

**CITY COUNCIL AGENDA ITEM NO. F.10**  
**12/10/2024**

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**SUBJECT:** Purchase a Fleet Management software system, authorize the City Manager or designee to execute agreement and any necessary documents in a total amount not to exceed \$116,330 and amend the 2024/25 Fleet Maintenance Services Fund Operating Budget by \$21, 330

**DEPARTMENT:** Public Works

**STAFF:** Casey Wichert, Director of Public Works  
Scott Dempsey, Fleet/Facilities Maintenance Manager

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### **TITLE/RECOMMENDATION**

Adopt a Resolution approving the purchase and installation of a Fleet Management software system for the Public Works Fleet Maintenance Division from TT Faster LLC, dba FASTER Asset Solutions in Virginia Beach, VA; authorizing the City Manager or designee to execute an agreement and any necessary documents for Fleet Management Information Solution Services in an amount not to exceed \$116,330; and amending the 2024/25 Fleet Maintenance Services Fund Operating Budget by \$21,330.

### **FISCAL IMPACT**

The total cost to purchase and install the Fleet Management software is \$116,330. Of this amount, \$95,000 is included in the 2024/25 Fleet Maintenance Services Fund Operating Budget. Staff is requesting the 2024/25 Fleet Maintenance Services Fund Operating Budget be increased by \$21,330 to allow for this expenditure in the current fiscal year. Annual recurring software support and maintenance fees of \$23,466 will begin in FY 2025/26 and is included in the FY 2025/26 Fleet Maintenance Services Fund Operating Budget.

The Fleet Maintenance Services Fund provides for the maintenance and repair of all City vehicles with the exception of Police Department vehicles. Funding contributions for the services are received from Enterprise Funds (77%), General Fund (16%) and all other Funds (7%).

### **BACKGROUND**



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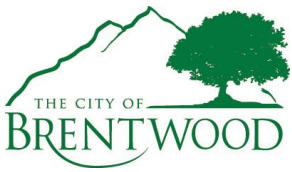
Currently, the Fleet Division utilizes the Public Works' (Accruent) Maintenance Connection (MC) computerized maintenance management system as its fleet software to track vehicle/equipment assets and work. The 24/25 MC annual support cost was \$37,797.54 of which Fleet funded \$2,555.11. Although Maintenance Connection is primarily utilized to manage work orders, track assets and schedule maintenance for Public Works and Park Maintenance, it is not a fleet specific software and does not offer the full functionality needed to efficiently manage and maintain the City's fleet. For example, Maintenance Connection does not have the ability to use task specific codes for information/history look up by vehicle which is instrumental in the Fleet shop and provides increased reporting capabilities, and it does not have the ability to track different warranty dates on each vehicle/equipment.

The new proposed Fleet Management software system from TT Faster LLC, dba FASTER Asset Solutions (FASTER) will provide additional functionalities and efficiencies, such as:

- Vehicle utilization and tracking of costs for efficient fleet management;
- Ability to track technician, parts and fuel costs;
- Manage an asset's monthly/yearly costs related to historical, accident, capital, warranty, parts and labor, and sublet repairs;
- Monitor an asset's monthly/yearly amount of fuel consumed and quantity dispensed to each asset; and
- Utilizes a full parts room feature to better control inventory costs, warranties, stock levels and reorder points.

These functions and more will greatly benefit the Fleet Division, as well as the Finance Department, when it comes to reporting the actual cost of vehicles and equipment down to the cost per mile for each of the 14 vehicle classes the City maintains. Doing so will assist in the budgeting for Fleet Maintenance Services Fund costs moving forward. The parts room feature will assist in a reduction of costs related to overstocking of slow moving and obsolete parts no longer needed, and allow the ability to better capture the warranty costs and core deposits.

Per Purchasing Policy No. 10-7, the City will utilize a cooperative purchasing agreement to purchase the Fleet Management software system, under the General Services Administration (GSA) contract # 47QTCA23D0054 agreement with FASTER. The GSA offers a wide variety of commodities, non-IT services and information technology products and services, where participating vendors submit pricing based on bulk government sales. Staff reviewed similar product prices and found GSA prices are fair and reasonable. Staff requests the approval to purchase the Fleet



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Management software system from FASTER in an amount not to exceed \$116,330 as a one-time purchase/installation costs and annual support and maintenance cost of \$23,466.

**CITY COUNCIL STRATEGIC INITIATIVE**

Not Applicable.

**PREVIOUS ACTION**

Previous Action by the City Council is included on Attachment 1.

**DATE OF NOTICE**

Not Applicable.

**ENVIRONMENTAL DETERMINATION**

Not Applicable.

**ALTERNATIVE OPTION(S)**

Alternative Options to the Staff Recommendation:

1. Do not approve staff's recommendation.
2. Modify staff's recommendation based on legally defensible findings.
3. Continue item with direction for staff to return with additional information.

**ATTACHMENT(S)**

1. Previous Action
2. Resolution
3. Agreement
4. Quote