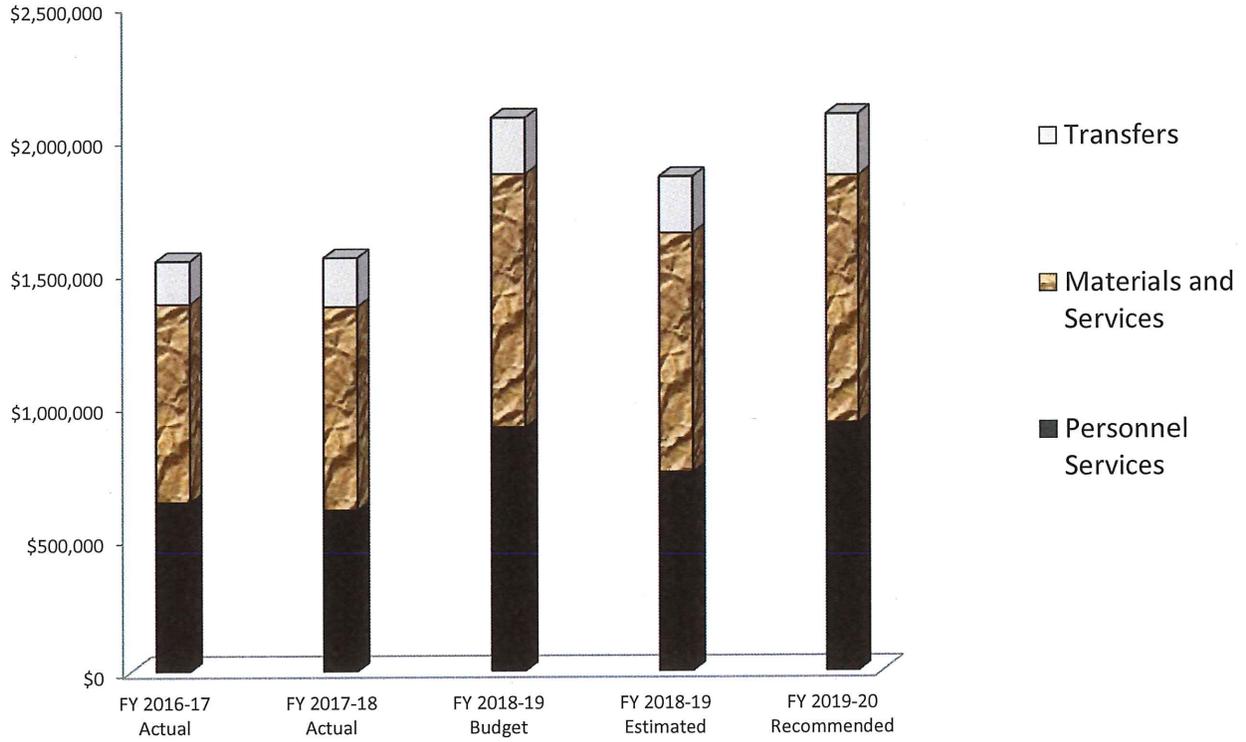




# GARAGE FUND

## RECOMMENDED FY 19-20



**CITY OF BEAVERTON**

**BUDGET TREND ANALYSIS - FY 2016-17 TO FY 2019-20**

With Explanations on Significant Changes between Budgeted 2018-19 and Recommended 2019-20

Fund:	Garage					% Change Budgeted Vs. Recommended
	Actual FY 2016-17	Actual FY 2017-18	Budget FY 2018-19	Estimated FY 2018-19	Recommended FY 2019-20	
CLASS						
Personnel Services	\$632,938	\$602,853	\$913,887	\$745,549	\$929,486	1.71%
Materials and Services	744,941	764,897	950,861	897,673	928,944	-2.30%
Transfers	161,059	183,223	211,548	211,548	230,104	8.77%
SUB-TOTAL	\$1,538,938	\$1,550,973	\$2,126,330	\$1,904,804	\$2,088,534	
Contingency			69,157		76,876	
TOTAL	\$1,538,938	\$1,550,973	\$2,195,487	\$1,904,804	\$2,165,410	
FTE's	6.00	6.00	8.00		8.00	

