

OFFICE OF THE COUNTY ADMINISTRATOR

600 West Fourth Street
Davenport, Iowa 52801-1003

Office: (563) 326-8702
Fax: (563) 328-3285
www.scottcountyiowa.com



Item 05
01-12-16

DATE January 5, 2016
TO: Board of Supervisors
FROM: Dee F. Bruemmer, County Administrator
RE: Discussion of Fleet Management for the County

A Fleet Management Study was completed in October of 2012 with several recommendations for the County to pursue to better manage these important assets. The study identified the lack of information to clearly manage the fleet. It also identified the need for consolidation of management and to pursue an expanded in-house shop. The study also pointed to the need for policy and procedures for maintenance and repair. Finally, the study analyzed the utilization of the fleet and the fleet age and recommended a formal right-sizing study to identify underutilized vehicles and pieces of equipment.

To date, we have expanded the motor pool for users from the administrative departments and designed an expansion of the fleet floor in Secondary Roads to bring in house the preventative maintenance for the departments currently outsourcing those needs. Secondary Roads also has changed its personnel complement to include a full time parts clerk. The Fleet study recommends the addition of mechanics and a fleet manager to fully centralize the operation.

We also upgraded our fleet software that is used by Secondary Roads and purchased the additional licenses to allow more users to access the information. To date, we have not gotten the expansion of the software implemented. I was using the previous Facilities and Support Director to lead that project and between his year as SECC Director and now his departure the work was put on hold. The Fleet study clearly pointed out the lack of information that we have on our fleet as a major problem and needs to be addressed. I have found this to be true as I reviewed the most recent budget submittals on usage by department.

While we worked on getting the additional service bays and developed job descriptions for the new positions, we have not followed through with the remainder of the recommendations of the study. In fact, we have gone somewhat backwards in overseeing our current policy on fleet purchases. In reviewing the study and the current fleet inventory along with discussions of fleet

replacement for the current FY16, I realize we need to pause and put on hold any new vehicle purchases this year. We currently have cars that were purchased in January of 2015 still in storage. In another case we have vehicles that are approaching life expectancy in years; however, they have low mileage. We also have replacement requests that would not follow our current fleet purchasing guidelines. Again, I am recommending we suspend the purchase of the remainder of vehicles this fiscal year and place those dollars in the vehicle replacement fund until we have a better understanding of our overall fleet.

I have spent time reviewing our current fleet and its usage and have analyzed the miles driven for county use as a percentage of the overall miles driven. Many cities have eliminated the use of vehicles to commute to and from work. Such change creates significant savings in both the downsizing the number of vehicles needed but also in the repair and maintenance of the fleet. With the budget recommendation I will include the elimination of take-home vehicles except for on-call use and show a corresponding reduction in cars purchased in the capital budget. While this is a step in the right direction there is an urgent need for a systematic review of the entire fleet.

The Secondary Roads expansion will be complete in April. I am recommending that we follow the Fleet study recommendation to hire a Fleet Manager. In my recommended FY16 budget amendment I will include a quarter of a Fleet Manager salary in order to hire the individual this spring. This position will continue the groundwork for the in-house operation that will start up in July and restart the implementation of the software for tracking and begin the development of fleet policies that will best address our needs. But most importantly this person will be the resource we need to start the fleet review with fresh eyes and with the support of Administration and the Board.

At Committee of the Whole, I will review the power point that was used as a summary by Mercury, the firm that did the fleet study, and answer any questions you have on the recommendations that are highlighted. I made a copy of the fleet study for your review prior to the meeting.