

*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 2019 proposed expenditure budget for the Department of Environmental Services’ (DES) Automotive Equipment Fund is \$16,462,216, a two percent increase from the FY 2018 adopted budget. The FY 2019 budget reflects:

- ↑ Personnel increases due to employee salary increases, an increase in the County’s cost for employee health insurance, and retirement contributions based on current actuarial projections.
- ↓ Non-personnel decreases due to adjustments to the annual expense for maintenance and replacement of County vehicles (\$26,112).
- ↑ Vehicle replacement expenses increase (\$668,818), partially offset by a decrease (\$251,411) in Lease Purchase expenses.
- ↑ Sales of Surplus Equipment increase due to an adjustment to the FY 2019 budget (\$50,000).

**FUND FINANCIAL SUMMARY**

	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed	% Change '18 to '19
Personnel	\$5,903,236	\$6,482,343	\$6,575,823	1%
Non-Personnel	2,496,288	2,962,215	2,936,103	-1%
Accident Repairs	564,643	291,200	291,200	-
Additions	74,051	185,835	-	-100%
Replacement	7,060,818	6,111,683	6,529,090	7%
<b>Subtotal</b>	<b>16,099,036</b>	<b>16,033,276</b>	<b>16,332,216</b>	<b>2%</b>
Insurance/Other Transfers	130,000	130,000	130,000	-
<b>Total Net Expenditures</b>	<b>16,229,036</b>	<b>16,163,276</b>	<b>16,462,216</b>	<b>2%</b>
County & School Revenues	18,003,208	17,536,417	17,273,954	-1%
Sales of Surplus Equipment	575,264	250,000	300,000	20%
Miscellaneous Revenues	75,822	61,000	61,000	-
Transfer from General Fund	100,500	156,835	-	-100%
Transfer from General Capital Projects Fund	-	-	-	-
Transfer from Utilities Fund	-	29,000	-	-100%
<b>Total Revenues</b>	<b>18,754,794</b>	<b>18,033,252</b>	<b>17,634,954</b>	<b>-2%</b>
<b>Change in Fund Balance</b>	<b>2,525,758</b>	<b>\$1,869,976</b>	<b>\$1,172,738</b>	<b>-37%</b>
Permanent FTEs	63.00	63.00	63.00	
Temporary FTEs	-	-	-	
<b>Total Authorized FTEs</b>	<b>63.00</b>	<b>63.00</b>	<b>63.00</b>	

**AUTOMOTIVE EQUIPMENT FUND**  
**FUND STATEMENT**

	FY 2017 ACTUAL	FY 2018 ADOPTED	FY 2018 RE-ESTIMATE	FY 2019 PROPOSED
<b>ADJUSTED BALANCE, JULY 1</b>	<b>\$11,485,412</b>	<b>\$9,069,562</b>	<b>\$14,011,171</b>	<b>\$10,797,609</b>
<b>OPERATING RECEIPTS</b>				
Maintenance/Operating Rental Book	6,020,254	5,733,476	5,733,476	5,458,696
Other Maintenance - Non Rental Book	451,593	270,000	270,000	400,000
Temporary Loan Vehicles	0	130,000	130,000	130,000
Schools Maint./ Operating	2,090,824	2,125,534	2,125,534	2,018,004
Other Maintenance - Non Rental Book Schools	58,381	120,000	120,000	120,000
Subrogation Revenues	75,665	60,000	60,000	60,000
Miscellaneous	157	1,000	1,000	1,000
<b>CAPITAL RECEIPTS</b>				
County Fleet Replacement & Lease Purchase	7,676,752	7,445,428	7,463,287	7,376,548
Schools Replacement	1,705,404	1,711,979	1,711,979	1,770,706
Sales of Surplus Equipment	575,265	250,000	250,000	300,000
<b>TOTAL RECEIPTS</b>	<b>18,654,295</b>	<b>17,847,417</b>	<b>17,865,276</b>	<b>17,634,954</b>
<b>OTHER FINANCING SOURCES</b>				
Transfers from Other Funds	-	29,000	29,000	-
Transfers from General Fund	100,500	156,835	32,000	-
<b>TOTAL TRANSFERS IN</b>	<b>100,500</b>	<b>185,835</b>	<b>61,000</b>	<b>-</b>
<b>TOTAL RECEIPTS AND TRANSFERS IN</b>	<b>18,754,795</b>	<b>18,033,252</b>	<b>17,926,276</b>	<b>17,634,954</b>
<b>TOTAL BALANCE, CAPITAL RESERVE, RECEIPTS AND TRANSFERS IN</b>	<b>30,240,207</b>	<b>27,102,814</b>	<b>31,937,447</b>	<b>28,432,563</b>
<b>OPERATING EXPENSES</b>				
Administration, Maintenance	7,210,843	7,490,224	7,490,224	7,441,807
Schools	1,753,324	2,245,534	2,245,534	2,361,319
<b>Subtotal</b>	<b>8,964,167</b>	<b>9,735,758</b>	<b>9,735,758</b>	<b>9,803,126</b>
<b>CAPITAL EXPENSES</b>				
Encumbrance/ Incomplete Projects	-	-	5,101,397	-
Replacements to Fleet (County)	3,712,241	2,848,293	2,848,293	3,517,111
Replacements to Fleet (Schools)	2,048,416	1,711,979	1,711,979	1,711,979
Additions to Fleet	74,051	185,835	61,000	-
Lease Purchase	1,300,161	1,551,411	1,551,411	1,300,000
<b>Subtotal</b>	<b>7,134,869</b>	<b>6,297,518</b>	<b>11,274,080</b>	<b>6,529,090</b>
<b>TOTAL EXPENSES</b>	<b>16,099,036</b>	<b>16,033,276</b>	<b>21,009,838</b>	<b>16,332,216</b>
<b>TRANSFERS OUT</b>				
Transfer to General Fund - Insurance	130,000	130,000	130,000	130,000
<b>TOTAL TRANSFERS</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>
<b>TOTAL OPERATING EXPENSES AND TRANSFERS OUT</b>	<b>16,229,036</b>	<b>16,163,276</b>	<b>21,139,838</b>	<b>16,462,216</b>
<b>BALANCE, JUNE 30</b>	<b>\$14,011,171</b>	<b>\$10,939,538</b>	<b>\$10,797,609</b>	<b>\$11,970,347</b>

