

CITY OF THE COLONY
2008-2009
ANNUAL BUDGET

FLEET SERVICES

STEVE EUBANKS
Public Works Director

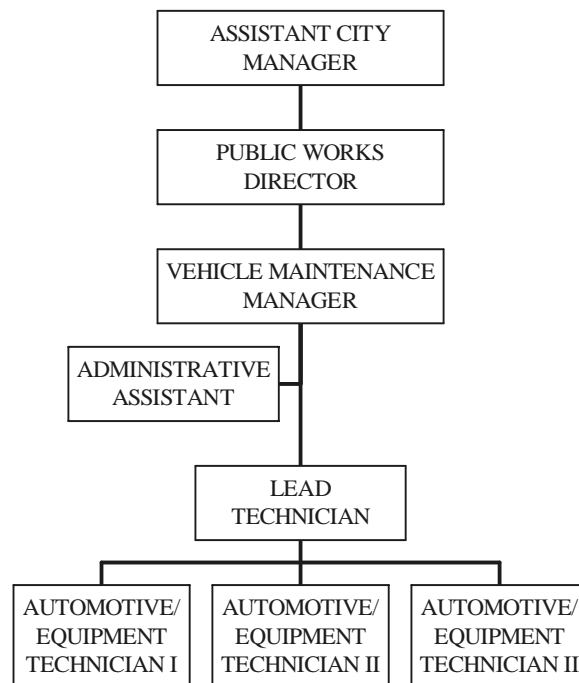
DON OWENS
Fleet Manager

FLEET SERVICES FUND

The Fleet Services Fund is responsible for the preventative maintenance and repairs of all vehicles and equipment owned by the City of The Colony. These services are provided on a cost reimbursement basis.

The fund is accounted for as an internal service fund for financial reporting purposes, but a special revenue fund for budget purpose. A summary presentation of revenues and expenditure totals for the 2008-2009 budget year is included on the following pages.

FLEET SERVICES ORGANIZATIONAL CHART 2008-2009 BUDGET



FLEET SERVICES FUND
Revenue & Expenditure Projections
For Revised 2007-2008 & 2008-2009 Budget Years

	2004-2005 Actual	2005-2006 Actual	2006-2007 Actual	2007-2008 Budget	2007-2008 Revised	2008-2009 Budget
CHARGES FOR SERVICES:						
General Fund Charges	275,000	275,000	459,000	459,000	459,000	459,000
Utility Fund Charges	200,000	200,000	200,000	235,000	235,000	335,000
Hidden Cove Charges	2,025	-	-	-	-	-
Recycling Fund Charges	1,620	1,620	1,620	1,620	1,620	1,620
Engineering Inspections	1,215	1,215	1,215	1,215	1,215	1,500
Investment Income	26	93	1,194	300	2,000	300
Insurance Reimbursement	10,368	23,818	18,567	-	50,000	15,000
Auction Proceeds	18	-	-	-	15,000	6,000
Miscellaneous	309	1,108	227	-	300	300
TOTAL REVENUES	490,581	502,854	681,823	697,135	764,135	818,720
TRANSFERS IN:						
Transfer - Veh.Replacement G.F.	-	-	-	-	-	-
Transfer - Veh.Replacement U.F.	-	-	-	-	-	-
TOTAL TRANSFERS IN	-	-	-	-	-	-
TOTAL REVENUES & TRANSFERS	490,581	502,854	681,823	697,135	764,135	818,720
EXPENDITURES:						
Personnel Services	291,014	281,288	327,491	430,728	384,413	434,182
Contractual Services	11,115	11,946	8,007	9,340	10,740	11,090
Supplies	95,465	100,590	94,657	105,600	157,040	148,860
Maintenance	108,933	120,374	139,788	193,425	197,568	205,475
Capital Outlay	-	-	-	-	1,895	15,000
TOTAL EXPENDITURES	506,527	514,198	569,943	739,093	751,656	814,607
EXCESS (DEFICIENCY)	(15,946)	(11,344)	111,880	(41,958)	12,479	4,113
BEGINNING FUND BALANCE	31,284	15,338	3,994	115,874	115,874	128,353
ENDING FUND BALANCE	15,338	3,994	115,874	73,916	128,353	132,466

COST CENTER: Fleet Services**FUND: 300 - Fleet Services****PROGRAM DESCRIPTION**

Fleet Services is responsible for the safe operating condition, preventative maintenance, and repairs of all vehicles and equipment owned by the City of The Colony. The Fleet Services personnel are highly trained and certified by the National Institute for Automotive Service Excellence (ASE) to maintain the City fleet. This department maintains vehicle records of all maintenance, repairs, and operating costs for the annual operating budget.

GOALS AND OBJECTIVES

Goal: Provide excellent customer service through good communication to better understand customer needs.

Objective: Continue stressing to our personnel that understanding customer needs is the key to excellent customer service.

Objective: Continued education and training of shop personnel to be up to date on the latest diagnostics of vehicle systems.

Goal: Continue to cut costs by being efficient in maintenance and repairs.

Objective: To computerize all maintenance schedules and repairs.

PERSONNEL DETAIL	2006-2007 ACTUAL	2007-2008 PROJECTED	2008-2009 BUDGET
Fleet Services Manager	1	1	1
Administrative Assistant	1	1	1
Lead Technician	1	1	1
Automotive/Equipment Technician I	1	1	1
Automotive/Equipment Technician II	2	2	2
DEPARTMENT TOTAL	6	6	6

COST CENTER: Fleet Services**FUND: 300 - Fleet Services**

EXPENDITURE SUMMARY	2006-2007 ACTUAL	2007-2008 PROJECTED	2008-2009 BUDGET
Personnel Services	\$ 327,491	\$ 384,413	\$ 434,182
Contractual Services	8,007	10,740	11,090
Supplies	94,657	157,040	148,860
Maintenance	139,788	197,568	205,475
Non-Capital	-	1,895	-
Capital	-	-	15,000
DEPARTMENT TOTAL	\$ 569,943	\$ 751,656	\$ 814,607

PERFORMANCE INDICATORS & MEASUREMENTS	2006-2007 ACTUAL	2007-2008 PROJECTED	2008-2009 BUDGET
Employee Training	100%	100%	100%
Vehicle repair orders	1,324	1,525	1,550
Vehicles & Equipment in for repair - 5 days or less	80%	80%	80%
Other equipment repair orders	301	280	310
Return repair rate for vehicles & equipment	5%	5%	5%
Preventative maintenance services	414	425	440
Number of vehicles with tire changes	250	260	280
Flat repairs	70	80	80
Warranty/Recall repairs	25	30	30
Vehicle crash repairs	15	18	18
Road Calls	70	80	40
Schools and training hours	250	250	150
Vehicles maintained	130	134	136
Equipment - self propelled	52	52	52

COST CENTER: Fleet Services

FUND: 300 - Fleet Services

PERFORMANCE INDICATORS & MEASUREMENTS	2006-2007 ACTUAL	2007-2008 PROJECTED	2008-2009 BUDGET
Equipment - motorized (non self propelled)	120	120	120
Equipment - other	45	47	47
Vehicles - total miles driven per year	1,250,000	1,250,000	1,250,000
Equipment - total hours used	21,000	21,000	21,000

COST CENTER: Fleet Services**FUND: 300 - Fleet Services**

ACCT. NO.	ACCOUNT DESCRIPTION	2006-2007 ACTUAL	2007-2008 PROJECTED	2008-2009 BUDGET
6109	Merit Increases	\$ -	\$ -	\$ 14,420
6110	Salaries	238,234	272,627	298,088
6111	Salaries, Overtime	5,825	8,000	8,000
6112	Part-Time, Temporary	-	-	-
6114	Hospitalization Insurance	26,813	32,992	37,665
6115	Social Security Taxes	18,273	20,972	24,487
6117	Retirement Contributions	31,401	39,792	39,452
6118	Uniforms	2,952	4,000	4,250
6125	Education & Training	3,182	4,000	5,200
6126	Travel Expenses	811	1,600	1,620
6127	Dues & Memberships	-	430	1,000
6213	Contractual Services	3,396	4,410	4,640
6235	Printing Services	61	260	200
6244	Telephone Service	1,715	2,240	3,050
6260	Building Rental	1,927	2,950	2,300
6275	Equipment Rental	908	880	900
6310	Office Supplies	1,693	1,250	1,710
6311	Copier Supplies	-	400	-
6312	Computer Supplies	899	400	400
6313	Janitorial Supplies	1,906	1,800	1,990
6320	Postage	114	300	350
6322	Small Tools	4,412	35,850	9,000

COST CENTER: Fleet Services**FUND: 300 - Fleet Services**

ACCT. NO.	ACCOUNT DESCRIPTION	2006-2007 ACTUAL	2007-2008 PROJECTED	2008-2009 BUDGET
6330	Books & Periodicals	2,500	6,500	7,000
6340	Fuel & Lubricants	75,923	104,000	122,060
6345	Chemicals	2,015	1,300	830
6346	Compressed Gases	205	340	360
6360	Medical Supplies	285	400	420
6390	Miscellaneous Supplies	4,705	4,500	4,740
6410	Building Maintenance	487	725	1,075
6430	Office Equipment Maintenance	-	500	500
6440	Vehicle Maintenance	101,421	149,343	163,900
6470	Other Equipment Maintenance	37,880	47,000	40,000
6590	Non- Capital Other Equipment	-	1,895	-
6630	Capital Outlay - Vehicles	-	-	15,000
DEPARTMENT TOTAL		\$ 569,943	\$ 751,656	\$ 814,607