

Our Mission: To ensure that safe, energy-efficient, and environmentally friendly vehicles are available to agency staff to accomplish their work/missions

The Automotive Equipment Fund provides cost efficient and environmentally sound management support services for the vehicle fleet of Arlington County. These support services include procurement of vehicles, repair and maintenance, fuel and alternative fuels, repair parts inventory, and disposal.

SIGNIFICANT BUDGET CHANGES

The FY 2014 proposed expenditure budget for the Department of Environmental Services' (DES) Automotive Equipment Fund is \$17,872,477, an 11% percent increase over the FY 2013 adopted budget. The FY 2014 budget reflects:

- ↑ Personnel increases due to employee step increases, a three percent increase in the County's cost for employee health insurance, adjustments to retirement contributions based on current actuarial projections, and increases due to reclassification of positions identified to be substantially below comparative pay studies.
- ↑ Non-personnel expenses increase reflect increases in uniform and laundering costs (\$11,610), outside repairs (\$121,625), maintenance supplies (\$101,447), data processing (\$2,280), and adjustments to the annual expense for the replacement of County vehicles (\$4,725).
- ↓ Additions expense decreases due to no additions to the fleet funded in the Automotive Equipment Fund in FY 2014 (\$502,500).
- ↑ Replacement expenses increase due to the off-cycle lease purchase of fire equipment (two heavy rescue units, one loader and four pumpers) (\$1,980,953), which is partially offset by a decrease in the overall number of units being replaced in FY 2014, unit cost of vehicle replacements, and adjustments in vehicle configurations, parts and labor (\$315,791).
- ↑ Revenues increase due to an adjustment to the charges to other departments for the maintenance and replacement of County and School vehicles (\$1,326,348) and for new vehicle purchases funded through lease purchase (\$1,842,205). These increases are partially offset by a decrease in transfers from other funds (\$502,500) since there are no additions to the fleet funded in the Automotive Equipment Fund for FY 2014.

FUND FINANCIAL SUMMARY

	FY 2012 Actual	FY 2013 Adopted	FY 2014 Proposed	% Change '13 to '14
Personnel	\$5,258,333	\$5,399,209	\$5,763,708	7%
Non-Personnel	3,689,503	2,959,197	3,200,884	8%
Accident Repairs	483,362	291,200	291,200	-
Additions	106,928	502,500	-	-100%
Replacement	11,461,366	6,821,523	8,486,685	24%
Subtotal	20,999,492	15,973,629	17,742,477	11%
Insurance/Other Transfers	130,000	130,000	130,000	-
Total Net Expenditures	21,129,492	16,103,629	17,872,477	11%
County & School Revenues	16,801,930	15,535,555	18,704,108	20%
Sales of Surplus Equipment	625,555	250,000	250,000	-
Miscellaneous Revenues	84,641	61,000	61,000	-
Transfer from Other Funds	886,182	502,500	-	-100%
Total Revenues	18,398,308	16,349,055	19,015,108	16%
Change in Fund Balance	(\$2,731,184)	\$245,426	\$1,142,631	366%
Permanent FTEs	61.00	61.00	61.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	61.00	61.00	61.00	

