

Fleet Operations



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Fleet Operations



Department Description

The Fleet Operations Department provides City departments with comprehensive fleet management services, largely by providing a dependable fleet of over 4,300 motive vehicles and equipment. The Department also provides the following core services in support of the City's fleet:

- Repair and Maintenance of Motive Vehicles and Equipment
- Acquisition And Disposition Services for Motive Vehicles and Equipment
- Fuel System Management
- Telematics System Management
- 24 Hour Fuel Availability/Delivery
- 24 Hour Maintenance and Monitoring of 15 Fuel Islands
- 24 Hour Road Call Services
- Maintenance of 19 Car/Truck Wash Facilities
- Rental Fleet of 110 Motive Vehicles And Equipment
- Citywide Driver/Operator Training
- Metal Fabrication Services
- Body Shop Services
- Mobile Welding Services
- Motive Vehicle and Equipment Lifecycle Analysis
- Asset Management Including Maintenance and Repair Tracking and Lifecycle Analysis
- Forecasting, Analysis and Oversight of \$90.8M in Vehicle Replacement Funds

The Department's mission is:

Provide our customers, the employees of the City of San Diego, with comprehensive fleet management services by delivering environmentally-friendly, safe, and dependable vehicles, equipment, and fuel.

The Department's vision is:

An award-winning fleet recognized for its safety, dependability, and reduction of greenhouse gasses.

Fleet Operations

Goals and Objectives

Goal 1: Provide quality fleet services efficiently and economically

- Provide excellent customer service
- Improve communications to our customers
- Provide reliable vehicles

Goal 2: Advance a Green Fleet program

- Reduce greenhouse gas emissions
- Advance the knowledge of alternative fuel options

Goal 3: Continue to develop a trained and certified team of professionals

- Develop a new safety program
- Develop a new training program

Goal 4: Improve internal controls and accountability

- Improve internal fleet operations information system
- Improve policies and procedures

Fleet Operations

Department Summary

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
FTE Positions (Budgeted)	0.00	206.00	205.75	(0.25)
Personnel Expenditures	\$ -	\$ 21,398,096	\$ 22,659,647	\$ 1,261,551
Non-Personnel Expenditures	-	79,215,765	75,407,700	(3,808,065)
Total Department Expenditures	\$ -	\$ 100,613,861	\$ 98,067,347	\$ (2,546,514)
Total Department Revenue	\$ -	\$ 85,190,239	\$ 85,414,356	\$ 224,117

Fleet Operations Operating Fund¹

Department Expenditures

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Fleet Administration	\$ -	\$ 11,802,759	\$ 9,348,510	\$ (2,454,249)
Fleet Maintenance	-	46,037,356	43,643,363	(2,393,993)
Vehicle Acquisition	-	-	315,724	315,724
Total	\$ -	\$ 57,840,115	\$ 53,307,597	\$ (4,532,518)

Department Personnel

	FY2017 Budget	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Fleet Administration	0.00	33.00	34.50	1.50
Fleet Maintenance	0.00	173.00	169.25	(3.75)
Vehicle Acquisition	0.00	0.00	2.00	2.00
Total	0.00	206.00	205.75	(0.25)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Fuel Adjustment Addition of non-personnel expenditures and associated revenue to reflect the inclusion of Fire-Rescue Department renewable diesel fuel purchases.	0.00	\$ 1,561,321	\$ 1,561,321
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	1,297,602	-
Fleet Paint Booth Addition of one-time non-personnel expenditures associated with repairs to the paint booth at Chollas Fleet Facility.	0.00	250,000	-
Transfer of Fleet Technician Transfer of 1.00 Fleet Technician and associated revenue from the Stadium Operations Fund to the Fleet Operations Department.	1.00	132,313	124,243

1. Beginning in Fiscal Year 2018, the Fleet Operations Operating Fund was budgeted in the Fleet Operations Department. As a result, Fiscal Year 2017 actuals are reflected in the Internal Operations Department.

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Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Addition of Associate Management Analyst Addition of 1.00 Associate Management Analyst to provide operational support and implement departmental procedures.	1.00	81,016	-
Non-Standard Hour Personnel Funding Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	0.50	13,636	-
Reduction of Dump Trucks Reduction of 0.50 Fleet Technician, non-personnel expenditures, and revenue associated with the removal of 13 underutilized dump trucks.	(0.50)	(72,873)	(73,358)
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(155,728)	-
Idling Policy Enforcement Reduction of non-personnel expenditures and associated revenue to reflect the enforcement of the City's idling policy.	0.00	(175,000)	(175,000)
Fleet Reduction Reduction of 2.25 Fleet Technician, non-personnel expenditures, and revenue associated with the reduction of 164 vehicles citywide.	(2.25)	(381,402)	(355,801)
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(740,042)	-
One-Time Reductions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2018.	0.00	(6,343,361)	(3,465,317)
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	(3,931,320)
Total	(0.25)	\$ (4,532,518)	\$ (6,315,232)

Expenditures by Category

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018-2019 Change
PERSONNEL				
Personnel Cost	\$ -	\$ 11,487,093	\$ 12,474,732	\$ 987,639
Fringe Benefits	-	9,911,003	10,184,915	273,912
PERSONNEL SUBTOTAL	-	21,398,096	22,659,647	1,261,551
NON-PERSONNEL				
Supplies	\$ -	\$ 7,645,527	\$ 9,810,464	\$ 2,164,937
Contracts	-	15,967,601	6,930,069	(9,037,532)
Information Technology	-	1,460,451	1,304,723	(155,728)
Energy and Utilities	-	10,853,146	12,019,230	1,166,084
Other	-	-	-	-
Capital Expenditures	-	250,000	450,000	200,000

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Expenditures by Category (Cont'd)

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Debt	-	265,294	133,464	(131,830)
NON-PERSONNEL SUBTOTAL	-	36,442,019	30,647,950	(5,794,069)
Total	\$ -	\$ 57,840,115	\$ 53,307,597	\$ (4,532,518)

Revenues by Category

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Charges for Services	\$ -	\$ 49,516,104	\$ 46,448,333	\$ (3,067,771)
Other Revenue	-	391,439	391,439	-
Transfers In	-	3,400,000	152,539	(3,247,461)
Total	\$ -	\$ 53,307,543	\$ 46,992,311	\$ (6,315,232)

Personnel Expenditures

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	0.00	3.00	2.00	\$32,530 - \$39,170	\$ 67,859
20000024	Administrative Aide 2	0.00	0.00	1.00	43,983 - 53,028	43,781
20000253	Apprentice 1-Fleet Technician	0.00	0.00	2.00	31,478 - 41,963	79,698
20000088	Assistant Engineer-Mechanical	0.00	1.00	1.00	59,775 - 72,022	59,775
20000443	Assistant Fleet Technician	0.00	27.00	27.00	39,624 - 47,238	1,229,416
20000119	Associate Management Analyst	0.00	1.00	2.00	55,843 - 67,489	119,935
20000193	Body and Fender Mechanic	0.00	5.00	5.00	45,830 - 54,962	265,679
20001246	Business Systems Analyst 3	0.00	1.00	0.00	67,575 - 81,670	-
20001101	Department Director	0.00	1.00	1.00	61,107 - 231,494	162,181
20001168	Deputy Director	0.00	1.00	1.00	48,516 - 178,445	129,125
20000430	Equipment Operator 2	0.00	1.00	1.00	42,715 - 51,095	51,095
20000438	Equipment Painter	0.00	2.00	2.00	45,830 - 54,962	109,924
20000433	Equipment Trainer	0.00	1.00	1.00	49,139 - 59,431	59,431
21000191	Fleet Attendant	0.00	2.00	2.00	33,069 - 39,309	77,202
20000774	Fleet Manager	0.00	4.00	4.00	79,306 - 96,087	367,567
20000183	Fleet Parts Buyer	0.00	4.00	4.00	46,110 - 55,843	215,834
20000182	Fleet Parts Buyer Supervisor	0.00	1.00	1.00	53,050 - 64,502	64,502
20000062	Fleet Repair Supervisor	0.00	10.00	10.00	64,481 - 78,017	768,346
21000195	Fleet Team Leader	0.00	10.00	10.00	54,153 - 66,498	640,290
20000420	Fleet Technician	0.00	80.00	76.25	48,049 - 57,623	4,295,131
20000293	Information Systems Analyst 3	0.00	1.00	1.00	61,322 - 74,128	61,322
20000998	Information Systems Analyst 4	0.00	0.00	1.00	68,971 - 83,561	83,561
20000618	Machinist	0.00	1.00	1.00	47,657 - 57,089	57,089
20000439	Master Fleet Technician	0.00	17.00	17.00	51,676 - 61,903	990,989
20000644	Metal Fabrication Supervisor	0.00	2.00	2.00	56,101 - 67,833	132,919
20000445	Motive Service Technician	0.00	2.00	2.00	35,324 - 42,328	78,724
20000680	Payroll Specialist 2	0.00	1.00	1.00	35,753 - 43,166	36,698
20001222	Program Manager	0.00	1.00	1.00	48,516 - 178,445	111,564
20000847	Safety Officer	0.00	1.00	1.00	59,818 - 72,237	72,237

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Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2017 Budget	FY2018 Budget	FY2019 Proposed	Salary Range	Total
20000951	Stock Clerk	0.00	9.00	9.00	31,048 - 37,472	322,198
20000955	Storekeeper 1	0.00	4.00	4.00	35,753 - 42,887	163,453
90001146	Student Intern	0.00	0.00	0.50	19,230 - 24,709	12,355
20000970	Supervising Management Analyst	0.00	1.00	1.00	68,971 - 83,561	83,561
20001041	Training Supervisor	0.00	1.00	1.00	61,322 - 74,128	71,308
20001058	Welder	0.00	10.00	10.00	45,830 - 54,962	546,626
	ASE Cert					36,718
	ASE Damage Estimate					936
	ASE Master Cert					180,447
	Budgeted Vacancy Savings					(134,400)
	Class B					51,211
	Collison Repair Cert					3,640
	Exceptional Performance Pay-Classified					3,000
	Night Shift Pay					167,238
	Overtime Budgeted					400,000
	Plant/Tank Vol Cert Pay					42,109
	Termination Pay Annual Leave					69,682
	Welding Certification					22,776
FTE, Salaries, and Wages Subtotal		0.00	206.00	205.75		\$ 12,474,732
		FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change	
Fringe Benefits						
Employee Offset Savings	\$	-	\$ 23,132	\$ 37,376	\$	14,244
Flexible Benefits		-	2,344,983	2,376,777		31,794
Medicare		-	150,180	165,872		15,692
Other Post-Employment Benefits		-	1,194,199	1,239,986		45,787
Retiree Medical Trust		-	8,442	10,337		1,895
Retirement 401 Plan		-	8,307	8,260		(47)
Retirement ADC		-	4,631,921	4,639,362		7,441
Retirement DROP		-	47,778	48,732		954
Risk Management Administration		-	201,189	213,171		11,982
Supplemental Pension Savings Plan		-	688,787	766,716		77,929
Unemployment Insurance		-	18,897	19,394		497
Workers' Compensation		-	593,188	658,932		65,744
Fringe Benefits Subtotal		\$	-	\$ 9,911,003	\$ 10,184,915	\$ 273,912
Total Personnel Expenditures					\$ 22,659,647	

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Fleet Operations Replacement Fund¹

Department Expenditures

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Vehicle Acquisition	\$ -	\$ 42,773,746	\$ 44,759,750	\$ 1,986,004
Total	\$ -	\$ 42,773,746	\$ 44,759,750	\$ 1,986,004

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Fleet Replacement Fund Transfer to the General Fund Addition of one-time non-personnel expenditures for a transfer to support the General Fund operations as a result of savings in facility improvement fund that will not be utilized in Fiscal Year 2019.	0.00	\$ 3,400,000	\$ -
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	1,986,004	-
One-Time Reductions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2018.	0.00	(3,400,000)	-
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	7,315,087
Reduction of Dump Trucks Reduction of revenue associated with the removal of 13 underutilized dump trucks	0.00	-	(142,232)
Fleet Reduction Reduction of revenue associated with the reduction of 164 vehicles citywide.	0.00	-	(633,506)
Total	0.00	\$ 1,986,004	\$ 6,539,349

Expenditures by Category

	FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
NON-PERSONNEL				
Transfers Out	\$ -	\$ 3,400,000	\$ 3,400,000	\$ -
Capital Expenditures	-	28,279,215	28,279,215	-
Debt	-	11,094,531	13,080,535	1,986,004
NON-PERSONNEL SUBTOTAL	-	42,773,746	44,759,750	1,986,004
Total	\$ -	\$ 42,773,746	\$ 44,759,750	\$ 1,986,004

1. Beginning in Fiscal Year 2018, the Fleet Operations Replacement Fund was budgeted in the Fleet Operations Department. As a result, Fiscal Year 2017 actuals are reflected in the Internal Operations Department.

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Revenues by Category

		FY2017 Actual	FY2018 Budget	FY2019 Proposed	FY2018–2019 Change
Charges for Services	\$	-	\$ 30,382,696	\$ 36,922,045	\$ 6,539,349
Other Revenue		-	1,500,000	1,500,000	-
Total	\$	-	\$ 31,882,696	\$ 38,422,045	\$ 6,539,349

Fleet Operations

Revenue and Expense Statement (Non-General Fund)

Fleet Operations Fund	FY2017 Actual	FY2018* Budget	FY2019 Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 8,114,237	\$ 8,782,758	\$ 7,344,619
Continuing Appropriation - CIP	1,200,350	1,738,626	1,723,745
TOTAL BALANCE AND RESERVES	\$ 9,314,587	\$ 10,521,384	\$ 9,068,364
REVENUE			
Charges for Services	\$ 51,233,299	\$ 49,516,104	\$ 46,448,333
Other Revenue	425,555	391,439	391,439
Revenue from Use of Money and Property	112,161	—	—
Transfers In	—	3,400,000	152,539
TOTAL REVENUE	\$ 51,771,015	\$ 53,307,543	\$ 46,992,311
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 61,085,603	\$ 63,828,927	\$ 56,060,675
CAPITAL IMPROVEMENTS PROGRAM (CIP) EXPENSE			
CIP Expenditure	\$ —	\$ —	\$ 250,000
TOTAL CIP EXPENSE	\$ —	\$ —	\$ 250,000
OPERATING EXPENSE			
Personnel Expenses	\$ 11,105,721	\$ 11,487,093	\$ 12,474,732
Fringe Benefits	8,061,884	9,911,003	10,184,915
Supplies	13,963,950	7,645,527	9,810,464
Contracts	5,603,885	15,967,601	6,930,069
Information Technology	677,712	1,460,451	1,304,723
Energy and Utilities	10,164,864	10,853,146	12,019,230
Other Expenses	4,248	—	—
Transfers Out	1,001,633	—	—
Capital Expenditures	254,937	250,000	450,000
Debt Expenses	263,659	265,294	133,464
TOTAL OPERATING EXPENSE	\$ 51,102,495	\$ 57,840,115	\$ 53,307,597
EXPENDITURE OF PRIOR YEAR FUNDS			
CIP Expenditures	\$ 461,725	\$ —	\$ —
TOTAL EXPENDITURE OF PRIOR YEAR FUNDS	\$ 461,725	\$ —	\$ —
TOTAL EXPENSE	\$ 51,564,219	\$ 57,840,115	\$ 53,557,597
RESERVES			
Continuing Appropriation - CIP	\$ 738,626	\$ 1,738,626	\$ 1,723,745
TOTAL RESERVES	\$ 738,626	\$ 1,738,626	\$ 1,723,745
BALANCE	\$ 8,782,758	\$ 4,250,186	\$ 779,333
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 61,085,603	\$ 63,828,927	\$ 56,060,675

* At the time of publication, audited financial statements for Fiscal Year 2018 were not available. Therefore, the Fiscal Year 2018 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2018 Adopted Budget, while the beginning Fiscal Year 2018 balance amount reflects the audited Fiscal Year 2017 ending balance.

Fleet Operations

Revenue and Expense Statement (Non-General Fund)

Fleet Operations Replacement Fund	FY2017 Actual	FY2018* Budget	FY2019 Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 48,357,108	\$ 90,848,470	\$ 89,385,370
Continuing Appropriation - Operating	41,061,492	—	—
TOTAL BALANCE AND RESERVES	\$ 89,418,600	\$ 90,848,470	\$ 89,385,370
REVENUE			
Charges for Services	\$ 33,916,328	\$ 30,382,696	\$ 36,922,045
Other Revenue	11,837,018	1,500,000	1,500,000
TOTAL REVENUE	\$ 45,753,346	\$ 31,882,696	\$ 38,422,045
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 135,171,945	\$ 122,731,166	\$ 127,807,415
OPERATING EXPENSE			
Supplies	\$ 2,095,157	\$ —	\$ —
Contracts	266,478	—	—
Information Technology	32,196	—	—
Transfers Out	—	3,400,000	3,400,000
Capital Expenditures	35,557,001	28,279,215	28,279,215
Debt Expenses	6,372,642	11,094,531	13,080,535
TOTAL OPERATING EXPENSE	\$ 44,323,474	\$ 42,773,746	\$ 44,759,750
TOTAL EXPENSE	\$ 44,323,474	\$ 42,773,746	\$ 44,759,750
BALANCE	\$ 90,848,471	\$ 79,957,420	\$ 83,047,665
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 135,171,945	\$ 122,731,166	\$ 127,807,415

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