

# 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 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 and diesel fuel. CAM owns and leases approximately 750 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 proposed budget for FY2021-22 totals \$22,961,406, which represents a net increase of \$491,183, or 2.2 percent, from the previous approved budget. This increase is driven by the personnel components and reflects employee compensation increases, rising benefit costs, and department requests for additional vehicles.

## FISCAL YEAR 2022 SUMMARY

<b>Description</b>	<b>FY20 Actual</b>	<b>FY21 Original</b>	<b>FY22 Approved</b>	<b>Change 21 to 22</b>
Personnel	\$ 4,623,510	\$ 4,822,244	\$ 5,249,428	8.9%
Operation	13,617,634	15,171,179	15,161,123	(0.1%)
Capital	<u>1,007,810</u>	<u>2,476,800</u>	<u>2,550,855</u>	<u>3.0%</u>
Sub-Total	<u>\$ 19,248,954</u>	<u>\$ 22,470,223</u>	<u>\$ 22,961,406</u>	<u>2.2%</u>
Personnel Complement	71	71	71	0

## Central Automotive Maintenance

### PERFORMANCE MEASURES

	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>Change 21 to 22</u>
<b>Workload Measures</b>				
Total Vehicles/Equip. Maintained by CAM	3,652	3,675	3,675	0
Gallons of Fuel Consumed	2,612,758	2,600,000	2,750,000	150,000
Annual Miles Driven	22,527,054	21,750,000	22,500,000	750,000
Equipment to Mechanic Ratio	76	75	75	0
Fleet Readiness (Countywide Goal of 95%)	95.00%	95.00%	95.00%	0

### BUDGET HIGHLIGHTS (CONTINUED)

The overall operating component totals \$15,161,123 which reflects an overall decrease of \$10,056 or 0.1 percent, from the previous approved budget. The capital component totals \$2,550,855 and includes \$2,174,000 for the replacement of 65 motor pool vehicles, and \$64,000 for two new vehicles requested by the Department of Public Works. Vehicles scheduled to be replaced during FY2021-22 includes 8 sedans, 25 trucks, 12 vans, and 20 sport utility vehicles. The remaining \$312,856 is budgeted to replace aging shop tooling/equipment.

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 \$12,100,000 for FY2021-22. The internal labor rate for CAM repair services in FY2021-22 will be \$68.00 per hour.

Motor pool vehicle lease revenues are projected at \$4,305,506 in FY2021-22. 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. Due to the COVID-19 pandemic, which began in the later half of FY2019-20, rental rates for FY2020-21 were maintained at the same level as the prior fiscal year. A rental rate increase, not to exceed 6%, is anticipated for FY2021-22.

The estimate for CAM's fuel revenues totals \$6,050,000 for FY2021-22. Fuel consumed by a department owned vehicle is charged to departments at actual cost, plus a per gallon markup to cover certain operating costs. A fuel mark-up of \$0.12 per gallon will be added for FY2021-22 to offset fuel site maintenance and system operating costs.

A total of \$105,900 in revenues has been budgeted for the Vehicle Wash Facility. Miscellaneous revenue for CAM is projected at \$400,000 for FY2021-22 for the sale of surplus vehicles.



Department Operating Budget  
Henrico County, Virginia  
FY2021-22  
GENERAL SERVICES

