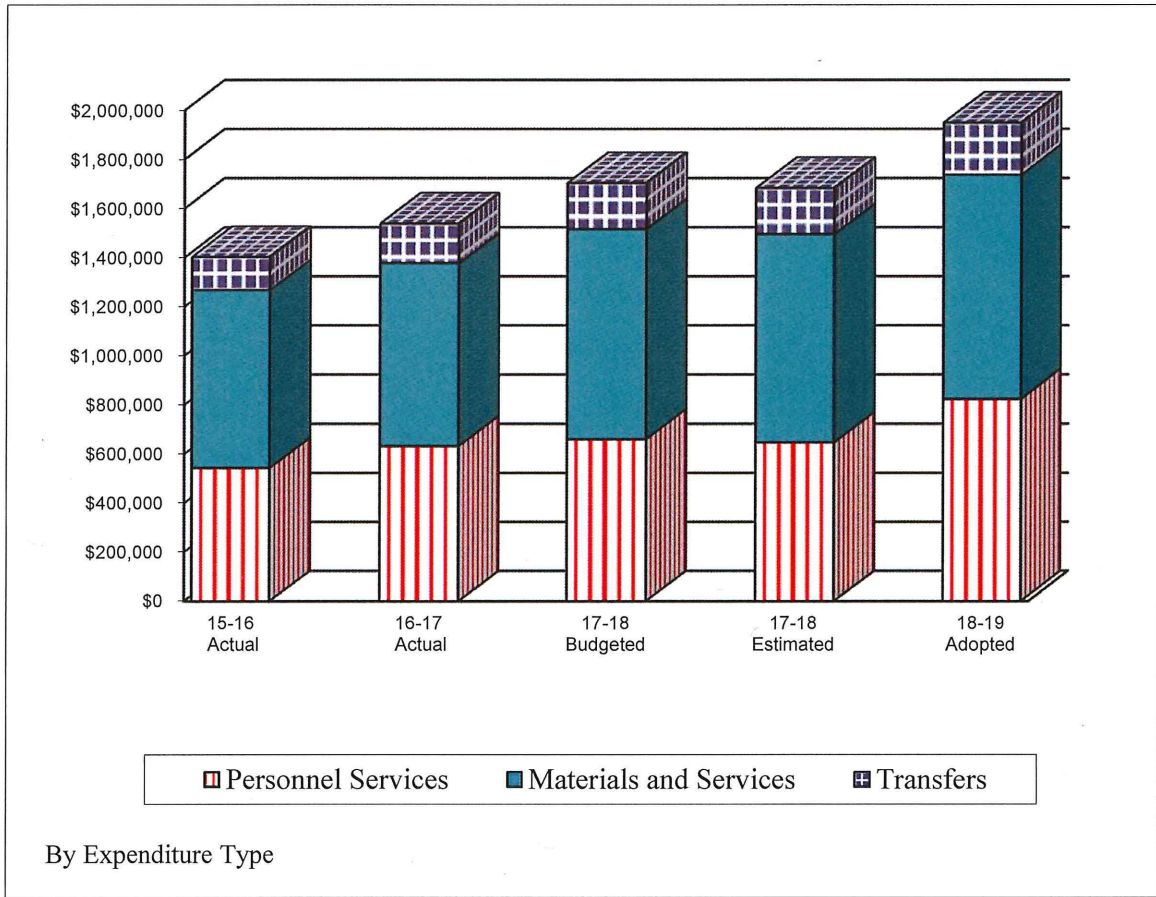


CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

GARAGE FUND
ADOPTED FY 2018-19



CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 BUDGET

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

	<u>FY 2015-16 Actual</u>	<u>FY 2016-17 Actual</u>	<u>FY 2017-18 Budgeted</u>	<u>FY 2017-18 Estimated</u>	<u>FY 2018-19 Adopted</u>
Revenues:					
Interest on investments	\$1,009	\$1,630	\$1,400	\$1,400	\$3,500
Miscellaneous	21,466	9,326	0	24,912	0
Sub Total Revenues	<u>\$22,475</u>	<u>\$10,956</u>	<u>\$1,400</u>	<u>\$26,312</u>	<u>\$3,500</u>
Expenditures:					
Personnel services	\$543,551	\$632,938	\$660,658	\$647,539	\$824,435
Materials & services	724,779	744,941	855,975	848,081	913,320
Capital outlay	0	0	0	0	0
Sub Total Expenditures	<u>\$1,268,330</u>	<u>\$1,377,879</u>	<u>\$1,516,633</u>	<u>\$1,495,620</u>	<u>\$1,737,755</u>
Revenues Over/Under Expenditures	(\$1,245,855)	(\$1,366,923)	(\$1,515,233)	(\$1,469,308)	(\$1,734,255)
Other financing sources (uses):					
Transfers in	\$1,409,679	\$1,533,123	\$1,651,974	\$1,651,974	\$1,887,422
Transfers out	(134,515)	(161,059)	(187,403)	(187,403)	(211,548)
Total Other Financing Sources (Uses):	<u>\$1,275,164</u>	<u>\$1,372,064</u>	<u>\$1,464,571</u>	<u>\$1,464,571</u>	<u>\$1,675,874</u>
Net Change in Fund Balance	\$29,309	\$5,141	(\$50,662)	(\$4,737)	(\$58,381)
Fund Balance/Working Capital Beginning of Year	<u>68,865</u>	<u>98,174</u>	<u>103,315</u>	<u>103,315</u>	<u>98,578</u>
Fund Balance (Contingency)/Working Capital End of Year	<u>\$98,174</u>	<u>\$103,315</u>	<u>\$52,653</u>	<u>\$98,578</u>	<u>\$40,197</u>

Contingency for FY 2018-19 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 the 16% contingency balances from year to year.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 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 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	7.00
PERSONNEL SERVICES	\$543,551	\$632,938	\$660,658	\$824,435	\$824,435
MATERIALS & SERVICES	724,779	744,941	855,975	913,320	913,320
CAPITAL OUTLAY					
TRANSFERS	134,515	161,059	187,403	211,548	211,548
CONTINGENCY	0	0	52,653	40,197	40,197
TOTAL	\$1,402,845	\$1,538,938	\$1,756,689	\$1,989,500	\$1,989,500

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	\$98,578
Miscellaneous Revenues	22,477	10,953	1,400	3,500	3,500
Operating Transfers	1,409,679	1,533,123	1,651,974	1,887,422	1,887,422

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2018-19 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, 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 Adopted
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 Adopted
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

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

Performance Measures (continued):	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted/Revised	FY 2018-19 Adopted
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:

