
FISCAL YEAR 2005 BUDGET

Fund Summary

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

	<u>FY2004 BUDGET</u>	<u>FY2004 ESTIMATE</u>	<u>FY2005 BUDGET</u>
Beginning Fund Balance	(37,000)	(37,000)	0
Current Revenues	<u>8,734,896</u>	<u>8,734,960</u>	<u>9,540,612</u>
Total Available Resources	<u><u>8,697,896</u></u>	<u><u>8,697,960</u></u>	<u><u>9,540,612</u></u>
 			<u><u>9,540,612</u></u>
Maintenance and Operations	<u>8,734,896</u>	<u>8,697,960</u>	
Total Expenditures	<u>8,734,896</u>	<u>8,697,960</u>	<u>9,540,612</u>
Planned Ending Fund Balance	<u>(37,000)</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>8,697,896</u></u>	<u><u>8,697,960</u></u>	<u><u>9,540,612</u></u>

The above summarizes the FY2004 Budget, the FY2004 Estimate and the FY2005 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.

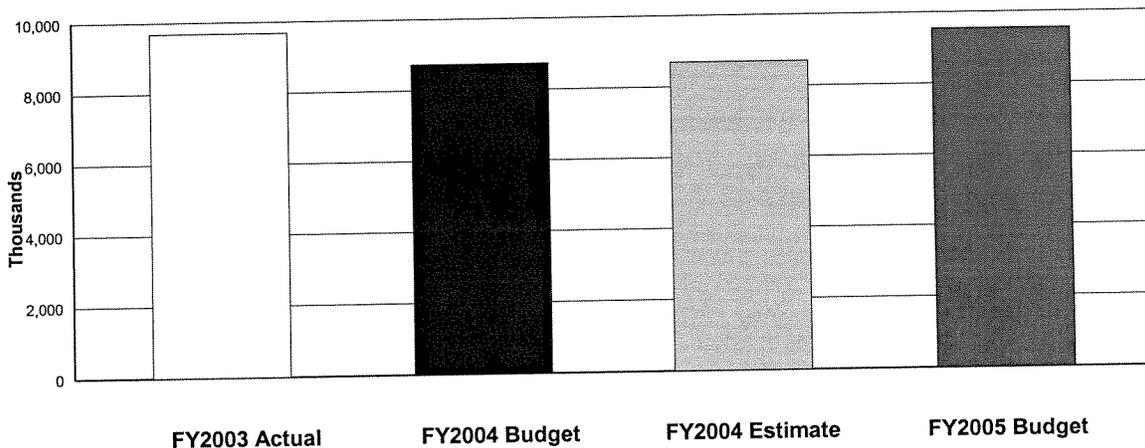
The primary areas of focus for Fleet Management are:

- 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.

Department Budget Summary

Fund Name : Fleet Management Department Name : Public Works and Engineering Fund/Department No. : 118 / 20					
		FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
Expenditure Summary	Personnel Services	5,098,966	4,487,847	4,756,687	4,353,658
	Supplies	3,501,158	3,263,469	3,019,573	3,885,938
	Other Services and Charges	1,031,674	883,580	921,700	1,136,316
	Equipment	34,500	100,000	0	150,000
	Non-Capital Equipment	21,001	0	0	14,700
	Total M & O Expenditures	9,687,299	8,734,896	8,697,960	9,540,612
	Debt Service & Other Uses	0	0	0	0
Total Expenditures	9,687,299	8,734,896	8,697,960	9,540,612	
Revenue Summary		10,418,454	8,734,896	8,734,960	9,540,612
Staffing Summary	Full-Time Equivalents - Civilian	83.8	84.8	77.8	78.1
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	83.8	84.8	77.8	78.1
	Full-Time Equivalents-Overtime	21.7	15.7	15.0	8.8
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 Includes an increase from \$45 to \$49 in labor billable hours. 				

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



FISCAL YEAR 2005 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.	NA
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 89,501 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 2005 BUDGET

Department Program Summary									
Fund Name : Fleet Management Department Name : Public Works and Engineering Fund/Department No. : 118 / 20									
Program Performance Measures	FY2003 Actual			FY2004 Estimate			FY2005 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Monitor contracts/hrs/mnth	16/480			NA			NA		
Software licensed/upgrade	35			NA			NA		
Computer systems supported	40			NA			NA		
Service calls received	583			NA			NA		
Customize Fleet Sys Report	200			NA			NA		
		4.8	327,941		0.0	0		0.0	0
Inventory Availability	85%			87%			90%		
Line Item Reduction	5%			5%			NA		
Inventory Turnover	NA			1.188			1.300		
		9.6	396,320		10.0	435,555		11.0	477,507
Labor hours billed	110,715			96,376			89,501		
		0.0	545,213		0.0	621,200		0.0	797,716
NA	NA			NA			NA		
		12.6	723,766		12.4	656,982		12.0	589,548
NA	NA			NA			NA		
		56.9	3,705,341		55.4	3,682,450		55.1	3,305,003
NA	NA			NA			NA		
		0.0	3,988,718		0.0	3,301,773		0.0	4,370,838

FISCAL YEAR 2005 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 Revolving Fund 1350 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.	This program is a component of Program 1330.

FISCAL YEAR 2005 BUDGET

Department Program Summary

Fund Name : Fleet Management
 Department Name : Public Works and Engineering
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Program Performance Measures	FY2003 Actual			FY2004 Estimate			FY2005 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Total	<u>83.8</u>	<u>9,687,299</u>		<u>77.8</u>	<u>8,697,960</u>		<u>78.1</u>	<u>9,540,612</u>	

FISCAL YEAR 2005 BUDGET

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

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
1	ADMINISTRATION MANAGER	3029	26
1	ADMINISTRATIVE ASSISTANT	3022	17
1	ADMINISTRATIVE SPECIALIST	3025	20
5	ASSISTANT SHOP MANAGER	5781	20
1	BUYER	3631	16
5	INVENTORY MANAGEMENT CLERK	3615	9
4	LABORER	5133	4
9	MECHANIC I	5462	11
5	MECHANIC II	5463	15
40	MECHANIC III	5464	19
1	OFFICE SUPERVISOR	5021	16
1	SEMI-SKILLED LABORER	5134	6
1	SHOP MANAGER	5782	23
11	SR INVENTORY MANAGEMENT CLERK	3616	12
1	STUDENT INTERN II	3095	10
2	SUPERINTENDENT	5763	24
89.0	Total Positions		
10.9	Less adjustment for Vacancies and Part-Time Employees		
78.1	Full-Time Equivalent		

FISCAL YEAR 2005 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	FY2004 Budget	FY2004 Estimate	FY2005 Budget
7333	Intfd Fleet Maintenance	1332	Fleet Maintenance (Direct)	4,722,512	4,722,512	4,446,299
7378	Intfd Vehicle Fuel	1332	Fleet Maintenance (Direct)	1,511,490	1,511,490	1,864,313
7380	Intfd Vehicle Repair	1332	Fleet Maintenance (Direct)	2,460,178	2,460,178	3,220,000
8825	Recoveries & Refunds	1332	Fleet Maintenance (Direct)	40,716	40,780	10,000
Total Public Works and Engineering				<u>8,734,896</u>	<u>8,734,960</u>	<u>9,540,612</u>

FISCAL YEAR 2005 BUDGET

Fund Name : Fleet Management
Department Name : Public Works and Engineering
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ACCT	DESCRIPTION	FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
1100	Salary-Base Pay-Civilian	2,779,523	2,657,333	2,483,671	2,425,212
1110	Premium Pay-Civilian	26,821	34,100	28,220	34,000
1113	Bilingual Pay-Civilian	903	0	0	0
1120	Overtime-Civilian	1,037,955	332,900	606,133	442,930
1130	Termination Pay-Civilian	38,149	97,215	344,160	66,490
1135	Pension-Civilian	280,686	265,731	372,200	291,029
1140	Social Security-Civilian	289,507	228,748	242,588	219,412
1145	Health/Life Ins Active Civilian	445,353	522,606	502,810	599,516
1146	Health/Life Ins Retiree Civilian	101,381	95,600	111,345	143,932
1405	Workers Compensation-Civilian	88,024	243,314	55,500	55,500
1415	Unemployment Claims	4,042	4,200	4,100	4,200
1420	Long Term Disability	6,622	6,100	5,960	5,960
1981	Compensation Contingency	0	0	0	65,477
Total Personnel Services		5,098,966	4,487,847	4,756,687	4,353,658
2130	Chem, Gases & Spec Fluids	2,976	4,000	4,400	4,400
2135	Cleaning and Sanitary Supplies	10,860	10,500	10,100	10,100
2200	Construction Materials	729	1,200	1,100	1,100
2205	Electrical Hardware & Parts	285	5,100	5,100	3,100
2210	Mechanical Hardware & Parts	79	1,200	1,100	1,100
2211	Meters, Hydrants & Plumb Supplies	0	200	200	200
2300	Audio-Visual Supplies	0	100	100	100
2305	Computer Supplies	4,401	8,000	7,600	8,500
2306	Paper & Printing Supplies	280	1,500	1,500	1,100
2315	Publications & Printed Materials	0	1,200	1,000	700
2323	Postage	12	0	100	100
2325	Miscellaneous Office Supplies	21,123	17,500	21,000	20,000
2405	Drugs & Medical Chemicals	0	400	400	400
2412	Medical & Surgical Supplies	0	500	500	500
2600	Fuel	1,385,276	1,384,593	1,176,097	1,584,938
2605	Vehicle Repair & Maint Suppl	1,884,699	1,593,276	1,592,776	2,030,800
2701	Clothing	22,289	25,500	27,000	21,500
2702	Food Supplies	0	2,000	2,000	2,000
2709	Small Tools & Minor Equipment	16,166	20,400	20,000	15,000
2738	Miscellaneous Parts & Supplies	151,983	186,300	147,500	180,300
Total Supplies		3,501,158	3,263,469	3,019,573	3,885,938
3105	Security Services	93,270	105,000	105,000	105,000
3107	Temporary Personnel Services	0	1,000	1,000	1,000
3305	Advertising Services	6,309	6,300	6,300	6,300
3325	Medical, Dental & Lab Services	1,444	1,100	1,100	1,100
3330	Legal Services	267	600	600	600
3345	Miscellaneous Support Services	1,793	1,100	1,100	1,100
3402	Parking Space Rental	8,587	1,600	1,600	1,600
3404	Metro Commuter Passes	1,017	0	700	700
3405	Vehicle/Equipment Rental/Lease	0	100	100	100
3409	Office Equipment Rental	2,965	7,700	6,700	6,700
3420	Other Rental	4,265	17,000	17,000	17,000
3500	Electricity	38,951	45,292	78,024	102,540

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Fund Name : Fleet Management
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ACCT	DESCRIPTION	FY2003 Actual	FY2004 Budget	FY2004 Estimate	FY2005 Budget
3505	Natural Gas	31,273	38,176	38,176	38,176
3510	Telephone	7,062	3,012	8,100	8,600
3515	Communication Lines	9,567	10,000	10,000	10,000
3525	Refuse Disposal	0	10,000	10,000	10,000
3539	Sewer	6,257	12,000	12,000	12,000
3600	Building Maintenance Services	30,615	57,500	58,500	58,500
3625	Office Equipment Services	0	200	300	300
3626	Vehicle & Motor Equip Services	653,853	415,800	415,500	605,500
3635	Other Equipment Services	3,195	5,200	5,500	5,500
3725	IntFd Electrical Maintenance	16,059	25,000	25,000	25,000
3745	IntFd Communicatn Equip Repair	4,869	9,000	9,000	9,000
3794	Print Shop Services	6,705	5,000	5,000	4,600
3805	Printing & Reproduction Svcs	98	0	0	0
3840	Assessments-Other Govts	0	1,000	1,000	1,000
3895	Misc Other Services & Charges	90,894	86,400	86,400	86,400
3900	Education & Training	12,524	16,900	16,400	16,400
3905	Membership & Professional Fees	(165)	1,600	1,600	1,600
Total Other Services and Charges		1,031,674	883,580	921,700	1,136,316
4255	Other Bldg Systems & Improvement	0	100,000	0	150,000
4405	Shop Tools & Equipment	34,500	0	0	0
Total Equipment		34,500	100,000	0	150,000
4820	Non-Capital Computer Equipment	21,001	0	0	14,700
Total Non-Capital Equipment		21,001	0	0	14,700
Grand Total Expenditures		9,687,299	8,734,896	8,697,960	9,540,612