

*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 2018 adopted expenditure budget for the Department of Environmental Services' (DES) Automotive Equipment Fund is \$16,163,276, a six percent decrease from the FY 2017 adopted budget. The FY 2018 adopted budget reflects:

- ↑ Personnel increases due to employee salary increases and an increase in the County's cost for employee health insurance, and retirement contributions based on current actuarial projections.
- ↓ Non-personnel decreases due to reductions in building repair (\$150,169), laundry and cleaning expenses (\$6,200), materials and supplies (\$114,309), and adjustments to the annual expense for maintenance and replacement of County vehicles (\$3,997), partially offset by increases in outside repairs (\$128,278), data processing (\$40,000), repair equipment (\$6,200), employee training (\$5,000), and safety (\$30,000).
- ↑ 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).
- ↑ 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.
- ↓ 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.

**FUND FINANCIAL SUMMARY**

	<b>FY 2016 Actual</b>	<b>FY 2017 Adopted</b>	<b>FY 2018 Adopted</b>	<b>% Change '17 to '18</b>
Personnel	\$5,585,235	\$6,144,142	\$6,482,343	6%
Non-Personnel	2,791,038	3,027,412	2,962,215	-2%
Accident Repairs	448,443	291,200	291,200	-
Additions	29,597	-	185,835	-
Replacement	9,199,855	7,615,580	6,111,683	-20%
<b>Subtotal</b>	<b>18,054,168</b>	<b>17,078,334</b>	<b>16,033,276</b>	<b>-6%</b>
Insurance/Other Transfers	130,000	130,000	130,000	-
<b>Total Net Expenditures</b>	<b>18,184,168</b>	<b>17,208,334</b>	<b>16,163,276</b>	<b>-6%</b>
County & School Revenues	18,952,197	17,402,712	17,536,417	1%
Sales of Surplus Equipment	688,564	250,000	250,000	-
Miscellaneous Revenues	729	61,000	61,000	-
Transfer from General Fund	-	-	156,835	-
Transfer from General Capital Projects Fund	-	-	29,000	-
Transfer from Utilities Fund	100,624	-	-	-
<b>Total Revenues</b>	<b>19,742,114</b>	<b>17,713,712</b>	<b>18,033,252</b>	<b>2%</b>
<b>Change in Fund Balance</b>	<b>\$1,557,946</b>	<b>\$505,378</b>	<b>\$1,869,976</b>	<b>270%</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>	

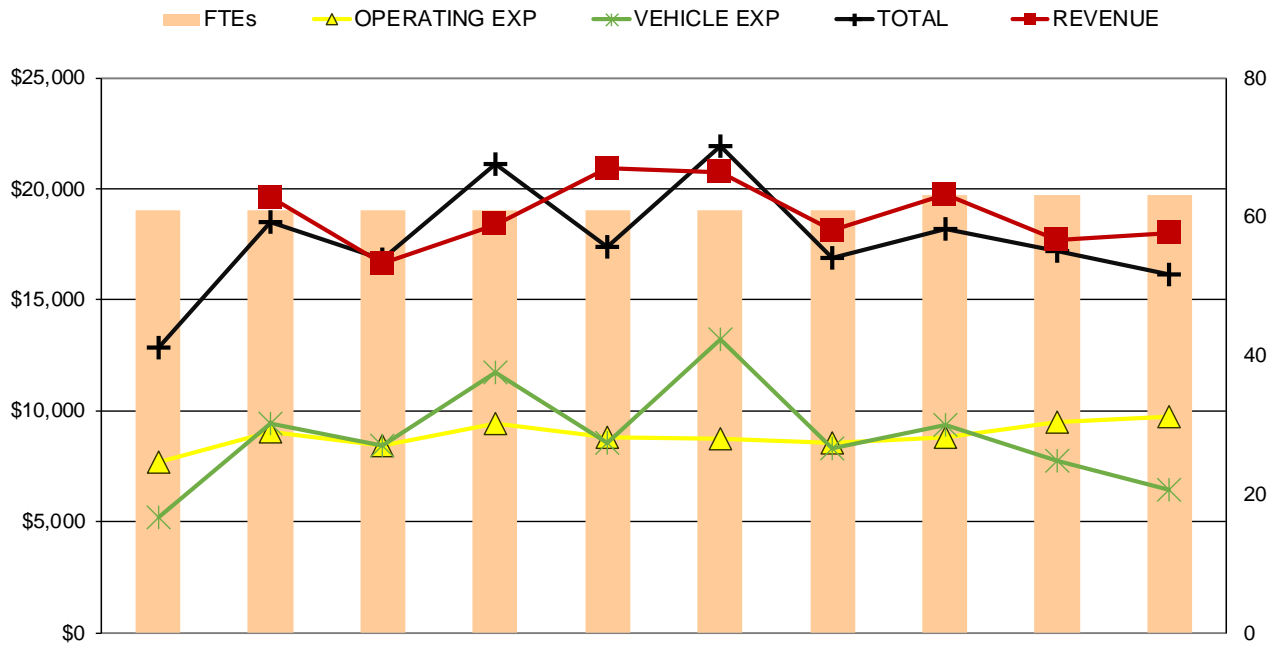
**AUTOMOTIVE EQUIPMENT FUND**  
**FUND SUMMARY**

	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2017 RE-ESTIMATE	FY 2018 ADOPTED
<b>ADJUSTED BALANCE, JULY 1</b>	<b>\$9,927,466</b>	<b>\$5,998,121</b>	<b>\$11,485,412</b>	<b>\$9,069,562</b>
<b>OPERATING RECEIPTS</b>				
Maintenance/Operating Rental Book	6,023,113	5,758,616	5,758,616	5,733,476
Other Maintenance - Non Rental Book	662,157	270,000	270,000	270,000
Temporary Loan Vehicles	-	130,000	130,000	130,000
Schools Maint./ Operating	2,309,245	2,034,180	2,034,180	2,125,534
Other Maintenance - Non Rental Book Schools	93,392	110,000	110,000	120,000
Subrogation Revenues	20,242	60,000	60,000	60,000
Miscellaneous	729	1,000	1,000	1,000
<b>CAPITAL RECEIPTS</b>				
County Fleet Replacement & Lease Purchase	7,429,624	7,445,428	7,445,428	7,445,428
Schools Replacement	2,414,424	1,654,488	1,654,488	1,711,979
Sales of Surplus Equipment	688,564	250,000	250,000	250,000
<b>TOTAL RECEIPTS</b>	<b>19,641,490</b>	<b>17,713,712</b>	<b>17,713,712</b>	<b>17,847,417</b>
<b>OTHER FINANCING SOURCES</b>				
Transfers from Other Funds	100,624	-	-	29,000
Transfers from General Fund	-	-	-	156,835
<b>TOTAL TRANSFERS IN</b>	<b>100,624</b>	<b>-</b>	<b>-</b>	<b>185,835</b>
<b>TOTAL RECEIPTS AND TRANSFERS IN</b>	<b>19,742,114</b>	<b>17,713,712</b>	<b>17,713,712</b>	<b>18,033,252</b>
<b>TOTAL BALANCE, CAPITAL RESERVE, RECEIPTS AND TRANSFERS IN</b>	<b>29,669,580</b>	<b>23,711,833</b>	<b>29,199,124</b>	<b>27,102,814</b>
<b>OPERATING EXPENSES</b>				
Administration, Maintenance	6,938,047	7,167,911	7,167,911	7,490,224
Schools	1,886,669	2,294,843	2,294,843	2,245,534
<b>Subtotal</b>	<b>8,824,716</b>	<b>9,462,754</b>	<b>9,462,754</b>	<b>9,735,758</b>
<b>CAPITAL EXPENSES</b>				
Encumbrance/ Incomplete Projects	-	-	2,921,228	-
Replacements to Fleet (County)	5,824,108	3,897,285	3,897,285	2,848,293
Replacements to Fleet (Schools)	2,083,719	2,166,884	2,166,884	1,711,979
Additions to Fleet	29,597	-	-	185,835
Lease Purchase	1,292,028	1,551,411	1,551,411	1,551,411
<b>Subtotal</b>	<b>9,229,452</b>	<b>7,615,580</b>	<b>10,536,808</b>	<b>6,297,518</b>
<b>TOTAL EXPENSES</b>	<b>18,054,168</b>	<b>17,078,334</b>	<b>19,999,562</b>	<b>16,033,276</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>18,184,168</b>	<b>17,208,334</b>	<b>20,129,562</b>	<b>16,163,276</b>
<b>BALANCE, JUNE 30</b>	<b>\$11,485,412</b>	<b>\$6,503,499</b>	<b>\$9,069,562</b>	<b>\$10,939,538</b>

Notes:

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

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



	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Adopted Budget
<b>OPERATING EXP</b>	\$7,689	\$9,070	\$8,429	\$9,431	\$8,832	\$8,716	\$8,558	\$8,825	\$9,463	\$9,736
<b>VEHICLE EXP</b>	\$5,172	\$9,452	\$8,407	\$11,698	\$8,533	\$13,239	\$8,333	\$9,359	\$7,745	\$6,427
<b>TOTAL</b>	\$12,861	\$18,522	\$16,836	\$21,129	\$17,365	\$21,955	\$16,891	\$18,184	\$17,208	\$16,163
<b>REVENUE</b>		\$19,606	\$16,628	\$18,398	\$20,907	\$20,760	\$18,117	\$19,742	\$17,714	\$18,033
<b>FTEs</b>	61.00	61.00	61.00	61.00	61.00	61.00	61.00	63.00	63.00	63.00

- In FY 2010, the County modified the way the Automotive Equipment Fund financials were displayed to show the revenue received by the Fund from the user departments. This revenue is the cost of services for the maintenance and replacement of County vehicles.

Fiscal Year	Description	FTEs
FY 2009	<ul style="list-style-type: none"> <li>▪ The County Board added four vehicles to the fleet at a cost of \$100,347. The breakdown includes: one vehicle for the Department of Real Estate Assessments (Department of Management and Finance) in support of the Transportation Investment Fund (\$23,000), two vehicles for the Department of Environmental Services in support of the Stormwater Management Fund (\$50,000), and one vehicle to support the Fire Department Fire Prevention Program (\$27,347).</li> <li>▪ Increase in Inter-Departmental charges (\$964,230) is due to unit cost increases in vehicle replacement, maintenance costs, and in the number of vehicles included in the fleet that are being maintained, and also reflect the Work for Others (\$381,717) charge to School Repair Section for per vehicle charge to cover administrative, indirect and overhead costs.</li> <li>▪ Increases in non-discretionary contractual increases (\$201,388) and \$45,000 for the cost of maintenance and chemicals for the new vehicle wash.</li> </ul>	
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> </ul>	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> <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> <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>	

Fiscal Year	Description	FTEs
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> <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>	2.0
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>	