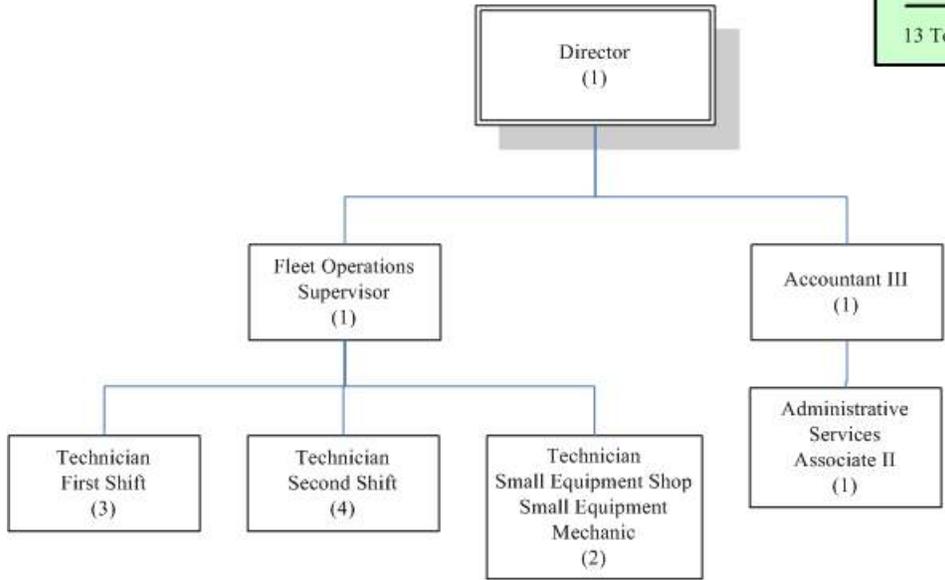




FLEET SERVICES

POSITION SUMMARY
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13 City Funded Positions

13 Total Funded Positions





Fleet Services. Provides a full spectrum of fleet related services for all customers operating a city-owned vehicle or piece of equipment. These services include vehicle and equipment acquisition and replacement planning, fueling, and 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. Fleet Services also maintains all records with respect to fueling and maintenance activities, and assists the Procurement division in the disposal of all fleet assets.

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
POSITION SUMMARY					
Total FTE Positions	13	13	13	13	13
FUND SUMMARY					
BEGINNING FUNDS	\$1,318,914	\$163,371	\$115,255	\$115,255	\$115,255
REVENUES					
Warehouse Inventory	\$443,863	\$433,310	\$460,836	\$456,836	\$456,836
Fuel Sales	632,403	779,919	1,084,095	1,044,095	1,044,095
Mechanical Work by Vendors	207,558	226,080	235,351	235,351	235,351
Vehicle Administration	207,523	200,863	203,173	203,173	203,173
Labor Sales	451,874	474,439	467,250	467,250	467,250
Bond Proceeds	0	540,000	350,000	350,000	350,000
Interest on Investments	4,647	0	0	0	0
Miscellaneous	36,265	0	0	0	0
Sale/Salvage of Surplus Property	129,183	54,000	100,000	100,000	100,000
Transfer from General Fund	857,000	1,117,708	1,921,643	1,401,693	1,401,693
Transfer From Solid Waste Management Fund	229,000	390,000	582,000	582,000	582,000
Transfer From Water Operating Fund	144,000	112,000	77,000	77,000	77,000
Transfer From Sewer Operating Fund	120,000	0	452,000	452,000	452,000
TOTAL REVENUES	\$3,463,317	\$4,328,319	\$5,933,348	\$5,369,398	\$5,369,398
EXPENDITURES					
<i>Salaries</i>	\$432,735	\$465,268	\$481,885	\$481,885	\$481,885
<i>Employee Benefits</i>	152,269	165,542	187,837	187,837	187,837
<i>Contractual Services</i>					
Maintenance and Repair	13,905	12,743	16,166	16,166	16,166
Professional Services	0	10,000	5,000	3,500	3,500
Temporary Personal Services	928	1,000	1,000	500	500
Advertising and Public Relations Services	567	0	600	600	600
Refuse Disposal, Hazard Waste, Other Services	62,648	62,789	60,400	60,400	60,400
<i>Other Charges</i>					
Supplies and Materials	35,864	25,300	27,200	25,700	25,700
Utilities	22,975	24,000	29,400	29,400	29,400
Travel and Training	15,990	22,000	22,000	22,000	22,000
Telecommunications	4,307	3,286	3,500	3,100	3,100
Postage and Mailing	115	500	400	300	300
Fuel and Inventory Expenses	1,145,623	1,287,141	1,634,000	1,594,000	1,594,000
Miscellaneous Other Charges	725	1,000	1,000	1,000	1,000
<i>Rentals and Leases</i>	1,276	1,276	1,500	1,500	1,500
<i>Capital Outlay</i>	2,610,994	2,060,600	3,079,000	2,526,000	2,526,000
<i>Nondepartmental Employee Benefits</i>	15,900	18,440	22,940	22,940	22,940
<i>Debt Service</i>	48,935	167,608	395,643	359,288	359,288
TOTAL EXPENSES AND TRANSFERS	\$4,565,753	\$4,328,493	\$5,969,471	\$5,336,116	\$5,336,116
ENDING FUNDS	\$216,478	\$163,197	\$79,132	\$148,537	\$148,537



Fleet Services Fund Budget Description

The Department Requested FY 2007 Fleet Services budget of \$5,969,471 represents a 37.91% increase of \$1,640,978 as compared to the Adopted FY 2006 budget of \$4,328,493.

Significant changes introduced in the Department Requested FY 2007 budget include:

- \$23,613 increase in Salaries and Employee Benefits reflecting FY 2006 compensation adjustments, increased insurance premiums and the end of the life insurance premium holiday.
- \$5,000 increase in Utilities reflecting the rising cost of natural gas.
- \$346,859 increase in Fuel and Inventory Expenses reflecting the rising cost of fuel and parts.
- \$1,018,400 increase in Capital Outlay for vehicle replacements reflecting the scheduling of needs.
- \$228,035 increase in Debt Service for scheduled payments on bond funded vehicles.

Major items requested not proposed by the City Manager for funding include:

- \$40,000 reduction in Fuel and Inventory Expenses reflecting an analysis of the cost of fuel compared to the projected amount.
- \$553,000 reduction in Capital Outlay based on re-evaluation of projected vehicle replacements.
- \$36,355 reduction in Debt Service based on re-evaluation of projected vehicle replacements.

The Proposed FY 2007 Fleet Services budget was adopted by City Council without changes.



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	Actual FY 2005	Target FY 2006	Projected FY 2007
Count of number of vehicles/equipment in fleet inventory.	696	709	696	715

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	Actual FY 2005	Target FY 2006	Projected FY 2007
Percentage of fleet that is available and ready each work day.	97%	96.7%	98%	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	Actual FY 2005	Target FY 2006	Projected FY 2007
Percentage of total paid hours that are spent working on vehicles.	76%	76%	76%	77%

Goal 4:

Maintain a fairly constant average vehicle age.

Objective:

Purchase new vehicles and cycle old vehicles from the city's fleet in a manner that allows customers to operate newer and state-of-the-art equipment at a lower cost from a maintenance and repair standpoint.

Performance Measure:	Projected FY 2005	Actual FY 2005	Target FY 2006	Projected FY 2007
Average age in months of all vehicles in the city's fleet.	<i>new goal for FY 2007 budget.</i>	63 months	62 months	61 months