

Fleet Service

Agency Overview

Agency Mission

The mission of the Fleet Service Division is to provide a safe and reliable fleet of diverse equipment for all user agencies and to provide a concentrated effort toward a comprehensive preventative maintenance program at a competitive cost.

Agency Overview

The Agency manages and administers the municipal fleet through maintenance, inspection, repair, and replacement of vehicles for City agencies. The goal of the Fleet Service Division is to purchase and maintain the most reliable, efficient, safest, and environmentally sustainable vehicles and equipment for all City agencies. Fleet will advance this goal with state of the art systems analysis.

2024 Budget Highlights

Service: Fleet Maintenance and Procurement

- Increases FTE count by 1.0 in 2024 with creation of a Fleet Technician for street sweeper maintenance. The annual anticipated cost is \$78,000 and assumes a mid-year hire in 2024.
- Reclassify the Fleet Program Manager to Fleet Chief of Staff. The anticipated cost in 2024 is \$8,600.
- Recreate the Public Works General Supervisor position to Fleet Acquisitions, EV Charging & Fuel Manager. The anticipated cost savings in 2024 are \$8,500.
- Fleet Services will bring street sweeper maintenance in house for two sweepers. Anticipated cost savings in 2024 are \$38,300.

Fleet Service

Function: Internal Services

Budget Overview

Agency Budget by Major-Revenue

Major Revenue	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Intergov Revenues	-	(35,500)	-	(35,500)	(35,500)
Charges For Services	(11,956)	(25,000)	(11,257)	(25,000)	(25,000)
Invest Other Contrib	-	-	(4,147)	-	-
Misc Revenue	(80,136)	(155,000)	(60,026)	(155,000)	(155,000)
Other Finance Source	(1,873,454)	(961,942)	(1,061,898)	(955,780)	(955,780)
Transfer In	(4,548)	-	-	-	-
Total	\$ (1,970,094)	\$ (1,177,442)	\$ (1,137,328)	\$ (1,171,280)	\$ (1,171,280)

Agency Budget by Major-Expense

Major Expense	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Salaries	2,603,419	2,746,215	2,640,090	2,786,591	2,854,136
Benefits	890,861	1,027,670	904,522	1,053,875	1,093,338
Supplies	6,974,418	6,566,245	5,777,538	6,192,605	6,216,374
Purchased Services	1,657,562	1,323,224	1,767,691	1,361,746	1,328,150
Debt Othr Financing	10,148,452	10,458,473	10,991,871	11,181,956	11,181,956
Inter Depart Charges	208,221	247,248	247,248	177,573	177,573
Total	\$ 22,482,932	\$ 22,369,074	\$ 22,328,960	\$ 22,754,346	\$ 22,851,528

Agency Billings

Major Expense	2022 Actual	2023 Adopted	2023 Projected	2023 Request	2024 Executive
Inter Depart Billing	(20,512,838)	(21,191,632)	(21,191,632)	(21,583,066)	(21,680,248)
Total	\$ (20,512,838)	\$ (21,191,632)	\$ (21,191,632)	\$ (21,583,066)	\$ (21,680,248)

NET BUDGET \$ - \$ - \$ - \$ - \$ -

Fleet Service

Function:

Internal Services

*Service Overview***Service:** Fleet Maintenance Procurement*Service Description*

This service is responsible for fueling the city fleet along with the development of a comprehensive maintenance and repair program. This service includes 21 using agencies with an active asset count of 1,400 vehicles and equipment.

Activities Performed by this Service

- City Fleet Fueling Operations: Fuel procurement, fleet fueling operations and fuel site maintenance.
- Fleet Asset Maintenance and Repair: Maintain and repair the city fleet including procurement of replacement parts and vendor repairs.

Service Budget by Account Type

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Revenue	(1,970,094)	(1,177,442)	(1,137,328)	(1,171,280)	(1,171,280)
Personnel	3,494,280	3,773,884	3,544,612	3,840,466	3,947,475
Non-Personnel	18,780,432	18,347,942	18,537,100	18,736,307	18,726,480
Total	\$ 20,304,617	\$ 20,944,384	\$ 20,944,384	\$ 21,405,493	\$ 21,502,675

Agency Billings

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Agency Charges	(20,304,617)	(20,944,384)	(20,944,384)	(21,405,493)	(21,502,675)
Total	\$ (20,304,617)	\$ (20,944,384)	\$ (20,944,384)	\$ (21,405,493)	\$ (21,502,675)

Fleet Service

Function:

Internal Services

Line Item Detail

Agency Primary Fund: Fleet Service

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Intergov Revenues					
Federal Revenues Operating	-	(35,500)	-	(35,500)	(35,500)
Intergov Revenues Total	\$ -	\$ (35,500)	\$ -	\$ (35,500)	\$ (35,500)
Charges For Services					
Reimbursement Of Expense	(11,956)	(25,000)	(11,257)	(25,000)	(25,000)
Charges For Services Total	\$ (11,956)	\$ (25,000)	\$ (11,257)	\$ (25,000)	\$ (25,000)
Invest Other Contrib					
Interest	-	-	(4,147)	-	-
Invest Other Contrib Total	\$ -	\$ -	\$ (4,147)	\$ -	\$ -
Misc Revenue					
Fuel Tax Refund	(48,983)	(70,000)	(56,040)	(70,000)	(70,000)
Miscellaneous Revenue	(31,153)	(85,000)	(3,986)	(85,000)	(85,000)
Misc Revenue Total	\$ (80,136)	\$ (155,000)	\$ (60,026)	\$ (155,000)	\$ (155,000)
Other Finance Source					
Sale Of Assets	(1,198,463)	(520,000)	(769,142)	(520,000)	(520,000)
Trade In Allowance	(286,593)	(435,780)	(286,593)	(435,780)	(435,780)
Fund Balance Applied	(388,398)	(6,162)	(6,162)	-	-
Other Finance Source Total	\$ (1,873,454)	\$ (961,942)	\$ (1,061,898)	\$ (955,780)	\$ (955,780)
Transfer In					
Transfer In From Insurance	(4,548)	-	-	-	-
Transfer In Total	\$ (4,548)	\$ -	\$ -	\$ -	\$ -
Salaries					
Permanent Wages	2,413,764	2,691,742	2,519,710	2,898,077	2,925,126
Salary Savings	-	(53,572)	-	(14,100)	(14,100)
Pending Personnel	-	-	-	-	40,496
Premium Pay	14,832	11,690	24,659	22,090	22,090
Compensated Absence	61,737	25,400	2,688	25,400	25,400
Hourly Wages	53,620	45,955	56,174	45,955	45,955
Overtime Wages Permanent	59,467	25,000	36,791	25,000	25,000
Overtime Wages Hourly	-	-	68	-	-
Budget Efficiencies	-	-	-	(215,831)	(215,831)
Salaries Total	\$ 2,603,419	\$ 2,746,215	\$ 2,640,090	\$ 2,786,591	\$ 2,854,136

Fleet Service

Function:

Internal Services

Line Item Detail

Agency Primary Fund: Fleet Service

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Benefits					
Comp Absence Escrow	-	100,000	2,878	100,000	100,000
Benefit Savings	-	(50,000)	-	-	-
Health Insurance Benefit	469,833	528,984	459,964	466,733	501,289
Wage Insurance Benefit	12,567	11,962	14,546	14,549	14,549
WRS	163,785	183,039	175,519	197,070	201,833
FICA Medicare Benefits	190,333	198,098	196,493	216,114	216,258
Licenses & Certifications	60	-	73	-	-
Post Employment Health Plans	34,122	34,467	35,783	38,288	38,288
Tool Allowance	20,160	21,120	19,267	21,120	21,120
Benefits Total	\$ 890,861	\$ 1,027,670	\$ 904,522	\$ 1,053,875	\$ 1,093,338
Supplies					
Office Supplies	2,367	2,000	2,000	2,000	2,000
Copy Printing Supplies	1,641	2,000	2,000	2,000	2,000
Hardware Supplies	2,172	-	-	-	-
Software Lic & Supplies	-	14,388	13,759	24,388	24,388
Postage	2,439	1,550	2,032	2,450	2,450
Books & Subscriptions	1,428	3,000	-	-	-
Work Supplies	53,129	92,000	97,891	86,000	86,000
Safety Supplies	8,511	5,000	5,000	3,100	3,100
Building Supplies	5,875	5,900	6,223	5,900	5,900
Machinery And Equipment	386,628	-	2,321	-	-
Equipment Supplies	1,551,666	1,829,968	1,969,423	1,829,968	1,853,737
Tires	541,843	335,689	180,001	335,689	335,689
Gasoline	1,520,317	1,389,750	1,139,954	1,372,728	1,372,728
Diesel	2,167,782	2,307,500	1,779,248	2,146,885	2,146,885
Oil	517,089	382,500	382,500	186,497	186,497
Lubricants	211,533	195,000	195,186	195,000	195,000
Supplies Total	\$ 6,974,418	\$ 6,566,245	\$ 5,777,538	\$ 6,192,605	\$ 6,216,374

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Internal Services

Line Item Detail

Agency Primary Fund: Fleet Service

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Purchased Services					
Natural Gas	55,074	78,200	56,866	89,930	89,930
Electricity	109,300	120,750	85,288	126,788	126,788
Water	25,339	25,000	20,267	32,750	32,750
Telephone	636	535	632	535	535
Cellular Telephone	2,844	3,300	3,271	3,300	3,300
Building Improv Repair Maint	17,433	10,000	11,456	10,000	10,000
Process Fees Recyclables	5,803	4,320	4,320	4,320	4,320
Comm Device Mntc	24,217	24,500	24,500	24,500	24,500
Equipment Mntc	26,047	25,000	9,911	25,000	25,000
System & Software Mntc	923	168,840	177,288	181,844	210,331
Vehicle Repair & Mntc	1,291,038	775,204	1,327,289	775,204	713,121
Rental Of Equipment	6	5,000	-	3,500	3,500
Recruitment	35	-	7	-	-
Conferences & Training	20,256	10,000	17,099	13,000	13,000
Memberships	2,038	2,500	2,120	2,500	2,500
Uniform Laundry	13,668	11,600	12,767	11,600	11,600
Medical Services	122	-	1,825	-	-
Arbitrator	-	200	-	200	200
Audit Services	2,000	2,000	2,000	2,000	2,000
Delivery Freight Charges	31	3,000	-	2,000	2,000
Consulting Services	1,375	1,375	1,375	1,375	1,375
Advertising Services	156	400	-	400	400
Inspection Services	825	3,500	825	2,000	2,000
Parking Towing Services	45,897	45,000	11	45,000	45,000
Other Services & Expenses	5,016	-	1,089	-	-
Permits & Licenses	7,485	3,000	7,485	4,000	4,000
Purchased Services Total	\$ 1,657,562	\$ 1,323,224	\$ 1,767,691	\$ 1,361,746	\$ 1,328,150
Debt Othr Financing					
Interest	1,708,624	2,009,696	2,009,696	2,009,696	2,009,696
Depreciation	8,439,828	8,448,777	8,448,777	9,000,000	9,000,000
Fund Balance Generated	-	-	533,398	172,260	172,260
Debt Othr Financing Total	\$ 10,148,452	\$ 10,458,473	\$ 10,991,871	\$ 11,181,956	\$ 11,181,956
Inter Depart Charges					
ID Charge From Engineering	66,942	66,942	66,942	66,942	66,942
ID Charge From Fleet Services	35,999	80,551	80,551	46,576	46,576
ID Charge From Traffic Eng	3,853	4,999	4,999	4,999	4,999
ID Charge From Insurance	69,534	64,768	64,768	28,021	28,021
ID Charge From Workers Comp	31,893	29,988	29,988	31,035	31,035
Inter Depart Charges Total	\$ 208,221	\$ 247,248	\$ 247,248	\$ 177,573	\$ 177,573

