

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

	Actual 2004-05	Budget 2005-06	Amended Budget 2005-06	Estimated 2005-06	Budget 2006-07
Available Fund Balance	\$ 208,920	\$ 138,298	\$ 128,771	\$ 128,771	\$ 112,524
<u>Revenues</u>					
Gasoline Sales	590,177	570,430	570,430	648,000	640,000
Diesel Sales	210,767	202,860	202,860	230,449	230,300
Oil Sales	25,278	20,600	20,600	24,700	22,472
Repairs Car\Light Truck	113,995	140,475	140,475	140,542	142,125
Repairs Solid Waste Equipment	233,948	317,250	317,250	339,425	333,150
Other Repairs	83,103	56,900	56,900	86,405	91,722
Repairs Heavy Equipment	128,336	151,050	151,050	156,836	159,500
Investment income	4,822	3,000	3,000	4,000	5,000
Loan Proceeds	-	350,000	350,000	350,000	-
Total Revenues	<u>1,390,426</u>	<u>1,812,565</u>	<u>1,812,565</u>	<u>1,980,357</u>	<u>1,624,269</u>
Estimated Funds Available	<u>1,599,346</u>	<u>1,950,863</u>	<u>1,941,336</u>	<u>2,109,128</u>	<u>1,736,793</u>
<u>Expenditures</u>					
Personnel	461,230	523,145	523,145	510,179	597,177
Operating	138,090	157,644	206,644	210,704	169,662
Merchandise for Resale	770,817	675,800	675,800	790,000	786,233
Capital	100,438	435,000	436,189	444,189	41,030
Debt Service	-	41,532	41,532	41,532	41,532
Total Expenditures	<u>1,470,575</u>	<u>1,833,121</u>	<u>1,883,310</u>	<u>1,996,604</u>	<u>1,635,634</u>
Projected Ending Balance	<u><u>\$ 128,771</u></u>	<u><u>\$ 117,742</u></u>	<u><u>\$ 58,026</u></u>	<u><u>\$ 112,524</u></u>	<u><u>\$ 101,159</u></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.

In the FY 2005-2006 budget, the City funded the replacement of the fuel tanks in order to meet the regulatory requirements by a 2009 deadline. Currently the project is out to bid with projected completion by December, 2008.

STRATEGIC PLAN

Strategic Goal - A Workplace that Attracts and Retains an Outstanding Workforce

Strategy - Maximize employee skills, while maintaining employee long-term health.

Objective - Expand supervisor training to increase the number of qualified internal applicants for supervisory positions.

Task	Current Funding	Fiscal Year Completed	Funds Required
Continuation of "Tool Kit" training program. Status - Four "tool kit" training sessions have been completed.	Yes	2007	\$0

Strategic Goal - Well-Maintained and Future-Oriented Infrastructure

Strategy - Improve maintenance strategies to ensure a healthy and efficient infrastructure.

Objective - Public Works will achieve full accreditation from the American Public Works Association by 2009.

Task	Current Funding	Fiscal Year Completed	Funds Required
Complete self-assessment phase. Status - Self assessment phase began March, 2006. 3% completed.	Yes	2008	\$0
Complete self-improvement phase and hold site visit. Status - To follow completion of self-assessment.	Yes	2009	\$0

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 2004	FY 2005	FY 2006	FY 2007
Effectiveness Measure					
Fuel cost below average retail sale	Percent	6.0	6.0	3.0	3.0
Enforcement actions for fuel permit	Number	0	0	0	0

PUBLIC WORKS EQUIPMENT MAINTENANCE

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 2004	FY 2005	FY 2006	FY 2007
Output Measure					
Vehicles/equip in PM program	Number	276	288	285	285
Effectiveness Measure					
Oil change bid below retail	Percent	3	2	2	2
Efficiency Measure					
Vehicles maintained / certified mechanic	Number	45	72	65	78

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 2004	FY 2005	FY 2006	FY 2007
Output Measure					
Non-scheduled repairs	Number	3,233	3,583	3,500	3,600
Effectiveness Measure					
Fleet availability	Percent	98	98	99	99
Repair comebacks vs. repairs	Percent	3	2	2	2

Cost Center Expenditures By Category

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
Personal Expenditures	461,230	523,145	597,177	0	597,177
Non Personal Expenditures	908,309	832,837	955,295	0	955,295
Capital Expenditures	100,438	435,000	41,030	0	41,030
Debt Service	0	11,776	41,532	0	41,532
Transfer Expenditures	599	30,363	600	0	600
Totals	\$1,470,576	\$1,833,121	\$1,635,634	\$0	\$1,635,634

PUBLIC WORKS EQUIPMENT MAINTENANCE

Personnel Summary

Actual Positions	9.00	9.00	0.00	9.00
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Revenue Summary

	FY 2005 Actual	FY 2006 Budget	FY 2007 Continuation	FY 2007 Issues	FY 2007 Totals
INTEREST	4,822	3,000	5,000	0	5,000
OTHER MISCELLANEOUS REVENUES	8	0	0	0	0
DEBT PROCEEDS	0	350,000	0	0	0
INTRAGOVERNMENTAL SERVICES	1,385,596	1,459,565	1,619,269	0	1,619,269
	\$1,390,426	\$1,812,565	\$1,624,269	\$0	\$1,624,269