

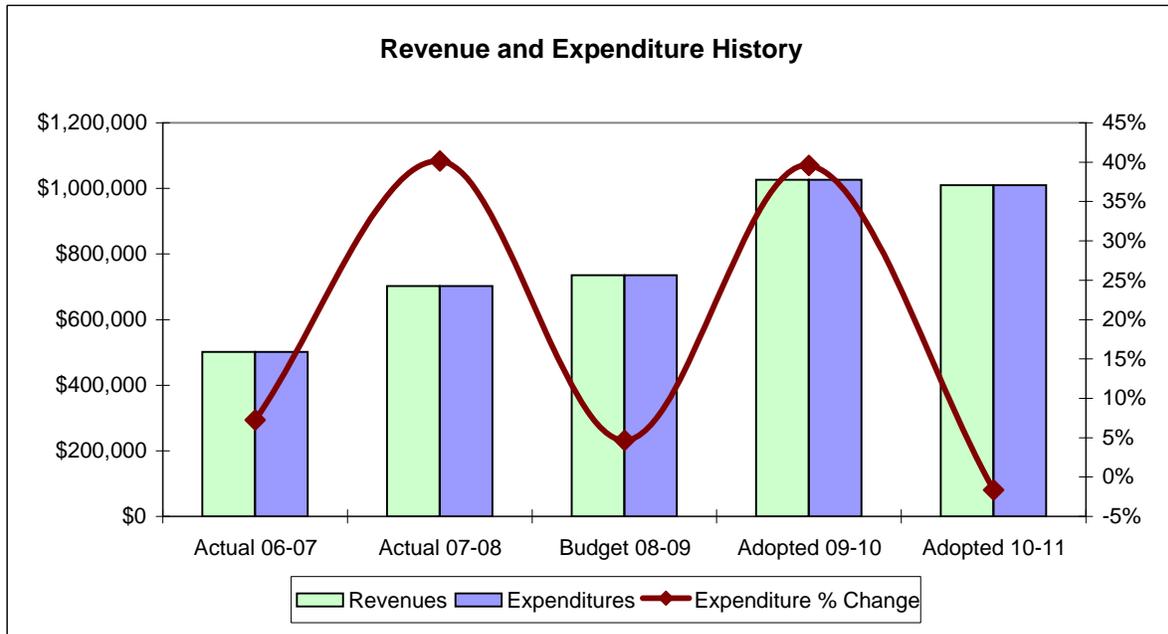
Internal Service Funds Summary

	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Adopted 2009-10 (2)	% (2/1)	Adopted 2010-11 (3)	% (3/2)
Revenues								
Admin Services - Enterprises	501,265	702,505	735,305	734,170	1,026,440	40%	1,009,700	-2%
Fleet & Equipment Services	401,170	394,860	454,195	454,195	473,425	4%	484,935	2%
Workers' Compensation	544,435	568,060	493,605	429,515	591,025	20%	605,145	2%
Equipment Replacement	119,460	282,630	250,180	163,475	56,255	-	69,410	23%
Vehicle Replacement	474,210	899,645	470,275	797,670	267,840	-	160,215	-40%
Facility Maintenance	243,715	331,910	20,760	178,555	19,195	-8%	19,395	1%
Retirement Stabilization	1,334,300	1,270,605	1,342,060	1,122,000	1,266,400	-6%	1,293,000	2%
Revenue Total	\$ 3,618,555	4,450,215	3,766,380	3,879,580	3,700,580	-2%	3,641,800	-2%
Expenses								
Admin Services - Enterprises	501,265	702,505	735,305	734,170	1,026,440	40%	1,009,700	-2%
Fleet & Equipment Services	401,170	394,860	454,195	454,195	473,425	4%	484,935	2%
Workers' Compensation	542,390	435,480	571,805	637,835	696,175	22%	708,500	2%
Equipment Replacement	76,710	43,045	156,960	86,390	52,960	-	58,055	10%
Vehicle Replacement	352,995	1,162,635	200,385	372,545	215,205	7%	114,745	-47%
Facility Maintenance	277,575	184,975	718,685	282,550	500,000	-	25,000	-95%
Retirement Stabilization	1,990,370	2,490,590	1,626,810	1,124,375	1,263,635	-	1,303,635	3%
Expense Total	\$ 4,142,475	5,414,090	4,464,145	3,692,060	4,227,840	-5%	3,704,570	-12%
Combined Surplus/(Deficit)	(523,920)	(963,875)	(697,765)	187,520	(527,260)	-24%	(62,770)	-88%
Working Capital								
Admin Services - Enterprises	0	0	0	0	0	-	0	-
Fleet & Equipment Services	0	0	0	0	0	-	0	-
Workers' Compensation	753,945	464,845	808,330	285,130	179,980	-	76,625	-57%
Equipment Replacement	302,050	541,635	634,855	618,720	622,015	-2%	633,370	2%
Vehicle Replacement	735,735	472,745	742,635	897,870	950,505	28%	995,975	5%
Facility Maintenance	492,135	639,070	(58,855)	535,075	54,270	-	48,665	-10%
Retirement Stabilization	927,575	934,230	649,480	931,855	934,620	44%	923,985	-1%
Total Working Capital	\$ 3,211,440	3,052,525	2,776,445	3,268,650	2,741,390	-1%	2,678,620	-2%

