

FLEET MANAGEMENT

The Fleet Management Department is responsible for supporting the transportation and equipment needs of Pinellas County. The Department's primary objectives include: (1) the preventive maintenance and repair of the County's automobile, light truck, and heavy equipment fleets, as well as numerous emergency generators, pumps, and other related emergency management equipment; (2) the operation and management of the County's vehicle and equipment replacement plan; and (3) the procurement, operation, and management of the County's fuel distribution program for the fueling of County vehicles and equipment at 24 fueling sites. While providing these and other services, the Department is focused on its mission of providing quality, cost-effective customer service in a timely and efficient manner. Fleet Vehicle Replacement provides for the purchase of replacement vehicles and equipment. Departments make annual contributions to the Fleet Vehicle Replacement Fund which are then used to purchase replacement units when vehicles / equipment reach the end of their economically useful life. In this manner, vehicle and equipment replacements can occur in an orderly, planned fashion and necessary replacements are funded gradually, creating minimal budgetary pressure.

0602 Fleet Management Fund

Department Revenues by Fund

	FY07 Budget	FY08 Request	Variance	%
0602 INTERNAL SERVICES CHARGES	12,704,490	11,315,180	-1,389,310	-10.9%
CHARGE FOR SVC-OTHER	269,990	340,950	70,960	26.3%
INTEREST EARNINGS	200,000	454,090	254,090	127.0%
RENTS/SURPLUS/REFUNDS	406,210	706,450	300,240	73.9%
OTHER MISCELLANEOUS REVENUES	1,427,860	1,356,590	-71,270	-5.0%
INTERFUND TRANSFERS	800,000	0	-800,000	-100.0%
BEGINNING FUND BALANCE	6,280,180	5,587,630	-692,550	-11.0%
TOTAL FUND REVENUE	22,088,730	19,760,890	-2,327,840	-10.5%

Department Expenditures by Fund/Cost Center

	FY07 Budget	FY08 Request	Variance	%
0602 4821000 FLEET MANAGEMENT	11,908,990	10,978,120	-930,870	-7.8%
4822000 FLEET - VEHICLE REPLACEMENT	5,884,210	6,418,740	534,530	9.1%
Subtotal Expenditures	17,793,200	17,396,860	-396,340	-2.2%
RESERVES	4,295,530	2,364,030	-1,931,500	-45.0%
TOTAL EXPENDITURES	22,088,730	19,760,890	-2,327,840	-10.5%
Less: Reserves	-4,295,530	-2,364,030	1,931,500	
TOTAL EXPENDITURES W/O RESERVES	17,793,200	17,396,860	-396,340	-2.2%

Personnel Summary

	FY07 Budget	FY08 Request	Variance
Total Permanent Positions	66	63	-3

Summary of Departmental Programs for Total Budget Justification

Name of Department: **FLEET MANAGEMENT**
 Strategic Focus Area: **EFFECTIVE GOVERNMENT**

Program	Classification	Description	FY08 Total Program Allocation (\$)	FTE's	FY09 (2nd Year) Program Allocation (\$)	Performance Measures
Type of Program:						
FUEL DIVISION	Non-Mandatory	Provide Fuel & Regulatory Compliance & Maintenance to 24 Fuel Sites located throughout the County.	\$3,547,512	3.5	\$3,555,646	Maintain 100% regulatory Compliance of Pinellas County's 24 Fuel sites. 1,429,000 gallons dispensed annually
PARTS DIVISION	Non-Mandatory	Provide Parts Procurement and Inventory for the Maintenance and Repair of Pinellas County's Diverse Fleet of Vehicles and Equipment.	\$2,120,781	4.0	\$2,129,357	Inventory shrinkage annually (Industry Avg 1-3%). <.078%
						% of parts sold procured through Just in Time (JIT) delivery process. 73%
						Annual inventory turns for non JIT items. 2.38 turns
MAINTENANCE & REPAIR	Non-Mandatory	Responsible for complete Maintenance, Repair and Refurbishment of all County Owned Vehicles and Specialized Equipment. Includes Maintenance and Repair of 130 Emergency Generators located throughout the County.	\$4,088,146	39.5	\$4,197,217	Percentage of customers rating fleet service as "excellent". 88%
						Average cost per mile-sedans/light trucks. (Industry average \$.11) \$.085
						Percentage of fleet repair work meeting promise date. 93%
						Percentage of fleet availability. 93%
						Hours billed as a percentage of hours available. (ICMA average 67%) 98%
						Percentage of ASE Certified Technicians. (general) 100%
						Skill based technician training accomplished. 710 hours
VEHICLE REPLACEMENT DIVISION	Non-Mandatory	Responsible for Vehicle Equipment Acquisition and Replacement. Develops specialized specifications for Pinellas County's Diverse Fleet of Vehicles and Equipment.	\$6,595,912	3.0	\$5,900,000	Maintain Organizational and Fleet effectiveness through Life Cycle Cost Analysis and Replacements of vehicles and specialized equipment. 2,316 vehicles and equipment pieces
RESERVES	Non-Mandatory	Maintained for the Annual Replacement of Vehicles and Equipment.	\$2,364,030		\$2,364,030	
ADMINISTRATION	Non-Mandatory	Provides Departmental Direction and Administrative Support to all Operating Divisions within Fleet Management and includes all Clerical Responsibilities and Management Positions, as well as training.	\$1,044,509	13.0	\$1,080,177	Increase levels of Organizational effectiveness due to the completion of value-based skill training. 130 hours
TOTALS:			\$19,760,890	63	\$19,226,427	

