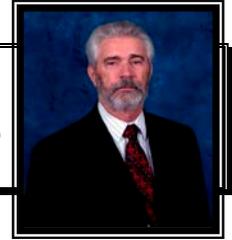


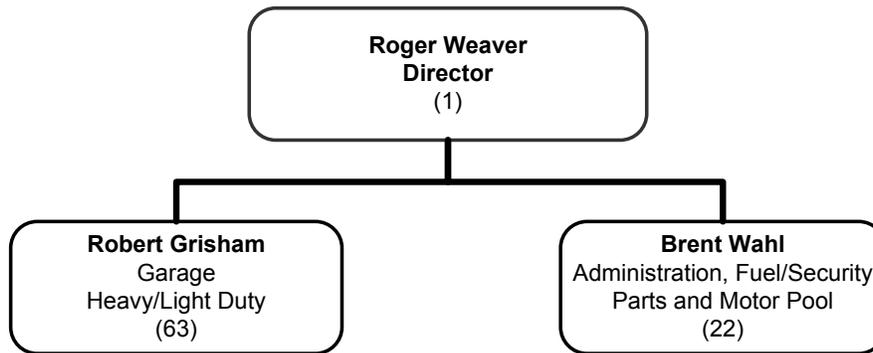
FLEET MANAGEMENT Roger Weaver

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



2013-14 ACCOMPLISHMENTS

- Consolidated Garage and Motor Pool into one operating fund. This consolidation will provide greater flexibility in eliminating department silos and centralizing administrative functions.
- Collaborated with Workforce Development Department and the Career Institute to develop a training program for youth, ages 18-21, for automotive technician careers.
- Drafted Standard Practices for Disaster Fuel Supply, establishing a five day fuel supply plan for the County, and Emergency Generator Operations.
- Standardized revenue contract with outside public agencies for fueling services.
- Upgraded existing Fleet Management Information System (FMIS) to a web-based version providing for more flexible department and customer use. Obtained a \$240,000 discount by accepting a flexible implementation schedule during the upgrade process.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

Objective(s): • *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

Department Strategy: • *Preserve operations efficiency by maintaining the current level of down-time for vehicles being serviced and repaired.*

Measurement	2012-13 Actual	2013-14 Target	2013-14 Actual	2014-15 Target
Average number of days to complete repairs and services on light duty vehicles at Fleet facilities. (Excludes accidents).	N/A	N/A	N/A	1.40
Average uptime (readiness rate) for Motor Pool vehicles (all customers).	N/A	N/A	N/A	97%
Number of Motor Pool vehicles maintained.	N/A	N/A	N/A	1,809

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

Objective(s): • *Invest County resources in ways which create more ongoing revenue to reinvest in maintaining and improving services.*
 • *Eliminate silos and consolidate and centralize administrative functions, including financial management and oversight.*
 • *Implement information management best-practices that will unify technology platforms and move toward a standardized enterprise approach.*

Department Strategy: • *Conserve County resources by monitoring automotive parts inventory management functions.*
 • *Identify and eliminate excess/underutilized County managed fuel tanks.*

Measurement	2012-13 Actual	2013-14 Target	2013-14 Actual	2014-15 Target
Value of parts inventory.	\$1,250,000	\$937,500	\$1,037,500	\$900,000
Percentage of excess/underutilized fuel tanks taken out of service.	N/A	80%	66%	100%



SUMMARY OF BUDGET UNITS

2014-15						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
Internal Service Funds						
Fleet Management	36,529,788	33,841,500			(2,688,288)	86
Total Internal Service Funds	36,529,788	33,841,500			(2,688,288)	86

5-YEAR REQUIREMENTS TREND

	2010-11	2011-12	2012-13	2013-14	2014-15
Fleet Management	23,769,091	26,621,083	32,101,132	34,398,745	36,529,788
Total	23,769,091	26,621,083	32,101,132	34,398,745	36,529,788

5-YEAR SOURCES TREND

	2010-11	2011-12	2012-13	2013-14	2014-15
Fleet Management	23,540,033	26,712,665	29,022,731	33,978,034	33,841,500
Total	23,540,033	26,712,665	29,022,731	33,978,034	33,841,500

5-YEAR NET BUDGET TREND

	2010-11	2011-12	2012-13	2013-14	2014-15
Fleet Management	(229,058)	91,582	(3,078,401)	(420,711)	(2,688,288)
Total	(229,058)	91,582	(3,078,401)	(420,711)	(2,688,288)

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, and emergency field services for the majority of the County’s fleet of vehicles and heavy equipment.

