Fund Summary

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

	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
Beginning Fund Balance	0	0	**0**
Current Revenues	38,194,686	28,894,111	**24,649,082**
Total Available Resources	38,194,686	28,894,111	**24,649,082**
Maintenance and Operations	38,059,686	28,759,111	**24,514,082**
Debt Service	135,000	135,000	**135,000**
Total Expenditures	38,194,686	28,894,111	**24,649,082**
Planned Ending Fund Balance	0	0	**0**
Total Budget	38,194,686	28,894,111	**24,649,082**

The above summarizes the FY2009 Budget, the FY2009 Estimate, and the FY2010 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 4,527 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 General Equipment Maintenance System (GEMS) 2000.

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 provided to better meet customer's 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.

Business Area Budget Summary

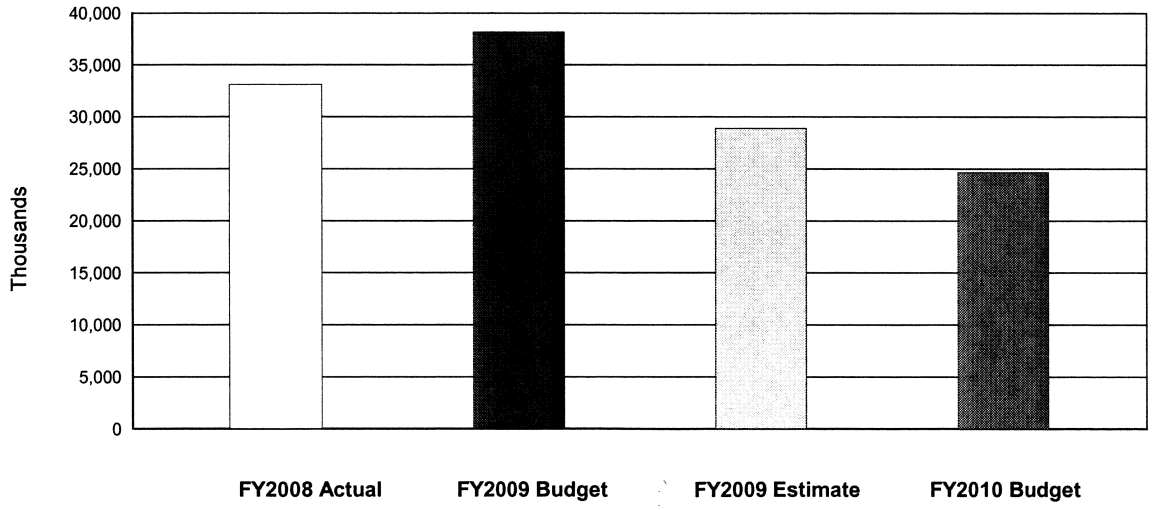
Fund Name : **Fleet Management Fund**
Business Area Name : **Public Works & Engineering**
Fund No./Bus. Area No. : **1005 / 2000**

		FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
Expenditures	Personnel Services	8,543,571	9,713,138	8,132,033	**7,034,521**
	Supplies	21,042,321	24,075,098	17,091,861	**14,630,105**
	Other Services and Charges	3,258,112	4,112,549	3,470,217	**2,849,456**
	Equipment	188,762	24,500	0	**0**
	Non-Capital Equipment	61,096	134,401	65,000	**0**
	Total M & O Expenditures	33,093,862	38,059,686	28,759,111	**24,514,082**
	Debt Service & Other Uses	6,144	135,000	135,000	**135,000**
	Total Expenditures	33,100,006	38,194,686	28,894,111	**24,649,082**
Revenues		33,100,006	38,194,686	28,894,111	**24,649,082**
Staffing	Full-Time Equivalents - Civilian	137.5	151.9	124.6	**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	137.5	151.9	124.6	**96.9**
	Full-Time Equivalents-Overtime	0.0	11.3	9.0	**3.3**

Budget Highlights

- 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 Bulk fuel resupply program transferred to General Services Department in FY2009.
- o The labor rate for labor billable hours is $64.91 (no change from FY2009).
- o Reduced overall number of FTEs to 96.9 (down from 151.9 in FY2009).

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	FY2008 Actual			FY2009 Estimate			FY2010 Budget		
	Activities	FTEs	Costs $	Activities	FTEs	Costs $	Activities	FTEs	Costs $
Fleet operations supported	100%			100%			**100%**		
		56.6	3,849,203		48.8	3,131,265		**31.3**	**2,693,398**
Vehicle availability rate	95.7%			95.0%			**95.0%**		
Lubes performed	6,225			6,000			**6,000**		
Average repair time (Days)	3.6			3.5			**3.0**		
Labor hours billed	135,997			110,000			**103,400**		
Direct labor product rate	75.3%			71.0%			**71.0%**		
		80.9	29,250,803		75.8	25,762,846		**65.6**	**21,955,684**
Total		137.5	33,100,006		124.6	28,894,111		**96.9**	**24,649,082**

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

JOB DESCRIPTION	PAY GRADE	FY2009 Current Budget FTE	FY2010 Budget FTE	Change
ACCOUNT CLERK	10	1.0	0.0	(1.0)
ACCOUNTANT	17	2.0	0.0	(2.0)
ADMINISTRATION MANAGER	26	1.0	0.0	(1.0)
ADMINISTRATIVE AIDE	10	5.0	1.0	(4.0)
ADMINISTRATIVE ASSISTANT	17	1.0	0.0	(1.0)
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	5.0	1.0	(4.0)
INVENTORY MANAGEMENT SUPERVISOR	17	1.0	0.0	(1.0)
LABORER	4	2.0	0.0	(2.0)
MECHANIC I	11	22.0	9.0	(13.0)
MECHANIC II	15	17.0	17.0	
MECHANIC III	19	58.0	45.0	(13.0)
OFFICE SUPERVISOR	17	2.0	2.0	
PROCUREMENT SPECIALIST	24	3.0	3.0	
SEMI-SKILLED LABORER	6	3.0	0.0	(3.0)
SENIOR ACCOUNT CLERK	13	1.0	0.0	(1.0)
SENIOR INVENTORY MANAGEMENT CLERK	12	11.0	2.0	(9.0)
SENIOR PAYROLL CLERK	13	1.0	0.0	(1.0)
SENIOR PROCUREMENT SPECIALIST	27	1.0	1.0	
SHOP MANAGER	23	11.0	11.0	
STAFF ANALYST	26	1.0	1.0	
STUDENT INTERN II	10	1.5	0.0	(1.5)
SUPERINTENDENT	24	2.0	1.0	(1.0)
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
TECHNICAL HARDWARE ANALYST II	21	1.0	0.0	(1.0)
Total FTEs		**158.5**	**99.0**	**(59.5)**
Less adjustment for Civilian Vacancy Factor		**6.6**	**2.1**	**(4.5)**
Full-Time Equivalents		**151.9**	**96.9**	**(55.0)**

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	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
2000010015	**PWE-Fleet Maintenance Direct**			
424120	Interfund Vehicle Fuel	18,720,149	13,101,419	**9,765,000**
424130	Interfund Vehicle Repair	10,915,518	9,043,528	**8,172,163**
432010	Interest on Pooled Investments	35,000	15,000	**0**
434215	Sale of Non-Capital Rolling Stock	0	7,688	**0**
442070	Other Rental Fees	0	119,307	**0**
452020	Recoveries & Refunds	5,000	5,000	**0**
457040	Interfund Fleet Maintenance	8,519,019	6,602,169	**6,711,919**
Total	**PWE-Fleet Maintenance Direct**	38,194,686	28,894,111	**24,649,082**
Total	**Public Works & Engineering**	38,194,686	28,894,111	**24,649,082**

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	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
500010	Salary Base Pay - Civilian	5,155,184	5,705,129	4,691,680	**4,196,943**
500060	Overtime - Civilian	698,177	844,000	744,000	**453,467**
500090	Premium Pay - Civilian	6,037	12,800	8,944	**10,014**
500210	Pay for Performance-Municipal	0	0	4,000	**3,338**
501070	Pension - Civilian	766,788	847,186	694,171	**616,950**
501120	Termination Pay - Civilian	79,884	235,470	235,470	**166,910**
501160	Vehicle Allowance - Civilian	0	0	0	**1,043**
502010	FICA - Civilian	431,029	501,735	417,330	**356,210**
503010	Health Ins-Act Civilian	851,832	1,040,664	822,218	**760,268**
503015	Basic Life Insurance - Active Civilian	6,165	7,580	7,580	**2,303**
503050	Health/Life Insurance - Retiree Civilian	320,121	276,300	264,366	**275,400**
503060	Long Term Disability-Civilian	17,485	12,965	12,965	**8,253**
503090	Workers Compensation-Civilian-Admin	29,557	33,228	33,228	**20,385**
503100	Workers Compensation-Civilian-Claim	181,312	184,593	184,593	**104,319**
504020	Compensation Contingency	0	0	0	**49,960**
504030	Unemployment Claims	0	5,316	5,316	**3,392**
504031	Unemployment Claims	0	6,172	6,172	**5,366**
Total	**Personnel Services**	**8,543,571**	**9,713,138**	**8,132,033**	**7,034,521**
511010	Chemical Gases & Special Fluids	4,557	5,500	5,500	**5,900**
511015	Cleaning & Sanitary Supplies	17,597	22,000	23,000	**23,000**
511020	Construction Materials	11,843	13,100	13,300	**13,300**
511025	Electrical Hardware & Parts	13,814	13,100	13,100	**13,100**
511030	Mechanical Hardware & Parts	711	3,600	3,600	**3,600**
511035	Meters Hydrants & Plumbing Supplies	61	700	700	**700**
511040	Audiovisual Supplies	171	400	400	**400**
511045	Computer Supplies	20,440	34,500	22,500	**34,000**
511050	Paper & Printing Supplies	6,421	7,000	7,000	**7,000**
511055	Publications & Printed Materials	1,211	3,500	3,500	**3,500**
511060	Postage	41	200	200	**200**
511070	Miscellaneous Office Supplies	26,535	32,000	32,000	**32,000**
511085	Drugs & Medical Chemicals	0	400	400	**400**
511090	Medical & Surgical Supplies	1,651	2,100	2,100	**2,100**
511095	Small Technical & Scientific Equipment	26	0	7,000	**5,500**
511110	Fuel	15,121,823	17,428,698	11,208,000	**8,876,405**
511115	Vehicle Repair & Maintenance Supplies	5,721,974	6,401,500	5,629,961	**5,500,000**
511120	Clothing	14,137	18,500	18,500	**18,500**
511125	Food Supplies	5,974	3,000	15,400	**4,400**
511130	Weapons Munitions & Supplies	28	0	100	**200**
511140	Landscaping & Gardening Supplies	180	0	0	**300**
511145	Small Tools & Minor Equipment	34,578	35,000	35,300	**35,300**
511150	Miscellaneous Parts & Supplies	38,548	50,300	50,300	**50,300**
Total	**Supplies**	**21,042,321**	**24,075,098**	**17,091,861**	**14,630,105**
520100	Temporary Personnel Services	342	0	72,000	**10,000**
520101	Janitorial Services	44,633	35,000	45,000	**48,000**
520102	Security Services	130,894	135,200	135,200	**139,000**
520107	Computer Info/Contr	0	45,800	45,800	**45,800**
520109	Medical Dental & Laboratory Services	4,559	4,600	4,600	**5,100**
520114	Miscellaneous Support Services	0	500	500	**500**
520115	Real Estate Lease/Office Rental	40,096	42,113	42,113	**44,000**
520118	Refuse Disposal	10,757	34,000	34,000	**35,500**
520119	Computer Equipment/Software Maintenance	4,625	500	500	**3,000**
520121	IT Application Svcs	5,047	9,926	9,926	**10,000**

