

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.

2020 Budget Highlights

The Fleet Fund is one of the City's three internal service funds, meaning the fund's expenses are funded by charging user agencies. In this year's budget presentation Internal Service Funds are presented to show the budget by: Revenue, Expense, and Agency Billing.

The 2020 Adopted Budget anticipates two vacant positions will remain unfilled for all of 2020. Savings will be realized by reducing the fleet rate charged to agencies. (\$200,000 savings)

Fleet Services**Function: Public Works & Transportation***Budget Overview*

Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Intergov Revenues	(19,976)	(35,500)	(20,000)	(35,500)	(35,500)	(35,500)
Charges For Services	(1,046)	(25,000)	(10,077)	(25,000)	(25,000)	(25,000)
Investments & Other Contributions	(36)	-	(205)	-	-	-
Misc Revenue	(131,911)	(155,000)	(130,000)	(155,000)	(155,000)	(155,000)
Other Financing Source	(6,106,102)	(6,847,725)	(706,855)	(955,780)	(955,780)	(955,780)
Transfer In	(153,673)	(1,386,021)	(1,098,021)	(1,670,063)	(1,670,063)	(1,670,063)
TOTAL	\$ (6,412,745)	\$ (8,449,245)	\$ (1,965,158)	\$ (2,841,343)	\$ (2,841,343)	\$ (2,841,343)

Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Salaries	2,364,675	2,832,187	2,733,595	2,743,673	2,655,077	2,655,077
Benefits	1,243,001	1,027,778	966,384	1,027,420	1,075,643	1,075,643
Supplies	5,773,971	5,720,122	5,316,181	5,214,305	5,214,305	5,214,305
Purchased Services	987,913	1,307,515	1,037,744	1,307,515	1,307,515	1,307,515
Debt & Other Financing	12,333,572	13,167,634	7,516,603	8,086,514	8,012,575	8,012,575
Inter Depart Charges	286,119	115,447	115,447	115,901	115,901	115,901
Transfer Out	-	1,431,410	1,431,410	1,729,932	1,729,932	1,729,932
TOTAL	\$ 22,989,250	\$ 25,602,093	\$ 19,117,364	\$ 20,225,260	\$ 20,110,948	\$ 20,110,948

Agency Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Inter Depart Billing	(16,576,506)	(17,152,848)	(17,152,206)	(17,383,917)	(17,269,605)	(17,269,605)
TOTAL	\$ (16,576,506)	\$ (17,152,848)	\$ (17,152,206)	\$ (17,383,917)	\$ (17,269,605)	\$ (17,269,605)
NET BUDGET	\$ (0)	\$ -	\$ (0)	\$ -	\$ -	\$ -

Fleet Services

Function: Public Works & Transportation

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 1,400 active vehicles and equipment.

Major Budget Changes

- An overall \$116,000 increase in the fleet rate based on projected fuel and depreciation costs.
- Increasing salary savings based on projected staffing levels for 2020 (\$100,000).

Activities Performed by this Service

- Vehicle Purchasing: Procurement and intake of vehicles to replace assets within the City Fleet that have reached the end of their useful life.
- Vehicle Maintenance: Preventative maintenance and repair of all equipment in the City Fleet.
- Fueling: Maintenance and repair of ten fuel stations 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

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Revenue	(6,412,745)	(8,449,245)	(1,965,158)	(2,841,343)	(2,841,343)	(2,841,343)
Personnel	3,607,675	3,859,965	3,699,979	3,771,093	3,730,720	3,730,720
Non-Personnel	19,095,456	21,626,681	15,301,938	16,338,266	16,264,327	16,264,327
TOTAL	\$ 16,290,386	\$ 17,037,401	\$ 17,036,759	\$ 17,268,016	\$ 17,153,704	\$ 17,153,704

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Agency Charges	(16,290,387)	(17,037,401)	(17,036,759)	(17,268,016)	(17,153,704)	(17,153,704)
TOTAL	\$ (16,290,387)	\$ (17,037,401)	\$ (17,036,759)	\$ (17,268,016)	\$ (17,153,704)	\$ (17,153,704)

Fleet Services**Function: Public Works & Transportation***Line Item Detail***Agency Primary Fund: Fleet Services**

Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Federal Revenues Operating	(19,976)	(35,500)	(20,000)	(35,500)	(35,500)	(35,500)
TOTAL	\$ (19,976)	\$ (35,500)	\$ (20,000)	\$ (35,500)	\$ (35,500)	\$ (35,500)

Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Reimbursement Of Expense	(1,046)	(25,000)	(10,077)	(25,000)	(25,000)	(25,000)
TOTAL	\$ (1,046)	\$ (25,000)	\$ (10,077)	\$ (25,000)	\$ (25,000)	\$ (25,000)

Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Interest	(36)	-	(205)	-	-	-
TOTAL	\$ (36)	\$ -	\$ (205)	\$ -	\$ -	\$ -

Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Fuel Tax Refund	(70,623)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Miscellaneous Revenue	(61,288)	(85,000)	(60,000)	(85,000)	(85,000)	(85,000)
TOTAL	\$ (131,911)	\$ (155,000)	\$ (130,000)	\$ (155,000)	\$ (155,000)	\$ (155,000)

Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Sale Of Assets	(447,978)	(520,000)	(450,000)	(520,000)	(520,000)	(520,000)
Trade In Allowance	(437,975)	(435,780)	(435,780)	(435,780)	(435,780)	(435,780)
(Gain) Loss On Sale Of Asset	-	-	178,925	-	-	-
Fund Balance Applied	(5,220,149)	(5,891,945)	-	-	-	-
TOTAL	\$ (6,106,102)	\$ (6,847,725)	\$ (706,855)	\$ (955,780)	\$ (955,780)	\$ (955,780)

Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Transfer In From General	-	(928,021)	(928,021)	(1,212,063)	(1,212,063)	(1,212,063)
Transfer In From Other Restric	-	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Transfer In From Insurance	(153,673)	(433,000)	(145,000)	(433,000)	(433,000)	(433,000)
TOTAL	\$ (153,673)	\$ (1,386,021)	\$ (1,098,021)	\$ (1,670,063)	\$ (1,670,063)	\$ (1,670,063)

Fleet ServicesFunction: **Public Works & Transportation***Line Item Detail*Agency Primary Fund: **Fleet Services**

Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Permanent Wages	2,362,784	2,843,638	2,475,825	2,755,124	2,866,528	2,866,528
Salary Savings	-	(244,496)	-	(244,496)	(444,496)	(444,496)
Premium Pay	16,741	11,690	15,688	11,690	11,690	11,690
Workers Compensation Wages	7,252	-	-	-	-	-
Compensated Absence	(103,943)	125,400	125,400	125,400	125,400	125,400
Hourly Wages	38,567	45,955	46,899	45,955	45,955	45,955
Overtime Wages Permanent	43,274	50,000	69,783	50,000	50,000	50,000
TOTAL	\$ 2,364,675	\$ 2,832,187	\$ 2,733,595	\$ 2,743,673	\$ 2,655,077	\$ 2,655,077

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Comp Absence Escrow	205,130	100,000	110,280	100,000	100,000	100,000
Benefit Savings	-	(54,351)	-	-	-	-
Health Insurance Benefit	486,619	521,926	440,750	480,576	504,578	504,578
Wage Insurance Benefit	9,430	10,153	9,941	9,964	9,964	9,964
WRS	164,427	186,257	166,187	180,462	193,491	193,491
FICA Medicare Benefits	188,768	212,773	192,809	204,554	215,746	215,746
Licenses & Certifications	80	-	40	-	-	-
Post Employment Health Plans	39,532	41,300	40,817	42,144	42,144	42,144
Tool Allowance	5,720	9,720	5,560	9,720	9,720	9,720
Other Post Emplmnt Benefit	103,432	-	-	-	-	-
Pension Expense	39,863	-	-	-	-	-
TOTAL	\$ 1,243,001	\$ 1,027,778	\$ 966,384	\$ 1,027,420	\$ 1,075,643	\$ 1,075,643

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Office Supplies	2,268	2,000	2,400	2,000	2,000	2,000
Copy Printing Supplies	2,201	2,000	2,200	2,000	2,000	2,000
Hardware Supplies	3,359	-	500	-	-	-
Software Lic & Supplies	8,785	14,388	15,019	14,388	14,388	14,388
Postage	40	1,550	1,285	1,550	1,550	1,550
Books & Subscriptions	3,094	3,000	3,000	3,000	3,000	3,000
Work Supplies	113,125	92,000	103,997	92,000	92,000	92,000
Safety Supplies	2,357	3,220	1,839	3,220	3,220	3,220
Building Supplies	16,004	5,900	6,728	5,900	5,900	5,900
Machinery And Equipment	21,839	-	-	-	-	-
Equipment Supplies	1,939,600	1,579,968	1,536,884	1,579,968	1,579,968	1,579,968
Tires	418,861	385,689	400,000	285,689	285,689	285,689
Gasoline	1,120,527	1,253,559	951,979	1,053,390	1,053,390	1,053,390
Diesel	1,959,888	2,206,848	1,994,904	1,901,200	1,901,200	1,901,200
Oil	-	-	126,446	100,000	100,000	100,000
Lubricants	162,020	170,000	169,000	170,000	170,000	170,000
TOTAL	\$ 5,773,971	\$ 5,720,122	\$ 5,316,181	\$ 5,214,305	\$ 5,214,305	\$ 5,214,305

Fleet ServicesFunction: **Public Works & Transportation***Line Item Detail*Agency Primary Fund: **Fleet Services**

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Natural Gas	8,134	10,500	11,162	10,500	10,500	10,500
Electricity	38,840	40,000	40,552	40,000	40,000	40,000
Water	6,425	10,440	10,432	10,440	10,440	10,440
Telephone	5,741	5,300	5,740	5,300	5,300	5,300
Cellular Telephone	3,697	3,300	3,572	3,300	3,300	3,300
Building Improv Repair Maint	14,665	15,000	14,700	15,000	15,000	15,000
Process Fees Recyclables	3,095	6,100	3,673	6,100	6,100	6,100
Comm Device Mntc	50,802	24,500	41,292	24,500	24,500	24,500
Equipment Mntc	41,160	55,500	29,799	55,500	55,500	55,500
Vehicle Repair & Mntc	754,568	1,050,000	800,000	1,050,000	1,050,000	1,050,000
Rental Of Equipment	-	5,000	-	5,000	5,000	5,000
Recruitment	-	-	28	-	-	-
Conferences & Training	4,076	10,000	8,814	10,000	10,000	10,000
Memberships	1,286	2,500	1,292	2,500	2,500	2,500
Uniform Laundry	10,535	11,600	11,369	11,600	11,600	11,600
Arbitrator	-	200	-	200	200	200
Audit Services	1,300	1,300	1,300	1,300	1,300	1,300
Delivery Freight Charges	-	3,000	2,010	3,000	3,000	3,000
Consulting Services	1,409	1,375	11,289	1,375	1,375	1,375
Advertising Services	-	400	380	400	400	400
Inspection Services	1,260	3,500	1,994	3,500	3,500	3,500
Parking Towing Services	36,978	45,000	35,302	45,000	45,000	45,000
Permits & Licenses	3,941	3,000	3,042	3,000	3,000	3,000
TOTAL	\$ 987,913	\$ 1,307,515	\$ 1,037,744	\$ 1,307,515	\$ 1,307,515	\$ 1,307,515

Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Principal	5,312,060	5,312,060	-	-	-	-
Interest	1,128,996	1,159,382	1,216,603	1,224,161	1,224,161	1,224,161
Depreciation	5,892,516	6,696,192	6,300,000	6,788,414	6,788,414	6,788,414
Fund Balance Generated	-	-	-	73,939	-	-
TOTAL	\$ 12,333,572	\$ 13,167,634	\$ 7,516,603	\$ 8,086,514	\$ 8,012,575	\$ 8,012,575

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
ID Charge From Engineering	27,065	27,065	27,065	27,065	27,065	27,065
ID Charge From Fleet Services	108,940	-	-	-	-	-
ID Charge From Traffic Eng	8,989	3,599	3,599	3,599	3,599	3,599
ID Charge From Insurance	17,939	19,242	19,242	27,642	27,642	27,642
ID Charge From Workers Comp	123,186	65,541	65,541	57,595	57,595	57,595
TOTAL	\$ 286,119	\$ 115,447	\$ 115,447	\$ 115,901	\$ 115,901	\$ 115,901

Fleet ServicesFunction: **Public Works & Transportation***Line Item Detail*Agency Primary Fund: **Fleet Services**

Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
ID Billing To Common Council	(28,918)	-	-	-	-	-
ID Billing To Information Tec	(5,544)	-	(6,588)	-	-	-
ID Billing To Fire	(2,673,618)	-	(2,505,153)	-	-	-
ID Billing To Police	(2,488,627)	-	(2,655,931)	-	-	-
ID Billing To Public Health	(64,286)	-	(52,364)	-	-	-
ID Billing To Engineering	(91,617)	-	(31,493)	-	-	-
ID Billing To Fleet Services	(108,940)	(17,152,848)	(148,249)	(17,383,917)	(17,269,605)	(17,269,605)
ID Billing To Landfill	(10,239)	-	(25,589)	-	-	-
ID Billing To Streets	(7,640,394)	-	(7,857,771)	-	-	-
ID Billing To Traffic Eng	(390,435)	-	(391,629)	-	-	-
ID Billing To Library	(4,275)	-	(7,695)	-	-	-
ID Billing To Parks	(1,990,530)	-	(2,038,093)	-	-	-
ID Billing To Bldg Inspection	(9,752)	-	(10,346)	-	-	-
ID Billing To Monona Terrace	(2,838)	-	(3,111)	-	-	-
ID Billing To Golf Courses	(165,057)	-	(115,094)	-	-	-
ID Billing To Parking	(76,328)	-	(95,890)	-	-	-
ID Billing To Sewer	(129,825)	-	(301,758)	-	-	-
ID Billing To Stormwater	(589,666)	-	(772,414)	-	-	-
ID Billing To Transit	(2,112)	-	(15,035)	-	-	-
ID Billing To Water	(33,911)	-	(31,880)	-	-	-
ID Billing To CDA Management	(69,594)	-	(86,125)	-	-	-
TOTAL	\$ (16,576,506)	\$ (17,152,848)	\$ (17,152,206)	\$ (17,383,917)	\$ (17,269,605)	\$ (17,269,605)

Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	2020 Adopted
Transfer Out To Capital	-	1,431,410	1,431,410	1,729,932	1,729,932	1,729,932
TOTAL	\$ -	\$ 1,431,410	\$ 1,431,410	\$ 1,729,932	\$ 1,729,932	\$ 1,729,932

Fleet Services

Function: Public Works & Transportation

Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST	17	1.00	66,429	1.00	66,174	1.00	68,850	1.00	68,850
AUTO MAINT WKR	15	3.00	147,932	3.00	147,364	3.00	153,323	3.00	153,323
DATA ANALYST	18	1.00	52,332	1.00	52,131	1.00	54,239	1.00	54,239
FACILITY MAINT WKR	15	1.00	57,174	1.00	57,313	1.00	59,631	1.00	59,631
FLEET MAINT PROG ADM	15	1.00	74,143	1.00	66,516	1.00	69,206	1.00	69,206
FLEET OPER MGR	18	1.00	95,377	1.00	96,600	1.00	100,506	1.00	100,506
FLEET PARTS TECH	15	3.00	178,505	3.00	181,114	3.00	188,436	3.00	188,436
FLEET PROG MGR	18	1.00	100,184	1.00	82,666	1.00	86,009	1.00	86,009
FLEET SERVICE PARTS LDWKR	15	1.00	62,282	1.00	62,043	1.00	64,551	1.00	64,551
FLEET SERVS SUPT	21	1.00	128,505	1.00	129,292	1.00	134,521	1.00	134,521
FLEET TECH	15	22.00	1,412,888	22.00	1,365,479	22.00	1,420,690	22.00	1,420,690
FLEET TIRE TECH	15	1.00	48,915	1.00	48,727	1.00	50,697	1.00	50,697
MASTER AUTO BODY TEC	15	1.00	68,202	1.00	68,307	1.00	71,069	1.00	71,069
OPERATIONS CLERK	15	1.00	63,463	1.00	63,219	1.00	65,775	1.00	65,775
PARTS ROOM ASST	15	1.00	55,023	1.00	54,812	1.00	57,029	1.00	57,029
PUB WKS GEN FORE	18	2.00	161,556	2.00	142,910	2.00	148,690	2.00	148,690
WELDER	15	1.00	70,728	1.00	70,457	1.00	73,306	1.00	73,306
TOTAL		43.00	\$ 2,843,638	43.00	\$ 2,755,124	43.00	\$ 2,866,528	43.00	\$ 2,866,528

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.