

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.

2021 Budget Highlights

The 2021 Adopted Budget:

- Increases the Fleet agency billings by \$1.6 million. The increased rate is driven by debt costs associated with the Nakoosa Trail fleet facility that opened in fall 2020.
- Utilizes \$500,000 from the City's debt service fund to support Fleet principal payments in 2021 reducing the overall fleet rate charged to user agencies. The use of debt reserves will be one-time for 2021; savings to replace the application of debt reserves will be realized through implementing a Fleet rightsizing program as part of the 2022 budget.
- Includes \$138,782 (or 0.66%) in reductions to Fleet Service's budget. These reductions include:
 - Fuel savings realized through increased usage of electric and hybrid vehicles (Reduction: \$88,782).
 - Eliminating four ongoing vacancies that were previously offset with salary savings. Holding three additional vacant positions open for all of 2021 (Net Reduction: \$50,000).

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

- The Adopted Budget eliminates four vacant positions that have been held open since 2015 to early 2019. The budget also holds three currently vacant positions open for all of 2021. These positions were previously offset by salary savings; the budgeted salary savings has been adjusted to reflect permanently eliminating these positions. The net savings of the proposed adjustments is \$50,000.
- Eliminates anticipated insurance revenues and the corresponding expenditures based on prior trends (No budget impact).
- Assumes \$88,782 in fuel and maintenance savings from transitioning to hybrid and electric vehicles.
- The Adopted Budget reduces the amount of debt service paid by Fleet by \$500,000 in 2021. The reduction in debt service is funded by applying reserves from the City's debt service fund to pay part of Fleet's anticipated principal in 2021. This reduction to debt service will offset the overall projected increase in the Fleet rate, and will be offset by savings from a Fleet Rightsizing program that will be implemented in 2022.

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

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Revenue	(1,109,563)	(2,841,343)	(2,302,008)	(1,171,280)	(1,171,280)	(1,171,280)
Personnel	3,885,533	3,730,720	3,535,666	3,953,174	3,654,193	3,654,193
Non-Personnel	13,346,778	16,264,327	15,627,439	16,943,112	16,298,610	16,298,610
TOTAL	\$ 16,122,748	\$ 17,153,704	\$ 16,861,097	\$ 19,725,006	\$ 18,781,523	\$ 18,781,523

Service Budget by Account Type

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Agency Charges	(16,122,748)	(17,153,704)	(16,861,097)	(19,725,006)	(18,781,523)	(18,781,523)
TOTAL	\$ (16,122,748)	\$ (17,153,704)	\$ (16,861,097)	\$ (19,725,006)	\$ (18,781,523)	\$ (18,781,523)

Fleet Services

Function: Internal Services

Line Item Detail

Agency Primary Fund: Fleet Services

Intergovernmental Revenue

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Federal Revenues Operating	(10,628)	(35,500)	(10,628)	(35,500)	(35,500)	(35,500)
TOTAL	\$ (10,628)	\$ (35,500)	\$ (10,628)	\$ (35,500)	\$ (35,500)	\$ (35,500)

Charges for Service

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Reimbursement Of Expense	(23,585)	(25,000)	(1,611)	(25,000)	(25,000)	(25,000)
TOTAL	\$ (23,585)	\$ (25,000)	\$ (1,611)	\$ (25,000)	\$ (25,000)	\$ (25,000)

Investments & Contributions

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Interest	(205)	-	(193)	-	-	-
Contributions & Donations	(10,000)	-	-	-	-	-
TOTAL	\$ (10,205)	\$ -	\$ (193)	\$ -	\$ -	\$ -

Misc Revenue

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Fuel Tax Refund	(51,283)	(70,000)	(87,500)	(70,000)	(70,000)	(70,000)
Miscellaneous Revenue	(70,557)	(85,000)	(30,120)	(85,000)	(85,000)	(85,000)
TOTAL	\$ (121,840)	\$ (155,000)	\$ (117,620)	\$ (155,000)	\$ (155,000)	\$ (155,000)

Other Finance Sources

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Sale Of Assets	(476,208)	(520,000)	(520,000)	(520,000)	(520,000)	(520,000)
Trade In Allowance	(425,765)	(435,780)	(425,765)	(435,780)	(435,780)	(435,780)
General Obligation Bond Alloc	-	-	17	-	-	-
Fund Balance Applied	(10,051)	-	35,690	-	-	-
TOTAL	\$ (912,024)	\$ (955,780)	\$ (910,058)	\$ (955,780)	\$ (955,780)	\$ (955,780)

Transfer In

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Transfer In From General	-	(1,212,063)	(1,212,063)	-	-	-
Transfer In From Other Restrict	-	(25,000)	(25,000)	-	-	-
Transfer In From Insurance	(31,281)	(433,000)	(24,835)	-	-	-
TOTAL	\$ (31,281)	\$ (1,670,063)	\$ (1,261,898)	\$ -	\$ -	\$ -

Salaries

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Permanent Wages	2,466,637	2,866,528	2,423,317	2,885,348	2,650,957	2,650,957
Salary Savings	-	(444,496)	-	(245,329)	(235,566)	(235,566)
Premium Pay	12,864	11,690	10,458	11,690	11,690	11,690
Workers Compensation Wages	1,130	-	10,037	-	-	-
Compensated Absence	(14,259)	125,400	16,873	125,400	125,400	125,400
Hourly Wages	49,782	45,955	41,001	45,955	45,955	45,955
Overtime Wages Permanent	57,356	50,000	64,602	50,000	50,000	50,000
Election Officials Wages	-	-	460	-	-	-
TOTAL	\$ 2,573,510	\$ 2,655,077	\$ 2,566,748	\$ 2,873,064	\$ 2,648,436	\$ 2,648,436

Fleet Services

Function: Internal Services

Line Item Detail

Agency Primary Fund: Fleet Services

Benefits

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Comp Absence Escrow	110,280	100,000	87,921	100,000	100,000	100,000
Benefit Savings	-	-	-	-	(50,000)	(50,000)
Health Insurance Benefit	436,936	504,578	456,480	506,337	515,679	515,679
Wage Insurance Benefit	10,487	9,964	11,031	11,031	11,635	11,635
WRS	167,943	193,491	172,480	194,761	178,939	178,939
FICA Medicare Benefits	194,477	215,746	195,464	216,117	197,640	197,640
Licenses & Certifications	40	-	-	-	-	-
Post Employment Health Plans	40,817	42,144	36,662	42,144	42,144	42,144
Tool Allowance	10,960	9,720	8,880	9,720	9,720	9,720
Other Post Emplmnt Benefit	115,724	-	-	-	-	-
Pension Expense	224,359	-	-	-	-	-
TOTAL	\$ 1,312,022	\$ 1,075,643	\$ 968,918	\$ 1,080,110	\$ 1,005,757	\$ 1,005,757

Supplies

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Office Supplies	2,280	2,000	5,078	2,000	2,000	2,000
Copy Printing Supplies	685	2,000	242	2,000	2,000	2,000
Hardware Supplies	48,061	-	5,177	-	-	-
Software Lic & Supplies	8,093	14,388	8,056	14,388	14,388	14,388
Postage	1,528	1,550	1,022	1,550	1,550	1,550
Books & Subscriptions	-	3,000	5,928	3,000	3,000	3,000
Work Supplies	94,124	92,000	68,598	92,000	92,000	92,000
Safety Supplies	2,207	3,220	5,134	5,000	5,000	5,000
Building Supplies	15,280	5,900	23,911	5,900	5,900	5,900
Machinery And Equipment	80,346	-	15,702	-	-	-
Equipment Supplies	1,451,193	1,579,968	1,582,104	1,579,968	1,579,968	1,579,968
Tires	332,490	285,689	293,180	285,689	285,689	285,689
Gasoline	966,584	1,053,390	848,695	1,038,060	991,074	991,074
Diesel	1,670,128	1,901,200	1,440,954	1,835,050	1,835,050	1,835,050
Oil	207,673	100,000	135,852	135,020	135,020	135,020
Lubricants	190,234	170,000	174,949	170,000	170,000	170,000
TOTAL	\$ 5,070,906	\$ 5,214,305	\$ 4,614,581	\$ 5,169,625	\$ 5,122,639	\$ 5,122,639

Fleet Services

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Line Item Detail

Agency Primary Fund: Fleet Services

Purchased Services

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Natural Gas	8,918	10,500	10,855	10,500	10,500	10,500
Electricity	35,752	40,000	34,284	40,000	40,000	40,000
Water	9,987	10,440	8,288	10,440	10,440	10,440
Telephone	1,133	5,300	4,763	1,150	1,150	1,150
Cellular Telephone	5,378	3,300	2,442	3,300	3,300	3,300
Building Improv Repair Maint	7,001	15,000	13,099	10,000	10,000	10,000
Process Fees Recyclables	2,107	6,100	3,720	4,320	4,320	4,320
Comm Device Mntc	38,609	24,500	77,284	24,500	24,500	24,500
Equipment Mntc	45,172	55,500	44,781	55,500	55,500	55,500
System & Software Mntc	-	-	5,000	5,000	5,000	5,000
Vehicle Repair & Mntc	635,857	1,050,000	807,738	617,000	575,204	575,204
Rental Of Equipment	-	5,000	-	5,000	5,000	5,000
Recruitment	14	-	14	-	-	-
Conferences & Training	10,830	10,000	10,156	10,000	10,000	10,000
Memberships	1,937	2,500	(3,145)	2,500	2,500	2,500
Uniform Laundry	10,780	11,600	12,278	11,600	11,600	11,600
Arbitrator	-	200	-	200	200	200
Audit Services	1,300	1,300	4,000	1,300	1,300	1,300
Delivery Freight Charges	2,010	3,000	2,034	3,000	3,000	3,000
Consulting Services	6,801	1,375	3,383	1,375	1,375	1,375
Advertising Services	-	400	-	400	400	400
Inspection Services	3,528	3,500	240	3,500	3,500	3,500
Parking Towing Services	50,219	45,000	25,653	45,000	45,000	45,000
Permits & Licenses	6,626	3,000	6,708	3,000	3,000	3,000
TOTAL	\$ 883,958	\$ 1,307,515	\$ 1,073,575	\$ 868,585	\$ 826,789	\$ 826,789

Debt & Other Financing

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Principal	-	-	-	1,241,193	741,193	741,193
Interest	1,339,549	1,224,161	1,224,161	1,478,749	1,478,749	1,478,749
Depreciation	6,052,365	6,788,414	6,788,414	8,184,960	8,129,240	8,129,240
Fund Balance Generated	-	-	196,776	-	-	-
TOTAL	\$ 7,391,913	\$ 8,012,575	\$ 8,209,351	\$ 10,904,902	\$ 10,349,182	\$ 10,349,182

Inter-Departmental Charges

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
ID Charge From Engineering	27,065	27,065	27,065	27,065	27,065	27,065
ID Charge From Fleet Services	123,905	-	-	-	-	-
ID Charge From Traffic Eng	5,574	3,599	3,599	3,599	3,599	3,599
ID Charge From Insurance	19,242	27,642	27,642	46,050	46,050	46,050
ID Charge From Workers Comp	65,541	57,595	57,595	34,768	34,768	34,768
TOTAL	\$ 241,327	\$ 115,901	\$ 115,901	\$ 111,482	\$ 111,482	\$ 111,482