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	FY2008 Actual	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
520122	Office Equipment Services	1,688	3,000	3,000	**3,000**
520123	Vehicle & Motor Equipment Services	2,624,979	3,205,500	2,469,654	**1,900,000**
520124	Other Equipment Services	34,709	71,000	71,000	**71,000**
520126	Construction Site Work Services	0	0	1,500	**0**
520515	Print Shop Services	6,387	10,000	10,000	**10,500**
520520	Printing & Reproduction Services	0	700	700	**700**
520765	Membership & Professional Fees	3,723	32,000	32,000	**11,000**
520805	Education & Training	21,081	13,400	13,400	**16,400**
520815	Tuition Reimbursement	11,822	0	10,000	**16,000**
520905	Travel - Training Related	2,984	12,000	12,000	**13,000**
520910	Travel - Non-Training Related	0	1,000	1,000	**1,500**
521405	Building Maintenance Services	83,565	153,000	153,000	**157,000**
521410	Sewer Services	4,839	10,000	10,000	**10,000**
521415	Land and Grounds Maintenance	(3,418)	0	0	**0**
521505	Electricity	146,192	161,000	161,000	**159,156**
521510	Natural Gas	22,554	25,087	24,000	**26,000**
521605	Data Services	25,539	17,900	17,900	**27,000**
521610	Voice Services	9,197	8,836	8,837	**11,500**
521620	Voice Equipment	2,124	0	2,000	**3,900**
521625	Voice Labor	486	0	0	**600**
521705	Vehicle/Equipment Rental/Lease	0	14,000	14,000	**7,000**
521715	Office Equipment Rental	8,428	7,800	6,900	**9,000**
521725	Other Rental	2,025	9,000	9,000	**5,000**
521730	Parking Space Rental	0	1,500	1,500	**1,500**
521905	Legal Services	423	600	600	**800**
522205	Metro Commuter Passes	1,806	1,700	1,700	**2,000**
522430	Miscellaneous Other Services & Charges	3,238	31,887	31,887	**31,000**
522715	Interfund Electrical Maintenance	0	12,000	12,000	**10,000**
522735	Interfund Communication Equipment Repair	2,788	2,000	2,000	**4,000**
Total	**Other Services and Charges**	**3,258,112**	**4,112,549**	**3,470,217**	**2,849,456**
560210	Furniture Fixtures and Equipment	0	20,000	0	**0**
560220	Vehicles	188,762	4,500	0	**0**
Total	**Equipment**	**188,762**	**24,500**	**0**	**0**
551010	Non-Capital Office Furniture & Equipment	229	0	0	**0**
551015	Non-Capital Computer Equipment	27,493	78,501	20,000	**0**
551030	Non-Capital Machinery & Equipment	33,374	55,900	45,000	**0**
Total	**Non-Capital Equipment**	**61,096**	**134,401**	**65,000**	**0**
531040	Other Principal Retirement	6,144	0	0	**0**
532055	Transfers to Certification of Obligation	0	135,000	135,000	**135,000**
Total	**Debt Service and Other Uses**	**6,144**	**135,000**	**135,000**	**135,000**
	Grand Total Expenditures	**33,100,006**	**38,194,686**	**28,894,111**	**24,649,082**