

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 3,600 units. CAM provides fleet management services, repair and preventive maintenance services, fleet refueling, motor pool lease vehicles, and County's large vehicle wash facility. 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 FY2018-19 totals \$21,816,491, which represents a net increase of \$772,940 or 3.7 percent from the previous approved budget. The personnel component totals \$4,583,222, which is a \$159,458 or 3.6 percent increase compared to FY2017-18. This increase is

Annual Fiscal Plan

Description	FY17 Actual	FY18 Original	FY19 Proposed	Change 18 to 19
Personnel	\$ 4,116,656	\$ 4,423,764	\$ 4,583,222	3.6%
Operation	13,456,372	13,978,487	14,742,869	5.5%
Capital	2,985,479	2,641,300	2,490,400	(5.7%)
Budget	<u>\$ 20,558,507</u>	<u>\$ 21,043,551</u>	<u>\$ 21,816,491</u>	<u>3.7%</u>

Personnel Complement*	67	70	71	1
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*The complement includes the addition of one Fire Equipment Mechanic position for FY2018-19.

Central Automotive Maintenance (cont'd)

	Performance Measures			
	FY17	FY18	FY19	Change 18 to 19
Workload Measures				
Total Vehicles/Equip. Maintained by CAM	3,622	3,600	3,600	0
Gallons of Fuel Consumed	3,045,532	3,137,000	3,231,000	94,000
Annual Miles Driven	25,273,320	26,285,000	27,336,000	1,051,000
Equipment to Mechanic Ratio	80	75	73	(2)
Fleet Readiness (Countywide Goal of 95%)	N/A	95%	95%	95%

driven by a salary increase for FY2018-19, rising health care costs and funding for a Fire Equipment Mechanic. The salary and associated benefits for this new position totals \$56,148.

The overall operating component totals \$14,742,869, which reflects an overall increase of \$764,382 or 5.5 percent from the previous approved budget. This increase reflects the reallocation of funding to the capital component. It is important to note that adjustments were made to several accounts within the operating component to more accurately reflect forecasted expenditures.

The capital component totals \$2,490,400 and includes \$2,076,500 for the replacement of 70 motor pool vehicles. Vehicles scheduled to be replaced next year include 11 compact sedans, 40 trucks, 7 vans, 11 sport utility vehicles, and 1 mid-size sedan. The capital component also includes \$99,500 for the purchase of two new vehicles for Public Works and one for Fire. It is important to note that funding of \$99,500 to support this budget request is to be provided by a transfer from the General Fund. The remaining \$314,400 budgeted to replace old vehicle lifts, completion of the new CAM West oil distribution system, and replace truck tire balancer/changer.

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 \$11,541,690 for FY2018-19.

The labor rate for CAM is increasing from \$53 per hour in FY2017-18 to \$58 per hour in FY2018-19, the first of three year effort to more accurately reflect the costs in this area. Motor pool vehicle lease revenues are projected at \$3,910,500 in FY2018-19. 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 \$5,828,801 for FY2018-19. 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. The mark-up per gallon is proposed to increase 1 cent in FY2018-19, the first of a three year effort to more accurately reflect costs in this area.

A total of \$136,000 in revenues has been budgeted for the Vehicle Wash Facility. Miscellaneous revenue for CAM is projected at \$300,000 for FY2018-19 for the sale of vehicles.

Beginning in FY2017-18, an additional performance measure that tracks overall Fleet Readiness was 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
FY2018-19
GENERAL SERVICES**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	2,904,551	3,073,145	3,157,824	84,679	2.8%
50101 Full-Time Salaries and Wages - Overtime	88,330	75,372	75,372	0	0.0%
50104 Temporary Salaries and Wages - Regular	20,373	54,840	54,840	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	3,148	0	5,166	5,166	100.0%
50110 FICA	218,969	245,057	251,535	6,478	2.6%
50111 Retirement VRS	359,457	399,817	419,675	19,858	5.0%
50112 Hospital/Medical Plans	485,723	534,660	577,443	42,783	8.0%
50113 Group Insurance - Life (VRS)	36,105	40,873	41,367	494	1.2%
50200 Medical Services	926	1,100	1,100	0	0.0%
50209 Other Professional Services	29,008	36,000	7,500	-28,500	-79.2%
50210 Maintenance and Repairs	207,742	302,500	320,000	17,500	5.8%
50215 Vehicle Repair - Commercial	4,240,997	3,819,000	3,804,500	-14,500	-0.4%
50220 Lease/Rent Of Equipment	2,772	3,500	3,500	0	0.0%
50230 Temporary Help Service Fees	0	1,000	0	-1,000	-100.0%
50240 Printing and Binding	109	250	250	0	0.0%
50250 Advertising	2,511	1,000	1,000	0	0.0%
50280 Janitorial	7,700	8,400	8,400	0	0.0%
50286 Weed and Pest Control	985	1,360	1,360	0	0.0%
50400 Electric Services	78,958	97,843	97,843	0	0.0%
50401 Heating Services	25,973	42,850	42,850	0	0.0%
50402 Water Service	7,818	11,500	13,850	2,350	20.4%
50403 Sewer Service	6,987	13,950	15,450	1,500	10.8%
50404 Refuse Service	8,058	8,899	8,899	0	0.0%
50410 Postal Services	324	200	200	0	0.0%
50412 Telecommunications	7,880	9,224	9,398	174	1.9%
50431 Education and Training	4,277	12,000	12,000	0	0.0%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50450 Dues And Association Memberships	499	600	950	350	58.3%
50453 Freight Charges	36,183	27,500	43,500	16,000	58.2%
50455 Tuition	1,277	3,000	3,000	0	0.0%
50459 Other Charges Miscellaneous	110,521	220,045	203,952	-16,093	-7.3%
50460 Environmental Expenses	28,161	23,500	48,500	25,000	106.4%
50500 Office Supplies	15,874	18,307	17,300	-1,007	-5.5%
50504 Laundry, Housekeeping, and Janitorial Supplies	21,526	41,000	29,000	-12,000	-29.3%
50506 Repair and Maintenance Supplies	71,499	66,500	72,500	6,000	9.0%
50507 Gasoline	1,950,011	3,042,974	2,400,000	-642,974	-21.1%
50508 Diesel Fuel	2,792,808	4,719,844	3,500,000	-1,219,844	-25.8%
50511 Uniforms/Wearing Apparel/ITEMS	18,841	18,000	34,000	16,000	88.9%
50512 Books and Subscriptions	425	250	250	0	0.0%
50517 Small Tools	26,337	40,000	40,000	0	0.0%
50518 Liquid Propane Gas	2,005	6,491	6,491	0	0.0%
50520 Inventory Purchases	3,514,643	3,885,000	3,831,850	-53,150	-1.4%
50521 Computer Software	232,737	136,200	163,476	27,276	20.0%
50801 Machinery and Equipment-New \$5000 and Over	138,607	143,500	64,600	-78,900	-55.0%
50804 Motor Vehicles and Equipment-New \$5000 and Over	0	107,500	99,500	-8,000	-7.4%
50811 Machinery and Equipment-New Less Than \$5000	10,730	9,900	12,900	3,000	30.3%
50812 Furniture and Fixtures-New Less Than \$5000	2,469	0	0	0	0.0%
50815 Computer Equipment-New Less Than \$5000	1,830	0	0	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	27,125	220,400	206,400	-14,000	-6.4%
50824 Motor Vehicles and Equipment-Replacement \$5000 and Over	2,716,761	2,055,000	2,076,500	21,500	1.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	4,057	10,000	10,500	500	5.0%
50835 Computer Equipment-Replacement Less Than \$5000	2,340	15,000	20,000	5,000	33.3%
50841 Machinery and Equipment-Rehabilitation	81,560	80,000	0	-80,000	-100.0%
50890 Recommended Adjustments	0	-2,641,300	0	2,641,300	100.0%
Total Department	20,558,507	21,043,551	21,816,491	772,940	3.7%



Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2018-19
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	2,412,382	2,557,891	2,627,343	69,452	2.7%
50101 Full-Time Salaries and Wages - Overtime	68,133	57,771	57,771	0	0.0%
50104 Temporary Salaries and Wages - Regular	3,755	26,777	26,777	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	2,956	0	4,709	4,709	100.0%
50110 FICA	180,381	202,147	207,460	5,313	2.6%
50111 Retirement VRS	297,971	332,782	349,174	16,392	4.9%
50112 Hospital/Medical Plans	403,617	450,642	487,980	37,338	8.3%
50113 Group Insurance - Life (VRS)	29,895	34,020	34,418	398	1.2%
50200 Medical Services	926	1,100	1,100	0	0.0%
50209 Other Professional Services	7,645	5,000	2,500	-2,500	-50.0%
50210 Maintenance and Repairs	114,138	135,000	135,000	0	0.0%
50215 Vehicle Repair - Commercial	3,361,903	2,845,000	2,845,000	0	0.0%
50220 Lease/Rent Of Equipment	2,772	3,500	3,500	0	0.0%
50230 Temporary Help Service Fees	0	1,000	0	-1,000	-100.0%
50240 Printing and Binding	109	250	250	0	0.0%
50250 Advertising	2,511	1,000	1,000	0	0.0%
50286 Weed and Pest Control	600	940	940	0	0.0%
50400 Electric Services	72,234	76,093	76,093	0	0.0%
50401 Heating Services	20,679	18,850	18,850	0	0.0%
50402 Water Service	5,961	3,650	6,000	2,350	64.4%
50403 Sewer Service	4,930	3,500	5,000	1,500	42.9%
50404 Refuse Service	5,500	5,500	5,500	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50410 Postal Services	324	200	200	0	0.0%
50412 Telecommunications	6,872	7,500	7,950	450	6.0%
50431 Education and Training	4,277	12,000	12,000	0	0.0%
50450 Dues And Association Memberships	499	600	950	350	58.3%
50453 Freight Charges	29,969	20,000	36,000	16,000	80.0%
50455 Tuition	1,277	3,000	3,000	0	0.0%
50459 Other Charges Miscellaneous	3,539	5,045	4,952	-93	-1.8%
50460 Environmental Expenses	9,431	20,000	20,000	0	0.0%
50500 Office Supplies	14,259	16,807	15,800	-1,007	-6.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	21,526	17,000	24,000	7,000	41.2%
50506 Repair and Maintenance Supplies	53,500	53,500	53,500	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	18,617	16,000	28,000	12,000	75.0%
50512 Books and Subscriptions	425	250	250	0	0.0%
50517 Small Tools	19,815	30,000	30,000	0	0.0%
50520 Inventory Purchases	2,818,791	3,020,000	2,970,850	-49,150	-1.6%
50521 Computer Software	232,737	136,200	136,200	0	0.0%
50801 Machinery and Equipment-New \$5000 and Over	85,472	93,500	16,200	-77,300	-82.7%
50811 Machinery and Equipment-New Less Than \$5000	10,730	6,600	9,000	2,400	36.4%
50815 Computer Equipment-New Less Than \$5000	1,830	0	0	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	27,125	200,000	161,000	-39,000	-19.5%
50831 Machinery and Equipment-Replacement Less Than \$5000	4,057	6,000	6,500	500	8.3%
50835 Computer Equipment-Replacement Less Than \$5000	2,340	10,000	15,000	5,000	50.0%
50841 Machinery and Equipment-Rehabilitation	81,560	0	0	0	0.0%
50890 Recommended Adjustments	0	-316,100	0	316,100	100.0%
Total Cost Center	10,447,970	10,120,515	10,447,717	327,202	3.2%

Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
16302 CAM - East Maintenance Facility						
50100	Full-Time Salaries and Wages - Regular	492,169	515,254	530,481	15,227	3.0%
50101	Full-Time Salaries and Wages - Overtime	20,197	17,601	17,601	0	0.0%
50104	Temporary Salaries and Wages - Regular	16,618	28,063	28,063	0	0.0%
50108	Hybrid Disability Prgm (Prev Wage Adj)	192	0	457	457	100.0%
50110	FICA	38,588	42,910	44,075	1,165	2.7%
50111	Retirement VRS	61,486	67,035	70,501	3,466	5.2%
50112	Hospital/Medical Plans	82,106	84,018	89,463	5,445	6.5%
50113	Group Insurance - Life (VRS)	6,210	6,853	6,949	96	1.4%
50209	Other Professional Services	0	5,000	5,000	0	0.0%
50210	Maintenance and Repairs	45,608	22,500	26,000	3,500	15.6%
50215	Vehicle Repair - Commercial	879,094	974,000	959,500	-14,500	-1.5%
50280	Janitorial	7,700	8,400	8,400	0	0.0%
50286	Weed and Pest Control	385	420	420	0	0.0%
50400	Electric Services	1,477	6,250	6,250	0	0.0%
50401	Heating Services	4,992	18,000	18,000	0	0.0%
50402	Water Service	604	2,500	2,500	0	0.0%
50403	Sewer Service	652	2,500	2,500	0	0.0%
50404	Refuse Service	605	1,049	1,049	0	0.0%
50412	Telecommunications	1,008	1,208	1,208	0	0.0%
50453	Freight Charges	6,214	7,500	7,500	0	0.0%
50460	Environmental Expenses	4,617	0	5,000	5,000	100.0%
50500	Office Supplies	1,615	1,500	1,500	0	0.0%
50506	Repair and Maintenance Supplies	17,999	13,000	19,000	6,000	46.2%
50511	Uniforms/Wearing Apparel/ITEMS	224	2,000	6,000	4,000	200.0%
50517	Small Tools	6,522	10,000	10,000	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50520 Inventory Purchases	695,852	865,000	861,000	-4,000	-0.5%
50801 Machinery and Equipment-New \$5000 and Over	53,135	50,000	48,400	-1,600	-3.2%
50811 Machinery and Equipment-New Less Than \$5000	0	3,300	3,900	600	18.2%
50812 Furniture and Fixtures-New Less Than \$5000	2,469	0	0	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	0	20,400	45,400	25,000	122.5%
50831 Machinery and Equipment-Replacement Less Than \$5000	0	4,000	4,000	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	0	5,000	5,000	0	0.0%
50841 Machinery and Equipment-Rehabilitation	0	80,000	0	-80,000	-100.0%
50890 Recommended Adjustments	0	-162,700	0	162,700	100.0%
Total Cost Center	2,448,338	2,702,561	2,835,117	132,556	4.9%
16303 CAM - Leased Vehicle Services					
50209 Other Professional Services	0	5,000	0	-5,000	-100.0%
50412 Telecommunications	0	276	0	-276	-100.0%
50521 Computer Software	0	0	5,276	5,276	100.0%
50804 Motor Vehicles and Equipment-New \$5000 and Over	0	107,500	99,500	-8,000	-7.4%
50824 Motor Vehicles and Equipment-Replacement \$5000 and Over	2,716,761	2,055,000	2,076,500	21,500	1.0%
50890 Recommended Adjustments	0	-2,162,500	0	2,162,500	100.0%
Total Cost Center	2,716,761	5,276	2,181,276	2,176,000	41,243.4%
16304 CAM - Fueling Services					
50209 Other Professional Services	21,363	21,000	0	-21,000	-100.0%
50210 Maintenance and Repairs	38,840	85,000	85,000	0	0.0%
50400 Electric Services	2,901	3,500	3,500	0	0.0%
50402 Water Service	81	350	350	0	0.0%
50403 Sewer Service	163	450	450	0	0.0%
50404 Refuse Service	1,350	1,350	1,350	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50459 Other Charges Miscellaneous	106,982	195,000	194,000	-1,000	-0.5%
50460 Environmental Expenses	1,024	3,500	3,500	0	0.0%
50507 Gasoline	1,950,011	3,042,974	2,400,000	-642,974	-21.1%
50508 Diesel Fuel	2,792,808	4,719,844	3,500,000	-1,219,844	-25.8%
50518 Liquid Propane Gas	2,005	6,491	6,491	0	0.0%
50521 Computer Software	0	0	22,000	22,000	100.0%
Total Cost Center	4,917,528	8,079,459	6,216,641	-1,862,818	-23.1%
16305 Large Vehicle Wash Facility					
50210 Maintenance and Repairs	9,156	60,000	74,000	14,000	23.3%
50400 Electric Services	2,346	12,000	12,000	0	0.0%
50401 Heating Services	302	6,000	6,000	0	0.0%
50402 Water Service	1,172	5,000	5,000	0	0.0%
50403 Sewer Service	1,242	7,500	7,500	0	0.0%
50404 Refuse Service	603	1,000	1,000	0	0.0%
50412 Telecommunications	0	240	240	0	0.0%
50459 Other Charges Miscellaneous	0	20,000	5,000	-15,000	-75.0%
50460 Environmental Expenses	13,089	0	20,000	20,000	100.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	0	24,000	5,000	-19,000	-79.2%
Total Cost Center	27,910	135,740	135,740	0	0.0%