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

**Personnel services:**

FY 2019-20 reflects step increases, COLA increases for BPA, SEIU, management averaging 2.87% in total, and a 3% VEBA (Voluntary Employees Beneficiary Association Plan) for management and a 1% increase to the VEBA for SEIU. Also shown are an average 0.63% increase in PERS contributions, medical insurance cost increase of 8% for Kaiser, 1.74% increase in MODA plans and 2% increase for Dental.

**Materials and services:**

No significant change

**Transfers:**

No significant change

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 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 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 BUDGETED	FY 2019-20 PROPOSED	FY 2019-20 ADOPTED
POSITION	6.00	6.00	8.00	8.00	0.00
PERSONNEL SERVICES	\$632,938	\$602,853	\$913,887	\$929,486	\$0
MATERIALS & SERVICES	744,941	764,897	950,861	928,944	0
CAPITAL OUTLAY	0	0	50,034	0	0
TRANSFERS	161,059	183,223	211,548	230,104	0
CONTINGENCY	0	0	69,157	76,876	0
<b>TOTAL</b>	<b>\$1,538,938</b>	<b>\$1,550,973</b>	<b>\$2,195,487</b>	<b>\$2,165,410</b>	<b>\$0</b>

Funding Sources:	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2019-20
Beginning Working Capital	\$98,174	\$103,315	\$165,079	\$295,931	\$0
Miscellaneous Revenues	10,953	44,670	3,500	4,000	0
Operating Transfers	1,533,123	1,568,065	2,026,908	1,865,479	0

CITY OF BEAVERTON, OREGON  
FISCAL YEAR 2019-20 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, Renewable-diesel, Electric, and Electric Hybrid).

<b>Program Objective:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
Number of Fleet Vehicles Maintained	211	218	223 / 222	220
Number of Equipment Units Maintained (Includes Off Highway, Trailers, Attachments, Vehicles over 26,000 GVWR)	128	133	133 / 132	135
Number of Small Equipment Units Maintained (Includes all 900 series numbered assets, Non- roadable) (New measure)		195	195 / 213	213
Number of Vehicles Requiring DEQ Inspection	198	203	208 / 206	207
Labor Hours For Unscheduled Repairs	828	1,178	1,100 / 1,302	1,350

**Progress on FY 2018-19 Action Plan:**

- 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.

<b>Performance Measures:</b>	<b>FY 2016-17 Actual</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Budgeted/Revised</b>	<b>FY 2019-20 Proposed</b>
Number of Fleet Vehicles/Equipment per Mechanic	68.4	87.7	91.5 / 86.7	87.5
Number of DEQ Inspections Completed	77	67	77 / 83	61
Total Number of Jobs Completed from all Work Orders	5,064	5,190	5,200 / 4,342	5,150
Average Number of Work Orders per Vehicle	14.9	15.2	14.2 / 12.5	14.7
Average Number of Preventative Maintenance Services Performed	1,036	1,240	1,800 / 966	1,500

CITY OF BEAVERTON, OREGON  
 FISCAL YEAR 2019-20 BUDGET  
 CURRENT LEVEL OF SERVICES

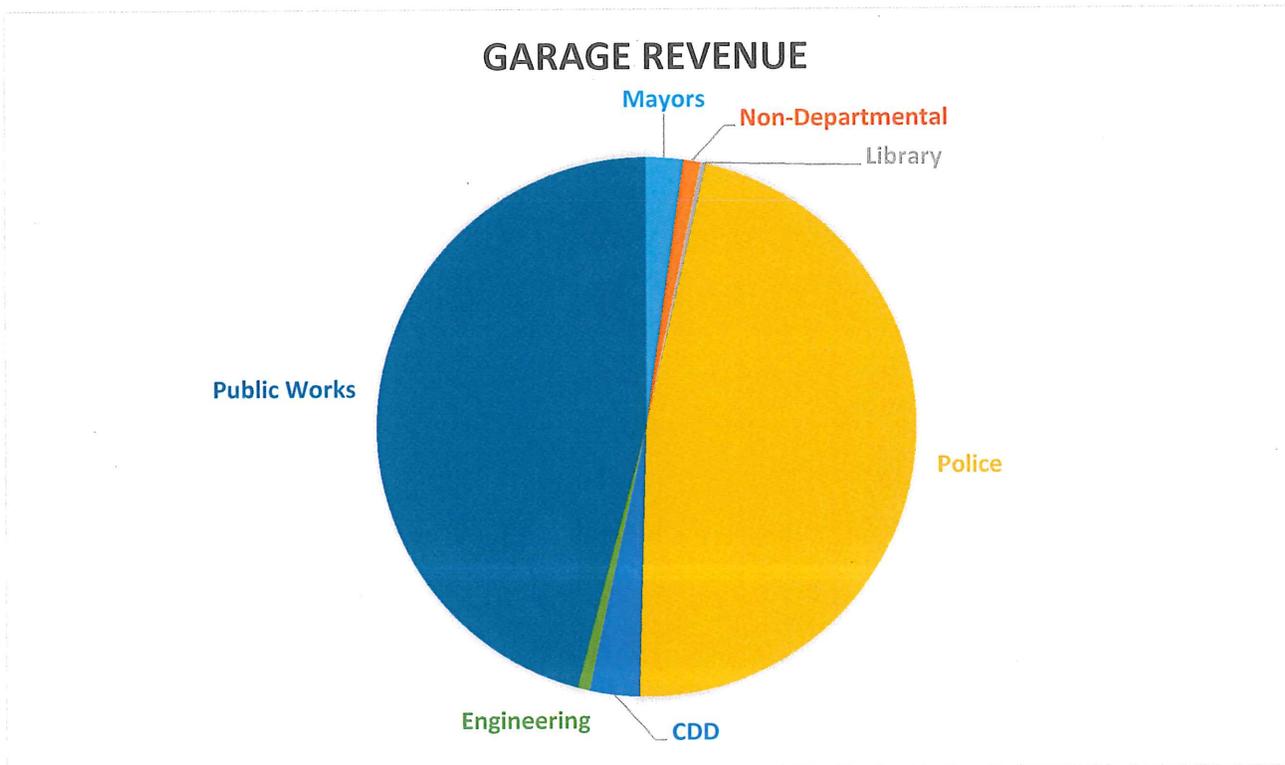
<b>FUND:</b> 602 GARAGE	<b>DEPARTMENT:</b> PUBLIC WORKS
<b>PROGRAM:</b> 0762 FLEET MAINTENANCE	<b>PROGRAM MANAGER:</b> MIKE STERLE

**Performance 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	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 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

	-98,174		-103,315		-165,079		-165,079	-165,079	-296,006		-295,931			
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TOTAL CLASS: 05 BEGINNING WORKING CAPITAL

	-98,174		-103,315		-165,079		-165,079	-165,079	-296,006		-295,931			
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CLASS: 35 MISCELLANEOUS REVENUES

382 SALE OF CITY OR BURA PROPERTY

	-6,490		-37,778				-3,287	-3,500						
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384 INVESTMENT INTEREST EARNINGS

	-1,630		-2,085		-3,500		-1,386	-3,500	-3,900		-3,900			
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389 MISCELLANEOUS REVENUES

			-2,545				-152	-152	-100		-100			
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399 REIMBURSEMENTS - OTHER

			-50				-164	-200						
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757 MED/LIFE INS PREM REFUND DISTRIBUTION

