

FISCAL YEAR 2009 BUDGET

Fund Summary

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

	<u>FY2008 Current Budget</u>	<u>FY2008 Estimate</u>	<u>FY2009 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>35,908,589</u>	<u>34,272,465</u>	<u>38,194,686</u>
Total Available Resources	<u>35,908,589</u>	<u>34,272,465</u>	<u>38,194,686</u>
Maintenance and Operations	35,862,589	34,226,465	38,059,686
Debt Service	46,000	46,000	135,000
Total Expenditures	<u>35,908,589</u>	<u>34,272,465</u>	<u>38,194,686</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u>35,908,589</u>	<u>34,272,465</u>	<u>38,194,686</u>

The above summarizes the FY2008 Budget, the FY2008 Estimate, and the FY2009 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 and 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.

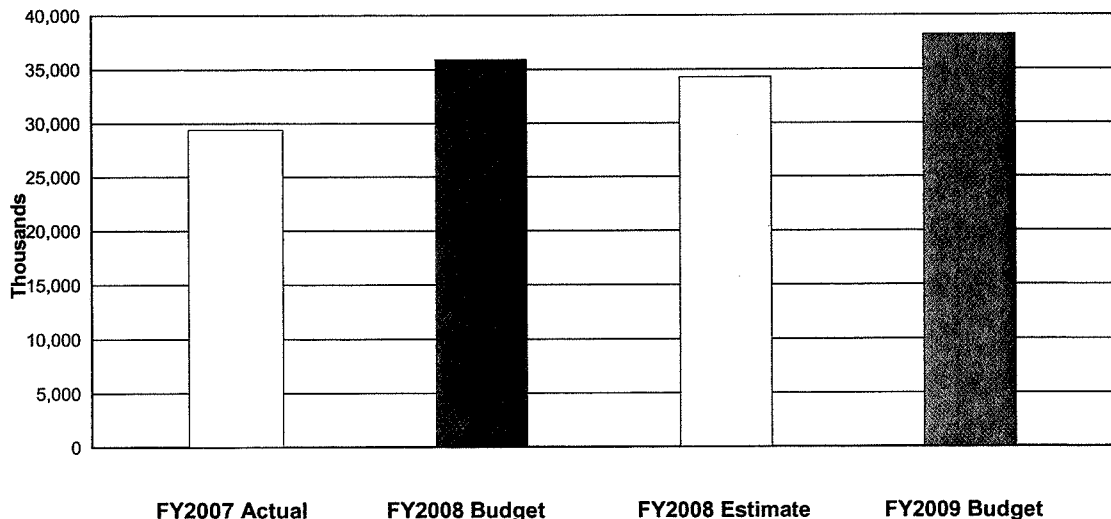
The primary areas of focus for the Fleet Maintenance Branch are:

- 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 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 2009 BUDGET

Business Area Budget Summary					
Fund Name : Fleet Management Fund					
Business Area Name : Public Works & Engineering					
Fund No./Bus. Area No. : 1005 / 2000		FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
Expenditures	Personnel Services	8,132,704	8,998,700	8,711,399	9,713,137
	Supplies	17,191,034	22,224,258	21,154,423	24,075,098
	Other Services and Charges	3,935,424	4,447,110	4,201,893	4,117,050
	Equipment	22,945	41,200	41,200	0
	Non-Capital Equipment	122,848	151,321	117,550	154,401
	Total M & O Expenditures	<u>29,404,955</u>	<u>35,862,589</u>	<u>34,226,465</u>	<u>38,059,686</u>
	Debt Service & Other Uses	5,503	46,000	46,000	135,000
	Total Expenditures	<u>29,410,458</u>	<u>35,908,589</u>	<u>34,272,465</u>	<u>38,194,686</u>
Revenues		29,392,465	35,908,589	34,272,465	38,194,686
Staffing	Full-Time Equivalents - Civilian	136.2	149.7	138.8	151.9
	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	<u>136.2</u>	<u>149.7</u>	<u>138.8</u>	<u>151.9</u>
	Full-Time Equivalents-Overtime	13.0	15.4	16.4	11.3
Budget Highlights	<ul style="list-style-type: none"> o Enhance the level of preventive maintenance (pm) by re-establishing 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 Continue bulk fuel re-supply program to other City departments. o The labor rate for labor billable hours is \$58.75; this is a slight increase from the FY08 Budget of \$57.24. 				

