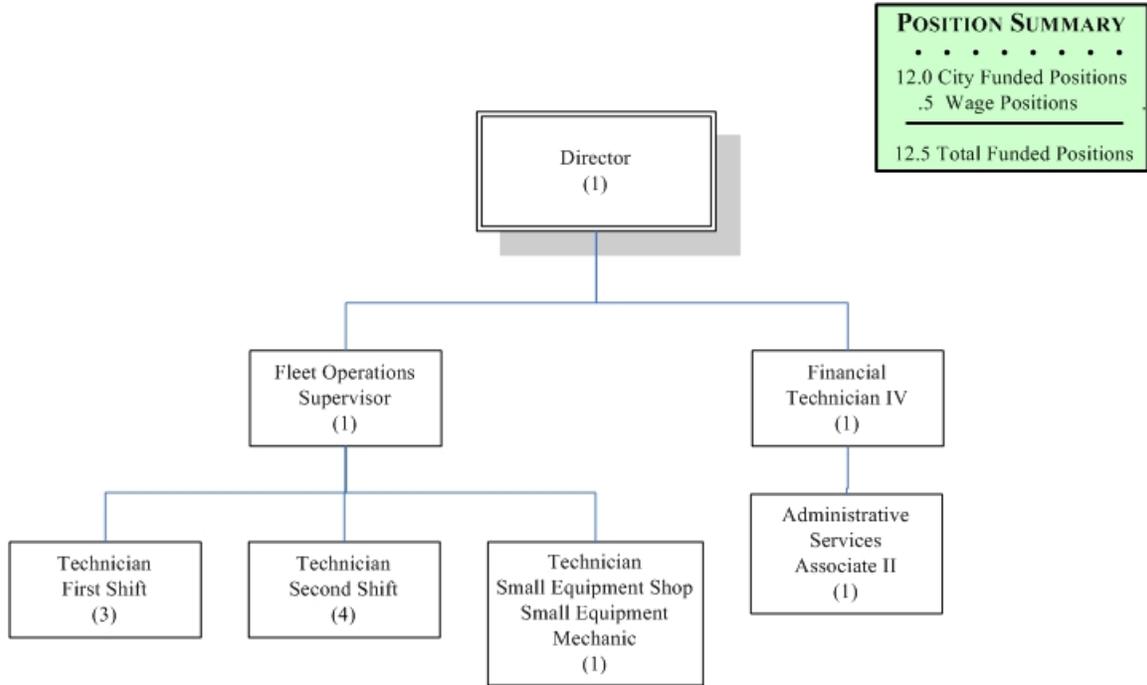




FLEET SERVICES





Fleet Services. Provides a full spectrum of fleet management services for all city customers who operate a city-owned vehicle or piece of equipment. The services include fleet asset acquisition and replacement planning, fuel management, automotive parts inventory services, routine and preventive maintenance for vehicles and equipment, recordkeeping, and assisting the city Procurement Department in the disposal of all fleet assets.



