

Garage

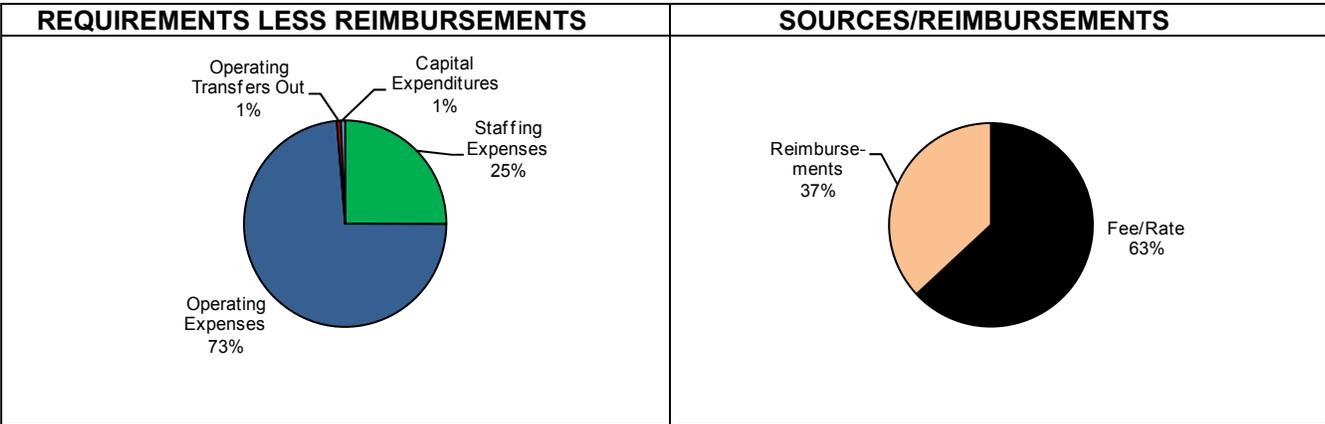
DESCRIPTION OF MAJOR SERVICES

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 vehicles and equipment.

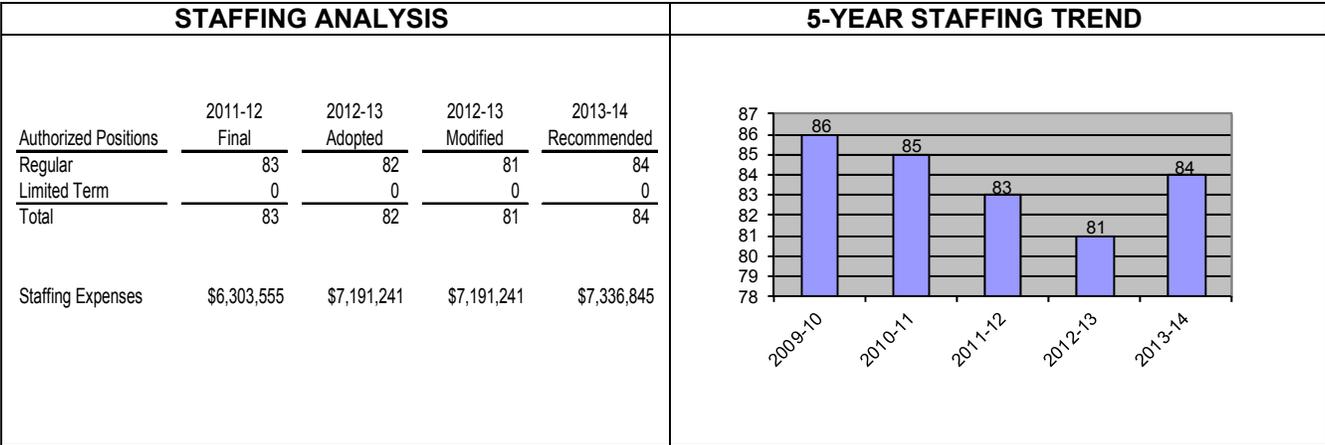
Budget at a Glance	
Total Requirements	\$18,458,354
Total Sources	\$18,679,100
Net Budget	\$220,746
Estimated Unrestricted Net Assets	\$1,037,779
Use of Unrestricted Net Assets	(\$220,746)
Total Staff	84

The Garage budget unit is an internal service fund (ISF). All operational costs of the Garage Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of 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 rate structure during the annual rate review process.

