

COMMISSIONERS' MINUTES – DAVIS COUNTY

WORK SESSION MINUTES

July 12, 2022

The Board of Davis County Commissioners met for a Work Session at 3:00 p.m. on July 12, 2022, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Notice of this meeting was given under the requirements of UCA §52-4-202.

AGENDA AS POSTED

Roll Call

3:00 p.m. Fleet Discussion—Presented by Jon Thornley, Fleet Manager

Adjournment

DISCLAIMER

The meeting was an open dialogue. Critical points in the discussion have only been briefly summarized. The reader may refer to the audio recording and the publicly distributed materials for further clarification of the content. The audio recording is available based upon the County's current retention schedule.

All documents from this meeting are on file in the Davis County (DC) Clerk/Auditor's office.

ROLL CALL

Davis County Commissioners in attendance: Randy B. Elliott, Chair; Lorene Miner Kamalu, Vice-Chair; and Bob J Stevenson.

Davis County Staff in attendance: Shairise Bills, Deputy Clerk/Auditor; Mike Kendall, Sr. Civil Counsel; Curtis Koch, Clerk/Auditor; Chris Bone, Human Resource Director; Adam Wright, Public Works Director; and Jon Thornley, Fleet Manager. There was no public attendance.

The meeting commenced at 3:09 p.m.

WORK SESSION DISCUSSION

Fleet Discussion—Presented by Jon Thornely, Fleet Manager

Jon proposed a new method of administering the fleet through an Internal Service Fund. They currently operate as a Service Operation, which means the fleet can be owned by either the fleet or the Fleet Department but is maintained by the Fleet Department. Services are provided at no cost to the customer. As an Internal Service Fund, the fleet can be owned by either the Fleet Department or customer agencies but is maintained by the Fleet Department. Services are provided to the customer agencies on a cost-reimbursement basis. Jon said that operating as a Service Operation hinders the ability to manage and control the fleet assets. There are numerous advantages of centralizing Fleet Management, including analyzing utilization of fleet vehicles, standardizing vehicles and equipment, streamlining repairs, forming a motor pool, and a sustainable vehicle life cycle plan. Best business practices and industry standards for vehicle life cycles were discussed. Whether the County leases or purchases vehicles, the goal is to be sustainable, cost-efficient, and provide a safe, clean, and well-maintained fleet.

Curtis agreed that these standards should be the norm for fleet management but does not know when it will be possible financially. He is not a fan of leasing, and agrees that purchasing a vehicle and rotating it while the miles are still low, gives the best return on investment, but the financial structure needs to be figured out. It may need to be built up slowly.

Jon presented his 10-year Vehicle Replacement Plan. Initially, he figured he needed 82 vehicles (at the cost of 3.7 million), but that was not financially feasible, so Jon cut it down to 58 vehicles (at the expense of 2.5 million). The first year will be the most expensive. Jon gave some examples of the cost savings on gas and maintenance by managing a vehicle's life cycle. He said this year's approved vehicle budget was \$1,053,000. He said by 2024; he anticipates a 46 percent return on investment. It will be examined more closely during the departments' 2023 budget presentations.

(See Attachments A1-A55.)

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ADJOURNMENT The meeting adjourned at 4:03 p.m.

MATERIALS PRESENTED All publicly distributed materials associated with this meeting are noted as the following attachments:

A1-A55 10-Year Vehicle Replacement Plan

Minutes prepared by:
Shairise Bills
Deputy Clerk/Auditor

Minutes approved on: 8/23/2022

/s/ Curtis Koch
Curtis Koch
Davis County Clerk/Auditor

/s/ Randy B. Elliott
Randy B. Elliott
Commission Chair

APPROVED