

ADOPTED 2009 BUDGET

DEPT: DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –
FLEET MANAGEMENT

UNIT NO. 5300

FUND: General Fund - 0001

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.

BUDGET SUMMARY				
Account Summary	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Personal Services (w/o EFB)	\$ 2,552,871	\$ 2,589,437	\$ 2,180,924	\$ (408,513)
Employee Fringe Benefits (EFB)	2,330,481	2,386,082	1,515,688	(870,394)
Services	955,114	797,951	3,390,244	2,592,293
Commodities	1,569,670	1,283,478	1,328,862	45,384
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	3,572,599	2,087,932
Abatements	(533,686)	(332,613)	(2,573,695)	(2,241,082)
Total Expenditures	\$ 10,463,374	\$ 10,477,421	\$ 9,414,622	\$ (1,062,799)
Direct Revenue	109,965	230,456	44,800	(185,656)
State & Federal Revenue	18,080	17,700	20,000	2,300
Indirect Revenue	10,892,986	10,229,265	9,310,704	(918,561)
Total Revenue	\$ 11,021,031	\$ 10,477,421	\$ 9,375,504	\$ (1,101,917)
Direct Total Tax Levy	(557,657)	0	39,118	39,118

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ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
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
Total Charges	\$ 383,341	\$ 0	\$ 0	\$ 0
Direct Property Tax Levy	\$ (557,657)	\$ 0	\$ 39,118	\$ 39,118
Total Property Tax Levy	\$ (174,316)	\$ 0	\$ 39,118	\$ 39,118

* 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.

PERSONNEL SUMMARY				
	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Personal Services (w/o EFB)	\$ 2,552,871	\$ 2,589,437	\$ 2,180,924	\$ (408,513)
Employee Fringe Benefits (EFB)	\$ 2,330,481	\$ 2,386,082	\$ 1,515,688	\$ (870,394)
Position Equivalent (Funded)*	57.5	53.1	43.3	(9.8)
% of Gross Wages Funded	96.0	97.0	99.4	2.4
Overtime (Dollars)**	\$ 53,640	\$ 70,967	\$ 58,693	\$ (12,274)
Overtime (Equivalent to Position)	1.3	1.3	1.3	0.0

* For 2007 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)
Auto & Equip Attendant	Abolish	1/1.0	Fleet Management	0*
Auto & Equip Srv Tech (DOT)	Abolish	1/1.0	Fleet Management	0*
Auto & Equip Service Supervisor	Transfer	1/1.0	To Airport	(51,446)
Auto & Equip Srv Tech (DOT)	Transfer	8/8.0	To Airport	(372,736)
Auto & Equip Srv Tech (DOT) In Charge	Transfer	1/1.0	To Airport	(48,169)
Park Worker 2 (Seasonal)	Abolish	1/0.3	Fleet Management	(5,032)
Fiscal Assistant 2	Abolish	1/1.0	Fleet Management	(36,784)
			TOTAL	\$ (514,167)

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

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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.

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

BUDGET HIGHLIGHTS

- Personal Services without fringe benefits decreases \$408,513, from \$2,589,437 to \$2,180,924. This is largely due to an initiative to transfer General Mitchell International Airport staff and fleet to the airport for oversight.
- The airport initiative includes the transferring of 8.0 FTE Auto & Equipment Service Tech positions, 1.0 FTE Auto & Equipment Service Supervisor position and 1.0 FTE Auto & Equipment Tech In Charge position to the newly

created Airport Division. As part of this transition the equipment and related costs are also transferred. The total estimated cost reduction for Fleet Management is \$1,087,654.

- The Division is changed from an internal service fund to a general fund. 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.
 - o Depreciation (\$2,056,371) and Interest Allocation (\$416,428) remain budgeted in the Division, but are shown as a cross-charge and abatement. This action allows the division to continue recouping funds paid for fleet equipment and vehicles.
- For 2009, funding for motor vehicle parts increases \$45,933, from \$1,200,239 to \$1,246,172 and funding for direct repairs through external vendors increases \$54,094 from \$245,906 to \$300,000.
- Budgeted revenue from the sale of fixed assets associated with the Fleet auction decreases \$175,656, from \$200,656 to \$25,000. This adjustment is intended to bring budgeted revenue closer to anticipated revenue.
- In 2009, 1.0 FTE Fiscal Assistant 2 vacant position, and 1.0 FTE Auto & Equip Service Technician and Auto & Equipment Attendant (both unfunded and vacant) positions are abolished. This results in a salary and active fringe savings of \$58,020.
- The budgeted amount for Heat is increased \$61,477 from \$196,000 to \$257,477 to reflect the rising costs of energy.
- Starting in 2007, the costs of fuel have been budgeted in individual department budgets. Fuel for 2009 is again budgeted in individual

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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.

- In 2009, \$1,163,800 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."

ACTIVITY AND STATISTICAL SUMMARY				
	<u>2007 Budget</u>	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2009 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
Total (Miles)	5,732,000	6,385,190	5,899,800	6,433,800