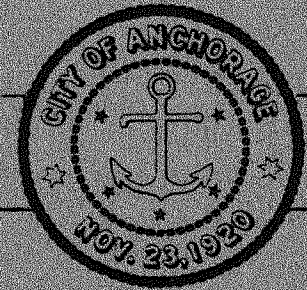


# ANNUAL BUDGET

**EQUIPMENT & SUPPLY**



DEPARTMENT EQUIPMENT & SUPPLY				DEPARTMENT SUMMARY			PAGE
SUMMARY OF RETAINED EARNINGS	1965	1966	1967	1968	1969		
	ACTUAL	ACTUAL	ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND.	APPROVED
Balance - Beginning of Period	29,098	82,036	111,333	104,018	82,718	82,718	82,718
Net Earnings - End of Period	52,850	29,297	(7,115)	(21,300)	-0-	-0-	-0-
Prior Year Correction	88		(200)				
<b>TOTAL</b>	82,036	111,333	104,018	82,718	82,718	82,718	82,718

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	SUMMARY	A	PAGE
Public Works	Equipment & Supply	60-32-1			

## ACCOUNT SUMMARY

EXPENDITURE CLASSIFICATION	1965 ACTUAL	1966 ACTUAL	1967 ACTUAL	1968 REVISED BUDGET	1969		
					REQUEST	RECOMMEND	APPROVED
Personal Services	214,774	250,990	271,764	333,263	360,750	357,240	357,240
Contractual	71,218	104,389	104,812	127,180	135,010	141,540	141,660
Supplies	230,725	216,799	205,711	193,300	205,450	205,450	205,450
Other Costs	200,961	259,217	320,825	276,000	296,700	297,320	297,320
Capital Outlay	459		40	2,310	18,000	18,000	18,000
	718,137	831,395	903,152	932,053	1,015,910	1,019,550	1,019,670
Less Interfund Charges	( 770,528 )	( 860,692 )	( 895,997 )	( 932,053 )	( 1,015,910 )	( 1,019,550 )	( 1,019,670 )
<b>TOTAL</b>	(52,391)	(29,297)	7,155	-0-	-0-	-0-	-0-

## PROGRAM OUTLINE

1. Provide maximum utilization of equipment, facilities, and personnel.
2. Reduction of inventories of equipment and obsolete parts.
3. Establishment of a more comprehensive and complete Preventive Maintenance Program.
4. Complete and comprehensive cost analysis information.
5. Improved equipment records thru Data Processing.
6. Establishment of a dispatch service to maintain more efficient control on all pool equipment located in Public Works Yard Area.
7. Inauguration of Apprentice Mechanic training program.

## PROGRAM HIGHLIGHTS

1. Completion of Data Processing Services to provide data for maintenance and operating cost analysis by individual equipment units and types of units for purpose of vehicle rental rates.
2. Installation of Electronic Fueling Control and Data Recording System.
3. Completion of Parts Control System and Perpetual Inventory.

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Public Works		Equipment & Supply		60-32-1					
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
100	<u>PERSONAL SERVICES</u>								
110	Salaries	264,442	323,263	350,750	347,240	347,240			
120	Overtime	7,322	10,000	10,000	10,000	10,000			
	Total	271,764	333,263	360,750	357,240	357,240			
200	<u>CONTRACTUAL</u>								
220	Contracted Services			7,050	13,820	13,940			
222	Labor & Equipment	14,841	17,500	15,380	15,380	15,380			
241	Telephone	616	1,393	1,400	1,400	1,400			
242	Light - ML&P	7,203	8,232	8,000	8,000	8,000			
243	Heat	15,924	16,700	16,500	16,500	16,500			
244	Water	1,478	1,478	1,480	1,480	1,480			
245	Refuse	162	197	200	200	200			
253	Liability & Workmen's Compensation	26,533	26,505	28,670	28,530	28,530			
254	Retirement Plans	3,960	8,837	13,460	13,360	13,360			
255	Life Insurance	745	918	900	900	900			
256	Medical Insurance	2,444	2,608	2,290	2,290	2,290			
257	F.I.C.A.	8,396	8,712	12,050	12,050	12,050			
258	Tuition Refunds			40	40	40			
271	City Owned Vehicle Rental	11,857	12,500	10,860	10,860	10,860			
272	Non-City Owned Vehicle Rental			1,000	1,000	1,000			
281	City Garage Buildings Repair	10,420	21,600	15,400	15,400	15,400			
291	Travel & Conference Expenses	215		230	230	230			
301	Dues & Subscriptions	18		100	100	100			
	Total	104,812	127,180	135,010	141,540	141,660			
310	<u>SUPPLIES</u>								
311	Materials	203,753	190,000	200,000	200,000	200,000			
312	Janitorial	92	800	750	750	750			
313	Office Supplies & Postage	1,011	1,000	1,200	1,200	1,200			
314	Small Tools	855	1,500	3,500	3,500	3,500			
	Total	205,711	193,300	205,450	205,450	205,450			

DEPARTMENT		ACCOUNT TITLE		ACCOUNT NUMBER		DETAIL		B	PAGE
Public Works		Equipment & Supply		60-32-1					
CODE NO.	EXPENDITURE CLASSIFICATION	1967	1968	1969					
		ACTUAL	REVISED BUDGET	REQUEST	RECOMMEND	APPROVED			
400	<u>OTHER CHARGES</u>								
411	Vehicle & Equipment Depreciation	289,038	232,000	253,000	253,000	253,000			
412	Building Depreciation	23,200	36,000	36,000	36,000	36,000			
420	Interest Payments	(5,143)							
461	D.P. Charges - Regular		8,000	7,700	8,320	8,320			
494	Inventory Adjustments	13,730							
	Total	320,825	276,000	296,700	297,320	297,320			
600	<u>CAPITAL</u>								
603	Improvements			1,600	1,600	1,600			
605	Machinery & Equipment	40	2,310	16,400	16,400	16,400			
	Total	40	2,310	18,000	18,000	18,000			
	Total Expenditures	903,152	932,053	1,015,910	1,019,550	1,019,670			
501	Less Interfund Charges	(895,997)	(932,053)	(1,015,910)	(1,019,550)	(1,019,670)			
	Total Operating Budget	7,155	-0-	-0-	-0-	-0-			

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER		PERSONNEL	C	PAGE		
Public Works	Equipment & Supply	60-32-1						
POSITION	SALARY RANGE	1967		1968 REVISED BUDGET	1969			
		*	*		* REQUEST	* RECOMMEND	* APPROVED	
Supt. of Equipment & Supply	1056-1285	1	1	16,047	1	16,962	1	16,962
Garage Foreman	1016-1235	2	2	25,639	2	27,433	2	27,433
Automotive Mechanic	802-976	11	11	118,561	11	124,292	11	124,292
Mechanic Welder	834-1016	2	1	11,130	1	11,674	1	11,674
Welder	802-976	0	1	12,240	1	12,298	1	12,298
Body and Paint Man	802-976	1	1	10,176	1	10,366	1	10,366
Automotive Serviceman	684-834	7	6	55,768	6	56,856	6	56,856
Warehouseman II	742-902	1	1	9,864	1	10,305	1	10,305
Warehouseman I	684-834	0	1	8,790	1	9,136	1	9,136
Auto Parts Expediter	712-867	0	1	10,161	1	10,544	1	10,544
Maintenance Man II	659-802	2	2	17,322	2	17,020	2	17,020
Accountant II	867-1056	1	1	10,633	1	11,112	1	11,112
Clerk III	542-659	1	1	7,560	1	7,908	1	7,908
Apprentice Mechanic	667-832	0	0		2	16,248	2	16,248
Total		29	30	313,891	32	342,154	32	342,154
<u>Temporary</u>								
Automotive Mechanic		1	0		0			
General Handyman		1	0		0			
Maintenance Man II		0	1	1,977	0			
				1,977				
Vacation Replacement		1	1	7,395	1	4,950	1	4,950
Shift Differential						3,640		3,640
							350,744	350,744
Less: 1% Recruitment and Replacement Savings							3,504	3,504
TOTAL		32	32	323,263	33	350,744	33	347,240

\* This column used for number of employees in each class.

COMMENTARY

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Public Works	Equipment & Supply	60-32-1			
.110	<u>SALARIES</u>				347,240
	Shows increase due to cost of living allowance, longevity pay, and two additional personnel for apprentice program. Includes \$3,640 for differential pay required by Union Contract				
.120	<u>OVERTIME</u>				10,000
	Actual amount depends on workload and construction programs of other operating departments.				
.220	<u>CONTRACTED SERVICES</u>				13,940
		<u>Request</u>	<u>Manager Recommend</u>	<u>Council Approved</u>	
	City Council Charges	2,500	3,040	3,030	
	Public Works Administration Charges	4,000	4,000	4,000	
	Switchboard and Courier Services	550	550	720	
	Central Mailing		234	230	
	City Manager Charges		5,990	5,960	
		<u>7,050</u>	<u>13,814</u>	<u>13,940</u>	
.222	<u>LABOR AND EQUIPMENT</u>				15,380
	Vehicle Washing Contracts			4,000	
	License and Boiler Inspection Fees			380	
	Contracted and Repair Services to Outside Shops			11,000	
.253	<u>INSURANCE AND EMPLOYEE BENEFITS</u>				28,530
		<u>Request</u>	<u>Recommends</u>	<u>Approved</u>	
	Public Liability Insurance (3.1144 per thousand on Garage Payroll) and 2.3872 times total City payroll - extra charge because of greater risk in operation of vehicles.	26,488	26,370	26,370	
	Workmen's Compensation	2,179	2,160	2,160	
.285	<u>TUITION REFUND</u>				40
	University of Washington - Motor Vehicle Maintenance Conference				
.272	<u>NON-CITY OWNED EQUIPMENT</u>				1,000
	Miscellaneous rentals of truck crane, etc., and shop tool equipment.				

DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Public Works	Equipment and Supply	7032			
.281	<u>REPAIRS AND MAINTENANCE</u>				15,400
	Maintenance and repairs to boilers, buildings and shop equipment		8,700		
	Yard improvements and fence relocation		700		
	Major repairs to shop roof, estimate		6,000		
.291	<u>TRAVEL</u>				230
	To send Superintendent of Equipment to University of Washington, College of Engineering, to attend the 18th Annual Motor Vehicle Maintenance Conference during week of March 20-25, 1969				
.301	<u>DUES AND SUBSCRIPTIONS</u>				100
	For 1969 editions of Auto-Truck and Tractor Repair Manuals				
.311	<u>MATERIALS</u>				200,000
	Parts and supplies for all vehicles and all Janitorial, Building, Street and Sewer Division supplies are charged to this account. Also includes coverall rental and laundry, first aid supplies, and all safety supplies and equipment - estimated				
			110,000		
	All fuel and petroleum products are also charged to this account				
			90,000		
.314	<u>SMALL TOOLS</u>				3,500
	Shop supplies, rags, etc., are included in this account				
603	<u>IMPROVEMENTS</u>				1,600
	To build 30' x 40' asphalt slab and retaining wall for preventive maintenance washing daily of street sweepers and related equipment - will correct present drainage deficiency now existing in Public Works Equipment yard.				
.605	<u>EQUIPMENT</u>				16,400
	Purchase and installation of Fleetcon "50" Electronic Fueling Control and Data Recording System				
			15,000		
	Valve refacing and valve seat refacer				
			800		
	Six-ton Floor Jack				
			300		
	Pressure lubricating gun				
			300		



DEPARTMENT	ACCOUNT TITLE	ACCOUNT NUMBER	COMMENTARY	D	PAGE
Public Works	Equipment & Supply	7032			

The Equipment and Supply Division, formerly known as the Mechanical Maintenance Division was established as a service organization under the Public Works Reorganization Plan on January 1, 1968. The Division consists of three sections:

1. Maintenance Section - Repair, service, cleaning and inspection of all vehicles
2. Inventory Section - Receiving, storing and issuing all parts and supplies
3. Accounting Section - Maintaining equipment, inventory, costs and earnings records

The functional purpose of the Equipment and Supply Division is to provide necessary automotive and other services to City departments at the lowest possible costs. Its main function is to manage and maintain a modern and adequate fleet. This involves the acquisition, maintenance, repair, administration, financing, and the utilization of passenger cars, trucks, heavy equipment and miscellaneous equipment. The Division also provides repairs and maintenance of all other City department owned automotive equipment, and miscellaneous equipment, and miscellaneous equipment such as pumps, power saws, light plants, mowers, etc.

The Division also performs special services for all departments, such as welding, fabrication and repair, designing of special tools and equipment and various services that are related to mechanical activities.

The Division is also responsible for warehousing and issuing all supplies used in Public Works Maintenance Operations and warehousing and issuing of all janitorial supplies.

It also has the important responsibility for writing specifications for all automotive equipment, disposal of surplus equipment and obsolete supplies and liason with the Purchasing Division.

The Equipment and Supply Division is operating on a two-shift schedule, with a mechanic and serviceman on third shift through the winter months as the workload requires, for snow removal operations.

The Equipment and Supply Division is operated as a working Capital Fund and derives its funds from Equipment Rental and Garage Job Orders and has no direct charges against the General Fund.

PUBLIC WORKS - EQUIPMENT & SUPPLY DIVISION  
 WORK STATISTICAL HIGHLIGHTS - NUMBER OF VEHICLES

<u>Year</u>	<u>Misc. Trucks</u>	<u>Heavy Equipment</u>	<u>Pickups</u>	<u>Vans Panels</u>	<u>Sedans</u>	<u>Station Wagons</u>	<u>Trailers</u>	<u>Misc. Units</u>	<u>Fire Dept.</u>	<u>Total</u>
1960	59	30	58	7	30	0	8	39	0	231
1961	66	32	78	9	42	0	8	40	0	275
1962	68	36	85	11	44	0	8	40	0	292
1963	75	39	79	12	66	0	12	46	0	329
1964	75	39	92	25	69	1	17	48	0	366
1965	94	42	99	38	87	3	23	68	0	454
1966	95	50	114	56	75	3	19	65	24	501
1967	81	52	105	59	82	5	25	73	24	506
1968	78	46	97	59	89	8	27	73	26	503

Vehicles Per Man

<u>Productive Personnel</u>	<u>All Maintenance Personnel</u>
-----------------------------	----------------------------------

1960	33.	13.19
1961	34.37	16.18
1962	36.5	16.2
1963	36.55	17.42
1964	40.55	18.25
1965	45.1	21.47
1966	36.	16.9
1967	36.9	17.8
1968	35.9	16.8

Number of Personnel

<u>Productive Personnel</u>	<u>All Maintenance Personnel</u>
-----------------------------	----------------------------------

1960	7	16
1961	8	17
1962	8	18
1963	9	19
1964	9	20
1965	10	21
1966	13	28
1967	14	29
1968	14	30

Number of Units - Age in Years0 - 2 Years2 - 5 Years6 - 10 Years10 Years Plus

1965	109	164	86	92
1966	167	150	73	84
1967	154	139	128	66
1968	203	136	101	63

PUBLIC WORKS - EQUIPMENT & SUPPLY DIVISION  
 1969 VEHICLE REPLACEMENT PLAN

PAGE

<u>Replacement Description</u>	<u>Department Requests</u>	<u>Estimated Depreciation Funds</u>	<u>Manager Recommends</u>	<u>Additional Equipment</u>	<u>Contri- butions Fund</u>	<u>Manager Recommends</u>
<u>POLICE DEPARTMENT</u>						
#632, #633, #635, #636, #637, #638, #639, #640, (1968 Ford Patrol Sedans)	8 - Patrol Sedans	8 - 21,600	21,600			
#629, #630, #631 (1968 Ford Patrol Wagons)	3 - Patrol Wagons	3 - 9,900	9,900			
#446, #447 (1966 Traffic Control Vehicles)	2 - Traffic Control Vehicles	2 - 4,300	4,300			
<u>WATER UTILITY</u>						
#25 (1956 International Boiler Truck)	1 - 3/4 Ton Utility Truck			1	4,000	4,000
	1 - Truck Chassis	1 - 6,500*	6,500			
<u>EQUIPMENT &amp; SUPPLY</u>						
#109 (1961 Chev. 4x4 Pickup)	1 - 1/2 Ton 4x4 Pickup	1 - 2,700	2,700			
<u>PARKS &amp; RECREATION</u>						
#126 (1961 Chev. 1/2 Ton Panel)	2 - Econoline Vans	1 - 2,700	2,700			
	1 - Ex-Police Sedan			1	-0-	
#177, #215 (1959 & 1957 Toro Lawn Mowers)	2 - Power Lawn Mowers	2 - 1,200	1,200			
<u>MAINTENANCE DIVISION - P.W.</u>						
	1 - Flatbed with Liftgate & Compressor		10,500	1	10,500	-0-
	2 - Portable Radios		1,600	2	1,600	-0-
	1 - Snow Loader		30,000	1	30,000	-0-
	2 - Hydraulic Sanders		5,000	2	5,000	-0-
	2 - Street Sweepers		32,000	2	32,000	-0-
	1 - Vacuum Street Sweeper		500	1	500	-0-

PUBLIC WORKS - EQUIPMENT & SUPPLY DIVISION  
1969 VEHICLE REPLACEMENT PLAN

PAGE

<u>Replacement Description</u>	<u>Department Requests</u>	<u>Estimated Depreciation Funds</u>	<u>Manager Recommends</u>	<u>Additional Equipment</u>	<u>Contri- butions Fund</u>	<u>Manager Recommends</u>
<u>MAINTENANCE DIVISION P.W. (Cont'd)</u>						
#182 (1955 - 3 Ton Huber Roller)	1 - 3 to 4 ton roller	1 - 3,500	3,500			
#160 (1959 Dodge Flusher Truck)	1 - Street Flusher Truck	1 - 12,000	12,000			
#127 (1961 Int. Flatbed)	1 - Flatbed W/Dump	1 - 5,600	5,600			
#23, #24 (1959 Ford 3 yd. Dumps)	2 - 3 Yd. Dump Trucks	2 - 11,400	11,400			
#563 (1967 Chev. 3/4 ton Utility)	1 - 3/4 Ton Truck Chassis	1 - 2,600	2,600			
(Collision Damaged)						
#253, #158 (1959 Int. Spreader Trucks)	2 - Truck Chassis & Cab	2 - 13,000*	13,000			
#119 (1951 Int. Boiler Truck)	1 - Truck Chassis & Cab	1 - 6,500*	6,500			
#26 (1957 Int. Boiler Truck)	1 - Truck Chassis & Cab	1 - 6,500*	6,500			
#221 (1945 D-6 dozer)	1 - Crawler Tractor	1 - 38,300*	38,300			
#134 (1941 D-8 dozer)	2/Dozer					
<u>EQUIPMENT POOL</u>						
#198 (1959 John Deere Dozer)	1 - Crawler Tractor w/Dozer	1 - 6,500	6,500			
#161, #162 (1960 Home-lite Pumps)	2 - 2" Water Pumps	2 - 1,200	1,200			
1951 and 1952 Motorola Radios	7 - Vehicle Two-way Radios	7 - 4,900	4,900			

PUBLIC WORKS - EQUIPMENT & SUPPLY DIVISION  
 1969 VEHICLE REPLACEMENT PLAN

PAGE

<u>Replacement Description</u>	<u>Department Requests</u>	<u>Estimated Depreciation Funds</u>	<u>Manager Recommends</u>	<u>Additional Equipment</u>	<u>Contri- butions Fund</u>	<u>Manager Recommends</u>
<u>EQUIPMENT POOL (Cont'd)</u>						
#238 (1959 Maginnis Tamper	1 - Vibratory Tamper	1 - 700	700			
#41 (1952 Dodge 4 x 4 Boom	1 - 3/4 Ton 4 x 4 w/winch	1 - 4,000*	4,000			
 <u>TELEPHONE</u>						
#320 (1964 Chev. 4 x 4 Carryall						
#330, #331, #332, #333, #334, #335 (1964 Ford Installer Vans)	11 - Installer Vans	7- 23,100	23,100	4	13,200	13,200
#199, #218, #219, #229, #247 #270, #275, #276, #277 (1962 Chev. II Sedans)	11 - Compact Sedans	9 - 20,700	20,700	2	4,600	4,600
#373, #374 (1964 - 3/4 Ton 4 x 4 Int. Pickup w/Crew Cab)	2 - 3/4 Ton 4 x 4 Crewcab Pickups	2 - 7,200	7,200			
#322 (1964 3/4 Ton 4 x 4 Ford Pickup	1 - 3/4 Ton 4 X 4	1 - 3,000	3,000			
	1 - 1/2 Ton Pickup			1	2,300	2,300
#264 (1960 Int. Line Truck	1 - 4 x 4 Line Truck (Derrick)	(Part) 17,500	17,500	(Part)	17,500	17,500
 <u>AIRPORT</u>						
	1 - Motor Grader		23,000	1	23,000	-0-

PUBLIC WORKS - EQUIPMENT & SUPPLY DIVISION  
1969 VEHICLE REPLACEMENT PLAN

PAGE

<u>Replacement Description</u>	<u>Department Requests</u>	<u>Estimated Depreciation Funds</u>	<u>Manager Recommends</u>	<u>Additional Equipment</u>	<u>Contri- butions Fund</u>	<u>Manager Recommends</u>
<u>PORT</u>						
#15 (1959 Tannant Street Sweeper (Replace with smaller model)	1 - Dock Sweeper	1 - 5,000	5,000			
<u>MUNICIPAL LIGHT &amp; POWER DEPARTMENT</u>						
	1 - Crawler Tractor w/Dozer			1	11,000	11,000
<u>FIRE DEPARTMENT</u>						
	1 - Sedan (Ex-Police			1	-0-	
Total	<u>84</u>	<u>242,000</u>	<u>344,700</u>	<u>21</u>	<u>155,200</u>	<u>52,600</u>
Funds Available - 1969 Depreciation			253,000			
Estimated Balance of Retained Earnings 12/31/68			<u>75,340</u>			
			<u>328,340</u>			

PUBLIC WORKS - EQUIPMENT & SUPPLY DIVISION  
1969 VEHICLE REPLACEMENT PLAN

PAGE

During 1969, \$253,000 will be available for purchase of replacement equipment. Additional equipment totaling \$209,200 will be added by contributions from other funds. In order to maintain the integrity of this revolving fund concept, it is essential that additional equipment, as opposed to replacement equipment, be first purchased by the using department and turned over to the fund for maintenance and operation. When such equipment wears out it will, however, be replaced by the Garage. All costs of maintenance, operation and depreciation are recouped through rental charges to the using departments. Since this activity should neither make a profit nor suffer a loss, adjustments of rental rates are necessary from time to time to maintain the proper balance between cost of operation, essential for proper maintenance and service, and the rental revenue.

The normal vehicle replacements for 1969 will amount to an estimated \$178,200. It is planned to use the remaining balance of \$74,800 to purchase new equipment to replace those in the fleet that are ten years and more in age and were acquired through Army surplus and annexation proceedings, and therefore had no depreciation costs accumulated for replacement. In previous years depreciation funds were expended only in the amount of vehicles purchased under the Five-Year Replacement Plan, thus allowing the depreciation fund to build up.

\* Substantial savings would be realized through the replacement of the following vehicles in 1969.

<u>Description</u>	<u>Replacement</u>	<u>Est. Cost</u>
# 25 - 1956 International Boiler Truck	Truck Cab and Chassis	6,500
# 26 - 1967 International Boiler Truck	Truck Cab and Chassis	6,500
# 41 - 1952 Dodge 4 x 4 Boom Truck	4 x 4 Truck w/winch	4,000
#119 - 1951 International Boiler Truck	Truck Cab and Chassis	6,500
#158 - 1959 International Sand Spreader	Truck Cab and Chassis	6,500
#253 - 1959 International Sand Spreader	Truck Cab and Chassis	6,500
#134 - 1941 Caterpillar D-8 Bulldozer		
#221 - 1945 Caterpillar D-6 Bulldozer	Crawler Tractor w/Bulldozer	38,300
Total		<u>74,800</u>