

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.

PUBLIC WORKS EQUIPMENT FUND							
	2009		2009-2010 INCREASE(DECREASE)			2010	
	PERSONNEL	BUDGET	PERSONNEL	DOLLARS	PERCENT	PERSONNEL	BUDGET
EQUIPMENT MAINTENANCE							
VEHICLE MAINTENANCE	6.85	\$2,379,779	0.00	(\$34,215)	(1.4)	6.85	\$2,345,564
PSB VEHICLE MAINTENANCE	4.15	1,083,260	0.00	121,006	11.2	4.15	1,204,266
	11.00	3,463,039	0.00	86,791	9.8	11.00	3,549,830

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					
	2007 <u>ACTUAL</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
APPROPRIATION					
PERSONNEL	909,353	909,914	1,004,419	1,036,625	\$32,206
CONTRACTUAL	812,050	1,156,978	750,790	690,805	(59,985)
SUPPLIES	2,013,702	2,340,716	1,538,430	1,682,000	143,570
OTHER	<u>142,209</u>	<u>129,854</u>	<u>169,400</u>	<u>140,400</u>	<u>(29,000)</u>
TOTAL	<u>3,877,314</u>	<u>4,537,463</u>	<u>3,463,039</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.

Public Works–Equipment Division

In 2008, the Equipment Unit spent \$4,537,463 or 105.7% of the budgeted allocation. In 2009, spending will be approximately 104.9% of the budgeted amount. 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	2009 EMPLOYEES	2010 EMPLOYEES	INCREASE/ (DECREASE)
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>

**PUBLIC WORKS - EQUIPMENT FUND
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

Account	Description					2009		BUDGET
		2008 BUDGET	2008 ACTUAL	2009 BUDGET	9 MONTH ACTUAL	ACTUAL ESTIMATE	2010 BUDGET	CHANGE 09-10
71112	Salaries Permanent	633,618	573,559	646,526	469,346	625,795	646,260	(266)
71119	Out Of Class Pay	-	311	-	334	445	-	-
71122	Salaries Overtime Perm	35,000	44,982	29,000	24,457	32,609	29,000	-
71126	Merit Pay	1,423	-	-	-	-	-	-
71129	Salary Adjustment	2,846	-	(1,452)	-	-	-	1,452
71251	IMRF	121,583	105,645	115,325	83,034	110,713	136,267	20,942
71253	Unemployment	471	695	693	459	611	693	-
71262	Workmen's Compensation	18,368	17,880	24,829	15,835	21,114	24,715	(114)
71263	Health Insurance	158,325	163,021	185,640	129,644	172,859	195,832	10,192
71264	Life Insurance	892	831	858	667	890	858	-
71273	Tool Allowance	3,600	2,990	3,000	2,256	3,008	3,000	-
TOTAL PERSONNEL		976,126	909,914	1,004,419	726,033	968,043	1,036,625	32,206
72211	Printing & Publication	150	-	50	-	-	50	-
72212	Postage	150	103	150	32	43	150	-
72213	Telephone	4,790	6,228	4,800	2,648	3,531	6,195	1,395
72215	Dues	100	-	100	-	-	100	-
72218	Service Contracts	13,450	12,773	13,450	12,517	16,689	13,450	-
72252	Maint-Equipment	12,300	8,884	21,000	4,093	5,457	11,000	(10,000)
72255	Maint-Office & Furniture	200	-	500	-	-	-	(500)
72257	Maint-Communication Equip	8,000	8,030	15,500	5,837	7,782	8,000	(7,500)
72259	Contracted Janitorial Ser	2,580	4,325	6,000	3,168	4,224	6,000	-
72263	Microcomputer	20,590	20,590	19,720	14,790	19,720	18,540	(1,180)
72264	Vehicle Repairs	24,800	39,136	21,500	20,780	27,706	40,000	18,500
72265	Fuel	8,150	43,495	5,930	5,085	6,781	6,200	270
72266	Vehicle Vendor Service	498,726	743,751	461,000	463,208	617,611	391,000	(70,000)
72267	Risk Management	4,820	4,820	590	443	590	630	40
72268	Central Store Services	123,000	123,000	33,940	25,455	33,940	33,940	-
72271	Rental Equipment	3,220	2,405	1,200	52	70	1,200	-
72272	Rental Building	127,460	127,460	138,260	103,695	138,260	150,250	11,990
72282	Prof Fee Auditing	500	-	500	-	-	1,000	500
72288	Prof Fees - Misc	-	8,272	-	-	-	-	-
72290	Education And Training	3,500	3,406	6,000	636	847	2,500	(3,500)
72297	Garbage Collection	300	300	600	225	300	600	-
TOTAL CONTRACTUAL		856,786	1,156,978	750,790	662,662	883,550	690,805	(59,985)
75520	Small Equipment And Tools	6,500	10,749	19,000	11,838	15,784	20,000	1,000
75521	Medicine And Drugs	200	-	50	-	-	50	-
75524	Clothing	550	47	550	-	-	550	-
75525	Food	200	-	100	-	-	100	-
75526	Fuel And Lubricants	1,682,970	1,652,048	945,330	732,467	976,622	1,067,000	121,670
75527	Linens And Laundry	11,400	9,143	21,000	3,602	4,802	21,000	-
75540	Maint-Building	1,200	58	-	14	19	-	-
75543	Maint-Equipment	511,500	637,899	2,400	234	313	2,400	-
75544	Maint-Vehicles	500	106	515,000	392,653	523,538	551,000	36,000
75546	Maint-Janitorial & Clnng	80,000	23,315	500	-	-	500	-
75547	Maint-Vehicle Miscel	3,000	887	21,000	14,770	19,694	16,000	(5,000)
75560	Office General Supplies	3,500	3,806	4,500	717	956	2,500	(2,000)
75570	Computer Noncapital	-	2,659	9,000	-	-	900	(8,100)
TOTAL SUPPLIES		2,301,520	2,340,716	1,538,430	1,156,295	1,541,726	1,682,000	143,570
76780	Depreciation	41,000	11,554	41,000	30,750	41,000	12,000	(29,000)
77725	Purch Service-General Fd	118,600	118,300	128,400	96,300	128,400	128,400	-
79922	Vehicle & Operating Equip	-	-	-	51,788	69,051	-	-
TOTAL OTHER		159,600	129,854	169,400	178,838	238,451	140,400	(29,000)
TOTAL EQUIPMENT DIVISION		4,294,032	4,537,463	3,463,039	2,723,828	3,631,770	3,549,830	86,791