Services

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1876	Executive Secretary	0.01	0.00	\$ -	\$ -
1902	Storekeeper I	0.00	1.00	\$ 37,864	\$ 37,864
2153	Deputy City Manager	0.01	0.01	\$ 179,000	\$ 1,790
2214	Deputy Director	0.50	0.50	\$ 115,076	\$ 57,538
	Overtime Budgeted	0.00	0.00	\$ -	\$ 17,411
	Total	35.52	35.51	\$	1,503,191

EQUIPMENT INTERNAL SERVICE FUND

Equipment - Operations

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1104	Account Clerk	2.00	2.00	\$ 34,769	\$ 69,538
1106	Sr Management Analyst	1.00	1.00	\$ 66,198	\$ 66,198
1146	Fleet Maintenance Supv	0.00	1.00	\$ 67,447	\$ 67,447
1225	Assoc Engineer-Mechanical	1.00	1.00	\$ 74,125	\$ 74,125
1250	Fleet Parts Buyer	4.00	4.00	\$ 48,617	\$ 194,469
1264	Body And Fender Mechanic	2.00	2.00	\$ 48,473	\$ 96,946
1282	Procurement Specialist	0.00	1.00	\$ 50,994	\$ 50,994
1348	Info Systems Analyst II	1.00	1.00	\$ 59,625	\$ 59,625
1389	Custodian II	2.00	1.00	\$ 28,718	\$ 28,718
1401	Info Systems Technician	1.00	2.00	\$ 46,826	\$ 93,652
1435	Equipment Repair Supv	9.00	9.00	\$ 60,130	\$ 541,169
1437	Equipment Mechanic	79.00	78.00	\$ 48,834	\$ 3,809,048
1440	Equipment Operator II	1.00	0.00	\$ -	\$ -
1442	Equipment Trainer	1.00	1.00	\$ 53,025	\$ 53,025
1445	Equipment Operator III	0.00	1.00	\$ 47,571	\$ 47,571
1446	Equipment Painter	1.00	1.00	\$ 49,024	\$ 49,024
1447	Equipment Service Writer	2.00	2.00	\$ 52,640	\$ 105,280
1450	Sr Motive Service Technician	16.00	14.00	\$ 40,118	\$ 561,648
1452	Motive Service Technician	10.00	11.00	\$ 37,422	\$ 411,642
1512	Heavy Truck Driver II	1.00	1.00	\$ 41,242	\$ 41,242
1535	Clerical Assistant II	2.00	0.00	\$ -	\$ -
1602	Machinist	2.00	2.00	\$ 50,634	\$ 101,268
1616	Metal Fabrication Supv	1.00	1.00	\$ 54,400	\$ 54,400
1648	Payroll Specialist II	1.00	1.00	\$ 38,252	\$ 38,252
1746	Word Processing Operator	1.00	1.00	\$ 34,857	\$ 34,857
1762	Fleet Manager	2.00	1.00	\$ 85,957	\$ 85,957

General Services

Salary Schedule

EQUIPMENT INTERNAL SERVICE FUND

Equipment - Operations

<i>Class</i>	<i>Position Title</i>	<i>FY 2004 Positions</i>	<i>FY 2005 Positions</i>	<i>Salary</i>	<i>Total</i>
1823	Safety Officer	0.00	1.00	\$ 63,659	\$ 63,659
1876	Executive Secretary	0.03	0.00	\$ -	\$ -
1899	Stock Clerk	8.00	8.00	\$ 33,211	\$ 265,691
1978	Utility Worker I	2.00	3.00	\$ 33,170	\$ 99,510
1982	Vehicle And Fuel Clerk	2.00	4.00	\$ 34,816	\$ 139,265
1985	Welder	15.00	14.00	\$ 48,967	\$ 685,542
2153	Deputy City Manager	0.03	0.03	\$ 179,033	\$ 5,371
2214	Deputy Director	1.00	1.00	\$ 115,075	\$ 115,075
	ASE Cert	0.00	0.00	\$ -	\$ 72,679
	Class B	0.00	0.00	\$ -	\$ 43,817
	Ex Perf Pay-Classified	0.00	0.00	\$ -	\$ 17,170
	Overtime Budgeted	0.00	0.00	\$ -	\$ 130,667
	Tech Cert Pay	0.00	0.00	\$ -	\$ 15,471
	Total	<u>171.06</u>	<u>171.03</u>		\$ 8,390,012

