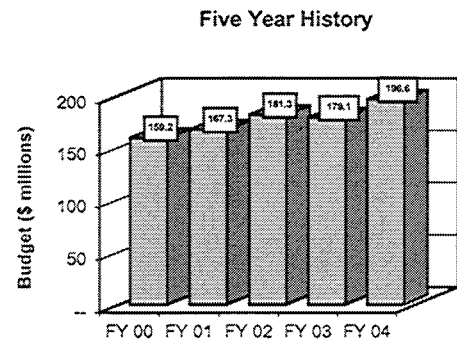


DEPARTMENT OF GENERAL SERVICES

2003 - 2004 Proposed Budget

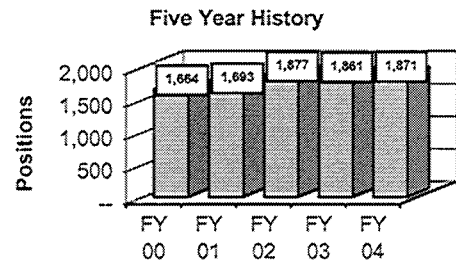
FUNDING

	2002-03	2002-03	2003-2004 PROPOSED	
	Estimated	Budget	Amount	%Change
Salaries	\$ 89,800,000	\$ 96,588,375	\$ 103,425,268	7.1%
Expense	93,172,500	77,757,936	86,821,944	11.7%
Equipment	5,146,000	582,400	1,154,485	98.2%
Special	--	4,215,224	5,215,224	23.7%
TOTAL	\$ 188,118,500	\$ 179,143,935	\$ 196,616,921	9.8%



STAFFING

	June 30, 2002	2001-2002	2002-2003 PROPOSED	
	Projected Staffing	Adopted Budget	Authorized Staffing	%Change
Regular	1,711	1,861	1,871	0.5%



BUDGET HIGHLIGHTS

	Direct Cost	Positions
◆ 2002-03 Employee Compensation Adjustment	\$ 915,746	--
◆ 2003-04 Employee Compensation Adjustment	1,546,155	--
◆ Memoranda of Understanding (MOU) Provisions	350,000	--
◆ 9-1-1 Police Dispatch Centers Security (Six resolution authorities)	365,016	--
◆ New Facility Custodial Support	394,192	17
◆ Marvin Braude Constituent Services Center Building Services	889,541	14
◆ Construction Forces Project Fund	500,000	--
◆ Street Resurfacing Support (Five resolution authorities)	579,275	--
◆ DWP Helicopter Maintenance Support (Two resolution authorities)	644,776	--
◆ Alternative Fuels Program Support (Five resolution authorities)	276,624	--
◆ Refuse Collection Fleet Support (Eight resolution authorities)	1,293,083	--
◆ Green Waste Program Support (Two resolution authorities)	360,899	--
◆ Enhanced Vapor Recovery Program	480,000	--
◆ SMS Quality and Process Management Team (Four resolution authorities)	215,100	--
◆ Fuel Tax Refund Program (One resolution authority)	59,117	--

Recapitulation of Changes

	Adopted Budget 2002-03	Total Budget Changes	Budget Appropriation 2003-04
EXPENDITURES AND APPROPRIATIONS			
Salaries			
Salaries General	89,882,531	6,098,088	95,980,619
Salaries, Construction Projects	561,453	518,500	1,079,953
Salaries As-Needed	1,014,532	-	1,014,532
Overtime General	2,120,267	60,483	2,180,750
Overtime Construction	50,000	-	50,000
Hiring Hall Salaries	1,845,224	120,000	1,965,224
Hiring Hall Construction	650,000	-	650,000
Benefits Hiring Hall	362,560	36,000	398,560
Benefits Hiring Hall Construction	74,000	-	74,000
Overtime Hiring Hall	25,308	3,822	29,130
Overtime Hiring Hall Construction	2,500	-	2,500
Total Salaries	96,588,375	6,836,893	103,425,268
Expense			
Printing and Binding	132,095	1,000	133,095
Travel	200,200	-	200,200
Construction Expense	19,646	-	19,646
Contractual Services	10,939,142	718,404	11,657,546
Field Equipment Expense	17,822,400	5,640,400	23,462,800
Maintenance Materials, Supplies & Services	4,376,196	98,800	4,474,996
Custodial Supplies	892,229	46,834	939,063
Construction Materials	494,101	18,500	512,601
Petroleum Products	11,577,658	2,500,000	14,077,658
Transportation	50,153	-	50,153
Utilities Expense Private Company	3,235,000	15,000	3,250,000
Marketing	19,442	-	19,442
Governmental Meetings	1,530	-	1,530
Uniforms	261,980	13,538	275,518
Laboratory Testing Expense	401,157	-	401,157
Office and Administrative	471,475	11,000	482,475
Operating Supplies	995,512	532	996,044
Leasing	25,868,020	-	25,868,020
Total Expense	77,757,936	9,064,008	86,821,944
Equipment			
Furniture, Office and Technical Equipment	4,400	(1,915)	2,485
Transportation Equipment	553,000	599,000	1,152,000

Recapitulation of Changes

	Adopted Budget 2002-03	Total Budget Changes	Budget Appropriation 2003-04
EXPENDITURES AND APPROPRIATIONS			
Equipment			
Other Operating Equipment	25,000	(25,000)	-
Total Equipment	582,400	572,085	1,154,485
Special			
Mail Services	4,179,177	1,000,000	5,179,177
Construction Projects Contingency	36,047	-	36,047
Total Special	4,215,224	1,000,000	5,215,224
Total General Services	179,143,935	17,472,986	196,616,921
SOURCES OF FUNDS			
General Fund	153,623,554	10,180,209	163,803,763
Sanitation Equipment Charge Fund (Sch. 2)	18,000,000	6,802,752	24,802,752
Forfeited Assets Trust Fund (Sch. 3)	-	-	-
Special Gas Tax Street Improvement Fund (Sch. 5)	632,151	(52,876)	579,275
Stormwater Pollution Abatement Fund (Sch. 7)	476,379	(160,498)	315,881
Special Parking Revenue Fund (Sch. 11)	-	37,000	37,000
Sewer Construction & Maintenance Fund (Sch. 14)	3,801,880	64,090	3,865,970
St. Light, Maint. Assessment Fund (Sch. 19)	1,595,708	626,981	2,222,689
Telecom. Development Acct. (Sch. 20)	319,277	11,395	330,672
City Employees Ridesharing Fund (Sch. 28)	300,000	(34,800)	265,200
General Services Trust (Sch. 29)	359,786	-	359,786
Procurement Reengineering Trust Fund (Sch. 32)	-	-	-
Disaster Assistance Trust Fund (Sch. 37)	35,200	(1,267)	33,933
Local Law Enforcement Block Grant Fund (Sch. 45)	-	-	-
Total Funds	179,143,935	17,472,986	196,616,921
Percentage Change			9.75%
Positions	1,861	10	1,871

Changes Applicable to Various Programs

The following changes involve two or more budgetary programs. These changes are explained below and apportioned as single entries in the affected programs. Single-program changes are shown only in the programs involved.

Program Changes	Direct Cost	Posi- tions	Total Cost
Changes in Salaries, Expense, Equipment and Special			
Obligatory			
1 . 2002-03 Employee Compensation Adjustment Related costs consist of employee benefits. SG \$915,746 Related Costs: \$115,475	915,746	-	1,031,221
2 . 2003-04 Employee Compensation Adjustment Related costs consist of employee benefits. SG \$1,546,155 Related Costs: \$408,206	1,546,155	-	1,954,361
3 . Salary Step Plan and Turnover Effect Related costs consist of employee benefits. SG \$2,749,319 Related Costs: \$346,689	2,749,319	-	3,096,008
4 . Change in Number of Working Days One more working day. Related costs consist of employee benefits. SG \$366,772 Related Costs: \$46,250	366,772	-	413,022
5 . Deletion of 2002-03 Equipment One-time funding for 2002-03 equipment purchases is deleted. EQ \$(582,400)	(582,400)	-	(582,400)
6 . Memoranda of Understanding (MOU) Provisions Funding is provided to offset the cost of employee clothing, shoe and tool allowances, as agreed to through various MOU provisions between labor bargaining units and management. The cost of these provisions has increased significantly over the past several years and has placed a major burden on the Department's salary account. SG \$350,000	350,000	-	350,000
Targeted Reductions			
7 . Deletion of Vacancies Positions which have been vacant for more than one year are deleted. Existing service levels will not be impacted. Related costs consist of employee benefits. Nine building maintenance positions in the Building Services Division Six repair and mechanic positions in the Fleet Services Division Five stores and support positions in the Supply Services Division Three systems and clerical positions in the Finance and Special Services Division SG \$(1,168,632) Related Costs: \$(289,812)	(1,168,632)	(23)	(1,458,444)

		General Services		
Program Changes		Direct Cost	Posi- tions	Total Cost
Changes in Salaries, Expense, Equipment and Special				
Other Changes or Adjustments				
8	Managed Attrition	(686,822)	-	(854,868)
	Funding is reduced to reflect the continuation of a hard hiring freeze throughout fiscal year 2003-04. Vacant positions with salaries equal to the amount of attrition will be deleted from the fiscal year 2004-05 budget. Related costs consist of employee benefits.			
	SG \$(686,822)			
	Related Costs: \$(168,046)			
TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS		<u>3,490,138</u>	<u>(23)</u>	

Building Services

This program provides for the operation of City buildings; general building cleaning and relamping; maintenance and repair of buildings; on-site security services and patrol of City facilities; construction services for minor alterations, remodeling and major repair of buildings; negotiation and administration of short term real property leases are required for departments and offices of the City, management of the Los Angeles Mall and leasing of City property not required for current City operations; and parking for City employees and the public on parking lots and structures under the control of the City.

Program Changes	Direct Cost	Posi- tions	Total Cost
Changes in Salaries, Expense, Equipment and Special			
9 . Apportionment of Changes Applicable to Various Programs Related costs consist of employee benefits Related Costs: \$800,808	5,821,987	(9)	6,622,795
Obligatory			
10 . Deletion of Funding for Resolution Authorities Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits. Continue: 9-1-1 Police Dispatch Centers Security (six positions) - See Item 11. <i>SG \$(138,144); EX \$(30,000)</i> Related Costs: \$(42,192)	(168,144)	-	(210,336)
Workload			
11 . 9-1-1 Police Dispatch Centers Security Funding is provided to continue six positions on resolution authority to provide security services at the Metro and Valley 9-1-1 Police Dispatch Centers. The six Special Officer III positions will maintain 24/7 security coverage at these facilities. Related costs consist of employee benefits. <i>SG \$335,016; EX \$30,000</i> Related Costs: \$79,416	365,016	-	444,432
12 . Getty House Maintenance The maintenance, improvement and caretaker services and insurance costs of the Getty House, are provided under contract administered by the Department of General Services. The Getty House is the ceremonial residence of the Mayor of Los Angeles. <i>EX \$118,000</i>	118,000	-	118,000

Program Changes		Direct Cost	Posi- tions	Total Cost
Changes in Salaries, Expense, Equipment and Special				
New Facilities				
13 .	New Facilities Custodial Services Nine months funding is included for 17 regular positions to provide custodial services at recently renovated or new police, library and other City department facilities. Related costs consist of employee benefits. <i>SG \$291,780; EX \$102,412</i> Related Costs: \$115,695	394,192	17	509,887
14 .	Marvin Braude Constituent Services Center Funding is provided for building maintenance, custodial and security services at the new Marvin Braude San Fernando Valley Constituent Services Center. The Center, located in Van Nuys, will house a variety of City departments within one building, thereby providing citizens centralized access to essential City services. Related costs consist of employee benefits. <i>SG \$505,224; SOT \$15,483; SHH \$120,000; SHHOT \$3,822; SHHFB \$36,000; EX \$209,012</i> Related Costs: \$150,408	889,541	14	1,039,949
Transfers Between Departments				
15 .	Grounds Maintenance - Existing Facilities Funding is transferred to the Department of Recreation and Parks to provide Grounds Maintenance services for the Ahmanson Recruit Training Center, the Edward M. Davis Training Facility, and the North Hollywood Police Station (See Recreation and Parks Item 19). <i>EX \$(83,448)</i>	(83,448)	-	(83,448)
Productivity Improvement				
16 .	Construction Forces Project Fund Funding is provided to establish a construction projects revolving fund. The creation of this fund will enhance the ability of the Construction Forces Division to effectively manage and streamline the financing of construction projects. <i>SCP \$500,000</i>	500,000	-	500,000
Other Changes or Adjustments				
17 .	Transfer of Custodial Function from Personnel Funding and position authority for one Custodial Services Attendant, and position authority for one Senior Custodial Services Attendant II are transferred from the Personnel Department's Medical Services Division to the Department of General Services. This will transfer the responsibility of cleaning and maintaining the City's medical facility in order to centralize the custodial function to General Services. Related expenses are also transferred. (See Personnel Department Item 30). Related costs consist of employee benefits. <i>SG \$33,312; EX \$3,000</i> Related Costs: \$16,584	36,312	2	52,896

Program Changes	Direct Cost	Posi- tions	Total Cost
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**Changes in Salaries, Expense, Equipment and Special
Other Changes or Adjustments**

18. Special Funded Alteration and Improvement	37,000	-	37,000
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Funding will be provided in the Wastewater Special Purpose Fund for tenant improvements at the Bureau of Engineering's offices located at Vista Del Mar (\$76,000) and the Bureau of Financial Management and Personnel Services located at City Hall, ninth floor (\$17,100).

Funding will be provided from the Special Parking Revenue Fund to install emergency lighting and electrical services (\$12,000) at the Transportation Department's Office of Parking Management meter shop located at Piper Technical Center, Space 100. In addition, funding is provided to install panic hardware, an emergency alarm and to repair/replace an intercom (\$25,000) in the coin counting room located in Space 315.

SCP \$18,500; EX \$18,500

TOTAL BUILDING SERVICES	<u>7,910,456</u>	<u>24</u>
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2002-03 Program Budget	81,160,153	787
Changes in Salaries, Expense, Equipment and Special	7,910,456	24
2003-04 PROGRAM BUDGET	<u>89,070,609</u>	<u>811</u>

Fleet Services and Operations

This program provides for the repair and maintenance of all vehicles in Council-controlled departments, except Police and Fire Departments, and all City aircraft. The program also contains funds for the replacement of these vehicles.

Program Changes	Direct Cost	Posi- tions	Total Cost
Changes in Salaries, Expense, Equipment and Special			
19. Apportionment of Changes Applicable to Various Programs	(1,594,215)	(6)	(1,668,135)
Related costs consist of employee benefits Related Costs: \$(73,920)			
Obligatory			
20. Deletion of Funding for Resolution Authorities	(770,279)	-	(862,941)
Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.			
Continue: Street Resurfacing Support (five positions) - See Item 21. Alternative Fuels Program (five positions) - See Item 23.			
SG \$(440,112); SOT \$(30,167); EX \$(300,000) Related Costs: \$(92,662)			
Workload			
21. Street Resurfacing Support	579,275	-	641,651
Funding is provided to continue five positions on resolution authority to support the Bureau of Street Services street resurfacing program. Two Heavy Duty Equipment Mechanics, one Equipment Mechanic, and one Construction Equipment Service Worker will provide for the maintenance and repair of heavy-duty equipment. In addition, one Materials Testing Technician II will provide for the testing of paving and resurfacing materials. Funding is provided through the Special Gas Tax Improvement Fund. Related costs consist of employee benefits. SG \$249,108; SOT \$30,167; EX \$300,000 Related Costs: \$62,376			
22. DWP Helicopter Maintenance Support	644,776	-	671,464
Nine months funding and resolution position authority for two Helicopter Mechanic positions is provided for the maintenance and servicing of two new Department of Water and Power (DWP) helicopters. Expense funding is also provided for repair and replacement parts. The City's General Fund is reimbursed by the DWP for all helicopter maintenance and repair services provided by the Department. Related costs consist of employee benefits. SG \$113,376; EX \$531,400 Related Costs: \$26,688			

Program Changes		Direct Cost	Posi- tions	Total Cost
Changes in Salaries, Expense, Equipment and Special Workload				
23 .	Alternative Fuels Program Positions Funding is provided to continue five positions on resolution authority which enable the Fleet Services Division to comply with the new South Coast Air Quality Management District regulations first enacted in 2001-02. Two Equipment Mechanics, two Equipment Specialists and one Management Analyst II will provide for maintenance, technical training and administrative support to meet the alternative fuels vehicle repair and maintenance workload. The new regulations, designed to reduce the amount of toxic air pollutants, require the City to replace diesel fuel vehicles with alternative fuel vehicles or dual-fuel vehicles. Related costs consist of employee benefits. <i>SG \$276,624</i> Related Costs: \$65,844	276,624	-	342,468
24 .	Refuse Collection Fleet Support Nine months funding and resolution position authority for eight Equipment Mechanic positions is provided to maintain and repair the Bureau of Sanitation's fleet of refuse collection vehicles (RCV). The Bureau anticipates expanding the fleet of RCV's by 240 units in 2003-04. These vehicles are powered by dual-fuel engines, which are compliant with the new South Coast Air Quality Management District regulations for residential and commercial RCV's. Due to this new technology, these RCV's are mechanically complex and maintenance is labor intensive. The addition of these positions will enable GSD to adequately meet this workload. Funding is provided through the Sanitation Equipment Charge Special Revenue Fund. Related costs consist of employee benefits. <i>SG \$509,083; SOT \$20,000; EX \$764,000</i> Related Costs: \$49,536	1,293,083	-	1,342,619
25 .	Green Waste Program Support Funding and resolution position authority for two Heavy Duty Equipment Mechanic positions are provided to maintain and service vehicles and equipment assigned to the Bureau of Sanitation's Green Waste program. The Green Waste program collects and recycles residential yard trimmings thereby diverting this type of refuse from local landfills. Funding is provided through the Sanitation Equipment Charge Special Revenue Fund. Related costs consist of employee benefits. <i>SG \$190,899; SOT \$25,000; EX \$145,000</i> Related Costs: \$12,384	360,899	-	373,283

Program Changes		Direct Cost	Posi- tions	Total Cost
Changes in Salaries, Expense, Equipment and Special				
Other Changes or Adjustments				
26 .	Fuel Management Funding is provided for the implementation of Phase I of an Enhanced Vapor Recovery (EVR) program, as mandated by the California Air Resources Board (CARB). The EVR program was adopted by the CARB in March 2000 in order for local agencies to achieve additional emission reductions per State and Federal requirements. The CARB has set a compliance deadline of April 2005 for program implementation. Accordingly, the Department has developed a two-phased work schedule which will retrofit a total of 100 City-operated gasoline dispensing systems over a two-year period. During 2003-04, the Department anticipates upgrading 60 percent of the systems, with the remaining 40 percent to be completed in early 2004-05. <i>EX \$480,000</i>	480,000	-	480,000
27 .	Special Funded Fleet Funding will be provided from the Street Lighting Maintenance Assessment Fund for various replacement vehicles used by the Bureau of Street Lighting. <i>EQ \$1,152,000</i>	1,152,000	-	1,152,000
28 .	Field Equipment and Expense Funding is provided in the Field Equipment and Expense Account to fund increases in pricing and quantities of fleet maintenance parts. This additional funding will enable Fleet Services Division to adequately maintain and service the City's fleet vehicles and equipment. <i>EX \$4,200,000</i>	4,200,000	-	4,200,000
29 .	Petroleum Products Funding is added to the Department's petroleum account to fund increased consumption and a rise in fuel prices. <i>EX \$2,500,000</i>	2,500,000	-	2,500,000
30 .	Citywide Fleet Replacement Funding of \$30 million for citywide fleet replacement is recommended for inclusion in the proposed 2003-04 MICLA financing program.	-	-	-
TOTAL FLEET SERVICES AND OPERATIONS		<u>9,122,163</u>	<u>(6)</u>	
2002-03 Program Budget		64,108,381	538	
Changes in Salaries, Expense, Equipment and Special		<u>9,122,163</u>	<u>(6)</u>	
2003-04 PROGRAM BUDGET		<u>73,230,544</u>	<u>532</u>	

Support Services to Departments

This program provides printing and duplicating services for City departments; test information and advice to City departments on construction and design materials and services used for City projects, including samples of soil, chemicals, concrete, cement, metals, aggregates, petroleum materials, masonry units, clay and concrete products; mail and messenger services; purchasing, warehousing and distribution of supplies and equipment for budgetary departments, joint purchases with other agencies and sale of supplies and equipment no longer required for City operations; and repair and maintenance of office equipment.

Program Changes	Direct Cost	Posi- tions	Total Cost
Changes in Salaries, Expense, Equipment and Special			
31 . Apportionment of Changes Applicable to Various Programs Related costs consist of employee benefits Related Costs: \$(74,544)	(296,520)	(6)	(371,064)
Obligatory			
32 . Deletion of Funding for Resolution Authorities Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits. Continue: SMS Quality and Process Management Team (four positions) - See Item 33. SG \$(171,216) Related Costs: \$(46,358)	(171,216)	-	(217,574)
Productivity Improvement			
33 . SMS Quality and Process Management Team Funding is provided to continue four positions on resolution authority to provide the services of the Supply Management System's (SMS) Quality and Process Management Team (Team). The four positions are one Senior Management Analyst, one Management Analyst II, a Management Assistant and one Senior Clerk Typist. Related costs consist of employee benefits. SG \$215,100 Related Costs: \$51,888	215,100	-	266,988

Program Changes	Direct Cost	Posi- tions	Total Cost
Changes in Salaries, Expense, Equipment and Special			
Other Changes or Adjustments			
34 . Postage Account	1,000,000	-	1,000,000
Funding is restored to the postage account in order to provide for increased postal rates and departmental mailings. This funding amount represents the projected shortfall in the FY 2002-03 postage account. <i>SP \$1,000,000</i>			
TOTAL SUPPORT SERVICES TO DEPARTMENTS	<u>747,364</u>	<u>(6)</u>	
2002-03 Program Budget	29,922,641	465	
Changes in Salaries, Expense, Equipment and Special	<u>747,364</u>	<u>(6)</u>	
2003-04 PROGRAM BUDGET	<u>30,670,005</u>	<u>459</u>	

General Administration and Support

This program performs management and administrative support functions such as budget, accounting, administrative, systems and personnel support services.

Program Changes	Direct Cost	Posi- tions	Total Cost
Changes in Salaries, Expense, Equipment and Special			
35. Apportionment of Changes Applicable to Various Programs	(441,114)	(2)	(634,696)
Related costs consist of employee benefits			
Related Costs: \$(193,582)			
Workload			
36. Fuel Tax Refund Program	59,117	-	72,305
Nine months funding and resolution position authority for one Senior Accountant is provided to oversee the State Fuel Tax Refund Program. This State program currently allows the City to claim 20 percent of the per gallon price of fuel as tax-exempt. Approximately \$200,000 in tax refunds is generated from this program annually. The additional accountant position will enable the City to maintain accurate and audit-ready records, which will increase the eligible claims percentage, thereby maximizing the total refund potential. Related costs consist of employee benefits.			
SG \$55,500; EX \$1,132; EQ \$2,485			
Related Costs: \$13,188			
Transfers Between Departments			
37. Lease for Gay and Lesbian Community Center	75,000	-	75,000
Funding is transferred from the General City Purposes (GCP) budget to the Department of General Services for the Gay and Lesbian Community Service Center (See GCP Item 25). Funding is provided to the Center for continued AIDS testing, research, and medical and mental health services. Additional funding is provided from the State of California, the County of Los Angeles and through private donations.			
EX \$75,000			
TOTAL GENERAL ADMINISTRATION AND SUPPORT	<u>(306,997)</u>	<u>(2)</u>	
2002-03 Program Budget	3,952,760	71	
Changes in Salaries, Expense, Equipment and Special	(306,997)	(2)	
2003-04 PROGRAM BUDGET	<u>3,645,763</u>	<u>69</u>	

INDICATORS OF WORKLOAD

	ACTUAL 1997-98	ACTUAL 1998-99	ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	EST. 2002-03	EST. 2003-04
BUILDING SERVICES PROGRAM							
Building Operations:							
Square feet of floor space maintained	6,156,929	6,176,929	6,368,555	6,368,555	6,541,655	6,541,655	6,541,655
Custodial Operations:							
Square feet cleaned per custodian	33,000	27,780	27,630	27,630	28,271	29,740	29,468
Buildings cleaned	159	164	130	180	183	183	189
Square feet of buildings cleaned	7,195,000	7,195,000	9,200,730	9,200,730	10,403,844	10,736,060	11,030,963
Buildings contracted	70	57	62	62	69	56	61
Square feet contracted	761,844	906,500	1,028,143	1,028,143	1,111,931	1,063,836	1,152,345
Recycling Operations:							
Facilities Served	510	510	515	515	515	545	630
Tonnage Collected	1,600	1,585	2,000	2,100	2,100	2,100	2,000
Revenue	\$ 45,000	\$ 31,155	\$ 35,173	\$ 37,248	\$ 37,248	\$ 36,750	\$ 42,000
Avoided Disposal Costs	\$ 56,000	\$ 58,645	\$ 74,000	\$ 73,371	\$ 77,700	\$ 75,600	\$ 77,300
Building Maintenance and Repair:							
Repair orders requested +	46,972	52,500	41,534	47,802	58,219	58,219	66,951
Repair orders completed +	40,976	32,000	40,246	40,086	54,517	39,000	44,850
Square feet of buildings	13,800,000	14,000,000	14,757,172	14,809,372	15,146,677	15,500,000	15,500,000
Number of buildings maintained	735	730	737	766	778	800	800
Buildings contracted	5	5	5	5	5	1	1
Square feet contracted	1,029,155	1,029,155	1,029,155	1,029,155	1,029,155	783,395	783,395
Y2K	-	2,000,000	5,000,000	xxx	xxx	xxx	xxx
Special Events:							
Special events coordinated	1,789	1,939	1,931	2,080	1,950	2,820	2,850
Security Services:							
Facilities patrolled	520	636	668	745	745	950	975
Fixed posts staffed	43	49	52	55	55	72	80
Transients evicted	3,683	2,783	3,443	4,000	3,500	5,000	5,000
Investigations							
Administrative	985	1,012	1,255	1,200	1,280	1,900	4,600
Non-Crime Reports	294	312	331	375	350	450	675
Complaints	22	9	4	10	8	24	30
Crime Reports Taken							
Arrests	458	347	255	500	300	500	500
Crime Reports	142	66	57	125	65	125	175
Loss Reports	6	10	19	15	20	30	180
Construction Projects:							
Construction projects in progress	254	138	250	150	250	300	325
Asset Management (formerly Leasing):							
Property Management Assignments	5,350	5,350	5,400	5,885	6,475	7,000	7,500
Portfolio Management							
Number of buildings inventory	795	1,035	1,035	1,060	1,075	816	900
Number of parcels inventory	7,000	7,000	7,000	7,000	7,000	3,000	3,000

Notes:

+ Data beginning 2000-01 to date is approximate.

'Facilities patrolled' reflects the number of patrol units deployed annually, not the number of facilities.

'Construction Projects' reflect both Alterations & Improvement (A&I) program and other projects including Seismic, Fire facilities and ADA work.

INDICATORS OF WORKLOAD (Continued)

	ACTUAL 1997-98	ACTUAL 1998-99	ACTUAL 1999-00	ACTUAL 2000-01	EST. 2001-02	EST. 2002-03	EST. 2003-04
BUILDING SERVICES PROGRAM (Continued)							
Surplus Property							
Properties sold	8	16	20	28	20	17	10
Dollar value	\$ 1,762,282	\$ 2,010,300	\$ 2,098,380	\$ 2,000,000	\$ 3,500,000	\$ 3,700,000	\$ 3,500,000
Tenant Services							
Municipal Facilities Reports prepared	55	55	51	60	60	84	72
Leasing							
Leases prepared	510	510	560	560	580	580	580
Land availability inquiries	2,250	N/A	2,350	2,400	2,400	4,400	4,500
Number of leases executed after full negotiation	110	120	120	125	135	140	140
Value of leases	\$27,446,067	\$29,515,238	\$27,665,204	\$30,271,073	\$ 29,387,674	\$ 27,253,683	\$ 28,500,000
Utility services investigated	7,500	7,500	8000	8,000	8,000	8,000	8,000
Real Estate Services							
Number of assignments completed	172	200	200	240	275	N/A	N/A
Parking Services:							
Official visitors parked	48,975	45,000	45,000	45,000	48,000	45,000	45,000
Commercial parking revenue	\$ 2,067,375	\$ 2,067,375	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 1,700,000	\$ 1,700,000
FLEET SERVICES AND OPERATIONS PROGRAM							
Fleet Services:							
Autos maintained	1,489	1,494	1,488	1,537	1,545	1,542	1,500
Trucks under 10,000# GVW	1,712	1,729	1,731	1,807	1,923	1,884	1,884
Trucks 10,001 -26,000# GVWR	N/A	N/A	931	913	973	967	967
Trucks 26,001-33,000# GVWR	N/A	N/A	387	407	442	429	429
Trucks over 33,000# GVWR	N/A	N/A	381	411	432	435	435
Sweepers	149	161	158	156	159	165	165
Refuse collection vehicles	710	634	674	699	849	710	734
Construction equipment & small sweepers	644	644	702	713	787	732	732
Trucksters	192	183	149	150	150	161	161
Aircraft	29	29	26	31	31	28	28
Nonvehicular equipment							
Trailers (transport)	537	538	549	569	634	535	535
Trailers with mounted equip. and special purpose	367	357	333	340	342	412	412
Small equip. & auxiliary equip.	826	824	799	793	813	770	770
Aerial equipment & cranes	230	233	235	244	244	264	264
New vehicles processed and inspected	1,005	714	893	900	900	1,134	985
Salvage vehicles processed	826	989	806	850	850	990	935
Equipment due to salvage	151	43	57	105	105	57	57
Exchange/Turned-in equipment	23	37	59	70	70	38	38
Equipment on loan from Salvage	72	105	87	78	78	9	9
Total Projects Completed to P.O.'s *	-	-	-	-	238	404	404
Vehicle Miles Driven *	-	-	-	-	42,058,274	44,176,395	46,401,189
Equipment Hours Operated *	-	-	-	-	373,722	405,217	439,366
Preventive Maintenance (PM) Performed *	-	-	-	-	42,865	43,417	43,976

Notes:

* New Indicator for 2002-03

INDICATORS OF WORKLOAD (Continued)

	ACTUAL 1997-98	ACTUAL 1998-99	ACTUAL 1999-00	ACTUAL 2000-01	EST. 2001-02	EST. 2002-03	EST. 2003-04
FLEET SERVICES AND OPERATIONS PROGRAM (Continued)							
Fuel Services and Envrmntl. Compliance							
Envrmntl. compliance permits processed	N/A	N/A	440	308	500	402	426
Petroleum Products Orders/Receipts Issues	N/A	N/A	2,659	3,107	2,600	3,315	3,593
Petroleum Products Orders/Receipts Sales	N/A	N/A	8,075,677	13,500,000	13,500,000	N/A	N/A
Fuel Site Work Orders Procs'd/Monitr'd (Contr) *	N/A	N/A	N/A	N/A	612	1,500	700
Fuel Site Work Orders Completed (Staff) *	N/A	N/A	N/A	N/A	200	720	300
SUPPORT SERVICES PROGRAM							
Printing and Duplicating Services:							
Total orders printed	11,065	11,360	13,500,000	14,300	15,663	13,650	
Total orders printed within schedule	8,000	10,600	14,407	12,870	14,880	12,900	
Rush orders	3,000	3,000	4,246	5,720	4,465	5,110	
Total impressions - Print Shop	125,528,354	131,000,000	156,885,281	155,000,000	164,729,545	148,900,000	
Total impressions - Central Duplicating	27,825,642	28,300,000	31,862,485	36,000,000	38,723,083	43,000,000	
Value of orders completed	\$ 4,355,496	\$ 4,300,000	\$ 5,324,759	\$ 5,865,000	\$ 5,750,000	\$ 5,482,500	
Testing Construction and Design Material							
Asphalt	34,674	39,319	49,660	45,000	50,000	65,000	70,000
Compaction	14,332	7,764	7,260	12,000	10,000	9,000	9,000
Classification	1,566	2,027	2,180	2,000	2,500	5,000	5,000
Special construction reports	17	14	77	60	35	50	50
Physical (steel, concrete, aggregate)	21,178	16,353	19,053	22,000	22,000	22,000	22,000
Foundation (reports)	84	67	68	125	100	50	60
Foundation (tests)	802	834	2,064	1200	2250	700	700
Special testing (pipe & epoxy)	3,104	3,579	3,850	4,800	3,910	5,000	5,000
Special testing (spark & misc.)	34,000	3,100	30,000	35,000	30,000	40,000	40,000
Special testing (ultrasonic)	757	553	675	1,000	850	2,000	2,000
Pavement evaluation	5,101	6,149	7,614	7,500	15,400	13,010	13,050
Physical Field Sampling (steel, concrete)	9,073	9,438	10,613	12,000	12,000	14,000	14,000
IAT	852	564	485	500	500	950	1,000
Chemical	3,673	9,675	11,133	10,000	4,795	10,671	10,671
Environmental	16,713	20,531	43,799	30,000	23,827	82,223	82,223
Drilling and logging	15,125	11,500	14,460	15,000	17,000	14,600	15,000
PRIMA							
Business Improvement Process	N/A	230	230	230	230	N/A	N/A
Materials Management System							
DB2 Ad Hoc MMS Reports Generated	N/A	80	80	80	80	N/A	N/A
Citywide End User Technical Support	N/A	240	240	240	240	N/A	N/A
Warehouse Inventory Analysis	N/A	158	158	158	158	63	63
Purchasing:							
Purchase requisitions processed	2,794	2,544	3,224	3,000	3,000	2,190	2,190
Purchase Orders	2,076	2,544	2,540	2,500	2,500	2,190	2,190
Value of purchases (in dollars)	340,600,000	308,520,846	400,941,472	330,000,000	340,000,000	499,373,000	499,373,000
Number of annual contracts	1,571	1,281	902	1,200	1,300	989	989
Purchase Order Change Documents	1,445	987	277	1,500	1,000	55	55
Specifications	15	7	5	5	5	N/A	N/A
Establish Mega Contracts	N/A	2	5	1	5	5	5
Contract Replacement Rate	N/A	95	96%	97%	96%	96%	96%

Notes:

* New indicator for 2002-03

2002-03 Fuel Site Work Orders will continue in 2003-04 until work is completed.

INDICATORS OF WORKLOAD (Continued)

	ACTUAL 1997-98	ACTUAL 1998-99	ACTUAL 1999-00	ACTUAL 2000-01	ESTIM. 2001-02	EST. 2002-03	EST. 2003-04
SUPPORT SERVICES PROGRAM (Continued)							
Supplies Services (formerly Materials Management)							
Stores Receipts (Council Controlled Depts)	N/A	64,268	37,581	53,200	38,000	36,600	36,600
Stores Issues (Council Controlled Depts)	N/A	529,713	476,121	438,000	480,000	366,900	366,900
Total Sales	N/A	\$33,890,651	\$36,557,126	\$28,110,000	\$ 37,000,000	\$ 29,957,000	\$ 29,957,000
Specialized Services							
Salvage Sales Bank Deposits Issues	N/A	36	56	30	56	N/A	N/A
Salvage Sales Bank Deposits Sales	\$ 3,627,654	\$ 6,531,301	\$ 4,311,207	\$ 5,000,000	\$ 4,350,000	\$ 3,818,131	\$ 3,818,131
SMS Vouchers Processed *	N/A	N/A	N/A	N/A	193,249	193,249	193,249
Help Desk Inquiries *	N/A	N/A	N/A	N/A	3,622	3,622	3,622
Discounts Taken *	N/A	N/A	N/A	N/A	70%	70%	70%
Mail and Messenger Services:							
Pieces of U.S. mail processed	11,022,353	11,109,949	11,197,720	11,197,720	12,197,720	12,778,000	12,778,000
Messenger stops	121,484	236,600	280,840	280,840	289,265	338,768	338,768
Auto messenger stops	119,862	134,680	138,720	138,720	142,882	142,882	142,882
Interoffice mail processed	2,533,669	3,694,600	4,574,267	4,802,980	4,802,980	5,000,000	5,000,000

Notes:

* New indicator for 2002-03