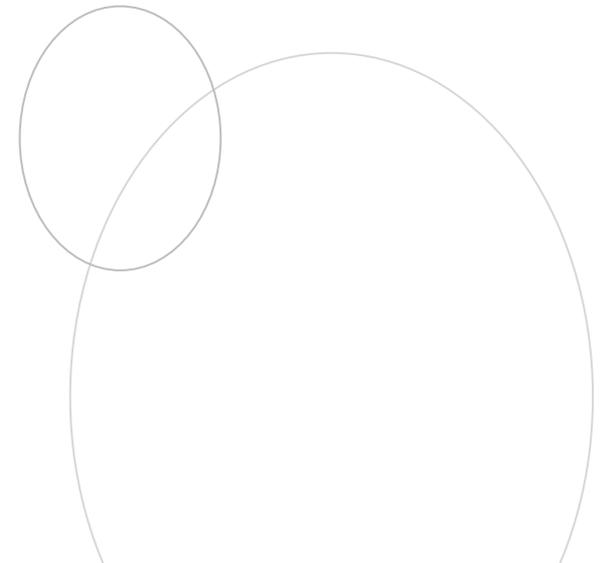


Dept. of Central Services

FY25 BUDGET REVIEW





MISSION



The Central Services Department oversees Purchasing, Facilities Management, and Fleet Operations and replacement. The Facilities Management Division is responsible for all administrative buildings, and Police and Fire stations throughout the City. Central Purchasing ensures compliance with purchasing policies and assists departments with competitive bidding and other purchasing processes to ensure efficient use of City funds. Fleet Operations and Replacement is responsible for vehicle maintenance and replacement.



THE TEAM*



Director's Office

Director



Central Purchasing

Procurement Officer, Senior Buyer, Buyer



Facilities Maintenance

Facilities Maintenance Supervisor, 2 Facilities Maintenance Engineers II, Facility Maintenance Engineer I, and 2 Facility Maintenance Technicians



Fleet Operations and Replacement

Fleet Manager, Fleet Maintenance Technician III, 4 Fleet Maintenance Technicians II, 2 Fleet Maintenance Mechanics I, and Public Works Services Worker

**Note that some functions are still under discussion such as mail distribution and risk management.*



FY24 HIGHLIGHTS – Procurement

Procurement Services has processed and completed the following items during fiscal year 2024 as of April 17th, 2024:

- 594 Amazon purchases
- 501 Purchase Orders
- Solicitations - Completed
 - 3 – Invitation for Bids
 - 1 – Request for Qualifications
 - 2 – Requests for Expression of Interest
 - 7 – Requests for Proposals
 - 7 – Emergency Procurements
 - 25 – Sole Source
- In progress
 - 7 – Invitation for bids
 - 19 – Request for Proposals
 - 1 – Sole Source



FY24 HIGHLIGHTS – Facilities Maintenance

- Replaced Life Safety (Fire Alarm, Emergency Lighting, etc.) at Forest Dr Fire, 145 Gorman, and APD
- Replaced new Store Front at APD and second floor carpets
- Replaced lighting fixtures around Exterior of Gotts Garage
- Replaced sump pumps and controls in several locations
- Replaced multiple HVAC compressors and controls throughout the City's assets
- Duct cleaning of Forest Drive Fire and City Hall (Plan to do 2 buildings a year)
- Bring 39 Hudson Street on line (security, access, punch list, Department needs, etc.)
- New ATS in City Hall
- Pip Moyer Rec Center HVAC replacements and upgrades to include controls
- Transportation HVAC replacement and upgrades to Include controls
- 386 work orders completed to date
- Maintained and/or repaired the HVAC equipment to 14 buildings consisting of 48 air conditioners, and 9 boilers. 760 air filters have been changed, 4 compressors and 11 fan motors have been replaced in-house.
- Quarterly generator inspections.
- Personnel have responded to several after-hours building emergencies



FY24 HIGHLIGHTS – Fleet Operations and Replacement

- Moved into the new shop from Fire, Police, And Spa Rd.
- To date perform 344 PMs to only 26 road calls
- Purchased the following vehicles for City operations for a total of 46 Vehicles

Two (2) electric Vans	Four (4) Police SUV cruisers
Two (2)electric passenger vehicles	Two (2) lawn mower
Nine (9) hybrid police cruisers	One (1) Skid Steer
Three (3) Plug-in Hybrid SUVs	Two (2) Motorcycles
Six (6) half-ton pickup trucks	One (1) EV Forklift
One (1) Loader	One (1) Medic unit
Four (4) utility body trucks	One (1) ¾ Ton Pickup
Four (4) sport utility vehicles	Three (3) SUVs



SUMMARY OF FY25 BUDGET REQUEST

Function or Division	FY25	Location of Function in FY24				New for FY25
	Central Services	Mayor's Office-PIO	Finance-Purchasing	DPW- Fleet (Ops+Rpl)	DPW-Facilities	
Director	\$242,000					\$242,000
COATV	270,000	\$216,500				53,500
Real Est+Gmail	100,600					100,600
Supplies/Other	3,500					3,500
Purchasing	451,600		\$418,600			33,000
Facilities	2,424,700				\$2,366,200	58,500
Fleet-Ops	2,721,500			\$2,642,700		78,800
Fleet-Replace	4,852,100			4,649,300		202,800
TOTAL	10,824,000	216,500	418,600	7,292,000	2,366,200	772,700

Note: FY24 columns are equal to the FY24 operating budget plus the FY25 budgeted salary for existing positions. The New for FY25 column shows the cost of new positions plus changes in operating costs from FY24 to FY25.



SUMMARY OF FY25 BUDGET REQUEST

- Central Services Department

	FY23 Actual	FY24 Revised Budget	FY24 Projected	FY25 Proposed
Salaries and Benefits	-	-	-	\$242,000
Contractual Services	-	-	-	370,600
Supplies and Other	-	-	-	3,500
TOTAL	-	-	-	616,100

Budget changes from FY24:

- \$53,500 for COATV (\$216,500 moved from PIO in the Mayor's Office)
- \$100,000 for Real Estate consultants and services (new for FY25)



SUMMARY OF FY25 BUDGET REQUEST

- Central Purchasing

	FY23 Actual	FY24 Revised Budget	FY24 Projected	FY25 Proposed
Salaries and Benefits	\$263,464	\$461,800	\$325,960	\$421,000
Contractual Services	20,062	5,400	3,605	25,300
Supplies and Other	2,625	4,900	2,895	5,300
TOTAL	286,151	472,100	332,460	451,600

Budget changes from FY24:

- \$20,000 added to Contractual Services for temporary staffing
- \$13,000 turnover savings that are in the FY24 budget have been removed for FY25



SUMMARY OF FY25 BUDGET REQUEST

- Facilities Maintenance

	FY23 Actual	FY24 Revised Budget	FY24 Projected	FY25 Proposed
Salaries and Benefits	\$390,548	\$644,500	\$375,880	\$642,100
Contractual Services	1,053,050	1,526,800	1,504,345	1,771,900
Supplies and Other	8,387	7,300	7,350	10,700
Capital Outlay	-	190,000	190,000	-
TOTAL	1,451,985	2,368,600	2,077,575	2,424,700

Budget changes from FY24:

- One-time costs in capital outlay for Oxford Landing lighting, and the replacement of the APD carpet and front door were removed for the FY25 budget
- \$70,000 for armed guard at Gorman
- \$30,000 increase for building cleaning services
- \$40,000 increase for green landscaping
- Inflation and contractual cost increases



SUMMARY OF FY25 BUDGET REQUEST

- Fleet Operations (uses a dedicated internal service fund)

	FY23 Actual	FY24 Revised Budget	FY24 Projected	FY25 Proposed
Revenues	\$2,636,300	\$2,622,700	\$2,622,700	\$2,783,900
Expenses				
Salaries & Benefits	882,471	970,500	904,920	971,500
Contractual Services	718,583	774,300	648,980	813,100
Supplies and Other	818,064	896,900	728,710	936,900
Expenses Total	2,419,118	2,641,700	2,282,610	2,721,500

Budget changes from FY24:

- Increase in supplies is mainly due to increased fuel and oil costs
- Increase in contractual services is mainly due to increased equipment costs



SUMMARY OF FY25 BUDGET REQUEST

- Fleet Replacement (uses a dedicated internal service fund)

	FY23 Actual	FY24 Revised Budget	FY24 Projected	FY25 Proposed
Revenues	\$3,578,106	\$4,649,300	\$4,649,300	\$4,852,100
Expenses				
Capital Outlay	798,904	3,392,300	3,194,500	3,637,100
Debt Services	112,733	1,257,000	1,257,000	1,215,000
Expenses Total	911,638	4,649,300	4,451,500	4,852,100

Budget changes from FY24:

- \$1.5M for replacement of fire boat (ARPA)
- \$500k for additional vehicle purchases (General Fund)



PERFORMANCE

Procurement

Notes regarding current performance:

-

How FY25 budget changes will affect performance:

- No expected impact on performance measures. The continuity of Central Purchasing will be maintained due to an ongoing program to continually improve business processes

Goal: Provide timely and responsible purchasing services

Performance Measure	Benchmark	FY24 YTD Actual
Average number of days to complete the solicitation process, by solicitation type	<ul style="list-style-type: none">• Emergency – Immediate• IFB – 60 Days• REFI – 45 days• RFP – 120 days• RFQ – 45 days• Sole Source – 30 days• Other - 2 days<ul style="list-style-type: none">• Purchase Orders• Conversions – 2 days• PO Change Orders – 2 days	<ul style="list-style-type: none">• Emergency – Met• IFB's – Met• REFI – Met• RFP's – One delay, due to amount of questions.• Sole Source – Met• Other – All met



PERFORMANCE Facilities

Notes regarding current performance:

- Replacement of critical infrastructure
- Maintenance of end of service life
- Bid jobs take entirely too long to get executed

How FY25 budget changes will affect performance:

- Hopefully will speed up the process and allow more CIP funding to replace critical Infrastructure
- Will have to rely on DPW staff support

Goal: To Provide City Assets with reliable building envelopes, operations, Air quality, and maintenance to best serve our employees.

Performance Measure	Benchmark	FY24 YTD Actual
*Average age of critical support systems are beyond serviceable life	HVAC 10-15yr Fire Alarm 10yr Plumbing 10 yr Electrical 10 yr Other 15+	HVAC 18+ Fire Alarm 15+ Plumbing 15+ Electrical 15+
HVAC and plumbing equipment up to date with preventive maintenance	Every 3 Months	Buildings 17+
Emergency and non emergency calls	To rectify in a timely manner	536+
Update/upgrade all City buildings' life safety infrastructure	2 per year	3+



PERFORMANCE Fleet

Notes regarding current performance:

- Turnaround time and uptime not adequate for meet customer requirements
- Mechanic productivity is ~20%

How FY25 budget changes will affect performance:

- With the proposed funding it will allow the benchmark for vehicle replacement to remain at target
- Will have to rely on Public Works support staff

Goal: Provide reliable, serviceable fleet assets to internal City customers in a cost effective manner

Performance Measure	Benchmark	FY24 YTD Actual
Average age of Fire Department, Police Department, and All Other Dept Fleets	Fire- 7yr Police – 7 yr Other – 8 yr	F- 6.9 yr P – 7 yr O – 9.5 yr
Percent of vehicles that are up to date with preventive maintenance	850 (200%) for 425 veh (6 mo cycle)	344
Number of emergency road calls	<250	26



THANK YOU

