

Fleet Services

Expenditures: 11,878,759

FTEs 56.0

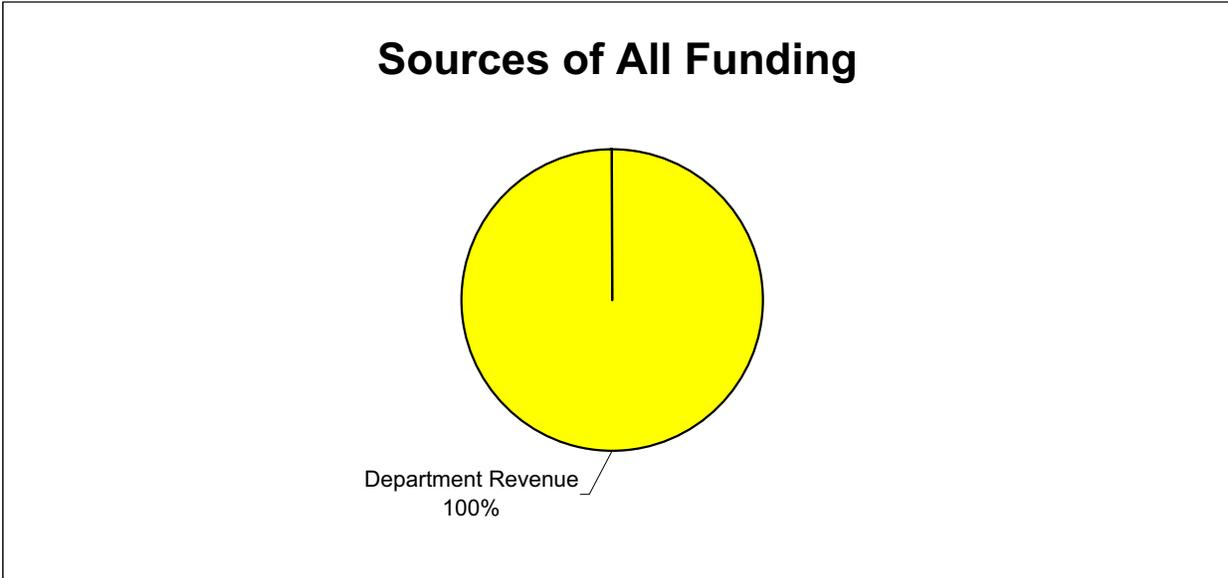
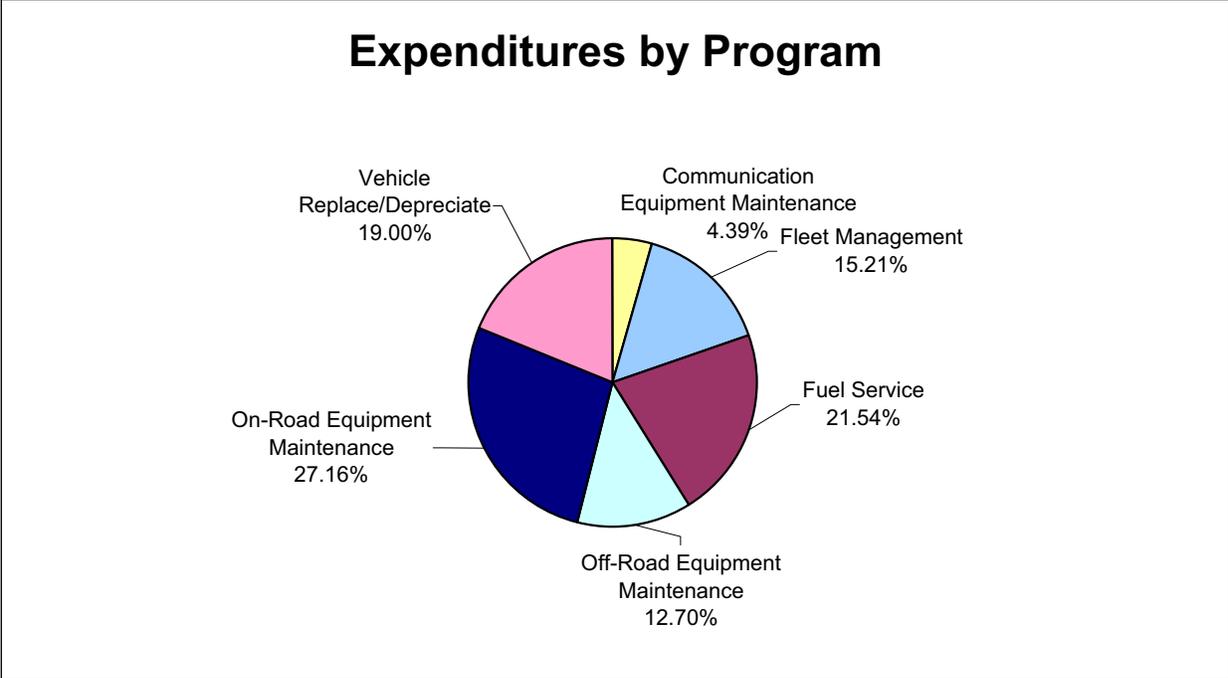
Revenues: 13,028,622

Function Statement:

Purchase, maintain and dispose of cars and light trucks, heavy trucks, off-road heavy equipment, and radio communications equipment. Provide fuel for all County vehicles and equipment from nine fueling sites located throughout the County and from mobile fuel trucks for off-road equipment. Maintain complete inventory and cost accounting records for all vehicles, equipment, fuel, parts, and communications equipment.

Mandates:

None



Department Summary by Program

Department: **FLEET SERVICES**

<u>Expenditures by Program</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
COMMUNICATION EQUIPMENT MAINTENANCE	581,604	511,984	521,285
FLEET MANAGEMENT	3,036,309	1,737,555	1,806,897
FUEL SERVICE	2,303,476	3,002,709	2,558,767
OFF-ROAD EQUIPMENT MAINTENANCE	1,152,882	1,336,957	1,508,782
ON-ROAD EQUIPMENT MAINTENANCE	1,792,309	3,259,302	3,225,759
VEHICLE REPLACE/DEPRECIATE	2,212,894	2,210,419	2,257,269
Total Expenditures	11,079,474	12,058,926	11,878,759

Funding by Source

Revenues

COMMUNICATION EQUIPMENT MAINTENANCE	0	568,984	527,285
FLEET MANAGEMENT	9,904,429	1,813,518	1,806,949
FUEL SERVICE	549,778	3,092,709	2,593,267
OFF-ROAD EQUIPMENT MAINTENANCE	1,334,301	1,336,957	1,520,782
ON-ROAD EQUIPMENT MAINTENANCE	186,608	3,259,302	3,249,759
VEHICLE REPLACE/DEPRECIATE	401,876	2,906,638	3,330,580

Total Revenues	12,376,992	12,978,108	13,028,622
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(1,297,518)	(919,182)	(1,149,863)
Total Program Funding	11,079,474	12,058,926	11,878,759

Staffing (FTEs) by Program

COMMUNICATION EQUIPMENT MAINTENANCE	6.0	5.5	5.5
FLEET MANAGEMENT	3.0	4.0	4.0
FUEL SERVICE	2.0	2.0	2.0
OFF-ROAD EQUIPMENT MAINTENANCE	10.0	10.0	10.0
ON-ROAD EQUIPMENT MAINTENANCE	23.0	23.0	23.5
VEHICLE REPLACE/DEPRECIATE	10.0	11.0	11.0
Total Staffing (FTEs)	54.0	55.5	56.0

Program Summary

Department: FLEET SERVICES

Program: COMMUNICATION EQUIPMENT MAINTENANCE

Function

Provide support for Pima County's inventory of radio communications equipment and vehicular emergency warning devices.

Description of Services

Provide engineering, maintenance, installation, and management of wireless voice and data communications systems, support infrastructure, end user subscriber equipment, and various forms of vehicular signaling, warning, safety, and special equipment.

Program Goals and Objectives

- Maintain 800 MHz trunking radio system and support infrastructure at maximum efficiency
- Standardize and upgrade user equipment
- Provide support of radio users
- Increase reliability and coverage of radio systems
- Conduct performance renewal program (PRP) twice a year
- Replace 9 control computers

<u>Program Performance Measures</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Estimated</u>	<u>FY2004/05 Planned</u>
PRPs conducted in fiscal year	n/a	2	2
Training sessions conducted	n/a	3	3
Control computers replaced	n/a	5	9

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
PERSONAL SERVICES	342,314	295,158	298,594
SUPPLIES AND SERVICES	231,621	213,826	218,691
CAPITAL OUTLAY	7,669	3,000	4,000
Total Program Expenditures	581,604	511,984	521,285

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	0	568,984	527,285
Operating Revenue Sub-Total	0	568,984	527,285
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	581,604	(57,000)	(6,000)
Total Program Funding	581,604	511,984	521,285

Program Staffing (FTEs)	6.0	5.5	5.5
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Program Summary

Department: FLEET SERVICES
Program: FLEET MANAGEMENT

Function

Provide fleet management and disposal of Pima County's vehicle fleet and communication equipment.

Description of Services

Provide a centralized program to fund all of the Fleet Services Department's required expense obligations: Central administration, insurance, Public Works administration, safety support, information systems technical support, and licenses and permits.

Program Goals and Objectives

- Provide management of the Fleet Services Department's resources in a manner consistent with the policies and expectations of the Board of Supervisors, County Administrator, and Public Works Director
- Provide funding as required for Fleet Services share of the costs for support from General Fund departments
- Provide funding as required for all costs related to services provided by municipal, state, and federal agencies
- Manage departmental operations in support of the fleet to maintain average fleet rates less than .475 cents per mile
- Manage departmental operations in support of the fleet to maintain less than 5% fleet downtime
- Provide funding to County Administration, County Attorney, Finance, Human Resources, and Procurement Departments for general administrative support at the level prescribed
- Provide funding to the Risk Management Department for vehicle liability insurance at the level prescribed
- Provide funding to the Public Works Administration Department for general administrative support at the level prescribed
- Provide funding to the Wastewater Management Department for safety program support at the level prescribed
- Provide funding to the Transportation and Flood Control Department for IS network support at the level prescribed
- Provide funding as necessary to the State of Arizona Motor Vehicle Division for vehicle licenses and title application fees
- Provide funding as necessary to the State of Arizona Department for Environmental Quality for vehicle emission inspection permit fees
- Provide funding as necessary to the Federal Communications Commission for broadcasting license fees

<u>Program Performance Measures</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Estimated</u>	<u>FY2004/05 Planned</u>
Average fleet cost per mile	\$0.452	<\$0.475	<\$0.475
Fleet downtime	n/a	<5%	<5%
Prescribed costs funded	n/a	100%	100%
Vehicle licenses and titles paid	n/a	100%	100%
Vehicle emission inspection fees paid	n/a	100%	100%
Broadcasting license fees paid	n/a	100%	100%

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
PERSONAL SERVICES	287,804	362,178	366,239
SUPPLIES AND SERVICES	2,748,505	1,375,377	1,440,658
Total Program Expenditures	3,036,309	1,737,555	1,806,897

<u>Program Funding by Source</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
Revenues			
INTERGOVERNMENTAL	36,692	41,000	39,800
CHARGES FOR SERVICES	9,744,481	1,043,341	1,049,603
INTEREST	67,569	72,000	35,000
MISCELLANEOUS	55,687	657,177	682,546
Operating Revenue Sub-Total	9,904,429	1,813,518	1,806,949
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(6,868,120)	(75,963)	(52)
Total Program Funding	3,036,309	1,737,555	1,806,897

Program Staffing (FTEs)	3.0	4.0	4.0
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Program Summary

Department: FLEET SERVICES

Program: FUEL SERVICE

Function

Provide fuel and maintain a fuel supply infrastructure for the operation of County owned and external customer owned vehicles and equipment.

Description of Services

Purchase inventory and dispense gasoline and diesel fuel from nine fueling stations. Operate two fueling trucks to dispense fuel on-site to heavy equipment. Operate a motor pool for County employees.

