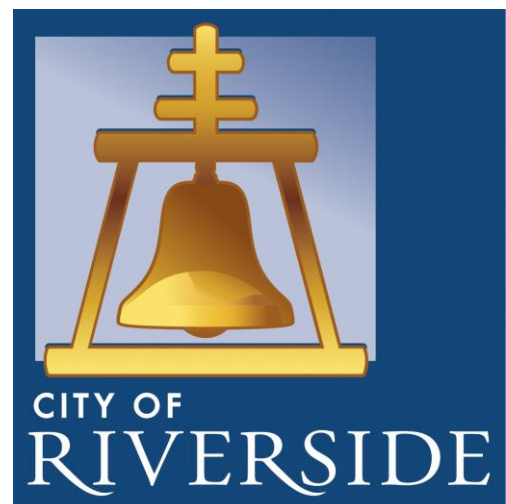


# GENERAL SERVICES DEPARTMENT

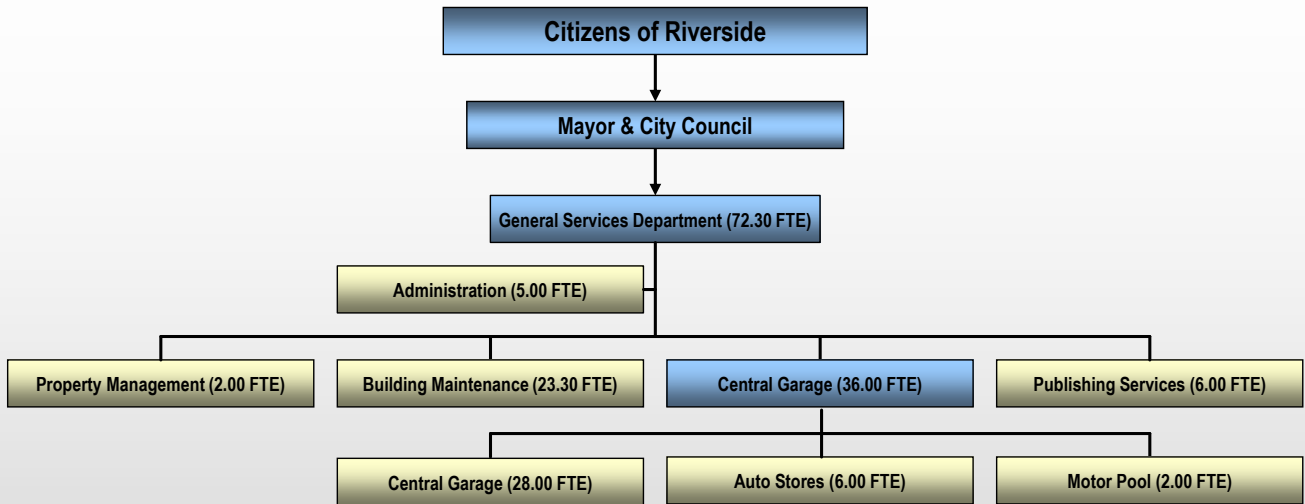
## MISSION STATEMENT

The mission of the General Services Department is to provide timely, quality, and efficient services to all City departments in support of their departmental outcomes through Administration, Property Management, Fleet Management, Publishing, Building Maintenance, and Project Management Services.

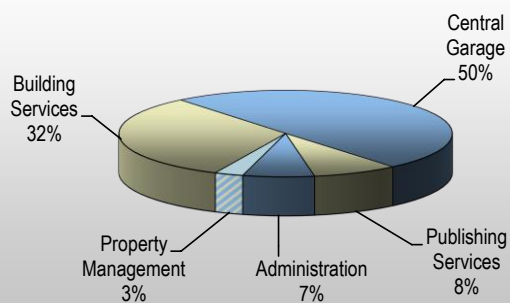


# GENERAL SERVICES DEPARTMENT

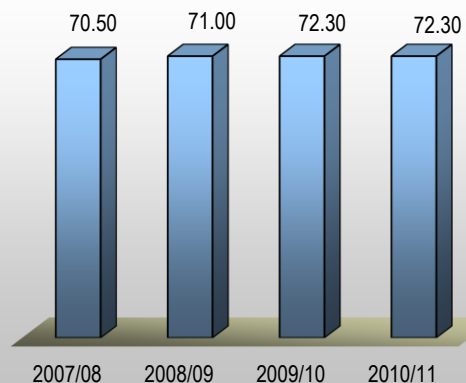
DEPARTMENT ORGANIZATIONAL CHART



PERSONNEL BY DIVISION



HISTORICAL PERSONNEL



## GENERAL SERVICES DEPARTMENT

### SERVICES PROVIDED BY DEPARTMENT

The General Services Department is responsible for providing support services to all City departments and includes the functions of Property Management, Building Services, Publishing, and Fleet Management. The cost of these services is allocated to user departments through the charges to/from or the Central Garage fund.

The Administration Division is responsible for providing leadership, administrative support, and fiscal management to enable the Divisions of the Department to achieve their goals.

The Building Services Division supports over 133 buildings and facilities located throughout the City through corrective and preventative maintenance programs as well as providing new facility design, construction specifications, and project management services for both new construction and existing building improvements.

The Fleet Management Division provides maintenance and repair services for the City's fleet of vehicles and equipment, writes specifications, and acquires new and replacement vehicles and equipment.

Other Divisions include the Property Management Division, which represents the City in the negotiation of leases and property management services, and the Publishing Services Division, which provides printing services to users throughout the City.

### PERSONNEL SUMMARY BY DIVISION

	Budgeted 2007/08	Budgeted 2008/09	Budgeted 2009/10	Budgeted 2010/11	Change
Administration	5.00	5.00	5.00	5.00	-
Property Management	2.00	2.00	2.00	2.00	-
Building Services	21.50	22.00	23.30	23.30	-
Central Garage					
Central Garage	31.00	31.00	31.00	28.00	(3.00)
Auto Stores	5.00	5.00	5.00	6.00	1.00
Motor Pool	-	-	-	2.00	2.00
Publishing Services	6.00	6.00	6.00	6.00	-
<b>Total Personnel</b>	<b>70.50</b>	<b>71.00</b>	<b>72.30</b>	<b>72.30</b>	<b>-</b>

# GENERAL SERVICES DEPARTMENT

## DEPARTMENT GOALS

1. To advance the mechanics' skills by promoting and implementing the Automotive Service Excellence (ASE) Certification Program so that Fleet Management is recognized as a Blue Seal of Excellence shop by 2010.
2. To research and develop an environmentally friendly approach to building maintenance at key City facilities, such as energy efficient lighting, use of recycled products, and low flush plumbing.
3. To research and develop an environmentally friendly publishing and mail operation by implementing the use of recycled paper, envelopes, and other supplies.
4. To research and develop environmentally friendly construction practices that implement energy sources, such as cool roofs, voltaic panels, water reclamation systems, and natural grading and bio swales for ground water clarification.

## FISCAL YEAR 2009/10 DEPARTMENT ACCOMPLISHMENTS

Accomplishment	Related Goal	Related City Council Goal
1 Implemented fuel capacity improvements for Hydrogen, LPG and CNG.	Goal #1	Environmental Leadership
3 Streamlined publishing equipment to improve timeliness and quality.	Goal #2	N/A
2 Completed 2,618 Building Services Work Orders.	Goal #3	N/A
4 Completed 58 renovations at outlying City facilities.	Goal #3	N/A
5 Completed the renovation of Arlington Fire Station (Station 2).	Goal #3	N/A
6 Completed the renovation of Magnolia Fire Station (Station 3).	Goal #3	N/A

# GENERAL SERVICES DEPARTMENT

## FISCAL YEAR 2010/11 DEPARTMENT OBJECTIVES

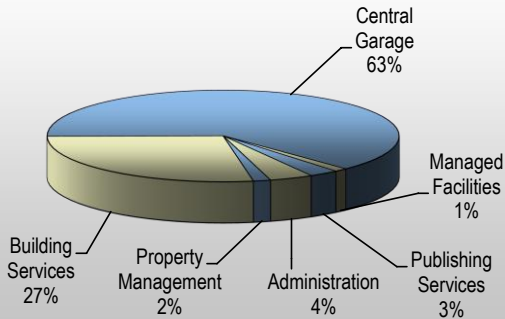
Objective	Related Goal	Related City Council Goal
1 To complete the Special Transportation CNG Vehicle Repair Facility.	Goal #1	Environmental Leadership
2 To complete the Installation of additional slow fill CNG Posts for the Public Utilities Operation Center.	Goal #1	Environmental Leadership
3 To construct additional CNG storage facilities.	Goal #1	Environmental Leadership
4 To continue implementation of the Continuous Improvement Program throughout Fleet Management	Goal #1	N/A
5 To Constantly improve customer service by implementing standard costing for common automotive maintenance and repair jobs and refining customer reports related to fleet maintenance.	Goal #4	N/A
6 To refine performance tracking and monitoring for fleet and garage-related activities in an effort to ensure that vehicles are being serviced and maintained in as efficient and cost-effective manner as possible.	Goal #4	N/A
7 Continue to promote air quality by applying for grants that offset the cost of Alternative Fuel Vehicles and infrastructure.	Goal #4	N/A

# GENERAL SERVICES DEPARTMENT

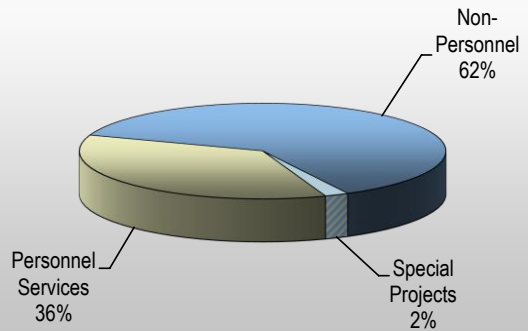
## BUDGET SUMMARY BY DIVISION

	Actual 2007/08	Actual 2008/09	Budgeted 2009/10	Budgeted 2010/11	Change
Administration	469,370	373,286	391,802	555,588	41.80%
Property Management	386,460	271,611	134,661	220,731	63.92%
Building Services	4,934,844	4,209,218	4,015,484	3,830,418	-4.61%
Central Garage	7,525,088	7,124,829	8,325,435	8,750,386	5.10%
Managed Facilities	206,001	293,642	191,489	167,530	-12.51%
Energy Retrofit	65,102	17,602	-	-	---
Publishing Services	563,958	459,894	387,799	375,483	-3.18%
<b>Current Operations Budget</b>	<b>\$ 14,150,823</b>	<b>\$ 12,750,086</b>	<b>\$ 13,446,670</b>	<b>\$ 13,900,136</b>	<b>3.37%</b>

