

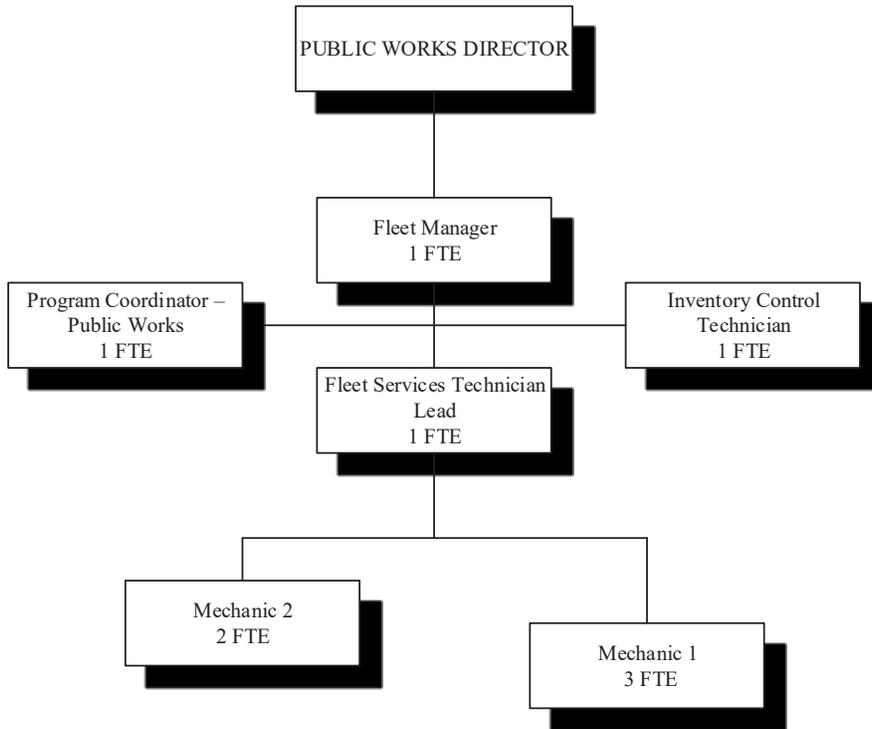


Garage Fund

- Fleet Maintenance

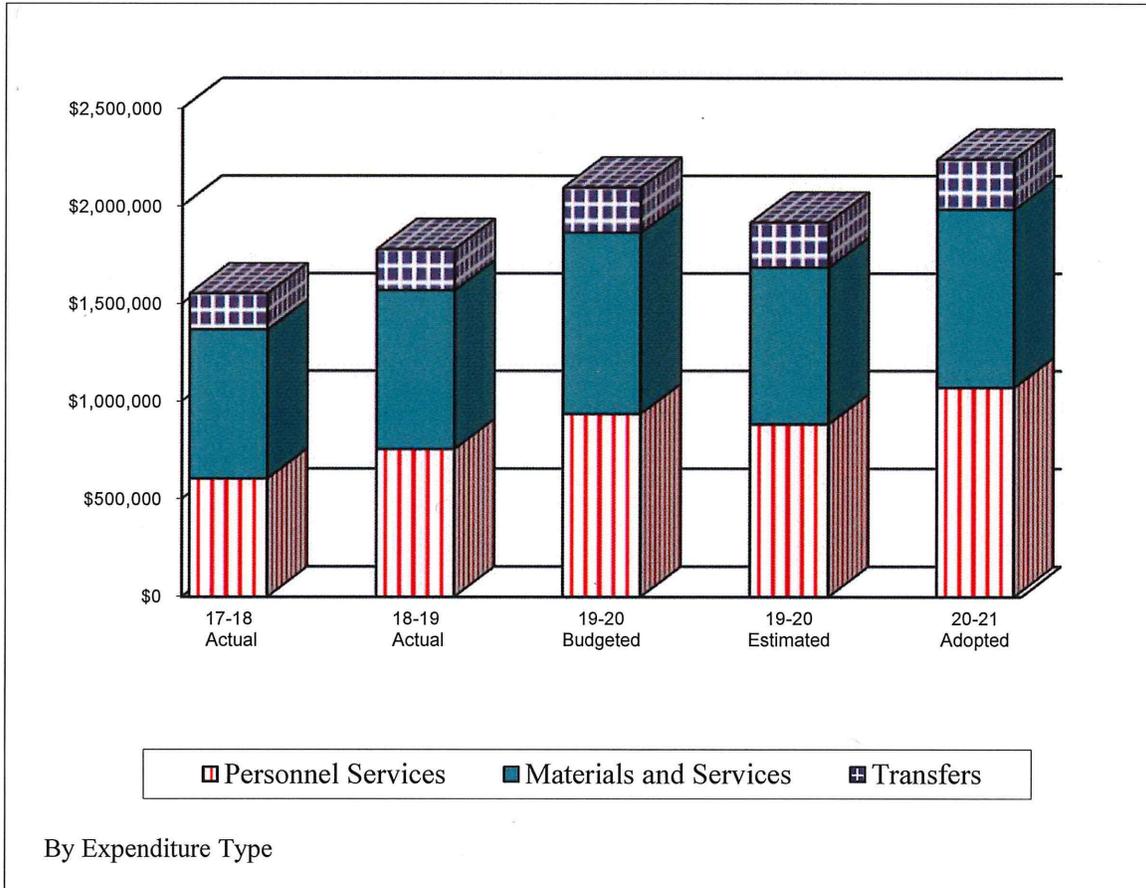
Garage Fund

FY 2020-21 BUDGETED POSITIONS



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

GARAGE FUND
ADOPTED FY 2020-21



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

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

	<u>FY 2017-18 Actual</u>	<u>FY 2018-19 Actual</u>	<u>FY 2019-20 Budgeted</u>	<u>FY 2019-20 Estimated</u>	<u>FY 2020-21 Adopted</u>
Revenues:					
Interest on investments	\$2,085	\$1,422	\$3,900	\$4,200	\$2,100
Miscellaneous	42,587	13,576	100	21,110	0
Sub Total Revenues	<u>\$44,672</u>	<u>\$14,998</u>	<u>\$4,000</u>	<u>\$25,310</u>	<u>\$2,100</u>
Expenditures:					
Personnel services	\$602,853	\$754,310	\$934,800	\$881,428	\$1,069,588
Materials & services	764,897	813,593	928,944	803,690	914,247
Capital outlay	0	49,765	0	0	91,000
Sub Total Expenditures	<u>\$1,367,750</u>	<u>\$1,617,668</u>	<u>\$1,863,744</u>	<u>\$1,685,118</u>	<u>\$2,074,835</u>
Revenues Over/Under Expenditures	(\$1,323,078)	(\$1,602,670)	(\$1,859,744)	(\$1,659,808)	(\$2,072,735)
Other financing sources (uses):					
Transfers in	\$1,568,065	\$1,931,029	\$1,865,479	\$1,865,479	\$2,153,789
Transfers out	(183,223)	(209,478)	(230,104)	(230,104)	(254,127)
Total Other Financing Sources (Uses):	<u>\$1,384,842</u>	<u>\$1,721,551</u>	<u>\$1,635,375</u>	<u>\$1,635,375</u>	<u>\$1,899,662</u>
Net Change in Fund Balance	\$61,764	\$118,881	(\$224,369)	(\$24,433)	(\$173,073)
Fund Balance/Working Capital Beginning of Year	<u>103,315</u>	<u>165,079</u>	<u>283,960</u>	<u>283,960</u>	<u>259,527</u>
Fund Balance (Contingency)/Working Capital End of Year	<u>\$165,079</u>	<u>\$283,960</u>	<u>\$59,591</u>	<u>\$259,527</u>	<u>\$86,454</u>

Contingency for FY 2020-21 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 on a budgetary basis and 8% on an actual basis. The fund's contingency is \$86,454 which is 4.17% of operating expenditures.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET

FUND: 602 GARAGE	DEPARTMENT: 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	9.00
PERSONNEL SERVICES	\$602,853	\$754,310	\$934,800	\$1,069,588	\$1,069,588
MATERIALS & SERVICES	764,897	813,593	928,944	914,247	914,247
CAPITAL OUTLAY	0	49,765	0	91,000	91,000
TRANSFERS	183,223	209,478	230,104	254,127	254,127
CONTINGENCY	0	0	59,591	86,454	86,454
TOTAL	\$1,550,973	\$1,827,146	\$2,153,439	\$2,415,416	\$2,415,416

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	\$259,527
Miscellaneous Revenues	44,670	14,997	4,000	2,100	2,100
Operating Transfers	1,568,065	1,931,029	1,865,479	2,153,789	2,153,789

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 Adopted
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 Adopted
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:

