

CENTRAL AUTOMOTIVE MAINTENANCE

Description

Central Automotive Maintenance (CAM) is a division of the Department of General Services that maintains all automotive equipment, automotive refueling facilities, and leased vehicles used by various County agencies. Maintenance activities are performed at two locations, one in the western portion of the County on Woodman Road, and the other in the eastern portion of the County on Dabbs House Road. There are eight self-service automotive refueling facilities throughout the County that provide gasoline, diesel, and propane fuels. CAM owns and leases passenger sedans, pickup trucks, vans, and several buses to other County departments on a monthly basis. Funding for all of these activities is primarily provided through inter-department billings.

Objectives

- To maintain County automotive equipment as effectively and efficiently as possible.
- To provide leased vehicles to conduct County business.
- To provide fuel for County vehicles.

Budget Highlights

The Department's budget for FY2016-17 is \$20,823,826. This represents an increase of \$317,034, or 1.5 percent when compared to the FY2015-16 approved budget. The personnel component totals \$4,145,004, which is a \$61,294 or 1.5 percent increase compared to FY2015-16. This increase reflects annualization of the October 2015 raise as well as a 2.372 percent salary increase for FY2016-17. The overall operating component totals \$16,678,822, which reflects an increase of \$255,740 or 1.6 percent from the FY2015-16 approved budget. This increase is attributable to the upgrade of the Fleet Focus software and operating funding for the Large Vehicle Wash Facility, which is scheduled to open in summer 2016.

The FY2016-17 budget also includes \$2,232,500 for the replacement of 95 motor pool vehicles. Vehicles scheduled to be replaced next year include 27 compact sedans, 5 full-size Police sedans, 2 mid-size sedans, 13 vans, 9 sport utility vehicles, and 39 trucks.

The Division of Central Automotive Maintenance is an internal service fund due to its ability to generate revenues that offset its expenditures. The majority of

Annual Fiscal Plan

<u>Description</u>	<u>FY15 Actual</u>	<u>FY16 Original</u>	<u>FY17 Approved</u>	<u>Change 16 to 17</u>
Personnel	\$ 3,995,636	\$ 4,083,710	\$ 4,145,004	1.5%
Operation	13,676,592	16,423,082	16,678,822	1.6%
Capital	2,600,250	3,283,865	2,411,565	(26.6%)
Sub-Total	<u>\$ 20,272,478</u>	<u>\$ 23,790,657</u>	<u>\$ 23,235,391</u>	<u>(2.3%)</u>
Recommended Adjustments	0	(3,283,865)	(2,411,565)	(26.6%)
Total Budget	<u>\$ 20,272,478</u>	<u>\$ 20,506,792</u>	<u>\$ 20,823,826</u>	<u>1.5%</u>
Personnel Complement	67	67	67	0

Central Automotive Maintenance (cont'd)

Performance Measures				
	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>Change 16 to 17</u>
Workload Measures				
Total Vehicles/Equip. Maintained by CAM	3,555	3,542	3,540	(2)
Gallons of Fuel Consumed	2,901,549	2,933,949	2,975,500	41,551
Annual Miles Driven	25,119,814	25,200,000	25,225,000	25,000
Equipment to Mechanic Ratio	79	79	79	0

CAM's revenues are generated from charges to user departments for three primary services: automotive maintenance, motor pool, and fuel. Revenues from automotive maintenance performed at both the West End and East End maintenance facilities are estimated at \$8,781,372 for FY2016-17.

Motor pool revenues are projected at \$4,095,000 in FY2016-17. Vehicle rental charges cover maintenance and operation costs plus a charge for vehicle replacement that accumulates in CAM's fund balance, which is then used for the purchase of replacement vehicles. There will be a change in motor pool charges in FY2016-17 to replace a system of a flat rate charge for the first 1,000 miles plus 20¢ for each additional mile with a simpler, flat rate only system. This system

will make it easier for departments to budget for motor pool expenses and for CAM to budget for motor pool revenues.

The estimate for CAM's fuel revenues totals \$7,466,354 for FY2016-17. Fuel consumed by a department owned vehicle is charged to departments at actual cost plus a mark-up per gallon which covers the cost of providing the fuel service.

Miscellaneous revenue for CAM is projected at \$345,100 for FY2016-17 and includes the sale of vehicles, employee use of County vehicles, recoveries and rebates, and revenues from the energy connect program.