

# CENTRAL AUTOMOTIVE MAINTENANCE

## Description

Central Automotive Maintenance (CAM) is a division within the Department of General Services tasked with supporting the County's diverse fleet of over 3,500 units. CAM provides fleet management services, repair and preventive maintenance services, fleet refueling, motor pool lease vehicles, and starting in 2017, CAM will begin operation of the County's large vehicle wash facility located in the Woodman Road complex. Fleet repair and maintenance activities are performed at two locations. The main shop is located in the western portion of the County on Woodman Road, and a satellite shop is located in the eastern portion of the County on Dabbs House Road. CAM operates eight (8) self-service refueling facilities strategically located within the County that provide unleaded gasoline, diesel fuel, and propane. CAM owns and leases approximately 700 passenger sedans, pickup trucks, vans, and other miscellaneous vehicles to other County departments through its motor pool operation. CAM is an Internal Service Fund organization and as such funding for all aforementioned activities is provided through inter-departmental billings.

## Objectives

- To provide high quality fleet and equipment management services.
- To maintain the County's automotive and equipment fleet as safely and efficiently as possible.
- To provide motor pool lease vehicles to other County agencies.
- To provide dependable fuel supplies for County-owned vehicles.

## Budget Highlights

The Central Automotive Maintenance budget for FY2017-18 totals \$21,043,551, which represents a net increase of \$219,725 or 1.1 percent from the previous approved budget. The personnel component increased by \$278,760 or 6.7 percent compared to the FY2016-17 budget. This increase is primarily driven by the addition of three Automotive Equipment Mechanic positions,

## Annual Fiscal Plan

<u>Description</u>	<u>FY16 Actual</u>	<u>FY17 Original</u>	<u>FY18 Approved</u>	<u>Change 17 to 18</u>
Personnel	\$ 3,961,432	\$ 4,145,004	\$ 4,423,764	6.7%
Operation	12,370,234	16,678,822	16,619,787	(0.4%)
Capital	2,646,646	2,411,565	2,641,300	9.5%
Sub-Total	<u>\$ 18,978,312</u>	<u>\$ 23,235,391</u>	<u>\$ 23,684,851</u>	<u>1.9%</u>
Recommended Adjustments	<u>0</u>	<u>(2,411,565)</u>	<u>(2,641,300)</u>	<u>9.5%</u>
Total Budget	<u><u>\$ 18,978,312</u></u>	<u><u>\$ 20,823,826</u></u>	<u><u>\$ 21,043,551</u></u>	<u><u>1.1%</u></u>
Personnel Complement*	67	67	70	3

\*The complement includes the addition of three Automotive Equipment Mechanic positions for FY2017-18.

Central Automotive Maintenance (cont'd)

<b>Performance Measures</b>				
	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>Change 17 to 18</b>
<b>Workload Measures</b>				
Total Vehicles/Equip. Maintained by CAM	3,567	3,560	3,570	10
Gallons of Fuel Consumed	2,974,784	3,038,934	3,099,000	60,066
Annual Miles Driven	24,262,178	24,550,000	24,795,000	245,000
Equipment to Mechanic Ratio	79	79	79	0
Fleet Readiness (Countywide Goal of 95%)	N/A	N/A	95%	95%

who would be assigned to support Public Utilities – Solid Waste and Public Works – Road Maintenance. The salaries and associated benefits for these new positions total \$149,978 and are being added to the complement to offset a portion of the commercial cost for vehicle maintenance that is currently being handled by outside vendors. By “in-sourcing” approximately 50.0 percent of commercial labor hours attributed to DPU and DPW, the County is forecasted to save approximately \$225,000 per year.

The personnel component also reflects the addition of two temporary employees, a Senior Shop Clerk Dispatcher to support the CAM East shop location and an Automotive Service Worker II position to support the Large Vehicle Wash Facility, which impacted the budget by \$59,035. Funding was reallocated from the existing operating budget to cover the expenses associated with these new temporary positions. Additionally, the personnel budget also reflects updated estimates including a 2.5 percent salary increase for FY2017-18 as well as rising health care costs. These adjustments were slightly offset by the retirement of several senior employees during the prior fiscal year.

The overall operating component totals \$16,619,787, which reflects an overall decrease of \$59,035 or 0.4 percent from the previous approved budget. This decrease reflects the reallocation of funding to the personnel component to cover salaries and related FICA costs for the two new temporary positions within CAM. It is important to note that adjustments were made to several accounts within the operating component to more accurately reflect forecasted expenditures. Most notably, diesel fuel and gasoline were reduced which allowed additional funding to be allocated to parts inventory purchases and commercial vehicle repair.

The capital component totals \$2,641,000 and includes \$2,055,000 for the replacement of 84 motor pool

vehicles. Vehicles scheduled to be replaced next year include 30 compact sedans, 29 trucks, 11 vans, 7 sport utility vehicles, 4 mid-size wagons, 1 full-size Police sedan, 1 mid-size sedan, and 1 bus. The capital component also includes \$107,500 for the purchase of three new vehicles for General Services and two new vehicles for Public Works. The remaining \$478,800 budgeted in this component includes an addition to the CAM East stockroom, replacement of the CAM West oil distribution system, three floor lifts, two truck scanners, two charging stations, seven mechanic work station computers, and five back office computers

The Division of Central Automotive Maintenance is an Internal Service Fund program and as such CAM generates revenue through its rates and fees to recover expenditures. CAM’s revenues are generated from charges to user departments for three primary services: fleet repair and preventive maintenance, motor pool vehicle leasing, and fuel services.

Revenues from fleet repair and maintenance performed at both the West End and East End maintenance facilities are estimated at \$9,328,451 for FY2017-18. Motor pool vehicle lease revenues are projected at \$4,010,000 in FY2017-18. Vehicle rental rates are designed to recover maintenance and operational costs along with a vehicle replacement additive that accumulates in CAM’s fund balance. This additional revenue is then used for the purchase of replacement motor pool vehicles. In FY2016-17, CAM introduced a flat monthly or daily rental rate for motor pool vehicles in lieu of the former rate structure which charged a flat fee for the first 1,000 miles plus 20¢ for each additional mile. The new rate structure enables the users to more accurately forecast future motor pool costs.

The estimate for CAM’s fuel revenues totals \$7,200,000 for FY2017-18. Fuel consumed by a

*Central Automotive Maintenance (cont'd)*

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.

A total of \$136,000 in revenues has been budgeted for the Vehicle Wash Facility. Miscellaneous revenue for CAM is projected at \$369,100 for FY2017-18 and includes the sale of vehicles, employee use of County vehicles, recoveries and rebates, and revenues from the energy connect program.

Beginning in FY2017-18, an additional performance measure that tracks overall Fleet Readiness will be adopted for Central Automotive Maintenance. This measurement will compare the number of out-of-service units to the overall fleet count to determine the percentage of vehicles ready for service each day. An aggressive overall readiness rate of 95% has been adopted for the countywide fleet.

*Central Automotive Maintenance (cont'd)*