

TO: Rusty Jebbia, Public Works Director

FROM: Anthony Peace, Central Garage Supervisor and Fleet Manager

DATE: 01/22/14

RE: 2014-2015

I am pleased to report to you our list of accomplishments for the past year and our goals and objectives for the upcoming fiscal year. Over the past year we have:

1. Promoted Vehicle Maintenance Equipment Mechanic Mark Marshall to the position of Senior Equipment Mechanic. Mark is an exceptional employee and works out of our newly completed body shop facility.
2. Promoted Vehicle Maintenance Worker Garrett Hicks to the position of Equipment Mechanic.
3. Hired a Vehicle Maintenance Worker, filled by employee Joshua Covington. This position was created and filled to help with the extra work load from the addition of the Water Pollution Control Divisions fleet of vehicles.
4. With your approval and help we were able to bring our Senior Mechanics pay ranges up to the same level as the WWTP Fleet Mechanic and the Fire Mechanic. This move has boosted the morale of our Senior Equipment Mechanics, knowing that there now is parity in those pay ranges.
5. As of June 1st raised the Ohio County Commissions labor rate from \$16.29 to \$31.00 per hour to help pay for the Vehicle Maintenance Workers salary. Since June 1st we have billed the Ohio County Commission over \$27,510.00. The Vehicle Maintenance Workers salary is \$25,607, so we are already there and still have almost five more months to go until the end of the fiscal year. Our in house labor rate has been raised from \$16.29 to \$25.00 per hour as well.
6. The completion of the Central Garage Body Shop facility adjacent to our main shop. This facility took several years to complete from its infancy to full completion this spring. It's a tremendous asset to our shop, providing additional work bays, keeping the sanding dust and fumes away from fellow shop employees.
7. Entered into an agreement in June with the City's Water Pollution Control Division to service and maintain their fleet of vehicles. This has been quite a challenge for us due to the age, condition and lack of proper maintenance of these units. I have also been committed to updating and upgrading their fleet data base, which was not reliable and up to date. We are servicing each unit with all new fluids, filters and fixing any immediate safety issues. We are

now taking care of non-safety related issues and assessing the fleet for further repair and replacement. Our men have been doing an awesome job at keeping these vehicles on the road.

8. With your help purchased and refurbished thirteen used state road trucks, suvs and even a Lorraine 7 ½ ton crane. These purchases are very wise with the cost of new units being so high. We typically can get five to seven years of service life out of these vehicles, saving the city taxpayers thousands of dollars in new vehicle purchases. It just makes good sense to do so, and we appreciate the administration's support in those purchases as well.
9. Entered into a partnership with the fire department to share the cost of upgrading our electronic diagnostic equipment. Our vehicle scanner was about two years away from being obsolete; (thanks to ever changing technology!) We took advantage of trading in our older unit towards the purchase of new equipment. We were able to acquire the heavy truck diagnostic equipment with web based tech support as well. These units are Windows based and have wireless capability. They are able to go directly to the website for troubleshooting advice and fix- it information. This cuts diagnostic time in half and allows the mechanics to get the job done and out the door in a more efficient and effective manner.
10. Sent four of our mechanics to a three day, all day HANDS- ON TRAINING "Troubleshooting Hydraulics" class in Pittsburgh, PA. These classes proved to be very helpful in hydraulic troubleshooting and diagnostics. These hands –on classes also allowed teams of mechanics to design build and troubleshoot their own hydraulic systems.
11. Changed our gas and welding supplier from Matheson to the James C. Dawes Company. This move has saved us annually over \$2826.00 in tank rental alone. Additional savings can be found from less expensive gas and product prices as well.
12. Located and coordinated the purchase of a good used 2009 Elgin Pelican N.P. Street sweeper with only 230 hours of usage. This unit is in like new condition and saved us around \$58,000.00 in new equipment purchases. We were able to polish up and sell the old vac sweeper from Martins Ferry for \$18,000.00. The money generated from this sale will be used towards the newer sweeper purchase.
13. To organize and coordinate the city's surplus equipment auction either late spring or early summer. We are currently stock piling equipment for what I believe will be our biggest auction yet! We are going to strive for a goal of over \$100,000 in sales.