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	3,112,017	3,255,129	3,569,003	313,874	9.6%
50101 Full-Time Salaries and Wages - Overtime	127,886	75,372	75,372	0	0.0%
50104 Temporary Salaries and Wages - Regular	65,390	54,840	54,840	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	9,285	6,335	7,175	840	13.3%
50110 FICA	236,366	258,979	282,989	24,010	9.3%
50111 Retirement VRS	404,487	455,718	499,660	43,942	9.6%
50112 Hospital/Medical Plans	628,358	670,950	711,136	40,186	6.0%
50113 Group Insurance - Life (VRS)	39,721	44,921	49,253	4,332	9.6%
50200 Medical Services	977	1,500	1,500	0	0.0%
50209 Other Professional Services	6,003	7,800	7,800	0	0.0%
50210 Maintenance and Repairs	256,560	287,000	315,500	28,500	9.9%
50214 Maintenance - Time and Materials	1,761	0	0	0	0.0%
50215 Vehicle Repair - Commercial	5,020,622	4,430,000	4,430,000	0	0.0%
50220 Lease/Rent Of Equipment	2,772	3,000	3,000	0	0.0%
50240 Printing and Binding	57	200	200	0	0.0%
50250 Advertising	0	4,000	4,000	0	0.0%
50280 Janitorial	13,143	12,500	14,500	2,000	16.0%
50286 Weed and Pest Control	1,515	1,600	1,600	0	0.0%
50400 Electric Services	85,404	84,600	88,100	3,500	4.1%
50401 Heating Services	24,811	29,400	29,400	0	0.0%
50402 Water Service	10,439	10,900	11,000	100	0.9%
50403 Sewer Service	10,974	9,800	12,450	2,650	27.0%
50404 Refuse Service	7,053	9,300	8,400	-900	-9.7%
50410 Postal Services	189	200	200	0	0.0%
50412 Telecommunications	13,349	15,500	14,000	-1,500	-9.7%
50431 Education and Training	20,087	27,500	30,500	3,000	10.9%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50450 Dues And Association Memberships	939	950	1,500	550	57.9%
50453 Freight Charges	38,653	52,500	43,500	-9,000	-17.1%
50455 Tuition	3,402	5,500	5,500	0	0.0%
50459 Other Charges Miscellaneous	152,906	156,500	151,500	-5,000	-3.2%
50460 Environmental Expenses	36,217	77,700	60,000	-17,700	-22.8%
50500 Office Supplies	15,945	19,500	19,500	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	20,769	5,000	5,000	0	0.0%
50506 Repair and Maintenance Supplies	107,499	99,000	109,000	10,000	10.1%
50507 Gasoline	1,998,549	2,479,955	2,479,955	0	0.0%
50508 Diesel Fuel	2,376,929	3,489,955	3,489,955	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	22,377	34,000	34,000	0	0.0%
50512 Books and Subscriptions	0	1,319	1,319	0	0.0%
50514 Other Operating Supplies	74	0	0	0	0.0%
50517 Small Tools	26,950	45,000	45,000	0	0.0%
50518 Liquid Propane Gas	1,210	3,000	3,000	0	0.0%
50520 Inventory Purchases	3,273,602	3,600,000	3,523,744	-76,256	-2.1%
50521 Computer Software	65,897	166,500	216,500	50,000	30.0%
50801 Machinery and Equipment-New \$5000 and Over	68,114	64,400	64,400	0	0.0%
50804 Motor Vehicles and Equipment-New \$5000 and Over	330,893	0	64,000	64,000	100.0%
50811 Machinery and Equipment-New Less Than \$5000	6,170	12,900	12,900	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	150	0	0	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	7,387	195,000	195,000	0	0.0%
50824 Motor Vehicles and Equipment-Replacement \$5000 and Over	580,679	2,174,000	2,174,000	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	8,433	10,500	10,500	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	4,309	20,000	30,055	10,055	50.3%
50841 Machinery and Equipment-Rehabilitation	1,675	0	0	0	0.0%
Total Department	19,248,954	22,470,223	22,961,406	491,183	2.2%



Operating Line Item Budget By Cost Center  
 Henrico County, Virginia  
 FY2021-22  
 GENERAL SERVICES

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
<b>16103 Central Automotive Maintenance</b>					
50459 Other Charges Miscellaneous	17,322	0	0	0	0.0%
Total Cost Center	17,322	0	0	0	0.0%
<b>16301 CAM - West Maintenance Facility</b>					
50100 Full-Time Salaries and Wages - Regular	2,615,796	2,733,240	3,083,601	350,361	12.8%
50101 Full-Time Salaries and Wages - Overtime	104,838	57,771	57,771	0	0.0%
50104 Temporary Salaries and Wages - Regular	42,808	26,777	26,777	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	8,751	5,659	6,679	1,020	18.0%
50110 FICA	197,453	215,561	242,363	26,802	12.4%
50111 Retirement VRS	338,323	382,654	431,704	49,050	12.8%
50112 Hospital/Medical Plans	521,939	567,000	610,976	43,976	7.8%
50113 Group Insurance - Life (VRS)	33,244	37,719	42,554	4,835	12.8%
50200 Medical Services	947	1,500	1,500	0	0.0%
50209 Other Professional Services	2,938	2,200	2,200	0	0.0%
50210 Maintenance and Repairs	156,243	135,000	150,000	15,000	11.1%
50215 Vehicle Repair - Commercial	4,125,306	3,540,000	3,540,000	0	0.0%
50220 Lease/Rent Of Equipment	2,772	3,000	3,000	0	0.0%
50240 Printing and Binding	57	200	200	0	0.0%
50250 Advertising	0	4,000	4,000	0	0.0%
50286 Weed and Pest Control	1,030	1,000	1,000	0	0.0%
50400 Electric Services	76,042	73,000	76,500	3,500	4.8%
50401 Heating Services	19,251	23,000	23,000	0	0.0%
50402 Water Service	7,425	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	7,677	5,500	8,000	2,500	45.5%
50404 Refuse Service	6,180	7,100	6,200	-900	-12.7%
50410 Postal Services	189	200	200	0	0.0%
50412 Telecommunications	11,567	12,500	12,500	0	0.0%
50431 Education and Training	20,087	27,500	30,500	3,000	10.9%
50450 Dues And Association Memberships	939	950	1,500	550	57.9%
50453 Freight Charges	34,046	45,000	37,500	-7,500	-16.7%
50455 Tuition	3,402	5,500	5,500	0	0.0%
50459 Other Charges Miscellaneous	980	3,500	3,500	0	0.0%
50460 Environmental Expenses	12,247	20,000	17,500	-2,500	-12.5%
50500 Office Supplies	15,370	18,000	18,000	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	20,769	5,000	5,000	0	0.0%
50506 Repair and Maintenance Supplies	87,598	80,000	90,000	10,000	12.5%
50511 Uniforms/Wearing Apparel/ITEMS	20,942	28,000	28,000	0	0.0%
50512 Books and Subscriptions	0	1,319	1,319	0	0.0%
50514 Other Operating Supplies	37	0	0	0	0.0%
50517 Small Tools	22,151	35,000	35,000	0	0.0%
50518 Liquid Propane Gas	0	1,000	1,000	0	0.0%
50520 Inventory Purchases	2,747,046	3,024,000	2,950,000	-74,000	-2.4%
50521 Computer Software	65,897	130,000	180,000	50,000	38.5%
50801 Machinery and Equipment-New \$5000 and Over	26,674	16,000	16,000	0	0.0%
50811 Machinery and Equipment-New Less Than \$5000	2,320	9,000	9,000	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	150	0	0	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	0	150,000	150,000	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50831 Machinery and Equipment-Replacement Less Than \$5000	4,670	6,500	6,500	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	4,309	15,000	20,000	5,000	33.3%
Total Cost Center	11,370,410	11,461,850	11,942,544	480,694	4.2%
<b>16302 CAM - East Maintenance Facility</b>					
50100 Full-Time Salaries and Wages - Regular	496,221	521,889	485,402	-36,487	-7.0%
50101 Full-Time Salaries and Wages - Overtime	23,048	17,601	17,601	0	0.0%
50104 Temporary Salaries and Wages - Regular	22,582	28,063	28,063	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	534	676	496	-180	-26.6%
50110 FICA	38,913	43,418	40,626	-2,792	-6.4%
50111 Retirement VRS	66,164	73,064	67,956	-5,108	-7.0%
