

**LODI CITY COUNCIL
SHIRTSLEEVE SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, AUGUST 14, 2012**

A. Roll Call by City Clerk

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, August 14, 2012, commencing at 7:00 a.m.

Present: Council Member Hansen, Council Member Johnson, Council Member Katzakian, Mayor Pro Tempore Nakanishi, and Mayor Mounce

Absent: None

Also Present: City Manager Bartlam, City Attorney Schwabauer, and City Clerk Johl

B. Topic(s)

B-1 Review of Fleet Maintenance Operations (PW)

City Manager Konradt Bartlam briefly introduced the subject matter of the review of fleet maintenance operations.

Deputy Public Works Director Charlie Swimley and Fleet Services Supervisor Randy Laney provided a PowerPoint presentation regarding the review of fleet maintenance operations. Specific topics of discussion included inventory, in-house services, outsourced services, fleet division organization, budget, cost allocations, charge rates, comparisons with other communities and dealerships, and take home vehicles.

In response to Mayor Pro Tempore Nakanishi, Mr. Swimley stated regulated vehicles are those that are overseen by the Department of Transportation (DOT) with mandated inspections.

In response to Council Member Hansen, Mr. Swimley stated there are three backhoes specifically assigned to three different departments, the backhoe in Public Works is used almost daily, and when one goes down departments will borrow from one another.

In response to Council Member Hansen, Mr. Swimley confirmed the mechanic still inquires about in and out of town operation when a vehicle is checked out for use in the Police Department.

In response to Mayor Pro Tempore Nakanishi, Mr. Laney confirmed that the California Highway Patrol oversees DOT regulations and performs inspections on the required vehicles typically lasting three hours each.

In response to Council Member Hansen, Mr. Laney stated the refueling of the underground fuel tanks at the Municipal Service Center (MSC) and the above ground tanks at White Slough is done through a bid process utilizing five local suppliers. Mr. Laney stated through the bidding process the City pays approximately fifty to sixty cents less per gallon because the City does not pay for certain local taxes. He stated quotes are received from vendors routinely and on average 10,000 gallons are used per month.

In response to Mayor Pro Tempore Nakanishi, Mr. Swimley stated the underground fuel tanks at MSC operate similar to a regular fuel service station with two unleaded pumps and one diesel pump. Mr. Swimley confirmed that the White Slough vehicles utilize the above ground fuel tank located at White Slough.

In response to Mayor Mounce, Mr. Laney confirmed that all Department of Motor Vehicle titles for all vehicles in the City are maintained collectively by the division.

In response to Council Member Hansen, Mr. Swimley confirmed it is cheaper to smog a vehicle as outsourced work because there is a significant cost associated with the purchase and maintenance of the required smog equipment.

In response to Council Member Hansen, Mr. Swimley stated County Environmental Health regulates underground storage tank testing. He also confirmed there are six mechanics working a single 6:15 a.m. to 4:00 p.m. shift.

In response to Council Member Johnson, Mr. Bartlam and Mr. Swimley stated the motor vehicle fleet is in its second use cycle having already completed its primary use and is the oldest segment of fleet.

In response to Mayor Pro Tempore Nakanishi, Mr. Laney stated the motor pool vehicles in their second cycle are all over 100,000 miles.

In response to Council Member Hansen, Mr. Swimley stated 17 vehicles are over 120,000, two vehicles are over 200,000, and the service and maintenance on vehicles is determined by the age, use, and mileage of a particular vehicle.

In response to Council Member Hansen, Mr. Swimley and Mr. Laney provided an overview of the various components that make up the line item budget as displayed in the chart including personnel, repairs to vehicles, utilities, fuel and lube, and other supplies and materials.

In response to Mayor Mounce, Mr. Swimley stated outside labor may include vehicle body repair and training on vehicles.

In response to Council Member Hansen, Mr. Laney stated the charge rate includes fully loaded cost of the employee and the cost of the utilities. Mr. Laney stated a service worker is a less experienced entry-level type of mechanic.

In response to Mayor Pro Tempore Nakanishi, Mr. Swimley and Mr. Bartlam stated the comparisons are generally based on population and size of city and every entity has its own requirements and constraints.

In response to Council Member Johnson, Mr. Laney stated the City charges actual time instead of book time, which is charged by the private repair shops. Mr. Laney confirmed that work is sent out to Big Valley Ford for warranty, specialization, and workload purposes.

