Fleet Management Services

MISSION STATEMENT

The mission of the Department of General Services- Fleet Management Services (Motor Pool Internal Service Fund) is to plan for, acquire, maintain, and dispose of the County's fleet of motor vehicles, buses, heavy equipment, and other vehicular equipment in support of the transportation and service delivery needs of all County departments.

County Government Reorganization

In February, 2008, the County Executive announced a detailed Montgomery County Government Reorganization in order to improve effectiveness, customer service, accessibility, and efficiency. As part of this plan, the Department of General Services was created to provide more coordinated government logistics and support functions. The new Department of General Services will include the capital design and construction for County facilities; facilities maintenance and related services; real estate operations; printing, mail delivery and records management; and fleet management services previously housed in the Department of Public Works and Transportation. In addition, the previous functions of the Office of Procurement and the Local Small Business Reserve Program previously located in the Department of Economic Development will be consolidated into the Department of General Services. Due to the scale of operations, the Fleet Management Services budget is displayed separately.

BUDGET OVERVIEW

The total recommended FY09 Operating Budget for the Division of Fleet Management Services is $67,674,780, an increase of $7,949,270 or 13.3 percent from the FY08 Approved Budget of $59,725,510. Personnel Costs comprise 27.9 percent of the budget for 206 full-time positions for 205.5 workyears. Operating Expenses and Capital Outlay account for the remaining 72.1 percent of the FY09 budget.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ***An Effective and Efficient Transportation Network***
- ***A Responsive, Accountable County Government***

PERFORMANCE MEASURES

This table presents what the department estimates and projects will be the FY08 through FY10 data for its performance measures if there are no changes in funding.

Measure	Actual FY06	Actual FY07	Estimated FY08	Projected FY09	Projected FY10
Percentage of Customer Satisfaction for Police Vehicle Maintenance[1]	98.7	99.0	98.5	99.0	99.0
Percentage of Fleet Availability for Police Vehicle Maintenance	96.4	96.4	97.5	98.0	98.0
Clean Air Commitment - Gallons Alternative Fuels Used[2]	1,029,616	1,105,433	1,337,182	3,442,832	4,233,507
Clean Air Commitment - Gallons Diesel/Unleaded Used	5,126,710	5,156,280	4,924,531	2,818,881	2,028,207
Average Days Out of Service per Bus for Parts	3.8	6	4.9	4	3.8
Percentage of Transit Services Daily Bus Requirements Met	98.0	N/A	98.5	98.8	99.0

[1]Based on customers who did not rate overall service quality as "unsatisfactory".

[2]Alternative fuels include E-85 Ethanol, Compressed Natural Gas (CNG), and Bio-diesel. FY08 thru FY10 projections are based on a bio-diesel pilot project to begin spring of 2008.

ACCOMPLISHMENTS AND INITIATIVES

- ***Piloted a bio-diesel fuel project to study the effects of utilizing alternative fuels in the County fleet.***
- ***Implemented a comprehensive safety training program for Division staff to ensure that all employees are trained on current safety standards.***
- ***Developed a broad tracking system utilized at the Automotive Equipment Section (AES) facility, which allows employees to track accidents and workorders.***

- ***Participated in a joint procurement, reverse auction to purchase Natural Gas resulting in an estimated savings of $900,000 over the three-year contract period.***

- ***Productivity Improvements***

  - ***Developed new recruiting techniques by utilizing referral bonuses, trade publications, and approaching local colleges and trade schools to recruit experienced mechanics.***

  - ***Streamlined and improved existing preventive maintenance procedures, which helped reduce unscheduled fleet maintenance and breakdowns.***

  - ***Developed standard operating procedures (SOP) for the Warranty Program in order to recoup additional funds through warranty claims.***

  - ***Leading a joint procurement, reverse auction for the purchase of E-10 Unleaded Gasoline potentially saving the County thousands over current gasoline contract prices.***

PROGRAM CONTACTS

Contact Maggie Orsini of the Division of Fleet Management Services at 240.777.5759 or Alexandra Shabelski of the Office of Management and Budget at 240.777.2785 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Heavy Equipment and Automotive Services

This program is responsible for the maintenance and repair of the heavy equipment fleet which includes heavy dump trucks, construction equipment, snow plows, leafers, mowers, backhoes, gradalls, and other specialized pieces of heavy equipment. In addition, this program is responsible for the maintenance and repair of the automotive fleet which includes administrative vehicles, police vehicles, vans, and light trucks. The maintenance and repair service for the automotive and light truck fleet is provided through contractual service at the Seven Locks Maintenance facility.

