

# **Public Works**



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## Department Description

The Public Works Department is comprised of Contracts, Engineering & Capital Projects (E&CP), and General Services functions. Although each branch is unique, the overall goal is to deliver high quality services and resources at the most efficient and effective methods to the diverse group of customers that the department services.

Contracts is responsible for the procurement of Capital Improvements Program (CIP) construction and associated professional consulting services and contract management functions to ensure that contracts are meeting City CIP needs. The Division 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 activities include work on various public infrastructure assets to rehabilitate, restore, improve, and add to the City of San Diego's capital facilities. 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 (ROW); and surveying and materials testing. 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 undergrounding projects.

E&CP is comprised of the following functions:

- Architectural Engineering & Parks
- Field Engineering
- Project Implementation
- Right-of-Way Design

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General Services provides 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:

- Administration
- Facilities
- Fleet Services
- Publishing Services

## 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 Public Works delivers services, this goal is the starting point for achieving the Department's objectives. Public Works recognizes that its customers play a crucial role in how, when, and why it delivers a product. Public Works will move toward accomplishing this goal by focusing on the following objectives:

- Communicate and collaborate clearly and effectively with internal and external customers
- Manage customer expectations to achieve customer satisfaction
- Deliver services and products seamlessly to customers
- Effectively manage contracts to ensure long-term partnerships
- Manage and utilize personnel and processes to effectively and efficiently deliver projects
- Provide preventive, corrective, and emergency maintenance to City facilities to ensure a seamless operation
- Provide quality services utilizing enhanced automated systems and by responding to emergency requests in a timely manner
- Ensuring usage rates and services are delivered timely and accurately

***Goal 2: Procure high-quality services, materials and construction 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, materials, and consulting services at the best value to meet the various operational needs of the City. Public Works 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 3: Provide excellent customer service***

Ensuring that customers are provided excellent service is paramount to the organization. Public Works 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 Department 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

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- Enhance teamwork
- Routinely 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 the Department. 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 Department 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**

Public Works moves toward accomplishing this goal by focusing on the following objectives:

- Offer training to management and staff on ethical standards
- Routinely provide management review of standards and ethical practices to staff

## Key Performance Indicators

Performance Measure	Actual FY2013	Actual FY2014	Target FY2015
1. Percent increase employee retention rate over prior year	N/A <sup>1</sup>	N/A <sup>1</sup>	5%
2. Percent increase the department's overall customer satisfaction rating over the most recent survey information	N/A <sup>1</sup>	N/A <sup>1</sup>	5%
3. Percent reduction in the Engineering and Capital Project Branch's project delivery costs in comparison with the California Statewide Benchmarking study average project delivery cost	0%	0%	0%
4. Percent reduction of the Fleet Services Division's routine service delivery costs when compared to the prior year	N/A <sup>1</sup>	N/A <sup>1</sup>	N/A <sup>1</sup>
5. Percent reduction of the Facilities Division's routine service delivery costs when compared to the prior year	N/A <sup>1</sup>	N/A <sup>1</sup>	5%
6. Percent reduction of the Publishing Services Division's routine service delivery costs when compared to the prior year	N/A <sup>1</sup>	N/A <sup>1</sup>	5%
7. Percent reduction of the Contracts Division's time to issue contracts when compared to the prior year	N/A <sup>1</sup>	N/A <sup>1</sup>	5%

1. Measures were established for Fiscal Year 2015. Prior year data not available to display.



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# Public Works - Contracting



## Division Description

The mission of the Contracts Division is:

*To support the Strategic Plan goals and objectives of centralized procurement for the City 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

In addition to the department-wide goals expressed in the previous section, the following goal and objective represents the specific action plan of the Contracts Division:

### ***Goal 1: 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 Public Works Department 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
- Streamline the internal customer complaint notification process
- Resolve contractor issues in a timely manner

## Service Efforts and Accomplishments

- Awarded 54<sup>1</sup> contract actions for construction of capital improvements
- Awarded 25<sup>1</sup> Architecture/Engineering (A/E) and Professional Contract actions
- Reduced the average of 96 days to award contracts to 80 days (based on mid-year performance)
- Incorporated the requirements for construction contracts listing mandated by the City's Sunshine Act (SDMC Chapter 2, Division, 45)
- Answered 42<sup>1</sup> 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 requirements for the replacement of the existing electronic advertisement system (eBidboard) with a full-fledged e-procurement system (PlanetBids)

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1. Based on mid-year performance



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# Public Works - Contracting

## Department Summary

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
FTE Positions (Budgeted)	0.00	19.00	<b>19.00</b>	0.00
Personnel Expenditures	\$ -	\$ 1,946,318	\$ <b>1,939,655</b>	\$ (6,663)
Non-Personnel Expenditures	-	160,916	<b>172,137</b>	11,221
<b>Total Department Expenditures</b>	<b>\$ -</b>	<b>\$ 2,107,234</b>	<b>\$ 2,111,792</b>	<b>\$ 4,558</b>
<b>Total Department Revenue</b>	<b>\$ -</b>	<b>\$ 1,053,393</b>	<b>\$ 1,053,393</b>	<b>\$ -</b>

## General Fund

### Department Expenditures

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Public Works - Contracting	\$ -	\$ 2,107,234	\$ <b>2,111,792</b>	\$ 4,558
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,107,234</b>	<b>\$ 2,111,792</b>	<b>\$ 4,558</b>

### Department Personnel

	FY2013 Budget	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Public Works - Contracting	0.00	19.00	<b>19.00</b>	0.00
<b>Total</b>	<b>0.00</b>	<b>19.00</b>	<b>19.00</b>	<b>0.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Non-Discretionary Adjustment</b> Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	\$ 13,255	\$ -
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(2,034)	-
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2014 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	(6,663)	-
<b>Total</b>	<b>0.00</b>	<b>\$ 4,558</b>	<b>\$ -</b>

### Expenditures by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ -	\$ 1,125,965	\$ <b>1,185,868</b>	\$ 59,903
Fringe Benefits	-	820,353	<b>753,787</b>	(66,566)
<b>PERSONNEL SUBTOTAL</b>	<b>-</b>	<b>1,946,318</b>	<b>1,939,655</b>	<b>(6,663)</b>

# Public Works - Contracting

## Expenditures by Category (Cont'd)

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
<b>NON-PERSONNEL</b>				
Supplies	\$ -	\$ 19,614	\$ 14,100	\$ (5,514)
Contracts	-	20,300	33,400	13,100
Information Technology	-	88,116	86,082	(2,034)
Energy and Utilities	-	4,800	500	(4,300)
Other	-	7,100	1,000	(6,100)
Transfers Out	-	20,986	37,055	16,069
<b>NON-PERSONNEL SUBTOTAL</b>	-	<b>160,916</b>	<b>172,137</b>	<b>11,221</b>
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,107,234</b>	<b>\$ 2,111,792</b>	<b>\$ 4,558</b>

## Revenues by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Charges for Services	\$ -	\$ 1,053,393	\$ 1,053,393	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,053,393</b>	<b>\$ 1,053,393</b>	<b>\$ -</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000012	Administrative Aide 1	0.00	2.00	2.00	\$36,962 - \$44,533	\$ 88,398
20000024	Administrative Aide 2	0.00	2.00	2.00	42,578 - 51,334	50,564
20000071	Assistant Engineer-Civil	0.00	5.00	5.00	57,866 - 69,722	338,145
20000145	Associate Engineer-Civil	0.00	2.00	2.00	66,622 - 80,454	160,908
20000119	Associate Management Analyst	0.00	1.00	1.00	54,059 - 65,333	65,333
20000539	Clerical Assistant 2	0.00	2.00	2.00	29,931 - 36,067	71,593
20000545	Contracts Processing Clerk	0.00	1.00	1.00	32,968 - 39,811	39,214
20001222	Program Manager	0.00	1.00	1.00	46,966 - 172,744	120,000
20000890	Senior Civil Engineer	0.00	2.00	2.00	76,794 - 92,851	179,953
20000015	Senior Management Analyst	0.00	1.00	1.00	59,363 - 71,760	71,760
<b>FTE, Salaries, and Wages Subtotal</b>		<b>0.00</b>	<b>19.00</b>	<b>19.00</b>		<b>\$ 1,185,868</b>

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ -	\$ 13,705	\$ 10,029	\$ (3,676)
Flexible Benefits	-	127,064	136,592	9,528
Long-Term Disability	-	6,112	4,080	(2,032)
Medicare	-	16,566	17,197	631
Other Post-Employment Benefits	-	112,338	109,188	(3,150)
Retiree Medical Trust	-	375	842	467
Retirement 401 Plan	-	1,502	2,136	634
Retirement ADC	-	438,694	375,045	(63,649)
Retirement DROP	-	2,832	2,832	-
Risk Management Administration	-	17,046	17,046	-
Supplemental Pension Savings Plan	-	53,212	61,325	8,113
Unemployment Insurance	-	3,244	2,337	(907)

# Public Works - Contracting

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Workers' Compensation	-	27,663	15,138	(12,525)
<b>Fringe Benefits Subtotal</b>	<b>\$ -</b>	<b>\$ 820,353</b>	<b>\$ 753,787</b>	<b>\$ (66,566)</b>
<b>Total Personnel Expenditures</b>			<b>\$ 1,939,655</b>	



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# Public Works - Engineering & Capital Projects



## Department Description

The Department's mission is:

*To build and support the infrastructure that provides the foundation for America's Finest City. E&CP provides innovative, continuously improving, and industry-leading engineering services (this includes technical expertise, design, project management and construction management for the CIP); provide oversight of the development of public infrastructure and facilities in an expeditious, cost-effective, and transparent manner while maintaining the highest degree of quality and value for stakeholders*

E&CP is comprised of the following divisions:

### **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, Capital Improvement Program(CIP) fund management, Americans with Disabilities Act (ADA) compliance review for CIP projects, job order contracting, contract management for as-needed consultants, 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, water quality, signals, streetlights, and utilities undergrounding projects.

### **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.

# Public Works - Engineering & Capital Projects

## Goals and Objectives

The following goals and objectives represent the specific action plan of the branch:

***Goal 1: Implement a uniform and objective ranking system to prioritize all CIP projects effectively and efficiently***

This goal is focused on making sure that E&CP is targeting its CIP resources toward the City's greatest needs. 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 2: Continue to enhance and maintain quarterly the City 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. E&CP will move toward accomplishing this goal by focusing on the following objective.

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

## Service Efforts and Accomplishments<sup>1</sup>

By the end of Fiscal Year 2014, E&CP's portfolio consisted of approximately 870 active projects valued at \$3.14 billion in total project costs. There were 335 capital improvement projects across the City requiring design services that are estimated to exceed \$1.47 billion in total project value. During Fiscal Year 2015, E&CP anticipates awarding a total of 179 contracts in the amount of \$320 million (in construction value). In addition, E&CP plans to complete the construction of 221 citywide projects that are estimated to total \$514 million (in construction value).

Specific project details and accomplishments are available in the City of San Diego CIP Budget Document contained in Volume III.

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<sup>1</sup> Fiscal Year 2014 figures are estimated based on data available as of May 2014. Year-end figures were not available at the time of publication, but it is anticipated that changes in the values would remain relatively small.

# Public Works - Engineering & Capital Projects

## Department Summary

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
FTE Positions (Budgeted)	479.67	470.88	<b>484.60</b>	13.72
Personnel Expenditures	\$ 53,000,855	\$ 55,275,611	<b>\$ 55,801,808</b>	\$ 526,197
Non-Personnel Expenditures	6,726,827	6,631,652	<b>8,565,429</b>	1,933,777
<b>Total Department Expenditures</b>	<b>\$ 59,727,682</b>	<b>\$ 61,907,263</b>	<b>\$ 64,367,237</b>	<b>\$ 2,459,974</b>
<b>Total Department Revenue</b>	<b>\$ 56,811,462</b>	<b>\$ 56,527,343</b>	<b>\$ 64,367,237</b>	<b>\$ 7,839,894</b>

## General Fund

### Department Expenditures

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Architectural Engineering & Parks	\$ 7,469,654	\$ 7,886,898	\$ -	\$ (7,886,898)
Business & Support Services	2,348,280	339,196	-	(339,196)
Field Engineering	19,336,998	19,812,714	-	(19,812,714)
Project Implementation	13,644,622	18,135,326	-	(18,135,326)
Public Works-Contracting	1,730,695	-	-	-
Right-of-Way Design	15,197,433	15,733,129	-	(15,733,129)
<b>Total</b>	<b>\$ 59,727,682</b>	<b>\$ 61,907,263</b>	<b>\$ -</b>	<b>\$ (61,907,263)</b>

### Department Personnel

	FY2013 Budget	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Architectural Engineering & Parks	53.25	53.80	<b>0.00</b>	(53.80)
Business & Support Services	26.96	1.00	<b>0.00</b>	(1.00)
Field Engineering	148.30	152.25	<b>0.00</b>	(152.25)
Project Implementation	109.10	135.83	<b>0.00</b>	(135.83)
Public Works-Contracting	15.39	0.00	<b>0.00</b>	0.00
Right-of-Way Design	126.67	128.00	<b>0.00</b>	(128.00)
<b>Total</b>	<b>479.67</b>	<b>470.88</b>	<b>0.00</b>	<b>(470.88)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Transfer of Engineering Aides</b> Transfer of 1.00 Principal Engineering Aide and 1.00 Junior Engineering Aide from the Public Works - Engineering & Capital Projects Department to the Transportation & Storm Water Department Underground Surcharge Fund.	(2.00)	\$ (196,918)	\$ -
<b>Communications Department Restructure</b> Transfer of communications-related position(s) to the Communications Department.	(4.00)	(377,283)	-
<b>Non-Standard Hour Personnel Funding</b> Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	(16.13)	(688,964)	-

# Public Works - Engineering & Capital Projects

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b>	0.00	(1,221,540)	-
Adjustments to reflect the annualization of the Fiscal Year 2014 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.			
<b>Non-Discretionary Adjustment</b>	0.00	(1,497,170)	-
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.			
<b>Equipment/Support for Information Technology</b>	0.00	(2,982,449)	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.			
<b>Transfer of Engineering &amp; Capital Projects</b>	(448.75)	(54,942,939)	(56,427,343)
Transfer of the Engineering & Capital Projects Department from the General Fund to an internal service fund.			
<b>One-Time Reductions and Annualizations</b>	0.00	-	(100,000)
Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2014.			
<b>Total</b>	<b>(470.88)</b>	<b>\$ (61,907,263)</b>	<b>\$ (56,527,343)</b>

## Expenditures by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 32,732,275	\$ 32,856,604	\$ -	\$ (32,856,604)
Fringe Benefits	20,268,580	22,419,007	-	(22,419,007)
<b>PERSONNEL SUBTOTAL</b>	<b>53,000,855</b>	<b>55,275,611</b>	<b>-</b>	<b>(55,275,611)</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 285,942	\$ 574,817	\$ -	\$ (574,817)
Contracts	545,699	860,796	-	(860,796)
Information Technology	3,643,433	2,917,210	-	(2,917,210)
Energy and Utilities	225,957	291,949	-	(291,949)
Other	606,486	608,280	-	(608,280)
Transfers Out	1,390,040	1,303,401	-	(1,303,401)
Capital Expenditures	29,269	74,726	-	(74,726)
Debt	-	473	-	(473)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>6,726,827</b>	<b>6,631,652</b>	<b>-</b>	<b>(6,631,652)</b>
<b>Total</b>	<b>\$ 59,727,682</b>	<b>\$ 61,907,263</b>	<b>\$ -</b>	<b>\$ (61,907,263)</b>

# Public Works - Engineering & Capital Projects

## Revenues by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Charges for Services	\$ 56,807,617	\$ 56,527,343	\$ -	\$ (56,527,343)
Licenses and Permits	117	-	-	-
Other Revenue	2,314	-	-	-
Rev from Other Agencies	1,414	-	-	-
<b>Total</b>	<b>\$ 56,811,462</b>	<b>\$ 56,527,343</b>	<b>\$ -</b>	<b>\$ (56,527,343)</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	4.00	4.00	0.00	\$31,491 - \$37,918	\$ -
20000012	Administrative Aide 1	3.00	1.00	0.00	36,962 - 44,533	-
20000024	Administrative Aide 2	5.00	3.00	0.00	42,578 - 51,334	-
20001140	Assistant Department Director	1.00	1.00	0.00	31,741 - 173,971	-
20000070	Assistant Engineer-Civil	134.00	134.75	0.00	57,866 - 69,722	-
20000071	Assistant Engineer-Civil	4.00	0.00	0.00	57,866 - 69,722	-
90000070	Assistant Engineer-Civil - Hourly	0.78	1.67	0.00	57,866 - 69,722	-
20000077	Assistant Engineer-Electrical	5.00	5.00	0.00	57,866 - 69,722	-
20000116	Assistant Engineer-Traffic	6.00	6.00	0.00	57,866 - 69,722	-
20000145	Associate Engineer-Civil	2.00	0.00	0.00	66,622 - 80,454	-
20000143	Associate Engineer-Civil	82.00	84.00	0.00	66,622 - 80,454	-
90000143	Associate Engineer-Civil - Hourly	0.00	0.39	0.00	66,622 - 80,454	-
20000150	Associate Engineer-Electrical	2.00	2.00	0.00	66,622 - 80,454	-
20000154	Associate Engineer-Mechanical	1.00	1.00	0.00	66,622 - 80,454	-
20000167	Associate Engineer-Traffic	4.00	4.00	0.00	66,622 - 80,454	-
20000137	Associate Management Analyst	1.00	0.00	0.00	54,059 - 65,333	-
20000119	Associate Management Analyst	12.00	11.00	0.00	54,059 - 65,333	-
90000119	Associate Management Analyst - Hourly	0.00	0.39	0.00	54,059 - 65,333	-
20000162	Associate Planner	6.00	5.00	0.00	56,722 - 68,536	-
20000649	Biologist 3	0.00	1.00	0.00	62,005 - 75,067	-
20000574	Clerical Assistant 1	0.00	0.00	0.00	24,918 - 29,931	-
20000539	Clerical Assistant 2	7.00	6.00	0.00	29,931 - 36,067	-
90000544	Clerical Assistant 2 - Hourly	0.96	0.96	0.00	29,931 - 36,067	-
20000545	Contracts Processing Clerk	6.00	4.00	0.00	32,968 - 39,811	-
20001168	Deputy Director	4.00	4.00	0.00	46,966 - 172,744	-
90001168	Deputy Director - Hourly	0.50	0.50	0.00	46,966 - 172,744	-
20000290	Information Systems Analyst 2	2.00	3.00	0.00	54,059 - 65,333	-
20000293	Information Systems Analyst 3	1.00	1.00	0.00	59,363 - 71,760	-
20000998	Information Systems Analyst 4	1.00	1.00	0.00	66,768 - 80,891	-
20000377	Information Systems Technician	0.00	1.00	0.00	42,578 - 51,334	-
20000551	Junior Engineer-Civil	0.00	0.00	0.00	50,003 - 60,549	-
90000552	Junior Engineer-Civil - Hourly	0.50	0.51	0.00	50,003 - 60,549	-
20000556	Junior Engineering Aide	1.00	1.00	0.00	38,688 - 46,571	-

