

# **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.

### **2011 Accomplishments →**

- Maintained the fleet so that the operating divisions in Public Works and the other City departments could complete their assigned tasks.
- Evaluated and implemented new repairs to snow and ice fleet to ensure a continuous effective operation during critical snow and ice events.
- Purchase of a new D-TAC ELITE Multitasking Battery and Electrical Diagnostic Station.
- Provided efficient, cost effective maintenance and improved customer service on vehicles.

### **2012 Goals and Objectives →**

- Continue to evaluate snow and ice fleet to ensure a continuous effective operation during critical snow and ice events.
- Continue to research and purchase new tools for repair and analysis that will allow more effective and complete diagnostics and repairs of equipment and 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.

# Public Works–Equipment Division

## Budget Summary

PUBLIC WORKS EQUIPMENT FUND BUDGET SUMMARY					
	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
<b>APPROPRIATION</b>					
PERSONNEL	854,978	953,445	837,901	955,056	1,611
CONTRACTUAL	845,782	884,405	1,128,994	846,420	(37,985)
SUPPLIES	1,920,427	2,069,380	2,015,446	2,108,850	39,470
OTHER	153,309	87,100	97,896	99,010	11,910
TOTAL	<u>3,774,496</u>	<u>3,994,330</u>	<u>4,080,237</u>	<u>4,009,336</u>	<u>15,006</u>
<b>STAFFING REVIEW</b>					INCREASE (DECREASE)
TOTAL	<u>2009</u> 11.45	<u>2010</u> 11.00	<u>2011</u> 10.00	<u>2012</u> 10.00	0.00
<b>FUNDING SOURCE</b>		2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>
VEHICLE SERVICE CHARGES					
PUBLIC WORKS		1,939,260	51.3	2,024,030	49.2
POLICE		1,316,170	34.8	1,493,780	36.3
ALL OTHER AGENCIES		<u>521,860</u>	<u>13.9</u>	<u>595,680</u>	<u>14.5</u>
VEHICLE SERVICE TOTAL		<u>3,777,290</u>	<u>100.0</u>	<u>4,113,490</u>	<u>100.0</u>

## Budget Analysis

The Equipment Division's budget is \$4,009,336, an increase of 0.4%, primarily due to increases in fuel costs. Personnel costs increase \$1,611 with small increases in all accounts except health insurance, where coverage changes resulted in a reduction of \$15,000.

The contractual budget decreases 4.3% due to a number of changes in internal service charges.

Supply expenses increase 1.9% over 2011. The budget increase reflects an increase in fuel costs (\$54,320), offset by reductions in linen service (\$12,000), small tools (\$3,000), and general office supplies (\$1,400). Other expenses increase \$11,910, due to increases in the general fund purchase of services and depreciation.

The City's cost per gallon for fuel purchased at vendor sites is estimated at \$3.66 for gasoline and \$3.92, market price, for diesel. Fuel purchased is budgeted at 345,810 gallons for gasoline and 154,930 gallons for diesel, a total of 500,740 gallons. New work order rates were established for 2009 budget; cars \$95 and trucks \$110.

In 2011, fuel prices at vendor sites have ranged from \$2.70 to \$3.75 for gasoline and \$2.87 to \$4.00 for diesel. At the Yards, prices have ranged from \$2.63 to \$3.36 for gasoline and \$2.91 to \$3.55 for diesel.

# Public Works–Equipment Division

In 2011, the Equipment Division spent \$4,080,237 or 102.1% of the budgeted allocation. In the past several years, 97% to 114% of the budget has been spent.

## Five Year Financial Forecast

The 2013-2017 five-year forecast assumes operations will continue as they are programmed for 2012 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 2013-2017 FINANCIAL FORECAST (IN 000'S)

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Revenues	\$4,237	\$4,364	\$4,495	\$4,630	\$4,769
Expenses	<u>4,130</u>	<u>4,254</u>	<u>4,382</u>	<u>4,513</u>	<u>4,648</u>
Excess (Deficit)	<u>107</u>	<u>110</u>	<u>113</u>	<u>117</u>	<u>121</u>
Beginning Balance	<u>481</u>	<u>588</u>	<u>698</u>	<u>811</u>	<u>928</u>
Ending Balance	<u>\$588</u>	<u>\$698</u>	<u>\$811</u>	<u>\$928</u>	<u>\$1,049</u>

## Personnel Review

<b>PUBLIC WORKS EQUIPMENT FUND</b>				
<b>BENEFITS AND SALARIES</b>		<b>2011</b>	<b>2012</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b>BUDGET</b>	<b>BUDGET</b>	
PERMANENT		\$586,183	\$591,733	\$5,550
OUT OF CLASS PAY		0	1,200	
OVERTIME		29,000	29,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL SALARIES</b>		<b>\$615,183</b>	<b>\$621,933</b>	<b>\$6,750</b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$125,866	\$129,549	\$3,683
UNEMPLOYMENT TAX		1,800	1,800	0
WORKMEN'S COMPENSATION		22,516	28,982	6,466
HEALTH INSURANCE		184,600	169,312	(15,288)
LIFE INSURANCE		780	780	0
TOOL ALLOWANCE		<u>2,700</u>	<u>2,700</u>	<u>0</u>
<b>TOTAL BENEFITS</b>		<b>\$338,262</b>	<b>\$333,123</b>	<b>(\$5,139)</b>
<b>TOTAL COMPENSATION</b>		<b>\$953,445</b>	<b>\$955,056</b>	<b>\$1,611</b>
	<b>POSITION</b>	<b>2011</b>	<b>2012</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b>RANGE</b>	<b>EMPLOYEES</b>	<b>EMPLOYEES</b>	
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>8.00</u>	<u>8.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b>10.00</b>	<b>10.00</b>	<b>0.00</b>