

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 2016 adopted expenditure budget for the Department of Environmental Services' (DES) Automotive Equipment Fund is \$16,212,804, a one percent increase from the FY 2015 adopted budget. The FY 2016 adopted budget reflects:

- ↑ The County Board added two Auto Mechanic positions to maintain the fleet of school buses needed for Arlington Public Schools (APS), these positions are fully funded by Schools and are included in the APS FY 2016 Rental Book (2.0 FTEs).
- ↓ The County Board reduced the size of the County's vehicle fleet across departments resulting in a decrease in revenue to the Auto Fund (\$50,000). For a full description of the reduction and impact please refer to the Budget Reduction Summary.
- ↓ Personnel decreases due to vacant positions being filled at lower salaries than previously budgeted for and adjustments to retirement contributions based on current actuarial projections, partially offset by employee step increases and an increase in the County's cost for employee health insurance.
- ↑ Non-personnel increases due to uniform and laundering costs (\$24,073).
- ↑ Addition to fleet expense increases due to the purchase of two new vehicles for the Utilities Fund (\$100,624), offset by the removal of the cost for the purchase of a vehicle in FY 2015 (\$42,000).
- ↑ Replacement expenses increase due to lease purchase increases (\$223,422); offset by the number and configuration of vehicles slated to be replaced in FY 2016 based on mileage, condition, age, and departmental need (\$135,682).
- ↑ Revenue increases due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$1,012,251) and a transfer from the Utilities Fund for the purchase of two vehicles (\$100,624), partially offset by the removal of revenue for the purchase of a vehicle in FY 2015 (\$42,000).

AUTOMOTIVE EQUIPMENT FUND
FUND SUMMARY

FUND FINANCIAL SUMMARY

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	% Change '15 to '16
Personnel	\$5,295,092	\$5,867,947	\$5,844,624	-
Non-Personnel	3,018,055	3,202,060	3,226,133	1%
Accident Repairs	403,023	291,200	291,200	-
Additions	331,739	42,000	100,624	140%
Replacement	12,777,407	6,532,483	6,620,223	1%
Subtotal	21,825,316	15,935,690	16,082,804	1%
Insurance/Other Transfers	130,000	130,000	130,000	-
Total Net Expenditures	21,955,316	16,065,690	16,212,804	1%
County & School Revenues	19,809,378	16,631,806	17,644,057	6%
Sales of Surplus Equipment	901,618	250,000	250,000	-
Miscellaneous Revenues	49,064	61,000	61,000	-
Transfer from General Fund	-	42,000	-	-100%
Transfer from Utilities Fund	-	-	100,624	-
Total Revenues	20,760,060	16,984,806	18,055,681	6%
Change in Fund Balance	(\$1,195,256)	\$919,116	\$1,842,877	101%
Permanent FTEs	61.00	61.00	63.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	61.00	61.00	63.00	

Expenses by Line of Business

	FY 2014 Actuals	FY 2015 Adopted	FY 2016 Adopted	% Change '15 to '16
County Administrative and Vehicle Repair Section	\$18,404,804	\$12,791,321	\$11,687,818	-9%
School Fleet Repair Section	3,550,512	3,274,369	4,524,986	38%
Total Expenditures	\$21,955,316	\$16,065,690	\$16,212,804	1%

AUTOMOTIVE EQUIPMENT FUND
FUND SUMMARY

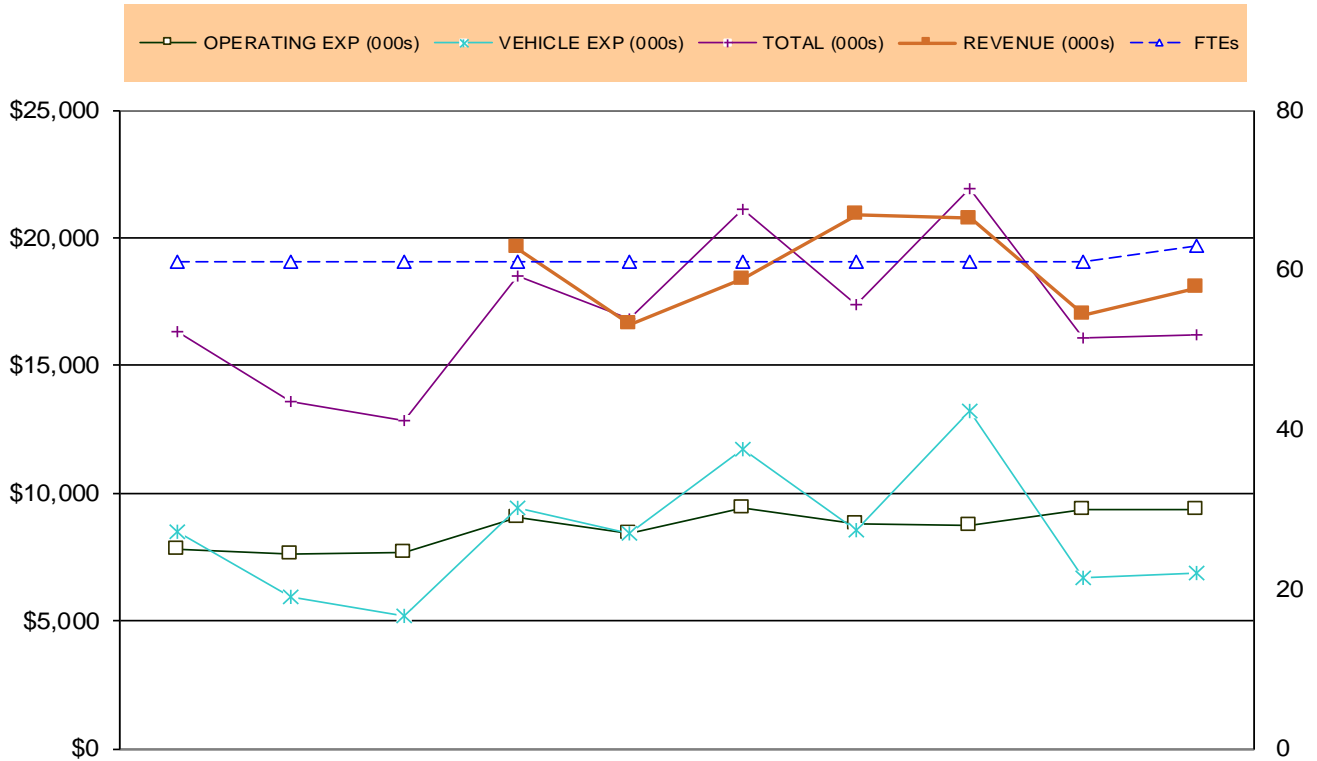
AUTOMOTIVE EQUIPMENT FUND
FUND STATEMENT

	FY 2014 ACTUAL	FY 2015 ADOPTED	FY 2015 RE-ESTMATE	FY 2016 ADOPTED
ADJUSTED BALANCE, JULY 1	\$9,897,010	\$6,393,776	\$8,701,754	\$6,938,555
OPERATING RECEIPTS				
Maintenance/Operating Rental Book	6,334,584	5,780,563	5,780,563	5,899,832
Other Maintenance - Non Rental Book	136,136	270,000	270,000	270,000
Temporary Loan Vehicles	108,332	130,000	130,000	130,000
Schools Maint./ Operating	2,323,267	2,040,479	2,040,479	2,350,177
Other Maintenance - Non Rental Book Schools	46,798	-	-	-
Subrogation Revenues	47,973	60,000	60,000	60,000
Miscellaneous	1,091	1,000	1,000	1,000
CAPITAL RECEIPTS				
County Fleet Replacement & Lease Purchase	9,211,804	6,891,129	6,891,129	7,379,624
Schools Replacement	1,648,457	1,519,635	1,519,635	1,614,424
Sales of Surplus Equipment	901,618	250,000	250,000	250,000
TOTAL RECEIPTS	20,760,060	16,942,806	16,942,806	17,955,057
OTHER FINANCING SOURCES				
Transfers from Other Funds	-	-	-	100,624
Transfers from General Fund	-	42,000	42,000	-
TOTAL TRANSFERS IN	-	42,000	42,000	100,624
TOTAL RECEIPTS AND TRANSFERS IN	20,760,060	16,984,806	16,984,806	18,055,681
TOTAL BALANCE, CAPITAL RESERVE, RECEIPTS AND TRANSFERS IN	30,657,070	23,378,582	25,686,560	24,994,236
OPERATING EXPENSES				
Administration, Maintenance	7,173,078	7,063,453	7,063,453	7,003,855
Schools	1,543,093	2,297,754	2,297,754	2,358,102
Subtotal	8,716,171	9,361,207	9,361,207	9,361,957
CAPITAL EXPENSES				
Encumbrance/ Incomplete Projects	-	-	1,488,077	-
Replacements to Fleet (County)	9,722,018	4,227,879	4,227,879	2,901,928
Replacements to Fleet (Schools)	2,007,419	976,615	2,170,853	2,166,884
Additions to Fleet	331,738	42,000	42,000	100,624
Lease Purchase	1,047,970	1,327,989	1,327,989	1,551,411
Subtotal	13,109,145	6,574,483	9,256,798	6,720,847
TOTAL EXPENSES	21,825,316	15,935,690	18,618,005	16,082,804
TRANSFERS OUT				
Transfer to General Fund - Insurance	130,000	130,000	130,000	130,000
TOTAL TRANSFERS	130,000	130,000	130,000	130,000
TOTAL OPERATING EXPENSES AND TRANSFERS OUT	21,955,316	16,065,690	18,748,005	16,212,804
BALANCE, JUNE 30	\$8,701,754	\$7,312,892	\$6,938,555	\$8,781,432

