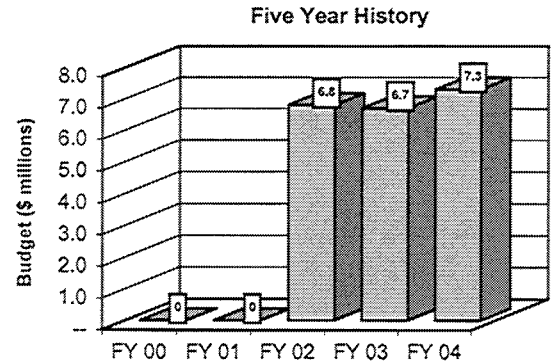


# BUREAU OF FIN. MGMT & PERS. SVCS

## 2003 - 2004 Proposed Budget

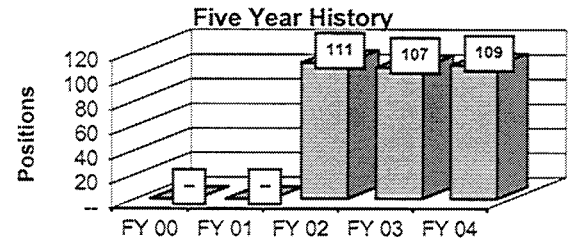
### FUNDING

	2002-03	2002-03	2003-2004 PROPOSED	
	Estimated	Budget	Amount	%Change
Salaries	\$ 6,521,000	\$ 6,518,506	\$ 7,000,780	7.4%
Expense	210,000	210,405	271,423	29.0%
Equipment	--	--	1,285	-- %
Special	--	--	--	-- %
<b>TOTAL</b>	<b>\$ 6,731,000</b>	<b>\$ 6,728,911</b>	<b>\$ 7,273,488</b>	<b>8.1%</b>



### STAFFING

	June 30, 2003	2002-2003	2003-2004 PROPOSED	
	Projected Staffing	Adopted Budget	Authorized Staffing	%Change
Regular	102	107	109	1.9%



### BUDGET HIGHLIGHTS

	Direct Cost	Positions
◆ 2002-03 Employee Compensation Adjustment	\$ 66,038	--
◆ 2003-04 Employee Compensation Adjustment	233,446	--
◆ Prop K Accounting Support	171,228	3
◆ AB 939 Compliance	48,895	1
◆ Financial Data Management System	61,678	--
◆ Managed Attrition	(37,576)	--
◆ Deletion of Vacancy	(37,680)	(1)
◆ Transfer of Emergency Preparedness Function	(94,224)	(1)

### Recapitulation of Changes

	Adopted Budget 2002-03	Total Budget Changes	Budget Appropriation 2003-04
<b>EXPENDITURES AND APPROPRIATIONS</b>			
<b>Salaries</b>			
Salaries General . . . . .	6,496,118	482,274	6,978,392
Overtime General . . . . .	22,388	-	22,388
<b>Total Salaries</b> . . . . .	<b>6,518,506</b>	<b>482,274</b>	<b>7,000,780</b>
<b>Expense</b>			
Printing and Binding . . . . .	11,429	100	11,529
Travel . . . . .	4,950	-	4,950
Contractual Services . . . . .	95,770	-	95,770
Office and Administrative . . . . .	88,205	60,568	148,773
Operating Supplies . . . . .	10,051	350	10,401
<b>Total Expense</b> . . . . .	<b>210,405</b>	<b>61,018</b>	<b>271,423</b>
<b>Equipment</b>			
Furniture, Office and Technical Equipment . . . . .	-	1,285	1,285
<b>Total Equipment</b> . . . . .	<b>-</b>	<b>1,285</b>	<b>1,285</b>
<b>Total Bureau of Financial Mgt. &amp; Personnel Svcs.</b> . . . . .	<b>6,728,911</b>	<b>544,577</b>	<b>7,273,488</b>

### SOURCES OF FUNDS

General Fund . . . . .	3,629,563	474,967	4,104,530
Special Gas Tax Street Improvement Fund (Sch. 5) . . . . .	-	266,490	266,490
Stormwater Pollution Abatement Fund (Sch. 7) . . . . .	125,511	5,020	130,531
Sewer Construction & Maintenance Fund (Sch. 14) . . . . .	2,727,579	(257,600)	2,469,979
St. Light Maint. Assessment Fund (Sch. 19) . . . . .	194,778	3,285	198,063
Prop. C Anti-Gridlock Transit Fund (Sch. 27) . . . . .	51,480	3,520	55,000
Citywide Recycling Fund (Sch. 51) . . . . .	-	48,895	48,895
<b>Total Funds</b> . . . . .	<b>6,728,911</b>	<b>544,577</b>	<b>7,273,488</b>
Percentage Change . . . . .			8.09%
Positions . . . . .	107	2	109

### 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
<b>Changes in Salaries, Expense, Equipment and Special</b>			
<b>Obligatory</b>			
1 . <b>2002-03 Employee Compensation Adjustment</b> Related costs consist of employee benefits. SG \$66,038 Related Costs: \$4,834	66,038	-	70,872
2 . <b>2003-04 Employee Compensation Adjustment</b> Related costs consist of employee benefits. SG \$233,446 Related Costs: \$17,088	233,446	-	250,534
3 . <b>Salary Step Plan and Turnover Effect</b> Related costs consist of employee benefits. SG \$247,817 Related Costs: \$18,140	247,817	-	265,957
4 . <b>Change in Number of Working Days</b> One more working day. Related costs consist of employee benefits. SG \$26,450 Related Costs: \$1,936	26,450	-	28,386
5 . <b>Full Funding for Partially Financed Positions</b> Related costs consist of employee benefits. SG \$23,091 Related Costs: \$1,690	23,091	-	24,781
<b>Targeted Reductions</b>			
6 . <b>Deletion of Vacancy</b> A position which has been vacant for more than one year is deleted. Existing service levels will not be impacted. Related costs consist of employee benefits. One clerical position in the Accounting Division SG \$(37,680) Related Costs: \$(10,944)	(37,680)	(1)	(48,624)
<b>Other Changes or Adjustments</b>			
7 . <b>Managed Attrition</b> 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 \$(37,576) Related Costs: \$(8,171)	(37,576)	-	(45,747)
<b>TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS</b>	521,586	(1)	

## Public Works Accounting

This program provides accounting services, including capital programming and budgeting, fee and cost recovery, general and cost accounting, Sewer Construction and Maintenance Fund financial accounting, special funds and projects accounting and financial information systems development for the Department of Public Works.

Program Changes	Direct Cost	Posi- tions	Total Cost
<b>Changes in Salaries, Expense, Equipment and Special</b>			
<b>8 . Apportionment of Changes Applicable to Various Programs</b> Related costs consist of employee benefits Related Costs: \$18,119	359,355	(1)	377,474
<b>Obligatory</b>			
<b>9 . Deletion of Funding for Resolution Authorities</b> Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.  Continue: Proposition K Program (3 positions) - See Item 10 SG \$(163,176); EX \$(1,410) Related Costs: \$(27,132)	(164,586)	-	(191,718)
<b>Workload</b>			
<b>10 . Proposition K Accounting Support</b> Funding and position authority are provided for three accounting positions for Prop K projects. The L.A. for Kids Steering Committee recommended that all competitive and specified Prop K projects be transferred from the Department of Recreation and Parks to the Department of Public Works. The Bureau of Engineering will be handling the design and construction of the Prop K projects. The Bureau of Financial Management and Personnel Services will provide the accounting support. Funding and resolution authority were provided in the 2002-03 Budget, however, the design and construction of these projects are expected to continue for at least the next 20 years. Related costs consist of employee benefits. SG \$171,228 Related Costs: \$40,164	171,228	3	211,392
<b>11 . AB 939 Compliance Accounting Support</b> Funding and position authority are provided for one Senior Accountant to provide accounting support and fiscal oversight of revenue collected from the AB 939 compliance fee. The City established the AB 939 Compliance Fee Ordinance, which requires private waste haulers to pay fees in order to be permitted to conduct business within the City. Funds derived from this fee will be used to fund private sector waste diversion programs, such as multi-family and commercial recycling programs, including the administration of those programs. Funding will be provided from the Citywide Recycling Trust Fund. Related costs consist of employee benefits. SG \$46,860; EX \$750; EQ \$1,285 Related Costs: \$12,096	48,895	1	60,991

