

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 2022 proposed expenditure budget for the Department of Environmental Services' (DES) Automotive Equipment Fund is \$20,969,541, a 13 percent increase from the FY 2021 adopted budget. The FY 2022 budget reflects:

- ↓ Personnel decreases due to the reductions itemized below, vacant positions being filled at lower salaries than previously budgeted for, and lower retirement contributions based on current actuarial projections.
- ↑ Vehicle addition expenses increase due to additional vehicle purchases in FY 2022 (\$32,168), partially offset by the removal of funds added in the FY 2021 budget for additional vehicle purchases (\$30,000).
- ↑ Vehicle replacement expense increases primarily due to the current vehicle replacement schedule and increase in Lease Purchase expenses (\$2,967,571) for fire apparatus, partially offset by decreases due to the number and configuration of vehicles replaced based on mileage, condition, age, and departmental needs (\$298,366).
 - In FY 2022, County departments deferred an increased number of vehicles for replacement given low mileage and vehicle condition due to COVID-19 (deferrals in FY 2021 were 210, deferrals in FY 2022 are 235).
- ↑ Revenue increases due to lease purchase revenue (\$2,967,571) to finance fire apparatus and fleet additions (\$2,168), partially offset by decreases due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$83,480).

FY 2022 Proposed Budget Reduction

Equipment Bureau

- ↓ Eliminate two vacant technicians (\$177,350, 2.0 FTEs)
IMPACT: In order to keep up with the maintenance and repair of construction equipment, efficiencies will have to be realized in the Engineering section and additional support will have to be provided from the evening Heavy Fleet section. The Equipment Bureau believes both of these reductions are manageable, however; if there is a significant negative impact on vehicle downtime the bureau will request additional FTEs in future budget processes.

FUND FINANCIAL SUMMARY

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed	% Change '21 to '22
Personnel	\$6,119,426	\$6,736,501	\$6,472,913	-4%
Non-Personnel	2,284,268	2,936,385	2,923,801	-
Accident Repairs	222,964	291,200	291,200	-
Additions	53,551	30,000	32,168	7%
Replacement & Lease Purchase	9,590,605	8,450,254	11,119,459	32%
Transfer to General Fund and School	-	-	-	-
Subtotal	18,270,814	18,444,340	20,839,541	13%
Insurance/Other Transfers	130,000	130,000	130,000	-
Total Net Expenditures	18,400,814	18,574,340	20,969,541	13%
County & School Revenues	16,889,164	18,245,065	18,161,585	-
Sales of Surplus Equipment	780,898	300,000	300,000	-
Miscellaneous Revenues	247	61,000	61,000	-
Transfer from General Fund	-	30,000	32,168	7%
Transfer from Line of Credit Proceeds	1,486,887	-	2,967,571	-
Transfer from Utilities Fund	47,000	-	-	-
Total Revenues	19,204,196	18,636,065	21,522,324	15%
Change in Fund Balance	\$803,382	\$61,725	\$552,783	
Permanent FTEs	60.00	60.00	58.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	60.00	60.00	58.00	

AUTOMOTIVE EQUIPMENT FUND
FUND SUMMARY

AUTOMOTIVE EQUIPMENT FUND: FUND STATEMENT

	FY 2020 ACTUAL	FY 2021 ADOPTED	FY 2021 RE-ESTIMATE	FY 2022 PROPOSED
ADJUSTED BALANCE, JULY 1	\$10,336,393	\$3,557,084	\$11,139,775	\$6,534,931
OPERATING RECEIPTS				
Maintenance/Operating Rental Book	5,743,330	5,515,936	5,643,929	5,469,740
Other Maintenance - Non Rental Book	153,675	400,000	400,000	400,000
Temporary Loan Vehicles	-	130,000	130,000	130,000
Schools Maint./ Operating	2,114,141	2,740,687	2,414,751	2,524,618
Other Maintenance - Non Rental Book Schools	23,887	120,000	45,000	45,000
Subrogation Revenues	-	60,000	60,000	60,000
Miscellaneous	247	1,000	1,000	1,000
CAPITAL RECEIPTS				
County Fleet Replacement & Lease Purchase	7,327,807	7,622,891	7,257,758	7,832,697
Schools Replacement	1,526,324	1,715,551	1,715,551	1,759,530
Sales of Surplus Equipment	780,898	300,000	1,381,242	300,000
TOTAL RECEIPTS	17,670,309	18,606,065	19,049,231	18,522,585
OTHER FINANCING SOURCES				
Transfers in from General Fund	-	30,000	30,000	-
Additions to the Fleet:	-	-	-	32,168
Transfers in from Utilities Fund	47,000	-	-	-
Transfers in from 380900 Line of Credit Proceeds	1,486,887	-	3,438,113	2,967,571
Transfers in from General Capital Fund	-	-	-	-
TOTAL TRANSFERS IN	1,533,887	30,000	3,468,113	2,999,739
TOTAL RECEIPTS AND TRANSFERS IN	19,204,196	18,636,065	22,517,344	21,522,324
TOTAL BALANCE, CAPITAL RESERVE, RECEIPTS AND TRANSFERS IN	29,540,589	22,193,149	33,657,119	28,057,255
OPERATING EXPENSES				
Administration, Maintenance	6,546,255	7,422,756	7,422,756	7,111,471
Schools	2,080,403	2,541,330	2,564,805	2,576,443
Subtotal	8,626,658	9,964,086	9,987,561	9,687,914
CAPITAL EXPENSES				
Encumbrance/ Incomplete Projects	-	-	10,777,629	-
Transfer In from General Capital Fund	-	-	-	-
Replacements to Fleet (County)	7,397,274	5,530,093	4,718,535	9,419,459
Replacements to Fleet (Schools)	1,576,727	1,478,463	1,478,463	1,700,000
Additions to Fleet	53,551	30,000	30,000	32,168
Lease Purchase	616,604	1,441,698	-	-
Subtotal	9,644,156	8,480,254	17,004,627	11,151,627
TOTAL EXPENSES	18,270,814	18,444,340	26,992,188	20,839,541
Transfer Out to Fund 101	-	-	-	-
Transfer Out to School Operating	-	-	-	-
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	18,400,814	18,574,340	27,122,188	20,969,541
BALANCE, JUNE 30	\$11,139,775	\$3,618,809	\$6,534,931	\$7,087,714

Note: Fund Balance is reserved for financing encumbrances and incomplete projects carried over from the previous fiscal year. Fund balance includes \$601,851 for capital lease and \$212,412 line of credit liabilities. Starting fund balance for FY 2021 budget purposes is calculated as Equity in Pooled Cash less Vouchers Payable per the CAFR. See the FY 2020 CAFR page 222.

COUNTY ADMINISTRATIVE AND VEHICLE REPAIR SECTION

PROGRAM MISSION

To ensure that safe, efficient, and environmentally friendly vehicles are available to County staff to accomplish their missions by providing timely fleet support services including:

- Replace vehicles and equipment on time and within budget.
- Evaluate and manage the environmental impact of the County’s fleet of vehicles and equipment in line with the County’s sustainability goals.
- Provide timely and optimal maintenance and repair services to the County’s fleet of vehicles and equipment.
- Manage the stock room to ensure needed parts are available and the stock levels are optimal.
- Manage contracts with commercial providers for out-sourced functions such as body, glass and transmission repair, and major overhauls.
- Ensure quality fuels, lubricants, and other bulk items are acquired and dispensed appropriately.
- Dispose of surplus vehicles and equipment to maximize the return to the County.

PERFORMANCE MEASURES

FY 2020 Performance Measures reflect COVID-19 impacts to services in the final months of the fiscal year while FY 2021 and FY 2022 estimates are based on current conditions and anticipated impacts on the performance measures. Additionally, FY 2022 estimates do not incorporate the impact of proposed budget reductions; the impact of those reductions are included in the impact statements shown in the Department Budget Summary.

Critical Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
Average Annual Heavy Vehicle Downtime	14%	11%	16%	12%	12%	12%
Average Annual Light Vehicle Downtime	3%	3%	3%	3%	2%	2%
Inventory Accuracy (%)	99%	97%	91%	94%	95%	95%
Inventory Managed (\$)	\$688,287	\$724,213	\$675,132	\$626,985	\$675,000	\$675,000
Gasoline Used (Thousand gallons)	515	530	464	512	350	425
Light Vehicle Average Maintenance and Repair Cost	\$4,337	\$4,372	\$3,956	\$3,777	\$4,009	\$3,884
Heavy Truck Average Maintenance & Repair Cost	\$11,956	\$11,477	\$9,008	\$9,437	\$9,565	\$9,024
Ultra Low Sulfur Diesel Used (Thousand gallons)	665	668	658	594	375	450

- Lower projected gasoline and diesel usage in FY 2021 is due to the COVID-19 Pandemic and less vehicle usage.
- Average maintenance costs for Heavy Truck and Light Vehicle maintenance is based on a four-year rolling average. In FY 2022, there will be a slight decrease.

