

***Highlights from Cheryl Porter, Chief Operating Officer – Water & Field Services and
 Bill Wolfson, Chief Administrative & Compliance Officer***

The Fleet Operations Area strategic initiatives includes the following.

- ❖ **Improving vehicle efficiency**
 Ensure vehicles are properly maintained, functioning properly and safely as well as matched to the job requirements to support GLWA's operational needs.
- ❖ **Proper staffing levels**
 Ensure adequate and proactive fleet maintenance and upgrades.

Fleet Operations Contracts

The Fleet Operations budget contains several contractual services to ensure the company vehicles are in safe, operable conditions while controlling costs, productivity, and fuel management. In the chart below are the key contracts for these services. Budgeted amounts beyond contract date are estimates for future study updates or subsequent implementation of a program. These services would generally require a separate procurement process.

Project Description	Fleet Maintenance	Furnish Fuel & Diesel Fuel	Rental of Fleet Vehicles	GPS/AVL Tracking	Total
Prime Consultant	Enterprise Fleet Management	Waterfront Petroleum Terminal Co.	Enterprise Holding Inc.	GEOTAB Inc.	
Contract #	1802710	2850143		1904862	
Contract Amount	\$1,533,000	\$1,562,738	1802910	\$375,000	
Contract End Date	11/04/2024	07/31/20	\$310,886.89	06/30/22	
Pre-FY 2020 Spend	\$ -	\$ 764,397	\$ 82,448	\$ -	\$ 846,845
FY 2020 Actual	347,617	335,326	167,961	-	850,904
FY 2021 Budget	1,530,000	425,423	58,746	-	2,014,169
FY 2022 Requested	1,415,600	440,000	-	75,000	1,930,600
FY 2023 Requested	1,415,600	440,000	-	75,000	1,930,600
FY 2024 Requested	1,415,600	440,000	-	75,000	1,930,600
FY 2025 Requested	1,415,600	440,000	-	75,000	1,930,600
FY 2026 Requested	1,415,600	440,000	-	75,000	1,930,600
Total	\$ 8,955,617	\$ 3,725,146	\$ 309,155	\$ 375,000	\$ 13,364,917

Biennial Budget Request

The biennial budget reflects an increase of \$578,900, or 27.5% in Operations & Maintenance for FY2022. Key Factors that impacting the increase include the following.

- ❖ Personnel increase of \$367,300 due to account coding reallocation of two team members from the Facilities cost center and to establish a fleet manager position
- ❖ Implementation of GEOTAB (Contract 1904862) GPS/AVL Vehicle Tracking program for \$75,000
- ❖ Establishment of a Weingartz (Contract 2001636) Small Engine Repair contract for \$40,000
- ❖ Establishment of a pump rental program with Sunbelt Rentals (Contract 2001596) for \$75,000
- ❖ Enterprise Fleet Management took over fleet maintenance for \$1,415,600 per year.
- ❖ Lakeshore Services (Contract 200243) for welding services and materials for \$40,000 a year.

Biennial Budget Request by Expense Category

Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
2.0 Personnel	\$ -	\$ -	\$ -	\$ 367,300	\$ 367,300	n/a	\$ 368,900
4.2 Supplies & Other	469,900	539,000	108,400	555,000	16,000	3.0%	555,000
4.3 Contractual Services	1,710,000	1,570,000	195,800	1,765,600	195,600	12.5%	1,765,600
Grand Total	\$ 2,179,900	\$ 2,109,000	\$ 304,100	\$ 2,687,900	\$ 578,900	27.5%	\$ 2,689,500

Biennial Budget Request by Team

Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested
Fleet Operations	\$ 2,179,900	\$ 2,109,000	\$ 304,100	\$ 2,687,900	\$ 578,900	27.5%	\$ 2,689,500
Grand Total	\$ 2,179,900	\$ 2,109,000	\$ 304,100	\$ 2,687,900	\$ 578,900	27.5%	\$ 2,689,500

Personnel Budget

Fleet Operations personnel consists of 3 positions for FY 2022. During FY 2021, two positions will be transferred from the Facilities Operations budget and added to Fleet Operations for the purpose of fleet management. A Fleet Operations Manager position has also been added with anticipation that it will be filled during FY 2021.

The following tables provide three alternate views of the staffing plans and budget.

Staffing Plan - The table below presents the number of positions in the plan. Each position has a value of one. The position count does not distinguish between a position that is filled 100% (2,080 hours per year), filled for a number of hours less than 2,080 per year, or one that is vacant.

Staffing Plan – Number of Positions

Team	Prior Year FY 2020 Staffing Plan	Current Year FY 2021 Staffing Plan	FY 2022 Staffing Plan	FY 2023 Staffing Plan	FY 2024 Staffing Plan	FY 2025 Staffing Plan	FY 2026 Staffing Plan
Fleet Operations	0.00	3.00	3.00	3.00	3.00	3.00	3.00

*Full-time Equivalent*s - The table below presents “full-time equivalent” (FTE) staffing. FTE is based on the number of hours that the position is filled, or budgeted for, in a given year based upon a standard of 2,080 hours per year. For this budget area, the Staffing Plan and the FTEs are consistent.

*Full-time Equivalent*s

Team	Prior Year FY 2020 FTEs	Current Year FY 2021 FTEs	FY 2022 FTEs	FY 2023 FTEs	FY 2024 FTEs	FY 2025 FTEs	FY 2026 FTEs
Fleet Operations	0.00	3.00	3.00	3.00	3.00	3.00	3.00

Personnel Budget - The table below presents the Fleet Operations personnel budget which consists of the following expense categories: Salaries & Wages, Salaries & Wages – Workforce Development, Overtime and Employee Benefits. The values for the personnel budget are based on the full-time equivalents table above using current pay levels. Wage and benefit adjustments are based on merit increases and are included in the Unallocated Reserve line item for the Central Services Operating Area which is shown in detail in the Operating Financial Plan Introduction section.

