

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2020-21**

Department: **CENTRAL GARAGE
(10800)**
Function: **General**
Activity: **Other General**
Fund: **Central Garage**

| | BOARD APPROVED <u>2019-20</u> | CAO BASELINE <u>2020-21</u> | DEPARTMENT REQUEST <u>2020-21</u> | CAO RECOMMENDED <u>2020-21</u> |
|--|--|--|--|---|
| Beginning Fund Balance | 650,000 | 650,000 | 1,050,620 | 1,050,620 |
| <u>ESTIMATED REVENUES:</u> | | | | |
| 662740 Charges for Mileage | 2,475,117 | 2,475,117 | 2,524,085 | 2,524,085 |
| OTHER INCOME | | | | |
| 640101 Interest | 5,500 | 5,500 | 5,500 | 5,500 |
| 662741 Vehicle Maintenance Charges | 190,000 | 190,000 | 322,317 | 322,317 |
| 673908 Other Income | 2,500 | 2,500 | 4,000 | 4,000 |
| 680103 Sale of Fixed Assets & Other Sales | 40,000 | 40,000 | 45,000 | 45,000 |
| 680401 Miscellaneous & Other Services | 1,000 | 1,000 | 1,000 | 1,000 |
| TOTAL ESTIMATED REVENUES | 2,714,117 | 2,714,117 | 2,901,902 | 2,901,902 |
| <u>EXPENDITURES:</u> | | | | |
| 721930 Cost of Inventoried Material & Supplies Used | 915,000 | 915,000 | 960,000 | 960,000 |
| OTHER OPERATING EXPENSES | | | | |
| 710102 Permanent Salaries | 279,441 | 279,441 | 293,813 | 293,813 |
| 710103 Extra Help | 42,138 | 42,138 | 42,138 | 42,138 |
| 710200 Retirement | 96,692 | 96,692 | 110,777 | 110,777 |
| 710300 Health Insurance | 47,739 | 47,739 | 53,615 | 53,615 |
| 710400 Workers' Compensation | 3,583 | 3,583 | 2,592 | 2,592 |
| 720200 Clothing & Personal Supplies | 2,400 | 2,400 | 2,750 | 2,750 |
| 720300 Communications | 2,300 | 2,300 | 2,500 | 2,500 |
| 720500 Household Expense | 2,200 | 2,200 | 2,500 | 2,500 |
| 720600 Insurance Expense | 366 | 366 | 415 | 415 |

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| | BOARD APPROVED <u>2019-20</u> | CAO BASELINE <u>2020-21</u> | DEPARTMENT REQUEST <u>2020-21</u> | CAO RECOMMENDED <u>2020-21</u> |
|--|--|--|--|---|
| OTHER OPERATING EXPENSES (continued) | | | | |
| 720605 Employer Share of Retiree Insurance | 29,216 | 29,216 | 20,904 | 20,904 |
| 720800 Maintenance - Equipment | 4,000 | 4,000 | 4,500 | 4,500 |
| 720900 Maintenance - Structures & Grounds | 5,000 | 5,000 | 5,000 | 5,000 |
| 721000 Medical, Dental & Laboratory Supplies | 100 | 100 | 100 | 100 |
| 721300 Office Expense | 4,000 | 4,000 | 4,500 | 4,500 |
| 721400 Professional & Specialized Services | 82,500 | 82,500 | 82,500 | 82,500 |
| 721600 Rents & Leases - Equipment | 600 | 600 | 600 | 600 |
| 721800 Small Tools & Instruments | 3,500 | 3,500 | 3,500 | 3,500 |
| 721900 Special Departmental Expense | 10,000 | 10,000 | 10,000 | 10,000 |
| 722000 Transportation & Travel | 3,500 | 3,500 | 3,500 | 3,500 |
| 722100 Utilities | 18,000 | 18,000 | 18,000 | 18,000 |
| 730302 Retire Capital Leases | 33,587 | 33,587 | 530,297 | 530,297 |
| 731000 Depreciation | 709,013 | 709,013 | 650,000 | 650,000 |
| 731400 Intrafund Transfer - Cost Plan | 116,932 | 116,932 | 97,401 | 97,401 |
| TOTAL EXPENDITURES | 2,411,807 | 2,411,807 | 2,901,902 | 2,901,902 |
| REVENUE OVER/(UNDER) (REV - EXP) | 302,310 | 302,310 | 0 | 0 |
| FIXED ASSETS | | | | |
| 740300 Equipment | 685,445 | 685,445 | 678,000 | 678,000 |
| TOTAL FIXED ASSETS | 685,445 | 685,445 | 678,000 | 678,000 |

*Represents the Estimated Projected Fund Balance on June 30, 2019; the balance is subject to change due to expenses or revenues that may be accrued to June 30, 2020, which have not yet been processed.

CENTRAL GARAGE

COMMENTS

The Central Garage operates as a preventative maintenance and automotive repair facility to establish better utilization of County vehicles. The Central Garage controls, maintains, and services all County vehicles, except the Road and Fire Department vehicles. The Administrative Office provides administrative and fiscal review for this operation.

WORKLOAD

| | <u>Actual</u> <u>2018-19</u> | <u>Estimated</u> <u>2019-20</u> | <u>Projected</u> <u>2020-21</u> |
|----------------------|---|--|--|
| Sedans | 115 | 119 | 109 |
| Sheriff Vehicles | 68 | 68 | 81 |
| Pickups, SUV's, Vans | 120 | 121 | 131 |
| Trucks | 0 | 0 | 0 |
| Total Vehicles | 303 | 308 | 321 |

INCOME

662740 **Charges for Mileage** (\$2,524,085) is recommended increased \$48,968 representing the cost of the total miles traveled by the vehicles maintained by the Central Garage. It is recommended that the following Central Garage mileage rates be approved for 2020-21:

| | | | |
|---------------------|--------------|------------------|-------------|
| Sedan | 57¢ per mile | Sheriff Vehicles | 64¢/89¢* |
| Pickups, Vans, SUVs | 64¢ per mile | Sheriff PPU 4x4 | 89¢/\$1.15* |

Note: The IRS rate for use of employees' personal vehicles as of January 1, 2020, is 57.5¢ per mile, and will be readjusted by the IRS on January 1, 2021.

*Sheriff's Unit mileage charges will vary from \$.64 to \$1.15 per mile based on actual costs of units and equipment with an SRS (Safety Replacement Supplement) added for early replacement due to safety issues.

640101 **Interest** (\$5,500) is recommended unchanged, representing the revenue from reserve funds held in the Central Garage account

662741 **Vehicle Maintenance Charges** (\$322,317) is increased representing maintenance charges to subvented Departments for the servicing and fuel use of their vehicles. This also reflects the anticipated lease payments from various County Departments for vehicles leased through Enterprise.

CENTRAL GARAGE

OTHER INCOME (continued)

- 673908** **Other Income** (\$4,000) is recommend increased \$1,500 and is an anticipated amount of misc reimbursements from insurance claims and recoveries from damages done to County vehicles from outside sources
- 680103** **Sale of Fixed Assets & Other Sales** (\$45,000) is recommended increased \$5,000 representing anticipated revenue from surplus equipment auctions
- 680401** **Miscellaneous & Other Services** (\$1,000) is recommended unchanged and represents revenue not covered in other accounts

EXPENSES

- 721930** **Cost of Inventoried Materials & Supplies Used** (\$960,000) is recommended increased \$45,000 due to changing fuel costs, materials, and supplies used to operate and maintain the vehicles (parts, tires, fuel, lubricants, batteries, accident repair, etc).
- 710102** **Permanent Salaries** (\$293,813) are recommended increased \$14,372 based on the recommended staffing level.
- 710103** **Extra Help** (\$42,138) is recommended based on anticipated work load and succession needs.
- 710200** **Retirement** (\$110,777) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** (\$53,615) is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** (\$2,592) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.
- 720200** **Clothing & Personal Supplies** (\$2,750) is recommended for protective clothing, masks, glasses, and uniform cost.
- 720300** **Communications** (\$2,500) is recommended based on present cost experience.
- 720500** **Household Expense** (\$2,500) is recommended for rags, towels, degreasers, soaps, etc.
- 720600** **Insurance** (\$415) reflects the Department's contribution to the County's Self-Insured Liability Program.

