



DEPARTMENT OF
UTILITIES

Department of Utilities
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MEMORANDUM

Date: April 18, 2024
To: CEA Review Committee
CC: Ryan Rice, Utilities Deputy Director
Kelli Rindt, Enterprise Accounting Fund Manager
From: Chris Stempa, Utilities Director
Subject: **Request to upgrade Utilities Department Truck #1520 to a cargo van KUV-style box in 2025**

BACKGROUND:

CEA fleet vehicle #1520 is a 2011 Ford F250 Regular cab four-wheel drive pick-up truck with 40,064 miles. It will be 15 years old in May 2025 and has been identified for replacement. This vehicle is assigned to the Utilities Department Master Electrician who works at the Appleton Water Treatment Facility and Appleton Wastewater Treatment Plant facilities. The position also supports all associated satellite facilities which include five elevated water storage sites, two booster pump stations, two pressure reducing valve stations, Lake Winnebago pump station, 14 sewage lift stations, and two stormwater lift stations. The Utilities Department staff are seeking an upgrade to the current vehicle following a needs review.

JUSTIFICATION:

A critical evaluation of job requirements and the available vehicle options was completed to ensure that departmental objectives and priorities would be achieved. This included a meeting with Facilities Management Department staff, who currently utilize the van styles offered through CEA, to discuss the pros and cons of each along with available options and features. Based on that process, the cargo van equipped with a KUV-style box was selected as a preferred replacement option for vehicle #1520 because it offers several advantages over the traditional pickup truck.

The following list includes support for this proposal to transition to a cargo style van with KUV-style box.

1. **Versatility and Adaptability:** The versatility of a cargo van with a KUV-style box enables us to accommodate a wide range of equipment and materials, including large-scale tools, ladders, conduit, and wiring components. This flexibility allows us to meet diverse needs without compromising on storage capacity or accessibility.
2. **Enhanced Storage and Security:** A cargo van with a KUV-style box provides ample enclosed storage space, offering greater security and protection for valuable tools, equipment, and materials compared to an open-bed pickup truck. The lockable compartments and secure storage areas ensure that our assets remain safe and organized, reducing the risk of theft, damage, or loss.

3. **Improved Organization and Accessibility:** The interior layout of a cargo van with a KUV-style box allows for efficient organization and easy access to tools and supplies. With customizable shelving, drawers, and compartments, our team can effectively organize equipment based on usage frequency and accessibility requirements, enhancing productivity and workflow efficiency while on job sites.
4. **Weather Protection and Durability:** The durable construction and weather-resistant design of a KUV-style box ensures that city owned equipment remains protected from the elements. By safeguarding our tools and materials against environmental damage, we can extend their lifespan and minimize maintenance costs over time contributing to long-term cost savings and operational efficiency.
5. **Cost-Effective Solution:** While the initial investment in a cargo van with a KUV-style box is approximately \$13,000 higher than that of a standard pickup truck, the long-term benefits and cost savings associated with improved security, organization, and durability justify the expense. Through this investment, we can optimize our operational efficiency, reduce downtime, and maximize our return on investment over time.

RECOMMENDATION

The estimated cost for the upgrades is \$13,000. If approved, the additional cost for the upgrade will be included in the Utilities Department 2025 budget (split 30% Water and 70% Wastewater) as a transfer to CEA. The operations and maintenance budget for annual replacement cost will also increase for the upgraded equipment.

Please feel free to contact me at 832-2353 with any questions, or by email at chris.stempa@appleton.org.