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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 2007 capital outlay schedule.
- Maintain all county owned equipment and facilities in acceptable working order.
- Prepare, initiate, and implement the 2007 Crushing, Liquid Asphalt, and Asphalt Concrete contracts.
- Partially complete updating Morse Creek 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).
- Repair fire damaged truck shed at the Port Angeles Road Maintenance Facility.
- Prepare, submit, and implement 2008 ER&R Budget.
- Prepare, submit, and implement the 2008 "Government Equipment Rental Rates".
- Develop standards for classes of vehicles that consider need, efficiency, fuel costs, and longevity of use.
- Prepare and submit 2007 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.
- Write and successfully implement a county fuel contract.
- Prepare a detailed report w/ recommendations to be submitted to the County Administrator that evaluates and cost compares the existing automotive fleet to paying employees mileage.
- 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.
- Prepare the applications for new underground fuel storage tank insurance for risk management.

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## **Accomplishments in 2007:**

- Completed 100% of purchases on the 2007 capital outlay schedule.
- Maintained all county fleet, equipment, and facilities.
- 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).
- 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 2007 budget.
- Prepared, submitted, approved, and adopted 2007 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..
- Completed all repairs to the Port Angeles Road Maintenance Facility truck shed (damaged by fire), successfully resolved, and closed the associated insurance claim.
- 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.
- Successfully linked the ER&R computer system, located at the Port Angeles Road Maintenance Facility, to the Public Works Department accounting system located at the County Courthouse.
- Hired a new mechanic for the District #3 "Lake Creek" Road Maintenance Facility.

## Workload/Performance Indicators:

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
Vehicle out of service for maintenance	6%	6%	6%	6%
Vehicle out of service awaiting parts	6%	6%	6%	6%
Vehicle overdue for service	7%	7%	7%	7%
Licensed vehicles/equipment count	256	271	257	262
Non-licensed equipment count	277	292	285	275
Total vehicle/equipment count	533	563	542	537

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). Staffing for 2008 is expected to remain the same.

## Operating Budget

### Revenues:

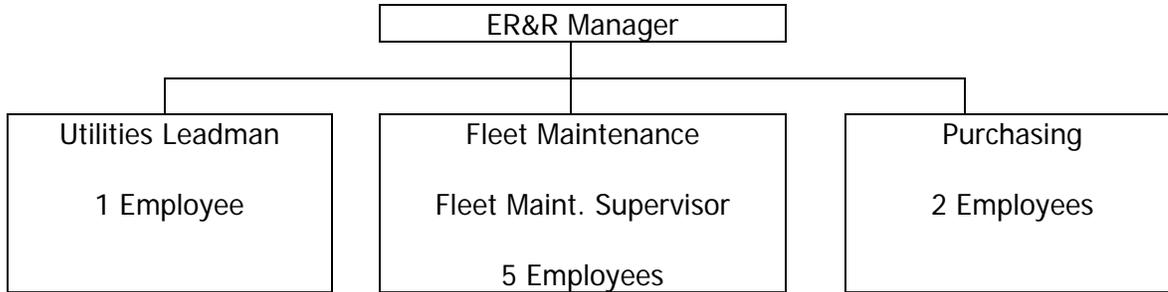
	2005 Actual	2006 Actual	06/30/07 Actual	2008 Budget
Beginning Fund Balance	1,919,401	2,505,579	2,914,955	3,147,399
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	22,205	24,831	15,297	0
Charges for Goods and Services	409,168	690,384	76,946	451,320
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	2,045,726	2,355,564	1,236,605	2,545,181
Non-revenues	500	0	0	407
Other Financing Sources	6,028	473,079	76,140	146,108
General Tax Support	0	0	0	0
<b>TOTAL</b>	<b>\$4,403,028</b>	<b>\$6,049,437</b>	<b>\$4,319,943</b>	<b>\$6,290,415</b>

### Expenditures:

	2005 Actual	2006 Actual	06/30/07 Actual	2008 Budget
Salaries and Wages	457,743	453,892	280,403	591,171
Personnel Benefits	224,012	213,334	123,010	201,589
Supplies	873,342	1,198,855	429,812	1,184,877
Other Services and Charges	121,756	150,551	63,192	150,315
Intergovernmental Services	101	99	38	702
Interfund Payments for Services	345,985	366,503	188,186	398,068
Capital Outlay	504,554	1,001,738	195,719	702,662
Ending Fund Balance	1,875,535	2,664,465	3,039,583	3,061,031
<b>TOTAL</b>	<b>\$4,403,028</b>	<b>\$6,049,437</b>	<b>\$4,319,943</b>	<b>\$6,290,415</b>

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## Agency Structure:



Plus 2 temporary workers