AUTOMOTIVE EQUIPMENT FUND
FUND SUMMARY

AUTOMOTIVE EQUIPMENT FUND
FUND STATEMENT

	FY 2012 ACTUAL	FY 2013 ADOPTED	FY 2013 RE-ESTIMATE	FY 2014 PROPOSED
ADJUSTED BALANCE, JULY 1	\$9,085,293	\$2,804,534	\$6,354,109	\$2,963,681
OPERATING RECEIPTS				
Maintenance/Operating Rental Book	5,900,297	5,854,754	5,854,754	5,856,134
Other Maintenance - Non Rental Book	676,281	270,000	270,000	270,000
Temporary Loan Vehicles	110,721	130,000	130,000	130,000
Schools Maint./ Operating	2,127,112	1,927,133	1,927,133	2,228,945
Subrogation Revenues	42,101	60,000	60,000	60,000
Miscellaneous	42,540	1,000	1,000	1,000
CAPITAL RECEIPTS				
County Fleet Replacement	6,302,042	6,391,769	6,391,769	8,570,728
Schools Replacement	1,685,477	961,899	961,899	1,648,301
Sales of Surplus Equipment	625,555	250,000	250,000	250,000
TOTAL RECEIPTS	17,512,126	15,846,555	15,846,555	19,015,108
OTHER FINANCING SOURCES				
Transfers from Other Funds	714,808	-	-	-
Transfers from General Fund:	171,374	502,500	569,960	-
TOTAL TRANSFERS IN	886,182	502,500	569,960	-
TOTAL RECEIPTS AND TRANSFERS IN	18,398,308	16,349,055	16,416,515	19,015,108
TOTAL BALANCE, CAPITAL RESERVE, RECEIPTS AND TRANSFERS IN	27,483,601	19,153,589	22,770,624	21,978,789
OPERATING EXPENSES				
Administration, Maintenance	7,280,412	6,713,977	6,713,977	6,943,283
Schools	2,150,786	1,935,629	1,935,629	2,312,509
Subtotal	9,431,198	8,649,606	8,649,606	9,255,792
CAPITAL EXPENSES				
Encumbrance/ Incomplete Projects	-	-	2,257,000	-
Replacements to Fleet (Schools)	1,817,187	1,561,899	1,561,899	1,648,301
Additions to Fleet	106,928	502,500	569,960	-
Replacements to Fleet (County)	8,915,355	4,317,567	4,317,567	3,915,374
Lease Purchase	728,824	942,057	2,320,911	2,923,010
Subtotal	11,568,294	7,324,023	11,027,337	8,486,685
TOTAL EXPENSES	20,999,492	15,973,629	19,676,943	17,742,477
TRANSFERS OUT				
Transfer to General Fund - Insurance	130,000	130,000	130,000	130,000
Transfer to General Fund - Others	-	-	-	-
TOTAL TRANSFERS	130,000	130,000	130,000	130,000
TOTAL OPERATING EXPENSES AND TRANSFERS OUT	21,129,492	16,103,629	19,806,943	17,872,477
BALANCE, JUNE 30	\$6,354,109	\$3,049,960	\$2,963,681	\$4,106,312

Notes:

- 1) Fund Balance is reserved for financing encumbrances and incomplete projects carried over from the previous fiscal year.
- 2) Fund Balance decreases each year due to use of fund balance for incomplete projects from the prior fiscal year. In FY 2013, there was a planned use of fund balance (\$600,000) to purchase replacement school buses.

COUNTY ADMINISTRATIVE AND VEHICLE REPAIR SECTION

PROGRAM MISSION

To ensure that safe, efficient and environmentally friendly vehicles are available to County staff to accomplish their missions by providing timely fleet support services including:

- Replace vehicles and equipment on time and within budget.
- Evaluate and manage the environmental impact of the County's fleet of vehicles and equipment in line with the County's sustainability goals.
- Provide timely and optimal maintenance and repair services to the County's fleet of vehicles and equipment.
- Manage the stock room to ensure needed parts are available and the stock levels are optimal.
- Manage contracts with commercial providers for out-sourced functions such as body, glass and transmission repair, and major overhauls.
- Ensure quality fuels, lubricants and other bulk items are acquired and dispensed appropriately.
- Dispose of surplus vehicles and equipment to maximize the return to the County.

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee step increases, a three percent increase in the County's cost for employee health insurance, adjustments to retirement contributions based on current actuarial projections, and increases due to reclassification of positions identified to be substantially below comparative pay studies.
- ↓ Non-personnel expenses decrease due to a reduction in overhead/indirect cost recovery chargebacks (\$49,793), which is partially offset by increases in uniform and laundering costs (\$8,710), outside repairs (\$5,125), data processing (\$2,280), and adjustments to the annual expense for the maintenance of County vehicles (\$4,725).
- ↓ Additions expense decreases due to no additions to the fleet funded in the Automotive Equipment Fund in FY 2014 (\$502,500).
- ↑ Replacement expenses increase due to the off-cycle lease purchase of fire equipment (two heavy rescue units, one loader and four pumpers) (\$1,980,953), which is partially offset by a decrease in the overall number of units being replaced in FY 2014, unit cost of vehicle replacements, and adjustments in vehicle configurations, parts and labor (\$402,193).
- ↑ Revenue increases due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$338,134) and for new vehicle purchases which were funded through lease purchase (\$1,842,205), which is partially offset by a decrease in transfers from other funds (\$502,500) since there are no additions to the fleet funded in the Automotive Equipment Fund for FY 2014.

