

FISCAL YEAR 2013 BUDGET

Fund Summary

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering / Finance / Fleet Management
Fund No./Bus. Area No. : 1005 / 2000 / 6400 / 6700

	<u>FY2012 Current Budget</u>	<u>FY2012 Estimate</u>	<u>FY2013 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	81,832,252	80,190,489	86,647,256
Total Available Resources	<u>81,832,252</u>	<u>80,190,489</u>	<u>86,647,256</u>
Maintenance and Operations	81,832,252	80,190,489	86,647,256
Debt Services	0	0	0
Total Expenditures	<u>81,832,252</u>	<u>80,190,489</u>	<u>86,647,256</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u>81,832,252</u>	<u>80,190,489</u>	<u>86,647,256</u>
<u>Fund Balance Distribution:</u>			
Non-Spendable	0	0	0
Restricted	0	0	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2012 Budget, the FY2012 Estimate and the FY2013 Budget for the Fleet Management Fund. Also included are the beginning and ending fund balances, total revenues and total expenditures.

The Fleet Management consist of three departments which are Fleet, Finance and Public Works and Engineering. The overall goal of these departments are to improve the efficiency and administration of Fleet Management.

The Fleet Department has two primary functions which is (1) to consolidate management of the fleet maintenance operations formerly under the Fire, Police, Solid Waste, and Parks departments, and (2) to administer the citywide fuel program including procurement and delivery of fuel and monitoring, maintenance and repair of fuel sites.

The Finance Department provides resources to the Fleet Management Department by consolidating financial responsibilities into the Finance Department providing transparent, reliable and timely information, thus enhancing the department's ability to focus on operations.

The Public Works and Engineering Department's mission is to improve effectiveness of maintenance operations and constantly strive to be as cost effective as possible while maintaining the highest level of services.

Business Area Budget Summary

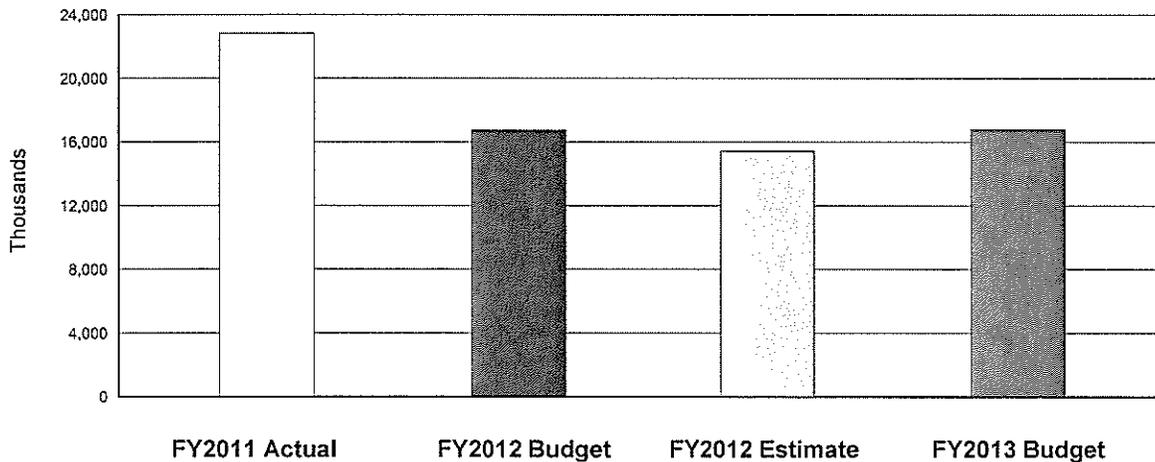
Fund Name : Fleet Management Fund
 Business Area Name : Public Works & Engineering
 Fund No./Bus. Area No. : 1005 / 2000

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	6,381,678	7,143,600	6,387,990	7,358,100
	Supplies	13,361,132	5,747,200	5,619,508	5,694,100
	Other Services and Charges	3,074,511	3,815,500	3,426,403	3,607,000
	Equipment	(154)	0	0	106,200
	Non-Capital Equipment	9,858	35,300	3,000	37,500
	Total M & O Expenditures	<u>22,827,025</u>	<u>16,741,600</u>	<u>15,436,901</u>	<u>16,802,900</u>
	Debt Service & Other Uses	0	0	0	0
Total Expenditures	<u>22,827,025</u>	<u>16,741,600</u>	<u>15,436,901</u>	<u>16,802,900</u>	
Revenues		22,891,327	16,741,600	15,436,901	16,802,900
Staffing	Full-Time Equivalents - Civilian	89.2	92.0	86.0	92.2
	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	<u>89.2</u>	<u>92.0</u>	<u>86.0</u>	<u>92.2</u>
	Full-Time Equivalents - Overtime	6.7	8.1	8.1	8.0