	Actual FY 2007	Adopted FY 2008	Department Requested FY 2009	Manager's Proposed FY 2009	Adopted FY 2009
POSITION SUMMARY					
City Funded Full-Time	13.0	12.0	12.0	12.0	12.0
City Funded Non Seasonal Wage	0.0	0.5	0.5	0.5	0.5
Total FTE	13.0	12.5	12.5	12.5	12.5
FUND SUMMARY					
BEGINNING NET ASSETS	\$9,972,391				
Less: Invested in Capital Assets, net of related debt	(9,312,234)				
BEGINNING UNRESTRICTED NET ASSETS	\$660,157	\$281,969	\$60,145	\$60,145	\$60,145
REVENUES					
Warehouse Inventory	\$439,607	\$462,917	\$474,024	\$474,024	\$474,024
Fuel Sales	926,478	1,118,111	1,709,350	1,709,350	1,797,100
Mechanical Work by Vendors	221,066	230,418	251,018	251,018	251,018
Vehicle Administration	213,215	212,906	218,768	218,768	218,768
Labor Sales	392,888	501,388	516,153	516,153	516,153
Vehicle Capital Charge	0	0	1,914,587	1,914,587	1,914,587
Bond Proceeds	0	1,255,000	900,000	900,000	900,000
Interest on Investments	45,632	0	0	0	0
Miscellaneous	11,719	0	0	0	0
Sale/Salvage of Surplus Property	202,606	150,000	150,000	150,000	150,000
Transfer from General Fund	1,401,693	1,835,395	764,487	764,487	764,238
Transfer From Solid Waste Management Fund	582,000	813,500	0	0	0
Transfer From Water Operating Fund	77,000	215,500	0	0	0
Transfer From Sewer Operating Fund	452,000	325,000	0	0	0
TOTAL REVENUES	\$4,965,904	\$7,120,135	\$6,898,387	\$6,898,387	\$6,985,888
EXPENDITURES					
Salaries	\$434,133	\$494,544	\$507,150	\$507,150	\$507,150
Employee Benefits	171,652	190,651	193,012	193,012	193,012
Contractual Services					
Maintenance and Repair	18,229	19,041	19,041	19,041	19,041
Professional Services	1,560	3,500	4,500	4,500	4,500
Temporary Personal Services	0	500	500	500	500
Advertising and Public Relations Services	3,379	900	2,500	2,500	2,500
Refuse Disposal, Hazard Waste, Other Services	54,582	57,900	57,200	57,200	57,200
Other Charges					
Supplies and Materials	37,290	41,275	46,860	46,860	46,860
Utilities	24,187	32,500	32,500	32,500	32,500
Travel and Training	19,268	22,000	25,000	25,000	25,000
Telecommunications	1,926	2,700	1,900	1,900	1,900
Postage and Mailing	198	300	300	300	300
Fuel and Inventory Expenses	1,480,025	1,655,500	2,276,250	2,276,250	2,364,000
Miscellaneous Other Charges	639	1,200	1,000	1,000	1,000
Rentals and Leases	1,364	1,500	1,600	1,600	1,600
Capital Outlay	2,900,849	4,129,500	2,972,000	2,972,000	2,972,000
Nondepartmental Employee Benefits	20,275	22,940	23,300	23,300	23,300
Debt Service	309,693	314,895	417,751	417,751	417,751
Reserve for Future Vehicle Replacement Needs	0	0	193,152	193,152	193,152
TOTAL EXPENSES AND TRANSFERS	\$5,479,249	\$6,991,346	\$6,775,516	\$6,775,516	\$6,863,266
ENDING UNRESTRICTED NET ASSETS	\$146,812	\$410,758	\$183,016	\$183,016	\$182,767

Note: Ending Unrestricted Net Assets for FY 2007 does not agree to Beginning Unrestricted Net Assets for FY 2008 as Amended due to the difference in reporting capital outlay, debt service and certain revenue items in the CAFR and the Budget.



Fleet Services Fund Budget Description

The Department Requested FY 2009 Fleet Services budget of \$6,775,516 represents a 3.1% decrease of \$215,830 as compared to the Adopted FY 2008 budget of \$6,991,346.

Significant changes introduced in the Department Requested FY 2009 budget include:

- \$1,157,500 decrease in Capital Outlay for vehicle and heavy equipment purchases reflecting a change in replacement needs.
- \$620,750 increase in Fuel and Inventory Purchases, reflecting a \$590,750 increase due to higher fuel prices and increased consumption, as well as a \$30,000 increase for parts and outside labor/sublet.
- \$102,856 increase in Debt Service reflecting the cost of additional debt financing for fire and heavy equipment replacements
- \$193,152 increase reflecting the establishment of a Reserve for Future Vehicle Replacement Needs.
- \$14,967 increase in Salaries and Benefits reflecting compensation adjustments.
- \$5,585 increase in Supplies and Materials reflecting the purchase of new shop manuals, custodial and office supplies.
- \$3,000 increase in Travel and Training reflecting training needs for new employees.

All major items requested were proposed by the City Manager for funding.

The Proposed FY 2009 Fleet Services budget was adopted by City Council with the following changes:

- ◆ \$87,750 increase in Fuel and Inventory due to rising fuel costs.

Key Performance Measures

Objectives

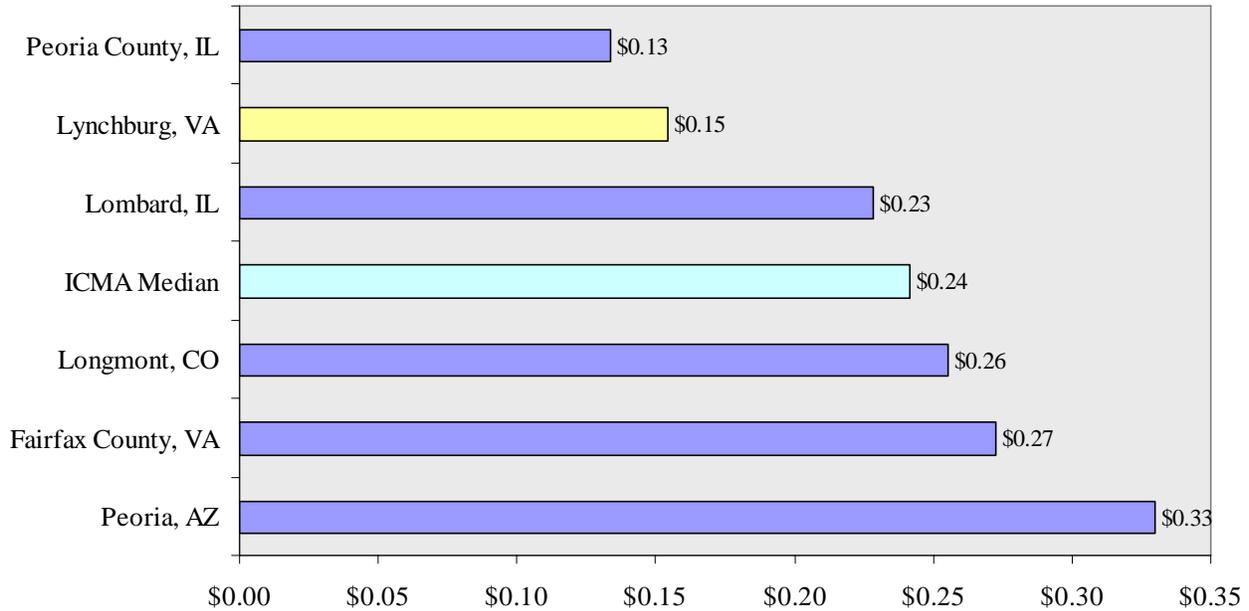
- ❖ To maintain police vehicles at a cost of \$0.16 or less per mile driven.
- ❖ To maintain light vehicles at a cost of \$0.145 or less per mile driven.
- ❖ To provide maintenance at a level where at least 61% of users rate the quality of service excellent and/or 39% of the users rate the quality of service good.

Indicator	Prior Years			Current Year	Future Estimate
	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Police Vehicles: Total Maintenance					
Expenditures per Mile Driven					
Target	new measure	new measure	new measure	\$0.155	\$0.16
Actual	\$0.14	\$0.15	\$0.15	n/a	n/a
ICMA Median	\$0.19	\$0.24	not yet reported	not yet reported	not yet reported
Light Vehicles: Total Maintenance					
Expenditures per Mile Driven					
Target	new measure	new measure	new measure	\$0.14	\$0.145
Actual	\$0.12	\$0.14	\$0.14	n/a	n/a
ICMA Median	\$0.19	\$0.22	not yet reported	not yet reported	not yet reported
Internal Customer Satisfaction:					
Quality of Fleet Maintenance Services rated as Excellent					
Target	new measure	new measure	new measure	60.0%	61.0%
Actual	30.8%	not available	59.4%	n/a	n/a
ICMA Median	45.5%	34.4%	not yet reported	not yet reported	not yet reported
Quality of Fleet Maintenance Services rated as Good					
Target	new measure	new measure	new measure	40.0%	39.0%
Actual	61.5%	not available	40.6%	n/a	n/a
ICMA Median	54.5%	43.1%	not yet reported	not yet reported	not yet reported

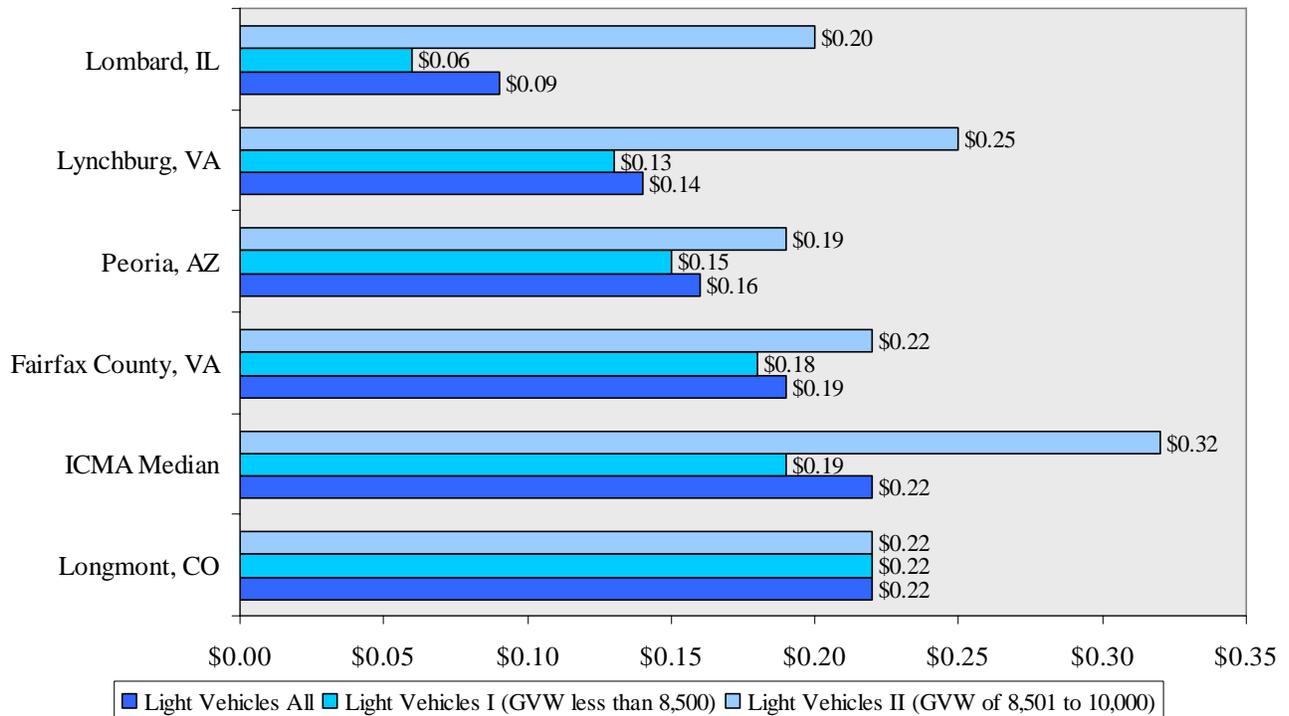


Comparison to ICMA Center for Performance Measurement Benchmark Localities – FY 2006

Fleet Services
Police Vehicles: Total Maintenance Expenditures per Mile Driven



Fleet Services
Light Vehicles: Total Maintenance Expenditures per Mile Driven





Analysis of the data

Police Vehicles: Total Maintenance Expenditures per Mile Driven:

Lynchburg (\$0.15) compares very favorably to the median (\$0.24). This is a continued trend from FY 2005 where Lynchburg's expenditures per mile of \$0.14 were below the median of \$0.19.

Light Vehicles: Total Maintenance Expenditures per Mile Driven:

In all three categories of light vehicles (all, gross vehicle weight less than 8,500 pounds, and vehicles with a gross vehicle weight of 8,501 to 10,000 pounds) the City compares very favorably in maintenance expenditures per mile driven.

Internal Customer Satisfaction: Quality of Fleet Maintenance Services:

A survey is performed biennially; therefore, there is no comparative data for FY 2006. Survey results from FY 2007 demonstrate 100% of customers rated the quality of services as excellent or good, a significant increase from FY 2005 (92.3%).