	-2,833		-2,212				-1,396	-1,396						
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TOTAL CLASS: 35 MISCELLANEOUS REVENUES

	-10,953		-44,670		-3,500		-6,385	-8,748	-4,000		-4,000			
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CLASS: 40 INTERFUND TRANSFERS/LOANS

411 TRSFERS FROM GENERAL FUND

	-873,605		-907,338		-1,125,185		-517,959	-1,125,185	-1,079,225		-1,079,225			
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412 TRSFERS FROM STREET FUND

	-221,220		-207,227		-297,252		-127,898	-297,252	-266,067		-266,067			
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419 TRSFERS FROM WATER FUND

	-99,563		-112,814		-137,512		-66,885	-137,512	-134,214		-134,214			
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421 TRSFERS FROM SEWER FUND

	-117,391		-123,957		-162,292		-64,765	-162,292	-147,652		-147,652			
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428 TRSFR FR BUILDING OPERATING FD

336

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND

DEPT: 03 REVENUE

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-43,062		-41,057		-55,462		-22,943	-55,462	-48,863		-48,863			
430	TRANSFER FROM LIBRARY FUND													
	-5,751		-5,635		-13,356		-5,369	-13,356	-6,702		-6,702			
440	TRSFERS FR STREET LIGHTING FUND													
	-19,585		-16,392		-25,443		-12,679	-25,443						
441	TRSFERS FR STORM DRAIN FUND													
	-152,946		-153,645		-210,406		-143,390	-210,406	-182,756		-182,756			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-1,533,123		-1,568,065		-2,026,908		-961,888	-2,026,908	-1,865,479		-1,865,479			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,642,250		-1,716,050		-2,195,487		-1,133,352	-2,200,735	-2,165,485		-2,165,410			

337

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

049 PROG COORDINATOR -PUBLIC WORKS

					51,993	1.00	36,954	53,677	73,927	1.00	73,927	1.00		
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136 FLEET MANAGER

	94,766	1.00	96,443	1.00	102,709	1.00	73,813	98,719	108,849	1.00	107,794	1.00		
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155 MECHANIC LEAD

	66,106	1.00	63,434	1.00	75,783	1.00	38,694	53,235	65,010	1.00	65,010	1.00		
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163 MECHANIC 2

	119,005	2.00	124,961	2.00	119,701	2.00	65,428	93,729	127,893	2.00	127,893	2.00		
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188 INVENTORY CONTROL TECHNICIAN

					63,401	1.00	30,862	44,411	58,417	1.00	58,417	1.00		
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195 MECHANIC 1

	103,897	2.00	97,575	2.00	99,372	2.00	66,818	90,525	106,358	2.00	106,358	2.00		
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275 TEMPORARY EMPLOYEES

			3,908		22,300		15,895	15,898						
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299 PAYROLL TAXES AND FRINGES

	249,164		216,532		378,628		218,921	295,355	387,938		390,087			
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TOTAL CLASS: 05 PERSONNEL SERVICES

	632,938	6.00	602,853	6.00	913,887	8.00	547,385	745,549	928,392	8.00	929,486	8.00		
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CLASS: 10 MATERIALS & SERVICES

304 DEPARTMENT EQUIPMENT EXPENSE

	12,739		12,502		48,000		50,810	51,000	19,600		19,600			
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305 SPECIAL DEPARTMENT SUPPLIES

	15,902		21,447		20,000		16,632	20,000	21,000		21,000			
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306 NON-FLEET EQUIPMENT

	2,552		1,156		2,500		726	1,500	2,000		2,000			
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307 MEMBERSHIP FEES

	120		724		920			920	920		920			
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308 PERIODICALS & SUBSCRIPTIONS

