

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 accounted for in the General Fund beginning in FY 12-13.

The mission statement of this department is 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.

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.

Goals / Performance Measurements

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

Goal No. / Performance Measurement	Relates to Objective	FY 13-14 Actual	FY 14-15 Estimate	FY 15-16 Budget	FY 16-17 Budget
1. Fleet repairs completed	3	1,092	1,050	1,000	1,000
2. Facility repairs completed	1, 2	663	801	700	700



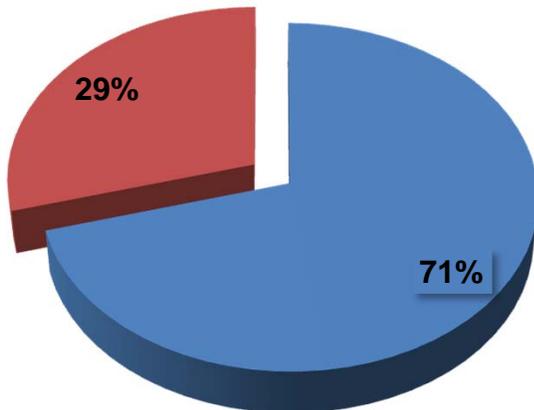
Expenditure Summary by Program

<i>Program Name</i>	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Projected	FY 15-16 Budget	FY 16-17 Budget
Fleet Maintenance	\$ 1,533,951	\$ 1,619,000	\$ 1,557,000	\$ 1,629,000	\$ 1,680,000
Facility Maintenance	693,049	907,000	846,000	901,000	904,000
Total Program Budget	\$ 2,227,000	\$ 2,526,000	\$ 2,403,000	\$ 2,530,000	\$ 2,584,000
Less: Program Revenues	704,433	756,000	866,000	865,000	865,000
Net Program Budget	\$ 1,522,567	\$ 1,770,000	\$ 1,537,000	\$ 1,665,000	\$ 1,719,000
Cost Recovery %	32%	30%	36%	34%	33%

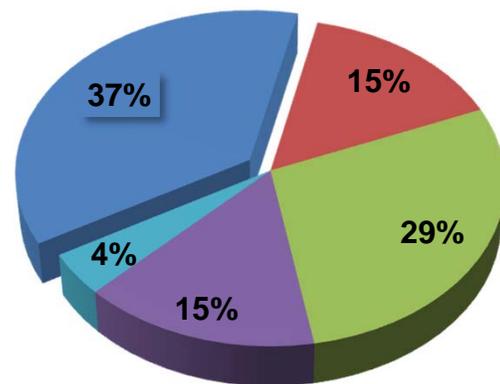
Fund Summary

	FY 13-14 Actual	FY 14-15 Budget	FY 14-15 Projected	FY 15-16 Budget	FY 16-17 Budget
Program Budget by Fund					
General Fund (001)	\$ 2,227,000	\$ 2,526,000	\$ 2,403,000	\$ 2,530,000	\$ 2,584,000
Net Program Budget by Fund					
General Fund (001)	\$ 1,522,567	\$ 1,770,000	\$ 1,537,000	\$ 1,665,000	\$ 1,719,000

Expenditures by Program / Personnel



■ Fleet Maintenance
■ Facility Maintenance



■ Personnel
■ Other
■ Contract Services
■ Capital Outlay
■ Cost Allocation

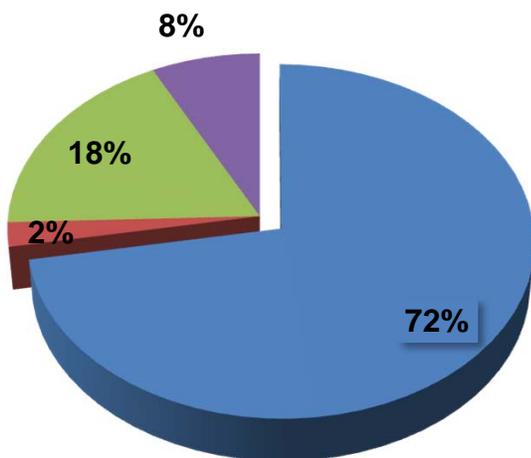
Expenditure Summary by Category

<u>Expenditure Category</u>	<u>FY 13-14 Actual</u>	<u>FY 14-15 Budget</u>	<u>FY 14-15 Projected</u>	<u>FY 15-16 Budget</u>	<u>FY 16-17 Budget</u>
Full-Time Personnel	\$ 815,304	\$ 903,045	\$ 828,000	\$ 909,000	\$ 972,000
Contractual Services	248,043	441,503	375,000	397,000	383,000
Materials & Supplies	714,292	698,449	718,000	727,000	732,000
Capital Outlay	342,561	376,200	375,000	390,000	390,000
Cost Allocation	106,800	106,803	107,000	107,000	107,000
Total Program Budget	\$ 2,227,000	\$ 2,526,000	\$ 2,403,000	\$ 2,530,000	\$ 2,584,000
Less: Program Revenues	704,433	756,000	866,000	865,000	865,000
Net Program Budget	\$ 1,522,567	\$ 1,770,000	\$ 1,537,000	\$ 1,665,000	\$ 1,719,000

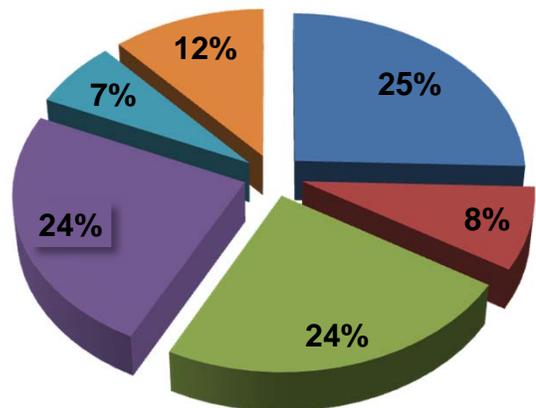
Full-Time Personnel Summary

<u>Program</u>	<u>Program Number</u>	<u>FY 13-14 Budget</u>	<u>FY 14-15 Budget</u>	<u>FY 15-16 Budget</u>	<u>FY 16-17 Budget</u>
Fleet Maintenance	703001	5.25	5.25	5.25	5.25
Facility Maintenance	706001	2.50	2.50	2.50	2.50
Totals		7.75	7.75	7.75	7.75

Expenditures by Personnel / Other



■ FT Salary ■ Pension
■ Medical/OPEB ■ Other



■ Fuels ■ Other
■ Vehicle Repairs ■ Contract Services
■ Cost Allocation ■ Utilities

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 / Significant Changes

- The variance in Cost Allocation for FY 15-17 is a result of the recently updated Cost Allocation Plan.



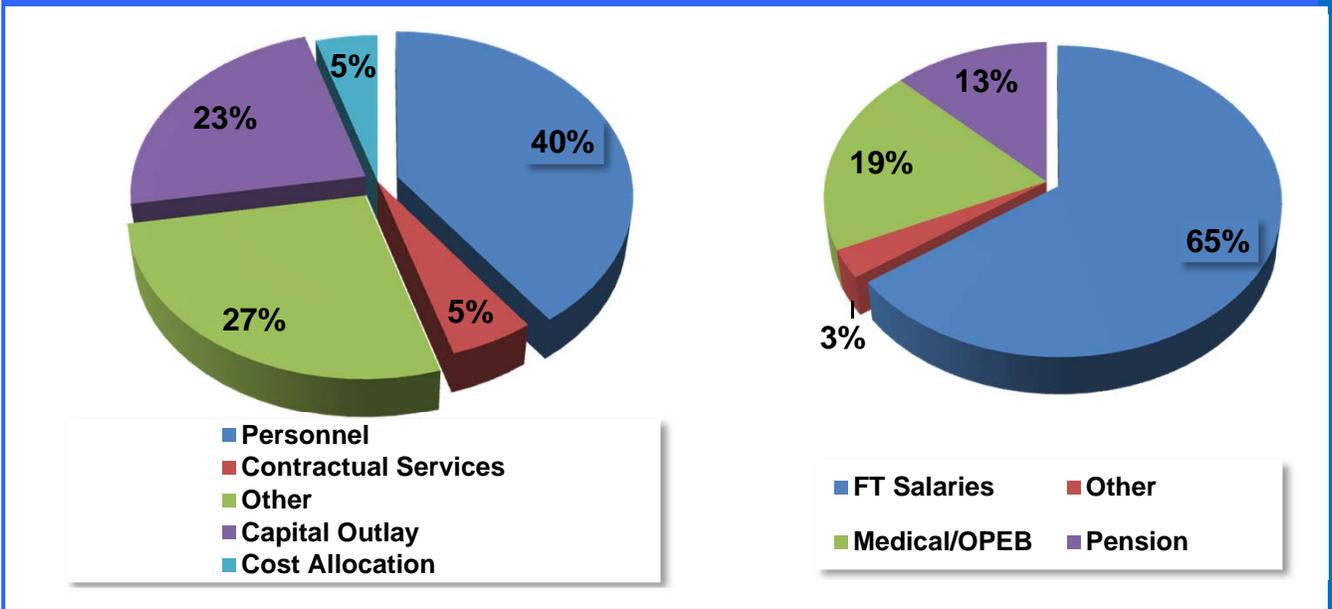
Program Summary General Fund (001)

<u>Expenditure Category</u>	<u>FY13-14 Actual</u>	<u>FY14-15 Budget</u>	<u>FY14-15 Projected</u>	<u>FY15-16 Budget</u>	<u>FY16-17 Budget</u>
Full-Time Personnel	\$ 603,531	\$ 642,588	\$ 568,000	\$ 637,000	\$ 688,000
Contractual Services	38,040	86,128	87,000	87,000	87,000
Other Operational Costs	469,791	434,063	447,000	447,000	447,000
Capital Outlay	342,561	376,200	375,000	380,000	380,000
Cost Allocation	80,028	80,021	80,000	78,000	78,000
Total Program Budget	\$ 1,533,951	\$ 1,619,000	\$ 1,557,000	\$ 1,629,000	\$ 1,680,000
% Variance			4%	5%	3%
Less: Program Revenues*	704,433	756,000	866,000	865,000	865,000
Net Program Budget	\$ 829,518	\$ 863,000	\$ 691,000	\$ 764,000	\$ 815,000

Full-Time Personnel Summary

<u>Position</u>	<u>Bargaining Unit</u>	<u>FY13-14 Budget</u>	<u>FY14-15 Budget</u>	<u>FY15-16 Budget</u>	<u>FY16-17 Budget</u>
Public Works Supervisor	MCEA	1.00	1.00	1.00	1.00
Senior Fleet Mechanic	ACEA	1.00	1.00	1.00	1.00
Sr Management Analyst	MCEA	0.25	0.25	-	-
Management Analyst	MCEA			0.25	0.25
Fleet Mechanic	ACEA	3.00	3.00	3.00	3.00
Totals		5.25	5.25	5.25	5.25

Expenditures by Category / Personnel



* Includes cost allocation charges to other City programs.

Program Description

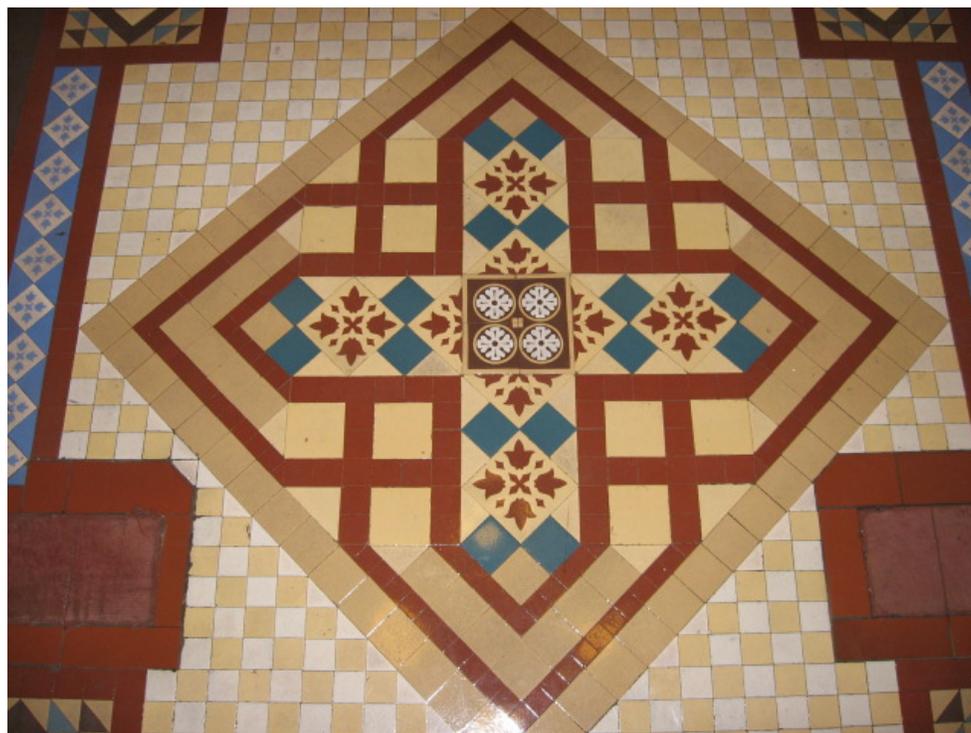
Facility Maintenance provides and manages maintenance and emergency structural repairs for all City facilities, including City Hall, City Hall West, branch libraries, fire stations, recreation centers, and maintenance centers. The program also delivers paper stock and retrieves files for all City departments. 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 / Significant 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 is a result of the recently updated Cost Allocation Plan.



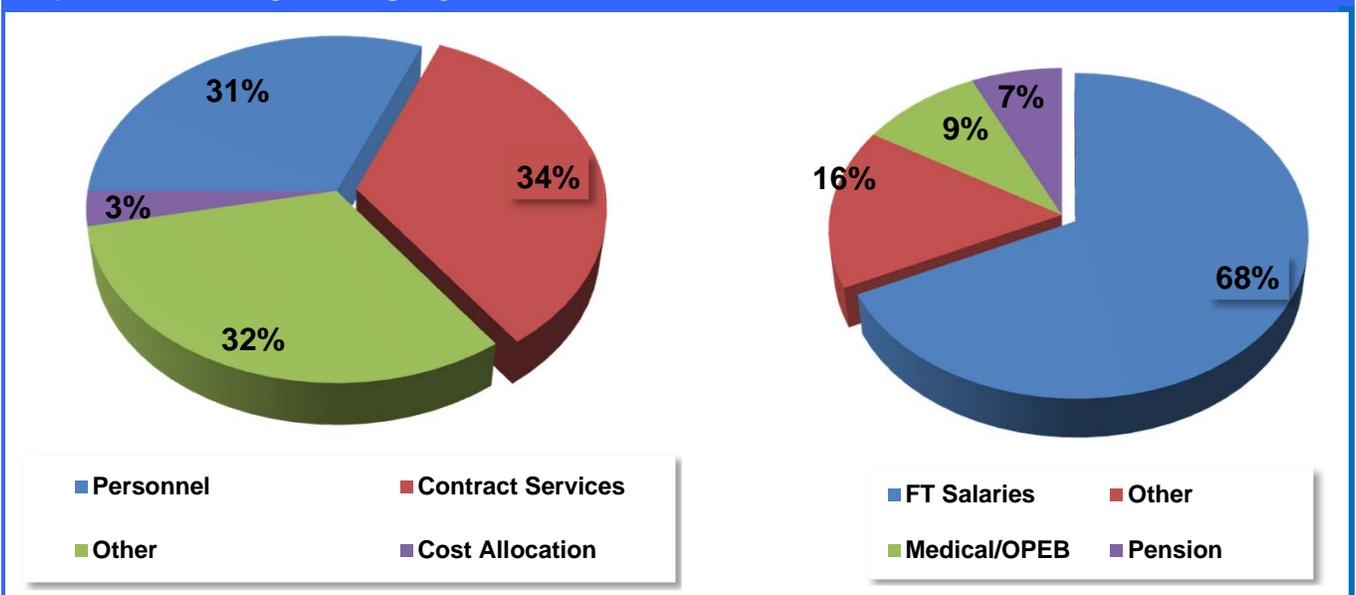
Summary of Expenditures and Revenues General Fund (001)

<u>Expenditure Category</u>	<u>FY13-14 Actual</u>	<u>FY14-15 Budget</u>	<u>FY14-15 Projected</u>	<u>FY15-16 Budget</u>	<u>FY16-17 Budget</u>
Full-Time Personnel	\$ 211,773	\$ 260,457	\$ 260,000	\$ 272,000	\$ 284,000
Contractual Services	210,003	355,375	288,000	310,000	296,000
Other Operational Costs	244,501	264,386	271,000	280,000	285,000
Capital Outlay	-	-	-	10,000	10,000
Cost Allocation	26,772	26,782	27,000	29,000	29,000
Total Program Budget	\$ 693,049	\$ 907,000	\$ 846,000	\$ 901,000	\$ 904,000
% Variance			-22%	7%	0%
Less: Program Revenues	-	-	-	-	-
Net Program Budget	\$ 693,049	\$ 907,000	\$ 846,000	\$ 901,000	\$ 904,000

Full-Time Personnel Summary

<u>Position</u>	<u>Bargaining Unit</u>	<u>FY13-14 Budget</u>	<u>FY14-15 Budget</u>	<u>FY15-16 Budget</u>	<u>FY16-17 Budget</u>
Public Works Supervisor	MCEA	0.20	0.20	0.20	0.20
Public Works Team Leader	ACEA	1.00	1.00	1.00	1.00
Public Works Maintenance Worker II	ACEA	1.30	1.30	1.30	1.30
Totals		2.50	2.50	2.50	2.50

Expenditures by Category / Personnel



* Includes cost allocation charges to other City programs.

