CITY OF LOS ANGELES

# Detail of Department Programs with Financial Summaries

## Supplement to the 2004-05 Proposed Budget

2004-05



Prepared by the City Administrative Officer - April 2004

# TABLE OF CONTENTS

**INTRODUCTION** **Page**

Foreword
The Blue Book

**SECTION 1 - FINANCIAL SUMMARIES AND EXHIBITS**

Authorized City Staffing
Summary of Changes in Revenue
Summary of Changes in Appropriations

**SECTION 2 - REGULAR DEPARTMENTAL PROGRAM COSTS**

Aging ..... 1
Animal Services ..... 13
Building and Safety ..... 25
City Administrative Officer ..... 43
City Attorney ..... 55
City Clerk ..... 69
Commission for Children, Youth and Their Families ..... 83
Commission on the Status of Women ..... 91
Community Development ..... 99
Controller ..... 113
Convention Center ..... 121
Council ..... 129
Cultural Affairs ..... 133
Disability ..... 147
Emergency Preparedness ..... 155
Employee Relations Board ..... 163
Environmental Affairs ..... 169
Ethics Commission ..... 179
Finance ..... 185
Fire ..... 195
General Services ..... 213
Housing ..... 231
Human Relations Commission ..... 249
Information Technology Agency ..... 255
Mayor ..... 277
Neighborhood Empowerment ..... 281
Personnel ..... 287
Planning ..... 305
Police ..... 317
Public Works
- Board Office ..... 333
- Contract Administration ..... 347
- Engineering ..... 357
- Environmental Services (formerly Sanitation) ..... 381
- Financial Management and Personnel Services ..... 403
- Street Lighting ..... 413
- Street Services ..... 425

Transportation ..... 441
Treasurer ..... 457
Zoo ..... 463

**SECTION 3 - OTHER PROGRAM COSTS** **Page**


El Pueblo Department ..... 471
Library Department ..... 479
Recreation and Parks Department ..... 489
City Employees' Retirement Fund ..... 505
Fire and Police Pension Fund ..... 507


**Nondepartmental**


Appropriation to Convention Center Revenue Fund ..... 509
Business Improvement District Trust Fund ..... 511
Capital Finance Administration Fund ..... 513
Capital Improvement Expenditure Program
Summary ..... 527
Municipal Facilities ..... 531
Physical Plant ..... 547
Wastewater System Improvement Program ..... 551
City Ethics Commission Matching Campaign Fund ..... 557
Emergency Operations Fund ..... 559
Forfeited Assets Trust Fund of the Police Department ..... 561
General City Purposes ..... 563
Human Resources Benefits ..... 577
Judgment Obligation Bonds Debt Service Fund ..... 583
Liability Claims ..... 585
Reserve for Extraordinary Liability Claims Fund ..... 587
Local Law Enforcement Block Grant Trust Fund ..... 589
Proposition A Local Transit Assistance Fund ..... 591
Proposition C Transit Improvement Fund ..... 599
Special Fire Safety and Paramedic
Communications Equipment Tax Fund ..... 605
Special Parking Revenue Fund ..... 607
Special Police Communications/9-1-1 System Tax Fund ..... 611
Stormwater Pollution Abatement Fund ..... 615
Telecommunications Fund, Liquidated Damages and Lost Franchise Fees ..... 621
Unappropriated Balance ..... 625
Water and Electricity ..... 629
2004 Tax and Revenue Anticipation Notes, Debt Service Fund ..... 631

# FOREWORD

## CITY OF LOS ANGELES BUDGET SYSTEM

The City's budget system provides for analysis, review, funding, and control through the use of three major forms of budgeting. The historical approach to the budget process is the allocation and control of appropriated funds according to objects of expenditure, commonly called "line item budgeting." The City's funds are appropriated in this manner.

In 1952-53, the City added the concept of performance budgeting whereby departments and offices present a work program as the basis of their budgetary needs. Thus, departments indicate the work units they plan to accomplish with the appropriated funds in addition to the amount they will spend by line item to accomplish that work. After review and modification through the budget process, the final work program represents the service levels and work units to be accomplished in accord with the funding provided in the adopted budget. At the end of the current fiscal year, departments prepare their annual expenditure program for the upcoming fiscal year which sets forth how the appropriated funds will be allocated during each of the 12 reporting periods based on their expected needs.

In 1972-73, the City modified the budget system to place primary emphasis on program objectives and their attainment by incorporating selected features of program budgeting. The City's approach differs from program budgeting theory in that its programs are defined within rather than across departmental frameworks. The program structure, however, permits citywide summarization of departmental programs into the City's functions and subfunctions, which appear in Section 6 of the budget document.

The City then further modified the budget system to include "decision packages" drawn from zero-based budgeting. This concept requires departments to prioritize requested changes from the adopted budget. Thus, the City's budget system evolved into a modified program budget.

For 2004-05, the City faced a sizable budget deficit. The City estimated that the potential deficit could be as much as 20 percent if coupled with the possibility of the State of California taking significant revenue from the City. Faced with this significant challenge, the Mayor decided to use Priority Based Budgeting (PBB). This approach determines which services are most important, prioritizes services and eliminates lower priority services rather than drastically reducing all the City's services. The Mayor hoped that by doing so, the City could focus its efforts on the most important services and provide funding to do them well. To facilitate decision making regarding service priorities, the City further divided the Budget into incremental services and assigned them priorities without regard to what City department provided the service. These priorities were used initially in determining which services would receive priority for funding. Subsequent to the initial determination, individual adjustments were made, and funding decisions were then reformatted within the existing department and program structure for communication to the public.

# THE BLUE BOOK

## I. OVERVIEW

This supporting document –the "Blue Book"-describes the Mayor's proposed changes to the adopted budget for the ensuing fiscal year. The Blue Book supplements the budget document which presents financial information by line item. The Blue Book describes budgetary changes by program within each department. These changes are further subdivided into major categories.

The Blue Book is comprised of three sections as follows:

- Section 1 presents selected financial summaries. Included are City staffing, the change in the number of positions by department, the revenue required to fund the proposed appropriations, the revenue changes to the adopted budget, and the change in appropriations.

- Section 2 presents changes in appropriations for budgets controlled by the Mayor and Council (i.e. Police, Fire, Transportation, Public Works). Changes are shown for each program and each department.

- Section 3 presents changes in appropriations for budgets of departments having control of their own funds and depending upon the General Fund for some of their operating funds (i.e. El Pueblo, Library, and Recreation and Parks). Changes in appropriations for selected non-departmental funds are also presented.

## II. THE PRESENTATION OF DEPARTMENT BUDGETS

### FUNDING, STAFFING AND BUDGET HIGHLIGHTS

The first page of each department's material summarizes significant financial and position changes from the current year's adopted budget to the ensuing year's proposed budget.

### SERVICES PROVIDED

The Budget is traditionally presented by Department and by Program. However, with the use of Priority Based Budgeting (PBB) as a decision making tool, a summary of the services provided in the Proposed Budget is now included. Under PBB, services do not necessarily align with programs. Services can be a subset of a program or cut across several programs. This provides a summary of changes in appropriations by service. The summary includes total appropriations and positions required to provide the service. The total appropriations balance with each departmental budget. In an attempt to provide a better picture of the total number of positions required to provide a service, both permanent, regular and temporary, resolution authority positions are included in the position count. Since temporary resolution authority positions are not included in the total number of positions in each department budget, the total positions do not balance with each departmental budget.

### RECAPITULATION OF CHANGES BY ACCOUNT AND FUNDING SOURCE

This page provides a summary of changes in appropriations by budgetary account and funding source. A detailed explanation of the changes appears on the following pages.

## CHANGES APPLICABLE TO VARIOUS PROGRAMS AND CHANGE CATEGORIES

For efficiency, changes involving two or more budgetary programs are explained in this section of the departmental material. These changes are then apportioned as single entries in the affected programs. Single-program changes are shown only in the programs affected. Changes are categorized as follows:

OBLIGATORY CHANGES

These are changes that must be provided according to established policy such as interim salary adjustments, deletion of one-time funding for expenses or equipment, and changes in funding to reflect the number of working days during the ensuing fiscal year. Changes mandated by federal, state or city law, as well as items approved by the Mayor and Council during the previous fiscal year after the budget was adopted, are also included here.

PRIORITY SERVICE LEVEL CHANGES

These are changes within individual services, programs or functions. Changes include workload changes, service level changes, changes to the type of service provided. Workload changes usually concern measurable demand for services such as street miles to be maintained, tons of refuse to be collected or building permits to be processed. Service level changes reflect increases or decreases that are not driven by workload.

EFFICIENCIES

These changes include reductions due to budgetary constraints, due to productivity improvements and expenditure savings. These changes also reflect transfers of funds, programs, or personnel between departments or funds.

NEW FACILITIES

These changes reflect increases to open, operate and maintain new City facilities.

OTHER CHANGES OR ADJUSTMENTS

This category reflects changes that either fit into multiple categories or do not fit neatly in any of the categories above.

## CHANGES IN DIRECT AND TOTAL COSTS AND POSITIONS

Financial changes in departments are expressed in terms of direct and total costs. Changes in direct costs consist of changes in departmental appropriations for salaries, expense, equipment and special accounts. Changes in total costs consist of the sum of direct costs plus estimated related costs for employee benefits such as retirement, health and dental insurance. Additional costs related to departmental operations that are appropriated in other budgets such as in the City Employees' Retirement System for retirement and Human Resource Benefits for health, dental and other insurance programs are reported as related costs in Exhibit G of the budget document.

Personnel changes are expressed in terms of the number of permanent, regular positions to be added or deleted from the adopted budget. Changes in temporary personnel (referred to as resolution authority positions) are not added to the permanent position total.

## WORKLOAD INDICATORS

The Workload Indicators presented illustrate the historical and estimated future production of City operations funded by the Proposed Budget. They provide additional context for the changes presented.

## PERFORMANCE MEASURES

Selected departments include Performance Measures. The Performance Measures presented illustrate the existing and projected service level of City operations funded by the Proposed Budget. They provide additional context for the changes presented.

## SELECTED BUDGETARY TERMS

The following budgetary terms appear in the Blue Book. Each of these are standard technical adjustments applied to all departmental budgets. To promote clarity for the reader of this book, they are defined as follows:

### SALARY STEP PLAN AND TURNOVER EFFECT

The City compensation system is composed of compensation ranges. Ranges have multiple steps or levels. Most ranges have five steps. Assuming satisfactory performance, incumbents in each range move from step to step over a period of time.

The Salary Step Plan and Turnover Effect is the estimated net effect of the salary step effect and the turnover effect for the budget year. The salary step effect reflects employees who stay with the City over the course of the budget year. Those employees may move from their existing salary step to a higher salary step. The timing and resulting cost of this movement varies for each position.

Simultaneously, employees who have been with the City for a period of time may vacate their position at a certain salary step (generally, the salary step is higher the longer the time of service in the position). Replacements for those employees often are hired at lower salary steps. The resulting cost difference is the turnover effect.

### SALARY SAVINGS

The City has a dynamic workforce with employees constantly leaving, being hired and being promoted. When a funded position is vacated, it generally takes some time to hire a replacement. Salary savings reflects those costs not incurred between the time the position is vacated and the time a replacement is hired. These savings are deducted from the departmental budgets.

### CHANGE IN THE NUMBER OF WORKING DAYS

Due to differences between the City's pay schedule and the calendar year, the number of working days in a fiscal year can vary by one or two days. The cost impact of this is estimated and included in the Proposed Budget.

### DELETION OF ONE-TIME EXPENSE, EQUIPMENT OR SPECIAL FUNDING

Each year, the adopted budget contains funding for one-time expenditures. Funding for these items is deleted from the adopted budget base as a technical change. These technical changes are shown in order to allow the reader to follow all the changes made to the budget and better compare the Mayor's Proposed Budget with the current year budget. New one-time expense, equipment or special items must be justified separately for inclusion in the Proposed Budget.

DELETION OF FUNDING FOR RESOLUTION AUTHORITIES

Position authority is granted at several levels.

- Regular authorities are considered long-term, permanent, ongoing positions required by the City and are authorized by an Ordinance adopted by the Council and Mayor.
- Resolution authorities are considered limited-term, temporary positions required by the City and are authorized by Council resolution. These are generally associated with projects of limited duration or funding.
- Substitute authorities are considered temporary authorities. They are often authorized to resolve a variety of temporary staffing problems. These positions are generally unfunded. This authority is not intended to allow for significant changes to the existing work program or budgetary authority.
- In-lieu authorities are considered temporary authorities. They exist to allow for limited management flexibility in the level of the employee hired. An in-lieu authority can only be authorized at a level equal to or lower than the level of the funded position. This authority is also not intended to allow for significant changes to the existing work program or budgetary authority.

Each year, the adopted budget contains funding for resolution authorities. Due to their limited-term and temporary nature, funding for these items is deleted from the adopted budget as a technical change. Continuation of funding and position authority for these positions are dependent upon any continuing need into the next fiscal year. This technical change is shown in order to allow the reader to follow all the changes made to the budget and better compare the Mayor's Proposed Budget with the current year budget.

SECTION 1

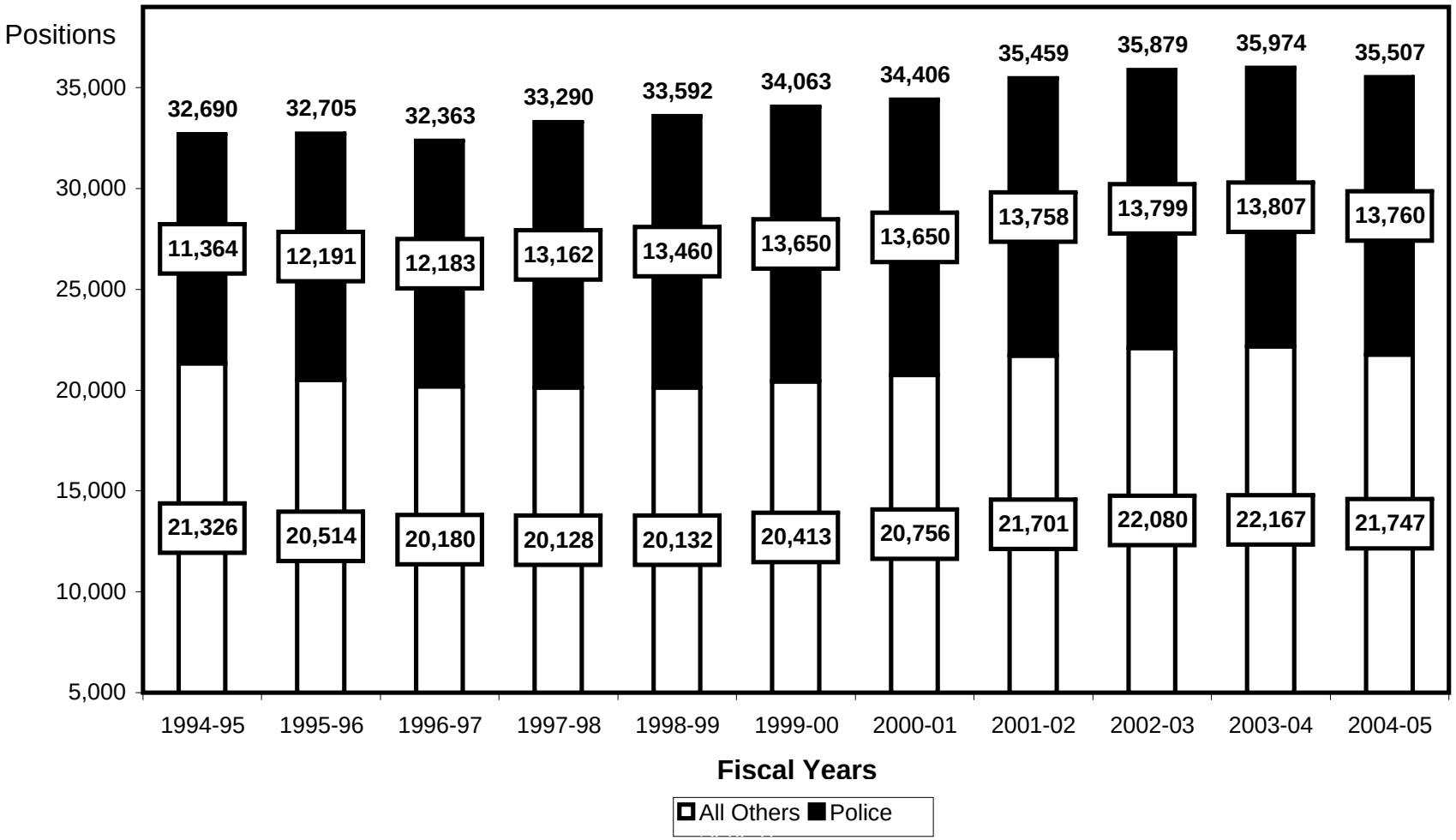
2004-05

# Financial Summaries and Exhibits

CITY OF LOS ANGELES

# AUTHORIZED CITY STAFFING

Not including Proprietary Departments



# SUMMARY OF BUDGET REQUIREMENTS

| | 2003-04 Budget | Proposed Budget 2004-05 | Increase (Decrease) from 2003-04 Budget Amount | % |
|---|---|---|---|---|
| TOTAL BUDGET | $ 5,163,370,379 | $ 5,358,934,749 | $ 195,564,370 | 3.8% |
| Available Revenue: | | | | |
| Property Tax: | | | | |
| One Percent | $ 701,550,000 | $ 711,158,000 | $ 9,608,000 | 1.4% |
| Bond Redemption and Interest | 110,009,666 | 133,703,900 | 23,694,234 | 21.5% |
| Subtotal | $ 811,559,666 | $ 844,861,900 | $ 33,302,234 | 4.1% |
| Local General Fund Taxes | 1,556,119,000 | 1,672,708,000 | 116,589,000 | 7.5% |
| Licenses, Permits, Fees and Fines | 448,844,369 | 435,618,000 | (13,226,369) | -2.9% |
| Power Revenue Transfer Supplemental | 0 | 60,000,000 | 60,000,000 | |
| Special Gas Tax Street Improvement Fund | 77,452,850 | 84,431,323 | 6,978,473 | 9.0% |
| Sanitation Equipment Charge Revenue Fund | 72,665,285 | 82,446,000 | 9,780,715 | 13.5% |
| Transfer from Reserve Fund | 149,577,501 | 134,422,157 | (15,155,344) | -10.1% |
| Other | 2,047,151,708 | 2,044,447,369 | (2,704,339) | -0.1% |
| TOTAL | $ 5,163,370,379 | $ 5,358,934,749 | $ 195,564,370 | 3.8% |

# SUMMARY OF CHANGES IN REVENUE

| | | |
|---|---|---|
| 2004-05 Proposed Budget | $ | 5,358,934,749 |
| 2003-04Adopted Budget | | 5,163,370,379 |
| Net Change | $ | 195,564,370 |

Percentage Change 3.8%

The net change of $195,564,370 is accounted for as follows:

| | | |
|---|---|---|
| 1. | Power Revenue Transfer Supplemental | 60,000,000 |
| 2. | Utility Users' Tax | 49,600,000 |
| 3. | Transient Occupancy Tax | 20,785,000 |
| 4. | Sales Tax | 17,248,000 |
| 5. | Business Tax | 14,701,000 |
| 6. | Code Enforcement Trust Fund | 13,102,000 |
| 7. | City Employees' Retirement Fund | 11,552,899 |
| 8. | Documentary Transfer Tax | 11,100,000 |
| 9. | Sanitation Equipment Charge Revenue Fund | 9,780,715 |
| 10. | Property Tax | 9,608,000 |
| 11. | Special Gas Tax Street Improvement Fund | 6,978,473 |
| 12. | Power Revenue Transfer | 6,100,000 |
| 13. | State Motor Vehicle License Fees | 4,280,000 |
| 14. | Street Lighting Maintenance Assessment Fund | 2,849,220 |
| 15. | Neighborhood Empowerment Fund | 2,848,245 |
| 16. | Transfer from Reserve Fund | (15,155,344) |
| 17. | Licenses, Permits, and Fees | (12,706,369) |
| 18. | Interest | (10,760,000) |
| 19. | Water Revenue Transfer | (8,650,000) |
| 20. | Other | 2,302,531 |
| | $ | 195,564,370 |

# SUMMARY OF CHANGES IN APPROPRIATIONS

| | | | |
|---|---|---|---|
| 2004-05 Proposed Budget | | | $ 5,358,934,749 |
| 2003-04 Adopted Budget | | | 5,163,370,379 |
| Net Change | | | $ 195,564,370 |
| Percentage Change | | | 3.8% |

The net change of $195,564,370 is accounted for as follows:
(see Section 2 for complete detail):

| | | | |
|---|---|---|---|
| **Obligatory** | | | $ 21,139,024 |
| Employee Compensation Adjustments | $ | 58,524,993 | |
| Change in Number of Working Days | | (8,899,470) | |
| Salary Step Changes | | 7,788,852 | |
| Deletion of one-time Expense Funding | | (9,946,866) | |
| Full-year Funding for Partially Financed Positions in the 2003-04 Budget | | 25,039,308 | |
| Deletion of funding for Resolution Authorities | | (45,068,649) | |
| Deletion of 2003-04 Equipment | | (6,299,144) | |
| **Total** | $ | 21,139,024 | |
| **Efficiencies** | | | (26,167,417) |
| Controller | | (1,042,395) | |
| Cultural Affairs | | (1,521,582) | |
| Information Technology | | (1,107,608) | |
| El Pueblo | | (1,555,148) | |
| Fire | | (1,201,896) | |
| Planning | | (1,424,302) | |
| Police | | (1,850,853) | |
| Bureau of Sanitation | | (2,997,562) | |
| Recreation and Parks | | (5,949,013) | |
| Transportation | | (1,862,704) | |
| Other | | (5,654,354) | |
| | $ | (26,167,417) | |
| **Priority Service Level** | | | 70,386,289 |
| City Attorney | $ | 9,135,059 | |
| City Clerk | | 14,034,309 | |
| Information Technology | | 7,220,666 | |
| Fire | | 4,845,682 | |
| General Services | | 5,661,971 | |
| Housing | | 6,150,534 | |
| Police | | 6,681,120 | |
| Bureau of Sanitation | | 9,601,978 | |
| Street Services | | 13,150,326 | |
| Other | | (6,095,356) | |
| **Total** | $ | 70,386,289 | |
| **Added Costs to Maintain New Facilities** | | | 6,049,984 |
| General Services | $ | 2,589,834 | |

| | | | |
|---|---|---|---|
| Library | $ 3,342,869 | | |
| Zoo | 117,281 | | |
| **Total** | $ 6,049,984 | | |
| | | | |
| **Other Changes or Adjustments - Departmental** | | | (6,499,003) |
| Finance | 3,083,647 | | |
| General Services | 1,556,393 | | |
| Information Technology | (2,363,287) | | |
| Personnel | (2,928,660) | | |
| Police | 2,445,426 | | |
| Recreation and Parks | (634,797) | | |
| El Pueblo | (1,521,800) | | |
| Library | (4,533,786) | | |
| Other | (1,602,139) | | |
| **Total** | $ (6,499,003) | | |
| | | | |
| **Other Changes or Adjustments - Non-Departmental** | | | 130,655,493 |
| City Employees Retirement Fund | 91,711,431 | | |
| Fire and Police Pensions (Tax and Revenue Anticipation Notes) | 32,098,551 | | |
| Bond Redemption and Interest | 23,694,234 | | |
| Capital Improvement Expenditure Program: | | | |
| Municipal Facilities | (16,305,000) | | |
| Physical Plant | (2,092,848) | | |
| Wastewater | (23,160,000) | | |
| General City Purposes | 2,516,624 | | |
| Human Resources Benefits | 49,520,040 | | |
| Proposition A | 13,782,485 | | |
| Proposition C Transit Improvement Fund | 2,760,431 | | |
| Special Parking Revenue Fund | 322,000 | | |
| Unappropriated Balance | (60,612,088) | | |
| Wastewater Special Purpose Fund | 10,852,253 | | |
| Other | 5,567,380 | | |
| **Total** | $ 130,655,493 | | |
| | | | |
| **TOTAL APPROPRIATIONS CHANGE** | | | $ 195,564,370 |

SECTION 2

2004-05

# Regular Departmental Program Costs

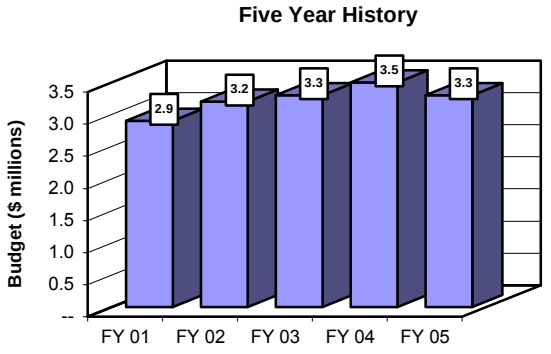
CITY OF LOS ANGELES

# DEPARTMENT OF AGING

**2004 - 05 Proposed Budget**

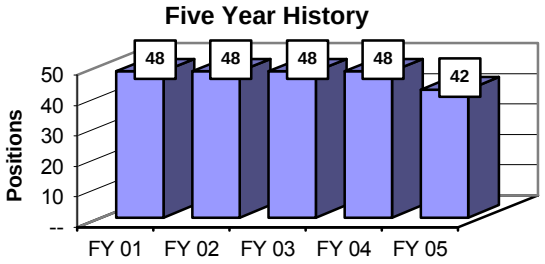
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 3,382,000 | $ 3,382,346 | **$ 3,209,198** | (5.1)% |
| Expense | 120,000 | 114,689 | **105,162** | (8.3)% |
| Equipment | -- | -- | **--** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 3,502,000** | **$ 3,497,035** | **$ 3,314,360** | (5.2)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 48 | 48 | **42** | (12.5)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 93,279 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Administrative Support Reduction | (146,784) | (3) |
| ◆ Nutrition and Social Services Reduction | (183,669) | (3) |
| ◆ Family Caregiver Support Program (Three resolution authorities) | 206,832 | -- |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| **Senior Programs** | | | | | | |
| Door-to-Door Transportation Services | $ 403,483 | $ 407,206 | $ 3,723 | 5 | 5 | 0 |
| Senior Employment Program | 552,763 | 558,043 | 5,280 | 5 | 5 | 0 |
| Emergency Alert Response System | 258,533 | 260,916 | 2,383 | 4 | 4 | 0 |
| Home Delivered Meals Program | 522,769 | 652,104 | 129,335 | 6 | 6 | 0 |
| Congregate Meals Program | 503,084 | 507,867 | 4,783 | 6 | 6 | 0 |
| Adult Day Support Program | 257,736 | 260,094 | 2,358 | 7 | 7 | 0 |
| Home Secure Program | 59,609 | 60,028 | 419 | 2 | 2 | 0 |
| Alzheimer Day Care Resource Center | 37,448 | 37,646 | 198 | 2 | 2 | 0 |
| Senior Social Services | 437,668 | 441,780 | 4,112 | 6 | 6 | 0 |
| Family Caregiver Support Program | 260,480 | 128,676 | (131,804) | 8 | 6 | (2) |
| Legal Services | 44,737 | - | (44,737) | 1 | | (1) |
| Health Insurance Counseling | 40,737 | - | (40,737) | 1 | | (1) |
| Shared Housing | 64,665 | - | (64,665) | 1 | | (1) |
| Kinship Care | 53,323 | | (53,323) | 1 | | (1) |
| | $ 3,497,035 | $ 3,314,360 | $ (182,675) | 55 | 49 | (6) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 3,378,446 | (173,148) | 3,205,298 |
| Overtime General | 3,900 | - | 3,900 |
| Total Salaries | 3,382,346 | (173,148) | 3,209,198 |
| **Expense** | | | |
| Printing and Binding | 15,935 | (134) | 15,801 |
| Travel | 9,935 | (576) | 9,359 |
| Contractual Services | 37,945 | (12,084) | 25,861 |
| Transportation | 3,200 | - | 3,200 |
| Office and Administrative | 44,702 | 3,267 | 47,969 |
| Operating Supplies | 2,972 | - | 2,972 |
| Total Expense | 114,689 | (9,527) | 105,162 |
| Total Aging | 3,497,035 | (182,675) | 3,314,360 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 1,372,996 | (374,910) | 998,086 |
| Community Development Trust Fund (Sch. 8) | 310,018 | 150,321 | 460,339 |
| Older Americans Act Fund (Sch. 21) | 1,455,239 | 21,792 | 1,477,031 |
| Proposition A Local Transit Fund (Sch. 26) | 272,470 | 20,122 | 292,592 |
| AB 2800 Senior Services Grant (Sch. 29) | 86,312 | - | 86,312 |
| Total Funds | 3,497,035 | (182,675) | 3,314,360 |
| Percentage Change | | | -5.22% |
| Positions | 48 | (6) | 42 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $63,250*<br>Related Costs: $7,588 | 63,250 | - | 70,838 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $41,888*<br>Related Costs: $6,958 | 41,888 | - | 48,846 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(11,844)*<br>Related Costs: $(1,967) | (11,844) | - | (13,811) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $19,731*<br>Related Costs: $3,278 | 19,731 | - | 23,009 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br>Continue:<br>Nutrition and Social Services Program (four positions) - See Items 11, 12 and 13.<br>General and Administration Support Program (three positions) - See Items 19, 20 and 21.<br>*SG $(382,668)*<br>Related Costs: $(61,794) | (382,668) | - | (444,462) |
| **Other Changes or Adjustments** | | | |
| 7 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of two percent to three percent. Related costs consist of employee benefits.<br>*SG $(10,015)*<br>Related Costs: $(1,663) | (10,015) | - | (11,678) |
| 8 . **Expense Reduction**<br>Reduce funding by one percent in various expense accounts.<br>*EX $(712)* | (712) | - | (712) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (280,370) | - | |

## Nutrition and Social Services

This program provides for the administration, program development and coordination of nutrition, social services and special programs for senior citizens funded through federal and state grants and designated local sales tax revenues. .

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 9 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(32,445) | (184,536) | - | (216,981) |
| **Priority Service Level** | | | |
| 10 . **Block Grant Funded Programs Support**<br>Provide funding to continue one Clerk Typist on resolution authority to provide staff support for ten senior service programs. Funding will be provided from the Community Development Block Grant. Related costs consist of employee benefits.<br>*SG $36,672*<br>Related Costs: $12,816 | 36,672 | - | 49,488 |
| 11 . **Family Caregiver Support Program**<br>Provide funding to continue one Senior Management Analyst I and one Social Worker III on resolution authority to provide services to seniors and caregivers of seniors in the Family Caregiver Support Program. Funding will be provided from the Older Americans Act Title III E Grant. Related costs consist of employee benefits.<br>*SG $156,396*<br>Related Costs: $39,048 | 156,396 | - | 195,444 |
| 12 . **Nutrition and Social Services Reduction**<br>Resources are not available to fully fund these services: Shared Housing Program, Legal Services Program, Family Caregiver Support Program, Kinship Care Program and Health Insurance Counseling Program. Related costs consist of employee benefits. Funding is reduced by $9,247 in the Division's Contractual Services Account.<br>*SG $(174,422); EX $(9,247)*<br>Related Costs: $(83,541) | (183,669) | (3) | (267,210) |

| Program Changes | Direct Cost | Positions | Aging / Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 13 . **Adult Day Support Centers**<br>Provide funding to continue one Management Analyst II on resolution authority to provide contract management for the two senior service programs funded from the Community Development Block Grant. Related costs consist of employee benefits.<br>*SG $71,988*<br>Related Costs: $18,516 | 71,988 | - | 90,504 |
| **TOTAL NUTRITION AND SOCIAL SERVICES** | (103,149) | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,475,302 | 19 |
| Changes in Salaries, Expense, Equipment and Special | (103,149) | (3) |
| **2004-05 PROGRAM BUDGET** | 1,372,153 | 16 |

## Employment Services

This program provides job training and placement services to assist persons 55 years or older obtain unsubsidized employment.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 14 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $1,982 | 11,931 | - | 13,913 |
| **Priority Service Level** | | | |
| 15 . **Employment Services**<br>Reduce funding in the Divison's Contractual Services account.<br>*EX $(2,564)* | (2,564) | - | (2,564) |
| **TOTAL EMPLOYMENT SERVICES** | 9,367 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 374,674 | 6 |
| Changes in Salaries, Expense, Equipment and Special | 9,367 | - |
| **2004-05 PROGRAM BUDGET** | 384,041 | 6 |

## General Administration and Support

This program provides direction and control for the Department of Aging and includes budgeting, auditing and accounting functions, personnel, payroll and management information services.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 16 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(17,137) | (107,765) | - | (124,902) |
| **Efficiencies** | | | |
| 17 . **Administrative Support Reduction**<br>Resources are not available to fully fund these services: Shared Housing Program, Legal Services Program, Family Caregiver Support Program, Kinship Care Program and Health Insurance Counseling Program. Related costs consist of employee benefits. Funding in the amount of $3,572 is provided to support the Department's new Commission on Aging (i.e. miscellaneous expenses, parking validations).<br>*SG $(146,784)*<br>Related Costs: $(62,181) | (146,784) | (3) | (208,965) |
| 18 . **Travel Reduction**<br>Funding is reduced in the Department's current level Travel Account.<br>*EX $(576)* | (576) | - | (576) |
| **Priority Service Level** | | | |
| 19 . **Audit of CDBG-Funded Programs**<br>Funding is provided to continue one resolution authority for an Auditor to audit ten senior programs. Funding will be provided by the Community Development Block Grant. Related costs consist of employee benefits.<br>*SG $60,648*<br>Related Costs: $16,692 | 60,648 | - | 77,340 |
| 20 . **Support for Family Caregiver Support Program**<br>Funding is provided to continue one Senior Clerk Typist on resolution authority to provide clerical support for senior service programs in the Family Caregiver Support Program. Funding will be provided from the Older Americans Act Title III Grant. Related costs consist of employee benefits.<br>*SG $50,436*<br>Related Costs: $15,036 | 50,436 | - | 65,472 |

| Program Changes | Direct Cost | Positions | Aging / Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 21 . **Computer and Local Area Network Support**<br>Funding is provided to continue on resolution authority for a Systems Aide to supply personal computer and Local Area Network support to employees. Funding will be provided by the General Fund. Related costs consist of employee benefits.<br>*SG $51,576; EX $3,572*<br>Related Costs: $15,216 | 55,148 | - | 70,364 |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (88,893) | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,647,059 | 23 |
| Changes in Salaries, Expense, Equipment and Special | (88,893) | (3) |
| **2004-05 PROGRAM BUDGET** | 1,558,166 | 20 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **NUTRITION AND SENIOR SERVICES PROGRAM** | | | | | | | |
| **Grant Administration/ Program Management:** | | | | | | | |
| Contracts/Programs Monitored | 102 | 100 | 99 | 99 | 104 | 109 | *** |
| OAA/OCA/Prop A Programs Total Funds (excluding Title V) | $ 13,850,051 | $ 15,737,268 | $ 15,854,837 | $ 15,854,837 | $ 17,389,542 | $ 18,535,846 | *** |
| HCDBG Contracts/Programs Monitored | 18 | 19 | 19 | 19 | 21 | 21 | *** |
| HCDBG Programs Total Funds | 2,678,781 | $ 2,674,971 | $ 2,967,857 | $ 2,967,857 | $ 2,468,883 | $ 3,743,945 | *** |
| Average no. of contracts per monitor | 10 | 15 | 15 | 15 | 14 | 16 | *** |
| Average contract $ per monitor | $ 1,652,883 | $ 2,087,891 | $ 2,078,740 | $ 2,078,740 | $ 2,206,492 | $ 3,182,827 | *** |
| Contract reviews/evaluation/revisions | 694 | 353 | 354 | 354 | 375 | 493 | *** |
| Program site monitoring visits | 210 | 294 | 472 | 472 | 416 | 436 | *** |
| Quarterly Program Performance Evaluations ** | N/A | 476 | 472 | 472 | 492 | 472 | *** |
| **OAA/OCA/Prop A Contracted Units of Service:** | | | | | | | |
| Senior Services units *** | 959,552 | 1,240,221 | 1,240,221 | 1,240,221 | 1,012,821 | 1,110,892 | *** |
| Prop A transportation one-way trips | 129,891 | 125,930 | 143,567 | 143,567 | 143,567 | 143,567 | 144,000 |
| Congregate meals served (3C1) | 1,098,186 | 1,049,866 | 1,047,044 | 1,047,044 | 940,430 | 965,637 | 949,000 |
| Homebound meals delivered (3C2) | 784,803 | 823,403 | 754,342 | 754,342 | 750,431 | 890,077 | 830,000 |
| Total units of service monitored | 2,972,432 | 3,239,420 | 3,185,174 | 3,185,174 | 2,847,249 | 3,110,173 | *** |
| **Cost per Unit** | | | | | | | |
| Congregate meals | $ 3.58 | $ 3.98 | $ 3.86 | $ 3.86 | $ 4.25 | $ 4.25 | *** |
| Homebound meals | $ 3.45 | $ 4.11 | $ 4.36 | $ 4.36 | $ 5.00 | $ 5.00 | *** |
| Prop A transportation one-way trips | $ 16.24 | $ 18.39 | $ 18.00 | $ 18.00 | $ 21.00 | $ 21.57 | *** |
| **Grant Administration/Planning** | | | | | | | |
| Policy development meetings, training workshops, seminars planned, coordinated and conducted | 49 | 59 | 38 | 60 | 50 | 150 | *** |
| Area Plan review/evaluation and transmittals prepared for Council approval | 56 | 70 | 63 | 70 | 63 | 50 | *** |
| **Fiscal Administration:** | | | | | | | |
| Audits conducted | 22 | 23 | 25 | 29 | 32 | 30 | 71 |
| Fiscal monitoring site reviews | 38 | 61 | 123 | 123 | 150 | 250 | 170 |
| **Information and Assistance:** | | | | | | | |
| No. of Senior Services units | 13455 | 14,989 | 17,000 | 18,000 | 23,000 | 40,000 | *** |
| Cost per unit: | $ 6.32 | $ 8.35 | $ 8.73 | $ 7.66 | $ 8.19 | $ 8.19 | *** |
| No. of Caregiver units | * | * | * | 5,000 | 12,000 | 10,000 | *** |
| Cost per unit:* | * | * | * | $ 9.90 | $ 9.90 | $ 9.90 | *** |

## INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM** | | | | | | | |
| Applications received | 477 | 480 | 475 | 500 | 450 | 450 | 400 |
| Enrollees served | 388 | 388 | 400 | 425 | 450 | 400 | 375 |
| Job/training opportunities developed | 167 | 170 | 175 | 175 | 200 | 175 | 125 |
| Placements | 64 | 93 | 100 | 100 | 100 | 60 | 60 |
| Job site monitoring visits | 50 | 180 | 180 | 180 | 180 | 180 | 180 |
| Cost per placement: | $766 | $ 800 | $ 883 | $ 875 | $ 875 | $ 870 | *** |

* Implementation of new program. No data available.

**Quarterly performance reports monitoring service levels and fiscal expenditures of programs

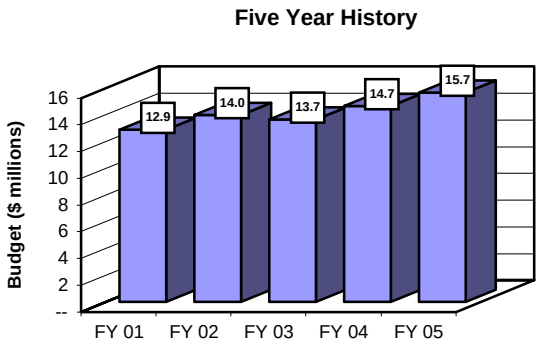
*** Information is not available at this time.

# DEPARTMENT OF ANIMAL SERVICES

2004 - 05 Proposed Budget

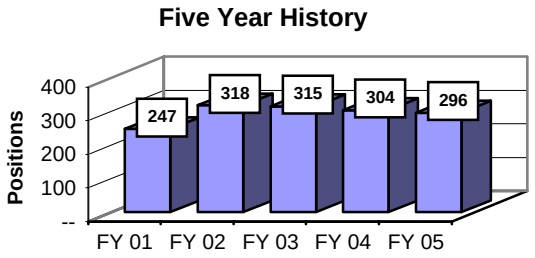
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 13,404,000 | $ 13,729,996 | **$ 14,637,967** | 6.6% |
| Expense | 902,000 | 956,327 | **1,012,132** | 5.8% |
| Equipment | 24,000 | 24,015 | **41,150** | 100.0% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 14,330,000** | **$ 14,710,338** | **$ 15,691,249** | 6.7% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 267 | 304 | **296** | (2.6)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 210,728 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Full Funding for Partially Financed Positions | 796,843 | -- |
| ◆ Salary Savings Increase | (142,592) | -- |
| ◆ In-House Canvassing Program (Nineteen resolution authorities) | 599,555 | -- |
| ◆ Wildlife Response | (101,779) | (2) |
| ◆ Administrative Hearing Program | (283,290) | (6) |
| ◆ PetSmart Program | (46,612) | -- |
| ◆ South Los Angeles Spay and Neuter Clinic (Four resolution authorities) | -- | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Administrative Hearing Program | $ 291,158 | $ - | $ (291,158) | 6 | 0 | (6) |
| Adoption/Redemption/Volunteer | 1,767,037 | 1,841,031 | 73,994 | 36 | 36 | 0 |
| Animal Care | 3,741,622 | 4,022,838 | 281,216 | 86 | 86 | 0 |
| Call Center | 423,716 | 462,060 | 38,344 | 11 | 11 | 0 |
| Field Operations | 4,785,313 | 5,209,945 | 424,632 | 103 | 103 | 0 |
| License Canvassing | 326,361 | 643,902 | 317,541 | 7 | 20 | 13 |
| License Clerical Group | 454,465 | 491,845 | 37,380 | 11 | 11 | 0 |
| Permitting | 121,511 | 129,076 | 7,565 | 3 | 3 | 0 |
| Pet Sterilization | 137,765 | 148,190 | 10,425 | 2 | 6 | 4 |
| Shelter Operations | 817,852 | 878,094 | 60,242 | 16 | 16 | 0 |
| Veterinary Care | 1,739,109 | 1,864,268 | 125,159 | 28 | 28 | 0 |
| Wildlife | 104,429 | - | (104,429) | 2 | 0 | (2) |
| | $ 14,710,338 | $ 15,691,249 | $ 980,911 | 311 | 320 | 9 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 13,292,940 | 1,004,583 | 14,297,523 |
| Salaries As-Needed | 306,056 | (46,612) | 259,444 |
| Overtime General | 131,000 | (50,000) | 81,000 |
| Total Salaries | 13,729,996 | 907,971 | 14,637,967 |
| **Expense** | | | |
| Printing and Binding | 106,000 | (8,150) | 97,850 |
| Contractual Services | 113,180 | (19,132) | 94,048 |
| Medical Supplies | 195,000 | - | 195,000 |
| Transportation | 3,700 | 5,000 | 8,700 |
| Governmental Meetings | 1,100 | (26) | 1,074 |
| Uniforms | 51,410 | 17,800 | 69,210 |
| Private Veterinary Care Expense | 67,500 | - | 67,500 |
| Animal Food/Feed and Grain | 120,000 | - | 120,000 |
| Office and Administrative | 172,139 | 48,313 | 220,452 |
| Operating Supplies | 126,298 | 12,000 | 138,298 |
| Total Expense | 956,327 | 55,805 | 1,012,132 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 2,135 | 2,135 | 4,270 |
| Other Operating Equipment | 21,880 | 15,000 | 36,880 |
| Total Equipment | 24,015 | 17,135 | 41,150 |
| Total Animal Services | 14,710,338 | 980,911 | 15,691,249 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 14,710,338 | 980,911 | 15,691,249 |
| Total Funds | 14,710,338 | 980,911 | 15,691,249 |
| Percentage Change | | | 6.67% |
| Positions | 304 | (8) | 296 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $210,728*<br>Related Costs: $34,054 | 210,728 | - | 244,782 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $207,716*<br>Related Costs: $33,567 | 207,716 | - | 241,283 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(54,633)*<br>Related Costs: $(8,829) | (54,633) | - | (63,462) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $796,843*<br>Related Costs: $128,770 | 796,843 | - | 925,613 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Permit Enforcement - Position is restored in Item 21<br>In-House Canvassing Program - Positions are restored in Item 22<br>Related costs consist of employee benefits.<br>*SG $(194,364)*<br>Related Costs: $(67,836) | (194,364) | - | (262,200) |
| 7 . **Deletion of One-Time Expense Funding**<br>One-time funding for 2003-04 expense items is deleted.<br>*EX $(6,000)* | (6,000) | - | (6,000) |
| 8 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(24,015)* | (24,015) | - | (24,015) |
| **Other Changes or Adjustments** | | | |
| 9 . **Systems Licensing**<br>Add funding for software licensing fees and maintenance of the Department's animal information management system.<br>*EX $64,447* | 64,447 | - | 64,447 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 10 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of two percent to three percent. Related costs consist of employee benefits.<br>*SG $(142,592)*<br>Related Costs: $(23,043) | (142,592) | - | (165,635) |
| 11 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(3,913)* | (3,913) | - | (3,913) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 854,217 | - | |

## Field Operations

The program provides for the enforcement of all laws relative to the care, treatment and impoundment of animals and for the prevention of cruelty to same. Investigates nuisances created by animals, domestic and wild; and enforces the leash law and other animal related ordinances of the City.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $89,066 | 570,641 | - | 659,707 |
| **Priority Service Level** | | | |
| 13 . **Wildlife Response**<br>Eliminate funding and position authorities. The Department will continue to respond to wildlife issues on an emergency basis. Resources are not available to fund this service. Related costs consist of employee benefits.<br>*SG $(100,104); EX $(1,675)*<br>Related Costs: $(29,952) | (101,779) | (2) | (131,731) |
| 14 . **Administrative Hearing Program**<br>Eliminate funding and position authorities. Resources are not available to fund this service. The City Attorney offers a similar service through Dispute Resolution. Basic cases can be referred to the City Attorney, and more complex cases can be referred to the Courts. Related costs consist of employee benefits.<br>*SG $(277,236); EX $(6,054)*<br>Related Costs: $(86,112) | (283,290) | (6) | (369,402) |
| 15 . **Pet Sterilization**<br>Provide funding in the amount of $500,000 to the Animal Spay and Neuter Trust Fund to finance the Department's Spaymobile. Through this program, as many as 5,000 animals will be sterilized in low income areas of the City each year. By bringing services to residents who might not otherwise have access, the Spaymobile improves the effectiveness of the Department's animal sterilization programs. This funding is in addition to $610,000 provided in the Department's trust funds for other pet sterilization programs. | - | - | - |
| **TOTAL FIELD OPERATIONS** | 185,572 | (8) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 4,223,652 | 98 |
| Changes in Salaries, Expense, Equipment and Special | 185,572 | (8) |
| **2004-05 PROGRAM BUDGET** | 4,409,224 | 90 |

## Shelter Operations

This program provides shelter for and treats injured and sick animals found without owners; houses, feeds and cares for stray and unwanted animals; quarantines animals; euthanizes sick, injured or unwanted animals; and, receives fees established by the Municipal Code for animals returned to their owners or placed in new homes.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 16 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $66,224 | 440,498 | - | 506,722 |
| **Priority Service Level** | | | |
| 17 . **PetSmart Program**<br>Reduce funding in the Salaries As-Needed account. Resources are not available to fund this service.<br>*SAN $(46,612)* | (46,612) | - | (46,612) |
| 18 . **South Los Angeles Spay and Neuter Clinic**<br>Provide resolution authority for one Veterinarian, two Veterinary Technicians, and one Animal Care Technician to establish a pilot in-house Spay and Neuter Clinic at the Department's South Los Angeles shelter. This Clinic will provide spay and neuter services for 6,500 animals adopted from the Department in Fiscal Year 2004-05. These services are currently outsourced to private veterinarians. The in-house clinic will provide improved customer service and more effective use of staff time. Direct salary costs and expenses are funded through the Veterinary Medical Trust Fund and the Animal Sterilization Trust Fund. Related costs consist of employee benefits.<br>Related Costs: $63,024 | - | - | 63,024 |
| **Other Changes or Adjustments** | | | |
| 19 . **Overtime Funding**<br>Reduce funding in the Department's Overtime account.<br>*SOT $(50,000)* | (50,000) | - | (50,000) |
| **TOTAL SHELTER OPERATIONS** | 343,886 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 7,572,720 | 154 |
| Changes in Salaries, Expense, Equipment and Special | 343,886 | - |
| **2004-05 PROGRAM BUDGET** | 7,916,606 | 154 |

## Licensing & Permitting Operations

This program issues licenses for dogs and equine animals maintained in the City in accordance with state and local law; collects fees; conducts inspections of animal establishments requiring the issuance of a departmental permit; and, issues permits for animal activities as required by ordinance.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 20 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(65,512) | (201,390) | - | (266,902) |
| **Priority Service Level** | | | |
| 21 . **Permit Enforcement**<br>Continue funding and resolution position authority for one Animal Control Officer assigned to the Permit Section. This position will generate more than $60,000 in additional permit revenue in 2004-05. Related costs consist of employee benefits.<br>*SG $44,820*<br>Related Costs: $14,136 | 44,820 | - | 58,956 |
| 22 . **In-House Canvassing Program**<br>Continue funding and resolution position authority for one Animal Control Officer (ACO) and five Animal License Canvassers to maintain a program using City employees to canvass neighborhoods for unlicensed animals and follow up on delinquent licenses. Additional funding and resolution authority for two ACOs, one Clerk Typist, and ten Animal License Canvassers are provided to expand the program by two more teams. The Department will hire trainees through the LA Safe Neighborhood Action Plan program. After one year of on-the-job training, these trainees can transition to Civil Service as Animal License Canvassers. License Canvassing is anticipated to generate $1.45 million in revenue in 2004-05. Funding in the amount of $50,000 is also proposed for inclusion in the 2004-05 MICLA financing program to purchase two vehicles for the ACOs. Related costs consist of employee benefits.<br>*SG $513,405; EX $45,000; EQ $41,150*<br>Related Costs: $209,906 | 599,555 | - | 809,461 |
| **TOTAL LICENSING & PERMITTING OPERATIONS** | 442,985 | - | |

| | Direct Cost | Positions |
|---|---|---|
| 2003-04 Program Budget | 914,256 | 13 |
| Changes in Salaries, Expense, Equipment and Special | 442,985 | - |
| **2004-05 PROGRAM BUDGET** | 1,357,241 | 13 |

## General Administration and Support

This program provides overall management and administrative support necessary for the operation of the department; implements emergency operations; planning and response; training for personnel and volunteers; and public and humane education.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 23 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $6,905 | 44,468 | - | 51,373 |
| **Efficiencies** | | | |
| 24 . **Administrative Support Reduction**<br>Reduce administrative expenses to correspond with service level reductions.<br>*EX $(36,000)* | (36,000) | - | (36,000) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | 8,468 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,999,710 | 39 |
| Changes in Salaries, Expense, Equipment and Special | 8,468 | - |
| **2004-05 PROGRAM BUDGET** | 2,008,178 | 39 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **FIELD OPERATIONS PROGRAM** | | | | | | | |
| Field Investigations: | | | | | | | |
| Humane | 5,153 | 5,817 | 5,956 | 7,812 | 8,054 | 8,100 | 7,900 |
| Dangerous Animal | 5,685 | 4,776 | 6,335 | 6,862 | 6,492 | 6,500 | 6,000 |
| Permit Related | 2,237 | 1,490 | 2,378 | 3,312 | 5,413 | 5,000 | 4,500 |
| Breeder Permit | - | - | 660 | 3,512 | 3,177 | 3,500 | 4,000 |
| Wildlife | 1,620 | 926 | 802 | 858 | 2,163 | 1,500 | 1,000 |
| Other | 35,597 | 31,350 | 62,928 | 51,978 | 54,258 | 60,000 | 55,500 |
| Total Field Investigations | 48,292 | 44,359 | 79,059 | 74,334 | 79,557 | 84,600 | 78,900 |
| Animals picked up on request | 13,058 | 11,478 | 9,201 | 11,148 | 10,672 | 10,000 | 9,500 |
| Animals caught | 8,791 | 11,141 | 14,684 | 9,515 | 7,834 | 7,000 | 6,500 |
| Enforcement Notices Issued: | | | | | | | |
| Citations Issued | 745 | 666 | 1,447 | 2,066 | 2,568 | 2,500 | 2,500 |
| Notice to Comply | - | - | - | - | 11,875 | 12,000 | 10,000 |
| Potentially Dan. Animal Notice | - | - | - | - | 314 | 300 | 300 |
| Pre/Post Seizure Notices | - | - | - | - | 1,050 | 1,000 | 1,000 |
| License Applications Issued | - | - | - | - | 944 | 1,200 | 1,200 |
| Total Enforcement Notices Issued | 745 | 666 | 1,447 | 2,066 | 16,751 | 17,000 | 15,000 |
| Administrative Hearing Program: | | | | | | | |
| Barking Dog Complaints Received | - | - | - | - | 1,975 | 2,000 | 2,000 |
| Barking Dog Admin Cases Filed | - | - | - | - | 95 | 100 | - |
| Potentially Dangerous Animal Cases Filed | - | - | - | - | 113 | 150 | - |
| Hearings Conducted | 189 | 172 | 156 | 176 | 169 | 150 | - |
| **SHELTER OPERATIONS PROGRAM** | | | | | | | |
| Animals rescued | 72,299 | 73,543 | 70,024 | 67,528 | 62,704 | 60,000 | 55,000 |
| Animals treated | 27,708 | 47,826 | 62,274 | 83,189 | 112,727 | 120,000 | 125,000 |
| Animals immunized | 66,346 | 83,632 | 81,670 | 77,015 | 76,674 | 79,000 | 83,000 |
| Animals redeemed | 4,502 | 4,682 | 5,458 | 4,887 | 4,935 | 5,000 | 4,700 |
| Animals adopted | 11,998 | 12,726 | 15,490 | 17,880 | 18,708 | 19,400 | 19,490 |
| Animals euthanized | 51,637 | 53,445 | 42,800 | 37,640 | 34,002 | 31,000 | 26,350 |
| Animals Microchipped - Adoption | - | - | 12,825 | 16,754 | 18,524 | 19,275 | 19,578 |
| Animals Microchipped - Owner Request | - | - | 491 | 874 | 388 | 400 | 425 |
| Animals Microchipped - Humane | - | - | 1,025 | 26 | 7 | - | - |
| Animals Microchipped - Special Events | - | - | 436 | 429 | - | - | - |
| Total Animals Microchipped | - | 14,777 | 18,083 | 18,083 | 18,919 | 19,675 | 20,003 |
| Mobile Pet Adoption: | | | | | | | |
| Number of Events Held | - | - | 37 | 41 | 36 | 39 | 39 |
| Number of Animals Taken | - | - | 1,461 | 1,215 | 965 | 1,400 | 1,400 |
| Number of Animals Adopted | - | - | 742 | 639 | 485 | 800 | 800 |
| Adoption Rate | - | - | 51% | 53% | 50% | 57% | 57% |
| PetSmart Program: | | | | | | | |
| Number of Events Held | - | - | 53 | 50 | 55 | 26 | - |
| Number of Animals Taken | - | - | 2,303 | 1,655 | 1,457 | 1,200 | - |
| Number of Animals Adopted | - | - | 427 | 410 | 358 | 360 | - |
| Adoption Rate | - | - | 19% | 25% | 25% | 30% | - |
| **LICENSING AND PERMITTING OPERATIONS** | | | | | | | |
| Licenses Issued: | | | | | | | |
| Dog | 158,114 | 152,675 | 137,889 | 130,060 | 143,603 | 165,000 | 190,000 |
| Equine | 1,695 | 1,608 | 1,603 | 921 | 1,647 | 2,000 | 2,000 |
| Breeder Permits | - | 3 | 36 | 171 | 306 | 400 | 500 |
| Permit Inspections | - | - | 402 | 806 | 1,875 | 2,500 | 2,500 |
| Permit Applications Received | - | - | 325 | 378 | 639 | 700 | 750 |
| Permits Issued | 554 | 651 | 326 | 349 | 571 | 600 | 600 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **PET STERILIZATION PROGRAMS** | | | | | | | |
| Contract Services: | | | | | | | |
| $40/$48 S/N Adoption Surgeries | 9,198 | 8,708 | 10,384 | 11,204 | 11,709 | 12,610 | 6,405 |
| Pilot In-House Adoption Surgeries | - | - | - | - | - | - | 6,500 |
| $20/$30 Discount Coupon Issued | 15,000 | 20,000 | 30,000 | 25,500 | 5,725 | 12,700 | 12,700 |
| $20/$30 Discount Coupon Surgeries* | 6,247 | 8,195 | 11,467 | 12,990 | 6,598 | 8,300 | 8,300 |
| Redemption Rate | 42% | 41% | 38% | 51% | 58% | 65% | 65% |
| Senior Citizen/Disabled S/N Surgeries | 2,279 | 2,189 | 2,425 | 1,985 | 2,222 | 3,000 | 1,331 |
| $50 Free S/N Certificate Issued | - | - | 10,750 | 11,475 | 3,825 | 11,600 | 14,300 |
| $50 Free S/N Certificate Surgeries* | - | - | 1,169 | 8,397 | 4,426 | 9,000 | 11,000 |
| Redemption Rate | - | - | 11% | 73% | 75% | 78% | 77% |
| Mobile S/N Van Surgeries | - | - | - | 233 | 3,468 | 5,000 | 5,000 |
| Redemption/Release Program (New) | - | - | 136 | 657 | 507 | 600 | 600 |
| PetSmart $20/$30 Coupon Grant Issued (New) | - | - | - | - | - | 2,000 | - |
| PetSmart $20/$30 Coupon Grant Surgeries (New) | - | - | - | - | - | 800 | - |
| Redemption Rate (New) | - | - | - | - | - | 40% | - |
| Pilot Feral Cat Program (New) | - | - | - | - | - | 1,400 | 1,400 |
| Total Surgeries | 17,724 | 19,092 | 25,581 | 35,466 | 28,930 | 40,710 | 40,536 |
| **PUBLIC INFORMATION OFFICE** | | | | | | | |
| Media Calls and Requests | - | 1,524 | 1,217 | 1,435 | 1,307 | 1,300 | 1,500 |
| Press/Media Events | - | 9 | 26 | 35 | 29 | 30 | 30 |
| News Releases, News Advisories and Fact Sheets | - | 45 | 64 | 67 | 42 | 120 | 120 |
| Community Outreach/Education Meetings | - | 18 | 92 | 36 | 225 | 150 | 150 |
| Public Inquiries | | | | | | | |
| Website Visitor Sessions (New) | - | - | - | - | 237,241 | 305,000 | 360,000 |
| Website Hits (New) | - | - | - | - | 4,328,710 | 6,000,000 | 7,000,000 |
| Number of Calls Received In the IVR | - | - | - | - | 512,709 | 467,000 | 450,000 |
| Number of Calls Received In the Call Center** | - | - | - | - | 106,193 | 150,000 | 160,000 |
| Length of Calls in Seconds (New) | - | - | - | - | 100 | 100 | 95 |
| Private Citizen and Organizational Inq. | - | 1,879 | 5,454 | 7,547 | 4,692 | 3,500 | 4,500 |

* Fiscal Year 2001-02 coupons were redeemed and paid for in Fiscal Year 2002-03.

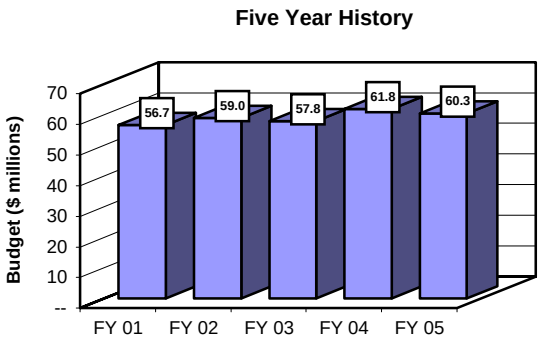
** Based on nine months operation. Call Center was implemented in September 2002.

# DEPARTMENT OF BUILDING AND SAFETY

2004 - 05 Proposed Budget

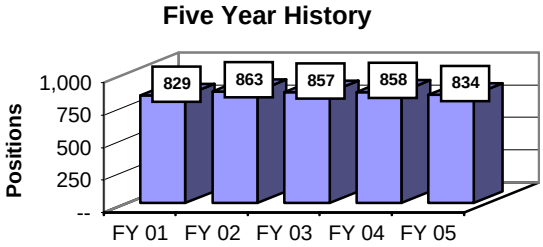
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 59,521,000 | $ 58,269,864 | **$ 56,938,392** | (2.3)% |
| Expense | 3,317,000 | 3,455,747 | **3,340,244** | (3.3)% |
| Equipment | 87,000 | 92,170 | **--** | (100.0)% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 62,925,000** | **$ 61,817,781** | **$ 60,278,636** | (2.5)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 800 | 858 | **834** | (2.8)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 860,532 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Transfer of Local Enforcement Agency | 974,188 | 12 |
| ◆ Salary Savings Increase | (571,069) | -- |
| ◆ Code Enforcement - Citations | (533,176) | -- |
| ◆ Pro-Active Code Enforcement | (527,674) | (8) |
| ◆ Sign Inspection Program (Seven resolution authorities) | 464,592 | -- |
| ◆ Code Enforcement - Hotel Motel | (449,672) | (6) |
| ◆ Inter-Agency Housing Task Force | (434,795) | (6) |
| ◆ Executive Liaison and Special Projects | (407,523) | -- |
| ◆ Seismic Gas Shutoff Valve Program (Six resolution authorities) | 394,044 | -- |
| ◆ Code Enforcement - Residential | (241,520) | -- |
| ◆ Commercial and Industrial Code Enforcement | (236,124) | (3) |
| ◆ Administrative Support Reduction | (205,452) | (5) |
| ◆ Consolidation of Development Services Bureau | (200,700) | (2) |
| ◆ Code Enforcement - Abandoned Vehicles | (181,860) | (4) |
| ◆ Training | (161,883) | (2) |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| **Plan Check and Permit Issuance** | | | | | | |
| Structural/Building/Zoning Codes | $ 10,543,659 | $ 10,710,333 | $ 166,674 | 148 | 148 | 0 |
| Mechanical and Plumbing Code | 2,090,116 | 2,123,908 | 33,792 | 34 | 34 | 0 |
| Electrical Code | 1,718,343 | 1,746,135 | 27,792 | 27 | 27 | 0 |
| Grading/ Soils Reports/Geotechnical | 1,659,872 | 1,686,921 | 27,049 | 21 | 21 | 0 |
| Signs/Subdivision | 410,187 | 416,836 | 6,649 | 6 | 6 | 0 |
| **Inspection** | | | | | | |
| Residential | 8,465,434 | 8,594,482 | 129,048 | 117 | 117 | 0 |
| Commercial/Building and Disabled Access | 3,732,898 | 3,789,939 | 57,041 | 50 | 50 | 0 |
| Commercial Electrical | 3,423,803 | 3,476,470 | 52,667 | 45 | 45 | 0 |
| Commercial Plumbing | 1,976,579 | 2,006,856 | 30,277 | 26 | 26 | 0 |
| Commercial HVAC | 888,142 | 901,703 | 13,561 | 12 | 12 | 0 |
| Grading | 1,640,674 | 1,665,683 | 25,009 | 22 | 22 | 0 |
| Fire Life Safety | 672,566 | 682,812 | 10,246 | 9 | 9 | 0 |
| Elevator and Pressure Vessel | 2,234,646 | 2,268,550 | 33,904 | 29 | 29 | 0 |
| Earthquake | 539,423 | 547,631 | 8,208 | 7 | 7 | 0 |
| Stormwater | 175,187 | 177,843 | 2,656 | 2 | 2 | 0 |
| Materials Control | 622,108 | 631,649 | 9,541 | 8 | 8 | 0 |
| Seismic Gas Shut-Off Valve | 533,493 | 541,599 | 8,106 | 8 | 8 | 0 |
| Facilities Inspection/Special Events | 459,552 | 466,585 | 7,033 | 6 | 6 | 0 |
| Custodian of Records | 289,645 | 294,328 | 4,683 | 5 | 5 | 0 |
| Residential Property Reports | 843,019 | 849,018 | 5,999 | 13 | 13 | 0 |
| **Test Labs** | | | | | | |
| Electrical | 464,890 | 471,878 | 6,988 | 6 | 6 | 0 |
| Mechanical | 338,295 | 343,243 | 4,948 | 4 | 4 | 0 |
| New Construction Methods/Materials | 317,164 | 322,291 | 5,127 | 4 | 4 | 0 |
| **Code Enforcement** | | | | | | |
| Contract Nuisance Abatement (CNA) | 1,415,807 | 1,436,537 | 20,730 | 20 | 20 | 0 |
| Abandoned Building Task Force | 734,485 | 745,806 | 11,321 | 10 | 10 | 0 |
| Problem Property Resolution Team (PPRT) | 647,177 | 657,128 | 9,951 | 9 | 9 | 0 |
| General Residential | 3,008,988 | 2,816,034 | (192,954) | 42 | 42 | 0 |
| General Commercial and Industrial | 2,787,115 | 2,592,722 | (194,393) | 36 | 32 | (4) |
| Inter-Agency Housing Task Force | 443,194 | - | (443,194) | 6 | 0 | (6) |
| Legal Liason | 510,052 | 517,924 | 7,872 | 7 | 7 | 0 |
| Vehicle Establishment Inspection Program | 1,365,771 | 1,386,634 | 20,863 | 19 | 19 | 0 |
| Citations | 1,168,062 | 659,025 | (509,037) | 16 | 15 | (1) |
| Nuisance Abatement Revocation (NAR) | 334,615 | 339,716 | 5,101 | 4 | 4 | 0 |
| Signs | 949,465 | 963,948 | 14,483 | 14 | 14 | 0 |
| Pro-Active Code Enforcement (PACE) | 608,706 | - | (608,706) | 9 | 0 | (9) |
| Hotel Motel | 469,537 | - | (469,537) | 7 | 0 | (7) |
| Abandoned Vehicles | 223,035 | - | (223,035) | 4 | 0 | (4) |
| **Examining and Licensing** | | | | | | |
| Equipment Operators/Welders | 152,465 | 154,811 | 2,346 | 3 | 3 | 0 |
| Executive Liason and Special Projects | 452,523 | - | (452,523) | 6 | 5 | (1) |
| Customer Call Center | 1,093,365 | 1,040,420 | (52,945) | 26 | 24 | (2) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

| | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Emergency Management | $ 353,588 | $ 358,973 | $ 5,385 | 5 | 5 | 0 |
| Training | 504,461 | 352,373 | (152,088) | 7 | 5 | (2) |
| Disabled Access and Appeals Commission | 486,293 | 493,776 | 7,483 | 17 | 17 | 0 |
| Department Photographic Documentation | 69,382 | - | (69,382) | 1 | 1 | 0 |
| Local Enforcement Agency | - | 974,188 | 974,188 | 0 | 12 | 12 |
| Housing Development Central | - | 71,928 | 71,928 | 0 | 1 | 1 |
| | $ 61,817,781 | $ 60,278,636 | $ (1,539,145) | 877 | 854 | (23) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 57,800,400 | (1,334,972) | 56,465,428 |
| Overtime General | 469,464 | 3,500 | 472,964 |
| Total Salaries | 58,269,864 | (1,331,472) | 56,938,392 |
| **Expense** | | | |
| Printing and Binding | 604,830 | (35,844) | 568,986 |
| Contractual Services | 899,256 | 38,477 | 937,733 |
| Transportation | 947,563 | (65,792) | 881,771 |
| Office and Administrative | 748,362 | (33,574) | 714,788 |
| Operating Supplies | 255,736 | (18,770) | 236,966 |
| Total Expense | 3,455,747 | (115,503) | 3,340,244 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 92,170 | (92,170) | - |
| Total Equipment | 92,170 | (92,170) | - |
| Total Building and Safety | 61,817,781 | (1,539,145) | 60,278,636 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 59,787,350 | (1,040,704) | 58,746,646 |
| Stormwater Pollution Abatement Fund (Sch. 7) | 144,648 | 7,344 | 151,992 |
| Community Development Trust Fund (Sch. 8) | - | 46,754 | 46,754 |
| HOME Invest. Partnerships Program Fund (Sch. 9) | - | 25,174 | 25,174 |
| Sewer Construction & Maintenance Fund (Sch 14) | 43,518 | 1,212 | 44,730 |
| B&S Systems Development Fund (Sch. 40) | 1,842,265 | (578,925) | 1,263,340 |
| Total Funds | 61,817,781 | (1,539,145) | 60,278,636 |
| Percentage Change | | | -2.49% |
| Positions | 858 | (24) | 834 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $860,532*<br>Related Costs: $136,268 | 860,532 | - | 996,800 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $21,797*<br>Related Costs: $3,451 | 21,797 | - | 25,248 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(223,101)*<br>Related Costs: $(35,328) | (223,101) | - | (258,429) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $1,018,831*<br>Related Costs: $245,443 | 1,018,831 | - | 1,264,274 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br><br>Continued:<br>Federal Clean Water Act (two positions) - See Item 13.<br>Enforcement of Mandated Ordinances/Federal Law (one position) - See Item 14.<br>Nuisance Abatement Revocations Program (two positions) - See Item 18.<br>Seismic Gas Shutoff Valve Program (six positions) - See Item 19.<br>Sign Inspection Program (seven positions) - See Item 20.<br>Americans with Disabilities Act Inspection (one position) - See Item 21.<br>*SG $(1,249,128)*<br>Related Costs: $(171,757) | (1,249,128) | - | (1,420,885) |
| 7 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(92,170)* | (92,170) | - | (92,170) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Efficiencies** | | | |
| 8 . **Executive Liaison and Special Projects**<br>Eliminate funding for the department's Executive Liason and Special Projects section. The position authorities will be transferred to the Department's Case Management Unit. Related costs consist of employee benefits.<br>*SG $(386,674); EX $(20,849)*<br>Related Costs: $(62,485) | (407,523) | - | (470,008) |
| **Other Changes or Adjustments** | | | |
| 9 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of 3.5 percent to 4.5 percent. Related costs consist of employee benefits.<br>*SG $(571,069)*<br>Related Costs: $(92,285) | (571,069) | - | (663,354) |
| 10 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(21,459)* | (21,459) | - | (21,459) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (663,290) | - | |

## Engineering Plan Checking

This program involves the checking of engineering and architectural plans for buildings and structures for compliance with building, zoning, electrical and mechanical codes; provides information and consultation with the public regarding application of codes to construction and alterations; and issues appropriate permits upon the approval of plans.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 11 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $129,442 | 584,214 | 5 | 713,656 |
| **TOTAL ENGINEERING PLAN CHECKING** | 584,214 | 5 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 11,997,859 | 167 |
| Changes in Salaries, Expense, Equipment and Special | 584,214 | 5 |
| **2004-05 PROGRAM BUDGET** | 12,582,073 | 172 |

## New Construction Inspection

This program enforces various code provisions as they apply to the construction or alteration of buildings and structures.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $23,117 | (45,480) | - | (22,363) |
| **Priority Service Level** | | | |
| 13 . **Federal Clean Water Act**<br>Continue one Senior Building Inspector and one Building Inspector on resolution authority for enforcement of the Federal Clean Water Act approved in 2001-02 (C.F. 01-1020). Staff in this program perform inspections that ensure proper precautions are taken into account for stormwater runoff. Funding is provided from the Stormwater Pollution Abatement Fund. Related Costs consist of employee benefits.<br>*SG $151,992*<br>Related Costs: $37,872 | 151,992 | - | 189,864 |
| 14 . **Enforcement of Mandated Ordinances/Federal Law**<br>Continue one Plumbing Inspector on resolution authority to enforce the Sewer Inflow and Infiltration Program and the Fats, Oil, and Grease Control Program. This Inspector will assist the New Construction Inspection Section in reducing backlog, time permitting. This position is partially funded by the Sewer Construction and Maintenance Fund. Related costs consist of employee benefits.<br>*SG $71,412*<br>Related Costs: $18,204 | 71,412 | - | 89,616 |
| **TOTAL NEW CONSTRUCTION INSPECTION** | 177,924 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 11,923,912 | 159 |
| Changes in Salaries, Expense, Equipment and Special | 177,924 | - |
| **2004-05 PROGRAM BUDGET** | 12,101,836 | 159 |

## Licensing, Testing and Material Control

This program assures compliance with applicable code provisions and prevents unauthorized use or operation of materials, devices or equipment during construction or occupancy of buildings.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 15 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $2,485 | 15,003 | - | 17,488 |
| **TOTAL LICENSING, TESTING AND MATERIAL CONTROL** | 15,003 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 936,859 | 31 |
| Changes in Salaries, Expense, Equipment and Special | 15,003 | - |
| **2004-05 PROGRAM BUDGET** | 951,862 | 31 |

## Conserv. of Existing Structures & Mech. Devices

This program provides for inspection of new and existing residential buildings, commercial industrial and school buildings and related structures for compliance with applicable code and zoning requirements on a complaint, referral and proactive basis; administers the demolition of substandard private buildings and the relocation of existing buildings; enforces vehicle nuisance laws; and, provides reports of residential building records to potential purchasers prior to sale or exchange.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 16 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(131,119) | (817,110) | - | (948,229) |
| **Efficiencies** | | | |
| 17 . **Inter-Agency Housing Task Force**<br>Transfer this service to the Housing Department, which can absorb the service into its normal workload. In the Housing Department, the cost of this service will be funded by Systematic Code Enforcement (SCEP) fees. Related costs consist of employee benefits.<br>*SG $(409,296); EX $(25,499)*<br>Related Costs: $(106,200) | (434,795) | (6) | (540,995) |
| **Priority Service Level** | | | |
| 18 . **Nuisance Abatement Revocations Program**<br>Continue one Senior Building Mechanical Inspector and one Building Mechanical Inspector on resolution authority as part of the Nuisance Abatement Revocations Program. This program was adopted in 1999-00 to eliminate activities such as the sale of alcohol to minors, loitering at liquor stores, illegal activites at hotels/motels, and houses and buildings that are known by law enforcement for prostitution, criminal, and drug activities. Related costs consist of employee benefits.<br>*SG $151,992*<br>Related Costs: $37,872 | 151,992 | - | 189,864 |
| 19 . **Seismic Gas Shutoff Valve Program**<br>Continue one Clerk Typist, one Plumbing Inspector, and four Building Mechanical Inspectors on resolution authority for the Seismic Gas Shutoff Valve Program. This program was created by Ordinance in 1999 to provide inspection and enforcement in the installation of seismic gas shutoff valves prior to the sale of residential and commercial buildings. Installation of a seismic gas shutoff valve prevents gas leaks and explosions by shutting off the gas supply during an earthquake that measures approximately 5.4 or greater on the Richter Scale. This program is fee supported. Related costs consist of employee benefits.<br>*SG $394,044*<br>Related Costs: $103,800 | 394,044 | - | 497,844 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 20 . **Sign Inspection Program**<br>Continue six Building Mechanical Inspectors and one Clerk Typist on resolution authority for the Sign Inspection Program. As part of the Code Enforcement Bureau, this unit conducts proactive code enforcement of illegal signs, as well as monitoring and issuing permits for on-site signs. This program is primarily fee supported. Related costs consist of employee benefits.<br>*SG $464,592*<br>Related Costs: $121,884 | 464,592 | - | 586,476 |
| 21 . **Americans with Disabilities Act Inspection**<br>Continue one Senior Building Inspector on resolution authority as part of the City's Americans with Disabilities Act City Facilities Program. This position handles disabled access cases which arise from code enforcement activities. Additionally, this position trains inspection staff on disabled access requirements. This program is fee supported. Related costs consist of employee benefits.<br>*SG $80,064*<br>Related Costs: $19,584 | 80,064 | - | 99,648 |
| 22 . **Code Enforcement - Residential**<br>Eliminate funding for three vacant Building Mechanical Inspectors and one vacant Clerk Typist in General Residential Code Enforcement (Complaint and Referral). Position authorities are retained to allow for management flexibility. Related costs consist of employee benefits.<br>*SG $(241,520)*<br>Related Costs: $(39,030) | (241,520) | - | (280,550) |
| 23 . **Commercial and Industrial Code Enforcement**<br>Reduce Commercial and Industrial Code Enforcement (Complaint and Referral) by three vacant positions: one Building Inspector, one Senior Building Inspector, and one Senior Building Mechanical Inspector. Related costs consist of employee benefits.<br>*SG $(236,124)*<br>Related Costs: $(58,824) | (236,124) | (3) | (294,948) |
| 24 . **Code Enforcement - Citations**<br>Reduce funding for this service by fifty percent. Resources are not available to fully fund this service. Related costs consist of employee benefits.<br>*SG $(500,054); EX $(33,122)*<br>Related Costs: $(80,137) | (533,176) | - | (613,313) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 25 . **Pro-Active Code Enforcement**<br>Eliminate one Pro-Active Code Enforcement (PACE) team. Resources are not available to fund this service. The Department will have one remaining PACE team, to be funded by the Community Development Block Grant. Related costs consist of employee benefits.<br>*SG $(492,720); EX $(34,954)*<br>Related Costs: $(133,200) | (527,674) | (8) | (660,874) |
| 26 . **Code Enforcement - Hotel Motel**<br>The inspection of residential hotels will be absorbed into the current Housing Department workload. (See related Housing Blue Book Item No. 38) The inspection of non-residential hotels, condominiums, and townhouses will not be performed in 2004-05. Resources are not available to fund this service. Related costs consist of employee benefits.<br>*SG $(423,948); EX $(25,724)*<br>Related Costs: $(109,848) | (449,672) | (6) | (559,520) |
| 27 . **Code Enforcement - Abandoned Vehicles**<br>Eliminate the abandoned vehicle unit in Building and Safety. The Department of Transportation, which currently has the authority to tow abandoned vehicles when publicly accessible, will be deputized by Building and Safety to issue citations and tow offending vehicles from publicly inaccessible locations when appropriate. This workload is anticipated to be small enough to be absorbed into Transportation's current workload. Related costs consist of employee benefits.<br>*SG $(166,380); EX $(15,480)*<br>Related Costs: $(53,916) | (181,860) | (4) | (235,776) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 28 . **Housing Development Central**<br>Add funding for one Building Inspector on resolution authority for a pilot "Housing Development Central" unit. This unit will centralize resources to facilitate home ownership and rental housing development, with an emphasis on City-owned surplus sites. Related new staffing requests include one Real Estate Officer II for the Los Angeles Housing Department and one City Planner and one City Planning Associate for the City Planning Department. The unit would also utilize additional staffing from internal reorganization efforts within LAHD. This position is funded by the Community Development Block Grant Fund and the HOME Investment Partnerships Fund. See related blue book items for Housing (#22) and Planning (#13). Related costs consist of employee benefits.<br>*SG $71,928*<br>Related Costs: $18,516 | 71,928 | - | 90,444 |
| **TOTAL CONSERV. OF EXISTING STRUCTURES & MECH. DEVICES** | (2,259,311) | (27) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 25,459,011 | 335 |
| Changes in Salaries, Expense, Equipment and Special | (2,259,311) | (27) |
| **2004-05 PROGRAM BUDGET** | 23,199,700 | 308 |

## Local Enforcement Agency

This program provides for monitoring and inspecting both public and private sanitation facilities.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Efficiencies** | | | |
| 29 . **Transfer of Local Enforcement Agency**<br>Consolidate solid waste facility inspection into the Department of Building and Safety. The Local Enforcement Agency (LEA) is state-certified to conduct permitting, inspection and enforcement of solid waste regulations at all landfills, transfer stations, composting facilities and waste collection vehicle yards within the City's jurisdiction. As a result of this transfer, the Local Enforcement Agency will benefit from the Building and Safety's access to code provisions, zoning requirements, permit compliance and automated and technical support and will provide annual efficiency reductions and improved services. This transfer includes 12 positions, salaries and expenses. (See related Environmental Affairs Blue Book Item No. 12) Related costs consist of employee benefits.<br>*SG $884,688; SOT $3,500; EX $86,000*<br>Related Costs: $222,888 | 974,188 | 12 | 1,197,076 |
| **TOTAL LOCAL ENFORCEMENT AGENCY** | 974,188 | 12 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | - | - |
| Changes in Salaries, Expense, Equipment and Special | 974,188 | 12 |
| **2004-05 PROGRAM BUDGET** | 974,188 | 12 |

## Technical Support

This program provides support to operating programs through the continuing review and modification of existing code provisions, development and support of automated systems, and technical training.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 30 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $82,156 | (71,323) | - | 10,833 |
| **TOTAL TECHNICAL SUPPORT** | (71,323) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 4,624,087 | 66 |
| Changes in Salaries, Expense, Equipment and Special | (71,323) | - |
| **2004-05 PROGRAM BUDGET** | 4,552,764 | 66 |

## General Administration and Support

This program provides management and administrative support of operating programs.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 31 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(82,774) | (328,594) | (5) | (411,368) |
| **Efficiencies** | | | |
| 32 . **Consolidation of Development Services Bureau**<br>Eliminate two vacant positions: one Deputy Superintendent of Building I and one Executive Secretary II. These positions are no longer necessary due to the consolidation of the Development Services Bureau into the Resource Management Bureau. Related costs consist of employee benefits.<br>*SG $(200,700)*<br>Related Costs: $(45,588) | (200,700) | (2) | (246,288) |
| 33 . **Administrative Support Reduction**<br>Reduce the Department's General Administration and Support program by five vacant positions. Related costs consist of employee benefits.<br>*SG $(205,452)*<br>Related Costs: $(67,620) | (205,452) | (5) | (273,072) |
| **Priority Service Level** | | | |
| 34 . **Training**<br>Eliminate two positions from this function, leaving five positions to provide training. Related costs consist of employee benefits.<br>*SG $(140,820); EX $(21,063)*<br>Related Costs: $(36,096) | (161,883) | (2) | (197,979) |
| 35 . **Department Photographic Documentation**<br>Eliminate funding for the department's photographic documentation section. Position authority will be retained to allow for management flexibility. Resources are not available to fund this service. Related costs consist of employee benefits.<br>*SG $(59,858); EX $(3,353)*<br>Related Costs: $(9,673) | (63,211) | - | (72,884) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (959,840) | (14) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 6,876,053 | 100 |
| Changes in Salaries, Expense, Equipment and Special | (959,840) | (14) |
| **2004-05 PROGRAM BUDGET** | 5,916,213 | 86 |

# PERFORMANCE MEASURES

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| Permits Issued | 104,406 | 105,830 | 110,632 | 121,562 | 140,120 | 142,000 | 142,000 |
| E-Permits Issued[1] | - | - | 4,220 | 13,263 | 28,432 | 31,600 | 31,600 |
| Construction Value (Millions of Dollars) | 2,232 | 3,073 | 3,153 | 2,383 | 2,868 | 4,400 | 4,400 |
| Counter Transactions[2] | - | 301,075 | 325,283 | 347,538 | 410,395 | 480,000 | 480,000 |
| Average Wait (Minutes) | - | 10 | 8 | 8 | 8 | 8 | 8 |
| % Assisted in 15 Minutes | - | 78% | 83% | 83% | 83% | 83% | 83% |
| % Assisted in 30 Minutes | - | 92% | 96% | 97% | 96% | 97% | 97% |
| % Assisted in 60 Minutes | - | 99% | 100% | 100% | 100% | 100% | 100% |
| Customer Call Center Calls[3] | - | 441,708 | 573,848 | 667,591 | 735,552 | 763,000 | 763,000 |
| Average Wait (Seconds) | - | 49 | 14 | 15 | 23 | 14 | 14 |
| % Answered in 1 Minute | - | 75% | 94% | 94% | 89% | 89% | 89% |
| % Answered in 2 Minutes | - | 86% | 97% | 98% | 96% | 94% | 94% |
| % Answered in 3 Minutes | - | 92% | 98% | 99% | 98% | 95% | 95% |
| Plan Checks | 29,215 | 29,573 | 30,817 | 35,260 | 40,371 | 42,000 | 42,000 |
| % Completed in 6 Weeks | 99% | 99% | 99% | 99% | 100% | 100% | 100% |
| New Construction Inspections[4] | - | 458,507 | 600,665 | 587,156 | 619,614 | 663,000 | 663,000 |
| % Completed in 24 Hours[4] | - | - | 99% | 99% | 99% | 99% | 99% |
| % Completed in 48 Hours[4] | - | - | 100% | 100% | 100% | 100% | 100% |
| Code Enforcement Requests | 33,449 | 35,404 | 36,050 | 31,283 | 34,432 | 30,200 | 30,200 |
| % Investigated in 72 Hours | - | - | 92% | 96% | 95% | 96% | 96% |
| % Closed in 60 Days | - | - | 69% | 70% | 82% | 82% | 82% |
| Nuisance/Abandoned Buildings | | | | | | | |
| Total Number of Buildings Abated[5] | - | 734 | 795 | 811 | 533 | 684 | 684 |
| Worst of the Worst Buildings Abated[6] | - | 133 | 324 | 240 | 249 | 315 | 315 |
| Tests of Electrical Products | 624 | 508 | 486 | 477 | 572 | 610 | 610 |
| Tests of Mechanical Products | 1,173 | 882 | 784 | 777 | 653 | 710 | 710 |
| Materials Control Inspections | 2,180 | 2,329 | 1,081 | 1,982 | 873 | 1,920 | 1,920 |
| Residential Property Records Reports | 41,800 | 46,989 | 43,702 | 45,726 | 47,750 | 48,230 | 48,230 |
| Earthquake Inspections (Pre-1933 unreinforced Masonry (URM) and tilt-up Buildings) | 5,300 | 3,809 | 1,050 | 609 | 400 | 140 | 140 |
| Elevator Inspections | 13,376 | 22,695 | 13,805 | 14,229 | 20,000 | 20,200 | 20,200 |
| Pressure Vessel Inspections | 21,000 | 24,520 | 14,739 | 15,015 | 17,000 | 19,190 | 19,190 |

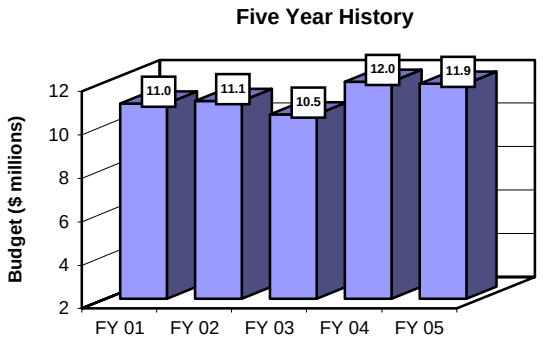
1. The Department began issuing E-Permits in FY 2000-01. E-Permits are a subset of "Total Permits Issued."
2. Counter Transaction data from the Q-Matic queueing system was extracted beginning in FY 1999-00.
3. Customer Call Center data reporting began in 1999-00
4. The Department began tracking New Construction Inspections in FY 1999-00 and the performance measures for this category in FY 2000-01.
5. The Department began tracking the "Total Number of Buildings Abated" in September 1999.
6. The Department began tracking the "Worst of the Worst Buildings Abated" in October 1999. This category is a subset of Nuisance/Abandoned Buildings.

# CITY ADMINISTRATIVE OFFICER

2004 - 05 Proposed Budget

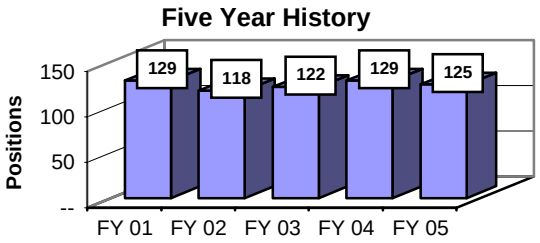
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 11,250,000 | $ 11,259,572 | **$ 10,981,352** | (2.5)% |
| Expense | 800,000 | 749,186 | **913,566** | 21.9% |
| Equipment | -- | -- | **--** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 12,050,000** | **$ 12,008,758** | **$ 11,894,918** | (0.9)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 123 | 129 | **125** | (3.1)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 169,269 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Quality and Productivity Program Administration | (222,398) | (2) |
| ◆ Consolidation of Contractor Enforcement | (420,030) | (6) |
| ◆ Employee Relations Reduction | (88,164) | (1) |
| ◆ Improving Insurance and Bonds Administration | 107,664 | 2 |
| ◆ Owner Controlled Insurance Program | 155,892 | 2 |
| ◆ Bond Assistance Pilot Program | 264,780 | 1 |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Budget Development, Monitoring and Control | $ 5,156,037 | $ 5,195,779 | $ 39,742 | 54 | 54 | 0 |
| Employee Relations | 1,348,666 | 1,260,502 | (88,164) | 14 | 13 | (1) |
| Debt Management | 813,180 | 820,507 | 7,327 | 8 | 8 | 0 |
| Risk Management | 1,029,201 | 1,196,718 | 167,517 | 12 | 12 | 0 |
| Grant Analysis | 550,862 | 556,232 | 5,370 | 7 | 7 | 0 |
| City Improvement Team | 452,649 | 457,285 | 4,636 | 4 | 4 | 0 |
| Contractor Enforcement | 503,275 | 83,245 | (420,030) | 7 | 1 | (6) |
| Proprietary Analysis | 545,620 | 550,950 | 5,330 | 6 | 6 | 0 |
| Systems | 456,895 | 461,563 | 4,668 | 5 | 5 | 0 |
| Disaster Grant Management | 584,763 | 590,386 | 5,623 | 6 | 6 | 0 |
| Financial Accounting | 296,468 | 300,563 | 4,095 | 5 | 5 | 0 |
| Quality and Productivity | 271,142 | 48,744 | (222,398) | 3 | 1 | (2) |
| Bond Assistance Program | - | 264,780 | 264,780 | 0 | 1 | 1 |
| Improving Insurance and Bonds Function | - | 107,664 | 107,664 | 0 | 2 | 2 |
| | $ 12,008,758 | $ 11,894,918 | $ (113,840) | 131 | 125 | (6) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 11,249,372 | (278,220) | 10,971,152 |
| Salaries As-Needed | 10,200 | - | 10,200 |
| Total Salaries | 11,259,572 | (278,220) | 10,981,352 |
| **Expense** | | | |
| Printing and Binding | 60,600 | (6,000) | 54,600 |
| Contractual Services | 521,516 | 217,500 | 739,016 |
| Transportation | 1,650 | - | 1,650 |
| Governmental Meetings | 200 | - | 200 |
| Office and Administrative | 134,820 | (47,120) | 87,700 |
| Operating Supplies | 30,400 | - | 30,400 |
| Total Expense | 749,186 | 164,380 | 913,566 |
| Total City Administrative Officer | 12,008,758 | (113,840) | 11,894,918 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 11,095,881 | (474,233) | 10,621,648 |
| L.A. Convention & Visitors Bur. Fund (Sch. 1) | 71,526 | 2,619 | 74,145 |
| Sewer Construction & Maintenance Fund (Sch 14) | 332,070 | 326,932 | 659,002 |
| Prop. C Anti-Gridlock Transit Fund (Sch. 27) | 45,000 | 2,250 | 47,250 |
| Special Police Communications Tax Fund (Sch. 33) | 25,000 | 2,500 | 27,500 |
| Disaster Assistance Trust Fund (Sch 37) | 439,281 | 26,092 | 465,373 |
| Total Funds | 12,008,758 | (113,840) | 11,894,918 |
| Percentage Change | | | -.95% |
| Positions | 129 | (4) | 125 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $169,269*<br>Related Costs: $28,116 | 169,269 | - | 197,385 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $199,027*<br>Related Costs: $33,058 | 199,027 | - | 232,085 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(43,884)*<br>Related Costs: $(7,289) | (43,884) | - | (51,173) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $34,219*<br>Related Costs: $5,683 | 34,219 | - | 39,902 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Positions are not continued on resolution authority in fiscal year 2004-05. Related costs consist of employee benefits.<br><br>Delete:<br>Owner Controlled Insurance Program (two positions)<br>*SG $(154,167); EX $(3,440)*<br>Related Costs: $(25,607) | (157,607) | - | (183,214) |
| **Other Changes or Adjustments** | | | |
| 7 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of three percent to four percent. Related costs consist of employee benefits.<br>*SG $(105,464)*<br>Related Costs: $(17,518) | (105,464) | - | (122,982) |
| 8 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(7,144)* | (7,144) | - | (7,144) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 88,416 | - | |

## Budget Formulation and Control

This program provides for assistance to the Mayor and Council in the preparation and administration of the annual budget, including the Capital Program, and for recommendations to the Mayor and Council on fiscal, legislative and other City matters.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 9 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $7,982 | 40,915 | - | 48,897 |
| **TOTAL BUDGET FORMULATION AND CONTROL** | 40,915 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 5,262,915 | 53 |
| Changes in Salaries, Expense, Equipment and Special | 40,915 | - |
| **2004-05 PROGRAM BUDGET** | 5,303,830 | 53 |

## Management Services

This program provides for administrative studies, management surveys and systems analyses of proprietary departments, operating departments and bureaus, and of governmental organization and operations, coordinating applications for federal and state grants and claims for disaster relief, and regulating municipal controls over petroleum exploration and production on City property. Included in this program is the Quality and Productivity Commission support.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 10 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $15,465 | 93,106 | - | 108,571 |
| **Priority Service Level** | | | |
| 11 . **Quality and Productivity Program Administration**<br>Reduce funding and eliminate position authorities. Resources are not available to fully fund this service. Related costs consist of employee benefits.<br>*SG $(182,148); EX $(40,250)*<br>Related Costs: $(43,212) | (222,398) | (2) | (265,610) |
| **TOTAL MANAGEMENT SERVICES** | (129,292) | (2) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,990,723 | 30 |
| Changes in Salaries, Expense, Equipment and Special | (129,292) | (2) |
| **2004-05 PROGRAM BUDGET** | 1,861,431 | 28 |

## Employee Relations Compensation and Benefits

This program provides for keeping the Mayor and Council informed regarding the status of employee relations activities in the City and for representing the City's management in formal relations with recognized employee organizations.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $11,262 | 67,802 | - | 79,064 |
| **Efficiencies** | | | |
| 13 . **Consolidation of Contractor Enforcement**<br>Consolidate with the Bureau of Contract Administration, reduce funding and eliminate position authorities for the contractor enforcement function. Two positions are transferred to the Bureau of Contract Administration to achieve efficiencies in the contractor enforcement function (see Bureau of Contract Administration Item 11). One position is retained in the Office of the City Administrative Officer for related policy analysis. The remaining positions and associated funding are eliminated in the Office of the City Administrative Officer. Related costs consist of employee benefits.<br>*SG $(417,744); EX $(2,286)*<br>Related Costs: $(108,828) | (420,030) | (6) | (528,858) |
| 14 . **Employee Relations Reduction**<br>Reduce funding and eliminate position authority. The workload will be absorbed by remaining staff. Related costs consist of employee benefits.<br>*SG $(88,164)*<br>Related Costs: $(21,132) | (88,164) | (1) | (109,296) |
| **TOTAL EMPLOYEE RELATIONS COMPENSATION AND BENEFITS** | (440,392) | (7) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,251,475 | 27 |
| Changes in Salaries, Expense, Equipment and Special | (440,392) | (7) |
| **2004-05 PROGRAM BUDGET** | 1,811,083 | 20 |

## Risk Management

This program identifies and analyzes the City's exposure to loss and develops risk control techniques designed to minimize the frequency and severity of losses. Primary emphasis is placed on the development of Citywide risk management policies and procedures and training of City staff on indemnity and insurance requirements in connection with departmental operations, contracts, permits, leases and purchases.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 15 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(25,607) | (157,607) | - | (183,214) |
| **Efficiencies** | | | |
| 16 . **Improving Insurance and Bonds Administration**<br>Transfer administration of the insurance and bonds approval function from the Office of the City Attorney to the Office of the City Administrative Officer for improved coordination and management. This transfer includes three positions (three Legal Assistants) and funding for salaries (see City Attorney Item 16). Funding and position authority for one Legal Assistant is deleted, with the work to be absorbed through automation. Related costs consist of employee benefits.<br>*SG $107,664*<br>Related Costs: $31,176 | 107,664 | 2 | 138,840 |
| **Priority Service Level** | | | |
| 17 . **Owner Controlled Insurance Program**<br>Continue and authorize as regular positions in 2004-05 one Risk Manager II and one Management Analyst II authorized by resolution in 2003-04. These positions manage the East Central and Northeast Interceptor Sewer Project insurance programs. The Sewer Construction and Maintenance Fund will reimburse the cost of these positions. Related costs consist of employee benefits.<br>*SG $155,892*<br>Related Costs: $38,964 | 155,892 | 2 | 194,856 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 18 . **Bond Assistance Pilot Program**<br>Add funding and position authority to implement the Bond Assistance Pilot Program for six months. This Pilot Program will provide bonding assistance to Minority, Women Owned and Other Small Business Enterprises. Funding and position authority for one Risk Manager and funding for contractor fees are provided for six months. The Sewer Construction and Maintenance Fund will reimburse all program costs. Related costs consist of employee benefits.<br>*SG $47,280; EX $217,500*<br>Related Costs: $14,532 | 264,780 | 1 | 279,312 |
| **TOTAL RISK MANAGEMENT** | 370,729 | 5 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,484,840 | 7 |
| Changes in Salaries, Expense, Equipment and Special | 370,729 | 5 |
| **2004-05 PROGRAM BUDGET** | 1,855,569 | 12 |

## General Administration and Support

This program provides for controlling and managing the Office, clerical support to operating programs and advising the Mayor and Council on City matters.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 19 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $7,341 | 44,200 | - | 51,541 |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | 44,200 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,018,805 | 12 |
| Changes in Salaries, Expense, Equipment and Special | 44,200 | - |
| **2004-05 PROGRAM BUDGET** | 1,063,005 | 12 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **BUDGET, CAPITAL PROGRAMMING AND GRANTS PROGRAM** | | | | | | | |
| Proposed and enacted legislation reviewed | 626 | 500 | 700 | 800 | 800 | 800 | 800 |
| Capital projects reviewed | 385 | 400 | 450 | 450 | 450 | 450 | 450 |
| Budget, Capital and Grant program reports released to Mayor and Council | - | 410 | 840 | 945 | 950 | 950 | 1,000 |
| Budget, Capital and Grant program related memos, IDC's, other correspondence released to City departments, agencies, and non-City entities | - | 410 | 840 | 840 | 840 | 840 | 840 |
| Financial transactions processed | - | 470 | 480 | 480 | 480 | 480 | 480 |
| Number of Municipal Bonds Outstanding | - | - | 81 | 91 | 89 | 90 | 95 |
| Number of Bond Issues and Refinancings *** | n/a | n/a | n/a | 14 | 20 | 12 | 12 |
| **MANAGEMENT SERVICES PROGRAM** | | | | | | | |
| System Steering Committees number of meetings attended | 19 | 19 | 15 | 25 | 25 | 25 | 25 |
| Management Services related reports released to Mayor and Council | - | 615 | 908 | 926 | 950 | 1,000 | 1,000 |
| Management Services related memos, IDC's, other correspondence released to City departments, agencies and non-City entities | - | - | 1,260 | 1,260 | 1,260 | 1,260 | 1,260 |
| Financial transactions processed | - | 707 | 720 | 720 | 720 | 720 | 720 |
| Disaster Grants: | | | | | | | |
| Financial transactions processed | 357 | 357 | 400 | 400 | 400 | 400 | 400 |
| Internal/External financial audits and annual financial reports | 10 | 10 | 12 | 12 | 12 | 12 | 12 |
| Quality and Productivity: | | | | | | | |
| Productivity Improvement award entries processed | 83 | 83 | 114 | 120 | 120 | 120 | 120 |
| Legal Services Contracts Administered: | | | | | | | |
| Conflict of Interest | - | - | 130 | 130 | 130 | 130 | 130 |
| Risk Management*: | | | | | | | |
| Contracts and leases reviewed | - | - | - | - | - | 275 | 275 |
| Letters of indemnity issued | - | - | - | - | - | 330 | 330 |
| Risk control consultations and assessments completed | - | - | - | - | - | 3,000 | 3,000 |
| Training sessions conducted | - | - | - | - | - | 20 | 20 |
| Occupational Health and Benefits Program*: | | | | | | | |
| OCIP safety sessions | - | - | - | - | - | 15 | 15 |
| OCIP management meetings attended | - | - | - | - | - | 82 | 82 |
| OCIP site safety inspections | - | - | - | - | - | 35 | 35 |
| OCIP claim reviews | - | - | - | - | - | 60 | 60 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **EMPLOYEE RELATIONS PROGRAM** | | | | | | | |
| Meet and confer sessions held | 196 | 200 | 250 | 280 | 280 | 250 | 250 |
| Agreements reached | | | | | | | |
| (MOU's and amendments) | 10 | 15 | 13 | 18 | 18 | 10 | 10 |
| Impasses filed | 5 | 1 | 1 | 1 | 2 | 2 | 2 |
| Mediation sessions | 2 | 1 | 1 | 1 | 4 | 4 | 4 |
| Fact-finding hearings | 84 | 1 | 2 | 2 | 2 | 2 | 2 |
| Pay grade and new class requests reviewed | 425 | 552 | 524 | 600 | 600 | 600 | 600 |
| Employee Relations reports released to Mayor and Council | - | - | 212 | 237 | 250 | 250 | 250 |
| Employee Relations memos, IDC's, other correspondence released internally to City departments, agencies, and outside entities | - | - | 120 | 145 | 150 | 150 | 150 |
| Contractor Enforcement Program - ** | | | | | | | |
| Living Wage, Equal Benefits, and Contractor Compliance: | | | | | | | |
| Employee complaints received | 13 | 58 | 60 | 60 | 60 | 60 | ** |
| Contracts reviewed | 950 | 2,864 | 2,200 | 2,200 | 2,200 | 2,200 | ** |
| Contracts subject to Living Wage audits | 100 | 221 | 225 | 225 | 225 | 225 | ** |
| Living Wage audits conducted | 45 | 141 | 100 | 75 | 75 | 60 | ** |
| Pre-bid meetings attended | 12 | 132 | 50 | 30 | 30 | 35 | ** |
| Training sessions conducted | 29 | 65 | 50 | 30 | 30 | 30 | ** |
| Contractor Evaluations reviewed | - | - | 100 | 100 | 100 | 100 | ** |
| Equal Benefits Certifications reviewed | - | 344 | 3,000 | 1,000 | 1,000 | 1,000 | ** |
| Responsibility Questionnaires reviewed + | - | - | - | - | - | 350 | ** |

\+ New Workload Indicator in 2003-04.

* Function transferred from the Office of Finance in 2003-04.

** Function transferred to the Bureau of Contract Administration in 2004-05.

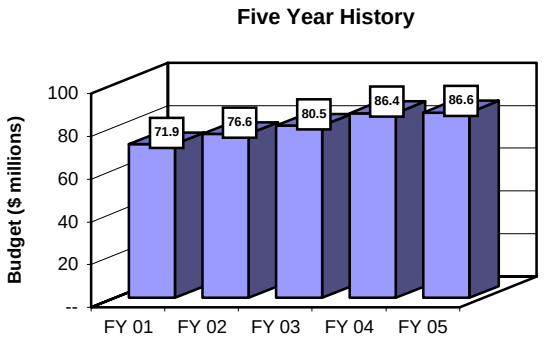
*** New Workload Indicator in 2004-05.

# CITY ATTORNEY

2004 - 05 Proposed Budget

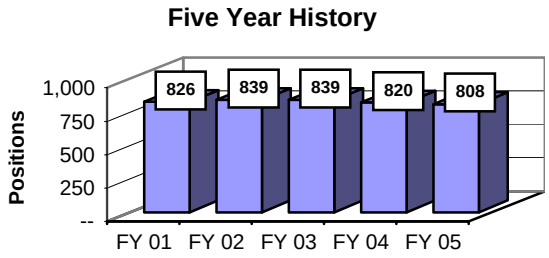
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 82,286,000 | $ 80,092,641 | **$ 80,282,425** | 0.2% |
| Expense | 11,924,000 | 6,300,141 | **6,313,741** | 0.2% |
| Equipment | 30,000 | 19,490 | **--** | (100.0)% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 94,240,000** | **$ 86,412,272** | **$ 86,596,166** | 0.2% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 820 | 820 | **808** | (1.5)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $1,045,949 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Community Law Enforcement and Recovery (11 resolution authorities) | 810,420 | -- |
| ◆ Gun Violence Prosecution (Three resolution authorities) | 157,092 | -- |
| ◆ Housing Department Support (Five resolution authorities) | 457,831 | -- |
| ◆ Neighborhood Prosecutor Program (43 resolution authorities) | 3,918,156 | -- |
| ◆ Neighborhood Prosecutor Program Expansion (Nine resolution authorities) | 636,719 | -- |
| ◆ Police Related Litigation (29 resolution authorities) | 2,336,673 | -- |
| ◆ Pitchess Motions (14 resolution authorities) | 1,182,900 | -- |
| ◆ Tobacco Enforcement Program (Two resolution authorities) | 273,752 | -- |
| ◆ Neighborhood Councils Support (Two resolution authorities) | 261,048 | -- |
| ◆ Workers' Compensation Fraud Unit (Five resolution authorities) | 339,379 | -- |
| ◆ Transfer of Insurance and Bonds Function | (155,055) | (3) |
| ◆ Consolidation of City Attorney Support (Three resolution authorities) | (750,903) | (9) |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Criminal Branch Operations | $ 26,124,544 | $ 26,655,090 | $ 530,546 | 378 | 378 | 0 |
| Safe Neighborhoods | 6,204,134 | 6,204,134 | - | 64 | 64 | 0 |
| Special Operations | 5,736,282 | 5,736,282 | - | 60 | 60 | 0 |
| Civil Litigation | 14,802,116 | 15,361,422 | 559,306 | 128 | 128 | 0 |
| General Counsel to Los Angeles Police Department | 2,838,019 | 2,838,019 | - | 29 | 29 | 0 |
| Special Litigation | 1,601,980 | 1,601,980 | - | 14 | 14 | 0 |
| Workers' Compensation | 2,950,054 | 2,950,054 | - | 36 | 36 | 0 |
| General Counsel | 3,567,520 | 3,567,520 | - | 26 | 26 | 0 |
| General Counsel to Dept. of Airports | 2,478,748 | 2,478,748 | - | 21 | 21 | 0 |
| General Counsel to Department of Water and Power | 4,693,127 | 4,693,127 | - | 34 | 34 | 0 |
| General Counsel to Harbor Dept. | 1,799,272 | 1,799,272 | - | 14 | 14 | 0 |
| Government Counsel | 618,322 | 618,322 | - | 6 | 6 | 0 |
| Labor Relations | 1,384,221 | 1,384,221 | - | 13 | 13 | 0 |
| Neighborhood Council Advice | 487,345 | 487,345 | - | 5 | 5 | 0 |
| Real Estate and Economic Development | 8,058,452 | 8,058,452 | - | 86 | 86 | 0 |
| Retirement Benefits | 589,077 | 589,077 | - | 5 | 5 | 0 |
| Appellate | 1,573,101 | 1,573,101 | - | 15 | 15 | 0 |
| Consolidation of City Attorney Systems Support | 750,903 | - | (750,903) | 9 | 0 | (9) |
| Insurance and Bonds | 155,055 | - | (155,055) | 3 | 0 | (3) |
| | $ 86,412,272 | $ 86,596,166 | $ 183,894 | 946 | 934 | (12) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 69,114,785 | (268,124) | 68,846,661 |
| Grant Reimbursed | 1,500,927 | 331,245 | 1,832,172 |
| Salaries Proprietary | 9,471,521 | 126,663 | 9,598,184 |
| Overtime General | 5,408 | - | 5,408 |
| Total Salaries | 80,092,641 | 189,784 | 80,282,425 |
| **Expense** | | | |
| Bar Dues | 234,845 | - | 234,845 |
| Printing and Binding | 181,686 | 13,500 | 195,186 |
| Contractual Services | 1,052,169 | - | 1,052,169 |
| Transportation | 28,512 | - | 28,512 |
| Litigation | 3,945,448 | - | 3,945,448 |
| Contingent Expense | 5,000 | - | 5,000 |
| Office and Administrative | 844,651 | 100 | 844,751 |
| Operating Supplies | 7,830 | - | 7,830 |
| Total Expense | 6,300,141 | 13,600 | 6,313,741 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 19,490 | (19,490) | - |
| Total Equipment | 19,490 | (19,490) | - |
| Total City Attorney | 86,412,272 | 183,894 | 86,596,166 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| General Fund | 84,162,147 | 198,427 | 84,360,574 |
| Community Development Trust Fund (Sch. 8) | 298,278 | 88,657 | 386,935 |
| HOME Invest. Partnerships Program Fund (Sch. 9) | 68,104 | - | 68,104 |
| Sewer Construction & Maintenance Fund (Sch 14) | 893,378 | (121,171) | 772,207 |
| Telecom. Development Acct. (Sch. 20) | 203,751 | 201 | 203,952 |
| Workforce Investment Act Fund (Sch. 22) | 115,241 | 1,218 | 116,459 |
| Rent Stabilization Trust Fund (Sch. 23) | 292,736 | 4,283 | 297,019 |
| Prop. C Anti-Gridlock Transit Fund (Sch. 27) | 154,000 | 8,000 | 162,000 |
| Code Enforcement Trust Fund (Sch. 42) | 224,637 | 4,279 | 228,916 |
| Total Funds | 86,412,272 | 183,894 | 86,596,166 |
| Percentage Change | | | .21% |
| Positions | 820 | (12) | 808 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $883,565; SPROP $141,845; SGR $20,539*<br>Related Costs: $169,025 | 1,045,949 | - | 1,214,974 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $(42,996); SPROP $21,593; SGR $183,998*<br>Related Costs: $42,391 | 162,595 | - | 204,986 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(229,072); SPROP $(36,775); SGR $(5,325)*<br>Related Costs: $(43,822) | (271,172) | - | (314,994) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 937,372 | - | |

## Criminal Prosecution

Through this program, the City Attorney issues and processes complaints for misdemeanor violations of State law, including traffic violations, City Charter, ordinances and resolutions; resolves such complaints through effective prosecution or other disposition; and defends successful misdemeanor prosecutions which are appealed to any state or federal appellate court.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 5 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $81,117 | 530,556 | - | 611,673 |
| **Obligatory** | | | |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br><br>Continue:<br>Neighborhood Prosecutor Program (43 positions) - See Item 8.<br>Gun Violence Prosecution (Three positions) - See Item 9.<br>Tobacco Enforcement Program (Two positions) - See Item 10.<br>Community Law Enforcement and Recovery (11 positions) - See Item 11.<br>Workers Compensation Fraud Unit (Five positions) - See Item 12.<br>Neighborhood Prosecutor Program Expansion (Nine positions) - See Item 13.<br>*SG $(5,608,836); SGR $(161,031); EX $(226,816)*<br>Related Costs: $(822,828) | (5,996,683) | - | (6,819,511) |
| 7 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(19,490)* | (19,490) | - | (19,490) |
| **Priority Service Level** | | | |
| 8 . **Neighborhood Prosecutor Program**<br>Continue funding and resolution position authorities for 43 positions for the Neighborhood Prosecutor Program (36 positions) and the Citywide Nuisance Abatement Program (seven positions). Positions consist of 23 attorneys and 20 support staff. The Neighborhood Prosecutor Program was established in 2001-02. The program improves public safety and addresses smaller community crimes. Prosecutors work with community groups and the Police Department throughout the City to determine where and when the low-grade misdemeanors and infractions are degrading the quality of life for the residents of that neighborhood. Related costs consist of employee benefits.<br>*SG $3,918,156*<br>Related Costs: $929,388 | 3,918,156 | - | 4,847,544 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 9 . **Gun Violence Prosecution**<br>Continue funding and resolution position authorities for three Deputy City Attorney IIs to enforce local gun ordinances. A Federal Grant (C.F. 02-1374) provides $40,000 per position per year for three years. Working in partnership with the LAPD and FBI, prosecutors help deter illegal gun sales by current Federal firearms licensees who are not in compliance with local regulations. Related costs consist of employee benefits.<br>*SGR $157,092*<br>Related Costs: $65,448 | 157,092 | - | 222,540 |
| 10 . **Tobacco Enforcement Program**<br>Continue funding and resolution position authorities for one Administrative Coordinator II and one Legal Secretary II for coordination and support of the Tobacco Enforcement Program. This program provides enforcement of existing tobacco laws, specifically targeting the sale of tobacco to minors. Various related expense funding, including funding for contracts with the California Department of Health and Human Services to conduct enforcement investigations, is also provided. Related costs consist of employee benefits.<br>*SG $118,752; EX $155,000*<br>Related Costs: $32,964 | 273,752 | - | 306,716 |
| 11 . **Community Law Enforcement and Recovery**<br>Continue funding and resolution position authorities for 11 positions for the Community Law Enforcement and Recovery Gang Unit. Positions consist of six attorneys and five support staff. One-time funding was provided in 2003-04 from the proceeds of the sale of the Los Angeles Wholesale Produce Market. Related costs consist of employee benefits.<br>*SG $810,420*<br>Related Costs: $206,748 | 810,420 | - | 1,017,168 |
| 12 . **Workers' Compensation Fraud Unit**<br>Continue funding and resolution position authorities for one Deputy City Attorney II, two Investigator IIs, one Investigator III and one Legal Secretary II for the Workers Compensation Fraud Unit. The Office of the City Attorney prosecutes workers' compensation fraud to reduce costs to the City. Standard expenses are provided. Related costs consist of employee benefits.<br>*SG $331,404; EX $7,975*<br>Related Costs: $87,984 | 339,379 | - | 427,363 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 13 . **Neighborhood Prosecutor Program Expansion**<br>Continue funding and resolution position authorities for three Deputy City Attorney IIIs and six Deputy City Attorney IVs to expand the Neighborhood Prosecutor Program. Standard expenses are provided. Related costs consist of employee benefits.<br>*SG $559,278; EX $77,441*<br>Related Costs: $121,392 | 636,719 | - | 758,111 |
| **TOTAL CRIMINAL PROSECUTION** | 649,901 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 38,573,898 | 397 |
| Changes in Salaries, Expense, Equipment and Special | 649,901 | - |
| **2004-05 PROGRAM BUDGET** | 39,223,799 | 397 |

## Civil Representation

Through this program, the City Attorney provides legal advice, assistance and representation to elected officials, City officers, general managers and their staff on all legal matters. Included is the preparation of various legal documents; appearance before governmental, regulatory and administrative bodies; handling liability claims and defending tort liability suits and appeals; representing the City in Workers' Compensation matters; providing legal services to the Departments of Water and Power, Airports and Harbor, the pensions systems, the Housing Authority and the Community Redevelopment Agency; handling various land use, employee relations, and police and fire matters; and representing the City in special litigation matters.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 14 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $74,747 | 334,218 | - | 408,965 |
| **Obligatory** | | | |
| 15 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br><br>Continue:<br>Bankruptcy Support (One position) - See Item 17.<br>Housing Department Support (Five positions) - See Item 18.<br>Housing Development Support (One position) - See Item 19.<br>Neighborhood Council Support (Two positions) - See Item 20.<br>Pitchess Motions (14 positions) - See Item 21.<br>Police Related Litigation (29 positions) - See Item 22.<br>Subrogation Support (One position) - See Item 23.<br>*SG $(4,578,612); EX $(5,005)*<br>Related Costs: $(849,487) | (4,583,617) | - | (5,433,104) |
| **Efficiencies** | | | |
| 16 . **Transfer of Insurance and Bonds Function**<br>Improve insurance and bonds operations through the transfer of funding and position authority for three positions from the City Attorney's Insurance and Bonds Section to the Office of the City Administrative Officer (see City Administrative Officer Item 16). Related costs consist of employee benefits.<br>*SG $(155,055)*<br>Related Costs: $(45,720) | (155,055) | (3) | (200,775) |
| **Priority Service Level** | | | |
| 17 . **Bankruptcy Support**<br>Continue funding and resolution position authority for one Deputy City Attorney IV to manage bankruptcy issues. The bankruptcy attorney may recover up to $1.5 million annually in revenue by collecting taxes due from taxpayers who filed bankruptcy. Related costs consist of employee benefits.<br>*SG $130,524*<br>Related Costs: $27,984 | 130,524 | - | 158,508 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 18 . **Housing Department Support**<br>Continue funding and resolution position authorities for one Assistant City Attorney, one Deputy City Attorney III, one Legal Secretary II and two Hearing Officers. The attorneys serve as dedicated legal counsel to the Housing Department. The Hearing Officers conduct Code Enforcement, Rent Escrow Account Program and other hearings mandated by the Rent Stabilization Ordinance and other city Housing Ordinances. Funding for these positions is provided in the Rent Stabilization and Systematic Code Enforcement Trust Funds. Related costs consist of employee benefits.<br>*SG $452,826; EX $5,005*<br>Related Costs: $107,604 | 457,831 | - | 565,435 |
| 19 . **Housing Development Support**<br>Continue funding and resolution position authority for one Deputy City Attorney IV to support housing development activities. The position provides legal counsel relative to activities associated with the Los Angeles Housing Department to address housing development workload anticipated from projects funded though the Affordable Housing Trust Fund and State funds made available though the passage of Proposition 46 (Housing and Emergency Shelter Trust Fund). The position addresses issues relative to the Los Angeles Housing Department's Earthquake Loan Portfolio. Funding is provided from the Community Development Block Grant. Related costs consist of employee benefits.<br>*SGR $135,972*<br>Related Costs: $28,860 | 135,972 | - | 164,832 |
| 20 . **Neighborhood Council Support**<br>Continue funding and resolution position authorities for two Deputy City Attorney IVs to support the Neighborhood Councils with legal services.<br><br>Reduce funding and eliminate position authority for one Deputy City Attorney IV position provided for Neighborhood Council Advice. The Department of Neighborhood Empowerment and Neighborhood Councils have received the services of only three of the four attorney positions (including the two resolution authorities referenced above) provided in the past two fiscal years. Related costs consists of employee benefits.<br>*SG $261,048*<br>Related Costs: $55,968 | 261,048 | - | 317,016 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 21 . **Pitchess Motions**<br>Continue funding and resolution position authority for 14 positions to address an increased workload for Pitchess Motions. The introduction of Pitchess Motions in criminal cases associated with the LAPD's Rampart Division is growing both in complexity and number. Related costs consist of employee benefits.<br>*SG $1,182,900*<br>Related Costs: $287,616 | 1,182,900 | - | 1,470,516 |
| 22 . **Police Related Litigation**<br>Continue funding and resolution position authorities for 29 positions for Rampart-related litigation. Positions consist of 12 attorneys and 17 support staff. Rampart cases workload is anticipated to taper off in 2007. Related costs consist of employee benefits.<br>*SG $2,336,673*<br>Related Costs: $577,404 | 2,336,673 | - | 2,914,077 |
| 23 . **Subrogation Support**<br>Continue funding and resolution position authority for one Deputy City Attorney IV for subrogation issues. The cost will be covered by an estimated $1.8 million in revenue generated from subrogation work. Related costs consist of employee benefits.<br>*SG $111,804*<br>Related Costs: $24,960 | 111,804 | - | 136,764 |
| **TOTAL CIVIL REPRESENTATION** | 212,298 | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 42,281,137 | 366 |
| Changes in Salaries, Expense, Equipment and Special | 212,298 | (3) |
| **2004-05 PROGRAM BUDGET** | 42,493,435 | 363 |

## General Administration and Support

Through this program, the City Attorney provides executive management by determining office policies and procedures; retains overall supervision of all personnel, including those assigned to the proprietary departments; approves all important legal matters; and performs various administrative services.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 24 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $11,730 | 72,598 | - | 84,328 |
| **Efficiencies** | | | |
| 25 . **Consolidation of City Attorney Support**<br>Consolidate systems support with Information Technology Agency to achieve support efficiencies. Reduce funding and eliminate position authority for seven Systems Analyst II positions, one Senior Systems Analyst I position and one Senior Systems Analyst II positions on regular authority and three Systems Analyst II positions on resolution authority. (See Information Technology Agency Item 20). Related costs consist of employee benefits.<br>*SG $(750,903)*<br>Related Costs: $(169,032) | (750,903) | (9) | (919,935) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (678,305) | (9) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 5,557,237 | 57 |
| Changes in Salaries, Expense, Equipment and Special | (678,305) | (9) |
| **2004-05 PROGRAM BUDGET** | 4,878,932 | 48 |

# INDICATORS OF WORKLOAD

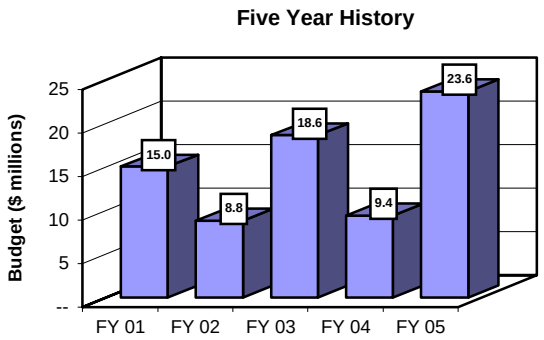
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **CRIMINAL PROSECUTION PROGRAM** | | | | | | | |
| Open courts | 62 | 59 | 59 | 59 | 75 | 60 | 65 |
| Office hearing cases concluded | 16,597 | 15,592 | 15,239 | 16,000 | 15,227 | 16,500 | 16,600 |
| Complaints reviewed | 147,552 | 141,010 | 128,818 | 150,000 | 123,820 | 142,000 | 145,000 |
| Complaints issued | 97,450 | 97,450 | 83,370 | 91,000 | 82,076 | 92,000 | 93,000 |
| Average number of open appellate cases | 439 | 424 | 365 | 400 | 335 | 394 | 434 |
| Consumer cases concluded | 170 | 170 | 177 | 185 | 198 | 175 | 200 |
| Environmental cases concluded | 90 | 91 | 140 | 125 | 60 | 125 | 150 |
| Special enforcement cases concluded | 200 | 200 | 188 | 214 | 200 | 205 | 215 |
| Housing/rent control cases concluded | 89 | 106 | 114 | 220 | 193 | 170 | 418 |
| Housing/rent control hearings concluded | 659 | 481 | 469 | 470 | 606 | 800 | 594 |
| Combined Criminal Jury and Court Trials | 1,166 | 1,126 | 762 | 850 | 716 | 1,050 | 1,100 |
| Community contacts | - | - | - | - | 1,800 | 2,600 | 2,000 |
| Neighborhood Problems identified | - | - | - | - | 872 | 1,142 | 1,400 |
| Neighborhood Problems resolved | - | - | - | - | 576 | 603 | 725 |
| **CIVIL REPRESENTATION PROGRAM** | | | | | | | |
| Civil liability claims filed | 4,668 | 3,968 | 4,289 | 4,239 | 4,919 | 4,700 | 4,700 |
| Civil liability lawsuits filed | 682 | 513 | 604 | 675 | 832 | 440 | 800 |
| Average number of open liability lawsuits | 786 | 629 | 709 | 697 | 986 | 1,110 | 1,100 |
| Collections files opened | 9,298 | 16,046 | 14,600 | 15,000 | 13,000 | - | - |
| Collection files closed | 7,451 | 9,998 | 14,200 | 12,800 | 13,000 | - | - |
| Active collections files end of year | 19,935 | 25,983 | 24,700 | 24,500 | 24,500 | - | - |
| Employee Relations arbitrations filed | 114 | - | - | - | - | - | - |
| Unfairs filed | 35 | - | - | - | - | - | - |
| Bonds processed and insurance policies reviewed | 17,090 | 18,183 | 19,000 | 20,000 | 30,190 | 31,000 | - |
| Workers' Compensations cases opened | 633 | 716 | 762 | 882 | 816 | 854 | 900 |
| Active Workers' Compensation cases end of year | 3,054 | 3,460 | 3,408 | 3,582 | 3,955 | 4,200 | 4,500 |
| WCAB appearances | 1,607 | 1,323 | 1,339 | 1,249 | 1,364 | 1,705 | 2,000 |

# CITY CLERK

2004 - 05 Proposed Budget

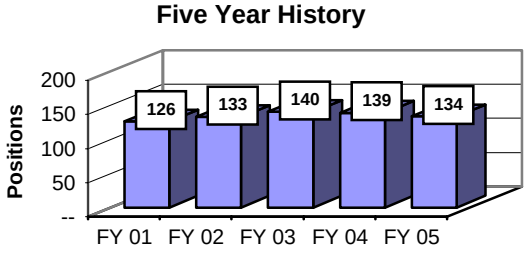
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 8,536,000 | $ 8,700,013 | **$ 17,072,648** | 96.2% |
| Expense | 3,144,000 | 712,775 | **6,517,832** | 814.4% |
| Equipment | 82,000 | 33,000 | **--** | (100.0)% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 11,762,000** | **$ 9,445,788** | **$ 23,590,480** | 149.7% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 139 | 139 | **134** | (3.6)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 131,496 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Municipal Election Costs | 13,247,579 | -- |
| ◆ City Employee Pollworker Program | 1,000,000 | -- |
| ◆ Early Voting Program Administration | (60,359) | (1) |
| ◆ General City Purposes Fund Administration | (131,283) | -- |
| ◆ Managing Property Ownership System | (51,158) | (1) |
| ◆ Business Improvement District Administration | (251,367) | (3) |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Conduct Primary and General Elections | $ 1,585,567 | $ 15,924,050 | $ 14,338,483 | 21 | 21 | 0 |
| **Council Public Services (CPS)** | | | | | | |
| CPS - Filings/Notices | 175,676 | 194,075 | 18,399 | 4 | 4 | 0 |
| CPS - Council/Committee Legislative Support | 1,494,511 | 1,548,009 | 53,498 | 19 | 19 | 0 |
| CPS - Council/Committee Agenda Processing | 324,109 | 336,354 | 12,245 | 5 | 5 | 0 |
| CPS - Council File Index/Contract Execution | 206,886 | 221,543 | 14,657 | 4 | 4 | 0 |
| CPS - Public Information/Publications/Claims | 207,492 | 220,314 | 12,822 | 3 | 3 | 0 |
| CPS - Active Council File Storage | 221,529 | 233,933 | 12,404 | 4 | 4 | 0 |
| **Land Records (LR)** | | | | | | |
| LR - Property Ownership | 886,369 | 834,336 | (52,033) | 12 | 11 | (1) |
| LR - Lot Split Maps and Deed Information | 139,877 | 148,599 | 8,722 | 2 | 2 | 0 |
| LR - Public Information Services | 353,465 | 370,473 | 17,008 | 6 | 6 | 0 |
| Citywide Records Storage and Retention | 380,085 | 395,380 | 15,295 | 6 | 6 | 0 |
| Budget and Personnel Services - City Clerk | 473,233 | 493,000 | 19,767 | 6 | 6 | 0 |
| Budget and Personnel Services - Council/CLA | 437,913 | 455,231 | 17,318 | 7 | 7 | 0 |
| Budget and Personnel Services - Mayor | 222,022 | 236,018 | 13,996 | 4 | 4 | 0 |
| Calligraphy and Special Art | 491,994 | 525,460 | 33,466 | 9 | 9 | 0 |
| Business Improvement Districts - Existing | 687,830 | 718,266 | 30,436 | 11 | 11 | 0 |
| Conduct In-House Elections | 42,067 | 46,201 | 4,134 | 1 | 1 | 0 |
| Conduct Proposition 218 Elections | 41,347 | 45,481 | 4,134 | 1 | 1 | 0 |
| Special Assessments | 225,095 | 240,670 | 15,575 | 4 | 4 | 0 |
| Early Voting Program | 68,331 | (4,100) | (72,431) | 1 | 0 | (1) |
| Translation Services | 215,059 | 228,490 | 13,431 | 3 | 3 | 0 |
| General City Purposes Fund Administration | 247,840 | 116,557 | (131,283) | 4 | 4 | 0 |
| Manage 43 Trust Funds | 69,316 | 77,594 | 8,278 | 1 | 1 | 0 |
| Business Improvement Districts - New | 248,175 | (15,454) | (263,629) | 3 | 0 | (3) |
| | $ 9,445,788 | $ 23,590,480 | $ 14,144,692 | 141 | 136 | (5) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 8,496,684 | (54,784) | 8,441,900 |
| Salaries As-Needed | 110,892 | 6,254,832 | 6,365,724 |
| Overtime General | 92,437 | 2,172,587 | 2,265,024 |
| Total Salaries | 8,700,013 | 8,372,635 | 17,072,648 |
| **Expense** | | | |
| Printing and Binding | 58,197 | (983) | 57,214 |
| Contractual Services | 393,453 | (4,229) | 389,224 |
| Transportation | 1,650 | - | 1,650 |
| Elections | 84,800 | 5,817,353 | 5,902,153 |
| Office and Administrative | 174,675 | (7,084) | 167,591 |
| Total Expense | 712,775 | 5,805,057 | 6,517,832 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 33,000 | (33,000) | - |
| Total Equipment | 33,000 | (33,000) | - |
| Total City Clerk | 9,445,788 | 14,144,692 | 23,590,480 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 8,813,369 | 14,214,007 | 23,027,376 |
| St. Light. Maint. Assessment Fund (Sch. 19) | 93,002 | 11,583 | 104,585 |
| BID Trust Fund - Admin (Sch. 29) | 245,000 | (90,084) | 154,916 |
| Special Police Communications Tax Fund (Sch. 33) | 294,417 | 9,186 | 303,603 |
| Total Funds | 9,445,788 | 14,144,692 | 23,590,480 |
| Percentage Change | | | 149.75% |
| Positions | 139 | (5) | 134 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $131,496*<br>Related Costs: $21,249 | 131,496 | - | 152,745 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $198,158*<br>Related Costs: $32,022 | 198,158 | - | 230,180 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(34,091)*<br>Related Costs: $(5,509) | (34,091) | - | (39,600) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $237,427*<br>Related Costs: $38,368 | 237,427 | - | 275,795 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br>Tally System Replacement (Two positions) - See Item 23<br>*SG $(131,808)*<br>Related Costs: $(21,300) | (131,808) | - | (153,108) |
| 7 . **Deletion of One-Time Expense Funding**<br>One-time funding for 2003-04 expense items is deleted.<br>*EX $(1,300)* | (1,300) | - | (1,300) |
| 8 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(33,000)* | (33,000) | - | (33,000) |
| **Efficiencies** | | | |
| 9 . **Administrative Support Reduction**<br>Reduce funding to cover the administrative support portion of costs for reduced or eliminated services. Related costs consist of employee benefits.<br>*SG $(36,566)*<br>Related Costs: $(6,919) | (36,566) | - | (43,485) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 10 . **Salary Savings Increase**<br>Increase in the salary savings rate from its current level of three percent to four percent. Related costs consist of employee benefits.<br>*SG $(82,462)*<br>Related Costs: $(13,326) | (82,462) | - | (95,788) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 247,854 | - | |

## Council and Public Services

This program provides for services to the Council, City departments, and the public. Services to the Council include the Council Minute Clerk, assistance to Council committees, and archival and special art services. Services to all City departments and the public include the publication of ordinances and other legal documents and notification of interested parties of Council proceedings and actions.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 11 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $9,080 | 57,989 | - | 67,069 |
| **Other Changes or Adjustments** | | | |
| 12 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(6,188)* | (6,188) | - | (6,188) |
| **TOTAL COUNCIL AND PUBLIC SERVICES** | 51,801 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,986,714 | 46 |
| Changes in Salaries, Expense, Equipment and Special | 51,801 | - |
| **2004-05 PROGRAM BUDGET** | 3,038,515 | 46 |

## Administration of City Elections

This program provides for the conduct of regular and special municipal elections as specified by the Los Angeles City Charter or ordinance.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 13 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(14,690) | (84,730) | - | (99,420) |
| **Priority Service Level** | | | |
| 14 . **Municipal Election Costs**<br>Add funding for as-needed positions, overtime, printing, supplies and other services required to conduct the 2004-05 Municipal Elections. The proposed budget of this service reflects an increase of $3.8 million (29 percent) from the 2002-03 Municipal Elections. The increase is primarily due to the 2004-05 Municipal Elections for City-wide offices (Mayor, City Attorrney, Controller), as well as odd-numbered Council Districts. The increase is also attributable to cost of living allowances, hiring of additional personnel, implementation of the Ink-A-Vote System and the Help America Vote Act. In addition, due to new state requirements, funding was included for training and the reprinting of election materials. Approximately 40 to 50 percent of the cost of the Elections will be reimbursed by the Los Angeles Unified School District and the Los Angeles Community College District.<br>*SOT $1,174,541; SAN $6,254,832; EX $5,818,206* | 13,247,579 | - | 13,247,579 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 15 . **City Employee Pollworker Program**<br>Add funding for the establishment of a City Employee Pollworker Program. This mandatory program would require departments to provide a specific number of employees, based on the number of polling places in each election adjusted to the percentage of their workforce. A total of 2,200 City employees are needed to participate as Pollworkers in each of the two elections. The departments would absorb the first eight hours of compensation with the next six hours to be paid at overtime rates by the City Clerk Election Division. Two hours for after-hours training and six hours of overtime on Election Day are required per employee. By using salaried employees to acheive efficiencies, the initial City Clerk request of $1.4 million is reduced to $1 million.<br>*SOT $1,000,000* | 1,000,000 | - | 1,000,000 |
| **TOTAL ADMINISTRATION OF CITY ELECTIONS** | 14,162,849 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 970,759 | 15 |
| Changes in Salaries, Expense, Equipment and Special | 14,162,849 | - |
| **2004-05 PROGRAM BUDGET** | 15,133,608 | 15 |

## Property Ownership Records

This program provides for maintenance of title ownership records of real property within the City.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 16 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $6,054 | 12,443 | - | 18,497 |
| **Priority Service Level** | | | |
| 17 . **Managing Property Ownership System**<br>Reduce funding and eliminate position authority for one Office Engineering Technician II and encourage the City Clerk to actively pursue conversion to City Computer-Aided Design and Geographic Information Systems. Resources are not available to fund this position. Related costs consist of employee benefits.<br>*SG $(51,158)*<br>Related Costs: $(15,158) | (51,158) | (1) | (66,316) |
| **TOTAL PROPERTY OWNERSHIP RECORDS** | (38,715) | (1) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,592,333 | 36 |
| Changes in Salaries, Expense, Equipment and Special | (38,715) | (1) |
| **2004-05 PROGRAM BUDGET** | 2,553,618 | 35 |

## Records Management

This program provides for maintenance, analysis and custody of City records stored in the Records Center and destruction of records in accordance with established departmental schedules.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 18 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $1,101 | 7,880 | - | 8,981 |
| **TOTAL RECORDS MANAGEMENT** | 7,880 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 353,910 | 6 |
| Changes in Salaries, Expense, Equipment and Special | 7,880 | - |
| **2004-05 PROGRAM BUDGET** | 361,790 | 6 |

## General Administration and Support

This program provides for management and control of City Clerk programs and administrative support activities including budget control, personnel administration and accounting for the City Clerk and the City Council. This program also inlcudes the Systems Division which provides systems support to the entire department.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 19 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $43,040 | 254,272 | - | 297,312 |
| **Efficiencies** | | | |
| 20 . **General City Purposes Fund Administration**<br>Reduce funding for City Clerk General City Purposes (GCP) Fund Administration. Contracts for Community Based Organizations are transferred from the GCP to the Unappropriated Balance (UB). Funding for City Clerk administration of these contracts is transferred to the UB (see UB Item 3). Related costs consist of employee benefits.<br>*SG $(126,044); SOT $(1,954); EX $(3,285)*<br>Related Costs: $(20,935) | (131,283) | - | (152,218) |
| **Priority Service Level** | | | |
| 21 . **Early Voting Program Administration**<br>Reduce funding and eliminate position authority for one Systems Aide. The Early Voting Program will not be provided for the 2004-05 Municipal Elections. The program may be reinstated in future years when it may be more cost effective and funds are available. Related costs consist of employee benefits.<br>*SG $(59,506); EX $(853)*<br>Related Costs: $(16,645) | (60,359) | (1) | (77,004) |
| 22 . **Business Improvement District Administration**<br>Reduce funding and eliminate position authority for one Management Analyst I, one Office Engineering Technician II and one Senior Clerk Typist. Resources are not available to fund this service. A moratorium is placed on the formation of new Business Improvement Districts. Related costs consist of employee benefits.<br>*SG $(249,844); EX $(1,523)*<br>Related Costs: $(61,294) | (251,367) | (3) | (312,661) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 23 . **Tally System Replacement**<br>Add funding to continue one Systems Analyst II and one Senior Systems Analyst I on resolution authority for ongoing work installing a new election tally system. The tally system was purchased to comply with a State mandate to eliminate punchcards in elections by July 1, 2005. The tally system will be compatible with Los Angeles County as it also conforms to the State mandate.<br>*SG $149,614*<br>Related Costs: $24,105 | 149,614 | - | 173,719 |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (39,123) | (4) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,542,072 | 36 |
| Changes in Salaries, Expense, Equipment and Special | (39,123) | (4) |
| **2004-05 PROGRAM BUDGET** | 2,502,949 | 32 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **COUNCIL AND PUBLIC SERVICES** | | | | | | | |
| Council and Committee services | 3,360 | 3,635 | 4,112 | 4,600 | 4,600 | 5,800 | 5,850 |
| Council scheduling and index | 58,327 | 63,500 | 58,876 | 54,800 | 54,800 | 56,300 | 62,600 |
| Calligraphy and special art | 18,963 | 18,000 | 19,000 | 20,000 | 21,000 | 25,000 | 26,000 |
| **ADMINISTRATION OF CITY ELECTIONS +** | | | | | | | |
| Number of reimbursable elections + | | 11 | 5 | 5 | 5 | 9 | 9 |
| Number of mandated non-reimbursable + elections | | 71 | 75 | 75 | 75 | 163 | 160 |
| General Elections: | | | | | | | |
| Number of voting precincts within the City + | 1,740 | - | 1,775 | - | 1,775 | - | 1,700 |
| Number of voting precincts outside the City + | 471 | - | 387 | - | 387 | - | 400 |
| **PROPERTY OWNERSHIP RECORDS** | | | | | | | |
| Document analysis | 1,522,696 | 1,600,000 | 2,000,000 | 2,100,000 | 2,100,000 | 900,000 | 900,000 |
| LUPAMS maintenance updates | 108,574 | 110,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Public counter research | 57,618 | 60,000 | 60,000 | 60,000 | 60,000 | 70,000 | 70,000 |
| **RECORDS MANAGEMENT** | | | | | | | |
| City Archives-records researched | 1,244 | 33,500 | 33,500 | 37,000 | 37,000 | 50,000 | 50,000 |
| Records Center-records researched | 29,324 | 16,100 | 30,000 | 34,000 | 34,000 | 75,000 | 80,000 |

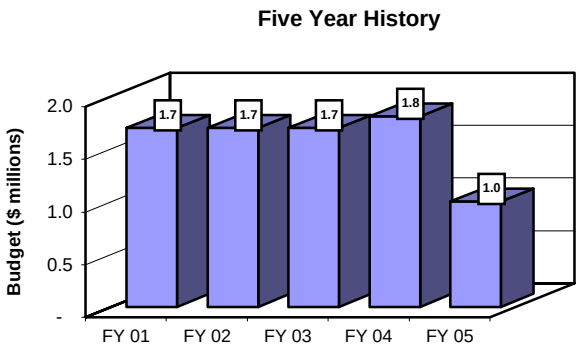
+ New Workload Indicators

# COMMISSION FOR CHILDREN, YOUTH AND THEIR FAMILIES

2004 - 05 Proposed Budget

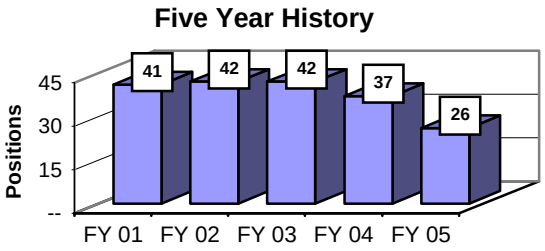
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 1,277,000 | $ 1,427,168 | **$ 760,850** | (46.7)% |
| Expense | 382,000 | 381,782 | **284,493** | (25.5)% |
| Equipment | -- | -- | **--** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 1,659,000** | **$ 1,808,950** | **$ 1,045,343** | (42.2)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 37 | 37 | **26** | (29.7)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 19,351 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Administrative Support Reduction | (443,570) | (5) |
| ◆ Deletion of Long-Term Vacancies | (113,928) | (3) |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Policy Development/Implementation Social Empowerment | $ 286,983 | $ - | $ (286,983) | 6 | 0 | (6) |
| Child Care Policy/Imlementation | 504,644 | 445,574 | (59,070) | 7 | 11 | 4 |
| Youth Leadership Development/Civic Engagement (Youth Council) | 195,497 | - | (195,497) | 6 | 0 | (6) |
| Family Focused Neighborhood Engagement (Neighborhood Networks4Kids) | 679,297 | 599,769 | (79,528) | 14 | 15 | 1 |
| Community Outreach and Information | 142,530 | - | (142,530) | 3 | 0 | (3) |
| | $ 1,808,950 | $ 1,045,343 | $ (763,607) | 37 | 26 | (11) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 1,313,908 | (651,816) | 662,092 |
| Salaries As-Needed | 113,260 | (14,502) | 98,758 |
| Total Salaries | 1,427,168 | (666,318) | 760,850 |
| **Expense** | | | |
| Printing and Binding | 15,000 | (8,932) | 6,068 |
| Contractual Services | 230,152 | (7,000) | 223,152 |
| Office and Administrative | 66,023 | (39,314) | 26,709 |
| Operating Supplies | 70,607 | (42,043) | 28,564 |
| Total Expense | 381,782 | (97,289) | 284,493 |
| Total Commission for Children, Youth & Their Families | 1,808,950 | (763,607) | 1,045,343 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 1,612,798 | (763,607) | 849,191 |
| First and Broadway Child Care Fund (Sch. 29) | 196,152 | - | 196,152 |
| Total Funds | 1,808,950 | (763,607) | 1,045,343 |
| Percentage Change | | | -42.21% |
| Positions | 37 | (11) | 26 |

## Children, Youth and Their Families

The Commission for Children, Youth and Their Families was established by ordinance to provide a focal point for the coordination of City Services on behalf of children.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $19,351*<br>Related Costs: $3,127 | 19,351 | - | 22,478 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $(25,091)*<br>Related Costs: $(4,054) | (25,091) | - | (29,145) |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(5,017)*<br>Related Costs: $(810) | (5,017) | - | (5,827) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $6,236*<br>Related Costs: $1,007 | 6,236 | - | 7,243 |
| **Efficiencies** | | | |
| 6 . **Policy Development**<br>Reduce funding and eliminate one Senior Project Coordinator position. Resources are not available to fund this service. Related costs consist of employee benefits.<br>*SG $(77,856)*<br>Related Costs: $(19,464) | (77,856) | (1) | (97,320) |
| 7 . **Administrative Support Reduction**<br>Reduce funding and eliminate five position authorities. Resources are not available to fully fund this service. Due to program reductions, efficiencies can be achieved in the general administration and support of the department. Related costs consist of employee benefits.<br>*SG $(331,779); SAN $(14,502); EX $(97,289)*<br>Related Costs: $(89,532) | (443,570) | (5) | (533,102) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special Efficiencies** | | | |
| 8 . **Youth Leadership Service**<br>Reduce funding and eliminate one Community Program Assistant position. Resources are not available to fund this service. Related costs consist of employee benefits.<br>*SG $(45,876)*<br>Related Costs: $(14,304) | (45,876) | (1) | (60,180) |
| 9 . **Outreach and Information**<br>Reduce funding and eliminate one Senior Project Coordinator position. Resources are not available to fully fund this service. Outreach and information will continue to be provided on a limited basis through the Neighborhood Networks4Kids program. Related costs consist of employee benefits.<br>*SG $(77,856)*<br>Related Costs: $(19,464) | (77,856) | (1) | (97,320) |
| 10 . **Deletion of Long-Term Vacancies**<br>Reduce funding and eliminate three positions that have been vacant for more than one year. Related costs consist of employee benefits.<br>*SG $(113,928)*<br>Related Costs: $(39,084) | (113,928) | (3) | (153,012) |
| **TOTAL CHILDREN, YOUTH AND THEIR FAMILIES** | (763,607) | (11) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,808,950 | 37 |
| Changes in Salaries, Expense, Equipment and Special | (763,607) | (11) |
| **2004-05 PROGRAM BUDGET** | 1,045,343 | 26 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **COMMISSION FOR CHILDREN, YOUTH AND THEIR FAMILIES** | | | | | | | |
| **Child care advocacy/policy** | | | | | | | |
| City supported child care centers established | 1 | 1 | 1 | 1 | 3 | 2 | 1 |
| Non-City child care centers established | 1 | 2 | 4 | 6 | - | - | - |
| Number of childcare collaborations with City Department/External Organizations | - | - | - | - | 3 | 10 | 15 |
| Child care centers meeting NAEYC/EPS standard | 25 | 25 | 25 | 25 | 25 | - | - |
| Organizations assisted to establish centers | 12 | 18 | 18 | 20 | 200 | 200 | 200 |
| New City funded or supported child care spaces | 120 | 300 | 2,000 | 1,000 | 300 | - | - |
| Child care spaces supported with City funds | 640 | 760 | 1,060 | 1,060 | 1,060 | - | - |
| Child care training events held | 3 | 6 | 6 | 15 | 20 | - | - |
| Participation/Sponsorship of childcare training/informational events | - | - | - | - | 15 | 15 | 10 |
| **Policy/Legislation** | | | | | | | |
| Legislative bills analyzed & summarized | 49 | 45 | 45 | 50 | 60 | 50 | - |
| Legislative bills sponsored or supported | 24 | 15 | 15 | 20 | 30 | - | - |
| Policy/Legislative alerts & reports | - | - | - | 10 | 6 | 10 | - |
| Policy/Legislative briefings | - | - | - | 4 | - | 3 | - |
| | - | | | | | | |
| **Grants** | | | | | | | |
| Grant applications researched | 61 | 150 | 200 | 150 | *** | - | - |
| Grants submitted | 4 | 8 | 10 | 10 | - | - | - |
| Grants awarded | 1 | 3 | 2 | 2 | - | - | - |
| Grants submitted in partnership | 5 | 8 | 8 | 10 | - | - | - |
| Grants awarded as a partner | 1 | 2 | 3 | 3 | - | - | - |
| **Health Outreach** | | | | | | | |
| Information provided to residents | 6,000 | 10,000 | 20,000 | 12,000 | 16,000 | - | - |
| Health outreach events attended | 7 | 23 | 25 | 30 | 10 | - | - |
| Health outreach presentations | 4 | 30 | 40 | 45 | 45 | - | - |
| Health access & policy planning sessions | 20 | 60 | 60 | 40 | 40 | - | - |
| **Proposition K ***** and Proposition 12 *** | | | | | | | |
| Request for proposals distributed | - | 560 | 600 | 600 | **** | - | - |
| Bidders' conferences held | - | 6 | 3 | 6 | - | - | - |
| Technical assistance calls answered | 110 | 480 | 200 | 200 | 200 | - | - |
| Service/maintenance agreements monitored | - | 3 | 30 | 30 | 45 | - | - |
| Local VNOC meetings held | 31 | 60 | 60 | 60 | 60 | - | - |
| City/community meetings held | 16 | 34 | 35 | 50 | 35 | - | - |
| Information provided to elected officials, City departments, public and others | | - | 500 | 500 | 500 | - | - |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **Neighborhood Networks 4 Kids** | | | | | | | |
| Number of Networks established | 8 | 15 | 15 | 15 | 15 | 6 | 5 |
| Number of NN4K participants | 800 | 1,000 | 1,500 | 1,500 | 2,500 | 1,750 | 1,400 |
| NN4K participants trained | 400 | 600 | 800 | 900 | 1,200 | 750 | 600 |
| Community events/public forums attendec | 25 | 35 | 42 | 55 | 75 | 40 | 32 |
| NN4K infrastructure/community meetings | 96 | 300 | 500 | 500 | 500 | 625 | 500 |
| **Interdepartmental/Interagency** | | | | | | | |
| Collaborations | 19 | 21 | 21 | 25 | 30 | 24 | 19 |
| Meetings attended | 456 | 512 | 512 | 600 | 650 | 520 | 416 |
| New afterschool spaces created | - | 3,000 | 4,500 | 5,000 | - | - | - |
| **Youth Council** | | | | | | | |
| Number of participants | 35 | 45 | 60 | 60 | 75 | 40 | - |
| Youth Council members | 23 | 25 | 35 | 35 | 40 | 21 | - |
| Youth Council events held | 5 | 15 | 15 | 15 | 24 | 24 | - |
| Public forums attended/co-sponsored | 4 | 4 | 4 | 4 | 24 | 13 | - |
| **Juvenile Justice Youth Initiative**** | | | | | | | |
| Number of participants trained | 105 | 575 | 250 | - | - | - | - |
| Reports completed | 1 | 2 | 3 | - | - | - | - |
| Community meetings/trainings attended | 12 | 40 | 20 | - | - | - | - |
| **Publications Published and Disseminated** | | | | | | | |
| Brochures and fact sheets | 62,000 | 60,000 | 60,000 | 60,000 | 60,000 | 65,000 | 52,000 |
| Newsletter/bulletins | 24,000 | 24,000 | 24,000 | 35,000 | 35,000 | 35,000 | 28,000 |
| Reports/directories | 6,000 | 8,000 | 8,000 | 8,000 | 9,000 | 9,000 | 7,200 |
| Articles prepared/published | 5 | 8 | 8 | 8 | 10 | 10 | 8 |

Created in September 1995, the Commission for Children, Youth and Their Families developed and began keeping records of its Indicators of Workload in 1996; therefore, only the records since 1996-97 are available.

