

# Document Services and Fleet Services Fund Balance Policies

Finance Committee

June 17, 2024

# Document Services Introduction:

- What we do
  - Document Services provides copy, mail, print production, graphic design, messenger/courier, and image/archive services to all City departments. This service is funded by internal rates and serves to reduce overall costs, control timelines, and provide high-quality services.
- Who we serve
  - City of Salem
  - Salem Housing Authority

# Document Services Fund Balance Policy:

## Policy C-##

- ✓ Service stabilization reserve equal to at least 10% of the Document Services operating budget.

# Fleet Services Introduction:

- What we do
  - Fleet Services provides preventive maintenance, inspections, remedial repairs, road calls, and vehicle and equipment modifications / rebuilds. Fleet Services also provides fueling services, bidding, purchasing, and upfitting new replacement fleet inventory. The service is funded through rates charged to internal and external departments and agencies.
- Who we serve
  - City of Salem
  - Contracts with other local agencies
    - City of Keizer
    - Marion County Fire District
    - Idanha-Detroit Fire District
    - City of Turner
    - City of Aumsville
    - Oregon Department of Administrative Services (DAS)

# Fleet Services Fund Balance Policy:

## Policy C-##

- ✓ Fleet Maintenance: Service stabilization reserve equal to at least 10% of the Fleet Maintenance operating budget.
- ✓ Fuel Services: Fuel rate stabilization reserve equal to 10% of the Fuel Management operating budget.

# Recommendation:

- Recommend to City Council adoption of the fund balance / reserve policies for the Fleet Services and Document Services divisions of the City Services Fund to establish reserve requirements.