FY09 Recommended Changes

	Expenditures	WYs
FY08 Approved	**8,729,560**	**39.5**
Increase Cost: First Vehicle Services Contract	50,000	0.0
Decrease Cost: Increase Preventative Maintenance Intervals	-420,000	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	109,670	0.0
FY09 CE Recommended	**8,469,230**	**39.5**

Transit Equipment Services

This program is responsible for the maintenance and repair of the transit equipment fleet which includes Ride On transit buses.

FY09 Recommended Changes

	Expenditures	WYs
FY08 Approved	**14,337,570**	**110.6**
Increase Cost: Annualization of Small Bus Service takeover	2,497,620	14.5
Increase Cost: Service Lane Contract (EMOC/BMF)	400,000	0.0
Increase Cost: Bus Wash Contract (Kensington)	85,000	0.0
Enhance: Small Bus Fleet (Kensington) Interior Bus Cleaning Services	70,000	0.0
Increase Cost: Leased Tires Contract	61,770	0.0
Decrease Cost: Parts and Supplies	-42,000	0.0
Decrease Cost: Bus AC Contract	-95,000	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	451,260	0.0
FY09 CE Recommended	**17,766,220**	**125.1**

Management Services

This program provides policy development and planning; operational, personnel, and administrative oversight; and support for

division activities. This program is also the central coordinator for the County on energy-related matters pertaining to emissions and motor fuel to include alternative fuels and applicable State and Federal legislation.

FY09 Recommended Changes

	Expenditures	WYs
FY08 Approved	**936,680**	**5.1**
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	158,660	0.5
FY09 CE Recommended	**1,095,340**	**5.6**

Administrative Services

This program includes the preparation and monitoring of the operating and CIP budgets; financial management of the Motor Pool Internal Service Fund; fuel management; payment processing; solicitations, and contracts; inventory and facility management; and the management and administration of computer and office automation system activities.

FY09 Recommended Changes

	Expenditures	WYs
FY08 Approved	**35,721,700**	**35.7**
Increase Cost: Fuel Adjustment	1,741,990	0.0
Increase Cost: Vehicle Replacement Expenditures	1,266,000	0.0
Increase Cost: Heavy Equipment Replacement	165,000	0.0
Increase Cost: Printing and Mail Adjustments	10,880	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	1,438,420	-0.4
FY09 CE Recommended	**40,343,990**	**35.3**

BUDGET SUMMARY

	Actual FY07	Budget FY08	Estimated FY08	Recommended FY09	% Chg Bud/Rec
MOTOR POOL INTERNAL SERVICE FUND					
EXPENDITURES					
Salaries and Wages	10,301,303	12,118,280	12,340,100	14,014,420	15.6%
Employee Benefits	3,459,465	4,108,500	3,898,240	4,843,300	17.9%
Motor Pool Internal Service Fund Personnel Costs	***13,760,768***	***16,226,780***	***16,238,340***	***18,857,720***	***16.2%***
Operating Expenses	33,391,814	35,297,480	34,797,580	39,184,810	11.0%
Capital Outlay	9,454,809	8,201,250	7,542,450	9,632,250	17.4%
Motor Pool Internal Service Fund Expenditures	***56,607,391***	***59,725,510***	***58,578,370***	***67,674,780***	***13.3%***
PERSONNEL					
Full-Time	167	206	206	206	—
Part-Time	0	0	0	0	—
Workyears	170.2	191.0	191.0	205.5	7.6%
REVENUES					
Charges For Services	53,210,902	54,987,960	56,867,430	64,853,290	17.9%
State Fuel Tax	-1,497	0	0	0	—
Warranty Claims	12,869	80,000	80,000	80,000	—
Disposal of Fixed Assets Gain/(Loss)	0	300,000	300,000	300,000	—
Enterprise Rental Vehicles	202,415	160,000	0	0	—
Insurance Recoveries	967,776	1,000,000	1,000,000	1,000,000	—
Other Revenue	136,214	130,000	130,000	130,000	—
Take Home Vehicle Charges	16,466	20,000	0	0	—
Interest Income - Pooled Investments	306,937	200,000	250,000	160,000	-20.0%
Ride-On Bus Service Maintenance	0	1,956,646	0	0	—
Motor Pool Internal Service Fund Revenues	***54,852,082***	***58,834,606***	***58,627,430***	***66,523,290***	***13.1%***

FY09 RECOMMENDED CHANGES

	Expenditures	WYs
MOTOR POOL INTERNAL SERVICE FUND		
FY08 ORIGINAL APPROPRIATION	**59,725,510**	**191.0**
Changes (with service impacts)		
Enhance: Small Bus Fleet (Kensington) Interior Bus Cleaning Services [Transit Equipment Services]	70,000	0.0
Enhance: Truck/Bus Lift for EMOC and BMF Master Lease	47,450	0.0
Other Adjustments (with no service impacts)		
Increase Cost: Annualization of Small Bus Service takeover [Transit Equipment Services]	2,497,620	14.5
Increase Cost: Fuel Adjustment [Administrative Services]	1,741,990	0.0
Increase Cost: Vehicle Replacement Expenditures [Administrative Services]	1,266,000	0.0
Increase Cost: General Wage and Service Increment Adjustments	781,410	0.0
Increase Cost: Service Lane Contract (EMOC/BMF) [Transit Equipment Services]	400,000	0.0
Increase Cost: Annualization of FY08 Personnel Costs	357,360	0.0
Increase Cost: Risk Management Adjustment	273,970	0.0
Increase Cost: Group Insurance Adjustment	247,420	0.0
Increase Cost: Additional cost to pre-fund retiree health insurance on the multi-year schedule	234,670	0.0
Increase Cost: Heavy Equipment Replacement [Administrative Services]	165,000	0.0
Increase Cost: Retirement Adjustment	137,910	0.0
Increase Cost: Bus Wash Contract (Kensington) [Transit Equipment Services]	85,000	0.0
Increase Cost: Leased Tires Contract [Transit Equipment Services]	61,770	0.0
Increase Cost: Motor Pool Rate Adjustment	55,300	0.0
Increase Cost: First Vehicle Services Contract [Heavy Equipment and Automotive Services]	50,000	0.0
Increase Cost: Occupational Medical Services (OMS) Adjustment	17,520	0.0
Increase Cost: Printing and Mail Adjustments [Administrative Services]	10,880	0.0
Increase Cost: Maintenance of Safety Equipment	5,000	0.0
Decrease Cost: Parts and Supplies [Transit Equipment Services]	-42,000	0.0
Decrease Cost: Bus AC Contract [Transit Equipment Services]	-95,000	0.0
Decrease Cost: Increase Preventative Maintenance Intervals [Heavy Equipment and Automotive Services]	-420,000	0.0
FY09 RECOMMENDED:	**67,674,780**	**205.5**

PROGRAM SUMMARY

	FY08 Approved Expenditures	FY08 Approved WYs	FY09 Recommended Expenditures	FY09 Recommended WYs
Heavy Equipment and Automotive Services	8,729,560	39.5	8,469,230	39.5
Transit Equipment Services	14,337,570	110.6	17,766,220	125.1
Management Services	936,680	5.1	1,095,340	5.6
Administrative Services	35,721,700	35.7	40,343,990	35.3
Totals	59,725,510	191.0	67,674,780	205.5

FUTURE FISCAL IMPACTS

Title	CE REC. FY09	FY10	FY11	FY12	FY13	FY14
			($000's)			
This table is intended to present significant future fiscal impacts of the department's programs.						
MOTOR POOL INTERNAL SERVICE FUND						
Expenditures						
FY09 Recommended	**67,675**	**67,675**	**67,675**	**67,675**	**67,675**	**67,675**
No inflation or compensation change is included in outyear projections.						
Labor Contracts	**0**	**839**	**898**	**898**	**898**	**898**
These figures represent the estimated cost of general wage adjustments, service increments, and associated benefits.						
Central Duplicating Deficit Recovery Charge	**0**	**-3**	**-3**	**-3**	**-3**	**-3**
This per employee charge will be eliminated in FY10.						
Master Lease Truck/Bus Lift	**0**	**47**	**47**	**47**	**47**	**0**
Retiree Health Insurance Pre-Funding	**0**	**313**	**625**	**937**	**1,007**	**1,081**
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.						
Subtotal Expenditures	***67,675***	***68,872***	***69,242***	***69,554***	***69,625***	***69,651***