In 2000-01, Indicators of Workload were revised to more accurately reflect the type of work performed; thus the number of comparable Indicators of Workload in years before 2000-01 is minimal.

* Indicators of Workload prior to 2000-01 are reflective of Proposition K only, as Proposition 12 was implemented February 2001.

** The Juvenile Justice Youth Initiative was in effect from September 1998 to June 2001. There are no records prior to FY 1998-99, nor after FY 2000-01.

*** Position re-allocated to Youth Development. Grants involvement will be case directed.

**** Fiscal year 2002-03 is a non-Prop K RFP year.

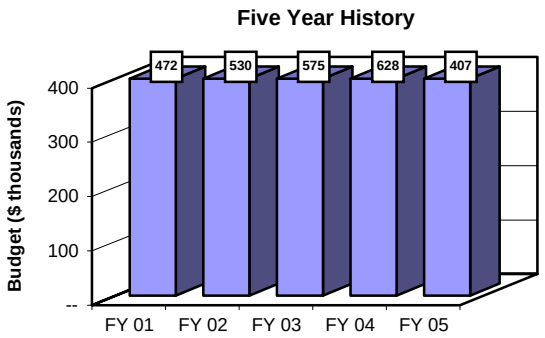
***** Proposition K duties and responsibilities transferred to Bureau of Engineering

# COMMISSION ON THE STATUS OF WOMEN

2004 - 05 Proposed Budget

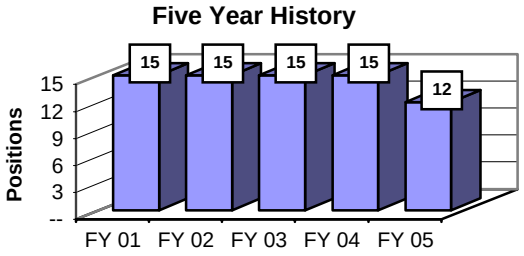
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 571,000 | $ 570,130 | **$ 349,456** | (38.7)% |
| Expense | 57,000 | 57,716 | **57,716** | -- % |
| Equipment | -- | -- | **--** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 628,000** | **$ 627,846** | **$ 407,172** | (35.1)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular * | 15 | 15 | **12** | (20.0)% |




* Includes seven Commissioners

## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 7,175 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Social Empowerment | (139,140) | (3) |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Economic Empowerment and Public Safety Services for Women and Girls in the Community and Workplace | $ 627,846 | $ 407,172 | $ (220,674) | 15 | (3) | 12 |
| | $ 627,846 | $ 407,172 | $ (220,674) | 15 | (3) | 12 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 569,130 | (220,674) | 348,456 |
| Overtime General | 1,000 | - | 1,000 |
| Total Salaries | 570,130 | (220,674) | 349,456 |
| **Expense** | | | |
| Printing and Binding | 23,473 | - | 23,473 |
| Contractual Services | 23,405 | - | 23,405 |
| Governmental Meetings | 771 | - | 771 |
| Office and Administrative | 10,067 | - | 10,067 |
| Total Expense | 57,716 | - | 57,716 |
| Total Commission on the Status of Women | 627,846 | (220,674) | 407,172 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 627,846 | (220,674) | 407,172 |
| Total Funds | 627,846 | (220,674) | 407,172 |
| Percentage Change | | | -35.15% |
| Positions | 15 | (3) | 12 |

## Status of Women

The Commission on the Status of Women assists in assuring to all women the opportunity for full and equal participation in the affairs of City government and assists in promoting the general welfare of women in the community. The functions of the Commission include advising the Mayor and Council of the needs and concerns of women, investigating problems and recommending programs which will increase opportunities for women, and performing other studies and surveys.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $7,175*<br>Related Costs: $1,192 | 7,175 | - | 8,367 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $(9,893)*<br>Related Costs: $(1,635) | (9,893) | - | (11,528) |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(1,860)*<br>Related Costs: $(309) | (1,860) | - | (2,169) |
| 5 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued to support Social Empowerment and Public Safety Services for Women and Girls in the Community and Workplace. Related costs consist of employee benefits.<br>*SG $(76,956)*<br>Related Costs: $(12,790) | (76,956) | - | (89,746) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Efficiencies** | | | |
| 6 . **Social Empowerment**<br>Reduce funding and eliminate three positions (one Management Analyst I and two Clerk Typists.) The Young Women at Risk Program is a high priority service and is fully funded in fiscal year 2004-05. Resources are not available to fully fund remaining service levels and reductions have been made accordingly. Related costs consist of employee benefits.<br>*SG $(139,140)*<br>Related Costs: $(45,960) | (139,140) | (3) | (185,100) |
| **TOTAL STATUS OF WOMEN** | (220,674) | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 627,846 | 15 |
| Changes in Salaries, Expense, Equipment and Special | (220,674) | (3) |
| **2004-05 PROGRAM BUDGET** | 407,172 | 12 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **PUBLICATIONS PRINTED AND DISSEMINATED** | | | | | | | |
| Women's Survival Guides | 50,000 | 40,000 | 40,000 | 40,000 | 36,000 | 30,000 | 19,500 |
| LA Woman Newsletter | 30,000 | 30,000 | 30,000 | 30,000 | - | - | - |
| Domestic Violence Resource Materials | 4,000 | 2,000 | 1,000 | 1,000 | 1,000 | 1,000 | 650 |
| AIDS Brochures | 1,000 | - | 1,000 | 1,000 | 1,000 | 1,000 | 650 |
| Fact Sheets | 1,000 | 1,000 | 1,000 | 2,000 | 2,000 | 2,000 | 1,300 |
| Commission Packages | 1,000 | 1,500 | 2,000 | 2,000 | 2,000 | 2,000 | 1,300 |
| Sexual Harassment Handbook | 500 | 100 | 500 | 2,000 | 2,000 | 2,000 | 1,300 |
| Los Angeles Directory of Women's Organizations and Services | 5,000 | 5,000 | 10,000 | 7,000 | 7,000 | 6,000 | 3,900 |
| CEDAW + | - | - | - | 800 | 700 | 700 | - |
| YWAR + | - | - | - | 3,000 | 3,000 | 3,000 | 1,950 |
| **LEGISLATION** | | | | | | | |
| Legislation Analyzed | 100 | 100 | 150 | 150 | 150 | 150 | 97 |
| Urgent Legislative Responses Required (via mail, email, fax, phone) | 7 | 3 | 5 | 5 | 5 | 5 | 3 |
| **ANNUAL EVENTS (Formerly ACTIVITY)** | | | | | | | |
| Women's History month/Pioneer Women | 150 | 200 | 200 | 200 | 300 | 300 | 200 |
| Women of Courage/Women's Equality | 800 | 1,000 | 800 | 800 | - | 800 | 500 |
| Take Our Daughters to Work | 400 | 450 | 500 | 900 | - | - | - |
| Domestic Violence Awareness Month | 100 | 100 | 200 | 300 | 300 | 300 | 200 |
| Co-sponsored Events | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,075 |
| **TRAINING CONDUCTED** (Attendance per category) | | | | | | | |
| Domestic Violence Workplace Policy | 100 | 100 | 1,000 | 1,000 | 1,800 | 5,000 | 3,250 |
| Domestic Violence Community Based Training | 500 | 700 | 500 | 600 | 600 | 600 | 390 |
| CEDAW | | | | | 120 | 120 | 78 |
| **MEDIA AND PUBLIC OUTREACH** | | | | | | | |
| Television Stations Airing CSW PSA's | 5 | 7 | 7 | 7 | 2 | 2 | 2 |
| Radio Stations Airing CSW PSA's | 5 | 7 | 7 | 7 | 1 | 1 | 1 |
| Television Interviews | 2 | 3 | 5 | 5 | 5 | 5 | 5 |
| Radio Interviews | 5 | 4 | 5 | 5 | 5 | 5 | 5 |
| LA Woman Talk Show Airings | 52 | 52 | 104 | 104 | 104 | 104 | 104 |
| Airing of Other CSW Productions | 2 | 3 | 6 | 12 | 12 | 12 | 12 |
| Media Inquiries | 3 | 4 | 6 | 10 | 10 | 10 | 10 |
| **PUBLIC PRESENTATIONS** | | | | | | | |
| Staff Speaking Engagements | 15 | 20 | 25 | 35 | 25 | 25 | 16 |
| **PUBLIC HEARINGS (participants)** | | | | | | | |
| CEDAW | - | - | 300 | 300 | 375 | 375 | - |
| Others | - | - | - | 300 | 300 | 300 | 200 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1997-98 | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | EST. 2002-03 | EST. 2003-04 |
|---|---|---|---|---|---|---|---|
| **REQUESTS FOR COUNSELING & REFERRALS*** (Current average: 35 calls/daily) | 9,200 | 9,000 | 9,000 | 9,200 | 8,000 | 8,000 | 8,000 |
| **ABATEMENTS** | | | | | | | |
| *Domestic Violence Resource Team (DVRT)* | | | | | | | |
| Number of Inquiries* | - | 50 | 76 | 80 | 100 | 100 | 100 |
| Number of Cases Investigated/Dispositioned * | - | 7,032 | 20 | 25 | 50 | 50 | 50 |
| Number of Investigative Hours Expended * | - | | 90 | 113 | 225 | 225 | 225 |
| *Sexual Harassment/Gender Discrimination* | | | | | | | |
| Number of Inquiries * | - | 50 | 40 | 40 | 55 | 55 | 55 |
| Number of Cases Investigated * | - | 20 | 20 | 20 | 5 | 5 | 5 |
| Number of Cases Resolved * | - | 13 | 14 | 14 | 5 | 5 | 5 |
| *Young Women At Risk Violence Intervention Program (YWAR)* | | | | | | | |
| Number of Girls Served * | - | - | 20 | 71 | 71 | 393 | 393 |
| Hours of Facilitation/Instruction Delivered * | - | - | 24 | 450 | 450 | 392 | 392 |
| Volunteer Professional Hours * | - | - | - | 168 | 168 | 168 | 168 |
| Number of Speakers/Special Presentations * | - | - | 2 | 34 | 35 | 103 | 103 |
| Number of Special Events/Enrichment Classes * | - | - | 8 | 18 | 18 | 33 | 33 |
| Mentors/Internships + | - | - | - | - | 10 | 5 | 10 |

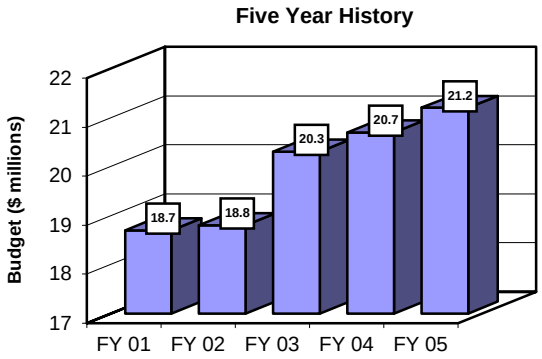
*Workload indicator established in FY1999-00
+New workload indicato

# COMMUNITY DEVELOPMENT DEPARTMENT

2004 - 05 Proposed Budget

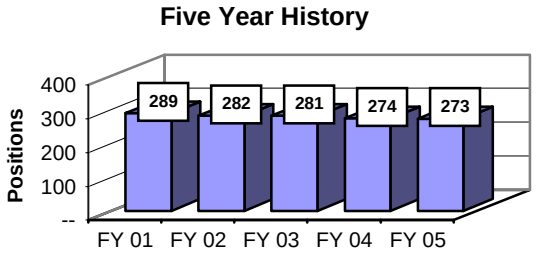
## FUNDING

| | 2003-04 Estimated * | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 18,972,000 | $ 18,726,229 | **$ 19,324,533** | 3.2% |
| Expense | 255,000 | 1,913,300 | **1,892,847** | (1.1)% |
| Equipment | -- | 66,405 | **--** | (100.0)% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 19,227,000** | **$ 20,705,934** | **$ 21,217,380** | 2.5% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 274 | 274 | **273** | (0.4)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 260,125 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Salary Step Plan and Turnover Effect | 274,487 | -- |
| ◆ Proposition 12 Administration (Two resolution authorities) | 127,340 | -- |
| ◆ Los Angeles Homeless Services Authority | (90,600) | (1) |
| ◆ Business Assistance Program Expansion (Four resolution authorities) | 249,034 | -- |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Human Services Activities (LAHSA) | $ 6,166,368 | $ 6,184,005 | $ 17,637 | 88 | 87 | (1) |
| Workforce Development Training and Tech Support Programs | 5,242,159 | 5,322,223 | 80,064 | 64 | 64 | 0 |
| Business Assistance and Development Programs | 3,011,035 | 3,317,615 | 306,580 | 42 | 46 | 4 |
| Youth Opportunity Job Training and Tech Support Programs | 2,060,886 | 2,092,161 | 31,275 | 25 | 25 | 0 |
| Summer Youth Employment | - | 626 | 626 | 0 | 0 | 0 |
| Facilities Capital Projects | 2,046,683 | 2,082,962 | 36,279 | 29 | 29 | 0 |
| CDBG Grants Administration | 1,847,335 | 1,876,108 | 28,773 | 23 | 23 | 0 |
| Proposition 12 | 123,383 | 129,842 | 6,459 | 2 | 2 | 0 |
| Domestic Violence Shelter Operations | 114,550 | 117,052 | 2,502 | 2 | 2 | 0 |
| Day Laborer Program | 93,535 | 94,786 | 1,251 | 1 | 1 | 0 |
| | $ 20,705,934 | $ 21,217,380 | $ 511,446 | 276 | 279 | 3 |

Position totals include Resolution Authorities.

General Administration and Support is included within each services along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 17,280,023 | 598,304 | 17,878,327 |
| Salaries As-Needed | 1,347,223 | - | 1,347,223 |
| Overtime General | 98,983 | - | 98,983 |
| Total Salaries | 18,726,229 | 598,304 | 19,324,533 |
| **Expense** | | | |
| Printing and Binding | 102,380 | - | 102,380 |
| Travel | 38,924 | - | 38,924 |
| Contractual Services | 1,089,525 | (21,942) | 1,067,583 |
| Transportation | 115,418 | 184 | 115,602 |
| Governmental Meetings | 50,960 | - | 50,960 |
| Office and Administrative | 475,791 | 1,305 | 477,096 |
| Operating Supplies | 40,302 | - | 40,302 |
| Total Expense | 1,913,300 | (20,453) | 1,892,847 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 66,405 | (66,405) | - |
| Total Equipment | 66,405 | (66,405) | - |
| Total Community Development | 20,705,934 | 511,446 | 21,217,380 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 147,409 | (26,839) | 120,570 |
| Community Development Trust Fund (Sch. 8) | 10,877,464 | 451,753 | 11,329,217 |
| Community Services Admin. Grant (Sch. 13) | 1,147,120 | 101,820 | 1,248,940 |
| Workforce Investment Act Fund (Sch. 22) | 8,253,057 | (2,960) | 8,250,097 |
| Youth Opportunities Movement (Sch. 29) | 280,884 | (12,328) | 268,556 |
| Total Funds | 20,705,934 | 511,446 | 21,217,380 |
| Percentage Change | | | 2.47% |
| Positions | 274 | (1) | 273 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $260,125*<br>Related Costs: $42,035 | 260,125 | - | 302,160 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $274,487*<br>Related Costs: $44,357 | 274,487 | - | 318,844 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(67,440)*<br>Related Costs: $(10,900) | (67,440) | - | (78,340) |
| 5 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Proposition 12 Per Capita Grant Program staff are continued. See Item 8. Related costs consist of employee benefits.<br>*SG $(145,374)*<br>Related Costs: $(37,275) | (145,374) | - | (182,649) |
| 6 . **Deletion of One-Time Expense Funding**<br>Funding for one-time 2003-04 expense items is deleted.<br>*EX $(2,725)* | (2,725) | - | (2,725) |
| 7 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(66,405)* | (66,405) | - | (66,405) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 8 . **Proposition 12 Administration**<br>Continue funding and resolution position authority for one Management Analyst II and one Accountant II for administration of the Proposition 12 Per Capita Grant Program (Prop. 12 Program). In June 2001, the Community Development Department (CDD) was designated as fiscal agent for the Prop. 12 Program (CF 01-1326). CDD conducts all negotiations, executes grant contracts for the awarded projects, prepares financial documents, and submits payment requests to the State in accordance with the Prop. 12 Program requirements.<br><br>The Prop. 12 Program provides funds to the City for capital outlay projects for the acquisition, development, improvement, rehabilitation, restoration, enhancement and interpretation of local park and recreation lands and facilities.Related costs consist of employee benefits.<br>*SG $119,265; EX $8,075*<br>Related Costs: $33,055 | 127,340 | - | 160,395 |
| **Other Changes or Adjustments** | | | |
| 9 . **Salary Savings Increase**<br>Increase the salary savings rate for the general funded portion of the salary account from its current level of zero percent to one percent. This will impact funding for the administration of the Prop.12 Program. Related costs consist of employee benefits.<br>*SG $(1,192)*<br>Related Costs: $(192) | (1,193) | - | (1,385) |
| 10 . **Expense Reduction**<br>Reduce funding in the Office and Administrative and Contractual Services accounts to reflect a one percent General Fund adjustment and eliminate funds for obsolete contracts.<br>*EX $(25,803)* | (25,803) | - | (25,803) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 353,012 | - | |

## Block Grant Administration

This program coordinates development of the City's yearly Housing and Community Development Block Grant application, including citizen participation; provides grant coordination and support functions to operational units in the areas of reporting, contracting, systems support, risk management, and public information services.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 11 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $7,298 | 53,663 | - | 60,961 |
| **TOTAL BLOCK GRANT ADMINISTRATION** | 53,663 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 3,605,383 | 37 |
| Changes in Salaries, Expense, Equipment and Special | 53,663 | - |
| **2004-05 PROGRAM BUDGET** | 3,659,046 | 37 |

## Training and Job Development

This program administers the City's Workforce Investment Act funds and recommends allocation of these funds by contractual agreements for conducting work experience, classroom and on-the-job training programs for eligible participants.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $17,363 | 472 | - | 17,835 |
| **TOTAL TRAINING AND JOB DEVELOPMENT** | 472 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 5,162,260 | 62 |
| Changes in Salaries, Expense, Equipment and Special | 472 | - |
| **2004-05 PROGRAM BUDGET** | 5,162,732 | 62 |

## Human Services

This program provides for the administration of all grant-funded social programs and some neighborhood development activities.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 13 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $21,893 | 81,602 | - | 103,495 |
| **Priority Service Level** | | | |
| 14 . **Los Angeles Homeless Services Authority**<br>Transfer funding, position authority and contract administration responsibilities for the Los Angeles Homeless Services Authority (LAHSA) from the Community Development Department to the Los Angeles Housing Department. LAHSA provides emergency shelter, outreach and referral, case management, emergency food and hotel voucher services. This transfer involves one Management Analyst II position and corresponding salary and General Administration and Support Program funds. This transfer will result in improved coordination of contracting for emergency shelter assistance and other homeless services. Residents will benefit from this transfer by having immediate access to a broad range of housing-related programs and opportunities. (See Los Angeles Housing Department Item 23.) Related costs consist of employee benefits.<br>*SG $(90,600)*<br>Related Costs: $(21,532) | (90,600) | (1) | (112,132) |
| **TOTAL HUMAN SERVICES** | (8,998) | (1) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 5,586,145 | 79 |
| Changes in Salaries, Expense, Equipment and Special | (8,998) | (1) |
| **2004-05 PROGRAM BUDGET** | 5,577,147 | 78 |

## Financial Management

This program produces, measures and discloses the results of grant financial activity and provides accounting support, including loan administration and collection.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 15 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $10,938 | 40,557 | - | 51,495 |
| **TOTAL FINANCIAL MANAGEMENT** | 40,557 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 3,012,391 | 47 |
| Changes in Salaries, Expense, Equipment and Special | 40,557 | - |
| **2004-05 PROGRAM BUDGET** | 3,052,948 | 47 |

## Economic Development

This program develops and processes proposals for the promotion of commerce and industry through the use of various financial mechanisms and a partnership of public and private resources. The program includes the economic development activities that were formerly administered by the Community Analysis and Planning Program and Human Services Program.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 16 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $9,059 | 77,747 | - | 86,806 |
| **Priority Service Level** | | | |
| 17 . **Business Assistance Program Expansion**<br>Add Community Development Block Grant (CDBG) funding and resolution position authority for one Clerk Typist, one Senior Clerk Typist, one Industrial and Commercial Finance Officer and one Senior Management Analyst I to administer the Business Assistance Program expansion.<br><br>These positions will be responsible for developing and facilitating economic development and business projects by using federally-supported economic initiatives, including Federal Renewal Community and Empowerment Zones, State Enterprise Zones, the City's Sidewalk Vending Program and Business Tax Credit Vouchering operations. Related costs consist of employee benefits.<br>*SG $249,034*<br>Related Costs: $138,751 | 249,034 | - | 387,785 |
| **TOTAL ECONOMIC DEVELOPMENT** | 326,781 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,174,019 | 33 |
| Changes in Salaries, Expense, Equipment and Special | 326,781 | - |
| **2004-05 PROGRAM BUDGET** | 2,500,800 | 33 |

## General Administration and Support

This program provides direction and control for the Community Development Department and includes clerical services, budgeting and accounting functions.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 18 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $4,529 | 98,971 | - | 103,500 |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | 98,971 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,165,736 | 16 |
| Changes in Salaries, Expense, Equipment and Special | 98,971 | - |
| **2004-05 PROGRAM BUDGET** | 1,264,707 | 16 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **BLOCK GRANT ADMINISTRATION** | | | | | | | |
| CUP meetings | 30 | 30 | 20 | 36 | 40 | 40 | 20 |
| Environmental reviews | 852 | 900 | 625 | - | - | - | - |
| Environmental Impact Report monitoring visits | 620 | 600 | 700 | - | - | - | - |
| Insurance documents processed [1] | 2,500 | 5,100 | 6,000 | - | - | - | - |
| Contractors' case management [1] | 450 | 504 | - | - | - | - | - |
| Amendments to Consolidated Plan | 35 | 35 | 53 | 35 | 40 | 40 | - |
| Insurance consultations/needs/training [1] | 1,800 | 1,800 | 2,000 | - | - | - | - |
| Computer Systems admin. & operations: | | | | | | | |
| Service calls | 757 | 1,071 | 1,200 | 1,450 | 1,389 | 1,389 | 1,389 |
| Training classes | 46 | 75 | 156 | 295 | 124 | 250 | 250 |
| Systems modification requests | 36 | 45 | 60 | 90 | 250 | 250 | 250 |
| Administrative Support Services: | | | | | | | |
| On-site print shop photocopying | - | - | 4,468,775 | 5,000,000 | 6,000,000 | 6,000,000 | 6,000,000 |
| Shipments or services received | - | - | 1,488 | 1,550 | 2,900 | 3,200 | 3,360 |
| Distribution of supplies | - | - | 1,410 | 1,480 | 3,200 | 3,400 | 3,570 |
| Budget and procurement: | | | | | | | |
| Encumberances processed | - | - | 1,829 | 1,920 | 2,000 | 2,000 | 4,132 |
| Petty cash request processed | - | - | 681 | 1,260 | 1,400 | 1,400 | 1,400 |
| Travel requests processed | - | - | 109 | 80 | 140 | 140 | 140 |
| Grants Administration: | | | | | | | |
| CDBG eligibility reviews | - | - | 300 | 300 | 300 | 300 | 580 |
| Substantial amendments prepared | - | - | - | - | 40 | 40 | 40 |
| PEP forms reviewed | - | - | - | - | 200 | 200 | 250 |
| Reports generated | - | - | - | - | 20 | 20 | 20 |
| Contracts, amendments, PEPs, & transmittals | - | - | - | - | - | - | - |
| executed | - | - | - | - | 280 | 280 | 280 |
| Committeee meetings/Council briefings attended | - | - | - | - | 30 | 30 | 30 |
| **TRAINING AND JOB DEVELOPMENT** | | | | | | | |
| Grants awarded | 13 | 13 | 14 | 6 | 6 | 6 | 5 |
| Grants administered | 13 | 13 | 14 | 14 | 14 | 14 | 13 |
| Contracts (summer youth and other contracts) | 104 | 104 | 92 | 152 | 152 | 148 | 148 |
| PIC/WIB meetings | 84 | 84 | 84 | 109 | 109 | 170 | 170 |
| RFPs released | 2 | 4 | 5 | 15 | 15 | 14 | 14 |
| Proposals evaluated | 115 | 150 | 150 | 93 | 93 | 87 | 87 |
| Youth Vacation Jobs Participants: | | | | | | | |
| CALWORKS | - | - | - | - | 2,300 | 2,000 | 2,000 |
| General Funded | - | - | - | - | - | - | - |
| **HUMAN SERVICES** | | | | | | | |
| Advisory Board meetings | 410 | 233 | 206 | 215 | 72 | - | - |
| Community safety and disaster training | 5 | 12 | 6 | 6 | - | - | - |
| Community meetings - various projects | 1,448 | 1,600 | - | - | 5 | - | - |
| Grant agreements and amendments | 3 | 3 | 3 | 3 | 5 | - | - |
| RFPs released | 1 | 3 | 3 | 3 | 3 | - | - |
| Proposals evaluated | 90 | 217 | 24 | 20 | - | - | - |
| Committee meetings (including CIPAs) | 124 | 80 | 66 | 66 | 22 | - | - |
| Technical assistance meetings | - | - | 992 | 1,000 | - | - | - |
| Contracts, amendments, workplans, and | | | | | | | |
| expenditure plans prepared: | - | - | 484 | - | - | - | - |
| for Family Development Networks | - | - | - | 66 | 49 | 45 | 45 |
| for Neighborhood Action Programs | - | - | - | 570 | 805 | 423 | 423 |
| for Domestic Violence Shelter Ops. | - | - | - | 96 | 89 | 74 | 74 |
| for Leased Facilities and Loans | - | - | - | 77 | 139 | 141 | 185 |
| for Specially Targeted and New Programs | - | - | - | - | 50 | 39 | 27 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **HUMAN SERVICES** | | | | | | | |
| Contracts-leases processed/monitored | 550 | 425 | 280 | - | - | - | - |
| Public notices/Tech. Assistance Memo. | 260 | 65 | 70 | 65 | 25 | 33 | 28 |
| Grant agreements and amendments | 3 | 3 | 3 | 9 | 11 | 12 | 12 |
| RFPs and RFLQs released | 1 | 3 | 3 | - | 1 | 5 | 1 |
| Proposals evaluated | 90 | 217 | 24 | 20 | - | - | - |
| Committee meetings (including CIPAs/CUP) [2] | 124 | 80 | 66 | - | - | - | - |
| Public hearings conducted [2] | - | 1 | 7 | - | - | - | - |
| Technical assistance meetings/workshops | - | - | 992 | 570 | 3,150 | 3,015 | 2,800 |
| Positive outcome movements recorded for residents seeking self-sufficiency | - | - | 1,060 | 2,602 | 2,332 | 2,500 | 2,500 |
| Grant proposals/Applications prepared | - | - | - | - | 1 | 3 | 5 |
| Reports prepared | - | - | - | - | 352 | 335 | 333 |
| **Neighborhood Development** | | | | | | | |
| Construction meetings | 450 | 500 | 550 | 1,275 | 550 | 550 | 550 |
| Client and Project Team contacts | 173,000 | 138,000 | 75,000 | 38,000 | 3,800 | 3,800 | 3,800 |
| Technical assistance memoranda | 476 | 510 | 890 | 200 | 250 | 250 | 250 |
| Advisory board/Community meetings / Hearings | - | - | 59 | 60 | 49 | 54 | 49 |
| **L.A. Bridges** | | | | | | | |
| Contracts processed | - | - | 257 | 253 | 236 | 226 | 194 |
| Budget/Expenditure plans | - | - | 84 | 89 | 72 | 72 | 63 |
| Monitoring site visits | - | - | 122 | 134 | 126 | 138 | 138 |
| Site visit reports | - | - | 78 | 105 | 100 | 89 | 89 |
| Community meetings: | | | | | | | |
| Collaboratives | - | - | 324 | 328 | 328 | 328 | 328 |
| Neighborhood Advocacy Council | - | - | 348 | 310 | 310 | 54 | 54 |
| Events | - | - | 81 | 93 | 100 | 62 | 62 |
| Technical assistance | | | | | | | |
| # of program staff trained - Operations | - | - | 350 | 48 | 288 | 450 | 106 |
| # of program staff trained - MIS | - | - | 22 | 420 | 82 | 300 | 100 |
| Program participants | | | | | | | |
| Tertiary, Primary/Secondary | - | - | 5,400 | 7,690 | 9,931 | 9,100 | 9,100 |
| LAUSD meetings | - | - | - | - | 140 | - | - |
| Gang intervention staff certification | - | - | - | - | 57 | 75 | 75 |
| JAIBG subgrantee reports prepared | - | - | - | - | 5 | - | - |
| Gang intervention reporting districts | - | - | - | - | 178 | - | - |
| DONE meetings | - | - | - | - | 8 | - | - |
| Request for Proposals processs completed | - | - | - | - | - | - | - |
| LAB II referrals to WorkSource Centers | - | - | - | - | - | 80 | 85 |
| LAB II referrals to jobs, education, training | - | - | - | - | - | 765 | 765 |
| **FINANCIAL MANAGEMENT** | | | | | | | |
| Checks deposited [2] | 5,691 | 6,258 | - | - | - | - | - |
| Financial reports and documents prepared and processed [2] | 42,754 | 43,571 | - | 5,349 | 5,120 | 5,406 | - |
| Active funds managed [2] | 24 | 26 | - | - | - | - | - |
| Fiscal and program income review [2] | 146 | 156 | - | - | - | - | - |
| Loans administered [2] | 237 | 459 | - | - | - | - | - |
| Single audit reports/Audit confirmations [2] | 353 | 359 | - | - | - | - | - |
| Grant payment documents processed [2] | 2,672 | 3,162 | - | - | - | - | - |
| Financial reports prepared & evaluated | 5,244 | 2,106 | 2,235 | 2,320 | 5,761 | 5,844 | 6,015 |
| Revenue/Disbursement documents processed | 38,116 | 54,082 | 60,111 | 44,469 | 41,529 | 43,102 | 43,192 |
| Site visits/Fiscal reviews/Tech. assist. | 346 | 397 | 551 | 223 | 200 | 170 | 195 |
| Single audit reports reviewed/internal audits performed | 190 | 195 | 215 | 369 | 223 | 185 | 170 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **FINANCIAL MANAGEMENT** | | | | | | | |
| Financial management of contracts & loans | 1,193 | 677 | 737 | 1,555 | 2,056 | 3,445 | 3,516 |
| Grants administered/Active funds managed | 54 | 35 | 40 | 28 | 35 | 36 | 36 |
| Technical assistance to agencies | - | - | - | - | 792 | 829 | 860 |
| **ECONOMIC DEVELOPMENT** | | | | | | | |
| Loans serviced, including Section 108 | - | - | - | - | 123 | 137 | 150 |
| Industrial Dev. Bond applications received | 2 | 10 | 12 | 11 | 9 | 8 | 10 |
| Industrial Dev. Bond projects induced | 2 | 8 | 7 | 3 | 3 | 4 | 5 |
| Industrial Dev. Bonds issued | 2 | 2 | 7 | 9 | 4 | 13 | 15 |
| Industrial Dev. Bonds Requests received | - | - | - | - | 34 | 50 | 55 |
| Contracts monitored | 35 | 39 | 67 | 79 | 53 | 52 | 51 |
| Loans processed | - | - | - | - | 43 | 52 | 63 |
| Loans approved | - | - | - | - | 7 | 15 | 20 |
| Loans funded | - | - | - | - | - | 14 | 13 |
| Business Assistance & Outreach | - | - | - | - | 8,631 | 8,989 | 9,439 |
| Seminars/workshops/meetings conducted | 15 | 29 | 112 | 164 | 191 | 204 | 222 |
| Hiring Tax Credit vouchers issued | 647 | 2,300 | 5,826 | 9,275 | 12,634 | 14,000 | 15,400 |
| EITC calls received | - | - | 7,130 | 5,828 | - | - | - |
| Contracts & amendments executed | - | - | - | - | 80 | 79 | 78 |
| **GENERAL ADMINISTRATION AND SUPPORT** | | | | | | | |
| JTPA/WIA complaints processed | 50 | 100 | 150 | 150 | 35 | 45 | 50 |
| Contractors monitored for ADA/EEO compliance | - | 65 | 70 | - | 40 | 40 | 45 |
| Department hiring | - | - | - | 71 | 65 | 100 | 100 |
| Personnel actions taken | - | - | - | 22 | 15 | 28 | 28 |
| Affirmative Action Plan compliance | - | - | - | - | 450 | 500 | 525 |
| Fraud & abuse prevention training | - | - | - | - | 9 | 9 | 5 |
| Fraud & abuse cases | - | - | - | - | 15 | 5 | 5 |
| Civil Rights Center site visits | - | - | - | - | - | 12 | 3 |
| Contractor Training | - | - | - | - | - | 12 | 3 |
| ADA compliance monitoring in City facilities | - | - | - | - | - | 20 | 30 |
| Customer service complaints | - | - | - | - | 20 | 40 | 50 |
| Form 41's processed | - | - | - | - | 860 | 822 | 800 |
| Unfreeze requests processed | - | - | - | - | 54 | 30 | 30 |
| Employee Relations issues | - | - | - | - | 20 | 25 | 30 |
| FMLA requests | - | - | - | - | 21 | 35 | 35 |
| DONE meetings attended | - | - | - | - | 4 | 50 | 4 |
| DONE services provided | - | - | - | - | 50 | 150 | 20 |
| Assist with Council deputy meetings | - | - | - | - | 50 | 36 | 110 |
| Council committee meeting assistance | - | - | - | - | 170 | 150 | 200 |
| Generate Council/Mayor/CLA reports | - | - | - | - | 156 | 156 | 156 |
| Council request assistance | - | - | - | - | 200 | 150 | 300 |
| Department coordination | - | - | - | - | 500 | 520 | 620 |
| IR closure coordination | - | - | - | - | - | 80 | 80 |

[1] Activity discontinued by this program as of 2001-02

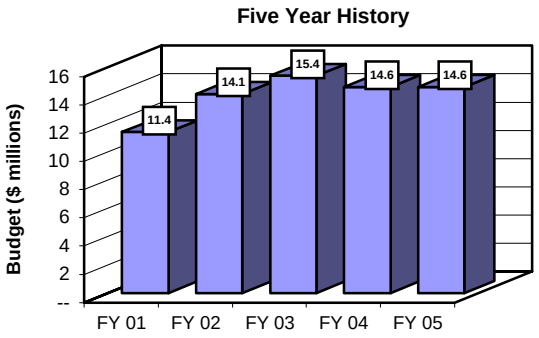
[2] Reclassified to consolidate workload catagories

# CONTROLLER

2004 - 05 Proposed Budget

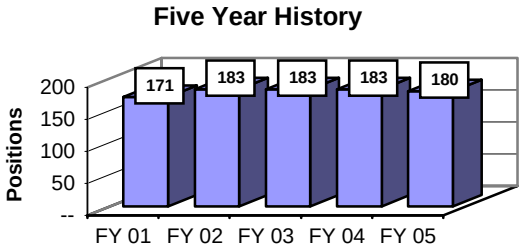
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 13,480,000 | $ 12,685,932 | **$ 12,702,597** | 0.1% |
| Expense | 1,834,000 | 1,828,596 | **1,706,556** | (6.7)% |
| Equipment | 38,000 | 38,000 | **145,000** | 281.6% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 15,352,000** | **$ 14,552,528** | **$ 14,554,153** | 0.0% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 173 | 183 | **180** | (1.6)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 183,241 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Governmental Accounting Standards Board Rule 34 | 214,027 | 3 |
| ◆ Payroll System Replacement (Nine resolution authorities) | 1,449,080 | -- |
| ◆ Airports Financial Accounting/Management System (Four resolution authorities) | 283,130 | -- |
| ◆ Certification and Fiscal Monitoring Program (Two resolution authorities) | 111,181 | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| **Payroll Operations** | | | | | | |
| Payroll Control | $ 1,138,670 | $ 1,128,562 | $ (10,108) | 19 | 17 | (2) |
| Payroll Deductions | 201,335 | 199,518 | (1,817) | 3 | 3 | 0 |
| Payroll Systems | 611,917 | 606,395 | (5,522) | 8 | 7 | (1) |
| Paymaster | 477,213 | 472,906 | (4,307) | 9 | 9 | 0 |
| PaySR Project | 1,675,519 | 1,914,342 | 238,823 | 13 | 15 | 2 |
| **Financial Reporting** | | | | | | |
| GAAP Compliance | 886,850 | 745,821 | (141,029) | 11 | 10 | (1) |
| General Accounting | 431,179 | 427,287 | (3,892) | 7 | 7 | 0 |
| Check Reconciliation | 240,475 | 238,304 | (2,171) | 4 | 4 | 0 |
| Special Projects Unit | 214,750 | 212,813 | (1,937) | 3 | 2 | (1) |
| Cost Allocation Plan | 281,625 | 279,083 | (2,542) | 4 | 4 | 0 |
| Single Audit Financial Reporting | 167,135 | 165,628 | (1,507) | 2 | 2 | 0 |
| **Demand Audit Operations** | | | | | | |
| Funds & Appropriations Administration | 947,600 | 939,049 | (8,551) | 17 | 16 | (1) |
| Financial Management Information System | 875,302 | 867,404 | (7,898) | 10 | 10 | 0 |
| Procurement Demand Audits | 234,920 | 232,799 | (2,121) | 3 | 3 | 0 |
| Fiscal Monitoring of Non-Proprietary Departments | 821,753 | 814,339 | (7,414) | 14 | 14 | 0 |
| Fiscal Monitoring of Proprietary Departments | 1,035,370 | 1,035,197 | (173) | 17 | 17 | 0 |
| Fiscal Certification Monitoring Program Training & Support | 201,815 | 199,993 | (1,822) | 3 | 3 | 0 |
| Fiscal Monitoring of Procurement Cards | 151,618 | 150,251 | (1,367) | 2 | 2 | 0 |
| **Audits** | | | | | | |
| Financial & Compliance Audits | 1,228,405 | 1,217,320 | (11,085) | 17 | 17 | 0 |
| Performance Audits | 1,041,228 | 1,034,525 | (6,703) | 16 | 16 | 0 |
| Audits Information System Support | 284,821 | 282,251 | (2,570) | 5 | 4 | (1) |
| Audits Special Analysis/Investigation | 799,048 | 791,836 | (7,212) | 4 | 4 | 0 |
| Contract Compliance Audits | 603,980 | 598,530 | (5,450) | 9 | 9 | 0 |
| | $ 14,552,528 | $ 14,554,153 | $ 1,625 | 200 | 195 | (5) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 12,604,069 | 7,265 | 12,611,334 |
| Overtime General | 81,863 | 9,400 | 91,263 |
| Total Salaries | 12,685,932 | 16,665 | 12,702,597 |
| **Expense** | | | |
| Printing and Binding | 50,000 | - | 50,000 |
| Contractual Services | 1,481,068 | (127,000) | 1,354,068 |
| Contingent Expense | 55,000 | (25,000) | 30,000 |
| Office and Administrative | 242,528 | 29,960 | 272,488 |
| Total Expense | 1,828,596 | (122,040) | 1,706,556 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 38,000 | 107,000 | 145,000 |
| Total Equipment | 38,000 | 107,000 | 145,000 |
| Total Controller | 14,552,528 | 1,625 | 14,554,153 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 14,098,135 | (115,198) | 13,982,937 |
| Community Development Trust Fund (Sch. 8) | 126,488 | 1,674 | 128,162 |
| HOME Invest. Partnerships Program Fund (Sch. 9) | 31,533 | 3,799 | 35,332 |
| Sewer Construction & Maintenance Fund (Sch 14) | 203,870 | 62,579 | 266,449 |
| Workforce Investment Act Fund (Sch. 22) | 45,102 | 1,562 | 46,664 |
| Proposition A Local Transit Fund (Sch. 26) | 47,400 | 47,209 | 94,609 |
| Total Funds | 14,552,528 | 1,625 | 14,554,153 |
| Percentage Change | | | .01% |
| Positions | 183 | (3) | 180 |

## Accounting For City Funds

This program provides for the execution of the Controller's Charter duties as chief accounting and auditing officer of the City in exercising general supervision over all accounts of officers and boards, prescribing methods and installation of accounting systems, recording and auditing receipts and disbursements, approving demands, protecting appropriations against overdraft and unauthorized purposes, centrally preparing payrolls, maintaining records of payroll deductions, and maintaining custody of all official bonds except that of the Controller.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $183,241*<br>Related Costs: $29,612 | 183,241 | - | 212,853 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $125,520*<br>Related Costs: $20,284 | 125,520 | - | 145,804 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(47,507)*<br>Related Costs: $(7,677) | (47,507) | - | (55,184) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $658,269*<br>Related Costs: $189,068 | 658,269 | - | 847,337 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br><br>Delete:<br>GASB 34 (one position)<br><br>Continue:<br>FAMIS - Los Angeles World Airports (four positions) - See Item 13<br>GASB 34 (three positions) - See Item 14<br>Certification and Fiscal Monitoring (two positions) - See Item 15<br>Payroll System Replacement (nine positions) - See Item 16<br><br>Related costs consist of employee benefits.<br>*SG $(1,124,290)*<br>Related Costs: $(298,832) | (1,124,290) | - | (1,423,122) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 7 . **Deletion of One-Time Expense Funding**<br>One-time funding for 2003-04 expense items is deleted.<br>*EX $(690,040)* | (690,040) | - | (690,040) |
| 8 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(38,000)* | (38,000) | - | (38,000) |
| **Efficiencies** | | | |
| 9 . **Deletion of Funding for Long-Term Vacancies**<br>Eliminate funding for eight Internal Auditors and one Deputy Director of Auditing. As these positions have been vacant for more than one year, no service level impact is anticipated. Position authority is retained to allow management flexibility. Related costs consist of employee benefits.<br>*SG $(574,817)*<br>Related Costs: $(154,909) | (574,817) | - | (729,726) |
| 10 . **Administrative Support and Management Reduction**<br>Reduce funding for management and administrative staff by five percent to reflect efficiencies identified by the Controller. Related costs consist of employee benefits.<br>*SG $(89,114)*<br>Related Costs: $(21,292) | (89,114) | - | (110,406) |
| 11 . **Contract Reduction**<br>Reduce funding for Contractual Services to reflect efficiencies identified by the Controller.<br>*EX $(100,000)* | (100,000) | - | (100,000) |
| 12 . **Information Technology Agency Service Agreement**<br>Transfer funding and regular authority for one Senior Systems Analyst and three Systems Analysts from the Controller to the Information Technology Agency to facilitate the consolidation of server installation and maintenance (excluding PaySR) and personal computer and printer maintenance support (see Information Technology Agency Item 19). Related costs consist of employee benefits.<br>*SG $(278,464)*<br>Related Costs: $(72,564) | (278,464) | (4) | (351,028) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 13 . **Airports Financial Accounting/Management System**<br>Continue funding and resolution position authority for one Fiscal Systems Specialist, one Principal Accountant, one Senior Accountant and one Accountant to support LAWA's Financial, Accounting and Management Information System (FAMIS). These four positions monitor all interfaces between FAMIS and the City's Financial Management Information System, Payroll System and Check Reconciliation System. LAWA has agreed to continue reimbursing the General Fund for these positions. Related costs consist of employee benefits.<br>*SG $283,130*<br>Related Costs: $73,318 | 283,130 | - | 356,448 |
| 14 . **Governmental Accounting Standards Board Rule 34**<br>Continue funding and regular position authority for one Principal Accountant and two Senior Accountants to ensure continued compliance with the Governmental Accounting Standards Board Rule 34 financial reporting model. These three positions prepare the new financial statements that are required under the new financial reporting model. Related costs consist of employee benefits.<br>*SG $214,027*<br>Related Costs: $55,260 | 214,027 | 3 | 269,287 |
| 15 . **Certification and Fiscal Monitoring Program**<br>Continue funding and resolution position authority for one Accounting Records Supervisor and one Accounting Clerk to perform the demand audit functions for the Department of Water and Power (DWP) and the Community Redevelopment Agency (CRA) until they are self-certified by the Controller to perform this function. DWP and CRA have agreed to reimburse the General Fund for these positions until they are self-certified by the Controller. Related costs consist of employee benefits.<br>*SG $111,181*<br>Related Costs: $31,749 | 111,181 | - | 142,930 |
| 16 . **Payroll System Replacement (PaySR)**<br>Continue funding and resolution position authority for one Senior Clerk Typist, one Senior Accountant, two Systems Analysts, four Senior Systems Analysts and one Payroll Supervisor for support of the maintenance and continued development of the Payroll System Replacement (PaySR) project. Funding is included to purchase hardware, software, outside support services and programming expertise. Funding is also provided in the Information Technology Agency's and the Personnel Department's budget for a total direct cost of $3,245,500 (see Information Technology Agency Item 32 and Personnel Department Item 17). Related costs consist of employee benefits.<br>*SG $626,680; SOT $9,400; EX $668,000; EQ $145,000*<br>Related Costs: $163,290 | 1,449,080 | - | 1,612,370 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 17 . **Managed Attrition**<br>Eliminate funding and regular position authority for one Clerk Typist and one Accountant as a result of managed attrition contained in the 2003-04 Adopted Budget. Related costs consist of employee benefits.<br>*SG $(80,591)*<br>Related Costs: $(26,806) | (80,591) | (2) | (107,397) |
| **TOTAL ACCOUNTING FOR CITY FUNDS** | 1,625 | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 14,552,528 | 183 |
| Changes in Salaries, Expense, Equipment and Special | 1,625 | (3) |
| **2004-05 PROGRAM BUDGET** | 14,554,153 | 180 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| Appropriation control items processed | 1,420,411 | 1,352,439 | 1,408,958 | 1,254,634 | 1,409,509 | 1,400,000 | 1,400,000 |
| Demands audited | 2,331,201 | 2,273,861 | 1,991,691 | 2,215,687 | 2,370,302 | 2,370,000 | 2,370,000 |
| Paymaster items processed | 2,338,005 | 2,369,376 | 2,428,699 | 2,365,012 | 2,395,287 | 2,360,000 | 2,360,000 |
| Payroll deduction variations processed | 151,301 | 101,652 | 166,079 | 159,347 | 156,679 | 156,679 | 156,679 |
| Payroll control transactions processed | 7,423,382 | 7,616,458 | 8,590,792 | 8,190,142 | 8,266,660 | 8,200,000 | 8,200,000 |
| Performance audits scheduled ^ | - | - | | 20 | 20 | 20 | 20 |
| Performance audits completed ^ | - | - | 19 | 13 | 12 | 12 | 12 |
| Financial audits scheduled ^ | - | - | | 19 | 19 | 19 | 19 |
| Financial audits completed ^ | - | - | 15 | 13 | 14 | 14 | 14 |
| Special audits scheduled ^ | - | - | | 8 | 8 | 8 | 8 |
| Special audits completed ^ | - | 10 | 10 | 6 | 8 | 8 | 8 |
| Departmental audits completed */** | - | - | | | | | |
| Non-departmental audits completed */** | - | - | | | | | |
| GAAP audits completed */** | - | - | | | | | |
| CRA audits completed */** | - | - | | | | | |
| Scheduled audits */** | - | 9 | | | | | |
| Audit recommendations implemented *** | - | - | | | 85% | 85% | 85% |
| Archives--items filed/retrieved | 445,470 | 529,022 | 471,021 | 472,056 | 469,263 | 460,000 | 460,000 |
| Budget and personnel service items processed | 19,000 | 18,100 | 19,700 | 20,457 | 19,980 | 20,000 | 20,000 |
| Workers' compensation items processed | 246,937 | 245,687 | 258,007 | 255,045 | 256,985 | 256,000 | 250,000 |
| Financial reports prepared or reviewed | 144,125 | 154,466 | 160,563 | 172,635 | 171,548 | 171,000 | 171,000 |
| Single audit schedules reviewed | 314 | 341 | 374 | 382 | 399 | 380 | 380 |
| General ledger/check reconciliation items processed | 1,026,699 | 993,550 | 1,021,793 | 1,103,987 | 1,098,754 | 1,000,000 | 1,000,000 |
| Cost allocation plan analyses performed **** | 2,080 | 2,618 | 2,561 | 2,075 | 2,146 | 2,100 | 2,100 |
| FMIS system enhancement steps completed | 4,460 | 4,013 | 3,554 | 3,654 | 3,996 | 3,900 | 3,900 |
| Fiscal systems projects completed | 464 | 500 | 515 | 512 | 540 | 540 | 540 |
| Grants and travel | 212,194 | 219,554 | 208,778 | 197,056 | 198,638 | 198,000 | 198,000 |

^ New for 2000-01

* From FY 1998 through FY 2000, all audits were categorized as either Scheduled or Special audits.

** Beginning fiscal year 2000-01, all audits will be categorized as Performance, Financial, of Special audits.

*** A percentage of audit recommendations implemented by departments/agencies to be measured beginning fiscal year 2001.

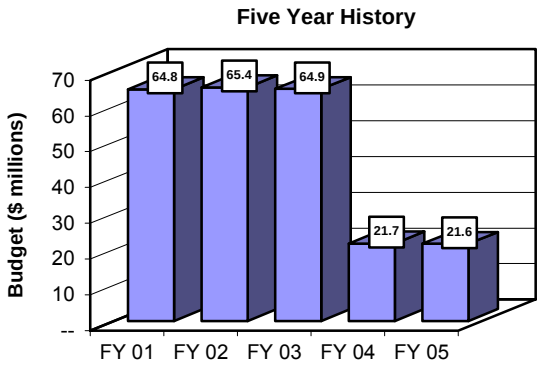
**** Cost Allocation Plan's estimates for fiscal years 2001 and 2002 reflect changes in workunit reporting.

# CONVENTION CENTER

**2004 - 05 Proposed Budget**

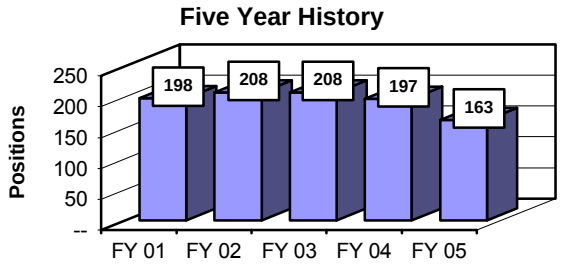
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 13,406,000 | $ 13,204,912 | **$ 13,111,075** | (0.7)% |
| Expense | 7,857,000 | 7,958,821 | **7,941,243** | (0.2)% |
| Equipment | -- | -- | **--** | 100.0% |
| Special | 592,000 | 556,200 | **556,200** | -- % |
| **TOTAL** | **$ 21,855,000** | **$ 21,719,933** | **$ 21,608,518** | (0.5)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 162 | 197 | **163** | (17.3)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 154,256 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | - | -- |
| ◆ Full Funding for Partially Financed Positions | 1,149,106 | -- |
| ◆ Security Consolidation | (732,695) | (27) |
| ◆ Marketing | (52,791) | (1) |
| ◆ Building Maintenance | (241,678) | (4) |
| ◆ Customer Services | (50,970) | (1) |
| ◆ Technical Services | (51,723) | (1) |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Marketing | $ 719,238 | $ 757,536 | $ 38,298 | 9 | 8 | (1) |
| Building Maintenance | 10,984,264 | 11,296,506 | 312,242 | 63 | 59 | (4) |
| Event Services | 810,113 | 914,686 | 104,573 | 14 | 14 | 0 |
| Customer Services | 808,246 | 826,184 | 17,938 | 14 | 13 | (1) |
| Electrical | 3,749,793 | 3,917,133 | 167,340 | 32 | 32 | 0 |
| Parking | 633,018 | 688,545 | 55,527 | 9 | 9 | 0 |
| Event Setup | 746,919 | 788,872 | 41,953 | 12 | 12 | 0 |
| Security | 1,930,659 | 1,058,190 | (872,469) | 27 | 27 | 0 |
| Tech Services | 948,851 | 964,842 | 15,991 | 12 | 11 | (1) |
| Plumbing | 314,747 | 331,440 | 16,693 | 4 | 4 | 0 |
| Recycling | 74,085 | 64,584 | (9,501) | 1 | 1 | 0 |
| | $ 21,719,933 | $ 21,608,518 | $ (111,415) | 197 | 190 | (7) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 9,399,510 | 156,043 | 9,555,553 |
| Salaries As-Needed | 3,151,903 | (223,499) | 2,928,404 |
| Overtime General | 653,499 | (26,381) | 627,118 |
| Total Salaries | 13,204,912 | (93,837) | 13,111,075 |
| **Expense** | | | |
| Printing and Binding | 46,500 | - | 46,500 |
| Contractual Services | 2,819,688 | (8,514) | 2,811,174 |
| Field Equipment Expense | 15,500 | - | 15,500 |
| Maintenance Materials,Supplies & Services | 354,986 | (3,548) | 351,438 |
| Transportation | 6,000 | - | 6,000 |
| Utilities Expense Private Company | 400,000 | - | 400,000 |
| Water and Electricity | 3,832,000 | - | 3,832,000 |
| Electrical Service | 189,300 | - | 189,300 |
| Uniforms | 36,145 | (5,243) | 30,902 |
| Office and Administrative | 95,678 | (273) | 95,405 |
| Operating Supplies | 163,024 | - | 163,024 |
| Total Expense | 7,958,821 | (17,578) | 7,941,243 |
| **Special** | | | |
| Modifications Repairs Addition | 269,000 | - | 269,000 |
| Advertising, Travel & Other Promotion | 175,000 | - | 175,000 |
| Communication Services | 7,500 | - | 7,500 |
| Building Operating Equipment | 64,700 | - | 64,700 |
| Earthquake Reserve Fund | 40,000 | - | 40,000 |
| Total Special | 556,200 | - | 556,200 |
| Total Convention Center | 21,719,933 | (111,415) | 21,608,518 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| General Fund | 2,519,933 | (2,519,933) | - |
| Convention Center Revenue Fund (Sch. 16) | 19,200,000 | 2,408,518 | 21,608,518 |
| Total Funds | 21,719,933 | (111,415) | 21,608,518 |
| Percentage Change | | | -.51% |
| Positions | 197 | (34) | 163 |

## Convention and Exhibition Center

This program provides for the operation, maintenance, and promotion of the Los Angeles Convention Center. The Convention Center is owned by the Los Angeles Convention and Exhibition Center Authority which leases the facility to the City. The lease payment is equal to the amount required each year to pay for the bonds reaching retirement and the interest payments owed on the remaining outstanding bonds. The Convention Center is used for conventions, meetings, trade and consumer shows. These events stimulate local trade and commerce and enable the City to fulfill its role as a major commercial center.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $154,256*<br>Related Costs: $24,928 | 154,256 | - | 179,184 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $(223,379)*<br>Related Costs: $(36,098) | (223,379) | - | (259,477) |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(39,992)*<br>Related Costs: $(6,463) | (39,992) | - | (46,455) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $1,149,106*<br>Related Costs: $185,696 | 1,149,106 | - | 1,334,802 |
| **Efficiencies** | | | |
| 6 . **Security Consolidation**<br>Consolidate security operations into a new Office of Public Safety in the General Services Department. Citywide consolidation of security services will result in cost efficiencies and improved services. Twenty-six positions are transferred and one position is deleted. Resolution authorities and funding for six months are provided in the Convention Center's budget during the transition period from July through December 2004. Related costs consist of employee benefits. (See Unappropriated Balance Item 5.)<br>*SG $(465,237); SOT $(26,381); SAN $(223,499); EX $(17,578)*<br>Related Costs: $(189,894) | (732,695) | (27) | (922,589) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 7 . **Marketing**<br>Reduce funding and eliminate one Secretary position that has been vacant for more than one year. The existing service level will not be impacted. Related costs consist of employee benefits.<br>*SG $(52,791)*<br>Related Costs: $(15,252) | (52,791) | (1) | (68,043) |
| 8 . **Building Maintenance**<br>Reduce funding and eliminate four positions that have been vacant for more than one year. The existing service level will not be impacted. Related costs consist of employee benefits.<br><br>One Maintenance and Construction Helper<br>One Electrician<br>One Senior Electrician<br>One Building Operating Engineer<br>*SG $(241,678)*<br>Related Costs: $(61,704) | (241,678) | (4) | (303,382) |
| 9 . **Customer Services**<br>Reduce funding and eliminate one Principal Clerk position that has been vacant for more than one year. The existing service level will not be impacted. Related costs consist of employee benefits.<br>*SG $(50,970)*<br>Related Costs: $(14,628) | (50,970) | (1) | (65,598) |
| 10 . **Technical Services**<br>Reduce funding and eliminate one Assistant Communications Electrician position that has been vacant for more than one year. The existing service level will not be impacted. Related costs consist of employee benefits.<br>*SG $(51,723)*<br>Related Costs: $(14,184) | (51,723) | (1) | (65,907) |
| **Other Changes or Adjustments** | | | |
| 11 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of five percent to six percent. Related costs consist of employee benefits.<br>*SG $(21,549)*<br>Related Costs: $(3,482) | (21,549) | - | (25,031) |
| **TOTAL CONVENTION AND EXHIBITION CENTER** | (111,415) | (34) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 21,719,933 | 197 |
| Changes in Salaries, Expense, Equipment and Special | (111,415) | (34) |
| **2004-05 PROGRAM BUDGET** | 21,608,518 | 163 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **SCHEDULED EXHIBIT HALL EVENTS** | 100 | 132 | 105 | 81* | 75 | 85 | 85 |
| **OTHER EVENTS **** | 184 | 211 | 220 | 244 | 241 | 210 | 240 |
| **ATTENDANCE AT EVENTS** | 2,356,929 | 2,621,929 | 1,810,266 | 1,927,336 | 1,722,222 | 1,500,000 | 1,570,000 |
| **AUTOS PARKED PROGRAM ***** | 733,543 | 785,575 | 566,949 | 573,939 | 520,529 | 450,000 | 550,000 |
| **UTILIZATION OF EXHIBIT HALLS** | 80% | 84% | 78% | 71% | 63% | 66% | 66% |

* Corrected number. The 2003-04 budget document inadvertently showed 101 exhibit hall events.

** Includes meeting rooms, Petree Hall and Concourse, but does not include filming events.

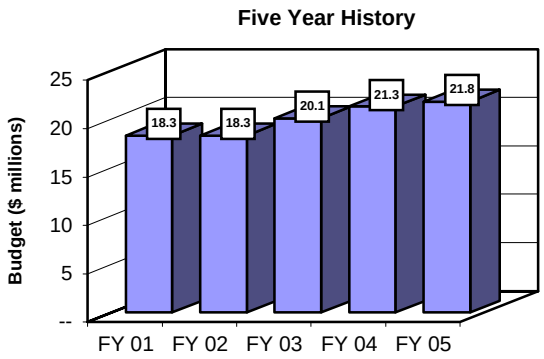
*** During the Democratic National Convention, the Convention Center's parking lots were not open to public parking.

# COUNCIL

2004 - 05 Proposed Budget

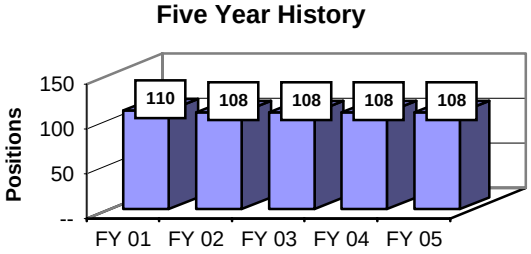
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 19,347,000 | $ 19,347,022 | **$ 20,188,008** | 4.3% |
| Expense | 1,425,000 | 1,425,339 | **1,425,339** | -- % |
| Equipment | 175,000 | 175,000 | **175,000** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 20,947,000** | **$ 20,947,361** | **$ 21,788,347** | 4.0% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 108 | 108 | **108** | -- % |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 384,276 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Salary Step Plan and Turnover Effect | 532,016 | -- |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Council | $ 20,947,361 | $ 21,788,347 | $ 840,986 | 108 | 108 | 0 |
| | $ 20,947,361 | $ 21,788,347 | $ 840,986 | 108 | 108 | 0 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 9,263,120 | 451,621 | 9,714,741 |
| Salaries As-Needed | 10,082,902 | 389,365 | 10,472,267 |
| Overtime General | 1,000 | - | 1,000 |
| Total Salaries | 19,347,022 | 840,986 | 20,188,008 |
| **Expense** | | | |
| Printing and Binding | 196,410 | - | 196,410 |
| Travel | 42,456 | - | 42,456 |
| Contractual Services | 472,603 | - | 472,603 |
| Transportation | 13,869 | - | 13,869 |
| Legislative, Economic or Govt. Purposes | 34,406 | - | 34,406 |
| Contingent Expense | 80,000 | - | 80,000 |
| Office and Administrative | 585,595 | - | 585,595 |
| Total Expense | 1,425,339 | - | 1,425,339 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 175,000 | - | 175,000 |
| Total Equipment | 175,000 | - | 175,000 |
| Total Council | 20,947,361 | 840,986 | 21,788,347 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 20,860,361 | 838,986 | 21,699,347 |
| Proposition A Local Transit Fund (Sch. 26) | 87,000 | 2,000 | 89,000 |
| Total Funds | 20,947,361 | 840,986 | 21,788,347 |
| Percentage Change | | | 4.01% |
| Positions | 108 | - | 108 |

## Legislation and Policy Determination

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $233,032; SAN $151,244*<br>Related Costs: $62,099 | 384,276 | - | 446,375 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $254,736; SAN $277,280*<br>Related Costs: $85,974 | 532,016 | - | 617,990 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(36,147); SAN $(39,159)*<br>Related Costs: $(12,169) | (75,306) | - | (87,475) |
| **TOTAL LEGISLATION AND POLICY DETERMINATION** | 840,986 | - | |

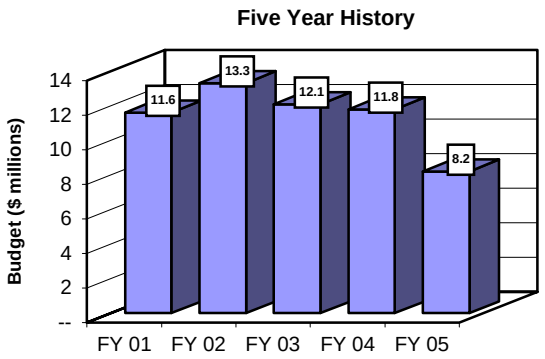
| | | |
|---|---|---|
| 2003-04 Program Budget | 20,947,361 | 108 |
| Changes in Salaries, Expense, Equipment and Special | 840,986 | - |
| **2004-05 PROGRAM BUDGET** | 21,788,347 | 108 |

# CULTURAL AFFAIRS DEPARTMENT

2004 - 05 Proposed Budget

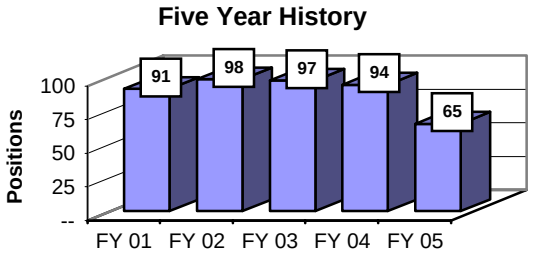
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 5,022,000 | $ 5,021,879 | **$ 3,618,698** | (27.9)% |
| Expense | 1,172,000 | 1,172,644 | **705,923** | (39.8)% |
| Equipment | 12,000 | 11,565 | **--** | (100.0)% |
| Special | 5,592,000 | 5,591,868 | **3,891,868** | (30.4)% |
| **TOTAL** | **$ 11,798,000** | **$ 11,797,956** | **$ 8,216,489** | (30.4)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 87 | 94 | **65** | (30.9)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 69,215 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Special Events Reduction | (1,700,000) | -- |
| ◆ Administrative Support and Marketing Reduction | (1,291,968) | (22) |
| ◆ Special Events Workload Reduction | (644,924) | -- |
| ◆ Transfer of Historic Preservation | (160,314) | (6) |
| ◆ Transfer of Systems Support | (69,300) | (1) |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Grants | $ 3,859,645 | $ 2,656,816 | $ (1,202,829) | 8 | 4 | (4) |
| Community Arts | 3,594,681 | 2,894,154 | (700,527) | 31 | 26 | (5) |
| Public Art | 1,107,060 | 1,058,318 | (48,742) | 10 | 10 | 0 |
| Historic Preservation & Architecture | 793,177 | 493,320 | (299,857) | 21 | 12 | (9) |
| Development & Marketing | 854,767 | - | (854,767) | 10 | 4 | (6) |
| Performing Arts | 1,588,626 | 1,113,881 | (474,745) | 14 | 9 | (5) |
| | $ 11,797,956 | $ 8,216,489 | $ (3,581,467) | 94 | 65 | (29) |

Note: The 2004-05 Proposed Budget includes approximately $160K for Historic Preservation in the Planning Department's budget and $69K for Systems Support Services in the Information Technology Agency's budget.

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 4,386,952 | (1,159,008) | 3,227,944 |
| Salaries As-Needed | 632,108 | (241,354) | 390,754 |
| Overtime General | 2,819 | (2,819) | - |
| Total Salaries | 5,021,879 | (1,403,181) | 3,618,698 |
| **Expense** | | | |
| Printing and Binding | 96,543 | - | 96,543 |
| Contractual Services | 797,325 | (435,835) | 361,490 |
| Transportation | 4,500 | (2,000) | 2,500 |
| Art and Music Expense | 121,451 | - | 121,451 |
| Governmental Meetings | 3,633 | (3,633) | - |
| Office and Administrative | 70,885 | (300) | 70,585 |
| Operating Supplies | 78,307 | (24,953) | 53,354 |
| Total Expense | 1,172,644 | (466,721) | 705,923 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 11,565 | (11,565) | - |
| Total Equipment | 11,565 | (11,565) | - |
| **Special** | | | |
| Special Events I | 2,537,733 | 1,354,135 | 3,891,868 |
| Special Events II | 2,089,135 | (2,089,135) | - |
| Special Events III | 965,000 | (965,000) | - |
| Total Special | 5,591,868 | (1,700,000) | 3,891,868 |
| Total Cultural Affairs | 11,797,956 | (3,581,467) | 8,216,489 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| General Fund | 2,080,534 | (2,080,534) | - |
| Arts & Cult. Fac. & Services Fund (Sch. 24) | 6,978,849 | (1,509,046) | 5,469,803 |
| Arts Development Fee Trust Fund (Sch. 25) | 2,703,573 | 8,113 | 2,711,686 |
| Cultural Affairs Trust Fund (Sch 29) | 35,000 | - | 35,000 |
| Total Funds | 11,797,956 | (3,581,467) | 8,216,489 |
| Percentage Change | | | -30.36% |
| Positions | 94 | (29) | 65 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $69,215*<br>Related Costs: $11,184 | 69,215 | - | 80,399 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $199,832*<br>Related Costs: $32,295 | 199,832 | - | 232,127 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(17,945)*<br>Related Costs: $(2,899) | (17,945) | - | (20,844) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $45,502*<br>Related Costs: $7,353 | 45,502 | - | 52,855 |
| 6 . **Deletion of 2003-04 Equipment**<br>Delete funding for 2003-04 one-time equipment purchases.<br>*EQ $(11,565)* | (11,565) | - | (11,565) |
| **Efficiencies** | | | |
| 7 . **Administrative Support and Marketing Reduction**<br>Eliminate funding and position authority for 22 various positions. The Department staffing is reduced primarily in the administrative and support function, as well as the development and marketing function. The administrative and support staffing will be consistent with the reduced workload in programming as a result of the reduction of funding in Special Events. The development and marketing function will be provided by LA, Inc. Resources are not available to fully fund these services. Related costs consist of employee benefits.<br>*SG $(1,291,968)*<br>Related Costs: $(360,300) | (1,291,968) | (22) | (1,652,268) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 8 . **Special Events Reduction**<br>Reduce funding for Special Events by $1.7 million, which is a 30 percent reduction from the current budget. All grant funding will be accumulated under 10 general categories (e.g., Dance Concerts and Classes, Variety Arts and Education, Museum Programs and Exhibitions, etc.). Funding will be distributed through a competitive process that is supervised by the Department and its panel of judges, with the advice and assistance of the new Council for the Arts. Resources are not available to fully fund these services.<br>*SP $(1,700,000)* | (1,700,000) | - | (1,700,000) |
| 9 . **Special Events Workload Reduction**<br>Reduce funding for salaries and expenses by approximately $645,000 as identified by the Department. Funding level for salaries and expenses will be consistent with the reduced staffing and workload in programming as a result of the reduction of funding in Special Events. Resources are not available to fully fund these services.<br>*SOT $(2,819); SAN $(202,755); EX $(439,350)* | (644,924) | - | (644,924) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (3,351,853) | (22) | |

## City Arts

This program provides instruction in a variety of visual and performing arts, performing arts programs and art exhibitions at City facilities and community locations.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 10 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(50,659) | (850,212) | (4) | (900,871) |
| **TOTAL CITY ARTS** | (850,212) | (4) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 4,035,754 | 38 |
| Changes in Salaries, Expense, Equipment and Special | (850,212) | (4) |
| **2004-05 PROGRAM BUDGET** | 3,185,542 | 34 |

## Communication, Resource & Audience Development

This program provides seminars, workshops and other technical support to community arts organizations and Regional Arts Councils in areas such as arts education, development, marketing, and public relations, and public and private sponsored job programs.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 11 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(93,121) | (353,602) | (6) | (446,723) |
| **TOTAL COMMUNICATION, RESOURCE & AUDIENCE DEVELOPMENT** | (353,602) | (6) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 662,457 | 10 |
| Changes in Salaries, Expense, Equipment and Special | (353,602) | (6) |
| **2004-05 PROGRAM BUDGET** | 308,855 | 4 |

## Public Art

This program provides technical assistance to public and private developers covered by Ordinances No. 164-244 and No. 166, 725 which require an arts component in new developments, and technical and financial support to non-profit organizations and individuals for public cultural events.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $3,937 | (1,589,762) | - | (1,585,825) |
| **TOTAL PUBLIC ART** | (1,589,762) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 4,842,376 | 7 |
| Changes in Salaries, Expense, Equipment and Special | (1,589,762) | - |
| **2004-05 PROGRAM BUDGET** | 3,252,614 | 7 |

## Architectural Design/Historic Preservation

This program provides design review of buildings and structures constructed over or on City property and facilitates the designation of cultural and historic monuments.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 13 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(45,732) | (156,624) | (3) | (202,356) |
| **Efficiencies** | | | |
| 14 . **Transfer of Historic Preservation**<br>Transfer funding and position authority for one Architect from the Department's Architectural Design/Historic Preservation Division to the Planning Department to improve coordination and management of the program. This program is mandated, in part by the Mills Act, by legislation and is a central element in the development and redevelopment of the City. In addition, position authority for five Commissioners in the Cultural Heritage Commission is transferred to the Planning Department. Related expenses are also transferred. (See Planning Item 18). Related costs consist of employee benefits.<br>*SG $(94,344); SAN $(38,599); EX $(27,371)*<br>Related Costs: $(22,128) | (160,314) | (6) | (182,442) |
| **TOTAL ARCHITECTURAL DESIGN/HISTORIC PRESERVATION** | (316,938) | (9) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 608,153 | 19 |
| Changes in Salaries, Expense, Equipment and Special | (316,938) | (9) |
| **2004-05 PROGRAM BUDGET** | 291,215 | 10 |

## General Administration and Support

This program provides overall management and administrative support necessary for operation of the Department.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 15 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(126,792) | (401,653) | (9) | (528,445) |
| **Efficiencies** | | | |
| 16 . **Transfer of Systems Support**<br>Transfer funding and position authority for one Systems Analyst II from the Department's Administrative and Support Services Division to the Information Technology Agency (ITA) to provide systems support services for the Department (See ITA Item 21).<br>Related costs consist of employee benefits.<br>*SG $(69,300)*<br>Related Costs: $(18,084) | (69,300) | (1) | (87,384) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (470,953) | (10) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,649,216 | 20 |
| Changes in Salaries, Expense, Equipment and Special | (470,953) | (10) |
| **2004-05 PROGRAM BUDGET** | 1,178,263 | 10 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **COMMUNITY ARTS DIVISION** | | | | | | | |
| Art Courses offered | 736 | 700 | 750 | 765 | 842 | 850 | 850 |
| Art Class enrollment | 55,108 | 30,000 | 20,000 | 32,225 | 24,200 | 30,000 | 30,000 |
| Art exhibitions presented | 75 | 63 | 66 | 58 | 66 | 66 | 70 |
| Art exhibitions attendance | 47,995 | 50,355 | 50,000 | 47,000 | 55,000 | 65,000 | 75,000 |
| Special Events/Festivals | 167 | 77 | 100 | 104 | 104 | 104 | 104 |
| Special Events/Festival attendance | 403,275 | 375,500 | 400,000 | 410,000 | 484,000 | 490,000 | 500,000 |
| Teacher Training Workshops presented* | 7 | 15 | 2 | 1 | 3 | 5 | 5 |
| Workshops, Programs & School Tours | 613 | 489 | 100 | 125 | 131 | 135 | 135 |
| Workshops, Programs & School Tours-Atten. | 12,143 | 11,630 | 10,000 | 1,750 | 13,200 | 14,000 | 20,000 |
| Hollyhock House: Spec Events & School Tours** | 5 | 43 | - | - | - | - | - |
| Hollyhock House: Spec Events & School Tours Attend*** | 6,996 | 2,500 | - | - | - | - | - |
| Hollyhock House Attendance*** | 20,085 | 10,000 | - | - | - | - | - |
| Public visitation - Watts Towers** | 11,282 | 8,000 | 15,000 | 15,000 | 25,000 | 35,000 | 35,000 |
| Tours, School visits, Spec Events-Watts Towers** | 158 | 478 | 70 | 76 | 100 | 125 | 125 |
| Tours, Exh, Spec Events, Workshops-CAFAM | - | 37 | - | 125 | - | 132 | 132 |
| Tours, Exh, Spec Events, Wrkshps Att-CAFAM | - | 51,000 | - | 68,000 | 47,400 | 50,000 | 55,000 |
| Public art presentations | - | - | 12 | 15 | 13 | 15 | 15 |
| Slide/Perf Art Registries:Number of Artists | 1,246 | 1,300 | 1,500 | 1,525 | 1,700 | 1,800 | 1,800 |
| Slide/Perf Art Reg:Exh/Employment Contracts | 42 | 50 | 65 | 65 | 65 | 65 | 65 |
| Art Partner Site Visit/Contract Compliance | - | - | 50 | 72 | 65 | 65 | 65 |
| YOUTH, ARTS & EDUCATION | | | | | | | |
| Artist Grants/contracts awarded | 58 | 58 | 50 | 58 | 58 | 58 | 60 |
| Community outreach to artists/agencies (# contacted) | 700 | 850 | 850 | 850 | 850 | 850 | 850 |
| Outreach workshops & seminars (# served) | 875 | 900 | 900 | 900 | 1,000 | 1,000 | 1,000 |
| Inter-agency/advocacy outreach | 10 | 12 | 15 | 15 | 15 | 20 | 20 |
| Contract compliance monitoring | 35 | 35 | 45 | 45 | 50 | 50 | 50 |
| **PERFORMING ARTS DIVISION** | | | | | | | |
| Music/Theater Programs presented + | 433 | 473 | 604 | - | 635 | 375 | 292 |
| Music/Theater Programs attendance + | 65,067 | 75,180 | 94,800 | 87,400 | 85,000 | 50,000 | 45,100 |
| THEATERS | | | | | | | |
| Madrid - Events | - | 150 | 151 | 130 | 125 | 50 | 50 |
| Madrid - Event Attendance | - | 25,000 | 17,500 | 18,000 | 15,000 | 5,000 | 5,000 |
| Warner Grand - Events | - | 36 | 151 | 130 | 100 | 100 | 200 |
| Warner Grand - Event Attendance | - | 16,200 | 17,500 | 18,000 | 15,000 | 15,000 | 35,000 |
| LATC - Events | - | 200 | 151 | 301 | 340 | 175 | 30 |
| LATC - Event Attendance | - | 31,600 | 42,300 | 34,380 | 45,000 | 22,000 | 4,500 |
| Tours - All Theaters``` | - | 111 | 151 | 130 | 70 | 293 | 12 |
| Tour Attendance - All Theaters``` | - | 2,991 | 17,500 | 18,000 | 10,000 | 7,500 | 600 |
| PROGRAMS | | | | | | | |
| Sundays Live | - | 52 | 50 | 50 | 50 | 50 | - |
| Sundays Live - Live Attendance | - | 26,000 | 25,000 | 25,000 | 25,000 | 25,000 | - |
| Sundays Live - Radio Audience | - | 520,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| Senior Series/Trust Fund/Special Events@ | - | 261 | 290 | 350 | 140 | 50 | 50 |
| Senior Series/Trust Fund/Spec Events - Attend.@ | - | 380,000 | 415,000 | 450,000 | 410,000 | 100,000 | 100,000 |
| **MARKETING AND DEVELOPMENT** | | | | | | | |
| **(formerly Services to the Field; function will be provided by LA, Inc. beginning in 2004-05)** | | | | | | | |
| DEVELOPMENT: Grants/Fundraising | | | | | | | |
| Govt. Agency Grant Funds Applied For* | - | $ 1,500,000 | $ 25,000 | $ 25,000 | $ 30,000 | $ 125,000 | $ 60,000 |
| Private Grant Funds Applied For* | - | $ 280,000 | $ 38,145 | - | - | $ 725,000 | $ 75,000 |
| Donors Solicited* | - | - | 2 | 3 | 5 | 40 | 20 |
| Marketing: Outreach/Festivals/Media/Public Relations/Graphic Design | | | | | | | |
| Constituent Outreach | - | 4,500,000 | 700,000 | 700,000 | 821,000 | 1,400,000 | 1,500,000 |
| Festivals | - | - | 160 | 160 | 185 | 330 | 350 |
| Press Releases | - | - | 170 | 175 | 175 | 200 | 200 |
| Graphic Projects (Printed and Web) | - | - | 113 | 115 | 115 | 240 | 250 |
| Community Calendars | - | - | 12 | 12 | 12 | 12 | 15 |

* Revised workload indicator
** Reopened for public tours in October 2001; closed in 2003-04 & 2004-05
*** Closed for rehabilitation 3/1/00-5/1/03; closed in 2003-04 & 2004-05
\+ Figures listed below by facility
``` Warner Grand Theatre closed for renovations in 2001-02; reopened in 2002-03.
New program instituted with Target Stores at Madrid will increase attendance in 2002-03.
@ Senior Series budget reduced in mid-year 2002-03 and program was reorganized
```

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **ARCHITECTURAL DESIGN/HISTORIC PRESERVATION PROGRAM** | | | | | | | |
| **(Historic Preservation, Mills Act & Cultural Heritage Commission are transferred to Planning in 2004-05)** | | | | | | | |
| Architectural/street lighting plans reviewed | 224 | 120 | 669 | 786 | 840 | 900 | 990 |
| Cultural monument applications reviewed | 16 | 20 | 18 | 27 | 40 | 60 | 66 |
| Cultural monument designations | 11 | 10 | 14 | 16 | 30 | 50 | 55 |
| Historical Preservation Overlay Zone applications | 4 | 2 | 1 | 2 | 5 | 5 | 6 |
| Monument applications denied** | - | - | 5 | 5 | 10 | 10 | 11 |
| Sites inspected (citywide) | 29 | 20 | 26 | 32 | 50 | 60 | 66 |
| Professional inspections - Watts Towers | 87 | 60 | 54 | 88 | 68 | 60 | 70 |
| Hist. Property Contracts Applic. Processed* | 58 | 98 | 182 | 190 | 210 | 225 | 250 |
| Hist. Property Contracts Applic. Executed** | - | - | 17 | 33 | 41 | 45 | 50 |
| Hist. Property Contracts Exemption Req. (CHC)** | - | - | 1 | 6 | 13 | n/a | 35 |
| Hist. Property Contracts Monitor Inspections* | - | 80 | 80 | 140 | 215 | n/a | 120 |
| Hist. Property Contracts plans/permits issued** | - | - | 5 | 18 | 30 | 45 | 60 |
| Restoration proj @ CAD historic sites** | - | - | 3 | 2 | 3 | 1 | 1 |
| Req to photograph @ CAD historic sites** | - | - | 20 | 40 | 23 | 40 | 66 |
| Scholars/writers visits to CAD historic sites** | - | - | 17 | 24 | 7 | 25 | 30 |
| Grant applications for CAD historic sites** | - | - | 2 | 2 | 1 | 3 | 2 |
| **PUBLIC ART** | | | | | | | |
| REGIONAL ARTS COUNCILS (canceled) | | | | | | | |
| Community outreach (number contacted) | 410 | - | - | - | - | - | - |
| Newsletters produced | 1 | - | - | - | - | - | - |
| Grant apps, contracts, final reports processed | 4 | - | - | - | - | - | - |
| Community workshops conducted | 3 | - | - | - | - | - | - |
| PRIVATE PERCENT FOR ART (Arts Development Fee) | | | | | | | |
| Private Projects managed | 108 | 100 | 65 | 75 | 88 | 85 | 85 |
| PUBLIC PERCENT FOR ART (Public Works Improvements Arts Program) | | | | | | | |
| PWIAP Projects managed/monitored | 75 | 91 | 106 | 74 | 76 | 99 | 98 |
| Community outreach (number contacted) | 9,000 | 12,000 | 9,000 | 7,740 | 11,380 | 7,440 | 3,860 |
| CITY ART COLLECTION/MURALS | | | | | | | |
| Murals completed | 15 | 36 | 24 | 9 | 8 | 1 | - |
| Murals restored | 15 | 3 | 8 | 12 | 32 | 28 | 15 |
| Donations to City art collection | - | 8 | - | 1 | 2 | 2 | 5 |
| Artwork conservation projects | - | 18 | 10 | 32 | 8 | 2 | - |
| Artworks loaned/returned from loan | - | 180 | 280 | 285 | 200 | 200 | 250 |
| Artwork condition assessment | - | 100 | 125 | 4 | 23 | 5 | - |
| Mural condition assessment | - | 5 | 6 | 48 | 21 | 25 | 20 |
| Educational Publications** | - | - | - | 3 | 1 | - | - |
| Educational Outreach** | - | - | - | 5,000 | 3,000 | 1,000 | 1,000 |
| Permits Issued** | - | - | - | 31 | 30 | 21 | 26 |
| Artwork Framed** | - | - | - | 50 | 20 | 3 | - |
| Neon Signs Restored** | - | - | - | - | 2 | 2 | 2 |
| Artworks appraised | - | - | - | 368 | 332 | 200 | - |
| GRANTS | | | | | | | |
| Cultural & Regional Community Outreach | 31 | 35 | 31 | 31 | 36 | 38 | 36 |
| Cultural & Regional Grant Applications | 363 | 371 | 410 | 410 | 395 | 400 | 439 |
| Panel Judging Sessions | 34 | 26 | 27 | 27 | 27 | 30 | 30 |
| Commission Judging Sessions | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Cultural & Regular Grant Contracts Amendments/Extensions | 156 | 160 | 175 | 168 | 175 | 150 | 100 |
| Contract compliance | 75 | 37 | 50 | 48 | 50 | 60 | 60 |
| CULTURAL AFFAIRS FACILITIES PROGRAM | | | | | | | |
| Total facilities maintained & Improved | - | - | 30 | 30 | 32 | 32 | 32 |
| Construction and Capital Projects in progress + | - | - | - | 12 | 12 | 12 | 12 |
| Value of Prop K Capital Projects in progress # | - | - | - | $ 7,000,000 | $ 17,000,000 | $ 15,400,000 | $ 15,400,000 |

* Revised workload indicator

** New workload indicator

\+ Workload indicator was not established in 2000

\# Workload indicator for the value of Prop K capital projects in construction was not established until 2000-01

Note: 2004-05 Estimates to be determined by the Department after specific reductions are finalized.

## PERFORMANCE MEASURES

**From LASTAT**

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| No. of grant contracts to purchase services | * | * | * | * | * | 150 | 150 |
| No. served, Community Arts | * | * | * | * | * | 687,650 | 687,650 |
| No. of constituent outreach | * | * | * | * | * | 1,400,000 | 1,400,000 |
| No. of Historic Preservation and Architecture transactions | * | * | * | * | * | 1,464 | 1,464 |
| No. of Public Art Projects | * | * | * | * | * | 662 | 662 |

* Data is not available

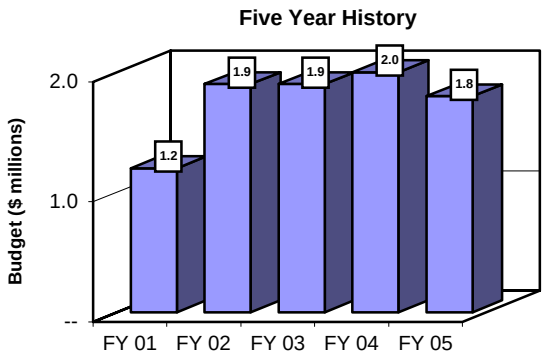
Note: 2004-05 Estimates to be determined by the Department after specific reductions are finalized.

# DEPARTMENT ON DISABILITY

2004 - 05 Proposed Budget

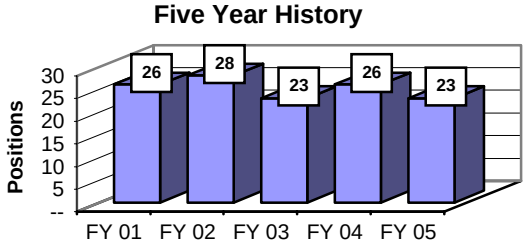
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 1,618,000 | $ 1,613,075 | **$ 1,378,351** | (14.6)% |
| Expense | 528,000 | 383,850 | **353,850** | (7.8)% |
| Equipment | -- | -- | **--** | -- % |
| Special | 50,000 | 50,000 | **50,000** | -- % |
| **TOTAL** | **$ 2,196,000** | **$ 2,046,925** | **$ 1,782,201** | (12.9)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 26 | 26 | **23** | (11.5)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 16,507 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | - | -- |
| ◆ Office of AIDS Coordinator (Five resolution authorities) | 414,596 | -- |
| ◆ Computer Information and Referral Service (Two resolution authorities) | 143,516 | -- |
| ◆ Disability Program | (184,164) | (3) |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Americans with Disabilities Act Compliance - Oversee City facility modifications | $ 161,969 | $ 161,969 | $ - | 2 | 2 | 0 |
| Administer City employee special adaptive equipment and personal assistants program | 188,447 | 188,447 | - | 1 | 1 | 0 |
| Facilitate Sign Language Interpreters for Departments and public | 146,592 | 71,887 | (74,705) | 2 | 1 | (1) |
| Technical assistance Training for City Departments | 108,855 | 108,855 | - | 1 | 1 | 0 |
| American with Disabilities Act - related training for City Departments and Neighborhood Councils | 192,005 | 109,480 | (82,525) | 2 | 2 | 0 |
| Information, Assistance and Referral Services to City and non-city services | 238,883 | 170,136 | (68,747) | 3 | 2 | (1) |
| Targeted AIDS Prevention and Education | 207,641 | 207,641 | - | 2 | 2 | 0 |
| AIDS Policy, Planning and Community-Based Organization Building | 268,386 | 268,386 | - | 3 | 3 | 0 |
| AIDS Research Studies | 175,410 | 175,410 | - | 3 | 3 | 0 |
| Coordination of the City's Occupational Trainee | 26,160 | 26,160 | - | 1 | 1 | 0 |
| Community Outreach and Education Program | 185,150 | 185,150 | - | 2 | 2 | 0 |
| Commission on Disability | 147,427 | 108,680 | (38,747) | 11 | 10 | (1) |
| | $ 2,046,925 | $ 1,782,201 | $ (264,724) | 33 | 30 | (3) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 1,603,475 | (234,724) | 1,368,751 |
| Salaries As-Needed | 9,600 | - | 9,600 |
| Total Salaries | 1,613,075 | (234,724) | 1,378,351 |
| **Expense** | | | |
| Printing and Binding | 15,500 | - | 15,500 |
| Travel | 6,500 | - | 6,500 |
| Contractual Services | 315,400 | (30,000) | 285,400 |
| Governmental Meetings | 2,200 | - | 2,200 |
| Office and Administrative | 44,050 | - | 44,050 |
| Operating Supplies | 200 | - | 200 |
| Total Expense | 383,850 | (30,000) | 353,850 |
| **Special** | | | |
| AIDS Prevention Program | 50,000 | - | 50,000 |
| Total Special | 50,000 | - | 50,000 |
| Total Department on Disability | 2,046,925 | (264,724) | 1,782,201 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 1,381,779 | (264,724) | 1,117,055 |
| Community Development Trust Fund (Sch. 8) | 665,146 | - | 665,146 |
| Total Funds | 2,046,925 | (264,724) | 1,782,201 |
| Percentage Change | | | -12.93% |
| Positions | 26 | (3) | 23 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $16,507*<br>Related Costs: $2,668 | 16,507 | - | 19,175 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $9,549*<br>Related Costs: $1,543 | 9,549 | - | 11,092 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(4,280)*<br>Related Costs: $(692) | (4,280) | - | (4,972) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $4,698*<br>Related Costs: $759 | 4,698 | - | 5,457 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits<br><br>Continue:<br>Computer Information and Referral service (Two positions) - See Item 9.<br>Office of AIDS Coordinator (Five positions) - See Item 11.<br>*SG $(512,946); SAN $(9,600); SP $(50,000); EX $(92,600)*<br>Related Costs: $(82,892) | (665,146) | - | (748,038) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (638,672) | - | |

## Disability

This program provides for the operation and administration of the Department on Disability including: overseeing compliance with the Americans with Disabilities Act; providing training and assistance for compliance with disability law; and managing federal and State grants.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 7 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(18,276) | (146,709) | - | (164,985) |
| **Priority Service Level** | | | |
| 8 . **Disability Program**<br>Reduce funding and eliminate position authorities. Resources are not available to fully fund this service. Related costs consist of employee benefits.<br>*SG $(154,164); EX $(30,000)*<br>Related Costs: $(45,576) | (184,164) | (3) | (229,740) |
| **Service Level** | | | |
| 9 . **Computer Information and Referral Service**<br>Provide funding to continue one Management Analyst I position and one Management Analyst II position on resolution authority to support the Department's computer referral program. The program enables the Department to provide referrals for disabled services, such as housing, emergency shelter, accessible transportation, employment and recreation opportunities, to persons with disabilities and others upon request. Funding is provided from the Community Development Block Grant. Related costs consist of employee benefits.<br>*SG $131,316; SAN $9,600; EX $2,600*<br>Related Costs: $34,992 | 143,516 | - | 178,508 |
| **TOTAL DISABILITY** | (187,357) | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,469,489 | 24 |
| Changes in Salaries, Expense, Equipment and Special | (187,357) | (3) |
| **2004-05 PROGRAM BUDGET** | 1,282,132 | 21 |

## AIDS Coordination

This program provides for the operation and administration of services to persons with AIDS and ensures full access for persons with AIDS to public and private facilities and programs.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 10 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(60,338) | (491,963) | - | (552,301) |
| **Service Level** | | | |
| 11 . **Office of AIDS Coordinator**<br>Provide funding to continue two Management Analyst I positions, one Management Analyst II position, one Management Assistant position and one Clerk Typist position on resolution authority to staff the Office of AIDS Coordinator. The Office administers the City's AIDS Prevention Program, Women and AIDS Prevention and Treatment and media outreach efforts. Funding is provided from the Community Development Block Grant. Related costs consist of employee benefits.<br>*SG $274,596; SP $50,000; EX $90,000*<br>Related Costs: $78,816 | 414,596 | - | 493,412 |
| **TOTAL AIDS COORDINATION** | (77,367) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 577,436 | 2 |
| Changes in Salaries, Expense, Equipment and Special | (77,367) | - |
| **2004-05 PROGRAM BUDGET** | 500,069 | 2 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-2000 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **DEPARTMENT ON DISABILITY** | | | | | | | |
| **Computerized Information Center** | | | | | | | |
| Processing Blue Curb requests | 15 | 30 | 82 | 117 | 100 | 100 | 100 |
| Processing curb cuts requests | 15 | 30 | 8 | 4 | 2 | 3 | 3 |
| Constituents served | 800 | 840 | 760 | 760 | 703 | 720 | 720 |
| Training sessions | 12 | 15 | 6 | 3 | 3 | 3 | 3 |
| Counseling Sessions | 450 | 500 | 341 | 148 | 120 | 110 | 110 |
| Crisis Intervention | 350 | 270 | 265 | 88 | 105 | 100 | 100 |
| **Job Training and Placement Programs**** | | | | | | | |
| Applications reviewed and processed | 300 | 325 | - | - | - | - | - |
| Constituents served | 300 | 300 | - | - | - | - | - |
| Clients placed into employment/training | 40 | 60 | - | - | - | - | - |
| **ADA Compliance** | | | | | | | |
| Technical Assistance re ADA Transaction Plan | 45 | 30 | 30 | 30 | 30 | 20 | 20 |
| Processing 504/ADA funds requests | 20 | 25 | 23 | 30 | 30 | 20 | 20 |
| Training sessions for City departments | 25 | 20 | 24 | 40 | 40 | 30 | 30 |
| Staff training sessions | 3 | 4 | 4 | 1 | 1 | 1 | 1 |
| Research and Development Project | 1 | 1 | 4 | - | - | - | - |
| ADA Oversight Meetings | 20 | 20 | 6 | 8 | 8 | 4 | 3 |
| ADA Technical Assistance | 20 | 20 | 6 | 20 | 20 | 50 | 50 |
| **Commission on Disability** | | | | | | | |
| Public hearings | 1 | 3 | 3 | 2 | 1 | 3 | 2 |
| City-wide projects | 2 | 1 | 1 | - | - | - | - |
| **Human Services+** | | | | | | | |
| AIDS Coordinator's Office: | | | | | | | |
| Community/Public Meetings | 284 | 350 | 200 | 100 | 100 | 60 | 80 |
| Report preparation/prevention | 285 | 350 | 200 | 35 | 35 | 30 | 35 |
| Mailings and Distributions | 1,000 | 2,000 | 1,000 | 25 | 30 | 30 | 35 |
| Technical Assistance Projects | - | - | 25 | 15 | 15 | 12 | 15 |
| AIDS Prevention Projects | - | - | 6 | 9 | 9 | 9 | 9 |
| Special Research Projects | - | - | 4 | 2 | 2 | 2 | 2 |
| Transmittals/Reports | - | - | 25 | 5 | 5 | 5 | 5 |
| Conference/Special Events | - | - | 6 | 1 | 1 | 1 | 1 |

**Disability has discontinued their Job Training and Placement Programs effective July 1999.

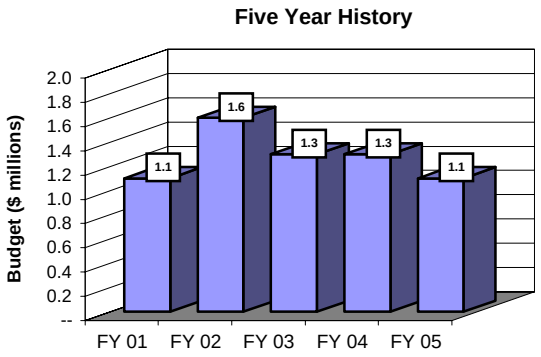
+ All Human Services workload indicators are new to Disability and transferred with the Office of the AIDS Coordinator.

# EMERGENCY PREPAREDNESS DEPARTMENT

2004 - 05 Proposed Budget

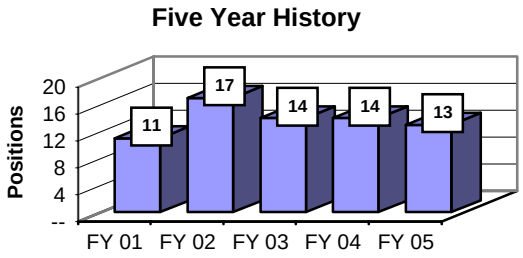
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 1,362,000 | $ 1,244,260 | **$ 1,088,650** | (12.5)% |
| Expense | 26,000 | 41,540 | **41,140** | (1.0)% |
| Equipment | -- | -- | **--** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 1,388,000** | **$ 1,285,800** | **$ 1,129,790** | (12.1)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 12 | 14 | **13** | (7.1)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 17,788 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Emergency Preparedness Reduction | (99,804) | (1) |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Department Administration and EOB Support | $ 328,233 | $ 206,657 | $ (121,576) | 4 | 3 | (1) |
| Planning | 291,326 | 280,692 | (10,634) | 3 | 3 | 0 |
| Training and Community Preparedness | 374,915 | 361,749 | (13,166) | 4 | 4 | 0 |
| Facilities | 291,326 | 280,692 | (10,634) | 3 | 3 | 0 |
| | $ 1,285,800 | $ 1,129,790 | $ (156,010) | 14 | 13 | (1) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 1,239,760 | (155,610) | 1,084,150 |
| Overtime General | 4,500 | - | 4,500 |
| Total Salaries | 1,244,260 | (155,610) | 1,088,650 |
| **Expense** | | | |
| Printing and Binding | 5,000 | (50) | 4,950 |
| Contractual Services | 5,040 | (50) | 4,990 |
| Governmental Meetings | 500 | - | 500 |
| Office and Administrative | 30,000 | (300) | 29,700 |
| Operating Supplies | 1,000 | - | 1,000 |
| Total Expense | 41,540 | (400) | 41,140 |
| Total Emergency Preparedness | 1,285,800 | (156,010) | 1,129,790 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 1,030,953 | (181,164) | 849,789 |
| Disaster Assistance Trust Fund (Sch 37) | 254,847 | 25,154 | 280,001 |
| Total Funds | 1,285,800 | (156,010) | 1,129,790 |
| Percentage Change | | | -12.13% |
| Positions | 14 | (1) | 13 |

## Emergency Preparedness

This program provides for preparation for and recovery from City-wide emergencies by coordinating the responsibilities of the City's Emergency Operations Organization.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $17,788*<br>Related Costs: $(2,875) | 17,788 | - | 14,913 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $(59,414)*<br>Related Costs: $(9,255) | (59,414) | - | (68,669) |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(4,612)*<br>Related Costs: $(745) | (4,612) | - | (5,357) |
| **Efficiencies** | | | |
| 5 . **Emergency Preparedness Reduction**<br>Reduce funding and eliminate position authority for Emergency Preparedness Coordinator II position. Resources are not available to fund this position. Existing service levels will not be impacted. Related costs consist of employee benefits.<br>*SG $(99,804)*<br>Related Costs: $(23,016) | (99,804) | (1) | (122,820) |
| **Other Changes or Adjustments** | | | |
| 6 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(400)* | (400) | - | (400) |
| 7 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of one percent to two percent. Related costs consist of employee benefits.<br>*SG $(9,568)*<br>Related Costs: $(1,546) | (9,568) | - | (11,114) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 8. **Accounting Support**<br>Delete position authority for one vacant Senior Clerk Typist, and replace with position authority for one Accounting Clerk I. This will provide proper staffing for handling the Department's payroll, timekeeping, bill paying, and purchasing responsibilities. | - | - | - |
| **TOTAL EMERGENCY PREPAREDNESS** | (156,010) | (1) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,285,800 | 14 |
| Changes in Salaries, Expense, Equipment and Special | (156,010) | (1) |
| **2004-05 PROGRAM BUDGET** | 1,129,790 | 13 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **General Administration/Emergency Operations** | | | | | | | |
| **Board Support** | | | | | | | |
| Emergency Operations Board (EOB) Meetings Coordinate | | | 8 | 7 | 6 | 6 | 6 |
| Emergency Management Committe (EMC) Meetings Coordinate | | | 12 | 12 | 12 | 12 | 12 |
| Budget Subcommittee Mtgs. Coordinate | | | 10 | 11 | 11 | 11 | 11 |
| City Dept. Budget Requests Reviewe | | | 80 | 100 | 100 | 107 | 100 |
| Formal Reports Prepared for Mayo Council and EOB | | | 50 | 40 | 40 | 40 | 40 |
| Informal Reports Prepared for Mayo Council and EOB | | | 150 | 150 | 200 | 200 | 250 |
| Emergency Preparedness Commissio (EPC) Meetings Attende | | | 30 | 30 | 30 | 30 | 30 |
| **Emergency Operations Center (EOC) Readiness** | | | | | | | |
| EOC Workstation Computers Upgrade | | | 25 | 75 | 30 | 90 | 45 |
| Upgrades to EOC Software | | | 1 | 2 | 1 | 2 | 2 |
| EOC Facilities Remodele | | | 1 | 1 | 2 | 2 | 1 |
| EOC Connectivity and Communication Systems Upgrades | | | 1 | 1 | 1 | 2 | 1 |
| Revisions to EOC Responder Guide and/o Reference Materials | | | 2 | 1 | 1 | 1 | 1 |
| EOC Responders Trained (Orientation Lvl | | | 100 | 150 | 100 | 120 | 150 |
| EOC Responders Trained (Systems Use | | | 225 | 250 | 250 | 250 | 350 |
| EOC Responders Trained (Section Lvl) | | | 125 | 100 | 125 | 125 | 150 |
| EOC Responders Participating in Exercise | | | 100 | 150 | 150 | 175 | 500 |
| EOC Facilities Subcommittee Mtgs. Coordinated | | | 11 | 12 | 12 | 12 | 12 |
| **Emergency Preparedness Planning** | | | | | | | |
| Updates to the Emergency Operations Maste Plan and Procedures | | | 2 | 2 | 2 | 2 | 4 |
| New Annexes to the Emergency Operation Master Plan and Procedures | | | 1 | - | 1 | 2 | 1 |
| Planning Subcommittee Mtgs. Coordinate | | | 10 | 12 | 12 | 24 | 36 |
| Inter-Agency Planning Mtgs. Attende | | | 20 | 20 | 20 | 20 | 20 |
| Departmental Emergency Plans Reviewe | | | 25 | 40 | 40 | 45 | 45 |
| Review Proposed State and Federa Legislatior | | | 10 | 8 | 15 | - | - |
| Recovery and Reconstruction Subcommitte Meetings Coordinate | | | | | | 12 | 12 |
| Terrorism Working Group Subcommitte Meetings Coordinate | | | | | | 24 | 24 |
| Emergency Management Accredidatior Program Meetings Coordinate | | | | | | 12 | 24 |
| **Emergency Preparedness Training** | | | | | | | |
| Inter-Departmental OES/Outside Trainin Requests Reviewe | | | 150 | 150 | 165 | 175 | 225 |
| Inter-Departmental OES/Outside Trainin Funded | | | 125 | 115 | 140 | 152 | 200 |
| City Dept Training Requests Reviewe | | | 2 | 1 | 2 | 5 | 8 |
| Citywide Exercises Conducte | | | 2 | 5 | 1 | 3 | 6 |
| Inter-Departmental Exercises Conducte | | | 4 | 4 | 4 | 12 | 14 |
| Offsite, Multi-day Inter-Departmenta Workshops Conducted | | | 1 | 1 | 1 | 1 | 1 |
| Training Subcommittee Mtgs. Coordinate | | | 10 | 12 | 12 | 12 | 12 |

# INDICATORS OF WORKLOAD (Continued)

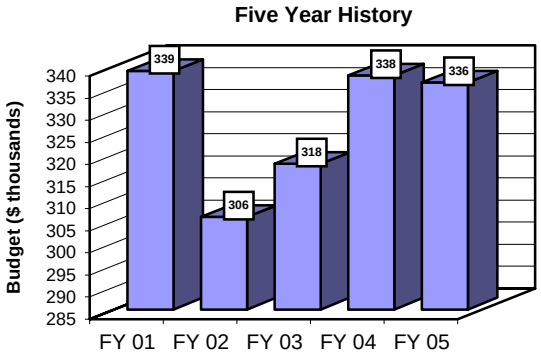
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **Inter-Agency Private Sector Coordination** | | | | | | | |
| VIP Briefings (foreign jurisdiction) | | | 80 | 90 | 90 | 120 | 120 |
| LA County Operational Area Mtgs. Attended | | | 60 | 60 | 60 | 60 | 100 |
| State OES Meetings Attended | | | 12 | 12 | 12 | 12 | 12 |
| BICEPP Meetings Attended | | | 24 | 24 | 24 | 24 | 24 |
| Other Non-City Preparedness Mtgs. Attended | | | 40 | 30 | 40 | 40 | 40 |
| **Public Education and Outreach** | | | | | | | |
| Synergy Newsletter Circulation (Quarterly) | | | 5,000 | 7,000 | 7,000 | 5,000 | 4,500 |
| Emergency Preparedness Bulletin Circulation (Monthly) | | | 700 | 900 | 1,000 | 1,100 | 1,000 |
| City Emergency Preparedness Fair Annual Attendance (three days) | | | 40,000 | 50,000 | 40,000 | 30,000 | 35,000 |
| City Emergency Preparedness Fair Annual Participating Agencies | | | 150 | 150 | 150 | 30 | 30 |
| Community Emergency Preparedness Events Staff Participation | | | 18 | 20 | 50 | 60 | 80 |
| UpdateLA Web Site Updates | | | 65 | 52 | 80 | 100 | 125 |
| EOO Web Site Updates | | | 6 | 8 | 52 | 52 | 52 |
| EPD Web Site Updates | | | 20 | 10 | 10 | 52 | 150 |
| Public Information (888) Line Updates | | | 6 | 12 | 24 | 30 | 24 |

# EMPLOYEE RELATIONS BOARD

2004 - 05 Proposed Budget

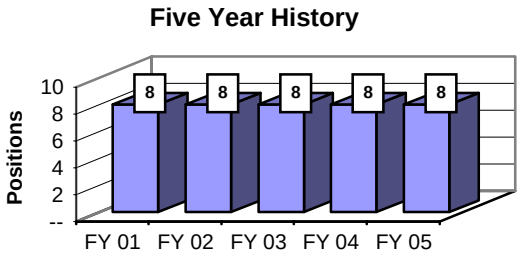
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 247,000 | $ 247,490 | **$ 247,168** | (0.1)% |
| Expense | 91,000 | 90,090 | **89,215** | (1.0)% |
| Equipment | -- | -- | **--** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 338,000** | **$ 337,580** | **$ 336,383** | (0.4)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 8 | 8 | **8** | -- % |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 2,845 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Salary Savings Increase | (2,497) | -- |
| ◆ Expense Reduction | (875) | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Case Processing | $ 81,616 | $ 83,778 | $ 2,162 | 2 | 2 | 0 |
| Hearings | 162,335 | 162,335 | - | 3 | 3 | 0 |
| Bargaining Unit Elections | 93,629 | 90,270 | (3,359) | 3 | 3 | 0 |
| | $ 337,580 | $ 336,383 | $ (1,197) | 8 | 8 | 0 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 247,490 | (322) | 247,168 |
| Total Salaries | 247,490 | (322) | 247,168 |
| **Expense** | | | |
| Printing and Binding | 500 | - | 500 |
| Contractual Services | 75,000 | - | 75,000 |
| Office and Administrative | 12,000 | (285) | 11,715 |
| Operating Supplies | 2,590 | (590) | 2,000 |
| Total Expense | 90,090 | (875) | 89,215 |
| Total Employee Relations Board | 337,580 | (1,197) | 336,383 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 337,580 | (1,197) | 336,383 |
| Total Funds | 337,580 | (1,197) | 336,383 |
| Percentage Change | | | -.35% |
| Positions | 8 | - | 8 |

## Employee Relations

This program provides for determining representation units for City employees; arranging for elections in such units; determining the validity of charges of unfair practices by management or employee organizations; maintaining lists of impartial third parties for use in the resolution of impasses and arbitration of grievances; and acting upon requests for mediation or fact finding in the resolution of impasses. The Board is authorized to conduct investigations and hold public hearings on all matters relating to the composition of representation units and unfair employee relations practices.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $2,845*<br>Related Costs: $460 | 2,845 | - | 3,305 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $57*<br>Related Costs: $9 | 57 | - | 66 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(727)*<br>Related Costs: $(117) | (727) | - | (844) |
| **Other Changes or Adjustments** | | | |
| 5 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of zero percent to one percent. Related costs consist of employee benefits.<br>*SG $(2,497)*<br>Related Costs: $(404) | (2,497) | - | (2,901) |
| 6 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(875)* | (875) | - | (875) |
| **TOTAL EMPLOYEE RELATIONS** | (1,197) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 337,580 | 8 |
| Changes in Salaries, Expense, Equipment and Special | (1,197) | - |
| **2004-05 PROGRAM BUDGET** | 336,383 | 8 |

# INDICATORS OF WORKLOAD*

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **EMPLOYEE RELATIONS BOARD** | | | | | | | |
| Regular board meetings held | 12 | 12 | 12 | 13 | 14 | 14 | 14 |
| Days of hearings held: | | | | | | | |
| Special board meetings | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| Hearing Officers | 20 | 24 | 31 | 40 | 40 | 40 | 60 |
| Petitions for certification received | 10 | 19 | 25 | 30 | 30 | 30 | 30 |
| Representation elections held | - | 1 | - | 2 | 4 | 4 | 2 |
| Representation units determined | - | - | - | 1 | 1 | 2 | 2 |
| Representation units modified | 10 | 10 | 10 | 12 | 12 | 18 | 13 |
| Majority representatives certified | 1 | 1 | - | 2 | 3 | 2 | 2 |
| Agency shop petitions received | - | - | - | 2 | 2 | 2 | 2 |
| Agency shop elections held | - | - | - | 1 | 2 | 2 | 2 |
| Formal unfair practice charges processed | 35 | 48 | 65 | 60 | 60 | 60 | 50 |
| Meeting and conferring Impasses processed | 4 | 4 | 9 | 6 | 9 | 6 | 6 |
| Grievance arbitration requests processed | 114 | 126 | 160 | 140 | 170 | 130 | 100 |
| Written decisions issued | 15 | 16 | 22 | 30 | 30 | 32 | 30 |

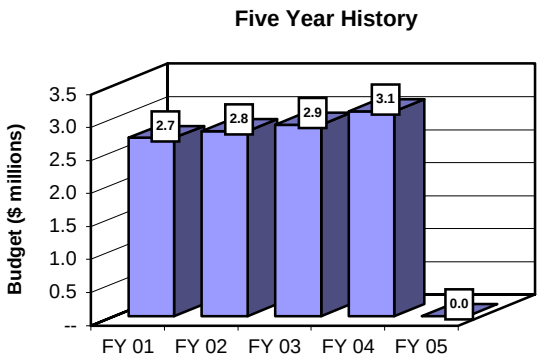
* Data collection in previous years was broadly defined. In those columns where no data is available, a dash symbol (--) has been placed to reflect missing information.

# ENVIRONMENTAL AFFAIRS DEPARTMENT

2004 - 05 Proposed Budget

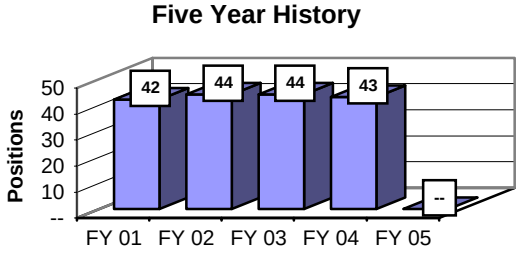
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 2,758,100 | $ 2,807,313 | $ -- | (100.0)% |
| Expense | 245,900 | 245,891 | -- | (100.0)% |
| Equipment | -- | -- | -- | 100.0% |
| Special | -- | -- | -- | -- % |
| **TOTAL** | **$ 3,004,000** | **$ 3,053,204** | **$ --** | (100.0)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 38 | 43 | -- | (100.0)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 42,887 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Air Quality Management Policy Coordination | (552,098) | (7) |
| ◆ Streamline Water Resources Management | (258,847) | (3) |
| ◆ Local Enforcement Agency Transfer | (971,958) | (12) |
| ◆ Land and Material Management Oversight | (285,717) | (2) |
| ◆ Hazardous and Toxic Materials Management | (245,112) | (8) |
| ◆ Administrative Support Reduction | (863,047) | (11) |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Environmental Affairs* | $ 3,053,204 | $ - | $ (3,053,204) | 44 | 0 | (44) |
| | $ 3,053,204 | $ - | $ (3,053,204) | 44 | 0 | (44) |

* Note: Service transferred to Building Safety and Bureau of Environmental Services.

