

Public Works



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Department Description

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

The Contracts Division 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 in conformance with the City's Charter and Municipal Code.

E&CP provides a range of engineering services and 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 public right-of-way; surveying; and materials testing. E&CP activities include various public infrastructure assets to rehabilitate, restore, improve, and create. CIP projects include City facilities; fire, lifeguard, and police stations; parks; lighting and traffic signals; street improvements and other transportation projects; drainage and flood control facilities; rebuilding and expanding water and sewer pipelines, treatment plants, and pump stations; and utilities undergrounding.

E&CP is comprised of the following functions:

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

General Services provides support to all City departments. The City relies on General Services for a range of services, including vehicle maintenance, facilities maintenance and repair, and publishing services. General Services is comprised of the following functions:

- Administration
- Facilities

Public Works

- Publishing Services

Goals and Objectives

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

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

This goal is the starting point for achieving the Department's objectives. Public Works continues toward accomplishing this goal by focusing on the following objectives:

- Communicate and collaborate clearly and effectively
- Manage expectations to achieve customer satisfaction
- Deliver services and products efficiently
- Effectively manage contracts and agreements to ensure long-term effective partnerships
- Manage personnel and apply processes to effectively and efficiently deliver services
- Provide preventive, corrective, routine, and emergency support in a timely manner
- Optimizing the use of automated systems to provide quality services

Goal 2: Provide excellent customer service

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
- Enhance teamwork
- Routinely solicit and evaluate customer feedback to improve service delivery

Goal 3: 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 helps to create a high-performing organization. The Department continues to accomplish 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
- Offer training to management and staff on ethical standards
- Routinely provide management review of standards and ethical practices to staff

Key Performance Indicators

Performance Indicator	Actual FY2014	Target FY2015	Actual FY2015	Target FY2016
1. Percent increase of employee retention rate over prior year	0.98%	5.0%	0.1%	5.0%
2. Maintain an overall Department customer satisfaction rating of 2 or less	N/A ¹	N/A ³	2 ²	≤ 2

1. The performance indicator was established for Fiscal Year 2015; therefore, a target for Fiscal Year 2015 was not set until a baseline was established.
2. This is the Public Work Department's first customer satisfaction survey conducted. The rating scale is as follows:
Very Satisfied = 1; Satisfied = 2; Neutral = 3; Dissatisfied = 4; Very Dissatisfied = 5.



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Public Works - Contracts



Division Description

The mission of the Contracts Division is:

To manage the preparation, advertisement, and award of the City's Capital Improvement (CIP) contracts and serve as the liaison to the City Attorney's Office for the resolution of protests and disputes throughout the life of the contract

Goals and Objectives

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

Goal 1: Effectively manage contracts and related data to promote a fiscally-sound and efficient City government

Having well-managed contracts, agreements, and supporting documents aid in the effective operation of the Division 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

Key Performance Indicators

Performance Indicator	Actual FY2014	Target FY2015	Actual FY2015	Target FY2016
1. Average number of days to award contracts	91	90	87	90

Service Efforts and Accomplishments

- Awarded 87 contract actions for construction of capital improvements
- Awarded 43 Architecture/Engineering (A/E) and Professional Contract actions
- Maintained an average of 87 days to award contracts



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Public Works - Contracts

Department Summary

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
FTE Positions (Budgeted)	19.00	19.00	20.00	1.00
Personnel Expenditures	\$ 1,990,228	\$ 1,939,655	\$ 2,003,844	\$ 64,189
Non-Personnel Expenditures	148,593	172,137	154,978	(17,159)
Total Department Expenditures	\$ 2,138,821	\$ 2,111,792	\$ 2,158,822	\$ 47,030
Total Department Revenue	\$ 948,049	\$ 1,053,393	\$ 1,117,530	\$ 64,137

General Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Public Works - Contracts	\$ 2,138,821	\$ 2,111,792	\$ 2,158,822	\$ 47,030
Total	\$ 2,138,821	\$ 2,111,792	\$ 2,158,822	\$ 47,030

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Public Works - Contracts	19.00	19.00	20.00	1.00
Total	19.00	19.00	20.00	1.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Assistant Engineer-Civil Addition of 1.00 Assistant Engineer-Civil and associated revenue to provide additional contract support for the expanded Capital Improvements Program.	1.00	\$ 80,720	\$ 64,137
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	9,308	-
Hourly Sick Leave Addition of personnel expenditures for paid sick leave benefits for eligible hourly employees consistent with the requirements of Assembly Bill 1522.	0.00	186	-
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2015 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	(16,717)	-
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	(26,467)	-
Total	1.00	\$ 47,030	\$ 64,137

Public Works - Contracts

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
PERSONNEL				
Personnel Cost	\$ 1,183,291	\$ 1,185,868	\$ 1,232,680	\$ 46,812
Fringe Benefits	806,937	753,787	771,164	17,377
PERSONNEL SUBTOTAL	1,990,228	1,939,655	2,003,844	64,189
NON-PERSONNEL				
Supplies	\$ 19,038	\$ 14,100	\$ 14,100	\$ -
Contracts	39,639	69,729	79,763	10,034
Information Technology	88,689	86,082	59,615	(26,467)
Energy and Utilities	1,225	1,226	500	(726)
Other	3	1,000	1,000	-
NON-PERSONNEL SUBTOTAL	148,593	172,137	154,978	(17,159)
Total	\$ 2,138,821	\$ 2,111,792	\$ 2,158,822	\$ 47,030

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Charges for Services	\$ 947,796	\$ 1,053,393	\$ 1,117,530	\$ 64,137
Other Revenue	253	-	-	-
Total	\$ 948,049	\$ 1,053,393	\$ 1,117,530	\$ 64,137

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	2.00	2.00	2.00	\$36,962 - \$44,533	\$ 80,827
20000024	Administrative Aide 2	2.00	2.00	2.00	42,578 - 51,334	98,482
20000071	Assistant Engineer-Civil	5.00	5.00	6.00	57,866 - 69,722	382,764
20000145	Associate Engineer-Civil	2.00	2.00	2.00	66,622 - 80,454	160,908
20000119	Associate Management Analyst	1.00	1.00	1.00	54,059 - 65,333	65,333
20000539	Clerical Assistant 2	2.00	2.00	2.00	29,931 - 36,067	65,998
20000545	Contracts Processing Clerk	1.00	1.00	1.00	32,968 - 39,811	39,214
20001168	Deputy Director	0.00	0.00	1.00	46,966 - 172,744	120,000
20001222	Program Manager	1.00	1.00	0.00	46,966 - 172,744	-
20000890	Senior Civil Engineer	2.00	2.00	2.00	76,794 - 92,851	184,170
20000015	Senior Management Analyst	1.00	1.00	1.00	59,363 - 71,760	71,760
	Budgeted Vacancy Savings					(36,962)
	Sick Leave - Hourly					186
FTE, Salaries, and Wages Subtotal		19.00	19.00	20.00		\$ 1,232,680

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Fringe Benefits				
Employee Offset Savings	\$ 9,962	\$ 10,029	\$ 9,012	\$ (1,017)
Flexible Benefits	125,463	136,592	167,016	30,424
Long-Term Disability	9,466	4,080	4,019	(61)
Medicare	17,127	17,197	17,872	675
Other Post-Employment Benefits	113,599	109,188	111,834	2,646

