

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 budget for FY23 totals \$23,501,360, which represents a net increase of \$539,954, or 2.4% from the previous approved budget. This increase is driven by the revised retirement and health care costs along with a merit-based salary increase. Also, funding for a fleet services coordinator.

FISCAL YEAR 2023 SUMMARY

Description	Annual Fiscal Plan			
	FY21 Actual	FY22 Original	FY23 Approved	Change 21 to 22
Personnel	\$ 4,487,647	\$ 5,249,428	\$ 5,676,601	8.1%
Operation	10,355,892	15,161,123	15,067,124	(0.6%)
Capital	2,137,321	2,550,855	2,757,635	8.1%
Sub-Total	\$ 16,980,860	\$ 22,961,406	\$ 23,501,360	2.4%
Personnel Complement	71	71	72	1

Central Automotive Maintenance

PERFORMANCE MEASURES

	Performance Measures			Change 22 to 23
	FY21	FY22	FY23	
Workload Measures				
Total Vehicles/Equip. Maintained by CAM	3,636	3,675	3,650	(25)
Gallons of Fuel Consumed	2,030,793	2,750,000	2,500,000	(250,000)
Annual Miles Driven	18,352,586	22,500,000	22,150,000	(350,000)
Equipment to Mechanic Ratio	71	76	76	0
Fleet Readiness (Countywide Goal of 95%)	94.00%	95.00%	95.00%	0

BUDGET HIGHLIGHTS (CONTINUED)

The overall operating component totals \$15,067,124, which reflects an overall decrease of \$93,999 or 0.6% from the previous approved budget. The capital component totals \$2,757,635 which reflects an overall increase of \$206,780 or 8.1% from previous approved budget for computer equipment and machinery and equipment replacement.

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 \$12,332,680 for FY23. The internal labor rate for CAM repair services in FY23 will be \$74.00 per hour.

Motor pool vehicle lease revenues are projected at \$4,500,000 in FY23. 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 FY20, rental rates for FY23 were maintained at the same level as the prior fiscal year. A rental rate increase, not to exceed 6%, is included for FY23.

The estimate for CAM's fuel revenues totals \$6,050,000 for FY23. 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 FY23 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 FY23 for the sale of surplus vehicles.



**Department Operating Budget
Henrico County, Virginia
FY2022-23
GENERAL SERVICES**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	2,970,323	3,569,003	3,822,508	253,505	7.1%
50101 Full-Time Salaries and Wages - Overtime	153,397	75,372	75,372	0	0.0%
50104 Temporary Salaries and Wages - Regular	40,008	54,840	54,840	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	7,294	7,175	9,651	2,476	34.5%
50110 FICA	225,581	282,989	302,383	19,394	6.9%
50111 Retirement VRS	419,227	499,660	631,860	132,200	26.5%
50112 Hospital/Medical Plans	633,177	711,136	726,472	15,336	2.2%
50113 Group Insurance - Life (VRS)	38,466	49,253	53,515	4,262	8.7%
50114 Unemployment Insurance	174	0	0	0	0.0%
50200 Medical Services	1,832	1,500	1,500	0	0.0%
50209 Other Professional Services	2,718	7,800	7,800	0	0.0%
50210 Maintenance and Repairs	265,866	315,500	373,000	57,500	18.2%
50215 Vehicle Repair - Commercial	3,142,003	4,430,000	4,250,000	-180,000	-4.1%
50220 Lease/Rent Of Equipment	2,473	3,000	3,000	0	0.0%
50240 Printing and Binding	81	200	200	0	0.0%
50250 Advertising	800	4,000	4,000	0	0.0%
50280 Janitorial	6,218	14,500	14,500	0	0.0%
50286 Weed and Pest Control	687	1,600	1,600	0	0.0%
50400 Electric Services	83,590	88,100	88,100	0	0.0%
50401 Heating Services	30,536	29,400	33,100	3,700	12.6%
50402 Water Service	15,500	11,000	18,000	7,000	63.6%
50403 Sewer Service	15,651	12,450	17,450	5,000	40.2%
50404 Refuse Service	7,264	8,400	8,000	-400	-4.8%
50410 Postal Services	99	200	200	0	0.0%
50412 Telecommunications	13,855	14,000	15,000	1,000	7.1%
50431 Education and Training	2,278	30,500	30,500	0	0.0%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50450 Dues And Association Memberships	1,434	1,500	1,500	0	0.0%
50453 Freight Charges	28,960	43,500	37,000	-6,500	-14.9%
50455 Tuition	2,633	5,500	5,500	0	0.0%
50459 Other Charges Miscellaneous	16,261	151,500	150,500	-1,000	-0.7%
50460 Environmental Expenses	31,972	60,000	60,000	0	0.0%
50490 Purchasing Cards Suspense	31	0	0	0	0.0%
50500 Office Supplies	15,336	19,500	19,500	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	3,310	5,000	5,000	0	0.0%
50506 Repair and Maintenance Supplies	97,592	109,000	113,000	4,000	3.7%
50507 Gasoline	1,908,733	2,479,955	3,479,955	1,000,000	40.3%
50508 Diesel Fuel	1,565,338	3,489,955	4,489,955	1,000,000	28.7%
50511 Uniforms/Wearing Apparel/ITEMS	12,717	34,000	54,000	20,000	58.8%
50512 Books and Subscriptions	175	1,319	1,320	1	0.1%
50517 Small Tools	25,034	45,000	45,000	0	0.0%
50518 Liquid Propane Gas	131	3,000	3,000	0	0.0%
50520 Inventory Purchases	2,841,013	3,523,744	3,519,444	-4,300	-0.1%
50521 Computer Software	213,802	216,500	216,500	0	0.0%
50801 Machinery and Equipment-New \$5000 and Over	0	64,400	64,400	0	0.0%
50804 Motor Vehicles and Equipment-New \$5000 and Over	168,153	64,000	112,780	48,780	76.2%
50811 Machinery and Equipment-New Less Than \$5000	0	12,900	12,900	0	0.0%
50815 Computer Equipment-New Less Than \$5000	14,596	0	44,000	44,000	100.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	0	195,000	245,000	50,000	25.6%
50824 Motor Vehicles and Equipment-Replacement \$5000 and Over	1,925,271	2,174,000	2,238,000	64,000	2.9%
50831 Machinery and Equipment-Replacement Less Than \$5000	0	10,500	10,500	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	29,301	30,055	30,055	0	0.0%
50890 Recommended Adjustments	0	0	-2,000,000	-2,000,000	-100.0%
Total Department	16,980,891	22,961,406	23,501,360	539,954	2.4%



Operating Line Item Budget By Cost Center Henrico County, Virginia FY2022-23 GENERAL SERVICES

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
16103 Central Automotive Maintenance					
Other Charges Miscellaneous	-618	0	0	0	0.0%
50459					
Total Cost Center	-618	0	0	0	0.0%
16301 CAM - West Maintenance Facility					
Full-Time Salaries and Wages - Regular	2,542,844	3,083,601	3,303,814	220,213	7.1%
50100					
Full-Time Salaries and Wages -	113,586	57,771	57,771	0	0.0%
50101					
Overtime					
Temporary Salaries and Wages -	20,460	26,777	26,777	0	0.0%
50104					
Regular					
Hybrid Disability Prgm (Prev Wage Adj)	6,840	6,679	8,436	1,757	26.3%
50108					
FICA	190,700	242,363	259,210	16,847	7.0%
50110					
Retirement VRS	368,046	431,704	546,120	114,416	26.5%
50111					
Hospital/Medical Plans	544,381	610,976	624,152	13,176	2.2%
50112					
Group Insurance - Life (VRS)	33,812	42,554	46,253	3,699	8.7%
50113					
Medical Services	1,832	1,500	1,500	0	0.0%
50200					
Other Professional Services	2,718	2,200	2,200	0	0.0%
50209					
Maintenance and Repairs	167,817	150,000	150,000	0	0.0%
50210					
Vehicle Repair - Commercial	2,738,620	3,540,000	3,400,000	-140,000	-4.0%
50215					
Lease/Rent Of Equipment	2,393	3,000	3,000	0	0.0%
50220					
Printing and Binding	81	200	200	0	0.0%
50240					
Advertising	800	4,000	4,000	0	0.0%
50250					

