



**CITY OF
FORT BRAGG**

Fiscal Year **2024** Adopted 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.

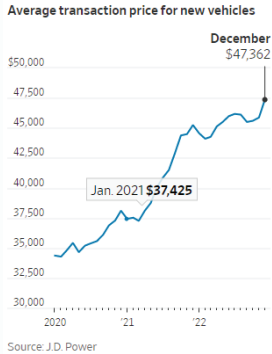
STRATEGIC GOALS AND OBJECTIVES

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

BUDGET DETAIL:

Fund #522

Department: 4550

Object	Description	FY 2021/22		FY 2022/23		FY 2023/24		% + /-
		Audited		Amended Budget		22/23 FYE Projected	Adopted 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%
	Personnel Services	150,409		128,390		139,900	132,280	-5%
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%
	Non-Personnel Services	442,525		570,300		698,305	340,300	-51%
	Total Fleet Services	\$ 592,934	\$	698,690	\$	838,205	\$ 472,580	-44%

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)					\$ 225,000							
WWT31	NISSAN	2007	FRONTIER	64,414		\$37,000								
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										\$70,000
PD735	FORD	2005	GROWN VIC	89,424	\$83,000						\$40,000			
PD747	FORD	2009	ESCAPE	140,000	\$83,000						\$40,000			
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