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# Equipment Rental and Revolving

## Mission Statement:

The mission of the ER&R Division of the Clallam County Public Works Department is to:

1. Provide safe, cost efficient, reliable, transportation that adequately meets the County's needs.
2. Provide County Departments with responsive, cost effective purchasing and warehousing of materials and supplies necessary for operations.

## Functions:

The ER&R Fund is a division of the Public Works Department and is required by law to manage the acquisition, maintenance, repair, and replacement of the County's mobile equipment and automotive fleet. ER&R also operates, maintains, and manages four road maintenance facilities, three of which house mechanic shops (including parts supply) to repair and maintain the County's fleet. ER&R is also responsible for managing and maintaining five fuel depots as well as the supply of fuel to the County fleet, Public Works Department purchasing, stores, and all County owned sand and gravel pit operations.

## Long Term Goals:

- Maintain all county equipment under division responsibility in a safe and serviceable condition with minimum downtime and expense.
- Provide responsive and cost effective rental equipment and related services to all requesting departments.
- Provide responsive and cost sensitive purchasing and warehouse services to the Road Department.
- Provide a preventative maintenance program for county vehicles and equipment to increase safety, useful service life, and decrease unscheduled maintenance.
- Provide a clean, safe refueling service for vehicle and equipment users twenty-four hours a day, seven days a week.
- Provide responsive, cost effective manufacturing of traffic signs.
- Provide economical, strategically located, multiple rock product sources (both manufactured and naturally occurring) necessary to adequately supply Road Department needs.
- Manage County owned pits in conformance with local, state, and federal mining guidelines.
- Maintain outlying maintenance facilities (includes shops, equipment and truck sheds, perimeter fencing, lighting, wash racks, etc.)

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## Short Term Objectives:

- Purchase and complete all items listed on the 2009 capital outlay schedule.
- Maintain all county owned equipment and facilities in acceptable working order.
- Prepare, initiate, and implement the 2009 Liquid Asphalt, and Asphalt Concrete contracts.
- Partially complete updating Morse Creek Pit Reclamation Plan.
- Update the Blyn Pit Reclamation Plan.
- Update the Quillayute Pit Reclamation Plan.
- Log, clear, and grub approximately 0.5 acres of timber at Ranger pit and continue construction of north and east berms.
- Renew all existing D.N.R. surface mining permits.
- Renew all existing D.O.E. Wastewater/Stormwater Discharge Permits (req'd. at all active mining sites).
- Prepare and submit quarterly wastewater/stormwater monitoring reports to D.O.E. (a permit requirement) for each of the eight pit sites.
- Prepare, submit, and implement 2010 ER&R Budget.
- Prepare, submit, and implement the 2010 "Government Equipment Rental Rates".
- Develop standards for classes of vehicles that consider need, efficiency, fuel costs, and longevity of use.
- Prepare and submit 2009 Annual Right-to-Know/Tier Two reports to D.O.E.
- Continue to work on pit management and cleanup. Get stored items out of site and properly stored.
- Update the "Statement of Values" for insurance purposes for all buildings, contents, vehicles, and equipment within ER&R's scope of responsibility for risk management.
- Prepare the applications for the 2009/2010 underground fuel storage tank insurance for risk management.
- Surplus old equipment and vehicles (this will probably occur in 2010).
- Install sanitary sewer at Sequim Road Maintenance facility.

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## **Accomplishments in 2009:**

- Maintained all county owned fleet, equipment, and facilities in acceptable working order.
- Prepared and implemented the Liquid Asphalt and Asphalt Concrete supply contracts.
- Renewed all existing D.N.R. surfacing mining permits due to date.
- Renewed all existing D.O.E. Wastewater/Stormwater Discharge Permits (req'd. at all active mining sites).
- Prepared and submitted quarterly wastewater/stormwater monitoring reports to D.O.E. (a permit requirement) for each of the eight pit sites.
- Continuing to implement new ER&R policies and procedures as specified in the Clallam County Administrative Manual.
- Logged, cleared, and grubbed 0.5 acres of timber at Ranger pit and continuing construction of north berm.
- Prepared, submitted, approved, and adopted 2009 budget.
- Prepared, submitted, approved, and adopted 2009 equipment rental rate resolution.
- Successfully continuing to develop system controls on invoices to lower number of vouchers and vendor's list to reduce audit and accounting time spent.
- Prepared and submitted Annual Community Right-to-Know/Tier Two reports to D.O.E..
- Developed standards for classes of vehicles that consider need, efficiency, fuel costs, and longevity of use.
- Prepared and submitted an updated, detailed report w/ recommendations to the County Administrator that evaluates and cost compares the existing automotive fleet. ER&R continues to implement the report recommendations.
- Completed and submitted, to Risk Management, the updated "Statement of Values" for insurance purposes for all buildings, contents, vehicles, and equipment within ER&R's scope of responsibility.
- Prepared and submitted, to risk Management, the applications for new underground fuel storage tank insurance.
- Reacquired, and restored to acceptable working condition, the old Sheriff's animal control vehicle from the Humane Society and purchased a new animal control vehicle as directed.
- Held a surplus auction in September, 2008 and surplused old equipment and vehicles.

## Workload/Performance Indicators:

	2007 Actual	2008 Actual	6/30/09 Actual	2010 Estimate
Vehicles out of service for maintenance	6%	3%	2%	2%
Vehicles out of service awaiting parts	6%	2%	2%	2%
Vehicles overdue for service	7%	7%	7%	7%
Licensed vehicles/equipment count	275	284	249	250
Non-licensed equipment count	279	288	276	276
Total vehicle/equipment count	554	572	525	526

Licensed vehicles include all of the County's rolling stock (automobiles, trucks, trailers, and equipment) that would travel or be used on the public road system. Non-licensed equipment is everything else that is owned by ER&R (i.e., chainsaws, weed eaters, blowers, portable pumps, lighting, generators, dozers, plows, sanders, compressors, etc.).

## Staffing Level:

ER&R currently carries a staff of 10 FTE's and 2 temporary employees. There is 1 ER&R manager, 1 Fleet Maintenance Supervisor, 1 Facilities Maintenance Leadman, 1 Purchasing Agent, 1 Purchasing Aide, 5 full time Mechanics, 1 summer help temporary mechanic aide (not used in 2009), and 1 part time temporary staff assistant/crushing inspector (not used in 2009). ER&R staffing for 2010 is expected to remain the same.

## Operating Budget

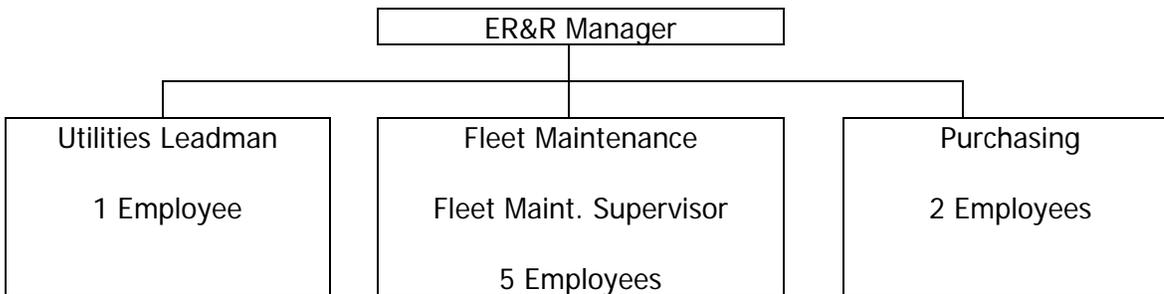
### Revenues:

	2007 Actual	2008 Actual	06/30/09 Actual	2010 Budget
Beginning Fund Balance	1,717,303	2,355,369	2,467,170	2,648,006
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	27,544	50,371	5,608	0
Charges for Goods and Services	380,646	2,801,395	1,321,800	2,787,050
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	2,639,562	1,305	1,396	2,063
Non-revenues	0	0	0	0
Other Financing Sources	243,668	294,388	19,546	80,784
General Tax Support	0	0	0	0
<b>TOTAL</b>	<b>\$5,008,723</b>	<b>\$5,502,827</b>	<b>\$3,815,520</b>	<b>\$5,517,903</b>

## Expenditures:

	2007 Actual	2008 Actual	06/30/09 Actual	2010 Budget
Salaries and Wages	518,650	542,099	286,695	555,979
Personnel Benefits	246,546	188,067	98,622	202,767
Supplies	862,224	1,040,649	392,208	1,355,367
Other Services and Charges	141,422	154,765	83,068	160,328
Intergovernmental Services	111	380	270	380
Interfund Payments for Services	434,904	381,657	183,603	394,101
Capital Outlay	694,106	727,367	256,624	612,871
Ending Fund Balance	2,110,760	2,467,842	2,514,430	2,236,110
<b>TOTAL</b>	<b>\$5,008,723</b>	<b>\$5,502,827</b>	<b>\$3,815,520</b>	<b>\$5,517,903</b>

## Agency Structure:



Plus 2 temporary workers