Concerning the budget, we are requesting:

1. An increase of \$30,000.00 in our new replacement parts line item#001.4754.30.3123, due to the higher cost associated with vehicle replacement parts. Over the past year we have experienced an increase of vehicle replacement parts due to a growing and aging fleet.
2. An increase of \$10,000.00 in the gas, oil and diesel fuel line item#001.4754.30.3124, due to the continually increasing higher cost of all petroleum products.
3. A \$2,000.00 increase in our tools and shop supplies, due to the addition of body shop facility
4. A \$1,000.00 increase in our safety expense line item#001.4754.30.3264. With our new safety director in place, it is important that we have enough resources to purchase safety equipment and safety training.

Our goals and objectives for the upcoming fiscal year are as follows:

1. To start engine oil analysis program with Shaffer Specialized Lubricants Company. This will enable us to monitor engine oil life with real world testing by an independent lab. Our goal is to lengthen the oil change periods, using this analysis program as our guide line. We are going to try this program on our three main line refuge trucks, since they are considered severe duty service. If we could extend oil life a couple of months or a few hundred hours, we have the potential to save thousands of dollars in product and in manpower. Shaffer Specialized Lubricants has been around since 1839, are very professional and employ people from the Ohio Valley.
2. To organize the priming and painting of our storage units out back
3. To organize and oversee the repair of our "multipurpose area" right next to the body shop. This facility has been in need of repair including a new roof for years. It will be used as a designated sandblasting area for the body shop and an additional parking place for one of our service trucks.
4. To purchase an Atlas MC36K mobile column lift, (please review attachment). This lift could be used in the main shop and in our body shop as well. These mobile units do not have to be bolted down to the floor; can even be used outside and in other open areas in the shop. Most of our shop hoists are over twenty years old and could go down for repair or replacement at any time, as our newest one did last month.
5. With your help acquire the shop equipment from the Water Pollution Divisions old repair shop. This equipment will be better used in our shop since we are maintaining their fleet now.

6. To meet with the administration to see if we could utilize the old gas house out front to store the police motorcycles. This facility has recently had a new roof installed and still has electricity in it. The building could be cleaned out, a double steel door installed and the wall taken out separating the bathroom area. I believe this would be a low cost solution to a high cost problem. I believe that the Recreation department has some things stored out there that could probably be moved to the upstairs storage area, or the basement of the Operations Center. These motorcycles are not meant to be stored outdoors and will deteriorate quickly if a solution is not found soon.
7. Equipment wise the Operations Department desperately needs three small one ton four wheel drive dump trucks. We have over the years upgraded the four wheel drive single rear wheel units with the oldest one of those already ten years old. Our oldest dump truck is twenty four years old and the others are almost as old. It would also be nice to purchase a good used Loader from the state road since we are down to two units; the oldest of those are a 1991 and 1999 models respectively.
8. To continue to provide the best and efficient service to all the departments, municipalities and taxpayers that we serve.

Included is a copy our vehicle history report of all the work performed by our shop for the 2013 calendar year.

We would appreciate your consideration regarding our capital outlay and budget requests.

Sincerely,



Anthony Peace

TO: Rusty Jebbia, Public Works Director
FROM: Anthony Peace, Vehicle Maintenance Supervisor and Fleet Manager
Date: 01/22/14
RE: 2013 Annual Report, Central Garage

From January 01, 2013 to December 31, 2013 the Vehicle Maintenance Department performed:

1. 9 Air bag system repairs
2. 90 Air conditioning repairs
3. 17 Air dryer repairs
4. 22 Alternators installed
5. 503 Auto body repairs
6. 72 Batteries installed
7. 97 Batteries charged
8. 502 Brake checks and repairs
9. 77 Charging system repairs
10. 256 Cooling system services and repairs
11. 88 Drive line repairs
12. 484 Electrical repairs
13. 284 Engine and emissions repairs
14. 35 Exhaust system repairs
15. 8 Fire extinguishers
16. 44 Fluid checks
17. 4 Frame repairs
18. 179 Fuel system services or repairs
19. 23 G.P.S. units installed or repaired
20. 21 Heater system repairs
21. 79 Hydraulic system repairs
22. 244 State inspections
23. 127 Jump starts
24. 761 Grease jobs and oil changes
25. 13 Mower repairs
26. 5 Power take off repairs
27. 0 Safety triangles installed
28. 36 Sanitation packer body welding repairs
29. 5 Seat belts installed
30. 3 Snow plow repair
31. 25 Starters installed
32. 168 Steering repairs

- 33. 53 Suspension repairs
- 34. 23 Sweeper winter services and repairs
- 35. 386 Tire changes, rotations and repairs
- 36. 164 Transmission services and repairs
- 37. 2 Sweeper water spray system repairs
- 38. 1 Pair of wheel chocks installed
- 39. 130 Windshield wipers and repairs

Total of 5040 repairs and services performed.

Sincerely,



Anthony Peace

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2014 - 2015**

Department/Division: Central Garage

Department/Division Head: Anthony Peace

| Line Item (Number & Title) | Budget Current Year | Proposed Base | New Projects & Capital Outlay | Budget Request | Increases (Decreases) | Approved by City Manager |
|---|------------------------|----------------------|----------------------------------|-------------------|--------------------------|-----------------------------|
| 4754-10-1214 Vehicle Maint. Shop Foreman | (1) \$ 40,582.00 | (1) \$ 40,582.00 | | \$ 40,582.00 | | |
| 4754-10-1215 Vehicle Maint. Supervisor | (1) \$ 44,895.00 | (1) \$ 44,895.00 | | \$ 44,895.00 | | |
| 4754-10-1280 Certification Pay | \$ 8,500.00 | \$ 8,500.00 | | \$ 8,500.00 | | |
| 4754-10-1400 Senior Equip. Mechanic | (5) \$ 190,590.00 | (5) \$ 190,590.00 | | \$ 190,590.00 | | |
| 4754-10-1401 Vehicle Maint Worker | (1) \$ 25,607.00 | (1) \$ 25,607.00 | | \$ 25,607.00 | | |
| 4754-10-1402 Equip. Mechanic | (2) \$ 62,454.00 | (2) \$ 62,454.00 | | \$ 62,454.00 | | |
| 4754-10-1523 Attnd. Bonus | \$ 6,200.00 | \$ 6,200.00 | | \$ 6,200.00 | | |
| 4754-10-1903 Overtime | \$ 6,570.00 | \$ 6,570.00 | | \$ 6,570.00 | | |
| 4754-10-1904 Temp Salaries | 0 | 0 | | 0 | | |
| 4754-10-1905 Longevity | \$ 9,060.00 | \$ 9,060.00 | | \$ 9,060.00 | | |
| 4754-10-1920 Eye-Dental-Life Ins. | \$ 6,264.00 | \$ 6,264.00 | | \$ 6,264.00 | | |

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2014 - 2015**

Department/Division: Central Garage Department/Division Head: Anthony Peace

| Line Item (Number & Title) | Budget Current Year | Proposed Base | New Projects & Capital Outlay | Budget Request | Increases (Decreases) | Approved by City Manager |
|--|------------------------|------------------|----------------------------------|-------------------|--------------------------|-----------------------------|
| 4754-10-1921 Hospitalization Ins | \$ 82,352.00 | \$ 82,352.00 | | \$ 82,352.00 | | |
| 4754-10-1924 Medicare Contributions | \$ 5,106.00 | \$ 5,106.00 | | \$ 5,106.00 | | |
| 4754-20-2134 Bond Insurance | \$ 15,615.00 | \$ 15,615.00 | | \$ 15,615.00 | | |
| 4754-20-2155 Radio Repair | \$ 6,000.00 | \$ 6,000.00 | | \$ 6,000.00 | | |
| 4754-20-2167 Utilities | \$ 9,000.00 | \$ 9,000.00 | | \$ 9,000.00 | | |
| 4754-20-2171 Workers Compensation | \$ 5,800.00 | \$ 5,800.00 | | \$ 5,800.00 | | |
| 4754-20-2173 Telephone Charges | \$ 200.00 | \$ 200.00 | | \$ 200.00 | | |
| 4754-20-3248 Training-Education Seminar | \$ 2,500.00 | \$ 2,500.00 | | \$ 2,500.00 | | |
| 4754-30-2165 Uniform Service | \$ 3,000.00 | \$ 3,000.00 | | \$ 3,000.00 | | |
| 4754-30-3123 Automobile/New Replace Parts | \$ 210,000.00 | \$210,000.00 | | \$ 240,000.00 | + 30,000.00 | |
| 4754-30-3124 Gas-Oil-Diesel | \$ 62,000.00 | \$ 62,000.00 | | \$ 72,000.00 | + 10,000.00 | |

