

Public Works



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Department Description

The Public Works Department is comprised of the former Engineering & Capital Projects (E&CP) and General Services Departments. The managerial reorganization of the Public Works Department is complete, and the E&CP and General Services units have retained their existing budgeted structure for Fiscal Year 2013.

E&CP provides a full range of engineering services for the City's capital investment in its various types of infrastructure. E&CP is responsible for the planning, design, project management, and construction management of public improvement projects; quality control and inspection of private work permitted in the right-of-way; and surveying and materials testing.

The core mission of General Services is to provide the most efficient and effective direct support to other City departments, enabling the provision of critical public services. City staff relies on General Services for a range of basic tasks including vehicle maintenance, facilities repair, and publishing services.



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Public Works - Engineering & Capital Projects



Department Description

Public Works-Engineering & Capital Projects (PW-E&CP) activities include work on various public infrastructure assets to rehabilitate, restore, improve, and add to the City of San Diego's capital facilities. PW-E&CP provides a full range of engineering services for the City's capital investment in its various types of infrastructure. PW-E&CP is responsible for the planning, design, project management, and construction management of public improvement projects; quality control and inspection of private work permitted in the right-of-way; and surveying and materials testing. PW-E&CP's work covers a wide range of projects including: libraries, fire; lifeguard and police stations; parks and recreation centers; lighting and traffic signals; street improvements; bikeways and other transportation projects; drainage and flood control facilities; rebuilding and expanding water and sewer pipelines; treatment plants; and pump stations; and dry utilities under-grounding projects. During the first quarter of Fiscal Year 2012, the Public Works Department acquired the Contracting Group from the City's Purchasing & Contracting Department. The acquisition will further enhance the PW-E&CP ability to streamline the Capital Improvement Program (CIP) processes by directly administering the procurement of construction and professional consulting services functions.

PW-E&CP is comprised of the following Divisions:

Architectural Engineering & Parks

Architectural Engineering & Parks manages the implementation of non-right-of-way and vertical capital improvement projects. This responsibility includes the design and project management of public buildings, parks, recreation facilities, airport-related projects, water and sewer treatment plants, reservoirs, and pump station projects.

Field Engineering

Field Engineering manages construction contracts, materials testing, land surveying services, and geological assessment/support. These responsibilities include the quality assurance/quality control inspection of CIP projects on City property or within the City's right-of-way, inspection of private land development of public infrastructure, land survey support for design mapping/construction staking, traffic engineering support during construction, and testing of construction materials in the field and at manufacturing facilities throughout the region.

Project Implementation and Technical Services

Project Implementation and Technical Services provides centralized technical, operational, and project support services to the other functions within the Public Works Department, as well as other departments in the City. These services include preliminary engineering and project controls, CIP fund management, Americans with Disabilities Act (ADA) compliance review for CIP projects, job order contracting, and as-needed consultants contract management, quality control and standards, environmental and permitting assistance, community outreach, and information technology.

Right-of-Way Design

Right-of-Way Design manages the implementation of right-of-way and related horizontal capital improvement projects. This responsibility includes the design and project management of water and sewer pipelines, transportation

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and street-related projects, bridges, flood plains and drainage infrastructure, signals, streetlights, and utilities undergrounding projects.

Public Works-Contracting Group

The Public Works-Contracting Group (PW-CG) is responsible for the City's centralized procurement of Capital Improvements Program's (CIP) construction and associated professional consulting services contract management functions to ensure that contracts are meeting the City's CIP needs. The Division manages the advertising and award of both the construction contracts and related professional services contracts that are necessary to support the City's operational and administrative functions. Procurement professionals carry on the advertisement and award of the City's construction and professional services requirements in conformance with the City's Charter and Municipal Code.

PW-E&CP's mission is:

To provide exceptional engineering services including technical and operational support, design, and construction for the Capital Improvement Program, and oversight of the development of public infrastructure and facilities in an expeditious, cost-effective manner while maintaining the highest degree of quality

The PW-CG's mission is:

To support the achievement of the City's Strategic Plan goals and objectives by providing superior services and to support City departments and customers in the centralized acquisition of construction and related professional services in support of the CIP

Goals and Objectives

The following goals and objectives represent the action plan of PW-E&CP:

Goal 1: Provide courteous, accessible, seamless, and responsive services to foster partnerships and strengthen relationships with communities, industry, service providers, and customers

With internal/external customers being the focal point of how PW-E&CP delivers services, this goal is the starting point for achieving the Department's objectives. PW-E&CP recognizes that its customers play a crucial role in how, when, and why it delivers a product. PW-E&CP will move toward accomplishing this goal by focusing on the following objectives:

- Communicate clearly and effectively and collaborate with internal and external customers
- Manage customer expectations to achieve customer satisfaction
- Deliver services seamlessly to customers

Goal 2: Manage and utilize personnel and processes to effectively and efficiently deliver projects

PW-E&CP must ensure the delivery of an efficient and effective product or service to its customer. PW-E&CP will move toward accomplishing this goal by focusing on the following objectives:

- Deliver capital projects on time and in a cost effective manner
- Deliver the overall capital program in accordance with the annual execution plans

Goal 3: Implement a uniform and objective ranking system to prioritize all CIP projects effectively and efficiently

This goal is focused on making sure that PW-E&CP is targeting its CIP resources toward the City's greatest needs. PW-E&CP will move toward accomplishing this goal by focusing on the following objective:

- Institute and maintain a project prioritization system to include all asset classes and project types

Public Works - Engineering & Capital Projects

The following goals and objectives represent the action plan for PW-CG:

Goal 4: Procure high quality construction and related professional services at the best value possible for the City while promoting a fiscally-sound, and efficient government

It is important to provide the highest quality construction contracts and consulting services at the best value to meet the various operational needs of the City. The PW-CG continues to move toward accomplishing this goal by focusing on the following objectives:

- Standardize procurement operations
- Streamline procurement measures
- Implement strategic sourcing
- Support diversity and local businesses

Goal 5: Effectively manage contracts and related data, and promote a fiscally-sound and efficient City government

Having well-managed contracts, agreements, and supporting documents aid in the effective operation of the PW-CG and the City as a whole, and will result in the more efficient and timely receipt of construction and consulting professional services. The Division moves toward accomplishing this goal by focusing on the following objectives:

- Implement integrated technical solutions for comprehensive contract management
- Provide customers with increased outreach on bid opportunities
- Improve staff contract administration training
- Streamline the internal customer complaint notification process
- Resolve contractor issues in a timely manner

Goal 6: Provide excellent customer service

Ensuring that customers are provided excellent service is paramount to the organization. PW-CG will work to ensure that it is able to deliver accurate and timely customer service to enable City employees to perform their jobs more effectively. The Division moves toward accomplishing this goal by focusing on the following objectives:

- Improve guidance and resources available for internal and external customers
- Provide basic customer service training for staff
- Enhance teamwork
- Solicit customer feedback and use it to improve service delivery

Goal 7: Pursue workforce learning to ensure critical, high quality skill sets, and a responsive and innovative workforce

Developing and retaining a trained and skilled workforce is essential to the success of PW-CG. Ensuring that its employees are adequately trained, that they continue to pursue professional development/education, and take advantage of development opportunities, helps to create a high performing organization that operates more efficiently and effectively. The Division moves toward accomplishing this goal by focusing on the following objectives:

- Participate in professional organizations and regional contracting efforts
- Support professional development and training
- Implement team rotations and cross-training

Goal 8: Promote the highest ethical standards and behaviors among employees to promote public trust and confidence in City government

PW-CG moves toward accomplishing this goal by focusing on the following objectives:

- Offer training to management and staff on ethical standards
- Provide management review of standards and ethical practices to staff on a regular basis

Goal 9: Continue to enhance and maintain quarterly the City's CIP website

Maintaining a functioning CIP website that communicates CIP project schedules, location, and funding is essential in providing a fully transparent Capital Improvement Program.

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- Periodically maintain the CIP's website according to Council Policy guidelines

Key Performance Indicators

Performance Measure	Actual FY2011	Actual FY2012	Target FY2013
1. Miles of waterline contracts awarded (Notice to Proceed (NTP)) (G4/O2)	31	28	20
2. Miles of sewer lines replaced/rehabilitated (Beneficial Occupancy/Beneficial Use (BO/BU)) (G1/O3)	45.5	66.0	60.0
3. Quarterly construction work-in-place (WIP) based on paid invoices (G2/O1)	1,260 invoices \$160.0M	1,386 invoices \$176.0M	1,525 invoices \$193.6M
4. Total value of all projects awarded for construction (total project cost) (G2/O1)	\$498M ¹	\$393M	\$356M
5. Percent of CIP projects designed or constructed within 10 percent of both their baseline schedule (G2/O1)	76%	76%	80%
6. Average time from bid opening to construction contract award (G4/O2)	120 days	75 days	60 days
7. Average time from proposal receipt to consultant/vendor selection/contract award (G4/O2)	120 days	120 days	120 days
8. Percent of staff attending citywide training on ethics and general citywide codes of conduct (G8/O1)	100%	100%	100%
9. Number of construction contracts awarded (Limited Notice to Proceed (LNTP)) (G4/O2)	118	194	158

¹ Value of projects awarded in Fiscal Year 2011 are significantly higher than normally expected due to the inclusion of the Main Library contract.

Service Efforts and Accomplishments

In Fiscal Year 2012, PW-E&CP's portfolio included approximately 1,013 active projects. There were 663 capital improvement projects across the City requiring design services and managed construction work that exceeded \$2.14 billion. During Fiscal Year 2012, PW-E&CP awarded a total of 161 projects in the amount of \$340 million. In addition, PW-E&CP completed the construction of 75 citywide projects that totaled \$205.2 million. During the Fiscal Year, the City Council authorized PW-E&CP to begin to implement the CIP streamlining process that is critical for expediting the transitioning of projects from design phase to construction and finally, to the asset owner. The implementation of the CIP streamlining process is also addressing requests made in the recent audits performed by the Office of the City Auditor by reducing the length of time it takes for contracts to get awarded. Additional benefits will be noticeable as the CIP streamlining process is fully implemented next year.

The following is a sample of the various infrastructure improvement projects undertaken from July 2011 to June 2012:

Buildings and Other Facilities

The New Central Library construction continues successfully and is scheduled for completion in Fiscal Year 2013. ADA accessibility improvements at the Lifeguard Headquarters, Neil Good Day Center, and Martin Luther King (MLK), Jr. Pool were completed as were roof replacements, and heating, ventilating, and air conditioning (HVAC) improvements at numerous sites including: Museum of Man, Casa de Balboa, and Casa de Prado. New buildings

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completed include the Ocean Beach Comfort Station, La Jolla Shores Lifeguard Station, and the Mission Trails Regional Park Equestrian Center Comfort Station.

Parks

In Fiscal Year 2012, park area improvements and upgrades were made to several parks including Maddox Neighborhood Park tot lot, Ocean Beach Gateway, Language Academy, Silver Wing, Colina del Sol, and Balboa Park/Mission Bay Park parking lots resurfacing. In addition, irrigation improvements were completed at the Balboa Park Golf Course.

Some of the projects under design or in construction include the watershed protection to Cabrillo Heights Park and the playground upgrades and joint-use field improvements at Montgomery Academy, Roosevelt Middle School, Angier Elementary School, Wegeforth Elementry School, and City Heights Square Mini Parks.

Water and Sewer Facilities

PW-E&CP completed the construction of 60 miles of sewer main and trunk sewer replacements/rehabilitations, maintenance holes, sewer laterals, and related appurtenances. In addition, 28 miles of water main replacements, water services, valves, and pressure reducing stations and related appurtenances were awarded in numerous construction contracts.

A sample of the projects completed includes the Sewer Pump Station 41 Rehabilitation, Sewer Pump Station 1 and 2 Upgrades, South Mission Valley Trunk Sewer, Sewer Pump Station Group I, Carmel Valley Recycled Waterline, and Torrey Pines/La Jolla Blvd Phase 3. In addition, design and/or construction of the following projects are currently underway: Grit Processing at the Point Loma Wastewater Treatment Plant, Bio-solids Storage Silos and Access Road Drainage Improvements at the Metro Biosolids Center, Sewer Pump Station 27–Phase 2, Sunset Cliffs Trunk Sewer, Harbor Drive Trunk Sewer, East Point Loma Trunk Sewer, Montezuma Trunk Sewer, Pacific Highway Trunk Sewer, USIU Trunk Sewer Replacement, Alvarado Trunk Sewer Phase III and IIIA, Grantville Trunk Sewer, Palm City Trunk Sewer, Balboa Terrace Trunk Sewer, Scripps Miramar Pump Station Upgrades, Miramar Water Treatment Plant Contract D, Water Department Security Upgrades, Chollas Building, and the Lower Otay Reservoir Emergency Outlet Improvements.

Utilities Undergrounding

The Utilities Undergrounding program implements the removal of utility lines (electric, phone, cable) and affiliated poles from overhead to relocation underground. Approximately 72 miles were in construction with approximately 15 miles completed in Fiscal Year 2012. At the end of Fiscal Year 2013 an estimated 37 miles will be in design and an estimated 40 miles will begin construction in Fiscal Years 2014 and 2015.

Transportation

The following projects were completed in Fiscal Year 2012: 40th Street Promenade-Mid City Urban Trail, La Jolla Village Drive and I-805 Interchange, Carroll Canyon Road Extension, Adline Drive & Fairmount Avenue Slope, Rose Creek Bikeway, 43rd and Logan, Thorn Street Median Improvements, Cherokee Traffic Calming, along with the citywide installation of various sidewalks, curb ramps, traffic calming measures, signal modifications, and new streetlight and signal installations.

Multiple projects were also in design or construction in Fiscal Year 2012 including: Talbot Street Slope, Azalea Park Artistic Enhancement, Talmadge Series Circuit Upgrades, San Diego River Multi-Use Bicycle & Pedestrian Way, Skyline Drive Improvements, Ted Williams Pedestrian Bridge, University Avenue at Alabama Bike & Pedestrian Safety, Carmel Country Road, Pomerado Road, Palm Avenue Roadway Improvements, and the 25th Street Renaissance Project. Various sidewalks, curb ramps, pedestrian improvements, traffic calming measures, signal modifications, and new streetlight and signal installations throughout the City were also under design or construction.

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Drainage

During Fiscal Year 2012, the following storm drains were completed: Via Rialto Drive, Ingulf Place, Keighley Court, Wenrich Drive, Campus Point Court, Ransom and Darwin Way Storm Drain Replacement, and 6th Avenue. Also completed were the Memorial Park Infiltration System, Rowena St. Pipeline Repair Phase II, and the Mission Bay Sewer Interceptor System.

Projects under design and/or construction include the Kellogg Park Green Lot Infiltration System, Nye Street Storm Drain Replacement, Arden Way Storm Drain Replacement, 46th Slope Restoration, La Cresta Storm Drain Pipe Replacement, Judy Lee Storm Drain, and the Maryland Street Storm Drain Replacement.

Emergency Projects

In Fiscal Year 2012, PW-E&CP responded to emergencies and other unplanned work on storm drain, water, wastewater, and bridge facilities that included the following projects: 5670 Bounty Storm Drain, Via Esprillo Storm Drain, Carmel Mountain Road Storm Drain, Campus Point Storm Drain Sinkhole, Point Loma Wastewater Treatment Plant Power Center electrical repairs, Quince Street Pedestrian Bridge repair, Otay 2nd Pipeline emergency water main replacement, Shawnee Road Water Main replacement, and the Pacific Highway 24" transmission main replacement.

Equal Opportunity Contracting

PW-E&CP supported the Small Local Business Enterprise (SLBE) Program by creating 85 small projects with a value of \$16.7 million in construction cost that have gone through a variety of delivery methods such as General Requirements Job Order Contracts (JOC), Design-Build, and Design-Bid-Build, some of which are exclusive to SLBE/ELBE (Emerging Local Business Enterprise) certified contractors. The Department also assisted and supported the Equal Opportunity Contracting team in the development of the program requirements for the construction contracts, determination of the subcontracting participation percentages, and conducting outreach for the SLBE Program that included the development of the website www.sdsmallcontracts.com, informational workshops, and the SLBE Program's promotion at industry networking events.

Public Works-Contracting Group

The following milestones were achieved during Fiscal Year 2012:

Advertisement and Award of Architecture/Engineering and Professional Contracts. In Fiscal Year 2012, the Architectural and Engineering (A&E) section advertised 23 projects and awarded a total of 127 contracts and amendment actions for a total of \$69.0 million.

Advertisement and Award of Capital Improvements Contracts. During Fiscal Year 2012, the Contracting section advertised 125 projects and awarded a total of 194 contracts and task orders totaling \$393.0 million. The total number of awarded contracts increased by 64 percent, while the value of the contracts awarded increased by 22 percent (excluding the Main Library) when compared to Fiscal Year 2011 actuals.

Public Works - Engineering & Capital Projects

Department Summary

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Positions (Budgeted)	530.16	469.03	479.67	10.64
Personnel Expenditures	\$ 58,302,212	\$ 52,726,451	\$ 53,653,739	\$ 927,288
Non-Personnel Expenditures	58,862,226	7,143,927	7,432,550	288,623
Total Department Expenditures	\$ 117,164,438	\$ 59,870,378	\$ 61,086,289	\$ 1,215,911
Total Department Revenue	\$ 87,943,258	\$ 57,287,009	\$ 56,188,544	\$ (1,098,465)

General Fund

Department Expenditures

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Architectural Engineering & Parks	\$ 7,327,172	\$ 7,820,952	\$ 7,722,711	\$ (98,241)
Business & Support Services	4,296,906	3,473,562	2,793,040	(680,522)
Field Engineering	18,959,557	19,627,637	19,579,613	(48,024)
Project Implementation & Tech Services	12,873,680	13,060,285	13,594,702	534,417
Public Works-Contracting	-	-	1,639,187	1,639,187
Right-of-Way Design	14,664,519	15,887,942	15,757,036	(130,906)
Transportation Engineering Operations	7,260,844	-	-	-
Total	\$ 65,382,678	\$ 59,870,378	\$ 61,086,289	\$ 1,215,911

Department Personnel

	FY2011 Budget	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Architectural Engineering & Parks	53.50	53.25	53.25	0.00
Business & Support Services	41.50	35.71	26.96	(8.75)
Field Engineering	145.00	147.30	148.30	1.00
Project Implementation & Tech Services	108.00	107.10	109.10	2.00
Public Works-Contracting	0.00	0.00	15.39	15.39
Right-of-Way Design	121.66	125.67	126.67	1.00
Transportation Engineering Operations	54.00	0.00	0.00	0.00
Total	523.66	469.03	479.67	10.64

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Transfer of Contracting Team Transfer of 14.00 FTE positions on the Contracting team, and associated non-personnel expenditures and revenue, from the Purchasing & Contracting Department to the Public Works - Engineering & Capital Projects Department to improve the efficiency of awarding public works projects.	14.00	\$ 1,455,661	\$ 407,000
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	558,808	-
Deferred Capital Program Addition of 6.00 FTE positions and offsetting revenue to support the City's Deferred Capital Program.	6.00	438,974	438,974

