

General Services



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Description

The Department of General Services provides City departments with comprehensive fleet and facilities management services, largely by providing a dependable fleet of over 4,500 motive vehicles and equipment and maintaining approximately 1,600 buildings and City facilities. For 2023, the Fleet Operations Division was ranked in the top 50 by Government Fleets Top 50 Leading Fleets Awards, 91st in the Top 100 Best Fleets in the Americas, and 26th in the NAFA Green Fleet Awards, Best Policies and Procedures NAFA Green Fleet. The Facilities Services Division provides a variety of maintenance, repair, modernization, and improvements to City facilities and for all asset owning departments including General Fund, with the focus on customer service. The Department provides the core services listed below in support of the city and overall City operations:

- Repair and Maintenance of over 4,500 Motive Vehicles and Equipment
- Acquisition and Disposition Services for Motive Vehicles and Equipment
- Fuel System Management
- Telematics System Management
- 24 Hour Fuel Availability/Delivery
- 24 Hour Maintenance and Monitoring of 15 Fueling Locations
- 24 Hour Road Call Services
- Maintenance of 19 Car/Truck Wash Facilities
- Maintenance of a Citywide Rental Fleet, exceeding 100 motive vehicles and equipment Citywide
- Citywide Driver/Operator Training
- Citywide Metal Fabrication & Welding Services
- Asset Management, Maintenance and Repair Tracking, and Lifecycle Analysis
- Repair and Maintenance of approximately 1,600 City Facilities
- 24 Hour Emergency Facilities Response
- Support to Homelessness Shelter efforts
- Plumbing, electrical, HVAC, carpentry, roofing, locksmith, painting, and plastering services
- Custodial services at the City Administration Building, City Operations Building and the Central Library
- Capital Improvements planning and repairs

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- Elevator maintenance and repairs management
- Building fire alarm and suppression system repairs Management
- Support to the City's Climate Action Plan

The vision is:

An award-winning Department recognized for its excellent customer service, safety, dependability, and environmentally sound initiatives.

The mission is:

Provide our customers with comprehensive fleet and facility management services by delivering environmentally sustainable, safe, equitable and dependable solutions.

Goals and Objectives

Goal 1: Provide quality fleet services efficiently and economically.

- Prioritize Communities of Concern as we support the City's Zero Emissions Municipal Buildings and Operations Policy (ZEMBOP).

Goal 2: Advance a Green Fleet and Sustainable Building program.

- Continue to provide support for the Zero Emissions Building Program which will improve the overall conditions and functions of our facilities for all residents.
- Continue to introduce electric vehicles into the City's Fleet in alignment with the Strategic Plan & Climate Action Plan.
- Install and prioritize Electrical Vehicle infrastructure to support the City's fleet in Communities of Concern.

Goal 3: Continue to develop a trained and certified team of professionals.

- Recruit and maintain a skilled and professional workforce that is representative of the communities we serve.
- Promote professional certifications throughout all levels of the organization.

Goal 4: Improve internal controls and accountability.

- Continue to prioritize the implementation of Enterprise Asset Management systems and appropriate staffing to support ongoing improvements and roll out in order to improve facility conditions in Communities of Concern
- Monitor costs associated with vehicle and facility repairs and maintenance to ensure their alignment with industry benchmarks.

Goal 5: Provide quality, safe, equitable and reliable facility services.

- Prioritize facility improvements in Communities of Concern.
- Prioritize capital projects in Communities of Concern.
- Continue to support the City's unsheltered population with maintenance and development of new shelters.

Budget Equity Impact Statement

Equity Highlights
<i>Examples from the current fiscal year.</i> <ul style="list-style-type: none">• Developing a maintenance action plan for all assets to ensure facilities repairs & maintenance are funded and prioritized equally.• Reduction of greenhouse gas emissions in Communities of Concern via the Fleet Electrification and ZEMBOP programs.
Budget Equity Lens Summary
Ongoing Operations <i>Is there an opportunity to adjust the department's ongoing operations to address a disparity?</i> No Facilities Services and Fleet Operations divisions continue to focus on core functions and balancing priorities with limited resources. Where the opportunity exists, known disparities are factored into operational decisions.
Budget Adjustment(s) <i>Do the Budget Adjustments address a disparity?</i> Yes The addition of positions may address disparities by hiring personnel to support a more diverse work force. These positions will also increase our ability to perform repairs and maintenance on projects in Communities of Concern. In addition, several needs for contractual services may provide the City with opportunities to enlist services with companies owned by minority, women, veteran, or similarly owned businesses.

