

## Motor Pool

### DESCRIPTION OF MAJOR SERVICES

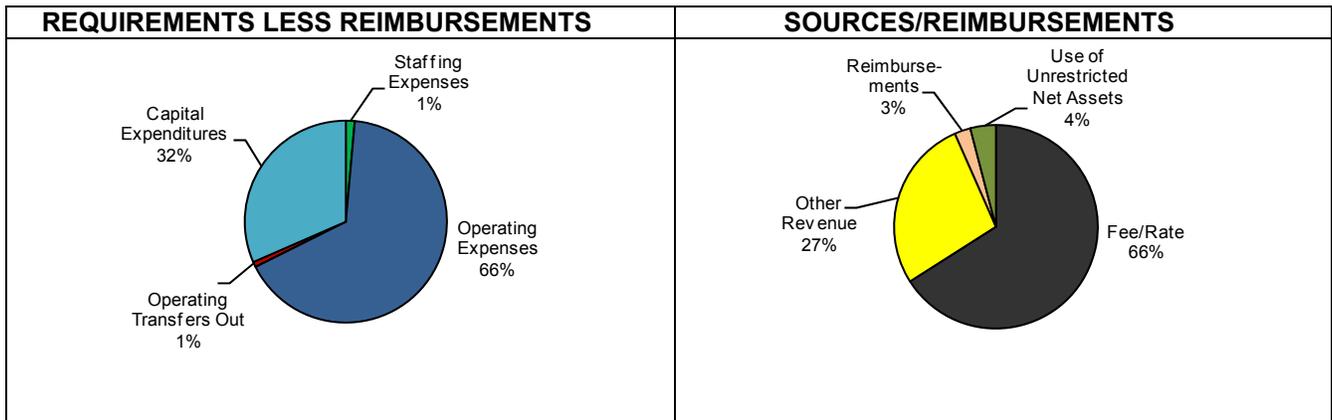
Fleet Management's Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,790 automobiles, vans, pick-up trucks and various specialty vehicles/equipment assigned to County departments. The Motor Pool coordinates collection and distribution of vehicle replacement funds, fuel, maintenance, insurance, overhead and other operational costs of fleet vehicles.

#### Budget at a Glance

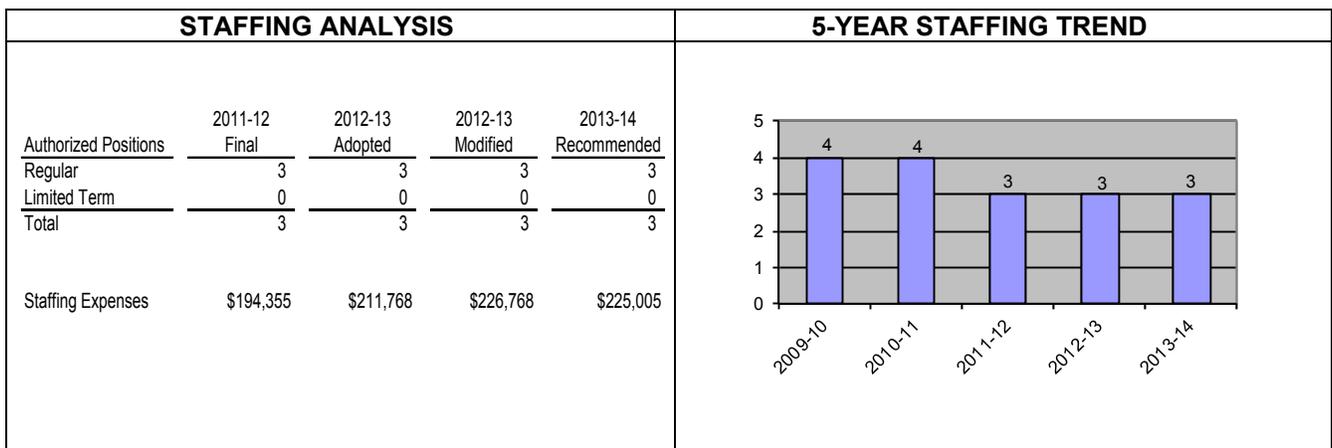
Total Requirements	\$15,437,657
Total Sources	\$14,796,200
Net Budget	(\$641,457)
Estimated Unrestricted Net Assets	\$10,166,688
Use of Unrestricted Net Assets	\$641,457
Total Staff	3