A brief discussion ensued amongst Council Member Hansen, Council Member Johnson, Mr. Bartlam, Mr. Swimley, and Mr. Laney regarding the ability to handle work in-house in light of staff and budget reductions and the need for an additional mechanic if it is more cost effective than outsourcing the workload.

In response to Mayor Pro Tempore Nakanishi, Mr. Laney stated he is not aware of any city that outsources the entire fleet component, although Fresno did attempt to do that several years ago and brought the service back in-house a short time thereafter. Mr. Bartlam stated outsourcing fleet services is generally considered by smaller sized cities.

In response to Mayor Mounce, Mr. Swimley reviewed the number of take home vehicles in the City and in each department, stating they are primarily assigned to those who are required to respond after hours or have a 24-hour operation such as the Police Department. Mr. Bartlam

stated the number of take home vehicles have been reduced greatly and he will distribute to Council a copy of the related policy.

In response to Ed Miller, Mr. Swimley and Mr. Laney stated the current software utilized by the division automatically generates certain notices, including maintenance schedules, after which work orders and financial information is manually prepared.

In response to Council Member Hansen, Mr. Swimley and Mr. Laney stated the current software has been in place since 2006 and is limiting in that it does not tie into the City's financial system and they are in the process of reviewing options to upgrade the software in conjunction with the City's overall replacement of its financial system.

In response to Myrna Wetzel, Mr. Laney stated the DOT inspections are sometimes random and in some cases he receives notice a short time prior to the inspection. Mr. Bartlam provided a brief overview of the vehicle replacement fund as it ties into the General Fund and other funds.

C. Comments by Public on Non-Agenda Items

None.

D. Adjournment

No action was taken by the City Council. The meeting was adjourned at 8:15 a.m.

ATTEST:

Randi Johl
City Clerk



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Review of Fleet Maintenance Operations
MEETING DATE: August 14, 2012 (Shirtsleeve Session)
PREPARED BY: Public Works Director

RECOMMENDED ACTION: Review of fleet maintenance operations.

BACKGROUND INFORMATION: Prior to 1982, the City's Fleet Services Division serviced only Public Works and Electric Utility vehicles. The Fleet Services Division now maintains, inspects and repairs over 450 vehicles and equipment that range from small tools and generators to the most complicated vehicles, such as the City's transit buses and public safety vehicles.

This presentation will provide insight on the functions of Fleet Services, including an overview of the inspection, maintenance and repair activities performed, as well as comparisons with other agencies' staffing and costs.

FISCAL IMPACT: Not applicable.

FUNDING AVAILABLE: Not applicable.

F. Wally Sandelin
Public Works Director

Prepared by Charles E. Swinley, Jr., City Engineer/Deputy Public Works Director

FWS/CES/pmf

APPROVED:

Konradt Bartlam, City Manager

The City of Lodi
Public Works



Review of Fleet Maintenance Operations

August 14, 2012



Overview

- Fleet Inventory
- Services
- Organization
- Budget
- Costs Allocation
- Comparisons
- Questions



Inventory

- Departments:
 - Fire
 - Police
 - Transit
 - Public Works
 - Parks
 - Electric Utility
 - Community Development
- Total Inventory:
 - 450 Vehicles/Equip.
 - 288 Vehicles
 - 162 Equipment



Inventory

- Fire (18)

- 2 Ladder Trucks
- 7 Engines
- 9 Support Vehicles

- Police (71)

- 23 Patrol Cars
- 21 Unmarked Cars
- 4 Motorcycles
- 23 Support Vehicles

- Transit (27)

- 20 Para Transit Buses (“Cutaways”)
- 7 Transit Buses (1 Trolley / 6 “32 footers”)





Inventory

- Public Works (86)
 - 3 Street Sweepers
 - 4 Dump/Vac Trucks (Regulated)
 - 5 Dump Trucks (Not Regulated)
 - 9 Backhoes/Loaders
 - 4 Boom/Bucket Trucks
 - 7 Service Trucks
 - 26 Pickups
 - 14 Sedans/Vans
 - 14 Trailers (1 Regulated)
- Parks (19)
 - 2 Dump Trucks
 - 1 Backhoes/Loaders
 - 9 Pickups
 - 7 Sedans/Vans





Inventory

- Electric Utility (57)
 - 5 Boom/Bucket Trucks (Regulated)
 - 1 Dump Trucks
 - 1 Backhoes/Loaders
 - 7 Service Trucks
 - 8 Pickups
 - 14 Sedans/Vans
 - 21 Trailers (1 Regulated)
- Community Development (3)
 - 3 Trucks
- Motor Pool (7)
 - 7 Sedans/Vans
- Equipment (165)
 - Utility Vehicles
 - Compressors/ Compactors
 - Generators/Grinders/Small Sweepers/Blowers/Chain Saws/Etc.





