

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.

2010 Accomplishments →

- Maintained the fleet so that the operating divisions in Public Works and the other City departments could complete their assigned tasks.
- Utilized new plasma cutter which allowed us to increase our ability to fabricate and repair all City vehicles and equipment.
- Provided efficient, cost effective maintenance and improved customer service on vehicles.

2011 Goals and Objectives →

- Evaluate new repairs to 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 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.

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Budget Summary

PUBLIC WORKS EQUIPMENT FUND BUDGET SUMMARY					
	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	INCREASE (DECREASE)
APPROPRIATION					
PERSONNEL	925,429	1,036,625	854,978	953,445	(83,180)
CONTRACTUAL	939,813	690,805	845,782	884,405	193,600
SUPPLIES	1,771,503	1,682,000	1,920,427	1,769,380	87,380
OTHER	147,919	140,400	153,309	87,100	(53,300)
CAPITAL	0	0	0	0	0
TOTAL	<u>3,784,664</u>	<u>3,549,830</u>	<u>3,774,496</u>	<u>3,694,330</u>	<u>144,500</u>
STAFFING REVIEW					INCREASE (DECREASE)
TOTAL	<u>2008</u> 11.90	<u>2009</u> 11.45	<u>2010</u> 11.00	<u>2011</u> 10.00	(1.00)
FUNDING SOURCE		2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>
VEHICLE SERVICE CHARGES					
PUBLIC WORKS		1,920,410	53.3	1,939,260	51.3
POLICE		1,232,460	34.2	1,316,170	34.8
ALL OTHER AGENCIES		<u>448,230</u>	<u>12.5</u>	<u>521,860</u>	<u>13.9</u>
VEHICLE SERVICE TOTAL		<u>3,601,100</u>	<u>100.0</u>	<u>3,777,290</u>	<u>100.0</u>

Budget Analysis

The Equipment Division's budget is \$3,694,330, an increase of \$144,500 (4.1%). Many of the changes in this budget occur due to the elimination of repairs at the PSB Garage. Police Department vehicles are now serviced by an outside repair shop, and the PSB Garage is staffed by a crew leader who manages the contract and approves repairs. The remaining two mechanics were transferred to the Yards Garage to service undercover vehicles, Fire non-emergency vehicles, and assist with the rest of the fleet.

Personnel costs decrease \$83,180 with the retirement of the PSB crew leader and subsequent elimination of a vacant mechanic position. Reductions occur in all personnel accounts except unemployment, where rates increased.

The contractual budget increases \$193,600 (28.1%) due primarily to the shifting of work from PSB garage mechanics to the contracted repair shop. Small reductions also occurred in janitorial service (\$6,000) and vehicle repairs (\$6,600), offset by an increase in fuel charges (\$4,900).

Supply expenses increase \$87,380 or 5.2% over 2010. The budget increase reflects an increase in fuel costs (\$221,400), offset by a reduction in parts expenses as Police parts will now be purchased by the outside body shop directly. Other expenses decrease \$53,300, due to a decrease in the general fund purchase of services.

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The City’s cost per gallon for fuel purchased at vendor sites is estimated at \$2.92 for gasoline and \$3.14, market price, for diesel. Fuel purchased is budgeted at 346,075 gallons for gasoline and 160,760 gallons for diesel, a total of 506,835 gallons. New work order rates were established for 2009 budget; cars \$95 and trucks \$110.

In 2010, fuel prices at vendor sites have ranged from \$2.28 to \$2.56 for gasoline and \$2.37 to \$2.70 for diesel. At the Yards, prices have ranged from \$2.24 to \$2.43 for gasoline and \$2.30 to \$2.43 for diesel.

In 2010, the Equipment Division spent \$3,774,496 or 106.3% of the budgeted allocation. In the past several years, 97% to 114% of the budget has been spent.

Five Year Financial Forecast

The 2012-2016 five-year forecast assumes operations will continue as they are programmed for 2011 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 2012-2016 FINANCIAL FORECAST (IN 000'S)

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues	\$3,891	\$4,008	\$4,128	\$4,252	\$4,380
Expenses	<u>3,805</u>	<u>3,919</u>	<u>4,037</u>	<u>4,158</u>	<u>4,283</u>
Excess (Deficit)	<u>86</u>	<u>89</u>	<u>91</u>	<u>94</u>	<u>97</u>
Beginning Balance	<u>481</u>	<u>567</u>	<u>656</u>	<u>747</u>	<u>841</u>
Ending Balance	<u>\$567</u>	<u>\$656</u>	<u>\$747</u>	<u>\$841</u>	<u>\$938</u>

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Personnel Review

PUBLIC WORKS EQUIPMENT FUND				
BENEFITS AND SALARIES		2010	2011	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$646,260	\$586,183	(\$60,077)
OVERTIME		29,000	29,000	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES		<u>\$675,260</u>	<u>\$615,183</u>	<u>(\$60,077)</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$136,267	\$125,866	(\$10,401)
UNEMPLOYMENT TAX		693	1,800	1,107
WORKMEN'S COMPENSATION		24,715	22,516	(2,199)
HEALTH INSURANCE		195,832	184,600	(11,232)
LIFE INSURANCE		858	780	(78)
TOOL ALLOWANCE		<u>3,000</u>	<u>2,700</u>	<u>(300)</u>
TOTAL BENEFITS		<u>\$361,365</u>	<u>\$338,262</u>	<u>(\$23,103)</u>
TOTAL COMPENSATION		<u>\$1,036,625</u>	<u>\$953,445</u>	<u>(\$83,180)</u>
	POSITION	2010	2011	INCREASE/
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<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>9.00</u>	<u>8.00</u>	<u>(1.00)</u>
TOTAL PERSONNEL		<u>11.00</u>	<u>10.00</u>	<u>(1.00)</u>