

# 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 2013**

- Continue to evaluate snow and ice fleet to ensure a continuous effective operation during critical snow and ice events.
- Purchase new tools for repair and analysis that will allow more effective 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.
- Continue implementation of the City-wide leasing program and prepare new vehicles for service in a timely fashion.

## **EQUIPMENT FUND BUDGET SUMMARY**

<b>APPROPRIATION</b>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2012 <u>ESTIMATE</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	837,901	955,056	882,847	874,879	(80,177)
CONTRACTUAL	1,128,994	843,050	959,289	860,330	17,280
SUPPLIES	2,015,446	2,108,850	2,011,899	2,065,130	(43,720)
OTHER	<u>97,896</u>	<u>99,010</u>	<u>99,010</u>	<u>110,360</u>	<u>11,350</u>
TOTAL	<u>4,080,237</u>	<u>4,005,966</u>	<u>3,953,045</u>	<u>3,910,699</u>	<u>(95,267)</u>

<b>FUNDING SOURCE</b>	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
VEHICLE REPAIR CHARGES					
GENERAL FUND	2,022,208	1,870,850	1,891,450	1,841,800	(49,650)
OTHER FUNDS	585,639	504,071	469,500	545,800	76,300
FUEL CHARGES					
GENERAL FUND	1,021,101	1,252,182	1,332,480	1,252,830	(79,650)
OTHER FUNDS	255,976	311,806	248,870	328,150	79,280
MISCELLANEOUS	328	261	0	0	0
INTEREST INCOME	<u>6,230</u>	<u>19,858</u>	<u>0</u>	<u>0</u>	<u>0</u>
EQUIPMENT FUND TOTAL	<u>3,891,482</u>	<u>3,959,028</u>	<u>3,942,300</u>	<u>3,968,580</u>	<u>26,280</u>

# Equipment Division

## EQUIPMENT FUND AUTHORIZED POSITIONS

POSITION TITLE	POSTION <u>RANGE</u>	2012 <u>EMPLOYEES</u>	2013 <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>8.00</u>	<u>7.00</u>	<u>(1.00)</u>
<b>TOTAL PERSONNEL</b>		<b><u>10.00</u></b>	<b><u>9.00</u></b>	<b><u>(1.00)</u></b>

## BUDGET HIGHLIGHTS

- A reduction of mechanic staffing of one reflects shifting activity from repair to preventative maintenance with year one of the City's leasing program implemented. Total savings in personnel, offset by fringe benefit increases and a planned 2% wage increase are \$80,200.
- The fuel budget declines slightly, a reflection of the shrinking fleet size. 482,000 gallons are budgeted to be purchased for the year, a reduction from 2012's 501,000 gallons, for a total fuel savings of \$62,000.

## CAPITAL EQUIPMENT

Planned capital replacements under the City-wide leasing program for 2013 include:

VEHICLE	QUANTITY	BUDGET EACH	TOTAL BUDGET
Forklift	1	25,000	25,000
Sedan	1	15,000	<u>15,000</u>
TOTAL			40,000

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

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Revenues	\$4,088	\$4,211	\$4,337	\$4,467	\$4,601
Expenses	<u>4,028</u>	<u>4,149</u>	<u>4,273</u>	<u>4,401</u>	<u>4,533</u>
Excess (Deficit)	<u>60</u>	<u>62</u>	<u>64</u>	<u>66</u>	<u>68</u>
Beginning Balance	<u>481</u>	<u>541</u>	<u>603</u>	<u>667</u>	<u>733</u>
Ending Balance	<u>\$541</u>	<u>\$603</u>	<u>\$667</u>	<u>\$733</u>	<u>\$801</u>

The 2014-2018 five-year forecast assumes operations will continue as they are programmed for 2013 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.