Personnel Budget

Team	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Fleet Operations	\$ -	\$ 367,300	\$ 368,900	\$ 370,500	\$ 372,100	\$ 373,600

Five Year Financial Plan

Five-Year Financial Plan by Expense Category

Expense Category	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
2.0 Personnel	\$ -	\$ -	\$ 367,300	\$ 367,300	n/a	\$ 368,900	\$ 370,500	\$ 372,100	\$ 373,600
4.2 Supplies & Other	539,000	108,400	555,000	16,000	3.0%	555,000	555,000	555,000	555,000
4.3 Contractual Services	1,570,000	195,800	1,765,600	195,600	12.5%	1,765,600	1,765,600	1,765,600	1,765,600
Grand Total	\$ 2,109,000	304,100	\$ 2,687,900	\$ 578,900	27.5%	\$ 2,689,500	\$ 2,691,100	\$ 2,692,700	\$ 2,694,200

Five-Year Financial Plan by Team

Team	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2022 Dollar Variance	FY 2022 Percent Variance	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Fleet Operations	\$ 2,109,000	\$ 304,100	\$ 2,687,900	\$ 578,900	27.5%	\$ 2,689,500	\$ 2,691,100	\$ 2,692,700	\$ 2,694,200
Grand Total	\$ 2,109,000	304,100	\$ 2,687,900	\$ 578,900	27.5%	\$ 2,689,500	\$ 2,691,100	\$ 2,692,700	\$ 2,694,200

Capital Outlay

Fleet Operations five-year capital outlay is funded by the Improvement & Extension (I&E) budget.

Five-Year Capital Outlay Plan by Asset Category

Asset Category	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Improvement & Extension	\$ 2,542,600	\$ 2,305,200	\$ 3,011,400	\$ 2,000,000	\$ 2,470,000	\$ 2,000,000
Machinery & Equipment	470,000	470,000	74,000	-	470,000	-
Heavy Equipment & Misc	470,000	470,000	74,000	-	470,000	-
Vehicles	2,072,600	1,835,200	2,937,400	2,000,000	2,000,000	2,000,000
Light Truck	-	50,000	-	-	-	-
Passenger	1,036,300	892,600	1,461,100	1,000,000	1,000,000	1,000,000
Utility Vehicle	1,036,300	892,600	1,476,300	1,000,000	1,000,000	1,000,000
Grand Total	\$ 2,542,600	\$ 2,305,200	\$ 3,011,400	\$ 2,000,000	\$ 2,470,000	\$ 2,000,000

Five-Year Capital Outlay Plan by Funding Source

Funding Source	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Improvement & Extension	\$ 2,542,600	\$ 2,305,200	\$ 3,011,400	\$ 2,000,000	\$ 2,470,000	\$ 2,000,000
Grand Total	\$ 2,542,600	\$ 2,305,200	\$ 3,011,400	\$ 2,000,000	\$ 2,470,000	\$ 2,000,000

Five-Year Capital Outlay Plan by Team

Team	FY 2021 Adopted Budget	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
Fleet Operations	\$ 2,542,600	\$ 2,305,200	\$ 3,011,400	\$ 2,000,000	\$ 2,470,000	\$ 2,000,000
Grand Total	\$ 2,542,600	\$ 2,305,200	\$ 3,011,400	\$ 2,000,000	\$ 2,470,000	\$ 2,000,000

Line Item Budget and Financial Plan

The five-year plan with a line item expense budget is reflected below. The expenses are listed in report order by cost center. Because many of GLWA's initiatives expand multiple years, this planning document provides the information to smooth out expenses over time and/or plan for annual fluctuations.

Cost Center & Expense Category	FY 2020 Actual	FY 2021 Adopted Budget	FY 2021 Activity as of 09.30.2020	FY 2022 Department Requested	FY 2023 Department Requested	FY 2024 Department Requested	FY 2025 Department Requested	FY 2026 Department Requested
882422 - Fleet Operations	2,179,900	2,109,000	304,100	2,687,900	2,689,500	2,691,100	2,692,700	2,694,200
2.1 Salaries & Wages	-	-	-	288,500	288,500	288,500	288,500	288,500
2.4 Employee Benefits	-	-	-	78,800	80,400	81,900	83,500	85,100
4.2 Supplies & Other	469,900	539,000	108,400	555,000	555,000	555,000	555,000	555,000
Inspection and Permit Fees	1,500	1,000	-	1,000	1,000	1,000	1,000	1,000
Operating Supplies	-	-	10,800	-	-	-	-	-
Operating Supplies – Fuel	425,500	500,000	84,000	500,000	500,000	500,000	500,000	500,000
Operating Supplies-Automotive	25,300	9,000	4,500	9,000	9,000	9,000	9,000	9,000
Repairs & Maintenance-Automotive	17,600	29,000	9,100	45,000	45,000	45,000	45,000	45,000
4.3 Contractual Services	1,710,000	1,570,000	195,800	1,765,600	1,765,600	1,765,600	1,765,600	1,765,600
Contractual Operating Services	1,522,100	1,530,000	148,900	1,670,600	1,670,600	1,670,600	1,670,600	1,670,600
Contractual Vehicle Services	187,900	40,000	46,800	95,000	95,000	95,000	95,000	95,000
Grand Total	\$ 2,179,900	\$ 2,109,000	\$ 304,100	\$ 2,687,900	\$ 2,689,500	\$ 2,691,100	\$ 2,692,700	\$ 2,694,200