<b>Program Changes</b>	<b>Direct Cost</b>	<b>Posi- tions</b>	<b>Total Cost</b>
<b>Changes in Salaries, Expense, Equipment and Special</b>			
<b>Productivity Improvement</b>			
12 . <b>Financial Data Management System</b>	61,678	-	61,678
Funding is provided for Oracle licenses, support and maintenance for the Financial Data Management System (FDMS). These costs are necessary to maintain and enhance the FDMS, which serves as a centralized repository of financial data for the Department of Public Works. <i>EX \$61,678</i>			
<b>TOTAL PUBLIC WORKS ACCOUNTING</b>	<u>476,570</u>	<u>3</u>	
2002-03 Program Budget	4,341,765	74	
Changes in Salaries, Expense, Equipment and Special	<u>476,570</u>	<u>3</u>	
<b>2003-04 PROGRAM BUDGET</b>	<u>4,818,335</u>	<u>77</u>	

**Public Works Personnel Management**

This program provides a uniform departmental personnel program for the Department of Public Works, including liaison services, training, employee relations, disciplinary actions, placement and records maintenance. It develops and proposes policies and legislative action on personnel matters.

<b>Program Changes</b>	<b>Direct Cost</b>	<b>Posi- tions</b>	<b>Total Cost</b>
<b>Changes in Salaries, Expense, Equipment and Special</b>			
13. <b>Apportionment of Changes Applicable to Various Programs</b>	157,348	-	168,866
Related costs consist of employee benefits			
Related Costs: \$11,518			
<b>TOTAL PUBLIC WORKS PERSONNEL MANAGEMENT</b>	<u>157,348</u>	<u>-</u>	
2002-03 Program Budget	1,768,250	25	
Changes in Salaries, Expense, Equipment and Special	<u>157,348</u>	<u>-</u>	
<b>2003-04 PROGRAM BUDGET</b>	<u>1,925,598</u>	<u>25</u>	

**General Administration and Support**

This program provides management and administrative support, including budget development, personnel administration, systems, clerical support for the Bureau. In addition, this program provides the Board of Public Works detailed and complete financial status reports that summarize financial, budgetary, personnel and performance information on a Department-wide basis.

<b>Program Changes</b>	<b>Direct Cost</b>	<b>Posi- tions</b>	<b>Total Cost</b>
<b>Changes in Salaries, Expense, Equipment and Special</b>			
14. <b>Apportionment of Changes Applicable to Various Programs</b> Related costs consist of employee benefits Related Costs: \$(5,064)	4,883	-	(181)
<b>Transfers Between Departments</b>			
15. <b>Transfer of Emergency Preparedness Function</b> The emergency preparedness function and associated staff are transferred from the Bureau of Financial Management and Personnel Services to the Board of Public Works. This functional transfer will facilitate the development of a Department-wide emergency response plan and will centralize the Department of Public Works emergency response activities. (See Board of Public Works Item 15) Related costs consist of employee benefits. SG \$(94,224) Related Costs: \$(18,072)	(94,224)	(1)	(112,296)
<b>TOTAL GENERAL ADMINISTRATION AND SUPPORT</b>	<u>(89,341)</u>	<u>(1)</u>	
2002-03 Program Budget	618,896	8	
Changes in Salaries, Expense, Equipment and Special	<u>(89,341)</u>	<u>(1)</u>	
<b>2003-04 PROGRAM BUDGET</b>	<u>529,555</u>	<u>7</u>	

**INDICATORS OF WORKLOAD**

	ACTUAL 1996-97	ACTUAL 1997-98	ACTUAL 1998-99	ACTUAL 1999-00	ACTUAL 2000-01	ACTUAL 2001-02	EST. 2002-03	EST. 2003-04
<b>PUBLIC WORKS ACCOUNTING PROGRAM</b>								
Lot cleaning, damage, street repair and misc. billings	N/A	7,784	9,586	11,319	13,368	12,430	12,800	12,800
Work order/B-Permit billings	50,813	64,086	66,993	92,504	93,356	99,610	106,000	106,000
Payroll accounting entries	47,850	45,630	56,212	61,000	73,920	78,400	79,000	83,000
Motion Picture permits processed	-	-	-	-	-	-	-	-
Revenue transactions	40,359	68,101	74,449	72,648	79,464	94,750	100,000	100,000
Invoices audited and payments	132,084	156,922	121,738	91,719	76,900	38,244	36,000	36,000
Budgetary accounting transactions	8,518	9,297	8,337	8,425	4,385	2,558	3,000	3,000
Gas Tax/other funds transactions	3,158	5,078	3,022	3,088	2,920	6,482	5,444	5,500
SCM Fund transactions	20,692	17,022	12,441	11,281	9,018	7,867	11,572	11,600
Assessment funds transactions	566	565	510	638	1,124	692	700	700
(1) GO bonds transactions	3,362	2,979	1,844	2,347	1,863	13,023	20,846	25,728
Wastewater Program - contractual agency invoices	73	60	77	83	72	146	115	115
Wastewater Program - sewer service charge refunds	143	138	165	368	50	165	44	55
Stormwater Pollution Abatement transactions	3,691	3,320	3,019	2,284	2,046	1,266	1,360	2,200
<b>PUBLIC WORKS PERSONNEL MGMT. PROGRAM</b>								
Arbitrations	8	4	13	5	3	12	13	15
Award presentations at the Board	46	39	41	19	48	47	150	100
Discipline hearings	177	168	127	143	135	156	180	195
Disciplinary appeals	37	26	18	15	24	18	22	24
Grievances filed	196	156	189	388	252	207	215	200
Grievances - Third level	68	58	60	84	33	60	60	60
Personnel change documents prepared	5,558	5,121	5,409	6,761	6,272	4,882	5,500	5,500
Training sessions conducted	39	114	2	3	2	55	50	50
Number of Employees Trained	N/A	N/A	N/A	90	78	1,196	1,250	1,500
Written employment verifications processed	1,038	886	824	605	746	611	900	900
(2) Unfair Employee Relations Practice Claims	N/A	N/A	N/A	N/A	N/A	9	12	15
<b>GENERAL ADMINISTRATION AND SUPPORT PROGRAM</b>								
<b>Financial Reporting &amp; Budget Administration</b>								
Quarterly Audit Status Report	N/A	N/A	N/A	N/A	4	4	4	4
(3) Consolidated Monthly Status Report	N/A	N/A	N/A	N/A	12	12	4	0
(4) LAStat - DPW Executive Briefings	N/A	N/A	N/A	N/A	N/A	N/A	12	26
(4) Annual Status Report - Public Works Trust Fund		N/A	N/A	N/A	N/A	N/A	1	1
<b>Capital Improvement Program Management</b>								
Department-Wide CIEP	N/A	N/A	N/A	N/A	1	12	12	12

(1) Increase in FY 2002-03 and 2003-04 due to addition of Prop F, K and Q accounting programs and additional projected workload for the State Revolving Fund loan and the ECIS Project.

(2) These claims are filed by unions and individual employees. They are resolved through a quasi-legal hearing process.

(3) This report was phased out in November 2002 and the information included in the LA Stat briefings.

(4) New Indicator in 2002-03

N/A = Workload Indicators did not exist