Pinellas County FY08 Budget Development

Budget Summary Analysis

SFA: Effective Government - **Department: Fleet Management**

Fund 0602 – Fleet Management Fund

- The FY08 Request reflects a decrease of \$2,327,840 or 10.5% under the FY07 Revised Budget.
 - Excluding Reserves, the FY08 Fleet Management budget reflects a decrease of \$396,340 or -2.2%. This cost savings is attributed to personnel reductions and reduced service levels in all other areas of the Fleet Management Department.
 - The Personal Services Budget request reflects a savings of \$171,630 from the deletion of three vacant positions for FY08. The remaining Personal Services Budget also contains a 2% lapse factor to reflect the cost savings due to typical employee turnover and short-term vacancies.
 - The Operating Expenses Budget request decreases by \$144,960 or -2.1% due to cost savings from lower cost allocation charges in FY08 than FY07, and one-time expenditures in FY07 that are not recurring in FY08. Also included in the Operating Expenses Budget request is an increase of \$293,980 in fuel costs.
 - Capital Outlay is \$229,330 lower in FY08 than in FY07 due to the one-time expenditure in FY07 for the automated fuel system. Once the automated fuel system is fully installed at the end of FY07, Fleet Management expects to begin realizing savings of \$85,000 per year in reduced fuel lost to shrinkage and in reduced personnel costs to run the fuel operations.
 - Reserves decreased \$1,931,500 or 44.9%, due to budgeted expenditures for the scheduled replacement of Fleet vehicles and equipment that has reached the end of its useful life. The Fleet Management Reserves are a sinking fund for the future replacement of equipment and vehicles. Annual budgeted capital expenditures vary, depending upon which assets require replacement.

Pinellas County FY08 Budget Development

Budget Summary Analysis

- Excluding Fund Balance, the FY08 revenues generated by the Fleet Management Fund are decreasing by \$1,635,290 or -10.3% under the FY07 Revised Budget.
 - The revenue decrease is partially due to a non-recurring \$800,000 transfer from the General Fund in FY07 to support the purchase and installation of the automated fuel system.
 - The revenue decrease in internal service charges is due to a planned reduction in service levels. Fleet Management's customers have reduced the total number of vehicles and equipment in the county-wide fleet system, causing a corresponding reduction in charges to service those assets. In addition, Fleet Management has increased the service intervals for maintenance on all of the assets, in accordance with the increased intervals recommended by the manufacturers. As the quality of the assets has improved, the time between maintenance service visits has increased.

Pinellas County FY08 Budget Development - Growth Trends - 5-Year History

Fleet Management

Year	Budget	Increase (Decrease) from Previous Year	Percent Change from Previous Year	Positions	Increase (Decrease) from Previous Year	Percent Staff Change From Previous Year
2002	\$19,806,180			73		
2003	\$17,975,350	(\$1,830,830)	-9.2%	72	-1	-1.4%
2004	\$17,008,050	(\$967,300)	-5.4%	72	0	0.0%
2005	\$20,727,770	\$3,719,720	21.9%	70	-2	-2.8%
2006	\$17,388,300	(\$3,339,470)	-16.1%	69	-1	-1.4%
2007	\$22,088,730	\$4,700,430	27.0%	66	-3	-4.3%

Fleet Management Budget 2002 - 2007