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 2,778,477 | (2,778,477) | - |
| Salaries As-Needed | 23,836 | (23,836) | - |
| Overtime General | 5,000 | (5,000) | - |
| Total Salaries | 2,807,313 | (2,807,313) | - |
| **Expense** | | | |
| Printing and Binding | 15,000 | (15,000) | - |
| Travel | 1,500 | (1,500) | - |
| Contractual Services | 198,000 | (198,000) | - |
| Transportation | 1,000 | (1,000) | - |
| Governmental Meetings | 1,000 | (1,000) | - |
| Uniforms | 2,000 | (2,000) | - |
| Office and Administrative | 25,391 | (25,391) | - |
| Operating Supplies | 2,000 | (2,000) | - |
| Total Expense | 245,891 | (245,891) | - |
| Total Environmental Affairs | 3,053,204 | (3,053,204) | - |
| **SOURCES OF FUNDS** | | | |
| General Fund | 1,692,517 | (1,692,517) | - |
| Stormwater Pollution Abatement Fund (Sch. 7) | 175,674 | (175,674) | - |
| Mobile Source Air Poll. Reduction Fund (Sch. 10) | 621,552 | (621,552) | - |
| Sewer Construction & Maintenance Fund (Sch 14) | 360,494 | (360,494) | - |
| Environmental Affairs Trust Fund (Sch. 29) | 202,967 | (202,967) | - |
| Total Funds | 3,053,204 | (3,053,204) | - |
| Percentage Change | | | -100.% |
| Positions | 43 | (43) | - |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $42,887*<br>Related Costs: $6,931 | 42,887 | - | 49,818 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $42,588*<br>Related Costs: $6,883 | 42,588 | - | 49,471 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(11,119)*<br>Related Costs: $(1,797) | (11,119) | - | (12,916) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $112,951*<br>Related Costs: $18,253 | 112,951 | - | 131,204 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br>*SG $(63,732)*<br>Related Costs: $(14,232) | (63,732) | - | (77,964) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 123,575 | - | |

## Air Quality Management

This program coordinates the development and administration of the City's Clean Air Program and the activities of other City departments involved in air quality management.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 7 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $2,596 | (100,577) | - | (97,981) |
| **Priority Service Level** | | | |
| 8 . **Air Quality Management Policy Coordination**<br>Reduce administrative costs through the elimination of duplicative policy activities. The Environmental Affairs Department initially performed the role in the development of air quality policies. Over time, expertise has developed in operating departments to address environmental policies and issues, and some operating departments are now heaviliy involved in environmental program implementation (e.g., SCAQMD's Fleet Rules). In conjunction with operating departments, the Mayor's Office will coordinate and oversee air quality policy issues. Related costs consist of employee benefits.<br>*SG $(540,306); SOT $(1,500); EX $(10,292)*<br>Related Costs: $(143,004) | (552,098) | (7) | (695,102) |
| **TOTAL AIR QUALITY MANAGEMENT** | (652,675) | (7) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 652,675 | 7 |
| Changes in Salaries, Expense, Equipment and Special | (652,675) | (7) |
| **2004-05 PROGRAM BUDGET** | - | - |

## Water Resources Management

This program develops policies and procedures in evaluating pollution of nondrinking water supply resources (oceans, rivers and streams), coordinates the preservation and restoration of significant habitats in the City and coordinates CEQA related programs and policies.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 9 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(12,127) | (105,208) | - | (117,335) |
| **Priority Service Level** | | | |
| 10 . **Streamline Water Resources Management**<br>Centralize management, coordination and outreach functions of the City's "greening" and watershed protection program into the Department of Water and Power and the Bureau of Environmental Services. This centralization will reduce non-critical activities while maintaining the essential programs and service levels. This will reduce general administrative resources and outreach activities and duplicate services to provide more cost-effective management and greater efficiency. Related costs consist of employee benefits.<br>*SG $(257,590); EX $(1,257)*<br>Related Costs: $(63,936) | (258,847) | (3) | (322,783) |
| **TOTAL WATER RESOURCES MANAGEMENT** | (364,055) | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 364,055 | 3 |
| Changes in Salaries, Expense, Equipment and Special | (364,055) | (3) |
| **2004-05 PROGRAM BUDGET** | - | - |

## Land and Materials Management

This program provides technical assistance to City departments and the private sector in land and materials management.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 11 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $13,224 | 37,512 | - | 50,736 |
| **Efficiencies** | | | |
| 12 . **Local Enforcement Agency Transfer**<br>Consolidate inspection into the Department of Building and Safety. The state-certified Local Enforcement Agency's (LEA) primary goal is inspection of solid waste handling facilities through permitting, inspection and enforcement of regulations at all landfills, transfer stations, composting facilities and waste collection vehicle yards within the City's jurisdiction. The LEA must be maintained separately from the operating agency (Bureau of Environmental Services). Therefore, the LEA function is moved into the Department of Building and Safety and will benefit from Building and Safety's access to code provisions, zoning requirements, permit compliance, automated and technical support, and will provide annual efficiency reductions and improved services (see Building and Safety Item 29). Related costs consist of employee benefits.<br>*SG $(886,688); SOT $(3,500); EX $(81,770)*<br>Related Costs: $(222,888) | (971,958) | (12) | (1,194,846) |
| **Priority Service Level** | | | |
| 13 . **Land and Materials Management Oversight**<br>Reduce non-critical oversight activities. This reduction will not negatively impact the programs and services provided to the public and other City departments. All existing service levels will be maintained including the restoration of Brownfields to productive reuse. The Mayor's Office and the CRA will continue to provide guidance to this redevelopment effort. Related costs consist of employee benefits.<br>*SG $(160,116); EX $(125,601)*<br>Related Costs: $(39,156) | (285,717) | (2) | (324,873) |
| **TOTAL LAND AND MATERIALS MANAGEMENT** | (1,220,163) | (14) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,220,163 | 14 |
| Changes in Salaries, Expense, Equipment and Special | (1,220,163) | (14) |
| **2004-05 PROGRAM BUDGET** | - | - |

## General Administration and Support

This program provides general management and administrative support of operations, including departmental administration, management control, accounting, administrative analysis, personnel processing and records, files and clerical services. It also develops and operates the City's Environmental Affairs Information Center for use by City officials, other governmental agencies and the public.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 14 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $12,345 | 291,848 | - | 304,193 |
| **Efficiencies** | | | |
| 15 . **Administrative Support Reduction**<br>Reduce administrative duplication for better service alignment through the reduction of non-critical services. This will not negatively impact the programs and services provided to the public and other City departments. All existing programs and service levels will be maintained. Related costs consist of employee benefits.<br>*SG $(812,240); SAN $(23,836); EX $(26,971)*<br>Related Costs: $(207,036) | (863,047) | (11) | (1,070,083) |
| 16 . **Hazardous and Toxic Materials Management**<br>Consolidate the Environmental Affairs Commission and Environmental Business and Neighborhood Service to the Bureau of Environmental Services. The Environmental Business and Neighborhood Service provided by EAD focuses on providing direct technical assistance to small businesses to reduce their use of hazardous materials and the amount of pollution produced by their facilities that enters into the City's wastewater and stormwater systems. By consolidating these services with the Environmental Services' existing Household Hazardous Waste Service, the City creates a single entity responsible for hazardous materials management and eliminates confusion for the public regarding where to go for hazardous materials information (see Bureau of Environmental Services Item 30). Related costs consist of employee benefits.<br>*SG $(245,112)*<br>Related Costs: $(60,192) | (245,112) | (8) | (305,304) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (816,311) | (19) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 816,311 | 19 |
| Changes in Salaries, Expense, Equipment and Special | (816,311) | (19) |
| **2004-05 PROGRAM BUDGET** | - | - |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **(1)AIR QUALITY MANAGEMENT PROGRAM** | | | | | | | |
| Federal, state, regional, and local air quality rules, regulations, plans and programs analyzed | * | 65 | 66 | 75 | 78 | 80 | - |
| Air pollution reduction outreach events supported | 11 | 29 | 38 | 36 | 8 | 10 | - |
| **(1)WATER RESOURCES MANAGEMENT PROGRAM** | | | | | | | |
| CEQA Environmental Documents analyzed/monitored | 86 | 81 | 78 | 90 | 64 | 80 | - |
| Legislative and regulatory proposa analyzed | * | 53 | 26 | 25 | 41 | 30 | - |
| Environmental publications produced | 17 | 30 | 15 | 20 | 4 | 5 | - |
| Grant Assistance | * | 12 | 14 | 15 | 16 | 12 | - |
| (3) Outreach events conducted or supported | 9 | 14 | 41 | 15 | 30 | 30 | - |
| Environmental Information Center: public information contacts | * | 20,022 | 17,798 | 20,000 | 20,000 | 20,000 | - |
| **LAND AND MATERIALS PROGRAM** | | | | | | | |
| (2) Landfill / Solid Waste Transfer Stations / Composting Inspections | 729 | 763 | 744 | 783 | 729 | 748 | - |
| (2) Waste collection vehicle yard inspections | 41 | 37 | 36 | 36 | 31 | 36 | - |
| (1) Small businesses assisted | 744 | 880 | 875 | 885 | 820 | 880 | - |
| (1) Projects initiated / Reports completed / | | - | | | | | |
| Legislative bills and regulations analyzed: | 80 | 114 | 107 | 78 | 83 | 100 | - |
| (1) Brownfields sites assisted | * | 19 | 21 | 33 | 31 | 21 | - |
| **(1)GENERAL ADMINISTRATION AND SUPPORT PROGRAM** | | | | | | | |
| Contracts administered | 38 | 44 | 43 | 44 | 25 | 20 | - |
| Grants administration/coordination | 21 | 24 | 24 | 17 | 19 | 19 | - |
| Commission meetings supported | 10 | 9 | 9 | 9 | 7 | 10 | - |
| Accounting/payroll documents processed | 2,423 | 2,681 | 2,756 | 2,802 | 2,902 | 2,852 | - |
| Audits | 3 | 5 | 5 | 6 | 12 | 12 | - |

(1) Program deleted in FY 2004-05.

(2) Function transferred to Building and Safety in FY 2004-05.

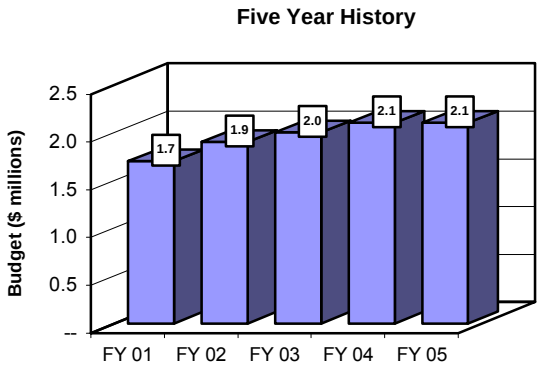
(3) Function transferred to PW/Bureau of Environmental Services in FY 2004-05.

# CITY ETHICS COMMISSION

**2004 - 05 Proposed Budget**

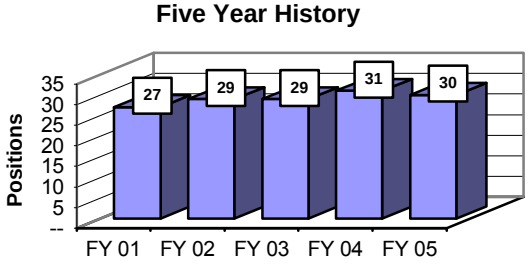
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 1,795,000 | $ 1,699,179 | **$ 1,714,524** | 0.9% |
| Expense | 125,000 | 375,233 | **375,233** | -- % |
| Equipment | -- | 2,570 | **--** | (100.0)% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 1,920,000** | **$ 2,076,982** | **$ 2,089,757** | 0.6% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 31 | 31 | **30** | (3.2)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 26,213 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Administrative Support Reduction | (59,143) | (1) |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Informal and Formal Advice | $ 156,298 | $ 164,458 | $ 8,160 | 2 | 2 | 0 |
| Neighborhood Council Outreach | 77,477 | 81,305 | 3,828 | 1 | 1 | 0 |
| Mandatory Campaign Audits | 230,673 | 242,725 | 12,052 | 3 | 3 | 0 |
| Public Matching Funds Program | 83,033 | 87,334 | 4,301 | 1 | 1 | 0 |
| Enforcement | 641,178 | 661,800 | 20,622 | 5 | 5 | 0 |
| Committee Campaign Filings | 70,955 | 73,979 | 3,024 | 1 | 1 | 0 |
| Registration & Reporting Statements | 82,831 | 87,121 | 4,290 | 2 | 2 | 0 |
| Conflict of Interest Codes Compliance | 61,144 | 64,234 | 3,090 | 1 | 1 | 0 |
| Compliance (Annual & Semi-Annual) | 46,978 | 49,229 | 2,251 | 1 | 1 | 0 |
| Disclosure and Compliance | 31,189 | 32,678 | 1,489 | 1 | 1 | 0 |
| Mandatory Candidate and Treasurer Training | 34,493 | 36,081 | 1,588 | 1 | 1 | 0 |
| Mandatory Lobbyist Training | 34,374 | 35,983 | 1,609 | 1 | 1 | 0 |
| City Commissioner Ethics Training | 44,742 | 46,842 | 2,100 | 1 | 1 | 0 |
| Elected Officials and Staff Ethics Training | 44,742 | 46,842 | 2,100 | 1 | 1 | 0 |
| Ethics Training for Dept'l Officials and Staff | 38,144 | 39,962 | 1,818 | 1 | 1 | 0 |
| Legislation and Implementation | 76,826 | 80,746 | 3,920 | 1 | 1 | 0 |
| Policy Analysis & Evaluation | 150,713 | 152,954 | 2,241 | 2 | 2 | 0 |
| Other Communications and Public Outreach | 48,877 | - | (48,877) | 1 | 0 | (1) |
| LAUSD Candidate/Committee Campaign Filings and Compliance | 37,088 | 33,196 | (3,892) | 1 | 1 | 0 |
| Commissioner Financial Recusal Reviews | 28,409 | 24,096 | (4,313) | 1 | 1 | 0 |
| City Officials' Outside Empl. with Restricted Srcs | 28,409 | 24,096 | (4,313) | 1 | 1 | 0 |
| Lobbying Program Audits (As Needed) | - | - | - | 0 | 0 | 0 |
| City Gifts and Priv. Financed Travel Disclosure | 28,409 | 24,096 | (4,313) | 1 | 1 | 0 |
| Collection of Semi-Annual Contractors List | - | - | - | 0 | 0 | 0 |
| | $ 2,076,982 | $ 2,089,757 | $ 12,775 | 31 | 30 | (1) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 1,680,779 | 15,345 | 1,696,124 |
| Salaries As-Needed | 17,500 | - | 17,500 |
| Overtime General | 900 | - | 900 |
| Total Salaries | 1,699,179 | 15,345 | 1,714,524 |
| **Expense** | | | |
| Printing and Binding | 15,125 | - | 15,125 |
| Travel | 1,600 | - | 1,600 |
| Contractual Services | 290,115 | - | 290,115 |
| Office and Administrative | 68,393 | - | 68,393 |
| Total Expense | 375,233 | - | 375,233 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 2,570 | (2,570) | - |
| Total Equipment | 2,570 | (2,570) | - |
| Total Ethics Commission | 2,076,982 | 12,775 | 2,089,757 |
| **SOURCES OF FUNDS** | | | |
| City Ethics Commission Fund (Sch. 30) | 2,076,982 | 12,775 | 2,089,757 |
| Total Funds | 2,076,982 | 12,775 | 2,089,757 |
| Percentage Change | | | .62% |
| Positions | 31 | (1) | 30 |

## Governmental Ethics

The program provides for the administration, education and implementation of the City's Charter provisions, statutes and ordinances concerning campaign financing, lobbying, conflicts of interest and governmental ethics.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $26,213*<br>Related Costs: $4,236 | 26,213 | - | 30,449 |
| 2 . **2004-05 Employee Compensation Adjustment**<br>Related costs consist of employee benefits. | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $42,666*<br>Related Costs: $6,895 | 42,666 | - | 49,561 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(6,796)*<br>Related Costs: $(1,098) | (6,796) | - | (7,894) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $30,881*<br>Related Costs: $4,990 | 30,881 | - | 35,871 |
| 6 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(2,570)* | (2,570) | - | (2,570) |
| **Efficiencies** | | | |
| 7 . **Administrative Support Reduction**<br>Reduce funding and eliminate position authority for an Executive Secretary position. Resources are not available to fund this position. This position provides clerical support for the Commission staff and it is anticipated that the existing staff will absorb the associated workload. Related costs consist of employee benefits.<br>*SG $(59,143)*<br>Related Costs: $(16,449) | (59,143) | (1) | (75,592) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 8 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of four percent to five percent. Related costs consist of employee benefits.<br>*SG $(18,476)*<br>Related Costs: $(2,986) | (18,476) | - | (21,462) |
| **TOTAL GOVERNMENTAL ETHICS** | 12,775 | (1) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,076,982 | 31 |
| Changes in Salaries, Expense, Equipment and Special | 12,775 | (1) |
| **2004-05 PROGRAM BUDGET** | 2,089,757 | 30 |

# INDICATORS OF WORKLOAD

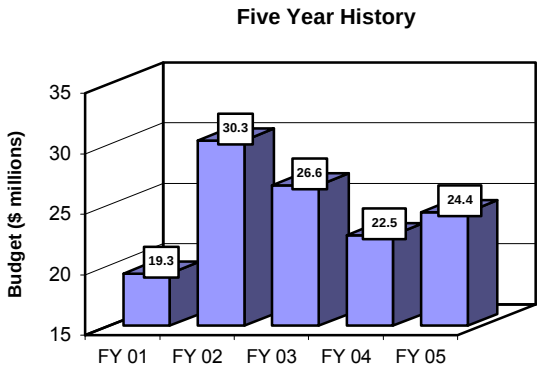
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **GOVERNMENTAL ETHICS PROGRAM** | | | | | | | |
| Whistle-blower complaints and investigations processed | 305 | 320 | 480 | 380 | 400 | 400 | 450 |
| Matching funds claims processed | 150 | 35 | 552 | 95 | 300 | 300 | 300 |
| Campaign statements: | | | | | | | |
| Desk reviews | 438 | 315 | 290 | 500 | 400 | 400 | 400 |
| Committees audited | 20 | 37 | 15 | 30 | 40 | 40 | 50 |
| Legislative advocates and clients registered | 900 | 850 | 1,060 | 1,150 | 1,200 | 1,200 | 1,400 |
| Quarterly reports reviewed | 1,068 | 1,050 | 984 | 1,000 | 1,050 | 1,050 | 1,200 |
| Information requests | 1,607 | 1,500 | 3,806 | 2,500 | 3,000 | 3,000 | 3,500 |
| Compliance contacts | 1,133 | 1,000 | 2,501 | 1,450 | 1,500 | 1,500 | 1,500 |
| Training sessions | 18 | 35 | 28 | 40 | 30 | 30 | 40 |
| Nominees processed | - | 75 | 83 | 200 | 75 | 75 | 200 |
| Departmental Conflict of Interest Codes reviewed | 3 | 15 | 7 | 52 | 96 | 96 | 40 |
| Statements of Economic Interests processed | - | 8,000 | 5,168 | 5,600 | 6,200 | 6,200 | 6,200 |

# FINANCE

**2004 - 05 Proposed Budget**

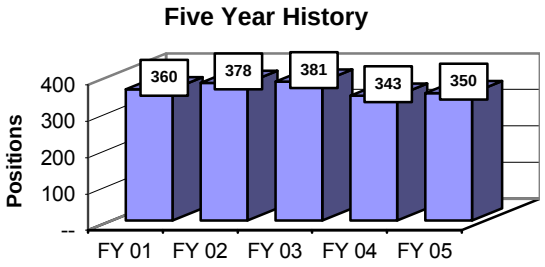
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 20,967,000 | $ 19,202,666 | **$ 21,019,067** | 9.5% |
| Expense | 5,099,000 | 3,249,632 | **3,204,758** | (1.4)% |
| Equipment | 18,000 | 75,975 | **177,627** | 133.8% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 26,084,000** | **$ 22,528,273** | **$ 24,401,452** | 8.3% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-2004 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 314 | 343 | **350** | 2.0% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 291,602 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ LATAX Project Completion | 2,502,987 | (3) |
| ◆ AB63 Public Notification | 150,000 | -- |
| ◆ Revenue Enhancement | 637,680 | 10 |
| ◆ Salary Savings Increase | (194,649) | -- |
| ◆ Expense Reduction | (12,371) | -- |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Taxes and Permits Billing and Collection | $ 5,681,246 | $ 6,014,147 | $ 332,901 | 115 | 115 | 0 |
| Taxes and Permits Field Enforcement & Public Counters | 5,995,818 | 6,522,107 | 526,289 | 105 | 105 | 0 |
| Audits of Taxpayer Accounts | 5,408,147 | 6,419,942 | 1,011,795 | 83 | 93 | 10 |
| LATAX Project Completion | 2,984,095 | 2,810,757 | (173,338) | 13 | 12 | (1) |
| Citywide Billing & Collection Program/Delinquent Accounts Collection | 1,589,573 | 1,695,562 | 105,989 | 27 | 27 | 0 |
| Taxpayer Assistance and Tax Code Review/Research | 869,394 | 938,937 | 69,543 | 13 | 14 | 1 |
| | $ 22,528,273 | $ 24,401,452 | $ 1,873,179 | 356 | 366 | 10 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 18,907,187 | 1,862,937 | 20,770,124 |
| Salaries As-Needed | 231,268 | - | 231,268 |
| Overtime General | 64,211 | (46,536) | 17,675 |
| Total Salaries | 19,202,666 | 1,816,401 | 21,019,067 |
| **Expense** | | | |
| Printing and Binding | 490,868 | 20,000 | 510,868 |
| Travel | 53,850 | (6,000) | 47,850 |
| Contractual Services | 1,804,195 | (244,019) | 1,560,176 |
| Transportation | 104,268 | - | 104,268 |
| Governmental Meetings | 490 | - | 490 |
| Office and Administrative | 795,361 | 185,145 | 980,506 |
| Operating Supplies | 600 | - | 600 |
| Total Expense | 3,249,632 | (44,874) | 3,204,758 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 75,975 | 101,652 | 177,627 |
| Total Equipment | 75,975 | 101,652 | 177,627 |
| Total Finance | 22,528,273 | 1,873,179 | 24,401,452 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 22,260,085 | 1,986,858 | 24,246,943 |
| Sewer Construction & Maintenance Fund (Sch 14) | 179,420 | (24,911) | 154,509 |
| Business Tax Reform Fund (Sch. 49) | 88,768 | (88,768) | - |
| Total Funds | 22,528,273 | 1,873,179 | 24,401,452 |
| Percentage Change | | | 8.31% |
| Positions | 343 | 7 | 350 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $291,602*<br>Related Costs: $47,123 | 291,602 | - | 338,725 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $860,269*<br>Related Costs: $139,019 | 860,269 | - | 999,288 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(75,601)*<br>Related Costs: $(12,217) | (75,601) | - | (87,818) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $458,427*<br>Related Costs: $74,082 | 458,427 | - | 532,509 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br>*SG $(710,148)*<br>Related Costs: $(114,760) | (710,148) | - | (824,908) |
| **Other Changes or Adjustments** | | | |
| 7 . **Miscellaneous Adjustments in Expense Accounts**<br>Funding is adjusted between expense accounts to provide the appropriate level of funding in each account. There is no change to the total budget. | - | - | - |
| 8 . **Administrative Support and Revenue Collection**<br>The General Administration and Support Program is consolidated with the Revenue Collection Program to better reflect the Office's organizational structure. As part of the 2003-04 Adopted Budget several functions of the Office were transferred to other City departments leaving the Office with only two budgetary programs. | - | - | - |
| 9 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of five percent to six percent. Related costs consist of employee benefits.<br>*SG $(194,649)*<br>Related Costs: $(31,455) | (194,649) | - | (226,104) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 10 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(12,371)* | (12,371) | - | (12,371) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 617,529 | - | |

## Revenue Collection

This program provides for the collection of City taxes other than property taxes, and collection of revenue from licenses, permits and fees not collected by other departments; provides for the development and implementation of the City's revenue policy including guidelines for the collection of outstanding receivables and makes recommendations to the Mayor and Council concerning the efficient organization of the revenue collection functions of the City.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 11 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $391,592 | 3,240,241 | 42 | 3,631,833 |
| **Obligatory** | | | |
| 12 . **Deletion of One-Time Expense Funding**<br>Funding for 2003-04 one-time expenses is deleted.<br>*EX $(2,012,563)* | (2,012,563) | - | (2,012,563) |
| 13 . **Deletion of 2003-04 Equipment**<br>Funding for 2003-04 one-time equipment purchases is deleted.<br>*EQ $(75,975)* | (75,975) | - | (75,975) |
| 14 . **Deletion of One-Time Overtime Funding**<br>Funding for 2003-04 one-time overtime for the LATAX project is deleted.<br>*SOT $(46,536)* | (46,536) | - | (46,536) |
| **Priority Service Level** | | | |
| 15 . **Business Tax Data Analysis**<br>Provide funding to continue one Senior Management Analyst II position on resolution authority to perform business tax data analysis based upon various scenarios to adjust the current business tax data structure as presented by the Business Tax Advisory Committee. This position was approved under C.F. 02-1250-S241 to provide the Office of Finance dedicated staff for this purpose. Related costs consist of employee benefits.<br>*SG $100,057*<br>Related Costs: $22,752 | 100,057 | - | 122,809 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 16 . **AB63 Public Notification**<br>Provide public notification and outreach for the AB63 program. The AB63 program enables local governments to access confidential business tax information. This information is used to identify businesses that are currently not paying business taxes in the City of Los Angeles. The program became effective on January 1, 2002. An extensive public notification and media outreach campaign enables the Office of Finance to effectively market the program and generate revenue from enhanced business tax compliance.<br>*EX $150,000* | 150,000 | - | 150,000 |
| 17 . **LATAX Project Completion**<br>Provide funding to complete the implementation phase of the LATAX project, which is slated to replace the City's current tax collection system. LATAX will enable the City to manage and maximize tax collection and billing efforts, while helping to meet the complex needs of the business community. Funding and position authority are provided for 12 positions, five regular and seven resolution authorities. In addition, eight regular positions are eliminated due to LATAX efficiencies. These positions will be retained on resolution authority until final completion of the project's implementation phase. Funding is also provided for the project vendor, project manager and related expense and equipment items.<br><br>The budget also continues 11 positions, contractual services for quality assurance, travel for a user conference, and office and administration expenses for training in the Information Technology Agency (see Information Technology Agency Item 33). Related costs consist of employee benefits.<br>*SG $526,620; EX $1,824,740; EQ $151,627*<br>Related Costs: $116,076 | 2,502,987 | (3) | 2,619,063 |
| 18 . **Revenue Enhancement**<br>Increase business tax revenue with 10 additional Tax Auditor II positions. Each position is capable of generating up to $600,000 in revenue annually once they have received training and are ready to conduct more complex audits. This process takes approximately one year. It is anticipated that the 10 positions will generate between $3 to $4 million in additional business tax revenue starting in 2005-06. Related costs consist of employee benefits.<br>*SG $606,360; EX $5,320; EQ $26,000*<br>Related Costs: $165,000 | 637,680 | 10 | 802,680 |
| 19 . **Server Replacement**<br>Add funding in the amount of $49,439 to the Capital Finance Administration Fund for the purchase of two servers. | - | - | - |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 20. **Business Tax Reform**<br>Provide funding directly in the Office of Finance budget for on-going business tax reform efforts with resources originally set aside in the Tax Reform fund. These funds will be replenished with actual business tax receipts, to make available resources to support tax reform initiatives that my be proposed and implemented in 2004-05. In July 2003, the Tax Reform Fund ordinance was amended which changed the way the method of allocating and utilizing the funds (C.F. 00-2134). Funding priorities included directly in the Office of Finance 2004-05 Proposed Budget are staff support for business tax data analysis, completion of the LATAX project, public outreach for the AB63 program and additional staff to conduct business tax audits. | - | - | - |
| **TOTAL REVENUE COLLECTION** | 4,495,891 | 49 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 19,905,561 | 301 |
| Changes in Salaries, Expense, Equipment and Special | 4,495,891 | 49 |
| **2004-05 PROGRAM BUDGET** | 24,401,452 | 350 |

## General Administration and Support

This program provides for management and control of the Office of Finance programs and administrative support activities including budget control, personnel administration and accounting.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 21 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(289,800) | (2,622,712) | (42) | (2,912,512) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (2,622,712) | (42) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,622,712 | 42 |
| Changes in Salaries, Expense, Equipment and Special | (2,622,712) | (42) |
| **2004-05 PROGRAM BUDGET** | - | - |

# INDICATORS OF WORKLOAD

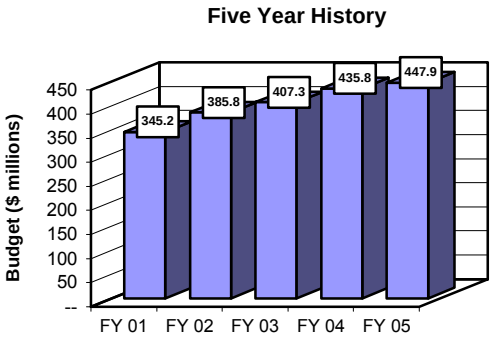
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **REVENUE FORECASTING AND COLLECTIONS** | | | | | | | |
| Active account masters | 384,295 | 375,696 | 411,459 | 438,416 | 444,560 | 468,000 | 482,000 |
| Total tax accounts audited | 1,763 | 1,135 | 1,395 | 2,530 | 3,549 | 3,940 | 4,170 |
| Accounts audited by Field Audit Unit | 1,763 | 1,135 | 1,395 | 1,946 | 2,080 | 2,340 | 2,470 |
| Accounts audited by Office Audit Unit | N/A | N/A | N/A | 800 | 1,469 | 1,600 | 1,700 |
| Field audits completed | 1,356 | 873 | 1,073 | 1,061 | 1,600 | 1,800 | Disc. |
| Office audits completed | N/A | N/A | N/A | 800 | 1,469 | 1,600 | Disc. |
| Audit penetration rate | 0.7 | 0.5 | 0.6 | 1.0 | 1.4 | 1.5 | 1.5 |
| Field investigations | 48,734 | 49,711 | 54,468 | 38,588 | 46,936 | 55,000 | 60,000 |
| Revenue enhancement unit investigations | 25,481 | 28,549 | 21,004 | 21,668 | 14,901 | 20,000 | 20,000 |
| Refund claims processed | 8,837 | 12,856 | 8,296 | 4,480 | 14,100 | 15,000 | 15,000 |
| Public Office interviews | 83,593 | 78,991 | 70,255 | 80,817 | 73,876 | 75,000 | 80,000 |
| TAPS data entry items | 1,277,803 | 1,404,669 | 1,376,133 | 1,539,785 | 1,601,794 | 1,660,000 | Disc. |
| Annual renewals | 312,859 | 331,856 | 322,210 | 348,313 | 353,262 | 365,000 | 370,000 |
| Collection files opened | 9,298 | 16,046 | 14,600 | 15,000 | 10,100 | 9,000 | 10,000 |
| Collection files closed | 7,451 | 9,998 | 14,200 | 12,800 | 13,100 | 15,000 | 10,000 |
| Active collection files at year-end | 19,935 | 25,983 | 24,700 | 24,500 | 21,668 | 15,700 | 15,700 |
| Dept referrals to collection agencies | N/A | N/A | N/A | N/A | N/A | 15,000 | 5,000 |
| Collection agency files completed | N/A | N/A | N/A | N/A | N/A | 2,000 | 13,000 |
| Active collection agency files at year-end | N/A | N/A | N/A | N/A | N/A | 13,000 | 5,000 |

# FIRE DEPARTMENT

**2004 - 05 Proposed Budget**

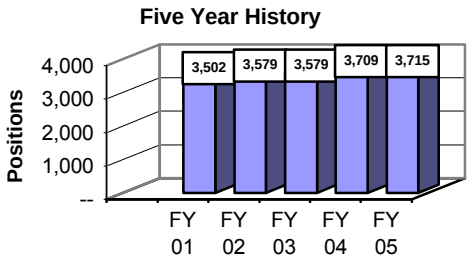
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 398,200,000 | $ 418,513,452 | **$ 430,272,426** | 2.8% |
| Expense | 18,745,000 | 17,072,014 | **17,397,625** | 1.9% |
| Equipment | 246,000 | 181,455 | **247,476** | 36.4% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 417,191,000** | **$ 435,766,921** | **$ 447,917,527** | 2.8% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Sworn | 3,305 | 3,376 | **3,382** | 0.2% |
| Civilian | 322 | 333 | **333** | -- % |
| Total | 3,627 | 3,709 | **3,715** | 0.2% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2004-05 Employee Compensation Adjustment - Sworn | $ 8,575,760 | -- |
| ◆ 2003-04 Employee Compensation Adjustment - Civilian | 266,715 | -- |
| ◆ Salaries Accounts Increases | 9,209,520 | -- |
| ◆ Emergency Medical Dispatch | 1,225,596 | 9 |
| ◆ Staffing for Los Angeles World Airports | 723,189 | 6 |
| ◆ Emergency Medical Services Enhancements | 2,347,692 | 1 |
| ◆ Risk Management | 472,010 | 4 |
| ◆ Revenue Enhancement | 132,038 | 2 |
| ◆ Deletion of Long-Term Vacancies | (1,201,896) | (13) |
| ◆ Ambulance Billing/Terrorism Preparedness Staff | 1,008,204 | -- |
| ◆ Terrorism/Arson Investigation Program | -- | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Air Operations | $ 2,952,290 | $ 2,843,667 | $ (108,623) | 26 | 25 | (1) |
| Disaster Preparedness | 1,062,071 | 1,062,071 | - | 10 | 10 | 0 |
| Fire Suppression | 340,491,189 | 345,489,615 | 4,998,426 | 2,868 | 2,918 | 50 |
| EMS Liaison Officer | 690,046 | 690,046 | - | 6 | 6 | 0 |
| Fire and Safety Eduction Unit | 916,053 | - | (916,053) | 10 | 0 | (10) |
| Terrorism Early Warning Group | 207,952 | 2,526,944 | 2,318,992 | 2 | 28 | 26 |
| Urban Search & Rescue | 377,421 | 407,645 | 30,224 | 4 | 4 | 0 |
| Arson Investigation | 2,318,992 | - | (2,318,992) | 26 | 0 | (26) |
| Assistant Fire Marshall/Technical Section | 3,367,231 | 3,367,231 | - | 6 | 6 | 0 |
| Industrial Commercial Inspections | 3,353,124 | 3,353,124 | - | 38 | 38 | 0 |
| Brush Clearance Unit | 3,533,797 | 3,533,797 | - | 21 | 21 | 0 |
| High Rise Unit | 1,430,894 | 1,700,826 | 269,932 | 17 | 21 | 4 |
| Legal Liaison Unit | 1,107,863 | 1,687,060 | 579,197 | 12 | 18 | 6 |
| Metro Rail Coordination Section | 305,247 | 305,247 | - | 3 | 3 | 0 |
| Public Safety Section | 2,376,364 | 1,396,275 | (980,089) | 26 | 14 | (12) |
| Film Unit | 605,309 | 605,309 | - | 7 | 7 | 0 |
| Institutions/Schools and Churches Unit | 1,343,675 | 2,867,716 | 1,524,041 | 15 | 32 | 17 |
| Research Unit | 579,197 | - | (579,197) | 6 | 0 | (6) |
| Construction Services Unit | 1,981,921 | 3,318,090 | 1,336,169 | 23 | 39 | 16 |
| Environmental Enforcement & Plan Check | 2,593,770 | - | (2,593,770) | 30 | 0 | (30) |
| Hazardous Materials Unit | 1,049,770 | 2,307,371 | 1,257,601 | 16 | 30 | 14 |
| Prop F & Q Bond Unit | 79,339 | 79,339 | - | 0 | 0 | 0 |
| Building Administration Unit | 132,812 | 132,812 | - | 1 | 1 | 0 |
| Fire Command and Control Section | 589,654 | 589,654 | - | 7 | 7 | 0 |
| Dispatch Systems Support Unit | 392,761 | 392,761 | - | 5 | 5 | 0 |
| Supply & Maintenance | 9,922,537 | 10,059,891 | 137,354 | 6 | 8 | 2 |
| Auto Body Shop | 801,051 | 801,051 | - | 14 | 14 | 0 |
| Equipment Engineering | 454,663 | 454,663 | - | 6 | 6 | 0 |
| OCD Dispatch Section | 8,582,531 | 8,582,531 | - | 77 | 77 | 0 |
| Heavy Apparatus Repair Shop | 1,971,232 | 1,971,232 | - | 35 | 35 | 0 |
| Light Vehicle Repair Shop | 1,109,739 | 1,109,739 | - | 22 | 22 | 0 |
| Maintenance Section | 477,564 | 477,564 | - | 7 | 7 | 0 |
| Medical Supplies Unit | 366,354 | 366,354 | - | 7 | 7 | 0 |
| Valley Shop | 475,390 | 475,390 | - | 8 | 8 | 0 |
| Field Mobile Repair Shop | 508,790 | 508,790 | - | 8 | 8 | 0 |
| Rescue Maintenance | 992,317 | 992,317 | - | 10 | 10 | 0 |
| Background Unit | 291,395 | - | (291,395) | 3 | 0 | (3) |
| Human Resources Bureau Liaison | 231,994 | - | (231,994) | 3 | 1 | (2) |
| Career Guidance Unit | 392,538 | - | (392,538) | 3 | 0 | (3) |
| Dispatch Quality Improvement Unit | 610,747 | 610,747 | - | 7 | 7 | 0 |
| Documentation Unit | 182,185 | 989,441 | 807,256 | 2 | 11 | 9 |
| EMS Certification/Recertification Unit | 1,184,918 | 1,184,918 | - | 10 | 10 | 0 |
| EMS Quality Improvement Unit | 601,276 | 601,276 | - | 7 | 7 | 0 |
| EMS Unit | 183,685 | - | (183,685) | 2 | 0 | (2) |
| Field Quality Improvement Unit | 610,747 | 1,089,215 | 478,468 | 7 | 10 | 3 |
| In-Service Training Section | 622,430 | 622,430 | - | 8 | 8 | 0 |
| Medical Advisor | 213,747 | 213,747 | - | 2 | 2 | 0 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Photo-Video Service | $ 223,669 | $ 223,669 | $ - | 2 | 2 | 0 |
| Program Delivery/Development Unit | 575,262 | - | (575,262) | 6 | 0 | (6) |
| Public Access Defibrillator Unit | 205,052 | 205,052 | - | 2 | 2 | 0 |
| Quality Assurance Unit | 806,135 | 989,820 | 183,685 | 9 | 11 | 2 |
| Quality Improvement Unit | 350,645 | 315,910 | (34,735) | 5 | 4 | (1) |
| Recruit Training Section | 420,006 | 420,006 | - | 5 | 5 | 0 |
| Recruitment Unit | 174,203 | - | (174,203) | 2 | 0 | (2) |
| Safety Officer | 188,549 | - | (188,549) | 2 | 0 | (2) |
| Stress Management | 254,811 | - | (254,811) | 3 | 0 | (3) |
| Training Division/Management | 6,250,667 | 6,250,667 | - | 8 | 8 | 0 |
| Training Academy | 4,352,260 | - | (4,352,260) | 43 | 0 | (43) |
| Chief of Staff | 1,653,896 | 1,653,896 | - | 12 | 12 | 0 |
| Community Liaison Unit | 736,371 | 736,371 | - | 8 | 8 | 0 |
| Fire Commission/Staff | 431,918 | 431,918 | - | 11 | 11 | 0 |
| Administrative Justice Unit | 401,397 | 401,397 | - | 4 | 4 | 0 |
| Medical Liaison Unit | 653,012 | - | (653,012) | 7 | 0 | (7) |
| Operations Executive Officer | 581,802 | 581,802 | - | 3 | 3 | 0 |
| Wellness Program | 223,709 | 1,131,532 | 907,823 | 3 | 13 | 10 |
| Accounting Services | 964,227 | 964,227 | - | 18 | 18 | 0 |
| Ambulance Billing | 2,162,159 | 2,162,159 | - | 45 | 45 | 0 |
| GIS Maps & Graphics | 444,814 | 444,814 | - | 6 | 6 | 0 |
| Manuals & Orders | 399,200 | 399,200 | - | 4 | 4 | 0 |
| 10th Member on a Task Force | 8,686,585 | 8,686,585 | - | 84 | 84 | 0 |
| Emergency Medical Dispatch | - | 1,225,596 | 1,225,596 | 0 | 9 | 9 |
| Emergency Medical Services Enhancements | - | 2,347,692 | 2,347,692 | 0 | 1 | 1 |
| Staffing for Los Angeles World Airports | - | 723,189 | 723,189 | 0 | 6 | 6 |
| Risk Management Section | - | 472,010 | 472,010 | 0 | 4 | 4 |
| Sworn Vacant Position Reductions | - | (1,201,896) | (1,201,896) | 0 | (13) | (13) |
| Fiscal & Executive Personnel Changes | - | 77,195 | 77,195 | 0 | (1) | (1) |
| Other Changes & Adjustments | - | 8,506,820 | 8,506,820 | 0 | 0 | 0 |
| | $ 435,766,921 | $ 447,917,527 | $ 12,150,606 | 3,731 | 3,737 | 6 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 18,595,337 | 320,408 | 18,915,745 |
| Salaries Sworn | 295,325,170 | 27,469 | 295,352,639 |
| Sworn Bonuses | 2,874,916 | 507,120 | 3,382,036 |
| Unused Sick Time | 2,581,709 | - | 2,581,709 |
| Salaries As-Needed | 100,000 | - | 100,000 |
| Overtime General | 496,619 | 500,000 | 996,619 |
| Overtime Sworn | 2,494,264 | 2,000,000 | 4,494,264 |
| Overtime Constant Staffing | 83,934,369 | 6,599,657 | 90,534,026 |
| Overtime Variable Staffing | 12,111,068 | 1,804,320 | 13,915,388 |
| Total Salaries | 418,513,452 | 11,758,974 | 430,272,426 |
| **Expense** | | | |
| Printing and Binding | 287,985 | 57,120 | 345,105 |
| Travel | 23,070 | - | 23,070 |
| Construction Expense | 223,755 | - | 223,755 |
| Contractual Services | 2,376,764 | 112,840 | 2,489,604 |
| Contract Brush Clearance | 1,500,000 | - | 1,500,000 |
| Field Equipment Expense | 2,767,056 | - | 2,767,056 |
| Investigations | 5,400 | - | 5,400 |
| Petroleum Products | 1,123,278 | 52,667 | 1,175,945 |
| Rescue Supplies and Expense | 2,477,197 | 20,800 | 2,497,997 |
| Transportation | 3,158 | - | 3,158 |
| Uniforms | 2,520,523 | 30,000 | 2,550,523 |
| Water Control Devices | 447,019 | - | 447,019 |
| Office and Administrative | 1,596,811 | 24,332 | 1,621,143 |
| Operating Supplies | 1,719,998 | 27,852 | 1,747,850 |
| Total Expense | 17,072,014 | 325,611 | 17,397,625 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | - | 29,775 | 29,775 |
| Transportation Equipment | 16,165 | 19,835 | 36,000 |
| Other Operating Equipment | 165,290 | 16,411 | 181,701 |
| Total Equipment | 181,455 | 66,021 | 247,476 |
| Total Fire | 435,766,921 | 12,150,606 | 447,917,527 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| General Fund | 428,468,990 | 12,515,034 | 440,984,024 |
| Local Public Safety Fund (Sch. 17) | 6,000,000 | - | 6,000,000 |
| Proposition A Local Transit Fund (Sch. 26) | - | 297,000 | 297,000 |
| Prop. C Anti-Gridlock Transit Fund (Sch. 27) | 288,200 | (288,200) | - |
| Fire Hydrant Install Fund (Sch. 29) | 590,841 | 45,662 | 636,503 |
| Targeted-Destination Ambulance Services (Sch 29) | 418,890 | (418,890) | - |
| Total Funds | 435,766,921 | 12,150,606 | 447,917,527 |
| Percentage Change | | | 2.79% |
| Positions | 3,709 | 6 | 3,715 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $266,715*<br>Related Costs: $43,101 | 266,715 | - | 309,816 |
| 2 . **2004-05 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SW $8,575,760*<br>Related Costs: $1,360,973 | 8,575,760 | - | 9,936,733 |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $28,128; SW $(8,806,211)*<br>Related Costs: $(1,397,546) | (8,778,083) | - | (10,175,629) |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(69,148); SW $(1,128,101)*<br>Related Costs: $(190,004) | (1,197,249) | - | (1,387,253) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $87,250; SW $590,865*<br>Related Costs: $107,616 | 678,115 | - | 785,731 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Only critical positions are continued. Related costs consist of employee benefits.<br>*SG $(860,592); SW $(123,060)*<br>Related Costs: $(156,105) | (983,652) | - | (1,139,757) |
| 7 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment is deleted.<br>*EQ $(181,455)* | (181,455) | - | (181,455) |
| 8 . **Ambulance Billing/Terrorism Preparedness Staff**<br>Continue funding for 21 civilian positions in the Ambulance Billing Unit and one sworn position for the Terrorism Preparedness/Arson Investigation Unit. Related costs consist of employee benefits.<br>*SG $880,272; SW $127,932*<br>Related Costs: $300,912 | 1,008,204 | - | 1,309,116 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 9 . **Salaries Accounts Increases**<br>Add $9.2 million in funding to various salaries accounts to cover the cost of recently approved cost of living increases for members of the Fire Department. These increases affect the sworn bonus, constant staffing and overtime accounts. Additional funding is also provided for the Fire Department's civilian overtime account to ensure that overtime funds are available to cover vacancies in the payroll and accounting units.<br>*SOT $500,000; SWB $500,000; SWOT $2,000,000; SOFFCS $6,209,520* | 9,209,520 | - | 9,209,520 |
| **Efficiencies** | | | |
| 10 . **Deletion of Long-Term Vacancies**<br>Reduce funding and eliminate position authority for 13 vacant sworn positions in the Fire Prevention and Technical Support Programs. The Fire Department has proposed the elimination of these vacant positions in order to create greater efficiencies within each of these Bureaus. Related costs consist of employee benefits.<br>*SW $(1,201,896)*<br>Related Costs: $(161,232) | (1,201,896) | (13) | (1,363,128) |
| **Priority Service Level** | | | |
| 11 . **Fiscal and Executive Personnel**<br>Restructure the Fire Department's fiscal and executive personnel. This package provides for the deletion of position authorities that are no longer needed in the Fire Department and provides for the addition of new positions that are critical to support departmental operations such as accounting, payroll and civilian management. Related costs consist of employee benefits.<br>*SG $55,860; EX $5,660; EQ $15,675*<br>Related Costs: $(11,664) | 77,195 | (3) | 65,531 |
| 12 . **Miscellaneous Personnel Adjustments**<br>Transfer 50 positions throughout the Fire Department. The transfer of 40 positions from the Technical Support Program (Recruit Training Section) to the Fire Suppression Program (Platoon Duty/Fire Station Assignments) is a result of the cessation of recruit hiring for the 2004-05 fiscal year. These positions will remain in field assignments for a one year period and will return to the recruit training program for the 2005-06 fiscal year. In addition, ten positions are transferred from the Fire Suppression Program (Fire Safety Eduction Unit) to the Fire Prevention Program (Fire Safety Education Unit). This transfer is a result of simply moving this function to the appropriate Program. There are no additional staff or expense costs associated with this item. | - | - | - |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 13 . **Vehicle and Equipment Replacement**<br>Provide $20.9 million in MICLA financing for the replacement of Fire Department Fleet and Capital Equipment Programs. Funding includes the purchase of 13 new and 34 replacement ambulances, four aerial-ladder trucks, 16 triple combination trucks and other various emergency response vehicles. Funding is also provided for the replacement of large fire/rescue equipment items such as, 63 defibrillators, 14 Jaws of Life extractors, self-contained breathing apparatus and other equipment items. This will provide the Fire Department with necessary state-of-the-art tools and equipment. | - | - | - |
| 14 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of four percent to five percent. Related costs consist of employee benefits.<br>*SG $(180,477)*<br>Related Costs: $(29,165) | (180,477) | - | (209,642) |
| 15 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(42,616)* | (42,616) | - | (42,616) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 7,250,081 | (16) | |

## Terrorism/Arson Investigation

This Program investigates incidents that may be related to terrorist activity, works closely with law enforcement and other terrorism preparedness groups and also investigates the causes of fires of undetermined, suspicious, or incendiary origin, explosions, and fires in which deaths, serious injuries, or extensive property damage have occurred. Arson investigators interrogate witnesses and suspects, apprehend alleged offenders, and assist in prosecution of suspects.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 16 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(1,926) | (9,994) | - | (11,920) |
| **Service Level** | | | |
| 17 . **Terrorism/Arson Investigation Section**<br>The Department's Early Terrorism Warning Group is consolidated into the Arson Investigation Program. This action is a result of the Fire Department's increasing focus on the need to have a comprehensive terrorism preparedness program. By consolidating the functions of terrorism preparedness and arson investigation, the Department will be able to dedicate more resources and training to support anti-terrorism efforts as well as continue to investigate potential arson related fires. This item represents a program name change only, there are no additional costs associated with this package. | - | - | - |
| **TOTAL TERRORISM/ARSON INVESTIGATION** | (9,994) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,544,024 | 25 |
| Changes in Salaries, Expense, Equipment and Special | (9,994) | - |
| **2004-05 PROGRAM BUDGET** | 2,534,030 | 25 |

## Fire Prevention

This program inspects structures, devices and materials subject to the Fire Code, investigates permit applications and checks building plans for major structures, enforces brush and weed abatement code provisions, and provides fire prevention and control education and fire research.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 18 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $26,290 | 2,022,662 | 3 | 2,048,952 |
| **Other Changes or Adjustments** | | | |
| 19 . **Revenue Enhancement**<br>Add funding and position authority for operations enhancements for the Construction Services Function of the Fire Prevention Bureau. The Fire Department has proposed the addition of two civilian staff to support the cost recovery of the construction plan check and inspection services function of the department. Currently, the Fire Department does not charge the developer a fee when they review their construction plans. This package will ensure that the department fully recovers the costs associated with the plan check function. It is estimated that the Fire Department will recover approximately $2.2 million in new fees. Related costs consist of employee benefits.<br>*SG $94,104; EX $34,664; EQ $3,270*<br>Related Costs: $28,992 | 132,038 | 2 | 161,030 |
| **TOTAL FIRE PREVENTION** | 2,154,700 | 5 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 25,476,919 | 226 |
| Changes in Salaries, Expense, Equipment and Special | 2,154,700 | 5 |
| **2004-05 PROGRAM BUDGET** | 27,631,619 | 231 |

## Fire Suppression

This program responds to all alarms and requests related to fire suppression, extinguishes fires, protects and salvages property, and rescues endangered persons as required.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 20 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $206,546 | 9,220,627 | 32 | 9,427,173 |
| **Priority Service Level** | | | |
| 21 . **Staffing for Los Angeles World Airports**<br>Add funding and convert temporary personnel authority to permanent for six positions added by the Council (C.F. 03-1711) during Fiscal Year 2003-04 for the Los Angeles World Airports (LAWA). These positions provide increased Fire Department support to the crash/rescue operations of the Van Nuys Airport and are fully reimbursed from LAWA. Related costs consist of employee benefits.<br>*SW $496,224; SWB $4,272; SOFFCS $153,093; EX $33,600; EQ $36,000*<br>Related Costs: $71,784 | 723,189 | 6 | 794,973 |
| 22 . **Emergency Medical Dispatch**<br>Add funding and position authority for nine dispatchers for the Fire Department's 911 Call Center. Due to the large call volume of the 911 Dispatch Center, nine additional positions are added to ensure that all incoming calls are answered promptly and resources are dispatched efficiently. By adding additional resources to the 911 Call Center, the Fire Department will have sufficient staff to answer calls quickly, thereby potentially reducing response times. Related costs consist of employee benefits.<br>*SW $766,152; SOFFCS $237,044; SOVS $210,000; EX $12,400*<br>Related Costs: $108,648 | 1,225,596 | 9 | 1,334,244 |
| **TOTAL FIRE SUPPRESSION** | 11,169,412 | 47 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 257,153,215 | 2,293 |
| Changes in Salaries, Expense, Equipment and Special | 11,169,412 | 47 |
| **2004-05 PROGRAM BUDGET** | 268,322,627 | 2,340 |

## Emergency Ambulance Service

This program provides emergency medical and/or paramedic treatment at the scene of accidents or illnesses and provides transportation to the nearest qualified medical facility.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 23 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(52,263) | (327,193) | - | (379,456) |
| **Priority Service Level** | | | |
| 24 . **Emergency Medical Services Enhancements**<br>Add funding for 24 paramedics and the purchase of 13 additional ambulances to be deployed on a City-wide basis. Funding is provided to upgrade 24 existing firefighters to serve as paramedics on Advanced Life Support Ambulances. Four month funding is also provided for 13 overtime staffed ambulances to service those stations in the City currently without an ambulance. The addition of the paramedic upgrades and the overtime staffed ambulances will enhance the Fire Department's emergency response times and service throughout the City. Four month funding is also provided for one Equipment Mechanic to service the ambulances and various medical supplies and equipment. Related costs consist of employee benefits.<br>*SG $18,296; SW $276,000; SOVS $1,594,320; EX $277,375; EQ $181,701*<br>Related Costs: $5,252 | 2,347,692 | 1 | 2,352,944 |
| **TOTAL EMERGENCY AMBULANCE SERVICE** | 2,020,499 | 1 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 75,087,656 | 705 |
| Changes in Salaries, Expense, Equipment and Special | 2,020,499 | 1 |
| **2004-05 PROGRAM BUDGET** | 77,108,155 | 706 |

## Technical Support

This program provides necessary support to field forces, including training, equipment maintenance, supply, and dispatching and emergency communications for the Fire Suppression and Emergency Ambulance Services Programs.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 25 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(639,015) | (4,533,007) | (51) | (5,172,022) |
| **Priority Service Level** | | | |
| 26 . **Risk Management**<br>Add funding and position authority for four sworn positions to administer the Fire Department's new Risk Management Program. This program is designed to reduce the total number of sworn employees that are currently on long-term Injury on Duty Status. These positions will be responsible for tracking each employee that is off duty due to injury and work with them and their physicians to help them to return to active duty as soon as possible or apply for a Disability Pension. It is estimated that these positions would save the City approximately $2 million per year. Related costs consist of employee benefits.<br>*SW $453,804; SWB $2,848; EX $4,528; EQ $10,830*<br>Related Costs: $53,388 | 472,010 | 4 | 525,398 |
| **TOTAL TECHNICAL SUPPORT** | (4,060,997) | (47) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 64,472,108 | 318 |
| Changes in Salaries, Expense, Equipment and Special | (4,060,997) | (47) |
| **2004-05 PROGRAM BUDGET** | 60,411,111 | 271 |

## General Administration and Support

This program performs management and administrative support functions including policy development, implementation and control, budget, administrative and personnel support services, and operational planning.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 27 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $327,254 | 876,986 | - | 1,204,240 |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | 876,986 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 11,032,999 | 142 |
| Changes in Salaries, Expense, Equipment and Special | 876,986 | - |
| **2004-05 PROGRAM BUDGET** | 11,909,985 | 142 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **ARSON INVESTIGATION PROGRAM** | | | | | | | |
| Incendiary and suspicious fires | 3,792 | 4,189 | 4,036 | 4,500 | 4,500 | 3,980 | 4,203 |
| Fires Investigated | 898 | | 906 | 1,000 | 1,000 | 733 | 968 |
| Persons apprehended | 178 | 135 | 199 | 200 | 200 | 122 | 182 |
| Juveniles counseled and released | 101 | 787 | 1,187 | 1,200 | 1,200 | 372 | 375 |
| Subpoenas processed | 6,235 | 7,503 | 8,253 | 8,500 | 9,000 | 8,300 | 8,300 |
| Canine responses | 62 | 68 | 89 | 70 | 80 | 99 | 99 |
| Department members trained in fire investigation | 150 | 600 | 800 | 800 | 800 | 700 | 700 |
| Fire reports issued | 2,365 | 2,039 | 3,154 | 2,500 | 2,500 | 5,300 | 5,300 |
| **FIRE PREVENTION PROGRAM** | | | | | | | |
| Bureau of Fire Prevention inspections made | 16,377 | 16,352 | 21,586 | 22,400 | 23,100 | 31,772 | 37,800 |
| Hazards corrected | 11,404 | 20,032 | * | * | * | 24,960 | 25,000 |
| Division 4 permits issued | 6,703 | 6,041 | 6,033 | 5,800 | 6,000 | 5,300 | 6,115 |
| Division 5: | | | | | | | |
| General approvals | 22 | 35 | 20 | 25 | 25 | 30 | 30 |
| Permits issued | 2,920 | 2,275 | 2,000 | 2,000 | 2,000 | 3,685 | 3,700 |
| Inspections | 1,779 | 1,600 | 750 | 800 | 800 | 3,766 | 3,800 |
| Brush clearance: | | | | | | | |
| Parcels inspected | 202,200 | 120,758 | 127,000 | 128,000 | 128,000 | 128,472 | 128,500 |
| Parcels cited | 21,000 | 20,332 | 19,910 | 24,800 | 20,000 | 20,000 | 20,000 |
| Parcels cleared | | | | | | | |
| By owner | 20,100 | 19,444 | 18,755 | 22,500 | 19,000 | 18,700 | 21,960 |
| By City contractor | 900 | 988 | 1,155 | 1,400 | 1,000 | 1,350 | 1,350 |
| Fire Safety Officer hours: | | | | | | | |
| Special events | 774 | 1,982 | 750 | 750 | 900 | 2,800 | 2,800 |
| Motion picture and television filming | | | | | | | |
| Locations | 3,500 | 6,500 | 5,922 | 5,600 | 5,900 | 7,165 | 7,170 |
| Studio inspections | 180 | 425 | 366 | 400 | 400 | 400 | 400 |
| Special effects permits issued | 3,500 | 2,500 | 1,860 | 1,950 | 2,050 | 4,670 | 4,670 |
| Spot checks | 4,305 | 4,005 | 3,289 | 3,100 | 3,300 | 3,972 | 3,900 |
| Unified program (Hazardous Materials and Waste Management): | | | | | | | |
| Unified Program Permits Issued | 10,168 | 10,585 | 10,250 | 11,000 | 11,000 | 10,750 | 11,000 |
| Unified Program Invoices Processed | 10,820 | 9,912 | 9,912 | 9,900 | 9,900 | 11,150 | 11,150 |
| Unified Prog Delinquent Invoices Processed | 1,950 | 2,280 | 2,244 | 2,050 | 2,100 | 2,000 | 2,100 |
| California Accidental Release Prevention Plan (CalARP): | | | | | | | |
| CalARP -Plans Reviewed | - | 82 | 1 | 35 | 30 | 30 | 30 |
| CalARP-Facilities Inspected | 32 | 56 | 18 | 25 | 20 | 25 | 25 |
| Environmental/Hazardous Materials Enforcement: | | | | | | | |
| Tri-annual Haz Mat Facility Inspection | 2,527 | 3,464 | 3,827 | 3,500 | 3,500 | 4,000 | 4,000 |
| Information Requests/Right to Know | 6,560 | 1,703 | 4,815 | 3,800 | 4,000 | 4,100 | 4,100 |
| Land Access/Hydrant: | | | | | | | |
| Environmental impact reports | 63 | 51 | 62 | 70 | 70 | 30 | 30 |
| Parcel Tract Actions | 275 | 496 | 579 | 650 | 650 | 175 | 180 |
| Zoning Actions | 1,137 | 1,069 | 1,148 | 1,150 | 1,200 | 450 | 500 |
| Feet of Main | 36,480 | - | 1,074 | 1,200 | 1,300 | 1,400 | 1,400 |
| New Hydrant Notices | 941 | 374 | 430 | 500 | 575 | 350 | 350 |
| LAUSD Reviews | 126 | 296 | 458 | 550 | 600 | 200 | 200 |

* Data not provided by the Department

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **FIRE PREVENTION PROGRAM (Continued)** | | | | | | | |
| Developer Consultation | 205 | 518 | 460 | 350 | 400 | 500 | 500 |
| Developer Consultation Hours | 194 | 600 | 500 | 400 | 450 | 550 | 600 |
| High rise occupancies inspected | 1,704 | 1,476 | 1,518 | 1,500 | 1,500 | 740 | 750 |
| Construction inspections | 11,200 | 13,188 | 10,340 | 11,000 | 11,800 | 5,930 | 6,000 |
| Fire protection equipment certification of fitness: | | | | | | | |
| Applications Processed | 102 | 97 | 121 | 150 | 150 | 144 | 150 |
| Written Test Administered | 102 | 97 | 121 | 130 | 145 | 144 | 150 |
| Field Performance Test Administered | 853 | 776 | 997 | 1,200 | 1,300 | 1,200 | 1,300 |
| Training Classes Conducted | 27 | 35 | 35 | 35 | 40 | 37 | 40 |
| Review and process Fire Protectior Equip Cert | 10,563 | 12,100 | 11,700 | 13,000 | 14,000 | 12,241 | 12,300 |
| Environmental/Underground Tanks | | | | | | | |
| Sites assessed | 92 | 204 | 313 | 300 | 300 | 360 | 360 |
| Sites remediated | 146 | 336 | 142 | 150 | 150 | 181 | 181 |
| Sites referred to regional water board | 53 | 31 | 69 | 70 | 80 | 85 | 85 |
| Public inquiries | 7,292 | 5,080 | 5,070 | 5,000 | 5,000 | 14,520 | 14,550 |
| Tanks inspected | 2,656 | 1,844 | 1,800 | 1,850 | 1,850 | 2,238 | 2,238 |
| Plan check services: | | | | | | | |
| Plans approved | 3,522 | 5,189 | 10,164 | 11,235 | 12,500 | 7,500 | 7,500 |
| Fire alarms | 2,049 | 1,366 | 998 | 630 | 1,500 | 1,700 | 1,700 |
| Modifications approved | 835 | 200 | 220 | 250 | 700 | 500 | 500 |
| Preliminary project reviews | 936 | 964 | 662 | 350 | 300 | 900 | 900 |
| Legal activities: | | | | | | | |
| Property and corporation ownership invest. | 5,125 | 5,890 | 6,370 | 6,400 | 6,400 | 6,500 | 6,500 |
| City Attorney hearings: prefilings | 600 | 434 | 560 | 575 | 575 | 650 | 650 |
| Cases received | 712 | 515 | 690 | 700 | 700 | 850 | 900 |
| Cases filed | 350 | 52 | 160 | 160 | 160 | 165 | 170 |
| Smoke ordinance inspections | | 900 | 490 | 850 | 850 | 750 | 750 |
| Apartment Housing Task Force Inspections | 450 | 1,280 | 1,325 | 1,300 | 1,300 | 1,240 | 1,275 |
| Research activities: | | | | | | | |
| Fire Code revisions | 30 | 400 | 450 | 600 | 1,000 | 4 | 50 |
| Legislative review | 89 | 122 | 100 | 150 | 150 | 190 | 190 |
| Hazardous materials response unit | 8 | 12 | 12 | 10 | 10 | * | 10 |
| Fire and safety education: | | | | | | | |
| Division 6 Certificates of Fitness issued | 38 | 28 | 40 | 65 | 70 | 47 | 50 |
| Individuals trained | 72,265 | 42,000 | 30,854 | 35,000 | 40,000 | 62,386 | 62,390 |
| Special needs training | 10,227 | 12,500 | 8,720 | 9,000 | 9,200 | 11,463 | 11,500 |
| Emergency procedures manuals | 397 | 521 | 135 | 150 | 100 | 262 | 262 |
| Buildings reviewed for evacuation signs | 181 | 324 | 204 | 200 | 200 | 232 | 232 |
| Special programs presented | 264 | 224 | 134 | 200 | 300 | 239 | 240 |
| Research and development | 1,476 | 1,532 | 588 | 600 | 650 | 1,249 | 1,249 |
| Americans with Disability Act compliance | 121 | 443 | 126 | 150 | 150 | 149 | 149 |
| **FIRE SUPPRESSION PROGRAM** | | | | | | | |
| Actual fires: | | | | | | | |
| Structure Fires | 2,957 | 2,922 | 2,972 | 2,800 | 2,800 | 2,800 | 2,800 |
| Nonstructure Fires | 9,602 | 10,074 | 10,060 | 10,000 | 10,000 | 10,000 | 10,000 |
| Emergency responses: | | | | | | | |
| Fires (includes automatic alarms) | 108,831 | 108,467 | 112,522 | 120,500 | 129,000 | 122,500 | 123,000 |
| Hazardous conditions | 4,521 | 4,797 | 4,655 | 5,000 | 5,300 | 5,300 | 5,300 |
| Rescues and others | 22,299 | 22,465 | 31,898 | 34,100 | 36,500 | * | 36,500 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **FIRE SUPPRESSION PROGRAM (Continued)** | | | | | | | |
| Helicopter flight hours: | | | | | | | |
| Brush & structure fires | 258 | 581 | 418 | 450 | 450 | 625 | 625 |
| Rescue, medical transport | 183 | 314 | 335 | 350 | 375 | 500 | 500 |
| Nonemergency responses: | | | | | | | |
| Training, Department function, City Department support, maintenance | 1,003 | 1,777 | 1,852 | 2,000 | 2,100 | 1,100 | 1,200 |
| **EMERGENCY AMBULANCE SERVICES** | | | | | | | |
| Emergency medical responses by: | | | | | | | |
| Paramedic Ambulances | 164,860 | 181,702 | 190,659 | 204,000 | 218,000 | 202,000 | 203,000 |
| EMT ambulances | 79,327 | 73,682 | 73,174 | 78,300 | 83,800 | 110,000 | 111,000 |
| Paramedic Fire Resources | 30,728 | 34,762 | 34,400 | 36,800 | 39,400 | 42,000 | 42,000 |
| EMT fire resources | 124,803 | 147,381 | 163,585 | 175,000 | 187,000 | 178,000 | 180,000 |
| Patients treated | | * | * | * | * | * | - |
| Patients transported | 125,829 | 149,688 | 169,417 | 186,000 | 205,000 | 186,000 | 186,000 |
| **TECHNICAL SUPPORT PROGRAM** | | | | | | | |
| Emergency dispatches made: | | | | | | | |
| EMS | 306,205 | 251,327 | 261,523 | 288,000 | 316,000 | 290,104 | 290,200 |
| Fire | 64,958 | 66,466 | 66,373 | 70,000 | 70,000 | 66,046 | 66,200 |
| Drill tower training hours | 113,760 | 97,760 | 346,140 | 342,000 | 342,000 | 285,000 | * |
| Recruit training hours | 75,840 | 98,000 | 230,760 | 228,000 | 228,000 | 190,000 | 190,000 |
| Revised map pages distributed | 11,200 | 14,774 | 6,000 | 6,000 | 6,000 | 60,000 | 6,000 |

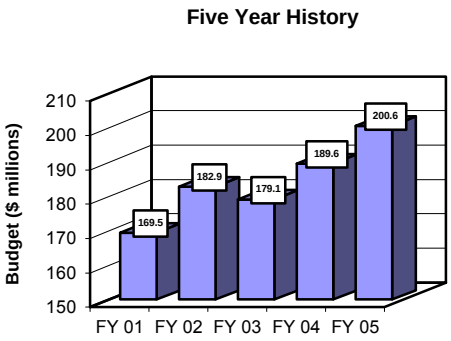
* Data not provided by the Department

# DEPARTMENT OF GENERAL SERVICES

**2004 - 05 Proposed Budget**

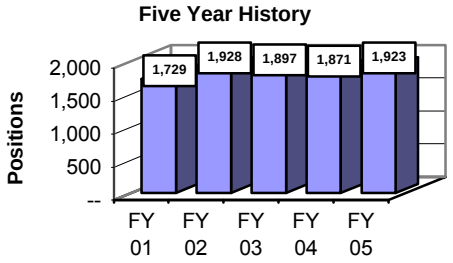
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 121,582,000 | $ 103,193,229 | **$ 107,664,643** | 4.3% |
| Expense | 97,583,000 | 80,974,944 | **87,164,799** | 7.6% |
| Equipment | 1,211,000 | 1,194,485 | **1,533,000** | 28.3% |
| Special | 5,303,000 | 4,215,224 | **4,215,224** | -- % |
| **TOTAL** | **$ 225,679,000** | **$ 189,577,882** | **$ 200,577,666** | 5.8% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 1,732 | 1,871 | **1,923** | 2.8% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 1,436,596 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Salary Savings Increase | (800,433) | -- |
| ◆ Expense Reduction | (1,065,048) | -- |
| ◆ Continuation of Resolution Authority Positions | 2,357,652 | -- |
| ◆ Supplemental Salary Savings Increase | (1,620,778) | -- |
| ◆ El Pueblo Services | 1,679,070 | 31 |
| ◆ Barnsdall Art Park | 994,651 | 9 |
| ◆ Valley 9-1-1 Dispatch Center Maintenance | 430,206 | 3 |
| ◆ New Facilities Maintenance | 2,159,628 | 10 |
| ◆ Leasing Account | 912,000 | -- |
| ◆ Executive Management Reduction | (254,114) | (1) |
| ◆ Secondary Storage Tank Testing | 104,000 | -- |
| ◆ Field Equipment and Expense | 2,500,000 | -- |
| ◆ Supply Management System Upgrade | 1,139,000 | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Establishing Purchasing Authorities | $ 2,674,128 | $ 2,714,660 | $ 40,532 | 34 | 34 | 0 |
| Vendor Payments | 3,611,844 | 3,658,990 | 47,146 | 62 | 62 | 0 |
| Warehousing and Inventory Management | 11,366,350 | 11,521,848 | 155,498 | 225 | 225 | 0 |
| Salvage Operations | 886,255 | 892,388 | 6,133 | 13 | 13 | 0 |
| City Fleet Maintenance | 53,411,253 | 55,932,673 | 2,521,420 | 540 | 540 | 0 |
| Motorpool Management | 537,635 | 539,059 | 1,424 | 13 | 13 | 0 |
| Fuel and Environmental Compliance | 14,277,339 | 15,325,618 | 1,048,279 | 16 | 15 | (1) |
| Building Maintenance | 24,567,417 | 26,600,403 | 2,032,986 | 212 | 215 | 3 |
| Construction | 3,085,635 | 3,101,990 | 16,355 | 15 | 15 | 0 |
| Asset Management | 32,010,022 | 32,908,025 | 898,003 | 29 | 29 | 0 |
| Asphalt Lab Services | 1,690,438 | 1,702,665 | 12,227 | 26 | 26 | 0 |
| Construction Materials Testing | 1,997,574 | 2,013,467 | 15,893 | 31 | 31 | 0 |
| Geotechnical Labs | 1,691,305 | 1,709,501 | 18,196 | 23 | 23 | 0 |
| Envirochemical Labs | 1,735,778 | 1,753,181 | 17,403 | 22 | 22 | 0 |
| Special Research Lab | 938,965 | 946,553 | 7,588 | 14 | 14 | 0 |
| Custodial Services | 18,235,003 | 20,228,870 | 1,993,867 | 434 | 463 | 29 |
| Parking Lot Management | 1,239,389 | 1,842,942 | 603,553 | 28 | 42 | 14 |
| Mail Delivery and Processing | 5,431,413 | 5,433,519 | 2,106 | 32 | 32 | 0 |
| Office Recycling | 924,046 | 929,142 | 5,096 | 20 | 20 | 0 |
| Office Moving Services | 545,788 | 546,426 | 638 | 6 | 6 | 0 |
| Security Services | 7,746,473 | 9,294,608 | 1,548,135 | 107 | 114 | 7 |
| High Rise Evacuations Program | 367,226 | 371,697 | 4,471 | 4 | 4 | 0 |
| Special Community Events | 606,606 | 609,441 | 2,835 | 5 | 5 | 0 |
| | $ 189,577,882 | $ 200,577,666 | $ 10,999,784 | 1,911 | 1,963 | 52 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 96,248,580 | 2,657,078 | 98,905,658 |
| Salaries, Construction Projects | 579,953 | - | 579,953 |
| Salaries As-Needed | 1,014,532 | 174,990 | 1,189,522 |
| Overtime General | 2,180,750 | 43,347 | 2,224,097 |
| Overtime Construction | 50,000 | - | 50,000 |
| Hiring Hall Salaries | 1,965,224 | 1,217,304 | 3,182,528 |
| Hiring Hall Construction | 650,000 | - | 650,000 |
| Benefits Hiring Hall | 398,560 | 378,695 | 777,255 |
| Benefits Hiring Hall Construction | 74,000 | - | 74,000 |
| Overtime Hiring Hall | 29,130 | - | 29,130 |
| Overtime Hiring Hall Construction | 2,500 | - | 2,500 |
| Total Salaries | 103,193,229 | 4,471,414 | 107,664,643 |
| **Expense** | | | |
| Printing and Binding | 133,095 | (1,331) | 131,764 |
| Travel | 200,200 | - | 200,200 |
| Construction Expense | 19,646 | - | 19,646 |
| Contractual Services | 12,510,546 | 950,653 | 13,461,199 |
| Field Equipment Expense | 19,262,800 | 2,504,558 | 21,767,358 |
| Maintenance Materials,Supplies & Services | 4,474,996 | 699,424 | 5,174,420 |
| Custodial Supplies | 939,063 | 52,695 | 991,758 |
| Construction Materials | 512,601 | - | 512,601 |
| Petroleum Products | 11,577,658 | 1,040,281 | 12,617,939 |
| Transportation | 50,153 | - | 50,153 |
| Utilities Expense Private Company | 3,250,000 | 5,000 | 3,255,000 |
| Marketing | 19,442 | - | 19,442 |
| Governmental Meetings | 1,530 | - | 1,530 |
| Uniforms | 275,518 | 23,400 | 298,918 |
| Laboratory Testing Expense | 401,157 | - | 401,157 |
| Office and Administrative | 482,475 | 53,175 | 535,650 |
| Operating Supplies | 996,044 | - | 996,044 |
| Leasing | 25,868,020 | 862,000 | 26,730,020 |
| Total Expense | 80,974,944 | 6,189,855 | 87,164,799 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 2,485 | 618,515 | 621,000 |

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Equipment** | | | |
| Transportation Equipment | 1,192,000 | (280,000) | 912,000 |
| Total Equipment | 1,194,485 | 338,515 | 1,533,000 |
| **Special** | | | |
| Mail Services | 4,179,177 | - | 4,179,177 |
| Construction Projects Contingency | 36,047 | - | 36,047 |
| Total Special | 4,215,224 | - | 4,215,224 |
| Total General Services | 189,577,882 | 10,999,784 | 200,577,666 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 156,305,741 | 8,819,271 | 165,125,012 |
| Sanitation Equipment Charge Fund (Sch. 2) | 24,802,752 | 206,795 | 25,009,547 |
| Special Gas Tax Street Improvement Fund (Sch 5) | 579,275 | 532,320 | 1,111,595 |
| Stormwater Pollution Abatement Fund (Sch. 7) | 315,881 | - | 315,881 |
| Special Parking Revenue Fund (Sch. 11) | 37,000 | (37,000) | - |
| Sewer Construction & Maintenance Fund (Sch 14) | 4,133,931 | 177,084 | 4,311,015 |
| St. Light. Maint. Assessment Fund (Sch. 19) | 2,222,689 | (425,508) | 1,797,181 |
| Telecom. Development Acct. (Sch. 20) | 330,672 | 7,471 | 338,143 |
| City Employees Ridesharing Fund (Sch. 28) | 265,200 | 40,281 | 305,481 |
| General Services Trust (Sch. 29) | 359,786 | - | 359,786 |
| Procurement Reengineering Trust Fund (Sch.32) | 191,022 | - | 191,022 |
| Disaster Assistance Trust Fund (Sch 37) | 33,933 | - | 33,933 |
| El Pueblo de L A Hist. Mon. Rev. Fund (Sch. 43) | - | 1,679,070 | 1,679,070 |
| Total Funds | 189,577,882 | 10,999,784 | 200,577,666 |
| Percentage Change | | | 5.8% |
| Positions | 1,871 | 52 | 1,923 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $1,436,596*<br>Related Costs: $232,153 | 1,436,596 | - | 1,668,749 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $1,115,568*<br>Related Costs: $180,275 | 1,115,568 | - | 1,295,843 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(372,451)*<br>Related Costs: $(60,188) | (372,451) | - | (432,639) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $994,069*<br>Related Costs: $160,641 | 994,069 | - | 1,154,710 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Related costs consist of employee benefits.<br>*SG $(2,212,667)*<br>Related Costs: $(357,566) | (2,212,667) | - | (2,570,233) |
| 7 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(1,194,485)* | (1,194,485) | - | (1,194,485) |
| **Other Changes or Adjustments** | | | |
| 8 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of three percent to four percent. Related costs consist of employee benefits.<br>*SG $(800,433)*<br>Related Costs: $(129,349) | (800,433) | - | (929,782) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 9 . **Expense Reduction**<br>Provide funding for the following changes to expense accounts:<br><br>Printing and Binding (One percent reduction) $ (1,331)<br>Office and Administrative (One percent reduction) (4,825)<br>Contractual Services (One percent reduction) (121,173)<br>Leasing (Insurance premium transfer) (50,000)<br>Petroleum Products (City Employee Rideshare Program) 40,281<br>Contractual Services (SMS Upgrade one-time expense) (928,000)<br>*EX $(1,065,048)* | (1,065,048) | - | (1,065,048) |
| 10 . **Continuation of Resolution Authority Positions**<br>Continue funding and resolution authority for 40 positions to provide support services to various programs. Related costs consist of employee benefits.<br><br>Fleet Services (DWP helicopter, street resurfacing, refuse collection, and alternative fuels vehicles maintenance and repair)<br>22 positions<br><br>Security Services (Police dispatch centers)<br>Six positions<br><br>Standards Services (Sewer infrastructure testing)<br>Five positions<br><br>Supply Services (SMS and procurement support)<br>Six positions<br><br>General Administration and Support (Fuel Tax Refund Program)<br>One position<br>*SG $2,357,652*<br>Related Costs: $667,704 | 2,357,652 | - | 3,025,356 |
| 11 . **Supplemental Salary Savings Increase**<br>Increase the salary savings rate from four to six percent. Related costs consist of employee benefits.<br>*SG $(1,620,778)*<br>Related Costs: $(261,917) | (1,620,778) | - | (1,882,695) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (1,361,977) | - | |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(138,607) | (1,163,488) | - | (1,302,095) |
| **Efficiencies** | | | |
| 13 . **El Pueblo Services**<br>Transfer El Pueblo parking, custodial and building maintenance services to the Department of General Services (GSD). A total of 31 positions are transferred, including 12 custodians, two custodial supervisors, two building repairer, one building repairer supervisor and 14 parking attendant positions. The following expense funding is also transferred: $133,900 for custodial expenses; $50,600 for building maintenance expenses; $8,500 for parking services expenses; and $296,580 for contract security services. This transfer of essential services will enable GSD to enhance the level of services provided to the El Pueblo Historical Monument buildings and grounds. Funding is provided through the El Pueblo de Los Angeles Historical Monument Revenue Fund (see El Pueblo Items 6-9). Related costs consist of employee benefits.<br>*SG $1,071,000; SAN $174,990; EX $433,080*<br>Related Costs: $386,556 | 1,679,070 | 31 | 2,065,626 |
| **Priority Service Level** | | | |
| 14 . **Barnsdall Art Park**<br>Add funding and position authorities to provide maintenance, security and custodial services at Barnsdall Art Park. The Department assumed services at the Park in June 2003, without additional funding. Two Custodial Services Attendant positions have been added for custodial services and seven Special Officer III positions are added for security services. This package will also fund the completion of several existing repair projects including upgrades to the fire alarm and elevator systems. Funding is also provided for the purchase of one patrol sedan for use in Park security operations. Funding in the amount of $30,000 is provided in the proposed 2004-05 MICLA financing program for the purchase of this vehicle. Related costs consist of employee benefits.<br>*SG $510,708; SOT $21,590; SHH $235,518; SHHFB $39,253; EX $166,582; EQ $21,000*<br>Related Costs: $142,956 | 994,651 | 9 | 1,137,607 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **New Facilities** | | | |
| 15 . **Valley 9-1-1 Dispatch Center Maintenance**<br>Add funding and position authority to maintain custodial and building maintenance services at the Valley Dispatch Center. The Department currently provides these services, however funding was not included in the Fiscal Year 2003-04 budget. Three positions (two Custodial Services Attendants and one Sr. Custodial Services Attendant) have been added for custodial services. Approximately $137,000 is provided for building maintenance work and $131,000 is provided for custodial and maintenance supplies and expenses. Related costs consist of employee benefits.<br>*SG $99,912; SOT $3,000; SHH $137,328; SHHFB $58,855; EX $131,111*<br>Related Costs: $36,504 | 430,206 | 3 | 466,710 |
| 16 . **New Facilities Maintenance**<br>Add funding and position authorities to provide for building maintenance and custodial services at new Police, Library and cultural facilities that will open during 2004-05. This budget proposes that maintenance and custodial services be provided by a combination of City personnel and contract services. Ten positions (nine Custodial Services Attendants and one Custodial Supervisor) have been added for custodial services. Funding in the amount of $1.68 million is included to maintain two new police facilities encompassing a total of 380,000 square feet. Funding in the amount of $180,000 is also provided to maintain five new branch libraries and $290,000 is provided to support three cultural facilities. Related costs consist of employee benefits.<br>*SG $332,016; SOT $10,995; SHH $844,458; SHHFB $280,587; EX $691,572*<br>Related Costs: $121,524 | 2,159,628 | 10 | 2,281,152 |
| **Other Changes or Adjustments** | | | |
| 17 . **Leasing Account**<br>Add funding to offset a projected deficit in the Leasing Account. Funding for cost of living and various departmental moves and changes was not provided to this expense account in 2003-04. The $912,000 represents the shortfall in 2003-04. The additional funding will enable the Department to maintain the current level of leasing services.<br>*EX $912,000* | 912,000 | - | 912,000 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 18 . **Contract Security Services**<br>Add expense funding to provide for an anticipated 30 percent increase in the cost of security services contracts for 2004-05. The Department provides security services to City-owned buildings and facilities through a combination of City personnel and contract staff. This funding will cover the increased cost of new security services contracts currently under review.<br>*EX $773,000* | 773,000 | - | 773,000 |
| **TOTAL BUILDING SERVICES** | 5,785,067 | 53 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 88,570,609 | 811 |
| Changes in Salaries, Expense, Equipment and Special | 5,785,067 | 53 |
| **2004-05 PROGRAM BUDGET** | 94,355,676 | 864 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 19 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $351,504 | 128,297 | - | 479,801 |
| **Efficiencies** | | | |
| 20 . **Executive Management Reduction**<br>Reduce funding and eliminate position authority for one vacant position of Chief Management Analyst assigned to the Fuel Services and Environmental Compliance Section. Existing workload will be absorbed within the Division. Related costs consist of employee benefits.<br>*SG $(114,384)*<br>Related Costs: $(25,020) | (114,384) | (1) | (139,404) |
| **Priority Service Level** | | | |
| 21 . **Secondary Storage Tank Testing**<br>Add expense funding to provide for the implementation of State-mandated testing of secondary spill containment systems associated with underground tanks. Mandated by AB 2481, spill containment structure testing ensures the prevention of a hazardous substance release in the form of a spill or overfill during the tank filling process. The City has approximately 300 underground tanks with spill containment structures that require annual testing.<br>*EX $104,000* | 104,000 | - | 104,000 |
| 22 . **Field Equipment and Expense**<br>Add funding in the Field Equipment and Expense Account to fund increases in commodity 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.<br>*EX $2,500,000* | 2,500,000 | - | 2,500,000 |
| 23 . **Special Funded Fleet - Street Lighting Bureau**<br>Provide funding from the Street Lighting Maintenance Assessment Fund for various replacement vehicles used by the Bureau of Street Lighting.<br>*EQ $402,000* | 402,000 | - | 402,000 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 24 . **Citywide Fleet Replacement**<br>Continue the current level of funding ($30 million) for citywide fleet replacement. This amount is recommended for inclusion in the 2004-05 MICLA financing program. | - | - | - |
| 25 . **Special Funded Fleet - Dept. of Transportation**<br>Provide funding from the Special Gas Tax Street Improvement Fund for the acquisition of three vehicles used by the Department of Transportation (DOT) for street resurfacing support (see DOT Item 16). Funds are also provided for maintenance and repair expenses.<br>*SOT $7,762; EX $4,558; EQ $510,000* | 522,320 | - | 522,320 |
| **Other Changes or Adjustments** | | | |
| 26 . **Petroleum Products**<br>Add funding in the Petroleum Products account to cover the rising costs of petroleum to the City. Petroleum costs are subject to a variety of external factors such as world market production levels, geopolitical events and local refinery outages, which can contribute to sharp and sustained increases in the prices of refined fuel products. An additional $1.8 million is also placed in the Unappropriated Balance (UB) as a contingency (see UB Item 8).<br>*EX $1,000,000* | 1,000,000 | - | 1,000,000 |
| **TOTAL FLEET SERVICES AND OPERATIONS** | 4,542,233 | (1) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 66,570,544 | 532 |
| Changes in Salaries, Expense, Equipment and Special | 4,542,233 | (1) |
| **2004-05 PROGRAM BUDGET** | 71,112,777 | 531 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 27 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $201,576 | (261,316) | - | (59,740) |
| **Priority Service Level** | | | |
| 28 . **Supply Management System Upgrade**<br>Add funding to complete the Supply Management System (SMS) software upgrade to Version 8.8. Vendor technical support for the existing SMS will expire in December 2004. This package will fund continued vendor support, Internet capability for eventual E-Commerce and E-Sourcing functions, shift the system from Windows-based to a more functional Web-based structure, and provide for training and server hardware upgrades. Partial funding ($191,000) is provided from the Procurement Reengineering Trust Fund.<br>*EX $539,000; EQ $600,000* | 1,139,000 | - | 1,139,000 |
| **TOTAL SUPPORT SERVICES TO DEPARTMENTS** | 877,684 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 30,865,966 | 459 |
| Changes in Salaries, Expense, Equipment and Special | 877,684 | - |
| **2004-05 PROGRAM BUDGET** | 31,743,650 | 459 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 29 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $17,280 | (65,470) | - | (48,190) |
| **Efficiencies** | | | |
| 30 . **Executive Management Reduction**<br>Reduce funding for one vacant Assistant General Manager position. Position authority will remain in the Department, however funding for this position will be provided through departmental salary savings. Related costs consist of employee benefits.<br>*SG $(139,730)*<br>Related Costs: $(29,040) | (139,730) | - | (168,770) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (205,200) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 3,570,763 | 69 |
| Changes in Salaries, Expense, Equipment and Special | (205,200) | - |
| **2004-05 PROGRAM BUDGET** | 3,365,563 | 69 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **BUILDING SERVICES PROGRAM** | | | | | | | |
| Custodial Operations: | | | | | | | |
| Square feet cleaned per custodian | 27,780 | 27,630 | 27,630 | 28,271 | 29,740 | 28,649 | 28,389 |
| Buildings cleaned | 164 | 130 | 178 | 183 | 183 | 191 | 191 |
| Square feet of buildings cleaned | 7,195,000 | 9,200,730 | 9,200,730 | 10,403,844 | 10,736,060 | 11,058,451 | 11,298,690 |
| Buildings contracted | 57 | 62 | 62 | 69 | 56 | 56 | 76 |
| Square feet contracted | 906,500 | 1,028,143 | 1,056,931 | 1,111,931 | 1,063,836 | 1,063,836 | 1,103,656 |
| Recycling Operations: | | | | | | | |
| Facilities Serviced | 510 | 515 | 515 | 570 | 575 | 580 | 600 |
| Tonnage Collected | 1,585 | 2,000 | 1,898 | 1,865 | 1,503 | 1,650 | 1,700 |
| Revenue | $ 31,155 | $ 35,173 | $ 31,850 | $ 44,282 | $ 30,495 | $ 30,000 | 32,000 |
| Avoided Disposal Costs | $ 58,645 | $ 74,000 | $ 73,371 | $ 177,175 | $ 142,785 | $ 156,750 | $ 161,500 |
| Building Maintenance and Repair: | | | | | | | |
| Repair orders requested + | 52,500 | 41,534 | 47,802 | 43,746 | 46,041 | 47,820 | 60,000 |
| Repair orders completed + | 32,000 | 40,246 | 40,086 | 41,062 | 39,000 | 44,850 | 39,676 |
| Square feet of buildings | 14,000,000 | 14,757,172 | 14,809,372 | 15,146,677 | 15,146,677 | 15,626,000 | 16,000,000 |
| Number of buildings maintained | 730 | 737 | 766 | 778 | 778 | 800 | 827 |
| Buildings contracted | 5 | 5 | 5 | 5 | 5 | 2 | 2 |
| Square feet contracted | 1,029,155 | 1,029,155 | 1,029,155 | 1,029,155 | 1,029,155 | 1,029,155 | 1,029,155 |
| Special Events: | | | | | | | |
| Special events coordinated | 1,939 | 1,931 | 2,080 | 2,820 | 3,294 | 3,300 | 3,350 |
| Security Services: | | | | | | | |
| Facilities patrolled | 636 | 668 | 745 | 700 | 711 | 975 | 1,015 |
| Fixed posts staffed | 49 | 52 | 55 | 55 | 66 | 80 | 96 |
| Transients evicted | 2,783 | 3,443 | 4,000 | 3,500 | 1,850 | 5,000 | 7,250 |
| Investigations | | | | | | | |
| Administrative | 1,012 | 1,255 | 1,200 | 1,280 | 1,500 | 4,600 | 4,950 |
| Non-Crime Reports | 312 | 331 | 375 | 350 | 500 | 675 | 875 |
| Complaints | 9 | 4 | 10 | 8 | 8 | 30 | 42 |
| Crime Reports Taken | | | | | | | |
| Arrests | 347 | 255 | 500 | 300 | 65 | 500 | 650 |
| Crime Reports | 66 | 57 | 125 | 65 | 150 | 175 | 210 |
| Loss Reports | 10 | 19 | 15 | 20 | 35 | 180 | 240 |
| Construction Projects: | | | | | | | |
| Construction projects in progress | 138 | 250 | 150 | 290 | 300 | 321 | 350 |
| Asset Management (formerly Leasing): | | | | | | | |
| Property Management Assignments | 5,350 | 5,400 | 5,885 | 6,475 | 7,000 | 7,000 | 7,000 |
| Portfolio Management | | | | | | | |
| Number of buildings inventory | 1,035 | 1,035 | 1,060 | 1,075 | 816 | 819 | 895 |
| Number of parcels inventory | 7,000 | 7,000 | 7,000 | 3,000 | 3,000 | 2,400 | 2,400 |

+ 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 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **BUILDING SERVICES PROGRAM (Continued)** | | | | | | | |
| Surplus Property | | | | | | | |
| Properties sold | 16 | 20 | 8 | 9 | 17 | 5 | 10 |
| Dollar value | $ 2,010,300 | $ 2,098,380 | $ 382,000 | $ 3,691,000 | $ 3,700,000 | $ 1,900,000 | $ 5,000,000 |
| Tenant Services | | | | | | | |
| Municipal Facilities Reports prepared | 55 | 51 | 60 | 60 | 84 | 72 | 72 |
| Leasing | | | | | | | |
| Leases prepared | 510 | 560 | 560 | 580 | 580 | 82 | 85 |
| Land availability inquiries | N/A | 2,350 | 3,000 | 2,400 | 4,400 | 4,500 | 4,500 |
| Number of leases executed after full negotiation | 120 | 120 | 125 | 135 | 140 | 85 | 80 |
| Value of leases | $29,515,238 | $ 27,665,204 | $30,271,073 | $ 29,387,674 | $ 27,253,683 | $ 26,900,000 | 28,152,440 |
| Utility services investigated | 7,500 | 8000 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| Real Estate Services | | | | | | | |
| Appraisals and valuations performed * | - | - | - | 200 | 200 | 200 | 200 |
| Properties acquired * | - | - | - | 56 | 55 | 55 | 55 |
| Relocations completed * | - | - | - | 103 | 100 | 100 | 100 |
| Parking Services: | | | | | | | |
| Official visitors parked | 45000 | 46000 | 45,000 | 48000 | 45000 | 45000 | 45,000 |
| Commercial parking revenue | $ 2,067,375 | $ 2,182,911 | $ 2,140,796 | $ 1,598,550 | $ 1,899,554 | $ 1,700,000 | 1,700,000 |
| **FLEET SERVICES AND OPERATIONS PROGRAM** | | | | | | | |
| Fleet Services: | | | | | | | |
| Autos maintained | 1,494 | 1,488 | 1,542 | 1,499 | 1,511 | 1,525 | 1,525 |
| Trucks under 10,000# GVWR < | 1,729 | 1,731 | 1,821 | 1,856 | 1,882 | 1,847 | 1,847 |
| Trucks 10,001 -26,000# GVWR | N/A | 931 | 940 | 934 | 987 | 976 | 976 |
| Trucks 26,001-33,000# GVWR | N/A | 387 | 407 | 442 | 422 | 400 | 400 |
| Trucks over 33,000# GVWR | N/A | 381 | 397 | 394 | 437 | 422 | 422 |
| Sweepers | 161 | 158 | 156 | 164 | 165 | 162 | 162 |
| Refuse collection vehicles | 634 | 674 | 697 | 686 | 710 | 734 | 734 |
| Construction equipment & small sweepers | 644 | 702 | 726 | 730 | 735 | 698 | 698 |
| Trucksters | 183 | 149 | 158 | 150 | 158 | 171 | 171 |
| Aircraft | 29 | 26 | 26 | 27 | 29 | 28 | 25 |
| Nonvehicular equipment | | | | | | | |
| Trailers (transport) | 538 | 549 | 567 | 559 | 536 | 487 | 487 |
| Trailers with mounted equip. and special purpose | 357 | 333 | 356 | 356 | 414 | 403 | 403 |
| Small equip. & auxiliary equip. | 824 | 799 | 796 | 772 | 669 | 655 | 655 |
| Aerial equipment & cranes | 233 | 235 | 241 | 253 | 254 | 256 | 256 |
| New vehicles processed and inspected | 714 | 893 | 1162 | 657 | 1,090 | 1,040 | 1,040 |
| Salvage vehicles processed | 989 | 806 | 938 | 777 | 771 | 1,056 | 1,028 |
| Equipment due to salvage | 43 | 57 | 93 | 47 | 91 | 91 | 51 |
| Exchange/Turned-in equipment | 37 | 59 | 69 | 65 | 25 | 25 | 18 |
| Equipment on loan from Salvage | 105 | 87 | 52 | 11 | 10 | 10 | 11 |
| Total Projects Completed to P.O.'s ^ | - | - | - | 238 | 399 | 403 | 402 |
| Vehicle Miles Driven | - | - | - | 42,058,274 | 42,156,002 | 41,806,778 | 41,806,778 |
| Equipment Hours Operated | - | - | - | 373,722 | 313,000 | 344,236 | 344,236 |
| Preventive Maintenance (PM) Performed | - | - | - | 42,865 | 37,804 | 38,820 | 41,439 |

* New Indicator for 2003-04

< Gross Vehicle Weight Rated

^ Purchase Order

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **FLEET SERVICES AND OPERATIONS PROGRAM (Continued)** | | | | | | | |
| Fuel Services and Envrmntl. Compliance | | | | | | | |
| Envrmntl. compliance permits processed | N/A | 308 | 372 | 423 | 486 | 504 | 523 |
| Petroleum Products Orders/Receipts Issues | N/A | 3,107 | 3,315 | 2,873 | 2,839 | 2,864 | 2,864 |
| Petroleum Products Orders/Receipts Sales | N/A | 10,523,807 | 8,200,000 | 14,500,000 | 13,240,007 | 13,355,848 | 13,717,325 |
| **SUPPORT SERVICES PROGRAM** | | | | | | | |
| Printing and Duplicating Services: | | | | | | | |
| Total orders printed | 11,360 | 13,500,000 | 14,300 | 15,663 | 13,650 | 13,787 | 13,924 |
| Total orders printed within schedule | 10,600 | 14,407 | 12,870 | 14,880 | 12,900 | 13,029 | 13,159 |
| Rush orders | 3,000 | 4,246 | 5,720 | 4,465 | 5,110 | 5,161 | 5,213 |
| Total impressions - Print Shop | 131,000,000 | 156,885,281 | 155,000,000 | 164,729,545 | 148,900,000 | 150,389,000 | 151,893,000 |
| Total impressions - Central Duplicating | 28,300,000 | 31,862,485 | 36,000,000 | 38,723,083 | 43,000,000 | 43,430,000 | 43,864,000 |
| Value of orders completed | 4,300,000 | 5,324,759 | 5,865,000 | 5,750,000 | 5,482,500 | 6,854,163 | 6,922,695 |
| Cost per copy* | N/A | N/A | N/A | N/A | N/A | 0.025 | 0.025 |
| On-time delivery* | N/A | N/A | N/A | N/A | N/A | 95% | 95% |
| Testing Construction and Design Material | | | | | | | |
| Asphalt | 39,319 | 49,660 | 62,208 | 59,037 | 67,000 | 54,000 | 54,000 |
| Compaction | 7,764 | 7,260 | 8,538 | 9,117 | 9,000 | 9,000 | 9,000 |
| Classification | 2,027 | 2,180 | 1,497 | 3,012 | 1,500 | 5,000 | 5,000 |
| Special construction reports | 14 | 77 | 35 | 35 | 40 | 50 | 60 |
| Physical (steel, concrete, aggregate) | 16,353 | 19,053 | 18,714 | 22,604 | 22,000 | 22,000 | 22,000 |
| Foundation (reports) | 67 | 68 | 100 | 48 | 50 | 60 | 75 |
| Foundation (tests) | 834 | 2,064 | 2250 | 609 | 700 | 700 | 900 |
| Special testing (pipe & epoxy) | 3,579 | 3,850 | 3,910 | 4,000 | 3,910 | 5,000 | 5,500 |
| Special testing (spark & misc.) | 3,100 | 30,000 | 36,000 | 33,000 | 35,000 | 40,000 | 120,000 |
| Special testing (ultrasonic) | 553 | 675 | 900 | 1,600 | 1,000 | 2,000 | 2,000 |
| Pavement evaluation | 6,149 | 7,614 | 7,939 | 11,418 | 15,480 | 13,050 | 13,050 |
| Physical Field Sampling (steel, concrete) | 9,438 | 10,613 | 12,286 | 14,517 | 12,000 | 14,000 | 14,000 |
| IAT | 564 | 485 | 937 | 937 | 850 | 1,000 | 1,500 |
| Chemical | 9,675 | 11,133 | 3,050 | 2,873 | 1,727 | 3,112 | 3,500 |
| Environmental | 20,531 | 43,799 | 17,497 | 22,137 | 17,138 | 16,014 | 18,000 |
| Drilling and logging | 11,500 | 14,460 | 15,000 | 17,000 | 15,500 | 15,000 | 15,000 |
| Supply Management System (SMS) | | | | | | | |
| SMS Queries | - | 243 | 243 | 308 | 150 | 308 | 308 |
| Help Desk Calls | - | 8,000 | 8,369 | 8,369 | 8,000 | 8,369 | 8,369 |
| 'Quick Question' Inquiries + | - | - | - | - | 5,244 | 5,244 | 5,244 |
| Warehouse Inventory Analysis | 158 | 158 | 158 | 158 | 63 | 63 | 63 |
| Purchasing: | | | | | | | |
| Purchase requisitions processed | 2,544 | 3,224 | 3,000 | 2,190 | 2,215 | 2,215 | 2,215 |
| Purchase Orders | 2,544 | 2,540 | 2,500 | 2,190 | 2,566 | 2,566 | 2,190 |
| Value of purchases (in dollars) | 308,520,846 | 400,941,472 | 330,000,000 | 499,372,679 | 457,013,834 | 457,013,834 | 457,013,834 |
| Number of annual contracts | 1,281 | 902 | 1,200 | 989 | 1,165 | 1,165 | 1,165 |
| Establish Mega Contracts | 2 | 5 | 1 | 5 | 5 | 5 | 5 |
| Contract Replacement Rate | 95 | 96% | 97% | 96% | 96% | 96% | 96% |

* New indicator for 2003-04

\+ Formerly Technical Support

# INDICATORS OF WORKLOAD (Continued)

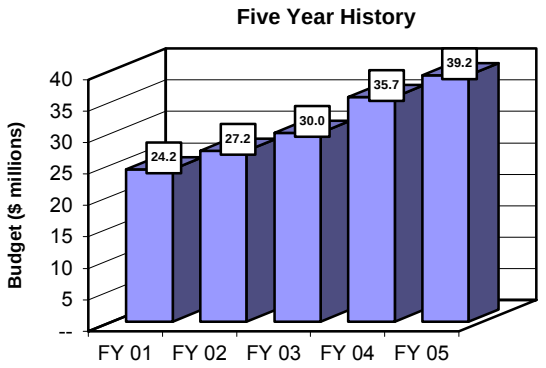
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **SUPPORT SERVICES PROGRAM (Continued)** | | | | | | | |
| Supplies Services (formerly Materials Management) | | | | | | | |
| Stores Receipts (Council Controlled Depts) | 64,268 | 37,581 | 53,200 | 36,638 | 32,531 | 32,531 | 32,531 |
| Stores Issues (Council Controlled Depts) | 529,713 | 476,121 | 438,000 | 366,899 | 394,649 | 394,649 | 394,649 |
| Total Sales | $33,890,651 | $ 36,557,126 | $28,110,000 | $ 29,957,023 | $ 28,376,034 | $ 28,376,034 | $ 28,376,034 |
| Specialized Services | | | | | | | |
| Salvage Sales Bank Deposits Sales | $ 6,531,301 | $ 4,311,207 | $ 5,000,000 | $ 3,818,131 | $ 2,270,000 | $ 2,270,000 | $ 2,270,000 |
| SMS Vouchers Processed | N/A | N/A | N/A | 193,249 | 188,967 | 188,967 | 188,967 |
| Help Desk Inquiries | N/A | N/A | N/A | 5,244 | 5,244 | 5,244 | 5,244 |
| Discounts Taken | 57% | 57% | 57% | 70% | 89% | 98% | 90% |
| Mail and Messenger Services: | | | | | | | |
| Pieces of U.S. mail processed | 11,109,949 | 11,197,720 | 11,197,720 | 10,280,024 | 12,778,227 | 12,778,000 | 13,052,546 |
| Messenger stops | 236,600 | 280,840 | 280,840 | 289,265 | 289,265 | 289,265 | 289,265 |
| Auto messenger stops | 134,680 | 138,720 | 138,720 | 142,882 | 142,882 | 142,882 | 150,026 |
| Interoffice mail processed | 3,694,600 | 4,574,267 | 4,802,980 | 4,802,980 | 4,802,980 | 5,000,000 | 5,000,000 |

# HOUSING DEPARTMENT

**2004 - 05 Proposed Budget**

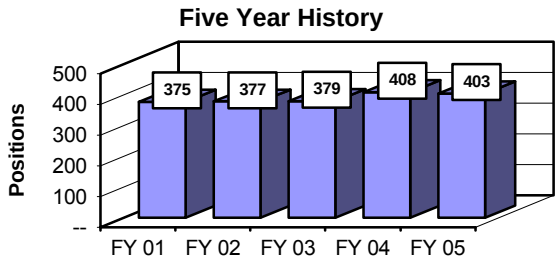
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 28,627,000 | $ 28,626,628 | **$ 31,566,817** | 10.3% |
| Expense | 5,923,000 | 6,605,292 | **6,854,649** | 3.8% |
| Equipment | 16,000 | 16,000 | **237,062** | 1381.6% |
| Special | 500,000 | 500,000 | **500,000** | -- % |
| **TOTAL** | **$ 35,066,000** | **$ 35,747,920** | **$ 39,158,528** | 9.5% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 408 | 408 | **403** | (1.2)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 378,329 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Loan Information Management System Support | 410,574 | -- |
| ◆ Affordable Housing Trust Fund Manager | 104,652 | -- |
| ◆ Housing Development Central | 84,353 | -- |
| ◆ Los Angeles Homeless Services Authority | 76,609 | -- |
| ◆ Affordable Housing Preservation Coordinator | 79,984 | -- |
| ◆ High Risk Property Compliance | 230,421 | -- |
| ◆ Systematic Code Enforcement Program Enhancement | 1,133,379 | -- |
| ◆ Residential Hotel Inspections | 318,069 | -- |
| ◆ Specialized Enforcement | 350,677 | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Portfolio Management | $ 1,204,880 | $ 1,315,743 | $ 110,863 | 17 | 17 | 0 |
| Davis Bacon Compliance Monitoring | 437,180 | 548,042 | 110,863 | 6 | 6 | 0 |
| Fair Housing Program | 387,579 | 439,789 | 52,210 | 2 | 2 | 0 |
| Handyworker Program | 466,193 | 577,056 | 110,863 | 7 | 7 | 0 |
| Affordable Housing Trust Fund Management | 2,891,799 | 2,781,068 | (110,731) | 39 | 40 | 1 |
| Homeownership Opportunities | 1,578,551 | 1,605,011 | 26,460 | 21 | 19 | (2) |
| HIV/AIDS Housing and Supportive Services Programs | 601,357 | 653,567 | 52,210 | 9 | 9 | 0 |
| Single-Family & Multi-Family Housing | 4,488,220 | 3,899,432 | (588,787) | 60 | 55 | (5) |
| Affordability Compliance Monitoring | 1,090,248 | 1,142,457 | 52,210 | 9 | 9 | 0 |
| Case Analysis | 773,625 | 1,056,256 | 282,631 | 12 | 16 | 4 |
| Rent Investigations | 1,867,769 | 2,303,150 | 435,382 | 20 | 26 | 6 |
| Rent/Code Billings | 1,723,531 | 1,775,741 | 52,210 | 25 | 25 | 0 |
| Customer Service | 1,966,832 | 2,019,042 | 52,210 | 36 | 36 | 0 |
| Hearings | 646,511 | 698,720 | 52,210 | 12 | 12 | 0 |
| Property Management Training Program | 108,392 | 160,602 | 52,210 | 1 | 1 | 0 |
| Rent Escrow Account Program | 1,906,020 | 1,958,230 | 52,210 | 29 | 29 | 0 |
| Systematic Code Enforcement Program | 12,159,989 | 13,966,324 | 1,806,335 | 161 | 194 | 33 |
| Urgent Repair Program | 114,072 | 166,282 | 52,210 | 2 | 2 | 0 |
| Utility Maintenance Program | 53,910 | 106,119 | 52,210 | 1 | 1 | 0 |
| Problem Property Resolution Team | 678,790 | (0) | (678,790) | 8 | 3 | (5) |
| Tenant Relocation Inspection Program | 602,473 | 654,682 | 52,210 | 1 | 1 | 0 |
| Housing Development Central | - | 1,174,621 | 1,174,621 | 0 | 11 | 11 |
| Los Angeles Homeless Services Authority | - | 76,609 | 76,609 | 0 | 1 | 1 |
| Affordable Housing Preservation Coordinator | - | 79,984 | 79,984 | 0 | 1 | 1 |
| | $ 35,747,920 | $ 39,158,528 | $ 3,410,608 | 478 | 523 | 45 |

Note: Other new program expansions or enhancements and staffing requests were merged with existing services, including Systematic Code Enforcement Enhancement, Residential Hotel Inspections, Specialized Enforcement, High Risk Property Compliance, Major Projects Division Management, Affordable Housing Trust Fund Manager and Loan Information System Management Support.

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 28,375,150 | 2,940,189 | 31,315,339 |
| Salaries As-Needed | 145,061 | - | 145,061 |
| Overtime General | 106,417 | - | 106,417 |
| Total Salaries | 28,626,628 | 2,940,189 | 31,566,817 |
| **Expense** | | | |
| Printing and Binding | 171,461 | - | 171,461 |
| Travel | 19,361 | - | 19,361 |
| Contractual Services | 3,470,016 | (227,177) | 3,242,839 |
| Transportation | 206,328 | - | 206,328 |
| Governmental Meetings | 4,194 | - | 4,194 |
| Office and Administrative | 671,048 | 54,000 | 725,048 |
| Operating Supplies | 1,050 | - | 1,050 |
| Leasing | 2,061,834 | 422,534 | 2,484,368 |
| Total Expense | 6,605,292 | 249,357 | 6,854,649 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 16,000 | 91,062 | 107,062 |
| Transportation Equipment | - | 130,000 | 130,000 |
| Total Equipment | 16,000 | 221,062 | 237,062 |
| **Special** | | | |
| Displaced Tenant Relocation | 500,000 | - | 500,000 |
| Total Special | 500,000 | - | 500,000 |
| Total Housing Department | 35,747,920 | 3,410,608 | 39,158,528 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| General Fund | 500,000 | (500,000) | - |
| Community Development Trust Fund (Sch. 8) | 9,185,567 | (165,166) | 9,020,401 |
| HOME Invest. Partnerships Program Fund (Sch. 9) | 3,831,338 | 98,771 | 3,930,109 |
| Rent Stabilization Trust Fund (Sch. 23) | 9,557,401 | 383,951 | 9,941,352 |
| Housing Opp. for Persons with AIDS (Sch. 41) | 231,361 | 20,508 | 251,869 |
| Code Enforcement Trust Fund (Sch. 42) | 12,272,253 | 2,887,908 | 15,160,161 |
| Municipal Housing Finance Fund (Sch. 48) | 170,000 | 500,000 | 670,000 |
| Affordable Housing Trust Fund (Sch. 50) | - | 184,636 | 184,636 |
| Total Funds | 35,747,920 | 3,410,608 | 39,158,528 |
| Percentage Change | | | 9.54% |
| Positions | 408 | (5) | 403 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $378,329*<br>Related Costs: $61,137 | 378,329 | - | 439,466 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $286,309*<br>Related Costs: $46,268 | 286,309 | - | 332,577 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(98,085)*<br>Related Costs: $(15,851) | (98,085) | - | (113,936) |
| 5 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br><br>Continue:<br>Automation of Rent and Code Systems - See Item 8<br>Valley Office Staff - See Item 9<br>Public Information Services - See Item 10<br>Regional Office Staff - See Item 11<br>San Pedro Satellite Office - See Item 12<br>Lincoln Heights Satellife Office - See Item 13<br>Housing Development Construction Estimator - See Item 26<br>Asset Control Area Program Staff - See Item 27<br>Inspections of HOME Funded Properties - See Item 28<br>Re-rental Compliance Monitoring - See Item 30<br>Code Enforcement Support - See Item 35<br>Development and Integration of Data System - See Item 40<br>*SG $(3,307,838)*<br>Related Costs: $(534,545) | (3,307,838) | - | (3,842,383) |
| 6 . **Deletion of One-Time Expense Funding**<br>One-time funding for 2003-04 expense items is deleted.<br>*EX $(553,390)* | (553,390) | - | (553,390) |
| 7 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(16,000)* | (16,000) | - | (16,000) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 8 . **Automation of Rent and Code Systems**<br>Provide funding to continue one Systems Analyst II on resolution authority to consolidate the Rent Stabilization Ordinance System, Housing Inspection Program, and Habitability Resolution Section databases into a single property database. This will improve operations by reducing maintenance efforts, increasing coordination of enforcement activities, enabling data validation and data sharing, and reducing staff time required for the preparation of reports. Funding is provided from the Rent Stabilization Trust Fund and the Code Enforcement Trust Fund. Related costs consist of employee benefits.<br>*SG $68,471*<br>Related Costs: $17,952 | 68,471 | - | 86,423 |
| 9 . **Valley Office Staff**<br>Provide funding to continue seven positions, including one management, one inspection, two administrative, and three clerical staff on resolution authority to manage the Valley Office. The staff will provide services at the public counter, including providing information and referrals, accepting complaints, accepting payments of fees, accepting and assisting with document filings, and providing certified copies of documents. Funding is provided from the Rent Stabilization Trust Fund and the Code Enforcement Trust Fund. Related costs consist of employee benefits.<br>*SG $416,744*<br>Related Costs: $115,548 | 416,744 | - | 532,292 |
| 10 . **Public Information Services**<br>Provide funding to continue seven positions, including one Senior Clerk Typist and six Clerk Typists on resolution authority to manage telephone and public counter inquiries. Specific duties include disseminating informational materials, providing referrals for assistance from other agencies, and assisting with registration of rental units and collection of fees. Funding is provided from the Rent Stabilization Trust Fund and the Code Enforcement Trust Fund. Related costs consist of employee benefits.<br>*SG $263,475*<br>Related Costs: $90,780 | 263,475 | - | 354,255 |
| 11 . **Regional Office Staff**<br>Provide funding to continue seven positions, including two Management Analysts I, two Senior Clerk Typists, two Accounting Clerks I, and one Systems Aide on resolution authority for administrative support of two regional offices servicing the Central/East and West areas of the City. Funding is provided from the Rent Stabilization Trust Fund and the Code Enforcement Trust Fund. Related costs consist of employee benefits.<br>*SG $356,922*<br>Related Costs: $105,900 | 356,922 | - | 462,822 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 12 . **San Pedro Satellite Office**<br>Provide funding to continue three positions, including one Management Analyst I, one Senior Clerk Typist, and one Clerk Typist on resolution authority to staff a satellite office at the San Pedro City Hall. Funding is provided from the Rent Stabilization Trust Fund and the Code Enforcement Trust Fund. Related costs consist of employee benefits.<br>*SG $142,622*<br>Related Costs: $43,716 | 142,622 | - | 186,338 |
| 13 . **Lincoln Heights Satellite Office**<br>Provide funding to continue three positions on resolution authority, including one Management Analyst I, one Senior Clerk Typist, and one Clerk Typist to staff a satellite office in Lincoln Heights. Funding is provided from the Rent Stabilization Trust Fund and the Code Enforcement Trust Fund. Related costs consist of employee benefits.<br>*SG $142,622*<br>Related Costs: $43,716 | 142,622 | - | 186,338 |
| **Other Changes or Adjustments** | | | |
| 14 . **Building Lease Costs**<br>Add funding for lease costs of the Department's main office and four Rent Stabilization and Code Enforcement regional offices. The increase represents the net cost for these facilities, less the cost of Neighborhood Preservation Program field offices which are proposed for closure.<br>*EX $422,534* | 422,534 | - | 422,534 |
| 15 . **Contractual Services Adjustment**<br>Adjust funding to reflect the Department's current contractual services needs, which includes deletion of obsolete services and continuance of occupancy monitoring, fee collection, tenant outreach and customer service, temporary personnel, housing studies, and administrative and systems support services. The net increase of $18,215 reflects enhancements in administrative and outreach support, such as translation services.<br>*EX $18,215* | 18,215 | - | 18,215 |
| 16 . **Fleet Automobiles**<br>Add funding for the purchase of seven vehicles necessary for transportation between the Department's main and field offices, and for travel to off-site meetings, including Neighborhood Council meetings. The Department currently rents seven vehicles. The Department of General Services has not provided fleet vehicles. The costs, including maintenance, will be funded from the Community Development Block Grant, Rent and Code Trust Funds, and Housing Opportunities for Persons with AIDS sources.<br>*EQ $130,000* | 130,000 | - | 130,000 |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (1,349,070) | - | |

## Housing

This program operates housing rehabilitation programs, and coordinates housing production and rehabilitation activities carried out by various City agencies and departments. The emphasis of this program is focused on increasing the quality and quantity of the City's housing stock.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 17 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(110,748) | (497,763) | - | (608,511) |
| **Priority Service Level** | | | |
| 18 . **Housing Development Staff**<br>Continue eight positions on resolution authority, including three Rehabilitation Construction Specialists I, one Finance Development Officer I, one Management Assistant, two Accountants II, and one Material Testing Technician I to support housing development activities. The Material Testing Technician I position determines the lead-based paint content of work completed through the Handyworker Program in compliance with U.S. Department of Housing and Urban Development (HUD) requirements. The remaining positions will address increased housing development workload anticipated from projects funded through the Affordable Housing Trust Fund and State funds made available through the passage of Proposition 46 (Housing and Emergency Shelter Trust Fund). The positions will be provided within existing budgeted funds. | - | - | - |
| 19 . **Loan Info Management System Support**<br>Add funding and resolution position authority for the Loan Information Management System (LIMS). In 2002, the Department was authorized by the Council and Mayor to implement the LIMS to replace antiquated systems (C.F. 99-2350). The system, expected to be completed in 2004, provides a broader range of capabilities for efficient capital budget and loan tracking for the various service areas, including housing development, neighborhood preservation, home ownership, asset management, occupancy monitoring and Handyworker. Funds are provided for two Systems Analyst II positions; contractual services for a full-time project manager for the post-implementation phase of the project; annual maintenance and support fees for the system vendors; and, administrative expenses. Funding is provided from Community Development Block Grant and HOME Investment Partnership Program funds.<br>Related costs consist of employee benefits.<br>*SG $136,942; EX $269,998; EQ $3,634*<br>Related Costs: $35,904 | 410,574 | - | 446,478 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 20 . **Construction and Technical Services Accounting**<br>Add funding to continue one Accounting Clerk I position on resolution authority for the processing of contracts for various technical and construction management services. These services, which are needed to make preliminary assessments of proposed housing development projects, include: environmental, asbestos, lead, architectural and engineering assessement, real estate appraisal, relocation, title reports, underwriting and laboratory lead testing. The employment authority was approved by the Council and Mayor in 2003 (C.F. 03-0560). Related costs consist of employee benefits.<br>*SG $46,367; EX $2,000*<br>Related Costs: $14,376 | 48,367 | - | 62,743 |
| 21 . **Affordable Housing Trust Fund Manager**<br>Add funding and resolution position authority for a Manager of the Affordable Housing Trust Fund. The position is responsible for managing an operating section that includes all Trust Fund activities, coordinating outreach with development partners, and providing financial expertise and analysis on project feasibility. Related costs consist of employee benefits.<br>*SG $104,652*<br>Related Costs: $23,472 | 104,652 | - | 128,124 |
| 22 . **Housing Development Central**<br>Add funding for one position on resolution authority for a pilot Housing Development Central unit. This unit would centralize resources to facilitate home ownership and rental housing development, with an emphasis on City-owned surplus sites. New positions include one Real Estate Officer II for the Los Angeles Housing Department, one City Planner and one City Planning Associate (see Planning Item 13), and one Building Inspector (see Building and Safety Item 28). The unit would also utilize additional staffing from internal reorganization efforts within the Department. Related costs consist of employee benefits.<br>*SG $80,536; EX $2,000; EQ $1,817*<br>Related Costs: $19,896 | 84,353 | - | 104,249 |
| 23 . **Los Angeles Homeless Services Authority**<br>Add funding for one Management Analyst II on resolution position authority for the transfer of the contract administration function with the Los Angeles Homeless Services Authority from the Community Development Department. These services provide emergency shelter, outreach referral, case management, and emergency food and hotel vouchers. It is anticipated that improved oversight and coordination of other housing-related services can be achieved through proper administration of the contract. See Community Development Department Item 14 for the corresponding reduction. Related costs consist of employee benefits.<br>*SG $72,792; EX $2,000; EQ $1,817*<br>Related Costs: $18,648 | 76,609 | - | 95,257 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 24 . **Affordable Housing Preservation Coordinator**<br>Add funding and resolution position authority for an Affordable Housing Preservation Coordinator. The position will be responsible for implementing a comprehensive approach to preserve affordable rental housing, with emphasis on at-risk housing units with expiring affordability restrictions as a result of owner pre-payment of U.S. Department of Housing and Urban Development mortgages or expiring Section 8 contracts. Funding is provided from the Affordable Housing Trust Fund. Related costs consist of employee benefits.<br>*SG $79,984*<br>Related Costs: $19,812 | 79,984 | - | 99,796 |
| 25 . **Housing Service Reduction**<br>Reduce funding and eliminate position authorities within the Housing Development Division to achieve efficiencies and enable program savings for other department initiatives, such as the pilot Housing Development Central unit. The reductions, which involve regular authority positions funded from the Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME), include two Management Assistants in the Major Projects Division; one Management Analyst I and Secretary in the Home Ownership Division; one Management Analyst I and the salary equivalent of one Senior Housing Inspector in the Problem Property Resolution Team. Reductions also include lease savings from the elimination of five Neighborhood Preservation Program field offices (closure due to redundancy with new Customer Service satellite offices).<br><br>In addition, the Department receives direct housing support from one Deputy City Attorney III in the City Attorney's Office and two Accountants II in the Controller's Office on a billing basis. Inasmuch as those offices will have their own appropriations for these positions from CDBG and HOME as funding sources, the corresponding salaries will be reduced from the Department's base.<br>*SG $(566,906)*<br>Related Costs: $(77,268) | (566,906) | (5) | (644,174) |
| 26 . **Housing Development Construction Estimator**<br>Provide funding to continue one Construction Estimator on resolution authority to provide cost estimates for new construction and rehabilitation housing projects. Funding is provided from the Community Development Trust Fund and the Home Investment Partnerships Program Fund. Related costs consist of employee benefits.<br>*SG $70,658*<br>Related Costs: $18,312 | 70,658 | - | 88,970 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 27 . **Asset Control Area Program Staff**<br>Provide funding to continue six positions, including a Finance Development Officer II, a Finance Development Officer I, two Management Analysts I, and two Management Assistants on resolution authority to administer the Asset Control Area Program. This program is a collaborative effort between the City and the Enterprise Foundation to acquire and rehabilitate properties that have been foreclosed by the U.S. Department of Housing and Urban Development. After the properties are rehabilitated, they are sold to low and moderate income homebuyers. Funding is provided from the Home Investment Partnership Program Fund. Related costs consist of employee benefits.<br>*SG $387,444*<br>Related Costs: $103,932 | 387,444 | - | 491,376 |
| 28 . **Inspections of HOME Funded Properties**<br>Provide funding to continue four positions, including three Housing Inspectors and one Clerk Typist on resolution authority to inspect single-family and multi-family properties that received funding from the HOME Investment Partnership Program (HOME) Fund for acquisition, rehabilitation, or construction financing. Federal regulations require the inspection of these properties on a periodic basis to ensure compliance with applicable housing standards. Funding is provided from the Code Enforcement Trust Fund. Related costs consist of employee benefits.<br>*SG $247,604*<br>Related Costs: $67,548 | 247,604 | - | 315,152 |
| **TOTAL HOUSING** | 445,576 | (5) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 8,182,172 | 101 |
| Changes in Salaries, Expense, Equipment and Special | 445,576 | (5) |
| **2004-05 PROGRAM BUDGET** | 8,627,748 | 96 |

## Rent Control

This program administers the Rent Stabilization Ordinance by registering and collecting fees from nearly 65,000 landlords who own approximately 450,000 rental units, providing an appeals procedure to a seven-member Rent Adjustment Commission, providing information to the public, enforcing provisions of the ordinance, and assisting the City Attorney in criminal prosecutions of landlords.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 29 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $302,435 | (702,982) | - | (400,547) |
| **Priority Service Level** | | | |
| 30 . **Re-rental Compliance Monitoring**<br>Provide funding to continue one Management Analyst I on resolution authority to monitor landlords for compliance with the re-rental provisions of the Rent Stabilization Ordinance (RSO). The RSO requires landlords to obtain a re-rental certificate prior to returning units to the rental market after a major rehabilitation. The position would also ensure that rents for units returned to the rental market are within the allowable increases of the RSO. Funding is provided from the Rent Stabilization Trust Fund. Related costs consist of employee benefits.<br>*SG $59,682*<br>Related Costs: $16,536 | 59,682 | - | 76,218 |
| 31 . **Rent Investigation and Enforcement Staff**<br>Provide funding to continue resolution position authority for one Management Analyst II and five Management Analysts I approved by the Mayor and Council in 2003 (C.F. 01-2626-S2) to enhance enforcement of the Rent Stabilization Ordinance. The Rent Investigations and Enforcement section responds to Rent Stabilization Ordinance violations, including landlords seeking illegal rent increases, evictions or reduction of services. The staff enforces tenant protections and emphasizes outreach to residents with significant barriers such as language and cultural. Related costs consist of employee benefits.<br>*SG $371,172; EX $12,000*<br>Related Costs: $101,328 | 383,172 | - | 484,500 |
| 32 . **High Risk Property Compliance**<br>Add funding for three Management Analysts I and one Clerk Typist on resolution authority to enable research and pro-active monitoring of high risk properties that become subject to the Rent Stabilization Ordinance (RSO), including properties with expiring affordability restrictions from federally subsidized programs, units returning to the rental market after a no-fault eviction, Cedillo-type vacations, or units emerging from the Rent Escrow Account Program. Related costs consist of employee benefits.<br>*SG $215,153; EX $8,000; EQ $7,268*<br>Related Costs: $62,328 | 230,421 | - | 292,749 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 33. **Tenant Relocation Inspection Program**<br>Exchange General Fund monies in the amount of $500,000 for the Tenant Relocation Inspection Program (TRIP) with funding provided from the Municipal Housing Finance Fund. The TRIP offers relocation assistance to tenants in multifamily rental units vacated due to hazardous code violations or fires. A total of 214 tenants were assisted in the 2003 calendar year with relocation benefits and assistance in locating affordable housing. | - | - | - |
| **TOTAL RENT CONTROL** | (29,707) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 9,820,660 | 107 |
| Changes in Salaries, Expense, Equipment and Special | (29,707) | - |
| **2004-05 PROGRAM BUDGET** | 9,790,953 | 107 |

## Code Enforcement

This program provides routine, periodic inspections of all multifamily rental properties in the City for basic code enforcement and habitability. This program is supported by a fee assessed to owners of all residential complexes consisting of two or more units.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 34 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(141,756) | (418,895) | - | (560,651) |
| **Priority Service Level** | | | |
| 35 . **Code Enforcement Support**<br>Provide funding to continue 21 positions, including four management, three administrative, four inspector and 10 clerical staff on resolution authority to improve inspection response time and perform administrative tasks. Specific duties include research, billing, file preparation, training, emergency response and other support functions. Funding is provided from the Code Enforcement Trust Fund. Related costs consist of employee benefits.<br>*SG $1,260,173*<br>Related Costs: $348,240 | 1,260,173 | - | 1,608,413 |
| 36 . **Systematic Code Enforcement Program Enhancement**<br>Add funding and resolution position authority for 23 code inspection staff to accelerate the program into a three-year cycle as originally intended. Employment authority for these positions was approved in 2003-04 (C.F. 03-1687). The inspections are currently carried out on a five-year cycle. The Systematic Code Enforcement Program fee increase from one dollar to $2.27 per unit per month beginning in 2004 will provide sufficient funding for this program enhancement. Related costs consist of employee benefits.<br>*SG $1,019,681; EX $46,000; EQ $67,698*<br>Related Costs: $323,172 | 1,133,379 | - | 1,456,551 |
| 37 . **Residential Hotel Inspections**<br>Add funding for five positions, including one Senior Housing Inspector, two Housing Inspectors, one Assistant Inspector I and one Clerk Typist on resolution authority for the transfer of the Residential Hotel inspections function from the Department of Building and Safety (see Building and Safety Item 26). There are an estimated 16,000 residential hotel units citywide, and it is expected that the Housing Department will conduct 5,400 inspections annually. Systematic Code Enforcment Program fees charged to property owners will offset program costs. Related costs consist of employee benefits.<br>*SG $295,941; EX $10,000; EQ $12,128*<br>Related Costs: $82,248 | 318,069 | - | 400,317 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 38 . **Specialized Enforcement**<br>Add funding for five positions, including one Senior Housing Inspector, three Housing Inspectors and one Clerk Typist, on resolution authority to implement a Specialized Enforcement program. This blight reduction program will focus on the abatement of abandoned vehicles, enforcement of parking regulations and coordination with the Fire Department's Hazardous Refuse Abatement unit. The program will remove hazardous or unsafe materials and objects in connection with multifamily properties. Systematic Code Enforcement Program fees charged to property owners will offset operating costs of the program. Related costs consist of employee benefits.<br>*SG $327,977; EX $10,000; EQ $12,700*<br>Related Costs: $87,420 | 350,677 | - | 438,097 |
| **TOTAL CODE ENFORCEMENT** | 2,643,403 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 12,115,314 | 132 |
| Changes in Salaries, Expense, Equipment and Special | 2,643,403 | - |
| **2004-05 PROGRAM BUDGET** | 14,758,717 | 132 |

## General Administration and Support

This program provides direction and control for the Los Angeles Housing Department and includes clerical services, budgeting and accounting functions.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 39 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(75,310) | 270,570 | - | 195,260 |
| **Priority Service Level** | | | |
| 40 . **Development and Integration of Data System**<br>Provide funding to continue one Database Architect to develop, implement and maintain various databases used by the Department for enforcement, billing, tracking and reporting of the City's multifamily housing inventory. Specific duties include data analysis, modeling and integration, as well as development of database security, backup and disaster recovery protocols. Funding is provided from the Rent Stabilization Trust Fund and the Code Enforcement Trust Fund. Related costs consist of employee benefits.<br>*SG $80,766*<br>Related Costs: $19,944 | 80,766 | - | 100,710 |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | 351,336 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 5,629,774 | 68 |
| Changes in Salaries, Expense, Equipment and Special | 351,336 | - |
| **2004-05 PROGRAM BUDGET** | 5,981,110 | 68 |

# INDICATORS OF WORKLOAD*

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **RESIDENTIAL UNITS PRESERVED BY** | | | | | | | |
| Neighborhood Preservation Program Units | - | - | - | 313 | 267 | 350 | 356 |
| Handyworker Units | - | - | - | 1,681 | 1,679 | 1,634 | 1,552 |
| **HOMEOWNERSHIP PROGRAMS** | | | | | | | |
| Units Financed - GAP | - | - | - | 49 | 160 | 250 | 250 |
| Units Financed - MRB | - | - | - | 108 | 17 | 90 | 90 |
| Asset Control Area (ACA) Units | - | - | - | 2 | 105 | 219 | 250 |
| **HOUSING PRODUCTION** | | | | | | | |
| Units Financed - GAP | - | - | - | 817 | 947 | 722 | 800 |
| Units Financed - MRB | - | - | - | 1,426 | 495 | 750 | 750 |
| Lead Grant Program Units | - | - | - | 54 | 180 | 146 | 146 |
| **HOPWA PROGRAM** | | | | | | | |
| Supportive Services Clients Served | - | - | - | - | - | - | 6,584 |
| Rental Assistance Clients Served | - | - | - | - | - | - | 3,018 |
| **FAIR HOUSING PROGRAM** | | | | | | | |
| Inquiries | - | - | - | - | - | 6,600 | 6,600 |
| Investigations | - | - | - | - | - | 480 | 480 |
| Training Sessions | - | - | - | - | - | 68 | 68 |
| **COMPLIANCE MONITORING** | | | | | | | |
| Affordable units monitored | 10,863 | 14,562 | 14,376 | 15,000 | 9,000 | 15,000 | 15,000 |
| **CODE ENFORCEMENT PROGRAM** | | | | | | | |
| Periodic Inspections (Units) | 230,850 | 72,504 | 82,607 | 136,178 | 152,291 | 180,000 | 220,000 |
| Complaint Serviced | - | 6,733 | 13,273 | 14,579 | 13,266 | 13,200 | 12,000 |
| REAP Referrals Processed | - | - | - | 1,295 | 1,147 | 1,000 | 1,200 |
| Urgent Repair Referrals | - | - | - | 314 | 550 | 550 | 650 |
| City Attorney Criminal Referrals | - | 17 | 63 | 197 | 270 | 270 | 320 |
| **RENT PROGRAM** | | | | | | | |
| Rent Adjustments Processed | 167 | 186 | 468 | 517 | 517 | 500 | 550 |
| Rental Units Registered | 561,220 | 544,686 | 538,000 | 554,000 | 554,000 | 560,000 | 575,000 |
| Landlord Declarations of Evictions | - | - | 990 | 1,135 | 1,136 | 1,265 | 1,425 |
| Tenant Complaints Processed | 2,149 | 3,692 | 5,378 | 5,633 | 5,633 | 6,600 | 7,200 |
| **PUBLIC INQUIRIES** | | | | | | | |
| Telephone | 175,583 | 210,335 | 235,000 | 222,338 | 61,838 | N/A | 100,000 |
| Public Counter | 21,000 | 21,165 | 24,000 | 35,360 | 35,360 | 26,000 | 46,600 |
| Correspondence prepared | 95,000 | 27,704 | 25,000 | 33,188 | 32,838 | 28,000 | 30,000 |

* Data collection in previous years was broadly defined. In those columns where no data is available, a dash symbol (--) has been placed to reflect missing information.

# PERFORMANCE MEASURES

**From LASTAT**

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **CODE ENFORCEMENT DIVISION** | | | | | | | |
| **SCEP Inspections - Annual Goals** | | | | | | | |
| Total number of SCEP Inspections (per Unit) | - | - | - | - | 154,118 | 140,000 | 175,000 * |
| Percentage of SCEP Inspections | - | - | - | - | - | 100% | 100% |
| **SCEP Inspections Completed within 120 days** | | | | | | | |
| Inspections Completed | - | - | - | - | - | 16,454 | 20,568 |
| Compliance within 120 days | - | - | - | - | - | 13,492 | 17,482 |
| Percentage of Compliance within 120 days | - | - | - | - | - | 82% | 85% |
| **Complaint Responses** | | | | | | | |
| Total number of Complaints Received | - | - | - | - | 13,266 | 10,000 | 12,500 |
| Number of Complaint Responses within 72 hours | - | - | - | - | - | 7,900 | 10,625 |
| Percentage of Complaint Responses within 72 hours | - | - | - | - | - | 79% | 85% |
| **Complaints Resolved** | | | | | | | |
| Total Number of Complaint Inspections | - | - | - | - | - | 10,000 | 12,500 |
| Number of Complaints resolved within 120 days | - | - | - | - | - | 8,000 | 10,625 |
| Percentage resolved within 120 days | - | - | - | - | - | 80% | 85% |
| **Enforcement Action - Number initiated** | | | | | | | |
| Number of Enforcement actions initiated | - | - | - | - | - | 2,468 | 3,085 |
| Number of Enforcement actions initiated within 7 days | - | - | - | - | - | 2,320 | 2,931 |
| Percentage of Enforcement action initiated within 7 days | - | - | - | - | - | 94% | 95% |
| **RENT STABILIZATION DIVISION** | | | | | | | |
| **Customer Service Call Center** | | | | | | | |
| Total number of telephone calls handled | - | - | - | - | - | 110,000 | 115,000 |
| Number of telephone calls answered in 15 minutes | - | - | - | - | - | 104,500 | 109,250 |
| Percentage of telephone calls answered in 15 minutes | - | - | - | - | - | 95% | 95% |
| **Customer Service Call Center - Wait Time** | | | | | | | |
| Average hold time | - | - | - | - | - | 3:56 | 3:56 |
| Number of calls abandoned | - | - | - | - | - | 17,600 | 18,400 |
| Percentage of calls abandoned | - | - | - | - | - | 16% | 16% |
| **Complaint Investigations** | | | | | | | |
| Total Number of Complaint Investigations - 72 hours | - | - | - | - | - | 7,500 | 8,000 |
| Number of investigations initiated in 72 hours | - | - | - | - | - | 7,125 | 7,600 |
| Percentage of investigations initiated in 72 hours | - | - | - | - | - | 95 | 95 |
| Total number of complaint investigation - 120 days | | - | | | | 8,000 | 8,500 |
| Number of investigations closed within 120 days | - | - | - | - | - | 6,400 | 6,800 |
| Percentage of investigations closed within 120 days | - | - | - | - | - | 80% | 80% |
| **Rent Adjustments** | | | | | | | |
| Total Number of Rent Adjustments accepted | - | - | - | - | - | 210 | 263 |
| Number of Rent Adjustments closed within Statutory Limits | - | - | - | - | - | 145 | 218 |
| Percentage of Rent Adjustments closed within Statutory Limits | - | - | - | - | - | 69% | 83% |

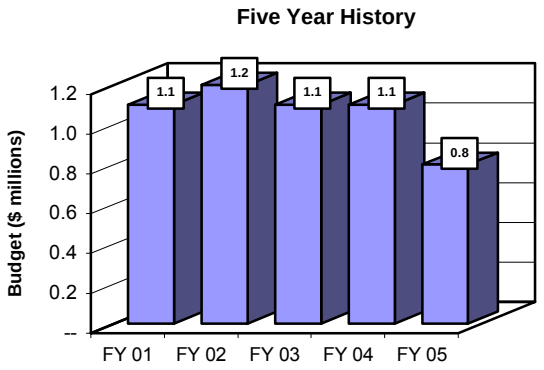
*This number is contingent upon the hiring of new personnel

# HUMAN RELATIONS COMMISSION

**2004 - 05 Proposed Budget**

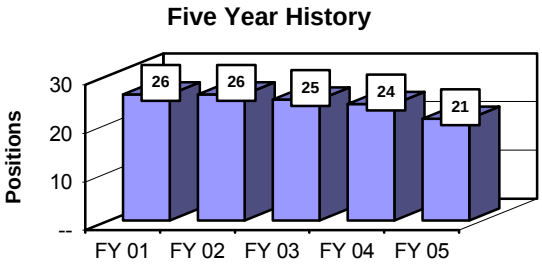
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 715,000 | $ 941,302 | **$ 712,415** | (24.3)% |
| Expense | 73,000 | 132,021 | **132,021** | -- % |
| Equipment | -- | -- | **--** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 788,000** | **$ 1,073,323** | **$ 844,436** | (21.3)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 21 | 24 | **21** | (12.5)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 11,770 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Interagency Collaboration and Other Services | (191,424) | (3) |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Youth Programs | $ 280,214 | $ 251,109 | $ (29,105) | 6 | 5 | (1) |
| Human Relations Awareness | 311,280 | 279,109 | (32,171) | 6 | 5 | (1) |
| Field Team & Response Unit | 276,280 | 261,109 | (15,171) | 7 | 6 | (1) |
| Interagency Collaboration | 205,549 | 53,109 | (152,440) | 6 | 5 | (1) |
| | $ 1,073,323 | $ 844,436 | $ (228,887) | 25 | 21 | (4) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 911,285 | (228,887) | 682,398 |
| Salaries As-Needed | 30,017 | - | 30,017 |
| Total Salaries | 941,302 | (228,887) | 712,415 |
| **Expense** | | | |
| Printing and Binding | 38,189 | - | 38,189 |
| Contractual Services | 62,007 | - | 62,007 |
| Transportation | 575 | - | 575 |
| Office and Administrative | 31,250 | - | 31,250 |
| Total Expense | 132,021 | - | 132,021 |
| Total Human Relations Commission | 1,073,323 | (228,887) | 844,436 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 1,073,323 | (228,887) | 844,436 |
| Total Funds | 1,073,323 | (228,887) | 844,436 |
| Percentage Change | | | -21.33% |
| Positions | 24 | (3) | 21 |

## Human Relations

The Human Relations Commission was established by ordinance to assist in assuring every person the opportunity for full and equal participation in the affairs of the City government and in promoting the general welfare and safety of all residents in our community.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $11,770*<br>Related Costs: $1,955 | 11,770 | - | 13,725 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Change in Number of Working Days**<br>One less working day.<br>Related costs consist of employee benefits.<br>*SG $(3,051)*<br>Related Costs: $(507) | (3,051) | - | (3,558) |
| 4 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $6,958*<br>Related Costs: $1,156 | 6,958 | - | 8,114 |
| 5 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only criticial positions will be continued. Related costs consist of employee benefits.<br>*SG $(53,140)*<br>Related Costs: $(12,893) | (53,140) | - | (66,033) |
| **Priority Service Level** | | | |
| 6 . **Interagency Collaboration and Other Services**<br>Reduce funding and eliminate position authorities. Resources are not available to fully fund these services. Related costs consist of employee benefits.<br>*SG $(191,424)*<br>Related Costs: $(51,600) | (191,424) | (3) | (243,024) |
| **TOTAL HUMAN RELATIONS** | (228,887) | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,073,323 | 24 |
| Changes in Salaries, Expense, Equipment and Special | (228,887) | (3) |
| **2004-05 PROGRAM BUDGET** | 844,436 | 21 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **PUBLICATIONS PRINTED AND DISSEMINATED** | | | | | | | |
| Human Relations Calendar | - | - | - | - | 2,000 | 2,000 | - |
| Essay Quotes Poster | - | - | - | - | - | - | - |
| Art & Essay Contests (Mailings) | - | - | - | - | - | - | - |
| Human Relations Brochure | 1,500 | 700 | 1,000 | - | 1,500 | 3,000 | 5,000 |
| Annual Event Mailings | 700 | - | 1,000 | - | - | - | - |
| Newsletter | - | 1,000 | 4,000 | - | 1,000 | 2,000 | - |
| **Media and Public Outreach** | | | | | | | |
| Staff Speaking Engagements | 53 | 65 | 80 | 48 | 96 | 120 | 300 |
| Articles Published by the Press | 25 | 30 | 37 | - | 35 | 45 | 60 |
| Public Meetings Attended by Staff | 70 | 80 | 120 | 360 | 528 | 660 | 700 |
| Interviews Aired (Radio & Television) | 5 | 22 | 25 | - | 25 | 25 | 25 |
| **Shoulder to Shoulder** | | | | | | | |
| Hours of 5th Grader Participation | 300 | 400 | 500 | - | - | - | - |
| Hours of 6th Grader Participation** | 4,000 | 2,700 | 2,150 | 1,800 | 900 | - | 1,500 |
| Hours of 8th Grader Participation** | - | 450 | 3,780 | - | - | - | |
| Hours of 11th Grader Participation*** | - | 3,000 | 5,670 | 2,880 | 2,880 | 900 | 2,000 |
| Hours of Teacher Instruction | | 5 | - | - | | | |
| **Field Team** | | | | | | | |
| Individual Meetings | 95 | 200 | 200 | 252 | 540 | 600 | 700 |
| Group Meetings Contacts | 100 | 350 | 200 | 156 | 220 | 350 | 450 |
| Conferences Attended | 4 | 5 | 10 | 18 | 35 | 42 | 40 |
| Research Reports | - | - | 25 | - | 10 | 15 | 15 |
| **Public Hearings** | | | | | | | |
| Hours of Expert Testimony | - | 32 | - | - | 20 | 20 | 20 |
| Hours of Dialogue | - | 600 | 110 | 60 | 60 | 60 | 60 |
| Summary Reports Distributed | - | 1,500 | 500 | - | 100 | 100 | 200 |

** Effective 2001, figures reflect grades 6-8

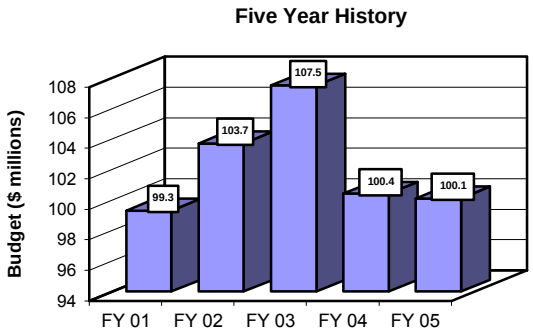
*** Effective 2001, figures reflect grades 9-12

# INFORMATION TECHNOLOGY AGENCY

**2004 - 05 Proposed Budget**

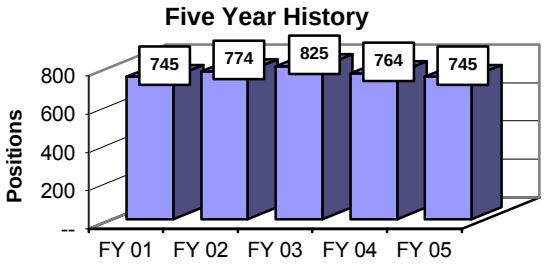
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 57,363,000 | $ 57,362,127 | **$ 58,473,620** | 1.9% |
| Expense | 18,629,000 | 18,629,351 | **16,891,386** | (9.3)% |
| Equipment | 877,000 | 877,010 | **1,547,490** | 76.5% |
| Special | 23,524,000 | 23,524,156 | **23,237,375** | (1.2)% |
| **TOTAL** | **$ 100,393,000** | **$ 100,392,644** | **$ 100,149,871** | (0.2)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 764 | 764 | **745** | (2.5)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 946,573 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Payroll System Replacement (PaySR) Support (Six resolution authorities) | 1,320,212 | -- |
| ◆ LATAX Support (11 resolution authorities) | 1,176,758 | -- |
| ◆ Consent Decree Information Systems Support (11 resolution authorities) | 1,007,604 | -- |
| ◆ Consolidation of City Attorney Systems Support (Three resolution authorities) | 851,220 | 9 |
| ◆ 3-1-1 Service Request System (Four resolution authorities) | 375,996 | -- |
| ◆ Business Continuity and Disaster Recovery | 361,000 | -- |
| ◆ Consolidation of Controller Support | 282,336 | 4 |
| ◆ Groupwise E-Mail Support Consolidation | 250,000 | -- |
| ◆ PBX/Centrex 9-1-1 ALI | 125,000 | -- |
| ◆ Fire Voice Radio System Equipment | -- | -- |
| ◆ Executive Management Reduction | (395,808) | (4) |
| ◆ Salary Savings Increase | (498,092) | -- |
| ◆ Mayor and City Council Support | (681,960) | (8) |
| ◆ Deletion of Vacancies | (1,120,284) | (17) |
| ◆ Miscellaneous Adjustments in Expense | (1,727,019) | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Cable Franchise Administration | $ 1,297,210 | $ 1,146,632 | $ (150,578) | 16 | 14 | (2) |
| 3-1-1 Operations | 4,338,596 | 4,972,377 | 633,781 | 72 | 76 | 4 |
| LA Cityview Channel 35 | 1,073,428 | 1,134,282 | 60,854 | 18 | 18 | 0 |
| Aging | 381,909 | 396,277 | 14,368 | 4 | 4 | 0 |
| Animal Services | 311,820 | 311,820 | - | 0 | | 0 |
| Building & Safety | 1,744,540 | 2,088,431 | 343,891 | 8 | 8 | 0 |
| City Administrative Officer | 84,720 | 62,438 | (22,282) | 0 | 0 | (0) |
| City Attorney | 676,119 | 1,561,147 | 885,028 | 1 | 13 | 12 |
| City Clerk | 544,961 | 373,375 | (171,586) | 6 | 4 | (2) |
| City Employees' Retirement System | 59,144 | 59,144 | - | 0 | | 0 |
| City Ethics Commission | 1,149 | 1,149 | - | 0 | | 0 |
| Commission on the Status of Women | 346 | 346 | - | 0 | | 0 |
| Community Development Department | 1,035,789 | 1,053,538 | 17,749 | 5 | 5 | 0 |
| Controller | 3,103,564 | 3,465,704 | 362,140 | 27 | 31 | 4 |
| Commission on Children, Youth and their Families | 1,867 | 1,867 | - | 0 | | 0 |
| Council/CLA | 2,057,408 | 2,105,584 | 48,176 | 20 | 14 | (6) |
| Cultural Affairs | 153,043 | 155,499 | 2,456 | 1 | 0 | (1) |
| Department on Disability | 15,186 | 15,186 | - | 0 | | 0 |
| El Pueblo | 1,571 | 1,571 | - | 0 | | 0 |
| Emergency Preparedness Department | 253,163 | 263,305 | 10,142 | 3 | 3 | 0 |
| Employee Relations | 6,008 | 6,008 | - | 0 | | 0 |
| Environmental Affairs | 9,775 | 9,775 | - | 0 | | 0 |
| Fire | 9,930,493 | 10,225,467 | 294,974 | 87 | 87 | 0 |
| Fire & Police Pension | 158,716 | 165,478 | 6,762 | 2 | 2 | 0 |
| Finance, Office of | 1,938,712 | 1,935,308 | (3,404) | 16 | 15 | (1) |
| General Services | 2,915,511 | 3,168,776 | 253,265 | 13 | 15 | 2 |
| Housing | 174,352 | 174,352 | - | 0 | | 0 |
| Human Relations Commission | 10,101 | 10,101 | - | 0 | | 0 |
| Library | 1,320,265 | 1,440,265 | 120,000 | 0 | | 0 |
| Mayor | 814,270 | 828,638 | 14,368 | 7 | 4 | (3) |
| Neighborhood Empowerment | 180,687 | 187,449 | 6,762 | 2 | 2 | 0 |
| Personnel | 361,529 | 361,529 | - | 0 | | 0 |
| Planning | 92,598 | 92,598 | - | 0 | | 0 |
| Police - General Police Support | 18,843,787 | 18,389,342 | (454,445) | 151 | 138 | (13) |
| Police - TEAMS II | 1,215,081 | 1,264,948 | 49,867 | 15 | 15 | 0 |
| PW - Board | 7,642 | 7,642 | - | 0 | | 0 |
| PW - Contract Administration | 143,743 | 147,123 | 3,380 | 1 | 1 | 0 |
| PW - Engineering | 379,336 | 332,352 | (46,984) | 0 | | 0 |
| PW - Mgmt Employee Services | 20,130 | 20,130 | - | 0 | | 0 |
| PW - Sanitation | 1,048,335 | 1,055,097 | 6,762 | 2 | 2 | 0 |
| PW - Street Lighting | 151,220 | 154,601 | 3,381 | 1 | 1 | 0 |
| PW - Street Services | 338,676 | 338,676 | - | 0 | | 0 |
| Recreation and Parks | 1,247,884 | 1,247,884 | - | 0 | | 0 |
| Transportation | 891,851 | 844,096 | (47,755) | 0 | | 0 |
| Treasurer | 281,241 | 201,412 | (79,829) | 4 | 3 | (1) |
| Zoo | 144,424 | 144,424 | - | 0 | | 0 |
| Enterprise Services | 13,088,927 | 12,404,609 | (684,318) | 87 | 85 | (2) |
| Enterprise Systems | 4,731,134 | 4,552,617 | (178,517) | 53 | 53 | 0 |
| Infrastructure | 22,810,681 | 21,269,502 | (1,541,179) | 196 | 193 | (3) |
| | $ 100,392,644 | $ 100,149,871 | $ (242,773) | 819 | 807 | (12) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 55,390,893 | 1,500,147 | 56,891,040 |
| Salaries As-Needed | 432,480 | (216,240) | 216,240 |
| Overtime General | 1,393,927 | (100,000) | 1,293,927 |
| Hiring Hall Salaries | 134,827 | (67,414) | 67,413 |
| Overtime Hiring Hall | 10,000 | (5,000) | 5,000 |
| Total Salaries | 57,362,127 | 1,111,493 | 58,473,620 |
| **Expense** | | | |
| Printing and Binding | 75,118 | 10,000 | 85,118 |
| Travel | 18,400 | (14,900) | 3,500 |
| Contractual Services | 13,455,329 | (1,334,467) | 12,120,862 |
| Transportation | 9,345 | - | 9,345 |
| Office and Administrative | 1,882,617 | 39,516 | 1,922,133 |
| Operating Supplies | 3,188,542 | (438,114) | 2,750,428 |
| Total Expense | 18,629,351 | (1,737,965) | 16,891,386 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 877,010 | 670,480 | 1,547,490 |
| Total Equipment | 877,010 | 670,480 | 1,547,490 |
| **Special** | | | |
| Communication Services | 22,720,110 | (286,781) | 22,433,329 |
| Equipment Lease and Acquisition | 804,046 | - | 804,046 |
| Total Special | 23,524,156 | (286,781) | 23,237,375 |
| Total Information Technology Agency | 100,392,644 | (242,773) | 100,149,871 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| General Fund | 95,686,353 | 209,264 | 95,895,617 |
| Community Development Trust Fund (Sch. 8) | - | 493,125 | 493,125 |
| Sewer Construction & Maintenance Fund (Sch 14) | 434,372 | 2,237 | 436,609 |
| St. Light. Maint. Assessment Fund (Sch. 19) | 200,000 | (83,954) | 116,046 |
| Telecom. Development Acct. (Sch. 20) | 3,031,134 | (863,917) | 2,167,217 |
| Workforce Investment Act Fund (Sch. 22) | 306,741 | (306,741) | - |
| Youth Opportunities Movement (Sch. 29) | 85,056 | (85,056) | - |
| B&S Systems Development Fund (Sch. 40) | 648,988 | 392,269 | 1,041,257 |
| Total Funds | 100,392,644 | (242,773) | 100,149,871 |
| Percentage Change | | | -.24% |
| Positions | 764 | (19) | 745 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $946,573*<br>Related Costs: $152,966 | 946,573 | - | 1,099,539 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $(598,050)*<br>Related Costs: $(96,645) | (598,050) | - | (694,695) |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(245,408)*<br>Related Costs: $(39,658) | (245,408) | - | (285,066) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $2,830,566*<br>Related Costs: $457,419 | 2,830,566 | - | 3,287,985 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br>*SG $(4,716,966)*<br>Related Costs: $(762,262) | (4,716,966) | - | (5,479,228) |
| 7 . **Deletion of One-Time Expense Funding**<br>One-time funding for 2003-04 expenses is deleted.<br>*EX $(1,334,685)* | (1,334,685) | - | (1,334,685) |
| 8 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(877,010)* | (877,010) | - | (877,010) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Efficiencies** | | | |
| 9 . **Deletion of Vacancies**<br>Reduce funding and eliminate position authorities for the following vacancies:<br><br>Two administrative positions for technical services<br>Two technical positions for voice and data support<br>Five technical positions for communication services<br>Eight professional positions for systems support<br><br>Related costs consist of employee benefits.<br>*SG $(1,120,284)*<br>Related Costs: $(298,068) | (1,120,284) | (17) | (1,418,352) |
| 10 . **Executive Management Reduction**<br>Reduce funding and eliminate authority for two professional positions and two administrative positions for departmental administrative support. Resources are not available to fund this service. Related costs consist of employee benefits.<br>*SG $(395,808)*<br>Related Costs: $(91,512) | (395,808) | (4) | (487,320) |
| **Other Changes or Adjustments** | | | |
| 11 . **Miscellaneous Adjustments in Expense**<br>Adjust funding within expense accounts to reflect miscellaneous adjustments in the cost of office supplies, training and software expenses; GroupWise server consolidation; communications equipment, maintenance and services; general purpose equipment; dedicated equipment and services (including 3-1-1 software and equipment maintenance); workstation equipment; operating, control and utility software; and telecommunications planning and utilization.<br>*EX $(1,727,019)* | (1,727,019) | - | (1,727,019) |
| 12 . **Equipment**<br>Provide funding for equipment to support shop and field support services, enterprise operations, Internet resources, Mayor and Council support, Help Desk, the 3-1-1 Call Center and the Service On-Line System (SOS).<br>*EQ $784,000* | 784,000 | - | 784,000 |
| 13 . **Salary Adjustment**<br>Reduce funding in the Salaries Overtime and Salaries As-Needed accounts to more accurately reflect historical expenditure patterns, the hiring freeze and curtailment of the Student Worker program.<br>*SOT $(100,000); SAN $(216,240)* | (316,240) | - | (316,240) |
| 14 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent. The Contractual Services account is reduced because resources are not available to fully fund the account.<br>*EX $(143,397)* | (143,397) | - | (143,397) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 15 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of four percent to five percent. Related costs consist of employee benefits.<br>*SG $(498,092)*<br>Related Costs: $(80,492) | (498,092) | - | (578,584) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (7,411,820) | (21) | |

## Franchise Development and Administration

This program develops, administers, and regulates all City telecommunications franchises, including the enforcement of rates and adequate service levels.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 16 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(48,638) | (227,368) | (2) | (276,006) |
| **TOTAL FRANCHISE DEVELOPMENT AND ADMINISTRATION** | (227,368) | (2) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 668,958 | 8 |
| Changes in Salaries, Expense, Equipment and Special | (227,368) | (2) |
| **2004-05 PROGRAM BUDGET** | 441,590 | 6 |

## Telecommunication Planning and Utility

This program develops and coordinates City telecommunications plans and policies, develops interconnection and institutional uses of cable television by the City and joint public-private initiatives, and oversees and operates the municipal access studio.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 17 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(7,493) | (75,434) | - | (82,927) |
| **TOTAL TELECOMMUNICATION PLANNING AND UTILITY** | (75,434) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,877,098 | 20 |
| Changes in Salaries, Expense, Equipment and Special | (75,434) | - |
| **2004-05 PROGRAM BUDGET** | 1,801,664 | 20 |

## Applications Support

This program provides software or applications development and continuing support for automated systems during their entire life cycle, including development, implementation, maintenance, and replacement, for all City departments, excluding Department of Airports, Harbor Department and Department of Water & Power.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 18 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(180,041) | (2,421,913) | (7) | (2,601,954) |
| **Efficiencies** | | | |
| 19 . **Consolidation of Controller Support**<br>Transfer four systems support staff from the Office of the Controller to the Information Technology Agency to facilitate the consolidation of server installation and maintenance (excluding PaySR) and personal computer and printer maintenance support (see Office of the Controller Item 12). Funding and position authority are provided for one Senior Systems Analyst I and three Systems Analyst II positions (funding for nine months is provided for two of the three Systems Analyst II positions). Related costs consist of employee benefits.<br>*SG $282,336*<br>Related Costs: $73,164 | 282,336 | 4 | 355,500 |
| 20 . **Consolidation of City Attorney Support**<br>Consolidate with City Attorney systems personnel to achieve support efficiencies (see Office of the City Attorney Item 25). Funding is provided to continue three Systems Analyst II positions on resolution authority. In addition, funding is provided for seven Systems Analyst II positions, one Senior Systems Analyst I, and one Senior Systems Analyst II. Related costs consist of employee benefits.<br>*SG $851,220*<br>Related Costs: $220,164 | 851,220 | 9 | 1,071,384 |
| 21 . **Consolidation of Cultural Affairs Support**<br>Transfer one systems support staff from the Department of Cultural Affairs to the Information Technology Agency to facilitate the consolidation of server installation, maintenance, personal computer and printer maintenance support. Funding and position authority are provided for one Systems Analyst II (see Department of Cultural Affairs Item 16). Related costs consist of employee benefits.<br>*SG $69,300*<br>Related Costs: $18,084 | 69,300 | 1 | 87,384 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Efficiencies** | | | |
| 22 . **Various Departments' Support**<br>Eliminate funding and position authority for one professional position for systems support. Resources are not available to fund this service. Related costs consist of employee benefits.<br>*SG $(89,124)*<br>Related Costs: $(21,288) | (89,124) | (1) | (110,412) |
| 23 . **City Clerk Support**<br>Eliminate funding and position authority for two professional positions for systems support. The City Clerk has absorbed many of the election responsibilities, so reduced staffing for City Clerk support is appropriate. Related costs consist of employee benefits.<br>*SG $(165,072); SP $(16,656)*<br>Related Costs: $(40,440) | (181,728) | (2) | (222,168) |
| 24 . **Mayor and City Council Support**<br>Eliminate funding and position authority for seven professional positions and one technical position for systems support. Restructuring the Mayor and City Council systems support will achieve efficiencies and reduce costs. Related costs consist of employee benefits.<br>*SG $(681,960)*<br>Related Costs: $(165,288) | (681,960) | (8) | (847,248) |
| **Priority Service Level** | | | |
| 25 . **3-1-1 Service Request System**<br>Continue funding and resolution position authority for one Information Systems Manager I, one Communications Engineering Associate IV, one Senior Systems Analyst II and one Programmer/Analyst IV to oversee and manage the implementation of the Citywide Service Request System. Related costs consist of employee benefits.<br>*SG $375,996*<br>Related Costs: $88,308 | 375,996 | - | 464,304 |
| 26 . **Neighborhood Council Notification System Support**<br>Continue funding and resolution position authority for two Programmer Analyst IVs for maintenance and enhancement of the Neighborhood Council Early Notification System (ENS). The ENS currently allows subscriber notification of Brown Act meetings, and will be expanded to allow attachment of related documents and collection of feedback from Neighborhood Councils regarding specific agenda items. Related costs consist of employee benefits.<br>*SG $165,072*<br>Related Costs: $40,440 | 165,072 | - | 205,512 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 27 . **Supply Management System Support**<br>Continue funding and resolution position authority for one Information Systems Manager I, one Senior Systems Analyst II, one Programmer Analyst V, two Programmer Analyst IVs, two Data Base Architects, and one Systems Programmer II to maintain support for the Supply Management System (SMS). This staffing level is required to provide support for the production system, test system, future system upgrades and application enhancements for the General Services Department and other City departments. Related costs consist of employee benefits.<br>*SG $741,828*<br>Related Costs: $174,960 | 741,828 | - | 916,788 |
| 28 . **Consent Decree Information Systems Support**<br>Continue funding and resolution position authority for one Assistant General Manager, one Executive Secretary II, one Information Systems Manager I, four Programmer/Analyst IVs, one Programmer/Analyst V, one Systems Programmer III, one Systems Programmer II, and one Data Base Architect to maintain support for the development and implementation of the computer information system to comply with a Consent Decree between the U.S. Department of Justice and the Police Department. Related costs consist of employee benefits.<br>*SG $1,007,604*<br>Related Costs: $238,560 | 1,007,604 | - | 1,246,164 |
| 29 . **Certified Unified Program Agency Support**<br>Continue funding and resolution position authority for one Programmer/Analyst IV to support and maintain the Certified Unified Program Agency Information System (CUPAIS) for the Fire Department. Administration of the CUPAIS program by the Fire Department and the Information Technology Agency results in approximately $5 million in revenue to the City's General Fund. Related costs consist of employee benefits.<br>*SG $82,536*<br>Related Costs: $20,220 | 82,536 | - | 102,756 |
| 30 . **Code Enforcement Information System Support**<br>Continue funding and resolution position authority for one Systems Programmer III to support the Council-authorized Code Enforcement Inspection System (C.F. 97-0241, S20) and other systems in the Department of Building and Safety. The system tracks building code violations and provides for safer and cleaner neighborhoods through enforcement of the Building Code. Funding for this position is provided by the Building and Safety Systems Development Trust Fund. Related costs consist of employee benefits.<br>*SG $99,972*<br>Related Costs: $23,040 | 99,972 | - | 123,012 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 31 . **Police Emergency Command Communications System**<br>Continue funding and resolution position authority for one Systems Programmer III and two Programmer/Analyst IVs to support the Police Department's Emergency Command Control Communications System enhancement program. Funding and resolution position authority for one Data Base Architect are also provided to configure, monitor and maintain the database environment. Related costs consist of employee benefits.<br>*SG $376,416*<br>Related Costs: $88,380 | 376,416 | - | 464,796 |
| 32 . **Payroll System Replacement (PaySR) Support**<br>Continue funding and resolution position authority for one Sr. Systems Analyst II, one and one-half Data Base Architects, one Programmer/Analyst V, one Systems Programmer II, and one Systems Analyst II for technical support of the Payroll System Replacement (PaySR) project. Funding and resolution position authority for six months are provided for one Data Base Architect. Funding is also provided for technical training, a notebook computer for on-call support, various software licenses and tools, hardware maintenance contracts, tape supplies and a Quality Assurance consultant. Funding is provided in the Office of the Controller and the Personnel Department for a total direct cost of $3,245,500 (see Controller Item 16 and Personnel Department Item 17). Related costs consist of employee benefits.<br>*SG $541,572; EX $776,150; EQ $2,490*<br>Related Costs: $128,832 | 1,320,212 | - | 1,449,044 |
| 33 . **LATAX Support**<br>Continue funding and resolution position authority for 11 positions and provide contractual services for quality assurance, travel for a user conference and Office and Administration expenses for training to complete the implementation phase of the LATAX project, which is slated to replace the City's current tax collection system. LATAX will enable the City to manage and maximize tax collection and billing efforts, while helping to meet the complex needs of the business community. In addition, funding and resolution authorities are provided in the Office of Finance (see Office of Finance Item 17). Related costs consist of employee benefits.<br>*SG $920,772; EX $255,986*<br>Related Costs: $224,532 | 1,176,758 | - | 1,401,290 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 34 . **Supply Management System Upgrade**<br>Provide funding and resolution position authority for one Programmer Analyst V and one Systems Programmer II to support the Supply Management System (SMS) upgrade to PeopleSoft Release 8. Funding is provided for training on PeopleSoft, Oracle, IBM and Unix software to maintain the new production system. Related costs consist of employee benefits.<br>*SG $171,708; EX $30,000*<br>Related Costs: $41,520 | 201,708 | - | 243,228 |
| **TOTAL APPLICATIONS SUPPORT** | 3,376,233 | (4) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 17,457,015 | 101 |
| Changes in Salaries, Expense, Equipment and Special | 3,376,233 | (4) |
| **2004-05 PROGRAM BUDGET** | 20,833,248 | 97 |

## Systems Operation

This program provides data processing services including data conversion, computer processing, technical systems support and management of the teleprocessing network.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 35 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(149,390) | (1,312,805) | (4) | (1,462,195) |
| **Efficiencies** | | | |
| 36 . **GroupWise E-Mail Support Consolidation**<br>Provide funding in the amount of $1,265,319 in the 2004-05 MICLA financing program for servers and electronic storage equipment for the first year of a two-year project to consolidate and centrally host GroupWise e-mail services for 24 City departments. Equipment includes a Storage Area Network (SAN), a tape backup unit and 20 servers.<br><br>Provide funding for training, consulting services and supplies. The training will include classes in SAN clustering and Netware. The consultants will provide technical expertise and assist ITA to design GroupWise services such as the E-directory and distributed services such as clustering. In addition, the consultants will provide integration design services.<br><br>ITA will use current GroupWise staff for this project. No additional staff will be required.<br>*EX $250,000* | 250,000 | - | 250,000 |
| 37 . **Treasury Support**<br>Eliminate funding and position authority for one professional position for systems support. Resources are not available to fund this service. Related costs consist of employee benefits.<br>*SG $(89,124)*<br>Related Costs: $(21,288) | (89,124) | (1) | (110,412) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 38 . **Business Continuity and Disaster Recovery**<br>Provide funding to expand the City's network infrastructure between City Hall East, the Marvin Braude Constituent Service Center, West Los Angeles City Hall and San Pedro City Hall to provide the capability to recover systems and data in the event of a disaster. This funding also provides for a mobile facility and wireless network to allow the Department of Building and Safety to resume operation of its critical systems in the event of a disaster and to quickly identify unsafe buildings and issue permits for rebuilding. Funding for this equipment is provided by the Building and Safety Systems Development Fund.<br>*EQ $361,000* | 361,000 | - | 361,000 |
| **TOTAL SYSTEMS OPERATION** | (790,929) | (5) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 21,912,543 | 176 |
| Changes in Salaries, Expense, Equipment and Special | (790,929) | (5) |
| **2004-05 PROGRAM BUDGET** | 21,121,614 | 171 |

## User Automation and Support

This program provides consultation, training, installation assistance and problem analysis for users implementing local area networks, wide area networks and office automation technology, for all departments excluding Department of Airports, Harbor Department and Department of Water and Power.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 39 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(88,549) | (691,607) | - | (780,156) |
| **Priority Service Level** | | | |
| 40 . **Community Development Support**<br>Continue funding and resolution position authority for two Programmer Analyst IVs, one Data Base Architect, one Systems Programmer II and one Senior Systems Analyst II to support continued development of the Community Development Department's Block Grant funded Technology Improvement Plan (C.F. 99-0699), including the Integrated Services Information System development and maintenance processes. Funding for these positions is provided by the Community Development Trust Fund. Related costs consist of employee benefits.<br>*SG $486,984*<br>Related Costs: $113,124 | 486,984 | - | 600,108 |
| 41 . **E-Government Support**<br>Continue funding and resolution position authority for one Graphic Designer III to continue development and maintenance of the City's E-Government web site. The City's web site allows constituents and businesses to access information regarding services and to interact with the City government conveniently and efficiently 24 hours a day, seven days a week. Related costs consist of employee benefits.<br>*SG $60,456*<br>Related Costs: $16,656 | 60,456 | - | 77,112 |
| 42 . **Citywide Nuisance Abatement Program Support**<br>Continue funding and resolution position authority for one Programmer/Analyst V to support the Citywide Nuisance Abatement Program in the Office of the City Attorney. Related costs consist of employee benefits.<br>*SG $89,124*<br>Related Costs: $21,288 | 89,124 | - | 110,412 |
| **TOTAL USER AUTOMATION AND SUPPORT** | (55,043) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 17,747,726 | 182 |
| Changes in Salaries, Expense, Equipment and Special | (55,043) | - |
| **2004-05 PROGRAM BUDGET** | 17,692,683 | 182 |

## Communication Services

This program provides telephone services, radio and specialized communications services such as mobile radio service, City owned telephone service, microwave systems and data transmissions systems to all departments excluding Department of Airports, Harbor Department and Department of Water and Power.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 43 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(218,109) | (2,293,239) | (6) | (2,511,348) |
| **Priority Service Level** | | | |
| 44 . **Telephone Accounts Management**<br>Continue resolution position authority without funding for one Fiscal Systems Specialist II and one Management Analyst II. These positions identify erroneous and/or duplicate billings for voice and data line services paid for by the City, as well as maintain systems and software to detect repeat billing errors. Related costs consist of employee benefits.<br>Related Costs: $36,372 | - | - | 36,372 |
| 45 . **PBX/Centrex 911 ALI**<br>Provide funding to begin establishment of an inventory of City telephones and their locations, and to procure contractual services to integrate the information with telephone company 9-1-1 Automated Location Identification (ALI) data bases to provide accurate caller location for faster emergency response within City-owned buildings.<br>*EX $125,000* | 125,000 | - | 125,000 |
| 46 . **Fire Voice Radio System Equipment**<br>Provide funding in the amount of $955,000 in the 2004-05 MICLA financing program for the third year of a nine-year plan to replace 18 base stations for two of the Fire Department's 18 voice radio channels, including antennas and essential supporting equipment. The existing base stations are obsolete and no longer supported by the manufacturer. | - | - | - |
| 47 . **Dispatch Communications Network (DCN)**<br>Provide funding for the third year of a five-year plan to replace obsolete equipment and upgrade the Fire Department Dispatch Communications Network (DCN) in 20 of the 102 fire stations. Funding is also provided for technical support for the Dispatch System's RedCom switch.<br>*EX $30,000; EQ $400,000* | 430,000 | - | 430,000 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 48 . **Library Communication Services Request**<br>Provide funding for voice and data communications installations for the opening of three new libraries (Little Tokyo, Fairfax and Westwood).<br>*SP $120,000* | 120,000 | - | 120,000 |
| **Other Changes or Adjustments** | | | |
| 49 . **Special Reduction**<br>Adjust funding in the Communication Services account. This reduction will not impact services.<br>*SP $(390,125)* | (390,125) | - | (390,125) |
| 50 . **General Police Support**<br>Adjust funding in the various salaries accounts to reflect the placement of funding for public safety communications equipment installations in the Police Department.<br>*SHH $(67,414); SHHOT $(5,000)* | (72,414) | - | (72,414) |
| **TOTAL COMMUNICATION SERVICES** | (2,080,778) | (6) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 38,027,526 | 236 |
| Changes in Salaries, Expense, Equipment and Special | (2,080,778) | (6) |
| **2004-05 PROGRAM BUDGET** | 35,946,748 | 230 |

## General Administration and Support

This program provides overall direction, control and planning to carry out the Department's programs.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 51 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(66,032) | (389,454) | (2) | (455,486) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (389,454) | (2) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,701,778 | 41 |
| Changes in Salaries, Expense, Equipment and Special | (389,454) | (2) |
| **2004-05 PROGRAM BUDGET** | 2,312,324 | 39 |

# PERFORMANCE MEASURES

**From LASTAT**

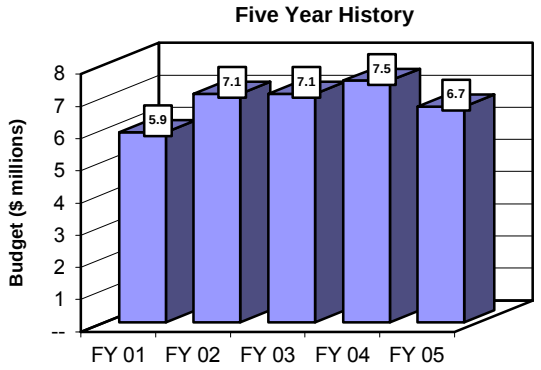
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **3-1-1/E-Government Project** | | | | | | | |
| 3-1-1 Number of Calls Received | - | - | - | - | 356,079 | 440,000 | 748,000 |
| 3-1-1 Number of Calls Answered | - | - | - | - | 343,044 | 423,896 | 720,623 |
| 3-1-1 Number of Calls Transferred | - | - | - | - | 179,291 | 221,424 | 376,421 |
| 3-1-1 Percentage of Calls Transferred | - | - | - | - | - | 45% | 45% |
| 3-1-1 Average Speed of Calls Answered | - | - | - | - | - | 5 Sec | 5 Sec |
| 3-1-1 Average Duration of Calls | - | - | - | - | - | 91 Sec | 91 Sec |
| CSD Number of Services Selected by Ambassadors | - | - | - | - | - | 158,244 | 269,015 |
| CSD Number of Services Selected via Internet | - | - | - | - | - | 97,398 | 165,577 |
| CSD Number of Services Selected via Intranet | - | - | - | - | - | 5,022 | 8,537 |

# MAYOR

**2004 - 05 Proposed Budget**

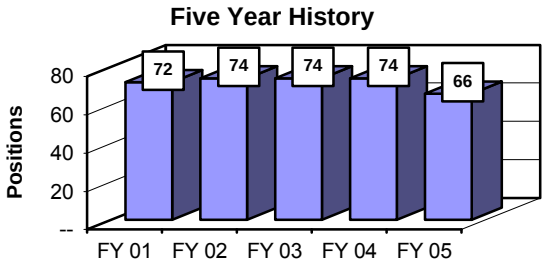
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 6,535,000 | $ 6,883,867 | **$ 6,184,765** | (10.2)% |
| Expense | 564,400 | 564,576 | **516,001** | (8.6)% |
| Equipment | 28,000 | 28,324 | **28,324** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 7,127,400** | **$ 7,476,767** | **$ 6,729,090** | (10.0)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 74 | 74 | **66** | (10.8)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 86,509 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Mayoral Support Reduction | (763,515) | (8) |
| ◆ Expense Reduction | (48,575) | -- |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Office of the Mayor | $ 7,476,767 | $ 6,729,090 | $ (747,677) | 74 | 66 | (8) |
| | $ 7,476,767 | $ 6,729,090 | $ (747,677) | 74 | 66 | (8) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 5,789,382 | (699,102) | 5,090,280 |
| Salaries As-Needed | 1,094,485 | - | 1,094,485 |
| Total Salaries | 6,883,867 | (699,102) | 6,184,765 |
| **Expense** | | | |
| Printing and Binding | 61,884 | (6,188) | 55,696 |
| Travel | 20,316 | - | 20,316 |
| Contractual Services | 142,600 | (14,260) | 128,340 |
| Transportation | 5,470 | - | 5,470 |
| Legislative, Economic or Govt. Purposes | 400 | - | 400 |
| Contingent Expense | 46,684 | - | 46,684 |
| Office and Administrative | 281,268 | (28,127) | 253,141 |
| Operating Supplies | 5,954 | - | 5,954 |
| Total Expense | 564,576 | (48,575) | 516,001 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 28,324 | - | 28,324 |
| Total Equipment | 28,324 | - | 28,324 |
| Total Mayor | 7,476,767 | (747,677) | 6,729,090 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 7,131,795 | (737,677) | 6,394,118 |
| Workforce Investment Act Fund (Sch. 22) | 79,972 | - | 79,972 |
| Prop. C Anti-Gridlock Transit Fund (Sch. 27) | 150,000 | 5,000 | 155,000 |
| Local Law Enforcement Block Grant Fund (Sch 45) | 115,000 | (15,000) | 100,000 |
| Total Funds | 7,476,767 | (747,677) | 6,729,090 |
| Percentage Change | | | -10.% |
| Positions | 74 | (8) | 66 |

## Office of the Mayor

The Mayor is the executive officer of the City, and exercises supervision over all of its affairs. The Mayor submits proposals and recommendations to the Council, approves or vetoes ordinances passed by the Council, and is active in the enforcement of the ordinances of the City.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $86,509*<br>Related Costs: $13,980 | 86,509 | - | 100,489 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $332*<br>Related Costs: $54 | 332 | - | 386 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(22,428)*<br>Related Costs: $(3,624) | (22,428) | - | (26,052) |
| **Efficiencies** | | | |
| 5 . **Mayoral Support Reduction**<br>Eliminate funding and position authority for eight positions. The responsibilities of these positions will be absorbed by existing staff. Related costs consist of employee benefits.<br>*SG $(763,515)*<br>Related Costs: $(178,512) | (763,515) | (8) | (942,027) |
| **Other Changes or Adjustments** | | | |
| 6 . **Expense Reduction**<br>Reduce funding for the general funded portion of various expense accounts by ten percent.<br>*EX $(48,575)* | (48,575) | - | (48,575) |
| **TOTAL OFFICE OF THE MAYOR** | (747,677) | (8) | |

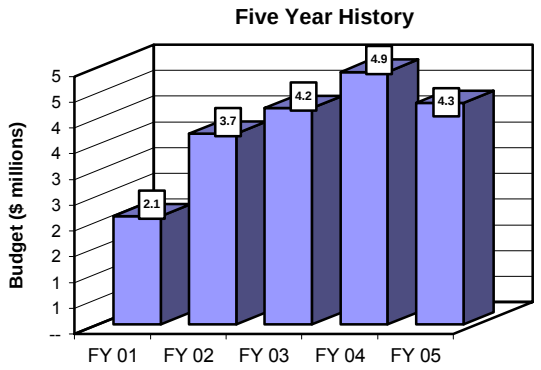
| | | |
|---|---|---|
| 2003-04 Program Budget | 7,476,767 | 74 |
| Changes in Salaries, Expense, Equipment and Special | (747,677) | (8) |
| **2004-05 PROGRAM BUDGET** | 6,729,090 | 66 |

# NEIGHBORHOOD EMPOWERMENT

**2004 - 05 Proposed Budget**

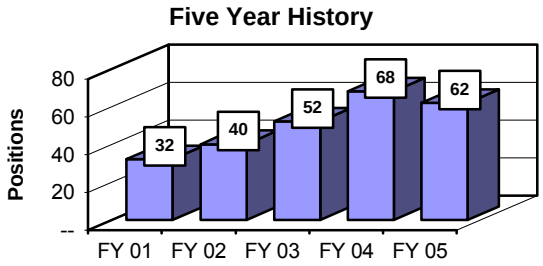
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 3,259,000 | $ 3,589,097 | **$ 3,134,952** | (12.7)% |
| Expense | 1,227,500 | 1,327,567 | **1,156,567** | (12.9)% |
| Equipment | 13,500 | -- | **--** | 100.0% |
| Special | -- | 13,475 | **13,475** | -- % |
| **TOTAL** | **$ 4,500,000** | **$ 4,930,139** | **$ 4,304,994** | (12.7)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 54 | 68 | **62** | 59.4% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 53,794 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Various Reductions | (664,881) | (6) |
| ◆ Salary Savings Increase | (36,400) | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Neighborhood Ccl., Certification, Elections and Empowerment | $ 4,131,361 | $ 3,563,453 | $ (567,908) | 49 | 44 | (5) |
| Neighborhood Council Funding Program | 576,239 | 587,377 | 11,138 | 9 | 9 | 0 |
| Board of Neighborhoods Commissioners and Commission Support | 222,539 | 154,164 | (68,375) | 10 | 9 | (1) |
| | $ 4,930,139 | $ 4,304,994 | $ (625,145) | 68 | 62 | (6) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 3,563,897 | (454,145) | 3,109,752 |
| Overtime General | 25,200 | - | 25,200 |
| Total Salaries | 3,589,097 | (454,145) | 3,134,952 |
| **Expense** | | | |
| Printing and Binding | 523,750 | (69,656) | 454,094 |
| Contractual Services | 481,500 | - | 481,500 |
| Transportation | 13,000 | - | 13,000 |
| Office and Administrative | 188,000 | (24,440) | 163,560 |
| Operating Supplies | 121,317 | (76,904) | 44,413 |
| Total Expense | 1,327,567 | (171,000) | 1,156,567 |
| **Special** | | | |
| Communication Services | 13,475 | - | 13,475 |
| Total Special | 13,475 | - | 13,475 |
| Total Neighborhood Empowermen | 4,930,139 | (625,145) | 4,304,994 |
| **SOURCES OF FUNDS** | | | |
| Dept of Neighborhood Empowerment Fund (Sch. 18 | 4,930,139 | (625,145) | 4,304,994 |
| Total Funds | 4,930,139 | (625,145) | 4,304,994 |
| Percentage Change | | | -12.68% |
| Positions | 68 | (6) | 62 |

## Neighborhood Empowerment

This program provides for the development of the neighborhood council plan and establishment of a citywide system of neighborhood councils in order to promote more citizen participation in government and make government more responsive to local needs.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $53,794*<br>Related Costs: $5,417 | 53,794 | - | 59,211 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $36,288*<br>Related Costs: $3,654 | 36,288 | - | 39,942 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(13,946)*<br>Related Costs: $(1,404) | (13,946) | - | (15,350) |
| **Efficiencies** | | | |
| 5 . **Various Reductions**<br>Reduce funding and eliminate four vacant Project Coordinator positions, one vacant Management Analyst II position and one filled Commission Executive Assistant II position. Funding is also eliminated for a vacant Senior Management Analyst II position. In addition, the printing and binding account is reduced by $69,656, the office and administrative expense account is reduced by $24,440 and the operating supplies account is reduced by $76,904. The impact is expected to be minimal. Related costs consist of employee benefits.<br>*SG $(493,881); EX $(171,000)*<br>Related Costs: $(128,033) | (664,881) | (6) | (792,914) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 6 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of three percent to four percent. Related costs consist of employee benefits<br>*SG $(36,400)*<br>Related Costs: $(5,882) | (36,400) | - | (42,282) |
| **TOTAL NEIGHBORHOOD EMPOWERMENT** | (625,145) | (6) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 4,930,139 | 68 |
| Changes in Salaries, Expense, Equipment and Special | (625,145) | (6) |
| **2004-05 PROGRAM BUDGET** | 4,304,994 | 62 |

# INDICATORS OF WORKLOAD

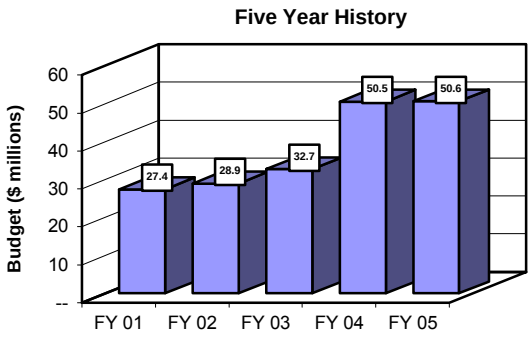
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | ESTIMATE 2003-04 | ESTIMATE 2004-05 |
|---|---|---|---|---|---|---|---|
| **BUDGET AND CAPITAL PROGRAMMING** | | | | | | | |
| Community Meetings Arranged and Conducted | | 16 | 25 | 300 | 960 | 3,672 | 4,692 |
| NC Attendees at Community Meetings | | 804 | 1,170 | 10,000 | 12,000 | 14,400 | 15,840 |
| NC Meeting Announcements Distributed | | 500,000 | 43,000 | 500,000 | 840,000 | 2,500,000 | 2,750,000 |
| Neighborhood Organizations Contacted | | 672 | 120 | 3,000 | 2,000 | 2,400 | 2,160 |
| Door to Door Public Outreach Contacts | | 62,316 | 300 | 10,000 | 2,000 | 1,600 | 1,280 |
| Neighborhood Council Training Sessions Conducted | | - | - | 12 | 48 | 72 | 144 |
| Public Service Announcements Made | | - | 2 | 50 | 100 | 120 | 60 |
| Public Inquiries to Department: | | | | | | | |
| Walk-in | | 156 | 300 | 450 | 900 | 1,200 | 1,800 |
| Telephone | | 750 | 2,400 | 3,600 | 7,200 | 7,800 | 10,140 |
| E-mail | | 410 | 1,000 | 1,500 | 2,880 | 12,132 | 12,000 |
| Mail | | 250 | 500 | 1,000 | 1,200 | 1,800 | 5,800 |
| Neighborhood Organizations in Database | | 3,500 | 1,000 | 50,000 | 75,000 | 80,000 | 88,000 |
| Neighborhood Council Facilities Established | | - | - | - | - | 20 | 80 |
| Community Access Centers Established | | - | 4 | 9 | 5 | 6 | 6 |
| Neighborhood Councils Requesting Certification | | - | - | 40 | 75 | 90 | 12 |
| Neighborhood Councils Certified | | - | - | 37 | 70 | 85 | 102 |
| Neighborhood Council Elections Conducted | | - | - | 3 | 11 | 87 | 102 |

# PERSONNEL DEPARTMENT

**2004 - 05 Proposed Budget**

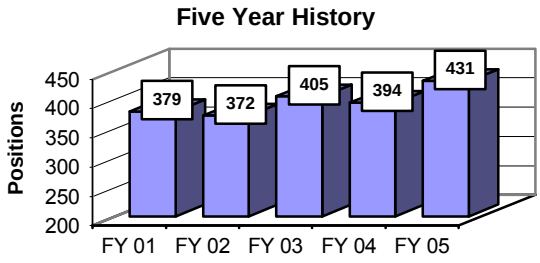
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 27,074,000 | $ 27,563,374 | **$ 30,030,717** | 9.0% |
| Expense | 23,690,000 | 21,431,067 | **19,229,161** | (10.3)% |
| Equipment | 14,000 | -- | **1,285** | 100.0% |
| Special | 1,520,000 | 1,540,927 | **1,364,219** | (11.5)% |
| **TOTAL** | **$ 52,298,000** | **$ 50,535,368** | **$ 50,625,382** | 0.2% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 394 | 394 | **431** | 9.4% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 362,183 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | - | -- |
| ◆ Consolidation of Police Background Investigations | 2,850,862 | 42 |
| ◆ Firefighter Background Investigation Program (22 resolution authorities) | 1,369,140 | -- |
| ◆ Conversion to Nurse-Based Custody Care | (879,180) | (5) |
| ◆ Workers' Compensation Improvement Program (14 resolution authorities) | 815,664 | -- |
| ◆ Public Safety Employment (Three resolution authorities) | 348,840 | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| **Department Divisions** | | | | | | |
| Public Safety Employment | $ 20,965,169 | $ 22,127,836 | $ 1,162,667 | 169 | 169 | 0 |
| Proprietary Department Support | 2,706,876 | 2,706,876 | - | 49 | 49 | 0 |
| Non-Proprietary Department Support | 4,500,378 | 4,500,378 | - | 71 | 71 | 0 |
| Employee Benefits - Proprietary | 346,334 | 341,208 | (5,126) | 2 | 2 | 0 |
| Employee Benefits - Non Proprietary | 2,008,276 | 2,020,200 | 11,924 | 11 | 11 | 0 |
| Workers' Compensation - Proprietary | 1,095,502 | 1,077,304 | (18,198) | 11 | 11 | 0 |
| Workers' Compensation - Non Proprietary | 6,402,522 | 6,402,522 | - | 68 | 69 | 1 |
| Custody Care Services | 5,996,577 | 5,782,114 | (214,463) | 45 | 39 | (6) |
| 77th Street Jail, Parker Center, Van Nuys Jail | | | - | | | |
| Savings Nurse Based Custody Care Conversion | | (879,180) | (879,180) | | | |
| Rideshare Program | 2,648,811 | 2,327,856 | (320,955) | 10 | 10 | 0 |
| **Other Reductions** | | | - | | | |
| Reduction Police Advertising | 450,000 | 350,000 | (100,000) | | | |
| Reduction Medical Expense | 1,931,476 | 533,959 | (1,397,517) | | | |
| FLEX Third Party Administrator | 1,483,447 | 483,447 | (1,000,000) | | | |
| **Other Program Changes** | | | - | | | |
| Transfer Police Background Unit | | 2,850,862 | 2,850,862 | | 42 | 42 |
| | $ 50,535,368 | $ 50,625,382 | $ 90,014 | 436 | 473 | 37 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 26,119,396 | 2,205,284 | 28,324,680 |
| Grant Reimbursed | 66,204 | 1,380 | 67,584 |
| Salaries As-Needed | 1,257,089 | 194,000 | 1,451,089 |
| Overtime General | 120,685 | 66,679 | 187,364 |
| Total Salaries | 27,563,374 | 2,467,343 | 30,030,717 |
| **Expense** | | | |
| Printing and Binding | 367,327 | 22,000 | 389,327 |
| Travel | 79,000 | 26,000 | 105,000 |
| Construction Expense | - | 40,000 | 40,000 |
| Contractual Services | 17,619,665 | (1,179,513) | 16,440,152 |
| Medical Supplies | 1,931,476 | (1,397,517) | 533,959 |
| Transportation | 22,480 | 46,500 | 68,980 |
| Governmental Meetings | 150 | (150) | - |
| Oral Board Expense | 23,000 | - | 23,000 |
| Office and Administrative | 1,387,669 | 241,074 | 1,628,743 |
| Operating Supplies | 300 | (300) | - |
| Total Expense | 21,431,067 | (2,201,906) | 19,229,161 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | - | 1,285 | 1,285 |
| Total Equipment | - | 1,285 | 1,285 |
| **Special** | | | |
| Training Expense | 167,800 | 2,500 | 170,300 |
| Employee Service Pins | 7,200 | - | 7,200 |
| Employee Transit Subsidy | 1,365,927 | (179,208) | 1,186,719 |
| Total Special | 1,540,927 | (176,708) | 1,364,219 |
| Total Personnel | 50,535,368 | 90,014 | 50,625,382 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| General Fund | 47,041,353 | 285,676 | 47,327,029 |
| Mobile Source Air Poll. Reduction Fund (Sch. 10) | 470,493 | 53,985 | 524,478 |
| Sewer Construction & Maintenance Fund (Sch 14) | 307,007 | 69,928 | 376,935 |
| Workforce Investment Act Fund (Sch. 22) | 67,704 | (67,704) | - |
| City Employees Ridesharing Fund (Sch. 28) | 2,648,811 | (320,955) | 2,327,856 |
| Youth Opportunities Movement (Sch. 29) | - | 69,084 | 69,084 |
| Total Funds | 50,535,368 | 90,014 | 50,625,382 |
| Percentage Change | | | .18% |
| Positions | 394 | 37 | 431 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $362,183*<br>Related Costs: $30,159 | 362,183 | - | 392,342 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $400,877*<br>Related Costs: $66,586 | 400,877 | - | 467,463 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(93,899)*<br>Related Costs: $(15,598) | (93,899) | - | (109,497) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $164,288*<br>Related Costs: $27,288 | 164,288 | - | 191,576 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Related costs consist of employee benefits.<br>*SG $(2,445,141); SGR $(67,704)*<br>Related Costs: $(576,708) | (2,512,845) | - | (3,089,553) |
| **Priority Service Level** | | | |
| 7 . **Public Safety Employment**<br>Provide funding and continue resolution position authority for one Assistant General Manager, one Chief Personnel Analyst and one Programmer Analyst V for police officer recruitment and selection.These positions are critical for streamlining the recruiting and hiring process for police officer candidates. Related costs consist of employee benefits.<br>*SG $348,840*<br>Related Costs: $77,040 | 348,840 | - | 425,880 |
| **Other Changes or Adjustments** | | | |
| 8 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of six percent to seven percent. Related costs consist of employee benefits.<br>*SG $(236,946)*<br>Related Costs: $(38,292) | (236,946) | - | (275,238) |

| Program Changes | Direct Cost | Personnel Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 9 . **Expense Reduction**<br>Reduce funding in various expense accounts, including $1 million in contractual services for the FLEX Benefits Third Party Administrator (TPA) and $1.3 million for Medical Supplies as a result of the closure of the City pharmacy and the reduced need to purchase bulk pharmaceuticals. Funding for the TPA is provided in the Employee Benefits Trust Fund.<br>*EX $(2,691,714)* | (2,691,714) | - | (2,691,714) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (4,259,216) | - | |

## Custody Care Services

This program provides medical screening, evaluation and first care treatment for persons in custody in City jails and in contract hospitals. Such care is required by State law and by court decision. (City employees injured on the job are included in the Occupational Health and Safety Program.)

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 10 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $4,678 | 45,520 | - | 50,198 |
| **Efficiencies** | | | |
| 11 . **Conversion to Nurse-based Custody Care**<br>Provide funding and position authority for one Physician III and 12 Nurse Practitioner/Physician Assistant positions and eliminate funding and position authority for 10 Physician I and eight Correctional Nurse positions for the City's three custody care facilities. Conversion from a physician-based to a nurse-based care program will provide a more effective utilization of staff . The proposed conversion of this program will not impact the quality of medical services or the delivery of medical care. Once the program is fully operational, it is estimated that the City savings will be between $1.1 million and $2.3 million annually. Related costs consist of employee benefits.<br>*SG $(879,180)*<br>Related Costs: $(176,424) | (879,180) | (5) | (1,055,604) |
| **TOTAL CUSTODY CARE SERVICES** | (833,660) | (5) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 5,175,719 | 40 |
| Changes in Salaries, Expense, Equipment and Special | (833,660) | (5) |
| **2004-05 PROGRAM BUDGET** | 4,342,059 | 35 |

## Employment Opportunities

This program provides for the administration of the Equal Opportunities Plan for the City; conducts research to eliminate artificial barriers to entry and upward mobility in City employment, restructures jobs, plans career development and training programs; counsels employees on promotional and career development paths; investigates charges of discrimination in selection and employment procedures, and charges of sexual harassment; represents the Department with EOO organizations; and works with operating departments to develop and implement affirmative action plans.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(19,585) | (96,349) | - | (115,934) |
| **Priority Service Level** | | | |
| 13 . **Hyperion Ombudsman**<br>Provide funding and continue resolution position authority for one Senior Personnel Analyst II to act as Ombudsman to employees in the Bureau of Environmental Services' Hyperion Wastewater Treatment Plant. Funding for this position is provided from the Sewer Construction and Maintenance Fund. Related costs consist of employee benefits.<br>*SG $101,460; EX $2,030; EQ $1,285*<br>Related Costs: $23,280 | 104,775 | - | 128,055 |
| **TOTAL EMPLOYMENT OPPORTUNITIES** | 8,426 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,132,548 | 19 |
| Changes in Salaries, Expense, Equipment and Special | 8,426 | - |
| **2004-05 PROGRAM BUDGET** | 1,140,974 | 19 |

## Personnel Selection

This program recruits and examines for entry level and promotional opportunities, performs test validations, classifies positions, certifies candidates, performs background investigations, provides pre-placement and work fitness medical examinations, handles examination and application protests and appeals, and provides support, including personnel records. These selection functions are for both civilian and sworn (police and fire) candidates and employees.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 14 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(290,890) | (1,081,238) | - | (1,372,128) |
| **Efficiencies** | | | |
| 15 . **Consolidation of Background Investigations**<br>Transfer funding and position authority for 42 Background Investigation Unit positions from LAPD to the Personnel Department (see Police Department Item 17). This transfer will provide improved coordination between background investigation and the other phases of candidate processing administered by Personnel. Duplicate functions are eliminated due to centralization.<br>Related costs consist of employee benefits.<br>*SG $2,177,484; SOT $50,000; SAN $194,000; SP $2,500; EX $426,878*<br>Related Costs: $641,004 | 2,850,862 | 42 | 3,491,866 |
| **Priority Service Level** | | | |
| 16 . **Firefighter Background Investigation Program**<br>Provide funding and continue resolution position authority for one Management Analyst II, one Senior Personnel Analyst II, one Chief Personnel Analyst, 13 investigators, and six clerical staff to perform background investigations for new firefighters. Staff will assist in the completion of background investigations of firefighter candidates and the development of a sufficient pool of eligibles.<br>Related costs consist of employee benefits.<br>*SG $1,369,140*<br>Related Costs: $372,744 | 1,369,140 | - | 1,741,884 |

| Program Changes | Direct Cost | Personnel Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 17 . **Payroll System Replacement (PaySR)**<br>Provide funding and continue resolution position authority for one Senior Personnel Analyst I to support Phase II of the PaySR Project. This position assists the PaySR Project Manager in incorporating Civilian FLEX Benefits, Police and Fire Health and Welfare benefits and with Third Party Administrator coordination. Funding is also provided in the budgets of the Office of the Controller and the Information Technology Agency for a total direct cost of $3,245,500 (see Controller Item 16 and Information Technology Agency Item 32). Related costs consist of employee benefits.<br>*SG $83,208*<br>Related Costs: $20,340 | 83,208 | - | 103,548 |
| 18 . **Safe Neighborhood Action Plan (SNAP)**<br>Provide funding and continue resolution position authority for one Management Analyst II to serve as the City's SNAP Coordinator. The primary objective of the SNAP program is to provide economic opportunities for at-risk youth in the City. Funding is provided from the Youth Opportunities Movement Grant Fund. Related costs consist of employee benefits.<br>*SGR $69,084*<br>Related Costs: $18,048 | 69,084 | - | 87,132 |
| **TOTAL PERSONNEL SELECTION** | 3,291,056 | 42 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 15,001,240 | 174 |
| Changes in Salaries, Expense, Equipment and Special | 3,291,056 | 42 |
| **2004-05 PROGRAM BUDGET** | 18,292,296 | 216 |

## Personnel Management Services

This program counsels and arranges personnel reassignments, provides information and guidance on personnel rules and procedures, and provides employee development including training, service ratings and career service awards.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 19 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(4,972) | (28,657) | - | (33,629) |
| **TOTAL PERSONNEL MANAGEMENT SERVICES** | (28,657) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 537,637 | 5 |
| Changes in Salaries, Expense, Equipment and Special | (28,657) | - |
| **2004-05 PROGRAM BUDGET** | 508,980 | 5 |

## Occupational Health and Benefits

This program administers the Workers' Compensation and Rehabilitation Element and the Employee Benefits Element, which includes the Citywide Employee Assistance Program, the Deferred Compensation Program, the Rideshare and Commuter Services Program, and employee insurance benefits subsidized by the City, including medical, dental, life and union optical/dental.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 20 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(161,654) | (3,282,946) | - | (3,444,600) |
| **Efficiencies** | | | |
| 21 . **Rideshare Program Adjustment**<br>Reduce General Fund support of the Rideshare Program. The Rideshare Program receives funding from the City Employees Ridesharing Fund and the General Fund. It is projected that available funds within the City Employees Ridesharing Fund will be greater than 2003-04. Therefore, the General Fund appropriation is reduced accordingly. This reduction will not impact existing service levels as costs will be transferred to the City Employees Ridesharing Fund. Related costs consist of employee benefits.<br>*SG $37,306; SOT $16,679; SP $(179,208)*<br>Related Costs: $(6,197) | (125,223) | - | (131,420) |
| **Priority Service Level** | | | |
| 22 . **Workers' Compensation Improvement Program**<br>Provide funding and continue resolution position authority for 12 workers' compensation analysts, one nurse and one clerical position to support the Department's goal of bringing the number of civilian claims per analyst closer to the industry standard of 200 cases per analyst, and enhancing claims management. As in 2003-04, the Department will continue to evaluate and report quarterly on the status of the workers' compensation program, including an assessment of the claims inventory and the continuing need for these resolution authorities. Related costs consist of employee benefits.<br>*SG $815,664*<br>Related Costs: $228,228 | 815,664 | - | 1,043,892 |

| Program Changes | Direct Cost | Personnel Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 23 . **Document Management Project**<br>Provide expense funding for the second phase of the workers' compensation document management project. The project, once completed, will reduce workers' compensation administration costs by consolidating document processing in the City Attorney and Personnel. The consolidated system will eliminate the need to copy and manually route 6,000 pieces of mail each day and eliminate the need for duplicate filing systems. Funding is provided from the Sewer Construction and Maintenance Fund. This funding represents the Bureau of Environmental Services' portion of project costs based on the Bureau's percentage of workers' compensation claims.<br>*EX $60,900* | 60,900 | - | 60,900 |
| **TOTAL OCCUPATIONAL HEALTH AND BENEFITS** | (2,531,605) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 26,265,001 | 116 |
| Changes in Salaries, Expense, Equipment and Special | (2,531,605) | - |
| **2004-05 PROGRAM BUDGET** | 23,733,396 | 116 |

## General Administration and Support

This program provides administrative support functions including Civil Service Commission operations, hearings, Department administration, administrative services, medical services administration and support and processing of unit determination petitions.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 24 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $42,898 | 184,454 | - | 227,352 |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | 184,454 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,423,223 | 40 |
| Changes in Salaries, Expense, Equipment and Special | 184,454 | - |
| **2004-05 PROGRAM BUDGET** | 2,607,677 | 40 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **CUSTODY CARE SERVICES** | | | | | | | |
| Persons in custody treated at City jails | 154,663 | 151,307 | 151,741 | 152,792 | 165,301 | 156,600 | 165,000 |
| **EQUAL EMPLOYMENT OPPORTUNITIES** | | | | | | | |
| Outside agency complaints received** | n/a | n/a | 65 | 148 | 122 | 168 | 130 |
| Outside agency complaints completed** | n/a | n/a | 59 | 88 | 120 | 108 | 110 |
| Mediations/Conciliations* | n/a | n/a | n/a | n/a | n/a | 24 | 30 |
| Settlements* | n/a | n/a | n/a | n/a | n/a | 12 | 15 |
| Sexual harassment complaints investigated (formal)** | 20 | 15 | n/a | n/a | n/a | n/a | n/a |
| All other discrimination complaints investigated** | 191 | 162 | n/a | n/a | n/a | n/a | n/a |
| Discrimination complaint investigations completed** | 177 | 133 | n/a | n/a | n/a | n/a | n/a |
| Sexual harassment complaint counseling** | 15 | 20 | n/a | n/a | n/a | n/a | n/a |
| Department affirmative action audits completed | - | 36 | 38 | 44 | 44 | 45 | 45 |
| Complaints Received | n/a | n/a | n/a | 83 | 85 | 90 | 105 |
| Complaints closed | n/a | n/a | n/a | 91 | 95 | 100 | 100 |
| Appeals | n/a | n/a | n/a | n/a | 7 | 10 | 12 |
| Preliminary inquiries*** | n/a | n/a | n/a | 37 | 16 | n/a | n/a |
| Informal resolution conferences*** | n/a | n/a | n/a | 4 | 3 | n/a | n/a |
| Civil Service Commission appeal reports*** | n/a | n/a | n/a | 6 | n/a | n/a | n/a |
| **PERSONNEL SELECTION PROGRAM** | | | | | | | |
| Bulletins prepared | 266 | 289 | 257 | 192 | 132 | 280 | 160 |
| Applications accepted | 44,185 | 68,212 | 44,783 | 62,765 | 48,426 | 35,000 | 35,000 |
| Applications rejected/returned | 9,720 | 8,459 | 10,203 | 17,500 | 7,009 | 10,000 | 10,000 |
| Written, oral and other examinations prepared | 172 | 446 | 408 | 324 | 182 | 495 | 300 |
| Persons taking written tests | 43,435 | 33,630 | 46,291 | 37,545 | 22,546 | 51,299 | 25,000 |
| Persons interviewed | 8,115 | 14,769 | 12,479 | 9,563 | 7,513 | 12,000 | 12,000 |
| Total examinations completed (eligible lists generated) | 300 | 455 | 579 | 616 | 422 | 505 | 350 |
| Sworn Selection | | | | | | | |
| Persons taking police officer written tests | 9,500 | 6,443 | 8,878 | 10,617 | 9,411 | 12,000 | 9,600 |
| Persons interviewed for police officer | 6,200 | 5,536 | 4,042 | 6,153 | 4,877 | 7,000 | 5,000 |
| Firefighter notification cards accepted | 1,000 | 8,876 | 3,712 | 11,107 | 10,526 | 12,000 | 0 |
| Firefighter background investigations conducted | - | 539 | 656 | 382 | 467 | 480 | 480 |
| Police Officer Field Investigations conducted* | n/a | n/a | n/a | 31 | 63 | 100 | 125 |
| Police Officer background investigations reviewed | 2,650 | 2,472 | 2,252 | 2,465 | 3,252 | 2,600 | 2,600 |
| Sworn background appeals processed | 1,250 | 1,206 | 1,376 | 1,374 | 1,450 | 1,990 | 1,250 |
| Firefighter background appeals to Civil Service Commission* | n/a | n/a | n/a | 4 | 6 | 10 | 12 |
| Police Officer Preliminary Background Questionnaires Reviewed * | n/a | n/a | n/a | n/a | 19,402 | 15,500 | 25,000 |
| Police Officer Physical Abilities Tests* | n/a | n/a | n/a | 3,895 | 4,434 | 4,500 | 4,500 |
| Pre-placement physicals performed | 6,175 | 7,542 | 4,980 | 5,379 | 4,761 | 5,400 | 5,200 |
| Personnel folders prepared | 25,620 | 6,107 | 13,370 | 19,945 | 6,124 | 6,000 | 5,500 |
| Positions reviewed | 2,177 | 2,186 | 2,053 | 2,445 | 1,843 | 1,800 | 1,800 |
| Emergency appointments processed | 3,426 | 2,407 | 1,175 | 779 | 287 | 400 | 400 |
| Classes created | n/a | n/a | n/a | n/a | n/a | 10 | 10 |
| Classes eliminated | 6 | 31 | 14 | 2 | 1 | 10 | 10 |
| Personal services contracts reviewed | 59 | 52 | 103 | 85 | 101 | 80 | 75 |
| Client services meetings | 2 | 4 | 32 | 32 | 32 | 32 | 32 |
| **PERSONNEL MANAGEMENT PROGRAM** | | | | | | | |
| Career counseling sessions held | - | - | - | 110 | 69 | 85 | 100 |
| Employees trained: | | | | | | | |
| In-house | 177 | 2,547 | 3,321 | 3,390 | 4,929 | 4,500 | 5,000 |
| Contract | 7,311 | 5,386 | 6,451 | 3,335 | - | - | - |
| Training sessions held | 208 | 250 | 367 | 284 | 249 | 25 | 265 |
| Tuition reimbursement requests processed | n/a | n/a | n/a | 122 | - | - | - |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **OCCUPATIONAL HEALTH AND BENEFITS PROGRAM** | | | | | | | |
| Total open Workers' Compensation cases: | | | | | | | |
| Sworn | n/a | n/a | 9,126 | 10,586 | 11,559 | 10,600 | 9650 |
| Civilian | n/a | n/a | 10,732 | 8,606 | 8,883 | 9,100 | 9300 |
| New Workers' Compensation cases filed: | | | | | | | |
| Sworn | 5,255 | 5,634 | 5,859 | 5,575 | 4,983 | 5,843 | 6730 |
| Civilian | 3,828 | 4,147 | 4,052 | 4,027 | 4,115 | 4,200 | 4300 |
| Workers' compensation medical bills processed | 214,494 | 204,206 | 200,261 | 244,202 | 268,040 | 280,000 | 291200 |
| Medical surveillance/periodic examinations | 3,551 | 2,671 | 2,658 | 2,883 | 3,035 | 2,930 | 3100 |
| Substance abuse monitoring | 925 | 857 | 535 | 554 | 574 | 710 | 580 |
| Bloodborne pathogens vaccination program participants | 1,681 | 3,652 | 4,740 | 4,293 | 76 | 6,920 | 75 |
| Work Fitness/Return to Duty examinations | 706 | 664 | 639 | 562 | 800 | 800 | 800 |
| Pharmacy prescriptions issued(Pharmacy closed 8/2003) | 13,901 | 14,972 | 15,141 | 14,754 | 14,708 | 658 | 0 |
| DOT drug/alcohol tests | 2,010 | 1,563 | 1,500 | 1,409 | 895 | 1,535 | 1550 |
| LAPD Respirator Program(included with Medical Surv/per exam) | n/a | n/a | n/a | n/a | 0 | - | 0 |
| Employee Benefits | | | | | | | |
| Transit subsidy participants | 850 | 954 | 1,353 | 2,045 | 2,222 | 2,333 | 2444 |
| Vanpool program participants | 974 | 997 | 985 | 987 | 1,295 | 1,360 | 1360 |
| Parking permits issued | 8,147 | 8,500 | 6,148 | 7,390 | 8,917 | 9,200 | 9200 |
| Workplace Safety Program* | | | | | | | |
| Training sessions conducted | 6 | 12 | 15 | n/a | n/a | n/a | n/a |
| Dept safety mtgs/Accident investigations completed | - | - | 288 | 216 | 216 | 216 | 216 |
| Work station ergonomic evaluations conducted | - | - | 120 | 100 | 100 | 100 | 100 |
| Safety training hours conducted | - | - | 192 | 260 | 192 | 192 | 192 |
| Facility/jobsite safety inspection hours completed | - | - | 576 | 816 | 1,020 | 1,020 | 1,020 |
| Safety consultations completed | - | - | 1,728 | 1,680 | 1,728 | 1,728 | 1,728 |
| Workplace environmental hygiene evaluations completed | - | - | 40 | 60 | 130 | 130 | 130 |
| Air quality/suspect substance samples taken | - | - | 380 | 420 | 780 | 780 | 780 |
| Environmental consultations and follow-ups completed | - | - | 600 | 750 | 3,456 | 3,456 | 3,456 |

*New workload indicators

**As of 2000-01, Sexual Harassment and Discrimination complaints are consolidated into one workload indicator under Outside Agency complaints

***As of 2002-03, preliminary inquires no longer an applicable indicator.

# PERFORMANCE MEASURES

**From LASTAT**

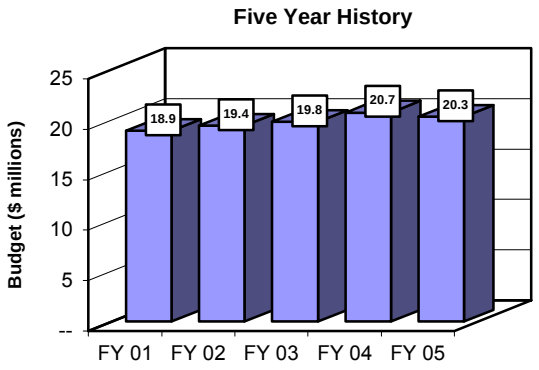
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **Workers' Compensation** | | | | | | | |
| Expenditures: 90% payment of invoices | n/a | n/a | n/a | n/a | n/a | n/a | 30 days |
| Bill Review Savings | n/a | n/a | n/a | n/a | n/a | - | 50% |
| Three Point Contact-New Claims | - | - | - | - | - | - | - |
| *Contact w/in 24 hrs* | n/a | n/a | n/a | n/a | n/a | n/a | 75% |
| *Contact w/in 48 hrs* | n/a | n/a | n/a | n/a | n/a | n/a | 95% |
| New Claims and Return Work Services | - | - | - | - | - | - | - |
| *Statistical information of claims of loss of* | - | - | - | - | - | - | - |
| *productivity-placement on Intranet* | - | - | - | - | - | - | - |
| *after the close of the month* | n/a | n/a | n/a | n/a | n/a | n/a | 7 days |
| **Employee Benefits** | | | - | - | - | - | |
| Flex Benefits | - | - | - | - | - | - | - |
| *On-lin enrollment* | n/a | n/a | n/a | n/a | n/a | n/a | 50% |
| Deferred Compensation | - | - | - | - | - | - | - |
| *Increase number of participants* | n/a | n/a | n/a | n/a | n/a | n/a | 3% |
| *Increase participant contributions* | n/a | n/a | n/a | n/a | n/a | n/a | 5% |
| **Other** | | | | | | | |
| Discrimination/Complaint Investigations | | | | | | | |
| *DFEH/EEOCC complete investigation* | n/a | n/a | n/a | n/a | n/a | n/a | 60 days |
| *Internal investigations* | n/a | n/a | n/a | n/a | n/a | n/a | 120 days |
| Examining | | | | | | | |
| Complete Exams w/in 120 days | n/a | n/a | n/a | n/a | n/a | n/a | 50% |
| Complete Exams w/in 180 days | n/a | n/a | n/a | n/a | n/a | n/a | 80% |

# CITY PLANNING DEPARTMENT

**2004 - 05 Proposed Budget**

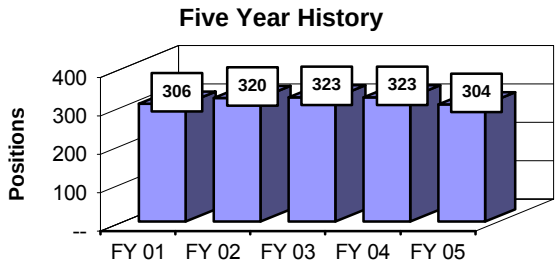
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 19,320,000 | $ 19,185,220 | **$ 18,882,372** | (1.6)% |
| Expense | 993,000 | 1,475,393 | **1,416,485** | (4.0)% |
| Equipment | 87,000 | 87,178 | **--** | (100.0)% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 20,400,000** | **$ 20,747,791** | **$ 20,298,857** | (2.2)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 254 | 323 | **304** | (5.9)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 287,716 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Full Funding for Partially Financed Positions | 1,184,566 | -- |
| ◆ Salary Savings Increase | (174,210) | -- |
| ◆ Comprehensive Planning | (877,062) | (14) |
| ◆ Project Planning | (72,652) | (2) |
| ◆ Deletion of Long-Term Vacancies | (459,588) | (9) |
| ◆ Cultural Heritage Commission and Mills Act | 160,314 | 6 |
| ◆ Housing Development Central | 157,380 | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Commission Case Processing | $ 1,741,550 | $ 1,902,998 | $ 161,449 | 65 | 65 | 0 |
| Subdivision Case Processing | 919,443 | 1,005,224 | 85,782 | 15 | 14 | (1) |
| Zoning Administrator Case Processing | 2,667,953 | 2,726,714 | 58,762 | 38 | 35 | (3) |
| Zoning Maps | 1,390,296 | 1,746,339 | 356,044 | 23 | 23 | 0 |
| CEQA | 506,082 | 493,327 | (12,754) | 8 | 7 | (1) |
| Commission Office | 646,914 | 691,422 | 44,509 | 14 | 13 | (1) |
| Public Counters | 886,482 | 813,776 | (72,705) | 13 | 11 | (2) |
| Playa Vista | 419,179 | 445,577 | 26,399 | 5 | 5 | 0 |
| Public Records | 926,224 | 692,565 | (233,658) | 13 | 10 | (3) |
| Subdivision Public Counter | 290,158 | 307,413 | 17,256 | 5 | 5 | 0 |
| Zoning Administrator Signoffs | 196,171 | 206,109 | 9,939 | 3 | 3 | 0 |
| Other Case Processing and Signoffs | 1,865,696 | 1,733,857 | (131,838) | 27 | 22 | (5) |
| Systems | 968,797 | 813,063 | (155,733) | 12 | 9 | (3) |
| Website | 255,008 | 277,636 | 22,629 | 4 | 4 | 0 |
| Code Studies/Code Simplification | 366,006 | 374,455 | 8,450 | 5 | 5 | 0 |
| Housing Policy | 163,134 | 30,334 | (132,799) | 3 | 2 | (1) |
| Public Participation | 1,436,247 | 1,236,518 | (199,728) | 19 | 14 | (5) |
| General Plan | 425,779 | 359,900 | (65,878) | 5 | 4 | (1) |
| Community Plans/Specific Plans | 248,097 | 107,835 | (140,261) | 3 | 2 | (1) |
| LAX Master Plan | 204,798 | 180,681 | (24,116) | 2 | 2 | 0 |
| Revocations | 392,019 | 382,547 | (9,471) | 5 | 5 | 0 |
| Neighborhood Services | 1,455,259 | 1,351,910 | (103,348) | 21 | 18 | (3) |
| Case Management | 746,998 | 722,403 | (24,594) | 9 | 8 | (1) |
| Mapping | 663,385 | 661,892 | (1,492) | 8 | 8 | 0 |
| Environmental Review for City Actions | 238,065 | 208,922 | (29,142) | 3 | 3 | 0 |
| Demographics | 277,848 | 199,984 | (77,863) | 3 | 2 | (1) |
| GIS Mapping Services | 291,958 | 267,806 | (24,151) | 4 | 4 | 0 |
| Schools | 158,257 | 39,956 | (118,300) | 2 | 1 | (1) |
| Cultural Heritage Commission and Mills Act | - | 160,314 | 160,314 | 0 | 6 | 6 |
| Housing Development Central | - | 157,380 | 157,380 | 0 | 2 | 2 |
| | $ 20,747,791 | $ 20,298,867 | $ (448,924) | 337 | 312 | (25) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 18,980,720 | (365,466) | 18,615,254 |
| Salaries As-Needed | 20,000 | 62,628 | 82,628 |
| Overtime General | 184,500 | - | 184,500 |
| Total Salaries | 19,185,220 | (302,838) | 18,882,382 |
| **Expense** | | | |
| Printing and Binding | 58,300 | (883) | 57,417 |
| Construction Expense | 1,000 | - | 1,000 |
| Contractual Services | 966,971 | (23,021) | 943,950 |
| Transportation | 1,735 | - | 1,735 |
| Governmental Meetings | 2,680 | - | 2,680 |
| Office and Administrative | 268,018 | (34,699) | 233,319 |
| Operating Supplies | 176,689 | (305) | 176,384 |
| Total Expense | 1,475,393 | (58,908) | 1,416,485 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 87,178 | (87,178) | - |
| Total Equipment | 87,178 | (87,178) | - |
| Total Planning | 20,747,791 | (448,924) | 20,298,867 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 18,189,597 | (539,820) | 17,649,777 |
| Stormwater Pollution Abatement Fund (Sch. 7) | 73,015 | - | 73,015 |
| Community Development Trust Fund (Sch. 8) | 150,022 | 94,958 | 244,980 |
| HOME Invest. Partnerships Program Fund (Sch. 9) | - | 55,079 | 55,079 |
| Sewer Construction & Maintenance Fund (Sch 14) | 94,782 | 8,783 | 103,565 |
| Prop. C Anti-Gridlock Transit Fund (Sch. 27) | 290,000 | (16,000) | 274,000 |
| City Planning Systems Develop. Fund (Sch. 29) | 1,666,431 | (58,450) | 1,607,981 |
| B&S Systems Development Fund (Sch. 40) | 283,944 | 6,526 | 290,470 |
| Total Funds | 20,747,791 | (448,924) | 20,298,867 |
| Percentage Change | | | -2.16% |
| Positions | 323 | (19) | 304 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $287,716*<br>Related Costs: $46,495 | 287,716 | - | 334,211 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $132,381*<br>Related Costs: $20,747 | 132,381 | - | 153,128 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(74,593)*<br>Related Costs: $(12,054) | (74,593) | - | (86,647) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $1,184,566*<br>Related Costs: $191,425 | 1,184,566 | - | 1,375,991 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Funding for 2003-04 Resolution Authorities and associated expenses is deleted.<br>*SG $(979,236); EX $(384,167); EQ $(5,000)*<br>Related Costs: $(238,741) | (1,368,403) | - | (1,607,144) |
| 7 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment items is deleted.<br>*EQ $(82,178)* | (82,178) | - | (82,178) |
| **Other Changes or Adjustments** | | | |
| 8 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of two percent to three percent. Related costs consist of employee benefits.<br>*SG $(174,210)* | (174,210) | - | (174,210) |
| 9 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(9,338)* | (9,338) | - | (9,338) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (104,059) | - | |

## Comprehensive Planning

This program prepares and maintains the City's General Plan which is a comprehensive declaration of purposes, policies and programs for the development of the City.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 10 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $2,558 | (74,449) | - | (71,891) |
| **Efficiencies** | | | |
| 11 . **Additional Expense Reduction**<br>Reduce Contractual Services funding for Historic Preservation Overlay Zone studies. Funding from the General Fund is reduced in lieu of additional service level reductions.<br>*EX $(15,000)* | (15,000) | - | (15,000) |
| 12 . **Comprehensive Planning**<br>Delete positions which have been vacant for more than one year. Related costs consist of employee benefits.<br><br>Eight positions in Neighborhood Services, Public Participation and Other Case Processing and Signoffs<br>Three positions in General Plan, Schools and Housing Policy<br>One position in Neighborhood Services, Public Counters and Public Participation<br>One position in Neighborhood Services, Other Case Processing and Signoffs<br>One position in Neighborhood Services, Commission Processing, Other Case Processing and Signoffs and Environmental Review for City Actions<br>*SG $(877,062)*<br>Related Costs: $(238,200) | (877,062) | (14) | (1,115,262) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 13 . **Housing Development Central**<br>Provide funding and resolution authority for two positions for a pilot "Housing Development Central" unit. This unit will centralize resources to facilitate home ownership and rental housing development, with an emphasis on City-owned surplus sites. The Los Angeles Housing Department will serve as the lead agency with the departments of Planning and Building and Safety to provide complementary resources (see related Los Angeles Housing Department Item 22 and Building and Safety Item 28). Related costs consist of employee benefits.<br>*SG $157,380*<br>Related Costs: $39,216 | 157,380 | - | 196,596 |
| **TOTAL COMPREHENSIVE PLANNING** | (809,131) | (14) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 6,082,541 | 105 |
| Changes in Salaries, Expense, Equipment and Special | (809,131) | (14) |
| **2004-05 PROGRAM BUDGET** | 5,273,410 | 91 |

## Project Planning

This program is supported by revenue and is responsible for the control of public and private land use which is exercised through administrative and quasi-judicial decisions and determinations of zoning, subdivision and other land use plans to assure development of the City consistent with the purpose and intent of the General Plan.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 14 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $1,780 | 201,578 | - | 203,358 |
| **Efficiencies** | | | |
| 15 . **Project Planning**<br>Delete positions which have been vacant for more than one year.<br>Related costs consist of employee benefits.<br><br>One position in Subdivision Case Processing<br>One position in Case Management<br>*SG $(72,652)*<br>Related Costs: $(25,512) | (72,652) | (2) | (98,164) |
| **TOTAL PROJECT PLANNING** | 128,926 | (2) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 6,571,777 | 73 |
| Changes in Salaries, Expense, Equipment and Special | 128,926 | (2) |
| **2004-05 PROGRAM BUDGET** | 6,700,703 | 71 |

## General Administration and Support

This program is responsible for the control and management of the City Planning Department, including the administration of its internal affairs, systems management and development, staff support to operating programs and the holding of Commission meetings.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 16 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $3,534 | (231,188) | - | (227,654) |
| **Efficiencies** | | | |
| 17 . **Deletion of Long-Term Vacancies**<br>Delete positions which have been vacant for more than one year.<br>Related costs consist of employee benefits.<br><br>Five positions in Administrative Support<br>Three positions in Public Records<br>One position in Systems<br>*SG $(459,588)*<br>Related Costs: $(136,248) | (459,588) | (9) | (595,836) |
| **Priority Service Level** | | | |
| 18 . **Cultural Heritage Commission and Mills Act**<br>Transfer funding and regular authority for one position from the Cultural Affairs Department for Cultural Heritage Commission and Mills Act support. This transfer will be integrated with the historical preservation services already performed by the Planning Department to achieve programmatic and administrative efficiencies. In addition, position authority for five Commissioners and related expenses are transferred (see Cultural Affairs Item 14).<br>Related costs consist of employee benefits.<br>*SG $94,344; SAN $62,628; EX $3,342*<br>Related Costs: $22,128 | 160,314 | 6 | 182,442 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 19 . **Document Information System**<br>Provide funding and resolution authority for two positions to complete implementation of the Planning Document Information System. Phase I of this three-phase project included the automation and scanning of 2,500 case files into an electronic format and accessibility to view the case files via the City's intranet. As part of Phase II, the Department has scanned over 4,650 prior year cases and integrated the system with ZIMAS and the Planning Case Tracking Summary system on the Internet. Resources are provided to continue Phase II and begin planning for Phase III integration with other City systems. Funding is also provided for software licensing and maintenance. Funding is provided from the City Planning Systems Development Trust Fund. Related costs consist of employee benefits.<br>*SG $125,004; EX $87,000*<br>Related Costs: $33,984 | 212,004 | - | 245,988 |
| 20 . **Zone Map Automation and Support**<br>Provide funding and resolution authority for four positions to provide ongoing data maintenance and support of the Zone Map Automation (ZMA) program. ZMA has added additional data layers and been integrated with the Planning Document Information System and Planning Case Tracking Summary system on the Internet. Funding is also provided for technical systems training and support and software licensing and maintenance. Funding is provided from the Building and Safety Systems Development Trust Fund and from the City Planning Systems Development Trust Fund. Related costs consist of employee benefits.<br>*SG $290,484; EX $259,255*<br>Related Costs: $74,508 | 549,739 | - | 624,247 |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | 231,281 | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 8,093,473 | 145 |
| Changes in Salaries, Expense, Equipment and Special | 231,281 | (3) |
| **2004-05 PROGRAM BUDGET** | 8,324,754 | 142 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **COMPREHENSIVE PLANNING PROGRAM** | | | | | | | |
| Citywide Planning Element | | | | | | | |
| Administrative Projects | 1,790 | 1,156 | 500 | 250 | 250 | 250 | 290 |
| General Plan Element Milestones | 27 | 17 | 8 | 7 | 7 | 7 | 9 |
| Information Requests | 1,610 | 965 | 500 | 250 | 250 | 250 | 290 |
| Special Studies and Reports | 118 | 101 | 10 | 10 | 10 | 10 | 9 |
| Task Forces and Committees | 700 | 369 | 175 | 175 | 175 | 175 | 140 |
| Community Planning Element | | | | | | | |
| Community Plans | - | - | 7,478 | 9,433 | 4,800 | 5,000 | 7,000 |
| Valley Public Counter | - | - | 21,616 | 22,008 | 18,000 | 19,000 | 20,000 |
| Planning Hearings Element | | | | | | | |
| Plan Approvals/Monitoring/Site Plan Review/ Consistency | - | - | 4,400 | 5,309 | 4,500 | 4,700 | 5,400 |
| Hearing Examiner Cases | - | - | 1,861 | 2,799 | 1,800 | 1,900 | 3,400 |
| Neighorhood Councils | | | | | | | |
| Council Requests/Meetings | - | - | - | - | 960 | - | - |
| **PROJECT PLANNING PROGRAM** | | | | | | | |
| Case Management Element | | | | | | | |
| Pre-Entitlement Cases Handled | 132 | 134 | 147 | 300 | 230 | 400 | 450 |
| Entitlement Cases Handled | 64 | 69 | 147 | 200 | 230 | 250 | 300 |
| Post-Entitlement Cases Handled | 34 | 39 | 40 | 35 | 40 | 30 | 50 |
| Zoning Administration Element | | | | | | | |
| Variances | 329 | 337 | 269 | 211 | 300 | 260 | 260 |
| Conditional Use | 341 | 391 | 458 | 467 | 500 | 500 | 525 |
| Revocations/Modifications | 25 | 24 | 7 | 6 | 25 | 20 | 40 |
| Public Counter Sign-Offs | 11,129 | 11,538 | 22,574 | 23,000 | 23,000 | 23,000 | 25,000 |
| Other Zoning Administration Actions | 808 | 1,019 | 1,218 | 1,222 | 1,250 | 1,250 | 1,275 |
| Code Simplification Element | | | | | | | |
| Code Simplification Revisions Completed | 3 | - | 1 | 1 | 1 | 3 | 6 |
| Code Study Revisions Completed | 12 | 11 | 14 | 15 | 20 | 15 | 14 |
| Policy Revisions Completed | 6 | 5 | 6 | - | 2 | 1 | 6 |
| Post Commission Revision Activity Completed | 11 | 7 | 5 | 7 | 15 | 13 | 10 |
| Subdivision/EIR Review Element | | | | | | | |
| Tentative Tracts | 153 | 167 | 190 | 196 | 200 | 430 | 599 |
| Parcel Maps | 76 | 110 | 125 | 115 | 120 | 257 | 308 |
| Subdivision/Parcel Map Related Actions | 562 | 529 | 995 | 1,000 | 1,018 | 603 | 650 |
| Ministerial Activities | 6 | 21 | 24 | 20 | 22 | 24 | - |
| Preliminary EIR Activities | 449 | 467 | 540 | 667 | 567 | 950 | 950 |
| Final Environmental Review | 7 | 8 | 5 | 15 | 20 | 12 | 12 |
| Hours of Public Information / Sign-Offs | - | - | 3,600 | 6,966 | 7,300 | 8,000 | 8,500 |
| **GENERAL ADMINISTRATION AND SUPPORT PROGRAM** | | | | | | | |
| General Administration and Support Element | | | | | | | |
| Purchasing Documents Processed | 1,738 | 1,721 | 1,665 | 1,700 | 1,700 | 1,700 | 1,700 |
| Inventory Requests | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Special Fund Billing Transactions | 436 | 215 | 240 | 250 | 250 | 250 | 250 |
| Supply Requisitions Filled | 570 | 576 | 688 | 700 | 750 | 700 | 700 |
| Invoices Processed for Payment | 1,979 | 1,824 | 1,103 | 1,200 | 1,200 | 1,200 | 1,200 |
| Financial Reports Prepared | 144 | 264 | 557 | 550 | 550 | 550 | 550 |
| Fee Revenue Reports | 9 | 5 | 12 | 10 | 12 | 10 | 9 |
| Department Reports | 531 | 310 | 325 | 298 | 350 | 298 | 285 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **GENERAL ADMINISTRATION AND SUPPORT PROGRAM (Continued)** | | | | | | | |
| External Communications & Reports | 474 | 379 | 355 | 318 | 375 | 318 | 316 |
| FMIS Reports | 38 | 39 | 43 | 38 | 45 | 38 | 40 |
| Contracts Administered | 369 | 269 | 325 | 298 | 350 | 298 | 295 |
| Major Project Trust Fund Coordination | 5 | 5 | 190 | 194 | 228 | 194 | 190 |
| Property Management Requests | 1,519 | 978 | 850 | 425 | 500 | 425 | 400 |
| Special Studies Conducted | 24 | 8 | 1 | 13 | 15 | 13 | 13 |
| Newsletters Published | 14 | 1 | - | - | - | - | - |
| Management Assignments Completed | 147 | 20 | 20 | 17 | 20 | 17 | 16 |
| Budget Analysis and Information Reports Performed | 318 | 194 | 200 | 174 | 205 | 174 | 175 |
| Case Files Processed | 1,694 | 1,932 | 2,699 | 2,118 | 3,000 | 3,100 | 3,100 |
| Case Files Requested | 8,736 | 10,180 | 10,994 | 10,650 | 10,000 | 11,000 | 11,500 |
| Customers Served | 5,603 | 5,893 | 6,244 | 5,935 | 6,500 | 6,500 | 6,600 |
| Cases Microfilmed[1] | 1,041 | 386 | 641 | 248 | 2,500 | 1,000 | - |
| Notices, Agendas, Miscellaneous Mailing | 73,931 | 45,047 | 110,370 | 116,825 | 110,500 | 120,000 | 9,000 |
| Customers Served | 3,133 | 2,066 | 1,646 | 1,604 | 1,900 | 1,900 | 1,400 |
| Publications Distributed | 1,839 | 1,087 | 2,095 | 2,128 | 2,000 | 2,200 | 1,700 |
| Plans Published[2] | 2 | 4 | 4 | - | - | - | - |
| Reports Published[3] | 2 | 2 | 2 | - | - | - | - |
| Special Assignments Completed | 190 | 330 | 330 | 377 | 330 | 377 | 375 |
| Document Pages Completed[4] | 9,917 | 14,993 | 27,818 | 11,603 | 20,000 | 20,000 | - |
| Zoning Code Updates[5] | 405 | 193 | 1,538 | 240 | 1,100 | 300 | - |
| Technical Support Element | | | | | | | |
| CDBG Services | 1,383 | 20,000 | 3,173 | 1,383 | 2,000 | 1,500 | 3,500 |
| GIS/Cartographic Maps Completed[6] | 7,877 | 6,655 | 6,900 | 11,085 | 13,191 | 16,987 | - |
| Cartographic Services | - | - | - | - | - | - | 8,000 |
| GIS Data Updates | - | - | - | - | - | - | 15,200 |
| GIS Data Conversions | - | - | - | - | - | - | 204 |
| GIS Product Services Complete | 3,349 | 3,889 | 3,877 | 3,872 | 4,000 | 3,500 | 3,500 |
| Special Systems Reports and Projects Completed | 6 | 1 | 3 | 3 | 3 | 3 | 2 |
| Personnel | | | | | | | |
| Reports Generated | - | - | 967 | 1,566 | 1,200 | 1,500 | 3,000 |
| Employee Status Change Documents | - | - | 318 | 299 | 263 | 300 | 300 |
| Training | - | - | 233 | 184 | 500 | 250 | 200 |
| Certification Interviews | - | - | 284 | 217 | 320 | 200 | 80 |

1) Microfilming work has been replaced with Document Imaging (PDIS).
2) Projects phased out.
3) Projects phased out.
4) Decrease due to reduced staffing in FY04.
5) Decrease due to reduced staffing in FY04.
6) This workload indicator has been divided into three new items: Cartographic Services, GIS Data Updates and GIS Data Conversion.

# PERFORMANCE MEASURES

**From LASTAT**

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| Number of New Major Cases FCC[1, 2, 4] | - | - | - | - | - | 2,703 | 2,973 |
| Number of Cases Completed[2, 4] | - | - | - | - | - | 2,205 | 2,426 |
| Semi-Ministerial | - | - | - | - | - | 498 | 548 |
| City Planning Commission | - | - | - | - | - | 54 | 59 |
| Area Plan Commission | - | - | - | - | - | 84 | 92 |
| Design Boards | - | - | - | - | - | 255 | 281 |
| Zoning Administration | - | - | - | - | - | 1,083 | 1,191 |
| Division of Land | - | - | - | - | - | 231 | 254 |
| Number of ENV cases completed[2, 3] | - | - | - | - | - | 2,253 | 2,478 |
| Number of Customers Served[4] | - | 15,539 | 18,858 | 19,913 | 21,887 | 44,451 | 48,897 |
| Metro Public Counter | - | 15,539 | 18,858 | 19,913 | 21,887 | 27,041 | 29,745 |
| Valley Public Counter | - | - | - | - | - | 17,410 | 19,151 |
| Percent of Customers served[2, 4] | - | - | - | - | - | - | - |
| Within 15 minutes | - | - | - | - | - | 64.20% | 75.00% |
| Within 30 minutes | - | - | - | - | - | 81.36% | 85.00% |
| Within 60 minutes | - | - | - | - | - | 93.12% | 97.00% |
| Over 60 minutes | - | - | - | - | - | 6.82% | 3.00% |
| Planning Web Site Visitors[2, 5] | - | - | - | 246,693 | 360,457 | 482,634 | 579,161 |

1) FCC: Filing and CEQA Completed

2) Collection of detailed performance measurement data commenced in October 2003.

3) ENV: Environmental cases

4) Estimate 10% growth in Fiscal Year 2004-05 for cases FCC, cases completed and the total number of customers served at the Planning Public Counters.

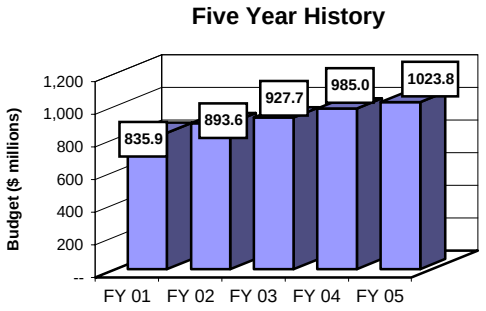
5) Estimate 20% growth in 2004-05 for the number of Planning Internet web site customer visits.

# POLICE DEPARTMENT

2004 - 05 Proposed Budget

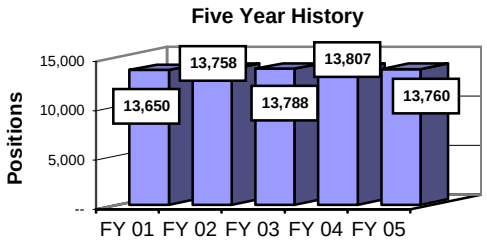
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 1,006,462,000 | $ 946,965,019 | **$ 986,322,996** | 4.2% |
| Expense | 37,653,000 | 37,174,970 | **37,530,681** | 1.0% |
| Equipment | 13,272,000 | 859,470 | **185,155** | (78.5)% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 1,057,387,000** | **$ 984,999,459** | **$ 1,024,038,832** | 4.0% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Sworn | 9,211 | 10,212 | **10,212** | -- % |
| Civilian | 3,117 | 3,595 | **3,548** | (1.3)% |
| Total | 12,328 | 13,807 | **13,760** | (0.3)% |




## BUDGET HIGHLIGHTS

| | | Direct Cost | Positions |
|---|---|---|---|
| ◆ | 2003-04 Employee Compensation Adjustment - Sworn | $ -- | -- |
| ◆ | 2004-05 Employee Compensation Adjustment - Sworn | 21,745,999 | -- |
| ◆ | 2003-04 Employee Compensation Adjustment - Civilian | 2,552,873 | -- |
| ◆ | 2004-05 Employee Compensation Adjustment - Civilian | -- | -- |
| ◆ | Additional 30 Officers | -- | -- |
| ◆ | Homeland Security Overtime | 4,100,000 | -- |
| ◆ | Replacement Vehicles | 2,411,848 | -- |
| ◆ | Inspector General | 131,909 | 1 |
| ◆ | Background Unit Transfer to Personnel | (1,850,853) | (42) |
| ◆ | New North Valley Station | -- | -- |
| ◆ | Recruit Expense and Equipment | 197,373 | -- |
| ◆ | Health and Safety Issues at Firing Ranges | 200,000 | -- |
| ◆ | Deletion of Vacant Systems Support Positions | -- | (6) |
| ◆ | Police Officer Recruitment (Three resolution authorities) | -- | -- |
| ◆ | Communications Support (11 resolution authorities) | -- | -- |
| ◆ | Management Systems Reengineering (25 resolution authorities) | -- | -- |
| ◆ | Prop Q Support (10 resolution authorities) | -- | -- |
| ◆ | Civil Rights Integrity Division Staffing (Four resolution authorities) | -- | -- |
| ◆ | Audit Division (21 resolution authorities) | -- | -- |
| ◆ | Expense Reduction | (166,422) | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Geographic Bureau/Patrol * | $ 755,468,803 | $ 781,406,503 | $ 25,937,700 | 10,885 | 10,907 | 22 |
| Traffic * | 33,440,599 | 36,112,424 | 2,671,825 | 465 | 457 | (8) |
| Special Operations Support Division | 3,223,126 | 3,315,935 | 92,810 | 48 | 48 | 0 |
| Metro * | 30,584,731 | 33,197,294 | 2,612,563 | 402 | 394 | (8) |
| Air Support Division | 7,467,437 | 7,696,100 | 228,662 | 107 | 107 | 0 |
| Narcotics Division * | 32,811,403 | 35,480,276 | 2,668,873 | 431 | 423 | (8) |
| Anti-terrorist Division | 5,160,594 | 5,320,318 | 159,724 | 65 | 65 | 0 |
| Emergency Services Division | 5,489,800 | 5,661,700 | 171,899 | 71 | 71 | 0 |
| Detective Support Division * | 14,887,109 | 17,001,600 | 2,114,491 | 200 | 192 | (8) |
| Robbery-Homicide Division | 8,409,806 | 8,673,955 | 264,149 | 102 | 102 | 0 |
| Organized Crime and Vice Division | 10,023,971 | 10,335,479 | 311,507 | 124 | 124 | 0 |
| Commercial Crimes Division | 12,999,661 | 13,409,446 | 409,784 | 159 | 159 | 0 |
| Juvenile | 11,376,371 | 11,728,353 | 351,982 | 149 | 149 | 0 |
| LAX | 2,657,157 | 2,740,805 | 83,648 | 34 | 34 | 0 |
| Civil Rights Integrity Division | 379,235 | 390,868 | 11,634 | 5 | 5 | 0 |
| Audit Division | 4,197,935 | 4,316,336 | 118,401 | 57 | 57 | 0 |
| TEAMS II Development | 2,048,059 | 2,096,034 | 47,975 | 29 | 29 | 0 |
| Internal Affairs Group * | 26,715,002 | 29,196,595 | 2,481,593 | 327 | 319 | (8) |
| Critical Incident Investigation Division | 4,349,834 | 4,485,642 | 135,808 | 53 | 53 | 0 |
| Public Information Office/Community Relations/Governmental Liaison | 2,701,049 | 2,776,463 | 75,413 | 40 | 40 | 0 |
| Planning & Research Division | 4,778,172 | 4,915,281 | 137,109 | 67 | 67 | 0 |
| Behavioral Science Services | 2,247,272 | 2,294,165 | 46,893 | 29 | 29 | 0 |
| Ombuds | 930,222 | 955,626 | 25,405 | 12 | 12 | 0 |
| DARE * | 2,652,110 | 531,636 | (2,120,474) | 36 | 7 | (29) |
| | $ 984,999,459 | $ 1,024,038,832 | $ 39,039,373 | 13,897 | 13,850 | (47) |

* There are no reductions in sworn officers anywhere in the Police Department.
Reductions are to civilian positions in General Administration and Support functions, which are transferred to the Personnel Department's Background Unit (see Blue Book Item 17), or vacant systems support positions which are eliminated (see Blue Book Item 18). Additionally, this budget will reallocate and reassign sworn resources from lower priority functions to Geographic Patrol in order to put more cops on the street and open the new North Valley Station.

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 169,374,011 | 3,753,378 | 173,127,389 |
| Salaries Sworn | 715,108,022 | 31,504,599 | 746,612,621 |
| Sworn Bonuses | 702,927 | - | 702,927 |
| Salaries As-Needed | 1,224,421 | - | 1,224,421 |
| Overtime General | 6,762,568 | - | 6,762,568 |
| Overtime Sworn | 51,427,884 | 4,100,000 | 55,527,884 |
| Accumulated Overtime | 2,365,186 | - | 2,365,186 |
| Total Salaries | 946,965,019 | 39,357,977 | 986,322,996 |
| **Expense** | | | |
| Printing and Binding | 1,262,969 | (10,067) | 1,252,902 |
| Travel | 607,285 | - | 607,285 |
| Ammunition and Tear Bombs | 1,496,247 | 2,563 | 1,498,810 |
| Contractual Services | 9,109,235 | 108,908 | 9,218,143 |
| Field Equipment Expense | 6,161,965 | 308,178 | 6,470,143 |
| Institutional Supplies | 1,276,801 | - | 1,276,801 |
| Petroleum Products | 4,781,825 | - | 4,781,825 |
| Traffic and Signal | 271,008 | - | 271,008 |
| Transportation | 34,520 | - | 34,520 |
| Secret Service | 533,060 | - | 533,060 |
| Uniforms | 3,124,708 | 8,209 | 3,132,917 |
| Reserve Officer Expense | 480,790 | - | 480,790 |
| Office and Administrative | 6,270,001 | (62,168) | 6,207,833 |
| Operating Supplies | 1,764,556 | 88 | 1,764,644 |
| Total Expense | 37,174,970 | 355,711 | 37,530,681 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 387,870 | (386,585) | 1,285 |
| Other Operating Equipment | 471,600 | (287,730) | 183,870 |
| Total Equipment | 859,470 | (674,315) | 185,155 |
| Total Police | 984,999,459 | 39,039,373 | 1,024,038,832 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| General Fund | 946,684,272 | 43,502,483 | 990,186,755 |
| Local Public Safety Fund (Sch. 17) | 24,936,810 | 1,009,862 | 25,946,672 |
| Local Law Enforcement Block Grant Fund (Sch 45) | 5,327,170 | (1,839,170) | 3,488,000 |
| Supplemental Law Enf Services Fund (Sch. 46) | 8,051,207 | (3,633,802) | 4,417,405 |
| Total Funds | 984,999,459 | 39,039,373 | 1,024,038,832 |
| Percentage Change | | | 3.96% |
| Positions | 13,807 | (47) | 13,760 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $2,552,873*<br>Related Costs: $412,544 | 2,552,873 | - | 2,965,417 |
| 2 . **2004-05 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SW $21,745,999*<br>Related Costs: $3,451,090 | 21,745,999 | - | 25,197,089 |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $(258,039); SW $10,634,141*<br>Related Costs: $1,645,939 | 10,376,102 | - | 12,022,041 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(661,856); SW $(2,860,585)*<br>Related Costs: $(560,931) | (3,522,441) | - | (4,083,372) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $1,737,411; SW $1,985,044*<br>Related Costs: $595,792 | 3,722,455 | - | 4,318,247 |
| 6 . **Deletion of 2003-04 Equipment**<br>Funding for 2003-04 one-time equipment purchases is deleted.<br>*EQ $(859,470)* | (859,470) | - | (859,470) |
| **Priority Service Level** | | | |
| 7 . **Recruit Expense and Equipment**<br>Add funding for recruit expense and equipment costs. Recruit items include training materials, uniforms, ammunition, and weapons.<br>*EX $13,503; EQ $183,870* | 197,373 | - | 197,373 |
| 8 . **Homeland Security Overtime**<br>Add funding to increase overtime for homeland security purposes. In 2003-04, the City accepted a $3 million Homeland Security Overtime Program grant (C.F. 02-0283-S3), but did not utilize funding from the grant due to the lack of a local match. Funding is now added to provide the local match and to reflect receipt of the grant funds for homeland security overtime. These funds will be used for non-supervisory sworn personnel during homeland security training sessions and other law enforcement activities related to the prevention of and protection against acts of terrorism and other violent and drug-related crime.<br>*SWOT $4,100,000* | 4,100,000 | - | 4,100,000 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 9 . **Additional 30 Officers**<br>Add funding to provide a net gain of 30 officers in 2004-05. The 2003-04 Adopted Budget provided for a hiring plan that projected 9,211 officers on board by the end of the fiscal year. The additional funding provided in the base funds a hiring plan whereby the projected staffing at the end of 2004-05 will be 9,241 officers, a net increase of 30 officers. The hiring of the additional officers will allow the City to begin utilizing funding from the Universal Hiring Program Grant, which was previously accepted (C.F. 03-1950) but not utilized due to the lack of matching funds. However, due to the fact that these funds are dispersed on a reimbursement basis and that it is not expected that the hiring of officers will go beyond 9,211 until late in the fiscal year, funding from this grant is not expected to be received until 2005-06. | - | - | - |
| **New Facilities** | | | |
| 10 . **New North Valley Station**<br>Redeploy existing staff to open and staff the new North Valley Station. The North Valley Station is scheduled to open in January 2005. The Department will shift existing resources as necessary to staff this new facility by reducing staff and/or service levels in their lowest priority functions. In addition, due to a high probability that employees displaced from other departments will be transferred to the Police Department in order to avoid layoffs, no new civilian positions are added at this time. | - | - | - |
| **Other Changes or Adjustments** | | | |
| 11 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(166,422)* | (166,422) | - | (166,422) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 38,146,469 | - | |

## Patrol

This program provides for the suppression and prevention of crime through highly visible vehicular and foot patrol activities.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $2,676,205 | 19,019,838 | - | 21,696,043 |
| **TOTAL PATROL** | 19,019,838 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 392,932,737 | 5,636 |
| Changes in Salaries, Expense, Equipment and Special | 19,019,838 | - |
| **2004-05 PROGRAM BUDGET** | 411,952,575 | 5,636 |

## Specialized Crime Suppression & Investigation

This program reduces the opportunity to commit criminal acts through public awareness of property and personal safety techniques; protects property and persons and preserves the peace, solves crimes and apprehends offenders.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 13 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $1,428,589 | 10,084,411 | - | 11,513,000 |
| **TOTAL SPECIALIZED CRIME SUPPRESSION & INVESTIGATION** | 10,084,411 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 253,497,174 | 3,143 |
| Changes in Salaries, Expense, Equipment and Special | 10,084,411 | - |
| **2004-05 PROGRAM BUDGET** | 263,581,585 | 3,143 |

## Traffic Control

This program maintains a safe flow of traffic and prevents or reduces the number of traffic accidents through priority enforcement; investigates traffic accidents and traffic crimes.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 14 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $342,191 | 2,440,145 | - | 2,782,336 |
| **Priority Service Level** | | | |
| 15 . **Photo Red Light**<br>Continue resolution position authority for three civilian and five sworn positions, consisting of one Accounting Clerk II, one Accountant II, one Auditor, four Police Officers III and one Sergeant II, to continue the Photo Red Light Program. This program, which began in 2000-01, captures on film, violators running red lights at designated high vehicular-accident intersections throughout the City. Trained traffic control/enforcement staff in the Department review the photographs, and where appropriate, cite motorists who have broken the law. Approximately $64 for each citation, or 55 percent of the revenue generated, is placed in the Traffic Safety Fund to pay for the contract citation processing. The remaining funds, approximately $52 per citation, will be used to partially offset the City's operational expanse for the program. Full year funding for all eight positions is included in the Department's salary base. No additional appropriation is required. | - | - | - |
| **TOTAL TRAFFIC CONTROL** | 2,440,145 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 63,548,467 | 730 |
| Changes in Salaries, Expense, Equipment and Special | 2,440,145 | - |
| **2004-05 PROGRAM BUDGET** | 65,988,612 | 730 |

## Technical Support

This program supports regular line operations of the Department through technical activities and skills; provides scientific investigative services; communications services, supplies, transportation, police records, criminal identification, and custody of arrested persons, property and evidence; develops and conducts training programs.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 16 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $595,053 | 3,194,107 | - | 3,789,160 |
| **Efficiencies** | | | |
| 17 . **Background Unit Transfer to Personnel**<br>Transfer the Background Unit from the Police Department to the Personnel Department. In an effort to create efficiencies, 42 civilian positions and the background investigation function are transferred to the Personnel Department. Sworn positions currently performing this work will also be redeployed to other areas within the Department, resulting in a net increase of officers in the field (see Personnel Department Item 15). Related costs consist of employee benefits.<br>*SG $(1,850,853)*<br>Related Costs: $(588,336) | (1,850,853) | (42) | (2,439,189) |
| 18 . **Deletion of Vacant Systems Support Positions**<br>Eliminate position authority for six vacant systems support positions. As funding for these positions is not included in the Department's 2004-05 salary base, no funding is deleted. Existing service levels will not be impacted. | - | (6) | - |
| **Priority Service Level** | | | |
| 19 . **Police Officer Recruitment**<br>Continue resolution position authority for one Captain II, one Management Analyst II and one Secretary in the Recruitment and Management Employee Division to oversee the Police Officer recruitment function. Funding for these positions is included in the Department's 2004-05 salary base and no additional funding is required. | - | - | - |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 20 . **Communications Support**<br>Continue resolution position authority for one Accounting Clerk II, one Management Analyst I, three Senior Management Analysts I, one Senior Management Analyst II, one Senior Police Service Representative I, two Senior Systems Analysts I and two Senior Systems Analysts II in the Information and Communications Services Bureau to upgrade the Emergency Command Control Communications System (ECCCS). These positions were previously authorized by Council in 1998-99 and funded through the Special 9-1-1 Communications Tax. The positions will be utilized for the final integration and implementation of ECCCS within the Metropolitan and Valley Communications Dispatch Centers. Funding for these positions is included in the Department's 2004-05 salary base and no additional funding is required. | - | - | - |
| 21 . **Management Systems Reengineering**<br>Continue resolution authority for 25 positions to support the Management Systems Reengineering Program (MSRP), which is responsible for implementing the TEAMS II computer system required by the Consent Decree with the Department of Justice. These positions include one Deputy Chief I, one Lieutenant II, one Detective III, one Sergeant II, one Police Officer II, one Executive Secretary II, one Senior Management Analyst I, one Management Analyst I, three Management Analysts II, two Senior Systems Analyst II, six Senior Systems Analysts I, three Systems Analysts II, two Senior Clerk Typists and one Clerk Typist. Funding for these positions is included in the Department's 2004-05 salary base and no additional funding is required. | - | - | - |
| **Other Changes or Adjustments** | | | |
| 22 . **Replacement Vehicles**<br>Add funding for staffing and equipment costs for the maintenance of the Department's fleet. By allowing the Department's fleet maintenance staff to fill vacant positions and providing additional funding for vehicle parts, the Department will be able to extend the useful life of their black and white vehicles to six years. This will allow the City to debt finance the purchase of black and white vehicles, which is how other replacement vehicles that fit the six-year replacement cycle criteria are currently purchased. This will spread the costs over the life of the vehicles versus paying cash up front for the total costs. The savings to the General Fund in 2004-05 due to this change will be approximately $8.5 million. Related costs consist of employee benefits.<br>*SG $2,103,750; EX $308,098*<br>Related Costs: $339,966 | 2,411,848 | - | 2,751,814 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 23 . **Health and Safety Issues at Firing Ranges**<br>Add funding for lead abatement at the Police Department's firing ranges. Funding is provided for contract lead removal services in order to comply with current health and safety regulations administered by Cal-OSHA.<br>*EX $200,000* | 200,000 | - | 200,000 |
| **TOTAL TECHNICAL SUPPORT** | 3,955,102 | (48) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 171,548,159 | 2,616 |
| Changes in Salaries, Expense, Equipment and Special | 3,955,102 | (48) |
| **2004-05 PROGRAM BUDGET** | 175,503,261 | 2,568 |

## General Administration and Support

This program directs and controls all Department activities with assistance of immediate staff personnel; investigates all complaints alleging misconduct of Department employees; conducts planning, research and surveys; reports statistics data; monitors and inspects the execution of Department policies, procedures and plans and ensures adherence to policies and orders; administers fiscal and personnel matters; administers the Department's community-relations programs and community affairs; and supports and supervises Area stations.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 24 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $502,396 | 3,407,968 | - | 3,910,364 |
| **Priority Service Level** | | | |
| 25 . **Prop Q Support**<br>Continue resolution position authority for two Clerk Typists, three Management Analysts II, one Senior Management Analyst II, three Police Officers III and one Police Sergeant II to support the Public Safety General Obligation Bond Program (Prop Q). These bond-supported positions, which were first authorized by the Council in 2002-03, will be involved with land acquisition, design, operational, technological and economic aspects of renovating Police facilities under the Prop Q Program. Funding for these positions is included in the Department's 2004-05 salary base and no additional funding is required. | - | - | - |
| 26 . **Public Information Office**<br>Continue resolution position authority for one Management Analyst I, two Senior Police Service Representatives I, one Public Relations Specialist I, one Public Relations Specialist II and two Secretaries in the Public Information Office (formerly the Community Affairs Group). These positions were previously authorized by the Council as part of the 2002-03 budget process. Funding for these positions is included in the Department's 2004-05 salary base and no additional funding is required. | - | - | - |
| 27 . **Civil Rights Integrity Division Staffing**<br>Continue resolution position authority for one Captain III, one Sergeant II, one Police Officer III and one Secretary for the Civil Rights Integrity Division (formerly the Consent Decree Task Force). This Division is responsible for coordinating the successful implementation of the Consent Decree with the Department of Justice and for providing the Independent Monitor information requested. Funding for these positions is included in the Department's 2004-05 salary base and no additional funding is required. | - | - | - |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 28 . **Ombuds Office**<br>Continue resolution position authority for one Executive Secretary II in the Ombuds Office. This position was previously authorized by the Council as part of the 2002-03 budget process. Funding for this position is included in the Department's 2004-05 salary base and no additional funding is required. | - | - | - |
| 29 . **Audit Division**<br>Continue resolution position authority for two Detectives III, four Detectives II, five Sergeants II, one Sergeant I, four Senior Clerk Typists and five Management Analysts II in the Audit Division. These positions were previously authorized by the Council to meet the audit requirements of the Consent Decree with the Department of Justice. Funding for these positions is included in the Department's 2004-05 salary base and no additional funding is required. | - | - | - |
| 30 . **Inspector General**<br>Add funding and position authority for one Assistant Inspector General to work on Consent Decree issues. This position will provide oversight and input into the preparation of audits, complex investigations, retaliation complaints and various reports required by the Consent Decree. This position will also ensure that these reports are issued in a timely manner in compliance with the Consent Decree. Related costs consist of employee benefits.<br>*SG $130,092; EX $532; EQ $1,285*<br>Related Costs: $27,912 | 131,909 | 1 | 159,821 |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | 3,539,877 | 1 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 103,472,922 | 1,682 |
| Changes in Salaries, Expense, Equipment and Special | 3,539,877 | 1 |
| **2004-05 PROGRAM BUDGET** | 107,012,799 | 1,683 |

## 2004-05 DETAIL OF POLICE VEHICLES

**REPLACEMENT VEHICLES**

| Type of Vehicle | No. In Fleet | Replacement Criteria | No. Meeting Replacement Criteria | Recommended Replacement | Cost per Vehicle | Total Cost | FATF No. | FATF Funding | MICLA No. | MICLA Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| Black/White | 1,276 | 6 years or 100,000 miles | 311 | 311 | $ 33,779 | $ 10,505,269 | | | 311 | $ 10,505,269 |
| Hybrid | 237 | 6 years or 100,000 miles | 61 | 61 | $ 34,339 | $ 2,094,679 | | | 61 | $ 2,094,679 |
| Plain | 1,213 | 6 years or 100,000 miles | 177 | 177 | $ 27,943 | $ 4,945,911 | | | 177 | $ 4,945,911 |
| Undercover | 749 | 6 years or 100,000 miles | 104 | 104 | $ 27,943 | $ 2,906,072 | | | 104 | $ 2,906,072 |
| Motorcycles | 394 | 5 years or 70,000 miles | 153 | 103 | $ 11,910 | $ 1,226,730 | 103 | $ 1,226,730 | | |
| Misc. | 506 | Various | 32 | 32 | Various | $ 1,568,500 | | | 32 | $ 1,568,500 |
| Total Vehicles | | | | 788 | | $ 23,247,161 | 103 | $ 1,226,730 | 685 | $ 22,020,431 |
| Communications Costs | | | | | | | | | | |
| Black & Whites | | | | 311 | $ 1,179 | $ 366,669 | | | 311 | $ 366,669 |
| Hybrid | | | | 61 | $ 647 | $ 39,467 | | | 61 | $ 39,467 |
| Plain | | | | 177 | $ 647 | $ 114,519 | | | 177 | $ 114,519 |
| Undercover | | | | 104 | $ 647 | $ 67,288 | | | 104 | $ 67,288 |
| Subtotal Communication Costs | | | | | | $ 587,943 | | $ - | | $ 587,943 |
| **TOTAL FUNDING FOR REPLACEMENT VEHICLES** | | | | | | **$ 23,835,104** | | **$ 1,226,730** | | **$ 22,608,374** |

**NEW VEHICLES FOR NORTH VALLEY STATION**

| Type of Vehicle | New Vehicles Recommended | Cost per Vehicle | Total Cost | No. | Funding | No. | Funding |
|---|---|---|---|---|---|---|---|
| Black/White | 6 | $ 45,529 | $ 273,174 | | | 6 | $ 273,174 |
| Hybrid | 2 | $ 33,380 | $ 66,760 | | | 2 | $ 66,760 |
| Plain | 2 | $ 29,288 | $ 58,576 | | | 2 | $ 58,576 |
| Utility Vehicle | 1 | $ 51,750 | $ 51,750 | | | 1 | $ 51,750 |
| Heavy Duty Van | 1 | $ 31,660 | $ 31,660 | | | 1 | $ 31,660 |
| Total Vehicles | 12 | $ 191,607 | $ 481,920 | | $ - | 12 | $ 481,920 |
| **TOTAL FUNDING FOR NEW VEHICLES** | | | **$ 481,920** | | **$ -** | | **$ 481,920** |

| | | | |
|---|---|---|---|
| **TOTAL FUNDING FOR REPLACEMENT AND NEW VEHICLES** | **$ 24,317,024** | **$ 1,226,730** | **$ 23,090,294** |

NOTES:

MICLA is the City's debt-financing vehicle. All capital equipment items purchased must have a life span of 6 years or more. The useful life for Black and White vehicles has been extended from five to six years, which makes them eligible for MICLA funding in 2004-05.

Funding is also available from the Forfeited Assets Trust Fund (FATF) for approximately 103 Motorcycles.

Black and White and Hybrid vehicles are equipped with ballistic door panels.

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **PATROL PROGRAM** | | | | | | | |
| Part I Crimes reported | 177,303 | 171,360 | 184,754 | 191,997 | 190,368 | 188,000 | 187,000 |
| Selected Part II Crimes reported | 72,335 | 66,408 | 82,843 | 88,682 | 109,028 | 106,000 | 102,000 |
| Total Arrests | 212,787 | 178,539 | 152,939 | 143,671 | 151,285 | 159,000 | 168,000 |
| **SPECIALIZED CRIME SUPPRESSION & INVESTIGATION** | | | | | | | |
| Investigate cases assigned | 441,360 | 444,023 | 477,307 | 493,477 | 487,685 | 482,000 | 470,000 |
| Investigate cases cleared | 83,374 | 83,458 | 92,709 | 89,281 | 92,172 | 91,100 | 88,800 |
| SARA Projects initiated * | - | 2,010 | 494 | 388 | 486 | 515 | 515 |
| **TRAFFIC CONTROL PROGRAM** | | | | | | | |
| Traffic accidents investigated | 42,837 | 46,485 | 48,873 | 49,534 | 48,357 | 50,000 | 51,000 |
| Fatal and injury traffic accidents | 21,354 | 22,415 | 24,203 | 24,811 | 23,647 | 24,000 | 24,000 |
| Traffic citations issued | 532,149 | 599,752 | 506,600 | 497,742 | 516,814 | 518,000 | 520,000 |
| **TECHNICAL SUPPORT PROGRAM** | | | | | | | |
| Property Bookings | 147,376 | 243,086 | 248,625 | 262,762 | 263,312 | 269,000 | 269,500 |
| Arrest documents processed (ICARS) | 356,787 | 382,000 | 241,263 | 234,278 | 291,058 | 335,000 | 382,000 |
| Crime & Traffic requests processed | 84,981 | 82,000 | 102,466 | 86,241 | 758,574 | 514,000 | 604,000 |
| Requests for Criminal Offender Record Info (CORI) processed | 32,597 | 70,000 | 42,886 | 43,570 | 39,366 | 52,500 | 60,200 |
| Booking numbers issued | 141,597 | 126,055 | 114,789 | 108,527 | 115,224 | 122,000 | 130,000 |
| Vehicles maintained | 3,985 | 3,997 | 4,051 | 4,212 | 4,446 | 4,450 | 4,500 |
| Complaint board calls received (911) | 3,630,359 | 1,874,065 | 1,775,787 | 1,803,579 | 1,852,500 | 1,817,000 | 2,092,000 |
| Non-emergency calls (7-digit) | - | 1,414,135 | 1,428,473 | 1,560,429 | 1,536,365 | 1,445,000 | 1,477,000 |
| Cases requiring SID laboratory analysis | 19,223 | 21,525 | 15,632 | 14,172 | 17,468 | 19,600 | 21,600 |
| Questioned and written documents examined | 3,981 | 5,058 | 4,558 | 3,426 | 3,200 | 3,800 | 4,000 |
| **GENERAL ADMINISTRATION & SUPPORT PROGRAM** | | | | | | | |
| Personnel complaints received | 5,937 | 6,002 | 6,202 | 5,547 | 4,634 | 5,600 | 5,800 |
| Sworn personnel appointed | 517 | 395 | 277 | 240 | 672 | 250 | 405 |
| Payroll checks processed | 330,137 | 344,400 | 340,008 | 311,167 | 315,550 | 312,000 | 316,800 |
| Counseling sessions conducted | 4,147 | 3,394 | 6,206 | 11,792 | 16,817 | 18,000 | 19,000 |
| Community meetings conducted * | - | 4,091 | 4,965 | 5,328 | 6,701 | 6,800 | 6,800 |

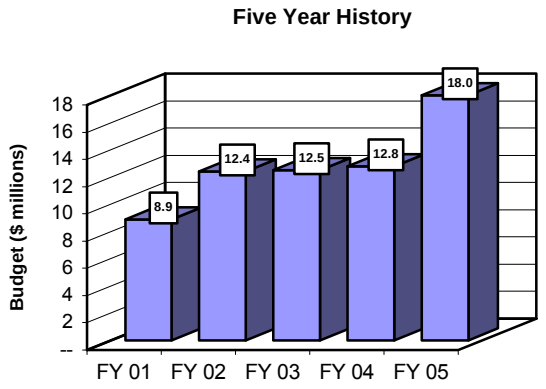
* New categories effective 2000/01.

