

**OFFICE OF THE COUNTY ADMINISTRATOR**

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November 22, 2016

TO: Mahesh Sharma, County Administrator

FROM: David Farmer, CPA Director of Budget and Administrative Services

SUBJ: Centralization of Vehicle Maintenance

The County is in the development of the centralized fleet maintenance program. The long range development of the fleet maintenance development includes:

- The development of county-wide fleet policies and procedures, emphasizing best practices,
- Update the Scott County Policies 26 and 27
- “Right Size” the fleet
- Expand the Motor Pool Use
- Develop an Internal Service Fund

The development of the above items is currently occurring. To address the development of the Internal Service Fund, it is recommended to consolidate all vehicle maintenance, excluding the conservation department, to a non departmental service area while we accumulate service data. The consolidation of the vehicle maintenance accounts will simplify the cost accounting of allocating costs by service areas for year-end reporting and budgeting, while maintaining one responsible party for the budget maintenance. A new sub account will be created for car washes and detailing and will remain with the departments. Vehicle fuel purchases will remain with the department. Any outsourced labor or materials will be funded by the new accounts and will not be charged back to individual departments.

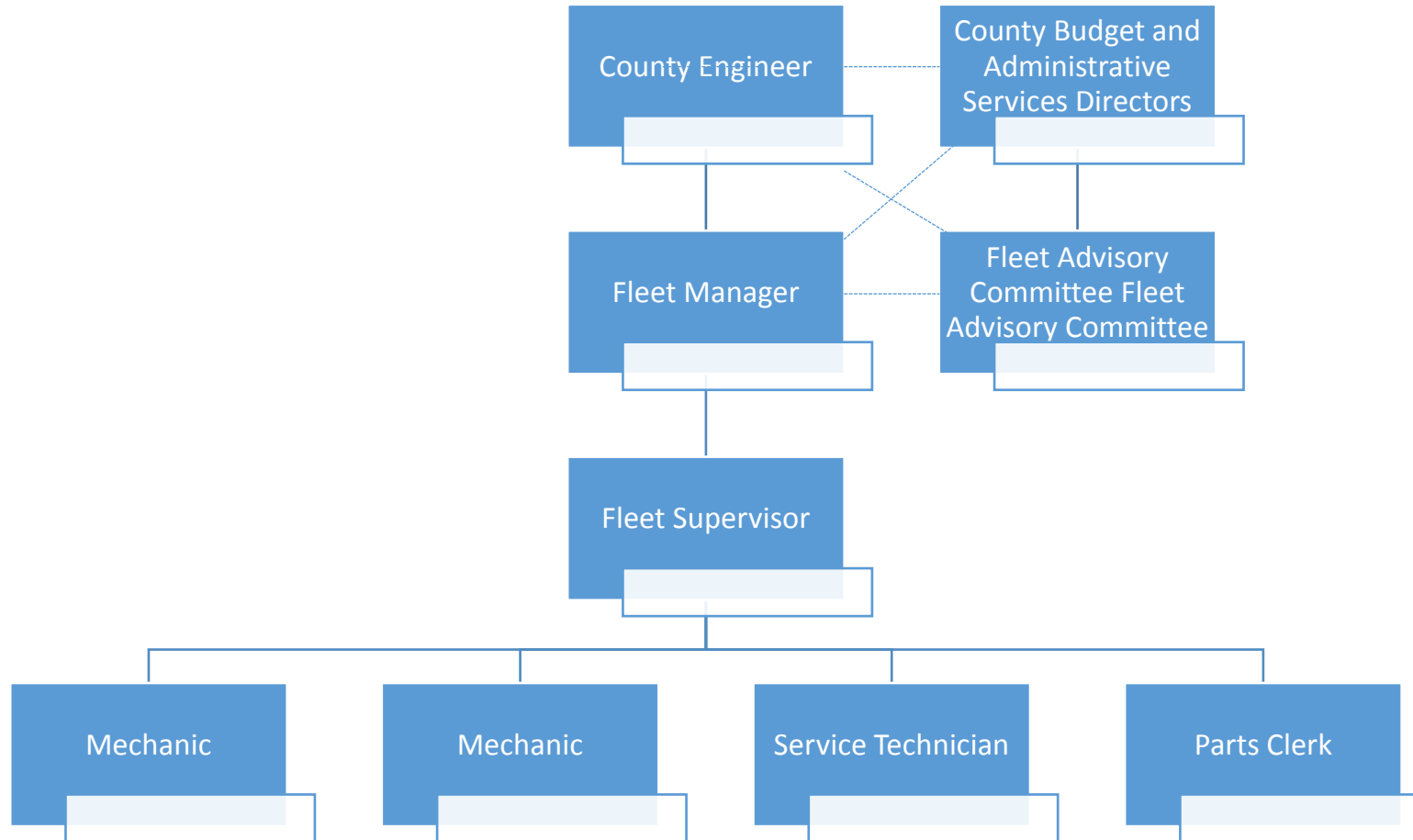
The recommended budget amendment will be as follows:

<u>Department</u>	<u>Program</u>	<u>Account</u>	<u>2017 Adopted</u>	<u>2016 Actual</u>	<u>2015 Actual</u>	<u>Amendment</u>
			<u>Amount</u>			<u>Amount</u>
Attorney	1202	Maintenance Vehicles	1,000.00	52.00	1,064.00	(1,000.00)
Attorney	1202	Fuels and Lubricants*	220.00	-	-	-
FSS	1514	Maintenance Vehicles	5,000.00	6,901.00	3,872.00	(5,000.00)
FSS	1514	Car washes	-	-	-	500.00
Health	2005	Maintenance Vehicles	1,000.00	392.00	481.00	(500.00)
Health	2014	Maintenance Vehicles	1,500.00	1,130.00	226.00	(1,300.00)
Health	2031	Maintenance Vehicles	700.00	68.00	1,272.00	(700.00)
Health	2039	Maintenance Vehicles	3,800.00	479.00	1,078.00	(1,500.00)
Health	TBD	Car washes	-	-	-	800.00
P & D	2501	Maintenance Vehicles	1,250.00	1,203.00	5,533.00	(1,250.00)
P & D	2501	Car washes	-	-	-	120.00
Sheriff	1000	Maintenance Vehicles	2,770.00	2,056.00	2,763.00	(2,770.00)
Sheriff	2801	Maintenance Vehicles	67,160.00	67,158.00	67,499.00	(67,160.00)
Sheriff	2802	Maintenance Vehicles	19,160.00	13,014.00	16,162.00	(19,160.00)
Sheriff	2805	Maintenance Vehicles	7,625.00	4,819.00	7,603.00	(7,625.00)
Sheriff	2803	Maintenance Vehicles	7,380.00	2,968.00	7,336.00	(7,380.00)
Sheriff	Various	Car washes	-	-	-	3,600.00
Sheriff	1000	Fuels and Lubricants *	30.00	-	-	-
Sheriff	2801	Fuels and Lubricants *	900.00	-	-	-
Sheriff	2802	Fuels and Lubricants *	700.00	-	-	-
Sheriff	2805	Fuels and Lubricants *	140.00	-	-	-
Sheriff	2803	Fuels and Lubricants *	70.00	-	-	-
Fleet Service	2304	Maintenance Vehicles	<u>120,405.00</u>	<u>100,240.00</u>	<u>114,889.00</u>	<u>110,325.00</u>
* Estimate from Fy 2016 actual activity of fleet services paid from this account						

I will be available at the Tuesday Committee of the Whole meeting for further discussion.

CC: Barbara Branscom, Fleet Manager  
Jon Burgstrum, County Engineer  
Sheriff Department  
FSS Department  
Health Department  
Planning and Development Department  
Attorney's Office

# Fleet Management – Org Chart



# In-House Fleet Maintenance General Fund Savings

	General Fund	Secondary Roads Fund
Fleet Manager (midpoint)	\$42,703	\$42,703
Service Technician	<u>28,610</u>	<u>28,610</u>
Total	<u>\$71,313</u>	<u>\$71,313</u>

FY 15 General Fund (Non Conservation)	
Total Vehicle Maintenance	\$122,403
Specialty work and parts	<u>(36,721)</u>
Vendor labor and profit	<u>\$ 85,682</u>
Savings- In-house service	<u>\$ 14,369</u>

# In-House Fleet Maintenance Secondary Roads Fund Savings

	General Fund	Secondary Roads Fund
Fleet Manager	\$42,703	\$42,703
Service Technician	<u>28,610</u>	<u>28,610</u>
Total	<u>\$71,313</u>	<u>\$71,313</u>

FY 15 Secondary Roads Fund (Non Conservation)	
Fleet Maintenance Staff	\$ 71,313
Maint. Services performed by Road Crew	(40,448)
General Fund Savings	<u>\$ (14,368)</u>
Net Cost	<u>\$ 16,497</u>

## Added Value to Offset Costs:

- 960 Hours of roadwork performed by crews - \$40,448
- Vehicle maintenance performed by trained staff.
- Cost per service reduced by \$35 per service

# Study Recommendations

- Develop County-wide Fleet Policies and Procedures; best practices
- Update Scott County Policies 26 and 27
- Right Size the Fleet
- Expand Motor Pool Use
- Develop an Internal Service Fund