

**FISCAL YEAR 2010 BUDGET**

**Fund Summary**

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

	<b>FY2009 Current Budget</b>	<b>FY2009 Estimate</b>	<b>FY2010 Budget</b>
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.

**FISCAL YEAR 2010 BUDGET**

**Business Area Budget Summary**

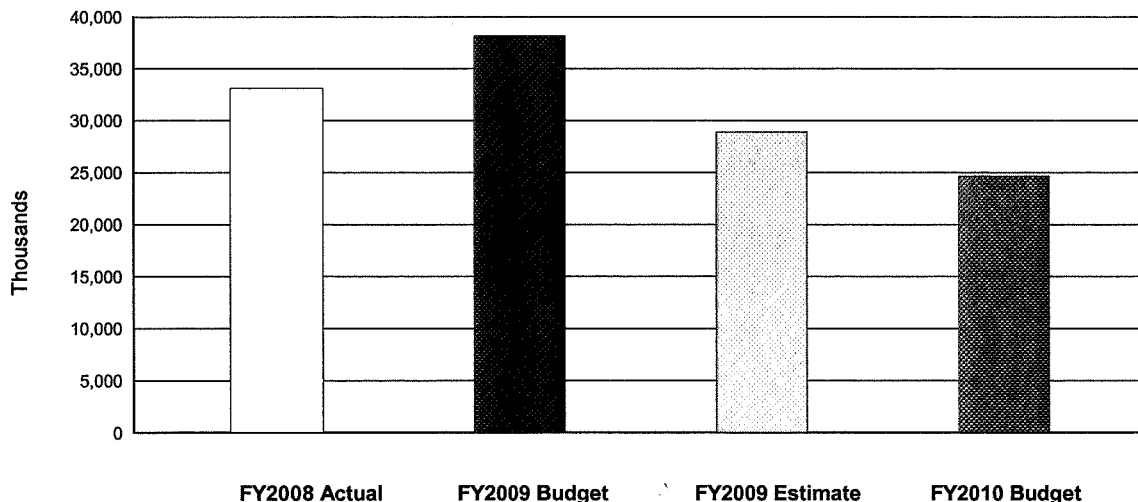
**Fund Name** : Fleet Management Fund  
**Business Area Name** : Public Works & Engineering  
**Fund No./Bus. Area No.** : 1005 / 2000

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

**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**



**FISCAL YEAR 2010 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> <b>PWE- Fleet Maintenance Administration</b>      <b>2000010014</b>            Provide management, administrative support, and data entry for maintenance operations.         </p> <p> <b>PWE-Fleet Maintenance Direct</b>      <b>2000010015</b>            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>	<p>Effectively support the fleet operation.</p> <p>Reduce downtime by improving maintenance procedures, recommending replacement fleet equipment with more efficient models and institute better preventive maintenance measures.</p>

**FISCAL YEAR 2010 BUDGET**

<b>Business Area Cost Center Summary</b>									
<b>Fund Name : Fleet Management Fund</b> <b>Business Area Name : Public Works &amp; Engineering</b> <b>Fund No./Bus Area No. : 1005 / 2000</b>									
<b>Performance Measures</b>	<b>FY2008 Actual</b>			<b>FY2009 Estimate</b>			<b>FY2010 Budget</b>		
	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>Activities</b>	<b>FTEs</b>	<b>Costs \$</b>
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		<u>137.5</u>	<u>33,100,006</u>		<u>124.6</u>	<u>28,894,111</u>		<u>96.9</u>	<u>24,649,082</u>

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**FISCAL YEAR 2010 BUDGET**

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**Fund Name** : Fleet Management Fund  
**Business Area Name** : Public Works & Engineering  
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<b>JOB DESCRIPTION</b>	<b>PAY GRADE</b>	<b>FY2009 Current Budget FTE</b>	<b>FY2010 Budget FTE</b>	<b>Change</b>
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)
<b>Total FTEs</b>		<b>158.5</b>	<b>99.0</b>	<b>(59.5)</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>6.6</b>	<b>2.1</b>	<b>(4.5)</b>
<b>Full-Time Equivalents</b>		<b>151.9</b>	<b>96.9</b>	<b>(55.0)</b>

**FISCAL YEAR 2010 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	FY2009 Current Budget	FY2009 Estimate	FY2010 Budget
<b>2000010015</b>	<b>PWE-Fleet Maintenance Direct</b>			
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
<b>Total</b>	<b>PWE-Fleet Maintenance Direct</b>	<u>38,194,686</u>	<u>28,894,111</u>	<u>24,649,082</u>
<b>Total</b>	<b>Public Works &amp; Engineering</b>	<u><u>38,194,686</u></u>	<u><u>28,894,111</u></u>	<u><u>24,649,082</u></u>

**FISCAL YEAR 2010 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	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
500250	HOPE UNION BUSINESS USAGE	0	0	0	1,043
501070	Pension - Civilian	766,788	847,186	694,171	616,950
501120	Termination Pay - Civilian	79,884	235,470	235,470	166,910
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
<b>Total</b>	<b>Personnel Services</b>	<b>8,543,571</b>	<b>9,713,138</b>	<b>8,132,033</b>	<b>7,034,521</b>
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
<b>Total</b>	<b>Supplies</b>	<b>21,042,321</b>	<b>24,075,098</b>	<b>17,091,861</b>	<b>14,630,105</b>
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

**FISCAL YEAR 2010 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	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
<b>Total</b>	<b>Other Services and Charges</b>	<b>3,258,112</b>	<b>4,112,549</b>	<b>3,470,217</b>	<b>2,849,456</b>
560210	Furniture Fixtures and Equipment	0	20,000	0	0
560220	Vehicles	188,762	4,500	0	0
<b>Total</b>	<b>Equipment</b>	<b>188,762</b>	<b>24,500</b>	<b>0</b>	<b>0</b>
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
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>61,096</b>	<b>134,401</b>	<b>65,000</b>	<b>0</b>
531040	Other Principal Retirement	6,144	0	0	0
532055	Transfers to Certification of Obligation	0	135,000	135,000	135,000
<b>Total</b>	<b>Debt Service and Other Uses</b>	<b>6,144</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>
<b>Grand Total Expenditures</b>		<b>33,100,006</b>	<b>38,194,686</b>	<b>28,894,111</b>	<b>24,649,082</b>