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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.
- 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 in the 2008 capital outlay schedule.
- Maintain all county owned equipment and facilities in acceptable working order.
- Prepare, initiate, and implement the 2008 Crushed Rock Product, 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 2009 ER&R Budget.
- Prepare, submit, and implement the 2009 "Government Equipment Rental Rates".
- Develop standards for classes of vehicles that consider need, efficiency, fuel costs, and longevity of use.
- Prepare and submit 2008 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.
- Implement all approved recommendations of the "Jones" report. This will include all fleet shuffling, consolidating, and down sizing agreed upon by the various departments.
- Serve on the "Comprehensive County Property Management Committee" which is intended to prepare and implement a workable solution for the acquisition and disposal of County property per applicable RCW's.
- 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.

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- Prepare the applications for new underground fuel storage tank insurance for risk management.
  - Research, plan, and estimate the feasibility of locating a Sheriff's detachment at Lake Creek Shop Site.
  - Surplus old equipment and vehicles.
  - Set Sheriff back up with animal control vehicles.

## **Accomplishments in 2008:**

- Completed 100% of purchases on the 2008 capital outlay schedule.
- Maintained all county owned fleet, equipment, and facilities in acceptable working order.
- Prepared and implemented the Liquid Asphalt, Asphalt Concrete, and 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 considers need, efficiency, fuel costs, and longevity of use.

- Prepared and submitted a detailed report w/ recommendations to the County Administrator that evaluates and cost compares the existing automotive fleet to paying employees mileage. ER&R is currently in the process of implementing the report recommendations.
- ER&R staff is currently serving on the "Comprehensive County Property Management Committee" and is making successful progress on the committee's goals.
- 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 Humaine Society and ordered a new animal control vehicle as directed.
- Held a surplus auction in September, 2008 and surplus old equipment and vehicles.

## Workload/Performance Indicators:

	2006 Actual	2007 Actual	6/30/08 Actual	2009 Estimate
Vehicles out of service for maintenance	6%	6%	3%	3%
Vehicles out of service awaiting parts	6%	6%	2%	2%
Vehicles overdue for service	7%	7%	7%	7%
Licensed vehicles/equipment count	271	275	284	259
Non-licensed equipment count	292	279	288	276
Total vehicle/equipment count	563	554	572	535

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, and 1 part time temporary staff assistant/crushing inspector (not currently filled). ER&R staffing for 2008 is expected to remain the same.

## Operating Budget

### Revenues:

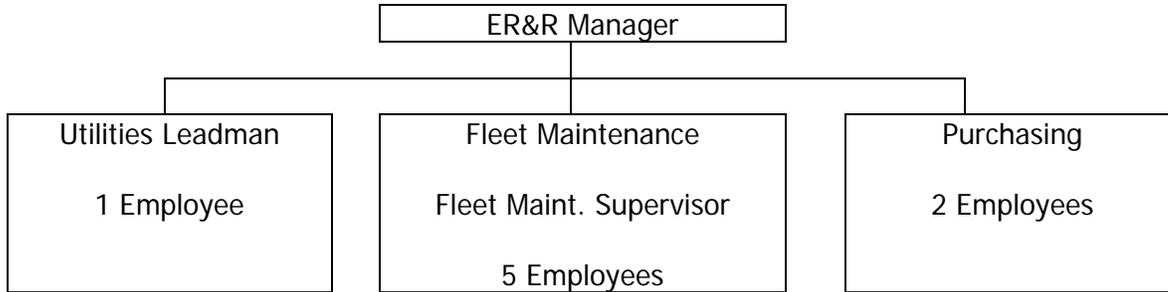
	2006 Actual	2007 Actual	06/30/08 Actual	2009 Budget
Beginning Fund Balance	2,505,579	1,717,303	2,355,369	2,243,401
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	24,831	27,544	17,250	0
Charges for Goods and Services	690,384	380,646	118,310	312,920
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	2,355,564	2,639,562	1,124,439	2,636,729
Non-revenues	0	0	0	119
Other Financing Sources	473,079	243,668	4,622	120,608
General Tax Support	0	0	0	0
<b>TOTAL</b>	<b>\$6,049,437</b>	<b>\$5,008,723</b>	<b>\$3,619,990</b>	<b>\$5,313,777</b>

### Expenditures:

	2006 Actual	2007 Actual	06/30/08 Actual	2009 Budget
Salaries and Wages	453,892	518,650	265,849	647,822
Personnel Benefits	213,334	246,546	91,897	226,737
Supplies	1,198,855	862,224	524,671	1,468,463
Other Services and Charges	150,551	141,422	68,574	210,142
Intergovernmental Services	99	111	36	416
Interfund Payments for Services	366,503	434,904	183,926	420,413
Capital Outlay	1,001,738	694,106	390,416	519,150
Ending Fund Balance	2,664,465	2,110,760	2,094,517	1,820,634
<b>TOTAL</b>	<b>\$6,049,437</b>	<b>\$5,008,723</b>	<b>\$3,619,886</b>	<b>\$5,313,777</b>

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## Agency Structure:



Plus 2 temporary workers