

**COUNTY OF MADERA  
BUDGET UNIT DETAIL  
BUDGET FOR THE FISCAL YEAR 2023-24**

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

	<b>ACTUAL <u>2021-22</u></b>	<b>BOARD APPROVED <u>2022-23</u></b>	<b>DEPARTMENT REQUEST <u>2023-24</u></b>	<b>CAO RECOMMENDED <u>2023-24</u></b>
Beginning Fund Balance	1,237,193	4,228,397	1,836,000	1,836,000
<b><u>ESTIMATED REVENUES:</u></b>				
662740 Charges for Mileage	2,485,373	3,472,226	4,664,000	4,664,000
OTHER INCOME				
640101 Interest	7,874	3,500	14,000	14,000
659000 Other - GOV Agencies	0	0	100,000	100,000
662741 Vehicle Maintenance Charges	409,225	307,632	360,000	360,000
673800 PY Cancel Warrants	30	0	0	0
673903 Miscellaneous Reimbursement	120,148	0	50,000	50,000
673908 Other Income	0	4,000	0	0
680103 Sale of Fixed Assets & Other Sales	83,793	45,000	75,000	75,000
680200 Operating Transfers In	3,805,934	0	0	0
680401 Miscellaneous & Other Services	0	1,000	1,000	1,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>6,912,376</b>	<b>3,833,358</b>	<b>5,264,000</b>	<b>5,264,000</b>
<b><u>EXPENDITURES:</u></b>				
721930 Cost of Inventoried Material & Supplies Used	<b>1,012,610</b>	<b>1,243,291</b>	<b>1,250,000</b>	<b>1,250,000</b>
OTHER OPERATING EXPENSES				
710102 Permanent Salaries	322,256	340,448	355,922	355,922
710200 Retirement	94,568	138,256	143,017	143,017
710300 Health Insurance	43,695	71,874	91,282	91,282
710400 Workers' Compensation	3,240	3,240	2,851	2,851
720200 Clothing & Personal Supplies	1,191	3,500	4,100	4,100
720300 Communications	2,508	3,000	3,480	3,480
720500 Household Expense	2,899	5,550	5,550	5,550
720600 Insurance Expense	415	415	789	789

**COUNTY OF MADERA  
BUDGET UNIT DETAIL  
BUDGET FOR THE FISCAL YEAR 2023-24**

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

	<u>ACTUAL 2021-22</u>	<u>BOARD APPROVED 2022-23</u>	<u>DEPARTMENT REQUEST 2023-24</u>	<u>CAO RECOMMENDED 2023-24</u>
OTHER OPERATING EXPENSES (continued)				
720605 Employer Share of Retiree Insurance	34,111	35,000	35,000	35,000
720800 Maintenance - Equipment	2,758	10,000	5,000	5,000
720900 Maintenance - Structures & Grounds	17,617	35,000	25,000	25,000
721000 Medical, Dental & Laboratory Supplies	0	100	0	0
721300 Office Expense	1,403	4,500	5,000	5,000
721400 Professional & Specialized Services	11,166	40,000	75,000	75,000
721600 Rents & Leases - Equipment	0	600	600	600
721800 Small Tools & Instruments	1,264	7,000	5,000	5,000
721900 Special Departmental Expense	382,822	450,000	400,000	400,000
722000 Transportation & Travel	552	6,000	6,000	6,000
722100 Utilities	18,461	20,000	25,000	25,000
730330 Principal (GASB 87)	714,259	1,251,831	1,830,635	1,830,635
730504 Interest (GASB 87)	15,538	41,973	42,433	42,433
731400 Intrafund Transfer - Cost Plan	94,394	121,780	121,780	121,780
<b>TOTAL OPERATING EXPENSES</b>	<b>2,777,726</b>	<b>3,833,358</b>	<b>4,433,439</b>	<b>4,433,439</b>
<b>REVENUE OVER/(UNDER) (REV - EXP)</b>	<b>4,134,650</b>	<b>0</b>	<b>830,561</b>	<b>830,561</b>
FIXED ASSETS				
740300 Equipment	1,096,434	3,930,158	0	0
<b>TOTAL FIXED ASSETS</b>	<b>1,096,434</b>	<b>3,930,158</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>3,874,160</b>	<b>7,763,516</b>	<b>4,433,439</b>	<b>4,433,439</b>
<b>REVENUE OVER/(UNDER) (REV - EXP)</b>	<b>3,038,216</b>	<b>(3,930,158)</b>	<b>830,561</b>	<b>830,561</b>

\*Represents the estimated projected fund balance on June 30, 2023; 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 2021-22</u>	<u>Estimated 2022-23</u>	<u>Projected 2023-24</u>
Sedans	115	133	133
Sheriff Vehicles	89	164	165
Pickups, SUV's, Vans	134	139	159
Trucks	0	0	0
Total Vehicles	321	338	457

### OTHER INCOME

**662740**     **Charges for Mileage** (\$4,664,000) is recommended increased \$1,191,774 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 2023-24:

Sedans	\$ 1.43 per mile	SO Patrol – w/o Equip	\$ 1.63 per mile
Pickups, Vans, SUVs	\$ 1.53 per mile	SO Detective PU – Equip	\$ 1.88 per mile
Pickups, Van, SUV's w/Equip.	\$ 1.84 per mile	SO Patrol SUV/ P/U – w/Equip.	\$ 2.05 per mile

Note: The IRS rate for use of employees' personal vehicles as of January 1, 2023 is 58.5¢ per mile, and will be readjusted by the IRS on January 1, 2024.

\*Sheriff's Unit mileage charges will vary from \$ 1.63 to \$ 2.05 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** (\$14,000) is recommended, representing the revenue from reserve funds held in the Fleet Services (Central Garage) account.

## FLEET SERVICES

### OTHER INCOME (continued)

- 659000**      **Other – Gov Agencies** (\$100,000) is recommended based on anticipated proceeds should the San Joaquin Valley Air Resources Board (SJVRB) grant be approved. The cost of the vehicles to be replaced with this grant are included in this budget but the actual purchase will not occur until the grant is approved.
- 662741**      **Vehicle Maintenance Charges** (\$360,000) is increased \$52,368 representing maintenance charges to subvented Departments for the servicing and fuel use of their vehicles.
- 673903**      **Miscellaneous Reimbursement** (\$50,000) is recommended for miscellaneous reimbursements from insurance claims and recoveries from damages done to County vehicles from outside sources.
- 680103**      **Sale of Fixed Assets & Other Sales** (\$75,000) is a recommended increase of \$30,000 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** (\$1,250,000) is a recommended increase \$6,709 due to current year projections for fuel prices.
- 710102**      **Permanent Salaries** (\$355,922) is a recommended increase of \$15,474 based on current staffing levels and step increases.
- 710200**      **Retirement** (\$143,017) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300**      **Health Insurance** (\$91,282) is based on the employer's share of health insurance premiums.
- 710400**      **Workers' Compensation** (\$2,851) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

## FLEET SERVICES

### EXPENSES (continued)

- 720200**      **Clothing & Personal Supplies** (\$4,100) is recommended increased \$600 for protective clothing, masks, glasses, and uniform cost.
- 720300**      **Communications** (\$3,480) is a recommended increase of \$480 based on current projections and the addition of services for (1) cell phone to be used by the Senior Automotive Technician.
- 720500**      **Household Expense** (\$5,550) is recommended unchanged for rags, towels, degreasers, soaps, etc.
- 720600**      **Insurance** (\$789) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720605**      **Employer Share of Retiree Insurance** (\$35,000) is recommended for the Department's share of retirees' health insurance premiums.
- 720800**      **Maintenance - Equipment** (\$5,000) is a recommended decrease of \$5,000 for maintaining equipment in the Fleet shop.
- 720900**      **Maintenance - Structures & Grounds** (\$25,000) is a recommended decrease of \$10,000 for the maintenance of the Fleet Services Building and grounds.
- 721300**      **Office Expense** (\$5,000) is recommended increased \$500 for costs of forms, parts manuals, copy costs, and general office supplies.
- 721400**      **Professional & Specialized Services** (\$75,000) is a recommended increased \$35,000 based on current projections for automatic transmission work, major overhauls, radiator repair, towing services, 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.

## FLEET SERVICES

### OTHER OPERATING EXPENSES (continued)

- 721800**      **Small Tools & Instruments** (\$5,000) is a recommended decrease of \$2,000 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** (\$400,000) is a recommended decrease of \$50,000 for 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.
- 722100**      **Utilities** (\$25,000) is recommended increased \$5,000 due to current annual projections.
- 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)** (\$1,873,068) is recommended for the ongoing cost of leased vehicles. The estimated lease cost for new acquisitions proposed below is \$369,666.62. This is in addition to the annual lease payments for the existing annual vehicle replacement program with Bank of America and contract with Enterprise Rent A Car.

## FLEET SERVICES

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
Eng/Maint	New Vehicle		Y	4X4 3/4 Ton Util. P/U	\$ 21,666.66	\$ 65,000.00
Districts	2014 SUV #204	150,000	N	4X4 1 Ton Util. P/U	\$ 22,333.33	\$ 67,000.00
Districts	2013 Utility P/U #162	155,000	N	4X4 1 Ton Utility P/U	\$ 22,333.33	\$ 67,000.00
Districts	New Vehicle		Y	4X4 1 Ton Util P/U	\$ 22,333.33	\$ 67,000.00
Districts	New Vehicle		Y	4X4 1 Ton Util P/U	\$ 22,333.33	\$ 67,000.00
Parks & Grounds	2007 Ford F250 #166	161,000	N	4X4 3/4 Ton Util. P/U	\$ 21,666.66	\$ 65,000.00
DOC	2016 FD Trans Van #134	156,483	N	Prisoner Trans Van	\$ 20,666.66	\$ 62,000.00
DOC	2005 Crown Vic # 135	110,000	Y	Ford Exp SUV	\$ 19,000.00	\$ 57,000.00
Animal Control	2001 3/4 P/U W/ BX #115	170,000	N	3/4 Ton Util Truck w/an box	\$ 21,666.66	\$65,000.00
Probation	2010 Trans Van #122	155,000	N	Ford Patrol SUV	\$ 20,000.00	\$ 60,000.00
Sheriff	2015 Ford Expl #328	130,000	N	Ford Patrol SUV	\$ 30,000.00	\$ 90,000.00
Sheriff	2020 2020 Ford Exp #346	135,000	N	Ford Patrol SUV	\$ 30,000.00	\$ 90,000.00
Sheriff	2014 Ford Exp #349 CVL	139,000	N	Ford Patrol SUV	\$ 30,000.00	\$ 90,000.00
Sheriff	Trk Det #398	135,000	N	4X4 1/2 Ton Truck	\$ 17,833.33	\$ 53,500.00
Sheriff	Ford Exp PPU Det #379	145,000	N	4X4 1/2 Ton Truck	\$ 17,833.33	\$ 53,500.00
Sheriff - Homeless	Outreach New Vehicle		Y	4X4 1/2 Ton Patrol Trk	\$ 30,000.00	\$ 90,000.00
<b>Total:</b>					\$ 369,666.62	\$ 1,109,000.00

**COUNTY OF MADERA  
BUDGET UNIT POSITION SUMMARY  
BUDGET FOR THE FISCAL YEAR 2023-24**

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

<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2022-23 Authorized Positions</u>		<u>2023-24 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	-	-	-	
3701	Automotive Technician	2.0	-	2.0	1.0	-	1.0	<b>A</b>
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	-	-	-	-	-	-	
3637	Program Assistant II	1.0	-	1.0	-	-	-	
3349	Accounting Technician I or	-	-	-	-	-	-	
3354	Accounting Technician II	-	-	-	1.0	-	1.0	<b>B</b>
<b>TOTAL</b>		<b>6.0</b>	<b>-</b>	<b>6.0</b>	<b>2.0</b>	<b>-</b>	<b>2.0</b>	

**NOTES:**

- A** One (1) FTE unfunded Automotive Technician position is recommended due to larger fleet. It is recommended to have 1 mechanic per 100 vehicles. Currently have over 400 vehicles in the fleet and expecting more.
- B** One (1) FTE unfunded Automotive Technician position is recommended to assist with administrative tasks due to having a part time Fleet Services Manager.