

## Internal Service Funds Summary

	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	% (2/1)	Adopted 2012-13 (3)	% (3/2)
<b>Revenues</b>								
Admin Services - Enterprises	738,005	1,189,620	996,965	1,102,770	1,052,635	6%	1,074,290	2%
Fleet & Equipment Services	457,820	395,460	382,635	376,660	357,990	-6%	362,225	1%
Workers' Compensation	359,560	487,735	556,575	549,595	724,420	30%	727,960	0%
Equipment Replacement	162,980	32,075	116,275	104,530	128,035	10%	152,215	19%
Vehicle Replacement	449,750	23,665	192,020	175,555	228,475	19%	287,190	26%
Facility Maintenance	178,625	33,185	136,165	121,870	158,195	16%	238,040	50%
Retirement Stabilization	1,126,525	1,530,450	1,293,000	1,535,925	1,288,505	0%	1,290,140	0%
<b>Revenue Total</b>	<b>\$ 3,473,265</b>	<b>3,692,190</b>	<b>3,673,635</b>	<b>3,966,905</b>	<b>3,938,255</b>	<b>7%</b>	<b>4,132,060</b>	<b>5%</b>

<b>Expenses</b>								
Admin Services - Enterprises	738,005	1,189,620	996,965	1,102,770	1,052,635	6%	1,074,290	2%
Fleet & Equipment Services	457,820	395,460	382,635	376,660	357,990	-6%	362,225	1%
Workers' Compensation	598,110	651,440	681,805	689,865	688,490	1%	689,980	0%
Equipment Replacement	91,525	31,980	139,435	59,380	157,045	13%	157,400	0%
Vehicle Replacement	336,935	86,420	326,005	259,925	488,590	50%	287,150	-41%
Facility Maintenance	135,835	289,710	441,455	386,455	279,000	-37%	195,000	-30%
Retirement Stabilization	1,461,125	1,616,635	1,303,635	1,303,650	1,346,915	3%	1,396,915	4%
<b>Expense Total</b>	<b>\$ 3,819,355</b>	<b>4,261,265</b>	<b>4,271,935</b>	<b>4,178,705</b>	<b>4,370,665</b>	<b>2%</b>	<b>4,162,960</b>	<b>-5%</b>

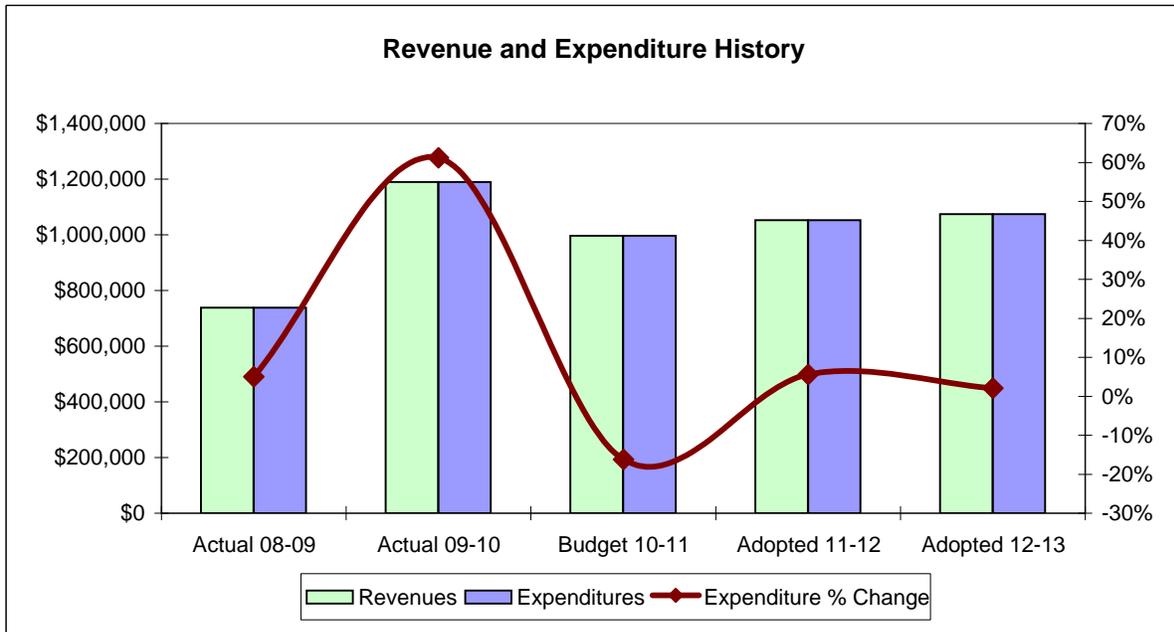
<b>Combined Surplus/(Deficit)</b>	<b>(346,090)</b>	<b>(569,075)</b>	<b>(598,300)</b>	<b>(211,800)</b>	<b>(432,410)</b>		<b>(30,900)</b>	
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<b>Working Capital</b>								
Admin Services - Enterprises	0	0	0	0	0	-	0	-
Fleet & Equipment Services	0	0	0	0	0	-	0	-
Workers' Compensation	193,180	(43,220)	(137,510)	(152,550)	137,540	-200%	175,520	28%
Equipment Replacement	613,090	613,185	590,025	658,335	629,325	7%	624,140	-1%
Vehicle Replacement	888,495	825,410	691,425	741,040	480,925	-30%	480,965	0%
Facility Maintenance	681,860	425,335	120,045	160,750	39,945	-67%	82,985	108%
Retirement Stabilization	936,025	1,202,695	1,192,060	1,434,970	1,376,560	15%	1,269,785	-8%
<b>Total Working Capital</b>	<b>\$ 3,312,650</b>	<b>3,023,405</b>	<b>2,456,045</b>	<b>2,842,545</b>	<b>2,664,295</b>	<b>8%</b>	<b>2,633,395</b>	<b>-1%</b>

## Administrative Services Fund

This Internal Service Fund was established to account for the accumulation and allocation of costs pertaining to utility billing, liability and property insurance of the Water and Wastewater Utilities Funds. The responsibility for managing this fund will lie primarily with the Finance Department with review and concurrence of Public Works Department. This fund will carry no fund balance from year to year.

Fund 111 Division 3101	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
<b>Revenue Total</b>	\$ 738,005	1,189,620	996,965	1,102,770	1,052,635	6%	1,074,290	2%
<b>Expenses</b>								
Salary & Wages	\$ 304,860	351,455	348,435	341,765	368,385	6%	369,415	0%
Benefits	128,885	143,865	147,640	148,505	179,845	22%	187,220	4%
Services & Supplies	295,910	691,785	498,400	610,080	500,935	1%	514,175	3%
Capital Outlay	6,160	0	0	0	0	-	0	-
Internal Service Charges	2,190	2,515	2,490	2,420	3,470	39%	3,480	0%
<b>Expense Total</b>	\$ 738,005	1,189,620	996,965	1,102,770	1,052,635	6%	1,074,290	2%
<b>Net Contribution / (Use)</b>	\$ 0	0	0	0	0		0	
<b>Working Capital</b>	\$ 0	0	0	0	0	-	0	-



**Public Works & Community Development Department  
Fleet and Equipment Services  
FY 2011-12 & FY 2012-13**

**Mission:**

Please refer to the Public Works & Community Development Department budget.

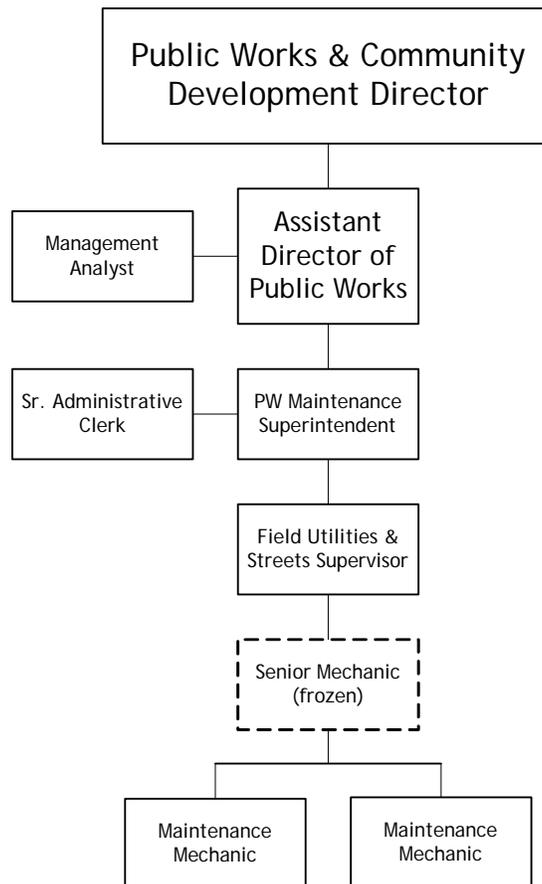
**Vision:**

Please refer to the Public Works & Community Development Department budget.

**Values:**

Please refer to the Public Works & Community Development Department budget.

**Division Organization Chart**



## **Division Responsibilities:**

The Fleet and Equipment Services section of the Maintenance Division provides vehicle and equipment maintenance and repair services for all City departments including the Police and Fire Departments. Their work includes preventative maintenance, corrective maintenance, safety checks, fuel dispensing and monitoring, fleet maintenance, vehicle painting and bodywork. The Maintenance Division also operates the diesel and gasoline fuel storage tanks.

## **Accomplishments/Milestones FY 2009 - 2011:**

Since FY 09/10, Fleet and Equipment Services staff has maintained the same level of service even with the Senior Mechanic position placed in frozen status. In addition to providing routine maintenance service for over 190 City vehicles, this division has also performed specialty work on many vehicles, including modifications to meet specific needs of various departments such as bodywork/repainting, fabrication to accommodate unique equipment needs for various departments and installation of emergency equipment on fire and police vehicles; rehabilitation work to keep vehicles with good maintenance records in service longer, and fast turnaround work on emergency vehicles to ensure minimum “down time” on these critical vehicles that need to remain in service 24 hours a day. In addition, staff has integrated the fuel management system with the fleet management system and implemented a customer feedback program.

## **Additional Division Priorities:**

- Complete the scheduled improvements and to maintain all of our infrastructure to meet safety and other regulatory standards.
- Maintain an ongoing training program to enhance staff’s capabilities and assure continued staff safety.
- Conduct ongoing training and periodic reviews/updates to the public works emergency response plan and coordinate with the citywide plan.
- Continue implementation of the Benicia Air Friendly Vehicle strategy.
- Conduct a total fleet inventory audit and update recordkeeping.

## Desired Outcome & Performance Measure

**Desired Outcome: Prompt repairs to first responder vehicles for enhanced disaster preparedness**

### Performance Measure

Measure	Actual 2009-10	Projected 2010-11	Proposed 2011-12	Proposed 2012-13
Maintenance time (average hours/vehicle)	8	7	7	7

### Significant Budget Changes:

No significant new budget changes for this division other than the reduction of the Senior Mechanic position.

### Staffing Summary: Full Time Employee Equivalent Positions

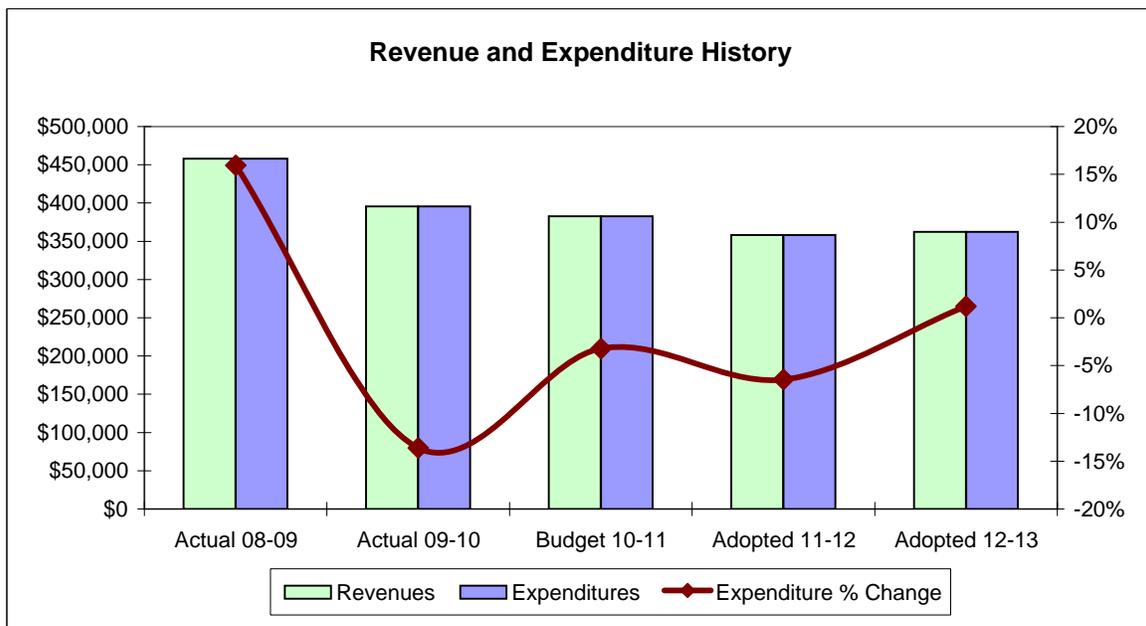
Division Personnel	Actual 2008-09	Actual 2009-10	Actual 2010-11	Proposed 2011-12	Proposed 2012-13
Senior Mechanic	1.00	1.00	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00	2.00	2.00
Sr. Administrative Clerk (a)	0.25	0.25	0.75	0.35	0.35
Sub-total	<b>3.25</b>	<b>3.25</b>	<b>3.75</b>	<b>3.35</b>	<b>3.35</b>
*Frozen Position	-	(1.00)	(1.00)	(1.00)	(1.00)
<b>Total</b>	<b>3.25</b>	<b>2.25</b>	<b>2.75</b>	<b>2.35</b>	<b>2.35</b>

(a) FY 11-13 includes funding of 25% for Sr. Admin Clerk at Corp Yard (remaining percentage funded 25% from each of the following divisions: Water Field, Wastewater Field, and Streets).and 10% of Sr. Admin Clerk at City Hall (remaining percentage funded as follows: 20% Engineering, 15% from both Building and Planning, and 10% from each of the following divisions: Water Field, Wastewater Field, Gas Tax, and Traffic Mitigation.)

## *Fleet and Equipment Services Fund*

This Internal Service Fund was created to account for the preparation, maintenance and repair of mechanical equipment and vehicles for other City departments. This fund will be the responsibility of the Public Works Department, and will carry no fund balance from year to year.

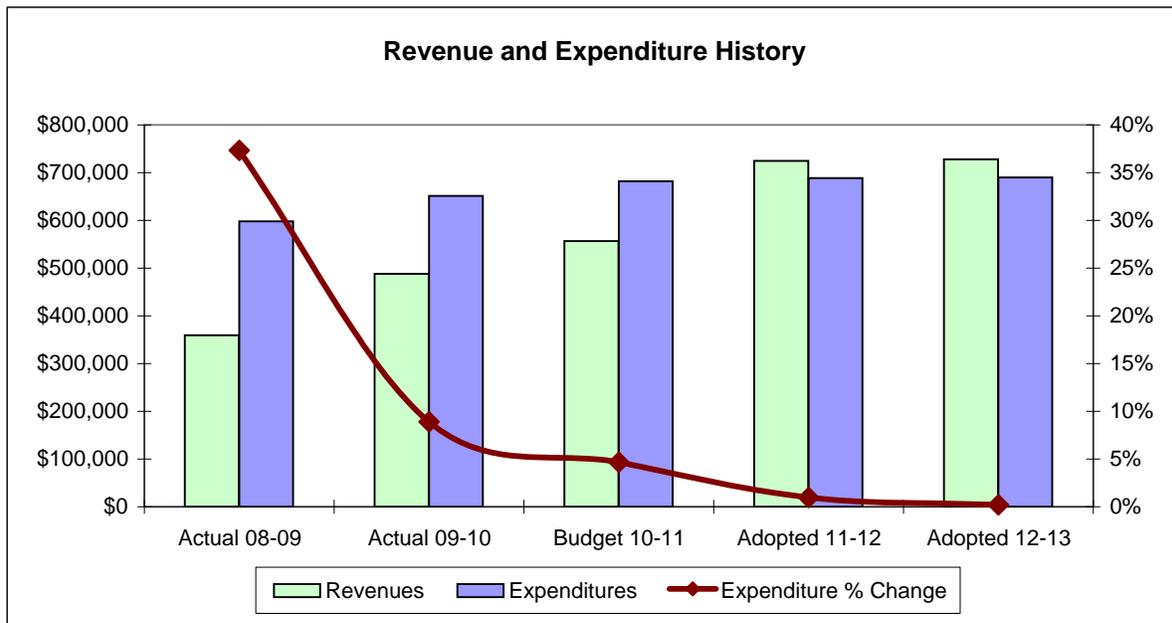
Fund 112 Division 8505	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
<b>Revenue Total</b>	\$ 457,820	395,460	382,635	376,660	357,990	-6%	362,225	1%
<b>Expenses</b>								
Salary & Wages	\$ 230,520	210,035	175,990	174,590	158,245	-10%	158,245	0%
Benefits	88,115	81,920	80,480	80,450	74,720	-7%	77,985	4%
Services & Supplies	100,735	71,845	93,795	91,460	93,550	0%	98,180	5%
Capital Outlay	10,960	3,335	5,000	2,800	4,200	-16%	4,200	0%
Internal Service Charges	27,490	28,325	27,370	27,360	27,275	0%	23,615	-13%
<b>Expense Total</b>	<b>\$ 457,820</b>	<b>395,460</b>	<b>382,635</b>	<b>376,660</b>	<b>357,990</b>	<b>-6%</b>	<b>362,225</b>	<b>1%</b>
<b>Net Contribution / (Use)</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	
<b>Working Capital</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>



## Workers Compensation Fund

This Internal Service Fund was created to account for the accumulation and allocation of costs associated with the administration of medical coverage, temporary disability payments, safety training to all employees and maintaining excess insurance coverage for Workers Compensation.

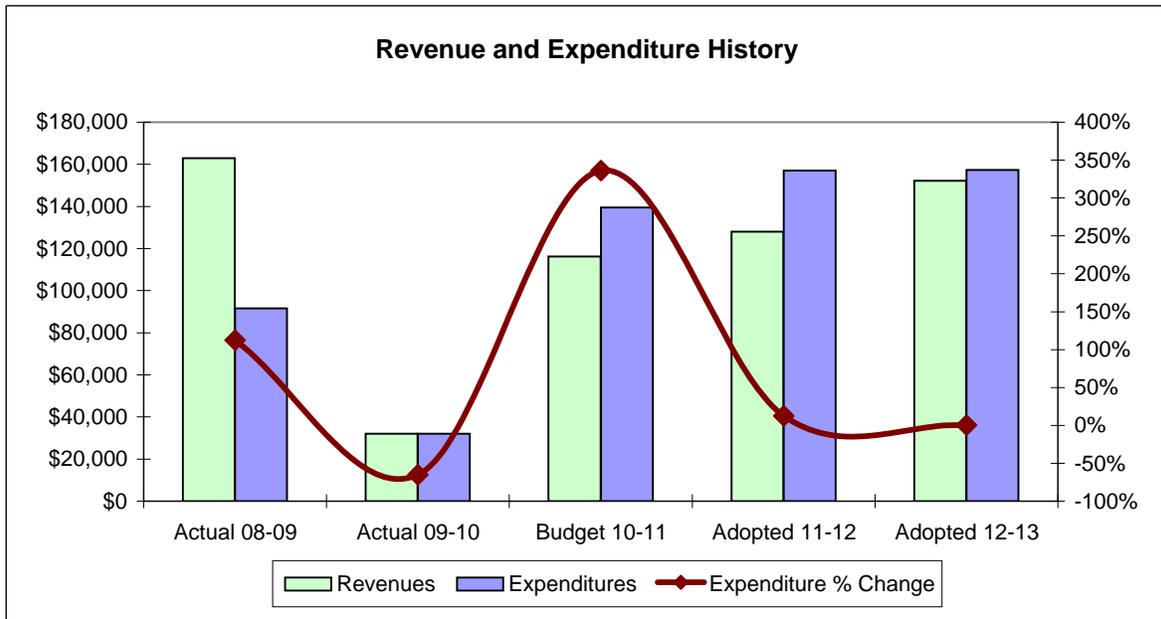
Fund 110 Division 2401	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
<b>Revenue Total</b>	<b>\$ 359,560</b>	<b>487,735</b>	<b>556,575</b>	<b>549,595</b>	<b>724,420</b>	<b>30%</b>	<b>727,960</b>	<b>0%</b>
<b>Expenses</b>								
Salary & Wages	\$ 38,010	77,860	66,775	52,565	83,315	25%	83,315	0%
Benefits	17,110	31,180	28,110	21,355	37,685	34%	39,175	4%
Services & Supplies	542,710	541,815	586,430	615,460	566,700	-3%	566,700	0%
Internal Service Charges	280	585	490	485	790	61%	790	0%
<b>Expense Total</b>	<b>\$ 598,110</b>	<b>651,440</b>	<b>681,805</b>	<b>689,865</b>	<b>688,490</b>	<b>1%</b>	<b>689,980</b>	<b>0%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (238,550)</b>	<b>(163,705)</b>	<b>(125,230)</b>	<b>(140,270)</b>	<b>35,930</b>		<b>37,980</b>	
<b>Working Capital</b>	<b>\$ 193,180</b>	<b>(43,220)</b>	<b>(137,510)</b>	<b>(152,550)</b>	<b>137,540</b>	<b>-200%</b>	<b>175,520</b>	<b>28%</b>
Cash Reserve for Outstanding Claims	550,170	447,725	450,000	450,000	450,000		450,000	
Loan to Purchase Fire Truck (VR-ISF)	28,605	29,755	30,940	30,940	254,160		0	
Adjustments	(352,375)	(384,525)	(720,642)	(633,490)	(562,895)		(266,235)	
<b>Working Capital</b>	<b>\$ 226,400</b>	<b>92,955</b>	<b>(239,702)</b>	<b>(152,550)</b>	<b>141,265</b>	<b>-159%</b>	<b>183,765</b>	<b>30%</b>



## *Equipment Replacement Fund*

This Internal Service Fund was created for the acquisition of replacement equipment.

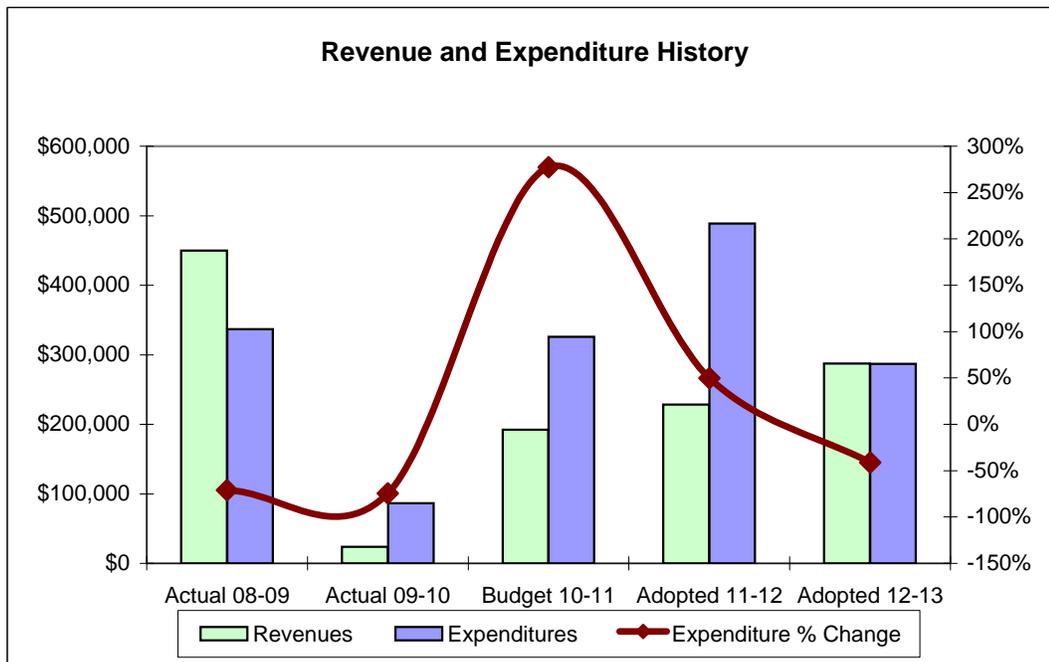
Fund 115 Divisions 1205-9505	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
<b>Revenue Total</b>	\$ 162,980	32,075	116,275	104,530	128,035	10%	152,215	19%
<b>Expenses</b>								
Capital Outlay	91,525	31,980	139,435	59,380	157,045	13%	157,400	0%
<b>Expense Total</b>	\$ 91,525	31,980	139,435	59,380	157,045	13%	157,400	0%
<b>Net Contribution / (Use)</b>	\$ 71,455	95	(23,160)	45,150	(29,010)		(5,185)	
<b>Working Capital</b>	\$ 613,090	613,185	590,025	658,335	629,325	7%	624,140	-1%



## Vehicle Replacement Fund

This Internal Service Fund was created for the acquisition of replacement vehicles.

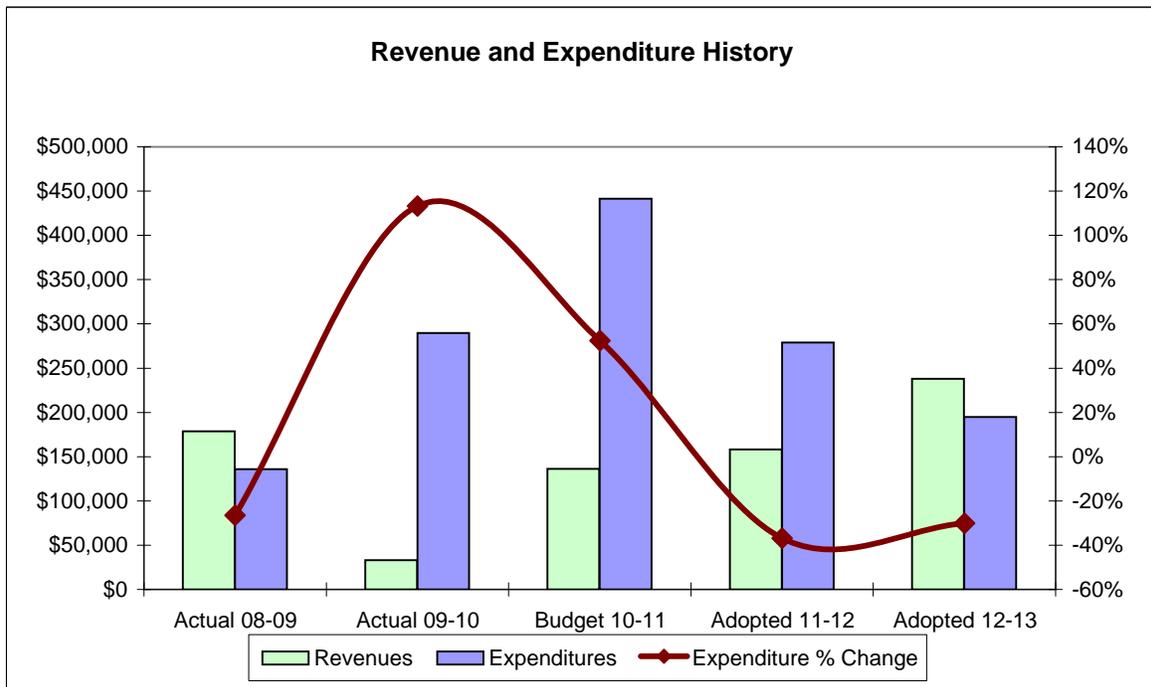
Fund 114 Divisions 4105-9505	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
<b>Revenue Total</b>	\$ 449,750	23,665	192,020	175,555	228,475	19%	287,190	26%
<b>Expenses</b>								
Capital Outlay	336,935	86,420	326,005	259,925	488,590	50%	287,150	-41%
<b>Expense Total</b>	\$ 336,935	86,420	326,005	259,925	488,590	50%	287,150	-41%
<b>Net Contribution / (Use)</b>	\$ 112,815	(62,755)	(133,985)	(84,370)	(260,115)		40	
<b>Working Capital</b>	\$ 888,495	825,410	691,425	741,040	480,925	-30%	480,965	0%



## Facility Maintenance Fund

This Internal Service Fund was created for the maintenance and remodeling of City-owned buildings and facilities.

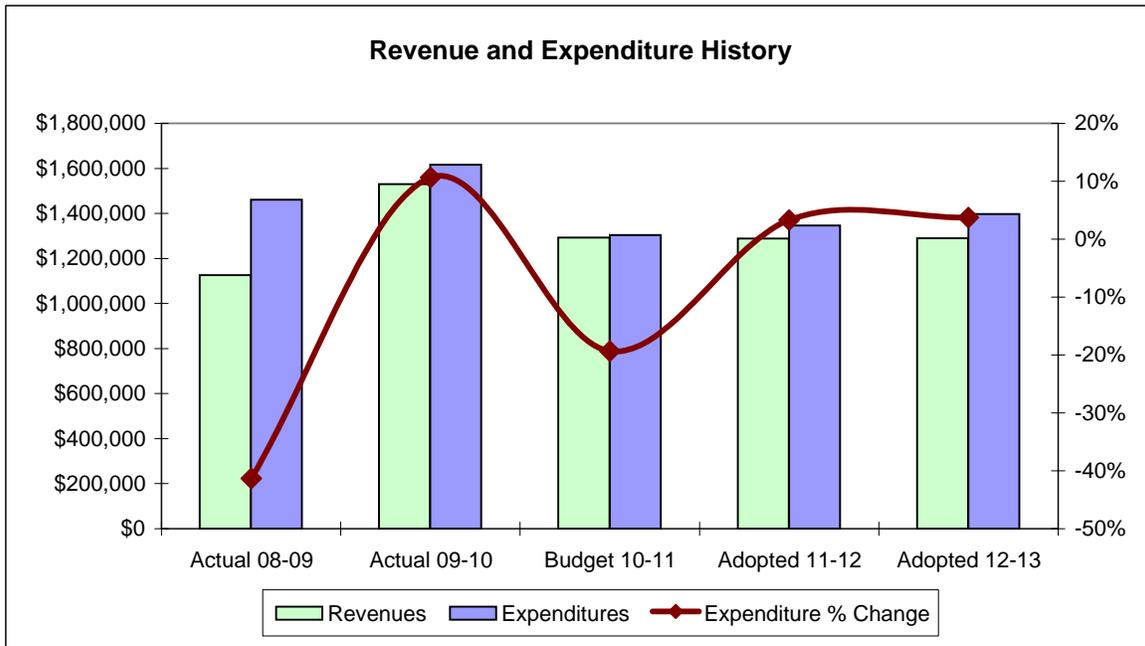
Fund 113 Division 9205	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
<b>Revenue Total</b>	\$ 178,625	33,185	136,165	121,870	158,195	16%	238,040	50%
<b>Expenses</b>								
Capital Outlay	\$ 135,835	189,710	381,455	326,455	279,000	-27%	195,000	-30%
Transfers Out	0	100,000	60,000	60,000	0	-100%	0	-
<b>Expense Total</b>	<b>\$ 135,835</b>	<b>289,710</b>	<b>441,455</b>	<b>386,455</b>	<b>279,000</b>	<b>-37%</b>	<b>195,000</b>	<b>-30%</b>
<b>Net Contribution / (Use)</b>	<b>\$ 42,790</b>	<b>(256,525)</b>	<b>(305,290)</b>	<b>(264,585)</b>	<b>(120,805)</b>		<b>43,040</b>	
<b>Working Capital</b>	<b>\$ 681,860</b>	<b>425,335</b>	<b>120,045</b>	<b>160,750</b>	<b>39,945</b>	<b>-67%</b>	<b>82,985</b>	<b>108%</b>



## Retirement Stabilization Fund

This Internal Service Fund was created to provide for equalization of retirement costs. In June 2006, a Pension Obligation Bond was issued to pay-off the unfunded liability the City has with CALPERS for its retirement system; thereby decreasing the City's employer rate. Each department is being charged the "Normal Rate" for each employee as if no pension obligation bonds were issued. The difference between the remittance to CALPERS for retirement and the department charges allows for the payment of debt service associated with bonds.

Fund 116 Division 3102	Actual 2008-09	Actual 2009-10	Amended 2010-11 (1)	Estimated 2010-11	Adopted 2011-12 (2)	(2/1)	Adopted 2012-13 (3)	(3/2)
<b>Revenue Total</b>	\$ 1,126,525	1,530,450	1,293,000	1,535,925	1,288,505	0%	1,290,140	0%
<b>Expenses</b>								
Transfers	1,461,125	1,616,635	1,303,635	1,303,650	1,346,915	3%	1,396,915	4%
<b>Expense Total</b>	\$ 1,461,125	1,616,635	1,303,635	1,303,650	1,346,915	3%	1,396,915	4%
<b>Net Contribution / (Use)</b>	\$ (334,600)	(86,185)	(10,635)	232,275	(58,410)		(106,775)	
<b>Working Capital</b>	\$ 936,025	1,202,695	1,192,060	1,434,970	1,376,560	15%	1,269,785	-8%



**Benicia Bay Sunset**

