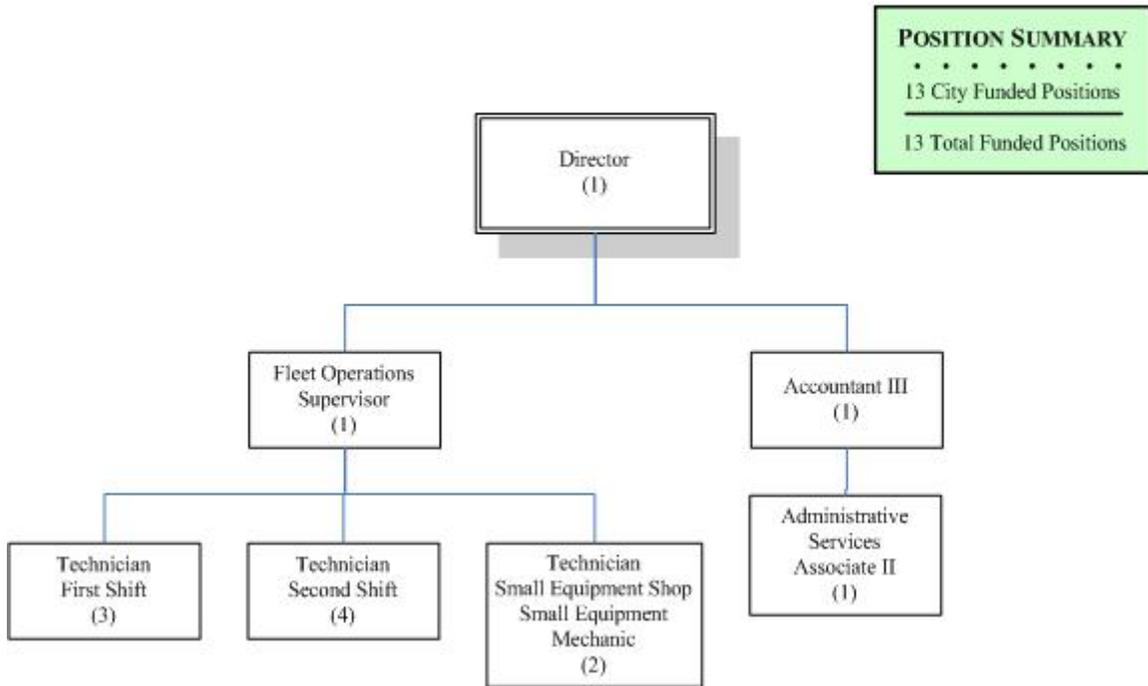




FLEET SERVICES





Fleet Services. Provides a full spectrum of fleet related services for all City vehicles and small engine equipment customers. These services include vehicle and small engine equipment acquisition and replacement planning, fueling, preventive and routine maintenance. The Department oversees all fueling and maintenance services within the City and the automotive stores facility within the Public Works complex at 1650 Memorial Avenue.

	Actual FY 2004	Adopted FY 2005	Department Requested FY 2006	Manager's Proposed FY 2006	Adopted FY 2006
POSITION SUMMARY					
Total FTE Positions	13	13	13	13	13
FUND SUMMARY					
BEGINNING FUNDS	\$1,977,738	\$478,271	\$163,371	\$163,371	\$163,371
REVENUES					
Warehouse Inventory	\$436,637	\$415,953	\$433,310	\$433,310	\$433,310
Fuel Sales	462,138	524,803	611,278	611,278	779,919
Mechanical Work by Vendors	232,446	213,206	226,080	226,080	226,080
Vehicle Administration	212,828	203,878	200,863	200,863	200,863
Labor Sales	447,238	480,050	474,439	474,439	474,439
Bond Proceeds	325,000	650,000	540,000	540,000	540,000
Interest on Investments	4,147	0	0	0	0
Miscellaneous	9,665	0	0	0	0
Sale/Salvage of Surplus Property	165,579	40,000	54,000	54,000	54,000
Transfer from General Fund	626,589	857,000	1,371,608	1,117,708	1,117,708
Transfer From Solid Waste Management Fund	385,000	229,000	390,000	390,000	390,000
Transfer From Water Operating Fund	161,000	144,000	112,000	112,000	112,000
Transfer From Sewer Operating Fund	297,000	120,000	0	0	0
TOTAL REVENUES	\$3,765,268	\$3,877,890	\$4,413,578	\$4,159,678	\$4,328,319
EXPENDITURES					
<i>Salaries</i>	\$420,016	\$471,061	\$465,268	\$465,268	\$465,268
<i>Employee Benefits</i>	134,553	160,759	169,030	165,542	165,542
<i>Contractual Services</i>					
Maintenance and Repair	12,514	12,543	12,743	12,743	12,743
Professional Services	0	10,000	10,000	10,000	10,000
Temporary Personal Services	455	1,000	1,000	1,000	1,000
Refuse Disposal, Hazard Waste, Other Services	57,748	62,695	62,789	62,789	62,789
<i>Other Charges</i>					
Supplies and Materials	28,350	32,800	16,800	25,300	25,300
Utilities	22,358	20,000	24,000	24,000	24,000
Travel and Training	25,165	22,000	22,000	22,000	22,000
Telecommunications	2,598	3,286	3,286	3,286	3,286
Postage and Mailing	213	620	500	500	500
Fuel and Inventory Expenses	971,736	1,004,500	1,118,500	1,118,500	1,287,141
Miscellaneous Other Charges	680	1,000	1,000	1,000	1,000
<i>Rentals and Leases</i>	1,382	1,276	1,276	1,276	1,276
<i>Capital Outlay</i>	2,348,237	2,051,000	2,323,000	2,060,600	2,060,600
<i>Nondepartmental Employee Benefits</i>					
Employee Benefits	13,880	18,440	18,440	18,440	18,440
Bond Issue Expenses	1	0	0	0	0
<i>Debt Service</i>	50,924	221,319	221,319	167,608	167,608
TOTAL EXPENSES AND TRANSFERS	\$4,090,809	\$4,094,299	\$4,470,951	\$4,159,852	\$4,328,493
ENDING FUNDS	\$1,652,196	\$261,862	\$105,998	\$163,197	\$163,197



Fleet Services Fund Budget Description

The Department Requested FY 2006 Fleet Services budget of \$4,470,951 represents a 9.2% decrease of \$376,652 as compared to the Adopted FY 2005 budget of \$4,094,299.

Significant changes introduced in the Department Requested FY 2006 budget include:

- \$13,980 decrease in Minor Equipment/Tools reflecting a smaller need for replacement for shop equipment under \$5,000 per item.
- \$1,000 increase in Electricity reflecting higher than normal usage due to more inclement weather and higher rates.
- \$3,000 increase in Natural Gas reflecting higher than normal usage due to more inclement weather and higher rates.
- \$15,000 increase in Inventory Purchases reflecting higher cost of parts due to the increase in steel prices, inflation, and the increase in parts needed to repair the vehicles.
- \$89,000 increase in Fuel Purchases reflecting higher fuel prices and increased fuel usage throughout the City.
- \$10,000 increase in Outside Vendor Purchases reflecting the rising cost of steel, inflation, and increased need for outside vendor work.
- \$8,500 increase in Machinery/Tools reflecting lift for Small Equipment Shop to update the work area and enable the technician to work more efficiently and safely.
- \$272,000 increase in capital outlay for additional vehicle and heavy equipment purchases.

Major item requested not proposed by the City Manager for funding:

- \$262,400 reduction in Capital Outlay based re-evaluation of projected vehicle replacement.

The Proposed FY 2006 Fleet Services budget was adopted by City Council with the following changes:

- ♦ \$168,641 increase in fuel and inventory expenses due to rising fuel costs.



Fleet Services Fund Performance Measures

Goal 1:

Maintain the size of the City Fleet at the current level excluding grant vehicles and fleet increases approved by the City Manager's Office.

Objective:

Monitor the size of the City Fleet and review requests for new vehicles to ensure the Fleet does not increase in size but rather remains constant.

Performance Measure:	Projected FY 2005	Target FY 2006
Count of number of vehicles/equipment in fleet inventory.	696	696

Goal 2:

Maintain a high level of daily vehicle availability to support customer operations.

Objective:

Monitor and track the daily vehicle availability for the Memorial Avenue Central Shop. Ensure that an ample number of vehicles are available on a daily basis to ensure good customer service.

Performance Measure:	Projected FY 2005	Target FY 2006
Percentage of fleet that is available and ready each work day.	97%	98%

Goal 3:

Maintain a proficient technician billing percentage.

Objective:

Monitor and track the monthly efficiency of the technicians based upon the number of paid hours that are charged as direct labor. Ensure that this percentage is sufficient in order to provide cost effective customer service to City Departments.

Performance Measure:	Projected FY 2005	Target FY 2006
Percentage of total paid hours that are spent working on vehicles.	76%	76%