

# Facilities Division Summary

## FY 07/08 DIVISION BUDGET SUMMARY

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
<b>NET OPERATING EXPENSES BY DEPT:</b>					
Major Maintenance	\$ 4,032,361	\$ 2,972,000	\$ 6,938,000	\$ 3,966,000	133.4%
Contracts & Quality Assurance	688,648	-	-	-	-
Engineering - Construction	5,038,863	6,077,400	5,974,500	(102,900)	-1.7%
General Services Administration	13,772,515	14,977,900	14,957,100	(20,800)	-0.1%
General Services Fleet Motive	743,222	1,196,100	1,101,300	(94,800)	-7.9%
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 24,275,609</b>	<b>\$ 25,223,400</b>	<b>\$ 28,970,900</b>	<b>\$ 3,747,500</b>	<b>14.9%</b>
<b>EQUIPMENT OUTLAY</b>	<b>\$ 216,054</b>	<b>\$ 152,500</b>	<b>\$ 968,800</b>	<b>\$ 816,300</b>	<b>535.3%</b>
<b>TOTAL DIVISION</b>	<b>\$ 24,491,663</b>	<b>\$ 25,375,900</b>	<b>\$ 29,939,700</b>	<b>\$ 4,563,800</b>	<b>18.0%</b>
<b>STAFFING BUDGET</b>	<b>172</b>	<b>165</b>	<b>169</b>	<b>4</b>	<b>2.4%</b>

## Contracts & Quality Assurance

### SUMMARY OF DEPARTMENTAL EXPENSES

	ACTUAL	AMENDED	ESTIMATED	INCREASE		
	RESULTS	BUDGET	RESULTS	BUDGET	FY 07/08-06/07	%
	FY 05/06	FY 06/07	FY 06/07	FY 07/08	BUDGET	INCREASE
Personnel Expenses	\$ 650,855	\$ -	\$ -	\$ -	-	-
Non-Personnel Expenses	37,793	-	-	-	-	-
<b>Total Direct Expense</b>	<b>\$ 688,648</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>
Less: Capitalized Expense	(56,046)	-	-	-	-	-
Equipment Outlay	-	-	-	-	-	-
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 632,602</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>

### PERSONNEL EXPENSES

	ACTUAL	AMENDED	ESTIMATED	INCREASE		
	RESULTS	BUDGET	RESULTS	BUDGET	FY 07/08-06/07	%
	FY 05/06	FY 06/07	FY 06/07	FY 07/08	BUDGET	INCREASE
Salaries and Wages	\$ 421,890	\$ -	\$ -	\$ -	-	-
Overtime	2,728	-	-	-	-	-
Burden	226,237	-	-	-	-	-
Temporary Personnel	-	-	-	-	-	-
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 650,855</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>

**NOTE:**

**Contracts & Quality Assurance** - duties and responsibilities have been redistributed and assigned to other departments to consolidate the procurement process. The department budget was transferred to Human Resources and Procurement Services Departments in FY 06/07.

# Contracts & Quality Assurance

## NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Memberships & Dues	614	-	-	-	-
Seminars & Training	1,193	-	-	-	-
<b>STAFF DEVELOPMENT</b>	<b>\$ 1,807</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Mileage Reimbursement	4,400	-	-	-	-
Travel	475	-	-	-	-
<b>TRAVEL</b>	<b>\$ 4,875</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Services - Professional & Other	4,498	-	-	-	-
<b>CONTRACTUAL SERVICES</b>	<b>\$ 4,498</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Equipment & Systems	5,278	-	-	-	-
Office & Operating Supplies	7,214	-	-	-	-
Postage & Shipping	3,788	-	-	-	-
<b>SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 16,280</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Telephone & Communications	2,799	-	-	-	-
<b>FACILITIES EXPENSE</b>	<b>\$ 2,799</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Equipment Maintenance-Outside Services	173	-	-	-	-
<b>MAINTENANCE &amp; REPAIRS</b>	<b>\$ 173</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Advertising	7,273	-	-	-	-
Promotional Services	88	-	-	-	-
<b>COMMUNITY &amp; ENVIRONMENTAL</b>	<b>\$ 7,361</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>TOTAL NON PERSONNEL EXPENSES</b>	<b>\$ 37,793</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

**NOTE:**

**Contracts & Quality Assurance** - duties and responsibilities have been redistributed and assigned to other departments to consolidate the procurement process. The department budget was transferred to Human Resources and Procurement Services Departments in FY 06/07.

# ENGINEERING - CONSTRUCTION

## Role

The Engineering - Construction Department provides a wide variety of engineering and construction services. The majority of resources are used to prepare plans and specifications for Public Works projects and administer construction contracts. Department staff is responsible for all phases of a project from project identification through contract completion. The majority of these projects are in the Port's Capital Development (CDP) and Major Maintenance (MM) programs. The Department conducts engineering studies and investigations using both in-house staff and consultants. Staff also provides estimating, scheduling, surveying, and inspection services. When requested, engineering staff performs review of tenant improvement (TI) projects and field coordination of TI projects.

Engineering - Construction Department currently has forty-eight (48) permanent budgeted positions and is located on the sixth floor of the Port administration building and the Administration Building Annex.

## Mission Statement

To serve a diverse and dynamic community, we plan, design, and implement engineering solutions through excellence.

## Vision Statement

Building the World's Finest Port.

## Current Services

To achieve this Mission/Vision we will continue to offer these current services:

- Provide program oversight for the CDP and MM programs
- Infrastructure asset maintenance programming
- Infrastructure condition assessments
- Manage and deliver Public Works projects (cradle to grave)
- Develop plans and specifications
- Administer and inspect construction contracts
- Conduct engineering studies and investigations
- Provide cost estimating and scheduling for projects
- Engineering surveying
- Lease plat boundary surveys
- Mapping of sites and utilities
- Review and coordination of TI projects
- Electronic project reporting
- Project portfolio planning
- Design/build contracting
- Maintenance of as-built drawings
- Support Americans with Disabilities Act (ADA) improvement program

## Modified and New Services

To achieve this Mission/Vision we will consider expanding our services to include:

- Provide program oversight for CDP
- Incorporate Geographical Information System (GIS) for mapping and utilities
- Administrating the Infrastructure Management Program (IMP)
- Provide program oversight for the five-year major maintenance program

## Goals

- Implement grant administration process
- Improve current year CDP and MM execution plan to actual by 5%
- Implement Department Organizational Culture & Effectiveness Plan (OCEP)
- Improve consultant & contractor satisfaction with Engineering - Construction Department
- Improve accuracy of project cost estimates and schedules
- Implement a Division document management program utilizing best business practices for Engineering-Construction industry

# Engineering - Construction

## SUMMARY OF DEPARTMENTAL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Personnel Expenses	\$ 4,598,886	\$ 5,313,400	\$ 5,072,200	\$ (241,200)	-4.5%
Non-Personnel Expenses	439,977	764,000	902,300	138,300	18.1%
<b>Total Direct Expense</b>	<b>\$ 5,038,863</b>	<b>\$ 6,077,400</b>	<b>\$ 5,974,500</b>	<b>\$ (102,900)</b>	<b>-1.7%</b>
Less: Capitalized Expense	(1,699,534)	(888,100)	(1,218,300)	(330,200)	37.2%
Major Maintenance	4,032,361	2,972,000	6,938,000	3,966,000	133.4%
Equipment Outlay	38,299	7,800	5,300	(2,500)	-32.1%
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 7,409,989</b>	<b>\$ 8,169,100</b>	<b>\$ 11,699,500</b>	<b>\$ 3,530,400</b>	<b>43.2%</b>

## PERSONNEL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Salaries and Wages	\$ 3,138,154	\$ 3,447,300	\$ 3,510,700	\$ 63,400	1.8%
Overtime	36,137	40,500	65,000	24,500	60.5%
Burden	1,406,131	1,804,700	1,475,600	(329,100)	-18.2%
Temporary Personnel	18,464	20,900	20,900	-	0.0%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 4,598,886</b>	<b>\$ 5,313,400</b>	<b>\$ 5,072,200</b>	<b>\$ (241,200)</b>	<b>-4.5%</b>

# Engineering - Construction

## POSITION SUMMARY

**Replace:** 1 Executive Assistant II (Unclassified) with 1 Executive Assistant II (Classified)

**Reclassify:** 1 Senior Administrative Assisant (Classified) to 1 Executive Assistant I (Classified)

**Conversion:** 1 Capital Project Manager II (Unclassified) (Limited) to 1 Capital Project Manager II (Unclassified)

POSITION TITLE	AMENDED BUDGET FY 06/07	BUDGET FY 07/08
Administrative Assistant II (Classified)	3	3
Assistant Director, Engng. Support Team	1	1
Associate Engineer	8	8
Capital Project Manager II (Unclassified)	3	4
Civil Designer	5	5
Construction Inspector	3	3
Construction Inspector Supervisor	1	1
Director, Engineering-Construction	1	1
Executive Assistant I (Classified)	0	1
Executive Assistant II	1	0
Executive Assistant II (Classified)	0	1
Land Surveyor	1	1
Maintenance Planner/Inspector	1	1
Management Analyst	1	1
Manager, Engineering-Construction	2	2
Program Manager	1	1
Project Estimator	1	1
Project Scheduler	1	1
Senior Administrative Asst (Classified)	2	1
Senior Construction Inspector	3	3
Senior Director, Facilities/Chief Engrn.	1	1
Senior Engineer	3	3
Senior Management Analyst	2	2
Staff Assistant II	1	1
Survey Technician II	1	1
<b>TOTAL</b>	<b>47</b>	<b>48</b>

**NOTE:**

Staff increased due to 1 Capital Project Manager II being converted to a permanent position in order to best meet the long-term requirements of the Department. This will allow the management of the multi-year projects such as the Chula Vista Bayfront Master Plan and cruise ship terminal redevelopment.

# Engineering - Construction

## NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Awards - Service	107	1,500	1,000	(500)	-33.3%
Books & Periodicals	3,995	5,800	5,000	(800)	-13.8%
Employee Recognition	-	-	1,400	1,400	-
Memberships & Dues	12,164	10,300	10,300	-	0.0%
Seminars & Training	35,090	39,500	41,000	1,500	3.8%
Tuition Reimbursement Program	425	-	-	-	-
<b>STAFF DEVELOPMENT</b>	<b>\$ 51,780</b>	<b>\$ 57,100</b>	<b>\$ 58,700</b>	<b>\$ 1,600</b>	<b>2.8%</b>
Mileage Reimbursement	27,901	30,400	33,400	3,000	9.9%
Travel	11,009	18,100	16,600	(1,500)	-8.3%
<b>TRAVEL</b>	<b>\$ 38,911</b>	<b>\$ 48,500</b>	<b>\$ 50,000</b>	<b>\$ 1,500</b>	<b>3.1%</b>
Services - Professional & Other	225,850	493,700	607,000	113,300	22.9%
Services - Construction	2,843	-	-	-	-
<b>CONTRACTUAL SERVICES</b>	<b>\$ 228,694</b>	<b>\$ 493,700</b>	<b>\$ 607,000</b>	<b>\$ 113,300</b>	<b>22.9%</b>
Equipment & Systems	16,708	27,900	39,000	11,100	39.8%
Equipment Rental/Leasing	493	3,100	2,500	(600)	-19.4%
Office & Operating Supplies	25,713	40,900	41,000	100	0.2%
Postage & Shipping	1,911	2,300	2,300	-	0.0%
Safety Equipment & Supplies	1,877	1,900	1,900	-	0.0%
Small Tools	-	1,000	1,000	-	0.0%
Blueprints	1,311	1,000	1,500	500	50.0%
Uniforms	20	100	100	-	0.0%
<b>SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 48,034</b>	<b>\$ 78,200</b>	<b>\$ 89,300</b>	<b>\$ 11,100</b>	<b>14.2%</b>
Telephone & Communications	39,053	36,200	42,000	5,800	16.0%
<b>FACILITIES EXPENSE</b>	<b>\$ 39,053</b>	<b>\$ 36,200</b>	<b>\$ 42,000</b>	<b>\$ 5,800</b>	<b>16.0%</b>
Equipment Maintenance-Supplies	2,678	200	200	-	0.0%
Equipment Maintenance-Outside Services	8,074	11,000	14,500	3,500	31.8%
Software Maintenance	12,982	24,000	20,800	(3,200)	-13.3%
<b>MAINTENANCE &amp; REPAIRS</b>	<b>\$ 23,734</b>	<b>\$ 35,200</b>	<b>\$ 35,500</b>	<b>\$ 300</b>	<b>0.9%</b>
Advertising	701	1,500	1,100	(400)	-26.7%
Promotional Services	7,193	10,400	15,500	5,100	49.0%
Promotional Materials	1,102	1,200	1,200	-	0.0%
<b>COMMUNITY &amp; ENVIRONMENTAL</b>	<b>\$ 8,996</b>	<b>\$ 13,100</b>	<b>\$ 17,800</b>	<b>\$ 4,700</b>	<b>35.9%</b>
Permits/Certificates/License	775	2,000	2,000	-	0.0%
<b>RISK MANAGEMENT</b>	<b>\$ 775</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>TOTAL NON PERSONNEL EXPENSES</b>	<b>\$ 439,977</b>	<b>\$ 764,000</b>	<b>\$ 902,300</b>	<b>\$ 138,300</b>	<b>18.1%</b>

**NOTES:**

**Services - Professional & Other** increased \$113,300 primarily from the \$300,000 state-mandated audit of marine oil terminals in FY07/08 offset by the \$200,000 budget transfer in FY06/07 from Real Estate to cover studies related to the new Cruise Ship Terminal.

**Engineering - Construction**

**EQUIPMENT OUTLAY**

<b>DESCRIPTION</b>	<b>REASON</b>	<b>QTY</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
SCANNER	R	1	\$ 5,300	\$ 5,300
<b>TOTAL</b>		<b>1</b>		<b>\$ 5,300</b>

**Engineering - Construction  
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED		
					dollars	pct	
600110 Overtime							
MISCELLANEOUS		\$ 40,500		\$ 65,000			
<b>Total:</b>	\$ 36,137	\$ 40,500	\$ 40,500	\$ 65,000	\$ 24,500	60%	
600120 Temporary Personnel							
MISCELLANEOUS		\$ 20,900		\$ 20,900			
<b>Total:</b>	\$ 18,464	\$ 20,900	\$ 20,900	\$ 20,900	\$ -	0%	
<b>SUBTOTAL: OVERTIME &amp; TEMPS</b>	\$ 54,602	\$ 61,400	\$ 61,400	\$ 85,900	\$ 24,500	40%	
610100 Awards - Service							
MISCELLANEOUS		\$ 1,500		\$ 1,000			
<b>Total:</b>	\$ 107	\$ 1,500	\$ 1,500	\$ 1,000	\$ (500)	-33%	
610110 Books & Periodicals							
MISCELLANEOUS		\$ 5,800		\$ 5,000			
<b>Total:</b>	\$ 3,995	\$ 5,800	\$ 5,800	\$ 5,000	\$ (800)	-14%	
610115 Employee Recognition							
MISCELLANEOUS		\$ -		\$ 1,400			
<b>Total:</b>	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	N/A	
610120 Memberships & Dues							
CMANC ANNUAL DUES		\$ 2,565		\$ 2,600			
MISCELLANEOUS		7,735		7,700			
<b>Total:</b>	\$ 12,164	\$ 10,300	\$ 10,300	\$ 10,300	\$ -	0%	
610140 Seminars & Training							
AAPA (NOV)		\$ -		\$ 700			
AAPA - JULY (PORTLAND)		685		-			
AAPA - SEPT		1,200		1,200			
CMANC - FEB		255		-			
CMANC - JUNE		255		300			
CMANC - MARCH (WASHINGTON, DC)		370		-			
CMANC - OCT		255		300			
COMPUTER TRAINING		9,500		9,500			
PROF. DEVELOPMENT		26,980		29,000			
<b>Total:</b>	\$ 35,090	\$ 39,500	\$ 39,500	\$ 41,000	\$ 1,500	4%	
610150 Tuition Reimbursement Program							
<b>Total:</b>	\$ 425	\$ -	\$ -	\$ -	\$ -	N/A	
615100 Mileage Reimbursement							
MISCELLANEOUS		\$ 30,400		\$ 33,400			
<b>Total:</b>	\$ 27,901	\$ 30,400	\$ 30,400	\$ 33,400	\$ 3,000	10%	
615110 Travel							
AAPA (NOV)		\$ -		\$ 200			
AAPA - JULY (PORTLAND)		815		-			
AAPA - SEPT		1,900		1,600			
CMANC - FEB		765		-			
CMANC - JUNE		995		1,000			
CMANC - MARCH (WASHINGTON, DC)		1,650		-			
CMANC - OCT		745		800			
OTHER		10,745		13,000			
MISCELLANEOUS		485		-			
<b>Total:</b>	\$ 11,009	\$ 18,100	\$ 18,100	\$ 16,600	\$ (1,500)	-8%	

**Engineering - Construction**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED		
					dollars	pct	
620100 Services - Professional & Other							
ADA (ACCESSIBILITY) REVIEWS &		\$ 30,000		\$ -			
CIVIL ENGINEERING (NON-PROJECT		-		10,000			
CONSTRUCTION / PROJ SUPPORT		45,000		-			
CRADA - WHARFER SOFTWARE		-		25,000			
CULTURE EVALUATION & RECOMMEND		-		10,000			
ENG SVCS (GEOTECHNICAL / ELEC		103,700		-			
FACILITY DOCUMENT MANAGEMENT P		-		14,000			
GIS		-		30,000			
MISCELLANEOUS OUTSIDE CONSULTI		-		83,000			
MOTEMS STUDY		-		300,000			
PROJECT DASHBOARD REPORTING		-		20,000			
PROJECT OFFICE EXPENSE		85,000		75,000			
PROLOG CUSTOM REPORTING		-		10,000			
SHELTER ISLAND LAUNCH STUDY		-		20,000			
SURVEYING (NON-PROJECT)		-		10,000			
TRAFFIC ENGINEERING & STUDIES		30,000		-			
<b>Total:</b>	\$ 225,850	\$ 293,700	\$ 493,700	\$ 607,000	\$ 113,300	23%	
620120 Services - Construction							
<b>Total:</b>	\$ 2,843	\$ -	\$ -	\$ -	\$ -	N/A	
630110 Equipment & Systems							
COMPUTER HARDWARE		\$ 10,000		\$ 18,000			
COMPUTER SOFTWARE		10,000		15,000			
MISC. OFFICE EQUIP.		7,900		6,000			
<b>Total:</b>	\$ 16,708	\$ 27,900	\$ 27,900	\$ 39,000	\$ 11,100	40%	
630120 Equipment Rental/Leasing							
MISCELLANEOUS		\$ 3,100		\$ 2,500			
<b>Total:</b>	\$ 493	\$ 3,100	\$ 3,100	\$ 2,500	\$ (600)	-19%	
630130 Office & Operating Supplies							
MISCELLANEOUS		\$ 40,900		\$ 41,000			
<b>Total:</b>	\$ 25,713	\$ 40,900	\$ 40,900	\$ 41,000	\$ 100	0%	
630140 Postage & Shipping							
MISCELLANEOUS		\$ 2,300		\$ 2,300			
<b>Total:</b>	\$ 1,911	\$ 2,300	\$ 2,300	\$ 2,300	\$ -	0%	
630150 Safety Equipment & Supplies							
MISCELLANEOUS		\$ 1,900		\$ 1,900			
<b>Total:</b>	\$ 1,877	\$ 1,900	\$ 1,900	\$ 1,900	\$ -	0%	
630160 Small Tools							
MISCELLANEOUS		\$ 1,000		\$ 1,000			
<b>Total:</b>	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	
630190 Blueprints							
MISCELLANEOUS		\$ 1,000		\$ 1,500			
<b>Total:</b>	\$ 1,311	\$ 1,000	\$ 1,000	\$ 1,500	\$ 500	50%	
630200 Uniforms							
MISCELLANEOUS		\$ 100		\$ 100			
<b>Total:</b>	\$ 20	\$ 100	\$ 100	\$ 100	\$ -	0%	

**Engineering - Construction**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED		
					dollars	pct	
640110 Telephone & Communications							
CELL PHONE CHARGES		\$ 7,200		\$ 12,000			
TELEPHONE CHARGES		29,000		30,000			
<b>Total:</b>	\$ 39,053	\$ 36,200	\$ 36,200	\$ 42,000	\$ 5,800	16%	
650120 Equipment Maintenance-Supplies							
MISCELLANEOUS		\$ 200		\$ 200			
<b>Total:</b>	\$ 2,678	\$ 200	\$ 200	\$ 200	\$ -	0%	
650130 Equipment Maintenance-Outside Services							
1055CM PRINTER/PLOTTER		\$ 700		\$ 700			
FUJITSU 3092DC SCANNER		400		100			
FUJITSU M4097D SCANNER		1,500		400			
FUJITSU 3092DC SCANNER		400		100			
FUJITSU FI 4220C SCANNER		400		100			
GESTETNER 2335 COPIER		700		-			
HP 5100TN PRINTER		-		500			
HP DESIGNJET 820 MFP		-		4,500			
HPDJ 755C PLOTTER		600		500			
KONICA EP3000 PRINTER		1,200		1,600			
LANIER 6735 COPIER		800		200			
MINOLTA HYPACK		300		300			
OCE 7056 COPIER		1,000		1,000			
PHASER 8400 PRINTER		700		900			
RICOH 7056 SCANNER		500		400			
RICOH COPIER		-		600			
ROBOTIC TOTAL STATION		500		2,600			
MISCELLANEOUS		1,300		-			
<b>Total:</b>	\$ 8,074	\$ 11,000	\$ 11,000	\$ 14,500	\$ 3,500	32%	
650140 Software Maintenance							
ARCSDE		\$ 3,000		\$ 2,200			
AUTOCAD		5,100		6,300			
IMP SOFTWARE		-		1,000			
MASTERSPEC		3,800		3,800			
PRIMAVERA		1,100		1,100			
PROLOG ANNUAL MAINT.		5,000		5,400			
TIMBERLINE		700		700			
TRACK - IT		300		300			
VERTEX - IMM		5,000		-			
<b>Total:</b>	\$ 12,982	\$ 24,000	\$ 24,000	\$ 20,800	\$ (3,200)	-13%	
660100 Advertising							
MISCELLANEOUS		\$ 1,500		\$ 1,100			
<b>Total:</b>	\$ 701	\$ 1,500	\$ 1,500	\$ 1,100	\$ (400)	-27%	
660110 Promotional Services							
ACSE LUNCHEON		\$ -		\$ 300			
APWA DINNER		700		700			
APWA MONTHLY LUNCHEONS		1,300		1,200			
EMP RECOG LUNCHEON		1,800		-			
GOLF		300		-			
OCEP		3,000		10,000			
OTHER		1,300		1,300			
QTRLY OPS RETREAT		2,000		2,000			
<b>Total:</b>	\$ 7,193	\$ 10,400	\$ 10,400	\$ 15,500	\$ 5,100	49%	

**Engineering - Construction  
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
660120 Promotional Materials MISCELLANEOUS		\$ 1,200		\$ 1,200		
<b>Total:</b>	\$ 1,102	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0%
670130 Permits/Certificates/License MISCELLANEOUS		\$ 2,000		\$ 2,000		
<b>Total:</b>	\$ 775	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%
<b>SUBTOTAL: NON-PERSONNEL EXPENSE</b>	\$ 439,977	\$ 564,000	\$ 764,000	\$ 902,300	\$ 138,300	18%
<b>GRAND TOTAL:</b>	\$ 494,578	\$ 625,400	\$ 825,400	\$ 988,200	\$ 162,800	20%

# GENERAL SERVICES

## Role

General Services maintains assets, and provides services to the five Strategic Activity Areas, support divisions, and departments. Services include operational support, preventive and recurring maintenance, new construction, contract administration, and administrative support. The Port's infrastructure includes: the bay and bay front, beaches, piers, wharves, moorings, parks, buildings, three marine terminals, railroad, roads, parking lots, hardscape, landscape, signage, art, tenant leases, utilities and fleet services.

General Services has 121 employees comprised of various tradesmen, general labor, technical and administrative staff. General Services provides support from three locations (1400 Tidelands Ave – administration and shop, Shelter Island – boat maintenance, and Shelter Island – dive locker, Administration Building basement – custodial office).

## Mission Statement

To take personal responsibility with our Business Partners to provide a safe and enjoyable experience for all.

We will accomplish this in a Professional, Cost Effective, Efficient and Innovative manner, while developing, motivating and supporting Team Members.

## Vision Statement

A high performance Maintenance and Support Team that delivers World Class Services.

## Current Services

To achieve this Mission/Vision we will continue to offer these Current Services:

- Preventive maintenance (motive equipment, HVAC/electrical/sewer/rail-road, landscaping, custodial, etc.)
- Corrective maintenance (repair infrastructure and equipment based on Work Request and priority)

- New construction (limited to \$25,000 and below by law)
- Support services (pest control, special events support, trash and debris removal, furniture/equipment moves)
- Contract Management of maintenance services
- Grant/Rebate Administration
- Utilities Management
- Project Management Support
- Focus on preventive maintenance to achieve long-term goal of reduction in corrective maintenance

## Modified Services/New Services

To achieve this Mission/Vision we will expand our Services to include:

- Additional event management support through Marketing/Community Services Programs
- Scheduled inspection of District owned/Tenant maintained assets
- Patrol vehicle outfitting and “fast response boat” support for the Harbor Police
- Centralized Fleet Asset Management Program
- “Just in Time” Material Procurement
- Analyze and continually adapt support for Cruise Ship and Maritime Terminal Operations

## Goals

- Continually promote and move to a Constructive Culture
- Align Port's fleet management services with industry standards by implementing a Consolidated Fleet Management model
- Phase implementation of SAP Plant Maintenance Module

# General Services

## SUMMARY OF DEPARTMENTAL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Personnel Expenses	\$ 8,761,952	\$ 9,857,000	\$ 9,667,700	\$ (189,300)	-1.9%
Non-Personnel Expenses	5,753,785	6,317,000	6,390,700	73,700	1.2%
<b>Total Direct Expense</b>	<b>\$ 14,515,737</b>	<b>\$ 16,174,000</b>	<b>\$ 16,058,400</b>	<b>\$ (115,600)</b>	<b>-0.7%</b>
Less: Capitalized Expense	(104,828)	(150,000)	(100,000)	50,000	-33.3%
Equipment Outlay	177,755	144,700	963,500	818,800	565.9%
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 14,588,663</b>	<b>\$ 16,168,700</b>	<b>\$ 16,921,900</b>	<b>\$ 753,200</b>	<b>4.7%</b>

## PERSONNEL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Salaries and Wages	\$ 5,630,304	\$ 5,802,100	\$ 6,016,900	\$ 214,800	3.7%
Overtime	179,795	252,900	240,300	(12,600)	-5.0%
Burden	2,828,705	3,525,900	3,134,400	(391,500)	-11.1%
Temporary Personnel	123,148	276,100	276,100	-	0.0%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 8,761,952</b>	<b>\$ 9,857,000</b>	<b>\$ 9,667,700</b>	<b>\$ (189,300)</b>	<b>-1.9%</b>

# General Services

## POSITION SUMMARY

- Addition:** 1 Maintenance Worker I
- Conversion:** 1 Management Analyst (Limited) to 1 Management Analyst  
1 Maintenance Worker I (Limited) to 1 Maintenance Worker I
- Reclassify:** 1 HVAC Technician to 1 Building Maintenance Coordinator
- Replace:** 1 Maintenance Planning Supervisor with 1 Maintenance Supervisor  
1 Lead Maintenance Worker with 1 Marine Mechanic

POSITION TITLE	AMENDED	
	BUDGET FY 06/07	BUDGET FY 07/08
Accounting Technician	1	1
Administrative Assistant I (Classified)	1	1
Administrative Assistant II (Classified)	2	2
Assistant Director, Gen. Svcs. Ops&Maint	1	1
Building Maintenance Coordinator	0	1
Carpenter	2	2
Custodian	5	5
Department Administrative Manager	1	1
Director, General Services	1	1
Electrician	8	8
Equipment Operator	4	4
Executive Assistant I (Classified)	1	1
Financial Analyst	1	1
Fleet Maintenance Technician	4	4
Gardener I	12	12
HVAC Technician	1	0
Lead Carpenter	1	1
Lead Custodian	1	1
Lead Electrician	1	1
Lead Fleet Maintenance Technician	1	1
Lead Gardener	5	5
Lead Maintenance Mechanic	1	1
Lead Maintenance Worker	4	3
Lead Painter	1	1
Lead Plumber	1	1
Lighting Technician	1	1
Locksmith	1	1
Maintenance Mechanic	2	2
Maintenance Planner/Inspector	6	6
Maintenance Planning Supervisor	1	0
Maintenance Supervisor	4	5
Maintenance Worker I	19	21
Maintenance Worker II	14	14
Management Analyst	1	2
Marine Mechanic	1	2
Painter	2	2
Plumber	2	2
Senior Equipment Operator	1	1
Senior Marine Mechanic	1	1
Small Engine Repair Technician	1	1
<b>TOTAL</b>	<b>118</b>	<b>121</b>

**NOTE:**

General Services staff increased by three in FY 07/08. One Maintenance Worker I position was added and one Limited Maintenance Worker I was converted to permanent to support the increased level of ship activity and environmental support of the tidelands. One Limited Management Analyst was converted to permanent to support and manage the SAP plant maintenance implementation project and to support General Services computer information system issues.

## General Services

### NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
	Books & Periodicals	3,287	2,800	2,800	-
Employee Recognition	-	-	3,600	3,600	-
Memberships & Dues	1,247	1,500	1,500	-	0.0%
Seminars & Training	39,702	22,900	40,000	17,100	74.7%
<b>STAFF DEVELOPMENT</b>	<b>\$ 44,236</b>	<b>\$ 27,200</b>	<b>\$ 47,900</b>	<b>\$ 20,700</b>	<b>76.1%</b>
Mileage Reimbursement	2,060	2,200	7,600	5,400	245.5%
Travel	7,043	7,500	10,000	2,500	33.3%
<b>TRAVEL</b>	<b>\$ 9,103</b>	<b>\$ 9,700</b>	<b>\$ 17,600</b>	<b>\$ 7,900</b>	<b>81.4%</b>
Services - Professional & Other	44,760	82,000	35,000	(47,000)	-57.3%
<b>CONTRACTUAL SERVICES</b>	<b>\$ 44,760</b>	<b>\$ 82,000</b>	<b>\$ 35,000</b>	<b>\$ (47,000)</b>	<b>-57.3%</b>
Breakage & Obsolescence	65	-	-	-	-
Equipment & Systems	36,695	35,600	36,100	500	1.4%
Equipment Rental/Leasing	314,775	360,700	395,000	34,300	9.5%
Office & Operating Supplies	24,283	35,800	35,800	-	0.0%
Postage & Shipping	992	1,000	1,000	-	0.0%
Safety Equipment & Supplies	36,554	56,500	59,300	2,800	5.0%
Small Tools	70,700	46,500	46,500	-	0.0%
Fuel & Lubricants	457,797	567,500	600,000	32,500	5.7%
Uniforms	38,974	55,000	60,000	5,000	9.1%
<b>SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 980,835</b>	<b>\$ 1,158,600</b>	<b>\$ 1,233,700</b>	<b>\$ 75,100</b>	<b>6.5%</b>
Telephone & Communications	114,701	92,500	128,000	35,500	38.4%
Utilities-Gas & Electric	807	-	-	-	-
<b>FACILITIES EXPENSE</b>	<b>\$ 115,508</b>	<b>\$ 92,500</b>	<b>\$ 128,000</b>	<b>\$ 35,500</b>	<b>38.4%</b>
Facilities Maintenance-Supplies	706,622	697,000	697,000	-	0.0%
Facilities Maintenance-Outside Services	3,327,074	3,602,200	3,793,200	191,000	5.3%
Equipment Maintenance-Supplies	189,314	211,300	260,000	48,700	23.0%
Equipment Maintenance-Outside Services	133,952	196,000	159,700	(36,300)	-18.5%
Software Maintenance	50,000	51,000	2,000	(49,000)	-96.1%
<b>MAINTENANCE &amp; REPAIRS</b>	<b>\$ 4,406,963</b>	<b>\$ 4,757,500</b>	<b>\$ 4,911,900</b>	<b>\$ 154,400</b>	<b>3.2%</b>
Advertising	1,831	2,700	2,700	-	0.0%
Promotional Services	835	6,000	2,500	(3,500)	-58.3%
Promotional Materials	715	2,500	1,500	(1,000)	-40.0%
Refuse & Hazardous Waste Disposal	4,902	15,400	5,000	(10,400)	-67.5%
<b>COMMUNITY &amp; ENVIRONMENTAL</b>	<b>\$ 8,282</b>	<b>\$ 26,600</b>	<b>\$ 11,700</b>	<b>\$ (14,900)</b>	<b>-56.0%</b>
Insurance	143,439	158,000	-	(158,000)	-100.0%
Permits/Certificates/License	658	4,900	4,900	-	0.0%
<b>RISK MANAGEMENT</b>	<b>\$ 144,097</b>	<b>\$ 162,900</b>	<b>\$ 4,900</b>	<b>\$ (158,000)</b>	<b>-97.0%</b>
<b>TOTAL NON PERSONNEL EXPENSES</b>	<b>\$ 5,753,785</b>	<b>\$ 6,317,000</b>	<b>\$ 6,390,700</b>	<b>\$ 73,700</b>	<b>1.2%</b>

**NOTES:**

**Facilities Maintenance - Outside Services** - increased \$191,000 due to maintenance agreements and contracts.

**Insurance** - \$158,000 was transferred to Audit, Risk Management & Safety for the motive equipment insurance.

# General Services

## EQUIPMENT OUTLAY

DESCRIPTION	REASON	QTY	UNIT COST	TOTAL COST
1 TON CREW CAB WITH UTILITY BE	R	4	\$ 33,000	\$ 132,000
1 TON FLATBED TRUCK	R	2	30,000	60,000
1 TON STAKEBED TRUCK WITH LIFT	R	1	30,000	30,000
1 TON UTILITY BED TRUCK	R	5	31,000	155,000
AIR COMPRESSOR	R	1	14,000	14,000
ALL TERRAIN LITTER VACUUM	N	1	35,000	35,000
BRAKE ROTOR & DRUM LATHE	N	0	-	8,500
EXTENDED CAB PICKUP TRUCK	R	1	19,000	19,000
FULL SIZE FOUR DOOR SEDAN	R	1	23,000	23,000
HEAVY DUTY FLATBED TRUCK	R	1	55,000	55,000
I TON UTILITY BED TRUCK WITH L	R	1	30,000	30,000
JETTING MACHINE	R	1	30,000	30,000
MID SIZE SUV	R	2	25,000	50,000
MINI VAN	R	1	22,000	22,000
REACH FORKLIFT AND TRUSS ATTAC	N	1	135,000	135,000
RIDE ON UTILITY MOWER	R	2	25,000	50,000
STREET SWEEPER	R	1	115,000	115,000
<b>TOTAL</b>		<b>26</b>		<b>\$ 963,500</b>

**General Services  
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED		
					dollars	pct	
600110 Overtime							
MISCELLANEOUS		\$ 252,900		\$ 240,300			
<b>Total:</b>	\$ 179,795	\$ 252,900	\$ 252,900	\$ 240,300	\$ (12,600)	-5%	
600120 Temporary Personnel							
MISCELLANEOUS		\$ 276,100		\$ 276,100			
<b>Total:</b>	\$ 123,148	\$ 276,100	\$ 276,100	\$ 276,100	\$ -	0%	
<b>SUBTOTAL: OVERTIME &amp; TEMPS</b>	\$ 302,943	\$ 529,000	\$ 529,000	\$ 516,400	\$ (12,600)	-2%	
610110 Books & Periodicals							
MISCELLANEOUS		\$ 2,800		\$ 2,800			
<b>Total:</b>	\$ 3,287	\$ 2,800	\$ 2,800	\$ 2,800	\$ -	0%	
610115 Employee Recognition							
MISCELLANEOUS		\$ -		\$ 3,600			
<b>Total:</b>	\$ -	\$ -	\$ -	\$ 3,600	\$ 3,600	N/A	
610120 Memberships & Dues							
MISCELLANEOUS		\$ 1,500		\$ 1,500			
<b>Total:</b>	\$ 1,247	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	
610140 Seminars & Training							
MISCELLANEOUS		\$ 22,900		\$ 40,000			
<b>Total:</b>	\$ 39,702	\$ 22,900	\$ 22,900	\$ 40,000	\$ 17,100	75%	
615100 Mileage Reimbursement							
MISCELLANEOUS		\$ 2,200		\$ 7,600			
<b>Total:</b>	\$ 2,060	\$ 2,200	\$ 2,200	\$ 7,600	\$ 5,400	245%	
615110 Travel							
MISCELLANEOUS		\$ 7,500		\$ 10,000			
<b>Total:</b>	\$ 7,043	\$ 7,500	\$ 7,500	\$ 10,000	\$ 2,500	33%	
620100 Services - Professional & Other							
FLEET CONSOLIDATION		\$ 5,000		\$ -			
MARINE APPRAISAL FOR BOAT DEMO		50,000		20,000			
PEST ADVISORY CONSULTING SERVI		12,000		-			
TEAMBUILDING CONSULTING		15,000		15,000			
<b>Total:</b>	\$ 44,760	\$ 82,000	\$ 82,000	\$ 35,000	\$ (47,000)	-57%	
630100 Breakage & Obsolescence							
<b>Total:</b>	\$ 65	\$ -	\$ -	\$ -	\$ -	N/A	
630110 Equipment & Systems							
OFFICE EQUIPMENT		\$ 20,600		\$ 20,600			
__ EA PERSONAL COMPUTER		15,000		15,500			
<b>Total:</b>	\$ 36,695	\$ 35,600	\$ 35,600	\$ 36,100	\$ 500	1%	
630120 Equipment Rental/Leasing							
CRANE RENTAL		\$ 25,000		\$ 60,000			
EQUIPMENT RENTAL		90,000		90,000			
EVENT/CST EQUIPMENT RENTAL		100,000		80,000			
OTHER EQUIPMENT RENTAL		10,900		10,900			
PAGER RENTAL		2,000		2,000			
PORTABLE TOILET RENTAL		50,000		50,000			
VEHICLE LEASING		80,700		100,000			
WATER COOLER RENTAL		2,100		2,100			
<b>Total:</b>	\$ 314,775	\$ 360,700	\$ 360,700	\$ 395,000	\$ 34,300	10%	

**General Services**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
630130 Office & Operating Supplies						
CORPORATE EXPRESS SUPPLIES		\$ 20,000		\$ 20,000		
OTHER OFFICE SUPPLIES		15,800		15,800		
<b>Total:</b>	\$ 24,283	\$ 35,800	\$ 35,800	\$ 35,800	\$ -	0%
630140 Postage & Shipping						
MISCELLANEOUS		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ 992	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%
630150 Safety Equipment & Supplies						
FIRE EXTIGUISHERS		\$ 4,000		\$ 4,000		
MIISC SAFETY SUPPLIES & EQUIP		30,000		30,000		
SAFETY RECOGNITION		6,000		6,000		
SAFETY SHOES		16,500		19,300		
<b>Total:</b>	\$ 36,554	\$ 56,500	\$ 56,500	\$ 59,300	\$ 2,800	5%
630160 Small Tools						
FLEET TOOLS		\$ 10,000		\$ 10,000		
SMALL TOOLS FOR MAINT OPERS		36,500		36,500		
<b>Total:</b>	\$ 70,700	\$ 46,500	\$ 46,500	\$ 46,500	\$ -	0%
630170 Fuel & Lubricants						
2% ESCALATION		\$ 19,800		\$ 17,500		
ALL OTHER VEH-GAS AND DIESEL		274,560		274,700		
CLEAN ENERGY, SDGE, PROPANE		4,784		4,800		
GENSERV BOATS-HARBOR ISL FUEL		22,440		22,400		
HARBOR POLICE BOATS-HARBOR ISL		157,080		176,500		
HARBOR POLICE BOATS-PEARSON M		15,840		15,800		
HP VEHICLES, CHEVRON, SHELL, T		60,720		60,700		
MOBIL CRANE FUEL		2,640		18,000		
OIL		9,636		9,600		
<b>Total:</b>	\$ 457,797	\$ 567,500	\$ 567,500	\$ 600,000	\$ 32,500	6%
630200 Uniforms						
UNIFORM JACKET		\$ 5,000		\$ 6,000		
UNIFORM SERVICE		50,000		54,000		
<b>Total:</b>	\$ 38,974	\$ 55,000	\$ 55,000	\$ 60,000	\$ 5,000	9%
640110 Telephone & Communications						
RADIO (5 EA) MHZ		\$ 7,500		\$ 8,000		
TELEPHONE & OTHER COMMUNICATIO		85,000		120,000		
<b>Total:</b>	\$ 114,701	\$ 92,500	\$ 92,500	\$ 128,000	\$ 35,500	38%
640120 Utilities-Gas & Electric						
<b>Total:</b>	\$ 807	\$ -	\$ -	\$ -	\$ -	N/A
650100 Facilities Maintenance-Supplies						
ALL CREWS		\$ 697,000		\$ 697,000		
<b>Total:</b>	\$ 706,622	\$ 697,000	\$ 697,000	\$ 697,000	\$ -	0%
650110 Facilities Maintenance-Outside Services						
2% ESCALATION		\$ 97,500		\$ 48,000		
ABANDONED & DERELICT VESSEL RE		300,000		300,000		
ADMIN BUILDING SECURITY AGREEM		129,200		142,000		
BEE REMOVAL		4,000		4,000		
BIRD ABATEMENT		-		5,000		
CARPET/FLOOR COVERING RPR		30,600		90,000		
CITY OF CHULA VISTA MAINT		500		-		
CONCRETE MAINTENANCE SERVICE		-		40,000		
CST SPRUNG STRUCTURE/WINDOW CL		35,000		25,000		

**General Services**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
CUSTODIAL SERVICES		361,000		386,500		
DOORS (ROLL UP) MAINTENANCE SE		45,000		45,000		
DOORS AND GATES, ELECTRIC		15,000		15,000		
DUMPSTER SERVICE		115,000		115,000		
DUMPSTER SERVICE TRANSFER STAT		-		55,000		
ELEVATOR MAINT		66,000		60,000		
FENCE AND GATE MAINTENANCE SER		50,000		30,000		
FIRE ALARMS MONITORING		15,000		22,000		
GRAFFITI REMOVAL, URBAN CORP		60,000		62,000		
HARBOR DRIVE LANDSCAPE		200,000		200,000		
HVAC SYSTEMS MAINT		91,000		82,000		
IMPERIAL BEACH MAINT		731,000		802,000		
LITTER AND BRUSH PICKUP		489,700		500,000		
MISC SMALL CONTRACTS		112,000		112,000		
MOVING OF FURNITURES & EQUIP		12,500		7,500		
PAINTING MAINTENANCE SERVICE		-		30,000		
PAVEMENT MAINT		155,000		60,000		
PEST CONTROL		10,000		-		
PLANT MAINT SERVICE, ADMIN BLD		2,700		2,700		
ROADWAY STRIPING /CURB PAINTIN		75,000		131,000		
RODENT CONTROL		30,000		40,000		
ROOF REPAIR		25,000		25,000		
RUGS, TOWELS, MATS RENTAL		3,000		-		
SECURITY SYSTEM MAINT, GS BLDG		7,500		8,000		
STORM DRAIN CLEANING		50,000		65,000		
STREET LIGHTING		42,000		42,000		
TREE TRIMMING		227,000		240,000		
UNDERGROUND SERVICE ALERT		-		1,500		
VESSEL TOWING BURN BOAT		15,000		-		
<b>Total:</b>	\$ 3,327,074	\$ 3,602,200	\$ 3,602,200	\$ 3,793,200	\$ 191,000	5%
650120 Equipment Maintenance-Supplies						
AUTOMOTIVE EQ/BOATS		\$ 115,900		\$ 115,300		
DIESEL ENGINES FOR BOAT		-		60,000		
FORD PARTS		15,000		10,000		
LANDSCAPING EQUIPMENT		55,200		49,500		
SWEEPER MAINTENANCE		10,000		10,000		
TIRES		15,200		15,200		
<b>Total:</b>	\$ 189,314	\$ 211,300	\$ 211,300	\$ 260,000	\$ 48,700	23%
650130 Equipment Maintenance-Outside Services						
BOAT BOTTOM & HULL PAINT		\$ 20,000		\$ 20,000		
COPIER, PAGER, FAX MAINT		6,400		6,400		
ELECTRICAL/EMERG POWER UNIT		10,000		6,000		
EMMISSION ANALYZER MAINT(SPX)		3,400		3,400		
FIRE EXTIGUISHER HYDROTEST/SER		2,000		2,000		
MOBILE CRANE MAINT		50,000		25,000		
MOTIVE EQUIP-OUTSIDE SERVICE		60,000		60,000		
OTHER EQUIPMENT SERVICE/MAINT		15,000		15,000		
PARTS CLEANER(SAFETY KLEEN)		4,200		4,900		
PASSENGER BOARDING BRIDGE MAIN		25,000		17,000		
<b>Total:</b>	\$ 133,952	\$ 196,000	\$ 196,000	\$ 159,700	\$ (36,300)	-19%
650140 Software Maintenance						
RS MEANS SOFTWARE		\$ -		\$ 1,000		
SOFTWARE MAINT		1,000		1,000		
SYNERGEN MAINT		50,000		-		
<b>Total:</b>	\$ 50,000	\$ 51,000	\$ 51,000	\$ 2,000	\$ (49,000)	-96%

**General Services**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED		
					dollars	pct	
660100 Advertising							
MISCELLANEOUS		\$ 2,700		\$ 2,700			
<b>Total:</b>	\$ 1,831	\$ 2,700	\$ 2,700	\$ 2,700	\$ -	0%	
660110 Promotional Services							
EMPLOYEE RECOGNITION		\$ 3,500		\$ -			
OTHER PROMOTIONAL SERVICES		2,500		2,500			
<b>Total:</b>	\$ 835	\$ 6,000	\$ 6,000	\$ 2,500	\$ (3,500)	-58%	
660120 Promotional Materials							
MISCELLANEOUS		\$ 2,500		\$ 1,500			
<b>Total:</b>	\$ 715	\$ 2,500	\$ 2,500	\$ 1,500	\$ (1,000)	-40%	
660150 Refuse & Hazardous Waste Disposal							
HAZARDOUS WASTE DISPOSAL		\$ 400		\$ -			
LANDFILL, CITY OF SAN DIEGO		6,000		2,000			
LANDFILL, COUNTY OF SAN DIEGO		6,000		2,000			
PICK UP USED OIL		3,000		1,000			
<b>Total:</b>	\$ 4,902	\$ 15,400	\$ 15,400	\$ 5,000	\$ (10,400)	-68%	
670110 Insurance							
MOTIVE EQUIP INSURANCE		\$ 158,000		\$ -			
<b>Total:</b>	\$ 143,439	\$ 158,000	\$ 158,000	\$ -	\$ (158,000)	-100%	
670130 Permits/Certificates/License							
MISCELLANEOUS		\$ 4,900		\$ 4,900			
<b>Total:</b>	\$ 658	\$ 4,900	\$ 4,900	\$ 4,900	\$ -	0%	
<b>SUBTOTAL: NON-PERSONNEL EXPENSE</b>	\$ 5,753,785	\$ 6,317,000	\$ 6,317,000	\$ 6,390,700	\$ 73,700	1%	
<b>GRAND TOTAL:</b>	\$ 6,056,728	\$ 6,846,000	\$ 6,846,000	\$ 6,907,100	\$ 61,100	1%	

# General Services Administration

## SUMMARY OF DEPARTMENTAL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Personnel Expenses	\$ 8,761,952	\$ 9,857,000	\$ 9,667,700	\$ (189,300)	-1.9%
Non-Personnel Expenses	5,010,564	5,120,900	5,289,400	168,500	3.3%
<b>Total Direct Expense</b>	<b>\$ 13,772,515</b>	<b>\$ 14,977,900</b>	<b>\$ 14,957,100</b>	<b>\$ (20,800)</b>	<b>-0.1%</b>
Less: Capitalized Expense	(97,160)	(150,000)	(100,000)	50,000	-33.3%
Equipment Outlay	-	-	30,000	30,000	-
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 13,675,356</b>	<b>\$ 14,827,900</b>	<b>\$ 14,887,100</b>	<b>\$ 59,200</b>	<b>0.4%</b>

## PERSONNEL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Salaries and Wages	\$ 5,630,304	\$ 5,802,100	\$ 6,016,900	\$ 214,800	3.7%
Overtime	179,795	252,900	240,300	(12,600)	-5.0%
Burden	2,828,705	3,525,900	3,134,400	(391,500)	-11.1%
Temporary Personnel	123,148	276,100	276,100	-	0.0%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 8,761,952</b>	<b>\$ 9,857,000</b>	<b>\$ 9,667,700</b>	<b>\$ (189,300)</b>	<b>-1.9%</b>

# General Services Administration

## POSITION SUMMARY

- Addition:** 1 Maintenance Worker I
- Conversion:** 1 Management Analyst (Limited) to 1 Management Analyst  
1 Maintenance Worker I (Limited) to 1 Maintenance Worker I
- Reclassify:** 1 HVAC Technician to 1 Building Maintenance Coordinator
- Replace:** 1 Maintenance Planning Supervisor with 1 Maintenance Supervisor  
1 Lead Maintenance Worker with 1 Marine Mechanic

POSITION TITLE	AMENDED	
	BUDGET FY 06/07	BUDGET FY 07/08
Accounting Technician	1	1
Administrative Assistant I (Classified)	1	1
Administrative Assistant II (Classified)	2	2
Assistant Director, Gen. Svcs. Ops&Maint	1	1
Building Maintenance Coordinator	0	1
Carpenter	2	2
Custodian	5	5
Department Administrative Manager	1	1
Director, General Services	1	1
Electrician	8	8
Equipment Operator	4	4
Executive Assistant I (Classified)	1	1
Financial Analyst	1	1
Fleet Maintenance Technician	4	4
Gardener I	12	12
HVAC Technician	1	0
Lead Carpenter	1	1
Lead Custodian	1	1
Lead Electrician	1	1
Lead Fleet Maintenance Technician	1	1
Lead Gardener	5	5
Lead Maintenance Mechanic	1	1
Lead Maintenance Worker	4	3
Lead Painter	1	1
Lead Plumber	1	1
Lighting Technician	1	1
Locksmith	1	1
Maintenance Mechanic	2	2
Maintenance Planner/Inspector	6	6
Maintenance Planning Supervisor	1	0
Maintenance Supervisor	4	5
Maintenance Worker I	19	21
Maintenance Worker II	14	14
Management Analyst	1	2
Marine Mechanic	1	2
Painter	2	2
Plumber	2	2
Senior Equipment Operator	1	1
Senior Marine Mechanic	1	1
Small Engine Repair Technician	1	1
<b>TOTAL</b>	<b>118</b>	<b>121</b>

**NOTE:**

General Services staff increased by three in FY 07/08. One Maintenance Worker I position was added and one Limited Maintenance Worker I was converted to permanent to support the increased level of ship activity and environmental support of the Tidelands. One Limited Management Analyst was converted to permanent to support and manage the SAP plant maintenance implementation project and to support General Services computer information system issues.

# General Services Administration

## NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Books & Periodicals	3,287	2,800	2,800	-	0.0%
Employee Recognition	-	-	3,600	3,600	-
Memberships & Dues	1,247	1,500	1,500	-	0.0%
Seminars & Training	39,702	22,900	40,000	17,100	74.7%
<b>STAFF DEVELOPMENT</b>	<b>\$ 44,236</b>	<b>\$ 27,200</b>	<b>\$ 47,900</b>	<b>\$ 20,700</b>	<b>76.1%</b>
Mileage Reimbursement	2,060	2,200	7,600	5,400	245.5%
Travel	7,043	7,500	10,000	2,500	33.3%
<b>TRAVEL</b>	<b>\$ 9,103</b>	<b>\$ 9,700</b>	<b>\$ 17,600</b>	<b>\$ 7,900</b>	<b>81.4%</b>
Services - Professional & Other	44,760	77,000	35,000	(42,000)	-54.5%
<b>CONTRACTUAL SERVICES</b>	<b>\$ 44,760</b>	<b>\$ 77,000</b>	<b>\$ 35,000</b>	<b>\$ (42,000)</b>	<b>-54.5%</b>
Breakage & Obsolescence	65	-	-	-	-
Equipment & Systems	36,695	35,600	36,100	500	1.4%
Equipment Rental/Leasing	314,594	280,000	295,000	15,000	5.4%
Office & Operating Supplies	23,939	35,800	35,800	-	0.0%
Postage & Shipping	813	1,000	1,000	-	0.0%
Safety Equipment & Supplies	36,552	56,500	59,300	2,800	5.0%
Small Tools	56,366	36,500	36,500	-	0.0%
Fuel & Lubricants	1,144	-	-	-	-
Uniforms	38,974	55,000	60,000	5,000	9.1%
<b>SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 509,141</b>	<b>\$ 500,400</b>	<b>\$ 523,700</b>	<b>\$ 23,300</b>	<b>4.7%</b>
Telephone & Communications	114,681	92,500	128,000	35,500	38.4%
Utilities-Gas & Electric	807	-	-	-	-
<b>FACILITIES EXPENSE</b>	<b>\$ 115,489</b>	<b>\$ 92,500</b>	<b>\$ 128,000</b>	<b>\$ 35,500</b>	<b>38.4%</b>
Facilities Maintenance-Supplies	705,949	697,000	697,000	-	0.0%
Facilities Maintenance-Outside Services	3,327,074	3,602,200	3,793,200	191,000	5.3%
Equipment Maintenance-Supplies	15,396	-	-	-	-
Equipment Maintenance-Outside Services	37,035	33,400	29,400	(4,000)	-12.0%
Software Maintenance	50,000	50,000	1,000	(49,000)	-98.0%
<b>MAINTENANCE &amp; REPAIRS</b>	<b>\$ 4,135,455</b>	<b>\$ 4,382,600</b>	<b>\$ 4,520,600</b>	<b>\$ 138,000</b>	<b>3.1%</b>
Advertising	1,831	2,700	2,700	-	0.0%
Promotional Services	835	6,000	2,500	(3,500)	-58.3%
Promotional Materials	715	2,500	1,500	(1,000)	-40.0%
Refuse & Hazardous Waste Disposal	4,902	15,400	5,000	(10,400)	-67.5%
<b>COMMUNITY &amp; ENVIRONMENTAL</b>	<b>\$ 8,282</b>	<b>\$ 26,600</b>	<b>\$ 11,700</b>	<b>\$ (14,900)</b>	<b>-56.0%</b>
Insurance	143,439	-	-	-	-
Permits/Certificates/License	658	4,900	4,900	-	0.0%
<b>RISK MANAGEMENT</b>	<b>\$ 144,097</b>	<b>\$ 4,900</b>	<b>\$ 4,900</b>	<b>\$ -</b>	<b>0.0%</b>
<b>TOTAL NON PERSONNEL EXPENSES</b>	<b>\$ 5,010,564</b>	<b>\$ 5,120,900</b>	<b>\$ 5,289,400</b>	<b>\$ 168,500</b>	<b>3.3%</b>

**NOTES:**

<b>Facilities Maintenance - Outside Services</b> - increased \$191,000 due to maintenance agreements and contracts.
---

# General Services Administration

## EQUIPMENT OUTLAY

DESCRIPTION	REASON	QTY	UNIT COST	TOTAL COST
JETTING MACHINE	R	1	\$ 30,000	\$ 30,000
<b>TOTAL</b>		<b>1</b>		<b>\$ 30,000</b>

**General Services Administration**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
600110 Overtime MISCELLANEOUS		\$ 252,900		\$ 240,300		
<b>Total:</b>	\$ 179,795	\$ 252,900	\$ 252,900	\$ 240,300	\$ (12,600)	-5%
600120 Temporary Personnel MISCELLANEOUS		\$ 276,100		\$ 276,100		
<b>Total:</b>	\$ 123,148	\$ 276,100	\$ 276,100	\$ 276,100	\$ -	0%
<b>SUBTOTAL: OVERTIME &amp; TEMPS</b>	\$ 302,943	\$ 529,000	\$ 529,000	\$ 516,400	\$ (12,600)	-2%
610110 Books & Periodicals MISCELLANEOUS		\$ 2,800		\$ 2,800		
<b>Total:</b>	\$ 3,287	\$ 2,800	\$ 2,800	\$ 2,800	\$ -	0%
610115 Employee Recognition MISCELLANEOUS		\$ -		\$ 3,600		
<b>Total:</b>	\$ -	\$ -	\$ -	\$ 3,600	\$ 3,600	N/A
610120 Memberships & Dues MISCELLANEOUS		\$ 1,500		\$ 1,500		
<b>Total:</b>	\$ 1,247	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%
610140 Seminars & Training MISCELLANEOUS		\$ 22,900		\$ 40,000		
<b>Total:</b>	\$ 39,702	\$ 22,900	\$ 22,900	\$ 40,000	\$ 17,100	75%
615100 Mileage Reimbursement MISCELLANEOUS		\$ 2,200		\$ 7,600		
<b>Total:</b>	\$ 2,060	\$ 2,200	\$ 2,200	\$ 7,600	\$ 5,400	245%
615110 Travel MISCELLANEOUS		\$ 7,500		\$ 10,000		
<b>Total:</b>	\$ 7,043	\$ 7,500	\$ 7,500	\$ 10,000	\$ 2,500	33%
620100 Services - Professional & Other MARINE APPRAISAL FOR BOAT DEMO		50,000		20,000		
PEST ADVISORY CONSULTING SERVI		12,000		-		
TEAMBUILDING CONSULTING		15,000		15,000		
<b>Total:</b>	\$ 44,760	\$ 77,000	\$ 77,000	\$ 35,000	\$ (42,000)	-55%
630100 Breakage & Obsolescence						
<b>Total:</b>	\$ 65	\$ -	\$ -	\$ -	\$ -	N/A
630110 Equipment & Systems OFFICE EQUIPMENT		\$ 20,600		\$ 20,600		
EA PERSONAL COMPUTER		15,000		15,500		
<b>Total:</b>	\$ 36,695	\$ 35,600	\$ 35,600	\$ 36,100	\$ 500	1%
630120 Equipment Rental/Leasing CRANE RENTAL		\$ 25,000		\$ 60,000		
EQUIPMENT RENTAL		90,000		90,000		
EVENT/CST EQUIPMENT RENTAL		100,000		80,000		
OTHER EQUIPMENT RENTAL		10,900		10,900		
PAGER RENTAL		2,000		2,000		
PORTABLE TOILET RENTAL		50,000		50,000		
WATER COOLER RENTAL		2,100		2,100		
<b>Total:</b>	\$ 314,594	\$ 280,000	\$ 280,000	\$ 295,000	\$ 15,000	5%

**General Services Administration  
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
630130 Office & Operating Supplies						
CORPORATE EXPRESS SUPPLIES		\$ 20,000		\$ 20,000		
OTHER OFFICE SUPPLIES		15,800		15,800		
<b>Total:</b>	\$ 23,939	\$ 35,800	\$ 35,800	\$ 35,800	\$ -	0%
630140 Postage & Shipping						
MISCELLANEOUS		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ 813	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%
630150 Safety Equipment & Supplies						
FIRE EXTIGUISHERS		\$ 4,000		\$ 4,000		
MIISC SAFETY SUPPLIES & EQUIP		30,000		30,000		
SAFETY RECOGNITION		6,000		6,000		
SAFETY SHOES		16,500		19,300		
<b>Total:</b>	\$ 36,552	\$ 56,500	\$ 56,500	\$ 59,300	\$ 2,800	5%
630160 Small Tools						
SMALL TOOLS FOR MAINT OPERS		\$ 36,500		\$ 36,500		
<b>Total:</b>	\$ 56,366	\$ 36,500	\$ 36,500	\$ 36,500	\$ -	0%
630170 Fuel & Lubricants						
<b>Total:</b>	\$ 1,144	\$ -	\$ -	\$ -	\$ -	N/A
630200 Uniforms						
UNIFORM JACKET		\$ 5,000		\$ 6,000		
UNIFORM SERVICE		50,000		54,000		
<b>Total:</b>	\$ 38,974	\$ 55,000	\$ 55,000	\$ 60,000	\$ 5,000	9%
640110 Telephone & Communications						
RADIO (5 EA) MHZ		\$ 7,500		\$ 8,000		
TELEPHONE & OTHER COMMUNICATIO		85,000		120,000		
<b>Total:</b>	\$ 114,681	\$ 92,500	\$ 92,500	\$ 128,000	\$ 35,500	38%
640120 Utilities-Gas & Electric						
<b>Total:</b>	\$ 807	\$ -	\$ -	\$ -	\$ -	N/A
650100 Facilities Maintenance-Supplies						
ALL CREWS		\$ 697,000		\$ 697,000		
<b>Total:</b>	\$ 705,949	\$ 697,000	\$ 697,000	\$ 697,000	\$ -	0%
650110 Facilities Maintenance-Outside Services						
2% ESCALATION		\$ 97,500		\$ 48,000		
ABANDONED & DERELICT VESSEL RE		300,000		300,000		
ADMIN BUILDING SECURITY AGREEM		129,200		142,000		
BEE REMOVAL		4,000		4,000		
BIRD ABATEMENT		-		5,000		
CARPET/FLOOR COVERING RPR		30,600		90,000		
CITY OF CHULA VISTA MAINT		500		-		
CONCRETE MAINTENANCE SERVICE		-		40,000		
CST SPRUNG STRUCTURE/WINDOW CL		35,000		25,000		
CUSTODIAL SERVICES		361,000		386,500		
DOORS (ROLL UP) MAINTENANCE SE		45,000		45,000		
DOORS AND GATES, ELECTRIC		15,000		15,000		
DUMPSTER SERVICE		115,000		115,000		
DUMPSTER SERVICE TRANSFER STAT		-		55,000		
ELEVATOR MAINT		66,000		60,000		
FENCE AND GATE MAINTENANCE SER		50,000		30,000		
FIRE ALARMS MONITORING		15,000		22,000		

**General Services Administration  
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
GRAFFITI REMOVAL,URBAN CORP		60,000		62,000		
HARBOR DRIVE LANDSCAPE		200,000		200,000		
HVAC SYSTEMS MAINT		91,000		82,000		
IMPERIAL BEACH MAINT		731,000		802,000		
LITTER AND BRUSH PICKUP		489,700		500,000		
MISC SMALL CONTRACTS		112,000		112,000		
MOVING OF FURNITURES & EQUIP		12,500		7,500		
PAINTING MAINTENANCE SERVICE		-		30,000		
PAVEMENT MAINT		155,000		60,000		
PEST CONTROL		10,000		-		
PLANT MAINT SERVICE, ADMIN BLD		2,700		2,700		
ROADWAY STRIPING /CURB PAINTIN		75,000		131,000		
RODENT CONTROL		30,000		40,000		
ROOF REPAIR		25,000		25,000		
RUGS, TOWELS, MATS RENTAL		3,000		-		
SECURITY SYSTEM MAINT, GS BLDG		7,500		8,000		
STORM DRAIN CLEANING		50,000		65,000		
STREET LIGHTING		42,000		42,000		
TREE TRIMMING		227,000		240,000		
UNDERGROUND SERVICE ALERT		-		1,500		
VESSEL TOWING BURN BOAT		15,000		-		
<b>Total:</b>	\$ 3,327,074	\$ 3,602,200	\$ 3,602,200	\$ 3,793,200	\$ 191,000	5%
650120 Equipment Maintenance-Supplies						
<b>Total:</b>	\$ 15,396	\$ -	\$ -	\$ -	\$ -	N/A
650130 Equipment Maintenance-Outside Services						
COPIER, PAGER, FAX MAINT		\$ 6,400		\$ 6,400		
ELECTRICAL/EMERG POWER UNIT		10,000		6,000		
FIRE EXTIGUISHER HYDROTEST/SER		2,000		2,000		
OTHER EQUIPMENT SERVICE/MAINT		15,000		15,000		
<b>Total:</b>	\$ 37,035	\$ 33,400	\$ 33,400	\$ 29,400	\$ (4,000)	-12%
650140 Software Maintenance						
RS MEANS SOFTWARE		\$ -		\$ 1,000		
SYNERGEN MAINT		50,000		-		
<b>Total:</b>	\$ 50,000	\$ 50,000	\$ 50,000	\$ 1,000	\$ (49,000)	-98%
660100 Advertising						
MISCELLANEOUS		\$ 2,700		\$ 2,700		
<b>Total:</b>	\$ 1,831	\$ 2,700	\$ 2,700	\$ 2,700	\$ -	0%
660110 Promotional Services						
EMPLOYEE RECOGNITION		\$ 3,500		\$ -		
OTHER PROMOTIONAL SERVICES		2,500		2,500		
<b>Total:</b>	\$ 835	\$ 6,000	\$ 6,000	\$ 2,500	\$ (3,500)	-58%
660120 Promotional Materials						
MISCELLANEOUS		\$ 2,500		\$ 1,500		
<b>Total:</b>	\$ 715	\$ 2,500	\$ 2,500	\$ 1,500	\$ (1,000)	-40%
660150 Refuse & Hazardous Waste Disposal						
HAZARDOUS WASTE DISPOSAL		\$ 400		\$ -		
LANDFILL, CITY OF SAN DIEGO		6,000		2,000		
LANDFILL, COUNTY OF SAN DIEGO		6,000		2,000		
PICK UP USED OIL		3,000		1,000		
<b>Total:</b>	\$ 4,902	\$ 15,400	\$ 15,400	\$ 5,000	\$ (10,400)	-68%

**General Services Administration**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
670110 Insurance						
<b>Total:</b>	\$ 143,439	\$ -	\$ -	\$ -	\$ -	N/A
670130 Permits/Certificates/License MISCELLANEOUS		\$ 4,900		\$ 4,900		
<b>Total:</b>	\$ 658	\$ 4,900	\$ 4,900	\$ 4,900	\$ -	0%
<b>SUBTOTAL: NON-PERSONNEL EXPENSE</b>	\$ 5,010,564	\$ 5,120,900	\$ 5,120,900	\$ 5,289,400	\$ 168,500	3%
<b>GRAND TOTAL:</b>	\$ 5,313,507	\$ 5,649,900	\$ 5,649,900	\$ 5,805,800	\$ 155,900	3%

# General Services Fleet Motive

## SUMMARY OF DEPARTMENTAL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Personnel Expenses	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expenses	743,222	1,196,100	1,101,300	(94,800)	-7.9%
<b>Total Direct Expense</b>	<b>\$ 743,222</b>	<b>\$ 1,196,100</b>	<b>\$ 1,101,300</b>	<b>\$ (94,800)</b>	<b>-7.9%</b>
Less: Capitalized Expense	(7,669)	-	-	-	-
Equipment Outlay	177,755	144,700	933,500	788,800	545.1%
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 913,308</b>	<b>\$ 1,340,800</b>	<b>\$ 2,034,800</b>	<b>\$ 694,000</b>	<b>51.8%</b>

## PERSONNEL EXPENSES

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

# General Services Fleet Motive

## NON-PERSONNEL EXPENSE DETAILS

	ACTUAL RESULTS FY 05/06	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE FY 07/08-06/07 BUDGET	% INCREASE
Services - Professional & Other	-	5,000	-	(5,000)	-100.0%
<b>CONTRACTUAL SERVICES</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ (5,000)</b>	<b>-100.0%</b>
Equipment & Systems	0	-	-	-	-
Equipment Rental/Leasing	182	80,700	100,000	19,300	23.9%
Office & Operating Supplies	345	-	-	-	-
Postage & Shipping	180	-	-	-	-
Safety Equipment & Supplies	2	-	-	-	-
Small Tools	14,333	10,000	10,000	-	0.0%
Fuel & Lubricants	456,653	567,500	600,000	32,500	5.7%
<b>SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 471,694</b>	<b>\$ 658,200</b>	<b>\$ 710,000</b>	<b>\$ 51,800</b>	<b>7.9%</b>
Telephone & Communications	19	-	-	-	-
<b>FACILITIES EXPENSE</b>	<b>\$ 19</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Facilities Maintenance-Supplies	673	-	-	-	-
Equipment Maintenance-Supplies	173,918	211,300	260,000	48,700	23.0%
Equipment Maintenance-Outside Services	96,917	162,600	130,300	(32,300)	-19.9%
Software Maintenance	-	1,000	1,000	-	0.0%
<b>MAINTENANCE &amp; REPAIRS</b>	<b>\$ 271,508</b>	<b>\$ 374,900</b>	<b>\$ 391,300</b>	<b>\$ 16,400</b>	<b>4.4%</b>
Insurance	-	158,000	-	(158,000)	-100.0%
<b>RISK MANAGEMENT</b>	<b>\$ -</b>	<b>\$ 158,000</b>	<b>\$ -</b>	<b>\$ (158,000)</b>	<b>-100.0%</b>
<b>TOTAL NON PERSONNEL EXPENSES</b>	<b>\$ 743,222</b>	<b>\$ 1,196,100</b>	<b>\$ 1,101,300</b>	<b>\$ (94,800)</b>	<b>-7.9%</b>

**NOTE:**

**Insurance** - \$158,000 was transferred to Audit, Risk Management & Safety for the motive equipment insurance.

# General Services Fleet Motive

## EQUIPMENT OUTLAY

DESCRIPTION	REASON	QTY	UNIT COST	TOTAL COST
1 TON CREW CAB WITH UTILITY BE	R	4	\$ 33,000	\$ 132,000
1 TON FLATBED TRUCK	R	2	30,000	60,000
1 TON STAKEBED TRUCK WITH LIFT	R	1	30,000	30,000
1 TON UTILITY BED TRUCK	R	5	31,000	155,000
AIR COMPRESSOR	R	1	14,000	14,000
ALL TERRAIN LITTER VACUUM	N	1	35,000	35,000
BRAKE ROTOR & DRUM LATHE	N	0	-	8,500
EXTENDED CAB PICKUP TRUCK	R	1	19,000	19,000
FULL SIZE FOUR DOOR SEDAN	R	1	23,000	23,000
HEAVY DUTY FLATBED TRUCK	R	1	55,000	55,000
I TON UTILITY BED TRUCK WITH L	R	1	30,000	30,000
MID SIZE SUV	R	2	25,000	50,000
MINI VAN	R	1	22,000	22,000
REACH FORKLIFT AND TRUSS ATTAC	N	1	135,000	135,000
RIDE ON UTILITY MOWER	R	2	25,000	50,000
STREET SWEEPER	R	1	115,000	115,000
<b>TOTAL</b>		<b>25</b>		<b>\$ 933,500</b>

**General Services Fleet Motive  
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
<b>SUBTOTAL: OVERTIME &amp; TEMPS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
620100 Services - Professional & Other FLEET CONSOLIDATION		\$ 5,000		\$ -		
<b>Total:</b>	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ (5,000)	-100%
630110 Equipment & Systems						
<b>Total:</b>	\$ 0	\$ -	\$ -	\$ -	\$ -	N/A
630120 Equipment Rental/Leasing VEHICLE LEASING		\$ 80,700		\$ 100,000		
<b>Total:</b>	\$ 182	\$ 80,700	\$ 80,700	\$ 100,000	\$ 19,300	24%
630130 Office & Operating Supplies						
<b>Total:</b>	\$ 345	\$ -	\$ -	\$ -	\$ -	N/A
630140 Postage & Shipping						
<b>Total:</b>	\$ 180	\$ -	\$ -	\$ -	\$ -	N/A
630150 Safety Equipment & Supplies						
<b>Total:</b>	\$ 2	\$ -	\$ -	\$ -	\$ -	N/A
630160 Small Tools FLEET TOOLS		\$ 10,000		\$ 10,000		
<b>Total:</b>	\$ 14,333	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0%
630170 Fuel & Lubricants						
2% ESCALATION		\$ 19,800		\$ 17,500		
ALL OTHER VEH-GAS AND DIESEL		274,560		274,700		
CLEAN ENERGY, SDGE, PROPANE		4,784		4,800		
GENSERV BOATS-HARBOR ISL FUEL		22,440		22,400		
HARBOR POLICE BOATS-HARBOR ISL		157,080		176,500		
HARBOR POLICE BOATS-PEARSON M		15,840		15,800		
HP VEHICLES, CHEVRON, SHELL, T		60,720		60,700		
MOBIL CRANE FUEL		2,640		18,000		
OIL		9,636		9,600		
<b>Total:</b>	\$ 456,653	\$ 567,500	\$ 567,500	\$ 600,000	\$ 32,500	6%
640110 Telephone & Communications						
<b>Total:</b>	\$ 19	\$ -	\$ -	\$ -	\$ -	N/A
650100 Facilities Maintenance-Supplies						
<b>Total:</b>	\$ 673	\$ -	\$ -	\$ -	\$ -	N/A
650120 Equipment Maintenance-Supplies						
AUTOMOTIVE EQ/BOATS		\$ 115,900		\$ 115,300		
DIESEL ENGINES FOR BOAT		-		60,000		
FORD PARTS		15,000		10,000		
LANDSCAPING EQUIPMENT		55,200		49,500		
SWEEPER MAINTENANCE		10,000		10,000		
TIRES		15,200		15,200		
<b>Total:</b>	\$ 173,918	\$ 211,300	\$ 211,300	\$ 260,000	\$ 48,700	23%

**General Services Fleet Motive  
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 05/06	ORIGINAL BUDGET FY 06/07	AMENDED BUDGET FY 06/07	BUDGET FY 07/08	INCREASE OVER AMENDED	
					dollars	pct
650130 Equipment Maintenance-Outside Services						
BOAT BOTTOM & HULL PAINT		\$ 20,000		\$ 20,000		
EMMISION ANALYZER MAINT(SPX)		3,400		3,400		
MOBILE CRANE MAINT		50,000		25,000		
MOTIVE EQUIP-OUTSIDE SERVICE		60,000		60,000		
PARTS CLEANER(SAFETY KLEEN)		4,200		4,900		
PASSENGER BOARDING BRIDGE MAIN		25,000		17,000		
<b>Total:</b>	\$ 96,917	\$ 162,600	\$ 162,600	\$ 130,300	\$ (32,300)	-20%
650140 Software Maintenance						
SOFTWARE MAINT		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%
670110 Insurance						
MOTIVE EQUIP INSURANCE		\$ 158,000		\$ -		
<b>Total:</b>	\$ -	\$ 158,000	\$ 158,000	\$ -	\$ (158,000)	-100%
<b>SUBTOTAL: NON-PERSONNEL EXPENSE</b>	\$ 743,222	\$ 1,196,100	\$ 1,196,100	\$ 1,101,300	\$ (94,800)	-8%
<b>GRAND TOTAL:</b>	\$ 743,222	\$ 1,196,100	\$ 1,196,100	\$ 1,101,300	\$ (94,800)	-8%