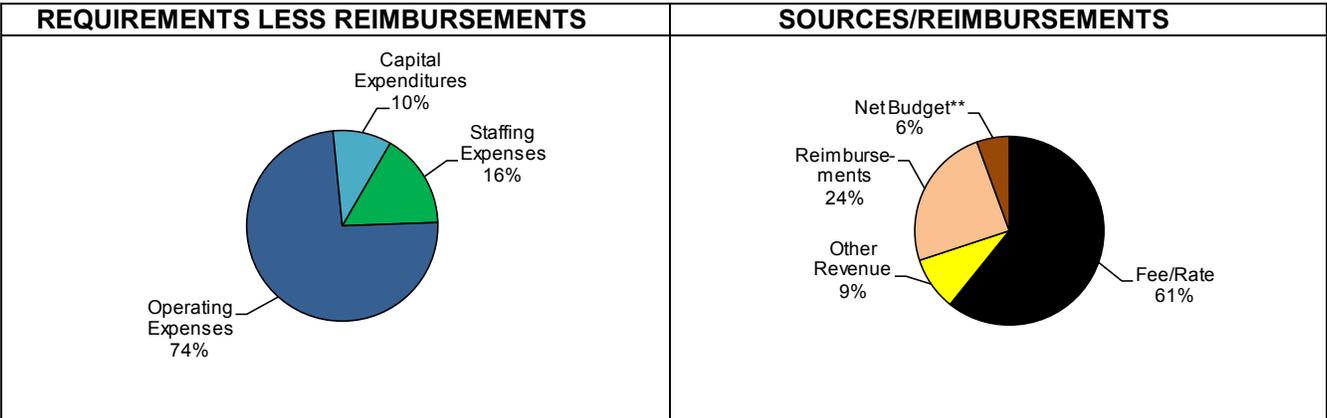
Fleet Management’s Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,820 automobiles, vans, pickup trucks and various specialty vehicles/equipment assigned to County departments. The Motor Pool coordinates collection and distribution of vehicle replacement funds, 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.

Also included in this budget unit is the department’s Earned Leave Fund. This Fund was established to set aside an amount for paid time off earned by employees but not yet taken. The department’s Earned Leave Fund is projected to have a cash balance of approximately \$211,000 by the end of 2014-15.

Budget at a Glance	
Requirements Less Reimbursements*	\$48,367,439
Sources/Reimbursements	\$45,679,151
Net Budget**	(\$2,688,288)
Estimated Unrestricted Net Assets	\$11,542,500
Use of Unrestricted Net Assets	\$2,612,488
Total Staff	86
*Includes Contingencies	

2014-15 ADOPTED BUDGET



**Net Budget reflects Total Sources less Total Requirements for Internal Service and Enterprise funds. When Net Budget is negative, it means that the department will be using assets that have been carried over from the prior year.



BUDGETED STAFFING

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
	2012-13	2013-14	2013-14	2014-15					
Authorized Positions	Final	Adopted	Final	Adopted					
Regular	84	87	87	86					
Limited Term	0	0	0	0					
Total	84	87	87	86					
Staffing Expenses	\$7,272,009	\$7,561,850	\$7,561,850	\$7,774,334					

Fiscal Year	Staffing Level
2010-11	89
2011-12	86
2012-13	84
2013-14	87
2014-15	86

ANALYSIS OF 2014-15 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Fleet Management
 FUND: Fleet Management

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

	2010-11	2011-12	2012-13	2013-14	2013-14	2014-15	Change From
	Actual	Actual	Actual	Actual	Final Budget	Adopted Budget	2013-14 Final Budget
Requirements							
Staffing Expenses	6,543,250	6,496,998	6,692,924	7,539,366	7,561,850	7,774,334	212,484
Operating Expenses	22,839,881	25,041,948	28,432,799	31,938,578	32,603,240	35,681,505	3,078,265
Capital Expenditures	2,402,530	3,420,591	5,876,289	4,570,533	5,151,000	4,760,000	(391,000)
Contingencies	0	0	0	0	71,300	75,800	4,500
Total Exp Authority	31,785,661	34,959,537	41,002,012	44,048,477	45,387,390	48,291,639	2,904,249
Reimbursements	(8,525,117)	(9,373,177)	(10,829,975)	(11,508,108)	(11,308,201)	(11,837,651)	(529,450)
Total Appropriation	23,260,544	25,586,360	30,172,037	32,540,369	34,079,189	36,453,988	2,374,799
Operating Transfers Out	408,106	729,169	639,207	71,300	319,556	75,800	(243,756)
Total Requirements	23,668,650	26,315,529	30,811,244	32,611,670	34,398,745	36,529,788	2,131,043
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	49,770	0	0	0	0	0
Fee/Rate	20,955,670	21,717,560	23,786,148	28,661,548	29,056,000	29,344,700	288,700
Other Revenue	2,539,689	4,084,111	5,437,861	4,828,625	4,850,734	4,421,000	(429,734)
Total Revenue	23,495,359	25,851,441	29,224,009	33,490,173	33,906,734	33,765,700	(141,034)
Operating Transfers In	1,378	386,565	0	71,300	71,300	75,800	4,500
Total Sources	23,496,737	26,238,006	29,224,009	33,561,473	33,978,034	33,841,500	(136,534)
Net Budget*	(171,913)	(77,523)	(1,587,235)	949,804	(420,711)	(2,688,288)	(2,267,577)
Budgeted Staffing					87	86	(1)

*Net Budget reflects Total Sources less Total Requirements for Internal Service and Enterprise funds. When Net Budget is negative, it means that the department will be using assets that have been carried over from the prior year.

MAJOR EXPENDITURES AND REVENUE IN 2014-15 ADOPTED BUDGET

Operating expenses of \$35.7 million are budgeted for 2014-15. The more significant of these expenses include costs for fuel purchases (\$9.7 million), automotive parts and sublet services (\$5.9 million), transfers to the Architecture and Engineering Department for several capital improvement projects (\$2.7 million), County Fire-Vehicle Services Division staff due to consolidation of fleet operations (\$2.7 million), auto liability insurance (\$1.2 million), various County support charges (\$1.0 million), and Global Positioning System (GPS) services (\$465,100). Also included is \$10.8 million of intra-fund transfers between the Garage and Motor Pool divisions for vehicle usage costs and administrative overhead.



Capital expenditures of \$4.8 million include purchases for the following new vehicles and equipment: trucks/sport utility vehicles (\$1.7 million), vans (\$1.4 million), sedans (\$1.2 million), and various other fixed assets (\$443,400).

Sources of \$33.8 million include, but are not limited to, the following: \$19.6 million from other County departments and outside agencies for fuel supplied and vehicle maintenance/repair services, \$13.2 million from other County departments for vehicle lease and usage charges, and \$700,000 from sale of fixed assets at auction.

The negative net budget of \$2.7 million is primarily the result of an above average number of capital projects planned for 2014-15. These projects include repaving at the Lena Road complex (\$1.5 million), fuel tank infrastructure improvements (\$809,000), Barstow Service Center expansion (\$250,000), and other smaller projects totaling \$200,000. Although these projects are funded in 2014-15 from a portion of the department's unrestricted net assets, the project costs will eventually be recovered through the rate structure over the lifetime of the assets.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$2.1 million which includes additional appropriation for transfers to the Capital Improvement Fund for various capital improvement projects (\$2.7 million), purchase of automotive parts and sublet repair services (\$930,000), and auto liability insurance (\$106,125). These increases are partially offset by decreases in budgeted vehicles (\$471,000), purchases of fuel (\$396,600), and COWCAP charges (\$130,682).

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$7.8 million fund 86 budgeted regular positions. Budgeted staffing contains the addition of a Motor Fleet Maintenance Superintendent. This new position is needed to support the redistribution of workload associated with additional oversight of the County Fire-Vehicle Services Division, pending structural changes within the department, and new projects. The cost of this position is included in the Department's 2014-15 rate structure. Budgeted staffing also includes the deletion of 2 vacant positions (1 Fuel and Security Supervisor and 1 Storekeeper). The duties and responsibilities of these 2 deleted positions will be distributed to existing staff.

In addition, this budget includes the reclassification of a Motor Fleet Mechanic I to Motor Fleet Mechanic II to more accurately reflect the duties and responsibilities of the position.

2014-15 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	12	0	12	9	2	1	12
Heavy Duty	24	0	24	19	5	0	24
Light Duty	39	0	39	33	6	0	39
Motor Pool	1	0	1	1	0	0	1
Parts	6	0	6	5	1	0	6
Fuel/Security	4	0	4	4	0	0	4
Total	86	0	86	71	14	1	86



Administration	Heavy Duty	Light Duty
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director of Fleet Management	1 Motor Fleet Maint Superintendent	1 Motor Fleet Maint Superintendent
1 Executive Secretary II	1 Motor Fleet Shop Supervisor	3 Motor Fleet Shop Supervisor
1 Motor Fleet Maint Superintendent	2 Motor Fleet Mechanic II	7 Motor Fleet Mechanic II
2 Staff Analyst II	18 Motor Fleet Mechanic I	12 Motor Fleet Mechanic I
1 Accounting Technician	2 Mechanics Assistant	1 Garage Service Writer
1 Fiscal Specialist	24 Total	6 Mechanics Assistant
1 Payroll Specialist		4 Equipment Svcs Specialist I
1 Office Assistant III		4 Motor Pool Assistant
2 Fiscal Assistant		1 Custodian I
1 Motor Pool Assistant		39 Total
12 Total		
Motor Pool	Parts	Fuel/Security
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Fleet Specialist	1 Equipment Parts Supervisor	2 Equipment Svcs Specialist II
1 Total	3 Equipment Parts Specialist I	2 Equipment Svcs Specialist I
	2 Stores Specialist	4 Total
	6 Total	

