



7370 Groveport Road • Groveport, OH 43125
614-836-1000 Office / 614-836-2999 Fax
www.groveportrec.com

INTER-OFFICE MEMO

DATE: August 26, 2013
TO: Kyle Lund, *Director of Parks & Recreation*
FROM: Bob Dowler, *Senior Transportation Coordinator*
RE: Senior Transportation Vehicle Replacement Justification

1. Do we really need this van?
 - a. *Yes. Please refer to "Vehicle Replacement Justification" memo dated 11-19-2012. The justifications stated at the time of this memo were made in an attempt to take the likely timetable of a grant award and vehicle acquisition into account.*
2. How many vans do we have in the senior transportation fleet?
 - a. *Three. Four vehicles including one sedan.*
3. What is the condition, age and mileage of the current fleet?
 - a. *See the revised Vehicle Inventory*
4. Will any of the vans be removed from service? If so, how will it/they be handled?
 - a. *Yes.*
 - b. *Per the "Vehicles Taken Out of Rotation" memo distributed June 17, 2013. The Senior Transportation Coordinator suggests method #3/c./1.*



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DATE: 11-19-2012
TO: Kyle Lund, *Director of Parks & Recreation*
FROM: Bob Dowler, *Senior Transportation Coordinator*
RE: Vehicle Replacement Justification

Approximately two years ago, Groveport Senior Transportation staff prepared and submitted an application for a Standardized Transportation Program grant administered by the Ohio Department of Transportation and authorized by the Federal Transit Administration. We were fortunate to be awarded a grant in the amount of \$32,724.80 making the City of Groveport's share of a \$40,906.00 vehicle \$8,181.20. We were able to replace a vehicle that had been slated for replacement previously but which we were unable to replace due to economic conditions. Groveport Senior Transportation took delivery of this vehicle in July of 2012 over thirteen months after the award and twenty two months after beginning the grant application process. Currently this vehicle is in use serving the aged and disabled citizens of Groveport who rely on Groveport Senior Transportation in order to remain independent, productive and active without becoming an undo hardship on family and friends.

Currently, the Groveport Senior Transportation staff requests the option to apply for these funds to provide some fiscal relief to the City of Groveport if we are fortunate to again be so awarded. Our intention was to begin this process as early as possible so that emergency measures would not be necessary on the part of Council and Administration. The grant information release timetable had not been available previously but has since become available to us this past Friday November 16, 2012. Now that this information is in hand, we can state that the timetable is aggressive to be sure. The Grant Proposal is due to the Mid-Ohio Regional Planning Commission offices no later than the close of business on Friday February 1, 2013. This action does require a Public Hearing as in the past. We suggest this take place prior to the Committee of the Whole on January 22, 2013. As a Public Notice of this hearing is required, we will need to properly post and advertise such a hearing no less than two weeks prior or January 8, 2013. We will need to work with all City departments in a timely manner to comply with all requirements set forth in order to meet this timetable.

Some information should be noted regarding the current state of our vehicles. Our fleet is aging. As age and mileage increase, maintenance cost and downtime suffer. We are active in our preventive and corrective maintenance measures and can assure Council and Administration that we hold safety for our clients and drivers as a top priority. I can state with a degree of certainty that age, not mileage, is a larger concern for determining to keep vehicles on the road or to retire them. It seems that both our most recently retired vehicle and the vehicle we expect to retire next are in these positions due to corrosion related issues more than mechanical issues. Additionally, converted vehicles, vehicles that can accommodate non-ambulatory clients, typically have a higher associated maintenance cost.

Our Freightliner Sprinter is the vehicle we expect to retire next. While this vehicle has outstanding visibility, is the most comfortable to drive, is the most comfortable riding accessible vehicle for clients and is nearly the most fuel efficient, it is the most costly to maintain. I have provided you with a six year cost summary of our current and most recently retired vehicles. As you can see, the Sprinter has cost more than all other vehicles combined to maintain. \$6,444.00 of this nearly \$28K has been spent maintaining and repairing outer body corrosion, rust. Much of the mechanical work done has been a direct result of corrosion as well and we could spend much more yet today. Photographs are included for your reference. Regardless of personal preference, the Ford chassis and our excellent relationship with Ricart Ford Service make them the way to go for our fleet and service needs.

All this being stated, nearly two years will pass before we take delivery of another grant vehicle, *if* we are fortunate enough to be so awarded. We expect that a large portion of our maintenance budget will be required to keep the Sprinter in service until such time that it is replaced. For this reason, we have included the purchase of a suitable replacement vehicle in our Capital requests for FY2013 for your consideration.

One additional piece of information we have provided is an updated program report such as you normally see monthly. We have added a fourth column with "Year to date" as of the end of October 2011. Typically this would only be added for the end of year report but we thought it was appropriate at this time. You will notice that the program is operating substantially above last year in every category reported. We are also operating within our budget.

The Groveport Senior Transportation staff is very pleased that we are able to continue to offer this program to the residents of Groveport. As you read in the 3rd Quarter Program Report to Franklin County Senior Options, our clients responded unanimously. 54 of 54 respondents, a full 100%, answered "Yes" to this question; "Does access to Groveport Senior Transportation improve your ability to live independently by offering you opportunities to schedule and keep medical and personal appointments without undo hardship on family and friends?" Our staff and the tools to do the job make this happen routinely and without fanfare.

Please feel free to contact me directly anytime you have comments, concerns, suggestions or questions.

Sincerely,
Bob Dowler

City of Groveport Parks & Recreation Department Vehicle Inventory 1-17-13

Division: SENIOR TRANSPORTATION

Updated on 8-26-13

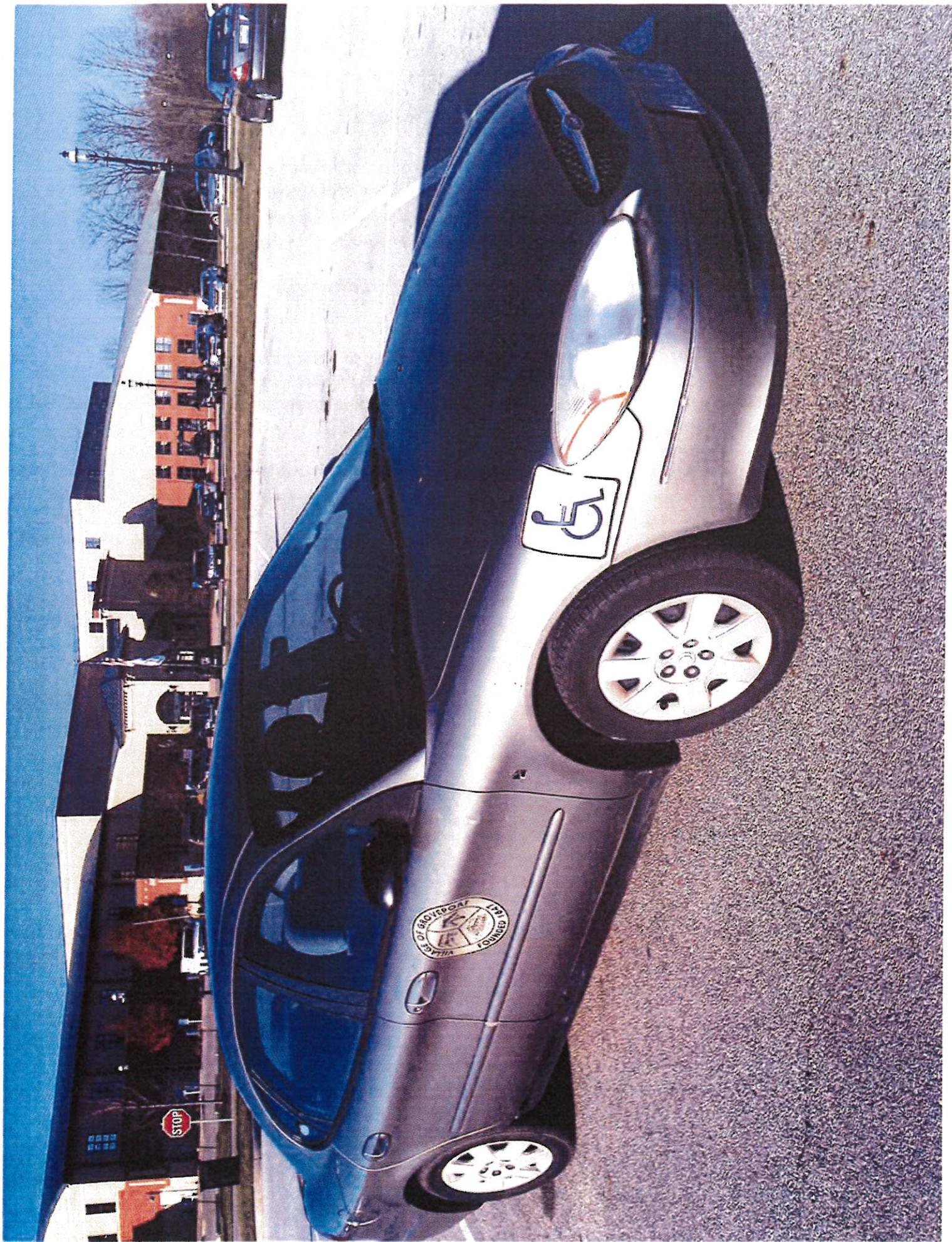
Description	Year	# Miles	Primary Use	Anticipated Yr. for Replacement	Anticipated Cost for Replacement
Freightliner Sprinter 8 Passenger w/ Wheelchair Lift	2002	152,283 157,450	Transport Snr. Citizens	2013	\$50,000.00
<i>Current Issues:</i>			<i>Currently in shop for front brakes (including 1 brake caliper, transmission leak repair & battery/charging system check. Ongoing issues: differential bearings, outer-body corrosion, underbody corrosion (causing mechanical failures, such as brake equalizer 2x, brake cables & exhaust), glow plug system (functional at 80%), 4 of 5 cylinder are working, but indicator lamp stays on, lift hydraulic leaks (scheduled after current repairs are complete). The above brake, transmission leak, battery electrical system and lift hydraulic leaks have been addressed. We have requested a Purchase Order in the amount of \$1,900.00 to address the differential which must be completed in order to keep this vehicle in service until we take delivery of a new ODOT/FTA Grant vehicle anticipated to be in July 2014. Repair cost year to date for this vehicle including the estimated differential repair is \$4,664.00. Additionally, outer-body corrosion continues to worsen.</i>		
Ford Taurus 4 Door Sedan	2001	82,879 89,610	Transport Snr. Citizens	2015	\$30,000.00
<i>Current Issues:</i>			<i>Ongoing Issues: Underbody corrosion is starting to cause mechanical failures (recently replaced transmission pan which had a leak due to rust hole), brake cables, brake & fuel lines are corroding and will need replacing in near future; minor paint & body concerns. There has been no status change for this vehicle. Year to date maintenance and repair cost is \$1,465.14.</i>		
Ford E350 Econoline 11 Passenger	2006	82,099 87,577	Transport Snr. Citizens	2017	\$40,000.00
<i>Current Issues:</i>			<i>Recent: Left steering pull (to be diagnosed in near future); minor paint & body issues are evident. The steering and suspension issues have been addressed and repaired. Year to date maintenance and repair cost is \$1,608.56.</i>		
Ford E350 Econoline 9 Passenger w/ Wheelchair Lift	2012	4,895 10,627	Transport Snr. Citizens	2020	\$71,000.00
<i>Current Issues:</i>			<i>N/A There has been no status change for this vehicle. Year to date maintenance and repair cost is \$45.45.</i>		

Vehicles Taken Out of Rotation

City-owned personal property that is no longer needed is disposed of in one of seven methods according to page 4 of the *City of Groveport Purchasing and Financial Policy*. The policy does not provide a system of which of the seven methods are to be used. Council has requested that a system be developed for disposal of vehicles taken out of rotation.

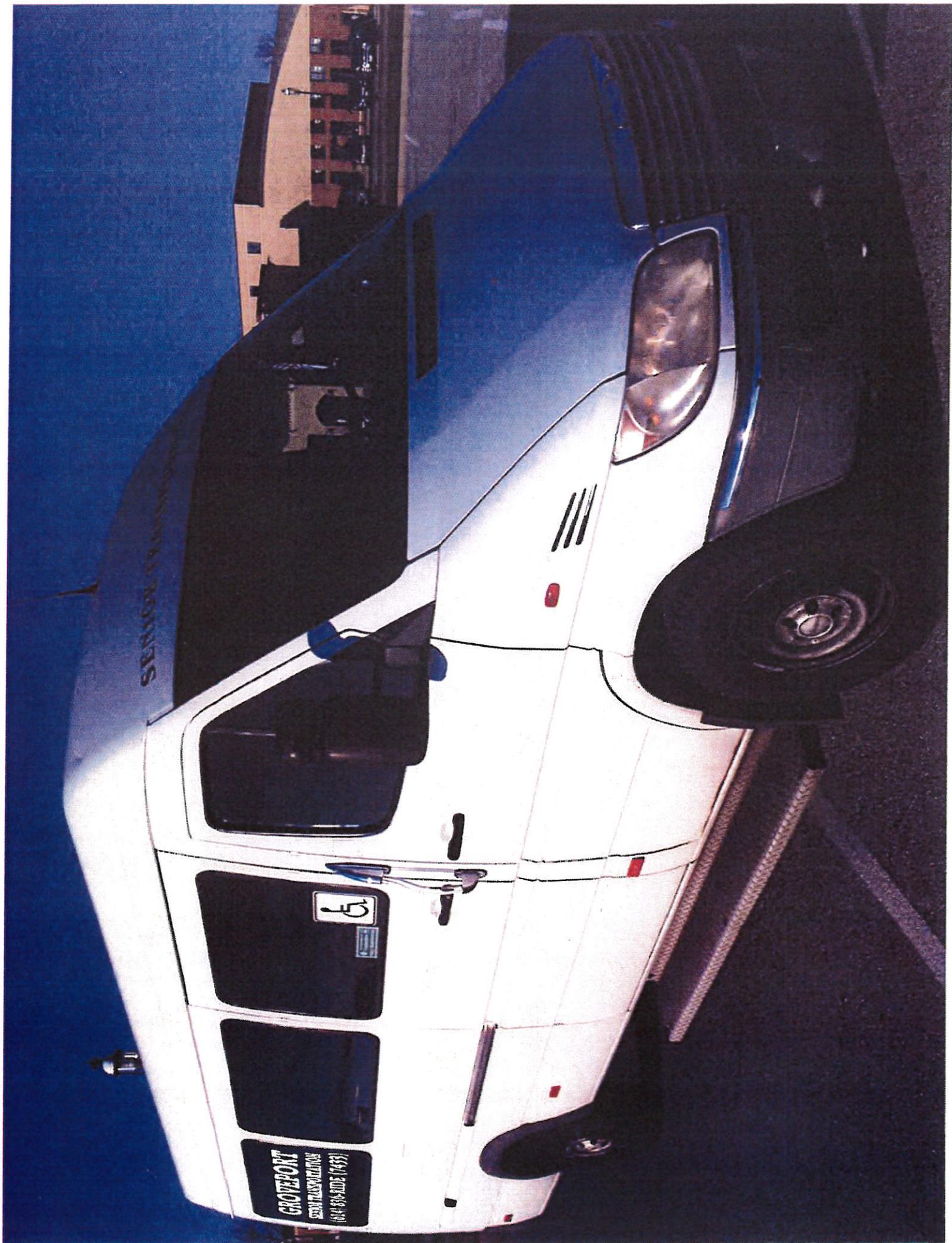
Below is the recommended system for disposal of vehicles, as recommended by the City Administrator and Police Chief for all City-owned vehicles.

