

**CITY OF SARASOTA, FLORIDA
PUBLIC WORKS EQUIPMENT MAINTENANCE**

	Actual 2001-02	Budget 2002-03	Amended Budget 2002-03	Estimated 2002-03	Budget 2003-04
Available Fund Balance	\$ 86,318	\$ 89,727	\$ 179,852	\$ 179,852	\$ 155,245
<u>Revenues</u>					
Gasoline Sales	366,437	401,000	401,000	390,000	408,000
Diesel Sales	131,130	140,196	140,196	148,000	145,500
Oil Sales	21,182	19,450	19,450	19,450	19,550
Repairs Car\Light Truck	81,266	73,100	73,100	75,100	79,150
Repairs Solid Waste Equipment	229,032	258,600	258,600	246,600	269,500
Other Repairs	29,862	25,300	25,300	30,900	29,200
Repairs Heavy Equipment	81,361	92,800	92,800	92,800	99,100
Investment income	4,838	4,000	4,000	4,000	4,000
Miscellaneous	236	-	-	-	-
Total Revenues	945,344	1,014,446	1,014,446	1,006,850	1,054,000
Estimated Funds Available	1,031,662	1,104,173	1,194,298	1,186,702	1,209,245
<u>Expenditures</u>					
Personnel	307,592	419,536	419,589	405,864	430,821
Operating	122,468	161,007	161,331	141,457	152,234
Merchandise for Resale	410,529	440,000	440,000	440,000	455,000
Capital	11,221	12,000	22,126	44,136	65,000
Total Expenditures	851,810	1,032,543	1,043,046	1,031,457	1,103,055
Projected Ending Balance	\$ 179,852	\$ 71,630	\$ 151,252	\$ 155,245	\$ 106,190

PUBLIC WORKS EQUIPMENT MAINTENANCE

Mission Statement

To provide vehicle and equipment maintenance and repairs to all City vehicles and equipment excluding that of the Public Safety Department in an efficient and financially responsible manner so that departments can effectively provide services.

Description of Operations

The Equipment Maintenance Division of the Public Works Department provides efficient, safe and financially responsible maintenance and repairs for City solid waste equipment, construction equipment, utility vehicles, pick up trucks and passenger cars, exclusive of Public Safety vehicles. Services include 24 hour fully automated fueling facility, scheduling and performing preventative maintenance, emergency roadside assistance, bidding and scheduling contracted repairs, scheduling warranty repairs and maintaining vehicle and parts inventories. This years budget includes a \$5.00/hour increase in the labor rate that changes the rate to \$60.00 per hour in order to offset increased fixed cost such as medical and other insurance cost along with the cost to replace the buildings roof.

Goal - Responsible City Government

Provide a 24-hour fully automated fueling facility at Public Works that meets all Federal, State and County permitting requirements.

Objectives

To furnish 24 hour service for diesel, gasoline, motor oil, water and air.

To complete yearly compliance inspection for all Federal, State and County permitting requirements.

To provide fuel 3% below the average retail sales price.

Performance Measures

Description	Unit	FY2001	FY 2002	FY 2003	FY 2004
Output Measure					
Diesel fuel sold in gallons	Number	104,000	100,500	104,000	104,000
Unleaded fuel sold in gallons	Number	260,500	268,200	260,500	260,500
Effectiveness Measure					
Fuel cost below average retail sale	Percent	4.7	7.5	3	3
Enforcement actions for fuel permit	Number	0	0	0	0

Goal - Responsible City Government

Provide preventative maintenance (PM) for city vehicles and equipment, exclusive of Public Safety vehicles.

Objectives

To provide preventative maintenance for solid waste vehicles, heavy equipment, automobiles and pickups compatible to manufacturer's recommendations.

To initiate daily vehicle service requests.

To recommend replacement of vehicles and equipment at the end of their economic life.

To furnish a 5 year capital equipment replacement plan.

To provide a yearly preventative maintenance cost report for each vehicle including a fluids, parts, and warranty services inventory.

To schedule and coordinate specialized contract repairs provided by outside vendors when necessary.

To bid oil changes at 5% below retail cost.

PUBLIC WORKS EQUIPMENT MAINTENANCE

Performance Measures

Description	Unit	FY2001	FY 2002	FY 2003	FY 2004
Output Measure					
Vehicles/Equip in PM program	Number	302	294	300	300
Effectiveness Measure					
Oil change bid below retail	Percent	5	5	5	5
Efficiency Measure					
Vehicles maintained / certified mechanic	Number	50	49	50	50

Goal - Responsible City Government

Provide repair for City vehicles and equipment, exclusive of public safety vehicles, in a cost effective manner.

Objectives

- To provide quick computerized diagnosis of vehicle maintenance needs.
- To schedule and coordinate specialized warranty and contract repairs with outside vendors.
- To maintain an effective parts inventory for routine repairs.
- To maintain employee productivity rate.
- To ensure safe working conditions.
- To ensure 95 % of fleet is usable at all times.

Performance Measures

Description	Unit	FY2001	FY 2002	FY 2003	FY 2004
Output Measure					
Non-scheduled repairs	Number	2,491	3,230	3,164	3,000
Effectiveness Measure					
Fleet availability	Percent	n/a	95	95	95
Repair comebacks vs. repairs	Percent	n/a	n/a	7	7

Cost Center Expenditures By Category

	FY 2002 Actual	FY 2003 Budget	FY 2004 Continuation	FY 2004 Issues	FY 2004 Totals
Personal Expenditures	307,594	419,536	430,821	0	430,821
Non Personal Expenditures	532,996	601,007	607,234	0	607,234
Capital Expenditures	11,221	12,000	65,000	0	65,000
Totals	\$851,811	\$1,032,543	\$1,103,055	\$0	\$1,103,055

Personnel Summary

Actual Positions	8.00	8.00	0.00	8.00
------------------	------	------	------	------

PUBLIC WORKS EQUIPMENT MAINTENANCE

Revenue Summary

	Total
INTEREST	4,000
INTRAGOVERNMENTAL SERVICES	1,050,000
	<u>\$1,054,000</u>