COUNTY ADMINISTRATIVE AND VEHICLE REPAIR SECTION

PROGRAM FINANCIAL SUMMARY

	FY 2012 Actual	FY 2013 Adopted	FY 2014 Proposed	% Change '13 to '14
Personnel	\$4,403,892	\$4,357,840	\$4,616,099	6%
Non-Personnel	2,456,246	2,064,937	2,035,984	-1%
Accident Repair	420,273	291,200	291,200	-
Additions	106,928	502,500	-	-100%
Replacements & Lease Purchase	9,644,179	5,259,624	6,838,384	30%
Subtotal	17,031,518	12,476,101	13,781,667	10%
Insurance/Other Transfers	130,000	130,000	130,000	-
Total Expenditures	17,161,518	12,606,101	13,911,667	10%
County Revenue	12,989,342	12,646,523	14,826,862	17%
Sales of Surplus Equipment	561,692	250,000	250,000	-
Miscellaneous Revenue	43,241	61,000	61,000	-
Transfer from Other Funds	886,182	502,500	-	-100%
Total Revenues	14,480,457	13,460,023	15,137,862	12%
Change in Fund Balance	(\$2,681,061)	\$853,922	\$1,226,195	-44%
Permanent FTEs	49.00	49.00	49.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	49.00	49.00	49.00	

PERFORMANCE MEASURES

Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Fire/engineering work orders completed in one day	66%	70%	76%	77%	78%	78%
Gallons of fuel purchased (000s)	1,276	1,126	1,087	1,132	1,150	1,200
Heavy truck work orders completed in one day	65%	66%	65%	65%	68%	68%
Light equipment work orders completed in one day	87%	89%	87%	90%	95%	95%
Percent of inventory accuracy of spare parts	100%	99%	98%	98%	100%	100%
Percent of state inspections performed without rework	98%	98%	96%	98%	99%	100%
Preventive maintenance work orders completed in one day	76%	76%	78%	81%	85%	86%

COUNTY ADMINISTRATIVE AND VEHICLE REPAIR SECTION

Supporting Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Alternative fuel dispensed (gallons): Bio Diesel (B-20)	587,688	618,645	598,752	638,412	620,000	625,000
Cumulative number of vehicles replaced with environmentally friendly and efficient alternative fuel vehicles (AFV's)	300	390	471	481	500	500
Number of County vehicles in fleet	913	924	907	913	943	945
Percent of alternative fuel vehicles (AFV) in fleet	33%	42%	52%	53%	53%	53%
Percentage of critical customer groups participating in quarterly service reviews	82%	85%	90%	80%	95%	100%

- The number of County vehicles in the fleet grows in FY 2012 and FY 2013 due to the Equipment Bureau purchasing new vehicles for the Utility Fund as well as retaining AFVs which meet the County's replacement policy, rather than disposing of them through surplus sales. The AFVs will be used as pooled vehicles.

SCHOOL FLEET REPAIR SECTION

PROGRAM MISSION

To provide Arlington County School Transportation with safe, reliable transportation to and from schools and school-related activities.

- Provide timely inspection, maintenance and repair services to the Arlington Public School fleet.

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee step increases, a three percent increase in the County's cost for employee health insurance, adjustments to retirement contributions based on current actuarial projections, and increases due to reclassification of positions identified to be substantially below comparative pay studies.
- ↑ Non-personnel expenses reflect increases in the overhead/indirect cost (\$49,793), outside repairs (\$116,500), maintenance supplies (\$101,447), and laundering services and uniforms (\$2,900).
- ↑ Replacement expenses increase due to unit cost increases in school bus replacements (\$86,402).
- ↑ Revenues increase due to an adjustment to the annual maintenance charges (\$301,812), which includes additional maintenance costs due to the retention of three school bus units that were to be surplus and revenue which funds the replacement of school buses (\$686,402).

PROGRAM FINANCIAL SUMMARY

	FY 2012 Actual	FY 2013 Adopted	FY 2014 Proposed	% Change '13 to '14
Personnel	\$854,441	\$1,041,369	\$1,147,609	10%
Non-Personnel	1,233,257	894,260	1,164,900	30%
Accident Repairs	63,089	-	-	-
Replacements	1,817,187	1,561,899	1,648,301	6%
Total Expenditures	3,967,974	3,497,528	3,960,810	13%
School Revenue	3,812,588	2,889,032	3,877,246	34%
Sale of Surplus Equipment	63,863	-	-	-
Miscellaneous Revenue	41,400	-	-	-
Total Revenues	3,917,851	2,889,032	3,877,246	34%
Change in Fund Balance	(\$50,123)	(\$608,496)	(\$83,564)	-86%
Permanent FTEs	12.00	12.00	12.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	12.00	12.00	12.00	

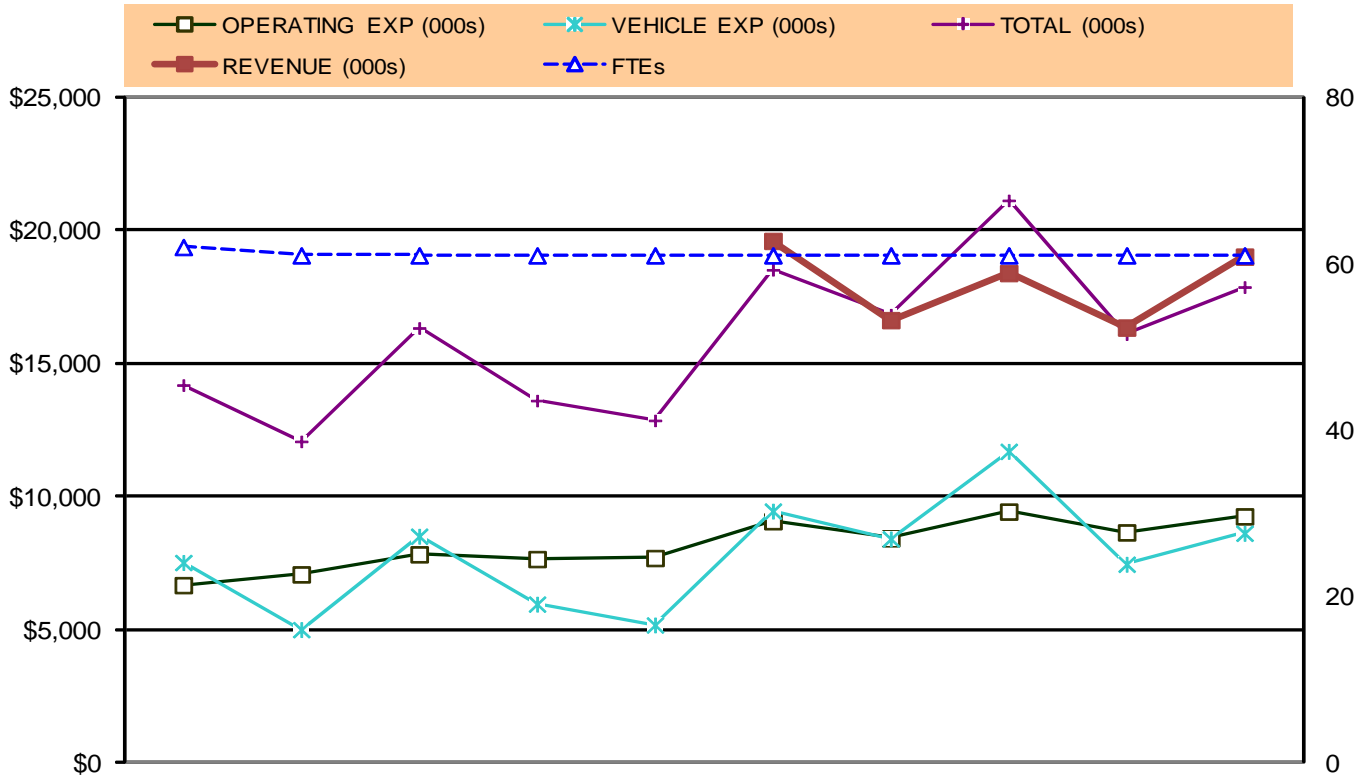
SCHOOL FLEET REPAIR SECTION

PERFORMANCE MEASURES

Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
School bus work orders completed in one day	95%	94%	92%	90%	92%	95%

Supporting Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Number of school buses	133	134	134	143	154	157

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted Budget	FY 2014 Proposed Budget
OPERATING EXP (000s)	\$6,669	\$7,072	\$7,827	\$7,648	\$7,689	\$9,070	\$8,429	\$9,431	\$8,650	\$9,255
VEHICLE EXP (000s)	\$7,519	\$4,997	\$8,507	\$5,956	\$5,172	\$9,452	\$8,407	\$11,698	\$7,454	\$8,617
TOTAL (000s)	\$14,188	\$12,069	\$16,334	\$13,604	\$12,861	\$18,522	\$16,836	\$21,129	\$16,104	\$17,872
REVENUE (000s)						\$19,606	\$16,628	\$18,398	\$16,349	\$19,015
FTEs	62.0	61.0	61.0	61.00	61.00	61.00	61.00	61.00	61.00	61.00

- In FY 2010, the County modified the way the Automotive Equipment Fund financials were displayed to show the revenue received by the Fund from the user departments. This revenue is the cost of services for the maintenance and replacement of County vehicles.

AUTOMOTIVE EQUIPMENT FUND
TEN-YEAR HISTORY

Fiscal Year	Description	FTEs
FY 2005	<ul style="list-style-type: none"> ▪ One vehicle was added for the Department of Community Planning, Housing and Development for construction code inspection services (\$22,000) and two vehicles are added for the Department of Human Services food safety inspection program (\$40,970). 	
FY 2006	<ul style="list-style-type: none"> ▪ One vehicle was added to the Police Department for a motorcycle police officer (\$21,600). ▪ Transferred a Budget Analyst (1.0) FTE from the Automotive Equipment Fund to the Capital Assets Support Unit in the General Fund. 	(1.0)
FY 2007	<ul style="list-style-type: none"> ▪ An increase in the vehicle replacement budget (\$719,785) is primarily due to accelerated replacement of four fire vehicles, and unanticipated steel price increases. ▪ An increase in Inter-Departmental charges (\$1,154,268) is due to increases in vehicle replacement costs, maintenance costs, and the number of vehicles included in the fleet that are being maintained (including police vehicles purchased with grant funds, additions to the ART bus fleet, and DPRCR mobile stage units). 	
FY 2008	<ul style="list-style-type: none"> ▪ County Board added one vehicle for the Landscape Plan Review staff approved as part of the Stormwater Strategic Initiative (\$23,500) as well as a transfer of the same amount from the General Fund. ▪ The vehicle replacement budget increased by \$564,526 to cover the increase in cost of steel and vehicle configuration changes. The criteria for the replacement of light vehicles was changed from a 45,000 mile threshold to a 50,000 mile threshold as a means to help drive down the cost of vehicle replacement in FY 2008. 	
FY 2009	<ul style="list-style-type: none"> ▪ The County Board added four vehicles to the fleet at a cost of \$100,347. The breakdown includes: one vehicle for the Department of Real Estate Assessments (Department of Management and Finance) in support of the Transportation Investment Fund (\$23,000), two vehicles for the Department of Environmental Services in support of the Stormwater Management Fund (\$50,000), and one vehicle to support the Fire Department Fire Prevention Program (\$27,347). ▪ Increase in Inter-Departmental charges (\$964,230) is due to unit cost increases in vehicle replacement, maintenance costs, and in the number of vehicles included in the fleet that are being maintained, and also reflect the Work for Others (\$381,717) charge to School Repair Section for per vehicle charge to cover administrative, indirect and overhead costs. ▪ Increases in non-discretionary contractual increases (\$201,388) and \$45,000 for the cost of maintenance and chemicals for the new vehicle wash. 	