The Motor Pool budget unit is an internal service fund (ISF). All operational costs of the Motor Pool Division 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 RECOMMENDED BUDGET



### BUDGETED STAFFING



## ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Administration  
 DEPARTMENT: Fleet Management  
 FUND: Motor Pool

BUDGET UNIT: IBA VHS, IDH 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
<b>Requirements</b>							
Staffing Expenses	248,824	254,780	193,453	223,800	226,768	225,005	(1,763)
Operating Expenses	8,945,664	8,634,668	8,965,497	9,553,300	9,392,590	10,488,896	1,096,306
Capital Expenditures	177,489	2,397,490	3,388,965	6,400,000	6,500,000	5,000,000	(1,500,000)
Contingencies	0	0	0	0	0	500	500
Total Exp Authority	9,371,977	11,286,938	12,547,915	16,177,100	16,119,358	15,714,401	(404,957)
Reimbursements	(311,120)	(350,448)	(376,390)	(378,400)	(378,700)	(405,500)	(26,800)
Total Appropriation	9,060,857	10,936,490	12,171,525	15,798,700	15,740,658	15,308,901	(431,757)
Operating Transfers Out	0	231,612	690,878	394,000	405,190	128,756	(276,434)
Total Requirements	9,060,857	11,168,102	12,862,403	16,192,700	16,145,848	15,437,657	(708,191)
<b>Sources</b>							
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	9,358,649	9,204,941	8,519,133	9,484,000	8,845,500	10,453,700	1,608,200
Other Revenue	3,374,435	2,458,430	4,030,170	4,592,000	4,405,174	4,342,000	(63,174)
Total Revenue	12,733,084	11,663,371	12,599,073	14,076,000	13,250,674	14,795,700	1,545,026
Operating Transfers In	93,502	1,378	0	0	0	500	500
Total Sources	12,826,586	11,664,749	12,599,073	14,076,000	13,250,674	14,796,200	1,545,526
Net Budget	3,765,729	496,647	(263,330)	(2,116,700)	(2,895,174)	(641,457)	2,253,717
Budgeted Staffing					3	3	0

## MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

Operating expenses make up the majority of the budget unit's expenditures. These expenses include transfers to the Garage fund of \$4.6 million for vehicle maintenance and repairs, \$3.4 million for fuel, and \$1.1 million for auto liability insurance costs.

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 \$14.7 million include \$7.7 million from variable/per-mile revenue, \$6.4 million from monthly fixed charges, and \$0.5 million from auction proceeds.

## BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for the Motor Pool fund include a decrease in capital expenditures of \$1.5 million primarily due to a decrease in the number of assigned vehicles that have exceeded the replacement life cycle. The Department uses a nationally recognized, state-of-the-art, "life cycle cost" financial model to determine the optimal vehicle/equipment replacement point. Additionally, operating expenses are increasing by \$1.0 million primarily due to an increase in auto liability insurance and maintenance and repair costs, and is offset by a decrease in fuel costs due to actual average cost and usage trending lower than estimated in the previous budget.

Sources are increasing by \$1.5 million primarily due to an increase in monthly fixed charges, which includes new revenues for monthly fixed insurance charges for vehicles owned by the Human Services Department, as well as an increase in variable/per-mile revenue.



**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$225,005 fund 3 budgeted regular positions. Total budgeted staffing includes no change compared to the 2012-13 modified budget.

**2013-14 POSITION SUMMARY**

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Motor Pool	3	0	3	3	0	0	3
Total	3	0	3	3	0	0	3

Motor Pool	
Classification	
1	Staff Analyst II
1	Vehicle Services Shop Supervisor
1	Motor Pool Assistant
3	Total