Fleet Services

Function: Internal Services

Line Item Detail

Agency Primary Fund: Fleet Services

Inter-Departmental Billings

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
ID Billing To Information Tec	(6,802)	-	-	-	-	-
ID Billing To Fire	(2,492,607)	-	-	-	-	-
ID Billing To Police	(2,343,958)	-	-	-	-	-
ID Billing To Public Health	(52,497)	-	-	-	-	-
ID Billing To Engineering	(38,164)	-	-	-	-	-
ID Billing To Fleet Services	(123,905)	(17,269,605)	(17,269,605)	(19,811,488)	(18,893,005)	(18,893,005)
ID Billing To Landfill	(21,852)	-	-	(25,000)	-	-
ID Billing To Streets	(7,475,652)	-	-	-	-	-
ID Billing To Traffic Eng	(395,161)	-	-	-	-	-
ID Billing To Library	(4,819)	-	-	-	-	-
ID Billing To Parks	(2,049,555)	-	-	-	-	-
ID Billing To Bldg Inspection	(6,659)	-	-	-	-	-
ID Billing To Monona Terrace	(3,642)	-	-	-	-	-
ID Billing To Golf Courses	(132,028)	-	-	-	-	-
ID Billing To Parking	(102,174)	-	-	-	-	-
ID Billing To Sewer	(239,591)	-	211,718	-	-	-
ID Billing To Stormwater	(740,104)	-	80,889	-	-	-
ID Billing To Transit	(6,377)	-	-	-	-	-
ID Billing To Water	(30,575)	-	-	-	-	-
ID Billing To CDA Management	(97,950)	-	-	-	-	-
TOTAL	\$ (16,364,075)	\$ (17,269,605)	\$ (16,976,998)	\$ (19,836,488)	\$ (18,893,005)	\$ (18,893,005)

Transfer Out

	2019 Actual	2020 Adopted	2020 Projected	2021 Request	2021 Executive	2021 Adopted
Transfer Out To Capital	-	1,729,932	1,729,932	-	-	-
TOTAL	\$ -	\$ 1,729,932	\$ 1,729,932	\$ -	\$ -	\$ -

Fleet Services

Function: Internal Services

Position Summary

Classification	CG	2020 Budget		2021 Budget					
		Adopted		Request		Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST-20	17	1.00	57,073	1.00	57,643	1.00	57,643	1.00	57,643
AUTO MAINT WKR 1-15	15	1.00	42,741	1.00	43,168	1.00	43,168	1.00	43,168
AUTO MAINT WKR 2-15	15	2.00	98,120	2.00	99,100	1.00	49,550	1.00	49,550
DATA ANALYST 2	18	1.00	69,867	1.00	70,565	1.00	70,565	1.00	70,565
FACILITY MAINT WKR-15	15	1.00	59,851	1.00	60,449	1.00	60,449	1.00	60,449
FLEET MAINT PROG ADMIN-15	15	1.00	73,906	1.00	74,645	1.00	74,645	1.00	74,645
FLEET OPER MGR-18	18	1.00	101,899	1.00	102,917	1.00	102,917	1.00	102,917
FLEET PARTS TECH-15	15	3.00	189,811	3.00	191,708	3.00	191,708	3.00	191,708
FLEET PROG MGR-18	18	1.00	99,144	1.00	100,135	1.00	100,135	1.00	100,135
FLEET SERVICE PARTS LDWKR-15	15	1.00	65,198	1.00	65,849	1.00	65,849	1.00	65,849
FLEET SERVS SUPT-21	21	1.00	131,590	1.00	132,905	1.00	132,905	1.00	132,905
FLEET TECH-15	15	22.00	1,416,354	22.00	1,430,505	20.00	1,297,381	20.00	1,297,381
FLEET TIRE TECH-15	15	1.00	51,205	1.00	51,717	-	-	-	-
MASTER AUTO BODY TEC-15	15	1.00	71,395	1.00	72,108	1.00	72,108	1.00	72,108
OPERATIONS CLERK-15	15	1.00	51,205	1.00	51,717	1.00	51,717	1.00	51,717
PARTS ROOM ASST-15	15	1.00	57,599	1.00	58,174	1.00	58,174	1.00	58,174
PUB WKS GEN FORE-18	18	2.00	145,806	2.00	147,264	2.00	147,264	2.00	147,264
WELDER-15	15	1.00	74,039	1.00	74,779	1.00	74,779	1.00	74,779
TOTAL		43.00	2,856,803	43.00	2,885,348	39.00	2,650,957	39.00	2,650,957

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.