

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

	Actual 2002-03	Budget 2003-04	Amended Budget 2003-04	Estimated 2003-04	Budget 2004-05
Available Fund Balance	\$ 179,852	\$ 155,245	\$ 132,077	\$ 132,077	\$ 75,198
<u>Revenues</u>					
Gasoline Sales	439,389	408,000	408,000	494,560	500,180
Diesel Sales	152,743	145,500	145,500	156,800	159,740
Oil Sales	21,820	19,550	19,550	19,550	20,100
Repairs Car\Light Truck	80,230	79,150	79,150	94,700	103,565
Repairs Solid Waste Equipment	237,664	269,500	269,500	269,500	306,800
Other Repairs	26,462	29,200	29,200	27,200	32,500
Repairs Heavy Equipment	98,403	99,100	99,100	103,500	127,300
Investment income	3,341	4,000	4,000	4,000	3,000
Miscellaneous	115	-	-	-	-
Total Revenues	<u>1,060,167</u>	<u>1,054,000</u>	<u>1,054,000</u>	<u>1,169,810</u>	<u>1,253,185</u>
Estimated Funds Available	<u>1,240,019</u>	<u>1,209,245</u>	<u>1,186,077</u>	<u>1,301,887</u>	<u>1,328,383</u>
<u>Expenditures</u>					
Personnel	435,273	430,821	430,821	433,321	459,784
Operating	130,449	152,234	152,594	140,419	147,820
Merchandise for Resale	514,269	455,000	455,897	569,813	573,300
Capital	30,546	65,000	79,112	83,136	38,000
Total Expenditures	<u>1,110,537</u>	<u>1,103,055</u>	<u>1,118,424</u>	<u>1,226,689</u>	<u>1,218,904</u>
Projected Ending Balance	129,482	<u>\$ 106,190</u>	<u>\$ 67,653</u>	<u>\$ 75,198</u>	<u>\$ 109,479</u>
Fund Balance Adjustment	<u>2,595</u>				
	<u>\$ 132,077</u>				

# 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.

### Strategic Concern - Operational Focus

#### Strategy

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

#### Task

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.

Description	Unit	FY2002	FY2003	FY2004	FY2005
<b>Output Measure</b>					
Diesel fuel sold in gallons	Number	100,500	97,214	98,000	98,000
Unleaded fuel sold in gallons	Number	268,200	277,543	281,000	281,000
<b>Effectiveness Measure</b>					
Fuel cost below average retail sale	Percent	7.5	7.0	3.0	3.0
Enforcement actions for fuel permit	Number	0	0	0	0

### Strategic Concern - Operational Focus

#### Strategy

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

#### Task

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.

Description	Unit	FY2002	FY2003	FY2004	FY2005
<b>Output Measure</b>					
Vehicles/Equip in PM program	Number	294	277	280	280
<b>Effectiveness Measure</b>					
Oil change bid below retail	Percent	5	5	5	7
<b>Efficiency Measure</b>					
Vehicles maintained / certified mechanic	Number	49	46	46	46

### Strategic Concern - Operational Focus

#### Strategy

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

## PUBLIC WORKS EQUIPMENT MAINTENANCE

### Task

- 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.

Description	Unit	FY2002	FY2003	FY2004	FY2005
<b>Output Measure</b>					
Non-scheduled repairs	Number	3,230	3,185	3,200	3,000
<b>Effectiveness Measure</b>					
Fleet availability	Percent	95	95	95	99
Repair comebacks vs. repairs	Percent	n/a	7	7	3

### Cost Center Expenditures By Category

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
Personal Expenditures	435,272	430,821	459,784	0	459,784
Non Personal Expenditures	644,131	607,234	720,521	0	720,521
Capital Expenditures	30,546	65,000	38,000	0	38,000
Transfer Expenditures	586	0	599	0	599
Totals	\$1,110,535	\$1,103,055	\$1,218,904	\$0	\$1,218,904

### Personnel Summary

Actual Positions	8.00	8.00	0.00	8.00
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### Revenue Summary

	FY 2003 Actual	FY 2004 Budget	FY 2005 Continuation	FY 2005 Issues	FY 2005 Totals
INTEREST	3,341	4,000	3,000	0	3,000
OTHER MISCELLANEOUS REVENUES	115	0	0	0	0
INTRAGOVERNMENTAL SERVICES	1,056,711	1,050,000	1,250,185	0	1,250,185
	\$1,060,167	\$1,054,000	\$1,253,185	\$0	\$1,253,185