



Central Services

Department Summary

Department Overview

The Central Services Department is comprised of the Fleet Maintenance and Facilities Maintenance programs, which manage the maintenance of City infrastructures and vehicles. The programs in this Department were previously accounted for in a separate internal service fund and are accounted for in the General Fund beginning in FY 12-13.

Goals

- Maintain City facilities in a secure, clean, and aesthetically acceptable condition, as resources allow.
- Maintain City facilities at a level to prevent any interruptions of occupancy.
- Ensure City vehicles are maintained to prevent any service interruptions.

Workplan Highlights

- Continue to evaluate the use of alternative fuel options as a replacement vehicle criterion.
- Improve maintenance scheduling and training for public safety vehicles to reduce service interruptions.
- Implement the use of fuel readers to improve the tracking of vehicle maintenance.
- Restore the decorative sheeting on the roofing overhand at City Hall and the Civic Center Parking Garage.





Central Services

Department Summary

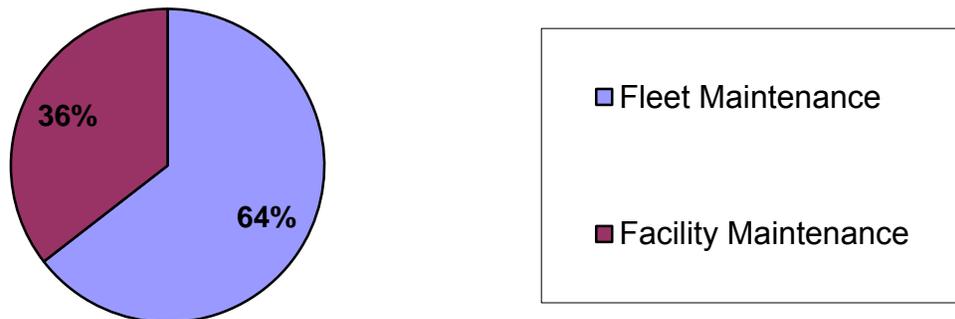
Mission Statement

To maintain the City's facilities and vehicles in a safe, functional, and reliable condition so the City's infrastructure, programs, and services can benefit and serve the community.

Expenditure Summary by Program

<i>Program Name</i>	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
Fleet Maintenance	\$ 1,533,987	\$ 1,489,786	\$ 1,471,000	\$ 1,593,000	\$ 1,633,000
Facility Maintenance	613,131	833,908	692,000	877,000	909,000
Total Program Budget	\$ 2,147,118	\$ 2,323,694	\$ 2,163,000	\$ 2,470,000	\$ 2,542,000
Less: Program Revenues	2,152,218	1,040,585	866,000	905,000	906,000
Net Program Budget	\$ (5,100)	\$ 1,283,109	\$ 1,297,000	\$ 1,565,000	\$ 1,636,000
Cost Recovery %	100%	45%	40%	37%	36%

Department FY 13-14 Expenditures by Division





Central Services Department Summary

Expenditure Summary by Category

<u>Expenditure Category</u>	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
Personnel Services	\$ 791,700	\$ 851,186	\$ 731,000	\$ 878,000	\$ 919,000
Contractual Services	254,598	425,410	383,000	429,000	441,000
Materials & Supplies	714,999	653,440	655,000	680,000	699,000
Capital Outlay	307,269	371,200	371,000	376,000	376,000
Cost Allocation	78,552	22,458	23,000	107,000	107,000
Total Program Budget	\$ 2,147,118	\$ 2,323,694	\$ 2,163,000	\$ 2,470,000	\$ 2,542,000
Less: Program Revenues	2,152,218	1,040,585	866,000	905,000	906,000
Net Program Budget	\$ (5,100)	\$ 1,283,109	\$ 1,297,000	\$ 1,565,000	\$ 1,636,000

Full-Time Personnel Summary

<u>Program</u>	FY 11-12 Actual	FY 12-13 Budget	FY 13-14 Budget	FY 14-15 Budget
Fleet Maintenance (703001)	5.00	5.25	5.25	5.25
Facility Maintenance (706001)	2.50	2.50	2.50	2.50
Total	7.50	7.75	7.75	7.75

Fund Summary

<u>Program Budget by Fund</u>	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
General Fund (001)	\$ -	\$ 2,323,694	\$ 2,163,000	\$ 2,470,000	\$ 2,542,000
Fleet Maintenance ISF(703)	1,533,987	-	-	-	-
Building Maint. ISF (706)	613,131	-	-	-	-
Net Program Budget by Fund					
General Fund (001)	\$ -	\$ 1,283,109	\$ 1,297,000	\$ 1,565,000	\$ 1,636,000
Fleet Maintenance ISF(703)	138,759	-	-	-	-
Building Maint. ISF (706)	(143,859)	-	-	-	-



Central Services

Fleet Maintenance

Program Description

The Fleet Maintenance program provides maintenance and emergency repairs of City vehicles, including public safety and Alameda Municipal Power. The program also provides maintenance and emergency repairs for Alameda Unified School District vehicles.

Key Objectives

1. Complete emergency repairs for public safety equipment within 24 hours.
2. Complete non-emergency requests from public safety departments within two days.
3. Complete emergency service requests from non-public safety departments within two days.
4. Complete non-emergency requests from non-public safety departments within three days.



Budget Highlights and Significant Proposed Changes

- This program, previously accounted for in a separate internal service fund, began being accounted for in the General Fund beginning in FY 12-13.
- The variance in Cost Allocation for FY 13-14 is a result of the recently updated Cost Allocation Plan.
- The projected increase in revenues for FY 13-14 is due to a proposed increase in the hourly rate for services provided to Alameda Municipal Power (AMP) and the Alameda Unified School District (AUSD).

Performance Indicators

Performance Indicator	Relates to Objective	FY 11-12 Actual	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
Emergency repairs for public safety departments	1	125	115	200	200
Non-emergency repairs for public safety departments	2	80	187	150	150
Emergency repairs for non-public safety departments	3	118	150	200	200
Non-emergency repairs for non-public safety departments	4	450	346	450	450



Central Services

Fleet Maintenance (703001)

Funding Sources:

General Fund (001)

Summary of Expenditures and Revenues

<i>Expenditure Category</i>	FY11-12 Actual	FY12-13 Budget	FY12-13 Projected	FY13-14 Budget	FY14-15 Budget
Personnel Services	\$ 590,122	\$ 613,928	\$ 597,000	\$ 631,000	\$ 657,000
Contractual Services	73,450	81,680	76,000	84,000	86,000
Materials & Supplies	491,398	405,070	409,000	422,000	434,000
Capital Outlay	307,269	371,200	371,000	376,000	376,000
Cost Allocation	71,748	17,908	18,000	80,000	80,000
Total Program Budget	\$ 1,533,987	\$ 1,489,786	\$ 1,471,000	\$ 1,593,000	\$ 1,633,000
Less: Program Revenues*	1,395,228	843,405	866,000	905,000	906,000
Net Program Budget	\$ 138,759	\$ 646,381	\$ 605,000	\$ 688,000	\$ 727,000

Full-Time Personnel Summary

<i>Position</i>	FY11-12 Actual	FY12-13 Budget	FY13-14 Budget	FY14-15 Budget
Public Works Supervisor	1.00	1.00	1.00	1.00
Senior Fleet Mechanic	1.00	1.00	1.00	1.00
Fleet Mechanic	3.00	3.00	3.00	3.00
Senior Management Analyst	-	0.25	0.25	0.25
Totals	5.00	5.25	5.25	5.25

* Includes cost allocation charges to other City programs. Beginning in FY 12-13 charges to other General Fund programs have been eliminated from program revenue.



Central Services

Facility Maintenance

Program Description

Facility Maintenance provides and manages maintenance and emergency structural repairs for all City facilities, including City Hall, City Hall West, branch libraries, fire stations, recreation centers, and maintenance centers. The program also delivers paper stock and retrieves files for all City departments. This program includes reserves for facility maintenance, which funds the long-term maintenance of City facilities.

Key Objectives

1. Maintain City facilities at a level to prevent any interruption of occupancy.
2. Maintain City facilities in a secure, clean, and aesthetically acceptable condition, as resources allow.
3. Respond to emergency requests within 24 hours.
4. Respond to non-emergency requests within 30 days.

Budget Highlights and Significant Proposed Changes

- This program, previously accounted for in a separate internal service fund, began being accounted for in the General Fund beginning in FY 12-13.
- The variances in expenditures for FY 12-13 and FY 13-14 are due to a staffing vacancy in the division which is expected to be filled for FY 13-14. In addition, the variance in Cost Allocation is a result of the recently updated Cost Allocation Plan.

Performance Indicators

Performance Indicator	Relates to Objective	FY 11-12 Actual	FY 12-13 Projected	FY 13-14 Budget	FY 14-15 Budget
Emergency service requests	3	45	50	55	55
Non-emergency service requests	4	600	700	600	600
Paper and file deliveries to City departments		150	150	150	150
Buildings maintained	1, 2	35	35	35	35





Central Services

Facility Maintenance (706001)

Funding Sources:

General Fund (001)

Summary of Expenditures and Revenues

<u>Expenditure Category</u>	FY11-12 Actual	FY12-13 Budget	FY12-13 Projected	FY13-14 Budget	FY14-15 Budget
Personnel Services	\$ 201,578	\$ 237,258	\$ 134,000	\$ 247,000	\$ 262,000
Contractual Services	181,148	343,730	307,000	345,000	355,000
Materials & Supplies	223,601	248,370	246,000	258,000	265,000
Cost Allocation	6,804	4,550	5,000	27,000	27,000
Total Program Budget	\$ 613,131	\$ 833,908	\$ 692,000	\$ 877,000	\$ 909,000
Less: Program Revenues*	756,990	197,180	-	-	-
Net Program Budget	\$ (143,859)	\$ 636,728	\$ 692,000	\$ 877,000	\$ 909,000

Full-Time Personnel Summary

<u>Position</u>	FY11-12 Actual	FY12-13 Budget	FY13-14 Budget	FY14-15 Budget
Public Works Supervisor	0.20	0.20	0.20	0.20
Public Works Team Leader	1.00	1.00	1.00	1.00
Public Works Maintenance Worker II	1.30	1.30	1.30	1.30
Totals	2.50	2.50	2.50	2.50

* Includes cost allocation charges to other City programs. For FY 12-13 and 13-14 charges to other General Fund programs have been eliminated from program revenue.



City of Alameda, California

People and Places in the City