Services (In House)

- Vehicle Inspections / Preventative Maintenance
 - Emergency Vehicles (Police)
 - 6,000 miles / 120 days
 - Post Pursuit
 - Emergency Vehicles (Fire)
 - Every 200 hours of operation
 - Non Emergency Vehicles
 - 7,000 miles / 1 year
 - Federal Department of Transportation (DOT)
 - 90-Day Inspections (57 items – 3 hrs)
 - Zero “unsatisfactorious” in 20 years
 - Federal Transportation Administration (FTA)
 - 45 Days / 3,000 Miles (51 items – 3 hrs)

Preventative Maintenance
47 Point Inspection
Lube/Oil
Belts/Hoses
Tune Up
Coolant Check



Services (In House)

- Repairs
 - Engines
 - Diesel
 - Gasoline
 - CNG
 - Hybrid
 - Hydraulic Systems
 - Brake Systems
 - Wheelchair Lifts
 - Electrical / Emergency Lights & Sirens
 - Cranes
 - Fire Apparatus
 - Construction Equipment
 - Transit Buses





Services (In House)

- Regulatory Oversight
 - Underground Storage Tanks (3-UST's)
 - Fleet Rule
 - Off Road Rule
 - Portable Equipment Rule
 - AST SPCC Rule - Above-Ground Storage Tanks (10)
 - Smog / Opacity Reporting
 - Hazardous Waste Handling
 - OSHA Crane Inspections
- Parts
 - Inventory
 - Purchasing
 - Special Orders



Services (In House)

- Administrative
 - Fleet Maintenance/Management Software
 - Fuel management
 - CNG Station
 - Fuel Island
 - Fuel Purchasing
 - Finance Reporting
 - Regulatory Reporting
 - DMV Titles and Registration
 - Vehicle Delivery
 - Vehicle Preparation
 - Training
 - Performance Tracking





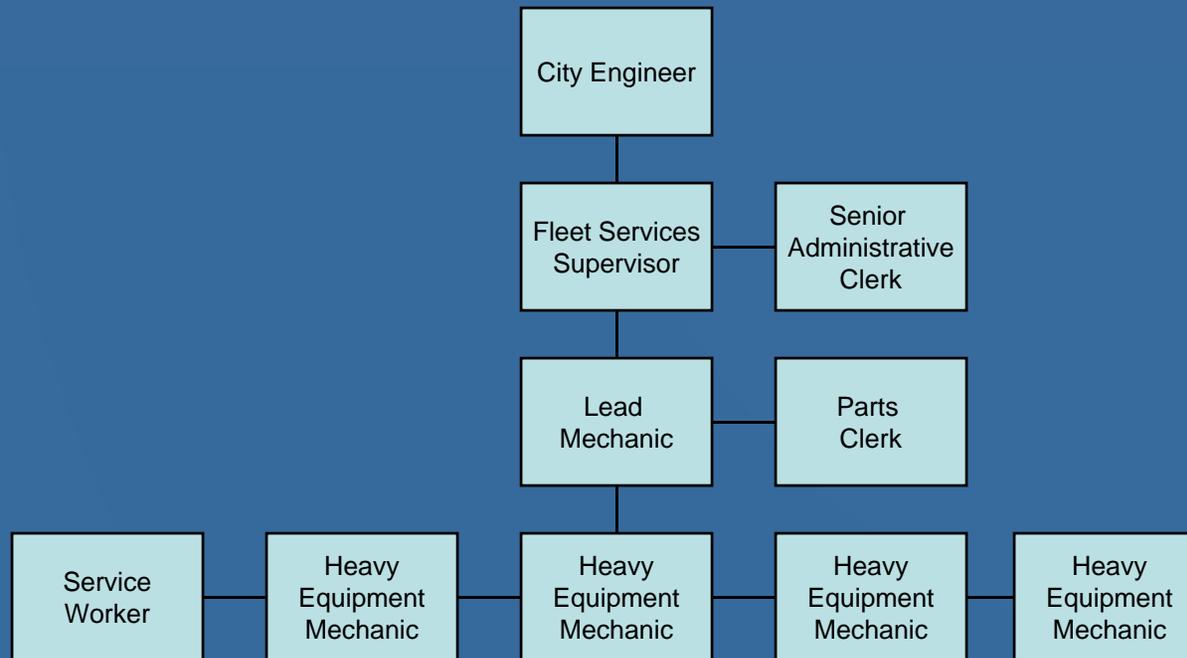
Services (Outsourced)

- Special Testing
 - Smog Test
 - Opacity Test
 - Crane Certifications
 - Underground Storage Tank Testing
- Specialty Repairs
 - Body Work and Paint
 - Fabrication and Welding
 - Windshield and Glass
 - Alignment Work
 - Automatic Transmission Work
 - Specialty Electronic Diagnostics





Organization





Organization

- Experience
 - 160 combined years of mechanical experience
 - Parts Clerk 20 years experience
 - Administrative Clerk 20 years fleet experience
 - Average Tenure: ~ 10 yrs.



Organization

- Certifications
 - 1 - Chrysler Master Technician Level 4
 - 69 - ASE Certifications
 - 3 - State Fire Marshal Mechanics
 - 1 - State UST System Operator
 - 1 - California Brake & Lamp Inspector



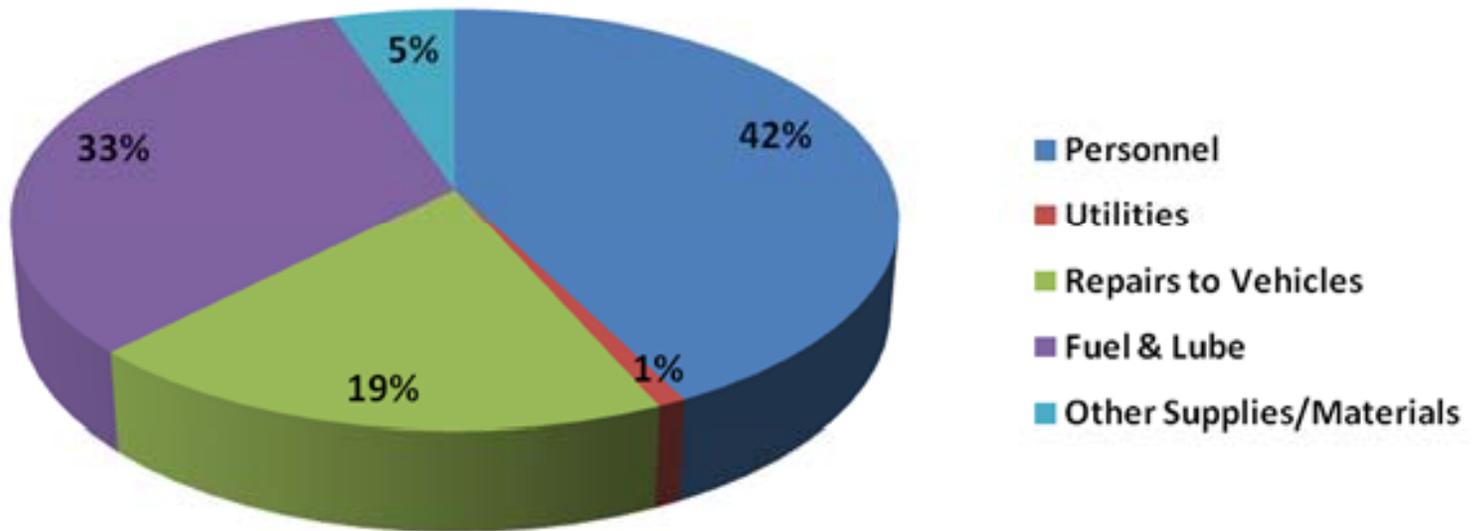
FY 12/13 Budget

– Personnel	\$ 778,121
– Repairs to Vehicles	\$ 349,000
– Utilities	\$ 16,640
– Fuel / Lube	\$ 595,000
– Other Supplies/Materials	<u>\$ 94,050</u>
– TOTAL	\$1,832,811



