

Fund Summary

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

	<u>FY2005 BUDGET</u>	<u>FY2005 ESTIMATE</u>	<u>FY2006 BUDGET</u>
Beginning Fund Balance	8,145,034	8,085,122	50,000
Current Revenues	<u>9,540,612</u>	<u>8,330,000</u>	<u>19,343,632</u>
Total Available Resources	<u><u>17,685,646</u></u>	<u><u>16,415,122</u></u>	<u><u>19,393,632</u></u>
Maintenance and Operations	<u>17,685,646</u>	<u>16,365,122</u>	<u>19,393,632</u>
Total Expenditures	<u>17,685,646</u>	<u>16,365,122</u>	<u>19,393,632</u>
Planned Ending Fund Balance	<u>0</u>	<u>50,000</u>	<u>0</u>
Total Budget	<u><u>17,685,646</u></u>	<u><u>16,415,122</u></u>	<u><u>19,393,632</u></u>

The above summarizes the FY2005 Budget, the FY2005 Estimate and the FY2006 Budget for the Fleet Management Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures. The beginning fund balances have been adjusted to show the true balance for Fund 118 for reporting purposes.

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, the heavy equipment repair services garage located on Airline/Canino and bulk purchasing of fuel. All services are billed to customer organizations via the General Equipment Maintenance System (GEMS) 2000.

The primary areas of focus for Fleet Management are:

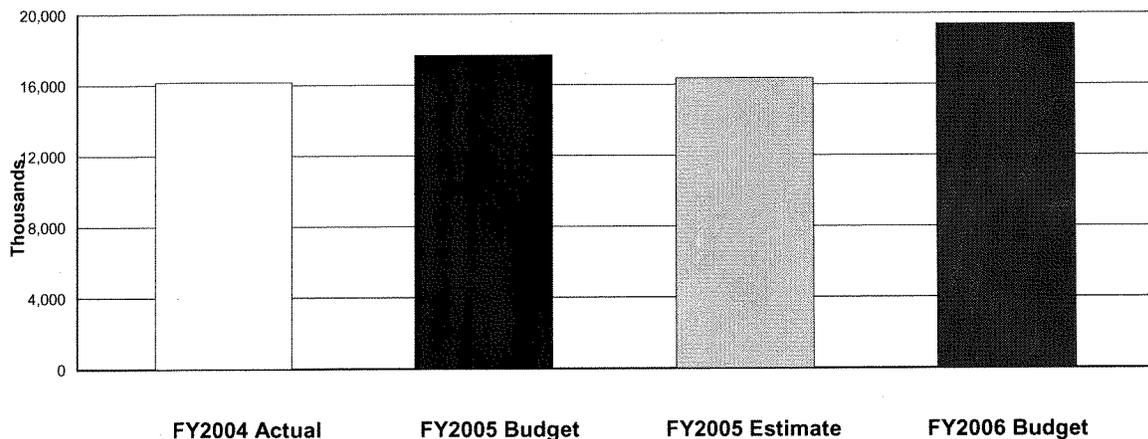
- o Promote safety in the work place.
- o Improve efficiency by aggressively promoting automotive certifications and training for technical support personnel.
- o Seek areas to competitively bid services and out source work.
- o Modify services provided to better meet customers current requirements and 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

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		<u>FY2004 Actual</u>	<u>FY2005 Budget</u>	<u>FY2005 Estimate</u>	<u>FY2006 Budget</u>
Expenditure Summary	Personnel Services	7,977,006	8,745,892	7,307,672	9,291,885
	Supplies	6,747,089	6,713,138	7,143,600	7,609,800
	Other Services and Charges	1,307,847	2,061,916	1,913,850	2,491,947
	Equipment	134,499	150,000	0	0
	Non-Capital Equipment	0	14,700	0	0
	Total M & O Expenditures	<u>16,166,441</u>	<u>17,685,646</u>	<u>16,365,122</u>	<u>19,393,632</u>
	Debt Service & Other Uses	0	0	0	0
Total Expenditures		<u>16,166,441</u>	<u>17,685,646</u>	<u>16,365,122</u>	<u>19,393,632</u>
Revenue Summary		8,806,615	9,540,612	8,330,000	19,343,632
Staffing Summary	Full-Time Equivalents - Civilian	140.5	151.1	129.5	159.5
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	<u>140.5</u>	<u>151.1</u>	<u>129.5</u>	<u>159.5</u>
	Full-Time Equivalents-Overtime	19.1	16.5	21.1	17.0
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 The increase in labor rate for labor billable hours is \$62.07. This is an \$12.43 increase from the FY2005 Budget. o This fund includes Org 1862 and 1880 from Fund 701. 				

