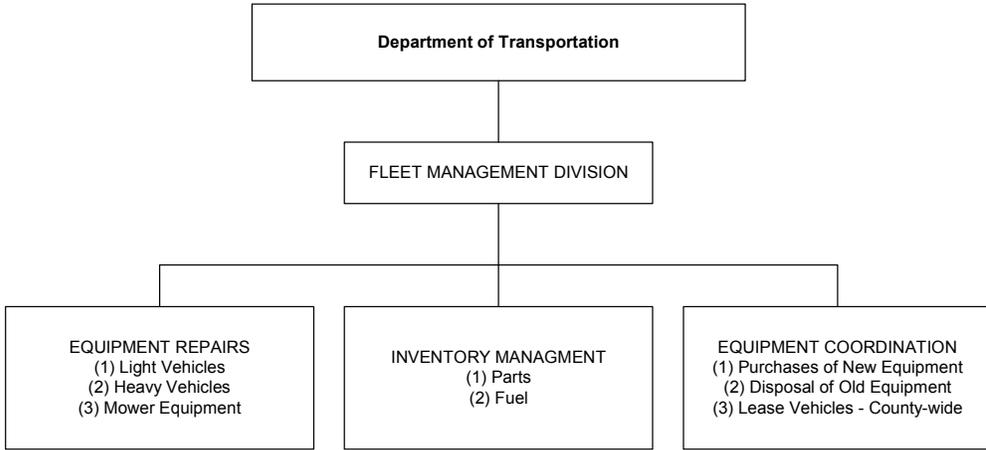


DOT-FLEET MANAGEMENT (5300)



MISSION

Fleet Management is committed to providing a comprehensive fleet management program, including a structured purchasing and preventive maintenance program that provides cost-effective customer service to all County departments.

Budget Summary		
	2013	2012/2013 Change
Expenditures	9,538,738	620,532
Revenue	10,775,565	(136,934)
Levy	(1,236,827)	757,466
FTE's	34.1	(0.8)
<p>Major Programmatic Focus</p> <ul style="list-style-type: none"> Continue the billing process that charges users based on a labor rate and parts cost. Continue charging users for actual costs of new vehicle purchases that are commensurate with the debt service on that vehicle. Continue vehicle replacement schedule to reduce operating and maintenance costs. 		

OBJECTIVES

- Review the composition of the fleet and recommend changes to meet current workloads and increase operational efficiency. This includes capital purchasing and short-term rentals for specialty equipment.
- Maintain, repair and dispose of vehicles in a manner that brings the highest possible return on investment.
- Maintain a service facility, which will provide superior customer service, repair, and administrative support to customers.
- Manage the fleet in a manner that ensures the lowest possible operating cost while maintaining consistently high mechanical reliability.

ADOPTED 2013 BUDGET

DEPT: DOT-Fleet Management

UNIT NO. 5300
FUND: General - 0030

DEPARTMENTAL PROGRAM DESCRIPTION

The Fleet Management Division purchases and maintains vehicles and equipment used by Milwaukee County departments. Keys to this program include minimizing vehicle and equipment downtime, providing a preventative maintenance program and educating users on safe operation and daily maintenance.

Equipment Repairs maintains and manages approximately 2,200 vehicles and pieces of equipment ranging from fairway mowers and squad cars to wheel loaders and tandem axle patrol trucks.

Inventory Management maintains and manages approximately \$440,000 in inventory of repair parts for all Milwaukee County vehicles. Fleet Management also manages and operates four fueling sites supplying 800,000 plus gallons of fuel annually from locations conveniently located throughout Milwaukee County.

Equipment Coordination researches and develops the specifications for purchasing new vehicles and equipment. Fleet Management also works with user departments to ensure the correct piece of equipment is purchased. Fleet Management also hosts and coordinates a semi-annual Public Auction of used equipment for Milwaukee County and also other municipalities in the area.

2013 BUDGET

Approach and Priorities

- Continue to adjust staffing and expenditures as part of the accelerated fleet replacement program. Approximately \$19 million worth of vehicles and equipment have been replaced since October 2009, reducing maintenance costs and increasing operational efficiency throughout County departments.
- The division's billing mechanism continues charging departments based on a labor rate and parts costs for repairs and for actual costs of new vehicle purchases that are commensurate with the debt service on that vehicle. In addition, the operating cost of fuel continues to be charged to departments.

Programmatic Impacts

- All new vehicles and equipment are on a replacement schedule of either three, five, or eight years. After replacement, depreciated vehicles and equipment will be sent to auction and the user department will be credited for the revenue generated. Allowing departments, rather than the Fleet Management Division, to receive auction revenue will promote the proper care and maintenance of vehicles and equipment so that departments can achieve maximum revenue at auction.
- As a result of the new purchasing program, County departments will no longer be provided expenditure authority for new vehicle leases in their operating budgets except for Department of Transportation - Airport Division. Current leases will be terminated upon the contract expiration and depending upon the necessity of the vehicle, may or may not be transferred into the purchasing program. If the departments in conjunction with Fleet Management determine that leasing is the best option, then Fleet Management will acquire the lease provided the departments are able to provide funding for the expenditures.
- A parts markup is determined by the percentage of parts department operating costs.
- Fleet Management retains ownership of all County vehicles. Departments may not exceed their 2013 vehicle allotment without approval of the County Board.

ADOPTED 2013 BUDGET

DEPT: DOT-Fleet Management

UNIT NO. 5300
FUND: General - 0030

Budget Highlights

Personal Services **(\$116,132)**

- 1.0 FTE Clerical Assistant 1 is funded for an additional salary and benefit cost of \$59,622. 1.0 FTE Fiscal Assistant 2 is abolished to offset this position action.
- 1.0 FTE Auto and Equipment Service Technician Assistant is held vacant for an expenditure savings of (\$57,273) reflected as additional Vacancy and Turnover beyond the 2012 budgeted level.

Commodities **\$ 219,282**

Expenditures for commodities increase \$219,282 from \$1,033,617 to \$1,252,899 to better reflect anticipated costs for fleet equipment repair parts and to more closely align with the 2011 actual costs incurred.

Debt Service on Fleet Vehicles **(\$325,000)**

Debt service on vehicles decreases by \$325,000, from \$3,200,000 to \$2,875,000. The amount reflects debt repayment for equipment previously purchased.

Capital Outlay **\$143,631**

Expenditures for capital outlay increase \$143,631 to reflect lease expense related to improvements previously completed to the Fleet facility as part of Guaranteed Energy Savings Performance Contracting (GESPC).

Auction Revenue **\$80,000**

Auction revenue decreases \$80,000 from \$280,000 to \$200,000. As older vehicles are replaced, they are also sold at auction to receive the highest return on investment.

Abatement **\$785,072**

Expenditure abatements decrease \$785,072 to reflect the discontinuation of abating interest expense on outstanding debt.

Fleet Reduction **\$0**

The Office of the Sheriff has greatly increased the number of patrol and specialty vehicles through grant funding in recent years. Twenty vehicles in the Sheriff's fleet had less than 5,000 miles of use over a recent 12 month period. As a result, the Director of the Department of Transportation-Fleet Operations is authorized to eliminate up to 17 fleet-owned vehicles that are fully depreciated from the Sheriff's fleet in 2013. Of this total, two vehicles are to be shifted to the Office of the District Attorney.

ADOPTED 2013 BUDGET

DEPT: DOT-Fleet Management

UNIT NO. 5300
FUND: General - 0030

2013 VEHICLE & EQUIPMENT ALLOTMENT PER DEPARTMENT	
DEPARTMENT	TOTAL
Parks Department****	841
Sheriff	180 ¹
Highways Division	165
Facilities Management Division	40
Zoo	37
Fleet Management Division***	20
Department of Health and Human Services	18
Behavioral Health Division	14
District Attorney**	10
Architectural Engineering & Environmental Services	5
Information Management Services Division	3
Medical Examiner	3
Transportation Services	3
Office for Persons with Disabilities	1
House of Correction*	1
TOTAL	1161
<p>* The HOC was not included in the purchasing program but may at some time in the future. At this time, the equipment remains under the HOC.</p> <p>** The District Attorney has an additional ten vehicles that are listed in the system but are not technically county-owned vehicles.</p> <p>*** Fleet Management also maintains motor pool vehicles.</p> <p>**** These numbers include all mowing equipment.</p>	

¹ The Adopted Budget authorizes the reduction of up to 17 vehicles. The actual allotment will be 180 vehicles less any vehicles removed by the director per the budget authority granted to the director.

ADOPTED 2013 BUDGET

DEPT: DOT-Fleet Management

UNIT NO. 5300
FUND: General - 0030

BUDGET SUMMARY				
Account Summary	2011 Actual	2012 Budget	2013 Budget	2012/2013 Change
Personal Services (w/o EFB)	\$ 1,546,866	\$ 1,682,185	\$ 1,614,791	\$ (67,394)
Employee Fringe Benefits (EFB)	1,279,905	1,277,655	1,235,526	(42,129)
Services	922,100	841,054	801,054	(40,000)
Commodities	1,329,621	1,033,617	1,252,899	219,282
Other Charges	0	0	0	0
Debt & Depreciation	0	3,200,000	2,875,000	(325,000)
Capital Outlay	517,016	0	143,631	143,631
Capital Contra	0	0	0	0
County Service Charges	5,401,496	2,941,841	2,888,911	(52,930)
Abatements	(4,329,478)	(2,058,146)	(1,273,074)	785,072
Total Expenditures	\$ 6,667,526	\$ 8,918,206	\$ 9,538,738	\$ 620,532
Direct Revenue	1,219,518	305,500	211,067	(94,433)
State & Federal Revenue	17,414	17,000	17,000	0
Indirect Revenue	9,764,950	10,589,999	10,547,498	(42,501)
Total Revenue	\$ 11,001,882	\$ 10,912,499	\$ 10,775,565	\$ (136,934)
Direct Total Tax Levy	(4,334,356)	(1,994,293)	(1,236,827)	757,466

PERSONNEL SUMMARY				
	2011 Actual	2012 Budget	2013 Budget	2012/2013 Change
Position Equivalent (Funded)*	34.6	35.0	34.1	(0.9)
% of Gross Wages Funded	96.7	97.1	94.9	(2.2)
Overtime (Dollars)	\$ 47,280	\$ 70,272	\$ 70,284	\$ 12
Overtime (Equivalent to Position)	1.0	1.5	1.5	0.0

* For 2011 Actuals, the Position Equivalent is the budgeted amount.

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Clerical Assistant 1	0042	Fund	1	1.0	Fleet Mgmt	\$ 36,168
Fiscal Assistant 2	4041	Abolish	(1)	(1.0)	Fleet Mgmt	\$ (36,494)
					TOTAL	\$ (326)

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."