Cost Allocations

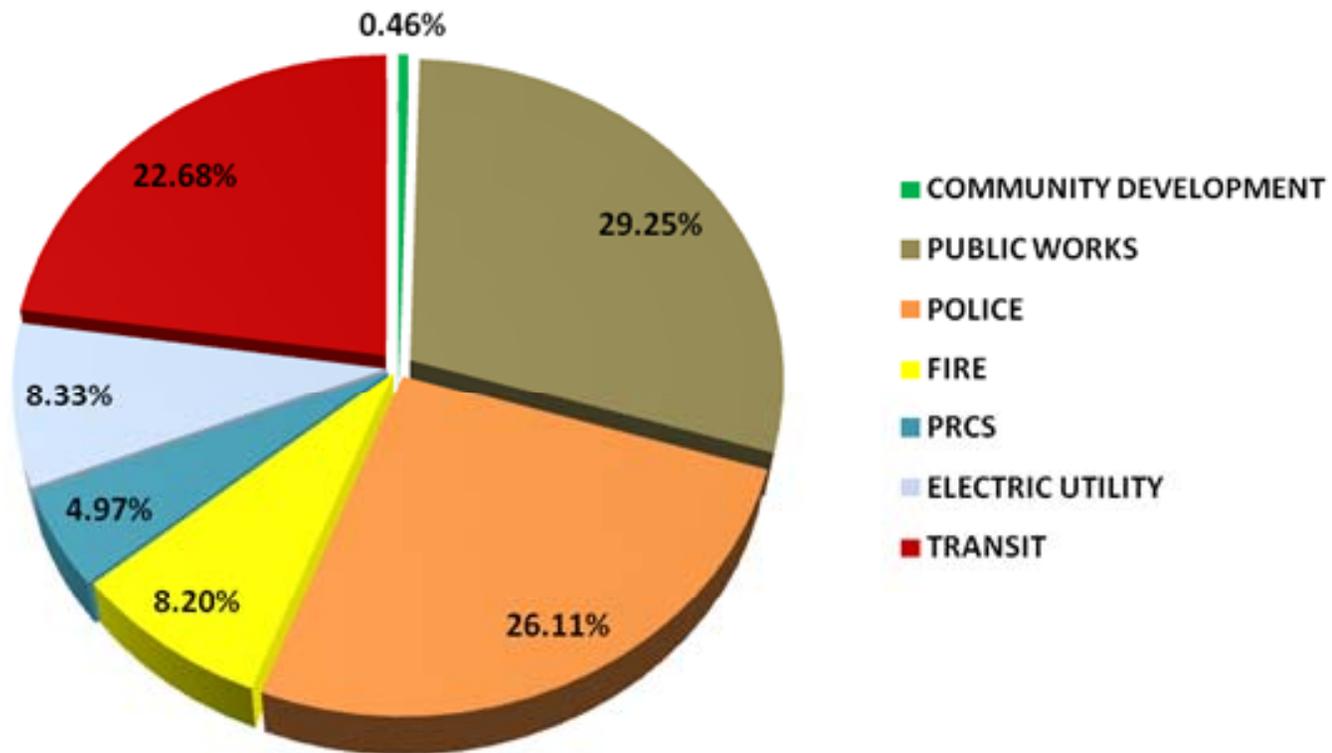
FY 12/13 Fleet Budget





Cost Allocations

Fleet Cost Distribution





Charge Rates

- Mechanic \$104 /Hr
- Service Worker \$ 96 /Hr



Comparisons

- Vehicle & Equipment / Mechanic Ratios
 - Lodi
 - 73 per mechanic
 - Transit and public safety vehicles
 - Vacaville
 - 88 per mechanic
 - Transit and public safety vehicles
 - Manteca
 - 67 per mechanic
 - Refuse and public safety vehicles
 - Roseville
 - 38 per mechanic
 - Transit, public safety and refuse vehicles



Comparisons

- **City of Lodi**
 - Labor Charge \$104 per Hr.
 - 15,000 Mile Service \$177
 - Parts Mark Up – None
- **Stockton Dodge**
 - Labor Charge \$ 125 per Hr.
 - 15,000 Mile Service \$210
 - Parts Mark Up – 30%
- **Big Valley Ford**
 - Labor Charge \$ 120 per Hr.
 - 15,000 Mile Service \$250
 - Parts Mark Up – 30%
- **Sanborn Chevrolet**
 - Labor Charge \$110 per Hr.
 - 15,000 Mile Service \$ N/A
 - Parts Mark Up – 30%



530 Tires Replaced

6,057 Repair Work Orders

Questions

137 Brake Jobs

936 Preventative Maintenance Work Orders

126 Battery Replacements



Take Home Vehicles

- Fire
- Police
- Transit
- Public Works
- Parks
- Electric Utility
- Community Development
- Motor Pool