CENTRAL GARAGE

OTHER OPERATING EXPENSES (continued)

- 720605** **Employer Share of Retiree Insurance** (\$20,904) is recommended for the Department's share of retirees' health insurance premiums.
- 720800** **Maintenance - Equipment** (\$4,500) is recommended increased \$500 for maintaining equipment in the shop.
- 720900** **Maintenance - Structures & Grounds** (\$5,000) is recommended unchanged for the maintenance of the Central Garage building and grounds.
- 721000** **Medical, Dental & Laboratory Supplies** (\$100) is recommended unchanged for first aid supplies.
- 721300** **Office Expense** (\$4,500) is recommended increased \$500 estimated cost of forms, parts manuals, copy costs, and general office supplies.
- 721400** **Professional & Specialized Services** (\$82,500) is recommended unchanged for automatic transmission work, major overhauls, radiator repair, and any work that cannot be performed by the Central Garage staff. This account also provides for a designated Fuel Storage Tank License Inspector to test and inspect the County Fuel tanks as well as accounting and billing services provided by the Auditor-Controller's Office that is in excess of what is collected through A-87.
- 721600** **Rents & Leases - Equipment** (\$600) is recommended unchanged for rental of equipment the shop does not have in inventory.
- 721800** **Small Tools & Instruments** (\$3,500) is recommended for hand tools and test equipment used by the staff.
- 721900** **Special Departmental Expense** (\$10,000) is recommended unchanged to fund an Internet subscription for service manuals and to update equipment, scanners, computers, and to replace an unsafe vehicle lift.
- 722000** **Transportation & Travel** (\$3,500) is recommended increased for incidental travel costs when the staff must go out-of-County to retrieve County vehicles and for increased employee training.
- 722100** **Utilities** (\$18,000) is recommended based on present cost experience.
- 731000** **Depreciation** (\$650,000) is recommended to provide funds for equipment and vehicle replacement.

CENTRAL GARAGE

OTHER OPERATING EXPENSES (continued)

731400 **Intrafund Transfer** (\$97,401) is recommended decreased \$19,531 to reimburse the General Fund for all Purchasing, Human Resources, Administrative, and Auditor-Controller costs associated with this department through the A-87 Plan.

FIXED ASSET AQUISITIONS

740300 **Equipment** (\$678,000) is recommended decreased \$15,445 for the following vehicles which have been requested to be replaced by the respective Departments:

| <u>Department</u> | <u>Vehicles to be Replaced</u> | <u>Approx. Mileage at Trade-in</u> | <u>Additional Vehicle Request</u> | <u>Vehicle Replaced With</u> | <u>Estimated Cost</u> | <u>Remarks: Recommended/ Not Recommended</u> |
|-------------------|--------------------------------|------------------------------------|-----------------------------------|------------------------------|-----------------------|--|
| Code Enforce | 2007 ½ T P/U | 151,500 | - | 4x4 ½ T P/U | \$28,000 | Recommended |
| Corrections | 2016 ¾ Ton Van | 151,000 | - | 2500 12 Pass Van | \$33,500 | Recommended |
| District Attorney | 2006 Sedan | 130,000 | - | AWD SUV | \$25,500 | Recommended |
| Districts | 2007 ¾ T Utility P/U | 150,500 | - | 4x4 ¾T Utility P/U | \$40,500 | Recommended |
| Districts | 2004 ¾ T Utility P/U | 150,000 | - | 4x4 ¾T Utility P/U | \$40,500 | Recommended |
| Districts | 2009 ¾ T Utility P/U | 160,000 | - | 4x4 ¾T Utility P/U | \$40,500 | Recommended |
| Probation | 2003 4x4 SUV | 157,000 | - | AWD SUV | \$25,500 | Recommended |
| Sheriff | 2013 ¾T 4x4 Pickup | 163,000 | - | 4x4 ¾T ExCab P/U | \$44,500 | Recommended |
| Sheriff | 2012 4x4 Pickup | 138,000 | - | 4x4 ¾T L/Bed P/U | \$44,500 | Recommended |
| Sheriff | 2016 Ford PPU | 146,400 | - | Marked Pursuit PPU | \$35,500 ¹ | Recommended |
| Sheriff | 2016 Ford PPU | 129,800 | - | Marked Pursuit PPU | \$35,500 ¹ | Recommended |
| Sheriff | 2016 Ford PPU | 145,600 | - | Marked Pursuit PPU | \$35,500 ¹ | Recommended |
| Sheriff | 2016 Ford PPU | 158,800 | - | Marked Pursuit PPU | \$35,500 ¹ | Recommended |
| Sheriff | 2016 Ford PPU | 140,400 | - | Marked Pursuit PPU | \$35,500 ¹ | Recommended |
| Sheriff | 2012 CrewCab 4x4 | 141,600 | - | Marked Pursuit PPU | \$35,500 ¹ | Recommended |
| Sheriff | 2016 Ford PPU | 126,500 | - | Marked Pursuit PPU | \$35,500 ¹ | Recommended |
| Sheriff | 2006 Crewcab 4x4 | 156,000 | - | Marked Pursuit PPU | \$35,500 ¹ | Recommended |
| Sheriff | 2014 Ford PPU | 151,000 | - | Marked Pursuit PPU | \$35,500 ¹ | Recommended |
| Sheriff | 2015 Ford PPU | 141,000 | - | Marked Pursuit PPU | \$35,500 ¹ | Recommended |

