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| <b>Miscellaneous Funds<br/>Equipment Maintenance Program</b> |
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**Program Description:** To provide equipment maintenance services for General Fund departments, to provide for the maintenance and operation of the Equipment Maintenance Shop and associated facilities.

**Program Performance Areas:**

- **Maintenance:** To provide vehicle and equipment maintenance and record keeping for client departments and divisions, to provide compliant wash rack service to client departments and divisions; to provide surplus vehicle liquidation services for client departments and divisions; to provide maintenance to the Equipment Maintenance Shop and associated facilities.
- **Operations:** To provide utilities, lighting, air, lubrication, pressure washing, and truck wash rack systems at the Equipment Maintenance Shop.
- **Improvements:** To provide for additions and expansion of the Equipment Maintenance Shop and associated facilities

**Specific Objectives:**

**Equipment Element**

- Provide regular preventative maintenance and necessary repairs for all vehicles and equipment of the Public Works Department and all other participating client departments.
- Provide detailed maintenance record keeping for all vehicles and equipment of the Public Works Department and all other participating client departments.
- Provide California Highway Patrol required BIT inspections of all heavy line trucks quarterly.
- Provide required exhaust opacity tests on all diesel powered vehicles and equipment of the Public Works Department and all other participating client departments.
- Provide comprehensive safety inspections of all vehicles and equipment at least once per year.
- Maintain all California Highway Patrol required pre- and post-trip driver inspection records

***Hazardous Wastes Element***

- Provide hazardous materials handling, temporary storage, disposal, and record keeping services for all Public Works divisions and client departments, in compliance with all applicable regulations.

***Shop and Related Facilities Element***

- Maintain Equipment Maintenance Shop building, Welding Shop, outside work and storage area, truck wash rack, oil separator unit, pressure washer unit, and all other equipment maintenance related systems.
- Provide Equipment Maintenance Shop Area storm water quality inspections twice annually (Fall and Winter)

***Administration/Supervision Element***

- Review and maintain California Department of Motor Vehicles pull notices for all Commercial Drivers annually
- Provide financial paperwork regarding purchases & services on vehicle and equipment maintenance within 24 hours
- Provide surplus vehicle liquidation services, in coordination with the Finance Department
- Establish a program for monthly monitoring of contract vehicle maintenance performance
- Establish a program for monthly monitoring of contract fuel supplier performance
- Develop and manage a Citywide Vehicle Replacement Program

***Engineering Element***

- Perform preliminary design work to increase Equipment Maintenance Shop effectiveness and to bring facility into compliance with Storm water Quality Management Program's best management practices.
- Investigate feasibility of expanded services to include Police Department fleet.

***Budget Commentary:***

- The Equipment Maintenance Program is budgeted as an Internal Service Fund and is not considered part of the Public Works budget as a whole. The Equipment Maintenance Program is funded by charges to the Refuse Enterprise (45.5%), the Water Enterprise (14.5%), the Street Maintenance Program (7.8%), the Storm Water Quality Maintenance Program (5.0%), and the following General Fund functions: Fire Operations (13.6%), Police (10.0%), Building Maintenance (1.3%) and Grounds Maintenance (2.3%) with a total funded by the General Fund of 27.2%. There is a line item in each Department's budget (8307) equipment maintenance charges to cover the costs. The fund for this program is 702.
- The Equipment Maintenance Program is not maintaining Police Department vehicles, as the Department has opted to administer its own vehicle maintenance program.
- All client departments' and divisions' operating budgets include a line item for purchasing materials and supplies for vehicles and equipment maintenance.

**CITY OF SANTA PAULA  
 2007-08 BUDGET PLAN  
 PROGRAM SUMMARY**

|                              |                                 |                                 |                                 |                                    |                                  |
|------------------------------|---------------------------------|---------------------------------|---------------------------------|------------------------------------|----------------------------------|
| <b>Department:</b>           | <b>MISCELLANEOUS FUNDS</b>      |                                 |                                 |                                    |                                  |
| <b>Program:</b>              | <b>EQUIPMENT MAINTENANCE</b>    |                                 |                                 |                                    |                                  |
| <b>702.050.5041</b>          |                                 |                                 |                                 |                                    |                                  |
| <b>EXPENDITURES</b>          | <b>100<br/>03/04<br/>Actual</b> | <b>702<br/>04/05<br/>Actual</b> | <b>702<br/>05/06<br/>Actual</b> | <b>702<br/>06/07<br/>Estimated</b> | <b>702<br/>07/08<br/>Adopted</b> |
| DIRECT LABOR                 | 188,665                         | 196,151                         | 163,289                         | 199,178                            | 145,056                          |
| BENEFITS & OVERHEAD          | 76,388                          | 85,622                          | 77,534                          | 101,190                            | 75,882                           |
| SALARIES AND BENEFITS        | 265,053                         | 281,773                         | 240,823                         | 300,369                            | 220,938                          |
| SUPPLIES/SRVS/MAINT          | 63,371                          | 53,257                          | 68,985                          | 67,070                             | 67,070                           |
| CAPITAL OUTLAY               | 4,945                           | 14,300                          | 14,157                          | 0                                  | 0                                |
| <b>TOTAL COST</b>            | <b>\$333,369</b>                | <b>\$349,330</b>                | <b>\$323,965</b>                | <b>\$367,439</b>                   | <b>\$288,008</b>                 |
| <b>AUTHORIZED POSITIONS:</b> | 5.00                            | 4.15                            | 4.10                            | 4.00                               | 4.00                             |
| <b>REVENUE/RESOURCES:</b>    |                                 |                                 |                                 |                                    |                                  |
| > General Fund               | 70,008                          | 46,817                          | 100,759                         | 99,943                             | 78,338                           |
| > Gas Tax Fund               | 46,671                          | 57,997                          | 28,894                          | 28,660                             | 22,465                           |
| > Stormwater Fund            | 0                               | 0                               | 18,522                          | 18,372                             | 14,400                           |
| > Refuse Fund                | 166,684                         | 205,436                         | 168,548                         | 167,185                            | 131,044                          |
| > Water Fund                 | 50,005                          | 39,131                          | 53,713                          | 53,279                             | 41,761                           |
| TOTAL                        | 333,368                         | 349,381                         | 370,436                         | 367,439                            | 288,008                          |

**CAPITAL OUTLAY/SPECIAL PROJECTS**

Explanation and Dollar Impact:

**OTHER NOTES:** > Starting with fiscal year 02/03 the Equipment Maintenance operation became an Internal Service Fund. Previously it was in the General Fund under Public Works. For comparison purposes the amounts from previous years are shown.

CITY OF SANTA PAULA  
 2007-08 BUDGET PLAN  
 PROGRAM DETAIL

Department: MISCELLANEOUS FUNDS  
 Program: EQUIPMENT MAINTENANCE  
 702.050.5041

| EXPENDITURES                           |      | 702<br>04/05<br>Actual | 702<br>05/06<br>Actual | 702<br>06/07<br>Estimated | 702<br>07/08<br>Adopted |
|--|------|------------------------|------------------------|---------------------------|-------------------------|
| salaries - full time                   | 8001 | 195,849                | 161,465                | 199,178                   | 142,836                 |
| salaries - part time                   | 8002 |                        |                        |                           |                         |
| salaries - overtime                    | 8003 | 302                    | 1,824                  |                           | 2,220                   |
| <b>SALARIES</b>                        |      | <b>\$196,151</b>       | <b>\$163,289</b>       | <b>\$199,178</b>          | <b>\$145,056</b>        |
| car allowance                          | 8021 | 353                    | 99                     | 0                         | 0                       |
| overhead and benefits                  | 8040 | 85,269                 | 77,435                 | 101,190                   | 75,882                  |
| <b>OVERHEAD AND BENEFITS (100.050)</b> |      | <b>\$85,622</b>        | <b>\$77,534</b>        | <b>\$101,190</b>          | <b>\$75,882</b>         |
| postage                                | 8101 |                        | 11                     | 50                        | 50                      |
| dues & subscriptions                   | 8103 | 1,281                  | 1,304                  | 2,130                     | 2,130                   |
| supplies-office                        | 8120 | 465                    | 49                     | 400                       | 400                     |
| supplies-clothing/uniforms             | 8121 | 2,790                  | 2,904                  | 2,280                     | 2,280                   |
| supplies-shop & field                  | 8123 | 16,743                 | 15,512                 | 20,000                    | 20,000                  |
| supplies-safety                        | 8124 | 2,198                  | 1,701                  | 1,900                     | 1,900                   |
| supplies-hazardous cleanup             | 8137 | 335                    | 72                     | 500                       | 500                     |
| recognitions/awards                    | 8150 | 46                     | 0                      |                           |                         |
| minor equipment -office                | 8171 | 204                    | 713                    | 500                       | 500                     |
| minor equipment - shop & field         | 8173 | 5,230                  | 10,093                 | 7,000                     | 7,000                   |
| minor equipment - computer             | 8175 |                        | 1,467                  | 1,500                     | 1,500                   |
| prof/contr svcs - other                | 8209 |                        | 120                    |                           |                         |
| prof/contr svcs - training             | 8212 | 950                    | 29                     | 1,000                     | 1,000                   |
| prof/contr svcs - medical              | 8214 | 260                    | 499                    | 300                       | 300                     |
| prof/contr - temp personell            | 8227 |                        | 0                      |                           |                         |
| misc. advertising/promo                |      |                        | 3,579                  |                           |                         |
| printing and binding -external         | 8241 | 301                    | 294                    | 200                       | 200                     |
| prof/contr svcs - hazmat               | 8250 | 1,529                  | 1,385                  | 2,500                     | 2,500                   |
| utility expense -                      | 8280 | 8,273                  | 10,750                 | 10,000                    | 10,000                  |
| utility exp-tele basic svc             | 8282 | 2,138                  | 1,847                  | 2,600                     | 2,600                   |
| utilities-street lighting              | 8285 | 129                    | 137                    | 140                       | 140                     |
| maint-bldgs & improvements             | 8301 | 131                    | 1,389                  | 2,000                     | 2,000                   |
| maint-office equipment                 | 8303 |                        | 0                      | 300                       | 300                     |
| maint-vehicles, equipment              | 8304 | 4,871                  | 4,764                  | 5,000                     | 5,000                   |
| maint-vehicle fuel                     | 8305 | 2,121                  | 3,989                  | 3,000                     | 3,000                   |
| maint - minor equipment                | 8309 | 384                    | 1,000                  | 1,000                     | 1,000                   |
| safety program                         | 8320 |                        | 0                      | 400                       | 400                     |
| training/workshops/meetings            | 8352 | 2,878                  | 5,377                  | 2,370                     | 2,370                   |
| <b>SERVICES AND SUPPLIES</b>           |      | <b>\$53,257</b>        | <b>\$68,985</b>        | <b>\$67,070</b>           | <b>\$67,070</b>         |
| storage container                      | 8610 |                        |                        |                           |                         |
| equipment-new                          | 8610 | 14,300                 | 14,157                 |                           |                         |
| <b>CAPITAL OUTLAY</b>                  |      | <b>\$14,300</b>        | <b>\$14,157</b>        | <b>\$0</b>                | <b>\$0</b>              |