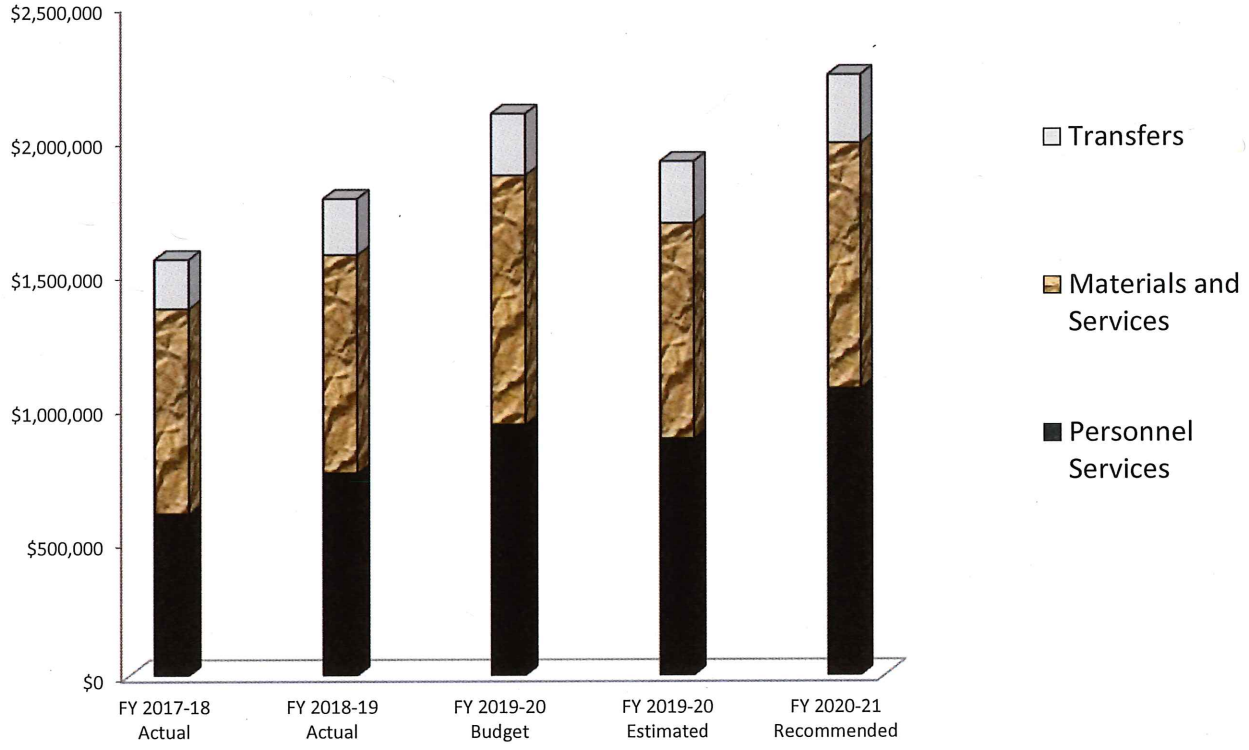
Garage Fund

GARAGE FUND

RECOMMENDED FY 20-21



CITY OF BEAVERTON
BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21
With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund: **Garage**

CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Personnel Services	$602,853	$754,310	$934,800	$881,428	$1,069,588	14.42%
Materials and Services	764,897	813,593	928,944	803,690	914,247	-1.58%
Transfers	183,223	209,478	230,104	230,104	254,127	10.44%
SUB-TOTAL	$1,550,973	$1,827,146	$2,093,848	$1,915,222	$2,328,962	
Contingency			59,591		86,454	
TOTAL	$1,550,973	$1,827,146	$2,153,439	$1,915,222	$2,415,416	
FTE's	6.00	8.00	8.00		9.00	

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

Personnel services:
FY 2020-21 reflects an increase of 1.0 FTE for a Fleet Services Technician. Budget also includes step increases, COLA increases for SEIU and management at 2.60%. Also shown are medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

Materials and services:
No significant change

Transfers:
No significant change

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND:	DEPARTMENT:
602 GARAGE	PUBLIC WORKS
	DEPARTMENT HEAD: CHAD LYNN

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 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	6.00	8.00	8.00	9.00	0.00
PERSONNEL SERVICES	$602,853	$754,310	$934,800	$1,069,588	$0
MATERIALS & SERVICES	764,897	813,593	928,944	914,247	0
CAPITAL OUTLAY	0	49,765	0	91,000	0
TRANSFERS	183,223	209,478	230,104	254,127	0
CONTINGENCY	0	0	59,591	86,454	0
TOTAL	**$1,550,973**	**$1,827,146**	**$2,153,439**	**$2,415,416**	**$0**

Funding Sources:	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
Beginning Working Capital	$103,315	$165,079	$283,960	$259,527	$0
Miscellaneous Revenues	44,670	14,997	4,000	2,100	0
Operating Transfers	1,568,065	1,931,029	1,865,479	2,153,789	0

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 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 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Proposed**
Number of Fleet Vehicles Maintained	218	222	220 / 221	227
Number of Equipment Units Maintained (Includes Off Highway, Trailers, Attachments, Vehicles over 26,000 GVWR)	133	132	135 / 140	145
Number of Small Equipment Units Maintained (Includes all 900 series numbered assets, Non- roadable) (New Measure)	195	213	213 / 221	229
Number of Vehicles Requiring DEQ Inspection	203	206	207 / 204	210
Labor Hours For Unscheduled Repairs	1,178	1,302	1,350 / 1,370	1,400

Performance Measures:	**FY 2017-18 Actual**	**FY 2018-19 Actual**	**FY 2019-20 Budgeted/Revised**	**FY 2020-21 Proposed**
Number of Fleet Vehicles/Equipment per Mechanic	87.7	86.7	87.5 / 90.2	93.0
Number of DEQ Inspections Completed (Discontinued Measure)	67	83	61 / 58	N/A
Total Number of Jobs Completed from all Work Orders	5,190	4,342	5,150 / 5,842	5,950
Average Number of Work Orders per Vehicles / Equipment	15.2	12.5	14.7 / 16.2	16.0
Average Number of Preventative Maintenance Services Performed	1,240	966	1,500 / 812	1,200
Number Of Hybrid/Electric Vehicles/ Equipment (New Measure)			19	35

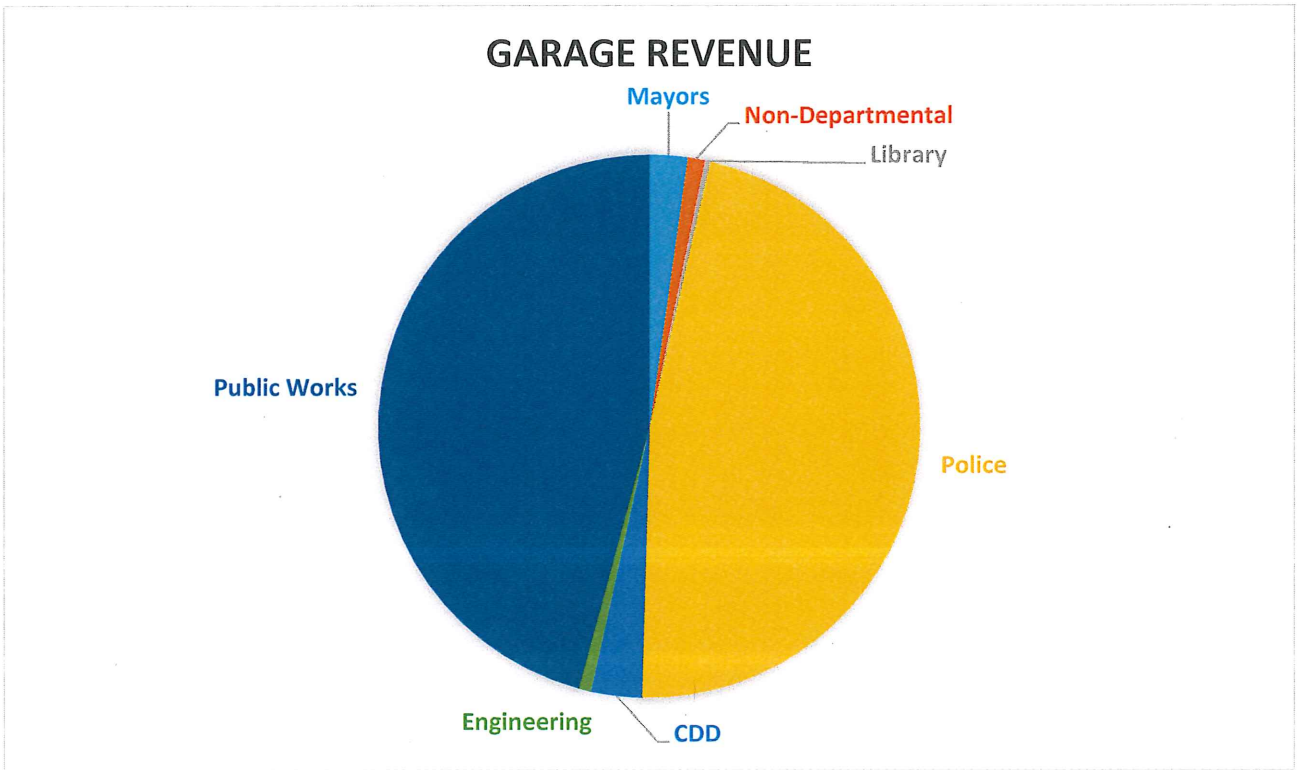
CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

