

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 a 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 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 County agencies.
- To provide dependable fuel supplies for County-owned vehicles.

BUDGET HIGHLIGHTS

The Central Automotive Maintenance budget for FY2019-20 totals \$22,430,361, which represents a net increase of \$613,870 or 2.8 percent from the previous approved budget. This increase is driven solely by the personnel component and reflects salary increases as well as rising health care costs.

FISCAL YEAR 2020 SUMMARY

Description	Annual Fiscal Plan			
	FY18 Actual	FY19 Original	FY20 Proposed	Change 19 to 20
Personnel	\$ 4,198,632	\$ 4,583,222	\$ 4,702,292	2.6%
Operation	14,725,517	14,742,869	14,820,269	0.5%
Capital	2,532,724	2,490,400	2,907,800	16.8%
Total	<u>\$ 21,456,873</u>	<u>\$ 21,816,491</u>	<u>\$ 22,430,361</u>	<u>2.8%</u>
Personnel Complement	70	71	71	0

Central Automotive Maintenance

PERFORMANCE MEASURES

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>Change 19 to 20</u>
Workload Measures				
Total Vehicles/Equip. Maintained by CAM	3,650	3,600	3,615	15
Gallons of Fuel Consumed	2,982,165	3,231,000	3,075,000	(156,000)
Annual Miles Driven	17,956,232	27,336,000	22,500,000	(4,836,000)
Equipment to Mechanic Ratio	76	73	73	0
Fleet Readiness (Countywide Goal of 95%)	95%	95%	95%	0%

BUDGET HIGHLIGHTS (CONTINUED)

The overall operating component totals \$14,820,269, which reflects an overall increase of \$77,400 or 0.5 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 \$2,907,800 and includes \$2,174,000 for the replacement of 64 motor pool vehicles. Vehicles scheduled to be replaced during FY2019-20 includes 15 sedans, 25 trucks, 13 vans, and 11 sport utility vehicles. The remaining \$430,800 is budgeted to replace old vehicle lifts, completion of the new CAM West oil distribution system, and a replacement truck tire balancer/changer.

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 \$11,600,000 for FY2019-20. The labor rate for CAM is increasing from \$58 per hour in FY2018-19 to \$63 per hour in FY2019-20, which represents year two of a three-year effort to more accurately reflect the costs in this area.

Motor pool vehicle lease revenues are projected at \$4,000,000 in FY2019-20. 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 \$5,848,637 for FY2019-20. 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 be increased by 1 cent in FY2019-20 to 11 cents. This represents year two of a three-year effort to more accurately reflect costs in this area.

A total of \$108,000 in revenues has been budgeted for the Vehicle Wash Facility. CAM will move forward with a chargeback process to recover wash facility operating costs in FY2019-20. Miscellaneous revenue for CAM is projected at \$300,000 for FY2019-20 for the sale of surplus vehicles.

Central Automotive Maintenance

In FY2017-18, an additional performance measure that tracks overall Fleet Readiness was adopted for Central Automotive Maintenance. This measurement compares 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
FY2019-20
GENERAL SERVICES**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	2,881,268	3,157,824	3,206,825	49,001	1.6%
50101 Full-Time Salaries and Wages - Overtime	93,901	75,372	75,372	0	0.0%
50104 Temporary Salaries and Wages - Regular	60,041	54,840	54,840	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	3,881	5,166	5,711	545	10.5%
50110 FICA	218,248	251,535	256,281	4,746	1.9%
50111 Retirement VRS	370,847	419,675	427,842	8,167	1.9%
50112 Hospital/Medical Plans	533,350	577,443	633,249	55,806	9.7%
50113 Group Insurance - Life (VRS)	37,096	41,367	42,172	805	1.9%
50200 Medical Services	1,092	1,100	1,100	0	0.0%
50209 Other Professional Services	6,520	7,500	8,100	600	8.0%
50210 Maintenance and Repairs	235,895	320,000	287,000	-33,000	-10.3%
50215 Vehicle Repair - Commercial	4,625,302	3,804,500	4,390,000	585,500	15.4%
50220 Lease/Rent Of Equipment	1,251	3,500	3,000	-500	-14.3%
50240 Printing and Binding	180	250	200	-50	-20.0%
50250 Advertising	3,849	1,000	4,000	3,000	300.0%
50280 Janitorial	9,783	8,400	8,700	300	3.6%
50286 Weed and Pest Control	1,635	1,360	1,600	240	17.6%
50400 Electric Services	82,063	97,843	84,600	-13,243	-13.5%
50401 Heating Services	28,390	42,850	27,400	-15,450	-36.1%
50402 Water Service	9,214	13,850	10,900	-2,950	-21.3%
50403 Sewer Service	8,912	15,450	9,900	-5,550	-35.9%
50404 Refuse Service	6,670	8,899	7,850	-1,049	-11.8%
50410 Postal Services	89	200	200	0	0.0%
50412 Telecommunications	7,587	9,398	15,500	6,102	64.9%
50431 Education and Training	3,073	12,000	15,000	3,000	25.0%
50450 Dues And Association Memberships	939	950	950	0	0.0%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50453 Freight Charges	51,199	43,500	52,500	9,000	20.7%
50455 Tuition	0	3,000	5,500	2,500	83.3%
50459 Other Charges Miscellaneous	128,614	203,952	154,900	-49,052	-24.1%
50460 Environmental Expenses	20,063	48,500	73,700	25,200	52.0%
50500 Office Supplies	15,862	17,300	16,500	-800	-4.6%
50504 Laundry, Housekeeping, and Janitorial Supplies	14,411	29,000	19,800	-9,200	-31.7%
50506 Repair and Maintenance Supplies	98,054	72,500	99,000	26,500	36.6%
50507 Gasoline	2,274,396	2,400,000	2,300,000	-100,000	-4.2%
50508 Diesel Fuel	3,430,176	3,500,000	3,350,000	-150,000	-4.3%
50511 Uniforms/Wearing Apparel/ITEMS	16,035	34,000	34,000	0	0.0%
50512 Books and Subscriptions	62	250	250	0	0.0%
50514 Other Operating Supplies	52	0	0	0	0.0%
50517 Small Tools	41,710	40,000	45,000	5,000	12.5%
50518 Liquid Propane Gas	2,387	6,491	3,000	-3,491	-53.8%
50520 Inventory Purchases	3,499,535	3,831,850	3,577,419	-254,431	-6.6%
50521 Computer Software	100,517	163,476	212,700	49,224	30.1%
50801 Machinery and Equipment-New \$5000 and Over	0	64,600	64,600	0	0.0%
50804 Motor Vehicles and Equipment-New \$5000 and Over	53,294	99,500	430,800	331,300	333.0%
50811 Machinery and Equipment-New Less Than \$5000	9,900	12,900	12,900	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	130,632	206,400	195,000	-11,400	-5.5%
50824 Motor Vehicles and Equipment-Replacement \$5000 and Over	2,106,253	2,076,500	2,174,000	97,500	4.7%
50831 Machinery and Equipment-Replacement Less Than \$5000	7,407	10,500	10,500	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	100	0	0	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	13,719	20,000	20,000	0	0.0%
50841 Machinery and Equipment-Rehabilitation	211,419	0	0	0	0.0%
Total Department	21,456,873	21,816,491	22,430,361	613,870	2.8%



Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2019-20
GENERAL SERVICES

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
16103 Central Automotive Maintenance					
50459 Other Charges Miscellaneous	-4,299	0	0	0	0.0%
Total Cost Center	-4,299	0	0	0	0.0%
16301 CAM - West Maintenance Facility					
50100 Full-Time Salaries and Wages - Regular	2,354,047	2,627,343	2,682,253	54,910	2.1%
50101 Full-Time Salaries and Wages - Overtime	67,490	57,771	57,771	0	0.0%
50104 Temporary Salaries and Wages - Regular	42,750	26,777	26,777	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	3,453	4,709	5,281	572	12.1%
50110 FICA	176,291	207,460	211,660	4,200	2.0%
50111 Retirement VRS	304,223	349,174	356,472	7,298	2.1%
50112 Hospital/Medical Plans	444,984	487,980	535,140	47,160	9.7%
50113 Group Insurance - Life (VRS)	30,447	34,418	35,137	719	2.1%
50200 Medical Services	1,062	1,100	1,100	0	0.0%
50209 Other Professional Services	1,428	2,500	2,500	0	0.0%
50210 Maintenance and Repairs	152,709	135,000	135,000	0	0.0%
50215 Vehicle Repair - Commercial	3,737,736	2,845,000	3,500,000	655,000	23.0%
50220 Lease/Rent Of Equipment	1,251	3,500	3,000	-500	-14.3%
50240 Printing and Binding	180	250	200	-50	-20.0%
50250 Advertising	3,849	1,000	4,000	3,000	300.0%
50286 Weed and Pest Control	1,050	940	1,000	60	6.4%
50400 Electric Services	70,865	76,093	73,000	-3,093	-4.1%
50401 Heating Services	21,966	18,850	21,000	2,150	11.4%
50402 Water Service	5,827	6,000	6,000	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50403 Sewer Service	5,235	5,000	5,500	500	10.0%
50404 Refuse Service	4,266	5,500	6,000	500	9.1%
50410 Postal Services	89	200	200	0	0.0%
50412 Telecommunications	6,579	7,950	12,500	4,550	57.2%
50431 Education and Training	3,073	12,000	15,000	3,000	25.0%
50450 Dues And Association Memberships	939	950	950	0	0.0%
50453 Freight Charges	42,499	36,000	43,500	7,500	20.8%
50455 Tuition	0	3,000	5,500	2,500	83.3%
50459 Other Charges Miscellaneous	3,438	4,952	3,500	-1,452	-29.3%
50460 Environmental Expenses	7,607	20,000	24,000	4,000	20.0%
50500 Office Supplies	14,868	15,800	15,000	-800	-5.1%
50504 Laundry, Housekeeping, and Janitorial Supplies	14,411	24,000	18,000	-6,000	-25.0%
50506 Repair and Maintenance Supplies	88,322	53,500	80,000	26,500	49.5%
50511 Uniforms/Wearing Apparel/ITEMS	16,035	28,000	28,000	0	0.0%
50512 Books and Subscriptions	62	250	250	0	0.0%
50514 Other Operating Supplies	52	0	0	0	0.0%
50517 Small Tools	34,002	30,000	35,000	5,000	16.7%
50520 Inventory Purchases	2,832,780	2,970,850	2,882,350	-88,500	-3.0%
50521 Computer Software	100,517	136,200	176,200	40,000	29.4%
50801 Machinery and Equipment-New \$5000 and Over	0	16,200	16,200	0	0.0%
50811 Machinery and Equipment-New Less Than \$5000	6,600	9,000	9,000	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	110,806	161,000	150,000	-11,000	-6.8%
50831 Machinery and Equipment-Replacement Less Than \$5000	4,879	6,500	6,500	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	100	0	0	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	10,000	15,000	15,000	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50841 Machinery and Equipment-Rehabilitation	21,403	0	0	0	0.0%
Total Cost Center	10,750,170	10,447,717	11,205,441	757,724	7.3%
16302 CAM - East Maintenance Facility					
50100 Full-Time Salaries and Wages - Regular	527,221	530,481	524,572	-5,909	-1.1%
50101 Full-Time Salaries and Wages - Overtime	26,411	17,601	17,601	0	0.0%
50104 Temporary Salaries and Wages - Regular	17,291	28,063	28,063	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	428	457	430	-27	-5.9%
50110 FICA	41,957	44,075	44,621	546	1.2%
50111 Retirement VRS	66,624	70,501	71,370	869	1.2%
50112 Hospital/Medical Plans	88,366	89,463	98,109	8,646	9.7%
50113 Group Insurance - Life (VRS)	6,649	6,949	7,035	86	1.2%
50200 Medical Services	30	0	0	0	0.0%
50209 Other Professional Services	3,364	5,000	5,000	0	0.0%
50210 Maintenance and Repairs	53,593	26,000	43,000	17,000	65.4%
50215 Vehicle Repair - Commercial	887,566	959,500	890,000	-69,500	-7.2%
50280 Janitorial	9,783	8,400	8,700	300	3.6%
50286 Weed and Pest Control	585	420	600	180	42.9%
50400 Electric Services	1,285	6,250	1,500	-4,750	-76.0%
50401 Heating Services	5,744	18,000	5,400	-12,600	-70.0%
50402 Water Service	666	2,500	700	-1,800	-72.0%
50403 Sewer Service	716	2,500	700	-1,800	-72.0%
50404 Refuse Service	631	1,049	650	-399	-38.0%
50412 Telecommunications	840	1,208	1,200	-8	-0.7%
50453 Freight Charges	8,700	7,500	9,000	1,500	20.0%
50460 Environmental Expenses	2,112	5,000	8,700	3,700	74.0%
50500 Office Supplies	994	1,500	1,500	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50506 Repair and Maintenance Supplies	9,732	19,000	19,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	0	6,000	6,000	0	0.0%
50517 Small Tools	7,708	10,000	10,000	0	0.0%
50520 Inventory Purchases	667,028	861,000	695,069	-165,931	-19.3%
50801 Machinery and Equipment-New \$5000 and Over	0	48,400	48,400	0	0.0%
50811 Machinery and Equipment-New Less Than \$5000	3,300	3,900	3,900	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	19,826	45,400	45,000	-400	-0.9%
50831 Machinery and Equipment-Replacement Less Than \$5000	2,528	4,000	4,000	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	3,719	5,000	5,000	0	0.0%
50841 Machinery and Equipment-Rehabilitation	190,016	0	0	0	0.0%
Total Cost Center	2,655,413	2,835,117	2,604,820	-230,297	-8.1%
16303 CAM - Leased Vehicle Services					
50412 Telecommunications	168	0	0	0	0.0%
50521 Computer Software	0	5,276	8,500	3,224	61.1%
50804 Motor Vehicles and Equipment-New \$5000 and Over	53,294	99,500	430,800	331,300	333.0%
50824 Motor Vehicles and Equipment-Replacement \$5000 and Over	2,106,253	2,076,500	2,174,000	97,500	4.7%
Total Cost Center	2,159,715	2,181,276	2,613,300	432,024	19.8%
16304 CAM - Fueling Services					
50209 Other Professional Services	1,728	0	600	600	100.0%
50210 Maintenance and Repairs	25,127	85,000	45,000	-40,000	-47.1%
50400 Electric Services	3,521	3,500	3,600	100	2.9%
50402 Water Service	101	350	200	-150	-42.9%
50403 Sewer Service	188	450	200	-250	-55.6%
50404 Refuse Service	1,319	1,350	500	-850	-63.0%
50412 Telecommunications	0	0	1,500	1,500	100.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50459 Other Charges Miscellaneous	129,475	194,000	150,400	-43,600	-22.5%
50460 Environmental Expenses	2,399	3,500	16,000	12,500	357.1%
50507 Gasoline	2,274,396	2,400,000	2,300,000	-100,000	-4.2%
50508 Diesel Fuel	3,430,176	3,500,000	3,350,000	-150,000	-4.3%
50518 Liquid Propane Gas	2,387	6,491	3,000	-3,491	-53.8%
50520 Inventory Purchases	-273	0	0	0	0.0%
50521 Computer Software	0	22,000	28,000	6,000	27.3%
Total Cost Center	5,870,544	6,216,641	5,899,000	-317,641	-5.1%
16305 Large Vehicle Wash Facility					
50210 Maintenance and Repairs	4,466	74,000	64,000	-10,000	-13.5%
50400 Electric Services	6,392	12,000	6,500	-5,500	-45.8%
50401 Heating Services	680	6,000	1,000	-5,000	-83.3%
50402 Water Service	2,620	5,000	4,000	-1,000	-20.0%
50403 Sewer Service	2,773	7,500	3,500	-4,000	-53.3%
50404 Refuse Service	454	1,000	700	-300	-30.0%
50412 Telecommunications	0	240	300	60	25.0%
50459 Other Charges Miscellaneous	0	5,000	1,000	-4,000	-80.0%
50460 Environmental Expenses	7,945	20,000	25,000	5,000	25.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	0	5,000	1,800	-3,200	-64.0%
Total Cost Center	25,330	135,740	107,800	-27,940	-20.6%