

**CITY OF SARASOTA, FLORIDA**  
**VEHICLE AND EQUIPMENT MAINTENANCE**

	Actual 2007-08	Budget 2008-09	Amended Budget 2008-09	Estimated 2008-09	Budget 2009-10
Available Fund Balance	\$ 692,871	\$ 307,292	\$ 565,432	\$ 565,432	\$ 608
<u>Revenues</u>					
Gasoline Sales	862,751	965,932	965,932	965,932	843,550
Diesel Sales	470,177	535,052	535,052	535,052	454,394
Other Repairs	26,919	134,314	134,314	134,314	45,845
Equipment Repair & Maint.	536,901	1,132,548	1,132,548	1,132,548	871,149
Supplies and Materials	21,109	33,300	33,300	33,300	670,127
Miscellaneous income	26,385	65,000	65,000	65,000	65,000
Interfund transfer	16,927	-	-	-	-
Total Revenues	<u>1,961,169</u>	<u>2,866,146</u>	<u>2,866,146</u>	<u>2,866,146</u>	<u>2,950,065</u>
Estimated Funds Available	<u>2,654,040</u>	<u>3,173,438</u>	<u>3,431,578</u>	<u>3,431,578</u>	<u>2,950,673</u>
<u>Expenditures</u>					
Personnel	486,798	906,430	906,430	918,512	807,623
Operating	202,256	264,936	347,267	311,347	225,720
Merchandise for Resale	1,281,766	1,688,479	1,678,129	1,674,350	1,803,208
Capital	57,845	21,130	498,786	485,229	21,130
Debt Service	41,532	41,532	41,532	41,532	41,532
Total Expenditures	<u>2,070,197</u>	<u>2,922,507</u>	<u>3,472,144</u>	<u>3,430,970</u>	<u>2,899,213</u>
Projected Ending Balance	583,843	<u>\$ 250,931</u>	<u>\$ (40,566)</u>	<u>\$ 608</u>	<u>\$ 51,460</u>
Fund Balance Adjustment	<u>(18,411)</u>				
	<u>\$ 565,432</u>				

# VEHICLE & EQUIPMENT MAINTENANCE

## **Mission Statement**

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

## **Description of Operations**

The 12th Street Garage provides efficient, safe and financially responsible maintenance and repairs for City solid waste equipment, construction equipment, utility vehicles, pick up trucks and passenger cars, and 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 October, 2009.

## **CITYWIDE PRIORITIES**

### **PRIORITY - Budget/Finance**

#### **Strategy**

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

#### **Task**

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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**

<b>Description</b>	<b>Unit</b>	<b>FY 2007</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2010</b>
<b>Effectiveness Measure</b>					
Fuel cost below average retail sale	Percent	11%	10%	16%	16%
Enforcement actions for fuel permit	Number	0	0	0	0

### **PRIORITY - Budget/Finance**

#### **Strategy**

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

#### **Task**

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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.

## VEHICLE & EQUIPMENT MAINTENANCE

### PERFORMANCE MEASURES

Description	Unit	FY 2007	FY 2008	FY 2009	FY 2010
<b>Output Measure</b>					
Vehicles/equip in PM program	Number	300	463	463	463
<b>Effectiveness Measure</b>					
Oil change bid below retail	Percent	2%	n/a	n/a	n/a
<b>Efficiency Measure</b>					
Vehicles maintained / certified mechanic	Number	75	77	75	75

### PRIORITY - Budget/Finance

#### 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.

### PERFORMANCE MEASURES

Description	Unit	FY 2007	FY 2008	FY 2009	FY 2010
<b>Output Measure</b>					
Non-scheduled repairs	Number	3,750	3,390	3,750	3,750
<b>Effectiveness Measure</b>					
Fleet availability	Percent	98%	98%	98%	98%
Repair comebacks vs. repairs	Percent	2%	2%	2%	2%

### **Cost Center Expenditures By Category**

	FY 2008 Actual	FY 2009 Budget	FY 2010 Continuation	FY 2010 Issues	FY 2010 Totals
Personnel	486,797	906,430	807,623	0	807,623
Operating Expenditures	1,391,763	1,839,389	1,943,215	0	1,943,215
Capital Expenditures	57,845	21,130	21,130	0	21,130
Debt Service	41,532	41,532	41,532	0	41,532
Transfer Expenditures	92,259	114,026	85,713	0	85,713
<b>Totals</b>	<b>2,070,196</b>	<b>2,922,507</b>	<b>2,899,213</b>	<b>0</b>	<b>2,899,213</b>

### **Personnel Summary**

Actual Positions	12.00	11.00	0.00	11.00
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### **Revenue Summary**

	FY 2008 Actual	FY 2009 Budget	FY 2010 Continuation	FY 2010 Issues	FY 2010 Totals
INTERGOVERNMENTAL	0	50,000	50,000	0	50,000
INTEREST	24,499	15,000	15,000	0	15,000
OTHER MISCELLANEOUS REVENUES	1,886	0	0	0	0
TRANSFERS	16,927	0	0	0	0
INTRAGOVERNMENTAL SERVICES	1,917,857	2,801,146	2,885,065	0	2,885,065
<b>Totals</b>	<b>1,961,169</b>	<b>2,866,146</b>	<b>2,950,065</b>	<b>0</b>	<b>2,950,065</b>