

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.

2023 Budget Highlights

Service: Fleet Maintenance and Procurement

- Increases the Fleet agency billings by \$2.37 million. The increased rate is primarily driven by increased supply and services costs, including fuel, due to inflation (\$1.7 million) and increased debt service (\$528,600).
- Recreates an Administrative Assistant position to a Public Works General Supervisor via Finance Committee amendment #9. The annual cost of recreating the position is \$20,000, and will be absorbed through salary savings.

Fleet Services

Function: Internal Services

Budget Overview

Agency Budget by Major-Revenue

Major Revenue	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Intergov Revenues	-	(35,500)	-	(35,500)	(35,500)	(35,500)
Charges For Services	(12,325)	(25,000)	(8,363)	(25,000)	(25,000)	(25,000)
Invest Other Contrib	(45,000)	-	-	-	-	-
Misc Revenue	(89,055)	(155,000)	(21,298)	(155,000)	(155,000)	(155,000)
Other Finance Source	(1,460,672)	(968,312)	(2,771,791)	(958,273)	(958,273)	(961,942)
Transfer In	(382,413)	-	(1,272)	-	-	-
Total	\$ (1,989,466)	\$ (1,183,812)	\$ (2,802,724)	\$ (1,173,773)	\$ (1,173,773)	\$ (1,177,442)

Agency Budget by Major-Expense

Major Expense	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Salaries	2,495,576	2,727,712	2,543,229	2,663,740	2,754,463	2,746,215
Benefits	822,143	1,019,346	896,457	985,150	1,015,752	1,027,670
Supplies	5,873,031	5,109,305	5,702,208	6,566,245	6,566,245	6,566,245
Purchased Services	1,134,570	1,106,949	1,942,355	1,323,224	1,323,224	1,323,224
Debt Othr Financing	10,740,620	-	879,173	10,025,837	10,458,473	10,458,473
Inter Depart Charges	189,791	111,482	168,664	193,076	247,248	247,248
Transfer Out	-	9,929,892	9,929,892	-	-	-
Total	\$ 21,255,730	\$ 20,004,686	\$ 22,061,977	\$ 21,757,272	\$ 22,365,404	\$ 22,369,074

Agency Billings

Major Expense	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Inter Depart Billing	(19,266,265)	(18,820,874)	(19,259,252)	(20,583,499)	(21,191,632)	(21,191,632)
Total	\$ (19,266,265)	\$ (18,820,874)	\$ (19,259,252)	\$ (20,583,499)	\$ (21,191,632)	\$ (21,191,632)

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

Fleet Services

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

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Revenue	(1,989,466)	(1,183,812)	(2,802,724)	(1,173,773)	(1,173,773)	(1,177,442)
Personnel	3,317,718	3,747,058	3,439,686	3,648,890	3,770,214	3,773,884
Non-Personnel	17,748,221	16,146,146	18,453,628	17,915,306	18,347,942	18,347,942
Total	\$ 19,076,474	\$ 18,709,392	\$ 19,090,589	\$ 20,390,423	\$ 20,944,384	\$ 20,944,384

Agency Billings

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Agency Charges	(19,076,474)	(18,709,392)	(19,090,589)	(20,390,423)	(20,944,384)	(20,944,384)
Total	\$ (19,076,474)	\$ (18,709,392)	\$ (19,090,589)	\$ (20,390,423)	\$ (20,944,384)	\$ (20,944,384)

Fleet Services

Function:

Internal Services

Line Item Detail

Agency Primary Fund: Fleet Services

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Intergov Revenues						
Federal Revenues Operating	-	(35,500)	-	(35,500)	(35,500)	(35,500)
Intergov Revenues Total	\$ -	\$ (35,500)	\$ -	\$ (35,500)	\$ (35,500)	\$ (35,500)
Charges For Services						
Reimbursement Of Expense	(12,325)	(25,000)	(8,363)	(25,000)	(25,000)	(25,000)
Charges For Services Total	\$ (12,325)	\$ (25,000)	\$ (8,363)	\$ (25,000)	\$ (25,000)	\$ (25,000)
Invest Other Contrib						
Contributions & Donations	(45,000)	-	-	-	-	-
Invest Other Contrib Total	\$ (45,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Misc Revenue						
Fuel Tax Refund	(63,732)	(70,000)	-	(70,000)	(70,000)	(70,000)
Miscellaneous Revenue	(25,324)	(85,000)	(21,298)	(85,000)	(85,000)	(85,000)
Misc Revenue Total	\$ (89,055)	\$ (155,000)	\$ (21,298)	\$ (155,000)	\$ (155,000)	\$ (155,000)
Other Finance Source						
Sale Of Assets	(1,576,697)	(520,000)	(1,042,311)	(520,000)	(520,000)	(520,000)
Trade In Allowance	(287,275)	(435,780)	(435,780)	(435,780)	(435,780)	(435,780)
(Gain) Loss On Sale Of Asset	403,301	-	-	-	-	-
Capital Contributions	(0)	-	-	-	-	-
Fund Balance Applied	-	(12,532)	(1,293,700)	(2,493)	(2,493)	(6,162)
Other Finance Source Total	\$ (1,460,672)	\$ (968,312)	\$ (2,771,791)	\$ (958,273)	\$ (958,273)	\$ (961,942)
Transfer In						
Transfer In From General	(255,961)	-	-	-	-	-
Transfer In From Insurance	(126,452)	-	(1,272)	-	-	-
Transfer In Total	\$ (382,413)	\$ -	\$ (1,272)	\$ -	\$ -	\$ -
Salaries						
Permanent Wages	2,388,844	2,705,364	2,434,425	2,609,267	2,609,267	2,691,742
Salary Savings	-	(199,232)	-	(53,572)	(53,572)	(53,572)
Pending Personnel	-	13,535	-	-	90,723	-
Premium Pay	12,676	11,690	15,667	11,690	11,690	11,690
Compensated Absence	17,579	125,400	1,027	25,400	25,400	25,400
Hourly Wages	49,744	45,955	61,448	45,955	45,955	45,955
Overtime Wages Permanent	26,401	25,000	30,662	25,000	25,000	25,000
Election Officials Wages	331	-	-	-	-	-
Salaries Total	\$ 2,495,576	\$ 2,727,712	\$ 2,543,229	\$ 2,663,740	\$ 2,754,463	\$ 2,746,215

Fleet Services

Function:

Internal Services

Line Item Detail

Agency Primary Fund: Fleet Services

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Benefits						
Comp Absence Escrow	39,623	100,000	-	100,000	100,000	100,000
Benefit Savings	-	(50,000)	-	(50,000)	(50,000)	(50,000)
Health Insurance Benefit	475,171	519,864	481,275	504,657	528,984	528,984
Wage Insurance Benefit	12,185	12,116	12,090	11,962	11,962	11,962
WRS	166,689	175,843	162,389	169,602	177,430	183,039
FICA Medicare Benefits	187,452	198,259	188,188	193,341	191,788	198,098
Licenses & Certifications	-	-	165	-	-	-
Post Employment Health Plans	34,232	42,144	33,958	34,467	34,467	34,467
Tool Allowance	21,405	21,120	18,392	21,120	21,120	21,120
Other Post Emplmnt Benefit	81,234	-	-	-	-	-
Pension Expense	(195,848)	-	-	-	-	-
Benefits Total	\$ 822,143	\$ 1,019,346	\$ 896,457	\$ 985,150	\$ 1,015,752	\$ 1,027,670
Supplies						
Office Supplies	3,902	2,000	1,628	2,000	2,000	2,000
Copy Printing Supplies	770	2,000	144	2,000	2,000	2,000
Hardware Supplies	12	-	1,571	-	-	-
Software Lic & Supplies	5,347	14,388	-	14,388	14,388	14,388
Postage	2,447	1,550	1,486	1,550	1,550	1,550
Books & Subscriptions	-	3,000	3,427	3,000	3,000	3,000
Work Supplies	84,790	92,000	40,678	92,000	92,000	92,000
Safety Supplies	11,340	5,000	1,856	5,000	5,000	5,000
Building Supplies	20,418	5,900	3,745	5,900	5,900	5,900
Machinery And Equipment	427,551	-	-	-	-	-
Equipment Supplies	1,949,209	1,529,968	1,637,959	1,829,968	1,829,968	1,829,968
Tires	384,332	285,689	652,057	335,689	335,689	335,689
Gasoline	1,067,998	1,038,060	1,080,000	1,389,750	1,389,750	1,389,750
Diesel	1,749,532	1,835,050	1,835,320	2,307,500	2,307,500	2,307,500
Oil	41,669	124,700	205,223	382,500	382,500	382,500
Lubricants	123,715	170,000	237,114	195,000	195,000	195,000
Supplies Total	\$ 5,873,031	\$ 5,109,305	\$ 5,702,208	\$ 6,566,245	\$ 6,566,245	\$ 6,566,245

