

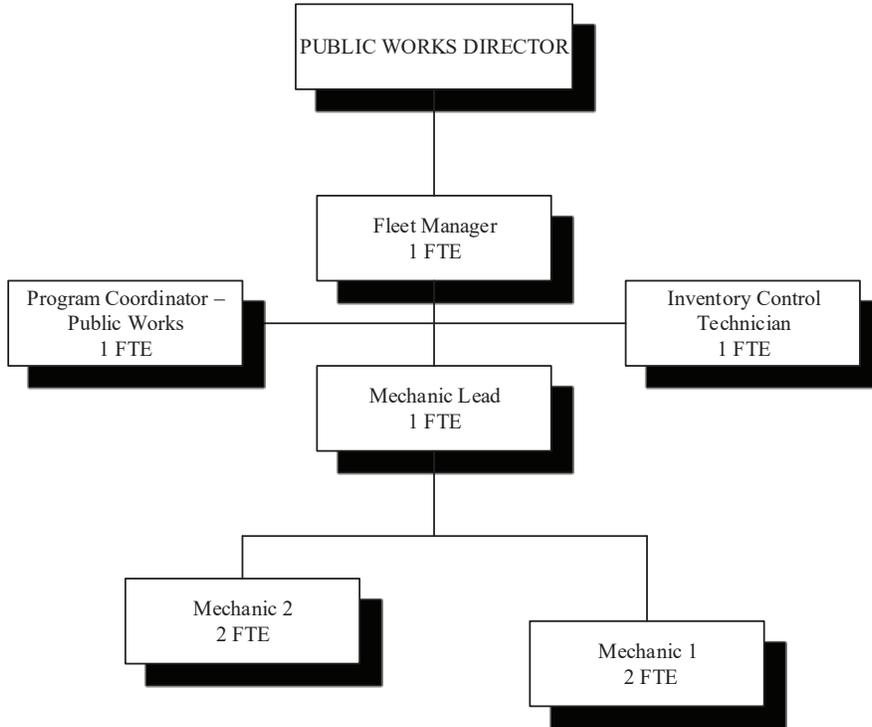


Garage Fund

- Fleet Maintenance

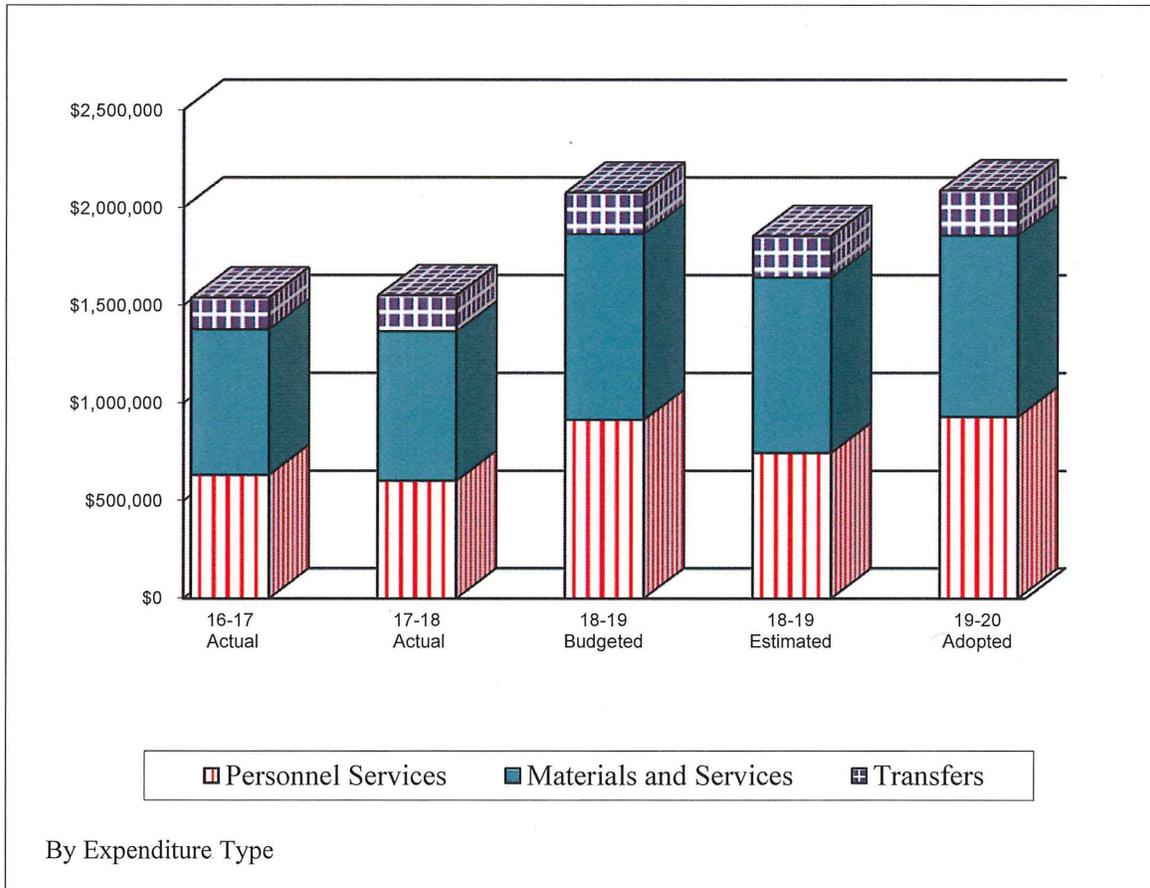
Garage Fund

FY 2019-20 BUDGETED POSITIONS



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2019-20 BUDGET

GARAGE FUND
ADOPTED FY 2019-20



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2019-20 BUDGET

GARAGE FUND
SUMMARY OF REVENUES AND EXPENDITURES
AND OTHER FINANCING SOURCES & USES

	<u>FY 2016-17</u> <u>Actual</u>	<u>FY 2017-18</u> <u>Actual</u>	<u>FY 2018-19</u> <u>Budgeted</u>	<u>FY 2018-19</u> <u>Estimated</u>	<u>FY 2019-20</u> <u>Adopted</u>
Revenues:					
Interest on investments	\$1,630	\$2,085	\$3,500	\$3,500	\$3,900
Miscellaneous	9,326	42,587	0	5,248	100
Sub Total Revenues	<u>\$10,956</u>	<u>\$44,672</u>	<u>\$3,500</u>	<u>\$8,748</u>	<u>\$4,000</u>
Expenditures:					
Personnel services	\$632,938	\$602,853	\$913,887	\$745,549	\$929,486
Materials & services	744,941	764,897	950,861	897,673	928,944
Capital outlay	0	0	50,034	50,034	0
Sub Total Expenditures	<u>\$1,377,879</u>	<u>\$1,367,750</u>	<u>\$1,914,782</u>	<u>\$1,693,256</u>	<u>\$1,858,430</u>
Revenues Over/Under Expenditures	(\$1,366,923)	(\$1,323,078)	(\$1,911,282)	(\$1,684,508)	(\$1,854,430)
Other financing sources (uses):					
Transfers in	\$1,533,123	\$1,568,065	\$2,026,908	\$2,026,908	\$1,865,479
Transfers out	(161,059)	(183,223)	(211,548)	(211,548)	(230,104)
Total Other Financing Sources (Uses):	<u>\$1,372,064</u>	<u>\$1,384,842</u>	<u>\$1,815,360</u>	<u>\$1,815,360</u>	<u>\$1,635,375</u>
Net Change in Fund Balance	\$5,141	\$61,764	(\$95,922)	\$130,852	(\$219,055)
Fund Balance/Working Capital Beginning of Year	<u>98,174</u>	<u>103,315</u>	<u>165,079</u>	<u>165,079</u>	<u>295,931</u>
Fund Balance (Contingency)/Working Capital End of Year	<u>\$103,315</u>	<u>\$165,079</u>	<u>\$69,157</u>	<u>\$295,931</u>	<u>\$76,876</u>

Contingency for FY 2019-20 adopted budget is available for appropriation upon the City Council's approval. This fund is an internal service fund and relies on charges for services provided to the City's various operating funds. Unlike operating funds, it is not necessary to maintain high contingency balances from year to year. The contingency policy is to maintain a target of 4% of operating expenses in contingency. The fund's contingency is \$76,876 which is 3.7% of operating expenditures.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2019-20 BUDGET

FUND: 602 GARAGE	DEPARTMENT: PUBLIC WORKS
DEPARTMENT HEAD: 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	8.00
PERSONNEL SERVICES	\$632,938	\$602,853	\$913,887	\$929,486	\$929,486
MATERIALS & SERVICES	744,941	764,897	950,861	928,944	928,944
CAPITAL OUTLAY	0	0	50,034	0	0
TRANSFERS	161,059	183,223	211,548	230,104	230,104
CONTINGENCY	0	0	69,157	76,876	76,876
TOTAL	\$1,538,938	\$1,550,973	\$2,195,487	\$2,165,410	\$2,165,410

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	\$295,931
Miscellaneous Revenues	10,953	44,670	3,500	4,000	4,000
Operating Transfers	1,533,123	1,568,065	2,026,908	1,865,479	1,865,479

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

FUND: 602 GARAGE	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0762 FLEET MAINTENANCE	PROGRAM MANAGER: 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).

Program Objective:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Adopted
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.

Performance Measures:	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Budgeted/Revised	FY 2019-20 Adopted
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

FUND: 602 GARAGE	DEPARTMENT: PUBLIC WORKS
PROGRAM: 0762 FLEET MAINTENANCE	PROGRAM MANAGER: 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:

