

CANYON COUNTY FY 2025 REQUESTED BUDGET

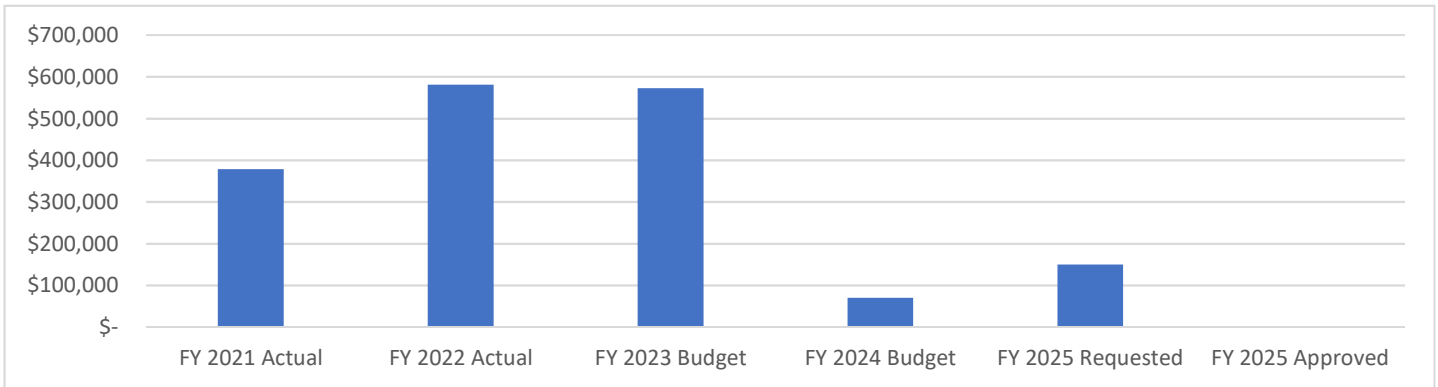
Office/Department: County Fleet

FY 2024 full-time positions: 8

The Canyon County Fleet Department’s mission is to effectively and efficiently manage and maintain the county fleet while focusing on the safety of our drivers and the entire community. Our dedication to saving fuel, tires and tons of pollutants remains foremost in our efforts to provide a high level of service to Canyon County and its citizens.

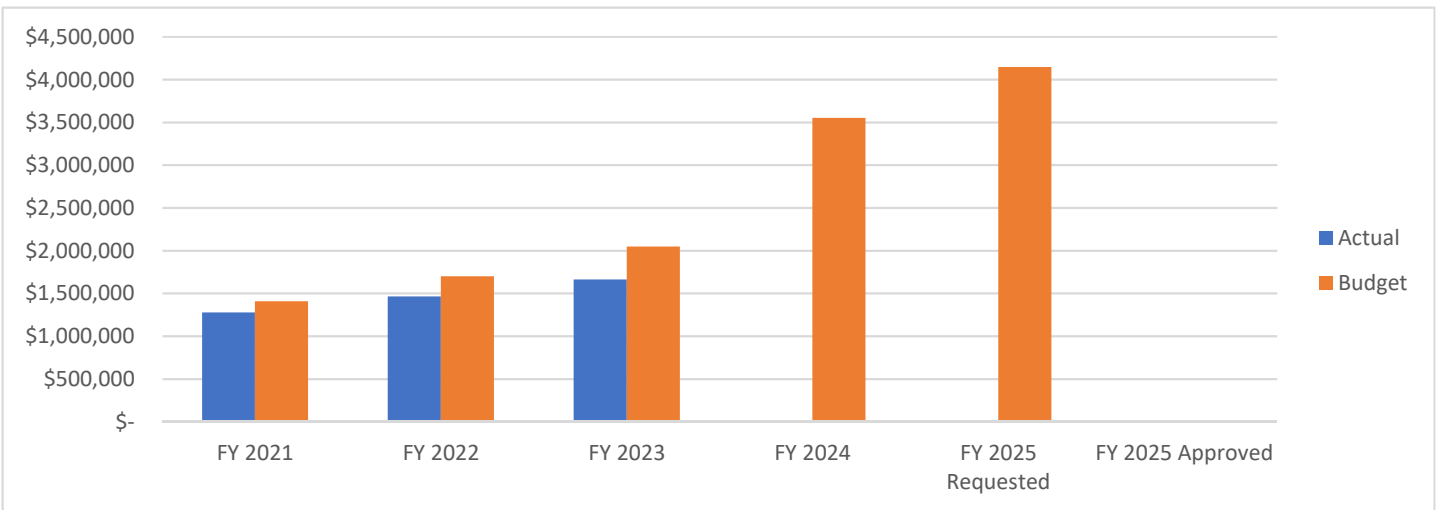
Annual Office/Department Revenues

	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	FY 2024 Budget	FY 2025 Requested	FY 2025 Approved
Revenues	\$ 378,626	\$ 580,587	\$ 572,173	\$ 70,400	\$ 150,000	



Actual - Budget Annual Comparison

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 Requested	FY 2025 Approved
Actual	\$ 1,277,809	\$ 1,463,440	\$ 1,660,813			
Budget	\$ 1,408,321	\$ 1,699,138	\$ 2,047,627	\$ 3,552,585	\$ 4,146,419	



Entity: 001-24-263-19 - County Fleet
 Format: Annual Budget
 Year: Fy2025
 Scenario: Actual
 Per. End: JUN
 Units: 1
 Currency: USD
 Date Exported: 17-Jun-24

Level - Account Mode	2021	2021	2022	2022	2023	2023	2024	2025	2024-2025
DESCRIPTION	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Requested	Change
333170 CARES Act	873	0	0	0	0	0	0	0	0
33XXXX Total 33 Revenues	873	0	0	0	0	0	0	0	0
341615 Shop fees	110,277	50,000	167,865	70,000	137,040	70,000	70,000	70,000	0
34XXXX Total 34 Revenues	110,277	50,000	167,865	70,000	137,040	70,000	70,000	70,000	0
369121 Other miscellaneous revenue	323	0	333	400	78	400	400	60,000	59,600
369126 Damage to vehicles	0	0	0	0	0	0	0	20,000	20,000
369151 Fuel reimbursement	267,152	300,000	412,390	375,000	435,054	525,000	0	0	0
36XXXX Total 36 Revenues	267,476	300,000	412,722	375,400	435,132	525,400	400	80,000	79,600
Revenue	378,626	350,000	580,587	445,400	572,173	595,400	70,400	150,000	79,600
412030 Regular employees	341,536	333,467	374,989	338,840	445,334	365,204	469,613	483,669	14,056
412035 Overtime	0	500	0	0	0	1,000	1,000	1,000	0
413050 Part-time	0	0	0	0	0	20,000	20,000	20,000	0
413075 Compensation program	0	7,040	0	30,364	0	51,513	13,960	0	-13,960
413080 New/reclassified positions	0	0	0	0	0	95,250	0	0	0
41XXXX Salaries	341,536	341,007	374,989	369,204	445,334	532,967	504,573	504,669	96
421000 Social security	25,114	26,087	27,723	28,244	33,032	33,485	38,600	37,001	-1,599
422000 Retirement	40,779	40,996	44,363	44,608	52,352	50,394	55,876	58,040	2,164
423101 Health insurance	81,820	81,793	76,970	81,793	87,300	81,480	93,478	93,478	0
423102 Dental	6,972	6,999	6,557	6,999	7,470	6,972	7,999	7,999	0
423104 Disability	1,314	1,217	1,302	1,231	1,587	1,290	1,597	1,630	33
423105 Life	1,158	1,220	1,152	1,232	1,384	1,291	1,571	1,582	11
424000 Workers compensation	7,344	13,485	7,614	14,327	9,015	16,447	19,857	19,461	-396
425000 Unemployment	0	2,217	0	2,400	0	0	0	0	0
42XXXX Benefits	164,500	174,014	165,680	180,834	192,141	191,360	218,977	219,191	214
Salaries & Benefits	506,037	515,021	540,669	550,038	637,475	724,327	723,551	723,860	309
521156 Auto maintenance services	2,574	2,200	2,887	4,500	4,334	4,500	4,500	4,500	0
52XXXX Total 52 Expenses	2,574	2,200	2,887	4,500	4,334	4,500	4,500	4,500	0
531106 Oil	13,695	16,000	15,224	16,000	16,907	22,000	22,000	22,000	0
531107 Gasoline	1,043	1,800	1,436	1,800	1,100	1,800	1,800	0	-1,800
531108 Bottled oxygen	574	750	568	750	744	750	750	750	0
533301 Service contracts	34,223	45,000	39,335	45,000	33,477	45,000	55,296	140,856	85,560
533307 Misc maintenance services	989	4,000	2,196	4,000	4,617	4,000	9,000	9,000	0
533310 Copiers contract	503	1,000	423	1,000	417	1,000	1,000	1,000	0
533311 Insurance reimb repairs	18,022	25,000	11,235	25,000	6,462	25,000	25,000	25,000	0
533313 Vehicle licenses	2,773	3,000	2,470	3,000	3,032	3,000	3,000	3,000	0
534407 Misc rental	0	2,000	0	2,000	0	2,000	2,000	2,000	0
53XXXX Total 53 Expenses	71,823	98,550	72,887	98,550	66,755	104,550	119,846	203,606	83,760
542203 Cellular phone	3,121	3,700	3,590	3,700	4,061	4,900	4,900	6,816	1,916
542220 Radio equipment	0	1,000	0	1,000	0	1,000	1,000	60,204	59,204
542225 Radar equipment	2,329	2,000	791	2,000	535	2,000	2,000	17,520	15,520
542230 Video equipment	0	0	0	0	0	0	0	96,000	96,000
543305 Postage	0	50	40	50	29	50	50	50	0
543308 Freight charges	314	800	0	800	0	800	800	800	0
543310 Ups	0	500	186	500	207	500	500	500	0
545501 Meals	0	750	31	750	90	750	1,600	1,600	0
545502 Mileage	0	0	0	0	0	0	41,700	41,700	0
545503 Taxi	0	300	0	300	0	300	300	300	0

545504 Parking	0	100	0	100	0	100	100	100	0
545505 Hotel	0	2,000	0	2,000	0	2,000	4,800	4,800	0
545507 Air fare	0	1,500	0	1,500	0	1,500	5,200	5,200	0
545509 County fuel	277,888	300,000	370,262	375,000	335,191	525,000	539,004	539,000	-4
546610 Education and training	1,005	4,000	2,196	4,000	1,053	4,000	4,000	4,000	0
548400 Miscellaneous	4,815	6,000	1,323	6,000	3,953	6,000	996	1,000	4
548401 Employee appreciation	0	0	0	0	0	0	1,000	1,000	0
54XXXX Total 54 Expenses	289,472	322,700	378,418	397,700	345,119	548,900	607,950	780,590	172,640
551010 Office supplies	689	750	893	750	754	750	750	750	0
551130 Computer supplies	0	500	433	500	0	500	500	500	0
554100 COVID-19	1,563	0	0	0	0	0	0	0	0
554404 Keys and locks	398	1,000	687	1,000	165	1,000	1,000	1,000	0
554410 Janitorial supplies	434	400	0	400	0	400	400	400	0
554420 Shop supplies	4,208	4,000	5,190	4,000	5,910	4,000	4,000	6,000	2,000
554425 Painting supplies	249	1,000	581	1,000	749	1,000	1,000	1,000	0
554426 Outside parts	13,596	8,000	8,961	8,000	4,336	8,000	8,000	20,000	12,000
554430 Auto repair supplies	54,093	75,000	63,868	75,000	73,809	75,000	84,996	85,000	4
554435 Tires	44,124	47,000	41,311	47,000	48,891	53,000	53,000	63,000	10,000
554440 Small tools	3,116	3,500	2,056	3,500	3,419	3,500	3,500	3,500	0
554445 Uniforms	9,139	12,000	8,696	12,000	5,747	13,000	13,000	13,000	0
554450 Chemical supplies	1,081	1,200	689	1,200	4,662	1,200	2,400	3,400	1,000
55XXXX Total 55 Expenses	132,690	154,350	133,366	154,350	148,443	161,350	172,546	197,550	25,004
577100 Computer equipment	965	1,500	1,531	3,000	1,133	3,000	13,000	15,325	2,325
577110 Software	0	4,000	0	4,000	0	4,000	4,000	4,000	0
577120 Small office equipment	0	1,000	0	1,000	280	1,000	1,000	1,000	0
577131 Small equipment	7,803	8,000	0	8,000	3,634	8,000	8,000	8,000	0
577137 Upfitting vehicles	238,692	253,000	262,523	253,000	244,473	253,000	253,000	531,996	278,996
57XXXX Total 57 Expenses	247,460	267,500	264,054	269,000	249,520	269,000	279,000	560,321	281,321
680410 Machinery	0	0	0	0	5,078	0	0	0	0
684110 Machinery	0	0	71,158	175,000	158,413	185,000	43,200	45,996	2,796
684320 Police vehicles	0	0	0	0	0	0	856,000	999,996	143,996
684330 General vehicles	27,754	48,000	0	50,000	45,675	50,000	525,996	480,000	-45,996
684335 Ins reimb capitol	0	0	0	0	0	0	0	150,000	150,000
684340 Trucks and pickups	0	0	0	0	0	0	219,996	0	-219,996
68XXXX Capital	27,754	48,000	71,158	225,000	209,167	235,000	1,645,192	1,675,992	30,800
Non Personnel	771,772	893,300	922,771	1,149,100	1,023,338	1,323,300	2,829,034	3,422,559	593,525
Total Expenses	1,277,809	1,408,321	1,463,440	1,699,138	1,660,813	2,047,627	3,552,585	4,146,419	593,834

Notes for Parent Entity: 001-24-263-19 Including Entity Children

Entity: 001-24-263-19 Account: 542203 Year: 2025 Scenario: Requested

71.00 x 8 x 12mo = 6,816

Entity: 001-24-263-19 Account: 577100 Year: 2025 Scenario: Requested

per IT Recommendation

Entity: 001-24-263-19 Account: 542225 Year: 2025 Scenario: Requested

mtolman 5/8/2024 4:37:16 PM

mtolman 5/7/2024 11:12:51 AM

This line is used for misc. Radar Repair and parts 2,000

Included is a yearly Certification of our Radar Certification Equipment it has to be recertified by the Factory every year.

Note: Our Technicians are Certified to test and certify police radar equipment.

add 10 new for sheriff patrol new 15,520 and 4 will be rotated for new deputies

Entity: 001-24-263-19 Account: 533301 Year: 2025 Scenario: Requested

mtolman 5/8/2024 4:32:01 PM

mtolman 5/8/2024 3:55:10 PM

mtolman 5/7/2024 4:27:51 PM

mtolman 5/7/2024 4:19:27 PM mitchell, opis, cardbook, vincentric, ford IDS nextrac, verizon, ligo.

mtolman 5/7/2024 12:43:57 PM

7000 Raise on Faster Fleet Management Program maintenance Contract to 18,200, and 76,000 to go WEB (with a 25,000. discount.

all other existing 6% of 38K 2,300

15000 to add 56 more Vehicle Trackers.

38,000+2,300+15,000=63,300

add add 1,560

total 64,860.+ 76,000 = 140,860

Entity: 001-24-263-19 Account: 545502 Year: 2025 Scenario: Requested

mtolman 5/7/2024 12:54:54 PM

most all county Mileage was moved into the Fleet Budget.

this Mileage line serves the county when motor pool is not feasible.

dist court 600 is incl.

Entity: 001-24-263-19 Account: 545509 Year: 2025 Scenario: Requested

mtolman 5/7/2024 12:56:45 PM

All County Fuel is captured within this account.

Bulk and outside fuel.

added 7,000 from Pest was not included last year

Entity: 001-24-263-19 Account: 545501 Year: 2025 Scenario: Requested

100.x4px4d=1600.

Entity: 001-24-263-19 Account: 545505 Year: 2025 Scenario: Requested

300.x4px4d=4800

Notes for Parent Entity: 001-24-263-19 Including Entity Children

Entity: 001-24-263-19 Account: 545507 Year: 2025 Scenario: Requested

4x1300.2way=5200
police fleet and gov fleet conference

Entity: 001-24-263-19 Account: 546610 Year: 2025 Scenario: Requested

1000.x4p=4000.
Government Fleet / Police Fleet Conferance

Entity: 001-24-263-19 Account: 554450 Year: 2025 Scenario: Requested

brake cleen spray lubricants and misc. chemicals have gone up over 50%
Car wash chemicals for new car wash.
we are running on those from last yr purchases but will need to re supply in 25

Entity: 001-24-263-19 Account: 577110 Year: 2025 Scenario: Requested

diagnostic equipment upgrades

Entity: 001-24-263-19 Account: 554435 Year: 2025 Scenario: Requested

mtolman 5/7/2024 4:34:52 PM
added 10K for tractors and buses

Entity: 001-24-263-19 Account: 684110 Year: 2025 Scenario: Requested

fuel system upgrade.New blending despencerand card readerwith misc. software.

Entity: 001-24-263-19 Account: 533311 Year: 2025 Scenario: Requested

repairs under deductables

Entity: 001-24-263-19 Account: 554426 Year: 2025 Scenario: Requested

parts for misc uoutside agencies that will be marked up to cover overhead

Entity: 001-24-263-19 Account: 684335 Year: 2025 Scenario: Requested

This line is for emergency replacement of totaled vehicles

Entity: 001-24-263-19 Account: 684320 Year: 2025 Scenario: Requested

mtolman 5/13/2024 3:52:28 PM
14 Patrol @50K = 700,000 this includes 4 new deputies
5 CID/ADMIN/JAIL @ 60K = 300,000

Entity: 001-24-263-19 Account: 684330 Year: 2025 Scenario: Requested

mtolman 5/13/2024 3:56:37 PM
Facilities 3 PU @ 60k = 180,000
Juv Prob. 2 @ 60K = 120,000

Notes for Parent Entity: 001-24-263-19 Including Entity Children

PA 1 @ 60K = 60,000
IT 1 @60K = 60,000
parks 1 60K = 60,000
Total 480,000

Entity: 001-24-263-19 Account: 369121 Year: 2025 Scenario: Requested

increased for auction revenue

Entity: 001-24-263-19 Account: 341615 Year: 2025 Scenario: Requested

mtolman 5/14/2024 9:27:02 AM

Shop Fee Revenues for up fitting and service for outside agencies are based upon each individual agencies specific needs and their allocated budgets for their fiscal year. Misc. Revenue is generated from vehicle sales and disposal of scrap metal, and restitution payments. Damage to Vehicles is normally payment from insurance companies. In a normal year we can anticipate \$70,000. Shop fees may slow as agencies are running out of grant funds allowing them to buy more vehicles to catch up their fleet assets.

Entity: 001-24-263-19 Account: 542220 Year: 2025 Scenario: Requested

mtolman 5/14/2024 2:43:30 PM

Radio repair and test equip 2,000
10 police radios 58,200 4 will be rotated covering 4 new deputies
total 68,200

Entity: 001-24-263-19 Account: 369126 Year: 2025 Scenario: Requested

Damage to Vehicles is normally payment from insurance companies

Entity: 001-24-263-19 Account: 577137 Year: 2025 Scenario: Requested

mtolman 5/16/2024 9:17:45 AM

30k x 14 units 420K
112k admin/cid and general upfitting
total 532,000

Entity: 001-24-263-19 Account: 542230 Year: 2025 Scenario: Requested

6,800. X 14 police cars = 95,200.
800. for raise in pricing from last yr. and repair parts
total 96,000.



FY2025 BUDGET NARRATIVE

Please fill this out and return by May 20th. If you already completed the items in the excel workbook, you can simply copy and paste into this document. You may insert graphs and/or pictures into this document. Please save the document by the name of your division, underscore, and FY2025 as follows: FAIR_FY2025

INTRODUCTORY INFO/HIGHLIGHTS/GOALS

1. Please list the name of your department/division and provide a statement of what your department is responsible for, your mission statement, and any highlights from the current and prior fiscal year for your department. Please add what your goals and objectives are for the next fiscal year:

Canyon County Fleet Provides Vehicle Acquisition through Disposal, Fuel Storage, Monitoring and Distribution both in house and outside purchasing. We utilize Telematics Monitoring for Safety and Security of County Assets. Additionally, Fleet Motor Pool and Vehicle Accident Subrogation and Mitigation. Our shop fills many roles with Professional Vehicle Upfitting, Small and Heavy Equipment Repairs, Lube, Oil, and Safety Inspections. Tire Service, Radio Installation and Radar Certification.

2. Please provide any relevant data measures or key performance indicators or any metrics by which you measure production and performance in your department.

Our Key Performance Indicators include Technician Productivity within Labor Types, Shop Turn Around, Open Work Order by Status, and Utilization by Class and Values.

3. Please provide a brief SWOT analysis for your department. List STRENGTHS, WEAKNESSES, OPPORTUNITIES, and THREATS to your department. (See an example to the right of a SWOT analysis for NETFLIX.)

FLEET SWOT

Strengths:

Fleet Contract buying power

In House Repair both Planned Maintenance and Unplanned Maintenance

We have a Strong Replacement Criteria

We work well with all Agencies and Departments

Weaknesses:

Lack of room, our equipment to technician ratio is high as there is no room for more techs.

Hopping to get the other side of the shop back soon.

Opportunities:

We have the best up fitters in the valley with a bigger space we could help other agencies with up fitting and repairs and increase revenue at the same time. This would also give us better buying power for equipment.

Threats:

Not being able to get equipment in a timely manner.

Fleet Vehicle order constraints are constantly changing and growing this has made the order trimming hard to match up with budget trimming as order banks can close without notice.

Electronics have been slow to come back after Covid and lack of parts and workers.

REVENUES

4. Please describe department generated revenues and how current events have impacted revenue receipts:

Our revenue depends on the needs from outside agencies, and needs that cannot be done outside market. Other revenue comes from vehicle auctions and Insurance Reimbursement for services done inhouse and vehicle losses.

5. Please outline anticipated department revenues for fiscal year 2025 including projected impacts from present circumstances:

Shop fees may slow as agencies are running out of grant funds allowing them to buy more vehicles to catch up their fleet assets.

6. Have you had any recent fee adjustments that you included in your projections? Do you anticipate requesting fee adjustments in the upcoming fiscal year?

NO

“A” BUDGET - PERSONNEL BUDGET

Please use the work/spreadsheet for requesting new positions or reclassified positions. You can copy/paste the graph into this document. Please note that we are working on a benefit calculator to apply to the cost of salaries. For the time being, please identify the salary grade. Please make sure to budget for all ancillary costs in onboarding a new employee. Please note such “B” budget costs associated with a new employee in your “B” budget itemization.

7. Please explain the need for all new position requests. Please highlight each request if more than one request: N/A
8. Please provide information for step-in-grade adjustments and promotions from one grade to a new grade: N/A
9. Please provide helpful information about any current vacancies that have been vacant for 6 months or more and reasons contributing to the prolonged vacancy. Is this position still needed? Are there adjustments needed to help fill this position?
N/A

“B” BUDGET – OPERATING EXPENDITURES

Please provide narrative for B budget requests. Please copy/paste “B” budget information into notes in Power Plan. Please create an itemized worksheet in the workbook/excel that you can copy/paste into this word document. You can also save the spreadsheet and send additionally for our reference.

10. How does your total B budget this year compare to last year? Please list the net difference. Please note any significant adjustments among various line items:

ITEM	Estimated Cost	ONE-TIME
service contracts-		
additional 7000 to faster maint. To \$18,200	7,000.00	on going
Faster Flt Management switch to WEB	\$76,000.00	one time
AED contract yearly	\$1,560.00	on going
Chemical	\$1,000.00	on going
additional radar replacement units (10)	\$15,052.00	one time
tire line add for bus and tractor tires	\$10,000.00	on going
upfitting additional raise in electronics equipment and wire costs	\$279,000.00	on going
radio equipment add 58,200 police radios	\$58,200	on going
Video in car systems	\$96,000.00	on going
TOTAL	\$543,812	

“C” BUDGET – CAPITAL BUDGET

Please describe any property, equipment, project or similar items with an estimated useful life in excess of one year and an initial cost greater than \$5,000.

- An individual item \$5,000-\$15,000 use 680 expense codes and are not depreciated.
- An individual item \$15,000 and over use 681, 682, 683, 684 codes and are depreciated.

Please copy/paste “C” budget information into notes in Power Plan using the code designations identified above. You can either copy/paste from excel or use the graph below:

Item or Project	Estimated Cost	Priority – see rating scale
Police Vehicles	\$1,000,000	1
General Vehicles	\$480,000	1
Insurance Reimbursement Capitol	\$150,000	1
Machinery (Fuel System Dispenser)	\$46,000	1

Priority Rating Scale

Priority I: Imperative (Must-do)

- Corrects a public health or safety condition, satisfies legal obligation, prevents severe damage to county property, essential to providing mandated services

Priority II: Essential (Should-do)

- Repairs or replaces an obsolete facility or item, reduces future operating or maintenance costs, leverages funding sources

Priority III: Important (Could-do)

- Provides new or expanded services, reduces energy consumption, enhances cultural or natural resources

Priority IV: Desirable (Would like to do)

- Would be beneficial to operations but not an urgent need

11. How does the asset support or further the core mission of the county?

Vehicles are an essential part of getting core obligations accomplished.

12. What are the estimated ongoing operational costs and cost savings?

As Vehicles get older and mileage gets higher so do the maintenance costs and liabilities. 235,760.

Will be on going.