

**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