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



FISCAL YEAR 2006 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 Fleet Maintenance Administration 1331 Provide management, data entry, and administrative support for maintenance operations. Supply automotive parts as needed to mechanics in the Maintenance Section. Keep only current automotive parts in stock.	Effectively support the fleet operations. Inventory availability. Reduce obsolete automotive parts line items.
Fleet Maintenance 1300 Fleet Maintenance (Direct) 1332 Provides vehicle and equipment repair and preventive maintenance in support of the Public Utilities Division as well as maintain vehicles for 17 user departments. Service, maintain and repair vehicles for customers in a timely and professional manner.	
	Achieve 173,581 billable hours. Reduce down time by improving maintenance procedures, recommending replacement fleet equipment with more efficient models and institute better preventative maintenance measures.

FISCAL YEAR 2006 BUDGET

Department Program Summary									
Fund Name : Fleet Management Department Name : Public Works and Engineering Fund/Department No. : 118 / 20									
Program Performance Measures	FY2004 Actual			FY2005 Estimate			FY2006 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Fleet Operations Supported	100%			100%			100%		
Inventory Availability	85%			89%			92%		
Inventory Turnover	0.927			0.900			1.000		
		42.8	2,173,567		40.1	2,012,066		49.4	2,816,383
Vehicle availability rate	94%			95%			95%		
Lube performed	7,768			7,000			7,000		
Average repair time	3.0 days			2.8 days			3.0 days		
Reduce Fleet size	1%			1%			1%		
Labor hours billed	169,891			152,145			173,581		
		97.7	13,992,874		89.4	14,353,056		110.1	16,577,249
Total		<u>140.5</u>	<u>16,166,441</u>		<u>129.5</u>	<u>16,365,122</u>		<u>159.5</u>	<u>19,393,632</u>

FISCAL YEAR 2006 BUDGET

Fund Name : : Fleet Management
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NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
1	ACCOUNT CLERK	3411	10
1	ADMINISTRATION MANAGER	3029	26
4	ADMINISTRATIVE AIDE	3011	10
1	ADMINISTRATIVE SPECIALIST	3025	20
1	ADMINISTRATIVE SUPERVISOR	3035	22
1	ASSISTANT DIRECTOR(EXE LEV)	3062	32
1	CLERK	4812	5
1	DEPUTY ASSISTANT DIRECTOR(EXE LEV)	3063	30
1	DIVISION MANAGER	3030	29
5	INVENTORY MANAGEMENT CLERK	3615	9
2	INVENTORY MANAGEMENT SUPERVISOR	3618	17
4	LABORER	5133	4
1	MAINTENANCE MECHANIC II	5272	12
1	MANAGEMENT ANALYST IV	3085	25
14	MECHANIC I	5462	11
18	MECHANIC II	5463	15
67	MECHANIC III	5464	19
2	OFFICE SUPERVISOR	5021	16
1	SEMI-SKILLED LABORER	5134	6
1	SENIOR ACCOUNT CLERK	3412	13
1	SENIOR COMPUTER OPERATOR	4362	14
2	SENIOR PROCUREMENT SPECIALIST	3673	27
1	SENIOR SUPERINTENDENT	5764	27
12	SHOP MANAGER	5782	23
19	SR INVENTORY MANAGEMENT CLERK	3616	12
1	STAFF ANALYST	3041	26
1	STUDENT INTERN II	3095	10
2	SUPERINTENDENT	5763	24
1	SYSTEMS ACCOUNTANT III	3433	27
168.0	Total Positions		
8.5	Less adjustment for Vacancies and Part-Time Employees		
159.5	Full-Time Equivalent		

FISCAL YEAR 2006 BUDGET

Department Revenue Summary

Fund Name : Fleet Management
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Source	Description	Program Org	Program Name	FY2005 Budget	FY2005 Estimate	FY2006 Budget
7333	Intfd Fleet Maintenance	1332	Fleet Maintenance (Direct)	4,446,299	4,465,038	10,774,632
7378	Intfd Vehicle Fuel	1332	Fleet Maintenance (Direct)	1,864,313	1,513,900	3,989,500
7380	Intfd Vehicle Repair	1332	Fleet Maintenance (Direct)	3,220,000	2,331,062	4,569,500
8825	Recoveries & Refunds	1332	Fleet Maintenance (Direct)	10,000	20,000	10,000
Total Public Works and Engineering				<u>9,540,612</u>	<u>8,330,000</u>	<u>19,343,632</u>

FISCAL YEAR 2006 BUDGET

Fund Name : Fleet Management
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ACCT	DESCRIPTION	FY2004 Actual	FY2005 Budget	FY2005 Estimate	FY2006 Budget
1100	Salary-Base Pay-Civilian	4,390,496	4,968,038	3,816,100	5,335,608
1110	Premium Pay-Civilian	19,180	36,000	16,100	36,020
1120	Overtime-Civilian	858,315	792,932	1,002,200	805,494
1130	Termination Pay-Civilian	493,570	141,490	191,272	231,000
1135	Pension-Civilian	656,309	816,090	627,200	875,039
1140	Social Security-Civilian	425,780	440,712	382,500	469,739
1145	Health/Life Ins Active Civilian	800,936	1,067,005	770,800	1,017,285
1146	Health/Life Ins Retiree Civilian	163,158	209,232	227,900	237,500
1405	Workers Compensation-Civilian	157,633	125,500	256,000	266,400
1415	Unemployment Claims	2,670	5,200	2,600	5,200
1420	Long Term Disability	8,959	9,560	15,000	12,600
1981	Compensation Contingency	0	134,133	0	0
Total Personnel Services		7,977,006	8,745,892	7,307,672	9,291,885
2130	Chem, Gases & Spec Fluids	7,332	5,900	8,700	9,000
2135	Cleaning and Sanitary Supplies	20,561	20,100	20,800	21,600
2200	Construction Materials	761	5,100	6,700	6,700
2205	Electrical Hardware & Parts	616	4,100	3,700	4,100
2210	Mechanical Hardware & Parts	1,440	3,600	2,400	3,600
2211	Meters, Hydrants & Plumb Supplies	108	700	600	700
2300	Audio-Visual Supplies	206	600	400	400
2305	Computer Supplies	25,533	26,500	23,700	26,500
2306	Paper & Printing Supplies	2,219	2,700	3,300	3,300
2315	Publications & Printed Materials	477	1,200	900	1,200
2323	Postage	52	200	200	200
2325	Miscellaneous Office Supplies	27,105	37,000	34,800	35,000
2405	Drugs & Medical Chemicals	0	400	400	400
2412	Medical & Surgical Supplies	49	1,500	1,400	1,500
2600	Fuel	3,437,868	3,462,938	3,869,500	4,100,000
2605	Vehicle Repair & Maint Suppl	2,905,201	2,790,800	2,829,600	3,036,300
2701	Clothing	41,250	37,500	32,900	37,500
2702	Food Supplies	0	2,000	2,000	2,000
2709	Small Tools & Minor Equipment	13,712	35,000	35,000	35,000
2738	Miscellaneous Parts & Supplies	262,599	275,300	266,600	284,800
Total Supplies		6,747,089	6,713,138	7,143,600	7,609,800
3105	Security Services	85,905	105,000	128,000	128,000
3107	Temporary Personnel Services	0	1,000	26,500	1,000
3305	Advertising Services	6,309	6,300	6,300	6,300
3321	Computer Info/Contracting Srvc	40,281	45,800	45,800	45,800
3325	Medical, Dental & Lab Services	3,372	2,100	1,950	1,900
3330	Legal Services	89	800	100	300
3345	Miscellaneous Support Services	1,054	1,100	500	500
3402	Parking Space Rental	942	2,600	1,400	1,400
3404	Metro Commuter Passes	1,305	700	700	700
3405	Vehicle/Equipment Rental/Lease	187	100	400	300
3409	Office Equipment Rental	8,748	13,200	9,300	9,300
3420	Other Rental	2,651	25,000	18,000	18,000
3500	Electricity	73,115	142,540	115,200	174,766

FISCAL YEAR 2006 BUDGET

Fund Name : Fleet Management
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ACCT	DESCRIPTION	FY2004 Actual	FY2005 Budget	FY2005 Estimate	FY2006 Budget
3505	Natural Gas	23,138	41,676	24,900	27,081
3510	Telephone	21,915	18,600	18,100	18,600
3515	Communication Lines	9,018	15,000	17,400	15,000
3525	Refuse Disposal	2,995	29,000	26,000	34,000
3539	Sewer	5,057	12,000	8,000	12,000
3600	Building Maintenance Services	104,962	113,500	113,900	113,500
3615	Computer Eq/Software Maint Svc	477	500	500	500
3620	Enterprise Applications	4,280	600	900	900
3625	Office Equipment Services	0	500	300	500
3626	Vehicle & Motor Equip Services	736,739	1,205,500	1,055,200	1,571,500
3635	Other Equipment Services	21,853	70,500	97,800	98,500
3725	IntFd Electrical Maintenance	13,675	25,000	22,500	22,500
3745	IntFd Communicatn Equip Repair	3,780	9,000	9,000	9,000
3794	Print Shop Services	7,368	7,600	9,000	9,000
3805	Printing & Reproduction Svcs	142	700	700	700
3840	Assessments-Other Govts	0	1,000	1,000	1,000
3895	Misc Other Services & Charges	118,092	126,400	122,400	131,400
3900	Education & Training	8,416	28,400	27,800	28,400
3905	Membership & Professional Fees	1,943	3,200	2,300	2,600
3910	Travel-Training Related	0	2,000	2,000	2,000
3950	Travel-Non-training Related	39	5,000	0	5,000
Total Other Services and Charges		1,307,847	2,061,916	1,913,850	2,491,947
4255	Other Bldg Systems & Improvement	99,999	150,000	0	0
4405	Shop Tools & Equipment	34,500	0	0	0
Total Equipment		134,499	150,000	0	0
4820	Non-Capital Computer Equipment	0	14,700	0	0
Total Non-Capital Equipment		0	14,700	0	0
Grand Total Expenditures		16,166,441	17,685,646	16,365,122	19,393,632