Fund Summary

Fund Name : **Fleet Management Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **1005 / 2000**

	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	24,649,082	24,649,082	**25,821,921**
Total Available Resources	24,649,082	24,649,082	**25,821,921**
Maintenance and Operations	24,514,082	24,649,082	**25,821,921**
Debt Service	135,000	0	**0**
Total Expenditures	24,649,082	24,649,082	**25,821,921**
Planned Ending Fund Balance	0	0	**0**
Total Budget	24,649,082	24,649,082	**25,821,921**

The above summarizes the FY2010 Budget, the FY2010 Estimate, and the FY2011 Budget for the Fleet Maintenance Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Fleet Maintenance Branch of the Department of Public Works & Engineering coordinates the maintenance operation for a mixed fleet of 4,600 units (e.g., automotive, trucks, commercial construction equipment, and ancillary equipment). The Branch maintains vehicles and equipment for all or part of seventeen city departments. The budget provides funding for maintenance activities performed at eight maintenance shops. All services are billed to customer organizations via the M5 Fleet Management System.

The primary areas of focus for the Fleet Maintenance Branch are:

o Promote safety in the workplace.
o Improve efficiency by aggressively promoting automotive certifications and training for technical support personnel.
o Seek areas to competitively bid services and outsource work.
o Modify services to better achieve customer's current requirements and long-term goals.
o Improve methods and quality of data entry to the M5 Fleet Management System.
o Constantly strive to be as cost effective as possible while maintaining the highest levels of service.

Business Area Budget Summary

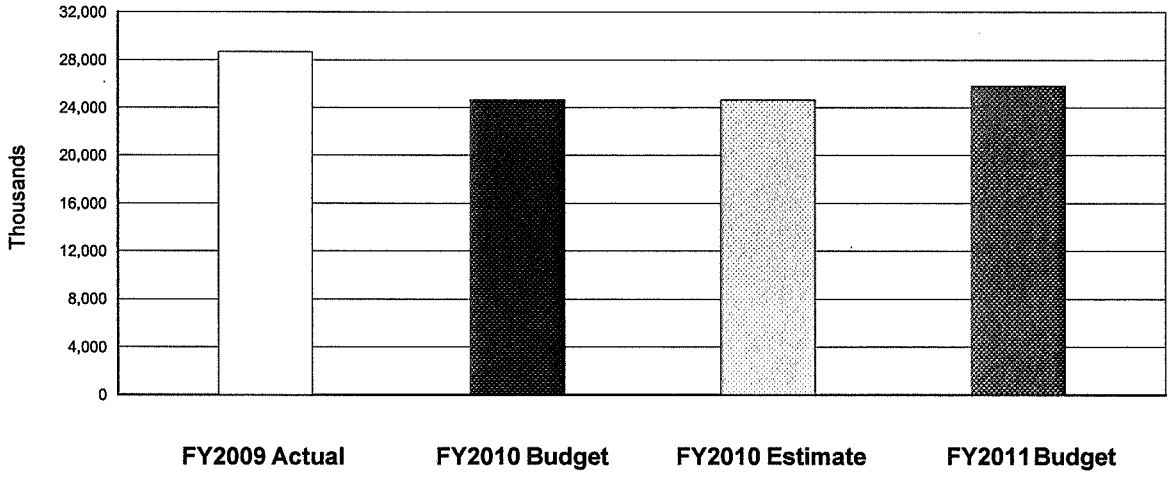
Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 1005 / 2000

		FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
Expenditures	Personnel Services	7,909,613	7,034,521	6,842,673	**7,181,532**
	Supplies	17,682,065	13,430,105	14,105,791	**14,789,200**
	Other Services and Charges	3,064,345	4,049,456	3,700,618	**3,815,890**
	Equipment	17,138	0	0	**0**
	Non-Capital Equipment	18,101	0	0	**35,299**
	Total M & O Expenditures	28,691,262	24,514,082	24,649,082	**25,821,921**
	Debt Service & Other Uses	6,536	135,000	0	**0**
	Total Expenditures	28,697,798	24,649,082	24,649,082	**25,821,921**
Revenues		28,697,798	24,649,082	24,649,082	**25,821,921**
Staffing	Full-Time Equivalents - Civilian	122.4	96.9	94.3	**96.9**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	122.4	96.9	94.3	**96.9**
	Full-Time Equivalents - Overtime	11.1	11.3	8.0	**8.5**

Significant Budget Changes and Highlights

- o Finalizing the upgrades of three fleet facilities at 100 Japhet, 5500 McCarty, and 1700 E. Crosstimbers to replace the Gillette Fleet Maintenance Facility.
- o Enhance the level of preventive maintenance (PM) by re-establishing regular meetings with vehicle coordinators (17 departments) to review PM reports, schedule PM, 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 billable labor rate is $66.41 (an increase of $1.50 from FY2010).
- o The FY2011 Budget provides funding for the HOPE 3% increase ($132,060) and 1.25% Pay for Performance increase ($64,942).

Fleet Management Fund
Public Works & Engineering
Expenditure Summary



Business Area Cost Center Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1005 / 2000

Cost Center Description	Cost Center Objectives
PWE - Fleet Maintenance Administration 2000010014	
Provide management, administrative support, and data entry for maintenance operations.	Effectively support the fleet operation.
PWE - Fleet Maintenance Direct 2000010015	
Provide vehicle and equipment repair and preventive maintenance in support of the Public Works Department. In addition, maintain vehicles for 17 user departments. Service, maintain and repair vehicles for customers in a timely and professional manner.	Reduce downtime by improving maintenance procedures, recommending replacement fleet equipment with more efficient models and institute better preventive maintenance measures.

Business Area Cost Center Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1005 / 2000

Performance Measures	FY2009 Actual			FY2010 Estimate			FY2011 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Fleet operations supported	100%			100%			**100%**		
		47.3	3,271,683		29.8	2,613,021		**31.3**	**2,829,789**
Vehicle availability rate	95.0%			95.0%			**95.0%**		
Lubes performed	6,000			6,000			**6,000**		
Average repair time (Days)	3.5			3.0			**3.0**		
Labor hours billed	110,000			103,400			**100,298**		
Direct labor product rate	71.0%			71.0%			**71.0%**		
		75.1	25,426,115		64.5	22,036,061		**65.6**	**22,992,132**
Total		122.4	28,697,798		94.3	24,649,082		**96.9**	**25,821,921**

Business Area Roster Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1005 / 2000

Job Description	Pay Grade	FY2010 Current Budget FTE	FY2011 Budget FTE	Change
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	0.0	2.0	2.0
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
AUTOMOTIVE SERVICE WRITER	15	1.0	1.0	
DIVISION MANAGER	29	1.0	1.0	
EQUIPMENT WORKER	13	1.0	1.0	
MECHANIC I	11	9.0	8.0	(1.0)
MECHANIC II	15	17.0	16.0	(1.0)
MECHANIC III	19	45.0	47.0	2.0
OFFICE SUPERVISOR	17	2.0	0.0	(2.0)
PROCUREMENT SPECIALIST	24	3.0	3.0	
SENIOR INVENTORY MANAGEMENT CLERK	12	2.0	2.0	
SENIOR PROCUREMENT SPECIALIST	27	1.0	1.0	
SHOP MANAGER	23	11.0	10.0	(1.0)
STAFF ANALYST	26	1.0	1.0	
SUPERINTENDENT	24	1.0	2.0	1.0
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
Total FTEs		**99.0**	**99.0**	**0.0**
Less adjustment for Civilian Vacancy Factor		**2.1**	**2.1**	**0.0**
Full-Time Equivalents		**96.9**	**96.9**	**0.0**

Business Area Revenue Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus Area No. : 1005 / 2000

Commit Item	Description	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
2000010015	**PWE - Fleet Maintenance Direct**			
424120	Interfund Vehicle Fuel	9,765,000	9,464,285	**8,786,564**
424130	Interfund Vehicle Repair	8,172,163	8,397,590	**10,334,474**
432010	Interest on Pooled Investments	0	45,291	**40,000**
452020	Recoveries & Refunds	0	3,260	**0**
457040	Interfund Fleet Maintenance	6,711,919	6,738,656	**6,660,883**
Total	**PWE - Fleet Maintenance Direct**	**24,649,082**	**24,649,082**	**25,821,921**
Total	**Public Works & Engineering**	**24,649,082**	**24,649,082**	**25,821,921**

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 1005 / 2000

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
500010	Salary Base Pay - Civilian	4,841,494	4,235,742	4,073,524	**4,205,989**
500030	Salary Part Time - Civilian	9,101	0	152	**0**
500060	Overtime - Civilian	612,676	453,467	398,467	**492,399**
500090	Premium Pay - Civilian	2,131	10,014	10,014	**10,000**
500210	Pay for Performance-Municipal	4,000	3,338	3,338	**3,364**
500250	HOPE UNION BUSINESS USAGE	1,470	1,043	1,043	**1,051**
501070	Pension - Civilian	683,938	624,289	570,183	**609,881**
501120	Termination Pay - Civilian	64,547	166,910	166,910	**126,129**
502010	FICA - Civilian	399,806	360,032	355,654	**359,718**
503010	Health Ins-Act Civilian	861,767	760,268	728,750	**793,131**
503015	Basic Life Insurance - Active Civilian	6,782	2,303	2,303	**2,493**
503050	Health/Life Insurance - Retiree Civilian	356,153	275,400	390,620	**403,617**
503060	Long Term Disability-Civilian	(986)	8,253	8,253	**8,237**
503090	Workers Compensation-Civilian-Admin	17,700	20,385	20,385	**20,349**
503100	Workers Compensation-Civilian-Claim	48,624	104,319	104,319	**71,474**
504020	Compensation Contingency	0	0	0	**64,942**
504030	Unemployment Claims	410	8,758	8,758	**8,758**
Total	**Personnel Services**	**7,909,613**	**7,034,521**	**6,842,673**	**7,181,532**
511010	Chemical Gases & Special Fluids	6,781	5,900	5,900	**6,700**
511015	Cleaning & Sanitary Supplies	14,913	23,000	13,000	**22,000**
511020	Construction Materials	462	13,300	13,300	**12,800**
511025	Electrical Hardware & Parts	4,820	13,100	13,100	**9,000**
511030	Mechanical Hardware & Parts	86	3,600	3,600	**3,500**
511035	Meters Hydrants & Plumbing Supplies	2,300	700	700	**2,900**
511040	Audiovisual Supplies	0	400	400	**400**
511045	Computer Supplies	3,644	34,000	24,000	**32,500**
511050	Paper & Printing Supplies	6,208	7,000	7,000	**6,500**
511055	Publications & Printed Materials	1,971	3,500	3,500	**2,100**
511060	Postage	76	200	200	**100**
511070	Miscellaneous Office Supplies	20,309	32,000	22,000	**21,200**
511085	Drugs & Medical Chemicals	0	400	400	**0**
511090	Medical & Surgical Supplies	2,951	2,100	2,100	**4,200**
511095	Small Technical & Scientific Equipment	5,823	5,500	5,500	**6,000**
511110	Fuel	11,082,234	7,676,405	8,142,091	**8,142,000**
511115	Vehicle Repair & Maintenance Supplies	6,439,850	5,500,000	5,750,000	**6,400,000**
511120	Clothing	23,275	18,500	18,280	**19,300**
511125	Food Supplies	20,246	4,400	5,000	**4,000**
511130	Weapons Munitions & Supplies	66	200	200	**0**
511140	Landscaping & Gardening Supplies	0	300	300	**0**
511145	Small Tools & Minor Equipment	41,932	35,300	35,300	**44,000**
511150	Miscellaneous Parts & Supplies	4,118	50,300	39,920	**50,000**
Total	**Supplies**	**17,682,065**	**13,430,105**	**14,105,791**	**14,789,200**
520100	Temporary Personnel Services	69,920	10,000	10,000	**10,000**
520101	Janitorial Services	41,256	48,000	48,000	**48,000**
520102	Security Services	139,602	139,000	117,500	**139,000**
520107	Computer Info/Contr	0	45,800	45,800	**0**
520109	Medical Dental & Laboratory Services	3,677	5,100	5,100	**3,900**
520110	Management Consulting Services	918	0	0	**900**
520114	Miscellaneous Support Services	0	500	500	**0**
520115	Real Estate Lease/Office Rental	42,113	44,000	44,000	**55,000**
520118	Refuse Disposal	12,502	35,500	35,500	**15,500**
520119	Computer Equipment/Software Maintenance	0	3,000	3,000	**0**

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
Fund No./Bus. Area No. : 1005 / 2000

Commit Item	Description	FY2009 Actual	FY2010 Current Budget	FY2010 Estimate	FY2011 Budget
520121	IT Application Svcs	7,504	10,000	6,620	**6,800**
520122	Office Equipment Services	60	3,000	3,000	**0**
520123	Vehicle & Motor Equipment Services	2,289,735	3,100,000	2,801,437	**2,946,400**
520124	Other Equipment Services	47,027	71,000	71,000	**36,700**
520126	Construction Site Work Services	3,040	0	1,757	**4,800**
520515	Print Shop Services	7,784	10,500	10,500	**9,400**
520520	Printing & Reproduction Services	0	700	700	**0**
520765	Membership & Professional Fees	3,022	11,000	11,000	**2,800**
520805	Education & Training	13,849	16,400	16,400	**28,800**
520815	Tuition Reimbursement	8,289	16,000	16,000	**0**
520905	Travel - Training Related	5,144	13,000	13,000	**11,900**
520910	Travel - Non-Training Related	0	1,500	1,500	**0**
521405	Building Maintenance Services	147,113	157,000	157,000	**151,200**
521410	Sewer Services	2,914	10,000	10,000	**6,200**
521505	Electricity	144,748	159,156	137,745	**208,600**
521510	Natural Gas	11,170	26,000	26,000	**16,200**
521605	Data Services	27,256	27,000	26,615	**27,280**
521610	Voice Services	10,655	11,500	10,260	**10,500**
521620	Voice Equipment	665	3,900	641	**700**
521625	Voice Labor	3	600	0	**0**
521630	GIS Revolving Fund Services	0	0	0	**18,500**
521705	Vehicle/Equipment Rental/Lease	0	7,000	7,000	**400**
521715	Office Equipment Rental	6,922	9,000	9,000	**6,000**
521725	Other Rental	0	5,000	5,000	**0**
521730	Parking Space Rental	6,778	1,500	3,000	**6,800**
521905	Legal Services	210	800	800	**200**
521910	Legal Svcs - Crt Rep	215	0	0	**200**
522205	Metro Commuter Passes	1,191	2,000	2,000	**4,000**
522430	Miscellaneous Other Services & Charges	5,344	31,000	29,243	**15,500**
522715	Interfund Electrical Maintenance	0	10,000	10,000	**0**
522720	Interfund Payroll Services	0	0	0	**20,010**
522735	Interfund Communication Equipment Repair	3,719	4,000	4,000	**3,700**
Total	**Other Services and Charges**	**3,064,345**	**4,049,456**	**3,700,618**	**3,815,890**
560210	Furniture Fixtures and Equipment	17,218	0	0	**0**
560220	Vehicles	(80)	0	0	**0**
Total	**Equipment**	**17,138**	**0**	**0**	**0**
551015	Non-Capital Computer Equipment	0	0	0	**17,299**
551020	Non-Capital Communication Equipment	0	0	0	**18,000**
551030	Non-Capital Machinery & Equipment	18,101	0	0	**0**
Total	**Non-Capital Equipment**	**18,101**	**0**	**0**	**35,299**
531040	Other Principal Retirement	6,536	0	0	**0**
532055	Transfers to Certification of Obligation	0	135,000	0	**0**
Total	**Debt Service and Other Uses**	**6,536**	**135,000**	**0**	**0**
	Grand Total Expenditures	**28,697,798**	**24,649,082**	**24,649,082**	**25,821,921**