

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.

2019 Budget Highlights

The 2019 Executive Budget includes funding for:

- An increased Fleet rate for City agencies based on projected fuel costs (\$500,000) and depreciation costs (\$790,000).
- Increased hourly wages for three Madison Municipal School District student interns as part of the Fleet Service Outreach Initiative (\$36,000).
- Increased billings to Stormwater Utility, Sewer Utility, Landfill, and Engineering Division for the transition to in-house Fleet service maintenance of assets belonging to those agencies in 2019 (\$80,000).

Fleet Services

Function: Public Works & Transportation

Budget by Service (All Funds)

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue					
Fleet Maintenance Procurement	(1,602,841)	(8,279,614)	(3,146,671)	(8,233,226)	(8,449,245)
Total Revenue	\$ (1,602,841)	\$ (8,279,614)	\$ (3,146,671)	\$ (8,233,226)	\$ (8,449,245)
Expense					
Fleet Maintenance Procurement	1,602,841	8,279,614	3,146,671	8,233,226	8,449,245
Total Expense	\$ 1,602,841	\$ 8,279,614	\$ 3,146,671	\$ 8,233,226	\$ 8,449,245
Net General Fund	\$ -	\$ -	\$ -	\$ -	\$ -

Budget by Fund & Major

Fund: Fleet Services

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue					
Intergovernmental Revenues	(26,881)	(35,500)	(25,000)	(35,500)	(35,500)
Charges for Services	(3,236)	(25,000)	(906)	(25,000)	(25,000)
Investments & Contributions	-	-	(6)	-	-
Misc Revenue	(132,754)	(155,000)	(125,378)	(155,000)	(155,000)
Other Finance Source	(1,278,943)	(6,678,094)	(1,823,464)	(6,631,706)	(6,847,725)
Transfer In	(161,027)	(1,386,021)	(1,171,917)	(1,386,021)	(1,386,021)
Total Revenue	\$ (1,602,841)	\$ (8,279,614)	\$ (3,146,671)	\$ (8,233,226)	\$ (8,449,245)
Expense					
Salaries	2,354,057	2,737,927	2,537,369	2,742,683	2,832,187
Benefits	1,330,420	1,033,153	1,110,873	1,054,728	1,027,778
Supplies	4,566,235	5,173,477	5,475,105	5,720,122	5,720,122
Purchased Services	999,949	1,315,515	1,119,737	1,307,515	1,307,515
Debt & Other Financing	7,698,519	12,312,452	7,196,497	13,167,634	13,167,634
Inter Departmental Charges	237,527	173,690	173,690	117,348	115,447
Inter Departmental Billing	(15,583,867)	(15,868,000)	(15,868,000)	(17,308,214)	(17,152,848)
Transfer Out	-	1,401,400	1,401,400	1,431,410	1,431,410
Total Expense	\$ 1,602,841	\$ 8,279,614	\$ 3,146,671	\$ 8,233,226	\$ 8,449,245
Net General Fund	\$ -	\$ -	\$ -	\$ -	\$ -

Fleet Services

Function: Public Works & Transportation

Service Overview

Service: Fleet Maintenance Procurement

Service Description

This service is responsible for purchasing, preparing, and maintaining 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 1,400 active vehicles and equipment.

2019 Planned Activities

- Continue development and maintenance of vehicle and equipment purchasing plans for each user agency.
- Oversee the purchase of approximately 90 new assets.

Service Budget by Account Type

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Revenue	(1,602,841)	(8,279,614)	(3,146,671)	(8,233,226)	(8,449,245)
Expense	1,602,841	8,279,614	3,146,671	8,233,226	8,449,245
Net Service Budget	\$ -	\$ -	\$ -	\$ -	-

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

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Federal Revenues Operating	(26,881)	(35,500)	(25,000)	(35,500)	(35,500)
TOTAL	\$ (26,881)	\$ (35,500)	\$ (25,000)	\$ (35,500)	\$ (35,500)

Charges for Service

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Reimbursement Of Expense	(3,236)	(25,000)	(906)	(25,000)	(25,000)
TOTAL	\$ (3,236)	\$ (25,000)	\$ (906)	\$ (25,000)	\$ (25,000)

Investments & Contributions

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Interest	-	-	(6)	-	-
TOTAL	\$ -	\$ -	\$ (6)	\$ -	\$ -

Misc Revenue

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Fuel Tax Refund	(72,394)	(70,000)	(70,000)	(70,000)	(70,000)
Miscellaneous Revenue	(60,360)	(85,000)	(55,378)	(85,000)	(85,000)
TOTAL	\$ (132,754)	\$ (155,000)	\$ (125,378)	\$ (155,000)	\$ (155,000)

