

■ INTERNAL SERVICE FUND DEFINITION

Internal Service Funds account for the financing of goods or services provided by one department or agency to other departments or agencies on a cost-reimbursement basis.

■ RELATIONSHIP BETWEEN INTERNAL SERVICE FUNDS & TOTAL CITY BUDGET

The Internal Service Fund is an independent budget with its own set of revenue and expenditure accounts. However, the Internal Service Fund is *not* calculated as part of the total City budget to avoid “double-counting” revenue and expenditures and inflating the total budget. The only revenue received by internal service funds come from cross-charges made to other funds. Since the money used to pay cross-charges has already been counted once as current revenue by the paying fund, internal service fund receipts are counted as transfers and not as current revenue in the total City budget.

The same principle applies to the expenditure side. For example, the Liability Fund charges other funds for services rendered. This cross-charge is an expenditure for the fund receiving the service. The Liability Fund receives this cross-charge as revenue and then uses this same money to pay for insurance premiums--which is an expenditure for the Liability Fund. From a total budget perspective, however, these two expenditures are recognized only once (as a Direct Expenditure) at the time the original cross-charge was made.

Internal service expenditures implement the City’s expressed goal of “optimizing workforce effectiveness through training, technology, equipment, and facilities.” As examples, the internal service budget helps pay for communications and computerization (Fund 102/109), patrol cars (Fund 76), maintenance of all city vehicles (75), and building maintenance (Fund 73).

Each individual internal service fund departmental cost allocation is calculated differently depending on the type of service the internal service provides. For example, the Building Maintenance department which provides custodial service and maintenance to City structures, basis its cost allocations on square footage and the type service requested (either labor and materials or labor alone). City Yard Operations also basis its departmental cost allocation on square footage being used by each agency (PWA, PRCSA, Finance, etc). A rental fee is charged to these departments. Fleet Operations & Maintenance Fund basis its cost allocation on vehicle scheduled maintenance, replacement cost, gas consumption.

■ INTERNAL SERVICE FUND BEGINNING & ENDING FUND BALANCE

Table 3-1 illustrates the Beginning & Ending Fund Balances for the various City Internal Service Funds. Description on ISF ending balances can be found on pg 1-7 of Section 1. Additional summary and detail information concerning these various funds are located on table 3-2 and on the following program and resource sheets.

■ INTERNAL SERVICE FUND SUMMARY

Table 3-2 provides a summary of the individual internal service funds by department responsible for managing the fund. The Internal Service Fund (ISF) revenues and expenditures shown in Table 3-2 are not considered as a separate piece of the total City budget pie (as shown on pie charts pages 1-2 & 1-3) since the ISF revenues and transfers originate from all other funds (i.e. General Fund, CDA, Special, Enterprise, etc.). The Internal Service Funds support 169.30 positions or 9.66 percent of the City’s 1,753 employees.

■ PERSONNEL SERVICES AGENCY

Personnel Services manages five of the twenty internal service fund activities and accounts for \$634,986,700 or 58.6 percent of total ISF appropriations. This makes Personnel Services the City’s largest internal service fund operation in dollar terms due to the large reserve for claims under the Liability and Worker’s Compensation funds. Included in Personnel Services Agency are: Risk Management/Liability & Property, Employee Group Benefits, Workers’ Comp and Quality & Management Training.

- **Funds 80, 81, & 82- Risk Management/Self Insurance**
Liability & Property Fund 80, Employee Group Benefits Fund 81, and Workers Compensation Fund 82 pay for the City’s self-insurance programs, liability claims, health and dental benefits, and workers compensation. Revenues come from cross charges to the agencies budget in their Employees Insurance 6171, Compensation Insurance 6181, and Insurance (Risk Management) 6521 line items. Additional information regarding the Risk Management Comprehensive program is located on page 1-25.

- **Fund 88 – Quality & Management Training**
This fund provides administrative and support services for the City’s various training programs that include Total Quality Service (TQS) and the Public Business Academy. Revenues come from department/agency charges in the Training & Transportation 6221 line-item. Commencing in FY07-08, operations and funding for Quality Training have been absorbed under the General Fund Non-Departmental and Personnel Services activities. In-house training programs are discussed further in the Professional Management section on page 1-28.

■ FINANCE & MANAGEMENT SERVICES

Finance manages nine of the twenty ISF activities which represents \$31,323,550 or 28.9 percent of total. Included in the Citywide Info Services Strategic Plan (fund 109) is funding for the replacement of the City’s obsolete finance software application with a fully integrated, real-time software application. The new financial system project is underway.

- **Fund 71/72 – Central Services**
This fund provides duplication and messenger services for agendas, budgets, bulletins, brochures, forms, minutes, internal/external mail and the replacement and leasing of copiers.

INTERNAL SERVICE FUND
BEGINNING & ENDING FUND BALANCE
TABLE 3-1

	FUND 71 & 72 CENTRAL SERVICES			FUND 73 BUILDING MAINTENANCE			FUND 75 & 76 EQUIPMENT MAIN. & REPLACEMENT		
	ACTUAL	PROJECTED	ADOPTED	ACTUAL	PROJECTED	ADOPTED	ACTUAL	PROJECTED	ADOPTED
	FY 05-06	FY 06-07	FY 06-07	FY 05-06	FY 06-07	FY 06-07	FY 05-06	FY 06-07	FY 07-08
Revenues and Other Sources									
Use of Money & Property	10,366	3,810	10,000	16,674	9,500	9,500	114,253	46,685	152,000
Charges for Services	979,145	1,024,595	1,140,190	3,129,725	3,889,725	3,688,941	9,026,605	8,385,050	8,955,949
Other Revenue	24,189	5,610	7,000	0	0	0	188,738	143,325	163,700
Transfers In	0	0	0	0	0	750,000	0	0	0
Total	1,013,700	1,034,015	1,157,190	3,146,399	3,899,225	4,448,441	9,329,596	8,575,060	9,271,649
Expenditures									
General Government	910,067	1,214,530	1,157,190	3,282,027	3,466,725	4,766,370	9,240,885	11,868,145	9,472,760
Transfers Out	0	0	0	193,085	0	0	285,000	0	0
Total	910,067	1,214,530	1,157,190	3,475,112	3,466,725	4,766,370	9,525,885	11,868,145	9,472,760
Net Increase (Decrease) in Fund Balance	103,633	(180,515)	0	(328,713)	432,500	(317,929)	(196,289)	(3,293,085)	(201,111)
Beginning Fund Balance, July 1	409,350	512,983	332,468	528,085	199,372	631,872	12,059,904	11,863,615	8,570,530
Ending Fund Balance, June 30	512,983	332,468	332,468	199,372	631,872	313,943	11,863,615	8,570,530	8,369,419
	FUND 80 LIABILITY & PROPERTY			FUND 81 EMPLOYEE GROUP INSURANCE					
	ACTUAL	PROJECTED	ADOPTED	ACTUAL	PROJECTED	ADOPTED			
	FY 05-06	FY 06-07	FY 07-08	FY 05-06	FY 06-07	FY 07-08			
Revenues and Other Sources									
Use of Money & Property	403,979	245,830	514,570	23,114	8,900	51,540			
Charges for Services	7,872,790	8,344,445	8,845,895	16,091,520	17,567,825	17,991,712			
Other Revenue	24,088	5,000	15,000	2,148,542	2,288,875	2,742,380			
Total	8,300,857	8,595,275	9,375,465	18,263,176	19,865,600	20,785,632			
Expenditures									
General Government	3,648,501	7,124,470	7,768,610	17,884,584	19,865,600	21,416,050			
Transfers Out	0	0	0	0	0	0			
Total	3,648,501	7,124,470	7,768,610	17,884,584	19,865,600	21,416,050			
Net Increase (Decrease) in Fund Balance	4,652,356	1,470,805	1,606,855	378,592	0	(630,418)			
Beginning Fund Balance, July 1	1,361,679	6,014,035	7,484,840	804,486	1,183,078	1,183,078			
Ending Fund Balance, June 30	6,014,035	7,484,840	9,091,695	1,183,078	1,183,078	552,660			

Revenue comes from actual cost charges for services provided under the Operating Materials & Supplies 6391 line-item.

• **Fund 73 – Building Maintenance**

This fund provides for the maintenance, janitorial services, and utilities to City departments including the Police Administration & Holding Facility, Fire Stations, various Recreation facilities and City Hall/Ross Annex. Revenue comes from department cross charges in the Building Rental 6571 line-item.

• **Fund 75/76 – Equipment Maint. & Replacement**

This sub-group includes Stores & Property Control and provides for the maintenance, repair, and replacement of City vehicles and other gasoline or diesel-powered equipment. Revenue comes from department charges agencies in their Equipment Rental 6511 line-item.

• **Fund 102 – Communications & Citywide & Fund 109/110 – Information Services Strategic Plan**

This fund has two activities (Communication Services 102 and Technology Plan 109/110) and provides for the acquisition, installation, maintenance, repair and replacement of the City’s telephone and computer systems including voice mail, fax, and other data communication and automation services. Revenue comes from departmental cross-charges in the Communications 6211 line-item and fund transfers.



INTERNAL SERVICE FUND
BEGINNING & ENDING FUND BALANCE
TABLE 3-1

	FUND 82 WORKER'S COMPENSATION			FUND 85 CORPORATE YARD			FUND 88 QUALITY TRAINING		
	ACTUAL	PROJECTED	ADOPTED	ACTUAL	PROJECTED	ADOPTED	ACTUAL	PROJECTED	ADOPTED
	FY 05-06	FY 06-07	FY 07-08	FY 05-06	FY 06-07	FY 07-08	FY 05-06	FY 06-07	FY 07-08
Revenues and Other Sources									
Use of Money & Property	328,323	212,260	419,000	5,998	0	0	4,137	1,370	0
Charges for Services	7,738,095	8,099,565	9,247,565	840,180	873,790	924,440	261,275	294,330	0
Other Revenue	479,391	125,000	400,000	0	0	0	0	15,000	0
Transfers In	0	0	0	285,000	0	0	0	0	0
Total	8,545,809	8,436,825	10,066,565	1,131,178	873,790	924,440	265,412	310,700	0
Expenditures									
General Government	6,794,753	7,693,710	7,927,405	0	0	0	193,674	310,700	0
Public Works	0	0	0	800,870	881,890	1,082,525	0	0	0
Total	6,794,753	7,693,710	7,927,405	800,870	881,890	1,082,525	193,674	310,700	0
Net Increase (Decrease) in Fund Balance	1,751,056	743,115	2,139,160	330,308	(8,100)	(158,085)	71,738	0	0
Beginning Fund Balance, July 1	(9,137,187)	(7,386,131)	(6,643,016)	219,894	550,202	542,102	46,077	117,815	117,815
Ending Fund Balance, June 30	(7,386,131)	(6,643,016)	(4,503,856)	550,202	542,102	384,017	117,815	117,815	117,815
	FUND 86 & 101 ENGINEERING & ADMIN.			FUND 102, 109 & 110 COMMUNICATIONS					
	ACTUAL	PROJECTED	ADOPTED	ACTUAL	PROJECTED	ADOPTED			
	FY 05-06	FY 06-07	FY 07-08	FY 05-06	FY 06-07	FY 07-08			
Revenues and Other Sources									
Use of Money & Property	81,667	45,000	60,000	401,154	401,153	572,365			
Charges for Services	10,619,782	10,129,385	12,592,510	8,495,946	8,610,685	8,531,970			
Licenses, Permits & Fines	453,323	207,500	205,000	0	0	0			
Other Revenue	0	0	0	95,400	99,700	190,000			
Transfers In	10,000	0	0	0	0	0			
Total	11,164,772	10,381,885	12,857,510	8,992,500	9,111,538	9,294,335			
Expenditures									
General Government	0	0	0	6,759,829	9,330,295	17,637,595			
Public Works	9,819,705	11,256,284	13,490,910	0	0	0			
Interest	0	0	0	19,774	42,195	0			
Total	9,819,705	11,256,284	13,490,910	6,779,603	9,372,490	17,637,595			
Net Increase (Decrease) in Fund Balance	1,345,067	(874,399)	(633,400)	2,212,897	(260,952)	(8,343,260)			
Beginning Fund Balance, July 1	162,014	1,507,081	632,682	9,427,111	11,640,008	11,379,056			
Ending Fund Balance, June 30	1,507,081	632,682	(718)	11,640,008	11,379,056	3,035,796			

● **Fund 85 – City Yard Operations**

This fund provides for maintenance and security services at the City’s Corporate Yard and Fleet Maintenance Facility which has a combined area of 11.5 acres with about 140,000 square feet of facilities. Revenue comes from City Yard Rental 6572 line-item charges to departments located at the city yard.

■ **PUBLIC WORKS AGENCY**

Public Works manages six of the twenty internal service fund activities which represents \$13,483,175 or 12.4 percent of total internal service fund appropriations.



● **Fund 86 –Engineering Services**

This fund pays for transportation planning (86-613), traffic (86-621), construction engineering (86-651), design engineering (86-653), formulating transportation policy, and developing the Capital Improvement Program (CIP). Revenues come from enterprise funds and capital projects.

● **Fund 101 – Public Works Admin. Services**

In FY 95-96, the Public Works Administrative Services Internal Fund 101 was established to account for the costs of administrative and development engineering services. Revenues come from charges to the various funds and activities supported by the Agency.

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INTERNAL SERVICE FUND SUMMARY
Table 3-2

DEPARTMENT/ UNIT	Actual FY 05-06	Projected FY 06-07	Adopted FY 07-08	% of FY 07-08 Total	Increase (Decrease) Over Prior Year	
					06-07 to 07-08 in \$	in %
REVENUES						
71 Central Services	1,013,578	1,034,015	1,157,190	1.5%	123,175	11.9%
72 Copier Lease Program	124	0	22,610	0.0%	22,610	N/A
73-Var. Building Maintenance	3,146,399	3,899,225	4,448,441	5.7%	549,216	14.1%
75-Var. Fleet Maintenance & Stores	9,154,889	8,528,375	9,121,649	11.7%	593,274	7.0%
76-145 Equipment Replacement	272,300	43,750	150,000	0.2%	106,250	242.9%
80-180 Liability & Property	8,300,856	8,595,275	9,375,465	12.0%	780,190	9.1%
81-Var Employee Group Benefits	18,263,176	19,865,600	20,785,632	26.6%	920,032	4.6%
82-178 Workers Compensation	8,545,810	8,436,825	10,066,565	12.9%	1,629,740	19.3%
85 City Yard Operations	1,131,178	873,790	924,440	1.2%	50,650	5.8%
86-Var Engineering Services	7,775,293	7,292,310	8,384,750	10.7%	1,092,440	15.0%
88-141 Quality & Mgmt. Training	265,412	310,700	0	0.0%	(310,700)	-100.0%
101-Var Administration Services	3,389,480	3,089,575	4,472,760	5.7%	1,383,185	44.8%
102 Communications Services	1,947,321	2,031,750	2,104,115	2.7%	72,365	3.6%
109-110 I.S Technology Plan	<u>7,045,179</u>	<u>6,943,635</u>	<u>7,190,220</u>	<u>9.2%</u>	<u>246,585</u>	<u>3.6%</u>
Revenue Grand Total	70,250,995	70,944,825	78,203,837	100.0%	7,259,012	10.2%
EXPENDITURES BY DEPARTMENT						
Personnel Services Agency						
80-180 Liability & Property	3,648,501	7,124,470	13,577,355	12.5%	6,452,885	90.6%
81-170 Section 125 Benefits	842,116	915,500	915,500	0.8%	0	0.0%
81-177 Employee Group Benefits	17,042,468	18,950,100	20,500,550	18.9%	1,550,450	8.2%
82-178 Workers Compensation	6,794,753	7,693,710	28,505,265	26.3%	20,811,555	270.5%
88-141 Quality & Mgmt. Training	<u>193,674</u>	<u>310,700</u>	<u>0</u>	<u>0.0%</u>	<u>(310,700)</u>	<u>-100.0%</u>
Subtotal	28,521,512	34,994,480	63,498,670	58.6%	28,504,190	81.5%
Finance & Management Services Agency						
71-176 Central Services	900,844	1,214,530	1,157,190	1.1%	(57,340)	-4.7%
72 Copier Lease Program	9,223	0	22,610	0.0%	22,610	N/A
73-Var. Building Maintenance	3,475,112	3,466,725	4,766,370	4.4%	1,299,645	37.5%
75-111 Fleet Maintenance	8,804,097	7,784,380	6,412,855	5.9%	(1,371,525)	-17.6%
75-112 Stores & Property Control	450,934	495,515	514,290	0.5%	18,775	3.8%
76-145 Equipment Replacement	368,447	371,115	280,115	0.3%	(91,000)	-24.5%
85-107 City Yard Operations	800,870	881,890	1,082,525	1.0%	200,635	22.8%
102-171 Communications Services	1,497,271	2,007,410	2,252,455	2.1%	245,045	12.2%
109-110 Var. Technology Plan	<u>6,084,435</u>	<u>11,743,795</u>	<u>14,835,140</u>	<u>13.7%</u>	<u>3,091,345</u>	<u>26.3%</u>
Subtotal	22,391,233	27,965,360	31,323,550	28.9%	3,358,190	12.0%
Public Works Agency						
86-613 Transport Planning./Proj. Mgmt.	478,188	673,895	742,225	0.7%	68,330	10.1%
86-621 Traffic Engineering	1,688,137	2,400,095	2,694,630	2.5%	294,535	12.3%
86-651 Construction Engineering	2,001,232	2,572,420	2,759,390	2.5%	186,970	7.3%
86-653 Design Engineering	1,207,409	1,989,920	2,214,170	2.0%	224,250	11.3%
101-601 Administrative Services	3,416,883	4,168,185	3,793,985	3.5%	(374,200)	-9.0%
101-611 Development Services	<u>1,027,856</u>	<u>1,100,780</u>	<u>1,278,775</u>	<u>1.2%</u>	<u>177,995</u>	<u>16.2%</u>
Subtotal	9,819,705	12,905,295	13,483,175	12.4%	577,880	4.5%
Expenditure Grand Total	60,732,450	75,865,135	108,305,395	100.0%	32,440,260	42.8%
INTERNAL SERVICE FUNDS PERSONNEL						
Number of Positions	167.16	161.48	169.30		7.82	4.8%
as % of Total City Workforce	9.75%	9.36%	9.66%			

Note: Includes Interfund Transfers

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES
Central Services

PROGRAM
71-176

Statement of Purpose

To provide reprographic and messenger services to all City Agencies.

This program provides in-house, at-cost services to the City Council and all Agencies. Efficient mass reprographic duplication, special one-time print order photocopying, and direct and confidential delivery messaging services with door-to-door delivery are part of standard customer service operations.

All regular delivery mail received is routed securely to its destination twice per day. Special delivery express and overnight mail is delivered by Messenger on arrival to destination. Reprographic orders are also delivered immediately after production. Agencies can utilize online capabilities to forward a digital document for perfect black/white and vivid color copies.

Accomplishments in FY 05-06 & FY 06-07

- * Initiated new copier lease program
- * Hosted an open house to demonstrate new color copier and to market other services
- * Added a customer service counter
- * Converted to sustainably-forested copy paper

Action Plan for FY 2007-08

- * Increase number of copiers in the lease program
- * Replace messenger service van

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
# of in-house impressions made	7,412,167	7,397,058	7,109,301	7,100,000
# of Council Agenda packets reproduced	976	520	520	520
# of pieces of outgoing mail posted	813,107	746,936	477,000	477,000
Efficiency				
Aver. # of days to complete duplicating requests	1	1	1	1
% of copy requests completed w/in 2 work-days	98%	99%	99%	99%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 71			
Central Services		Activity 176			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
REVENUES					
5010-1111	Other Revenue-Bank Recon	833	0	0	0
5551	Charges to Departments	975,454	979,145	1,024,595	1,140,190
5621	Expense Reimbursement	0	18,607	0	0
5759	Miscellaneous Receipts	5,281	5,583	5,610	7,000
5812	Earnings on Investments	3,998	10,243	3,810	10,000
	TOTAL REVENUES	<u>985,566</u>	<u>1,013,578</u>	<u>1,034,015</u>	<u>1,157,190</u>
EXPENDITURES					
6111	Salaries & Wages-Regular	154,438	159,476	177,020	192,080
6131	Salaries & Wages-Temporary	19,750	21,276	23,965	36,990
6141	Salaries & Wages Overtime	1,028	784	900	900
6151	Retirement Plan	1,479	12,661	15,390	17,115
6161	Medicare Insurance	2,044	2,413	2,720	3,115
6171	Employees Insurance	22,150	23,614	25,050	28,090
6172	Retiree Health Insurance	988	1,239	1,505	1,920
6181	Compensation Insurance	2,252	2,454	2,775	3,300
6191	Other Personnel Services	19,897	21,795	20,000	20,000
	SUBTOTAL PERSONNEL	<u>224,027</u>	<u>245,712</u>	<u>269,325</u>	<u>303,510</u>
6211	Communications	3,773	4,139	4,000	4,000
6221	Training & Transportation	10,097	11,375	24,000	20,000
6281	M&R Machinery & Equipment	99,273	93,222	136,500	120,000
6291	Other Contractual Services	31,727	28,508	30,500	38,245
6294	Lease Payments	0	0	0	10,000
	SUBTOTAL CONTRACTUAL	<u>144,870</u>	<u>137,243</u>	<u>195,000</u>	<u>192,245</u>
6312	Postage	405,345	268,268	444,190	444,190
6391	Operating Materials & Supplies	66,297	71,450	76,605	76,605
	SUBTOTAL COMMODITIES	<u>471,642</u>	<u>339,718</u>	<u>520,795</u>	<u>520,795</u>
6511	Equipment Rental, City	7,004	6,994	7,240	7,600
6521	Insurance (Risk Management)	7,230	7,660	8,120	8,605
6537	Information Services Strategic Plan	16,505	16,505	16,505	10,000
6571	Building & Site Rental	72,070	72,070	76,560	80,390
6590	Indirect Operating Expenses	21,531	15,980	22,985	34,045
6591	Depreciation Expense	98,667	56,519	98,000	0
	SUBTOTAL FIXED CHARGES	<u>223,007</u>	<u>175,727</u>	<u>229,410</u>	<u>140,640</u>
6641	Machinery & Equipment	0	2,018	0	0
6661	Computer Software	0	426	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>2,444</u>	<u>0</u>	<u>0</u>
	TOTAL	<u>1,063,546</u>	<u>900,844</u>	<u>1,214,530</u>	<u>1,157,190</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.07		0.07	
0190	Administrative Services Manager	0.25		0.25	
0150	Senior Management Analyst	0.10		0.10	
7030	Central Services Supervisor	1.00		1.00	
7260	Reprographic Equipment Operator	2.00		2.00	
7170	Mail Clerk/Messenger	1.00		1.00	
7260	Reprographic Equipment Operator (PT)				
	Clerical Aide		3.00		3.00
	TOTAL	<u>4.42</u>	<u>3.00</u>	<u>4.42</u>	<u>3.00</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	72
Copier Lease Program					Activity	176
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
	<u>REVENUES</u>					
5010-111	Other Revenue-Bank Recon	435	0	0	0	
5551	Charges to Departments	0	0	0	22,110	
5812	Earning on Investment	1,220	124		500	
5990	Transfer from Fund 71	77,275	0	0	0	
	TOTAL REVENUES	<u>78,930</u>	<u>124</u>	<u>0</u>	<u>22,610</u>	
	 <u>EXPENDITURES</u>					
6294	Lease Payments	0	0	0	22,110	
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>22,110</u>	
	TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>22,110</u>	
	 Capital Outlay	57,271	9,223	0	500	

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 73			
Building Maintenance					
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
<u>REVENUES</u>					
5010-111	Other Revenues- Ban Recon.	3,547	0	0	0
5512	McFadden Learning Center	43,536	39,060	45,705	47,990
5513	Newhope Branch Library	47,235	47,235	43,920	46,116
5516	Rental - City Hall	1,105,734	1,134,155	1,228,990	1,290,440
5517	Rental - New Corporate Yard	515,890	515,890	548,030	575,432
5522	Rental - El Salvador Building	18,790	18,790	21,990	23,090
5523	Rental - Jerome Building	30,995	30,995	36,270	38,084
5524	Rental - Ross Annex	636,305	636,305	689,515	723,991
5525	Rental - Santa Anita Building	6,145	6,145	7,190	7,550
5526	Rental - Senior Citizen Center	39,205	39,205	45,875	48,169
5528	Rental - Police Facility	393,285	393,285	422,790	573,660
5529	Rental - Library Building	190,525	190,525	208,650	219,083
5530	Rental - Corbin Center	36,130	36,130	42,280	44,394
5531	Rental - Police Substation	5,875	5,875	6,240	6,552
5534	Rental - Southwest Senior Center	36,130	36,130	42,280	44,394
5621	Expense Reimbursement	23,145	0	0	0
5812	Earnings on Investments	12,109	16,674	9,500	9,500
5990-11	Transfer in from General Fund	0	0	0	750,000
5990-109	Transfer in from I.S. Fund	0	0	500,000	0
	TOTAL REVENUES	<u>3,144,581</u>	<u>3,146,399</u>	<u>3,899,225</u>	<u>4,448,441</u>
<u>EXPENDITURES</u>					
73-105	Building Maintenance	2,294,217	2,609,535	2,532,950	3,777,375
73-106	Custodial Services	864,275	865,577	933,775	988,995
	TOTAL EXPENDITURES	<u>3,158,491</u>	<u>3,475,112</u>	<u>3,466,725</u>	<u>4,766,370</u>
<p><i>Note: The Building Maintenance Program makes each City agency a "tenant" at cost. Agencies are charged a rental rate per square foot based on actual maintenance costs. Rental charges for maintenance and repair of the buildings are the primary source of Fund 73-105 revenue.</i></p>					
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.15		0.15	
1180	Assistant Director, Finance & Mgmt Svs.	0.00		0.05	
0260	Building Maintenance Superintendent	1.00		1.00	
6400	Budget & Research Manager	0.03		0.00	
4310	Building Maintenance Supervisor	2.00		2.00	
4140	Building Maintenance Technician	6.00		7.00	
	Building Maintenance Aide	0.00		1.00	
4090	Custodian Supervisor	1.00		1.00	
4020	Custodian (Lead)	1.00		1.00	
4000	Custodian	9.00		7.00	
	Custodial Aide/Porter	0.00		1.00	
7010	Accounting Assistant	0.00		1.00	
9170	Janitor		9.00		9.00
4140	Building Maintenance Technician (P/T)		1.00		1.00
9041	Account Clerk I		1.00		0.00
8100	Sr. Administrative Intern		1.00		1.00
9740	Painter (PT)		1.00		1.00
	TOTAL	<u>20.18</u>	<u>13.00</u>	<u>22.20</u>	<u>12.00</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES	PROGRAM			
Building Maintenance - Facilities	73-105			
Statement of Purpose				
<p><i>To maintain safe, secure, attractive, and energy-efficient City facilities and equipment (assets) through regular preventive maintenance (PM), certifications, energy management, and custodial services.</i></p> <p>This program is responsible for maintaining one million square feet that covers 38 city buildings including City Hall and the Police Holding & Administration Facility. Asset Management is accomplished through an extensive preventive maintenance program which increases the life cycle of the asset while reducing repair and replacement costs. The program also manages janitorial services (both in-house and contract) needed to keep city facilities at a high standard of appearance and cleanliness.</p>				
Accomplishments in FY 05-06				
<ul style="list-style-type: none"> * Monitored and manage energy consumption to meet energy reduction plan. * Engineered and install a new fire and control system at City Hall. * Engineered and replace the roof at City Hall and the Council Chamber. * Remodeled 4th floor of City Hall. * Engineered and installed new digital controlled valves to replace obsolete pneumatic valves at City Hall HVAC system. 				
Action Plan for FY 2006-07				
<ul style="list-style-type: none"> * Monitor and manage energy consumption to meet energy reduction plan. * Engineer and replace the roof at City Hall and the Council Chamber * Install energy efficient air conditioning devices at McFadden LCr, Corporate Yard, SW Senior Center, Fire Stations 1,3,4,6. * Engineer and replace the roof at South West Senior Center. * Investigate the use of co-generation for the Police Facility. * Find Funds to complete \$ 500,000 of deferred maintenance to City Facilities. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
Total square footage maintained	989,867	989,867	1,229,867	1,229,867
Number of Work Orders	12,345	12,500	13,500	13,500
Efficiency				
Square feet maintained per Supervisor/Technician				
City of Santa Ana	123,733	123,733	123,733	123,733
Industry Average	65,000	65,000	65,000	65,000
Square feet maintained per Custodian				
City of Santa Ana	28,103	28,103	28,103	28,103
Industry Average	21,000	21,000	21,000	21,000
Effectiveness				
% of Building Maintenance emergencies responded to in less than 2 hours	100%	100%	100%	100%
% of Work Orders (Preventive Maintenance) completed within 7 working days	100%	100%	100%	100%
% of Work Orders (Project Type) completed within 7 working days	100%	100%	100%	100%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 73			
Building Maintenance		Activity 105			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6111	Salaries & Wages-Regular	554,224	537,952	573,950	726,280
6131	Salaries & Wages-Temporary	29,769	35,927	63,065	57,135
6141	Salaries & Wages-Overtime	6,972	14,441	8,000	8,000
6151	Retirement Plan	5,346	44,323	49,510	61,800
6161	Medicare Insurance	7,458	7,543	8,210	10,260
6171	Employees Insurance	74,924	76,237	81,870	102,050
6172	Retiree Health Insurance	3,964	3,971	4,755	7,265
6181	Compensation Insurance	48,096	51,382	68,895	94,845
	SUBTOTAL PERSONNEL	730,753	771,776	858,255	1,067,635
6201	Utilities	670,379	657,218	788,165	788,165
6211	Communications	16,111	14,575	13,160	15,000
6221	Training & Transportation	397	955	4,270	3,500
6251	Other Agency Services	13,174	14,828	350	15,000
6291	Other Contractual Services	372,474	660,344	164,000	462,900
	SUBTOTAL CONTRACTUAL	1,072,535	1,347,920	969,945	1,284,565
6391	Other Materials & Supplies	76,612	85,404	46,500	80,000
	SUBTOTAL COMMODITIES	76,612	85,404	46,500	80,000
6511	Equipment Rental, City	18,935	22,375	20,000	21,000
6521	Insurance (Risk Management)	10,545	10,505	11,135	11,805
6537	Automation Plan	18,430	18,430	18,430	18,430
6571	Building Rental	30,000	30,000	31,870	0
6590	Indirect Operating Expenses	72,223	52,902	73,920	117,840
6591	Depreciation Expense	76,018	75,361	77,000	0
	SUBTOTAL FIXED CHARGES	226,151	209,573	232,355	169,075
6621	Buildings	0	0	230,000	230,000
6621-170	Buildings	0	0	0	750,000
6661	Computer Software	0	1,777	0	0
	SUBTOTAL CAPITAL	0	1,777	230,000	980,000
6771	Capitalized Lease Obligation	188,166	193,085	195,895	196,100
	SUBTOTAL TRANSFERS	188,166	193,085	195,895	196,100
	TOTAL	2,294,217	2,609,535	2,532,950	3,777,375

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.08		0.08	
1180	Assistant Director of Finance & Mgmt Svs.	0.00		0.05	
0260	Building Maintenance Superintendent	0.60		0.60	
6400	Budget & Research Manager	0.02		0.00	
4310	Building Maintenance Supervisor	2.00		2.00	
4140	Building Maintenance Technician	6.00		7.00	
	Building Maintenance Aide	0.00		1.00	
7010	Accounting Assistant	0.00		1.00	
4140	Building Maintenance Technician (PT)		1.00		1.00
9041	Account Clerk I		1.00		0.00
8100	Sr. Administrative Intern		1.00		1.00
9740	Painter (PT)		1.00		1.00
	TOTAL	8.70	4.00	11.73	3.00

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		PROGRAM		
Custodial Services		73-106		
Statement of Purpose				
<p><i>To maintain safe, secure, attractive, and energy-efficient City facilities and equipment (assets) through regular preventive maintenance (PM), engineering services, energy management, and custodial services.</i></p> <p>This program is responsible for maintaining one million square feet that covers 38 city buildings including City Hall and the Police Holding & Administration Facility. Asset Management is accomplished through an extensive preventive maintenance program which increases the life cycle of the asset while reducing repair and replacement costs. The program also manages janitorial services (both in-house and contract) needed to keep city facilities at a high standard of appearance and cleanliness.</p>				
Accomplishments in FY 05-06 & FY 06-07				
<ul style="list-style-type: none"> * Continued quality custodial service at each of our recreation & senior centers. * Continued quality custodial service at each of our park restrooms. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Improve overall quality of building maintenance through improved inspection frequencies and communication to contractors. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
Custodial maint. to Santa Ana Senior Center.	5 days/wk	5 days/wk	5 days/wk	5 days/wk
Custodial maint. to Southwest Snr. Center.	5 days/wk	5 days/wk	5 days/wk	5 days/wk
Custodial maint. to Memorial Center.	5 days/wk	5 days/wk	5 days/wk	5 days/wk
Custodial maint. to Salgado Center.	7 days/wk	7 days/wk	7 days/wk	7 days/wk
Custodial maint. to Jerome.	5 days/wk	5 days/wk	5 days/wk	5 days/wk
Custodial maint. to Logan Center.	3 days/wk	3 days/wk	3 days/wk	3 days/wk
Custodial maint. to Cypress Center.	3 days/wk	3 days/wk	3 days/wk	3 days/wk
Custodial maint. to Sandpointe Center.	1 days/wk	1 days/wk	1 days/wk	1 days/wk
Custodial maint. to El Salvador Center.	5 days/wk	5 days/wk	5 days/wk	5 days/wk
Custodial maint. to Santa Anita Center.	5 days/wk	5 days/wk	5 days/wk	5 days/wk
Custodial maint. to Cabrillo Tennis Center.	3 days/wk	3 days/wk	3 days/wk	3 days/wk
Custodial maint. to Corbin Center.	5 days/wk	5 days/wk	5 days/wk	5 days/wk
Efficiency/Effectiveness				
Square feet maintained per Building Supervisor/ Technician				
City of Santa Ana	123,733	123,733	123,733	123,733
Industry Average	65,000	65,000	65,000	65,000
Square feet maintained per Custodian				
City of Santa Ana	28,103	28,103	28,103	28,103
Industry Average	21,000	21,000	21,000	21,000

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 73			
Custodial Maintenance		Activity 106			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6111	Salaries & Wages-Regular	372,053	360,896	379,380	434,840
6131	Salaries & Wages-Temporary	115,256	107,821	125,245	108,090
6141	Salaries & Wages-Overtime	2,480	6,433	0	0
6151	Retirement Plan	3,871	30,806	35,860	38,950
6161	Medicare Insurance	4,283	4,165	4,390	4,660
6171	Employees Insurance	57,534	56,658	60,180	76,415
6172	Retiree Health Insurance	2,570	2,560	3,155	4,250
6181	Compensation Insurance	47,339	49,947	59,590	66,255
6191	Other Personnel Services	0	0	0	0
	SUBTOTAL PERSONNEL	<u>605,386</u>	<u>619,286</u>	<u>667,800</u>	<u>733,460</u>
6201	Utilities	0	0	0	0
6211	Communications	0	0	0	0
6221	Training & Transportation	375	450	0	0
6241	Janitorial & Housekeeping	140,688	144,020	130,000	145,000
6291	Other Contractual Services	488	122	0	0
	SUBTOTAL CONTRACTUAL	<u>141,550</u>	<u>144,592</u>	<u>130,000</u>	<u>145,000</u>
6391	Other Materials & Supplies	7,413	5,769	19,525	8,000
	SUBTOTAL COMMODITIES	<u>7,413</u>	<u>5,769</u>	<u>19,525</u>	<u>8,000</u>
6511	Equipment Rental, City	8,620	11,875	14,250	11,375
6521	Insurance (Risk Management)	9,275	10,505	11,135	11,805
6537	Automation Plan	14,260	14,260	14,260	0
6571	Building Rental	17,860	17,860	18,975	0
6590	Indirect Operating Expenses	59,910	41,430	57,830	79,355
	SUBTOTAL FIXED CHARGES	<u>109,925</u>	<u>95,930</u>	<u>116,450</u>	<u>102,535</u>
6641	Machinery & Equipment	0	0	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u>864,275</u>	<u>865,577</u>	<u>933,775</u>	<u>988,995</u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.07		0.07	
0260	Building Maintenance Superintendent	0.40		0.40	
6400	Budget & Research Manager	0.01		0.00	
4090	Custodian Supervisor	1.00		1.00	
4020	Custodian (Lead)	1.00		1.00	
4000	Custodian	9.00		7.00	
	Custodial Aide/Porter	0.00		1.00	
9170	Janitor		9.00		9.00
	TOTAL	<u>11.48</u>	<u>9.00</u>	<u>10.47</u>	<u>9.00</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 75			
Fleet Maintenance		Activity Various			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
<u>REVENUES</u>					
FUND 75 - EQUIPMENT MAINTENANCE					
5010-1111	Other Revenue-Bank Recon	2,097	0	0	0
5515	Equipment Rental Charges	8,994,676	7,721,681	8,385,050	8,955,949
5551	Charges to Department	0	1,213,236	0	0
5621	Expense Reimbursement	41,714	24,936	49,405	47,700
5798	Sales Tax Recoveries	92,225	91,688	90,985	116,000
5812	Earnings on Investments	7,776	5,755	2,935	2,000
5992	Capital Contributions	0	97,593	0	0
	TOTAL FUND 75 REVENUES	<u>9,138,488</u>	<u>9,154,889</u>	<u>8,528,375</u>	<u>9,121,649</u>
 <u>EXPENDITURES</u>					
75-111	Fleet Maintenance	8,415,685	8,804,097	9,084,380	6,412,855
75-112	Stores & Property Control	430,376	450,934	495,515	514,290
		<u>8,846,061</u>	<u>9,255,031</u>	<u>9,579,895</u>	<u>6,927,145</u>
	 Interfund Transfer to Fund 76	 2,080,255	 1,860,405	 2,115,580	 2,265,500
<p><i>Note:</i> Fleet Services performs equipment maintenance and repair for all City agencies. A rental rate is charged for mobile mechanical and automotive equipment assigned to the various agencies. The agency pays rent for the use of the equipment, preventive maintenance, repair, and the cost of replacing the item when it becomes obsolete or can no longer be repaired economically. Rent charges are the main source of revenue for fleet operations. Rental rates are reviewed quarterly and aligned to actual costs.</p>					

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	75
Fleet Maintenance					Activity	110
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
6800-76	Transfer to Fund 76	2,080,255	1,860,405	2,115,580	2,265,500	
	SUBTOTAL TRANSFERS	<u>2,080,255</u>	<u>1,860,405</u>	<u>2,115,580</u>	<u>2,265,500</u>	
	TOTAL	<u><u>2,080,255</u></u>	<u><u>1,860,405</u></u>	<u><u>2,115,580</u></u>	<u><u>2,265,500</u></u>	

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES	PROGRAM			
Fleet Maintenance	75-111			
Statement of Purpose				
<p><i>To provide safe, attractive, and efficient vehicles to City departments through procurement assistance, preventive maintenance, and repair.</i></p> <p>This program is responsible for the efficient maintenance, repair, and replacement of all City vehicles, motorcycles, scooters, fire apparatus, construction and park maintenance equipment. This is done through rigid preventive maintenance programs, timely replacement schedules, and the purchase of good quality equipment.</p>				
Accomplishments in FY 2006-07				
<ul style="list-style-type: none"> * Completed State mandated smog inspections. * Completed State mandated aerial inspections. * Completed State mandated diesel smoke inspections. * Completed installation of computers to shop floor. * Completed RFP for CNG expansion * Established agreement with Orange County for equipment installation. * Continued to provide quality service to all departments. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Bring new Fleet Management System online. * Complete State mandated smog inspections. * Complete State mandated aerial inspections. * Complete State mandated diesel smoke inspections. * Complete expansion of CNG fueling station. * Continue to insource services to the U.S. Postal Service Department. * Continue to provide quality service to all departments. 				
PERFORMANCE MEASURES	Actual FY 04-05	Actual FY 05-06	Estimated FY 06-07	Objective FY 07-08
Service Level				
# of vehicles maintained (rolling stock)	800	785	790	800
# of miscellaneous equipment maintained	25	25	31	40
TOTAL	825	810	821	840
Efficiency				
# of items maintained per mechanic/technician:				
Vehicles	44.4	43.6	43.9	44.4
Miscellaneous equipment	1.4	1.4	1.7	2.2
TOTAL	45.8	45.0	45.6	46.6
<i>Note: Small engine repairs are contracted locally.</i>				
Effectiveness				
Average # of units "out-of-service" per day	42	42	42	35
% of total fleet units "out-of-service" per day	5.1%	5.2%	5.1%	4.2%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					
Fleet Maintenance		FUND			75
		Activity			111
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6111	Salaries & Wages-Regular	1,734,991	1,664,144	1,896,380	2,039,050
6131	Salaries & Wages-Temporary	44,774	50,479	51,790	57,210
6141	Salaries & Wages-Overtime	8,342	9,527	10,000	10,000
6151	Retirement Plan	16,746	136,239	157,710	169,635
6161	Medicare Insurance	8,618	9,396	9,910	11,205
6171	Employees Insurance	238,917	234,805	264,705	290,575
6172	Retiree Health Insurance	12,328	11,954	15,605	20,390
6181	Compensation Insurance	191,031	203,693	224,865	256,135
6191	Other Personnel Services	1,999	0	0	0
	SUBTOTAL PERSONNEL	2,257,746	2,320,236	2,630,965	2,854,200
6211	Communications	23,310	23,755	24,630	24,630
6221	Training & Transportation	3,859	6,654	6,765	6,765
6251	Other Agency Services	450	3,719	4,765	4,765
6281	M&R Machinery & Equipment	427,430	456,722	408,465	460,000
6291	Other Contractual Services	82,850	56,058	102,705	70,000
	SUBTOTAL CONTRACTUAL	537,899	546,907	547,330	566,160
6332	Mechanic Tool Allocation	11,271	14,371	0	0
6381	M&S Equipment	2,575	1,111	0	0
6382	Gas & Diesel	910,631	1,318,030	1,200,000	1,320,000
6391	Operating Materials & Supplies	657,339	729,372	784,030	784,030
	SUBTOTAL COMMODITIES	1,581,817	2,062,884	1,984,030	2,104,030
6511	Equipment Rental, City	53,938	56,260	55,470	58,245
6521	Insurance (Risk Management)	32,750	34,715	36,800	39,010
6537	Automation Plan	80,565	80,565	80,565	30,565
6572	City Yard Rent	293,955	343,955	357,715	372,025
6590	Indirect Operating Expenses	219,437	156,746	224,405	313,620
6591	Depreciation	1,867,010	1,789,324	1,867,100	0
	SUBTOTAL FIXED CHARGES	2,547,655	2,461,564	2,622,055	813,465
6641	Machinery & Equipment	0	2,661	0	75,000
6661	Computer Software	0	89	0	0
	SUBTOTAL FIXED CHARGES	0	2,750	0	75,000
6799	Loss on Disposal of Assets	0	1,409,755	0	0
	TOTAL	6,925,117	8,804,097	7,784,380	6,412,855
	Cost of Goods Sold	1,490,568			

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director of Finance & Mgmt Svc.	0.43		0.43	
4780	Corporate Yard /Fleet Services Mgr.	1.00		1.00	
4770	Fleet Supervisor	4.00		4.00	
6400	Budget & Research Manager	0.03		0.00	
4500	Fleet Equipment Technician III	4.00		4.00	
4730	Fleet Equipment Technician II	9.00		9.00	
4720	Fleet Equipment Technician I	5.00		5.00	
5300	Assistant Fleet Equipment Technician	1.00		1.00	
5000	Fleet Parts Specialist	2.00		2.00	
7010	Accounting Assistant	1.00		1.00	
9140	Equipment Service Attendant (PT)		3.00		3.00
	TOTAL	27.46	3.00	27.43	3.00

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		PROGRAM		
Stores & Property Control		75-112		
Statement of Purpose				
<p><i>To order receive, store, issue, and dispose of material and property for all City departments.</i></p> <p>This program is responsible for maintaining a warehouse inventory by ordering, receiving, issuing, and delivering material and supplies for all departments. Requirements are determined in advance with department heads. Inventories are then established or revised to meet current demands. This program also maintains capital property records and disposes of surplus materials, unclaimed property, and hazardous wastes.</p>				
Accomplishments in FY 06-07				
<ul style="list-style-type: none"> * Performed full count physical inventory in Stores and Fleet parts. * Continued to store and monitor emergency supplies for the City's EOC. * Completed a comprehensive Yard Maintenance program to comply with new mandates. * Monitor and control pool vehicles. * Conducted a full Capital Asset inventory. * Completed forklift training of Stores and Fleet employees as part of our safety program. * Coordinate Ride-Share program for City Yard. 				
Action Plan for FY 07-08				
<ul style="list-style-type: none"> * Continue training of Central Store's staff on hazardous material handling. * Completion of capital asset inventory update for the entire City. * Continue to coordinate disposal of surplus property. * Continue to provide safe car pool vehicles. * Continue to update City's recycling program. * Coordinate Ride-Share program for City Yard. * Continue to store and monitor emergency supplies for the City's EOC. * Continue to provide forklift training. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
# of items issued	78,000	75,000	76,000	76,000
# of product-line items issued	48,000	45,000	50,000	50,000
# of product-line items received	46,000	45,000	48,000	48,000
# of property transfers	750	700	1,000	1,000
# of surplus items disposed	1,250	1,500	1,500	1,500
Efficiency				
Per full-time equivalent Stock Clerk:				
Average # of items issued	78,000	75,000	76,000	76,000
Average # of items received	46,000	45,000	50,000	50,000
Effectiveness				
% of requests processed within 24 hours	98%	97%	99%	99%
% of items disposed on schedule	100%	100%	100%	100%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					
Stores & Property Control				FUND	75
				Activity	112
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6111	Salaries & Wages-Regular	158,455	160,305	169,430	181,715
6131	Salaries & Wages-Temporary	35,686	32,785	32,855	35,850
6141	Salaries & Wages-Overtime	1,291	1,815	1,000	2,000
6151	Retirement Plan	1,533	12,686	15,150	16,270
6161	Medicare Insurance	2,724	2,731	2,935	3,155
6171	Employees Insurance	24,991	25,746	27,765	32,105
6172	Retiree Health Insurance	1,203	1,124	1,365	1,815
6181	Compensation Insurance	2,454	2,547	2,095	2,370
	SUBTOTAL PERSONNEL	<u>228,338</u>	<u>239,739</u>	<u>252,595</u>	<u>275,280</u>
6211	Communications	165	127	5,045	500
6221	Training & Transportation	121	451	1,035	1,000
6241	Janitorial & Housekeeping	0	0	1,005	0
6251	Other Agency Services	0	0	615	0
6281	M&R Machinery & Equipment	154	0	2,910	0
6291	Other Contractual Services	609	3,486	2,925	3,500
	SUBTOTAL CONTRACTUAL	<u>1,049</u>	<u>4,064</u>	<u>13,535</u>	<u>5,000</u>
6391	Operating Materials & Supplies	4,820	2,776	9,635	6,000
	SUBTOTAL COMMODITIES	<u>4,820</u>	<u>2,776</u>	<u>9,635</u>	<u>6,000</u>
6511	Equipment Rental, City	11,760	11,760	14,100	14,805
6521	Insurance (Risk Management)	2,150	2,280	2,415	2,560
6537	Information Systems Strategic Plan	7,950	7,950	7,950	0
6572	Corporate Yard Rental	150,375	165,375	171,990	178,870
6590	Indirect Operating Expenses	23,934	16,989	23,295	31,775
	SUBTOTAL FIXED CHARGES	<u>196,169</u>	<u>204,354</u>	<u>219,750</u>	<u>228,010</u>
6999	Inventory Adjustments	0	0	0	0
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>430,376</u></u>	<u><u>450,934</u></u>	<u><u>495,515</u></u>	<u><u>514,290</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.03		0.03	
1320	Storekeeper	1.00		1.00	
7250	Property Control Specialist	1.00		1.00	
1310	Stock Clerk	1.00		1.00	
9470	Stores Aide (PT)		2.00		3.00
	TOTAL	<u>3.03</u>	<u>2.00</u>	<u>3.03</u>	<u>3.00</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES	PROGRAM			
Equipment Replacement	76-145			
Statement of Purpose				
<p><i>To insure the lowest possible equipment ownership cost and provide the highest possible productivity by replacing existing equipment before its condition begins to generate excessive repair cost and downtime.</i></p> <p>This program is responsible for determining justification for replacement, projecting future cost, developing suitable specifications, receiving new equipment, getting new equipment ready for service, and surplusing old equipment.</p>				
Accomplishments in FY 2006-07				
<ul style="list-style-type: none"> * Replaced seventy-five non-cost effective pieces of equipment. * Replaced one fire pumper. * Added five hybrids to fleet. * Replaced diesel units with three CNG street sweepers. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Continue to work closely with all departments to insure timely replacement of worn equipment. * Continue to identify and surplus worn-out non-cost effective equipment. * Replace eighty-five non-cost effective pieces of equipment. * Continue to explore opportunities to purchase hybrid vehicles. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level # of worn-out/obsolete equipment replaced with new/efficient models	50	66	68	85
Efficiency % of units scheduled for replacement actually replaced	95%	95%	100%	100%
Effectiveness Average age of fleet in years	9	9.5	10	11

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	76
Equipment Replacement					Activity	145
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
<u>REVENUES</u>						
5010-1111	Other Revenue-Bank Recon	18,401	0	0	0	0
5621	Expense Reimbursement	0	122,420	0	0	0
5715	Sale of Equipment	3,480	0	0	0	0
5799	Miscellaneous Recoveries	0	41,382	0	0	0
5812	Earnings on Investments	61,556	108,497	43,750	150,000	150,000
	TOTAL REVENUES	<u>83,437</u>	<u>272,300</u>	<u>43,750</u>	<u>150,000</u>	<u>150,000</u>
5990	Interfund Transfer from Fund 75	2,080,255	1,860,405	2,115,580	2,265,500	2,265,500
<u>EXPENDITURES</u>						
6537	Information Services Strategic Plan	37,115	37,115	37,115	37,115	37,115
	SUBTOTAL FIXED CHARGES	<u>37,115</u>	<u>37,115</u>	<u>37,115</u>	<u>37,115</u>	<u>37,115</u>
6641	Machinery & Equipment	(15,955)	46,332	0	0	0
6641-2007	Machinery & Equipment	0	0	0	243,000	243,000
	SUBTOTAL CAPITAL	<u>(15,955)</u>	<u>46,332</u>	<u>0</u>	<u>243,000</u>	<u>243,000</u>
6800	Transfer to Fund 11	383,000	0	0	0	0
6800	Transfer to Fund 85 City Yard	0	285,000	0	0	0
	SUBTOTAL TRANSFERS	<u>383,000</u>	<u>285,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>404,160</u>	<u>368,447</u>	<u>37,115</u>	<u>280,115</u>	<u>280,115</u>
	CAPITAL OUTLAY	1,602,920	0	2,251,135	2,265,500	2,265,500

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		PROGRAM		
Corporate Yard Operations		85-107		
Statement of Purpose				
<p><i>To maintain a safe, secure, and highly efficient City Yard that provides quality services to tenants and users.</i></p> <p>This program accounts for all revenues and expenditures associated with ongoing maintenance and operations of the corporate yard at Daisy/Center Street. The facility consists of 11.5 acres with about 140,000 square feet of structures.</p>				
Accomplishments in FY 06-07				
<ul style="list-style-type: none"> * Completed NPDES Facility Pollution Prevention plan. * Completed Orange County Hazardous Waste inspection report. * Completed implementation of AQMD mandated monthly UTS inspection reports. * Completed annual AQMD mandated fuel vapor monitoring testing. * Continued to provide a safe, clean working environment for all tenants. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Complete NPDES required up-grades and modifications to storm drain systems. * Evaluate needed security modifications to Yard and EOC. * Complete AQMD required modifications to waste oil storage tanks. * Complete installation of new fuel monitoring system at Police Department. * Perform quarterly NPDES inspections and correct issues found. * Complete annual AQMD mandated fuel vapor monitoring testing. * Complete AQMD mandated monthly UTS inspection reports. * Complete installing additional slow CNG fill stations. * Explore installing CNG fast fill capabilities. * Continue to provide a safe, clean working environment for all tenants. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
Total acreage maintained	12	12	12	12
Total square footage of structures	140,000	140,000	140,000	140,000
Efficiency				
Annual maintenance and operating cost of structures and surfaces per square foot	\$1.78	\$1.60	\$1.85	\$1.95

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	85
Corporate Yard Operations					Activity	107
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
REVENUES						
5511	Fleet Maintenance	293,955	343,955	357,715	372,025	
5521	Traffic Signal Maintenance	5,475	5,475	5,695	5,925	
5531	Street Maintenance	63,105	63,105	65,630	68,255	
5533	Roadway Cleaning	65,200	65,200	67,810	70,520	
5537	Street Trees	18,040	18,040	18,760	19,510	
5550	Park Maintenance	81,040	81,040	84,280	87,650	
5574	Stores & Property Control	150,375	165,375	171,990	178,870	
5575	Water Maintenance	97,990	97,990	101,910	105,985	
5812	Earnings on Investments	88	5,998	0	15,700	
5990	Transfer from Fleet Fund 76		285,000	0	0	
	TOTAL REVENUES	<u>775,268</u>	<u>1,131,178</u>	<u>873,790</u>	<u>924,440</u>	
EXPENDITURES						
6131	Salaries & Wages-Temporary	22,713	27,491	40,635	39,760	
6151	Retirement Plan	0	0	1,525	1,490	
6161	Medicare Insurance	311	384	590	575	
6181	Compensation Insurance	2,588	3,392	5,280	5,450	
	SUBTOTAL PERSONNEL	<u>25,611</u>	<u>31,267</u>	<u>48,030</u>	<u>47,275</u>	
6211	Communications	15,274	17,352	16,825	16,825	
6251	Other Agency Services	22,577	16,217	4,840	10,000	
6261	M&R Buildings & Grounds	63,315	66,000	43,760	49,000	
6271	M&R Improvements	0	0	1,320	1,320	
6281	M&R Machinery & Equipment	11,721	3,968	11,000	11,000	
6291	Other Contractual Services	103,670	105,435	159,830	234,830	
	SUBTOTAL CONTRACTUAL	<u>216,557</u>	<u>208,972</u>	<u>237,575</u>	<u>322,975</u>	
6391	Operating Materials & Supplies	14,249	11,798	16,900	16,900	
	SUBTOTAL COMMODITIES	<u>14,249</u>	<u>11,798</u>	<u>16,900</u>	<u>16,900</u>	
6511	Equipment Rental, City	12,297	12,300	8,470	8,893	
6537	Information Services Strategic Plan	10,130	10,130	10,130	10,130	
6571	Building Rental	515,890	515,890	548,030	575,432	
6590	Indirect Operating Expenses	3,059	2,324	4,655	5,920	
6591	Depreciation Expense	8,189	8,189	8,100	0	
	SUBTOTAL FIXED CHARGES	<u>549,565</u>	<u>548,833</u>	<u>579,385</u>	<u>600,375</u>	
6631	Imp. Other Than Building	0	0	0	95,000	
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>95,000</u>	
	TOTAL EXPENDITURES	<u>805,982</u>	<u>800,870</u>	<u>881,890</u>	<u>1,082,525</u>	
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08		
		Full Time	Part Time	Full Time	Part Time	
9520	Senior Maintenance Aide II (PT)		3.00		3.00	
	TOTAL		<u>3.00</u>		<u>3.00</u>	

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES	PROGRAM			
Communication Services	102-171			
Statement of Purpose				
<p><i>To provide timely and reliable communications services (voice & data) to improve operational efficiency and effectiveness of all City agencies and departments</i></p> <p>Primary responsibilities of this unit are the design, installation, maintenance, and user support of all voice services (phone and voice mail), data connectivity services, and land circuits supporting radio operations. These services are provided to all of the City's operating locations. Additional responsibilities include the effective management and efficient generation and distribution of monthly equipment and usage reports for each City department. These reports support City efforts to manage costs and maximize benefits from the City's private telephone system.</p>				
Accomplishments in FY 05-06 & FY 06-07				
<ul style="list-style-type: none"> * Provided telecommunications services to 32 City Operating locations with 2,011 instruments and 2,341 extensions * Engineered and installed cabling for additional voice and data services for the Police Department and Jail * Provided and installed a telephone system and data services in the new Fire Training facility in Centennial Park * Supplied new cabling infrastructure and telephone service to the City Emergency Operations Center at the City Yard * Installed a new Jail telephone system including cordless telephones that interface with the POD Door Control System * Completed 247 requests for "moves, add and changes" and 85 requests for repairs * Designed and installed voice and data cable between City Hall and the new Appellate Court Parking Structure 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Continue to update and expand the cabling infrastructure in City facilities * Pursue options for the replacement of the City's aging voice mail system * Expand the wireless data applications of the Planning & Building Agency, Police and Fire Departments, PRCSA and the Information Services Division * Continue to proactively manage the City's telephone and telecommunications networks to maximize performance and minimize cost * Increase and enhance telecommunications services to the City's operating units so they can improve customer service to the public and business community in the City * Establish test sites for Voice over Internet Protocol (VoIP) at several City sites * Continue to work with PWA on the requirements for telecommunications infrastructure for the Santiago Wildlife and Wetlands Center currently under construction in Santiago Park * Assist PWA with telecommunications requirements for the planned renovation of Jerome Center 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
# of telephone systems operated and maintained	30	31	32	32
# of lines for telephones, faxes, and modems supported (combined # of extensions from all telephone systems in City)	3,916	3,910	3,920	3,925
# of voice, data and radio circuits supported (T-1's, 1MB's, ISDN, Trunks, DID Stations, 56K, and DSL leased circuits)	2,360	2,375	2,372	2,380
# of requests for repair	204	107	85	80
Effectiveness				
% of repairs completed within 24 hours	90%	94%	98%	98%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	102
Communication Services					Activity	171
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
REVENUES						
5550	Telephone System Svcs Charges	1,734,098	1,710,451	1,971,750	1,971,750	
5550-1	Telephone System Svcs Charges Library	146,560	146,560	0	0	
5812	Earning on Investment	48,244	90,310	60,000	132,365	
	TOTAL REVENUES	<u>1,928,902</u>	<u>1,947,321</u>	<u>2,031,750</u>	<u>2,104,115</u>	
EXPENDITURES						
6111	Salaries & Wages-Regular	262,727	212,703	290,525	304,870	
6141	Salaries & Wages-Overtime	3	219	0	500	
6151	Retirement Plan	2,388	16,554	23,865	25,040	
6161	Medicare Insurance	3,615	2,876	4,215	4,420	
6171	Employees Insurance	18,991	20,598	29,395	33,145	
6172	Retiree Health Insurance	1,884	1,625	2,495	3,050	
6181	Compensation Insurance	3,695	3,433	4,440	4,910	
	SUBTOTAL PERSONNEL	<u>293,303</u>	<u>258,007</u>	<u>354,935</u>	<u>375,935</u>	
6211	Communications	612,066	650,920	859,080	1,010,920	
6221	Training & Transportation	418	765	10,000	11,200	
6251	Other Agency Services	513	425	810	810	
6291	Other Contractual Services	156,458	532,358	654,980	530,250	
	SUBTOTAL CONTRACTUAL	<u>769,454</u>	<u>1,184,468</u>	<u>1,524,870</u>	<u>1,553,180</u>	
6391	Operating Materials & Supplies	620	1,315	9,240	3,040	
	SUBTOTAL COMMODITIES	<u>620</u>	<u>1,315</u>	<u>9,240</u>	<u>3,040</u>	
6511	Rental of City Equipment	0	0	0	24,000	
6521	Insurance (Risk Management)	7,755	8,220	8,715	9,240	
6537	Information Systems Strategic Plan	16,695	16,695	16,695	16,695	
6571	Building Rental	4,385	4,385	4,660	4,895	
6590	Indirect Operating Expenses	32,414	18,577	33,295	45,470	
	SUBTOTAL FIXED CHARGES	<u>61,249</u>	<u>47,877</u>	<u>63,365</u>	<u>100,300</u>	
6641	Machinery & Equipment	0	0	35,000	200,000	
6661	Computer Software	6,123	5,603	20,000	20,000	
	SUBTOTAL CAPITAL	<u>6,123</u>	<u>5,603</u>	<u>55,000</u>	<u>220,000</u>	
6771	Debt Service	0	0	0	0	
	SUBTOTAL DEBT SERVICES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
6800	Transfer to Fund 11	0	0	0	0	
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
	TOTAL	<u>1,130,749</u>	<u>1,497,271</u>	<u>2,007,410</u>	<u>2,252,455</u>	
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08		
		Full Time	Part Time	Full Time	Part Time	
1190	Executive Director, Finance & Management	0.07		0.07		
0960	Information Services Manager	0.50		0.50		
0710	Telecommunications Coordinator	1.00		1.00		
0120	Systems Administrator	1.00		1.00		
7140	Telecom Customer Services Representative	1.00		1.00		
2670	Information Services Representative	0.10		0.10		
	TOTAL	<u>3.67</u>		<u>3.67</u>		

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 109			
Citywide Information Services Strategic Plan		Activity Various			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
REVENUES					
5551	Strategic Plan Charges	6,942,685	6,638,935	6,638,935	6,560,220
5799	Miscellaneous Recoveries	91,080	95,400	99,700	190,000
5812	Earning on Investment	171,231	310,844	205,000	440,000
	TOTAL REVENUES	7,204,996	7,045,179	6,943,635	7,190,220
EXPENDITURES					
109-200	Payroll Systems	625,342	626,822	1,036,300	1,097,125
109-300	SAPIN/MUS	486,108	526,251	640,000	626,910
109-400	Customer Service Systems	589,939	607,850	700,500	672,105
109-500	Miscellaneous Strategic Plan	538,527	493,100	596,405	957,200
109-600	Miscellaneous Citywide Projects	203,075	945,025	1,625,380	1,807,500
109-700	Maintenance & Support	1,013,223	1,143,566	2,124,300	8,924,300
	Depreciation	1,275,698			
	TOTAL EXPENDITURES	4,731,912	4,342,615	6,722,885	14,085,140
109-100	Transfer to Fund 110	2,045,570	1,741,820	2,020,910	750,000
OPERATING EXPENSE		ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6100	Personnel	843,285	804,809	1,027,825	1,369,950
6200	Contractual	2,340,803	3,093,884	4,417,010	5,265,775
6300	Commodities	2,093	19,659	5,000	5,000
6500	Fixed Charges	105,699	136,134	158,300	232,595
	Depreciation	1,275,698			
6600	Capital	164,334	288,129	1,114,750	7,211,820
	TOTAL	4,731,912	4,342,615	6,722,885	14,085,140
6800	Transfer to Fund 110	2,045,570	1,741,820	2,020,910	750,000
Class	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
Class		Full Time	Part Time	Full Time	Part Time
6450	Network Engineer	1.00		1.00	
6460	Network Specialist/WAN Systems Admin.	1.00		1.00	
6470	Systems Support Analyst	1.00		1.00	
2660	Applications Systems Manager	0.00		0.05	
0970	Micro Systems Programmer	1.00		1.00	
1006	Web Systems Technician	0.75		0.75	
1060	Systems Technician	1.00		1.00	
0151	Principal Management Analyst	1.00		0.85	
7500	Supervising Accountant	1.00		1.00	
7490	Senior Accountant	1.00		1.00	
1140	Accountant I	0.00		1.00	
7280	Senior Accounting Assitant	0.00		1.00	
1340	Purchasing Supervisor	0.50		0.50	
7410	Payroll Technician	1.00		0.00	
7400	Payroll Systems Analyst	0.00		1.00	
1190	Executive Director, Finance & Management	0.10		0.10	
1180	Assistant Director of Finance & Mgmt Svcs.	0.00		0.20	
0960	Information Services Manager	0.25		0.25	
0190	Administrative Services Manager	0.10		0.10	
6400	Budget & Research Manager	0.03		0.00	
0496	Budget Analyst	0.00		1.00	
2670	Information Services Representative	0.40		0.40	
1005	Web Entry Specialist	1.00		1.00	
	TOTAL	12.13		15.20	
<i>FY07-08 Allocation Changes:</i>					
<i>Payroll Technician (1) transferred to account 011-172</i>					
<i>Payroll Systems Analyst (1) transferred from account 011-170</i>					

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES	PROGRAM			
Technology Plan	109			
Statement of Purpose				
<p><i>To implement the recommendations of the City Information Systems Strategic Plan. The Plan is intended to help the City achieve its objectives by implementing modern information systems throughout the City at the least cost to the community.</i></p> <p>This program provides a road map for information technology consisting of projects on computing and connectivity infrastructure, citywide support systems, applications, data management, and data sharing. The benefits from this investment will include improved information access to support operations and make service delivery more cost-effective.</p>				
Accomplishments in FY 05-06 & FY 06-07				
<ul style="list-style-type: none"> * Completed major upgrade to the Payroll application & Database. This includes migrating 350 customized reports to the new database. * Completed Laserfiche application for the Public Works Agency-provides for instant access to PWA drawings. * Integrated a search engine into the City's website. * Developed statistics for Agencies to track customer usage of the City's website. * Developed inhouse oversight of SQL Server production databases. Results in proactive maintenance/monitoring of Citywide databases, including many Police Department systems. * Complete remodel of the network infrastructure for the Zoo including Internet access for patrons. * Completed a Citywide email system upgrade to Microsoft Exchange 2003. * Completed a Citywide directory services upgrade to Microsoft Active Directory. * Completed first phase deployments for Integrated Law and Justice Orange County (CopLink). * Implemented countywide web-based emergency operations software with links to two local regional disasters. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Upgrade the SAPIN system from Visual Basic to Dot Net technology. * Outsource the Utility Billing printing and viewing. * Selection of new integrated Financial system including payroll, utility billing, human resources & cashiering. * New Laserfiche application for Parks & Recreation Agency. * Conduct a pilot test of server virtualization with goal to improve reliability while controlling costs. * Upgrade the backup & recovery capabilities for the City and Police Data Centers. * Remodel the City Data Center with replacement air conditioning, upgraded electrical, and selective seismic isolation. * Follow-on with 5 year replacement cycle for servers and network gear. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
Number of City email users supported	1,850	2,068	2,100	2,100
Number of PCs (desktops and laptops) upgraded/maintained at standard level	1,857	2,045	2,050	2,100
Number of City staff with Internet connections	610	855	1,050	1,100

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	109
Technology Plan					Activity	100
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
6800	Transfer to Fund 73	0	0	500,000	0	
6800	Transfer to Fund 110	<u>2,045,570</u>	<u>1,741,820</u>	<u>1,520,910</u>	<u>750,000</u>	
	SUBTOTAL TRANSFERS	<u>2,045,570</u>	<u>1,741,820</u>	<u>2,020,910</u>	<u>750,000</u>	
	TOTAL	<u><u>2,045,570</u></u>	<u><u>1,741,820</u></u>	<u><u>2,020,910</u></u>	<u><u>750,000</u></u>	

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	109
Payroll Systems					Activity	200
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
6111	Salaries & Wages-Regular	234,415	233,180	320,480	350,970	
6111	Salaries & Wages-Temporary	0	949	0	0	
6141	Salaries & Wages-Overtime	96,801	63,591	90,800	90,800	
6151	Retirement Plan	2,038	15,757	26,325	28,830	
6161	Medicare Insurance	1,268	706	2,285	3,630	
6171	Employees Insurance	31,242	27,276	36,320	34,510	
6172	Retiree Health Insurance	1,339	1,889	2,565	3,510	
6181	Compensation Insurance	2,612	2,318	3,175	3,650	
6191	Other Personnel Services	0	0	0	0	
	SUBTOTAL PERSONNEL	369,715	345,666	481,950	515,900	
6291	Other Contractual Services	208,107	225,508	439,580	444,780	
	SUBTOTAL CONTRACTUAL	208,107	225,508	439,580	444,780	
6571	Building & Site Rental	0	14,720	60,635	63,665	
6590	Indirect Operating Expenses	40,841	23,359	47,135	65,780	
6591	Depreciation	0	17,570	0	0	
	SUBTOTAL FIXED CHARGES	40,841	55,648	107,770	129,445	
6641	Machinery & Equipment	6,679	0	7,000	7,000	
6661	Computer Software	0	0	0	0	
	SUBTOTAL CAPITAL	6,679	0	7,000	7,000	
	TOTAL	625,342	626,822	1,036,300	1,097,125	

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
0151	Principal Management Analyst	1.00		0.85	
7500	Supervising Accountant	1.00		1.00	
7490	Senior Accountant	1.00		1.00	
7410	Payroll Technician	1.00		0.00	
7400	Payroll Systems Analyst	0.00		1.00	
	TOTAL	4.00		3.85	

*In prior years, the IS Strategic plan was accounted for in Fund 79.
The IS Strategic Plan is now accounted for in Funds 109 and 110.*

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES				FUND 109	
SAPIN/MUS				Activity 300	
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6291	Other Contractual Services	486,108	517,556	640,000	625,000
	SUBTOTAL CONTRACTUAL	<u>486,108</u>	<u>517,556</u>	<u>640,000</u>	<u>625,000</u>
6391	Operating Materials & Supplies	0	0	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6641	Machinery & Equipment	0	8,695	0	1,910
6661	Computer Software	0	0	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>8,695</u>	<u>0</u>	<u>1,910</u>
	TOTAL	<u><u>486,108</u></u>	<u><u>526,251</u></u>	<u><u>640,000</u></u>	<u><u>626,910</u></u>
FINANCE & MANAGEMENT SERVICES				FUND 109	
Customer Service Systems				Activity 400	
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6291	Other Contractual Services	589,939	590,614	700,500	672,105
	SUBTOTAL CONTRACTUAL	<u>589,939</u>	<u>590,614</u>	<u>700,500</u>	<u>672,105</u>
6391	Operating Materials & Supplies	0	17,133	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>17,133</u>	<u>0</u>	<u>0</u>
6661	Computer Software	0	103	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>103</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>589,939</u></u>	<u><u>607,850</u></u>	<u><u>700,500</u></u>	<u><u>672,105</u></u>
	<i>In prior years, the IS Strategic plan was accounted for in Fund 79. The IS Strategic Plan is now accounted for in Funds 109 and 110.</i>				

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 109			
Miscellaneous Strategic Plan		Activity 500			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6111	Salaries & Wages-Regular	405,194	366,243	440,915	679,430
6141	Salaries & Wages-Overtime	1,986	1,491	0	0
6151	Retirement Plan	3,898	29,502	36,215	56,900
6161	Medicare Insurance	5,644	5,246	6,395	10,045
6171	Employees Insurance	47,293	46,954	53,035	91,530
6172	Retiree Health Insurance	2,971	2,696	3,670	6,925
6181	Compensation Insurance	6,582	7,012	5,645	9,220
6191	Other Personnel Services	0	0	0	0
	SUBTOTAL PERSONNEL	<u>473,570</u>	<u>459,144</u>	<u>545,875</u>	<u>854,050</u>
6221	Training & Transportation	100	600	0	0
	SUBTOTAL CONTRACTUAL	<u>100</u>	<u>600</u>	<u>0</u>	<u>0</u>
6391	Operating Materials & Supplies	0	35	0	0
	SUBTOTAL COMMODITIES	<u>0</u>	<u>35</u>	<u>0</u>	<u>0</u>
6571	Building & Site Rental	14,720	0	0	0
6590	Indirect Operating Expenses	50,138	33,322	50,530	103,150
	SUBTOTAL FIXED CHARGES	<u>64,858</u>	<u>33,322</u>	<u>50,530</u>	<u>103,150</u>
	TOTAL	<u><u>538,527</u></u>	<u><u>493,100</u></u>	<u><u>596,405</u></u>	<u><u>957,200</u></u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
6450	Network Engineer	1.00		1.00	
6460	Network Specialist/WAN Systems Admin.	1.00		1.00	
6470	Systems Support Analyst	1.00		1.00	
2660	Applications Systems Manager	0.00		0.05	
0970	Micro Systems Programmer	1.00		1.00	
1006	Web Systems Technician	0.75		0.75	
1060	Systems Technician	1.00		1.00	
1190	Executive Director, Finance & Management	0.10		0.10	
1180	Assistant Director of Finance & Mgmt. Svcs.	0.00		0.20	
0960	Information Services Manager	0.25		0.25	
0190	Administrative Services Manager	0.10		0.10	
1140	Accountant I	0.00		1.00	
7280	Senior Accounting Assitant	0.00		1.00	
6400	Budget & Research Manager	0.03		0.00	
0496	Budget Analyst	0.00		1.00	
1350	Buyer	0.00		0.50	
1340	Purchasing Supervisor	0.50		0.00	
2670	Information Services Representative	0.40		0.40	
1005	Web Entry Specialist	1.00		1.00	
	TOTAL	<u><u>8.13</u></u>		<u><u>11.35</u></u>	
	<i>In prior years, the IS Strategic plan was accounted for in Fund 79. The IS Strategic Plan is now accounted for in Funds 109 and 110.</i>				

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES				FUND 109	
Miscellaneous Citywide Projects				Activity 600	
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	ADOPTED FY 06-07	APPROVED FY 07-08
6291	Other Contractual Services	117,008	792,888	913,040	1,800,000
	SUBTOTAL CONTRACTUAL	<u>117,008</u>	<u>792,888</u>	<u>913,040</u>	<u>1,800,000</u>
6391	Operating Materials & Supplies	58	72	0	0
	SUBTOTAL COMMODITIES	<u>58</u>	<u>72</u>	<u>0</u>	<u>0</u>
6591	Depreciation	0	32,087	0	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>32,087</u>	<u>0</u>	<u>0</u>
6641	Machinery & Equipment	80,354	48,522	379,260	7,500
6661	Computer Software	5,656	71,457	333,080	0
	SUBTOTAL CAPITAL	<u>86,010</u>	<u>119,979</u>	<u>712,340</u>	<u>7,500</u>
	TOTAL	<u><u>203,075</u></u>	<u><u>945,025</u></u>	<u><u>1,625,380</u></u>	<u><u>1,807,500</u></u>

FINANCE & MANAGEMENT SERVICES				FUND 109	
Maintenance & Support				Activity 700	
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6251	Other Agency Services	0	0	2,800	2,800
6291	Other Contractual Services	939,543	966,718	1,721,090	1,721,090
	SUBTOTAL CONTRACTUAL	<u>939,543</u>	<u>966,718</u>	<u>1,723,890</u>	<u>1,723,890</u>
6391	Operating Materials & Supplies	2,035	2,420	5,000	5,000
	SUBTOTAL COMMODITIES	<u>2,035</u>	<u>2,420</u>	<u>5,000</u>	<u>5,000</u>
6591	Depreciation	0	15,077	0	0
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>15,077</u>	<u>0</u>	<u>0</u>
6641	Machinery & Equipment	30,678	64,030	60,000	60,000
6661	Computer Software	40,968	95,321	335,410	7,135,410
	SUBTOTAL CAPITAL	<u>71,645</u>	<u>159,352</u>	<u>395,410</u>	<u>7,195,410</u>
	TOTAL	<u><u>1,013,223</u></u>	<u><u>1,143,566</u></u>	<u><u>2,124,300</u></u>	<u><u>8,924,300</u></u>
	<p><i>In prior years, the IS Strategic plan was accounted for in Fund 79. The IS Strategic Plan is now accounted for in Funds 109 and 110.</i></p>				

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	110
PC Plan					Activity	179
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
<u>INTERFUND TRANSFERS</u>						
5990	Transfer from Fund 109	2,045,570	1,741,820	1,520,910	750,000	
	TOTAL INTERFUND TRANSFERS	<u>2,045,570</u>	<u>1,741,820</u>	<u>1,520,910</u>	<u>750,000</u>	
<u>EXPENDITURES</u>						
6291	Other Contractual Services	0	0	0	0	
6391	Operating Materials and Supplies	1,412	164	0	0	
6591	Depreciation	0	56,248	0	0	
6641	Machinery & Equipment	343,692	638,892	600,000	1,300,000	
6661	Computer Software	1,755	1,169	0	0	
	SUBTOTAL CAPITAL	<u>346,859</u>	<u>696,473</u>	<u>600,000</u>	<u>1,300,000</u>	
6771	Debt Service - Interest	42,195	19,773	42,195	0	
	SUBTOTAL DEBT SERVICE	<u>42,195</u>	<u>19,773</u>	<u>42,195</u>	<u>0</u>	
	TOTAL EXPENDITURES	<u>389,054</u>	<u>716,246</u>	<u>642,195</u>	<u>1,300,000</u>	
<p><i>* In prior years, the IS Strategic plan was accounted for in Fund 79. The IS Strategic Plan is now accounted for in Funds 109 and 110.</i></p>						
	CAPITAL OUTLAY	697,194	300,000	700,000	0	
	PRINCIPAL PAYABLE	710,000	399,623	399,623	0	

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES	PROGRAM			
Liability & Property	80-180			
Statement of Purpose				
<p><i>To protect the City's assets from financial and operational impairment.</i></p> <p>This program protects the City's assets by providing insurance, risk sharing, risk transferring and risk assumption. Liability claims are handled in-house and are settled or denied impartially based upon the City's negligence. Adequate property insurance is maintained with an annual property values update. A self-inspection program of City properties is regularly conducted to minimize exposures and losses.</p>				
Accomplishments in FY 05-06 & FY 06-07				
<ul style="list-style-type: none"> * Settled a number of liability claims for significantly less than their verdict value. * Claim payments partially reduced due to ongoing coordination with CAO in claims handling and litigation strategies. * Implemented in-house commercial driver certification and training program. * Purchased insurance, risk shared and self insured certain amounts in a continuing hard insurance marketplace. * Four liability claims were evaluated as worthy of taking to trial and the City prevailed on all four. * Continued to successfully tender the defense or indemnity of liability claims onto others. * Updated and improved Big Independent Cities Excess Pool (BICEP) various coverage and operating documents. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Increase focus on Risk Management Division (RMD) field investigation and rely less on departmental reports. * Push for legislation to eliminate joint liability hereby reducing claim and insurance costs. * Settle at fault property damage claims as a separate or full settlement to reduce costs. * Develop and implement contractor/sub-contractor safety policy. * Continue to increase departmental awareness of potential fiscal impact of liability exposures. * Continue Loss Prevention Fund for mitigating unforeseen hazards. * Develop departmental cost allocation program. 				
PERFORMANCE MEASURES	Actual	Actual	Estimate	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
# of Actuarial Studies Conducted	1	2	1	2
# of Liability Claims Audits	1	1	1	1
Insurance Cost in \$	\$1,493,891	\$1,307,676	\$1,400,000	\$2,600,000
Efficiency				
# of Liability Claims Filed Annually	266	197	260	225
# of Liability Claims Settled	221	247	210	210
Closure Ratio	83%	125%	81%	107%
Paid Claims Amount in \$	\$692,151	\$376,419	\$2,000,000	\$2,500,000

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES					FUND	80
Liability & Property					Activity	180
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
<u>REVENUES</u>						
5010-1111	Other Revenues-Bank Recon	37,924	0	0	0	
5551	Charges to Departments	7,426,540	7,872,790	8,344,445	8,845,895	
5621	Expense Reimbursement	819,056	24,088	5,000	15,000	
5812	Earnings on Investments	189,273	403,979	245,830	514,570	
	TOTAL REVENUES	<u>8,472,793</u>	<u>8,300,856</u>	<u>8,595,275</u>	<u>9,375,465</u>	
<u>EXPENDITURES</u>						
6111	Salaries & Wages-Regular	292,216	291,657	301,660	362,925	
6131	Salaries & Wages-Temporary	0	0	0	14,750	
6141	Salaries & Wages Overtime	196	122	10,000	10,000	
6151	Retirement Plan	2,739	21,783	24,780	32,110	
6161	Medicare Insurance	2,928	3,021	3,260	4,615	
6171	Employees Insurance	31,484	33,849	36,160	48,760	
6172	Retiree Health Insurance	1,268	2,671	2,615	3,840	
6181	Compensation Insurance	4,325	4,351	4,820	6,180	
6191	Other Personnel Services	1,194,467	923,686	1,400,000	1,500,000	
	SUBTOTAL PERSONNEL	<u>1,529,622</u>	<u>1,281,141</u>	<u>1,783,295</u>	<u>1,983,180</u>	
6211	Communications	4,114	4,011	5,000	5,500	
6221	Training & Transportation	3,289	4,959	3,900	4,200	
6251	Other Agency Services	2,957	3,119	3,800	10,000	
6281	M&R Machinery & Equipment	851	761	2,000	2,000	
6291	Other Contractual Services	28,366	44,314	38,000	27,500	
	SUBTOTAL CONTRACTUAL	<u>39,577</u>	<u>57,164</u>	<u>52,700</u>	<u>49,200</u>	
6391	Operating Materials & Supplies	4,691	9,403	12,600	9,000	
	SUBTOTAL COMMODITIES	<u>4,691</u>	<u>9,403</u>	<u>12,600</u>	<u>9,000</u>	
6511	Equipment Rental, City	6,340	7,000	6,590	6,920	
6521	Insurance (Risk Management)	(1,516,558)	1,307,676	2,600,000	2,600,000	
6522	Losses Paid	692,151	497,922	2,000,000	2,500,000	
6523	Unemployment Claims Paid	192,882	37,968	200,000	125,000	
6537	Information Services Strategic Plan	391,580	391,580	391,580	391,580	
6571	Building & Site Rental	14,240	16,000	16,990	17,840	
6590	Indirect Operating Expenses	36,014	24,595	35,715	60,890	
	SUBTOTAL FIXED CHARGES	<u>(183,351)</u>	<u>2,282,740</u>	<u>5,250,875</u>	<u>5,702,229</u>	
6641	Machinery & Equipment	15,004	6,706	10,000	10,000	
6651	Books, Records & Videos	14,376	11,347	10,000	10,000	
6661	Computer Software	294	0	5,000	5,000	
	SUBTOTAL CAPITAL	<u>29,674</u>	<u>18,053</u>	<u>25,000</u>	<u>25,000</u>	
6800	Transfer to Fund 11	4,950,000	0	0	0	
	SUBTOTAL TRANSFER	<u>4,950,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
6913	Reserve for Claims	0	0	0	5,808,745	
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,808,745</u>	
	TOTAL EXPENDITURES	<u>6,370,214</u>	<u>3,648,501</u>	<u>7,124,470</u>	<u>13,577,355</u>	

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES				FUND	80
Liability & Property				Activity	180
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
1830	Executive Director, Personnel Services	0.15		0.15	
1750	Risk Manager	0.50		0.50	
0650	Liability Claims Coordinator	1.00		1.00	
0130	Liability Claims Processor	1.00		1.00	
0700	Personnel Secretary	0.50		0.50	
2690	Loss Control Analyst	0.50		0.50	
7530	Senior Personnel Secretary	0.15		0.15	
1670	Sr. Paralegal (UC)*	0.00		1.00	
	Loss Control Office Assistant		0.00		0.50
	TOTAL	<u>3.80</u>	<u>0.00</u>	<u>4.80</u>	<u>0.50</u>
		<u><u>3.80</u></u>	<u><u>0.00</u></u>	<u><u>4.80</u></u>	<u><u>0.50</u></u>
<p>*Note: City Attorney's Office Sr. Paralegal position funded thru Liability & Property Fund.</p>					

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INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		PROGRAM		
Section 125 Benefits		81-170		
Statement of Purpose				
<p><i>To market and administer the City's Flexible Spending Account plans for the benefit of the City employees.</i></p> <p>This program provides an opportunity for City employees to direct part of their salaries, on a pre-tax basis, into a Medical Premium Flexible Spending Account, a Health Care Flexible Spending Account and a Dependent Care Flexible Spending Account. An employee may enroll in one or more accounts. Money that goes into a spending account is deducted from pay before federal and state income taxes are withheld, thus reducing the employees taxable income. Additionally, monies withheld for these accounts are exempt from employer FICA payroll-related taxes.</p>				
Accomplishments in FY 2006-07				
<ul style="list-style-type: none"> * Processed enrollments timely and accurately. * Processed reimbursements timely and accurately. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Promote advantages of program through informational pamphlets. * Outsource Section 125 health and dependent care FSA accounts to ensure compliance with HIPAA. * Establish an automatic pre-tax deduction for benefit premiums pursuant to Section 125 of the IRS code. * Review and update plan documents as needed. 				
PERFORMANCE MEASURES	Actual	Actual	Estimate	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
# of Health FSA enrollments	349	355	375	375
# of Dependent Care FSA enrollments	60	61	65	65
# of Premium FSA enrollments	324	334	365	375
Annual \$ amount of Health FSA enrollments	N/A	\$401,587	\$425,000	\$425,000
Annual \$ amount of Dependent Care enrollments	N/A	\$168,991	\$186,000	\$186,000
Annual \$ amount of Premium FSA enrollments	N/A	\$303,265	\$415,000	\$415,000
# claims processed annually for Health FSA	N/A	650	620	620
# claims processed annually for Dependent Care FSA	N/A	235	195	195
# claims processed annually for Premium FSA	N/A	785	650	650
Annual \$ amount of Health FSA reimbursements	N/A	\$396,360	\$386,000	\$386,000
Annual \$ amount of Dependent Care reimbursements	N/A	\$165,684	\$159,000	\$159,000
Annual \$ amount of Premium FSA reimbursements	N/A	\$275,832	\$352,000	\$352,000

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES					FUND	81
Section 125 Benefits					Activity	170
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
	<u>EXPENDITURES</u>					
6525	Benefit Payments-Medical	360,056	400,641	360,000	360,000	
6526	Benefit Payments-Health Care	204,960	274,713	390,500	390,500	
6528	Benefit Payments-Child Care	151,728	166,762	165,000	165,000	
	SUBTOTAL FIXED CHARGES	<u>716,744</u>	<u>842,116</u>	<u>915,500</u>	<u>915,500</u>	
	TOTAL EXPENDITURES	<u><u>716,744</u></u>	<u><u>842,116</u></u>	<u><u>915,500</u></u>	<u><u>915,500</u></u>	

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		PROGRAM		
Employee Group Benefits		81-177		
Statement of Purpose				
<p><i>To provide a responsive, competitive, and cost-effective employee benefits and compensation program; and manage the compensation plan, retirement plan, air quality programs, wellness programs.</i></p> <p>This program contracts and administers employee benefits and implements employee compensation plans. The major functions include negotiating life, long-term disability, medical, dental and vision insurance plans; promoting employee assistance and fitness programs; documenting and implementing employee contract pay provisions; processing new employees, separating employees, and retirements; and administering employee's leave provisions.</p>				
Accomplishments in FY 2006-07				
<ul style="list-style-type: none"> * Implemented employee benefits as contracted in memoranda of understanding. * Maintained records and processed enrollments for CalPERS Health Program. * Counseled employees on retirement process and retiree insurance programs. * Hosted Annual Health, Rideshare and Quality Faire. * Processed Flexible Spending accounts. * Hosted Annual Blood Drive for employees. Complied with AQMD Rule 2202 Regulations. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Improve Personnel policy monitoring and employee benefits administration utilizing the payroll system. * Negotiate employee insurance benefit contracts to provide quality plans at minimum cost. * Administer insurance and retiree benefit programs with a quality customer focus. * Ensure City compliance with laws and regulations related to employee benefits and compensation, and AQMD. * Administer CalPERS retirement contract and facilitate communications to employees. 				
PERFORMANCE MEASURES	Actual	Actual	Estimate	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
# of new employees processed	276	249	260	260
# of separating employees processed	230	209	250	250
# of retirements processed/counseled	123	137	350	350
# of employees utilizing EAP resources	83	111	115	130
# of flu vaccines administered	360	400	333	350
# of insurance enrollments/changes processed	1,973	1,938	2,000	2,000
# of employees participating in blood drives	257	273	300	300
Efficiency				
# of internal audits conducted annually	N/A	44	48	48
Effectiveness				
% of employees' problems resolved within 1 day	90	90	91	95
% of premium payments processed on time	N/A	100%	100%	100%

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES					FUND	81
Employee Group Benefits					Activity	177
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
<u>REVENUES</u>						
5010-1111	Other Revenues - Bank Recon	7,559	0	0	0	
5551	Charges to Departments	15,359,693	16,091,520	17,567,825	17,991,712	
5552	Employee Contributions	1,068,494	1,277,086	1,373,875	1,577,320	
5553	Medical Contribution	387,762	399,079	360,000	360,000	
5554	Child Care Contribution	151,729	161,082	390,000	390,500	
5555	Health Premium Contribution	236,473	310,510	165,000	165,000	
5556	POA Retirement ER Contribution	0	0	0	242,124	
5621	Expense Reimbursement	0	786	0	0	
5799	Miscellaneous Recoveries	0	0	0	7,437	
5812	Earnings on Investments	16,735	23,113	8,900	51,540	
	TOTAL REVENUES	<u>17,228,445</u>	<u>18,263,176</u>	<u>19,865,600</u>	<u>20,785,632</u>	
<u>EXPENDITURES</u>						
6111	Salaries & Wages-Regular	425,368	421,656	439,950	473,300	
6131	Salaries & Wages-Temporary	5,466	1,259	30,190	34,530	
6141	Salaries & Wages-Overtime	3,719	644	12,000	12,000	
6151	Retirement Plan	4,093	30,422	37,270	40,170	
6161	Medicare Insurance	5,114	5,503	6,815	7,365	
6171	Employees Insurance	47,656	47,344	50,130	58,915	
6172	Retiree Health Insurance	2,060	3,548	3,820	4,735	
6181	Compensation Insurance	6,634	6,271	7,385	8,365	
6191	Other Personnel Services	40,166	38,628	45,000	45,000	
	SUBTOTAL PERSONNEL	<u>540,275</u>	<u>555,274</u>	<u>632,560</u>	<u>684,380</u>	
6211	Communications	1,775	5,794	1,200	1,200	
6221	Training & Transportation	4,103	5,390	20,000	20,000	
6251	Other Agency Services	3,019	3,738	5,000	5,000	
6281	M&R Machinery & Equipment	491	539	3,080	3,080	
6291	Other Contractual Services	0	17,713	453,780	453,780	
	SUBTOTAL CONTRACTUAL	<u>9,389</u>	<u>33,173</u>	<u>483,060</u>	<u>483,060</u>	
6391	Operating Materials & Supplies	9,811	6,496	20,000	20,000	
	SUBTOTAL COMMODITIES	<u>9,811</u>	<u>6,496</u>	<u>20,000</u>	<u>20,000</u>	
6521	Insurance	13,506,148	14,764,984	16,104,280	17,432,810	
6522	Insurance Pass Thru (Medicare)	1,320,497	1,378,435	1,373,875	1,519,870	
6527	Benefit Payments-Wellness	540	3,979	10,000	10,000	
6537	Information Services Strategic Plan	227,945	227,945	227,945	227,945	
6571	Building & Site Rental	36,830	36,830	39,125	41,080	
6590	Indirect Operating Expenses	53,579	35,352	55,255	77,405	
	SUBTOTAL FIXED CHARGES	<u>15,145,538</u>	<u>16,447,524</u>	<u>17,810,480</u>	<u>19,309,110</u>	
6641	Machinery & Equipment	1,034	0	3,000	3,000	
6661	Computer Software	0	0	1,000	1,000	
	SUBTOTAL CAPITAL	<u>1,034</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	
	TOTAL EXPENDITURES	<u>15,706,048</u>	<u>17,042,468</u>	<u>18,950,100</u>	<u>20,500,550</u>	

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		FUND 81			
Employee Group Benefits		Activity 177			
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
1830	Executive Director, Personnel Services	0.30		0.30	
0470	Benefits and Compensation Manager	0.90		0.90	
1540	Senior Personnel Analyst	0.75		0.75	
0770	Senior Personnel Technician	0.50		0.50	
7530	Senior Personnel Secretary	0.30		0.30	
7300	Senior Personnel Services Specialist	2.00		2.00	
7070	Personnel Services Specialist	0.40		0.40	
1250	Personnel Technician*	1.00		1.00	
9070	Senior Clerical Aide		1.00		1.00
9090	Clerk Typist II		1.00		1.00
	TOTAL	<u>6.15</u>	<u>2.00</u>	<u>6.15</u>	<u>2.00</u>
* Budgeted as Sr. Personnel Tech (Temp)					

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		PROGRAM		
Workers' Compensation		82-178		
Statement of Purpose				
<p><i>To minimize the number, cost, and effect of work-related injuries and illness.</i></p> <p>This program prevents and investigates employee injuries and illnesses; provides safety and health-related training to all employees; ensure a safe and healthful work environment while providing the best possible medical care for injured employees; promptly handles and settles claims; and administers a stable Workers' Compensation program.</p>				
Accomplishments in FY 05-06 & FY 06-07				
<ul style="list-style-type: none"> * Recovered \$908,685 in subrogation and excess insurance claims. * Reduced claim costs 16%. * Reduced new litigated claims by 30%. * Implemented in-house training program for Cal/OSHA compliance. * Implemented medical utilization review programs. * Implemented Valley Oak System IVOS software upgrade. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Comply with state's electronic claim reporting requirements. * Comply with state's electronic claim payment processing requirements. * Comply with state's mandated claims staff training requirements. * Provide comprehensive ergonomic training program to reduce number of repetitive stress injuries and resulting costs. * Implement document imaging feature in Valley Oak System. * Develop departmental cost allocation program. 				
PERFORMANCE MEASURES	Actual	Actual	Estimate	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
# of new claims	371	374	340	340
% of outstanding litigated open claims	26	25	25	25
# of new litigated claims	33	23	30	30
# of environmental studies	2	3	4	3
# of hearing tests administered	219	219	225	225
# of Santa Ana Health & Safety Committee meetings	10	10	10	10
# of Driver Awareness classes	0	0	0	1
# of "Risky Business" publication	1	0	1	1
Efficiency				
Cost of claims in \$	\$5,169,948	\$4,625,091	\$5,250,000	\$5,250,000
Effectiveness				
% Reduction in preventable traffic collisions	0%	6%	2%	2%

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES					FUND	82
Workers' Compensation					Activity	178
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
<u>REVENUES</u>						
5010-1111	Other Revenues-Bank Recon	45,057	0	0	0	
5551	Charges to Departments	7,178,737	7,738,095	8,099,565	9,247,565	
5621	Expense Reimbursement	429,294	479,391	125,000	400,000	
5812	Earnings on Investments	224,722	328,323	212,260	419,000	
	TOTAL REVENUES	<u>7,877,810</u>	<u>8,545,810</u>	<u>8,436,825</u>	<u>10,066,565</u>	
<u>EXPENDITURES</u>						
6111	Salaries & Wages-Regular	502,842	539,916	595,125	710,785	
6131	Salaries & Wages-Temporary	11,724	16,901	0	14,750	
6141	Salaries & Wages-Overtime	1,081	790	10,000	10,000	
6151	Retirement Plan	4,991	41,134	48,885	58,935	
6161	Medicare Insurance	6,347	6,808	7,515	9,350	
6171	Employees Insurance	45,768	56,238	58,760	76,580	
6172	Retiree Health Insurance	2,256	4,389	4,960	7,105	
6181	Compensation Insurance	6,517	6,962	7,725	9,575	
6191	Other Personnel Services	299,376	343,506	425,000	475,000	
	SUBTOTAL PERSONNEL	<u>880,902</u>	<u>1,016,646</u>	<u>1,157,970</u>	<u>1,372,080</u>	
6211	Communications	5,698	6,160	5,300	6,900	
6221	Training & Transportation	7,783	5,028	21,400	23,500	
6251	Other Agency Services	114,422	95,010	150,000	150,000	
6281	M&R Machinery & Equipment	1,989	1,500	2,000	2,000	
6291	Other Contractual Services	125,845	165,094	203,500	175,000	
	SUBTOTAL CONTRACTUAL	<u>255,737</u>	<u>272,791</u>	<u>382,200</u>	<u>357,400</u>	
6391	Operating Materials & Supplies	19,968	18,680	21,000	23,000	
	SUBTOTAL COMMODITIES	<u>19,968</u>	<u>18,680</u>	<u>21,000</u>	<u>23,000</u>	
6511	Equipment Rental City	4,395	5,000	5,955	6,255	
6521	Insurance (Risk Management)	838,945	256,643	625,000	625,000	
6522	Insurance Passthrough's	0	389,684	0	0	
6525	Benefits Payments	5,353,178	4,625,091	5,250,000	5,250,000	
6537	Information Services Strategic Plan	118,995	118,995	118,995	118,995	
6571	Building & Site Rental	33,000	36,000	38,245	40,155	
6590	Indirect Operating Expenses	63,533	47,011	69,345	109,520	
6591	Depreciation Expense	0	2,551	0	0	
	SUBTOTAL FIXED CHARGES	<u>6,412,046</u>	<u>5,480,975</u>	<u>6,107,540</u>	<u>6,149,925</u>	
6641	Machinery & Equipment	17,378	144	10,000	10,000	
6651	Books, Records & Video	2,059	5,517	10,000	10,000	
6661	Computer Software	302	0	5,000	5,000	
	SUBTOTAL CAPITAL	<u>19,738</u>	<u>5,661</u>	<u>25,000</u>	<u>25,000</u>	
6800	Transfer to Fund 11	1,648,115	0	0	0	
	SUBTOTAL TRANSFERS	<u>1,648,115</u>	<u>0</u>	<u>0</u>	<u>0</u>	
6913	Reserve for Claims	0	0	0	20,602,860	
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,602,860</u>	
	TOTAL EXPENDITURES	<u>9,236,506</u>	<u>6,794,753</u>	<u>7,693,710</u>	<u>28,530,265</u>	

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		FUND 82			
Workers' Compensation		Activity 178			
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
1830	Executive Director, Personnel Services	0.15		0.15	
1750	Risk Manager	0.50		0.50	
2690	Loss Control Analyst	0.50		0.50	
0700	Personnel Secretary	0.50		0.50	
7550	Workers' Comp. Administrator	1.00		1.00	
7540	Senior Workers' Comp. Claims Examiner	2.00		3.00	
7570	Workers' Comp. Claims Examiner	1.00		0.00	
7510	Senior Workers' Comp. Claims Assistant	1.00		1.00	
7390	Executive Secretary	0.15		0.15	
7070	Personnel Services Specialist	1.00		1.00	
	Loss Control Office Assitant		0.00		0.50
	TOTAL	<u>7.80</u>	<u>0.00</u>	<u>7.80</u>	<u>0.50</u>

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES Quality & Management Training	PROGRAM 88-141			
Statement of Purpose				
<p><i>To provide employee training and services which continue to support the effectiveness of the organization through quality management and Total Quality Service techniques.</i></p> <p>This program provides management training, continuous improvement training, general training, and support services.</p>				
Accomplishments in FY 05-06 and 06-07				
<ul style="list-style-type: none"> * Conducted two awareness trainings and one team training for new and continuing employees. * Conducted supervisory training in all agencies. * Provided training, consulting and facilitation for agencies with natural work teams. * Public Business Management (PBM) curriculum reviewed and modifications recommended. * Provided Sexual Harassment Prevention training for newly promoted managers, supervisors and leads per AB 1825. * Completed succession planning analysis of executive and division management levels. * Developed training needs/succession planning survey instrument. 				
Action Plan for FY 2007-08				
<p>Quality Training Program has been transferred into the Personnel Services General Fund account 011-141.</p>				
PERFORMANCE MEASURES	Actual FY 04-05	Actual FY 05-06	Estimate FY 06-07	Objective FY 07-08
Service Level				
# of employees trained in Quality Methods/Tools	200	150	150	N/A
# of Active Continuous Improvement Teams	85	85	80	N/A
# of employees in the Public Business Academy	100	50	0	N/A
# of General Training classes offered	35	40	40	N/A
Efficiency				
% of Managers/Supervisors trained in Management Academy	85%	85%	85%	N/A

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES					FUND	88
Quality & Management Training					Activity	141
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08*	
<u>REVENUES</u>						
5499	Training & Registration Fees	0	0	15,000	0	0
5551	Charges to Departments	263,876	261,275	294,330	0	0
5812	Earnings on Investments	1,398	4,137	1,370	0	0
	TOTAL REVENUES	<u>265,274</u>	<u>265,412</u>	<u>310,700</u>	<u>0</u>	<u>0</u>
<u>EXPENDITURES</u>						
6111	Salaries & Wages-Regular	160,596	109,241	115,935	0	0
6131	Salaries & Wages-Temporary	31,271	18,169	34,130	0	0
6141	Salaries & Wages-Overtime	0	0	500	0	0
6151	Retirement Plan	1,561	8,614	10,805	0	0
6161	Medicare Insurance	2,736	1,827	2,175	0	0
6171	Employees Insurance	11,315	4,971	4,895	0	0
6172	Retiree Health Insurance	874	1,126	960	0	0
6181	Compensation Insurance	2,169	1,494	1,790	0	0
6191	Other Personnel Services	0	0	0	0	0
	SUBTOTAL PERSONNEL	<u>210,521</u>	<u>145,443</u>	<u>171,190</u>	<u>0</u>	<u>0</u>
6211	Communications	375	1,522	720	0	0
6221	Training & Transportation	4,538	0	7,100	0	0
6251	Other Agency Services	0	0	215	0	0
6291	Other Contractual Services	6,753	3,017	70,000	0	0
	SUBTOTAL CONTRACTUAL	<u>11,667</u>	<u>4,539</u>	<u>78,035</u>	<u>0</u>	<u>0</u>
6391	Operating Materials & Supplies	19,140	21,250	32,535	0	0
	SUBTOTAL COMMODITIES	<u>19,140</u>	<u>21,250</u>	<u>32,535</u>	<u>0</u>	<u>0</u>
6537	Information Services Strategic Plan	5,575	5,575	5,575	0	0
6571	Building & Site Rental	5,750	5,750	6,110	0	0
6590	Indirect Operating Expenses	23,534	11,116	17,255	0	0
	SUBTOTAL FIXED CHARGES	<u>34,859</u>	<u>22,442</u>	<u>28,940</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>276,187</u>	<u>193,674</u>	<u>310,700</u>	<u>0</u>	<u>0</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08		
		Full Time	Part Time	Full Time	Part Time	
1835	Assistant Director of Personnel Services	0.12				
1280	Training Coordinator	1.00				
1540	Senior Personnel Analyst	0.12				
7330	Senior Office Assistant (PT)		1.00			
0810	Senior Administrative Intern (PT)		1.00			
	TOTAL	<u>1.24</u>	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>	
*Note: Quality Training Fund was transferred into the Personnel Services General Fund account 011-141.						

**INTERNAL SERVICE FUNDS
RESOURCE SUMMARY
PUBLIC WORKS AGENCY**

ACTIVITIES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
REVENUES				
Engineering Services				
5335 Engineering Cost Allocation	10,000	10,000	10,000	10,000
5551 Charges to Projects	5,517,280	7,140,464	7,084,810	8,179,750
5577 Engineering Service Charge	121,821	151,613	120,000	120,000
5621 Expense Reimbursement	7,387	10,154	5,500	15,000
5812 Earnings on Investments	0	19,910	5,000	5,000
5920 Sewer Construction Permits	11,412	9,364	12,000	12,000
5921 Street Construction Permits	333,044	388,301	0	0
5922 Parking Permit	0	43,953	50,000	40,000
5977 Abandonment Processing	6,901	1,534	5,000	3,000
SUBTOTAL REVENUES	6,007,845	7,775,293	7,292,310	8,384,750
Administrative Services				
5010 -1111 Engineering Cost Allocation	10,459	0	0	0
5551 Charges to Departments	3,201,945	3,327,705	3,044,575	4,412,760
5621 Expense Reimbursement	66	18	0	0
5812 Earnings on Investments	33,336	61,757	45,000	60,000
SUBTOTAL REVENUES	3,245,806	3,389,480	3,089,575	4,472,760
TOTAL REVENUES	9,253,651	11,164,773	10,381,885	12,857,510
EXPENDITURES				
Engineering Services				
86-613 Transportation	557,788	478,188	517,049	742,225
86-621 Traffic Engineering	1,643,298	1,688,137	2,067,185	2,694,630
86-651 Construction Engineering	1,986,755	2,001,232	2,275,460	2,759,390
86-653 Design Engineering	1,115,868	1,207,409	1,574,175	2,214,170
SUBTOTAL	5,303,709	5,374,966	6,433,869	8,410,415
Administrative Services				
101-601 Administration	2,880,598	3,416,883	3,721,635	3,801,720
101-611 Development Engineering	892,812	1,027,856	1,100,780	1,278,775
SUBTOTAL	3,773,410	4,444,739	4,822,415	5,080,495
TOTAL	9,077,119	9,819,705	11,256,284	13,490,910
OPERATING EXPENSE				
6100 Personnel	6,881,963	7,188,883	8,369,735	9,471,880
6200 Contractual	1,015,740	523,767	1,375,695	1,357,460
6300 Commodities	101,937	109,843	115,785	121,200
6500 Fixed Charges	959,137	974,315	1,128,090	2,349,985
6600 Capital	5,674	27,096	245,650	172,410
6700 Debt Service	91,339	(144,955)	0	17,975
6800 Inter-Fund Transfer	0	1,140,756	0	0
6900 Reserve	21,329	0	21,329	0
TOTAL	9,077,119	9,819,705	11,256,284	13,490,910

**INTERNAL SERVICE FUNDS
RESOURCE SUMMARY**

PUBLIC WORKS AGENCY

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
0190	Admin. & Enterpsise Services Manager	1.00		1.00	
2100	Assistant Engineer II	16.50		16.50	
2080	Assistant Engineer- Transportation (T)	1.00		1.00	
	Assistant Traffic Operations Engineer	0.00		1.00	
	City Engineer	1.00		1.00	
2240	Construction Inspector I	3.00		3.00	
0300	Construction Inspector II	2.00		2.00	
1850	Contracts Administrator	1.00		1.00	
	Deputy City Engineer	0.55		0.55	
2020	Engineering Drafting Technician II	2.00		2.00	
2170	Executive Director, Public Works Agency	1.00		1.00	
7390	Executive Secretary	1.00		1.00	
2190	GIS Administrator	1.00		1.00	
0780	Lead Accounting Assistant	1.00		1.00	
1200	Management Aide	1.00		1.00	
0020	Micro System Technician	1.00		1.00	
0390	Office Supervisor	1.00		1.00	
2129	Principal Civil Engineer	1.75		1.75	
6140	Projects Manager	1.00		1.00	
4519	Public Works Dispatcher	1.00		1.00	
1910	Records Management Specialist (T)	1.00		1.00	
7430	Records Specialist	1.00		1.00	
7270	Secretary	1.00		1.00	
7280	Senior Accounting Assistant	3.00		3.00	
1600	Senior Assistant Engineer	0.50		0.50	
2131	Senior Civil Engineer	9.30		9.30	
2110	Senior Engineer	2.00		2.00	
2040	Senior Land Surveyor	1.00		1.00	
0150	Senior Management Analyst	1.00		1.00	
7330	Senior Office Assistant	3.00		5.00	
0436	Street Maintenance Supervisor	1.00		1.00	
0428	Street Lighting Maintenance Worker	1.00		1.00	
2070	Survey Party Chief	2.00		2.00	
2060	Survey Party Technician II	2.00		2.00	
1060	Systems Technician	1.00		1.00	
1290	Senior Transportation Analyst	2.00		2.00	
1080	Transportation Manager	1.00		1.00	
9130	Engineering Intern (PT)		25.00		25.00
9505	Permit Parking Aide (P/T)		2.00		2.00
	Right-of-Way Technician (P/T)		1.00		1.00
7330	Senior Office Assistant (CS/PT)		4.00		2.00
		-----	-----	-----	-----
		71.60	32.00	74.60	30.00
		=====	=====	=====	=====

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES	PROGRAM			
Transportation	86-613			
Statement of Purpose				
<p><i>To be responsive to local, regional and state transportation issues, including identifying and securing outside funding sources.</i></p> <p>Transportation identifies and responds to transportation issues of primary concern to the City and pursues grant funding for capital projects. Transportation also oversees the development of the General Plan Circulation Element, traffic impacts associated with development projects, General Plan amendments, and administers the City Transportation Demand Management Program.</p>				
Accomplishments in FY 05-06 & 06-07				
<ul style="list-style-type: none"> * Completed environmental certification for the Alton Overcrossing Project. * Secured funding for the SR-55/MacArthur Landscaping Project and completed 60% of final design. * Provided staff support for the Measure M Reauthorization Super Committee. * Reviewed major developments traffic impacts and identified traffic mitigation requirements including the Renaissance Specific Plan and Metro East Mixed Use Overlay Zone. * Reviewed traffic impacts and environmental documents for development in adjacent jurisdictions. * Completed City-wide speed limit report. * Provided administrative and technical support for the Santa Ana/Orange and Santa Ana/Tustin TSIA's. * Completed environmental certification for the Art Panels Project at the Santa Ana Regional Transportation Center. * Participated and represented the City's interests in the: <ul style="list-style-type: none"> - California High Speed Rail and LOSSAN Corridor Studies. - Design and construction phases of the Pedestrian Bridge & Second Platform Project at the SARTC. - Metrolink Second Main Track Project. - SR-22 Aesthetic Theme & Concept Plan and implementation. - I-405 MIS Study. - Central Orange County Corridor Study and the Riverside - Orange County Corridor MIS Study. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Maintain a leadership role in the regional transportation issues affecting the City. * Represent the City's interest in the CCC Study/MIS, construction of the SR-22 Aesthetics and the Second Main Track Project. * Continue to work cooperatively with Planning and Building Agency to facilitate development /traffic related projects. * Continue to represent the City's interest regarding the LOSSAN Corridor, Quiet Zones, High Speed Rail, MagLev, etc. * Provide administrative and technical support for the Santa Ana/Orange and Santa Ana/Tustin TSIA's. * Continue to monitor and brief the Mayor regarding OCTA Board and Committee items of interest to the City. * Continue to function as the lead for the Metrolink Extension Studies and OCTA BRT along Bristol, Harbor & 17th Streets. * Complete final design and construct the SR-55/MacArthur Landscaping improvements. * Continue pursuit of external funding sources for major capital improvement projects. * Continue to function as the lead agency for Growth Management Area (GMA #7) and in securing GMA 2, 3, 7 & 8 funding. * Assess traffic impacts for development projects and oversee the development of the City General Plan Circulation Element. * Prepare City-wide Accident -Safety study and prepare the City-wide traffic data base. * Commence design and develop a funding strategy for the Alton Overcrossing Project at State Route 55. 				
PERFORMANCE MEASURES	Actual	Actual	Actual	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Levels				
# of grant applications	8	3	5	5
# of environmental documents	6	5	15	5
# of traffic studies prepared	10	5	10	5
# of traffic studies reviewed	15	20	25	15
# of development projects reviewed	N/A	N/A	40	30
Effectiveness				
% grant applications prepared	100	100	100	100
% environmental documents reviewed	100	100	300	100
% traffic studies prepared	100	100	200	100
% traffic studies reviewed	100	100	125	100
% development projects reviewed	N/A	N/A	100	100

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES					FUND	86
Transportation					Activity	613
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
6111	Salaries & Wages-Regular	346,310	282,611	286,430	329,925	
6131	Salaries & Wages-Temporary	15,918	13,146	15,605	16,280	
6141	Salaries & Wages-Overtime	2,500	3,029	2,000	2,000	
6151	Retirement Plan	3,128	22,326	23,690	27,140	
6161	Medicare Insurance	5,192	3,204	4,310	4,925	
6171	Employees Insurance	18,850	15,407	11,375	22,040	
6172	Retirees Insurance	2,301	2,149	2,215	3,235	
6181	Compensation Insurance	4,461	4,377	8,355	10,055	
	SUBTOTAL PERSONNEL	398,660	346,249	353,980	415,600	
6211	Communications	2,113	1,963	3,000	3,000	
6221	Training & Transportation	423	998	3,000	3,000	
6251	Other Agency Services	747	995	2,500	2,500	
6281	M & R Machinery & Equipment	52	35	2,000	2,000	
6291	Other Contractual Services	1,187	1,033	1,865	1,865	
6294	Lease Payments	23,090	0	23,150	23,185	
	SUBTOTAL CONTRACTUAL	27,612	5,024	35,515	35,550	
6391	Operating Materials & Supplies	8,657	4,514	5,040	5,390	
	SUBTOTAL COMMODITIES	8,657	4,514	5,040	5,390	
6511	Equipment Rental, City	3,671	3,670	3,920	6,515	
6521	Insurance (Risk Management)	36,045	38,210	40,505	42,935	
6571	Building & Site Rental	37,435	37,435	39,765	41,950	
6590	Indirect Operating Expenses	17,454	13,134	16,995	21,900	
6591	Depreciation	21,329	0	0	0	
	SUBTOTAL FIXED CHARGES	115,934	92,449	101,185	113,300	
6771	Capitalized Lease Obligations	6,925	(30,510)	0	0	
	SUBTOTAL DEBT SERVICE	6,925	(30,510)	0	0	
6800	Capitalized Lease Obligations	0	60,462	0	0	
	SUBTOTAL DEBT SERVICE	0	60,462	0	0	
	TOTAL OPERATING	557,788	478,188	495,720	569,840	
6595	Interfund Transfer to Fund 101	160,000	0	178,175	172,385	

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
	City Engineer	0.15		0.15	
32	Engineering Services Manager	0.00		0.00	
108	Transportation Manager	0.40		0.40	
129	Senior Transportation Analyst	2.00		2.00	
913	Engineering Intern (PT)		1.00		1.00
	TOTAL	2.55	1.00	2.55	1.00

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES		PROGRAM		
Traffic Engineering		86-621		
Statement of Purpose				
<p><i>To facilitate the safe and efficient movement of vehicular and pedestrian traffic on City streets and arterials.</i></p> <p>This program provides for the design of street channelization plans, new signal and signal modification plans, enhanced operation of the City-wide traffic signal network and the Advanced Traffic Management System (ATMS). This section also investigates and responds to citizen requests and complaints, develops and implements neighborhood traffic, parking, and speed hump plans; prepares and submits federal and state grants for traffic engineering projects, including ATMS elements, and priority control systems for emergency vehicles; designs parking facilities; reviews environmental impact reports as they relate to traffic impacts and site access for major developments; manages the Integrated Traveler Information Sharing System (ITIS); and assists in claims management.</p>				
Accomplishments in FY 05-06 & 06-07				
<ul style="list-style-type: none"> * Completed design and construction of 28 traffic signals/interconnect projects. * Investigated and responded to over 1200 Council and citizen requests regarding traffic safety. * Implemented or renewed permit parking in 27 permit parking districts. * Implemented 28 speed humps on 6 residential streets. * Completed Westminster/17th, McFadden, MacArthur, Edinger, Harbor and Segerstrom Traffic Management Projects. * Completed 17 channelization plans in-house for arterials and neighborhood streets. * Acquired state and federal funds for traffic engineering improvements. * Completed City-wide collision data report. * Completed Civic Center Directional Signage Project on Main Street (Phase II). * Processed 120 special license applications. 				
Action Plan for FY 2007-2008				
<ul style="list-style-type: none"> * Continue to provide technical support for BRT projects. * Evaluate speed hump requests and implement approved speed hump projects. * Prepare grant applications for traffic engineering projects and implement grant and City funded projects. * Implement traffic signals and school signs to enhance pedestrian safety for elementary schools. * Complete channelization and signal design (PS&E) and Capital Improvement Program for FY 07-08. * Implement permit parking program block by block through a petition process in new and existing districts. * Evaluate neighborhood traffic plan requests and implement approved plans. * Complete Downtown Adaptive Signal System. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
# of citizen, Council and Police requests processed	774	720	485	600
# of parking permits issued / # of districts	3,600 (26)	3,800(27)	4,000(27)	4,000(27)
# of traffic signals/stripping/traffic control plan sets reviewed (average days to check)	80 (9)	97(9)	95(9)	95(9)
Efficiency				
Average # of days to process citizen requests	63	55	50	50
% of projects designed using CAD/Micro station	100	100	100	100

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES		FUND 86			
Traffic Engineering		Activity 621			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6111	Salaries & Wages-Regular	876,840	884,971	1,052,120	1,292,200
6131	Salaries & Wages-Temporary	173,249	165,761	194,510	202,680
6141	Salaries & Wages-Overtime	18,831	19,111	21,000	21,000
6151	Retirement Plan	8,057	66,153	92,600	112,400
6161	Medicare Insurance	11,796	12,855	15,600	19,060
6171	Employees Insurance	85,193	85,439	93,130	102,820
6172	Retirees Insurance	6,049	6,054	7,670	12,800
6181	Compensation Insurance	16,839	16,734	34,755	43,880
	SUBTOTAL PERSONNEL	1,196,854	1,257,078	1,511,385	1,806,840
6211	Communications	56,905	49,729	70,000	50,000
6221	Training & Transportation	2,890	7,055	5,750	8,000
6251	Other Agency Services	1,618	2,254	11,500	12,000
6281	M&R Machinery & Equipment	4,498	1,276	11,895	16,895
6291	Other Contractual Services	44,605	25,094	46,025	46,190
6294	Lease Payments	60,050	0	60,095	60,180
	SUBTOTAL CONTRACTUAL	170,566	85,408	205,265	193,265
6391	Operating Materials & Supplies	27,273	41,424	22,380	22,480
	SUBTOTAL COMMODITIES	27,273	41,424	22,380	22,480
6511	Equipment Rental, City	32,181	28,190	44,370	55,430
6521	Insurance (Risk Management)	72,515	76,870	81,480	86,370
6571	Building & Site Rental	73,845	73,845	78,445	82,760
6590	Indirect Operating Expenses	52,089	47,010	70,860	95,350
	SUBTOTAL FIXED CHARGES	230,630	225,915	275,155	319,910
6641	Machinery & Equipment	0	0	48,000	13,350
6661	Computer Software	0	450	5,000	33,500
	SUBTOTAL CAPITAL	0	450	53,000	46,850
6771	Capitalized Lease Obligations	17,975	(55,870)	17,975	17,975
	SUBTOTAL DEBT SERVICE	17,975	(55,870)	17,975	17,975
	TOTAL	1,643,298	1,554,405	2,085,160	2,407,320
6595	Interfund Transfer to fund 101	275,000	0	296,960	287,310
6800	Transfer to General Fund	0	133,732	17,975	0
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
	City Engineer	0.25		0.25	
	Transportation Manager	0.60		0.60	
215	City Traffic Engineer	0.00		0.00	
208	Assistant Engineer- Transportation (T)	1.00		1.00	
210	Assistant Engineer II	6.00		6.00	
	Assistant Traffic Operations Engineer	0.00		1.00	
213	Senior Civil Engineer	3.75		3.75	
436	Street Maintenance Supervisor	0.50		0.50	
9505	Permit Parking Aide		2.00		2.00
913	Engineering Intern (PT)		10.00		10.00
	TOTAL	12.10	12.00	13.10	12.00

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES Construction Engineering	PROGRAM 86-651																																																																
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INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES		FUND 86			
Construction Engineering		Activity 651			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6111	Salaries & Wages-Regular	1,250,254	1,199,051	1,336,050	1,475,420
6131	Salaries & Wages-Temporary	51,330	50,087	88,145	93,040
6141	Salaries & Wages-Overtime	27,794	25,423	75,000	80,000
6151	Retirement Plan	11,937	93,729	111,160	122,185
6161	Medicare Insurance	16,260	15,420	17,505	19,365
6171	Employees Insurance	141,842	140,941	133,755	158,320
6172	Retirees Insurance	9,069	8,307	9,755	14,480
6181	Compensation Insurance	62,568	60,449	39,450	45,610
6191	Other Personnel Services	410	594	2,500	2,500
	SUBTOTAL PERSONNEL	1,571,464	1,594,001	1,813,320	2,010,920
6211	Communications	27,080	23,139	35,800	35,000
6221	Training & Transportation	1,153	764	4,570	6,170
6241	Janitorial & Housekeeping	0	0	500	200
6251	Other Agency Services	1,928	2,809	3,900	3,800
6281	M&R Machinery & Equipment	104	1,109	4,490	95
6291	Other Contractual Services	30,306	12,996	17,540	18,185
6294	Lease Payments	62,336	0	62,340	62,430
	SUBTOTAL CONTRACTUAL	122,907	40,817	129,140	125,880
6311	Office Supplies	35	122	0	0
6391	Operating Materials & Supplies	10,567	199	22,515	30,320
	SUBTOTAL COMMODITIES	10,602	321	22,515	30,320
6511	Equipment Rental, City	67,163	17,844	72,900	77,115
6521	Insurance (Risk Management)	80,323	67,165	98,455	104,360
6571	Building & Site Rental	51,140	92,880	54,325	57,315
6590	Indirect Operating Expenses	64,511	51,140	83,805	18,570
	SUBTOTAL FIXED CHARGES	263,137	229,029	309,485	257,360
6641	Machinery & Equipment	0	0	0	45,000
6651	Books, Records & Video	0	0	1,000	0
6661	Computer Software	0	0	0	2,600
	SUBTOTAL CAPITAL	0	0	1,000	47,600
6771	Capitalized Lease Obligations	18,645	(32,495)	0	0
	SUBTOTAL DEBT SERVICE	18,645	(32,495)	0	0
	TOTAL	1,986,755	1,831,673	2,275,460	2,472,080
6595	Interfund Transfer to Fund 101	275,000	56,254	296,960	287,310
6800	Transfer to General Fund	0	113,305	0	0
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
	City Engineer	0.25		0.25	
212	Principal Civil Engineer	1.00		1.00	
213	Senior Civil Engineer	2.00		2.00	
210	Assistant Engineer II	2.00		2.00	
30	Construction Inspector II	2.00		2.00	
224	Construction Inspector I	3.00		3.00	
204	Senior Land Surveyor	1.00		1.00	
206	Survey Party Technician II	2.00		2.00	
207	Survey Party Chief	2.00		2.00	
913	Engineering Intern (PT)		6.00		6.00
	TOTAL	15.25	6.00	15.25	6.00

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES		PROGRAM		
Design Engineering		86-653		
Statement of Purpose				
<p><i>To provide quality and timely professional civil engineering and architectural design services for the timely delivery of quality design plans to optimize stewardship of taxpayer's investment, health, and safety.</i></p> <p>In addition to design engineering services, this section is also responsible for providing quality right-of-way engineering services for City properties and projects.</p>				
Accomplishments in FY 05-06 & 06-07				
<ul style="list-style-type: none"> * Completed design plans for Bristol between McFadden & Pine. Completed R/W acquisition of 80% of properties. * Completed construction of Storm Drain Pine & McFadden. * Completed relocation effort for 30% of properties between Pine & McFadden * Completed design and initiated construction of Fl Bridge Retrofit. * Completed design projects in the 05/06 & 06/07 Capital Improvement Program. * Processed all AHRP projects to Caltrans to obtain funding allocation for construction and initiated construction. * Issued RFP for Project Study Report/Plans, specifications and estimates for MacArthur at SR-55 Ramps and coordinated the cooperative agreement with Caltrans. * Coordinated the Alton Overcrossing with City of Irvine and issued RFP for Design. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Complete R/W 100% acquisition and 80% relocation for Bristol Street properties from Pine to McFadden. * Award construction contract for all AHRP projects according to the schedule. * Complete construction of Bristol Street from Pine to Third. * Coordinate design of Alton Overcrossing at SR-55 with Caltrans, Irvine & OCTA. * Complete design of CIP projects according to the schedule. * Prepare 08/09 CIP and coordinate projects with other City agencies. * Ensure eligibility for Grant funding with OCTA and other outside agencies. * Provide training and support for the newly hired staff to ensure efficiency and effectiveness. * Prepare a strategy for reducing Local Streets deferred maintenance and funding to support that. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Level				
% of projects with design engineering and bid preparation done by City personnel	80	75	55	30
% of projects with design engineering and bid preparation done by consultant	20	25	30	70
# of projects prepared for other agencies	15	25	20	40
# of grant applications prepared	90	35	20	30
Efficiency				
% of project designs using CAD	100	100	100	100
Effectiveness				
Average % of projects completed within schedule	95	95	95	95
Measure M certification maintained	Yes	Yes	Yes	Yes
Congestion management plan certification maintained	Yes	Yes	Yes	Yes

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES					FUND	86
Design Engineering					Activity	653
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
6111	Salaries & Wages-Regular	704,605	734,906	958,985	1,128,770	
6131	Salaries & Wages-Temporary	51,493	53,074	90,450	94,130	
6141	Salaries & Wages-Overtime	2,289	2,566	0	0	
6151	Retirement Plan	6,753	57,428	81,255	94,890	
6161	Medicare Insurance	8,292	9,461	12,285	14,430	
6171	Employees Insurance	70,642	69,675	79,025	94,440	
6172	Retiree Insurance	4,911	5,155	6,965	11,155	
6181	Compensation Insurance	13,480	13,626	32,985	39,905	
	SUBTOTAL PERSONNEL	862,465	945,891	1,261,950	1,477,720	
6211	Communications	15,448	16,244	15,000	15,000	
6221	Training & Transportation	885	4,506	12,500	13,500	
6251	Other Agency Services	2,111	1,600	3,470	3,470	
6281	M&R Machinery & Equipment	104	3,553	595	1,095	
6291	Other Contractual Services	8,316	4,264	10,720	10,750	
6294	Lease Payments	59,735	0	59,710	59,800	
	SUBTOTAL CONTRACTUAL	86,599	30,167	101,995	103,615	
6391	Operating Materials & Supplies	11,849	24,275	16,515	17,720	
	SUBTOTAL COMMODITIES	11,849	24,275	16,515	17,720	
6511	Equipment Rental, City	11,525	11,525	12,280	17,525	
6521	Insurance (Risk Management)	44,407	39,330	41,690	44,190	
6571	Building & Site Rental	43,940	43,940	46,680	49,245	
6590	Indirect Operating Expenses	37,039	34,849	58,665	76,920	
	SUBTOTAL FIXED CHARGES	136,911	129,644	159,315	187,880	
6641	Machinery & Equipment	0	0	29,000	20,000	
6651	Books, Records & Video	184	0	0	0	
6661	Computer Software	0	0	5,400	5,000	
	SUBTOTAL CAPITAL	184	0	34,400	25,000	
6771	Capitalized Lease Obligations	17,860	(26,080)	0	0	
	SUBTOTAL DEBT SERVICE	17,860	(26,080)	0	0	
	TOTAL	1,115,868	1,103,897	1,574,175	1,811,935	
6595	Interfund Transfer to Fund 101	365,000	0	415,745	402,235	
6800	Transfer to General Fund	0	103,512	0	0	
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08		
		Full Time	Part Time	Full Time	Part Time	
	City Engineer	0.15		0.15		
	Deputy City Engineer	0.55		0.55		
213	Senior Civil Engineer	3.00		3.00		
120	Management Aide	1.00		1.00		
211	Senior Engineer	1.00		1.00		
210	Assistant Engineer II	4.00		4.00		
202	Engineering Drafting Technician II	2.00		2.00		
436	Street Maintenance Supervisor	0.50		0.50		
913	Engineering Intern (PT)		6.00		6.00	
	TOTAL	12.20	6.00	12.20	6.00	

INTERNAL SERVICE FUNDS

PUBLIC WORKS ADMINISTRATIVE SERVICES	PROGRAM
Administration	101-601
Statement of Purpose	
<p><i>To provide Public Works staff with the support, resources and environment needed to operate effectively, efficiently, and proactively in the delivery of services to internal/external customers.</i></p> <p>This program provides overall management and logistical support to the Public Works Agency. Included are the Office of the Executive Director and the Administrative Services Division.</p>	
FY 06-07 Top Agency Objectives	
<ul style="list-style-type: none"> * Developed a strategy for increased funding for local neighborhood streets. * Partnered with OCTA for renewal of Measure M. * Enhanced water/sewer replacement program to provide a first-rate infrastructure. Provided for an annual budget rate structure for water and sewer capital improvement projects. * Moved forward with the Bristol Street Widening Project with OCTA's funding commitment. * Complied with NPDES requirements. * Monitored and evaluated FOG and NPDES enforcement strategies and modify as necessary. Ensured more of an involvement from Sanitation Inspectors with the Waste Discharge Requirements (WDR) related to FOG discharges (semi-annually). * Worked with Planning to amend the Circulation Element of the General Plan and to prepare Specific Plan/Zone Overlay plans for the North Main, First and Fourth Streets and Santa Ana Blvd areas. * Researched and identified more cost effective alternatives to sidewalk repair to minimize the City's liability. * Continued implementing GIS strategic Plan recommendations. * Hired consultant to assist in developing issues that are of concern to employees. Distributed and analyzed employee feedback on new employee survey. Addressed issues identified. 	
FY 07-08 Top Agency Objectives	
<ul style="list-style-type: none"> * Prepare comprehensive strategy to rebuild our neighborhood street system within the next 10 years <ul style="list-style-type: none"> - Explore pavement technologies to reduce construction and maintenance costs. - Develop a strategy for a ten-year local street rehabilitation program. - Evaluate the feasibility of bonding and other revenue options for funding. - Complete study by September 2007. - Include water & sewer. * Enhance the Sanitation Inspectors' involvement regarding Waste Discharge Requirements (WDR) and its FOG compliance. Expand FOG and NPDES enforcement with an additional Sanitation Inspector (Aug. 2007). * Work with other Orange County, city officials, the Board of Supervisors, and State Legislators to enable cities to share in County's gas tax and Proposition 42 revenues. * Continuously improve graffiti abatement efforts and incorporate new Graffiti Tracker tools. * Continue the phased widening of Bristol Street from Warer Avenue to 17th Street by 2013. <ul style="list-style-type: none"> - Move forward with the Bristol Street Widening between Pine and McFadden with OCTA's funding commitment. - Complete Plans, Specifications and Estimates by September 2007. - Complete right-of-way acquisition by January 2008. - Complete utility undergrounding by June 2008. - Award construction contract by June 2008. - Move forward with the Bristol widening between Pine and Third; award project contract by September 2007. * Continue to strengthen the Water/Sewer Enterprise to support a first-rate infrastructure. Intensify the annual budget rate structure for water and sewer capital improvement projects. * Continue implementing GIS strategic Plan recommendations. <ul style="list-style-type: none"> - Establish and enforce digital data submission standards to align developer submissions with quality, format and accuracy of GIS system. - Begin Phase II of document imaging project. - Develop data dictionary and metadata catalog to document to allow users to find data more easily, know when it was last updated, where data was originated and how it can be used. - Begin implementation on new projects identified in strategic plan and prioritized by the MIS Committee. * Continue focusing on succession planning. * Complete the Go Local Study and submit to OCTA by December 2007. * Conduct a study to revise the TSIA fees. 	

INTERNAL SERVICE FUNDS

PUBLIC WORKS ADMINISTRATIVE SERVICES					FUND	101
Administration					Activity	601
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08	
6111	Salaries & Wages-Regular	1,335,317	1,275,767	1,500,475	1,693,795	
6131	Salaries & Wages-Temporary	130,586	118,105	183,595	107,340	
6141	Salaries & Wages-Overtime	8,628	1,758	4,000	4,000	
6151	Retirement Plan	14,041	119,525	135,935	144,970	
6161	Medicare Insurance	16,364	17,010	18,660	19,945	
6171	Employees Insurance	177,730	184,745	180,405	211,695	
6172	Retirees Insurance	9,250	10,526	12,420	16,660	
6181	Compensation Insurance	26,381	29,270	37,170	41,920	
6191	Other Personnel Services	350,018	373,809	391,600	393,545	
	SUBTOTAL PERSONNEL	2,068,315	2,130,515	2,464,260	2,633,870	
6211	Communications	27,767	28,196	28,000	28,000	
6221	Training & Transportation	39,196	41,432	61,020	60,345	
6251	Other Agency Services	1,728	1,234	3,700	3,000	
6281	M & R Machinery & Equipment	86,769	60,573	83,800	5,285	
6291	Other Contractual Services	340,016	215,393	594,500	670,615	
6294	Lease Payments	75,812	0	75,810	75,920	
	SUBTOTAL CONTRACTUAL	571,288	346,828	846,830	843,165	
6391	Operating Materials & Supplies	37,396	31,039	39,795	35,000	
	SUBTOTAL COMMODITIES	37,396	31,039	39,795	35,000	
6511	Equipment Rental, City	28,107	28,110	30,960	31,640	
6521	Insurance (Risk Management)	5,490	5,820	6,170	6,540	
6571	Building & Site Rental	71,545	71,545	83,505	88,100	
6590	Indirect Operating Expenses	72,887	68,174	94,365	113,545	
6591	Depreciation	0	9,927	0	0	
	SUBTOTAL FIXED CHARGES	178,029	183,576	215,000	239,825	
6621	Building	0	0	1,500	1,500	
6641	Machinery & Equipment	366	14,176	150,000	43,600	
6661	Computer Software	2,530	12,470	4,250	4,760	
	SUBTOTAL CAPITAL	2,896	26,646	155,750	49,860	
6771	Capitalized Lease Obligations	22,674	0	0	0	
	SUBTOTAL DEBT SERVICE	22,674	0	0	0	
	TOTAL	2,880,598	2,718,604	3,721,635	3,801,720	
6800	Transfers In from Fund 86	1,075,000	0	0	0	
6800	Transfer to General Fund		698,279	0	0	
6911	Reserve Appropriation	0	0	446,550	0	

INTERNAL SERVICE FUNDS

PUBLIC WORKS ADMINISTRATIVE SERVICES		FUND 101			
Administration		Activity 601			
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
217	Executive Director, Public Works Agency	1.00		1.00	
19	Admin. & Enterprise Services Manager	1.00		1.00	
15	Senior Management Analyst	1.00		1.00	
219	GIS Administrator	1.00		1.00	
185	Contracts Administrator	1.00		1.00	
39	Office Supervisor	1.00		1.00	
106	Micro System Technician	1.00		1.00	
614	Projects Manager	1.00		1.00	
519	Public Works Dispatcher	1.00		1.00	
191	Records Management Specialist (T)	1.00		1.00	
743	Records Specialist	1.00		1.00	
727	Secretary	1.00		1.00	
708	Lead Accounting Assistant	1.00		1.00	
728	Senior Accounting Assistant	3.00		3.00	
733	Senior Office Assistant	3.00		5.00	
106	Systems Technician	1.00		1.00	
739	Executive Secretary	1.00		1.00	
428	Street Lighting Maintenance Worker	1.00		1.00	
733	Senior Office Assistant (CS/PT)		4.00		2.00
99	Right-of-Way Technician (P/T)		1.00		1.00
	TOTAL	22.00	5.00	24.00	3.00

INTERNAL SERVICE FUNDS

PUBLIC WORKS ADMINISTRATIVE SERVICES	PROGRAM			
Development Engineering	101-611			
Statement of Purpose				
<p><i>To provide quality service to the City's residents and development community by ensuring that all public and private development projects comply with applicable City standards.</i></p> <p>Development Services coordinates the review of all development projects submitted to the Public Works Agency for impacts to the City's infrastructure system and is responsible for the collection of Public Works related fees associated with development projects.</p>				
Accomplishments in FY 05-06 & 06-07				
<ul style="list-style-type: none"> * Reviewed major development projects to assess impacts to the City's infrastructure and identify requirements for project implementation, such as: City Place Sky Lofts, Santa Ana College Expansion, Town & Country Manor, First & Cabrillo Towers, Village Green Residential Project, Two Hutton Centre Expansion, Bowers Museum Expansion, Discovery Science Center Delta III Rocket, and Olen Properties Residential Project. * Provided plan check services for development projects and processed street improvements and building permit applications, including tract and parcel maps, site plan maps, site plan review, grading plans, and miscellaneous permits. 				
Action Plan for FY 2007-08				
<ul style="list-style-type: none"> * Review and process plans for major developments such as: One Broadway Plaza, First & Cabrillo Towers, Geneva Commons, Integral Mixed Use Project, and Village Green Residential Project. * Provide accurate, timely, and responsive review of development projects, which includes fees, conditions, right-of-way requirements, grading, street improvement plans, etc. * Continue to work cooperatively with the developers to facilitate the design and implementation of their projects 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
Service Levels				
# of final subdivisions and right-of-way plan checks	102	111	110	100
# of street work and miscellaneous permits issued	359	296	300	330
# of building permit applications processed	831	1935	1950	1975
# of site plan reviews, variances, and CUP's processed	140	89	100	120
# of utility plan checks	149	237	180	190
# of grading and improvements plan checks	175	178	170	180
# of wide load permits	292	448	460	480
Efficiency				
Average # of work days to process tract and parcel map plan checks	12	12	12	12
Average # of work days to process site plans	15	15	15	15
Effectiveness				
% of maps checked within 10 work days	85	85	85	85
% of site plans reviewed within 18 work days	90	90	90	90

INTERNAL SERVICE FUNDS

PUBLIC WORKS ADMINISTRATIVE SERVICES		FUND 101			
Development Engineering		Activity 611			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6111	Salaries & Wages-Regular	591,206	650,721	654,735	789,145
6131	Salaries & Wages-Temporary	13,901	24,788	29,280	29,375
6141	Salaries & Wages-Overtime	0	7,012	15,000	10,000
6151	Retirement Plan	5,550	51,216	54,135	64,850
6161	Medicare Insurance	7,017	7,621	7,580	9,020
6171	Employees Insurance	70,701	72,698	73,815	81,330
6172	Retirees Insurance	4,325	4,584	5,415	7,770
6181	Compensation Insurance	6,685	8,725	18,990	23,870
6191	Other Personnel Services	84,820	87,784	105,890	111,570
	SUBTOTAL PERSONNEL	784,205	915,149	964,840	1,126,930
6211	Communications	7,461	7,554	7,500	7,500
6221	Training & Transportation	388	1,177	3,000	2,500
6251	Other Agency Services	247	32	1,000	1,000
6281	M&R Machinery & Equipment	52	515	535	35
6291	Other Contractual Services	4,348	6,245	20,645	20,645
6294	Lease Payments	24,272	0	24,270	24,305
	SUBTOTAL CONTRACTUAL	36,768	15,523	56,950	55,985
6391	Operating Materials & Supplies	6,160	8,270	9,540	10,290
	SUBTOTAL COMMODITIES	6,160	8,270	9,540	10,290
6511	Equipment Rental, City	4,856	4,855	5,110	5,165
6521	Insurance (Risk Management)	21,155	22,420	23,765	25,190
6590	Indirect Operating Expenses	29,814	30,173	39,075	52,115
	SUBTOTAL FIXED CHARGES	55,825	57,448	67,950	82,470
6641	Machinery & Equipment	2,323	0	1,000	0
6651	Books, Records, Videos	0	0	100	100
6661	Computer Software	271	0	400	3,000
	SUBTOTAL CAPITAL	2,594	0	1,500	3,100
6771	Capitalized Lease Obligations	7,260	0	0	0
	SUBTOTAL DEBT SERVICE	7,260	0	0	0
	TOTAL	892,812	996,390	1,100,780	1,278,775
6800	Transfer to General Fund	0	31,466	0	0

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
160	Senior Assistant Engineer	0.50		0.50	
	City Engineer	0.20		0.20	
32	Engineering Services Manager	0.00		0.00	
211	Senior Engineer	1.00		1.00	
212	Principal Civil Engineer	0.75		0.75	
210	Assistant Engineer II	4.50		4.50	
213	Senior Civil Engineer	0.55		0.55	
202	Engineering Drafting Technician II	0.00		0.00	
913	Engineering Intern (PT)		2.00		2.00
	TOTAL	7.50	2.00	7.50	2.00