

Public Works



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Department Description

The Public Works Department is a department comprised of the Contracting, Engineering & Capital Projects (E&CP), and General Services Divisions.

The Contracting Group is responsible for the City's 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 Group manages the centralized advertising and award of CIP-related construction contracts and professional services 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.

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 - Contracting



Division Description

The Public Works-Contracting Group (PW-CG) is responsible for the City's 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 Group manages the centralized advertising and award of CIP-related construction contracts and professional services 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.

The PW-CG's mission is:

To support the Strategic Plan goals and objectives of centralized procurement for the City's Capital Improvement Plan construction, professional architectural/engineering, and related professional services by providing superior services supporting the City's departments (internal customers) and the specialized construction and professional services community (external customers) supplying the services

Goals and Objectives

The following goals and objectives represent the action plan of the Department:

Goal 1: 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
- Review and implement improvements to procurement measures to maximize existing technology
- Evaluate new opportunities to establish a strong service provider community relations with the City
- Implement strategic sourcing
- Support diversity and local businesses

Goal 2: Effectively manage contracts and related data, and promoting 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 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

Public Works - Contracting

- Streamline the internal customer complaint notification process
- Resolve contractor issues in a timely manner

Goal 3: 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 4: 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 5: 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

Public Works - Contracting

Key Performance Indicators

Performance Measure	Actual FY2012	Actual FY2013	Target FY2014
1. Average calendar days from bid opening to construction contract award	75	96 ¹	80
2. Average calendar days from negotiated contract receipt from client department to consultant contract award ²	29	23	30 ³
3. Percent of staff attending City wide training on ethics and general citywide codes of conduct	100%	100%	100%
4. Number of construction contracts awarded	129	84	160

1. Impacted by changes to existing awarding requirements established by the City's new administration in January 2013
2. This performance indicator has been revised in Fiscal Year 2014 to reflect PW-CG responsibility in the area of awarding professional services consultant agreements. Professional services consultant agreements are awarded after the client department has negotiated a contract price with the consultant. Negotiations are the responsibility of the requesting or client department.
3. This figure was changed from 120 days to 30 days in order to accurately the amount of time require to issue the contract after it is ready to be awarded which is not before the negotiations are completed. The previous 120 day timeframe included time required to negotiate contract pricing structure prior to award. Negotiation of pricing structure is the responsibility of the client department and not PW-CG. Only after the pricing structure is agreed upon can the contract be awarded.

Service Efforts and Accomplishments

Public Works-Contracting Group

- Awarded 84 contract actions for construction of capital improvements
- Awarded 59 Architecture/Engineering (A/E) and Professional Contract actions
- Maintained an average of 96 days to award contracts while complying with increased requirements incorporated to the existing contract award process
- Incorporated the requirements for construction contracts listing mandated by Proposition A
- Eliminated the backlog of procurement protests
- Answered 19 Public Records Act (PRA) Requests for information on CIP and A/E contracts within the required 10-day window response time required by law
- Completed review of potential electronic bidding systems to replace existing eBidboard
- Selected (in conjunction with Purchasing & Contracts and the Equal Opportunity Contracting Program) PlanetBids as the single point of vendor registration and distribution of procurement documentation for the City
- Completed major review of the City's existing Terms and Conditions
- Centralized the management of City's procurement boilerplates for construction contracts
- Hired the following positions to improve service levels and management of CIP procurement actions:
 - o Principal Contract Specialist (Vacancy) filled Fiscal Year 2009
 - o Senior Contract Specialist (Vacancy) filled Fiscal Year 2010
 - o Contract Specialist filled Fiscal Year 2013



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Public Works - Contracting

Department Summary

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
FTE Positions (Budgeted)	0.00	0.00	19.00	19.00
Personnel Expenditures	\$ -	\$ -	\$ 1,946,318	\$ 1,946,318
Non-Personnel Expenditures	-	-	160,916	160,916
Total Department Expenditures	\$ -	\$ -	\$ 2,107,234	\$ 2,107,234
Total Department Revenue	\$ -	\$ -	\$ 1,053,393	\$ 1,053,393

General Fund

Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Public Works - Contracting	\$ -	\$ -	\$ 2,107,234	\$ 2,107,234
Total	\$ -	\$ -	\$ 2,107,234	\$ 2,107,234

Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Public Works - Contracting	0.00	0.00	19.00	19.00
Total	0.00	0.00	19.00	19.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Transfer of Contracting Team Transfer of the Contracting Team from the Public Works - Engineering & Capital Projects Department to the Public Works - Contracting Department.	17.00	\$ 1,853,023	\$ 470,189
Addition of Administrative Positions Addition of 1.00 Administrative Aide 2 and 1.00 Clerical Assistant 2 and offsetting revenue to provide administrative and budget support.	2.00	142,295	141,672
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	88,116	-
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	23,800	-
Revised Revenue Adjustment to reflect Fiscal Year 2014 revenue projections.	0.00	-	441,532
Total	19.00	\$ 2,107,234	\$ 1,053,393

Public Works - Contracting

Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
PERSONNEL				
Personnel Cost	\$ -	\$ -	\$ 1,125,965	\$ 1,125,965
Fringe Benefits	-	-	820,353	820,353
PERSONNEL SUBTOTAL	\$ -	\$ -	\$ 1,946,318	\$ 1,946,318
NON-PERSONNEL				
Supplies	\$ -	\$ -	\$ 19,614	\$ 19,614
Contracts	-	-	20,300	20,300
Information Technology	-	-	108,562	108,562
Energy and Utilities	-	-	5,340	5,340
Other	-	-	7,100	7,100
NON-PERSONNEL SUBTOTAL	\$ -	\$ -	\$ 160,916	\$ 160,916
Total	\$ -	\$ -	\$ 2,107,234	\$ 2,107,234

Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Charges for Services	\$ -	\$ -	\$ 1,053,393	\$ 1,053,393
Total	\$ -	\$ -	\$ 1,053,393	\$ 1,053,393

Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	0.00	0.00	2.00	\$36,962 - \$44,533	\$ 87,952
20000024	Administrative Aide 2	0.00	0.00	2.00	42,578 - 51,334	93,270
20000071	Assistant Engineer-Civil	0.00	0.00	5.00	57,866 - 69,722	273,308
20000145	Associate Engineer-Civil	0.00	0.00	2.00	66,622 - 80,454	156,482
20000119	Associate Management Analyst	0.00	0.00	1.00	54,059 - 65,333	64,516
20000539	Clerical Assistant 2	0.00	0.00	2.00	29,931 - 36,067	65,547
20000545	Contracts Processing Clerk	0.00	0.00	1.00	32,968 - 39,811	32,968
20001222	Program Manager	0.00	0.00	1.00	46,966 - 172,744	112,575
20000890	Senior Civil Engineer	0.00	0.00	2.00	76,794 - 92,851	168,484
20000015	Senior Management Analyst	0.00	0.00	1.00	59,363 - 71,760	70,863
FTE, Salaries, and Wages Subtotal		0.00	0.00	19.00		\$ 1,125,965

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
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Fringe Benefits

Employee Offset Savings	\$ -	\$ -	\$ 13,705	\$ 13,705
Flexible Benefits	-	-	127,064	127,064
Long-Term Disability	-	-	6,112	6,112
Medicare	-	-	16,566	16,566
Other Post-Employment Benefits	-	-	112,338	112,338
Retiree Medical Trust	-	-	375	375
Retirement 401 Plan	-	-	1,502	1,502
Retirement ARC	-	-	438,694	438,694
Retirement DROP	-	-	2,832	2,832
Risk Management Administration	-	-	17,046	17,046

Public Works - Contracting

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Supplemental Pension Savings Plan	-	-	53,212	53,212
Unemployment Insurance	-	-	3,244	3,244
Workers' Compensation	-	-	27,663	27,663
Fringe Benefits Subtotal	\$ -	\$ -	\$ 820,353	\$ 820,353
Total Personnel Expenditures			\$ 1,946,318	



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Public Works - Engineering & Capital Projects



Division 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 (ROW); 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, pump stations, and dry utilities under-grounding projects. For Fiscal Year 2014, the Contracting Group was restructured out of PW-E&CP and is an independent division within the Public Works Department. The restructure has not impacted the purpose and nature of the work.

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

Architectural Engineering & Parks

Architectural Engineering & Parks manages the implementation of non-ROW and vertical capital improvement projects. This responsibility includes the design and project management of public buildings (such as libraries, lifeguard stations, fire stations, and police stations), 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 quality assurance/quality control inspection of CIP projects on City property or within the City's ROW, inspection of private land development of public infrastructure, land survey support for design mapping/construction staking, survey monument preservation, traffic engineering support during construction, and testing of construction materials in the field and at manufacturing facilities throughout the region.

Project Implementation

Project Implementation provides centralized technical, operational, and project support services to the other functions within the Public Works Department, as well as other City departments. 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 ROW and primarily horizontal capital improvement projects. This responsibility includes the design and project management of water and sewer pipelines, transportation and street-related projects, traffic calming measures, bike and pedestrian paths, bridges, flood plains and drainage infrastructure, signals, streetlights, and utilities undergrounding projects.

Public Works - Engineering & Capital Projects

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

Goals and Objectives

The following goals and objectives represent the action plan of the Department:

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 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

Goal 4: 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.

- Periodically maintain the CIP website according to Council Policy guidelines

Public Works - Engineering & Capital Projects

Key Performance Indicators

Performance Measure	Actual FY2012	Actual FY2013	Target FY2014
1. Miles of water pipeline in awarded contracts	28.3	22.9	30
2. Miles of sewer pipeline replaced/rehabilitated and placed in service	70.5	52.2	45
3. Percentage of CIP projects that are anticipated to be completed within 66 working days of their Baseline Schedule	N/A	64%	85%
4. Total amount of CIP Project funding expensed in projects managed by PW-ECP	\$305M	\$349M	\$305M

Service Efforts and Accomplishments:

In Fiscal Year 2013, PW-E&CP's portfolio included approximately 912 active projects at the end of the 4th quarter. There are currently 508 capital improvement projects across the City requiring design services and managed construction work that is estimated to exceed \$2.05 billion. During Fiscal Year 2014, PW-E&CP anticipates in awarding a total of 178 contracts in the amount of \$451 million. In addition, PW-E&CP will complete the construction of 170 citywide projects that are estimated to total \$568 million. During Fiscal Year 2012, 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 continues to address 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.

The following is a sample of the various infrastructure improvement projects undertaken from July 2012 through June 2013:

Buildings and Other Facilities

Public Works is engaged in the design and construction of several City building projects, many of which are libraries. One of the more notable CIP accomplishments is the new Central Library completed during Fiscal Year 2013. Other new library projects currently in progress are the new San Ysidro Library, the Skyline Hills Library, and the Mission Hills-Hillcrest Library. Public Works is also implementing improvements to existing libraries such as the initiation of HVAC improvements design for the Rancho Penasquitos Library, as well as the completion of plumbing improvements at the San Diego Main Library.

Parks

Examples of new park facilities that Public Works completed in Fiscal Year 2013 include the two new comfort stations: Ocean Beach Comfort Station, and the Mission Trails Regional Park Equestrian Center Comfort Station. Construction was also completed in Fiscal Year 2013 on the Linda Vista Community Park Picnic Area, the West Lewis Mini Park, and the Sunroad/Centrum Neighborhood Park. Construction was started in Fiscal Year 2013 on the City Heights Square Mini Park. In Fiscal Year 2013, Public Works completed the construction of playground upgrades at Walker Neighborhood Park and Del Mar Trails Park.

Public Works - Engineering & Capital Projects

Americans with Disabilities Act (ADA)

Public Works also implements the design and construction of ADA improvements that bring existing City facilities up to ADA compliance. For example, in Fiscal Year 2013, Public Works initiated the ADA improvements design for the following park facilities at Balboa Park: Casa de Balboa, the Museum of Man, the Timken Museum, Morley Field Tennis Registration, and Balboa Park's United Nations & Hall of Nations buildings.

Water and Sewer Facilities

PW-E&CP completed the construction of 52.2 miles of sewer main and trunk sewer replacements/rehabilitations, maintenance holes, sewer laterals, and related appurtenances. In addition, 22.9 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 1 and 2 Upgrades, Sunset Cliffs Trunk Sewer, Harbor Drive Trunk Sewer, East Point Loma Trunk Sewer, Pacific Highway Trunk Sewer, USIU Trunk Sewer Replacement, Alvarado Trunk Sewer Phase III and IIIA, Grantville Trunk Sewer, Palm City 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, Water System Improvements and Access Road Drainage Improvements at the Metro Biosolids Center, Sewer Pump Station 27-Phase 2, 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. This program currently has approximately 67 miles of undergrounding in active construction with approximately 15 miles targeted for completion in Fiscal Year 2014. The Utilities Undergrounding Program is targeting to complete a total of 1,439 miles within the next 54 years.

Transportation

The following projects completed construction in Fiscal Year 2013: 40th Street Promenade-Mid City Urban Trail, University Avenue at Alabama Bike & Pedestrian Safety, Skyline Drive Improvements, Carmel Country Road, various citywide installations of sidewalks, curb ramps, 54th and Muir Streets Sidewalk, West Point Loma Sidewalk, traffic calming measures, signal modifications, and new streetlight and traffic signal installations.

Multiple projects are also in design or construction including: Mission Beach Boardwalk Bulkhead, Talbot Street Slope, Azalea Park Artistic Enhancement, Talmadge Series Circuit Upgrades, San Diego River Multi-Use Bicycle & Pedestrian Way, Ted Williams Pedestrian Bridge, Hillery Drive Widening, 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 traffic signal installations throughout the City were also under design or construction.

Drainage

During Fiscal Year 2013, construction on the following storm drains and water quality improvements was completed: 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, North Talmadge Drive Storm Drain Replacement, and Mount Abernathy Drive Green Street.

Public Works - Engineering & Capital Projects

Projects under design and/or construction included 34th Street Storm Drain, Bannock Avenue Streetscape, Coolidge Street Storm Drain, El Camino del Teatro Storm Drain Replacement, La Jolla Ecological Reserve ASBS Low Flow Diversion, Maple Canyon Restoration – Phase I, Marindustry Osler Park Ridge Watershed, Mobley Street Storm Drain, Rue Cheaumont Storm Drain, La Jolla Alta Drive Drainage Phase II, the Avenida De la Playa Infrastructure Replacement. Hornblend Alley Storm Drain, Bonilla Drive Storm Drain Replacement, Van Dyke Ave Storm Drain Replacement, Laurelridge Court Storm Drain, Cardinal Drive Storm Drain, Norma Drive Storm Drain Replacement, Jean Drive Storm Drain Replacement, Manhasset Storm Drain, San Remo Way Storm Drain, Princess View Drive Storm Drain Replacement, Storm Drain Lining Group 1A, Avocado Place Storm Drain, and Fontaine Street Storm Drain.

Emergency Projects

During Fiscal Year 2013, PW-E&CP has responded to emergencies and other unplanned work on several City facilities that included the following projects: Rancho Mission Road Slope Repair, QUALCOMM Stadium Concrete Repair, and continued work on the 32nd and Harbor Drive sewer improvements.

Equal Opportunity Contracting

PW-E&CP continues to support the Small Local Business Enterprise (SLBE) Program through a variety of delivery methods such as 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 continues to assist and support 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 now recognized website, www.sdsmallcontracts.com, informational workshops, and the SLBE Program's promotion at industry networking events.



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Public Works - Engineering & Capital Projects

Department Summary

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
FTE Positions (Budgeted)	469.03	479.67	470.88	(8.79)
Personnel Expenditures	\$ 52,252,935	\$ 53,653,739	\$ 55,275,611	\$ 1,621,872
Non-Personnel Expenditures	5,422,958	7,432,550	6,631,652	(800,898)
Total Department Expenditures	\$ 57,675,894	\$ 61,086,289	\$ 61,907,263	\$ 820,974
Total Department Revenue	\$ 56,724,451	\$ 56,188,544	\$ 56,527,343	\$ 338,799

General Fund

Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Architectural Engineering & Parks	\$ 7,485,424	\$ 7,722,711	\$ 7,886,898	\$ 164,187
Business & Support Services	3,024,089	2,793,040	339,196	(2,453,844)
Field Engineering	18,906,275	19,579,613	19,812,714	233,101
Project Implementation	12,966,977	13,594,702	18,135,326	4,540,624
Public Works-Contracting	-	1,639,187	-	(1,639,187)
Right-of-Way Design	15,293,129	15,757,036	15,733,129	(23,907)
Total	\$ 57,675,894	\$ 61,086,289	\$ 61,907,263	\$ 820,974

Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Architectural Engineering & Parks	53.25	53.25	53.80	0.55
Business & Support Services	35.71	26.96	1.00	(25.96)
Field Engineering	147.30	148.30	152.25	3.95
Project Implementation	107.10	109.10	135.83	26.73
Public Works-Contracting	0.00	15.39	0.00	(15.39)
Right-of-Way Design	125.67	126.67	128.00	1.33
Total	469.03	479.67	470.88	(8.79)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments	(0.25)	\$ 2,626,118	\$ -
Adjustments to reflect the annualization of the Fiscal Year 2013 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.			
Addition of Engineering Positions	4.00	447,931	590,784
Addition of 1.00 Senior Civil Engineer, 1.00 Associate Civil Engineer, 1.00 Assistant Civil Engineer, and 1.00 Principal Engineering Aide and offsetting revenue to support Field Engineering Division in maintaining storm water compliance on all construction projects.			