Notes:

- 1) Fund Balance is reserved for financing encumbrances and incomplete projects carried over from the previous fiscal year.
- 2) Fund Balance decreases from FY 2014 to FY 2015 due to use of fund balance for incomplete projects from the prior fiscal year.
- 3) Fund Balance increases from FY 2015 to FY 2016 due to the deferral of many replacement vehicles from FY 2016 to FY 2017.

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted Budget	FY 2016 Adopted Budget
OPERATING EXP (000s)	\$7,827	\$7,648	\$7,689	\$9,070	\$8,429	\$9,431	\$8,832	\$8,716	\$9,361	\$9,362
VEHICLE EXP (000s)	\$8,507	\$5,956	\$5,172	\$9,452	\$8,407	\$11,698	\$8,533	\$13,239	\$6,704	\$6,851
TOTAL (000s)	\$16,334	\$13,604	\$12,861	\$18,522	\$16,836	\$21,129	\$17,365	\$21,955	\$16,065	\$16,213
REVENUE (000s)				\$19,606	\$16,628	\$18,398	\$20,907	\$20,760	\$16,985	\$18,056
FTEs	61.00	61.00	61.00	61.00	61.00	61.00	61.00	61.00	61.00	63.00

- 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.

Fiscal Year	Description	FTEs
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. 	
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). 	

Fiscal Year	Description	FTEs
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). ▪ 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. 	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ 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). 	
FY 2014	<ul style="list-style-type: none"> ▪ Replacement expenses increase due to the off-cycle lease purchase of fire equipment (two heavy rescue units, one loader and four pumps) (\$1,980,953). ▪ Revenues increase due to new vehicle purchases funded through lease purchase (\$1,842,205) and for the charges to other departments for the maintenance and replacement of County and School vehicles (\$1,326,348). ▪ Additions expense and the related transfer from other funds both decrease since there are no additions to the fleet funded in the Automotive Equipment Fund (\$502,500). 	
FY 2015	<ul style="list-style-type: none"> ▪ Additions expense and the related transfer from the General Fund increases for the purchase of a new vehicle for the DES (\$42,000). ▪ Replacement expenses decrease due to the number of configuration of vehicles slated to be replaced in FY 2015 (\$1,954,202). ▪ Revenues decrease due to there being no lease proceeds (\$1,842,205). ▪ Revenues decrease from charges to other departments for the maintenance and replacement of County vehicles (\$230,097). 	
FY 2016	<ul style="list-style-type: none"> ▪ The County Board added two Auto Mechanic positions for maintenance of school buses needed for APS. ▪ The County Board reduced the size of the County's vehicle fleet across departments, resulting in a decrease in revenue to the Auto fund (\$50,000). ▪ Addition to fleet expense and the related transfer from the Utilities Fund increases for the purchase of two new vehicles for the DES (\$100,624), offset by the removal of the cost of the purchase of a new vehicle for DES in FY 2015 (\$42,000). ▪ Lease purchase expense increases (\$223,422), partially offset by replacement expense decreases due to the number of configuration of vehicles slated to be replaced in FY 2016 (\$135,682). ▪ Revenue increases due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$1,012,251). 	2.0