

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 3,650 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 789 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 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 FY24 totals \$25,397,133, which represents a net increase of \$1,895,773 or 8.1% from the previous approved budget. This increase is driven pay increases for all employees, health care, machinery, and equipment, janitorial, maintenance and repairs, and fleet miscellaneous charges.

FISCAL YEAR 2024 SUMMARY

Annual Fiscal Plan

Description	FY22	FY23	FY24	Change 23 to 24
	Actual	Original	Proposed	
Personnel	\$ 4,713,017	\$ 5,676,601	\$ 6,149,544	8.3%
Operation	15,643,972	15,067,124	15,774,939	4.7%
Capital	1,098,083	2,757,635	3,472,650	25.9%
Sub-Total	\$ 21,455,072	\$ 23,501,360	\$ 25,397,133	8.1%
Personnel Complement	71	72	72	0

Central Automotive Maintenance

PERFORMANCE MEASURES

	Performance Measures			Change 23 to 24
	FY22	FY23	FY24	
Workload Measures				
Total Vehicles/Equip. Maintained by CAM	3,681	3,680	3,680	0
Gallons of Fuel Consumed	2,762,704	2,750,000	2,750,000	0
Annual Miles Driven	20,557,130	21,150,000	21,500,000	350,000
Equipment to Mechanic Ratio	77:1	77:1	77:1	0
Fleet Readiness (Countywide Goal of 95%)	94.0%	95.0%	95.0%	0
Technician Manhours Applied to Work Orders	74.0%	95.0%	95.0%	0
Billable Work Order Labor Hours	62,659	68,500	68,500	0

BUDGET HIGHLIGHTS (CONTINUED)

The overall operating budget totals \$15,774,939 which reflects an overall increase of \$707,815 or 4.7% from the previous fiscal year. The capital budget totals \$3,472,650 which reflects an overall increase of \$715,015 or 25.9% from the previous fiscal year. This increase is the result of substantial fluctuations in the costs of replacement vehicles and equipment over the past year.

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 \$12,453,693 for FY24. The internal labor rate for CAM repair services in FY24 will be \$84.00 per hour.

Motor pool vehicle lease revenues are projected at \$4,582,030 in FY24. 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. A rental rate increase, not to exceed 12%, is included for FY24.

The estimate for CAM's fuel revenues totals \$6,050,000 for FY24. 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 \$0.14 per gallon will be added for FY24 to offset fuel site maintenance and system operating costs.

CAM miscellaneous revenue for the sale of surplus vehicles/equipment is projected at \$400,000 for FY24.



**Department Operating Budget
Henrico County, Virginia
FY2023-24
GENERAL SERVICES**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	3,121,636	3,822,508	4,133,713	311,205	8.1%
50101 Full-Time Salaries and Wages - Overtime	205,740	75,372	75,372	0	0.0%
50104 Temporary Salaries and Wages - Regular	30,433	54,840	54,840	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	6,076	9,651	10,986	1,335	13.8%
50110 FICA	243,446	302,383	359,674	57,291	18.9%
50111 Retirement VRS	451,609	631,860	683,303	51,443	8.1%
50112 Hospital/Medical Plans	612,377	726,472	773,784	47,312	6.5%
50113 Group Insurance - Life (VRS)	41,700	53,515	57,872	4,357	8.1%
50200 Medical Services	1,752	1,500	1,500	0	0.0%
50209 Other Professional Services	2,876	7,800	7,800	0	0.0%
50210 Maintenance and Repairs	279,644	373,000	354,000	-19,000	-5.1%
50215 Vehicle Repair - Commercial	3,509,300	4,250,000	5,124,250	874,250	20.6%
50220 Lease/Rent Of Equipment	3,458	3,000	3,000	0	0.0%
50240 Printing and Binding	120	200	200	0	0.0%
50250 Advertising	3,221	4,000	4,000	0	0.0%
50270 Other Contractual Services	707	0	0	0	0.0%
50280 Janitorial	6,389	14,500	64,500	50,000	344.8%
50286 Weed and Pest Control	850	1,600	1,600	0	0.0%
50400 Electric Services	86,920	88,100	88,100	0	0.0%
50401 Heating Services	30,386	33,100	34,100	1,000	3.0%
50402 Water Service	16,727	18,000	17,600	-400	-2.2%
50403 Sewer Service	17,060	17,450	17,650	200	1.1%
50404 Refuse Service	7,531	8,000	8,200	200	2.5%
50410 Postal Services	264	200	300	100	50.0%
50412 Telecommunications	13,662	15,000	15,500	500	3.3%
50431 Education and Training	2,781	30,500	28,000	-2,500	-8.2%

Account Description		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50450	Dues And Association Memberships	674	1,500	1,500	0	0.0%
50453	Freight Charges	37,500	37,000	38,500	1,500	4.1%
50455	Tuition	878	5,500	5,500	0	0.0%
50459	Other Charges Miscellaneous	216,791	150,500	223,370	72,870	48.4%
50460	Environmental Expenses	51,102	60,000	59,500	-500	-0.8%
50485	Amortization Right to Use Assets	1,624	0	0	0	0.0%
50490	Purchasing Cards Suspense	12	0	0	0	0.0%
50500	Office Supplies	15,355	19,500	20,000	500	2.6%
50501	Food Supplies and Food Service Supplies	203	0	0	0	0.0%
50502	Agricultural Supplies	1,074	0	0	0	0.0%
50504	Laundry, Housekeeping, and Janitorial Supplies	0	5,000	2,000	-3,000	-60.0%
50506	Repair and Maintenance Supplies	113,230	113,000	117,000	4,000	3.5%
50507	Gasoline	3,381,511	3,479,955	3,349,224	-130,731	-3.8%
50508	Diesel Fuel	4,314,499	4,489,955	4,349,225	-140,730	-3.1%
50510	Police And Fire Supplies/ITEMS	10	0	0	0	0.0%
50511	Uniforms/Wearing Apparel/ITEMS	22,490	54,000	52,000	-2,000	-3.7%
50512	Books and Subscriptions	0	1,320	1,320	0	0.0%
50514	Other Operating Supplies	37	0	0	0	0.0%
50517	Small Tools	25,055	45,000	40,000	-5,000	-11.1%
50518	Liquid Propane Gas	0	3,000	3,000	0	0.0%
50520	Inventory Purchases	3,298,310	3,519,444	3,520,000	556	0.0%
50521	Computer Software	181,605	216,500	222,500	6,000	2.8%
50801	Machinery and Equipment-New \$10,000 and Over	0	64,400	69,500	5,100	7.9%
50804	Motor Vehicles and Equipment-New \$10,000 and Over	235,912	112,780	766,200	653,420	579.4%
50811	Machinery and Equipment-New Less Than \$10,000	0	12,900	14,500	1,600	12.4%
50815	Computer Equipment-New Less Than \$10,000	0	44,000	29,500	-14,500	-33.0%
50821	Machinery and Equipment-Replacement \$10,000 and Over	7,400	245,000	235,000	-10,000	-4.1%
50824	Motor Vehicles and Equipment-Replacement \$10,000 and Over	853,626	2,238,000	2,298,450	60,450	2.7%
50831	Machinery and Equipment-Replacement Less Than \$10,000	0	10,500	14,500	4,000	38.1%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50835 Computer Equipment-Replacement Less Than \$10,000	1,145	30,055	45,000	14,945	49.7%
50890 Recommended Adjustments	0	-2,000,000	-2,000,000	0	0.0%
Total Department	21,456,708	23,501,360	25,397,133	1,895,773	8.1%



**Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2023-24
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	25,589	0	0	0	0.0%
50485 Amortization Right to Use Assets	1,624	0	0	0	0.0%
Total Cost Center	27,213	0	0	0	0.0%
16301 CAM - West Maintenance Facility					
50100 Full-Time Salaries and Wages - Regular	2,683,494	3,303,814	3,537,914	234,100	7.1%
50101 Full-Time Salaries and Wages - Overtime	154,195	57,771	57,771	0	0.0%
50104 Temporary Salaries and Wages - Regular	13,360	26,777	26,777	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	5,280	8,436	9,498	1,062	12.6%
50110 FICA	207,298	259,210	310,602	51,392	19.8%
50111 Retirement VRS	388,092	546,120	584,817	38,697	7.1%
50112 Hospital/Medical Plans	505,640	624,152	655,567	31,415	5.0%
50113 Group Insurance - Life (VRS)	35,806	46,253	49,531	3,278	7.1%
50200 Medical Services	1,752	1,500	1,500	0	0.0%
50209 Other Professional Services	2,876	2,200	2,200	0	0.0%
50210 Maintenance and Repairs	139,192	150,000	150,000	0	0.0%
50215 Vehicle Repair - Commercial	2,919,803	3,400,000	4,424,250	1,024,250	30.1%
50220 Lease/Rent Of Equipment	2,502	3,000	3,000	0	0.0%
50240 Printing and Binding	120	200	200	0	0.0%
50250 Advertising	3,221	4,000	4,000	0	0.0%
50270 Other Contractual Services	707	0	0	0	0.0%
50280 Janitorial	0	0	50,000	50,000	100.0%
50286 Weed and Pest Control	442	1,000	1,000	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50400 Electric Services	76,360	76,500	76,500	0	0.0%
50401 Heating Services	24,266	26,700	26,700	0	0.0%
50402 Water Service	12,982	13,000	13,000	0	0.0%
50403 Sewer Service	12,982	13,000	13,000	0	0.0%
50404 Refuse Service	6,471	6,500	6,500	0	0.0%
50410 Postal Services	264	200	300	100	50.0%
50412 Telecommunications	11,567	12,500	12,700	200	1.6%
50431 Education and Training	2,781	30,500	28,000	-2,500	-8.2%
50450 Dues And Association Memberships	674	1,500	1,500	0	0.0%
50453 Freight Charges	32,355	31,000	35,000	4,000	12.9%
50455 Tuition	878	5,500	5,500	0	0.0%
50459 Other Charges Miscellaneous	133	3,500	3,500	0	0.0%
50460 Environmental Expenses	5,789	17,500	12,500	-5,000	-28.6%
50490 Purchasing Cards Suspense	12	0	0	0	0.0%
50500 Office Supplies	13,656	18,000	18,000	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	0	5,000	2,000	-3,000	-60.0%
50506 Repair and Maintenance Supplies	97,742	94,000	98,000	4,000	4.3%
50511 Uniforms/Wearing Apparel/ITEMS	19,956	45,000	45,000	0	0.0%
50512 Books and Subscriptions	0	1,320	1,320	0	0.0%
50517 Small Tools	18,566	35,000	30,000	-5,000	-14.3%
50518 Liquid Propane Gas	0	1,000	1,000	0	0.0%
50520 Inventory Purchases	2,802,536	2,950,000	2,950,000	0	0.0%
50521 Computer Software	157,605	180,000	180,000	0	0.0%
50801 Machinery and Equipment-New \$10,000 and Over	0	16,000	24,500	8,500	53.1%
50804 Motor Vehicles and Equipment-New \$10,000 and Over	235,912	0	0	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50811 Machinery and Equipment-New Less Than \$10,000	0	9,000	10,000	1,000	11.1%
50815 Computer Equipment-New Less Than \$10,000	0	38,000	24,500	-13,500	-35.5%
50821 Machinery and Equipment- Replacement \$10,000 and Over	0	200,000	190,000	-10,000	-5.0%
50824 Motor Vehicles and Equipment- Replacement \$10,000 and Over	270,126	0	0	0	0.0%
50831 Machinery and Equipment- Replacement Less Than \$10,000	0	6,500	10,000	3,500	53.8%
50835 Computer Equipment-Replacement Less Than \$10,000	1,145	20,000	35,000	15,000	75.0%
Total Cost Center	10,868,538	12,291,153	13,722,647	1,431,494	11.6%
16302 CAM - East Maintenance Facility					
50100 Full-Time Salaries and Wages - Regular	438,142	518,694	595,799	77,105	14.9%
50101 Full-Time Salaries and Wages - Overtime	51,545	17,601	17,601	0	0.0%
50104 Temporary Salaries and Wages - Regular	17,073	28,063	28,063	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	796	1,215	1,488	273	22.5%
50110 FICA	36,148	43,173	49,072	5,899	13.7%
50111 Retirement VRS	63,517	85,740	98,486	12,746	14.9%
50112 Hospital/Medical Plans	106,737	102,320	118,217	15,897	15.5%
50113 Group Insurance - Life (VRS)	5,894	7,262	8,341	1,079	14.9%
50209 Other Professional Services	0	5,000	5,000	0	0.0%
50210 Maintenance and Repairs	25,627	59,000	59,000	0	0.0%
50215 Vehicle Repair - Commercial	589,497	850,000	700,000	-150,000	-17.6%
50220 Lease/Rent Of Equipment	956	0	0	0	0.0%
50280 Janitorial	6,389	14,500	14,500	0	0.0%
50286 Weed and Pest Control	408	600	600	0	0.0%
50400 Electric Services	1,196	1,500	1,500	0	0.0%
50401 Heating Services	5,855	5,400	6,400	1,000	18.5%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50402 Water Service	832	800	900	100	12.5%
50403 Sewer Service	895	850	950	100	11.8%
50404 Refuse Service	1,060	1,000	1,200	200	20.0%
50412 Telecommunications	1,759	2,500	2,800	300	12.0%
50453 Freight Charges	5,130	6,000	3,500	-2,500	-41.7%
50460 Environmental Expenses	4,530	5,000	5,000	0	0.0%
50500 Office Supplies	1,699	1,500	2,000	500	33.3%
50501 Food Supplies and Food Service Supplies	203	0	0	0	0.0%
50506 Repair and Maintenance Supplies	15,488	19,000	19,000	0	0.0%
50510 Police And Fire Supplies/ITEMS	10	0	0	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	2,534	9,000	7,000	-2,000	-22.2%
50514 Other Operating Supplies	37	0	0	0	0.0%
50517 Small Tools	6,489	10,000	10,000	0	0.0%
50518 Liquid Propane Gas	0	1,000	1,000	0	0.0%
50520 Inventory Purchases	495,774	569,444	570,000	556	0.1%
50801 Machinery and Equipment-New \$10,000 and Over	0	48,400	45,000	-3,400	-7.0%
50811 Machinery and Equipment-New Less Than \$10,000	0	3,900	4,500	600	15.4%
50815 Computer Equipment-New Less Than \$10,000	0	6,000	5,000	-1,000	-16.7%
50821 Machinery and Equipment- Replacement \$10,000 and Over	7,400	45,000	45,000	0	0.0%
50831 Machinery and Equipment- Replacement Less Than \$10,000	0	4,000	4,500	500	12.5%
50835 Computer Equipment-Replacement Less Than \$10,000	0	10,055	10,000	-55	-0.5%
Total Cost Center	1,893,620	2,483,517	2,441,417	-42,100	-1.7%
16303 CAM - Leased Vehicle Services					
50412 Telecommunications	168	0	0	0	0.0%
50453 Freight Charges	15	0	0	0	0.0%

Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50521	Computer Software	0	8,500	8,500	0	0.0%
50804	Motor Vehicles and Equipment-New \$10,000 and Over	0	112,780	766,200	653,420	579.4%
50824	Motor Vehicles and Equipment- Replacement \$10,000 and Over	583,500	2,238,000	2,298,450	60,450	2.7%
Total Cost Center		583,683	2,359,280	3,073,150	713,870	30.3%
16304 CAM - Fueling Services						
50209	Other Professional Services	0	600	600	0	0.0%
50210	Maintenance and Repairs	114,710	100,000	120,000	20,000	20.0%
50400	Electric Services	3,007	3,600	3,600	0	0.0%
50402	Water Service	98	200	200	0	0.0%
50403	Sewer Service	198	200	200	0	0.0%
50404	Refuse Service	0	500	500	0	0.0%
50412	Telecommunications	168	0	0	0	0.0%
50459	Other Charges Miscellaneous	191,069	147,000	219,870	72,870	49.6%
50460	Environmental Expenses	19,917	17,500	20,000	2,500	14.3%
50502	Agricultural Supplies	1,074	0	0	0	0.0%
50507	Gasoline	3,381,511	3,479,955	3,349,224	-130,731	-3.8%
50508	Diesel Fuel	4,314,499	4,489,955	4,349,225	-140,730	-3.1%
50518	Liquid Propane Gas	0	1,000	1,000	0	0.0%
50521	Computer Software	24,000	28,000	34,000	6,000	21.4%
50890	Recommended Adjustments	0	-2,000,000	-2,000,000	0	0.0%
Total Cost Center		8,050,251	6,268,510	6,098,419	-170,091	-2.7%
16305 Large Vehicle Wash Facility						
50210	Maintenance and Repairs	115	64,000	25,000	-39,000	-60.9%
50400	Electric Services	6,357	6,500	6,500	0	0.0%
50401	Heating Services	265	1,000	1,000	0	0.0%
50402	Water Service	2,815	4,000	3,500	-500	-12.5%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50403 Sewer Service	2,985	3,400	3,500	100	2.9%
50460 Environmental Expenses	20,866	20,000	22,000	2,000	10.0%
Total Cost Center	33,403	98,900	61,500	-37,400	-37.8%