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:



BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND DEPT: 03 REVENUE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 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														
	-103,315		-165,079		-283,960		-283,960	-283,960	-189,079		-259,527			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL														
	-103,315		-165,079		-283,960		-283,960	-283,960	-189,079		-259,527			
CLASS: 35 MISCELLANEOUS REVENUES														
382 SALE OF CITY OR BURA PROPERTY														
	-37,778		-11,409				-21,110	-21,110						
384 INVESTMENT INTEREST EARNINGS														
	-2,085		-1,422		-3,900		-3,310	-4,200	-3,000		-2,100			
389 MISCELLANEOUS REVENUES														
	-2,545		-606		-100									
399 REIMBURSEMENTS - OTHER														
	-50		-164											
757 MED/LIFE INS PREM REFUND DISTRIBUTION														
	-2,212		-1,396											
TOTAL CLASS: 35 MISCELLANEOUS REVENUES														
	-44,670		-14,997		-4,000		-24,420	-25,310	-3,000		-2,100			
CLASS: 40 INTERFUND TRANSFERS/LOANS														
411 TRSFRS FROM GENERAL FUND														
	-907,338		-1,091,544		-1,079,225		-587,827	-1,079,225	-1,207,634		-1,207,180			
412 TRSFRS FROM STREET FUND														
	-207,227		-289,141		-266,067		-154,471	-266,067	-341,584		-341,584			
419 TRSFRS FROM WATER FUND														
	-112,814		-123,244		-134,214		-96,572	-134,214	-149,816		-149,816			
421 TRSFRS FROM SEWER FUND														
	-123,957		-156,272		-147,652		-73,324	-147,652	-169,641		-169,641			
428 TRSFR FR BUILDING OPERATING FD														

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND DEPT: 03 REVENUE

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	-41,057		-38,520		-48,863		-28,472	-48,863	-46,431		-46,431			
430	TRANSFER FROM LIBRARY FUND													
	-5,635		-12,852		-6,702		-8,728	-6,702	-15,250		-15,250			
440	TRSFRS FR STREET LIGHTING FUND													
	-16,392		-20,054											
441	TRSFRS FR STORM DRAIN FUND													
	-153,645		-199,402		-182,756		-113,156	-182,756	-223,887		-223,887			
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS														
	-1,568,065		-1,931,029		-1,865,479		-1,062,550	-1,865,479	-2,154,243		-2,153,789			
TOTAL DEPARTMENT: 03 REVENUE														
	-1,716,050		-2,111,105		-2,153,439		-1,370,930	-2,174,749	-2,346,322		-2,415,416			

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 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														
			53,473	1.00	73,927	1.00	58,401	74,186	84,790	1.00	81,698	1.00		
136 FLEET MANAGER														
	96,443	1.00	98,671	1.00	111,590	1.00	87,362	111,684	118,253	1.00	118,253	1.00		
155 MECHANIC LEAD														
	63,434	1.00	53,928	1.00	65,010	1.00	49,594	65,508	71,438	1.00	70,862	1.00		
163 MECHANIC 2														
	124,961	2.00	93,906	2.00	127,893	2.00	79,683	109,351	138,667	2.00	137,133	2.00		
188 INVENTORY CONTROL TECHNICIAN														
			44,211	1.00	58,417	1.00	47,306	61,321	67,444	1.00	63,438	1.00		
195 MECHANIC 1														
	97,575	2.00	90,678	2.00	106,358	2.00	80,723	104,932	114,519	2.00	162,542	3.00		
275 TEMPORARY EMPLOYEES														
	3,908		15,895											
299 PAYROLL TAXES AND FRINGES														
	216,532		303,548		391,605		281,382	354,446	390,753		435,662			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	602,853	6.00	754,310	8.00	934,800	8.00	684,451	881,428	985,864	8.00	1,069,588	9.00		
CLASS: 10 MATERIALS & SERVICES														
304 DEPARTMENT EQUIPMENT EXPENSE														
	12,502		51,127		19,600		8,658	8,552	15,000		24,700			
305 SPECIAL DEPARTMENT SUPPLIES														
	21,447		20,060		21,000		18,598	22,500	23,000		23,000			
306 NON-FLEET EQUIPMENT														
	1,156		1,563		2,000			1,000	2,000		2,000			
307 MEMBERSHIP FEES														
	724		300		920		300	920	920		920			
308 PERIODICALS & SUBSCRIPTIONS														

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
					200		94	94	200		200			
317 COMPUTER EQUIPMENT														
	661		1,303				16		929		929			
321 TRAVEL,TRAINING & SUBSISTENCE														
	7,402		12,871		15,400		8,465	14,000	15,000		15,000			
331 VEHICLE EXPENSE														
	127,207		108,440		185,500		129,313	155,000	196,000		196,000			
332 VEHICLE FUEL														
	390,448		431,403		450,000		425,000	400,000	460,000		410,000			
361 UNIFORMS & SPECIAL CLOTHING														
			5,046		6,000		3,864	6,000	6,000		6,500			
371 EQUIPMENT OPER & MAINT EXPENSE														
	85,790		65,717		107,700		57,809	80,000	114,000		114,000			
481 OTHER EXPENSES														
	362		1,257		624		40	624	648		998			
511 PROFESSIONAL SERVICES														
	117,198		114,506		120,000		85,974	115,000	120,000		120,000			
TOTAL CLASS: 10 MATERIALS & SERVICES														
	764,897		813,593		928,944		738,131	803,690	953,697		914,247			
CLASS: 15 CAPITAL OUTLAY														
671 EQUIPMENT														
			49,765						91,000		91,000			
TOTAL CLASS: 15 CAPITAL OUTLAY														
			49,765						91,000		91,000			
CLASS: 25 TRANSFERS														
804 TRSFR - OPERATIONS ADMIN														
	86,072		106,201		110,266		91,888	110,266	134,966		132,927			
805 TRSFR TO G/F BLDG MAINT														

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 602 GARAGE FUND

DEPT: 85 PUBLIC WORKS - OPERATIONS

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
	4,454		4,335		4,596		3,830	4,596	6,299		6,299			
818 TRSFRS TO ISD-ALLOCATED														
	45,699		51,944		56,495		47,079	56,495	54,750		56,154			
819 TRSFRS TO INSURANCE FUND														
	46,998		46,998		58,747		48,956	58,747	58,747		58,747			
TOTAL CLASS: 25 TRANSFERS														
	183,223		209,478		230,104		191,753	230,104	254,762		254,127			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
991 CONTINGENCY - UNRESERVED														
					59,591				60,999		86,454			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES														
					59,591				60,999		86,454			
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS														
	1,550,973	6.00	1,827,146	8.00	2,153,439	8.00	1,614,335	1,915,222	2,346,322	8.00	2,415,416	9.00		

GARAGE FUND
FY 2019-20 ADOPTED

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
49	PROG COORDINATOR -PUBLIC WORKS	1.00	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	1.00	1.00					1.00
195	MECHANIC 1	2.00	2.00					2.00
	Total	**8.00**	**8.00**	**0.00**	**0.00**	**0.00**	**0.00**	**8.00**

FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
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	1.00 [a]				3.00
	Total	**8.00**	**1.00**	**0.00**	**0.00**	**0.00**	**9.00**

[a] FY 2020-21 proposes a new 1 FTE Mechanic 1 position.

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 BEGINNING WORKING CAPITAL													
301 BEGINNING WORKING CAPITAL													
	103,315		165,079		283,960		283,960	189,079		259,527			
TOTAL CLASS: 05 BEGINNING WORKING CAPITAL													
	103,315		165,079		283,960		283,960	189,079		259,527			
CLASS: 35 MISCELLANEOUS REVENUES													
382 SALE OF CITY OR BURA PROPERTY													
	37,778		11,409				21,110						
384 INVESTMENT INTEREST EARNINGS													
	2,085		1,422		3,900		4,200	3,000		2,100			
389 MISCELLANEOUS REVENUES													
	2,545		606		100								
399 REIMBURSEMENTS - OTHER													
	50		164										
757 MED/LIFE INS PREM REFUND DISTRIBUTION													
	2,212		1,396										
TOTAL CLASS: 35 MISCELLANEOUS REVENUES													
	44,670		14,997		4,000		25,310	3,000		2,100			
CLASS: 40 INTERFUND TRANSFERS/LOANS													
411 TRSFRS FROM GENERAL FUND													
	907,338		1,091,544		1,079,225		1,079,225	1,207,634		1,207,180			
412 TRSFRS FROM STREET FUND													
	207,227		289,141		266,067		266,067	341,584		341,584			
419 TRSFRS FROM WATER FUND													
	112,814		123,244		134,214		134,214	149,816		149,816			
421 TRSFRS FROM SEWER FUND													
	123,957		156,272		147,652		147,652	169,641		169,641			
428 TRSFR FR BUILDING OPERATING FD													
	41,057		38,520		48,863		48,863	46,431		46,431			
430 TRANSFER FROM LIBRARY FUND													
	5,635		12,852		6,702		6,702	15,250		15,250			
440 TRSFRS FR STREET LIGHTING FUND													
	16,392		20,054										
441 TRSFRS FR STORM DRAIN FUND													
	153,645		199,402		182,756		182,756	223,887		223,887			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION / JUSTIFICATIONS
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% FY 20-21 BUDGETED INTEREST EARNINGS ARE BASED UPON 1.40% $2,100
389	MISCELLANEOUS REVENUES
399	REIMBURSEMENTS - OTHER
757	MED/LIFE INS PREM REFUND DISTRIBUTION MODA MEDICAL INSURANCE PREMIUM EXPERIENCE REBATE DISTRIBUTION TO OPERATING FUNDS
411	TRSFRS FROM GENERAL FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) $1,207,180
412	TRSFRS FROM STREET FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) $341,584
419	TRSFRS FROM WATER FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) $149,816
421	TRSFRS FROM SEWER FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) $169,641
428	TRSFR FR BUILDING OPERATING FD CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) $46,431
430	TRANSFER FROM LIBRARY FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) $15,250
440	TRSFRS FR STREET LIGHTING FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS)
441	TRSFRS FR STORM DRAIN FUND CHARGES FOR FLEET SERVICES (FUEL & REPAIRS) $223,887

