

■ 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 and gas consumption.

■ INTERNAL SERVICE FUND BEGINNING & ENDING FUND BALANCE

Table 3-1 shows the fund balance fluctuations in the various Internal Service Funds. Building Maintenance fund has experienced a structural deficit for many years as a result of underestimating project related activity and not recouping correct revenue charges from its users. As a result, a building maintenance committee was establish during fiscal year 07-08 to standardize the types of projects managed by this

fund as well as to improve the method in which users are charged. This fund will be closely monitored so that its projected deficit will not materialize. Employee Group Insurance fund balance will remain flat and may experience an increase as health insurance premiums will remain relatively flat. Workers Compensation fund balance continues to move into positive territory as a result of higher departmental revenue charges and lower claims payable requirements per the most recent actuarial study. Communications & Information Services fund balance is anticipated to decrease by 86.7% due to the implementation of a new ERP system and special projects that are projected to occur during FY08-09.

■ 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 173.95 positions or 9.92 percent of the City’s 1,754 employees.

■ PERSONNEL SERVICES AGENCY

Personnel Services manages five of the twenty internal service fund activities and accounts for \$66,105,765 or 57.7 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 1-26.

● 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 1-30.

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 06-07	FY 07-08	FY 08-09	FY 06-07	FY 07-08	FY 08-09	FY 06-07	FY 07-08	FY 08-09
Revenues and Other Sources									
Use of Money & Property	15,234	10,500	15,500	11,255	9,500	0	169,845	152,000	131,115
Charges for Services	1,106,146	1,162,300	967,860	3,389,725	3,688,945	3,890,055	10,007,598	8,955,949	9,541,755
Other Revenue	6,398	7,000	7,000	0	0	0	49,200	163,700	55,000
Transfers In	0	0	0	0	750,000	250,000	46,491	0	0
Total	<u>1,127,778</u>	<u>1,179,800</u>	<u>990,360</u>	<u>3,400,980</u>	<u>4,448,445</u>	<u>4,140,055</u>	<u>10,273,134</u>	<u>9,271,649</u>	<u>9,727,870</u>
Expenditures									
General Government	1,016,212	1,179,800	1,008,835	3,375,802	4,766,370	4,330,075	10,665,429	9,472,760	10,582,270
Transfers Out	0	0	0	195,910	0	0	0	0	0
Total	<u>1,016,212</u>	<u>1,179,800</u>	<u>1,008,835</u>	<u>3,571,712</u>	<u>4,766,370</u>	<u>4,330,075</u>	<u>10,665,429</u>	<u>9,472,760</u>	<u>10,582,270</u>
Net Increase (Decrease) in Fund Balance	<u>111,566</u>	<u>0</u>	<u>(18,475)</u>	<u>(170,732)</u>	<u>(317,925)</u>	<u>(190,020)</u>	<u>(392,295)</u>	<u>(201,111)</u>	<u>(854,400)</u>
Beginning Fund Balance, July 1	512,984	624,550	624,550	199,372	28,640	(289,285)	11,863,615	11,471,320	11,270,209
Ending Fund Balance, June 30	<u>624,550</u>	<u>624,550</u>	<u>606,075</u>	<u>28,640</u>	<u>(289,285)</u>	<u>(479,305)</u>	<u>11,471,320</u>	<u>11,270,209</u>	<u>10,415,809</u>
	FUND 80 LIABILITY & PROPERTY			FUND 81 EMPLOYEE GROUP INSURANCE					
	ACTUAL	PROJECTED	ADOPTED	ACTUAL	PROJECTED	ADOPTED			
	FY 06-07	FY 07-08	FY 08-09	FY 06-07	FY 07-08	FY 08-09			
Revenues and Other Sources									
Use of Money & Property	746,265	514,570	655,495	62,724	51,540	86,120			
Charges for Services	8,345,170	8,845,895	8,845,895	17,127,325	17,991,712	23,353,095			
Other Revenue	16,285	15,000	15,000	2,745,798	2,742,380	2,755,800			
Total	<u>9,107,720</u>	<u>9,375,465</u>	<u>9,516,390</u>	<u>19,935,847</u>	<u>20,785,632</u>	<u>26,195,015</u>			
Expenditures									
General Government	4,068,570	7,768,610	7,822,660	19,620,905	21,416,050	26,195,015			
Total	<u>4,068,570</u>	<u>7,768,610</u>	<u>7,822,660</u>	<u>19,620,905</u>	<u>21,416,050</u>	<u>26,195,015</u>			
Net Increase (Decrease) in Fund Balance	<u>5,039,150</u>	<u>1,606,855</u>	<u>1,693,730</u>	<u>314,942</u>	<u>(630,418)</u>	<u>0</u>			
Beginning Fund Balance, July 1	6,014,035	11,053,185	12,660,040	1,183,078	1,498,020	867,602			
Ending Fund Balance, June 30	<u>11,053,185</u>	<u>12,660,040</u>	<u>14,353,770</u>	<u>1,498,020</u>	<u>867,602</u>	<u>867,602</u>			

FINANCE & MANAGEMENT SERVICES

Finance manages nine of the twenty ISF activities which represents \$33,581,905 or 29.3 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. 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 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. Technology plan increase of 106.4% (over the previous year) is related to special projects as well as the debt service and costs associated with the new financial system.

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

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 06-07	FY 07-08	FY 08-09	FY 06-07	FY 07-08	FY 08-09	FY 06-07	FY 07-08	FY 08-09
Revenues and Other Sources									
Use of Money & Property	612,260	419,000	545,300	17,427	15,700	15,700	10,693	0	0
Charges for Services	8,424,446	9,247,565	9,247,565	873,940	908,740	956,905	294,330	0	0
Other Revenue	427,773	400,000	400,000	0	0	0	0	0	0
Transfers In	0	0	0	0	0	0	0	0	0
Total	9,464,479	10,066,565	10,192,865	891,367	924,440	972,605	305,023	0	0
Expenditures									
General Government	6,586,575	7,927,405	7,241,310	0	0	0	188,155	0	0
Public Works	0	0	0	836,361	1,082,525	1,107,605	0	0	0
Total	6,586,575	7,927,405	7,241,310	836,361	1,082,525	1,107,605	188,155	0	0
Net Increase (Decrease) in Fund Balance	2,877,904	2,139,160	2,951,555	55,006	(158,085)	(135,000)	116,868	0	0
Beginning Fund Balance, July 1	(7,386,131)	(4,508,227)	(2,369,067)	550,202	605,208	447,123	117,815	234,683	234,683
Ending Fund Balance, June 30	(4,508,227)	(2,369,067)	582,488	605,208	447,123	312,123	234,683	234,683	234,683
	FUND 86 & 101 ENGINEERING & ADMIN.			FUND 102, 109 & 110 COMMUNICATIONS					
	ACTUAL	PROJECTED	ADOPTED	ACTUAL	PROJECTED	ADOPTED			
	FY 06-07	FY 07-08	FY 08-09	FY 06-07	FY 07-08	FY 08-09			
Revenues and Other Sources									
Use of Money & Property	103,089	60,000	95,000	634,991	572,365	585,000			
Charges for Services	8,932,120	12,592,510	12,838,575	8,705,573	8,531,970	8,575,620			
Licenses, Permits & Fines	235,788	205,000	228,500	0	0	0			
Other Revenue	0	0	0	193,235	190,000	0			
Transfers In	10,000	0	0	0	0	0			
Total	9,280,997	12,857,510	13,162,075	9,533,799	9,294,335	9,160,620			
Expenditures									
General Government	0	0	0	6,502,130	11,684,729	19,816,120			
Public Works	10,266,742	13,490,910	14,971,605	0	0	0			
Interest	0	0	0	4,014	0	0			
Total	10,266,742	13,490,910	14,971,605	6,506,144	11,684,729	19,816,120			
Net Increase (Decrease) in Fund Balance	(985,745)	(633,400)	(1,809,530)	3,027,655	(2,390,394)	(10,655,500)			
Beginning Fund Balance, July 1	1,507,081	521,336	(112,064)	11,640,007	14,667,662	12,277,268			
Ending Fund Balance, June 30	521,336	(112,064)	(1,921,594)	14,667,662	12,277,268	1,621,768			

equipment. Revenue comes from department charges agencies in their Equipment Rental 6511 line-item.



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 \$14,971,605 or 13.1 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.



INTERNAL SERVICE FUND SUMMARY
Table 3-2

*Increase (Decrease)
Over Prior Year*

DEPARTMENT/ UNIT	Actual FY 06-07	Projected FY 07-08	Adopted FY 08-09	% of FY 08-09 Total	Increase (Decrease) Over Prior Year	
					07-08 to 08-09 in \$	in %
REVENUES						
71 Central Services	1,127,778	1,157,190	952,500	1.1%	(204,690)	-17.7%
72 Copier Lease Program	0	22,610	37,860	0.0%	15,250	67.4%
73-Var. Building Maintenance	3,400,980	4,448,445	4,140,055	4.9%	(308,390)	-6.9%
75-Var. Fleet Maintenance & Stores	10,103,025	9,121,649	9,596,755	11.3%	475,106	5.2%
76-145 Equipment Replacement	170,109	150,000	131,115	0.2%	(18,885)	-12.6%
80-180 Liability & Property	9,107,720	9,375,465	9,516,390	11.2%	140,925	1.5%
81-Var Employee Group Benefits	19,935,847	20,785,632	26,195,015	30.8%	5,409,383	26.0%
82-178 Workers Compensation	9,464,479	10,066,565	10,192,865	12.0%	126,300	1.3%
85 City Yard Operations	891,367	924,440	972,605	1.1%	48,165	5.2%
86-Var Engineering Services	6,154,598	8,384,750	8,609,755	10.1%	225,005	2.7%
88-141 Quality & Mgmt. Training	305,023	0	0	0.0%	0	n/a
101-Var Administration Services	3,126,399	4,472,760	4,552,320	5.4%	79,560	1.8%
102 Communications Services	2,214,056	2,104,115	2,160,400	2.5%	56,285	2.7%
109-110 I.S Technology Plan	8,840,653	7,940,220	8,000,220	9.4%	60,000	0.8%
Revenue Grand Total	74,842,034	78,953,841	85,057,855	100.0%	6,104,014	7.7%
EXPENDITURES BY DEPARTMENT						
Personnel Services Agency						
80-180 Liability & Property	4,068,570	13,577,355	13,946,835	12.2%	369,480	2.7%
81-170 Section 125 Benefits	918,820	915,500	713,765	0.6%	(201,735)	-22.0%
81-177 Employee Group Benefits	18,702,085	20,500,550	25,481,250	22.2%	4,980,700	24.3%
82-178 Workers Compensation	6,586,575	28,530,267	25,963,915	22.6%	(2,566,352)	-9.0%
88-141 Quality & Mgmt. Training	188,155	0	0	0.0%	0	n/a
Subtotal	30,464,205	63,523,672	66,105,765	57.7%	2,582,093	4.1%
Finance & Management Services Agency						
71-176 Central Services	1,016,212	1,157,190	970,975	0.8%	(186,215)	-16.1%
72 Copier Lease Program	0	22,610	37,860	0.0%	15,250	67.4%
73-Var. Building Maintenance	3,571,712	4,766,370	4,330,075	3.8%	(436,295)	-9.2%
75-111 Fleet Maintenance	8,357,089	6,412,855	6,655,345	5.8%	242,490	3.8%
75-112 Stores & Property Control	2,188,846	514,290	532,810	0.5%	18,520	3.6%
76-145 Equipment Replacement	119,494	280,115	131,115	0.1%	(149,000)	-53.2%
85-107 City Yard Operations	836,361	1,082,525	1,107,605	1.0%	25,080	2.3%
102-171 Communications Services	1,556,946	2,252,455	2,211,610	1.9%	(40,845)	-1.8%
109-110 Var. Technology Plan	4,949,198	8,529,196	17,604,510	15.4%	9,075,314	106.4%
Subtotal	22,595,858	25,017,606	33,581,905	29.3%	8,564,299	34.2%
Public Works Agency						
86-613 Transport Planning./Proj. Mgmt.	510,240	742,225	754,635	0.7%	12,410	1.7%
86-621 Traffic Engineering	1,908,815	2,694,630	2,869,995	2.5%	175,365	6.5%
86-651 Construction Engineering	2,229,706	2,759,390	3,066,780	2.7%	307,390	11.1%
86-653 Design Engineering	1,340,157	2,214,170	2,718,345	2.4%	504,175	22.8%
101-601 Administrative Services	3,226,516	3,801,720	4,097,620	3.6%	295,900	7.8%
101-611 Development Services	1,051,307	1,278,775	1,464,230	1.3%	185,455	14.5%
Subtotal	10,266,741	13,490,910	14,971,605	13.1%	1,480,695	11.0%
Expenditure Grand Total	63,326,804	102,032,188	114,659,275	100.0%	12,627,087	12.4%
INTERNAL SERVICE FUNDS PERSONNEL						
Number of Positions	161.48	169.30	173.95		4.65	2.7%
as % of Total City Workforce	9.36%	9.64%	9.92%			

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 06-07 & FY 07-08

- * Initiated new copier lease program, currently 10 copiers under lease.
- * Replaced messenger service van
- * Converted to sustainably-forested copier paper
- * Installed Customer Service Counter

Action Plan for FY 2008-09

- * Replace Smart Track system with a more up-to-date tracking system
- * Increase number of copiers in lease program

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 05-06	FY 06-07	FY 07-08	FY 08-09
Service Level				
# of in-house impressions made	7,397,058	7,376,242	7,100,000	7,100,000
# of pieces of outgoing mail posted	746,936	842,315	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	99%	99%	99%	99%
Savings on Metered Mail	\$13,966	\$14,986	\$9,200	\$9,200

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 71			
Central Services		Activity 176			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
REVENUES					
5010-1111	Other Revenue-Bank Recon	0	0	0	0
5551	Charges to Departments	979,145	1,106,145	1,140,190	930,000
5621	Expense Reimbursement	18,607	0	0	0
5759	Miscellaneous Receipts	5,583	6,399	7,000	7,000
5812	Earnings on Investments	10,243	15,234	10,000	15,500
	TOTAL REVENUES	<u>1,013,578</u>	<u>1,127,778</u>	<u>1,157,190</u>	<u>952,500</u>
EXPENDITURES					
6111	Salaries & Wages-Regular	159,476	176,772	192,080	201,230
6131	Salaries & Wages-Temporary	21,276	31,603	36,990	41,815
6141	Salaries & Wages Overtime	784	985	900	900
6151	Retirement Plan	12,661	14,091	17,115	18,420
6161	Medicare Insurance	2,413	2,827	3,115	3,310
6171	Employees Insurance	23,614	24,695	28,090	22,910
6172	Retiree Health Insurance	1,239	1,414	1,920	2,815
6181	Compensation Insurance	2,454	2,889	3,300	3,495
6191	Other Personnel Services	21,795	4,823	20,000	10,000
	SUBTOTAL PERSONNEL	<u>245,712</u>	<u>260,099</u>	<u>303,510</u>	<u>304,895</u>
6211	Communications	4,139	3,751	4,000	4,000
6221	Training & Transportation	11,375	7,971	20,000	15,000
6281	M&R Machinery & Equipment	93,222	92,956	120,000	120,000
6291	Other Contractual Services	28,508	34,269	38,245	38,245
6294	Lease Payments	0	0	10,000	0
	SUBTOTAL CONTRACTUAL	<u>137,243</u>	<u>138,947</u>	<u>192,245</u>	<u>177,245</u>
6312	Postage	268,268	354,000	444,190	275,000
6391	Operating Materials & Supplies	71,450	77,516	76,605	76,605
	SUBTOTAL COMMODITIES	<u>339,718</u>	<u>431,516</u>	<u>520,795</u>	<u>351,605</u>
6511	Equipment Rental, City	6,994	7,240	7,600	8,180
6521	Insurance (Risk Management)	7,660	8,120	8,605	8,605
6537	Information Services Strategic Plan	16,505	16,505	10,000	10,000
6571	Building & Site Rental	72,070	76,560	80,390	86,015
6590	Indirect Operating Expenses	15,980	23,737	34,045	24,430
6591	Depreciation Expense	56,519	53,518	0	0
	SUBTOTAL FIXED CHARGES	<u>175,727</u>	<u>185,680</u>	<u>140,640</u>	<u>137,230</u>
6641	Machinery & Equipment	2,018	0	0	0
6661	Computer Software	426	(31)	0	0
	SUBTOTAL CAPITAL	<u>2,444</u>	<u>(31)</u>	<u>0</u>	<u>0</u>
	TOTAL	<u>900,844</u>	<u>1,016,212</u>	<u>1,157,190</u>	<u>970,975</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		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 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
<u>REVENUES</u>						
5010-111	Other Revenue-Bank Recon	0	0	0	0	
5551	Charges to Departments	0	0	22,110	37,860	
5812	Earning on Investment	124	0	500	0	
5990	Transfer from Fund 71	0	0	0	0	
	TOTAL REVENUES	<u>124</u>	<u>0</u>	<u>22,610</u>	<u>37,860</u>	
 <u>EXPENDITURES</u>						
6294	Lease Payments	0	0	22,110	37,860	
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>22,110</u>	<u>37,860</u>	
	TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>22,110</u>	<u>37,860</u>	
	 Capital Outlay	 9,223	 0	 500	 0	

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INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 73			
Building Maintenance					
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
<u>REVENUES</u>					
5512	McFadden Learning Center	39,060	45,705	47,990	51,350
5513	Newhope Branch Library	47,235	43,920	46,116	49,345
5516	Rental - City Hall	1,134,155	1,228,990	1,290,440	1,323,645
5517	Rental - New Corporate Yard	515,890	548,030	575,432	615,715
5522	Rental - El Salvador Building	18,790	21,990	23,090	24,705
5523	Rental - Jerome Building	30,995	36,270	38,084	40,750
5524	Rental - Ross Annex	636,305	689,515	723,991	774,670
5525	Rental - Santa Anita Building	6,145	7,190	7,550	8,080
5526	Rental - Senior Citizen Center	39,205	45,875	48,169	51,540
5528	Rental - Police Facility	393,285	422,790	573,660	613,815
5529	Rental - Library Building	190,525	208,650	219,083	234,420
5530	Rental - Corbin Center	36,130	42,280	44,394	47,505
5531	Rental - Police Substation	5,875	6,240	6,552	7,010
5534	Rental - Southwest Senior Center	36,130	42,280	44,394	47,505
5621	Expense Reimburement	0	0	0	0
5812	Earnings on Investments	16,674	11,255	9,500	0
5990-11	Transfer in from General Fund	0	0	750,000	250,000
5990-109	Transfer in from I.S. Fund	0	0	0	0
	TOTAL REVENUES	<u>3,146,399</u>	<u>3,400,980</u>	<u>4,448,445</u>	<u>4,140,055</u>
<u>EXPENDITURES</u>					
	73-105 Building Maintenance	2,609,535	2,696,746	3,777,375	3,367,695
	73-106 Custodial Services	865,577	874,966	988,995	962,380
	TOTAL EXPENDITURES	<u>3,475,112</u>	<u>3,571,712</u>	<u>4,766,370</u>	<u>4,330,075</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 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.15		0.15	
1180	Assistant Director, Finance & Mgmt Svcs.	0.05		0.05	
0260	Building Maintenance Superintendent	1.00		0.00	
	Facility Maintenance Superintendent	0.00		1.00	
4310	Building Maintenance Supervisor	2.00		2.00	
4140	Building Maintenance Technician	7.00		7.00	
4315	Building Maintenance Aide	1.00		1.00	
4090	Custodian Supervisor	1.00		1.00	
4020	Custodian (Lead)	1.00		1.00	
4000	Custodian	7.00		7.00	
4005	Custodial Aide/Porter	1.00		1.00	
7010	Accounting Assistant	1.00		1.00	
9170	Janitor		9.00		9.00
4140	Building Maintenance Technician (P/T)		1.00		1.00
8100	Sr. Administrative Intern		1.00		1.00
9740	Painter (PT)		1.00		1.00
	TOTAL	<u>22.20</u>	<u>12.00</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 07-08				
<ul style="list-style-type: none"> * Monitored and manage energy consumption to meet energy reduction plan. * Engineered and install a new fire monitoring system at the Ross Annex. * Installed a new fire door at the Ross Annex * Installed a new chiller at the Train Station. * Made tenant improvements to the 6th and 7th floors of City Hall. 				
Action Plan for FY 2008-09				
<ul style="list-style-type: none"> * Install new roofing at the Santa Anita Center. * Install new roofing at Fire Station 4's flat area. * Install new roofing at Fire Station 5's flat area. * Install new roofing at Fire Station 7. * Install new roofing at the Salgado Center. * Replace HVAC in the computer room. * Seal windows on the Southside of City Hall. * Replace booster pumps at the City Hall. * Replace (11) doors at the Fire Department. * Install a new patio cover at the Newhope Library. * Install a new HVAC at the Main Library. * Paint doors/gutters at the Corporation Yard. * Expand the computer room at the Police Facility. * Upgrade fueling systems at various city buildings. * Monitor and manage Energy Management projects for various facilities. * Replace (6) HVACs at the South West Senior Center. * Replace (2) HVACs at Fire Station 6. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 05-06	FY 06-07	FY 07-08	FY 08-09
Service Level				
Total square footage maintained	989,867	0	1,229,867	1,229,867
Number of Work Orders	12,500	0	13,500	13,500
Efficiency				
Square feet maintained per Supervisor/Technician				
City of Santa Ana	123,733	0	123,733	123,733
Industry Average	65,000	0	65,000	65,000
Square feet maintained per Custodian				
City of Santa Ana	28,103	0	28,103	28,103
Industry Average	21,000	0	21,000	21,000
Effectiveness				
% of Building Maintenance emergencies responded to in less than 2 hours	100%	0%	100%	100%
% of Work Orders (Preventive Maintenance) completed within 7 working days	100%	0%	100%	100%
% of Work Orders (Project Type) completed within 7 working days	100%	0%	100%	100%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 73			
Building Maintenance		Activity 105			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6111	Salaries & Wages-Regular	537,952	599,069	726,280	807,620
6131	Salaries & Wages-Temporary	35,927	37,154	57,135	0
6141	Salaries & Wages-Overtime	14,441	7,142	8,000	8,000
6151	Retirement Plan	44,323	45,249	61,800	67,840
6161	Medicare Insurance	7,543	7,669	10,260	10,550
6171	Employees Insurance	76,237	79,404	102,050	129,330
6172	Retiree Health Insurance	3,971	6,833	7,265	11,305
6181	Compensation Insurance	51,382	52,510	94,845	93,355
	SUBTOTAL PERSONNEL	771,776	835,028	1,067,635	1,128,000
6201	Utilities	657,218	784,843	788,165	848,855
6211	Communications	14,575	15,744	15,000	15,000
6221	Training & Transportation	955	2,730	3,500	3,500
6251	Other Agency Services	14,828	19,812	15,000	15,000
6291	Other Contractual Services	660,344	337,909	462,900	692,900
	SUBTOTAL CONTRACTUAL	1,347,920	1,161,036	1,284,565	1,575,255
6391	Other Materials & Supplies	85,404	97,633	80,000	80,000
	SUBTOTAL COMMODITIES	85,404	97,633	80,000	80,000
6511	Equipment Rental, City	22,375	20,000	21,000	25,960
6521	Insurance (Risk Management)	10,505	11,135	11,805	11,805
6537	Automation Plan	18,430	18,430	18,430	18,430
6571	Building Rental	30,000	31,870	0	0
6590	Indirect Operating Expenses	52,902	69,129	117,840	82,135
6591	Depreciation Expense	75,361	75,361	0	0
	SUBTOTAL FIXED CHARGES	209,573	225,925	169,075	138,330
6621	Buildings	0	175,833	230,000	0
6621-170	Buildings	0	0	750,000	250,000
6661	Computer Software	1,777	5,381	0	0
	SUBTOTAL CAPITAL	1,777	181,214	980,000	250,000
6771	Capitalized Lease Obligation	193,085	195,910	196,100	196,110
	SUBTOTAL TRANSFERS	193,085	195,910	196,100	196,110
	TOTAL	2,609,535	2,696,746	3,777,375	3,367,695

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.08		0.08	
1180	Assistant Director of Finance & Mgmt Svs.	0.05		0.05	
0260	Building Maintenance Superintendent	0.60		0.00	
	Facility Maintenance Superintendent	0.00		0.60	
4310	Building Maintenance Supervisor	2.00		2.00	
4140	Building Maintenance Technician	7.00		7.00	
4315	Building Maintenance Aide	1.00		1.00	
7010	Accounting Assistant	1.00		1.00	
4140	Building Maintenance Technician (PT)		1.00		0.00
9041	Account Clerk I		0.00		0.00
8100	Sr. Administrative Intern		1.00		0.00
9740	Painter (PT)		1.00		0.00
	TOTAL	11.73	3.00	11.73	0.00

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 06-07 & FY 07-08				
<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 2008-09				
<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 05-06	FY 06-07	FY 07-08	FY 08-09
Service Level				
Custodial maint. to Santa Ana Senior Center.	5 days/wk	0 days/wk	5 days/wk	5 days/wk
Custodial maint. to Southwest Snr. Center.	5 days/wk	0 days/wk	5 days/wk	5 days/wk
Custodial maint. to Memorial Center.	5 days/wk	0 days/wk	5 days/wk	5 days/wk
Custodial maint. to Salgado Center.	7 days/wk	0 days/wk	7 days/wk	7 days/wk
Custodial maint. to Jerome.	5 days/wk	0 days/wk	5 days/wk	5 days/wk
Custodial maint. to Logan Center.	3 days/wk	0 days/wk	3 days/wk	3 days/wk
Custodial maint. to Cypress Center.	3 days/wk	0 days/wk	3 days/wk	3 days/wk
Custodial maint. to Sandpointe Center.	1 days/wk	0 days/wk	1 days/wk	1 days/wk
Custodial maint. to El Salvador Center.	5 days/wk	0 days/wk	5 days/wk	5 days/wk
Custodial maint. to Santa Anita Center.	5 days/wk	0 days/wk	5 days/wk	5 days/wk
Custodial maint. to Cabrillo Tennis Center.	3 days/wk	0 days/wk	3 days/wk	3 days/wk
Custodial maint. to Corbin Center.	5 days/wk	0 days/wk	5 days/wk	5 days/wk
Efficiency/Effectiveness				
Square feet maintained per Building Supervisor/ Technician				
City of Santa Ana	123,733	0	123,733	123,733
Industry Average	65,000	0	65,000	65,000
Square feet maintained per Custodian				
City of Santa Ana	28,103	0	28,103	28,103
Industry Average	21,000	0	21,000	21,000

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 73			
Custodial Maintenance		Activity 106			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6111	Salaries & Wages-Regular	360,896	333,427	434,840	445,245
6131	Salaries & Wages-Temporary	107,821	99,912	108,090	82,710
6141	Salaries & Wages-Overtime	6,433	352	0	0
6151	Retirement Plan	30,806	24,567	38,950	40,500
6161	Medicare Insurance	4,165	3,231	4,660	5,085
6171	Employees Insurance	56,658	56,590	76,415	89,495
6172	Retiree Health Insurance	2,560	488	4,250	6,235
6181	Compensation Insurance	49,947	43,019	66,255	65,035
6191	Other Personnel Services	0	0	0	0
	SUBTOTAL PERSONNEL	<u>619,286</u>	<u>561,586</u>	<u>733,460</u>	<u>734,305</u>
6201	Utilities	0	0	0	0
6221	Training & Transportation	450	225	0	0
6241	Janitorial & Housekeeping	144,020	204,652	145,000	145,000
6291	Other Contractual Services	122	2,597	0	0
	SUBTOTAL CONTRACTUAL	<u>144,592</u>	<u>207,474</u>	<u>145,000</u>	<u>145,000</u>
6391	Other Materials & Supplies	5,769	1,903	8,000	8,000
	SUBTOTAL COMMODITIES	<u>5,769</u>	<u>1,903</u>	<u>8,000</u>	<u>8,000</u>
6511	Equipment Rental, City	11,875	10,835	11,375	10,105
6521	Insurance (Risk Management)	10,505	11,135	11,805	11,805
6537	Automation Plan	14,260	14,260	0	0
6571	Building Rental	17,860	18,975	0	0
6590	Indirect Operating Expenses	41,430	48,798	79,355	53,165
	SUBTOTAL FIXED CHARGES	<u>95,930</u>	<u>104,003</u>	<u>102,535</u>	<u>75,075</u>
6641	Machinery & Equipment	0	0	0	0
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL	<u>865,577</u>	<u>874,966</u>	<u>988,995</u>	<u>962,380</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
1190	Executive Director, Finance & Management	0.07		0.07	
0260	Building Maintenance Superintendent	0.40		0.00	
	Facility Maintenance Superintendent	0.00		0.40	
4090	Custodian Supervisor	1.00		1.00	
4020	Custodian (Lead)	1.00		1.00	
4000	Custodian	7.00		7.00	
4005	Custodial Aide/Porter	1.00		1.00	
9170	Janitor		9.00		5.00
	TOTAL	<u>10.47</u>	<u>9.00</u>	<u>10.47</u>	<u>5.00</u>

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 75			
Fleet Maintenance		Activity Various			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
<u>REVENUES</u>					
FUND 75 - EQUIPMENT MAINTENANCE					
5515	Equipment Rental Charges	7,721,681	8,388,975	8,955,949	9,425,755
5551	Charges to Department	1,213,236	1,504,421	0	0
5621	Expense Reimbursement	24,936	48,923	47,700	55,000
5798	Sales Tax Recoveries	91,688	114,202	116,000	116,000
5812	Earnings on Investments	5,755	13	2,000	0
5990	Capital Contributions (F86 & 102)	97,593	46,491	0	0
	TOTAL FUND 75 REVENUES	<u>9,154,889</u>	<u>10,103,025</u>	<u>9,121,649</u>	<u>9,596,755</u>
<u>EXPENDITURES</u>					
75-111	Fleet Maintenance	8,804,097	8,357,089	6,412,855	6,655,345
75-112	Stores & Property Control	450,934	2,188,846	514,290	532,810
	TOTAL EXPENDITURES	<u>9,255,031</u>	<u>10,545,935</u>	<u>6,927,145</u>	<u>7,188,155</u>
	 Interfund Transfer to Fund 76	 1,860,405	 2,115,580	 2,265,500	 3,263,000
<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 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6800-76	Transfer to Fund 76	1,860,405	2,115,580	2,265,500	3,263,000
	SUBTOTAL TRANSFERS	<u>1,860,405</u>	<u>2,115,580</u>	<u>2,265,500</u>	<u>3,263,000</u>
	TOTAL	<u><u>1,860,405</u></u>	<u><u>2,115,580</u></u>	<u><u>2,265,500</u></u>	<u><u>3,263,000</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 2007-08				
<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 2008-09				
<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 and Orange County Health Dept.. * Continue to provide quality service to all departments. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 05-06	FY 06-07	FY 07-08	FY 08-09
Service Level				
# of vehicles maintained (rolling stock)	785	790	800	815
# of miscellaneous equipment maintained	25	31	40	40
TOTAL	810	821	840	855
Efficiency				
# of items maintained per mechanic/technician:				
Vehicles	43.6	43.9	44.4	45.3
Miscellaneous equipment	1.4	1.7	2.2	2.2
TOTAL	45.0	45.6	46.6	47.5
<i>Note: Small engine repairs are contracted locally.</i>				
Effectiveness				
Average # of units "out-of-service" per day	42	40	35	38
% of total fleet units "out-of-service" per day	5.2%	4.9%	4.2%	4.4%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 75			
Fleet Maintenance		Activity 111			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6111	Salaries & Wages-Regular	1,664,144	1,948,396	2,039,050	2,173,770
6131	Salaries & Wages-Temporary	50,479	55,483	57,210	63,150
6141	Salaries & Wages-Overtime	9,527	11,907	10,000	10,000
6151	Retirement Plan	136,239	148,834	169,635	184,965
6161	Medicare Insurance	9,396	10,618	11,205	12,250
6171	Employees Insurance	234,805	248,257	290,575	319,515
6172	Retiree Health Insurance	11,954	14,556	20,390	30,435
6181	Compensation Insurance	203,693	223,607	256,135	275,775
6191	Other Personnel Services	0	778	0	0
	SUBTOTAL PERSONNEL	2,320,236	2,662,436	2,854,200	3,069,860
6211	Communications	23,755	23,357	24,630	24,630
6221	Training & Transportation	6,654	9,395	6,765	6,765
6251	Other Agency Services	3,719	629	4,765	4,765
6281	M&R Machinery & Equipment	456,722	593,461	460,000	460,000
6291	Other Contractual Services	56,058	53,606	70,000	70,000
	SUBTOTAL CONTRACTUAL	546,907	680,447	566,160	566,160
6332	Mechanic Tool Allocation	14,371	6,340	0	0
6381	M&S Equipment	1,111	344	0	0
6382	Gas & Diesel	1,318,030	1,309,857	1,320,000	1,412,400
6391	Operating Materials & Supplies	729,372	986,909	784,030	784,030
	SUBTOTAL COMMODITIES	2,062,884	2,303,450	2,104,030	2,196,430
6511	Equipment Rental, City	56,260	55,470	58,245	60,315
6521	Insurance (Risk Management)	34,715	36,800	39,010	39,010
6537	Automation Plan	80,565	80,565	30,565	30,565
6572	City Yard Rent	343,955	357,715	372,025	391,740
6590	Indirect Operating Expenses	156,746	222,568	313,620	226,265
6591	Depreciation	1,789,324	1,931,733	0	0
	SUBTOTAL FIXED CHARGES	2,461,564	2,684,850	813,465	747,895
6641	Machinery & Equipment	2,661	0	75,000	75,000
6661	Computer Software	89	0	0	0
	SUBTOTAL FIXED CHARGES	2,750	0	75,000	75,000
6799	Loss or Gain on Fixed Assets	1,409,755	25,906	0	0
	TOTAL	8,804,097	8,357,089	6,412,855	6,655,345
	Cost of Goods Sold				

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		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	
4500	Fleet Equipment Technician III	4.00		4.00	
4730	Fleet Equipment Technician II	9.00		14.00	
4720	Fleet Equipment Technician I	5.00		0.00	
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	27.43	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 07-08				
<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 08-09				
<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 05-06	FY 06-07	FY 07-08	FY 08-09
Service Level				
# of items issued	75,000	75,000	76,000	76,000
# of product-line items issued	45,000	49,000	50,000	50,000
# of product-line items received	45,000	47,000	48,000	48,000
# of property transfers	700	900	1,000	1,000
# of surplus items disposed	1,500	1,500	1,500	1,500
Efficiency				
Per full-time equivalent Stock Clerk:				
Average # of items issued	75,000	76,000	76,000	76,000
Average # of items received	45,000	47,000	50,000	50,000
Effectiveness				
% of requests processed within 24 hours	97%	97%	99%	99%
% of items disposed on schedule	100%	100%	100%	100%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 75			
Stores & Property Control		Activity 112			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6111	Salaries & Wages-Regular	160,305	169,702	181,715	196,855
6131	Salaries & Wages-Temporary	32,785	33,841	35,850	35,940
6141	Salaries & Wages-Overtime	1,815	1,751	2,000	2,000
6151	Retirement Plan	12,686	13,664	16,270	17,885
6161	Medicare Insurance	2,731	2,874	3,155	3,375
6171	Employees Insurance	25,746	27,829	32,105	32,630
6172	Retiree Health Insurance	1,124	1,551	1,815	2,755
6181	Compensation Insurance	2,547	2,711	2,370	2,530
	SUBTOTAL PERSONNEL	<u>239,739</u>	<u>253,922</u>	<u>275,280</u>	<u>293,970</u>
6211	Communications	127	150	500	500
6221	Training & Transportation	451	166	1,000	1,000
6241	Janitorial & Housekeeping	0	0	0	0
6251	Other Agency Services	0	0	0	0
6281	M&R Machinery & Equipment	0	0	0	0
6291	Other Contractual Services	3,486	310	3,500	3,500
	SUBTOTAL CONTRACTUAL	<u>4,064</u>	<u>626</u>	<u>5,000</u>	<u>5,000</u>
6381	Operating Materials & Supplies Equipment	0	182	0	0
6391	Operating Materials & Supplies	2,776	4,222	6,000	6,000
	SUBTOTAL COMMODITIES	<u>2,776</u>	<u>4,404</u>	<u>6,000</u>	<u>6,000</u>
6511	Equipment Rental, City	11,760	14,100	14,805	13,975
6521	Insurance (Risk Management)	2,280	2,415	2,560	2,560
6537	Information Systems Strategic Plan	7,950	7,950	0	0
6572	Corporate Yard Rental	165,375	171,990	178,870	188,350
6590	Indirect Operating Expenses	16,989	23,386	31,775	22,955
	SUBTOTAL FIXED CHARGES	<u>204,354</u>	<u>219,841</u>	<u>228,010</u>	<u>227,840</u>
6798	Cost of Goods Sold	0	1,710,053	0	0
	TOTAL	<u><u>450,934</u></u>	<u><u>2,188,846</u></u>	<u><u>514,290</u></u>	<u><u>532,810</u></u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		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)		3.00		3.00
	TOTAL	<u>3.03</u>	<u>3.00</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 2007-08	<ul style="list-style-type: none"> * Replaced seventy-seven non-cost effective pieces of equipment. * Replaced one fire Ladder Truck. * Added seven additional hybrids to fleet. 			
Action Plan for FY 2008-09	<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 FY 06-07	Actual FY 07-08	Estimated FY 07-08	Objective FY 08-09
Service Level # of worn-out/obsolete equipment replaced with new/efficient models	66	77	85	85
Efficiency % of units scheduled for replacement actually replaced	91%	91%	100%	100%
Effectiveness Average age of fleet in years	9.5	10	11	12

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	76
Equipment Replacement					Activity	145
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
<u>REVENUES</u>						
5010-1111	Other Revenue-Bank Recon	0	0	0	0	0
5621	Expense Reimbursement	122,420	0	0	0	0
5715	Sale of Equipment	0	0	0	0	0
5799	Miscellaneous Recoveries	41,382	277	0	0	0
5812	Earnings on Investments	108,497	169,832	150,000	131,115	131,115
	TOTAL REVENUES	<u>272,300</u>	<u>170,109</u>	<u>150,000</u>	<u>131,115</u>	<u>131,115</u>
5990	Interfund Transfer from Fund 75	1,860,405	1,132,750	2,265,500	3,263,000	3,263,000
<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	46,332	63,861	0	0	0
6641-2008	Machinery & Equipment	0	18,518	243,000	94,000	94,000
	SUBTOTAL CAPITAL	<u>46,332</u>	<u>82,379</u>	<u>243,000</u>	<u>94,000</u>	<u>94,000</u>
6800	Transfer to Fund 11	0	0	0	0	0
6800	Transfer to Fund 85 City Yard	285,000	0	0	0	0
	SUBTOTAL TRANSFERS	<u>285,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL EXPENDITURES	<u>368,447</u>	<u>119,494</u>	<u>280,115</u>	<u>131,115</u>	<u>131,115</u>
	CAPITAL OUTLAY	0	1,904,687	2,265,500	3,263,000	3,263,000

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 07-08				
<ul style="list-style-type: none"> * Completed Orange County Hazardous Waste inspection report Phase II. * Construction started for required NPDES Facility Pollution Prevention mandates. * Construction started for Phase III CNG Fast Fill dispenser. * Completed AQMD mandated monthly UTS inspection reports. * Completed annual AQMD mandated fuel vapor monitoring testing. * Completed installing additional slow CNG fill stations. * Complete AQMD required modifications to waste oil storage tanks. * Continued to provide a safe, clean working environment for all tenants. 				
Action Plan for FY 2008-09				
<ul style="list-style-type: none"> * Complete NPDES required up-grades and modifications to storm drain systems. * Complete needed security modifications to Yard and EOC. * Complete installation of new fuel monitoring system at Police Department and City Yard. * Perform quarterly NPDES inspections and correct issues found. * Complete annual AQMD mandated fuel vapor monitoring testing. * Complete AQMD mandated monthly UTS inspection reports. * Complete installation of new CNG fast fill capabilities. * Complete upgrade to car wash system. * Continue to provide a safe, clean working environment for all tenants. 				
PERFORMANCE MEASURES	Actual FY 05-06	Actual FY 06-07	Estimated FY 07-08	Objective FY 08-09
Service Level				
Total acreage maintained	12		12	12
Total square footage of structures	140,000		140,000	140,000
Efficiency				
Annual maintenance and operating cost of structures and surfaces per square foot	\$1.60		\$1.95	\$2.10

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	85
Corporate Yard Operations					Activity	107
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
<u>REVENUES</u>						
5511	Fleet Maintenance	343,955	357,715	372,025	391,740	
5521	Traffic Signal Maintenance	5,475	5,695	5,925	6,240	
5531	Street Maintenance	63,105	65,630	68,255	71,875	
5533	Roadway Cleaning	65,200	67,810	70,520	74,260	
5537	Street Trees	18,040	18,760	19,510	20,545	
5550	Park Maintenance	81,040	84,280	87,650	92,295	
5574	Stores & Property Control	165,375	171,990	178,870	188,350	
5575	Water Maintenance	97,990	101,910	105,985	111,600	
5621	Expense Reimbursement	0	150	0	0	
5812	Earnings on Investments	5,998	17,427	15,700	15,700	
5990	Transfer from Fleet Fund 76	285,000	0	0	0	
	TOTAL REVENUES	<u>1,131,178</u>	<u>891,367</u>	<u>924,440</u>	<u>972,605</u>	
<u>EXPENDITURES</u>						
6131	Salaries & Wages-Temporary	27,491	34,763	39,760	43,160	
6151	Retirement Plan	0	0	1,490	1,620	
6161	Medicare Insurance	384	486	575	625	
6181	Compensation Insurance	3,392	4,356	5,450	5,915	
	SUBTOTAL PERSONNEL	<u>31,267</u>	<u>39,604</u>	<u>47,275</u>	<u>51,320</u>	
6211	Communications	17,352	14,451	16,825	16,825	
6251	Other Agency Services	16,217	17,927	10,000	17,000	
6261	M&R Buildings & Grounds	66,000	43,760	49,000	49,000	
6271	M&R Improvements	0	0	1,320	1,320	
6281	M&R Machinery & Equipment	3,968	12,282	11,000	11,000	
6291	Other Contractual Services	105,435	115,814	234,830	305,470	
	SUBTOTAL CONTRACTUAL	<u>208,972</u>	<u>204,234</u>	<u>322,975</u>	<u>400,615</u>	
6391	Operating Materials & Supplies	11,798	12,611	16,900	16,900	
	SUBTOTAL COMMODITIES	<u>11,798</u>	<u>12,611</u>	<u>16,900</u>	<u>16,900</u>	
6511	Equipment Rental, City	12,300	8,470	8,893	8,585	
6537	Information Services Strategic Plan	10,130	10,130	10,130	10,130	
6571	Building Rental	515,890	548,030	575,432	615,710	
6590	Indirect Operating Expenses	2,324	3,840	5,920	4,345	
6591	Depreciation Expense	8,189	8,189	0	0	
	SUBTOTAL FIXED CHARGES	<u>548,833</u>	<u>578,659</u>	<u>600,375</u>	<u>638,770</u>	
6631	Imp. Other Than Building	0	1,252	95,000	0	
	SUBTOTAL CAPITAL	<u>0</u>	<u>1,252</u>	<u>95,000</u>	<u>0</u>	
	TOTAL EXPENDITURES	<u>800,870</u>	<u>836,361</u>	<u>1,082,525</u>	<u>1,107,605</u>	
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09		
		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 06-07 & FY 07-08				
<ul style="list-style-type: none"> * Provided telecommunications services to 32 City Operating locations with over 2,000 phones and 2,376 extensions. * Completed 260 requests for "moves, add and changes" and 101 requests for repairs. * Provided priority cabling installation for voice/data services in the new ERP Project Room and Purchasing Department. * Provided cable infrastructure design and engineering for the planned Jerome Center Renovation Project. * Designed and installed voice and data cable/service at the new Santiago Park Wildlife Interpretive Center. * Provided and installed cabling in support of new wireless data service at the Police Department Parking facility. * Engineered and installed cabling for additional voice and data services at Police and Fire Headquarters. * Provided cabling for the new public information screens located at SW Senior Center, City Hall and Train Station. * Installed data cabling at the City Yard and Police Department for the new Fuel Management System. 				
Action Plan for FY 2008-09				
<ul style="list-style-type: none"> * Continue to pursue the various options for replacing/upgrading the City's aging voicemail system. * Look into upgrading the telephone systems at Fire Stations 1 and 9 to allow for additional telephone service. * Provide and install cable infrastructure in support of voice and data services for the Jerome Center Renovation. * Pursue the feasibility of establishing the McFadden Police facility as a test site for Voice over Internet Protocol. * Update and expand the cabling infrastructure throughout City-owned facilities. * Expand and improve the wireless data applications used by the Planning and Building Agency, Police Department, PRCSA, Information Services Division and Fire Department. * Continue to increase and enhance telecommunications services to all City operation units so as to enable them to provide quality customer service to the public and business community in the City. * Proactively manage the City's phone and telecommunications networks to maximize performance and minimize costs. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 05-06	FY 06-07	FY 07-08	FY 08-09
Service Level				
# of telephone systems operated and maintained	31	32	32	31
# of lines for telephones, faxes, and modems supported (combined # of extensions from all telephone systems in City)	3,910	3,900	3,910	3,918
# of voice, data and radio circuits supported (T-1's, 1MB's, ISDN, Trunks, DID Stations, 56K, and DSL leased circuits)	2,375	2,365	2,370	2,375
# of requests for repair	107	92	101	100
Effectiveness				
% of repairs completed within 24 hours	94%	96%	97%	98%

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	102
Communication Services					Activity	171
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
REVENUES						
5550	Telephone System Svcs Charges	1,710,451	2,066,638	1,971,750	2,015,400	
5550-1	Telephone System Svcs Charges Library	146,560	0	0	0	
5812	Earning on Investment	90,310	147,418	132,365	145,000	
	TOTAL REVENUES	<u>1,947,321</u>	<u>2,214,056</u>	<u>2,104,115</u>	<u>2,160,400</u>	
EXPENDITURES						
6111	Salaries & Wages-Regular	212,703	236,838	304,870	349,605	
6141	Salaries & Wages-Overtime	219	319	500	500	
6151	Retirement Plan	16,554	18,018	25,040	29,365	
6161	Medicare Insurance	2,876	3,005	4,420	5,070	
6171	Employees Insurance	20,598	23,538	33,145	44,005	
6172	Retiree Health Insurance	1,625	1,843	3,050	4,895	
6181	Compensation Insurance	3,433	3,719	4,910	5,415	
	SUBTOTAL PERSONNEL	<u>258,007</u>	<u>287,280</u>	<u>375,935</u>	<u>438,855</u>	
6211	Communications	650,920	880,738	1,010,920	977,120	
6221	Training & Transportation	765	556	11,200	11,200	
6251	Other Agency Services	425	425	810	810	
6291	Other Contractual Services	532,358	291,767	530,250	439,475	
	SUBTOTAL CONTRACTUAL	<u>1,184,468</u>	<u>1,173,486</u>	<u>1,553,180</u>	<u>1,428,605</u>	
6391	Operating Materials & Supplies	1,315	3,897	3,040	3,040	
	SUBTOTAL COMMODITIES	<u>1,315</u>	<u>3,897</u>	<u>3,040</u>	<u>3,040</u>	
6511	Rental of City Equipment	0	0	24,000	25,680	
6521	Insurance (Risk Management)	8,220	8,715	9,240	9,240	
6537	Information Systems Strategic Plan	16,695	16,695	16,695	16,695	
6571	Building Rental	4,385	4,660	4,895	5,240	
6590	Indirect Operating Expenses	18,577	25,621	45,470	35,255	
6591	Depreciation	0	0	0	0	
	SUBTOTAL FIXED CHARGES	<u>47,877</u>	<u>55,691</u>	<u>100,300</u>	<u>92,110</u>	
6641	Machinery & Equipment	0	18,296	200,000	229,000	
6661	Computer Software	5,603	0	20,000	20,000	
	SUBTOTAL CAPITAL	<u>5,603</u>	<u>18,296</u>	<u>220,000</u>	<u>249,000</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 75	0	18,296	0	0	
	SUBTOTAL TRANSFERS	<u>0</u>	<u>18,296</u>	<u>0</u>	<u>0</u>	
	TOTAL	<u>1,497,271</u>	<u>1,556,946</u>	<u>2,252,455</u>	<u>2,211,610</u>	
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09		
		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		0.60		
	TOTAL	<u>3.67</u>		<u>4.17</u>		

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 06-07 & FY 07-08				
<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. * Outsourced the Utility Billing printing and viewing. * Selection of new integrated Financial system including payroll, utility builling, human resouces & cashiering. * Upgraded the SAPIN system from Visual Basic to Dot Net technology. * Developed inhouse oversite of SQL Server production databases. Results in proactive maintenance/monitoring of Citywide databases, including many Police Department systems. 				
Action Plan for FY 2008-09				
<ul style="list-style-type: none"> * Complete integrated Financial System - Finance & Human Resources * SAPIN property information displayed to external customers via web applications * Complete replacement for Utility Billing System (Enquesta software from Systems & Software) * 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 05-06	FY 06-07	FY 07-08	FY 08-09
Service Level				
Number of City email users supported	2,068	2,100	2,100	2,100
Number of PCs (desktops and laptops) upgraded/maintained at standard level	2,045	2,050	2,100	2,100
Number of City staff with Internet connections	855	1050	1,100	1,100

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES		FUND 109			
Citywide Information Services Strategic Plan		Activity Various			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
<u>REVENUES</u>					
5551	Strategic Plan Charges	6,638,935	6,638,935	6,560,220	6,560,220
5799	Miscellaneous Recoveries	95,400	193,235	190,000	0
5812	Earning on Investment	310,844	487,573	440,000	440,000
	TOTAL REVENUES	7,045,179	7,319,743	7,190,220	7,000,220
<u>EXPENDITURES</u>					
109-171	ERP System	0	0	0	9,042,825
109-200	Payroll Systems	626,822	773,708	1,097,125	956,970
109-300	SAPIN/MUS	526,251	665,958	626,910	625,000
109-400	Customer Service Systems	607,850	520,220	672,105	672,105
109-500	Miscellaneous Strategic Plan	493,100	600,538	957,200	1,005,810
109-600	Miscellaneous Citywide Projects	945,025	343,728	1,807,500	1,807,500
109-700	Maintenance & Support	1,143,566	1,648,125	2,971,434	1,944,300
	Depreciation				
	TOTAL EXPENDITURES	4,342,615	4,552,276	8,132,274	16,054,510
109-100	Transfer to Fund 110	1,741,820	1,520,910	750,000	1,000,000
OPERATING EXPENSE		ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6100	Personnel	804,809	928,458	1,369,950	2,916,690
6200	Contractual	3,093,884	3,153,834	5,265,775	6,463,923
6300	Commodities	19,624	378	5,000	105,000
6500	Fixed Charges	136,168	222,880	232,595	190,355
6600	Capital	288,129	246,726	1,258,954	5,280,397
6700	Debt Service	0	0	0	1,098,145
	TOTAL	4,342,615	4,552,276	8,132,274	16,054,510
6800	Transfer to Fund 110	1,741,820	1,520,910	750,000	1,000,000
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		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	0.05		0.00	
	Applications/Tech Support 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	0.85		0.85	
7500	Supervising Accountant	1.00		1.00	
7490	Senior Accountant	1.00		1.00	
1140	Accountant I	1.00		1.00	
7280	Senior Accounting Assitant	1.00		1.00	
1340	Purchasing Supervisor	0.50		0.50	
7400	Payroll Systems Analyst	1.00		1.00	
1190	Executive Director, Finance & Management	0.10		0.10	
1180	Assistant Director of Finance & Mgmt Svcs.	0.20		0.20	
0960	Information Services Manager	0.25		0.25	
0190	Administrative Services Manager	0.10		0.10	
6400	Budget & Research Manager	0.00		0.00	
0496	Budget Analyst	1.00		1.00	
2670	Information Services Representative	0.40		0.40	
1005	Web Entry Specialist	1.00		1.00	
	TOTAL	15.20		15.20	

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	109
Technology Plan					Activity	100
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
6800	Transfer to Fund 73	0	0	0	0	
6800	Transfer to Fund 110	<u>1,741,820</u>	<u>1,520,910</u>	<u>750,000</u>	<u>1,000,000</u>	
	SUBTOTAL TRANSFERS	<u>1,741,820</u>	<u>1,520,910</u>	<u>750,000</u>	<u>1,000,000</u>	
	TOTAL	<u><u>1,741,820</u></u>	<u><u>1,520,910</u></u>	<u><u>750,000</u></u>	<u><u>1,000,000</u></u>	

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	109
ERP System					Activity	171
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
6131	Salaries & Wages-Temporary	0	0	0	200,000	
6141	Salaries & Wages-Overtime	0	0	0	200,000	
6191	Other Personnel Services	0	0	0	1,000,000	
	SUBTOTAL PERSONNEL	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,400,000</u>	
6291	Other Contractual Services	0	0	0	1,411,405	
	SUBTOTAL CONTRACTUAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,411,405</u>	
6391	Operating Materials & Supplies	0	0	0	100,000	
	SUBTOTAL COMMODITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,000</u>	
6591	Depreciation	0	0	0	0	
	SUBTOTAL FIXED CHARGES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
6641	Machinery & Equipment	0	0	0	250,000	
6661	Computer Software	0	0	0	4,783,275	
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,033,275</u>	
6782	Principal Payments	0	0	0	955,115	
6792	Interest Payments	0	0	0	143,030	
	SUBTOTAL DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,098,145</u>	
	TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>9,042,825</u></u>	

INTERNAL SERVICE FUNDS

FINANCE & MANAGEMENT SERVICES					FUND	109
Payroll Systems					Activity	200
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
6111	Salaries & Wages-Regular	233,180	253,014	350,970	393,620	
6131	Salaries & Wages-Temporary	949	1,477	0	0	
6141	Salaries & Wages-Overtime	63,591	59,333	90,800	90,800	
6151	Retirement Plan	15,757	20,365	28,830	31,745	
6161	Medicare Insurance	706	344	3,630	3,925	
6171	Employees Insurance	27,276	33,878	34,510	55,025	
6172	Retiree Health Insurance	1,889	2,072	3,510	5,290	
6181	Compensation Insurance	2,318	2,852	3,650	3,930	
6191	Other Personnel Services	0	0	0	0	
	SUBTOTAL PERSONNEL	<u>345,666</u>	<u>373,335</u>	<u>515,900</u>	<u>584,335</u>	
6291	Other Contractual Services	225,508	290,166	444,780	248,735	
	SUBTOTAL CONTRACTUAL	<u>225,508</u>	<u>290,166</u>	<u>444,780</u>	<u>248,735</u>	
6571	Building & Site Rental	14,720	60,635	63,665	68,120	
6590	Indirect Operating Expenses	23,359	35,925	65,780	48,780	
6591	Depreciation	17,570	13,647	0	0	
	SUBTOTAL FIXED CHARGES	<u>55,648</u>	<u>110,207</u>	<u>129,445</u>	<u>116,900</u>	
6641	Machinery & Equipment	0	0	7,000	7,000	
6661	Computer Software	0	0	0	0	
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>7,000</u>	
	TOTAL	<u><u>626,822</u></u>	<u><u>773,708</u></u>	<u><u>1,097,125</u></u>	<u><u>956,970</u></u>	
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09		
		Full Time	Part Time	Full Time	Part Time	
0151	Principal Management Analyst	0.85		0.85		
7500	Supervising Accountant	1.00		1.00		
7490	Senior Accountant	1.00		1.00		
7400	Payroll Systems Analyst	1.00		1.00		
	TOTAL	<u>3.85</u>		<u>3.85</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 109	
SAPIN/MUS				Activity 300	
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6291	Other Contractual Services	517,556	665,958	625,000	625,000
	SUBTOTAL CONTRACTUAL	<u>517,556</u>	<u>665,958</u>	<u>625,000</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	8,695	0	1,910	0
	SUBTOTAL CAPITAL	<u>8,695</u>	<u>0</u>	<u>1,910</u>	<u>0</u>
	TOTAL	<u><u>526,251</u></u>	<u><u>665,958</u></u>	<u><u>626,910</u></u>	<u><u>625,000</u></u>
FINANCE & MANAGEMENT SERVICES				FUND 109	
Customer Service Systems				Activity 400	
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6291	Other Contractual Services	590,614	513,996	672,105	672,105
	SUBTOTAL CONTRACTUAL	<u>590,614</u>	<u>513,996</u>	<u>672,105</u>	<u>672,105</u>
6391	Operating Materials & Supplies	17,133	0	0	0
	SUBTOTAL COMMODITIES	<u>17,133</u>	<u>0</u>	<u>0</u>	<u>0</u>
6661	Computer Software	103	6,224	0	0
	SUBTOTAL CAPITAL	<u>103</u>	<u>6,224</u>	<u>0</u>	<u>0</u>
	TOTAL	<u><u>607,850</u></u>	<u><u>520,220</u></u>	<u><u>672,105</u></u>	<u><u>672,105</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 109			
Miscellaneous Strategic Plan		Activity 500			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6111	Salaries & Wages-Regular	366,243	459,291	679,430	728,635
6141	Salaries & Wages-Overtime	0	0	0	0
6151	Retirement Plan	1,491	1,498	0	61,205
6161	Medicare Insurance	29,502	31,889	56,900	10,565
6171	Employees Insurance	5,245	5,490	10,045	112,070
6172	Retiree Health Insurance	46,954	46,254	91,530	10,200
6181	Compensation Insurance	2,696	3,165	6,925	9,680
6191	Other Personnel Services	7,012	7,536	9,220	0
	SUBTOTAL PERSONNEL	<u>459,143</u>	<u>555,123</u>	<u>854,050</u>	<u>932,355</u>
6221	Training & Transportation	600	300	0	0
	SUBTOTAL CONTRACTUAL	<u>600</u>	<u>300</u>	<u>0</u>	<u>0</u>
6391	Operating Materials & Supplies	35	0	0	0
	SUBTOTAL COMMODITIES	<u>35</u>	<u>0</u>	<u>0</u>	<u>0</u>
6571	Building & Site Rental	0	0	0	0
6590	Indirect Operating Expenses	33,322	45,114	103,150	73,455
	SUBTOTAL FIXED CHARGES	<u>33,322</u>	<u>45,114</u>	<u>103,150</u>	<u>73,455</u>
	TOTAL	<u>493,100</u>	<u>600,538</u>	<u>957,200</u>	<u>1,005,810</u>

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		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	0.05		0.00	
	Applications/Tech Support 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.	0.20		0.20	
0960	Information Services Manager	0.25		0.25	
0190	Administrative Services Manager	0.10		0.10	
1140	Accountant I	1.00		1.00	
7280	Senior Accounting Assitant	1.00		1.00	
0496	Budget Analyst	1.00		1.00	
1350	Buyer	0.50		0.50	
2670	Information Services Representative	0.40		0.40	
1005	Web Entry Specialist	1.00		1.00	
	TOTAL	<u>11.35</u>		<u>11.35</u>	

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	
Miscellaneous Citywide Projects				Activity 600	
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	ADOPTED FY 07-08	APPROVED FY 08-09
6291	Other Contractual Services	792,888	167,128	1,800,000	1,807,500
	SUBTOTAL CONTRACTUAL	<u>792,888</u>	<u>167,128</u>	<u>1,800,000</u>	<u>1,807,500</u>
6391	Operating Materials & Supplies	72	289	0	0
	SUBTOTAL COMMODITIES	<u>72</u>	<u>289</u>	<u>0</u>	<u>0</u>
6591	Depreciation	32,087	42,174	0	0
	SUBTOTAL FIXED CHARGES	<u>32,087</u>	<u>42,174</u>	<u>0</u>	<u>0</u>
6641	Machinery & Equipment	48,522	114,536	7,500	0
6661	Computer Software	71,457	19,601	0	0
	SUBTOTAL CAPITAL	<u>119,979</u>	<u>134,137</u>	<u>7,500</u>	<u>0</u>
	TOTAL	<u><u>945,025</u></u>	<u><u>343,728</u></u>	<u><u>1,807,500</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 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6251	Other Agency Services	0	0	2,800	2,800
6291	Other Contractual Services	966,718	1,516,287	1,721,090	1,696,378
	SUBTOTAL CONTRACTUAL	<u>966,718</u>	<u>1,516,287</u>	<u>1,723,890</u>	<u>1,699,178</u>
6391	Operating Materials & Supplies	2,420	87	5,000	5,000
	SUBTOTAL COMMODITIES	<u>2,420</u>	<u>87</u>	<u>5,000</u>	<u>5,000</u>
6591	Depreciation	15,077	25,385	0	0
	SUBTOTAL FIXED CHARGES	<u>15,077</u>	<u>25,385</u>	<u>0</u>	<u>0</u>
6641	Machinery & Equipment	64,030	21,611	60,000	60,000
6661	Computer Software	95,321	84,755	1,182,544	180,122
	SUBTOTAL CAPITAL	<u>159,352</u>	<u>106,365</u>	<u>1,242,544</u>	<u>240,122</u>
	TOTAL	<u><u>1,143,566</u></u>	<u><u>1,648,125</u></u>	<u><u>2,971,434</u></u>	<u><u>1,944,300</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 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
<u>INTERFUND TRANSFERS</u>					
5990	Transfer from Fund 109	1,741,820	1,520,910	750,000	1,000,000
	TOTAL INTERFUND TRANSFERS	<u>1,741,820</u>	<u>1,520,910</u>	<u>750,000</u>	<u>1,000,000</u>
<u>EXPENDITURES</u>					
6391	Operating Materials and Supplies	164	12,326	0	0
6591	Depreciation	279,717	100,224	0	0
6641	Machinery & Equipment	638,892	267,785	1,300,000	1,550,000
6661	Computer Software	<u>1,169</u>	<u>12,573</u>	<u>0</u>	<u>0</u>
	SUBTOTAL CAPITAL	919,942	392,908	1,300,000	1,550,000
6791	Debt Service - Interest	<u>19,774</u>	<u>4,014</u>	<u>0</u>	<u>0</u>
	SUBTOTAL DEBT SERVICE	19,774	4,014	0	0
	TOTAL EXPENDITURES	<u>939,716</u>	<u>396,922</u>	<u>1,300,000</u>	<u>1,550,000</u>
<p>* 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.</p>					

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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 06-07 & FY 07-08				
<ul style="list-style-type: none"> * Four liability claims were evaluated as worthy of taking to trial and the City prevailed on all four. * Claim payments partially reduced due to ongoing coordination with CAO in claims handling and litigation strategies. * Implemented in-house commercial driver certification program. * Joined Pollution Liability Insurance Program. * Received a perfect BICEP audit result on the Liability Claims program * 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 2008-09				
<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. * Update and revise the City's Vehicle Policy. * Continue to increase departmental awareness of potential fiscal impact of liability exposures & subrogation potential. * Continue Loss Prevention Fund for mitigating unforeseen hazards. * Develop departmental cost allocation program. 				
PERFORMANCE MEASURES	Actual FY 05-06	Actual FY 06-07	Estimate FY 07-08	Objective FY 08-09
Service Level				
# of Actuarial Studies Conducted	2	1	2	1
# of Liability Claims Audits	1	1	1	1
Insurance Cost in \$	\$1,307,676	\$1,290,977	\$1,300,000	\$2,550,000
Efficiency				
# of Liability Claims Filed Annually	197	178	200	225
# of Liability Claims Settled/Closed	247	206	210	210
Closure Ratio	125%	116%	105%	107%
Paid Claims Amount in \$	\$497,922	\$725,970	\$1,500,000	\$2,500,000
Effectiveness				
% of at fault vehicle accidents	59%	60%	48%	40%

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES					FUND	80
Liability & Property					Activity	180
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
<u>REVENUES</u>						
5551	Charges to Departments	7,872,790	8,345,170	8,845,895	8,845,895	
5621	Expense Reimbursement	24,088	16,285	15,000	15,000	
5812	Earnings on Investments	403,979	746,265	514,570	655,495	
	TOTAL REVENUES	<u>8,300,857</u>	<u>9,107,720</u>	<u>9,375,465</u>	<u>9,516,390</u>	
<u>EXPENDITURES</u>						
6111	Salaries & Wages-Regular	291,657	294,182	362,925	453,280	
6131	Salaries & Wages-Temporary	0	0	14,750	9,865	
6141	Salaries & Wages Overtime	122	2,965	10,000	10,000	
6151	Retirement Plan	21,783	23,357	32,110	38,445	
6161	Medicare Insurance	3,021	3,267	4,615	5,470	
6171	Employees Insurance	33,849	34,478	48,760	50,990	
6172	Retiree Health Insurance	2,671	2,873	3,840	6,345	
6181	Compensation Insurance	4,351	4,616	6,180	7,470	
6191	Other Personnel Services	923,686	1,129,613	1,500,000	1,500,000	
	SUBTOTAL PERSONNEL	<u>1,281,140</u>	<u>1,495,351</u>	<u>1,983,180</u>	<u>2,081,865</u>	
6211	Communications	4,011	5,234	5,500	5,500	
6221	Training & Transportation	4,959	2,665	4,200	4,200	
6251	Other Agency Services	3,119	8,920	10,000	10,000	
6281	M&R Machinery & Equipment	761	547	2,000	2,000	
6291	Other Contractual Services	44,314	23,806	27,500	40,000	
	SUBTOTAL CONTRACTUAL	<u>57,164</u>	<u>41,172</u>	<u>49,200</u>	<u>61,700</u>	
6391	Operating Materials & Supplies	9,403	9,254	9,000	14,000	
	SUBTOTAL COMMODITIES	<u>9,403</u>	<u>9,254</u>	<u>9,000</u>	<u>14,000</u>	
6511	Equipment Rental, City	7,000	6,590	6,920	6,780	
6521	Insurance (Risk Management)	1,307,676	1,290,977	2,600,000	2,550,000	
6522	Losses Paid	497,922	725,970	2,500,000	2,500,000	
6523	Unemployment Claims Paid	37,968	56,269	125,000	125,000	
6537	Information Services Strategic Plan	391,580	391,580	391,580	391,580	
6571	Building & Site Rental	16,000	16,990	17,840	19,090	
6590	Indirect Operating Expenses	24,595	34,145	60,890	47,645	
	SUBTOTAL FIXED CHARGES	<u>2,282,741</u>	<u>2,522,520</u>	<u>5,702,230</u>	<u>5,640,095</u>	
6641	Machinery & Equipment	6,706	0	10,000	10,000	
6651	Books, Records & Videos	11,347	273	10,000	10,000	
6661	Computer Software	0	0	5,000	5,000	
	SUBTOTAL CAPITAL	<u>18,053</u>	<u>273</u>	<u>25,000</u>	<u>25,000</u>	
6913	Reserve for Claims	0	0	5,808,745	6,124,175	
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>5,808,745</u>	<u>6,124,175</u>	
	TOTAL EXPENDITURES	<u>3,648,501</u>	<u>4,068,570</u>	<u>13,577,355</u>	<u>13,946,835</u>	

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		FUND 80			
Liability & Property		Activity 180			
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
1830	Executive Director, Personnel Services	0.15		0.15	
1835	Assistant Director of Personnel Services	0.00		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)*	1.00		1.00	
	Loss Control Office Assistant		0.50		0.50
	TOTAL	<u>4.80</u>	<u>0.50</u>	<u>4.95</u>	<u>0.50</u>
<p>*Note: City Attorney's Office Sr. Paralegal position funded thru Liability & Property Fund.</p>					

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 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 2007-08				
<ul style="list-style-type: none"> * Outsourced Section 125 health and dependent care FSA accounts to ensure compliance with HIPAA. * Processed enrollments timely and accurately. * Processed reimbursements timely and accurately. * Established an automatic pre-tax deduction for insurance premiums pursuant to Section 125 of the IRS code. 				
Action Plan for FY 2008-09				
<ul style="list-style-type: none"> * Promote advantages of program through informational pamphlets. * Review and update plan documents as needed. 				
PERFORMANCE MEASURES	Actual	Actual	Estimate	Objective
	FY 05-06	FY 06-07	FY 07-08	FY 08-09
Service Level				
# of Health FSA enrollments	355	323	350	375
# of Dependent Care FSA enrollments	61	56	60	65
# of Premium FSA enrollments	334	344	492	375
Annual \$ amount of Health FSA enrollments	\$401,587	\$442,485	\$425,000	\$425,000
Annual \$ amount of Dependent Care enrollments	\$168,991	\$177,956	\$194,000	\$186,000
Annual \$ amount of Premium FSA enrollments	\$303,265	\$399,345	\$318,944	\$95,000
# claims processed annually for Health FSA	650	644	620	620
# claims processed annually for Dependent Care FSA	235	238	195	195
# claims processed annually for Premium FSA	785	659	650	650
Annual \$ amount of Health FSA reimbursements	\$396,360	\$388,806	\$386,000	\$386,000
Annual \$ amount of Dependent Care reimbursements	\$165,684	\$164,285	\$194,000	\$159,000
Annual \$ amount of Premium FSA reimbursements	\$275,832	\$366,825	\$318,944	\$95,000

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES					FUND	81
Section 125 Benefits					Activity	170
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
<u>EXPENDITURES</u>						
6525	Benefit Payments-Medical	400,641	388,227	360,000	388,230	
6526	Benefit Payments-Health Care	274,713	366,142	390,500	125,000	
6528	Benefit Payments-Child Care	166,762	164,451	165,000	200,535	
	SUBTOTAL FIXED CHARGES	<u>842,116</u>	<u>918,820</u>	<u>915,500</u>	<u>713,765</u>	
	TOTAL EXPENDITURES	<u><u>842,116</u></u>	<u><u>918,820</u></u>	<u><u>915,500</u></u>	<u><u>713,765</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 2007-08				
<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 2008-09				
<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 05-06	FY 06-07	FY 07-08	FY 08-09
Service Level				
# of new employees processed	249	297	260	260
# of separating employees processed	209	219	200	250
# of retirements processed/counseled	137	190	350	350
# of employees utilizing EAP resources	111	103	130	130
# of Family Medical Leave cases processed	-	105	100	100
# of flu vaccines administered	400	333	350	350
# of insurance enrollments/changes processed	1,938	2,159	1,800	1,600
# of employees participating in blood drives	273	235	300	300
Efficiency				
# of internal audits conducted annually	44	48	48	48
Effectiveness				
% of employees' problems resolved within 1 day	90	95	95	95
% of premium payments processed on time	100%	100%	100%	100%

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES					FUND	81
Employee Group Benefits					Activity	177
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
<u>REVENUES</u>						
5551	Charges to Departments	16,091,520	17,127,325	17,991,712	23,353,095	
5552	Employee Contributions	1,277,086	1,514,697	1,577,320	1,668,795	
5553	Medical Contribution	399,079	407,924	360,000	388,230	
5554	Child Care Contribution	161,082	179,425	390,500	125,000	
5555	Health Premium Contribution	310,510	404,613	165,000	200,535	
5556	POA Retirement ER Contribution	0	231,702	242,124	373,240	
5621	Expense Reimbursement	786		0	0	
5799	Miscellaneous Recoveries	0	7,437	7,437	0	
5812	Earnings on Investments	23,113	62,724	51,540	86,120	
	TOTAL REVENUES	<u>18,263,176</u>	<u>19,935,847</u>	<u>20,785,632</u>	<u>26,195,015</u>	
<u>EXPENDITURES</u>						
6111	Salaries & Wages-Regular	421,656	499,179	473,300	540,990	
6131	Salaries & Wages-Temporary	1,259	7,186	34,530	31,085	
6141	Salaries & Wages-Overtime	644	3,574	12,000	12,000	
6151	Retirement Plan	30,422	33,296	40,170	46,610	
6161	Medicare Insurance	5,503	5,970	7,365	8,295	
6171	Employees Insurance	47,344	51,178	58,915	69,930	
6172	Retiree Health Insurance	3,548	3,982	4,735	7,575	
6181	Compensation Insurance	6,271	8,530	8,365	9,900	
6191	Other Personnel Services	38,628	38,628	45,000	45,000	
	SUBTOTAL PERSONNEL	<u>555,274</u>	<u>651,524</u>	<u>684,380</u>	<u>771,385</u>	
6211	Communications	5,794	5,954	1,200	5,955	
6221	Training & Transportation	5,390	5,356	20,000	15,000	
6251	Other Agency Services	3,738	3,748	5,000	10,000	
6281	M&R Machinery & Equipment	539	681	3,080	3,080	
6291	Other Contractual Services	17,713	101	453,780	470,000	
	SUBTOTAL CONTRACTUAL	<u>33,173</u>	<u>15,840</u>	<u>483,060</u>	<u>504,035</u>	
6391	Operating Materials & Supplies	6,496	9,898	20,000	20,000	
	SUBTOTAL COMMODITIES	<u>6,496</u>	<u>9,898</u>	<u>20,000</u>	<u>20,000</u>	
6521	Insurance	14,764,984	16,108,124	17,432,810	22,154,595	
6522	Insurance Pass Thru (Medicare)	1,378,435	1,590,495	1,519,870	1,686,520	
6527	Benefit Payments-Wellness	3,979	3,693	10,000	10,000	
6537	Information Services Strategic Plan	227,945	227,945	227,945	227,945	
6571	Building & Site Rental	36,830	39,125	41,080	43,955	
6590	Indirect Operating Expenses	35,352	55,441	77,405	58,815	
	SUBTOTAL FIXED CHARGES	<u>16,447,524</u>	<u>18,024,823</u>	<u>19,309,110</u>	<u>24,181,830</u>	
6641	Machinery & Equipment	0	0	3,000	3,000	
6661	Computer Software	0	0	1,000	1,000	
	SUBTOTAL CAPITAL	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	
	TOTAL EXPENDITURES	<u>17,042,468</u>	<u>18,702,085</u>	<u>20,500,550</u>	<u>25,481,250</u>	

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		FUND 81			
Employee Group Benefits		Activity 177			
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
1830	Executive Director, Personnel Services	0.30		0.30	
1835	Assistant Director of Personnel Services	0.00		0.15	
0470	Benefits and Compensation Manager	0.90		0.90	
1540	Senior Personnel Analyst	0.75		0.75	
0770	Senior Personnel Technician	1.50		1.50	
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	
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>6.30</u>	<u>2.00</u>

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 06-07 & FY 07-08				
<ul style="list-style-type: none"> * Recovered \$1,200,000 in subrogation and excess insurance claims. * Reduced claim costs 16%. * Reduced new litigated claims by 52%. * Saved \$8,346 by implementing Heat Illness Prevention and Hearing Conservation training in-house. * Saved \$19,188 by conducting noise surveys and ergonomic evaluations in-house. * Implemented Valley Oak System IVOS software upgrade. 				
Action Plan for FY 2008-09				
<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. * Develop and implement a written Heat Illness Prevention Program as required by Cal/OSHA. * Comply with Cal/OSHA's Hearing Conservation Program by administering hearing tests to affected employees. * Continue Loss Prevention Fund for mitigating unforeseen hazards. * Develop departmental cost allocation program. 				
PERFORMANCE MEASURES	Actual	Actual	Estimate	Objective
	FY 05-06	FY 06-07	FY 07-08	FY 08-09
Service Level				
# of new claims	374	326	340	340
% of outstanding litigated open claims	25	18%	25	20
# of new litigated claims	23	14	30	15
# of environmental studies	3	6	7	4
# of hearing tests administered	219	0	0	225
# of Santa Ana Health & Safety Committee meetings	10	10	11	10
# of ergonomic evaluations	20	20	25	25
# of Heat Illness Prevention classes (started in FY 07/08)	0	0	6	3
Efficiency				
Cost of claims in \$	\$4,625,091	\$3,843,908	\$4,000,000	\$4,525,000

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES					FUND	82
Workers' Compensation					Activity	178
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
<u>REVENUES</u>						
5551	Charges to Departments	7,738,095	8,424,446	9,247,565	9,247,565	
5621	Expense Reimbursement	479,391	400,757	400,000	400,000	
5799	Misc. Recoveries	0	27,016	0	0	
5812	Earnings on Investments	328,323	612,260	419,000	545,300	
	TOTAL REVENUES	<u>8,545,809</u>	<u>9,464,479</u>	<u>10,066,565</u>	<u>10,192,865</u>	
<u>EXPENDITURES</u>						
6111	Salaries & Wages-Regular	539,916	618,923	710,785	709,880	
6131	Salaries & Wages-Temporary	16,901	0	14,750	10,725	
6141	Salaries & Wages-Overtime	790	6,009	10,000	10,000	
6151	Retirement Plan	41,134	45,827	58,935	60,030	
6161	Medicare Insurance	6,808	7,292	9,350	9,205	
6171	Employees Insurance	56,238	60,110	76,580	73,500	
6172	Retiree Health Insurance	4,389	5,551	7,105	9,940	
6181	Compensation Insurance	6,962	7,416	9,575	10,145	
6191	Other Personnel Services	343,506	452,479	475,000	553,500	
	SUBTOTAL PERSONNEL	<u>1,016,644</u>	<u>1,203,606</u>	<u>1,372,080</u>	<u>1,446,925</u>	
6211	Communications	6,160	7,085	6,900	6,900	
6221	Training & Transportation	5,028	7,723	23,500	23,500	
6251	Other Agency Services	95,010	90,004	150,000	150,000	
6281	M&R Machinery & Equipment	1,500	1,132	2,000	2,000	
6291	Other Contractual Services	165,094	113,529	175,000	142,500	
	SUBTOTAL CONTRACTUAL	<u>272,792</u>	<u>219,473</u>	<u>357,400</u>	<u>324,900</u>	
6391	Operating Materials & Supplies	18,680	22,208	23,000	28,000	
	SUBTOTAL COMMODITIES	<u>18,680</u>	<u>22,208</u>	<u>23,000</u>	<u>28,000</u>	
6511	Equipment Rental City	5,000	5,955	6,255	5,955	
6521	Insurance (Risk Management)	256,643	524,861	625,000	650,000	
6522	Insurance Passthrough's	389,684	531,341	0	0	
6525	Benefits Payments	4,625,091	3,843,908	5,250,000	4,525,000	
6537	Information Services Strategic Plan	118,995	118,995	118,995	118,995	
6571	Building & Site Rental	36,000	38,245	40,155	42,965	
6590	Indirect Operating Expenses	47,011	65,180	109,520	73,570	
6591	Depreciation Expense	2,551	0	0	0	
	SUBTOTAL FIXED CHARGES	<u>5,480,975</u>	<u>5,128,485</u>	<u>6,149,925</u>	<u>5,416,485</u>	
6641	Machinery & Equipment	144	0	10,000	10,000	
6651	Books, Records & Video	5,517	12,803	10,000	10,000	
6661	Computer Software	0	0	5,000	5,000	
	SUBTOTAL CAPITAL	<u>5,662</u>	<u>12,803</u>	<u>25,000</u>	<u>25,000</u>	
6800	Transfer to Fund 11	0	0	0	0	
	SUBTOTAL TRANSFERS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
6913	Reserve for Claims	0	0	20,602,862	18,722,605	
	SUBTOTAL MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>20,602,862</u>	<u>18,722,605</u>	
	TOTAL EXPENDITURES	<u>6,794,753</u>	<u>6,586,575</u>	<u>28,530,267</u>	<u>25,963,915</u>	

INTERNAL SERVICE FUNDS

PERSONNEL SERVICES		FUND 82			
Workers' Compensation		Activity 178			
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
1830	Executive Director, Personnel Services	0.15		0.15	
1835	Assitant Director of Personnel Services	0.00		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	3.00		3.00	
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 Assistant		0.50		0.50
	TOTAL	<u>7.80</u>	<u>0.50</u>	<u>7.95</u>	<u>0.50</u>

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**INTERNAL SERVICE FUNDS
RESOURCE SUMMARY**

PUBLIC WORKS AGENCY

ACTIVITIES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
REVENUES				
Engineering Services				
5335 Engineering Cost Allocation	10,000	0	10,000	10,000
5551 Charges to Projects	7,140,464	5,756,129	8,179,750	8,381,255
5577 Engineering Service Charge	151,613	131,421	120,000	100,000
5621 Expense Reimbursement	10,154	63,388	15,000	20,000
5799 Miscellaneous Recoveries	0	300	0	0
5812 Earnings on Investments	19,910	21,273	5,000	20,000
5920 Sewer Construction Permits	9,364	12,389	12,000	9,500
5921 Street Construction Permits	388,301	96,337	0	0
5922 Parking Permit	43,953	61,475	40,000	66,000
5977 Abandonment Processing	1,534	1,885	3,000	3,000
5990 Transfer from General Fund	0	10,000	0	0
SUBTOTAL REVENUES	7,775,293	6,154,598	8,384,750	8,609,755
Balance from Prior Year	0	0	0	800,000
Administrative Services				
5551 Charges to Departments	3,327,705	3,044,570	4,412,760	4,457,320
5621 Expense Reimbursement	18	13	0	0
5812 Earnings on Investments	61,757	81,816	60,000	95,000
SUBTOTAL REVENUES	3,389,480	3,126,399	4,472,760	4,552,320
Balance from Prior Years	0	0	0	1,009,530
TOTAL REVENUES	11,164,773	9,280,997	12,857,510	13,162,075
EXPENDITURES				
Engineering Services				
86-613 Transportation	478,188	510,240	742,225	754,635
86-621 Traffic Engineering	1,688,137	1,908,815	2,694,630	2,869,995
86-651 Construction Engineering	2,001,232	2,229,706	2,759,390	3,066,780
86-653 Design Engineering	1,207,409	1,340,157	2,214,170	2,718,345
SUBTOTAL	5,374,966	5,988,918	8,410,415	9,409,755
Administrative Services				
101-601 Administration	3,416,883	3,226,516	3,801,720	4,097,620
101-611 Development Engineering	1,027,856	1,051,307	1,278,775	1,464,230
SUBTOTAL	4,444,739	4,277,823	5,080,495	5,561,850
TOTAL	9,819,705	10,266,741	13,490,910	14,971,605
OPERATING EXPENSE	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6100 Personnel	7,188,883	8,099,171	9,471,880	11,044,975
6200 Contractual	523,767	568,437	1,357,460	1,503,325
6300 Commodities	109,843	121,741	121,200	126,990
6500 Fixed Charges	974,315	1,111,146	2,349,985	2,157,915
6600 Capital	27,096	32,601	172,410	138,400
6700 Debt Service	(144,955)	0	17,975	0
6800 Inter-Fund Transfer	1,140,756	333,645	0	0
TOTAL	9,819,705	10,266,741	13,490,910	14,971,605

**INTERNAL SERVICE FUNDS
RESOURCE SUMMARY**

PUBLIC WORKS AGENCY

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
0910	Admin. & Enterprise Services Manager	1.00		1.00	
2080	Assistant Engineer - Transportation (T)	1.00		1.00	
2100	Assistant Engineer II	16.50		17.75	
2155	Assistant Traffic Operations Engineer	1.00		2.00	
0320	City Engineer	1.00		1.00	
2240	Construction Inspector I	3.00		3.00	
0300	Construction Inspector II	2.00		3.00	
1850	Contracts Administrator	1.00		1.00	
0315	Deputy City Engineer	0.55		1.00	
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	
7090	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	5.00		5.00	
1290	Senior Transportation Analyst	2.00		2.00	
0428	Street Lighting Maintenance Worker	1.00		1.00	
4360	Street Maintenance Supervisor	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	
1080	Transportation Manager	1.00		1.00	
9130	Engineering Intern , P/T		25.00		26.00
9505	Permit Parking Aide, P/T		2.00		2.00
9900	Right-of-Way Technician, P/T		1.00		1.00
7330	Senior Office Assistant, PTCS		2.00		2.00
		-----	-----	-----	-----
		74.60	30.00	78.30	31.00
		=====	=====	=====	=====

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 oversees the development of the General Plan Circulation Element, traffic impacts associated with development projects and environmental documents, and administers the City's TDM Program. Transportation also protects the City's interests by reviewing traffic impacts associated with EIRs for developments in adjacent jurisdictions.</p>				
Accomplishments in FY 06-07 & 07-08				
<ul style="list-style-type: none"> * Functioned as the lead in developing the Santa Ana Transit Vision/Go Local Project Concept Step 1 & Step 2 grant application. * Secured funding for the SR-55/MacArthur Landscaping Project and completed final design and construction. * Reviewed traffic impacts for major developments and identified traffic mitigation requirements, including the Renaissance Specific Plan and Metro East Mixed Use Overlay Zone. * Reviewed environmental documents for development within Santa Ana and adjacent jurisdictions. * Completed Citywide speed limit report. * Completed FY 06/07 Citywide Traffic Safety Report. * Provided administrative and technical support for the Santa Ana/Orange and Santa Ana/Tustin TSIAs. * Participated and represented the City's interests in the: <ul style="list-style-type: none"> - California High Speed Rail, LOSSAN Corridor, Quiet Zones, and other related rail issues - 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 2008-09				
<ul style="list-style-type: none"> * Maintain a leadership role in the regional transportation issues affecting the City. * Review and assess traffic impacts for development projects in adjacent jurisdictions submitted to PWA. * Represent the City's interest in the CCC Study/MIS and the Santa Ana Second Main Track Project. * Continue to work cooperatively with the 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. * Oversee the City's MPAH, CMP, GMP, and TDM programs, and the General Plan Circulation Element. * Provide administrative and technical support for the Santa Ana/Orange and Santa Ana/Tustin TSIAs. * 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 OCTA Go Local Step 2 Program and OCTA's BRT (Bristol, Harbor & 17th). * Continue the 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. * Provide traffic and transportation impact assessment for major development projects. * Prepare FY 07/08 Citywide Traffic Safety Report, and prepare and administer the Citywide traffic database. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 05-06	FY 06-07	FY 07-08	FY 08-09
Service Levels				
# of grant applications	3	5	5	5
# of environmental documents	5	15	10	10
# of traffic studies prepared	5	10	5	5
# of traffic studies reviewed	20	25	20	15
# of development projects reviewed	N/A	40	45	30
Effectiveness				
% grant applications prepared	100	100	100	100
% environmental documents reviewed	100	300	200	100
% traffic studies prepared	100	200	100	100
% traffic studies reviewed	100	125	125	100
% development projects reviewed	N/A	100	150	100

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES					FUND	86
Transportation					Activity	613
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
6111	Salaries & Wages-Regular	282,611	302,811	329,925	369,345	
6131	Salaries & Wages-Temporary	13,146	17,014	16,280	16,370	
6141	Salaries & Wages-Overtime	3,029	1,114	2,000	2,000	
6151	Retirement Plan	22,326	24,389	27,140	31,000	
6161	Medicare Insurance	3,204	3,360	4,925	4,185	
6171	Employees Insurance	15,407	20,225	22,040	26,690	
6172	Retirees Insurance	2,149	2,310	3,235	5,065	
6181	Compensation Insurance	4,377	4,887	10,055	5,650	
	SUBTOTAL PERSONNEL	346,249	376,111	415,600	460,305	
6211	Communications	1,963	1,925	3,000	3,000	
6221	Training & Transportation	998	200	3,000	3,000	
6251	Other Agency Services	995	1,505	2,500	2,500	
6281	M & R Machinery & Equipment	35	277	2,000	40	
6291	Other Contractual Services	1,033	1,326	1,865	1,810	
6294	Lease Payments	0	0	23,185	23,055	
	SUBTOTAL CONTRACTUAL	5,024	5,231	35,550	33,405	
6391	Operating Materials & Supplies	4,514	3,925	5,390	4,790	
	SUBTOTAL COMMODITIES	4,514	3,925	5,390	4,790	
6511	Equipment Rental, City	3,670	3,920	6,515	0	
6521	Insurance (Risk Management)	38,210	40,505	42,935	42,935	
6571	Building & Site Rental	37,435	39,765	41,950	44,885	
6590	Indirect Operating Expenses	13,134	17,614	21,900	18,880	
6591	Depreciation	0	0	0	0	
	SUBTOTAL FIXED CHARGES	92,449	101,804	113,300	106,700	
6771	Capitalized Lease Obligations	(30,510)	0	0	0	
	SUBTOTAL DEBT SERVICE	(30,510)	0	0	0	
6800	Transfer to General Fund	60,462	23,169	0	0	
	SUBTOTAL INTERFUND TRANSFERS	60,462	23,169	0	0	
	TOTAL OPERATING	478,188	510,240	569,840	605,200	
6595	Interfund Transfer to Fund 101	0	0	172,385	149,435	

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
0320	City Engineer	0.15		0.15	
1290	Senior Transportation Analyst	2.00		2.00	
1080	Transportation Manager	0.40		0.40	
9130	Engineering Intern , P/T		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 Citywide 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 06-07 & 07-08				
<ul style="list-style-type: none"> * Completed design and construction of 10 traffic signals/interconnect projects. * Investigated and responded to over 1,150 Council and citizen requests regarding traffic safety. * Implemented or renewed permit parking in 27 permit parking districts. * Implemented 13 speed humps on 3 residential streets. * Completed Westminster/17th, McFadden, MacArthur, Edinger, Harbor, and Segerstrom Traffic Management Projects. * Completed 19 channelization plans in-house for arterials and neighborhood streets. * Acquired state and federal funds for traffic engineering improvements. * Completed Citywide collision data report. * Completed Civic Center Directional Signage Project on Main Street (Phase II). * Processed 125 special license applications. 				
Action Plan for FY 2008-2009				
<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 08-09. * 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 05-06	FY 06-07	FY 07-08	FY 08-09
Service Level				
# of citizen, Council and Police requests processed	720	550	600	600
# of parking permits issued (# of districts)	3,800 (27)	3900 (27)	4,000 (27)	4100 (27)
# of traffic signals/stripping/traffic control plan sets reviewed (average days to check)	99 (9)	94 (9)	120 (9)	100 (09)
Efficiency				
Average # of days to process citizen requests	55	25	20	20
% of projects designed using CAD/Microstation	100	0	100	100

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES		FUND 86			
Traffic Engineering		Activity 621			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6111	Salaries & Wages-Regular	884,971	1,047,596	1,292,200	1,499,500
6131	Salaries & Wages-Temporary	165,761	157,040	202,680	223,780
6141	Salaries & Wages-Overtime	19,111	9,770	21,000	21,000
6151	Retirement Plan	66,153	77,196	112,400	133,180
6161	Medicare Insurance	12,855	13,669	19,060	22,780
6171	Employees Insurance	85,439	91,089	102,820	141,915
6172	Retirees Insurance	6,054	7,747	12,800	20,800
6181	Compensation Insurance	16,734	17,683	43,880	25,260
	SUBTOTAL PERSONNEL	1,257,078	1,421,791	1,806,840	2,088,215
6211	Communications	49,729	49,617	50,000	45,000
6221	Training & Transportation	7,055	11,090	8,000	8,000
6251	Other Agency Services	2,254	1,832	12,000	12,000
6281	M&R Machinery & Equipment	1,276	1,321	16,895	10,000
6291	Other Contractual Services	25,094	15,182	46,190	46,590
6294	Lease Payments	0	0	60,180	59,835
	SUBTOTAL CONTRACTUAL	85,408	79,041	193,265	181,425
6391	Operating Materials & Supplies	41,424	35,204	22,480	30,000
	SUBTOTAL COMMODITIES	41,424	35,204	22,480	30,000
6511	Equipment Rental, City	28,190	44,370	55,430	49,930
6521	Insurance (Risk Management)	76,870	81,480	86,370	86,370
6571	Building & Site Rental	73,845	78,445	82,760	88,555
6590	Indirect Operating Expenses	47,010	62,113	95,350	84,945
	SUBTOTAL FIXED CHARGES	225,915	266,408	319,910	309,800
6641	Machinery & Equipment	0	14,914	13,350	5,000
6651	Books, Records & Video	0	1,317	0	1,000
6661	Computer Software	450	1,816	33,500	5,500
	SUBTOTAL CAPITAL	450	18,047	46,850	11,500
6771	Capitalized Lease Obligations	(55,870)	0	17,975	0
	SUBTOTAL DEBT SERVICE	(55,870)	0	17,975	0
	TOTAL	1,554,405	1,820,491	2,407,320	2,620,940
6595	Interfund Transfer to fund 101	0	0	287,310	249,055
6800	Transfer to General Fund	133,732	88,324	0	0

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
2080	Assistant Engineer - Transportation (T)	1.00		1.00	
2100	Assistant Engineer II	6.00		5.00	
2155	Assistant Traffic Operations Engineer	1.00		2.00	
0320	City Engineer	0.25		0.25	
2131	Senior Civil Engineer	3.75		3.75	
4360	Street Maintenance Supervisor	0.50		0.50	
1080	Transportation Manager	0.60		0.60	
9130	Engineering Intern, P/T		10.00		10.00
9505	Permit Parking Aide, P/T		2.00		2.00
	TOTAL	13.10	12.00	13.10	12.00

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES		PROGRAM		
Construction Engineering		86-651		
Statement of Purpose				
<p><i>To provide competent, state-of-the-art contract administration, construction inspection, and surveying services in order to assure timely delivery of high quality infrastructure projects.</i></p> <p>This section monitors public works and related construction contracts for the Capital Improvement Program and provides field inspection and surveying services. Field inspection includes all work done in the public right-of-way, whether done by permit or City contract. Surveying includes maintenance of the City benchmark/monument system and construction staking.</p>				
Accomplishments in FY 06-07 & 07-08				
<p>FY 06-07 Administered 20 projects totaling \$16 million</p> <ul style="list-style-type: none"> * Completed construction of Logan Neighborhood improvements. * Completed construction of Fairview Bridge seismic retrofits. * Completed construction of Main Street Rehabilitation from Warner to Columbine. * Completed construction of seismic retrofit of three bridges. * Continued efforts to enforce NPDES compliance on construction sites. * Completed construction of Flower Street Bike Trail. <p>FY 07-08 Administered 24 projects totaling \$18 million</p> <ul style="list-style-type: none"> * Completed construction of Santiago Park Wildlife Center * Completed Elevated Water Tank repairs and painting. * Completed water main installation in Ross Street from French to Main Streets. * Completed Santiago Creek Bike Trail at I-5 freeway. * Completed traffic signal improvements at 5th and Jackson Streets. * Completed Fire Station No. 7 improvements. * Completed McFadden Street Rehabilitation from Standard Street to East City Limit. 				
Action Plan for FY 2008-09				
<ul style="list-style-type: none"> * Complete construction of East Reservoir and West Reservoir renovations. * Complete Fourth Street water main improvements. * Complete First Street, Segerstrom Avenue, and Warner Avenue rehabilitation projects. * Complete Santa Clara Avenue, 17th Street, and Bristol Street rehabilitation projects. * Complete Local Street Pavement Rehabilitation Thin-Overlay, Phase 1. * Start construction of MacArthur Widening at SR-55. * Start construction of Bristol Street from McFadden to Pine Streets. 				
PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 05-06	FY 06-07	FY 07-08	FY 08-09
Service Levels				
# of permits inspected and approved	300	289	706	350
# of new construction contracts administered	20	20	24	26
\$ value of construction contracts awarded (in millions)	14	18	22	28
Efficiency				
Costs of construction change orders as a percentage of project costs	4.5	4.8	4.2	5
% of staking requests handled within 2-days notice	100	100	100	100
% of inspection requests handled within 1-day notice	100	100	100	100
Effectiveness				
% of error-free staking surveys based on total number of staking surveys	100	100	100	100
# of liability claims alleging construction and/or safety defects	12	14	10	12

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES		FUND 86			
Construction Engineering		Activity 651			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6111	Salaries & Wages-Regular	1,199,051	1,334,544	1,475,420	1,684,945
6131	Salaries & Wages-Temporary	50,087	50,303	93,040	101,140
6141	Salaries & Wages-Overtime	25,423	41,375	80,000	80,000
6151	Retirement Plan	93,729	108,080	122,185	142,720
6161	Medicare Insurance	15,420	17,473	19,365	22,280
6171	Employees Insurance	140,941	162,605	158,320	206,350
6172	Retirees Insurance	8,307	10,355	14,480	23,155
6181	Compensation Insurance	60,449	73,308	45,610	91,625
6191	Other Personnel Services	594	559	2,500	2,500
	SUBTOTAL PERSONNEL	1,594,001	1,798,602	2,010,920	2,354,715
6211	Communications	23,139	24,480	35,000	38,000
6221	Training & Transportation	764	3,340	6,170	5,470
6241	Janitorial & Housekeeping	0	0	200	200
6251	Other Agency Services	2,809	2,561	3,800	4,050
6281	M&R Machinery & Equipment	1,109	342	95	100
6291	Other Contractual Services	12,996	16,100	18,185	17,200
6294	Lease Payments	0	0	62,430	62,070
	SUBTOTAL CONTRACTUAL	40,817	46,823	125,880	127,090
6311	Office Supplies	122	39	0	0
6391	Operating Materials & Supplies	199	16,134	30,320	29,350
	SUBTOTAL COMMODITIES	321	16,173	30,320	29,350
6511	Equipment Rental, City	17,844	72,900	77,115	76,415
6521	Insurance (Risk Management)	67,165	98,455	104,360	104,360
6571	Building & Site Rental	92,880	54,325	57,315	61,325
6590	Indirect Operating Expenses	51,140	79,481	18,570	15,770
	SUBTOTAL FIXED CHARGES	229,029	305,161	257,360	257,870
6641	Machinery & Equipment	0	135	45,000	45,500
6651	Books, Records & Video	0	0	0	0
6661	Computer Software	0	476	2,600	3,200
	SUBTOTAL CAPITAL	0	611	47,600	48,700
6771	Capitalized Lease Obligations	(32,495)	0	0	0
	SUBTOTAL DEBT SERVICE	(32,495)	0	0	0
	TOTAL	1,831,673	2,167,371	2,472,080	2,817,725
6595	Interfund Transfer to Fund 101	56,254	0	287,310	249,055
6800	Transfer to General Fund	113,305	62,335	0	0
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
2100	Assistant Engineer II	2.00		2.00	
0320	City Engineer	0.25		0.25	
2240	Construction Inspector I	3.00		3.00	
0300	Construction Inspector II	2.00		3.00	
2129	Principal Civil Engineer	1.00		1.00	
2131	Senior Civil Engineer	2.00		2.00	
2040	Senior Land Surveyor	1.00		1.00	
2070	Survey Party Chief	2.00		2.00	
2060	Survey Party Technician II	2.00		2.00	
9130	Engineering Intern, P/T		6.00		6.00
	TOTAL	15.25	6.00	16.25	6.00