Public Works - Engineering & Capital Projects

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Convention Center Expansion Support Addition of 1.00 Senior Civil Engineer and offsetting revenue to support the proposed Convention Center expansion.	1.00	128,633	128,633
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2012 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	81,651	-
Non-Discretionary Adjustment 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	58,926	-
Non-Standard Hour Personnel Funding Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	0.39	34,315	-
One-Time Reductions and Annualizations Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2012.	0.00	(6,958)	-
Copier Savings Adjustment to reflect savings resulting from the new convenience copier contract.	0.00	(63,865)	-
Reduction of Non-Personnel Expenditures Reduction of miscellaneous non-personnel expenditures.	0.00	(68,538)	-
Executive Secretary Transfer Transfer of 1.00 Executive Secretary and associated non-personnel expenditures from the Public Works - Engineering & Capital Projects Department to the Public Works - General Services Department.	(1.00)	(76,093)	-
Reduction of Rental Expenditures Reduction of rental expenditures that have been re-categorized as non-discretionary expenditures.	0.00	(235,250)	-
TransNet Administration Restructure Transfer of 2.00 Senior Management Analysts, 1.00 Clerical Assistant 2, 1.00 Associate Engineer-Civil, and associated revenue from the Public Works - Engineering & Capital Projects Department to the Transportation & Storm Water Department to support TransNet Fund administration.	(4.00)	(419,937)	(148,922)
Plan Review Transfer Transfer of 2.00 Senior Civil Engineers, 1.75 Senior Traffic Engineers, and 1.00 Senior Land Surveyor from the Public Works - Engineering & Capital Projects Department to the Development Services Department for plan reviews related to civil, traffic, and land surveyor projects.	(4.75)	(670,416)	-
Reduction of Associate Management Analyst Reduction of 1.00 unfunded Associate Management Analyst.	(1.00)	-	-

Public Works - Engineering & Capital Projects

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Revised Revenue	0.00	-	(1,924,150)
Adjustment to reflect Fiscal Year 2013 revenue projections.			
Total	10.64	\$ 1,215,911	\$ (1,098,465)

Expenditures by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
PERSONNEL				
Salaries and Wages	\$ 35,807,009	\$ 33,312,015	\$ 33,189,898	\$ (122,117)
Fringe Benefits	22,286,881	19,414,436	20,463,841	1,049,405
PERSONNEL SUBTOTAL	\$ 58,093,890	\$ 52,726,451	\$ 53,653,739	\$ 927,288
NON-PERSONNEL				
Supplies	\$ 331,030	\$ 691,314	\$ 593,827	\$ (97,487)
Contracts	2,394,802	1,360,183	882,399	(477,784)
Information Technology	3,221,629	3,576,473	4,423,723	847,250
Energy and Utilities	280,442	295,166	394,119	98,953
Other	787,854	890,045	926,109	36,064
Transfers Out	164,008	233,018	113,545	(119,473)
Capital Expenditures	109,024	97,255	98,355	1,100
Debt	-	473	473	-
NON-PERSONNEL SUBTOTAL	\$ 7,288,788	\$ 7,143,927	\$ 7,432,550	\$ 288,623
Total	\$ 65,382,678	\$ 59,870,378	\$ 61,086,289	\$ 1,215,911

Revenues by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Charges for Services	\$ 61,100,216	\$ 37,748,507	\$ 56,188,544	\$ 18,440,037
Fines Forfeitures and Penalties	1,946,977	-	-	-
Licenses and Permits	56,893	5,500	-	(5,500)
Other Revenue	128	-	-	-
Rev from Money and Prop	(24)	-	-	-
Rev from Other Agencies	142,259	-	-	-
Transfers In	-	19,533,002	-	(19,533,002)
Total	\$ 63,246,447	\$ 57,287,009	\$ 56,188,544	\$ (1,098,465)

Personnel Expenditures

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
Salaries and Wages						
20000011	Account Clerk	5.00	4.00	4.00	\$31,491 - \$37,918	\$ 146,995
20000012	Administrative Aide 1	1.00	1.00	3.00	36,962 - 44,533	130,260
20000024	Administrative Aide 2	4.00	4.00	5.00	42,578 - 51,334	250,255
20001140	Assistant Department Director	1.00	1.00	1.00	31,741 - 173,971	124,163
20000070	Assistant Engineer-Civil	135.00	133.00	134.00	57,866 - 69,722	8,547,401
20000071	Assistant Engineer-Civil	0.00	0.00	4.00	57,866 - 69,722	264,361
90000070	Assistant Engineer-Civil - Hourly	0.30	0.78	0.78	57,866 - 69,722	45,135
20000077	Assistant Engineer-Electrical	5.00	5.00	5.00	57,866 - 69,722	331,525
20000116	Assistant Engineer-Traffic	27.00	6.00	6.00	57,866 - 69,722	409,617

Public Works - Engineering & Capital Projects

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
20000145	Associate Engineer-Civil	0.00	0.00	2.00	66,622 - 80,454	78,443
20000143	Associate Engineer-Civil	85.00	83.00	82.00	66,622 - 80,454	6,283,020
20000150	Associate Engineer-Electrical	2.00	2.00	2.00	66,622 - 80,454	156,886
20000154	Associate Engineer-Mechanical	1.00	1.00	1.00	66,622 - 80,454	78,443
20000167	Associate Engineer-Traffic	17.00	4.00	4.00	66,622 - 80,454	313,772
20000119	Associate Management Analyst	13.00	12.00	12.00	54,059 - 65,333	755,953
20000137	Associate Management Analyst	1.00	1.00	1.00	54,059 - 65,333	65,333
20000162	Associate Planner	6.00	6.00	6.00	56,722 - 68,536	334,115
20000539	Clerical Assistant 2	9.00	7.00	7.00	29,931 - 36,067	247,959
90000544	Clerical Assistant 2 - Hourly	0.00	0.96	0.96	29,931 - 36,067	28,734
20000545	Contracts Processing Clerk	4.00	4.00	6.00	32,968 - 39,811	226,197
20001168	Deputy Director	5.00	4.00	4.00	46,966 - 172,744	462,016
90001168	Deputy Director - Hourly	0.00	0.50	0.50	46,966 - 172,744	54,928
20001114	Engineering and Capital Projects Director	1.00	0.00	0.00	59,155 - 224,099	-
20000924	Executive Secretary	0.50	1.00	0.00	43,555 - 52,666	-
20000290	Information Systems Analyst 2	2.00	2.00	2.00	54,059 - 65,333	130,666
20000293	Information Systems Analyst 3	1.00	1.00	1.00	59,363 - 71,760	71,760
20000998	Information Systems Analyst 4	1.00	1.00	1.00	66,768 - 80,891	80,891
20000377	Information Systems Technician	1.00	0.00	0.00	42,578 - 51,334	-
20000551	Junior Engineer-Civil	0.00	1.00	0.00	50,003 - 60,549	-
90000552	Junior Engineer-Civil - Hourly	0.00	0.50	0.50	50,003 - 60,549	25,002
20000556	Junior Engineering Aide	0.00	1.00	1.00	38,688 - 46,571	45,407
20001018	Land Surveying Assistant	13.00	13.00	13.00	57,866 - 69,722	882,048
20001019	Land Surveying Associate	5.00	5.00	5.00	66,622 - 80,454	396,237
90001019	Land Surveying Associate - Hourly	0.50	0.00	0.00	66,622 - 80,454	-
90001073	Management Intern - Hourly	5.00	4.26	4.36	24,274 - 29,203	105,830
20000669	Park Designer	4.00	4.00	4.00	66,664 - 80,496	313,936
20000680	Payroll Specialist 2	3.00	3.00	3.00	34,611 - 41,787	122,226
20000740	Principal Drafting Aide	1.00	0.00	0.00	50,003 - 60,549	-
20000743	Principal Engineering Aide	51.00	51.00	51.00	50,003 - 60,549	2,921,036
90000743	Principal Engineering Aide - Hourly	0.00	0.50	0.50	50,003 - 60,549	25,002
20000518	Principal Survey Aide	8.00	8.00	8.00	50,003 - 60,549	459,971
20000748	Principal Traffic Engineering Aide	5.00	1.00	1.00	50,003 - 60,549	60,549
20001222	Program Manager	0.00	0.00	2.00	46,966 - 172,744	114,001
20000760	Project Assistant	7.00	7.00	8.00	57,866 - 69,722	475,853
20000761	Project Officer 1	6.00	6.00	7.00	66,622 - 80,454	472,669
20000763	Project Officer 2	7.00	7.00	6.00	76,794 - 92,851	543,180
20000784	Public Information Officer	1.00	1.00	2.00	43,514 - 52,707	43,514
20000869	Senior Account Clerk	1.00	1.00	1.00	36,067 - 43,514	-
20000890	Senior Civil Engineer	0.00	0.00	2.00	76,794 - 92,851	167,324
20000885	Senior Civil Engineer	24.00	24.00	24.00	76,794 - 92,851	1,984,887

Public Works - Engineering & Capital Projects

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
90000890	Senior Civil Engineer - Hourly	0.00	0.00	0.39	76,794 - 92,851	29,949
90000885	Senior Civil Engineer - Hourly	0.50	0.60	0.60	76,794 - 92,851	46,076
20000927	Senior Clerk/Typist	4.00	3.00	3.00	36,067 - 43,514	127,278
90000400	Senior Drafting Aide - Hourly	0.36	0.34	0.34	44,429 - 53,706	15,106
20000900	Senior Engineering Aide	2.00	2.00	2.00	44,429 - 53,706	96,792
20000830	Senior Engineering Geologist	1.00	1.00	1.00	76,794 - 92,851	76,794
90000830	Senior Engineering Geologist - Hourly	0.00	0.50	0.50	76,794 - 92,851	38,397
20001014	Senior Land Surveyor	2.00	2.00	1.00	76,794 - 92,851	90,530
20000015	Senior Management Analyst	9.00	9.00	8.00	59,363 - 71,760	563,316
90000856	Senior Mechanical Engineer - Hourly	0.50	0.00	0.00	76,794 - 92,851	-
20000918	Senior Planner	4.00	4.00	4.00	65,354 - 79,019	308,176
20000916	Senior Public Information Officer	2.00	2.00	2.00	54,059 - 65,333	129,033
20000929	Senior Survey Aide	4.00	4.00	4.00	44,429 - 53,706	202,861
20000926	Senior Traffic Engineer	10.00	3.75	2.00	76,794 - 92,851	181,060
20000964	Student Engineer	4.50	0.00	0.00	26,707 - 32,011	-
90000964	Student Engineer - Hourly	0.00	4.34	4.24	26,707 - 32,011	113,238
90001146	Student Intern - Hourly	0.50	0.00	0.00	18,616 - 22,318	-
20000970	Supervising Management Analyst	3.00	3.00	3.00	66,768 - 80,891	240,246
20000756	Word Processing Operator	7.00	6.00	5.00	31,491 - 37,918	179,371
	Exceptional Performance Pay-Classified					8,229
	Landscape Architect Lic					24,148
	Overtime Budgeted					326,353
	Reg Pay For Engineers					1,592,383
	Termination Pay Annual Leave					23,062
Salaries and Wages Subtotal		523.66	469.03	479.67		\$ 33,189,898

Fringe Benefits

Employee Offset Savings	\$ 338,291
Flexible Benefits	2,766,677
Long-Term Disability	182,477
Medicare	438,330
Other Post-Employment Benefits	2,834,373
Retiree Medical Trust	2,418
Retirement 401 Plan	9,677
Retirement ARC	10,976,232
Retirement DROP	86,361
Retirement Offset Contribution	120,491
Risk Management Administration	466,634
Supplemental Pension Savings Plan	1,627,535
Unemployment Insurance	93,184

Public Works - Engineering & Capital Projects

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
	Workers' Compensation					521,161
Fringe Benefits Subtotal						\$ 20,463,841
Total Personnel Expenditures						\$ 53,653,739

Underground Surcharge Fund¹

Department Expenditures

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Right-of-Way Design	\$ 51,781,760	\$ -	\$ -	\$ -
Total	\$ 51,781,760	\$ -	\$ -	\$ -

Department Personnel

	FY2011 Budget	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Right-of-Way Design	6.50	0.00	0.00	0.00
Total	6.50	0.00	0.00	0.00

Expenditures by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
PERSONNEL				
Salaries and Wages	\$ 121,038	\$ -	\$ -	\$ -
Fringe Benefits	87,284	-	-	-
PERSONNEL SUBTOTAL	\$ 208,322	\$ -	\$ -	\$ -
NON-PERSONNEL				
Supplies	\$ 15,884	\$ -	\$ -	\$ -
Contracts	3,813,771	-	-	-
Information Technology	57,632	-	-	-
Energy and Utilities	6,861	-	-	-
Other	47,673,175	-	-	-
Transfers Out	6,115	-	-	-
NON-PERSONNEL SUBTOTAL	\$ 51,573,438	\$ -	\$ -	\$ -
Total	\$ 51,781,760	\$ -	\$ -	\$ -

Revenues by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Charges for Services	\$ 89,676	\$ -	\$ -	\$ -
Other Local Taxes	24,094,412	-	-	-
Rev from Money and Prop	512,723	-	-	-
Total	\$ 24,696,811	\$ -	\$ -	\$ -

¹The Underground Surcharge Fund is budgeted in the Transportation & Storm Water Department in Fiscal Years 2012 and 2013.

Public Works - Engineering & Capital Projects

Personnel Expenditures

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
Salaries and Wages						
20000070	Assistant Engineer-Civil	2.00	0.00	0.00	\$57,866 - \$69,722	\$ -
20000143	Associate Engineer-Civil	1.00	0.00	0.00	66,622 - 80,454	-
20000556	Junior Engineering Aide	1.00	0.00	0.00	38,688 - 46,571	-
20000743	Principal Engineering Aide	1.00	0.00	0.00	50,003 - 60,549	-
20000748	Principal Traffic Engineering Aide	1.00	0.00	0.00	50,003 - 60,549	-
20000964	Student Engineer	0.50	0.00	0.00	26,707 - 32,011	-
Salaries and Wages Subtotal		6.50	0.00	0.00	\$	-
Fringe Benefits						
Fringe Benefits Subtotal						\$ -
Total Personnel Expenditures						\$ -



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Public Works - General Services



Division Description

The core mission of General Services is to provide the most efficient and effective direct support to other City departments enabling the provision of critical public services. City staff relies on General Services for a range of basic tasks including vehicle maintenance, facilities repair, and publishing services.

General Services is comprised of the following functions:

- Facilities
- Fleet Services
- Publishing
- General Services Administration

Facilities

Facilities provides day-to-day maintenance and repair, modernization, and improvement services including preventive and scheduled maintenance, emergency repairs, deferred maintenance, and tenant improvements to over 1,600 facilities. Deferred maintenance work includes re-roofing; replacing heating, ventilating, and air conditioning systems (HVAC); electrical repairs; and structural repairs.

Fleet Services

Fleet Services provides all City departments with motive equipment and comprehensive fleet management services. Support includes vehicle acquisition, fitting, maintenance and repair, the provision of parts and fuel, body repair, painting, metal fabrication, disposal services, machining, equipment rental, and operator training.

Publishing Services

Publishing Services is the City of San Diego's full-service, in-house reproduction and graphics center. The Print Shop delivers full graphics services, including design, offset press, high-volume copying, and product finishing. Publishing Services is also responsible for the citywide Photocopier Program and managing more than 560 multi-function copiers for departmental needs.

The mission of General Services is:

To proactively, systematically, and in an environmentally-responsible manner, maintain and enhance the City's capital assets, ensuring that they are safe, clean, and functional; to provide customers with safe, economical, state-of-the-art, environmentally-friendly, and reliable fleet services, delivered by highly-skilled professionals; and to provide the highest quality of reprographic services to customers in the most timely manner and at the lowest possible cost

Public Works - General Services

Goals and Objectives

The following goals and objectives represent the action plan for General Services:

Goal 1: Provide preventive, corrective, and emergency maintenance to City facilities to ensure efficient and effective operations (Facilities)

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Develop and implement preventive maintenance programs for City facilities
- Provide ongoing condition assessment of facilities
- Utilize available resources effectively to maintain the City's physical assets

Goal 2: Provide quality facility services efficiently and economically (Facilities)

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Provide quality customer service at a high level of user satisfaction
- Utilize a computerized maintenance management system for work control
- Respond to emergency requests in a timely manner

Goal 3: Provide quality fleet services efficiently and economically (Fleet)

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Ensure usage rates and service reflect the highest level of efficiency and effectiveness
- Provide quality customer service to achieve a high level of user satisfaction

Goal 4: Minimize the environmental impact of the fleet (Fleet)

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Reduce overall vehicle emissions
- Develop and implement citywide vehicle utilization standards

Goal 5: Respond adeptly to the City's requirements for reprographic services (Publishing)

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Effectively market the services available from Publishing Services to other City departments
- Provide timely and efficient publishing services to the Division's customers
- Provide employee training and equipment to keep pace with the City of San Diego's reprographic needs

Public Works - General Services

Key Performance Indicators

Performance Measure	Actual FY2011	Actual FY2012	Target FY2013
1. Average number of facility work orders completed per month (G2/O1 and G2/O2)	645	682	675
2. Average time to respond to an after-hours emergency facility work request (G2/O3)	1 hour	44 minutes	1 hour
3. Percent of fleet that is over-age and/or over-mileage (G3)	16%	15%	16%
4. Percent of Non-Safety Light Duty fleet vehicles classified as Low Emissions Vehicles II (G4/O1)	75%	73%	70%
5. Percent reduction of carbon footprint of City's fleet (Green Fleet initiative) (G4/O1)	0.07%	0.07%	0.07%
6. Average time to complete standard printing work (business cards, memo pads, envelopes, letterhead) (G5/O2)	9.0 days	8.9 days	9.0 days
9. Percent of Publishing customer satisfaction rates (G5/O2)	95%	97%	95%

Service Efforts and Accomplishments

Facilities

In the past year, Facilities completed a range of maintenance, repair, and improvement initiatives citywide. These included re-roofing and painting the Clairemont Pool, as well as a remodel of the South Clairemont Recreation Center kitchen. ADA remodels included the Azalea Recreation Center bathrooms and improvements to Building 30 restrooms. Roofs were replaced at the Ocean Beach Library, Carmel Mountain Recreation Center, the La Jolla Senior Center, and Fire Station 38 in Mira Mesa. Energy efficient lighting retrofit projects were performed at an additional 19 recreation center gymnasiums. Facilities painted the interior of 14 comfort stations, the Encanto and Southcrest Teen Centers, the San Ysidro Community Activity Center, and the Tierrasanta Pool.

Fleet Services

Fleet Services continued to complete 95 percent of preventive maintenance work within one day and maintained vehicle availability at over 95 percent. The Fleet Services Vehicle Replacement Plan procured over 345 vehicles in the Fiscal Year and made significant progress reducing the over-age and over-mileage vehicles within the City's Fleet, particularly through the replacement of critical patrol cars and heavy fire apparatus for the Police and Fire-Rescue Departments, respectively. In Fiscal Year 2012, the Fleet Service's employee's successfully competed in the City's second Managed Competition in order to retain vehicle maintenance and support services in-house. The Fleet employees proposed efficiency measures will result in savings of approximately \$4.4 million per year over the five year agreement after implementation.

Publishing Services

The Print Shop supports the City's publishing needs by managing the convenience copier program and providing quick copy, offset press, graphic services, and individual printing projects ranging from newsletters to construction and legislative documents. The convenience copier program transitioned to a new vendor in Fiscal Year 2012, replacing 560 multi-function devices and reducing costs to client departments by \$1.3 million. Publishing Services was the first organization to receive an award under the City's Managed Competition process and transitioned to a Most Efficient Government Organization (MEGO) in Fiscal Year 2012. The Print Shop reduced 10.67 FTE positions

Public Works - General Services

and cut expenditures by \$1.06 million per year following Managed Competition while maintaining the same level of service.

Managed Competition Performance Measures – Publishing

Performance Measure	Actual FY2011	Actual FY2012	Target FY2013
1. Standard job turn-around times of approximately 80 percent within 10 days	10.0 days	8.9 days	9.0 days
2. Up-time for convenience copiers of 99 percent	98.1%	99.0%	99.0%
3. Customer satisfaction rates of 98 percent	98.0%	97.4%	98.0%

Managed Competition Performance Measures – Fleet

Performance Measure	Actual FY2011	Actual FY2012	Target FY2013
1. Percent of performance expectations in services to other departments that meet or exceed vehicle availability goals (99 percent)	N/A ¹	N/A ¹	N/A ¹
2. Percent of respondents satisfied with Fleet Services (95 percent)	N/A ¹	N/A ¹	N/A ¹
3. Percent of Non-Safety Light Duty fleet vehicles classified as Low Emissions Vehicles II (Green Fleet initiative to help reduce carbon footprint below 61 percent/661 vehicles)	N/A ¹	73%	70%
4. Percent of Non-Safety Medium/Heavy Duty fleet on-road diesel powered vehicles meeting CA Code Reg. Title 13. (State law requirement) (58 percent/325 vehicles)	N/A ¹	N/A ¹	N/A ¹
5. Percent reduction of carbon footprint of City's fleet (Green Fleet initiative) (+3.5 percent/49.9KG)	N/A ¹	0.07%	0.07%
6. "A" PMs (preventive maintenance) completed within one day	N/A ¹	N/A ¹	N/A ¹
7. 95 percent scheduled PMs completed	N/A ¹	N/A ¹	N/A ¹
8. PMs past due at 5 percent or less	N/A ¹	N/A ¹	N/A ¹
9. Turn-around average for repairs of 75 percent within one day	N/A ¹	N/A ¹	N/A ¹
10. A vehicle availability rate of 92.5 percent for customer fleets overall, 90 percent for the Priority 1 vehicles, and 95 percent for Priority 2 vehicles if not depreciated	N/A ¹	N/A ¹	N/A ¹
11. A vehicle availability rate of 85 percent for Priority 1 vehicles and 90 percent, and for Priority 2 vehicles that have depreciated or to meet established daily minimum needs as negotiated between the customer and the Division	N/A ¹	N/A ¹	N/A ¹
12. 75 percent of calls will be responded to within thirty minutes for in-house duty-hour services	N/A ¹	N/A ¹	N/A ¹
13. 95 percent of calls will be responded to within one hour within the City's geographic boundaries	N/A ¹	N/A ¹	N/A ¹

Public Works - General Services

14. Percent of time spent on preventive maintenance as opposed to unscheduled repair (>54.5 percent)	N/A ¹	N/A ¹	N/A ¹
15. Number and dollar value of possible violations and fines during Air Pollution Control District annual inspections for non-compliance to Title 13 Diesel emission standards (0/\$0)	N/A ¹	N/A ¹	N/A ¹
16. Percent of the total fleet that is over age and/or mileage (<12 percent)	N/A ¹	15%	16%
17. Percent of master technicians Automotive Service Excellence (ASE)/Welder certified (>38 percent)	N/A ¹	N/A ¹	38%
18. Number of shops Automotive Service Excellence (ASE) certified (>2)	N/A ¹	N/A ¹	2

¹ New measures based on the Fleet Service RFP and subsequent employee proposal. As the Division is currently in meet-and-confer regarding the employee proposal, this measure is not tracked and reported for compliance. Systems are currently being established to track and report the measures once the employee proposal is fully implemented.



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Public Works - General Services

Department Summary

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Positions (Budgeted)	698.91	425.33	294.50	(130.83)
Personnel Expenditures	\$ 69,803,512	\$ 37,149,144	\$ 25,799,771	\$ (11,349,373)
Non-Personnel Expenditures	91,558,196	67,143,155	59,759,979	(7,383,176)
Total Department Expenditures	\$ 161,361,707	\$ 104,292,299	\$ 85,559,750	\$ (18,732,549)
Total Department Revenue	\$ 117,217,069	\$ 100,906,297	\$ 83,575,169	\$ (17,331,128)

General Fund

Department Expenditures

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Administration	\$ 943,258	\$ 706,114	\$ 1,170,300	\$ 464,186
Facilities	14,374,825	13,926,739	14,021,545	94,806
Street	32,904,353	-	-	-
Total	\$ 48,222,436	\$ 14,632,853	\$ 15,191,845	\$ 558,992

Department Personnel

	FY2011 Budget	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Administration	5.00	5.00	9.00	4.00
Facilities	108.00	107.00	107.00	0.00
Street	261.92	0.00	0.00	0.00
Total	374.92	112.00	116.00	4.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Transfer to Capital Improvement Projects Adjustment reflects a one-time transfer to support facilities capital projects for Fiscal Year 2013 using a portion of the estimated Fiscal Year 2012 surplus.	0.00	\$ 1,111,000	\$ -
Addition for Maintenance and Repair Addition of expenditures for the maintenance and repair of the City Administration Building.	0.00	400,000	-
Addition of Supplies Addition of supplies to the Public Works - General Services Facilities Division to be for used for the City's maintenance and repair projects.	0.00	300,000	-
Position Transfer Transfer of 1.00 Information Systems Analyst 2, 2.00 Information System Technicians and associated non-personnel expenditures from the Public Works - General Services Fleet Division to the Public Works - General Services Administration Division.	3.00	285,935	-

Public Works - General Services

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments	0.00	149,619	-
Adjustments to reflect the annualization of the Fiscal Year 2012 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.			
Information Systems Analyst 2 Transfer	1.00	115,119	-
Transfer of 1.00 Information Systems Analyst 2 from the Public Works - General Services Publishing Services Division to the Public Works - General Services Administration Division.			
Executive Secretary Transfer	1.00	76,093	-
Transfer of 1.00 Executive Secretary and associated non-personnel expenditures from the Public Works - Engineering & Capital Projects Department to the Public Works - General Services Department.			
Equipment/Support for Information Technology	0.00	56,921	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.			
Reduction in Travel and Training	0.00	(4,000)	-
Adjustment reflects a reduction of travel and training expenditures.			
Copier Savings	0.00	(7,850)	-
Adjustment to reflect savings resulting from the new convenience copier contract.			
Executive Secretary Transfer	(1.00)	(91,337)	-
Transfer of 1.00 Executive Secretary from the Public Works - General Services Department to the Business Office to provide required administrative support.			
Non-Discretionary Adjustment	0.00	(529,450)	-
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.			
Deferred Capital Debt Service Transfer	0.00	(1,303,058)	-
Transfer of deferred capital debt service expenditures to the Citywide Program Expenditures Department.			
Revised Revenue	0.00	-	(923,360)
Adjustment to reflect Fiscal Year 2013 revenue projections.			
Total	4.00	\$ 558,992	\$ (923,360)

Expenditures by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
PERSONNEL				
Salaries and Wages	\$ 17,480,605	\$ 5,397,501	\$ 5,668,375	\$ 270,874
Fringe Benefits	11,741,164	3,493,309	3,752,602	259,293
PERSONNEL SUBTOTAL	\$ 29,221,769	\$ 8,890,810	\$ 9,420,977	\$ 530,167

Public Works - General Services

Expenditures by Category (Cont'd)

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
NON-PERSONNEL				
Supplies	\$ 4,126,931	\$ 635,626	\$ 1,335,196	\$ 699,570
Contracts	5,306,966	2,364,274	1,812,537	(551,737)
Information Technology	969,638	334,179	455,078	120,899
Energy and Utilities	2,121,136	916,880	974,727	57,847
Other	18,608	13,083	28,305	15,222
Transfers Out	6,355,203	1,355,467	1,135,025	(220,442)
Capital Expenditures	9,651	30,000	30,000	-
Debt	92,534	92,534	-	(92,534)
NON-PERSONNEL SUBTOTAL	\$ 19,000,667	\$ 5,742,043	\$ 5,770,868	\$ 28,825
Total	\$ 48,222,436	\$ 14,632,853	\$ 15,191,845	\$ 558,992

Revenues by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Charges for Services	\$ 9,428,596	\$ 4,924,543	\$ 4,001,183	\$ (923,360)
Licenses and Permits	(67)	-	-	-
Other Revenue	509,537	-	-	-
Rev from Money and Prop	63,362	-	-	-
Rev from Other Agencies	54,856	-	-	-
Transfers In	10,296,026	-	-	-
Total	\$ 20,352,309	\$ 4,924,543	\$ 4,001,183	\$ (923,360)

Personnel Expenditures

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
Salaries and Wages						
20000011	Account Clerk	2.00	1.00	1.00	\$31,491 - \$37,918	\$ 36,970
20000012	Administrative Aide 1	0.00	0.00	1.00	36,962 - 44,533	36,962
20000024	Administrative Aide 2	3.00	1.00	1.00	42,578 - 51,334	50,051
20000070	Assistant Engineer-Civil	5.00	1.00	1.00	57,866 - 69,722	57,866
20000077	Assistant Engineer-Electrical	1.00	0.00	0.00	57,866 - 69,722	-
20000143	Associate Engineer-Civil	2.00	1.00	1.00	66,622 - 80,454	66,622
20000201	Building Maintenance Supervisor	6.00	6.00	6.00	61,859 - 74,797	425,346
20000224	Building Service Technician	18.00	18.00	18.00	33,322 - 39,666	575,298
20000202	Building Supervisor	2.00	2.00	1.00	39,770 - 47,736	46,543
20000234	Carpenter	12.00	12.00	12.00	43,451 - 52,000	624,000
20000236	Cement Finisher	14.34	0.00	0.00	43,451 - 52,083	-
20000539	Clerical Assistant 2	1.00	0.00	0.00	29,931 - 36,067	-
20000306	Code Compliance Officer	3.00	0.00	0.00	37,232 - 44,803	-
20000617	Construction Estimator	1.00	1.00	3.00	53,706 - 64,958	107,412
20000354	Custodian 2	9.00	9.00	9.00	26,250 - 31,242	273,328
20001101	Department Director	1.00	1.00	1.00	59,155 - 224,099	155,202
20001168	Deputy Director	2.00	1.00	1.00	46,966 - 172,744	114,460
20000408	Electrician	26.33	12.00	12.00	47,091 - 56,534	544,704
20000413	Electrician Supervisor	2.00	0.00	0.00	53,706 - 64,958	-

Public Works - General Services

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
20000434	Electronics Technician	1.00	0.00	0.00	47,091 - 56,534	-
20000426	Equipment Operator 1	4.00	0.00	0.00	37,690 - 45,115	-
20000430	Equipment Operator 2	18.00	0.00	0.00	41,350 - 49,462	-
20000436	Equipment Operator 3	2.00	0.00	0.00	43,160 - 51,667	-
20000423	Equipment Technician 2	1.00	0.00	0.00	39,499 - 47,091	-
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	51,349
20000499	Heating Technician	4.00	3.00	3.00	47,091 - 56,534	169,602
20000502	Heavy Truck Driver 1	11.00	0.00	0.00	36,234 - 43,160	-
20000501	Heavy Truck Driver 2	21.00	0.00	0.00	37,565 - 45,302	-
20000503	Horticulturist	1.00	0.00	0.00	53,061 - 64,147	-
20000290	Information Systems Analyst 2	1.00	0.00	2.00	54,059 - 65,333	126,746
20000293	Information Systems Analyst 3	1.00	0.00	0.00	59,363 - 71,760	-
20000998	Information Systems Analyst 4	1.00	1.00	1.00	66,768 - 80,891	80,891
20000377	Information Systems Technician	0.00	0.00	2.00	42,578 - 51,334	100,102
20000613	Locksmith	2.00	2.00	2.00	44,221 - 52,853	97,074
20000667	Painter	7.00	7.00	5.00	41,600 - 49,962	241,448
20000680	Payroll Specialist 2	3.00	1.00	1.00	34,611 - 41,787	40,742
20000711	Plumber	10.00	10.00	10.00	47,091 - 56,534	392,608
20000743	Principal Engineering Aide	2.00	0.00	0.00	50,003 - 60,549	-
20001222	Program Manager	1.00	0.00	0.00	46,966 - 172,744	-
20000761	Project Officer 1	1.00	0.00	0.00	66,622 - 80,454	-
20000777	Public Works Dispatch Supervisor	1.00	0.00	0.00	41,080 - 49,566	-
20000776	Public Works Dispatcher	10.25	0.00	0.00	35,755 - 43,098	-
20001050	Public Works Superintendent	3.00	0.00	0.00	70,013 - 84,531	-
20001032	Public Works Supervisor	15.00	0.00	0.00	49,525 - 59,966	-
20000833	Refrigeration Mechanic	6.00	6.00	6.00	47,091 - 56,534	226,083
20000842	Roofer	4.00	4.00	4.00	39,666 - 47,528	190,112
20000847	Safety Officer	2.00	1.00	1.00	57,907 - 69,930	57,907
20000222	Senior Building Maintenance Supervisor	1.00	1.00	1.00	76,918 - 93,018	90,693
20000223	Senior Building Maintenance Supervisor	1.00	1.00	1.00	76,918 - 93,018	90,693
20000312	Senior Department Human Resources Analyst	1.00	1.00	0.00	59,363 - 71,760	-
20000900	Senior Engineering Aide	2.00	0.00	0.00	44,429 - 53,706	-
20000826	Senior Locksmith	1.00	1.00	1.00	46,446 - 55,578	55,578
20000015	Senior Management Analyst	2.00	1.00	1.00	59,363 - 71,760	69,966
20000966	Senior Refrigeration Mechanic	3.00	3.00	3.00	49,462 - 59,384	178,152
20000942	Sign Painter	2.00	0.00	0.00	42,494 - 50,773	-
20000313	Supervising Department Human Resources Analyst	0.00	0.00	1.00	66,768 - 80,891	78,464
20000970	Supervising Management Analyst	1.00	1.00	1.00	66,768 - 80,891	80,891
20001029	Traffic Signal Supervisor	2.00	0.00	0.00	61,818 - 74,797	-
20001031	Traffic Signal Technician 2	16.00	0.00	0.00	54,163 - 65,021	-

Public Works - General Services

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
20000659	Traffic Striper Operator	4.00	0.00	0.00	40,498 - 48,506	-
20001038	Tree Maintenance Crewleader	2.00	0.00	0.00	36,566 - 43,576	-
20001039	Tree Trimmer	3.00	0.00	0.00	34,965 - 41,621	-
20001051	Utility Worker 1	51.00	0.00	0.00	30,534 - 36,296	-
20001053	Utility Worker 2	35.00	0.00	0.00	33,322 - 39,666	-
20001058	Welder	1.00	0.00	0.00	44,366 - 53,206	-
20000756	Word Processing Operator	2.00	1.00	1.00	31,491 - 37,918	-
	Night Shift Pay					1,562
	Overtime Budgeted					132,948
Salaries and Wages Subtotal		374.92	112.00	116.00		\$ 5,668,375
Fringe Benefits						
	Employee Offset Savings					\$ 32,016
	Flexible Benefits					574,876
	Long-Term Disability					31,763
	Medicare					75,236
	Other Post-Employment Benefits					658,008
	Retiree Medical Trust					1,403
	Retirement 401 Plan					5,614
	Retirement ARC					1,758,585
	Retirement DROP					12,697
	Retirement Offset Contribution					4,989
	Risk Management Administration					108,368
	Supplemental Pension Savings Plan					280,329
	Unemployment Insurance					16,172
	Workers' Compensation					192,546
Fringe Benefits Subtotal						\$ 3,752,602
Total Personnel Expenditures						\$ 9,420,977

Fleet Services Operating Fund

Department Expenditures

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Fleet Services	\$ 52,209,860	\$ 51,258,674	\$ 48,036,589	\$ (3,222,085)
Total	\$ 52,209,860	\$ 51,258,674	\$ 48,036,589	\$ (3,222,085)

Department Personnel

	FY2011 Budget	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Fleet Services	249.00	249.00	168.50	(80.50)
Total	249.00	249.00	168.50	(80.50)

Public Works - General Services

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Addition of Gasoline Expenditures Addition of expenditures for gasoline and other motor fuel.	0.00	\$ 1,412,155	\$ -
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2012 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	644,849	-
Non-Discretionary Adjustment 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	158,732	-
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	123,319	-
Position Transfer Transfer of 1.00 Information Systems Analyst 2, 2.00 Information System Technicians and associated non-personnel expenditures from the Public Works - General Services Fleet Division to the Public Works - General Services Administration Division.	(3.00)	(285,935)	-
Fleet Services Managed Competition Savings Adjustment to reflect savings realized from the Managed Competition winning bid subject to the City's obligations under the Meyers-Milias-Brown Act (MMBA) and City Council Policy 300-06.	(77.50)	(5,275,205)	-
Natural Gas Antitrust Litigation Settlement Addition of one-time revenue awarded to the City of San Diego resulting from the settlement of the natural gas antitrust litigation	0.00	-	6,045
Revised Revenue Adjustment to reflect Fiscal Year 2013 revenue projections.	0.00	-	(3,822,483)
Total	(80.50)	\$ (3,222,085)	\$ (3,816,438)

Expenditures by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
PERSONNEL				
Salaries and Wages	\$ 13,688,670	\$ 13,553,085	\$ 9,496,612	\$ (4,056,473)
Fringe Benefits	8,811,236	8,423,111	6,065,867	(2,357,244)
PERSONNEL SUBTOTAL	\$ 22,499,906	\$ 21,976,196	\$ 15,562,479	\$ (6,413,717)
NON-PERSONNEL				
Supplies	\$ 9,030,599	\$ 7,800,878	\$ 7,508,867	\$ (292,011)
Contracts	4,394,020	4,318,231	6,402,757	2,084,526
Information Technology	928,694	1,097,814	1,343,802	245,988
Energy and Utilities	15,138,602	15,509,749	16,881,005	1,371,256
Other	40,896	48,813	53,100	4,287
Transfers Out	9,501	197,210	175,326	(21,884)

Public Works - General Services

Expenditures by Category (Cont'd)

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Capital Expenditures	167,641	308,150	107,620	(200,530)
Debt	-	1,633	1,633	-
NON-PERSONNEL SUBTOTAL	\$ 29,709,955	\$ 29,282,478	\$ 32,474,110	\$ 3,191,632
Total	\$ 52,209,860	\$ 51,258,674	\$ 48,036,589	\$ (3,222,085)

Revenues by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Charges for Services	\$ 45,807,159	\$ 50,706,576	\$ 46,884,093	\$ (3,822,483)
Fines Forfeitures and Penalties	2,800	20,000	26,045	6,045
Other Revenue	479,327	295,000	295,000	-
Rev from Money and Prop	4,331	-	-	-
Transfers In	892,951	892,951	892,951	-
Total	\$ 47,186,567	\$ 51,914,527	\$ 48,098,089	\$ (3,816,438)

Personnel Expenditures

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
Salaries and Wages						
20000011	Account Clerk	2.00	2.00	2.00	\$31,491 - \$37,918	\$ 68,461
20000024	Administrative Aide 2	1.00	1.00	0.00	42,578 - 51,334	-
20000088	Assistant Engineer-Mechanical	0.00	1.00	1.00	57,866 - 69,722	65,824
20000087	Assistant Engineer-Mechanical	1.00	0.00	0.00	57,866 - 69,722	-
20000154	Associate Engineer-Mechanical	1.00	1.00	1.00	66,622 - 80,454	78,443
20000119	Associate Management Analyst	0.00	0.00	1.00	54,059 - 65,333	54,059
20000193	Body and Fender Mechanic	5.00	5.00	5.00	44,366 - 53,206	266,030
20001168	Deputy Director	1.00	1.00	1.00	46,966 - 172,744	114,460
20000420	Equipment Mechanic	112.00	112.00	83.00	44,366 - 53,206	4,335,628
20000438	Equipment Painter	2.00	2.00	2.00	44,366 - 53,206	104,405
20000417	Equipment Repair Supervisor	17.00	17.00	1.50	54,309 - 65,666	96,862
20000439	Equipment Service Writer	6.00	6.00	8.00	47,715 - 57,158	428,935
20000433	Equipment Trainer	1.00	1.00	1.00	47,570 - 57,533	56,095
20000062	Fleet Maintenance Supervisor	0.00	0.00	7.00	62,421 - 75,525	436,947
20000774	Fleet Manager	3.00	3.00	2.00	76,773 - 93,018	177,665
20000183	Fleet Parts Buyer	5.00	5.00	2.50	44,637 - 54,059	133,799
20000182	Fleet Parts Buyer Supervisor	1.00	1.00	0.50	51,355 - 62,442	30,443
20000290	Information Systems Analyst 2	1.00	1.00	0.00	54,059 - 65,333	-
20000377	Information Systems Technician	2.00	2.00	0.00	42,578 - 51,334	-
20000618	Machinist	2.00	2.00	1.00	46,134 - 55,266	55,266
20000644	Metal Fabrication Supervisor	2.00	2.00	2.00	54,309 - 65,666	129,690
20000445	Motive Service Technician	24.00	24.00	0.00	34,195 - 40,976	-
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	40,742
20000847	Safety Officer	1.00	1.00	1.00	57,907 - 69,930	68,182
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	69,966
20000443	Senior Motive Service Technician	24.00	24.00	24.00	36,587 - 43,618	1,025,739
20000950	Stock Clerk	2.00	2.00	1.00	30,056 - 36,275	35,823

Public Works - General Services

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
20000951	Stock Clerk	10.00	11.00	5.50	30,056 - 36,275	191,886
20000955	Storekeeper 1	2.00	1.00	0.50	34,611 - 41,517	20,235
20001051	Utility Worker 1	3.00	3.00	2.00	30,534 - 36,296	72,592
20001056	Vehicle and Fuel Clerk	3.00	3.00	2.00	31,491 - 37,918	73,940
20001058	Welder	12.00	12.00	9.00	44,366 - 53,206	478,854
20000756	Word Processing Operator	1.00	1.00	0.00	31,491 - 37,918	-
	ASE Cert					48,152
	ASE Master Cert					127,043
	Class B					67,600
	Collison Repair Cert					3,640
	Exceptional Performance Pay-Classified					3,000
	Night Shift Pay					100,563
	Overtime Budgeted					400,000
	Right Of Way Cert					936
	Termination Pay Annual Leave					16,715
	Welding Certification					17,992
Salaries and Wages Subtotal		249.00	249.00	168.50		\$ 9,496,612
Fringe Benefits						
	Employee Offset Savings					\$ 25,907
	Flexible Benefits					931,960
	Long-Term Disability					50,422
	Medicare					112,590
	Other Post-Employment Benefits					1,059,328
	Retiree Medical Trust					868
	Retirement 401 Plan					3,473
	Retirement ARC					2,897,998
	Retirement DROP					35,470
	Retirement Offset Contribution					6,714
	Risk Management Administration					174,160
	Supplemental Pension Savings Plan					471,341
	Unemployment Insurance					25,872
	Workers' Compensation					269,764
Fringe Benefits Subtotal						\$ 6,065,867
Total Personnel Expenditures						\$ 15,562,479

Fleet Services Replacement Fund

Department Expenditures

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Fleet Services	\$ 35,650,946	\$ 23,198,758	\$ 18,943,165	\$ (4,255,593)
Total	\$ 35,650,946	\$ 23,198,758	\$ 18,943,165	\$ (4,255,593)

Public Works - General Services

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment	0.00	\$ 119,890	\$ -
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.			
Vehicle Purchases	0.00	(4,375,483)	-
Adjustment to reflect vehicle cash replacement funding estimates.			
Revised Revenue	0.00	-	(1,675,577)
Adjustment to reflect Fiscal Year 2013 revenue projections.			
Total	0.00	\$ (4,255,593)	\$ (1,675,577)

Expenditures by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
PERSONNEL				
Salaries and Wages	\$ 3,397	\$ -	\$ -	\$ -
Fringe Benefits	2,665	-	-	-
PERSONNEL SUBTOTAL	\$ 6,062	\$ -	\$ -	\$ -
NON-PERSONNEL				
Supplies	\$ 394,323	\$ -	\$ -	\$ -
Contracts	5,254,561	-	-	-
Other	851,881	840,000	-	(840,000)
Capital Expenditures	21,783,119	14,647,038	10,271,555	(4,375,483)
Debt	7,361,000	7,711,720	8,671,610	959,890
NON-PERSONNEL SUBTOTAL	\$ 35,644,884	\$ 23,198,758	\$ 18,943,165	\$ (4,255,593)
Total	\$ 35,650,946	\$ 23,198,758	\$ 18,943,165	\$ (4,255,593)

Revenues by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Charges for Services	\$ 20,082,724	\$ 24,258,715	\$ 22,583,138	\$ (1,675,577)
Other Revenue	2,064,630	2,000,000	2,000,000	-
Transfers In	2,184,691	3,119,490	3,119,490	-
Total	\$ 24,332,045	\$ 29,378,205	\$ 27,702,628	\$ (1,675,577)

Prop 42 Replacement - Transportation Relief Fund¹

Department Expenditures

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Prop 42 Replacement - Transportation Relief	\$ 11,865,645	\$ -	\$ -	\$ -
Total	\$ 11,865,645	\$ -	\$ -	\$ -

¹The Prop 42 Replacement - Transportation Relief Fund is budgeted in the Transportation & Storm Water Department in Fiscal Years 2012 and 2013.

Public Works - General Services

Expenditures by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
NON-PERSONNEL				
Supplies	\$ 2,512,236	\$ -	\$ -	-
Contracts	5,205,593	-	-	-
Energy and Utilities	4,147,815	-	-	-
NON-PERSONNEL SUBTOTAL	\$ 11,865,645	\$ -	\$ -	-
Total	\$ 11,865,645	\$ -	\$ -	-

Revenues by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Other Local Taxes	\$ 11,004,031	\$ -	\$ -	-
Rev from Money and Prop	215,438	-	-	-
Total	\$ 11,219,468	\$ -	\$ -	-

Publishing Services Fund

Department Expenditures

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Publishing Services	\$ 4,689,930	\$ 5,158,804	\$ 3,388,151	\$ (1,770,653)
Total	\$ 4,689,930	\$ 5,158,804	\$ 3,388,151	\$ (1,770,653)

Department Personnel

	FY2011 Budget	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Publishing Services	25.00	14.33	10.00	(4.33)
Total	25.00	14.33	10.00	(4.33)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Adjustment to Non-Personnel Expenditures Adjustment to non-personnel expenditures to reflect the approved Fiscal Year 2013 Bid level.	0.00	\$ 164,062	\$ -
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(63,115)	-
Position Restructure Transfer of 1.00 Graphic Designer from the Public Works - General Services Publishing Services Division to the Department of Information Technology.	(1.00)	(89,568)	-
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2012 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	(2.33)	(93,719)	-

Public Works - General Services

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Information Systems Analyst 2 Transfer Transfer of 1.00 Information Systems Analyst 2 from the Public Works - General Services Publishing Services Division to the Public Works - General Services Administration Division.	(1.00)	(115,119)	-
Non-Discretionary Adjustment 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	(293,194)	-
Convenience Copier Contract Adjustment of non-personnel expenditures and related revenue associated with the new convenience copier contract.	0.00	(1,280,000)	(1,386,590)
Natural Gas Antitrust Litigation Settlement Addition of one-time revenue awarded to the City of San Diego resulting from the settlement of the natural gas antitrust litigation.	0.00	-	1,055
Total	(4.33)	\$ (1,770,653)	\$ (1,385,535)

Expenditures by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
PERSONNEL				
Salaries and Wages	\$ 814,290	\$ 653,387	\$ 460,099	\$ (193,288)
Fringe Benefits	612,105	461,334	356,216	(105,118)
PERSONNEL SUBTOTAL	\$ 1,426,396	\$ 1,114,721	\$ 816,315	\$ (298,406)
NON-PERSONNEL				
Supplies	\$ 280,204	\$ 254,155	\$ 256,892	\$ 2,737
Contracts	2,729,096	3,325,529	2,080,257	(1,245,272)
Information Technology	165,011	289,949	121,877	(168,072)
Energy and Utilities	70,944	99,426	81,278	(18,148)
Other	13,179	59,042	15,834	(43,208)
Transfers Out	5,100	11,489	11,206	(283)
Debt	-	4,493	4,492	(1)
NON-PERSONNEL SUBTOTAL	\$ 3,263,535	\$ 4,044,083	\$ 2,571,836	\$ (1,472,247)
Total	\$ 4,689,930	\$ 5,158,804	\$ 3,388,151	\$ (1,770,653)

Revenues by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Charges for Services	\$ 4,980,747	\$ 5,158,804	\$ 3,772,214	\$ (1,386,590)
Fines Forfeitures and Penalties	-	-	1,055	1,055
Other Revenue	122,433	-	-	-
Rev from Money and Prop	614	-	-	-
Total	\$ 5,103,795	\$ 5,158,804	\$ 3,773,269	\$ (1,385,535)

Public Works - General Services

Personnel Expenditures

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
Salaries and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 31,491
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	50,051
20000191	Bindery Worker 2	6.00	3.00	2.00	28,870 - 34,133	63,003
20000192	Bindery Worker 3	2.00	1.00	1.00	31,782 - 37,627	37,627
20000539	Clerical Assistant 2	1.00	0.33	0.00	29,931 - 36,067	-
20000593	Electronic Publishing Specialist	2.00	0.00	0.00	41,434 - 49,920	-
20000487	Graphic Designer	4.00	3.33	2.00	43,264 - 51,979	101,360
20000290	Information Systems Analyst 2	1.00	1.00	0.00	54,059 - 65,333	-
20000609	Lithographic Technician	1.00	0.33	0.00	40,019 - 47,674	-
20000752	Print Shop Supervisor	1.00	1.00	1.00	57,158 - 68,120	66,417
20000912	Senior Offset Press Operator	5.00	2.33	2.00	38,106 - 45,344	90,688
	Overtime Budgeted					19,462
Salaries and Wages Subtotal		25.00	14.33	10.00		\$ 460,099
Fringe Benefits						
	Employee Offset Savings					\$ 2,549
	Flexible Benefits					58,250
	Long-Term Disability					2,543
	Medicare					5,319
	Other Post-Employment Benefits					63,270
	Retirement ARC					165,950
	Retirement Offset Contribution					1,020
	Risk Management Administration					10,420
	Supplemental Pension Savings Plan					22,219
	Unemployment Insurance					1,296
	Workers' Compensation					23,380
Fringe Benefits Subtotal						\$ 356,216
Total Personnel Expenditures						\$ 816,315

Wireless Communications Technology Fund¹

Department Expenditures

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Communications	\$ 9,382,784	\$ 10,043,210	\$ -	\$ (10,043,210)
Total	\$ 9,382,784	\$ 10,043,210	\$ -	\$ (10,043,210)

¹The Wireless Communications Technology Fund is budgeted in the Department of Information Technology in Fiscal Year 2013.

Public Works - General Services

Department Personnel

	FY2011 Budget	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Communications	49.99	50.00	0.00	(50.00)
Total	49.99	50.00	0.00	(50.00)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Department Restructure	(49.00)	(10,043,210)	(9,530,218)
Transfer of the Communications Division from the Public Works - General Services Department to the Department of Information Technology.			
Communications Technician Transfer	(1.00)	-	-
Transfer of 1.00 unfunded Communications Technician from the Public Works - General Services Communications Division to the Multimedia Services Division to support the CityTV program.			
Total	(50.00)	\$ (10,043,210)	\$ (9,530,218)

Expenditures by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
PERSONNEL				
Salaries and Wages	\$ 2,949,380	\$ 3,188,435	\$ -	\$ (3,188,435)
Fringe Benefits	1,834,355	1,978,982	-	(1,978,982)
PERSONNEL SUBTOTAL	\$ 4,783,734	\$ 5,167,417	\$ -	\$ (5,167,417)
NON-PERSONNEL				
Supplies	\$ 434,070	\$ 577,932	\$ -	\$ (577,932)
Contracts	623,117	544,534	-	(544,534)
Information Technology	334,286	438,950	-	(438,950)
Energy and Utilities	181,468	231,032	-	(231,032)
Other	19,160	71,854	-	(71,854)
Transfers Out	-	50,512	-	(50,512)
Capital Expenditures	84,721	38,752	-	(38,752)
Debt	2,922,226	2,922,227	-	(2,922,227)
NON-PERSONNEL SUBTOTAL	\$ 4,599,049	\$ 4,875,793	\$ -	\$ (4,875,793)
Total	\$ 9,382,784	\$ 10,043,210	\$ -	\$ (10,043,210)

Revenues by Category

	FY2011 Actual	FY2012 Budget	FY2013 Adopted	FY2012-2013 Change
Charges for Services	\$ 9,229,067	\$ 450,000	\$ -	\$ (450,000)
Other Revenue	50,334	-	-	-
Rev from Money and Prop	37,685	-	-	-
Rev from Other Agencies	69	-	-	-
Transfers In	-	9,080,218	-	(9,080,218)
Total	\$ 9,317,155	\$ 9,530,218	\$ -	\$ (9,530,218)

Public Works - General Services

Personnel Expenditures

Job Number	Job Title / Wages	FY2011 Budget	FY2012 Budget	FY2013 Adopted	Salary Range	Total
Salaries and Wages						
20000011	Account Clerk	2.00	2.00	0.00	\$31,491 - \$37,918	\$ -
20000252	Apprentice 2-Communications Technician	0.00	1.00	0.00	49,962 - 63,294	-
20000139	Associate Communications Engineer	4.00	4.00	0.00	66,622 - 80,454	-
20000539	Clerical Assistant 2	1.00	1.00	0.00	29,931 - 36,067	-
20000403	Communications Technician	21.00	20.00	0.00	58,157 - 69,742	-
20000405	Communications Technician Supervisor	2.00	2.00	0.00	66,685 - 80,600	-
20001168	Deputy Director	1.00	1.00	0.00	46,966 - 172,744	-
20000418	Equipment Technician 1	0.00	1.00	0.00	36,005 - 43,139	-
20000419	Equipment Technician 1	4.00	5.00	0.00	36,005 - 43,139	-
90000419	Equipment Technician 1 - Hourly	0.99	0.00	0.00	36,005 - 43,139	-
20000425	Equipment Technician 2	2.00	2.00	0.00	39,499 - 47,091	-
20000927	Senior Clerk/Typist	1.00	1.00	0.00	36,067 - 43,514	-
20000288	Senior Communications Engineer	1.00	1.00	0.00	76,794 - 92,851	-
20000897	Senior Communications Technician	7.00	6.00	0.00	61,048 - 73,216	-
20000402	Senior Communications Technician Supervisor	1.00	1.00	0.00	76,710 - 92,602	-
20000015	Senior Management Analyst	1.00	1.00	0.00	59,363 - 71,760	-
20000956	Storekeeper 2	1.00	1.00	0.00	37,835 - 45,718	-
Salaries and Wages Subtotal		49.99	50.00	0.00		\$ -
Fringe Benefits						
Fringe Benefits Subtotal						\$ -
Total Personnel Expenditures						\$ -

Public Works - General Services

Revenue and Expense Statement (Non-General Fund)

Fleet Services Operating Fund	FY2011 Actual	FY2012* Budget	FY2013 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 8,908,433	\$ 4,966,670	\$ 5,571,976
Continuing Appropriation - CIP	331,530	809,367	982,695
TOTAL BALANCE AND RESERVES	\$ 9,239,963	\$ 5,776,037	\$ 6,554,671
REVENUE			
Sale of Equipment/Material/Fuel	\$ 1,725,472	\$ 1,742,917	\$ 16,587,105
Equipment Usage Charge	41,823,779	46,738,659	28,071,988
Pool Revenue	1,031,653	1,200,000	1,200,000
Direct Charges for Services	1,240,811	1,075,000	1,075,000
Other	471,901	265,000	271,045
Transfer from Other Funds	892,951	892,951	892,951
TOTAL REVENUE	\$ 47,186,567	\$ 51,914,527	\$ 48,098,089
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 56,426,530	\$ 57,690,564	\$ 54,652,760
CAPITAL IMPROVEMENT PROGRAM (CIP) EXPENSE			
CIP Expenditures	\$ 22,673	\$ 175,000	\$ -
TOTAL CIP EXPENSE	\$ 22,673	\$ 175,000	\$ -
OPERATING EXPENSE			
Administration	\$ 3,343,214	\$ 4,292,730	\$ 4,435,275
Acquisition/Fitting	1,154,076	890,007	287,890
Repair/Maintenance	31,493,293	29,803,006	25,308,338
Support Services	1,038,605	708,391	977,120
Fuel, Tanks, and Fuel Systems	15,174,142	15,564,540	17,027,966
Other Expenditures	6,530	-	-
TOTAL OPERATING EXPENSE	\$ 52,209,860	\$ 51,258,674	\$ 48,036,589
TOTAL EXPENSE	\$ 52,232,533	\$ 51,433,674	\$ 48,036,589
RESERVES			
Continuing Appropriation - CIP	\$ 808,857	\$ 809,367	\$ 982,695
TOTAL RESERVES	\$ 808,857	\$ 809,367	\$ 982,695
BALANCE	\$ 3,385,140	\$ 5,447,523	\$ 5,633,476
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 56,426,530	\$ 57,690,564	\$ 54,652,760

* At the time of publication, audited financial statements for Fiscal Year 2012 were not available. Therefore, the Fiscal Year 2012 column reflects final budget amounts from the Fiscal Year 2012 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.

Public Works - General Services

Revenue and Expense Statement (Non-General Fund)

Fleet Services Replacement Fund	FY2011 Actual	FY2012* Budget	FY2013 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 69,988,383	\$ 13,756,835	\$ 67,573,480
Continuing Appropriation - Operating	–	6,916,675	–
TOTAL BALANCE AND RESERVES	\$ 69,988,383	\$ 20,673,510	\$ 67,573,480
REVENUE			
Vehicle Assignment	\$ 19,051,070	\$ 24,258,715	\$ 22,583,138
Transfer for Fire Lease Payment	–	3,119,490	3,119,490
Sale of Equipment/Material/Fuel	1,770,360	2,000,000	2,000,000
Fleet Operations Pool Rental	1,031,654	–	–
Transfer from Governmental Funds	1,424,781	–	–
Transfer from Other Funds	759,910	–	–
Other Revenue	294,270	–	–
TOTAL REVENUE	\$ 24,332,045	\$ 29,378,205	\$ 27,702,628
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 94,320,428	\$ 50,051,715	\$ 95,276,108
OPERATING EXPENSE			
Fitting/Acquisition (includes cash payments)	\$ 27,630,052	\$ 15,487,038	\$ 10,271,555
Equipment & Vehicle Lease Program (EVFP)	7,361,000	7,711,720	8,671,610
Other Expenses	659,895	–	–
TOTAL OPERATING EXPENSE	\$ 35,650,946	\$ 23,198,758	\$ 18,943,165
TOTAL EXPENSE	\$ 35,650,946	\$ 23,198,758	\$ 18,943,165
BALANCE	\$ 58,669,482	\$ 26,852,957	\$ 76,332,943
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 94,320,428	\$ 50,051,715	\$ 95,276,108

* At the time of publication, audited financial statements for Fiscal Year 2012 were not available. Therefore, the Fiscal Year 2012 column reflects final budget amounts from the Fiscal Year 2012 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.

Public Works - General Services

Revenue and Expense Statement (Non-General Fund)

Publishing Services Fund	FY2011 Actual	FY2012 [*] Budget	FY2013 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ (406,579)	\$ - ¹	\$ 8,974
TOTAL BALANCE AND RESERVES	\$ (406,579)	\$ -	\$ 8,974
REVENUE			
Citywide Photocopy Program	\$ 5,103,795	\$ 3,000,000	\$ 1,613,410
Press Operations	-	2,158,804	2,158,804
Litigation Awards - Miscellaneous	-	-	1,055
TOTAL REVENUE	\$ 5,103,795	\$ 5,158,804	\$ 3,773,269
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 4,697,216	\$ 5,158,804	\$ 3,782,243
OPERATING EXPENSE			
Personnel Expense	\$ 4,689,930	\$ 1,114,721	\$ 816,315
Non-Personnel Expense	-	4,044,083	2,571,836
TOTAL OPERATING EXPENSE	\$ 4,689,930	\$ 5,158,804	\$ 3,388,151
TOTAL EXPENSE	\$ 4,689,930	\$ 5,158,804	\$ 3,388,151
BALANCE	\$ 7,286	\$ -	\$ 394,092
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 4,697,216	\$ 5,158,804	\$ 3,782,243

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¹Estimated fund deficit mitigated with contributions from client departments in Fiscal Year 2011.



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