

**COUNTY EXECUTIVE'S 2009 BUDGET**

**DEPT:** DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
FLEET MANAGEMENT

**UNIT NO.** 5300  
**FUND:** General Fund - 0030

**OPERATING AUTHORITY & PURPOSE**

The Fleet Management Division of the Department of Transportation and Public Works (DTPW) provides a broad array of technical services to County departments. These services include providing direction and contract oversight for vehicle replacement programs throughout the County including developing standards, preparing specifications, signing and issuing contracts. The Division also assists departments in processing

purchase orders and licensing and registering vehicles. The Division is responsible for developing economical, operational procedures to purchase environmentally friendly vehicles and equipment. The Division is also charged with managing the County's maintenance operations and maintenance service providers; managing the County's fuel system; and coordinating vehicle and equipment disposal through periodic auctions.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2009 Budget</b>	<b>2008/2009 Change</b>
Personal Services (w/o EFB)	\$ 2,552,871	\$ 2,589,437	\$ 1,505,820	\$ (1,083,617)
Employee Fringe Benefits (EFB)	2,330,481	2,386,082	906,862	(1,479,220)
Services	955,114	797,951	2,699,608	1,901,657
Commodities	1,569,670	1,283,478	668,928	(614,550)
Other Charges	0	0	0	0
Debt & Depreciation	2,116,426	2,262,519	0	(2,262,519)
Capital Outlay	29,637	40,320	10,301	(30,019)
Capital Contra	(21,501)	(34,420)	(10,301)	24,119
County Service Charges	1,464,362	1,484,667	1,022,307	(462,360)
Abatements	(533,686)	(332,613)	(21,388)	311,225
<b>Total Expenditures</b>	<b>\$ 10,463,374</b>	<b>\$ 10,477,421</b>	<b>\$ 6,782,137</b>	<b>\$ (3,695,284)</b>
Direct Revenue	109,965	230,456	55,000	(175,456)
State & Federal Revenue	18,080	17,700	20,000	2,300
Indirect Revenue	10,892,986	10,229,265	1,776,021	(8,453,244)
<b>Total Revenue</b>	<b>\$ 11,021,031</b>	<b>\$ 10,477,421</b>	<b>\$ 1,851,021</b>	<b>\$ (8,626,400)</b>
<b>Direct Total Tax Levy</b>	<b>(557,657)</b>	<b>0</b>	<b>4,931,116</b>	<b>4,931,116</b>

**COUNTY EXECUTIVE'S 2009 BUDGET**

**DEPT:** DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
FLEET MANAGEMENT

**UNIT NO.** 5300

**FUND:** General Fund - 0030

<b>ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*</b>				
<b>Account Summary</b>	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2009 Budget</b>	<b>2008/2009 Change</b>
Central Service Allocation	\$ 225,030	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	0	0	0	0
Tech Support & Infrastructure	71,930	0	0	0
Distribution Services	0	0	0	0
Telecommunications	3,566	0	0	0
Record Center	0	0	0	0
Radio	0	0	0	0
Computer Charges	18,127	0	0	0
Applications Charges	48,587	0	0	0
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	16,101	0	0	0
<b>Total Charges</b>	<b>\$ 383,341</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Direct Property Tax Levy</b>	<b>\$ (557,657)</b>	<b>\$ 0</b>	<b>\$ 4,931,116</b>	<b>\$ 4,931,116</b>
<b>Total Property Tax Levy</b>	<b>\$ (174,316)</b>	<b>\$ 0</b>	<b>\$ 4,931,116</b>	<b>\$ 4,931,116</b>

\* In 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 and 2009, these costs are budgeted within the receiving department to show the tax levy cost in the department.

<b>PERSONNEL SUMMARY</b>				
	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2009 Budget</b>	<b>2008/2009 Change</b>
Personal Services (w/o EFB)	\$ 2,552,871	\$ 2,589,437	\$ 1,505,820	\$ (1,083,617)
Employee Fringe Benefits (EFB)	\$ 2,330,481	\$ 2,386,082	\$ 906,862	\$ (1,479,220)
Position Equivalent (Funded)*	57.5	53.1	24.7	(28.5)
% of Gross Wages Funded	96.0	97.0	99.0	2.0
Overtime (Dollars)**	\$ 53,640	\$ 70,967	\$ 29,335	\$ (41,632)
Overtime (Equivalent to Position)	1.3	1.3	0.7	(0.6)

\* For 2007 Actuals, the Position Equivalent is the budgeted amount.

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

**COUNTY EXECUTIVE'S 2009 BUDGET**

**DEPT:** DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
FLEET MANAGEMENT

**UNIT NO.** 5300

**FUND:** General Fund - 0030

<b>PERSONNEL CHANGES</b>				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Social Security & Fringe)
Auto & Equip Attendant	Abolish	1/1.0	Fleet Management	0*
Auto & Equip Srv Tech (DOT)	Abolish	1/1.0	Fleet Management	0*
Auto & Equip Parts Tech	Unfund	5/2.5	Fleet Management	(95,017)
Auto & Equip Parts Tech In Charge	Unfund	1/0.5	Fleet Management	(19,610)
Auto & Equip Service Supervisor	Transfer	1/1.0	To Airport	(51,446)
Auto & Equip Service Supervisor	Unfund	2/1.0	Fleet Management	(51,446)
Auto & Equip Srv Tech (DOT)	Transfer	8/8.0	To Airport	(372,736)
Auto & Equip Srv Tech (DOT)	Unfund	18/9.0	Fleet Management	(419,328)
Auto & Equip Srv Tech (DOT) In Charge	Transfer	1/1.0	To Airport	(48,169)
Auto & Equip Srv Tech (DOT) In Charge	Unfund	4/2.0	Fleet Management	(96,338)
Auto & Equip Srv Tech Asst	Unfund	2/1.0	Fleet Management	(40,328)
Auto & Equip Body Tech In Charge	Unfund	1/0.5	Fleet Management	(24,085)
Ironworker - DPW	Unfund	2/1.0	Fleet Management	46,650
Park Worker 2 (Seasonal)	Abolish	1/0.3	Fleet Management	(5,032)
Clerical Assistant 1	Unfund	1/0.5	Fleet Management	(17,887)
Fiscal Assistant 2/04041	Abolish	1/1.0	Fleet Management	(36,784)
			<b>TOTAL</b>	<b>\$ (1,231,556)</b>

\*This position was unfunded in 2008 so there is no fiscal effect in 2009.

**MISSION**

The Fleet Management Division of the Department of Transportation and Public Works (DTPW) will provide innovative services and advice to County departments to maximize efficiency with respect to County vehicle and equipment usage.

- Implement a countywide ten percent fleet reduction to eliminate the most costly and inefficient vehicles and equipment in service.
- Develop public-public and public-private partnerships to develop economies of scale in the maintenance and repair of vehicles and equipment.

**OBJECTIVES**

- Provide the technical capacity necessary to efficiently administer and achieve long-term sustainability in vehicle maintenance and replacement programs in the County.
- Develop vehicle and equipment standards that are economically viable and environmentally friendly.
- Assist vehicle owning and leasing departments in developing operating and maintenance procedures so that departments have direct control over and accountability for their fleet resources.

- Achieve the most efficient pricing in vehicle purchasing, leasing, maintenance and repair.

**BUDGET HIGHLIGHTS**

- To improve the condition and sustainability of the County's fleet, maintenance operations will be administered and operated by a third-party service provider. This transition will occur in June 2009 and provides a decrease of \$3,695,284 in total expenditures from \$10,477,421 to \$6,782,137. Long-term budgetary savings are expected to result from the restructuring of the Fleet Management Division.

## COUNTY EXECUTIVE'S 2009 BUDGET

DEPT: DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
FLEET MANAGEMENT

UNIT NO. 5300

FUND: General Fund - 0030

- The fixed cost of \$1,920,000 for administering the contract is budgeted in the Fleet Management Division. Included in this estimate is the cost of preventative maintenance on County vehicles and equipment (e.g. oil changes), labor costs (applied, unapplied, overtime), service vehicle expenses, facility maintenance, liability insurance, other vendor overhead costs and other costs associated with equipment shop equipment and tool maintenance.
- In addition to a fixed cost, the County has budgeted for a variable cost related to maintenance and repair of vehicles. These costs are budgeted in every vehicle owning or leasing department and total \$3,727,818. The maintenance and repair allocation for each department was based on actual 2007 experience and will be used to pay directly for the actual costs of equipment and vehicle repairs.

The Fleet Management Division budgeted revenue associated with these costs in the amount of \$1,776,021 for the maintenance services it will provide from January 1 until May 31. Departments are expected to budget maintenance and repair within their allotment.
- The following staffing changes occur as a result of the transition.
  - o Staffing changes that occur on January 1 are the transfer of 8.0 FTE Auto & Equip Service Tech positions, 1.0 FTE Auto & Equip Service Tech In Charge position and 1.0 FTE Auto & Equip Supervisor position to General Mitchell International Airport. This results in a salary and active fringe savings of \$715,605. The equipment and related costs are also transferred. The total estimated cost reduction for Fleet Management is \$1,087,654.
  - o Additionally, 1.0 FTE Fiscal Assistant 2 vacant position, 0.27 FTE Park Worker (Seasonal) position and 1.0 FTE Auto & Equip Technician and Auto & Equipment Attendant (both unfunded and vacant) positions are abolished. This results in a salary and active fringe savings of \$63,700.
  - o The Division remains at 2008 staffing levels (less the position changes listed above) until June 30. To account for the transition to a third-party maintenance provider, 36.0 FTE positions are fully funded for half of the year. The salary and active fringe savings is \$1,239,768. Anticipating that not all employees will seek or be offered employment with the County's third-party maintenance provider, the Division has budgeted \$240,092 in unemployment costs.
  - o The Division will continue to employ County staff for contract management, billing oversight and technical services for County fleet users, including: 1.0 FTE Fleet Director position, 1.0 FTE Fleet Coordinator position, 1.0 FTE Accountant 3 position, 1.0 FTE Fiscal Assistant 2 position, 1.0 FTE Administrative Specialist position, and 1.0 FTE Facilities Maintenance Worker position.
- The Division is changed from an internal service fund to a general fund to reflect that the Division will no longer provide direct maintenance services to County fleet users after the transition occurs. The transition to a general fund generates various savings for the Division.
  - o OPEB costs are eliminated for a savings of \$629,928.
  - o Compensated Absences are no longer accrued for, generating a savings of \$52,900.
  - o Direct Labor and Fringe Benefit Transfers are reduced to \$0 from \$10,500 and \$19,285, respectively.

