

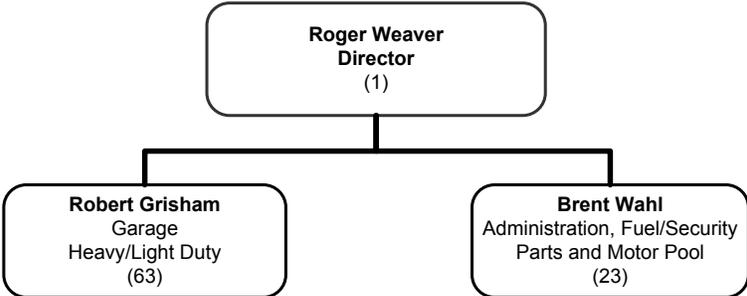
FLEET MANAGEMENT Roger Weaver

DEPARTMENT MISSION STATEMENT

The Fleet Management Department provides vehicles, equipment, and related services to the officials and employees of the County so that they may, in turn, provide services that promote health, safety, well being, and quality of life to the residents of the County.



ORGANIZATIONAL CHART



2012-13 ACCOMPLISHMENTS

- Relocated San Bernardino County Fire Protection District (County Fire) Vehicle Services maintenance/repair operations to Fleet Management site optimizing space requirements for vehicle services.
- Merged County Fire Vehicle Services and Fleet Management parts inventories to increase parts room efficiency, reduce inventories, and utilize economies of scale.
- Completed selection process for new Fleet Management Information System, FASTER, to increase automation in operations.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: OPERATE IN A FISCALLY-RESPONSIBLE AND BUSINESS-LIKE MANNER

- Objective(s):**
- *Eliminate silos and consolidate and centralize administrative functions, including financial management and oversight.*
 - *Develop a long-term budget plan which brings the County into operational and programmatic balance.*
 - *Implement information management best-practices that would unify technology platforms and move toward a standardized enterprise approach.*

- Department Strategy:**
- *Continue to monitor and streamline the shop, parts and administrative functions of the now co-located County Fire Vehicle Services and Fleet Management operations.*
 - *Identify and eliminate excess/underutilized County managed fuel tanks.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Reduction in parts inventory levels.	N/A	N/A	N/A	25%
Excess/underutilized fuel tanks taken out of service.	N/A	N/A	N/A	80%

COUNTY GOAL: MAINTAIN PUBLIC SAFETY

- Objective(s):**
- *Work with all elements of the County's public safety services to reduce costs while maintaining the highest level of service that funding will support.*

- Department Strategy:**
- *Improve fire apparatus uptime (readiness rate) to reduce vehicle requirements in the County.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Fire apparatus uptime (readiness rate).	N/A	N/A	N/A	80%



SUMMARY OF BUDGET UNITS

2013-14					
Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
Internal Service Funds					
Fleet Management	33,896,011	33,475,300		(420,711)	87
Total Internal Service Funds	33,896,011	33,475,300		(420,711)	87

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Fleet Management	26,889,740	23,769,091	26,621,083	32,101,132	33,896,011
Total	26,889,740	23,769,091	26,621,083	32,101,132	33,896,011

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Fleet Management	26,834,000	24,328,080	26,712,665	29,022,731	33,475,300
Total	26,834,000	24,328,080	26,712,665	29,022,731	33,475,300

5-YEAR NET BUDGET TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Fleet Management	(55,740)	558,989	91,582	(3,078,401)	(420,711)
Total	(55,740)	558,989	91,582	(3,078,401)	(420,711)

Note: Beginning in fiscal year 2012-13, Capital Expenditures have been included and Depreciation has been excluded in requirements in enterprise and internal service funds for budgetary purposes. In the table above, prior years have been restated for consistency.



Fleet Management

DESCRIPTION OF MAJOR SERVICES

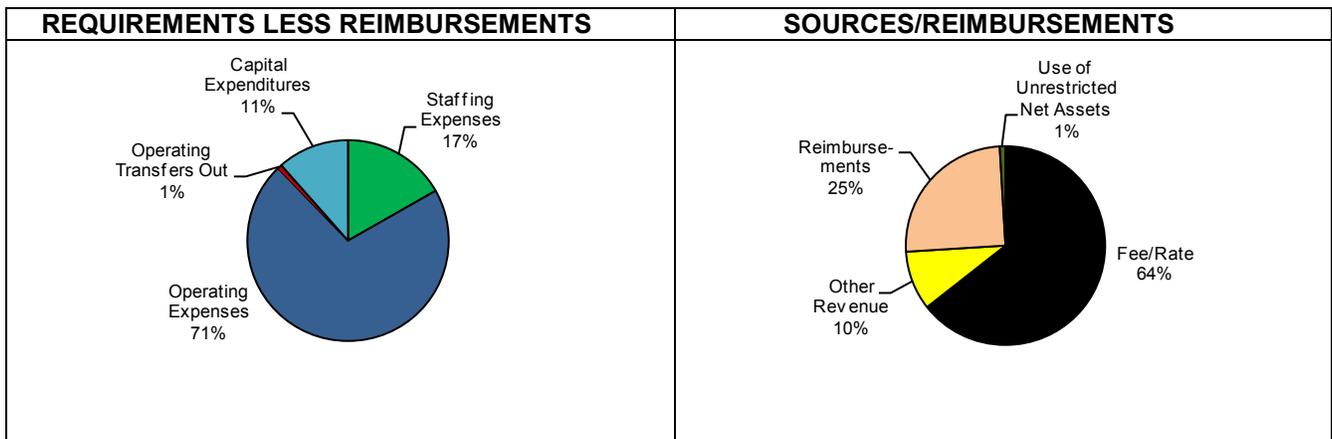
Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication, generator services and emergency field services for the County's fleet of vehicles and heavy equipment. Beginning in 2013-14, shop operations will also include full service maintenance and repairs for County Fire's light duty vehicles and equipment.

Budget at a Glance	
Total Requirements	\$33,896,011
Total Sources	\$33,475,300
Net Budget	(\$420,711)
Estimated Unrestricted Net Assets	\$11,907,932
Use of Unrestricted Net Assets	\$420,711
Total Staff	87

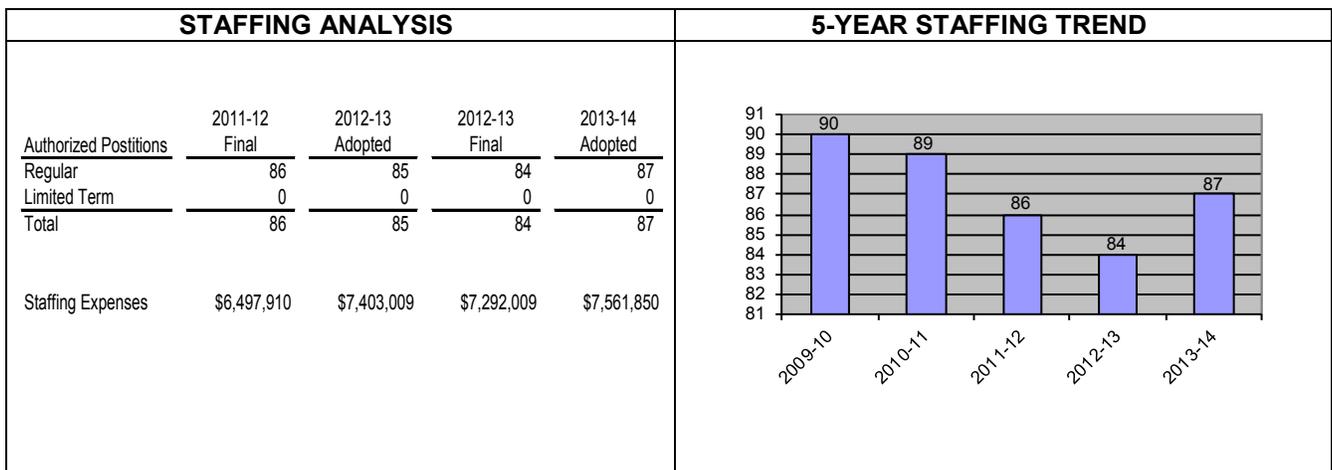
Fleet Management's Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,800 automobiles, vans, pick-up trucks and various specialty vehicles/equipment assigned to County departments. The Motor Pool coordinates collection and distribution of vehicle replacement funds, fuel, maintenance, insurance, overhead and other operational costs of fleet vehicles.

The Fleet Management budget unit is an internal service fund (ISF). All operational costs are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to provide working capital, finance the replacement of fixed assets, and fund capital improvements. Any excess/shortage is incorporated into the rate structure during the annual rate review process.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Fleet Management
 FUND: Fleet Management

BUDGET UNIT: IFM FLT, IDJ FLT
 FUNCTION: General
 ACTIVITY: Other General

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	6,714,416	6,543,250	6,496,998	6,692,924	7,292,009	7,561,850	269,841
Operating Expenses	21,487,409	22,839,881	25,041,948	28,432,799	28,733,121	32,051,506	3,318,385
Capital Expenditures	208,936	2,402,530	3,420,591	5,876,289	6,500,000	5,200,000	(1,300,000)
Contingencies	0	0	0	0	0	71,300	71,300
Total Exp Authority	28,410,761	31,785,661	34,959,537	41,002,012	42,525,130	44,884,656	2,359,526
Reimbursements	(9,082,806)	(8,525,117)	(9,373,177)	(10,829,975)	(11,074,897)	(11,308,201)	(233,304)
Total Appropriation	19,327,955	23,260,544	25,586,360	30,172,037	31,450,233	33,576,455	2,126,222
Operating Transfers Out	187,649	408,106	729,169	639,207	650,899	319,556	(331,343)
Total Requirements	19,515,604	23,668,650	26,315,529	30,811,244	32,101,132	33,896,011	1,794,879
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	49,770	0	0	0	0
Fee/Rate	20,337,106	20,955,670	21,717,560	23,786,148	23,945,057	29,056,000	5,110,943
Other Revenue	3,410,940	2,539,689	4,084,111	5,437,861	5,077,674	4,348,000	(729,674)
Total Revenue	23,748,046	23,495,359	25,851,441	29,224,009	29,022,731	33,404,000	4,381,269
Operating Transfers In	93,502	1,378	386,565	0	0	71,300	71,300
Total Sources	23,841,548	23,496,737	26,238,006	29,224,009	29,022,731	33,475,300	4,452,569
Net Budget	4,325,944	(171,913)	(77,523)	(1,587,235)	(3,078,401)	(420,711)	2,657,690
				Budgeted Staffing	84	87	3

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses make up the majority of the Department's expenditures within this budget unit. These expenses include \$13.6 million for the purchase and intra-fund transfers of fuel, \$5.9 million for the purchase of automotive parts and sublet services, \$5.9 million in transfers for intra-fund charges for vehicle maintenance and repairs, \$1.1 million for auto liability insurance costs, and \$1.0 million for County support charges.

Capital expenditures include \$5.0 million for the purchase of new vehicles and equipment. These expenditures include an approximate distribution of \$3.7 million for the purchase of trucks/sport utility vehicles, \$0.7 million for vans, and \$0.6 million for sedans.

Sources of \$33.5 million include \$7.7 million from variable/per-mile revenue, \$6.4 million from monthly fixed charges, and \$0.5 million from auction proceeds, as well as \$18.6 million in reimbursements from other County departments and outside agencies for fuel supplied and vehicle maintenance and repair services performed.

BUDGET CHANGES AND OPERATIONAL IMPACT

In 2013-14 the Garage (ICB) and Motor Pool (IBA) funds were merged into a single fund (IFM) that allows for administrative cost savings and efficiencies. In addition, a new Earned Leave fund was created to establish an earned leave program to ensure that the Department has funding set aside to pay earned leave expenses.

Requirements have increased by \$1.8 million due to anticipated increase of \$3.0 million from the consolidation of County Fire Vehicle Services and Fleet parts room and light duty support activities, \$0.7 million for auto liability insurance, and \$0.1 million for the earned leave program. These are primarily offset by a \$1.3 million decrease in capital expenditures resulting from a decrease in the number of assigned vehicles that have exceeded the replacement life cycle.

Sources are increasing by \$4.5 million, which includes reimbursements from County Fire for automotive parts, services performed, and the associated overhead revenue, monthly fixed charges, which includes new revenues for monthly fixed insurance charges for vehicles owned by the Human Services Department, variable/per-mile revenue as well as operating transfers for the earned leave program.



STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$7.6 million fund 87 budgeted regular positions. The 2013-14 budget includes an increase of 3 positions, consisting of 1 Motor Pool Assistant, 1 Fiscal Assistant, and 1 Custodian I. In addition, the budget includes a reclassification of 1 Equipment Parts Specialist I to a Stores Specialist and 1 Garage Services Assistant to a Fiscal Assistant to more accurately reflect the duties and responsibilities of the positions.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	8	0	8	7	0	1	8
Light Duty	39	0	39	32	5	2	39
Fuel/ Security	6	0	6	5	1	0	6
Heavy Duty	24	0	24	19	5	0	24
Parts	7	0	7	6	1	0	7
Motor Pool	3	0	3	3	0	0	3
Total	87	0	87	72	12	3	87

Administration	Light Duty	Fuel/Security
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director of Fleet Management	1 Motor Fleet Maint Superintendent	1 Fuel and Security Supervisor
1 Executive Secretary II	2 Motor Fleet Shop Supervisor	2 Equipment Svcs Specialist II
1 Staff Analyst II	7 Motor Fleet Mechanic II	2 Equipment Svcs Specialist I
1 Motor Fleet Shop Supervisor	13 Motor Fleet Mechanic I	1 Fiscal Assistant
1 Fiscal Specialist	1 Garage Service Writer	<u>6 Total</u>
1 Payroll Specialist	7 Mechanics Assistant	
1 Office Assistant III	3 Equipment Svcs Specialist I	
1 Fiscal Assistant	4 Motor Pool Assistant	
<u>8 Total</u>	1 Custodian I	
	<u>39 Total</u>	
Heavy Duty	Parts	Motor Pool
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Motor Fleet Maint Superintendent	1 Equipment Parts Supervisor	1 Staff Analyst I
2 Motor Fleet Shop Supervisor	3 Equipment Parts Specialist I	1 Vehicle Services Shop Supervisor
1 Motor Fleet Mechanic II	2 Stores Specialist	1 Assistant
16 Motor Fleet Mechanic I	1 Storekeeper	<u>3 Total</u>
3 Mechanics Assistant	<u>7 Total</u>	
1 Equipment Services Specialist I		
<u>24 Total</u>		

