



# Fleet Services

Town Council

*September 21, 2011*

Troy White- Public Works Division Manager  
Rich Purcell- Municipal Grounds Superintendent  
Luis Padilla- Streets Supervisor  
Greg Homol- Utilities Field Operations Supervisor  
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# Fleet Services

1. Basic Fleet Information:
  - A. Age and Replacement Cycle
  - B. Size
  - C. Vehicle to Staff Ratio
2. Fleet Management Responsibilities
3. Short-term solution
4. Long-term solution
5. Fuel alternatives and cost saving opportunities





# Fleet Services

## Fleet Age and Replacement Cycle

- Vehicles (non-equipment)
  - Average age 6.9 years
  - Current Replacement Cycle 10 years
  - Overall condition is good to excellent

Best practice does **not** recognize a timeframe for replacement. Determination should be based on safety, repair cost, condition, and depreciation of the vehicle.



# Fleet Services

## Vehicle to Staff Ratio

- Current- 75 Vehicles:
  - 1:1 field staff
  - 1:3.3 non-field staff
- After auctions- 61 vehicles
  - 1:1.6 field staff
  - 1:8.08 non-field staff  
(includes 3 back-up vehicles)

Ratios among municipalities vary depending on operational services provided (water, fire, etc.)

# Fleet Services

Fleet Size- 133 total units

- 61 Light duty trucks and cars (after auctions- currently 75)
- 32 pieces of heavy equipment (sweepers, tractors, graders, etc.)
- 40 pieces of specialized equipment (water sprayers, chemical spray rigs, pressure washers, etc)





02/20/2007



02/20/2007



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02/20/2007











# Fleet Services

## Fleet Service Responsibilities:

- Performing Preventative Maintenance- per the manufacturer's recommended maintenance plan on vehicles and equipment
  - Interdepartmental coordination
  - Delivery of vehicles
  - Budgeting
  - Usage Tracking
- Record keeping using the RTA fleet software program
  - Required by the State of Arizona
  - Repairs
  - Mileage
  - Preventative maintenance
  - Part replacement

# Fleet Services

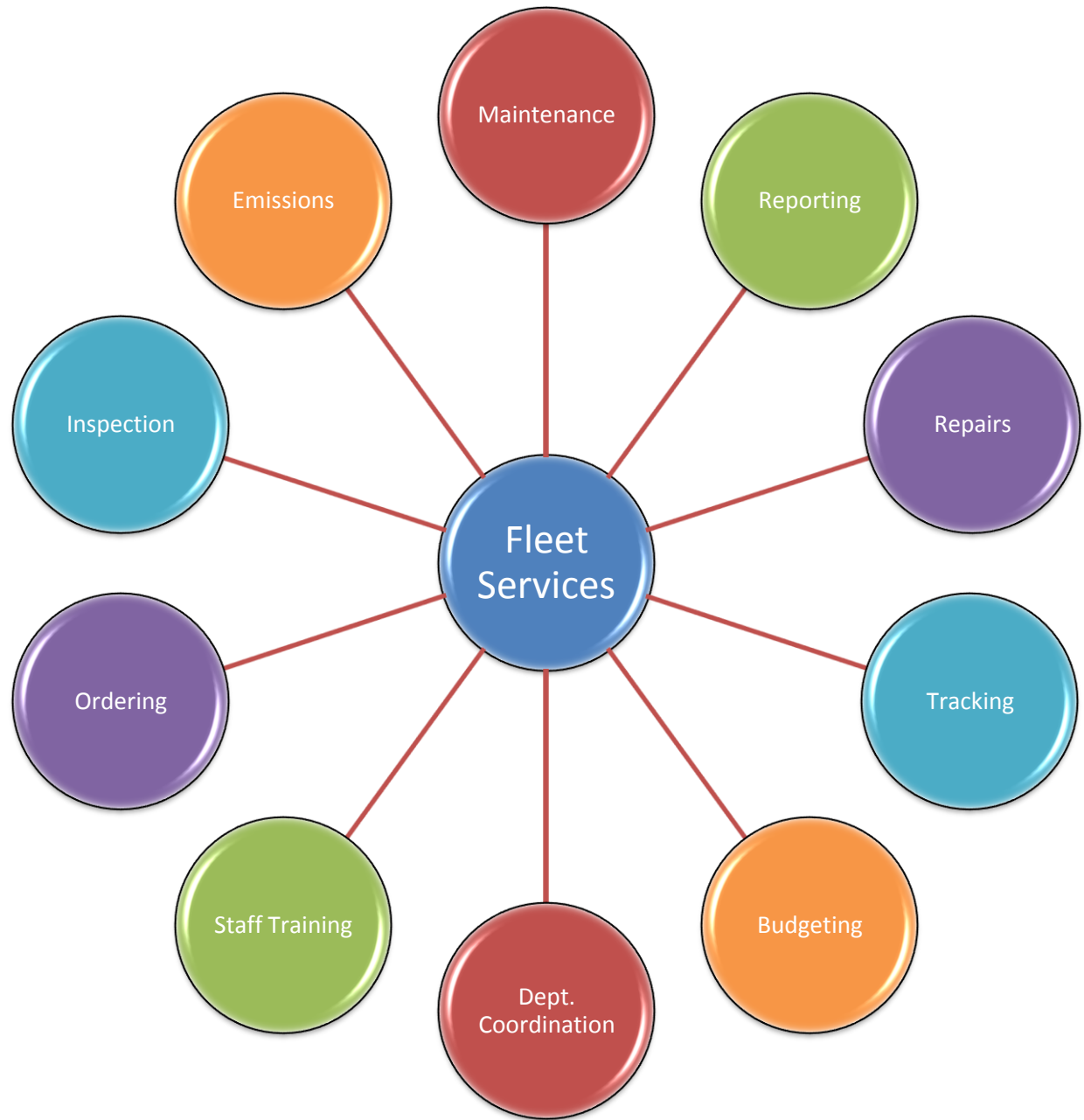
- Tire replacement
- Financial Management
- Ordering parts
- Vehicle and Equipment Repair Coordination
- Safety Inspections
- Fuel Reporting
- Emissions Testing for each vehicle once per year