**CITY OF WHEELING
DEPARTMENTAL BUDGET REQUEST
FISCAL YEAR 2014 - 2015**

Department/Division: Central Garage Department/Division Head: Anthony Peace

| Line Item (Number & Title) | Budget Current Year | Proposed Base | New Projects & Capital Outlay | Budget Request | Increases (Decreases) | Approved by City Manager |
|--|------------------------|------------------|----------------------------------|-------------------|--------------------------|-----------------------------|
| 4754-30-3135 Office Supplies | \$ 1,500.00 | \$ 1,500.00 | | \$ 1,500.00 | | |
| 4754-30-3177 Tools/Shop Supplies | \$ 7,000.00 | \$ 7,000.00 | | \$ 9,000.00 | + 2,000.00 | |
| 4754-30-3187 WV Inspection Stickers | \$ 400.00 | \$ 400.00 | | \$ 400.00 | | |
| 4754-30-3263 Comm. Driv. License | \$ 200.00 | \$ 200.00 | | \$ 200.00 | | |
| 4754-30-3264 Safety Expense | \$ 1,000.00 | \$ 1,000.00 | D | \$ 2,000.00 | + 1,000.00 | |
| | | | | | | |
| | | | | | | |
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**CITY OF WHEELING
CAPITAL OUTLAY SCHEDULE
FISCAL YEAR 2014 - 2015**

Department: Central Garage
Division: Public Works
Fund:

| Description | No. of Units | Unit Cost | Total Cost | Trade In Value | Net Cost | Priority | Justification/Explanation |
|--|--------------|---------------------|---------------------|----------------|---------------------|----------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 1. Atlas MC36K - kit mobile column lift system (see attached literature) | 1 | \$ 18,570.00 | \$ 18,570.00 | N/A | \$ 18,570.00 | 1 | See transmittal letter for justification/explanation |
| | | | | | | | |
| | | | | | | | |
| Total | 1 | \$ 18,570.00 | \$ 18,570.00 | N/A | \$ 18,570.00 | | |



Kyle Hewitt
auto.com

412-304-7442

Kyle.hewitt@advance-

Tony,

Here is some information on the Atlas MC36K-KIT column lift.

The selling price for this unit is \$17,995.00 with shipping cost of \$575 to your shop. The unit comes with the following features:

Features

- ☑ (4) Atlas MC9000 Mobile Columns (36,000 LBS. Total Capacity)
- ☑ (4) 16,500 LB. Tripod Stands
- ☑ (4) 35" to 31.5" Wheel Diameter Fork Reducers
- ☑ (4) 31.5" to 27.5" Wheel Diameter Fork Reducers
- ☑ (4) 27.5" to 19.5" Wheel Diameter Fork Reducers

OPERATING FEATURES:

- Simultaneous operation of all columns.
- 220 volt/60hz, 3 phase.
- Electronic system ensuring synchronization of all columns.
- Safety stops in case of malfunction.
- Electronic device checks the correct main supply phase sequence.
- Low voltage controls (24 V) on the main column with dead-man push buttons.
- Screws are automatically lubricated by felt pads supplied by a permanent oil reservoir which guarantees lubrication during movement. A series of runners (10 per carriage), manufactured in Ertalon, with low friction coefficient and excellent resistance to wear, guarantee a balanced lifting of the vehicle in any position.

The Atlas MC-36K mobile column lift system is the perfect choice for those repair facilities that need to service larger trucks, but cannot dedicate the floor space to an oversized four post lift.

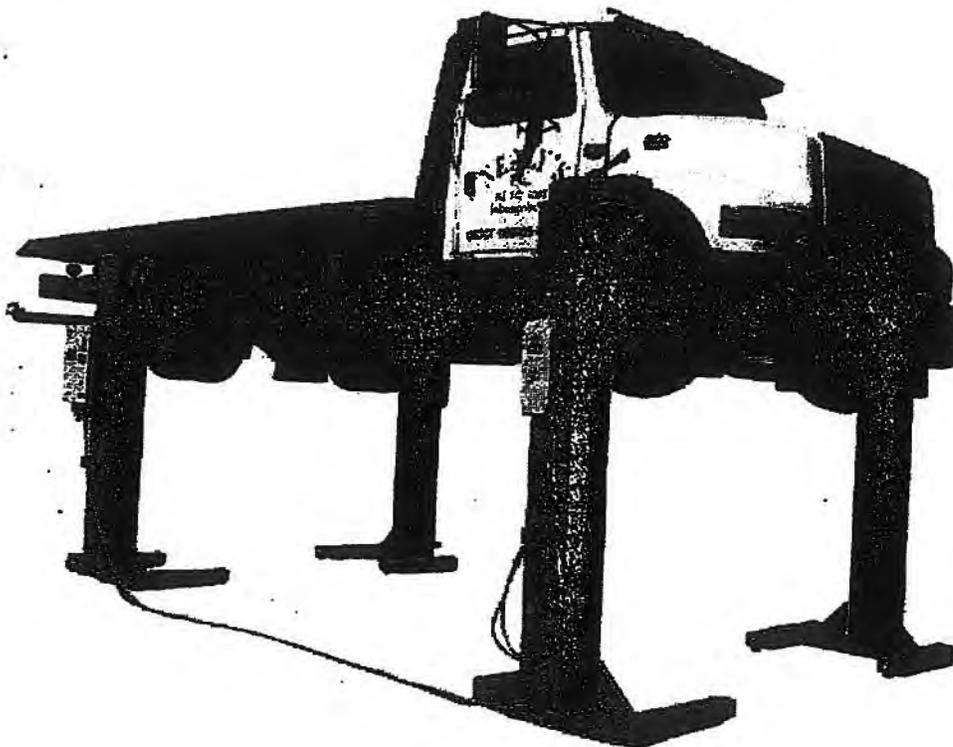
The Atlas MC-36K mobile column lift system includes 4 (9,000 lb. capacity each) mobile columns, three sets of wheel diameter fork reducers and four (16,500 lb. capacity) tripod axle stands.

The system makes it easy to lift just about any vehicle (passenger cars up to large semi trucks) to perform under the vehicle inspection and make repairs. The tripod axle stands support the vehicle and allow the technician to perform wheel service when the mobile columns are removed.

The main control panel is located on the master column. The slave columns have secondary control panels that mimic the main control panel and also have emergency stop buttons. These columns may be used on any level concrete surface. (Six inches minimum) The extra large column base provides maximum stability. Each column can be easily moved with the included dolly system.

Rolled steel screw spindles with bronze main and safety nuts provide a positive lifting mechanism. The screws are automatically lubricated by felt pads attached to an integral oil reservoir. The carriages move on a series of extruded nylon runners which have a very low friction coefficient and provide excellent resistance to wear. These runners (made from Ertalon ®) guarantee balanced lifting of the vehicle.

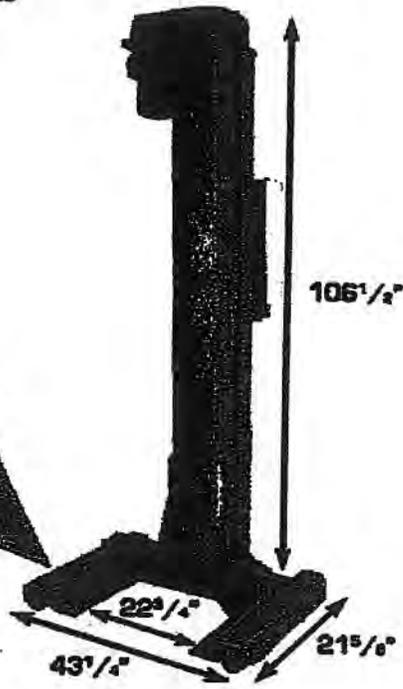
The sophisticated electronic system ensures positive synchronization of all columns. Electronic sensors monitor the main power supply and automatically stop operation in the event of an electrical power failure or if the carriages are not lifting simultaneously.



