

## 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 other Public Works divisions and other departments and provides for the 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	2003 ACTUAL	2004 BUDGET	REQUEST	2005 PROPOSED	FINAL
<b>REVENUES:</b>					
Billings to Departments	7,322,440	7,677,020	8,608,510	8,608,510	8,608,510
Non-Operating Revenues	27,570	25,000	25,500	25,500	25,500
<b>TOTAL REVENUES</b>	<b>7,350,010</b>	<b>7,702,020</b>	<b>8,634,010</b>	<b>8,634,010</b>	<b>8,634,010</b>
<b>APPROPRIATIONS:</b>					
Cost of Materials Sold	4,663,390	4,941,180	5,694,990	5,694,990	5,694,990
Personal Services	1,274,870	1,279,110	1,363,690	1,362,320	1,362,320
Employee Benefits	560,470	528,840	585,430	584,810	584,810
Supplies	129,880	121,400	359,230	359,230	359,230
Contractual Services	749,270	731,350	765,070	765,070	765,070
Depreciation	75,500	77,500	77,500	77,500	77,500
<b>TOTAL APPROPRIATIONS</b>	<b>7,453,380</b>	<b>7,679,380</b>	<b>8,845,910</b>	<b>8,843,920</b>	<b>8,843,920</b>
<b>% CHANGE OVER PRIOR YEAR</b>	-----	3.03%	15.19%	15.16%	15.16%
NET ASSETS, JANUARY 1	2,811,950	2,732,170	2,754,810	2,754,810	2,754,810
ADJUSTMENT	23,590	0	0	0	0
NET ASSETS, DECEMBER 31	2,732,170	2,754,810	2,542,910	2,544,900	2,544,900
<b>INVESTED IN CAPITAL ASSETS</b>	<b>895,360</b>	<b>895,360</b>	<b>895,360</b>	<b>895,360</b>	<b>895,360</b>
<b>RESTRICTED</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>UNRESTRICTED</b>	<b>1,836,810</b>	<b>1,859,450</b>	<b>1,647,550</b>	<b>1,649,540</b>	<b>1,649,540</b>
PERSONNEL ALLOTTED	45	45	45	45	45

## BUDGET HIGHLIGHTS

The requested budget is based on a labor rate of \$57.50 per hour. This \$1.50 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 \$50 to \$69 per hour.

Capital outlay and inventoried asset requests include \$6,400 for computer equipment, \$1,900 for a floor jack, \$3,500 for a steam cleaner unit for the car wash, \$2,000 for a replacement cooling fan, \$7,000 for an 18,000-pound above-ground lift for the EMS unit repair area, and \$22,000 for 20 GPS units to be used in a pilot program. The GPS units will be used on various fleet equipment to enhance maintenance, productivity, and security. — *Approved.*

Included in the request is \$211,900 for upgrading the fleet software. Technical support for the current software will be discontinued in 2006. — *Approved.*

An upgrade of the 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. — *Not approved. Clerical and Accounting series classification and pay issues will be deferred until 2005, pending the completion of a comprehensive study.*

## OPERATIONS AND MAINTENANCE

## 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	43,146	59,724
141140	Automotive Shop Supervisor	3	3	3	3	2170	30,663	42,445
100620	Central Garage Business Officer	1	1	1	1	2150	27,812	38,498
141130	Master Mechanic	10	10	10	10	1140	26,488	36,665
113225	Automotive Parts Supervisor	1	1	1	1	1140	26,488	36,665
141115	Automotive Mechanic	9	9	9	9	1120	24,025	33,256
151235	Welder	1	1	1	1	1120	24,025	33,256
160220	Senior Automotive Attendant	2	2	2	2	1080	19,766	27,360
141105	Tire Service Worker	1	1	1	1	1070	18,824	26,057
160205	Automotive Attendant	8	8	8	8	1060	17,928	24,816
113110	Stock Clerk II	3	3	3	3	1060	17,928	24,816
114125	Dispatcher	1	1	1	1	1050	17,074	23,635
110128	Clerical Specialist III	3	4	3	3	1070	18,824	26,057
110118	Clerical Specialist II	1	0	1	1	1050	17,074	23,635
TOTAL		45	45	45	45			

## PERFORMANCE MEASUREMENT

Goals/Objectives/Performance Indicators	2003 Actual	2004 Target	2005 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>	73.4%	75%	95%
	69.1%	72%	85%
	70%/30%	66%/34%	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>▶ Pool vehicles, miles used (7 units in 2003 to 16 units in 2004)</li> <li>▶ Achieve productivity levels above the national average of 70%</li> </ul>	516	736	950
	23,125	53,955	70,000
	83%	84.1%	86%
<p>3. <i>To maximize the return on investment of the 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 seeking 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	98	100
	\$41,051	\$23,420	\$40,000
	13	7	20
	\$57,000	\$72,000	\$90,000
	\$2,850	\$3,600	\$4,500

FLEET RENTAL & REPLACEMENT

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	2003 ACTUAL	2004 BUDGET	REQUEST	2005 PROPOSED	FINAL
<b>REVENUES:</b>					
Equipment Use Charge	4,252,930	4,756,360	4,761,790	4,766,070	4,766,070
Non-Operating Revenues	675,250	974,560	635,510	635,510	635,510
<b>TOTAL REVENUES</b>	<b>4,928,180</b>	<b>5,730,920</b>	<b>5,397,300</b>	<b>5,401,580</b>	<b>5,401,580</b>
<b>APPROPRIATIONS:</b>					
Supplies	12,630	114,820	51,950	51,950	51,950
Contractual Services	2,333,970	2,454,880	2,499,220	2,499,220	2,499,220
Depreciation	2,518,740	3,419,850	3,754,500	3,754,500	3,754,500
<b>TOTAL APPROPRIATIONS</b>	<b>4,865,340</b>	<b>5,989,550</b>	<b>6,305,670</b>	<b>6,305,670</b>	<b>6,305,670</b>
<b>% CHANGE OVER PRIOR YEAR</b>	-----	23.11%	5.28%	5.28%	5.28%
<b>NET ASSETS, JANUARY 1</b>	<b>10,361,040</b>	<b>10,422,910</b>	<b>10,164,280</b>	<b>10,164,280</b>	<b>10,164,280</b>
<b>ADJUSTMENT</b>					
Capital Leases Interest	(970)	0	0	0	0
<b>NET ASSETS, DECEMBER 31</b>	<b>10,422,910</b>	<b>10,164,280</b>	<b>9,255,910</b>	<b>9,260,190</b>	<b>9,260,190</b>
<b>INVESTED IN CAPITAL ASSETS</b>	<b>4,894,630</b>	<b>4,894,630</b>	<b>4,894,630</b>	<b>4,894,630</b>	<b>4,894,630</b>
<b>RESTRICTED</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>UNRESTRICTED</b>	<b>5,528,280</b>	<b>5,269,650</b>	<b>4,361,280</b>	<b>4,365,560</b>	<b>4,365,560</b>

BUDGET HIGHLIGHTS

The Fleet Rental and Replacement program has scheduled the replacement of 89 pieces of equipment at a cost of over \$2,489,880 during the 2005 budget year.

GRAPHICAL SUMMARY