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
TOTAL CLASS: 40 INTERFUND TRANSFERS/LOANS													
	1,568,065		1,931,029		1,865,479		1,865,479	2,154,243		2,153,789			
TOTAL PROGRAM: 0000 UNRESTRICTED													
	1,716,050		2,111,105		2,153,439		2,174,749	2,346,322		2,415,416			
TOTAL DEPARTMENT: 03 REVENUE													
	1,716,050		2,111,105		2,153,439		2,174,749	2,346,322		2,415,416			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

City of Beaverton - Finance
Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
CLASS: 05 PERSONNEL SERVICES													
049 PROG COORDINATOR -PUBLIC WORKS			53,473	1.00	73,927	1.00	74,186	84,790	1.00	81,698	1.00		
136 FLEET MANAGER	96,443	1.00	98,671	1.00	111,590	1.00	111,684	118,253	1.00	118,253	1.00		
155 MECHANIC LEAD	63,434	1.00	53,928	1.00	65,010	1.00	65,508	71,438	1.00	70,862	1.00		
163 MECHANIC 2	124,961	2.00	93,906	2.00	127,893	2.00	109,351	138,667	2.00	137,133	2.00		
188 INVENTORY CONTROL TECHNICIAN			44,211	1.00	58,417	1.00	61,321	67,444	1.00	63,438	1.00		
195 MECHANIC 1	97,575	2.00	90,678	2.00	106,358	2.00	104,932	114,519	2.00	162,542	3.00		
275 TEMPORARY EMPLOYEES	3,908		15,895										
299 PAYROLL TAXES AND FRINGES	216,532		303,548		391,605		354,446	390,753		435,662			
TOTAL CLASS: 05 PERSONNEL SERVICES	602,853	6.00	754,310	8.00	934,800	8.00	881,428	985,864	8.00	1,069,588	9.00		
CLASS: 10 MATERIALS & SERVICES													
304 DEPARTMENT EQUIPMENT EXPENSE	12,502		51,127		19,600		8,552	15,000		24,700			
305 SPECIAL DEPARTMENT SUPPLIES	21,447		20,060		21,000		22,500	23,000		23,000			
306 NON-FLEET EQUIPMENT	1,156		1,563		2,000		1,000	2,000		2,000			
307 MEMBERSHIP FEES	724		300		920		920	920		920			
308 PERIODICALS & SUBSCRIPTIONS					200		94	200		200			

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 FY 2019-20 AND FY 2020-21 REFLECT 120 HRS PTO CASH-IN. FY 2019-20 ESTIMATE AND FY 2020-21 REFLECT POSITION'S SALARY GRADE INCREASED FROM 13 TO 14 PER AGENDA BILL APPROVED BY COUNCIL2/18/2020.
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 FY 2020-21 REFLECTS A NEW 1 FTE MECHANIC 1 POSITION TO START 8/1/2020.
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 OF7.65% 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$4,000 MISCELLANEOUS HAND TOOLS AND BROKEN TOOL REPLACEMENT$3,000 ONLINE REPAIR MANUALS SUBSCRIPTION $2,000 SCAN TOOL LICENSE FEES $6,000 FOR NEW MECHANIC 1 POSITION: TOOLBOX AND HAND TOOLS$9,700
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 MAINTENANCE CHARGED TO WORK ORDERS $23,000
306	NON-FLEET EQUIPMENT PARTS, REPAIRS AND MODIFICATION TO NON-FLEET EQUIPMENT. FUNDING FOR THIS ACCOUNT IS INCLUDED IN THE CHARGES TO OTHER FUNDS$2,000
307	MEMBERSHIP FEES COLUMBIA-WILLAMETTE CLEAN CITIES COALITION $300 NAFA FLEET MANAGEMENT ASSOCIATION MEMBERSHIP$500 PACIFIC FLEET MANAGERS ASSOCIATION$120
308	PERIODICALS & SUBSCRIPTIONS APWA CONTINUDED LEARNING $200

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
317 COMPUTER EQUIPMENT													
	661		1,303					929		929			
321 TRAVEL,TRAINING & SUBSISTENCE													
	7,402		12,871		15,400		14,000	15,000		15,000			
331 VEHICLE EXPENSE													
	127,207		108,440		185,500		155,000	196,000		196,000			
332 VEHICLE FUEL													
	390,448		431,403		450,000		400,000	460,000		410,000			
361 UNIFORMS & SPECIAL CLOTHING													
			5,046		6,000		6,000	6,000		6,500			
371 EQUIPMENT OPER & MAINT EXPENSE													
	85,790		65,717		107,700		80,000	114,000		114,000			
481 OTHER EXPENSES													
	362		1,257		624		624	648		998			
511 PROFESSIONAL SERVICES													
	117,198		114,506		120,000		115,000	120,000		120,000			
TOTAL CLASS: 10 MATERIALS & SERVICES													
	764,897		813,593		928,944		803,690	953,697		914,247			
CLASS: 15 CAPITAL OUTLAY													
671 EQUIPMENT													
			49,765					91,000		91,000			
TOTAL CLASS: 15 CAPITAL OUTLAY													
			49,765					91,000		91,000			
CLASS: 25 TRANSFERS													
804 TRSFR - OPERATIONS ADMIN													
	86,072		106,201		110,266		110,266	134,966		132,927			
805 TRSFR TO G/F BLDG MAINT													
	4,454		4,335		4,596		4,596	6,299		6,299			
818 TRSFRS TO ISD-ALLOCATED													
	45,699		51,944		56,495		56,495	54,750		56,154			

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION / JUSTIFICATIONS
317	COMPUTER EQUIPMENT MONITOR $114 DESKTOP PC $730 UPS $85
321	TRAVEL,TRAINING & SUBSISTENCE TRAVEL AND SUBSISTENCE TO SUPPORT TRAINING TRAINING TO KEEP UP WITH CHANGING AUTOMOTIVE/EQUIPMENT TECHNOLOGY$6,400 RTA USERS TRAINING$4,600 ELGIN SWEEPER TRAINING $2,000 GRENN FLEET EXPO $2,000
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 $196,000 COSTS DOWN DUE TO FLEET MACHANIC 2 VACANCY
332	VEHICLE FUEL FUEL FOR ALL CITY VEHICLES AND EQUIPMENT. REFLECTS OREGON FUEL TAX INCREASE .02 CENTS USAGE UP 200 GALLONS OVER 2018 CAL YR AV COST PER GAL UP .01 CENT $410,000
361	UNIFORMS & SPECIAL CLOTHING RAIN GEAR AND SAFETY GEAR $1,000 UNIFORMS FOR STAFF - SHOP RAGS AND POLISHING TOWELS$5,000 FOR NEW MECHANIC 1 POSITION: RAIN GEAR AND SAFETY GEAR $500
371	EQUIPMENT OPER & MAINT EXPENSE PARTS AND REPAIRS FOR CITY EQUIPMENT & PREPARE NEW EQUIPMENT FOR SERVICE ADD 3% FOR INFLATION ADD 3% FOR ADDITIONAL EQUIPMENT PURCHASED AND AGING$114,000 COSTS DOWN DUE TO FLEET MACHANIC 2 VACANCY
481	OTHER EXPENSES NEW EMPLOYEE CDL $400 NEW MOTORCYCLE ENDORSEMENT LICENSE RENEWALS $248 FOR NEW MECHANIC 1 POSITION: CDL $350
511	PROFESSIONAL SERVICES OUTSIDE REPAIRS AND MAINTENANCE SERVICE ON THE CITY'S FLEET ANNUAL AERIAL, DIELECTRIC AND CRANE INSPECTIONS$120,000
671	EQUIPMENT PURCHASE FUEL MANAGMENT SYSTEM-REPLACE OUTDATED FUEL CARD READER SYSTEM$91,000 CURRENT SYSTEM IS ANOLOG
804	TRSFR - OPERATIONS ADMIN ALLOCATION OF SERVICES PROVIDED BY THE PUBLIC WORKS ADMINISTRATION FUND $132,927
805	TRSFR TO G/F BLDG MAINT ALLOCATION OF BUILDING MAINTENANCE SERVICES PROVIDED BY THE GENERAL FUND $6,299
818	TRSFRS TO ISD-ALLOCATED ALLOCATION OF SERVICES PROVIDED BY THE INFORMATION SYSTEMS FUND$46,154 SOFTWARE MAINTENANCE COSTS - RTA FLEET SOFTWARE SYSTEM$10,000

