

## Kelly Shirley

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**From:** Groom Becky on behalf of Parker, Ken  
**Sent:** Monday, April 24, 2006 9:20 AM  
**To:** Kelly Shirley  
**Subject:** FW: Gas

-----Original Message-----

**From:** Parker, Ken  
**Sent:** Friday, April 21, 2006 5:11 PM  
**To:** DeptHeads  
**Cc:** City Council; Parker, Ken  
**Subject:** FW: Gas

In the past few days, we have seen an \$.18 per gallon increase in fuel cost. You can see Warren's latest price email. In reviewing where we were about 6 weeks ago, it means we have seen prices increase about \$.60 per gallon. Monthly, you have been receiving reports concerning gasoline usage and the impact of the price increases on your operating budget. The operating budget does not have the latitude to absorb the gasoline increases at this rate of increase.

At the beginning of the year, the City budgeted \$419,079 for fuel. At that time, it translated to 183,806 gallons of fuel. At our current average per gallon price for fuel for the first six months of the fiscal year, the same amount of money today will purchase only 167,613 gallons of fuel or about 9% less gallons than at the beginning of the fiscal year. With prices escalating at a rapid rate, it appears, based upon current fuel prices and consumption patterns, the City will expend its complete fuel budget sometime in early June. It appears to me that the City Departments without making drastic reductions in fuel consumption, will exceed the fuel budget by \$150,000. As I have stated before, Departments will have to adjust their existing budgets to cover most of the increase in fuel cost. Provide me your strategy next Thursday during our budget workshop.

As I asked each of you to do on Thursday during senior staff meeting, engage your leadership team and employees to discuss ways to drastically curtail the consumption of fuel by City Departments. This will require a complete team effort to reduce our consumption without reducing our service. It will require us to review all aspects of our operation and the way we provide service to our residents and our customers.

I have asked Warren to graph each vehicle's gallonage usage as compared to last year so that Departments can see which vehicles are using more gallons this year than last. This will allow us to see which users are more efficient in their driving habits. There may be reasons for more usage, but we can examine that pattern of usage to determine why the deviation. This should help you and your division managers manage the fleet and fuel consumption better. When the graphics are completed, you will need to share this with our employees. Each and every month, they need to see if they are meeting the fuel efficiency goals.

No one person can achieve the usage reductions alone. Challenge our employees to think about ways they can reduce fuel usage in the vehicle they are assigned to drive by 10 gallons per month. If each vehicle could show a reduction of just 10 gallon per month, we would reduce our gallonage usage tremendously and would go a long way toward extending our fuel budget into July and maybe longer. I want to recognize the drivers in each Department who achieve the 10 gallon usage. I'm open to suggestions on what techniques can be used to recognize the employees who achieve the fuel reduction goals.

The following items have been suggested as potential ways to achieve the 10 gallons per vehicle per month reduction in fuel usage:

1. Determine which vehicles can be parked and then park them.
2. Park the vehicles that consume the most fuel and drive the most efficient vehicles. Use the most fuel efficient vehicle available to accomplish the job. Leave the less efficient vehicle parked.
3. For field crews, Instead of sending multiple vehicles to a job site, double up in vehicles and leave one or more vehicles back at the yard. This will require advanced planning of activities and resources.
4. For inspectors and code enforcement officers, plan your routes in order to maximize efficiency and reduce the amount of mileage being driven on a daily basis. Turn off vehicles when doing inspections.
5. Restrict all travel to essential trips. When two or more are attending the same meeting, employees are to car pool to the meeting rather than taking several vehicles.
6. When stopped, all vehicles are not to be left running. Those who have outside crews that have emergency

flashers that require the engine to remaining operational need to identify alternative ways to warn approaching vehicles that you have workers in place. This may require signage, cones, barricades, etc. It is important for the City to set the example by having placing an emphasis on safety and fuel conservation at the same time. This may not be possible with police automobiles and fire apparatus.

7. Alter current practice of field crews coming back to the administrative areas for lunch. That would mean the crews would be required to take their lunches with them into the field. Fire crews would not be allowed to go to the grocery store during their shifts but rather would be required to bring their food with them when they report to work. This would require a discussion with the unions.

8. Obtain ideas from employees about ways to reduce the gasoline usage in the City Fleet, evaluate and then implement their suggestions if they are cost effective.

9. For those individuals driving hybrids, run in the fuel efficiency mode. This means the gasoline motor will turn off the gasoline engine when you stop the vehicle at stop signs, traffic signals, etc.

10. Department Heads should review all take home vehicles. Identify which take home vehicles could be left at the work place rather than being stored at home.

11. It has been suggested that we look at working four 10 hour work days rather than our current five 8 hour work days. However, I am not thinking about closing City Hall or our Departments one additional day per week but rather to look at alternative schedules that would park vehicles for longer periods of time but at the same time still provide service to our residents. I am open to suggestions about activities within your Department that could work a variable work schedule.

12. City Departments should encourage city employees to car pool or use of public transit rather than driving their personal automobiles to and from work each day.

Reducing our usage by an average of 10 gallons per vehicle per month is an achievable goal and something we can achieve together.

Ken

-----Original Message-----

**From:** Pike, Warren  
**Sent:** Thursday, April 20, 2006 2:14 PM  
**To:** Parker, Ken  
**Subject:** Gas

Ken we just had to purchase gas for the police dept tanks at a 2.82 our cost per gallon. Just an FYI

Warren