GENERAL SERVICES TOTAL 840.15 **784.57** \$ **36,583,280**

Five-Year Expenditure Forecast

	FY 2005 FINAL	FY 2006 FORECAST	FY 2007 FORECAST	FY 2008 FORECAST	FY 2009 FORECAST	FY 2010 FORECAST
Positions	784.57	864.07	906.07	924.07	941.57	955.57
Personnel Expense	\$ 53,950,886	\$ 60,260,743	\$ 64,336,949	\$ 67,192,354	\$ 70,108,606	\$ 72,919,396
Non-Personnel Expense	\$ 78,994,930	\$ 83,783,480	\$ 87,465,424	\$ 91,154,244	\$ 94,953,727	\$ 98,813,612
TOTAL EXPENDITURES	\$132,945,816	\$144,044,223	\$151,802,373	\$158,346,598	\$165,062,333	\$171,733,008

Five-Year Expenditure Forecast

General Services

Fiscal Year 2006

GENERAL FUND

Facilities

Addition of 28.50 positions and related expenses for continued support of tenant facilities.

General Services

Five-Year Expenditure Forecast

General Services	
Fiscal Year 2006	<p>Addition of 2.00 Building Service Technicians, 0.50 Construction Estimator, 1.50 Heating Technicians, 1.00 Painter, 1.00 Plumber, 2.00 Roofers, and support necessary to maintain and repair new facilities.</p> <p>Parking Management Restoration of 1.00 Associate Traffic Engineer and 1.00 Parking Enforcement Officer II that were reduced during the Fiscal Year 2003 budget process.</p> <p>Addition of \$45,000 for replacement of seven scooters per year via a lease purchase.</p> <p>EQUIPMENT INTERNAL SERVICE FUND Equipment - Operations Addition of \$500,000 for auto repair parts.</p> <p>Addition of \$250,000 for anticipated rise in fuel costs for utilizing ultra-low sulfur diesel in the municipal fleet as mandated by California Air Resource Board draft regulations.</p> <p>Addition of 4.00 Equipment Mechanics to maintain growing vehicle fleet.</p> <p>Addition of \$200,000 for gasoline due to rising fuel prices.</p> <p>Addition of \$139,000 for lease of the liquid natural gas station at Miramar Place for fueling of dual-fuel refuse packers.</p> <p>STREET DIVISION OPERATING FUND Street Addition of 23.00 Utility Workers I that were reduced from the Fiscal Year 2005 budget process as a result of loss of State AB 2928 funding.</p> <p>Addition of 14.00 Utility Workers I and support to maintain growth in the inventory of streets; alleys; sidewalks; storm drain channels, pipes, and structures; street lights; traffic signals; street trees; and traffic signs, legends, and striping in the City. The Street Division has not received increases to cover annual growth for the past several years.</p>
Fiscal Year 2007	<p>GENERAL FUND Facilities Addition of 2.00 Building Service Technicians, 1.00 Carpenter, 0.50 Locksmith, 1.00 Painter, 1.50 Refrigeration Mechanics, 2.00 Roofers, and support necessary to maintain and repair new facilities.</p> <p>Parking Management Addition of \$50,000 for replacement of graphic information system/global positioning system program.</p> <p>Addition of \$45,000 for replacement of seven additional scooters per year via a lease purchase.</p>

General Services

Five-Year Expenditure Forecast

	General Services
Fiscal Year 2007	<p>STREET DIVISION OPERATING FUND Street Addition of 20.00 Utility Workers I that were reduced from the Fiscal Year 2005 budget process as a result of loss of State AB 2928 funding.</p> <p>Addition of 14.00 Utility Workers I and support to maintain growth in the inventory of streets; alleys; sidewalks; storm drain channels, pipes, and structures; street lights; traffic signals; street trees; and traffic signs, legends, and striping in the City. The Street Division has not received increases to cover annual growth for the past several years.</p>
Fiscal Year 2008	<p>GENERAL FUND Facilities Addition of 2.00 Building Service Technicians, 1.00 Carpenter, 1.00 Electrician, and support necessary to maintain and repair new facilities.</p> <p>Parking Management Addition of \$45,000 for replacement of seven additional scooters per year via a lease purchase.</p> <p>STREET DIVISION OPERATING FUND Street Addition of 14.00 Utility Workers I and support to maintain growth in the inventory of streets; alleys; sidewalks; storm drain channels, pipes, and structures; street lights; traffic signals; street trees; and traffic signs, legends, and striping in the City. The Street Division has not received increases to cover annual growth for the past several years.</p>
Fiscal Year 2009	<p>GENERAL FUND Facilities Addition of 1.50 Building Service Technicians, 1.00 Carpenter, 1.00 Electrician, and support necessary to maintain and repair new facilities.</p> <p>Parking Management Addition of \$45,000 for replacement of seven additional scooters per year via a lease purchase.</p> <p>STREET DIVISION OPERATING FUND Street Addition of 14.00 Utility Workers I and support to maintain growth in the inventory of streets; alleys; sidewalks; storm drain channels, pipes, and structures; street lights; traffic signals; street trees; and traffic signs, legends, and striping in the City. The Street Division has not received increases to cover annual growth for the past several years.</p>

General Services

Five-Year Expenditure Forecast

General Services	
Fiscal Year 2010	<p>GENERAL FUND Parking Management Addition of \$45,000 for replacement of seven additional scooters per year via a lease purchase.</p> <p>STREET DIVISION OPERATING FUND Street Addition of 14.00 Utility Workers I and support to maintain growth in the inventory of streets; alleys; sidewalks; storm drain channels, pipes, and structures; street lights; traffic signals; street trees; and traffic signs, legends, and striping in the City. The Street Division has not received increases to cover annual growth for the past several years.</p>

General Services

Revenue and Expense Statement

CENTRAL STORES INTERNAL SERVICE FUND
50010

	FY 2003* BUDGET	FY 2004* BUDGET	FY 2005* FINAL
BEGINNING BALANCE AND RESERVE			
Balance from Prior Year	\$ 831,903	\$ 753,497	\$ 1,592,840
TOTAL BALANCE	\$ 831,903	\$ 753,497	\$ 1,592,840
REVENUE			
Central Stores Administrative Services	\$ 9,500	\$ 25,000	\$ 10,000
Interoffice Mail Delivery	\$ 250,001	\$ 248,301	\$ 288,301
Reimbursed Material	\$ 16,959,015	\$ 17,034,724	\$ 17,287,636
Surcharge Revenue	\$ 1,544,231	\$ 1,470,222	\$ 1,523,398
Surplus Property Sales	\$ 15,500	\$ 15,000	\$ 25,000
Surplus Property Surcharge	\$ 75,000	\$ 60,000	\$ 70,000
TOTAL REVENUE	\$ 18,853,247	\$ 18,853,247	\$ 19,204,335
TOTAL BALANCE AND REVENUE	\$ 19,685,150	\$ 19,606,744	\$ 20,797,175
OPERATING EXPENSE			
Inventory Purchases	\$ 16,967,515	\$ 16,957,515	\$ 16,967,515
Personnel and Non-Personnel Expense	\$ 1,934,978	\$ 2,014,921	\$ 2,185,749
TOTAL OPERATING EXPENSE	\$ 18,902,493	\$ 18,972,436	\$ 19,153,264
TOTAL EXPENSE	\$ 18,902,493	\$ 18,972,436	\$ 19,153,264
BALANCE	\$ 782,657	\$ 634,308	\$ 1,643,911
TOTAL EXPENSE, RESERVE AND BALANCE	\$ 19,685,150	\$ 19,606,744	\$ 20,797,175

* At the time of publication audited financial statements for Fiscal Year 2003 were not available. Therefore, the Fiscal Years 2003 and 2004 columns reflect final budget amounts from the Fiscal Year 2003 and 2004 Annual Budgets. As such, balances and reserves do not reflect carryover from the previous fiscal year.

