

Fleets and Facilities Department

Department Description

The Fleets and Facilities Department (FFD) was created on January 1, 2001, as part of a reorganization of City government. The Fleets and Facilities Department has three major operating functions: Capital Programs, Facility Operations, and Fleet Services.

The Capital Programs division oversees the design, construction, commissioning, and initial departmental occupancy of many City facilities. Staff from this division is responsible for implementation of the Fire Facilities and Emergency Response Levy program.

The Facility Operations division maintains many of the City's buildings, including office buildings, parking facilities, maintenance facilities, police and fire stations, and some community facilities. The division operates the City's central warehousing function and City mailroom. Facility Operations also houses the asset planning unit that manages strategic and capital planning for the City's non-utility real estate portfolio, provides day-to-day property management, and offers basic real estate services and advice.

The Fleet Services division purchases, maintains, and repairs the City's vehicles and specialized equipment, including cars, light trucks, fire apparatus, and heavy equipment. The division also manages a centralized motor pool, and provides fuel for the City's fleet.

Policy and Program Changes

As part of a reorganization of City government, the Department of Finance and Administrative Services (FAS) was created on August 30, 2010. The new department includes the entirety of the Fleets and Facilities Department (FFD). This section shows the FFD budget information for 2009 and 2010 as reference; budget information for 2011 and 2012 is included in the FAS budget chapter.

City Council Provisos

There are no Council provisos.

Fleets and Facilities

Appropriations	Summit Code	2009 Actual	2010 Adopted	2011 Adopted	2012 Endorsed
Administration Budget Control Level	A1000-FFD	3,747,023	3,906,540	0	0
Facility Operations Budget Control Level	A3000-FFD	69,669,833	67,381,858	0	0
Fleet Services Budget Control Level					
Vehicle Fueling		6,279,554	8,662,833	0	0
Vehicle Leasing		17,533,838	15,436,053	0	0
Vehicle Maintenance		19,298,193	18,539,648	0	0
Fleet Services Budget Control Level	A2000-FFD	43,111,584	42,638,533	0	0
Judgment and Claims Budget Control Level	A4000-FFD	477,386	477,386	0	0
Technical Services Budget Control Level	A3100-FFD	3,099,766	2,997,886	0	0
Department Total		120,105,593	117,402,203	0	0
Department Full-time Equivalents Total*		295.50	295.50	0.00	0.00

** FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

Resources	2009 Actual	2010 Adopted	2011 Adopted	2012 Endorsed
General Subfund	3,279,492	2,908,761	0	0
Other	116,826,100	114,493,442	0	0
Department Total	120,105,593	117,402,203	0	0

Administration Budget Control Level

Purpose Statement

The purpose of the Administration Budget Control Level is to provide executive leadership and a range of planning and support functions, including policy and strategic analysis, budget development and monitoring, financial analysis and reporting, accounting services, information technology services, human resource services, office administration, and central departmental services such as contract review and legislative coordination. These functions promote solid business systems, optimal resource allocation, and compliance with Citywide financial, technology, and personnel policies.

Summary

This Budget Control Level is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

Expenditures/FTE	2009	2010	2011	2012
	Actual	Adopted	Adopted	Endorsed
Administration	3,747,023	3,906,540	0	0
Full-time Equivalents Total*	31.50	31.50	0.00	0.00

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Fleets and Facilities

Facility Operations Budget Control Level

Purpose Statement

The purpose of the Facility Operations Budget Control Level is to manage most of the City's general government facilities, including the downtown civic campus, police precincts, fire stations, shops and yards, and several parking facilities. Functions include property management, environmental analysis, implementation of environmentally sustainable facility investments, facility maintenance and repair, janitorial services, security services, and event scheduling. The Facility Operations team is also responsible for warehouse, real estate, and mail services throughout the City. These functions promote well-managed, clean, safe, and highly efficient buildings and grounds that house City employees and serve the public.

Summary

This Budget Control Level is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

Expenditures/FTE	2009 Actual	2010 Adopted	2011 Adopted	2012 Endorsed
Facility Operations	69,669,833	67,381,858	0	0
Full-time Equivalents Total*	103.50	103.50	0.00	0.00

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Fleets and Facilities

Fleet Services Budget Control Level

Purpose Statement

The purpose of the Fleet Services Budget Control level is to buy, maintain, and replace City vehicles and heavy equipment, manage a Citywide motor pool and provide fueling services while supporting environmentally sustainable fleets goals and best practices.