# BOARD OF PUBLIC WORKS

**2004 - 05 Proposed Budget**

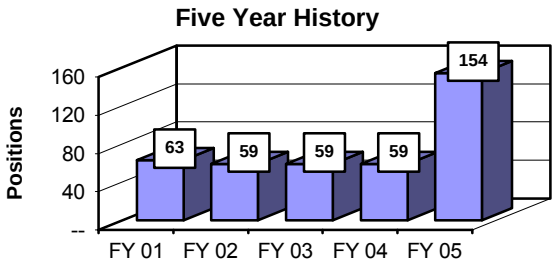
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 3,276,000 | $ 3,704,946 | **$ 9,930,013** | 168.0% |
| Expense | 8,587,000 | 8,366,860 | **8,055,025** | (3.7)% |
| Equipment | -- | -- | **--** | -- % |
| Special | 680,000 | 697,436 | **--** | (100.0)% |
| **TOTAL** | **$ 12,543,000** | **$ 12,769,242** | **$ 17,985,038** | 40.8% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 55 | 59 | **154** | 161.0% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 55,414 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Expense Reduction | (65,303) | -- |
| ◆ Salary Savings Increase | (67,903) | -- |
| ◆ Nuisance Alley Conversion Program | (824,368) | (2) |
| ◆ Public Affairs Office | (724,501) | (6) |
| ◆ Office of Accounting | 5,006,473 | 78 |
| ◆ Management Employee Services | 1,931,297 | 25 |
| ◆ Emergency Preparedness | (103,087) | -- |
| ◆ Project Restore Director | (101,104) | -- |
| ◆ LA Stat (One resolution authority) | 101,604 | -- |
| ◆ Neighborhood Council Liaison (One resolution authority) | -- | -- |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Public Works General Management Board and Board Secretariat | $ 1,278,440 | $ 1,280,201 | $ 1,761 | 17 | 17 | 0 |
| Department-wide Contracts and Insurance | 241,212 | 235,875 | (5,337) | 6 | 6 | 0 |
| Department-wide Emergency Preparedness | 107,817 | - | (107,817) | 1 | 1 | 0 |
| Department-wide Public Relations | 1,433,292 | 724,501 | (708,791) | 16 | 10 | (6) |
| Community Greening, Beautification and Graffiti Removal/Zero Tolerance Programs | 8,425,637 | 8,418,514 | (7,123) | 12 | 12 | 0 |
| Neighborhood Matching Fund Program | 291,125 | 286,573 | (4,552) | 4 | 4 | 0 |
| Project Restore Director | 100,156 | - | (100,156) | 1 | 1 | 0 |
| Nuisance Alley Conversion Program | 891,563 | - | (891,563) | 2 | 0 | (2) |
| Office of Accounting | - | 5,006,473 | 5,006,473 | 0 | 78 | 78 |
| Management Employee Services | - | 1,931,297 | 1,931,297 | 0 | 25 | 25 |
| LA Stat | - | 101,604 | 101,604 | 0 | 1 | 1 |
| Neighborhood Council Liaison | - | - | - | 0 | 1 | 1 |
| | $ 12,769,242 | $ 17,985,038 | $ 5,215,796 | 59 | 156 | 97 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 3,686,971 | 6,203,603 | 9,890,574 |
| Overtime General | 17,975 | 21,464 | 39,439 |
| Total Salaries | 3,704,946 | 6,225,067 | 9,930,013 |
| **Expense** | | | |
| Printing and Binding | 237,658 | (151,929) | 85,729 |
| Contractual Services | 7,680,094 | (132,677) | 7,547,417 |
| Transportation | 2,000 | - | 2,000 |
| Office and Administrative | 189,743 | (37,301) | 152,442 |
| Operating Supplies | 257,365 | 10,072 | 267,437 |
| Total Expense | 8,366,860 | (311,835) | 8,055,025 |
| **Special** | | | |
| Nuisance Alley Conversion Project | 697,436 | (697,436) | - |
| Total Special | 697,436 | (697,436) | - |
| Total Board of Public Works | 12,769,242 | 5,215,796 | 17,985,038 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 10,082,858 | 2,638,773 | 12,721,631 |
| Special Gas Tax Street Improvement Fund (Sch 5) | - | 244,050 | 244,050 |
| Stormwater Pollution Abatement Fund (Sch. 7) | 58,610 | 127,222 | 185,832 |
| Community Development Trust Fund (Sch. 8) | 1,964,740 | (414,641) | 1,550,099 |
| Sewer Construction & Maintenance Fund (Sch 14) | 601,172 | 2,331,242 | 2,932,414 |
| St. Light. Maint. Assessment Fund (Sch. 19) | 61,862 | 185,255 | 247,117 |
| Proposition A Local Transit Fund (Sch. 26) | - | 55,000 | 55,000 |
| Citywide Recycling Fund (Sch. 51) | - | 48,895 | 48,895 |
| Total Funds | 12,769,242 | 5,215,796 | 17,985,038 |
| Percentage Change | | | 40.85% |
| Positions | 59 | 95 | 154 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $55,414*<br>Related Costs: $8,955 | 55,414 | - | 64,369 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $2,066*<br>Related Costs: $334 | 2,066 | - | 2,400 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(14,367)*<br>Related Costs: $(2,322) | (14,367) | - | (16,689) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $19,575*<br>Related Costs: $3,162 | 19,575 | - | 22,737 |
| **Other Changes or Adjustments** | | | |
| 6 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of four percent to five percent. Related costs consist of employee benefits.<br>*SG $(67,903)*<br>Related Costs: $(10,973) | (67,903) | - | (78,876) |
| 7 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(65,303)* | (65,303) | - | (65,303) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (70,518) | - | |

## Public Services

This program performs public affairs functions for the Department of Public Works and assists developers in obtaining required City permits.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 8 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $3,261 | 13,719 | - | 16,980 |
| **Efficiencies** | | | |
| 9 . **Nuisance Alley Conversion Program**<br>Reduce funding and eliminate position authority for two administrative positions for this program. Resources are not available to fund this service (see Bureau of Street Services Item 10). Related costs consist of employee benefits.<br>*SG $(122,982); SP $(697,436); EX $(3,950)*<br>Related Costs: $(33,648) | (824,368) | (2) | (858,016) |
| 10 . **Public Affairs Office**<br>Reduce funding and eliminate position authority for six positions. Expense funding is also reduced by 50 percent. The work program will be realigned to address high priority and special-funded projects. The remaining expense funding will be used for campaign development, translation services and media-related purchases. Related costs consist of employee benefits.<br>*SG $(319,812); EX $(404,689)*<br>Related Costs: $(93,024) | (724,501) | (6) | (817,525) |
| **TOTAL PUBLIC SERVICES** | (1,535,150) | (8) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,444,597 | 19 |
| Changes in Salaries, Expense, Equipment and Special | (1,535,150) | (8) |
| **2004-05 PROGRAM BUDGET** | 909,447 | 11 |

## Citywide Waste Management Coordination

This program coordinates Public Works resources to support voluntary community cleanup campaigns and interfaces with Council offices, the Mayor's office and Los Angeles Beautiful, Inc.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 11 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $608 | (76,299) | - | (75,691) |
| **TOTAL CITYWIDE WASTE MANAGEMENT COORDINATION** | (76,299) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 8,666,732 | 16 |
| Changes in Salaries, Expense, Equipment and Special | (76,299) | - |
| **2004-05 PROGRAM BUDGET** | 8,590,433 | 16 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(3,350) | (20,734) | - | (24,084) |
| **Efficiencies** | | | |
| 13 . **Office of Accounting**<br>Transfer funding and regular position authority for 78 positions from the Office of Accounting in the Bureau of Financial Management and Personnel Services. This will consolidate departmental accounting operations in the Board to achieve programmatic and administrative efficiencies. Associated expenses are also transferred (see Bureau of Financial Management and Personnel Services Item 9). Related costs consist of employee benefits.<br>*SG $4,896,480; SOT $21,464; EX $88,529*<br>Related Costs: $1,328,496 | 5,006,473 | 78 | 6,334,969 |
| **TOTAL PUBLIC WORKS ACCOUNTING** | 4,985,739 | 78 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | - | - |
| Changes in Salaries, Expense, Equipment and Special | 4,985,739 | 78 |
| **2004-05 PROGRAM BUDGET** | 4,985,739 | 78 |

## 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.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 14 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(3,350) | (20,734) | - | (24,084) |
| **Efficiencies** | | | |
| 15 . **Management Employee Services**<br>Transfer funding and regular position authority for 25 positions from Management Services in the Bureau of Financial Management and Personnel Services. This will consolidate departmental employee relations operations in the Board to achieve programmatic and administrative efficiencies. Associated expenses are also transferred (see Bureau of Financial Management and Personnel Services Item 11). Related costs consist of employee benefits.<br>*SG $1,856,136; EX $75,161*<br>Related Costs: $472,188 | 1,931,297 | 25 | 2,403,485 |
| **TOTAL PUBLIC WORKS PERSONNEL MANAGEMENT** | 1,910,563 | 25 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | - | - |
| Changes in Salaries, Expense, Equipment and Special | 1,910,563 | 25 |
| **2004-05 PROGRAM BUDGET** | 1,910,563 | 25 |

## General Administration and Support

This program provides overall management, direction and administrative control of the Department of Public Works.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 16 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $1,987 | 33,530 | - | 35,517 |
| **Priority Service Level** | | | |
| 17 . **Emergency Preparedness**<br>Reduce funding and related expenses but retain regular position authority for one coordinator. Resources are not available to fund this service. Related costs consist of employee benefits.<br>*SG $(101,004); EX $(2,083)*<br>Related Costs: $(23,213) | (103,087) | - | (126,300) |
| 18 . **Project Restore Director**<br>Reduce funding but retain one regular position authority for this service. Resources are not available for direct funding. Alternative funding will be utilized, such as salary savings or grant monies, as appropriate. Related costs consist of employee benefits.<br>*SG $(101,104)*<br>Related Costs: $(23,229) | (101,104) | - | (124,333) |
| 19 . **LA Stat**<br>Provide funding and resolution authority for one position. This position provides critical support for the Mayor's performance management program. Related costs consist of employee benefits.<br>*SG $101,104; EX $500*<br>Related Costs: $23,220 | 101,604 | - | 124,824 |
| 20 . **Neighborhood Council Liaison**<br>Provide resolution authority without funding for one position. This position coordinates Neighborhood Council activities at the Department level. | - | - | - |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (69,057) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,657,913 | 24 |
| Changes in Salaries, Expense, Equipment and Special | (69,057) | - |
| **2004-05 PROGRAM BUDGET** | 1,588,856 | 24 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **CITYWIDE WASTE MANAGEMENT COORDINATION PROGRAM** | | | | | | | |
| **Operation Clean Sweep** | | | | | | | |
| Presentations to Community Groups | 560 | 688 | 927 | 502 | 623 | 650 | 650 |
| Number of Volunteers Coordinated | 12,750 | 17,260 | 21,435 | 23,929 | 25,064 | 25,100 | 25,200 |
| Volunteer Hours Worked | N/A | N/A | N/A | 90,862 | 88,947 | 90,000 | 90,000 |
| Neighborhood Matching Fund Projects Awarded[1] | 105 | 167 | 193 | 184 | 113 | 110 | 110 |
| Medians Adopted | 12 | 24 | 22 | 23 | 12 | 10 | 10 |
| Murals Coated | 46 | 17 | 37 | 19 | 13 | 15 | 15 |
| Murals Painted | 35 | 17 | 21 | 36 | 27 | 20 | 20 |
| TNI Monthly Reports Prepared | 6 | 25 | 36 | 36 | N/A | N/A | N/A |
| CBO Monitoring Reports Completed | N/A | N/A | N/A | 502 | 866 | 900 | 1,000 |
| Number of Corridors Monitored for Graffiti | N/A | N/A | N/A | 2,975 | 5,156 | 5,500 | 6,000 |
| Total Miles Monitored for Graffiti | N/A | N/A | N/A | 4,640 | 11,673 | 11,500 | 11,500 |
| **PUBLIC SERVICES PROGRAM** | | | | | | | |
| **Nuisance Alley Conversion Program** | | | | | | | |
| Total Alleys Closed | 153 | 311 | 154 | 113 | 100 | 100 | - |
| Total Alleys Repaired | N/A | N/A | N/A | 299 | 313 | 329 | - |
| Total Signs Installed | N/A | N/A | N/A | 279 | 389 | 408 | - |
| Total Petitions Reviewed | N/A | N/A | N/A | 311 | 348 | 348 | - |
| Total Alleys Cleaned | N/A | N/A | N/A | 82 | 127 | 72 | - |
| Community Outreach Coordinator Mtg. | N/A | N/A | N/A | 116 | 73 | 73 | - |
| Phone inquiries for Alley Conversion Prog. | N/A | N/A | N/A | 4,749 | 5,875 | 6,169 | - |
| **Public Affairs Office** | | | | | | | |
| Citywide Waste Management Publicity Community Outreach Events Coordinated | 24 | 40 | 60 | 82 | 135 | 140 | 100 |
| Media Events/News Conferences Held | N/A | 5 | 8 | 15 | 26 | 26 | 19 |
| News Releases, Advisories, PSAs Issued | N/A | 205 | 215 | 230 | 398 | 398 | 278 |
| Public Services Computers Donated to LAUSD Schools | 20 | 40 | 40 | 30 | - | 50 | 36 |
| Multi-Media Productions P/W Literature Distributed to Public | 1,205,000 | 60,000 | 120,000 | 120,000 | 125,500 | 130,000 | 96,000 |
| Original Graphics Pieces Designed | 50 | 48 | 48 | 38 | 38 | 60 | 60 |
| Media Inquiries | 275 | 279 | 289 | 300 | 681 | 681 | 681 |
| Public Inquiries | 2,080 | 2,016 | 2,020 | 2,006 | 2,060 | 2,101 | 2,144 |
| School Outreach Activities & Presentations | N/A | 60 | 60 | 40 | 15 | 45 | 20 |
| DPW Facility Tours Coordinated | N/A | 5 | 7 | 11 | 6 | 12 | 9 |
| Info/Education Campaigns Coordinated | N/A | 10 | 12 | 15 | 15 | 15 | 10 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **PUBLIC WORKS ACCOUNTING PROGRAM[3]** | | | | | | | |
| Lot cleaning, damage, street repair and misc. billings | N/A | N/A | N/A | N/A | N/A | N/A | 12,500 |
| Work order/B-Permit billings | N/A | N/A | N/A | N/A | N/A | N/A | 100,000 |
| Payroll accounting entries | N/A | N/A | N/A | N/A | N/A | N/A | 83,000 |
| Motion Picture permits processed | N/A | N/A | N/A | N/A | N/A | N/A | - |
| Revenue transactions | N/A | N/A | N/A | N/A | N/A | N/A | 150,000 |
| Invoices audited and payments | N/A | N/A | N/A | N/A | N/A | N/A | 31,000 |
| Budgetary accounting transactions | N/A | N/A | N/A | N/A | N/A | N/A | 3,700 |
| Gas Tax/other funds transactions | N/A | N/A | N/A | N/A | N/A | N/A | 7,465 |
| SCM Fund transactions | N/A | N/A | N/A | N/A | N/A | N/A | 14,276 |
| Assessment funds transactions | N/A | N/A | N/A | N/A | N/A | N/A | 1,720 |
| GO bonds transactions | N/A | N/A | N/A | N/A | N/A | N/A | 30,216 |
| Wastewater Program - contractual agency invoices | N/A | N/A | N/A | N/A | N/A | N/A | 120 |
| Wastwater Program - sewer service charge refunds | N/A | N/A | N/A | N/A | N/A | N/A | 80 |
| Stormwater Pollution Abatement transactions | N/A | N/A | N/A | N/A | N/A | N/A | 3,736 |
| **PUBLIC WORKS PERSONNEL MGMT. PROGRAM[3]** | | | | | | | |
| Arbitrations | N/A | N/A | N/A | N/A | N/A | N/A | 10 |
| Award presentations at the Board | N/A | N/A | N/A | N/A | N/A | N/A | 100 |
| Discipline hearings | N/A | N/A | N/A | N/A | N/A | N/A | 180 |
| Disciplinary appeals | N/A | N/A | N/A | N/A | N/A | N/A | 25 |
| Grievances filed | N/A | N/A | N/A | N/A | N/A | N/A | 200 |
| Grievances - Third level | N/A | N/A | N/A | N/A | N/A | N/A | 75 |
| Personnel change documents prepared | N/A | N/A | N/A | N/A | N/A | N/A | 8,400 |
| Training sessions conducted | N/A | N/A | N/A | N/A | N/A | N/A | 55 |
| Number of Employees Trained | N/A | N/A | N/A | N/A | N/A | N/A | 1,500 |
| Written employment verifications processed | N/A | N/A | N/A | N/A | N/A | N/A | 750 |
| Unfair Employee Relations Practice Claims | N/A | N/A | N/A | N/A | N/A | N/A | 12 |
| **GENERAL ADMINISTRATION AND SUPPORT PROGRAM** | | | | | | | |
| **Financial Reporting & Budget Administration[4]** | | | | | | | |
| Quarterly Audit Status Report | N/A | N/A | N/A | N/A | N/A | N/A | 4 |
| Consolidated Monthly Status Report | N/A | N/A | N/A | N/A | N/A | N/A | - |
| LAStat - DPW Executive Briefings | N/A | N/A | N/A | N/A | N/A | N/A | 26 |
| Annual Status Report - Public Works Trust Fund | N/A | N/A | N/A | N/A | N/A | N/A | 1 |
| **Capital Improvement Program Management[4]** | | | | | | | |
| Department-Wide CIEP | N/A | N/A | N/A | N/A | N/A | N/A | 12 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **GENERAL ADMINISTRATION AND SUPPORT PROGRAM (Continued)** | | | | | | | |
| **Board Agendas and Minutes Section** | | | | | | | |
| Hearings | 990 | 648 | 612 | 672 | 612 | 600 | 600 |
| Board Orders Processed | 3,208 | 2,917 | 2,907 | 3,036 | 3,057 | 3,000 | 3,000 |
| Transmittals of Board Action | 19,250 | 17,502 | 17,442 | 18,220 | 18,345 | 18,000 | 18,000 |
| Stop Notices and Releases Processed | 356 | 273 | 268 | 190 | 216 | 200 | 200 |
| Communications Processed | 407 | 407 | 450 | 486 | 398 | 400 | 400 |
| **Insurance and Contracts Section** | | | | | | | |
| Inquiries to the Board Office | 91,270 | 90,375 | 93,000 | 93,000 | 85,000 | 85,000 | 85,000 |
| Contracts Awarded | 79 | 121 | 101 | 110 | 99 | 100 | 100 |
| Insurance Documents Entered or Filed | 4,282 | 6,000 | 10,000 | 9,190 | 15,000 | 15,050 | 15,050 |
| Contracts Preliminary Notices Processed | 12,720 | 1,631 | 1,484 | 1,550 | 2,892 | 2,000 | 2,000 |
| On-Call Contracts Processed | N/A | 40 | 36 | 55 | 50 | 50 | 50 |
| Insurance Document Review, Approval, and Input into Computer[5] | N/A | 2,637 | 2,737 | 5,240 | 6,154 | 6,000 | 6,000 |
| Surety (Insurance) Monthly Ltrs Processed Expiration Letters | 4,648 | 3,041 | 3,831 | 4,200 | 8,000 | 7,950 | 7,950 |
| Review and Process Various Contracts and Permits[5] | 4,723 | 5,991 | 5,310 | 5,510 | 5,510 | 5,510 | - |
| New Incoming Endorsements | 1,500 | 2,770 | 2,500 | 3,781 | 4,045 | 4,000 | 4,000 |
| New Insurance Document Processing[5] | N/A | 102 | 104 | - | - | - | - |
| Miscellaneous Documents Recorded | 138 | 119 | 120 | 120 | 146 | 135 | 135 |
| Improvement Projects Processed | 126 | 127 | 123 | 125 | 125 | 125 | N/A |
| Notice Inviting Bids Processed | N/A | 127 | 123 | 138 | 103 | 100 | 100 |
| Bids Received[6] | N/A | 595 | 723 | 676 | 466 | 600 | 600 |
| Personal Service Contracts & Amendments | N/A | 98 | 130 | 115 | 114 | 120 | 120 |

(1) Grant award increased to $10,000 in FY 2003-04.

(2) This program is transferred to the Board of Public Works in FY 04-05.

(3) This program is transferred to the Board of Public Works in FY 04-05.

(4) This function is transferred to the Board of Public Works in FY 04-05.

(5) Insurance Document Review, Approval and Input into Computer' now includes 'Review and Process Various Contracts and Permits' and 'New Insurance Document Processing.'

(6) New indicator in FY 2004-05.

N/A = Workload Indicators did not exist

# PERFORMANCE MEASURES

**From LASTAT**

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| Graffiti Hotline Calls Processed | 12,461 | 13,201 | 13,050 | 17,559 | 25,381 | 28,000 | 30,000 |
| Graffiti Eradicated/Square Footage | 17,796,936 | 21,877,124 | 25,191,653 | 30,926,446 | 29,375,306 | 29,000,000 | 29,000,000 |
| Graffiti Eradicated/Incidents | - | - | - | - | 323,562 | 325,000 | 325,000 |
| Community Beautification Events Coord. | 151 | 220 | 190 | 186 | 264 | 225 | 225 |
| **(1) PUBLIC WORKS ACCOUNTING PROGRAM** | | | | | | | |
| % unpaid fee and intergovt. accounts receivable 3 to 6 months old | N/A | N/A | N/A | N/A | N/A | N/A | 1.5 |
| % unpaid fee and intergovt. accounts receivable 6 months to years old | N/A | N/A | N/A | N/A | N/A | N/A | 2 |
| Unpaid accounts receivable ($ millions) outstanding 90 days or more | N/A | N/A | N/A | N/A | N/A | N/A | 18 |
| **(2) PUBLIC WORKS PERSONNEL MGMT. PROGRAM** | | | | | | | |
| New discipline cases received | N/A | N/A | N/A | N/A | N/A | N/A | 155 |
| New discipline appeals received | N/A | N/A | N/A | N/A | N/A | N/A | 35 |
| New grievances filed | N/A | N/A | N/A | N/A | N/A | N/A | 215 |

(1) This program is transferred to the Board of Public Works in FY 04-05.

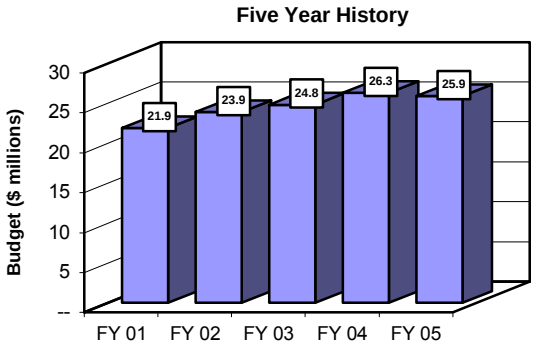
(2) This program is transferred to the Board of Public Works in FY 04-05.

# BUREAU OF CONTRACT ADMINISTRATION

**2004- 05 Proposed Budget**

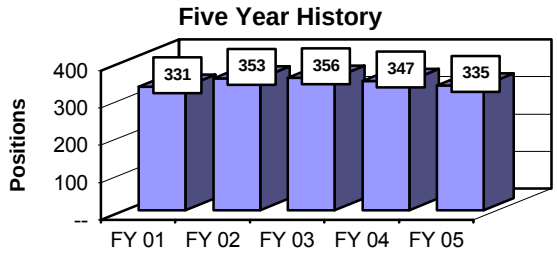
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 24,860,000 | $ 24,859,320 | **$ 24,459,113** | (1.6)% |
| Expense | 1,489,000 | 1,490,003 | **1,425,845** | (4.3)% |
| Equipment | -- | -- | **--** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 26,349,000** | **$ 26,349,323** | **$ 25,884,958** | (1.8)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-2004 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 316 | 347 | **335** | (3.5)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 360,361 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Salary Savings Increase | (159,908) | -- |
| ◆ Construction Inspection Reduction | (942,698) | (12) |
| ◆ Contractor Enforcement Consolidation | 118,614 | 2 |
| ◆ Administrative Support and Management Reduction | (76,634) | (2) |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Inspection and Compliance Services to the Wastewater Program | $ 8,965,483 | $ 9,115,112 | $ 149,629 | 118 | 118 | 0 |
| Inspection and Compliance Services to the Bond Programs | 806,840 | 819,521 | 12,681 | 10 | 10 | 0 |
| Inspection and Compliance Services to the Street Improvement Program | 2,378,603 | 2,417,913 | 39,310 | 31 | 31 | 0 |
| Inspection Services to Permittees | 6,995,049 | 6,166,476 | (828,573) | 90 | 78 | (12) |
| Inspection and Compliance Services to Proprietary/Semi Proprietary Departments | 3,157,730 | 3,210,988 | 53,258 | 42 | 42 | 0 |
| Inspection and Compliance Services to Municipal Facilities/Public Buildings | 1,142,061 | 1,161,082 | 19,021 | 15 | 15 | 0 |
| Inspection and Compliance Services to the Department of Transportation | 1,651,305 | 1,679,202 | 27,897 | 22 | 22 | 0 |
| Inspection and Compliance Services to Other City Departments and Agencies | 514,337 | 523,213 | 8,876 | 7 | 7 | 0 |
| Centralized Certification Services | 737,915 | 791,451 | 53,536 | 12 | 12 | 0 |
| | $ 26,349,323 | $ 25,884,958 | $ (464,365) | 347 | 335 | (12) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 23,784,474 | (357,307) | 23,427,167 |
| Overtime General | 1,074,846 | (42,900) | 1,031,946 |
| Total Salaries | 24,859,320 | (400,207) | 24,459,113 |
| **Expense** | | | |
| Printing and Binding | 36,811 | 580 | 37,391 |
| Contractual Services | 137,013 | (5,389) | 131,624 |
| Transportation | 996,844 | (47,300) | 949,544 |
| Governmental Meetings | 415 | - | 415 |
| Office and Administrative | 276,639 | (10,421) | 266,218 |
| Operating Supplies | 42,281 | (1,628) | 40,653 |
| Total Expense | 1,490,003 | (64,158) | 1,425,845 |
| Total Bureau of Contract Administration | 26,349,323 | (464,365) | 25,884,958 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 17,111,955 | (946,346) | 16,165,609 |
| Special Gas Tax Street Improvement Fund (Sch 5) | 560,000 | - | 560,000 |
| Stormwater Pollution Abatement Fund (Sch. 7) | 264,207 | - | 264,207 |
| Sewer Construction & Maintenance Fund (Sch 14) | 7,772,793 | 83,981 | 7,856,774 |
| St. Light. Maint. Assessment Fund (Sch. 19) | 362,368 | - | 362,368 |
| Proposition A Local Transit Fund (Sch. 26) | - | 540,000 | 540,000 |
| Prop. C Anti-Gridlock Transit Fund (Sch. 27) | 278,000 | (142,000) | 136,000 |
| Total Funds | 26,349,323 | (464,365) | 25,884,958 |
| Percentage Change | | | -1.76% |
| Positions | 347 | (12) | 335 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $360,361*<br>Related Costs: $58,234 | 360,361 | - | 418,595 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $181,161*<br>Related Costs: $29,276 | 181,161 | - | 210,437 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(93,427)*<br>Related Costs: $(15,098) | (93,427) | - | (108,525) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $151,827*<br>Related Costs: $14,441 | 151,827 | - | 166,268 |
| **Other Changes or Adjustments** | | | |
| 6 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of two percent to 2.6 percent. Related costs consist of employee benefits.<br>*SG $(159,908)*<br>Related Costs: $(25,841) | (159,908) | - | (185,749) |
| 7 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(3,661)* | (3,661) | - | (3,661) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 436,353 | - | |

## Construction Inspection

This program administers contracts and permits for construction of public works projects such as streets, bridges, sewers, storm drains, and public buildings through inspection at sites and in plants engaged in manufacturing related construction materials. The activities include preparation of statements of payments due on contracts and recommendations for acceptance of the completed projects. The program also provides inspection for recreation and parks projects, airport facilities and wastewater treatment facilities.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 8 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $72,412 | 476,689 | - | 549,101 |
| **Priority Service Level** | | | |
| 9 . **Construction Inspection Reduction**<br>Reduce funding and 12 positions providing contract administration and construction inspection functions for various projects, including repair and replacement of streets, curbs, gutters and sidewalks, storm drains and sewers; installation of landscaped medians, ornamental and safety lighting and public art; provision of parks, libraries and recreational facilities; and development of public parking and transportation facilities. This reduction is approximately six percent of the General Fund appropriation provided in 2003-04 and will be absorbed to mitigate additional service level impacts.<br>Related costs consist of employee benefits.<br>*SG $(839,365); SOT $(42,900); EX $(60,433)*<br>Related Costs: $(218,304) | (942,698) | (12) | (1,161,002) |
| **TOTAL CONSTRUCTION INSPECTION** | (466,009) | (12) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 21,549,115 | 275 |
| Changes in Salaries, Expense, Equipment and Special | (466,009) | (12) |
| **2004-05 PROGRAM BUDGET** | 21,083,106 | 263 |

## Contract Compliance

This program ensures that contractors performing under City-awarded contracts comply with City, state and federal requirements relating to affirmative action, equal employment opportunity, prevailing wage, Minority, Women and Disadvantaged Business Enterprises and other labor regulations through outreach, monitoring and enforcement activities.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 10 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits | 30,001 | - | 30,001 |
| **Efficiencies** | | | |
| 11 . **Contractor Enforcement Consolidation**<br>Transfer two positions from the Office of the City Administrative Officer to consolidate funding and position authority for the contractor enforcement function in one office (see City Administrative Officer Item 13.) Related costs consist of employee benefits.<br>*SG $116,328; EX $2,286*<br>Related Costs: $32,568 | 118,614 | 2 | 151,182 |
| **TOTAL CONTRACT COMPLIANCE** | 148,615 | 2 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,499,410 | 39 |
| Changes in Salaries, Expense, Equipment and Special | 148,615 | 2 |
| **2004-05 PROGRAM BUDGET** | 2,648,025 | 41 |

## General Administration and Support

This program provides management and administrative support, including budget development, personnel administration, systems and clerical support.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(11,400) | (70,337) | - | (81,737) |
| **Efficiencies** | | | |
| 13 . **Administrative Support and Management Reduction**<br>Reduce funding and eliminate two clerical positions in management and administrative functions. These reductions will be absorbed to mitigate additional service level impacts. Related costs consist of employee benefits.<br>*SG $(74,284); EX $(2,350)*<br>Related Costs: $(25,464) | (76,634) | (2) | (102,098) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (146,971) | (2) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,300,798 | 33 |
| Changes in Salaries, Expense, Equipment and Special | (146,971) | (2) |
| **2004-05 PROGRAM BUDGET** | 2,153,827 | 31 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **CONSTRUCTION INSPECTION PROGRAM** | | | | | | | |
| **City Operating Facilities & Airport** | | | | | | | |
| Public Works Bureaus | 255 | 1,956 | 1,811 | 770 | 139 | 244 | 244 |
| Dept. Of Airports | 6,114 | 6,644 | 5,302 | 1,443 | 687 | 1,074 | 3,847 |
| Recreation and Parks | 10,601 | 8,881 | 7,381 | 7,074 | 7,559 | 2,940 | 910 |
| Other City Departments | 1,167 | 2,429 | 4,713 | 8,172 | 4,059 | 3,673 | 3,673 |
| **Privately Financed Facilities** | | | | | | | |
| "B" Permits | 16,457 | 14,786 | 22,406 | 20,839 | 18,139 | 25,892 | 21,044 |
| "A" and H.C. Permits | 9,289 | 9,244 | 10,554 | 12,514 | 15,372 | 9,148 | 6,382 |
| Excavation/Misc. Permits | 17,125 | 16,761 | 19,513 | 19,261 | 14,061 | 16,207 | 9,800 |
| Other Agency Agreements | 5,919 | 2,396 | 2,472 | 3,385 | 2,859 | 2,074 | 2,074 |
| **Capital Improvements** | | | | | | | |
| Major Sewers | 20,121 | 17,747 | 16,896 | 17,556 | 20,511 | 20,286 | 20,286 |
| Assessment/Combination | 37 | 75 | 605 | 47 | 19 | 745 | 745 |
| Other Contracts | 11,900 | 8,604 | 7,339 | 12,969 | 16,585 | 16,249 | 16,249 |
| Municipal Facilities | 6,015 | 5,902 | 5,965 | 6,681 | 8,720 | 8,598 | 5,818 |
| **Inspection Support** | | | | | | | |
| Final Inspection Activity | 1,447 | 1,242 | 1,836 | 2,555 | 2,306 | 1,743 | 1,743 |
| Material Control Activity | 11,321 | 10,753 | 12,421 | 11,269 | 11,312 | 10,963 | 10,963 |
| **CONTRACT COMPLIANCE PROGRAM** | | | | | | | |
| Contractor Enforcement - ** | | | | | | | |
| Living Wage, Equal Benefits, and Contractor Compliance: | | | | | | | |
| Employee complaints received | - | - | - | - | - | - | 60 |
| Contracts reviewed | - | - | - | - | - | - | 2,200 |
| Contracts subject to Living Wage audits | - | - | - | - | - | - | 225 |
| Living Wage audits conducted | - | - | - | - | - | - | 60 |
| Pre-bid meetings attended | - | - | - | - | - | - | 35 |
| Training sessions conducted | - | - | - | - | - | - | 30 |
| Contractor Evaluations reviewed | - | - | - | - | - | - | 100 |
| Equal Benefits Certifications reviewed | - | - | - | - | - | - | 1,000 |
| Responsibility Questionnaires reviewed | - | - | - | - | - | - | 350 |
| **Labor Compliance** | | | | | | | |
| Ave. No. Of Active Contracts* | 355 | 357 | 359 | 384 | 400 | 425 | 425 |
| Preconstruction Meetings | 187 | 184 | 174 | 171 | 182 | 168 | 168 |
| Payrolls Analyzed | 26,923 | 23,563 | 31,365 | 31,635 | 32,318 | 29,485 | 29,485 |
| Interviews Analyzed | 405 | 446 | 521 | 415 | 564 | 482 | 482 |
| Source Documents Audits | 21 | 80 | 67 | 60 | 51 | 56 | 56 |
| Wage Violations Processed | 1,699 | 1,910 | 1,028 | 585 | 1,550 | 1,014 | 1,014 |
| **Affirmative Action - Non-Construction** | | | | | | | |
| Nonconstruction Plans Reviewed | 1,418 | 1,446 | 1,888 | 3,379 | 3,058 | 2,377 | 2,377 |
| Nonconstruction Plans Monitored | - | - | - | - | - | - | - |
| **Subcontractor Outreach & Enforcement** | | | | | | | |
| Pre-Bid/Pre-Proposal Meetings ++ | 142 | 148 | 141 | 303 | 115 | 417 | 417 |
| Bid Proposals Analyzed++ | 378 | 461 | 476 | 524 | 362 | 1,048 | 1,048 |
| Good Faith Effort Documentation Pkgs Analyzed ^ | n/a | n/a | n/a | n/a | 307 | 558 | 588 |
| Acceptance Board Reports (Formerly Final Acceptance Repor | 202 | 133 | 140 | 261 | 154 | 408 | 408 |
| Construction Award/Rejection Board Reports Processed ^ | n/a | n/a | n/a | n/a | 68 | 138 | 138 |
| Personal Services/Procurement Board Reports Processed^ | n/a | n/a | n/a | n/a | 56 | 105 | 105 |
| Personal Services/Amendment Board Reports Processed^ | n/a | n/a | n/a | n/a | 22 | 38 | 38 |
| Training/Outreach Opportunities | n/a | n/a | n/a | n/a | 487 | 880 | 880 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **CONTRACT COMPLIANCE PROGRAM (Continued)** | | | | | | | |
| **Affirmative Action - Construction** | | | | | | | |
| Construction Plans Reviewed | 1,252 | 2,190 | 1,962 | 2,385 | 2,385 | 2,379 | 2,379 |
| Construction Plans Monitored | 4 | - | - | - | - | - | - |
| Utility Reports Reviewed | 4,386 | 3,658 | 2,785 | 4,032 | 4,032 | 4,062 | 4,062 |
| Utility Reports Monitored | 2,421 | 3,939 | 3,341 | 6,179 | 6,179 | 5,575 | 5,575 |
| **Centralized Certification** | | | | | | | |
| Certified Applications Pending* | 372 | 250 | 158 | 109 | 109 | 535 | 535 |
| Certified Applications Processed | 567 | 554 | 396 | 290 | 290 | 502 | 502 |
| Certified Appeals | 10 | 6 | 3 | - | - | 2 | 2 |
| Outreach Meetings | 46 | 59 | 49 | 83 | 83 | 100 | 100 |

* Average amount per month

** Function transferred from the City Administrative Officer in 2004-05.

+ New Name for Bid Review Construction and Bid Review Non-Construction Sections

++ These categories combine previous year's Construction and Non-Construction versions of similar workload indicator categories

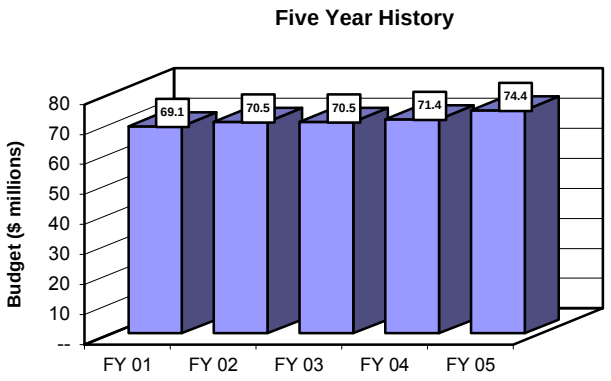
^ New Worklodad Indicator categories

# BUREAU OF ENGINEERING

**2004- 05 Proposed Budget**

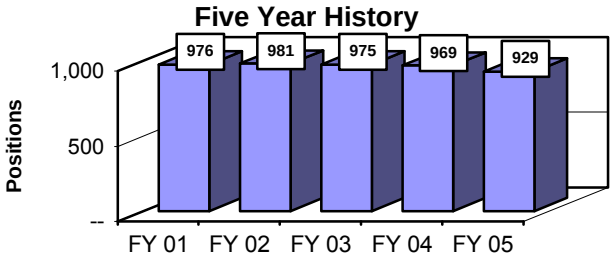
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 70,381,000 | $ 67,818,865 | **$ 71,144,753** | 4.9% |
| Expense | 3,548,000 | 3,544,918 | **3,265,096** | (7.9)% |
| Equipment | -- | -- | **--** | 100.0% |
| Special | -- | 15,000 | **--** | (100.0)% |
| **TOTAL** | **$ 73,929,000** | **$ 71,378,783** | **$ 74,409,849** | 4.2% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-2004 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 844 | 969 | **929** | (4.1)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 1,044,933 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Expense Reduction | (129,084) | -- |
| ◆ Salary Savings Increase | (269,695) | -- |
| ◆ Review of Private Development Planning Cases | (241,080) | (3) |
| ◆ Advanced Planning and Real Estate | 341,154 | 4 |
| ◆ Design and Construction Services (Plus 21 resolution authorities) | 2,474,556 | 10 |
| ◆ Municipal Facilities Program Advance Planning | (455,682) | (5) |
| ◆ Sustainability Design Services | (205,020) | (3) |
| ◆ Proposition K Competitive Grant Process Transfer (Six resolution authorities) | 321,912 | -- |
| ◆ Non-Reimbursed Services | (1,792,088) | (23) |
| ◆ Special Maps for City Officials | (456,781) | (7) |
| ◆ Survey Support to Proprietary Departments (Three resolution authorities) | (342,919) | -- |
| ◆ Administrative Support Reductions | (326,415) | (6) |
| ◆ Administrative Support Transfer | 239,328 | 3 |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Sewer Emergency Repair | $ 1,308,807 | $ 1,383,971 | $ 75,164 | 17 | 17 | 0 |
| Storm Drain Emergency Repair | 263,335 | 277,049 | 13,715 | 3 | 3 | 0 |
| Public Counter Services for Private Development | 1,521,023 | 1,609,332 | 88,309 | 22 | 22 | 0 |
| Sewer Permit Issuance | 1,056,527 | 1,120,419 | 63,892 | 17 | 17 | 0 |
| Permit Issuance for Private Construction or Use | 3,257,512 | 3,446,604 | 189,093 | 45 | 45 | 0 |
| Regional Water Quality Control Board Cease and Desist Order Projects - Wastewater | 3,214,354 | 3,405,288 | 190,934 | 43 | 43 | 0 |
| Storm Drain Pollution Abatement Projects | 1,200,249 | 1,263,227 | 62,978 | 14 | 14 | 0 |
| Landbase Geographic Information System Map Maintenance | 981,005 | 1,037,677 | 56,672 | 15 | 15 | (0) |
| Treatment Plant Capital Improvement Program (CIP) - Wastewater | 8,759,516 | 9,221,111 | 461,596 | 120 | 119 | (1) |
| Street Capital Improvement Program | 2,602,326 | 2,858,762 | 256,436 | 35 | 35 | 0 |
| Prop K Competitive Grant Administration | 353,756 | 695,860 | 342,105 | 4 | 10 | 6 |
| Tentative & Final Tract and Parcel Map Processing | 1,801,517 | 1,850,024 | 48,507 | 25 | 24 | (1) |
| Bridge Inspection and Load Ratings Analysis | 329,668 | 348,121 | 18,453 | 4 | 4 | 0 |
| Municipal Facilities Capital Improvement Program | 8,223,234 | 11,427,280 | 3,204,047 | 103 | 141 | 38 |
| Maintenance of Horizontal Control Points - Survey | 2,794,251 | 2,951,224 | 156,973 | 36 | 36 | 0 |
| Collection Systems Capital Improvement Program - Wastewater | 13,581,020 | 14,420,979 | 839,959 | 192 | 190 | (2) |
| Public Right of Way Requirements for Light Rail Projects | 453,588 | 478,982 | 25,395 | 6 | 6 | 0 |
| Review of Private Development Planning Cases | 519,001 | 308,085 | (210,916) | 7 | 4 | (3) |
| Storm Drain Capital Improvement Projects | 770,637 | 811,073 | 40,437 | 9 | 9 | 0 |
| Survey Support for Resurfacing Program | 861,996 | 1,062,639 | 200,643 | 13 | 16 | 3 |
| Building Permit/Certificate of Compliance/ Hillside Ord | 311,629 | 329,724 | 18,095 | 4 | 4 | 0 |
| Rehab of Earthquake Damaged Sewers - Wastewater | 2,878,166 | 3,049,015 | 170,848 | 40 | 40 | 0 |
| National Flood Insurance Program/Flood Zone Map Maintenance | 587,347 | 618,497 | 31,150 | 7 | 7 | 0 |
| Street/Alley Permanent Closures | 473,320 | 425,579 | (47,741) | 6 | 5 | (1) |
| Geographic Information System Mapping App Maintenance, Development and Support | 1,263,821 | 1,102,764 | (161,056) | 19 | 15 | (4) |
| Drainage Investigations/Complaints | 364,175 | 383,423 | 19,249 | 4 | 4 | 0 |
| Private Development Improvement Bond Control and Processing | 209,397 | 221,534 | 12,136 | 3 | 3 | 0 |
| Right of Way Inves:relinq.,future street acceptance | 699,697 | 740,262 | 40,566 | 11 | 11 | 0 |
| Street Investigations/Complaints | 707,279 | 746,848 | 39,569 | 10 | 10 | 0 |
| State and County Highway Relinquishments/ Agreements | 244,164 | 257,836 | 13,672 | 3 | 3 | (0) |
| Sewer Related Map Maintenance | 1,071,893 | 1,136,630 | 64,738 | 18 | 18 | 0 |
| Storm Drain System Condition Assessment | 546,967 | 576,077 | 29,110 | 7 | 7 | 0 |
| Non-reimbursed Services for departments or officials | 1,914,897 | (0) | (1,914,897) | 26 | 0 | (26) |
| Special Maps for City Attorney & other department | 656,233 | 182,944 | (473,290) | 10 | 2 | (8) |
| Street Program Advance Planning | 617,779 | 652,210 | 34,431 | 8 | 8 | 0 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Wastewater Program Advance Planning | $ 1,317,776 | $ 1,320,557 | $ 2,781 | 18 | 17 | (1) |
| Flood Control Program Advance Planning | 359,179 | 378,256 | 19,077 | 4 | 4 | 0 |
| Municipal Facilities Program Advance Planning | 1,958,209 | 1,615,238 | (342,971) | 25 | 19 | (6) |
| Sustainability Services for City Building Projects | 410,312 | 229,310 | (181,001) | 6 | 3 | (3) |
| Public Counter Services for Survey Maps | 153,903 | 103,376 | (50,526) | 2 | 1 | (1) |
| Survey Support to Proprietary Departments | 322,757 | 0 | (322,757) | 5 | 5 | 0 |
| Assessment Projects - Preliminary Design & Cost Estimate | 226,906 | 239,082 | 12,176 | 3 | 3 | (0) |
| Economic Development Administration (EDA) Projects | 229,658 | 122,976 | (106,682) | 3 | 3 | 0 |
| | $ 71,378,783 | $ 74,409,849 | $ 3,031,066 | 972 | 962 | (10) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 66,687,545 | 3,350,945 | 70,038,490 |
| Overtime General | 1,131,320 | (25,057) | 1,106,263 |
| Total Salaries | 67,818,865 | 3,325,888 | 71,144,753 |
| **Expense** | | | |
| Printing and Binding | 112,586 | (21,184) | 91,402 |
| Construction Expense | 52,362 | - | 52,362 |
| Contractual Services | 1,541,505 | (16,572) | 1,524,933 |
| Field Equipment Expense | 66,629 | - | 66,629 |
| Transportation | 106,040 | (6,788) | 99,252 |
| Office and Administrative | 661,984 | (74,588) | 587,396 |
| Operating Supplies | 1,003,812 | (160,690) | 843,122 |
| Total Expense | 3,544,918 | (279,822) | 3,265,096 |
| **Special** | | | |
| Special Improvement Expense | 15,000 | (15,000) | - |
| Total Special | 15,000 | (15,000) | - |
| Total Bureau of Engineering | 71,378,783 | 3,031,066 | 74,409,849 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 28,281,980 | 1,145,866 | 29,427,846 |
| Special Gas Tax Street Improvement Fund (Sch 5) | 4,035,048 | 152,712 | 4,187,760 |
| Stormwater Pollution Abatement Fund (Sch. 7) | 3,873,512 | 102,998 | 3,976,510 |
| Sewer Construction & Maintenance Fund (Sch 14) | 35,188,243 | 1,399,490 | 36,587,733 |
| Proposition A Local Transit Fund (Sch. 26) | - | 230,000 | 230,000 |
| Total Funds | 71,378,783 | 3,031,066 | 74,409,849 |
| Percentage Change | | | 4.25% |
| Positions | 969 | (40) | 929 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $1,044,933*<br>Related Costs: $168,862 | 1,044,933 | - | 1,213,795 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $(24,859)*<br>Related Costs: $(4,018) | (24,859) | - | (28,877) |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(270,909)*<br>Related Costs: $(43,780) | (270,909) | - | (314,689) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $3,388,875*<br>Related Costs: $547,641 | 3,388,875 | - | 3,936,516 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued.<br>Continue:<br>Economic Development Administration Staff - 3 positions (see Item 17). Related costs consist of employee benefits.<br>*SG $(118,428)*<br>Related Costs: $(19,140) | (118,428) | - | (137,568) |
| **Other Changes or Adjustments** | | | |
| 7 . **Expense Reduction**<br>Reduce expense funding for certain accounts ($111,087). Funding from the General Fund in the Bureau's Printing and Binding, Contractual Services and Office and Administrative Expense Accounts is further reduced by one percent ($17,997) in lieu of additional service level reductions.<br>*SP $(15,000); EX $(114,084)* | (129,084) | - | (129,084) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 8 . **Salary Savings Increase**<br>Increase the salary savings rate for positions funded by the General Fund from its current level of two percent to three percent. Related costs consist of employee benefits.<br>*SG $(269,695)*<br>Related Costs: $(43,583) | (269,695) | - | (313,278) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 3,620,833 | - | |

## Stormwater Facilities Engineering

This program plans and designs the stormwater drainage system of the City and is financed from the Stormwater Pollution Abatement Fund.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 9 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $29,423 | 180,741 | - | 210,164 |
| **TOTAL STORMWATER FACILITIES ENGINEERING** | 180,741 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 3,617,665 | 43 |
| Changes in Salaries, Expense, Equipment and Special | 180,741 | - |
| **2004-05 PROGRAM BUDGET** | 3,798,406 | 43 |

## Wastewater Facilities Engineering

This program plans, surveys, designs and regulates construction of wastewater and sewage disposal facilities. This program is financed from the Sewer Construction and Maintenance Fund.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 10 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $275,508 | 1,697,975 | - | 1,973,483 |
| **Priority Service Level** | | | |
| 11 . **Wastewater Program Advance Planning**<br>Reduce funding and eliminate position authority for one engineering vacancy from the Wastewater Program Advance Planning service. The service retains approximately 94 percent of its funding. Related costs consist of employee benefits.<br>*SG $(74,232); EX $(2,308)*<br>Related Costs: $(18,888) | (76,540) | (1) | (95,428) |
| **TOTAL WASTEWATER FACILITIES ENGINEERING** | 1,621,435 | (1) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 28,381,950 | 399 |
| Changes in Salaries, Expense, Equipment and Special | 1,621,435 | (1) |
| **2004-05 PROGRAM BUDGET** | 30,003,385 | 398 |

## Privately Financed Improvements Engineering

This program issues permits, checks plans, and establishes requirements for public improvements constructed with private funds.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $67,722 | 404,076 | - | 471,798 |
| **Priority Service Level** | | | |
| 13 . **Review of Private Development Planning Cases**<br>Reduce funding and eliminate position authority for three engineering positions that support the review of private development planning cases. The service retains approximately 48 percent of its funding. Related costs consist of employee benefits.<br>*SG $(241,080)*<br>Related Costs: $(59,628) | (241,080) | (3) | (300,708) |
| 14 . **Alley Permanent Closures**<br>Reduce funding and position authority for an engineering position that supports the nuisance alley closure program. The remaining funding for the service, approximately 85 percent, is for street vacation requests. Related costs consist of employee benefits.<br>*SG $(74,232)*<br>Related Costs: $(18,888) | (74,232) | (1) | (93,120) |
| **TOTAL PRIVATELY FINANCED IMPROVEMENTS ENGINEERING** | 88,764 | (4) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 8,056,959 | 111 |
| Changes in Salaries, Expense, Equipment and Special | 88,764 | (4) |
| **2004-05 PROGRAM BUDGET** | 8,145,723 | 107 |

## Street Improvements Engineering

This program plans, surveys, designs and monitors construction of improvements to the City Street System.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 15 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $22,047 | 136,443 | - | 158,490 |
| **Priority Service Level** | | | |
| 16 . **Street Resurfacing Survey Support**<br>Add nine months funding and resolution authority for a survey crew to support the 135 mile street resurfacing program (see Bureau of Street Services Item 22). Related costs consist of employee benefits.<br>*SG $152,712*<br>Related Costs: $45,348 | 152,712 | - | 198,060 |
| **Other Changes or Adjustments** | | | |
| 17 . **Economic Development Administration (EDA)**<br>Continue six months funding and resolution authority for three positions to support ongoing and planned EDA projects. The General Fund is providing front-funding, with reimbursement expected from EDA funds. Related costs consist of employee benefits.<br>*SG $122,976*<br>Related Costs: $60,408 | 122,976 | - | 183,384 |
| 18 . **Metro Rail - Annual Work Program Funding**<br>Provide funding for three resolution authority positions for the Metro Rail - Annual Work Program. Funding for the positions was provided by Mayor and Council through the approval of the Annual Work Program report (CF 02-1621). Related costs consist of employee benefits.<br>*SG $230,000*<br>Related Costs: $57,841 | 230,000 | - | 287,841 |
| **TOTAL STREET IMPROVEMENTS ENGINEERING** | 642,131 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 5,192,640 | 68 |
| Changes in Salaries, Expense, Equipment and Special | 642,131 | - |
| **2004-05 PROGRAM BUDGET** | 5,834,771 | 68 |

## Municipal Facilities Engineering

This program provides design services for new City facilities and modifications to existing City facilities and coordinates actvities of private contractors and architects.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 19 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $71,824 | 444,456 | - | 516,280 |
| **Efficiencies** | | | |
| 20 . **Advanced Planning and Real Estate**<br>Transfer funding and four positions (two vacant clerical positions and two filled architectural positions) from the Department of Recreation and Parks (RAP) in connection with the transfer of over 100 recreation and park facility construction projects from RAP. Consistent with its core mission, BOE will be responsible for providing effective design, construction and project management services on these projects (see RAP Item 27). Related costs consist of employee benefits.<br>*SG $341,154*<br>Related Costs: $71,628 | 341,154 | 4 | 412,782 |
| 21 . **Design and Construction Services**<br>Transfer funding and 10 regular and 21 resolution positions from the Department of Recreation and Parks (RAP) in connection with the transfer of over 100 recreation and park facility construction projects. Of the 10 affected regular positions, six positions are filled (Contract Administrator, Architectural Associate, Civil Engineering Drafting Technician, Landscape Architect, Management Assistant and Principal Clerk). Of the 21 affected resolution positions, 19 positions are filled (Senior Architect, six Architects, four Landscape Architects, three Landscape Architectural Associates, two Architectural Associates, Reprographic Operator, Electrical Engineering Associate and Structural Engineer). Consistent with its core mission, Engineering will be responsible for providing effective design, construction and project management services on these projects (see RAP Item 28). Related costs consist of employee benefits.<br>*SG $2,474,556*<br>Related Costs: $613,404 | 2,474,556 | 10 | 3,087,960 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 22 . **Municipal Facilities Program Advance Planning**<br>Reduce funding and eliminate five position authorities that support municipal facilities advance planning. The service retains 75 percent of its funding. An administrative support position is also reduced from this service through Item 34. Related costs consist of employee benefits.<br>*SG $(385,452); SOT $(24,147); EX $(46,083)*<br>Related Costs: $(96,732) | (455,682) | (5) | (552,414) |
| 23 . **Sustainability Design Services**<br>Reduce funding and eliminate three position authorities that support sustainability design efforts. The service retains approximately 55 percent of its funding. Related costs consists of employee benefits.<br>*SG $(205,020)*<br>Related Costs: $(53,796) | (205,020) | (3) | (258,816) |
| **TOTAL MUNICIPAL FACILITIES ENGINEERING** | 2,599,464 | 6 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 8,312,755 | 118 |
| Changes in Salaries, Expense, Equipment and Special | 2,599,464 | 6 |
| **2004-05 PROGRAM BUDGET** | 10,912,219 | 124 |

## General Public Improvements Engineering

This program provides general engineering services related to public improvements which are not fee supported.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 24 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $18,250 | 112,933 | - | 131,183 |
| **Efficiencies** | | | |
| 25 . **Proposition K Competitive Grant Process Transfer**<br>Transfer funding and position authority for three resolution authority positions that were transferred as an interim action (CF 03-0515-S2) from the Commission for Children Youth and Their Families (CCYF). An Ordinance was adopted that transferred the responsibility for the open and competitive process to allocate funds under the L.A. FOR KIDS Program to the Bureau of Engineering. The action also provided resolution authority for three additional resolution authority positions to reform the newly assigned functions.<br><br>Proposition K Administrative funds may be available to pay for a portion of these positions. However, the exact amount of this funding is currently unknown. Related costs consist of employee benefits.<br>*SG $321,912*<br>Related Costs: $93,360 | 321,912 | - | 415,272 |
| **Priority Service Level** | | | |
| 26 . **Non-Reimbursed Services**<br>Eliminate 23 positions providing non-reimbursed services to departments and elected officials. Resources are not available to fund this service. Three administrative support positions are also eliminated from this service through Item 34. Related costs consist of employee benefits.<br>*SG $(1,685,976); EX $(106,112)*<br>Related Costs: $(430,908) | (1,792,088) | (23) | (2,222,996) |
| **TOTAL GENERAL PUBLIC IMPROVEMENTS ENGINEERING** | (1,357,243) | (23) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,290,124 | 30 |
| Changes in Salaries, Expense, Equipment and Special | (1,357,243) | (23) |
| **2004-05 PROGRAM BUDGET** | 932,881 | 7 |

## General Mapping and Survey Support

This program prepares, maintains and reproduces maps required to support programs of the Bureau and other City agencies. Also, this program surveys and collects, calculates and records survey data in support of the Bureau's operating programs.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 27 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $45,288 | 280,251 | - | 325,539 |
| **Priority Service Level** | | | |
| 28 . **Tract Map Processing**<br>Reduce funding and eliminate position authority for a technical position within the Survey Division. This position prepares legal descriptions and provides right of way mapping services. The service retains approximately 97 percent of its funding. Related costs consist of employee benefits.<br>*SG $(56,052)*<br>Related Costs: $(15,948) | (56,052) | (1) | (72,000) |
| 29 . **Mapping Application Support**<br>Reduce funding and eliminate three position authorities that support the Geographic Information System mapping application maintenance and development. An administrative support position is also reduced from this service through Item 34. The service retains approximately 65 percent of its funding. Related costs consist of employee benefits.<br>*SG $(179,676)*<br>Related Costs: $(49,704) | (179,676) | (3) | (229,380) |
| 30 . **Special Maps for City Officials**<br>Reduce funding and eliminate seven position authorities that prepare maps at the request of the City Attorney and other officials. An administrative support position is also reduced from this service through Item 34. The service retains approximately 20 percent of its funding. Related costs consist of employee benefits.<br>*SG $(444,636); SOT $(910); EX $(11,235)*<br>Related Costs: $(120,060) | (456,781) | (7) | (576,841) |
| 31 . **Public Counter Services for Survey Maps**<br>Reduce funding and eliminate one position authority that provides public counter services for survey maps. The service retains approximately 64 percent of its funding. Related costs consist of employee benefits.<br>*SG $(59,412)*<br>Related Costs: $(16,488) | (59,412) | (1) | (75,900) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 32 . **Survey Support to Proprietary Departments** Continue five position authorities that provide survey services for the Proprietary Departments. As the Bureau will be reimbursed by the Departments, these positions can be carried as unfunded positions. Related costs consist of employee benefits. *SG $(342,919)* | (342,919) | - | (342,919) |
| **TOTAL GENERAL MAPPING AND SURVEY SUPPORT** | (814,589) | (12) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 5,695,334 | 75 |
| Changes in Salaries, Expense, Equipment and Special | (814,589) | (12) |
| **2004-05 PROGRAM BUDGET** | 4,880,745 | 63 |

## General Administration and Support

This program provides management and administrative support functions including Bureau management and administration and other ancillary or support activities which cannot be attributed to an operating program.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 33 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $75,920 | 363,958 | - | 439,878 |
| **Efficiencies** | | | |
| 34 . **Administrative Support Reduction**<br>Reduce funding and eliminate six position authorities that provide administrative support to various services (see Items 22, 26, 29 and 30). Related costs consist of employee benefits.<br>*SG $(326,415)*<br>Related Costs: $(94,080) | (326,415) | (6) | (420,495) |
| 35 . **Administrative Support Transfer**<br>Transfer funding and three positions from the Department of Recreation and Parks (RAP) to support the transfer of the planning and construction and related functions (see RAP Item 31). Related costs consist of employee benefits.<br>*SG $239,328*<br>Related Costs: $59,340 | 239,328 | 3 | 298,668 |
| **Priority Service Level** | | | |
| 36 . **Reprographics and Council Liaison Reduction**<br>Reduce funding and eliminate position authority for reprographics staff and a senior engineer. The reprographics staff converts plans to microfilm, while the senior engineer supervises three engineering positions that serve as liaisons to the Mayor, the City Council and the Neighborhood Councils. Related costs consist of employee benefits.<br>*SG $(148,080)*<br>Related Costs: $(37,704) | (148,080) | (2) | (185,784) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 37 . **Graphics Design Reduction**<br>Reduce funding and eliminate position authority for a graphics designer. As the position has been vacant for an extended period of time, the position can be eliminated without significantly impacting current operations. Related costs consist of employee benefits.<br>*SG $(58,428)*<br>Related Costs: $(16,332) | (58,428) | (1) | (74,760) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | 70,363 | (6) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 9,831,356 | 125 |
| Changes in Salaries, Expense, Equipment and Special | 70,363 | (6) |
| **2004-05 PROGRAM BUDGET** | 9,901,719 | 119 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **STORMWATER FACILITIES ENGINEERING PROGRAM** | | | | | | | |
| Dollar value of projects in the Cap. Imp. Prog ($000) | 3,100 | 6,398 | 4,270 | 3,617 | 1,660 | 4,788 | 2,991 |
| Number of projects in the Cap. Imp. Prog. | 21 | 16 | 15 | 17 | 9 | 16 | 8 |
| Number of projects awarded | 5 | 10 | 17 | 19 | 4 | 7 | 13 |
| Dollar value of projects awarded (incl. land costs) | - | 4,127 | 4,846 | 7,971 | 2,244 | 3,898 | 5,240 |
| Dollar value of constr. costs paid (excl. land) ($000,000) | - | 3,241 | 6,891 | 3,176 | 5,068 | 5,097 | 4,565 |
| Dollar value spent on land costs ($000) | - | - | - | - | - | 55 | - |
| Dollar value of change orders paid ($000) | - | 217 | - | 318 | 658 | 510 | 456 |
| Flood Zone inquiries * | 1,301 | 3,372 | 2,632 | 5,827 | 4,056 | 6,500 | 6,500 |
| Drainage inquiries * | - | 229 | 170 | 325 | 154 | 350 | 350 |
| Flood clearances | - | 24 | 60 | 26 | 57 | 70 | 75 |
| * note: before 2001-02, was reported under Privately Financed Program | | | | | | | |
| **WASTEWATER FACILITIES ENGINEERING PROGRAM** | | | | | | | |
| Dollar value of projects in CIP ($000,000) | 1,347 | 1,525 | 1,800 | 2,052 | 809 | 1,028 | 944 |
| Number of projects in CIP | 350 | 270 | 270 | 234 | 145 | 212 | 181 |
| Number of other authorized projects (not in CIP) | - | 1 | 5 | 1 | 1 | 1 | 1 |
| Dollar value, other proj. authorized (not in CIP) ($000,000) | - | 5 | 25 | 10 | 5 | 5 | 5 |
| Number of new sewer contracts award | - | 69 | 27 | 35 | 15 | 13 | 19 |
| Dollar value of new constr. awarded ($000,000) | - | 37 | 89 | 206 | 10 | 8 | 9 |
| Dollar value of construction costs paid ($000,000) | - | 50.0 | 91.0 | 136.0 | 170.0 | 214.5 | 234.5 |
| Dollar value spent on land costs ($000,000) | - | 5.0 | 2.0 | 17.4 | - | 0.3 | 0.3 |
| Dollar value of change orders paid ($000,000) | - | 3.0 | 3.0 | 14.4 | 11.4 | 13.8 | 17.2 |
| **PRIVATELY-FINANCED IMPROVEMENTS PROGRAM** | | | | | | | |
| All permits issued (all districts) | 13,539 | 15,097 | 10,863 | 13,623 | 16,918 | 17,000 | 17,000 |
| B permits processed (project plans checked) | 65 | 39 | 21 | 421 | 458 | 450 | 450 |
| E permits issued (Lateral Support Shoring plan checked) | 789 | 76 | 198 | 227 | 131 | 130 | 130 |
| Legal descriptions determined on private properties | 20,514 | 21,631 | 21,416 | 12,232 | 15,026 | 15,000 | 15,000 |
| Non-R3 Dedication of Easement | 130 | 118 | 144 | 144 | 318 | 320 | 320 |
| Revocable Permits issued | 91 | 89 | 94 | 179 | 249 | 250 | 250 |
| U permits issued | 2,418 | 2,217 | 2,195 | 9,895 | 10,127 | 10,600 | 10,600 |
| Certificates of Occupancy approvals | 924 | 1,018 | 2,549 | 2,500 | 4,305 | 3,000 | 3,000 |
| Clearance for bond release researched | 222 | 236 | 97 | 485 | 1,079 | 1,100 | 1,100 |
| Final Parcel Map clearance | 30 | 49 | 45 | 50 | 44 | 50 | 50 |
| Final Tract Map clearance | 65 | 102 | 85 | 70 | 75 | 75 | 75 |
| Form 9s (Residential Property Reports) processed | 42,224 | 36,829 | 3,370 | 38,013 | 49,948 | 50,000 | 50,000 |
| Private street maps issued | - | - | - | - | 2 | 2 | 2 |
| Reports to Council - R/W Investigations | 120 | 184 | 86 | 171 | 210 | 210 | 210 |
| Reports to Planning Department | - | - | 299 | 234 | 282 | 280 | 150 |
| Right of Way Dedications | - | - | 3,175 | 356 | 167 | 170 | 170 |
| Street Vacations - New Applications | 25 | 47 | 60 | 48 | 55 | 60 | 60 |
| Street Vacations completed | 28 | 28 | 60 | 22 | 26 | - | - |
| Tentative Parcel Map clearance | 58 | 59 | 57 | 68 | 83 | 80 | 80 |
| Tentative Tract Map clearance | 82 | 110 | 69 | 93 | 151 | 150 | 150 |
| Zoning Administration Case | | | | | | | |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **STREET IMPROVEMENTS ENGINEERING PROGRAM** | | | | | | | |
| Number of projects in CIP (annual budget) | 105 | 40 | 17 | 28 | 16 | 15 | 15 |
| Dollar value of projects in CIP (annual budget) ($000,000) | 237 | 18 | 20 | 21 | 6 | 10 | 10 |
| Number of other authorized projects (not in CIP) | - | 14 | 12 | 23 | 67 | 42 | 47 |
| Dollar value of other authorized proj. (not in CIP) ($000,000) | - | 18 | - | 146 | 187 | 126 | 120 |
| Number of projects awarded | 10 | 10 | 13 | 11 | 8 | 12 | 21 |
| Dollar value of proj. awarded (incl. land costs) ($000,000) | 23 | 8 | 27 | 15 | 47 | 15 | 56 |
| Dollar value of constr. costs paid (excluding land costs) ($000,000) | - | 2 | 15 | 11 | 39 | 14 | 45 |
| Dollar value spent on land costs ($000,000) | - | 2 | - | 3 | 8 | 1 | 11 |
| Dollar value of change orders paid ($000,000) | - | 1 | - | 1 | 4 | 1 | 6 |
| **BRIDGE IMPROVEMENT PROGRAM (BIP)** | | | | | | | |
| Total no. of projects in the Bridge Impr. Prg. | - | - | - | 103 | 100 | 100 | 100 |
| Total construction dollars ($000,000) | - | - | - | 242 | 270 | 270 | 270 |
| Number of BIP projects awarded for const. | - | - | - | 1 | 6 | 10 | 9 |
| Dollar value of projects awarded ($000,000) | - | - | - | - | 8 | 12 | 12 |
| Dollar value of const. costs paid | - | - | - | - | 4 | 4 | 8 |
| Dollar value spent on land costs ($000,000) | - | - | - | - | - | - | 1 |
| Change orders paid ($000,000) | - | - | - | - | - | - | 1 |
| **MUNICIPAL FACILITIES ENGINEERING PROGRAM** | | | | | | | |
| Projects on hand for in-house design | 53 | 37 | 36 | 10 | 20 | 25 | 20 |
| Value of projs, in-house design, on hand ($000,000) | 94 | 61 | 32 | 24 | 54 | 40 | 35 |
| Projects contracted out for design ($000,000) | 16 | 56 | 28 | 5 | 11 | 12 | 9 |
| Value of projects contracted out, design (000,000) | 45 | 404 | 142 | 30 | 97 | 87 | 86 |
| Projects contracted out under construction | 48 | 41 | 7 | 4 | 4 | 4 | 9 |
| Value of projects contracted out under construction ($000,000) | 117 | 313 | 17 | 58 | 80 | 77 | 86 |
| Investigations conducted | 100 | 110 | 70 | 78 | 85 | 84 | 61 |
| Number of projects estimated | 86 | 86 | 95 | 105 | 95 | 90 | 61 |
| Number of construction contracts awarded | 6 | 6 | 9 | 2 | 7 | 20 | 8 |
| Number of projects constructed | 6 | 7 | 12 | 9 | 7 | 8 | 23 |
| Value of projects constructed ($000,000) | 47 | 16 | 17 | 50 | 28 | 5 | 101 |
| Number of change orders - City Hall | 39 | 225 | 150 | 500 | - | - | - |
| Number of projects in CIP | - | 8 | 64 | 27 | 31 | 37 | 29 |
| Value of projects in CIP | - | 33 | 189 | 131 | 151 | 126 | 122 |
| Number of other authorized projects (not in CIP) | - | 80 | 6 | - | 15 | 20 | 15 |
| Dollar value of other authorized project (not in CIP) ($000,000) | - | 38 | 19 | - | 31 | 41 | 35 |
| Number of projects awarded | - | 12 | 11 | 9 | 7 | 20 | 8 |
| Value of projects awarded, including land acquisition ($000,000) | - | 18 | 29 | 43 | 11 | 30 | 23 |
| Amount spent on construction ($000,000) | - | 18 | 28 | 14 | 50 | 33 | 20 |
| Amount spent on change orders ($000,000) | - | 2 | 2 | 2 | 1 | 1 | 1 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **LIBRARY BOND PROGRAM** | | | | | | | |
| Number of projects on hand for in-house design | - | - | - | 1 | - | - | - |
| Dollar value of projects on hand or in-house design ($000,000) | - | - | - | 0.3 | - | - | - |
| Number of projects contracted out for design ($000,000) | - | - | - | 12 | 1 | 1 | - |
| Dollar value of projects contracted out for design ($000,000) | - | - | - | 7.6 | 0.5 | 0.5 | - |
| Number of projects contracted out under construction | - | - | - | 25 | 30 | 15 | 4 |
| Dollar value of projects contracted out under construction ($000,000) | - | - | - | 78.3 | 94.9 | 55.0 | 17 |
| Number of construction contracts awarded | - | - | - | 10 | 8 | 1 | 1 |
| Number of projects constructed | - | - | - | 3 | 17 | 14 | 4 |
| Dollar value of projects constructed ($000,000) | - | - | - | 83 | 57.0 | 56.0 | 16 |
| Number of projects in the Capital Improvement Program (CIP) | - | - | - | 35 | 33 | 16 | 47 |
| Dollar value of projects in the CIP ($000,000) | - | - | - | 170.4 | 166.8 | 87 | 27 |
| Number of other projects awarded | - | - | - | - | 1 | - | - |
| Value of projects awarded, including land acquisition ($000,000) | - | - | - | - | 7.5 | - | - |
| Dollar value of construction costs paid (excl. land costs) ($000,000) | - | - | - | 37.8 | 28 | 24 | 3 |
| Amount spent on construction ($000,000) | - | - | - | 37.8 | 54 | 3 | - |
| Dollar value of change orders paid ($000,000) | - | - | - | 4.2 | 3.0 | 2.0 | - |
| **PROPOSITION Q - PUBLIC SAFETY** | | | | | | | |
| Number of projects contracted out for design | - | - | - | 1 | 10 | 10 | 8 |
| Dollar value of projects contracted out for design ($000,000) | - | - | - | 0.97 | 33.0 | 33 | 31 |
| Number of projects contracted out under construction | - | - | - | - | 3 | 3 | 11 |
| Dollar value of projects contracted out under construction ($000,000) | - | - | - | - | 90.6 | 90.6 | 247 |
| Number of construction contracts awarded | - | - | - | - | 3 | 3 | 11 |
| Number of projects in the Capital Improvement Program (CIP) | - | - | - | - | 12 | 12 | 13 |
| Dollar value of projects in the CIP ($000,000) | - | - | - | - | 510 | 502 | 502 |
| Number of projects awarded | - | - | - | - | 12 | 1.0 | - |
| Value of projects awarded, including land acquisition ($000,000) | - | - | - | - | 510 | 502 | 502 |
| Dollar value of change orders paid ($000,000) | - | - | - | - | 0.40 | - | 1.5 |
| **PROPOSITION K PROGRAM** | | | | | | | |
| **RECREATION & PARKS PROJECTS **** | | | | | | | |
| Number of projects in the Capital Improvement Program (CIP) | - | - | - | - | 80 | 68 | 56 |
| Dollar value of projects in the CIP ($000,000) | - | - | - | - | 293 | 158 | 150 |
| Number of other authorized projects | - | - | - | - | 2 | 4 | 6 |
| Dollar value of other authorized projects ($000,000) | - | - | - | - | 8 | 38 | 45 |
| Number of other projects awarded | - | - | - | - | 18 | 15 | 18 |
| Dollar value of projects awarded (incl. land costs) ($000,000) | - | - | - | - | 55 | 20 | 25 |
| Dollar value of construction costs paid (excl. land costs) ($000,000) | - | - | - | - | 47 | 38 | 35 |
| Dollar value spend on land costs ($000,000) | - | - | - | - | 2 | 2 | 2 |
| Dollar value of change orders paid ($000,000) | - | - | - | - | - | - | 3 |

** Prior to FY 2002-03 Workload indicators were kept by Rec & Parks

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **NON-RAP COMPETITIVE GRANT PROJECTS** | | | | | | | |
| **RECREATION & PARKS** | | | | | | | |
| Number of projects in the Capital Improvement Program (CIP) | 29 | 27 | 45 | 41 | 35 | 40 | 40 |
| Dollar value of projects in the CIP ($000,000) | 52 | 52.8 | - | 49.5 | 65 | 55 | 55 |
| Number of other projects awarded | 5 | 5 | 5 | 6 | 14 | 6 | 6 |
| Dollar value of projects awarded (incl. land costs) ($000,000) | 2.5 | 7.3 | 24 | 3.8 | 2 | 3 | 3 |
| Dollar value of construction costs paid (excl. land costs) ($000,000) | 0.25 | 2 | 3.6 | 3.9 | 2.4 | 3 | 3 |
| Dollar value spent on land costs ($000,000) | - | - | 3 | - | - | - | - |
| Number of maintenance projects | - | - | 3 | 8 | 22 | 25 | 32 |
| Dollar value of maintenance projects ($000,000) | - | - | 0.1 | 0.25 | 1 | 1 | 1 |
| Number of payments processed | 5 | 17 | 39 | 75 | 69 | 75 | 75 |
| Dollar value of payments processed ($000,000) | 0.25 | 2 | 3.6 | 3.9 | 3 | 3 | 3 |
| **PROPOSITION F - FIRE FACILITIES PROGRAM** | | | | | | | |
| Number of projects on hand for in house design | - | - | - | 1 | 1 | - | - |
| Dollar value of projects on hand for in-house design ($000,000) | - | - | - | 8.2 | 8 | - | - |
| Numer of projects contracted out for design | - | - | - | 11 | 16 | 3 | - |
| Dollar value of projects contracted out for design ($000,000) | - | - | - | 106.6 | 149 | 27 | - |
| Number of projects contracted out under construction | - | - | - | - | 1 | 8 | 10 |
| Dollar value of projects contracted out under construction ($000,000) | - | - | - | - | 2 | 102 | 80 |
| Number of projects estimated | - | - | - | - | 2 | 8 | 9 |
| Number of construction contracts awarded | - | - | - | - | 1 | 8 | 11 |
| Number of projects in the Capital Improvement Program (CIP) | - | - | 20 | 20 | 20 | 20 | 20 |
| Dollar value of projects in the CIP ($000,000) | - | - | 184.0 | 184.0 | 184.0 | 184.0 | 184 |
| Number of projects awarded | - | - | - | - | 1 | 8 | 11 |
| Value of projects awarded, including land acquisition ($000,000) | - | - | - | - | 2 | 257 | 257 |
| Dollar value of construction costs paid (excl. land costs) ($000,000) | - | - | - | - | - | 70 | 70 |
| Amount spent on construction ($000,000) | - | - | - | - | - | - | 31 |
| **PROPOSITION F - ANIMAL SERVICES** | | | | | | | |
| Number of projects on hand for in house design | - | - | - | - | 1 | - | - |
| Dollar value of projects on hand for in-house design ($000,000) | - | - | - | - | 0.7 | - | - |
| Numer of projects contracted out for design | - | - | - | - | 7 | - | - |
| Dollar value of projects contracted out for design ($000,000) | - | - | - | - | 7.7 | - | - |
| Number of projects contracted out under construction | - | - | - | - | - | 8 | - |
| Dollar value of projects contracted out under construction ($000,000) | - | - | - | - | - | 82.5 | - |
| Investigations conducted | - | - | - | 7 | - | - | - |
| Number of construction contracts awarded | - | - | - | - | - | 8 | - |
| Number of projects constructed | - | - | - | - | - | - | 5 |
| Dollar value of projects constructed ($000,000) | - | - | - | - | - | - | 52.9 |
| Number of projects in the Capital Improvement Program (CIP) | - | - | 8 | 8 | 8 | 8 | 8 |
| Dollar value of projects in the CIP ($000,000) | - | - | 127.9 | 127.9 | 128.8 | 128.8 | 128.8 |
| Amount spent on construction ($000,000) | - | - | - | - | - | 18.5 | 36.3 |
| Dollar value of change orders paid ($000,000) | - | - | - | - | - | 8.2 | - |
| **ZOO BOND PROGRAM** | | | | | | | |
| Numer of projects contracted out for design | - | - | - | 5 | 2 | 3 | - |
| Dollar value of projects contracted out for design ($000,000) | - | - | - | 8.5 | 40.4 | 32 | - |
| Number of projects contracted out under construction | - | - | - | 2 | 2 | 6 | 3 |
| Dollar value of projects contracted out under construction ($000,000) | - | - | - | 13.4 | 28.3 | 50.7 | 47 |
| Number of construction contracts awarded | - | - | - | 2 | 2 | 6 | - |
| Number of projects constructed | - | - | - | 2 | 1 | 2 | 4 |
| Dollar value of projects constructed ($000,000) | - | - | - | 13.4 | 15.3 | 28.3 | 22.4 |
| Number of projects in the Capital Improvement Program (CIP) | - | - | - | 7 | 6 | 7 | 7 |
| Dollar value of projects in the CIP ($000,000) | - | - | - | 89 | 91.1 | 79.2 | 51 |
| Dollar value of construction costs paid (excl. land costs) ($000,000) | - | - | - | 1.6 | 7.5 | 18.0 | 24 |
| Dollar value of change orders paid ($000,000) | - | - | - | 0.8 | 2.1 | 2.5 | 3.5 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **SEISMIC BOND PROGRAM** | | | | | | | |
| Number of projects on hand for in-house design | - | - | - | 137 | 110 | 21 | - |
| Dollar value of projects for in-house design ($000,000) | - | - | - | 7 | 9 | 4 | - |
| Number of projects contracted out for design ($000,000) | - | - | - | - | 3 | 6 | 1 |
| Dollar value of projects contracted out for design ($000,000) | - | - | - | - | 2 | 14 | 5 |
| Number of Seismic Bond Rehab/Replacement projects | - | - | - | 1 | 2 | 1 | - |
| Dollar value of Seismic Bond/Replacement projects ($000,000) | - | - | - | 5 | 6 | 8 | - |
| Number of Seismic Bond Rehab/Replacement projects awarded | - | - | - | 1 | 1 | 1 | - |
| Dollar value of SB/RR construction costs paid ($000,000) | - | - | - | 5 | 6 | 8 | - |
| Dollar value of SB/RR change orders paid ($000,000) | - | - | - | - | - | - | - |
| Number of Seismic Bond Seismic Retrofit projects | - | - | - | 14 | 1 | 1 | 1 |
| Dollar value of Seismic Bond Seismic Retrofit projects ($000,000) | - | - | - | 20 | 3 | 12 | 1 |
| Number of Seismic Bond Retrofit projects awarded | - | - | - | 14 | 1 | 1 | 1 |
| Dollar value of SB SR construction costs paid ($000,000) | - | - | - | 20 | 3 | 12 | 1 |
| Number of FEMA Hazard Mitigation Projects | - | - | - | 137 | 110 | 21 | 6 |
| Dollar value of FEMA Hazard Mitigation projects ($000,000) | - | - | - | 7 | 8 | 4 | 1 |
| Number of FEMA Hazard Mitigation projects awarded | - | - | - | 137 | 60 | 21 | 6 |
| Dollar value of FEMA Haz. Mit. Construction costs paid ($000,000) | - | - | - | 7 | 8 | 4 | 1 |
| **GENERAL PUBLIC IMPROVEMENTS ENGINEERING PROGRAM** | | | | | | | |
| Alterations & Improvements requests on hand (back log) | 375 | 350 | - | - | - | - | - |
| Projects advertised for construction (non A & I) | 3 | 1 | - | - | - | - | - |
| Construction contracts awarded | 2 | 1 | - | - | - | - | - |
| Number of change orders issued | 4 | - | - | - | - | - | - |
| Bridge inspections | 300 | 291 | 396 | 323 | 305 | 336 | 336 |
| Building materials, Overload permits and Street Tree permits issued | 146 | 732 | 1,742 | 1,944 | 2,221 | 2,200 | 2,200 |
| **GENERAL MAPPING AND SURVEY SUPPORT** | | | | | | | |
| Database changes | - | 145,327 | 102,459 | 152,126 | 105,636 | 115,000 | 80,000 |
| Number of substructure maps produced (all programs) | 2,649 | 827 | 19,089 | 93,820 | 81,163 | 9,500 | 6,700 |
| Number of special maps plotted (all programs) | 236 | 1,831 | 4,348 | 7,955 | 9,581 | 9,000 | 6,700 |
| Customer service requests - Mapping (all programs) | - | - | 1,428 | 1,732 | 1,555 | 1,900 | 1,200 |
| Survey Monuments placed/maintained | 1,587 | 1,840 | 2,413 | 2,539 | 1,244 | 2,000 | 2,100 |
| Number of surveys performed (for all programs) | - | 921 | 832 | 897 | 1,190 | 1,200 | 1,200 |
| Number of benchmarks leveled | 2,000 | 1,235 | 1,855 | 207 | 681 | 1,200 | 1,400 |
| Customer service requests processed - Survey | - | - | 3,893 | 4,756 | 5,448 | 5,550 | 5,550 |
| **GENERAL ADMINISTRATION AND SUPPORT** | | | | | | | |
| Square feet of photocopy processed (000) | - | 704 | 1,385 | 850 | 588 | 590 | 525 |
| Clerical items processed (000) | - | 5,453 | 5,652 | 8,567 | 8,011 | 8,212 | 6,850 |
| Microfilm items processed (000) | - | 585 | 337 | 211 | 289 | 300 | 268 |
| Help desk calls received (Systems support) | - | 3,541 | 3,120 | 3,310 | 3,080 | 3,080 | 3,080 |
| PC support provided - IMIS inventory count for CPUs | - | 1,150 | 1,060 | 1,130 | 1,133 | 1,133 | 1,133 |
| Precise Graphics ($ 000) | - | 103 | 520 | 206 | 84 | 100 | 90 |
| Number of training hours provided | - | - | 11,028 | 11,891 | 14,000 | 15,000 | 15,000 |
| Number of personnel requisitions | - | - | 1,737 | 2,107 | 2,285 | 2,345 | 2,375 |

# PERFORMANCE MEASURES

**From LASTAT**

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **PERFORMANCE FACTOR** | | | | | | | |
| Construction Expenditures ($Million) | - | - | - | - | - | $387 | $260 |
| Construction Contract Awards ($Million) | - | - | - | - | - | $353 | $240 |
| A Permits - Speed of Issuance (% issued in less than 1 hr.) | - | - | 95% | 93% | 93% | 95% | 93% |
| U Permits - Speed of Issuance (% issued in less than 1 hr.) | - | - | 29% | 57% | 41% | 69% | 65% |
| S Permits - Speed of Issuance (% issued in less than 1 hr.) | - | - | 95% | 93% | 88% | 91% | 85% |
| Utility Permits - # of Internet Applications | - | - | - | - | - | 9,912 | 9,500 |

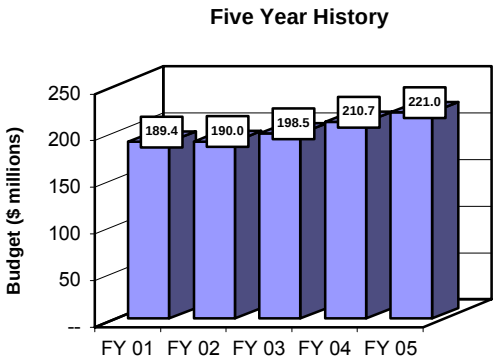
# BUREAU OF ENVIRONMENTAL SERVICES

**FORMERLY BUREAU OF SANITATION**

**2004- 05 Proposed Budget**

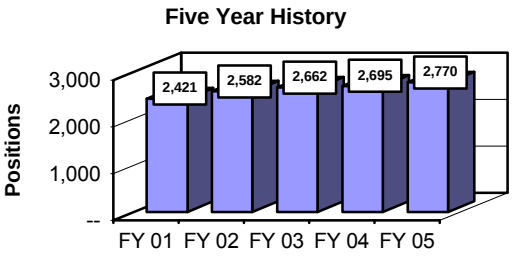
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 160,226,000 | $ 158,670,114 | **$ 163,461,123** | 3.0% |
| Expense | 55,833,000 | 52,058,134 | **57,583,402** | 10.6% |
| Equipment | 16,000 | 15,770 | **7,625** | (51.6)% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 216,075,000** | **$ 210,744,018** | **$ 221,052,150** | 4.9% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 2,500 | 2,695 | **2,770** | 2.8% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 2,248,026 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ TMDL Stakeholder Involvement | 247,553 | 4 |
| ◆ TMDL Monitoring and Compliance | 132,417 | 3 |
| ◆ Wastewater Collection System Maintenance | 2,282,109 | 49 |
| ◆ Reorganization of Wastewater Treatment Plants | (350,000) | -- |
| ◆ Bulky Item Drop Off Centers | (2,800,000) | -- |
| ◆ Expansion of Lakeview Terrace Facility | 530,110 | 15 |
| ◆ Tip Fee Increase for Refuse Collection | 5,184,197 | -- |
| ◆ Tip Fee Increase for Yard Trimmings Collection | 1,001,200 | -- |
| ◆ Consolidation of Environmental Affairs | 244,632 | 3 |
| ◆ Creation of New Environmental Affairs Program | -- | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Curbside Collection of Refuse | $ 46,997,633 | $ 52,400,512 | $ 5,402,879 | 351 | 350 | (1) |
| Curbside Collection of Yard Trimmings | 21,599,657 | 22,753,072 | 1,153,415 | 196 | 196 | 0 |
| Curbside Collection of Recylables | 13,776,100 | 13,922,119 | 146,019 | 155 | 155 | 0 |
| Dead Animal Collection and Disposal | 456,850 | 465,672 | 8,822 | 6 | 6 | 0 |
| Bulky Item Curbside Collection. | 3,393,686 | 3,467,028 | 73,342 | 53 | 53 | 0 |
| Solid Resource Collection/ Disposal Support | 3,186,502 | 3,271,337 | 84,835 | 54 | 54 | 0 |
| Recycling Programs - Private Hauler, E-Waste, Household Hazardous Waste | 3,997,674 | 4,357,928 | 360,254 | 34 | 43 | 9 |
| Landfill Engineering, Monitoring, Testing & Reporting | 2,100,357 | 2,077,665 | (22,692) | 25 | 24 | (1) |
| Landfill Closure and Maintenance Operations | 3,173,003 | 3,239,923 | 66,920 | 44 | 44 | 0 |
| Greenwaste Composting and Mulching | 2,934,978 | 3,438,896 | 503,918 | 61 | 76 | 15 |
| Call Center/Customer Service | 3,031,852 | 2,959,541 | (72,311) | 58 | 58 | 0 |
| Systematic Container Replacement Program | 4,100,144 | 4,191,971 | 91,827 | 78 | 78 | 0 |
| Solid Waste Capital Improvement Program | 522,577 | 537,409 | 14,832 | 8 | 8 | 0 |
| Grant & Fee Supported Programs - Bottle Bill, Los Angeles Regional Agency | 671,791 | 685,577 | 13,786 | 9 | 9 | 0 |
| Bulky Item Drop Off Centers | 2,400,000 | - | (2,400,000) | 0 | 0 | 0 |
| Solid Resources Technology/Systems | 718,078 | 738,594 | 20,516 | 10 | 10 | 0 |
| Source Reduction Recycling - Organics, Compost Workshops, Bin sales | 136,911 | 138,718 | 1,807 | 1 | 1 | 0 |
| Stormwater Permit Compliance | 9,551,029 | 9,741,505 | 190,476 | 127 | 126 | (1) |
| TMDLs Stakeholder Involvement, Implementaion, Monitoring, Testing and Compliance | 524,436 | 774,796 | 250,360 | 5 | 9 | 4 |
| Stormwater Support Activities | 701,611 | 719,085 | 17,474 | 10 | 10 | 0 |
| Stormwater Information Technology/Systems | 562,842 | 578,772 | 15,930 | 9 | 9 | 0 |
| Stormwater Flood Control Capital Improvement Program | 60,036 | 61,763 | 1,727 | 1 | 1 | 0 |
| Hyperion Treatment Plant Permit Compliance | 33,274,115 | 34,119,975 | 845,860 | 523 | 525 | 2 |
| Terminal Island Treatment Plant Operations | 5,257,778 | 5,156,407 | (101,371) | 81 | 81 | 0 |
| Donald C. Tillman Treatment Plant | 5,541,860 | 5,681,824 | 139,964 | 85 | 85 | 0 |
| LA Glendale Treatment Plant | 3,234,991 | 3,316,485 | 81,494 | 48 | 48 | 0 |
| Wastewater Collection System - Hyperion Permit | 11,949,074 | 14,542,463 | 2,593,389 | 241 | 290 | 49 |
| Industrial Waste Mangement - Hyperion Permit | 9,192,625 | 9,432,054 | 239,429 | 142 | 142 | 0 |
| Wastewater Information Tech Projects/Systems | 1,892,614 | 1,939,603 | 46,989 | 24 | 24 | 0 |
| Sewer Service Charge Revenue and Refunds/Contract Agencies | 1,575,589 | 1,617,433 | 41,844 | 27 | 27 | 0 |
| Wastewater Support Activities | 7,374,297 | 7,567,404 | 193,107 | 135 | 135 | 0 |
| Monitoring, Testing & Reporting for AWTF | 370,402 | 380,041 | 9,639 | 5 | 5 | 0 |
| Wastewater Capital Improvement Program | 2,062,121 | 2,116,823 | 54,702 | 31 | 31 | 0 |
| Integrated Resources Plan (IRP) | 833,176 | 855,112 | 21,936 | 10 | 10 | 0 |
| Development & Review of Regulations and Legislation | 1,900,262 | 2,071,813 | 171,551 | 24 | 26 | 2 |
| Wastewater Utilities Management & Applied Research | 1,280,903 | 1,314,831 | 33,928 | 16 | 16 | 0 |
| Operation & Maintenance of Japanese Garden | 406,464 | 417,999 | 11,535 | 8 | 8 | 0 |
| | $ 210,744,018 | $ 221,052,150 | $ 10,308,132 | 2,695 | 2,773 | 78 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 149,451,552 | 6,579,624 | 156,031,176 |
| Salaries As-Needed | 594,426 | 611,385 | 1,205,811 |
| Overtime General | 8,002,908 | (2,400,000) | 5,602,908 |
| Hiring Hall Salaries | 477,025 | - | 477,025 |
| Benefits Hiring Hall | 144,203 | - | 144,203 |
| Total Salaries | 158,670,114 | 4,791,009 | 163,461,123 |
| **Expense** | | | |
| Printing and Binding | 565,018 | (100,000) | 465,018 |
| Travel | 5,000 | - | 5,000 |
| Construction Expense | 160,379 | (30,000) | 130,379 |
| Contractual Services | 5,976,181 | (414,964) | 5,561,217 |
| Field Equipment Expense | 261,094 | (17,000) | 244,094 |
| Transportation | 149,428 | - | 149,428 |
| Governmental Meetings | 100 | - | 100 |
| Uniforms | 824,916 | (100,000) | 724,916 |
| Office and Administrative | 237,619 | 1,835 | 239,454 |
| Operating Supplies | 43,878,399 | 6,185,397 | 50,063,796 |
| Total Expense | 52,058,134 | 5,525,268 | 57,583,402 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 15,770 | (8,145) | 7,625 |
| Total Equipment | 15,770 | (8,145) | 7,625 |
| Total Bureau of Environmental Services | 210,744,018 | 10,308,132 | 221,052,150 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| General Fund | 98,596,558 | 3,751,713 | 102,348,271 |
| Sanitation Equipment Charge Fund (Sch. 2) | 5,180,555 | 1,001,054 | 6,181,609 |
| Stormwater Pollution Abatement Fund (Sch. 7) | 11,061,645 | 604,897 | 11,666,542 |
| Community Development Trust Fund (Sch. 8) | 15,000 | (450) | 14,550 |
| Mobile Source Air Poll. Reduction Fund (Sch. 10) | 164,216 | 4,926 | 169,142 |
| Sewer Construction & Maintenance Fund (Sch 14) | 87,303,964 | 3,706,225 | 91,010,189 |
| Curbside Recycling Trust Fund (Sch. 29) | 1,256,000 | 450,000 | 1,706,000 |
| Environmental Affairs Trust Fund (Sch. 29) | - | 58,068 | 58,068 |
| Integrated Solid Waste Mgt Fund (Sch. 29) | 161,152 | 4,760 | 165,912 |
| Used Oil Collection Fund (Sch. 29) | 497,005 | 14,883 | 511,888 |
| Landfill Maintenance Special Fund (Sch. 38) | 1,833,437 | 1,210,353 | 3,043,790 |
| Household Hazardous Waste Fund (Sch. 39) | 2,355,991 | (407,989) | 1,948,002 |
| Citywide Recycling Fund (Sch. 51) | 2,318,495 | (90,308) | 2,228,187 |
| Total Funds | 210,744,018 | 10,308,132 | 221,052,150 |
| Percentage Change | | | 4.89% |
| Positions | 2,695 | 75 | 2,770 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $2,248,026*<br>Related Costs: $363,280 | 2,248,026 | - | 2,611,306 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $1,422,976*<br>Related Costs: $229,953 | 1,422,976 | - | 1,652,929 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(589,081)*<br>Related Costs: $(95,196) | (589,081) | - | (684,277) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $1,216,559*<br>Related Costs: $196,595 | 1,216,559 | - | 1,413,154 |
| 6 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(15,770)* | (15,770) | - | (15,770) |
| 7 . **Miscellaneous Personnel Adjustments**<br>Incorporate various personnel related changes made during 2003-04. Included in these changes is the re-establishment of the Personnel Analyst classification, as well as other allocation decisions made by the Personnel Department in conjunction with the 2003-04 Adopted Budget that could not be included in the Departmental Personnel Ordinance. These personnel changes result in no net increase to the Bureau's authorized positions as a total of 15 positions are deleted and 15 positions are added. Related costs consist of employee benefits.<br>*SG $(19,560)*<br>Related Costs: $(3,108) | (19,560) | - | (22,668) |
| **Other Changes or Adjustments** | | | |
| 8 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(15,989)* | (15,989) | - | (15,989) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 9 . **Salary Savings Increase**<br>Increase the salary savings rate for General Fund salaries from its current level of three percent to four percent. Related costs consist of employee benefits.<br>*SG $(20,920)*<br>Related Costs: $(3,381) | (20,920) | - | (24,301) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 4,226,241 | - | |

## Mtnce. & Operation of Flood Control Facilities

This program inspects, cleans, operates and maintains the stormwater drainage system. Additionally, the program administers the Stormwater Pollution Abatement Program which oversees City compliance with the terms of the permit issued under the National Pollutant Discharge Elimination System (NPDES). This program is entirely financed from the Stormwater Pollution Abatement Fund.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 10 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $45,152 | 227,981 | 1 | 273,133 |
| **Priority Service Level** | | | |
| 11 . **TMDL Stakeholder Involvement**<br>Expand the TMDL Stakeholder Involvement Service to meet the planning and implementation needs for the various Total Maximum Daily Loads (TMDLs) currently adopted by the Regional Water Quality Control Board and for the new TMDLs anticipated to be adopted through 2004-05. These positions will be focused on developing the measures necessary to comply with the stormwater and urban runoff components of the TMDLs. Related costs consist of employee benefits.<br>*SG $239,085; EX $2,128; EQ $6,340*<br>Related Costs: $58,140 | 247,553 | 4 | 305,693 |
| **TOTAL MTNCE. & OPERATION OF FLOOD CONTROL FACILITIES** | 475,534 | 5 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 10,682,298 | 142 |
| Changes in Salaries, Expense, Equipment and Special | 475,534 | 5 |
| **2004-05 PROGRAM BUDGET** | 11,157,832 | 147 |

## Mtnce. and Operation of Wastewater Facilities

This program provides for the inspection, operation, and maintenance of wastewater facilities, including collection lines, pumping plants, ventilation stations, treatment and disposal facilities and is entirely financed by the Sewer Construction and Maintenance Fund.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $207,671 | 1,284,774 | - | 1,492,445 |
| **Priority Service Level** | | | |
| 13 . **TMDL Monitoring and Compliance**<br>Expand the Hyperion Treatment Plant Permit Compliance Service to meet the monitoring and compliance requirements of the Santa Monica Bay Dry and Wet Weather Bacteria TMDLs, Ballona Creek Bacteria TMDL and Marina del Rey Bacteria TMDL. Each TMDL requires the Bureau to develop monitoring plans and to conduct sampling and analysis to assess compliance with the TMDL requirements. These three TMDLs will result in an approximate 33 percent increase in the sampling workload of the Bureau's test labs, necessitating the addition of three new positions. Related costs consist of employee benefits.<br>*SG $132,417*<br>Related Costs: $36,891 | 132,417 | 3 | 169,308 |
| 14 . **Wastewater Collection System Maintenance**<br>Expand the Wastewater Collection System Service to provide increased proactive maintenance activites and closed circuit television assessments of the City's more than 6,500 miles of sewer pipe. The City's Capacity, Management, Operation and Maintenance (CMOM) program details the specific performance measurements of the maintenance program and is critical to ensure compliance with the requirements of the Clean Water Act and the City's National Pollution Discharge Elimination System (NPDES) permits. Related costs consist of employee benefits.<br>*SG $1,670,724; SAN $611,385*<br>Related Costs: $505,719 | 2,282,109 | 49 | 2,787,828 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 15 . **Reorganization of Wastewater Treatment Plants**<br>Restructure management of the Bureau's four Treatment Plants. During 2003-04, the Bureau implemented a centralized management structure for the four Treatment Plants by consolidating overall responsibility under the Hyperion Treatment Plant Manager. This centralized management structure will result in cost savings and improve the use of shared resources among all the plants.<br><br>To ensure that all operating permit requirements are met at all times, position authority for three management positions is retained pending final evaluation of the operational impact of this reorganization at the end of 2004-05. Reductions to reflect the decreased salaries is reflected in the following Services: Hyperion Treatment Plant Permit Compliance and Terminal Island Treatment Plant. Related costs consist of employee benefits.<br>*SG $(350,000)*<br>Related Costs: $(56,560) | (350,000) | - | (406,560) |
| **Other Changes or Adjustments** | | | |
| 16 . **Reorganization of Development and Review Service**<br>Reassign the Bureau's Development and Review of Regulations and Legislation to the new Environmental Affairs Program. The establishment of the new budgetary program is related to the transfer of staff from the Environmental Affairs Department (see Items 30 and 31). The establishment of this new program and the transfer of staff from the Bureau's Development and Review Service allows for the consolidation of several environmental related services into a single budgetary program. A total of 23 positions and associated salary and expense funds are deleted from the Maintenance & Operation of Wastewater Facilities Program and transferred to the Environmental Affairs Program. Related costs consist of employee benefits.<br>*SG $(1,798,161); SOT $(22,441); EX $(5,510)*<br>Related Costs: $(449,016) | (1,826,112) | (23) | (2,275,128) |
| **TOTAL MTNCE. AND OPERATION OF WASTEWATER FACILITIES** | 1,523,188 | 29 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 83,227,991 | 1,362 |
| Changes in Salaries, Expense, Equipment and Special | 1,523,188 | 29 |
| **2004-05 PROGRAM BUDGET** | 84,751,179 | 1,391 |

## Household Refuse Collection

This program provides for the collection of household refuse and delivery to County or privately-owned disposal sites; and for the collection and processing of recyclables.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 17 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $215,284 | 633,578 | - | 848,862 |
| **Efficiencies** | | | |
| 18 . **Bulky Item Drop Off Centers**<br>Reduce funding as resources are not available to fund this service. This reduction consists of $2.4 million in UDAG funds provided in 2003-04 for new Bulky Item Drop Off Centers that were not opened and $400,000 for the existing Washington Avenue Center. Due to the inadvertent placement of the Washington Avenue Center funding into various other Refuse Collection Services, the following Services are also reduced:<br><br>Curbside Collection of Refuse - ($100,000)<br>Curbside Collection of Yard Trimmings - ($40,000)<br>Curbside Collection of Recyclables - ($20,000)<br>Greenwaste Composting and Mulching - ($104,000)<br>Call Center/Customer Service - ($136,000)<br>*SOT $(2,400,000); EX $(400,000)* | (2,800,000) | - | (2,800,000) |
| 19 . **Curbside Collection Expense Reduction**<br>Reduce expense funding for the Bureau's curbside collection services in the Bureau's Printing and Binding, Construction Expense, Field Equipment Expense and Uniform Accounts. The reductions in Printing and Binding and Construction Expense will require the Bureau to reduce the amount of public outreach and education associated with its curbside collection services and to focus yard repairs on the most critical repair and maintenance needs. The reductions in the remaining two accounts, Field Equipment and Expense and Uniforms, can be absorbed by the Bureau with minimal impact.<br>*EX $(247,000)* | (247,000) | - | (247,000) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 20 . **Reorganization of Recycling Services**<br>Reassign the Bureau's various recycling services to the new Environmental Affairs Program. The establishment of the new budgetary program is related to the transfer of staff from the Environmental Affairs Department (see Items 30 and 31). The establishment of this new program and the transfer of staff from the Bureau's various recycling services allows for the consolidation of several environmental-related services into a single budgetary program. A total of 43 positions and associated salary and expense funds from the following services are transferred to the new Environmental Affairs Program: Recycling Programs (Household Hazardous Waste, Private Hauler, E-Waste), Grant and Fee Supported Programs (Bottle Bill, Los Angeles Regional Agency) and Source Reduction Recycling (Organics, Compost Workshops, Bin Sales). Related costs consist of employee benefits.<br>*SG $(2,980,176); SOT $(49,105); SAN $(19,402); EX $(1,833,127)*<br>Related Costs: $(777,792) | (4,881,810) | (43) | (5,659,602) |
| 21 . **Correct General Fund Salary Imbalance**<br>Correct a General Fund salary imbalance in the Curbside Collection of Refuse Service. An imbalance in funds in the Bureau's salary account is corrected to recognize the permitted uses of monies from the Citywide Recycling Trust Fund. The majority of this imbalance was corrected in the 2003-04 Adopted Budget but $747,000 was inadvertently overlooked. This will complete the correction. | - | - | - |
| 22 . **Curbside Collection of Recyclables**<br>Swap General Fund and Curbside Recycling Trust Fund monies. The Bureau's Curbside Collection of Recyclables Service provides resources for weekend clean-up events throughout the City on an overtime basis. For 2004-05, the Bureau identified sufficient Curbside Recycling funds to provide a one-time swap with budgeted General Fund overtime funding in the amount of $450,000. The ability of the Curbside Recycling Trust Fund to provide these funds on an ongoing basis will need to be evaluated annually, as the revenue stream for this fund can be inconsistent. | - | - | - |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 23 . **Alternative Fuel Staffing for Refuse Collection**<br>Convert two positions from permanent to temporary personnel authority. The 2002-03 Adopted Budget authorized two positions to support the Bureau's alternative fuel efforts associated with the Curbside Collection of Refuse Service. Currently the Supreme Court is reviewing the South Coast Air Quality District (SCAQMD) Fleet Rules requiring the purchase of refuse collection vehicles using alternative fuel. Due to uncertainties about the future of this program, these two positions are changed to resolution authority with continued funding from the Mobile Source Air Pollution Reduction Fund. The continued need for these positions will be reviewed during the year. | - | (2) | - |
| **TOTAL HOUSEHOLD REFUSE COLLECTION** | (7,295,232) | (45) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 58,771,857 | 993 |
| Changes in Salaries, Expense, Equipment and Special | (7,295,232) | (45) |
| **2004-05 PROGRAM BUDGET** | 51,476,625 | 948 |

## Collection and Disposal of Dead Animals

This program provides for the collection of dead animals upon notification and transport to disposal contractors.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 24 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $2,115 | 13,091 | - | 15,206 |
| **TOTAL COLLECTION AND DISPOSAL OF DEAD ANIMALS** | 13,091 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 756,876 | 12 |
| Changes in Salaries, Expense, Equipment and Special | 13,091 | - |
| **2004-05 PROGRAM BUDGET** | 769,967 | 12 |

## Solid Waste Disposal

This program provides for the maintenance and operation in a sanitary manner, of land reclamation projects where refuse is received, compacted and covered with earth. These sites may be in previously inaccessible and/or unusable areas that eventually will be filled and which then may be used for recreational purposes.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 25 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $120,847 | 1,467,135 | (1) | 1,587,982 |
| **Priority Service Level** | | | |
| 26 . **Landfill Engineering, Monitoring and Reporting**<br>Reduce funding and eliminate position authority for one Sanitary Engineering Associate that has been vacant for over one year. Given the length of the vacancy all related duties and responsiblities have already been absorbed by other staff in the Landfill Engineering, Monitoring and Reporting Service. Related costs consist of employee benefits.<br>*SG $(69,948)*<br>Related Costs: $(18,192) | (69,948) | (1) | (88,140) |
| 27 . **Expansion of Lakeview Terrace Facility**<br>Expand the Greenwaste Composting and Mulching Service. Nine months funding and position authority are provided to increase the amount of greenwaste processing to 150 tons per day at the Lakeview Terrace Greenwaste Recycling Facility. In 2003-04, this facility was anticipated to begin mulching at a capacity of 50 tons per day. However, due to the hard hiring freeze, the facility has operated at about 15 to 20 tons per day. The resources provided here will allow for the processing of 150 tons per day for both mulching and composting activities, assuming that the existing positions are exempted from the hard hiring freeze. The estimated tip fee savings from increasing the processing at this facility is approximately $985,000 per year (see Item 29). Related costs consist of employee benefits.<br>*SG $528,093; EX $732; EQ $1,285*<br>Related Costs: $161,172 | 530,110 | 15 | 691,282 |
| **Other Changes or Adjustments** | | | |
| 28 . **Tip Fee Increase for Refuse Collection**<br>Increase funding for tip fees for the Curbside Collection of Refuse Service. Additional funding is provided for the estimated tonnage increases and the contractually required Consumer Price Index adjustments to contracts that pay for the disposal of refuse that cannot be recycled.<br>*EX $5,184,197* | 5,184,197 | - | 5,184,197 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 29 . **Tip Fee Increase for Yard Trimmings Collection**<br>Increase funding for tip fees for the Curbside Collection of Yard Trimmings Service. Additional funding is provided for the estimated tonnage increases and the contractually required Consumer Price Index adjustments to contracts that pay for the disposal of yard trimmings. The amount provided includes the estimated savings from the expansion of the Bureau's Lakeview Terrace Greenwaste Recycling Facility (see Item 27).<br>*EX $1,001,200* | 1,001,200 | - | 1,001,200 |
| **TOTAL SOLID WASTE DISPOSAL** | 8,112,694 | 13 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 50,366,189 | 88 |
| Changes in Salaries, Expense, Equipment and Special | 8,112,694 | 13 |
| **2004-05 PROGRAM BUDGET** | 58,478,883 | 101 |

## Environmental Affairs

This program provides for the development and review of regulations and legislation impacting the Bureau's diverse operations. Additionally, this program oversees various recycling programs including residential and business special (hazardous) materials, private meter permitting, Los Angeles Regional Agency, private sector diversion programs and the operation of SAFE centers (solvents, automotive, flammables, electronics).

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Efficiencies** | | | |
| 30 . **Consolidation of Environmental Affairs**<br>Consolidate the Environmental Affairs Commission and the Environmental Business and Neigborhood Service from the Environmental Affairs Department (EAD). The Environmental Business and Neighborhood Service provided by EAD focuses on providing direct technical assistance to small businesses to reduce their use of hazardous materials and the amount of pollution produced by their facilities that enters into the City's wastewater and stormwater systems. By consolidating these services with the Bureau's existing Household Hazardous Waste Service (included in Recycling Programs Service), the City creates a single entity responsible for hazardous materials management and eliminates confusion for the public regarding where to go for hazardous materials information. Also, one resolution authority position is transferred to provide grants management (see Environmental Affairs Department Item 16). Related costs consist of employee benefits.<br>*SG $302,700*<br>Related Costs: $76,464 | 302,700 | 8 | 379,164 |
| **Priority Service Level** | | | |
| 31 . **Creation of New Environmental Affairs Program**<br>Create new Environmental Affairs Program. As a result of the transfer of responsibilities from the Environmental Affairs Department, a new Program is established to consolidate the Bureau's various environmental-related services into a single budgetary program (see Items 16, 20 and 30). Specific services transferred to the new Environmental Affairs Program inlcude the following:<br><br>Recycling Programs - Household Hazardous Waste, Private Hauler, E-Waste<br>Grant and Fee Supported Programs - Bottle Bill, Los Angeles Regional Agency<br>Source Reduction Recycling - Organics, Compost Workshops, Bin Sales<br>Development and Review of Regulations and Legislation<br><br>A total of 66 positions and associated salary and expense funds is transferred to the new program. Related costs consist of employee benefits.<br>*SG $4,778,337; SOT $71,546; SAN $19,402; EX $1,838,637*<br>Related Costs: $1,220,124 | 6,707,922 | 66 | 7,928,046 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 32 . **Development and Review of Regulation/Legislation**<br>Expand the Development and Review of Regulations and Legislation to provide additional scientific studies and allow the Bureau to work with regulators and other stakeholders in the development of some 60 Total Maximum Daily Loads (TMDLs) prior to their adoption by the Regional Water Quality Control Board. By providing scientific studies and modeling, the Bureau increases the likelihood that the TMDLs will be based on sound scientific data and will be reasonable, achievable and fiscally responsible. Related costs consist of employee benefits.<br>*SG $121,815*<br>Related Costs: $30,015 | 121,815 | 2 | 151,830 |
| **TOTAL ENVIRONMENTAL AFFAIRS** | 7,132,437 | 76 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | - | - |
| Changes in Salaries, Expense, Equipment and Special | 7,132,437 | 76 |
| **2004-05 PROGRAM BUDGET** | 7,132,437 | 76 |

## General Administration and Support

This program provides for management and administrative support functions, including Bureau and division administration, planning and administrative services.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 33 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $97,074 | 599,682 | - | 696,756 |
| **Efficiencies** | | | |
| 34 . **Executive Management Reduction**<br>Reduce funding to reflect the transfer of one Environmental Supervisor position to the Alternative Fuel program supporting the Curbside Collection of Refuse Service. The position authority, which was moved on an interim basis to the Executive Division during Fiscal Year 2002-03, was inadvertantly funded by GASP funding in the current fiscal year with no offsetting reduction in funding from the Mobile Source Air Pollution Reduction Trust Fund. This reduction reflects the switch from GASP funding back to budgeted Mobile Source Funds. Related costs consist of employee benefits.<br>*SG $(88,994)*<br>Related Costs: $(14,381) | (88,994) | - | (103,375) |
| 35 . **Budget Control Reduction**<br>Reduce funding and eliminate one vacant position authority in Budget Control. The elimination of this vacant position may cause delays in budgetary reporting to the Mayor, Council and the City Administrative Officer.<br>*SG $(58,152)*<br>Related Costs: $(16,104) | (58,152) | (1) | (74,256) |
| 36 . **Human Resources Reduction**<br>Reduce funding and eliminate two vacant position authorities in Human Resources. It is anticipated that responsibilities of these positions can be aborbed by the remaining staff in the Human Resources Service. Related costs consist of employee benefits.<br>*SG $(106,116)*<br>Related Costs: $(30,600) | (106,116) | (2) | (136,716) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | 346,420 | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 6,938,807 | 98 |
| Changes in Salaries, Expense, Equipment and Special | 346,420 | (3) |
| **2004-05 PROGRAM BUDGET** | 7,285,227 | 95 |

# WORKLOAD INDICATORS

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **MAINTENANCE AND OPERATION OF FLOOD CONTROL FACILITIES PROGRAM** | | | | | | | |
| Catch Basin Cleaning (1) | 44,480 | 49,917 | 51,470 | 27,957 | 60,000 | 76,470 | 76,740 |
| Illicit Stormdrain Connection Hotline Calls | | 2,540 | 2,275 | 2,275 | 2,043 | 2,300 | 2,300 |
| Business Site Visits/Inspections | | | 4,065 | 5,000 | 11,500 | 11,500 | 11,500 |
| General Public Outreach - contact estimate (2) | | | 35,000,000 | 35,000,000 | 278,575,093 | 100,000,000 | 100,000,000 |
| Projects Reviewed for SUSMP requirements | | | 373 | 45 | 187 | 500 | 600 |
| Trash & Dry-Weather Bacteria TMDLs - No. of projects to implement | | | | | 8 | 10 | 12 |
| Field Collection of Water Quality Samples | | | | | 14,700 | 15,000 | 18,000 |
| **MAINTENANCE AND OPERATION OF WASTEWATER FACILITIES PROGRAM** | | | | | | | |
| HTP Wastewater Treatment (MGD) | 370.0 | 354.8 | 345.0 | 343.0 | 342.0 | 340.0 | 340.0 |
| HTP Wastewater Reclaimed (MGD) | 42.0 | 21.5 | 33.0 | 38.0 | 36.0 | 35.0 | 35.0 |
| TITP Wastewater Treatment (MGD) | 17.0 | 15.5 | 15.9 | 14.6 | 15.6 | 15.6 | 15.6 |
| TITP Wastewater Reclaimed (MGD) | 0.5 | | | 0.5 | 0.5 | 3.5 | 5.0 |
| LAG Wastewater Treatment (MGD) | 22.0 | 17.6 | 20.0 | 17.7 | 16.2 | 14.0 | 14.0 |
| LAG Water Reclaimed (MGD) | 5.0 | 3.5 | 3.7 | 5.0 | 3.3 | 4.0 | 4.0 |
| DCT Wastewater Treatment (MGD) | 70.0 | 63.0 | 66.2 | 62.6 | 61.4 | 50.0 | 50.0 |
| DCT Water Reclaimed (MGD) (3) | 28.0 | 33.9 | 27.9 | 28.0 | 24.1 | 21.1 | 21.0 |
| WCSD Sewer Cleaning-1,000 Feet | 11,261 | 1,959 | 11,885,280 | 18,678,316 | 13,247,520 | 13,601,696 | 13,601,696 |
| Industrial Waste Management Division | | | | | | | |
| Inspection Events | 13,897 | 15,840 | 13,971 | 22,573 | 32,985 | 32,150 | 31,200 |
| Active Industrial User Permits (1) | 6,563 | 6,396 | 6,177 | 9,014 | 12,359 | 15,975 | 16,225 |
| Enforcement & Other Samples Collected | 31,232 | 40,174 | 47,128 | 36,434 | 44,343 | 36,500 | 36,500 |
| Environmental Monitoring Division (2) | | | | | | | |
| Metal Samples | 3,130 | 2,456 | 11,779 | 8,798 | 12,509 | 13,265 | 13,928 |
| Metals Tests | 21,040 | 18,166 | 130,889 | 95,529 | 25,949 | 28,544 | 29,971 |
| Metals ConstituentsTested | | | 130,889 | 95,529 | 144,241 | 158,665 | 166,598 |
| Organic Chemistry Samples | 888 | 1,287 | 3,819 | 1,939 | 2,349 | 2,466 | 2,713 |
| Organic Chemistry Tests | 2,075 | 2,809 | 5,247 | 3,388 | 6,057 | 6,349 | 6,984 |
| Organic Chemistry Constituents Tested | | | 174,405 | 137,654 | 177,435 | 186,307 | 204,937 |
| Wet Chemistry Samples | | | 9,882 | 6,800 | 6,500 | 7,862 | 8,580 |
| Wet Chemistry Tests | | | 21,479 | 20,313 | 17,731 | 23,461 | 23,394 |
| Wet Chemistry Constituents Tested | | | 21,479 | 20,313 | 17,731 | 23,461 | 23,394 |
| Hyperion - Process Control Samples | | | 31,399 | 25,753 | 29,625 | 30,218 | 30,822 |
| Hyperion - Process Control Tests | 66,826 | | 55,048 | 54,917 | 61,269 | 62,494 | 63,744 |
| Hyperion - Process Control Constituents Tested | | | 55,048 | 54,917 | 61,269 | 62,494 | 63,744 |
| D.C. Tillman - Process Control Samples | | | 8,889 | 12,743 | 8,987 | 8,990 | 9,000 |
| D.C. Tillman - Process Control Tests | 27,000 | | 32,252 | 33,309 | 21,366 | 21,500 | 22,000 |
| D.C. Tillman - Process Control Constituents Tested | | | 32,252 | 33,309 | 22,361 | 22,500 | 23,000 |
| Terminal Island - Process Control Samples | | | 15,040 | 15,500 | 14,186 | 14,500 | 14,750 |
| Terminal Island - Process Control Tests | 38,000 | | 37,927 | 31,200 | 33,182 | 34,000 | 35,000 |
| Terminal Island - Process Control Constituents Tested | | | 37,927 | 31,200 | 33,182 | 34,000 | 35,000 |
| LA/Glendale - Process Control Samples | | | 10,246 | 11,024 | 7,567 | 7,600 | 7,560 |
| LA/Glendale - Process Control Tests | 17,000 | | 19,931 | 23,380 | 24,872 | 25,000 | 25,100 |
| LA/Glendale - Process Control Constituents Tested | | | 19,931 | 23,380 | 25,581 | 25,600 | 25,650 |
| Ocean Assessment Samples | | | 2,096 | 1,805 | 1,510 | 1,723 | 1,084 |
| Ocean Assessment Tests | | | 6,102 | 1,189 | 1,118 | 931 | 1,032 |
| Toxicity Samples | | | 181 | 236 | 348 | 318 | 200 |
| Toxicity Tests | | | 181 | 236 | 348 | 318 | 200 |
| Microbiology Samples | | | 14,284 | 10,238 | 14,089 | 13,494 | 12,688 |
| Microbiology Tests | | | 31,523 | 40,276 | 32,508 | 36,406 | 36,432 |
| Microbiology Constituents Tested | | | 33,913 | 40,276 | 32,508 | 36,406 | 36,432 |
| HRDD Training | | | | | | | |
| Employee Contact Hours | 30,000 | 45,500 | 31,500 | 31,500 | 42,026 | 46,300 | 46,000 |
| Number of Employees Trained | 2,800 | 11,375 | 2,940 | 2,940 | 2,452 | 2,600 | 2,600 |
| Training Seats Provided (4) | | | | | 16,276 | 17,900 | 17,000 |

# WORKLOAD INDICATORS (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST 2003-04 | EST 2004-05 |
|---|---|---|---|---|---|---|---|
| **MAINTENANCE AND OPERATION OF** | | | | | | | |
| **WASTEWATER FACILITIES PROGRAM (Continued)** | | | | | | | |
| WESD Collection System Planning | | | | | | | |
| No. of miles CCTV'd & assessed | | | | 100 | 538 | 650 | 850 |
| Planning Documents | | | | | | 10 | 15 |
| Facility Stormwater Permits | | | | 30 | 17 | 20 | 20 |
| EARD | | | | | | | |
| Energy Audits | | | | 4 | 2 | 12 | 12 |
| Water Audits - including monthly billing verifications | | | | | | 12 | 12 |
| Energy & Utilities Mgmt documents - monthly | | | | | | 12 | 12 |
| Engery Contractual obligations - monthly | | | | | | 12 | 12 |
| **HOUSEHOLD REFUSE COLLECTION PROGRAM** | | | | | | | |
| Tons Collected: | | | | | | | |
| Refuse and Yard Trimmings | | | | | | | |
| Refuse | 840,700 | 881,537 | 889,911 | 913,867 | 953,266 | 976,808 | 1,015,881 |
| Yard Trimmings | 439,000 | 446,211 | 442,610 | 450,958 | 471,669 | 493,331 | 513,064 |
| Recyclables | 190,000 | 188,878 | 184,469 | 193,759 | 191,532 | 193,759 | 193,759 |
| Bulky Items | | 16,808 | 26,206 | 25,594 | 33,267 | 43,240 | 33,267 |
| Recycling Contamination | | 40,091 | 26,206 | 58,243 | 57,278 | 56,239 | 56,239 |
| Weekend Drop Off | | 19,885 | 17,291 | 16,785 | 24,833 | 36,470 | 36,470 |
| Curbside Diversion Rate (%) | | 41% | 41% | 40% | 40.0% | 40.0% | 40 |
| **SOLID WASTE DISPOSAL PROGRAM** | | | | | | | |
| Number of Landfills Maintained | 6 | 6 | 6 | 6 | 6 | 5 | 5 |
| Acres of Landfills Maintained | 368 | 368 | 368 | 368 | 381 | 360 | 360 |
| Mulching Facilities Operated and Maintained | | 2 | 2 | 2 | 3 | 5 | 5 |
| Number of Gas Wells Monitored and Sampled | 510 | 480 | 480 | 480 | 731 | 731 | 740 |
| Number of Ground Water Wells Monitored | 38 | 39 | 41 | 41 | 42 | 42 | 42 |
| Feet of Gas Collection Header Pipe Maintained | 35,000 | 35,500 | 35,500 | 35,500 | 36,000 | 36,000 | 36,000 |
| Acres of Closure Completed | 20 | 60 | 59 | 59 | 25 | 19 | 43 |
| Quantity of Dirt Placed for Closure | 298,000 | 590,000 | 700,000 | 285,560 | 466,998 | 71,667 | 168,333 |
| Number of Gas Migration Control Systems | | | 2 | 4 | 5 | 5 | 5 |
| Number of Gas Flares Operated and Maintained | | | 8 | 8 | 9 | 9 | 9 |
| Other construction projects - Kern County Road (miles) (5) | | | | 7 | - | - | - |
| Greenwaste Processed (tons) (4) | | | | | 112,500 | 122,500 | 132,500 |
| Compost Produced (cubic yards) (4) | | | | | 17,900 | 17,100 | 25,000 |
| **ENVIRONEMTAL AFFAIRS PROGRAM** | | | | | | | |
| Workshops | | | | | | | |
| Commercial | 5 | 4 | 35 | 58 | 65 | 65 | 60 |
| Composting | 12 | 46 | 25 | 26 | 23 | 29 | 31 |
| Publications | | | | | | | |
| Commercial | 8 | 6 | 6 | 6 | 6 | 10 | 10 |
| Organics | 2 | | | 8 | 5 | 10 | 11 |
| HHW | 2 | 2 | 10 | 10 | 14 | 15 | 17 |
| CESQG | | | 4 | 4 | 4 | 4 | 4 |
| EPRR | | | 2 | 2 | 2 | 4 | 4 |
| Events | | | | | | | |
| AB 939 | 5 | | | 192 | 132 | 120 | 100 |
| Composting | 12 | 33 | 28 | 28 | 37 | 37 | 38 |
| Commercial (4) | | | | | | 277 | 200 |
| HHW | 36 | 22 | 17 | 23 | 9 | 9 | 3 |
| Used Oil | | 3 | 6 | 6 | 9 | 15 | 18 |
| CESQG | | 13 | 12 | 12 | 24 | 48 | 60 |
| EPRR | | | 4 | 12 | 9 | 9 | 3 |
| No. of Safe Centers in operation | | | | | 4 | 5 | 7 |

(1) Increase is due to 65% increase in number of pipes requiring more frequent maintenance

(2) NPDES Permit requires 35 million impressions per year. Due to decreased funds for advertings, fewer imresssions will be made.

(3) Accurate Flow measurement resulted in lower reclaimed flows.

(4) New category added.

(5) Project completed.

# PERFORMANCE MEASURES

**From LASTAT**

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **Call Center/Customer Service** | | | | | | | |
| Average Answering Time | N/A | N/A | N/A | 1.13 min | 3.3 min | 2.8 min | <3.0 min |
| Internet Requests | N/A | N/A | N/A | N/A | 9,668 | 18,500 | 22,200 |
| **Curbside Collection of Refuse** | | | | | | | |
| % Collected on Schedule | N/A | N/A | N/A | 99.92 | 99.95 | 99.96 | 99.5 |
| Ad Hoc Container Replacement Requests | N/A | N/A | N/A | N/A | 203,602 | 175,121 | 175,000 |
| Missed Pick Ups by Geographic area: | | | | | | | |
| East Valley | N/A | N/A | N/A | N/A | 5,144 | 4,528 | 4,500 |
| West Valley | N/A | N/A | N/A | N/A | 4,359 | 4,327 | 4,300 |
| North Central | N/A | N/A | N/A | N/A | 3,486 | 3,405 | 3,400 |
| South Los Angeles | N/A | N/A | N/A | N/A | 5,138 | 5,473 | 5,500 |
| West Los Angeles | N/A | N/A | N/A | N/A | 4,024 | 4,147 | 4,100 |
| Harbor | N/A | N/A | N/A | N/A | 1,449 | 1,567 | 1,600 |
| **Curbside Collection of Yard Trimmings** | | | | | | | |
| % Collected on Schedule | N/A | N/A | N/A | 99.92 | 99.95 | 99.96 | 99.5 |
| Ad Hoc Container Replacement Requests | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Missed Pick Ups by Geographic area: | | | | | | | |
| East Valley | N/A | N/A | N/A | N/A | 3398 | 2,889 | 2,900 |
| West Valley | N/A | N/A | N/A | N/A | 2229 | 2,205 | 2,200 |
| North Central | N/A | N/A | N/A | N/A | 2240 | 1,907 | 1,900 |
| South Los Angeles | N/A | N/A | N/A | N/A | 2024 | 1,864 | 1,900 |
| West Los Angeles | N/A | N/A | N/A | N/A | 2229 | 2,263 | 2,300 |
| Harbor | N/A | N/A | N/A | N/A | 676 | 616 | 600 |
| **Curbside Collection of Recyclables** | | | | | | | |
| % Collected on Schedule | N/A | N/A | N/A | 99.92 | 99.95 | 99.96 | 99.5 |
| Ad Hoc Container Replacement Requests | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Missed Pick Ups by Geographic area: | | | | | | | |
| East Valley | N/A | N/A | N/A | N/A | 3,177 | 2,748 | 2,750 |
| West Valley | N/A | N/A | N/A | N/A | 2,796 | 2,647 | 2,650 |
| North Central | N/A | N/A | N/A | N/A | 2,115 | 2,127 | 2,100 |
| South Los Angeles | N/A | N/A | N/A | N/A | 1,981 | 2,287 | 2,300 |
| West Los Angeles | N/A | N/A | N/A | N/A | 2,333 | 2,263 | 2,300 |
| Harbor | N/A | N/A | N/A | N/A | 958 | 1,125 | 1,100 |
| **Curbside Collections - General** | | | | | | | |
| Special Collections - Requests | N/A | N/A | N/A | N/A | 307,709 | 337,095 | 338,000 |
| Special Collections - % Completed | N/A | N/A | N/A | N/A | 92.00 | 96.00 | 96.00 |
| **Sewer Service Charge** | | | | | | | |
| Commercial Adjustments - New Requests | N/A | N/A | N/A | N/A | 464 | 531 | 550 |
| Commercial Adjustments - Cases Closed | N/A | N/A | N/A | N/A | 682 | 523 | 540 |
| Residential Adjustments - New Requests | N/A | N/A | N/A | 4,017 | 4,456 | 4,590 | 4,728 |
| Residential Adjustments - Cases Closed | N/A | N/A | N/A | 4,796 | 4,458 | 4,592 | 4,730 |
| **Systematic Container Replacement** | | | | | | | |
| No. of Bins Replaced | N/A | N/A | N/A | N/A | 120,903 | 189,840 | 210,000 |
| % Completed | N/A | N/A | N/A | N/A | 57.57 | 90.40 | 95.00 |

## PERFORMANCE MEASURES (Continued)

**From LASTAT**

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **Wastewater Collection System - Cleaning** | | | | | | | |
| Odor Complaints | N/A | N/A | N/A | N/A | N/A | 480 | 450 |
| Sewer Spills by Type: | | | | | | | |
| Grease | N/A | 283 | 292 | 197 | 174 | 131 | 120 |
| Roots | N/A | 238 | 299 | 352 | 320 | 263 | 235 |
| Other | N/A | 116 | 99 | 102 | 119 | 81 | 75 |

N/A = Data Not Available

**EST 2003-04**: Numbers are projected using average of current monthly usage to project final months of 03/04 fiscal ye

**Call Center/Customer Service**: 2004-05 Internet requests are estimated based on projection of 20% growth in internet use

**Curbside Collection of Refuse:** Percent Collected on Schedule. Goal is currently 99.50 percent. Bureau expects maintain or exceed this goal.