Public Works - Engineering & Capital Projects

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Transfer of Information Systems Positions Transfer of 1.00 Information Systems Analyst 2 and 1.00 Information Systems Technician from the Public Works - General Services Department to the Public Works - Engineering & Capital Projects Department.	2.00	209,636	-
Non-Standard Hour Personnel Funding Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	2.46	119,786	-
Convention Center Expansion Addition of 1.00 limited Associate Engineer-Civil and offsetting revenue to support and manage the Convention Center Expansion Project.	1.00	117,908	118,204
New Global Positioning System (GPS) Contract Addition of expenditures for data/service plan associated with new GPS contract.	0.00	1,512	-
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	(6,292)	-
Transfer of Grant Invoicing Transfer of 1.00 Administrative Aide 2 and associated non-personnel expenditures from the Public Works Engineering & Capital Projects Department to the Transportation & Storm Water Department to improve the efficiency of grant invoicing.	(1.00)	(96,484)	-
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	(746,118)	-
Transfer of Contracting Team Transfer of the Contracting Team from the Public Works - Engineering & Capital Projects Department to the Public Works - Contracting Department.	(17.00)	(1,853,023)	(470,189)
Revised Revenue Adjustment to reflect Fiscal Year 2014 revenue projections.	0.00	-	100,000
Total	(8.79)	\$ 820,974	\$ 338,799

Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
PERSONNEL				
Personnel Cost	\$ 32,289,685	\$ 33,189,898	\$ 32,856,604	\$ (333,294)
Fringe Benefits	19,963,251	20,463,841	22,419,007	1,955,166
PERSONNEL SUBTOTAL	\$ 52,252,935	\$ 53,653,739	\$ 55,275,611	\$ 1,621,872
NON-PERSONNEL				
Supplies	\$ 274,580	\$ 593,827	\$ 574,817	\$ (19,010)
Contracts	755,810	882,399	860,796	(21,603)
Information Technology	2,839,800	4,423,723	3,531,961	(891,762)

Public Works - Engineering & Capital Projects

Expenditures by Category (Cont'd)

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Energy and Utilities	328,505	394,119	364,346	(29,773)
Other	990,772	926,109	1,117,517	191,408
Transfers Out	233,491	113,545	107,016	(6,529)
Capital Expenditures	-	98,355	74,726	(23,629)
Debt	-	473	473	-
NON-PERSONNEL SUBTOTAL	\$ 5,422,958	\$ 7,432,550	\$ 6,631,652	\$ (800,898)
Total	\$ 57,675,894	\$ 61,086,289	\$ 61,907,263	\$ 820,974

Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Charges for Services	\$ 56,717,329	\$ 56,188,544	\$ 56,527,343	\$ 338,799
Other Revenue	7,121	-	-	-
Total	\$ 56,724,451	\$ 56,188,544	\$ 56,527,343	\$ 338,799

Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	4.00	4.00	4.00	\$31,491 - \$37,918	\$ 147,948
20000012	Administrative Aide 1	1.00	3.00	1.00	36,962 - 44,533	43,976
20000024	Administrative Aide 2	4.00	5.00	3.00	42,578 - 51,334	142,384
20001140	Assistant Department Director	1.00	1.00	1.00	31,741 - 173,971	138,255
20000071	Assistant Engineer-Civil	0.00	4.00	0.00	57,866 - 69,722	-
20000070	Assistant Engineer-Civil	133.00	134.00	134.75	57,866 - 69,722	8,468,471
90000070	Assistant Engineer-Civil - Hourly	0.78	0.78	1.67	57,866 - 69,722	96,636
20000077	Assistant Engineer-Electrical	5.00	5.00	5.00	57,866 - 69,722	339,590
20000116	Assistant Engineer-Traffic	6.00	6.00	6.00	57,866 - 69,722	413,100
20000145	Associate Engineer-Civil	0.00	2.00	0.00	66,622 - 80,454	-
20000143	Associate Engineer-Civil	83.00	82.00	84.00	66,622 - 80,454	6,542,522
90000143	Associate Engineer-Civil - Hourly	0.00	0.00	0.39	66,622 - 80,454	25,983
20000150	Associate Engineer-Electrical	2.00	2.00	2.00	66,622 - 80,454	158,896
20000154	Associate Engineer-Mechanical	1.00	1.00	1.00	66,622 - 80,454	79,448
20000167	Associate Engineer-Traffic	4.00	4.00	4.00	66,622 - 80,454	317,792
20000137	Associate Management Analyst	1.00	1.00	0.00	54,059 - 65,333	-
20000119	Associate Management Analyst	12.00	12.00	11.00	54,059 - 65,333	677,844
90000119	Associate Management Analyst - Hourly	0.00	0.00	0.39	54,059 - 65,333	21,083
20000162	Associate Planner	6.00	6.00	5.00	56,722 - 68,536	327,438
20000649	Biologist 3	0.00	0.00	1.00	62,005 - 75,067	74,129
20000539	Clerical Assistant 2	7.00	7.00	6.00	29,931 - 36,067	201,952
90000544	Clerical Assistant 2 - Hourly	0.96	0.96	0.96	29,931 - 36,067	28,734
20000545	Contracts Processing Clerk	4.00	6.00	4.00	32,968 - 39,811	157,252
20001168	Deputy Director	4.00	4.00	4.00	46,966 - 172,744	486,846
90001168	Deputy Director - Hourly	0.50	0.50	0.50	46,966 - 172,744	54,928
20000924	Executive Secretary	1.00	0.00	0.00	43,555 - 52,666	-

