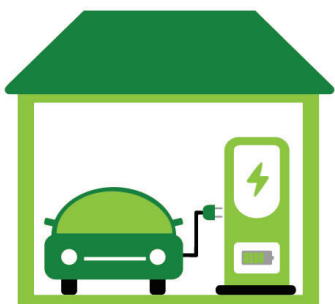




**CITY OF  
FORT BRAGG**

# Fiscal Year **2024** Proposed Budget



**FLEET - ISF**

## FLEET & EQUIPMENT SERVICES INTERNAL SERVICE FUND

DIRECTOR OF PUBLIC WORKS

Operations Supervisor

Mechanic

*The Fleet & Equipment Services Internal Service Fund is responsible for acquisition, maintenance and repair of the City's fleet vehicles and equipment. Services include scheduled preventive maintenance, welding and fabrication, diagnostic and emissions testing and inventory functions. The City's Mechanic performs these services.*

### DEPARTMENTAL DESCRIPTION

Fleet & Equipment Services is responsible for ensuring functional, reliable and economical vehicles and equipment necessary for the conduct of City operations; providing vehicle and equipment specifications for bidding purposes, assisting with vehicle and equipment auctions, and preparing and administering the annual fleet budget. In addition, Fleet & Equipment Services coordinates the following external services: paint and body repair, engine and transmission repair/rebuild, heavy duty suspension service, air conditioning service, and glass replacement.

### STRATEGIC GOALS AND OBJECTIVES

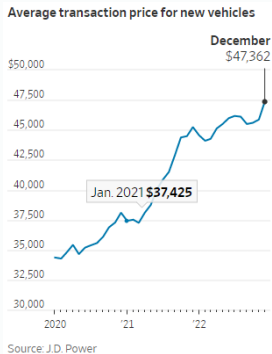
- Provide necessary maintenance and repair to City's fleet vehicles and equipment, including electrical repairs, engine tune-up, tire replacements, brake replacements and adjustments and other general maintenance work.
- Account for and track all costs and assist Finance Department with preparation of year-end cost allocations.
- Provide recommendations to reduce vehicle miles traveled, fleet vehicle emissions, use of petroleum-based fuels, including the purchase of alternative fuel vehicles and hybrids whenever possible.



- Provide regular inspection and maintenance of the City's fleet and equipment. City staff maintained 29 public work vehicles, 21 police vehicles, two city hall vehicles and six trailers. Vehicles include forklifts, backhoes, a dump truck, mobile generators, and a street sweeper. Small equipment is also included in the maintenance program, such as small and large generators, mobile pumps, mowers, and 30 small engines on equipment to name a few.

## BUDGET OVERVIEW

The FY 2024 Proposed Budget for the Fleet & Equipment Services is \$472k, a decrease of 44%.



In FY 2023, new-car prices since the pandemic have caused significant increases nationwide caused by the supply chain disruption (in global semiconductors shortage, supply of chips, and other disruptions caused by the pandemic) that has created new-vehicle scarcity in recent years, resulting in a seller's market. According to research firm J.D. Power, the average price paid for a new vehicle hit a record of \$47,362 in December.

In the long-term vehicle plan, seven cars were replaced in FY 2023 (2 Public Works and 5 Police vehicles), with three vehicles carried forward from the prior year due to long wait times (8 months+) for a new vehicles. The United States Department of Agriculture (USDA) Grant will reimburse the City \$205K for vehicles purchased..



In FY 2024 Budget, three vehicles are being proposed to be replaced for \$195K – see the replacement plan on the next page. The City's Fund Balance and Reserve Policy, the unrestricted fund balance, is intended to help pre-fund large purchases and repairs and avoid big annual swings in funding needs.

Personnel and Benefits costs are expected to decrease by 5%, mainly due to the mechanic retiring at the start of the fiscal year, the replacement personnel benefits and CALPERS costs are miscellaneous rather than Classic- causing the fund to realize savings. Also included is the retirement costs payout of vacation/sick leave.