Notes:

Fund Balance is reserved for financing encumbrances and incomplete projects carried over from the previous fiscal year.

**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.

**SIGNIFICANT BUDGET CHANGES**

- ↑ Personnel increases due to employee salary increases, an increase in the County's cost for employee health insurance, and retirement contributions based on current actuarial projections.
- ↓ Non-personnel decreases due to a decrease in overhead/indirect cost recovery chargeback (\$36,771) and adjustments to the annual expense for maintenance and replacement of County Vehicles (\$26,112).
- ↑ Vehicle replacement expenses increase (\$668,818), partially offset by a decrease in Lease Purchase expenses (\$251,411).
- ↑ Sales of Surplus Equipment increase due to an adjustment to the FY 2019 budget (\$50,000).

**COUNTY ADMINISTRATIVE AND VEHICLE REPAIR SECTION**

**PROGRAM FINANCIAL SUMMARY**

	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed	% Change '18 to '19
Personnel	\$5,051,653	\$5,186,305	\$5,200,771	-
Non-Personnel	1,604,894	2,012,719	1,949,836	-3%
Accident Repair	554,296	291,200	291,200	-
Additions	0	185,835	-	-100%
Replacements & Lease Purchase	5,012,402	4,399,704	4,817,111	9%
<b>Subtotal</b>	<b>12,223,245</b>	<b>12,075,763</b>	<b>12,258,918</b>	<b>2%</b>
Insurance/Other Transfers	130,000	130,000	130,000	-
<b>Total Expenditures</b>	<b>12,353,245</b>	<b>12,205,763</b>	<b>12,388,918</b>	<b>2%</b>
County Revenue	14,148,600	13,578,904	13,365,244	-2%
Sales of Surplus Equipment	528,650	250,000	300,000	20%
Miscellaneous & Subrogation Revenues	75,822	61,000	61,000	-
Transfer from General Fund	-	156,835	-	-100%
Transfer from General Capital Projects Fund	-	-	-	-
Transfer from Utilities Fund	100,500	29,000	-	-100%
<b>Total Revenues</b>	<b>14,853,572</b>	<b>14,075,739</b>	<b>13,726,244</b>	<b>-2%</b>
<b>Change in Fund Balance</b>	<b>\$2,500,327</b>	<b>\$1,869,976</b>	<b>\$1,337,326</b>	<b>-28%</b>
Permanent FTEs	49.00	49.00	49.00	
Temporary FTEs	-	-	-	
<b>Total Authorized FTEs</b>	<b>49.00</b>	<b>49.00</b>	<b>49.00</b>	

**PERFORMANCE MEASURES**

Critical Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimate	FY 2019 Estimate
Average Annual Heavy Vehicle Downtime	15%	16%	16%	14%	11%	11%
Average Annual Light Vehicle Downtime	3%	6%	4%	3%	3%	3%
Gasoline Used (Thousand gallons)	473	470	473	515	530	530
Heavy Truck Average Maintenance & Repair Cost	\$10,286	\$10,062	\$11,601	\$11,956	\$11,477	\$11,477
Inventory Managed (\$)/ Inventory Accuracy (%)	\$591,803/ 98%	\$576,842/ 98%	\$653,630/ 98%	\$688,287/ 99%	\$690,000/ 99%	\$690,000/ 99%
Light Vehicle Average Maintenance and Repair Cost	\$4,432	\$4,432	\$4,666	\$4,337	\$4,372	\$4,372
Ultra-low Sulfur Diesel Used (Thousand gallons)	656	673	681	665	650	650

COUNTY ADMINISTRATIVE AND VEHICLE REPAIR SECTION

Supporting Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimate	FY 2019 Estimate
Electric Light Vehicles in Fleet	1	2	2	4	4	5
Heavy Vehicles in Fleet	197	201	206	204	210	210
Hybrid Light Vehicles in Fleet	118	118	118	127	120	120

**SCHOOL FLEET REPAIR SECTION**

**PROGRAM MISSION**

To provide Arlington County School Transportation with safe, reliable transportation to and from schools and school-related activities.

- Provide timely inspection, maintenance, and repair services to the Arlington Public School (APS) fleet.

**SIGNIFICANT BUDGET CHANGES**

- ↑ Personnel increases due to employee salary increases, an increase in the County’s cost for employee health insurance, and retirement contributions based on current actuarial projections.
- ↑ Non-personnel increase due to increases in inter-departmental charges (\$36,771).
- ↓ Revenue decreases due to adjustments for charges to other departments for the maintenance and replacement of vehicles (\$48,803).

**PROGRAM FINANCIAL SUMMARY**

	FY 2017 Actual	FY 2018 Adopted	FY 2019 Proposed	% Change '18 to '19
Personnel	\$851,584	\$1,296,038	\$1,375,052	6%
Non-Personnel	891,394	949,496	986,267	4%
Accident Repairs	10,346	-	-	-
Replacements	2,048,416	1,711,979	1,711,979	-
Additions to Fleet	74,051	-	-	-
<b>Total Expenditures</b>	<b>3,875,791</b>	<b>3,957,513</b>	<b>4,073,298</b>	<b>10%</b>
School Revenue	3,854,609	3,957,513	3,908,710	-1%
Sale of Suplus Equipment	46,614	-	-	-
<b>Total Revenues</b>	<b>3,901,223</b>	<b>\$3,957,513</b>	<b>3,908,710</b>	<b>-1%</b>
<b>Change in Fund Balance</b>	<b>\$25,432</b>	<b>-</b>	<b>(\$164,588)</b>	<b>-</b>
Permanent FTEs	14.00	14.00	14.00	
Temporary FTEs	-	-	-	
<b>Total Authorized FTEs</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	

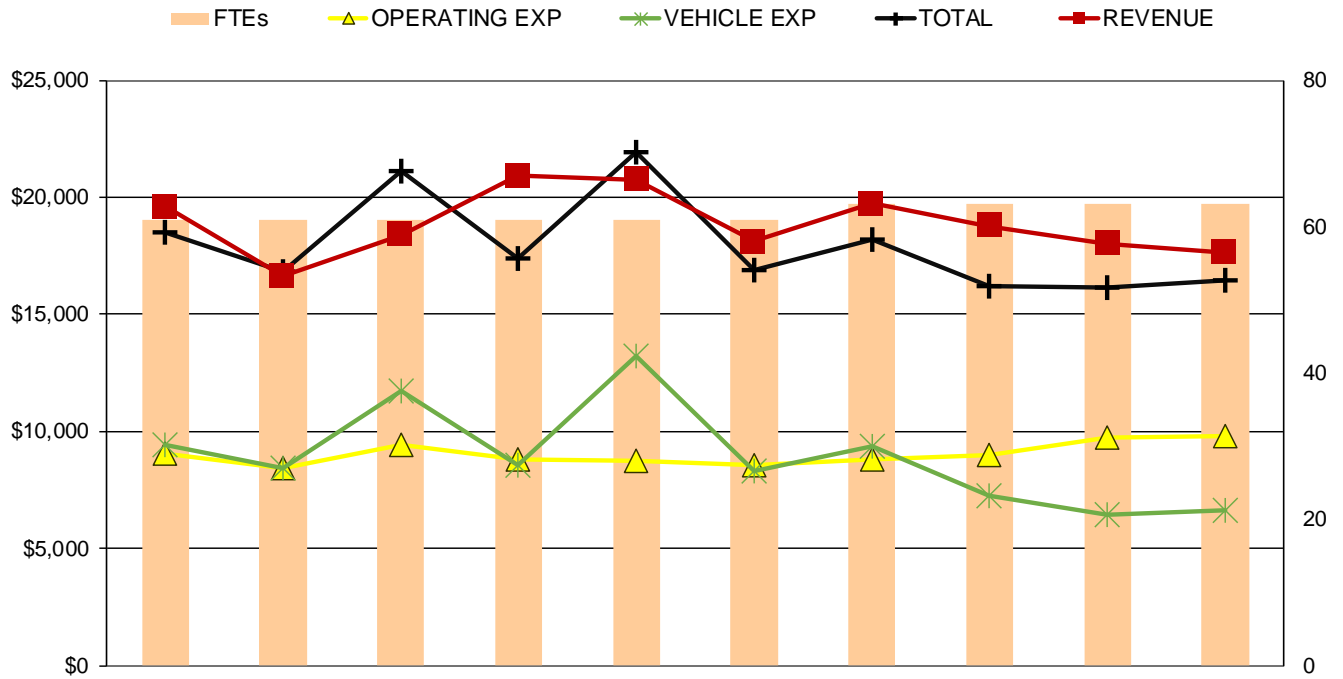
SCHOOL FLEET REPAIR SECTION

PERFORMANCE MEASURES

Critical Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimate	FY 2019 Estimate
Buses Average Annual Maintenance & Repair	\$12,088	\$9,699	\$11,300	\$9,221	\$8,973	\$8,509
Gasoline Used (Thousand Gallons)	20	28	33	37	37	37

Supporting Measures	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimate	FY 2019 Estimate
Average Annual Bus Downtime	15%	11%	14%	11%	7%	7%

**EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS**



	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted	Proposed
<b>OPERATING EXP</b>	\$9,070	\$8,429	\$9,431	\$8,832	\$8,716	\$8,558	\$8,825	\$8,964	\$9,736	\$9,803
<b>VEHICLE EXP</b>	\$9,452	\$8,407	\$11,698	\$8,533	\$13,239	\$8,333	\$9,359	\$7,265	\$6,428	\$6,659
<b>TOTAL</b>	\$18,522	\$16,836	\$21,129	\$17,365	\$21,955	\$16,891	\$18,184	\$16,229	\$16,163	\$16,462
<b>REVENUE</b>	\$19,606	\$16,628	\$18,398	\$20,907	\$20,760	\$18,117	\$19,742	\$18,755	\$18,033	\$17,635
<b>FTEs</b>	61.00	61.00	61.00	61.00	61.00	61.00	63.00	63.00	63.00	63.00



Fiscal Year	Description	FTEs
FY 2010	<ul style="list-style-type: none"> <li>▪ Additions to the fleet (\$132,611) include one vehicle for the Fire Department Fire Prevention Division (\$27,611) as well as one dump truck for the Department of Environmental Services Utilities Fund (\$105,000).</li> <li>▪ Non-personnel expenditures include increases in non-discretionary contractual costs (\$2,962), building repair (\$9,000), funding for custodial services (\$50,000), recruitment (\$15,000), tires (\$44,000), and maintenance supplies (\$63,956).</li> <li>▪ Increase in replacement cost (\$886,902) is due to unit cost increases in vehicle replacement, the vehicle configurations, parts and labor.</li> <li>▪ Electricity and water/sewer budgets were adjusted based on FY 2008 actual consumption and anticipated utility rate increases (\$34,408).</li> </ul>	
FY 2011	<ul style="list-style-type: none"> <li>▪ Non-personnel decreases include adjustments to the annual expense for the maintenance and replacement of County vehicles used directly by the Auto Fund (\$17,655) and a decrease in operating equipment (\$36,821).</li> <li>▪ Replacement decreases (\$2,743,763) are due to fewer vehicles reaching mileage and age criteria as established by the Equipment Bureau. With fewer vehicles being replaced in FY 2011, there will be a large number of vehicles scheduled for replacement in FY 2012 and FY 2013.</li> <li>▪ Revenue increases are due to adjustments to the charge to other departments for the maintenance and replacement of County vehicles (\$324,864), partially offset by reductions in the Sales of Surplus Equipment (\$50,000) and Miscellaneous Revenues (\$2,000) as well as no transfer from the General Fund for off-cycle vehicles or adjustments (\$132,611).</li> <li>▪ Planned delays in purchasing equipment through the Auto Fund allow for a one-time credit to the General Fund for equipment replacement (\$375,000).</li> </ul>	
FY 2012	<ul style="list-style-type: none"> <li>▪ Non-personnel expenses increase due to repair/renovation of the vehicle service lifts (\$256,000), increases in materials and supplies (\$83,600), contractual services (\$27,958), and internal services (\$917), partially offset by the decrease in operating equipment (\$40,000).</li> <li>▪ Additions and the transfer from the General Fund increase for the purchase of new vehicles for the conversion of HVAC maintenance from contract to County staff in the Department of Environmental Services (3 vehicles: \$104,145), additional fire protection systems inspectors in the Fire Department (1 vehicle: \$28,830), and staffing reallocated within the Department of Environmental Services for maintenance of new/remodeled facilities (1 vehicle: \$38,399).</li> <li>▪ Replacement expenses increase (\$983,690) due to unit cost increases in vehicle replacements, adjustments in vehicle configurations, parts and labor. The number of units being replaced increased from the prior year due to meeting mileage and age criteria, as well as the replacement of units which were part of the planned purchase delay in FY 2011. Included in this increase is the lease purchase of a fire vehicle (\$213,233).</li> </ul>	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> <li>▪ Revenue increases due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$699,618) and new vehicles being added to the fleet (\$171,374).</li> <li>▪ The one-time transfer credit in FY 2011 to the General Fund (\$375,000) was eliminated in FY 2012.</li> </ul>	
FY 2013	<ul style="list-style-type: none"> <li>▪ Non-personnel expenses decrease due to reductions in building repairs for the FY 2012 replacement of the vehicle service lifts (\$100,000).</li> <li>▪ Additions expense increases (\$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.</li> <li>▪ 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.</li> <li>▪ Revenue increases 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).</li> </ul>	
FY 2014	<ul style="list-style-type: none"> <li>▪ Replacement expenses increase due to the off-cycle lease purchase of fire equipment (two heavy rescue units, one loader and four pumpers) (\$1,980,953).</li> <li>▪ Revenues increase 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).</li> <li>▪ Additions expense and the related transfer from other funds both decrease since there are no additions to the fleet funded in the Automotive Equipment Fund (\$502,500).</li> </ul>	
FY 2015	<ul style="list-style-type: none"> <li>▪ Additions expense and the related transfer from the General Fund increases for the purchase of a new vehicle for the DES (\$42,000).</li> <li>▪ Replacement expenses decrease due to the number of configuration of vehicles slated to be replaced in FY 2015 (\$1,954,202).</li> <li>▪ Revenues decrease due to there being no lease proceeds (\$1,842,205).</li> <li>▪ Revenues decrease from charges to other departments for the maintenance and replacement of County vehicles (\$230,097).</li> </ul>	
FY 2016	<ul style="list-style-type: none"> <li>▪ The County Board added two Auto Mechanic positions for maintenance of school buses needed for APS.</li> </ul>	2.0

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> <li>▪ 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).</li> <li>▪ Addition to fleet expense and the related transfer from the Utilities Fund increases 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).</li> <li>▪ Lease purchase expense increases (\$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).</li> <li>▪ Revenue increases due to adjustments to the charges to other departments for the maintenance and replacement of County vehicles (\$1,012,251).</li> </ul>	
FY 2017	<ul style="list-style-type: none"> <li>▪ 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).</li> <li>▪ Revenues decrease from charges to other departments for the maintenance and replacement of County vehicles (\$341,969).</li> <li>▪ Replacement expenses increase due to the number and configuration of vehicles slated to be replaced in FY 2017 (\$995,357).</li> </ul>	
FY 2018	<ul style="list-style-type: none"> <li>▪ Additions expense increases due to the purchase of vehicles for DES’ Streetlights program and a new Construction Manager in Water, Sewer, and Streets (\$185,835).</li> <li>▪ Transfer from other funds increase 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.</li> <li>▪ Vehicle replacement expenses decrease (\$1,503,879) relative to the number and configuration of vehicles replaced in FY 2017 based on mileage, condition, age, and departmental needs.</li> </ul>	

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