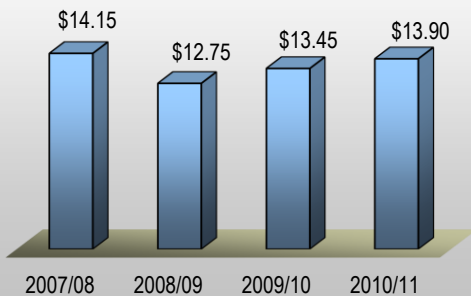
### BUDGET BY DIVISION



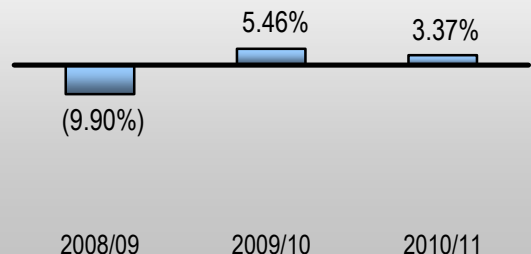
### BUDGET BY CATEGORY



### HISTORICAL BUDGET (MILLIONS)



### HISTORICAL BUDGET INCREASE (OVER PRIOR FISCAL YEAR)



# GENERAL SERVICES DEPARTMENT

## BUDGET SUMMARY BY BUDGET CATEGORY

	Actual 2007/08	Actual 2008/09	Budgeted 2009/10	Budgeted 2010/11	Change
Personnel Services	5,318,919	5,137,954	4,772,608	4,994,268	4.64%
Non-Personnel	8,659,803	7,288,850	8,530,416	8,612,222	0.96%
Special Projects	172,101	323,282	143,646	293,646	104.42%
<b>Current Operations Budget</b>	<b>\$ 14,150,823</b>	<b>\$ 12,750,086</b>	<b>\$ 13,446,670</b>	<b>\$ 13,900,136</b>	<b>3.37%</b>
Equipment Outlay	650,729	808,915	1,251,960	1,046,532	-16.41%
Debt Service	796,854	75,943	79,927	82,347	3.03%
Operating Grants	-	-	-	-	---
Capital Outlay & Grants	8,866,578	4,002,653	615,000	168,390	-72.62%
Charges From Others	6,398,318	2,894,431	2,077,776	2,580,611	24.20%
Charges To Others	(14,924,269)	(8,902,122)	(6,961,159)	(6,660,980)	-4.31%
<b>Total Budget</b>	<b>\$ 15,939,033</b>	<b>\$ 11,629,906</b>	<b>\$ 10,510,174</b>	<b>\$ 11,117,036</b>	<b>5.77%</b>

## SUMMARY OF SIGNIFICANT BUDGET ADJUSTMENTS – PRIOR YEAR TO CURRENT YEAR

### Personnel Adjustments

1. One Communications Technician position in the Building Maintenance Division was reclassified to a Senior Communications Technician.
2. Various positions were transferred within the Central Garage Division to realign available staff with staffing needs.
3. Various vacant positions were unfunded as part of the strategy to balance the General Fund budget.

### Other Adjustments

1. \$150,000 was added to the Administration Division associated with revenue received for public, educational, and government access television programming.
2. The budget for the Shopping Center partially occupied by the Magnolia Police Department facility was moved from the Building Maintenance budget back to its own cost center.

## Departmental Budget Detail

Department / Section:    General Services / General Services-Administratn  
                                   101 - 220000

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
411100	2200000	Salaries-Regular	177,979	255,667	255,667	262,762	2 %
412000	2200000	Emp Pension & Benefits	97,281	103,333	103,333	108,690	5 %
413120	2200000	OT at 1.5 Rate	111	0	0	0	---
Personnel Services Total			275,371	359,000	359,000	371,452	3 %
421000	2200000	Professional Services	784	0	0	0	---
422000	2200000	Utility Services	2,277	4,500	4,500	4,500	%
423000	2200000	Rentals & Transport	4,439	5,350	5,350	6,000	12 %
424000	2200000	Maint & Repairs	2,743	100	100	100	%
425000	2200000	Office Exp & Supplies	1,915	1,145	1,145	1,395	21 %
425200	2200000	Periodicals/Dues	0	250	250	250	%
426000	2200000	Materials & Supplies	1,133	700	700	750	7 %
427100	2200000	Travel & Meeting	27	0	0	0	---
427200	2200000	Training	0	300	300	300	%
428400	2200000	Insurance/All Other	2,200	1,811	1,811	2,195	21 %
Non-personnel Expenses Total			15,522	14,156	14,156	15,490	9 %
450050	2200000	CATV Public Access Prog	72,073	13,646	52,954	13,646	%
450052	2200000	Commission on Disabilities	10,292	5,000	5,000	5,000	%
450055	2200000	PEG Exp	0	0	75,137	150,000	---
Special Projects Total			82,366	18,646	133,091	168,646	804 %
881100	2200000	General Fund Allocation Chgs	186,643	45,624	45,624	36,854	(19) %
882101	2200000	Annual Utilization Chgs 101 Fd	0	3,658	3,658	0	---
Charges From Others Total			186,643	49,282	49,282	36,854	(25) %
891100	2200000	General Fund Allocation Chrges	(592,084)	(441,084)	(441,084)	(442,442)	%
894650	2200000	Interfund Svcs-Central Garage	(50,000)	0	0	0	---
Charges to Others Total			(642,084)	(441,084)	(441,084)	(442,442)	%
Total Budget Requirements			(82,180)	0	114,445	150,000	---



