

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.

2009 Accomplishments →

- Completed approximately 5,988 vehicle work orders, including 3,458 at the Central Garage and 2,530 at the Public Safety Building Garage.
- Maintained fleet so that they will operate efficiently and their useful life is extended.
- Purchased new plasma cutter that allows a more efficient cutting process for vehicle and equipment repairs that require steel.
- Purchased new service analyzing scan tools that expedited vehicle and equipment problem analysis which reduced repair time and cost.
- 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.

2010 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.

Public Works–Equipment Division

Budget Summary

PUBLIC WORKS EQUIPMENT FUND BUDGET SUMMARY					
	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
APPROPRIATION					
PERSONNEL	909,914	1,004,419	925,429	1,036,625	32,206
CONTRACTUAL	1,156,978	750,790	939,837	690,805	(59,985)
SUPPLIES	2,340,716	1,538,430	1,778,758	1,682,000	143,570
OTHER	129,854	169,400	139,954	140,400	(29,000)
CAPITAL	<u>0</u>	<u>0</u>	<u>51,788</u>	<u>0</u>	<u>0</u>
TOTAL	<u>4,537,462</u>	<u>3,463,039</u>	<u>3,783,978</u>	<u>3,549,830</u>	<u>86,791</u>
STAFFING REVIEW					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	INCREASE (DECREASE)
TOTAL	11.90	11.45	11.00	11.00	0.00
FUNDING SOURCE					
		2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
VEHICLE SERVICE CHARGES					
PUBLIC WORKS		2,055,330	58.2	1,920,410	53.3
POLICE		1,062,290	30.1	1,232,460	34.2
ALL OTHER AGENCIES		<u>411,130</u>	<u>11.7</u>	<u>448,230</u>	<u>12.5</u>
VEHICLE SERVICE TOTAL		<u>3,528,750</u>	<u>100.0</u>	<u>3,601,100</u>	<u>100.0</u>

Budget Analysis

The Equipment Division's budget is \$3,549,830 an increase of \$86,790 (2.5%). Personnel costs increase \$32,200 as a result of IMRF and health insurance rate increases. Staffing remains unchanged.

The contractual budget decreases \$59,990 (8%) mainly due to reductions in vehicle vendor services (\$70,000) and equipment maintenance (\$10,000) offset by increases in vehicle repairs (\$18,500) and building rental (\$12,000).

Supply expenses increase \$143,570 or 8.5% over 2009. The budget increases almost entirely due to a change in the fuel account of \$121,670, which occurs because of under-budgeting in 2009. Other expenses decrease \$29,000, due to a decrease in depreciation.

The City's cost per gallon for fuel purchased at vendor sites is estimated at \$2.10 for gasoline and \$2.20, market price, for diesel. Fuel purchased is budgeted at 345,560 gallons for gasoline and 170,260 gallons for diesel, a total of 515,820 gallons. New work order rates were established for 2009 budget; cars \$95 and trucks \$110.

In 2009, 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.

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In 2009, the Equipment Division spent \$3,783,978 or 109.3% of the budgeted allocation. In the past several years, 97% to 114% of the budget has been spent.

Five Year Financial Forecast

The 2011-2015 five-year forecast assumes operations will continue as they are programmed for 2010 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 2011-2015 FINANCIAL FORECAST (IN 000'S)					
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Revenues	\$3,709	\$3,820	\$3,935	\$4,053	\$4,175
Expenses	<u>3,656</u>	<u>3,766</u>	<u>3,879</u>	<u>3,995</u>	<u>4,115</u>
Excess (Deficit)	<u>53</u>	<u>54</u>	<u>56</u>	<u>58</u>	<u>60</u>
Beginning Balance	<u>481</u>	<u>534</u>	<u>588</u>	<u>644</u>	<u>702</u>
Ending Balance	<u>\$534</u>	<u>\$588</u>	<u>\$644</u>	<u>\$702</u>	<u>\$762</u>

Personnel Review

PUBLIC WORKS EQUIPMENT FUND				
		<u>2009</u>	<u>2010</u>	<u>INCREASE/</u>
		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
BENEFITS AND SALARIES				
SALARY				
PERMANENT		\$646,526	\$646,260	(\$266)
OVERTIME		29,000	29,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		(1,452)	0	1,452
TOTAL SALARIES		<u>\$674,074</u>	<u>\$675,260</u>	<u>\$1,186</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$115,325	\$136,267	\$20,942
UNEMPLOYMENT TAX		693	693	0
WORKMEN'S COMPENSATION		24,829	24,715	(114)
HEALTH INSURANCE		185,640	195,832	10,192
LIFE INSURANCE		858	858	0
TOOL ALLOWANCE		<u>3,000</u>	<u>3,000</u>	<u>0</u>
TOTAL BENEFITS		<u>\$330,345</u>	<u>\$361,365</u>	<u>\$31,020</u>
TOTAL COMPENSATION		<u>\$1,004,419</u>	<u>\$1,036,625</u>	<u>\$32,206</u>
PERSONNEL				
POSITION TITLE	POSTION RANGE	<u>2009</u>	<u>2010</u>	<u>INCREASE/</u>
		<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
SUPERINTENDENT	E-12	0.00	0.00	0.00
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	0.00	0.00	0.00
TOTAL PERSONNEL		<u>11.00</u>	<u>11.00</u>	<u>0.00</u>