Public Works - Engineering & Capital Projects

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
20000290	Information Systems Analyst 2	2.00	2.00	3.00	54,059 - 65,333	129,032
20000293	Information Systems Analyst 3	1.00	1.00	1.00	59,363 - 71,760	70,863
20000998	Information Systems Analyst 4	1.00	1.00	1.00	66,768 - 80,891	79,880
20000377	Information Systems Technician	0.00	0.00	1.00	42,578 - 51,334	50,692
20000551	Junior Engineer-Civil	1.00	0.00	0.00	50,003 - 60,549	-
90000552	Junior Engineer-Civil - Hourly	0.50	0.50	0.51	50,003 - 60,549	25,502
20000556	Junior Engineering Aide	1.00	1.00	1.00	38,688 - 46,571	45,989
20001018	Land Surveying Assistant	13.00	13.00	13.00	57,866 - 69,722	894,663
20001019	Land Surveying Associate	5.00	5.00	5.00	66,622 - 80,454	317,792
90001073	Management Intern - Hourly	4.26	4.36	5.35	24,274 - 29,203	129,862
20000669	Park Designer	4.00	4.00	4.00	66,664 - 80,496	317,960
20000680	Payroll Specialist 2	3.00	3.00	3.00	34,611 - 41,787	123,795
20000743	Principal Engineering Aide	51.00	51.00	52.00	50,003 - 60,549	2,960,810
90000743	Principal Engineering Aide - Hourly	0.50	0.50	0.50	50,003 - 60,549	25,002
20000518	Principal Survey Aide	8.00	8.00	8.00	50,003 - 60,549	461,055
20000748	Principal Traffic Engineering Aide	1.00	1.00	1.00	50,003 - 60,549	59,792
20001222	Program Manager	0.00	2.00	1.00	46,966 - 172,744	121,462
20000760	Project Assistant	7.00	8.00	8.00	57,866 - 69,722	548,735
20000761	Project Officer 1	6.00	7.00	7.00	66,622 - 80,454	543,310
20000763	Project Officer 2	7.00	6.00	6.00	76,794 - 92,851	550,140
20000784	Public Information Officer	1.00	2.00	2.00	43,514 - 52,707	92,251
20000869	Senior Account Clerk	1.00	1.00	1.00	36,067 - 43,514	36,067
20000890	Senior Civil Engineer	0.00	2.00	0.00	76,794 - 92,851	-
20000885	Senior Civil Engineer	24.00	24.00	25.00	76,794 - 92,851	2,089,334
90000890	Senior Civil Engineer - Hourly	0.00	0.39	0.00	76,794 - 92,851	-
90000885	Senior Civil Engineer - Hourly	0.60	0.60	0.60	76,794 - 92,851	46,076
20000927	Senior Clerk/Typist	3.00	3.00	3.00	36,067 - 43,514	128,910
90000400	Senior Drafting Aide - Hourly	0.34	0.34	0.34	44,429 - 53,706	15,106
20000900	Senior Engineering Aide	2.00	2.00	2.00	44,429 - 53,706	103,146
20000830	Senior Engineering Geologist	1.00	1.00	1.00	76,794 - 92,851	-
90000830	Senior Engineering Geologist - Hourly	0.50	0.50	0.50	76,794 - 92,851	38,397
20001014	Senior Land Surveyor	2.00	1.00	1.00	76,794 - 92,851	-
20000015	Senior Management Analyst	9.00	8.00	7.00	59,363 - 71,760	484,541
90000015	Senior Management Analyst - Hourly	0.00	0.00	0.38	59,363 - 71,760	22,558
20000918	Senior Planner	4.00	4.00	4.00	65,354 - 79,019	312,124
20000916	Senior Public Information Officer	2.00	2.00	2.00	54,059 - 65,333	129,032
20000929	Senior Survey Aide	4.00	4.00	4.00	44,429 - 53,706	210,529
20000926	Senior Traffic Engineer	3.75	2.00	2.00	76,794 - 92,851	183,380
90000964	Student Engineer - Hourly	4.34	4.24	4.04	26,707 - 32,011	107,898
20000970	Supervising Management Analyst	3.00	3.00	3.00	66,768 - 80,891	239,640
21000177	Trainer	0.00	0.00	1.00	54,059 - 65,333	64,516

Public Works - Engineering & Capital Projects

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
20000756	Word Processing Operator	6.00	5.00	5.00	31,491 - 37,918	175,314
	Bilingual - Regular					1,456
	Confined Space Pay					3,486
	Exceptional Performance Pay-Classified					5,486
	Landscape Architect Lic					24,148
	Overtime Budgeted					329,096
	Reg Pay For Engineers					1,539,507
	Termination Pay Annual Leave					73,063
FTE, Salaries, and Wages Subtotal		469.03	479.67	470.88		\$ 32,856,604
		FY2012 Actual	FY2013 Budget	FY2014 Adopted		FY2013-2014 Change
Fringe Benefits						
	Employee Offset Savings	\$ 289,608	\$ 338,291	\$ 332,452		\$ (5,839)
	Flexible Benefits	2,625,589	2,766,677	3,036,647		269,970
	Insurance	85	-	-		-
	Long-Term Disability	173,935	182,477	167,521		(14,956)
	Medicare	456,279	438,330	434,456		(3,874)
	Other Post-Employment Benefits	1,445,427	2,834,373	2,733,558		(100,815)
	Retiree Health Contribution	1,446,397	-	-		-
	Retiree Medical Trust	2,920	2,418	5,339		2,921
	Retirement 401 Plan	11,265	9,677	21,382		11,705
	Retirement ARC	10,945,932	10,976,232	12,757,819		1,781,587
	Retirement DROP	88,926	86,361	108,621		22,260
	Retirement Offset Contribution	118,984	120,491	-		(120,491)
	Risk Management Administration	440,618	466,634	414,786		(51,848)
	Supplemental Pension Savings Plan	1,596,789	1,627,535	1,663,782		36,247
	Unemployment Insurance	99,761	93,184	88,914		(4,270)
	Unused Sick Leave	(43)	-	-		-
	Workers' Compensation	220,780	521,161	653,730		132,569
Fringe Benefits Subtotal		\$ 19,963,251	\$ 20,463,841	\$ 22,419,007		\$ 1,955,166
Total Personnel Expenditures					\$ 55,275,611	



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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 all City departments enabling the provision of critical public services. The City 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 Services
- 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 structures. 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's full-service, in-house reproduction and graphics center. Publishing Services delivers full graphics services including design, offset press, high-volume copying, and product finishing. Publishing Services is responsible for the Convenience Copier 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

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

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

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

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

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 FY2012	Actual FY2013	Target FY2014
1. Average number of facility work orders completed per month	682	932	700
2. Average time to respond to an after-hours emergency facility work request	44 min	45 min	50 min
3. Percent of fleet that is over-age and/or over-mileage	15%	13%	20%
4. Percent of Non-Safety Light Duty fleet vehicles classified as Low Emissions Vehicles II	73%	76%	61%
5. Percent reduction of carbon footprint of City's fleet (Green Fleet initiative)	0.07%	0.07%	0.07%
6. Average time to complete standard printing work (business cards, memo pads, envelopes, letterhead)	8.9 days	8.0 days	9.0 days
7. Percent of Publishing customer satisfaction rates	97%	100%	98%

Service Efforts and Accomplishments

Facilities

During Fiscal Year 2013, Facilities completed a range of maintenance, repair, and improvement initiatives citywide. These included remodeling and painting at the Balboa Park Club, Ocean Beach Lifeguard Tower, Fire Station 42 and Fire Station 32, metal canopy installation at the Environmental Services Department (ESD) Hazardous Waste Transfer Facility, re-roofing and fascia projects at Pump Station 8, upgrade and improvement work at the Pamo Valley Ranch and Golden Hill Golf Course Clubhouse restrooms, maintenance work at the Mission Valley Library, Swanson Pool, Penn Athletic Center, and Martin Luther King (MLK) Recreation Center, ceiling repair at the Doyle Recreation Center Gym, and Mira Mesa ADA (Americans with Disabilities Act) upgrade projects. Additionally, the Division completed other projects including lighting retrofits at various City facilities, installation of new electrical equipment at the San Ysidro Library, re-keyed locks and doors at multiple Public Utilities Department buildings and the City Administration Building, replaced boilers at Carmel Valley facilities, and installed new counters in the Concourse for the City Treasurer.

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 371 vehicles and made significant progress reducing the number of over-age and over-mileage vehicles in 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 employees successfully competed in the City's second Managed Competition process and retained vehicle maintenance and support services in-house. The Fleet employees proposed and continue to implement efficiency measures that will result in savings of approximately \$4.0 million per year over the five year agreement. The Automatic Vehicle Location/Global Positioning System (AVL/GPS) is being deployed throughout the fleet and will enhance the City's ability to maximize fleet utilization, improve communications and safety for City employees, and reduce vehicle operating costs.

Public Works - General Services

Publishing Services

Publishing Services 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. Publishing Services completes approximately 4,000 work orders per year and maintains a customer satisfaction rate in excess of 99 percent.

Managed Competition Performance Measures - Publishing

Performance Measure	Actual FY2012	Actual FY2013	Target FY2014
1. Standard job turn-around times of approximately 80% within 10 days	8.9 days	8.9 days	9.0 days
2. Up-time for convenience copiers of 99%	99.0%	99.0%	99.0%
3. Customer satisfaction rates of 98%	97.4%	100.0%	98.0%

Managed Competition Performance Measures - Fleet

Performance Measure	Actual FY2012	Actual FY2013	Target FY2014
1. Percent of performance expectations in services to other departments that meet or exceed vehicle availability goals	N/A ¹	N/A ¹	99.0%
2. Percent of respondents satisfied with Fleet Services	N/A ¹	N/A ¹	95.0%
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% /661 vehicles)	73%	76%	61%
4. Percent of Non-Safety Medium/Heavy Duty fleet on-road diesel powered vehicles meeting CA Code Reg. Title 13 (State Law requirement) (58% /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% /49.9KG)	0.07%	0.07%	0.07%
6. "A" PMs (Preventative Maintenance) completed within one day	N/A ¹	N/A ¹	90.0%
7. 95% scheduled PMs completed	N/A ¹	N/A ¹	95.0%
8. PMs past due at 5% or less	N/A ¹	N/A ¹	5.0%
9. Turn-around average for repairs of 75% within one day	N/A ¹	N/A ¹	75.0%
10. A vehicle availability rate of 92.5% for customer fleets overall (90% for the Priority 1 vehicles and 95% for Priority 2 vehicles if not depreciated)	N/A ¹	N/A ¹	92.50%
11. A vehicle availability rate of 85% for Priority 1 vehicles and 90%, 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	85.0% (Priority 1) 90.0% (Priority 2)

Public Works - General Services

Performance Measure	Actual FY2012	Actual FY2013	Target FY2014
12. 75% of calls will be responded to within thirty minutes for in-house duty-hour services	N/A ¹	N/A ¹	75.0%
13. 95% of calls will be responded to within one hour within the City's geographic boundaries	N/A ¹	N/A ¹	95.0%
14. Percent of time spent on preventive maintenance as opposed to unscheduled repair (>54.5%)	N/A ¹	N/A ¹	54.5%
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	0
16. Percent of the total fleet that is over age and/or mileage (<12%)	15%	13%	13%
17. Percent of master technicians Automotive Service Excellence (ASE)/Welder certified (>38%)	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 Maintenance RFP and subsequent employee proposal. This measure is not tracked and reported for compliance. Systems are being established to track and report the measure once the employee proposal is fully implemented.



