

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

| | Actual 2005-06 | Budget 2006-07 | Amended Budget 2006-07 | Estimated 2006-07 | Budget 2007-08 |
|-------------------------------|-------------------|-------------------|------------------------------|----------------------|-------------------|
| Available Fund Balance | \$ 128,771 | \$ 112,524 | \$ 627,233 | \$ 627,233 | \$ 198,840 |
| <u>Revenues</u> | | | | | |
| Gasoline Sales | 741,072 | 640,000 | 640,000 | 640,000 | 702,500 |
| Diesel Sales | 262,600 | 230,300 | 230,300 | 278,800 | 251,860 |
| Oil Sales | 28,272 | 22,472 | 22,472 | 32,097 | 34,783 |
| Repairs Car\Light Truck | 129,794 | 142,125 | 142,125 | 155,630 | 161,075 |
| Repairs Solid Waste Equipment | 320,918 | 333,150 | 333,150 | 316,764 | 377,570 |
| Other Repairs | 91,236 | 91,722 | 91,722 | 64,686 | 92,969 |
| Repairs Heavy Equipment | 167,189 | 159,500 | 159,500 | 181,772 | 180,200 |
| Miscellaneous income | 58,145 | 5,000 | 5,000 | 15,434 | 12,000 |
| Loan Proceeds | 350,000 | - | - | - | - |
| Total Revenues | 2,149,226 | 1,624,269 | 1,624,269 | 1,685,183 | 1,812,957 |
| Estimated Funds Available | 2,277,997 | 1,736,793 | 2,251,502 | 2,312,416 | 2,011,797 |
| <u>Expenditures</u> | | | | | |
| Personnel | 474,964 | 597,177 | 597,177 | 598,159 | 634,746 |
| Operating | 169,458 | 169,662 | 187,655 | 191,499 | 231,393 |
| Merchandise for Resale | 916,462 | 786,233 | 786,233 | 834,733 | 864,970 |
| Capital | 17,533 | 41,030 | 454,683 | 447,653 | 15,530 |
| Debt Service | 41,532 | 41,532 | 41,532 | 41,532 | 41,533 |
| Total Expenditures | 1,619,949 | 1,635,634 | 2,067,280 | 2,113,576 | 1,788,172 |
| Projected Ending Balance | \$ 658,048 | \$ 101,159 | \$ 184,222 | \$ 198,840 | \$ 223,625 |

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 City has budgeted for the replacement of the fuel tanks in order to meet a regulatory requirement by the 2009 deadline. Currently the project is out to bid with projected completion in 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 - Five "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 the self-assessment phase. Status - Self assessment phase began in March, 2006 and is currently 90% completed. | Yes | 2008 | \$0 |
| Complete the self-improvement phase and conduct a required site visit. Status - Self-Improvement phase is currently 20% complete. | 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 2005 | FY 2006 | FY 2007 | FY 2008 |
|-------------------------------------|---------|---------|---------|---------|---------|
| Effectiveness Measure | | | | | |
| Fuel cost below average retail sale | Percent | 6 | 11 | 11 | 7 |
| Enforcement actions for fuel permit | Number | 0 | 0 | 0 | 0 |

Strategy

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

PUBLIC WORKS EQUIPMENT MAINTENANCE

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 2005 | FY 2006 | FY 2007 | FY 2008 |
|--|---------|---------|---------|---------|---------|
| Output Measure | | | | | |
| Vehicles/equip in PM program | Number | 288 | 296 | 300 | 300 |
| Effectiveness Measure | | | | | |
| Oil change bid below retail | Percent | 2 | 2 | 2 | 2 |
| Efficiency Measure | | | | | |
| Vehicles maintained / certified mechanic | Number | 72 | 74 | 75 | 75 |

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 2005 | FY 2006 | FY 2007 | FY 2008 |
|------------------------------|---------|---------|---------|---------|---------|
| Output Measure | | | | | |
| Non-scheduled repairs | Number | 3,583 | 3,708 | 3,750 | 3,850 |
| Effectiveness Measure | | | | | |
| Fleet availability | Percent | 98 | 98 | 98 | 99 |
| Repair comebacks vs. repairs | Percent | 2 | 2 | 2 | 1 |

Cost Center Expenditures By Category

| | FY 2006 Actual | FY 2007 Budget | FY 2008 Continuation | FY 2008 Issues | FY 2008 Totals |
|---------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| Personal Expenditures | 474,965 | 597,177 | 634,746 | 0 | 634,746 |
| Non Personal Expenditures | 1,085,315 | 955,295 | 1,003,756 | 0 | 1,003,756 |
| Capital Expenditures | 17,534 | 41,030 | 15,530 | 0 | 15,530 |
| Debt Service | 41,532 | 41,532 | 41,533 | 0 | 41,533 |
| Transfer Expenditures | 607 | 600 | 92,607 | 0 | 92,607 |
| Totals | 1,619,953 | 1,635,634 | 1,788,172 | 0 | 1,788,172 |

Personnel Summary

| | | | | |
|------------------|------|------|------|------|
| Actual Positions | 9.00 | 9.00 | 0.00 | 9.00 |
|------------------|------|------|------|------|

PUBLIC WORKS EQUIPMENT MAINTENANCE

| Revenue Summary | FY 2006 Actual | FY 2007 Budget | FY 2008 Continuation | FY 2008 Issues | FY 2008 Totals |
|------------------------------|-------------------|-------------------|-------------------------|-------------------|-------------------|
| INTEREST | 14,695 | 5,000 | 12,000 | 0 | 12,000 |
| OTHER MISCELLANEOUS REVENUES | 43,450 | 0 | 0 | 0 | 0 |
| DEBT PROCEEDS | 350,000 | 0 | 0 | 0 | 0 |
| INTRAGOVERNMENTAL SERVICES | 1,741,081 | 1,619,269 | 1,800,957 | 0 | 1,800,957 |
| | 2,149,226 | 1,624,269 | 1,812,957 | 0 | 1,812,957 |