Public Works - Contracts

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Retiree Medical Trust	788	842	1,203	361
Retirement 401 Plan	2,195	2,136	1,502	(634)
Retirement ADC	419,720	375,045	342,384	(32,661)
Retirement DROP	2,846	2,832	2,832	-
Retirement Offset Contribution	44	-	-	-
Risk Management Administration	17,010	17,046	19,950	2,904
Supplemental Pension Savings Plan	56,883	61,325	74,427	13,102
Unemployment Insurance	3,269	2,337	2,302	(35)
Workers' Compensation	28,566	15,138	16,811	1,673
Fringe Benefits Subtotal	\$ 806,937	\$ 753,787	\$ 771,164	\$ 17,377
Total Personnel Expenditures			\$ 2,003,844	



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Public Works - Engineering & Capital Projects



Division Description

The Division's mission is:

To build and support the infrastructure to provide innovative, continuously improving, and industry-leading engineering services; 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:

Project Implementation

Project Implementation provides centralized technical, operational, and project support services to the other functions within E&CP, as well as other City departments. These services include preliminary engineering and project controls, Capital Improvement Program (CIP) fund management, Americans with Disabilities Act compliance review, 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 (ROWD)

The ROWD Division manages the implementation of right-of-way and primarily horizontal capital improvement projects. This 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-right-of-way and vertical capital improvement projects. This includes the design and project management of public buildings, parks, recreation facilities, airport-related projects, water and sewer treatment plants, reservoirs, and pump station projects.

Construction Management & Field Services (CM&FS)

The CM&FS Division manages construction contracts, testing laboratory services, land surveying services, and geological assessment and support. These responsibilities include quality assurance and quality control inspection of CIP projects on City property or within the City's public right-of-way, inspection of private land development of public infrastructure, land survey support for design mapping or 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 E&CP:

Goal 1: Continue developing an organization that implements the City's Capital Improvement Program goals
E&CP's primary mission is to support the CIP. With the growing amount of work to be accomplished, development of a well-organized, trained, efficient workforce that meets the changing needs of the CIP is critical to meeting the City's goals. E&CP will continue to work towards this goal by focusing on the following objectives:

- Sizing the workforce to meet the demands of the CIP
- Increasing the amount of training provided to employees
- Continue to evaluate the costs of the services E&CP provides in comparison to industry standards
- Evaluate operations and continue to identify and implement efficiencies
- Ensure the cost of E&CP is supported by the City's CIP

Goal 2: Continue to support all CIP streamlining policy efforts

Streamlined efforts increase productivity of tasks and processes. E&CP will continue to work towards this goal by focusing on the following objectives:

- Align processes and procedures consistent with all adopted CIP streamlining policies
- Promote dialog which promotes continuous focus on innovative ideas and strategies to deliver CIPs efficiently

Goal 3: Provide long-range fiscal planning support for the City's Capital Improvement Program

The purpose of long-range fiscal planning is to enable effective decision-making and identify the City's future fiscal requirements to support capital improvement needs. E&CP will continue to work towards this goal by focusing on the following objectives:

- Analyze new or missing asset needs citywide based on service level standards
- Forecast asset capital improvement needs through condition assessments
- Produce a summarized annual status report of future capital asset need

Key Performance Indicators

Performance Indicator	Actual FY2014	Target FY2015	Actual FY2015	Target FY2016
1. 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	+1%	N/A ¹	0%	0%

1. The performance indicator was established for Fiscal Year 2015. Therefore, the target was not set until a baseline was established.

Service Efforts and Accomplishments

In Fiscal Year 2015, E&CP's portfolio will include approximately 869 active projects by the end of the fourth quarter. There are currently 462 capital improvement projects across the City requiring design services and managed construction work that is estimated to exceed \$1.73 billion. E&CP anticipates awarding a total of 183 contracts in the amount of \$313.0 million. In addition, E&CP will complete the construction of 180 citywide projects that are estimated to total \$411.0 million. The implementation of the CIP streamlining process continues to reduce the length of time it takes for contracts to get awarded. Specific project details and accomplishments are available in the City of San Diego CIP Budget Document.

Public Works - Engineering & Capital Projects

E&CP pioneered the City's first publication of a Multi-Year Capital Planning Report. Through exhaustive efforts and collaboration, a more current inventory of capital needs for the next five years was projected along with anticipated revenues, providing an increased awareness to projected funding gaps.

During Fiscal Year 2014, the City's CIP projects received 21 awards for outstanding design, construction, or project delivery. These awards came from organizations within the construction industry at a local, State, or national level. Specifically, the new Central Library project received 12 awards and the Rose Creek Bikeway project received four of these 21 awards.

Significant architectural and park improvements accomplishments and efforts include the following:

- Completion of the new Edward Tyler Cramer Park and the new Palisades Comfort Station
- Completion of improvements projects for the Memorial Pool Improvements, Rancho Penasquitos Skatepark, and Cabrillo Heights Neighborhood Park
- Construction began on the Charles Lewis Memorial Park, Central Avenue Park and Skate Plaza, new La Jolla Cove Lifeguard Station, and on the new Fire Station 45 in Mission Valley
- Fire-Rescue Department's Alerting System was completed that modernized most all of the City's existing Fire Stations

During the current fiscal year, the Right-of-Way Design (ROWD) Division plans to award contracts to accomplish improvements to 30 miles of water pipelines. The Division also plans on completing 45 miles of replacement or rehabilitation of sewer lines throughout the City. By the end of Fiscal Year 2015, the ROWD Division will have completed the design of several key transportation projects:

- Phase 1 of the State Route 163/Friars Road Interchange
- Mission Beach Boardwalk Bulkhead
- Streamview Drive
- Old Otay Mesa Road (Westerly)
- Widening of Hillery Drive
- Traffic signals at several locations throughout the City

During Fiscal Year 2014, the Construction Management & Field Services Division went through a process to evaluate preparations for future needs and capacity. This effort characterizes present and future demand for services and identifies opportunities for increasing the efficiency and effectiveness of the Division in achieving its mission. The effort resulted in numerous recommendations which produced a preliminary implementation work plan. The Division will finalize these recommendations and initiate implementation upon adoption of the plan in the upcoming fiscal year.



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Public Works - Engineering & Capital Projects

Department Summary

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
FTE Positions (Budgeted)	470.88	484.60	598.60	114.00
Personnel Expenditures	\$ 55,358,484	\$ 55,801,808	\$ 64,706,732	\$ 8,904,924
Non-Personnel Expenditures	8,026,515	8,565,429	11,028,154	2,462,725
Total Department Expenditures	\$ 63,384,999	\$ 64,367,237	\$ 75,734,886	\$ 11,367,649
Total Department Revenue	\$ 55,670,771	\$ 64,367,237	\$ 75,734,886	\$ 11,367,649

General Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Architectural Engineering & Parks	\$ 7,716,794	\$ -	\$ -	\$ -
Engineering & Capital Projects	1,415,897	-	-	-
Field Engineering	20,135,706	-	-	-
Project Implementation	18,459,081	-	-	-
Right-of-Way Design	15,657,522	-	-	-
Total	\$ 63,384,999	\$ -	\$ -	\$ -

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Architectural Engineering & Parks	53.80	0.00	0.00	0.00
Engineering & Capital Projects	1.00	0.00	0.00	0.00
Field Engineering	152.25	0.00	0.00	0.00
Project Implementation	135.83	0.00	0.00	0.00
Right-of-Way Design	128.00	0.00	0.00	0.00
Total	470.88	0.00	0.00	0.00

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
PERSONNEL				
Personnel Cost	\$ 32,553,147	\$ -	\$ -	\$ -
Fringe Benefits	22,805,337	-	-	-
PERSONNEL SUBTOTAL	55,358,484	-	-	-
NON-PERSONNEL				
Supplies	\$ 320,077	\$ -	\$ -	\$ -
Contracts	2,249,874	-	-	-
Information Technology	3,665,696	-	-	-
Energy and Utilities	337,386	-	-	-
Other	625,930	-	-	-
Transfers Out	29,377	-	-	-
Capital Expenditures	798,175	-	-	-
NON-PERSONNEL SUBTOTAL	8,026,515	-	-	-
Total	\$ 63,384,999	\$ -	\$ -	\$ -

Public Works - Engineering & Capital Projects

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Charges for Services	\$ 55,664,330	\$ -	\$ -	\$ -
Licenses and Permits	(65)	-	-	-
Other Revenue	1,449	-	-	-
Rev from Money and Prop	(59)	-	-	-
Rev from Other Agencies	5,116	-	-	-
Total	\$ 55,670,771	\$ -	\$ -	\$ -

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	4.00	0.00	0.00	\$31,491 - \$37,918	\$ -
20000012	Administrative Aide 1	1.00	0.00	0.00	36,962 - 44,533	-
20000024	Administrative Aide 2	3.00	0.00	0.00	42,578 - 51,334	-
20001140	Assistant Department Director	1.00	0.00	0.00	31,741 - 173,971	-
20000070	Assistant Engineer-Civil	134.75	0.00	0.00	57,866 - 69,722	-
90000070	Assistant Engineer-Civil - Hourly	1.67	0.00	0.00	57,866 - 69,722	-
20000077	Assistant Engineer-Electrical	5.00	0.00	0.00	57,866 - 69,722	-
20000116	Assistant Engineer-Traffic	6.00	0.00	0.00	57,866 - 69,722	-
20000143	Associate Engineer-Civil	84.00	0.00	0.00	66,622 - 80,454	-
90000143	Associate Engineer-Civil - Hourly	0.39	0.00	0.00	66,622 - 80,454	-
20000150	Associate Engineer-Electrical	2.00	0.00	0.00	66,622 - 80,454	-
20000154	Associate Engineer-Mechanical	1.00	0.00	0.00	66,622 - 80,454	-
20000167	Associate Engineer-Traffic	4.00	0.00	0.00	66,622 - 80,454	-
20000119	Associate Management Analyst	11.00	0.00	0.00	54,059 - 65,333	-
90000119	Associate Management Analyst - Hourly	0.39	0.00	0.00	54,059 - 65,333	-
20000162	Associate Planner	5.00	0.00	0.00	56,722 - 68,536	-
20000649	Biologist 3	1.00	0.00	0.00	62,005 - 75,067	-
20000539	Clerical Assistant 2	6.00	0.00	0.00	29,931 - 36,067	-
90000544	Clerical Assistant 2 - Hourly	0.96	0.00	0.00	29,931 - 36,067	-
20000545	Contracts Processing Clerk	4.00	0.00	0.00	32,968 - 39,811	-
20001168	Deputy Director	4.00	0.00	0.00	46,966 - 172,744	-
90001168	Deputy Director - Hourly	0.50	0.00	0.00	46,966 - 172,744	-
20000290	Information Systems Analyst 2	3.00	0.00	0.00	54,059 - 65,333	-
20000293	Information Systems Analyst 3	1.00	0.00	0.00	59,363 - 71,760	-
20000998	Information Systems Analyst 4	1.00	0.00	0.00	66,768 - 80,891	-
20000377	Information Systems Technician	1.00	0.00	0.00	42,578 - 51,334	-
90000552	Junior Engineer-Civil - Hourly	0.51	0.00	0.00	50,003 - 60,549	-
20000556	Junior Engineering Aide	1.00	0.00	0.00	38,688 - 46,571	-
20001018	Land Surveying Assistant	13.00	0.00	0.00	57,866 - 69,722	-
20001019	Land Surveying Associate	5.00	0.00	0.00	66,622 - 80,454	-
90001073	Management Intern - Hourly	5.35	0.00	0.00	24,274 - 29,203	-
20000669	Park Designer	4.00	0.00	0.00	66,664 - 80,496	-
20000680	Payroll Specialist 2	3.00	0.00	0.00	34,611 - 41,787	-

Public Works - Engineering & Capital Projects

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
20000743	Principal Engineering Aide	52.00	0.00	0.00	50,003 - 60,549	-
90000743	Principal Engineering Aide - Hourly	0.50	0.00	0.00	50,003 - 60,549	-
20000518	Principal Survey Aide	8.00	0.00	0.00	50,003 - 60,549	-
20000748	Principal Traffic Engineering Aide	1.00	0.00	0.00	50,003 - 60,549	-
20001222	Program Manager	1.00	0.00	0.00	46,966 - 172,744	-
20000760	Project Assistant	8.00	0.00	0.00	57,866 - 69,722	-
20000761	Project Officer 1	7.00	0.00	0.00	66,622 - 80,454	-
20000763	Project Officer 2	6.00	0.00	0.00	76,794 - 92,851	-
20000784	Public Information Officer	2.00	0.00	0.00	43,514 - 52,707	-
20000869	Senior Account Clerk	1.00	0.00	0.00	36,067 - 43,514	-
20000885	Senior Civil Engineer	25.00	0.00	0.00	76,794 - 92,851	-
90000885	Senior Civil Engineer - Hourly	0.60	0.00	0.00	76,794 - 92,851	-
20000927	Senior Clerk/Typist	3.00	0.00	0.00	36,067 - 43,514	-
90000400	Senior Drafting Aide - Hourly	0.34	0.00	0.00	44,429 - 53,706	-
20000900	Senior Engineering Aide	2.00	0.00	0.00	44,429 - 53,706	-
20000830	Senior Engineering Geologist	1.00	0.00	0.00	76,794 - 92,851	-
90000830	Senior Engineering Geologist - Hourly	0.50	0.00	0.00	76,794 - 92,851	-
20001014	Senior Land Surveyor	1.00	0.00	0.00	76,794 - 92,851	-
20000015	Senior Management Analyst	7.00	0.00	0.00	59,363 - 71,760	-
90000015	Senior Management Analyst - Hourly	0.38	0.00	0.00	59,363 - 71,760	-
20000918	Senior Planner	4.00	0.00	0.00	65,354 - 79,019	-
20000916	Senior Public Information Officer	2.00	0.00	0.00	54,059 - 65,333	-
20000929	Senior Survey Aide	4.00	0.00	0.00	44,429 - 53,706	-
20000926	Senior Traffic Engineer	2.00	0.00	0.00	76,794 - 92,851	-
90000964	Student Engineer - Hourly	4.04	0.00	0.00	26,707 - 32,011	-
20000970	Supervising Management Analyst	3.00	0.00	0.00	66,768 - 80,891	-
21000177	Trainer	1.00	0.00	0.00	54,059 - 65,333	-
20000756	Word Processing Operator	5.00	0.00	0.00	31,491 - 37,918	-
FTE, Salaries, and Wages Subtotal		470.88	0.00	0.00		\$ -

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
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Fringe Benefits

Employee Offset Savings	\$ 270,517	\$ -	\$ -	\$ -
Flexible Benefits	2,953,748	-	-	-
Long-Term Disability	246,695	-	-	-
Medicare	453,333	-	-	-
Other Post-Employment Benefits	2,719,007	-	-	-
Retiree Medical Trust	7,444	-	-	-
Retirement 401 Plan	24,338	-	-	-
Retirement ADC	13,204,782	-	-	-
Retirement DROP	113,337	-	-	-
Retirement Offset Contribution	1,761	-	-	-

Public Works - Engineering & Capital Projects

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Risk Management Administration	408,858	-	-	-
Supplemental Pension Savings Plan	1,685,450	-	-	-
Unemployment Insurance	84,564	-	-	-
Workers' Compensation	631,503	-	-	-
Fringe Benefits Subtotal	\$ 22,805,337	\$ -	\$ -	\$ -
Total Personnel Expenditures			\$ -	

Engineering & Capital Projects Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Architectural Engineering & Parks	\$ -	\$ 8,571,274	\$ 10,358,801	\$ 1,787,527
Engineering & Capital Projects	-	241,468	234,378	(7,090)
Field Engineering	-	21,038,697	24,672,955	3,634,258
Project Implementation	-	18,693,004	22,645,140	3,952,136
Right-of-Way Design	-	15,822,794	17,823,612	2,000,818
Total	\$ -	\$ 64,367,237	\$ 75,734,886	\$ 11,367,649

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Architectural Engineering & Parks	0.00	59.85	77.85	18.00
Engineering & Capital Projects	0.00	1.00	1.00	0.00
Field Engineering	0.00	161.65	200.65	39.00
Project Implementation	0.00	132.55	165.70	33.15
Right-of-Way Design	0.00	129.55	153.40	23.85
Total	0.00	484.60	598.60	114.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Capital Improvements Program (CIP) Support Addition of 99.00 FTE positions and associated non-personnel expenditures and revenue to support the expansion of the Capital Improvements Program (CIP).	99.00	\$ 9,821,995	\$ 9,821,995
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	774,139	-
Addition of Training Addition of non-personnel expenditures for training for existing positions.	0.00	356,000	-
Undergrounding Section Addition of 1.00 Senior Civil Engineer, 2.00 Associate Engineers-Civil, and associated revenue for a new San Diego Gas & Electric (SDG&E) undergrounding section.	3.00	319,473	319,473

Public Works - Engineering & Capital Projects

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Comptroller Services Addition of non-personnel expenditures for a service level agreement with the Office of the City Comptroller.	0.00	300,000	-
Transfer of Engineers Transfer of 1.00 Associate Engineer-Civil and 1.00 Assistant Engineer-Civil from the Public Works - General Services Department to the Public Works - Engineering & Capital Projects Department for facilities condition assessments.	2.00	265,151	-
Enterprise Asset Management Adjustment Addition of non-personnel expenditures and revenue associated with the SAP Enterprise Asset Management (EAM) project.	0.00	171,121	161,139
Administrative and Public Information Support Addition of 2.00 Administrative Aide 1s and associated revenue to provide administrative and public information support for the expanded Capital Improvements Program (CIP).	2.00	114,636	114,636
Addition of Administrative Support Addition of non-personnel expenditures for administrative support provided by the Public Works - General Services Department General Fund.	0.00	112,000	-
Non-Standard Hour Personnel Funding Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	1.00	34,006	-
Hourly Sick Leave Addition of personnel expenditures for paid sick leave benefits for eligible hourly employees consistent with the requirements of Assembly Bill 1522.	0.00	14,377	-
Transfer of Word Processing Operator Transfer of 1.00 Word Processing Operator from the Public Works - Engineering & Capital Projects Department to the Communications Department.	(1.00)	(72,796)	-
Public Works Administration Support Transfer Transfer of 1.00 Trainer from the Public Works - Engineering & Capital Projects Department to the Public Works - General Services Department due to a re-organization of administration support unit.	(1.00)	(119,522)	-
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2015 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.	9.00	(119,629)	-
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	(176,302)	-

Public Works - Engineering & Capital Projects

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
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 2015.	0.00	(427,000)	-
Revised Revenue Adjustment to reflect Fiscal Year 2016 revenue projections.	0.00	-	766,063
Facilities Condition Assessments Reimbursement Addition of reimbursable revenue associated with facilities condition assessments conducted for the General Fund.	0.00	-	184,343
Total	114.00	\$ 11,367,649	\$ 11,367,649

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
PERSONNEL				
Personnel Cost	\$ -	\$ 33,814,717	\$ 40,472,754	\$ 6,658,037
Fringe Benefits	-	21,987,091	24,233,978	2,246,887
PERSONNEL SUBTOTAL	-	55,801,808	64,706,732	8,904,924
NON-PERSONNEL				
Supplies	\$ -	\$ 681,843	\$ 1,185,383	\$ 503,540
Contracts	-	3,747,599	6,115,210	2,367,611
Information Technology	-	2,700,922	2,524,620	(176,302)
Energy and Utilities	-	376,709	386,991	10,282
Other	-	690,751	690,751	-
Transfers Out	-	302,406	-	(302,406)
Capital Expenditures	-	64,726	124,726	60,000
Debt	-	473	473	-
NON-PERSONNEL SUBTOTAL	-	8,565,429	11,028,154	2,462,725
Total	\$ -	\$ 64,367,237	\$ 75,734,886	\$ 11,367,649

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Charges for Services	\$ -	\$ 64,367,237	\$ 75,734,886	\$ 11,367,649
Total	\$ -	\$ 64,367,237	\$ 75,734,886	\$ 11,367,649

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	0.00	4.00	4.00	\$31,491 - \$37,918	\$ 141,120
20000012	Administrative Aide 1	0.00	1.00	4.00	36,962 - 44,533	160,063
20000024	Administrative Aide 2	0.00	3.00	4.00	42,578 - 51,334	189,043
20001140	Assistant Department Director	0.00	1.00	1.00	31,741 - 173,971	137,000
20001202	Assistant Deputy Director	0.00	2.00	3.00	23,005 - 137,904	290,908
20000070	Assistant Engineer-Civil	0.00	137.75	177.75	57,866 - 69,722	11,743,743
90000070	Assistant Engineer-Civil - Hourly	0.00	0.70	1.05	57,866 - 69,722	73,209
20000077	Assistant Engineer-Electrical	0.00	5.00	6.00	57,866 - 69,722	405,430

Public Works - Engineering & Capital Projects

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
20000116	Assistant Engineer-Traffic	0.00	6.00	7.00	57,866 - 69,722	471,228
20000143	Associate Engineer-Civil	0.00	89.50	100.00	66,622 - 80,454	7,798,596
90000143	Associate Engineer-Civil - Hourly	0.00	0.35	0.35	66,622 - 80,454	28,159
20000150	Associate Engineer-Electrical	0.00	2.00	2.00	66,622 - 80,454	146,354
20000154	Associate Engineer-Mechanical	0.00	1.00	2.00	66,622 - 80,454	153,670
20000167	Associate Engineer-Traffic	0.00	4.00	4.00	66,622 - 80,454	321,816
20000119	Associate Management Analyst	0.00	11.00	17.00	54,059 - 65,333	995,382
90000119	Associate Management Analyst - Hourly	0.00	0.35	0.35	54,059 - 65,333	22,866
20000162	Associate Planner	0.00	5.00	7.00	56,722 - 68,536	464,489
20000649	Biologist 3	0.00	1.00	1.00	62,005 - 75,067	73,941
20000539	Clerical Assistant 2	0.00	6.00	6.00	29,931 - 36,067	192,713
90000544	Clerical Assistant 2 - Hourly	0.00	0.85	0.00	29,931 - 36,067	-
20000545	Contracts Processing Clerk	0.00	4.00	6.00	32,968 - 39,811	230,781
20001168	Deputy Director	0.00	4.00	4.00	46,966 - 172,744	482,486
90001168	Deputy Director - Hourly	0.00	0.35	0.00	46,966 - 172,744	-
20000290	Information Systems Analyst 2	0.00	3.00	4.00	54,059 - 65,333	244,088
20000293	Information Systems Analyst 3	0.00	1.00	1.00	59,363 - 71,760	71,760
20000998	Information Systems Analyst 4	0.00	1.00	1.00	66,768 - 80,891	80,891
20000377	Information Systems Technician	0.00	1.00	1.00	42,578 - 51,334	50,307
20001018	Land Surveying Assistant	0.00	17.00	23.00	57,866 - 69,722	1,510,458
20001019	Land Surveying Associate	0.00	5.00	6.00	66,622 - 80,454	460,498
90001073	Management Intern - Hourly	0.00	5.50	6.50	24,274 - 29,203	172,253
20000669	Park Designer	0.00	4.00	4.00	66,664 - 80,496	318,362
20000680	Payroll Specialist 2	0.00	3.00	3.00	34,611 - 41,787	117,140
20000743	Principal Engineering Aide	0.00	54.50	74.00	50,003 - 60,549	4,272,331
90000743	Principal Engineering Aide - Hourly	0.00	0.35	0.35	50,003 - 60,549	21,192
20001187	Principal Planner	0.00	0.00	1.00	46,966 - 172,744	110,000
20000518	Principal Survey Aide	0.00	10.00	13.00	50,003 - 60,549	740,942
20000748	Principal Traffic Engineering Aide	0.00	1.00	1.00	50,003 - 60,549	57,309
90000748	Principal Traffic Engineering Aide - Hourly	0.00	0.00	0.35	50,003 - 60,549	21,192
20001222	Program Manager	0.00	1.00	1.00	46,966 - 172,744	110,000
20000760	Project Assistant	0.00	8.00	18.00	57,866 - 69,722	1,183,814
20000761	Project Officer 1	0.00	7.00	7.00	66,622 - 80,454	561,784
20000763	Project Officer 2	0.00	6.00	6.00	76,794 - 92,851	539,656
20000869	Senior Account Clerk	0.00	1.00	1.00	36,067 - 43,514	43,514
20000885	Senior Civil Engineer	0.00	25.00	27.00	76,794 - 92,851	2,452,527
90000885	Senior Civil Engineer - Hourly	0.00	0.35	0.35	76,794 - 92,851	32,498
20000927	Senior Clerk/Typist	0.00	3.00	4.00	36,067 - 43,514	162,906
90000400	Senior Drafting Aide - Hourly	0.00	0.35	0.35	44,429 - 53,706	18,797
20000900	Senior Engineering Aide	0.00	3.00	4.00	44,429 - 53,706	204,450

Public Works - Engineering & Capital Projects

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
90000830	Senior Engineering Geologist - Hourly	0.00	0.35	0.35	76,794 - 92,851	32,498
20001014	Senior Land Surveyor	0.00	2.00	2.00	76,794 - 92,851	180,647
20000015	Senior Management Analyst	0.00	8.00	9.00	59,363 - 71,760	613,543
90000015	Senior Management Analyst - Hourly	0.00	0.35	0.35	59,363 - 71,760	25,116
20000918	Senior Planner	0.00	4.00	4.00	65,354 - 79,019	313,426
20000929	Senior Survey Aide	0.00	3.00	3.00	44,429 - 53,706	157,556
20000926	Senior Traffic Engineer	0.00	2.00	2.00	76,794 - 92,851	184,309
90000964	Student Engineer - Hourly	0.00	5.00	5.50	26,707 - 32,011	160,622
20000970	Supervising Management Analyst	0.00	3.00	3.00	66,768 - 80,891	242,049
21000177	Trainer	0.00	1.00	0.00	54,059 - 65,333	-
20000756	Word Processing Operator	0.00	5.00	4.00	31,491 - 37,918	149,776
	Budgeted Vacancy Savings					(1,779,822)
	Engineering Geologist Pay					4,875
	Exceptional Performance Pay-Classified					5,486
	Landscape Architect Lic					36,222
	Overtime Budgeted					329,096
	Reg Pay For Engineers					1,595,702
	Sick Leave - Hourly					14,377
	Termination Pay Annual Leave					125,610
FTE, Salaries, and Wages Subtotal		0.00	484.60	598.60		\$ 40,472,754
		FY2014 Actual	FY2015 Budget	FY2016 Adopted		FY2015-2016 Change
Fringe Benefits						
	Employee Offset Savings	\$ -	\$ 291,471	\$ 240,200		\$ (51,271)
	Flexible Benefits	-	3,332,378	4,756,207		1,423,829
	Long-Term Disability	-	109,310	125,022		15,712
	Medicare	-	465,352	565,826		100,474
	Other Post-Employment Benefits	-	2,711,502	3,254,958		543,456
	Retiree Medical Trust	-	6,875	30,840		23,965
	Retirement 401 Plan	-	23,582	29,512		5,930
	Retirement ADC	-	12,551,010	11,684,415		(866,595)
	Retirement DROP	-	113,133	129,471		16,338
	Risk Management Administration	-	423,318	580,650		157,332
	Supplemental Pension Savings Plan	-	1,774,341	2,464,798		690,457
	Unemployment Insurance	-	62,573	71,650		9,077
	Workers' Compensation	-	122,246	300,429		178,183
Fringe Benefits Subtotal		\$ -	\$ 21,987,091	\$ 24,233,978		\$ 2,246,887
Total Personnel Expenditures						\$ 64,706,732

Public Works - Engineering & Capital Projects

Revenue and Expense Statement (Non-General Fund)

Engineering & Capital Projects Fund	FY2014 Actual	FY2015* Budget	FY2016 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ -	\$ -	\$ (1,800,000)
TOTAL BALANCE AND RESERVES	\$ -	\$ -	\$ (1,800,000)
REVENUE			
Charges for Current Services	\$ -	\$ 64,367,237	\$ 75,734,886
TOTAL REVENUE	\$ -	\$ 64,367,237	\$ 75,734,886
TOTAL BALANCE, RESERVES, AND REVENUE	\$ -	\$ 64,367,237	\$ 73,934,886
OPERATING EXPENSE			
Personnel Expenses	\$ -	\$ 33,814,717	\$ 40,472,754
Fringe Benefits	-	21,987,091	24,233,978
Supplies	-	681,843	1,185,383
Contracts	-	3,747,599	6,115,210
Information Technology	-	2,700,922	2,524,620
Energy and Utilities	-	376,709	386,991
Other Expenses	-	690,751	690,751
Transfers Out	-	302,406	-
Capital Expenditures	-	64,726	124,726
Debt Expenses	-	473	473
TOTAL OPERATING EXPENSE	\$ -	\$ 64,367,237	\$ 75,734,886
TOTAL EXPENSE	\$ -	\$ 64,367,237	\$ 75,734,886
BALANCE	\$ -	\$ -	\$ (1,800,000)¹
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ -	\$ 64,367,237	\$ 73,934,886

* At the time of publication, audited financial statements for Fiscal Year 2015 were not available. Therefore, the Fiscal Year 2015 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2015 Adopted Budget, while the beginning FY 2015 balance amount reflects the audited Fiscal Year 2014 ending balance.

¹The Engineering & Capital Projects internal service fund is projecting a deficit financial position for Fiscal Year 2015. This is the first year of operation for the internal service fund, and the deficit position will be adjusted with rate adjustments in future years.



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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; provide customers with safe, economical, state-of-the-art, environmentally-friendly, and reliable fleet services delivered by highly-skilled professionals; and 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.

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

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:

Facilities Division

Goal 1: Achieve a Comprehensive Facility Maintenance Level

Facilities Division is focused to ensure facilities and building systems provide a clean and productive environment. Service requests are handled by Work Control Center representatives who readily communicate to trade personnel for rapid responses. The Division will move towards accomplishing this goal by focusing on the following objectives:

Public Works - General Services

- Perform routine facility occupant surveys
- Routinely inspect facilities
- Respond to all emergency repairs requests in an expedited manner to minimize operational outages

Goal 2: Proactively maintain and enhance City facilities

This program schedules inspection and routine maintenance to identify problems in advance of failure and to ensure the facility and related systems are in sound condition resulting in minimal interruptions to City operations. The Facilities Division will move towards accomplishing this goal by focusing on the following objectives:

- Develop and implement an effective preventative maintenance program for City facilities
- Provide ongoing condition assessments in support of General Fund facilities
- Utilize available resources effectively to maintain City facilities

Goal 3: Maintain a highly-motivated, well-trained, and stable workforce

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

- Provide appropriate trade-specific safety trainings
- Provide training that enhances performance and broadens workforce skills
- Establish and maintain an Apprenticeship Program
- Prepare for natural attrition when planning recruiting efforts
- Recognize and reward high-performing teams and employees

Goal 4: Develop and implement sustainability initiatives

- Support all energy efficient and sustainable programs
- Develop and provide training of energy efficient techniques

Publishing Services

Goal 1: Respond adeptly to City requirements for publishing services

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

- Perform routine facility occupant surveys
- Effectively market the services available from Publishing Services to other City departments
- Provide timely and efficient publishing services
- Provide employee training and equipment to keep pace with the City's reprographic needs

Public Works - General Services

Service Efforts and Accomplishments

Facilities Division

During Fiscal Year 2015, the 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:

- Completed over 500 facilities condition assessments
- Completed the roof replacement at Montgomery Airport and Balboa Park Chess Club
- Finished painting projects at Balboa Park and Ocean Beach Library
- Implemented energy efficiency lighting upgrades at museums in Balboa Park
- Installed an energy saving HVAC unit at the Malcolm X Library
- Performed HVAC replacements at Montgomery Airport and Engineering & Capital Projects field office
- Completed boiler replacement at Clairemont Pool

Publishing Services

Publishing Services continues to support all publishing needs by managing the Convenience Copier Program and providing quick copy, offset press, graphic design, and individual printing projects. Publishing Services completes approximately 4,000 work orders per year and maintains a customer satisfaction rate in excess of 99 percent.

Key Performance Indicators - Facilities

Performance Indicator	Actual FY2014	Target FY2015	Actual FY2015	Target FY2016
1. Number of Service Work Orders completed	10,217	N/A ¹	10,868	10,300
2. Increase Preventative Maintenance activities of overall maintenance activities	23%	N/A ¹	20%	30%
3. Respond to and resolve urgent service requests within 3 hours	100%	N/A ¹	100%	95%

1. Indicators were established for Fiscal Year 2015. Therefore, targets were not set until a baseline was established.

Managed Competition Performance Measures - Publishing

Performance Indicator	Actual FY2014	Target FY2015	Actual FY2015	Target FY2016
1. Standard job turn-around times of approximately 80% within 10 days	8 days	9 days	8 days	9 days
2. Up-time for convenience copiers of 99%	99.2%	99.0%	99.0%	99.0%
3. Customer satisfaction rates of 98%	100.0%	98.0%	99.0%	98.0%



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Public Works - General Services

Department Summary

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
FTE Positions (Budgeted)	133.00	140.00	161.00	21.00
Personnel Expenditures	\$ 10,945,236	\$ 12,101,491	\$ 13,189,575	\$ 1,088,084
Non-Personnel Expenditures	8,181,046	8,865,108	16,984,704	8,119,596
Total Department Expenditures	\$ 19,126,282	\$ 20,966,599	\$ 30,174,279	\$ 9,207,680
Total Department Revenue	\$ 6,259,738	\$ 7,102,857	\$ 6,895,047	\$ (207,810)

General Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Administration	\$ 1,152,622	\$ 1,030,270	\$ 1,444,869	\$ 414,599
Facilities	14,680,980	16,715,068	25,062,914	8,347,846
Total	\$ 15,833,602	\$ 17,745,338	\$ 26,507,783	\$ 8,762,445

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Administration	7.00	7.00	10.00	3.00
Facilities	116.00	123.00	141.00	18.00
Total	123.00	130.00	151.00	21.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Transfer to Facilities CIP Addition of non-personnel expenditures related to the transfer to the Capital Improvements Program (CIP) for the Facilities Annual Allocation, including funding for repairs of libraries and Park & Recreation facilities.	0.00	\$ 5,264,086	\$ -
Facilities Maintenance Positions Addition of 16.00 FTE positions and associated non-personnel expenditures to increase the facilities maintenance and repair service levels.	16.00	1,709,635	-
Enterprise Asset Management Adjustment Addition of non-personnel expenditures and revenue associated with the Enterprise Asset Management (EAM) Project.	0.00	1,196,509	265,190
Facilities Condition/Needs Assessment Addition of non-personnel expenditures to conduct a condition/needs assessment of City facilities.	0.00	1,100,000	-
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	458,758	-

Public Works - General Services

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Carpet Replacement Addition of one-time non-personnel expenditures to replace the carpet in City Hall.	0.00	363,000	-
Additions for Administration Support Unit Addition of 1.00 Program Manager, 1.00 Assistant Trainer, and associated revenue to provide centralized budget, human resources and information technology functions to the department.	2.00	210,306	177,000
Addition of Project Assistants Addition of 2.00 Project Assistants to support the Facilities Division.	2.00	160,383	-
Apprenticeship Program Addition of 1.00 Apprentice 1-Refrigeration Mechanic and 1.00 Apprentice 1-Electrician, and associated non-personnel expenditures for the Apprenticeship Program.	2.00	134,712	-
Public Works Administration Support Transfer Transfer of 1.00 Trainer from the Public Works - Engineering & Capital Projects Department to the Public Works - General Services Department due to a re-organization of administration support unit.	1.00	119,522	-
Harbor Drive Pedestrian Bridge Security Addition of non-personnel expenditures for security services at the Harbor Drive Pedestrian Bridge Elevator.	0.00	50,000	-
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	49,784	-
Transfer of Custodian 2 Transfer of 1.00 Custodian 2 from the Environmental Services Department to the Public Works - General Services Department to collect recycling bins in City buildings.	1.00	47,262	-
Hourly Sick Leave Addition of personnel expenditures for paid sick leave benefits for eligible hourly employees consistent with the requirements of Assembly Bill 1522.	0.00	2,439	-
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2015 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	(122,559)	-
Fleet Services Operations Transfer Transfer of 1.00 Supervising Management Analyst and 1.00 Information Systems Analyst 4 from Public Works-General Services to the Public Works-General Services Fleet division, and transfer of 1.00 Associate Management Analyst from Public Works - General Services Fleet Division to Public Works General Services due to a reorganization of the administration support unit.	(1.00)	(216,241)	-

Public Works - General Services

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Transfer of Engineers	(2.00)	(265,151)	-
Transfer of 1.00 Associate Engineer-Civil and 1.00 Assistant Engineer-Civil from the Public Works - General Services Department to the Public Works - Engineering & Capital Projects Department for facilities condition assessments.			
One-Time Reductions and Annualizations	0.00	(1,500,000)	-
Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2015.			
Revised Revenue	0.00	-	(650,000)
Adjustment to reflect Fiscal Year 2016 revenue projections.			
Total	21.00	\$ 8,762,445	\$ (207,810)

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
PERSONNEL				
Personnel Cost	\$ 5,998,128	\$ 6,576,311	\$ 7,639,683	\$ 1,063,372
Fringe Benefits	4,146,036	4,677,677	4,678,133	456
PERSONNEL SUBTOTAL	10,144,164	11,253,988	12,317,816	1,063,828
NON-PERSONNEL				
Supplies	\$ 1,732,734	\$ 1,633,083	\$ 1,919,637	\$ 286,554
Contracts	2,698,704	3,699,198	5,311,458	1,612,260
Information Technology	294,318	194,051	243,835	49,784
Energy and Utilities	916,755	927,518	1,098,451	170,933
Other	4,723	7,500	7,500	-
Transfers Out	42,203	-	5,264,086	5,264,086
Capital Expenditures	-	30,000	345,000	315,000
NON-PERSONNEL SUBTOTAL	5,689,438	6,491,350	14,189,967	7,698,617
Total	\$ 15,833,602	\$ 17,745,338	\$ 26,507,783	\$ 8,762,445

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Charges for Services	\$ 2,808,094	\$ 3,881,596	\$ 3,673,786	\$ (207,810)
Other Revenue	14,022	-	-	-
Rev from Money and Prop	(20)	-	-	-
Total	\$ 2,822,095	\$ 3,881,596	\$ 3,673,786	\$ (207,810)

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	2.00	\$31,491 - \$37,918	\$ 75,267
20000012	Administrative Aide 1	1.00	1.00	1.00	36,962 - 44,533	44,533
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	51,334
20000241	Apprentice 1-Electrician (5 Yr)	0.00	0.00	1.00	32,427 - 43,243	32,427

Public Works - General Services

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
20000245	Apprentice 1-Refrigeration Mechanic	0.00	0.00	1.00	32,427 - 43,243	32,427
20000070	Assistant Engineer-Civil	1.00	1.00	0.00	57,866 - 69,722	-
91000175	Assistant Trainer - Hourly	0.00	0.00	1.00	44,470 - 54,059	49,067
20000143	Associate Engineer-Civil	1.00	1.00	0.00	66,622 - 80,454	-
20000119	Associate Management Analyst	0.00	0.00	1.00	54,059 - 65,333	54,059
20000201	Building Maintenance Supervisor	6.00	6.00	6.00	61,859 - 74,797	443,195
20000224	Building Service Technician	17.00	17.00	12.00	33,322 - 39,666	465,229
20000202	Building Supervisor	1.00	1.00	1.00	39,770 - 47,736	44,977
20000234	Carpenter	12.00	14.00	16.00	43,451 - 52,000	775,710
20000235	Carpenter Supervisor	0.00	1.00	1.00	49,192 - 59,571	49,192
20000617	Construction Estimator	3.00	2.00	2.00	53,706 - 64,958	127,886
20000354	Custodian 2	9.00	9.00	13.00	26,250 - 31,242	388,104
20000355	Custodian 3	0.00	0.00	1.00	28,725 - 33,966	28,725
20001101	Department Director	1.00	1.00	1.00	59,155 - 224,099	170,000
20001168	Deputy Director	1.00	1.00	1.00	46,966 - 172,744	120,000
20000408	Electrician	13.00	13.00	15.00	47,091 - 56,534	817,511
20000413	Electrician Supervisor	0.00	1.00	1.00	53,706 - 64,958	57,246
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	51,876
20000499	Heating Technician	3.00	2.00	2.00	47,091 - 56,534	112,220
20000500	Heating, Ventilation, and Air Conditioning Supervisor	0.00	1.00	2.00	53,706 - 64,958	118,664
20000290	Information Systems Analyst 2	1.00	1.00	1.00	54,059 - 65,333	65,333
20000998	Information Systems Analyst 4	1.00	1.00	0.00	66,768 - 80,891	-
20000377	Information Systems Technician	1.00	1.00	1.00	42,578 - 51,334	51,334
20000613	Locksmith	2.00	2.00	2.00	44,221 - 52,853	103,208
20000667	Painter	7.00	9.00	14.00	41,600 - 49,962	640,003
20000668	Painter Supervisor	0.00	1.00	1.00	47,382 - 57,262	57,262
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	41,787
20000709	Plasterer	2.00	1.00	2.00	45,490 - 54,538	98,517
20000711	Plumber	11.00	11.00	11.00	47,091 - 56,534	607,393
20000713	Plumber Supervisor	0.00	1.00	1.00	53,706 - 64,958	60,450
20001222	Program Manager	0.00	0.00	1.00	46,966 - 172,744	115,000
20000760	Project Assistant	0.00	0.00	2.00	57,866 - 69,722	115,731
20000833	Refrigeration Mechanic	7.00	10.00	14.00	47,091 - 56,534	709,748
20000842	Roofer	6.00	5.00	6.00	39,666 - 47,528	259,036
20000847	Safety Officer	1.00	1.00	1.00	57,907 - 69,930	69,930
20000222	Senior Building Maintenance Supervisor	1.00	1.00	1.00	76,918 - 93,018	93,018
20000223	Senior Building Maintenance Supervisor	1.00	0.00	0.00	76,918 - 93,018	-
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	71,760
20000966	Senior Refrigeration Mechanic	3.00	4.00	5.00	49,462 - 59,384	276,185

Public Works - General Services

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
20000950	Stock Clerk	1.00	0.00	0.00	30,056 - 36,275	-
20000313	Supervising Department Human Resources Analyst	1.00	1.00	1.00	66,768 - 80,891	80,891
20000970	Supervising Management Analyst	1.00	1.00	0.00	66,768 - 80,891	-
21000177	Trainer	0.00	0.00	1.00	54,059 - 65,333	65,333
20000756	Word Processing Operator	1.00	1.00	0.00	31,491 - 37,918	-
	Budgeted Vacancy Savings					(254,945)
	Night Shift Pay					1,562
	Overtime Budgeted					132,948
	Sick Leave - Hourly					2,439
	Termination Pay Annual Leave					10,533
FTE, Salaries, and Wages Subtotal		123.00	130.00	151.00		\$ 7,639,683
		FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change	
Fringe Benefits						
	Employee Offset Savings	\$ 25,524	\$ 25,839	\$ 21,546	\$ (4,293)	
	Flexible Benefits	702,175	899,213	1,186,976	287,763	
	Insurance	1,405	-	-	-	
	Long-Term Disability	46,757	22,090	24,420	2,330	
	Medicare	83,091	90,388	105,610	15,222	
	Other Post-Employment Benefits	693,948	758,250	847,584	89,334	
	Retiree Medical Trust	3,801	3,437	8,513	5,076	
	Retirement 401 Plan	9,693	9,779	8,975	(804)	
	Retirement ADC	1,907,356	2,115,433	1,594,787	(520,646)	
	Retirement DROP	25,794	22,700	30,554	7,854	
	Retirement Offset Contribution	55	-	-	-	
	Risk Management Administration	103,297	118,375	151,200	32,825	
	Supplemental Pension Savings Plan	298,507	313,595	476,311	162,716	
	Unemployment Insurance	16,040	12,642	14,007	1,365	
	Workers' Compensation	228,594	285,936	207,650	(78,286)	
Fringe Benefits Subtotal		\$ 4,146,036	\$ 4,677,677	\$ 4,678,133	\$ 456	
Total Personnel Expenditures					\$ 12,317,816	

Publishing Services Fund

Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Publishing Services	\$ 3,292,680	\$ 3,221,261	\$ 3,666,496	\$ 445,235
Total	\$ 3,292,680	\$ 3,221,261	\$ 3,666,496	\$ 445,235

Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Publishing Services	10.00	10.00	10.00	0.00
Total	10.00	10.00	10.00	0.00

Public Works - General Services

Significant Budget Adjustments

	FTE	Expenditures	Revenue
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	\$ 270,209	\$ -
Enterprise Asset Management Adjustment Addition of non-personnel expenditures associated with the SAP Enterprise Asset Management (EAM) Project.	0.00	148,563	-
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	47,755	-
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2015 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	24,256	-
Publishing Services Managed Competition Inflation Addition of non-personnel expenditures to reflect the approved Fiscal Year 2016 bid level for the Publishing Services Managed Competition.	0.00	11,016	-
San Diego Works Proposal Reduction in non-personnel expenditures associated with San Diego Works Proposal to save on printing expenses by reducing the use of the blue header on certain printed products.	0.00	(11,664)	-
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 2015.	0.00	(44,900)	-
Total	0.00	\$ 445,235	\$ -

Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
PERSONNEL				
Personnel Cost	\$ 428,786	\$ 470,874	\$ 480,488	\$ 9,614
Fringe Benefits	372,287	376,629	391,271	14,642
PERSONNEL SUBTOTAL	801,072	847,503	871,759	24,256
NON-PERSONNEL				
Supplies	\$ 397,768	\$ 318,861	\$ 329,914	\$ 11,053
Contracts	1,965,406	1,903,704	2,026,072	122,368
Information Technology	32,195	38,310	308,519	270,209
Energy and Utilities	79,377	97,187	121,074	23,887
Other	315	-	4,666	4,666
Transfers Out	16,547	11,203	-	(11,203)
Debt	-	4,493	4,492	(1)
NON-PERSONNEL SUBTOTAL	2,491,608	2,373,758	2,794,737	420,979
Total	\$ 3,292,680	\$ 3,221,261	\$ 3,666,496	\$ 445,235

Public Works - General Services

Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Charges for Services	\$ 3,430,194	\$ 3,221,261	\$ 3,221,261	\$ -
Other Revenue	5,082	-	-	-
Rev from Money and Prop	2,367	-	-	-
Total	\$ 3,437,642	\$ 3,221,261	\$ 3,221,261	\$ -

Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 37,918
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	48,458
20000191	Bindery Worker 2	1.00	0.00	0.00	28,870 - 34,133	-
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	1.00	2.00	2.00	31,782 - 37,627	69,409
20000912	Senior Offset Press Operator	2.00	2.00	2.00	38,106 - 45,344	90,688
21000194	Senior Publishing Specialist	1.00	1.00	1.00	36,962 - 44,533	42,475
	Overtime Budgeted					19,462
FTE, Salaries, and Wages Subtotal		10.00	10.00	10.00		\$ 480,488

	FY2014 Actual	FY2015 Budget	FY2016 Adopted	FY2015-2016 Change
Fringe Benefits				
Employee Offset Savings	\$ 2,498	\$ 2,539	\$ 2,585	\$ 46
Flexible Benefits	57,947	71,390	81,805	10,415
Long-Term Disability	3,363	1,552	1,503	(49)
Medicare	5,045	5,364	5,483	119
Other Post-Employment Benefits	58,310	60,660	58,860	(1,800)
Retiree Medical Trust	103	86	185	99
Retirement ADC	203,602	196,603	193,075	(3,528)
Retirement Offset Contribution	18	-	-	-
Risk Management Administration	8,656	9,470	10,500	1,030
Supplemental Pension Savings Plan	21,760	22,401	25,250	2,849
Unemployment Insurance	1,153	888	861	(27)
Workers' Compensation	9,832	5,676	11,164	5,488
Fringe Benefits Subtotal	\$ 372,287	\$ 376,629	\$ 391,271	\$ 14,642
Total Personnel Expenditures			\$ 871,759	

Public Works - General Services

Revenue and Expense Statement (Non-General Fund)

Publishing Services Fund	FY2014 Actual	FY2015* Budget	FY2016 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 321,035	\$ 466,693	\$ 717,139
TOTAL BALANCE AND RESERVES	\$ 321,035	\$ 466,693	\$ 717,139
REVENUE			
Charges for Current Services	\$ 3,430,194	\$ 3,221,261	\$ 3,221,261
<i>Citywide Photocopy Program</i>	1,386,120	1,254,237	1,254,237
<i>Press Operations</i>	2,043,060	1,967,024	1,967,024
<i>Reimbursements Between Funds/Departments</i>	1,014	—	—
Other Revenue	5,082	—	—
Revenue from Use of Money and Property	2,367	—	—
TOTAL REVENUE	\$ 3,437,642	\$ 3,221,261	\$ 3,221,261
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 3,758,678	\$ 3,687,954	\$ 3,938,400
OPERATING EXPENSE			
Personnel Expenses	\$ 428,786	\$ 470,874	\$ 480,488
Fringe Benefits	372,286	376,629	391,271
Supplies	397,768	318,861	329,914
Contracts	1,965,406	1,903,704	2,026,072
Information Technology	32,195	38,310	308,519
Energy and Utilities	79,377	97,187	121,074
Other Expenses	315	—	4,666
Transfers Out	16,547	11,203	—
Debt Expenses	—	4,493	4,492
TOTAL OPERATING EXPENSE	\$ 3,292,680	\$ 3,221,261	\$ 3,666,496
TOTAL EXPENSE	\$ 3,292,680	\$ 3,221,261	\$ 3,666,496
BALANCE	\$ 465,998	\$ 466,693	\$ 271,904
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 3,758,678	\$ 3,687,954	\$ 3,938,400

* At the time of publication, audited financial statements for Fiscal Year 2015 were not available. Therefore, the Fiscal Year 2015 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2015 Adopted Budget, while the beginning FY 2015 balance amount reflects the audited Fiscal Year 2014 ending balance.