AUTOMOTIVE EQUIPMENT FUND
TEN-YEAR HISTORY

Fiscal Year	Description	FTEs
FY 2010	<ul style="list-style-type: none"> ▪ Additions to the fleet (\$132,611) include one vehicle for the Fire Department Fire Prevention Division (\$27,611) as well as one dump truck for the Department of Environmental Services Utilities Fund (\$105,000). ▪ Non-Personnel expenditures include increases in non-discretionary contractual costs (\$2,962), building repair (\$9,000), funding for custodial services (\$50,000), recruitment (\$15,000), tires (\$44,000), and maintenance supplies (\$63,956). ▪ Increase in Replacement cost (\$886,902) is due to unit cost increases in vehicle replacement, the vehicle configurations, parts and labor. ▪ Electricity and water/sewer budgets were adjusted based on FY 2008 actual consumption and anticipated utility rate increases (\$34,408). 	
FY 2011	<ul style="list-style-type: none"> ▪ Non-personnel decreases include adjustments to the annual expense for the maintenance and replacement of County vehicles used directly by the Auto Fund (\$17,655) and a decrease in operating equipment (\$36,821). ▪ Replacement decreases (\$2,743,763) are due to fewer vehicles reaching mileage and age criteria as established by the Equipment Bureau. With fewer vehicles being replaced in FY 2011, there will be a large number of vehicles scheduled for replacement in FY 2012 and FY 2013. ▪ Revenue increases are due to adjustments to the charge to other departments for the maintenance and replacement of County vehicles (\$324,864), partially offset by reductions in the Sales of Surplus Equipment (\$50,000) and Miscellaneous Revenues (\$2,000) as well as no transfer from the General Fund for off-cycle vehicles or adjustments (\$132,611). ▪ Planned delays in purchasing equipment through the Auto Fund allow for a one-time credit to the General Fund for equipment replacement (\$375,000). 	
FY 2012	<ul style="list-style-type: none"> ▪ Non-personnel expenses increase due to repair/renovation of the vehicle service lifts (\$256,000), increases in materials and supplies (\$83,600), contractual services (\$27,958), and internal services (\$917), partially offset by the decrease in operating equipment (\$40,000). ▪ Additions and the transfer from the General Fund increase for the purchase of new vehicles for the conversion of HVAC maintenance from contract to County staff in the Department of Environmental Services (3 vehicles: \$104,145), additional fire protection systems inspectors in the Fire Department (1 vehicle: \$28,830), and staffing reallocated within the Department of Environmental Services for maintenance of new/remodeled facilities (1 vehicle: \$38,399). ▪ Replacement expenses increase (\$983,690) due to unit cost increases in vehicle replacements, adjustments in vehicle configurations, parts and labor. The number of units being replaced increased from the prior year due to meeting mileage and age criteria, as well as the replacement of units which were part of the planned purchase delay in FY 2011. Included in this increase is the lease purchase of a fire vehicle (\$213,233). 	

AUTOMOTIVE EQUIPMENT FUND
TEN-YEAR HISTORY

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ Revenue increases due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$699,618) and new vehicles being added to the fleet (\$171,374). ▪ The one-time transfer credit in FY 2011 to the General Fund (\$375,000) was eliminated in FY 2012. 	
FY 2013	<ul style="list-style-type: none"> ▪ Non-personnel expenses decrease due to reductions in building repairs for the FY 2012 replacement of the vehicle service lifts (\$100,000) ▪ Additions expense increases (\$331,126) from FY 2012 for new vehicles being added to the County fleet for the additional water crew being added in the Utility Fund for FY 2013. ▪ Replacement expenses increase (\$535,537) primarily due to a greater number of School buses being replaced in FY 2013 than in the prior fiscal year (\$986,899), which is partially offset by fewer County vehicles being scheduled for replacement in FY 2013 (\$451,362). The FY 2012 budget included replacement of County vehicles that were part of the one-time planned purchase delay in FY 2011 in addition to the normally scheduled replacements. ▪ Revenue increases due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$203,217), adjustments to Schools for the maintenance and replacement of the School fleet (\$469,411), and for new vehicles being added to the fleet for the Utility Fund (\$331,126). 	