COUNTY ADMINISTRATIVE AND VEHICLE REPAIR SECTION

Supporting Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
Electric Light Vehicles in Fleet	4	4	7	7	12	17
Heavy Vehicles in Fleet	204	210	210	202	195	200
Hybrid Light Vehicles in Fleet	127	120	112	112	107	105

- In FY 2022, the number of electric light vehicles is expected to increase as the County is actively pursuing replacement of vehicles with Nissan Leafs. This purchase is an important step that will support the Community Energy Plan (CEP), adopted in September 2019 by the County Board.
- Hybrid vehicles in the fleet are decreasing because in FY 2013 Ford stopped offering the Ford Escape Hybrid model and those vehicles have and are being replaced with a standard Ford Escape. Ford is now offering a Hybrid model again and the Equipment Bureau will be looking at this as a future replacement option.

SCHOOL FLEET REPAIR SECTION

PROGRAM MISSION

To provide Arlington County School Transportation with safe, reliable transportation to and from schools and school-related activities and provide timely inspection, maintenance, and repair services to the Arlington Public School (APS) fleet.

PERFORMANCE MEASURES

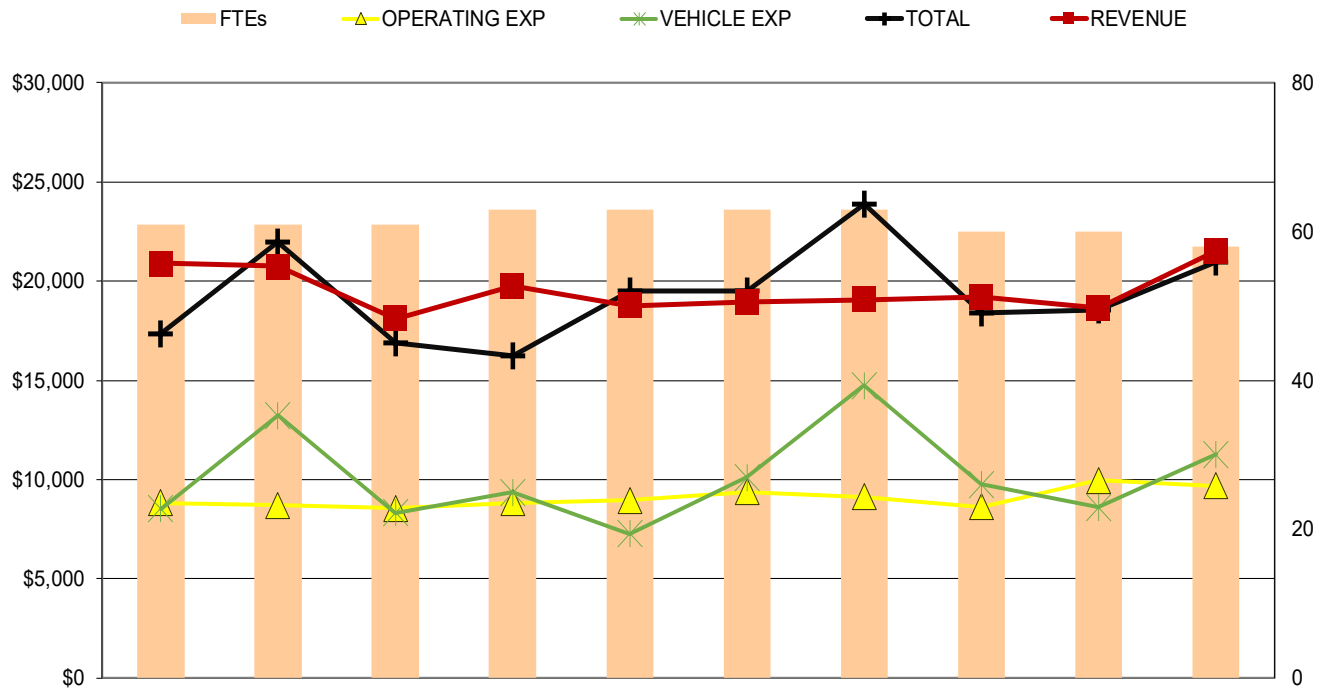
FY 2020 Performance Measures reflect COVID-19 impacts to services in the final months of the fiscal year while FY 2021 and FY 2022 estimates are based on current conditions and anticipated impacts on the performance measures. Additionally, FY 2022 estimates do not incorporate the impact of proposed budget reductions; the impact of those reductions are included in the impact statements shown in the Department Budget Summary.

Critical Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
Buses Average Annual Maintenance & Repair	\$9,221	\$8,973	\$8,509	\$8,081	\$8,157	\$8,610
Buses Serviced	174	177	177	188	202	202

- Arlington County Public Schools continues to add newer buses to its fleet as it has over the last several years. Bus maintenance is based on a rolling 4-year average with a slight increase expected for FY 2022 based on the mix of vehicles.

Supporting Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
Average Annual Bus Downtime	11%	7%	6%	5%	2%	3%

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Proposed Budget
OPERATING EXP	\$8,832	\$8,716	\$8,558	\$8,825	\$8,964	\$9,393	\$9,127	\$8,627	\$9,964	\$9,688
VEHICLE EXP	\$8,533	\$13,239	\$8,333	\$9,359	\$7,265	\$10,127	\$14,735	\$9,774	\$8,610	\$11,282
TOTAL	\$17,365	\$21,955	\$16,891	\$16,229	\$19,520	\$19,520	\$23,862	\$18,401	\$18,574	\$20,970
REVENUE	\$20,907	\$20,760	\$18,117	\$19,742	\$18,755	\$18,945	\$19,077	\$19,204	\$18,636	\$21,522
FTEs	61.00	61.00	61.00	63.00	63.00	63.00	63.00	60.00	60.00	58.00

Fiscal Year	Description	FTEs
FY 2013	<ul style="list-style-type: none"> ▪ Non-personnel expenses decreased due to reductions in building repairs for the FY 2012 replacement of the vehicle service lifts (\$100,000). ▪ Additions expenses increased (\$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. ▪ 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 increased 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 increased due to the off-cycle lease purchase of fire equipment (two heavy rescue units, one loader and four pumpers) (\$1,980,953). ▪ Revenues increased 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 decreased 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 increased for the purchase of a new vehicle for the DES (\$42,000). ▪ Replacement expenses decreased due to the number of configuration of vehicles slated to be replaced in FY 2015 (\$1,954,202). ▪ Revenues decreased due to there being no lease proceeds (\$1,842,205). ▪ Revenues decreased 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 increased for the purchase of two new vehicles for DES (\$100,624), offset by the removal of the cost of the purchase of a new vehicle for DES in FY 2015 (\$42,000). 	2.0

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ Lease purchase expense increased (\$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 increased due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$1,012,251). 	
FY 2017	<ul style="list-style-type: none"> ▪ Additions to fleet expense and the related transfer from the Utilities Fund decrease for the purchase of two new vehicles for the DES, which occurred in FY 2016 (\$100,624). ▪ Revenues decreased from charges to other departments for the maintenance and replacement of County vehicles (\$341,969). ▪ Replacement expenses increased due to the number and configuration of vehicles slated to be replaced in FY 2017 (\$995,357). 	
FY 2018	<ul style="list-style-type: none"> ▪ Additions expense increased due to the purchase of vehicles for DES' Streetlights program and a new Construction Manager in Water, Sewer, and Streets (\$185,835). ▪ Transfer from other funds increased due to transfers from the General Fund (\$156,835) and the General Capital Projects Fund (\$29,000) for the purchase of additions to the fleet. ▪ Vehicle replacement expenses decreased (\$1,503,879) relative to the number and configuration of vehicles replaced in FY 2017 based on mileage, condition, age, and departmental needs. 	
FY 2019	<ul style="list-style-type: none"> ▪ Non-personnel decreased due to adjustments to the annual expense for maintenance and replacement of County vehicles (\$26,112). ▪ Vehicle replacement expenses increased (\$668,818), partially offset by a decrease (\$251,411) in Lease Purchase expenses. ▪ Increased the Sales of Surplus Equipment (\$50,000). 	
FY 2020	<ul style="list-style-type: none"> ▪ Eliminated two vacant Mechanic positions and a vacant Trades Worker IV position (\$276,947). ▪ Vehicle replacement expenses increased primarily due to the current rental book replacement schedule (\$1,744,972), and the addition of a vehicle to support a new position in the Utilities Fund (\$47,000) ▪ Decreased Lease Purchase expenses (\$94,393). ▪ Revenue increased due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$101,020) and a transfer from the Utilities Fund for a vehicle addition (\$47,000). 	(3.0)
FY 2021	<ul style="list-style-type: none"> ▪ Vehicle addition expenses decreased due to the removal of one-time funding added in FY 2020 for the addition of a vehicle in the Utilities Fund (\$56,740), partially offset by one-time funding added for new vehicle purchases (\$30,000). ▪ Vehicle replacement expenses increased primarily due to the current rental 	

Fiscal Year	Description	FTEs
	book replacement schedule (\$44,224).	
	<ul style="list-style-type: none">▪ Lease purchases increased due to higher payments for the lease of the Fire Apparatuses (\$236,091).▪ Revenue increased due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$870,091), partially offset by a decrease in revenue transferred in from other funds based on the change in vehicle additions (\$17,000).	