

Fleet Services

Agency Overview

Agency Mission

The mission of the Fleet Services Division is to provide a safe and reliable fleet of diverse equipment for all user agencies, and to provide a concentrated effort toward a comprehensive preventative maintenance program at a competitive cost.

Agency Overview

The agency manages and administers the municipal fleet through maintenance, inspection, repair, and replacement of vehicles for City agencies.

2018 Budget Highlights

The 2018 Executive Budget:

- Reflects a decreased Fleet rate for City agencies based on projected depreciation costs in 2018 (\$1.5m).
- Reflects decreased salary savings based on anticipated staffing levels in 2018 (\$200,000).

Fleet Services

Function: Public Works & Transportation

Budget Overview

Budget by Service (All Funds)

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue					
Fleet Mntc Procurement	(1,073,973)	(8,443,185)	(8,409,321)	(8,375,395)	(8,279,614)
Total Revenue	\$ (1,073,973)	\$ (8,443,185)	\$ (8,409,321)	\$ (8,375,395)	\$ (8,279,614)
Expense					
Fleet Mntc Procurement	1,073,973	8,443,185	8,409,321	8,375,395	8,279,614
Total Expense	\$ 1,073,973	\$ 8,443,185	\$ 8,409,321	\$ 8,375,395	\$ 8,279,614
Net General Fund	\$ -				

Budget by Fund & Major

Fund: Fleet Services

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue					
Intergovernmental Revenues	(33,086)	(35,500)	(35,500)	(35,500)	(35,500)
Charges for Services	(8,307)	(25,000)	(4,967)	(25,000)	(25,000)
Investments & Contributions	(300)	-	-	-	-
Misc Revenue	(158,326)	(161,000)	(134,000)	(155,000)	(155,000)
Other Finance Source	(748,543)	(6,835,664)	(6,797,848)	(6,773,875)	(6,678,094)
Transfer In	(125,411)	(1,386,021)	(1,437,006)	(1,386,021)	(1,386,021)
Total Revenue	\$ (1,073,973)	\$ (8,443,185)	\$ (8,409,321)	\$ (8,375,395)	\$ (8,279,614)
Expense					
Salaries	2,490,283	2,460,338	2,540,639	2,737,927	2,737,927
Benefits	1,158,304	1,070,176	1,056,932	1,030,859	1,033,153
Supplies	5,323,763	4,709,918	4,750,213	5,173,477	5,173,477
Purchased Services	1,012,229	1,323,015	1,181,799	1,315,515	1,315,515
Debt & Other Financing	10,425,560	14,009,448	14,009,448	12,425,288	12,312,452
Inter Departmental Charges	237,270	158,929	158,929	158,929	173,690
Inter Departmental Billing	(19,573,435)	(16,642,659)	(16,642,659)	(15,868,000)	(15,868,000)
Transfer Out	-	1,354,020	1,354,020	1,401,400	1,401,400
Total Expense	\$ 1,073,973	\$ 8,443,185	\$ 8,409,321	\$ 8,375,395	\$ 8,279,614
Net General Fund	\$ -				

Fleet Services

Function: Public Works & Transportation

Service Overview

Service: Fleet Maintenance Procurement

Service Description

This service is responsible for the purchase, preparation, and maintenance of fleet equipment used by City agencies. The goal of the service is to repair and replace fleet assets to satisfy the needs of user agencies. The service maintains approximately 650 active vehicles and equipment.

2018 Planned Activities

- Continue development and maintenance of vehicle and equipment purchasing plans for each user agency.
- Oversee the purchase of approximately 70 new assets.

Service Budget by Account Type

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Revenue	(1,073,973)	(8,443,185)	(8,409,321)	(8,375,395)	(8,279,614)
Expense	1,073,973	8,443,185	8,409,321	8,375,395	8,279,614
Net Service Budget	\$ -	\$ -	\$ -	\$ -	-

Fleet Services**Function: Public Works & Transportation***Line Item Detail***Agency Primary Fund: Fleet Services****Intergovernmental Revenues**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Federal Revenues Operating	(33,086)	(35,500)	(35,500)	(35,500)	(35,500)
TOTAL	\$ (33,086)	\$ (35,500)	\$ (35,500)	\$ (35,500)	\$ (35,500)

Charges for Service

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Reimbursement Of Expense	(8,307)	(25,000)	(4,967)	(25,000)	(25,000)
TOTAL	\$ (8,307)	\$ (25,000)	\$ (4,967)	\$ (25,000)	\$ (25,000)

Investments & Contributions

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Interest	(300)	-	-	-	-
TOTAL	\$ (300)	\$ -	\$ -	\$ -	\$ -

Misc Revenue

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Fuel Tax Refund	(77,209)	(64,000)	(64,000)	(70,000)	(70,000)
Miscellaneous Revenue	(81,117)	(97,000)	(70,000)	(85,000)	(85,000)
TOTAL	\$ (158,326)	\$ (161,000)	\$ (134,000)	\$ (155,000)	\$ (155,000)

Other Finance Sources

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Sale Of Assets	(489,698)	(600,600)	(689,037)	(510,000)	(510,000)
Trade In Allowance	(406,750)	(426,000)	(426,000)	(435,780)	(435,780)
(Gain) Loss On Sale Of Asset	272,375	-	-	-	-
General Obligation Bond Issue	-	-	(2,373)	-	-
Capital Contributions	(124,470)	-	-	-	-
Fund Balance Applied	-	(5,809,064)	(5,680,438)	(5,828,095)	(5,732,314)
TOTAL	\$ (748,543)	\$ (6,835,664)	\$ (6,797,848)	\$ (6,773,875)	\$ (6,678,094)

Transfer In

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Transfer In From General	-	(928,021)	(928,021)	(928,021)	(928,021)
Transfer In From Other Restrict	-	(25,000)	(25,000)	(25,000)	(25,000)
Transfer In From Fleet Service	-	(433,000)	(433,000)	-	-
Transfer In From Insurance	(125,411)	-	(50,985)	(433,000)	(433,000)
TOTAL	\$ (125,411)	\$ (1,386,021)	\$ (1,437,006)	\$ (1,386,021)	\$ (1,386,021)

Salaries

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Permanent Wages	2,341,044	2,715,202	2,352,983	2,787,781	2,787,781
Salary Savings	-	(485,621)	-	(286,656)	(286,656)
Pending Personnel	-	-	-	18,212	18,212
Premium Pay	11,390	10,625	12,096	11,590	11,590
Compensated Absence	99,874	161,272	150,000	148,140	148,140
Hourly Wages	6,930	8,860	7,810	8,860	8,860
Overtime Wages Permanent	31,045	50,000	17,749	50,000	50,000
TOTAL	\$ 2,490,283	\$ 2,460,338	\$ 2,540,639	\$ 2,737,927	\$ 2,737,927

Fleet ServicesFunction: **Public Works & Transportation***Line Item Detail*Agency Primary Fund: **Fleet Services****Benefits**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Comp Absence Escrow	51,010	148,815	183,633	148,815	148,815
Benefit Savings	-	(65,694)	-	(75,568)	(75,568)
Health Insurance Benefit	489,581	549,444	475,700	502,094	508,231
Wage Insurance Benefit	9,649	9,566	9,735	9,305	9,305
Health Insurance Retiree	-	31,766	-	-	-
WRS	160,044	184,631	162,565	189,564	186,780
FICA Medicare Benefits	180,692	204,927	181,847	210,980	209,921
Licenses & Certifications	120	-	400	-	-
Post Employment Health Plans	37,529	-	38,374	38,949	38,949
Tool Allowance	5,706	6,720	4,680	6,720	6,720
Other Post Emplmnt Benefit	54,896	-	-	-	-
Pension Expense	169,077	-	-	-	-
TOTAL	\$ 1,158,304	\$ 1,070,176	\$ 1,056,932	\$ 1,030,859	\$ 1,033,153

Supplies

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Purchasing Card Unallocated	285	-	22,902	-	-
Office Supplies	1,914	2,000	1,567	2,000	2,000
Copy Printing Supplies	1,305	2,000	1,319	2,000	2,000
Hardware Supplies	-	-	-	2,500	2,500
Software Lic & Supplies	5,668	7,605	6,688	9,290	9,290
Postage	32	50	43	50	50
Books & Subscriptions	1,958	4,000	3,470	4,000	4,000
Work Supplies	107,440	92,000	116,744	92,000	92,000
Safety Supplies	1,499	3,220	422	3,220	3,220
Building	-	-	172	-	-
Building Supplies	6,880	5,900	7,377	5,900	5,900
Machinery And Equipment	43,828	-	12,800	-	-
Equipment Supplies	1,606,726	1,579,968	1,540,032	1,579,968	1,579,968
Tires	422,307	385,689	406,781	385,689	385,689
Gasoline	1,022,253	983,655	983,655	1,092,116	1,092,116
Diesel	1,929,219	1,473,831	1,473,831	1,824,744	1,824,744
Oil	-	-	2,413	-	-
Lubricants	172,447	170,000	170,000	170,000	170,000
TOTAL	\$ 5,323,763	\$ 4,709,918	\$ 4,750,213	\$ 5,173,477	\$ 5,173,477

Fleet Services

Function: Public Works & Transportation

Line Item Detail

Agency Primary Fund: Fleet Services

Purchased Services

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Natural Gas	6,462	10,500	11,528	10,500	10,500
Electricity	40,102	40,000	40,436	40,000	40,000
Water	6,455	10,440	5,069	10,440	10,440
Telephone	5,193	5,300	5,187	5,300	5,300
Cellular Telephone	3,501	3,300	2,618	3,300	3,300
Building Improv Repair Maint	12,561	10,500	13,261	15,000	15,000
Process Fees Recyclables	6,720	6,100	7,000	6,100	6,100
Comm Device Mntc	6,851	30,000	7,000	30,000	30,000
Equipment Mntc	30,526	55,500	30,000	55,500	55,500
System & Software Mntc	24,975	-	-	-	-
Vehicle Repair & Mntc	798,090	1,050,000	992,591	1,050,000	1,050,000
Rental Of Equipment	7,000	17,000	-	5,000	5,000
Conferences & Training	9,215	13,000	4,842	13,000	13,000
Memberships	1,415	2,000	-	2,000	2,000
Uniform Laundry	9,966	11,600	7,208	11,600	11,600
Medical Services	2,400	-	4,400	-	-
Arbitrator	-	200	1,314	200	200
Audit Services	1,300	1,300	1,300	1,300	1,300
Delivery Freight Charges	1,000	3,000	1,000	3,000	3,000
Consulting Services	1,375	1,375	1,409	1,375	1,375
Advertising Services	295	400	1,098	400	400
Inspection Services	552	3,500	-	3,500	3,500
Parking Towing Services	34,995	45,000	42,341	45,000	45,000
Permits & Licenses	1,280	3,000	2,198	3,000	3,000
TOTAL	\$ 1,012,229	\$ 1,323,015	\$ 1,181,799	\$ 1,315,515	\$ 1,315,515

Debt & Other Financing

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Principal	-	5,358,492	5,358,492	5,358,492	5,312,060
Interest	1,011,039	1,057,183	1,057,183	1,162,901	1,096,497
Depreciation	6,107,585	7,593,773	7,593,773	5,903,895	5,903,895
Fund Balance Generated	3,306,935	-	-	-	-
TOTAL	\$ 10,425,560	\$ 14,009,448	\$ 14,009,448	\$ 12,425,288	\$ 12,312,452

Inter-Departmental Charges

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
ID Charge From Engineering	27,065	27,065	27,065	27,065	27,065
ID Charge From Fleet Services	106,232	-	-	-	-
ID Charge From Traffic Eng	2,561	5,500	5,500	5,500	5,500
ID Charge From Insurance	20,681	16,435	16,435	16,435	17,939
ID Charge From Workers Comp	80,731	109,929	109,929	109,929	123,186
TOTAL	\$ 237,270	\$ 158,929	\$ 158,929	\$ 158,929	\$ 173,690

Fleet Services

Function: Public Works & Transportation

Line Item Detail

Agency Primary Fund: Fleet Services

Inter-Departmental Billings

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
ID Billing To Information Tec	(2,270)	-	-	-	-
ID Billing To Fire	(3,089,869)	-	-	-	-
ID Billing To Police	(2,512,018)	-	-	-	-
ID Billing To Public Health	(43,490)	-	-	-	-
ID Billing To Engineering	(342,235)	-	-	-	-
ID Billing To Fleet Services	(106,232)	(16,642,659)	(16,642,659)	(15,868,000)	(15,868,000)
ID Billing To Streets	(9,665,178)	-	-	-	-
ID Billing To Traffic Eng	(605,462)	-	-	-	-
ID Billing To Library	(9,080)	-	-	-	-
ID Billing To Parks	(2,535,451)	-	-	-	-
ID Billing To Bldg Inspection	(6,694)	-	-	-	-
ID Billing To Monona Terrace	(2,743)	-	-	-	-
ID Billing To Golf Courses	(258,960)	-	-	-	-
ID Billing To Parking	(102,033)	-	-	-	-
ID Billing To Sewer	(71,968)	-	-	-	-
ID Billing To Water	(160,459)	-	-	-	-
ID Billing To CDA Management	(59,295)	-	-	-	-
TOTAL	\$ (19,573,435)	\$ (16,642,659)	\$ (16,642,659)	\$ (15,868,000)	\$ (15,868,000)

Transfer Out

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive
Transfer Out To Capital	-	1,354,020	1,354,020	1,401,400	1,401,400
TOTAL	\$ -	\$ 1,354,020	\$ 1,354,020	\$ 1,401,400	\$ 1,401,400

Fleet Services

Function: Public Works & Transportation

Position Summary

	CG	2017 Budget		2018 Request		Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST	17	1.00	62,837	1.00	64,092	1.00	64,092
AUTO MAINT WKR	15	3.00	139,023	3.00	142,197	3.00	142,197
FACILITY MAINT WKR	15	1.00	54,082	1.00	55,162	1.00	55,162
FLEET MAINT PROG ADM	15	1.00	61,681	1.00	62,914	1.00	62,914
FLEET OPER MGR	18	1.00	89,471	1.00	91,338	1.00	91,338
FLEET PARTS TECH	15	3.00	161,030	3.00	170,360	3.00	170,360
FLEET PROG MGR	18	1.00	93,897	1.00	96,516	1.00	96,516
FLEET SERVICE PARTS LDWKR	15	1.00	55,188	1.00	59,595	1.00	59,595
FLEET SERVS SUPT	21	1.00	138,138	1.00	141,552	1.00	141,552
FLEET TECH	15	23.00	1,419,276	23.00	1,452,833	23.00	1,452,833
FLEET TIRE TECH	15	1.00	46,270	1.00	47,194	1.00	47,194
MASTER AUTO BODY TEC	15	1.00	63,319	1.00	65,549	1.00	65,549
OPERATIONS CLERK	15	1.00	60,031	1.00	61,230	1.00	61,230
PARTS ROOM ASST	15	1.00	51,579	1.00	53,135	1.00	53,135
PUB WKS GEN FORE	18	2.00	152,476	2.00	155,872	2.00	155,872
WELDER	15	1.00	66,904	1.00	68,240	1.00	68,240
TOTAL		43.00	\$ 2,715,202	43.00	\$ 2,787,778	43.00	\$ 2,787,778

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.