

## INTERNAL SERVICE FUNDS

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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	2002	2003		2004	
	ACTUAL	BUDGET	REQUEST	PROPOSED	FINAL
REVENUES:					
Billings to Departments	6,720,230	7,179,250	7,677,020	7,677,020	7,677,020
Non-Operating Revenues	40,960	24,500	25,000	25,000	25,000
<b>TOTAL REVENUES</b>	<b>6,761,190</b>	<b>7,203,750</b>	<b>7,702,020</b>	<b>7,702,020</b>	<b>7,702,020</b>
APPROPRIATIONS:					
Cost of Materials Sold	4,180,290	4,532,270	4,941,180	4,941,180	4,941,180
Personal Services	1,255,630	1,277,430	1,279,110	1,279,110	1,279,110
Employee Benefits	420,600	488,240	558,100	528,840	528,840
Supplies	124,940	119,330	121,400	121,400	121,400
Contractual Services	737,340	747,170	726,280	731,350	731,350
Depreciation	76,600	77,500	77,500	77,500	77,500
<b>TOTAL APPROPRIATIONS</b>	<b>6,795,400</b>	<b>7,241,940</b>	<b>7,703,570</b>	<b>7,679,380</b>	<b>7,679,380</b>
% CHANGE OVER PRIOR YEAR	-----	6.57%	6.37%	6.04%	6.04%
NET ASSETS, JANUARY 1	2,856,210	2,811,950	2,773,760	2,773,760	2,773,760
ADJUSTMENT	(10,050)	0	0	0	0
NET ASSETS, DECEMBER 31	2,811,950	2,773,760	2,772,210	2,796,400	2,796,400
INVESTED IN CAPITAL ASSETS	970,860	970,860	970,860	970,860	970,860
RESTRICTED	0	0	0	0	0
UNRESTRICTED	1,841,090	1,802,900	1,801,350	1,825,540	1,825,540
PERSONNEL ALLOTTED	45	45	45	45	45

## BUDGET HIGHLIGHTS

The requested budget is based on a labor rate of \$56 per hour (*approved*). This \$2 per hour increase was necessitated by mandated increases in employee benefits. Survey results of the standard labor rate charged by area service providers showed a range of \$55 to \$80 per hour.

The garage is offering a small motor pool of vehicles that can be rented on a per mile basis when customer's vehicles are in for repair or for departments that normally do not have vehicles assigned to them and may need to use a vehicle for a short period of time. These vehicles are to be used in situations where vital services will be interrupted when the customer's vehicle is not available. Cost per mile is \$.50/mile.

In a continuing search for better customer service and fund resources outside City-Parish departmental funds, the garage will move forward in 2004 to become a certified warranty station for as many manufacturers as possible. This will not only help us control the quality of the repairs, but will shorten down time and eliminate the use of outside vendors. In 2003, we became an authorized warranty station for the Ford extended warranties on our fleet of EMS units.

Capital outlay and inventoried asset requests include \$4,800 for computer equipment, \$1,900 for a floor jack, \$3,500 for a steam cleaner, \$14,600 for three above ground lifts, \$4,200 for roll up door electric controllers, \$1,200 for a band saw, \$4,000 for an upright tire machine, and \$6,000 for a high speed brake lathe.

## OPERATIONS AND MAINTENANCE

## BUDGET HIGHLIGHTS (CONT.)

As per the budget instructions, no changes have been requested for personnel. It is imperative that the pay differentials in the automotive mechanic classification between the garage employees and private and surrounding public sector agencies be addressed in the pay study. The Garage is experiencing extremely high turnover in this classification.

## SUPPLEMENTAL REQUEST

It is also being requested that the study address the pay differential in the clerical employees at the Garage. These three individuals are cross-trained and perform essentially the same functions and should be paid accordingly. Therefore, we are requesting to reclassify our Clerical II position as a Clerical III position (\$2,420). —*Classification and pay-issues will be deferred until April, 2004, pending implementation of the new pay plan.*

## PERSONNEL SUMMARY

JOB CODE	JOB TITLE	ALLOTMENT				PAY GRADE	ANNUAL SALARY	
		CUR	REQ	PRO	FIN		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	2	2	2	2	6113	19,269	26,453
160210	Automotive Attendant II	2	2	2	2	6111	17,598	24,071
160201	Automotive Attendant I	6	6	6	6	6109	16,077	21,902
113110	Stock Clerk II	3	3	3	3	6110	16,827	22,971
114125	Dispatcher	1	1	1	1	109	15,887	21,796
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			

## OPERATIONS AND MAINTENANCE

## PERFORMANCE MEASUREMENT

Goals/Objectives/Performance Indicators	2002 Actual	2003 Target	2004 Target
<p>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></p> <p>a) Provide prompt response to repair and preventive maintenance requests</p> <ul style="list-style-type: none"> <li>▶ Complete 100% of all PM work orders within 2 working days</li> <li>▶ Complete the preventive maintenance schedule on 95% of the total vehicles serviced by Central Garage</li> <li>▶ Complete 75% of all repairs in-house versus commercial garages</li> </ul>	72%	73.4%	95%
	69.1%	61%	82%
	66%/34%	90%/10%	75%/25%
<p>2. <i>To improve services to internal and external customers, making it easier for them to complete their daily tasks.</i></p> <p>a) Provide customer services that will minimize their non-productive time connected with service and repairs to their equipment</p> <ul style="list-style-type: none"> <li>▶ # of vehicles transported to outside vendors by the garage</li> <li>▶ % of customers needing and provided with shuttle service to offices</li> <li>▶ Achieve productivity levels above the national average of 70%</li> </ul>	392	650	500
	93%	90%	95%
	87.5%	85%	88%
<p>3. <i>To maximize the return on investment with our rental fleet.</i></p> <p>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 seek sales to other agencies, public auction, and specification improvements</p> <ul style="list-style-type: none"> <li>▶ # of vehicles kept past their present life cycle</li> <li>▶ Division savings due to extended life cycles</li> <li>▶ # of vehicles/equipment sold to other agencies</li> <li>▶ Dollars generated from those sales</li> <li>▶ Dollars saved from those sales (5%)</li> </ul>	105	118	100
	44,812	53,732	50,000
	20	N/A	50
	\$85,750	N/A	\$150,000
	\$4,287	N/A	\$7,500
<p>4. <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></p> <p>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</p> <ul style="list-style-type: none"> <li>▶ # of additional hours per year that garage will be open</li> <li>▶ # of phone calls taken in the extended hours</li> <li>▶ # of vehicles brought in or picked up</li> <li>▶ # of jobs completed during the extended hours</li> <li>▶ # of parts deliveries received during extended hours</li> </ul>	169	169	340
	N/A	562	600
	N/A	27	60
	N/A	48	100
	N/A	52	75

**FLEET RENTAL & REPLACEMENT**

**MISSION STATEMENT**

The mission and goal 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.

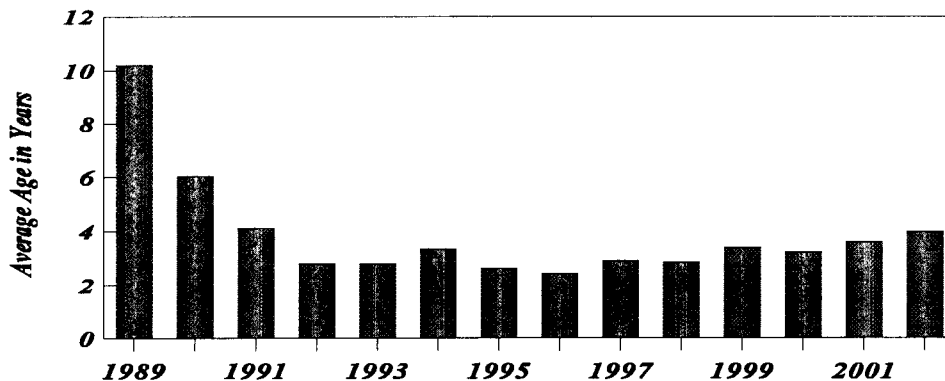
<b>BUDGET SUMMARY</b>	<b>2002 ACTUAL</b>	<b>2003 BUDGET</b>	<b>REQUEST</b>	<b>2004 PROPOSED</b>	<b>FINAL</b>
<b>REVENUES:</b>					
Equipment Use Charge	4,329,540	4,728,530	4,756,360	4,756,360	4,756,360
Non-Operating Revenues	335,400	1,032,460	974,560	974,560	974,560
<b>TOTAL REVENUES</b>	<b>4,664,940</b>	<b>5,760,990</b>	<b>5,730,920</b>	<b>5,730,920</b>	<b>5,730,920</b>
<b>APPROPRIATIONS:</b>					
Supplies	40,350	77,930	114,820	114,820	114,820
Contractual Services	2,047,290	2,396,530	2,454,880	2,454,880	2,454,880
Depreciation	2,727,770	2,881,060	3,419,850	3,419,850	3,419,850
<b>TOTAL APPROPRIATIONS</b>	<b>4,815,410</b>	<b>5,355,520</b>	<b>5,989,550</b>	<b>5,989,550</b>	<b>5,989,550</b>
<b>% CHANGE OVER PRIOR YEAR</b>	-----	11.22%	11.84%	11.84%	11.84%
<b>NET ASSETS, JANUARY 1</b>	10,555,950	10,361,040	10,766,510	10,766,510	10,766,510
<b>ADJUSTMENT</b>					
Capital Leases Interest	(44,440)	0	0	0	0
<b>NET ASSETS, DECEMBER 31</b>	10,361,040	10,766,510	10,507,880	10,507,880	10,507,880
<b>INVESTED IN CAPITAL ASSETS</b>	4,148,710	4,148,710	4,148,710	4,148,710	4,148,710
<b>RESTRICTED</b>	0	0	0	0	0
<b>UNRESTRICTED</b>	6,212,330	6,617,800	6,359,170	6,359,170	6,359,170

**BUDGET HIGHLIGHTS**

The Fleet Rental & Replacement program has scheduled to replace 165 pieces of equipment at a cost of over \$5,101,890 during the 2004 budget year.

**GRAPHICAL SUMMARY**

**FLEET RENTAL & REPLACEMENT**  
*Equipment Age (1989-2002)*



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