



Internal Service Funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursement basis.

Central Garage Operations and Maintenance Fund maintains motorized and heavy equipment and provides fuels for all departments.

Central Garage Fleet Rental and Replacement Fund rents motorized equipment to other Public Works divisions and other departments and provides for the scheduled replacement at the end of the economic life of the asset.



**Mission Statement**

The mission of the Division of Central Garage in the Department of Public Works is to utilize all possible resources to service, repair, purchase, and receive all equipment for the Department of Public Works and all other using agencies of Central Garage in the most efficient, reliable, safe, and cost-effective manner to ensure quality and satisfy customer and employee expectations.

<b>Budget Summary</b>	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>Request</b>	<b>2006 Proposed</b>	<b>Final</b>
<b>Revenues:</b>					
Billings to Departments	8,480,980	8,608,510	8,869,590	8,910,760	8,910,760
Non-Operating	32,410	25,500	26,500	26,500	26,500
<b>Total Revenues</b>	<b>8,513,390</b>	<b>8,634,010</b>	<b>8,896,090</b>	<b>8,937,260</b>	<b>8,937,260</b>
<b>Appropriations:</b>					
Cost of Materials Sold	5,604,280	5,694,990	5,882,640	5,882,640	5,882,640
Personnel Services	1,325,140	1,362,320	1,381,410	1,421,490	1,421,490
Employee Benefits	502,490	584,810	607,000	619,090	619,090
Supplies	150,560	359,230	132,670	132,670	132,670
Contractual Services	784,830	765,070	803,230	803,230	803,230
Depreciation	76,870	77,500	78,140	78,140	78,140
<b>Total Appropriation</b>	<b>8,444,170</b>	<b>8,843,920</b>	<b>8,885,090</b>	<b>8,937,260</b>	<b>8,937,260</b>
<b>% Change Over Prior Year</b>	-----	4.73%	0.47%	1.06%	1.06%
Net Assets, January 1	2,732,170	3,071,960	2,862,050	2,862,050	2,862,050
Adjustments	270,570	0	0	0	0
Net Assets, December 31	3,071,960	2,862,050	2,873,050	2,862,050	2,862,050
Invested In Capital Assets	827,760	757,260	689,920	689,920	689,920
Restricted	0	0	0	0	0
Unrestricted	2,244,200	2,104,790	2,183,130	2,172,130	2,172,130
Personnel Allotted	45	45	45	45	45

**Budget Highlights**

An upgrade of a Senior Automotive Attendant position to a Service Station Supervisor is requested. Also, an upgrade of a Clerical Specialist II position to a Clerical Specialist III position is included in the requested budget. The clerical employees in the division are cross-trained and perform essentially the same functions and should be paid accordingly. – *Approved.*



**Personnel Summary**

Job Code	Job Title	Allotment				Pay Grade	Annual Salary	
		Cur	Req	Pro	Fin		Minimum	Maximum
109831	Vehicle & Equipment Maintenance Manager	1	1	1	1	2240	44,440	61,515
141140	Automotive Shop Supervisor	3	3	3	3	2170	31,583	43,718
100620	Central Garage Business Officer	1	1	1	1	2150	28,646	39,653
141130	Master Mechanic	10	10	10	10	1140	27,282	37,765
141115	Automotive Mechanic	9	9	9	9	1120	24,746	34,254
151235	Welder	1	1	1	1	1120	24,746	34,254
113225	Automotive Parts Supervisor	1	1	1	1	1140	27,282	37,765
141105	Tire Service Worker	1	1	1	1	1070	19,389	26,839
160220	Senior Automotive Attendant	2	1	1	1	1080	20,359	28,181
NEW	Service Station Supervisor	0	1	1	1	1100	22,445	31,069
160205	Automotive Attendant	8	8	8	8	1060	18,466	25,561
113110	Stock Clerk II	3	3	3	3	1060	18,466	25,561
114125	Dispatcher	1	1	1	1	1050	17,586	24,344
110128	Clerical Specialist III	3	4	4	4	1070	19,389	26,839
110118	Clerical Specialist II	1	0	0	0	1050	17,586	24,344
Total		45	45	45	45			