## COUNTY EXECUTIVE'S 2009 BUDGET

DEPT: DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
FLEET MANAGEMENT

UNIT NO. 5300

FUND: General Fund - 0030

---

- o Depreciation and Interest Allocation are no longer budgeted in the Division. This provides a savings of \$3,070,878 and \$416,428, respectively. This savings is offset by revenue reductions of the same amounts in the Debt and Depreciation budget.
- Appropriations for Commodities are decreased by \$614,550 from \$1,283,478 to \$668,928. As a result of the transition to a third-party maintenance provider, the Division will no longer purchase parts or maintain a parts inventory. The Division has \$600,000 budgeted to purchase the parts necessary while maintenance and repair are provided in-house. This is a \$600,239 reduction from 2008. The appropriations for sundry materials and tools and equipment repair have been reduced to account for the transition, providing an additional savings of \$11,837.
- Services appropriations increase \$1,901,657 in 2009. This increase is largely due to the \$1,900,000 appropriated for fixed third-party maintenance provider costs. Other reductions and increases have been made:
  - o A Vehicle and Equipment repair allotment of \$21,386 has been budgeted for the second half of the year. (A \$21,386 crosscharge and abatement are budgeted to account for maintenance services Fleet will provide to itself during the first half of the year.)
  - o Laundry and Dry Cleaning and Medical Service Fees accounts are reduced by half to reflect the elimination of maintenance services provided in the second half of the year.
  - o The budgeted amount for Heat is increased \$61,477 from \$196,000 to \$257,477 to reflect the rising costs of energy.
  - o The Outside Services account is reduced by \$108,606 from \$254,906 to \$137,300. The appropriation will provide Fleet Management with the expenditure authority to contract out for necessary services during the first half of the year.
- Revenues are reduced by \$8,626,400 from \$10,477,421 to \$1,851,021. This reduction reflects the elimination of the Fleet Management crosscharge to County departments. Fleet Management will not use the crosscharge mechanism, but will directly charge each department for its costs of services performed during the first six months of 2009. These revenues are estimated at \$1,776,021. Additionally, the Division anticipates revenues from the sale of scraps and its remaining parts inventory after the transition to a third-party maintenance provider.
- Starting in 2007, the costs of fuel have been budgeted in individual department budgets. Fuel for 2009 is again budgeted in individual departments. The Fleet Management Division budgeted fuel at \$3.75/gallon for lead-free and \$4.21/gallon for diesel #2. The 2009 budgeted amount of \$34,386 is \$5,976 less than the 2008 amount.
- As a result of the 2009 reorganization of the Fleet Management Division, vehicle-owning and leasing departments no longer pay Fleet space rental costs. Overhead costs associated with operating and maintaining Fleet-owned buildings are now budgeted centrally in the Fleet Management Division. This restructuring results in a decrease of Indirect Revenue for Fleet Management of \$453,408.
- Vehicle owning or leasing departments are required to utilize Fleet Management and/or the service provider designated by Fleet Management for all preventative maintenance and repairs. Departments must obtain Fleet Management approval for the use of all non-approved vendors.
- Vehicle owning or leasing departments will only utilize vendor contracts managed through Fleet Management in the acquisition of vehicles and equipment. Departments, however, retain the expenditure authority and final decision authority.
- Fleet Management maintains responsibility for the County's motor pool. Departments using vehicles from the motor pool will be charged the standard mileage rate as issued by the Internal

**COUNTY EXECUTIVE'S 2009 BUDGET**

**DEPT:** DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
FLEET MANAGEMENT

**UNIT NO.** 5300

**FUND:** General Fund - 0030

Revenue Service. Fleet Management is only expected to service and repair normal wear and tear of motor pool vehicles. It shall not be held accountable for repairs beyond those considered normal. User departments causing damage beyond the normal wear and tear will be responsible for such costs.

- Although the Fleet Management Division will continue to maintain the motor pool, it will provide economical alternatives for departments needing access to vehicles and equipment less frequently.
- In 2009, \$913,800 is budgeted in the Capital Improvements Budget for replacement equipment. Replacement equipment is budgeted for the Sheriff's Department, Parks and other County departments. All departments receiving replacement equipment are required to turn in used equipment unless, as required, the department has obtained County Board approval to retain the old vehicles.
- The Fleet Management Division will implement a 10 percent reduction in the size of the County's

fleet in order to identify and eliminate pieces of equipment that are inordinately expensive to operate and maintain.

- 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."

<b>ACTIVITY AND STATISTICAL SUMMARY</b>				
	<u>2007</u> <u>Budget</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Budget</u>	<u>2009</u> <u>Budget</u>
Highway Patrol (Miles)	2,220,000	2,083,739	2,220,000	2,100,000
Other Cars (Miles)	915,000	859,990	926,000	900,000
Trucks (Miles)	2,550,000	2,759,775	2,680,000	2,760,000
Leased vehicles (Miles)	0	600,770	0	600,000
Fire Trucks (Miles)	7,000	7,907	8,800	8,800
Other Equipment (Miles)	40,000	73,009	65,000	65,000
<b>Total (Miles)</b>	<b>5,732,000</b>	<b>6,385,190</b>	<b>5,899,800</b>	<b>6,433,800</b>