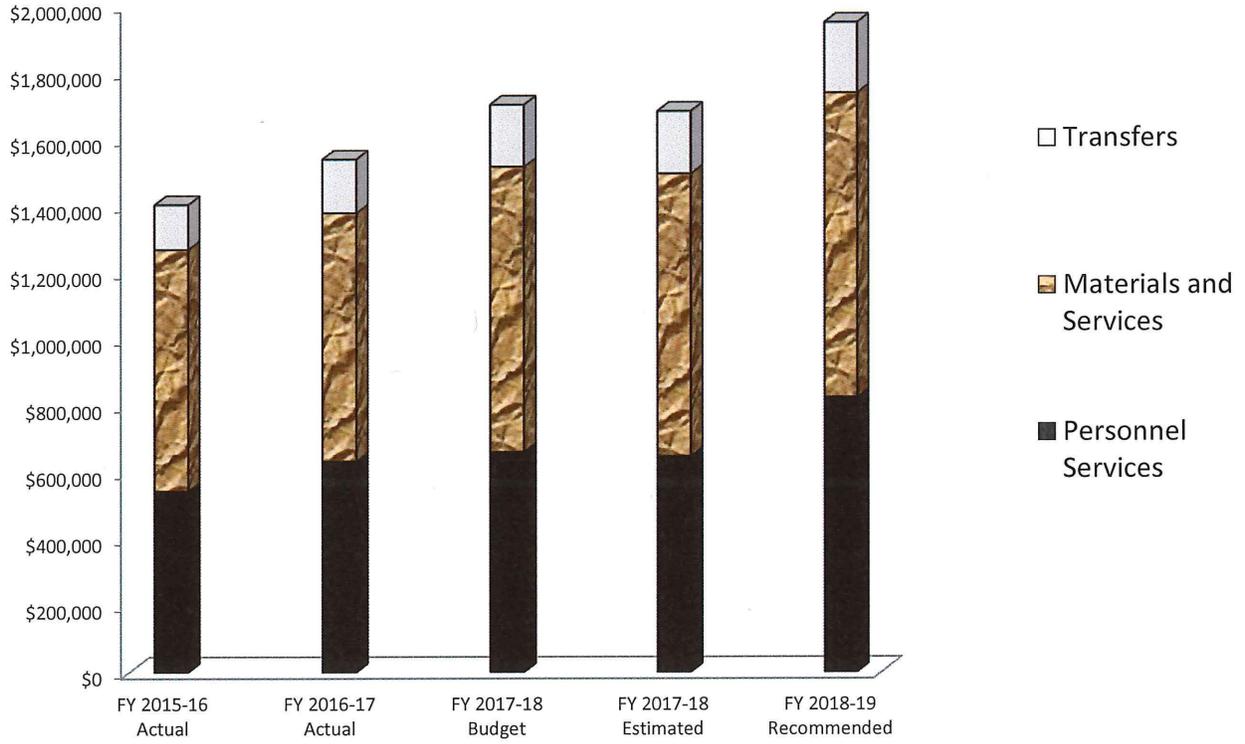




# GARAGE FUND

## RECOMMENDED FY 18-19



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2015-16 TO FY 2018-19**

With Explanations on Significant Changes between Budgeted 2017-18 and Recommended 2018-19

Fund:	<b>Garage</b>					% Change Budgeted Vs. Recommended
	Actual FY 2015-16	Actual FY 2016-17	Budget FY 2017-18	Estimated FY 2017-18	Recommended FY 2018-19	
CLASS						
Personnel Services	\$543,551	\$632,938	\$660,658	\$647,539	\$824,435	24.79%
Materials and Services	724,779	744,941	855,975	848,081	913,320	6.70%
Transfers	134,515	161,059	185,884	187,403	211,548	13.81%
<b>SUB-TOTAL</b>	<b>\$1,402,845</b>	<b>\$1,538,938</b>	<b>\$1,702,517</b>	<b>\$1,683,023</b>	<b>\$1,949,303</b>	
Contingency			54,172		40,197	
<b>TOTAL</b>	<b>\$1,402,845</b>	<b>\$1,538,938</b>	<b>\$1,756,689</b>	<b>\$1,683,023</b>	<b>\$1,989,500</b>	
FTE's	6.00	6.00	6.00		7.00	

**Explanation of item(s) that are significant (10% and greater than \$10,000):**

**Personnel services:**

FY 2018-19 reflects the reallocation of 1.0 FTE Inventory Control Technician Position to the Garage Fund that was previous allocated to the General Fund 25%, Street Fund 25%, Water Fund 25%, Sewer Fund 10%, and Storm Drain Fund 15%. The Recommended Budget also includes step increases, COLA increases for SEIU, and Management as well as a 2.23% increase in retirement reserves contributions (PERS), medical insurance cost increases of 7.5% for the Kaiser Plan, and an 11% increase in MODA plans.

