

**FISCAL YEAR 2007 BUDGET**

**Fund Summary**

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

	<u>FY2006 BUDGET</u>	<u>FY2006 ESTIMATE</u>	<u>FY2007 BUDGET</u>
Beginning Fund Balance	52,991	52,991	591
Current Revenues	<u>19,343,632</u>	<u>21,497,100</u>	<u>25,557,505</u>
Total Available Resources	<u>19,396,623</u>	<u>21,550,091</u>	<u>25,558,096</u>
 Maintenance and Operations	 <u>22,318,500</u>	 <u>21,549,500</u>	 <u>25,558,096</u>
Total Expenditures	22,318,500	21,549,500	25,558,096
Planned Ending Fund Balance	<u>(2,921,877)</u>	<u>591</u>	<u>0</u>
 Total Budget	 <u>19,396,623</u>	 <u>21,550,091</u>	 <u>25,558,096</u>

The above summarizes the FY2006 Budget, the FY2006 Estimate and the FY2007 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, 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 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.

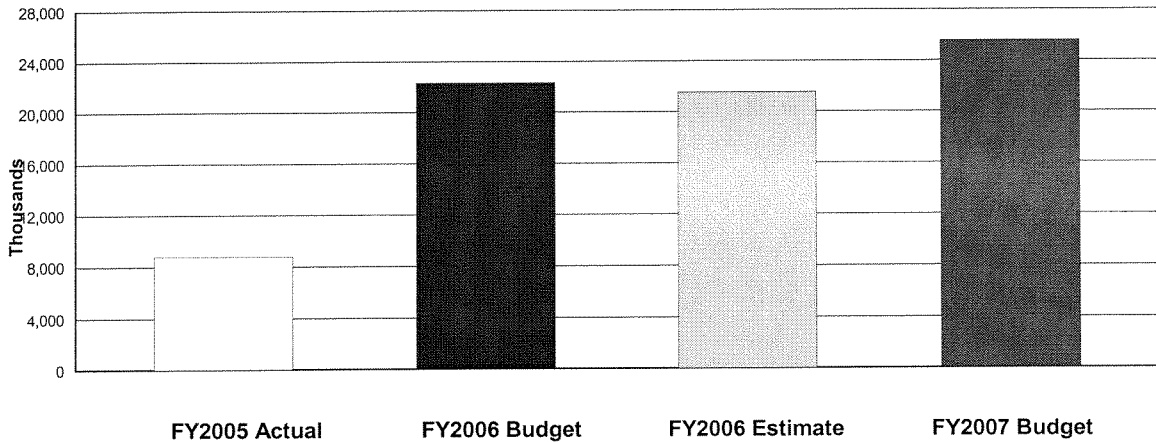
**FISCAL YEAR 2007 BUDGET**

**Department Budget Summary**

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

	<b>FY2005 Actual</b>	<b>FY2006 Budget</b>	<b>FY2006 Estimate</b>	<b>FY2007 Budget</b>	
Expenditure Summary	Personnel Services	3,839,467	8,191,885	7,801,000	<b>8,898,501</b>
	Supplies	3,834,768	10,529,168	11,273,000	<b>13,069,700</b>
	Other Services and Charges	1,111,341	3,591,947	2,470,000	<b>3,438,095</b>
	Equipment	0	0	0	<b>0</b>
	Non-Capital Equipment	0	5,500	5,500	<b>151,800</b>
	Total M & O Expenditures	8,785,576	22,318,500	21,549,500	<b>25,558,096</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
Total Expenditures	8,785,576	22,318,500	21,549,500	<b>25,558,096</b>	
Revenue Summary	8,785,576	19,343,632	21,497,100	<b>25,557,505</b>	
Staffing Summary	Full-Time Equivalents - Civilian	60.2	159.5	132.9	<b>151.6</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Total	60.2	159.5	132.9	<b>151.6</b>
	Full-Time Equivalents-Overtime	13.9	17.0	17.8	<b>16.4</b>
Budget Highlights	<ul style="list-style-type: none"> <li>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.</li> <li>o Improve effectiveness of operation by updating diagnostic equipment and provide mechanic training. Meet with departmental vehicle coordinators to evaluate individual department equipment needs.</li> <li>o The labor rate for labor billable hours is \$62.07. This is a continuation of the labor rate from the FY2006 Budget.</li> <li>o Reduction of vacant administrative positions: Administrative Specialist (1), Inventory Management Clerk (5), and Clerk (1).</li> </ul>				

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



**FISCAL YEAR 2007 BUDGET**

<b>Department Program Summary</b>	
<b>Fund Name : Fleet Management</b> <b>Department Name : Public Works and Engineering</b> <b>Fund/Department No. : 118 / 20</b>	
<b>Program Description</b>	<b>Program Objectives</b>
<b>Fleet Maintenance 1300</b> <b>Management Information System Support 1310</b> Personal Computer (PC), Software, Hardware and Local Area Network/Wide Area Network (LAN/WAN) service and support. Program moved to Fund 701 in FY2004.	N/A
<b>Fleet Maintenance 1300</b> <b>Warehouse/ Inventory Control 1320</b> Supply automotive parts as needed to mechanics in the Maintenance Section. Keep only current automobile parts in stock. This program was reorganized and combined with Org. 1331 in FY2006.	N/A
<b>Fleet Maintenance 1300</b> <b>1330</b> Maintain vehicles for 17 user departments. This program was reorganized and combined with Org. 1332 in FY2006.	N/A
<b>Fleet Maintenance 1300</b> <b>Fleet Maintenance Administration 1331</b> Provide management, data entry, and administrative support for maintenance operations.	Effectively support the fleet operations.
<b>Fleet Maintenance 1300</b> <b>Fleet Maintenance (Direct) 1332</b> 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 164,227 billable hours. Reduce down time by improving maintenance procedures, recommending replacement fleet equipment with more efficient models and institute better preventative maintenance measures.
<b>Fleet Maintenance 1300</b> <b>Revolving Fund 1350</b> 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 was reorganized and combined with Org. 1332 in FY2006.	N/A

**FISCAL YEAR 2007 BUDGET**

<b>Department Program Summary</b>									
<b>Fund Name : Fleet Management</b> <b>Department Name : Public Works and Engineering</b> <b>Fund/Department No. : 118 / 20</b>									
Program Performance Measures	FY2005 Actual			FY2006 Estimate			FY2007 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Monitor contracts/hrs/mth	N/A			N/A			N/A		
Software licensed/upgrade	N/A			N/A			N/A		
Computer systems supported	N/A			N/A			N/A		
Service calls received	N/A			N/A			N/A		
Customize Fleet Sys Report	N/A			N/A			N/A		
	0.0		11	0.0		0	0.0		0
Inventory Availability	90%			N/A			N/A		
Inventory Turnover	.83			N/A			N/A		
	5.9		304,612	0.0		0	0.0		0
Labor hours billed	86,060			N/A			N/A		
	0.0		454,287	0.0		0	0.0		0
Fleet Operations Supported	100%			100%			100%		
Inventory Availability	N/A			N/A			N/A		
Inventory Turnover	N/A			N/A			N/A		
	10.6		523,067	37.0		2,028,925	63.3		3,642,617
Vehicle availability rate	95%			95%			95%		
Lube performed	7,000			6,600			6,500		
Average repair time	3.0 days			3.0 days			3.0 days		
Reduce Fleet size	1%			3%			1%		
Labor hours billed	N/A			139,536			164,227		
	43.7		3,067,326	96.0		19,520,575	88.3		21,394,166
N/A	N/A			N/A			N/A		
	0.0		4,436,273	0.0		0	0.0		0

**FISCAL YEAR 2007 BUDGET**

**Department Program Summary**

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

Program Description	Program Objectives
<p><b>Resource Management</b> 1900  <b>Utility and Administration Management</b> 1912</p> <p>This cost center records utility and administrative overhead costs billed by other departments such as BSD, ITD, F&amp;A and HR.</p>	<p>Provide a single cost center to budget, record and monitor those expenses billed internally by other departments.</p>

**FISCAL YEAR 2007 BUDGET**

Department Program Summary									
Fund Name : Fleet Management									
Department Name : Public Works and Engineering									
Fund/Department No. : 118 / 20									
Program Performance Measures	FY2005 Actual			FY2006 Estimate			FY2007 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
N/A	N/A			N/A			N/A		
			0		0.0	0		0.0	521,313
Total	<u>60.2</u>	<u>8,785,576</u>		<u>132.9</u>	<u>21,549,500</u>		<u>151.6</u>	<u>25,558,096</u>	

**FISCAL YEAR 2007 BUDGET**

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

<b>NO. of POSITIONS</b>	<b>JOB DESCRIPTION</b>	<b>JOB CLASS CODE</b>	<b>PAY GRADE</b>
1	ACCOUNT CLERK	3411	10
2	ACCOUNTANT	3421	17
1	ADMINISTRATION MANAGER	3029	26
4	ADMINISTRATIVE AIDE	3011	10
1	ADMINISTRATIVE SUPERVISOR	3035	22
1	ASSISTANT DIRECTOR(EXE LEV)	3062	32
1	DIVISION MANAGER	3030	29
2	INVENTORY MANAGEMENT SUPERVISOR	3618	17
4	LABORER	5133	4
1	MAINTENANCE MECHANIC II	5272	12
1	MANAGEMENT ANALYST IV	3085	25
19	MECHANIC I	5462	11
13	MECHANIC II	5463	15
64	MECHANIC III	5464	19
3	OFFICE SUPERVISOR	5021	16
2	PROCUREMENT SPECIALIST	3633	24
1	SEMI-SKILLED LABORER	5134	6
1	SENIOR ACCOUNT CLERK	3412	13
1	SENIOR PROCUREMENT SPECIALIST	3673	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 II	3432	23
1	SYSTEMS ACCOUNTANT III	3433	27
1	TECHNICAL HARDWARE ANALYST II	4412	21
<b>161.0</b>	<b>Total Positions</b>		
<b>9.4</b>	<b>Less adjustment for Vacancies and Part-Time Employees</b>		
<b>151.6</b>	<b>Full-Time Equivalent</b>		

**FISCAL YEAR 2007 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	FY2006 Budget	FY2006 Estimate	FY2007 Budget
7333	Intfd Fleet Maintenance	1332	Fleet Maintenance (Direct)	10,774,632	8,688,000	<b>10,193,547</b>
7378	Intfd Vehicle Fuel	1332	Fleet Maintenance (Direct)	3,989,500	5,970,000	<b>7,792,000</b>
7380	Intfd Vehicle Repair	1332	Fleet Maintenance (Direct)	4,569,500	6,799,100	<b>7,531,958</b>
8300	Interest On Pooled Investments	1332	Fleet Maintenance (Direct)	0	35,000	<b>35,000</b>
8825	Recoveries & Refunds	1332	Fleet Maintenance (Direct)	10,000	5,000	<b>5,000</b>
<b>Total Public Works and Engineering</b>				<u>19,343,632</u>	<u>21,497,100</u>	<u><b>25,557,505</b></u>



**FISCAL YEAR 2007 BUDGET**

**Fund Name : Fleet Management**  
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ACCT	DESCRIPTION	FY2005 Actual	FY2006 Budget	FY2006 Estimate	FY2007 Budget
1100	Salary-Base Pay-Civilian	1,886,630	4,623,008	4,470,837	5,166,497
1105	Salary-Part Time-Civilian	1,206	0	0	0
1110	Premium Pay-Civilian	15,311	36,020	7,140	36,020
1120	Overtime-Civilian	713,654	805,494	986,239	805,290
1130	Termination Pay-Civilian	87,460	231,000	155,000	231,000
1135	Pension-Civilian	320,664	758,139	729,394	847,292
1140	Social Security-Civilian	199,751	415,139	399,296	456,489
1145	Health/Life Ins Active Civilian	374,978	902,285	739,033	946,673
1146	Health/Life Ins Retiree Civilian	162,691	237,500	220,902	238,278
1405	Workers Compensation-Civilian	71,438	165,500	75,049	75,049
1415	Unemployment Claims	281	5,200	500	5,410
1420	Long Term Disability	5,403	12,600	17,610	26,412
1981	Compensation Contingency	0	0	0	64,091
<b>Total Personnel Services</b>		<b>3,839,467</b>	<b>8,191,885</b>	<b>7,801,000</b>	<b>8,898,501</b>
2130	Chem, Gases & Spec Fluids	10,661	9,000	3,156	9,100
2135	Cleaning and Sanitary Supplies	13,130	21,600	28,247	21,500
2200	Construction Materials	4,931	6,700	420	6,700
2205	Electrical Hardware & Parts	710	4,100	500	4,100
2210	Mechanical Hardware & Parts	4,765	3,600	4,367	3,600
2211	Meters, Hydrants & Plumb Supplies	0	700	0	700
2300	Audio-Visual Supplies	0	400	0	400
2305	Computer Supplies	4,717	26,500	3,795	26,500
2306	Paper & Printing Supplies	3,907	3,300	4,546	3,300
2315	Publications & Printed Materials	3,184	1,200	5,928	1,200
2323	Postage	21	200	53	200
2325	Miscellaneous Office Supplies	14,949	35,000	29,112	35,000
2405	Drugs & Medical Chemicals	0	400	0	400
2412	Medical & Surgical Supplies	0	1,500	1,590	1,500
2600	Fuel	1,593,940	7,024,868	6,163,089	7,800,000
2605	Vehicle Repair & Maint Suppl	2,064,142	3,030,800	4,900,100	5,000,000
2701	Clothing	7,689	37,500	31,673	37,500
2702	Food Supplies	0	2,000	0	2,000
2709	Small Tools & Minor Equipment	12,170	35,000	34,784	35,000
2738	Miscellaneous Parts & Supplies	95,852	284,800	61,640	81,000
<b>Total Supplies</b>		<b>3,834,768</b>	<b>10,529,168</b>	<b>11,273,000</b>	<b>13,069,700</b>
3105	Security Services	138,132	128,000	128,000	128,000
3107	Temporary Personnel Services	24,117	1,000	100	1,000
3305	Advertising Services	239	5,766	500	6,300
3321	Computer Info/Contracting Srvc	0	45,800	0	45,800
3325	Medical, Dental & Lab Services	1,526	1,900	3,000	1,900
3330	Legal Services	0	300	500	600
3345	Miscellaneous Support Services	983	500	315	500
3400	Real Estate Lease/Office Rental	0	0	0	40,000
3402	Parking Space Rental	865	1,400	0	1,400
3404	Metro Commuter Passes	471	1,234	3,200	1,900
3405	Vehicle/Equipment Rental/Lease	0	300	0	300
3409	Office Equipment Rental	4,840	9,300	2,500	9,300

**FISCAL YEAR 2007 BUDGET**

**Fund Name : Fleet Management**  
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ACCT	DESCRIPTION	FY2005 Actual	FY2006 Budget	FY2006 Estimate	FY2007 Budget
3420	Other Rental	1,262	18,000	3,500	18,000
3500	Electricity	103,302	174,766	140,000	172,308
3505	Natural Gas	17,213	27,081	26,000	34,129
3510	Telephone	7,289	18,600	9,300	18,600
3515	Communication Lines	4,097	15,000	5,700	15,000
3525	Refuse Disposal	0	34,000	13,500	34,000
3539	Sewer	5,763	12,000	4,000	12,000
3600	Building Maintenance Services	41,871	213,500	85,000	113,500
3615	Computer Eq/Software Maint Svc	0	500	0	500
3620	Enterprise Applications	399	900	2,000	900
3625	Office Equipment Services	782	500	500	500
3626	Vehicle & Motor Equip Services	699,071	2,471,500	1,899,000	2,543,458
3635	Other Equipment Services	40	198,500	35,000	98,500
3725	IntFd Electrical Maintenance	0	22,500	5,000	22,500
3745	IntFd Communicatn Equip Repair	3,780	9,000	9,000	9,000
3794	Print Shop Services	4,446	9,000	16,500	16,500
3805	Printing & Reproduction Srvcs	0	700	700	700
3840	Assessments-Other Govts	0	1,000	500	1,000
3895	Misc Other Services & Charges	44,380	131,400	53,400	52,000
3900	Education & Training	6,233	28,400	19,785	28,400
3905	Membership & Professional Fees	240	2,600	1,500	2,600
3910	Travel-Training Related	0	2,000	1,000	2,000
3950	Travel-Non-training Related	0	5,000	1,000	5,000
<b>Total Other Services and Charges</b>		<b>1,111,341</b>	<b>3,591,947</b>	<b>2,470,000</b>	<b>3,438,095</b>
4820	Non-Capital Computer Equipment	0	0	0	100,500
4845	Non-Capital Machinery & Equipment	0	0	0	51,300
4860	Non-Capital - Other	0	5,500	5,500	0
<b>Total Non-Capital Equipment</b>		<b>0</b>	<b>5,500</b>	<b>5,500</b>	<b>151,800</b>
<b>Grand Total Expenditures</b>		<b>8,785,576</b>	<b>22,318,500</b>	<b>21,549,500</b>	<b>25,558,096</b>