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50286 Weed and Pest Control	394	1,000	1,000	0	0.0%
50400 Electric Services	74,057	76,500	76,500	0	0.0%
50401 Heating Services	25,430	23,000	26,700	3,700	16.1%
50402 Water Service	12,505	6,000	13,000	7,000	116.7%
50403 Sewer Service	12,373	8,000	13,000	5,000	62.5%
50404 Refuse Service	6,283	6,200	6,500	300	4.8%
50410 Postal Services	99	200	200	0	0.0%
50412 Telecommunications	11,755	12,500	12,500	0	0.0%
50431 Education and Training	2,278	30,500	30,500	0	0.0%
50450 Dues And Association Memberships	1,434	1,500	1,500	0	0.0%
50453 Freight Charges	26,124	37,500	31,000	-6,500	-17.3%
50455 Tuition	2,633	5,500	5,500	0	0.0%
50459 Other Charges Miscellaneous	697	3,500	3,500	0	0.0%
50460 Environmental Expenses	5,184	17,500	17,500	0	0.0%
50490 Purchasing Cards Suspense	31	0	0	0	0.0%
50500 Office Supplies	13,912	18,000	18,000	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	3,310	5,000	5,000	0	0.0%
50506 Repair and Maintenance Supplies	91,139	90,000	94,000	4,000	4.4%
50511 Uniforms/Wearing Apparel/ITEMS	11,316	28,000	45,000	17,000	60.7%
50512 Books and Subscriptions	175	1,319	1,320	1	0.1%
50517 Small Tools	21,682	35,000	35,000	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50518 Liquid Propane Gas	131	1,000	1,000	0	0.0%
50520 Inventory Purchases	2,425,152	2,950,000	2,950,000	0	0.0%
50521 Computer Software	189,802	180,000	180,000	0	0.0%
50801 Machinery and Equipment-New \$5000 and Over	0	16,000	16,000	0	0.0%
50811 Machinery and Equipment-New Less Than \$5000	0	9,000	9,000	0	0.0%
50815 Computer Equipment-New Less Than \$5000	4,896	0	38,000	38,000	100.0%
50821 Machinery and Equipment- Replacement \$5000 and Over	0	150,000	200,000	50,000	33.3%
50831 Machinery and Equipment- Replacement Less Than \$5000	0	6,500	6,500	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	21,541	20,000	20,000	0	0.0%
Total Cost Center	9,699,263	11,942,544	12,291,153	348,609	2.9%
16302 CAM - East Maintenance Facility					
50100 Full-Time Salaries and Wages - Regular	427,479	485,402	518,694	33,292	6.9%
50101 Full-Time Salaries and Wages - Overtime	39,811	17,601	17,601	0	0.0%
50104 Temporary Salaries and Wages - Regular	19,548	28,063	28,063	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	454	496	1,215	719	145.0%
50110 FICA	34,881	40,626	43,173	2,547	6.3%
50111 Retirement VRS	51,181	67,956	85,740	17,784	26.2%
50112 Hospital/Medical Plans	88,796	100,160	102,320	2,160	2.2%
50113 Group Insurance - Life (VRS)	4,654	6,699	7,262	563	8.4%
50114 Unemployment Insurance	174	0	0	0	0.0%
50209 Other Professional Services	0	5,000	5,000	0	0.0%
50210 Maintenance and Repairs	34,209	59,000	59,000	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50215 Vehicle Repair - Commercial	403,383	890,000	850,000	-40,000	-4.5%
50220 Lease/Rent Of Equipment	80	0	0	0	0.0%
50280 Janitorial	6,218	14,500	14,500	0	0.0%
50286 Weed and Pest Control	293	600	600	0	0.0%
50400 Electric Services	1,120	1,500	1,500	0	0.0%
50401 Heating Services	4,841	5,400	5,400	0	0.0%
50402 Water Service	684	800	800	0	0.0%
50403 Sewer Service	738	850	850	0	0.0%
50404 Refuse Service	981	1,000	1,000	0	0.0%
50412 Telecommunications	1,932	1,200	2,500	1,300	108.3%
50453 Freight Charges	2,836	6,000	6,000	0	0.0%
50460 Environmental Expenses	4,788	5,000	5,000	0	0.0%
50500 Office Supplies	1,424	1,500	1,500	0	0.0%
50506 Repair and Maintenance Supplies	6,419	19,000	19,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	1,401	6,000	9,000	3,000	50.0%
50517 Small Tools	3,352	10,000	10,000	0	0.0%
50518 Liquid Propane Gas	0	1,000	1,000	0	0.0%
50520 Inventory Purchases	415,770	573,744	569,444	-4,300	-0.7%
50801 Machinery and Equipment-New \$5000 and Over	0	48,400	48,400	0	0.0%
50811 Machinery and Equipment-New Less Than \$5000	0	3,900	3,900	0	0.0%
50815 Computer Equipment-New Less Than \$5000	9,700	0	6,000	6,000	100.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50821 Machinery and Equipment- Replacement \$5000 and Over	0	45,000	45,000	0	0.0%
50831 Machinery and Equipment- Replacement Less Than \$5000	0	4,000	4,000	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	7,760	10,055	10,055	0	0.0%
Total Cost Center	1,574,907	2,460,452	2,483,517	23,065	0.9%
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	168,153	64,000	112,780	48,780	76.2%
50824 Motor Vehicles and Equipment- Replacement \$5000 and Over	1,925,271	2,174,000	2,238,000	64,000	2.9%
Total Cost Center	2,093,592	2,246,500	2,359,280	112,780	5.0%
16304 CAM - Fueling Services					
50209 Other Professional Services	0	600	600	0	0.0%
50210 Maintenance and Repairs	62,202	42,500	100,000	57,500	135.3%
50400 Electric Services	2,288	3,600	3,600	0	0.0%
50402 Water Service	94	200	200	0	0.0%
50403 Sewer Service	189	200	200	0	0.0%
50404 Refuse Service	0	500	500	0	0.0%
50459 Other Charges Miscellaneous	16,182	147,000	147,000	0	0.0%
50460 Environmental Expenses	10,990	17,500	17,500	0	0.0%
50506 Repair and Maintenance Supplies	34	0	0	0	0.0%
50507 Gasoline	1,908,733	2,479,955	3,479,955	1,000,000	40.3%
50508 Diesel Fuel	1,565,338	3,489,955	4,489,955	1,000,000	28.7%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50518 Liquid Propane Gas	0	1,000	1,000	0	0.0%
50520 Inventory Purchases	91	0	0	0	0.0%
50521 Computer Software	24,000	28,000	28,000	0	0.0%
50890 Recommended Adjustments	0	0	-2,000,000	-	-100.0%
				2,000,000	
Total Cost Center	3,590,141	6,211,010	6,268,510	57,500	0.9%
16305 Large Vehicle Wash Facility					
50210 Maintenance and Repairs	1,638	64,000	64,000	0	0.0%
50400 Electric Services	6,125	6,500	6,500	0	0.0%
50401 Heating Services	265	1,000	1,000	0	0.0%
50402 Water Service	2,217	4,000	4,000	0	0.0%
50403 Sewer Service	2,351	3,400	3,400	0	0.0%
50404 Refuse Service	0	700	0	-700	-100.0%
50412 Telecommunications	0	300	0	-300	-100.0%
50459 Other Charges Miscellaneous	0	1,000	0	-1,000	-100.0%
50460 Environmental Expenses	11,010	20,000	20,000	0	0.0%
Total Cost Center	23,606	100,900	98,900	-2,000	-2.0%