Key Performance Indicators

Performance Indicator	Definition	Baseline	FY2024 Performance	Goal
Facilities Preventative Maintenance ¹	Percentage of preventative maintenance compared to the total maintenance activities	12.50%	13.92%	70.0%
Time to complete medium priority Facilities work orders	Average number of days to complete a request for medium priority (routine) repairs	41	29	30
Availability of Priority 1 Vehicles	Percentage of active Priority 1 vehicles that are currently available for use, and not currently out of service for repairs or maintenance	88.51%	82.58%	90.0%
Fleet Electrification ²	Percentage of Fleet vehicles powered or supplemented by a stored or outside electric source (EV)	3.29%	4.92%	100%
Fleet Greenhouse Gas Reduction	Greenhouse Gas reduction from municipal vehicles (metric tons)	15,389	19,107	19,788

¹ The overall goal of 70.0% is a result of incremental yearly goals starting in Fiscal Year 2024 and ending in Fiscal Year 2028. Assumptions include access to available resources, having an updated maintenance schedule in SAP, and developing an efficient strategy to support the Preventative Maintenance program.

² The overall goal is 90.0% with 100% of light duty vehicles and 75% of medium duty and heavy duty vehicles being electric by Fiscal Year 2035 per the City's Climate Action Plan.

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Department Summary

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
FTE Positions (Budgeted)	402.75	405.75	410.75	5.00
Personnel Expenditures	\$ 40,881,620	\$ 45,259,085	\$ 48,993,340	\$ 3,734,255
Non-Personnel Expenditures	105,431,874	127,604,541	128,511,222	906,681
Total Department Expenditures	\$ 146,313,494	\$ 172,863,626	\$ 177,504,562	\$ 4,640,936
Total Department Revenue	\$ 148,033,940	\$ 146,559,291	\$ 151,955,164	\$ 5,395,873

General Fund

Department Expenditures

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Facilities	\$ 24,807,627	\$ 26,076,632	\$ 24,817,282	\$ (1,259,350)
Facilities Services	149,423	841,818	(102,406)	(944,224)
Total	\$ 24,957,050	\$ 26,918,450	\$ 24,714,876	\$ (2,203,574)

Department Personnel

	FY2023 Budget	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Facilities	177.50	179.50	185.50	6.00
Facilities Services	0.00	1.00	0.00	(1.00)
Total	177.50	180.50	185.50	5.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	\$ 1,757,542	\$ -
Public Utilities Support Addition of 1.00 HVACR Technician, 1.00 Plumber, 1.00 Electrician, and associated revenue to repair and maintain the Public Utilities Department's facilities.	3.00	349,181	347,962
Citywide Facility Job Order Contracting Addition of 1.00 Project Officer 1, and 1.00 Program Coordinator to support citywide facility related Job Order Contracting processes for operations and maintenance activities.	2.00	231,044	-
Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	(16,098)	-

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Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment	0.00	(61,994)	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
Executive Approval to Fill Vacancies	0.00	(128,735)	-
Addition of estimated savings associated with the implementation of the Executive Approval to Fill Vacancies process.			
Operational Efficiency Reduction	0.00	(538,369)	-
Reduction of non-personnel expenditures for facilities maintenance and repairs to meet Citywide operational efficiency targets.			
One-Time Reductions and Annualizations	0.00	(750,000)	-
Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2024.			
General Services Materials and Contracts	0.00	(3,046,145)	-
Reduction of one-time non-personnel expenditures associated with repair and maintenance for electrical, HVAC, plumbing, carpentry, roofing, painting, and plastering, which will be supported in the Infrastructure Fund.			
Total	5.00 \$	(2,203,574) \$	347,962

Expenditures by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
PERSONNEL				
Personnel Cost	\$ 9,515,382	\$ 11,049,310	\$ 12,884,260	\$ 1,834,950
Fringe Benefits	6,924,316	6,800,142	7,174,224	374,082
PERSONNEL SUBTOTAL	16,439,697	17,849,452	20,058,484	2,209,032
NON-PERSONNEL				
Supplies	\$ 2,835,433	\$ 2,869,146	\$ 470,421	\$ (2,398,725)
Contracts & Services	4,080,780	4,519,140	2,561,680	(1,957,460)
<i>External Contracts & Services</i>	<i>2,027,038</i>	<i>2,457,451</i>	<i>578,352</i>	<i>(1,879,099)</i>
<i>Internal Contracts & Services</i>	<i>2,053,742</i>	<i>2,061,689</i>	<i>1,983,328</i>	<i>(78,361)</i>
Information Technology	534,807	692,414	676,316	(16,098)
Energy and Utilities	543,261	572,735	564,056	(8,679)
Other	563	5,000	5,000	-
Capital Expenditures	111,947	-	-	-
Debt	410,562	410,563	378,919	(31,644)
NON-PERSONNEL SUBTOTAL	8,517,353	9,068,998	4,656,392	(4,412,606)
Total	\$ 24,957,050	\$ 26,918,450	\$ 24,714,876	\$ (2,203,574)

Revenues by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Charges for Services	\$ 3,727,221	\$ 4,223,756	\$ 4,571,718	\$ 347,962

General Services

Revenues by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Other Revenue	4,697	-	-	-
Total	\$ 3,731,917	\$ 4,223,756	\$ 4,571,718	\$ 347,962

Personnel Expenditures

Job Number	Job Title / Wages	FY2023 Budget	FY2024 Budget	FY2025 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	2.00	2.00	2.00	\$ 46,777 - 56,281	\$ 112,562
20000012	Administrative Aide 1	1.00	1.00	1.00	55,036 - 66,266	62,611
20000024	Administrative Aide 2	1.00	1.00	1.00	63,360 - 76,360	63,360
20000242	Apprentice 2-Electrician (5 Yr)	2.00	2.00	2.00	72,742 - 85,571	145,484
20000246	Apprentice 2-HVACR Technician	1.00	0.00	0.00	70,772 - 89,668	-
20001140	Assistant Department Director	0.00	1.00	1.00	96,395 - 365,173	230,784
20000119	Associate Management Analyst	1.00	3.00	3.00	80,424 - 97,203	236,063
20000201	Building Maintenance Supervisor	10.00	10.00	10.00	96,438 - 116,670	1,161,112
20000205	Building Service Supervisor	2.00	2.00	2.00	61,722 - 74,634	148,148
20000224	Building Service Technician	20.00	20.00	20.00	44,527 - 53,026	1,021,955
20000202	Building Supervisor	4.00	4.00	4.00	53,659 - 64,409	244,614
20000234	Carpenter	15.00	15.00	15.00	64,059 - 76,644	1,082,047
20000235	Carpenter Supervisor	2.00	2.00	2.00	73,214 - 88,639	175,505
20000617	Construction Estimator	1.00	1.00	1.00	71,772 - 86,803	82,154
20000354	Custodian 2	17.50	17.50	17.50	38,711 - 46,054	757,627
20000355	Custodian 3	1.00	1.00	1.00	42,360 - 50,129	42,360
20001168	Deputy Director	1.00	1.00	1.00	72,886 - 268,057	204,828
20000408	Electrician	13.00	13.00	14.00	74,556 - 89,489	1,194,901
20000413	Electrician Supervisor	1.00	1.00	1.00	85,840 - 103,774	103,344
20000500	Heating, Ventilation, and Air Conditioning Supervisor	2.00	2.00	2.00	94,594 - 114,431	228,862
20000833	HVACR Technician	14.00	15.00	16.00	82,213 - 98,646	1,490,173
20000293	Information Systems Analyst 3	1.00	1.00	1.00	90,015 - 108,805	108,805
20000613	Locksmith	2.00	2.00	2.00	59,100 - 70,657	129,757
20000667	Painter	20.00	19.00	19.00	55,582 - 66,812	1,206,090
20000668	Painter Supervisor	2.00	2.00	2.00	63,928 - 77,278	152,692
20000680	Payroll Specialist 2	1.00	1.00	1.00	54,075 - 65,305	54,075
20000709	Plasterer	2.00	3.00	3.00	60,804 - 72,886	195,670
20000711	Plumber	12.00	12.00	13.00	72,755 - 87,328	1,111,411
20000713	Plumber Supervisor	1.00	1.00	1.00	83,766 - 101,267	101,267
20001234	Program Coordinator	1.00	1.00	2.00	36,814 - 214,004	275,390
20001222	Program Manager	1.00	1.00	1.00	72,886 - 268,057	173,710
20000761	Project Officer 1	3.00	3.00	3.00	99,676 - 120,342	349,422
20000763	Project Officer 2	0.00	0.00	1.00	114,879 - 138,857	132,627
20000842	Roofer	8.00	8.00	8.00	58,444 - 70,024	534,990
20000841	Roofing Supervisor	1.00	1.00	1.00	67,096 - 81,210	79,586
20000847	Safety Officer	1.00	1.00	1.00	80,086 - 96,743	96,743

General Services

Personnel Expenditures

Job Number	Job Title / Wages	FY2023 Budget	FY2024 Budget	FY2025 Adopted	Salary Range	Total
20000222	Senior Building Maintenance Supervisor	1.00	1.00	1.00	103,780 - 125,540	103,780
20000966	Senior HVACR Technician	7.00	7.00	7.00	86,310 - 103,594	718,942
20000826	Senior Locksmith	1.00	1.00	1.00	62,071 - 74,284	62,071
20000970	Supervising Management Analyst	1.00	1.00	1.00	94,669 - 114,682	114,682
	Budgeted Personnel					(1,916,344)
	Expenditure Savings					
	Electrician Cert Pay					13,885
	Night Shift Pay					4,606
	Overtime Budgeted					151,504
	Standby Pay					34,200
	Termination Pay Annual					34,044
	Leave					
	Vacation Pay In Lieu					72,161
FTE, Salaries, and Wages Subtotal		177.50	180.50	185.50		\$ 12,884,260

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Fringe Benefits				
Employee Offset Savings	\$ 724,403	\$ 20,480	\$ 25,526	\$ 5,046
Flexible Benefits	1,764,231	1,859,247	2,119,460	260,213
Long-Term Disability	46,080	38,217	46,310	8,093
Medicare	149,705	157,296	186,283	28,987
Other Post-Employment Benefits	818,495	818,742	662,080	(156,662)
Retiree Medical Trust	17,004	20,112	25,120	5,008
Retirement 401 Plan	60,198	73,020	94,345	21,325
Retirement ADC	2,457,464	2,998,011	3,158,337	160,326
Retirement DROP	13,234	14,153	14,507	354
Risk Management Administration	199,138	185,328	221,760	36,432
Supplemental Pension Savings Plan	217,041	226,733	216,598	(10,135)
Unemployment Insurance	11,793	12,346	13,180	834
Workers' Compensation	445,530	376,457	390,718	14,261
Fringe Benefits Subtotal	\$ 6,924,316	\$ 6,800,142	\$ 7,174,224	\$ 374,082
Total Personnel Expenditures			\$ 20,058,484	

Fleet Operations Operating Fund

Department Expenditures

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Fleet Administration	\$ 23,086,022	\$ 24,145,545	\$ 25,002,248	\$ 856,703
Fleet Maintenance	42,218,871	44,770,597	45,663,682	893,085
Vehicle Acquisition	724,202	809,975	542,896	(267,079)
Total	\$ 66,029,095	\$ 69,726,117	\$ 71,208,826	\$ 1,482,709

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Department Personnel

	FY2023 Budget	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Fleet Administration	38.00	40.00	40.00	0.00
Fleet Maintenance	180.25	179.25	179.25	0.00
Vehicle Acquisition	7.00	6.00	6.00	0.00
Total	225.25	225.25	225.25	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	\$ 1,525,223	\$ -
Support for Fuel Expenditures Adjustment of non-personnel expenditures and revenue associated with a change in the cost of fuel.	0.00	810,137	884,455
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	606,656	-
Fleet Focus Software Addition of non-personnel expenditures to support Fleet Focus upgrades specific to vehicle repair and diagnostics.	0.00	255,508	-
Kearny Mesa Repair Facility Addition of non-personnel expenditures, including security and janitorial contracts as well as permitting fees to support the maintenance and operations of the new Kearny Mesa Repair Facility.	0.00	225,000	-
Chollas Yard Parking Expansion Addition of non-personnel expenditures associated with expanding parking at the Chollas Operations Yard.	0.00	107,997	-
Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	63,050	-
Operational Efficiency Reduction of non-personnel expenditures by shifting to lower-cost parts (non-original equipment manufacturer parts) for out-of-warranty vehicles.	0.00	(218,350)	-
One-Time Additions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2024.	0.00	(431,038)	(3,625,221)
Assignment Fee Rate Relief Reduction of one-time non-personnel expenditures due to a pause of assignment fees for the Fleet Operations Operating Fund.	0.00	(652,474)	-

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Significant Budget Adjustments

	FTE	Expenditures	Revenue
Fuel Reduction Reduction of non-personnel expenditures and associated revenue for fuel related to the education and enforcement of the City's vehicle anti-idling policy.	0.00	(809,000)	(873,484)
Revised Usage Fees Adjustment to reflect revised usage fee revenue projections.	0.00	-	7,346,073
Revised Interest on Pooled Investments Adjustment to reflect revised interest revenue projections.	0.00	-	(100,000)
Total	0.00	\$ 1,482,709	\$ 3,631,823

Expenditures by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
PERSONNEL				
Personnel Cost	\$ 14,147,452	\$ 16,318,089	\$ 18,165,691	\$ 1,847,602
Fringe Benefits	10,293,886	11,091,544	10,769,165	(322,379)
PERSONNEL SUBTOTAL	24,441,338	27,409,633	28,934,856	1,525,223
NON-PERSONNEL				
Supplies	\$ 16,781,722	\$ 16,167,456	\$ 15,937,556	\$ (229,900)
Contracts & Services	5,971,957	5,448,592	5,506,126	57,534
<i>External Contracts & Services</i>	<i>3,998,339</i>	<i>4,104,088</i>	<i>4,479,132</i>	<i>375,044</i>
<i>Internal Contracts & Services</i>	<i>1,973,618</i>	<i>1,344,504</i>	<i>1,026,994</i>	<i>(317,510)</i>
Information Technology	1,972,576	2,222,138	2,516,469	294,331
Energy and Utilities	16,800,068	18,471,898	18,253,819	(218,079)
Other	5,300	6,400	5,000	(1,400)
Capital Expenditures	56,134	-	55,000	55,000
NON-PERSONNEL SUBTOTAL	41,587,756	42,316,484	42,273,970	(42,514)
Total	\$ 66,029,095	\$ 69,726,117	\$ 71,208,826	\$ 1,482,709

Revenues by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Charges for Services	\$ 61,990,690	\$ 71,173,727	\$ 74,972,195	\$ 3,798,468
Other Revenue	42,716	38,349	40,000	1,651
Rev from Money and Prop	86,699	140,000	-	(140,000)
Transfers In	-	28,296	-	(28,296)
Total	\$ 62,120,106	\$ 71,380,372	\$ 75,012,195	\$ 3,631,823

Personnel Expenditures

Job Number	Job Title / Wages	FY2023 Budget	FY2024 Budget	FY2025 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	2.00	2.00	2.00	\$ 46,777 - 56,281	\$ 112,562
20000024	Administrative Aide 2	1.00	1.00	2.00	63,360 - 76,360	149,230
20000254	Apprentice 2-Fleet Technician	1.00	1.00	1.00	61,436 - 77,847	61,436
20000443	Assistant Fleet Technician	27.00	27.00	28.00	59,063 - 70,391	1,883,504
21000175	Assistant Trainer	1.00	0.00	0.00	64,593 - 78,496	-

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Personnel Expenditures

Job Number	Job Title / Wages	FY2023 Budget	FY2024 Budget	FY2025 Adopted	Salary Range	Total
20000119	Associate Management Analyst	2.00	2.00	2.00	80,424 - 97,203	158,262
21000754	Auto Parts Stock Clerk	0.00	1.00	9.00	40,550 - 48,962	401,908
20000193	Body and Fender Mechanic	5.00	5.00	5.00	63,841 - 76,557	382,785
20001101	Department Director	1.00	1.00	1.00	96,395 - 365,173	259,449
20001168	Deputy Director	1.00	1.00	1.00	72,886 - 268,057	210,080
20000426	Equipment Operator 1	0.00	0.00	1.00	52,917 - 63,382	52,917
20000430	Equipment Operator 2	1.00	1.00	1.00	62,115 - 74,284	62,115
20000438	Equipment Painter	2.00	2.00	2.00	63,841 - 76,557	153,114
20000433	Equipment Trainer	2.00	3.00	3.00	64,190 - 77,605	232,815
21000191	Fleet Attendant	2.00	2.00	1.00	42,779 - 50,863	50,863
20000774	Fleet Manager	5.00	5.00	5.00	114,296 - 138,432	679,184
20000183	Fleet Parts Buyer	6.00	6.00	5.00	60,236 - 72,952	334,102
20000182	Fleet Parts Buyer Supervisor	1.00	1.00	1.00	70,996 - 86,355	76,241
20000062	Fleet Repair Supervisor	10.00	10.00	10.00	96,967 - 117,386	1,151,023
21000195	Fleet Team Leader	11.00	11.00	11.00	80,735 - 99,072	1,065,369
20000420	Fleet Technician	89.25	89.25	89.25	71,556 - 85,840	7,341,577
20000293	Information Systems Analyst 3	1.00	1.00	1.00	90,015 - 108,805	108,805
20000618	Machinist	1.00	1.00	1.00	66,397 - 79,506	66,397
20000439	Master Fleet Technician	16.00	16.00	16.00	77,019 - 92,243	1,411,336
20000620	Metal Fabrication Services Supervisor	0.00	1.00	1.00	86,332 - 104,535	86,332
20000644	Metal Fabrication Supervisor	2.00	2.00	2.00	75,093 - 90,810	181,620
20000445	Motive Service Technician	2.00	2.00	1.00	45,707 - 54,752	54,752
20000680	Payroll Specialist 2	1.00	1.00	1.00	54,075 - 65,305	53,638
20001234	Program Coordinator	2.00	1.00	0.00	36,814 - 214,004	-
20001222	Program Manager	2.00	2.00	3.00	72,886 - 268,057	509,549
20001042	Safety and Training Manager	0.00	1.00	1.00	92,310 - 111,878	107,621
20000847	Safety Officer	1.00	1.00	1.00	80,086 - 96,743	96,743
20000015	Senior Management Analyst	1.00	1.00	1.00	88,289 - 106,773	106,773
20000951	Stock Clerk	9.00	8.00	0.00	40,550 - 48,962	-
20000955	Storekeeper 1	4.00	4.00	4.00	46,712 - 56,019	216,693
20000970	Supervising Management Analyst	2.00	2.00	2.00	94,669 - 114,682	229,364
20001041	Training Supervisor	1.00	1.00	1.00	82,079 - 99,229	82,079
20001058	Welder	10.00	9.00	9.00	63,841 - 76,557	674,937
	ASE Cert					87,672
	ASE Master Cert					50,960
	Budgeted Personnel Expenditure Savings					(2,001,613)
	Class B					73,060
	Collison Repair Cert					1,664
	Exceptional Performance Pay-Classified					3,000
	Night Shift Pay					234,011
	Other Certification Pays					9,261
	Overtime Budgeted					690,000

General Services

Personnel Expenditures

Job Number	Job Title / Wages	FY2023 Budget	FY2024 Budget	FY2025 Adopted	Salary Range	Total
	Plant/Tank Vol Cert Pay					23,430
	Standby Pay					20,674
	Termination Pay Annual Leave					65,552
	Vacation Pay In Lieu					91,925
	Welding Certification					10,920
FTE, Salaries, and Wages Subtotal		225.25	225.25	225.25		\$ 18,165,691

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Fringe Benefits				
Employee Offset Savings	\$ 751,516	\$ 34,984	\$ 26,163	\$ (8,821)
Flexible Benefits	2,485,723	2,648,843	2,802,614	153,771
Insurance	983	-	-	-
Long-Term Disability	60,911	53,042	60,853	7,811
Medicare	207,148	224,076	251,084	27,008
Other Post-Employment Benefits	1,029,754	1,093,710	812,083	(281,627)
Retiree Medical Trust	19,530	22,183	27,227	5,044
Retirement 401 Plan	70,147	82,975	99,018	16,043
Retirement ADC	3,973,399	5,279,317	4,904,415	(374,902)
Retirement DROP	46,922	52,790	58,784	5,994
Risk Management Administration	250,684	247,426	272,003	24,577
Supplemental Pension Savings Plan	425,932	443,635	466,336	22,701
Unemployment Insurance	15,577	17,000	17,295	295
Workers' Compensation	955,659	891,563	971,290	79,727
Fringe Benefits Subtotal	\$ 10,293,886	\$ 11,091,544	\$ 10,769,165	\$ (322,379)
Total Personnel Expenditures			\$ 28,934,856	

Fleet Operations Replacement Fund

Department Expenditures

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Fleet Administration	\$ 119	\$ -	\$ -	\$ -
Fleet Maintenance	107,219	-	-	-
Vehicle Acquisition	55,220,012	76,219,059	81,580,860	5,361,801
Total	\$ 55,327,350	\$ 76,219,059	\$ 81,580,860	\$ 5,361,801

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Support for Vehicle Acquisitions	0.00	\$ 6,400,898	\$ -
Addition of non-personnel expenditures to support the purchase of vehicle replacements based on the Vehicle Replacement Schedule.			

General Services

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment	0.00	(1,039,097)	-
Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.			
Revised Fleet Assignment Fee Revenue	0.00	-	2,068,562
Adjustment to reflect revised assignment fee revenue projections.			
Revised Fleet Assignment Fee Revenue Due to Rate Relief	0.00	-	(652,474)
Adjustment to reflect revised assignment fee revenue projections as a result of rate relief provided to the Fleet Operations Operating Fund.			
Total	0.00	\$ 5,361,801	\$ 1,416,088

Expenditures by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
PERSONNEL				
Personnel Cost	\$ 363	\$ -	\$ -	-
Fringe Benefits	221	-	-	-
PERSONNEL SUBTOTAL	585	-	-	-
NON-PERSONNEL				
Supplies	\$ 859,353	\$ -	\$ -	-
Contracts & Services	178,681	-	-	-
<i>External Contracts & Services</i>	2,848	-	-	-
<i>Internal Contracts & Services</i>	175,833	-	-	-
Capital Expenditures	40,215,075	58,251,465	64,652,363	6,400,898
Debt	14,073,657	17,967,594	16,928,497	(1,039,097)
NON-PERSONNEL SUBTOTAL	55,326,765	76,219,059	81,580,860	5,361,801
Total	\$ 55,327,350	\$ 76,219,059	\$ 81,580,860	\$ 5,361,801

Revenues by Category

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Charges for Services	\$ 60,455,570	\$ 44,625,163	\$ 46,041,251	1,416,088
Other Revenue	21,726,346	26,330,000	26,330,000	-
Total	\$ 82,181,917	\$ 70,955,163	\$ 72,371,251	\$ 1,416,088

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Fringe Benefits				
Flexible Benefits	\$ 89	\$ -	\$ -	-
Long-Term Disability	1	-	-	-
Medicare	13	-	-	-
Other Post-Employment Benefits	41	-	-	-
Retiree Medical Trust	1	-	-	-

General Services

	FY2023 Actual	FY2024 Budget	FY2025 Adopted	FY2024-2025 Change
Retirement 401 Plan	4	-	-	-
Retirement ADC	50	-	-	-
Risk Management Administration	8	-	-	-
Unemployment Insurance	-	-	-	-
Workers' Compensation	14	-	-	-
Fringe Benefits Subtotal	\$ 221	\$ -	\$ -	-
Total Personnel Expenditures		\$ -	-	

General Services

Revenue and Expense Statement (Non-General Fund)

Fleet Operations Operating Fund	FY2023 Actual	FY2024* Budget	FY2025** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 1,456,901	\$ (431,082)	\$ (1,142,468)
Continuing Appropriation - CIP	1,088,066	1,522,740	2,745,887
TOTAL BALANCE AND RESERVES	\$ 2,544,967	\$ 1,091,658	\$ 1,603,419
REVENUE			
Charges for Services	\$ 61,990,690	\$ 71,173,727	\$ 74,972,195
Other Revenue	42,716	38,349	40,000
Revenue from Use of Money and Property	86,699	140,000	-
Transfers In	-	28,296	-
TOTAL REVENUE	\$ 62,120,106	\$ 71,380,372	\$ 75,012,195
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 64,665,072	\$ 72,472,030	\$ 76,615,614
CAPITAL IMPROVEMENTS PROGRAM (CIP) EXPENSE			
CIP Expenditures	\$ 242,363	\$ 2,028,631	\$ 2,191,678
TOTAL CIP EXPENSE	\$ 242,363	\$ 2,028,631	\$ 2,191,678
OPERATING EXPENSE			
Personnel Expenses	\$ 14,147,452	\$ 16,318,089	\$ 18,165,691
Fringe Benefits	10,293,886	11,091,544	10,769,165
Supplies	16,781,722	16,167,456	15,937,556
Contracts & Services	5,971,957	5,448,592	5,506,126
Information Technology	1,972,576	2,222,138	2,516,469
Energy and Utilities	16,800,068	18,471,898	18,253,819
Other Expenses	5,300	6,400	5,000
Transfers Out***	375,000	-	-
Capital Expenditures	56,134	-	55,000
TOTAL OPERATING EXPENSE	\$ 66,404,095	\$ 69,726,117	\$ 71,208,826
EXPENDITURE OF PRIOR YEAR FUNDS			
CIP Expenditures	\$ 37,963	\$ -	\$ -
TOTAL EXPENDITURE OF PRIOR YEAR FUNDS	\$ 37,963	\$ -	\$ -
TOTAL EXPENSE	\$ 66,684,420	\$ 71,754,748	\$ 73,400,504
RESERVES			
Continuing Appropriation - CIP	\$ 1,522,740	\$ 1,522,740	\$ 2,745,887
TOTAL RESERVES	\$ 1,522,740	\$ 1,522,740	\$ 2,745,887
BALANCE	\$ (431,082)	\$ (805,458)	\$ 469,223
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 67,776,078	\$ 72,472,030	\$ 76,615,614

* At the time of publication, audited financial statements for Fiscal Year 2024 were not available. Therefore, the Fiscal Year 2024 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2024 Adopted Budget, while the beginning Fiscal Year 2024 balance amount reflects the audited Fiscal Year 2023 ending balance.

** Fiscal Year 2025 Beginning Fund Balance reflects the projected Fiscal Year 2024 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2024.

**** Transfers Out includes an inter-entity transfer between Fleet Operations Operating Fund and Fleet Operations Replacement Fund of \$375,000; this amount is not included in the Department's expenditures tables.

General Services

Revenue and Expense Statement (Non-General Fund)

Fleet Operations Replacement Fund	FY2023 Actual	FY2024* Budget	FY2025** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ (8,185,852)	\$ 2,045,942	\$ 4,587,581
Continuing Appropriation - Operating	108,402,198	125,399,970	125,399,970
TOTAL BALANCE AND RESERVES	\$ 100,216,345	\$ 127,445,912	\$ 129,987,550
REVENUE			
Charges for Services	\$ 60,455,570	\$ 44,625,163	\$ 46,041,251
Other Revenue	21,726,346	26,330,000	26,330,000
Transfers In****	375,000	-	-
TOTAL REVENUE	\$ 82,556,916	\$ 70,955,163	\$ 72,371,251
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 182,773,261	\$ 198,401,075	\$ 202,358,801
OPERATING EXPENSE			
Personnel Expenses	\$ 363	\$ -	\$ -
Fringe Benefits	221	-	-
Supplies	859,353	-	-
Contracts & Services	178,681	-	-
Capital Expenditures	40,215,075	58,251,465	64,652,363
Debt Expenses	14,073,657	17,967,594	16,928,497
TOTAL OPERATING EXPENSE	\$ 55,327,350	\$ 76,219,059	\$ 81,580,860
EXPENDITURE OF PRIOR YEAR FUNDS			
Operating Expenditures	\$ 7,974,620	\$ -	\$ -
TOTAL EXPENDITURE OF PRIOR YEAR FUNDS	\$ 7,974,620	\$ -	\$ -
TOTAL EXPENSE	\$ 55,327,350	\$ 76,219,059	\$ 81,580,860
RESERVES			
Continuing Appropriation - Operating	\$ 125,399,969	\$ 125,399,970	\$ 125,399,970
TOTAL RESERVES	\$ 125,399,969	\$ 125,399,970	\$ 125,399,970
BALANCE***	\$ 2,045,942	\$ (3,217,954)	\$ (4,622,029)
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 182,773,261	\$ 198,401,075	\$ 202,358,801

* At the time of publication, audited financial statements for Fiscal Year 2024 were not available. Therefore, the Fiscal Year 2024 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2024 Adopted Budget, while the beginning Fiscal Year 2024 balance amount reflects the audited Fiscal Year 2023 ending balance.

** Fiscal Year 2025 Beginning Fund Balance reflects the projected Fiscal Year 2024 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2024.

*** The Fleet Operations Replacement Fund reflects a negative beginning balance/ending balance and will be monitored throughout Fiscal Year 2025 to address negative balances. Additionally, the Fiscal Year 2023 Ending Balance includes an adjustment between Retained Earnings and Budgetary Fund Balance.

****Transfers In includes an inter-entity transfer between Fleet Operations Operating Fund and Fleet Operations Replacement Fund of \$375,000; this amount is not included in the Department's revenue tables.