**Atlas 38,000 lb. Mobile
Column Lift System**

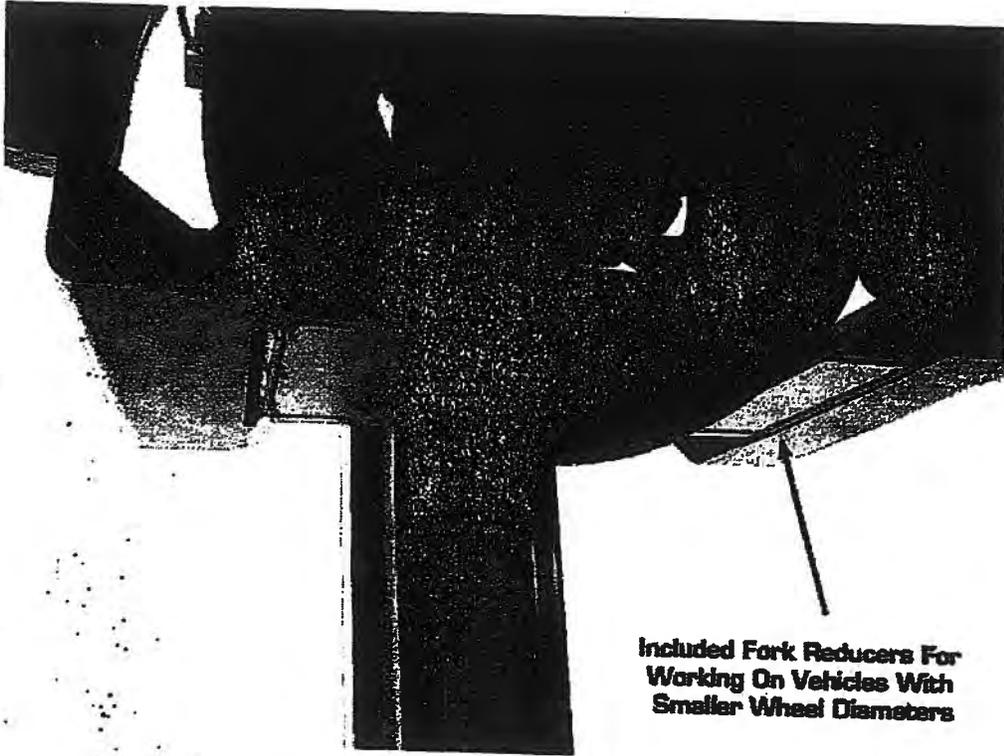
**8000 lb. Capacity
Per Column**

**Fork Reducers
Included**

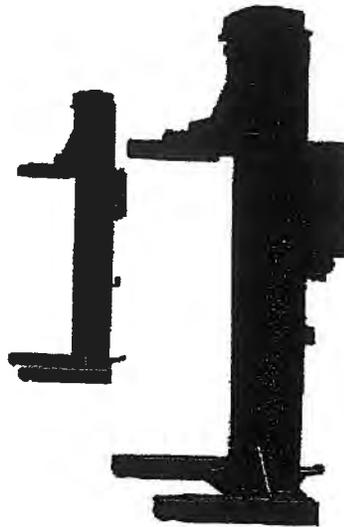
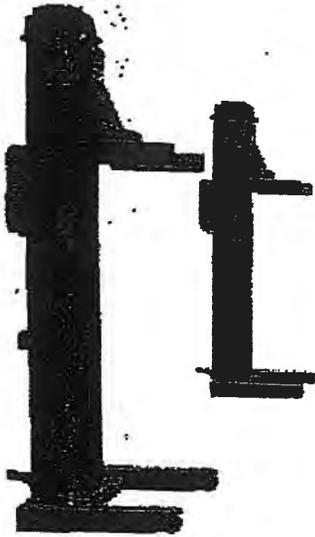