Significant Budget Changes and Highlights

- o The FY2013 Budget includes funding for expenditure increases in health benefits (\$194,380) and pension contributions (\$186,753).
- o Continue service life project for heavy/medium units.
- o Meet with user-department vehicle coordinators to evaluate equipment needs.
- o Improve effectiveness of maintenance operation by updating diagnostic equipment and providing mechanic training.

**Fleet Management Fund
 Public Works & Engineering
 Expenditure Summary**



Division Mission and Performance Measures

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

Name: R.O.W/Fleet Maintenance -- 200001

Mission: Maintain vehicles for PW&E and other City departments with minimum downtime.

- Goal:**
1. Reduce equipment downtime.
 2. Be efficient and provide quality customer services in our daily operation.
 3. Minimize fleet maintenance cost.
 4. Meet performance measures.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Vehicle availability rate	95.0%	94.0%	95.0%
Average repair time (days)	4.9	4.5	5.0
Fleet operations supported	100%	100%	100%
Lubes performed	5,400	6,000	6,000
Labor hours billed	100,819	95,500	99,000

FISCAL YEAR 2013 BUDGET

Division Summary

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

Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
R.O.W/Fleet Maintenance 200001 Deliver high quality services, in a safe and timely manner, that provide for excellent maintenance of PW&E's and other City Departments' vehicles and equipment.	89.2	22,827,025	86.0	15,436,901	92.2	16,802,900
Total	89.2	22,827,025	86.0	15,436,901	92.2	16,802,900

FISCAL YEAR 2013 BUDGET

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	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ADMINISTRATIVE AIDE	10	1.0	1.0	
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	0.0	(1.0)
AUTOMOTIVE SERVICE WRITER	15	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.0	1.0	1.0
DIVISION MANAGER	29	1.0	1.0	
MECHANIC I	11	7.0	7.0	
MECHANIC II	15	16.0	16.0	
MECHANIC III	19	46.0	46.0	
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	10.0	10.0	
STAFF ANALYST	26	1.0	1.0	
STUDENT INTERN II	10	0.0	1.0	1.0
SUPERINTENDENT	24	2.0	2.0	
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
Total FTEs		95.0	96.0	1.0
Less adjustment for Civilian Vacancy Factor		3.0	3.8	0.8
Full-Time Equivalents		92.0	92.2	0.2

FISCAL YEAR 2013 BUDGET

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	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
2000010015	PWE - Fleet Maintenance Direct			
424130	Interfund Vehicle Repair	8,300,000	7,985,477	8,386,000
432010	Interest on Pooled Investments	40,000	16,661	0
434245	Sale of Capital Assets - Vehicles	0	17,487	0
452020	Recoveries & Refunds	0	15,056	5,000
457040	Interfund Fleet Maintenance	8,401,600	7,402,220	8,411,900
Total	PWE - Fleet Maintenance Direct	<u>16,741,600</u>	<u>15,436,901</u>	<u>16,802,900</u>
Total	Public Works & Engineering	<u>16,741,600</u>	<u>15,436,901</u>	<u>16,802,900</u>