**Materials and services:**

No significant change

**Transfers:**

FY 2017-18 reflects a \$20K increase in transfers to the Operations Admin Fund and a \$6K increase in transfers to the ISD Fund.

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET

<b>FUND:</b> 602 GARAGE	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>DEPARTMENT HEAD:</b> DAVID DONALDSON	

**MISSION STATEMENT:**

To provide high quality and efficient vehicle maintenance, repair and procurement services for the City's fleet of vehicles. Establish and achieve high standards for vehicle reliability, appearance, longevity and performance.

The primary source of revenue is inter-fund charges for maintenance and upkeep of vehicles and equipment.

REQUIREMENTS	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 BUDGETED	FY 2018-19 PROPOSED	FY 2018-19 ADOPTED
POSITION	6.00	6.00	6.00	7.00	0.00
PERSONNEL SERVICES	\$543,551	\$632,938	\$660,658	\$824,435	\$0
MATERIALS & SERVICES	724,779	744,941	855,975	913,320	0
CAPITAL OUTLAY					
TRANSFERS	134,515	161,059	185,884	211,548	0
CONTINGENCY	0	0	54,172	40,197	0
<b>TOTAL</b>	<b>\$1,402,845</b>	<b>\$1,538,938</b>	<b>\$1,756,689</b>	<b>\$1,989,500</b>	<b>\$0</b>

Funding Sources:	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2018-19
Beginning Working Capital	\$68,865	\$98,174	\$103,315	\$98,578	\$0
Miscellaneous Revenues	22,477	10,953	1,400	3,500	0
Operating Transfers	1,409,679	1,533,123	1,651,974	1,887,422	0

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 602 GARAGE	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>PROGRAM:</b> 0762 FLEET MAINTENANCE	<b>PROGRAM MANAGER:</b> MIKE STERLE

**Program Goal:**

To provide a safe and reliable fleet of vehicles for use by city employees through the use of a comprehensive preventive maintenance program. Provide specialized support to fleet vehicle users when necessary to assure that well designed and properly equipped vehicles are regularly available for use. Convert the city's vehicle fleet to utilize a combination of renewable and domestically produced fuels (Propane auto gas, Bio-diesel, Electric, and Electric Hybrid) in support of *Council Goals "Preserve and enhance our sense of community. Use City resources efficiently to ensure long-term financial stability"*.

Program Objective:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of Fleet Vehicles Maintained	195	211	212 / 218	223
Number of Equipment Units Maintained (Includes Off Highway, Trailers, Vehicles over 26,000 GVWR)	126	128	129 / 133	133
Number of Small Equipment Units Maintained (Includes all 900 series numbered assets, Non- roadable) (New measure)			195	195
Number of Vehicles Requiring DEQ Inspection	196	198	196 / 203	208
Number of Unscheduled Repair Requests (Discontinued measure)	2,274	2,250	N/A	N/A
Labor Hours For Unscheduled Repairs (New measure)		828	775 / 1,178	1,100

**Progress on FY 2017-18 Action Plan:**

- The Fleet Maintenance and Sustainability Programs were approved to move forward on a pilot program to install and evaluate propane auto gas in four City vehicles. Due to costs to retrofit vehicles, the pilot will consist of only two vehicles. This will be a Dual Fuel system which will lower our greenhouse gas emissions and fuel costs. This plan also makes progress towards Council Goal "Provide responsive, cost effective service to the community."
- Continued implementation of the RTA fleet software program to fully utilize its capabilities.
- Move fleet to Floating Pin fuel card system to track fuel usage for preventative maintenance software.

**FY 2018-19 Action Plan:**

Complete the feasibility analysis of the propane Autogas program. Train staff on the filling procedures required for propane. Move forward in FY 2018-19 with the purchase of additional vehicles retrofitted to operate on propane auto gas, if approved.

