Executive Summary

Issue Title: Fleet Management Software

Meeting Date:

Time Required: 30 Minutes

Attendees: Randy Casteel, Keith Swearingen, Dean Brown

Action Requested At This Meeting: Approve Public Works moving forward with a supplemental budget adjustment of $70,000 to purchase a fleet management system software/hardware package.

Issue:
Operating a fleet of County vehicles/equipment and dealing with preventative maintenance is a challenging task. The variety of vehicles/equipment and the different environments in which they operate require a special set of management styles to keep them functioning. A fleet management system provides the data and tools needed to properly and optimally manage a diverse fleet like ours. Keeping track of the items of importance like preventative maintenance life cycle cost analysis (maximizing each unit's useful life), detailed repair history, fleet usage/availability and warranty monitoring for each vehicle and piece of equipment. From backhoes, to dump trucks, cherry pickers, Sheriff vehicles and pickups – we know that County operations are demanding and require a minimal amount of downtime to complete preventative maintenance.

A fleet management system can assist in keeping check on vehicles/equipment and keeping them operational through all the abuses that mother-nature can throw at us. A fleet management system would give us the control's we need through diverse tools to insure that our vehicles/equipment are operating as they should and that all the maintenance schedules are being properly maintained.

Proper use of the fleet management system would allow us to stay ahead of the breakdown curve and get us into a preventative maintenance mode to insure proper operation of our equipment. It will also allow us to better evaluate the fleet for optimum replacement life and monitor warranties to maximize their use. Equipment safety and reliability are big factors and the fleet management system addresses

both of these issues with historical tracking as well as predictive failure analysis of equipment.

Proper implementation of the fleet management system will streamline many current processes in Equipment Services, Finance and potentially even Payroll.

A fleet management system would give us the following capabilities:

- Ability for Equipment Services to furnish **all fleet data**, complete/accurately
- Key Performance Indicators tracked and able to report on.
- Cradle to Grave equipment/vehicle tracking
- Cost per mile/hour
- Vehicle/Equipment replacement using user age/mileage criteria
- Warranty management (New Vehicle, internal parts usage, outside work, etc.)
- Preventative Maintenance (PM) Scheduling (ability to set wide variety of schedules for Class's of vehicle's/equipment, as well as specific to a single unit)
- Parts Inventory; obsolescence, warranty, order point logically set, best price vendor monitored, cross reference
- Shop work flow: assists with scheduling, production monitoring, come-backs, etc.
- Customer notifications upon work completion
- Mounted Equipment tracking
- Track vehicle/equipment availability
- Track vehicle/equipment usage (right size the fleet)
- Parts kits to support common PM work (oil, oil filter, air filter, etc. for specific PM)
- Purchase Order system for Parts Module of software package
- Ability to print parts labels in many formats (bar code)
- Integration of fueling data – *fully reportable*: mpg, cost, fueling dates, driver, unit, location, etc.
- Greater Ability to report on work performed (one use of this data: cross check for common failures across similar equipment to analyze and possible set up preventative maintenance for an issue). This is also necessary to measure a Performance Indicator (like, lube oil change on Sheriff vehicles or 1/4T pickup).
- Driver Reporting systems, ability for driver to report deficiencies directly to Equipment Services and basic information delivered in the report. These systems assist in creation of Work Order, importance of repair requested, report back to user upon completion of job.
- Mechanic Tracking: Scheduled vs actual time tracking for productivity by job rating. Systems have the ability to work/integrate into Payroll and Report as a Time Card.
- Complete integration of system into Kitsap County Accounting Systems.
- Integrity of data

A new fleet management system for ER&R would cost $70,000 for software, hardware, training and 1 year support. The annual cost thereafter would be $7,000

which includes full unlimited support and regular software upgrades through the year (even with version changes).

Background:
In 2003 Public Works purchased an asset management program called Cartigraph for $28,000. Cartigraph is a tool used to map infrastructure assets (transportation and utilities), capture and maintain asset inventory information, and monitor the age and condition of your infrastructure components. This program is being used by the Public Works stormwater division, sewer utility division, traffic division and ER&R as an asset management tool. Although not designed for a fleet management application it was initially felt that it could be adapted to that use and save money. It has proven to not work for that type of application. ER&R presently pays a $7,650 annual fee as their share for license and maintenance of the system.

Alternatives:

	Option 1 Continue to utilize the Cartigraph system	**Option 2** Implement new fleet management system
Pros:	Has the following features: • Ability to track assets and condition • Tracks current and historical information on asset types. • Maximizes existing GIS capabilities and unifies the geodatabase with asset and workflow management. • Work flow management. • GIS integration • A historical photo log of signs, signals, and utilities. • A record of all maintenance activities • Only able to track one PM interval for entire fleet (3-10 needed per	Has the following features: • Multiple shops managed • PM Scheduling and Tracking for each of your vehicles/equipment • Total Vehicle Cost accounting and reporting • Vast reporting of equipment, customers, equip group, shop, work type, mechanic • Vehicle MPG tracking with exception reporting • Dashboard monitoring tools for equipment issues and fleet performance • Full Parts Inventory and Purchasing tracking and capable of multiple locations, • Inventory stock levels recommendations • Photo log of units and parts • Warranty recovery module to increase your bottom line • Departmental billing and charge-back capabilities

	vehicle/equipment).	• Full Technician accountability and Time clock • (TSB) Technical Service Bulletin manager tracks and assigns to vehicles. • Tool Tracking • Fuel usage and consumption reporting • Fuel Tank and Pump tracking and reporting • Paperless shop • Surviving the Parts audit • Tire cost and tracking • Tracking Road calls and Expensive repairs • Fleet Utilization • Fleet Status reporting • Driver Reporting • Equipment Status and availability reporting • On Board equipment tracking • Work Order tracking • Customized reports builder • Remote work orders and fuel tracking • Reduction in annual maintenance cost. • Interfaces w/ JD Edwards
Cons:	Doesn't have the features of a true fleet management system	Initial cost
Costs:	Presently pay an annual license and maintenance fee of $7,650 annually	$70,000 1st year, $7,000 annually thereafter

.**Recommendation:**
Approve Public Works moving forward with a supplemental budget adjustment of $70,000 to purchase a fleet management system software/hardware package.

Attachments: