
FISCAL YEAR 2004 BUDGET

Fund Summary

Fund Name : Fleet Management
Department Name : Public Works and Engineering
Fund/Department No. : 118 / 20

	<u>FY2003 BUDGET</u>	<u>FY2003 ESTIMATE</u>	<u>FY2004 BUDGET</u>
Beginning Fund Balance	(756,136)	(756,136)	0
Current Revenues	<u>9,660,937</u>	<u>10,120,038</u>	<u>8,734,896</u>
Total Available Resources	<u>8,904,801</u>	<u>9,363,902</u>	<u>8,734,896</u>
Maintenance and Operations	<u>9,888,149</u>	<u>9,363,902</u>	<u>8,734,896</u>
Total Expenditures	9,888,149	9,363,902	8,734,896
Planned Ending Fund Balance	<u>(983,348)</u>	<u>0</u>	<u>0</u>
Total Budget	<u>8,904,801</u>	<u>9,363,902</u>	<u>8,734,896</u>

The above summarizes the FY2003 Budget, the FY2003 Estimate and the FY2004 Budget for the Fleet Management Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Fleet Management Branch of the Department of Public Works and Engineering maintains vehicles and equipment for all or part of seventeen City departments. The budget provides funding for maintenance activities performed at the City's central garage, located on Gillette, and the heavy equipment repair services garage located on Airline/Canino. All services are billed to customer organizations via the General Equipment Maintenance System (GEMS) 2000.

The primary areas of focus for Fleet Management are:

- o Promote safety in the work place.
- o Improve efficiency by aggressively promoting automotive certifications and training for technical support personnel.
- o Seek areas to competitively bid services and out source work.
- o Modify services provided to better meet customers current requirements and long-term goals.
- o Seek areas to promote the Mayor's Neighborhood Oriented Government Program.
- o Improve methods and quality of data entry to the General Equipment Maintenance System (GEMS) 2000.
- o Constantly strive to be as cost effective as possible while maintaining the highest levels of service.

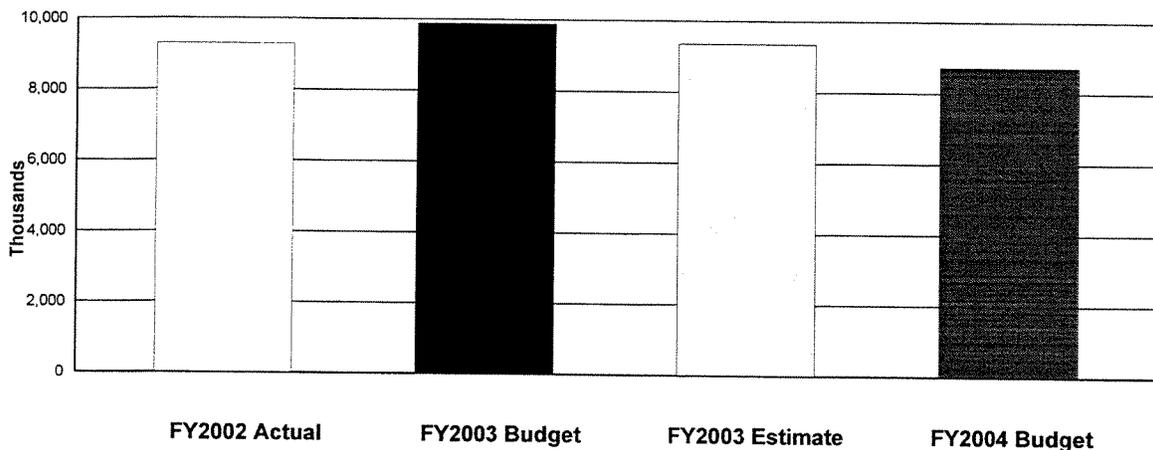
FISCAL YEAR 2004 BUDGET

Department Budget Summary

Fund Name : Fleet Management
Department Name : Public Works and Engineering
Fund/Department No. : 118 / 20

	<u>FY2002 Actual</u>	<u>FY2003 Budget</u>	<u>FY2003 Estimate</u>	<u>FY2004 Budget</u>	
Expenditure Summary	Personnel Services	5,021,512	5,422,392	5,207,384	4,487,847
	Supplies	3,214,013	3,550,000	3,229,400	3,263,469
	Other Services and Charges	1,004,476	892,652	869,518	883,580
	Equipment	42,100	0	34,500	100,000
	Non-Capital Equipment	7,984	23,105	23,100	0
	Total M & O Expenditures	<u>9,290,085</u>	<u>9,888,149</u>	<u>9,363,902</u>	8,734,896
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>9,290,085</u>	<u>9,888,149</u>	<u>9,363,902</u>	8,734,896
Revenue Summary	8,296,384	9,660,937	10,120,038	8,734,896	
Staffing Summary	Full-Time Equivalents - Civilian	80.3	101.0	82.7	84.8
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	<u>80.3</u>	<u>101.0</u>	<u>82.7</u>	84.8
	Full-Time Equivalents-Overtime	18.0	16.4	22.4	15.7
Budget Highlights	<ul style="list-style-type: none"> o Enhance the level of preventive maintenance (pm) by reestablishing regular meetings with vehicle coordinators (17 departments) to review pm reports, schedule pm's, and provide operational suggestions for improvement. o Improve effectiveness of operation by updating diagnostic equipment and provide mechanic training. Meet with departmental vehicle coordinators to evaluate individual department equipment needs. o With the current instability in fuel markets expected to continue into FY2004, fuel is being budgeted at \$1.44 per gallon for ultra low sulfur. This is an increase of \$0.29 per gallon for ultra low sulfur from the FY2003 Budget. 				

**Fleet Management
Public Works and Engineering
Expenditure Summary**



FISCAL YEAR 2004 BUDGET

Department Program Summary	
Fund Name : Fleet Management Department Name : Public Works and Engineering Fund/Department No. : 118 / 20	
Program Description	Program Objectives
Fleet Maintenance 1300 Management Information Systems Support 1310 Personal Computer (PC), Software, Hardware and Local Area Network/Wide Area Network (LAN/WAN) service and support. Program moved to Fund 701 in FY2004.	Install, configure, diagnose and maintain PCs, LAN/WAN connectivity, routers and hubs. Install, upgrade, maintain interfaces and provide state of the art support for hardware and software. Monitor existing service contracts.
Fleet Maintenance 1300 Warehouses & Inventory Control 1320 Supply automotive parts as needed to mechanics in the Maintenance Section. Keep only current automotive parts in stock.	Inventory Availability. Reduce obsolete automotive parts line items.
Fleet Maintenance 1300 Fleet Maintenance 1330 Maintain vehicles for 17 user departments.	Achieve 104,944 billable hours.
Fleet Maintenance 1300 Fleet Maintenance Administration 1331 Provide management, data entry, and administrative support for maintenance operations. Provide support for purchasing, outside contractor repair and operate the fueling facility at 803 Gillette.	This program is a component of Program 1330.
Fleet Maintenance 1300 Fleet Maintenance (Direct) 1332 Service, maintain and repair vehicles and other fleet equipment for customers in a timely and professional manner. The number of hours are compiled from the G2K System and are projected based on prior years experience with expectations of hiring additional mechanics.	This program is a component of Program 1330.

FISCAL YEAR 2004 BUDGET

Department Program Summary									
Fund Name : Fleet Management									
Department Name : Public Works and Engineering									
Fund/Department No. : 118 /20									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Monitor contracts/hrs/mnth	12/432			16/480			0		
Software licensed/upgrade	30			35			0		
Computer systems supported	40			40			0		
Service calls received	500			583			0		
Customize Fleet Sys Report	200			200			0		
	4.8	299,121		4.7	335,700		0.0	0	
Inventory Availability	.85			0.85			0.85		
Line Item Reduction	.05			0.05			0.05		
	10.8	449,673		10.0	428,350		11.0	465,615	
Labor hours billed	93,051			110,619			104,944		
	0.0	648,866		0.0	642,618		0.0	681,880	
NA									
	15.4	947,544		12.3	775,534		12.0	603,460	
NA									
	49.3	3,367,576		55.7	3,739,200		61.8	3,437,172	

FISCAL YEAR 2004 BUDGET

Department Program Summary

Fund Name : Fleet Management
 Department Name : Public Works and Engineering
 Fund/Department No. : 118 / 20

Program Description	Program Objectives
<p>Fleet Maintenance 1300 Revolving Fund 1350</p> <p>Provide funding to purchase fuel, parts and services used in the repair and maintenance of vehicles and other fleet equipment for all or part of 17 City departments.</p>	<p>This program is a component of Program 1330.</p>

FISCAL YEAR 2004 BUDGET

Department Program Summary									
Fund Name : Fleet Management Department Name : Public Works and Engineering Fund/Department No. : 118 / 20									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
NA	0.0		3,577,305	0.0		3,442,500	0.0		3,546,769
Total	<u>80.3</u>		<u>9,290,085</u>	<u>82.7</u>		<u>9,363,902</u>	<u>84.8</u>		<u>8,734,896</u>

FISCAL YEAR 2004 BUDGET

Fund Name : : Fleet Management
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NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
1	ADMINISTRATIVE ASSISTANT	3022	17
1	ADMINISTRATIVE COORDINATOR	3026	24
5	ASSISTANT SHOP MANAGER	5781	20
1	BUYER	3631	16
5	INVENTORY MANAGMENT CLERK	3615	09
4	LABORER	5133	04
9	MECHANIC I	5462	11
5	MECHANIC II	5463	15
41	MECHANIC III	5464	19
1	OFFICE SUPERVISOR	5021	17
1	SEMI-SKILLED LABORER	5134	06
2	SHOP MANAGER	5782	23
11	SR INVENTORY MANAGEMENT CLERK	3616	12
2	SUPERINTENDENT	5763	24
89.0	Total Positions		
4.2	Less adjustment for Vacancies and Part-Time Employees		
84.8	Full-Time Equivalent		

FISCAL YEAR 2004 BUDGET

Department Revenue Summary

Fund Name : Fleet Management
Department Name : Public Works and Engineering
Fund/Department No. : 118 / 20

Source	Description	Program Org	Program Name	FY2003 Budget	FY2003 Estimate	FY2004 Budget
7333	Intfd Fleet Maintenance	1332	Fleet Maintenance (Direct)	4,950,000	5,734,241	4,722,512
7378	Intfd Vehicle Fuel	1332	Fleet Maintenance (Direct)	1,836,238	1,561,490	1,511,490
7380	Intfd Vehicle Repair	1332	Fleet Maintenance (Direct)	2,852,500	2,582,769	2,460,178
8825	Recoveries & Refunds	1332	Fleet Maintenance (Direct)	22,199	241,538	40,716
Total Public Works and Engineering				<u>9,660,937</u>	<u>10,120,038</u>	<u>8,734,896</u>

FISCAL YEAR 2004 BUDGET

Fund Name : Fleet Management
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ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	2,723,256	3,111,290	2,783,434	2,657,333
1110	Premium Pay-Civilian	23,100	8,100	34,100	34,100
1113	Bilingual Pay-Civilian	732	800	900	0
1120	Overtime-Civilian	850,184	707,615	995,800	332,900
1130	Termination Pay-Civilian	165,603	167,900	71,200	97,215
1135	Pension-Civilian	281,278	311,125	283,800	265,731
1140	Social Security-Civilian	281,033	291,835	295,700	228,748
1145	Health/Life Ins Active Civilian	392,727	522,291	462,800	522,606
1146	Health/Life Ins Retiree Civilian	78,995	42,400	103,750	95,600
1405	Workers Compensation-Civilian	218,787	250,436	164,900	243,314
1415	Unemployment Claims	2,255	3,500	4,300	4,200
1420	Long Term Disability	3,562	5,100	6,700	6,100
Total Personnel Services		5,021,512	5,422,392	5,207,384	4,487,847
2130	Chem, Gases & Spec Fluids	(60)	1,000	4,000	4,000
2135	Cleaning and Sanitary Supplies	7,170	14,500	10,500	10,500
2200	Construction Materials	1,315	5,200	1,200	1,200
2205	Electrical Hardware & Parts	16,818	5,100	5,100	5,100
2210	Mechanical Hardware & Parts	746	5,200	1,200	1,200
2211	Meters, Hydrants & Plumb Supplies	120	200	200	200
2300	Audio-Visual Supplies	0	400	100	100
2305	Computer Supplies	5,053	20,000	11,600	8,000
2306	Paper & Printing Supplies	187	2,000	1,500	1,500
2315	Publications & Printed Materials	450	2,500	1,500	1,200
2325	Miscellaneous Office Supplies	33,359	17,500	19,500	17,500
2405	Drugs & Medical Chemicals	0	400	400	400
2412	Medical & Surgical Supplies	143	500	500	500
2415	Small Tech & Scientific Equip	0	500	0	0
2600	Fuel	1,232,287	1,483,900	1,341,800	1,384,593
2605	Vehicle Repair & Maint Suppl	1,707,782	1,731,300	1,600,300	1,593,276
2701	Clothing	6,776	26,000	25,500	25,500
2702	Food Supplies	2,095	4,200	2,000	2,000
2709	Small Tools & Minor Equipment	3,143	50,500	20,300	20,400
2738	Miscellaneous Parts & Supplies	196,629	179,100	182,200	186,300
Total Supplies		3,214,013	3,550,000	3,229,400	3,263,469
3105	Security Services	79,101	105,000	105,000	105,000
3107	Temporary Personnel Services	2,340	2,300	0	1,000
3305	Advertising Services	4,386	1,000	6,300	6,300
3325	Medical, Dental & Lab Services	1,566	1,700	1,200	1,100
3330	Legal Services	0	0	600	600
3345	Miscellaneous Support Services	1,948	4,000	1,200	1,100
3402	Parking Space Rental	7,502	2,500	4,000	1,600
3404	Metro Commuter Passes	1,627	2,000	2,000	0
3405	Vehicle/Equipment Rental/Lease	0	100	100	100
3409	Office Equipment Rental	3,514	7,700	7,700	7,700
3420	Other Rental	6,204	5,900	17,000	17,000
3500	Electricity	63,016	107,400	80,000	45,292

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ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
3505	Natural Gas	16,007	11,400	16,200	38,176
3510	Telephone	7,192	18,300	17,400	3,012
3515	Communication Lines	32,566	12,800	12,800	10,000
3525	Refuse Disposal	0	0	10,000	10,000
3539	Sewer	5,536	12,000	12,000	12,000
3600	Building Maintenance Services	18,528	49,488	60,500	57,500
3625	Office Equipment Services	0	200	200	200
3626	Vehicle & Motor Equip Services	495,001	380,564	352,000	415,800
3635	Other Equipment Services	844	2,900	5,200	5,200
3725	IntFd Electrical Maintenance	30,504	10,000	32,118	25,000
3745	IntFd Communicatn Equip Repair	4,127	9,000	9,000	9,000
3794	Print Shop Services	4,899	4,200	5,000	5,000
3805	Printing & Reproduction Svcs	11	100	0	0
3812	Structural Construction Work Services	125,600	0	0	0
3840	Assessments-Other Govts	0	1,000	1,000	1,000
3895	Misc Other Services & Charges	83,995	113,800	86,700	86,400
3900	Education & Training	7,706	22,400	21,400	16,900
3905	Membership & Professional Fees	756	2,900	2,900	1,600
3950	Travel-Non-training Related	0	2,000	0	0
Total Other Services and Charges		1,004,476	892,652	869,518	883,580
4255	Other Bldg Systems & Improvement	0	0	0	100,000
4405	Shop Tools & Equipment	0	0	34,500	0
4479	Electrical Equip & Lighting	42,100	0	0	0
Total Equipment		42,100	0	34,500	100,000
4820	Non-Capital Computer Equipment	7,984	23,105	23,100	0
Total Non-Capital Equipment		7,984	23,105	23,100	0
Grand Total Expenditures		9,290,085	9,888,149	9,363,902	8,734,896