1. Review maintenance records and have vehicle inspected to determine condition.
2. If useable and recommended for use by another department; with approval by Council
3. If not useable, City Administrator to determine disposal in the following order:
 - a. Trade-in for new vehicle
 - b. If value is below \$2,000 and trade-in is not feasible:
 1. Conveyance to another government agency/authority
 2. Donation to a non-profit organization exempt from Federal income taxation; with approval by Council
 - c. If value is between \$2,000 and \$9,999.99 and trade-in is not feasible:
 1. Internet auction
 2. Public auction (if auction is to be held within 3 months of vehicle disposal)
 3. Conveyance to another government agency/authority
 4. Sealed bid
 - d. If value is \$10,000 or more and trade-in is not feasible:
 1. Internet auction
 2. Public auction (if auction is to be held within 3 months of vehicle disposal)
 3. Sealed bid (following procedure outlined in Salvage Section, Item (d) of *Purchasing and Financial Policy*)

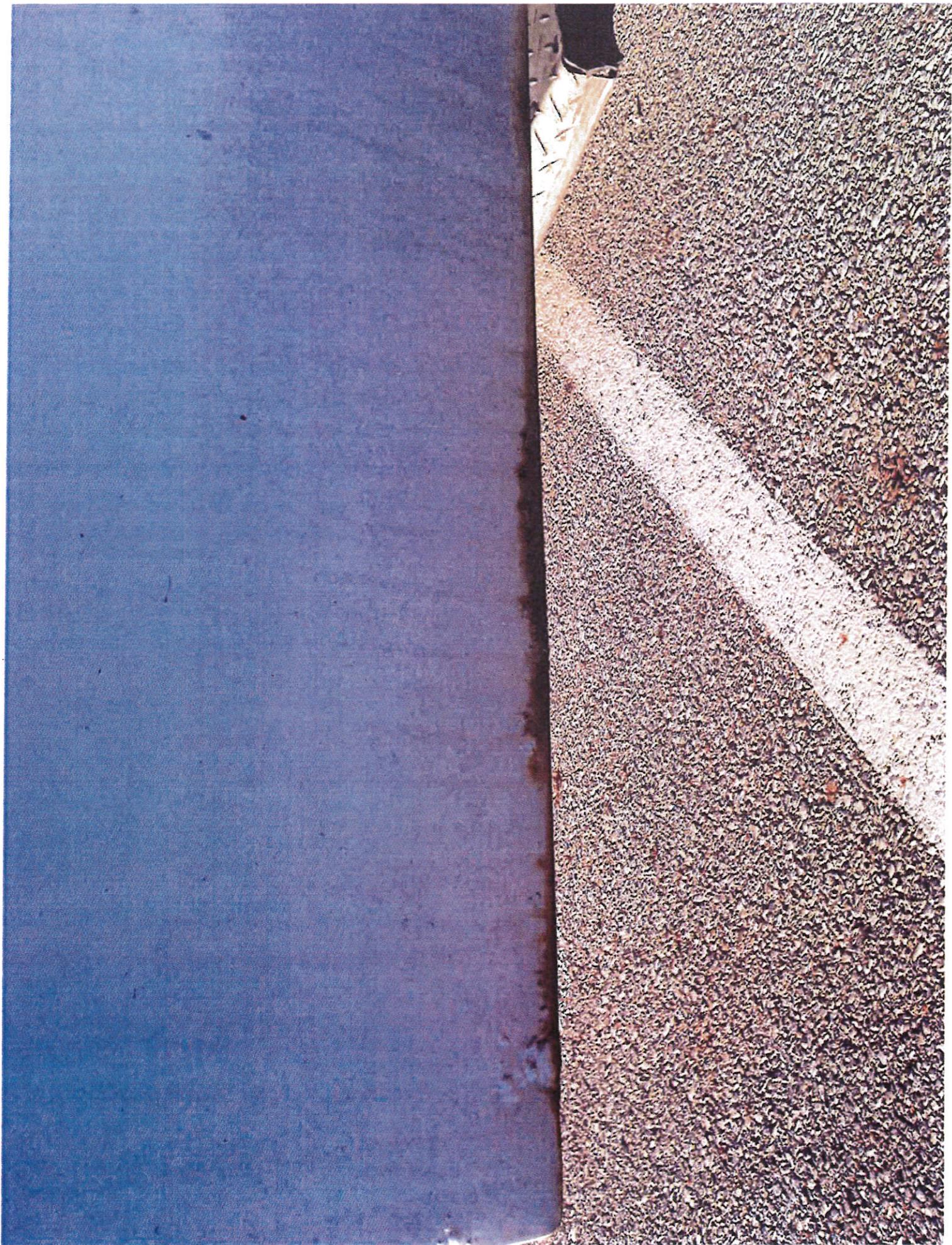




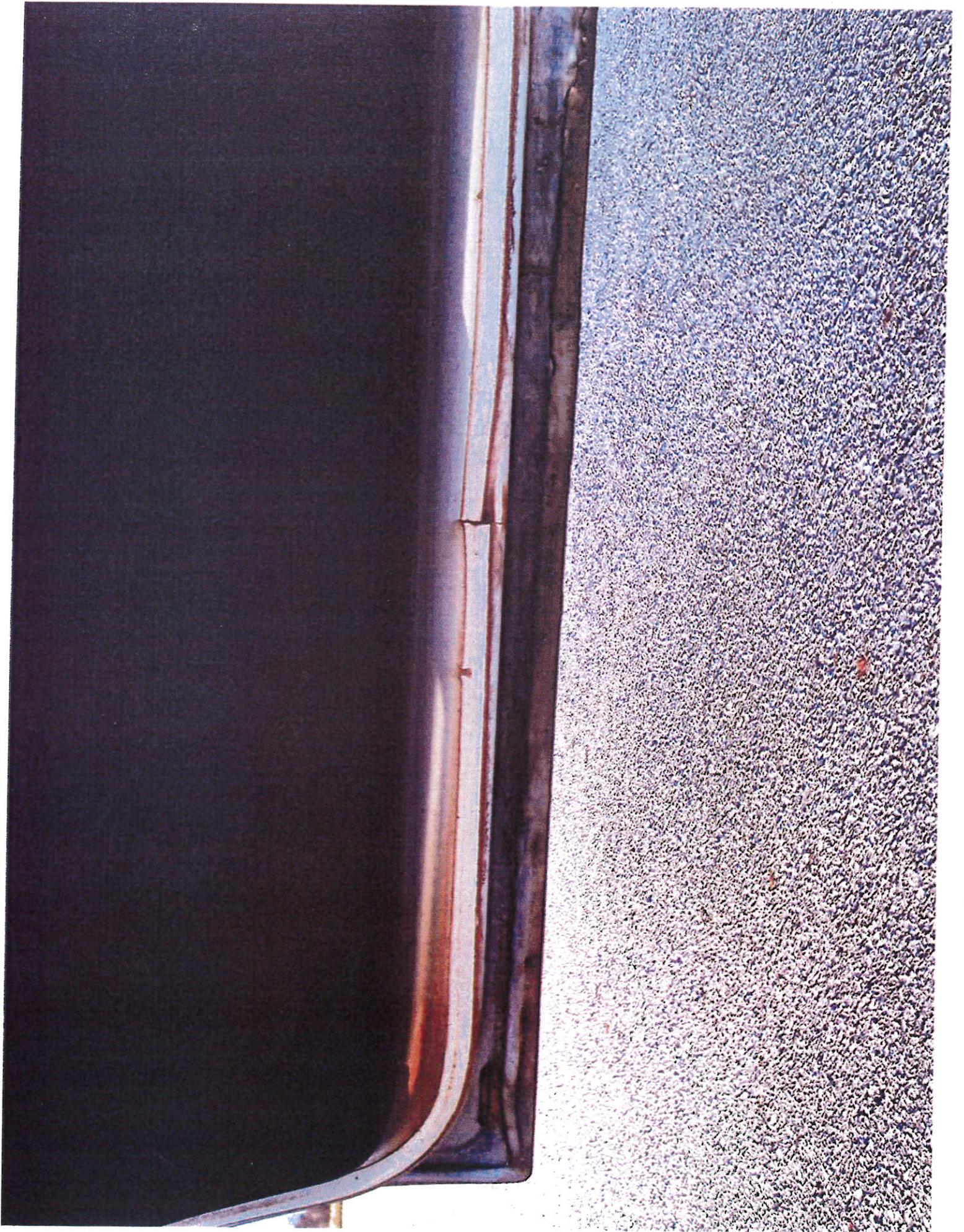






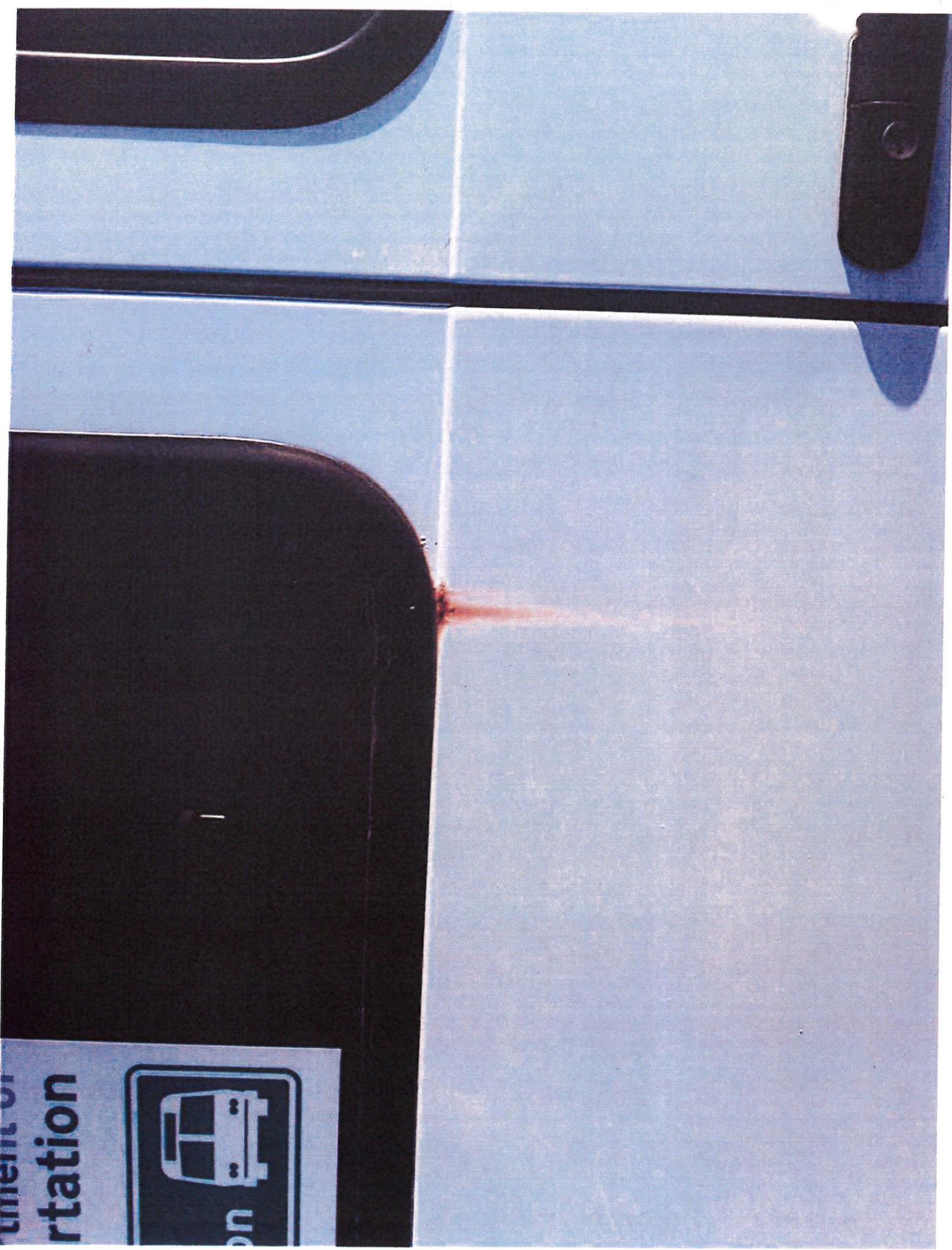




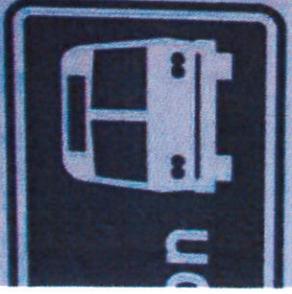






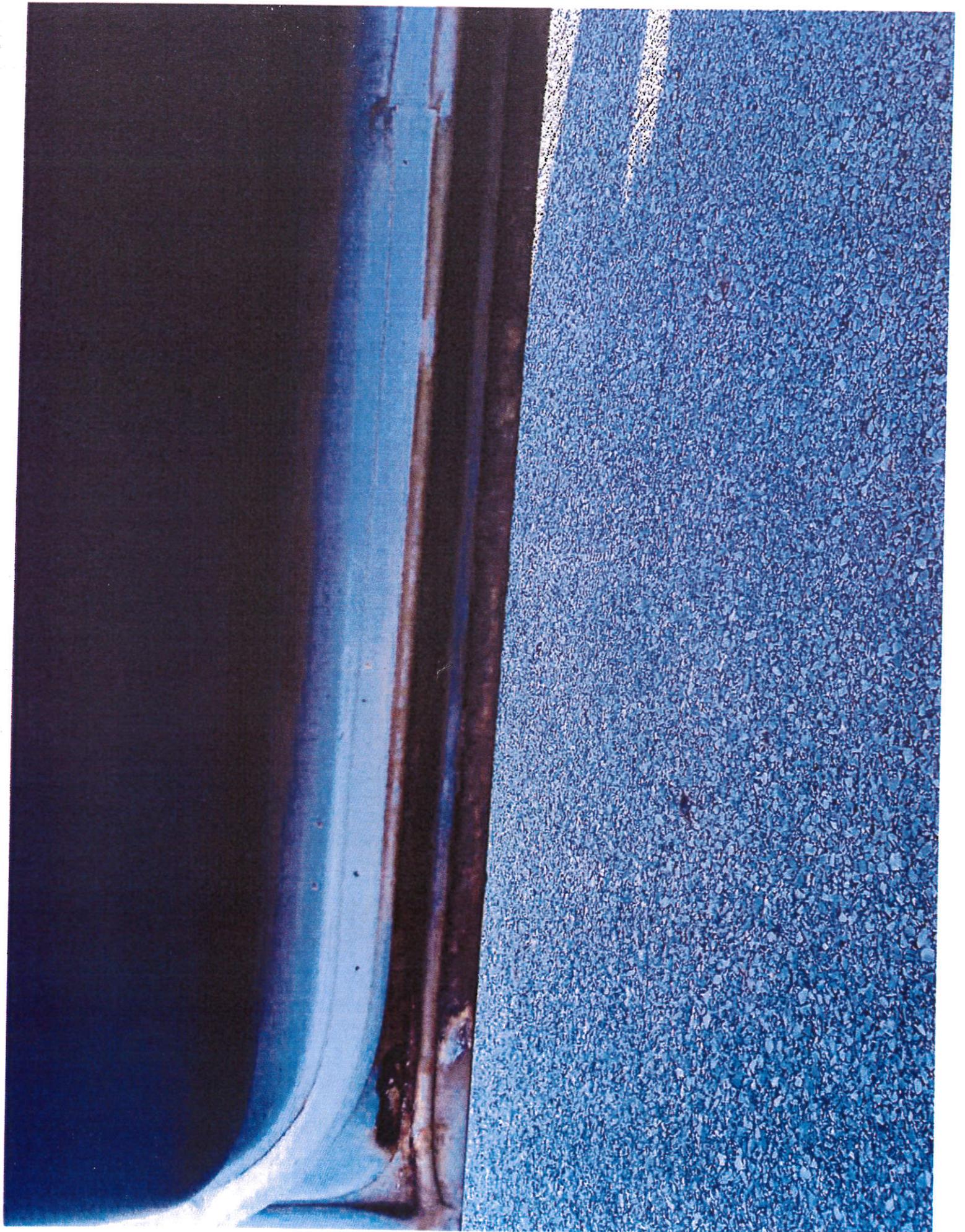


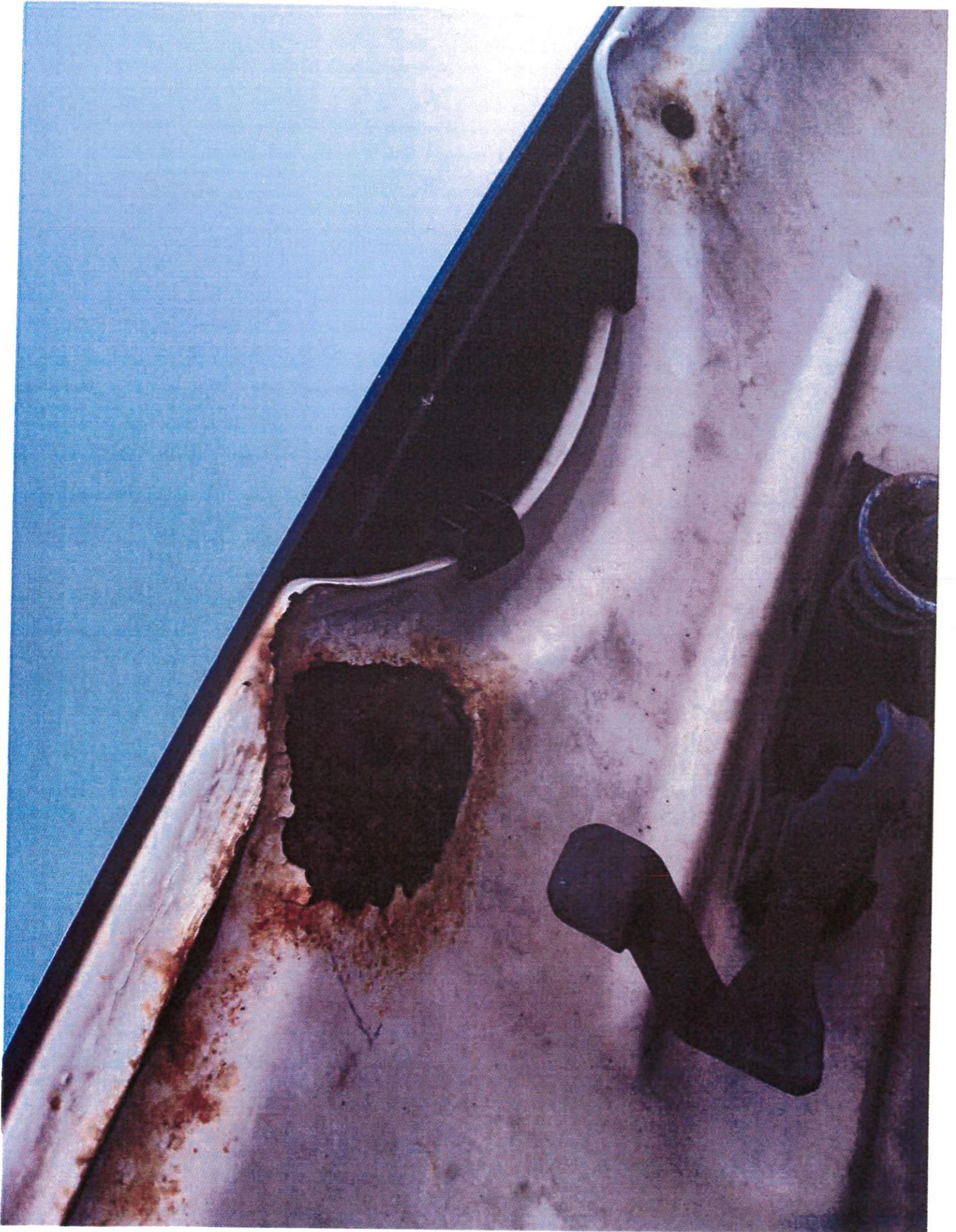
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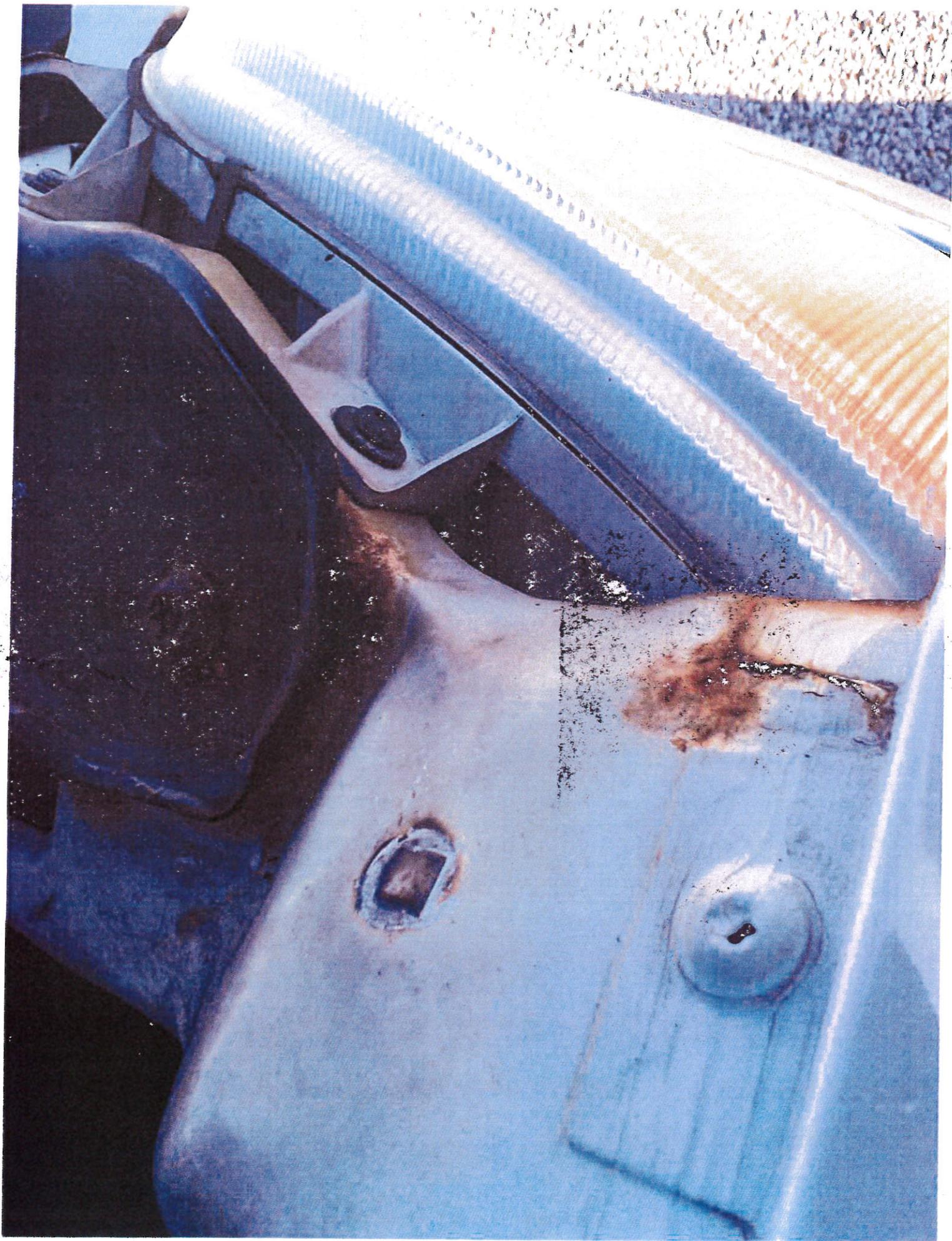












**Groveport Parks & Recreation Department
Participation Statistics
2012**

Senior Transportation Program

	2012 October		2011 October		2012 Year to Date (as of October 2012)		2011 Year to date (as of October 2011)	
	Month	Avg/day	Month	Avg/day	Month	Avg/day	Month	Avg/day
	18		15		174		171	
Transport Days								
Trips (A trip is counted each time a client boards a vehicle.)								
Medical	242	13.4	86	5.7	1738	10.0	1228	7.2
Other	140	7.8	100	6.7	1210	7.0	879	5.1
Total	382	21.2	186	12.4	2948	16.9	2107	1.0
Client Contact Hours (h:mm)	437:15	24:17	239:50	15:59	3428:00	19:42	2686:55	15:42
Miles Driven								
FT	1210		1698		15907		24673	
PT	2411		127		15443		2670	
Total	3621	201.2	1825	121.7	31350	180.2	27343	159.9
Driving Hours (h:mm)								
FT	75:15		110:05		923:45		1404:20	
PT	148:50		7:50		967:20		156:20	
Total	224:05	12:26	117:55	7:51	1891:05	10:52	1560:40	9:07
Client Trips to Meijers								
Client Trips to S. High St./Obetz								
			2 (started 1-3-2012)		41			
			12 (started 3-20-2012)		67			

**Groveport Parks & Recreation Department
Participation Statistics
2013**

Senior Transportation Program

	2013		2012		2013	
	Month	Avg/day	Month	Avg/day	Month	Avg/day
Transport Days	17		16		120	
						Year to Date
Trips (A trip is counted each time a client boards a vehicle.)	Medical 156	9.2	155	9.7	1170	9.8
	Other 168	9.9	127	7.9	1073	8.9
	Total 324	19.1	282	17.6	2243	18.7
Client Contact Hours (h:mm)	328:20	19:18	322:50	20:10	2558:40	21:19
Miles Driven	FT 653		886		7626	
	PT 2080		1921		13043	
	Total 2733	160.8	2807	175.4	20669	172.2
Driving Hours (h:mm)	FT 55:35		56:00		520:55	
	PT 172:30		121:00		963:05	
	Total 228:05	13:25	177:00	11:03	1484:00	12:22

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Updated on 8-26-13

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