

FLEET SERVICES

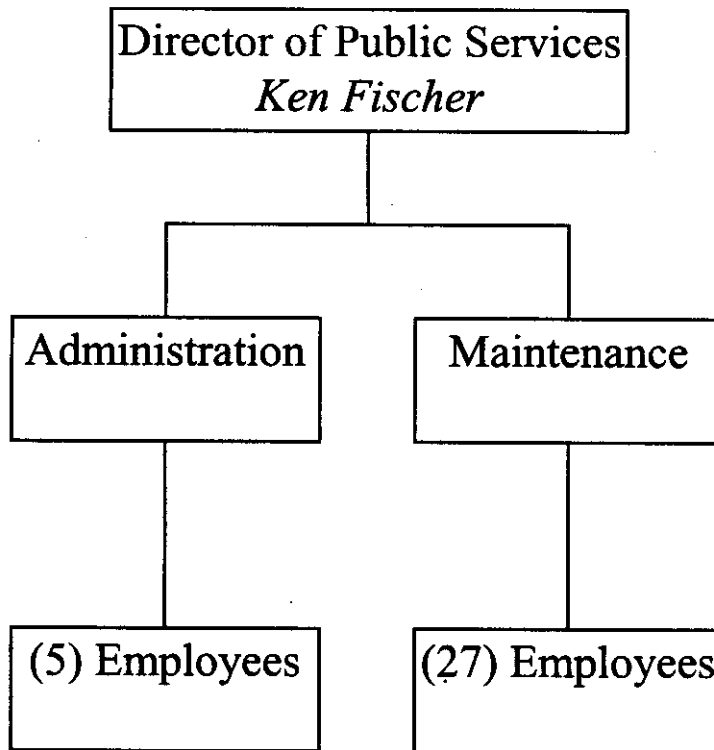
***CITY VEHICLES COMPLIANT WITH
EPA AND CARB REGULATIONS***

REHABILITATE CITY VEHICLES

***PREVENTIVE MAINTENANCE
INSPECTIONS***

***PURCHASES NEW/REPLACEMENT
CITY VEHICLES***

FLEET SERVICES



FLEET SERVICES

ACCOUNT NUMBER: 635-341

FUND: FLEET

ABOUT THE DIVISION

Under the direction of the Public Services Director, the Fleet Division is responsible for acquisition, service and maintenance for the City's vehicle and equipment fleet comprised of approximately 804 items. Fleet procures all City vehicles and equipment through the development of technical specifications. Final selection is based on life cycle costing and user requirements.

EXPENDITURES BY CATEGORY

CATEGORY	2005-06 ACTUAL	2006-07 ACTUAL	2007-08 PROJECTED	2008-09 ADOPTED
PERSONNEL	1,812,207	2,090,741	2,372,918	2,258,200
MAINTENANCE & OPERATION	4,106,132	4,509,487	5,441,175	4,432,700
CONTRACTUAL SERVICES	12,342	10,084	13,192	15,700
INTERNAL SERVICE	256,531	254,855	259,609	275,600
CAPITAL OUTLAY	1,259,594	843,201	731,670	380,000
DEBT SERVICE	521,867	557,928	616,834	746,300
TOTAL	7,968,672	8,266,297	9,435,398	8,108,500

FLEET DIVISION

2007-08 KEY ACCOMPLISHMENTS

- ✓ Completed the bid process for the shop modifications to allow LNG/CNG vehicles to be repaired inside the enclosed equipment bays and acquired MSRC grant funding to offset the cost.
- ✓ February 21, 2008 LCNG Fuel Station Opening Ceremony. This fuel station also accepts credit cards from the general public as well as municipalities.
- ✓ Purchased 2 CNG fueled combination vacuum/rodder sewer-cleaning trucks.
- ✓ Staff completed the purchase of 16 LNG refuse vehicles.

2007-08 KEY GOALS

- Develop a parts mark up that reflects the true costs of providing part services. Management Partners recommendation #72.
- Monitor the use of the shop loaner pool units during the next year to determine the best mix and number of units to offer. Management Partners recommendation #68.
- Develop a sublet mark up that reflects the true cost of providing sublet service. Management Partners recommendation #75.
- Monitor the use of central heavy equipment pool units during the next year to determine the type and number of units required. Management Partners recommendation #70.
- Start construction/remodel of shop modifications to allow LNG vehicles to be required inside the enclosed equipment bays.

DID YOU KNOW?

- Fleet staff was awarded a \$350,000 MSRC Grant to offset cost of garage modifications.
- Fleet staff was awarded a \$480,000 grant from MSRC to purchase 16 LNG refuse vehicles.
- Fleet delivered a total of 778,621 gallons of fuel to city departments during the 2007/2008 fiscal year; 336,294 gallons of Diesel, 299,615 gallons of Unleaded, 130,201 gallons of LNG, 12,511 gallons of CNG.
- Fleet generated over 10,000 service orders.

**EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009**

FUND 635 FLEET SERVICES FUND

DIVISION 341 FLEET SERVICES

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
5011 SALARIES PERM/FULLTIME	1,261,545	1,397,727	1,526,816	1,575,200
5012 SPECIAL SALARIES	2,613	4,238	4,400	11,700
5013 AUTOMOBILE ALLOWANCE	3,000	3,300	3,900	4,200
5014 SALARIES TEMP/PARTTIME	53,891	69,486	123,434	0
5015 OVERTIME	134,221	188,983	194,305	80,000
5018 VACATION PAY	0	0	1,151	0
5026 PERS RETIREMENT	178,165	216,490	295,357	351,200
5027 HEALTH & LIFE INSURANCE	158,018	185,894	195,610	208,000
5028 UNEMPLOYMENT INSURANCE	3,638	4,159	4,635	4,100
5029 MEDICARE	17,116	20,463	23,311	23,800
TOTAL PERSONNEL SERVICES	1,812,207	2,090,740	2,372,918	2,258,200
5111 MATERIALS & SUPPLIES	1,121,355	1,036,993	1,146,665	1,101,300
5112 SMALL TOOLS & EQUIPMENT	9,922	9,831	8,648	12,000
5113 MOTOR FUEL & LUBRICANTS	2,393,425	2,386,527	2,967,521	2,703,300
5122 DUES & SUBSCRIPTIONS	4,052	4,406	4,760	4,000
5132 MEETINGS & CONFERENCES	900	2,120	260	3,000
5133 EDUCATION & TRAINING	6,752	9,558	9,796	0
5171 RENTALS	33,244	34,128	40,018	33,500
5172 EQUIPMENT MAINTENANCE	13,819	12,214	10,017	17,500
5173 OUTSIDE VEHICLE MAINTENANCE	472,509	958,376	1,194,522	498,800
5174 PRINTING CHARGES	933	654	1,011	1,000
5175 POSTAGE	411	516	646	500
5176 COPY MACHINE CHARGES	315	1,042	5,342	2,500
5179 DUMP/WASTE FEES	18,968	22,548	20,656	24,100
5181 OTHER OPERATING EXPENSES	4,326	5,376	6,112	6,000
5188 CITY IN-HOUSE SERVICES	25,200	25,200	25,200	25,200
TOTAL MAINTENANCE & OPERATION	4,106,132	4,509,487	5,441,175	4,432,700
5502 PROFESSIONAL/CONTRACTUAL SVCS	11,132	8,799	11,550	12,200
5505 OTHER PROFESSIONAL SERVICES	1,210	1,285	1,642	3,500
TOTAL CONTRACTUAL SERVICES	12,342	10,084	13,192	15,700
5601 GARAGE CHARGES	29,447	33,076	32,360	56,600
5602 WORKERS COMPENSATION	66,400	56,400	63,900	71,900
5603 LIABILITY	20,000	23,900	18,200	18,700
5604 M.I.S. CHARGES - IN-HOUSE	12,600	12,500	9,800	12,000
5605 TELEPHONE SUPPORT	12,529	12,044	14,975	13,000
5606 ELECTRIC	64,327	71,072	67,750	66,000
5607 GAS	27,301	23,215	23,196	18,000
5608 WATER, SEWER, GEOTHERMAL	4,822	3,842	4,503	3,400
5610 COMMUNICATION SHOP	4,700	5,400	8,400	6,000
5612 FLEET CHGS - FUEL	14,405	13,407	16,525	10,000
TOTAL INTERNAL SERVICE CHARGES	256,531	254,855	259,609	275,600
5701 MOTOR VEHICLES	1,194,818	810,664	700,235	300,000
5702 COMPUTER EQUIPMENT	0	0	3,417	0
5704 MISCELLANEOUS EQUIPMENT	62,296	23,281	26,135	0
5706 ALTERATIONS & RENOVATIONS	2,480	9,257	1,883	80,000

**EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009**

FUND 635 FLEET SERVICES FUND

DIVISION 341 FLEET SERVICES

ACCOUNT OBJECT & TITLE	ACTUAL 2005-06	ACTUAL 2006-07	PROJECTED 2007-08	ADOPTED 2008-09
TOTAL CAPITAL OUTLAY	1,259,594	843,201	731,670	380,000
5802 DEBT SERVICE INTEREST	45,498	44,110	0	44,200
5803 LEASE PAYMENTS	476,369	513,818	616,834	702,100
TOTAL DEBT SERVICE	521,867	557,928	616,834	746,300
TOTAL	7,968,672	8,266,296	9,435,398	8,108,500

BUDGET - JUSTIFICATION

341 FLEET SERVICES

635 FLEET SERVICES FUND

OBJ JUSTIFICATION

- 5111 TIRES, HEAVY EQUIPMENT PARTS, REFUSE BODIES, LIGHT EQUIPMENT PARTS, HYDRAULICS PARTS, STREET SWEEPER PARTS, MOTORCYCLE PARTS, TURF EQUIPMENT PARTS, SUPPLIES
- 5112 MOU TOOL ALLOWANCE, MISCELLANEOUS SMALL TOOLS, BATT JUMP START BOXES, STEP LADDERS, BATT. LOAD TESTER, A/C LEAK DETECTOR.
- 5113 DIESEL FUEL, UNLEADED FUEL, LUBRICANTS, HIGH OCTANE MOTORCYCLE FUEL, CNG, LNG, PROPANE, CREDIT CARDS (OUT OF AREA FUEL)
- 5122 ASSOCIATION FEES, TECHNICAL PUBLICATIONS, BLUE BOOKS, CUMMINS SOFTWARE SUBSCRIPTION RENEWAL, WORLD TRANSPORTATION SUBSCRIPTION, FLEET COUNSELOR, ALL DATA SUBSCRIPTION.
- 5132 VEHICLE MAINTENANCE MGMT. CONFERENCE
- 5171 UNIFORMS, PARTS CLEANING MACHINES
- 5172 SHOP EQUIPMENT MAINTENANCE, FUELS SYSTEMS, TRUCK AND CAR WASH, WATER SOFTENER; SANTA FE WHISTLE MAINTENANCE; OVERHEAD CRANE INSPECTIONS.
- 5173 HEAVY EQUIPMENT MAINTENANCE, LIGHT EQUIPMENT MAINTENANCE, HYDRAULICS MAINTENANCE, GLASS, TOWING
- 5174 STATE MANDATED FORMS AND MANUALS
- 5175 UPS, FEDEX, AND POSTAGE
- 5176 COPIER MAINTENANCE AND SUPPLIES
- 5179 CLARIFIER PUMPING, ANTIFREEZE RECYCLING, OIL FILTER RECYCLING, WASTE OIL RETRIEVAL
- 5181 OXYGEN & ACETHYLENE, FIRE EXTINGUISHERS, MANUALS
- 5188 FACILITIES, BUILDING MAINTENANCE, AND VECTOR CONTROL
- 5502 GAS TAX REVENUE SERVICES
- 5505 HIGH TECH SECURITY SYSTEMS FOR FLEET OFFICES, DMV PHYSICALS
- 5601 CHARGES FROM CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED THE MAINTENANCE AND OPERATION OF MOTOR VEHICLES ASSIGNED TO THIS DEPARTMENT. (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED.)
- 5602 THE PORTION OF THE CITY'S TOTAL WORKER'S COMPENSATION COSTS (INLCUDING STAFF TIME) RELATED TO THIS FUND BASED ON LOSS HISTORY AND INDUSTRY STANDARDS.
- 5603 THE PORTION OF THE CITY'S TOTAL COSTS (INCLUDING STAFF TIME AND OVERHEAD) FOR RISK MANAGEMENT, LIABILITY INSURANCE PREMIUMS, PROPERTY INSURANCE PREMIUMS AND LIABILITY COSTS RELATED TO THIS FUND. BASED ON LOSS HISTORY AND INDUSTRY STANDARDS.
- 5604 THE PORTION OF THE CITY'S TOTAL INFORMATION TECHNOLOGY SERVICES COSTS (INCLUDING STAFF TIME) RELATED TO THIS DEPARTMENT. CHARGES ARE BASED ON TYPE OF EQUIPMNT, SOFTWARE AND SUPPORT UTILIZED BY DEPARTMENT.

BUDGET - JUSTIFICATION

341 FLEET SERVICES

635 FLEET SERVICES FUND

OBJ JUSTIFICATION

- 5605 CHARGES FROM THE CITY'S TELECOMMUNICATIONS DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S TELECOMMUNICATIONS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5606 CHARGES FROM THE CITY'S UTILITIES DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S ELECTRIC COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5607 CHARGES FROM THE CITY'S UTILITIES DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S NATURAL GAS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5608 CHARGES FROM THE CITY'S UTILITIES DIVISION (INCLUDING STAFF TIME AND OVERHEAD) FOR THIS DIVISION'S WATER, SEWER AND GEOTHERMAL COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5610 THE PORTION OF THE CITY'S OVERALL RADIO COMMUNICATIONS COSTS (INCLUDING OVERHEAD AND STAFF TIME) RELATED TO THIS DEPARTMENT'S OPERATIONS.
- 5612 CHARGES FROM THE CITY'S FLEET DIVISION (INCLUDING STAFF TIME AND OVERHEAD) FOR FUEL COSTS RELATED TO MOTOR VEHICLES IN THIS DIVISION (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).
- 5701 CITY VEHICLE REPLACEMENT
- 5704 VARIOUS GARAGE EQUIPMENT REPLACEMENT/UPGRADES AS NEEDED.
- 5706 VAPOR RECOVERY SYSTEM FOR CITY'S GASOLINE FUEL ISLAND AS REQUIRED BY AQMD RULE 461
- 5802 FUEL STATION DEBT SERVICE PAYMENT
- 5803 POLICE VEHICLE LEASE PAYMENTS