

## 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 CAM's revenues are generated from charges to user departments for three primary services: automotive

### Annual Fiscal Plan

Description	FY15 Actual	FY16 Original	FY17 Proposed	Change 16 to 17
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	<u>0</u>	<u>(3,283,865)</u>	<u>(2,411,565)</u>	<u>(26.6%)</u>
Total Budget	<u><u>\$ 20,272,478</u></u>	<u><u>\$ 20,506,792</u></u>	<u><u>\$ 20,823,826</u></u>	<u><u>1.5%</u></u>
Personnel Complement	67	67	67	0

*Central Automotive Maintenance (cont'd)*

<b>Performace Measures</b>				
	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>Change 16 to 17</b>
<b>Workload Measures</b>				
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

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.



**Department Operating Budget  
Henrico County, Virginia  
FY2016-17  
GENERAL SERVICES**

<b>Account Description</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50100 Full-Time Salaries and Wages - Regular	2,775,652	2,847,845	3,043,843	195,998	6.9%
50101 Full-Time Salaries and Wages - Overtime	96,658	75,372	75,372	0	0.0%
50104 Temporary Salaries and Wages - Regular	13,476	0	0	0	0.0%
50107 27th Pay Adjustment	0	0	-134,339	-134,339	-100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	1,374	0	0	0	0.0%
50110 FICA	209,333	223,626	238,620	14,994	6.7%
50111 Retirement VRS	409,825	431,733	396,003	-35,730	-8.3%
50112 Hospital/Medical Plans	456,960	467,258	485,021	17,763	3.8%
50113 Group Insurance - Life (VRS)	32,358	37,876	40,484	2,608	6.9%
50200 Medical Services	515	1,100	1,100	0	0.0%
50209 Other Professional Services	70,045	70,000	78,740	8,740	12.5%
50210 Maintenance and Repairs	181,494	212,500	272,500	60,000	28.2%
50211 Maintenance Service Contracts	-606	0	0	0	0.0%
50215 Vehicle Repair - Commercial	2,971,596	2,025,316	3,730,000	1,704,684	84.2%
50220 Lease/Rent Of Equipment	2,231	3,500	3,500	0	0.0%
50230 Temporary Help Service Fees	0	1,000	1,000	0	0.0%
50240 Printing and Binding	151	250	250	0	0.0%
50250 Advertising	628	1,000	1,000	0	0.0%
50280 Janitorial	8,400	7,920	8,400	480	6.1%
50286 Weed and Pest Control	630	540	1,020	480	88.9%
50400 Electric Services	75,855	87,777	99,777	12,000	13.7%
50401 Heating Services	37,530	36,000	42,000	6,000	16.7%
50402 Water Service	4,309	4,750	9,750	5,000	105.3%
50403 Sewer Service	3,642	5,500	13,000	7,500	136.4%
50404 Refuse Service	6,933	6,433	8,455	2,022	31.4%
50410 Postal Services	121	705	250	-455	-64.5%

Account Description		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50412	Telecommunications	7,673	8,984	9,224	240	2.7%
50431	Education and Training	1,895	0	0	0	0.0%
50450	Dues And Association Memberships	144	600	600	0	0.0%
50459	Other Charges Miscellaneous	136,322	200,045	220,045	20,000	10.0%
50500	Office Supplies	14,972	18,307	18,307	0	0.0%
50504	Laundry, Housekeeping, and Janitorial Supplies	16,955	17,000	41,000	24,000	141.2%
50506	Repair and Maintenance Supplies	66,088	66,500	66,500	0	0.0%
50507	Gasoline	2,541,245	3,762,994	3,169,116	-593,878	-15.8%
50508	Diesel Fuel	3,927,215	6,282,890	4,930,347	-1,352,543	-21.5%
50511	Uniforms/Wearing Apparel/ITEMS	14,569	18,000	18,000	0	0.0%
50512	Books and Subscriptions	250	0	250	250	100.0%
50517	Small Tools	24,500	25,375	27,000	1,625	6.4%
50518	Liquid Propane Gas	2,203	6,491	6,491	0	0.0%
50520	Inventory Purchases	3,548,614	3,535,405	3,765,000	229,595	6.5%
50521	Computer Software	10,473	16,200	136,200	120,000	740.7%
50801	Machinery and Equipment-New \$5000 and Over	98,696	123,000	123,000	0	0.0%
50811	Machinery and Equipment-New Less Than \$5000	2,600	4,890	8,890	4,000	81.8%
50813	Telecommunications Equipment-New Less Than \$5000	100	0	0	0	0.0%
50821	Machinery and Equipment-Replacement \$5000 and Over	22,172	37,900	37,900	0	0.0%
50824	Motor Vehicles and Equipment-Replacement \$5000 and Over	2,463,540	3,108,800	2,232,500	-876,300	-28.2%
50831	Machinery and Equipment-Replacement Less Than \$5000	7,855	9,275	9,275	0	0.0%
50841	Machinery and Equipment-Rehabilitation	5,287	0	0	0	0.0%
50890	Recommended Adjustments	0	-3,283,865	-2,411,565	872,300	26.6%
<b>Total Department</b>		<b>20,272,478</b>	<b>20,506,792</b>	<b>20,823,826</b>	<b>317,034</b>	<b>1.5%</b>



# Operating Line Item Budget By Cost Center

## Henrico County, Virginia

### FY2016-17

### GENERAL SERVICES

Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
<b>16301 CAM - West Maintenance Facility</b>						
50100	Full-Time Salaries and Wages - Regular	2,291,695	2,357,171	2,527,547	170,376	7.2%
50101	Full-Time Salaries and Wages - Overtime	52,123	57,771	57,771	0	0.0%
50104	Temporary Salaries and Wages - Regular	13,476	0	0	0	0.0%
50107	27th Pay Adjustment	0	0	-117,425	-117,425	-100.0%
50108	Hybrid Disability Prgm (Prev Wage Adj)	1,374	0	0	0	0.0%
50110	FICA	171,289	184,743	197,776	13,033	7.1%
50111	Retirement VRS	337,637	357,347	328,832	-28,515	-8.0%
50112	Hospital/Medical Plans	368,881	390,544	405,384	14,840	3.8%
50113	Group Insurance - Life (VRS)	26,727	31,350	33,616	2,266	7.2%
50200	Medical Services	515	1,100	1,100	0	0.0%
50209	Other Professional Services	14,279	14,500	18,000	3,500	24.1%
50210	Maintenance and Repairs	123,481	135,000	135,000	0	0.0%
50215	Vehicle Repair - Commercial	2,225,337	1,275,316	2,845,000	1,569,684	123.1%
50220	Lease/Rent Of Equipment	2,231	3,500	3,500	0	0.0%
50230	Temporary Help Service Fees	0	1,000	1,000	0	0.0%
50240	Printing and Binding	151	250	250	0	0.0%
50250	Advertising	628	1,000	1,000	0	0.0%
50286	Weed and Pest Control	290	270	600	330	122.2%
50400	Electric Services	71,055	76,093	76,093	0	0.0%
50401	Heating Services	29,153	18,000	18,000	0	0.0%
50402	Water Service	3,625	3,000	3,000	0	0.0%
50403	Sewer Service	2,837	3,000	3,000	0	0.0%

Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50404	Refuse Service	5,415	4,658	5,500	842	18.1%
50410	Postal Services	121	705	250	-455	-64.5%
50412	Telecommunications	6,648	7,500	7,500	0	0.0%
50431	Education and Training	1,895	0	0	0	0.0%
50450	Dues And Association Memberships	144	600	600	0	0.0%
50459	Other Charges Miscellaneous	2,897	5,045	5,045	0	0.0%
50500	Office Supplies	14,972	18,307	16,807	-1,500	-8.2%
50504	Laundry, Housekeeping, and Janitorial Supplies	16,955	17,000	17,000	0	0.0%
50506	Repair and Maintenance Supplies	53,120	53,500	53,500	0	0.0%
50511	Uniforms/Wearing Apparel/ITEMS	14,569	18,000	16,000	-2,000	-11.1%
50512	Books and Subscriptions	250	0	250	250	100.0%
50517	Small Tools	18,300	19,175	20,000	825	4.3%
50520	Inventory Purchases	2,738,432	2,795,405	2,900,000	104,595	3.7%
50521	Computer Software	10,473	16,200	136,200	120,000	740.7%
50801	Machinery and Equipment-New \$5000 and Over	82,000	82,000	82,000	0	0.0%
50811	Machinery and Equipment-New Less Than \$5000	2,600	2,600	6,600	4,000	153.8%
50813	Telecommunications Equipment-New Less Than \$5000	100	0	0	0	0.0%
50821	Machinery and Equipment-Replacement \$5000 and Over	16,898	17,500	17,500	0	0.0%
50831	Machinery and Equipment-Replacement Less Than \$5000	5,250	5,250	5,250	0	0.0%
50841	Machinery and Equipment-Rehabilitation	5,287	0	0	0	0.0%
50890	Recommended Adjustments	0	-107,350	-111,350	-4,000	-3.7%
<b>Total Cost Center</b>		<b>8,733,110</b>	<b>7,867,050</b>	<b>9,717,696</b>	<b>1,850,646</b>	<b>23.5%</b>
<b>16302 CAM - East Maintenance Facility</b>						
50100	Full-Time Salaries and Wages - Regular	483,957	490,674	516,296	25,622	5.2%
50101	Full-Time Salaries and Wages - Overtime	44,535	17,601	17,601	0	0.0%

<b>Cost Center</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50107 27th Pay Adjustment	0	0	-16,914	-16,914	-100.0%
50110 FICA	38,044	38,883	40,844	1,961	5.0%
50111 Retirement VRS	72,188	74,386	67,171	-7,215	-9.7%
50112 Hospital/Medical Plans	88,079	76,714	79,637	2,923	3.8%
50113 Group Insurance - Life (VRS)	5,631	6,526	6,868	342	5.2%
50209 Other Professional Services	11,500	12,500	12,870	370	3.0%
50210 Maintenance and Repairs	23,042	22,500	22,500	0	0.0%
50215 Vehicle Repair - Commercial	746,259	750,000	885,000	135,000	18.0%
50280 Janitorial	8,400	7,920	8,400	480	6.1%
50286 Weed and Pest Control	340	270	420	150	55.6%
50400 Electric Services	1,764	6,250	6,250	0	0.0%
50401 Heating Services	8,377	18,000	18,000	0	0.0%
50402 Water Service	619	1,500	1,500	0	0.0%
50403 Sewer Service	677	2,200	2,200	0	0.0%
50404 Refuse Service	605	900	605	-295	-32.8%
50412 Telecommunications	1,025	1,208	1,208	0	0.0%
50500 Office Supplies	0	0	1,500	1,500	100.0%
50506 Repair and Maintenance Supplies	12,968	13,000	13,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	0	0	2,000	2,000	100.0%
50517 Small Tools	6,200	6,200	7,000	800	12.9%
50520 Inventory Purchases	810,182	740,000	865,000	125,000	16.9%
50801 Machinery and Equipment-New \$5000 and Over	16,696	41,000	41,000	0	0.0%
50811 Machinery and Equipment-New Less Than \$5000	0	2,290	2,290	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	5,274	20,400	20,400	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	2,605	4,025	4,025	0	0.0%

Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50890	Recommended Adjustments	0	-67,715	-67,715	0	0.0%
<b>Total Cost Center</b>		<b>2,388,967</b>	<b>2,287,232</b>	<b>2,558,956</b>	<b>271,724</b>	<b>11.9%</b>
<b>16303 CAM - Leased Vehicle Services</b>						
50209	Other Professional Services	12,174	11,500	12,870	1,370	11.9%
50210	Maintenance and Repairs	-509	0	0	0	0.0%
50211	Maintenance Service Contracts	-606	0	0	0	0.0%
50412	Telecommunications	0	276	276	0	0.0%
50824	Motor Vehicles and Equipment- Replacement \$5000 and Over	2,463,540	3,108,800	2,232,500	-876,300	-28.2%
50890	Recommended Adjustments	0	-3,108,800	-2,232,500	876,300	28.2%
<b>Total Cost Center</b>		<b>2,474,599</b>	<b>11,776</b>	<b>13,146</b>	<b>1,370</b>	<b>11.6%</b>
<b>16304 CAM - Fueling Services</b>						
50209	Other Professional Services	32,092	31,500	35,000	3,500	11.1%
50210	Maintenance and Repairs	35,480	55,000	55,000	0	0.0%
50400	Electric Services	3,036	5,434	5,434	0	0.0%
50402	Water Service	65	250	250	0	0.0%
50403	Sewer Service	128	300	300	0	0.0%
50404	Refuse Service	913	875	1,350	475	54.3%
50459	Other Charges Miscellaneous	133,425	195,000	195,000	0	0.0%
50507	Gasoline	2,541,245	3,762,994	3,169,116	-593,878	-15.8%
50508	Diesel Fuel	3,927,215	6,282,890	4,930,347	-1,352,543	-21.5%
50518	Liquid Propane Gas	2,203	6,491	6,491	0	0.0%
<b>Total Cost Center</b>		<b>6,675,802</b>	<b>10,340,734</b>	<b>8,398,288</b>	<b>-1,942,446</b>	<b>-18.8%</b>
<b>16305 Large Vehicle Wash Facility</b>						
50210	Maintenance and Repairs	0	0	60,000	60,000	100.0%
50400	Electric Services	0	0	12,000	12,000	100.0%
50401	Heating Services	0	0	6,000	6,000	100.0%
50402	Water Service	0	0	5,000	5,000	100.0%



Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50403	Sewer Service	0	0	7,500	7,500	100.0%
50404	Refuse Service	0	0	1,000	1,000	100.0%
50412	Telecommunications	0	0	240	240	100.0%
50459	Other Charges Miscellaneous	0	0	20,000	20,000	100.0%
50504	Laundry, Housekeeping, and Janitorial Supplies	0	0	24,000	24,000	100.0%
<b>Total Cost Center</b>		<b>0</b>	<b>0</b>	<b>135,740</b>	<b>135,740</b>	<b>100.0%</b>