Administrative Services Fund

This Internal Service Fund was established to account for the accumulation and allocation of costs pertaining to utility billing, liability and property insurance of the Water and Wastewater Utilities Funds. The responsibility for managing this fund will lie primarily with the Finance Department with review and concurrence of Public Works Department. This fund will carry no fund balance from year to year.

Fund 111 Division 3101	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Adopted 2009-10 (2)	% (2/1)	Adopted 2010-11 (3)	% (3/2)
Revenue Total	\$ 501,265	702,505	735,305	734,170	1,026,440	40%	1,009,700	-2%
Expenses								
Salary & Wages	\$ 237,740	305,375	305,930	303,820	350,205	14%	361,350	3%
Benefits	90,225	121,740	126,980	129,045	141,810	12%	147,360	4%
Services & Supplies	171,030	263,785	300,195	292,955	531,915	77%	498,400	-6%
Capital Outlay	0	8,695	0	6,160	0	-	0	-
Internal Service Charges	2,270	2,910	2,200	2,190	2,510	14%	2,590	3%
Expense Total	\$ 501,265	702,505	735,305	734,170	1,026,440	40%	1,009,700	-2%
Net Contribution / (Use)	\$ 0	0	0	0	0		0	
Working Capital	\$ 0	0	0	0	0		0	



**Public Works & Community Development Department
Fleet and Equipment Services Section
FY 2009-10 & FY 2010-11**

Mission:

Please refer to the Public Works & Community Development Department budget.

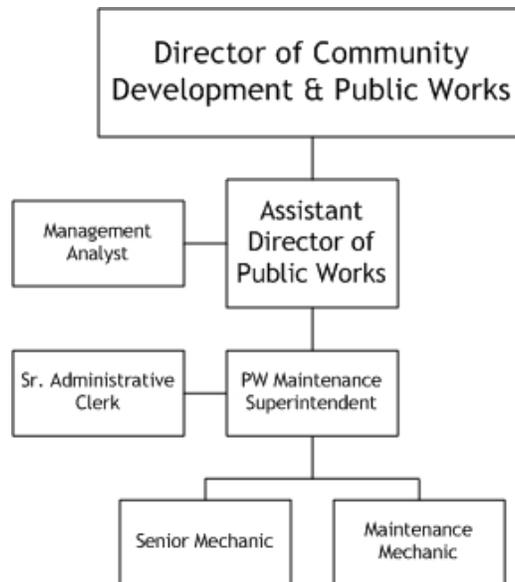
Vision:

Please refer to the Public Works & Community Development Department budget.

Values:

Please refer to the Public Works & Community Development Department budget.

