

ADOPTED 2008 BUDGET

DEPT: DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –
FLEET MANAGEMENT

UNIT NO. 5300
FUND: Internal Service - 0030

OPERATING AUTHORITY & PURPOSE

The Fleet Management Division of the Department of Transportation and Public Works (DTPW) provides a broad array of services to the County and its customers, including vehicle replacement programs; developing vehicle specifications; managing the County's fuel system; assigning vehicles and equipment to users based on needs and requirements; coordinating vehicle and

equipment disposal through periodic auctions; managing and maintaining all automotive equipment owned by the County; authorizing and acquiring all vehicles and equipment in the Fleet Equipment Acquisition Capital Budget. Fleet Management manages and maintains all automotive equipment owned by the County.

BUDGET SUMMARY				
Account Summary	2006 Actual	2007 Budget	2008 Budget	2007/2008 Change
Personal Services (w/o EFB)	\$ 2,594,322	\$ 2,687,704	\$ 2,589,437	\$ (98,267)
Employee Fringe Benefits (EFB)	1,741,467	2,366,196	2,386,082	19,886
Services	688,712	845,934	797,951	(47,983)
Commodities	2,571,812	1,285,959	1,283,478	(2,481)
Other Charges	0	0	0	0
Debt & Depreciation	2,329,560	2,176,776	2,262,519	85,743
Capital Outlay	35,087	39,500	40,320	820
Capital Contra	(31,795)	(32,500)	(34,420)	(1,920)
County Service Charges	1,522,515	1,411,646	1,484,667	73,021
Abatements	(568,764)	(486,954)	(332,613)	154,341
Total Expenditures	\$ 10,882,916	\$ 10,294,261	\$ 10,477,421	\$ 183,160
Direct Revenue	235,978	48,300	230,456	182,156
State & Federal Revenue	18,972	17,700	17,700	0
Indirect Revenue	11,228,526	10,296,505	10,229,265	(67,240)
Total Revenue	\$ 11,483,476	\$ 10,362,505	\$ 10,477,421	\$ 114,916
Direct Total Tax Levy	(600,560)	(68,244)	0	68,244

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ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2006 Actual	2007 Budget	2008 Budget	2007/2008 Change
Central Service Allocation	\$ 211,741	\$ 225,030	\$ 0	\$ (225,030)
Courthouse Space Rental	0	0	0	0
Tech Support & Infrastructure	63,167	71,930	0	(71,930)
Distribution Services	0	0	0	0
Telecommunications	3,895	3,640	0	(3,640)
Record Center	0	0	0	0
Radio	0	0	0	0
Computer Charges	42,658	18,127	0	(18,127)
Applications Charges	78,996	48,587	0	(48,587)
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	15,953	15,494	0	(15,494)
Total Charges	\$ 416,410	\$ 382,808	\$ 0	\$ (382,808)
Direct Property Tax Levy	\$ (600,560)	\$ (68,244)	\$ 0	\$ 68,244
Total Property Tax Levy	\$ (184,150)	\$ 314,564	\$ 0	\$ (314,564)

** In 2006 and 2007, these costs were included in other charging departmental and non-departmental budgets. They were reflected here to show the "total" amount of tax levy support for this Department. In 2008, these costs are budgeted within the receiving department to show the tax levy cost in the department.

PERSONNEL SUMMARY				
	2006 Actual	2007 Budget	2008 Budget	2007/2008 Change
Personal Services (w/o EFB)	\$ 2,594,322	\$ 2,687,704	\$ 2,589,437	\$ (98,267)
Employee Fringe Benefits (EFB)	\$ 1,741,467	\$ 2,366,196	\$ 2,386,082	\$ 19,886
Position Equivalent (Funded)*	63.6	57.5	53.1	(4.4)
% of Gross Wages Funded	96.0	96.0	97.0	1.0
Overtime (Dollars)**	\$ 46,497	\$ 126,432	\$ 70,967	\$ (55,465)
Overtime (Equivalent to Position)	1.1	3.0	1.3	(1.7)

* For 2006 Actuals, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Social Security & Fringe)
Administrative Asst (NR)	Abolish	1/1.0	Fleet Management	\$ 0*
Auto & Equip Service Tech (DOT)	Unfund	1/1.0	Fleet Management	(46,373)
Auto & Equipment Attendant	Unfund	1/1.0	Fleet Management	0*
Fleet Maintenance Worker	Abolish	1/1.0	Fleet Management	0*
Ironworker - DPW	Abolish	1/1.0	Fleet Management	0*
Exec. Director 2 - Fleet Mgmt.	Unfund	1/1.0	Fleet Management	(95,099)
Auto & Equip Srv Tech In Chg	Unfund	1/1.0	Fleet Management	(44,671)
			TOTAL	\$ (186,143)

* These positions were unfunded in 2007, so the abolishment in 2008 does not have a net fiscal effect.

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MISSION

Fleet Management will provide prompt, competitive, quality services to its customers and will effectively manage all County vehicles and equipment through a diversified workforce of skilled, experienced and professional employees.

OBJECTIVES

- Operate within established budgets while maximizing the quality and timeliness of services provided.
- The Fleet Management Division will strive to provide prompt, competitive, quality services to its customers and to effectively manage all County vehicles and equipment through a diversified workforce of skilled, experienced and professional employees.
- Provide training in current automotive technology for all mechanics to ensure that Fleet technicians keep pace with manufacturers' changes to vehicle operating requirements.
- Provide technical and management training for selected auto & equipment supervisors and office staff.

BUDGET HIGHLIGHTS

- Personal Services without fringe benefits decrease \$98,267, from \$2,687,704 to \$2,589,437.
- For 2008, Fleet Management has the following position actions: abolish 1.0 FTE position of Administrative Assistant (NR), unfund 1.0 FTE Auto & Equipment Service Tech (DOT) position, unfund 1.0 FTE of Auto & Equipment Attendant position, abolish 1.0 FTE Fleet Maintenance Worker position, abolish 1.0 FTE Ironworker – DPW position, unfund 1.0 position of Auto & Equipment Service Tech In Charge position, and unfund 1.0 FTE Executive Director 2 – Director of Fleet position for a total salary, social security and active fringe benefit savings of \$264,116.

Of the above positions, only the position of Auto & Equipment Attendant is currently filled. The remaining abolished or unfunded positions are currently vacant. All position abolishments were previously unfunded in 2007.

- Funding for Other Post Employment Benefits (OPEB) Liability increases \$281,472, from \$312,800 in 2007 to \$594,272 in 2008.
- In 2008, a direct charge in the amount of \$290,000 is budgeted for service provided to vehicles damaged either through accidents or misuse. These charges have not previously been budgeted. This initiative is intended to allow departments to identify what they spend on accidents, abuse or misuse.
- For 2008, funding for motor vehicle parts increases \$38,085, from \$1,162,154 to \$1,200,239.
- Depreciation for Fleet equipment increases \$85,743, from \$ 1,857,198 to \$1,942,941.
- Bond interest decreases \$3,065, from \$336,725 to \$333,660, resulting from the re-financing of bond funding used for vehicle acquisitions and a reduction in new units purchased.
- Budgeted revenue from the sale of fixed assets associated with the Fleet auto auction increases \$175,656, from \$25,000 to \$200,656. This adjustment is intended to bring budgeted revenue closer to actual experience.
- In 2007, Replacement Fleet equipment is budgeted in the Capital Improvements Budget. Replacement equipment is budgeted for the Sheriff's Department, Parks and other County Departments. All departments receiving replacement equipment will be required to turn in their used equipment unless, as required, the department has obtained County Board approval to retain the old vehicles. This will keep Fleet Management's total equipment count at the approved total. Any costs associated with the repair and maintenance of vehicles retained will be the sole responsibility of the using department. (See 2008 Capital Budget for further detail).

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- Departments have the authority to fill unfunded positions provided they do not incur a salary deficit.
- ECP positions are not provided step increases or performance awards in 2008 as allowed in County Ordinance Section 17.265 (3).
- The abatement of Countywide crosscharges is discontinued in 2008. The tax levy previously held in the servicing department is redistributed to the recipient departments in an amount corresponding to the crosscharges. This results in a tax levy redistribution equal to the change in abatements. Due primarily to this change in methodology, direct tax levy for this department increased \$68,244. The actual change in tax levy for this department from 2007 is a decrease of \$314,564.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred

against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."

FUEL PRICING AND PURCHASES					
		2005	2006	2007	2008
		Actual	Actual	Budget	Budget
Lead Free -	Gallons	436,496	420,012	12,978	10,305
	Average Price	\$2.07	\$2.41	\$2.69	\$3.00
	Purchase	\$902,116	\$1,013,925	\$34,911	\$30,915
Diesel #2 -	Gallons	311,205	273,238	3,966	3,149
	Average Price	\$1.22	\$1.50	\$2.69	\$3.00
	Purchase	\$648,806	\$655,766	\$10,669	\$9,447
Diesel #1 -	Gallons	63,562	43,985		
	Average Price	\$1.39	\$1.55		
	Purchase	\$132,693	\$108,425		
Propane	Gallons	1,402	278		
	Average Price	\$1.05	\$1.17		
	Purchase	\$1,696	\$445		
Total Gallons Used Per Year		812,665	737,513	16,944	13,454
Total Fuel Dollars Purchased Per Year		\$1,685,311	\$1,778,561	\$45,580	\$40,362
Less: Fuel Parks Department		(\$230,159)	(\$210,380)		
Less: Fuel Non Fleet Equipment &		(\$169,564)	(\$232,879)		
Net Fuel for Fleet Equipment		\$1,285,588	\$1,335,302	\$45,580	\$40,362

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Starting with 2007, costs of fuel and infrastructure have been moved into individual departments. The history of total fuel purchases is reflected in the above table. Fuel for 2008 is again budgeted in the individual using departments. Fleet Management recommends that the fuel price per gallon be budgeted at \$ 3.00 for 2008.

The fuel prices in the table above are inclusive of Federal and State Taxes, which is included in the purchase price of fuel. Fleet subsequently is reimbursed by the State for fuel used in off road equipment.

ACTIVITY AND STATISTICAL SUMMARY				
	<u>2006</u> <u>Budget</u>	<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Budget</u>	<u>2008</u> <u>Budget</u>
Highway Patrol (Miles)	2,083,000	2,176,228	2,220,000	2,220,000
Other Cars (Miles)	892,000	926,172	915,000	926,000
Trucks (Miles)	2,935,000	2,680,521	2,550,000	2,680,000
Motorcycles (Miles)	20,000	215	20,000	0
Fire Trucks (Miles)	7,000	8,776	7,000	8,800
Other Equipment (Miles)	38,800	66,603	40,000	65,000
Total (Miles)	5,975,800	5,858,515	5,752,000	5,899,800