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Public Works - General Services

Department Summary

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
FTE Positions (Budgeted)	425.33	294.50	302.50	8.00
Personnel Expenditures	\$ 36,390,696	\$ 25,799,771	\$ 28,323,167	\$ 2,523,396
Non-Personnel Expenditures	63,176,339	59,759,979	66,056,278	6,296,299
Total Department Expenditures	\$ 99,567,035	\$ 85,559,750	\$ 94,379,445	\$ 8,819,695
Total Department Revenue	\$ 97,807,132	\$ 83,575,169	\$ 86,487,611	\$ 2,912,442

General Fund

Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Administration	\$ 776,644	\$ 1,170,300	\$ 1,151,280	\$ (19,020)
Facilities	14,123,274	14,021,545	15,678,795	1,657,250
Total	\$ 14,899,918	\$ 15,191,845	\$ 16,830,075	\$ 1,638,230

Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Administration	5.00	9.00	7.00	(2.00)
Facilities	107.00	107.00	116.00	9.00
Total	112.00	116.00	123.00	7.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Facilities Condition/Needs Assessment Addition of one-time non-personnel expenditures to conduct a condition/needs assessment of City facilities.	0.00	\$ 1,000,000	\$ -
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2013 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	927,601	-
Deferred Capital Operations & Maintenance Support Addition of 9.00 FTE positions and associated non-personnel expenditures to provide operations and maintenance support for the deferred capital backlog.	9.00	878,882	-
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	62,891	-
Tubman-Chavez Community Center Repairs Addition of one-time non-personnel expenditures for minor repairs at the Tubman-Chavez Community Center.	0.00	50,000	-

Public Works - General Services

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
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	33,732	-
New Global Positioning System (GPS) Contract Addition of expenditures for data/service plan associated with new GPS contract.	0.00	5,760	-
Transfer of Information Systems Positions Transfer of 1.00 Information Systems Analyst 2 and 1.00 Information Systems Technician from the Public Works - General Services Department to the Public Works - Engineering & Capital Projects Department.	(2.00)	(209,636)	-
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 2013.	0.00	(1,111,000)	-
Revised Revenue Adjustment to reflect Fiscal Year 2014 revenue projections.	0.00	-	(119,587)
Total	7.00	\$ 1,638,230	\$ (119,587)

Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
PERSONNEL				
Personnel Cost	\$ 5,150,603	\$ 5,668,375	\$ 6,320,654	\$ 652,279
Fringe Benefits	3,381,118	3,752,602	4,545,531	792,929
PERSONNEL SUBTOTAL	\$ 8,531,720	\$ 9,420,977	\$ 10,866,185	\$ 1,445,208
NON-PERSONNEL				
Supplies	\$ 2,024,532	\$ 1,335,196	\$ 1,541,163	\$ 205,967
Contracts	1,927,237	1,812,537	2,865,282	1,052,745
Information Technology	306,951	455,078	485,966	30,888
Energy and Utilities	633,431	974,727	972,210	(2,517)
Other	11,880	28,305	47,013	18,708
Transfers Out	1,351,726	1,135,025	22,256	(1,112,769)
Capital Expenditures	58,609	30,000	30,000	-
Debt	53,833	-	-	-
NON-PERSONNEL SUBTOTAL	\$ 6,368,198	\$ 5,770,868	\$ 5,963,890	\$ 193,022
Total	\$ 14,899,918	\$ 15,191,845	\$ 16,830,075	\$ 1,638,230

Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Charges for Services	\$ 3,847,824	\$ 4,001,183	\$ 3,881,596	\$ (119,587)
Other Revenue	4,674	-	-	-
Total	\$ 3,852,498	\$ 4,001,183	\$ 3,881,596	\$ (119,587)

Public Works - General Services

Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 31,491
20000012	Administrative Aide 1	0.00	1.00	1.00	36,962 - 44,533	43,063
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	50,692
20000070	Assistant Engineer-Civil	1.00	1.00	1.00	57,866 - 69,722	64,533
20000143	Associate Engineer-Civil	1.00	1.00	1.00	66,622 - 80,454	78,154
20000201	Building Maintenance Supervisor	6.00	6.00	6.00	61,859 - 74,797	413,332
20000224	Building Service Technician	18.00	18.00	17.00	33,322 - 39,666	649,944
20000202	Building Supervisor	2.00	1.00	1.00	39,770 - 47,736	47,139
20000234	Carpenter	12.00	12.00	12.00	43,451 - 52,000	563,451
20000617	Construction Estimator	1.00	3.00	3.00	53,706 - 64,958	120,560
20000354	Custodian 2	9.00	9.00	9.00	26,250 - 31,242	280,153
20001101	Department Director	1.00	1.00	1.00	59,155 - 224,099	158,002
20001168	Deputy Director	1.00	1.00	1.00	46,966 - 172,744	116,525
20000408	Electrician	12.00	12.00	13.00	47,091 - 56,534	644,224
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	52,008
20000499	Heating Technician	3.00	3.00	3.00	47,091 - 56,534	160,159
20000290	Information Systems Analyst 2	0.00	2.00	1.00	54,059 - 65,333	64,516
20000998	Information Systems Analyst 4	1.00	1.00	1.00	66,768 - 80,891	79,880
20000377	Information Systems Technician	0.00	2.00	1.00	42,578 - 51,334	50,692
20000613	Locksmith	2.00	2.00	2.00	44,221 - 52,853	97,074
20000667	Painter	7.00	5.00	7.00	41,600 - 49,962	312,903
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	41,265
20000709	Plasterer	0.00	0.00	2.00	45,490 - 54,538	45,490
20000711	Plumber	10.00	10.00	11.00	47,091 - 56,534	597,489
20000833	Refrigeration Mechanic	6.00	6.00	7.00	47,091 - 56,534	358,511
20000842	Roofer	4.00	4.00	6.00	39,666 - 47,528	269,443
20000847	Safety Officer	1.00	1.00	1.00	57,907 - 69,930	57,907
20000223	Senior Building Maintenance Supervisor	1.00	1.00	1.00	76,918 - 93,018	91,855
20000222	Senior Building Maintenance Supervisor	1.00	1.00	1.00	76,918 - 93,018	91,855
20000312	Senior Department Human Resources Analyst	1.00	0.00	0.00	59,363 - 71,760	-
20000826	Senior Locksmith	1.00	1.00	1.00	46,446 - 55,578	55,578
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	70,863
20000966	Senior Refrigeration Mechanic	3.00	3.00	3.00	49,462 - 59,384	178,152
20000950	Stock Clerk	0.00	0.00	1.00	30,056 - 36,275	30,056
20000313	Supervising Department Human Resources Analyst	0.00	1.00	1.00	66,768 - 80,891	79,880
20000970	Supervising Management Analyst	1.00	1.00	1.00	66,768 - 80,891	79,880
20000756	Word Processing Operator	1.00	1.00	1.00	31,491 - 37,918	37,444
	Night Shift Pay					1,562
	Overtime Budgeted					132,948