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



FISCAL YEAR 2009 BUDGET

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
<p>PWE - Fleet Maintenance Administration 2000010014</p> <p>Provide management, administrative support, and data entry for maintenance operations.</p>	<p>Effectively support the fleet operation.</p>
<p>PWE-Fleet Maintenance Direct. 2000010015</p> <p>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.</p>	

FISCAL YEAR 2009 BUDGET

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	FY2007 Actual			FY2008 Estimate			FY2009 Budget		
	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$	Activities	FTEs	Costs \$
Fleet Operations Supported		100%			100%			100%	
		52.7	3,178,576		56.9	3,695,720		59.9	4,017,340
Vehicle Availability Rate		95.0%			95.0%			95.0%	
Lubes Performed		6,542			6,224			6,500	
Average Repair Time (Days)		3.0			3.0			3.0	
Labor Hours Billed		155,139			145,000			145,000	
Direct Labor Product. Rate		78.4%			70.0%			72.2%	
		83.5	26,231,882		81.9	30,576,745		92.0	34,177,346
Total		<u>136.2</u>	<u>29,410,458</u>		<u>138.8</u>	<u>34,272,465</u>		<u>151.9</u>	<u>38,194,686</u>

FISCAL YEAR 2009 BUDGET

Fund Name : Fleet Management Fund
Business Area Name : Public Works & Engineering
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JOB DESCRIPTION	PAY GRADE	FY2008 Current Budget FTE	FY2009 Budget FTE	Change
ACCOUNT CLERK	10	1.0	1.0	
ACCOUNTANT	17	2.0	2.0	
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	5.0	5.0	
ADMINISTRATIVE ASSISTANT	17	0.0	1.0	1.0
ADMINISTRATIVE ASSOCIATE	13	0.0	0.0	
ADMINISTRATIVE SUPERVISOR	22	1.0	1.0	
ASSISTANT DIRECTOR (EXECUTIVE LEVEL)	32	1.0	1.0	
AUTOMOTIVE SERVICE WRITER	15	2.0	1.0	(1.0)
DIVISION MANAGER	29	1.0	1.0	
EQUIPMENT WORKER	13	5.0	5.0	
INVENTORY MANAGEMENT SUPERVISOR	17	1.0	1.0	
LABORER	4	2.0	2.0	
MECHANIC I	11	19.0	22.0	3.0
MECHANIC II	15	16.0	17.0	1.0
MECHANIC III	19	58.0	58.0	
OFFICE SUPERVISOR	17	2.0	2.0	
PROCUREMENT SPECIALIST	24	3.0	3.0	
SEMI-SKILLED LABORER	6	3.0	3.0	
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR INVENTORY MANAGEMENT CLERK	12	13.0	11.0	(2.0)
SENIOR PAYROLL CLERK	13	1.0	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	1.0	1.5	0.5
SUPERINTENDENT	24	2.0	2.0	
SYSTEMS ACCOUNTANT III	27	1.0	1.0	
TECHNICAL HARDWARE ANALYST II	21	1.0	1.0	
TECHNICAL HARDWARE ANALYST III	23	0.0	0.0	
Total FTEs		156.0	158.5	2.5
Less adjustment for Civilian Vacancy Factor		6.3	6.6	0.3
Full-Time Equivalents		149.7	151.9	2.2

FISCAL YEAR 2009 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	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
2000010015	PWE-Fleet Maintenance Direct.			
424120	Interfund Vehicle Fuel	17,257,376	15,564,394	18,720,149
424130	Interfund Vehicle Repair	11,039,116	10,193,296	10,915,518
432010	Interest on Pooled Investments	35,000	35,000	35,000
434215	Sale of Non-Capital Rolling Stock	0	3,255	0
452020	Recoveries & Refunds	5,000	5,000	5,000
457040	Interfund Fleet Maintenance	7,572,097	8,471,520	8,519,019
Total	PWE-Fleet Maintenance Direct.	<u>35,908,589</u>	<u>34,272,465</u>	<u>38,194,686</u>
Total	Public Works & Engineering	<u><u>35,908,589</u></u>	<u><u>34,272,465</u></u>	<u><u>38,194,686</u></u>

FISCAL YEAR 2009 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	FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
500010	Salary Base Pay - Civilian	4,912,440	5,248,393	4,937,115	5,640,711
500060	Overtime - Civilian	677,770	816,193	900,000	844,000
500090	Premium Pay - Civilian	8,385	13,300	5,915	12,800
501070	Pension - Civilian	771,870	851,340	785,495	837,652
501120	Termination Pay - Civilian	29,823	231,000	231,000	235,470
502010	FICA - Civilian	409,926	475,646	464,663	496,807
503010	Health Ins-Act Civilian	822,917	871,190	839,309	1,040,664
503015	Basic Life Insurance - Active Civilian	1,526	0	6,166	7,580
503050	Health/Life Insurance - Retiree Civilian	291,741	264,301	275,133	276,300
503060	Long Term Disability-Civilian	18,362	21,456	17,644	12,965
503061	Long Term Disability-Classified	0	4,470	0	0
503090	Workers Compensation-Civilian-Admin	176,885	35,407	33,048	33,228
503100	Workers Compensation-Civilian-Clm	0	154,593	204,500	184,593
504020	Compensation Contingency	0	0	0	78,879
504030	Unemployment Claims	11,059	5,239	5,239	5,316
504031	Unemployment Claims	0	6,172	6,172	6,172
Total	Personnel Services	8,132,704	8,998,700	8,711,399	9,713,137
511010	Chemical Gases & Special Fluids	5,258	6,100	3,413	5,500
511015	Cleaning & Sanitary Supplies	22,042	23,000	16,336	22,000
511020	Construction Materials	3,436	3,100	11,610	13,100
511025	Electrical Hardware & Parts	4,001	4,100	10,500	13,100
511030	Mechanical Hardware & Parts	9,238	3,600	905	3,600
511035	Meters Hydrants & Plumbing Supplies	183	700	122	700
511040	Audiovisual Supplies	446	400	200	400
511045	Computer Supplies	8,447	14,500	16,127	34,500
511050	Paper & Printing Supplies	7,031	7,000	10,000	7,000
511055	Publications & Printed Materials	3,539	5,000	2,909	3,500
511060	Postage	29	200	25	200
511070	Miscellaneous Office Supplies	25,529	37,000	25,983	32,000
511085	Drugs & Medical Chemicals	0	400	0	400
511090	Medical & Surgical Supplies	1,339	2,100	1,300	2,100
511110	Fuel	10,894,054	15,905,758	14,510,276	17,428,698
511115	Vehicle Repair & Maintenance Supplies	6,129,763	6,101,500	6,450,000	6,401,500
511120	Clothing	15,285	21,500	8,661	18,500
511125	Food Supplies	2,794	3,000	2,814	3,000
511130	Weapons Munitions & Supplies	0	0	28	0
511140	Landscaping & Gardening Supplies	0	0	180	0
511145	Small Tools & Minor Equipment	40,534	35,000	40,534	35,000
511150	Miscellaneous Parts & Supplies	18,086	50,300	42,500	50,300
Total	Supplies	17,191,034	22,224,258	21,154,423	24,075,098
520100	Temporary Personnel Services	0	1,000	0	0
520101	Janitorial Services	20,369	41,000	35,000	35,000
520102	Security Services	135,164	133,000	121,986	135,200
520107	Computer Info/Contr	0	45,800	0	45,800
520109	Medical Dental & Laboratory Services	3,628	3,800	3,436	4,600
520114	Miscellaneous Support Services	0	500	0	500
520115	Real Estate Lease/Office Rental	38,129	41,000	38,949	42,113
520118	Refuse Disposal	10,921	34,000	8,173	34,000
520119	Computer Equipment/Software Maintenance	(114)	500	4,074	500

FISCAL YEAR 2009 BUDGET

Business Area Expenditure Summary

Fund Name : Fleet Management Fund
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 Fund No./Bus. Area No. : 1005 / 2000

Commit Item	Description	FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
520120	Communications Equipment Services	115	0	115	0
520121	IT Application Svcs	11,859	4,590	8,951	9,926
520122	Office Equipment Services	729	1,300	2,658	3,000
520123	Vehicle & Motor Equipment Services	3,137,750	3,533,800	3,400,000	3,210,000
520124	Other Equipment Services	86,589	71,000	80,761	71,000
520515	Print Shop Services	6,257	16,500	5,384	10,000
520520	Printing & Reproduction Services	379	700	379	700
520765	Membership & Professional Fees	6,066	7,000	3,300	32,000
520805	Education & Training	14,728	28,400	20,684	13,400
520815	Tuition Reimbursement	10,870	8,000	13,736	0
520905	Travel - Training Related	969	6,000	2,971	12,000
520910	Travel - Non-Training Related	0	1,000	0	1,000
521405	Building Maintenance Services	219,119	153,000	183,608	153,000
521410	Sewer Services	4,718	10,000	4,653	10,000
521415	Land and Grounds Maintenance	3,418	0	0	0
521505	Electricity	119,223	161,000	161,000	161,000
521510	Natural Gas	18,214	29,070	19,872	25,087
521605	Data Services	8,796	12,750	17,043	17,900
521610	Voice Services	19,494	15,810	8,573	8,837
521705	Vehicle/Equipment Rental/Lease	0	300	1,383	14,000
521715	Office Equipment Rental	6,895	7,800	8,617	7,800
521725	Other Rental	5,137	9,000	4,711	9,000
521730	Parking Space Rental	1,680	1,190	1,680	1,500
521905	Legal Services	288	600	286	600
522205	Metro Commuter Passes	2,433	1,700	2,064	1,700
522305	Freight Charges	87	0	87	0
522430	Miscellaneous Other Services & Charges	37,609	52,000	33,854	31,887
522715	Interfund Electrical Maintenance	0	12,000	0	12,000
522735	Interfund Communication Equipment Repair	3,905	2,000	3,905	2,000
Total	Other Services and Charges	3,935,424	4,447,110	4,201,893	4,117,050
560210	Furniture Fixtures and Equipment	6,145	0	0	0
560220	Vehicles	16,800	41,200	41,200	0
Total	Equipment	22,945	41,200	41,200	0
551015	Non-Capital Computer Equipment	88,281	101,000	80,424	78,501
551020	Non-Capital Communication Equipment	6,661	0	6,661	0
551030	Non-Capital Machinery & Equipment	27,906	50,321	30,465	75,900
Total	Non-Capital Equipment	122,848	151,321	117,550	154,401
531040	Other Principal Retirement	5,503	0	0	0
532055	Transfers to Certification of Obligation	0	46,000	46,000	135,000
Total	Debt Service and Other Uses	5,503	46,000	46,000	135,000
Grand Total Expenditures		29,410,458	35,908,589	34,272,465	38,194,686