

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

	Actual 2003-04	Budget 2004-05	Amended Budget 2004-05	Estimated 2004-05	Budget 2005-06
Available Fund Balance	\$ 132,077	\$ 75,198	\$ 208,920	\$ 208,920	\$ 138,298
<u>Revenues</u>					
Gasoline Sales	522,329	500,180	500,180	599,000	570,430
Diesel Sales	154,126	159,740	159,740	212,920	202,860
Oil Sales	20,953	20,100	20,100	21,300	20,600
Repairs Car\Light Truck	113,474	103,565	103,565	112,000	140,475
Repairs Solid Waste Equipment	251,820	306,800	306,800	247,000	317,250
Other Repairs	43,605	32,500	32,500	55,600	56,900
Repairs Heavy Equipment	107,960	127,300	127,300	120,000	151,050
Investment income	2,253	3,000	3,000	282	3,000
Loan Proceeds	-	-	-	-	350,000
Interfund transfer	66,000	-	-	-	-
Total Revenues	1,282,520	1,253,185	1,253,185	1,368,102	1,812,565
Estimated Funds Available	1,414,597	1,328,383	1,462,105	1,577,022	1,950,863
<u>Expenditures</u>					
Personnel	436,686	459,784	459,784	455,635	523,145
Operating	126,856	147,820	149,539	150,089	199,176
Merchandise for Resale	607,585	573,300	573,300	725,000	675,800
Capital	34,550	38,000	108,000	108,000	435,000
Total Expenditures	1,205,677	1,218,904	1,290,623	1,438,724	1,833,121
Projected Ending Balance	\$ 208,920	\$ 109,479	\$ 171,482	\$ 138,298	\$ 117,742

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.

The 2005/06 Budget includes an increase in labor rates from \$60.00 per hour to \$75.00 per hour.

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	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Diesel fuel sold in gallons	Number	97,214	89,854	98,000	98,000
Unleaded fuel sold in gallons	Number	277,543	277,044	281,000	281,000
Effectiveness Measure					
Fuel cost below average retail sale	Percent	7.0	6.0	6.0	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	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Vehicles/Equip in PM program	Number	277	276	277	278
Effectiveness Measure					
Oil change bid below retail	Percent	5	3	3	3
Efficiency Measure					
Vehicles maintained / certified mechanic	Number	46	45	45	45

PUBLIC WORKS EQUIPMENT MAINTENANCE

Strategic Concern - Operational Focus

Strategy

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

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	FY 2003	FY 2004	FY 2005	FY 2006
Output Measure					
Non-scheduled repairs	Number	3,185	3,233	3,100	3,100
Effectiveness Measure					
Fleet availability	Percent	95	98	99	99
Repair comebacks vs. repairs	Percent	7	3	3	3

Cost Center Expenditures By Category

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
Personal Expenditures	436,686	459,784	523,145	0	523,145
Non Personal Expenditures	734,443	720,521	832,837	0	832,837
Capital Expenditures	34,550	38,000	435,000	0	435,000
Debt Service	0	0	11,776	0	11,776
Transfer Expenditures	0	599	30,363	0	30,363
Totals	\$1,205,679	\$1,218,904	\$1,833,121	\$0	\$1,833,121

Personnel Summary

Actual Positions	8.00	9.00	0.00	9.00
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Revenue Summary

	FY 2004 Actual	FY 2005 Budget	FY 2006 Continuation	FY 2006 Issues	FY 2006 Totals
INTEREST	2,254	3,000	3,000	0	3,000
TRANSFERS	66,000	0	0	0	0
DEBT PROCEEDS	0	0	350,000	0	350,000
INTRAGOVERNMENTAL SERVICES	1,214,266	1,250,185	1,459,565	0	1,459,565
Totals	\$1,282,520	\$1,253,185	\$1,812,565	\$0	\$1,812,565