

# CITY OF LOS ANGELES

CALIFORNIA

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Honorable Bob Blumenfield  
Chair, Budget and Finance Committee  
c/o City Clerk, Room 395, City Hall  
Los Angeles, CA 90012

Attention: Luigi Verano, Legislative Assistant

## **DEPARTMENT OF GENERAL SERVICES 2024-25 PROPOSED BUDGET**

The Department of General Services (GSD) understands the difficult financial situation the City faces, and will continue to prioritize the health and safety of employees and the public as it adjusts services to operate within the proposed budget allocations.

To that end, GSD is committed to working with client departments to redefine priority support levels, while meeting their most critical goals. GSD will be creative and as flexible as possible in using available resources. We will do our best to assist in meeting these financial challenges.

## **BUDGET REDUCTIONS, ELIMINATION OF VACANT POSITIONS & IMPACTS**

The Mayor's Proposed Budget reduces the Salaries General account by \$16.58 million by eliminating 191 positions (\$12.58 million), close to 13 percent of the department's staff, and increasing the salary savings rate from two percent to five percent (\$4 million). Among these positions are 93 potential TLH and Bridge to Jobs positions (Attachment A).

These reductions are significant and GSD will no longer have salary savings to supplement its workforce with additional overtime and hiring hall hours. The loss in hiring hall hours will result in the layoff of 15 hiring hall employees, some of whom have been working for the City for over 10 years.

While it is too early to determine exactly how services will change, the following are some examples of how the departments may be impacted.

- Lower availability rates for all vehicles, including Sanitation, Street Services, and Transportation vehicles;
- Delays in purchasing replacement vehicles;
- Completion rate for preventative and corrective work orders dropping below 50 percent, including at homeless facilities. This will affect the air quality in buildings, availability of elevators, and GSD ability to light City Hall;



- Closure of warehouses, elimination of delivery services, and diminished capacity to source and pay for critical supplies and keep accurate inventory counts;
- Reduced custodial services at LAPD, Civic Center, and other facilities; and
- Increased down times for GSD systems used Citywide such as AMS, the fuel automation system, the FleetFocus M5 System, and access management control system.

The Mayor's Proposed Budget also reduces Contractual Services account funding by \$2.25 million, which will further impact services.

- **Custodial Services (\$1.5 million)** - Cleaning services such as day porter services, daily trash removal, carpet cleaning, sweeping, mopping, and disinfection of restrooms and break rooms will be permanently reduced or eliminated at branch libraries and other contracted facilities such as the Pacoima, San Pedro, Wilmington, and Van Nuys city halls, 8475 Vermont, and the West Valley Municipal Building to stay within budget.
- **Figueroa Plaza (\$0.5 million)** - GSD will have insufficient funding to pay the operating costs such as utilities, labor, wages, materials, regular maintenance and contractual obligations at Figueroa Plaza.
- **Maintenance for Conventional Fuel Sites (\$0.25 million)** - GSD will not be able to properly maintain fuel sites which will impact the operations of user departments such as LAPD and LAFD. This may also result in sites being closed and large fines and penalties.

Although there are no reductions in the Field Equipment Expense, Petroleum, and Utilities accounts, GSD has structural deficits in these accounts. Below are the risks if additional funding is not available in 2024-24. The departments or bureaus that will be most affected are Bureaus of Sanitation, Street Services and Street Lighting, LAPD, LAFD, Department of Recreation and Parks, and Department of Transportation.

- Equipment availability rates across departments will decrease;
- Insufficient fuel for City operations, including refuse collection, helicopters and public safety vehicles, and street sweeping; and
- Delayed utility payments which could result in penalties or other actions taken by the Gas Company.

GSD will closely monitor all accounts and work with the CAO to address shortfalls and advise the Council and the Mayor of the status of these service changes.

## **ANTICIPATED 2024-25 ACCOMPLISHMENTS**

**Fleet Maintenance and Replacement** - Over half the City's fleet is well beyond its useful life. Maintaining an old fleet requires major repairs and equipment breakdowns occur frequently, resulting in lower availability and higher costs. Included in the \$25.5 million MICLA replacement funding is \$13.49 million to purchase 149 Electric Vehicles (EVs), bringing the total number of EVs in the fleet to 482, while the \$4.5 million in CTIEP funding provided will continue to grow the EV charger infrastructure across the City for fleet, and public and City employees.

**3rd Year Deferred Maintenance Program** - The \$10.37 million in MICLA (\$6.88 million) and CTIEP (\$3.49 million) funding for deferred maintenance will allow implementation of the third year of multi-year plans to address the City's deferred maintenance backlog and bring preventative maintenance completion rates in line with industry standards.

**Printing Press** - The new press would immediately increase GSD's ability to meet the strict deadlines for printed materials to collect taxes and permit revenue, and notices to city residents on behalf of departments and elected officials. In addition, GSD will be prepared for the printing demands for the L.A. Olympics.

## **EQUITY**

The Mayor's Proposed Budget includes \$100,000 for GSD's Advanced Training Program. This program is available to all GSD employees to prepare them to advance their career. Ensuring their growth and development as they transition from entry level employees to supervisors and management.

GSD plans to use a portion of the funding to launch the Vocational Worker Internship (Internship), a component of GSD's On-The-Job-Training Program (Program). The Program, which was developed with SEIU, Personnel, LAUSD, and Trade Tech, targets high school and community college students to provide a viable path to Civil Service careers for local residents. The goal of the program is to provide new opportunities for young people, build GSD workforce, and to augment TLH in classifications that are historically difficult to fill and retain employees in.

The Internship provides classroom and hands-on training to expose students to fleet and warehouse jobs. Interns will receive a certificate upon completion, and may be placed in a position at GSD if positions are available. Restoration of a portion of the 93 potential TLH and Bridge to Jobs positions (Attachment A) would enable GSD to offer the most promising students an opportunity to become permanent City employees.

