

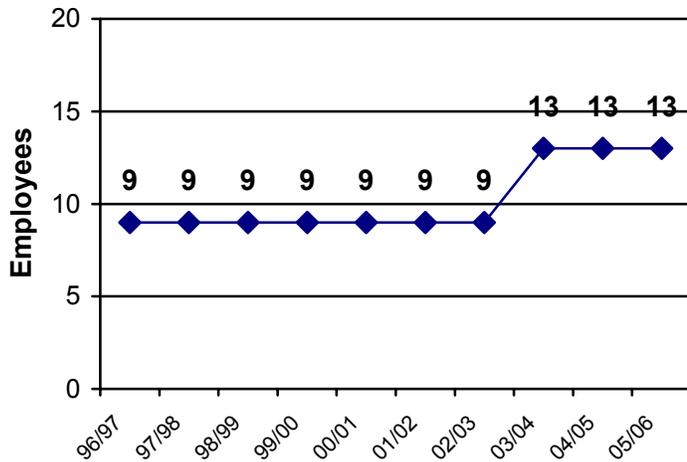
MISSION STATEMENT

Fleet Services shall seek innovative solutions in order to provide safe, dependable transportation to our customers. We will use cost effective fleet strategies and efficient repair and replacement methods.

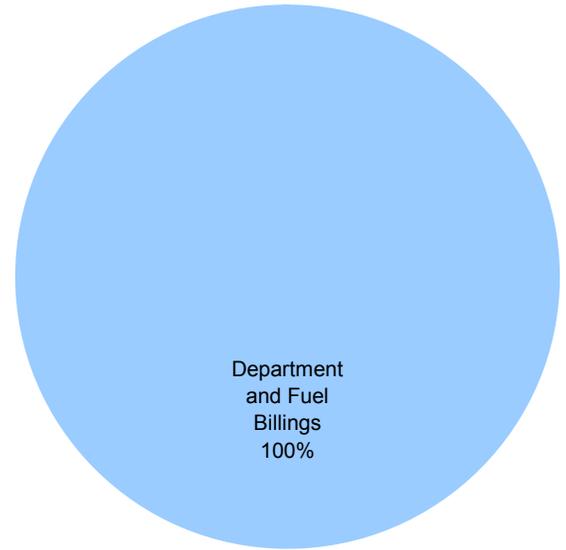
SCHEDULE 10

OPERATING DETAIL	ACTUAL 2003-04	ACTUAL 2004-05	RECOMMENDED ESTIMATES 2005-06	ADOPTED ESTIMATES 2005-06
(1)	(2)	(3)	(4)	(5)
REVENUES:				
OPERATING REVENUES				
Departmental Billings	3,175,520	3,429,733	3,408,962	3,408,962
Fuel Charges (Co. Eng.)	117,164	123,029	140,000	140,000
Fuel Charges (Transit)	275,600	304,820	175,000	175,000
Pool Car Charges	<u>39,407</u>	<u>41,290</u>	<u>33,607</u>	<u>33,607</u>
TOTAL OPERATING REVENUES	3,607,691	3,898,872	3,757,569	3,757,569
NONOPERATING REVENUES				
Interest	27,386	41,973	35,000	35,000
Accident Restitution	0	0	21,393	21,393
Gain on Sale of Assets	(20,952)	(15,926)	45,000	45,000
Other	<u>118,682</u>	<u>23,948</u>	<u>0</u>	<u>0</u>
TOTAL NONOPERATING REVENUES	125,116	49,995	101,393	101,393
TOTAL REVENUES	3,732,807	3,948,867	3,858,962	3,858,962
EXPENSES:				
OPERATING EXPENSES				
Salaries and Benefits	882,893	900,369	1,019,037	1,019,037
Services and Supplies	1,736,792	1,863,013	1,685,544	1,685,544
APCD Vehicles Returned	51,720	0	0	0
Depreciation	1,134,163	1,053,195	1,151,621	1,151,621
Countywide Overhead Allocation	<u>85,755</u>	<u>147,357</u>	<u>186,852</u>	<u>186,852</u>
TOTAL OPERATING EXPENSES	3,891,323	3,963,934	4,043,054	4,043,054
TOTAL EXPENSES	3,891,323	3,963,934	4,043,054	4,043,054
NET INCOME (LOSS)	(158,516)	(15,067)	(184,092)	(184,092)
FIXED ASSET EXPENDITURES				
Equipment	<u>561,328</u>	<u>849,857</u>	<u>996,500</u>	<u>996,500</u>
TOTAL FIXED ASSET EXPENDITURES	561,328	849,857	996,500	996,500

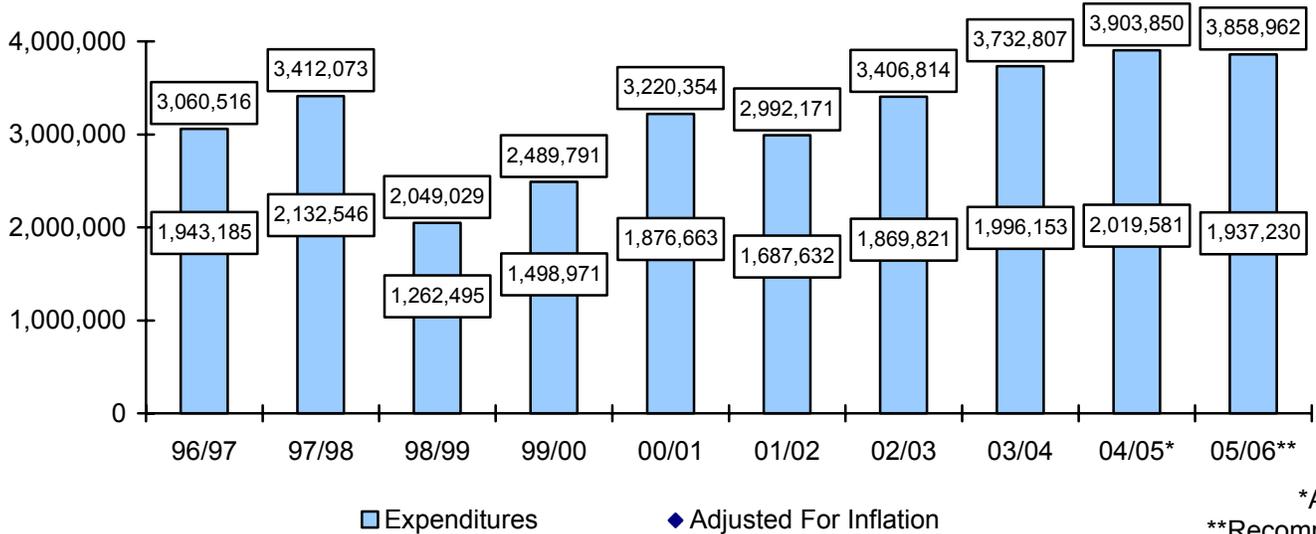
Number of Employees
(Full Time Equivalent)



Source of Funds



10 Year Revenues Adjusted For Inflation



SERVICE PROGRAMS

Fleet Services Operations

Operate the County Fleet Services and the centralized motor pool with a fleet of cars, trucks, police vehicles, and equipment (mowers/tractors/trailers) for use by various County departments at the lowest possible maintenance and operating costs.

Total Expenditures: \$4,010,861 Total Staffing (FTE): 13

DEPARTMENT COMMENTS

The Department of General Services Fleet Services is submitting its annual budget for fiscal year 2005/06 with no increase in staffing levels. An analysis of the accounts is as follows:

Salaries and benefits accounts have increased by \$58,591 due to increased workers compensation rates, step increases and a projected COLA amount of 3% for next fiscal year. Continued funding is also included for a student intern to provide pickup and delivery of vehicles due for servicing for County departments.

Services and Supplies has increased by \$227,238 or 13% due primarily to an increase in the price of fuel(\$174,475) and charges for Countywide Overhead(\$39,495).

As fewer vehicles have been added to the fleet the vehicle depreciation costs have decreased correspondingly and the depreciation account has gone down by \$112,349.

In accordance with Board policy vehicles are generally replaced only after 8 years of service or 120,000 miles. Last fiscal year there were 70 vehicles being replaced versus only 44 vehicles proposed for replacement this fiscal year. This has resulted in a \$329,500 decrease in fixed asset requests.

Revenues have increased by \$142,731 or 3% to reflect higher fuel prices that are being passed through as charges to user departments.

