

INTERNAL SERVICE FUNDS

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 Public Works divisions and provides for their scheduled replacement at the end of the economic life of the asset.

OPERATIONS AND MAINTENANCE

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.

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	REQUEST	2003 PROPOSED	FINAL
REVENUES:					
Billings to Departments	6,578,040	7,017,660	7,179,250	7,179,250	7,179,250
Non-Operating Revenues	17,650	75,500	24,500	24,500	24,500
TOTAL REVENUES	6,595,690	7,093,160	7,203,750	7,203,750	7,203,750
APPROPRIATIONS:					
Cost of Materials Sold	4,141,390	4,491,460	4,532,270	4,532,270	4,532,270
Personal Services	1,208,030	1,251,650	1,276,960	1,277,430	1,277,430
Employee Benefits	365,380	397,410	491,220	488,240	488,240
Supplies	97,450	104,150	119,330	119,330	119,330
Contractual Services	730,070	756,040	746,050	747,170	747,170
Depreciation	96,270	92,450	77,500	77,500	77,500
TOTAL APPROPRIATIONS	6,638,590	7,093,160	7,243,330	7,241,940	7,241,940
% CHANGE OVER PRIOR YEAR	-----	6.85%	2.12%	2.10%	2.10%
NET ASSETS, JANUARY 1	2,906,830	2,856,210	2,856,210	2,856,210	2,856,210
ADJUSTMENT	(7,720)	0	0	0	0
NET ASSETS, DECEMBER 31	2,856,210	2,856,210	2,816,630	2,818,020	2,818,020
CAPITAL CONTRIBUTIONS	(2,302,670)	(2,302,670)	(2,302,670)	(2,302,670)	(2,302,670)
ADJUSTED NET ASSETS, DECEMBER 31	553,540	553,540	513,960	515,350	515,350
PERSONNEL ALLOTTED	46	45	45	45	45

BUDGET HIGHLIGHTS

Customer service enhancements planned at Central Garage include: creation of a small motor pool of vehicles that can be rented on a per-mile basis when customers' vehicles are in for repairs; certification as a warranty station for EMS fleet; and expansion of operating hours through the use of flex time.

Revenue assumptions have been adjusted to reduce the markup on outside commercial sales from 30% to 15%. The proposed labor rate for 2003 is \$54.00.—*Approved.*

Included in the personal services request are pay-grade adjustments for the Auto Attendant series and the Dispatcher, as well as the reallocation of a vacant Maintenance Worker I position to an Auto Attendant II. The adjustments are needed in the Auto Attendant series to address retention problems.—*Approved.*

Inventoried asset requests include \$5,100 for computer equipment; \$1,800 for a floor jack; \$3,280 for a steam cleaner; and \$15,200 for four above-ground lifts. A capital outlay request is made for \$5,000 for a heavy-duty lift.—*Approved.*

OPERATIONS AND MAINTENANCE

PERSONNEL SUMMARY

JOB CODE	JOB TITLE	ALLOTMENT				PAY	ANNUAL SALARY	
		CUR	REQ	PRO	FIN	GRADE	MINIMUM	MAXIMUM
109831	Vehicle & Equipment Maintenance Mgr.	1	1	1	1	219	40,114	55,528
141140	Automotive Shop Supervisor	3	3	3	3	212	28,578	39,561
100620	Central Garage Business Officer	1	1	1	1	210	25,958	35,934
141130	Master Mechanic	10	10	10	10	6117	23,223	32,027
141115	Automotive Mechanic	9	9	9	9	6115	21,127	29,081
151235	Welder	1	1	1	1	6116	22,142	30,508
113225	Automotive Parts Supervisor	1	1	1	1	118	24,279	33,608
141105	Tire Service Worker	1	1	1	1	6111	17,598	24,071
160215	Automotive Attendant III	0	2	0	0	6114	20,169	27,736
160215	Automotive Attendant III	0	0	2	2	6113	19,269	26,453
160215	Automotive Attendant III	2	0	0	0	6112	18,412	25,231
160210	Automotive Attendant II	0	2	2	2	6111	17,598	24,071
160210	Automotive Attendant II	1	0	0	0	6109	16,077	21,902
160201	Automotive Attendant I	0	6	6	6	6109	16,077	21,902
160201	Automotive Attendant I	6	0	0	0	6107	14,706	19,966
113110	Stock Clerk II	3	3	3	3	6110	16,827	22,971
151370	Maintenance Worker I	1	0	0	0	6109	16,077	21,902
114125	Dispatcher	0	1	1	1	109	15,887	21,796
114125	Dispatcher	1	0	0	0	107	14,495	19,834
110128	Clerical Specialist III	3	3	3	3	111	17,431	23,997
110118	Clerical Specialist II	1	1	1	1	109	15,887	21,796
TOTAL		45	45	45	45			

PERFORMANCE MEASUREMENT

Goals/Objectives/Performance Indicators	2001 Actual	2002 Target	2003 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	93.8%	92%	95%
▶ Complete the preventive maintenance schedule on 85% of the total vehicles serviced by Central Garage	70%	80%	82%
▶ 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	580	600	650
▶ % of customers needing and provided with shuttle service to offices	87%	85%	90%
▶ Achieve productivity levels above the national average of 70%	83%	83%	85%
▶ % of routine parts required that are not available in parts room	4%	<25%	<20%
3. <i>To expand the number of hours per day that the garage is open without increasing the number of employees or total number of hours worked.</i>			
a) Implement flex-time work schedules so that the garage can open earlier and remain open later to accommodate customers' work schedules and late-afternoon parts deliveries			
▶ # of additional hours per year that garage will be open	N/A	200	400

FLEET RENTAL & REPLACEMENT

MISSION STATEMENT

The mission of the Fleet Rental & Replacement Fund is to provide Public Works General Fund employees with up-to-date dependable equipment to perform their duties efficiently.

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	REQUEST	2003 PROPOSED	FINAL
REVENUES:					
Equipment Use Charge	4,893,800	4,682,540	4,728,530	4,728,530	4,728,530
Non-Operating Revenues	521,120	927,510	1,032,460	1,032,460	1,032,460
TOTAL REVENUES	5,414,920	5,610,050	5,760,990	5,760,990	5,760,990
APPROPRIATIONS:					
Supplies	76,340	0	77,930	77,930	77,930
Contractual Services	2,017,040	2,361,560	2,396,530	2,396,530	2,396,530
Depreciation	2,697,610	2,566,270	288,1060	2,881,060	2,881,060
TOTAL APPROPRIATIONS	4,790,990	4,927,830	5,355,520	5,355,520	5,355,520
% CHANGE OVER PRIOR YEAR	-----	2.86%	8.68%	8.68%	8.68%
NET ASSETS, JANUARY 1	10,029,530	10,555,950	11,238,170	11,238,170	11,238,170
ADJUSTMENT					
Capital Leases Interest	(97,510)	0	0	0	0
NET ASSETS, DECEMBER 31	10,555,950	11,238,170	11,643,640	11,643,640	11,643,640
CAPITAL CONTRIBUTIONS	(381,640)	(381,640)	(381,640)	(381,640)	(381,640)
ADJUSTED NET ASSETS, DECEMBER 31	10,174,310	10,856,530	11,262,000	11,262,000	11,262,000

BUDGET HIGHLIGHTS

The Fleet Rental and Replacement program is scheduled to replace 193 pieces of equipment at a cost of over \$5,298,680 during the 2003 budget year.

GRAPHICAL SUMMARY

FLEET RENTAL & REPLACEMENT

Equipment Age (1989-2001)