FISCAL YEAR 2013 BUDGET

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	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	3,838,259	4,049,292	3,706,311	4,007,197
500060	Overtime - Civilian	424,054	491,552	491,552	488,199
500090	Premium Pay - Civilian	0	10,000	3,000	10,000
500250	HOPE Union Business Usage	328	0	0	0
501070	Pension - Civilian	603,308	728,683	670,781	857,534
501120	Termination Pay - Civilian	85,492	126,129	100,000	126,129
502010	FICA - Civilian	312,492	347,284	306,444	344,664
503010	Health Ins-Act Civilian	741,103	878,243	819,432	1,013,812
503015	Basic Life Insurance - Active Civilian	2,274	2,392	2,126	2,365
503050	Health/Life Insurance - Retiree Civilian	341,174	403,619	167,543	403,619
503060	Long Term Disability-Civilian	0	7,820	6,518	7,838
503090	Workers Compensation-Civilian-Admin	16,608	18,399	17,448	22,036
503100	Workers Compensation-Civilian-Claim	16,586	71,474	88,122	71,474
504030	Unemployment Claims - Administration	0	8,713	8,713	3,233
Total	Personnel Services	6,381,678	7,143,600	6,387,990	7,358,100
511010	Chemical Gases & Special Fluids	5,305	6,700	6,700	6,700
511015	Cleaning & Sanitary Supplies	6,983	22,000	7,100	10,000
511020	Construction Materials	163	12,800	1,000	2,000
511025	Electrical Hardware & Parts	2,044	9,000	2,500	2,000
511030	Mechanical Hardware & Parts	230	3,500	1,000	500
511035	Meters Hydrants & Plumbing Supplies	0	2,900	0	0
511040	Audiovisual Supplies	0	400	0	0
511045	Computer Supplies	4,928	32,500	1,000	5,000
511050	Paper & Printing Supplies	7,588	6,500	6,500	6,500
511055	Publications & Printed Materials	0	2,100	0	0
511060	Postage	44	100	100	100
511070	Miscellaneous Office Supplies	9,948	21,200	5,100	5,000
511085	Drugs & Medical Chemicals	7	0	0	0
511090	Medical & Surgical Supplies	1,727	4,200	4,200	4,200
511095	Small Technical & Scientific Equipment	44	6,000	300	0
511110	Fuel	7,291,937	100,000	61,100	73,300
511115	Vehicle Repair & Maintenance Supplies	5,923,979	5,400,000	5,400,108	5,465,000
511120	Clothing	20,692	19,300	19,300	19,300
511125	Food Supplies	420	4,000	500	500
511145	Small Tools & Minor Equipment	33,415	44,000	54,000	44,000
511150	Miscellaneous Parts & Supplies	51,678	50,000	49,000	50,000
Total	Supplies	13,361,132	5,747,200	5,619,508	5,694,100
520100	Temporary Personnel Services	2,106	10,000	6,000	0
520101	Janitorial Services	63,204	68,000	54,000	68,000
520102	Security Services	78,074	89,000	0	0
520109	Medical Dental & Laboratory Services	3,190	3,900	3,900	3,900
520114	Miscellaneous Support Services	0	0	29	0
520115	Real Estate Lease/Office Rental	50,830	21,100	21,100	21,100
520118	Refuse Disposal	18,453	16,400	12,000	16,400
520121	IT Application Svcs	7,379	6,800	7,500	13,100
520123	Vehicle & Motor Equipment Services	2,440,738	2,900,000	2,707,504	2,932,000
520124	Other Equipment Services	45,794	56,700	15,000	15,000
520125	Demolition Services	0	0	1,700	0
520126	Construction Site Work Services	385	4,800	400	0
520515	Print Shop Services	1,795	9,400	1,000	1,000
520720	Fines	0	0	4,000	0
520765	Membership & Professional Fees	1,574	2,800	1,500	2,800

FISCAL YEAR 2013 BUDGET

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	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520805	Education & Training	4,749	28,800	10,059	28,800
520905	Travel - Training Related	374	11,900	5,950	11,900
521405	Building Maintenance Services	60,113	151,200	127,000	85,000
521410	Sewer Services	10,253	6,200	6,200	6,200
521505	Electricity	151,549	208,600	208,600	155,100
521510	Natural Gas	26,819	20,400	36,447	36,400
521605	Data Services	22,765	44,600	44,600	63,100
521610	Voice Services	18,347	10,200	24,939	37,900
521620	Voice Equipment	808	200	200	200
521625	Voice Labor	0	100	175	100
521630	GIS Revolving Fund Services	15,257	18,300	18,300	0
521705	Vehicle/Equipment Rental/Lease	0	400	0	0
521715	Office Equipment Rental	5,883	6,000	6,000	6,000
521730	Parking Space Rental	2,591	6,800	3,600	1,700
521905	Legal Services	0	200	200	0
521910	Legal Svcs - Crt Report	0	200	200	0
522205	Metro Commuter Passes	2,405	4,000	2,500	2,000
522430	Miscellaneous Other Services & Charges	22,985	15,500	2,500	15,500
522720	Interfund Payroll Services	16,091	12,100	16,100	7,100
522721	Interfund HR Client Services	0	73,900	73,900	69,900
522722	KRONOS Service Chargeback	0	3,300	3,300	3,100
522735	Interfund Communication Equipment Repair	0	3,700	0	3,700
Total	Other Services and Charges	3,074,511	3,815,500	3,426,403	3,607,000
560220	Vehicles	(154)	0	0	106,200
Total	Equipment	(154)	0	0	106,200
551010	Non-Capital Office Furniture & Equipment	0	0	441	0
551015	Non-Capital Computer Equipment	9,888	17,300	2,559	33,900
551020	Non-Capital Communication Equipment	0	18,000	0	3,600
551030	Non-Capital Machinery & Equipment	(30)	0	0	0
Total	Non-Capital Equipment	9,858	35,300	3,000	37,500
Grand Total Expenditures		22,827,025	16,741,600	15,436,901	16,802,900



