

**CITY OF COMMERCE CITY
ANNUAL BUDGET**

FLEET MANAGEMENT FUND

	2008	2009	2010	2011
	ACTUAL	ESTIMATED	BUDGET	PLAN
BEGINNING CASH BALANCE	2,129,464	2,668,144	2,668,144	168,144
Unrestricted Pooled Cash and Investments				
REVENUES:				
User Charges	2,254,423	2,786,010	2,862,272	3,472,511
Investment Earnings	83,528	0	0	0
Gain: Fixed Assets	41,282	0	0	0
Miscellaneous	22,883	0	0	0
TRANSFERS IN:				
Sales and Use Tax Fund	579,504	0	0	0
General Fund	130,103	0	0	0
TOTAL REVENUES	3,111,723	2,786,010	2,862,272	3,472,511
EXPENDITURES:				
Administration and Operations	1,306,293	2,192,018	2,546,972	2,361,419
Vehicles	1,266,750	593,992	315,300	1,111,092
TRANSFERS OUT:				
General Fund	0	0	2,500,000	0
TOTAL EXPENDITURES	2,573,043	2,786,010	5,362,272	3,472,511
TOTAL ENDING CASH BALANCE	2,668,144	2,668,144	168,144	168,144

The Fleet Management Fund accounts for all of the activities of the administration, operation, and acquisition of new and replacement vehicles and equipment on a charge back cost allocation to user departments.

**CITY OF COMMERCE CITY
ANNUAL BUDGET**

THIS PAGE INTENTIONALLY LEFT BLANK

**CITY OF COMMERCE CITY
ANNUAL BUDGET**

2010 Internal Service Fund - Fleet Management

	<u>2010 Budget</u>	<u>2011 Plan</u>
Administration	\$ 2,862,272	\$ 3,472,511
Total	\$ 2,862,272	\$ 3,472,511

**CITY OF COMMERCE CITY
ANNUAL BUDGET**

DEPARTMENT: Fleet Management

DESCRIPTION

Fleet Management is responsible for providing preventive maintenance and repair services on all City automobiles, trucks, and heavy equipment, as well as smaller equipment and motorized tools, excluding the Golf Course.

DEMAND INDICATORS

	<u>ACTUAL</u> <u>2008</u>	<u>ESTIMATED</u> <u>2009</u>	<u>PROJECTED</u> <u>2010</u>	<u>PROJECTED</u> <u>2011</u>
Work Orders (Including Preventative Maintenance)	1,810	1,835	1,870	2,005

**CITY OF COMMERCE CITY
ANNUAL BUDGET**

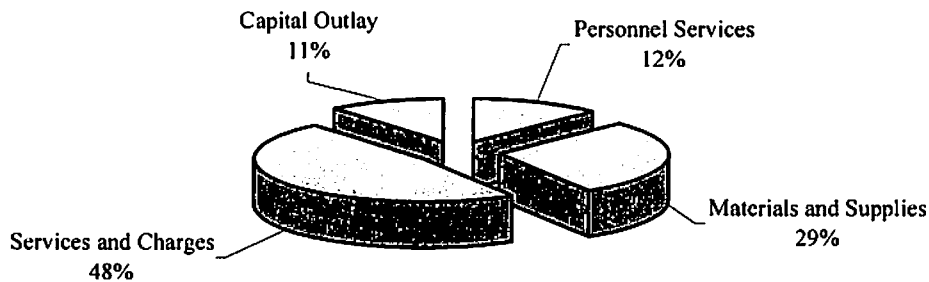
Department:

Internal Service Fund - Fleet Management

Department Expenditure Summary

	2008 <u>Actual</u>	2009 <u>Adopted</u>	2010 <u>Budget</u>	2011 <u>Plan</u>
Personnel Services	\$ 338,883	\$ 339,413	\$ 353,882	\$ 353,882
Materials and Supplies	\$ 712,094	\$ 803,775	\$ 823,775	\$ 823,775
Services and Charges	\$ 1,340,746	\$ 1,048,830	\$ 1,369,315	\$ 1,183,762
Capital Outlay	\$ -	\$ 593,992	\$ 315,300	\$ 1,111,092
TOTAL:	\$ 2,391,723	\$ 2,786,010	\$ 2,862,272	\$ 3,472,511

2010 Budget Department Expenditures



Department Fund Resources

	2008 <u>Actual</u>	2009 <u>Adopted</u>	2010 <u>Budget</u>	2011 <u>Plan</u>
Transfer From General Fund	\$ 130,103	\$ -	\$ -	\$ -
Transfer From Sales & Use Tax Fund	\$ 579,504	\$ -	\$ -	\$ -
Allocation From Departments	\$ 1,640,834	\$ 2,786,010	\$ 2,546,972	\$ 2,361,419
Miscellaneous Revenue	\$ 41,282	\$ -	\$ -	\$ -
Fund Balance	\$ -	\$ -	\$ 315,300	\$ 1,111,092
TOTAL:	\$ 2,391,723	\$ 2,786,010	\$ 2,862,272	\$ 3,472,511

Total FTE

2008 <u>Actual</u>	2009 <u>Adopted</u>	2010 <u>Budget</u>	2011 <u>Plan</u>
7.00	7.00	7.00	7.00

CITY OF COMMERCE CITY ANNUAL BUDGET

PROGRAM: Administration
DEPARTMENT: Fleet Management

DESCRIPTION

The Garage Program provides for preventive maintenance and repair services for all City vehicles and equipment, except that of the Buffalo Run Golf Course.

OBJECTIVES

- Provide a full range of internal programs and services in support of department operations and the implementation of Council goals
- Provide preventative maintenance and repair services to all City-owned and operated vehicles and equipment:
 - Provide maintenance as scheduled for approximately 450 units
 - Complete in-house repairs within 3 working days once work has been started, 90% of the time
 - Complete sublet repairs within 5 working days, 90% of the time
 - Complete all repair work with less than a 5% return rate
 - Procure all budgeted units during the year, and complete turnover and disposal annually
 - Complete emissions tests on approximately 250 units, as required by State law

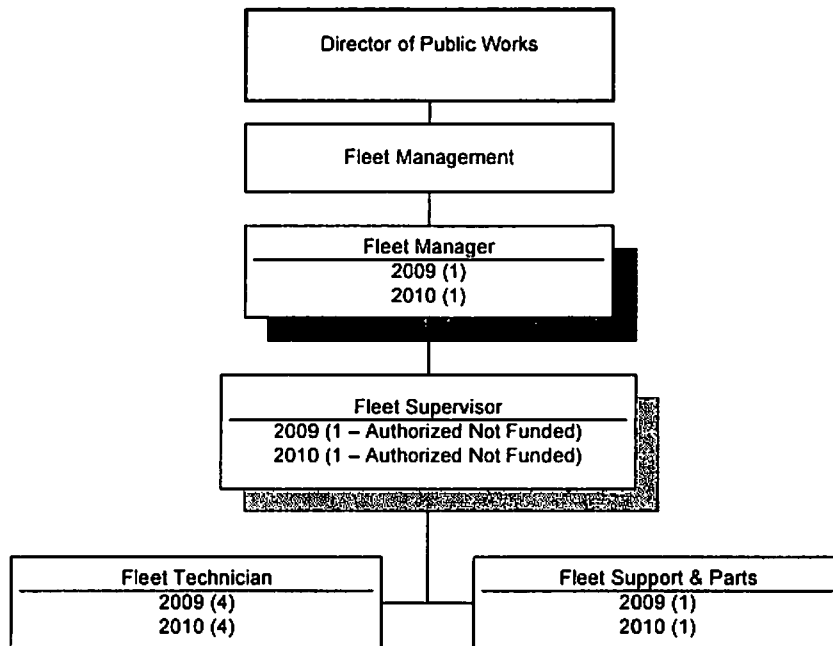
CORE BUSINESS SERVICES

- Provide preventative maintenance and repair services for all City vehicles and equipment; including licensing and emissions testing

PROGRAM SERVICE LEVELS

	ACTUAL <u>2008</u>	ESTIMATED <u>2009</u>	PROJECTED <u>2010</u>	PROJECTED <u>2011</u>
Work Orders	1,810	1,835	1,870	2,005

CITY OF COMMERCE CITY ORGANIZATIONAL CHART



**CITY OF COMMERCE CITY
ANNUAL BUDGET**

PROGRAM : ADMINISTRATION
DEPARTMENT : FLEET MANAGEMENT

2009 FISCAL YEAR

ACTUAL 2008	ADOPTED 2009	TO 09/30	EST TOTAL	ACCOUNT DESCRIPTION	2010 BUDGET	2011 PLAN
PERSONAL SERVICES						
299,460	298,795	225,544	298,795	601-SALARIES	311,527	311,527
39,423	40,618	31,149	40,618	604-BENEFITS	42,355	42,355
MATERIALS AND SUPPLIES						
0	300	0	300	621-OFFICE SUPPLIES	300	300
712,094	803,475	476,985	803,475	622-OPERATING SUPPLIES	823,475	823,475
SERVICES AND CHARGES						
0	0	0	0	710-VEHICLE ALLOCATION	0	0
124,764	94,519	70,893	94,519	715-FACILITY ALLOCATION	103,803	103,493
59,447	33,034	24,777	33,034	720-COMPUTER ALLOCATION	46,155	47,527
1,156,535	921,277	618,525	921,277	730-OPERATING EXPENSES	1,219,357	1,032,742
CAPITAL OUTLAY						
0	0	0	0	801-EQUIPMENT	0	0
0	593,992	530,949	593,992	803-VEHICLES	315,300	1,111,092
<u>2,391,723</u>	<u>2,786,010</u>	<u>1,978,822</u>	<u>2,786,010</u>	TOTALS	<u>2,862,272</u>	<u>3,472,511</u>