Fleet Services

Function:

Internal Services

Line Item Detail

Agency Primary Fund: Fleet Services

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Purchased Services						
Natural Gas	17,016	61,500	132,009	78,200	78,200	78,200
Electricity	73,388	80,000	158,871	120,750	120,750	120,750
Water	25,165	38,760	33,095	25,000	25,000	25,000
Telephone	1,599	1,150	551	535	535	535
Cellular Telephone	3,563	3,300	2,112	3,300	3,300	3,300
Building Improv Repair Maint	11,012	10,000	32,339	10,000	10,000	10,000
Process Fees Recyclables	4,439	4,320	4,914	4,320	4,320	4,320
Comm Device Mntc	23,200	24,500	-	24,500	24,500	24,500
Equipment Mntc	29,333	52,500	11,820	25,000	25,000	25,000
System & Software Mntc	-	168,840	890	168,840	168,840	168,840
Vehicle Repair & Mntc	848,976	575,204	1,453,425	775,204	775,204	775,204
Rental Of Equipment	4	5,000	15	5,000	5,000	5,000
Recruitment	21	-	34	-	-	-
Conferences & Training	7,659	10,000	12,182	10,000	10,000	10,000
Memberships	1,962	2,500	4,891	2,500	2,500	2,500
Uniform Laundry	15,498	11,600	7,407	11,600	11,600	11,600
Medical Services	-	-	293	-	-	-
Arbitrator	-	200	-	200	200	200
Audit Services	2,000	1,300	4,800	2,000	2,000	2,000
Delivery Freight Charges	30	3,000	-	3,000	3,000	3,000
Consulting Services	1,409	1,375	3,300	1,375	1,375	1,375
Advertising Services	100	400	374	400	400	400
Inspection Services	-	3,500	1,980	3,500	3,500	3,500
Parking Towing Services	43,038	45,000	60,402	45,000	45,000	45,000
Other Services & Expenses	19,307	-	7,241	-	-	-
Permits & Licenses	5,848	3,000	9,409	3,000	3,000	3,000
Purchased Services Total	\$ 1,134,570	\$ 1,106,949	\$ 1,942,355	\$ 1,323,224	\$ 1,323,224	\$ 1,323,224
Debt Othr Financing						
Interest	1,762,677	-	879,173	1,577,060	2,009,696	2,009,696
Depreciation	8,302,331	-	-	8,448,777	8,448,777	8,448,777
Fund Balance Generated	675,612	-	-	-	-	-
Debt Othr Financing Total	\$ 10,740,620	\$ -	\$ 879,173	\$ 10,025,837	\$ 10,458,473	\$ 10,458,473
Inter Depart Charges						
ID Charge From Engineering	66,942	27,065	66,942	27,065	66,942	66,942
ID Charge From Fleet Services	38,349	-	16,048	80,551	80,551	80,551
ID Charge From Traffic Eng	3,682	3,599	4,855	3,599	4,999	4,999
ID Charge From Insurance	46,050	46,050	46,050	51,873	64,768	64,768
ID Charge From Workers Comp	34,768	34,768	34,768	29,988	29,988	29,988
Inter Depart Charges Total	\$ 189,791	\$ 111,482	\$ 168,664	\$ 193,076	\$ 247,248	\$ 247,248

Fleet Services

Function:

Internal Services

Line Item Detail

Agency Primary Fund: Fleet Services

	2021 Actual	2022 Adopted	2022 Projected	2023 Request	2023 Executive	2023 Adopted
Inter Depart Billing						
ID Billing To Fire	-	-	(3,089,581)	-	-	-
ID Billing To Police	-	-	(2,651,107)	-	-	-
ID Billing To Public Health	-	-	(71,804)	-	-	-
ID Billing To Engineering	-	-	(46,713)	-	-	-
ID Billing To Fleet Services	(19,266,265)	(18,820,874)	(38,349)	(20,583,499)	(21,191,632)	(21,191,632)
ID Billing To Landfill	-	-	(27,300)	-	-	-
ID Billing To Streets	-	-	(9,948,419)	-	-	-
ID Billing To Traffic Eng	-	-	(461,753)	-	-	-
ID Billing To Library	-	-	(30,423)	-	-	-
ID Billing To Parks	-	-	(2,096,238)	-	-	-
ID Billing To Bldg Inspection	-	-	(6,449)	-	-	-
ID Billing To Monona Terrace	-	-	(2,059)	-	-	-
ID Billing To Golf Courses	-	-	(185,152)	-	-	-
ID Billing To Parking	-	-	(49,940)	-	-	-
ID Billing To Sewer	-	-	(281,111)	-	-	-
ID Billing To Stormwater	-	-	(153,199)	-	-	-
ID Billing To Water	-	-	(10,064)	-	-	-
ID Billing To CDA Management	-	-	(109,592)	-	-	-
Inter Depart Billing Total	\$ (19,266,265)	\$ (18,820,874)	\$ (19,259,252)	\$ (20,583,499)	\$ (21,191,632)	\$ (21,191,632)
Transfer Out						
Transfer Out To Debt Service	-	9,929,892	9,929,892	-	-	-
Transfer Out Total	\$ -	\$ 9,929,892	\$ 9,929,892	\$ -	\$ -	\$ -

Fleet Services

Function: Internal Services

Position Summary

Classification	CG	2022 Budget		Request	2023 Budget				
		Adopted			Executive		Adopted		
		FTEs	Amount		FTEs	Amount	FTEs	Amount	FTEs
AUTO MAINT WKR 2-15	15	1.00	49,665	1.00	49,912	1.00	49,912	1.00	51,490
FACILITY MAINT WKR-15	15	1.00	61,732	1.00	62,040	1.00	62,040	1.00	64,001
FLEET PARTS TECH-15	15	3.00	193,951	3.00	195,525	3.00	195,525	3.00	201,705
FLEET SERVICE PARTS LDWKR-15	15	1.00	66,001	1.00	66,331	1.00	66,331	1.00	68,428
FLEET TECH-15	15	21.00	1,378,930	21.00	1,383,284	21.00	1,383,284	21.00	1,427,008
MASTER AUTO BODY TEC-15	15	1.00	72,944	1.00	73,309	1.00	73,309	1.00	75,626
OPERATIONS CLERK-15	15	1.00	53,646	1.00	52,095	1.00	52,095	1.00	53,742
FLEET MAINT PROG ADMIN-15	15	1.00	74,817	1.00	75,190	1.00	75,190	1.00	77,567
FLEET OPER MGR-18	18	1.00	108,114	1.00	109,634	1.00	109,634	1.00	113,099
FLEET PROG MGR-18	18	1.00	105,193	1.00	107,676	1.00	107,676	1.00	111,080
PUB WKS GEN FORE-18	18	2.00	154,240	2.00	157,334	2.00	157,334	2.00	162,307
PUB WKS GEN SUPV-18	18	-	-	-	-	-	-	1.00	63,138
DATA ANALYST 2	18	1.00	73,802	1.00	77,505	1.00	77,505	1.00	79,954
ADMIN ASST-20	20	1.00	59,215	1.00	61,203	1.00	61,203	-	-
FLEET SERVS SUPT-21	21	1.00	137,541	1.00	138,228	1.00	138,228	1.00	142,597
TOTAL		37.00	2,589,791	37.00	2,609,267	37.00	2,609,267	37.00	2,691,742

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.