BP WORKSHEET & JUSTIFICATION

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

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
819 TRSFRS TO INSURANCE FUND	46,998		46,998		58,747		58,747	58,747		58,747			
TOTAL CLASS: 25 TRANSFERS	183,223		209,478		230,104		230,104	254,762		254,127			
CLASS: 30 FUND BAL/CONTINGENCY/RESERVES													
991 CONTINGENCY - UNRESERVED					59,591			60,999		86,454			
TOTAL CLASS: 30 FUND BAL/CONTINGENCY/RESERVES					59,591			60,999		86,454			
TOTAL PROGRAM: 0762 FLEET MAINTENANCE	1,550,973	6.00	1,827,146	8.00	2,153,439	8.00	1,915,222	2,346,322	8.00	2,415,416	9.00		
TOTAL DEPARTMENT: 85 PUBLIC WORKS - OPERATIONS	1,550,973	6.00	1,827,146	8.00	2,153,439	8.00	1,915,222	2,346,322	8.00	2,415,416	9.00		
TOTAL FUND: 602 GARAGE FUND	1,550,973	6.00	1,827,146	8.00	2,153,439	8.00	1,915,222	2,346,322	8.00	2,415,416	9.00		

BP WORKSHEET & JUSTIFICATION

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

OBJ	OBJECT DESCRIPTION JUSTIFICATIONS
819	TRSFRS TO INSURANCE FUND ALLOCATION OF CHARGES FOR GENERAL LIABILITY AND PROPERTY INSURANCE. $58,747
991	CONTINGENCY - UNRESERVED

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:06 AM

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	2,159	21		72,801	1,047		338	74,186	49,475	123,661
602-85-0762-05-136	FLEET MANAGER	1.00	2,218			107,888			3,796	111,684	72,671	184,355
602-85-0762-05-155	MECHANIC LEAD	1.00	2,101	28		64,003	1,227		278	65,508	46,828	112,336
602-85-0762-05-163	MECHANIC 2	2.00	3,421	68		104,093	3,024		2,234	109,351	59,254	168,605
602-85-0762-05-188	INVENTORY CONTROL TECHNICIAN	1.00	2,202	36		59,719	1,452		150	61,321	36,831	98,152
602-85-0762-05-195	MECHANIC 1	2.00	4,210	62		102,400	2,081		451	104,932	89,387	194,319
	FLEET MAINTENANCE	8.00	16,311	215		510,904	8,831		7,247	526,982	354,446	881,428
	**** DEPARTMENT TOTAL ****	8.00	16,311	215		510,904	8,831		7,247	526,982	354,446	881,428

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

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	2,212	21		80,305	1,100		293	81,698	54,359	136,057
602-85-0762-05-136	FLEET MANAGER	1.00	2,208			110,193			8,060	118,253	76,771	195,024
602-85-0762-05-155	MECHANIC LEAD	1.00	2,112	28		69,237	1,344		281	70,862	50,923	121,785
602-85-0762-05-163	MECHANIC 2	2.00	4,224	68		131,071	3,118		2,944	137,133	72,012	209,145
602-85-0762-05-188	INVENTORY CONTROL TECHNICIAN	1.00	2,112	36		61,753	1,535		150	63,438	39,320	102,758
602-85-0762-05-195	MECHANIC 1	3.00	6,128	62		159,697	2,339		506	162,542	142,277	304,819
	FLEET MAINTENANCE	9.00	18,996	215		612,256	9,436		12,234	633,926	435,662	1,069,588
	**** DEPARTMENT TOTAL ****	9.00	18,996	215		612,256	9,436		12,234	633,926	435,662	1,069,588

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