INTERNAL SERVICE FUNDS

PUBLIC WORKS ENGINEERING SERVICES		PROGRAM		
Design Engineering		86-653		
Statement of Purpose				
<p><i>To provide quality and professional civil engineering and architectural design services for the timely delivery of quality design plans to optimize stewardship of the taxpayers' 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 06-07 & 07-08				
<ul style="list-style-type: none"> * Completed design plans for Bristol between McFadden & Pine. Completed R/W acquisition of 80% of properties. * Awarded construction contracts for all AHRP projects according to the schedule. * Commenced construction of Bristol Street from Pine to Third. * Completed construction of the Santa Ana portion of the Edinger Avenue Smart Street Project. * Completed design of CIP projects according to the schedule. * Awarded construction contracts for first two thin overlay phases of Project Restore. * Completed construction of Civic Center Parking Structure to accommodate the future State Appellate Court. * Awarded construction contract for the first Cold In-Place Recycling (CIR) project for Delhi and Willard Neighborhoods. * Maximized reimbursement for all grant funded projects. 				
Action Plan for FY 2008-09				
<ul style="list-style-type: none"> * Complete R/W acquisition and commence undergrounding utilities for Bristol between McFadden & Pine. * Award construction contracts for final thin overlay phase and all phases of CIR for Project Restore. * Complete construction of Bristol Street from Pine to Third. * Begin design and R/W acquisition of Bristol Street from 3rd to Civic Center. * Complete design of CIP projects according to the schedule. * Prepare 09/10 CIP and coordinate projects with other City agencies. * Ensure eligibility for grant funding with OCTA and other outside agencies. * Prepare update to the Arterial Street Pavement Condition database to maintain Measure M certification. * Prepare a strategy for preventive maintenance of local streets. 				
PERFORMANCE MEASURES	Actual FY 05-06	Actual FY 06-07	Estimated FY 07-08	Objective FY 08-09
Service Level				
% of projects with design engineering and bid preparation done by City personnel	75	55	30	70
% of projects with design engineering and bid preparation done by consultant	25	45	70	30
# of projects prepared for other agencies	25	20	40	30
# of grant applications prepared	35	20	30	15
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 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09	
6111	Salaries & Wages-Regular	734,906	806,258	1,128,770	1,581,555	
6131	Salaries & Wages-Temporary	53,074	80,450	94,130	119,300	
6141	Salaries & Wages-Overtime	2,566	829	0	0	
6151	Retirement Plan	57,428	64,805	94,890	136,100	
6161	Medicare Insurance	9,461	10,834	14,430	22,365	
6171	Employees Insurance	69,675	77,163	94,440	119,395	
6172	Retiree Insurance	5,155	6,839	11,155	21,940	
6181	Compensation Insurance	13,626	15,022	39,905	26,225	
	SUBTOTAL PERSONNEL	945,891	1,062,200	1,477,720	2,026,880	
6211	Communications	16,244	16,746	15,000	15,000	
6221	Training & Transportation	4,506	3,855	13,500	13,500	
6251	Other Agency Services	1,600	1,215	3,470	4,270	
6281	M&R Machinery & Equipment	3,553	4,811	1,095	600	
6291	Other Contractual Services	4,264	9,241	10,750	11,720	
6294	Lease Payments	0	0	59,800	59,455	
	SUBTOTAL CONTRACTUAL	30,167	35,869	103,615	104,545	
6391	Operating Materials & Supplies	24,275	22,251	17,720	16,660	
	SUBTOTAL COMMODITIES	24,275	22,251	17,720	16,660	
6511	Equipment Rental, City	11,525	12,280	17,525	4,575	
6521	Insurance (Risk Management)	39,330	41,690	44,190	44,190	
6571	Building & Site Rental	43,940	46,680	49,245	52,690	
6590	Indirect Operating Expenses	34,849	49,232	76,920	82,830	
	SUBTOTAL FIXED CHARGES	129,644	149,882	187,880	184,285	
6641	Machinery & Equipment	0	6,328	20,000	33,600	
6651	Books, Records & Video	0	0	0	0	
6661	Computer Software	0	3,893	5,000	3,700	
	SUBTOTAL CAPITAL	0	10,221	25,000	37,300	
6771	Capitalized Lease Obligations	(26,080)	0	0	0	
	SUBTOTAL DEBT SERVICE	(26,080)	0	0	0	
	TOTAL	1,103,897	1,280,423	1,811,935	2,369,670	
6595	Interfund Transfer to Fund 101	0	0	402,235	348,675	
6800	Transfer to General Fund	103,512	59,734	0	0	
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09		
		Full Time	Part Time	Full Time	Part Time	
2100	Assistant Engineer II	4.00		6.00		
0320	City Engineer	0.15		0.15		
0315	Deputy City Engineer	0.55		1.00		
2020	Engineering Drafting Technician II	2.00		2.00		
1200	Management Aide	1.00		1.00		
2131	Senior Civil Engineer	3.00		3.00		
2110	Senior Engineer	1.00		1.00		
4360	Street Maintenance Supervisor	0.50		0.50		
9130	Engineering Intern, P/T		6.00		7.00	
	TOTAL	12.20	6.00	14.65	7.00	

INTERNAL SERVICE FUNDS

PUBLIC WORKS ADMINISTRATIVE SERVICES Administration	PROGRAM 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 07-08 Top Agency Objectives	
<ul style="list-style-type: none"> * Prepare a comprehensive strategy to rebuild our neighborhood street system within the next 10 years. * Enhance the Sanitation Inspectors' involvement regarding Waste Discharge Requirements (WDR) and 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 the 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 Warner Avenue to 17th Street by 2013. * 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. * 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. 	
FY 08-09 Top Agency Objectives	
<ul style="list-style-type: none"> * Partnering with the City of Garden Grove, commence conceptual engineering and environmental studies by hiring consultants for the following concepts by August 2008: Downtown Street Car Circulation, SARTC Expansion and PE Right-of-Way Development. * Move forward with the \$100 million Project Restore to improve residential streets using bond proceeds and other funding sources: <ul style="list-style-type: none"> –Coordinate with City Manager's Office and CDA to provide neighborhood outreach information via mailers, newsletter, and City website. –Develop a comprehensive five-year schedule by treatment type Citywide by July 2008. * Continue the \$225 million Bristol Street Widening from Warner Avenue to 17th Street by 2013. <ul style="list-style-type: none"> –Complete ROW from 3rd to Civic Center by June 2009. –Award construction contract project for the widening between Pine and Third by July 2008. –Working with OCTA, identify source of the next \$100 million of the \$225 million commitment by June 2009. –Move forward with the Bristol Street Widening between Pine and McFadden with OCTA's funding commitment. <ol style="list-style-type: none"> a. Complete PS&E by July 2008. b. Complete right-of-way acquisition by September 2008. c. Award construction contract by November 2008. d. Complete utility undergrounding by March 2009. * Continue implementation of GIS: <ul style="list-style-type: none"> –Work with Design Engineering to complete GIS linkage to MicroPaver Database for improved map visualization and data analysis by December 2008. –Begin development of new version of the SAGIS Viewer Application. Upgrade SAGIS Viewer to GeoMedia WebMap 6.1 and Visual Studio 2008 development platform by June 2009. Benefits to include interface enhancements, better query capabilities, and improved compatibility with future operating systems. –Provide GIS services to support the City in preparing for the Census 2010. Includes the Local Update of Census Address Program (LUCA) and the Boundary and Annexation Survey program (BAS) by December 2008. –Begin implementation of new projects identified in the strategic plan and prioritized by the MIS Committee by June 2009. –Continue development of I-Water applications for water and sewer. Study the issue of storm drain on GIS and tie to I-Water by March 2009. * Continue to strengthen Water/Sewer Enterprise to support a first-rate infrastructure. Intensify the annual budget rate structure for water and sewer capital improvement projects annually. * Study enhancement options for improving storm drain and catch basin cleaning programs, including a review of the existing process for cost effectiveness and responsiveness by September 2008. * Conduct a Feasibility Study to relocate the Traffic Management Center from the 3rd Floor City Hall to the 4th Floor Ross Annex by June 2009. * Coordinate roadway maintenance activities with Design Engineering and develop a preventive street maintenance strategy by June 2009. * Evaluate program to provide water service lines for developers by July 2008. * Work jointly with OCTA to commence construction by December 2008 for Tier I at-grade safety enhancement projects and keep on schedule to complete Quiet Zone improvements prior to OCTA's 2010 increase in Metrolink trains. * Investigate the feasibility of graffiti program enhancements to include upper level and pen tag removals, and color matching by June 2009. 	

INTERNAL SERVICE FUNDS

PUBLIC WORKS ADMINISTRATIVE SERVICES		FUND 101			
Administration		Activity 601			
Object Code	LINE ITEM RESOURCES	ACTUAL FY 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6111	Salaries & Wages-Regular	1,275,767	1,608,195	1,693,795	1,796,025
6131	Salaries & Wages-Temporary	118,105	101,980	107,340	87,285
6141	Salaries & Wages-Overtime	1,758	1,101	4,000	7,500
6151	Retirement Plan	119,525	124,529	144,970	155,185
6161	Medicare Insurance	17,010	17,662	19,945	21,705
6171	Employees Insurance	184,745	195,760	211,695	252,200
6172	Retirees Insurance	10,526	12,345	16,660	24,780
6181	Compensation Insurance	29,270	31,461	41,920	37,640
6191	Other Personnel Services	373,809	419,713	393,545	415,165
	SUBTOTAL PERSONNEL	2,130,515	2,512,747	2,633,870	2,797,485
6211	Communications	28,196	28,984	28,000	29,000
6221	Training & Transportation	41,432	45,995	60,345	58,910
6251	Other Agency Services	1,234	1,291	3,000	1,300
6281	M & R Machinery & Equipment	60,573	54,152	5,285	7,575
6291	Other Contractual Services	215,393	248,003	670,615	828,800
6294	Lease Payments	0	0	75,920	75,480
	SUBTOTAL CONTRACTUAL	346,828	378,425	843,165	1,001,065
6391	Operating Materials & Supplies	31,039	36,367	35,000	36,500
	SUBTOTAL COMMODITIES	31,039	36,367	35,000	36,500
6511	Equipment Rental, City	28,110	30,960	31,640	31,885
6521	Insurance (Risk Management)	5,820	6,193	6,540	6,540
6571	Building & Site Rental	71,545	83,505	88,100	94,265
6590	Indirect Operating Expenses	68,174	89,903	113,545	92,080
6591	Depreciation	9,927	9,927	0	0
	SUBTOTAL FIXED CHARGES	183,576	220,488	239,825	224,770
6621	Building	0	0	1,500	0
6641	Machinery & Equipment	14,176	0	43,600	24,200
6661	Computer Software	12,470	2,678	4,760	13,600
	SUBTOTAL CAPITAL	26,646	2,678	49,860	37,800
	TOTAL	2,718,604	3,150,705	3,801,720	4,097,620
6800	Transfer to General Fund	698,279	75,811	0	0

INTERNAL SERVICE FUNDS

PUBLIC WORKS ADMINISTRATIVE SERVICES				FUND	101
Administration				Activity	601
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
0910	Admin. & Enterprise Services Manager	1.00		1.00	
1850	Contracts Administrator	1.00		1.00	
2170	Executive Director, Public Works Agency	1.00		1.00	
7390	Executive Secretary	1.00		1.00	
2190	GIS Administrator	1.00		1.00	
7090	Lead Accounting Assistant	1.00		1.00	
0020	Micro System Technician	1.00		1.00	
0390	Office Supervisor	1.00		1.00	
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	
0150	Senior Management Analyst	1.00		1.00	
7330	Senior Office Assistant	5.00		5.00	
0428	Street Lighting Maintenance Worker	1.00		1.00	
1060	Systems Technician	1.00		1.00	
9900	Right-of-Way Technician, P/T		1.00		1.00
7330	Senior Office Assistant, PTCS		2.00		2.00
	TOTAL	----- 24.00 =====	----- 3.00 =====	----- 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 06-07 & 07-08				
<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, Olen Properties Residential Project, Town & Country Manor, First & Cabrillo Towers, Village Green Residential Project, Audi Renovation & Parking Structure, Alton Court Residential Project, County of Orange Cogeneration Facility, Westminster Asia Plaza, and Empire Homes. * Provided plan check services for development projects, and processed street improvements and building permit applications, including tract and parcel maps, street vacations, grading plans, utility and miscellaneous permits. 				
Action Plan for FY 2008-09				
<ul style="list-style-type: none"> * Review and process site plans, improvement plans, and maps for major developments such as: One Broadway Plaza, City Place Sky Lofts, Alton Court Residential, Integral Mixed Use Project, and Empire Homes 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. * Prepare a report analyzing Transportation System Improvement Area impact fee rates. 				
PERFORMANCE MEASURES	Actual FY 05-06	Actual FY 06-07	Estimated FY 07-08	Objective FY 08-09
Service Levels				
# of final subdivisions and right-of-way plan checks	111	153	95	100
# of street work and miscellaneous permits issued	296	282	230	220
# of building permit applications processed	1935	1980	2010	1950
# of site plan reviews, variances, and CUP's processed	89	79	65	70
# of utility plan checks	237	320	330	300
# of grading and improvements plan checks	178	183	145	150
# of wide load permits	448	430	372	390
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 05-06	ACTUAL FY 06-07	PROJECTED FY 07-08	APPROVED FY 08-09
6111	Salaries & Wages-Regular	650,721	663,993	789,145	937,980
6131	Salaries & Wages-Temporary	24,788	26,273	29,375	34,175
6141	Salaries & Wages-Overtime	7,012	271	10,000	10,000
6151	Retirement Plan	51,216	53,811	64,850	78,835
6161	Medicare Insurance	7,621	7,559	9,020	10,885
6171	Employees Insurance	72,698	79,360	81,330	99,490
6172	Retirees Insurance	4,584	5,090	7,770	12,925
6181	Compensation Insurance	8,725	8,945	23,870	12,765
6191	Other Personnel Services	87,784	82,415	111,570	120,320
	SUBTOTAL PERSONNEL	915,149	927,719	1,126,930	1,317,375
6211	Communications	7,554	7,265	7,500	7,500
6221	Training & Transportation	1,177	3,148	2,500	2,500
6251	Other Agency Services	32	32	1,000	1,000
6281	M&R Machinery & Equipment	515	0	35	40
6291	Other Contractual Services	6,245	12,602	20,645	20,590
6294	Lease Payments	0	0	24,305	24,165
	SUBTOTAL CONTRACTUAL	15,523	23,047	55,985	55,795
6391	Operating Materials & Supplies	8,270	7,822	10,290	9,690
	SUBTOTAL COMMODITIES	8,270	7,822	10,290	9,690
6511	Equipment Rental, City	4,855	5,110	5,165	5,250
6521	Insurance (Risk Management)	22,420	23,765	25,190	25,190
6590	Indirect Operating Expenses	30,173	38,528	52,115	47,830
	SUBTOTAL FIXED CHARGES	57,448	67,403	82,470	78,270
6641	Machinery & Equipment	0	774	0	0
6651	Books, Records, Videos	0	0	100	100
6661	Computer Software	0	270	3,000	3,000
	SUBTOTAL CAPITAL	0	1,044	3,100	3,100
	TOTAL	996,390	1,027,035	1,278,775	1,464,230
6800	Transfer to General Fund	31,466	24,272	0	0

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 07-08		APPROVED FY 08-09	
		Full Time	Part Time	Full Time	Part Time
2100	Assistant Engineer II	4.50		4.75	
0320	City Engineer	0.20		0.20	
2129	Principal Civil Engineer	0.75		0.75	
1600	Senior Assistant Engineer	0.50		0.50	
2131	Senior Civil Engineer	0.55		0.55	
2110	Senior Engineer	1.00		1.00	
9130	Engineering Intern, P/T		2.00		2.00
	TOTAL	7.50	2.00	7.75	2.00