

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 2025 proposed expenditure budget for the Department of Environmental Services' (DES) Automotive Equipment Fund is \$18,974,924 an 18 percent decrease from the FY 2024 adopted budget. The FY 2025 proposed budget reflects:

- ↓ Personnel decreases due to proposed reductions itemized below; partially offset by employee salary increases, an increase in the County's cost for employee health insurance, and slightly higher retirement contributions based on current actuarial projections, and adjustments to salaries resulting from the Accounting, Fiscal, Revenue Services and Financial job family studies (\$3,916).
- ↑ Non-personnel increases due to an overhead/indirect cost recovery chargeback (\$19,813).
- ↓ Vehicle addition expense decreases due to the removal of one-time funding for two specialty team box trucks for Fire Department (\$191,000) and additional vehicles for Department of Human Services (\$115,000).
- ↓ Reduced costs for Motor Vehicles-Replacements (\$3,942,919) due to the number and configuration of vehicles replaced in FY 2024 based on mileage, condition, age, and departmental needs.
- ↑ County and School revenue increases primarily due to a cost adjustment to the charges to other departments for the maintenance and replacement of County vehicles (\$897,457).
- ↑ Grant revenue increases due to Arlington Public Schools electric bus purchase (\$1,300,000).
- ↓ Line of Credit Proceeds decreases primarily due to no Lease Purchase expense for fire apparatus.

FY 2025 Proposed Budget Reductions

- ↓ Continue Freezing 2nd Night Shift Supervisor (\$131,094) - The Automotive Equipment Fund has almost 60 positions that manage and maintain the County and Schools vehicle fleet. The 2nd Night Shift Supervisor position is currently vacant and was frozen in FY 2024 as a budget reduction. The Equipment Bureau in the Auto Equipment Fund has reorganized staffing to accommodate the supervisor vacancy.
IMPACT: With the position currently vacant and the reorganization of workload, there is minimal impact expected in FY 2025. However, as the County transitions to an electric fleet and requires new skillsets, staffing levels in the Equipment Bureau may need to be re-evaluated to support a diverse and changing fleet.
- ↓ Eliminate Previously Frozen Welder Position (\$104,506, 1.0 FTE) - The Automotive Equipment Fund has almost 60 positions that maintain the County and Schools vehicle fleet. The welder position is currently vacant and was previously frozen in FY 2024 as a budget reduction. This position is proposed to be eliminated in FY 2025.
IMPACT: The Equipment Bureau has already transitioned to relying on outside contractor help to supplement any welding needs that cannot be accommodated with existing staff.

FUND FINANCIAL SUMMARY

	FY 2023 Actual *	FY 2024 Adopted	FY 2025 Proposed	% Change '24 to '25
Personnel	\$6,092,896	\$6,996,286	\$6,960,549	-1%
Non-Personnel	3,847,052	2,926,680	2,946,493	1%
Accident Repairs	236,943	291,200	291,200	-
Additions	-	306,000	-	-100%
Replacement & Lease Purchase	12,092,688	12,589,601	8,646,682	-31%
GASB	1,095	-	-	-
Subtotal	22,270,674	23,109,767	18,844,924	-18%
Insurance/Other Transfers	130,000	130,000	130,000	-
Total Net Expenditures	22,400,674	23,239,767	18,974,924	-18%
County & School Revenues	20,336,371	20,376,579	21,274,036	4%
Sales of Surplus Equipment	1,715,505	300,000	300,000	-
Miscellaneous Revenues	36,956	500	500	-
Miscellaneous State Grants	795,000	-	1,300,000	100%
Transfer in from General Fund	73,318	306,000	-	-100%
Transfer in from other Funds	94,586	-	-	-
Transfer from Line of Credit Proceeds	4,363,699	2,234,422	-	-100%
GASB	1,095	-	-	-
Total Revenues	27,416,530	23,217,501	22,874,536	-1%
Change in Fund Balance	\$5,015,856	(\$22,266)	\$3,899,612	
Permanent FTEs	58.00	56.00	56.33	
Permanent FTEs (Frozen Unfunded)		2.00	1.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	58.00	58.00	57.33	

* FY 2023 actual expenditures and revenues received reflect the implementation new Governmental Accounting Standard Board (GASB) standards for Statement No. 87 on leases and Statement No. 96 for subscription-based software. See the County Government GASB Summary for department details in the front section of the budget book.

AUTOMOTIVE EQUIPMENT FUND
FUND SUMMARY

AUTOMOTIVE EQUIPMENT FUND: FUND STATEMENT

	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2024 RE-ESTIMATE	FY 2025 PROPOSED
ADJUSTED BALANCE, JULY 1	\$14,557,899	\$9,124,665	\$19,573,754	\$9,366,391
OPERATING RECEIPTS				
Maintenance/Operating Rental Book	6,322,644	6,228,485	6,228,485	6,398,305
Other Maintenance - Non Rental Book	374,429	400,000	400,000	400,000
Schools Maint/ Operating	2,362,127	2,425,719	2,425,719	2,440,153
Other Maintenance - Non Rental Book Schools	-	45,000	45,000	45,000
Outside Revenues	-	-	-	-
Subrogation Revenues	-	-	-	-
Miscellaneous Revenues	97,963	500	500	500
Miscellaneous State Grants	795,000	-	-	1,300,000
CAPITAL RECEIPTS				
County Fleet Replacement & Lease Purchase	9,393,362	9,374,381	9,374,381	9,897,127
Schools Replacement	1,823,896	1,902,994	1,902,994	2,093,451
Sales of Surplus Equipment	1,715,505	300,000	300,000	300,000
TOTAL RECEIPTS	22,884,926	20,677,079	20,677,079	22,874,536
OTHER FINANCING SOURCES				
Transfers in from General Fund	167,904	306,000	306,000	-
Transfers in from Utilities Funds	-	-	-	-
Transfers in from Line of Credit Proceeds	4,363,699	2,234,422	2,234,422	-
TOTAL TRANSFERS IN	4,531,603	2,540,422	2,540,422	-
TOTAL RECEIPTS AND TRANSFERS IN	27,416,529	23,217,501	23,217,501	22,874,536
TOTAL BALANCE, CAPITAL RESERVE, RECEIPTS AND TRANSFERS IN	41,974,428	32,342,166	42,791,255	32,240,927
OPERATING EXPENSES				
Administration, Maintenance	6,777,529	7,494,755	7,494,755	7,901,666
Schools	2,210,271	2,719,411	2,719,411	2,296,576
Subtotal	8,987,800	10,214,166	10,214,166	10,198,242
CAPITAL EXPENSES				
Encumbrance/Incomplete Projects	-	-	11,200,938	-
Replacements to Fleet (County)	6,206,882	8,336,262	8,336,262	6,161,887
Replacements to Fleet (Schools)	377,161	2,018,917	1,003,076	2,484,795
Additions to Fleet	-	306,000	306,000	-
Lease Purchase	4,592,559	2,234,422	2,234,422	-
Capital Projects	1,190,186	-	-	-
Debt Service	916,086	-	-	-
Subtotal	13,282,874	12,895,601	23,080,698	8,646,682
TOTAL EXPENSES	22,270,674	23,109,767	33,294,864	18,844,924
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	22,400,674	23,239,767	33,424,864	18,974,924
BALANCE, JUNE 30	\$19,573,754	\$9,102,399	\$9,366,391	\$13,266,003

Note: Fund Balance is reserved for financing encumbrances and incomplete projects carried over from the previous fiscal year. Starting fund balance for FY 2025 budget purposes is calculated as Equity in Pooled Cash, Inventories and Line of Credit Proceeds less Vouchers Payable and Accounts Payable per the ACFR. See the FY 2023 ACFR page 228 [here](#).

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.
- Provide vehicle and fuel utilization data and recommendations to using agencies to inform appropriate fleet sizing decisions and budgets.
- Dispose of surplus vehicles and equipment to maximize the return to the County.

PERFORMANCE MEASURES

Critical Measures	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Average Annual Heavy Vehicle Downtime	12%	13%	12%	12%	12%	12%
Average Annual Light Vehicle Downtime	3%	3%	3%	3%	3%	3%
Inventory Accuracy (%)	94%	97%	96%	96%	95%	95%
Inventory Managed (\$)	\$626,985	\$714,070	\$759,261	\$836,486	\$850,000	\$850,000
Gasoline Used (Thousand gallons)	512	413	415	433	430	430
Light Vehicle Average Maintenance and Repair Cost	\$3,777	\$3,923	\$3,884	\$4,202	\$4,300	\$4,400
Heavy Truck Average Maintenance & Repair Cost	\$9,437	\$9,565	\$9,000	\$9,907	\$10,700	\$11,100
Ultra Low Sulfur Diesel Used (Thousand gallons)	594	387	530	526	525	525

- Annual downtime includes time spent on preventative maintenance.
- Higher parts inventory costs are associated with rising inflation and the proactive increase of inventory levels for public safety to offset unknown supply chain concerns.
- Higher diesel fuel usage is associated with normalized operational activities post pandemic.
- Average maintenance costs for Heavy Truck and Light Vehicle maintenance are based on a four-year rolling average. In FY 2024 and FY 2025, there is an anticipated increase due to higher maintenance rates at the Equipment Bureau driven by personnel costs and increasing inflation.

COUNTY ADMINISTRATIVE AND VEHICLE REPAIR SECTION

Supporting Measures	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Non-Public Safety Electric Sedans in Fleet	6	11	15	58	70	76
Non-Public Safety (PS) Electric Sedans as a percentage of Non-PS sedans	6%	9%	12%	51%	56%	61%
Heavy Vehicles in Fleet	202	195	200	202	200	200
Hybrid Light Vehicles in Fleet	112	107	105	65	65	62

- In FY 2023, FY 2024, and FY 2025, the number of electric light vehicles is expected to increase as the County is actively pursuing replacement of vehicles with Nissan Leafs and other electric vehicle options. Systematic conversion of sedans to EVs directly supports implementation of the Community Energy Plan (CEP), adopted in September 2019 by the County Board.
- The CEP Roadmap of replacing 40 percent of County non-emergency sedans with electric vehicles by 2025 was surpassed in FY 2023. Our goal for FY 2025 based on more current successes is 61 percent.
- Reduction of Hybrid units is directly related to the corresponding increase in electric vehicles being added to the fleet.

SCHOOL FLEET REPAIR SECTION

PROGRAM MISSION

To provide Arlington County Public Schools with safe and 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

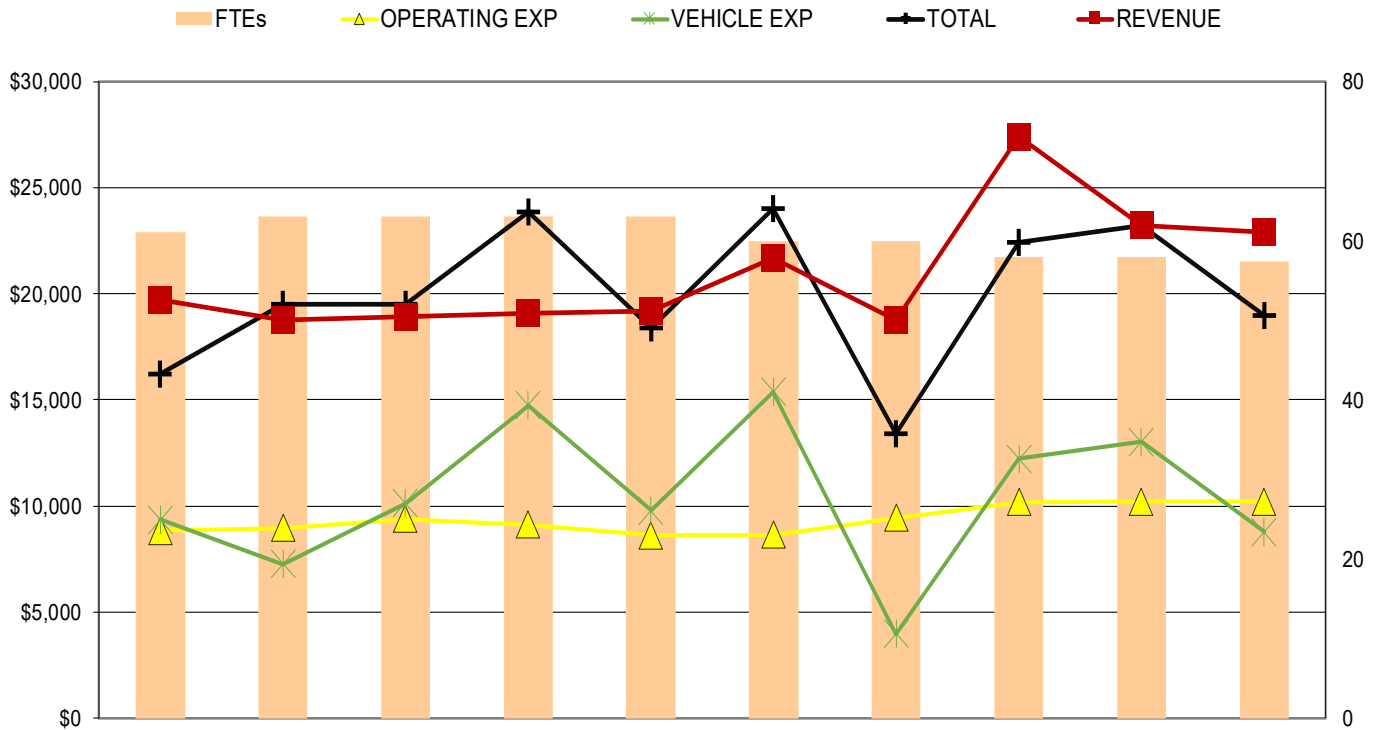
Critical Measures	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Buses Average Annual Maintenance & Repair	\$8,081	\$8,157	\$8,610	\$8,331	\$8,699	\$8,642
Buses Serviced	188	202	202	202	196	180

- Arlington County Public Schools continues to update their fleet with newer buses as it has over the last several years. APS purchased three fully electric, grant-funded, school buses in FY 2022. Additional purchases of electric buses are being coordinated in conjunction with the latest Clean School Bus Program.
- Reduction in buses serviced in FY 2024 and FY 2025 is driven by fleet reductions projected by APS.

Supporting Measures	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
Average Annual Bus Downtime	5%	2%	2%	5%	5%	5%

- The increase in downtime from FY 2022 and FY 2023 is likely to continue into FY 2024 and FY 2025 as supply chain constraints on parts and materials continues.

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual*	Actual	Adopted Budget	Proposed Budget
OPERATING EXP	\$8,825	\$8,964	\$9,393	\$9,127	\$8,627	\$8,651	\$9,442	\$10,178	\$10,214	\$10,198
VEHICLE EXP	\$9,359	\$7,265	\$10,127	\$14,735	\$9,774	\$15,388	\$3,971	\$12,223	\$13,026	\$8,777
TOTAL	\$16,229	\$19,520	\$19,520	\$23,862	\$18,401	\$24,039	\$13,413	\$22,401	\$23,240	\$18,975
REVENUE	\$19,742	\$18,755	\$18,945	\$19,077	\$19,204	\$21,705	\$18,774	\$27,417	\$23,218	\$22,875
FTEs	61.00	63.00	63.00	63.00	63.00	60.00	60.00	58.00	58.00	57.33

* Beginning in FY 2022, actual expenditures and revenues received reflect the first year of implementing new Governmental Accounting Standards Board (GASB) standards for Statement No. 87 on leases and Statement No. 96 for subscription-based software. Both non-personnel expenses and revenues include these GASB standards. See the County Government GASB Summary for department details in the front section of the budget book.

Fiscal Year	Description	FTEs
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). ▪ 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). 	2.00
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). 	(3.00)

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ 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). 	
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 book replacement schedule (\$44,224). ▪ 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). 	
FY 2022	<ul style="list-style-type: none"> ▪ The County Board added funding for a one percent merit pay adjustment, a five percent increase in the range, and an increase to the one-time bonus for staff from \$500 to approximately \$900. ▪ The County Board also added one-time funding for electric vehicle purchases (\$33,000). ▪ Eliminated two vacant technicians (\$177,350). ▪ Vehicle addition expenses increased due to additional vehicle purchases in FY 2022 for the Department of Human Services, the Department of Environmental Services, and the Police Department (\$243,000), partially offset by the removal of funds added in the FY 2021 budget for additional vehicle purchases (\$30,000). ▪ Vehicle replacement expenses increased primarily due to the current vehicle replacement schedule and increased Lease Purchase expenses for fire apparatus (\$2,967,571), partially offset by decreases due to the number and configuration of vehicles replaced based on mileage, condition, age, and departmental needs (\$298,366). ▪ Revenue increased due to lease purchase revenue to finance fire apparatus (\$2,967,571), fleet additions (\$246,000), and adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$29,288). ▪ <i>In FY 2021 closeout, funding was added for a one percent merit pay adjustment and a one-time bonus for staff of \$450.</i> 	(2.00)
FY 2023	<ul style="list-style-type: none"> ▪ The County Board approved an additional one percent merit pay adjustment for a total increase of 5.25 percent, increased the pay-for-performance budget by an additional 0.5 percent, and increased the pay range movement to five percent. Additional compensation changes approved by the County Board include an optional one-time cash-out of 40 hours of compensation time for those with balances of 80 or more, a one-time increase in shift differential pay from \$0.75 to \$1.00 per hour for the B shift and from \$1.00 to \$1.30 per hour 	

Fiscal Year	Description	FTEs
	<p>for the C shift, and a one-time increase in language premium from \$0.69 to \$0.92 per hour.</p> <ul style="list-style-type: none"> ▪ Added funds for a one-time bonus for staff of \$1,600 gross (\$70,000). ▪ Vehicle addition expenses decreased due to the removal of one-time funds added in the FY 2022 budget for additional vehicle purchases (\$276,000), partially offset by one-time funds added for the addition of vehicles in the Department of Parks and Recreation, the Fire Department, and the Utilities Fund (\$195,000). ▪ Vehicle replacement expenses increased primarily due to an increase in the current vehicle replacement schedule and configuration of vehicles replaced based on mileage, condition, age, and departmental needs (\$791,394) and one-time funding added for the additional cost associated with replacing internal-combustion-engine vehicles with electric vehicles (EVs) that are due for replacement (\$275,025). ▪ Other non-personnel expenses increased primarily due to an anticipated increase in electricity costs (\$12,770). ▪ Revenue increased primarily due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$1,570,858), an increase in the transfer in from other funds (\$153,702), an increase in the transfer in from Fund 503 (\$45,000), partially offset by adjustments to miscellaneous revenue to align budget with actuals (\$60,500), a decrease due to lower lease purchase revenue (\$649,777), and a decrease to the transfer in from the General Fund (\$4,677). 	
FY 2024	<ul style="list-style-type: none"> ▪ Added one-time funding for two specialty team box trucks for Fire department (\$191,000). ▪ Added funding for a one-time \$2,000 (gross) employee bonus (\$136,291). ▪ Added one-time funding for the purchase of vehicles for the Department of Human Services (\$115,000). ▪ Removed one-time funding for additional vehicles in the Department of Parks and Recreation, the Fire Department, and Utilities Fund (\$195,000). ▪ Revenue increases primarily due to a cost adjustment to the charges to other departments for the maintenance and replacement of County vehicles and transfers to other funds (\$531,368), partially offset by the removal of a transfer in from the Utilities Fund (\$45,000) and transfer in from other funds (\$153,702) for the cost differential for electric vehicle (EV) purchases, and reduced line of credit proceeds (\$83,372). ▪ Removed funding for the Welder and Night Shift Supervisor positions for FY 2024 which reduced the personnel budget (\$240,292). 	