Other Finance Sources

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Sale Of Assets	(852,629)	(510,000)	(510,000)	(520,000)	(520,000)
Trade In Allowance	(426,314)	(435,780)	(435,780)	(435,780)	(435,780)
Fund Balance Applied	-	(5,732,314)	(877,684)	(5,675,926)	(5,891,945)
TOTAL	\$ (1,278,943)	\$ (6,678,094)	\$ (1,823,464)	\$ (6,631,706)	\$ (6,847,725)

Transfer In

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Transfer In From General	-	(928,021)	(1,026,361)	(928,021)	(928,021)
Transfer In From Other Restrict	-	(25,000)	-	(25,000)	(25,000)
Transfer In From Insurance	(161,027)	(433,000)	(145,556)	(433,000)	(433,000)
TOTAL	\$ (161,027)	\$ (1,386,021)	\$ (1,171,917)	\$ (1,386,021)	\$ (1,386,021)

Salaries

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Permanent Wages	2,378,470	2,787,781	2,389,380	2,754,134	2,843,638
Salary Savings	-	(286,656)	-	(244,496)	(244,496)
Pending Personnel	-	18,212	18,000	-	-
Premium Pay	14,583	11,590	18,857	11,690	11,690
Workers Compensation Wages	-	-	10,114	-	-
Compensated Absence	(64,189)	148,140	10,000	125,400	125,400
Hourly Wages	8,579	8,860	30,835	45,955	45,955
Overtime Wages Permanent	16,614	50,000	60,183	50,000	50,000
TOTAL	\$ 2,354,057	\$ 2,737,927	\$ 2,537,369	\$ 2,742,683	\$ 2,832,187

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

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Comp Absence Escrow	183,633	148,815	200,000	100,000	100,000
Benefit Savings	-	(75,568)	-	(54,351)	(54,351)
Health Insurance Benefit	477,685	508,231	497,224	555,659	521,926
Wage Insurance Benefit	9,790	9,305	9,225	10,153	10,153
WRS	166,554	186,780	165,061	184,528	186,257
FICA Medicare Benefits	185,476	209,921	192,630	209,019	212,773
Moving Expenses	8,334	-	-	-	-
Licenses & Certifications	417	-	-	-	-
Post Employment Health Plans	39,141	38,949	39,532	40,000	41,300
Tool Allowance	5,720	6,720	7,200	9,720	9,720
Other Post Emplmnt Benefit	79,956	-	-	-	-
Pension Expense	173,714	-	-	-	-
TOTAL	\$ 1,330,420	\$ 1,033,153	\$ 1,110,873	\$ 1,054,728	\$ 1,027,778

Supplies

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Office Supplies	1,666	2,000	1,715	2,000	2,000
Copy Printing Supplies	2,063	2,000	2,475	2,000	2,000
Hardware Supplies	160	2,500	-	-	-
Software Lic & Supplies	3,701	9,290	8,058	14,388	14,388
Postage	41	50	50	1,550	1,550
Books & Subscriptions	3,470	4,000	4,500	3,000	3,000
Work Supplies	99,572	92,000	120,000	92,000	92,000
Safety Supplies	2,700	3,220	2,500	3,220	3,220
Building	86	-	-	-	-
Building Supplies	6,346	5,900	15,439	5,900	5,900
Machinery And Equipment	13,396	-	50,000	-	-
Equipment Supplies	1,474,203	1,579,968	1,501,505	1,579,968	1,579,968
Tires	409,626	385,689	400,781	385,689	385,689
Gasoline	980,744	1,092,116	1,161,182	1,253,559	1,253,559
Diesel	1,399,850	1,824,744	2,036,900	2,206,848	2,206,848
Oil	1,207	-	-	-	-
Lubricants	167,405	170,000	170,000	170,000	170,000
TOTAL	\$ 4,566,235	\$ 5,173,477	\$ 5,475,105	\$ 5,720,122	\$ 5,720,122

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

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Natural Gas	7,497	10,500	8,000	10,500	10,500
Electricity	40,249	40,000	41,728	40,000	40,000
Water	6,087	10,440	5,770	10,440	10,440
Telephone	5,241	5,300	5,688	5,300	5,300
Cellular Telephone	3,529	3,300	3,399	3,300	3,300
Building Improv Repair Maint	11,368	15,000	17,000	15,000	15,000
Process Fees Recyclables	5,455	6,100	5,330	6,100	6,100
Comm Device Mntc	25,971	30,000	26,000	24,500	24,500
Equipment Mntc	22,465	55,500	46,013	55,500	55,500
Vehicle Repair & Mntc	812,905	1,050,000	900,000	1,050,000	1,050,000
Rental Of Equipment	-	5,000	-	5,000	5,000
Recruitment	1,802	-	-	-	-
Conferences & Training	3,732	13,000	6,148	10,000	10,000
Memberships	-	2,000	1,251	2,500	2,500
Uniform Laundry	8,162	11,600	9,101	11,600	11,600
Medical Services	2,200	-	2,200	-	-
Arbitrator	657	200	-	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	1,409	1,375	1,409	1,375	1,375
Advertising Services	369	400	400	400	400
Inspection Services	-	3,500	500	3,500	3,500
Parking Towing Services	36,909	45,000	36,000	45,000	45,000
Permits & Licenses	1,645	3,000	1,500	3,000	3,000
TOTAL	\$ 999,949	\$ 1,315,515	\$ 1,119,737	\$ 1,307,515	\$ 1,307,515

Fleet Services

Function: Public Works & Transportation

Line Item Detail

Agency Primary Fund: Fleet Services

Debt & Other Financing

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Principal	5,358,492	5,312,060	-	5,312,060	5,312,060
Interest	1,070,323	1,096,497	1,096,497	1,159,382	1,159,382
Depreciation	-	5,903,895	6,100,000	6,696,192	6,696,192
Fund Balance Generated	1,269,705	-	-	-	-
TOTAL	\$ 7,698,519	\$ 12,312,452	\$ 7,196,497	\$ 13,167,634	\$ 13,167,634

Inter-Departmental Charges

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
ID Charge From Engineering	27,065	27,065	27,065	27,065	27,065
ID Charge From Fleet Services	81,089	-	-	-	-
ID Charge From Traffic Eng	3,009	5,500	5,500	5,500	3,599
ID Charge From Insurance	16,435	17,939	17,939	19,242	19,242
ID Charge From Workers Comp	109,929	123,186	123,186	65,541	65,541
TOTAL	\$ 237,527	\$ 173,690	\$ 173,690	\$ 117,348	\$ 115,447

Inter-Departmental Billings

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
ID Billing To Information Tec	(5,940)	-	-	-	-
ID Billing To Fire	(2,702,266)	-	-	-	-
ID Billing To Police	(2,298,501)	-	-	-	-
ID Billing To Public Health	(65,292)	-	-	-	-
ID Billing To Engineering	(237,854)	-	-	-	-
ID Billing To Fleet Services	(81,089)	(15,868,000)	(15,868,000)	(17,308,214)	(17,152,848)
ID Billing To Streets	(7,545,991)	-	-	-	-
ID Billing To Traffic Eng	(413,593)	-	-	-	-
ID Billing To Library	(7,879)	-	-	-	-
ID Billing To Parks	(1,885,788)	-	-	-	-
ID Billing To Bldg Inspection	(8,812)	-	-	-	-
ID Billing To Monona Terrace	(2,841)	-	-	-	-
ID Billing To Golf Courses	(92,086)	-	-	-	-
ID Billing To Parking	(84,293)	-	-	-	-
ID Billing To Water	(100,264)	-	-	-	-
ID Billing To CDA Management	(51,378)	-	-	-	-
TOTAL	\$ (15,583,867)	\$ (15,868,000)	\$ (15,868,000)	\$ (17,308,214)	\$ (17,152,848)

Transfer Out

	2017 Actual	2018 Adopted	2018 Projected	2019 Request	2019 Executive
Transfer Out To Capital	-	1,401,400	1,401,400	1,431,410	1,431,410
TOTAL	\$ -	\$ 1,401,400	\$ 1,401,400	\$ 1,431,410	\$ 1,431,410

Fleet Services

Function: Public Works & Transportation

Position Summary

	CG	2018 Budget		Request		2019 Executive	
		FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST	17	1.00	64,092	1.00	64,338	1.00	66,429
AUTO MAINT WKR	15	3.00	142,197	3.00	143,275	3.00	147,931
FACILITY MAINT WKR	15	1.00	55,162	1.00	55,375	1.00	57,174
FLEET MAINT PROG ADM	15	1.00	62,914	1.00	71,809	1.00	74,143
FLEET OPER MGR	18	1.00	91,338	1.00	92,375	1.00	95,377
FLEET PARTS TECH	15	3.00	170,360	3.00	172,886	3.00	178,505
FLEET PROG MGR	18	1.00	96,516	1.00	97,031	1.00	100,184
FLEET SERVICE PARTS LDWKR	15	1.00	59,595	1.00	60,322	1.00	62,282
FLEET SERVS SUPT	21	1.00	141,552	1.00	124,460	1.00	128,505
FLEET TECH	15	23.00	1,452,833	23.00	1,419,102	23.00	1,465,223
FLEET TIRE TECH	15	1.00	47,194	1.00	47,375	1.00	48,915
MASTER AUTO BODY TEC	15	1.00	65,549	1.00	66,055	1.00	68,202
OPERATIONS CLERK	15	1.00	61,230	1.00	61,465	1.00	63,463
PARTS ROOM ASST	15	1.00	53,135	1.00	53,291	1.00	55,023
PUB WKS GEN FORE	18	2.00	155,872	2.00	156,472	2.00	161,557
WELDER	15	1.00	68,240	1.00	68,502	1.00	70,728
TOTAL		43.00	\$ 2,787,778	43.00	\$ 2,754,134	43.00	\$ 2,843,643

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.