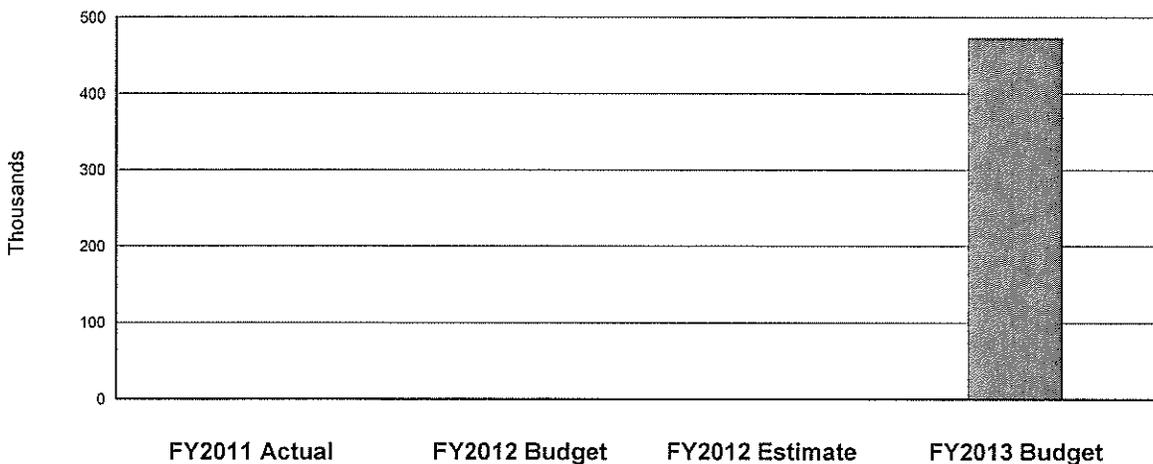
FISCAL YEAR 2013 BUDGET

Business Area Budget Summary

Fund Name : Fleet Management Fund
 Business Area Name : Finance Department
 Fund No./Bus. Area No. : 1005 / 6400

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	0	0	0	465,927
	Supplies	0	0	0	1,813
	Other Services and Charges	0	0	0	5,356
	Total M & O Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>473,096</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>473,096</u>
Revenues		0	0	0	473,096
Staffing	Full-Time Equivalents - Civilian	0.0	0.0	0.0	4.5
	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	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>4.5</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> o Consolidate the accounts payable functions for the Fleet Management Department in the Finance Department. o To provide greater resources to Fleet Management by consolidating the financial responsibilities into the Finance Department that ensure timeliness of financial information and transactions. o Improve Fleet Management Department's financial data by providing transparent, reliable and timely information, thus enhancing the department's ability to focus on operations. 				

**Fleet Management Fund
 Finance Department
 Expenditure Summary**



FISCAL YEAR 2013 BUDGET

Division Mission and Performance Measures			
Fund Name : Fleet Management Fund Business Area Name : Finance Department Fund No./Bus Area No. : 1005 / 6400			
Name: Budget Management -- 640004			
Mission: Provide strategic financial business services for Fleet Management that include budget preparation, budget management/oversight, financial data analysis and reporting.			
Goal: Improve financial reporting to the Fleet Management and Finance Departments, through transparency, accuracy and timeliness of information produced.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Financial reports prepared	N/A	N/A	12
Budget development and coordination	N/A	N/A	95%
Name: General Accounting -- 640005			
Mission: Manage the accounts payable functions for the Fleet Management Department.			
Goal: Improve efficiencies and synergies.			
Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Consolidate accounts payable for Fleet Management	N/A	N/A	1

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Fleet Management Fund Business Area Name : Finance Department Fund No./Bus Area No. : 1005 / 6400						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Budget Management 640004 The Budget Management service chargeback section provides centralized financial oversight to Fleet Management. The section will provide centralized support in budget development, management, analysis and reporting.	0.0	0	0.0	0	1.5	174,891
General Accounting 640005 This section provide accounts payable services for the Fleet Management Department.	0.0	0	0.0	0	3.0	298,205
Total	0.0	0	0.0	0	4.5	473,096

Business Area Roster Summary

Fund Name : Fleet Management Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1005 / 6400

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT	17	0.0	1.0	1.0
ACCOUNTANT ASSOCIATE	14	0.0	1.0	1.0
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	0.0	1.0	1.0
DIVISION MANAGER	29	0.0	0.5	0.5
FINANCIAL ANALYST IV	25	0.0	1.0	1.0
Total FTEs		0.0	4.5	4.5
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalents		0.0	4.5	4.5

Business Area Revenue Summary

Fund Name : Fleet Management Fund
Business Area Name : Finance Department
Fund No./Bus Area No. : 1005 / 6400

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6400040003	Fleet - Finance Operations			
424110	Other Interfund Services	0	0	174,891
6400050007	Central AP - Fleet Management			
424110	Other Interfund Services	0	0	298,205
Total	Finance Department	<u>0</u>	<u>0</u>	<u>473,096</u>

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
 Business Area Name : Finance Department
 Fund No./Bus. Area No. : 1005 / 6400

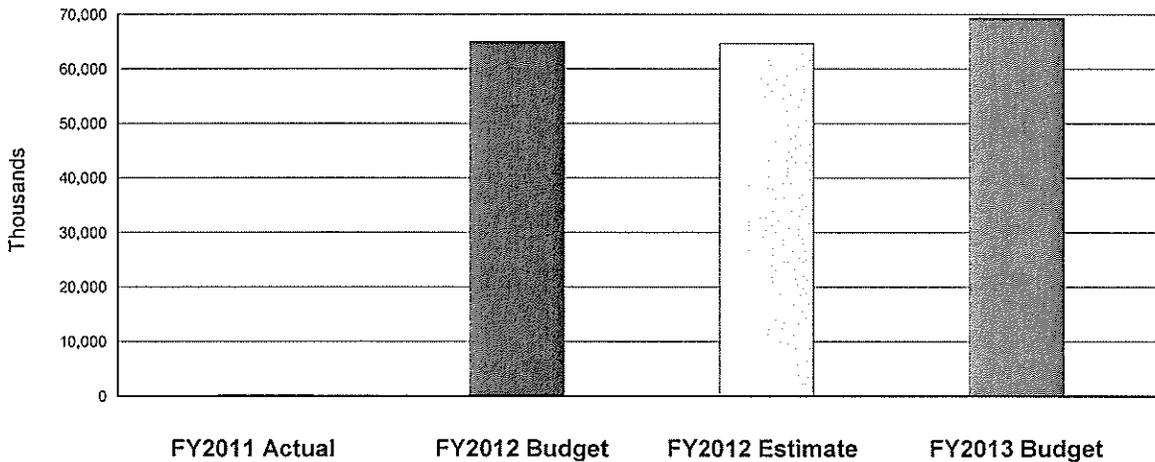
Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	0	0	0	327,450
501070	Pension - Civilian	0	0	0	70,073
502010	FICA - Civilian	0	0	0	25,051
503010	Health Ins-Act Civilian	0	0	0	41,699
503015	Basic Life Insurance - Active Civilian	0	0	0	182
503060	Long Term Disability-Civilian	0	0	0	386
503090	Workers Compensation-Civilian-Admin	0	0	0	1,086
Total	Personnel Services	0	0	0	465,927
511045	Computer Supplies	0	0	0	784
511070	Miscellaneous Office Supplies	0	0	0	1,029
Total	Supplies	0	0	0	1,813
520121	IT Application Svcs	0	0	0	1,120
521610	Voice Services	0	0	0	792
521730	Parking Space Rental	0	0	0	3,444
Total	Other Services and Charges	0	0	0	5,356
Grand Total Expenditures		0	0	0	473,096

Business Area Budget Summary

Fund Name : Fleet Management Fund
 Business Area Name : Fleet Management Department
 Fund No./Bus. Area No. : 1005 / 6700

		FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
Expenditures	Personnel Services	237,234	18,430,485	17,191,329	18,732,206
	Supplies	5,672	43,694,267	45,280,243	47,627,680
	Other Services and Charges	7,566	2,960,500	2,279,016	3,011,374
	Non-Capital Equipment	0	5,400	3,000	0
	Total M & O Expenditures	<u>250,472</u>	<u>65,090,652</u>	<u>64,753,588</u>	<u>69,371,260</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>250,472</u>	<u>65,090,652</u>	<u>64,753,588</u>	<u>69,371,260</u>
Revenues		250,472	65,090,652	64,753,588	69,371,260
Staffing	Full-Time Equivalents - Civilian	1.5	273.9	253.7	273.0
	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	<u>1.5</u>	<u>273.9</u>	<u>253.7</u>	<u>273.0</u>
	Full-Time Equivalents - Overtime	0.0	10.2	10.2	10.1
Significant Budget Changes and Highlights	<p>The FY2013 budget provides continued support of the Fire, Police, Solid Waste, and Parks Departments through Fleet Maintenance and includes the following:</p> <ul style="list-style-type: none"> o Fuel increase of \$2.5M in anticipation of increased prices per gallon. City wide fuel is \$34.0M o Increased staffing of approximately 20 FTEs at \$1M to replace FY2012 attrition o Fleet maintenance supplies and services of approximately \$15.0M o Pay disparity adjustments for all technician levels. 				

**Fleet Management Fund
 Fleet Management Department
 Expenditure Summary**



Division Mission and Performance Measures

Fund Name : Fleet Management Fund
Business Area Name : Fleet Management Department
Fund No./Bus Area No. : 1005 / 6700

Name: FMD - Director's Office -- 670001

Mission: Maximize the use and value of the City's vehicle assets. We will accomplish this by partnering with departments to provide quality services and reliable, safe, and environmentally efficient vehicles in a cost effective and transparent manner.

Goal: Provide management and support to Finance, Business, and Operations divisions. Provide financial support to all Fleet divisions through accounts payable, budget, and contract administration functions in partnership with City Finance.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Reduce greenhouse gas emissions	N/A	N/A	2%
Fully implemented motor pool	N/A	N/A	12/31/2012

Name: FMD - Fleet Operation -- 670002

Mission: Maintain a fleet of over 13,000 vehicles and pieces of equipment utilizing 21 separate repair facilities at various locations within the City. Out-source selected repairs to specialized vendors when necessary. Perform customer service with our partnering departments within the City. Provide leadership and administrative support to over 250 FTEs including Fleet Coordinators, Shop Managers, Mechanics, Service Writers, and Customer Service Reps.

Goal: Maintain effective maintenance programs, utilizing in-house resources. Maintain effective maintenance repairs and warranty programs, utilizing outside vendors. Conduct effective customer service for partnering departments.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Preventive maintenance compliance	N/A	N/A	90%
Mechanics direct hours	N/A	N/A	65%
Labor hours billed	N/A	N/A	266,000
Vehicle availability	N/A	N/A	90%

Name: FMD - Fleet Administration -- 670003

Mission: Provide strategic business services for the department that include asset management, fuel management, parts vendor relationship management, and data analysis and reporting.

Goal: To successfully consolidate and launch the business services and functions for the division ensuring the highest quality service and data analysis used in the decision making process for the department.

Performance Measures	FY2011 Actual	FY2012 Estimate	FY2013 Budget
Daily fuel compliance	N/A	N/A	100%
Parts availability	N/A	N/A	85%

FISCAL YEAR 2013 BUDGET

Division Summary						
Fund Name : Fleet Management Fund Business Area Name : Fleet Management Department Fund No./Bus Area No. : 1005 / 6700						
Division Description	FY2011 Actual		FY2012 Estimate		FY2013 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
FMD - Director's Office 670001 Instrumental in the overall success of the department by providing guidance on administrative, financial, and operational issues including the long term vision for the City's overall fleet. Manage the repair of City equipment by outside vendors.	1.5	250,472	9.5	1,028,489	9.0	893,595
FMD - Fleet Operation 670002 Primary responsibility is to maintain and repair all fleet equipment.	0.0	0	224.0	30,343,489	242.0	32,277,456
FMD - Fleet Administration 670003 Responsible for asset management, fuel management, parts vendor relationship management and data analysis and reporting.	0.0	0	20.2	33,381,610	22.0	36,200,209
Total	1.5	250,472	253.7	64,753,588	273.0	69,371,260

Business Area Roster Summary

Fund Name : Fleet Management Fund
Business Area Name : Fleet Management Department
Fund No./Bus Area No. : 1005 / 6700

Job Description	Pay Grade	FY2012 Current Budget FTE	FY2013 Budget FTE	Change
ACCOUNTANT	17	1.0	0.0	(1.0)
ACCOUNTANT ASSOCIATE	14	1.0	0.0	(1.0)
ADMINISTRATION MANAGER	26	2.0	2.0	
ADMINISTRATIVE ASSISTANT	17	5.0	6.0	1.0
ADMINISTRATIVE COORDINATOR	24	3.0	3.0	
ADMINISTRATIVE SPECIALIST	20	2.0	2.0	
ADMINISTRATIVE SUPERVISOR	22	1.0	3.0	2.0
ASSISTANT DIRECTOR (EXE LEV)	32	0.0	1.0	1.0
ASSISTANT FIELD SUPERVISOR	15	0.0	1.0	1.0
AUTOMOTIVE SERVICE WRITER	15	8.0	10.0	2.0
CONTRACT ADMINISTRATOR	22	1.0	1.0	
CUSTOMER SERVICE REP. II	15	2.0	3.0	1.0
CUSTOMER SERVICE REP. III	16	1.0	1.0	
DEPUTY ASSISTANT DIRECTOR (EXE LEV)	30	2.0	2.0	
DEPUTY DIRECTOR (EXE LEV)	34	1.0	0.0	(1.0)
DIVISION MANAGER	29	4.0	4.0	
EXECUTIVE OFFICE ASSISTANT	15	1.0	1.0	
FINANCIAL ANALYST II	18	1.0	0.0	(1.0)
FINANCIAL ANALYST III	21	1.0	0.0	(1.0)
FLEET MANAGEMENT DIRECTOR	35	1.0	1.0	
INSPECTOR	18	2.0	2.0	
IRON WORKER	13	2.0	2.0	
MAINTENANCE MECHANIC I	8	2.0	0.0	(2.0)
MAINTENANCE MECHANIC II	12	1.0	0.0	(1.0)
MAINTENANCE MECHANIC III	14	4.0	5.0	1.0
MANAGEMENT ANALYST III	21	1.0	2.0	1.0
MANAGEMENT ANALYST IV	25	1.0	1.0	
MECHANIC HELPER	5	16.0	15.0	(1.0)
MECHANIC I	11	24.0	25.0	1.0
MECHANIC II	15	23.0	22.0	(1.0)
MECHANIC III	19	122.9	122.0	(0.9)
SEMI-SKILLED LABORER	6	6.0	4.0	(2.0)
SENIOR ACCOUNT CLERK	13	1.0	0.0	(1.0)
SENIOR FIXED ASSET SPECIALIST	17	3.0	2.0	(1.0)
SENIOR STAFF ANALYST	28	1.0	1.0	
SHOP MANAGER	23	18.0	19.0	1.0
TRUCK DRIVER	6	8.0	10.0	2.0
Total FTEs		273.9	273.0	(0.9)
Less adjustment for Civilian Vacancy Factor		0.0	0.0	0.0
Full-Time Equivalent		273.9	273.0	(0.9)

Business Area Revenue Summary

Fund Name : Fleet Management Fund
 Business Area Name : Fleet Management Department
 Fund No./Bus Area No. : 1005 / 6700

Commit Item	Description	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
6700020001	FMD - Fleet Operation			
424110	Other Interfund Services	125,246	125,246	0
424130	Interfund Vehicle Repair	11,276,777	11,276,777	13,332,000
457040	Interfund Fleet Maintenance	20,541,516	20,541,516	20,845,131
Total	FMD - Fleet Operation	<u>31,943,539</u>	<u>31,943,539</u>	<u>34,177,131</u>
6700030002	FMD - Fuel			
424110	Other Interfund Services	1,569,513	1,232,449	0
424120	Interfund Vehicle Fuel	31,577,600	31,577,600	35,194,129
Total	FMD - Fuel	<u>33,147,113</u>	<u>32,810,049</u>	<u>35,194,129</u>
Total	Fleet Management Department	<u>65,090,652</u>	<u>64,753,588</u>	<u>69,371,260</u>

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
 Business Area Name : Fleet Management Department
 Fund No./Bus. Area No. : 1005 / 6700

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
500010	Salary Base Pay - Civilian	136,300	11,261,951	10,752,300	11,521,910
500030	Salary Part Time - Civilian	0	39,389	39,389	43,196
500060	Overtime - Civilian	1,193	600,540	600,540	600,540
500090	Premium Pay - Civilian	0	380,388	66,800	66,295
500110	Bilingual Pay - Civilian	0	4,519	1,600	1,808
501070	Pension - Civilian	25,536	2,027,149	1,935,250	2,465,688
501120	Termination Pay - Civilian	62,452	565,000	500,000	53,800
501160	Vehicle Allowance - Civilian	969	4,216	0	0
502010	FICA - Civilian	5,980	939,023	876,750	932,740
503010	Health Ins-Act Civilian	8,829	2,361,164	2,137,200	2,577,863
503015	Basic Life Insurance - Active Civilian	62	6,657	6,150	6,809
503050	Health/Life Insurance - Retiree Civilian	0	0	15,000	17,130
503060	Long Term Disability-Civilian	(3,759)	23,205	20,100	23,120
503090	Workers Compensation-Civilian-Admin	(1,036)	54,799	54,000	65,247
503100	Workers Compensation-Civilian-Claim	708	149,920	27,500	149,920
504020	Compensation Contingency	0	0	0	193,575
504030	Unemployment Claims - Administration	0	12,565	158,750	12,565
Total	Personnel Services	237,234	18,430,485	17,191,329	18,732,206
511010	Chemical Gases & Special Fluids	0	12,000	35	0
511020	Construction Materials	0	0	5,500	5,000
511030	Mechanical Hardware & Parts	0	24,000	600	0
511045	Computer Supplies	275	20,286	2,000	42,232
511050	Paper & Printing Supplies	0	25,626	1,000	2,000
511055	Publications & Printed Materials	0	13,600	12,000	12,000
511070	Miscellaneous Office Supplies	0	64,800	30,000	57,500
511080	General Laboratory Supplies	0	0	1,008	0
511110	Fuel	0	31,577,600	31,577,600	34,012,768
511115	Vehicle Repair & Maintenance Supplies	3,129	11,429,490	13,500,000	13,332,000
511120	Clothing	0	41,300	64,000	26,480
511125	Food Supplies	0	10,500	6,500	3,000
511145	Small Tools & Minor Equipment	0	15,000	0	0
511150	Miscellaneous Parts & Supplies	2,268	460,065	80,000	134,700
Total	Supplies	5,672	43,694,267	45,280,243	47,627,680
520100	Temporary Personnel Services	0	21,000	35,000	35,000
520101	Janitorial Services	0	0	15,600	28,375
520109	Medical Dental & Laboratory Services	311	600	2,000	2,000
520110	Management Consulting Services	0	0	40	0
520114	Miscellaneous Support Services	0	298,853	40	0
520118	Refuse Disposal	0	33,200	57,000	117,320
520119	Computer Equipment/Software Maintenance	0	278,466	161,100	264,669
520121	IT Application Svcs	0	0	0	5,000
520123	Vehicle & Motor Equipment Services	0	1,636,200	1,600,000	1,765,000
520124	Other Equipment Services	0	30,000	10,000	141,285
520151	Parking EZ Tag Fees	38	0	1,000	1,200
520515	Print Shop Services	1,236	2,200	2,200	2,200
520705	Insurance Fees	0	0	0	110,909
520710	State/Federal Inspection Fees	0	9,191	30,000	36,000
520765	Membership & Professional Fees	0	2,000	200	1,500
520805	Education & Training	0	35,600	10,000	52,220

FISCAL YEAR 2013 BUDGET

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
 Business Area Name : Fleet Management Department
 Fund No./Bus. Area No. : 1005 / 6700

Commit Item	Description	FY2011 Actual	FY2012 Current Budget	FY2012 Estimate	FY2013 Budget
520905	Travel - Training Related	0	9,500	700	10,650
520910	Travel - Non-Training Related	0	9,625	120	4,000
521605	Data Services	0	0	100	1,000
521610	Voice Services	3,392	6,100	15,000	15,410
521620	Voice Equipment	0	0	4,000	5,300
521625	Voice Labor	1,712	0	1,000	2,500
521705	Vehicle/Equipment Rental/Lease	0	19,630	11,416	7,224
521715	Office Equipment Rental	0	60,000	14,500	24,000
521730	Parking Space Rental	600	5,000	5,000	5,000
522205	Metro Commuter Passes	0	8,000	6,000	6,000
522430	Miscellaneous Other Services & Charges	277	495,335	140,000	182,200
522721	Interfund HR Client Services	0	0	157,000	185,412
Total	Other Services and Charges	7,566	2,960,500	2,279,016	3,011,374
551010	Non-Capital Office Furniture & Equipment	0	3,000	3,000	0
551015	Non-Capital Computer Equipment	0	2,400	0	0
Total	Non-Capital Equipment	0	5,400	3,000	0
Grand Total Expenditures		250,472	65,090,652	64,753,588	69,371,260