Performance Measures:	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Number of Fleet Vehicles/Equipment per Mechanic	64.2	68.4	68.8 / 87.7	91.5
Number of DEQ Inspections Completed	85	77	68 / 67	77
Total Number of Jobs Completed from all Work Orders	5,002	5,064	5,100 / 5,190	5,200

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2018-19 BUDGET  
CURRENT LEVEL OF SERVICES

<b>FUND:</b> 602 GARAGE	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>PROGRAM:</b> 0762 FLEET MAINTENANCE	<b>PROGRAM MANAGER:</b> MIKE STERLE

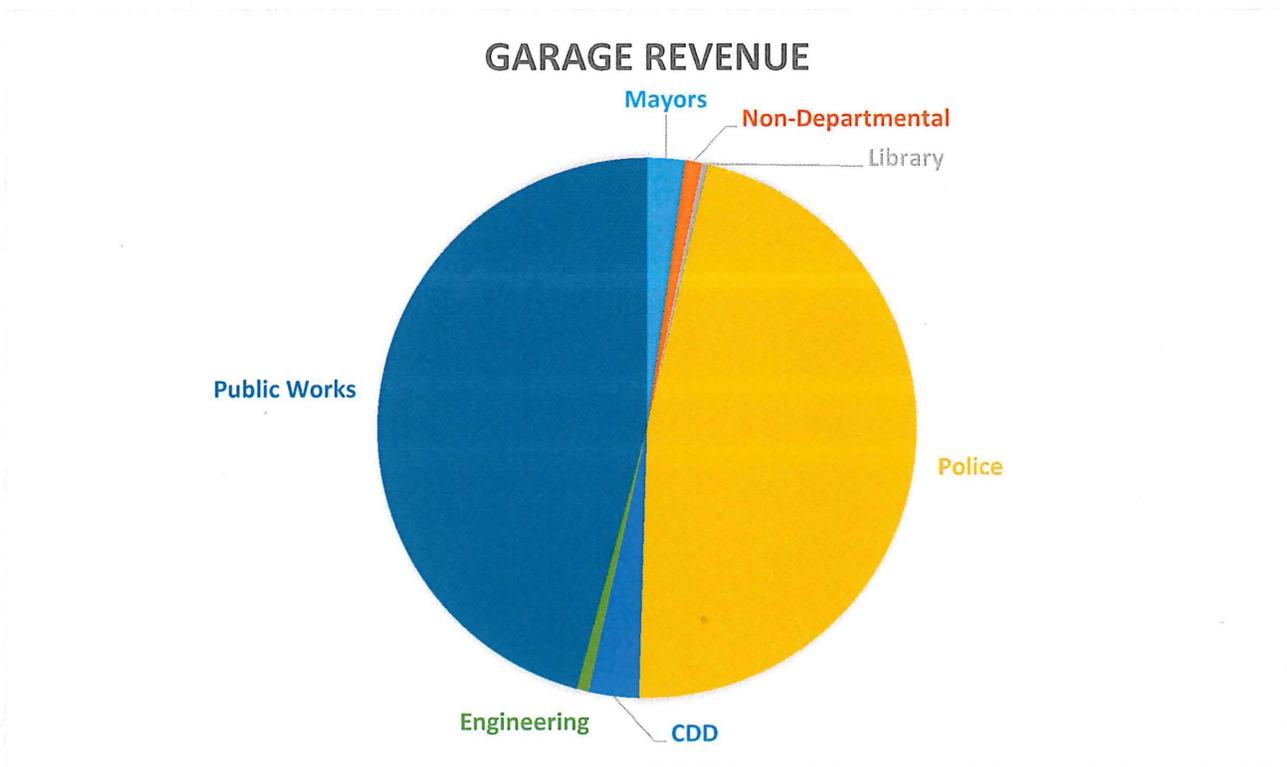
Performance Measures (continued):	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Proposed
Average Number of Work Orders per Vehicle	15.5	14.9	15.0 / 15.2	14.2
Average Number of Preventative Maintenance Services Performed	840	1,036	1,000 / 1,240	1,800

**Performance Outcomes and Program Trends:**

Achieve high levels of vehicle performance and reliability with the intent to eliminate unscheduled vehicle and equipment out-of-service time due to problems that can be anticipated. Establish a fleet profile that maintains an effective balance of newer vehicles requiring limited repairs and older vehicles with higher maintenance costs. The number of FTE is not keeping pace with the increasing size and complexity of the fleet, which may cause issues in the future. Use of the new fleet maintenance software will increase data analysis abilities and hopefully identify efficiency and effectiveness improvements.

The Fleet Maintenance program is funded by inter-fund transfers. The transfers are based on the number of vehicles supported and fuel used. The largest sources of transfers are the Police Department, Street Maintenance, Sewer System Maintenance and Storm Drainage Maintenance.

Garage Fund Revenue by Department:



**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 BEGINNING WORKING CAPITAL

301 BEGINNING WORKING CAPITAL	-68,865		-98,174		-103,315		-103,315	-103,315	-93,578		-98,578			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-68,865		-98,174		-103,315		-103,315	-103,315	-93,578		-98,578			
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY PROPERTY	-7,843		-6,490				-26,378	-20,000						
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384 INVESTMENT INTEREST EARNINGS	-1,009		-1,630		-1,400		-1,402	-1,400	-3,500		-3,500			
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389 MISCELLANEOUS REVENUES	-125						-2,545	-2,700						
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756 PERS RSRV DISTRIB-NON GAAP REV	-10,301													
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757 MED/LIFE INS PREM REFUND DISTRIBUTION	-3,199		-2,833				-2,212	-2,212						
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-22,477		-10,953		-1,400		-32,537	-26,312	-3,500		-3,500			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND	-832,781		-873,605		-973,660		-586,248	-973,660	-1,074,271		-1,074,271			
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412 TRSFERS FROM STREET FUND	-156,703		-221,220		-205,062		-141,937	-205,062	-270,985		-270,985			
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419 TRSFERS FROM WATER FUND	-88,755		-99,563		-118,135		-85,099	-118,135	-121,969		-121,969			
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421 TRSFERS FROM SEWER FUND	-114,794		-117,391		-148,633		-70,952	-148,633	-143,297		-143,297			
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428 TRSFR FR BUILDING OPERATING FD														
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**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND DEPT: 03 REVENUE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-40,029		-43,062		-49,673		-25,144	-49,673	-52,952		-52,952			
430	TRANSFER FROM LIBRARY FUND													
	-4,817		-5,751		-5,635		-7,342	-5,635	-12,752		-12,752			
440	TRSFERS FR STREET LIGHTING FUND													
	-7,064		-19,585		-23,630		-13,556	-23,630	-24,292		-24,292			
441	TRSFERS FR STORM DRAIN FUND													
	-164,736		-152,946		-127,546		-110,279	-127,546	-186,904		-186,904			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-1,409,679		-1,533,123		-1,651,974		-1,040,557	-1,651,974	-1,887,422		-1,887,422			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,501,021		-1,642,250		-1,756,689		-1,176,409	-1,781,601	-1,984,500		-1,989,500			

0690

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

136	FLEET MANAGER													
		93,070	1.00	94,766	1.00	96,476	1.00	75,846	96,444	102,709	1.00	102,709	1.00	
155	MECHANIC LEAD													
		44,899	1.00	66,106	1.00	72,651	1.00	63,434	70,463	75,783	1.00	75,783	1.00	
163	MECHANIC 2													
		98,144	2.00	119,005	2.00	129,757	2.00	100,953	129,484	134,001	2.00	134,001	2.00	
188	INVENTORY CONTROL TECHNICIAN													
										63,401	1.00	63,401	1.00	
195	MECHANIC 1													
		98,131	2.00	103,897	2.00	102,263	2.00	76,638	99,614	107,372	2.00	107,372	2.00	
0891 275	TEMPORARY EMPLOYEES													
		8,230												
299	PAYROLL TAXES AND FRINGES													
		201,077		249,164		259,511		196,936	251,534	330,665		341,169		
TOTAL CLASS: 05 PERSONNEL SERVICES														
		543,551	6.00	632,938	6.00	660,658	6.00	513,807	647,539	813,931	7.00	824,435	7.00	

CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE													
		15,955		12,739		13,000		9,762	13,000	13,000		13,000		
305	SPECIAL DEPARTMENT SUPPLIES													
		3,453		15,902		19,000		18,214	19,000	20,000		20,000		
306	NON-FLEET EQUIPMENT													
		1,677		2,552		3,000		1,156	2,000	2,500		2,500		
307	MEMBERSHIP FEES													
		300		120		920		424	420	920		920		
308	PERIODICALS & SUBSCRIPTIONS													
						200			200	200		200		
317	COMPUTER EQUIPMENT													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
			1,001		660		661	661						
318	COMPUTER SOFTWARE													
	42,019		551											
321	TRAVEL, TRAINING & SUBSISTENCE													
	5,549		7,469		13,500		6,247	7,500	14,600		14,600			
331	VEHICLE EXPENSE													
	167,053		159,009		175,000		120,251	175,000	185,500		185,500			
332	VEHICLE FUEL													
	322,234		338,166		390,000		390,030	395,000	425,000		425,000			
361	UNIFORMS & SPECIAL CLOTHING													
			80						3,700		3,700			
371	EQUIPMENT OPER & MAINT EXPENSE													
	82,768		89,812		95,000		73,807	95,000	102,600		102,600			
481	OTHER EXPENSES													
			306		695		87	300	300		300			
511	PROFESSIONAL SERVICES													
	83,771		117,234		145,000		107,102	140,000	145,000		145,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	724,779		744,941		855,975		727,741	848,081	913,320		913,320			
CLASS: 25 TRANSFERS														
804	TRSFER - OPERATIONS ADMIN													
	59,157		78,409		86,072		71,727	87,591	106,201		106,201			
805	TRSFER TO G/F BLDG MAINT													
	3,848		3,616		4,454		3,712	4,454	4,335		4,335			
818	TRSFERS TO ISD-ALLOCATED													
	40,073		38,166		48,360		40,300	48,360	54,014		54,014			
819	TRSFERS TO INSURANCE FUND													

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018 YTD	2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	31,437		40,868		46,998		39,165	46,998	46,998		46,998			
TOTAL CLASS: 25 TRANSFERS														
	134,515		161,059		185,884		154,904	187,403	211,548		211,548			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991 CONTINGENCY - UNRESERVED														
					54,172				45,701		40,197			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					54,172				45,701		40,197			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	1,402,845	6.00	1,538,938	6.00	1,756,689	6.00	1,396,452	1,683,023	1,984,500	7.00	1,989,500	7.00		

0393

**GARAGE FUND  
FY 2017-18 ADOPTED**

Code	Position Title	Actual FY 16-17	Adopted FY 17-18	New	Transfer	Reclass	Deleted	Ending FY 17-18
136	FLEET MANAGER	1.00	1.00					1.00
155	MECHANIC LEAD	1.00	1.00					1.00
163	MECHANIC 2	2.00	2.00					2.00
188	INVENTORY CONTROL TECHNICIAN	0.00	0.00					0.00
195	MECHANIC 1	2.00	2.00					2.00
	<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.00</b>

**FY 2018-19 PROPOSED**

Code	Position Title	Ending FY 17-18	New	Transfer	Reclass	Deleted	Proposed FY 18-19
136	FLEET MANAGER	1.00					1.00
155	MECHANIC LEAD	1.00					1.00
163	MECHANIC 2	2.00					2.00
188	INVENTORY CONTROL TECHNICIAN	0.00		1.00 <sup>a</sup>			1.00
195	MECHANIC 1	2.00					2.00
	<b>Total</b>	<b>6.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>

<sup>a</sup> FY 18-19 reallocates the Inventory Control Technician position from being split between General Fund, Street Fund, Water Fund, Sewer Fund, and the Storm Drain Fund to 100% in the Garage Fund.

City of Beaverton - Finance  
 Budget Preparation - 2019

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL													
301 BEGINNING WORKING CAPITAL	68,865		98,174		103,315		103,315	93,578		98,578			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL	68,865		98,174		103,315		103,315	93,578		98,578			
CLASS: 35 MISCELLANEOUS REVENUES													
382 SALE OF CITY PROPERTY	7,843		6,490				20,000						
384 INVESTMENT INTEREST EARNINGS	1,009		1,630		1,400		1,400	3,500		3,500			
389 MISCELLANEOUS REVENUES	125						2,700						
756 PERS RSRV DISTRIB-NON GAAP REV	10,301												
757 MED/LIFE INS PREM REFUND DISTRIBUTION	3,199		2,833				2,212						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES	22,477		10,953		1,400		26,312	3,500		3,500			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411 TRSFERS FROM GENERAL FUND	832,781		873,605		973,660		973,660	1,074,271		1,074,271			
412 TRSFERS FROM STREET FUND	156,703		221,220		205,062		205,062	270,985		270,985			
419 TRSFERS FROM WATER FUND	88,755		99,563		118,135		118,135	121,969		121,969			
421 TRSFERS FROM SEWER FUND	114,794		117,391		148,633		148,633	143,297		143,297			
428 TRSFR FR BUILDING OPERATING FD	40,029		43,062		49,673		49,673	52,952		52,952			
430 TRANSFER FROM LIBRARY FUND	4,817		5,751		5,635		5,635	12,752		12,752			
440 TRSFERS FR STREET LIGHTING FUND	7,064		19,585		23,630		23,630	24,292		24,292			
441 TRSFERS FR STORM DRAIN FUND	164,736		152,946		127,546		127,546	186,904		186,904			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS	1,409,679		1,533,123		1,651,974		1,651,974	1,887,422		1,887,422			
TOTAL PROGRAM: 0000 UNRESTRICTED	1,501,021		1,642,250		1,756,689		1,781,601	1,984,500		1,989,500			
TOTAL DEPARTMENT: 03 REVENUE	1,501,021		1,642,250		1,756,689		1,781,601	1,984,500		1,989,500			

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 03 REVENUE  
 PROGRAM: 0000 UNRESTRICTED

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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301	BEGINNING WORKING CAPITAL BEGINNING WORKING CAPITAL	
382	SALE OF CITY PROPERTY PROCEEDS FROM SALE OF SURPLUS PROPERTY	
384	INVESTMENT INTEREST EARNINGS INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES: FY 15-16 BUDGETED INTEREST EARNINGS ARE BASED UPON .50% FY 16-17 BUDGETED INTEREST EARNINGS ARE BASED UPON .55% FY 17-18 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.10% FY 18-19 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.75%	
389	MISCELLANEOUS REVENUES	
756	PERS RSRV DISTRIB-NON GAAP REV RETIREMENT RESERVE \$1 MILLION DISTRIBUTION TO OPERATING FUNDS	
757	MED/LIFE INS PREM REFUND DISTRIBUTION MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS	
411	TRSFERS FROM GENERAL FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
412	TRSFERS FROM STREET FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
419	TRSFERS FROM WATER FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
421	TRSFERS FROM SEWER FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
428	TRSFER FR BUILDING OPERATING FD CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
430	TRANSFER FROM LIBRARY FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
440	TRSFERS FR STREET LIGHTING FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	
441	TRSFERS FR STORM DRAIN FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)	

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

136	FLEET MANAGER												
		93,070	1.00	94,766	1.00	96,476	1.00	96,444	102,709	1.00	102,709	1.00	
155	MECHANIC LEAD												
		44,899	1.00	66,106	1.00	72,651	1.00	70,463	75,783	1.00	75,783	1.00	
163	MECHANIC 2												
		98,144	2.00	119,005	2.00	129,757	2.00	129,484	134,001	2.00	134,001	2.00	
188	INVENTORY CONTROL TECHNICIAN												
									63,401	1.00	63,401	1.00	
195	MECHANIC 1												
		98,131	2.00	103,897	2.00	102,263	2.00	99,614	107,372	2.00	107,372	2.00	
275	TEMPORARY EMPLOYEES												
		8,230											
299	PAYROLL TAXES AND FRINGES												
		201,077		249,164		259,511		251,534	330,665		341,169		

TOTAL CLASS: 05 PERSONNEL SERVICES

		543,551	6.00	632,938	6.00	660,658	6.00	647,539	813,931	7.00	824,435	7.00	
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
		15,955		12,739		13,000		13,000	13,000		13,000		
305	SPECIAL DEPARTMENT SUPPLIES												
		3,453		15,902		19,000		19,000	20,000		20,000		
306	NON-FLEET EQUIPMENT												
		1,677		2,552		3,000		2,000	2,500		2,500		
307	MEMBERSHIP FEES												
		300		120		920		420	920		920		
308	PERIODICALS & SUBSCRIPTIONS												
						200		200	200		200		
317	COMPUTER EQUIPMENT												
				1,001		660		661					

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

136 FLEET MANAGER

155 MECHANIC LEAD

163 MECHANIC 2

FY 16-17 REFLECTS INCREASE DUE TO POSITION BEING FILLED AT A HIGHER STEP THAN WAS INCLUDED IN THE ADOPTED BUDGET.

188 INVENTORY CONTROL TECHNICIAN

FY 2018-19 REFLECTS REDISTRIBUTION OF 1 FTE INVENTORY CONTROL TECH POSITION FROM 25% IN 001-85 / 25% IN 101-85 / 25% IN 501-85 / 10% IN 502-85 / 15% IN 513-85 TO 100% IN THE GARAGE FUND.

195 MECHANIC 1

275 TEMPORARY EMPLOYEES

299 PAYROLL TAXES AND FRINGES

PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY TOTALS 61.45% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:  
 37.07% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 20.74% FOR RETIREMENT CONTRIBUTIONS (25.39% PERS. 16.72% OPSRP GENERAL OR 21.49% OPSRP POLICE), A 2.23% CONTRIBUTION TO THE PERS RESERVE FUND, AND 6.45% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)  
 24.38% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

304 DEPARTMENT EQUIPMENT EXPENSE

NEW MODEL YEAR SPECIALTY TOOLS \$3,000  
 MISCELLANEOUS HAND TOOLS AND BROKEN TOOL REPLACEMENT \$3,500  
 ONLINE REPAIR MANUALS SUBSCRIPTION \$1,500  
 SCAN TOOL LICENSE FEES \$5,000

305 SPECIAL DEPARTMENT SUPPLIES

MISC. SHOP SUPPLIES; FLOOR SOAP, DEGREASER, ABSORBENT PADS, FASTENERS, ELECTRICAL SUPPLIES  
 LATEX GLOVES, WELDING SUPPLIES, SPRAY PAINT,  
 SMALL INCIDENTALS FOR FLEET REPAIR AND MAINT  
 CHARGED TO WORK ORDERS

306 NON-FLEET EQUIPMENT

PARTS, REPAIRS AND MODIFICATION TO NON-FLEET EQUIPMENT.  
 FUNDING FOR THIS ACCOUNT IS INCLUDED IN THE CHARGES TO OTHER FUNDS

307 MEMBERSHIP FEES

COLUMBIA-WILLAMETTE CLEAN CITIES COALITION \$300  
 NAFA FLEET MANAGEMENT ASSOCIATION MEMBERSHIP \$500  
 PACIFIC FLEET MANAGERS ASSOCIATION \$120

308 PERIODICALS & SUBSCRIPTIONS

MOTORS MAGAZINE RENEWAL \$200

317 COMPUTER EQUIPMENT

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
318	COMPUTER SOFTWARE												
	42,019		551										
321	TRAVEL, TRAINING & SUBSISTENCE												
	5,549		7,469		13,500		7,500	14,600		14,600			
331	VEHICLE EXPENSE												
	167,053		159,009		175,000		175,000	185,500		185,500			
332	VEHICLE FUEL												
	322,234		338,166		390,000		395,000	425,000		425,000			
361	UNIFORMS & SPECIAL CLOTHING												
			80					3,700		3,700			
371	EQUIPMENT OPER & MAINT EXPENSE												
	82,768		89,812		95,000		95,000	102,600		102,600			
481	OTHER EXPENSES												
			306		695		300	300		300			
511	PROFESSIONAL SERVICES												
	83,771		117,234		145,000		140,000	145,000		145,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	724,779		744,941		855,975		848,081	913,320		913,320			
CLASS: 25 TRANSFERS													
804	TRSFER - OPERATIONS ADMIN												
	59,157		78,409		86,072		87,591	106,201		106,201			
805	TRSFER TO G/F BLDG MAINT												
	3,848		3,616		4,454		4,454	4,335		4,335			
818	TRSFERS TO ISD-ALLOCATED												
	40,073		38,166		48,360		48,360	54,014		54,014			
819	TRSFERS TO INSURANCE FUND												
	31,437		40,868		46,998		46,998	46,998		46,998			
TOTAL CLASS: 25 TRANSFERS													
	134,515		161,059		185,884		187,403	211,548		211,548			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991	CONTINGENCY - UNRESERVED												
					54,172			45,701		40,197			

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

- 318 COMPUTER SOFTWARE  
NO APPROPRIATION REQUESTED
- 321 TRAVEL, TRAINING & SUBSISTENCE  
TRAVEL AND SUBSISTENCE TO SUPPORT TRAINING  
DRIVABILITY AND EMISSION DIAGNOSTICS TRAINING (DEQ MANDATE)  
TRAINING TO KEEP UP WITH CHANGING AUTOMOTIVE/EQUIPMENT TECHNOLOGY \$5,600  
RTA USERS TRAINING \$5,000 TYMCO SWEEPER TRAINING- WACO ,TEXAS \$2,000  
GOV FLEET EXPO \$2,000
- 331 VEHICLE EXPENSE  
PARTS AND REPAIRS FOR CITY VEHICLES; PREPARE NEW VEHICLES FOR SERVICE; \$175,000  
ADD 3% FOR ADDITIONAL VEHICLES PURCHASED AND AGING \$5,250  
ADD 3% FOR INFLATION \$5,250
- 332 VEHICLE FUEL  
FUEL FOR ALL CITY VEHICLES AND EQUIPMENT.  
REFLECTS OREGON FUEL TAX INCREASE .04 CENTS  
USAGE UP 5000 GALLONS OVER 2016 CAL YR
- 361 UNIFORMS & SPECIAL CLOTHING  
RAIN GEAR AND SAFETY GEAR \$700  
UNIFORMS FOR STAFF - SHOP RAGS AND POLISHING TOWELS \$3,000
- 371 EQUIPMENT OPER & MAINT EXPENSE  
PARTS AND REPAIRS FOR CITY EQUIPMENT & PREPARE NEW EQUIPMENT FOR SERVICE \$95,000  
ADD 5% FOR ADDITIONAL EQUIPMENT PURCHASED AND AGING \$4,750  
ADD 3% FOR INFLATION \$2,850
- 481 OTHER EXPENSES  
CDL, MOTORCYCLE LICENSE RENEWALS. UPGRADES TO CDL 'A"  
NEW EMPLOYEE CDL \$300
- 511 PROFESSIONAL SERVICES  
OUTSIDE REPAIRS AND MAINTENANCE SERVICE ON THE CITY'S FLEET  
PAINT MISC FLEET VEHICLES AND EQUIPMENT  
ANNUAL AERIAL, DIELECTRIC AND CRANE INSPECTIONS  
CARRYOVER PROPANE FUEL PILOT PROGRAM  
INCREASE DUE TO WORKLOAD FOR REPAIRS AND MAINTIANENCE-LACK OF ADDITIONAL STAFF
- 804 TRSFR - OPERATIONS ADMIN  
ALLOCATION OF SERVICES PROVIDED BY THE PUBLIC WORKS ADMINISTRATION FUND
- 805 TRSFR TO G/F BLDG MAINT  
ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND
- 818 TRSFERS TO ISD-ALLOCATED  
ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$46,014  
SOFTWARE MAINTENANCE COSTS - RTA FLEET SOFTWARE SYSTEM \$8,000
- 819 TRSFERS TO INSURANCE FUND  
ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE.
- 991 CONTINGENCY - UNRESERVED

**BP WORKSHEET & JUSTIFICATION**

FUND: 602 GARAGE FUND  
 DEPT: 85 PUBLIC WORKS - OPERATIONS  
 PROGRAM: 0762 FLEET MAINTENANCE

OBJ	2016 - ACTUAL		2017 - ACTUAL		2018 BUDGETED		2018	2019 - PROPOSED		2019 - RECOMD		2019 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

54,172 45,701 40,197

TOTAL PROGRAM: 0762 FLEET MAINTENANCE

1,402,845 6.00 1,538,938 6.00 1,756,689 6.00 1,683,023 1,984,500 7.00 1,989,500 7.00

TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

1,402,845 6.00 1,538,938 6.00 1,756,689 6.00 1,683,023 1,984,500 7.00 1,989,500 7.00

TOTAL FUND: 602 GARAGE FUND

1,402,845 6.00 1,538,938 6.00 1,756,689 6.00 1,683,023 1,984,500 7.00 1,989,500 7.00

### BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE FUND  
DEPT: 85 PUBLIC WORKS - OPERATIONS  
PROGRAM: 0762 FLEET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:44 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
602-85	PUBLIC WORKS - OPERATIONS											
602-85-0762-05-136	FLEET MANAGER	1.00	2,079			96,444				96,444	60,587	157,031
602-85-0762-05-155	MECHANIC LEAD	1.00	2,044	36		68,891	1,286		286	70,463	30,597	101,060
602-85-0762-05-163	MECHANIC 2	2.00	4,201	89		125,288	3,776		420	129,484	88,567	218,051
602-85-0762-05-195	MECHANIC 1	2.00	4,008	46		97,469	1,655		490	99,614	71,783	171,397
	FLEET MAINTENANCE	6.00	12,332	171		388,092	6,717		1,196	396,005	251,534	647,539
	**** DEPARTMENT TOTAL ****	6.00	12,332	171		388,092	6,717		1,196	396,005	251,534	647,539

0903

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 26, 2018 3:45 PM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
602-85	PUBLIC WORKS - OPERATIONS											
602-85-0762-05-136	FLEET MANAGER	1.00	2,160			102,709				102,709	68,256	170,965
602-85-0762-05-155	MECHANIC LEAD	1.00	2,096	40		73,264	2,097		422	75,783	35,911	111,694
602-85-0762-05-163	MECHANIC 2	2.00	4,192	80		129,748	3,713		540	134,001	100,241	234,242
602-85-0762-05-188	INVENTORY CONTROL TECHNICIAN	1.00	2,096	40		61,380	1,757		264	63,401	44,777	108,178
602-85-0762-05-195	MECHANIC 1	2.00	4,192	80		104,001	2,922		449	107,372	91,984	199,356
	FLEET MAINTENANCE	7.00	14,736	240		471,102	10,489		1,675	483,266	341,169	824,435
	**** DEPARTMENT TOTAL ****	7.00	14,736	240		471,102	10,489		1,675	483,266	341,169	824,435

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