

**CITY OF THE COLONY  
2009-2010  
ANNUAL BUDGET**

***FLEET SERVICES***

**STEVE EUBANKS**  
*Public Works Director*

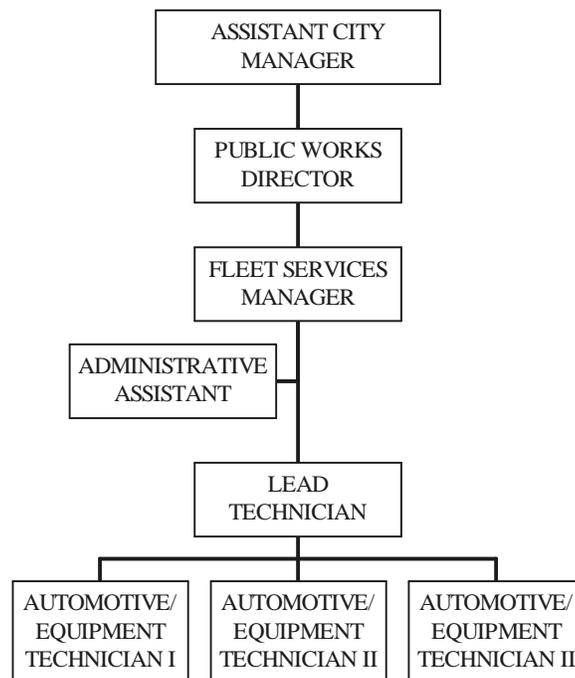
**DON OWENS**  
*Fleet Manager*

## **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 charges to other departments are provided in the respective departmental budget.

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 2009-2010 budget year is included on the following pages.

# FLEET SERVICES ORGANIZATIONAL CHART 2009-2010 BUDGET



**FLEET SERVICES FUND**  
**Revenue & Expenditure Projections**  
**For Revised 2008-2009 & 2009-2010 Budget Years**

	2005-2006 Actual	2006-2007 Actual	2007-2008 Actual	2008-2009 Budget	2008-2009 Revised	2009-2010 Budget
<b>CHARGES FOR SERVICES:</b>						
General Fund Charges	275,000	459,000	459,000	459,000	459,000	439,000
Utility Fund Charges	200,000	200,000	235,000	335,000	335,000	335,000
Storm Water Utility	-	-	-	-	-	19,000
Recycling Fund Charges	1,620	1,620	1,620	1,620	1,620	1,620
Engineering Inspections	1,215	1,215	1,215	1,500	1,500	1,500
Investment Income	93	1,194	2,824	300	1,000	1,100
Insurance Reimbursement	23,818	18,567	52,334	15,000	15,000	15,000
Auction Proceeds	-	-	1,350	6,000	6,000	6,000
Miscellaneous	1,108	227	537	300	300	300
<b>TOTAL REVENUES</b>	<b>502,854</b>	<b>681,823</b>	<b>753,880</b>	<b>818,720</b>	<b>819,420</b>	<b>818,520</b>
<b>TRANSFERS IN:</b>						
Transfer - Veh.Replacement G.F.	-	-	-	-	-	-
Transfer - Veh.Replacement U.F.	-	-	-	-	-	-
<b>TOTAL TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>502,854</b>	<b>681,823</b>	<b>753,880</b>	<b>818,720</b>	<b>819,420</b>	<b>818,520</b>
<b>EXPENDITURES:</b>						
Personnel Services	281,288	327,491	374,003	434,182	437,854	447,330
Contractual Services	11,946	8,007	10,759	11,090	12,040	11,860
Supplies	100,590	94,657	140,022	148,860	133,370	138,370
Maintenance	120,374	139,788	187,559	205,475	215,900	218,400
Non-Capital	-	-	3,595	-	-	-
Capital Outlay	-	-	-	15,000	-	-
<b>TOTAL EXPENDITURES</b>	<b>514,198</b>	<b>569,943</b>	<b>715,938</b>	<b>814,607</b>	<b>799,164</b>	<b>815,960</b>
<b>EXCESS (DEFICIENCY)</b>	<b>(11,344)</b>	<b>111,880</b>	<b>37,942</b>	<b>4,113</b>	<b>20,256</b>	<b>2,560</b>
<b>BEGINNING FUND BALANCE</b>	<b>15,338</b>	<b>3,994</b>	<b>115,874</b>	<b>153,816</b>	<b>153,816</b>	<b>174,072</b>
<b>ENDING FUND BALANCE</b>	<b>3,994</b>	<b>115,874</b>	<b>153,816</b>	<b>157,929</b>	<b>174,072</b>	<b>176,632</b>

<b>PROGRAM DESCRIPTION</b>
<p>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.</p>

<b>GOALS AND OBJECTIVES</b>
<p><b>Goal:</b> Provide excellent customer service through good communication to better understand customer needs.</p> <p>Objective: Continue stressing to our personnel that understanding customer needs is the key to excellent customer service.</p> <p>Objective: Continued education and training of shop personnel to be up to date on the latest diagnostics of vehicle systems.</p> <p><b>Goal:</b> Continue to cut costs by being efficient in maintenance and repairs.</p> <p>Objective: To computerize all maintenance schedules and repairs.</p>

<b>PERSONNEL DETAIL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
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
<b>DEPARTMENT TOTAL</b>	6	6	6

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

<b>EXPENDITURE SUMMARY</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Personnel Services	\$ 374,003	\$ 437,854	\$ 447,330
Contractual Services	10,759	12,040	11,860
Supplies	140,021	133,370	138,370
Maintenance	187,559	215,900	218,400
Non-Capital	3,595	-	-
<b>DEPARTMENT TOTAL</b>	<b>\$ 715,937</b>	<b>\$ 799,164</b>	<b>\$ 815,960</b>

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Employee Training	100%	100%	100%
Vehicle repair orders	1,324	1,066	1,200
Vehicles & Equipment in for repair - 5 days or less	80%	80%	80%
Other equipment repair orders	301	280	40
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	119
Equipment	52	52	172

**COST CENTER: Fleet Services**

**FUND: 300 - Fleet Services**

<b>PERFORMANCE INDICATORS &amp; MEASUREMENTS</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
Equipment - motorized (non-self-propelled)	120	120	125
Equipment - other	45	47	47
Vehicles - total miles driven per year	1,250,000	1,100,000	1,250,000
Equipment - total hours used	21,000	23,598	1,400

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

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6110	Salaries	275,172	315,575	317,078
6111	Salaries, Overtime	5,505	8,000	8,500
6114	Hospitalization Insurance	32,037	37,345	38,475
6115	Social Security Taxes	20,906	24,034	26,037
6117	Retirement Contributions	36,087	41,830	45,090
6118	Uniforms	2,987	4,250	4,250
6125	Education & Training	1,209	4,200	5,200
6126	Travel Expenses	102	1,620	1,700
6127	Dues & Memberships	-	1,000	1,000
6213	Contractual Services	4,103	4,400	4,640
6235	Printing Services	350	200	200
6244	Telephone Service	2,435	3,220	3,320
6260	Building Rental	3,018	3,100	2,500
6275	Equipment Rental	852	1,120	1,200
6310	Office Supplies	985	1,600	1,680
6311	Copier Supplies	157	-	-
6312	Computer Supplies	60	400	400
6313	Janitorial Supplies	3,308	1,990	2,020
6320	Postage	251	300	350
6322	Small Tools	21,535	6,600	6,600

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

<b>ACCT. NO.</b>	<b>ACCOUNT DESCRIPTION</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 PROJECTED</b>	<b>2009-2010 BUDGET</b>
6330	Books & Periodicals	6,158	6,500	7,000
6340	Fuel & Lubricants	101,841	110,000	114,000
6345	Chemicals	1,075	1,000	1,100
6346	Compressed Gases	181	360	380
6360	Medical Supplies	424	420	440
6390	Miscellaneous Supplies	4,045	4,200	4,400
6410	Building Maintenance	685	3,500	3,000
6411	Facility Maintenance	6	-	-
6430	Office Equipment Maintenance	-	500	500
6440	Vehicle Maintenance	155,790	171,900	173,900
6470	Other Equipment Maintenance	31,078	40,000	41,000
6590	Non- Capital Other Equipment	3,595	-	-
<b>DEPARTMENT TOTAL</b>		<b>\$ 715,937</b>	<b>\$ 799,164</b>	<b>\$ 815,960</b>

