

Fleet Services

Agency Overview

Agency Mission

The mission of the Fleet Services 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 Services 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.

2022 Budget Highlights

The 2022 Executive Budget:

- Increases the Fleet agency billings by \$340,700. The increased rate is primarily driven by increased utility costs at the new Nakoosa Trail Fleet Facility that opened in fall 2020, as well as ongoing costs of the Fleet GPS system.
- Includes \$157,100 (or 0.77%) in reductions from Fleet Service's cost-to-continue to executive budget. Changes include:
 - Eliminating two vacant positions (2.0 FTE) and changing an existing Auto Maintenance Worker position to a Fleet Technician to support work from the two position reductions (Ongoing net reduction: \$132,100).
 - Reducing discretionary overtime (Ongoing reduction: \$25,000).

Fleet Services

Function: Internal Services

Service Overview

Service: Fleet Maintenance Procurement

Citywide Element: Green and Resilient

Service Description

This service is responsible for purchasing, preparing, and maintaining fleet equipment used by City agencies. The goal of the service is to repair and replace fleet assets to satisfy the needs of user agencies. The service maintains approximately 1,300 active vehicles and equipment.

Major Budget Changes

- Increases funding to support additional utility costs of the new Nakoosa Trail Fleet Facility (\$119,400).
- Increases funding to support the Fleet GPS contract. This contract was supported as a capital cost for the first year of implementation (\$163,800).
- Assumes a \$25,000 ongoing reduction in discretionary overtime.
- The Executive Budget proposes eliminating two vacant positions and changing an existing Auto Maintenance Worker 1 position to a Fleet Technician (ongoing net reduction: \$132,100).

Activities Performed by this Service

- Vehicle Purchasing: Procure and intake vehicles to replace assets within the City Fleet that have reached the end of their useful life.
- Vehicle Maintenance: Preventative maintenance and repair for all 1,300 pieces of equipment in the City Fleet.
- Fueling: Maintenance and repair of ten fuel stations located throughout the City, purchase of fuel, and billing City agencies based on fuel usage.
- Auction of Retired Assets: Decommission and sale of assets that have reached the end of their useful life.

Service Budget by Account Type

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Revenue	(1,375,451)	(1,171,280)	(1,570,203)	(1,171,280)	(1,183,813)
Personnel	3,561,140	3,654,193	3,515,118	3,864,483	3,747,059
Non-Personnel	15,091,627	16,298,610	16,836,608	16,434,794	16,146,146
TOTAL	\$ 17,277,315	\$ 18,781,523	\$ 18,781,523	\$ 19,127,997	\$ 18,709,392

Agency Billings

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Agency Charges	(17,277,315)	(18,781,523)	(18,781,523)	(19,127,997)	(18,709,392)
TOTAL	(17,277,315)	(18,781,523)	(18,781,523)	(19,127,997)	(18,709,392)

Fleet Services

Function: Internal Services

Line Item Detail

Agency Primary Fund: Fleet Services

Intergovernmental Revenue

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Federal Revenues Operating	(4,070)	(35,500)	-	(35,500)	(35,500)
TOTAL	\$ (4,070)	\$ (35,500)	\$ -	\$ (35,500)	\$ (35,500)

Charges for Service

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Reimbursement Of Expense	(12,963)	(25,000)	(370)	(25,000)	(25,000)
TOTAL	\$ (12,963)	\$ (25,000)	\$ (370)	\$ (25,000)	\$ (25,000)

Investments & Contributions

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Interest	(193)	-	-	-	-
Contributions & Donations	-	-	(45,000)	-	-
TOTAL	\$ (193)	\$ -	\$ (45,000)	\$ -	\$ -

Misc Revenue

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Fuel Tax Refund	(60,835)	(70,000)	(70,000)	(70,000)	(70,000)
Miscellaneous Revenue	(30,385)	(85,000)	(21,823)	(85,000)	(85,000)
TOTAL	\$ (91,221)	\$ (155,000)	\$ (91,823)	\$ (155,000)	\$ (155,000)

Other Finance Sources

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Sale Of Assets	(608,927)	(520,000)	(1,329,648)	(520,000)	(520,000)
Trade In Allowance	(404,555)	(435,780)	-	(435,780)	(435,780)
Fund Balance Applied	(96,236)	-	-	-	(12,533)
TOTAL	\$ (1,109,718)	\$ (955,780)	\$ (1,329,648)	\$ (955,780)	\$ (968,313)

Transfer In

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Transfer In From Grants	(65,841)	-	-	-	-
Transfer In From Insurance	(91,444)	-	(103,363)	-	-
TOTAL	\$ (157,285)	\$ -	\$ (103,363)	\$ -	\$ -

Salaries

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Permanent Wages	2,420,138	2,650,957	2,472,233	2,678,578	2,678,578
Salary Savings	-	(235,566)	-	(56,856)	(199,232)
Pending Personnel	-	-	-	-	44,111
Premium Pay	9,862	11,690	10,981	11,690	11,690
Workers Compensation Wages	4,520	-	-	-	-
Compensated Absence	81,197	125,400	26,771	125,400	125,400
Hourly Wages	30,505	45,955	40,000	45,955	45,955
Overtime Wages Permanent	35,547	50,000	34,979	50,000	25,000
Overtime Wages Hourly	202	-	-	-	-
Election Officials Wages	421	-	331	-	-
TOTAL	\$ 2,582,392	\$ 2,648,436	\$ 2,585,295	\$ 2,854,767	\$ 2,731,502

Fleet Services

Function: Internal Services

Line Item Detail

Agency Primary Fund: Fleet Services

Benefits

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Comp Absence Escrow	87,921	100,000	39,623	100,000	100,000
Benefit Savings	-	(50,000)	-	(50,000)	(50,000)
Health Insurance Benefit	453,065	515,679	474,189	505,504	519,864
Wage Insurance Benefit	11,859	11,635	12,114	12,116	12,116
WRS	168,575	178,939	148,951	180,803	174,109
FICA Medicare Benefits	187,971	197,640	167,124	198,029	196,204
Post Employment Health Plans	36,662	42,144	68,463	42,144	42,144
Tool Allowance	10,320	9,720	19,360	21,120	21,120
Other Post Emplmnt Benefit	(7,287)	-	-	-	-
Pension Expense	29,661	-	-	-	-
TOTAL	\$ 978,748	\$ 1,005,757	\$ 929,823	\$ 1,009,716	\$ 1,015,557

Supplies

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Purchasing Card Unallocated	31,080	-	-	-	-
Office Supplies	3,169	2,000	4,000	2,000	2,000
Copy Printing Supplies	1,415	2,000	882	2,000	2,000
Hardware Supplies	3,335	-	24	-	-
Software Lic & Supplies	9,805	14,388	7,816	14,388	14,388
Postage	1,535	1,550	2,041	1,550	1,550
Books & Subscriptions	5,928	3,000	-	3,000	3,000
Work Supplies	81,680	92,000	110,945	92,000	92,000
Safety Supplies	5,160	5,000	11,862	5,000	5,000
Building	244	-	-	-	-
Building Supplies	16,670	5,900	15,760	5,900	5,900
Machinery And Equipment	349,010	-	-	-	-
Equipment Supplies	1,592,301	1,579,968	1,429,433	1,529,968	1,529,968
Tires	266,978	285,689	309,018	285,689	285,689
Gasoline	892,751	991,074	961,489	1,038,060	1,038,060
Diesel	1,538,343	1,835,050	1,453,784	1,829,934	1,835,050
Oil	159,560	135,020	28,928	124,700	124,700
Lubricants	160,124	170,000	122,845	170,000	170,000
TOTAL	\$ 5,119,088	\$ 5,122,639	\$ 4,458,827	\$ 5,104,189	\$ 5,109,305

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Line Item Detail

Agency Primary Fund: Fleet Services

Purchased Services

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Natural Gas	14,718	10,500	50,286	61,500	61,500
Electricity	66,374	40,000	110,647	80,000	80,000
Water	9,110	10,440	32,742	38,760	38,760
Telephone	1,565	1,150	607	1,150	1,150
Cellular Telephone	2,541	3,300	4,157	3,300	3,300
Building Improv Repair Maint	19,934	10,000	5,830	10,000	10,000
Process Fees Recyclables	4,785	4,320	4,178	4,320	4,320
Comm Device Mntc	100,484	24,500	-	24,500	24,500
Equipment Mntc	25,229	55,500	44,572	52,500	52,500
System & Software Mntc	2,280	5,000	-	168,840	168,840
Vehicle Repair & Mntc	780,508	575,204	1,129,374	575,204	575,204
Rental Of Equipment	198	5,000	-	5,000	5,000
Recruitment	7	-	14	-	-
Conferences & Training	10,088	10,000	8,870	10,000	10,000
Memberships	(3,145)	2,500	3,925	2,500	2,500
Uniform Laundry	11,517	11,600	7,180	11,600	11,600
Arbitrator	1,810	200	-	200	200
Audit Services	2,000	1,300	1,300	1,300	1,300
Delivery Freight Charges	1,018	3,000	-	3,000	3,000
Consulting Services	1,691	1,375	2,819	1,375	1,375
Advertising Services	99	400	7,911	400	400
Inspection Services	1,435	3,500	-	3,500	3,500
Parking Towing Services	34,511	45,000	60,000	45,000	45,000
Other Services & Expenses	753	-	2,478	-	-
Permits & Licenses	9,141	3,000	5,313	3,000	3,000
TOTAL	\$ 1,098,652	\$ 826,789	\$ 1,482,204	\$ 1,106,949	\$ 1,106,949

Debt & Other Financing

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Principal	-	741,193	741,193	1,104,352	-
Interest	1,766,495	1,478,749	1,478,749	1,577,060	-
Amortization	(30,569)	-	-	-	-
Depreciation	7,137,960	8,129,240	8,129,240	7,542,244	-
Fund Balance Generated	-	-	546,395	-	-
TOTAL	\$ 8,873,887	\$ 10,349,182	\$ 10,895,577	\$ 10,223,656	\$ -

Inter-Departmental Charges

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
ID Charge From Information Tec	9,138	-	-	-	-
ID Charge From Engineering	27,553	27,065	27,065	27,065	27,065
ID Charge From Fleet Services	49,007	-	-	-	-
ID Charge From Traffic Eng	7,490	3,599	3,599	3,599	3,599
ID Charge From Insurance	27,642	46,050	46,050	46,050	46,050
ID Charge From Workers Comp	57,595	34,768	34,768	34,768	34,768
TOTAL	\$ 178,425	\$ 111,482	\$ 111,482	\$ 111,482	\$ 111,482

Fleet Services

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Line Item Detail

Agency Primary Fund: Fleet Services

Inter-Departmental Billings

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
ID Billing To Information Tec	(4,293)	-	-	-	-
ID Billing To Fire	(2,562,608)	-	-	-	-
ID Billing To Police	(2,700,065)	-	-	-	-
ID Billing To Public Health	(66,340)	-	-	-	-
ID Billing To Engineering	(32,224)	-	-	-	-
ID Billing To Fleet Services	(49,007)	(18,893,005)	(18,893,005)	(19,239,479)	(18,820,874)
ID Billing To Landfill	(43,382)	-	-	-	-
ID Billing To Streets	(8,537,068)	-	-	-	-
ID Billing To Traffic Eng	(356,699)	-	-	-	-
ID Billing To Library	(8,621)	-	-	-	-
ID Billing To Parks	(1,716,339)	-	-	-	-
ID Billing To Bldg Inspection	(6,888)	-	-	-	-
ID Billing To Monona Terrace	(1,255)	-	-	-	-
ID Billing To Golf Courses	(139,571)	-	-	-	-
ID Billing To Parking	(88,473)	-	-	-	-
ID Billing To Sewer	(323,151)	-	-	-	-
ID Billing To Stormwater	(731,736)	-	-	-	-
ID Billing To Transit	(4,622)	-	-	-	-
ID Billing To Water	(22,515)	-	-	-	-
ID Billing To CDA Management	(60,883)	-	-	-	-
TOTAL	\$ (17,455,740)	\$ (18,893,005)	\$ (18,893,005)	\$ (19,239,479)	\$ (18,820,874)

Transfer Out

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive
Transfer Out To Debt Service	-	-	-	-	9,929,892
TOTAL	\$ -	\$ -	\$ -	\$ -	9,929,892

Fleet Services

Function: Internal Services

Position Summary

Classification	CG	2021 Budget Adopted		2022 Budget			
				Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST-20	20	-	-	1.00	58,629	1.00	58,629
ADMIN ASST-20	17	1.00	57,643	-	-	-	-
AUTO MAINT WKR 1-15	15	1.00	43,168	1.00	42,840	-	-
AUTO MAINT WKR 2-15	15	1.00	49,550	1.00	49,173	1.00	49,173
DATA ANALYST 2	18	1.00	70,565	1.00	73,071	1.00	73,071
FACILITY MAINT WKR-15	15	1.00	60,449	1.00	61,121	1.00	61,121
FLEET MAINT PROG ADMIN-15	15	1.00	74,645	1.00	74,076	1.00	74,076
FLEET OPER MGR-18	18	1.00	102,917	1.00	107,044	1.00	107,044
FLEET PARTS TECH-15	15	3.00	191,708	3.00	192,031	3.00	192,031
FLEET PROG MGR-18	18	1.00	100,135	1.00	104,151	1.00	104,151
FLEET SERVICE PARTS LDWKR-15	15	1.00	65,849	1.00	65,348	1.00	65,348
FLEET SERVS SUPT-21	21	1.00	132,905	1.00	136,179	1.00	136,179
FLEET TECH-15	15	20.00	1,297,381	20.00	1,322,437	21.00	1,379,134
MASTER AUTO BODY TEC-15	15	1.00	72,108	1.00	72,222	1.00	72,222
OPERATIONS CLERK-15	15	1.00	51,717	1.00	53,115	1.00	53,115
PARTS ROOM ASST-15	15	1.00	58,174	1.00	57,732	-	-
PUB WKS GEN FORE-18	18	2.00	147,264	2.00	152,712	2.00	152,712
WELDER-15	15	1.00	74,779	1.00	56,697	-	-
TOTAL		39.00	2,650,957	39.00	2,678,578	37.00	2,578,006

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.