50112 Hospital/Medical Plans	106,419	103,950	100,160	-3,790	-3.6%
50113 Group Insurance - Life (VRS)	6,477	7,202	6,699	-503	-7.0%
50200 Medical Services	30	0	0	0	0.0%
50209 Other Professional Services	3,065	5,000	5,000	0	0.0%
50210 Maintenance and Repairs	57,222	43,000	59,000	16,000	37.2%
50214 Maintenance - Time and Materials	1,761	0	0	0	0.0%
50215 Vehicle Repair - Commercial	895,316	890,000	890,000	0	0.0%
50280 Janitorial	13,143	12,500	14,500	2,000	16.0%
50286 Weed and Pest Control	485	600	600	0	0.0%
50400 Electric Services	1,091	1,500	1,500	0	0.0%
50401 Heating Services	5,451	5,400	5,400	0	0.0%
50402 Water Service	818	700	800	100	14.3%
50403 Sewer Service	880	700	850	150	21.4%
50404 Refuse Service	873	1,000	1,000	0	0.0%
50412 Telecommunications	1,614	1,200	1,200	0	0.0%
50453 Freight Charges	4,607	7,500	6,000	-1,500	-20.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50460 Environmental Expenses	2,489	8,700	5,000	-3,700	-42.5%
50500 Office Supplies	575	1,500	1,500	0	0.0%
50506 Repair and Maintenance Supplies	19,901	19,000	19,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	1,435	6,000	6,000	0	0.0%
50514 Other Operating Supplies	37	0	0	0	0.0%
50517 Small Tools	4,799	10,000	10,000	0	0.0%
50518 Liquid Propane Gas	0	1,000	1,000	0	0.0%
50520 Inventory Purchases	526,556	576,000	573,744	-2,256	-0.4%
50801 Machinery and Equipment-New \$5000 and Over	41,440	48,400	48,400	0	0.0%
50811 Machinery and Equipment-New Less Than \$5000	3,850	3,900	3,900	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	7,387	45,000	45,000	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	3,763	4,000	4,000	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	0	5,000	10,055	5,055	101.1%
50841 Machinery and Equipment-Rehabilitation	1,675	0	0	0	0.0%
Total Cost Center	2,360,621	2,493,463	2,460,452	-33,011	-1.3%
16303 CAM - Leased Vehicle Services					
50412 Telecommunications	168	0	0	0	0.0%
50521 Computer Software	0	8,500	8,500	0	0.0%
50804 Motor Vehicles and Equipment-New \$5000 and Over	330,893	0	64,000	64,000	100.0%
50824 Motor Vehicles and Equipment-Replacement \$5000 and Over	580,679	2,174,000	2,174,000	0	0.0%
Total Cost Center	911,740	2,182,500	2,246,500	64,000	2.9%
16304 CAM - Fueling Services					
50209 Other Professional Services	0	600	600	0	0.0%
50210 Maintenance and Repairs	36,050	45,000	42,500	-2,500	-5.6%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50400 Electric Services	2,999	3,600	3,600	0	0.0%
50402 Water Service	101	200	200	0	0.0%
50403 Sewer Service	196	200	200	0	0.0%
50404 Refuse Service	0	500	500	0	0.0%
50412 Telecommunications	0	1,500	0	-1,500	-100.0%
50459 Other Charges Miscellaneous	134,604	152,000	147,000	-5,000	-3.3%
50460 Environmental Expenses	6,907	24,000	17,500	-6,500	-27.1%
50507 Gasoline	1,998,549	2,479,955	2,479,955	0	0.0%
50508 Diesel Fuel	2,376,929	3,489,955	3,489,955	0	0.0%
50518 Liquid Propane Gas	1,210	1,000	1,000	0	0.0%
50521 Computer Software	0	28,000	28,000	0	0.0%
Total Cost Center	4,557,545	6,226,510	6,211,010	-15,500	-0.2%
16305 Large Vehicle Wash Facility					
50210 Maintenance and Repairs	7,045	64,000	64,000	0	0.0%
50400 Electric Services	5,272	6,500	6,500	0	0.0%
50401 Heating Services	109	1,000	1,000	0	0.0%
50402 Water Service	2,095	4,000	4,000	0	0.0%
50403 Sewer Service	2,221	3,400	3,400	0	0.0%
50404 Refuse Service	0	700	700	0	0.0%
50412 Telecommunications	0	300	300	0	0.0%
50459 Other Charges Miscellaneous	0	1,000	1,000	0	0.0%
50460 Environmental Expenses	14,574	25,000	20,000	-5,000	-20.0%
Total Cost Center	31,316	105,900	100,900	-5,000	-4.7%