

Fleet Services

Agency Budget by Fund

Fund	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Fleet Services	1,375,451	1,171,280	15,399,508	1,183,812	1,173,773	1,173,773
Total	1,375,451	1,171,280	15,399,508	1,183,812	1,173,773	1,173,773

Agency Budget by Service

Service	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Fleet Maintenance Procurement	1,375,451	1,171,280	15,399,508	1,183,812	1,173,773	1,173,773
Total	1,375,451	1,171,280	15,399,508	1,183,812	1,173,773	1,173,773

Agency Budget by Major-Revenue

Major Revenue	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Intergov Revenues	(4,070)	(35,500)	-	(35,500)	(35,500)	(35,500)
Charges For Services	(12,963)	(25,000)	(12,325)	(25,000)	(25,000)	(25,000)
Invest Other Contrib	(193)	-	(45,000)	-	-	-
Misc Revenue	(91,221)	(155,000)	(89,055)	(155,000)	(155,000)	(155,000)
Other Finance Source	(1,109,718)	(955,780)	(1,536,315)	(968,312)	(958,273)	(958,273)
Transfer In	(157,285)	-	(382,413)	-	-	-
Total	(1,375,451)	(1,171,280)	(2,065,109)	(1,183,812)	(1,173,773)	(1,173,773)

Agency Budget by Major-Expense

Major Expense	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Salaries	2,582,392	2,648,436	2,495,576	2,727,712	2,663,740	2,663,740
Benefits	978,748	1,005,757	822,143	1,019,346	985,150	985,150
Supplies	5,119,088	5,122,639	5,873,031	5,109,305	6,566,245	6,566,245
Purchased Services	1,098,652	826,789	1,134,570	1,106,949	1,323,224	1,323,224
Debt Othr Financing	8,873,887	10,349,182	10,816,264	-	10,025,837	10,025,837
Inter Depart Charges	178,425	111,482	189,791	111,482	193,076	193,076
Inter Depart Billing	(17,455,740)	(18,893,005)	(5,931,866)	(18,820,874)	(20,583,499)	(20,583,499)
Transfer Out	-	-	-	9,929,892	-	-
Total	1,375,451	1,171,280	15,399,508	1,183,812	1,173,773	1,173,773

TO: Dave Schmiedicke, Finance Director
FROM: Mahanth Joishy, Fleet Superintendent
DATE: July 20, 2022
SUBJECT: 2023 Operating Budget Transmittal Memo – Fleet
CC: Mayor; Deputy Mayors; Budget & Program Evaluation Staff

Goals of Agency's Operating Budget

What are the key goals of your agency's operating budget? What community needs, citywide priorities, and/or Imagine Madison [Elements of a Great City](#) does your budget advance?

Fleet's key goals remain to purchase, fuel, and maintain the best, safest, and most environmentally sustainable vehicles and fuels available in the marketplace for client agency operational needs. We hope to continue lowering vehicle down time, and improve the City's vehicle safety metrics as part of our new Madison Vision Zero plan.

Racial Equity and Social Justice

Provide an overview of how you are considering equity within your budget as a whole. This is for you to consider how your Department's equity work is explained in your overall strategic plan and division work plans.

In the last year, Fleet has hired two minorities and a woman into a department that is severely under-represented by both. We hope to continue this trend when vacancies open up. The centerpiece of our equity and inclusion program has been the High School Apprentice program, with over half the students who have apprenticed at Fleet being women and minorities. Fleet is also making a dedicated effort to expand the number of minority and women-owned businesses we work with--- where much of this operating budget goes. This is a difficult challenge we have taken on and are leading the citywide RFI initiative to assist ALL City agencies to do the same.

Major Changes in the 2023 Operating Request

Inflation is being felt by all, but is especially acute in the Fleet operating budget that must purchase fuels and auto parts on behalf of customer agencies. We buy every vehicle customers ask for, conduct all necessary repairs for all vehicles customers bring to our garages, and we provide fuel whenever a customer requires fuel. These practices have always been the norm. The new hybrids and EVs will continue to save significant fuel and maintenance costs in addition to over 10 million lbs. of CO2, and counting. We have continued reducing the size of our workforce and slashed Overtime to save funds for years to come, even while performing the same amount of work.

Summary of Reductions (Non-Enterprise Agencies)

N/A – Fleet's budget is funded by customers for the services provided.

Town of Madison

N/A – The Town of Madison final attachment will not impact Fleet.

Optional Supplemental Request

N/A – No additional resources are required to provide this service.

2023 Operating Budget

Service Budget Proposal

PART 1: IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Fleet Service

SELECT YOUR AGENCY'S SERVICE:

Fleet Maintenance Procurement

SERVICE NUMBER:

411

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.

Are any updates required for the "Service Description"?

This service is responsible for fueling the city fleet along with the development of 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

Activity	% of Effort	Description
City fleet fueling operations	25	Fuel procurement, fleet fueling operations and fuel site maintenance
Fleet asset maintenance and repair	75	Maintenance and repair of the city fleet including procurement of replacement parts and vendor repairs

Insert item

Citywide Element

<https://imagineadisonwi.com/document/comprehensive-plan-adopted>

Green and Resilient

Describe how this service advances the Citywide Element:

The Fleet Service division is dedicated to reducing carbon and utilizing the most environmentally friendly products in all facets of our operations. From procurement of electric and hybrid vehicles to utilizing bio-diesel fuel and soy based tires. Our dedication in this area has been recognized and we are proven leaders nationally.

Part 2: Base Budget Proposal

BUDGET INFORMATION

	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
<i>Budget by Fund</i>						
General-Net	\$0	\$0	\$0	\$0	\$0	
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	
Total	\$0	\$0	\$0	\$0	\$0	\$0
<i>Budget by Major</i>						
Revenue	(\$1,375,450)	(\$1,171,280)	(\$2,065,109)	(\$1,183,812)	(\$1,173,773)	
Personnel	\$3,561,140	\$3,654,193	\$3,317,718	\$3,747,058	\$3,648,890	
Non-Personnel	\$15,270,052	\$16,410,092	\$17,823,865	\$16,257,628	\$18,108,382	

Agency Billings	(\$17,455,742)	(\$18,893,005)	(\$19,076,474)	(\$18,820,874)	(\$20,583,499)	
Total	\$0	\$0	\$0	\$0	\$0	\$0

Part 3: Service Budget Changes

General Fund agencies may propose changes that are net neutral to their budget. Non-general fund supported agencies may propose changes that they can support with revenue.

Proposed Changes

Fund	Major	Org	Object	\$ Change	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL				\$0.00	

Insert item

What are the service level impacts of the proposed funding changes?

Explain the assumptions behind the changes.

What is the justification behind the proposed change?

Are you proposing any personnel allocation changes?

Select...

Part 4: Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Prioritize equity over equality. "Equity" is often conflated with the term "equality" (meaning sameness). Equity implies that an individual may need to experience or receive something different (not equal) in order to achieve fairness and access.

We encourage you to focus on how this service impacts marginalized populations and addresses the greatest needs, instead of discussing how the service will benefit everyone equally.

1. What specific inequities does this service intend to address? How and for whom?

Fleet is leading an aggressive citywide RFI project on behalf of all City divisions, to increase business with private enterprises owned by women, BIPOC community, and help with our sustainability goals in carbon dioxide reduction. Fleet is also aggressively hiring women and BIPOC members for apprentice and full-time positions in a severely under-represented industry.

2. What data helped shape your proposal? Data includes qualitative and quantitative information such as community input, demographics, qualified census tracts, environmental justice areas, and other sources. Additionally, include specific recommendations from a Racial Equity and Social Justice Analysis, if available.

We have 4 women, 1 African-American, 1 Asian-American, and no LatinX staff. This data does not reflect the Madison community in any category. That is what we are working on for the future, using every new vacancy. We estimate that 5% of our business is with female and minority owned enterprises, which does not reflect the Madison community. We will be dramatically improving on this metric with the RFI and other efforts.

3. Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? If yes, please identify the NRT and recommendation. Be as specific as possible.

No

Part 5: Proposed Budget Reduction

Agencies are asked to provide a 1% reduction to their general, library, and internal service (e.g. fleet) fund budgets to address the City's structural deficit.

Enterprise Agencies: Enterprise agencies are not required to propose reductions, as long as there are sufficient revenues to cover proposed expenses. Enterprise agencies may skip this section and move to Part 6.

What is 1% of the agency's net budget (general, library, and fleet funds only)?

\$205,834.99

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

If you are proposing revenue increases or other types of changes to meet your net budget reduction, contact your budget analyst to discuss how to enter the information in the form.

Activity	\$Amount	Description
	\$0	The Fleet Service division by design is an internal service agency and all of its operational needs are directly dependent on the city's using agencies and their fleet related needs. This includes maintenance, repair, and fuel. All costs associated with these products and services are inflating at historical and un-predictable levels. During the last few budget cycles the Fleet division has created efficiencies, reduced personnel, and moved every stone to save costs. While the market continues to push us over budget, we foresee no possible scenario that would allow us to fuel and maintain a safe and reliable fleet for our using agencies and the services our residents expect. We currently have experienced overwhelming increased costs and are projecting a shortfall in 2022; this is why we will be unable to propose a 1% cut in our 2023 operating budget proposal. Our recommendation to assist the Fleet division in a reduction of any kind would be to: reduce fuel use, asset count, and take preventative measures to reduce accidents. Our current objectives in greening the fleet and moving towards electrification will reduce our costs; however the impact will not be immediate.
Total	\$0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities?

Has this reduction been proposed in prior years?

No

Does the proposed reduction result in eliminating permanent positions?

No

Does the proposed reduction impact other agencies (e.g. administrative or internal service agencies such as IT, Finance, HR, Fleet)?

No

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

Part 6: Optional Supplemental Request

Town of Madison: Agencies requesting additional funding for Town of Madison (ToM) services should enter funding requests below. Enter ToM requests in the most relevant service. You can enter multiple rows for ToM activities as needed. Include "Town of Madison" or "ToM" in the activity name.

Supplemental Request: Agencies may submit one (1) supplemental request in their 2023 budget request. Please include the request in the most relevant service. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description
Total	0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

Select... ▼

Describe why the proposed increase is critical.

Save/Submit