Program Goals and Objectives

- Procure fuel in the most cost effective method and in compliance with State of Arizona Procurement Statutes
- Store and dipense fuel in a safe and environmentally correct manner and maintain appropriate records
- Provide a centralized motor pool to increase vehicle utilization and limit fleet size
- Utilize cooperative purchasing agreements and a competitive bid process to acquire fuel at a cost minimum of one cent below Tucson average track rate
- Replace obsolete fuel dispensers at the Mission Road Station
- Meet all state and federal regulations for safe and environmentally sound practices of fuel storage
- Increase revenues by charging external customers a minimum of an additional four cents per gallon of fuel sold
- Provide internal customers with an appropriate Motor Pool vehicle for their intermittent needs by fulfilling a minimum of 95% of all requests

<u>Program Performance Measures</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Estimated</u>	<u>FY2004/05 Planned</u>
Cost of fuel received compared to Tucson average	n/a	<\$0.01	<\$0.01
Fuel dispensers replaced	n/a	3	4
Citations received from state/fed regulators	n/a	0	0
Add'l cents p/gallon of fuel sold (ext customers)	n/a	\$0.04	\$0.05
Motor pool vehicle requests fulfilled	n/a	95%	95%

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
PERSONAL SERVICES	93,857	97,577	101,230
SUPPLIES AND SERVICES	2,209,619	2,896,717	2,457,537
CAPITAL OUTLAY	0	8,415	0
Total Program Expenditures	2,303,476	3,002,709	2,558,767

<u>Program Funding by Source</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
Revenues			
CHARGES FOR SERVICES	171,339	3,092,709	2,593,267
MISCELLANEOUS	378,439	0	0
Operating Revenue Sub-Total	549,778	3,092,709	2,593,267
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	1,753,698	(90,000)	(34,500)
Total Program Funding	2,303,476	3,002,709	2,558,767

<u>Program Staffing (FTEs)</u>	2.0	2.0	2.0
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Program Summary

Department: FLEET SERVICES

Program: OFF-ROAD EQUIPMENT MAINTENANCE

Function

Provide routine and preventive maintenance and repair to Pima County's fleet of off-road vehicles, heavy construction equipment, and welding and fabrication service.

Description of Services

Perform field service and perform routine and unscheduled repairs as needed to crawler tractors, motor graders, scrapers, loaders, and specialized equipment. Provide all resources necessary to accomplish repairs including parts, labor, and outside services.

Program Goals and Objectives

- Keep maintenance expenses to a minimum
- Maximize equipment "uptime"
- Maintain and operate the shop and conduct field service with an emphasis on safety
- Perform corrective maintenance correctly the first time at least 95% of the time to avoid repeat work
- Perform preventive maintenance on schedule at least 95% of the time to reduce unscheduled maintenance
- Maintain heavy equipment fleet at a level to ensure at least 75% availability
- Reduce on the job injuries
- Reduce employee Industrial Commission of Arizona (ICA) hours

<u>Program Performance Measures</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Estimated</u>	<u>FY2004/05 Planned</u>
Repeat work	n/a	5%	<5%
Late preventive maintenance	n/a	5%	<5%
Equipment downtime	n/a	25%	<25%
On the job injuries	3	2	2
Employee ICA hours	80	45	45

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
PERSONAL SERVICES	473,976	502,918	523,109
SUPPLIES AND SERVICES	678,906	824,539	985,673
CAPITAL OUTLAY	0	9,500	0
Total Program Expenditures	1,152,882	1,336,957	1,508,782

<u>Program Funding by Source</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
Revenues			
CHARGES FOR SERVICES	1,334,301	1,336,957	1,520,782
Operating Revenue Sub-Total	1,334,301	1,336,957	1,520,782
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	(181,419)	0	(12,000)
Total Program Funding	1,152,882	1,336,957	1,508,782

<u>Program Staffing (FTEs)</u>	10.0	10.0	10.0
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Program Summary

Department: FLEET SERVICES

Program: ON-ROAD EQUIPMENT MAINTENANCE

Function

Provide routine and preventive maintenance and repair to Pima County's fleet of on-road licensed vehicles, including cars and light, medium, and heavy trucks.

Description of Services

Perform routine and unscheduled repairs as needed on cars, light trucks, medium trucks, heavy trucks, and specialized equipment. Provide all resources necessary to accomplish repairs including parts, labor, and outside services.

