



City of Bethlehem Memorandum

TO: J. William Reynolds, Chairman, Finance Committee

FROM: Mark W. Sivak, Director of Budget & Finance *MWA*

DATE: August 18, 2020

SUBJECT: Finance Committee – General Fund Transfer

Public Works requests the below budget transfer. Supporting documentation explaining the transfer request is attached for review.

Increase 0504-42047, Mechanical Maintenance – Department Contracts, by \$12,544.

Decrease 0801-42090, General Expenses – Unforeseen Contingency, by \$12,544.

The Administration respectfully requests the Finance Committee's approval.

CITY OF BETHLEHEM

DEPARTMENT OF PUBLIC WORKS INTEROFFICE MEMORANDUM

TO: Eric Evans, Business Administrator
FROM: Michael Alkhal, P.E., Director of Public Works/City Engineer
RE: Geotab and Fleetio Line Item Requests
DATE: July 9, 2020

This is to request two (2) new line items be established in the General Fund Bureau of Mechanical Maintenance budget; 1) "Geotab" and 2) "Fleetio".

Amounts: Geotab- \$9,212.00 and Fleetio-\$3,332.00.

From: TBD

Reason (Geotab): Geotab is a comprehensive AVL/Telematics system that will provide accurate real-time status and tracking information for city vehicles and equipment. The city's current AVL system is 12 years old, has become outdated, and has recently been extremely problematic and unreliable. Many attempts to rectify these issues with our provider have been unsuccessful. Geotab is a much more advanced live vehicle location tracking system and a more accurate platform with far more functions than our current system. This platform will also provide and transmit vital vehicle systems data directly to our fleet management program (Fleetio), immediately notifying us of when faults occur in engine or drivetrain functions, often helping us avoid costly repairs. Other monitored parameters can be used to improve driving behaviors such as speeding or excessive idling. Geotab has a more robust public works component for use in tracking snow and salt spreading operations. Vehicle hardware connects directly to spreader controllers giving us detailed information on how much salt per lane mile is applied. This will not only save money, but also assist in limiting the amount of salt that enters our waterways through our storm sewer system. Live progress maps will indicate which roads have been plowed or treated at various intervals of time, and this progress will be displayed on the city's website for our citizens to monitor as well. The above cost is for the hardware and software of the system and installation. Annual subscription, call fees, and system support will be approximately \$24,246 for 90 units (expanded monitoring capabilities for 6 months on 45 units during winter operations, basic monitoring for the balance). No subscription costs to be paid in 2020, with the fourth quarter 2020 to be paid in 2021.

Reason (Fleetio): For many years the city has been using the desktop fleet management software program Manager Plus. In the beginning of 2020 we were informed there would be no further support for this program as they were converting to a cloud based subscription service. After migrating to the cloud version, we found it to be extremely slow and not user friendly. Basic data entry and past service inquiries were causing unacceptable delays in daily work flow. After trials with several new programs, we determined the program Fleetio will meet all our needs now and in the future.

It will track all aspects of fleet maintenance from purchase to disposal. It allows us to view a complete "paper trail" of activities for every asset. It includes vehicle inventory, parts and inventory tracking, tracks and reports on fuel usage and efficiency, maintenance scheduling, work orders and work history. Fleetio is fully integrated with the Geotab telematics system detailed above and will automatically import any vehicle faults as well as import and post vehicle meters such as mileage and engine hours. Unlike Manager Plus, Fleetio allows for unlimited users and has mobile and tablet apps that any operator can use to report issues with vehicles or log pre-trip inspections. Annual subscription in and support cost in 2021 is approximately \$28,322, and the above request is for 2 months in 2020.

We have done extensive research on both of the above systems/applications, including capability and cost to arrive at the above recommended programs. If you have any questions, please let me know. Thank you.

MA/dlb

cc: M. Sivak
D. Bachman
T. Ridgick
file

By: 
Title: Director of Public Works/City Engineer