

ADOPTED 2005 BUDGET

DEPT: DEPARTMENT OF PARKS AND PUBLIC INFRASTRUCTURE -
FLEET MANAGEMENT

UNIT NO. 5300

FUND: Internal Service - 0030

OPERATING AUTHORITY & PURPOSE

The Fleet Management section of the Department of Parks and Public Infrastructure (DPPI)-Transportation Division provides a broad array of services to the County and its customers, including developing vehicle replacement programs; developing and designing vehicle specifications; managing the County's fuel system; assigning vehicles and equipment to users based on needs and requirements; managing and developing vehicle and equipment disposal through periodic auctions;

managing and maintaining all automotive equipment owned by the County; and authorizing and acquiring all vehicles and equipment in the Fleet Equipment Acquisition Capital Budget. Fleet Management controls, manages and maintains all automotive equipment owned by the County. It also centrally maintains materials and parts for the Department of Parks and Public Infrastructure Parks and Transportation Divisions.

BUDGET SUMMARY				
Account Summary	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 2,542,949	\$ 3,021,254	\$ 3,184,508	\$ 163,254
Employee Fringe Benefits (EFB)	784,979	1,628,952	1,737,575	108,623
Services	610,633	795,037	1,008,963	213,926
Commodities	2,097,021	2,184,665	2,390,029	205,364
Other Charges	0	73,766	0	(73,766)
Debt & Depreciation	2,271,931	2,694,125	2,673,310	(20,815)
Capital Outlay	11,308	7,000	7,000	0
County Service Charges	1,872,502	1,800,016	1,648,116	(151,900)
Abatements	(562,403)	(372,295)	(390,696)	(18,401)
Total Expenditures	\$ 9,628,920	\$ 11,832,520	\$ 12,258,805	\$ 426,285
State & Federal Revenue	17,832	17,700	17,700	0
Other Direct Revenue	188,129	52,600	441,040	388,440
Total Direct Revenue	\$ 205,961	\$ 70,300	\$ 458,740	\$ 388,440
Indirect Revenue	9,985,362	11,979,868	12,394,557	414,689
Direct Property Tax Levy	\$ (562,403)	\$ (217,648)	\$ (594,492)	\$ (376,844)

Note: The 2004 Adopted Budget created a new Department of Parks and Public Infrastructure (DPPI) by consolidating the services and administration of the previous Parks Department and the Department of Public Works. In March of 2004, a fund transfer was processed modifying the 2004 Adopted Budget that finalized the merger details by allocating funds between departments within the merger. DPPI departments were given direction to adjust 2005 expenditure, revenue, and tax levy targets based on the fund transfer modifications.

The Fleet Management modified 2004 Budget is as follows: expenditures decreased \$69,403 to \$11,763,117; revenues decreased \$9,987 to 12,040,181; and tax levy decreased \$59,416 to -\$277,064.

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ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Central Service Allocation	\$ 274,930	\$ 100,716	\$ 120,086	\$ 19,370
Courthouse Space Rental	0	0	0	0
Document Services	1,061	4,129	741	(3,388)
Tech Support & Infrastructure	43,709	43,713	52,505	8,792
Distribution Services	0	0	0	0
Telecommunications	4,385	5,995	3,235	(2,760)
Records Center	0	0	0	0
Radio	0	0	0	0
Personal Computer Charges	31,988	22,898	28,540	5,642
Applications Charges	32,361	40,197	51,181	10,984
Total Charges	\$ 388,434	\$ 217,648	\$ 256,288	\$ 38,640
Direct Property Tax Levy	\$ (562,403)	\$ (217,648)	\$ (594,492)	\$ (376,844)
Total Property Tax Levy	\$ (173,969)	\$ 0	\$ (338,204)	\$ (338,204)

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

PERSONNEL SUMMARY				
	2003 Actual	2004 Budget	2005 Budget	2004/2005 Change
Personal Services (w/o EFB)	\$ 2,542,949	\$ 3,021,254	\$ 3,184,508	\$ 163,254
Employee Fringe Benefits (EFB)	\$ 784,979	\$ 1,628,952	\$ 1,737,575	\$ 108,623
Position Equivalent (Funded)*	63.2	70.6	71.0	0.4
% of Gross Wages Funded	91.4	93.3	95.0	1.7
Overtime (Dollars)**	\$ 71,680	\$ 237,504	\$ 237,504	\$ 0
Overtime (Equivalent to Positions)	2.1	6.5	5.9	(0.6)

* For 2003, 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 Fringe Benefits)
None				
			TOTAL	\$ 0

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MISSION

Fleet Management 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.

BUDGET HIGHLIGHTS

- Personal Services without fringe benefits increases by \$163,254 from \$3,021,254 to \$3,184,508. Funded positions increases .4 from 70.6 to 71.0.
- In 2005, Fleet Management will assist the Department of Administrative Services-Fiscal Affairs Division (DAS) in carrying out a countywide fleet reduction. This initiative will reduce Fleet-owned pieces of equipment by 12% or approximately 219 pieces. This initiative follows an analysis conducted by Fleet and DAS that indicated that approximately 375 pieces (21%) of equipment and/or vehicles appear to be under-utilized. The benchmark of less than 6,000 miles per year (Administrative Manual Chapter 5, section 5.15) or less than 500 hours (50% utilization) for seasonal pieces was used to identify equipment for potential reduction.

Utilization of these units has been closely evaluated with input and justification provided by the department utilizing the affected equipment. The final decision on which pieces are actually eliminated will be made by the Director of Fleet Management in collaboration with department and DAS staff.

After pieces have been eliminated, Fleet Management will analyze the impact of this sale upon its operating budget. This analysis will enable Fleet Management to correctly make changes to its own budget in 2006, which will adjust the amount that other departments are charged for Fleet Management Services.

It is anticipated that the sale of units identified as surplus will net the County approximately \$350,000 in revenue in 2005.

- In 2005, new and replacement Fleet equipment is budgeted in the Capital Improvements Budget (Project WO112, Fleet Equipment Acquisition). The Sheriff's Department and DPPI-Highway Maintenance, Facilities Management and Airport Divisions will primarily utilize the replacement equipment. 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, so that the Fleet Management Division's total equipment count does not exceed approved totals. Any costs associated with the repair and maintenance of vehicles retained will be the sole responsibility of the using department.
- Fleet will lower the direct charge to Parks by \$100,000 from \$523,015 to \$423,015 in order to reflect the agreed upon service level between Parks and Fleet for this equipment.
- For 2005, Park's owned equipment will be sold to provide the Parks Division with \$300,000 in sales revenue.
- For 2005, funding for motor vehicle parts, fuel and supplies increases \$205,364, from \$2,057,247 to \$2,262,611. As shown in the Fuel Pricing and Purchases chart, \$1,506,685 of this funding is earmarked for fuel purchases, an increase of \$368,895 from 2004. Costs for fuel are based on an average winter.
- 2005 budget projections of fuel and mileage statistics are based on the average of 47 inches of snowfall in the Milwaukee area. The snowfall during the last winter season was 39.2 inches of snow.
- Flexibility to expand, modify and reallocate major maintenance projects and equipment purchases while remaining within the total appropriation, is continued in 2005.
- Depreciation for Fleet equipment increases \$64,529, from \$2,162,302 to \$2,226,831.
- Bond interest decreases \$72,151, from \$647,895 to \$575,744, resulting from the re-

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financing of bond funding used for vehicle acquisitions.

- The 2005 Budget reflects a zero wage increase for all represented, non-represented and Executive Compensation Plan (ECP) positions. In addition, ECP positions are not provided step increases or performance awards in 2005 as allowed in County Ordinance Section 17.265 (3).
- 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						
Fuel Purchases make up a major portion of the Fleet Maintenance Budget for Commodities						
		2001	2002	2003	2004	2005
		Actual	Actual	Actual	Budget	Budget
Lead Free -	Gallons	562,632	501,078	487,666	502,000	495,590
	Average Price	\$1.30	\$1.21	\$1.40	\$1.33	\$1.95
	Purchase	\$733,227	\$605,901	\$681,380	\$667,660	\$966,401
Diesel #2 -	Gallons	304,389	306,877	300,363	315,000	306,379
	Average Price	\$1.17	\$1.08	\$1.22	\$1.24	\$1.45
	Purchase	\$356,680	\$330,565	\$367,902	\$390,600	\$444,250
Diesel #1 -	Gallons	49,400	56,023	50,450	65,000	65,000
	Average Price	\$1.23	\$1.08	\$1.39	\$1.20	\$1.45
	Purchase	\$60,520	\$60,405	\$69,897	\$78,000	\$94,250
Natural Gas -	Gallons	2,034	1,557	1,902	1,700	1,700
	Average Price	\$0.99	\$0.99	\$1.05	\$0.90	\$1.05
	Purchase	\$2,004	\$1,537	\$1,997	\$1,530	\$1,785
Total Gallons Used Per Year		918,455	865,535	840,381	883,700	868,669
Total Fuel Purchased Per Year		\$1,152,431	\$998,408	\$1,121,176	\$1,137,790	\$1,506,685

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>2003</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Highway Patrol (Miles)	2,436,000	2,309,303	2,491,000	2,350,000
Other Cars (Miles)	1,098,000	947,626	1,200,000	1,100,000
Trucks (Miles)	3,242,000	2,868,521	3,237,000	3,000,000
Motorcycles (Miles)	19,000	18,582	25,900	25,900
Fire Trucks (Miles)	6,900	6,965	7,000	7,000
Other Equipment (Miles)	<u>75,700</u>	<u>67,304</u>	<u>76,300</u>	<u>76,300</u>
Total (Miles)	6,877,600	6,218,301	7,037,200	6,559,200