Program Goals and Objectives

- Minimize fleet maintenance expenses
- Maximize fleet "uptime"
- Maintain and operate the shops with an emphasis on safety
- Maintain compliance with State of Arizona's emission requirements for all on-road vehicles
- Perform corrective maintenance correctly the first time at least 95% of the time to avoid repeat work
- Perform preventive maintenance on schedule at least 95% of the time to reduce unscheduled maintenance
- Maintain the fleet at a level to ensure at least 95% availability
- Reduce on the job injuries
- Reduce employee Industrial Commission of Arizona (ICA) hours
- Employ a minimum of two State of Arizona certified gasoline emissions inspectors
- Employ a minimum of two State of Arizona certified diesel emissions inspectors
- Have available a minimum of one State of Arizona Certified emissions gas analyzer

Program Performance Measures	FY2002/03 Actual	FY2003/04 Estimated	FY2004/05 Planned
Repeat work	n/a	5%	<5%
Late preventive maintenance	n/a	5%	<5%
Downtime	n/a	5%	<5%
On the job injuries	8	8	6
Employee ICA hours	100	90	80
Certified gasoline inspectors	n/a	2	2
Certified diesel inspectors	n/a	2	2
Certified emissions analyzers	n/a	1	1

Program Expenditures by Object	FY2002/03 Actual	FY2003/04 Adopted	FY2004/05 Adopted
PERSONAL SERVICES	968,695	1,081,588	1,109,241
SUPPLIES AND SERVICES	823,614	2,152,864	2,095,668
CAPITAL OUTLAY	0	24,850	20,850
Total Program Expenditures	1,792,309	3,259,302	3,225,759

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	186,608	3,259,302	3,249,759
Operating Revenue Sub-Total	186,608	3,259,302	3,249,759
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	1,605,701	0	(24,000)
Total Program Funding	1,792,309	3,259,302	3,225,759

Program Staffing (FTEs)	23.0	23.0	23.5
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Program Summary

Department: FLEET SERVICES
Program: VEHICLE REPLACE/DEPRECIATE

Function

Provide all administrative services, accounting for depreciation, and vehicle and equipment replacement funding.

Description of Services

Provide vehicle and equipment replacement funding and depreciation. Provide maintenance parts funding and inventory control. Provide administrative services, budget, and cost accounting services.

Program Goals and Objectives

- Ensure client departments' obsolete and/or unreliable vehicles and equipment are replaced with safe, reliable, cost efficient vehicles, and equipment appropriate to their operational needs
- Dispose of obsolete surplus vehicles and equipment
- Maintain accurate and reliable inventory, budget, and cost accounting records
- Replace approximately 80 vehicles that have reached the end of their useful life
- Replace approximately three pieces of off-road heavy equipment that have reached the end of their useful life
- Conduct a minimum of two public auctions to dispose of obsolete surplus vehicles and equipment
- Maintain financial records in conformance with established policies and procedures to assure adequate control
- Maintain cost accounting records in conformance with established policies and procedures to assure adequate control
- Maintain parts inventory and inventory records in conformance with established policies and procedures to assure adequate control

<u>Program Performance Measures</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Estimated</u>	<u>FY2004/05 Planned</u>
Vehicles replaced	n/a	80	84
Pieces of equipment replaced	n/a	3	8
Public auctions conducted	n/a	2	4
Annual audit findings	n/a	0	0

<u>Program Expenditures by Object</u>	<u>FY2002/03 Actual</u>	<u>FY2003/04 Adopted</u>	<u>FY2004/05 Adopted</u>
PERSONAL SERVICES	361,950	438,792	468,197
SUPPLIES AND SERVICES	1,801,626	1,771,627	1,785,072
CAPITAL OUTLAY	49,318	0	4,000
Total Program Expenditures	2,212,894	2,210,419	2,257,269

Program Funding by Source

Revenues			
CHARGES FOR SERVICES	0	2,906,638	3,330,580
INTEREST	1,769	0	0
MISCELLANEOUS	203,124	0	0
MEMO REVENUE	196,983	0	0
Operating Revenue Sub-Total	401,876	2,906,638	3,330,580
Net Operating Transfers In/(Out)	0	0	0
Other Funding Sources	0	0	0
Fund Balance Decrease/(Increase)	1,811,018	(696,219)	(1,073,311)
Total Program Funding	2,212,894	2,210,419	2,257,269

Program Staffing (FTEs)	10.0	11.0	11.0
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