Public Works - General Services

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
	Reg Pay For Engineers					21,981
FTE, Salaries, and Wages Subtotal		112.00	116.00	123.00		\$ 6,320,654
		FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change	
Fringe Benefits						
	Employee Offset Savings	\$ 21,054	\$ 32,016	\$ 30,253	\$ (1,763)	
	Flexible Benefits	488,027	574,876	750,996	176,120	
	Insurance	338	-	-	-	
	Long-Term Disability	28,280	31,763	33,084	1,321	
	Medicare	73,319	75,236	85,943	10,707	
	Other Post-Employment Benefits	257,528	658,008	742,679	84,671	
	Retiree Health Contribution	428,635	-	-	-	
	Retiree Medical Trust	1,649	1,403	2,835	1,432	
	Retirement 401 Plan	6,324	5,614	11,342	5,728	
	Retirement ARC	1,586,381	1,758,585	2,214,351	455,766	
	Retirement DROP	11,387	12,697	17,771	5,074	
	Retirement Offset Contribution	4,289	4,989	-	(4,989)	
	Risk Management Administration	93,588	108,368	112,693	4,325	
	Supplemental Pension Savings Plan	246,623	280,329	273,371	(6,958)	
	Unemployment Insurance	16,150	16,172	17,588	1,416	
	Workers' Compensation	117,544	192,546	252,625	60,079	
Fringe Benefits Subtotal		\$ 3,381,118	\$ 3,752,602	\$ 4,545,531	\$ 792,929	
Total Personnel Expenditures				\$ 10,866,185		

Fleet Services Operating Fund

Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Fleet Services	\$ 52,360,307	\$ 48,036,589	\$ 51,783,287	\$ 3,746,698
Total	\$ 52,360,307	\$ 48,036,589	\$ 51,783,287	\$ 3,746,698

Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Fleet Services	249.00	168.50	169.50	1.00
Total	249.00	168.50	169.50	1.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
New Global Positioning System (GPS) Contract Addition of expenditures associated with the implementation of the new citywide GPS contract.	0.00	\$ 1,310,000	\$ -

Public Works - General Services

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Managed Competition Alternate Automotive Parts Proposal Restoration of 12.50 FTE positions and related non-personnel expenditures associated with the Fleet Services Managed Competition Employee Proposal Team's Alternate Automotive Parts Proposal and adjustment to expenditures to reflect the approved Fiscal Year 2014 bid level.	12.50	1,274,990	-
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	587,397	-
Increase for New Vehicle Tires Increase for purchase of new tires for the City's fleet vehicles due to the rising cost of new tires.	0.00	449,445	-
Fuel Expenditures Adjustment to reflect the increase of expenditures for gasoline and other motor fuels.	0.00	139,680	-
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2013 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.	(11.50)	33,811	-
New Global Positioning System (GPS) Contract Addition of expenditures for data/service plan associated with new GPS contract.	0.00	11,952	-
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	(60,577)	-
Revised Revenue Adjustment to reflect Fiscal Year 2014 revenue projections.	0.00	-	3,555,347
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 2013.	0.00	-	(6,045)
Total	1.00	\$ 3,746,698	\$ 3,549,302

Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
PERSONNEL				
Personnel Cost	\$ 13,115,602	\$ 9,496,612	\$ 9,439,485	\$ (57,127)
Fringe Benefits	9,147,997	6,065,867	7,164,474	1,098,607
PERSONNEL SUBTOTAL	\$ 22,263,599	\$ 15,562,479	\$ 16,603,959	\$ 1,041,480
NON-PERSONNEL				
Supplies	\$ 8,157,795	\$ 7,508,867	\$ 8,365,799	\$ 856,932
Contracts	4,005,155	6,402,757	7,345,469	942,712

Public Works - General Services

Expenditures by Category (Cont'd)

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Information Technology	802,952	1,343,802	1,207,851	(135,951)
Energy and Utilities	16,890,970	16,881,005	17,312,943	431,938
Other	45,660	53,100	249,376	196,276
Transfers Out	178,615	175,326	175,274	(52)
Capital Expenditures	15,560	107,620	107,620	-
Debt	-	1,633	414,996	413,363
NON-PERSONNEL SUBTOTAL	\$ 30,096,708	\$ 32,474,110	\$ 35,179,328	\$ 2,705,218
Total	\$ 52,360,307	\$ 48,036,589	\$ 51,783,287	\$ 3,746,698

Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Charges for Services	\$ 51,124,677	\$ 46,884,093	\$ 50,439,440	\$ 3,555,347
Fines Forfeitures and Penalties	-	26,045	20,000	(6,045)
Other Revenue	340,813	295,000	295,000	-
Rev from Money and Prop	8,433	-	-	-
Transfers In	892,951	892,951	892,951	-
Total	\$ 52,366,873	\$ 48,098,089	\$ 51,647,391	\$ 3,549,302

Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	2.00	2.00	2.00	\$31,491 - \$37,918	\$ 68,935
20000024	Administrative Aide 2	1.00	0.00	0.00	42,578 - 51,334	-
20000088	Assistant Engineer-Mechanical	1.00	1.00	1.00	57,866 - 69,722	66,758
20000154	Associate Engineer-Mechanical	1.00	1.00	1.00	66,622 - 80,454	79,448
20000119	Associate Management Analyst	0.00	1.00	1.50	54,059 - 65,333	81,089
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	116,525
20000420	Equipment Mechanic	112.00	83.00	70.00	44,366 - 53,206	3,715,580
20000438	Equipment Painter	2.00	2.00	2.00	44,366 - 53,206	106,412
20000417	Equipment Repair Supervisor	17.00	1.50	0.00	54,309 - 65,666	-
20000439	Equipment Service Writer	6.00	8.00	12.00	47,715 - 57,158	619,796
20000433	Equipment Trainer	1.00	1.00	1.00	47,570 - 57,533	56,814
20000062	Fleet Maintenance Supervisor	0.00	7.00	7.00	62,421 - 75,525	436,947
20000774	Fleet Manager	3.00	2.00	3.00	76,773 - 93,018	260,483
20000183	Fleet Parts Buyer	5.00	2.50	1.00	44,637 - 54,059	44,637
20000182	Fleet Parts Buyer Supervisor	1.00	0.50	1.00	51,355 - 62,442	51,355
21000195	Fleet Team Leader	0.00	0.00	8.00	50,003 - 61,402	400,025
20000290	Information Systems Analyst 2	1.00	0.00	0.00	54,059 - 65,333	-
20000377	Information Systems Technician	2.00	0.00	0.00	42,578 - 51,334	-
20000618	Machinist	2.00	1.00	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	0.00	0.00	34,195 - 40,976	-
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	41,265

Public Works - General Services

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
20000847	Safety Officer	1.00	1.00	1.00	57,907 - 69,930	69,056
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	70,863
20000443	Senior Motive Service Technician	24.00	24.00	24.00	36,587 - 43,618	990,584
20000950	Stock Clerk	2.00	1.00	7.00	30,056 - 36,275	210,392
20000951	Stock Clerk	11.00	5.50	0.00	30,056 - 36,275	-
20000955	Storekeeper 1	1.00	0.50	3.00	34,611 - 41,517	103,834
20001051	Utility Worker 1	3.00	2.00	2.00	30,534 - 36,296	72,592
20001056	Vehicle and Fuel Clerk	3.00	2.00	2.00	31,491 - 37,918	74,888
20001058	Welder	12.00	9.00	9.00	44,366 - 53,206	470,014
20000756	Word Processing Operator	1.00	0.00	0.00	31,491 - 37,918	-
	ASE Cert					50,024
	ASE Damage Estimate					936
	ASE Master Cert					130,683
	Class B					56,160
	Collison Repair Cert					3,640
	Exceptional Performance Pay-Classified					3,000
	Night Shift Pay					77,124
	Overtime Budgeted					400,000
	Termination Pay Annual Leave					40,648
	Welding Certification					17,992
FTE, Salaries, and Wages Subtotal		249.00	168.50	169.50		\$ 9,439,485
		FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change	
Fringe Benefits						
	Employee Offset Savings	\$ 31,022	\$ 25,907	\$ 27,382	\$ 1,475	
	Flexible Benefits	1,281,384	931,960	1,138,989	207,029	
	Long-Term Disability	68,655	50,422	46,427	(3,995)	
	Medicare	171,860	112,590	115,213	2,623	
	Other Post-Employment Benefits	620,638	1,059,328	1,060,970	1,642	
	Retiree Health Contribution	1,624,537	-	-	-	
	Retiree Medical Trust	2,665	868	602	(266)	
	Retirement 401 Plan	9,898	3,473	2,409	(1,064)	
	Retirement ARC	4,025,089	2,897,998	3,674,569	776,571	
	Retirement DROP	46,530	35,470	33,084	(2,386)	
	Retirement Offset Contribution	10,894	6,714	-	(6,714)	
	Risk Management Administration	237,315	174,160	160,990	(13,170)	
	Supplemental Pension Savings Plan	664,794	471,341	442,321	(29,020)	
	Unemployment Insurance	39,352	25,872	24,619	(1,253)	
	Unused Sick Leave	0	-	-	-	
	Workers' Compensation	313,363	269,764	436,899	167,135	
Fringe Benefits Subtotal		\$ 9,147,997	\$ 6,065,867	\$ 7,164,474	\$ 1,098,607	
Total Personnel Expenditures					\$ 16,603,959	