Total Vehicles Recommended for Purchase:

9

Total CG Funds Recommended: \$678,000

CENTRAL GARAGE

VEHICLE LEASE PROGRAM

730302 **Retire Capital Leases** (\$530,297) captures the annual cost of replacing vehicles through the vehicle lease program. The leases are paid by the Central Garage to Municipal Fleet Lease/Purchasing Companies and the entire cost of the lease is passed-through to the user Departments under the Rents and Leases – Equipment Account.

| <u>Department</u> | <u>Vehicles to be Replaced</u> | <u>Approx. Mileage at Trade-in</u> | <u>Additional Vehicle Request</u> | <u>Vehicle Replaced With</u> | <u>Estimated Annual Cost</u> | <u>Remarks: Recommended/ Not Recommended</u> |
|-------------------|--------------------------------|------------------------------------|-----------------------------------|------------------------------|------------------------------|--|
| Sheriff | 2016 Ford PPU | 146,400 | - | SUV Lease | \$11,440 ² | Recommended |
| Sheriff | 2016 Ford PPU | 129,800 | - | SUV Lease | \$11,440 ² | Recommended |
| Sheriff | 2016 Ford PPU | 145,600 | - | SUV Lease | \$11,440 ² | Recommended |
| Sheriff | 2016 Ford PPU | 158,800 | - | SUV Lease | \$11,440 ² | Recommended |
| Sheriff | 2016 Ford PPU | 140,400 | - | SUV Lease | \$11,440 ² | Recommended |
| Sheriff | 2012 CrewCab 4x4 | 141,600 | - | SUV Lease | \$11,440 ² | Recommended |
| Sheriff | 2016 Ford PPU | 126,500 | - | SUV Lease | \$11,440 ² | Recommended |
| Sheriff | 2006 Crewcab 4x4 | 156,000 | - | SUV Lease | \$11,440 ² | Recommended |
| Sheriff | 2014 Ford PPU | 151,000 | - | SUV Lease | \$11,440 ² | Recommended |
| Sheriff | 2015 Ford PPU | 141,000 | - | SUV Lease | \$11,440 ² | Recommended |

¹ Fully equipped turnkey Police units as per Sheriff’s Office specifications and requirements (equipment only, varies per vehicle).

² Represents the estimated annual lease cost of the vehicle; cost will be passed through to the Department on a monthly basis

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2020-21**

Department: **CENTRAL GARAGE
 (10800)**
 Function: **General**
 Activity: **Other General**
 Fund: **Central Garage**

| <u>JCN</u> | <u>CLASSIFICATION</u> | <u>2019-20 Authorized Positions</u> | | <u>2020-21 Proposed Positions</u> | | <u>Y-O-Y Changes in Positions</u> | | <u>Notes</u> |
|--------------|------------------------------|---|-----------------|---|-----------------|---|-----------------|--------------|
| | | <u>Funded</u> | <u>Unfunded</u> | <u>Funded</u> | <u>Unfunded</u> | <u>Funded</u> | <u>Unfunded</u> | |
| 3700 | Automotive Shop Supervisor | 1.0 | - | 1.0 | - | - | - | |
| 3701 | Automotive Technician | 2.0 | - | 2.0 | - | - | - | |
| 3812 | Parts Assistant I or | | | - | - | - | - | |
| 3810 | Parts Assistant II | 1.0 | - | 1.0 | - | - | - | |
| 3702 | Senior Automotive Technician | 1.0 | - | 1.0 | - | - | - | |
| TOTAL | | <u>5.0</u> | <u>-</u> | <u>5.0</u> | <u>-</u> | <u>-</u> | <u>-</u> | |

NOTES: