

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 Proposed</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)

Performance Measures				
	FY16	FY17	FY18	Change 17 to 18
Workload Measures				
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.



**Department Operating Budget
Henrico County, Virginia
FY2017-18
GENERAL SERVICES**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	2,759,254	3,043,843	3,073,145	29,302	1.0%
50101 Full-Time Salaries and Wages - Overtime	82,241	75,372	75,372	0	0.0%
50104 Temporary Salaries and Wages - Regular	0	0	54,840	54,840	100.0%
50107 27th Pay Adjustment	0	-134,339	0	134,339	100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	2,078	0	0	0	0.0%
50110 FICA	206,050	238,620	245,057	6,437	2.7%
50111 Retirement VRS	415,597	396,003	399,817	3,814	1.0%
50112 Hospital/Medical Plans	463,661	485,021	534,660	49,639	10.2%
50113 Group Insurance - Life (VRS)	32,551	40,484	40,873	389	1.0%
50200 Medical Services	405	1,100	1,100	0	0.0%
50209 Other Professional Services	74,938	78,740	36,000	-42,740	-54.3%
50210 Maintenance and Repairs	391,641	272,500	302,500	30,000	11.0%
50215 Vehicle Repair - Commercial	3,594,954	3,730,000	3,819,000	89,000	2.4%
50220 Lease/Rent Of Equipment	82	3,500	3,500	0	0.0%
50230 Temporary Help Service Fees	0	1,000	1,000	0	0.0%
50240 Printing and Binding	0	250	250	0	0.0%
50250 Advertising	1,190	1,000	1,000	0	0.0%
50270 Other Contractual Services	100	0	0	0	0.0%
50280 Janitorial	7,700	8,400	8,400	0	0.0%
50286 Weed and Pest Control	1,285	1,020	1,360	340	33.3%
50400 Electric Services	73,854	99,777	97,843	-1,934	-1.9%
50401 Heating Services	23,288	42,000	42,850	850	2.0%
50402 Water Service	7,262	9,750	11,500	1,750	17.9%
50403 Sewer Service	7,083	13,000	13,950	950	7.3%
50404 Refuse Service	7,674	8,455	8,899	444	5.3%
50410 Postal Services	73	250	200	-50	-20.0%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50412 Telecommunications	7,771	9,224	9,224	0	0.0%
50431 Education and Training	3,994	0	12,000	12,000	100.0%
50450 Dues And Association Memberships	574	600	600	0	0.0%
50453 Freight Charges	0	0	27,500	27,500	100.0%
50455 Tuition	1,208	0	3,000	3,000	100.0%
50459 Other Charges Miscellaneous	109,847	220,045	220,045	0	0.0%
50460 Environmental Expenses	0	0	23,500	23,500	100.0%
50500 Office Supplies	16,310	18,307	18,307	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	16,477	41,000	41,000	0	0.0%
50506 Repair and Maintenance Supplies	66,479	66,500	66,500	0	0.0%
50507 Gasoline	1,822,007	3,169,116	3,042,974	-126,142	-4.0%
50508 Diesel Fuel	2,400,958	4,930,347	4,719,844	-210,503	-4.3%
50511 Uniforms/Wearing Apparel/ITEMS	17,959	18,000	18,000	0	0.0%
50512 Books and Subscriptions	1,000	250	250	0	0.0%
50514 Other Operating Supplies	82	0	0	0	0.0%
50517 Small Tools	19,410	27,000	40,000	13,000	48.1%
50518 Liquid Propane Gas	2,950	6,491	6,491	0	0.0%
50520 Inventory Purchases	3,615,946	3,765,000	3,885,000	120,000	3.2%
50521 Computer Software	75,733	136,200	136,200	0	0.0%
50801 Machinery and Equipment-New \$5000 and Over	-896	123,000	143,500	20,500	16.7%
50804 Motor Vehicles and Equipment-New \$5000 and Over	0	0	107,500	107,500	100.0%
50811 Machinery and Equipment-New Less Than \$5000	2,600	8,890	9,900	1,010	11.4%
50821 Machinery and Equipment-Replacement \$5000 and Over	39,976	37,900	220,400	182,500	481.5%
50824 Motor Vehicles and Equipment-Replacement \$5000 and Over	2,473,050	2,232,500	2,055,000	-177,500	-8.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	5,250	9,275	10,000	725	7.8%
50835 Computer Equipment-Replacement Less Than \$5000	0	0	15,000	15,000	100.0%
50841 Machinery and Equipment-Rehabilitation	126,666	0	80,000	80,000	100.0%
50890 Recommended Adjustments	0	-2,411,565	-2,641,300	-229,735	-9.5%
Total Department	18,978,312	20,823,826	21,043,551	219,725	1.1%



Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2017-18
GENERAL SERVICES

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
16301 CAM - West Maintenance Facility					
50100 Full-Time Salaries and Wages - Regular	2,295,076	2,527,547	2,557,891	30,344	1.2%
50101 Full-Time Salaries and Wages - Overtime	58,057	57,771	57,771	0	0.0%
50104 Temporary Salaries and Wages - Regular	0	0	26,777	26,777	100.0%
50107 27th Pay Adjustment	0	-117,425	0	117,425	100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	2,078	0	0	0	0.0%
50110 FICA	170,851	197,776	202,147	4,371	2.2%
50111 Retirement VRS	346,017	328,832	332,782	3,950	1.2%
50112 Hospital/Medical Plans	378,355	405,384	450,642	45,258	11.2%
50113 Group Insurance - Life (VRS)	27,089	33,616	34,020	404	1.2%
50200 Medical Services	405	1,100	1,100	0	0.0%
50209 Other Professional Services	17,938	18,000	5,000	-13,000	-72.2%
50210 Maintenance and Repairs	205,307	135,000	135,000	0	0.0%
50215 Vehicle Repair - Commercial	2,712,131	2,845,000	2,845,000	0	0.0%
50220 Lease/Rent Of Equipment	82	3,500	3,500	0	0.0%
50230 Temporary Help Service Fees	0	1,000	1,000	0	0.0%
50240 Printing and Binding	0	250	250	0	0.0%
50250 Advertising	1,190	1,000	1,000	0	0.0%
50270 Other Contractual Services	100	0	0	0	0.0%
50286 Weed and Pest Control	940	600	940	340	56.7%
50400 Electric Services	69,390	76,093	76,093	0	0.0%
50401 Heating Services	17,785	18,000	18,850	850	4.7%
50402 Water Service	3,647	3,000	3,650	650	21.7%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50403 Sewer Service	3,172	3,000	3,500	500	16.7%
50404 Refuse Service	5,776	5,500	5,500	0	0.0%
50410 Postal Services	73	250	200	-50	-20.0%
50412 Telecommunications	6,750	7,500	7,500	0	0.0%
50431 Education and Training	3,994	0	12,000	12,000	100.0%
50450 Dues And Association Memberships	574	600	600	0	0.0%
50453 Freight Charges	0	0	20,000	20,000	100.0%
50455 Tuition	1,208	0	3,000	3,000	100.0%
50459 Other Charges Miscellaneous	4,522	5,045	5,045	0	0.0%
50460 Environmental Expenses	0	0	20,000	20,000	100.0%
50500 Office Supplies	15,480	16,807	16,807	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	16,477	17,000	17,000	0	0.0%
50506 Repair and Maintenance Supplies	53,500	53,500	53,500	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	17,959	16,000	16,000	0	0.0%
50512 Books and Subscriptions	1,000	250	250	0	0.0%
50514 Other Operating Supplies	82	0	0	0	0.0%
50517 Small Tools	13,575	20,000	30,000	10,000	50.0%
50520 Inventory Purchases	2,929,215	2,900,000	3,020,000	120,000	4.1%
50521 Computer Software	75,733	136,200	136,200	0	0.0%
50801 Machinery and Equipment-New \$5000 and Over	-896	82,000	93,500	11,500	14.0%
50811 Machinery and Equipment-New Less Than \$5000	2,600	6,600	6,600	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	7,571	17,500	200,000	182,500	1,042.9%
50831 Machinery and Equipment-Replacement Less Than \$5000	5,250	5,250	6,000	750	14.3%
50835 Computer Equipment-Replacement Less Than \$5000	0	0	10,000	10,000	100.0%
50841 Machinery and Equipment-Rehabilitation	126,666	0	0	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50890 Recommended Adjustments	0	-111,350	-316,100	-204,750	-183.9%
Total Cost Center	9,596,719	9,717,696	10,120,515	402,819	4.1%
16302 CAM - East Maintenance Facility					
50100 Full-Time Salaries and Wages - Regular	464,178	516,296	515,254	-1,042	-0.2%
50101 Full-Time Salaries and Wages - Overtime	24,184	17,601	17,601	0	0.0%
50104 Temporary Salaries and Wages - Regular	0	0	28,063	28,063	100.0%
50107 27th Pay Adjustment	0	-16,914	0	16,914	100.0%
50110 FICA	35,199	40,844	42,910	2,066	5.1%
50111 Retirement VRS	69,580	67,171	67,035	-136	-0.2%
50112 Hospital/Medical Plans	85,306	79,637	84,018	4,381	5.5%
50113 Group Insurance - Life (VRS)	5,462	6,868	6,853	-15	-0.2%
50209 Other Professional Services	12,500	12,870	5,000	-7,870	-61.1%
50210 Maintenance and Repairs	104,832	22,500	22,500	0	0.0%
50215 Vehicle Repair - Commercial	882,823	885,000	974,000	89,000	10.1%
50280 Janitorial	7,700	8,400	8,400	0	0.0%
50286 Weed and Pest Control	345	420	420	0	0.0%
50400 Electric Services	1,704	6,250	6,250	0	0.0%
50401 Heating Services	5,503	18,000	18,000	0	0.0%
50402 Water Service	3,264	1,500	2,500	1,000	66.7%
50403 Sewer Service	3,479	2,200	2,500	300	13.6%
50404 Refuse Service	1,049	605	1,049	444	73.4%
50412 Telecommunications	1,021	1,208	1,208	0	0.0%
50453 Freight Charges	0	0	7,500	7,500	100.0%
50500 Office Supplies	830	1,500	1,500	0	0.0%
50506 Repair and Maintenance Supplies	12,979	13,000	13,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	0	2,000	2,000	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50517 Small Tools	5,835	7,000	10,000	3,000	42.9%
50520 Inventory Purchases	686,731	865,000	865,000	0	0.0%
50801 Machinery and Equipment-New \$5000 and Over	0	41,000	50,000	9,000	22.0%
50811 Machinery and Equipment-New Less Than \$5000	0	2,290	3,300	1,010	44.1%
50821 Machinery and Equipment-Replacement \$5000 and Over	32,405	20,400	20,400	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	0	4,025	4,000	-25	-0.6%
50835 Computer Equipment-Replacement Less Than \$5000	0	0	5,000	5,000	100.0%
50841 Machinery and Equipment-Rehabilitation	0	0	80,000	80,000	100.0%
50890 Recommended Adjustments	0	-67,715	-162,700	-94,985	-140.3%
Total Cost Center	2,446,909	2,558,956	2,702,561	143,605	5.6%
16303 CAM - Leased Vehicle Services					
50209 Other Professional Services	11,500	12,870	5,000	-7,870	-61.1%
50412 Telecommunications	0	276	276	0	0.0%
50804 Motor Vehicles and Equipment-New \$5000 and Over	0	0	107,500	107,500	100.0%
50824 Motor Vehicles and Equipment-Replacement \$5000 and Over	2,473,050	2,232,500	2,055,000	-177,500	-8.0%
50890 Recommended Adjustments	0	-2,232,500	-2,162,500	70,000	3.1%
Total Cost Center	2,484,550	13,146	5,276	-7,870	-59.9%
16304 CAM - Fueling Services					
50209 Other Professional Services	33,000	35,000	21,000	-14,000	-40.0%
50210 Maintenance and Repairs	81,502	55,000	85,000	30,000	54.5%
50400 Electric Services	2,760	5,434	3,500	-1,934	-35.6%
50402 Water Service	351	250	350	100	40.0%
50403 Sewer Service	432	300	450	150	50.0%
50404 Refuse Service	849	1,350	1,350	0	0.0%
50459 Other Charges Miscellaneous	105,325	195,000	195,000	0	0.0%

Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50460	Environmental Expenses	0	0	3,500	3,500	100.0%
50507	Gasoline	1,822,007	3,169,116	3,042,974	-126,142	-4.0%
50508	Diesel Fuel	2,400,958	4,930,347	4,719,844	-210,503	-4.3%
50518	Liquid Propane Gas	2,950	6,491	6,491	0	0.0%
Total Cost Center		4,450,134	8,398,288	8,079,459	-318,829	-3.8%
16305 Large Vehicle Wash Facility						
50210	Maintenance and Repairs	0	60,000	60,000	0	0.0%
50400	Electric Services	0	12,000	12,000	0	0.0%
50401	Heating Services	0	6,000	6,000	0	0.0%
50402	Water Service	0	5,000	5,000	0	0.0%
50403	Sewer Service	0	7,500	7,500	0	0.0%
50404	Refuse Service	0	1,000	1,000	0	0.0%
50412	Telecommunications	0	240	240	0	0.0%
50459	Other Charges Miscellaneous	0	20,000	20,000	0	0.0%
50504	Laundry, Housekeeping, and Janitorial Supplies	0	24,000	24,000	0	0.0%
Total Cost Center		0	135,740	135,740	0	0.0%