

# Fleet Service

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## *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.

### 2022 Budget Highlights

The 2022 Adopted 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 the adopted 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 Service

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 Adopted Budget eliminates two vacant positions and changes 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	2022 Adopted
Revenue	(1,375,451)	(1,171,280)	(1,570,203)	(1,171,280)	(1,183,813)	(1,183,812)
Personnel	3,561,140	3,654,193	3,515,118	3,864,483	3,747,059	3,747,058
Non-Personnel	15,091,627	16,298,610	16,836,608	16,434,794	16,146,146	16,146,146
<b>TOTAL</b>	<b>\$ 17,277,315</b>	<b>\$ 18,781,523</b>	<b>\$ 18,781,523</b>	<b>\$ 19,127,997</b>	<b>\$ 18,709,392</b>	<b>\$ 18,709,392</b>

### Agency Billings

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

# Fleet Service

Function: Internal Services

## Line Item Detail

Agency Primary Fund: Fleet Service

### Intergovernmental Revenue

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

### Charges for Service

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

### Investments & Contributions

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

### Misc Revenue

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

### Other Finance Sources

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Sale Of Assets	(608,927)	(520,000)	(1,329,648)	(520,000)	(520,000)	(520,000)
Trade In Allowance	(404,555)	(435,780)	-	(435,780)	(435,780)	(435,780)
Fund Balance Applied	(96,236)	-	-	-	(12,533)	(12,532)
<b>TOTAL</b>	<b>\$ (1,109,718)</b>	<b>\$ (955,780)</b>	<b>\$ (1,329,648)</b>	<b>\$ (955,780)</b>	<b>\$ (968,313)</b>	<b>\$ (968,312)</b>

### Transfer In

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

### Salaries

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Permanent Wages	2,420,138	2,650,957	2,472,233	2,678,578	2,678,578	2,705,364
Salary Savings	-	(235,566)	-	(56,856)	(199,232)	(199,232)
Pending Personnel	-	-	-	-	44,111	13,535
Premium Pay	9,862	11,690	10,981	11,690	11,690	11,690
Workers Compensation Wages	4,520	-	-	-	-	-
Compensated Absence	81,197	125,400	26,771	125,400	125,400	125,400
Hourly Wages	30,505	45,955	40,000	45,955	45,955	45,955
Overtime Wages Permanent	35,547	50,000	34,979	50,000	25,000	25,000
Overtime Wages Hourly	202	-	-	-	-	-
Election Officials Wages	421	-	331	-	-	-
<b>TOTAL</b>	<b>\$ 2,582,392</b>	<b>\$ 2,648,436</b>	<b>\$ 2,585,295</b>	<b>\$ 2,854,767</b>	<b>\$ 2,731,502</b>	<b>\$ 2,727,712</b>

**Fleet Service**

Function: Internal Services

Line Item Detail

Agency Primary Fund: Fleet Service

Benefits

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
Comp Absence Escrow	87,921	100,000	39,623	100,000	100,000	100,000
Benefit Savings	-	(50,000)	-	(50,000)	(50,000)	(50,000)
Health Insurance Benefit	453,065	515,679	474,189	505,504	519,864	519,864
Wage Insurance Benefit	11,859	11,635	12,114	12,116	12,116	12,116
WRS	168,575	178,939	148,951	180,803	174,109	175,843
FICA Medicare Benefits	187,971	197,640	167,124	198,029	196,204	198,259
Post Employment Health Plans	36,662	42,144	68,463	42,144	42,144	42,144
Tool Allowance	10,320	9,720	19,360	21,120	21,120	21,120
Other Post Emplmnt Benefit	(7,287)	-	-	-	-	-
Pension Expense	29,661	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 978,748</b>	<b>\$ 1,005,757</b>	<b>\$ 929,823</b>	<b>\$ 1,009,716</b>	<b>\$ 1,015,557</b>	<b>\$ 1,019,346</b>

Supplies

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

**Fleet Service**

Function: Internal Services

Line Item Detail

Agency Primary Fund: Fleet Service

Purchased Services

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

Debt & Other Financing

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
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	-	-	-
<b>TOTAL</b>	<b>\$ 8,873,887</b>	<b>\$ 10,349,182</b>	<b>\$ 10,895,577</b>	<b>\$ 10,223,656</b>	<b>\$ -</b>	<b>\$ -</b>

Inter-Departmental Charges

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
ID Charge From Information Tec	9,138	-	-	-	-	-
ID Charge From Engineering	27,553	27,065	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	3,599
ID Charge From Insurance	27,642	46,050	46,050	46,050	46,050	46,050
ID Charge From Workers Comp	57,595	34,768	34,768	34,768	34,768	34,768
<b>TOTAL</b>	<b>\$ 178,425</b>	<b>\$ 111,482</b>	<b>\$ 111,482</b>	<b>\$ 111,482</b>	<b>\$ 111,482</b>	<b>\$ 111,482</b>

**Fleet Service**

Function: Internal Services

Line Item Detail

Agency Primary Fund: Fleet Service

Inter-Departmental Billings

	2020 Actual	2021 Adopted	2021 Projected	2022 Request	2022 Executive	2022 Adopted
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)	(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)	-	-	-	-	-
<b>TOTAL</b>	<b>\$ (17,455,740)</b>	<b>\$ (18,893,005)</b>	<b>\$ (18,893,005)</b>	<b>\$ (19,239,479)</b>	<b>\$ (18,820,874)</b>	<b>\$ (18,820,874)</b>

Transfer Out

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

**Fleet Service**

**Function: Internal Services**

*Position Summary*

Classification	CG	2021 Budget Adopted		Request		2022 Budget Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST-20	20	-	-	1.00	58,629	1.00	58,629	1.00	59,215
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	1.00	49,665
DATA ANALYST 2	18	1.00	70,565	1.00	73,071	1.00	73,071	1.00	73,802
FACILITY MAINT WKR-15	15	1.00	60,449	1.00	61,121	1.00	61,121	1.00	61,732
FLEET MAINT PROG ADMIN-15	15	1.00	74,645	1.00	74,076	1.00	74,076	1.00	74,817
FLEET OPER MGR-18	18	1.00	102,917	1.00	107,044	1.00	107,044	1.00	108,114
FLEET PARTS TECH-15	15	3.00	191,708	3.00	192,031	3.00	192,031	3.00	193,951
FLEET PROG MGR-18	18	1.00	100,135	1.00	104,151	1.00	104,151	1.00	105,193
FLEET SERVICE PARTS LDWKR-15	15	1.00	65,849	1.00	65,348	1.00	65,348	1.00	66,001
FLEET SVCS SUPT-21	21	1.00	132,905	1.00	136,179	1.00	136,179	1.00	137,541
FLEET TECH-15	15	20.00	1,297,381	20.00	1,322,437	21.00	1,379,134	21.00	1,378,930
MASTER AUTO BODY TEC-15	15	1.00	72,108	1.00	72,222	1.00	72,222	1.00	72,944
OPERATIONS CLERK-15	15	1.00	51,717	1.00	53,115	1.00	53,115	1.00	53,646
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	2.00	154,240
WELDER-15	15	1.00	74,779	1.00	56,697	-	-	-	-
<b>TOTAL</b>		<b>39.00</b>	<b>2,650,957</b>	<b>39.00</b>	<b>2,678,578</b>	<b>37.00</b>	<b>2,578,006</b>	<b>37.00</b>	<b>2,589,791</b>

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.