

AGENDA

CITY OF POCATELLO CITY COUNCIL WORK SESSION

January 14, 2021 • 9:00 AM
Council Chambers | 911 North 7th Avenue

In-person attendance is allowed, but strict social distancing measures are in place.

Attendance is EXTREMELY limited in accordance with Governor Little's Modified Stage 2 order.

MASKS/FACE COVERINGS ARE REQUIRED.

The full Council meeting will be live-streamed at <http://streaming.pocatello.us/> and available on Sparklight Cable channel 56

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.us; 208.234.6248 or 5815 South 5th Avenue, Pocatello, ID.

1. ROLL CALL

2. UPDATE ON ENERGY AUDIT REQUEST FOR QUALIFICATIONS (RFQ)

Public Works Department staff will be present to update the Council on Energy Savings Companies (ESCOs) and financing options for energy audits. Council may wish to give guidance to staff regarding the RFQ and possible funding sources. **(ACTION ITEM)**

3. POLICY CHANGE TO FLEET AND PUBLIC TRANSIT DEPARTMENT MECHANIC/FOREMAN TOOL REQUIREMENTS AND ALLOWANCE

Staff members will be in attendance to discuss changes to the Fleet Department Mechanic/Foreman Tool Requirements and Allowance Policy. The requested change would include the Public Transit Department to the policy. **(ACTION ITEM)**

Documents:

[AGENDA-ITEM-3.PDF](#)

4. FLEET DEPARTMENT UPDATE

Fleet Services and Public Works staff will be present to give Council an update of Fleet Services activity for Fiscal Year 2020. **(ACTION ITEM)**

Documents:

[AGENDA-ITEM-4.PDF](#)

5. ADJOURN

Notice of Policy Change

Policy: Fleet and Public Transit Department Mechanic/Foreman Tool Requirements and Allowance

Issue Date: 01/22/2021

Effective Date: 02/01/2021

Expires: N/A

Distribution: Pocatello Regional Transit Mechanic Employees

Approved:

Brian Blad, Mayor

Section 1 – Purpose

Updated item Fleet Mechanic/Foreman Tool Requirements and Allowance section to include Transit department mechanic positions who have adopted the same tool requirements.

Section 2 – Policy Background and Intent

With the launch of the Fleet Department in FY2020 a tool requirement list was adopted by City Council to set minimum standards for mechanics in the department. This tool list has not needed adjustment for FY2021. The Fleet Mechanic/Foreman Tool Requirements and Allowance handbook section also addresses the tool allowance paid to employees in the department. This adoption did not address Mechanics in the Transit department, which are no part of Fleet due to the funding sources of the Transit department.

This policy change will change the annual tool allowance from a once a year lump sum of \$300.00 to a per pay period allowance of \$50.00 per pay check, so mechanics in the Fleet and Transit departments are working from the same tool supply requirements and are receiving the same tool allowance. This policy change is not applicable to any other departments or positions in the City of Pocatello.

Section 3 – Language Change

Fleet and Public Transit Department Mechanic Tool Requirements and Allowance

A. Minimum Requirements

All employees who work in the following positions: Transit Mechanics, Fleet Mechanics, Fleet Mechanic-EVT Certified, Transit Maintenance Supervisor, and Fleet Shop Foremen (called mechanics for the duration of this policy) will have an established list of minimum tools required to facilitate successful function in their positions.

Tool requirements are defined and updated by the Fleet Manager with approval from City Council.

FY2020 Fleet Mechanic/Foreman Tool Requirements (hyperlink)

B. Requirement Establishment and Update

Any changes to listed requirements will be communicated via memo to each impacted employee. Each position with minimum tool requirements will have its job description updated to include the requirements. This list is maintained by the Fleet Manager and approved by City Council.

C. Fleet and Transit Mechanic Tool Allowance

Employees who are required to furnish their own tools will be paid the sum of \$50.00 per pay period.

D. Specialty Tools

Any specialty tools will be purchased and owned by the City of Pocatello Fleet Department or City of Pocatello Public Transit Department.

Section 4 – Budget Impact FY2021

For FY2021 (October 1, 2020 –September 30, 2021) the Public Transit Department will absorb the cost of the mechanic tool allowance in their current operating budget. The lump sum tool allowance should have been paid 10/02/2020, however due to a processing error it did not occur until 10/16/2020. $26 \text{ pay period} \times \$50 = \$1,300 - \$300 \text{ lump sum} = \$1,000 \text{ difference}$. The \$50 per pay period allocation will start up for Transit Mechanics on the 1st pay of February 2021 and continue for the rest of the fiscal year. Subsequent years will follow City of Pocatello policy and budget.

FLEET SERVICES FY 2020 Overview

January 2021

Department Mission Statement

Evaluate and implement methods to develop a more coordinated and consistent approach to managing the City's fleet assets to improve service levels and decrease fleet related costs.

Key Accomplishments

- Developed Repair & Preventative Maintenance (“PM”) Policies & Procedures - ONGOING
- Developed Purchasing Policies & Procedures - ONGOING
- Developed & implemented AssetWorks Asset Management Software
- Staffing:
 - FY19: 9 Mechanics & 2 Lead Mechanics
 - FY20: 4 Mechanics, 1 EVT Mechanic & 2 Shift Foreman (4 unfilled positions were absorbed through efficiencies, however, staffing levels need to be continually evaluated based on demand)
 - FY21: Unfilled positions decreased to 3 due to budget cuts.
- Developed Standardized PM Program
- Implemented NAPA IBS On-Site Store
- Performed Right-Sizing Evaluation:
 - 43 underutilized assets were auctioned in FY20 resulting in \$106,685.
 - Original projections showed 69 assets with anticipated sales of \$103,500.
 - Additional right sizing evaluations to be sent to departments to assist in decision making process.

Key Accomplishments Cont.

- Educated departments on purchasing regulations & requirements through the Management Training Program.
- Explored Alternative Energy Options.
 - Purchased (10) Police Hybrid Ford Explorers.
 - Researched compressed natural gas (CNG) & hybrid/electric filling/charging stations.
 - Installed partial infrastructure at City Hall for EV (electric vehicle) charging.
 - Researched infrastructure options for new fuel site.
- Service the Following Departments (approximately 600 assets):
 - Parks & Rec (All Divisions)
 - Street
 - Water
 - Sanitation
 - Police
 - City Hall (Mayor, Planning, Engineering, Building, Utility Billing, Public Works)
 - Library
 - Animal Control
 - Fire

FY 2021 Key Goals

- Continue Fleet Right Sizing - ONGOING
- Purchasing Division:
 - Develop standardized vehicle ordering guidelines/template
 - Research local cooperative purchasing options
 - Develop streamlined vehicle registration process (new & renewals)
 - Create standardized purchasing checklist to assist Council in decision making process.
 - Continue training on piggyback purchasing option (lower cost, expedited process).
- Alternative Energy Options - CNG, Hybrid/Electric, Etc.
 - Demo electric refuse trucks and sweepers
 - Train mechanics on alternative energy vehicles
 - Purchase tools required to repair alternative energy assets
- Continue to increase efficiencies and decrease costs
- Develop data driven Capital Replacement Plan

FY 2021 Key Goals Cont.

- Implement PM notification system through AssetWorks
- Mechanic Training Program
- City Wide Fuel Site
 - Design bid completed, design in process
 - Fuel dispensing equipment & contractor bid specs being developed
- ISU Tech Intern Program

Measures of Effectiveness

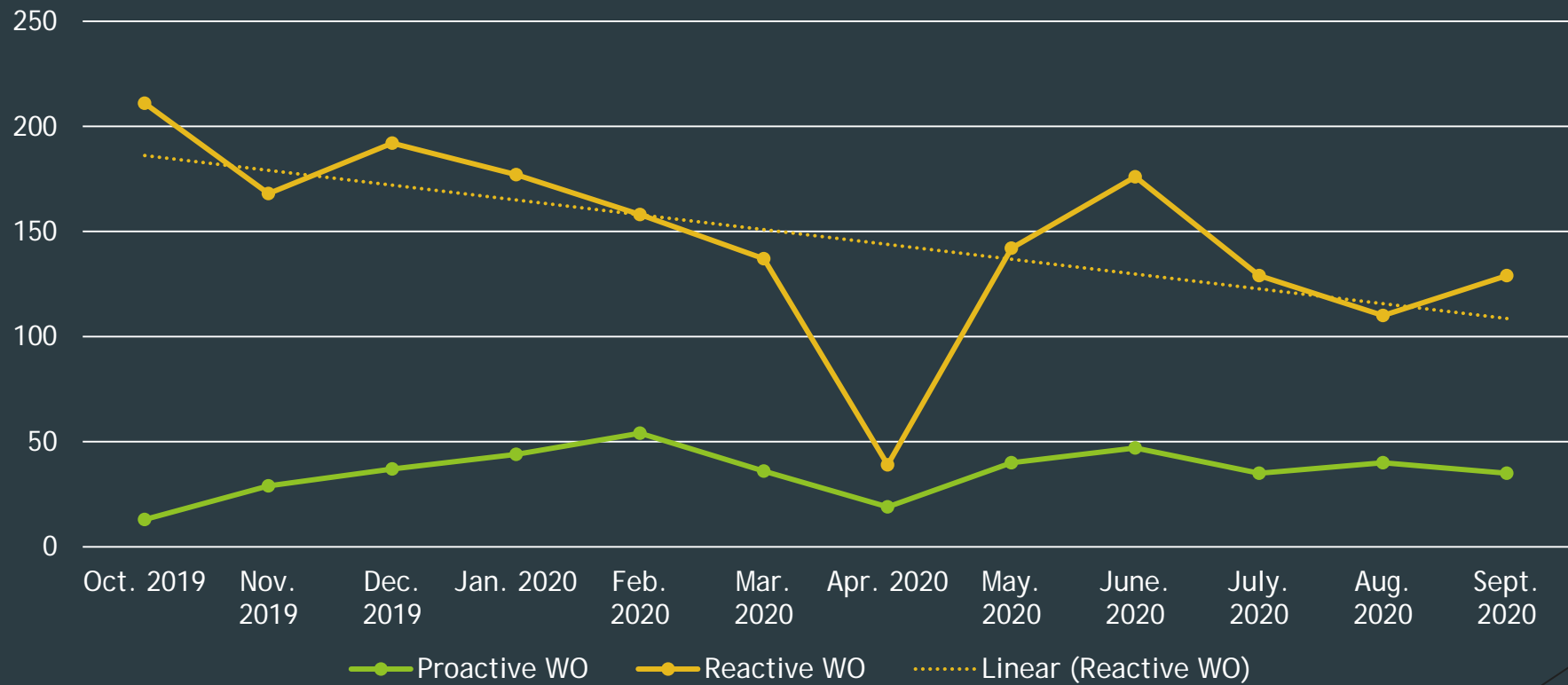
Department	FY19 Budget	FY20 Budget*	FY20 Actual**	Difference
Police	\$220,573	\$244,933	\$237,749	-\$7,184
Sanitation	\$660,969	\$416,698	\$459,750	\$43,052
Street	\$366,297	\$471,035	\$523,103	\$52,068
Water	\$317,499	\$362,023	\$230,976	-\$131,047
Animal Control	\$5,550	\$17,665	\$10,592	-\$7,073
Building	\$7,250	\$6,730	\$5,193	-\$1,537
Utility Billing	\$4,235	\$12,617	\$4,672	-\$7,945
Library	\$850	\$1,683	\$811	-\$872
Engineering	\$2,850	\$17,665	\$4,176	-\$13,489
Parks & Rec	\$220,024	\$288,233	\$120,533	-\$167,700
Info. Tech.	\$2,450	\$6,730	\$1,045	-\$5,685
Totals	\$1,808,547	\$1,846,012	\$1,598,600	-\$247,412

*FY20 Budget amount does not include capital budget for up-fitting

**FY20 Actuals do not include up-fitting costs

Measures of Effectiveness

Proactive (Scheduled) vs. Reactive (Unscheduled) Work Orders



Measures of Effectiveness

Comebacks



Measures of Effectiveness

➤ FY20 BUDGETED AMOUNT

➤ \$1,963,891

➤ FY20 BUDGET EXPENDED

➤ \$1,707,767

Issues and Concerns

- Preventative Maintenance Issues:
 - Inaccurate meter entry at fuel site can lead to missed, late, or early PMs.
 - Mileage for assets fueled elsewhere cannot be tracked for utilization or PMs.
- Fleet should continue to educate staff on State of Idaho purchasing guidelines & requirements including the benefits of piggyback/cooperative purchasing.
- Fleet should continue to educate staff on the value of preventative maintenance to minimize reactive repair measures.
- Fleet staffing levels may need to be evaluated as the department progresses.

Any Questions 