



CITY OF COMMERCE AGENDA REPORT

TO: HONORABLE CITY COUNCIL

FROM: CITY ADMINISTRATOR

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA APPROVING AN ADDITIONAL FULL-TIME LEAD FLEET MECHANIC OR FULL-TIME FLEET MECHANIC POSITION IN THE TRANSPORTATION DEPARTMENT

MEETING DATE: FEBRUARY 6, 2018

RECOMMENDATION:

The City Council shall consider approving an additional full-time Lead Fleet Mechanic or full-time Fleet Mechanic position in the Transportation Department.

BACKGROUND:

The Fleet Maintenance Division of the Transportation Department currently maintains over 188 vehicles and equipment. The industry standard and best practice for fleet maintenance indicates that there should be one (1) full-time mechanic for ten (10) transit buses; and one (1) full-time mechanic for every 55 vehicles and/or equipment.

TABLE 1 SAMPLE VEHICLE-TO-TECHNICIAN RATIOS	
Vehicle Type	Vehicle : Technician Ratio
Transit bus	10:1
School bus	20 to 30:1
Firedepartments	30:1
Small towns	35:1
Counties & cities	55 to 60:1
Utilities	55 to 75:1

The City's current fleet consists of 188 pieces of equipment including: transit buses, over-the-road coaches, cars, vans, tractors, trailers, lawn mowers, golf carts, light and heavy duty trucks, and specialty equipment.

The City's current mechanic to vehicle ratio is as follows:

City's Vehicle Type	Industry Standard Ratio	Mechanics Required Based on Industry Standards
33 Buses	10:1	3.3
155 Mixed Equipment	55:1	2.8
		6.1

The City currently has four (4) full-time mechanics and one (1) part-time mechanic on staff, which brings the ratio to 4.8. Based on industry standards there is a shortfall of 1.3 mechanics on staff based on the City's fleet size.

ANALYSIS:

The City currently operates transit service seven days a week between the hours of 5:30am - 10:30pm; and travels more than 550,000 miles annually. As service demands increase, so does the frequency of state required preventative maintenance inspections, which are due every 3000 miles or 45 days, whichever comes first.

An additional lead fleet mechanic or fleet mechanic is being recommended to bring the staffing level to the proper ratio based on the City's fleet size; assist maintenance personnel in keeping up with daily operational and maintenance repair demands; and reduce vehicles and/or equipment down time due to personnel shortages.

The additional position would assist with the oversight of the maintenance of the shop facility, order parts as needed, observe the work site to enforce safety rules and regulations, transport equipment from the field to the repair shop facility and at times may schedule and communicate equipment repair completion status with City department liaisons. The lead position in particular is referenced in the Department's Short Range Transportation Plan; as it relates to succession planning. The goal is to continue developing and preparing staff professionally, in order to prepare them for future supervisory opportunities.

FISCAL IMPACT:

The cost to add an additional full-time lead fleet mechanic position is \$96,805 (inclusive of benefits) annually; and the cost for a full-time fleet mechanic is \$91,805, respectfully. The salary for either position will be funded 100% through the new Measure M transportation funding allocation; and will not have an impact on the City's General Fund.

RELATIONSHIP TO STRATEGIC GOALS:

This agenda item relates to the 2016 strategic planning goal: “foster an environment that continuously seeks to improve service and organizational responsiveness to internal and external customers,” as this additional mechanic position helps maintains the City’s fleet at a high level and meet operational demands.

Recommended by: Claude McFerguson, Director of Transportation

Fiscal impact reviewed by: Vilko Domic, Director of Finance

Approved as to form: Noel Tapia, City Attorney

Respectfully submitted: Edgar P. Cisneros, City Administrator

Attachment:

Job Description – Lead Fleet Mechanic Position

Job Description – Fleet Mechanic Position