



Agenda Memorandum

Contact: Clif Custer

Subject: Vehicle and Equipment GPS Tracking

Summary: A priority of Public Works is the tracking of fleet vehicles and equipment for the purposes of theft protection, location, manner and time in which vehicles and equipment are operated, and for noting preventative maintenance milestones. Public Works feels it is imperative to employ a tracking system for the purposes of security and preventative maintenance practices to best protect the city's investment.

Background Information: Public works has researched a few different companies that fully encompass capabilities of tracking equipment and vehicles for both purposes of noting location and times that vehicles and equipment are being operated, as well as noting preventative maintenance actions based on OEM service manuals.

One Step GPS offers not only possesses capabilities of tracking vehicles and equipment location, but also allows the ability to generate reports noting when preventative maintenance is due, or service milestones have been reached. Software capabilities for vehicles include location, speed, idle time, start/stop times, breaking patterns, odometer readings, check engine light notifications, etc. Basic data entry for individual vehicles or heavy equipment allows staff to begin relying on software to provide reminders for necessary preventative maintenance in the form of oil changes, tire rotations, factory recommended maintenance milestones, etc. Baseline data entered into specific fields within the software updates in real time. Based on maintenance actions entered for mileage thresholds, the software will post notification when a given maintenance action is required. Other capabilities of the software offer setting of location boundaries and mobile device alerts.

Issue:

Fiscal Impact: One Step GPS has no initial costs for tracking equipment. Activation fees for any vehicle or piece of equipment include:

One-Time Fee

First Month Payment = \$13.95

Last Month Payment (Deposit – refunded upon termination of service) = \$13.95

Activation Fee = \$20.00

Recurring Fee

\$13.95 per month, per unit.

Richwood's fleet vehicles and equipment proposed for tracking include 7 vehicles, 1 skid steer, and 2 excavators.

Total Start-Up Costs = \$479.00

Recurring costs (Annual Basis) = \$1,674.00

Recommendation: I recommend that Council make a motion allowing Public Works to equip 7 vehicles and 3 pieces of heavy equipment with One Step GPS hardware.