

# INTERNAL SERVICE FUND SUMMARY

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	<b>FY 2006 ACTUAL</b>	<b>FY 2007 APPROVED</b>	<b>FY 2008 APPROVED</b>
<b>REVENUES</b>			
Use of Money and Property	74,992	79,479	97,000
Charges for Services	13,227,777	11,774,721	12,360,700
Miscellaneous	-	-	-
Recovered Costs	74,173	70,000	70,000
Other Sources and Transfers	773,032	-	-
<b>TOTAL</b>	<b>14,149,974</b>	<b>11,924,200</b>	<b>12,527,700</b>

	<b>FY 2006 ACTUAL</b>	<b>FY 2007 APPROVED</b>	<b>FY 2008 APPROVED</b>
<b>EXPENDITURES</b>			
Personnel Services	3,484,164	4,052,897	4,202,399
Materials, Supplies & Repairs	6,084,249	6,975,179	7,209,196
Contractual Services	943,448	823,475	1,034,227
Equipment	40,192	71,649	80,878
All Purpose Appropriations	1,130	1,000	1,000
<b>TOTAL</b>	<b>10,553,183</b>	<b>11,924,200</b>	<b>12,527,700</b>

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# **FINANCE AND BUSINESS SERVICES - FLEET MANAGEMENT**

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## **MISSION STATEMENT**

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Fleet Management shall continually strive to be recognized as a team of Fleet professionals who provide quality maintenance and fueling services to all customers, whether internal or external; to ensure safe, operable vehicles and equipment in support of City programs; and to use City resources in the most efficient way possible.

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## **DEPARTMENT OVERVIEW**

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The Bureau of Fleet Management reports directly to the Director of Finance and Business Services. Key responsibilities of the bureau are vehicle maintenance and repair, fueling, replacement analysis, specification review, acquisition, new vehicle preparation, and disposal.

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## **BUDGET HIGHLIGHTS**

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The total FY 2008 budget for the Fleet Management Fund is \$11,938,000. This is a \$576,600 increase over the FY 2007 budget. This 5.1 percent increase is attributable to the increase in fuel prices, personnel costs, materials and supplies, and employee certification.

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## **KEY GOALS AND OBJECTIVES**

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- Continue funding for the replacement of an aging fleet. The replacement of vehicles in support of citywide departments and other City supported organizations.
- Provide fuel for departments, Norfolk Public Schools, Norfolk Redevelopment & Housing Authority, and other City supported organizations. Fueling service is provided twenty-four hours per day, seven days a week during inclement weather and emergencies.
- Continued maintenance and repairs of the fleet. Fleet provides quality maintenance & repair to ensure safe, operable vehicles and equipment. Usage of City resources is performed in the most efficient way possible.
- Continued efforts to outsource when appropriate.
- Worked with departments to identify vehicles and equipment that are under utilized in an effort to enhance vehicle and equipment replacement.

## PRIOR YEAR ACCOMPLISHMENTS

- Worked collaboratively with departments to provide replacement analysis, specification review or design specification to meet current acquisition, new vehicle preparation, registration, capitalization, and disposal needs.
- Continued efforts to provide fleet information via the city's intranet. It includes the ability to check a vehicle(s) repair status, the availability of up to the minute billing and fuel reports, and "Faster" service center. It also includes links for on-line auctions, state vehicle contracts, and vendor fuel information.
- Provided customized reports and information for departments concerning their fleet of vehicles.
- Enhanced the motor pool program. Provided loaner vehicles when available, when a vehicle is placed out of service for an extended period of time, or prior to the arrival of a replacement.
- Provided repair and maintenance for over 2,000 vehicles.
- Provided emergency tire, battery, and repair service twenty-four hours per day, seven days a week during inclement weather and emergencies.

### Revenue Summary

	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 APPROVED	FY 2008 APPROVED
Interest on Investments	30,726	70,870	76,479	95,000
Charges – Auto Maintenance	958,863	1,257,313	960,784	1,306,284
ISF Collections – All Funds	7,633,316	8,505,023	10,254,137	10,466,716
Recovered Costs – Recoveries & Rebates	94,681	74,173	70,000	70,000
Gain on Sale of Assets	1,642	-50,968	0	0
General Fund Supplement	0	825,000	0	0
<b>TOTAL</b>	<b>8,719,228</b>	<b>10,681,411</b>	<b>11,361,400</b>	<b>11,938,000</b>

## Expenditure Summary

	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 APPROVED	FY 2008 APPROVED
Personnel Services	3,007,615	3,033,232	3,562,014	3,685,147
Materials, Supplies and Repairs	4,822,138	6,043,667	6,916,835	7,142,452
General Operations and Fixed Costs	759,633	939,129	818,551	1,029,523
Equipment	67,371	40,191	64,000	80,878
<b>TOTAL</b>	<b>8,656,757</b>	<b>10,056,219</b>	<b>11,361,400</b>	<b>11,938,000</b>

## Programs & Services

	FY 2006 ACTUAL	FY 2007 APPROVED	FY 2008 APPROVED	POSITIONS
<b>VEHICLE MAINTENANCE, REPAIR AND REPLACEMENT</b>	<b>5,664,757</b>	<b>6,486,400</b>	<b>6,861,600</b>	<b>70</b>

Performs preventative maintenance and repair service, towing and road service, tire repair, accident and body repair for over 2,000 vehicles.

### VEHICLE ACQUISITION AND DISPOSAL

Provide replacement analysis, specification review, acquisition, registration, capitalization, and disposal.

### QUICK LUBE SERVICES

Provides "while you wait" PM (preventive maintenance) service to customers. Allows vehicle PM services to be completed while the customer waits, decreasing both costs and downtime, and increasing vehicle availability.

### EMERGENCY SUPPORT

In cooperation with other agencies, provide support before, during, and after emergency efforts.

<b>FUELING</b>	<b>2,992,000</b>	<b>4,875,000</b>	<b>5,076,400</b>
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## Programs & Services

	FY 2006 ACTUAL	FY 2007 APPROVED	FY 2008 APPROVED	POSITIONS
Provide fueling capabilities for internal and external customers twenty-four hours per day, seven days a week during all inclement weather and emergencies.				
<b>TOTAL</b>	<b>8,656,757</b>	<b>11,361,400</b>	<b>11,938,000</b>	<b>70</b>

## Strategic Priority: Public Accountability

### TACTICAL APPROACH

To provide high quality automotive service and support to City departments

Program Initiatives	FY 2005	FY 2006	FY 2007	FY 2008	Change
Average Vehicle/Equipment Downtime	44.5 hr	45 hr	45 hr	46 hr	1
Number of work orders per month	1157	1159	1153	1153	0
Number of work orders per mechanic	31	31	32	31	-1
Fleet vehicle/equipment availability-uptime	87%	91%	87%	88%	1%
Repairs completed less than 1 day	88%	89%	86%	87%	1%
Repairs completed 1 to 2 days	5%	5%	5%	5%	0%
Repairs completed more than 2 days	7%	6%	9%	8%	-1%

## Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2007 Positions	Change	FY 2008 Positions
Administrative Assistant II	MAPO3	31,840	50,898	1		1
Administrative Technician	OPS08	27,422	43,837	2		2
Assistant Fleet Maintenance Manager	MAP11	52,061	83,229	1		1
Autobody Repair Mechanic	OPS08	27,422	43,837	1		1
Automotive Machinist	OPS10	32,134	51,369	2		2

## Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY 2007 Positions	Change	FY 2008 Positions
Automotive Maintenance Operations Manager	MAP07	40,469	64,698	4		4
Automotive Parts Operations Manager	MAP07	40,469	64,698	1		1
Automotive Repair Technician	OPS09	29,671	47,438	20		20
Automotive Service Attendant	OPS06	23,489	37,550	7		7
Fleet Coordinator	MAP06	38,071	60,862	1		1
Fleet Maintenance Manager	SRM05	60,344	106,204	1		1
Senior Autobody Repair Mechanic	OPS10	32,134	51,369	1		1
Senior Automotive Repair Technician	OPS11	34,834	55,690	17		17
Storekeeper I	OPS05	21,769	34,802	5		5
Storekeeper II	OPS07	25,368	40,558	2		2
Storekeeper III	OPS08	27,422	43,837	0	1	1
Support Technician	OPS06	23,489	37,550	3	-1	2
Welder	OPS09	29,671	47,438	1		1
<b>TOTAL</b>				<b>70</b>	<b>0</b>	<b>70</b>

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# **FINANCE AND BUSINESS SERVICES - STOREHOUSE**

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## **MISSION STATEMENT**

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The mission of the Storehouse is to provide timely materials management support that will facilitate operating departments and bureaus delivery of essential operations and critical citizen services (e.g., fire & paramedical response, water production and distribution, wastewater collection and disposal, storm water control and disposal, and street and bridge maintenance). This includes the provision of general use consumable materials, uniforms, safety equipment, as well as construction, maintenance and high-use office supplies.

## **DEPARTMENT OVERVIEW**

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The Storehouse will provide timely material deliveries to all City departments. The City Storehouse is managed by the Division of Purchasing in the Department of Finance and Business Services.

## **BUDGET HIGHLIGHTS**

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The total FY 2008 budget for the Storehouse Fund is \$589,700. This is a \$26,900 increase from the FY 2007 budget. This increase of 4.8 percent is attributable to increased personnel costs.

## **KEY GOALS AND OBJECTIVES**

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Continue to provide the highest level of material support to the City of Norfolk's departments while exercising stringent financial standards.

## **PRIOR YEAR ACCOMPLISHMENTS**

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- Increased transactions by 15.4 percent. This was a improvement over the prior year's increase of 7.7 percent. This was accomplished with existing staffing levels and facilities thus reflecting the Storehouse staffs' prudent stewardship of City financial and material resources.
- Assisted the Department of Utilities with material support in the installation of the SCADA wastewater.
- Assisted with the establishment of processes and procedures affecting internal service fund procedures as part of implementing the City's new financial software system.

## Revenue Summary

	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 Approved	FY 2008 APPROVED
General Fund	157,809	154,906	146,292	154,836
Other	405,019	416,352	416,508	434,864
<b>TOTAL</b>	<b>562,828</b>	<b>571,258</b>	<b>562,800</b>	<b>589,700</b>

## Expenditure Summary

	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 Approved	FY 2008 APPROVED
Personnel Services	477,288	450,932	490,883	517,252
Materials, Supplies and Repairs	52,663	40,582	58,344	66,744
General Operations and Fixed Costs	4,050	4,319	4,924	4,704
Equipment	0	1	7,649	0
All Purpose Appropriations	544	1,130	1,000	1,000
<b>TOTAL</b>	<b>534,545</b>	<b>496,964</b>	<b>562,800</b>	<b>589,700</b>

## Programs & Services

	FY 2006 ACTUAL	FY 2007 APPROVED	FY 2008 APPROVED	POSITIONS
<b>WAREHOUSING &amp; MATERIAL SUPPORT SERVICES</b>	<b>496,964</b>	<b>562,800</b>	<b>589,700</b>	<b>11</b>
<p>Ensure operational organizations are provided timely material support while maximizing the cost benefits which accrue from consolidated procurement and inventory management.</p>				
<b>TOTAL</b>	<b>496,964</b>	<b>562,800</b>	<b>589,700</b>	<b>11</b>

## Strategic Priority: Public Accountability, Public Safety

### TACTICAL APPROACH

To provide timely and effective warehousing and material support to operating departments.

PROGRAM INITIATIVES	FY 2005	FY 2006	FY 2007	FY 2008	CHANGE
Total dollar amount of fiscal sales/DTO chargeouts transactions	\$3,548,627	\$3,726,429	\$3,763,268	\$4,381,650	\$618,382
Percentage of annual wall-to-wall inventory accuracy	98.5%	99.59%	99.59%	99.59%	0%
Percentage of inventory effectiveness	83.2%	77.0%	84.23%	87%	2.77%

### Position Summary

Position Title	PAY GRADE	MINIMUM	MAXIMUM	FY 2007 POSITIONS	CHANGE	FY 2008 POSITIONS
Accounting Technician	OPS07	25,368	40,558	1		1
Materials Manager	MAP11	52,061	83,229	1		1
Storekeeper I	OPS05	21,769	34,802	1		1
Storekeeper II	OPS07	25,368	40,558	5		5
Storekeeper III	OPS08	27,422	43,837	2		2
Support Technician	OPS06	23,489	37,550	1		1
<b>TOTAL</b>				<b>11</b>		<b>11</b>

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