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# 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.

## BUDGET OVERVIEW

The total approved FY11 Operating Budget for the Division of Fleet Management Services is \$57,804,700, a decrease of \$6,889,620 or 10.6 percent from the FY10 Approved Budget of \$64,694,320. Personnel Costs comprise 32.2 percent of the budget for 199 full-time positions for 194.3 workyears. Operating Expenses and Capital Outlay account for the remaining 67.8 percent of the FY11 budget.

## LINKAGE TO COUNTY RESULT AREAS

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

- ❖ ***A Responsive, Accountable County Government***
- ❖ ***An Effective and Efficient Transportation Network***
- ❖ ***Healthy and Sustainable Neighborhoods***

## DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY10 estimates incorporate the effect of the FY10 savings plan. FY11 and FY12 targets assume the approved FY11 budget and FY12 funding for comparable service levels.

## ACCOMPLISHMENTS AND INITIATIVES

- ❖ ***In conjunction with the Department of Environmental Protection in utilizing a Mid-Atlantic Regional Air Management Association (MARMA) Grant for the installation of particulate filters on older Fleet-owned dump trucks. This initiative will help to reduce exhaust emissions and improve air quality in the County.***
- ❖ ***Reduce use of aerosol products and to purchase “green products” to replace some standard cleaners and degreasers. Fleet is using environmentally friendly fluorescent lamp disposal; recycling rechargeable and vehicle batteries, antifreeze, waste oil and other products.***
- ❖ ***Conduct an Electric Car Hands-On Demo for Fleet Management staff to evaluate Low Speed Vehicles for driving, enabling Fleet to build a knowledge pool to better prepare for future competitive bidding as well as to better match vehicles to user departments and knowledgeably recommend electric vehicles when appropriate.***
- ❖ ***Led a cooperative procurement through a partnership with the Washington Metropolitan Council of Governments (WMCOG) for the purchase of unleaded gasoline resulting in an executed contract with an estimated savings of \$160,000 over its life.***
- ❖ ***Disinfect the Transit bus fleet daily ensuring a safer environment for the citizens, operators, and technicians.***
- ❖ ***Working toward an overall reduction in fleet size through assessment, collection, and reallocation of under-utilized administrative vehicles.***
- ❖ ***Productivity Improvements***
  - ***Moved from an annual to a quarterly parts inventory ensuring more accurate inventory controls. Fleet is better able to stock proper quantities by controlling minimum/maximum levels to lessen out of stock situations; has better control over obsolescence, and improved cost control. In addition monthly spot checks are being***

performed.

- Increased vendors converted to Automated Clearinghouse (ACH) payments by 66% over the past year for increased accounts payable efficiencies and reduced payment turnaround times to vendors. Additionally, substantial cost savings to the County are incurred as electronic payments are increased while check processing is decreased.

## PROGRAM CONTACTS

Contact Maggie Orsini of the Division of Fleet Management Services at 240.777.5759 or Bruce R. Meier 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.

Program Performance Measures	Actual FY08	Actual FY09	Estimated FY10	Target FY11	Target FY12
Heavy Equipment Fleet Availability	94.41	95.00	95.00	95.00	95.00
Percentage of Customer Satisfaction for Police Vehicle Maintenance <sup>1</sup>	98.5	99.0	99.0	99.0	99.0
Percentage of Fleet Availability for Police Vehicle Maintenance	97.5	98.0	98.0	98.0	98.0
Mean Distance Between Failure: Heavy Equipment (in miles) <sup>2</sup>	1,469	1,559	3,336	3,340	3,340
Mean Distance Between Failure: Administrative Light Equipment (in miles) <sup>3</sup>	1,943	2,906	7,060	7,060	7,060
Mean Distance Between Failure: Public Safety Light Equipment (in miles) <sup>4</sup>	2,517	2,848	8,435	8,440	8,440
Turnaround Time - Average amount of time equipment is unavailable for operations during each shop visit: Heavy Equipment (in days) <sup>5</sup>	NA	10.2	5.9	6.5	6.5
Turnaround Time - Average amount of time equipment is unavailable for operations during each shop visit: Administrative Vehicles (in days)	NA	1.1	1.8	2.0	2.0
Turnaround Time - Average amount of time equipment is unavailable for operations during each shop visit: Public Safety light equipment (in days)	NA	3.0	2.9	2.3	2.3

<sup>1</sup> Based on customers who did not rate overall service quality as "unsatisfactory".

<sup>2</sup> Data regarding mean miles between service interruptions will be collected for all classes of vehicles. Fleet has refined measure to exclude small or incidental parts failures beginning November 2009.

<sup>3</sup> Fleet has refined measure to exclude small or incidental parts failures beginning November 2009.

<sup>4</sup> Fleet has refined measure to exclude small or incidental parts failures beginning November 2009.

<sup>5</sup> Turnaround data for all classes of vehicles will be collected.

FY11 Approved Changes	Expenditures	WYs
<b>FY10 Approved</b>	<b>8,736,020</b>	<b>39.5</b>
Increase Cost: Police Equipment	447,300	0.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-395,510	-1.0
<b>FY11 Approved</b>	<b>8,787,810</b>	<b>38.5</b>

### Transit Equipment Services

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

Program Performance Measures	Actual FY08	Actual FY09	Estimated FY10	Target FY11	Target FY12
Average Days Out of Service per Bus for Parts	4.9	4.0	3.8	3.8	3.8
Mean Distance Between Failure: Transit equipment (in miles) <sup>1</sup>	2,721	2,847	8,297	8,300	8,300
Turnaround Time - Average amount of time equipment is unavailable for operations during each shop visit: Transit equipment (in days)	NA	6.5	4.6	6.0	6.0

<sup>1</sup> Fleet has refined measure to exclude small or incidental parts failures beginning November 2009.

FY11 Approved Changes	Expenditures	WYs
<b>FY10 Approved</b>	<b>18,445,380</b>	<b>116.5</b>
Decrease Cost: Parts & Fuel Expenditures based on Transit service reductions	-276,140	0.0

	Expenditures	WYs
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	1,219,970	-4.1
<b>FY11 Approved</b>	<b>19,389,210</b>	<b>112.4</b>

## 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.

<b>FY11 Approved Changes</b>	Expenditures	WYs
<b>FY10 Approved</b>	<b>1,349,140</b>	<b>7.6</b>
Increase Cost: Retiree Health Insurance Pre-Funding	624,840	0.0
Decrease Cost: Printing and Mail Adjustment	-4,120	0.0
Decrease Cost: Occupational Medical Services Adjustment	-9,930	0.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	246,400	0.7
<b>FY11 Approved</b>	<b>2,206,330</b>	<b>8.3</b>

## 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.

Program Performance Measures	Actual FY08	Actual FY09	Estimated FY10	Target FY11	Target FY12
Clean Air Commitment - Gallons Alternative Fuels Used <sup>1</sup>	1,337,182	3,442,832	1,285,000	1,143,823	1,143,823
Clean Air Commitment - Gallons Diesel/Unleaded Used <sup>2</sup>	4,924,531	2,818,881	4,976,720	5,428,987	5,428,987
Fiscal Inventory Parts Turn Rate <sup>3</sup>	NA	2.4	2.8	2.8	2.8
Percentage of workorders completed without delay for parts	88.8	89.5	90	90	90

<sup>1</sup> Alternative fuels include E-85 Ethanol and Compressed Natural Gas. The projected decrease in FY10 is due to the need for the department to determine the optimal blend for bio diesel.

<sup>2</sup> The projected increase in FY10 is due to the need for the department to determine the optimal blend for bio diesel.

<sup>3</sup> Does not include seasonal parts

<b>FY11 Approved Changes</b>	Expenditures	WYs
<b>FY10 Approved</b>	<b>36,163,780</b>	<b>38.4</b>
Increase Cost: Risk Management Adjustment	651,670	0.0
Increase Cost: Contract Increases	311,830	0.0
Decrease Cost: Fuel	-391,930	0.0
Decrease Cost: Various Operating Expenses - Based on Agency Motorpool Reductions	-776,330	0.0
Reduce: Replacement Purchases: extend replacement cycle	-6,839,620	0.0
Miscellaneous adjustments, including furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-1,698,050	-3.3
<b>FY11 Approved</b>	<b>27,421,350</b>	<b>35.1</b>

## BUDGET SUMMARY

	Actual FY09	Budget FY10	Estimated FY10	Approved FY11	% Chg Bud/App
<b>MOTOR POOL INTERNAL SERVICE FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	14,282,930	13,852,750	14,265,670	13,554,500	-2.2%
Employee Benefits	4,590,363	4,888,050	4,618,290	5,063,530	3.6%
<b>Motor Pool Internal Service Fund Personnel Costs</b>	<b>18,873,293</b>	<b>18,740,800</b>	<b>18,883,960</b>	<b>18,618,030</b>	<b>-0.7%</b>
Operating Expenses	41,636,072	37,932,650	38,784,740	38,005,420	0.2%
Capital Outlay	6,686,944	8,020,870	4,279,900	1,181,250	-85.3%
<b>Motor Pool Internal Service Fund Expenditures</b>	<b>67,196,309</b>	<b>64,694,320</b>	<b>61,948,600</b>	<b>57,804,700</b>	<b>-10.6%</b>
<b>PERSONNEL</b>					
Full-Time	206	202	202	199	-1.5%
Part-Time	0	0	0	0	—
Workyears	205.5	202.0	202.0	194.3	-3.8%
<b>REVENUES</b>					
Charges For Services	62,987,910	64,795,430	62,379,400	58,780,430	-9.3%
State Fuel Tax	-1,135	0	0	0	—
Warranty Claims	85,075	50,000	80,000	50,000	—
Disposal of Fixed Assets Gain/(Loss)	175,862	300,000	300,000	400,000	33.3%
Enterprise Rental Vehicles	324,785	200,000	110,000	200,000	—
Insurance Recoveries	1,304,277	1,000,000	1,050,000	1,080,000	8.0%
Other Revenue	58,501	0	0	0	—
Take Home Vehicle Charges	0	20,000	20,000	20,000	—
Interest Income - Pooled Investments	14,594	50,000	2,390	10,000	-80.0%
<b>Motor Pool Internal Service Fund Revenues</b>	<b>64,949,869</b>	<b>66,415,430</b>	<b>63,941,790</b>	<b>60,540,430</b>	<b>-8.8%</b>

## FY11 APPROVED CHANGES

	Expenditures	WYs
<b>MOTOR POOL INTERNAL SERVICE FUND</b>		
<b>FY10 ORIGINAL APPROPRIATION</b>	<b>64,694,320</b>	<b>202.0</b>
<b><u>Changes (with service impacts)</u></b>		
Reduce: Replacement Purchases: extend replacement cycle [Administrative Services]	-6,839,620	0.0
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: Risk Management Adjustment [Administrative Services]	651,670	0.0
Increase Cost: Retiree Health Insurance Pre-Funding [Management Services]	624,840	0.0
Increase Cost: Police Equipment [Heavy Equipment and Automotive Services]	447,300	0.0
Increase Cost: Contract Increases [Administrative Services]	311,830	0.0
Increase Cost: Group Insurance Adjustment	131,150	0.0
Increase Cost: Retirement Adjustment	98,900	0.0
Increase Cost: Energy Tax Increase	85,660	0.0
Decrease Cost: Printing and Mail Adjustment [Management Services]	-4,120	0.0
Decrease Cost: Occupational Medical Services Adjustment [Management Services]	-9,930	0.0
Decrease Cost: Annualization of FY10 Personnel Costs	-38,720	0.0
Decrease Cost: Expedited Bill 16-10 - Imputed Compensation Limit	-59,680	0.0
Decrease Cost: Motor Pool Rate Adjustment	-202,780	0.0
Decrease Cost: Furlough Days	-254,420	-7.7
Decrease Cost: Parts & Fuel Expenditures based on Transit service reductions [Transit Equipment Services]	-276,140	0.0
Decrease Cost: Police Vehicle Equipment	-387,300	0.0
Decrease Cost: Fuel [Administrative Services]	-391,930	0.0
Decrease Cost: Various Operating Expenses - Based on Agency Motorpool Reductions [Administrative Services]	-776,330	0.0
<b>FY11 APPROVED:</b>	<b>57,804,700</b>	<b>194.3</b>

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## PROGRAM SUMMARY

Program Name	FY10 Approved		FY11 Approved	
	Expenditures	WYs	Expenditures	WYs
Heavy Equipment and Automotive Services	8,736,020	39.5	8,787,810	38.5
Transit Equipment Services	18,445,380	116.5	19,389,210	112.4
Management Services	1,349,140	7.6	2,206,330	8.3
Administrative Services	36,163,780	38.4	27,421,350	35.1
<b>Total</b>	<b>64,694,320</b>	<b>202.0</b>	<b>57,804,700</b>	<b>194.3</b>

