
Internal Service Fund Summary



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INTERNAL SERVICE FUND SUMMARY

	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved
Revenues			
Use of Money and Property	159,097	166,000	158,055
Charges for Services	12,879,317	13,042,500	11,055,994
Recovered Costs	116,079	70,000	116,351
Other Sources and Transfers	0	0	3,700,000
Total	13,154,493	13,278,500	15,030,400

	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved
Expenditures			
Personnel Services	3,938,066	4,074,175	4,059,641
Materials, Supplies & Repairs	7,696,606	7,974,320	6,039,680
Contractual Services	1,071,627	1,162,127	1,163,201
Equipment	60,638	66,878	3,766,878
All Purpose Appropriations	1,219	1,000	1,000
Total	12,768,156	13,278,500	15,030,400

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Internal Service Funds



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FINANCE AND BUSINESS SERVICES - STOREHOUSE

MISSION STATEMENT

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 and 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

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

The total FY 2010 budget for the Department of Storehouse is \$615,000. This is a \$10,100 increase over the FY 2009 budget. This 1.7 percent increase is attributable to personnel costs which include healthcare, retirement, and group life insurance.

KEY GOALS AND OBJECTIVES

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

PRIOR YEAR ACCOMPLISHMENTS

- Increased transactions from \$4,095,337 to \$4,420,605, an increase of 7.94 percent. This was accomplished with existing staffing levels and facilities thus reflecting the Storehouse staff's prudent stewardship of City financial and material resources. Since FY 2002, Storehouse transactions have risen 62.96% without increasing personnel.
- Assisted the Department of Utilities with material support in the installation of the SCADA wastewater program.
- Assisted with the implementation of the City's new financial software system.

Revenue Summary

	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved
Use Of Money & Property	8,489	2,014	1,000	973
Charges For Services	3,871,430	3,223,307	603,900	614,027
Other Financing Sources	0	0	0	0
Total	3,879,919	3,225,321	604,900	615,000

Expenditure Summary

	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved
Personnel Services	483,861	528,922	532,039	543,888
Materials, Supplies & Repairs	50,996	53,096	67,157	64,708
Contractual Services	4,307	4,112	4,704	5,404
Equipment	0	0	0	0
All Purpose Appropriations	836	2,583,923	1,000	1,000
Total	540,000	3,170,054	604,900	615,000

Programs & Services

	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved	Positions
Finance And Business Services - Storehouse				
Warehousing & Material Support Services	5,802,754	604,900	615,000	11
Ensure operational organizations are provided timely material support while maximizing the cost benefits which accrue from consolidated procurement and inventory management.				
Total	5,802,754	604,900	615,000	11

Strategic Priority: Public Accountability
Tactical Approach

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

Program Initiatives	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved	Change
Total dollar amount of fiscal sales and DTO transactions.	3,868,599	4,381,650	4,400,000	4,400,000	0
Percentage of annual wall-to-wall inventory accuracy.	99.6	99.6	99.6	99.6	0
Percentage of inventory effectiveness.	84.5	85	85	85	0

Position Summary

	Pay Grade	Minimum	Maximum	FY 2009 Approved Positions	Change	FY 2010 Approved Positions
Accounting Technician	OPS007	25,622	40,963	1		1
Materials Manager	MAP011	52,582	84,061	1		1
Storekeeper I	OPS005	21,987	35,150	1		1
Storekeeper II	OPS007	25,622	40,963	5		5
Storekeeper III	OPS008	27,697	44,276	2		2
Support Technician	OPS006	23,724	37,926	1		1
Total				11		11

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FINANCE AND BUSINESS SERVICES - FLEET MANAGEMENT

MISSION STATEMENT

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.

DEPARTMENT OVERVIEW

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.

BUDGET HIGHLIGHTS

The total FY 2010 budget for the Department of Fleet Management is \$14,415,400. This is a \$1,741,800 increase over the FY 2009 budget. This 13.7 percent increase is attributable to the purchase of critical vehicle replacements using fund balances.

KEY GOALS AND OBJECTIVES

- Continue funding for the replacement of an aging fleet, in support of citywide departments and other City supported organizations.
- Provide fuel services for City 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.
- Continue maintenance and repairs of the fleet. Fleet provides quality maintenance and repair to ensure safe, operable vehicles and equipment. Use 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 underutilized in an effort to enhance vehicle and equipment replacement.

PRIOR YEAR ACCOMPLISHMENTS

- Worked collaboratively with City departments and other City supported organizations to provide replacement analysis, specification review or design specification to meet current needs for required programs.
- Continued efforts to provide fleet information via the City's intranet. Information 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. Also included are links for online auctions, state vehicle contracts, and vendor fuel information.
- Established ASE Incentive program to enhance level of competency among Fleet staff.
- Development of a vehicle-staging plan for City vehicles, in the event there is mandatory evacuation (category 4 or 5).
- Customized reporting and information for City departments, Norfolk Public Schools, Norfolk Redevelopment and Housing Authority and other City supported organizations concerning their fleet of vehicles.
- Provide emergency tire, battery, and repair service twenty-four hours per day, seven days a week during inclement weather and emergencies.
- Successfully implemented a server and software upgrade to the Fleet Management software system.
- Fleet used; engines, transmissions and smaller components from out of service vehicles as opposed to purchasing new or rebuilt units.
- To reduce repair costs on non-collectible marked police car accidents, complete frontends, doors and body panels were used from out of service vehicles.
- Auction procedure has been enhanced in conjunction with Towing Recovery thereby allowing Fleet to dispose of large amounts of vehicles quickly.
- The small engine shop maintains a portion of out service Police bikes to be used during new rider training.
- Fleet has begun to employ existing equipment to decrease contracted towing services.
- Instituted bimonthly stock adjustments to ensure inventory is utilized effectively.
- Established quarterly fuel liaison meeting to develop city wide fuel efficiencies.

Revenue Summary

	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved
Use Of Money & Property	148,669	157,083	165,000	157,082
Charges For Services	11,140,290	12,289,878	12,438,600	10,441,967
Recovered Costs	70,915	116,079	70,000	116,351
Other Financing Sources	-86,998	0	0	0
Operating Transfers In	0	0	0	0
Nonrevenue Receipts	0	0	0	3,700,000
Total	11,272,876	12,563,040	12,673,600	14,415,400

Expenditure Summary

	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved
Personnel Services	3,131,094	3,409,144	3,542,136	3,515,753
Materials, Supplies & Repairs	6,038,579	7,643,509	7,907,163	5,974,972
Contractual Services	1,309,827	1,067,515	1,157,423	1,157,797
Equipment	45,309	60,638	66,878	3,766,878
All Purpose Appropriations	0	0	0	0
Total	10,524,809	12,180,807	12,673,600	14,415,400

Programs & Services

	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved	Positions
Finance And Business Services - Fleet Management				
Vehicle Maintenance, Repair And Replacement Performs preventative maintenance and repair service, towing and road service, tire repair, accident and body repair for over 2,000 vehicles. Provides replacement analysis, specification review, acquisition, registration, capitalization, and disposal.	6,453,763	6,812,200	10,083,855	66
Fueling Provides fueling capabilities for internal and external customers twenty-four hours per day, seven days a week, during all inclement weather and emergencies.	5,727,044	5,861,400	4,331,545	0
Total	12,180,807	12,673,600	14,415,400	66

Strategic Priority: Public Accountability

Tactical Approach

To provide high quality automotive service and support to City departments.

Program Initiatives	FY 2007 Actual	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved	Change
Average vehicle/equipment downtime.	45	45	46	46	0
Number of work orders per month.	1,159	1,153	1,153	1,153	0
Number of work orders per mechanic.	31	32	31	30	-1
Fleet vehicle/equipment availability-uptime.	90	91	91	92	1
Repairs completed in less than one day.	76	77	76	76	0
Repairs completed in one to two days.	9	9	9	9	0
Repairs completed in more than 2 days.	15	15	15	15	0

Position Summary

	Pay Grade	Minimum	Maximum	FY 2009 Approved Positions	Change	FY 2010 Approved Positions
Administrative Assistant II	MAP003	32,158	51,407	1		1
Administrative Technician	OPS008	27,697	44,276	2		2
Asst Fleet Maintenance Manager	MAP011	52,582	84,061	1		1
Autobody Repair Mechanic	OPS008	27,697	44,276	1		1
Automotive Machinist	OPS010	32,456	51,882	2		2
Automotive Maint Oper Mgr	MAP007	40,874	65,345	4		4
Automotive Parts Operations Mgr	MAP007	40,874	65,345	1		1
Automotive Repair Technician	OPS009	29,968	47,912	19	-2	17
Automotive Service Attendant	OPS006	23,724	37,926	7	-1	6
Fleet Coordinator	MAP006	38,452	61,471	1		1

Position Summary

	Pay Grade	Minimum	Maximum	FY 2009 Approved Positions	Change	FY 2010 Approved Positions
Fleet Maintenance Manager	SRM005	60,947	107,266	1		1
Messenger/Driver	OPS003	18,939	30,279	1		1
Senior Automotive Repair Tech	OPS011	35,182	56,247	18	-1	17
SeniorAutobody Repair Mechanic	OPS010	32,456	51,882	1		1
Storekeeper I	OPS005	21,987	35,150	5	-1	4
Storekeeper II	OPS007	25,622	40,963	2		2
Storekeeper III	OPS008	27,697	44,276	1		1
Support Technician	OPS006	23,724	37,926	2		2
Welder	OPS009	29,968	47,912	1		1
Total				71	-5	66

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