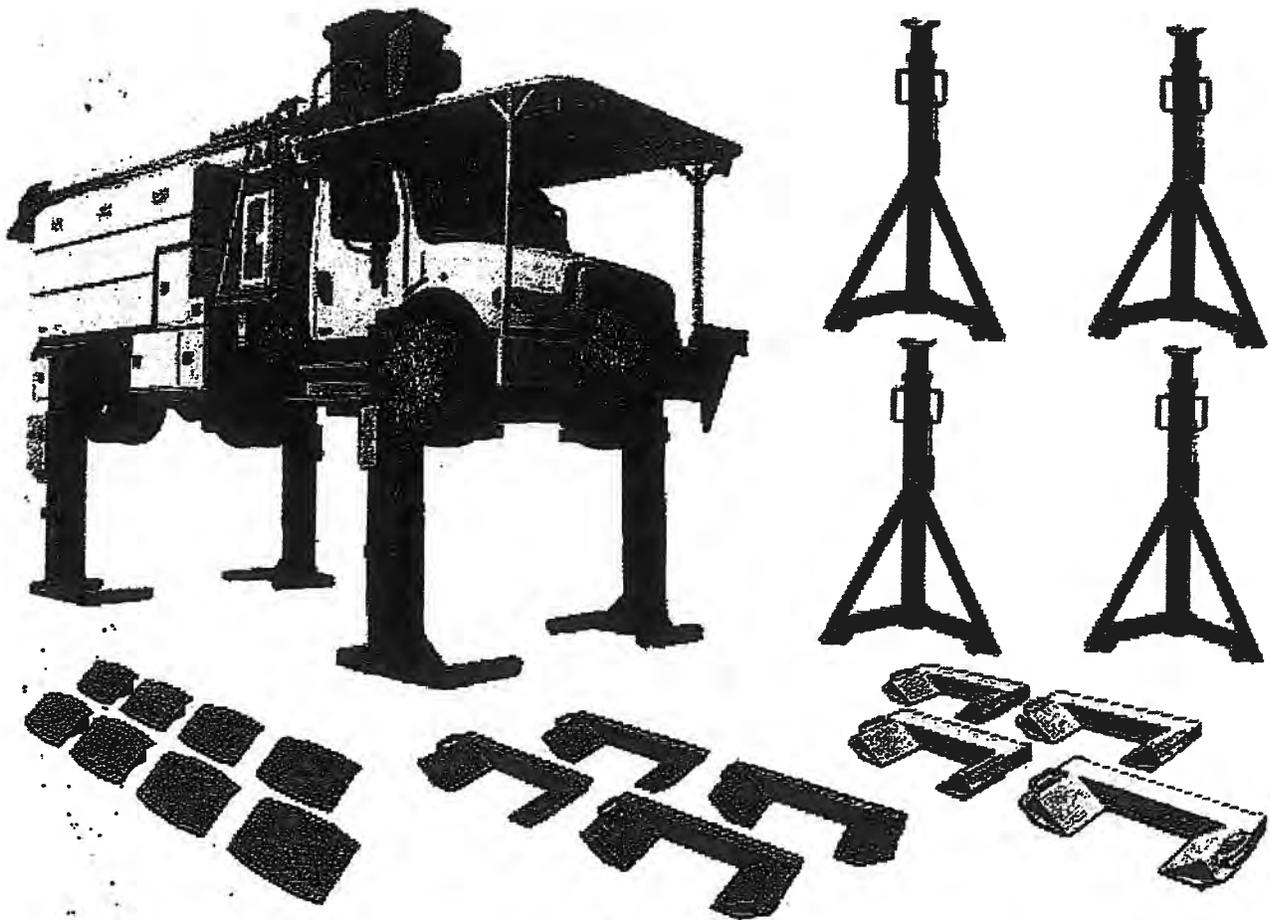
**Included Dolly Makes It Easy To
Move Your Lift Columns Into Place**





**Included Fork Reducers For
Working On Vehicles With
Smaller Wheel Diameters**





Thanks for your interest,

Kyle Hewitt

Commercial Account Manager

412-304-7442