**Performance Measurement**

Goals/Objectives/Performance Indicators	2004 Actual	2005 Target	2006 Target
1. <i>To provide equipment repair and service for the Department of Public Works and all other using agencies in an efficient, reliable, and cost-effective manner to minimize equipment downtime.</i>			
a) Provide prompt response to repair and preventive maintenance requests			
▶ Complete 100% of all PM work orders within 2 working days	—	95%	95%
▶ Complete the preventive maintenance schedule on 95% of the total vehicles serviced by Central Garage	—	85%	85%
▶ Complete 75% of all repairs in-house versus commercial garages	68/32	75/25	75/25
2. <i>To improve services to internal and external customers, making it easier for them to complete their daily tasks.</i>			
a) Provide customer services that will minimize their non-productive time connected with service and repairs to their equipment			
▶ # of vehicles transported to outside vendors by the garage	659	950	800
▶ Pool vehicles, miles used (7 units in 2003 to 16 units in 2004)	104,325	70,000	60,000
▶ Achieve productivity levels above the national average of 70%	81.79%	86%	85%
3. <i>To maximize the return on investment of the rental fleet.</i>			
a) Minimize the cost to operate through the life cycle of the equipment while maximizing the utilization during the same period by pooling, life cycle extension, aggressively seeking sales to other agencies, public auction, and specification improvements			
▶ # of vehicles kept past their present life cycle	76	100	85
▶ Division savings due to extended life cycles	142,376.77	40,000	75,000
▶ # of vehicles/equipment sold to other agencies	3	20	15
▶ Dollars generated from those sales	17,000	90,000	80,000
▶ Dollars saved from those sales (5%)	850	4,500	4,000



**Mission Statement**

The mission and goal of the Fleet Rental & Replacement Fund is to provide Public Works and other General Fund employees with up-to-date dependable equipment to perform their duties efficiently and to maintain a schedule of timely replacement of movable equipment.

Budget Summary	2004 Actual	2005 Budget	Request	2006 Proposed	Final
<b>Revenues:</b>					
Equipment Use Charge	4,547,040	4,766,070	4,880,140	4,880,140	4,880,140
Non-Operating Revenues	498,140	635,510	1,383,770	1,383,770	1,383,770
<b>Total Revenues</b>	<b>5,045,180</b>	<b>5,401,580</b>	<b>6,263,910</b>	<b>6,263,910</b>	<b>6,263,910</b>
<b>Appropriations:</b>					
Supplies	49,310	51,950	78,980	78,980	78,980
Contractual Services	2,224,110	2,499,220	2,585,500	2,585,500	2,585,500
Depreciation	2,793,110	3,754,500	2,296,800	2,516,150	2,516,150
<b>Total Appropriation</b>	<b>5,066,530</b>	<b>6,305,670</b>	<b>4,961,280</b>	<b>5,180,630</b>	<b>5,180,630</b>
% Change Over Prior Year	-----	24.46%	-21.32%	-17.84%	-17.84%
Net Assets, January 1	10,422,910	10,401,560	9,497,470	9,497,470	9,497,470
Adjustments	0	0	0	0	0
Net Assets, December 31	10,401,560	9,497,470	10,800,100	10,580,750	10,580,750
Invested In Capital Assets	5,165,630	4,349,060	8,733,630	8,514,280	8,514,280
Restricted	0	0	0	0	0
Unrestricted	5,235,930	5,148,410	2,066,470	2,066,470	2,066,470

**Budget Highlights**

The Fleet Rental and Replacement program has scheduled the replacement of 237 pieces of equipment at a cost of \$6,260,351.64 during the 2006 budget year. – *Approved.*

**Graphical Summary**

**FLEET RENTAL & REPLACEMENT**  
Equipment Age (1992-2004)