Program Expenditures

	2009	2010	2011	2012
	Actual	Adopted	Adopted	Endorsed
Vehicle Fueling	6,279,554	8,662,833	0	0
Vehicle Leasing	17,533,838	15,436,053	0	0
Vehicle Maintenance	19,298,193	18,539,648	0	0
Total	43,111,584	42,638,533	0	0
Full-time Equivalents Total *	137.50	137.50	0.00	0.00

**FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

Fleet Services: Vehicle Fueling

Purpose Statement

The purpose of the Vehicle Fueling Program is to procure, store, distribute, and manage various types of fuels, including alternative fuels, for City departments and other local agencies.

Program Summary

This Program is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

	2009	2010	2011	2012
Expenditures/FTE	Actual	Adopted	Adopted	Endorsed
Vehicle Fueling	6,279,554	8,662,833	0	0
Full-time Equivalents Total*	1.00	1.00	0.00	0.00

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Fleets and Facilities

Fleet Services: Vehicle Leasing

Purpose Statement

The purpose of the Vehicle Leasing Program is to specify, engineer, purchase, and dispose of vehicles and equipment on behalf of other City departments and local agencies. This program administers the lease program by which these FFD-procured vehicles are provided to City departments and other agencies. The program also provides motor pool services, and houses fleet administration and environmental stewardship functions.

Program Summary

This Program is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

	2009	2010	2011	2012
Expenditures/FTE	Actual	Adopted	Adopted	Endorsed
Vehicle Leasing	17,533,838	15,436,053	0	0
Full-time Equivalents Total*	11.50	11.50	0.00	0.00

** FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

Fleet Services: Vehicle Maintenance

Purpose Statement

The purpose of the Vehicle Maintenance Program is to provide vehicle and equipment outfitting, preventive maintenance, repairs, parts delivery, and related services in a safe, rapid, and prioritized manner.

Program Summary

This Program is included in the Department of Finance and Administrative Services for the 2011 Adopted Budget and 2012 Endorsed Budget.

	2009	2010	2011	2012
Expenditures/FTE	Actual	Adopted	Adopted	Endorsed
Vehicle Maintenance	19,298,193	18,539,648	0	0
Full-time Equivalents Total*	125.00	125.00	0.00	0.00

** FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

Fleets and Facilities

Judgment and Claims Budget Control Level

Purpose Statement

The Judgment and Claims Budget Control Level pays for judgments, settlements, claims, and other eligible expenses associated with legal claims and suits against the City. Premiums are based on average percentage of Judgment/Claims expenses incurred by the Department over the previous five years.

Summary

This Budget Control Level is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

	2009	2010	2011	2012
Expenditures	Actual	Adopted	Adopted	Endorsed
Judgment and Claims	477,386	477,386	0	0

Fleets and Facilities

Technical Services Budget Control Level

Purpose Statement

The purpose of the Capital Programs Program is to provide for the design, construction, commissioning, and initial departmental occupancy of many City facilities. Functions include environmental design, space planning, and project planning and management in support of FFD's Capital Improvement Program. This program also includes the Fire Facilities and Emergency Response Levy, asset preservation and renovation projects, and other major development projects.

Summary

This Program is included in the Department of Finance and Administrative Services for the 2011 Adopted and 2012 Endorsed Budget.

Expenditures/FTE	2009 Actual	2010 Adopted	2011 Adopted	2012 Endorsed
Capital Programs	3,099,766	2,997,886	0	0
Full-time Equivalents Total*	23.00	23.00	0.00	0.00

** FTE totals are provided for informational purposes only. Changes in FTEs resulting from City Council or Personnel Director actions outside of the budget process may not be detailed here.*

Fleets and Facilities

2011 - 2012 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2009 Actuals	2010 Adopted	2010 Revised	2011 Adopted	2012 Endorsed
444300	Vehicle and Equipment Repair Charges	136,836	183,503	0	0	0
444500	Fuel Sales	124,163	10,974	0	0	0
461110	Interest Earnings - Residual Cash	337,731	350,000	0	0	0
462190	Motor Pool	7,798	13,454	0	0	0
462250	Vehicle and Equipment Leases	821,469	863,215	0	0	0
462300	Parking Fees - Private at SeaPark Garage	906,148	937,910	0	0	0
462300	Parking Fees - Private at SMT Garage	963,213	1,057,644	0	0	0
462500	Bldg/Other Space Rent Charge - Private at AWC	854,345	851,042	0	0	0
462500	Bldg/Other Space Rent Charge - Private at City Hall	88,948	88,948	0	0	0
462500	Bldg/Other Space Rent Charge - Private at SMT	1,740,237	1,462,733	0	0	0
462500	Bldg/Other Space Rent Charge - Private Misc	203,631	162,793	0	0	0
462600	Other Rents and Use Charges	10,489	0	0	0	0
469990	Other Miscellaneous Revenues	312,563	195,000	0	0	0
473010	Interlocal Grants	123,999	0	0	0	0
541490	IF Administrative Fees and Charges	263,416	260,000	0	0	0
541710	IF Sales of Merchandise	(3,068)	0	0	0	0
541921	IF Property Management Service Charges	447,168	660,504	0	0	0
541930	IF Custodial/Janitorial/Security	142,770	0	0	0	0
542830	IF Mail Messenger Charges	96,277	118,808	0	0	0
542831	IF ALLOC Mail Messenger - Departments	286,962	295,571	0	0	0
542831	IF ALLOC Mail Messenger - GF	257,383	265,115	0	0	0
543210	IF Architect/Engineering Services - Capital Programs	3,062,630	3,224,670	0	0	0
543210	IF Architect/Engineering Services - CRTI	564,510	3,500,000	0	0	0
544300	IF Vehicle and Equipment Repair	10,941,260	10,285,252	0	0	0
544500	IF Fuel Sales	6,345,164	8,662,942	0	0	0
548921	IF ALLOC Warehousing Charges - Departments	1,415,202	1,457,660	0	0	0
548921	IF ALLOC Warehousing Charges - GF	15,857	16,332	0	0	0
548922	IF ALLOC Real Estate Svc Chrgs - Departments	529,351	0	0	0	0
548922	IF ALLOC Real Estate Svc Chrgs - GF	1,192,332	0	0	0	0
562150	IF Motor Pool Rental Charges	457,982	543,456	0	0	0
562250	IF Vehicle and Equipment Leases	22,235,887	22,379,272	0	0	0
562300	IF Parking Fees - SeaPark Garage	389,183	452,336	0	0	0
562300	IF Parking Fees - SMT Garage	(147,140)	265,882	0	0	0
562500	IF Building/Other Space Rental	4,389,743	5,182,472	0	0	0
562510	IF ALLOC Rent - Bldg/Other Space	50,313,038	50,881,290	0	0	0

Fleets and Facilities

2011 - 2012 Estimated Revenues for the Fleets and Facilities Fund

Summit Code	Source	2009 Actuals	2010 Adopted	2010 Revised	2011 Adopted	2012 Endorsed
562510	IF ALLOC Rent - Bldg/Other Space - GF for Small Departments	1,665,804	1,703,385	0	0	0
569990	IF Other Misc Revenue - Accounting	75,850	93,482	0	0	0
569990	IF Other Misc Revenue - Facilities	442,975	380,000	0	0	0
569990	IF Other Misc Revenue - Fleets	214,831	170,000	0	0	0
569990	IF Other Misc Revenue - GF	712,124	1,019,390	0	0	0
569990	Interfund Transfers	(836,807)	(165,000)	0	0	0
Total Revenues		112,102,254	117,830,035	0	0	0
379100	Use of (Contribution To) Fund Balance	0	3,072,166	0	0	0
Total Resources		112,102,254	120,902,201	0	0	0

Fleets and Facilities

Fleets and Facilities Fund

	2009 Actuals	2010 Adopted	2010 Revised	2011 Adopted	2012 Endorsed
Beginning Fund Balance	28,625,843	3,475,283	20,565,460	0	0
Accounting and Technical Adjustments	7,018,287	0	3,673,109	0	0
Plus: Actual and Estimated Revenue	109,150,980	117,830,035	116,825,780	0	0
Less: Actual and Budgeted Expenditures	124,229,649	117,402,203	117,402,204	0	0
Less: Capital Improvements	0	3,500,000	3,500,000	0	0
Ending Fund Balance	20,565,460	403,117	20,162,145	0	0

The Fleets and Facilities Department is now part of the Department of Finance and Administrative Services (FAS). This Fund table is displayed for reference only. 2011 and 2012 values can be found in the fund table for FAS.