Division Organizational Chart



Division Responsibilities:

The Fleet and Equipment Services section of the Maintenance Division provides vehicle and equipment maintenance and repair services for all City departments including the Police and Fire Departments. Their work includes preventative maintenance, corrective maintenance, safety checks, fuel dispensing and monitoring, fleet maintenance, vehicle painting and bodywork. The Maintenance Division also operates the diesel and gasoline fuel storage tanks.

Accomplishments/Milestones Fiscal Years 2007 – 2009:

In addition to providing routine maintenance service to over 190 City vehicles, this division has also performed specialty work on many vehicles including modifications to meet specific needs of various departments; rehabilitation work to keep vehicles with good maintenance records in service longer; and fast turnaround work on emergency vehicles to ensure that there is no “down time” on these critical vehicles that need to remain in service 24 hours a day.

- Performed preventative maintenance work on over 190 City vehicles with fast turnaround service to ensure minimal “down time.”
- Performed specialty work including bodywork/repainting, fabrication to accommodate unique equipment needs for various departments and installation of emergency equipment on fire and police vehicles.
- Integrated the fuel management system with the fleet management system.

Division Priorities:

- Maintain appropriate staffing levels to serve our customers, complete the scheduled improvements and to maintain all of our infrastructure to meet safety and other regulatory standards.
- Maintain an ongoing training program to enhance our staff’s capabilities.
- Conduct ongoing training and periodic reviews/updates to the public works emergency response plan and coordinate with the citywide plan.
- Implement the Benicia Air Friendly Vehicle strategy for 2009–2011.
- Conduct a total fleet inventory audit and update recordkeeping.

Desired Outcomes & Performance Measures:

Desired Outcomes

1. Prompt repairs to first responder vehicles for enhanced disaster preparedness

Performance Measures

Operational Expectations	Actual 2008	Projected 2009	Proposed 2010	Proposed 2011
Maintenance time (average hrs/veh)	8	8	7	6

Staffing Summary: Full Time Employee Equivalent Positions

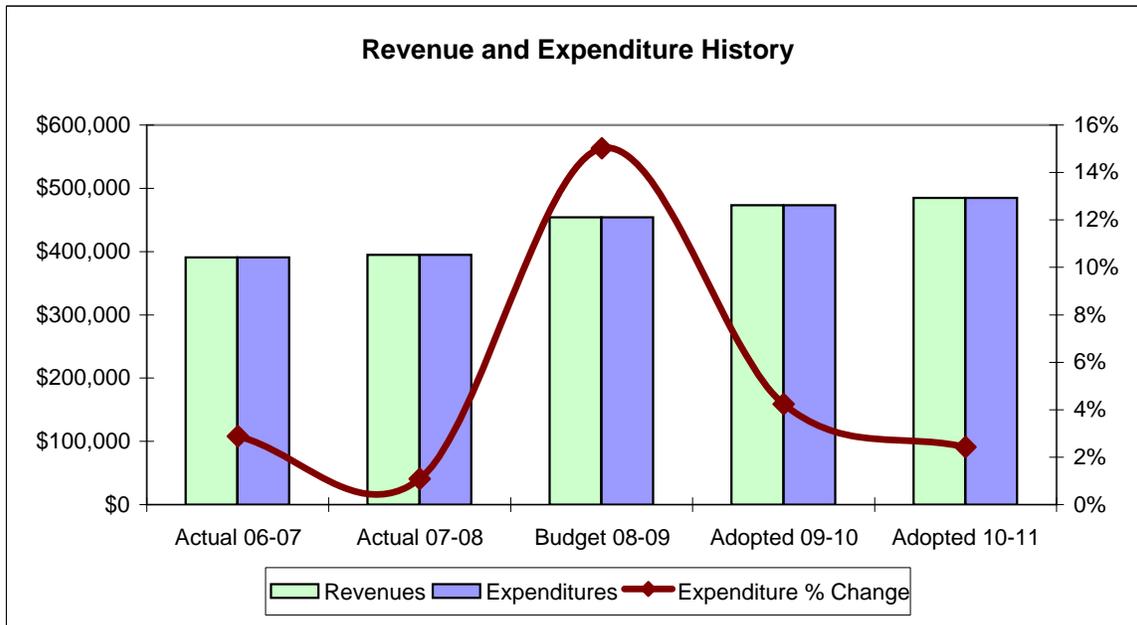
Division Personnel	Actual 2006-07	Actual 2007-08	Actual 2008-09	Adopted 2009-10	Adopted 2010-11
Senior Mechanic	1.00	1.00	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00	2.00	2.00
Sr Administrative Clerk (a)	0.25	0.25	0.25	0.25	0.25
Total	3.25	3.25	3.25	3.25	3.25

(a) This position is allocated equally to Streets, Equipment Services, Water and Wastewater.

Fleet and Equipment Services Fund

This Internal Service Fund was created to account for the preparation, maintenance and repair of mechanical equipment and vehicles for other City departments. This fund will be the responsibility of the Public Works Department, and will carry no fund balance from year to year.

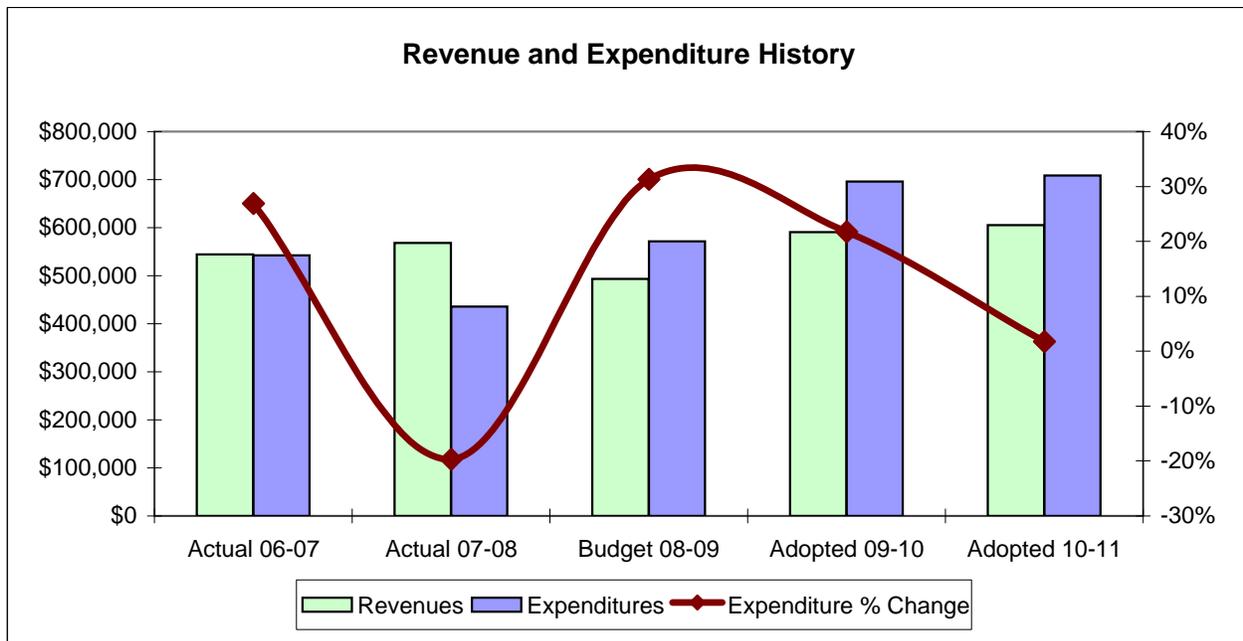
Fund 112 Division 8505	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Adopted 2009-10 (2)	% (2/1)	Adopted 2010-11 (3)	% (3/2)
Revenue Total	\$ 401,170	394,860	454,195	454,195	473,425	4%	484,935	2%
Expenses								
Salary & Wages	\$ 198,485	206,440	221,820	221,820	255,355	15%	259,975	2%
Benefits	79,180	82,110	86,450	86,450	94,205	9%	97,395	3%
Services & Supplies	95,985	64,580	107,985	107,985	89,425	-17%	93,795	5%
Capital Outlay	5,685	13,435	10,300	10,300	5,000	-51%	5,000	0%
Internal Service Charges	21,835	28,295	27,640	27,640	29,440	7%	28,770	-2%
Expense Total	\$ 401,170	394,860	454,195	454,195	473,425	4%	484,935	2%
Net Contribution / (Use)	\$ 0	0	0	0	0		0	
Working Capital	\$ 0	0	0	0	0		0	



Workers Compensation Fund

This Internal Service Fund was created to account for the accumulation and allocation of costs associated with the administration of medical coverage, temporary disability payments, safety training to all employees and maintaining excess insurance coverage for Workers Compensation.

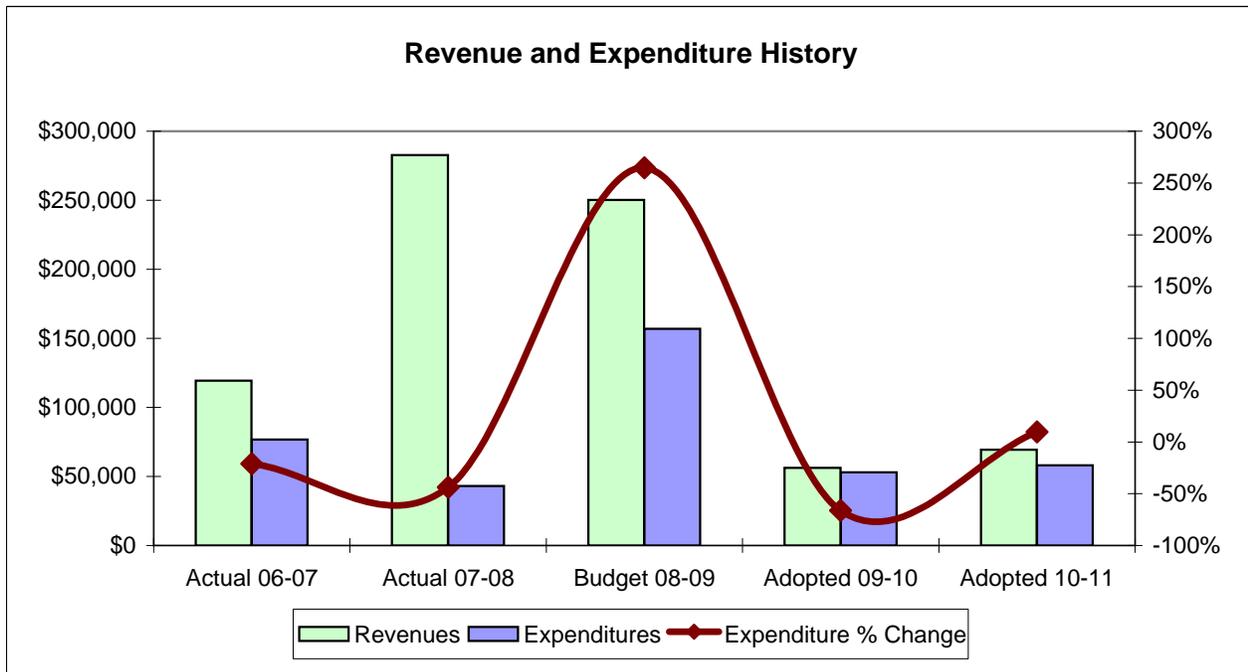
Fund 110 Division 2401	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Adopted 2009-10 (2)	%	Adopted 2010-11 (3)	%
						(2/1)		(3/2)
Revenue Total	\$ 544,435	568,060	493,605	429,515	591,025	20%	605,145	2%
Expenses								
Salary & Wages	\$ 45,815	23,280	46,090	38,435	83,405	81%	87,390	5%
Benefits	17,140	6,365	16,555	17,095	32,430	96%	34,040	5%
Services & Supplies	478,990	405,705	508,820	582,025	579,730	14%	586,430	1%
Internal Service Charges	445	130	340	280	610	79%	640	5%
Expense Total	\$ 542,390	435,480	571,805	637,835	696,175	22%	708,500	2%
Net Contribution / (Use)	\$ 2,045	132,580	(78,200)	(208,320)	(105,150)		(103,355)	
Working Capital	\$ 753,945	464,845	808,330	285,130	179,980		76,625	
Cash Reserve for Outstanding Claims	690,115	611,890	611,890	611,890	600,000		600,000	
Loan to Purchase Fire Truck (VR-ISF)	0	0	(343,460)	0	0		0	
Adjustments	86,355	(137,745)	0	(318,405)	(400,000)		(500,000)	
Working Capital	\$ 776,470	474,145	268,430	293,485	200,000		100,000	



