

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2008-09**

Department:

**CENTRAL GARAGE  
(10800)**

Function:

**General**

Activity:

**Other General**

Fund:

**Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2006-07</u>	<u>BOARD APPROVED EXPENDITURES 2007-08</u>	<u>DEPARTMENT REQUEST 2008-09</u>	<u>CAO RECOMMENDATION 2008-09</u>
<b><u>INCOME</u></b>				
662740 Charges for Mileage	1,487,653	1,484,703	1,695,208	1,695,208
<b><u>OTHER INCOME</u></b>				
640101 Interest	84,248	75,000	80,000	80,000
680103 Sale of Fixed Assets & Other Sales	23,445	20,000	20,000	20,000
680401 Miscellaneous & Other Services	123,680	1,000	2,000	2,000
680214 Intergovernmental Revenue	30,000	39,400	25,000	25,000
673908 Other Income - Damages	0	2,000	2,000	2,000
662741 Vehicle Maintenance Charges	192,234	180,000	206,500	206,500
<b>TOTAL INCOME</b>	<b>1,941,260</b>	<b>1,802,103</b>	<b>2,030,708</b>	<b>2,030,708</b>
<b><u>EXPENSES</u></b>				
721930 Cost of Inventoried Material & Supplies Used	<b>814,518</b>	<b>775,000</b>	<b>845,000</b>	<b>845,000</b>
<b><u>OTHER OPERATING EXPENSES</u></b>				
710102 Permanent Salaries	243,632	277,000	280,000	280,000
710103 Extra Help	0	5,000	5,000	5,000
710200 Retirement	45,586	52,000	69,500	69,500
710300 Health Insurance	30,886	35,000	42,500	42,500
710400 Workers' Compensation	4,750	2,547	1,736	1,736
720200 Clothing & Personal Supplies	1,475	1,600	1,500	1,500
720300 Communications	851	1,500	1,500	1,500
720500 Household Expense	688	800	800	800

**COUNTY OF MADERA  
BUDGET UNIT EXPENDITURE DETAIL  
BUDGET FOR THE FISCAL YEAR 2008-09**

Department: **CENTRAL GARAGE  
(10800)**  
Function: **General**  
Activity: **Other General**  
Fund: **Central Garage**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2006-07</u>	<u>BOARD APPROVED EXPENDITURES 2007-08</u>	<u>DEPARTMENT REQUEST 2008-09</u>	<u>CAO RECOMMENDATION 2008-09</u>
<b><u>OTHER OPERATING EXPENSES (continued)</u></b>				
720600 Insurance	72	81	85	85
720605 Employer Share of Retiree Insurance	6,440	0	8,650	8,650
720800 Maintenance - Equipment	3,328	4,200	4,000	4,000
720900 Maintenance - Structures & Grounds	5,524	7,000	7,000	7,000
721000 Medical, Dental & Laboratory Supplies	0	100	100	100
721300 Office Expense	846	1,750	1,750	1,750
721400 Professional & Specialized Services	80,113	75,000	75,000	75,000
721600 Rents & Leases - Equipment	464	600	600	600
721800 Small Tools & Instruments	840	1,100	1,800	1,800
721900 Special Departmental Expense	1,499	7,000	7,000	7,000
722000 Transportation & Travel	0	550	1,500	1,500
722100 Utilities	14,715	17,000	16,000	16,000
731000 Depreciation	495,000	495,000	605,000	605,000
731400 Intrafund Transfer - Cost Plan	42,275	42,275	54,687	54,687
<b>TOTAL EXPENSES</b>	<b>1,793,502</b>	<b>1,802,103</b>	<b>2,030,708</b>	<b>2,030,708</b>
<b>Income Over (Under Expenses)</b>	<b>147,758</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>FIXED ASSETS EXPENDITURES</u></b>				
740200 Buildings & Improvements	7,250	0	0	0
740300 Fixed Assets	1,118,806	496,500	566,700	566,700
	<b>1,126,056</b>	<b>496,500</b>	<b>566,700</b>	<b>566,700</b>

**COMMENTS**

The Central Garage operates as a preventative maintenance and automotive repair facility to establish better utilization of the vehicles the County operates. The Central Garage controls, maintains, and services all County vehicles, except the Road and Fire Department vehicles, and is located directly behind the former Information Technology Building. The Administrative Office provides administrative and fiscal review for this operation.

**STAFFING**

	<b>2007-08</b>	<b>2008-09</b>
	<b><u>Authorized</u></b>	<b><u>Request &amp; Recommend</u></b>
<b><u>Permanent</u></b>		
Automotive Shop Supervisor	1	1
Automotive Technician	3	3
Parts Assistant I or II	1	1
Senior Automotive Technician	1	1
<b><u>Extra Help</u></b>		
Automotive Technician	<u>.2</u>	<u>.2</u>
Total	6.2	6.2

**WORKLOAD**

	<b><u>Actual</u></b>	<b><u>Actual &amp; Estimated</u></b>	<b><u>Projected</u></b>
	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
Sedans	126	127	127
Sheriff Vehicles	65	65	65
Pickups, SUV's, Vans	127	129	130
Trucks	<u>2</u>	<u>2</u>	<u>2</u>
Total Vehicles	320	323	324

**ACCOUNT CLASSIFICATION**

**INCOME**

**Charges for Mileage is recommended at \$1,695,208. This amount represents the cost of the total miles traveled by the vehicles maintained by the Central Garage. Estimated miles to be traveled during 2008-09 are 3,160,000.**

**It is recommended that the following Central Garage mileage rates be approved for 2008-09, effective July 1, 2008. These rates were last adjusted in the 2005-06 Budget, and are recommended changed for Fiscal Year 2008-09.**

	<u>From</u>	<u>To</u>		<u>From</u>	<u>To</u>
Sedan	- 42¢ per mile	45¢ per mile	Sheriff Vehicles	- 65¢ per mile	70¢ per mile
Pickups and Vans	- 50¢ per mile	54¢ per mile	Trucks	- 95¢ per mile	\$1.02 per mile

**Note: The IRS rate for personal employees' vehicles is 50.5¢ per mile as of 1/1/08, and will be readjusted by the IRS on 1/1/09.**

**EXPENSES**

**Cost of Inventoried Materials & Supplies Used is recommended at \$845,000. This expense account pays for material and supplies used to operate and maintain the vehicles (parts, tires, fuel, lubricants, batteries, etc.).**

**OTHER OPERATING EXPENSES**

- 710102 Permanent Salaries is recommended at \$280,000. This account pays for the permanent staff of an Automotive Shop Supervisor, one Senior Automotive Technician, three Automotive Mechanics, and one Automotive Equipment Parts Assistant. This account also includes funds for the payoff of a long-term employee who will be retiring this fiscal year.**
- 710103 Extra Help is recommended at \$5,000, and provides for an extra-help staff when required.**
- 710200 Retirement is recommended at \$69,500, and reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.**
- 710300 Health Insurance is recommended at \$42,500 based on estimated requirement.**

**OTHER OPERATING EXPENSES** (continued)

- 710400     **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.
- 720200     **Clothing & Personal Supplies** is recommended at \$1,500 and pays for protective clothing, masks, glasses, and uniform cost.
- 720300     **Communications** is recommended at \$1,500 based on present cost experience.
- 720500     **Household Expense** is recommended at \$800. This account pays for rags, towels, degreasers, soaps, etc.
- 720600     **Insurance contribution** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720605     **Employer Share of Retiree Insurance** is recommended at \$8,650.
- 720800     **Maintenance - Equipment** is recommended at \$4,000. This account pays for maintaining equipment in the shop.
- 720900     **Maintenance - Structures & Grounds** is recommended at \$7,000. This account pays for the maintenance of the Central Garage building and grounds.
- 721000     **Medical, Dental & Laboratory Supplies** is recommended at \$100 for first aid supplies.
- 721300     **Office Expense** is recommended at \$1,750. This account pays for forms, parts manuals, copy costs, and general office supplies.
- 721400     **Professional & Specialized Services** is recommended at \$75,000. This account pays for automatic transmission work, major overhauls, radiator repair, and any work that cannot be performed by the Central Garage staff. This account also provides for a designated Underground Storage Tank License Inspector to test and inspect the underground tanks (\$1,800), and update computer maintenance software to assist in tracking cost and maintenance more efficiently (\$4,000). The staff will coordinate this effort with the Information Technology Department.
- 721600     **Rents & Leases - Equipment** is recommended at \$600. This account pays for rental of equipment the shop does not have in inventory.
- 721800     **Small Tools & Instruments** is recommended at \$1,800 to pay for hand tools used by the staff. A 20-ton hydraulic press (\$230) is included in this account.

**OTHER OPERATING EXPENSES** (continued)

- 721900     **Special Departmental Expense** is recommended at \$7,000 to pay State administrative costs for the purchase of vehicles (\$4,850), and (\$1,700) to subscribe to Internet service for service manuals, and (\$450) for annual update for the onboard vehicle scanner.
- 722000     **Transportation & Travel** is recommended at \$1,500. This account pays for incidental travel cost when the staff must go out-of-County to retrieve County vehicles and for training.
- 722100     **Utilities** is recommended at \$16,000 based on present cost experience.
- 731000     **Depreciation** is estimated at \$605,000. This account provides funds for vehicles which need to be replaced in the future.
- 731400     **Intrafund Expenses** is recommended at \$54,687. This account pays back the General Fund for all Purchasing, Human Resources, Administrative, and Auditor-Controller costs that are used by this function.

**FIXED ASSETS**

- 740300     **Equipment** - The following equipment is recommended:

**Fuel Vapor Recovery System for UST** (N) (\$24,500) This is a State requirement and must be operational by April 2009.

**Vehicle Hoist** ( R ) (\$6,300) Current hoist is 25 years old and capacity is limited to 7,000 pounds.

**FIXED ASSETS (continued)**

The following vehicles have been requested to be replaced or added to the respective Departments:

<u>Department</u>	<u>Vehicles to be Replaced</u>	<u>Approx. Mileage at Time of Trade-In</u>	<u>Additional Vehicle Request</u>	<u>Vehicle Replaced With</u>	<u>Estimated Cost</u>	<u>Remarks: Recommended/ Not Recommended</u>
Pool	1989 Compact Sedan	103,200	-	Compact Sedan	\$ 18,800	Recommended
Pool	1993 Compact Sedan	119,600	-	Compact Sedan	18,800	Recommended
Pool	1987 Compact Sedan	95,700	-	7-Passenger Van	19,600	Recommended
Central Garage	1982 ½ Ton Pickup	106,000	-	½ Ton Pickup SWB	19,800	Recommended
Ag. Commissioner	1994 Lt. Utility Pickup	128,800	-	Lt. Utility Pickup	16,500	Recommended
Ag. Commissioner	1997 ½ Ton Pickup	131,000	-	½ Ton Pickup SWB	19,800	Recommended
Ag. Extension	1998 ½ Ton Pickup	126,000	-	½ Ton Pickup SWB	19,800	Recommended
Animal Control	2003 ¾ Ton Pickup	141,000	-	¾ Ton Pickup LWB	23,000	Recommended
Health	1990 Compact Sedan	147,000	-	Compact Sedan	18,800	Recommended
Health	1991 SUV Mid-Size	180,000	-	SUV Mid-Size	19,900	Recommended
RMA-Bldg. Inspection	2001 Lt. Utility Pickup	133,500	-	Lt. Utility PU Ext. Cab	17,500	Recommended
RMA-Bldg. Maintenance	1991 ¾ Ton Pickup	124,000	-	¾ Ton Pickup LWB	23,000	Recommended
RMA-Bldg. Maintenance	-	-	¾ Ton PU LWB w/Utility Body	-	25,000*	Recommended
RMA-Env. Health	1996 Compact Sedan	123,000	-	Compact Sedan	18,800	Recommended
RMA-Special Districts	2003 ¾ Ton Pickup	133,300	-	¾ Ton Pickup LWB	23,000	Recommended
Sheriff	(3) Sedans (Patrol)	130,000	-	(3) Sedans (Patrol)	91,800	Recommended
Sheriff	(4) 4x4 (Patrol)	140,000	-	(4) 4x4 (Patrol)	142,000	Recommended
Social Services	2002 Compact Sedan	125,000	-	Compact Sedan	18,800**	Recommended
Social Services	2002 Compact Sedan	119,000	-	Compact Sedan	18,800**	Recommended
<b>Total Vehicles Requested:</b>		<b>24</b>				
<b>Total Vehicles Recommended:</b>		<b>24</b>		<b>Total Funds Recommended:</b>	<b>\$535,900***</b>	

\*This amount is budgeted in the Special Payments Budget as a Contribution to Central Garage for the purchase of this vehicle.

\*\*This amount is budgeted in the Social Services Department - Fixed Assets account and the vehicles will be maintained by the Central Garage for a charge.

\*\*\*This amount will be appropriated from the accumulated depreciation cash balance reserve from the Central Garage for vehicle replacements that are assigned and maintained by the Central Garage.