**Curbside Collection of Refuse**: Ad Hoc Container Replacement Requests are projected for all three commodities, th current record is not divided by commodity type.

**Curbside Collection of Refuse:** Missed Pick Ups by Geographic area 2003-04 numbers are projected using average of current monthly usage to project final months of 2003-04.

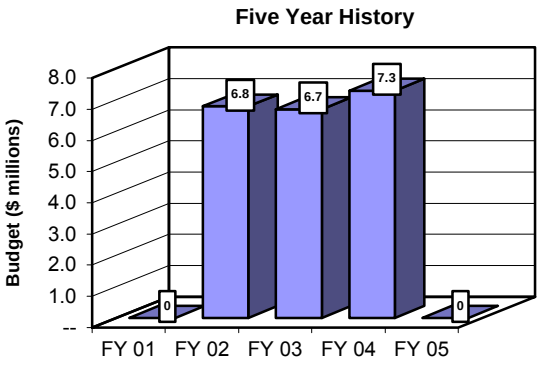
**Curbside Collection of Refuse:** Missed Pick Ups by Geographic area 2004-05 numbers are projected based on curre performance standards. The Bureau anticipates meeting and exceeding these standards whenever possible, but due to uncontrollable elements such as containers not placed out, inclement weather, etc. the current standard cannot be raised. Additionally, these estimates ae based on the 2003-04 budget with the same number of personnel and vehicles. The increase in the number of households over the past ten years has been approximately 25,000 residents. Based on this growth factor, the Bureau does not forsee any negative impact in the service level for 2004-05.

# BUREAU OF FIN. MGMT & PERS. SVCS

**2004- 05 Proposed Budget**

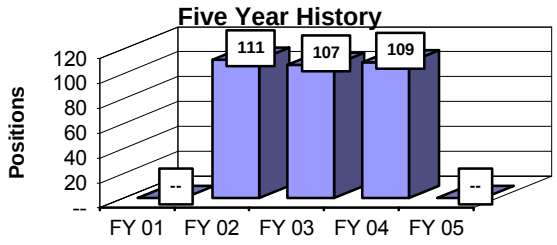
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 6,994,000 | $ 7,000,780 | $ -- | (100.0)% |
| Expense | 277,000 | 271,423 | -- | (100.0)% |
| Equipment | 1,000 | 1,285 | -- | (100.0)% |
| Special | -- | -- | -- | -- % |
| **TOTAL** | **$ 7,272,000** | **$ 7,273,488** | **$ --** | (100.0)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 102 | 109 | -- | (100.0)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 105,633 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Transfer of Accounting | (4,897,990) | (77) |
| ◆ Transfer of Personnel Management | (1,927,271) | (25) |
| ◆ Administrative Support Reduction | (471,836) | (6) |
| ◆ Transfer of Financial Reporting | (102,528) | (1) |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Financial Management & Personnel Services* | $ 7,273,488 | $ - | $ (7,273,488) | 109 | 0 | (109) |
| | $ 7,273,488 | $ - | $ (7,273,488) | 109 | 0 | (109) |

*Note: Service transferred to Building Safety and Bureau of Enironmental Services.

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 6,978,392 | (6,978,392) | - |
| Overtime General | 22,388 | (22,388) | - |
| Total Salaries | 7,000,780 | (7,000,780) | - |
| **Expense** | | | |
| Printing and Binding | 11,529 | (11,529) | - |
| Travel | 4,950 | (4,950) | - |
| Contractual Services | 95,770 | (95,770) | - |
| Office and Administrative | 148,773 | (148,773) | - |
| Operating Supplies | 10,401 | (10,401) | - |
| Total Expense | 271,423 | (271,423) | - |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 1,285 | (1,285) | - |
| Total Equipment | 1,285 | (1,285) | - |
| Total Bureau of Financial Mgt. & Personnel Srvcs. | 7,273,488 | (7,273,488) | - |
| **SOURCES OF FUNDS** | | | |
| General Fund | 4,104,530 | (4,104,530) | - |
| Special Gas Tax Street Improvement Fund (Sch 5) | 266,490 | (266,490) | - |
| Stormwater Pollution Abatement Fund (Sch. 7) | 130,531 | (130,531) | - |
| Sewer Construction & Maintenance Fund (Sch 14) | 2,469,979 | (2,469,979) | - |
| St. Light. Maint. Assessment Fund (Sch. 19) | 198,063 | (198,063) | - |
| Prop. C Anti-Gridlock Transit Fund (Sch. 27) | 55,000 | (55,000) | - |
| Citywide Recycling Fund (Sch. 51) | 48,895 | (48,895) | - |
| Total Funds | 7,273,488 | (7,273,488) | - |
| Percentage Change | | | -100.% |
| Positions | 109 | (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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $105,633*<br>Related Costs: $17,070 | 105,633 | - | 122,703 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $33,033*<br>Related Costs: $5,338 | 33,033 | - | 38,371 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(27,386)*<br>Related Costs: $(4,426) | (27,386) | - | (31,812) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $58,142*<br>Related Costs: $9,396 | 58,142 | - | 67,538 |
| 6 . **Deletion of One-Time Expense Funding**<br>One-time funding for 2003-04 expense items is deleted.<br>*EX $(42,000)* | (42,000) | - | (42,000) |
| 7 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(1,285)* | (1,285) | - | (1,285) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 126,137 | - | |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 8 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $16,021 | 79,655 | - | 95,676 |
| **Efficiencies** | | | |
| 9 . **Transfer of Accounting**<br>Transfer the functions of the Office of Accounting to the Board of Public Works. This functional transfer will result in managerial, administrative and information technology efficiencies (see Board of Public Works Item 13). Related costs consist of employee benefits.<br>*SG $(4,760,737); SOT $(21,464); EX $(115,789)*<br>Related Costs: $(1,305,036) | (4,897,990) | (77) | (6,203,026) |
| **TOTAL PUBLIC WORKS ACCOUNTING** | (4,818,335) | (77) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 4,818,335 | 77 |
| Changes in Salaries, Expense, Equipment and Special | (4,818,335) | (77) |
| **2004-05 PROGRAM BUDGET** | - | - |

## 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.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 10 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $4,119 | 1,673 | - | 5,792 |
| **Efficiencies** | | | |
| 11 . **Transfer of Personnel Management**<br>Transfer the functions of the Office of Management-Employee Services to the Board of Public Works. This functional transfer will result in managerial, administrative and information technology efficiencies (see Board of Public Works Item 15). Related costs consist of employee benefits.<br>*SG $(1,856,136); SOT $(924); EX $(70,211)*<br>Related Costs: $(472,188) | (1,927,271) | (25) | (2,399,459) |
| **TOTAL PUBLIC WORKS PERSONNEL MANAGEMENT** | (1,925,598) | (25) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,925,598 | 25 |
| Changes in Salaries, Expense, Equipment and Special | (1,925,598) | (25) |
| **2004-05 PROGRAM BUDGET** | - | - |

## 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.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $7,238 | 44,809 | - | 52,047 |
| **Efficiencies** | | | |
| 13 . **Administrative Support Reduction**<br>Centralize and improve coordination and management of the Department of Public Works through the elimination of the Bureau of Financial Management and Personnel Services. In accordance with the new Charter, a Director of Public Works position was created in 2000-01 to oversee the functions of the Bureaus of Accounting and Management-Employee Services. To consolidate the two Bureaus, the Bureau of Financial Management and Personnel Services was established in 2001-02.<br><br>However, the existence of both the Board of Public Works and a Director of Public Works position has created a confusing organizational structure. The City Charter provides that the Board of Public Works is the Head of the Department, which is composed of several bureaus, the heads of which are chief administrative officers. The Charter designates the Director of Public Works as the chief administrative officer of the Department, but the functional title and responsibilities are those of a Chief Financial Officer. The Charter further allows the Board to delegate responsibility for supervision and management of construction and maintenance work, which is one of the key functions of the other bureaus. If the Board were to make the change, there would be a significant disruption and shifting of authority away from the bureau heads and the Board to the Director of Public Works.<br><br>It is the intent of the Mayor's Office to maintain the Board of Public Works as the Head of the Department and the Department Bureau Heads as the chief administrative officers of their organizations without the potential for overlapping responsibilities. Thus, the Mayor designates the Executive Officer of the Board of Public Works as the Director of Public Works and the duties of the Bureau of Financial Management and Personnel Services are substantially reassigned. In all, six positions are deleted along with salaries and expenses. Related costs consist of employee benefits.<br>*SG $(428,413); EX $(43,423)*<br>Related Costs: $(119,208) | (471,836) | (6) | (591,044) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Efficiencies** | | | |
| 14 . **Transfer of Financial Reporting**<br>Transfer one senior administrative position to the Board of Public Works. This position is responsible for improving the financial reporting and administration of the department (see Board of Public Works Item 13). Related costs consist of employee benefits.<br>*SG $(102,528)*<br>Related Costs: $(23,460) | (102,528) | (1) | (125,988) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (529,555) | (7) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 529,555 | 7 |
| Changes in Salaries, Expense, Equipment and Special | (529,555) | (7) |
| **2004-05 PROGRAM BUDGET** | - | - |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **(1) PUBLIC WORKS ACCOUNTING PROGRAM** | | | | | | | |
| Lot cleaning, damage, street repair and misc. billings | 9,586 | 11,319 | 13,368 | 12,430 | 11,961 | 12,500 | - |
| Work order/B-Permit billings | 66,993 | 92,504 | 93,356 | 99,610 | 94,719 | 100,000 | - |
| Payroll accounting entries | 56,212 | 61,000 | 73,920 | 78,400 | 121,976 | 83,000 | - |
| Revenue transactions | 74,449 | 72,648 | 79,464 | 94,750 | 126,438 | 140,000 | - |
| Invoices audited and payments | 121,738 | 91,719 | 76,900 | 38,244 | 36,996 | 31,074 | - |
| Budgetary accounting transactions | 8,337 | 8,425 | 4,385 | 2,558 | 3,000 | 3,000 | - |
| Gas Tax/other funds transactions | 3,022 | 3,088 | 2,920 | 6,482 | 8,978 | 7,465 | - |
| SCM Fund transactions | 12,441 | 11,281 | 9,018 | 7,867 | 12,621 | 14,276 | - |
| Assessment funds transactions | 510 | 638 | 1,124 | 692 | 1,223 | 1,720 | - |
| GO bonds transactions | 1,844 | 2,347 | 1,863 | 13,023 | 26,351 | 30,216 | - |
| Wastewater Program - contractual agency invoices | 77 | 83 | 72 | 146 | 118 | 120 | - |
| Wastewater Program - sewer service charge refunds | 165 | 368 | 50 | 165 | 106 | 75 | - |
| Stormwater Pollution Abatement transactions | 3,019 | 2,284 | 2,046 | 1,266 | 1,485 | 3,736 | - |
| **(2) PUBLIC WORKS PERSONNEL MGMT. PROGRAM** | | | | | | | |
| Arbitrations | 13 | 5 | 3 | 12 | 6 | 10 | - |
| Award presentations at the Board | 41 | 19 | 48 | 47 | 189 | 100 | - |
| Discipline hearings | 127 | 143 | 135 | 156 | 161 | 180 | - |
| Disciplinary appeals | 18 | 15 | 24 | 18 | 14 | 24 | - |
| Grievances filed | 189 | 388 | 252 | 207 | 199 | 200 | - |
| Grievances - Third level | 60 | 84 | 33 | 60 | 69 | 70 | - |
| Personnel change documents prepared | 5,409 | 6,761 | 6,272 | 4,882 | 6,287 | 8,400 | - |
| Training sessions conducted | 2 | 3 | 2 | 55 | 44 | 50 | - |
| Number of Employees Trained | N/A | 90 | 78 | 1,196 | 750 | 1,250 | - |
| Written employment verifications processed | 824 | 605 | 746 | 611 | 808 | 750 | - |
| Unfair Employee Relations Practice Claims | N/A | N/A | N/A | 9 | 7 | 10 | - |
| **GENERAL ADMINISTRATION AND SUPPORT PROGRAM** | | | | | | | |
| **(3)Financial Reporting & Budget Administration** | | | | | | | |
| Quarterly Audit Status Report | N/A | N/A | 4 | 4 | 4 | 4 | - |
| Consolidated Monthly Status Report | N/A | N/A | 12 | 12 | 4 | - | - |
| LAStat - DPW Executive Briefings | N/A | N/A | N/A | N/A | 12 | 26 | - |
| Annual Status Report - Public Works Trust Fund | N/A | N/A | N/A | N/A | 1 | 1 | - |
| **(3)Capital Improvement Program Management** | | | | | | | |
| Department-Wide CIEP | N/A | N/A | 1 | 12 | 12 | 12 | - |

(1) This program is transferred to the Board of Public Works in FY 04-05.

(2) This program is transferred to the Board of Public Works in FY 04-05.

(3) This function is transferred to the Board of Public Works in FY 04-05.

N/A = Workload Indicators did not exist

# PERFORMANCE MEASURES

**From LASTAT**

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **(1) PUBLIC WORKS ACCOUNTING PROGRAM** | | | | | | | |
| % unpaid fee and intergovt. accounts receivable 3 to 6 months old | N/A | N/A | N/A | 5.7 | 3.4 | 2.0 | - |
| % unpaid fee and intergovt. accounts receivable 6 months to years old | N/A | N/A | N/A | 3.4 | 2.0 | 1.8 | - |
| Unpaid accounts receivable ($ millions) outstanding 90 days or more | N/A | N/A | N/A | 40.5 | 27.8 | 22.2 | - |
| **(2) PUBLIC WORKS PERSONNEL MGMT. PROGRAM** | | | | | | | |
| New discipline cases received | N/A | N/A | N/A | 161 | 149 | 156 | - |
| New discipline appeals received | N/A | N/A | N/A | 32 | 25 | 35 | - |
| New grievances filed | N/A | N/A | N/A | 201 | 227 | 200 | - |

(1) This program is transferred to the Board of Public Works in FY 04-05.

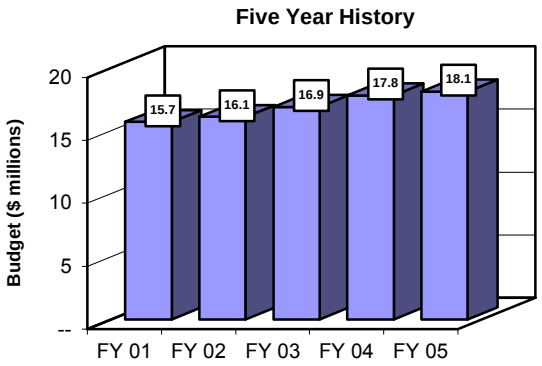
(2) This program is transferred to the Board of Public Works in FY 04-05.

# BUREAU OF STREET LIGHTING

**2004- 05 Proposed Budget**

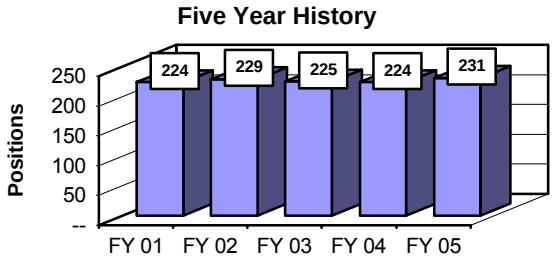
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 14,566,000 | $ 13,683,970 | **$ 13,948,757** | 1.9% |
| Expense | 579,000 | 1,025,430 | **729,572** | (28.9)% |
| Equipment | 68,000 | 5,140 | **211,510** | 4015.0% |
| Special | 3,077,000 | 3,063,359 | **3,238,359** | 5.7% |
| **TOTAL** | **$ 18,290,000** | **$ 17,777,899** | **$ 18,128,198** | 2.0% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 215 | 224 | **231** | 3.1% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 197,236 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Pole Painting Project | (360,000) | -- |
| ◆ Convert From Temporary to Regular Positions | (172,312) | 7 |
| ◆ Reimbursable Lighting Projects | 60,000 | -- |
| ◆ Document Management System | 100,000 | -- |
| ◆ Computer Equipment Replacement | 172,510 | -- |
| ◆ General Benefit Projects | 180,000 | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Maintenance and Repair of City Street Lights | $ 4,512,202 | $ 4,688,060 | $ 175,858 | 74 | 81 | 7 |
| Rehabilitation or Replacement Street Lighting | 9,313,543 | 9,158,356 | (155,187) | 92 | 92 | 0 |
| New Street Lighting - Design and Construction | 1,893,721 | 2,056,257 | 162,536 | 27 | 27 | 0 |
| Administration, Coordination and Process Assessment for Street Lighting | 2,058,433 | 2,225,525 | 167,092 | 31 | 31 | 0 |
| | $ 17,777,899 | $ 18,128,198 | $ 350,299 | 224 | 231 | 7 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 12,995,992 | 681,765 | 13,677,757 |
| Overtime General | 184,200 | 86,800 | 271,000 |
| Hiring Hall Salaries | 502,010 | (502,010) | - |
| Benefits Hiring Hall | 1,768 | (1,768) | - |
| Total Salaries | 13,683,970 | 264,787 | 13,948,757 |
| **Expense** | | | |
| Printing and Binding | 7,500 | - | 7,500 |
| Travel | 8,569 | - | 8,569 |
| Contractual Services | 466,400 | (320,000) | 146,400 |
| Field Equipment Expense | 7,500 | - | 7,500 |
| Transportation | 1,000 | - | 1,000 |
| Office and Administrative | 345,311 | 19,142 | 364,453 |
| Operating Supplies | 189,150 | 5,000 | 194,150 |
| Total Expense | 1,025,430 | (295,858) | 729,572 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 5,140 | 206,370 | 211,510 |
| Total Equipment | 5,140 | 206,370 | 211,510 |
| **Special** | | | |
| St. Lighting Improvements and Supplies | 3,063,359 | 175,000 | 3,238,359 |
| Total Special | 3,063,359 | 175,000 | 3,238,359 |
| Total Bureau of Street Lighting | 17,777,899 | 350,299 | 18,128,198 |
| **SOURCES OF FUNDS** | | | |
| Special Gas Tax Street Improvement Fund (Sch 5) | 858,912 | 180,000 | 1,038,912 |
| St. Light. Maint. Assessment Fund (Sch. 19) | 16,763,405 | 165,881 | 16,929,286 |
| Proposition A Local Transit Fund (Sch. 26) | - | 80,000 | 80,000 |
| Prop. C Anti-Gridlock Transit Fund (Sch. 27) | 155,582 | (75,582) | 80,000 |
| Total Funds | 17,777,899 | 350,299 | 18,128,198 |
| Percentage Change | | | 1.97% |
| Positions | 224 | 7 | 231 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $197,236*<br>Related Costs: $31,874 | 197,236 | - | 229,110 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $204,198*<br>Related Costs: $32,992 | 204,198 | - | 237,190 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(51,135)*<br>Related Costs: $(8,264) | (51,135) | - | (59,399) |
| 5 . **Deletion of 2003-04 Equipment**<br>Funding for 2003-04 one-time equipment purchases is deleted.<br>*EQ $(5,140)* | (5,140) | - | (5,140) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 345,159 | - | |

## Design and Construction

This program provides for the design and administration of construction of new street lighting systems, system improvements and replacements, and interfaces with construction projects undertaken by other departments or bureaus.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 6 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $18,454 | 109,058 | - | 127,512 |
| **Priority Service Level** | | | |
| 7 . **Convert Series to Multiple Circuit Units**<br>Increase funding to convert 12,000 series circuit units to multiple circuit units. Fiscal Year 2004-05 will be the third year in the five-year, Citywide conversion plan. The conversion eliminates a potential public danger from high voltage circuits (series units). It will yield annual savings as a result of decreased energy consumption and the elimination of a Department of Water and Power surcharge on series circuits. This increases funding for Rehabilitation or Replacement Street Lighting - Design and Construction service.<br>*SOT $6,800* | 6,800 | - | 6,800 |
| 8 . **Reimbursable Lighting Projects**<br>Increase funding for projects with reimbursable costs. This will allow Bureau staff to maintain quality customer service and accommodate the needs and timeframes of reimbursable projects without compromising other necessary overtime work. Reimbursable projects include Lighting Around the Parks, the Department of Water and Power Street Lighting Program, Metropolitan Transit Authority and Transportation Grant Fund Projects. This increases funding for the New Street Lighting - Design and Construction service.<br>*SOT $60,000* | 60,000 | - | 60,000 |
| **TOTAL DESIGN AND CONSTRUCTION** | 175,858 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 4,512,202 | 73 |
| Changes in Salaries, Expense, Equipment and Special | 175,858 | - |
| **2004-05 PROGRAM BUDGET** | 4,688,060 | 73 |

## System Operation, Maintenance & Repair

This program provides for the operation, maintenance and repair of the existing street lighting system, including investigation and analysis of operating problems, maintenance assessment procedures and field operation. Electricity and maintenance (cleaning, lamp replacement and pole painting) are provided by the Department of Water and Power and are paid for from the Water and Electricity and Street Lighting Maintenance Assessment Funds. Requests for utilitarian lighting are investigated by the Bureau and installation, when necessary, is performed by the Department of Water and Power.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 9 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $23,769 | 147,125 | - | 170,894 |
| **Efficiencies** | | | |
| 10 . **Convert From Temporary to Regular Positions**<br>Eliminate funding for the Hiring Hall Salaries and Benefits accounts. To maintain service levels, funding and regular position authorities are provided for seven positions to retain highly skilled and trained permanent employees. This increases funding for the Maintenance and Repair of City Street Lights service. Related costs consist of employee benefits.<br>*SG $331,466; SHH $(502,010); SHHFB $(1,768)*<br>Related Costs: $101,796 | (172,312) | 7 | (70,516) |
| 11 . **Pole Painting Project**<br>Eliminate funding for the pole painting project. Funds were budgeted in the current year in anticipation of the Bureau assuming this responsibility from the Department of Water and Power (DWP). However, the pole painting duties will remain with the DWP in 2004-05. This decreases funding for the Maintenance and Repair of City Street Lights service.<br>*EX $(360,000)* | (360,000) | - | (360,000) |
| **Priority Service Level** | | | |
| 12 . **Monitoring Contract and Install Telemic Units**<br>Increase funding for the monitoring service contract for the Bureau's telemic units. The Bureau plans to install 10,000 telemic units, devices placed atop streetlights, during 2004-05. Information generated from the telemic units system will report light outages and failures, the type of service response and operational data needed to repair each street light. The telemic units system will increase efficiency and enhance service delivery and reduce maintenance effort. This increases funding for Rehabilitation or Replacement Street Lighting - Design and Construction service.<br>*EX $40,000* | 40,000 | - | 40,000 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 13 . **Emergency Electrical Lighting Work**<br>Increase funding for emergency electrical maintenance and repairs. Portions of the City's street lighting system may require attention if: vehicular accidents knock down street posts, damage occurs during construction activities or dangerous circuit outages, and light failures are caused by the aging electrical system. This increases funding for the Maintenance and Repair of City Street Lights service.<br>*SOT $10,000* | 10,000 | - | 10,000 |
| 14 . **General Benefit Projects**<br>Increase funding for the maintenance and repair of City general benefit lighting (bridges and tunnels). Gas Tax funds are provided in the Bureau's budget rather than in the Capital Improvement Expenditure Program. It is cost effective for the Bureau to utilize City crews to perform general benefit lighting work rather than contractors. This funding provides for construction materials, supplies and energy for the maintenance of general benefit lighting. This increases funding for the Maintenance and Repair of City Street Lights service.<br>*SP $175,000; EX $5,000* | 180,000 | - | 180,000 |
| **TOTAL SYSTEM OPERATION, MAINTENANCE & REPAIR** | (155,187) | 7 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 9,313,543 | 94 |
| Changes in Salaries, Expense, Equipment and Special | (155,187) | 7 |
| **2004-05 PROGRAM BUDGET** | 9,158,356 | 101 |

## Assmt. District Financial Operations & Support

This program provides all financial activities related to the Los Angeles City Lighting District including agreements, billing and record keeping, development and implementation of policy, community support activities, and financial analysis and operations.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 15 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $6,566 | 40,634 | - | 47,200 |
| **Priority Service Level** | | | |
| 16 . **Document Management System**<br>Add funding for a Document Management System. The Bureau maintains hardcopy maps and documents for property tax and revenue information. Maps and documents will be converted into electronic formats, indexed, organized to track the documents, improve document access for the public and Bureau staff and secure documents according to legal mandates. This increases funding for the Administration, Coordination and Process Assessment for Street Lights service.<br>*EX $61,000; EQ $39,000* | 100,000 | - | 100,000 |
| 17 . **Neighborhood Council/Community Liaison**<br>Increase funding for community liaison activities. Bureau staff attends various community meetings, evenings and weekends, to inform residents about streetlights and safety issues. In addition, materials (highlighting available Bureau services) are distributed to schools and the public. This increases funding for the Administration, Coordination and Process Assessment for Street Lights service.<br>*SOT $10,000; EX $11,902* | 21,902 | - | 21,902 |
| **TOTAL ASSMT. DISTRICT FINANCIAL OPERATIONS & SUPPORT** | 162,536 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,893,721 | 26 |
| Changes in Salaries, Expense, Equipment and Special | 162,536 | - |
| **2004-05 PROGRAM BUDGET** | 2,056,257 | 26 |

## General Administration and Support

This program provides the general administrative support, including budget preparation, personnel administration, finance and accounting and clerical support. Technical program support, including project planning and schedule control, estimating, construction scheduling and review, development of interagency agreements, operation and use of Street Lighting Information File is also performed.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 18 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $7,813 | 48,342 | - | 56,155 |
| **Efficiencies** | | | |
| 19 . **Deletion of Surplus Expense**<br>Eliminate surplus expense funding. This decreases the New Street Lighting - Design and Construction service.<br>*EX $(53,760)* | (53,760) | - | (53,760) |
| **Priority Service Level** | | | |
| 20 . **Computer Equipment Replacement**<br>Increase funding to provide for a server and various computer replacements. The Bureau's productivity and efficiency are negatively affected using obsolete equipment. Personal computers, printers and other hardware will be replaced to improve computer aided design work and internal geographic information systems. Replacement of the Bureau's GroupWise server will reduce the frequency of equipment failures. This increases funding for the New Street Lighting - Design and Construction service.<br>*EQ $172,510* | 172,510 | - | 172,510 |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | 167,092 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,058,433 | 31 |
| Changes in Salaries, Expense, Equipment and Special | 167,092 | - |
| **2004-05 PROGRAM BUDGET** | 2,225,525 | 31 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **DESIGN AND CONSTRUCTION PROGRAM** | | | | | | | |
| Number of street lights designed | | | | | | | |
| New systems - Assessment | 323 | 498 | 379 | 97 | 94 | 724 | 463 |
| Fixed rate/Trust fund/Accts. collectible | 29 | 46 | 52 | 14 | 55 | 40 | 40 |
| Support of other agencies | 439 | 579 | 1,300 | 448 | 377 | 550 | 700 |
| Traffic projects | 436 | 432 | 785 | 457 | 136 | 420 | 420 |
| Private development (1) | 704 | 1,164 | 1,533 | 1,073 | 1,432 | 1,300 | 1,350 |
| Replacement/Rehabilitation lighting projects (2) | 430 | 1,172 | 648 | 626 | 1,400 | 1,257 | 900 |
| General Benefit projects (3) | 1,087 | 400 | 445 | 339 | 255 | 1,150 | 1,200 |
| Conservation projects (4) | 3,224 | 3,649 | 2,103 | 4,704 | 5,892 | 9,000 | 8,000 |
| Transit projects | 485 | 590 | 595 | 1,343 | 677 | 2,050 | 1,750 |
| Utilitarian Lighting investigation | 546 | 327 | 250 | 300 | 1,133 | 850 | 850 |
| Construction Support for Other Agencies | N/A | N/A | N/A | N/A | 470 | 445 | 865 |
| Street Lighting Construction-BSL projects only (5) | N/A | N/A | 1,622 | 3,719 | 1,571 | 2,700 | 2,700 |
| Street Lighting Equipment Evaluation (5) | N/A | N/A | 153 | 155 | 286 | 300 | 300 |
| Street Lighting Construction (FOD) conversions (5) | N/A | N/A | 508 | 4,704 | 1,130 | 1,515 | 1,500 |
| Street Lighting Construcion (FOD) New Units (5) | N/A | N/A | 386 | 156 | 734 | 785 | 800 |
| Assessment Engineering Projects (non-street lighting) | N/A | N/A | N/A | N/A | $ 1,073,000 | $ 1,729,000 | $ 1,729,000 |
| **SYSTEM OPERATION, MAINTENANCE AND REPAIR PROGRAM** | | | | | | | |
| Failure repair work orders completed | 19,116 | 35,523 | 31,212 | 17,423 | 15,325 | 35,000 | 35,000 |
| Damage repair work orders completed | 1,303 | 1,398 | 1,243 | 1,223 | 1,222 | 1,300 | 1,300 |
| Trouble reports investigated | 28,450 | 37,057 | 33,350 | 23,930 | 16,545 | 38,000 | 38,000 |
| Average days response for restoration of service for: | | | | | | | |
| Single light out | 2 | 2 | 2 | 3 | 5 | 2 | 2 |
| Post replacement | 3 | 5 | 9 | 10 | 15 | 7 | 5 |
| Circuit outage | 1 | 2 | 2 | 2 | 5 | 2 | 2 |
| Underground service alert response | 1,706 | 4,660 | 5,100 | 5,310 | 6,440 | 6,500 | 7,000 |
| Broadhead trees trimmed by contract | 933 | 653 | 602 | 1,001 | - | - | - |
| **ASSESSMENT DISTRICT FINANCIAL OPERATIONS AND SUPPORT** | | | | | | | |
| Prop 218 compliance - plans processed | 293 | 148 | 257 | 235 | 122 | 200 | 400 |
| Community meetings attended | N/A | 254 | 177 | 220 | 411 | 505 | 530 |
| **ADMINISTRATION AND SUPPORT PROGRAM** | | | | | | | |
| Damage Claims processed | | | | | 325 | 291 | 291 |
| (% of damages collected) | 14% | 21% | 42% | 72% | 33% | 46% | 46% |
| Payroll corrections processed | 1048 | 433 | 400 | - | 950 | 1000 | 1000 |
| Average time to process invoices | 24 days | 38 days | 30 days | 30 days | 1 | 25 days | 25 days |
| Percentage of discounts taken | 38% | 52% | 23% | 0% | 97% | 92% | 92% |

(1) Large number in 1999-2000 due to Playa Vista, Staplers Center, and other large developments.

(2) Previously included in two categories; Replacement Lighting Projects and Capital Improvement Program.

(3) Previously included in Capital Improvement Program.

(4) Prior year's Series to Multiple and Energy & Cost Conservation Categories are combined into one category of Conversion Projects.

(5) New workload indicator for 2000-01.

## PERFORMANCE MEASURES

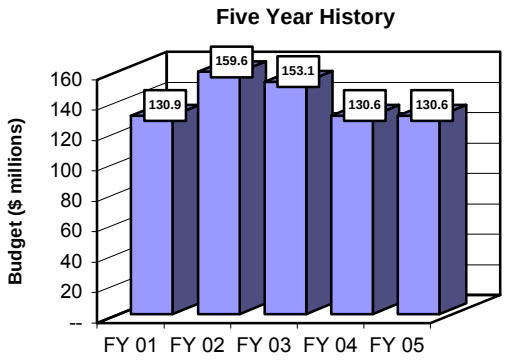
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| Street Lights Percent Operating | - | - | - | - | 99% | 98% | 99% |
| Single Light Out - Repairs | - | - | - | - | 8,129 | 16,090 | 20,000 |
| Single Light Out- Repair Time (in days) | - | - | - | - | 4.5 | 2.5 | 2 |
| New Electroliers - Requests | - | - | - | - | 336 | 350 | 350 |
| Utilitarian Light - Requests (Ordered) | - | - | - | - | 761 | 1,100 | 2,200 |
| Damaged Post Replacements | - | - | - | - | 1,216 | 1,100 | 1,100 |
| Damaged Post Replacements - Time (in days) | - | - | - | - | 13 | 10 | 8 |
| Utilitarian Light Requests - Received | - | - | - | - | 1,134 | 1,275 | 1,250 |
| Utilitarian Light Requests - Processed | - | - | - | - | 1,134 | 1,275 | 1,250 |
| Utilitarian Light Requests - Time (in days) | - | - | - | - | 32 | 11 | 11 |
| Prop 218 Project Requests - New | - | - | - | - | 187 | 265 | 300 |
| Prop 218 Project Requests - Processed | - | - | - | - | 122 | 200 | 300 |
| Prop 218 Project Requests - Open | - | - | - | - | 97 | 160 | 160 |
| B-Permit Requests - Received | - | - | - | - | 586 | 635 | 650 |
| B-Permit Requests - Checked | - | - | - | - | 585 | 635 | 650 |
| B-Permit Requests - Process Time (in days) | - | - | - | - | 11 | 14 | 14 |

# BUREAU OF STREET SERVICES

**2004- 05 Proposed Budget**

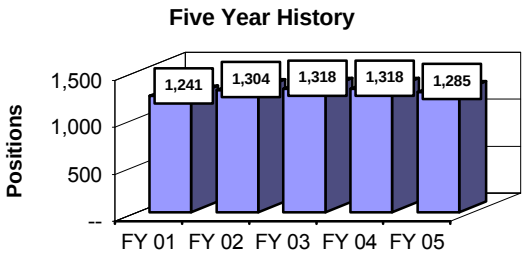
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 80,159,000 | $ 79,517,249 | **$ 77,739,697** | (2.2)% |
| Expense | 54,972,000 | 51,070,622 | **52,817,093** | 3.4% |
| Equipment | -- | -- | **--** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 135,131,000** | **$ 130,587,871** | **$ 130,556,790** | (0.0)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-2004 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 1,310 | 1,318 | **1,285** | (2.5)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 1,015,432 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Salary Savings Increase | (203,177) | -- |
| ◆ Private Property Weed Abatement | (982,601) | (16) |
| ◆ Street Furniture Program | (499,899) | (7) |
| ◆ Contract Tree Trimming | (1,175,571) | -- |
| ◆ Slurry Seal Program | 4,670,593 | -- |
| ◆ Street Resurfacing Program | 1,936,067 | -- |
| ◆ Paving of Unimproved Streets | 1,405,212 | -- |
| ◆ Sidewalk Repair Program | 5,120,400 | -- |
| ◆ Bus Stop Improvements | 1,167,091 | -- |
| ◆ Sidewalk Access Ramps | 1,503,590 | -- |
| ◆ Administrative Support and Management Reduction | (790,011) | (10) |
| ◆ Transfer of Nuisance Alley Program | 200,000 | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Street Resurfacing | $ 43,280,659 | $ 44,746,521 | $ 1,465,862 | 305 | 295 | (10) |
| Sidewalk Access Ramps | 1,921,494 | 1,935,233 | 13,739 | 12 | 12 | 0 |
| Slurry Seal | 2,419,716 | 7,105,342 | 4,685,626 | 13 | 35 | 22 |
| Small & Large Asphalt Repairs | 6,799,807 | 6,915,444 | 115,637 | 116 | 116 | 0 |
| Sidewalk Program | 5,376,861 | 5,432,367 | 55,506 | 48 | 48 | 0 |
| Sidewalk Reconstruction - Resolution Authority | 11,638,599 | 6,783,503 | (4,855,096) | 125 | 55 | (70) |
| Street Cleaning | 11,401,060 | 11,608,050 | 206,990 | 179 | 176 | (3) |
| Tree Trimming - City Employees | 8,122,538 | 8,291,368 | 168,830 | 146 | 146 | 0 |
| Green Waste Recycling | 252,733 | 256,202 | 3,469 | 3 | 3 | 0 |
| Small Tree Maintenance | 1,040,773 | 1,059,275 | 18,502 | 16 | 16 | 0 |
| Trash Receptacle Program | 908,240 | 930,211 | 21,971 | 19 | 19 | 0 |
| Water Blowout Repairs | 1,377,165 | 1,396,823 | 19,658 | 17 | 17 | 0 |
| Unimproved Dirt Streets And Alleys | 1,572,862 | 1,601,666 | 28,804 | 11 | 11 | 0 |
| Weed Abatement - Private Property | 1,640,202 | 692,292 | (947,910) | 30 | 14 | (16) |
| Weed Abatement - Public Property | 1,727,234 | 1,766,550 | 39,316 | 34 | 34 | 0 |
| Illegal Dumping Cleaning | 1,901,126 | 1,919,628 | 18,502 | 16 | 16 | 0 |
| Debris Removal | 1,345,283 | 1,363,785 | 18,502 | 16 | 16 | 0 |
| Emergency Street Repairs | 679,527 | 694,560 | 15,033 | 13 | 13 | 0 |
| Alley Cleaning | 2,066,776 | 2,094,529 | 27,753 | 24 | 24 | 0 |
| Structural Bridge Repairs | 2,695,057 | 2,750,563 | 55,506 | 48 | 48 | 0 |
| Pico Union Cleaning Crew | 610,114 | 621,678 | 11,564 | 10 | 10 | 0 |
| Construction Support - Street Improvements & Special Projects | 2,774,648 | 2,803,557 | 28,909 | 25 | 25 | 0 |
| Street Furniture Program | 1,137,612 | 653,902 | (483,710) | 14 | 7 | (7) |
| Homeless Abatement Cleaning | 783,254 | 793,661 | 10,407 | 9 | 9 | 0 |
| Street Use Inspection Division - Claims Administration | 458,712 | 467,963 | 9,251 | 8 | 8 | 0 |
| Street Use Inspection Division - Illegal Sign Removal Program | 262,939 | 268,721 | 5,782 | 5 | 5 | 0 |
| Street Use Inspection Division - Illegal Vendor Enforcement Program | 478,354 | 487,605 | 9,251 | 8 | 8 | 0 |
| Street Use Inspection Division - Illegal Dumping Enforcement Program | 1,134,767 | 1,155,582 | 20,815 | 18 | 18 | 0 |
| Street Use Inspection Division - Homeless Encampment Enforcement Program | 249,560 | 254,185 | 4,625 | 4 | 4 | 0 |
| Citywide Cleaning | 2,280,808 | 2,282,434 | 1,626 | 47 | 47 | 0 |
| Bulky Item Pickup | 536,037 | 547,601 | 11,564 | 10 | 10 | 0 |
| Bus Pad & Bus Stop Improvements (Resolution Authority) | 2,213,362 | 2,237,157 | 23,795 | 13 | 13 | 0 |
| Catch Basin Repairs | 644,668 | 658,544 | 13,876 | 12 | 12 | 0 |
| Contract Tree Trimming | 1,175,571 | - | (1,175,571) | 0 | 0 | 0 |
| Contract Median Island Mowing | 876,037 | 876,037 | - | 0 | 0 | 0 |
| Median Parkway Maintenance | 875,590 | 897,561 | 21,971 | 19 | 19 | 0 |
| Street Tree Contracts And Subdivision Administration | 787,936 | 804,125 | 16,189 | 14 | 14 | 0 |
| Contract For Illegal Dumping Cleanup | 1,538,735 | 1,538,735 | - | 12 | 12 | 0 |
| Contract For Venice Canals Maintenance | 240,445 | 240,445 | - | 0 | 0 | 0 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Street Banner Program (Resolution Authority) | $ 222,479 | $ 229,350 | $ 6,871 | 5 | 5 | 0 |
| Overloads And House Moving Permits | 277,320 | 281,945 | 4,625 | 4 | 4 | 0 |
| Street Closure Permits | 178,619 | 182,088 | 3,469 | 3 | 3 | 0 |
| Newsracks & Newstands Enforcement Program | 81,207 | 82,363 | 1,156 | 1 | 1 | 0 |
| Building Material Permits | 429,956 | 438,051 | 8,095 | 7 | 7 | 0 |
| Canopy Permits | 66,076 | 67,232 | 1,156 | 1 | 1 | 0 |
| Curb Painting Permits | 64,401 | 65,557 | 1,156 | 1 | 1 | 0 |
| Bus Bench/Transit Shelter Program | 95,626 | 96,782 | 1,156 | 1 | 1 | 0 |
| Pedestrian Tunnel & Stairway Cleaning | 285,992 | 292,930 | 6,938 | 6 | 6 | 0 |
| Engineering & Environmental Support | 1,428,966 | 1,450,937 | 21,971 | 19 | 19 | 0 |
| Nuisance Alley Program | - | 200,000 | 200,000 | 0 | 3 | 3 |
| Parking Lot Cleaning | 230,364 | 236,146 | 5,782 | 5 | 5 | 0 |
| | $ 130,587,871 | $ 130,556,790 | $ (31,081) | 1,472 | 1,391 | (81) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 73,489,705 | (1,431,230) | 72,058,475 |
| Salaries As-Needed | 526,869 | (526,869) | - |
| Overtime General | 5,097,970 | 180,547 | 5,278,517 |
| Hiring Hall Salaries | 268,470 | - | 268,470 |
| Benefits Hiring Hall | 134,235 | - | 134,235 |
| Total Salaries | 79,517,249 | (1,777,552) | 77,739,697 |
| **Expense** | | | |
| Printing and Binding | 57,861 | (294) | 57,567 |
| Construction Expense | 19,725,090 | 5,996,694 | 25,721,784 |
| Contractual Services | 16,403,535 | (3,062,874) | 13,340,661 |
| Field Equipment Expense | 1,402,709 | (290,460) | 1,112,249 |
| Transportation | 534,345 | - | 534,345 |
| Utilities Expense Private Company | 893,096 | (54,345) | 838,751 |
| Uniforms | 21,920 | - | 21,920 |
| Office and Administrative | 117,920 | (475) | 117,445 |
| Operating Supplies | 11,914,146 | (841,775) | 11,072,371 |
| Total Expense | 51,070,622 | 1,746,471 | 52,817,093 |
| Total Bureau of Street Services | 130,587,871 | (31,081) | 130,556,790 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| General Fund | 36,805,055 | (3,791,102) | 33,013,953 |
| Traffic Safety Fund (Sch. 4) | 15,440,360 | (5,064,397) | 10,375,963 |
| Special Gas Tax Street Improvement Fund (Sch 5) | 55,306,094 | 8,203,894 | 63,509,988 |
| Stormwater Pollution Abatement Fund (Sch. 7) | 5,104,818 | - | 5,104,818 |
| Community Development Trust Fund (Sch. 8) | - | 88,000 | 88,000 |
| Proposition A Local Transit Fund (Sch. 26) | 2,194,329 | 8,762 | 2,203,091 |
| Prop. C Anti-Gridlock Transit Fund (Sch. 27) | 11,000,000 | - | 11,000,000 |
| Bus Bench Advertising Program Fund (Sch. 29) | 134,616 | - | 134,616 |
| Street Banners Trust Fund (Sch. 29) | 55,921 | 2,246 | 58,167 |
| Street Damage Restoration Fee Fund (Sch. 47) | 4,546,678 | 521,516 | 5,068,194 |
| Total Funds | 130,587,871 | (31,081) | 130,556,790 |
| Percentage Change | | | -.02% |
| Positions | 1,318 | (33) | 1,285 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $1,015,432*<br>Related Costs: $164,095 | 1,015,432 | - | 1,179,527 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $802,230*<br>Related Costs: $129,640 | 802,230 | - | 931,870 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(263,260)*<br>Related Costs: $(42,542) | (263,260) | - | (305,802) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $172,866*<br>Related Costs: $27,936 | 172,866 | - | 200,802 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Related costs consist of employee benefits.<br>*SG $(6,506,063); SOT $(955,000); EX $(6,607,662)*<br>Related Costs: $(1,773,696) | (14,068,725) | - | (15,842,421) |
| **Other Changes or Adjustments** | | | |
| 7 . **Salary Savings Increase**<br>Increase the General Fund portion of the salary savings rate by one percent. Related costs consist of employee benefits.<br>*SG $(203,177)*<br>Related Costs: $(32,833) | (203,177) | - | (236,010) |
| 8 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(46,762)* | (46,762) | - | (46,762) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (12,591,396) | - | |

## Weed Abatement, Brush and Debris Removal

This program provides for the discing of weeds, removal of tumbleweeds and other debris from roadsides and unimproved parcels of land and the chemical spraying of alleys, specified City properties and street islands for weed eradication to minimize fire, health and safety hazards.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 9 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $21,391 | 132,363 | - | 153,754 |
| **Efficiencies** | | | |
| 10 . **Transfer of Nuisance Alley Program**<br>Transfer funding from the Board of Public Works to Street Services for the Nuisance Alley Program. This funding will provide cleaning of alleys experiencing illegal dumping activity (see Board of Public Works Item 9). Related costs consist of employee benefits.<br>*SG $200,000*<br>Related Costs: $32,320 | 200,000 | - | 232,320 |
| **Priority Service Level** | | | |
| 11 . **Private Property Weed Abatement**<br>Reduce funding and eliminate 16 position authorities providing removal of excessive vegetation, trash, and debris on privately owned parcels. Identification of private parcels in violation of state and local codes will continue; however, abatement using City staff will continue only for severe violations presenting health and safety risks. This reduction in funding will be absorbed to mitigate additional service level impacts. Related costs consist of employee benefits.<br>*SG $(910,587); EX $(72,014)*<br>Related Costs: $(263,520) | (982,601) | (16) | (1,246,121) |
| **TOTAL WEED ABATEMENT, BRUSH AND DEBRIS REMOVAL** | (650,238) | (16) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 6,042,094 | 101 |
| Changes in Salaries, Expense, Equipment and Special | (650,238) | (16) |
| **2004-05 PROGRAM BUDGET** | 5,391,856 | 85 |

## Street Use Inspection

This program involves the enforcement of the various codes, statutes and ordinances concerning the use of public streets, parkways and sidewalks for safety, health and welfare of the public.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(22) | 25,332 | - | 25,310 |
| **Priority Service Level** | | | |
| 13 . **Street Furniture Program**<br>Reduce funding and eliminate seven position authorities for implementation of the Street Furniture Program, which installs and maintains transit shelters, newsstands, public kiosks, and public toilets. Implementation has taken longer than anticipated, resulting in fewer staff necessary to perform this function. This reduction in funding will be absorbed to mitigate additional service level impacts. Related costs consist of employee benefits.<br>*SG $(427,844); EX $(72,055)*<br>Related Costs: $(118,860) | (499,899) | (7) | (618,759) |
| 14 . **Street Banner Program**<br>Continue funding and resolution authority for one inspector for the Street Banner Program to certify that the placement, content, and installation of street banners is consistent with applicable standards and procedures. Funding will be provided from the Street Banner Trust Fund. Related costs consist of employee benefits.<br>*SG $57,417; EX $750*<br>Related Costs: $16,368 | 58,167 | - | 74,535 |
| **TOTAL STREET USE INSPECTION** | (416,400) | (7) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 3,366,737 | 62 |
| Changes in Salaries, Expense, Equipment and Special | (416,400) | (7) |
| **2004-05 PROGRAM BUDGET** | 2,950,337 | 55 |

## Street Cleaning

This program involves the cleaning of improved roadways, bridges, tunnels, pedestrian subways, public walks, stairways and related appurtenances to maintain clean and aesthetic conditions.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 15 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $69,041 | 427,229 | - | 496,270 |
| **Priority Service Level** | | | |
| 16 . **Citywide Cleaning**<br>Reduce funding in various expense accounts for sidewalk and street cleaning services. This reduction in funding will be absorbed to mitigate additional service level impacts.<br>*EX $(52,723)* | (52,723) | - | (52,723) |
| **TOTAL STREET CLEANING** | 374,506 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 25,026,055 | 326 |
| Changes in Salaries, Expense, Equipment and Special | 374,506 | - |
| **2004-05 PROGRAM BUDGET** | 25,400,561 | 326 |

## Street Tree and Parkway Maintenance

This program involves the planting, trimming and maintenance of trees, plants and shrubs in dedicated streets, parkways and other public ways to assure safety, visibility and appearance.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 17 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $41,297 | 255,552 | - | 296,849 |
| **Priority Service Level** | | | |
| 18 . **Contract Tree Trimming**<br>Eliminate funding for contract tree trimming services. This will increase the tree trimming cycle from the current eight year standard to ten years. This reduction in funding will be absorbed to mitigate additional service level impacts.<br>*EX $(1,175,571)* | (1,175,571) | - | (1,175,571) |
| **TOTAL STREET TREE AND PARKWAY MAINTENANCE** | (920,019) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 13,802,807 | 195 |
| Changes in Salaries, Expense, Equipment and Special | (920,019) | - |
| **2004-05 PROGRAM BUDGET** | 12,882,788 | 195 |

## Maintaining Streets

This program maintains and performs minor repairs to bituminous and concrete streets, concrete curbs, gutters, alleys, storm drain inlet structures, unimproved roadways and other streets. It also makes minor repairs on sidewalks, curbs, and driveways plus slurry seals streets. Additionally, this program grades and paves city yards and facilities.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 19 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $42,145 | 260,793 | - | 302,938 |
| **Priority Service Level** | | | |
| 20 . **Slurry Seal Program**<br>Provide funding and resolution authority for 22 positions for additional slurry seal miles. This will provide an additional 200 miles of slurry seal for a total program of 300 miles. Related costs consist of employee benefits.<br>*SG $889,016; SOT $101,577; EX $3,680,000*<br>Related Costs: $301,248 | 4,670,593 | - | 4,971,841 |
| **TOTAL MAINTAINING STREETS** | 4,931,386 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 17,299,327 | 199 |
| Changes in Salaries, Expense, Equipment and Special | 4,931,386 | - |
| **2004-05 PROGRAM BUDGET** | 22,230,713 | 199 |

## Street Resurfacing and Reconstruction

This program resurfaces and reconstructs bituminous and concrete streets and surfaces; reconstructs curbs, gutters, driveways, bridges, and stairways; and installs and alters other structures such as retaining walls, bulkheads, catch basins, subdrains, bus pads, guardrails, and maintenance holes.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 21 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(59,841) | (998,591) | - | (1,058,432) |
| **Priority Service Level** | | | |
| 22 . **Street Resurfacing Program**<br>Provide funding to enhance the street resurfacing program, increasing total program miles from 116 to 135 miles. The additional miles will be funded through the federal Surface Transportation Program (STP).<br>*SOT $577,200; SAN $(526,869); EX $1,885,736* | 1,936,067 | - | 1,936,067 |
| 23 . **Paving of Unimproved Streets**<br>Continue funding and resolution authority for 10 positions to pave unimproved streets and alleys. This funding will provide paving of 5 miles of unimproved streets and alleys. Related costs consist of employee benefits.<br>*SG $500,212; SOT $75,000; EX $830,000*<br>Related Costs: $151,500 | 1,405,212 | - | 1,556,712 |
| **TOTAL STREET RESURFACING AND RECONSTRUCTION** | 2,342,688 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 43,832,738 | 298 |
| Changes in Salaries, Expense, Equipment and Special | 2,342,688 | - |
| **2004-05 PROGRAM BUDGET** | 46,175,426 | 298 |

## Street Improvement

This program involves the construction and improvement of streets in the City, including activities such as curb ramps, pedestrian facilities, bus landing facilities, landscape and streetscape, street safety related projects, railroad liaison, State highway relinquishment, street widening and reconstruction and bikeways.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 24 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(1,620,014) | (12,514,903) | - | (14,134,917) |
| **Priority Service Level** | | | |
| 25 . **Bus Stop Improvements**<br>Continue funding and resolution authority for 11 positions to improve bus stops. Funding will be provided from the Proposition A Local Transit Assistance Fund. Related costs consist of employee benefits.<br>*SG $504,691; SOT $30,000; EX $632,400*<br>Related Costs: $159,840 | 1,167,091 | - | 1,326,931 |
| 26 . **Sidewalk Access Ramps**<br>Continue funding and resolution authority for 12 positions for the construction of access ramps in conjunction with the Street Resurfacing Program. Related costs consist of employee benefits.<br>*SG $587,382; SOT $100,000; EX $816,208*<br>Related Costs: $179,664 | 1,503,590 | - | 1,683,254 |
| 27 . **Sidewalk Repair Program**<br>Continue funding and resolution authority for 50 positions for the repair of sidewalks. This will provide 26 miles of sidewalk repair for a total program of 64 miles. Related costs consist of employee benefits.<br>*SG $2,720,697; SOT $251,770; EX $2,147,933*<br>Related Costs: $802,428 | 5,120,400 | - | 5,922,828 |
| **TOTAL STREET IMPROVEMENT** | (4,723,822) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 18,593,996 | 83 |
| Changes in Salaries, Expense, Equipment and Special | (4,723,822) | - |
| **2004-05 PROGRAM BUDGET** | 13,870,174 | 83 |

## General Administration and Support

This program involves the control and management of the internal affairs and activities necessary to maintain streets and related improvements; including Bureau administration, research and planning, application of time standards, training and clerical and administrative support.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 28 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(21,397) | (179,171) | - | (200,568) |
| **Efficiencies** | | | |
| 29 . **Administrative Support and Management Reduction**<br>Reduce funding and eliminate 10 position authorities in management and administrative functions. This reduction in funding will be absorbed to mitigate additional service level impacts. Related costs consist of employee benefits.<br>*SG $(570,242); EX $(219,769)*<br>Related Costs: $(164,892) | (790,011) | (10) | (954,903) |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (969,182) | (10) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 2,624,117 | 54 |
| Changes in Salaries, Expense, Equipment and Special | (969,182) | (10) |
| **2004-05 PROGRAM BUDGET** | 1,654,935 | 44 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **WEED ABATEMENT, BRUSH AND DEBRIS CLEARANCE PROGRAM** | | | | | | | |
| Land cleared/cleaned - Private (million sq. ft.) | 19.1 | 19.5 | 17.6 | 13.2 | 18.0 | 13.0 | 5.2 |
| Land cleared/cleaned - Public (million sq. ft.) | 9.9 | 9.5 | 9.0 | 22.0 | 18.0 | 18.0 | 18.0 |
| Public Dedicated Property-Medians/Unimproved Alleys Cleared/Cleaned (million sq. ft.) | 54.5 | 55.5 | 50.8 | 106.7 | 100.0 | 87.0 | 78.3 |
| Land sprayed (thousand sq. ft.) | 16,800 | 16,500 | 24,000 | 22,000 | 21,000 | 22,000 | 22,000 |
| Debris removed (cubic yards) | 145,063 | 144,000 | 160,000 | 250,000 | 245,000 | 200,000 | 180,000 |
| **STREET USE INSPECTION PROGRAM** | | | | | | | |
| Investigations conducted | 29,553 | 28,000 | 29,000 | 34,216 | 29,000 | 32,000 | 32,000 |
| Permits issued (all types) | 32,809 | 26,000 | 28,000 | 40,224 | 28,000 | 24,000 | 24,000 |
| Notices issued (excluding sidewalk) | 9,193 | 9,000 | 8,000 | 10,756 | 8,000 | 14,000 | 14,000 |
| Administrative hearings | 1,204 | 1,100 | 1,200 | 1,636 | 1,200 | 1,200 | 1,200 |
| **STREET CLEANING PROGRAM** | | | | | | | |
| Completion frequency - posted routes | 100% | 99% | 98% | 100% | 97% | 97% | 97% |
| Goal - posted routes | 97% | 97% | 97% | 97% | 97% | 97% | 97% |
| Completion frequency - nonposted routes (weeks) | 3.7 | 3.8 | 3.6 | 3.7 | 4.0 | 4.0 | 4.0 |
| Goal - nonposted routes (weeks) | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 |
| Trash receptacles serviced | 2,901 | 2,952 | 2,952 | 3,065 | 3,000 | 3,000 | 3,000 |
| **STREET TREE AND PARKWAY MAINTENANCE PROGRAM** | | | | | | | |
| Trees planted - City forces | 291 | 1,607 | 4,776 | 4,615 | 4,200 | 4,200 | 4,200 |
| Trees planted - Contract | 86 | 557 | 0 | 0 | 300 | 300 | 0 |
| Trees trimmed - City forces - broadhead | 47,695 | 41,000 | 40,718 | 48,844 | 40,000 | 40,000 | 40,000 |
| Trees trimmed - contract - broadhead | 48,200 | 63,500 | 51,809 | 22,450 | 77,500 | 53,200 | 28,600 |
| Trimming frequency - broadhead (years) | 6.6 | 6.0 | 6.8 | 8.8 | 5.4 | 6.8 | 10.0 |
| Standard frequency - broadhead (years) | 7.0 | 7.0 | 7.0 | 7.0 | 7.0 | 7.0 | 7.0 |
| Trees trimmed - contract - palm | 7,800 | 7,208 | 10,275 | 0 | 7,800 | 7,800 | 0 |
| Trimming frequency - palm (years) | 6.4 | 6.9 | 4.9 | 0.0 | 6.4 | 6.4 | 0 |
| Standard frequency - palm (years) | 5.0 | 5.0 | 5.0 | 5.0 | 5.0 | 5.0 | 5.0 |
| Tree stumps removed | - | 3,930 | 4,990 | 6,617 | 4,700 | 5,200 | 4,700 |
| Trees removed - City forces | 2,965 | 2,674 | 4,329 | 4,421 | 3,900 | 3,900 | 3,500 |
| Trees removed - Contract | - | 400 | 327 | 0 | 300 | 300 | 0 |
| Acres of landscaping maintained | 295 | 295 | 302 | 310 | 310 | 310 | 310 |
| Horticultural waste recycled (tons) | 8,700 | 8,700 | 8,700 | 8,700 | 8,700 | 8,700 | 8,700 |
| Horticultural waste recycled (% of trimmings) | 100% | 100% | 100% | 100% | 100% | 100% | 100% |
| **STREET RESURFACING AND RECONSTRUCTION PROGRAM** | | | | | | | |
| Miles of streets, alleys maintained | 7,289 | 7,289 | 7,289 | 7,289 | 7,300 | 7,300 | 7,300 |
| Streets resurfaced (miles) | 162 | 259 | 273 | 274 | 232 | 116 | 135 |
| Street life cycle standard (miles per year) | 260 | 260 | 260 | 260 | 260 | 260 | 260 |
| Asphalt produced - City | 534,051 | 531,205 | 628,000 | 673,035 | 660,000 | 660,000 | 660,000 |
| Asphalt recycled - City | 141,633 | 55,658 | 480,000 | 275,321 | 480,000 | 215,000 | 300,000 |
| Asphalt recycled - contract | 350,394 | 235,520 | 286,000 | 141,400 | 286,000 | 125,000 | 175,000 |
| Streets slurry sealed | 100 | 105 | 104 | 103 | 100 | 100 | 300 |
| Bus pads constructed | 500 | 500 | 250 | 303 | 250 | 250 | 100 |
| Curb ramps constructed | - | 7,205 | 7,210 | 7,260 | 920 | 1,300 | 1,200 |
| Sidewalks Repaired (miles) | - | - | 46 | 87 | 130 | 62 | 52 |

# PERFORMANCE MEASURES

**From LASTAT**

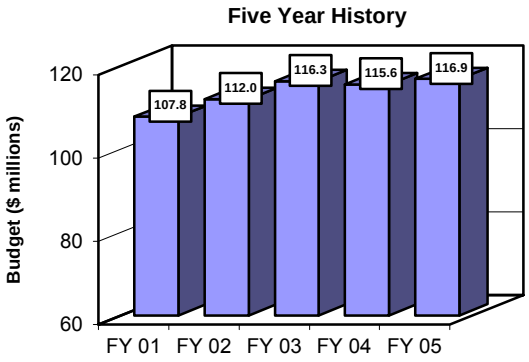
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| Call Center - Average Answering Time (mins) | - | - | - | - | - | 3:00 | 3:00 |
| Frequency Street Sweeping Standard Met | 100% | 99% | 98% | 100% | 97% | 97% | 97% |
| Illegal Dumping - Locations Cleaned | - | - | - | - | - | 22,000 | 19,800 |
| Illegal Dumping - Sq Ft Cleared (thsnd sq ft) | - | - | - | - | - | 130,000 | 117,000 |
| Illegal Dumping - Cubic Yards Removed | - | - | - | - | - | 230,000 | 207,000 |
| % of Pothole Repairs made in 1 business day | - | - | - | - | - | 97% | 97% |
| Number of small asphalt repair locations | - | - | - | - | - | 100,000 | 100,000 |
| Pothole Equivalents | - | - | - | - | - | 400,000 | 400,000 |
| Street Paving - Centerline Miles Repaired | 162 | 259 | 273 | 274 | 232 | 116 | 135 |
| Street Paving - Lane Miles Repaired | - | - | - | - | - | 406 | 473 |
| Trees Trimmed by City Forces | 47,695 | 41,000 | 40,718 | 48,844 | 40,000 | 40,000 | 40,000 |
| Slurry Sealing (Tens of thousands of sq ft) | - | - | - | - | - | 16.8 | 50.4 |

# DEPARTMENT OF TRANSPORTATION

**2004- 05 Proposed Budget**

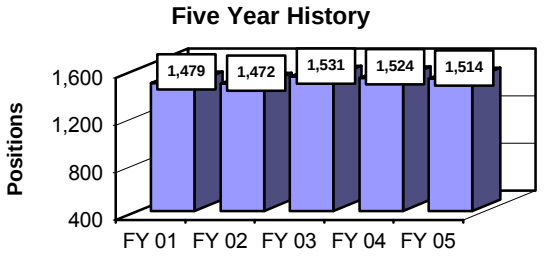
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 96,193,000 | $ 91,254,115 | **$ 92,518,732** | 1.4% |
| Expense | 24,811,000 | 24,360,828 | **24,309,100** | (0.2)% |
| Equipment | -- | -- | **100,000** | 100.0% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 121,004,000** | **$ 115,614,943** | **$ 116,927,832** | 1.1% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-2004 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 1,462 | 1,524 | **1,514** | (0.7)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 1,222,758 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Deletion of Vacancies | (781,320) | (16) |
| ◆ Traffic Management - Eagle Rock | 102,700 | -- |
| ◆ Expense Reduction | (138,728) | -- |
| ◆ Salary Savings Increase | (723,822) | -- |
| ◆ Transportation Planning Reduction | (609,040) | (4) |
| ◆ Enhanced Resurfacing Program | 977,680 | 12 |
| ◆ Citation Collections Contract Reduction | (800,000) | -- |
| ◆ Executive Management Reduction | (376,356) | (3) |
| ◆ Crossing Guards | 700,000 | -- |
| ◆ Transit Security Program | 75,532 | 1 |
| ◆ Administrative Support Reduction | (95,988) | -- |
| ◆ Relocation to Caltrans Building | 580,000 | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Traffic Device Maintenance | $ 16,372,704 | $ 16,922,563 | $ 549,859 | 178 | 183 | 5 |
| ATSAC Operations | 1,722,320 | 1,751,854 | 29,534 | 22 | 21 | (1) |
| Developer Projects | 1,148,255 | 1,166,438 | 18,183 | 13 | 12 | (1) |
| Neighborhood Traffic Operations | 4,606,160 | 4,998,228 | 392,068 | 74 | 73 | (1) |
| Traffic Control | 2,928,972 | 2,864,478 | (64,494) | 38 | 38 | 0 |
| DASH Bus Service | 1,685,516 | 1,788,757 | 103,241 | 23 | 22 | (1) |
| Cityride Paratransit Services | 955,884 | 970,556 | 14,672 | 12 | 12 | 0 |
| Special and Emergency Events | 3,976,268 | 3,956,466 | (19,802) | 13 | 13 | 0 |
| Parking Compliance | 33,836,248 | 33,396,157 | (440,091) | 736 | 735 | (1) |
| Parking Citation Collection | 11,920,594 | 11,832,011 | (88,583) | 22 | 21 | (1) |
| Parking Citation Adjudication | 1,110,043 | 1,126,938 | 16,895 | 19 | 18 | (1) |
| City Parking Facilities | 1,096,862 | 1,115,105 | 18,243 | 15 | 15 | 0 |
| Design Services | 4,736,833 | 4,765,041 | 28,208 | 67 | 66 | (1) |
| ATSAC Construction | 1,388,913 | 1,406,904 | 17,991 | 21 | 20 | (1) |
| Metro Rail Coordination | 1,016,257 | 1,032,238 | 15,981 | 13 | 12 | (1) |
| Traffic Device Installation | 10,047,778 | 10,778,601 | 730,823 | 108 | 113 | 5 |
| Temporary Device Installation | 1,188,894 | 1,181,682 | (7,212) | 13 | 12 | (1) |
| Capital Programming Projects | 1,320,921 | 1,343,302 | 22,381 | 18 | 17 | (1) |
| Collaborative Projects | 848,319 | 862,205 | 13,886 | 11 | 11 | 0 |
| Commuter Express Bus Service | 988,896 | 1,004,272 | 15,376 | 12 | 11 | (1) |
| Crossing Guards | 5,859,413 | 6,510,495 | 651,082 | 9 | 9 | 0 |
| Safety Education | 583,924 | 593,114 | 9,190 | 7 | 7 | 0 |
| Taxi Regulation | 1,613,344 | 1,605,724 | (7,620) | 24 | 23 | (1) |
| Pipeline Franchise | 354,770 | 331,110 | (23,660) | 4 | 4 | 0 |
| Charter Bus | 299,288 | 301,343 | 2,055 | 4 | 4 | 0 |
| Regional Projects | 572,467 | 581,380 | 8,913 | 7 | 7 | 0 |
| Transportation Planning | 699,419 | - | (699,419) | 4 | 0 | (4) |
| Vehicle-for-Hire Regulation | 876,035 | 861,754 | (14,281) | 13 | 12 | (1) |
| Area-Wide Traffic Calming | 1,022,854 | 1,029,200 | 6,346 | 8 | 8 | 0 |
| Parking Meter Collection | 836,792 | 849,916 | 13,124 | 17 | 16 | (1) |
| | $ 115,614,943 | $ 116,927,832 | $ 1,312,889 | 1,525 | 1,515 | (10) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 80,669,264 | 554,617 | 81,223,881 |
| Salaries As-Needed | 5,906,480 | 700,000 | 6,606,480 |
| Overtime General | 4,678,371 | 10,000 | 4,688,371 |
| Total Salaries | 91,254,115 | 1,264,617 | 92,518,732 |
| **Expense** | | | |
| Printing and Binding | 318,822 | (3,137) | 315,685 |
| Construction Expense | 223,560 | - | 223,560 |
| Contractual Services | 15,458,112 | (369,386) | 15,088,726 |
| Field Equipment Expense | 449,765 | 261,000 | 710,765 |
| Investigations | 81,651 | - | 81,651 |
| Transportation | 118,280 | - | 118,280 |
| Utilities Expense Private Company | 53,462 | - | 53,462 |
| Paint and Sign Maintenance and Repairs | 3,988,154 | 65,000 | 4,053,154 |
| Signal Supplies and Repairs | 2,844,005 | - | 2,844,005 |
| Governmental Meetings | 1,312 | - | 1,312 |
| Uniforms | 127,595 | - | 127,595 |
| Office and Administrative | 652,080 | (5,205) | 646,875 |
| Operating Supplies | 44,030 | - | 44,030 |
| Total Expense | 24,360,828 | (51,728) | 24,309,100 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | - | 100,000 | 100,000 |
| Total Equipment | - | 100,000 | 100,000 |
| Total Transportation | 115,614,943 | 1,312,889 | 116,927,832 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| General Fund | 97,737,019 | 567,087 | 98,304,106 |
| Traffic Safety Fund (Sch. 4) | 5,024,037 | (1,000,000) | 4,024,037 |
| Special Gas Tax Street Improvement Fund (Sch 5) | 3,691,408 | 977,680 | 4,669,088 |
| Mobile Source Air Poll. Reduction Fund (Sch. 10) | 443,971 | - | 443,971 |
| Sewer Construction & Maintenance Fund (Sch 14) | 83,532 | (19,684) | 63,848 |
| Proposition A Local Transit Fund (Sch. 26) | 3,719,722 | 831,275 | 4,550,997 |
| Prop. C Anti-Gridlock Transit Fund (Sch. 27) | 4,826,469 | (43,469) | 4,783,000 |
| Warner Center Transportation Develop. (Sch. 29) | 88,785 | - | 88,785 |
| Total Funds | 115,614,943 | 1,312,889 | 116,927,832 |
| Percentage Change | | | 1.14% |
| Positions | 1,524 | (10) | 1,514 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $1,222,758*<br>Related Costs: $197,598 | 1,222,758 | - | 1,420,356 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $770,737*<br>Related Costs: $124,551 | 770,737 | - | 895,288 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(317,011)*<br>Related Costs: $(51,229) | (317,011) | - | (368,240) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $492,109*<br>Related Costs: $79,525 | 492,109 | - | 571,634 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br><br>Continue:<br>Traffic Event Management (one position) - See Item 8.<br>*SG $(68,532); SOT $(15,000)*<br>Related Costs: $(13,499) | (83,532) | - | (97,031) |
| **Efficiencies** | | | |
| 7 . **Deletion of Vacancies**<br>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.<br>*SG $(781,320)*<br>Related Costs: $(236,520) | (781,320) | (16) | (1,017,840) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 8 . **Traffic Management - Eagle Rock**<br>Continue funding and resolution authority for one position included in the 2003-04 Budget. This will allow creation of traffic management plans related to the construction of the Eagle Rock Sewer. Costs are 50 percent funded by the Sewer Capital Fund. Related costs consist of employee benefits.<br>*SG $77,700; SOT $25,000*<br>Related Costs: $12,901 | 102,700 | - | 115,601 |
| **Other Changes or Adjustments** | | | |
| 9 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(138,728)* | (138,728) | - | (138,728) |
| 10 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of 4.5 percent to 5.5 percent. Related costs consist of employee benefits.<br>*SG $(723,822)*<br>Related Costs: $(116,969) | (723,822) | - | (840,791) |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 543,891 | (16) | |

## Rate and Service Regulation

This program issues franchises and permits, and establishes and enforces rates and adequate service levels for public transportation companies. Franchises are also issued for public utility and gas lines serving the City. The necessary engineering, economic and analytical studies to determine appropriate rates and services are performed under this program.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 11 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(16,664) | (36,643) | (2) | (53,307) |
| **TOTAL RATE AND SERVICE REGULATION** | (36,643) | (2) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,891,354 | 40 |
| Changes in Salaries, Expense, Equipment and Special | (36,643) | (2) |
| **2004-05 PROGRAM BUDGET** | 1,854,711 | 38 |

## Transportation System Engineering & Development

This program identifies current and future traffic and transportation needs and develops and implements programs to meet those needs. It plans and coordinates transportation and related facilities such as highways, bikeways, pedestrian ways, transit priority, fixed guide ways, parking lots and other collector-distributor systems. It plans and designs all varieties of traffic control devices, including signs, signals and traffic markings on streets and curbs. This program also investigates requests for and initiates the installation, modification and maintenance of traffic control devices. It also reviews plans for street, utility and transit construction projects and special events, recommends traffic control requirements and reviews subdivision street name, warning and regulatory signs.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 12 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $23,100 | 127,379 | (1) | 150,479 |
| **Efficiencies** | | | |
| 13 . **Transportation Planning Reduction**<br>Reduce funding and eliminate position authority for four positions. General Fund resources are not available to finance this service at the prior-year level (see Item 25). It is anticipated that the remaining staff within the department will absorb the duties previously performed by these positions. Related costs consist of employee benefits.<br>*SG $(609,040)*<br>Related Costs: $(89,376) | (609,040) | (4) | (698,416) |
| **Priority Service Level** | | | |
| 14 . **Neighborhood Traffic Operations**<br>Reassign four positions from Transportation Planning to this operational service. Related costs consist of employee benefits.<br>*SG $317,170*<br>Related Costs: $51,254 | 317,170 | - | 368,424 |
| **TOTAL TRANSPORTATION SYSTEM ENGINEERING & DEVELOPMENT** | (164,491) | (5) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 11,549,659 | 171 |
| Changes in Salaries, Expense, Equipment and Special | (164,491) | (5) |
| **2004-05 PROGRAM BUDGET** | 11,385,168 | 166 |

## Transportation System Operations

This field program operates and maintains traffic control devices, signals and signal components and all other regulatory, warning, guide and street name signs. It also constructs, installs, maintains and removes, when warranted, all varieties of traffic control devices, including parking meters and traffic markings on streets and curbs. It also removes and/or reapplies paint of plasticized traffic markings on streets and curbs.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 15 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $61,328 | 252,835 | - | 314,163 |
| **Priority Service Level** | | | |
| 16 . **Enhanced Resurfacing Program**<br>Provide funding and position authority for 12 positions, including three Maintenance Laborers and nine Traffic Paint and Sign Posters, for the increase in the City's resurfacing program. Funds are also provided for materials, specialty contract work, overtime and equipment costs. Funds are provided in the General Services budget for three trucks and associated maintenance for this service (see Department of General Services Item 25). These costs will be financed through the Gas Tax Fund. Related costs consist of employee benefits.<br>*SG $571,680; EX $406,000*<br>Related Costs: $175,032 | 977,680 | 12 | 1,152,712 |
| **TOTAL TRANSPORTATION SYSTEM OPERATIONS** | 1,230,515 | 12 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 25,258,565 | 266 |
| Changes in Salaries, Expense, Equipment and Special | 1,230,515 | 12 |
| **2004-05 PROGRAM BUDGET** | 26,489,080 | 278 |

## Parking Management & Intersection Control

This program enforces the parking rules and regulations of the City of Los Angeles through systematic ticket writing, and provides manual traffic control and direction at heavily congested intersections, accidents, special events, school crossings and in circumstances where the signal system must be supplemented or replaced by a Traffic Officer. This program also provides for related analysis to develop measures and/or code changes to facilitate the movement of traffic and pedestrians. This program also plans the City's Parking program including on and off-street metered spaces, lots and preferential parking districts. It also installs, maintains, collects from and provides security services for parking meters and City-owned lots.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 17 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $174,371 | 748,827 | (2) | 923,198 |
| **Efficiencies** | | | |
| 18 . **Executive Management Reduction**<br>Delete funding for one position of Assistant General Manager over the Office of Parking Management that has been vacant for nearly one year. Position authority is retained. Related costs consist of employee benefits.<br>*SG $(145,044)*<br>Related Costs: $(30,324) | (145,044) | - | (175,368) |
| **Priority Service Level** | | | |
| 19 . **Citation Collections Contract Reduction**<br>Recognize savings anticipated to be achieved through a new, five-year contract to perform parking citation issuance processing. Fiscal Year 2004-05 represents the first full year of the new, renegotiated contract.<br>*EX $(800,000)* | (800,000) | - | (800,000) |
| 20 . **Crossing Guards**<br>Provide funding for increased numbers of locations served by the Department's Crossing Guards program. The added funding for this program will help meet needs created by the expansion of schools throughout the City and the increased number of hours they serve students.<br>*SAN $700,000* | 700,000 | - | 700,000 |
| **TOTAL PARKING MANAGEMENT & INTERSECTION CONTROL** | 503,783 | (2) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 67,385,769 | 875 |
| Changes in Salaries, Expense, Equipment and Special | 503,783 | (2) |
| **2004-05 PROGRAM BUDGET** | 67,889,552 | 873 |

## Transit Operations

This program provides planning and implementation of rail, bus, and other transit strategies for Citywide public transportation. The program is funded by the Proposition A Local Transit Assistance Fund and the Proposition C Anti-Gridlock Transit Improvement Fund.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 21 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $13,317 | 54,902 | - | 68,219 |
| **Priority Service Level** | | | |
| 22 . **Transit Security Program**<br>Provide funding and position authority for a Transportation Planning Associate to plan and implement a transit security and emergency preparedness program for the department's 370-unit transit fleet. The objectives of the program include developing a transit vulnerability assessment system, establishing a plan to improve security measures and coordinating with other agencies regarding transit emergency preparedness issues. These costs will be financed through the Proposition A Fund. Related costs consist of employee benefits.<br>*SG $74,532; EX $1,000*<br>Related Costs: $18,936 | 75,532 | 1 | 94,468 |
| **TOTAL TRANSIT OPERATIONS** | 130,434 | 1 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 4,148,627 | 58 |
| Changes in Salaries, Expense, Equipment and Special | 130,434 | 1 |
| **2004-05 PROGRAM BUDGET** | 4,279,061 | 59 |

## General Administration and Support

This program provides management and administrative support functions including departmental administration, management control, accounting, administrative analysis, personnel processing, records, files and clerical services.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 23 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(259,094) | (603,409) | (11) | (862,503) |
| **Efficiencies** | | | |
| 24 . **Executive Management Reduction**<br>Reduce funding and eliminate a portion of executive management staff (one Executive Secretary, one Transportation Planning Associate and one Transportation Engineer). It is anticipated that the remaining staff within the department will absorb the duties previously performed by these three positions. Related costs consist of employee benefits.<br>*SG $(231,312)*<br>Related Costs: $(58,044) | (231,312) | (3) | (289,356) |
| 25 . **Administrative Support Reduction**<br>Eliminate costs associated with the reduction in Transportation Planning (see Item 13). Related costs consist of employee benefits.<br>*SG $(95,988)*<br>Related Costs: $(15,511) | (95,988) | - | (111,499) |
| **Other Changes or Adjustments** | | | |
| 26 . **Relocation to Caltrans Building**<br>Provide additional funds for furniture ($100,000), relocation expenses ($460,000) and overtime ($20,000) for moving staff. The 2003-04 Budget included $7.05 million for tenant improvements for office space in the new Caltrans District 7 Headquarters Building. This move is expected to occur in February 2005. An additional $2.5 million is provided in the MICLA Budget for modular furniture.<br>*EX $480,000; EQ $100,000* | 580,000 | - | 580,000 |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (350,709) | (14) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 5,380,969 | 114 |
| Changes in Salaries, Expense, Equipment and Special | (350,709) | (14) |
| **2004-05 PROGRAM BUDGET** | 5,030,260 | 100 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **RATE AND SERVICE REGULATION** | | | | | | | |
| Taxi driver permits issued | 2,945 | 2,765 | 3,500 | 3,069 | 2,593 | 2,800 | 3,000 |
| Vehicle transportation companies regulated | 197 | 169 | 210 | 180 | 190 | 190 | 200 |
| Taxi vehicle permits authorized | 2,083 | 2,183 | 2,303 | 2,303 | 2,303 | 2,303 | 2,303 |
| Other vehicle permits issued | 1,374 | 1,387 | 1,510 | 1,481 | 1,535 | 1,610 | 1,690 |
| Other driver/attendant permits issued | 2,135 | 2,216 | 2,800 | 2,805 | 3,235 | 3,393 | 3,560 |
| Bandit drivers arrested | 279 | 369 | 450 | 354 | 419 | 425 | 430 |
| Bandit vehicles impounded | 27 | 142 | 420 | 306 | 401 | 412 | 420 |
| Board reports written | 93 | 82 | 120 | 106 | 134 | 142 | 150 |
| Complaints investigated | 239 | 261 | 390 | 507 | 277 | 320 | 350 |
| Department hearings held | 299 | 389 | 450 | 546 | 567 | 580 | 590 |
| Bandit phone lines requested (9) | | | | 6 | 16 | 20 | 40 |
| Public records requested (9) | - | | | 56 | 60 | 65 | 70 |
| **TRANSPORTATION SYSTEM ENGINEERING AND DEVELOPMENT PROGRAM** | | | | | | | |
| Manual counts prepared | 546 | 457 | 695 | 531 | 561 | 790 | 790 |
| Automatic counts prepared (traffic surveys) | 773 | 978 | 1,460 | 958 | 939 | 950 | 950 |
| Automatic counts prepared | - | - | - | - | 572 | 300 | 300 |
| Signal design plans completed | 484 | 508 | 394 | 470 | 425 | 360 | 360 |
| Backlog of signal design plans | 484 | 325 | 449 | 355 | 362 | 350 | 350 |
| Geometric design miles completed | 161 | 148 | 129 | 165 | 150 | 140 | 140 |
| Backlog of geometric design plans | 89 | 88 | 85 | 80 | 108 | 80 | 80 |
| Investigation requests resolved | 13,514 | 14,653 | 17,100 | 17,832 | 18,151 | 19,058 | 19,058 |
| Plans and permits reviewed | 2,869 | 2,676 | 3,087 | 3,316 | 4,212 | 4,250 | 4,250 |
| Investigation requests received | 13,509 | 15,203 | 16,292 | 18,446 | 18,381 | 20,219 | 22,241 |
| District Work orders prepared | 10,854 | 13,601 | 19,889 | 11,779 | 10,906 | 11,451 | 11,451 |
| Backlog of requests for investigations | 1,459 | 2,003 | 1,410 | 2,026 | 2,185 | 3,346 | 6,529 |
| Community Programs Work Orders | - | 2,793 | 5,440 | 7,106 | 5,203 | 5,331 | 4,486 |
| B-Permit projects inspected (10) | - | - | - | - | 145 | 150 | 150 |
| Speed hump studies completed (1) | - | 162 | 230 | 297 | 294 | 325 | 225 |
| Speed humps/tables constructed (1) | - | 459 | 221 | 308 | 433 | 550 | 390 |
| Community meetings attended (1) | - | 29 | 28 | 354 | 43 | 50 | 50 |
| Neighborhood traffic management maps prepared (1) | - | 5 | 17 | 4 | 4 | 6 | 6 |
| Neighborhood traffic management striping drawings prepared (10) | - | - | - | - | 47 | 25 | 25 |
| Stop and yield signs inspected | 62,482 | 68,157 | 59,028 | 70,000 | 62,315 | 60,447 | 60,000 |
| | | | | | | - | - |
| **TRANSPORTATION SYSTEM OPERATIONS** | | | | | | | |
| Red curb miles reinstalled/installed | 326 | 386 | 481 | 456 | 358 | 460 | 500 |
| Thermoplastic longline striping installed/ reinstalled (previously lane miles) | 825 | 976 | 747 | 839 | 748 | 760 | 850 |
| New signs installed | 32,250 | 32,544 | 57,227 | 11,872 | 9,320 | 11,000 | 12,000 |
| Signs replaced (9) | - | - | - | 30,708 | 26,674 | 20,000 | 21,000 |
| Signs maintained (2) | 35,000 | 34,540 | 33,054 | 11,312 | 8,047 | 6,000 | 4,000 |
| Temporary parking signs installed | 144,025 | 162,062 | 156,264 | 113,815 | 145,450 | 140,000 | 150,000 |
| Signals maintained | 378 | 390 | 753 | 826 | 572 | 800 | 800 |
| Signals constructed (3) | 28 | 15 | 7 | 14 | 12 | 10 | 10 |
| Signal modifications constructed (3) | - | 97 | 111 | 88 | 71 | 50 | 30 |
| Smart crosswalks constructed (3) | - | 4 | 9 | 8 | 9 | 8 | 5 |
| Beacon signals constructed (3) | - | 2 | 1 | 1 | 2 | 2 | 3 |
| Audible signals constructed (3) | - | - | - | - | - | 5 | 5 |
| Signal trouble calls | - | 13,119 | 13,074 | 16,178 | 19,154 | 15,000 | 15,000 |
| Signal wrecks repaired | 1,401 | 1,219 | 1,254 | 920 | 908 | 1,300 | 1,300 |
| Posts Installed (4) | 20,223 | - | 11,125 | 11,036 | 10,116 | 8,000 | 8,000 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **PARKING MANAGEMENT AND INTERSECTION CONTROL** | | | | | | | |
| Parking meters repaired | 133,474 | 187,471 | 174,408 | 206,322 | 239,781 | 268,500 | 295,350 |
| Parking meters maintained | 41,336 | 41,143 | 40,979 | 41,500 | 40,800 | 41,500 | 42,000 |
| Meters reinstalled (5) | 1,661 | 1,098 | 1,069 | 1,500 | 1,846 | 900 | 700 |
| New meters installed, total | 100 | - | 20 | 20 | 300 | 500 | 800 |
| New off-street spaces provided | 298 | - | - | 3,000 | 92 | 75 | 700 |
| Lot improvements/maintenance projects performed | 292 | 126 | 17 | 14 | 12 | 12 | 15 |
| Lot inspections conducted | 1,521 | 1,627 | 1,287 | 1,356 | 1,108 | 1,300 | 1,350 |
| Citations written | 3,006,488 | 3,075,617 | 3,071,298 | 2,949,881 | 3,248,081 | 3,275,845 | 3,275,845 |
| Citations written per officer per eight-hour shift | 36.1 | 36.0 | 37.0 | 37.0 | 35.0 | 36.0 | 36.0 |
| Radio calls transmitted | 1,264,267 | 1,191,908 | 1,242,359 | 1,189,281 | 1,204,088 | 1,232,417 | 1,250,000 |
| CLETS inquiries | 100,818 | 91,418 | 96,264 | 92,987 | 94,613 | 96,100 | 97,000 |
| Habitual violators impounded | 5,615 | 4,978 | 5,981 | 5,600 | 5,700 | 5,800 | 5,900 |
| Habitual violators immobilized | 10,761 | 9,963 | 11,479 | 11,371 | 11,090 | 11,000 | 11,000 |
| Peak hour tows and other tows | 27,483 | 10,099 | 11,995 | 10,038 | 10,549 | 10,000 | 10,000 |
| Parking citation hearings held (6) | 26,072 | 22,098 | 22,085 | 19,961 | 22,252 | 22,300 | 22,600 |
| Boot/tow hearings (7) | - | 2,606 | 2,682 | 2,515 | 2,580 | 2,700 | 2,700 |
| Post impound hearings (7) | - | 1,007 | 1,243 | 1,386 | 1,512 | 1,520 | 1,600 |
| Citations contested | 243,686 | 244,721 | 241,540 | 228,768 | 264,585 | 260,000 | 260,000 |
| Number of preferential parking districts (PPDs) in operation | 51 | 51 | 62 | 62 | 81 | 89 | 98 |
| Requests for new PPDs | 5 | 5 | 8 | 10 | 15 | 17 | 19 |
| Requests for expansion of PPDs processed | 59 | 59 | 5 | 2 | 1 | 3 | 5 |
| Preferential parking permits issued | 126,000 | 126,000 | 183,897 | 206,506 | 175,308 | 193,308 | 212,638 |
| Parking regulation complaints investigated | 15,736 | 16,000 | 13,045 | 11,276 | 15,945 | 17,945 | 19,945 |
| Special events (Intersection control) | 1,049 | 1,162 | 2,285 | 1,212 | 1,444 | 1,440 | 1,440 |
| Crossing guard assignments | 372 | 373 | 393 | 403 | 511 | 518 | 525 |
| Number of hours of intersection control | 28,184 | 14,833 | 16,770 | 60,023 | 32,242 | 33,600 | 33,600 |
| Abandoned vehicles abated (5) | 92,951 | 94,074 | 96,304 | 117,512 | 135,491 | 125,000 | 125,000 |
| Abandoned vehicles impounded (5) | - | 10,253 | 10,055 | 14,276 | 11,719 | 12,000 | 12,000 |
| Telephone calls received (5) | 273,703 | 280,585 | 274,519 | 272,873 | 277,268 | 283,000 | 288,000 |
| Review & Investigations completed in R&C division (9) | | | | 3,632 | 3,016 | 2,500 | 2,000 |
| Phone inquiries to Ombudspersons (5) | 7,200 | 4,214 | 3,152 | 3,632 | 2,834 | 2,000 | 1,500 |
| Administrative Reviews (5) | 10,363 | 1,568 | 2,471 | 2,022 | - | - | - |
| Special events (Traffic Action Team) (4) | - | - | 2,285 | 2,284 | 444 | 450 | 450 |
| **TRANSIT OPERATIONS** | | | | | | | |
| Fixed transit routes in service | 63 | 63 | 62 | 64 | 55 | 56 | 57 |
| Fixed transit route service hours | 571,091 | 613,853 | 630,963 | 570,000 | 594,629 | 614,188 | 698,893 |
| Fixed transit route passenger trips | 17,623,982 | 20,449,633 | 24,146,629 | 23,200,000 | 24,997,011 | 25,549,871 | 26,248,684 |
| Fixed transit routes contracts administered (8) | 14 | 14 | 14 | 14 | 10 | 10 | 10 |
| Total transit vehicle service hours | 766,090 | 1,135,370 | 840,120 | 780,000 | 697,408 | 717,995 | 803,738 |
| Total transit vehicle passenger trips | 19,094,369 | 21,780,119 | 25,429,889 | 24,438,948 | 25,154,903 | 25,710,921 | 26,412,954 |
| Total personal services contracts administered (10) | 75 | 75 | 76 | 78 | 33 | 34 | 34 |

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **GENERAL ADMINISTRATION AND SUPPORT** | | | | | | | |
| Accounts receivable invoices prepared | 2,144 | 2,396 | 2,678 | 3,266 | 3,390 | 3,561 | 4,152 |
| Accounts payable invoices audited and paid | 16,142 | 18,009 | 16,449 | 12,952 | 13,859 | 14,065 | 13,962 |
| Cashier transactions | 15,805 | 17,030 | 18,985 | 19,156 | 17,926 | 18,060 | 18,035 |
| Motion picture permits processed | 3,972 | 3,382 | 3,454 | 3,369 | 2,997 | 3,446 | 3,618 |
| B-permits processed | 400 | 500 | 432 | 587 | 795 | 805 | 815 |
| Returned checks processed | 5,895 | 6,166 | 6,243 | 6,341 | 6,418 | 6,473 | 6,481 |
| Bail refund claims processed | 26,817 | 23,567 | 27,392 | 29,863 | 31,174 | 32,732 | 34,369 |
| Time sheets processed | 152,696 | 146,178 | 162,469 | 175,746 | 179,156 | 180,000 | 180,000 |
| Formal audit reports prepared | 16 | 21 | 10 | 18 | 13 | 28 | 30 |
| Informal audit reports prepared | 30 | 54 | 51 | 32 | 41 | 43 | 46 |
| External audits complied with | 20 | 13 | 22 | 24 | 28 | 30 | 32 |
| Disciplinary actions analyzed and processed | 38 | 23 | 26 | 30 | 31 | 40 | 40 |
| Warehouse receipts issued | 3,846 | 3,928 | - | - | - | - | - |
| Selection documents processed (5) | 100 | 75 | 110 | 75 | 155 | 120 | 100 |
| Personnel documents processed (5) | 2,067 | - | 3,008 | 4,500 | 4,743 | 2,500 | 2,500 |
| Advocacy Cases (5) | 8 | 6 | 2 | 2 | 4 | 8 | 8 |
| Transit scrip/waybills processed (4) | - | - | 710,000 | 753,419 | 868,993 | 870,000 | 870,000 |
| Financial reports (acct/mgmt) prepared (4) | - | - | 702 | 714 | 1,705 | 1,761 | 1,867 |
| Direct purchases (9) | - | - | 4,036 | 4,163 | 4,251 | 4,000 | 4,000 |
| Word Processing Section incoming/outgoing assig | - | - | - | 1,900 | 2,225 | 2,000 | 2,225 |
| Traffic Records Unit inquiry log requests (4) | - | - | - | 772 | 852 | 840 | 880 |
| Subponenas received (4) | - | - | - | 59 | 120 | 75 | 145 |
| Doucments provided for subponenas/requests (4) | - | - | - | 3,324 | 3,628 | 4,000 | 4,100 |
| Special requests/dept and citywide distribution (4) | - | - | - | 150 | 165 | 150 | 165 |
| Update of Master Files (4) | - | - | - | 404 | 742 | 744 | 745 |
| Update of Master Files for Accounting (10) | - | - | - | - | 1,451 | 1,508 | 1,609 |
| Reception hours of personnel relief (4) | - | - | - | 515 | 515 | 515 | 515 |
| Appropriations, transfers and encumbrances processed (10) | 0 | 0 | 0 | 0 | 1,558 | 1,620 | 1,702 |

Notes:

(1) New Indicator of Workload in 2001-02

(2) Divided into three new categories.

(3) New activity in 1998-99.

(4) New activity in 2000-01.

(5) New indicator of workload in 1999-00.

(6) Replaced Administrative Adjudication hearings held.

(7) Replaced Probable Cause hearings held.

(8) Contracts "bundled" to reduce the number of contracts; service is not included.

(9) New Indicator of workload in 2003-04

(10) New Indicator of workload in 2004-05

# PERFORMANCE MEASURES

**From LASTAT**

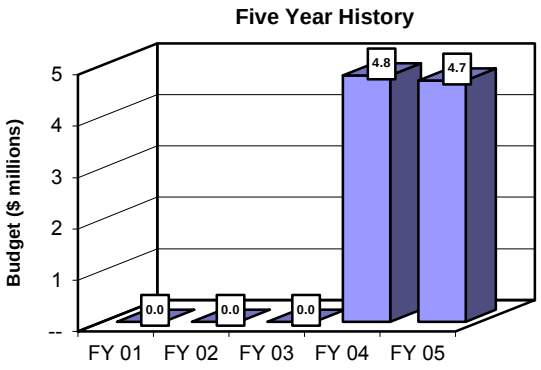
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **Rate and Service Regulation** | | | | | | | |
| Taxi Regulation - percent taxi franchises achieving performance objectives | | | | | | 78% | 78% |
| Taxi Regulation - percent applicants serviced within 15 minutes | | | | | | 84% | 84% |
| **Transportation System Engineering and Development Program** | | | | | | | |
| Neighborhood Traffic Operations - percent requests for service completed on time | | | | | | 50% | 60% |
| **Transportation System Operations** | | | | | | | |
| New Traffic Signals - install within 3 months | | | | | | 50% | 60% |
| Smart Pedestrian Warnings - install within 3 months | | | | | | 20% | 25% |
| Signal Modifications - install within 3 months | | | | | | 10% | 65% |
| Pavement Markings - install within 30 days | | | | | | | 50% |
| Traffic Signs - install within 30 days | | | | | | 41% | 45% |
| Arterial Street Resurfacing - replace pavement messages within 10 days | | | | | | 90% | 90% |
| Local Street Resurfacing - replace messages within 10 days | | | | | | 68% | 68% |
| Signs Maintained - maintain within 30 days | | | | | | | 25% |
| Signal Trouble Calls - respond within 1 hour | | | | | | 55% | 90% |
| **Parking Management and Intersection Control** | | | | | | | |
| Parking Compliance - percent uncontested citations | | | | | | 90% | 92% |
| Parking Compliance - percent calls for service responded to timely | | | | | | | |
| Traffic Control - percent requests for service responded to within 15 minutes | | | | | | 80% | 84% |
| **Transit Operations** | | | | | | | |
| DASH - percent scheduled trips operated on time | | | | | | 85% | 96% |
| DASH - percent base year per trip cost over actual per trip cost | | | | | | 104% | 108% |
| Cityride - percent base year per trip cost over actual per trip cost | | | | | | 102% | 104% |

# TREASURER

**2004- 05 Proposed Budget**

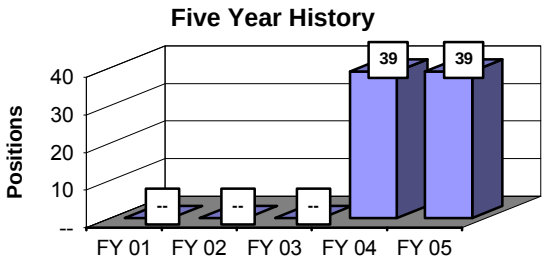
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 2,376,000 | $ 2,581,634 | **$ 2,494,779** | (3.4)% |
| Expense | 2,173,000 | 2,173,925 | **2,199,034** | 1.2% |
| Equipment | 9,000 | 8,965 | **--** | (100.0)% |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 4,558,000** | **$ 4,764,524** | **$ 4,693,813** | 100.0% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 39 | 39 | **39** | -- % |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 37,091 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Treasury Workstation Maintenance | 56,000 | -- |
| ◆ Salary Savings Increase | (20,839) | -- |
| ◆ Expense Reduction | (30,891) | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Citywide Banking Services & Implementation | $ 1,941,873 | $ 1,992,205 | $ 50,332 | 3 | 3 | 0 |
| Citywide Receipts, Disbursements & Safekeeping Services | 987,286 | 946,086 | (41,200) | 16 | 16 | 0 |
| Citywide Bond Services | 626,486 | 594,689 | (31,797) | 10 | 10 | 0 |
| Citywide Investment Services | 1,208,879 | 1,160,833 | (48,046) | 10 | 10 | 0 |
| | $ 4,764,524 | $ 4,693,813 | $ (70,711) | 39 | 39 | 0 |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 2,575,821 | (86,855) | 2,488,966 |
| Overtime General | 5,813 | - | 5,813 |
| Total Salaries | 2,581,634 | (86,855) | 2,494,779 |
| **Expense** | | | |
| Printing and Binding | 6,413 | - | 6,413 |
| Contractual Services | 321,836 | 56,000 | 377,836 |
| Transportation | 6,000 | - | 6,000 |
| Bank Service Fees | 1,732,000 | (15,446) | 1,716,554 |
| Office and Administrative | 101,662 | (15,445) | 86,217 |
| Operating Supplies | 6,014 | - | 6,014 |
| Total Expense | 2,173,925 | 25,109 | 2,199,034 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 8,965 | (8,965) | - |
| Total Equipment | 8,965 | (8,965) | - |
| Total Treasurer | 4,764,524 | (70,711) | 4,693,813 |
| **SOURCES OF FUNDS** | | | |
| General Fund | 4,308,100 | (77,564) | 4,230,536 |
| Sewer Construction & Maintenance Fund (Sch 14) | 456,424 | 6,853 | 463,277 |
| Total Funds | 4,764,524 | (70,711) | 4,693,813 |
| Percentage Change | | | -1.48% |
| Positions | 39 | - | 39 |

## Treasury Financial Administration

This program provides for the custody and disbursement of funds and securities belonging to the City and its affiliated entities, and the investment of those funds not immediately required to pay current obligations.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $37,091*<br>Related Costs: $5,994 | 37,091 | - | 43,085 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $(102,924)*<br>Related Costs: $(16,633) | (102,924) | - | (119,557) |
| 4 . **Change in Number of Working Days**<br>One more working day. Related costs consist of employee benefits.<br>*SG $(9,616)*<br>Related Costs: $(1,554) | (9,616) | - | (11,170) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $9,433*<br>Related Costs: $1,524 | 9,433 | - | 10,957 |
| 6 . **Deletion of 2003-04 Equipment**<br>Funding for 2003-04 one-time equipment purchases is deleted.<br>*EQ $(8,965)* | (8,965) | - | (8,965) |
| **Priority Service Level** | | | |
| 7 . **Treasury Workstation Maintenance**<br>Provide funding for maintenance of the City's new banking system, Treasury Workstation. In 2003-04 the Mayor and City Council authorized the implementation of the Treasury Workstation (C.F. 02-2285). The new banking system will streamline operations and automate several manual functions. On-going annual maintenance costs of the system are estimated at $56,000.<br>*EX $56,000* | 56,000 | - | 56,000 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 8 . **Miscellaneous Special Fund Adjustments**<br>The allocation of funds from the Sewer Construction & Maintenance funds is redistributed between various accounts. There is no change in total funding allocation or source of funds. | - | - | - |
| 9 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of five percent to six percent. Related costs consist of employee benefits.<br>*SG $(20,839)*<br>Related Costs: $(3,368) | (20,839) | - | (24,207) |
| 10 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(30,891)* | (30,891) | - | (30,891) |
| **TOTAL TREASURY FINANCIAL ADMINISTRATION** | (70,711) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 4,764,524 | 39 |
| Changes in Salaries, Expense, Equipment and Special | (70,711) | - |
| **2004-05 PROGRAM BUDGET** | 4,693,813 | 39 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **TREASURY** | | | | | | | |
| Average percentage of available cash funds invested | 98.68% | 98.79% | 96.24% | 93.83% | 89.49% | 90.00% | 90.00% |
| Number of investment purchases | 903 | 1,212 | 1,070 | 582 | 610 | 600 | 610 |
| Number of investment sales | * | 279 | 216 | 125 | 32 | 40 | 40 |
| Proceeds from securities lending | $1,567,325 | $ 1,502,871 | $ 1,098,274 | $ 749,900 | $ 684,054 | $ 700,000 | $ 720,000 |
| Annual turnover of core portfolio | * | * | * | * | 3X | 3X | 3X |
| Number of individual portfolios managed | * | * | * | * | 13 | 16 | 16 |
| Porfolio performance relative to core benchmark (rate of return) | * | * | * | * | 105.00% | 100.00% | 100.00% |
| Porfolio performance relative to reserve benchmark (rate of return) | * | * | * | * | 100.00% | 100.00% | 100.00% |
| Market-average value of general pool managed annually (billions) | $ 2.6 | $ 3.0 | $ 3.1 | $ 3.4 | $ 3.4 | $ 3.6 | $ 4.0 |
| Interest earned - General Fund only (millions) | $ 22.7 | $ 22.3 | $ 30.0 | $ 27.5 | $ 26.0 | $ 13.0 | $ 13.0 |
| Interest earned - Total of all funds (millions) | $ 185.6 | $ 189.8 | $ 240.0 | $ 212.0 | $ 183.0 | $ 200.0 | $ 200.0 |
| Annual earned income yield | 5.57% | 5.70% | 6.30% | 5.31% | 4.43% | 3.11% | 3.29% |
| New Street Bonds | - | - | 18 | 168 | 139 | 200 | 200 |
| Number of cash receipts processed | 12,693 | 12,793 | 12,720 | 14,600 | 16,075 | 16,500 | 17,500 |
| Number of registered bonds and coupons audited and paid | 2,314,568 | 2,562,574 | 2,100,629 | 2,400,000 | 2,262,614 | 2,000,000 | 2,000,000 |
| Number of bearer bonds and coupons audited and paid | 27,929 | 33,000 | 21,556 | 16,000 | 15,036 | 10,000 | 10,000 |
| Number of new bond issues | 5 | 5 | 6 | 4 | 8 | 5 | 5 |
| Number of bank deposits processed | 80,052 | 64,819 | 102,606 | 111,090 | 135,173 | 136,000 | 135,000 |
| Number of fed wires and ACH transfers processed | 2,572 | 3,177 | 3,113 | 3,405 | 3,466 | 4,100 | 4,200 |
| Number of ACH transfers | 20,300 | 24,682 | 31,130 | * | | | - |
| Number of bad checks received | 12,061 | 10,482 | 9,900 | 9,216 | 9,481 | 8,000 | 7,500 |
| Lockbox deposits processed | * | 5,938 | * | * | * | * | - |
| Bank adjustments processed | * | 3,407 | * | * | * | * | - |
| Teller checks written | * | 1,716 | * | * | * | * | - |
| Total incoming cash flow (billions) | | | | 23 | 24 | 24 | 24 |
| Total outgoing cash flow (billions) | | | | 23 | 23 | 23 | 23 |

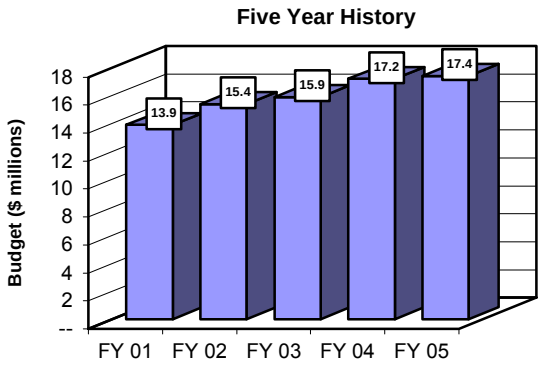
*Data is not available

# ZOO DEPARTMENT

**2004- 05 Proposed Budget**

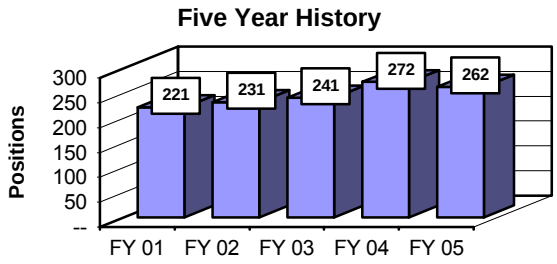
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 14,230,000 | $ 13,652,822 | **$ 14,058,523** | 3.0% |
| Expense | 3,134,000 | 3,080,691 | **3,115,609** | 1.1% |
| Equipment | -- | 85,982 | **11,200** | (87.0)% |
| Special | -- | 207,000 | **207,000** | -- % |
| **TOTAL** | **$ 17,364,000** | **$ 17,026,495** | **$ 17,392,332** | 2.1% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 272 | 272 | **262** | (3.7)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 190,663 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Full Year Funding of Partially Financed Positions | 846,202 | -- |
| ◆ Security Consolidation | (468,304) | (16) |
| ◆ Administrative Support Reduction | (151,662) | -- |
| ◆ Pachyderm Forest Phase I | 117,281 | 6 |
| ◆ Educational and Public Relations Programming | 166,440 | -- |
| ◆ Salary Savings Increase | (129,016) | -- |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Managing the Zoo's animal collection through husbandry, medical care & behavioral research | $ 7,212,086 | $ 7,624,921 | $ 412,835 | 113 | 113 | 0 |
| Providing a safe, clean urban park & botanical garden accessible to all people | 5,333,286 | 5,279,119 | (54,167) | 101 | 85 | (16) |
| Providing educational experiences for the youth that emphasize conservation | 1,664,221 | 1,679,926 | 15,705 | 26 | 26 | 0 |
| Facilitating the maintenance and generation of attendance and revenue | 2,085,791 | 2,093,634 | 7,843 | 20 | 20 | 0 |
| Providing oversight, direction, and facilitate operations for the Zoo's non-profit fundraising organization, GLAZA | 256,018 | 119,613 | (136,405) | 4 | 4 | 0 |
| Assisting in the delivery of bond-funded and in-house projects | 475,093 | 477,838 | 2,745 | 7 | 7 | 0 |
| Staffing of the new Pachyderm Forest Phase I | - | 117,281 | 117,281 | 0 | 6 | 6 |
| | $ 17,026,495 | $ 17,392,332 | $ 365,837 | 272 | 262 | (10) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 11,984,472 | 465,390 | 12,449,862 |
| Salaries As-Needed | 1,589,385 | (59,689) | 1,529,696 |
| Overtime General | 26,964 | - | 26,964 |
| Hiring Hall Salaries | 40,001 | - | 40,001 |
| Benefits Hiring Hall | 12,000 | - | 12,000 |
| Total Salaries | 13,652,822 | 405,701 | 14,058,523 |
| **Expense** | | | |
| Printing and Binding | 78,110 | - | 78,110 |
| Contractual Services | 1,182,800 | - | 1,182,800 |
| Field Equipment Expense | 33,487 | (946) | 32,541 |
| Maintenance Materials,Supplies & Services | 523,222 | 39,400 | 562,622 |
| Uniforms | 18,823 | 94 | 18,917 |
| Veterinary Supplies & Expense | 245,128 | - | 245,128 |
| Animal Food/Feed and Grain | 755,438 | - | 755,438 |
| Office and Administrative | 107,469 | (12,630) | 94,839 |
| Operating Supplies | 136,214 | 9,000 | 145,214 |
| Total Expense | 3,080,691 | 34,918 | 3,115,609 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 85,982 | (74,782) | 11,200 |
| Total Equipment | 85,982 | (74,782) | 11,200 |
| **Special** | | | |
| Animal Purchases and Sales | 207,000 | - | 207,000 |
| Total Special | 207,000 | - | 207,000 |
| Total Zoo | 17,026,495 | 365,837 | 17,392,332 |
| **SOURCES OF FUNDS** | | | |
| Zoo Enterprise Trust Fund (Sch. 44) | 17,026,495 | 365,837 | 17,392,332 |
| Total Funds | 17,026,495 | 365,837 | 17,392,332 |
| Percentage Change | | | 2.15% |
| Positions | 272 | (10) | 262 |

## Zoo Program

This program provides for the operation and maintenance of the Zoo including: curatorial services, animal exhibit and health services, public information and education services, facility maintenance, capital improvement administration and business operations.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $190,663*<br>Related Costs: $30,811 | 190,663 | - | 221,474 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $90,578*<br>Related Costs: $14,637 | 90,578 | - | 105,215 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(49,431)*<br>Related Costs: $(7,988) | (49,431) | - | (57,419) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $846,202*<br>Related Costs: $136,746 | 846,202 | - | 982,948 |
| 6 . **Deletion of Funding for Resolution Authorities**<br>Due to the City's current financial constraints, only critical positions will be continued. Related costs consist of employee benefits.<br><br>Delete:<br>Educational positions<br><br>Continue:<br>Educational programming (One position) - See Item 11<br>Public Relations programming (Two positions) - See Item 11<br>*SG $(160,932)*<br>Related Costs: $(26,006) | (160,932) | - | (186,938) |
| 7 . **Deletion of One-Time Expense Funding**<br>One-time funding for 2003-04 expense items is deleted.<br>*EQ $(85,982)* | (85,982) | - | (85,982) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Efficiencies** | | | |
| 8 . **Security Consolidation**<br>Consolidate security operations into a new Office of Public Safety in the General Services Department. Citywide consolidation of security services will result in cost efficiencies and improved services. Fifteen positions will be transferred to the new Office of Public Safety and one position is deleted. Resolution authorities and funding for six months are provided in the Zoo's budget for the 15 positions during the transition period from July to December 2004. (See Unappropriated Balance Item 5.) Related costs consists of employee benefits.<br>*SG $(372,436); SAN $(93,030); EX $(2,838)*<br>Related Costs: $(64,440) | (468,304) | (16) | (532,744) |
| 9 . **Administrative Support Reduction**<br>Reduce the Zoo's operating expense and salary accounts due to administrative efficiencies. This reduction includes a one percent reduction in the department's office and administrative account. Related costs consist of employee benefits.<br>*SG $(137,978); EX $(13,684)*<br>Related Costs: $(22,297) | (151,662) | - | (173,959) |
| **New Facilities** | | | |
| 10 . **Pachyderm Forest Phase I**<br>Add funding for one month and regular authority for six positions for the new Pachyderm Forest. These positions will provide animal care, landscape maintenance and custodial services. Funding is also provided for as-needed custodial positions, supplies and equipment. Related costs consist of employee benefits.<br>*SG $21,300; SAN $33,341; EX $51,440; EQ $11,200*<br>Related Costs: $44,760 | 117,281 | 6 | 162,041 |
| **Other Changes or Adjustments** | | | |
| 11 . **Educational and Public Relations Programming**<br>Continue funding and resolution authority for one Zoo Curator of Education I, one Project Coordinator and one Project Assistant to perform educational programming, outreach and to coordinate marketing. The 2002-03 Budget provided three resolution authorities for these positions in order to transfer the incumbents from the Greater Los Angeles Zoo Association. Related costs consist of employee benefits.<br>*SG $166,440*<br>Related Costs: $47,556 | 166,440 | - | 213,996 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 12 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of 4.3 percent to 5.3 percent. Related costs consist of employee benefits.<br>*SG $(129,016)*<br>Related Costs: $(20,848) | (129,016) | - | (149,864) |
| **TOTAL ZOO PROGRAM** | 365,837 | (10) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 17,026,495 | 272 |
| Changes in Salaries, Expense, Equipment and Special | 365,837 | (10) |
| **2004-05 PROGRAM BUDGET** | 17,392,332 | 262 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **EDUCATIONAL EXHIBITS** | | | | | | | |
| Zoo: | | | | | | | |
| Attendance | 1,365,819 | 1,368,998 | 1,537,253 | 1,517,366 | 1,516,067 | 1,400,000 | 1,400,000 |
| Paid Attendance | 915,678 | 925,024 | 1,046,986 | 1,001,462 | 1,000,604 | 924,000 | 924,000 |
| Total Revenue | 5,266,456 | 5,547,414 | 6,203,483 | 6,639,422 | 6,437,285 | 6,453,100 | 7,183,000 |
| Staffing | 209 | 221 | 231 | 236 | 240 | 272 | 262 |

SECTION 3

2004-05

# Other Program Costs

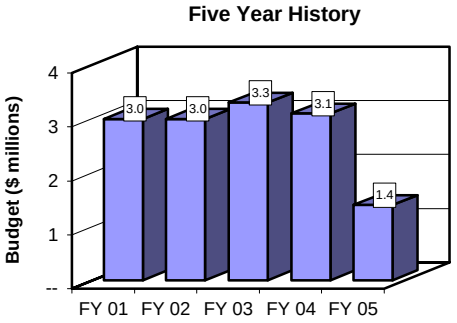
CITY OF LOS ANGELES

# EL PUEBLO HISTORIC MONUMENT

2004 - 05 Proposed Budget

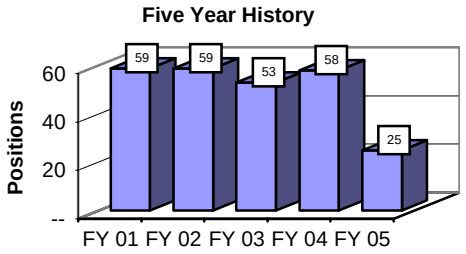
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 2,208,000 | $ 2,208,189 | **$ 943,325** | (57.3)% |
| Expense | 932,000 | 931,656 | **488,176** | (47.6)% |
| Equipment | -- | -- | **--** | -- % |
| Special | -- | -- | **--** | -- % |
| **TOTAL** | **$ 3,140,000** | **$ 3,139,845** | **$ 1,431,501** | (54.4)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 42 | 58 | **25** | (56.9)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 28,523 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Custodial Maintenance | (561,218) | (14) |
| ◆ Building Maintenance | (213,410) | (3) |
| ◆ Parking Operations | (607,862) | (14) |
| ◆ Security Consolidation | (296,580) | -- |
| ◆ Landscape Maintenance | (62,622) | (1) |
| ◆ Capital Projects Oversight | (54,756) | (1) |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions Adopted 2003-04 | Positions Proposed 2004-05 | Positions Change |
|---|---|---|---|---|---|---|
| Marketing/Promotion | $ 284,590 | $ 292,186 | $ 7,596 | 5 | 5 | 0 |
| Tourism | 190,382 | 194,939 | 4,557 | 3 | 3 | 0 |
| Education | 218,136 | 224,212 | 6,076 | 4 | 4 | 0 |
| Parking Operations | 467,234 | - | (467,234) | 14 | 0 | (14) |
| Property Management | 136,318 | 140,875 | 4,557 | 3 | 3 | 0 |
| Historic Preservation | 127,898 | 130,936 | 3,038 | 2 | 2 | 0 |
| Museum Management | 122,510 | 125,548 | 3,038 | 2 | 2 | 0 |
| Custodial Maintenance | 631,066 | 37,482 | (593,584) | 16 | 2 | (14) |
| Building Maintenance | 219,563 | 10,710 | (208,853) | 3 | 0 | (3) |
| Capital Projects Oversight | 69,711 | 16,474 | (53,237) | 1 | 0 | (1) |
| Landscape Maintenance | 101,073 | 39,970 | (61,103) | 1 | 0 | (1) |
| Security Operations | 356,233 | - | (356,233) | 2 | 2 | 0 |
| Events | 215,132 | 218,170 | 3,038 | 2 | 2 | 0 |
| | $ 3,139,845 | $ 1,431,501 | $ (1,708,344) | 58 | 25 | (33) |

Note: The 2004-05 Proposed Budget includes approximately $1.7M for Custodial Maintenance, Building Maintenance, Parking Operations, and Security Operations in the General Services Department's budget, and $63K for Landscape Maintenance in the Department of Recreation and Parks' budget.

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 1,822,636 | (1,078,320) | 744,316 |
| Salaries As-Needed | 381,053 | (186,544) | 194,509 |
| Overtime General | 4,500 | - | 4,500 |
| Total Salaries | 2,208,189 | (1,264,864) | 943,325 |
| **Expense** | | | |
| Communications | 10,700 | - | 10,700 |
| Printing and Binding | 17,756 | - | 17,756 |
| Contractual Services | 376,580 | (353,080) | 23,500 |
| Maintenance Materials,Supplies & Services | 103,400 | (83,400) | 20,000 |
| Water and Electricity | 278,500 | - | 278,500 |
| Litigation | 8,000 | - | 8,000 |
| Uniforms | 7,000 | (7,000) | - |
| Office and Administrative | 17,520 | - | 17,520 |
| Operating Supplies | 41,100 | - | 41,100 |
| Merchandise for Resale (El Pueblo) | 9,600 | - | 9,600 |
| Special Events (El Pueblo) | 61,500 | - | 61,500 |
| Total Expense | 931,656 | (443,480) | 488,176 |
| Total El Pueblo de Los Angeles | 3,139,845 | (1,708,344) | 1,431,501 |
| **SOURCES OF FUNDS** | | | |
| El Pueblo Other Revenue | 3,139,845 | (1,708,344) | 1,431,501 |
| Total Funds | 3,139,845 | (1,708,344) | 1,431,501 |
| Percentage Change | | | -54.41% |
| Positions | 58 | (33) | 25 |

# El Pueblo

This Department operates and maintains the El Pueblo De Los Angeles Historical Monument including special events and festivals, cultural exhibits and tours, the park and historic buildings and parking and business operations and controls its own funds.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $28,523*<br>Related Costs: $4,609 | 28,523 | - | 33,132 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $14,932*<br>Related Costs: $2,413 | 14,932 | - | 17,345 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(7,395)*<br>Related Costs: $(1,195) | (7,395) | - | (8,590) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $71,344*<br>Related Costs: $11,529 | 71,344 | - | 82,873 |
| **Efficiencies** | | | |
| 6 . **Custodial Maintenance**<br>Transfer funding and position authority for 12 Custodial Services Attendants and two Senior Custodial Services Attendants I from the Department's Operations Section to the General Services Department (GSD). Cleaning and maintaining the Department's facilities will be contracted out to GSD in order to take advantage of GSD's expertise in this function and to achieve eventual economies of scale. This insourcing will be accomplished through the completion of a written service agreement between El Pueblo and GSD. The El Pueblo Special Revenue Fund will be the source of funds to pay for the service provided by GSD. Related expenses are also transferred (See GSD Item 13). Related costs consist of employee benefits.<br>*SG $(456,264); SAN $(11,554); EX $(93,400)*<br>Related Costs: $(170,112) | (561,218) | (14) | (731,330) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Efficiencies** | | | |
| 7 . **Building Maintenance**<br>Transfer funding and position authority for two Building Repairers I and one Building Repairer Supervisor from the Department's Operations Section to the General Services Department (GSD). Repairing and maintaining the Department's facilities will be contracted out to GSD in order to take advantage of GSD's expertise in this function and to achieve eventual economies of scale. This insourcing will be accomplished through the completion of a written service agreement between El Pueblo and GSD. The El Pueblo Special Revenue Fund will be the source of funds to pay for the service provided by GSD. Related expenses are also transferred (See GSD Item 13). Related costs consist of employee benefits.<br>*SG $(167,256); SAN $(11,554); EX $(34,600)*<br>Related Costs: $(47,700) | (213,410) | (3) | (261,110) |
| 8 . **Parking Operations**<br>Transfer funding and position authority for two Senior Parking Attendants I, 11 Parking Attendants II, and one Parking Services Supervisor from the Department's Operations Section to the General Services Department (GSD). Operating the Department's five parking lots will be contracted out to GSD in order to take advantage of GSD's expertise in this function and to achieve eventual economies of scale. This insourcing will be accomplished through the completion of a written service agreement between El Pueblo and GSD. The El Pueblo Special Revenue Fund will be the source of funds to pay for the service provided by GSD. Related expenses are also transferred (See GSD Item 13). Related costs consist of employee benefits.<br>*SG $(447,480); SAN $(151,882); EX $(8,500)*<br>Related Costs: $(168,744) | (607,862) | (14) | (776,606) |
| 9 . **Security Consolidation**<br>Consolidate security operations into a new Office of Public Safety in the General Services Department (GSD). Citywide consolidation of security services will result in cost efficiencies and improved services. Funding for the security guard services contract is transferred to GSD (See GSD Item 13).<br>*EX $(296,580)* | (296,580) | - | (296,580) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Efficiencies** | | | |
| 10 . **Landscape Maintenance**<br>Transfer funding and position authority for one Gardener Caretaker from the Department's Operations Section to the Department of Recreation and Parks (RAP) for grounds maintenance at the El Pueblo Monument in order to take advantage of RAP's expertise in this function and to achieve eventual economies of scale. This insourcing will be accomplished through the completion of a written service agreement between El Pueblo and RAP. The El Pueblo Special Revenue Fund will be the source of funds to pay for the service provided by RAP. Related expenses are also transferred (See RAP Item 22). Related costs consist of employee benefits.<br>*SG $(40,668); SAN $(11,554); EX $(10,400)*<br>Related Costs: $(13,464) | (62,622) | (1) | (76,086) |
| **Priority Service Level** | | | |
| 11 . **Capital Projects Oversight**<br>Reduce funding and eliminate position authority for one Management Analyst I from the Department's Capital Projects Section. Resources are not available to fund this service. Related costs consist of employee benefits.<br>*SG $(54,756)*<br>Related Costs: $(15,732) | (54,756) | (1) | (70,488) |
| **Other Changes or Adjustments** | | | |
| 12 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of 9.8 percent to 10.8 percent. Related costs consist of employee benefits.<br>*SG $(19,300)*<br>Related Costs: $(3,119) | (19,300) | - | (22,419) |
| **Total Changes in Salaries, Expense, Equipment and Special** | (1,708,344) | (33) | |
| **TOTAL EL PUEBLO** | (1,708,344) | (33) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 3,139,845 | 58 |
| Changes in Salaries, Expense, Equipment and Special | (1,708,344) | (33) |
| Subtotal | 1,431,501 | 25 |
| 2003-04 Interdepartmental Charges | - | - |
| Changes in Interdepartmental Charges | - | - |
| Subtotal | - | - |
| **2004-05 PROGRAM BUDGET** | 1,431,501 | 25 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **EL PUEBLO** | | | | | | | |
| Art exhibitions presented | 11 | 11 | 8 | 8 | 8 | 8 | 10 |
| Art exhibitions attendance | 80,000 | 85,000 | 83,000 | 84,500 | 87,000 | 92,000 | 100,000 |
| Special Events/Festivals held | 4 | 4 | 15 | 30 | 32 | 35 | 40 |
| Special Events/Festivals attendance | 300,000 | 320,000 | 350,000 | 250,000 | 380,000 | 400,000 | 425,000 |
| Children's Art Workshops held | 120 | 135 | 72 | - | 130 | 100 | 110 |
| Children's Art Workshops attendance | 5,178 | 5,250 | 2,900 | - | 5,850 | 7,000 | 7,500 |
| Cultural and Historical tours given | 670 | 750 | 965 | 1,061 | 1,100 | 1,200 | 1,400 |
| Cultural and Historical tours attendance | 13,750 | 13,500 | 7,500 | 8,250 | 9,075 | 9,500 | 10,000 |
| Filming days* | - | - | - | - | 30 | 40 | 45 |
| Historic sites maintained | 3 | 3 | 3 | 3 | 4 | 5 | 7 |
| Historic sites attendance | 414,473 | 412,000 | 383,953 | 402,000 | 430,000 | 380,000 | 430,000 |
| Historic research queries | 398 | 440 | 416 | 455 | 475 | 450 | 450 |
| Number of vehicles parked** | 427,000 | 394,000 | 443,800 | 400,000 | 400,000 | 400,000 | 400,000 |
| Leases negotiated | - | 30 | 30 | 45 | 50 | 60 | 48 |
| Leases signed* | - | - | - | - | - | 18 | 30 |

* New workload indicator

** Parking operations are transferred to GSD in 2004-05

Note: 2004-05 Estimates to be determined by the Department after specific reductions are finalized.

## PERFORMANCE MEASURES

**From LASTAT**

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| Number of Museum Visitors | 300,000 | 320,000 | 350,000 | 250,000 | 317,217 | 339,837 | 350,000 |

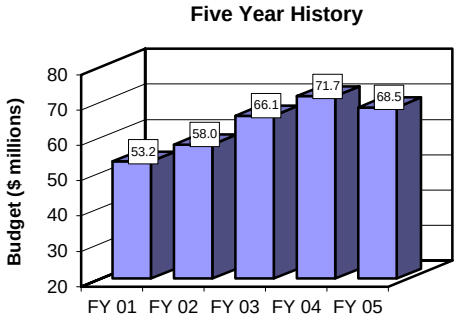
Note: 2004-05 Estimates to be determined by the Department after specific reductions are finalized.

# LIBRARY DEPARTMENT

2004 - 05 Proposed Budget

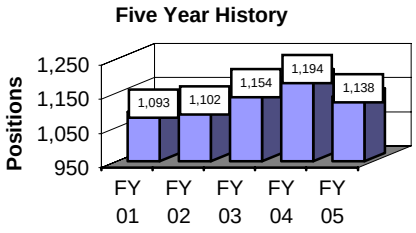
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 46,816,000 | $ 52,297,921 | **$ 53,602,271** | 2.5% |
| Expense | 3,591,000 | 3,750,624 | **3,706,158** | (1.2)% |
| Equipment | 3,698,000 | 2,729,232 | **1,024,052** | (62.5)% |
| Special | 11,229,000 | 12,911,561 | **10,130,111** | (21.5)% |
| **TOTAL** | **$ 65,334,000** | **$ 71,689,338** | **$ 68,462,592** | (4.5)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 1,059 | 1,194 | **1,138** | (4.7)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 815,249 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Bookmobile Service | (454,312) | (8) |
| ◆ Branch Libraries Efficiencies | (556,524) | (12) |
| ◆ New and Renovated Library Openings | 3,342,869 | 21 |
| ◆ Administrative Support Reduction | (132,024) | (3) |
| ◆ Office of Public Safety | (1,230,842) | (55) |
| ◆ Cabrillo Marine Aquarium Library | 54,432 | 1 |

# Services Provided

| Description | Total Cost | | | Positions | | |
|---|---|---|---|---|---|---|
| | Adopted 2003-04 | Proposed 2004-05 | Change | Adopted 2003-04 | Proposed 2004-05 | Change |
| Central Library (Information, Reference & Circulation) | $ 11,723,182 | $ 12,035,650 | $ 312,468 | 190 | 190 | 0 |
| Branch Libraries (Information, Reference & Circulation) | 40,484,976 | 45,168,932 | 4,683,956 | 799 | 812 | 13 |
| Electronic Information Access Program | 3,912,958 | 3,908,355 | (4,603) | 22 | 22 | 0 |
| Acquisition and Collection Development | 1,370,260 | 1,461,257 | 90,997 | 30 | 30 | 0 |
| Cataloguing of Library Materials | 1,723,983 | 1,815,832 | 91,849 | 30 | 30 | 0 |
| Bindery and Processing of Library Materials | 863,793 | 906,273 | 42,480 | 20 | 20 | 0 |
| Shipping and Delivery from Central Library to 71 Branches | 807,183 | 847,082 | 39,899 | 17 | 17 | 0 |
| Renovation/Construction of Seven Existing Branches* | 3,093,599 | - | (3,093,599) | 2 | 0 | (2) |
| Construction of Three New Branch Libraries* | 3,887,462 | - | (3,887,462) | 3 | 0 | (3) |
| Children's Services | 471,410 | 499,048 | 27,638 | 7 | 7 | 0 |
| Young Adult Services | 371,401 | 392,342 | 20,941 | 5 | 5 | 0 |
| Literacy/Volunteer Services | 283,278 | 301,666 | 18,388 | 6 | 6 | 0 |
| Security Services | 2,238,035 | 1,126,155 | (1,111,880) | 55 | 47 | (8) |
| Bookmobile Services | 457,818 | - | (457,818) | 8 | 0 | (8) |
| | $ 71,689,338 | $ 68,462,592 | $ (3,226,746) | 1,194 | 1,186 | (8) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 51,705,790 | 1,304,350 | 53,010,140 |
| Salaries As-Needed | 556,708 | - | 556,708 |
| Overtime General | 35,423 | - | 35,423 |
| Total Salaries | 52,297,921 | 1,304,350 | 53,602,271 |
| **Expense** | | | |
| Office Equipment | 30,462 | - | 30,462 |
| Printing and Binding | 125,828 | (1,178) | 124,650 |
| Contractual Services | 2,911,000 | - | 2,911,000 |
| Transportation | 70,463 | - | 70,463 |
| Library Book Repair | 77,796 | - | 77,796 |
| Uniforms | 12,959 | (6,130) | 6,829 |
| Office and Administrative | 360,063 | (32,559) | 327,504 |
| Operating Supplies | 162,053 | (4,599) | 157,454 |
| Total Expense | 3,750,624 | (44,466) | 3,706,158 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 2,729,232 | (1,705,180) | 1,024,052 |
| Total Equipment | 2,729,232 | (1,705,180) | 1,024,052 |
| **Special** | | | |
| Library Materials | 12,910,561 | (2,781,450) | 10,129,111 |
| Unallocated Balance | 1,000 | - | 1,000 |
| Total Special | 12,911,561 | (2,781,450) | 10,130,111 |
| Total Library | 71,689,338 | (3,226,746) | 68,462,592 |
| **SOURCES OF FUNDS** | | | |
| Library Other Revenue | 71,689,338 | (3,226,746) | 68,462,592 |
| Total Funds | 71,689,338 | (3,226,746) | 68,462,592 |
| Percentage Change | | | -4.5% |
| Positions | 1,194 | (56) | 1,138 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $815,249*<br>Related Costs: $131,745 | 815,249 | - | 946,994 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $1,534,600*<br>Related Costs: $34,160 | 1,534,600 | - | 1,568,760 |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(211,361)*<br>Related Costs: $(33,501) | (211,361) | - | (244,862) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $1,323,872*<br>Related Costs: $213,938 | 1,323,872 | - | 1,537,810 |
| 6 . **Deletion of 2003-04 Equipment**<br>Funding is deleted for 2003-04 one-time equipment purchases for seven renovated and three new libraries scheduled to open in 2003-04.<br>*EQ $(2,239,187)* | (2,239,187) | - | (2,239,187) |
| 7 . **Deletion of One-Time Special Funding**<br>Funding is deleted for one-time book purchases for seven renovated and three new branch libraries scheduled to open in 2003-04.<br>*SP $(4,400,000)* | (4,400,000) | - | (4,400,000) |
| 8 . **Deletion of One-Time Technology Replacement**<br>Funding for the one-time technology purchase of 202 computers, 40 printers and related hardware is deleted.<br>*EQ $(490,045)* | (490,045) | - | (490,045) |
| **Other Changes or Adjustments** | | | |
| 9 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of six percent to seven percent. Related costs consist of employee benefits.<br>*SG $(551,682)*<br>Related Costs: $(89,152) | (551,682) | - | (640,834) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 10 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(31,791)* | (31,791) | - | (31,791) |
| **Total Changes in Salaries, Expense, Equipment and Special** | (4,250,345) | - | |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | (4,250,345) | - | |

## Public Library Services

This program is responsible for the selection, purchasing, cataloging and circulation of library materials. It also provides services to the public at 72 libraries throughout the City.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 11. **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $243,885 | (4,349,534) | - | (4,105,649) |
| **Efficiencies** | | | |
| 12. **Bookmobile Service**<br>Reduce funding and eliminate position authority. Resources are not available to fund this service. Traditionally, bookmobiles have provided services to areas without libraries or where library facilities have been under construction. Construction funded by the 1998 Library Bond Program is scheduled to be complete in 2004-05 and 72 libraries will be available for public use. Therefore, bookmobile services are no longer critical and can be eliminated without significant impact. Related costs consist of employee benefits.<br>*SG $(371,862); SP $(81,450); EX $(1,000)*<br>Related Costs: $(117,168) | (454,312) | (8) | (571,480) |
| **Priority Service Level** | | | |
| 13. **Branch Library Efficiencies**<br>Eliminate 12 vacant positions, which are not expected to have an impact on the current branch library hours. The Library has implemented operational efficiencies while maintaining the current service level. Related costs consist of employee benefits.<br>*SG $(556,524)*<br>Related Costs: $(172,368) | (556,524) | (12) | (728,892) |
| 14. **Office of Public Safety**<br>Consolidate security operations into a new Office of Public Safety in the General Services Department. Citywide consolidation of security services will result in cost efficiencies and improved services. Of the 55 affected positions in the Library Department, 44 positions will be transferred to the new Office of Public Safety and 11 positions are deleted. Resolution authorities and funding for six months are provided in the Library Department's budget for the currently filled 48 positions during the transition period from July to December 2004 (see Unappropriated Balance Item 5). Related costs consists of employee benefits.<br>*SG $(1,219,167); EX $(11,675)*<br>Related Costs: $(423,606) | (1,230,842) | (55) | (1,654,448) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **New Facilities** | | | |
| 15 . **New and Renovated Library Openings**<br>Open three new libraries that have recently completed construction (or that will complete construction) for a total of 72 libraries, including the Central Library. Partial funding ($618,817) is provided for 21 full time staff on a prorated basis to accommodate the various opening dates of each library in 2004-05. The Fairfax and Little Tokyo branch libraries will increase the size of the smaller libraries that previously existed and the Westwood Library will be wholly new to the area. Funding ($2,724,052) is also provided to purchase furniture, equipment, computers and library materials for the new libraries. Funding is provided in the Information Technology Agency budget for communications services and telephones required at the three libraries at an estimated cost of $120,000. The anticipated proceeds of $1.9 million from the sale of surplus library property resulting from library site closures will reduce the amount of the General Fund appropriation required to furnish the new libraries. Related costs consist of employee benefits.<br>*SG $618,817; SP $1,700,000; EQ $1,024,052*<br>Related Costs: $216,414 | 3,342,869 | 21 | 3,559,283 |
| 16 . **Cabrillo Marine Aquarium Library**<br>Provide funding and one Librarian II position for library services at the expanded Cabrillo Marine Aquarium Library expected to open in July 2004. Additional General Fund reimbursements totaling $951,849 are anticipated from the Harbor Department in 2004-05 (see Recreation and Parks Item 16). Related costs consist of employee benefits.<br>*SG $54,432*<br>Related Costs: $15,684 | 54,432 | 1 | 70,116 |
| **Total Changes in Salaries, Expense, Equipment and Special** | (3,193,911) | (53) | |
| **TOTAL PUBLIC LIBRARY SERVICES** | (3,193,911) | (53) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 68,511,707 | 1,140 |
| Changes in Salaries, Expense, Equipment and Special | (3,193,911) | (53) |
| Subtotal | 65,317,796 | 1,087 |
| 2003-04 Interdepartmental Charges | - | - |
| Changes in Interdepartmental Charges | - | - |
| Subtotal | - | - |
| **2004-05 PROGRAM BUDGET** | 65,317,796 | 1,087 |

## General Administration and Support

The program is responsible for providing administrative support functions of policy direction, business management, accounting, personnel and public relations.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 17 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $13,305 | 99,189 | - | 112,494 |
| **Efficiencies** | | | |
| 18 . **Administrative Support Reduction**<br>Reduce funding and position authority for three positions, including one Systems Aide, one Library Assistant I, and one Clerk Typist. These positions can be eliminated as a result of reductions in Bookmobile and Branch Library positions. Related costs consist of employee benefits.<br>*SG $(132,024)*<br>Related Costs: $(42,684) | (132,024) | (3) | (174,708) |
| **Total Changes in Salaries, Expense, Equipment and Special** | (32,835) | (3) | |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (32,835) | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 3,177,631 | 54 |
| Changes in Salaries, Expense, Equipment and Special | (32,835) | (3) |
| Subtotal | 3,144,796 | 51 |
| 2003-04 Interdepartmental Charges | - | - |
| Changes in Interdepartmental Charges | - | - |
| Subtotal | - | - |
| **2004-05 PROGRAM BUDGET** | 3,144,796 | 51 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST 2004-05 |
|---|---|---|---|---|---|---|---|
| **PUBLIC LIBRARY SERVICES PROGRAM** | | | | | | | |
| Libraries operated | 68 | 68 | 68 | 61 | 63 | 69 | 72 |
| Temporary libraries/express stations | | | 2 | 6 | 1 | 1 | - |
| Hours of service (hours/week): | | | | | | | |
| Central Library (open 60 hours/week)* | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Regional branches (open 60 hours/week)** | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| Community branches (open 52 hours/week) | 22 | 22 | 37 | 36 | 33 | 39 | 38 |
| Community branches (open 40 hours/week)*** | 37 | 37 | 20 | 10 | 20 | 20 | 24 |
| Collection (volumes) | 5,949,174 | 6,066,546 | 6,023,282 | 6,000,741 | 5,990,379 | 6,100,000 | 6,050,000 |
| Items circulated | 12,561,965 | 12,815,363 | 13,189,229 | 13,090,726 | 14,868,262 | 15,204,000 | 16,000,000 |
| Questions Answered | 9,175,542 | 9,190,713 | 9,992,027 | 7,193,475 | 9,175,525 | 10,676,000 | 11,000,000 |
| Books received: | | | | | | | |
| Volumes | 346,604 | 355,506 | 377,479 | 468,636 | 368,255 | 275,000 | 200,000 |
| Books cataloged | 56,205 | 56,525 | 61,361 | 59,875 | 61,625 | 60,000 | 55,000 |
| Bookmobiles operated | 4 | 4 | 4 | 4 | 4 | 2 | - |
| Bookmobile stops | 61 | 65 | 77 | 57 | 62 | 57 | - |
| Registered Borrowers | 1,249,474 | 1,272,174 | 1,343,596 | 1,418,519 | 1,571,346 | 1,650,000 | 1,800,000 |
| Number of people visiting library facilities | 11,745,119 | 12,009,547 | 12,151,013 | 12,312,418 | 12,046,053 | 14,000,000 | 15,000,000 |
| Classes visited by Librarians | 16,424 | 17,594 | 19,827 | 17,594 | 17,605 | 17,830 | 17,900 |
| Students visited by Librarians | 381,604 | 390,019 | 413,782 | 350,103 | 306,432 | 385,113 | 405,000 |
| Programs held in libraries | 7,580 | 7,708 | 7,877 | 7,973 | 8,523 | 10,210 | 10,300 |
| Library program attendees | 243,480 | 267,775 | 307,316 | 344,492 | 400,000 | 425,000 | 400,000 |
| Automated reserves placed | 514,838 | 640,140 | 780,082 | 946,268 | 1,133,809 | 1,269,308 | 1,400,000 |
| Number of hits on LAPL website | - | 30,000,000 | 42,417,709 | 55,143,972 | 73,843,000 | 80,000,000 | 85,000,000 |
| **GENERAL ADMINISTRATION AND SUPPORT PROGRAM** | | | | | | | |
| Number of books, packages, letters sorted by shipping staff | 5,008,900 | 5,098,100 | 6,796,817 | 6,805,110 | 7,900,000 | 8,900,000 | 9,900,000 |

*Open 50 hours/week in 1996-97.

**(8) Regional libraries open 46 hours/week in 1996-97.

*** Some branches closed for construction

## PERFORMANCE MEASURES

**From LASTAT**

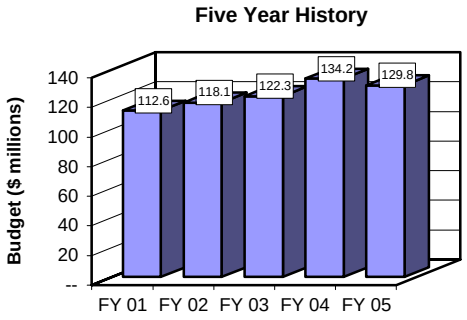
| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| Number of Visitors | 11,745,119 | 12,009,547 | 12,151,013 | 12,312,418 | 12,044,053 | 14,000,000 | 14,500,000 |
| Items Checked Out | 12,561,965 | 12,815,363 | 13,189,229 | 13,090,726 | 14,868,262 | 15,204,800 | 16,000,000 |
| Questions Answered | 9,175,542 | 9,190,713 | 9,195,525 | 7,193,475 | 9,175,525 | 10,676,000 | 11,000,000 |
| Card Holders | 1,249,474 | 1,272,174 | 1,343,596 | 1,418,519 | 1,571,346 | 1,650,000 | 1,800,000 |
| Reservations | 514,838 | 640,140 | 780,082 | 942,268 | 1,133,809 | 1,269,300 | 1,400,000 |
| Website Hits | n/a | 30,000,000 | 42,417,709 | 55,143,972 | 73,843,000 | 80,000,000 | 85,000,000 |
| Annual/Monthly per capita spending | $1.80 | $2.31 | $2.54 | $3.60 | $2.53 | $2.23 | $2.22 |

# DEPARTMENT OF RECREATION AND PARKS

2004 - 05 Proposed Budget

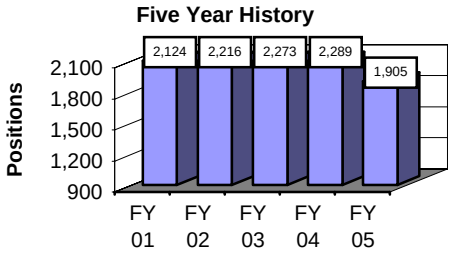
## FUNDING

| | 2003-04 Estimated | 2003-04 Budget | 2004-05 PROPOSED Amount | %Change |
|---|---|---|---|---|
| Salaries | $ 113,109,000 | $ 118,176,905 | **$ 115,665,743** | (2.1)% |
| Expense | 14,484,000 | 15,407,092 | **14,061,970** | (8.7)% |
| Equipment | 2,966,000 | 455,009 | **102,975** | (77.4)% |
| Special | 177,000 | 177,000 | **--** | (100.0)% |
| **TOTAL** | **$ 130,736,000** | **$ 134,216,006** | **$ 129,830,688** | (3.3)% |




## STAFFING

| | June 30, 2004 Projected Staffing | 2003-04 Adopted Budget | 2004-05 PROPOSED Authorized Staffing | %Change |
|---|---|---|---|---|
| Regular | 1,675 | 2,053 | **1,905** | (7.2)% |




## BUDGET HIGHLIGHTS

| | Direct Cost | Positions |
|---|---|---|
| ◆ 2003-04 Employee Compensation Adjustment | $ 1,404,011 | -- |
| ◆ 2004-05 Employee Compensation Adjustment | -- | -- |
| ◆ Salary Savings Increase | (950,100) | -- |
| ◆ As-Needed Salary Adjustment | 2,300,000 | -- |
| ◆ Park Property Maintenance | (3,141,049) | (53) |
| ◆ Park Facility Maintenance | (1,953,057) | (40) |
| ◆ Landscape Maintenance of Other City Facilities | (417,860) | (7) |
| ◆ Operational Efficiencies | (840,000) | -- |
| ◆ Transfer of Advanced Planning and Real Estate | (341,154) | (4) |
| ◆ Transfer of Design and Construction Services | (2,474,556) | (10) |
| ◆ Security Consolidation | (2,105,043) | (63) |
| ◆ Cabrillo Marine Aquarium Expansion | 897,417 | 14 |
| ◆ Griffith Observatory | 744,583 | 3 |
| ◆ Landscape Maintenance for El Pueblo | 62,622 | 1 |

# Services Provided

| Description | Total Cost Adopted 2003-04 | Total Cost Proposed 2004-05 | Total Cost Change | Positions* Adopted 2003-04 | Positions* Proposed 2004-05 | Positions* Change |
|---|---|---|---|---|---|---|
| Mandatory and Remedial Maintenance of Park Property | $ 40,982,024 | $ 43,002,317 | $ 2,020,293 | 795 | 795 | 0 |
| Moderate Level of Maintenance of Park Property | 4,483,517 | 1,489,844 | (2,993,673) | 85 | 32 | (53) |
| Mandatory and Remedial Maintenance of Park Buildings and Facilities | 9,754,312 | 9,759,569 | 5,256 | 72 | 72 | 0 |
| Moderate Level of Repair and Maintenance of Park Buildings and Facilities | 2,336,217 | 2,425,724 | 89,507 | 41 | 41 | 0 |
| Maintenance of park land and facilities at or exceeding the Acceptable Quality Level | 2,374,438 | 510,156 | (1,864,282) | 51 | 11 | (40) |
| Recreation-Based Programs and Activities - | 1,699,637 | 1,730,425 | 30,788 | 17 | 17 | 0 |
| Recreation-Based Programs and Activities - Senior Centers | 1,957,385 | 2,021,830 | 64,445 | 31 | 31 | 0 |
| Recreation-Based Programs and Activities - Golf | 10,168,948 | 10,480,362 | 311,414 | 177 | 177 | 0 |
| Recreation-Based Programs and Activities - Tennis and other Revenue Recreational Facilities | 2,012,439 | 2,067,813 | 55,374 | 25 | 25 | 0 |
| Recreation-Based Programs and Activities - Thereputic and Special Recreation Centers | 631,722 | 646,018 | 14,296 | 7 | 7 | 0 |
| Planning - Advance Planning and Real Estate | 1,002,871 | 1,661,717 | 658,846 | 12 | 22 | 10 |
| Planning - Design and Construction Activities | 896,854 | (1,554,330) | (2,451,184) | 12 | 0 | (12) |
| Planning - Grants Administration | 122,933 | 128,126 | 5,193 | 2 | 2 | 0 |
| Educational Opportunities - Griffith Observatory | 1,626,975 | 2,415,041 | 788,066 | 18 | 21 | 3 |
| Educational Opportunities - Travel Town Museum | 531,579 | 438,604 | (92,975) | 5 | 5 | 0 |
| Educational Opportunities - Banning Residence | 232,870 | 240,640 | 7,769 | 4 | 4 | 0 |
| Educational Opportunities - Fort MacArthur Military | 73,166 | 75,251 | 2,084 | 1 | 1 | 0 |
| Educational Opportunities - Drum Barracks Civil | 99,600 | 101,746 | 2,146 | 1 | 1 | 0 |
| Educational Opportunities - Maritime Museum | 401,478 | 414,584 | 13,106 | 7 | 7 | 0 |
| Educational Opportunities - Cabrillo Aquarium | 776,825 | 1,698,776 | 921,951 | 11 | 25 | 14 |
| Educational Opportunities - Pt. Fermin Lighthouse | 117,262 | 119,408 | 2,146 | 1 | 1 | 0 |
| Child Care (partially subsidized) | 4,399,910 | 4,663,708 | 263,798 | 94 | 94 | 0 |
| Special Senior Services/Multipurpose Centers (partially subsidized) | 500,439 | 513,049 | 12,610 | 6 | 6 | 0 |
| Recreation-Based Programs and Activities - Aquatics | 9,656,999 | 9,759,414 | 102,415 | 51 | 51 | 0 |
| Recreation-Based Programs and Activities - Minimal Operation of Recreation Centers for Fee-Based Programming | 15,491,204 | 15,517,988 | 26,784 | 247 | 247 | 0 |
| Recreation-Based Programs and Activities - Youth Services and Intervention Programming | 15,759,713 | 15,838,460 | 78,747 | 184 | 184 | 0 |
| Resource Management through Park Rangers | 3,539,860 | 2,393,607 | (1,146,253) | 61 | 54 | (7) |
| Park Ranger Security | 1,773,420 | 814,630 | (958,790) | 20 | 20 | 0 |
| Maintenance of Public Building Landscaping (non-park land) | 811,409 | 456,211 | (355,198) | 15 | 9 | (6) |
| | $ 134,216,006 | $ 129,830,688 | $ (4,385,318) | 2,053 | 1,962 | (91) |

Position totals include Resolution Authorities.

General Administration and Support is included within each service along with direct services.

# Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **EXPENDITURES AND APPROPRIATIONS** | | | |
| **Salaries** | | | |
| Salaries General | 91,158,940 | (4,022,065) | 87,136,875 |
| Salaries As-Needed | 25,355,358 | 1,677,668 | 27,033,026 |
| Overtime General | 698,285 | (166,765) | 531,520 |
| Hiring Hall Salaries | 695,446 | - | 695,446 |
| Benefits Hiring Hall | 268,876 | - | 268,876 |
| Total Salaries | 118,176,905 | (2,511,162) | 115,665,743 |
| **Expense** | | | |
| Printing and Binding | 239,858 | 7,925 | 247,783 |
| Contractual Services | 3,927,103 | (20,413) | 3,906,690 |
| Field Equipment Expense | 868,326 | 7,800 | 876,126 |
| Maintenance Materials,Supplies & Services | 5,790,917 | (625,782) | 5,165,135 |
| Transportation | 93,419 | 3,000 | 96,419 |
| Uniforms | 170,394 | (15,852) | 154,542 |
| Animal Food/Feed and Grain | 5,985 | 12,000 | 17,985 |
| Camp Food | 295,131 | - | 295,131 |
| Office and Administrative | 717,154 | 17,482 | 734,636 |
| Operating Supplies | 3,195,801 | (731,282) | 2,464,519 |
| Leasing | 103,004 | - | 103,004 |
| Total Expense | 15,407,092 | (1,345,122) | 14,061,970 |
| **Equipment** | | | |
| Furniture, Office and Technical Equipment | 394,589 | (296,264) | 98,325 |
| Other Operating Equipment | 60,420 | (55,770) | 4,650 |
| Total Equipment | 455,009 | (352,034) | 102,975 |
| **Special** | | | |
| Tennis Refurbishment | 177,000 | (177,000) | - |
| Total Special | 177,000 | (177,000) | - |
| Total Recreation and Parks | 134,216,006 | (4,385,318) | 129,830,688 |

## Recapitulation of Changes

| | Adopted Budget 2003-04 | Total Budget Changes | Budget Appropriation 2004-05 |
|---|---|---|---|
| **SOURCES OF FUNDS** | | | |
| El Pueblo Other Revenue | - | 62,622 | 62,622 |
| Recreation & Parks Other Revenue | 134,216,006 | (4,447,940) | 129,768,066 |
| Total Funds | 134,216,006 | (4,385,318) | 129,830,688 |
| Percentage Change | | | -3.27% |
| Positions | 2,053 | (148) | 1,905 |

## 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 | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Obligatory** | | | |
| 1 . **2003-04 Employee Compensation Adjustment**<br>Related costs consist of employee benefits.<br>*SG $1,404,011*<br>Related Costs: $226,888 | 1,404,011 | - | 1,630,899 |
| 2 . **2004-05 Employee Compensation Adjustment** | - | - | - |
| 3 . **Salary Step Plan and Turnover Effect**<br>Related costs consist of employee benefits.<br>*SG $(323,301)*<br>Related Costs: $(52,246) | (323,301) | - | (375,547) |
| 4 . **Change in Number of Working Days**<br>One less working day. Related costs consist of employee benefits.<br>*SG $(364,003)*<br>Related Costs: $(58,823) | (364,003) | - | (422,826) |
| 5 . **Full Funding for Partially Financed Positions**<br>Related costs consist of employee benefits.<br>*SG $3,134,366*<br>Related Costs: $506,513 | 3,134,366 | - | 3,640,879 |
| 6 . **Deletion of One-Time Expense Funding**<br>One-time funding for 2003-04 expense purchases is deleted.<br>*EX $(104,600)* | (104,600) | - | (104,600) |
| 7 . **Deletion of 2003-04 Equipment**<br>One-time funding for 2003-04 equipment purchases is deleted.<br>*EQ $(455,009)* | (455,009) | - | (455,009) |
| 8 . **Deletion of One-Time Special Funding**<br>One-time funding provided in 2003-04 to purchase tennis refurbishment equipment is deleted.<br>*SP $(177,000)* | (177,000) | - | (177,000) |
| **Efficiencies** | | | |
| 9 . **Operational Efficiencies**<br>Reduce funding in various expense accounts. The Maintenance Materials and Supplies account ($140,000) and the Operating Supplies and Expense account ($700,000) are reduced as a result of continuing cost efficiency efforts at parks and recreation facilities citywide.<br>*EX $(840,000)* | (840,000) | - | (840,000) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 10 . **Expense Reduction**<br>Reduce funding in various expense accounts by one percent.<br>*EX $(42,257)* | (42,257) | - | (42,257) |
| 11 . **Salary Savings Increase**<br>Increase the salary savings rate from its current level of 5.5 percent to 6.5 percent. Related costs consist of employee benefits.<br>*SG $(950,100)*<br>Related Costs: $(153,536) | (950,100) | - | (1,103,636) |
| 12 . **Revenue Adjustment**<br>Increase non-resident fees to generate an additional $1.6 million. This will partially offset the loss of $3.0 million of one-time golf revenue that is no longer available. Total Department revenues will decrease by $1.4 million, from $26.95 million to $25.55 million. | - | - | - |
| 13 . **As-Needed Salary Adjustment**<br>Increase funding for as-needed positions to partially finance cost of living adjustments.<br>*SAN $2,300,000* | 2,300,000 | - | 2,300,000 |
| 14 . **Replacement Equipment**<br>Funding in the amount of $1,301,100 is provided through MICLA to replace various capital equipment items. | - | - | - |
| **Total Changes in Salaries, Expense, Equipment and Special** | 3,582,107 | - | |
| **TOTAL CHANGES APPLICABLE TO VARIOUS PROGRAMS** | 3,582,107 | - | |

## Educational Exhibits

This program provides astronomical, scientific and historical exhibits, conducts tours and lectures, and provides other educational recreational programming on a Citywide basis.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 15 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(308) | (1,902) | - | (2,210) |
| **Priority Service Level** | | | |
| 16 . **Cabrillo Marine Aquarium Expansion**<br>Provide funding and 14 positions for additional programs, exhibits, and services at the expanded Cabrillo Marine Aquarium expected to open in July 2004. Funding and one Librarian II position are also provided to the Library Department to provide services at the expanded Cabrillo Marine Aquarium library (see Library Item 16). Funding in the amount of $48,900 is provided through MICLA to purchase various capital equipment items. Additional General Fund reimbursements totaling $951,849 are anticipated from the Harbor Department in 2004-05. Related costs consist of employee benefits.<br>*SG $558,507; SOT $2,500; SAN $157,630; EX $150,805; EQ $27,975*<br>Related Costs: $179,809 | 897,417 | 14 | 1,077,226 |
| 17 . **Griffith Observatory**<br>Add funding and three positions to develop, test, modify, troubleshoot as needed, and produce the new planetarium show, exhibits, and content in anticipation of the Observatory reopening in 2005. Funding in the amount of $150,000 is provided through MICLA to purchase a technical workstation for the planetarium production. Related costs consist of employee benefits.<br>*SG $205,325; SAN $88,758; EX $375,500; EQ $75,000*<br>Related Costs: $53,844 | 744,583 | 3 | 798,427 |
| **Total Changes in Salaries, Expense, Equipment and Special** | 1,640,098 | 17 | |
| **TOTAL EDUCATIONAL EXHIBITS** | 1,640,098 | 17 | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 3,049,576 | 38 |
| Changes in Salaries, Expense, Equipment and Special | 1,640,098 | 17 |
| Subtotal | 4,689,674 | 55 |
| 2003-04 Interdepartmental Charges | - | - |
| Changes in Interdepartmental Charges | - | - |
| Subtotal | - | - |
| **2004-05 PROGRAM BUDGET** | 4,689,674 | 55 |

## Recreational Opportunities

This program provides a broad usage of recreational opportunities at various facilities to the general population and to the special need segment of the populations.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 18 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $426,110 | 2,557,236 | - | 2,983,346 |
| **Total Changes in Salaries, Expense, Equipment and Special** | 2,557,236 | - | |
| **TOTAL RECREATIONAL OPPORTUNITIES** | 2,557,236 | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 55,042,706 | 766 |
| Changes in Salaries, Expense, Equipment and Special | 2,557,236 | - |
| Subtotal | 57,599,942 | 766 |
| 2003-04 Interdepartmental Charges | - | - |
| Changes in Interdepartmental Charges | - | - |
| Subtotal | - | - |
| **2004-05 PROGRAM BUDGET** | 57,599,942 | 766 |

## Parks and Facilities

This program provides for the maintenance of parks, open space and multipurpose areas; and construction and repair services in support of park and recreation activities.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 19 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $43,550 | 432,003 | - | 475,553 |
| **Efficiencies** | | | |
| 20 . **Security Consolidation - Resource Management**<br>Consolidate security operations into a new Office of Public Safety in the General Services Department. Citywide consolidation of security services will result in cost efficiencies. Of the 43 affected positions, 37 will be transferred to the new Office of Public Safety and six deleted. Resolution authorities for the 37 positions and funding for six months are provided in the Department's budget during the transition period from July to December 2004 (See Unappropriated Balance Item 5). Related costs consist of employee benefits.<br>*SG $(1,086,500); SOT $(18,265); EX $(41,488)*<br>Related Costs: $(203,081) | (1,146,253) | (43) | (1,349,334) |
| 21 . **Security Consolidation - Park Ranger Security**<br>Consolidate security operations into a new Office of Public Safety in the General Services Department. Citywide consolidation of security services will result in cost efficiencies. A total of 20 positions will be transferred to the new Office of Public Safety. Resolution authorities for the positions and funding for six months are provided in the Department's budget during the transition period from July to December 2004 (See Unappropriated Balance Item 5). Related costs consist of employee benefits.<br>*SG $(550,020); SOT $(151,000); SAN $(257,770)*<br>Related Costs: $(102,671) | (958,790) | (20) | (1,061,461) |
| 22 . **Landscape Maintenance for El Pueblo**<br>Transfer funding and one Gardener Caretaker position from the El Pueblo Department to consolidate landscape maintenance services. The transfer should improve landscape maintenance services at the El Pueblo Monument (See El Pueblo Item 10). Related costs consist of employee benefits.<br>*SG $40,668; SAN $11,554; EX $10,400*<br>Related Costs: $13,464 | 62,622 | 1 | 76,086 |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Priority Service Level** | | | |
| 23 . **Park Property Maintenance**<br>Reduce funding and eliminate 53 vacant maintenance positions on a citywide basis. Resources are not available to fully fund this service. The Department is funded to provide a basic level of park property maintenance at 387 parks citywide. A basic level of park property maintenance provides for maintenance services that include mowing and trimming cycles of about once every two to three weeks, play pit cleaning of about once a day, and the repair and maintenance of athletic fields on a weekly basis. Related costs consist of employee benefits.<br>*SG $(2,146,085); SAN $(375,858); EX $(619,106)*<br>Related Costs: $(712,031) | (3,141,049) | (53) | (3,853,080) |
| 24 . **Park Facility Maintenance**<br>Reduce funding and eliminate 40 vacant maintenance positions on a citywide basis. Resources are not available to fully fund this service. The Department is funded to provide a moderate level of park facility maintenance. A moderate level of park facility maintenance will assign the highest priority to maintenance requests that enable recreation centers and facilities to continue the current level of operations and programs. Related costs consist of employee benefits.<br>*SG $(1,680,024); SAN $(43,507); EX $(229,526)*<br>Related Costs: $(547,080) | (1,953,057) | (40) | (2,500,137) |
| 25 . **Landscape Maintenance of Other City Facilities**<br>Reduce funding and eliminate seven vacant landscape maintenance positions. Resources are not available to fully fund this service. The Department is funded to provide a remedial level of landscape maintenance to other City facilities that include libraries, animal shelters, fire stations, and police facilities. A remedial level of landscape maintenance includes mowing and trimming cycles of about once every four weeks. Related costs consist of employee benefits.<br>*SG $(278,256); SAN $(134,754); EX $(4,850)*<br>Related Costs: $(93,204) | (417,860) | (7) | (511,064) |
| **Total Changes in Salaries, Expense, Equipment and Special** | (7,122,384) | (162) | |
| **TOTAL PARKS AND FACILITIES** | (7,122,384) | (162) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 64,372,820 | 1,117 |
| Changes in Salaries, Expense, Equipment and Special | (7,122,384) | (162) |
| Subtotal | 57,250,436 | 955 |
| 2003-04 Interdepartmental Charges | - | - |
| Changes in Interdepartmental Charges | - | - |
| Subtotal | - | - |
| **2004-05 PROGRAM BUDGET** | 57,250,436 | 955 |

## Planning and Development

This program provides technical services including capital improvement administration, engineering and architectural design, contract administration, social and community planning and real estate activities.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 26 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(126) | 808,534 | - | 808,408 |
| **Efficiencies** | | | |
| 27 . **Advanced Planning and Real Estate**<br>Transfer funding and four positions (two vacant clerical positions and two filled Architectural Associate positions) to the Department of Public Works, Bureau of Engineering (BOE) in connection with the transfer of over 100 recreation and park facility construction projects to BOE. Consistent with its core mission, BOE will be responsible for providing effective design, construction, and project management services on these projects (See BOE Item 20).<br>Related costs consist of employee benefits.<br>*SG $(272,769); SAN $(68,385)*<br>Related Costs: $(71,628) | (341,154) | (4) | (412,782) |
| 28 . **Design and Construction Services**<br>Transfer funding and 10 regular and 21 substitute positions to BOE in connection with the transfer of over 100 recreation and park facility construction projects to BOE. Of the 10 affected regular positions, six positions are filled (Contract Administrator, Architectural Associate, Civil Engineering Drafting Technician, Landscape Architect, Management Assistant, and Principal Clerk). Of the 21 affected substitute positions, 19 positions are filled (Senior Architect, six Architects, four Landscape Architects, three Landscape Architectural Associates, two Architectural Associates, Reprographic Operator, Electrical Engineering Associate, and Structural Engineer). Consistent with its core mission, BOE will be responsible for providing effective design, construction, and project management services on these projects (See BOE Item 21).<br>Related costs consist of employee benefits.<br>*SG $(2,474,556)*<br>Related Costs: $(613,404) | (2,474,556) | (10) | (3,087,960) |

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| **Other Changes or Adjustments** | | | |
| 29 . **Advance Planning Unit**<br>Provide partial funding and regular authority for the 14 unfunded positions remaining in the Department's Advance Planning Unit after the transfer of various planning, engineering, and design functions to BOE (See RAP Items 27 and 28 and BOE Items 20 and 21). Related costs consist of employee benefits.<br>*SG $1,000,000*<br>Related Costs: $258,000 | 1,000,000 | 14 | 1,258,000 |
| **Total Changes in Salaries, Expense, Equipment and Special** | (1,007,176) | - | |
| **TOTAL PLANNING AND DEVELOPMENT** | (1,007,176) | - | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 1,739,519 | 21 |
| Changes in Salaries, Expense, Equipment and Special | (1,007,176) | - |
| Subtotal | 732,343 | 21 |
| 2003-04 Interdepartmental Charges | - | - |
| Changes in Interdepartmental Charges | - | - |
| Subtotal | - | - |
| **2004-05 PROGRAM BUDGET** | 732,343 | 21 |

## General Administration and Support

This program manages the activities of the Department including policy formulation and administrative decision making, and includes the support functions of the fiscal/business management, accounting, and public information. This program also manages the Turf Maintenance Replacement Program and normal replacement program for large purchases of equipment items to be used throughout the Department.

| Program Changes | Direct Cost | Positions | Total Cost |
|---|---|---|---|
| **Changes in Salaries, Expense, Equipment and Special** | | | |
| 30 . **Apportionment of Changes Applicable to Various Programs**<br>Related costs consist of employee benefits<br>Related Costs: $(430) | (213,764) | - | (214,194) |
| **Efficiencies** | | | |
| 31 . **Administrative Support - Bureau of Engineering**<br>Transfer funding ($239,332) and three positions (Superintendent of Planning and Development, Principal Clerk, and Secretary) to the Department of Public Works, Bureau of Engineering to support the transfer of the planning and construction and related functions (See RAP Items 27 and 28 and BOE Item 37). Related costs consist of employee benefits.<br>*SG $(239,328)*<br>Related Costs: $(59,340) | (239,328) | (3) | (298,668) |
| **Total Changes in Salaries, Expense, Equipment and Special** | (453,092) | (3) | |
| **TOTAL GENERAL ADMINISTRATION AND SUPPORT** | (453,092) | (3) | |

| | | |
|---|---|---|
| 2003-04 Program Budget | 10,011,385 | 111 |
| Changes in Salaries, Expense, Equipment and Special | (453,092) | (3) |
| Subtotal | 9,558,293 | 108 |
| 2003-04 Interdepartmental Charges | - | - |
| Changes in Interdepartmental Charges | - | - |
| Subtotal | - | - |
| **2004-05 PROGRAM BUDGET** | 9,558,293 | 108 |

# INDICATORS OF WORKLOAD

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| **EDUCATION EXHIBITS** | | | | | | | |
| Observatory: | | | | | | | |
| Attendance* | 1,852,208 | 1,833,139 | 1,833,000 | 1,000,000 | 195,000 | - | - |
| Paid attendance* | 217,658 | 280,049 | 280,000 | 100,000 | - | - | - |
| Total Revenue* | 566,384 | 600,000 | 600,000 | 250,000 | 40,000 | - | - |
| Staffing* | 17 | 17 | 17 | 12 | 15 | 15 | 18 |
| Travel Town: | | | | | | | |
| Total attendance | 375,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 |
| Historic/Cultural sites maintained* | 17 | 17 | 17 | 17 | 17 | 17 | 18 |
| Staffing | 26 | 26 | 26 | 26 | 26 | 27 | 42 |
| **RECREATIONAL OPPORTUNITIES** | | | | | | | |
| Aquatics: | | | | | | | |
| Swimming pools | 54 | 58 | 58 | 58 | 58 | 58 | 58 |
| Pool attendance | 1,051,353 | 1,820,000 | 1,820,000 | 2,002,000 | 2,650,000 | 3,250,000 | 3,250,000 |
| Staffing | 28 | 28 | 30 | 30 | 34 | 34 | 34 |
| Camps: | | | | | | | |
| Camps operated* | 7 | 7 | 7 | 7 | 5 | 5 | 5 |
| Camper days | 51,377 | 52,000 | 52,000 | 52,000 | 48,000 | 48,000 | 48,000 |
| Staffing | 11 | 12 | 12 | 12 | 12 | 12 | 12 |
| Municipal Sports: | | | | | | | |
| Team sports participants | 68,330 | 66,550 | 66,550 | 67,320 | 71,400 | 72,000 | 72,000 |
| Number of teams | 5,124 | 4,880 | 4,880 | 4,950 | 5,200 | 5,200 | 5,200 |
| Staffing | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| Senior Citizens Services:* | | | | | | | |
| Sr. Citizens Centers | 28 | 31 | 31 | 31 | 28 | 28 | 28 |
| Sr. Citizens Clubs | 171 | 225 | 225 | 225 | 180 | 180 | 180 |
| Sr. Citizens Club members | 80,000 | 100,000 | 100,000 | 100,000 | 75,000 | 77,000 | 77,000 |
| Staffing | 32 | 30 | 30 | 30 | 32 | 32 | 32 |
| Adaptive Services:* | | | | | | | |
| Adaptive Centers | 3 | 3 | 3 | 3 | 3 | 4 | 4 |
| Attendance | 42,000 | 42,500 | 42,500 | 45,000 | 45,000 | 50,000 | 50,000 |
| Staffing | 5 | 5 | 5 | 5 | 6 | 7 | 7 |
| Child Care Services:* | | | | | | | |
| Child Care Centers | 18 | 18 | 18 | 20 | 21 | 23 | 23 |
| Attendance* | 11,000 | 12,670 | 12,670 | 13,990 | 14,000 | 15,200 | 15,200 |
| Staffing* | 55 | 55 | 64 | 64 | 67 | 71 | 71 |

* Attendance, revenues and staffing for the Observatory are decreased to reflect the temporary closure. Staffed to maintain exhibits of the facility, beginning in January 2002, for a multi-million dollar renovation and reconstruction project.

*Lake Crowley Camp was eliminated and Camp Radford is closed for renovation

*These services comprise the Human Services element.

# INDICATORS OF WORKLOAD (Continued)

| | ACTUAL 1998-99 | ACTUAL 1999-00 | ACTUAL 2000-01 | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|---|---|---|
| Golf: | | | | | | | |
| Facilities operated | 13 | 13 | 13 | 13 | 13 | 13 | 13 |
| Rounds played | 1,212,292 | 1,162,000 | 1,100,000 | 1,110,000 | 1,158,000 | 1,160,000 | 1,200,000 |
| Staffing | 145 | 145 | 145 | 145 | 148 | 148 | 148 |
| Tennis: | | | | | | | |
| Free tennis courts | 299 | 299 | 299 | 299 | 299 | 299 | 299 |
| Pay tennis courts | 86 | 86 | 87 | 87 | 88 | 88 | 88 |
| Tennis revenue | 563,202 | 576,851 | 550,000 | 570,000 | 520,000 | 530,000 | 530,000 |
| Staffing* | 28 | 28 | 28 | 28 | 28 | 28 | 28 |
| *Staffing included in Recreation Centers. | | | | | | | |
| Recreation Centers | 127 | 127 | 127 | 130 | 130 | 135 | 135 |
| Staffing | 236 | 293 | 309 | 362 | 365 | 369 | 369 |
| **PARKS AND FACILITIES PROGRAM** | | | | | | | |
| Total park developed acreage | 7,100 | 7,150 | 8,494 | 8,494 | 8,494 | 8,494 | 8,494 |
| Total golf course developed acreag | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Total acreage | 15,185 | 15,319 | 15,460 | 15,485 | 15,493 | 15,493 | 15,493 |
| Recreational facilities maintained | 394 | 390 | 390 | 390 | 395 | 395 | 395 |
| Staffing | 1,080 | 1,092 | 1,105 | 1,118 | 1,120 | 1,117 | 1,018 |
| **PLANNING AND DEVELOPMENT** | | | | | | | |
| Projects in design | 112 | 300 | 300 | 300 | 100 | 100 | - |
| Capital projects in construction | 79 | 100 | 100 | 100 | 50 | 45 | - |
| Staffing | 22 | 21 | 21 | 21 | 21 | 21 | 22 |

# PERFORMANCE MEASURES

From LASTAT

| | ACTUAL 2001-02 | ACTUAL 2002-03 | EST. 2003-04 | EST. 2004-05 |
|---|---|---|---|---|
| CLASS Parks: | | | | |
| Program Hours | 39,893 | 68,939 | 75,833 | 76,000 |
| Contacts with youth | 125,117 | 229,984 | 252,982 | 253,000 |
| Staffing | 62 | 62 | 62 | 62 |
| LA Kids: | | | | |
| Attendance at Center Classes | 271,540 | 259,081 | 259,000 | 245,000 |
| Attendance at Sports Academies | 14,999 | 15,000 | 15,000 | 14,000 |
| Staffing | 3.5 | 3.5 | 3.5 | 3.5 |
| Raise the Bar: | | | | |
| Participating Girls | 24,046 | 26,006 | 26,000 | 26,000 |
| Staffing | 2 | 2 | 2 | 2 |
| Completed Work Order Requests* | | | | |
| Graffiti | | 8,000 | 8,500 | 8,500 |
| Emergency | | 1,500 | 1,500 | 1,500 |
| Total Maintenance | | 17,500 | 18,000 | 18,000 |

* Electronic work order system was not available in 2001-02.

# CITY EMPLOYEES' RETIREMENT FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the City Employees' Retirement System relates to current year funding as follows:

| 2003-04 | | 2004-05 |
|---|---|---|
| **Adopted Budget** | **Estimated Expenditures** | **Proposed Budget** |
| $ 121,108,274 | $ 121,108,274 | $ 210,499,842 |

The proposed budget is the City's contribution to the system and is based on rates recommended by an actuary in accordance with the Charter. Also included in the contribution rate are the costs for the Family Death Benefit Plan, Excess Benefit Plan, and Limited Term Retirement Plan.

The City will issue tax and revenue anticipation notes to fund the General Fund retirement contribution ($182.5 million) in July 2004 rather than spreading payments throughout the year as in the past. Additionally, the proprietary departments will fund their portion of the retirement contribution ($28.0 million) in July 2004 as well. As a result of these July payments, the retirement fund will gain additional interest earnings, which can be used to discount the overall City contribution by 2.72 percent while maintaining the required level of annual receipts. This discount will reduce the required contribution to the retirement fund by $5.9 million. The appropriation for the payment of the debt service on the tax and revenue anticipation notes, which will be approximately $186.8 million, is in the 2004 Tax and Revenue Anticipation Notes, Debt Service Fund.

The proposed budget increase ($89,391,568 or 73.8 percent) is attributable to the overall actuarial loss of $809.2 million because of asset losses below the assumed rate of 8.0 percent for the past three years. The contribution for health subsidy benefits increased from 1.85 percent of payroll to 4.02 percent due to actuarial losses on investments, increases in the maximum health subsidy, and revised health premiums from the prior year. The City's contribution expressed as a percentage of payroll is 14.33 percent in 2004-05 versus 8.3 percent in 2003-04. The system's funded ratio decreased from 96.7 percent to 88.6 percent as of June 30, 2003.

| | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| **Requirements** | | | |
| Current Service Liability | $ 154,443,228 | $136,156,523 | $ (18,286,705) |
| Prior Service Liability | (56,919,751) | 20,709,892 | 77,629,643 |
| Health Subsidy | 27,000,395 | 59,045,224 | 32,044,829 |
| Discount for Early Payment | (3,940,598) | (5,872,797) | (1,932,199) |
| Family Death Benefit Plan | 211,000 | 219,000 | 8,000 |
| Excess Benefit Plan Fund | 187,000 | 202,000 | 15,000 |
| Limited Term Plan Fund | 127,000 | 40,000 | (87,000) |
| TOTAL | $ 121,108,274 | $210,499,842 | $ 89,391,568 |
| **Financing Source** | | | |
| General City Contribution | $ 104,665,171 | $182,503,840 | $ 77,838,669 |
| Airports | 12,626,095 | 22,424,081 | 9,797,986 |
| Harbor | 3,817,008 | 5,571,921 | 1,754,913 |
| TOTAL | $ 121,108,274 | $210,499,842 | $ 89,391,568 |

# FIRE AND POLICE PENSION FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Fire and Police Pension Fund relates to current year funding as follows:

| 2003-04 Adopted Budget | 2003-04 Estimated Expenditures | | 2004-05 Proposed Budget |
|---|---|---|---|
| $ 500,000 | $ 500,000 | General Fund | $ 500,000 |
| 128,122,879 | 128,122,879 | 2004 Tax and Revenue Anticipation Notes | 159,262,534 |
| $ 128,622,879 | $ 128,622,879 | Total | $ 159,762,534 |

The General Fund contribution in 2004-05 is the additional contribution that the City agreed to pay in a settlement agreement with the United Fire Fighters of Los Angeles City (UFLAC). The amount funded through the issuance of tax and revenue anticipation notes includes the contribution amount required under the Charter for all pension plans (Tiers 1-5), and the amount required for the excess benefit plan.

By funding the required contribution through the issuance of notes, the City will be able to make the entire contribution at the beginning of the fiscal year rather than spreading payments throughout the year. As a result, the pension fund will gain additional interest earnings, which can be used to discount the City contribution by 4.5 percent while maintaining the required level of annual receipts.

This discount will reduce the required City contribution to the pension fund by $7.5 million. This discounted contribution will be debt-financed and deposited in the pension fund in July 2004. The appropriation for the payment of the debt service on these notes, which will be approximately $163.3 million, is in the 2004 Tax and Revenue Anticipation Notes, Debt Service Fund.

The increase in the City contribution from 2003-04 ($31,139,655 or 24 percent) is due to an overall actuarial loss of $399 million from the prior year. The actuarial investment rate of return was 4.98 percent versus an assumed investment rate of 8.5 percent in 2002-03. Because of these asset losses, the System's funded ration decreased from 105.1 to 101.3 percent as of June 30, 2003. Expressed as a percentage of payroll, the City contribution is 15.87 percent in 2004-05 compared to 13.3 percent in 2003-04.

| | 2003-04 Budget | 2004-05 Proposed Budget | Change from 2003-04 Budget |
|---|---|---|---|
| **CITY CONTRIBUTION:** | | | |
| **Actuarial Requirements:** | | | |
| **Fire and Police Pension Plans - Tier 1** | | | |
| Current Service Liability | $ -- | $ -- | $ -- |
| Prior Service Liability | 25,034,595 | 23,673,686 | (1,360,909) |
| Health Plan Subsidy | 1,119,131 | 2,128,937 | 1,009,806 |
| Subtotal | $ 26,153,726 | $ 25,802,623 | $ (351,103) |
| **Fire and Police Pension Plans - Tier 2** | | | |
| Current Service Liability | $ 31,128,381 | $ 7,055,352 | $ (24,073,029) |
| Prior Service Liability | (39,132,616) | (15,215,758) | 23,916,858 |
| Health Plan Subsidy | 22,029,191 | 21,301,871 | (727,320) |
| Subtotal | $ 14,024,956 | $ 13,141,465 | $ (883,491) |
| **Fire and Police Pension Plans - Tier 3** | | | |
| Current Service Liability | $ 58,507,606 | $ 14,818,971 | $ (43,688,635) |
| Prior Service Liability | (16,051,100) | (1,768,282) | 14,282,818 |
| Health Plan Subsidy | (2,271,019) | (3,517,343) | (1,246,324) |
| Subtotal | $ 40,185,487 | $ 9,533,346 | $ (30,652,141) |
| **Fire and Police Pension Plans - Tier 4** | | | |
| Current Service Liability | $ 22,738,886 | $ 5,652,859 | $ (17,086,027) |
| Prior Service Liability | (7,614,478) | (2,011,419) | 5,603,059 |
| Health Plan Subsidy | 714,401 | (885,388) | (1,599,789) |
| Subtotal | $ 15,838,809 | $ 2,756,052 | $ (13,082,757) |
| **Fire and Police Pension Plans - Tier 5** | | | |
| Current Service Liability | $ 40,018,993 | $ 139,647,737 | $ 99,628,744 |
| Prior Service Liability | (9,038,199) | (36,226,610) | (27,188,411) |
| Health Plan Subsidy | 6,836,258 | 11,936,417 | 5,100,159 |
| Subtotal | $ 37,817,052 | $ 115,357,544 | $ 77,540,492 |
| **UFLAC Settlement Contribution (General Fund)** | $ 500,000 | $ 500,000 | $ -- |
| **Excess Benefit Plan** | 133,750 | 168,100 | 34,350 |
| **Discount for Early Payment** | $ (6,030,901) | $ (7,496,596) | $ (1,465,695) |
| **TOTAL CITY CONTRIBUTION** | $ 128,622,879 | $ 159,762,534 | $ 31,139,655 |
| **Financing Source** | | | |
| General Fund | $ 500,000 | $ 500,000 | $ -- |
| Tax and Revenue Anticipation Notes | 128,122,879 | 159,259,961 | 31,137,082 |
| **TOTAL** | $ 128,622,879 | $ 159,759,961 | $ 31,137,082 |

# APPROPRIATION TO CONVENTION CENTER REVENUE FUND

## CONVENTION CENTER EXPANSION ACCOUNT

### DISTRIBUTION OF LOS ANGELES CONVENTION CENTER REVENUES AND GENERAL FUND APPROPRIATION

Section 8.148 of the Los Angeles Administrative Code establishes the Convention Center Revenue Fund. All revenues derived from the operation of the Convention and Exhibition Center are paid into the Fund. Such funds shall be used for the center's operations, maintenance and improvement expenses.

| | 2003-04 Budget | 2004-05 Proposed Budget | Change From Previous Year |
|---|---|---|---|
| Convention Center Revenues | $ 19,200,000 | $ 22,605,000 | $ 3,405,000 |
| General Fund Appropriations | | | - |
| Transient Occupancy Tax | $ 26,358,500 | $ 31,955,000 | $ 5,596,500 |
| General Fund Subsidy | 3,336,591 | 4,821,475 | 1,484,884 |
| Booking Policy Offset | 5,000,000 | 5,000,000 | - |
| Sub-Total General Fund | $ 34,695,091 | $ 41,776,475 | $ 7,081,384 |
| **Total Revenues** | **$ 53,895,091** | **$ 64,381,475** | **$ 10,486,384** |
| Expenses | | | |
| LACC Operating Budget | $ 21,719,933 | $ 21,608,518 | $ (111,415) |
| Unappropriated Balance* | - | 768,161 | 768,161 |
| Related Costs** | 32,026,243 | 41,853,382 | 9,827,139 |
| Fire Inspection Position | 83,290 | 85,789 | 2,499 |
| Building Inspection Position | 65,625 | 65,625 | - |
| **Total Expenses** | **$ 53,895,091** | **$ 64,381,475** | **$ 10,486,384** |

* For the consolidation of security operations. See Convention Center Item 6.

** Related costs include Convention Center Lease Obligation in the Capital Finance Administration Fund.

# BUSINESS IMPROVEMENT DISTRICT TRUST FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Business Improvement District Trust Fund relates to current year funding as follows:

| | Amount | % Change |
|---|---|---|
| 2003-04 Adopted Budget | $ 309,000 | |
| 2004-05 Proposed Budget | $ 429,000 | |
| Change from 2003-04 Budget | $ 120,000 | 39% |

The Business Improvement District Trust Fund was established by Mayor and Council action (C.F. 96-0482) to provide seed money for the formation of Business Improvement Districts (BIDs) and to pay assessments on City-owned properties within the boundaries of active BIDs. The seed money is used to retain consultants who work on behalf of new or renewing BIDs to conduct feasibility studies and perform other activities related to BID formation. The City's BID policy allows up to $40,000 to be made available in the form of a grant for a feasibility study. There are currently 32 active BIDs and 11 BIDs in some stage of formation.

The 2004-05 Proposed Budget does not include funding for seed money. Budgeted funds are to be used to pay for assessments on City properties. The City Clerk administers this Fund.

# CAPITAL FINANCE ADMINISTRATION FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Capital Finance Administration Fund relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 132,725,717 | |
| 2004-05 Proposed Budget | $ | 151,646,332 | |
| Change from 2003-04 Budget | $ | 18,920,615 | 14.3% |

The Capital Finance Administration Fund is a special purpose fund established to consolidate non-general obligation bond, long-term City debt financing program expenditures. These financing programs mostly utilize a lease or "lease purchase" paid from General Fund appropriations (unless otherwise noted) and the sale of public securities (either lease revenue bonds or certificates of participation) to acquire various facilities and capital equipment items for use by City departments.

The Capital Finance Administration Fund is administered by the City Administrative Officer. Budgeted within this Fund are the lease payments required by each financing's lease and trust indenture, as well as any trustee fees or other administrative expenses required under the terms of the financing. All unencumbered balances remaining at the end of the fiscal year revert to the Reserve Fund.

All items within this budget are obligatory since they are a requirement of the respective leases and trust indentures, unless otherwise indicated. The financings were mostly issued through the Municipal Improvement Corporation of Los Angeles (MICLA). The Capital Finance Administration Fund reflects a 14.3 percent increase due mainly to the creation of a Commercial Paper Program, and the debt service payments on MICLA AX and MICLA AR2 that will be issued in April 2004.

Additional projects are proposed for lease financing through MICLA as part of the City's ongoing vehicle and equipment replacement program. Debt service on these projects would begin in Fiscal Year 2005-06.

A description of the Sanitation Equipment Charge (SEC) Financing Program is provided for informational purposes. Payments for eight financings related to the Solid Waste Collection Program are budgeted in the Sanitation Equipment Charge Special Revenue Fund.

1. **Real Property Acquisition, Program H (Certificates of Participation, 1996, 1997, 1998)**

The proceeds of this program financed the acquisition of two parking management facilities totaling approximately $17 million. A prior issue provided for the acquisition of a parcel of land in West Los Angeles. The 1996 and 1997 issues provided for the construction of a facility on that parcel. The 1998 issue was a partial refunding of the 1989 bond issue to reduce the interest on the bonds, resulting in savings to the City.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of 1996 Principal (H2): | $ | 3,755,000 |
| Amount of 1997 Principal (H3): | | 2,420,000 |
| Amount of 1998 Principal (H4): | | 8,060,000 |
| 1996 Principal Outstanding, July 1, 2004: | | 2,555,000 |
| 1997 Principal Outstanding, July 1, 2004: | | 1,840,000 |
| 1998 Principal Outstanding, July 1, 2004: | | 810,000 |
| Final Payment 1996 Principal: | | 2012-13 |
| Final Payment 1997 Principal: | | 2014-15 |
| Final Payment 1998 Principal: | | 2004-05 |

2004-05 MICLA H (Parking Facility) Lease Payment: $ 1,394,463

2. **Real Property and Furnishings Acquisition, Program K (Certificates of Participation, 1998)**

The proceeds of the original certificates, issued in 1991, financed the acquisition of the West Los Angeles Annex Facility and the Hollywood Parking Enforcement Office, construction of Fire Station No. 27, and acquisition of modular furniture for the 419-433 South Spring Street and 600 South Spring Street City Hall Extension facilities. In 1998, the original 1991 certificates were refunded at a lower interest rate, resulting in savings to the City.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of 1998 Principal | $ | 14,005,000 |
| 1998 Principal Outstanding, July 1, 2004: | | 3,045,000 |
| Final Payment: | | 2005-06 |

2004-05 MICLA K (Facilities 1991) Lease payment: $ 2,488,335

3. **GSD Communication System Project, Program Q (Refunding Certificates of Participation, 1998)**

The proceeds of the original bonds, issued in 1993, were used to finance the acquisition, construction, delivery and installation of a radio communications system for all Council-controlled departments, except Police and Fire. The 1998 issue was a full refunding of the 1993 bond issue to reduce the interest on the bonds, resulting in savings to the City.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of 1998 Principal: | $ | 18,535,000 |
| 1998 Principal Outstanding, July 1, 2004: | | 1,430,000 |
| Final Payment: | | 2004-05 |

2004-05 MICLA Q (GSD Communications 1993) Lease Payment: $ 1,482,909

4. **Equipment Acquisition and 7th Street Tire Facility, Program S (Certificates of Participation, 1994)**

The proceeds of this issue were used to finance the acquisition of vehicles, heavy duty equipment, fire apparatus, computer systems and construction of the 7th Street Tire Facility.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ | 57,260,000 |
| Principal Outstanding, July 1, 2004: | | 6,510,000 |
| Final Payment: | | 2010-11 |

2004-05 MICLA S (Miscellaneous Equipment and Tire Shop 1994) Lease Payment: $ 1,158,069

5. **Piper Technical Center Project, Program T (Certificates of Participation, 1994, 1996, 2002)**

The proceeds of the 1994 issue refinanced the previous debt issued in 1977 for the acquisition and construction of the Piper Technical Center. The proceeds of the 1996 issue provided for capital improvements at various City-owned swimming pools. The proceeds of the 2002 issue provided for the acquisition of parcels for the future construction of three constituent centers, and for the retrofit of several floors of City Hall East with fire and life safety improvements.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of 1994 Principal: | $ 45,340,000 | |
| Amount of 1996 Principal: | 5,990,000 | |
| Amount of 2002 Principal: | 42,410,000 | |
| 1994 Principal Outstanding, July 1, 2004: | 18,115,000 | |
| 1996 Principal Outstanding, July 1, 2004: | 450,000 | |
| 2002 Principal Outstanding, July 1, 2004: | 41,395,000 | |
| Final Payment 1994 Principal: | 2007-08 | |
| Final Payment 1996 Principal: | 2005-06 | |
| Final Payment 2002 Principal: | 2026-27 | |
| 2004-05 MICLA T (Refunding 1994, Rec. & Parks Pools 1996, Real Property Improvement 2002) Lease Payment: | | $ 8,336,031 |

6. **Equipment Acquisition, Program U (Certificates of Participation, 1994)**

The proceeds of this issue were used to acquire heavy duty equipment and vehicles, fire apparatus, police vehicles and computer systems.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 41,595,000 | |
| Principal Outstanding, July 1, 2004: | 5,120,000 | |
| Final Payment: | 2010-11 | |
| 2004-05 MICLA U (Miscellaneous Equipment 1994) Lease Payment: | | $ 164,287 |

7. **Equipment and Real Property Acquisition, Program W (Certificates of Participation, 1996)**

The proceeds of this issue were used to acquire vehicles, heavy duty equipment, fire apparatus, police vehicles, police helicopters, facility furnishings and heating ventilation systems and truck hoists.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 65,470,000 | |
| Principal Outstanding, July 1, 2004: | 8,545,000 | |
| Final Payment: | 2011-12 | |
| 2004-05 MICLA W (Miscellaneous Equipment and Helicopters 1996) Lease Payment: | | $ 1,377,824 |

8. **Equipment Acquisition and Sanitation Yard Improvements, Program X (Lease Revenue Bonds, 1996)**

The proceeds of this issue were used to acquire refuse collection equipment and to finance improvements at sanitation yards.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 24,625,000 | |
| Principal Outstanding, July 1, 2004: | 5,855,000 | |
| Final Payment: | 2005-06 | |
| 2004-05 MICLA X (Sanitation Equipment and Landfills 1996) Lease Payment: | | $ 3,070,970 |

9. **Equipment and Real Property Acquisition, Program AA (Certificates of Participation, 1997)**

The proceeds of this issue were used to acquire vehicles, heavy duty equipment, fire apparatus, police vehicles, police helicopter equipment, sites for parking lots and library furnishings.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 88,770,000 | |
| Principal Outstanding, July 1, 2004: | 32,410,000 | |
| Final Payment: | 2011-12 | |
| 2004-05 MICLA AA (Miscellaneous Equipment and Parking Lots 1997) Lease Payment: | | $ 6,918,150 |

10. **Equipment and Real Property Acquisition, Program AC (Certificates of Participation, 1997)**

The proceeds of this issue were used to acquire vehicles, heavy duty equipment, fire apparatus, police vehicles, police helicopter equipment and a new fire station.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 83,240,000 | |
| Principal Outstanding, July 1, 2004: | 30,480,000 | |
| Final Payment: | 2014-15 | |
| 2004-05 MICLA AC (Miscellaneous Equipment 1997) Lease Payment: | | $ 7,279,067 |

11. **Equipment and Real Property Acquisition, Program AE (Certificates of Participation, 1998)**

The proceeds of this issue were used to acquire vehicles, heavy duty equipment, fire apparatus, police vehicles, police helicopter equipment and a new fire station in the San Fernando Valley.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 74,555,000 | |
| Principal Outstanding, July 1, 2004: | 36,010,000 | |
| Final Payment: | 2014-15 | |
| 2004-05 MICLA AE (Miscellaneous Equipment 1998) Lease Payment: | | $ 9,990,195 |

12. **Hollywood and Highland Theater Project, Program AK (Taxable Certificates of Participation, 1999)**

The proceeds of this issue were used to design and construct a live broadcast theater within the Hollywood and Highland development project located in the historic Hollywood area.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 43,210,000 | |
| Principal Outstanding, July 1, 2004: | 41,410,000 | |
| Final Payment: | 2028-29 | |
| 2004-05 MICLA AK (Kodak Theatre 1999) Lease Payment: | | $ 3,607,883 |

13. **Equipment and Real Property Acquisition, Program AL (Certificates of Participation, 1999)**

The proceeds of this issue were used to acquire vehicles, heavy duty equipment, fire apparatus, a fire rescue helicopter, police vehicles, police helicopter equipment and various miscellaneous vehicles.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 72,600,000 | |
| Principal Outstanding, July 1, 2004: | 48,805,000 | |
| Final Payment: | 2015-16 | |
| 2004-05 MICLA AL (Miscellaneous Equipment 1999) Lease Payment: | | $ 10,711,358 |

14. **Equipment Acquisition, Program AM (Certificates of Participation, 2000)**

The proceeds of this issue were used to acquire vehicles, heavy duty equipment, fire apparatus, a fire rescue helicopter, police vehicles, a police helicopter and various miscellaneous vehicles.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 56,085,000 | |
| Principal Outstanding, July 1, 2004: | 42,050,000 | |
| Final Payment: | 2010-11 | |
| 2004-05 MICLA AM (Miscellaneous Equipment 2000) Lease Payment: | | $ 8,955,773 |

15. **Equipment Acquisition, Program AN (Certificates of Participation, 2002)**

The proceeds of this issue were used to acquire vehicles, heavy duty equipment, fire apparatus, police vehicles and various miscellaneous vehicles.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 53,880,000 | |
| Principal Outstanding, July 1, 2004: | 45,445,000 | |
| Final Payment: | 2011-12 | |
| 2004-05 MICLA AN (Miscellaneous Equipment 2002) Lease Payment: | | $ 9,859,151 |

16. **North Valley Police Station Project, Program AQ (Certificates of Participation, 2002)**

The proceeds of this issue were used mainly to design and construct a police station building, a 330-car parking structure and a 10,000 square-foot Motor Transport Division.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 28,130,000 | |
| Principal Outstanding, July 1, 2004: | 28,130,000 | |
| Final Payment: | 2031-32 | |
| 2004-05 MICLA AQ (North Valley Police Station 2002) Lease Payment: | | $ 920,330 |

17. **Real Property Acquisition, Program AR (Certificates of Participation, 2002, 2004)**

The proceeds of the 2002 issue were used, in part, to acquire property for the City's share of a joint development with the State of California Department of Transportation (Caltrans), and to retrofit several floors of City Hall East with fire and life safety improvements. The proceeds of the 2004 issue will be used mostly for tenant improvements to the Caltrans building, and for retrofitting the remaining floors in City Hall East.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal (AR): | $ 62,105,000 | |
| Amount of Principal (AR2): | $ 48,365,000 | |
| 2002 Principal Outstanding, July 1, 2004: | 59,230,000 | |
| 2004 Principal Outstanding, July 1, 2004: | 48,365,000 | |
| Final Payment 2002 Principal: | 2026-27 | |
| Final Payment 2004 Principal: | 2023-24 | |
| 2004-05 MICLA AR (Real Property) Lease Payment: | | $ 7,916,599 |

18. **Pershing Square Refunding, Program AS (Certificates of Participation, 2002)**

The proceeds of this issue were used to fully refund the Pershing Square Certificates of Participation, resulting in lowered assessments to property owners. The 1992 issuance of COPs financed the construction, design and installation of improvements to Pershing Square and related costs. Funding for lease payments and City administrative costs is provided through Mello-Roos assessments on various properties in the vicinity of the square.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 7,655,000 | |
| Principal Outstanding, July 1, 2004: | 7,175,000 | |
| Final Payment: | 2022-23 | |
| 2004-05 MICLA AS (Pershing Square Refunding 2002) Lease Payment: | | $ 577,050 |

19. **Central Library Refunding, Program AT (Certificates of Participation, 2002)**

The proceeds of this issue were used to fully refund Central Library Leasehold Revenue Bonds (MICLA O), resulting in savings to the City. Proceeds from the original 1990 issuance were issued to finance the acquisition, construction, delivery and installation of the East Wing of the Central Library Rehabilitation and Expansion Project.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 30,305,000 | |
| Principal Outstanding, July 1, 2004: | 30,175,000 | |
| Final Payment: | 2019-20 | |
| 2004-05 MICLA AT (Central Library Refunding 2002) Lease Payment: | | $ 1,775,058 |

20. **Equipment and Real Property Acquisition, Program AU (Certificates of Participation, 2002)**

The proceeds of this issue were used primarily to acquire vehicles, fire apparatus, police vehicles and various miscellaneous vehicles.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 70,700,000 | |
| Principal Outstanding, July 1, 2004: | 70,490,000 | |
| Final Payment: | 2027-28 | |
| 2004-05 MICLA AU (Equipment and Real Property 2002) Lease Payment: | | $ 12,433,580 |

21. **Central Library Refunding, Program AV (Leasehold Refunding Revenue Bonds, 2003)**

The proceeds of this issue were used to refund a portion of the Leasehold Revenue Bonds, 1990 Series A (MICLA R), which were issued to finance the acquisition, construction, delivery and installation of the East Wing of the Central Library Rehabilitation and Expansion Project.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 43,330,000 | |
| Principal Outstanding, July 1, 2004: | 40,395,000 | |
| Final Payment: | 2014-15 | |
| 2004-05 MICLA AV (Central Library Refunding 2003) Lease Payment: | | $ 4,852,588 |

22. **Real Property Acquisition, Program AW (Certificates of Participation, 2003)**

The proceeds of this issue were used to acquire the Marvin Braude Constituent Services Center building.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Anticipated Amount of Principal: | $ 36,220,000 | |
| Anticipated Principal Outstanding, July 1, 2004: | 35,535,000 | |
| Final Payment: | 2032-33 | |
| 2004-05 MICLA AW (Real Property 2003) Lease Payment: | | $ 2,228,450 |

23. **Equipment and Real Property Acquisition, Program AX (Certificates of Participation, 2004)**

The proceeds of this issue will be used primarily to acquire vehicles, fire apparatus, police vehicles and miscellaneous equipment.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 74,450,000 | |
| Principal Outstanding, July 1, 2004: | 74,450,000 | |
| Final Payment: | 2013-14 | |
| 2004-05 MICLA AX (Equipment and Real Property 2002) Lease Payment: | | $ 4,531,713 |

24. **Commercial Paper Program (Certificates of Participation, 2004)**

A Commercial Paper Program was due to be implemented in Spring 2004 to more effectively manage bond issuances and the subsequent expenditure of bond proceeds. The $2 million lease payment amount reflects an estimate of the debt service to be incurred during 2004-05.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| 2004-05 Commercial Paper Program Lease Payment: | | $ 2,000,000 |

25. **Los Angeles Convention and Exhibition Center Authority (Lease Revenue Bonds 1990, 1993, 2003)**

The proceeds of the 2003 issuance were used to refund most of the 1990 and 1993 Convention Center bonds, resulting in savings to the City.

| | | |
|---|---|---|
| Lessor: Los Angeles Convention and Exhibition Center Authority | | |
| Amount of Principal: | $ 554,725,000 | |
| Principal Outstanding, July 1, 2004: | 543,330,000 | |
| Final Payment: | 2024-25 | |
| 2004-05 Los Angeles Convention and Exhibition Center Authority Lease Payment: | | $ 33,057,244 |

26. **Debt Service on CDD Projects**

Annual debt service on the Lawry's and Chesterfield Square projects has been transferred from the Community Development Department to the Capital Finance Administration Fund. Administration of the two projects remains with the Community Development Department.

| | |
|---|---|
| 2004-05 Debt Service on CDD Projects | $ 371,398 |

27. **Staples Arena (Convention Center Taxable Lease Revenue Bonds, 1998)**

The proceeds of this issue were used to fund a portion of the City's contribution towards the development of the Staples Center, a sports arena adjacent to the Los Angeles Convention Center. Pursuant to a Gap Funding Agreement with the project developer, the developer is obligated to offset all debt service costs from an admissions fee on arena events. Funds for debt service are paid from the Staples Arena Special Fund.

| | | |
|---|---|---|
| Lessor: Los Angeles Convention and Exhibition Center Authority | | |
| Amount of Principal: | $ 45,580,000 | |
| Principal Outstanding, July 1, 2004: | 42,235,000 | |
| Final Payment: | 2024-25 | |
| 2004-05 Staples Arena (1998) Lease Payment: | | $ 3,872,857 |

28. **General Administration**

Funds are provided for arbitrage calculations, financial advisory services, corporate tax filings and related administrative expenses.

| | |
|---|---|
| Amount required: | $ 195,000 |

29. **Reserve Fund Surety Fees**

The 1995-96 Budget included replacement of the MICLA S debt service reserve fund with a surety policy. Budgeted within this account is the fee for the Reserve Fund surety policy.

| | |
|---|---|
| MICLA S | $ 15,000 |

30. **Trustee Fees**

Funds are provided for trustee services required pursuant to the terms of each project financing.

$ 105,000

**2004-05 PROPOSED LEASE FINANCING ADMINISTRATION PROGRAM** $ 151,646,332

**2004-05 Proposed MICLA Acquisitions**

| | Item | Funding | +12.5% Financing |
|---|---|---|---|
| 1. | Animal Services Vehicles | 50,000 | 56,250 |
| 2. | Environmental Services Catch Basins, Continuous Deflective System | 13,370,000 | 15,041,250 |
| 3. | Fire Vehicle Replacement | 18,874,000 | 21,233,250 |
| 4. | Fire Miscellaneous Equipment | 2,060,000 | 2,317,500 |
| 5. | GSD Fleet Replacement | 30,000,000 | 33,750,000 |
| 6. | ITA GroupWise System | 1,265,000 | 1,423,125 |
| 7. | ITA Voice/Radio System | 955,000 | 1,074,375 |
| 8. | Office of Finance Servers | 50,000 | 56,250 |
| 9. | Police Vehicle Replacement | 23,090,000 | 25,976,250 |
| 10. | Recreation & Parks Misc. Equipment | 1,500,000 | 1,687,500 |
| | CAPITAL IMPROVEMENT EXPENDITURE PROGRAM: | | |
| 11. | DOT – Caltrans Building Tenant Improvements | 2,500,000 | 2,812,500 |
| 12. | Council District 7 Constituent Service Center | 7,400,000 | 8,325,000 |
| 13. | Council District 14 Constituent Service Center | 1,000,000 | 1,125,000 |
| 14. | CHE – Fire/Life Safety Improvements | 2,000,000 | 2,250,000 |
| 15. | Environmental Services Low Flow Diversion Facility | 870,000 | 978,750 |
| 16. | Environmental Services Underground Storage/Reuse Facilities | 1,170,000 | 1,316,250 |
| 17. | Griffith Park Observatory | 12,000,000 | 13,500,000 |
| 18. | Hollywood Neighborhood City Hall | 732,000 | 823,500 |
| 19. | Sunland-Tujunga Neighborhood City Hall | 400,000 | 450,000 |
| | TOTAL | $119,286,000 | $134,196,750 |

The following items are recommended for MICLA financing in 2004-05:

1. **ANIMAL SERVICES** - Funding is provided for the acquisition of two vehicles.

2. **ENVIRONMENTAL SERVICES -** Funding is provided for the acquisition of catch basin screens and inserts, and a continuous deflective system.

3. **FIRE -** Funding is provided for the acquisition of replacement vehicles, including ambulances and aerial ladder trucks.

4. **FIRE -** Funding is provided for the acquisition of miscellaneous equipment, including defibrillators and extraction devices ("Jaws of Life").

5. **GENERAL SERVICES** - Funding is provided for the acquisition of replacement vehicles and heavy-duty construction equipment that has exceeded its useful life.

6. **ITA** - Funding is provided for the acquisition of servers and hardware storage devices to support the GroupWise (E-Mail) communications system.

7. **ITA** - Funding is provided for the replacement of obsolete mountaintop radio base stations that support the Fire Department's Voice/Radio System.

8. **OFFICE OF FINANCE** - Funding is provided for the acquisition of two servers.

9. **POLICE -** Funding is provided for the acquisition of replacement vehicles, including black and whites, undercover and hybrid sedans.

10. **RECREATION & PARKS -** Funding is provided for the acquisition of miscellaneous equipment items.

**CAPITAL IMPROVEMENT EXPENDITURE PROGRAM:**

11. **DOT -** Funding is provided for tenant improvements to the new Caltrans building.

12. **COUNCIL DISTRICT 7 CONSTITUENT SERVICE CENTER -** Funding is provided for the construction of a constituent service center.

13. **COUNCIL DISTRICT 14 CONSTITUENT SERVICE CENTER -** Funding is provided for the construction of a constituent service center.

14. **CHE – FIRE/LIFE SAFETY IMPROVEMENTS -** Funding is provided for Fire/Life Safety and related improvements to City Hall East.

15. **ENVIRONMENTAL SERVICES -** Funding is provided for the construction of a Low Flow Diversion facility.

16. **ENVIRONMENTAL SERVICES** – Funding is provided for the construction of underground storage units and reuse facilities.

17. **GRIFFITH PARK OBSERVATORY -** Funding is provided for renovations to the Griffith Park Observatory.

18. **HOLLYWOOD NEIGHBORHOOD CITY HALL -** Funding is provided for the renovation of the Hollywood Neighborhood City Hall.

19. **SUNLAND-TUJUNGA NEIGHBORHOOD CITY HALL** – Funding is provided for the renovation of the Tujunga Neighborhood City Hall.

**ADDITIONAL INFORMATION:**

**Sanitation Equipment Charge Financings.** Payments in connection with the following financings are budgeted within the Sanitation Equipment Charge Special Revenue Fund (see Special Purpose Fund Schedule No. 2):

In January 1997, the City issued $15,585,000 for miscellaneous vehicles, automated recycling containers, communications equipment and acquisition of the former Chevron property for use as a sanitation yard (MICLA BB). In November 1997, the City issued $42,060,000 for additional sanitation trucks and automated recycling containers (MICLA AD). In January 1999, the City issued $22,255,000 for additional sanitation trucks and automated recycling containers (MICLA AH). The City issued $86,640,000 in October 2001 for miscellaneous vehicles, automated recycling containers and capital expenditures to a refuse yard (SEC 2001-A). In April 2003, the City issued $47,825,000 for miscellaneous vehicles, automated recycling containers and capital improvements (SEC 2003-A). In December 2003, the City issued $61,120,000 for miscellaneous vehicles, automated recycling containers and capital improvements (SEC 2003-B). In April 2004, the City issued $56,230,000 for the acquisition of the Central Los Angeles Recycling and Transfer Station SEC 2004-A). It is proposed that the City issue approximately $83.5 million in Fall 2004 for miscellaneous vehicles, automated recycling containers and capital improvements.

| | | |
|---|---|---|
| Total: | Outstanding Revenue Certificates of Participation or Certificates of Participation as of July 1, 2004: | $ 303,005,000 |

The following is listed for informational purposes only.

**Sanitation Equipment Charge Financings**
**Debt Service for Outstanding Lease Revenue Certificates of Participation**

| | 2003-04 Budget | 2004-05 Proposed Budget | 2005-06 | 2006-07 | 2007-08 |
|---|---|---|---|---|---|
| Solid Waste Collection Project BB - 1997 | $ 3,621,985 | $ 3,618,975 | $ 3,618,375 | $ 3,617,250 | $ 3,617,250 |
| Solid Waste Collection Project AD - 1997 | 14,183,010 | 14,188,090 | 14,188,990 | -- | -- |
| Solid Waste Collection Project AH - 1999 | 2,781,368 | 2,779,783 | 2,777,953 | 2,826,115 | 2,825,715 |
| Solid Waste Collection 2001-A | 4,668,648 | 4,646,448 | 4,624,248 | 18,755,248 | 18,625,048 |
| Solid Waste Collection 2003-A | 2,500,000 | 2,374,400 | 2,374,400 | 2,374,400 | 2,374,400 |
| Solid Waste Collection 2003-B | 3,500,000 | 3,072,642 | 2,731,238 | 2,731,238 | 2,731,238 |
| Solid Waste Collection 2004-A | -- | 2,342,917 | 6,811,500 | 6,611,500 | 6,411,500 |
| Solid Waste Collection 2004-B | -- | 6,250,000 | 6,250,000 | 6,250,000 | 6,250,000 |
| Subtotal of Debt Service | $ 31,255,011 | $ 39,273,255 | $ 43,376,704 | $ 43,165,751 | $ 42,835,151 |
| Trustee Fees | 45,000 | 45,000 | 45,000 | 45,000 | 45,000 |
| GRAND TOTAL | $ 31,300,011 | $ 39,318,255 | $ 43,421,704 | $ 43,210,751 | $ 42,880,151 |

1. **Solid Waste Collection, Program BB (Revenue Bonds, 1997-A)**

The proceeds of this issue financed the acquisition of automated recycling containers, miscellaneous vehicles, communications equipment and the acquisition of the former Chevron property for use as a refuse collection yard.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 15,585,000 | |
| Principal Outstanding, July 1, 2004: | 12,755,000 | |
| Final Payment: | 2007-08 | |
| 2004-05 Lease Payment: | | $ 3,618,975 |
| Trustee Fee Payment: | | 5,000 |
| Subtotal | | $ 3,623,975 |

2. **Solid Waste Collection, Program AD (Revenue Bonds, 1997-B)**

The proceeds of this issue financed the acquisition of automated recycling containers and refuse collection trucks.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 42,060,000 | |
| Principal Outstanding, July 1, 2004: | 26,545,000 | |
| Final Payment: | 2005-06 | |
| 2004-05 Lease Payment: | | $ 14,188,090 |
| Trustee Fee Payment: | | 5,000 |
| Subtotal | | $ 14,193,090 |

3. **Solid Waste Collection, Program AH (Revenue Bonds, 1999-A)**

The proceeds of this issue financed the acquisition of automated recycling containers and refuse collection trucks.

| | | |
|---|---|---|
| Lessor: Municipal Improvement Corporation of Los Angeles | | |
| Amount of Principal: | $ 22,255,000 | |
| Principal Outstanding, July 1, 2004: | 12,490,000 | |
| Final Payment: | 2008-09 | |
| 2004-05 Lease Payment: | | $ 2,779,783 |
| Trustee Fee Payment: | | 5,000 |
| Subtotal | | $ 2,784,783 |

4. **Solid Waste Collection Program (Revenue Bonds, 2001-A)**

The proceeds of this issue financed the acquisition of automated recycling containers and refuse collection trucks, and capital expenditures to a refuse yard.

| | | |
|---|---|---|
| Amount of Principal: | $ 86,640,000 | |
| Principal Outstanding, July 1, 2004: | 86,040,000 | |
| Final Payment: | 2019-20 | |
| 2004-05 Lease Payment: | | $ 4,646,448 |
| Trustee Fee Payment: | | 5,000 |
| Subtotal | | $ 4,651,448 |

5. **Solid Waste Collection Program (Revenue Bonds, 2003-A)**

The proceeds of this issue were used to finance the acquisition of miscellaneous vehicles, automated recycling containers and capital improvements.

| | | |
|---|---|---|
| Amount of Principal: | $ 47,825,000 | |
| Projected Principal Outstanding, July 1, 2004: | 47,825,000 | |
| Final Payment: | 2015-16 | |
| 2004-05 Lease Payment: | | $ 2,374,400 |
| Trustee Fee Payment: | | 5,000 |
| Subtotal | | $ 2,379,400 |

6. **Solid Waste Collection Program (Revenue Bonds, 2003-B)**

The proceeds of this issue were used to finance the acquisition of miscellaneous vehicles, automated recycling containers and capital improvements.

| | | |
|---|---|---|
| Amount of Principal: | $ 61,120,000 | |
| Principal Outstanding, July 1, 2004: | 61,120,000 | |
| Final Payment: | 2017-18 | |
| 2004-05 Lease Payment: | | $ 3,072,642 |
| Trustee Fee Payment: | | 5,000 |
| Subtotal | | $ 3,077,642 |

7. **Solid Waste Collection Program (Revenue Bonds, 2004-A)**

The proceeds of this issue were used to finance the acquisition of the Central Los Angeles Recycling and Transfer Station.

| | | |
|---|---|---|
| Amount of Principal: | $ 56,230,000 | |
| Principal Outstanding, July 1, 2004: | 56,230,000 | |
| Final Payment: | 2025-29 | |
| 2004-05 Lease Payment: | | $ 2,342,917 |
| Trustee Fee Payment: | | 5,000 |
| Subtotal | | $ 2,347,917 |

8. **Solid Waste Collection Program (Revenue Bonds, 2004-B)**

The proceeds of this proposed issue will be used to finance the acquisition of miscellaneous vehicles, automated recycling containers and capital improvements.

| | | |
|---|---|---|
| Proposed Amount of Principal: | $ 83,500,000 | |
| Principal Outstanding, July 1, 2004: | -- | |
| Final Payment: | 2023-24 | |
| 2004-05 Lease Payment: | | $ 6,250,000 |
| Trustee Fee Payment: | | 10,000 |
| Subtotal | | $ 6,260,000 |

| | |
|---|---|
| **2004-05 PROPOSED SEC FINANCING PROGRAM** | $ 39,318,255 |

# CAPITAL IMPROVEMENT EXPENDITURE PROGRAM

## BASIS FOR THE PROPOSED BUDGET

## SUMMARY

The 2004-05 Proposed Budget for the Capital Improvement Expenditure Program relates to current year funding as follows:

| | General Fund | Special Funds | Total | Other Funds * |
|---|---|---|---|---|
| 2003-04 Adopted Budget | $ 19,400,000 | $ 303,303,510 | $ 322,703,510 | $ 257,384,000 |
| 2004-05 Proposed Budget | $ 5,400,000 | $ 275,745,662 | $ 281,145,662 | $ 1,019,394,000 |
| Change from 2003-04 Budget | $ (14,000,000) | $ (27,557,848) | $ (41,557,848) | $ 762,010,000 |
| % Change | (-72.2)% | (-9.1)% | (-12.9)% | 296.1% |

* Other funds consist of GO Bonds, MICLA financing, Sanitation Equipment Charge Revenue Fund and the Los Angeles River Revitalization Project. The amounts from these funds are provided for informational purposes only.

The Proposed Capital Improvement Expenditure Program (CIEP) provides for the utilization of special funds which are restricted to the construction or improvement of permanent facilities and General Fund financing of necessary capital improvements for which special fund financing is unavailable. The CIEP reflects the first year of the Three Year Capital Improvement Program (CIP) and the first year of the Ten Year Wastewater System Capital Improvement Program (WCIP). These documents will contain additional descriptive information and a complete listing of the projects proposed for funding during those periods.

The projects proposed for funding in the CIEP were selected on a priority basis using criteria such as: 1) recognition of safety or environmental needs; 2) commitment to or coordination with the activities of other agencies; 3) additional service requirements for growing areas; 4) participation with citizens in the funding of assessment act projects; 5) completion or continuation of previously authorized work; 6) protection of previous investment in public works; 7) provision of efficient facilities to support ongoing operations; and, 8) maximization of grant funds.

The CIEP has been separated into three sections for purposes of presentation. Following the summary information is the **Municipal Facilities** category, which includes the construction or improvement of City-owned structures and facilities such as parks, libraries, fire and police stations, yards and shops. Funds for these projects are provided from the General Fund and various special funds. Not included in the Summary Total are projects funded from General Obligation Bonds (GO Bonds), the Sanitation Equipment Charge Revenue Fund or lease financing through the Municipal Improvement Corporation of Los Angeles (MICLA), which are handled outside the budget.

Following the Municipal Facilities Category is the **Physical Plant** category, which includes a variety of street related projects primarily funded by Gas Tax funds. Additional funds are provided by the Proposition C Anti-Gridlock Transit Improvement Fund, Local Transportation Fund, Stormwater Pollution Abatement Fund and the Street Lighting Maintenance Assessment Fund. These funds will provide for the following types of projects: flood control and pollution abatement, street widening and reconstruction, street lighting, traffic control and bikeways.

Following the Physical Plant Category is the Wastewater System Improvement Program (WSIP), which includes the **Wastewater Facilities** projects funded from the Sewer Construction and Maintenance Fund. The WSIP has been developed as a separate program to reflect the conversion to an enterprise operation to support revenue bonds.

The proposed sources of funds for the Capital Improvement Expenditure Program and the change from the 2003-04 Budget are as follows:

| Fund | 2003-04 Budget | Change | 2004-05 Proposed Budget |
|---|---|---|---|
| General Fund | $ 19,400,000 | $ (14,000,000) | $ 5,400,000 |
| Proposition C Anti-Gridlock Transit Improvement Fund [1] | 3,881,307 | (8,537) | 3,872,770 |
| Special Gas Tax Street Improvement Fund [1] | 12,327,042 | (3,638,522) | 8,688,520 |
| Stormwater Pollution Abatement Fund [2] | 5,968,815 | 117,717 | 6,086,532 |
| Local Transportation Fund | 1,991,346 | 1,436,494 | 3,427,840 |
| Special Parking Revenue Fund | 535,000 | (55,000) | 480,000 |
| Street Lighting Maintenance Assessment Fund | 6,500,000 | - | 6,500,000 |
| Sewer Construction and Maintenance Fund | 268,200,000 | (23,160,000) | 245,040,000 |
| UDAG Fund | 3,000,000 | (3,000,000) | - |
| Park & Revenue Fund | 900,000 | 750,000 | 1,650,000 |
| **Total General Fund and Special Funds** | $ 322,703,510 | $ (41,557,848) | $ 281,145,662 |
| MICLA - Municipal Facilities [3] | $ 42,315,000 | $ 132,757,000 | $ 175,072,000 |
| GO Bonds - Municipal Facilities [3] | 205,619,000 | 287,761,000 | 493,380,000 |
| Santitation Equipment Charge (SEC) Revenue Fund - Municipal Facilities [3] | 9,450,000 | 16,287,000 | 25,737,000 |
| Los Angeles River Revitalization Project [4] | - | 325,205,000 | 325,205,000 |
| **Total Other Funds** | $ 257,384,000 | $ 762,010,000 | $ 1,019,394,000 |

The following table sets forth the proposed CIEP for 2004-05 by project category, comparing the 2003-04 program to the 2004-05 program:

**2004-05 CAPITAL IMPROVEMENT EXPENDITURE PROGRAM**

| Municipal Facilities Projects | 2003-04 Budget | Change | 2004-05 Proposed Budget |
|---|---|---|---|
| Building & Facilities | $ 22,350,000 | $ (17,000,000) | $ 5,350,000 |
| Cultural Affairs | 50,000 | - | 50,000 |
| Off-Street Parking | 535,000 | (55,000) | 480,000 |
| Recreation and Parks | 900,000 | 750,000 | 1,650,000 |
| Total - Municipal Facilities | $ 23,835,000 | $ (16,305,000) | $ 7,530,000 |

| Physical Plant Projects [5] | 2003-04 Budget | Change | 2004-05 Proposed Budget |
|---|---|---|---|
| Street Widening and Reconstruction | $ 9,121,849 | $ (856,239) | $ 8,265,610 |
| Street Lighting | 9,186,500 | (1,328,500) | 7,858,000 |
| Traffic Control | 1,060,000 | (585,000) | 475,000 |
| Miscellaneous | 1,250,000 | (302,320) | 947,680 |
| Storm Drains | 2,198,000 | 2,336,000 | 4,534,000 |
| Stormwater Pollution Abatement | 3,770,815 | (2,218,283) | 1,552,532 |
| Bridges & Grade Separations | 125,000 | (75,000) | 50,000 |
| Contingencies - Gas Tax Construction [6] | 1,500,000 | (500,000) | 1,000,000 |
| Contingencies - Design Fees | 465,000 | - | 465,000 |
| Contingencies - Local Transporation [7] | 1,991,346 | 1,436,494 | 3,427,840 |
| Total - Physical Plant | $ 30,668,510 | $ (2,092,848) | $ 28,575,662 |
| **Wastewater Facilities Projects** | $ 268,200,000 | $ (23,160,000) | $ 245,040,000 |
| **TOTAL CAPITAL IMPROVEMENT EXPENDITURE PROGRAM** | $ 322,703,510 | $ (41,557,848) | $ 281,145,662 |

[1] The City Administrative Officer may approve changes in the planned utilization of funds between the Special Gas Tax Street Improvement Fund and the Proposition C Fund for Street Projects, and may approve transfers of Contingencies - Gas Tax Construction funds to the Street Projects listed for Proposition C funding.

[2] The Director of the Bureau of Environmental Services may approve modifications to the planned utilization of funds within the Capital Improvement Expenditure Program for the Stormwater Pollution Abatement Fund. The Mayor and the Council must approve any modification exceeding $250,000.

[3] MICLA, GO Bonds and SEC Revenue Fund amounts are provided for informational purposes only.

[4] The LA River Revitalization Project amount is provided for informational purposes only.

[5] The City Administrative Officer may approve transfers within the same fund of $25,000 or 25 percent of project amounts (whichever is greater), not to exceed $100,000, to or between eligible capital improvement projects or accounts approved by the Mayor and City Council.

[6] The City Administrative Officer may approve transfers of any amount from the contingencies - Gas Tax Construction Account to any project listed in the Special Gas Tax Street Improvement Fund or any project previously approved by the Mayor and City Council in the Special Gas Tax Street Improvement Fund.

[7] Subject to receipt of actual funds from the Los Angeles County Metropolitan Transportation Authority.

# CAPITAL IMPROVEMENT EXPENDITURE PROGRAM

## BASIS FOR THE PROPOSED BUDGET

## MUNICIPAL FACILITIES

The 2004-05 Proposed Budget for the Municipal Facilities Capital Improvement Expenditure Program (CIEP) relates to current year funding as follows:

| | General Fund | Special Funds | Total Budget | Other Funds* | Total Program |
|---|---|---|---|---|---|
| 2003-04 Adopted Budget | $ 19,400,000 | $ 4,435,000 | $ 23,835,000 | $ 257,384,000 | $ 281,219,000 |
| 2004-05 Proposed Budget | $ 5,400,000 | $ 2,130,000 | $ 7,530,000 | $ 1,019,394,000 | $ 1,026,924,000 |
| Change from 2003-04 Budget | $ (14,000,000) | $ (2,305,000) | $ (16,305,000) | $ 762,010,000 | $ 745,705,000 |
| Percent Change | (72%) | (52%) | (68%) | 296% | 265% |

* Other funds consist of General Obligation Bonds, MICLA-issued financing, Sanitation Equipment Charge Revenue Fund, and funding for the Los Angeles River Revitalization projects from various sources. The amounts from these funds are provided for informational purposes only.

The total 2004-05 program cost for Municipal Facilities capital improvements is approximately $1.027 billion. The program cost consists of $5.4 million in General Fund appropriations, $2.13 million in special fund appropriations, and $1.019 billion from other sources of funding, including General Obligation Bonds and MICLA-issued financing.

Major capital projects include:

- Critical infrastructure repairs and improvements to address maintenance, health and safety issues at a number of City facilities. Repairs include roof repair, lead paint removal, asbestos removal, fire/life safety system upgrades, elevator modernization, and upgrade of various other building systems. Funding is provided for only the most critical infrastructure repairs.
- Construction of new and replacement emergency response facilities and repair of existing police and fire facilities.
- Construction and refurbishment of animal shelters.
- Renovation of the Griffith Observatory. The renovation includes the refurbishment of the planetarium and expansion of exhibit space, research facilities and staff offices.

**Major Capital Projects (cont.)**

- Construction of a Constituent Service Center in Council District 7

- Renovation of six City off-street parking lots, including resurfacing, installation of new lighting, fencing, landscaping, and modifications required by the Americans with Disabilities Act (ADA).

City Municipal Facilities projects financed by the General Fund are subject to a one percent assessment for the arts (Ordinance No. 164,244). The assessment is due on the total cost of construction, improvement or remodeling work for each CIEP project. The 2004-05 CIEP contains $50,000 from the General Fund to comply with this mandate. This assessment is also payable on MICLA-financed construction projects. These assessments will be paid out of individual project or program accounts.

The following table details the proposed amount by funding source for the 2004-05 Municipal Facilities CIEP. The program is organized into seven sections based on these funding sources:

**2004-05 Proposed Amount by Funding Source**

| Fund | 2004-05 Amount |
|---|---|
| General Fund | $ 5,400,000 |
| Park and Recreational Sites and Facilities Fund | 1,650,000 |
| Special Parking Revenue Fund | 480,000 |
| **Sub-Total Budget** | **$ 7,530,000** |
| MICLA Financing | 175,072,000 |
| Sanitation Equipment Charge Revenue Fund | 25,737,000 |
| General Obligation Bonds | 493,380,000 |
| Los Angeles River Revitalization Projects | 325,205,000 |
| **Sub-Total Other Funds** | **$ 1,019,394,000** |
| **Total Program** | **$ 1,026,924,000** |

The category rankings for all projects are based on the following criteria. Projects may qualify under multiple categories. Category rankings are in priority order:

Category 1 Projects that eliminate or mitigate health and safety hazards to City employees or the public (landfills, asbestos removal, toxic waste).

Category 2 Projects that are federal, State, or otherwise legally-mandated.

Category 3 Projects that may have been previously designed and are ready for construction; projects that will have an immediate payback or are fee supported; or projects that cannot be postponed.

Category 4 Projects that improve work site efficiency or projects that have high benefit but could be postponed.

Category 5 Projects that are highly desirable, but optional.

**GENERAL FUND**

Monies for capital improvements to various City facilities listed in this section are funded through General Fund appropriations.

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| 1, 2 | **Asbestos Removal** | C | $ 400,000 |

Funding is provided to continue the City's program to remove unanticipated asbestos hazards encountered during maintenance and construction in City buildings. This work includes asbestos removal around pipe chases, air-conditioning chiller casings, roofing materials and floor tiles. Re-insulation costs are also included.

| | | | |
|---|---|---|---|
| 1, 2 | **Citywide Elevator Repair** | C | $ 850,000 |

Funding is provided to repair and upgrade elevators at City-owned buildings. The Department of General Services has submitted a list of elevators in need of immediate repair. The program will replace obsolete equipment that is no longer operational due to lack of spare parts or that cannot be repaired in a timely manner.

| | | | |
|---|---|---|---|
| 1 | **Citywide Infrastructure Improvements** | C | $ 1,700,000 |

Funding for the program is continued to address health and safety-related infrastructure issues on a Citywide basis. The list of projects includes safety and security repairs, air-conditioning, water supply systems, fixtures and other critical maintenance items.

| | | | |
|---|---|---|---|
| 2 | **Contaminated Soil Removal/Mitigation** | PP, C | $ 1,400,000 |

Outside consultants continue to provide soil analysis at contaminated sites and provide technical expertise in preparing mitigation plans for regulatory approval. Funding is provided for: 1) consultant costs for assessments and clean-up plans; 2) contaminated soil clean up at City facilities such as fueling locations; and, 3) continued in-house site assessments for projects where it is deemed more economic and effective than outsourcing.

| | | | |
|---|---|---|---|
| 1 | **Lead Paint Removal/Mitigation** | C | $ 300,000 |

Funding is provided to continue the City's program to remove and mitigate lead paint on older City-owned facilities. The program was established to address potential health hazards.

| | | | |
|---|---|---|---|
| 1 | **Roof Repair** | C | $ 700,000 |

Funding is provided for roof repairs at City facilities with the most critical problems.

| | | | |
|---|---|---|---|
| 2 | **One Percent for the Arts** | C | $ 50,000 |

The construction portion of the City's capital improvement program is subject to a one-percent assessment for the arts. Funds provided represent the one-percent assessment on General Fund projects. Projects funded through special funds or through MICLA financing will be assessed separately. Fee assessments on General Fund projects are transferred to the Arts and Cultural Facilities and Services Trust Fund on an annual basis.

| | |
|---|---|
| **Subtotal General Fund** | **$ 5,400,000** |

* "PP" indicates preliminary study. "D" indicates design. "C" indicates construction work. "R/W" indicates land or building acquisition.

**PARK AND RECREATIONAL SITES AND FACILITIES FUND**

Monies for capital improvements to Department of Recreation and Parks facilities included in this program are generated by a dwelling unit tax assessed on new construction in the City.

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| **3** | **Northridge Pool** | **C** | **$ 500,000** |

Partial funding is provided to demolish the existing pool and bathhouse, construct a new bathhouse and two new swimming pools and other site improvements. The remaining funding is being provided from various sources, including Proposition K, Quimby and State Proposition 40.

| | | | |
|---|---|---|---|
| **3** | **Harvard Pool** | **C** | **$ 300,000** |

Partial funding is provided to demolish the existing pool and bathhouse, construct a new bathhouse and two new swimming pools and other site improvements. The remaining funding is being provided from various sources, including Proposition K and Proposition 40.

| | | | |
|---|---|---|---|
| **3** | **Echo Park Pool** | **C** | **$ 500,000** |

Partial funding is provided to replace an existing pool. Additional funds may be provided from various sources, including Proposition K and State Proposition 40.

| | | | |
|---|---|---|---|
| **1** | **Pacific Palisades Gymnasium Floor** | **C** | **$ 80,000** |

Funding is provided to replace a recently damaged floor in this gym.

| | | | |
|---|---|---|---|
| **3** | **Various Park Facilities**** | **C** | **$ 270,000** |

Funding is provided for capital improvements to various Recreation and Park Facilities.

| | |
|---|---|
| **Subtotal Park and Recreational Sites and Facilities Fund** | **$ 1,650,000** |

* "PP" indicates preliminary study. "D" indicates design. "C" indicates construction work. "R/W" indicates land or building acquisition.
** Allocations to specific projects will be provided by the City Administrative Officer in accordance with Council policy or direction. The City Administrative Officer is further authorized to approve all necessary appropriation documents to implement the allocations for specific projects.

**SPECIAL PARKING REVENUE FUND**

Parking meter fees and revenues from off-street parking lots generate monies for capital improvements to the parking lots.

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| **3** | **Parking Lot Improvements** | **D, C** | **$ 480,000** |

Funding is provided to complete design and/or construction of upgrades to existing City off-street parking lots. Construction work includes the installation of new lot lighting, pavement or re-pavement of lots, installation of security fencing, improvements to landscaped areas and other improvements required by the Americans with Disabilities Act. Funding is provided for the following:

| CD # | Lot # | Project Title | Activity | Allocation |
|---|---|---|---|---|
| 6 | 725 | 7117 Remmet Avenue | D, C | $ 30,000 |
| 4 | 747 | Vineland Place | D, C | 150,000 |
| 13 | 662 | 1150 Lemoyne Street | D, C | 50,000 |
| 13 | 663 | 1142 Logan Street | D, C | 50,000 |
| 13 | 643 | 1147 Echo Park Avenue | D, C | 50,000 |
| 10 | 693 | 600 S. Western Avenue | D, C | 150,000 |

**Subtotal Special Parking Revenue Fund** **$ 480,000**

* “PP” indicates preliminary study. “D” indicates design. “C” indicates construction work. “R/W” indicates land or building acquisition.

**MICLA-ISSUED FINANCING**

Proceeds from the issuance by MICLA of certificates of participation or other types of debt financing will be used to finance the projects listed below. The debt service payments associated with these types of financing will be funded by the City through an annual appropriation of General or Special Funds. The recommended amounts shown are based on current estimates. Actual issuance will reflect current market reality and related circumstances at that time and will most likely differ from the amounts shown here.

The following Municipal Facilities projects have been proposed for MICLA-issued financing.

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| **3** | **Department of Transportation (DOT) Caltrans District 7 Headquarters** | **D,C** | **$ 2,500,000** |

Additional funding is provided for tenant improvements for DOT's office space in the new Caltrans District 7 Headquarters Building. In May 2001, Council approved the term sheet for the 25-year lease agreement between the City and the State for approximately 100,000 square feet of office space that would house approximately 420 DOT employees.

| | | | |
|---|---|---|---|
| **3** | **Constituent Service Center Council District 7** | **C** | **$ 7,400,000** |

Funding is provided for the construction of a constituent service center in Council District 7.

| | | | |
|---|---|---|---|
| **3** | **Constituent Service Center Council District 14** | **C** | **$ 1,000,000** |

Funding is provided to complete construction of a constituent service center in Council District 14.

| | | | |
|---|---|---|---|
| **3** | **Sunland-Tujunga Neighborhood City Hall** | **C** | **$ 400,000** |

Funding is provided for the renovation of the Sunland-Tujunga Neighborhood City Hall. Renovation work includes ceiling and lighting fixture replacement, restroom remodeling, wall installation, heating and ventilation, painting, and asbestos and lead abatement.

| | | | |
|---|---|---|---|
| **3** | **Hollywood Neighborhood City Hall** | **C** | **$ 732,000** |

Funding is provided for the renovation of the Hollywood Neighborhood City Hall. Renovation work includes ceiling and lighting fixture replacement, restroom remodeling, wall installation, heating and ventilation, painting, and asbestos and lead abatement.

| | | | |
|---|---|---|---|
| **1,2** | **Fire/Life Safety System – CHE High Rise** | **C** | **$ 2,000,000** |

Additional funding is provided for the City Hall East Fire/Life Safety Rehabilitation Project to comply with the City's ordinance requiring specific fire/life safety standards in high-rise buildings and related tenant improvement work.

| | | | |
|---|---|---|---|
| **3** | **Griffith Observatory** | **C** | **$ 12,000,000** |

Additional funding is provided for the renovation of the Griffith Observatory. The facility is undergoing major renovation that includes the refurbishment of the planetarium and expansion of exhibit space, research facilities and staff offices, as well as other necessary upgrades. Funding for the entire project is provided through various sources, including the General Fund.

**MICLA-ISSUED FINANCING (cont.)**

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| **1** | **Low Flow Diversion Facility**<br>**Environmental Services** | **C** | **$ 870,000** |

Funding is provided for the construction of a low flow diversion facility.

| | | | |
|---|---|---|---|
| **1** | **Underground Storage Systems**<br>**Environmental Services** | **C** | **$ 1,170,000** |

Funding is provided for the construction of two underground storage systems at Palisades Park and Penmar Recreation Park.

| | | | |
|---|---|---|---|
| **4** | **Transamerica Broadway Building** | **R/W, D, C** | **$ 90,000,000** |

Funding is provided to purchase the Transamerica Broadway Building and for tenant improvements. Modifications to the building for City use is anticipated to be completed in about 18 to 24 months.

| | | | |
|---|---|---|---|
| **4** | **Permanent Police Headquarters Facility** | **PP, D** | **$ 57,000,000** |

Funding is provided to design and start construction of a new police headquarters facility in the downtown civic center. The estimated total project cost is $285 million. The project is anticipated to be completed in 2008.

| | |
|---|---|
| **Subtotal MICLA Financing** | **$ 175,072,000** |

* “PP” indicates preliminary study. “D” indicates design. “C” indicates construction work. “R/W” indicates land or building acquisition.

**SANITATION EQUIPMENT CHARGE REVENUE FUND**

Proceeds from the issuance of certificates of participation or other types of debt financing will be used to finance the projects listed below. The debt service associated with this financing will be funded through the Sanitation Equipment Charge Revenue Fund.

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| **1** | **North Central Refuse Yard** | **D, C** | **$ 7,000,000** |

Funding is provided for construction of a fueling station at the North Central Refuse Yard to comply with South Coast Air Quality Management District (SCAQMD) Clean Fleet Rules. The Clean Fleet Rules require government fleets to purchase low-emission or alternative fuel vehicles when adding or replacing vehicles to their fleet.

| | | | |
|---|---|---|---|
| **1** | **Harbor District Refuse Yard** | **D** | **$ 5,000,000** |

Funding is provided to design a replacement yard.

| | | | |
|---|---|---|---|
| **1** | **South Los Angeles Yard Improvements** | **PP, D, C** | **$ 200,000** |

Funding is provided for the interior renovation of locker rooms to comply with ADA rules. Separate locker rooms for men and women are required to be provided.

| | | | |
|---|---|---|---|
| **1** | **East Valley Transfer Station** | **R/W** | **$ 5,587,000** |

Funding is provided for land acquisition for a transfer station in the East Valley.

| | | | |
|---|---|---|---|
| **1** | **Stormwater Mitigation** | **PP, D, C** | **$ 400,000** |

Funding is provided for the installation of clarifiers at various refuse collection yards. A clarifier is a reinforced concrete box-shaped structure that filters contaminated water before it is discharged to the storm drain system. Contaminated water needs to be run through clarifiers to meet stormwater discharge requirements.

| | | | |
|---|---|---|---|
| **1** | **West LA Transfer Station** | **PP, R/W** | **$ 7,550,000** |

Funding is provided for land acquisition and project management for a transfer station in the West Los Angeles area.

| | |
|---|---|
| **Subtotal Sanitation Equipment Charge Revenue Fund** | **$ 25,737,000** |

* “PP” indicates preliminary study. “D” indicates design. “C” indicates construction work. “R/W” indicates land or building acquisition.

## GENERAL OBLIGATION BONDS

This section provides an anticipated expenditure program for voter approved General Obligation Bond projects. The amounts shown are for informational purposes only and are subject to change prior to Mayor and Council approval of a formal expenditure program. General Obligation Bonds represent an indebtedness of the City secured by its full faith and credit. An ad valorem tax on real property is levied to pay the principal and interest on General Obligation Bonds. Projects include the renovation and construction of police facilities, fire facilities, animal shelters, branch libraries and zoo facilities. The reinforcement, renovation and replacement of City-owned seismically deficient bridges and buildings and the installation of fire/life safety systems in City buildings are also included.

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| **1, 2** | **Fire Facilities Bond Program** | **R/W, D, C** | **$119,000,000** |

In November 2000, the voters approved Proposition F, which authorized the issuance of $379 million in General Obligation Bonds to finance the construction and expansion of 19 neighborhood fire/paramedic stations and an emergency air operations/helicopter maintenance facility. Bonds were sold in 2001-02 ($113 million), 2002-03 ($49.2 million), and 2003-04 ($97 million). The estimated bond issuance for 2004-05 is $119 million. Major milestones scheduled for 2004-05 are:

| PROJECT | CD** | MILESTONE |
|---|---|---|
| Air Operations | 2 | Construction |
| Fire Station No. 81 | 6 | Construction |
| Fire Station No. 89 | 2 | Completion |
| Fire Station No. 82 | 4 | Land Acquisition, Design, Bid & Award |
| Fire Station No. 78 | 5 | Design, Bid & Award |
| Fire Station No. 5 | 11 | Construction |
| Fire Station No. 43 | 11 | Design, Bid & Award |
| Fire Station No. 62 | 11 | Bid & Award, Construction |
| Fire Station No. 77 | 7 | Completion |
| Fire Station No. 64 | 8 | Bid & Award, Construction |
| Fire Station No. 4 | 9 | Design, Bid & Award |
| Fire Station No. 21 | 9 | Bid & Award, Construction |
| Fire Station No. 13 | 10 | Design, Bid & Award |
| Fire Station No. 94 | 10 | Land Acquisition & Design |
| Fire Station No. 59 | 11 | Bid & Award, Construction |
| Fire Station No. 83 | 11 | Construction |
| Fire Station No. 84 | 11 | Construction |
| Fire Station No. 87 | 12 | Bid & Award, Construction |
| Fire Station No. 36 | 15 | Bid & Award, Construction |
| Fire Station No. 65 | 15 | Construction |

* “PP” indicates preliminary study. “D” indicates design. “C” indicates construction work. “R/W” indicates land or building acquisition.
** Actual location of some sites is not yet determined.

**GENERAL OBLIGATION BONDS (cont.)**

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| **1** | **Police-Fire-Paramedic Citywide Security** | **R/W, D, C** | **$374,380,000** |

In March 2002, the voters approved Proposition Q, which authorized the issuance of $600 million in General Obligation Bonds to finance new and replacement emergency response facilities and police stations and the repair of existing police and fire facilities. In 2002-03 and 2003-04, $155.6 million and $70 million, respectively, were issued for land acquisition, design and construction. For 2004-05, the anticipated bond issuance for this program is approximately $374.4 million. Major projects are as follows:

| PROJECT | CD | MILESTONE |
|---|---|---|
| Emergency Operations Center/Fire Dispatch Center/Police Operations | 9 | Design, Bid & Award, Construction |
| Hollenbeck Replacement Station | 14 | Design, Bid & Award, Construction |
| West Valley Police Station | 3 | Design, Bid & Award, Construction |
| Rampart Replacement Station | 1 | Design, Bid & Award, Construction |
| Harbor Replacement Station | 15 | Design, Bid & Award, Construction |
| Mid-City New Station | 1 | Design, Bid & Award, Construction |
| Valley New Station | 12 | Design, Bid & Award, Construction |
| Metro Replacement Jail | 9 | Design, Bid & Award, Construction |
| Metro Bomb Squad Facility | 1 | Design, Bid & Award, Construction |
| Valley Bomb Squad Facility | 12 | Design, Bid & Award, Construction |
| Renovations of Existing Police Stations | Various | Construction |
| Renovations of Existing Fire Stations | Various | Construction |
| Valley Traffic Division/Bureau Headquarters | 6 | Design, Bid & Award, Construction |

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| **1, 2** | **Animal Services Bond Program** | **R/W, D, C** | **None** |

In November 2000, the voters approved Proposition F, which authorized the issuance of $154 million in General Obligation Bonds to finance the construction and refurbishment of eight animal shelters. Bonds have been issued for land acquisition, design and construction in 2001-02 ($37 million), 2002-03 ($31 million) and 2003-04 ($75 million). For 2004-05, there is no bond issuance recommended for this program. Major milestones scheduled for 2004-05 are:

| PROJECT | CD | MILESTONE |
|---|---|---|
| North Central Animal Service Center | 1 | Bid & Award, Construction |
| East Valley Animal Service Center | 6 | Bid & Award, Construction |
| North East Valley Animal Service Center | 7 | Bid & Award, Construction |
| South LA Annex Animal Service Center | 10 | Completion |
| South LA New Animal Service Center | 8 | Land Acquisition, Design, Bid & Award, Construction |
| West Los Angeles Animal Service Center | 11 | Bid & Award, Construction |
| West Valley Animal Service Center | 12 | Bid & Award, Construction |
| Harbor Animal Service Center | 15 | Bid & Award, Construction |

**GENERAL OBLIGATION BONDS (cont.)**

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| 1, 2 | **Fire/Life Safety System Bond Program** | C | **No Issuance** |

In April 1989, the voters approved the issuance of $60 million in General Obligation Bonds to finance the installation of fire/life safety systems in City-owned high-rise buildings. Asbestos abatement and building renovations required for compliance with the Americans with Disabilities Act will be performed in conjunction with this work. The entire $60 million in bonds have been issued. The following projects have been completed: City Hall, San Pedro City Hall, and City Hall South. The City Hall East project is ongoing and is being completed with MICLA funds.

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| 1, 2 | **Seismic Improvement Bond Program** | D, C | **No Issuance** |

In June 1990, the voters approved the issuance of $376 million in General Obligation Bonds to reinforce, renovate and replace City-owned seismically deficient bridges and buildings. The identified structures will be retrofitted to be in full compliance with all building codes. Therefore, asbestos removal, disabled access and building renovations required by the seismic retrofit will be included. To date, all bonds authorized by voters have been issued. The City Hall Seismic Rehabilitation Project, which started in September 1997, was completed in July 2001. Currently, 42 bridges are in various stages of design and 16 municipal buildings are in the design phase and/or under construction. To date, 117 bridges, 93 municipal buildings, and 40 recreational facilities have been completed. In addition, non-structural seismic retrofit of 77 City buildings has been completed.

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| 1, 2 | **Branch Library Bond Construction Program - 1998** | D, C | **No Issuance** |

In November 1998, the voters approved the issuance of $178.3 million in General Obligation Bonds to finance the new construction and/or renovation of various branch libraries. The bonds were sold as follows: $53.2 million in 1999, $88.56 million in 2000 and $36.54 million in 2001. Originally, there were 33 projects, including four new branch libraries, in this construction program. One additional project was added to the program in 2003-04 for a total of 34 projects. To date, 25 projects have been completed. Currently, one project is in design phase and eight projects are in construction.

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| 1 | **Los Angeles Zoo Improvement Program** | D, C | **No Issuance** |

In November 1998, the voters approved the issuance of $47.6 million in General Obligation Bonds to finance the design and construction of major Zoo projects and infrastructure repairs. The bonds were sold as follows: $6.5 million in 1999-00, $15 million in 2001-02 and $26 million in 2002-03. One project is complete, one project is under construction, and two projects are in the design phase.

| | |
|---|---|
| **Sub-total General Obligation Bond Program** | **$493,380,000** |

**LOS ANGELES RIVER REVITALIZATION PROJECTS**

| CATEGORY | PROJECT TITLE | ACTIVITY* | 2004-05 AMOUNT |
|---|---|---|---|
| **1** | **Los Angeles River Revitalization Program** | **C** | **No Issuance** |

This program includes all capital projects relating or adjacent to the Los Angeles River. For 2004-05, there are 28 ongoing capital projects totaling approximately $325 million. Fourteen of these ongoing projects are bridge projects over the Los Angeles River. Two projects are stormwater-related projects, eight are park or facility projects, three are bike path projects and one is a signage pilot program. Estimated total expenditure for 2004-05 is $24.5 million. Funding for these projects is provided through a variety of funding sources. A listing of the projects is provided in the latter portion of this Section.

**Sub-total Los Angeles River Revitalization Program** **$325,205,000**

**TOTAL CAPITAL IMPROVEMENT EXPENDITURE PROGRAM MUNICIPAL FACILITIES** **$ 1,026,924,000**

* “PP” indicates preliminary study. “D” indicates design. “C” indicates construction work. “R/W” indicates land or building acquisition.

**2004-05 MUNICIPAL FACILITIES**
**CAPITAL IMPROVEMENT EXPENDITURE PROGRAM**
**LISTING OF PROJECTS BY USER DEPARTMENT OR PROJECT CATEGORY**

| DEPARTMENT/CATEGORY | PROJECT | 2004-05 AMOUNT |
|---|---|---|
| ANIMAL SERVICES | Animal Shelters | $ -- |
| BUILDINGS & FACILITIES | Asbestos Removal | 400,000 |
| | Citywide Infrastructure Improvements | 1,700,000 |
| | Contaminated Soil Removal | 1,400,000 |
| | Citywide Elevator Repairs | 850,000 |
| | Fire/Life Safety System | 2,000,000 |
| | Lead Paint Removal/Mitigation | 300,000 |
| | Roof Repair | 700,000 |
| | Zoo Facilities | -- |
| CULTURAL AFFAIRS | One Percent for Arts | 50,000 |
| ENVIRONMENTAL SERVICES | Low Flow Diversion Facility | 870,000 |
| | Underground Storage/Reuse Facilities | 1,170,000 |
| FIRE FACILITIES | Fire Stations | 119,000,000 |
| LIBRARIES | None | -- |
| LOS ANGELES RIVER | Revitalization Projects | 325,205,000 |
| MISCELLANEOUS FACILITIES | Neighborhood City Halls | 1,132,000 |
| | Constituent Service Centers | 8,400,000 |
| OFFICE DEVELOPMENT | DOT Caltrans District 7 Headquarters | 2,500,000 |
| | Broadway Transamerica Building | 90,000,000 |
| OFF-STREET PARKING LOTS | Parking Lot Improvements | 480,000 |
| POLICE FACILITIES | Police-Fire-Paramedic Citywide | 431,380,000 |
| RECREATION AND PARKS | Various Park Facilities | 1,650,000 |
| | Griffith Observatory | 12,000,000 |
| SEISMIC REINFORCEMENT | None | -- |
| YARDS--GENERAL SERVICES | None | -- |
| YARDS--ENVIRONMENTAL SERVICES | Alternative Fuel/Yard Upgrades | 25,737,000 |
| YARDS--TRANSPORTATION | None | -- |
| YARDS--VARIOUS | None | -- |
| **TOTAL CAPITAL IMPROVEMENT EXPENDITURE PROGRAM** | | **$1,026,924,000** |

# LOS ANGELES RIVER REVITALIZATION PROJECTS

Listing of projects relating to the Los Angeles River. Informational Only.

## FISCAL YEAR 2004-05

| CD | MAJOR PROJECTS DESCRIPTION | Status | Funding Source | Project Amount | 2004-05 Estimated Expenditures | Timeline and Duration of Project |
|---|---|---|---|---|---|---|
| | **BRIDGE PROJECTS** | | | | | |
| 1 | **AVENUE 19 EAST OVER ARROYO SECO CHANNEL** - BRIDGE WIDENING & SEISMIC RETROFIT | CONSTRUCTION | SEISMIC BOND PROGRAM | 2,500,000 | 1,000,000 | YEAR 4 OF 4 |
| 1 | **AVENUE 19 WEST OVER ARROYO SECO CHANNEL** - BRIDGE WIDENING AND SEISMIC RETROFIT | CONSTRUCTION | SEISMIC BOND PROGRAM | 2,500,000 | 1,000,000 | YEAR 4 OF 4 |
| 1 | **RIVERSIDE DRIVE OVER LOS ANGELES RIVER -** BRIDGE REPLACEMENT AND BIKEWAYS | DESIGN | SEISMIC BOND PROGRAM | 26,000,000 | 1,000,000 | YEAR 3 OF 7 |
| 2 | **COLFAX AVENUE OVER LOS ANGELES RIVER** - BRIDGE WIDENING | DESIGN | SEISMIC BOND PROGRAM | 5,500,000 | 1,000,000 | YEAR 3 OF 5 |
| 3 | **CANOGA AVENUE OVER LOS ANGELES RIVER** - BRIDGE WIDENING | CONSTRUCTION | SEISMIC BOND PROGRAM | 2,500,000 | 1,000,000 | YEAR 4 OF 4 |
| 3 | **CORBIN AVENUE OVER LOS ANGELES RIVER** - BRIDGE WIDENING AND SEISMIC RETROFIT | CONSTRUCTION | SEISMIC BOND PROGRAM | 2,500,000 | 1,000,000 | YEAR 4 OF 4 |
| 3 | **MASON AVENUE BRIDGE OVER LOS ANGELES RIVER** - BRIDGE WIDENING AND SEISMIC RETROFIT | CONSTRUCTION | SEISMIC BOND PROGRAM | 2,500,000 | 1,000,000 | YEAR 4 OF 4 |
| 3 | **TAMPA AVE. OVER LOS ANGELES RIVER** - BRIDGE WIDENING, SEISMIC RETROFIT, BIKE UNDERPASS | DESIGN | SEISMIC BOND PROGRAM | 4,300,000 | 1,000,000 | YEAR 4 OF 6 |
| 3 | **VANOWEN ST OVER LOS ANGELES RIVER** - BRIDGE WIDENING, SEISMIC RETROFIT, BIKE UNDERPASS | DESIGN | SEISMIC BOND PROGRAM | 5,500,000 | 1,000,000 | YEAR 4 OF 6 |
| 3 | **VICTORY BOULEVARD OVER LOS ANGELES RIVER** - SEISMIC RETROFIT | CONSTRUCTION | SEISMIC BOND PROGRAM | 750,000 | 600,000 | YEAR 3 OF 3 |
| 3 | **WINNETKA AVE. OVER LOS ANGELES RIVER** - BRIDGE WIDENING, SEISMIC RETROFIT, BIKE UNDERPASS | DESIGN | SEISMIC BOND PROGRAM | 4,000,000 | 800,000 | YEAR 4 OF 6 |
| 13 | **FLETCHER DRIVE OVER LOS ANGELES RIVER** - SEISMIC RETROFIT | DESIGN | SEISMIC BOND PROGRAM | 4,000,000 | 500,000 | YEAR 3 OF 5 |
| 2,5 | **RIVERSIDE DRIVE OVER TUJUNGA WASH** - SEISMIC RETROFIT | DESIGN | SEISMIC BOND PROGRAM | 750,000 | 600,000 | YEAR 3 OF 3 |
| 4,13 | **GLENDALE-HYPERION OVER LOS ANGELES RIVER** - BRIDGE WIDENING AND SEISMIC RETROFIT | DESIGN | SEISMIC BOND PROGRAM | 15,000,000 | 1,000,000 | YEAR 4 OF 7 |
| | **TOTAL - BRIDGE PROJECTS** | | **-** | **78,300,000** | **12,500,000** | **-** |
| | **STORMWATER** | | | | | |
| 6 | **PACOIMA AREA UPPER LOS ANGELES RIVER** - INSTALLATION OF TRASH CAPTURING DEVICES | INSTALLATION | STORMWATER POLLUTION ABATEMENT FUND | 500,000 | 83,000 | YEAR 2 OF 2 |
| 2,3 | **VAN NUYS/CANOGA AREA - UPPER LOS ANGELES RIVER** - INSTALLATION OF TRASH CAPTURING DEVICES | INSTALLATION | STORMWATER POLLUTION ABATEMENT FUND | 1,000,000 | 600,000 | YEAR 1 OF 2 |
| | **TOTAL - STORMWATER** | | **-** | **1,500,000** | **683,000** | **-** |

## LOS ANGELES RIVER REVITALIZATION PROJECTS CONTINUED

| CD | MAJOR PROJECTS DESCRIPTION | Status | Funding Source | Project Amount | 2004-05 Estimated Expenditures | Timeline and Duration of Project |
|---|---|---|---|---|---|---|
| | **PARKS & FACILITIES** | | | | | |
| 2, 5, 6 | **LOS ANGELES RIVERFRONT PARK** - PHASE II GREENING ALONG STUDIO CITY, SHERMAN OAKS, ENCINO AREA | PRE-DESIGN | PROPOSITION K PROGRAM | 2,101,000 | 375,000 | YEAR 2 OF 3 |
| 2 | **STUDIO CITY PARKING STRUCTURE** - NEW CONSTRUCTION OF THREE LEVEL PARKING STRUCTURE | CONSTRUCTION | SPECIAL PARKING REVENUE FUND | 9,470,000 | 1,470,000 | YEAR 6 OF 6 |
| 4 | **FERRARO SOCCER FIELDS** - IMPROVEMENTS TO SOCCER FIELDS, RESTROOMS, PICNIC AREAS | CONSTRUCTION | PROPOSITION K PROGRAM, GENERAL FUND | 2,000,000 | 600,000 | YEAR 3 OF 3 |
| 4 | **GRIFFITH PARK RECREATION CENTER** - IMPROVEMENTS TO ATHLETIC FIELDS | CONSTRUCTION | PROPOSITION K PROGRAM, LAND & WATER CONSERVATION FUND (STATE GRANT) | 1,200,000 | 1,100,000 | YEAR 2 OF 2 |
| 4, 13 | **HEADWORKS RESEVOIR PROJECT** - NEW CONSTRUCTION OF UNDERGROUND STORAGE RESERVOIR TO REPLACE SILVERLAKE & IVANHOE RESERVOIRS | PRE-DESIGN | DEPARTMENT OF WATER AND POWER FUNDS | 180,000,000 | 5,200,000 | YEAR 2 OF 9 |
| 4,13 | **HEADWORKS ECOYSYSTEM RESTORATION PROJECT -** PARTNERING WITH THE ARMY CORPS TO DEVELOP WETLANDS, HABITAT RESTORATION AND OTHER PUBLIC BENEFITS TO FORMER HEADWORKS SPREADING GROUNDS | PLANNING | ARMY CORPS, DEPARTMENT OF WATER AND POWER | 15,000,000 | 350,000 | YEAR 2 OF 9 |
| 6 | **SEPULVEDA WETLANDS PROJECT** - 50 TO 75 ACRE WETLANDS CONSTRUCTION IN SEPULVEDA BASIN | PRE-DESIGN | SEWER CONSTRUCTION & MAINTENANCE FUND | 18,000,000 | 2,000,000 | YEAR 1 OF 4 |
| 1 | **TAYLOR YARDS** - DEVELOPMENT OF 40 ACRES FOR SPORTSFIELDS AND PASSIVE PARK | PRE-DESIGN | PROPOSITION 40, URBAN DEVELOPMENT ACTION GRANT* | 10,000,000 | 5,000,000 | YEAR 2 OF 3 |
| | **TOTAL - PARKS & FACILITIES** | | **-** | **237,771,000** | **16,095,000** | **-** |
| | **TRANSPORTATION** | | | | | |
| 1 | **LA RIVER BIKE PATH PHASE 3** - DESIGN FUNDING FOR BIKEWAY | DESIGN | MTA, PROPOSITION C | 1,045,000 | 209,000 | YEAR 1 OF 2 |
| 1 | **TAYLOR YARD BIKE BRIDGE AND PATH** - DESIGN FUNDING | DESIGN | MTA, PROPOSITION C | 3,777,000 | 850,000 | YEAR 1 OF 3 |
| 13 | **LA RIVER BIKE PATH PHASE 1C** - FUNDING FOR RIGHT-OF-WAY ACQUISITION FOR CLASS I BIKEWAY | PRE-DESIGN | MTA, PROPOSITION C & TRANSPORTATION DEVELOPMENT ACT FUND | 2,806,000 | 1,000,000 | YEAR 1 OF 3 |
| | **TOTAL - TRANSPORTATION PROJECTS** | **-** | **-** | **7,628,000** | **2,059,000** | **-** |
| | **OTHER** | | | | | |
| 4,13 | **LA RIVER WALKPATH SIGNAGE FOR EMERGENCY RESPONSE** - PILOT PROGRAM | INSTALLATION | GENERAL FUND | 6,000 | 6,000 | YEAR 1 OF 1 |
| | | | | **6,000** | **6,000** | |
| | **TOTAL LOS ANGELES RIVER REVITILIZATION PROJECTS** | | | **$ 325,205,000** | **$ 31,343,000** | |

*THE CITY IS CURRENTLY IN THE PROCESS OF APPLYING FOR PROPOSITION 40 COMPETITIVE FUNDS.

# CAPITAL IMPROVEMENT EXPENDITURE PROGRAM

## BASIS FOR THE PROPOSED BUDGET

## PHYSICAL PLANT

The 2004-05 Proposed Budget for the Capital Improvement Expenditure Program (CIEP) relates to current year funding as follows:

| | General Fund | Special Funds | Total |
|---|---|---|---|
| 2003-04 Adopted Budget | $ -- | $ 30,668,510 | $ 30,668,510 |
| 2004-05 Proposed Budget | $ -- | $ 28,575,662 | $ 28,575,662 |
| Change from 2003-04 Budget | $ -- | $ (2,092,848) | $ (2,092,848) |
| % Change | --% | (6.8)% | (6.8)% |

The major funding source for the CIEP continues to be the gasoline taxes (Gas Tax). Significant amounts are also provided by the Street Lighting Maintenance Assessment Fund (SLMAF), the Proposition C Transit Improvement Fund (Prop C Fund), the Local Transportation Fund and the Stormwater Pollution Abatement Fund (SPA Fund). The estimated Gas Tax allocations to the CIEP are $8.7 million, which includes a portion of the federal Surface Transportation Program (STP) reimbursements. This is a decrease of $3.6 million from the 2003-04 Gas Tax total of $12.3 million. In addition, SLMAF and Prop C funding continues at the 2003-04 levels ($6.5 million and $3.9 million, respectively), while SPA funding increases by $118,000 to $6.1 million and Local Transportation Fund funding increases by $1.4 million to $3.4 million.

The CIEP includes $9.3 million to continue street reconstruction, resurfacing, rehabilitation and street widening projects and miscellaneous safety improvements and maintenance projects. Funding in the amount of $7.9 million is provided for street lighting projects, of which $1.4 million is from the Gas Tax and Prop C Funds for General Benefit Lighting projects that are not assessable to any specific property. The remaining street lighting projects ($6.5 million) are funded from the SLMAF. The traffic control portion of the CIEP is $475,000 for traffic signal upgrades associated with street lighting improvements at selected intersections.

Local Transportation Fund financing ($3.4 million) is provided to continue the design and construction of City bikeway projects. The funds are provided in a Projects to be Designated by Ordinance or Resolution account, as specific projects will not be identified until after the start of the fiscal year when project applications will be submitted to the Los Angeles County Metropolitan Transportation Authority.

Funds in the amount of $6.1 million are included for pollution abatement ($1.6 million) and flood control ($4.5 million) projects. Funding for these projects is provided by the Stormwater Pollution Abatement Fund.

To prevent further deterioration of a Studio City hillside damaged during the 1998 El Nino Storms, additional funding ($667,500) is provided for increased project costs in the second and final phases of the Laurie Drive Slope Stabilization project. This funding is anticipated to cover the balance of the costs through project completion.

Funding in the amount of $1.2 million is provided to complete construction on the Benedict Canyon project. The project will resurface and reconstruct the existing roadway pavement between Mulholland and Hutton Drives, install new concrete curbs and gutters and replace an existing deteriorated down slope wooden bulkhead. The Bureau of Street Services will construct the project.

In addition to State grants, Gas Tax funds ($1.9 million) are provided to construct the first phase of the Silverlake Reservoir Improvement project. The first phase of the project will provide a pedestrian walkway, a street lighting system, traffic improvements and landscaping. A jogging path and landscaped buffer zone are anticipated in future phases.

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **STORMWATER PROJECTS**<br>Funding is provided from the Stormwater Pollution Abatement Fund for eight flood control projects ($4.5 million) and three pollution abatement projects ($1.6 million). The number of projects has been increased to include those projects that were reprogrammed and are tied to court settlement agreements or other mandates, or that are grant funded. | $ 5,968,815 | $ 6,086,532 |
| **Total – Stormwater Projects** | **$ 5,968,815** | **$ 6,086,532** |
| **STREET PROJECTS** | | |
| **Street Widening, Reconstruction and Rehabilitation**<br>Funds are provided for City financing of street improvements including pavement, curb and gutter, storm drains, street trees, street lighting, traffic signals, appurtenant facilities and the reconstruction of streets which are extensively deteriorated. Funding is provided through the CIEP when detailed design and contract construction are required; additional reconstruction work that does not require detailed design is included in the Bureau of Street Services budget for completion by City forces. | $ 9,121,849 | $ 8,265,610 |
| **Bridges and Grade Separations**<br>Funding is provided for the ongoing bridge maintenance program. | 125,000 | 50,000 |
| **Bikeways**<br>Local Transportation Funds provided for bikeway related projects are included in a Projects to be Designated by Ordinance or Resolution account. These funds will be allocated to specific projects by separate Council action and submitted to the Los Angeles Metropolitan Transportation Authority for approval after the start of the fiscal year. | 1,991,346 | 3,427,840 |
| **Miscellaneous**<br>Funds are provided for those projects that do not fall under other categories. These projects include: five slope repair projects and safety-related improvements such as roadway drainage projects and guardrail protective facilities. | 1,250,000 | 947,680 |
| **Contingencies - Gas Tax Construction**<br>Funds are provided for Gas Tax eligible projects. The City Administrative Officer may approve transfers of any amount from the Contingencies - Gas Tax Construction Account to any project previously approved by the Mayor and Council within the Special Gas Tax Street Improvement Fund. | 1,500,000 | 1,000,000 |
| **Total – Street Projects** | **$ 13,988,195** | **$ 13,691,130** |
| **STREET LIGHTING PROJECTS**<br>Funds are provided for street lighting projects eligible for funding under the Surface Transportation Program and the stairway and walkway lighting improvement program. Assessable street lighting rehabilitation and replacement is financed from the Street Lighting Maintenance Assessment Fund (SLMAF) ($6.5 million) and non-assessable projects are financed from the Gas Tax Fund ($1.0 million) and Prop C Fund ($198,000). Gas Tax funds ($180,000) for the Bridge and Tunnel Maintenance – General Benefit program are transferred to the Bureau of Street Lighting as the work will now be performed by City staff rather than being contracted out. Additional funds for assessable street lighting reconstruction are expended directly from the SLMAF. | $ 9,186,500 | $ 7,858,000 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **Contingencies - Gas Tax for Design Fees**<br>Funds are provided to reimburse the Street Lighting Maintenance Assessment Fund for related costs associated with the design of non-assessable street lighting projects. | $ 465,000 | $ 465,000 |
| **Total – Street Lighting Projects** | **$ 9,651,500** | **$ 8,323,000** |
| **TRANSPORTATION PROJECTS**<br>Funds are provided for the Traffic Signal Upgrading with Street Lighting Improvements program. | $ 1,060,000 | $ 475,000 |
| **Total – Transportation Projects** | **$ 1,060,000** | **$ 475,000** |
| **2004-05 PROPOSED CAPITAL IMPROVEMENT EXPENDITURE PROGRAM – PHYSICAL PLANT** | **$ 30,668,510** | **$ 28,575,662** |

# CAPITAL IMPROVEMENT EXPENDITURE PROGRAM

## BASIS FOR THE PROPOSED BUDGET

## WASTEWATER SYSTEM IMPROVEMENT PROGRAM

The 2004-05 Proposed Budget for the Wastewater System Improvement Program (WSIP) relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 701,683,001 | |
| 2004-05 Proposed Budget | $ | 706,330,407 | |
| Change from 2003-04 Budget | $ | 4,647,406 | 0.7% |

The Proposed Budget includes the Wastewater Capital Improvement Expenditure Program ($245,040,000) and the related capital labor and expense costs ($84,655,123). Also included in the WSIP are the costs of operating and maintaining the Wastewater System ($216,933,292), payment of debt service on Wastewater System Revenue Bonds ($129,956,791), a 45-day operating reserve ($26,745,201) and an insurance reserve ($3,000,000).

The WSIP is funded entirely from Wastewater System revenues, which are deposited into and expended from the group of funds known as the Sewer Construction and Maintenance (SCM) Fund. The SCM Fund was fully converted to an enterprise fund in order to support revenue bonds, approximately $3.3 billion of which have been issued to date. A number of separate funds were created to properly account for revenues and expenditures and interest earnings on bond proceeds.

The WSIP is driven by the needs of the Wastewater System in terms of improvements and capacity requirements. The City successfully met the December 31,1998 deadline of the Amended Consent Decree for Full Secondary treatment of all City wastewater. The current WSIP is focused on replacing large, aging interceptor sewers as stipulated in several Cease and Desist Orders. New operating regulations from State and federal agencies continue to be imposed on the System, increasing costs beyond those anticipated several years ago.

**BUDGET HIGHLIGHTS**

- Continuing construction of the East Central Interceptor Sewer (ECIS) and the Northeast Interceptor Sewer (NEIS) as well as other major collection system projects;
- Various projects to upgrade operating systems at Hyperion Treatment Plant and replacement of equipment that has reached the end of its useful life;
- Continuing development of Class A Biosolids at Hyperion and Terminal Island Treatment Plants;
- Purchase of additional farm land for additional disposal facilities for the improved biosolids;
- Increased staffing in the Bureau of Environmental Services to provide increased pro-active maintenance of the City's sewer system;
- Continuing improvements in automation of various treatment operations; and.
- Transfer of Environmental Business and Neighborhood Services from the Environmental Affairs Department to the Bureau of Environmental Services. The Environmental Business and Neighborhood Service provides technical assistance to small businesses to reduce their use of hazardous materials and the amount of pollution produced by their facilities that enters into the City's wastewater and stormwater systems. This transfer consolidates all hazardous materials management related functions into a single entity.

| | | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|---|
| Balance Available, July 1 | | $ 117,812,733 | $ 121,138,247 |
| Receipts: | Sewer Service Charge | 369,900,000 | 373,599,000 |
| | Industrial Waste Surcharge | 19,000,000 | 18,000,000 |
| | Sewerage Facilities Charge | 4,300,000 | 6,000,000 |
| | FEMA/OES Reimbursement | 10,500,000 | 10,000,000 |
| | Sewage Disposal Contracts | | |
| | O&M | 14,000,000 | 14,000,000 |
| | Capacity | 18,000,000 | 18,000,000 |
| | Miscellaneous Fees | 2,449,000 | 3,262,000 |
| | Interest | 12,000,000 | 12,000,000 |
| | Repayment of Loans | 2,141,000 | 2,141,000 |
| | Proceeds from State Revolving Fund Loan | 20,000,000 | 20,000,000 |
| | Revenue from Green Acres Farm | 2,600,000 | 1,307,000 |
| | Reimbursement from Other Departments | 3,000,000 | 3,000,000 |
| | Additional Revenue Debt | 105,980,268 | 103,883,160 |
| | Total Revenue | $ 701,683,001 | $ 706,330,407 |

The following lists the proposed 2004-05 Wastewater Capital Expenditure Improvement Program by category of expenditure. Further detail of the capital program can be seen in the Proposed Budget document. Appropriations in the Capital Program are made to categories of projects as listed in the 2004-05 Proposed Budget. The following summarizes these appropriations by categories.

| | | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|---|
| **HOME AND COMMUNITY ENVIRONMENT FUNCTION** | | | |
| BF Wastewater Collection, Treatment and Disposal | | | |
| **1.** | **Collection System (CS)**<br>A significant portion of the Capital Program for this category reflects the several Cease and Desist Orders from the Regional Water Quality Control Board. Notable projects are the Eagle Rock Interceptor Sewer, the Northeast Interceptor Sewer (NEIS), the North Outfall Sewer Rehabilitation and other sewer rehabilitation projects. Funds are also provided for miscellaneous replacement projects and emergency sewer repairs. | $ 160,601,000 | $ 131,759,000 |
| **2.** | **Hyperion Treatment Plant (HTP)**<br>Planned expenditures in this category are completion of the Primary Batteries Modernization, continued refinement of the Class A Biosolids operations, upgrading of the automation program for various processes and continuation of other rehabilitation projects. | 27,113,000 | 31,891,000 |
| **3.** | **Los Angeles - Glendale Water Reclamation Plant (LAGWRP)**<br>Removal of nitrogen to comply with regulatory demands, installation of emergency backup power and replacement and improvement of various equipment and processes are programmed. | 8,030,000 | 7,404,000 |
| **4.** | **Pumping Plants (PP)**<br>The major project in this category concerns work on the Temescal Canyon rehabilitation project. Other small projects are also funded. | 5,150,000 | 1,672,000 |
| **5.** | **Terminal Island Treatment Plant (TITP)**<br>The major expenditures in this category are the renewable energy project, modifications to the administration building and other projects for standard replacement and maintenance**.** | 9,783,000 | 3,400,000 |
| **6.** | **Donald C. Tillman Water Reclamation Plant (TWRP)**<br>Planned expenditures in this category are removal of nitrogen to comply with regulatory demands, automation of processes and standard replacement and maintenance**.** | 8,939,000 | 24,823,000 |
| **7.** | **System-wide (SW)**<br>This category funds miscellaneous system-wide activities, such as facilities planning, financial consultants and construction services. Funds are also budgeted for the Los Angeles Zoo Drainage Project as a loan to the Stormwater Program. | 38,584,000 | 35,091,000 |
| **8.** | **Earthquake Repairs**<br>Funds are provided to FEMA/OES reimbursable projects for repair of damage caused by the 1994 Northridge Earthquake. No funds are provided for contingencies. If such funding is required, Program Management will reprogram funds from other projects**.** | 10,000,000 | 9,000,000 |
| | **TOTAL WASTEWATER CAPITAL IMPROVEMENT EXPENDITURE PROGRAM** | $ 268,200,000 | $ 245,040,000 |

| | 2003-04 Adopted Budget | 2004-04 Proposed Budget |
|---|---|---|
| **GENERAL FUND REIMBURSEMENTS** | | |
| SCM Funds are allocated to the General Fund to provide reimbursement for the cost of wastewater related activities in various City departments, offices and bureaus, including related costs. Except where noted, variances reflect the net impact of cost-of-living salary adjustments and changes in overhead rates. | | |
| **Building and Safety –** Enforcement of the sewer inflow/infiltration program and the Fats, Oil and Grease Program. | $ 43,518 | $ 44,730 |
| **City Administrative Officer -** Budget, financial and administrative services. The increase reflects the addition of a pilot Bond Assistance Program anticipated to increase M/W/OBE participation in City contracting processes. | 332,070 | 659,002 |
| **City Attorney -** Legal and litigation services. The reduction reflects a reduction in billable hours. | 893,378 | 772,207 |
| **Controller -** General support for billings, payments and payroll | 203,870 | 266,449 |
| **Environmental Affairs –** Department functions supported by the Wastewater Fund are transferred in part to the Bureau of Environmental Services. | 360,494 | -- |
| **Finance -** Special billing and collection of fees. | 179,420 | 154,509 |
| **General Services –** Fleet services, materials testing, warehouse services, mail and messenger services. | 4,133,931 | 4,311,015 |
| **Information Technology -** Data services to support billing and accounting systems and telecommunications services. | 434,372 | 436,609 |
| **Personnel -** Personnel selection and occupational safety services. The increase reflects a new Workers' Compensation imaging system. | 307,007 | 376,935 |
| **Planning -** General Plan Framework staff. | 94,782 | 103,565 |
| **Public Works** | | |
| **Board of Public Works** - General oversight of the Department of Public Works. Increase reflects the transfer of positions from Financial Management and Personnel Services. | 601,172 | 2,932,414 |
| **Contract Administration** - Construction inspection services. Most expense funds have been placed in the Wastewater Special Purpose Fund. | 7,772,793 | 7,856,774 |
| **Engineering -** Design and construction management services**.** | 35,188,243 | 36,587,733 |
| **Environmental Services** – Planning, operation and coordination services. The increase reflects the expanded maintenance program and the transfer of small business hazardous materials management responsibility from the Environmental Affairs Department. | 87,303,964 | 91,010,189 |
| **Financial Management and Personnel Services –** Accounting and personnel functions are transferred to the Board of Public Works. | 2,469,979 | -- |
| **Transportation** – Traffic control, review of plans and related duties connected with major sewer construction. The decrease reflects the workload anticipated for 2004-05. | 83,532 | 63,848 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **Treasurer –** Debt issuance services. | $ 456,424 | $ 463,277 |
| **Related Costs** | 38,718,169 | 50,493,015 |
| **TOTAL GENERAL FUND REIMBURSEMENTS** | $ 179,577,118 | $ 196,532,271 |

**EXPENSE AND EQUIPMENT ITEMS**

In accordance with enterprise fund operations, expense and equipment items are budgeted for expenditure directly from SCM funds for the following departments. Variances are due to expense increases such as contracts and utilities, offset by reductions for one time equipment purchases.

| | | |
|---|---|---|
| **Bureau of Contract Administration** - Equipment and expense**.** | $ 128,562 | $ 64,183 |
| **Bureau of Engineering -** Contracts, equipment and expense**.** | 2,144,696 | 2,040,765 |
| **Bureau of Environmental Services –** Contractual services, field equipment expenses, operating supplies, administrative supplies, furniture, equipment and security improvements. This amount also includes accounting charges for discontinued capital projects. Other increases are due to greater regulatory requirements. | 60,227,361 | 68,566,567 |
| **Bureau of Financial Management & Personnel Services –** Decrease reflects the transfer of accounting and personnel services to the Board of Public Works and deletion of one-time equipment items. | 39,326 | -- |
| **City Attorney –** Litigation support. Decrease reflects the settlement of the Baykeeper lawsuit. | 600,000 | -- |
| **Controller –** New payroll system. | 393,000 | 393,000 |
| **General Services -** Office leases, laboratory expenses, replacement vehicles and miscellaneous expenses. The major portion of the increase is due to the fleet replacement program and the purchase of new vehicles for expanded Wastewater Collection System Maintenance staff in the Bureau of Environmental Services. | 8,658,905 | 12,148,461 |
| **Utilities -** Gas, water, electricity and telephone expenses at plants and field locations. | 15,021,570 | 15,522,368 |
| **Department of Water and Power Billing/Collection Fee** | 2,980,800 | 2,980,800 |
| **Liability Claims** | 240,000 | 240,000 |
| **Sewer Service Charge Refunds** | 2,000,000 | 2,000,000 |
| **TOTAL EXPENSE AND EQUIPMENT** | $ 92,434,220 | $ 103,956,144 |

| | | |
|---|---|---|
| **OTHER BOND REQUIREMENTS** | | |
| 45-day Operation and Maintenance Reserve | $ 24,183,249 | $ 26,745,201 |
| Debt Service | 133,188,414 | 129,956,791 |
| Insurance Reserve | 3,000,000 | 3,000,000 |
| Bond Issuance Costs | 1,100,000 | 1,100,000 |
| **TOTAL OTHER** | $ 161,471,663 | $ 160,801,992 |
| **TOTAL 2004-05 WASTEWATER SYSTEM IMPROVEMENT PROGRAM** | $ 701,683,001 | $ 706,330,407 |

# CITY ETHICS COMMISSION
# MATCHING CAMPAIGN FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the City Ethics Commission Matching Campaign Fund relates to current year funding as follows:

| 2003-04 | | 2004-05 |
|---|---|---|
| **Adopted Budget** | **Estimated Expenditures** | **Proposed Budget** |
| $ 2,520,000 | $ 1,340,000 | $ 348,276 |

Charter Section 471(C)(1) requires that the present day value of $2 million in 1991 dollars be appropriated from the General Fund into the City Ethics Commission Matching Campaign Fund each fiscal year. Accordingly, the annual appropriation amount adjusted for inflation for Fiscal Year 2004-05 should be $2,614,140.

Charter Section 471(C)(2) specifies that the City Ethics Commission Matching Campaign Fund balance shall not exceed the present day value of $8 million in 1991 dollars. Accordingly, the maximum fund balance adjusted for inflation for 2004-05 is $10,454,500.

The projected cash balance of the trust fund at the end of 2003-04, with projected interest earnings, is $10,106,224. In order to meet the requirements for both Charter Sections 471(C)(1) and 471(C)(2), an appropriation of $348,276 is required for 2004-05.

| | |
|---|---|
| Maximum Fund Balance per the Charter: | $10,454,500 |
| Estimated Cash Balance June 30, 2004: | (10,106,224) |
| Required Appropriation for 2004-05: | $ 348,276 |

# EMERGENCY OPERATIONS FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Emergency Operations Organization relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 403,660 * | |
| 2004-05 Proposed Budget | $ | 200,000 | |
| Change from 2003-04 Budget | $ | (203,660) | (50)% |

The 2004-05 Proposed Budget provides expense and equipment to develop the direction and control capability of the City's Emergency Operations Organization (EOO) in preparing for, responding to, mitigating and recovering from local emergencies such as terrorist attacks, earthquakes, fires and other disasters. The major items funded are public outreach, emergency supplies, technical equipment, and emergency preparedness training for City personnel. This fund is administered by the Emergency Operations Board, which is chaired by the Chief of Police and the EOO Coordinator.

*The $403,660 listed for the 2003-04 EOF Budget is comprised of $214,160 provided to various Departments and $189,500 transferred to the Emergency Preparedness Budget. The Emergency Preparedness Budget is for Community Preparedness/Public Outreach, Emergency Operations Center Supplies and Support, Training, EOO Annual Workshop, EOO Emergency Preparedness Fair, and EOO Local Conferences and Meetings.

# FORFEITED ASSETS TRUST FUND OF THE POLICE DEPARTMENT

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Forfeited Assets Trust Fund of the Police Department relates to current year funding as follows:

| | Amount | % Change |
|---|---|---|
| 2003-04 Adopted Budget | $ 1,744,873 | |
| 2004-05 Proposed Budget | $ 6,498,956 | |
| Change from 2003-04 Budget | $ 4,754,083 | 272% |

This Trust Fund is for the receipt and expenditure of monies forfeited in connection with various Federal and State violations and awarded to the City pursuant to Federal and State statutes. This money must be used to enhance law enforcement resources. The amount shown below is the aggregate of monies deposited in four separate accounts within this Fund.

| Revenues | 2003-04 Budget | 2003-04 Revised | 2004-05 Proposed Budget |
|---|---|---|---|
| Cash Balance, July 1 | $ 5,476,361 | $ 6,903,204 | $ 9,094,104 |
| Less: | | | |
| Prior Year's Unexpended Appropriations | 3,731,488 | -- | 2,595,148 |
| Balance Available, July 1 | $ 1,744,873 | $ 6,903,204 | 6,498,956 |
| Receipts | -- | 3,451,000 | -- |
| Interest | -- | 117,900 | -- |
| Total Revenue | $ 1,744,873 | $ 10,472,104 | $ 6,498,956 |

| Appropriations | 2003-04 Budget | 2003-04 Est. Expenditure | 2004-05 Proposed Budget |
|---|---|---|---|
| General City Purposes* | $ | $ | $ 198,676 |
| Community Development Department* | 244,873 | 245,000 | |
| Special Purpose Fund Appropriation: | | | |
| Supplemental Police Account | 1,500,000 | 632,000 | 1,500,000 |
| First Responder Protective Equipment | -- | 101,000 | -- |
| Black and White Vehicles | -- | 400,000 | -- |
| Furniture and Equipment for N. Valley Station | -- | -- | 1,008,611 |
| Furniture and Equipment for W. Valley Station | -- | -- | 372,220 |
| Motorcycles | -- | -- | 1,226,730 |
| Replacement Computers | -- | -- | 800,000 |
| Technology Improvements | -- | -- | 680,000 |
| Scientific Investigation Division Equipment | -- | -- | 290,000 |
| Replacement Furniture | -- | -- | 422,719 |
| Total Appropriations | $ 1,744,873 | $ 1,378,000 | $ 6,498,956 |

* Appropriation for LA Bridges budgeted in General City Purposes is transferred by Council action to Community Development Department during the fiscal year.

# GENERAL CITY PURPOSES

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for General City Purposes relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 84,094,621 | |
| 2004-05 Proposed Budget | $ | 86,611,245 | |
| Change from 2003-04 Budget | $ | 2,516,624 | 2.99 % |

The General City Purposes (GCP) Proposed Budget transfers funding for 18 contracts and programs to the Unappropriated Balance in light of the City's fiscal condition. The remaining contracts and programs will be monitored by various City departments. These monitoring departments and the City Clerk are responsible for drafting appropriate contracts (subject to the approval of the City Attorney) and presenting them to the contractors for execution. These departments also handle contract compliance and payment request approvals. At the conclusion of every contract, the monitoring departments perform initial and final contract close-out reviews. In addition to contract monitoring, the City Clerk's Office is responsible for assuring citywide consistency in the GCP Program.

# PROMOTION OF THE IMAGE OF THE CITY

Financial support for advertising the merits of the City in connection with such events as conventions, parades, official visits of foreign dignitaries, or any other special events or projects which would either create tourism in the City, or result in favorable advertising or publicity of the merits of the City.

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| **Other Changes or Adjustments** | | | |
| Administered by: **City Clerk** | | | |
| 1. **Official Visits of Dignitaries.*** As part of the budget resolution, the balance in this account is reappropriated annually. Funding is provided to cover the City's cost of hosting these activities in 2004-05. | $ 50,000 | $ 50,000 | $ -- |
| 2. **Council District Community Services.** Funding is continued at $20,000 for each of the 15 Council Districts. These allocations enable each Council member to provide services--including community clean-up and graffiti removal services--that are of direct benefit to the public within the Council District. Council File 87-0600-S4 specifies how expenditures are to be authorized and records maintained. | 300,000 | 300,000 | -- |
| 3. **Pershing Square "Downtown on Ice".** The Pershing Square "Downtown on Ice" program provides Los Angeles' only outdoor ice rink and includes vendor booths, seasonal entertainment and holiday foods. | 142,600 | 142,600 | -- |
| 4. **Griffith Park Winter Holiday and Light Festival.** The Festival is an event that takes place from Thanksgiving through Christmas in Griffith Park. The park is transformed into a winter wonderland with lighted displays depicting various holiday season scenes and is provided free to the public. Funding is provided to cover the City's cost of hosting these activities. | 100,000 | 100,000 | -- |
| 5. **Latino Film Festival.** Funding The Los Angeles Latino International Film Festival is an internationally recognized festival that promotes an international showcase of Latino Contemporary Culture. | 100,000 | 100,000 | -- |

*To be expended by the City Clerk as authorized and directed by the Mayor and the President of the City Council

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| **Transfers Between Departments** | | | |
| 6. **Constitutional Rights Foundation.** This program provides training in leadership, community and civic relations to approximately 10,000 primary-school and 50,000 secondary-school youths. The goal of the Foundation is to create and enhance the social, economic and political awareness of students through programs like the Mock Trials Competition, Law Day, Business Issues in the Classroom, Youth Leadership for Action and Youth Community Services. These programs aim to enhance the students interpersonal relationship skills and understanding of civil proceedings. Funding is transferred to the Unappropriated Balance Item 3. | $ 67,500 | $ -- | $ (67,500) |

| | |
|---|---|
| **2003-04 Program Budget** | **$ 760,100** |
| **Changes in Program Level** | **(67,500)** |
| **PROPOSED 2004-05 PROGRAM BUDGET** | **$ 692,600** |

# GOVERNMENTAL SERVICES PROGRAM

Governmental services required for legislative, economic or governmental needs not specifically allocated to particular operating departments. These diverse services include, but are not limited to, official notices, recording fees, legislative, economic or governmental purposes, and governmental meetings.

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| **Non-discretionary Changes** | | | |
| Administered by: **Controller** | | | |
| 7. **Medicare Contribution.** Funds are provided for the City's contribution to the hospital insurance portion of the FICA tax. Congress mandated participation of all state and local employees hired on or after April 1, 1986 in the Medicare system. Employers and employees are required to make matching contributions of 1.45 percent of gross wage earnings. The increase is due to salary adjustments based upon the projected number of employees subject to Medicare. | $ 25,388,780 | $ 26,635,846 | $ 1,247,066 |
| 8. **Retirement Contribution.** Funds are provided for the continuation of the City's defrayal of a portion of certain employees' contribution to the City Employees' Retirement System (CERS). This contribution is based on total estimated eligible salaries. It was instituted in 1975-76 in lieu of a portion of a salary increase and it was increased in 1982-83 for the same reason. The actual percentage paid by an employee for retirement varies based upon age of entry into City employment, except for employees hired after January 1, 1983, who pay a flat six percent of their compensation and receive no defrayal. | 16,329,079 | 16,470,412 | 141,333 |
| 9. **Social Security Contribution.** As of July 1, 1991, the City is required to pay the Social Security tax for all part-time employees who are not members of CERS. As an alternative to Social Security, the Part-time, Seasonal and Temporary (PST) plan was developed to save the City approximately $2 million each year. | 1,675,046 | 1,742,102 | 67,056 |
| 10. **Fire/Police Pension Plan Defrayal.** Funds are provided for the City's defrayal of one percent of salaries for new sworn employees and existing employees that elect to transfer to the new Tier 5 pension plan. The new plan includes an employee contribution rate of nine percent of pay; however, the City will pay one percent of the participating employees' contribution rate contingent on the pension system remaining at least 100 percent actuarially funded for pension benefits. | 7,900,000 | 8,200,000 | 300,000 |

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| Administered by: **Personnel** | | | |
| 11. **Pensions Savings Plan.** As instructed by the Mayor and Council (C.F. 91-2279), a retirement plan has been developed for part-time, seasonal and temporary employees as an alternative to Social Security. The part-time, seasonal and temporary (PST) plan saves the City about $2 million annually. Approximately 8,000 to 10,000 employees participate in the plan which complies with the provision of the Federal Omnibus Budget Reconciliation Act requiring employees to be either members of a qualified retirement plan or Social Security. Individuals who become permanent employees, such as police and fire recruits, can transfer the contributed amounts into the City's Deferred Compensation Plan. The Personnel Department and the Deferred Compensation Plan Advisory Committee administer the plan with the assistance of an outside administrator selected through a competitive bid process. The cost of administration comes from investment earnings. | $ 2,484,631 | $ 2,516,520 | $ 31,889 |
| **Transfers Between Departments** | | | |
| 12. **Thomas Multipurpose Senior Center and OASIS Program.** The Older Americans Services and Information Systems program (OASIS) and George and Helen Thomas Multipurpose Senior Center provides cultural enrichment activities for seniors. Funding is transferred to the Unappropriated Balance Item 3. | 88,000 | -- | (88,000) |
| 13. **Central Recovery and Development Project.** Funding to support late-night basketball in the Harvard Park area is transferred to the Unappropriated Balance Item 3. | 38,000 | -- | (38,000) |
| 14. **Chinatown Service Center.** This organization is a private, non-profit, community-based human services agency committed to assisting the community in developing necessary and appropriate resources for Asians and other groups. Funding to support the Pacific Asian Resource Coordination Project, which provides technical assistance, program planning and information/referral services to Asian Pacific communities, is transferred to the Unappropriated Balance Item 3. | 25,800 | -- | (25,800) |
| 15. **El Rescate.** This organization provides social and legal services to Central American immigrants. Funding is transferred to the Unappropriated Balance Item 3. | 45,000 | -- | (45,000) |

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| 16. **Valley Family Technology Center (Youth Policy Institute).** The Valley Family Technology Center, operated by the Youth Policy Institute, is a bilingual technology project that teaches low income, limited English-speaking children and their families general computer skills. Funding is transferred to the Unappropriated Balance Item 3. | $ 50,000 | $ -- | $ (50,000) |
| 17. **Eagle Rock Cultural Center.** This center provides low-cost art, music, dance, sign language and computer classes on-site as well as in local elementary schools. Funding is transferred to the Unappropriated Balance Item 3. | 50,000 | -- | (50,000) |
| 18. **Gardens for Schools Program:** The "Gardens for Kids L.A." program provides the necessary ingredients to install gardens in 25 elementary and middle schools in under-served areas citywide. The program also instructs children on how to care for the gardens, while teaching them about world cultures, natural history and nutrition. Funding is transferred to the Unappropriated Balance Item 3. | 100,000 | -- | (100,000) |
| 19. **Venice Family Clinic.** Primary health care and family support services for 90,000 low-income and homeless patients annually are provided at four sites in the Venice area and surrounding communities. Funding is transferred to the Unappropriated Balance Item 3 | 50,000 | -- | (50,000) |
| 20. **Clinica Romero – Community Health Care Program.** Founded in 1983, Clinica Romero is a non-profit medical clinic serving the Central American refugee population of the Los Angeles area. The clinic provides its clientele with free primary health care. Funding is transferred to the Unappropriated Balance Item 3. | 100,000 | -- | (100,000) |
| 21. **Los Angeles Free Clinic.** This clinic provides free health and human services in the areas of legal, dental, mental health, medical, medication information, and human sexuality. Services are provided by over 500 volunteers. The clinic handles approximately 100,000 patient visits and answers over 10,000 help line calls. Funding is transferred to the Unappropriated Balance Item 3. | 100,000 | -- | (100,000) |
| 22. **Chinatown Public Safety Association.** The Chinatown Association provides community services including interpreter services and sponsors public safety programs in Chinatown through its police substation. The Association has a facility located in Chinatown constructed with grant funding from the Community Redevelopment Agency. Funding is transferred to the Unappropriated Balance Item 3. | 75,000 | -- | (75,000) |

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| 23. **Wilshire Community Police Council.** Funds are provided to defray community costs, especially interpreter services, in connection with a storefront police substation. Funding is transferred to the Unappropriated Balance Item 3. | $ 20,000 | $ -- | $ (20,000) |
| 24. **Neighborhood Matching Funds.** (Los Angeles Conservation Corps) The Neighborhood Matching Fund, administered by the Los Angeles Conservation Corps, supports partnerships between the City of Los Angeles and neighborhood organizations to produce neighborhood-initiated improvement projects. The City supplies a cash match to the community contribution of volunteer labor, materials, professional services or cash. The community contribution must at least equal the grant amount requested. For purposes of the match, volunteer labor is valued at $10 per hour. Funding levels have been established at $250 (minimum) to $5,000 (maximum) per grant, with a nine-month completion schedule. Funding is transferred to the Unappropriated Balance Item 3. | 845,578 | -- | (845,578) |
| 25. **Los Angeles Federation of Senior Clubs.** The organization sponsors and organizes services and activities for senior citizens and their clubs, including large-scale events, art shows, training sessions on legislative and parliamentary procedures, seminars on civic issues and special insurance programs. Funding is transferred to the Unappropriated Balance Item 3. | 10,000 | -- | (10,000) |
| 26. **People in Progress.** The Civilian Assistance Patrol (CAP) program works in conjunction with the Los Angeles Police Department (LAPD) in picking up public inebriates in the downtown area. CAP provides transportation and referral services to homeless and poverty level substance abusers. Funding is transferred to the Unappropriated Balance Item 3. | 79,900 | -- | (79,900) |
| 27. **International Visitors Council of Los Angeles (IVCLA).** This non-profit organization sponsors short-term visitors and high-level dignitaries referred by the United States Information Agency to exchange information on various subjects with local citizens who are members of the IVCLA, benefiting the City, its citizens, and trade and commerce and developing a greater understanding of the American lifestyle and of the citizens of our community. Funding is transferred to the Unappropriated Balance Item 3. | 40,000 | -- | (40,000) |

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| 28. **San Pedro Boys and Girls Club.** The "Education 1st" program at the Boys and Girls Club offers family counseling, after-school tutorial assistance and van transportation for 1,600 students in grades 2 through 8 from the Dana Middle School, 15th Street, Barton Hill and Cabrillo Avenue elementary schools in the Harbor Area. Funding is transferred to the Unappropriated Balance Item 3. | $ 100,000 | $ -- | $ (100,000) |
| **Other Changes or Adjustments** | | | |
| Administered by: **General Services** | | | |
| 29. **Lease for Gay and Lesbian Community Service Center.** This clinic continues to offer free primary AIDS testing, conduct AIDS research, and provide medical and mental health services. Additional funding comes from the State of California, County of Los Angeles and private donations. | 75,000 | 75,000 | -- |
| Administered by: **Board of Public Works** | | | |
| 30. **Clean and Green Job Program (Los Angeles Conservation Corps).** This program seeks to eradicate graffiti, eliminate litter and increase greenery citywide. The City-funded clean-up is administered by the Los Angeles Conservation Corps (LACC). The organization is established as a youth employment and education program and engaged in performing improvements in other public works projects. The organization recruits and hires junior and senior high school students to participate in these citywide beautification projects. Funding is provided to employ Los Angeles students during the year to perform activities such as painting over and creating murals from graffiti, planting trees, cleaning alleyways and collecting trash and recyclables from homes and businesses throughout the 15 Council Districts. Services also include assistance and response to emergencies such as those caused by severe weather conditions. Cleanup projects are recommended by Council offices, government offices, community groups and Los Angeles Conservation Corps staff. | 1,514,803 | 1,514,803 | -- |
| Administered by: **City Clerk** | | | |
| 31. **LA SHARES**. LA SHARES is a non-profit organization which takes materials and goods such as donated office supplies, furniture and equipment and redistributes them to non-profit organizations and schools throughout the City. Funding to assist in defraying the costs of transporting these goods is provided by the Citywide Recycling Trust Fund. | 100,000 | 200,000 | 100,000 |
| 32. **El Grito:** Funding is provided to support this September 15th annual event that marks the beginning of the Mexican War of Independence. | 75,000 | 75,000 | -- |

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| 33. **Annual City Audit/Single Audit.**** Funding is provided for the annual City audit of receipts and disbursements mandated under Charter Section 362. Reduction reflects cost of new contract with outside auditor. | $ 588,000 | $ 488,000 | $ (100,000) |
| **Contract for the annual City audit to be authorized by Council and executed by the President of the City Council. | | | |
| 34. **County Service – Massage Parlor Regulation.** The City contracts with the County for massage-technician testing and requested massage-parlor inspections in accordance with Municipal Code Section 103.205.1 (C.F. 72-374). | 67,500 | 67,500 | -- |
| 35. **Los Angeles Homeless Services Authority (LAHSA) Downtown Drop-in Center.** In December of 1993, the Los Angeles County Board of Supervisors and the Mayor and Council of Los Angeles created the Los Angeles Homeless Services Authority (LAHSA). LAHSA provides funding and guidance for a network of local, non-profit agencies with missions to help people leave homelessness permanently. These agencies are dedicated to providing assistance to help homeless persons with housing, case management, counseling, advocacy, substance abuse programs and other specialized services. | 500,000 | 500,000 | -- |
| 36. **Local Agency Formation Commission (LAFCO).** The City reimburses L.A. County for direct costs attributable to four of the 15 LAFCO members who represent the City and for four-fifteenths of the County's expenditures for general LAFCO-related office expenses (C.F. 82-2050). Representatives vote on boundaries, annexation and fees. The County is responsible for all administrative tasks and bills the City for its share of these costs. | 305,000 | 305,000 | -- |
| 37. **Local Government Commission.** This organization of locally elected officials meets to discuss and develop solutions to such issues as child care, energy conservation, and air quality. Funding provides for the membership dues of the 15 Council Members. | 600 | 600 | -- |
| 38. **Official Notices.** Funding is provided for the publication and ad placement of official notices. | 813,000 | 980,000 | 167,000 |
| 39. **State Annexation Fees.** The fee schedule set by the State Board of Equalization for annexations or detachments is determined on a sliding scale which ranges from $160 to $1,170 per transaction based on acreage. (Recording fees, previously a separate line item, are included in this line item.) Reduction reflects historical expenditures from this account. | 4,200 | 200 | (4,000) |

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| 40. **City/County Native American Indian Commission – City Share of Funding.** This Commission, created by ordinance on October 8, 1976, consists of 15 members –five appointed by the City, five by the County, and five by the Los Angeles Indian Commission. The purpose of the Commission is to promote legislation that enhances the welfare and socioeconomic life of the Native American Indians. | $ 50,000 | $ 50,000 | $ -- |
| Administered by: **Housing** | | | |
| 41. **Winter Shelter Program.** The Los Angeles Homeless Services Authority (LAHSA) coordinates the Winter Shelter Program (WSP) to bring an additional 2,000 emergency shelter beds during November through March and 770 beds for the Homeless Shelter Expansion. LAHSA contracts with non-profit homeless service providers to open and operate sites throughout the County of Los Angeles. Additionally, hotel voucher funds are available to accommodate individuals and families for whom mass shelter is inappropriate. Utilizing existing homeless shelter facilities, California National Guard Armories and large group facilities, the WSP provides thousands of homeless people with emergency shelter, meals and entry into the system of services and housing known as the Continuum of Care. | -- | 4,000,000 | 4,000,000 |
| Administered by: **Community Development Department** | | | |
| 42. **Los Angeles Bridges Program.** LA Bridges consists of a prevention component (Bridges I) and a gang intervention component (Bridges II). Bridges I offers individual case management services to at-risk youth, ages 10-14, who attend Los Angeles Unified middle schools, and their families. Other key elements of Bridges I include parenting classes, counseling, recreational activities and mentoring activities. Links to other community-based programs are utilized to ensure that participants take full advantage of other programs, services and resources available. The Bridges II component focuses resources on gang intervention including mediation, crisis negotiations and community peace building. Bridges II works closely with the Police Department and other law enforcement agencies to reduce youth gang activities and targets at-risk school students. In addition to the GCP funds, $1,202,524 is provided by Community Development Block Grant funds. Total 2004-05 proposed budget for LA Bridges is $14,039,007. The increase would provide full funding for the program, which in prior years relied on reprogramming savings from the preceding fiscal year. | 12,355,978 | 12,836,483 | 480,505 |
| 43. **Summer Youth Employment.** Funding provides minimum wage employment to youths ages 14-19 during non-school periods. An estimated 1,600 participants will be placed in various City departments where they will receive training and work experience. | 2,000,000 | 2,000,000 | -- |

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| 44. **Day Laborer Sites Program.** This program establishes accessible and safe fixed locations where individuals seeking temporary employment can congregate and employers can recruit and hire them. In December, 1996, the Mayor and Council approved a contractor selected through a request-for-proposal process to operate the City's Day Labor Program in three locations: West Los Angeles, Hollywood and Downtown. | $ 329,734 | $ 329,734 | $ -- |
| Administered by: **Mayor** | | | |
| 45. **L.A.'s BEST.** LA's BEST is a nationally recognized after school enrichment program which serves over 19,000 kids at 117 elementary school sites. UCLA's Center for the Study of Evaluation recently released a report which found that participation in the program was associated with better school attendance and higher scores in math, reading and language arts. Funding is provided to serve an additional 500 students in four schools. Funding is also provided to support database management activities, to assist in on-going evaluation and improvement of the program, to match a cross-age after school tutoring program grant, and continuation of the UCLA CRESST Longitudinal Study that measures the outcomes and success of this program. | 1,000,000 | 1,000,000 | -- |
| 46. **Office of Small Business Services (formerly Los Angeles Opportunities for Procurement and Services (LA OPS).** The Office of Small Business Services was created to help promote and advocate for small businesses in the City of Los Angeles. Services include contract and procurement information, business outreach and development services, prompt payment assistance, technical assistance and business service referrals to minority or women-owned firms that wish to compete for City business contracts. Seventy-five percent of the program's costs are reimbursed by the Departments of Airports, Harbor and Water and Power. | 290,000 | 290,000 | -- |
| 47. **City Volunteer Bureau**. Funding provided for staff and expenses for the Volunteer Bureau to run a coordinated volunteer effort is reduced 10 percent in light of the City's fiscal situation. | 517,143 | 465,429 | (51,714) |

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| Administered by: **Mayor and Chief Legislative Analyst** | | | |
| 48. **TEAMS II**. The Training Evaluation and Management System (TEAMS II) will establish a data base of information about police officers, supervisors and managers to identify and modify at-risk behavior, thereby promoting professionalism and best policing practices. Development of this system is mandated by the LAPD Consent Decree. A total of $32.2 million has been provided in prior fiscal years. In 2004-05, $ 4 million is set aside in the Unappropriated Balance Item 7 for additional contracts, equipment and contingencies to continue TEAMS II. | $ 1,300,000 | $ -- | $ (1,300,000) |
| 49. **Consent Decree Monitor.** Funding is provided for the Monitor as required under the LAPD Consent Decree. | 2,200,000 | 1,675,000 | (525,000) |
| 50. **Traffic and Pedestrian Stop System.** The traffic and pedestrian stop project will entail the use of hand-held computers to collect traffic and pedestrian stop data as required by the LAPD Consent Decree. The collected data is required to be posted on the Police Department's web site. A total of $6.6 million, of which $3.9 million is from the Local Law Enforcement Block Grant Fund. (Schedule 45), has been provided in prior fiscal years. Unspent funds in 2003-04 are anticipated to be reappropriated in 2004-05. Funding is provided for scanning and printing of manual forms, required until the process is fully automated. Additionally, $1 million is set aside in the Unappropriated Balance Item 7 for other contingencies. | 465,000 | 300,000 | (165,000) |
| Administered by: **Aging** | | | |
| 51. **Adult Day Care Centers.** Funding is provided for one center in each of the City's 15 Aging Service Areas to help meet the needs of the senior population. | 1,115,857 | 1,115,857 | -- |
| 52. **Home Delivered Meals for Seniors**. Funding provided for home-delivered meals for seniors supplements Older Americans Act grant funds. | 1,598,845 | 1,598,845 | -- |

| | |
|---|---|
| **2003-04 Program Budget** | **$ 82,860,474** |
| **Changes in Program Level** | **2,571,857** |
| **PROPOSED 2004-05 PROGRAM BUDGET** | **$ 85,432,331** |

# INTERGOVERNMENTAL RELATIONS PROGRAM

**Membership and participation is such recognized governmental oriented organizations as the League of California cities, the Southern California Association of Governments, and the National League of Cities.**

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| **Other Changes or Adjustments** | | | |
| Administered by: **City Clerk** | | | |
| 53. **Independent Cities Association.** This organization of California counties and cities works with county governments on behalf of City members on policy and legislative issues that affect municipal governments. | $ 5,250 | $ 5,250 | $ -- |
| 54. **League of California Cities.** This association of California cities works to influence policy decisions at all levels of government. Last year, the League's membership voted to include in the membership dues funding of a new grassroots network which provides for 16 regional representatives to expand the effectiveness of city officials' legislative activities. | 84,041 | 88,318 | 4,277 |
| 55. **League of California Cities—County Division.** This is the local regional division of the broader State organization. | 1,500 | 1,500 | -- |
| 56. **National League of Cities.** This association of cities works to influence national policy and to build understanding and support for cities and towns. Annual dues are based on a city's population. | 61,168 | 61,168 | -- |
| 57. **South Bay Cities Association.** This association of 16 South Bay cities works to discuss issues pertinent to the local communities. Base dues for each city are set at $1,500. Additional dues, based on population, are also assessed with a maximum assessment equal to the City of Torrance's dues. For 2004-05, that amount is $29,149. | 29,149 | 29,149 | -- |
| 58. **Southern California Association of Governments (SCAG).** This association's purpose is to study and develop recommendations on regional problems of mutual interest and concern regarding the orderly physical development of the Southern California region. The City's dues are the largest single assessment, which SCAG sets at 20 percent of total dues. | 237,184 | 237,184 | -- |
| 59. **Town Affiliation Association of the United States.** This association of American communities that works to foster better international understanding and cooperation through Sister City relationships in other countries has been renamed Sister Cities International. See GCP item 60. | 1,680 | -- | (1,680) |

| Program Changes | 2003-04 Budget | 2004-05 Proposed Budget | Change From 2003-04 Budget |
|---|---|---|---|
| 60. **Sister Cities International.** Formerly named Town Affiliation Association of the United States. See GCP Item 59. | $ -- | $ 1,730 | $ 1,730 |
| 61. **United States Conference of Mayors.** This organization provides a national forum for mayors on behalf of their cities. Based in Washington, D.C., this group represents the mayors on pertinent legislative policies and issues. | 54,075 | 62,015 | 7,940 |

| | |
|---|---|
| **2003-04 Program Budget** | **$ 474,047** |
| **Changes in Program Level** | **12,267** |
| **PROPOSED 2004-05 PROGRAM BUDGET** | **$ 486,314** |

# HUMAN RESOURCES BENEFITS

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for Human Resources Benefits relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 374,042,494 | |
| Changes in Budget | $ | 49,520,040 | 13.20% |
| **2004-05 Proposed Budget** | **$** | **423,562,534** | |

The Proposed Budget includes costs for the direct payments, exclusive of personnel and administrative costs, for various human resources benefits provided to City employees. These benefits consist of: (1) payment of all workers' compensation and rehabilitation bills, claims and awards; (2) payment of subsidies for the City's benefits program, i.e., health, dental, optical, disability, life insurance, and the Employee Assistance Program; (3) payment of unemployment insurance; and (4) payment of other benefits as approved by the Mayor and Council.

In 2002-03, the responsibility for managing all chargebacks, including workers' compensation, was placed directly with all benefiting departments. The Personnel Department is tasked with monitoring and controlling workers' compensation chargeback usage to assure efficient expenditures. The Department will remain accountable through its periodic reporting to the Mayor and Council on the status of workers' compensation chargebacks.

## CHANGES FROM ADOPTED BUDGET

| | 2003-04 Adopted Budget | Recommended Change | 2004-05 Proposed Budget |
|---|---|---|---|
| Workers' Compensation | $ 142,000,000 | $ 13,000,000 | $ 155,000,000 |
| Civilian FLEX Program | 139,235,012 | 20,517,758 | 159,752,770 |
| Supplemental Civilian Union Benefits | 3,538,583 | 90,314 | 3,629,167 |
| Police Health and Welfare Program | 59,174,853 | 10,794,819 | 69,969,402 |
| Fire Health and Welfare Program | 23,664,154 | 4,567,149 | 28,231,303 |
| Unemployment Insurance | 5,330,000 | 550,000 | 5,880,000 |
| Employee Assistance Program | 1,099,892 | -0- | 1,099,892 |
| **TOTAL COST OF HUMAN RESOURCES BENEFITS** | $ 374,042,494 | $ 49,520,040 | $ 423,562,534 |

| | Direct Cost |
|---|---|
| **2003-04 Program Level** | $ 374,042,494 |

**PROGRAM CHANGES**

**Changes in Special - $49,520,040**

| | | |
|---|---|---|
| 1. | **Workers' Compensation.** The Workers' Compensation account is increasing by $13 million. The 2003-04 Adopted Budget provided $142 million for workers' compensation. Actual expenditures for 2003-04 may exceed the budget by $4 million based on PricewaterhouseCoopers' review of the City's historical compensation loss experience, existing trends and injury rates. The $13 million increase in 2004-05 represents an approximate nine percent increase from the 2003-04 Adopted Budget. The increase is provided to fund somewhat more than the optimistic projection of $153 million for workers' compensation provided by PricewaterhouseCoopers in April 2003. This increase is the result of escalating medical costs, which account for approximately 60 percent of workers' compensation benefits. The number of civilian workers' compensation claims filed annually has remained relatively constant for the last several years but the average cost per claim has increased by 10 percent. | $ 13,000,000 |
| 2. | **Civilian FLEX Program.** The Civilian FLEX Program consists of health and dental insurance benefits, as well as base life insurance, base disability, and FLEX Credit benefits. The average cost per employee per month for all benefits provided in the Civilian FLEX Program will increase from $518.35 in 2003-04 to $574.28 in 2004-05.<br>• There is *an increase of $22,819,173* in the civilian health insurance portion of this account based on a zero percent increase in enrollment and an annual increase in medical rates. The average expenditure per civilian employee per month for health benefits will increase from $456.81 in 2003-04 to $512.87 in 2004-05.<br>• There is *an increase of $588,831* in the civilian dental insurance portion of this account based on a zero percent increase in enrollment and an annual increase in dental rates. The average expenditure per civilian employee per month for dental benefits will increase from $28.77 in 2003-04 to $29.43 in 2004-05.<br>• The Civilian FLEX Program also includes Base Life, Base Disability, and FLEX Credits. The cost for these three benefits in 2004-05 is $406,906 for Base Life; $5,752,643 for Base Disability, the funding for which is based on a percentage of covered payroll*;* and $3,538,848 for FLEX Credits*.*<br>▪ *Reimbursement from proprietary departments and reductions to Base Life, Base Disability and FLEX credits totaling $2,890,246 offset the 14.7 percent increase in Civilian FLEX costs*. | 20,517,758 |
| 3. | **Supplemental Civilian Union Benefits.** Contained in the Supplemental Civilian Union Benefits are the benefits negotiated by individual bargaining units such as Union Optical/Dental/Life, MOU 12 Liuna Pension Fund, VDT Optical Plan, and Life Insurance. There is an inc*rease of $59,843* in the benefits paid for the Union Optical/Dental/Life, a *decrease of $6,269* for the MOU 12 Liuna Pension Fund, no increase for VDT Optical Plan and an inc*rease of $36,740* for Life Insurance. This projection is based on general cost increases in the health industry and on zero percent increase in enrollment in the Union Optical/Dental/Life, Liuna Pension Fund. | 90,314 |

4. **Police Health and Welfare Program.** The Police Health and Welfare Program consists of health, dental and life insurance for sworn police employees. The average cost per employee per month for all benefits provided in the Police Health and Welfare Program will increase from $559.30 in 2003-04 to $645.04 in 2004-05. 10,794,819

   - There is *an increase of $10,454,464* in the police health insurance portion of this account based on a zero percent increase in enrollment and an annual increase in medical rates. The average expenditure per sworn police employee per month for health benefits will increase from $484.11 in 2003-04 to $566.88 in 2004-05.
   - There is an *increase of $375,683* in the police dental insurance portion of this account based on a zero percent increase in enrollment and an annual increase in dental rates. The average expenditure per sworn police employee per month for dental benefits will increase from $59.06 in 2003-04 to $62.06 in 2004-05.
   - There is a 2.1 percent or $35,328 de*crease* in the life insurance benefit.

5. **Fire Health and Welfare Program.** The Fire Health and Welfare Program consists of health, dental and life insurance for sworn fire employees. The average cost per employee per month for all benefits provided in the Fire Health and Welfare Program will increase from $587.98 in 2003-04 to $686.54 in 2004-05. 4,567,149

   - There is an *increase of $4,307,834* in the fire health insurance portion of this account based on a zero percent increase in enrollment and an annual increase in medical rates. The average expenditure per sworn fire employee per month for health benefits will increase from $512.71 in 2003-04 to $610.69 in 2004-05.
   - There is an *increase of $237,163* in the fire dental insurance portion of this account based on a zero percent increase in enrollment and an annual increase in dental rates. The average expenditure per sworn fire employee per month for dental benefits will increase from $59.27 in 2003-04 to $61.47 in 2004-05.
   - There is an *increase of $22,152* in the life insurance benefit due to higher enrollment in this program.

6. **Unemployment Insurance.** The budget request for Unemployment Insurance is increased by approximately 10 percent, from $5,330,000 in 2003-04 to $5,880,000 in 2004-05. The increase is due to an 11 percent increase in the maximum weekly benefit from $370 in January 2003 to $410 in January 2004 as a result of SB40 legislation, which was signed into law in October 2001. An additional $4.5 million is provided in the Unappropriated Balance to fund the costs associated with anticipated layoffs in 2004-05 (See Unappropriated Balance Item 6, Workforce Displacement Mitigation). 550,000

7. **Employee Assistance Program**. No increase is projected in the cost for civilian employees. -0-

**TOTAL CHANGES IN SPECIAL** $ 49,520,040

| | | |
|---|---|---|
| **2003-04** Program Budget | $ | 374,042,494 |
| Changes in Special | | 49,520,040 |
| **PROPOSED 2004-05 PROGRAM BUDGET** | $ | 423,562,534 |

# JUDGMENT OBLIGATION BONDS DEBT SERVICE FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Judgment Obligation Debt Service Fund relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 8,477,596 | |
| 2004-05 Proposed Budget | $ | 8,181,984 | |
| Change from 2003-04 Budget | $ | (295,612) | (3.49)% |

The Judgment Obligation Bonds Debt Service Fund is a special purpose fund established to pay debt service on bonds issued to finance liabilities resulting from adverse decisions by the California courts in the following litigation matters: (a) the manufacturers' business tax (General Motors Case); and (b) the Kimpel Settlement. A total of $25 million in bonds was issued for the manufacturers' cases and $39 million in bonds was issued to settle the Kimpel lawsuit. Final payment on the General Motors Case and the Kimpel Settlement bonds will occur in 2007-08 and 2010-11, respectively.

Debt service on these bonds is an unconditional obligation of the City. The Judgment Obligation Bonds Debt Service Fund is administered by the Treasurer.

## Debt Service Budget for Outstanding Judgment Obligation Bonds

| | 2003-04 Budget | 2004-05 Proposed Budget | 2005-06 | 2006-07 | 2007-08 |
|---|---|---|---|---|---|
| Manufacturers' Business Tax | | | | | |
| Series 1998-A | 3,328,566 | 3,197,704 | 3,066,841 | 2,439,754 | 2,343,219 |
| Kimpel Settlement | | | | | |
| Series 2000-A | 3,301,250 | 3,192,500 | 3,082,500 | 2,970,000 | 2,857,500 |
| Series 2000-B | 1,847,780 | 1,791,780 | 1,735,780 | 1,679,080 | 1,620,980 |
| TOTAL | $ 8,477,596 | $ 8,181,984 | $ 7,885,121 | $ 7,088,834 | $ 6,821,699 |

1. **Manufacturers' Business Tax (General Motors Corporation, 1998-A)**

The 1998-A bonds were issued as a result of a ruling against the City by the California Court of Appeals, Second District, in *General Motors Corporation v. City of Los Angeles* (the "*General Motors*" Case). As a result of the General Motors Case, the City had judgments entered against it obligating it to make refund payments of up to $25 million in local business license taxes which the City had collected from certain manufacturing businesses within the City.

| | | |
|---|---|---|
| Amount of Issue: | $ 25,000,000 | |
| Principal Outstanding, July 1, 2004: | 10,000,000 | |
| Final Payment: | 2007-08 | |
| 2004-05 Debt Service Payment: | | $ 3,197,704 |
| Subtotal | | $ 3,197,704 |

2. **Kimpel Settlement (2000-A, 2000-B)**

The 2000-A and 2000-B bonds were issued as a result of a settlement and stipulated judgment entered against the City by the United States District Court in several cases collectively known as the "Kimpel Settlement." The Kimpel settlement is an action in the U.S. District Court by police officers alleging claims under the federal Fair Labor Standards Act. As a result, a stipulated judgment of approximately $39 million was entered against the City.

| | | |
|---|---|---|
| Amount of 2000-A Issue: | $ 25,000,000 | |
| Amount of 2000-B Issue: | 13,995,000 | |
| 2000-A Principal Outstanding, July 1, 2004: | 15,000,000 | |
| 2000-B Principal Outstanding, July 1, 2004: | 9,795,000 | |
| Final Payment 2000-A Issue: | 2009-10 | |
| Final Payment 2000-B Issue: | 2010-11 | |
| 2000-A 2004-05 Debt Service Payment: | | $ 3,192,500 |
| 2000-B 2004-05 Debt Service Payment: | | 1,791,780 |
| Subtotal | | $ 4,984,280 |

| | |
|---|---|
| **TOTAL 2004-05 PROPOSED JUDGMENT OBLIGATION BONDS DEBT SERVICE** | **$ 8,181,984** |

# LIABILITY CLAIMS

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for Liability Claims relates to current year funding as follows:

| | 2003-04 Budget | 2003-04 Estimated Expenditures | 2004-2005 Proposed Budget |
|---|---|---|---|
| Under $100,000 | $ 11,000,000 | $ 11,773,000 | $ 10,435,972 |
| Over $100,000 | 39,000,000 | 36,762,000 | 35,000,000 |
| Total | $ 50,000,000 | $ 48,535,000 | $ 45,435,972 |

A total appropriation of $45 million is proposed for Liability Claims. Funding in the amount of $10,435,972 is provided for Liability Claims under $100,000 and $35,000,000 for Liability Claims over $100,000. The Los Angeles Administrative Code authorizes the Mayor to delegate authority to the City Attorney to settle claims and pay judgments against the City in an amount not to exceed $50,000; an additional $50,000 (up to $100,000) is subject to the concurrence of the Claims Board. Claims or judgments over $100,000 must have the approval of the Mayor and Council.

After reviewing pending cases against the City, these estimates represent the current projections for Liability Claims payouts for 2004-05. Adjustments to the fund may have to be made during the year as cases reach the trial stage and judgments or settlements are determined.

Until 1994-95, Liability Claims under $15,000 were budgeted in the City Attorney's Budget. Liability Claims over $15,000 were budgeted in the Unappropriated Balance. Beginning in 1995-96, this Budget was created to account for all expenditures for the City's Liability Claims.

| Liability Claims Cost | 1995-96 Actual | 1996-97 Actual | 1997-98 Actual | 1998-99 Actual | 1999-00 Actual | 2000-01 Actual |
|---|---|---|---|---|---|---|
| Under $100,000 | $11,391,894 | $ 9,811,809 | $10,457,797 | $13,567,023 | $ 11,660,557 | $ 11,419,244 |
| Over $100,000 | 48,173,112 | 25,593,347 | 32,413,083 | 39,195,023 | 72,356,975 | 51,145,900 |
| TOTAL LIABILITY CLAIMS | $59,565,006 | $35,405,156 | $42,870,880 | $ 52,762,046 | $ 84,017,532 | $ 62,565,144 |
| Judgment Obligation Bonds* | | -- | 25,000,000 | -- | 25,000,000 | 13,995,000 |
| Other ** | n/a | n/a | n/a | 4,343,677 | 9,726,900 | 18,487,500 |
| TOTAL LIABILITIES | $ 59,565,006 | $ 35,405,156 | $ 67,870,880 | $ 57,105,723 | $118,744,432 | $ 95,047,644 |

| Liability Claims Cost | 2001-02 Actual | 2002-03 Actual | 2003-04 Estimated | 2004-05 Proposed Budget | 2004-05 Change To Budget | % Change |
|---|---|---|---|---|---|---|
| Under $100,000 | $10,620,408 | $10,623,100 | $11,773,000 | $10,435,972 | -564,028 | -5.1% |
| Over $100,000 | 51,179,504 | 38,045,768 | 36,762,000 | 35,000,000 | -4,000,000 | -10.3% |
| TOTAL LIABILITY CLAIMS | $ 61,799,912 | $ 48,668,868 | $ 48,535,000 | $ 45,435,972 | $-4,564,028 | -9.1% |
| Judgment Obligation Bonds* | -- | -- | -- | -- | -- | -- |
| Other ** | 5,241,288 | 7,439,189 | 8,200,000 | -- | -- | -- |
| TOTAL LIABILITIES | $ 67,041,200 | $ 56,108,057 | $ 56,735,000 | -- | | |

* Total amount of Judgment Obligation Bonds issued during fiscal year. Does not reflect interest payments.
** Other funds include Sewer Construction and Maintenance Fund, Community Development Trust Fund, etc.

## 2004-05 DETAIL OF POLICE VEHICLES

**REPLACEMENT VEHICLES**

| Type of Vehicle | No. In Fleet | Replacement Criteria | No. Meeting Replacement Criteria | Recommended Replacement | Cost per Vehicle | Total Cost | FATF No. | FATF Funding | MICLA No. | MICLA Funding |
|---|---|---|---|---|---|---|---|---|---|---|
| Black/White | 1,276 | 6 years or 100,000 miles | 311 | 311 | $ 33,779 | $ 10,505,269 | | | 311 | $ 10,505,269 |
| Hybrid | 237 | 6 years or 100,000 miles | 61 | 61 | $ 34,339 | $ 2,094,679 | | | 61 | $ 2,094,679 |
| Plain | 1,213 | 6 years or 100,000 miles | 177 | 177 | $ 27,943 | $ 4,945,911 | | | 177 | $ 4,945,911 |
| Undercover | 749 | 6 years or 100,000 miles | 104 | 104 | $ 27,943 | $ 2,906,072 | | | 104 | $ 2,906,072 |
| Motorcycles | 394 | 5 years or 70,000 miles | 153 | 103 | $ 11,910 | $ 1,226,730 | 103 | $ 1,226,730 | | |
| Misc. | 506 | Various | 32 | 32 | Various | $ 1,568,500 | | | 32 | $ 1,568,500 |
| Total Vehicles | | | | 788 | | $ 23,247,161 | 103 | $ 1,226,730 | 685 | $ 22,020,431 |
| Communications Costs | | | | | | | | | | |
| Black & Whites | | | | 311 | $ 1,179 | $ 366,669 | | | 311 | $ 366,669 |
| Hybrid | | | | 61 | $ 647 | $ 39,467 | | | 61 | $ 39,467 |
| Plain | | | | 177 | $ 647 | $ 114,519 | | | 177 | $ 114,519 |
| Undercover | | | | 104 | $ 647 | $ 67,288 | | | 104 | $ 67,288 |
| Subtotal Communication Costs | | | | | | $ 587,943 | | $ - | | $ 587,943 |
| **TOTAL FUNDING FOR REPLACEMENT VEHICLES** | | | | | | **$ 23,835,104** | | **$ 1,226,730** | | **$ 22,608,374** |

**NEW VEHICLES FOR NORTH VALLEY STATION**

| Type of Vehicle | New Vehicles Recommended | Cost per Vehicle | Total Cost | FATF No. | FATF Funding | MICLA No. | MICLA Funding |
|---|---|---|---|---|---|---|---|
| Black/White | 6 | $ 45,529 | $ 273,174 | | | 6 | $ 273,174 |
| Hybrid | 2 | $ 33,380 | $ 66,760 | | | 2 | $ 66,760 |
| Plain | 2 | $ 29,288 | $ 58,576 | | | 2 | $ 58,576 |
| Utility Vehicle | 1 | $ 51,750 | $ 51,750 | | | 1 | $ 51,750 |
| Heavy Duty Van | 1 | $ 31,660 | $ 31,660 | | | 1 | $ 31,660 |
| Total Vehicles | 12 | $ 191,607 | $ 481,920 | | $ - | 12 | $ 481,920 |
| **TOTAL FUNDING FOR NEW VEHICLES** | | | **$ 481,920** | | **$ -** | | **$ 481,920** |

| | | | |
|---|---|---|---|
| **TOTAL FUNDING FOR REPLACEMENT AND NEW VEHICLES** | **$ 24,317,024** | **$ 1,226,730** | **$ 23,090,294** |

NOTES:

MICLA is the City's debt-financing vehicle. All capital equipment items purchased must have a life span of 6 years or more. The useful life for Black and White vehicles has been extended from five to six years, which makes them eligible for MICLA funding in 2004-05.

Funding is also available from the Forfeited Assets Trust Fund (FATF) for approximately 103 Motorcycles.

Black and White and Hybrid vehicles are equipped with ballistic door panels.

# RESERVE FOR EXTRAORDINARY LIABILITY CLAIMS FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Reserve for Extraordinary Liability Claims relates to current year funding as follows:

| | Amount | % Change |
|---|---|---|
| 2003-04 Adopted Budget | $ 0 | |
| 2004-05 Proposed Budget | $ 0 | |
| Change from 2003-04 Budget | $ 0 | 0% |

The Reserve for Extraordinary Liability Claims Fund was established during 1999-00 for police-related litigation. Funding in the amount of $10 million was provided in 2002-03. No appropriation was provided in 2003-04. The total available balance for 2003-04 was $40.9 million. As of March 1, 2004, 15 claims totaling $3 million have been approved by the Mayor and Council for payment from this Fund. It is estimated that an additional $9 million may be approved for payment by the end of 2003-04. Total estimated expenditures for 2003-04 will be $12 million. The estimated fund balance as of June 30, 2004 will be $16.7 million.

The 2004-05 Proposed Budget will not provide any additional appropriation for Extraordinary Liability Claims.

| | |
|---|---|
| 2003-04 Available | $ 28.7 million |
| 2003-04 Estimated Expenditures | ( 12.0) |
| Transfer Out | ( 0) |
| Available, July 1, 2004 | $ 16.7 |
| 2004-05 Proposed Budget | $ -- |
| Available, 2004-05 | $ 16.7 million |

# RESERVE FOR EXTRAORDINARY LIABILITY CLAIMS FUND

In order to prepare the City for financial exposure from police-related litigation, funds are deposited in the Reserve for Extraordinary Liability Claims Fund.

| 2002-03 | Estimated 2003-04 | | Estimated 2004-05 |
|---|---|---|---|
| Cash at Beginning of Fiscal Year | | | |
| $ 30,591,000 | $ 28,312,000 | Cash Balance, July 1 | $ 16,712,000 |
| $ 10,000,000 | $ -- | General Fund | $ -- |
| (4,200,000) | -- | Transfer out | -- |
| 1,007,307 | 400,000 | Interest | 100,000 |
| $ 37,398,307 | $ 28,712,000 | Total Receipts | $ 16,812,000 |
| **DISBURSEMENTS** | | | |
| $ 9,085,499 | $ 12,000,000 | Extraordinary Liability Claims Reserve | $ -- |
| $ 9,085,499 | $ 12,000,000 | Total Disbursements | $ -- |
| Cash at Close of Fiscal Year | | | |
| $ 28,312,808 | $ 16,712,000 | Cash Balance, June 30 | $ -- |

# LOCAL LAW ENFORCEMENT BLOCK GRANT TRUST FUND OF THE POLICE DEPARTMENT

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Local Law Enforcement Block Grant Trust Fund of the Police Department relates to current year funding as follows:

| | Amount | % Change |
|---|---|---|
| 2003-04 Adopted Budget | $ 6,239,368 | |
| 2004-05 Proposed Budget | $ 3,488,000 | |
| Change from 2003-04 Budget | $ (2,751,368) | (44)% |

This Trust Fund is for the receipt and expenditure of monies authorized by the Federal Omnibus FY 1996 Appropriations Act (Public Law 104-134) for the purpose of reducing crime and improving public safety. This money must be used to enhance law enforcement resources.

| Revenues | 2003-04 Budget | 2003-04 Revised | 2004-05 Proposed Budget |
|---|---|---|---|
| Cash Balance, July 1 | $ 4,963,368 | $ 5,318,272 | $ 1,809,000 |
| Less: | | | |
| Prior Year's Unexpended Appropriations | (4,774,000) | - | (1,809,000) |
| Receipts | 5,900,000 | 4,530,000 | 3,488,000 |
| Interest | 150,000 | 199,728 | 100,000 |
| Total Revenue | $ 6,239,368 | $ 10,048,000 | $ 3,588,000 |

| Appropriations | 2003-04 Budget | 2003-04 Est. Expenditure | 2004-05 Proposed Budget |
|---|---|---|---|
| Mayor | $ 115,000 | $ 115,000 | $ 100,000 |
| Police | 5,327,170 | 5,299,000 | 3,488,000 |
| General City Purposes | - | 2,825,000 | - |
| Unappropriated Balance | 797,198 | - | - |
| Total Appropriations | $ 6,239,368 | $ 8,239,000 | $ 3,588,000 |

# LOCAL LAW ENFORCEMENT BLOCK GRANT

## DETAIL OF 2004-05 APPROPRIATIONS

| Item | Direct Costs | Related Costs | Total |
|---|---|---|---|
| MAYOR'S OFFICE | | | |
| Grant Administration | $ 100,000 | $ -- | $ 100,000 |
| Subtotal Mayor | $ 100,000 | $ -- | $ 100,000 |
| POLICE DEPARTMENT | | | |
| Continuation of Positions Added in 1997-98 | $ 3,488,000 | $ -- | $ 3,488,000 |
| Subtotal Police | $ 3,488,000 | $ -- | $ 3,488,000 |
| TOTAL APPROPRIATION | $ 3,588,000 | $ -- | $ 3,588,000 |

# PROPOSITION A LOCAL TRANSIT ASSISTANCE FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Proposition A Local Transit Assistance Fund relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 117,667,822 | |
| 2004-05 Proposed Budget | $ | 133,679,044 | |
| Change from 2003-04 Budget | $ | 16,011,222 | 13.6% |

The Proposed Budget for the Proposition A Local Transit Assistance (Prop A) Fund is allocated by the County by population and provides for the use of the one-half cent sales tax revenues for the planning, administration and operation of Citywide public transportation programs. Proposed appropriations comply with the Prop A Local Return Program Guidelines adopted by the Metropolitan Transportation Authority (MTA), which administers this program approved by the voters in November 1980. Since 1993, Prop A funds have been spent as follows:

| | |
|---|---|
| Bus transit | 63.90% |
| Metro Rail | 26.90% |
| Highways | 0.66% |
| Transportation Demand Management | 0.04% |
| Management and Administration | 8.50% |

**BUDGET HIGHLIGHTS**

- The Budget uses the MTA's countywide growth rate to forecast sales tax revenue, which predicts revenue similar to 2003-04 receipts.

- Matching Funds for MTA Call for Projects - $2 million is provided as matching and front funding for projects underway that were funded in previous MTA Calls for Projects. The Call for Projects is the process created by MTA to allocate discretionary, countywide capital to regionally significant projects. This represents only a portion of the funding allocated for all MTA Calls for Projects. The balance of 2004-05 funding is provided in the Proposition C Fund (Prop C) Budget.

- DASH Services – Increased funds are provided to expand services by increasing hours on several DASH routes, including DASH Areas 1, 2 and 4. Additionally, cost of living adjustments pursuant to previously-negotiated contracts are needed for DASH Central City, DASH Area 3, San Pedro Electric Trolley, DASH Watts, DASH Wilmington, Bunker Hill Trolley and the City Hall Shuttle.

- Funds provided to support the Metro Rail Annual Work Program are now fully paid through Prop A. Previously, most funding was paid through Prop C; however, DOT now indicates that all Metro Rail, as well as Pasadena Gold Line, expenditures can be paid through Prop A. This frees up funds in the less restrictive Prop C fund.

- Funds are provided to support the Universal Fare System (UFS) Program. Approximately $3 million to implement the UFS is provided. This smart-card technology will enable riders to transfer to other transit services operated within Los Angeles County. A large portion of this funding is anticipated to be reimbursed by MTA.

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| Balance Available, July 1 | $ 39,785,822 | $ 55,134,044 |
| Less: Prior Year's Unexpended Appropriations | -- | -- |
| Adjusted Balance | $ 39,785,822 | $ 55,134,044 |
| Receipts: Revenue | 51,223,000 | 52,945,000 |
| Interest | 3,550,000 | 3,600,000 |
| Front Funds/Matching Funds - Reimbursements from Other Agencies | 19,988,000 | 15,600,000 |
| Transit Scrip | 1,463,000 | 1,500,000 |
| Farebox Revenue | 1,658,000 | 4,900,000 |
| Total Receipts | $ 77,882,000 | $ 78,545,000 |
| Total Available Balance | $ 117,667,822 | $ 133,679,044 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **CITY TRANSIT SERVICE.** Except where noted, variances reflect the net impact of cost-of-living salary adjustments and changes in overhead rates. | | |
| **DASH - Central City**. Downtown DASH and DASH - Venice. | $ 8,085,000 | $ 8,135,000 |
| **DASH - Midtown (Community DASH Area 1**). This service consists of six DASH services (Crenshaw, King-East, Leimert/Slauson/Midtown, Pueblo del Rio, Southeast and Wilshire Center/Koreatown). | 4,700,000 | 5,104,000 |
| **DASH - Northeast LA/Westside (Community DASH Area 2).** This service consists of seven services (Community Connection 208, Fairfax, Eagle Rock/Highland Park, Hollywood, Hollywood/West Hollywood, Hollywood/Wilshire and Lincoln Heights/Chinatown). The increase includes funds for the expansion of service hours and anticipated increased ridership. | 5,512,000 | 6,250,000 |
| **DASH - San Fernando Valley (Community DASH Area 3).** This service consists of five DASH services (Northridge, Van Nuys/Studio City, Panorama City/Van Nuys, Warner Center and Commuter Express 575). | 3,203,000 | 3,987,000 |
| **DASH - Manchester Florence/Vermont Main.** | 1,235,000 | 1,070,000 |
| **DASH - Pico Union/Echo Park and El Sereno/City Terrace (Community DASH Area 4).** The increase provides for increased hours anticipated to be needed to expand service in this area. | 3,821,000 | 4,499,000 |
| **DASH - San Pedro Electric Trolley.** This project is jointly sponsored and funded by the Transportation, Harbor and Water and Power Departments, each of which pays one-third of the annual cost. This route serves cruise line passengers and other tourists in the San Pedro area. | 211,000 | 215,000 |
| **DASH - Watts (Routes A and B).** | 753,000 | 772,000 |
| **DASH - Wilmington.** | 649,000 | 695,000 |
| **Bunker Hill (Downtown Red Car) Trolley.** | 397,000 | 408,000 |
| **City Hall Shuttle.** | 337,000 | 343,000 |
| **DASH - Propane Leak Detection System.** Funding was provided in the 2003-04 Budget to purchase a newer technology system in order to better comply with clean fuel requirements. This was a one-time purchase that does not need to be funded in 2004-05. | 126,000 | -- |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **Commuter Express/Community Connection.** This service consists of Commuter Express routes and the Downtown Metrolink Shuttle. | $ 11,611,000 | $ 10,947,000 |
| **Commuter Transportation Implementation Plan.** This service provides commuter bus service to areas throughout the South Bay and El Segundo. The service is funded by the City, seven South Bay cities and the MTA. | 115,000 | 112,000 |
| **Transit Facility Security and Maintenance.** Funds are provided for the security and maintenance of Metrolink and Amtrak stations, as well as Commuter Express Park-and-Ride lots. | 821,000 | 815,000 |
| **Marketing/Advertising.** Funds are provided for the marketing of City transit services. Increased funds are requested to improve the effectiveness and outreach of this program. | 980,000 | 1,029,000 |
| **Transit Sign Production and Installation.** Funds are provided for transit-related signs, generally for new and/or modified services. | 35,000 | 37,000 |
| **Northeast Transit Store.** This service provides a central information outlet for transit services. The store provides information, sells tickets and passes, handles customer service complaints and also contains an LAPD Community Service Center. | 284,000 | 325,000 |
| **Support Services (MTA).** Funds are provided for payment to MTA to maintain common bus stops and to distribute Community Connection and Commuter Express maps and schedules. | 70,000 | 73,500 |
| **Transit Education for Schools.** Funds are provided for the "Safe Moves" program taught at schools. Presentations are made to 300,000 children annually. | 110,000 | 110,000 |
| **Total City Transit Service** | **$ 43,055,000** | **$ 44,926,500** |
| **SPECIALIZED TRANSIT** | | |
| **Senior Youth Transportation Charter Bus Program.** Funds are provided for operation of recreational and educational charter bus service provided to community groups. The primary users of this service are the Department of Recreation and Parks and the Santa Monica Mountains Conservancy. | $ 2,600,000 | $ 2,850,000 |
| **Automated Paratransit System.** Funds are provided to continue maintenance of the Cityride automated registration, order taking, scheduling and routing system. The 2003-04 Budget was based on the rate pursuant to the current contract and funds necessary for computer upgrades at Cityride dispatch centers. These | 110,000 | 63,000 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| upgrades are complete and the amount proposed reflects anticipated operation costs. | | |
| **Paratransit Program Coordination Services.** Funds are provided to continue Cityride program services, including registration, distribution of transit scrip, collection of revenue and automation. | $ 1,110,000 | $ 1,100,000 |
| **Cityride Dial-a-Ride Services in San Fernando Valley/Central LA (Areas 1 and 2)** | 3,806,000 | 4,300,000 |
| **Cityride Dial-a-Ride Services in Crenshaw/Watts/Harbor Area (Area 3).** | 2,375,000 | 2,440,000 |
| **Cityride Scrip.** Funds are provided for reimbursement to the MTA for discounted monthly passes sold to senior citizens and disabled persons. The funds also reimburse for transit scrip to taxi and private van companies providing services to senior citizens and disabled persons. The amount provided includes a ten percent expansion of the program. | 12,345,000 | 13,500,000 |
| **Multipurpose Centers Shuttle.** Funds are provided for operation of door-to-door transit service to frail elderly and disabled individuals. This program is based at the Department of Aging Senior Multipurpose Centers (see Department of Aging entry in Support Programs category below). Increased funds are proposed to cover higher workers compensation costs. | 3,190,000 | 3,492,000 |
| **City Vanpool Subsidy Program.** Funds are provided for subsidies to the City's vanpool program. | 4,000 | 4,000 |
| **Total Specialized Transit** | **$ 25,540,000** | **$ 27,749,000** |
| **TRANSIT CAPITAL** | | |
| **Community DASH Expansion.** The 2003-04 Proposed Budget provided funds to purchase nine vehicles to increase the number of buses in order to provide expanded services to a number of routes. Funds are provided for 2004-05 to purchase six additional vehicles. This expansion is proposed to meet the needs of increasing ridership. | $ 2,700,000 | $ 1,800,000 |
| **Third Party Inspections for Transit Capital.** DOT protects its investment in DASH and Commuter Express vehicles by ensuring that an objective third party checks the vehicles at the end of the contract upon turnover between contractors. | -- | 100,000 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **Fleet Replacement – DASH**. Funding is provided to purchase eight replacement vehicles that will be used to improve service on DASH lines. Each vehicle is anticipated to cost $300,000. | $ -- | $ 2,400,000 |
| **Total Transit Capital** | **$ 2,700,000** | **$ 4,300,000** |
| **RAIL TRANSIT FACILITIES** | | |
| **Metro Rail Annual Work Program.** In prior years, these activities were funded through Prop C. It has now been determined that these positions can be funded by the more restrictive and available Prop A. | $ -- | $ 6,422,233 |
| **Pasadena Gold Line Annual Work Program.** Funding is continued for the Gold Line Annual Work Program; however, the amount is significantly decreased because the Gold Line is now fully operational. Improvements are needed for the ongoing operations of the Gold Line. | 500,000 | 99,000 |
| **Gold Line Project Manager (formerly Pasadena Blue Line).** Funding is no longer required for project manager services associated with the Gold Line Annual Work Program. | 300,000 | -- |
| **Metrolink Crossing Improvements.** Funds are also provided in the Proposed Prop C Budget. Portions that qualify for Prop A are for additional safety improvements. | 75,000 | 100,000 |
| **Subtotal Rail Transit Facilities** | **$ 875,000** | **$ 6,621,233** |
| **SUPPORT PROGRAMS** | | |
| **Aging.** Funds for staff to administer the Multi-Purpose Centers shuttle program. (See Multi-Purpose Centers Shuttle entry in Specialized Transit). | $ 272,470 | $ 292,592 |
| **Controller.** Costs associated with Prop A administration. Increased funding is requested to compensate for the amount of time allocated to staff working with Prop A. | 47,400 | 94,609 |
| **Council.** Costs associated with Prop A administration. | 87,000 | 89,000 |
| **Fire.** Cost associated with two positions working with the Metro Rail Annual Work Program | -- | 297,000 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **Contract Administration.** Funds provided reflect the transfer of funding for Metro Rail-related positions to Prop A. | $ -- | $ 540,000 |
| **Engineering.** Funds provided reflect the transfer of funding for Metro Rail-related positions to Prop A. | -- | 230,000 |
| **Board of Public Works.** Funds provided reflect the transfer of funding for Metro Rail-related accounting positions to Prop A. | -- | 55,000 |
| **Street Lighting.** Funds provided reflect the transfer of funding for Metro Rail-related positions to Prop A. | -- | 80,000 |
| **Street Services.** Funds are provided for the installation of bus pads and for the installation and improvement of bus stop landings and curb ramps by City staff. | 2,194,329 | 2,203,091 |
| **Transportation.** Costs associated with Prop A administration for permanent positions in the Department. Funds are increased to reflect the transfer of funding from Prop C to Prop A in 2004-05. | 3,719,722 | 4,550,997 |
| **Overhead Costs.** | 2,730,664 | 2,848,033 |
| **Encino Park and Ride Renovation.** Funds are provided to renovate and expand the Encino Park and Ride lot. This is the largest transit hub used by the City and serves four Commuter Express routes. Federal funds are anticipated to offset a portion of the cost. | -- | 800,000 |
| **Rail and Transit Work Order Tracking.** This system is proposed to enhance the efficiency and accountability of Prop A-supported rail and transit programs. | 500,000 | 500,000 |
| **Technology and Communications Equipment.** Funds are provided for the purchase of computers and to pay for the costs of cellular phones assigned to Prop A-funded staff within the Department of Transportation. | 40,000 | 59,400 |
| **Universal Fare System.** Funding is provided to implement the universal fare system in DASH and Commuter Express buses. Through the use of smart card technology, the system will enable riders to transfer to other transit services operated within Los Angeles County. Of the amount requested, approximately $2.5 is anticipated to be reimbursed by MTA. | -- | 2,893,221 |
| **Travel and Training.** | 52,000 | 52,000 |
| **Memberships and Subscriptions.** Increased funding is provided to maintain the Department of Transportation's new American Public Transportation Association membership. | 7,210 | 25,000 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **Transit and Taxi Operations Consultant.** Funds are provided for work on a taxi customer service program, contract vehicle turnover inspections and audits, and other such items. | $ 200,000 | $ 200,000 |
| **Subtotal Support Programs** | **$ 9,850,795** | **$ 15,809,943** |
| **MATCHING FUNDS** | | |
| **Matching Funds - Other Agencies and MTA Call for Projects – Various Projects.** Funds are provided to enable the City to provide matching funds for various grants received from the MTA and other organizations. The use of a revolving fund to front-fund, match and receive reimbursements allows the Department to budget only one-half of the anticipated match. | $ 1,000,000 | $ 2,000,000 |
| **Subtotal Matching Funds** | **$ 1,000,000** | **$ 2,000,000** |
| **Total All Programs** | **$ 83,020,795** | **$ 101,406,676** |
| **OTHER APPROPRIATIONS** | | |
| **Unallocated** | $ 34,647,027 | $ 32,272,368 |
| **Total Other Appropriations** | **$ 34,647,027** | **$ 32,272,368** |
| **TOTAL APPROPRIATIONS** | **$ 117,667,822** | **$ 133,679,044** |

# PROPOSITION C TRANSIT IMPROVEMENT FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Proposition C Transit Improvement Fund relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 69,011,947 | |
| 2004-05 Proposed Budget | $ | 71,284,529 | |
| Change from 2003-04 Budget | $ | 2,272,582 | 3.3% |

The Proposition C Anti-Gridlock Transit Improvement Fund (Prop C) receives funds from the one-half cent sales tax increase approved by County of Los Angeles voters in 1990. The funds are allocated countywide on a per capita basis, with the City's share estimated at approximately $44 million for the 2004-05 fiscal year. Funds may be used for public transit, paratransit and repair and maintenance of streets used by public transit. Since 1993, Prop C funds have been spent as follows:

| | |
|---|---|
| Bus transit | 5.4% |
| Metro Rail | 27.5% |
| Other Rail | 6.4% |
| Highways | 23.7% |
| Transportation Demand Management | 3.9% |
| Matching Funds | 15.3% |
| Support costs | 17.8% |

**DEFINITIONS**

| | |
|---|---|
| **MTA** | Metropolitan Transportation Authority. |
| **Call for Projects** | Process created by MTA to allocate discretionary, countywide capital to regionally significant projects. |
| **TEA 21** | Transportation reauthorization bill that sets annual upper limits for funding of various transportation programs based on anticipated revenues. |
| **TGF** | Transportation Grant Fund, which receives MTA grant and City matching funds for local transportation projects. |
| **TDM** | Transportation Demand Management, which are strategies that result in more efficient use of transportation resources. |

**BUDGET HIGHLIGHTS**

- The Budget uses the MTA's countywide growth rate to forecast sales tax revenue, which predicts revenues similar to 2003-04 receipts ($44 million).

- Matching Funds: The funding provided reflects the cash flow needs for projects underway that were funded in previous year MTA Calls for Projects, the State Department of Transportation's Safe Routes to Schools Program and the City's match for TEA-21 projects. Approximately $40 million is provided to continue these programs and other grant-funded projects that qualify for Prop C funding. The specific use of these funds will be addressed in the 2004-05 Transportation Grant Fund Report (TGF). It should be noted that another $2,000,000 is provided in the Proposition A Budget for MTA Calls for Projects and Matching Funds.

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| Balance Available, July 1 | $ 15,664,529 | $ 14,479,529 |
| Total Proportionate Share of Funds | 42,517,000 | 44,005,000 |
| Interest | 500,000 | 500,000 |
| Matching Funds-Other Agencies | 14,290,000 | 9,900,000 |
| Reimbursement from Other Agencies | 1,080,000 | 2,200,000 |
| Other | 153,000 | 200,000 |
| Total Revenue * | $ 74,204,529 | $ 71,284,529 |

***** Total revenue does not reflect deduction of MTA debt service that was previously included as a revenue item in the 2003-04 Budget.

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **APPROPRIATIONS** | | |
| **RAIL TRANSIT FACILITIES** | | |
| **Metro Rail Annual Work Program.** Funds have historically been provided for City support of Metro Rail construction. The MTA fully reimburses the City for this work, which includes design, clean-up, construction, detour, traffic control and public safety activities required to implement various Long Beach Blue Line, Green Line, Red Line and Metrolink projects. In 2004-05, funds for staff salaries to fund the various bureaus and departments for these programs are shown in the Prop A Budget, as it has been determined that funding for rail-related projects qualifies for this more restrictive funding, thereby making more funding available in the Prop C Budget for other services. | $ 2,000,000 | $ -- |
| **Subtotal Rail Transit Facilities** | **$ 2,000,000** | **$ --** |
| **TRANSPORTATION DEMAND MANAGEMENT PROGRAM** | | |
| **Los Angeles Neighborhood Initiative (LANI).** Funds are provided to assist in the revitalization of transit-oriented neighborhoods through public and private partnerships. Increased funds are provided to expand this popular program. | 300,000 | 500,000 |
| **Bicycle Programs.** Increased funds are provided to expand the promotion of bicycle programs as an alternate mode of transportation. | 20,000 | 30,000 |
| **School Bike and Transit Education.** Increased funds are provided to expand a public education and outreach program that focuses on transit and bicycle safety. | 200,000 | 250,000 |
| **Caltrans Maintenance of Bus Stops.** Funds are provided for payment to Caltrans for the maintenance of bus stops on the Hollywood and Harbor Freeways. The reduced funding reflects the expected work required in 2004-05. | 30,000 | 20,000 |
| **Subtotal Transportation Demand Management** | **$ 550,000** | **$ 800,000** |
| **OPERATING PROGRAMS** | | |
| **Railroad Crossing Program.** Funding is provided for the repair of at-grade railroad crossings, which are those intersections where streets and railroads cross. The proposed funding will be used to repair and improve nine at-grade crossings, including one joint jurisdictional project with Los Angeles County. Railroad operators privately finance half of the cost of each improvement. | 504,000 | 544,000 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **Subtotal Operating Programs** | **$ 504,000** | **$ 544,000** |
| **STREET RESURFACING** | | |
| **Street Services.** Funds are provided for the resurfacing of streets heavily used by public transit. | $ 11,000,000 | $ 11,000,000 |
| **Subtotal Street Resurfacing** | **$ 11,000,000** | **$ 11,000,000** |
| **CAPITAL IMPROVEMENT EXPENDITURE PROGRAM** | | |
| **Street Lighting Projects.** Funds are provided as matching and implementation funds for grant-funded transit related projects, such as transit shelter security lighting and streetscape projects. | 155,582 | 198,000 |
| **Street Infrastructure Projects.** Funds are provided for various street infrastructure projects such as street widening and street reconstruction. These projects are on streets heavily used by public transit. | 3,725,725 | 3,674,770 |
| **Subtotal CIEP** | **$ 3,881,307** | **$ 3,872,770** |
| **DEPARTMENTAL APPROPRIATIONS** | | |
| **Bridge Improvement Program.** Funds are provided to backfill the loss of federal funds previously devoted to this program. | -- | 2,000,000 |
| **City Administrative Officer**. Proposition A and C administration. | 45,000 | 47,250 |
| **City Attorney.** Proposition A and C legal services. | 154,000 | 162,000 |
| **Fire.** Metro Rail coordination. Transferred to Prop A in 2004-05. | 288,200 | -- |
| **Mayor.** MTA liaison. | 150,000 | 155,000 |
| **Planning.** Congestion Management Program and Land Use Transportation Policy. Funding is reduced to more closely reflect staffing needs. | 290,000 | 274,000 |
| **Public Works:** | | |
| **Contract Administration.** Project support on the Metro Rail Annual Work Program is included in the Prop A Budget. Funding is provided here for inspection of Street Lighting projects funded by Prop C in the Capital Improvement Expenditure Program. | 278,000 | 136,000 |
| **Financial Management and Personnel Administration.** Metro Rail support services are transferred to Prop A in 2004-05 and included in the Board of Public Works budget. | 55,000 | -- |
| **Street Lighting.** Metro Rail coordination services are transferred to Prop A in 2004-05. One position is funded from Prop C to design transit-related projects such as transit shelter security lighting and streetscape projects. | 155,582 | 80,000 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **Transportation:** | | |
| Transit Centers | $ -- | $ 244,000 |
| Transportation Grant Fund and Systems Support | -- | 282,000 |
| Transit Program Administration | 840,400 | 750,000 |
| Project Development | 674,400 | 686,000 |
| Bikeways and Pedestrian Facilities | 722,200 | 734,000 |
| Signal Program | 284,300 | 600,000 |
| Metro Rail | 255,000 | -- |
| ATSAC Overtime | 156,000 | 75,000 |
| New Traffic Signal Construction | 291,600 | 700,000 |
| Pavement Marking | 600,000 | 550,000 |
| Position Support | 873,486 | -- |
| Railroad Franchise | 129,083 | 162,000 |
| **Subtotal Transportation** | **$ 4,826,469** | **$ 4,783,000** |
| **Debt Service –** Repayment to MTA for vehicles purchased in 1998-99. | 2,622,988 | 2,500,000 |
| **SUPPORT PROGRAMS** | | |
| **Downtown Street Study.** Funds were provided in 2003-04 for a consultant study to assess the impact on public transit services that would result from the conversion of existing one-way streets in Downtown Los Angeles to two-way streets. This was one-time funding that is no longer needed in 2004-05. | 250,000 | -- |
| **Environmental Studies.** Funds are included for as-needed consultant work for a variety of environmental, archaeological, historical and other such studies, as required by federal funding sources. | 10,000 | 10,000 |
| **Project Development Database.** Funds are included to maintain this system for tracking the TGF Work Program. Reduced funds reflect lower implementation needs. | 80,000 | 25,000 |
| **Overhead Costs.** | 2,574,311 | 2,700,000 |
| **Financial Consultant Services.** Funds are provided for as-needed financial assistance. | 50,000 | 50,000 |
| **Technology and Communications Equipment.** Funds are provided for replacement computers, computer and server-related cost, equipment and routine communications service requests. | 25,200 | 63,300 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **Travel and Training.** Funds for these purposes can be transferred administratively during 2004-05 with the concurrence of the City Administrative Officer and the Mayor. | 50,000 | -- |
| **Trustee Bond Services.** | 3,300 | 4,000 |
| **Subtotal Support Programs** | **$ 11,908,050** | **$ 12,989,550** |
| **MATCHING FUNDS** | | |
| **Matching Funds - Other Agencies and MTA Call for Projects - Various Projects.** Funds are provided to enable the City to provide matching funds for various grants received from the MTA and other organizations. The use of a revolving fund to front-fund, match and receive reimbursements allows the Department to budget only one-half of the anticipated match. | 39,299,578 | 38,236,000 |
| **Safe Routes to School Program.** This State-funded program was established to provide grants to local government agencies for projects such as new crosswalks, sidewalks, pedestrian pathways and other traffic calming efforts which reduce the speed of vehicular traffic near schools. Front and matching funds are provided for projects that will be constructed in 2004-05. | 2,450,000 | 1,722,000 |
| **TEA-21 Projects.** Funds are provided for the last year of a six-year contribution to the Warner Center Bicycle Path project. | 42,000 | 42,000 |
| **Subtotal Matching Funds** | **$ 41,791,578** | **$ 40,000,000** |
| **Total All Programs** | **$ 71,634,935** | **$ 69,206,320** |
| **OTHER APPROPRIATIONS** | | |
| **Unallocated.** | $ -- | $ 2,078,209 |
| **Total Other Appropriations** | **$ --** | **$ 2,078,209** |
| *** TOTAL APPROPRIATIONS** | **$ 71,634,935** | **$ 71,284,529** |

* Total appropriation reflects MTA debt service as an expenditure for the first time in 2004-05.

# SPECIAL FIRE SAFETY AND PARAMEDIC COMMUNICATIONS EQUIPMENT TAX FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Special Fire Safety and Paramedic Communications Equipment Tax Fund relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 447,784 | |
| 2004-05 Proposed Budget | $ | 325,488 | |
| Change from 2003-04 Budget | $ | (122,296) | (27.3)% |

On November 8, 1989, the voters approved an ordinance adding Article 1.14 to Chapter 11 of the Los Angeles Municipal Code imposing a Special Fire Safety and Paramedic Communications Equipment Tax. The Special Tax was imposed for 10 years, commencing with Fiscal Year 1989-90 and ending with 1998-99. The Special Tax paid for up to $67 million in bonds to finance the following: a fire radio system; a microwave network; a Computer Assisted Dispatch system that includes mobile data terminals and an administrative terminal network; an apparatus intercom system; a face piece communications system; and, a remodel of the existing dispatch center. Due to a change in Trustees and a resulting change in debt service payment dates, an over-levy of the Special Tax occurred. The funds remaining in 2004-05 are reserved for the refund to taxpayers.

# SPECIAL PARKING REVENUE FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Special Parking Revenue Fund (SPRF) relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 31,490,812 | |
| 2004-05 Proposed Budget | $ | 31,720,812 | |
| Change from 2003-04 Budget | $ | 230,000 | 1% |

The Special Parking Revenue Fund (SPRF) receives all monies collected from parking meters and City-owned parking lots in the City in accordance with Division 5 of the Los Angeles Administrative Code. Under the ordinance that took effect July 1, 2000, Fund monies may be used for the following purposes: 1) purchasing, leasing, installing, maintaining, operating, regulating and policing of parking meters and metered spaces, collection of meter revenue and related expenses (for the purposes of this section, the policing of parking meters shall not include the routine and customary issuance of parking citations); 2) the purchase, improvement and operation of off-street parking facilities; 3) the painting and marking of streets and curbs required for the parking of motor vehicles within parking meter zones; 4) repayment of borrowed City funds; and, 5) the payment of debt service costs incurred for off-street parking facilities. Off-street parking facilities financed from the Special Parking Revenue Fund should be in close proximity to the business districts in which parking meter zones are established and should be paid from the receipts of parking meters installed in those business districts.

The Special Parking Revenue Fund Ordinance was amended in June 2001 to provide for the use of the Special Parking Revenue Fund for City employee parking and to specify that the revenues generated therefrom shall be deposited into the City Employee Ridesharing Fund.

**BUDGET HIGHLIGHTS**

- Projected total receipts from parking meters, operated lot revenues and parking waivers are $23,985,000. This increase of $455,000 is primarily attributable to expected increases in lot patronage and revenue from the Van Nuys Parking Lot Group, including the Van Nuys Civic Center. Gross revenues at the Hollywood-Highland Parking Facility are expected to increase as the Retail/Entertainment Center continues to increase tenant occupancy and entertainment bookings.

- Funds are provided to continue the Department's lot refurbishment program. Details are also available in the Municipal Facilities Blue Book.

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **SPECIAL PURPOSE FUND APPROPRIATIONS:** | | |
| **Collection Services**. Funds are provided for parking meter collection services. The contractor services approximately 2,100,000 individual meters and 100 multi-space meters. The $51,600 increase is due to cost of living adjustments. | $ 809,400 | $ 861,000 |
| **Contractual Services**. Funds are provided for lot operation Agreements. The decrease in funding is partially due to anticipated savings resulting from new operating agreements that revised compensation structures and decreased funding for as-needed parking consultants. Funding appropriated in 2003-04 continues to be available for as-needed parking consultants to provide demand/supply and feasibility studies. | 7,652,300 | 6,606,400 |
| **Maintenance, Repair & Utility Service for Off-Street Parking Lots.** Funds are provided for recurring costs (security, sweeping, lighting, landscape maintenance, debris removal on lots and utilities) and non-recurring costs (repair of wheel stops, walls, signs, potholes, gates, fences, slurry seal and resurfacing). Of the $185,520 increase, $95,000 is to fully fund lot cleaning services by the Bureau of Street Services. The remainder of the increase is due to quantity and price increases for both recurring and non-recurring costs. | 888,480 | 1,074,000 |
| **Parking Facilities Lease Payments.** Funds are provided for payments on leases for four parking facilities throughout the City, including the Santee Court project which accounts for the $484,000 increase. In an effort to secure additional public parking in high-demand areas, the City has reached an agreement with a private developer to lease a portion of a proposed parking structure for $300,000 per year for 20 years. This lease payment is equal to the developer's debt service for the construction costs of the portion of the parking structure being leased. Funding for property taxes payable on Hollywood-Highland in the amount of $160,000 is also included in 2004-05. | 31,000 | 515,000 |
| **Parking Meter & Off-Street Parking Administration.** Funds are provided for direct and indirect staff costs performing SPRF-related services. The decrease of $220,305 is due to staffing changes in 2004-05 and salary savings adjustments. | 6,076,839 | 5,856,534 |
| **Replacement Parts, Tools & Equipment**. Funds are provided for the purchase of parts, supplies and tools needed to repair and maintain the City's 42,000 Duncan electronic parking meters. The $79,500 increase is primarily due to anticipated cost increases in the meter parts contract that will take effect in 2004-05. | 1,263,400 | 1,342,900 |
| **Training.** Funds are provided for annual parking-related conferences, exhibits and work-related training. The decrease is due to the shifting of funds to higher priority activities. | 15,000 | 5,000 |
| **Capital Equipment Purchases.** Funds are provided to continue a variety of new and continuing initiatives. This includes funding to replace 2,000 parking meters with larger coin cans in high usage areas; replace 15,000 parking meter top housing locks with a re-keyable lock system; install multi-space parking meters in select areas; install tamper resistant devices in areas experiencing the highest rate of vandalism; and replacement of one outdated coin counting machine to improve efficiency. | 1,388,850 | 1,330,750 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **Miscellaneous Equipment.** Funds are provided for the purchase of a coin counting computer and database software. The decrease is due to reduced funding made available for purchases of projectors and laptop computers, which were funded in 2003-04. | $ 13,200 | $ 5,000 |
| **Parking System Revenue Bonds (Series 1999-A).** Funds are provided for the repayment of bonds issued for the Hollywood-Highland project. Payments are scheduled through 2029. | 5,397,148 | 5,395,373 |
| **Parking System Revenue Bonds (Series 2003-A).** Funds are provided for the repayment of bonds issued for the Mangrove Estates project. Payments are scheduled through 2022. | 3,250,000 | 3,211,188 |
| **Bond Administration.** Funds are provided for a parking revenue bond trustee to manage debt service payments on Hollywood-Highland, Mangrove and Santee Court projects. The $5,000 increase is primarily due to the addition of the Santee Court project in 2004-05. | 25,000 | 30,000 |
| **Restoration of $110,000 to Account F232 (Pisani Place).** This was a one-time adjustment. No new funding recommended. | 110,000 | -- |
| **Restoration of $852,022 to Account R214 (Doolittle Theater).** This was a one-time adjustment. No new funding recommended. | 852,022 | -- |
| **Projects to Be Designated.** Unappropriated funds are available to fund new and/or existing off-street parking projects. The Council has identified the following off-street parking projects eligible for this funding: Chinatown, Cathedral Place (formerly St. Vibiana) and Avenue 57 Mixed-Use Parking Facilities. | 2,910,173 | 4,771,667 |
| **Subtotal Special Purpose Fund Appropriations.** | **$ 30,682,812** | **$ 31,004,812** |
| **GENERAL FUND REIMBURSEMENTS** | | |
| Funds are provided to reimburse the General Fund for the cost of parking related activities as permitted by the Ordinance in various City departments, offices and bureaus. | | |
| **General Services Department.** No new funding is recommended. | 37,000 | -- |
| **Capital Finance Administration Fund.** Funds are provided to cover debt service on MICLA bonds issued for the Studio City site acquisition. | 236,000 | 236,000 |
| **Subtotal General Fund Reimbursements** | **$ 273,000** | **$ 236,000** |
| **Capital Improvement Expenditure Program.** Funds are provided for the refurbishment of six parking lots pursuant to the Department's cyclical lot refurbishment program. | 535,000 | 480,000 |
| **Subtotal CIEP** | **$ 535,000** | **$ 480,000** |
| **TOTAL APPROPRIATIONS** | **$ 31,490,812** | **$ 31,720,812** |

# SPECIAL POLICE COMMUNICATIONS/ 9-1-1 SYSTEM TAX FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Special Police Communications/9-1-1 System Tax Fund relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 27,815,410 | |
| 2004-05 Proposed Budget | $ | 26,403,702 | |
| Change from 2003-04 Budget | $ | (1,411,708) | (5.1)% |

On November 3, 1992, the voters approved an ordinance adding Article 1.16 to Chapter 11 of the Los Angeles Municipal Code, imposing a Special Police Communications/9-1-1 System Tax. The special tax is imposed for 20 years, commencing in 1993-94 and ending in 2013-14. The special tax will pay for up to $235 million in bonds to finance the following: co-location of the downtown Police Communications Center with the Fire Communications Center to a site that provides adequate space for both and allows for future growth; creation of a San Fernando Valley Communications Center to serve the emergency communications needs of the San Fernando Valley and West Los Angeles; replacement and expansion of the police radio communication system to utilize additional radio frequencies made available by the Federal Communications Commission in conjunction with those frequencies already in use; replacement of obsolete radios and acquisition of mobile data terminals for patrol officers; and, provide a Citywide communications back-up system. Lease revenue bonds secured by this special tax were issued as follows:

1. **Issue**: Series 1998-C Refunding (MICLA AF)
   **Use of Proceeds**: Refunded Series 1993-A (MICLA P).
   **Amount of Issue**: $ 26,895,000
   **Principal Outstanding July 1, 2004**: $ 6,360,000
   **Final Payment**: 2004-05

2. **Issue**: Series 1999-D (MICLA AI)
   **Use of Proceeds**: New money.
   **Amount of Issue**: $ 70,285,000
   **Principal Outstanding July 1, 2004**: $ 67,280,000
   **Final Payment**: 2012-13

3. **Issue**: Series 1999-E Refunding (MICLA AJ)
   **Use of Proceeds**: Refunded Series 1996-B (MICLA Z).
   **Amount of Issue**: $ 65,040,000
   **Principal Outstanding July 1, 2004**: $ 47,095,000
   **Final Payment**: 2012-13

4. **Issue**: Series 2002-F (MICLA AO)
   **Use of Proceeds**: New money.
   **Amount of Issue**: $ 52,325,000
   **Principal Outstanding July 1, 2004**: $ 52,325,000
   **Final Payment**: 2012-13

5. **Issue**: Series 2002-G Refunding (MICLA AP)
**Use of Proceeds**: Partial Refunding of Series 1999-D (MICLA AI).

| | |
|---|---|
| **Amount of Issue**: | $ 16,320,000 |
| **Principal Outstanding July 1, 2004**: | $ 16,320,000 |
| **Final Payment**: | 2012-13 |

As provided in the Special Tax Ordinance, appropriations from the Special Police Communications/9-1-1 System Tax Fund are made to the Office of the City Clerk and the Office of the City Administrative Officer to finance the cost of collecting and administering the special tax. The Ordinance also provides for appropriations to pay lease payments and other special purposes incidental to meeting the requirements of the Lease Agreement and related bond covenants. The proposed appropriations are described below:

| **APPROPRIATIONS** | **2003-04 Budget** | **2004-05 Proposed Budget** | |
|---|---|---|---|
| City Administrative Officer | $ 25,000 | $ 27,500 | Provides reimbursement for the cost of collecting and administering the special tax. |
| City Clerk | 294,417 | 303,603 | Provides reimbursement for the cost of collecting and administering the special tax. |
| Overhead Costs - City Departments | 362,967 | 363,000 | Provides reimbursement for related costs incurred in the collection and administration of the special tax. |
| Arbitrage Rebate | 2,200,000 | -- | Funds arbitrage rebate due for all of the Police Communications/9-1-1 System outstanding bond issuances as required by the Internal Revenue Service tax regulations. Arbitrage payments are not scheduled to be paid in 2004-05. |
| Bond Administration | 30,000 | 30,000 | Provides funding for trustee fees and other administrative costs. |
| Bond Reserve | 3,749,967 | 636,852 | Funds administrative expense and debt service payment reserve funds to maintain a steady tax rate throughout the last levying year of the special tax. |
| Insurance | 165,000 | 165,000 | Funds annual insurance premiums. |
| Lease Payments | 19,179,025 | 22,957,747 | Provides funds for lease payments due on March 1 and June 1, pursuant to the lease of the Police Communications/ 9-1-1 System, MICLAs AF, AI, AJ, AO and AP. Lease payments are used by the bond trustee to pay principal and interest on the bonds. |
| Lease Reserve | $ 1,509,034 | $ 1,620,000 | Provides funding for tax delinquency coverage, County collection fees and a reserve for tax refunds. |

| | | | |
|---|---|---|---|
| Loss Reserve | 300,000 | 300,000 | Funds a loss reserve fund which would pay deductibles for replacing equipment. |
| TOTAL APPROPRIATIONS | $ 27,815,410 | $ 26,403,702 | |

The Bond Debt Service Reserve and the Lease Reserve were established to stabilize the tax rate over the remaining life of the special tax. The tax rate for 2004-05 is projected to be $0.81 per 100 square feet of improvements, a seven percent increase over the 2003-04 tax rate.

# STORMWATER POLLUTION ABATEMENT FUND

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Stormwater Pollution Abatement (SPA) Fund relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 38,481,717 | |
| 2004-05 Proposed Budget | $ | 34,600,759 | |
| Change from 2003-04 Budget | $ | (3,880,958) | (10.1%) |

Adopted in August 1990, the Stormwater Pollution Abatement Charge imposed a fee on all properties in the City based on stormwater runoff and pollutant loading associated with property size and land use. The charge is collected by the Los Angeles County Assessor on the annual property tax bill. Annual receipts are approximately $28 million. SPA funds are used to treat and abate stormwater under the guidelines and regulations set forth by the Environmental Protection Agency for stormwater discharges from large municipal storm drain systems. The SPA Fund also reimburses the General Fund for the costs of stormwater related activities in various City departments, offices and bureaus, including related costs. Funds are further provided for the construction of flood control and pollution abatement projects.

The State of California, Regional Water Quality Control Board, Los Angeles Region (Regional Board) regulates the treatment and abatement of stormwater through a National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit. This Permit is issued to the County of Los Angeles, the City of Los Angeles and 83 other cities in the County that operate their municipal storm drain systems as co-permittees of the County. The new Permit was adopted on December 13, 2001 and was effective February 1, 2002.

One of the regulatory tools of the Regional Board is oversight of Total Maximum Daily Loads (TMDLs), which are calculations of the maximum amount of a pollutant that a water body can receive and still meet water quality standards. Adopted by the U.S. EPA on August 1, 2002, the Los Angeles River and Ballona Creek Trash TMDLs set a numeric target of zero trash in the water to be achieved within a ten-year timeframe. The first compliance date is September 20, 2006 by which the City must reduce the level of trash by 20 percent from an established baseline limit. In addition, the City Council endorsed these TMDLs by adopting a goal of 60 percent trash reduction by September 30, 2009.

The Dry Weather Pathogen, or Bacteria TMDL, for Santa Monica Bay (SMB) was adopted by the Regional Board on January 24, 2002. It allows no exceedance days for bacteria during the summer months and three days exceedance during the winter months. The City intends to satisfy the Bacteria TMDL through the construction of Low Flow Diversion projects, which divert storm drain flows to the Hyperion Treatment Plant for treatment rather than allowing them to reach the Bay.

The Regional Board adopted the Bacteria TMDL for Marina Del Rey (MDR) in August 2004. Similar to the SMB Bacteria TMDL, the MDR requires monitoring plans, work plans, reports and scientific studies to be submitted to the Regional Board on specified dates from 2004 to 2007. The City proposes to install Low Flow Diversion devices for dry-weather flows and apply the stakeholder process to meet wet-weather requirements.

The Regional Board adopted the Nitrogen TMDL for the Los Angeles River in July 2003. This TMDL places a limit for various nitrogen species on the City's major publicly owned treatment works in the Los Angeles River watershed. To remove nitrogen and meet discharge requirements by 2007, the City is converting the existing facilities at the D.C. Tillman and the Los Angeles/Glendale Water Reclamation Plants to provide nitrogen removal facilities (nitrification and denitrification).

**BUDGET HIGHLIGHTS**

- Funds are provided for an increased Capital Improvement Expenditure Program. Projects that were reprogrammed and are tied to legal mandates or grant funding are included.

- Funds for the installation of catch basin inserts, catch basin screens, end-of-pipe baskets and continuous deflective system facilities are provided through MICLA bond issuance. This will help the City comply with the Trash TMDLs' requirement of 20 percent trash reduction by September 30, 2006.

- Funds for Low Flow Diversion projects are provided through MICLA bond issuance. These projects divert polluted runoff from storm drains to adjacent sewers for treatment at the Hyperion Treatment Plant.

- Funds are provided for additional staff to enable the Bureau of Environmental Services meet the increased demands of the various TMDLs as required by the more stringent NPDES Permit.

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| Balance Available, July 1 | $ 12,852,892 | $ 8,630,259 |
| Less: Prior Year's Unexpended Appropriations | 5,560,676 | 5,000,000 |
| Adjusted Balance | 7,292,216 | 3,630,259 |
| Receipts: Stormwater Pollution Abatement Charge | 28,000,000 | 28,000,000 |
| Interest | 300,000 | 300,000 |
| Other | 0 | 170,500 |
| Grant Reimbursements | 2,889,501 | 2,500,000 |
| Total Receipts | $ 31,189,501 | $ 30,970,500 |
| Total Available Balance | $ 38,481,717 | $ 34,600,759 |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **SPECIAL PURPOSE FUND APPROPRIATIONS:** | | |
| **Media Tech Center (General Services)**. Funds are provided in 2004-05 for payment of the SPA Fund proportionate share of lease costs and tenant improvements for the Media Tech Center, which was occupied by Bureau of Environmental Services Watershed Protection Division employees in the summer of 2002. | $ 304,000 | $ 250,000 |
| **Relocation Loan Repayment**. The costs of the tenant improvements for the Media Tech Center were paid by a loan from the Sewer Construction and Maintenance Fund. The $1,234,600 loan will be repaid with interest within five years, in annual increments of approximately $250,000. Fiscal Year 2004-05 is the third year of the repayment schedule. | 250,000 | 250,000 |
| **Expense and Equipment.** Funds were provided for the replacement of two obsolete Vactor truck vehicles in 2003-04. The Bureau of Environmental Services routinely cleans out and maintains approximately 65,000 catch basins. A Vactor truck is used to vacuum and remove debris that may accumulate or is illegally dumped inside the catch basins and disposes the material into the wastewater system. Fiscal Year 2004-05 provides funding for the cost of renewing the City's NPDES permit. | 500,000 | 30,000 |
| **Trash TMDL.** To comply with the Trash TMDL requirements, the City will install trash reduction technologies, i.e. catch basin screens, catch basin inserts, continuous deflective system facilities and end of pipe baskets. For 2004-05 funding will be provided through a MICLA bond issuance. | 752,000 | -- |
| **Dry Weather Bacteria TMDL.** Funds are provided for the construction of Low Flow Diversion projects (LFDs) to comply with the Regional Board's Dry-Weather Bacteria TMDL for the Santa Monica Bay. The LFDs are installed in selected areas of the Santa Monica Watershed to divert polluted runoff from major storm drains to the adjacent sewer lines. The flow will be screened first to remove trash and solid pollutants, and will then enter the sewer system for treatment at the Hyperion Treatment Plant. For 2004-05 funding will be provided through a MICLA bond issuance. | 2,100,000 | -- |
| **Liability Claims**. Funds are provided to pay for damage claims made by homeowners against the City for the cost of repairs to their residences damaged by flooding caused by the City's stormwater drainage system. | 42,000 | 42,000 |
| **On-Call Contractors.** Funds are provided for on-call contractors for emergency storm drain projects. Every three years, the Board of Public Works establishes an on-call contractor list for both sewer and storm drain projects. The amount for each contract ranges from $12,000 to $300,000. The proposed amount for 2004-05 is based on actual expenditures in 2002-03 and 2003-04 and the availability of SPA funds. | 1,005,000 | 1,281,858 |
| **Subtotal Special Purpose Fund Appropriations** | **$ 4,953,000** | **$ 1,853,858** |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **GENERAL FUND REIMBURSEMENTS** | | |
| SPA funds are provided to reimburse the General Fund for the cost of stormwater related activities in various City departments, offices and bureaus, including related costs. Except where noted, increases reflect cost-of-living salary adjustments. | | |
| **Building & Safety** – Inspections for stormwater facilities to meet the requirements of the NPDES Municipal Stormwater Permit. | 144,648 | 151,992 |
| **Environmental Affairs** – Regulatory and monitoring support. This function is transferred to the Bureau of Environmental Services in 2004-05 (see Environmental Services Item 30). | $ 158,834 | $ -- |
| **General Services** – Fleet maintenance and lease costs. | 315,881 | 315,881 |
| **Planning** – General Plan Framework staff. | 73,015 | 73,015 |
| **Public Works** | | |
| **Board Office** – General oversight of the Department of Public Works and direct management of accounting and personnel functions. | 58,610 | 185,832 |
| **Contract Administration** – Construction inspection services. | 264,207 | 264,207 |
| **Engineering** – Design and construction management services. The Proposed Budget reflects the increase in the number of CIEP projects and realignment of funding sources in the Bureau. | 3,873,512 | 3,976,510 |
| **Environmental Services** - Planning, operation and coordination services. Increased funds ($586,000) are provided for additional staff to help the Bureau implement the various TMDLs as mandated by the NPDES Permit and Federal Regulations governing the Stormwater Program. | 11,061,645 | 11,666,542 |
| **Financial Management and Personnel Services** – Oversight of various Department of Public Works functions and direct management of accounting and personnel functions. These services are transferred to the Board of Public Works in 2004-05 (see Board of Public Works Items 13 & 15). | 130,531 | -- |
| **Street Services** – Street sweeping, a pollution abatement Best Management Practice. | 5,104,818 | 5,104,818 |
| **Related/Overhead Costs** | 6,374,201 | 4,921,572 |
| **Subtotal General Fund Reimbursements** | **$ 27,559,902** | **$ 26,660,369** |

| | 2003-04 Adopted Budget | 2004-05 Proposed Budget |
|---|---|---|
| **CAPITAL IMPROVEMENT EXPENDITURE PROGRAM** | | |
| **Physical Plant.** Funds are provided for eight Flood Control projects ($4.5 million) and three Pollution Abatement projects ($1.5 million) as part of the CIEP. The number of projects has been increased to include those projects that were reprogrammed and are tied to court settlement agreements or other mandates, or that are grant funded. | $ 5,968,815 | $ 6,086,532 |
| **Subtotal CIEP** | **$ 5,968,815** | **$ 6,086,532** |
| **TOTAL APPROPRIATIONS** | **$ 38,481,717** | **$ 34,600,759** |

# TELECOMMUNICATIONS FUND, LIQUIDATED DAMAGES and LOST FRANCHISE FEES

## Telecommunications Development Account

The 2004-05 Proposed Budget for the Telecommunications Development Account relates to current year funding as follows:

| | Amount |
|---|---|
| 2003-04 Adopted Budget | $ 7,513,495 |
| 2004-05 Proposed Budget | $ 6,614,208 |
| Change from 2003-04 Budget | $ (899,287) |

The Telecommunications Development Account is funded by cable television franchise fees and liquidated damages. Appropriations are made from the Telecommunications Development Account to (1) other departments and funds in order to provide telecommunications related services, and (2) fund Telecommunications related costs in the Information Technology Agency. Funds that remain in the Telecommunications Development Account are used for public, educational and government access programming and other telecommunications uses in the City.

| | 2003-04 Adopted | 2004-05 Proposed |
|---|---|---|
| **REVENUE** | | |
| Balance Available, July 1 | $ 1,658,939 | $ 2,670,656 |
| Receipts | 8,097,600 | 8,644,736 |
| Total Revenue | $ 9,756,539 | $ 11,315,392 |
| Less Unallocated Balance/Transfer to General Fund: | $ (2,243,044) | $ (4,701,184) |
| Telecommunications Development Account Available Funds | $ 7,513,495 | $ 6,614,208 |

## Municipal Access Appropriations

| | | 2003-04 Adopted | 2004-05 Proposed |
|---|---|---|---|
| **APPROPRIATIONS** | | | |
| 1. | Channel 35 and Municipal Access | | |
| | Printing and Binding | $ 27,000 | $ 27,000 |
| | Contractual Services | 1,024,000 | 1,024,000 |
| | Governmental Meetings | 3,000 | 3,000 |
| | Office and Administrative Expense | 16,000 | 16,000 |
| | Operating Supplies and Expense | 150,000 | 150,000 |
| | Equipment | 240,000 | 240,000 |
| | Communication Services | 25,000 | 25,000 |
| | Production Studio Equipment | 190,000 | 190,000 |
| | Production Studio Communication Services | 20,000 | 20,000 |
| | Insurance for Selected Contractors | -- | 32,000 |
| | Subtotal | $ 1,695,000 | $ 1,727,000 |
| 2. | Related Costs | 1,210,438 | 1,234,146 |
| 3. | Grants to Third Parties (Citywide Access Corp.) | 555,000 | 138,750 |
| 4. | Information Technology Agency Direct Costs | 3,031,134 | 2,167,217 |
| 5. | Department of General Services | 330,672 | 338,143 |
| 6. | City Attorney | 203,751 | 203,952 |
| 7. | Cable Franchise Renewal Program | 437,500 | 485,000 |
| 8. | Cable Rate Regulation | 50,000 | 320,000 |
| | Total Appropriations | $ 7,513,495 | $ 6,614,208 |

Once all appropriations and transfers have been made from the Telecommunications Development Account for Departmental and Municipal Access, funds in the amount of $4,701,184 remain. This amount will be transferred to the General Fund.

**PURPOSE OF FUND**

Forty percent (40%) of all monies received or collected from telecommunications franchise holders are deposited into this account. The cable television franchise payment represents a payment for use of City streets and rights of way. It is calculated at the rate of five percent of gross revenue received by the cable companies (sixty percent is deposited into the General Fund). Fund monies may be used for public, educational and government access related purposes, and other telecommunications uses.

**Detail of Municipal Access Appropriations**

| | Total Expense |
|---|---|
| **Printing and Binding** | |
| Funds are provided for various expenses such as printing of approximately 200 program guides per month for the municipal access channel. | $ 27,000 |
| **Contractual Services** | 1,024,000 |
| Funds are provided for projected ongoing contractual services for municipal programming, including $115,000 for ongoing Channel 35 closed caption services. | |

**Governmental Meeting**

Funds are provided to reimburse for expenses for attendance at local meetings. $ 3,000

**Office and Administrative Expense**

Funds are provided for various expenses such as the submission of outstanding municipal access programming for award consideration, computer supplies, video reference books, membership and training related to municipal access production. 16,000

**Operating Supplies and Expense**

Funds are provided for necessary props, videotapes, production supplies, sound effects and music library, maintenance and art supplies for the production of municipal access programming. 150,000

**Equipment**

Funds are provided for replacement and backup for digital audio and video gear, automated playback system, graphic stations, cameras, videotape machines, test equipment and audio mixers. 240,000

**Communication Services**

Funds are provided to pay for Council phone leased line charges. 25,000

**Production Studio Equipment**

Funds are provided for lighting fixtures and control room equipment to make the LA Cityview 35 production studio operational. 190,000

**Production Studio Communication Services**

Funds are provided for telephone and data connections, as well as a fiber optic link between the new Production Studio and the fiber optic signal processing central control device at the San Pedro facility. 20,000

**Insurance for Selected Contractors**

Funds are provided for general liability and automobile insurance for City vehicles driven by Channel 35 contract employees 32,000

**Detail of Remaining Appropriations**

**Related Costs**

Funds are provided for reimbursement of General Fund monies for employer contribution to health and retirement plans related to TDA supported employees. 1,234,146

**Grants to Third Parties**

Funds are provided for the management and operation of Public Education and Government Channel 36, which provides cable television programming. 138,750

**Information Technology Agency Direct Costs**

Funds are provided for reimbursement of General Fund for employee salaries of TDA supported employees. 2,167,217

**Department of General Services**

| | | |
|---|---|---|
| Funds are provided for reimbursement of General Services Department for building rent and related services. | $ | 338,143 |

**City Attorney**

| | | |
|---|---|---|
| Funds are provided to reimburse the City Attorney for legal services in support of TDA functions. | | 203,952 |

**Cable Franchise Renewal Program**

| | | |
|---|---|---|
| Funds are provided for cable television franchise renewal contractual services, including franchise fee auditing, technical auditing, and community needs assessments for the City's 14 franchise areas. | | 485,000 |

**Cable Rate Regulation**

| | | |
|---|---|---|
| Funds are provided for the review of cable rates and possible rate restructuring as required. | | 320,000 |

# UNAPPROPRIATED BALANCE

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for the Unappropriated Balance relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 86,558,422 | |
| 2004-05 Proposed Budget | $ | 25,946,334 | |
| Change from 2003-04 Budget | $ | (60,612,088) | (70)% |

In accordance with Charter Section 312, the Unappropriated Balance provides funds for appropriations after budget adoption to meet contingencies as they arise. Specific funding, personnel, equipment and/or procedures cannot be adequately defined for contingencies that occur during the fiscal year. By recognizing such contingencies in the Unappropriated Balance, start-up funding is provided. Use of monies in the Unappropriated Balance is subject to approval of specific reports and recommendations to the Mayor and Council.

| | | 2003-04 Budget | 2004-05 Budget |
|---|---|---|---|
| 1. | City Attorney Outside Counsel | 2,500,000 | 1,000,000 |
| 2. | Police Overtime | -- | 2,500,000 |
| 3. | Community Based Organizations… | - | 2,016,061 |
| 4. | Litigation Expense Account | 750,000 | 750,000 |
| 5. | Office of Public Safety | - | 4,230,273 |
| 6. | Workforce Displacement Mitigation… | - | 4,500,000 |
| 7. | LAPD Consent Decree Program | 6,700,000 | 5,000,000 |
| 8. | GSD - Petroleum Products | 2,500,000 | 1,850,000 |
| 9. | GSD - Postage Account | 1,000,000 | 500,000 |
| 10. | FMIS Replacement | 250,000 | 2,500,000 |
| 11. | P/W St. Svc. - Paving of Unimproved Streets. | 905,000 | 1,100,000 |
| 12. | COMPSTAT and Target Folders Project | 797,198 | - |
| 13. | 3-1-1 Development of E-Gov't Service RQ System | 1,732,024 | - |
| 14. | Business Assistance Virtual Network | 341,627 | - |
| 15. | LAPD Financial Audits | 200,000 | - |
| 16. | LAPD Witness Protection Program | 500,000 | - |
| 17. | LATAX | 2,338,000 | - |
| 18. | CAO - Debt Management | 79,320 | - |
| 19. | City Attorney-Debt Position | 128,052 | - |
| 20. | Controller-Neighborhood Council Support | 45,064 | - |
| 21. | Council Transition Costs | 350,000 | - |
| 22. | Fire - 10th Member Task Force | 1,343,631 | - |
| 23. | GSD - Construction Forces Project Fund | 500,000 | - |
| 24. | GSD - Field Equipment and Expense | 4,200,000 | - |
| 25. | ITA - 3-1-1 Svc Rq System Expansion | 557,896 | - |
| 26. | ITA - E-Gov't Infrastructure Implem. | 333,234 | - |
| 27. | ITA - IT Strategic Planning/Proc. Improv. | 250,000 | - |
| 28. | ITA - CAMS/CFARS Support Positions | 85,056 | - |
| 29. | ITA - Furniture, Office & Technical Eqpt. | 796,000 | - |
| 30. | ITA - Police Mobile Data Terminal Units | 266,805 | - |
| 31. | ITA - Special Accounts Adjustments | 110,579 | - |
| 32. | ITA - Misc. Adjustments in Expense | 2,289,568 | - |
| 33. | ITA - Communications Services | 236,898 | - |
| 34. | DONE - Field Operations Support | 243,873 | - |
| 35. | DONE - Exec. And Commission Support | 58,087 | - |

| | | 2003-04 Budget | 2004-05 Budget |
|---|---|---|---|
| 36. | Personnel - Misc. Adj. in Expense | 1,000,000 | - |
| 37. | Police - Hiring of 320 Additional Officers | 14,741,625 | - |
| 38. | Police - Recruit Expense for 320 Officers | 1,009,590 | - |
| 39. | Police - Replacement Vehicles | 8,061,464 | - |
| 40. | Police Dept. Reorganization | 3,676,689 | - |
| 41. | P/W Eng. - St. Resurfacing Survey Support | 151,164 | - |
| 42. | P/W St. Svc. - St. Resurfacing Defer 84 mi. | 11,000,000 | - |
| 43. | P/W St. Svc. - Sidewalk Repair Defer 36 mi. | 4,855,536 | - |
| 44. | P/W St. Svc. - ADA Access Ramps. | 1,489,851 | - |
| 45. | R&P - Children's Play Eqpt. | 610,000 | - |
| 46. | DOT - Funding for As-Needed Staff and OT | 635,000 | - |
| 47. | Zoo - Asst. General Manager | 155,340 | - |
| 48. | CIEP Muni. Fac. - Various | 1,000,000 | - |
| 49. | Deferred Expenditures Related Costs | 4,311,021 | - |
| 50. | DNA - Evidence Analysis | 439,000 | - |
| 51. | Bulky Item Drop-off Centers | 1,004,230 | - |
| 52. | Pet Fairs | 30,000 | -. |
| | Total | $ 86,558,422 | $ 25,946,334 |

**City Attorney Outside Counsel -- $1,000,000.** Funding is provided for the City to employ additional attorneys to assist in litigation. The City Attorney retains outside firms on an occasional basis, typically when the type of litigation involved requires expertise that is not available in-house. Due to the difficulty in predicting the number and types of matters that require outside counsel, funding will be considered on a case-by-case basis.

**Police Overtime - $2,500,000.** Funding is provided for cost of living adjustments for the Police Sworn Overtime Account. The Police Department is generally given funding to provide 1.2 million hours of overtime. This funding equates to approximately 54,825 of the 1.2 million hours, which could not be worked if funding is not provided.

**Community Based Organizations – $2,016,061.** Funding for undesignated community based organizations (CBOs) is set aside in light of the City's fiscal condition. The 2003-04 Budget included $1,832,778 in the General City Purposes budget for the following CBOs: Central Recovery and HOOPS Project $38,000; Chinatown Public Safety Association $75,000; Chinatown Service Center $25,800; Clinica Romero $100,000; Constitutional Rights Foundation $67,500; Eagle Rock Cultural Center $50,000; El Rescate $45,000; Gardens for School Program $100,000; LA Council for International Visitors $40,000; LA Federation of Senior Citizens $10,000; LA Free Clinic $100,000; Neighborhood Matching Funds $845,578; OASIS Program $43,000; People in Progress $79,900; San Pedro Boys and Girls Club $100,000; Thomas Multi-Purpose Center $45,000; Venice Family Clinic $50,000; Valley Family Technology Center $50,000; Wilshire Community Police Council $ 20,000. In addition, $131,283 is set aside to provide funding for one Accounting Clerk and one Accountant II in the City Clerk in the event funding is allocated to CBOs (see City Clerk Item 23).

**Litigation Expense Account -- $750,000.** Funding is provided for the City Attorney to augment the Department's Litigation Expense Account (LEA). This funding is intended to engage outside service providers in the increased level of activity that is anticipated as a result of the Rampart Investigation and defense of the complex legal issues that arise from it. The LEA provides funding for outside service providers to perform various legal services such as investigations, medical testimony, messenger services, collections, depositions, transcripts and photocopies. It is envisioned that appropriations may be made on an interim basis or during the course of mid-year and/or year-end departmental reconciliations.

**Office of Public Safety -- $4,230,273.** Six-months funding for consolidated security operations in the General Services Department's new Office of Public Safety will be appropriated and positions will be allocated to the General Services Department pending completion of consolidation transition activities. The Office of Public Safety will provide security services for municipal facilities, parks, recreation centers, libraries, the Convention Center and the Zoo.

**Workforce Displacement Mitigation -- $4,500,000.** The Proposed Budget recommends the elimination of nearly 300 positions. However, due to the complexity of the City's layoff/displacement process, the actual number of filled positions impacted due to the proposed reduction of positions is unclear until the Personnel Department

determines: existing vacancies by class; employee seniority and bumping rights; appropriate substitute and in-lieu authorities; potential transfers; and other factors. Funds are provided to supplement departmental salary accounts as needed, in the event implementation of this process requires that salaries be paid for a significant period beyond July 1, 2004. Funds may also be provided to departments, with unfunded vacancies, which are absorbing staff transferred in due to lay-off avoidance. Lastly, funding is set aside to mitigate the potential increase of unemployment insurance benefit payments

**LAPD Consent Decree Program -- $5,000,000.** For the last three fiscal years, a total of $32.2 million has been provided for TEAMS II. It is anticipated that an additional $4 million may be required to complete the project, but the timing of the expenditures is unclear at this time. Funding is also set aside for contractual services for expense, as well as data analysis of information collected from the Traffic and Pedestrian Stop System ($1,000,000).

**GSD – Petroleum Products -- $1,850,000.** Despite a declining trend in consumption levels due in part to the advent of gas/electric hybrid vehicles and dual-fuel refuse collection trucks added to the City's fleet, industry analysts predict upward fuel prices to continue during 2004-05. Funding of $1,850,000 is included as a contingency.

**GSD – Mail Services Account -- $500,000.** Postage allocations for City departments will remain at current levels for 2004-05. Departments will continue to prioritize their resources and fund postage expense overruns through savings per Mayor and Council action (C.F. 03-0600-S10). Funding of $500,000 is included to address increased mail volumes due to new state and federal public noticing requirements and the mass mailing initiative associated with the 2004-05 municipal elections.

**Financial Management Information System (FMIS) Replacement -- $2,500,000.** The City's 17-year old financial and accounting system is based on programming language no longer taught in the industry and is in danger of obsolescence. Funding is set aside to purchase the software license for a replacement system ($2,000,000), outside support services, and programming expertise to install the new system ($500,000). The Controller will be responsible for management of the multi-phased project.

**P/W – Street Services – Paving of Unimproved Streets -- $1,100,000.** Funding is set aside for pavement of approximately five miles of unimproved streets and alleys.

# WATER AND ELECTRICITY

## BASIS FOR THE PROPOSED BUDGET

The 2004-05 Proposed Budget for Water and Electricity relates to current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 35,493,072 | |
| 2004-05 Proposed Budget | $ | 35,493,072 | |
| Change from 2003-04 Budget | $ | -- | -- |

The Proposed Budget continues the current level of funding in the amount of $9.2 million for water and $26.21 million for electricity for a total appropriation of $35.4 million. Funding levels are based upon estimated expenditures for 2003-04 and projected requirements for 2004-05. Current year water and electricity expenditures are estimated at $34.6 million, which is approximately $800,000 under plan. This variance can be attributed to less than anticipated demands and increased utility conservation efforts. Additional requirements for water and electricity in 2004-05 include five branch libraries, three cultural centers and two police stations. Estimated expenditures for these facilities total approximately $720,000. The Proposed Budget provides sufficient funding to meet the net projected changes to the Water and Electricity Fund for 2004-05.

## SUBFUNCTION INFORMATION AND CHANGES

| Subfunction | 2004-05 Proposed Budget | Net Change from 2003-04 Adopted Budget | Comments |
|---|---|---|---|
| Lighting of Streets | $ 446,523 | $ 0 | Electricity is supplied for Public Property Lighting. |
| Solid Waste Collection and Disposal | 566,531 | 0 | Water and energy are supplied to the various collection and disposal sites and maintenance yards. |
| Aesthetic and Clean Streets and Parkways | 667,044 | 0 | Water is provided to clean streets and to water parkway landscape. |
| Street and Highway Transportation | 713,108 | 0 | Water and energy are furnished to the asphalt plants and service yards. |
| Educational Opportunities | 2,853,580 | 0 | Water and electricity are furnished to the various libraries. |
| Recreational Opportunities | 13,007,283 | 0 | Water and electricity are supplied to parks and recreational facilities, Griffith Park Observatory and the Zoo. The 2004-05 Proposed Budget provides funds to continue the metering/re-metering of various concession facilities. |
| Public Buildings, Facilities and Services | 17,239,003 | 0 | Water and electricity are furnished to all public buildings maintained by the General Services Department, including fire and police stations. Funding for public facilities remains at the current level for 2004-05 based upon current year estimated expenditures and projected requirements for 2004-05. |
| **TOTAL** | $ 35,493,072 | $ 0 | |

# 2004 CASH FLOW
# TAX AND REVENUE ANTICIPATION NOTES, DEBT SERVICE FUND

## BASIS FOR THE PROPOSED BUDGET

The 2003-04 Proposed Budget for the 2003 Cash Flow Tax and Revenue Anticipation Notes, Debt Service Fund, relates to the current year funding as follows:

| | | Amount | % Change |
|---|---|---|---|
| 2003-04 Adopted Budget | $ | 7,379,583 | |
| 2004-05 Proposed Budget | $ | 4,956,195 | |
| Change from 2003-04 Budget | $ | (2,732,930) | (36)% |

The 2003 Cash Flow Tax and Revenue Anticipation Notes (TRAN), Debt Service Fund, is a special purpose fund established to pay debt service on notes issued to alleviate the short-term cash flow deficits occurring early in the fiscal year when certain taxes and revenues have not been received. The principal portion of the TRAN has not been appropriated in the Budget, as such principal is treated in the Budget as a temporary borrowing rather than an expenditure. The principal and interest on the TRAN will be paid from the City's General Fund revenues during the fiscal year. The 2003-04 appropriation to this fund is for the interest portion of the debt service on notes to be issued in June 2003. The issuance of these notes will permit the City to provide effective cash flow management for the City's General Fund.

The cost of issuing the TRAN is less than borrowing internally from special funds. The cost of issuing the 2003 Cash Flow TRAN would be approximately $2 million due to the low rate of return on investing the funds that are set aside to retire the debt at the time of maturity. The Cash Flow TRAN and the Pension TRAN are issued together to achieve efficiencies. The TRAN does not contribute to the overall indebtedness of the City.