General Services

Revenue and Expense Statement

PUBLISHING SERVICES INTERNAL SERVICE FUND 50020

	FY 2003* BUDGET	FY 2004* BUDGET	FY 2005* FINAL
BEGINNING BALANCE AND RESERVE			
Balance from Prior Year	\$ 1,070,792	\$ 546,718	\$ 294,488
TOTAL BALANCE	\$ 1,070,792	\$ 546,718	\$ 294,488
REVENUE			
Balboa Copy Center	\$ 574,549	\$ 574,549	\$ 674,549
Bindery Operations	\$ 437,784	\$ 437,784	\$ 437,784
Blueprinting Operations	\$ 84,431	\$ 84,431	\$ 84,431
City Administration Building Quick Print	\$ 274,644	\$ 274,644	\$ 402,741
Citywide Photocopy Program	\$ 1,271,895	\$ 1,271,895	\$ 1,304,395
Electronic Publishing	\$ 101,000	\$ 101,000	\$ 101,000
Graphics and Photography	\$ 325,000	\$ 325,000	\$ 393,096
Lithography Operations	\$ 164,489	\$ 164,489	\$ 164,489
Miscellaneous Revenue	\$ 25,000	\$ 25,000	\$ 25,000
Printing Operations	\$ 1,032,565	\$ 1,032,565	\$ 1,132,565
TOTAL REVENUE	\$ 4,291,357	\$ 4,291,357	\$ 4,720,050
TOTAL BALANCE AND REVENUE	\$ 5,362,149	\$ 4,838,075	\$ 5,014,538
OPERATING EXPENSE			
Non-Personnel Expense	\$ 2,480,545	\$ 2,441,419	\$ 2,449,119
Personnel Expense	\$ 1,861,417	\$ 2,058,047	\$ 2,247,586
TOTAL OPERATING EXPENSE	\$ 4,341,962	\$ 4,499,466	\$ 4,696,705
TOTAL EXPENSE	\$ 4,341,962	\$ 4,499,466	\$ 4,696,705
BALANCE	\$ 1,020,187	\$ 338,609	\$ 317,833
TOTAL EXPENSE, RESERVE AND BALANCE	\$ 5,362,149	\$ 4,838,075	\$ 5,014,538

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General Services

Revenue and Expense Statement

STREET DIVISION OPERATING FUND 10440

	FY 2003* BUDGET	FY 2004* BUDGET	FY 2005* FINAL
REVENUE			
Other Street Division Revenue	\$ 1,683,873	\$ 918,873	\$ 918,873
Transfer from AB2928	\$ 4,471,520	\$ 3,700,000	\$ -
Transfer from CDBG	\$ 100,000	\$ -	\$ -
Transfer from Gas Tax Fund	\$ 21,458,236	\$ 19,548,124	\$ 18,994,953
Transfer from Sales Tax	\$ 15,388,665	\$ 13,688,665	\$ 13,777,254
Transfer from TransNet Fund	\$ 5,453,066	\$ 9,031,659	\$ 10,751,034
Transfer from Water and Sewer Right-of-Way Fees	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000
TOTAL REVENUE	\$ 50,855,360	\$ 49,187,321	\$ 46,742,114
TOTAL BALANCE AND REVENUE	\$ 50,855,360	\$ 49,187,321	\$ 46,742,114
OPERATING EXPENSE			
Electrical	\$ 8,957,110	\$ 9,167,156	\$ 9,471,174
Management and Administrative Support	\$ 2,492,856	\$ 2,843,979	\$ 3,075,506
Roadways	\$ 17,491,474	\$ 14,867,264	\$ 9,105,865
Storm Drains	\$ 11,114,608	\$ 11,583,032	\$ 6,899,025
Traffic	\$ 4,890,180	\$ 5,129,964	\$ 9,419,824
Urban Forestry	\$ 5,909,132	\$ 5,595,926	\$ 8,770,720
TOTAL OPERATING EXPENSE	\$ 50,855,360	\$ 49,187,321	\$ 46,742,114
TOTAL EXPENSE	\$ 50,855,360	\$ 49,187,321	\$ 46,742,114
BALANCE	\$ -	\$ -	\$ -
TOTAL EXPENSE, RESERVE AND BALANCE	\$ 50,855,360	\$ 49,187,321	\$ 46,742,114

* At the time of publication audited financial statements for Fiscal Year 2003 were not available. Therefore, the Fiscal Years 2003 and 2004 columns reflect final budget amounts from the Fiscal Year 2003 and 2004 Annual Budgets. As such, balances and reserves do not reflect carryover from the previous fiscal year.