

# 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 Adopted 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***Line Item Detail*Agency Primary Fund: **Fleet Services****Intergovernmental Revenues**

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

**Charges for Service**

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

**Investments & Contributions**

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

**Misc Revenue**

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

**Other Finance Sources**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Sale Of Assets	(489,698)	(600,600)	(689,037)	(510,000)	(510,000)	(510,000)
Trade In Allowance	(406,750)	(426,000)	(426,000)	(435,780)	(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)	(5,732,314)
<b>TOTAL</b>	<b>\$ (748,543)</b>	<b>\$ (6,835,664)</b>	<b>\$ (6,797,848)</b>	<b>\$ (6,773,875)</b>	<b>\$ (6,678,094)</b>	<b>\$ (6,678,094)</b>

**Transfer In**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
Transfer In From General	-	(928,021)	(928,021)	(928,021)	(928,021)	(928,021)
Transfer In From Other Restrict	-	(25,000)	(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)	(433,000)
<b>TOTAL</b>	<b>\$ (125,411)</b>	<b>\$ (1,386,021)</b>	<b>\$ (1,437,006)</b>	<b>\$ (1,386,021)</b>	<b>\$ (1,386,021)</b>	<b>\$ (1,386,021)</b>

**Salaries**

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

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

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

**Supplies**

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

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

**Debt & Other Financing**

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

**Inter-Departmental Charges**

	2016 Actual	2017 Adopted	2017 Projected	2018 Request	2018 Executive	2018 Adopted
ID Charge From Engineering	27,065	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	5,500
ID Charge From Insurance	20,681	16,435	16,435	16,435	17,939	17,939
ID Charge From Workers Comp	80,731	109,929	109,929	109,929	123,186	123,186
<b>TOTAL</b>	<b>\$ 237,270</b>	<b>\$ 158,929</b>	<b>\$ 158,929</b>	<b>\$ 158,929</b>	<b>\$ 173,690</b>	<b>\$ 173,690</b>

**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	2018 Adopted
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)	(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)	-	-	-	-	-
<b>TOTAL</b>	<b>\$ (19,573,435)</b>	<b>\$ (16,642,659)</b>	<b>\$ (16,642,659)</b>	<b>\$ (15,868,000)</b>	<b>\$ (15,868,000)</b>	<b>\$ (15,868,000)</b>

**Transfer Out**

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

# Fleet Services

Function: Public Works & Transportation

## Position Summary

	2017			Request		2018		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST	17	1.00	62,837	1.00	64,092	1.00	64,092	1.00	64,092
AUTO MAINT WKR	15	3.00	139,023	3.00	142,197	3.00	142,197	3.00	142,197
FACILITY MAINT WKR	15	1.00	54,082	1.00	55,162	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	1.00	62,914
FLEET OPER MGR	18	1.00	89,471	1.00	91,338	1.00	91,338	1.00	91,338
FLEET PARTS TECH	15	3.00	161,030	3.00	170,360	3.00	170,360	3.00	170,360
FLEET PROG MGR	18	1.00	93,897	1.00	96,516	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	1.00	59,595
FLEET SERVS SUPT	21	1.00	138,138	1.00	141,552	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	23.00	1,452,833
FLEET TIRE TECH	15	1.00	46,270	1.00	47,194	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	1.00	65,549
OPERATIONS CLERK	15	1.00	60,031	1.00	61,230	1.00	61,230	1.00	61,230
PARTS ROOM ASST	15	1.00	51,579	1.00	53,135	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	2.00	155,872
WELDER	15	1.00	66,904	1.00	68,240	1.00	68,240	1.00	68,240
<b>TOTAL</b>		<b>43.00</b>	<b>\$ 2,715,202</b>	<b>43.00</b>	<b>\$ 2,787,778</b>	<b>43.00</b>	<b>\$ 2,787,778</b>	<b>43.00</b>	<b>\$ 2,787,778</b>

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.