# Fleet Services

- Evaluating the need for assigned vehicles and identifying economic alternatives to assignment of vehicles
- Working with departments to ensure uniform application and interpretation of Town policy and procedures relating to the provisions and use of Town vehicles (inspection, mileage, reporting problems)
- Ensuring vehicles are appropriately marked with a Town seal, logo and vehicle number (State law)





# Fleet Services

## Short-term Solution- IGA Gilbert

- IGA Scope of Services
  - Preventative Maintenance
  - Repairs (if resources available)
  - Emissions Testing
    - Not tracking
  - Safety Inspection
    - Only during Preventative Maintenance
  - Tracking work they perform
    - In Gilberts Software system (again risk management)



# Fleet Services

## Gilbert IGA

### Preventative Maintenance

- Per manufacturer's standard specifications
  - Risk Management
- Maintenance performed in Queen Creek
  - Cost savings- staff time, gas, wear and tear
- Costs
  - 15% mark-up on parts (state contract pricing)
  - \$77 hour labor (compared to \$102-\$106 private rate)

# Fleet Services

## Gilbert IGA

### Repairs

- Repairs upon availability of resources
- 15 % mark-up on parts (state contract pricing)
- \$500 pre-authorization limit

### Emissions

- Gilbert will perform emissions testing
  - Self-certified by ADOT
- Town to get permit and track





# Fleet Services

What is not covered under the IGA:

- Interdepartmental coordination
  - Delivery of vehicles
  - Usage Tracking
- Record keeping
  - Repairs (when not performed by Gilbert)
  - Mileage
  - Part replacement (when not performed by Gilbert)

# Fleet Services

Not covered under the IGA Continued:

- Tire replacement
- Financial management - budgeting, departmental costs, and processing invoices
- Ordering and tracking parts- broom brushes, batteries, lights, fluids, etc.
- Daily equipment safety inspections
- Trailer safety inspections