2013-14 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Fleet Management
FUND: Garage

BUDGET UNIT: ICB VHS, IDJ VHS
FUNCTION: General
ACTIVITY: Other General

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	6,465,592	6,288,472	6,303,544	6,528,600	7,191,241	7,336,845	145,604
Operating Expenses	12,541,746	14,205,213	16,076,451	18,522,600	16,973,274	21,562,610	4,589,336
Capital Expenditures	31,447	5,040	31,626	0	229,000	200,000	(29,000)
Contingencies	0	0	0	0	0	70,800	70,800
Total Exp Authority	19,038,785	20,498,725	22,411,621	25,051,200	24,393,515	29,170,255	4,776,740
Reimbursements	(8,771,686)	(8,174,669)	(8,996,787)	(10,589,200)	(10,296,197)	(10,902,701)	(606,504)
Total Appropriation	10,267,099	12,324,056	13,414,834	14,462,000	14,097,318	18,267,554	4,170,236
Operating Transfers Out	187,649	176,494	38,291	114,500	554,709	190,800	(363,909)
Total Requirements	10,454,748	12,500,550	13,453,125	14,576,500	14,652,027	18,458,354	3,806,327
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	0	0	0	0	0
Fee/Rate	10,978,458	11,750,728	13,198,426	14,385,500	14,137,300	18,602,300	4,465,000
Other Revenue	36,504	81,259	53,940	17,000	331,500	6,000	(325,500)
Total Revenue	11,014,962	11,831,987	13,252,366	14,402,500	14,468,800	18,608,300	4,139,500
Operating Transfers In	0	0	386,565	0	0	70,800	70,800
Total Sources	11,014,962	11,831,987	13,638,931	14,402,500	14,468,800	18,679,100	4,210,300
Net Budget	560,214	(668,563)	185,806	(174,000)	(183,227)	220,746	403,973
Budgeted Staffing					81	84	3

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

Operating expenses make up the majority of the Department's expenditures within this budget unit. These expenses include \$10.2 million for the purchase of fuel, \$5.0 million for the purchase of automotive parts and sublet services, \$2.7 million to reimburse County Fire for salary and benefit costs of 26 Vehicle Services' positions, and \$1.3 million for intra-fund charges for maintenance and repairs.

Sources of \$18.6 million primarily represent 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 a new Garage 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 for the Garage fund have increased by \$3.8 million primarily due to an anticipated increase of \$1.2 million in demand for automotive parts for servicing County Fire's vehicles and equipment, an increase of \$2.5 million in salaries and benefits operating transfers out to reimburse County Fire for salary and benefit costs, and \$0.1 million for the earned leave program. Sources are increasing by \$4.2 million, which includes reimbursements from County Fire for automotive parts, services performed, and the associated overhead revenue, as well as operating transfers in for the earned leave program.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$7.3 million fund 84 budgeted regular positions. The 2013-14 recommended 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	0	1	6
Heavy Duty	24	0	24	19	5	0	24
Parts	7	0	7	6	0	1	7
Total	84	0	84	69	10	5	84

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			
<u>Classification</u>		<u>Classification</u>			
1 Motor Fleet Maint Superintendent		1 Equipment Parts Supervisor			
2 Motor Fleet Shop Supervisor		3 Equipment Parts Specialist I			
1 Motor Fleet Mechanic II		2 Stores Specialist			
16 Motor Fleet Mechanic I		1 Storekeeper			
3 Mechanics Assistant		<u>7 Total</u>			
1 Equipment Services Specialist I					
<u>24 Total</u>					

