

**COUNTY OF MADERA  
BUDGET UNIT DETAIL  
BUDGET FOR THE FISCAL YEAR 2022-23**

Department: **FLEET SERVICES  
(10800)**  
Function: **General**  
Activity: **Other General**  
Fund: **FLEET SERVICES**

	<u>ACTUAL 2020-21</u>	<u>BOARD APPROVED 2021-22</u>	<u>DEPARTMENT REQUEST 2022-23</u>	<u>CAO RECOMMENDED 2022-23</u>
Beginning Fund Balance	1,237,193	862,118	4,228,397 *	4,228,397 *
<b><u>ESTIMATED REVENUES:</u></b>				
662740 Charges for Mileage	2,127,373	2,580,939	3,472,226	3,472,226
OTHER INCOME				
640101 Interest	5,876	5,500	3,500	3,500
659000 Other - Gov Agencies	0	100,000	0	0
662741 Vehicle Maintenance Charges	278,711	378,075	307,632	307,632
673908 Other Income	123	4,000	4,000	4,000
680103 Sale of Fixed Assets & Other Sales	49,496	45,000	45,000	45,000
680200 Operating Transfers In	3,023	0	0	0
680401 Miscellaneous & Other Services	0	1,000	1,000	1,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>2,464,601</b>	<b>3,114,514</b>	<b>3,833,358</b>	<b>3,833,358</b>
<b><u>EXPENDITURES:</u></b>				
721930 Cost of Inventoried Material & Supplies Used	<b>643,080</b>	<b>977,000</b>	<b>1,243,291</b>	<b>1,243,291</b>
OTHER OPERATING EXPENSES				
710102 Permanent Salaries	255,815	349,263	340,448	340,448
710103 Extra Help	2,146	42,138	0	0
710200 Retirement	92,412	127,805	138,256	138,256
710300 Health Insurance	30,176	72,455	71,874	71,874
710400 Workers' Compensation	2,592	3,240	3,240	3,240
720200 Clothing & Personal Supplies	1,102	3,500	3,500	3,500
720300 Communications	2,639	2,800	3,000	3,000
720500 Household Expense	3,281	3,500	5,550	5,550
720600 Insurance Expense	415	415	415	415

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	<u>ACTUAL 2020-21</u>	<u>BOARD APPROVED 2021-22</u>	<u>DEPARTMENT REQUEST 2022-23</u>	<u>CAO RECOMMENDED 2022-23</u>
OTHER OPERATING EXPENSES (continued)				
720605 Employer Share of Retiree Insurance	32,812	21,000	35,000	35,000
720800 Maintenance - Equipment	3,749	10,000	10,000	10,000
720900 Maintenance - Structures & Grounds	94	35,000	35,000	35,000
721000 Medical, Dental & Laboratory Supplies	0	100	100	100
721300 Office Expense	3,165	4,500	4,500	4,500
721400 Professional & Specialized Services	9,271	82,500	40,000	40,000
721600 Rents & Leases - Equipment	0	600	600	600
721800 Small Tools & Instruments	8,171	20,000	7,000	7,000
721900 Special Departmental Expense	962,280	30,000	450,000	450,000
722000 Transportation & Travel	707	6,000	6,000	6,000
722100 Utilities	17,326	20,000	20,000	20,000
730302 Retire Capital Leases	572,421	0	0	0
730330 Principal (GASB 87)	0	1,035,012	1,251,831	1,251,831
730502 Interest	7,839	0	0	0
730504 Interest (GASB 87)	0	38,937	41,973	41,973
731000 Depreciation	0	131,348	0	0
731400 Intrafund Transfer - Cost Plan	67,006	97,401	121,780	121,780
<b>TOTAL OPERATING EXPENSES</b>	<b>2,718,500</b>	<b>3,114,514</b>	<b>3,833,358</b>	<b>3,833,358</b>
<b>REVENUE OVER/(UNDER) (REV - EXP)</b>	<b>(253,899)</b>	<b>0</b>	<b>0</b>	<b>0</b>
FIXED ASSETS				
740300 Equipment	395,238	400,000	3,930,158	3,930,158
<b>TOTAL FIXED ASSETS</b>	<b>395,238</b>	<b>400,000</b>	<b>3,930,158</b>	<b>3,930,158</b>
<b>TOTAL EXPENDITURES</b>	<b>3,113,738</b>	<b>3,514,514</b>	<b>7,763,516</b>	<b>7,763,516</b>
<b>REVENUE OVER/(UNDER) (REV - EXP)</b>	<b>(649,137)</b>	<b>(400,000)</b>	<b>(3,930,158)</b>	<b>(3,930,158)</b>

\*Represents the estimated projected fund balance on June 30, 2022; the balance is subject to change due to expenses or revenues that may be accrued and may have not have yet been processed.

## FLEET SERVICES

### COMMENTS

The General Services Fleet Services (formerly Central Garage) is an Internal Service Fund (ISF) that operates as a preventative maintenance and automotive repair facility to establish better utilization of County vehicles. Fleet Services controls, maintains, and services all County vehicles, except the Road and Fire Department vehicles. The Administrative Office General Services Division provides administrative and fiscal review for this operation.

### WORKLOAD

	<u>Actual 2020-21</u>	<u>Estimated 2021-22</u>	<u>Projected 2022-23</u>
Sedans	109	115	133
Sheriff Vehicles	81	89	164
Pickups, SUV's, Vans	131	134	139
Trucks	0	0	0
Total Vehicles	321	338	436

### OTHER INCOME

**662740**     **Charges for Mileage** (\$3,472,226) is recommended increased \$891,287 representing the cost of the total miles traveled by the vehicles maintained by Fleet Services. It is recommended that the following Fleet Services mileage rates be approved for 2022-23:

Sedan	\$.70 per mile	SO Detective PU – Equip.	\$1.09
Pickups, Vans, SUVs	\$.80 per mile	SO Detective PU – Equip	\$1.39 per mile
SO Patrol - w/o Equip.	\$1.00 per mile		

Note: The IRS rate for use of employees' personal vehicles as of January 1, 2022 is 58.5¢ per mile, and will be readjusted by the IRS on January 1, 2023.

\*Sheriff's Unit mileage charges will vary from \$1.09 to \$1.39 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** (\$3,500) is recommended, representing the revenue from reserve funds held in the Fleet Services (Central Garage) account.

**662741**     **Vehicle Maintenance Charges** (\$307,632) is decreased \$70,443 representing maintenance charges to subvented Departments for the servicing and fuel use of their vehicles.

## FLEET SERVICES

### OTHER INCOME (continued)

- 673908**      **Other Income** (\$4,000) is recommended unchanged and is an anticipated amount for miscellaneous 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 unchanged representing anticipated revenue from surplus equipment and vehicle 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** (\$1,243,291) is a recommended increase \$266,291 due to increased fuel costs.
- 710102**      **Permanent Salaries** (\$340,448) is a recommended decrease of \$8,815 based on the recommended staffing levels.
- 710200**      **Retirement** (\$138,256) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** (\$71,874) is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** (\$3,240) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.
- 720200**      **Clothing & Personal Supplies** (\$3,500) is recommended unchanged for protective clothing, masks, glasses, and uniform cost.
- 720300**      **Communications** (\$3,000) is a recommended increase of \$200 based on current projections.
- 720500**      **Household Expense** (\$5,550) is recommended increased \$2,050 for rags, towels, degreasers, soaps, etc.
- 720600**      **Insurance** (\$415) reflects the Department's contribution to the County's Self-Insured Liability Program.

## FLEET SERVICES

### OTHER OPERATING EXPENSES (continued)

- 720605**      **Employer Share of Retiree Insurance** (\$35,000) is recommended for the Department's share of retirees' health insurance premiums.
- 720800**      **Maintenance - Equipment** (\$10,000) is recommended unchanged for maintaining equipment in the shop.
- 720900**      **Maintenance - Structures & Grounds** (\$35,000) is recommended unchanged for the maintenance of the Fleet Services Building and grounds. This amount includes the cost of the replacement of 3 industrial swamp coolers located at the Fleet Services Building.
- 721000**      **Medical, Dental & Laboratory Supplies** (\$100) is recommended unchanged for first aid supplies.
- 721300**      **Office Expense** (\$4,500) is recommended unchanged for costs of forms, parts manuals, copy costs, and general office supplies.
- 721400**      **Professional & Specialized Services** (\$40,000) is a recommended decrease \$42,500 based on current projections for automatic transmission work, major overhauls, radiator repair, and any work that cannot be performed by the Fleet Services 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 services provided by the Auditor-Controller's Office that is more than 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** (\$7,000) is a recommended decrease \$13,000 for hand tools and test equipment used by the staff. Specialty tools to work on the hybrid (electric) vehicles, mats, and padded tools to avoid shock injuries.
- 721900**      **Special Departmental Expense** (\$450,000) is recommended increased \$420,000 due to increases in materials, and supplies used to operate and maintain the vehicles (parts, tires, fuel, lubricants, batteries, accident repair, etc). In addition to annual internet subscription for service manuals and to update mechanical equipment.
- 722000**      **Transportation & Travel** (\$6,000) is recommended unchanged for incidental travel costs when the staff must go out-of-County to retrieve County vehicles and for increased employee training. New training will be need for all technicians in regard to the hybrid vehicles.

## FLEET SERVICES

### **OTHER OPERATING EXPENSES (continued)**

**722100**      **Utilities** (\$20,000) is recommended unchanged due to current annual projections.

**731000**      **Depreciation** (\$0) is not recommended.

**731400**      **Intrafund Transfer** (\$121,780) is recommended to reimburse the General Fund for all Purchasing, Human Resources, Administrative, and Auditor-Controller costs associated with this department through the A-87 Plan.

### **VEHICLE LEASE ACQUISITIONS**

**730330/504**      **Principal/Interest (GASB 87)** (\$1,293,804) is recommended for the ongoing cost of leased vehicles. The estimated lease cost for new acquisitions proposed below is \$241,183. This is in addition to the annual lease payments for the existing annual vehicle replacement program and contract with Enterprise Rent A Car.

Department	Vehicles to be Replaced	Est. Mileage at Trade-in	New Allocation	Vehicle Replaced With	Estimated Annual Lease Cost (3 Year Lease)	Total Cost of Vehicle over The 3 Year Lease
Districts	2013 Utility P/U Utl #208	158,000	N	4X4 1 Ton Utility P/U	\$ 17,333.33	\$ 52,000.00
Districts	2013 SUV #182	150,000	N	4X4 1/2 Ton Crew Cab P/U	\$ 14,500.00	\$ 43,500.00
Districts	2013 Utility P/U #183	Wrecked/Totalled	N	4X4 1 Ton Utility P/U	\$ 17,333.00	\$ 52,000.00
IT	2008 SUV	169,500	N	1/2 Ton Cargo Van	\$ 13,335.00	\$ 40,000.00
Parks & Grounds	1984 Dodge Trk #177	210,000	N	3/4 Ton 4X4 Utility	\$ 16,666.67	\$ 50,000.00
Parks & Grounds	2003 Chevy Trk #163	195,000	N	3/4 Ton 4X4 long bed	\$ 13,515.00	\$ 40,545.00
Parks & Grounds	2008 Ford 3/4 Trk #205	190,000	N	3/4 Ton 4X4 Utility	\$ 16,666.67	\$ 50,000.00
Probation	2008 Dodge Aven #324	124,000	N	Ford Patrol SUV	\$ 17,000.00	\$ 42,000.00
Probation	2016 Ford Expl #311	130,000	N	Ford Patrol SUV	\$ 17,000.00	\$ 42,000.00
Probation	2016 Ford Expl #304	130,000	N	Ford Patrol SUV	\$ 17,000.00	\$ 42,000.00
Bldg/Fire	2005 Jeep Lbty #210	159,000	N	Chevy Colorado Trk	\$ 10,000.00	\$ 30,000.00
Sheriff	Equinox #364	135,000	N	4X4 1/2 Ton Truck	\$ 14,500.00	\$ 43,500.00
Sheriff	Ford Exp PPU #358	145,000	N	Ford Exp Patrol PPU	\$ 27,333.33	\$ 82,000.00
Sheriff	Ford Expl PPU #388 K9	150,000	N	Ford Expl PPU - K9	\$ 29,000.00	\$ 87,000.00

**740300**      **Fixed Assets** (\$3,930,158) is recommended for the purchase of vehicles in the Sheriff's vehicle replacement program and the costs to purchase and install docking stations for the Probation mobile operation field officers.

**COUNTY OF MADERA  
BUDGET UNIT POSITION SUMMARY  
BUDGET FOR THE FISCAL YEAR 2022-23**

Department: **FLEET SERVICES  
(10800)**  
Function: **General**  
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Fund: **FLEET SERVICES**

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2021-22 Authorized Positions</u>		<u>2022-23 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	Fleet Services Manager		-	1.0	-	1.0	-	A
3700	Automotive Shop Supervisor	1.0	-	-	-	(1.0)	-	A
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	-	-	-	
3636	Program Assistant I or	1.0	-	-	-	(1.0)	-	
3637	Program Assistant II	-	-	1.0		1.0		
<b>TOTAL</b>		<b>6.0</b>	<b>-</b>	<b>6.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**NOTES:**

**A** Automotive Shop Supervisor position was reclassified to Fleet Services Manager to better meet the needs of the Division