

Public Works–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.

2008 Accomplishments →

- Completed approximately 24,000 vehicle work orders, including 9,000 at the Central Garage and 15,000 at the Public Safety Building Garage.
- Maintained fleet so that they will operate efficiently and their useful life is extended.
- Provided efficient, cost effective maintenance and improved customer service on vehicles.
- Expanded use of vehicle software to track costs in maintenance and repair of city vehicles.

2009 Goals and Objectives →

- Evaluate new repairs to snow and ice fleet and compare to amount of time trucks are in the shop to effectively decrease time it takes to repair.
- Purchase new scan tools for repair analysis that will allow more effective and complete diagnostic of equipment and vehicles.
- Continue to maintain fleet so that they will operate efficiently and their useful life is extended.

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Budget Summary

PUBLIC WORKS EQUIPMENT FUND BUDGET SUMMARY					
	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
APPROPRIATION					
PERSONNEL	909,353	976,126	942,718	1,004,419	28,293
CONTRACTUAL	812,050	856,610	1,158,788	750,790	(105,820)
SUPPLIES	2,013,702	2,301,520	2,403,134	1,538,430	(763,090)
OTHER	<u>142,209</u>	<u>159,600</u>	<u>130,162</u>	<u>169,400</u>	<u>9,800</u>
TOTAL	<u>3,877,314</u>	<u>4,293,856</u>	<u>4,634,802</u>	<u>3,463,039</u>	<u>(830,817)</u>
STAFFING REVIEW					
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	INCREASE <u>(DECREASE)</u>
TOTAL	11.90	11.90	11.45	11.00	(0.45)
FUNDING SOURCE					
		2007 <u>AMOUNT</u>	2007 <u>PERCENTAGE</u>	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>
VEHICLE SERVICE CHARGES					
PUBLIC WORKS		1,807,660	56.2	2,055,330	58.2
POLICE		1,053,300	32.7	1,062,290	30.1
ALL OTHER AGENCIES		<u>357,140</u>	<u>11.1</u>	<u>411,130</u>	<u>11.7</u>
VEHICLE SERVICE TOTAL		<u>3,218,100</u>	<u>100.0</u>	<u>3,528,750</u>	<u>100.0</u>

Budget Analysis

The Equipment Division's budget is \$3,463,039 a decrease of \$830,820 (24%). Personnel costs increase \$28,300 as a result of health insurance rate increases. Staffing decreases .45 FTE as a result of reclassification of Superintendent and Senior Account Clerk.

Contractual costs decrease \$105,820 (14.1%) due to a supplemental appropriation addition of \$125,000 to the 2008 budget. Without the SAO addition, the contractual budget increases \$24,240 mainly due to increased activity for vehicle services (\$87,500) offset by a decrease in central stores (\$89,100). Building rental (\$10,800) and equipment maintenance (\$8,700) increased.

Supply expenses decrease \$763,090 or 49.6% under 2008, after a supplemental appropriation ordinance change of \$385,000 to cover additional fuel costs and vehicle parts. Without the SAO addition, the budget decreases \$378,090 almost entirely due to a change in the fuel account of \$417,640, which occurs because of under-budgeting in 2008 and decreasing gasoline and diesel costs. Other expenses increase \$9,800, primarily due to an increase in purchase of services.

The City's cost per gallon for fuel purchased at vendor sites is estimated at \$2.40 for gasoline and \$3.05, market price, for diesel. Fuel purchased is budgeted at 345,460 gallons for gasoline and 170,260 gallons for diesel, a total of 515,720 gallons. New work order rates were established for 2009 budget; cars \$95 and trucks \$110.

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In 2008, fuel prices at vendor sites have ranged from \$2.71 to \$3.66 for gasoline and \$2.98 to \$4.21 for diesel. At the Yards prices have ranged from \$2.43 to \$3.62 for gasoline and \$2.91 to \$4.03 for diesel.

In 2008, the Equipment Unit spent \$4,634,802 or 106.4% of the budgeted allocation. In the past several years, 97% to 114% of the budget has been spent.

Five Year Financial Forecast

The 2010-2014 five-year forecast assumes operations will continue as they are programmed for 2009 and that costs will increase four percent annually. Budgets are developed so that funds are annually available for fixed assets such as building improvements and fueling systems.

EQUIPMENT FUND 2010-2014 FINANCIAL FORECAST (IN 000'S)

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Revenues	\$3,635	\$3,744	\$3,856	\$3,972	\$4,091
Expenses	<u>3,567</u>	<u>3,674</u>	<u>3,784</u>	<u>3,898</u>	<u>4,015</u>
Excess (Deficit)	68	70	72	74	76
Beginning Balance	<u>481</u>	<u>549</u>	<u>619</u>	<u>691</u>	<u>765</u>
Ending Balance	<u>\$549</u>	<u>\$619</u>	<u>\$691</u>	<u>\$765</u>	<u>\$841</u>

Personnel Review

PUBLIC WORKS EQUIPMENT FUND				
BENEFITS AND SALARIES		2008	2009	INCREASE/
SALARY		BUDGET	BUDGET	(DECREASE)
PERMANENT		\$633,621	\$646,526	\$12,905
OVERTIME		35,000	29,000	(6,000)
MERIT PAY		1,423	0	(1,423)
SALARY ADJUSTMENT		<u>2,846</u>	<u>(1,452)</u>	<u>(4,298)</u>
TOTAL SALARIES		<u>\$672,890</u>	<u>\$674,074</u>	<u>\$1,184</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$121,583	\$115,325	(\$6,258)
UNEMPLOYMENT TAX		471	693	222
WORKMEN'S COMPENSATION		18,365	24,829	6,464
HEALTH INSURANCE		158,325	185,640	27,315
LIFE INSURANCE		892	858	(34)
TOOL ALLOWANCE		<u>3,600</u>	<u>3,000</u>	<u>(600)</u>
TOTAL BENEFITS		<u>\$303,236</u>	<u>\$330,345</u>	<u>\$27,109</u>
TOTAL COMPENSATION		<u>\$976,126</u>	<u>\$1,004,419</u>	<u>\$28,293</u>
POSITION TITLE	POSTION RANGE	2008	2009	INCREASE/
		EMPLOYEES	EMPLOYEES	(DECREASE)
SUPERINTENDENT	E-12	0.15	0.00	(0.15)
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	9.00	9.00	0.00
SENIOR ACCOUNT CLERK	A-21	0.30	0.00	(0.30)
TOTAL PERSONNEL		<u>11.45</u>	<u>11.00</u>	<u>(0.45)</u>