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338

### BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					200				200		200			
317	COMPUTER EQUIPMENT													
	1,001		661		1,442		1,303	1,303						
318	COMPUTER SOFTWARE													
	551													
321	TRAVEL, TRAINING & SUBSISTENCE													
	7,469		7,402		14,600		9,244	12,000	15,400		15,400			
331	VEHICLE EXPENSE													
	159,009		127,207		185,500		88,369	165,000	185,500		185,500			
332	VEHICLE FUEL													
	338,166		390,448		425,000		425,000	425,000	450,000		450,000			
361	UNIFORMS & SPECIAL CLOTHING													
	80				3,700		3,921	5,000	6,000		6,000			
371	EQUIPMENT OPER & MAINT EXPENSE													
	89,812		85,790		102,600		56,876	95,000	107,700		107,700			
481	OTHER EXPENSES													
	306		362		300		1,257	950	624		624			
511	PROFESSIONAL SERVICES													
	117,234		117,198		146,099		64,089	120,000	120,000		120,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	744,941		764,897		950,861		718,227	897,673	928,944		928,944			
CLASS: 15 CAPITAL OUTLAY														
671	EQUIPMENT													
					50,034		50,033	50,034						
TOTAL CLASS: 15 CAPITAL OUTLAY														
					50,034		50,033	50,034						
CLASS: 25 TRANSFERS														
804	TRSFER - OPERATIONS ADMIN													

339

**BUDGET PREPARATION WORKSHEET SUMMARY**

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019 YTD	2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	78,409		86,072		106,201		88,501	106,201	118,894		110,266			
805	TRSFER TO G/F BLDG MAINT													
	3,616		4,454		4,335		3,613	4,335	4,596		4,596			
818	TRSFERS TO ISD-ALLOCATED													
	38,166		45,699		54,014		45,012	54,014	56,479		56,495			
819	TRSFERS TO INSURANCE FUND													
	40,868		46,998		46,998		39,165	46,998	58,747		58,747			
TOTAL CLASS: 25 TRANSFERS														
	161,059		183,223		211,548		176,291	211,548	238,716		230,104			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991	CONTINGENCY - UNRESERVED													
					69,157				69,433		76,876			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					69,157				69,433		76,876			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	1,538,938	6.00	1,550,973	6.00	2,195,487	8.00	1,491,936	1,904,804	2,165,485	8.00	2,165,410	8.00		

340

**GARAGE FUND  
FY 2018-19 ADOPTED**

Code	Position Title	Actual FY 17-18	Adopted FY 18-19	New	Transfer	Reclass	Deleted	Ending FY 18-19
49	PROG COORDINATOR -PUBLIC WORKS	0.00	1.00					1.00
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	1.00					1.00
195	MECHANIC 1	2.00	2.00					2.00
	<b>Total</b>	<b>6.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>

**FY 2019-20 PROPOSED**

Code	Position Title	Ending FY 18-19	New	Transfer	Reclass	Deleted	Proposed FY 19-20
49	PROG COORDINATOR -PUBLIC WORKS	1.00					1.00
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	1.00					1.00
195	MECHANIC 1	2.00					2.00
	<b>Total</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL													
301	BEGINNING WORKING CAPITAL												
	98,174		103,315		165,079		165,079	296,006		295,931			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	98,174		103,315		165,079		165,079	296,006		295,931			
CLASS: 35 MISCELLANEOUS REVENUES													
382	SALE OF CITY OR BURA PROPERTY												
	6,490		37,778				3,500						
384	INVESTMENT INTEREST EARNINGS												
	1,630		2,085		3,500		3,500	3,900		3,900			
389	MISCELLANEOUS REVENUES												
			2,545				152	100		100			
399	REIMBURSEMENTS - OTHER												
			50				200						
757	MED/LIFE INS PREM REFUND DISTRIBUTION												
	2,833		2,212				1,396						
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	10,953		44,670		3,500		8,748	4,000		4,000			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411	TRSFERS FROM GENERAL FUND												
	873,605		907,338		1,125,185		1,125,185	1,079,225		1,079,225			
412	TRSFERS FROM STREET FUND												
	221,220		207,227		297,252		297,252	266,067		266,067			
419	TRSFERS FROM WATER FUND												
	99,563		112,814		137,512		137,512	134,214		134,214			
421	TRSFERS FROM SEWER FUND												
	117,391		123,957		162,292		162,292	147,652		147,652			
428	TRSFER FR BUILDING OPERATING FD												
	43,062		41,057		55,462		55,462	48,863		48,863			
430	TRANSFER FROM LIBRARY FUND												
	5,751		5,635		13,356		13,356	6,702		6,702			
440	TRSFERS FR STREET LIGHTING FUND												
	19,585		16,392		25,443		25,443						
441	TRSFERS FR STORM DRAIN FUND												
	152,946		153,645		210,406		210,406	182,756		182,756			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	1,533,123		1,568,065		2,026,908		2,026,908	1,865,479		1,865,479			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,642,250		1,716,050		2,195,487		2,200,735	2,165,485		2,165,410			
TOTAL DEPARTMENT: 03 REVENUE													
	1,642,250		1,716,050		2,195,487		2,200,735	2,165,485		2,165,410			

**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 OR BURA PROPERTY  
 PROCEEDS FROM SALE OF SURPLUS PROPERTY

384 INVESTMENT INTEREST EARNINGS  
 INTEREST EARNINGS IS BASED ON AVAILABLE CASH BALANCES AND INTEREST RATES:  
 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% FY 19-20 BUDGETED INTEREST EARNINGS ARE BASED  
 UPON 3.00% \$3,900

389 MISCELLANEOUS REVENUES

399 REIMBURSEMENTS - OTHER

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) \$1,079,225

412 TRSFERS FROM STREET FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$266,067

419 TRSFERS FROM WATER FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$134,214

421 TRSFERS FROM SEWER FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$147,652

428 TRSFR FR BUILDING OPERATING FD  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$48,863

430 TRANSFER FROM LIBRARY FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$6,702

440 TRSFERS FR STREET LIGHTING FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)

441 TRSFERS FR STORM DRAIN FUND  
 CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) \$182,756

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

049	PROG COORDINATOR -PUBLIC WORKS				51,993	1.00	53,677	73,927	1.00	73,927	1.00		
136	FLEET MANAGER												
	94,766	1.00	96,443	1.00	102,709	1.00	98,719	108,849	1.00	107,794	1.00		
155	MECHANIC LEAD												
	66,106	1.00	63,434	1.00	75,783	1.00	53,235	65,010	1.00	65,010	1.00		
163	MECHANIC 2												
	119,005	2.00	124,961	2.00	119,701	2.00	93,729	127,893	2.00	127,893	2.00		
188	INVENTORY CONTROL TECHNICIAN												
					63,401	1.00	44,411	58,417	1.00	58,417	1.00		
195	MECHANIC 1												
	103,897	2.00	97,575	2.00	99,372	2.00	90,525	106,358	2.00	106,358	2.00		
275	TEMPORARY EMPLOYEES												
			3,908		22,300		15,898						
299	PAYROLL TAXES AND FRINGES												
	249,164		216,532		378,628		295,355	387,938		390,087			

TOTAL CLASS: 05 PERSONNEL SERVICES

	632,938	6.00	602,853	6.00	913,887	8.00	745,549	928,392	8.00	929,486	8.00		
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CLASS: 10 MATERIALS & SERVICES

304	DEPARTMENT EQUIPMENT EXPENSE												
	12,739		12,502		48,000		51,000	19,600		19,600			
305	SPECIAL DEPARTMENT SUPPLIES												
	15,902		21,447		20,000		20,000	21,000		21,000			
306	NON-FLEET EQUIPMENT												
	2,552		1,156		2,500		1,500	2,000		2,000			
307	MEMBERSHIP FEES												
	120		724		920		920	920		920			
308	PERIODICALS & SUBSCRIPTIONS												
					200			200		200			
317	COMPUTER EQUIPMENT												
	1,001		661		1,442		1,303						

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

049	PROG COORDINATOR -PUBLIC WORKS
136	FLEET MANAGER
155	MECHANIC LEAD
163	MECHANIC 2
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 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING: 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT, LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET) 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
304	DEPARTMENT EQUIPMENT EXPENSE NEW MODEL YEAR SPECIALTY TOOLS MISCELLANEOUS HAND TOOLS AND BROKEN TOOL REPLACEMENT ONLINE REPAIR MANUALS SUBSCRIPTION SCAN TOOL LICENSE FEES SCAN TOOL LICENSE FEES
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 \$21,000
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
317	COMPUTER EQUIPMENT

City of Beaverton - Finance  
 Budget Preparation - 2020

**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
318	COMPUTER SOFTWARE												
	551												
321	TRAVEL, TRAINING & SUBSISTENCE												
	7,469		7,402		14,600		12,000	15,400		15,400			
331	VEHICLE EXPENSE												
	159,009		127,207		185,500		165,000	185,500		185,500			185,500
332	VEHICLE FUEL												
	338,166		390,448		425,000		425,000	450,000		450,000			450,000
361	UNIFORMS & SPECIAL CLOTHING												
	80												
					3,700		5,000	6,000		6,000			6,000
371	EQUIPMENT OPER & MAINT EXPENSE												
	89,812		85,790		102,600		95,000	107,700		107,700			107,700
481	OTHER EXPENSES												
	306		362		300		950	624		624			624
511	PROFESSIONAL SERVICES												
	117,234		117,198		146,099		120,000	120,000		120,000			120,000
TOTAL CLASS: 10 MATERIALS & SERVICES													
	744,941		764,897		950,861		897,673	928,944		928,944			928,944
CLASS: 15 CAPITAL OUTLAY													
671	EQUIPMENT												
					50,034		50,034						
TOTAL CLASS: 15 CAPITAL OUTLAY													
					50,034		50,034						
CLASS: 25 TRANSFERS													
804	TRSFR - OPERATIONS ADMIN												
	78,409		86,072		106,201		106,201	118,894		110,266			
805	TRSFR TO G/F BLDG MAINT												
	3,616		4,454		4,335		4,335	4,596		4,596			
818	TRSFRS TO ISD-ALLOCATED												
	38,166		45,699		54,014		54,014	56,479		56,495			
819	TRSFRS TO INSURANCE FUND												
	40,868		46,998		46,998		46,998	58,747		58,747			
TOTAL CLASS: 25 TRANSFERS													
	161,059		183,223		211,548		211,548	238,716		230,104			

**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 RTA USERS TRAINING SWEEPER TRAINING GOV FLEET EXPO
331	VEHICLE EXPENSE PARTS AND REPAIRS FOR CITY VEHICLES; PREPARE NEW VEHICLES FOR SERVICE; ADD 3% FOR ADDITIONAL VEHICLES PURCHASED AND AGING ADD 3% FOR INFLATION COSTS DOWN FY19 DUE TO MECH 2 VACANCY \$185,500
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 \$2,000 UNIFORMS FOR STAFF - SHOP RAGS AND POLISHING TOWELS \$4,000
371	EQUIPMENT OPER & MAINT EXPENSE PARTS AND REPAIRS FOR CITY EQUIPMENT & PREPARE NEW EQUIPMENT FOR SERVICE ADD 3% FOR INFLATION
481	OTHER EXPENSES NEW EMPLOYEE CDL \$324 NEW MOTORCYCLE ENDORCEMENT \$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 \$120,000
671	EQUIPMENT FY 2018-19 BUDGET REFLECTS PURCHASING FALL PROTECTION EQUIPMENT AND FORKLIFT
804	TRSFR - OPERATIONS ADMIN ALLOCATION OF SERVICES PROVIDED BY THE PUBLIC WORKS ADMINISTRATION FUND \$110,266
805	TRSFR TO G/F BLDG MAINT ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND \$4,596
818	TRSFERS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND \$47,495 SOFTWARE MAINTENANCE COSTS - RTA FLEET SOFTWARE SYSTEM \$9,000
819	TRSFERS TO INSURANCE FUND ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE. \$58,747

City of Beaverton - Finance  
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**BP WORKSHEET & JUSTIFICATION**

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

OBJ	2017 - ACTUAL		2018 - ACTUAL		2019 BUDGETED		2019	2020 - PROPOSED		2020 - RECOMD		2020 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

991 CONTINGENCY - UNRESERVED

69,157 69,433 76,876

TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES

69,157 69,433 76,876

TOTAL PROGRAM: 0762 FLEET MAINTENANCE

1,538,938 6.00 1,550,973 6.00 2,195,487 8.00 1,904,804 2,165,485 8.00 2,165,410 8.00

TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS

1,538,938 6.00 1,550,973 6.00 2,195,487 8.00 1,904,804 2,165,485 8.00 2,165,410 8.00

TOTAL FUND: 602 GARAGE FUND

1,538,938 6.00 1,550,973 6.00 2,195,487 8.00 1,904,804 2,165,485 8.00 2,165,410 8.00

City of Beaverton - Finance  
Budget Preparation - 2020

## BP WORKSHEET & JUSTIFICATION

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

PROGRAM: 0762 FLEET MAINTENANCE

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

991 CONTINGENCY - UNRESERVED


**ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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											
602-85-0762-05-049	PROG COORDINATOR -PUBLIC	1.00	1,645	42		51,599	1,808		270	53,677	34,085	87,762
602-85-0762-05-136	FLEET MANAGER	1.00	2,081			98,719				98,719	63,788	162,507
602-85-0762-05-155	MECHANIC LEAD	1.00	1,956	27		52,233	1,002			53,235	37,850	91,085
602-85-0762-05-163	MECHANIC 2	2.00	3,166	60		90,851	2,578		300	93,729	62,714	156,443
602-85-0762-05-188	INVENTORY CONTROL TECHNICIAN	1.00	1,637	10		43,729	382		300	44,411	26,494	70,905
602-85-0762-05-195	MECHANIC 1	2.00	3,904	60		88,335	1,740		450	90,525	69,065	159,590
602-85-0762-05-275	TEMPORARY EMPLOYEES		745	20		15,274	624			15,898	1,359	17,257
	FLEET MAINTENANCE	8.00	15,134	219		440,740	8,134		1,320	450,194	295,355	745,549
	**** DEPARTMENT TOTAL ****	8.00	15,134	219		440,740	8,134		1,320	450,194	295,355	745,549

350

**PROPOSE - PAYROLL EXPENSE BY DEPARTMENT**

Thursday, April 18, 2019 4:17 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											
602-85-0762-05-049	PROG COORDINATOR -PUBLIC	1.00	2,120	40		71,578	1,947		402	73,927	49,786	123,713
602-85-0762-05-136	FLEET MANAGER	1.00	2,216			107,794				107,794	74,693	182,487
602-85-0762-05-155	MECHANIC LEAD	1.00	2,120	40		62,963	1,782		265	65,010	47,014	112,024
602-85-0762-05-163	MECHANIC 2	2.00	4,240	80		123,758	3,496		639	127,893	90,612	218,505
602-85-0762-05-188	INVENTORY CONTROL TECHNICIAN	1.00	2,116	20		57,422	791		204	58,417	36,519	94,936
602-85-0762-05-195	MECHANIC 1	2.00	4,240	80		103,066	2,802		490	106,358	91,463	197,821
	FLEET MAINTENANCE	8.00	17,052	260		526,581	10,818		2,000	539,399	390,087	929,486
	**** DEPARTMENT TOTAL ****	8.00	17,052	260		526,581	10,818		2,000	539,399	390,087	929,486

351