## Departmental Budget Detail

Department / Section:   **General Services / General Services-Admin-Sundry**  
                                   **101 - 220010**

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
425000	2200100	Office Exp & Supplies	26	0	0	0	---
		Non-personnel Expenses Total	26	0	0	0	---
		Total Budget Requirements	26	0	0	0	---

## Departmental Budget Detail

Department / Section:    General Services / General Serv-Property Mgmt  
                                   101 - 220500

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
411100	2205000	Salaries-Regular	89,085	84,250	84,250	85,935	2 %
412000	2205000	Emp Pension & Benefits	41,354	35,929	35,929	37,392	4 %
Personnel Services Total			130,439	120,179	120,179	123,327	2 %
421000	2205000	Professional Services	0	500	500	500	%
422000	2205000	Utility Services	527	941	941	941	%
423000	2205000	Rentals & Transport	124,252	5,800	5,800	7,000	20 %
425000	2205000	Office Exp & Supplies	2,292	3,925	3,925	1,825	(53) %
425200	2205000	Periodicals/Dues	0	120	120	120	%
426000	2205000	Materials & Supplies	0	1,700	1,700	1,000	(41) %
427200	2205000	Training	0	850	850	300	(64) %
428400	2205000	Insurance/All Other	850	592	592	718	21 %
428420	2205000	Insurance Charges - Direct	54	54	54	0	---
447100	2205000	Taxes and Assessments	12,469	0	0	0	---
Non-personnel Expenses Total			140,447	14,482	14,482	12,404	(14) %
881100	2205000	General Fund Allocation Chgs	48,472	7,869	7,869	10,187	29 %
Charges From Others Total			48,472	7,869	7,869	10,187	29 %
891100	2205000	General Fund Allocation Chrges	(411,465)	(142,530)	(142,530)	(145,918)	2 %
Charges to Others Total			(411,465)	(142,530)	(142,530)	(145,918)	2 %
Total Budget Requirements			(92,105)	0	0	0	---

## Departmental Budget Detail

Department / Section:    General Services / Gen.Serv-Prop. Serv.-Mag Prop.  
                                   101 - 220510

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
421000	2205100	Professional Services	0	0	20,000	35,000	---
422000	2205100	Utility Services	724	0	5,000	15,000	---
422200	2205100	Electric	0	0	10,000	15,000	---
422500	2205100	Water	0	0	5,000	10,000	---
424000	2205100	Maint & Repairs	0	0	5,000	10,000	---
Non-personnel Expenses Total			724	0	45,000	85,000	---
470020	2205100	Buildings/Structures Improveme	1,139	0	0	0	---
Grants & Capital Outlay Total			1,139	0	0	0	---
881100	2205100	General Fund Allocation Chgs	37	0	0	3,084	---
Charges From Others Total			37	0	0	3,084	---
Total Budget Requirements			1,901	0	45,000	88,084	---

## Departmental Budget Detail

Department / Section:     General Services / Gen Svs-Bldg Svs-Maintenance  
                                   101 - 221000

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
411100	2210000	Salaries-Regular	1,048,850	839,259	839,259	826,213	(1) %
411110	2210000	Salaries-Temp & Part Time	21,404	0	0	48,984	---
411410	2210000	Vacation Payoff	8,142	0	0	0	---
411420	2210000	Sick Leave Payoff	4,528	0	0	0	---
411430	2210000	Compensatory Time Payoff	286	0	0	0	---
412000	2210000	Emp Pension & Benefits	394,471	305,625	305,625	338,272	10 %
413110	2210000	OT at Straight Time	11,221	10,000	10,000	10,000	%
413120	2210000	OT at 1.5 Rate	323,747	40,000	40,000	40,000	%
413130	2210000	OT at Double Time Rate	8,835	2,000	2,000	2,000	%
<b>Personnel Services Total</b>			<b>1,821,489</b>	<b>1,196,884</b>	<b>1,196,884</b>	<b>1,265,469</b>	<b>5 %</b>
421000	2210000	Professional Services	671,827	780,473	959,160	757,944	(2) %
422000	2210000	Utility Services	49,730	67,600	67,600	62,200	(7) %
422200	2210000	Electric	151,603	130,400	130,400	130,400	%
422500	2210000	Water	12,346	15,100	15,100	15,100	%
422700	2210000	Refuse/Disposal Fees	0	1,200	1,200	1,200	%
423000	2210000	Rentals & Transport	205,383	121,100	121,100	106,100	(12) %
424000	2210000	Maint & Repairs	275,257	491,250	528,521	467,000	(4) %
425000	2210000	Office Exp & Supplies	5,231	7,300	7,300	7,300	%
425200	2210000	Periodicals/Dues	0	500	500	500	%
426000	2210000	Materials & Supplies	52,053	32,600	32,600	41,600	27 %
427200	2210000	Training	190	3,000	3,000	3,000	%
428400	2210000	Insurance/All Other	6,052	5,747	5,747	7,723	34 %
428420	2210000	Insurance Charges - Direct	723	829	829	5,057	510 %
<b>Non-personnel Expenses Total</b>			<b>1,430,399</b>	<b>1,657,099</b>	<b>1,873,058</b>	<b>1,605,124</b>	<b>(3) %</b>
440301	9815800	Mahatma Gandhi Monument	0	0	25,731	0	---
470020	2210000	Buildings/Structures Improveme	535,190	300,000	338,443	153,390	(48) %
470040	2210000	Roof Replacement	6,832	0	0	0	---
470050	2210000	Air Conditioning & Heating	26,422	15,000	15,000	15,000	%
470070	2210000	Carpet/Drapes/Floor Replmnt	3,926	0	0	0	---
470170	2210000	All Other Improvements	20,591	0	29,861	0	---
<b>Grants &amp; Capital Outlay Total</b>			<b>592,963</b>	<b>315,000</b>	<b>409,035</b>	<b>168,390</b>	<b>(46) %</b>
881100	2210000	General Fund Allocation Chgs	436,849	170,407	170,407	179,313	5 %
882101	2210000	Annual Utilization Chgs 101 Fd	202,584	61,181	61,181	61,440	%
882260	2210000	Annual Utilization Chgs 260 Fd	6,999	48,430	48,430	61,924	27 %
882510	2210000	Annual Utilization Chgs 510 Fd	4,596	4,596	4,596	768	(83) %
884101	2210000	General Fund Charges	0	4,000	4,000	4,000	%
<b>Charges From Others Total</b>			<b>651,029</b>	<b>288,614</b>	<b>288,614</b>	<b>307,445</b>	<b>6 %</b>
891100	2210000	General Fund Allocation Chrges	(4,796,349)	(3,397,597)	(3,397,597)	(3,296,428)	(2) %
892570	2210000	Utilization Chgs to 570 Fund	(60,000)	(60,000)	(60,000)	0	---
894101	2210000	Interfund Svcs-General Fund	(15,548)	0	0	(50,000)	---
894170	2210000	Interfund Svcs-Development	(17,035)	0	0	0	---
894401	2210000	Interfund Services-401	(43,163)	0	0	0	---
894510	2210000	Interfund Svcs-Electric Fund	(163,693)	0	0	0	---
894520	2210000	Interfund Svcs-Water Fund	(425)	0	0	0	---
894530	2210000	Interfund Svcs-Airport	(317)	0	0	0	---
894540	2210000	Interfund Svcs-Refuse Fund	(223)	0	0	0	---
894550	2210000	Interfund Svcs-Sewer Fund	(527)	0	0	0	---

## Departmental Budget Detail

Department / Section:    **General Services / Gen Svs-Bldg Svs-Maintenance**  
                                   **101 - 221000**

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
894560	2210000	Interfund Svcs-Special	(2,383)	0	0	0	---
894650	2210000	Interfund Svcs-Central Garage	(721)	0	0	0	---
Charges to Others Total			(5,100,388)	(3,457,597)	(3,457,597)	(3,346,428)	(3) %
Total Budget Requirements			(604,506)	0	309,994	0	---

## Departmental Budget Detail

Department / Section:    General Services / Gen Svs-Bldg Svs-City Hall Occ  
                                   101 - 221020

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
421000	2210200	Professional Services	243,973	539,690	581,126	376,588	(30) %
422000	2210200	Utility Services	36,181	30,697	30,697	30,697	%
422200	2210200	Electric	393,374	400,000	400,000	400,000	%
422500	2210200	Water	14,738	16,000	16,000	16,000	%
422700	2210200	Refuse/Disposal Fees	10,663	20,000	20,000	15,000	(25) %
423000	2210200	Rentals & Transport	17	0	0	0	---
424000	2210200	Maint & Repairs	93,771	43,600	45,950	37,600	(13) %
425000	2210200	Office Exp & Supplies	144	0	0	0	---
426000	2210200	Materials & Supplies	28,665	20,500	20,500	10,000	(51) %
428200	2210200	Legal Fees	63,535	0	0	0	---
428420	2210200	Insurance Charges - Direct	27,479	91,014	91,014	73,940	(18) %
Non-personnel Expenses Total			912,543	1,161,501	1,205,288	959,825	(17) %
462200	2210200	Machinery & Eqment	6,595	0	0	0	---
Equipment Outlay Total			6,595	0	0	0	---
881100	2210200	General Fund Allocation Chgs	76,921	89,612	89,612	63,689	(28) %
882101	2210200	Annual Utilization Chgs 101 Fd	689,827	635,892	635,892	1,064,003	67 %
882510	2210200	Annual Utilization Chgs 510 Fd	2,340	2,340	2,340	2,616	11 %
Charges From Others Total			769,089	727,844	727,844	1,130,308	55 %
891100	2210200	General Fund Allocation Chrges	(1,879,011)	(1,889,345)	(1,889,345)	(2,090,133)	10 %
Charges to Others Total			(1,879,011)	(1,889,345)	(1,889,345)	(2,090,133)	10 %
Total Budget Requirements			(190,781)	0	43,787	0	---

## Departmental Budget Detail

Department / Section:    General Services / Gen Svcs-Bldg Svs-Capital Imp  
                                   101 - 221040