# Fleet Services

Not covered under the IGA

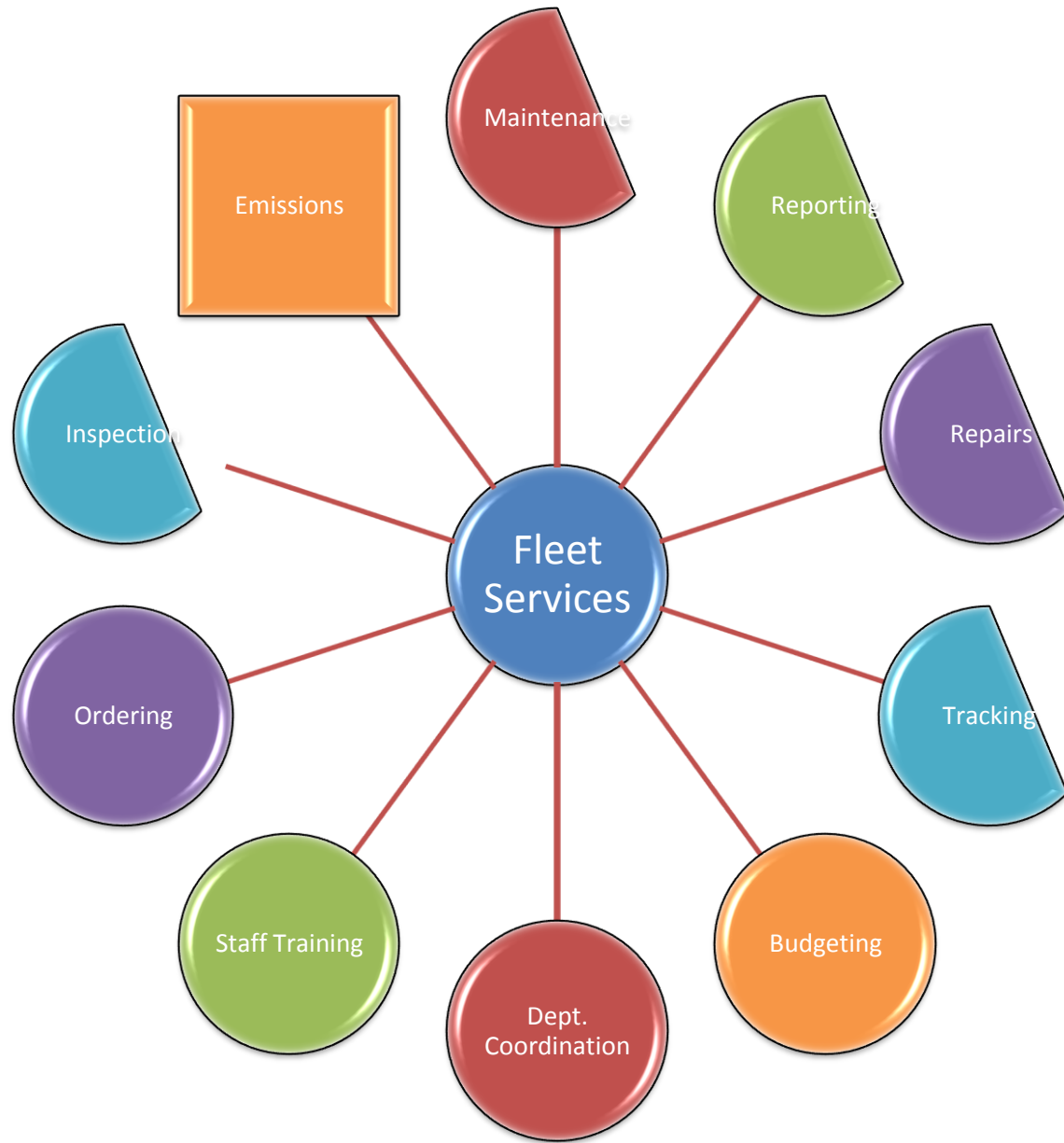
- Tracking vehicle replacement criteria
- Fuel Reporting for departmental cost tracking
- Trailer preventative maintenance
- Vehicle and Equipment Repair Coordination-  
Coordination of towing broken down vehicles and scheduling repairs with local vendors when Gilbert cannot perform.
- Providing staff with replacement vehicles

# Fleet Services

Not covered under the IGA

- Ensuring that all Town vehicles remain appropriately marked with a Town seal, logo, and vehicle number
- Tracking Emissions Testing for each vehicle (required annually on all vehicles)

All of these responsibilities will need to be performed by existing staff.

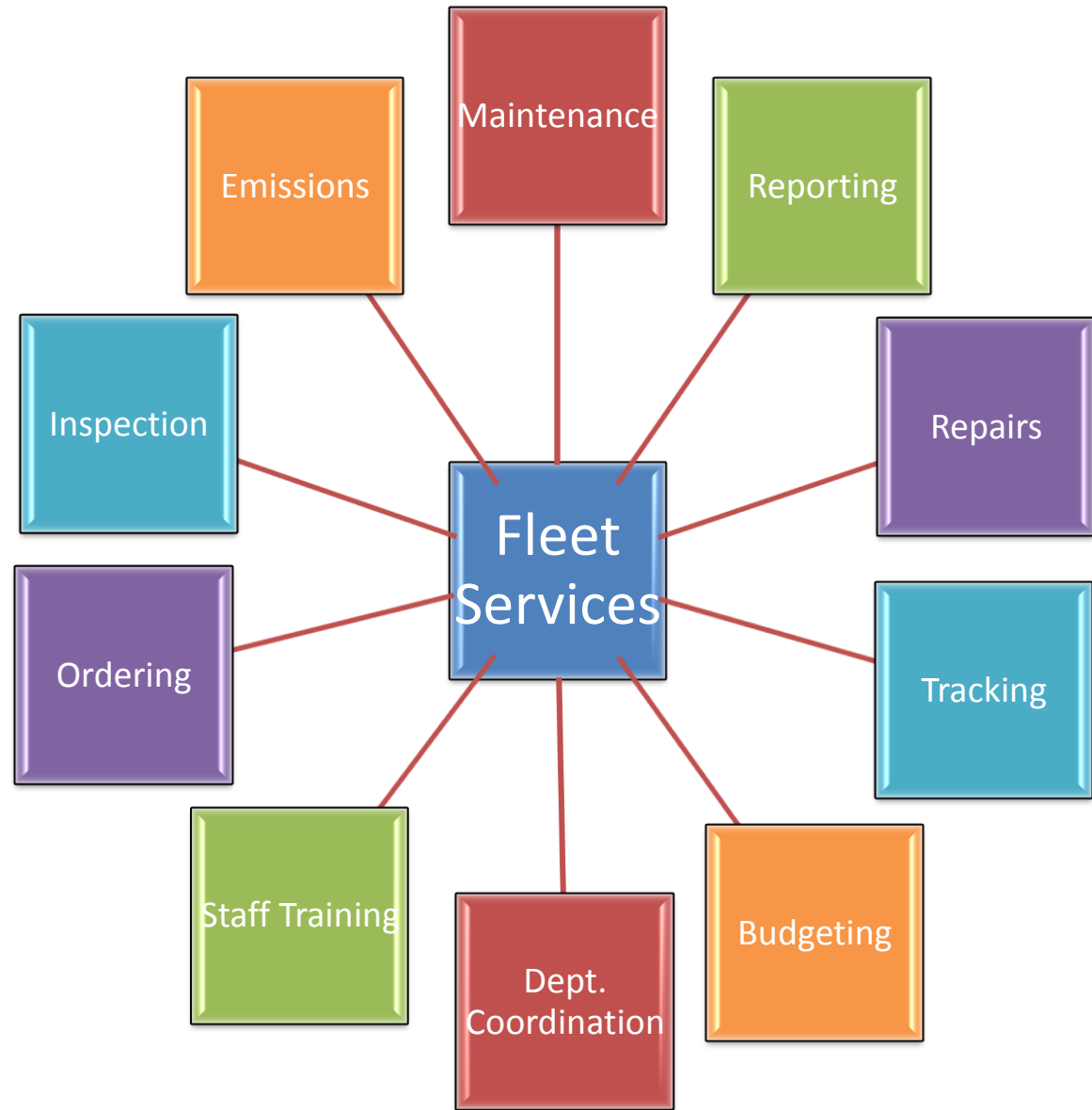


# Fleet Services

## Long-term Solution

- Release an RFP for Fleet Management Services
  - Timeframe approximately 5 months
  - RFP to include **all** fleet responsibilities
  - Cost compare RFP submittals to existing Gilbert IGA with addition of an in-house coordination position
  - Develop a final Fleet Management recommendation for Council consideration





# Fuel Alternatives

- *Ethanol*
- *Bio-Diesel*
- *Straight Vegetable Oil and Waste Vegetable Oil*
- *Black Diesel*
- *Hydrogen Systems*





# Fuel Alternatives

## *Fuel Savings*

- The Town does not use enough fuel to justify the expense of our own fleet fueling infrastructure.
- The best way for us to reduce our cost per gallon of fuel is to partner with another agency.
- Discussions with Queen Creek Unified School District are ongoing and a draft IGA is being reviewed by both agencies.
- The IGA will reduce the cost of fuel for both agencies as our consumption would be combined.
- Staff hopes to bring an IGA to Council for approval in the very near future.