# Public Works - Engineering & Capital Projects

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
20001018	Land Surveying Assistant	13.00	13.00	0.00	57,866 - 69,722	-
20001019	Land Surveying Associate	5.00	5.00	0.00	66,622 - 80,454	-
90001073	Management Intern - Hourly	4.36	5.35	0.00	24,274 - 29,203	-
20000669	Park Designer	4.00	4.00	0.00	66,664 - 80,496	-
20000680	Payroll Specialist 2	3.00	3.00	0.00	34,611 - 41,787	-
20000743	Principal Engineering Aide	51.00	52.00	0.00	50,003 - 60,549	-
90000743	Principal Engineering Aide - Hourly	0.50	0.50	0.00	50,003 - 60,549	-
20000518	Principal Survey Aide	8.00	8.00	0.00	50,003 - 60,549	-
20000748	Principal Traffic Engineering Aide	1.00	1.00	0.00	50,003 - 60,549	-
20001222	Program Manager	2.00	1.00	0.00	46,966 - 172,744	-
20000760	Project Assistant	8.00	8.00	0.00	57,866 - 69,722	-
20000761	Project Officer 1	7.00	7.00	0.00	66,622 - 80,454	-
20000763	Project Officer 2	6.00	6.00	0.00	76,794 - 92,851	-
20000784	Public Information Officer	2.00	2.00	0.00	43,514 - 52,707	-
20000869	Senior Account Clerk	1.00	1.00	0.00	36,067 - 43,514	-
20000890	Senior Civil Engineer	2.00	0.00	0.00	76,794 - 92,851	-
20000885	Senior Civil Engineer	24.00	25.00	0.00	76,794 - 92,851	-
90000885	Senior Civil Engineer - Hourly	0.60	0.60	0.00	76,794 - 92,851	-
90000890	Senior Civil Engineer - Hourly	0.39	0.00	0.00	76,794 - 92,851	-
20000927	Senior Clerk/Typist	3.00	3.00	0.00	36,067 - 43,514	-
90000400	Senior Drafting Aide - Hourly	0.34	0.34	0.00	44,429 - 53,706	-
20000900	Senior Engineering Aide	2.00	2.00	0.00	44,429 - 53,706	-
20000830	Senior Engineering Geologist	1.00	1.00	0.00	76,794 - 92,851	-
90000830	Senior Engineering Geologist - Hourly	0.50	0.50	0.00	76,794 - 92,851	-
20001014	Senior Land Surveyor	1.00	1.00	0.00	76,794 - 92,851	-
20000015	Senior Management Analyst	8.00	7.00	0.00	59,363 - 71,760	-
90000015	Senior Management Analyst - Hourly	0.00	0.38	0.00	59,363 - 71,760	-
20000918	Senior Planner	4.00	4.00	0.00	65,354 - 79,019	-
20000916	Senior Public Information Officer	2.00	2.00	0.00	54,059 - 65,333	-
20000929	Senior Survey Aide	4.00	4.00	0.00	44,429 - 53,706	-
20000926	Senior Traffic Engineer	2.00	2.00	0.00	76,794 - 92,851	-
90000964	Student Engineer - Hourly	4.24	4.04	0.00	26,707 - 32,011	-
20000970	Supervising Management Analyst	3.00	3.00	0.00	66,768 - 80,891	-
21000177	Trainer	0.00	1.00	0.00	54,059 - 65,333	-
20000756	Word Processing Operator	5.00	5.00	0.00	31,491 - 37,918	-
<b>FTE, Salaries, and Wages Subtotal</b>		<b>479.67</b>	<b>470.88</b>	<b>0.00</b>	<b>\$</b>	<b>-</b>
		<b>FY2013 Actual</b>	<b>FY2014 Budget</b>	<b>FY2015 Adopted</b>	<b>FY2014-2015 Change</b>	
<b>Fringe Benefits</b>						
Employee Offset Savings	\$	284,639	\$	332,452	\$	- \$ (332,452)
Flexible Benefits		2,689,911		3,036,647		- (3,036,647)

# Public Works - Engineering & Capital Projects

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Long-Term Disability	179,226	167,521	-	(167,521)
Medicare	460,675	434,456	-	(434,456)
Other Post-Employment Benefits	2,823,377	2,733,558	-	(2,733,558)
Retiree Medical Trust	5,919	5,339	-	(5,339)
Retirement 401 Plan	22,459	21,382	-	(21,382)
Retirement ADC	10,816,754	12,757,819	-	(12,757,819)
Retirement DROP	105,118	108,621	-	(108,621)
Retirement Offset Contribution	94,734	-	-	-
Risk Management Administration	460,061	414,786	-	(414,786)
Supplemental Pension Savings Plan	1,701,908	1,663,782	-	(1,663,782)
Unemployment Insurance	91,311	88,914	-	(88,914)
Workers' Compensation	532,489	653,730	-	(653,730)
<b>Fringe Benefits Subtotal</b>	<b>\$ 20,268,581</b>	<b>\$ 22,419,007</b>	<b>\$ -</b>	<b>\$ (22,419,007)</b>
<b>Total Personnel Expenditures</b>			<b>\$ -</b>	

## Engineering & Capital Projects Fund

### Department Expenditures

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Architectural Engineering & Parks	\$ -	\$ -	\$ 8,571,274	\$ 8,571,274
Business & Support Services	-	-	241,468	241,468
Field Engineering	-	-	21,038,697	21,038,697
Project Implementation	-	-	18,693,004	18,693,004
Right-of-Way Design	-	-	15,822,794	15,822,794
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,367,237</b>	<b>\$ 64,367,237</b>

### Department Personnel

	FY2013 Budget	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Architectural Engineering & Parks	0.00	0.00	59.85	59.85
Business & Support Services	0.00	0.00	1.00	1.00
Field Engineering	0.00	0.00	161.65	161.65
Project Implementation	0.00	0.00	132.55	132.55
Right-of-Way Design	0.00	0.00	129.55	129.55
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>484.60</b>	<b>484.60</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Transfer of Engineering &amp; Capital Projects</b>	448.75	\$ 54,942,939	\$ 56,427,343
Transfer of the Engineering & Capital Projects Department from the General Fund to an internal service fund.			
<b>Non-Discretionary Adjustment</b>	0.00	2,724,068	-
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.			

# Public Works - Engineering & Capital Projects

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	2,700,922	-
<b>Addition of Engineering Positions</b> Addition of half-year funding for 7.00 Associate Engineers-Civil, 6.00 Assistant Engineers, 3.00 Principal Engineering Aides, 2.00 Senior Engineering Aides, and associated non-personnel expenditures and revenue to support the expansion of the Capital Improvements Program and increased development projects.	9.00	1,047,934	1,049,800
<b>Non-Standard Hour Personnel Funding</b> Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	14.85	634,423	-
<b>Addition of Land Survey Positions</b> Addition of 4.00 Land Survey Assistants, 2.00 Principal Survey Assistants, and associated non-personnel expenditures and revenue to support the expansion of the Capital Improvements Program and increased development projects.	6.00	631,473	632,749
<b>Addition of Assistant Deputy Directors</b> Addition of 2.00 Assistant Deputy Directors and associated non-personnel expenditures and revenue for the Right-of-Way Division and the Field Division.	2.00	415,610	416,384
<b>Addition of Communications Expenditures</b> Adjustment to reflect the addition of non-personnel expenditures for communications services provided by the Communications Department.	0.00	302,406	-
<b>Aero Drive Facility Maintenance and Repair</b> Adjustment to reflect the addition of non-personnel expenditures for the maintenance, repair, and improvements at the Aero Drive facility.	0.00	250,000	-
<b>Land Survey and Materials Testing Equipment</b> Adjustment to reflect the addition of non-personnel expenditures for the maintenance, repair, and replacement of land survey equipment and materials testing equipment.	0.00	250,000	-
<b>Golf Capital Improvements Program Support</b> Addition of 1.00 Assistant Engineer-Civil, 1.00 Associate Engineer-Civil, and associated non-personnel expenditures and revenue to support Golf Capital Improvements Program projects.	2.00	231,960	232,399
<b>Addition of Associate Engineer-Civil</b> Addition of 1.00 Associate Engineer-Civil and associated non-personnel expenditures and revenue to manage the construction change order process.	1.00	122,680	122,918
<b>Addition of Senior Management Analyst</b> Addition of 1.00 Senior Management Analyst and associated non-personnel expenditures and revenue to improve the financial reporting capabilities of Primavera.	1.00	112,822	113,025

# Public Works - Engineering & Capital Projects

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Revised Revenue</b>	0.00	-	5,372,619
Adjustment to reflect Fiscal Year 2015 revenue projections.			
<b>Total</b>	<b>484.60</b>	<b>\$ 64,367,237</b>	<b>\$ 64,367,237</b>

## Expenditures by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ -	\$ -	\$ 33,814,717	\$ 33,814,717
Fringe Benefits	-	-	21,987,091	21,987,091
<b>PERSONNEL SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>55,801,808</b>	<b>55,801,808</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ -	\$ -	\$ 681,843	\$ 681,843
Contracts	-	-	2,470,613	2,470,613
Information Technology	-	-	2,602,403	2,602,403
Energy and Utilities	-	-	322,864	322,864
Other	-	-	690,751	690,751
Transfers Out	-	-	1,731,756	1,731,756
Capital Expenditures	-	-	64,726	64,726
Debt	-	-	473	473
<b>NON-PERSONNEL SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>8,565,429</b>	<b>8,565,429</b>
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,367,237</b>	<b>\$ 64,367,237</b>

## Revenues by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Charges for Services	\$ -	\$ -	\$ 64,367,237	\$ 64,367,237
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,367,237</b>	<b>\$ 64,367,237</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	0.00	0.00	4.00	\$31,491 - \$37,918	\$ 142,853
20000012	Administrative Aide 1	0.00	0.00	1.00	36,962 - 44,533	44,533
20000024	Administrative Aide 2	0.00	0.00	3.00	42,578 - 51,334	146,851
20001140	Assistant Department Director	0.00	0.00	1.00	31,741 - 173,971	140,005
20001202	Assistant Deputy Director	0.00	0.00	2.00	23,005 - 137,904	240,000
20000070	Assistant Engineer-Civil	0.00	0.00	137.75	57,866 - 69,722	8,475,470
90000070	Assistant Engineer-Civil - Hourly	0.00	0.00	0.70	57,866 - 69,722	48,806
20000077	Assistant Engineer-Electrical	0.00	0.00	5.00	57,866 - 69,722	344,464
20000116	Assistant Engineer-Traffic	0.00	0.00	6.00	57,866 - 69,722	418,332
20000143	Associate Engineer-Civil	0.00	0.00	89.50	66,622 - 80,454	6,892,254
90000143	Associate Engineer-Civil - Hourly	0.00	0.00	0.35	66,622 - 80,454	28,159
20000150	Associate Engineer-Electrical	0.00	0.00	2.00	66,622 - 80,454	155,325
20000154	Associate Engineer-Mechanical	0.00	0.00	1.00	66,622 - 80,454	80,454
20000167	Associate Engineer-Traffic	0.00	0.00	4.00	66,622 - 80,454	321,816

# Public Works - Engineering & Capital Projects

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
20000119	Associate Management Analyst	0.00	0.00	<b>11.00</b>	54,059 - 65,333	693,248
90000119	Associate Management Analyst - Hourly	0.00	0.00	<b>0.35</b>	54,059 - 65,333	22,866
20000162	Associate Planner	0.00	0.00	<b>5.00</b>	56,722 - 68,536	271,060
20000649	Biologist 3	0.00	0.00	<b>1.00</b>	62,005 - 75,067	73,941
20000539	Clerical Assistant 2	0.00	0.00	<b>6.00</b>	29,931 - 36,067	193,681
90000544	Clerical Assistant 2 - Hourly	0.00	0.00	<b>0.85</b>	29,931 - 36,067	25,442
20000545	Contracts Processing Clerk	0.00	0.00	<b>4.00</b>	32,968 - 39,811	158,647
20001168	Deputy Director	0.00	0.00	<b>4.00</b>	46,966 - 172,744	491,516
90001168	Deputy Director - Hourly	0.00	0.00	<b>0.35</b>	46,966 - 172,744	41,583
20000290	Information Systems Analyst 2	0.00	0.00	<b>3.00</b>	54,059 - 65,333	195,999
20000293	Information Systems Analyst 3	0.00	0.00	<b>1.00</b>	59,363 - 71,760	71,760
20000998	Information Systems Analyst 4	0.00	0.00	<b>1.00</b>	66,768 - 80,891	80,891
20000377	Information Systems Technician	0.00	0.00	<b>1.00</b>	42,578 - 51,334	51,334
20001018	Land Surveying Assistant	0.00	0.00	<b>17.00</b>	57,866 - 69,722	1,119,717
20001019	Land Surveying Associate	0.00	0.00	<b>5.00</b>	66,622 - 80,454	390,883
90001073	Management Intern - Hourly	0.00	0.00	<b>5.50</b>	24,274 - 29,203	145,567
20000669	Park Designer	0.00	0.00	<b>4.00</b>	66,664 - 80,496	319,167
20000680	Payroll Specialist 2	0.00	0.00	<b>3.00</b>	34,611 - 41,787	125,361
20000743	Principal Engineering Aide	0.00	0.00	<b>54.50</b>	50,003 - 60,549	3,000,365
90000743	Principal Engineering Aide - Hourly	0.00	0.00	<b>0.35</b>	50,003 - 60,549	21,192
20000518	Principal Survey Aide	0.00	0.00	<b>10.00</b>	50,003 - 60,549	565,833
20000748	Principal Traffic Engineering Aide	0.00	0.00	<b>1.00</b>	50,003 - 60,549	50,003
20001222	Program Manager	0.00	0.00	<b>1.00</b>	46,966 - 172,744	123,000
20000760	Project Assistant	0.00	0.00	<b>8.00</b>	57,866 - 69,722	553,677
20000761	Project Officer 1	0.00	0.00	<b>7.00</b>	66,622 - 80,454	558,118
20000763	Project Officer 2	0.00	0.00	<b>6.00</b>	76,794 - 92,851	557,106
20000869	Senior Account Clerk	0.00	0.00	<b>1.00</b>	36,067 - 43,514	39,811
20000885	Senior Civil Engineer	0.00	0.00	<b>25.00</b>	76,794 - 92,851	2,201,781
90000885	Senior Civil Engineer - Hourly	0.00	0.00	<b>0.35</b>	76,794 - 92,851	32,498
20000927	Senior Clerk/Typist	0.00	0.00	<b>3.00</b>	36,067 - 43,514	130,542
90000400	Senior Drafting Aide - Hourly	0.00	0.00	<b>0.35</b>	44,429 - 53,706	18,797
20000900	Senior Engineering Aide	0.00	0.00	<b>3.00</b>	44,429 - 53,706	149,364
90000830	Senior Engineering Geologist - Hourly	0.00	0.00	<b>0.35</b>	76,794 - 92,851	32,498
20001014	Senior Land Surveyor	0.00	0.00	<b>2.00</b>	76,794 - 92,851	83,202
20000015	Senior Management Analyst	0.00	0.00	<b>8.00</b>	59,363 - 71,760	554,622
90000015	Senior Management Analyst - Hourly	0.00	0.00	<b>0.35</b>	59,363 - 71,760	25,116
20000918	Senior Planner	0.00	0.00	<b>4.00</b>	65,354 - 79,019	235,872
20000929	Senior Survey Aide	0.00	0.00	<b>3.00</b>	44,429 - 53,706	99,201
20000926	Senior Traffic Engineer	0.00	0.00	<b>2.00</b>	76,794 - 92,851	184,309
90000964	Student Engineer - Hourly	0.00	0.00	<b>5.00</b>	26,707 - 32,011	143,524

# Public Works - Engineering & Capital Projects

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
20000970	Supervising Management Analyst	0.00	0.00	3.00	66,768 - 80,891	242,673
21000177	Trainer	0.00	0.00	1.00	54,059 - 65,333	65,333
20000756	Word Processing Operator	0.00	0.00	5.00	31,491 - 37,918	150,534
	Engineering Geologist Pay					4,875
	Exceptional Performance Pay-Classified					5,486
	Landscape Architect Lic					36,222
	Overtime Budgeted					329,096
	Reg Pay For Engineers					1,554,678
	Termination Pay Annual Leave					113,404
<b>FTE, Salaries, and Wages Subtotal</b>		<b>0.00</b>	<b>0.00</b>	<b>484.60</b>		<b>\$ 33,814,717</b>
		<b>FY2013 Actual</b>	<b>FY2014 Budget</b>	<b>FY2015 Adopted</b>	<b>FY2014-2015 Change</b>	
<b>Fringe Benefits</b>						
	Employee Offset Savings	\$ -	\$ -	\$ 291,471	\$ 291,471	
	Flexible Benefits	-	-	3,332,378	3,332,378	
	Long-Term Disability	-	-	109,310	109,310	
	Medicare	-	-	465,352	465,352	
	Other Post-Employment Benefits	-	-	2,711,502	2,711,502	
	Retiree Medical Trust	-	-	6,875	6,875	
	Retirement 401 Plan	-	-	23,582	23,582	
	Retirement ADC	-	-	12,551,010	12,551,010	
	Retirement DROP	-	-	113,133	113,133	
	Risk Management Administration	-	-	423,318	423,318	
	Supplemental Pension Savings Plan	-	-	1,774,341	1,774,341	
	Unemployment Insurance	-	-	62,573	62,573	
	Workers' Compensation	-	-	122,246	122,246	
<b>Fringe Benefits Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,987,091</b>	<b>\$ 21,987,091</b>	
<b>Total Personnel Expenditures</b>					<b>\$ 55,801,808</b>	

# Public Works - Engineering & Capital Projects

## Revenue and Expense Statement (Non-General Fund)

Engineering & Capital Projects Fund	FY2013 Actual	FY2014* Budget	FY2015 Adopted
<b>TOTAL BALANCE AND RESERVES</b>	\$ -	\$ -	\$ -
<b>REVENUE</b>			
CIP Related Services	\$ -	\$ -	\$ 55,976,971
Non-CIP Related Services	-	-	1,290,810
Private Development Support	-	-	7,099,456
<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ 64,367,237
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	\$ -	\$ -	\$ 64,367,237
<b>OPERATING EXPENSE</b>			
Personnel Expense	\$ -	\$ -	\$ 55,801,808
Non-Personnel Expense	-	-	8,565,429
<b>TOTAL OPERATING EXPENSE</b>	\$ -	\$ -	\$ 64,367,237
<b>TOTAL EXPENSE</b>	\$ -	\$ -	\$ 64,367,237
<b>BALANCE</b>	\$ -	\$ -	\$ -
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	\$ -	\$ -	\$ 64,367,237

\* At the time of publication, audited financial statements for Fiscal Year 2014 were not available. Therefore, the Fiscal Year 2014 column reflects final budget amounts from the Fiscal Year 2014 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.

# Public Works - General Services



## Division Description

The Division's mission is:

*To proactively, systematically, and in an environmentally-responsible manner, maintain and enhance City 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 publishing services to customers in the most timely manner and at the lowest possible cost*

General Services is comprised of the following divisions:

### 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.

### Administration

Provides information technology, budget, human resources and administrative support to the Public Works Department.

## Goals and Objectives

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

# Public Works - General Services

## ***Goal 1: 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 2: To proactively maintain and enhance City capital assets***

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

- Develop and implement a preventative maintenance program for City facilities
- Provide ongoing condition assessment of facilities
- Utilize available resources effectively to maintain City facilities

## ***Goal 3: Respond adeptly to City requirements for publishing 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

# Service Efforts and Accomplishments

## **Facilities**

During Fiscal Year 2014, Facilities Division completed a range of maintenance and repair projects citywide and responded to hundreds of emergency repair calls. Additionally, Facilities completed various improvements at city-owned and leased facilities including:

- Roof replacements at the Marian Bear East & West comfort stations, Hollywood Park comfort station, SDPD Pistol Range, La Jolla Waterfront Gazebos, Presidio Park garage, San Ysidro Library, and North Pepper Grove comfort station
- Painting projects at Carmel Valley Library, Beckwourth Library, Southcrest Recreation Center, and Paradise Hills Library
- Energy efficiency electrical upgrades at various comfort stations, the Aerospace Museum, and Casa De Prado Theater
- Energy saving HVAC replacements at Beckwourth Library, Benjamin Library and Eastern Police Division Boiler replacements for Fire Station 11 and two swimming pools in City Heights

Facilities staff also conducted remodels and upgrades at the Tierrasanta Library, MOC II, MOC 9, the City Administration Building, Bandy Canyon garages, Montezuma House, La Jolla Cove, North Park Library, and Pershing Yard.

## **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 380 vehicles and made significant progress reducing the number of over-age and over-mileage vehicles in the City's Fleet, particularly through the acquisition of heavy fire apparatus for the Fire-Rescue Department and replacement of critical SDPD patrol cars with new interceptor models. Fleet is also acquiring new rescue vehicles for the Lifeguards. Fleet Services employees continued to make progress implementing the Managed Competition proposal which will result in savings of approximately \$4.0 million per year over the five-year agreement when completed. As part of the Managed

# Public Works - General Services

Competition implementation, new job classifications have been established and filled, a towing services contract was secured, and a single source parts vendor is being selected via a competitive process.

## 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

Publishing continues to report performance measures in compliance with the Managed Competition Quality Assurance Surveillance Plan (QASP).

## Managed Competition Performance Measures - Publishing

Performance Measure	Actual FY2013	Actual FY2014	Target FY2015
1. Standard job turn-around times of approximately 80% within 10 days	8.0 days	7.7 days	9.0 days
2. Up-time for convenience copiers of 99%	99.0%	99.2%	99.0%
3. Customer satisfaction rates of 98%	100.0%	100.0%	98.0%



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# Public Works - General Services

## Department Summary

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
FTE Positions (Budgeted)	294.50	302.50	<b>317.50</b>	15.00
Personnel Expenditures	\$ 29,069,759	\$ 28,323,167	<b>\$ 29,597,573</b>	\$ 1,274,406
Non-Personnel Expenditures	58,053,086	66,056,278	<b>62,870,253</b>	(3,186,025)
<b>Total Department Expenditures</b>	<b>\$ 87,122,845</b>	<b>\$ 94,379,445</b>	<b>\$ 92,467,826</b>	<b>\$ (1,911,619)</b>
<b>Total Department Revenue</b>	<b>\$ 82,961,335</b>	<b>\$ 86,487,611</b>	<b>\$ 84,628,643</b>	<b>\$ (1,858,968)</b>

## General Fund

### Department Expenditures

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Administration	\$ 1,737,741	\$ 1,151,280	<b>\$ 1,030,270</b>	\$ (121,010)
Facilities	13,274,836	15,678,795	<b>16,715,068</b>	1,036,273
<b>Total</b>	<b>\$ 15,012,577</b>	<b>\$ 16,830,075</b>	<b>\$ 17,745,338</b>	<b>\$ 915,263</b>

### Department Personnel

	FY2013 Budget	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Administration	9.00	7.00	<b>7.00</b>	0.00
Facilities	107.00	116.00	<b>123.00</b>	7.00
<b>Total</b>	<b>116.00</b>	<b>123.00</b>	<b>130.00</b>	<b>7.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Facilities Condition/Needs Assessment</b> Addition of non-personnel expenditures to conduct a condition/needs assessment of City facilities.	0.00	\$ 1,000,000	\$ -
<b>Facilities Maintenance Support</b> Addition of 7.00 FTE positions and associated non-personnel expenditures to provide facilities maintenance support.	7.00	739,863	-
<b>Relocation/Tenant Improvements</b> Addition of non-personnel expenditures for tenant improvements and relocation of various departments within the City Administration and Executive Complex buildings.	0.00	500,000	-
<b>Non-Discretionary Adjustment</b> Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	69,667	-
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(133,797)	-

# Public Works - General Services

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b>	0.00	(210,470)	-
Adjustments to reflect the annualization of the Fiscal Year 2014 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.			
<b>One-Time Reductions and Annualizations</b>	0.00	(1,050,000)	-
Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2014.			
<b>Total</b>	<b>7.00</b>	<b>\$ 915,263</b>	<b>\$ -</b>

## Expenditures by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 5,545,054	\$ 6,320,654	\$ 6,576,311	\$ 255,657
Fringe Benefits	3,511,287	4,545,531	4,677,677	132,146
<b>PERSONNEL SUBTOTAL</b>	<b>9,056,342</b>	<b>10,866,185</b>	<b>11,253,988</b>	<b>387,803</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 1,877,345	\$ 1,541,163	\$ 1,633,083	\$ 91,920
Contracts	1,756,151	2,865,282	3,468,710	603,428
Information Technology	264,591	327,848	194,051	(133,797)
Energy and Utilities	647,351	890,025	893,194	3,169
Other	5,386	7,500	7,500	-
Transfers Out	1,405,410	302,072	264,812	(37,260)
Capital Expenditures	-	30,000	30,000	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>5,956,235</b>	<b>5,963,890</b>	<b>6,491,350</b>	<b>527,460</b>
<b>Total</b>	<b>\$ 15,012,577</b>	<b>\$ 16,830,075</b>	<b>\$ 17,745,338</b>	<b>\$ 915,263</b>

## Revenues by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Charges for Services	\$ 2,961,336	\$ 3,881,596	\$ 3,881,596	\$ -
Other Revenue	3,036	-	-	-
<b>Total</b>	<b>\$ 2,964,371</b>	<b>\$ 3,881,596</b>	<b>\$ 3,881,596</b>	<b>\$ -</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 37,918
20000012	Administrative Aide 1	1.00	1.00	1.00	36,962 - 44,533	42,578
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	51,334
20000070	Assistant Engineer-Civil	1.00	1.00	1.00	57,866 - 69,722	66,622
20000143	Associate Engineer-Civil	1.00	1.00	1.00	66,622 - 80,454	79,153
20000201	Building Maintenance Supervisor	6.00	6.00	6.00	61,859 - 74,797	431,339
20000224	Building Service Technician	18.00	17.00	17.00	33,322 - 39,666	637,694
20000202	Building Supervisor	1.00	1.00	1.00	39,770 - 47,736	44,977

# Public Works - General Services

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
20000234	Carpenter	12.00	12.00	<b>14.00</b>	43,451 - 52,000	644,363
20000235	Carpenter Supervisor	0.00	0.00	<b>1.00</b>	49,192 - 59,571	-
20000617	Construction Estimator	3.00	3.00	<b>2.00</b>	53,706 - 64,958	120,148
20000354	Custodian 2	9.00	9.00	<b>9.00</b>	26,250 - 31,242	279,742
20001101	Department Director	1.00	1.00	<b>1.00</b>	59,155 - 224,099	160,002
20001168	Deputy Director	1.00	1.00	<b>1.00</b>	46,966 - 172,744	120,000
20000408	Electrician	12.00	13.00	<b>13.00</b>	47,091 - 56,534	691,325
20000413	Electrician Supervisor	0.00	0.00	<b>1.00</b>	53,706 - 64,958	-
20000924	Executive Secretary	1.00	1.00	<b>1.00</b>	43,555 - 52,666	52,666
20000499	Heating Technician	3.00	3.00	<b>2.00</b>	47,091 - 56,534	112,220
20000500	Heating, Ventilation, and Air Conditioning Supervisor	0.00	0.00	<b>1.00</b>	53,706 - 64,958	-
20000290	Information Systems Analyst 2	2.00	1.00	<b>1.00</b>	54,059 - 65,333	65,333
20000998	Information Systems Analyst 4	1.00	1.00	<b>1.00</b>	66,768 - 80,891	80,891
20000377	Information Systems Technician	2.00	1.00	<b>1.00</b>	42,578 - 51,334	51,334
20000613	Locksmith	2.00	2.00	<b>2.00</b>	44,221 - 52,853	93,191
20000667	Painter	5.00	7.00	<b>9.00</b>	41,600 - 49,962	404,381
20000668	Painter Supervisor	0.00	0.00	<b>1.00</b>	47,382 - 57,262	47,382
20000680	Payroll Specialist 2	1.00	1.00	<b>1.00</b>	34,611 - 41,787	41,787
20000709	Plasterer	0.00	2.00	<b>1.00</b>	45,490 - 54,538	45,490
20000711	Plumber	10.00	11.00	<b>11.00</b>	47,091 - 56,534	585,721
20000713	Plumber Supervisor	0.00	0.00	<b>1.00</b>	53,706 - 64,958	-
20000833	Refrigeration Mechanic	6.00	7.00	<b>10.00</b>	47,091 - 56,534	503,527
20000842	Roofer	4.00	6.00	<b>5.00</b>	39,666 - 47,528	219,302
20000847	Safety Officer	1.00	1.00	<b>1.00</b>	57,907 - 69,930	63,627
20000223	Senior Building Maintenance Supervisor	1.00	1.00	<b>0.00</b>	76,918 - 93,018	-
20000222	Senior Building Maintenance Supervisor	1.00	1.00	<b>1.00</b>	76,918 - 93,018	93,018
20000826	Senior Locksmith	1.00	1.00	<b>1.00</b>	46,446 - 55,578	55,578
20000015	Senior Management Analyst	1.00	1.00	<b>1.00</b>	59,363 - 71,760	71,760
20000966	Senior Refrigeration Mechanic	3.00	3.00	<b>4.00</b>	49,462 - 59,384	225,832
20000950	Stock Clerk	0.00	1.00	<b>0.00</b>	30,056 - 36,275	-
20000313	Supervising Department Human Resources Analyst	1.00	1.00	<b>1.00</b>	66,768 - 80,891	80,891
20000970	Supervising Management Analyst	1.00	1.00	<b>1.00</b>	66,768 - 80,891	80,891
20000756	Word Processing Operator	1.00	1.00	<b>1.00</b>	31,491 - 37,918	37,918
	Night Shift Pay					1,562
	Overtime Budgeted					132,948
	Reg Pay For Engineers					21,866
<b>FTE, Salaries, and Wages Subtotal</b>		<b>116.00</b>	<b>123.00</b>	<b>130.00</b>		<b>\$ 6,576,311</b>

# Public Works - General Services

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 23,298	\$ 30,253	\$ 25,839	\$ (4,414)
Flexible Benefits	549,849	750,996	899,213	148,217
Insurance	307	-	-	-
Long-Term Disability	31,078	33,084	22,090	(10,994)
Medicare	75,732	85,943	90,388	4,445
Other Post-Employment Benefits	661,442	742,679	758,250	15,571
Retiree Medical Trust	2,933	2,835	3,437	602
Retirement 401 Plan	10,607	11,342	9,779	(1,563)
Retirement ADC	1,555,710	2,214,351	2,115,433	(98,918)
Retirement DROP	19,112	17,771	22,700	4,929
Retirement Offset Contribution	2,828	-	-	-
Risk Management Administration	106,445	112,693	118,375	5,682
Supplemental Pension Savings Plan	251,698	273,371	313,595	40,224
Unemployment Insurance	15,383	17,588	12,642	(4,946)
Unused Sick Leave	(1)	-	-	-
Workers' Compensation	204,865	252,625	285,936	33,311
<b>Fringe Benefits Subtotal</b>	<b>\$ 3,511,287</b>	<b>\$ 4,545,531</b>	<b>\$ 4,677,677</b>	<b>\$ 132,146</b>
<b>Total Personnel Expenditures</b>			<b>\$ 11,253,988</b>	

## Fleet Services Operating Fund

### Department Expenditures

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Fleet Services	\$ 51,084,085	\$ 51,783,287	\$ 50,837,774	\$ (945,513)
<b>Total</b>	<b>\$ 51,084,085</b>	<b>\$ 51,783,287</b>	<b>\$ 50,837,774</b>	<b>\$ (945,513)</b>

### Department Personnel

	FY2013 Budget	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Fleet Services	168.50	169.50	177.50	8.00
<b>Total</b>	<b>168.50</b>	<b>169.50</b>	<b>177.50</b>	<b>8.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Addition of Positions</b>	8.00	\$ 769,889	\$ -
Addition of 8.00 FTE positions and associated non-personnel expenditures due to service level increases above the Fleet Services Managed Competition bid.			
<b>One-Time Reductions and Annualizations</b>	0.00	244,000	-
Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2014.			

# Public Works - General Services

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Miramar Place Facility Service Level Agreement</b> Addition of non-personnel expenditures related to the use of the Miramar Place Facility to perform vehicle repair and maintenance services on heavy-duty fire apparatus based on a new Service Level Agreement with the Environmental Services Department.	0.00	233,890	-
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2014 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	149,994	-
<b>Reclassification of IT Expenditures</b> Adjustment reflects the reclassification of information technology expenditures.	0.00	33,900	-
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(26,440)	-
<b>Non-Discretionary Adjustment</b> Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(82,599)	-
<b>Fuel Expenditures</b> Adjustment to reflect the decrease of revenue and expenditures for gasoline and other motor fuels.	0.00	(2,268,147)	(2,268,147)
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2015 revenue projections.	0.00	-	849,990
<b>Total</b>	<b>8.00</b>	<b>\$ (945,513)</b>	<b>\$ (1,418,157)</b>

## Expenditures by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 11,668,928	\$ 9,439,485	\$ 10,009,494	\$ 570,009
Fringe Benefits	7,664,461	7,164,474	7,486,588	322,114
<b>PERSONNEL SUBTOTAL</b>	<b>19,333,389</b>	<b>16,603,959</b>	<b>17,496,082</b>	<b>892,123</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 9,652,642	\$ 8,365,799	\$ 8,408,951	\$ 43,152
Contracts	3,847,884	7,345,469	8,041,850	696,381
Information Technology	751,153	795,211	768,771	(26,440)
Energy and Utilities	16,519,188	17,293,404	14,991,690	(2,301,714)
Other	105,283	155,000	-	(155,000)
Transfers Out	817,658	701,829	753,885	52,056
Capital Expenditures	56,887	107,620	107,620	-
Debt	-	414,996	268,925	(146,071)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>31,750,696</b>	<b>35,179,328</b>	<b>33,341,692</b>	<b>(1,837,636)</b>
<b>Total</b>	<b>\$ 51,084,085</b>	<b>\$ 51,783,287</b>	<b>\$ 50,837,774</b>	<b>\$ (945,513)</b>

# Public Works - General Services

## Revenues by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Charges for Services	\$ 48,668,553	\$ 50,439,440	\$ 49,041,283	\$ (1,398,157)
Fines Forfeitures and Penalties	6,045	20,000	-	(20,000)
Other Revenue	578,638	295,000	295,000	-
Rev from Money and Prop	5,774	-	-	-
Transfers In	892,951	892,951	892,951	-
<b>Total</b>	<b>\$ 50,151,961</b>	<b>\$ 51,647,391</b>	<b>\$ 50,229,234</b>	<b>\$ (1,418,157)</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	2.00	2.00	2.00	\$31,491 - \$37,918	\$ 69,409
20000088	Assistant Engineer-Mechanical	1.00	1.00	1.00	57,866 - 69,722	69,722
20000154	Associate Engineer-Mechanical	1.00	1.00	1.00	66,622 - 80,454	80,454
20000119	Associate Management Analyst	1.00	1.50	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	118,000
20000420	Equipment Mechanic	83.00	70.00	70.00	44,366 - 53,206	3,636,020
20000438	Equipment Painter	2.00	2.00	2.00	44,366 - 53,206	106,412
20000417	Equipment Repair Supervisor	1.50	0.00	0.00	54,309 - 65,666	-
20000439	Equipment Service Writer	8.00	12.00	17.00	47,715 - 57,158	896,829
20000433	Equipment Trainer	1.00	1.00	1.00	47,570 - 57,533	57,533
21000191	Fleet Attendant	0.00	0.00	1.00	30,534 - 36,296	30,534
20000062	Fleet Maintenance Supervisor	7.00	7.00	7.00	62,421 - 75,525	481,502
20000774	Fleet Manager	2.00	3.00	3.00	76,773 - 93,018	279,054
20000183	Fleet Parts Buyer	2.50	1.00	2.00	44,637 - 54,059	98,696
20000182	Fleet Parts Buyer Supervisor	0.50	1.00	1.00	51,355 - 62,442	56,638
21000195	Fleet Team Leader	0.00	8.00	10.00	50,003 - 61,402	541,381
20000618	Machinist	1.00	1.00	1.00	46,134 - 55,266	46,134
20000644	Metal Fabrication Supervisor	2.00	2.00	2.00	54,309 - 65,666	131,332
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	41,787
20000847	Safety Officer	1.00	1.00	1.00	57,907 - 69,930	69,930
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	71,760
20000443	Senior Motive Service Technician	24.00	24.00	24.00	36,587 - 43,618	976,522
20000950	Stock Clerk	1.00	7.00	0.00	30,056 - 36,275	-
20000951	Stock Clerk	5.50	0.00	7.00	30,056 - 36,275	247,706
20000955	Storekeeper 1	0.50	3.00	3.00	34,611 - 41,517	110,739
20001051	Utility Worker 1	2.00	2.00	1.00	30,534 - 36,296	36,296
20001056	Vehicle and Fuel Clerk	2.00	2.00	2.00	31,491 - 37,918	75,836
20001058	Welder	9.00	9.00	9.00	44,366 - 53,206	470,014
	ASE Cert					61,464
	ASE Damage Estimate					936
	ASE Master Cert					185,082
	Class B					61,360

# Public Works - General Services

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
	Collision Repair Cert					3,640
	Exceptional Performance Pay-Classified					3,000
	Night Shift Pay					108,027
	Overtime Budgeted					400,000
	Plant/Tank Vol Cert Pay					20,634
	Welding Certification					17,992
<b>FTE, Salaries, and Wages Subtotal</b>		<b>168.50</b>	<b>169.50</b>	<b>177.50</b>		<b>\$ 10,009,494</b>
		<b>FY2013 Actual</b>	<b>FY2014 Budget</b>	<b>FY2015 Adopted</b>		<b>FY2014-2015 Change</b>
<b>Fringe Benefits</b>						
	Employee Offset Savings	\$ 25,777	\$ 27,382	\$ 16,694		\$ (10,688)
	Flexible Benefits	1,120,860	1,138,989	1,331,279		192,290
	Long-Term Disability	60,743	46,427	31,480		(14,947)
	Medicare	149,569	115,213	127,016		11,803
	Other Post-Employment Benefits	1,315,175	1,060,970	1,079,748		18,778
	Retiree Medical Trust	2,308	602	1,517		915
	Retirement 401 Plan	8,695	2,409	6,071		3,662
	Retirement ADC	3,679,027	3,674,569	3,674,685		116
	Retirement DROP	41,246	33,084	39,339		6,255
	Retirement Offset Contribution	7,741	-	-		-
	Risk Management Administration	211,250	160,990	168,566		7,576
	Supplemental Pension Savings Plan	603,046	442,321	490,813		48,492
	Unemployment Insurance	30,935	24,619	18,033		(6,586)
	Workers' Compensation	408,089	436,899	501,347		64,448
<b>Fringe Benefits Subtotal</b>		<b>\$ 7,664,461</b>	<b>\$ 7,164,474</b>	<b>\$ 7,486,588</b>		<b>\$ 322,114</b>
<b>Total Personnel Expenditures</b>						<b>\$ 17,496,082</b>

## Fleet Services Replacement Fund

### Department Expenditures

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Fleet Services	\$ 18,073,727	\$ 22,461,956	\$ 20,663,453	\$ (1,798,503)
<b>Total</b>	<b>\$ 18,073,727</b>	<b>\$ 22,461,956</b>	<b>\$ 20,663,453</b>	<b>\$ (1,798,503)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Non-Discretionary Adjustment</b>	0.00	\$ 363,283	\$ -
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.			
<b>Vehicle Purchases</b>	0.00	(2,161,786)	-
Adjustment to reflect vehicle cash replacement funding estimates.			

# Public Works - General Services

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Revised Revenue</b>	0.00	-	(249,031)
Adjustment to reflect Fiscal Year 2015 revenue projections.			
<b>Total</b>	<b>0.00</b>	<b>\$ (1,798,503)</b>	<b>\$ (249,031)</b>

## Expenditures by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
<b>NON-PERSONNEL</b>				
Supplies	\$ 987,711	\$ -	\$ -	\$ -
Contracts	534,641	-	-	-
Other	782,564	-	-	-
Capital Expenditures	8,275,953	13,989,241	11,827,455	(2,161,786)
Debt	7,492,858	8,472,715	8,835,998	363,283
<b>NON-PERSONNEL SUBTOTAL</b>	<b>18,073,727</b>	<b>22,461,956</b>	<b>20,663,453</b>	<b>(1,798,503)</b>
<b>Total</b>	<b>\$ 18,073,727</b>	<b>\$ 22,461,956</b>	<b>\$ 20,663,453</b>	<b>\$ (1,798,503)</b>

## Revenues by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Charges for Services	\$ 22,053,339	\$ 22,426,093	\$ 22,177,062	\$ (249,031)
Other Revenue	1,648,451	2,000,000	2,000,000	-
Transfers In	3,018,883	3,119,490	3,119,490	-
<b>Total</b>	<b>\$ 26,720,673</b>	<b>\$ 27,545,583</b>	<b>\$ 27,296,552</b>	<b>\$ (249,031)</b>

# Publishing Services Fund

## Department Expenditures

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Publishing Services	\$ 2,952,456	\$ 3,304,127	\$ 3,221,261	\$ (82,866)
<b>Total</b>	<b>\$ 2,952,456</b>	<b>\$ 3,304,127</b>	<b>\$ 3,221,261</b>	<b>\$ (82,866)</b>

## Department Personnel

	FY2013 Budget	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Publishing Services	10.00	10.00	10.00	0.00
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>0.00</b>

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Enterprise Asset Management Project</b>	0.00	\$ 44,900	\$ -
Adjustment to reflect the addition of non-personnel expenditures for the Enterprise Asset Management project.			
<b>Non-Discretionary Adjustment</b>	0.00	3,239	-
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.			

# Public Works - General Services

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Reclassification of IT Expenditures</b> Adjustment reflects the reclassification of information technology expenditures.	0.00	1,200	-
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2014 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	(5,520)	-
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(6,154)	-
<b>Publishing Services Managed Competition</b> Adjustment to non-personnel expenditures and revenue to reflect the approved Fiscal Year 2015 bid level for the Publishing Services Managed Competition.	0.00	(120,531)	(1,769)
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2015 revenue projections.	0.00	-	(190,011)
<b>Total</b>	<b>0.00</b>	<b>\$ (82,866)</b>	<b>\$ (191,780)</b>

## Expenditures by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 392,090	\$ 462,975	\$ 470,874	\$ 7,899
Fringe Benefits	287,938	390,048	376,629	(13,419)
<b>PERSONNEL SUBTOTAL</b>	<b>680,028</b>	<b>853,023</b>	<b>847,503</b>	<b>(5,520)</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 253,177	\$ 366,507	\$ 318,861	\$ (47,646)
Contracts	1,789,491	1,890,775	1,868,891	(21,884)
Information Technology	68,093	44,464	38,310	(6,154)
Energy and Utilities	72,449	88,988	96,805	7,817
Other	650	-	-	-
Transfers Out	88,567	55,878	46,398	(9,480)
Debt	-	4,492	4,493	1
<b>NON-PERSONNEL SUBTOTAL</b>	<b>2,272,428</b>	<b>2,451,104</b>	<b>2,373,758</b>	<b>(77,346)</b>
<b>Total</b>	<b>\$ 2,952,456</b>	<b>\$ 3,304,127</b>	<b>\$ 3,221,261</b>	<b>\$ (82,866)</b>

## Revenues by Category

	FY2013 Actual	FY2014 Budget	FY2015 Adopted	FY2014-2015 Change
Charges for Services	\$ 3,080,544	\$ 3,413,041	\$ 3,221,261	\$ (191,780)
Fines Forfeitures and Penalties	1,055	-	-	-
Other Revenue	42,461	-	-	-
Rev from Money and Prop	269	-	-	-
<b>Total</b>	<b>\$ 3,124,330</b>	<b>\$ 3,413,041</b>	<b>\$ 3,221,261</b>	<b>\$ (191,780)</b>

# Public Works - General Services

## Personnel Expenditures

Job Number	Job Title / Wages	FY2013 Budget	FY2014 Budget	FY2015 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 35,526
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	45,687
20000191	Bindery Worker 2	2.00	1.00	0.00	28,870 - 34,133	-
20000192	Bindery Worker 3	1.00	0.00	0.00	31,782 - 37,627	-
20000487	Graphic Designer	2.00	2.00	2.00	43,264 - 51,979	103,958
20000752	Print Shop Supervisor	1.00	1.00	1.00	57,158 - 68,120	68,120
21000193	Publishing Specialist 2	0.00	1.00	2.00	31,782 - 37,627	70,471
20000912	Senior Offset Press Operator	2.00	2.00	2.00	38,106 - 45,344	90,688
21000194	Senior Publishing Specialist	0.00	1.00	1.00	36,962 - 44,533	36,962
	Overtime Budgeted					19,462
<b>FTE, Salaries, and Wages Subtotal</b>		<b>10.00</b>	<b>10.00</b>	<b>10.00</b>		<b>\$ 470,874</b>
		<b>FY2013 Actual</b>	<b>FY2014 Budget</b>	<b>FY2015 Adopted</b>	<b>FY2014-2015 Change</b>	
<b>Fringe Benefits</b>						
	Employee Offset Savings	\$ 2,228	\$ 2,526	\$ 2,539	\$	13
	Flexible Benefits	44,977	65,325	71,390		6,065
	Long-Term Disability	2,123	2,388	1,552		(836)
	Medicare	4,558	5,317	5,364		47
	Other Post-Employment Benefits	50,416	62,410	60,660		(1,750)
	Retiree Medical Trust	19	-	86		86
	Retirement ADC	146,307	212,362	196,603		(15,759)
	Retirement Offset Contribution	861	-	-		-
	Risk Management Administration	8,035	9,470	9,470		-
	Supplemental Pension Savings Plan	18,125	19,528	22,401		2,873
	Unemployment Insurance	1,084	1,268	888		(380)
	Workers' Compensation	9,206	9,454	5,676		(3,778)
<b>Fringe Benefits Subtotal</b>		<b>\$ 287,938</b>	<b>\$ 390,048</b>	<b>\$ 376,629</b>	<b>\$</b>	<b>(13,419)</b>
<b>Total Personnel Expenditures</b>					<b>\$</b>	<b>847,503</b>

# Public Works - General Services

## Revenue and Expense Statement (Non-General Fund)

Fleet Services Operating Fund	FY2013 Actual	FY2014* Budget	FY2015 Adopted
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ 3,224,426	\$ 2,286,151	\$ 3,421,477
Continuing Appropriation - CIP	982,695	982,695	713,000
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ 4,207,121</b>	<b>\$ 3,268,846</b>	<b>\$ 4,134,477</b>
<b>REVENUE</b>			
Sale of Equipment/Material/Fuel	\$ 21,395	\$ 50,000	\$ 50,000
Equipment Usage Charge	31,385,238	31,612,655	32,357,645
Pool Revenue	776,428	1,200,000	1,200,000
Direct Charges for Services	1,361,849	–	–
Other	184,503	–	245,000
Transfer from Other Funds	892,951	892,951	892,951
Fuel	15,145,038	16,816,785	14,408,638
Billable Maintenance	384,559	1,075,000	1,075,000
<b>TOTAL REVENUE</b>	<b>\$ 50,151,961</b>	<b>\$ 51,647,391</b>	<b>\$ 50,229,234</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 54,359,082</b>	<b>\$ 54,916,237</b>	<b>\$ 54,363,711</b>
<b>CAPITAL IMPROVEMENTS PROGRAM (CIP) EXPENSE</b>			
CIP Expenditures	\$ –	\$ –	\$ 1,654,028
<b>TOTAL CIP EXPENSE</b>	<b>\$ –</b>	<b>\$ –</b>	<b>\$ 1,654,028</b>
<b>OPERATING EXPENSE</b>			
Administration	\$ 2,902,633	\$ 3,566,936	\$ 4,045,863
Acquisition/Fitting	1,581,127	308,392	272,200
Repair/Maintenance	28,954,764	24,106,186	25,457,035
Support Services	1,154,968	2,612,227	2,887,945
Fuel, Tanks, and Fuel Systems	16,490,593	17,281,894	15,046,574
Other Expenditures	–	892,951	–
Billable Maintenance	–	2,757,608	2,739,008
Rental	–	257,093	389,149
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 51,084,085</b>	<b>\$ 51,783,287</b>	<b>\$ 50,837,774</b>
<b>EXPENDITURE OF PRIOR YEAR FUNDS</b>			
CIP Expenditures	\$ –	\$ –	\$ 713,000
<b>TOTAL EXPENDITURE OF PRIOR YEAR FUNDS</b>	<b>\$ –</b>	<b>\$ –</b>	<b>\$ 713,000</b>
<b>TOTAL EXPENSE</b>	<b>\$ 51,084,085</b>	<b>\$ 51,783,287</b>	<b>\$ 53,204,802</b>
<b>RESERVES</b>			
Continuing Appropriation - CIP	\$ 982,695	\$ 982,695	\$ –
<b>TOTAL RESERVES</b>	<b>\$ 982,695</b>	<b>\$ 982,695</b>	<b>\$ –</b>
<b>BALANCE</b>	<b>\$ 2,292,302</b>	<b>\$ 2,150,255</b>	<b>\$ 1,158,909</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 54,359,082</b>	<b>\$ 54,916,237</b>	<b>\$ 54,363,711</b>

\* At the time of publication, audited financial statements for Fiscal Year 2014 were not available. Therefore, the Fiscal Year 2014 column reflects final budget amounts from the Fiscal Year 2014 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	FY2013 Actual	FY2014* Budget	FY2015 Adopted
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ 39,971,783	\$ 44,519,876	\$ 54,445,992
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ 39,971,783</b>	<b>\$ 44,519,876</b>	<b>\$ 54,445,992</b>
<b>REVENUE</b>			
Vehicle Assignment	\$ 21,268,093	\$ 22,426,093	\$ 22,177,062
Transfer for Fire Lease Payment	–	3,119,490	3,119,490
Sale of Equipment/Material/Fuel	1,625,130	2,000,000	2,000,000
Fleet Operations Pool Rental	785,246	–	–
Transfer from Governmental Funds	2,054,177	–	–
Transfer from Other Funds	964,705	–	–
Other Revenue	23,322	–	–
<b>TOTAL REVENUE</b>	<b>\$ 26,720,673</b>	<b>\$ 27,545,583</b>	<b>\$ 27,296,552</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 66,692,456</b>	<b>\$ 72,065,459</b>	<b>\$ 81,742,544</b>
<b>OPERATING EXPENSE</b>			
Fitting/Acquisition (includes cash payments)	\$ 10,579,869	\$ 13,989,241	\$ 11,827,455
Equipment Vehicle Financing Program (EVFP)	7,493,858	8,472,715	8,835,998
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 18,073,727</b>	<b>\$ 22,461,956</b>	<b>\$ 20,663,453</b>
<b>TOTAL EXPENSE</b>	<b>\$ 18,073,727</b>	<b>\$ 22,461,956</b>	<b>\$ 20,663,453</b>
<b>BALANCE</b>	<b>\$ 48,618,729</b>	<b>\$ 49,603,503</b>	<b>\$ 61,079,091</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 66,692,456</b>	<b>\$ 72,065,459</b>	<b>\$ 81,742,544</b>

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# Public Works - General Services

## Revenue and Expense Statement (Non-General Fund)

Publishing Services Fund	FY2013 Actual	FY2014* Budget	FY2015 Adopted
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ 149,257	\$ 222,699	\$ 457,615
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ 149,257</b>	<b>\$ 222,699</b>	<b>\$ 457,615</b>
<b>REVENUE</b>			
Citywide Photocopy Program	\$ 1,316,204	\$ 1,254,237	\$ 1,254,237
Press Operations	1,755,436	2,158,804	1,967,024
Litigation Awards - Miscellaneous	1,055	-	-
Reimbursements between Funds / Departments	8,906	-	-
Interest Pooled Investment	269	-	-
Expenditure Refund of Prior Year	42,461	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,124,330</b>	<b>\$ 3,413,041</b>	<b>\$ 3,221,261</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 3,273,587</b>	<b>\$ 3,635,740</b>	<b>\$ 3,678,876</b>
<b>OPERATING EXPENSE</b>			
Personnel Expense	\$ 680,028	\$ 853,023	\$ 847,503
Non-Personnel Expense	2,272,428	2,451,104	2,373,758
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 2,952,456</b>	<b>\$ 3,304,127</b>	<b>\$ 3,221,261</b>
<b>TOTAL EXPENSE</b>	<b>\$ 2,952,456</b>	<b>\$ 3,304,127</b>	<b>\$ 3,221,261</b>
<b>BALANCE</b>	<b>\$ 321,131</b>	<b>\$ 331,613</b>	<b>\$ 457,615</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 3,273,587</b>	<b>\$ 3,635,740</b>	<b>\$ 3,678,876</b>

\* At the time of publication, audited financial statements for Fiscal Year 2014 were not available. Therefore, the Fiscal Year 2014 column reflects final budget amounts from the Fiscal Year 2014 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.



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