

Equipment Division

MISSION STATEMENT

It is the mission of the Equipment Services Division to service City vehicles.

PRIMARY FUNCTIONS

The Equipment Maintenance provides preventative maintenance and repair services for all City vehicles, except the Fire Department's emergency equipment.

OBJECTIVES FOR FISCAL YEAR 2014

- Continue to evaluate snow and ice fleet to ensure a continuous effective operation during critical snow and ice events.
- Train mechanics in the repair of the new snow and ice equipment and other new specialized vehicles.
- Continue to use cost effective procedures to maintain the fleet so that it will operate effectively.
- Research and implement the usage of eco-friendly oils and lubricants.
- Continue implementation of the City-wide leasing program and prepare new vehicles for service in a timely fashion.
- Continue to implement more online diagnostics and repair in the shop for International and Ford.

EQUIPMENT FUND BUDGET SUMMARY

	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>	INCREASE (DECREASE)
APPROPRIATION					
PERSONNEL	837,901	886,648	874,879	870,599	(\$4,280)
CONTRACTUAL	1,128,994	959,332	860,330	974,190	113,860
SUPPLIES	2,015,446	2,014,377	2,065,130	2,008,110	(57,020)
OTHER	<u>97,896</u>	<u>102,280</u>	<u>110,360</u>	<u>99,500</u>	<u>(10,860)</u>
TOTAL	<u>4,080,237</u>	<u>3,962,637</u>	<u>3,910,699</u>	<u>3,952,399</u>	<u>41,700</u>
	2011 <u>ACTUAL</u>	2012 <u>ACTUAL</u>	2013 <u>BUDGET</u>	2014 <u>BUDGET</u>	INCREASE (DECREASE)
FUNDING SOURCE					
VEHICLE REPAIR CHARGES					
GENERAL FUND	1,870,850	1,606,644	1,634,400	1,769,900	135,500
OTHER FUNDS	504,071	642,624	636,400	673,700	37,300
FUEL CHARGES					
GENERAL FUND	1,252,182	1,182,251	1,252,820	1,231,310	(21,510)
OTHER FUNDS	311,806	329,135	328,150	333,550	5,400
MISCELLANEOUS	261	181,256	0	0	0
INTEREST INCOME	<u>19,858</u>	<u>5,523</u>	<u>0</u>	<u>0</u>	<u>0</u>
EQUIPMENT FUND TOTAL	<u>3,959,028</u>	<u>3,947,433</u>	<u>3,851,770</u>	<u>4,008,460</u>	<u>156,690</u>

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EQUIPMENT FUND AUTHORIZED POSITIONS

POSITION TITLE	POSTION <u>RANGE</u>	2013 <u>EMPLOYEES</u>	2014 <u>EMPLOYEES</u>	INCREASE/ <u>(DECREASE)</u>
EQUIPMENT SERVICES SUPERVISOR	E-8	1.00	1.00	0.00
AUTO SHOP SUPERVISOR	A-29	1.00	1.00	0.00
AUTO MECHANIC	A-28	<u>7.00</u>	<u>7.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>9.00</u>	<u>9.00</u>	<u>0.00</u>

BUDGET HIGHLIGHTS

- Outside vehicle repairs increase \$98,000 to reflect actual expenses based on prior year experience.
- The fuel budget declines slightly, a reflection of the projected fuel cost price remaining the same as well as a decrease in gallons. 477,000 gallons are budgeted to be purchased for the year, a reduction from 2013's 482,000 gallons, for a total fuel savings of \$16,000.

CAPITAL EQUIPMENT

Planned capital replacements under the City-wide leasing program for 2014 include:

VEHICLE	QUANTITY	BUDGET EACH	TOTAL BUDGET
Pickup Truck	1	25,000	25,000
Sedan	2	19,000	<u>38,000</u>
TOTAL			63,000

EQUIPMENT FUND FIVE YEAR FINANCIAL FORECAST (IN 000'S)

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Revenues	\$4,129	\$4,253	\$4,381	\$4,512	\$4,647
Expenses	<u>4,071</u>	<u>4,193</u>	<u>4,319</u>	<u>4,449</u>	<u>4,582</u>
Excess (Deficit)	<u>58</u>	<u>60</u>	<u>62</u>	<u>63</u>	<u>65</u>
Beginning Balance	<u>481</u>	<u>539</u>	<u>599</u>	<u>661</u>	<u>724</u>
Ending Balance	<u>\$539</u>	<u>\$599</u>	<u>\$661</u>	<u>\$724</u>	<u>\$789</u>

The 2015-2019 five-year forecast assumes operations will continue as they are programmed for 2014 and that costs will increase three percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

**EQUIPMENT FUND
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

Account	Description	2012	2013	8 MONTH	2014	CHANGE
		ACTUAL	BUDGET	ACTUAL	BUDGET	14-13
71112	Salaries Permanent	552,120	520,843	335,122	529,619	8,776
71119	Out Of Class Pay	653	1,200	280	1,200	-
71122	Salaries Overtime Perm	22,461	29,000	20,696	30,000	1,000
71129	Salary Adjustment	-	10,417	-	5,214	(5,203)
71251	IMRF	117,990	119,704	75,157	119,207	(497)
71253	Unemployment	1,835	1,620	1,279	1,620	-
71262	Workmen's Compensation	23,056	27,455	16,209	27,679	224
71263	Health Insurance	165,299	161,538	104,158	152,958	(8,580)
71264	Life Insurance	725	702	437	702	-
71273	Tool Allowance	2,509	2,400	1,800	2,400	-
TOTAL PERSONNEL		886,648	874,879	555,138	870,599	(4,280)
72203	Wireless	1,085	385	1,055	1,100	715
72211	Printing & Publication	-	50	-	50	-
72212	Postage	97	150	119	100	(50)
72213	Telephone	7,054	6,655	1,959	7,000	345
72214	Travel	11	-	-	-	-
72215	Dues	-	100	-	-	(100)
72218	Service Contracts	16,753	17,500	16,000	16,800	(700)
72252	Maint-Equipment	8,761	8,000	9,453	10,500	2,500
72257	Maint-Communication Equip	7,782	8,000	5,188	8,600	600
72259	Contracted Janitorial Ser	3,310	-	3,615	5,400	5,400
72263	Microcomputer	16,710	16,710	11,140	11,290	(5,420)
72264	Vehicle Repairs	27,872	18,000	15,449	30,000	12,000
72265	Fuel	5,893	7,610	2,587	5,730	(1,880)
72266	Vehicle Vendor Service	708,946	615,000	393,431	713,000	98,000
72267	Risk Management	7,590	9,290	6,193	9,560	270
72268	Central Store Services	37,800	37,800	25,200	40,050	2,250
72271	Rental Equipment	663	2,500	819	1,320	(1,180)
72272	Rental Building	106,920	109,080	72,720	110,760	1,680
72282	Prof Fee Auditing	884	1,000	-	900	(100)
72290	Education And Training	901	2,500	1,780	1,250	(1,250)
72297	Garbage Collection	300	-	480	780	780
TOTAL CONTRACTUAL		959,332	860,330	567,188	974,190	113,860
75520	Small Equipment And Tools	19,649	17,000	6,991	17,000	-
75521	Medicine And Drugs	-	50	-	50	-
75526	Fuel And Lubricants	1,544,335	1,580,980	1,075,467	1,564,860	(16,120)
75527	Linens And Laundry	6,382	9,000	2,632	6,400	(2,600)
75540	Maint-Building	-	-	18	-	-
75543	Maint-Equipment	-	1,500	105	500	(1,000)
75544	Maint-Vehicles	421,652	435,000	187,764	400,500	(34,500)
75546	Maint-Janitorial & CIng	-	500	-	200	(300)
75547	Maint-Vehicle Miscel	21,342	20,000	11,466	17,500	(2,500)
75560	Office General Supplies	1,017	1,100	299	1,100	-
TOTAL SUPPLIES		2,014,377	2,065,130	1,284,742	2,008,110	(57,020)
76780	Depreciation	24,380	31,410	20,940	24,450	(6,960)
77725	Purch Service-General Fd	77,900	78,000	52,000	74,100	(3,900)
78838	Lease Interest	-	950	-	950	-
TOTAL OTHER		102,280	110,360	72,940	99,500	(10,860)
TOTAL EQUIPMENT DIVISION		3,962,637	3,910,699	2,480,008	3,952,399	41,700