Public Works - General Services

Fleet Services Replacement Fund

Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Fleet Services	\$ 19,261,068	\$ 18,943,165	\$ 22,461,956	\$ 3,518,791
Total	\$ 19,261,068	\$ 18,943,165	\$ 22,461,956	\$ 3,518,791

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Vehicle Purchases Adjustment to reflect vehicle cash replacement funding estimates.	0.00	\$ 3,717,686	\$ -
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	(198,895)	-
Revised Revenue Adjustment to reflect Fiscal Year 2014 revenue projections.	0.00	-	(157,045)
Total	0.00	\$ 3,518,791	\$ (157,045)

Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
NON-PERSONNEL				
Supplies	\$ 843,946	\$ -	\$ -	\$ -
Contracts	\$ 838,483	\$ -	\$ -	\$ -
Other Expenses	\$ 1,516,454	\$ -	\$ -	\$ -
Capital Expenditures	8,891,220	10,271,555	13,989,241	3,717,686
Debt	7,170,965	8,671,610	8,472,715	(198,895)
NON-PERSONNEL SUBTOTAL	\$ 19,261,068	\$ 18,943,165	\$ 22,461,956	\$ 3,518,791
Total	\$ 19,261,068	\$ 18,943,165	\$ 22,461,956	\$ 3,518,791

Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Charges for Services	\$ 23,538,742	\$ 22,583,138	\$ 22,426,093	\$ (157,045)
Other Revenue	2,797,303	2,000,000	2,000,000	-
Transfers In	1,632,112	3,119,490	3,119,490	-
Total	\$ 27,968,157	\$ 27,702,628	\$ 27,545,583	\$ (157,045)

Publishing Services Fund

Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Publishing Services	\$ 3,679,647	\$ 3,388,151	\$ 3,304,127	\$ (84,024)
Total	\$ 3,679,647	\$ 3,388,151	\$ 3,304,127	\$ (84,024)

Public Works - General Services

Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Adopted	FY2013–2014 Change
Publishing Services	14.33	10.00	10.00	0.00
Total	14.33	10.00	10.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2013 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	\$ 36,708	\$ -
Publishing Services Managed Competition Adjustment to non-personnel expenditures to reflect the approved Fiscal Year 2014 bid level for the Publishing Services Managed Competition.	0.00	2,974	-
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	(738)	-
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	(28,025)	-
Convenience Copier Contract Adjustment to reflect the reduction in expenditures and revenue associated with the full implementation of the Sharp Convenience Copier Contract.	0.00	(94,943)	(359,173)
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 2013.	0.00	-	(1,055)
Total	0.00	\$ (84,024)	\$ (360,228)

Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013–2014 Change
PERSONNEL				
Personnel Cost	\$ 548,424	\$ 460,099	\$ 462,975	\$ 2,876
Fringe Benefits	386,736	356,216	390,048	33,832
PERSONNEL SUBTOTAL	\$ 935,160	\$ 816,315	\$ 853,023	\$ 36,708
NON-PERSONNEL				
Supplies	\$ 293,563	\$ 256,892	\$ 366,507	\$ 109,615
Contracts	2,078,779	2,080,257	1,890,775	(189,482)
Information Technology	223,389	121,877	73,753	(48,124)
Energy and Utilities	70,484	81,278	89,348	8,070
Other	62,290	15,834	15,026	(808)
Transfers Out	15,981	11,206	11,203	(3)

Public Works - General Services

Expenditures by Category (Cont'd)

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Debt	-	4,492	4,492	-
NON-PERSONNEL SUBTOTAL	\$ 2,744,487	\$ 2,571,836	\$ 2,451,104	\$ (120,732)
Total	\$ 3,679,647	\$ 3,388,151	\$ 3,304,127	\$ (84,024)

Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Charges for Services	\$ 3,788,540	\$ 3,772,214	\$ 3,413,041	\$ (359,173)
Fines Forfeitures and Penalties	-	1,055	-	(1,055)
Other Revenue	30,781	-	-	-
Rev from Money and Prop	514	-	-	-
Total	\$ 3,819,835	\$ 3,773,269	\$ 3,413,041	\$ (360,228)

Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 37,444
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	42,578
20000191	Bindery Worker 2	3.00	2.00	1.00	28,870 - 34,133	34,133
20000192	Bindery Worker 3	1.00	1.00	0.00	31,782 - 37,627	-
20000539	Clerical Assistant 2	0.33	0.00	0.00	29,931 - 36,067	-
20000487	Graphic Designer	3.33	2.00	2.00	43,264 - 51,979	102,658
20000290	Information Systems Analyst 2	1.00	0.00	0.00	54,059 - 65,333	-
20000609	Lithographic Technician	0.33	0.00	0.00	40,019 - 47,674	-
20000752	Print Shop Supervisor	1.00	1.00	1.00	57,158 - 68,120	67,268
21000193	Publishing Specialist 2	0.00	0.00	1.00	31,782 - 37,627	31,782
20000912	Senior Offset Press Operator	2.33	2.00	2.00	38,106 - 45,344	90,688
21000194	Senior Publishing Specialist	0.00	0.00	1.00	36,962 - 44,533	36,962
	Overtime Budgeted					19,462
FTE, Salaries, and Wages Subtotal		14.33	10.00	10.00		\$ 462,975

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Fringe Benefits				
Employee Offset Savings	\$ 4,898	\$ 2,549	\$ 2,526	\$ (23)
Flexible Benefits	68,484	58,250	65,325	7,075
Long-Term Disability	3,107	2,543	2,388	(155)
Medicare	6,699	5,319	5,317	(2)
Other Post-Employment Benefits	31,228	63,270	62,410	(860)
Retirement ARC	211,558	165,950	212,362	46,412
Retirement DROP	84	-	-	-
Retirement Offset Contribution	1,400	1,020	-	(1,020)
Risk Management Administration	11,268	10,420	9,470	(950)
Supplemental Pension Savings Plan	27,407	22,219	19,528	(2,691)
Unemployment Insurance	1,771	1,296	1,268	(28)

Public Works - General Services

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Workers' Compensation	18,831	23,380	9,454	(13,926)
Fringe Benefits Subtotal	\$ 386,736	\$ 356,216	\$ 390,048	\$ 33,832
Total Personnel Expenditures			\$ 853,023	

Wireless Communications Technology Fund¹

Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Communications	\$ 9,366,095	\$ -	\$ -	\$ -
Total	\$ 9,366,095	\$ -	\$ -	\$ -

Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Communications	50.00	0.00	0.00	0.00
Total	50.00	0.00	0.00	0.00

Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
PERSONNEL				
Personnel Cost	\$ 2,967,412	\$ -	\$ -	\$ -
Fringe Benefits	1,692,805	-	-	-
PERSONNEL SUBTOTAL	\$ 4,660,217	\$ -	\$ -	\$ -
NON-PERSONNEL				
Supplies	\$ 283,127	\$ -	\$ -	\$ -
Contracts	637,759	-	-	-
Information Technology	444,562	-	-	-
Energy and Utilities	167,277	-	-	-
Other	69,889	-	-	-
Transfers Out	59,528	-	-	-
Capital Expenditures	121,511	-	-	-
Debt	2,922,226	-	-	-
NON-PERSONNEL SUBTOTAL	\$ 4,705,878	\$ -	\$ -	\$ -
Total	\$ 9,366,095	\$ -	\$ -	\$ -

Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Charges for Services	\$ 680,226	\$ -	\$ -	\$ -
Other Revenue	8,341	-	-	-
Rev from Money and Prop	27,317	-	-	-
Rev from Other Agencies	3,667	-	-	-
Transfers In	9,080,218	-	-	-
Total	\$ 9,799,769	\$ -	\$ -	\$ -

¹The Wireless Communications Technology Fund is budgeted in the Department of Information Technology in Fiscal Years 2013 and 2014.

Public Works - General Services

Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	2.00	0.00	0.00	\$31,491 - \$37,918	\$ -
20000252	Apprentice 2-Communications Technician	1.00	0.00	0.00	49,962 - 63,294	-
20000139	Associate Communications Engineer	4.00	0.00	0.00	66,622 - 80,454	-
20000539	Clerical Assistant 2	1.00	0.00	0.00	29,931 - 36,067	-
20000403	Communications Technician	20.00	0.00	0.00	58,157 - 69,742	-
20000405	Communications Technician Supervisor	2.00	0.00	0.00	66,685 - 80,600	-
20001168	Deputy Director	1.00	0.00	0.00	46,966 - 172,744	-
20000419	Equipment Technician 1	5.00	0.00	0.00	36,005 - 43,139	-
20000418	Equipment Technician 1	1.00	0.00	0.00	36,005 - 43,139	-
20000425	Equipment Technician 2	2.00	0.00	0.00	39,499 - 47,091	-
20000927	Senior Clerk/Typist	1.00	0.00	0.00	36,067 - 43,514	-
20000288	Senior Communications Engineer	1.00	0.00	0.00	76,794 - 92,851	-
20000897	Senior Communications Technician	6.00	0.00	0.00	61,048 - 73,216	-
20000402	Senior Communications Technician Supervisor	1.00	0.00	0.00	76,710 - 92,602	-
20000015	Senior Management Analyst	1.00	0.00	0.00	59,363 - 71,760	-
20000956	Storekeeper 2	1.00	0.00	0.00	37,835 - 45,718	-
FTE, Salaries, and Wages Subtotal		50.00	0.00	0.00		\$ -
		FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change	
Fringe Benefits						
	Employee Offset Savings	\$ 11,063	\$ -	\$ -	\$ -	-
	Flexible Benefits	248,109	-	-	-	-
	Long-Term Disability	16,665	-	-	-	-
	Medicare	39,677	-	-	-	-
	Other Post-Employment Benefits	112,428	-	-	-	-
	Retirement ARC	1,015,552	-	-	-	-
	Retirement DROP	11,629	-	-	-	-
	Retirement Offset Contribution	3,273	-	-	-	-
	Risk Management Administration	45,216	-	-	-	-
	Supplemental Pension Savings Plan	160,255	-	-	-	-
	Unemployment Insurance	9,482	-	-	-	-
	Workers' Compensation	19,456	-	-	-	-
Fringe Benefits Subtotal		\$ 1,692,805	\$ -	\$ -	\$ -	-
Total Personnel Expenditures					\$ -	

Public Works - General Services

Revenue and Expense Statement (Non-General Fund)

Fleet Services Operating Fund	FY2012 Actual	FY2013* Budget	FY2014 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 3,388,944	\$ 5,571,976	\$ 2,286,151
Continuing Appropriation - CIP	808,857	982,695	982,695
TOTAL BALANCE AND RESERVES	\$ 4,197,801	\$ 6,554,671	\$ 3,268,846
REVENUE			
Sale of Equipment/Material/Fuel	\$ 18,085	\$ 16,587,105	\$ 50,000
Equipment Usage Charge	46,576,620	28,071,988	31,612,655
Pool Revenue	836,416	1,200,000	1,200,000
Direct Charges for Services	1,751,105	1,075,000	–
Other	149,817	271,045	–
Transfer from Other Funds	892,951	892,951	892,951
Fuel	2,141,879	–	16,816,785
Billable Maintenance	–	–	1,075,000
TOTAL REVENUE	\$ 52,366,873	\$ 48,098,089	\$ 51,647,391
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 56,564,674	\$ 54,652,760	\$ 54,916,237
CAPITAL IMPROVEMENTS PROGRAM (CIP) EXPENSE			
CIP Expenditures	\$ 1,162	\$ –	\$ –
TOTAL CIP EXPENSE	\$ 1,162	\$ –	\$ –
OPERATING EXPENSE			
Administration	\$ 3,782,665	\$ 4,435,275	\$ 3,566,936
Acquisition/Fitting	1,198,798	287,890	308,392
Repair/Maintenance	30,273,853	25,308,338	24,106,186
Support Services	519,991	977,120	2,612,227
Fuel, Tanks, and Fuel Systems	16,585,000	17,027,966	17,281,894
Other Expenditures	–	–	892,951
Billable Maintenance	–	–	2,757,608
Rental	–	–	257,093
TOTAL OPERATING EXPENSE	\$ 52,360,307	\$ 48,036,589	\$ 51,783,287
TOTAL EXPENSE	\$ 52,361,469	\$ 48,036,589	\$ 51,783,287
RESERVES			
Continuing Appropriation - CIP	\$ 982,695	\$ 982,695	\$ 982,695
TOTAL RESERVES	\$ 982,695	\$ 982,695	\$ 982,695
BALANCE	\$ 3,220,510	\$ 5,633,476	\$ 2,150,255
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 56,564,674	\$ 54,652,760	\$ 54,916,237

* At the time of publication, audited financial statements for Fiscal Year 2013 were not available. Therefore, the Fiscal Year 2013 column reflects final budget amounts from the Fiscal Year 2013 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	FY2012 Actual	FY2013 [*] Budget	FY2014 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 44,069,760	\$ 67,573,480	\$ 44,519,876
TOTAL BALANCE AND RESERVES	\$ 44,069,760	\$ 67,573,480	\$ 44,519,876
REVENUE			
Vehicle Assignment	\$ 22,702,326	\$ 22,583,138	\$ 22,426,093
Transfer for Fire Lease Payment	–	3,119,490	3,119,490
Sale of Equipment/Material/Fuel	2,790,457	2,000,000	2,000,000
Fleet Operations Pool Rental	836,416	–	–
Transfer from Governmental Funds	1,509,188	–	–
Transfer from Other Funds	122,923	–	–
Other Revenue	6,847	–	–
TOTAL REVENUE	\$ 27,968,157	\$ 27,702,628	\$ 27,545,583
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 72,037,917	\$ 95,276,108	\$ 72,065,459
OPERATING EXPENSE			
Fitting/Acquisition (includes cash payments)	\$ 10,579,412	\$ 10,271,555	\$ 13,989,241
Equipment Vehicle Financing Program (EVFP)	7,170,966	8,671,610	8,472,715
Sales Tax on New Debt	1,510,690	–	–
TOTAL OPERATING EXPENSE	\$ 19,261,068	\$ 18,943,165	\$ 22,461,956
TOTAL EXPENSE	\$ 19,261,068	\$ 18,943,165	\$ 22,461,956
BALANCE	\$ 52,776,849	\$ 76,332,943	\$ 49,603,503
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 72,037,917	\$ 95,276,108	\$ 72,065,459

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Public Works - General Services

Revenue and Expense Statement (Non-General Fund)

Publishing Services Fund	FY2012 Actual	FY2013 [*] Budget	FY2014 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 8,974	\$ 8,974	\$ 222,699
TOTAL BALANCE AND RESERVES	\$ 8,974	\$ 8,974	\$ 222,699
REVENUE			
Citywide Photocopy Program	\$ 1,922,102	\$ 1,613,410	\$ 1,254,237
Press Operations	1,756,365	2,158,804	2,158,804
Litigation Awards - Miscellaneous	–	1,055	–
Reimbursements between Funds / Departments	110,183	–	–
Litho Standard	(110)	–	–
Reimbursements from other Agencies	24,024	–	–
Sale of Discarded Material	6,757	–	–
Interest Pooled Investment	514	–	–
TOTAL REVENUE	\$ 3,819,835	\$ 3,773,269	\$ 3,413,041
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 3,828,809	\$ 3,782,243	\$ 3,635,740
OPERATING EXPENSE			
Personnel Expense	\$ 935,160	\$ 816,315	\$ 853,023
Non-Personnel Expense	2,744,487	2,571,836	2,451,104
TOTAL OPERATING EXPENSE	\$ 3,679,647	\$ 3,388,151	\$ 3,304,127
TOTAL EXPENSE	\$ 3,679,647	\$ 3,388,151	\$ 3,304,127
BALANCE	\$ 149,161	\$ 394,092	\$ 331,613
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 3,828,809	\$ 3,782,243	\$ 3,635,740

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