Equipment Replacement Fund

This Internal Service Fund was created for the acquisition of replacement equipment.

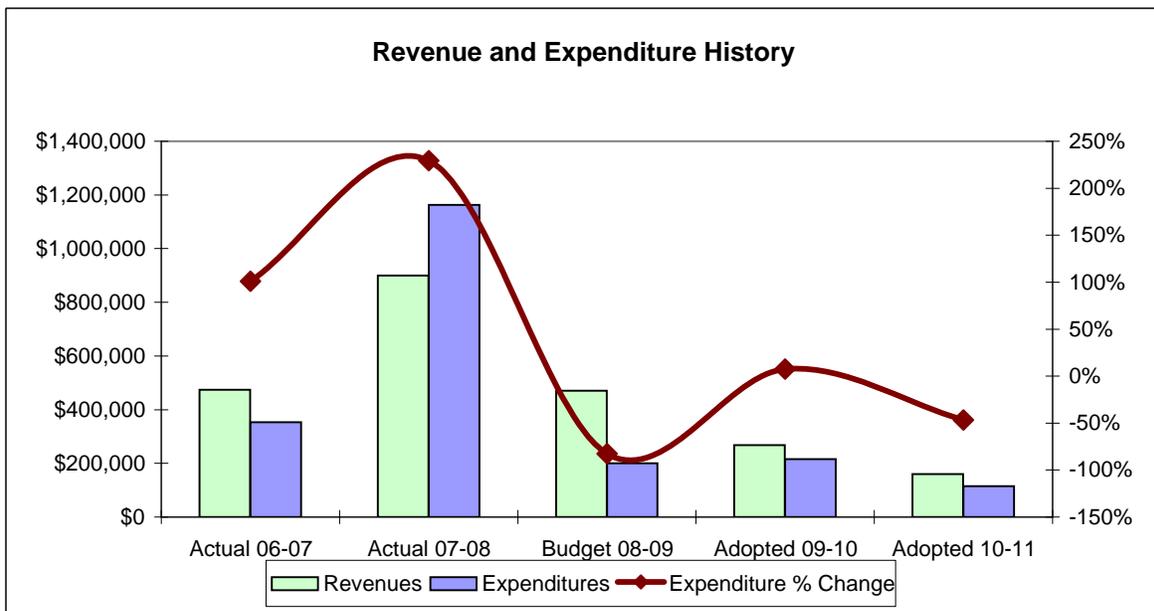
Fund 115 Divisions 1205-9505	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Adopted 2009-10 (2)	% (2/1)	Adopted 2010-11 (3)	% (3/2)
Revenue Total	\$ 119,460	282,630	250,180	163,475	56,255	-78%	69,410	23%
Expenses								
Capital Outlay	76,710	43,045	156,960	86,390	52,960	-66%	58,055	10%
Expense Total	\$ 76,710	43,045	156,960	86,390	52,960	-66%	58,055	10%
Net Contribution / (Use)	\$ 42,750	239,585	93,220	77,085	3,295		11,355	
Working Capital	\$ 302,050	541,635	634,855	618,720	622,015		633,370	



Vehicle Replacement Fund

This Internal Service Fund was created for the acquisition of replacement vehicles.

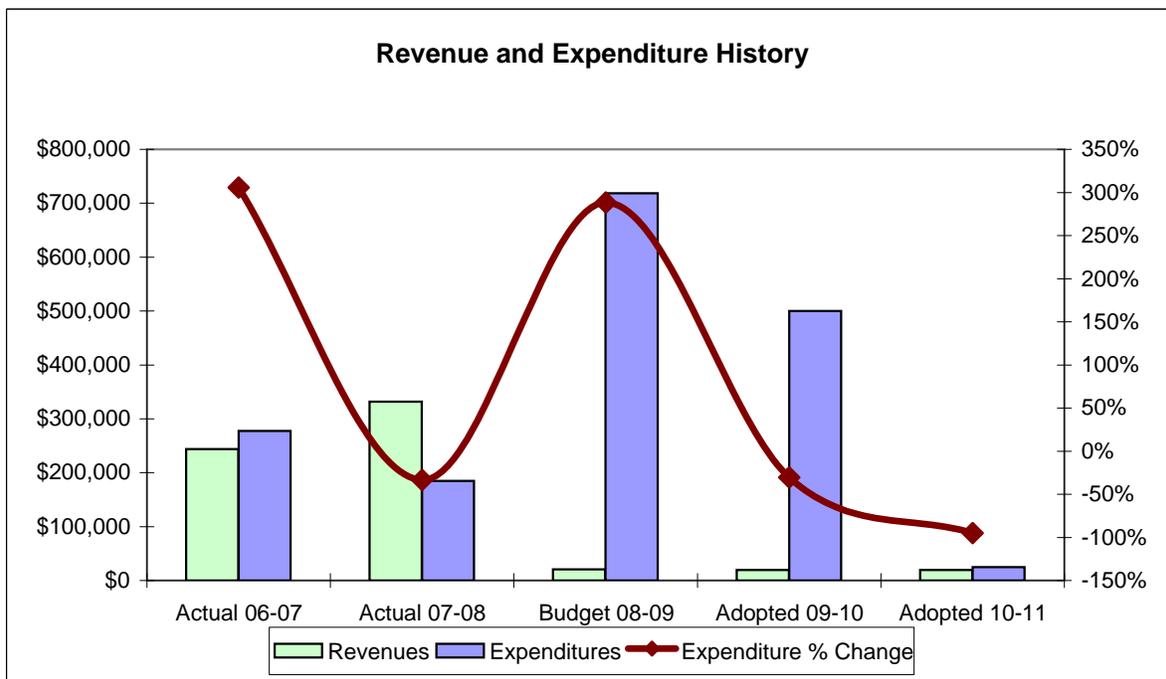
Fund 114 Divisions 4105-9505	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Adopted 2009-10 (2)	% (2/1)	Adopted 2010-11 (3)	% (3/2)
Revenue Total	\$ 474,210	899,645	470,275	797,670	267,840	-43%	160,215	-40%
Expenses								
Capital Outlay	352,995	1,162,635	200,385	372,545	215,205	7%	114,745	-47%
Expense Total	\$ 352,995	1,162,635	200,385	372,545	215,205	7%	114,745	-47%
Net Contribution / (Use)	\$ 121,215	(262,990)	269,890	425,125	52,635		45,470	
Working Capital	\$ 735,735	472,745	742,635	897,870	950,505		995,975	



Facility Maintenance Fund

This Internal Service Fund was created for the maintenance and remodeling of City-owned buildings and facilities.

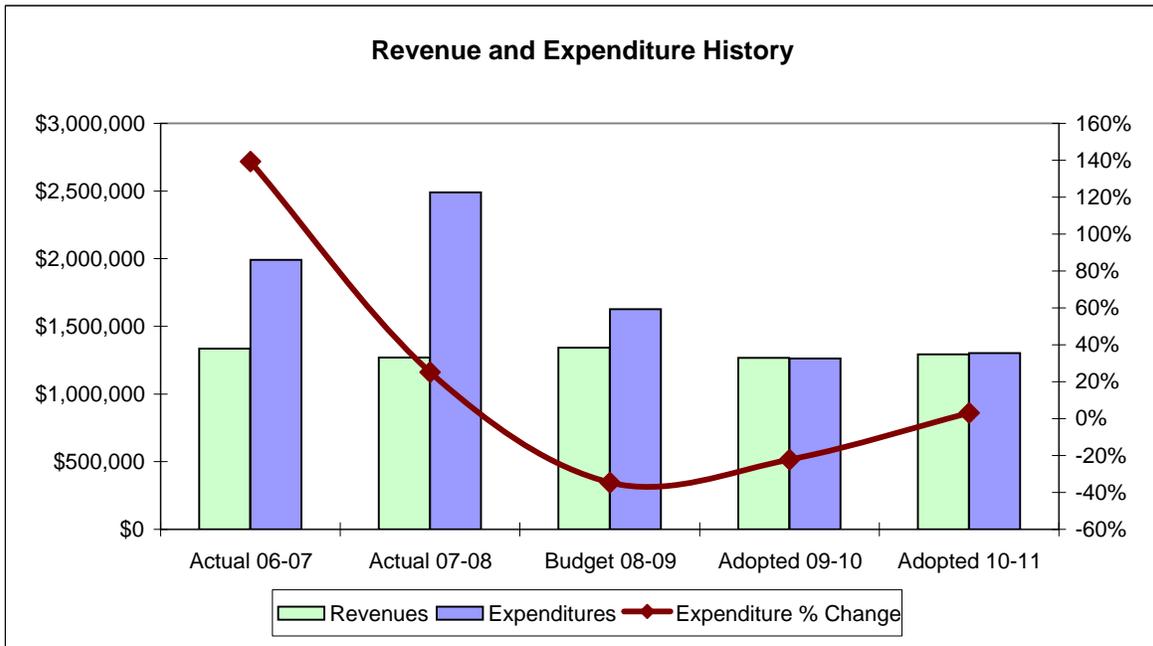
Fund 113 Division 9205	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Adopted 2009-10 (2)	% (2/1)	Adopted 2010-11 (3)	% (3/2)
Revenue Total	\$ 243,715	331,910	20,760	178,555	19,195	-8%	19,395	
Expenses								
Capital Outlay	\$ 193,575	159,975	718,685	282,550	400,000	-44%	25,000	
Transfers Out	84,000	25,000	0	0	100,000	-	0	
Expense Total	\$ 277,575	184,975	718,685	282,550	500,000	-30%	25,000	
Net Contribution / (Use)	\$ (33,860)	146,935	(697,925)	(103,995)	(480,805)		(5,605)	
Working Capital	\$ 492,135	639,070	(58,855)	535,075	54,270		48,665	



Retirement Stabilization Fund

This Internal Service Fund was created to provide for equalization of retirement costs. In June 2006, a Pension Obligation Bond was issued to pay-off the unfunded liability the City has with CALPERS for its retirement system; thereby decreasing the City's employer rate. Each department is being charged the "Normal Rate" for each employee as if no pension obligation bonds were issued. The difference between the remittance to CALPERS for retirement and the department charges allows for the payment of debt service associated with bonds.

Fund 116 Division 3102	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Adopted 2009-10 (2)	% (2/1)	Adopted 2010-11 (3)	% (3/2)
Revenue Total	\$ 1,334,300	1,270,605	1,342,060	1,122,000	1,266,400	-6%	1,293,000	2%
Expenses								
Transfers	1,990,370	2,490,590	1,626,810	1,124,375	1,263,635	-22%	1,303,635	3%
Expense Total	\$ 1,990,370	2,490,590	1,626,810	1,124,375	1,263,635	-22%	1,303,635	3%
Net Contribution / (Use)	\$ 0	0	0	0	0		0	
Working Capital	\$ 927,575	934,230	649,480	931,855	934,620		923,985	



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