**FLEET & EQUIPMENT SERVICES DEPARTMENTAL BUDGET SUMMARY**  
**FUND 522**  
**DEPARTMENT: 4550**

| Description                           | FY 2021/22          |           | FY 2022/23        |           | FY 2023/24             |                     | %<br>+ /-     |
|---------------------------------------|---------------------|-----------|-------------------|-----------|------------------------|---------------------|---------------|
|                                       | Audited             |           | Amended<br>Budget |           | 22/23 FYE<br>Projected | Proposed<br>Budget  |               |
| <b>Expenditure:</b>                   |                     |           |                   |           |                        |                     |               |
| Personnel Services                    | \$ 150,409          | \$        | 128,390           | \$        | 139,900                | \$ 132,280          | -5%           |
| Non-Personnel Services                | 442,525             |           | 570,300           |           | 698,305                | 340,300             | -51%          |
| <b>Total Departmental Expenditure</b> | <b>592,934</b>      |           | <b>698,690</b>    |           | <b>838,205</b>         | <b>472,580</b>      | <b>-44%</b>   |
| <b>Revenue:</b>                       |                     |           |                   |           |                        |                     |               |
| Misc Revenues                         | -                   |           | -                 |           | (1,000)                | (5,000)             | 100%          |
| Allocation - Int Serv Fund            | -                   |           | -                 |           | (1,000)                | (479,513)           | 100%          |
| <b>Total Departmental Revenue</b>     | <b>-</b>            |           | <b>-</b>          |           | <b>(1,000)</b>         | <b>(484,513)</b>    | <b>48351%</b> |
| Net Expenditure                       | (592,934)           |           | (698,690)         |           | (839,205)              | (11,933)            | -99%          |
| <b>Cost Allocation</b>                |                     |           |                   |           |                        |                     |               |
| Revenue - Personnel Allocations       | (342,307)           |           | (409,513)         |           | (458,000)              | (479,513)           | 5%            |
| <b>Net Cost Allocation</b>            | <b>(342,307)</b>    |           | <b>(409,513)</b>  |           | <b>(458,000)</b>       | <b>(479,513)</b>    | <b>5%</b>     |
| Net Expenditure                       | <b>\$ (250,627)</b> | <b>\$</b> | <b>(289,177)</b>  | <b>\$</b> | <b>(381,205)</b>       | <b>\$ (491,446)</b> | <b>29%</b>    |

**BUDGET DETAIL:**

Fund #522

Department: 4550

| Object | Description                   | FY 2021/22        |           | FY 2022/23        |           | FY 2023/24             |                    | %<br>+ /-   |
|--------|-------------------------------|-------------------|-----------|-------------------|-----------|------------------------|--------------------|-------------|
|        |                               | Audited           |           | Amended<br>Budget |           | 22/23 FYE<br>Projected | Proposed<br>Budget |             |
| 0100   | Salaries & Wages              | \$ 71,443         | \$        | 70,519            | \$        | 82,055                 | \$ 79,488          | -3%         |
| 0200   | Employee Benefits             | 69,129            |           | 45,991            |           | 45,967                 | 40,913             | -11%        |
| 0801   | Salary/Benefit Allocation     | 9,837             |           | 11,879            |           | 11,879                 | 11,879             | 0%          |
|        | <b>Personnel Services</b>     | <b>150,409</b>    |           | <b>128,390</b>    |           | <b>139,900</b>         | <b>132,280</b>     | <b>-5%</b>  |
| 0319   | Professional Services         | 439               |           | 2,000             |           | 500                    | 1,000              | 100%        |
| 0351   | Equipment Repair & Maint      | 6,676             |           | 6,000             |           | 13,207                 | 12,000             | -9%         |
| 0352   | Vehicle Repair & Maint        | 45,310            |           | 32,000            |           | 48,000                 | 40,000             | -17%        |
| 0366   | Travel/Training Reimbursement | 30                |           | 500               |           | 250                    | 500                | 100%        |
| 0375   | General Supplies              | 1,149             |           | 1,200             |           | 800                    | 1,200              | 50%         |
| 0381   | Small Tools & Equipment       | 2,536             |           | 600               |           | -                      | 600                | 100%        |
| 0382   | Fuel & Lubricants             | 94,979            |           | 90,000            |           | 91,548                 | 90,000             | -2%         |
| 0742   | Vehicles                      | 221,526           |           | 438,000           |           | 544,000                | 195,000            | -64%        |
|        | <b>Non-Personnel Services</b> | <b>442,525</b>    |           | <b>570,300</b>    |           | <b>698,305</b>         | <b>340,300</b>     | <b>-51%</b> |
|        | <b>Total Fleet Services</b>   | <b>\$ 592,934</b> | <b>\$</b> | <b>698,690</b>    | <b>\$</b> | <b>838,205</b>         | <b>\$ 472,580</b>  | <b>-44%</b> |

| Vehicle Replacement Plan |          |                     |                         |             |             |                   |                    |                    |                    |                    |                    |                    |                    |                    |
|--------------------------|----------|---------------------|-------------------------|-------------|-------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Unit No.                 | Make     | Yr.                 | Model                   | Hours/Miles | FY 22/23 YE | FY 23/24 Proposed | FY 24/25 Projected | FY 25/26 Projected | FY 26/27 Projected | FY 27/28 Projected | FY 28/29 Projected | FY 29/30 Projected | FY 30/31 Projected | FY 31/32 Projected |
| New                      | New      | 2021                | Generator               |             |             |                   |                    |                    |                    |                    |                    |                    |                    |                    |
| New                      | New      | Dump Truck (10Yard) |                         |             |             |                   |                    |                    |                    |                    |                    |                    |                    |                    |
| WWT31                    | NISSAN   | 2007                | FRONTIER                | 64,414      |             | \$37,000          | \$ 225,000         |                    |                    |                    |                    |                    |                    |                    |
| 48                       | FORD     | 2008                | Ranger                  | 80,830      | \$ 37,000   |                   |                    |                    |                    |                    |                    |                    |                    |                    |
| WT1                      | Dodge    | 2005                | 1500 Q. CAB             | 60,618      |             |                   |                    | \$30,000           |                    |                    |                    |                    |                    |                    |
| PW8                      | JOHNDE   | 1985                | BACKHOE                 | 5,949       |             |                   |                    |                    |                    |                    |                    |                    |                    |                    |
| PW16                     | FORD     | 2006                | F-150 X-TRA             | 73,402      |             |                   | \$30,000           |                    |                    |                    |                    |                    |                    |                    |
| PW46                     | STERLING | 2020                | Vactor                  | 2,576       |             |                   |                    |                    |                    |                    |                    |                    |                    |                    |
| PW1                      | CHEV.    | 2000                | 3500 Flatbed            | 44,143      | \$104,000   |                   |                    |                    |                    |                    |                    |                    |                    |                    |
| CHE121                   | FORD     | 2006                | ESCAPE                  | 59,407      |             |                   |                    |                    | \$38,000           |                    |                    |                    |                    |                    |
| PW5                      | FORD     | 2006                | F-250 SERV.             | 81,415      |             | \$75,000          |                    |                    |                    |                    |                    |                    |                    |                    |
|                          |          |                     | Public Works Sub-Total  |             | \$141,000   | \$112,000         | \$255,000          | \$30,000           | \$38,000           |                    |                    |                    |                    |                    |
| PD745                    | FORD     | 2020                | Ford Van                | 9,000       |             |                   |                    |                    |                    |                    | \$40,000           |                    |                    | \$70,000           |
| PD735                    | FORD     | 2005                | GROWN VIC               | 89,424      | \$83,000    |                   |                    |                    |                    |                    | \$40,000           |                    |                    |                    |
| PD747                    | FORD     | 2009                | ESCAPE                  | 140,000     | \$83,000    |                   |                    |                    |                    |                    |                    |                    |                    |                    |
| PD744                    | FORD     | 2008                | RANGER                  | 65,000      | \$71,000    |                   |                    |                    |                    |                    |                    |                    |                    |                    |
| PD1403                   | FORD     | 2014                | INTERCEPTOR             | 95,000      | \$83,000    |                   |                    |                    |                    |                    | \$40,000           |                    |                    |                    |
| PD501                    | FORD     | 2015                | INTERCEPTOR             | 74,000      |             | \$83,000          |                    |                    |                    |                    | \$40,000           |                    |                    |                    |
| PD500                    | FORD     | 2015                | INTERCEPTOR             | 84,000      | \$83,000    |                   | \$75,000           |                    |                    |                    |                    |                    |                    |                    |
| PD509                    | FORD     | 2015                | TAURUS                  | 167,000     |             |                   | \$45,000           |                    |                    |                    |                    |                    |                    |                    |
| PD503                    | FORD     | 2015                | INTERCEPTOR             | 76,000      |             |                   | \$70,000           |                    |                    |                    |                    |                    |                    |                    |
| PD510                    | FORD     | 2015                | TAURUS                  | 62,000      |             |                   | \$45,000           |                    |                    |                    |                    |                    |                    |                    |
| PD502                    | FORD     | 2015                | INTERCEPTOR             | 52,000      |             |                   |                    |                    | \$70,000           |                    |                    |                    |                    |                    |
| PD507                    | FORD     | 2016                | INTERCEPTOR             | 45,000      |             |                   |                    |                    |                    |                    | \$73,000           |                    |                    |                    |
| PD508                    | FORD     | 2016                | INTERCEPTOR             | 44,000      |             |                   |                    |                    |                    |                    | \$62,000           |                    |                    |                    |
| PD513                    | FORD     | 2018                | INTERCEPTOR             | 30,000      |             |                   |                    |                    |                    |                    | \$75,000           |                    |                    |                    |
|                          |          |                     | Police Sub-Total        |             | \$403,000   | \$83,000          | \$120,000          | \$115,000          | \$70,000           | \$70,000           | \$295,000          | \$75,000           | \$80,000           | \$0                |
|                          |          |                     | Total Replacement Costs |             | \$544,000   | \$195,000         | \$375,000          | \$145,000          | \$108,000          | \$70,000           | \$295,000          | \$75,000           | \$80,000           | \$0                |
|                          |          |                     |                         |             |             |                   |                    |                    |                    |                    |                    |                    |                    |                    |