

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	ACTUAL 2016-17	BOARD APPROVED 2017-18	DEPARTMENT REQUEST 2018-19	CAO RECOMMENDED 2018-19
Beginning Fund Balance	1,121,740	950,000	550,000	550,000 *
<u>ESTIMATED REVENUES:</u>				
662740 Charges for Mileage	1,542,518	1,930,391	2,041,880	2,041,880
OTHER INCOME				
640101 Interest	7,736	5,500	5,500	5,500
659000 Other - Gov Agencies	0	0	100,000	100,000
662741 Vehicle Maintenance Charges	186,564	220,336	189,759	189,759
673908 Other Income	1,839	1,000	2,500	2,500
680103 Sale of Fixed Assets & Other Sales	29,784	25,000	40,000	40,000
680401 Miscellaneous & Other Services	0	1,000	1,000	1,000
TOTAL ESTIMATED REVENUES	1,768,441	2,183,227	2,380,639	2,380,639
<u>EXPENDITURES:</u>				
721930 Cost of Inventoried Material & Supplies Used	728,724	844,275	861,426	861,426
OTHER OPERATING EXPENSES				
710102 Permanent Salaries	253,478	262,732	269,998	269,998
710103 Extra Help	0	42,138	42,138	42,138
710200 Retirement	82,018	89,208	92,564	92,564
710300 Health Insurance	40,227	48,923	60,118	60,118
710400 Workers' Compensation	3,519	3,852	3,418	3,418
720200 Clothing & Personal Supplies	1,451	2,400	2,400	2,400
720300 Communications	1,319	1,400	2,200	2,200
720500 Household Expense	1,614	2,000	2,000	2,000
720600 Insurance	119	190	349	349
720605 Employer Share of Retiree Insurance	22,419	20,140	20,140	20,140

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	ACTUAL <u>2016-17</u>	BOARD APPROVED <u>2017-18</u>	DEPARTMENT REQUEST <u>2018-19</u>	CAO RECOMMENDED <u>2018-19</u>
OTHER OPERATING EXPENSES (continued)				
720800 Maintenance - Equipment	4,334	3,400	4,000	4,000
720900 Maintenance - Structures & Grounds	0	5,000	5,000	5,000
721000 Medical, Dental & Laboratory Supplies	0	100	100	100
721300 Office Expense	27,800	3,022	4,000	4,000
721400 Professional & Specialized Services	67,179	82,500	82,500	82,500
721600 Rents & Leases - Equipment	0	600	600	600
721800 Small Tools & Instruments	697	3,000	3,000	3,000
721900 Special Departmental Expense	2,285	5,000	7,500	7,500
722000 Transportation & Travel	1,693	2,000	3,000	3,000
722100 Utilities	13,124	18,000	18,000	18,000
730302 Retire Capital Leases	0	0	25,572	25,572
731000 Depreciation	0	659,909	751,052	751,052
731400 Intrafund Transfer - Cost Plan	95,414	83,438	119,564	119,564
TOTAL EXPENDITURES	1,347,414	2,183,227	2,380,639	2,380,639
REVENUE OVER/(UNDER) (REV - EXP)	421,027	0	0	0
FIXED ASSETS				
740300 Equipment	733,972	1,197,710	718,490	718,490
TOTAL FIXED ASSETS	733,972	1,197,710	718,490	718,490

*Represents the Estimated Projected Fund Balance on June 30, 2018; the balance is subject to change due to expenses or revenues that may be accrued to June 30, 2018, 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 2017-18</u>	<u>Estimated 2018-19</u>	<u>Projected 2018-19</u>
Sedans	117	115	115
Sheriff Vehicles	68	68	68
Pickups, SUV's, Vans	128	120	120
Trucks	<u>0</u>	<u>0</u>	<u>0</u>
Total Vehicles	313	303	303

INCOME

662740 **Charges for Mileage** (\$2,041,880) is recommended increased \$95,208, 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 2018-19:

Sedan	56¢ per mile	Sheriff Vehicles	67¢/90¢*
Pickups, Vans, SUVs	60¢ per mile	Sheriff PPU 4x4	90¢/\$1.10*

Note: The IRS rate for use of employees' personal vehicles as of January 1, 2018, is 54.5¢ per mile, and will be readjusted by the IRS on January 1, 2019.

*Sheriff's Unit mileage charges will vary from \$.67 to \$1.10 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

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** (\$189,759) is decreased representing maintenance charges to subvented Departments for the servicing and fuel use of their vehicles.

CENTRAL GARAGE

OTHER INCOME (continued)

- 673908** Other Income (\$2,500) 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 (\$40,000) is recommended increased \$15,000 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 (\$861,426) is recommended increased \$17,151 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 (\$269,998) are recommended increased \$7,266 based on the recommended staffing level.
- 710103** Extra Help (\$42,138) is recommended based on anticipated work load and succession needs.
- 710200** Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** Health Insurance is based on the employer's share of health insurance premiums.
- 710400** Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.
- 720200** Clothing & Personal Supplies (\$2,400) is recommended for protective clothing, masks, glasses, and uniform cost.
- 720300** Communications (\$2,200) is recommended increase \$800 based on present cost experience.
- 720500** Household Expense (\$2,000) is recommended for rags, towels, degreasers, soaps, etc.
- 720600** Insurance reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720605** Employer Share of Retiree Insurance (\$20,140) is recommended unchanged for the Department's share of retirees' health insurance premiums.

CENTRAL GARAGE

OTHER OPERATING EXPENSES (continued)

- 720800** **Maintenance - Equipment** (\$4,000) is recommended increased \$600 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** (\$4,000) is recommended increased \$978 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 (\$1,800) 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** (\$3,000) is recommended for hand tools and test equipment used by the staff.
- 721900** **Special Departmental Expense** (\$7,500) is recommended increased to fund an Internet subscription for service manuals and to update equipment, scanners, computers, and to replace an antiquated Brake Lathe.
- 722000** **Transportation & Travel** (\$3,000) is recommended increased \$1,000 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** (\$660,343) is recommended to provide funds for equipment and vehicle replacement.
- 731400** **Intrafund Transfer** (\$119,564) is recommended increased \$36,126 to reimburse the General Fund for all Purchasing, Human Resources, Administrative, and Auditor-Controller costs associated with this department through the A-87 Plan.

CENTRAL GARAGE

VEHICLE LEASE PROGRAM

730302 **Retire Capital Leases** (\$25,572) is a new account and captures the annual cost of replacing the five (5) vehicles identified below through the vehicle lease program. The leases are paid by the Central Garage to Enterprise Fleet Management 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>
District Attorney	2005 4x4 Excab P/U	151,000	-	SUV Lease	\$6,180 ³	Recommended
Public Health	2001 Sedan CNG	65,300	-	Sedan Lease	\$4,620 ³	Recommended
Public Health	2003 Sedan CNG	40,200	-	Sedan Lease	\$4,620 ³	Recommended
Public Health	2003 Sedan CNG	65,300	-	Sedan Lease	\$4,620 ³	Recommended
Probation	1998 Ford Sedan	136,000	-	Sedan Lease	\$5,532 ³	Recommended

³ 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 2018-19**

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 (10800)**
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 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	-	-	-	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	-	-	-	
TOTAL		5.0	-	5.0	-	-	-	

NOTES:

A - Sample Note