Fleet Service

Function:

Internal Services

Line Item Detail

Agency Primary Fund: Fleet Service

	2022 Actual	2023 Adopted	2023 Projected	2024 Request	2024 Executive
Inter Depart Billing					
ID Billing To Information Tec	(5,224)	-	-	-	-
ID Billing To Fire	(3,136,663)	-	-	-	-
ID Billing To Police	(3,083,150)	-	-	-	-
ID Billing To Public Health	(84,200)	-	-	-	-
ID Billing To Engineering	(30,111)	-	-	-	-
ID Billing To Fleet Services	(35,999)	(21,191,632)	(21,191,632)	(21,583,066)	(21,680,248)
ID Billing To Landfill	(45,880)	-	-	-	-
ID Billing To Streets	(11,020,563)	-	-	-	-
ID Billing To Traffic Eng	(416,574)	-	-	-	-
ID Billing To Library	(10,422)	-	-	-	-
ID Billing To Parks	(1,749,696)	-	-	-	-
ID Billing To Bldg Inspection	(10,377)	-	-	-	-
ID Billing To Monona Terrace	(3,914)	-	-	-	-
ID Billing To Golf Courses	(166,972)	-	-	-	-
ID Billing To Parking	(92,629)	-	-	-	-
ID Billing To Sewer	(351,361)	-	-	-	-
ID Billing To Stormwater	(158,358)	-	-	-	-
ID Billing To Transit	(38,159)	-	-	-	-
ID Billing To Water	(4,340)	-	-	-	-
ID Billing To CDA	(7,657)	-	-	-	-
ID Billing To CDA Management	(60,589)	-	-	-	-
Inter Depart Billing Total	\$ (20,512,838)	\$ (21,191,632)	\$ (21,191,632)	\$ (21,583,066)	\$ (21,680,248)

Fleet Service

Function: Internal Services

Position Summary

Classification	CG	2023 Budget Adopted		2024 Budget			
		FTEs	Amount	Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
AUTO MAINT WKR 2-15	15	1.00	51,490	1.00	54,966	1.00	55,499
DATA ANALYST 2	18	1.00	79,954	1.00	69,371	1.00	70,043
FACILITY MAINT WKR-15	15	1.00	64,001	1.00	68,954	1.00	69,622
FLEET ACQ EV CHARG & FUEL MGR -	18	-	-	1.00	92,014	1.00	92,014
FLEET CHIEF OF STAFF -18	18	-	-	1.00	91,031	1.00	91,031
FLEET MAINT PROG ADMIN-15	15	1.00	77,567	1.00	82,803	1.00	83,605
FLEET OPER MGR-18	18	1.00	113,099	1.00	120,733	1.00	121,904
FLEET PARTS TECH-15	15	3.00	201,705	3.00	215,985	3.00	218,079
FLEET PROG MGR-18	18	1.00	111,080	-	-	-	-
FLEET SERVICE PARTS LDWKR-15	15	1.00	68,428	1.00	73,047	1.00	73,755
FLEET SERVS SUPT-21	21	1.00	142,597	1.00	159,536	1.00	161,083
FLEET TECH-15	15	21.00	1,427,008	22.00	1,624,122	22.00	1,624,122
MASTER AUTO BODY TEC-15	15	1.00	75,626	1.00	81,471	1.00	82,261
OPERATIONS CLERK-15	15	1.00	53,742	1.00	57,369	1.00	57,925
PUB WKS GEN FORE-18	18	2.00	162,307	2.00	175,824	2.00	177,528
PUB WKS GEN SUPV-18	18	1.00	63,138	-	-	-	-
		37.00	2,691,742	38.00	2,967,225	38.00	2,978,472

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.