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
440301	9784600	2005 City Hall Renovation	(12,658)	0	0	0	---
440301	9794400	Corp Yard Roof Replacement	5	0	0	0	---
440301	9794500	Heliport Roof PD	12,698	0	0	0	---
440301	9794700	Fire Station Pkg Lots	13,348	0	0	0	---
440301	9795100	Municipal Auditorium Roof	959	0	0	0	---
440301	9810200	Fire Station #9-Relocaion	5,273	0	0	0	---
440301	9816900	City Hall Generator 2007-2008	119,183	0	1,500	0	---
440301	9817000	Corporation Yard Security Impr	16,078	0	34,415	0	---
463400	9118030	City Hall Improvements	25,744	0	0	0	---
463400	9118035	City Hall Improvements-2008	1,010,307	0	0	0	---
463400	9118060	Arlington Branch Library	146	0	0	0	---
470170	2210400	All Other Improvements	553,007	0	417,094	0	---
470170	9822000	Lincoln PD Improvements	0	0	321	0	---
Grants & Capital Outlay Total			1,744,093	0	453,330	0	---
892101	2210400	Annual Utiliztn Chgs to 101 Fd	(99,999)	0	0	0	---
892650	2210400	Annual Utiliztn Chgs to 650 Fd	(39,999)	0	0	0	---
Charges to Others Total			(139,999)	0	0	0	---
<b>Total Budget Requirements</b>			<b>1,604,093</b>	<b>0</b>	<b>453,330</b>	<b>0</b>	<b>---</b>

## Departmental Budget Detail

Department / Section:    **General Services / Gen Svs-Bldg Svs-Transport Ctr**  
                                   **101 - 221050**

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
421000	2210500	Professional Services	16,041	0	202	0	---
422000	2210500	Utility Services	3,960	0	0	0	---
422200	2210500	Electric	19,144	0	0	0	---
422500	2210500	Water	1,987	0	0	0	---
422700	2210500	Refuse/Disposal Fees	2,028	0	0	0	---
424000	2210500	Maint & Repairs	16	0	0	0	---
426000	2210500	Materials & Supplies	1,026	0	0	0	---
427200	2210500	Training	157	0	0	0	---
428420	2210500	Insurance Charges - Direct	424	0	0	0	---
		Non-personnel Expenses Total	44,787	0	202	0	---
881100	2210500	General Fund Allocation Chgs	27,100	0	0	0	---
		Charges From Others Total	27,100	0	0	0	---
891100	2210500	General Fund Allocation Chrges	(50,725)	0	0	0	---
		Charges to Others Total	(50,725)	0	0	0	---
		Total Budget Requirements	21,163	0	202	0	---



## Departmental Budget Detail

Department / Section:    **General Services / General Svcs-Managed Facility**  
                                   **101 - 222000**

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
422000	2220000	Utility Services	39,000	36,000	36,000	36,000	%
428420	2220000	Insurance Charges - Direct	13,727	30,489	30,489	6,530	(78) %
		Non-personnel Expenses Total	52,727	66,489	66,489	42,530	(36) %
450112	2220000	Municipal Aud Improvement	14,267	25,000	41,172	25,000	%
450310	2220000	Convention Center Improvements	39,223	50,000	60,776	50,000	%
450320	2220000	Convention Ctr Minor Repairs	187,424	50,000	64,475	50,000	%
		Special Projects Total	240,915	125,000	166,423	125,000	---
881100	2220000	General Fund Allocation Chgs	237,369	118,260	118,260	133,659	13 %
		Charges From Others Total	237,369	118,260	118,260	133,659	13 %
<b>Total Budget Requirements</b>			<b>531,011</b>	<b>309,749</b>	<b>351,172</b>	<b>301,189</b>	<b>(2) %</b>

## Departmental Budget Detail

Department / Section:   **General Services / Gen. Serv.-Energy Retrofit**  
                                   **101 - 222500**

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Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
421000	2225000	Professional Services	17,602	0	0	0	---
		Non-personnel Expenses Total	17,602	0	0	0	---
		Total Budget Requirements	17,602	0	0	0	---

## Departmental Budget Detail

Department / Section:     General Services / General Sev-Publishing Svcs  
                                   101 - 223000

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
411100	2230000	Salaries-Regular	206,111	174,993	174,993	181,334	3 %
412000	2230000	Emp Pension & Benefits	79,615	63,231	63,231	71,397	12 %
413120	2230000	OT at 1.5 Rate	3,195	10,900	10,900	10,900	%
Personnel Services Total			288,922	249,124	249,124	263,631	5 %
421000	2230000	Professional Services	192	2,000	2,000	2,000	%
422000	2230000	Utility Services	1,189	550	550	150	(72) %
423000	2230000	Rentals & Transport	9,299	12,275	12,275	11,000	(10) %
424000	2230000	Maint & Repairs	106,107	20,500	20,500	20,500	%
425000	2230000	Office Exp & Supplies	2,958	11,980	11,980	11,600	(3) %
426000	2230000	Materials & Supplies	49,812	90,125	90,125	65,100	(27) %
428400	2230000	Insurance/All Other	1,411	1,245	1,245	1,502	20 %
Non-personnel Expenses Total			170,972	138,675	138,675	111,852	(19) %
463300	2230000	Office Furniture & Equip-Cap	99,596	220,000	220,737	149,000	(32) %
Equipment Outlay Total			99,596	220,000	220,737	149,000	(32) %
881100	2230000	General Fund Allocation Chgs	144,459	79,066	79,066	84,916	7 %
Charges From Others Total			144,459	79,066	79,066	84,916	7 %
891100	2230000	General Fund Allocation Chrges	(368,811)	(247,271)	(247,271)	(262,527)	6 %
894003	2230000	Print Shop Services	(232,891)	0	0	0	---
894101	2230000	Interfund Svcs-General Fund	(9)	(439,594)	(439,594)	(346,872)	(21) %
Charges to Others Total			(601,713)	(686,865)	(686,865)	(609,399)	(11) %
Total Budget Requirements			102,236	0	737	0	---

## Departmental Budget Detail

Department / Section:   **General Services / General Svcs-Debt**  
                                   **101 - 229000**

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
882101	2290000	Annual Utilization Chgs 101 Fd	45,717	43,738	43,738	26,660	(39) %
		Charges From Others Total	45,717	43,738	43,738	26,660	(39) %
891100	2290000	General Fund Allocation Chrges	(45,717)	(43,738)	(43,738)	(26,660)	(39) %
		Charges to Others Total	(45,717)	(43,738)	(43,738)	(26,660)	(39) %
<b>Total Budget Requirements</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>

## Departmental Budget Detail

Department / Section:    **General Services / General Svcs-Capital**  
                                   **101 - 229500**

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Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
892101	2295000	Annual Utiliztn Chgs to 101 Fd	(24,999)	0	0	0	---
		Charges to Others Total	(24,999)	0	0	0	---
		<b>Total Budget Requirements</b>	(24,999)	0	0	0	---

## Departmental Budget Detail

Department / Section:    **General Services / 2007-COPS-General Svcs**  
                                   **401 - 226500**

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
463400	9801100	City Hall 1st & 2nd Floor Reno	(174,198)	0	187	0	---
463400	9801110	City Hall Improvements-PH 3	117,216	0	784,700	0	---
463400	9801120	Other City Hall Improvements	1,450,366	0	0	0	---
463400	9832800	Gender Imprvmnts-Magnolia FS	271,071	0	(271,072)	0	---
<b>Grants &amp; Capital Outlay Total</b>			<b>1,664,456</b>	<b>0</b>	<b>513,815</b>	<b>0</b>	<b>---</b>
<b>Total Budget Requirements</b>			<b>1,664,456</b>	<b>0</b>	<b>513,815</b>	<b>0</b>	<b>---</b>

## Departmental Budget Detail

Department / Section:    General Services / Gen Svs-Central Garage  
                                   650 - 221500

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
411100	2215000	Salaries-Regular	1,552,856	1,663,076	1,663,076	1,591,707	(4) %
411310	2215000	Night Shift Premium	27,107	34,302	34,302	34,302	%
411320	2215000	Temp Foreman Pay-Extra 5%	11,096	8,601	8,601	8,601	%
411410	2215000	Vacation Payoff	9,967	5,000	5,000	5,000	%
411420	2215000	Sick Leave Payoff	0	600	600	600	%
411430	2215000	Compensatory Time Payoff	202	0	0	0	---
412000	2215000	Emp Pension & Benefits	666,993	767,137	767,137	731,287	(4) %
413110	2215000	OT at Straight Time	1,166	0	0	0	---
413120	2215000	OT at 1.5 Rate	63,042	20,000	20,000	40,000	100 %
<b>Personnel Services Total</b>			<b>2,332,432</b>	<b>2,498,716</b>	<b>2,498,716</b>	<b>2,411,497</b>	<b>(3) %</b>
421000	2215000	Professional Services	36,076	57,803	87,803	77,803	34 %
422000	2215000	Utility Services	4,157	5,151	5,151	5,151	%
422200	2215000	Electric	0	60,000	60,000	60,000	%
422700	2215000	Refuse/Disposal Fees	6,867	21,000	21,000	21,000	%
423000	2215000	Rentals & Transport	36,667	40,400	40,400	41,800	3 %
424000	2215000	Maint & Repairs	1,337,984	1,367,820	1,425,586	1,594,864	16 %
425000	2215000	Office Exp & Supplies	9,602	11,250	11,250	11,250	%
426000	2215000	Materials & Supplies	(19,285)	132,248	140,663	142,348	7 %
427200	2215000	Training	29,992	25,000	25,000	25,000	%
428400	2215000	Insurance/All Other	22,419	35,139	35,139	28,343	(19) %
428420	2215000	Insurance Charges - Direct	723	814	814	0	---
443300	2215000	Uncoll Accts-Bad Debts	1,285	0	0	0	---
<b>Non-personnel Expenses Total</b>			<b>1,466,490</b>	<b>1,756,625</b>	<b>1,852,807</b>	<b>2,007,559</b>	<b>14 %</b>
462100	2215000	Automotive Equipment	4,962	0	0	0	---
462100	9405900	SCAQMD Heavy Duty Vehicle 2010	0	0	400,000	0	---
462200	2215000	Machinery & Eqment	53,939	48,960	48,960	48,960	%
<b>Equipment Outlay Total</b>			<b>58,901</b>	<b>48,960</b>	<b>448,960</b>	<b>48,960</b>	<b>---</b>
481000	2215000	Principal	19,336	23,320	23,320	27,595	18 %
482000	2215000	Interest	56,607	56,607	56,607	54,752	(3) %
<b>Debt Service Total</b>			<b>75,943</b>	<b>79,927</b>	<b>79,927</b>	<b>82,347</b>	<b>3 %</b>
440220	9323500	SCAQMD-Heavy Duty Vehicles	0	0	112,500	0	---
440301	9835900	Corp Yard Wash Rack	0	300,000	300,000	0	---
<b>Grants &amp; Capital Outlay Total</b>			<b>0</b>	<b>300,000</b>	<b>412,500</b>	<b>0</b>	<b>---</b>
881100	2215000	General Fund Allocation Chgs	510,654	443,132	443,132	488,371	10 %
882101	2215000	Annual Utilization Chgs 101 Fd	0	21,391	21,391	2,880	(86) %
882510	2215000	Annual Utilization Chgs 510 Fd	4,596	4,596	4,596	768	(83) %
884101	2215000	General Fund Charges	50,000	0	0	0	---
<b>Charges From Others Total</b>			<b>565,250</b>	<b>469,119</b>	<b>469,119</b>	<b>492,019</b>	<b>4 %</b>
892510	2215000	Annual Utiliztn Chgs to 510 Fd	0	(75,000)	(75,000)	0	---
892520	2215000	Annual Utiliztn Chgs to 520 Fd	0	(75,000)	(75,000)	0	---
892540	2215000	Annual Utiliztn Chgs to 540 Fd	0	(75,000)	(75,000)	0	---
892560	2215000	Utilization Chgs to 560 Fund	0	(75,000)	(75,000)	0	---
894101	2215000	Interfund Svcs-General Fund	(6,015)	0	0	0	---
<b>Charges to Others Total</b>			<b>(6,015)</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>0</b>	<b>---</b>

## Departmental Budget Detail

Department / Section:   **General Services / Gen Svs-Central Garage**  
                                  **650 - 221500**

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Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
		<b>Total Budget Requirements</b>	<b>4,493,001</b>	<b>4,853,347</b>	<b>5,462,029</b>	<b>5,042,382</b>	<b>3 %</b>



## Departmental Budget Detail

Department / Section:    General Services / Gen Svs-Cntrl Gar-Auto Stores  
                                   650 - 221510

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
411100	2215100	Salaries-Regular	182,265	215,720	215,720	270,125	25 %
411310	2215100	Night Shift Premium	5,676	10,800	10,800	10,800	%
411320	2215100	Temp Foreman Pay-Extra 5%	804	0	0	0	---
411410	2215100	Vacation Payoff	0	12,000	12,000	12,000	%
411420	2215100	Sick Leave Payoff	0	6,500	6,500	6,500	%
412000	2215100	Emp Pension & Benefits	88,913	96,685	96,685	119,134	23 %
413120	2215100	OT at 1.5 Rate	11,638	7,000	7,000	7,000	%
<b>Personnel Services Total</b>			<b>289,298</b>	<b>348,705</b>	<b>348,705</b>	<b>425,559</b>	<b>22 %</b>
421000	2215100	Professional Services	3,904	1,700	2,300	1,700	%
422000	2215100	Utility Services	705	1,344	1,344	1,730	28 %
423000	2215100	Rentals & Transport	19,002	10,200	10,200	15,200	49 %
424000	2215100	Maint & Repairs	86,640	104,050	104,050	144,050	38 %
425000	2215100	Office Exp & Supplies	2,820	5,500	5,500	5,500	%
426000	2215100	Materials & Supplies	19,019	28,550	35,823	46,750	63 %
427200	2215100	Training	0	500	500	500	%
428400	2215100	Insurance/All Other	3,141	4,545	4,545	4,400	(3) %
<b>Non-personnel Expenses Total</b>			<b>135,234</b>	<b>156,389</b>	<b>164,262</b>	<b>219,830</b>	<b>40 %</b>
462100	2215100	Automotive Equipment	0	225,000	225,000	0	---
<b>Equipment Outlay Total</b>			<b>0</b>	<b>225,000</b>	<b>225,000</b>	<b>0</b>	<b>---</b>
881100	2215100	General Fund Allocation Chgs	55,809	91,416	91,416	76,782	(16) %
882101	2215100	Annual Utilization Chgs 101 Fd	39,999	0	0	0	---
<b>Charges From Others Total</b>			<b>95,809</b>	<b>91,416</b>	<b>91,416</b>	<b>76,782</b>	<b>(16) %</b>
<b>Total Budget Requirements</b>			<b>520,343</b>	<b>821,510</b>	<b>829,383</b>	<b>722,171</b>	<b>(12) %</b>

## Departmental Budget Detail

Department / Section:     General Services / Gen Svs-Cntrl Gar-Motor Pool  
                                   650 - 221520

Object	GL Key	Description	Actual 2008/09	Budgeted 2009/10	Amended 2009/10	Requested 2010/11	% Budget Change
411100	2215200	Salaries-Regular	0	0	0	91,384	---
412000	2215200	Emp Pension & Benefits	0	0	0	41,949	---
Personnel Services Total			0	0	0	133,333	---
423000	2215200	Rentals & Transport	5,122	15,000	15,000	1,000	(93) %
424000	2215200	Maint & Repairs	1,605,497	1,750,000	1,750,000	1,750,000	%
426000	2215200	Materials & Supplies	1,290,753	1,800,000	1,800,000	1,800,000	%
428400	2215200	Insurance/All Other	0	0	0	1,608	---
Non-personnel Expenses Total			2,901,373	3,565,000	3,565,000	3,552,608	( ) %
462100	2215200	Automotive Equipment	643,821	758,000	758,948	848,572	11 %
462100	9405910	SCAQMD Heavy Duty Vehicle 2010	0	0	105,500	0	---
Equipment Outlay Total			643,821	758,000	864,448	848,572	11 %
440301	9405920	SCAQMD Heavy Duty Vehicle 2010	0	0	105,500	0	---
462000	2215200	Buildings	0	0	4,962	0	---
Grants & Capital Outlay Total			0	0	110,462	0	---
881100	2215200	General Fund Allocation Chgs	123,450	202,568	202,568	259,642	28 %
882101	2215200	Annual Utilization Chgs 101 Fd	0	0	0	19,055	---
Charges From Others Total			123,450	202,568	202,568	278,697	37 %
Total Budget Requirements			3,668,644	4,525,568	4,742,478	4,813,210	6 %