

**City of Carson City
Agenda Report**

Date Submitted: March 6, 2015

Agenda Date Requested: March 19, 2015
Time Requested: 15 Minutes

To: Mayor and Supervisors

From: Public Works Department

Subject Title: Fleet Division Update

Staff Summary: A presentation and discussion only on the City's Fleet Division.
(Darren Schulz – Director, Curtis Horton – Operations Manager, Zach Good – Fleet Supervisor)

Type of Action Requested: (check one)

Resolution Ordinance
 Formal Action/Motion Other (Information only)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: Presentation and discussion only

Explanation for Recommended Board Action: N/A

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: N/A

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: N/A


Supporting Material: Presentation slides

Prepared By: Darren Schulz, PE – Public Works Director

Reviewed By:


(Public Works Director)


Date: 3/10/15


(City Manager)

Date: 3/10/15


(District Attorney)

Date: 3/10/15


(Finance Director)

Date: 3/10/15

Board Action Taken:

Motion: _____

1: _____ Aye/Nay

2: _____

(Vote Recorded By)



Fleet Operations

Board of Supervisors update

March 19, 2015



Fleet Division

- Implementation Plan Summary:
 - Board approved fleet implementation plan
 - June 2014
 - 2014 Fleet Utilization Study
 - 2013 Fleet Efficiency Study
 - 24 recommendations



Fleet Division

Completed Recommendations

1. Redesign main shop – better work flow (#1)
2. Schedule annual preventative maintenance (# 2)
3. Redesign preventative maintenance checklist (# 3)
4. Address service intervals (# 4)
5. Develop service request form (# 5)
6. Request for proposals – fleet parts vendors (#7)
7. Parts tracking and inventory (#8)
8. Compute average fuel consumption by vehicle (#10)
9. Create Fleet Manager (#13)
10. Conduct utilization review (#17)
11. Develop shop labor rate (#19)
12. Establish performance measures (#23)
13. Develop monthly management reports (#24)



Fleet Division

Evaluated Recommendations - no further action

1. Hire a full time storekeeper (#6)
2. Request for proposal – repair through local vendors (#9)
3. Hire three additional mechanics (#11)
4. Add additional shifts (#12)
5. Improve replacement intervals (#14)
6. Implement replacement based on “Economic life point” (#15)
7. Create replacement fund (#16)
8. Develop chargeback system (#18)
9. Discontinue fabrication work (#20)
10. Establish vehicle and equipment committee (#21)
11. Develop service level agreements (#22)



Fleet Division

Implementation plan complete

- 24 recommendations
 - 13 implemented
 - 11 evaluated – no further action
 - General fund funding limitations
 - Operational and functional limitations
 - Practical limitations
- Plan moving forward
 - Extend and optimize equipment life
 - Revenue recovery to pre-recession levels
 - Utility funds equipment replacement
 - Continue using utilization tracking
 - Continue to improve inventory management
 - Improve availability and downtime
 - Improve technician training to optimize efficiency



Questions?

Fleet Operations

Board of Supervisors update
March 19, 2015