## **REQUESTED ADJUSTMENT**

GSD requests the following adjustments to the Proposed Budget to continue critical services:

**Other Salary Funding** - To continue the current level of Fleet, Building Maintenance, and Supply Services, GSD requests additional funding in the Overtime (\$3.125 million), Hiring Hall Salaries (\$1.25 million), and Hiring Hall Benefits (\$750,000) accounts. The majority of the Overtime funding is for refuse collection vehicles. Without this funding, the availability rate for refuse collection will fall below 70 percent. As mentioned above, the hiring hall funding is required for 15 hiring hall employees supplementing regular employees and offsetting the impact of vacancies.

**Position Restoration** - GSD requests the following critical positions be restored:

- **Helicopter Mechanic (2)** to service LAPD, LAFD, and DWP helicopters, ensuring that air support is available during fires and other emergencies. Work performed for DWP is fully reimbursed.
- **Supply Services Manager** is the Assistant Director for Supply Services and is directly responsible for warehouse and procurement operations, both of which will be impacted resulting in delays in public safety and homelessness efforts.

- **Air Conditioning Mechanic, Carpenter, and Electrician** are part of a five-person team maintaining 42 Tiny Home Villages, Bridge Homes, Safe Sleeping, and Navigation Centers. Coupled with the other 32 building maintenance positions proposed for deletion. GSD will not have the capacity to support these sites or any new sites.
- **Senior Management Analyst II** was originally authorized in the 2023-24 Adopted Budget to improve custodial services. This position is essential for successful rollout and adoption of HRP for over 300 custodian employees, ensuring timely and accurate processing of timesheets and payroll.
- **Management Analyst** is the assistant manager overseeing mail services. Deletion of this position will result in delays in processing legal documents from City Attorney and LAPD establishing USPS and UPS accounts, and backlog processing inter-office and outgoing mail.
- **Accounting Clerk** prepares various invoices such as LA Mall, leasing, special events, Film LA, and LA Zoo invoices and is responsible for the collection of more than \$1 million City revenue. This position also processes FMS documents for lease related expenditures, prepares GSD bank reconciliations, revenue allocation reports, desktop deposits and reconciles monthly construction invoice spreadsheet and construction billing log.

**M5 Computerized Maintenance System Upgrade** - The current fleet maintenance and management software used by GSD, LAPD, and LAFD is obsolete and no longer supported by the vendor. This software is critical to the day-to-day operations of these fleets. Continuing with the outdated software hampers fleet operations and puts health and public safety at risk. Contractual Services funding of \$200,000 is needed to upgrade the software. Having a supported software with the latest security patches protects the City network from a system vulnerability.

**One-Time Reductions** - To reduce the long-term impact of reductions, modify the salary savings rate increase and the expense account reduction to be one-time instead of ongoing. Continuing these as ongoing reductions in these accounts may increase GSD's overall structural deficit.

**Layoff Avoidance** - GSD requests that one Senior Management Analyst I (Fleet) and Mechanical Helper (BMD) proposed for deletion be restored to avoid layoffs.

GSD prides itself in being innovative, doing more with less, even during more stable financial years. Although the coming year will challenge GSD's workforce, the department will face these challenges head on. I look forward to working with your Committee and the City Council to adopt a budget to provide departments, employees, and residents of the City of Los Angeles the services they need. For additional information, please contact Emily Mayeda, Assistant General Manager at (213) 928-9586.



Tony M. Royster  
General Manager & City Purchasing Agent

Attachment A  
General Services Department

<b>Number of Positions</b>	<b>Division</b>	<b>Classification Code</b>	<b>Classification Name</b>	<b>TLH/Bridge to Jobs Classification</b>
1	Building Maintenance	1358-0	Administrative Clerk	Office Trainee / Office Services Assistant
1	Building Maintenance	3112-0	Maintenance Laborer	Vocational Worker / Maintenance Assistant
1	Building Maintenance	3115-0	Maintenance and Construction Helper	Vocational Worker / Maintenance Assistant
1	Building Maintenance	3333-1	Building Repairer I	Vocational Worker / Maintenance Assistant
32	Custodial Services	3156-0	Custodian	Vocational Worker / Custodian
12	Custodial Services	3157-1	Senior Custodian I	Vocational Worker In-Lieu
8	Custodial Services	3157-2	Senior Custodian II	Vocational Worker In-Lieu
2	Emergency Management and Special Services	1358-0	Administrative Clerk	Office Trainee / Office Services Assistant
2	Fleet Services	3331-0	Garage Attendant	Vocational Worker / Garage Assistant
11	Fleet Services	3711-5	Equipment Mechanic	Equipment Mechanic Apprenticeship Program
4	Fleet Services	3711-6	Equipment Mechanic	Equipment Mechanic Apprenticeship Program
2	GASP - Finance	1223-0	Accounting Clerk	Accounting Clerk Trainee
1	Mail Services	1368-0	Senior Administrative Clerk	Office Trainee / Office Services Assistant
1	Real Estate Services	3112-0	Maintenance Laborer	Vocational Worker / Maintenance Assistant
3	Supply Management	1121-1	Delivery Driver I	Vocational Worker / Delivery Driver Assistant
2	Supply Management	1368-0	Senior Administrative Clerk	Office Trainee / Office Services Assistant
2	Supply Management	1832-1	Warehouse and Toolroom Worker I	Vocational Worker / Warehouse and Toolroom Worker Assistant
3	Supply Management	1832-2	Warehouse and Toolroom Worker II	Vocational Worker / Warehouse and Toolroom Worker Assistant
4	Supply Management	3583-0	Truck Operator	Vocational Worker / Garage Assistant