COUNTY ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS

The recommended budget of \$5,039,554 is \$5,352 below the requested level reflecting minor adjustments in several line items within the detail of the budget. Fleet Services management has done a good job of trimming expenses and purchasing fewer replacement vehicles next year resulting in a proposed budget that is some \$160,000 below that approved for last fiscal year.

BOARD ADOPTED CHANGES

None.

GOALS AND PERFORMANCE MEASURES

Department Goal: Manage and operate a full-service automotive operation (purchase, maintenance, fueling, and sale) of an extensive fleet to meet the needs of Law Enforcement and other County departments in a cost effective and timely manner.						
Communitywide Result Link: A safe and well governed community.						
1. Performance Measure: Percentage of vehicles with full-service preventive maintenance completed within 24 hours of delivery of vehicle, if parts are available.						
00-01 Actual Results	01-02 Actual Results	02-03 Actual Results	03-04 Actual Results	04-05 Adopted	04-05 Actual Results	05-06 Target
95%	95%	95%	96%	85%	91%	85%
What: County Fleet Services' policy is to perform preventive maintenance on each vehicle every 4 months or 4,000 miles and for law enforcement vehicles, every 2 months or 5,000 miles.						
Why: To minimize costly repairs and enhance productivity for vehicle drivers.						
How are we doing? Fleet Services exceeded its goal of 85% for 04/05, as we were able to recruit new staff, and we are on track to meet the goal for 05/06.						

2. Performance Measure: Percentage of service requests (non-preventive maintenance) completed within 24 hours of delivery of vehicle, if parts are available.						
00-01 Actual Results	01-02 Actual Results	02-03 Actual Results	03-04 Actual Results	04-05 Adopted	04-05 Actual Results	05-06 Target
90%	90%	90%	86%	80%	91%	80%
<p>What: County Fleet Services' policy is to perform service requests (non-preventive maintenance) on each vehicle within 24 hours of delivery of vehicle to Fleet Services.</p> <p>Why: To insure that operating departments have sufficient vehicles to perform their duties.</p> <p>How are we doing? Fleet Services exceeded its goal in 04/05 and is happy to report that we should at least meet the goal for 05/06. This is due to our onsite Napa parts store and the recruitment of open positions.</p>						
3. Performance Measure: Percentage of survey respondents who rated quality of vehicle maintenance as "satisfied" or "very satisfied".						
00-01 Actual Results	01-02 Actual Results	02-03 Actual Results	03-04 Actual Results	04-05 Adopted	04-05 Actual Results	05-06 Target
New Measure	80%	99%	98%	95%	98%	95%
<p>What: Annual surveys of vehicle users measure how effective Fleet Services' staff is at maintaining vehicles to their customers satisfaction.</p> <p>Why: To insure satisfied customers and meet their vehicle needs.</p> <p>How are we doing? Fleet Services is proud to report a 98% satisfied to very satisfied rating for the 04/05 and we are on track to meet our goal in 05/06.</p>						
4. Performance Measure: Cost per brake service compared to a private vendor.						
00-01 Actual Results	01-02 Actual Results	02-03 Actual Results	03-04 Actual Results	04-05 Adopted	04-05 Actual Results	05-06 Target
New Measure	New Measure	\$456.79 Fleet Svs / \$922.29 private vendor	\$547.62 Fleet Svs / \$922.29 private vendor	\$560.50 Fleet Svs / \$968.40 private vendor	603.06 Fleet Svs / \$1,155.41 private vendor	\$560.50 Fleet svs/ \$968.40 Private vendor
<p>What: This measure shows the labor costs incurred by Fleet Services to carry out a routine front and rear brake replacement compared to a local private vendor's labor costs for a like model vehicle.</p> <p>Why: This measure helps to demonstrate Fleet Services' cost competitiveness.</p> <p>How are we doing? 04-05 Actual Results show Fleet Services' cost of performing the brake job at \$603.06, while a private vendor charged charging \$1,155.41 for the same brake job. The increase from the 04-05 Adopted column and the 04-05 Actual Results column is due to increases in labor rates and the cost of parts. These increases will continue into the 05-06 fiscal year, therefore the 05-06 Target is low and we predict a similar variance between 05-06 Target and 05-06 Actual Results.</p>						