



Fund Purpose

An internal service fund set up to account for the maintenance and repair of all county-owned motorized equipment. The operation includes a county-wide fuel dispensing system; a stockroom to furnish parts and supplies for vehicle repair and maintenance; the operation of a service truck for maintaining equipment in the field; the maintenance of a database of vehicle repair costs, receiving, setup and issuing of all new vehicles and equipment to County departments; and disposal of surplus vehicles and equipment for County departments. Other activities include assisting the Department of Administration – Purchasing Division in the development of equipment specifications and in the evaluation of bids, assisting user departments in making vehicle maintenance, repair, and replacement decisions and exploring the use of new technologies (electronic diagnostics, alternative fuels, etc.) for improving the County's fleet capability.

Financial Summary	2009	2010	2010	2011	Change From 2010	
	Actual	Adopted Budget	Estimate	Budget	Adopted Budget	
					\$	%
Revenues						
General Government	\$0	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$83,912	\$110,273	\$89,000	\$97,569	(\$12,704)	-11.5%
Interdepartmental (a)	\$2,763,914	\$3,354,655	\$3,006,799	\$3,304,899	(\$49,756)	-1.5%
Appr. Fund Balance (b)	\$115,939	\$101,083	\$114,088	\$141,083	\$40,000	39.6%
Other Revenue	\$22,824	\$19,000	\$19,100	\$19,000	\$0	0.0%
County Tax Levy	\$0	\$0	\$0	\$0	\$0	N/A
Total Revenue Sources	\$2,986,589	\$3,585,011	\$3,228,987	\$3,562,551	(\$22,460)	-0.6%
Expenditures						
Personnel Costs	\$1,204,756	\$1,267,226	\$1,202,125	\$1,274,183	\$6,957	0.5%
Operating Expenses	\$1,858,885	\$2,226,296	\$1,939,748	\$2,221,511	(\$4,785)	-0.2%
Interdept. Charges	\$57,384	\$61,477	\$62,077	\$65,675	\$4,198	6.8%
Fixed Assets (c)	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$3,121,025	\$3,554,999	\$3,203,950	\$3,561,369	\$6,370	0.2%
Operating Inc./(Loss)	(\$134,436)	\$30,012	\$25,037	\$1,182	(\$28,830)	-96%

Position Summary (FTE)

Regular Positions	17.00	16.00	16.00	15.50	(0.50)
Extra Help	0.45	0.45	0.45	0.75	0.30
Overtime	0.08	0.08	0.08	0.08	0.00
Total	17.53	16.53	16.53	16.33	(0.20)

- (a) Revenues generated from interdepartmental charges are provided by various revenue sources including tax levy funding.
- (b) Includes Central Fleet Fund Balance appropriation of \$101,083 in 2009, 2010 and 2011 for the facility depreciation; and \$40,000 in 2011 for the repairs to fuel islands associated with the COMM10 legislation.
- (c) Total expenditures and net operating income exclude fixed asset purchases to conform with financial accounting standards. Fixed Asset purchases will be made out of operating revenues and cash balances and are included in the department's fixed assets expenditure request.

Repair & Maintenance

County-Wide Key Strategic Outcome: A county that provides customers with quality programs and services

Program Description

Provides for the maintenance and repair for all county-owned motorized equipment. This includes a stockroom, a service truck for on-site customer repairs, and the maintenance of a database of vehicle repair costs, receiving, setup, and new vehicle issuance. This division also provides repair and maintenance services to external customers.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	16.18	16.18	16.18	15.98	(0.20)
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$83,912	\$110,273	\$89,000	\$97,569	(\$12,704)
Interdepartmental (a)	\$1,851,563	\$2,027,519	\$1,894,000	\$2,002,393	(\$25,126)
Other Revenue	\$22,824	\$19,000	\$19,100	\$19,000	\$0
Appr. Fund Balance	\$115,939	\$101,083	\$102,088	\$101,083	\$0
County Tax Levy	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$2,074,238	\$2,257,875	\$2,104,188	\$2,220,045	(\$37,830)
Personnel Costs	\$1,178,743	\$1,241,947	\$1,174,459	\$1,245,613	\$3,666
Operating Expenses	\$904,700	\$939,613	\$857,589	\$903,877	(\$35,736)
Interdept. Charges	\$55,995	\$60,026	\$60,626	\$64,164	\$4,138
Fixed Assets (Memo)(b)	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$2,139,438	\$2,241,586	\$2,092,674	\$2,213,654	(\$27,932)
Operating Income/(Loss)	(\$65,200)	\$16,289	\$11,514	\$6,391	(\$9,898)

- (a) Revenues generated from interdepartmental charges are provided by various revenue sources including tax levy funding.
 (b) Total expenditures and net operating income exclude Fixed Asset purchases to conform with financial accounting standards. Fixed Asset purchases will be made out of operating revenues and cash balances and are included in the department's fixed assets expenditure request.



Program Highlights

Central Fleet continues to provide repair and maintenance service to both internal departments and external customers. The Division continues to charge a separate rate to external customer, while maintaining services to internal customers. Revenue projections are based on a five year average of services provided to customers. Due to reductions in State maintenance practices, particularly mowing, it is anticipated that less repairs to equipment will be necessary, therefore interdepartmental revenues are decreasing in 2011. Other revenues include salvage revenues, oil recycling revenues and miscellaneous reimbursements.

Personnel costs are increasing from the 2010 budget due to the plan to hire a student intern in 2011 to assist with the development of reports in the new version of the fleet maintenance software program. This increase is offset by the unfunding of 0.50 FTE of a mechanic position (for a salary and benefits decrease of \$40,300) due to a decrease in work volume. Operating expenses are decreasing from the 2010 budget due to the anticipated reduction in need for parts and commercial repairs. Major expenses include parts purchased for repairs and maintenance and the cost of commercial repair services. Both of these expenditures are based on a five-year history of vehicle repairs and maintenance. Other expenditures in this appropriation unit include building maintenance costs; utilities; software maintenance; outside vendor costs; and small tools and supplies for the shop personnel. Interdepartmental charges are higher than the 2010 budgeted levels. The increase is primarily due to computer replacement and maintenance charges

resulting from the phasing in of the full cost of technology ownership based on the charging method recommended by Internal Audit.

Other expenses in this appropriation unit include workers compensation, general vehicle liability insurance, property insurance, telephone charges, radio charges, and indirect cost charges.

In an effort to keep the 2010 to 2011 rate increase below 2.5%, the 2011 Central Fleet Rates are as follows:

Heavy labor rate:	\$83.75, 2.1% increase from 2010
Light labor rate:	\$70.75, a 2.2% increase from 2010
Service rate:	\$76.75, 2.0% increase from 2010
Outside Heavy labor rate:	\$90.50, 2.3% increase from 2010
Outside Light labor rate:	\$75.50, 2.4% increase from 2010
Outside Service rate:	\$82.25, 2.2% increase from 2010
Parts markup:	16%, 0% increase from 2010
Commercial markup:	16%, 0% increase from 2010

Program Highlights



Performance Measures

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Total Preventive Maintenance vs. Repairs	24%	25%	N/A	24%	(1%)
Marked Squad Basic A-PM Costs	\$34.61	\$32.20	N/A	\$35.30	\$3.10

	Benchmark	08 Actual	09 Actual
Customer Satisfaction	85%	94%	96%
Vehicle Comebacks	2%	1%	1.7%
Marked Squad A PM	0.30 hours	0.25 hours	0.28 hours
Outfront Mower PM	2.00 hours	1.39 hours	1.64 hours



Activity	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Total Work Orders	5,848	6,500	6,350	6,000	(500)
Internal Customer Work Orders	5,594	6,200	6,000	5,600	(600)
External Customer Work Orders	254	300	350	400	100
Total Internal. Cust. Rep./Maint. Revenues	\$2,024,896	\$1,987,519	\$1,854,000	\$2,040,393	\$52,874
Total External Cust. Rep./Maint. Revenues	\$83,912	\$110,273	\$89,000	\$97,569	(\$12,704)
Total External Customers	7	6	8	8	2

Central Fueling

County-Wide Key Strategic Outcome: A county that provides customers with quality programs and services

Program Description

This program provides a county-wide fuel dispensing system for all county vehicles and equipment.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	0.35	0.35	0.35	0.35	0.00
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental (a)	\$912,351	\$1,327,136	\$1,112,799	\$1,302,506	(\$24,630)
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$12,000	\$40,000	\$40,000
County Tax Levy	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$912,351	\$1,327,136	\$1,124,799	\$1,342,506	\$15,370
Personnel Costs	\$26,013	\$25,279	\$27,666	\$28,570	\$3,291
Operating Expenses	\$954,185	\$1,286,683	\$1,082,159	\$1,317,634	\$30,951
Interdept. Charges	\$1,389	\$1,451	\$1,451	\$1,511	\$60
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$981,587	\$1,313,413	\$1,111,276	\$1,347,715	\$34,302
Operating Income/(Loss)	(\$69,236)	\$13,723	\$13,523	(\$5,209)	(\$18,932)

(a) Revenues generated from interdepartmental charges are provided by various revenue sources including tax levy funding.



Program Highlights

The 2011 budget assumes the average wholesale price of fuel (diesel and unleaded) will be \$3.00 per gallon in 2011. This is consistent with the 2010 budget base. Fuel usage is based on a five-year average of actual usage. However, it is anticipated less fuel will be purchased by Highway Operations in 2011 due to the reduction in State maintenance, therefore interdepartmental revenues are budgeted below the 2010 budget. The markup for fuel is increasing \$0.01 per gallon in 2011. This is the first increase since 2005 and represents an additional \$4,058 in revenues. This increase is being used to partially offset the expenses associated with the State's Administrative Rule to regulate fuel tanks and pumps (COMM10). \$40,000 of Fund Balance is budgeted in 2011 to fund two fuel island re-builds associated with the COMM10 regulations. Staff continues to work with Parks and Land Use staff to determine the long term budgetary and procedural impacts of COMM10 regulations. Integrity testing of all the underground tanks will continue in 2011 and funds are budgeted for maintenance and repairs of the 18 sites.

In an effort to keep the 2010 to 2011 rate increase below 2.5%, the 2011 Central Fleet Rates are as follows:

Fuel markup: \$0.21 per gallon, \$0.01 increase from 2010



Activity

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Fuel Sites maintained	18	18	18	18	0
Gallons sold	398,850	414,730	417,606	405,765	(8,965)