

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO

RESOLUTION NO. 26- 006

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DOES AUTHORIZE THE TOWNSHIP
ADMINISTRATOR TO ENTER INTO A SERVICE LEVEL AGREEMENT WITH MONTGOMERY
COUNTY FLEET SERVICES FOR FLEET MAINTENANCE AND MANAGEMENT SERVICES**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on the 6th day of January 2026 at 7:00 pm at the Township Offices located at 1 Business Park Drive, Dayton, Ohio, with the following members present:

Vera Powell (✓)

Sheila Back (✓)

Oscar Young (✓)

Moved by: Powell () Back () Young (✓)

Second by: Powell () Back (✓) Young ()

Young
Back
Powell

WHEREAS, Jefferson Township owns and operates a fleet of vehicles and equipment necessary to carry out essential Township services; and

WHEREAS, Montgomery County Fleet Services ("MCFS") provides professional fleet management, maintenance, repair, fuel administration, and related services to county departments and external governmental entities through a standardized Service Level Agreement ("SLA"); and

WHEREAS, MCFS has established a **Rates & Fees Policy**, revised February 23, 2024, which sets forth flat rates, labor rates, parts markups, shop fees, fuel transaction fees, and other variable costs associated with fleet services; and

WHEREAS, the Jefferson Township Board of Trustees has reviewed the MCFS Service Level Agreement and the MCFS Rates & Fees Policy and finds that entering into such agreement is in the best interest of the Township to ensure cost-effective, professionally managed fleet services; and

WHEREAS, the SLA provides that services are billed based on actual usage, applicable rates, and authorized work orders, with no guaranteed minimum expenditure or fixed total contract amount;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Jefferson Township, Montgomery County, Ohio, that:

Section 1. Authorization of Agreement

The Board of Trustees hereby approves and authorizes Jefferson Township to enter into the **Montgomery County Fleet Services Service Level Agreement**, including acceptance of the

Resolution 26-006

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MCFS Rates & Fees Policy, as may be amended from time to time in accordance with the agreement.

MCFS Policy - Service Level Agr...

MCFS Policy - Flat Rates & Fees

Section 2. Scope of Services

The agreement shall cover fleet management, preventive maintenance, repairs, vendor coordination, fuel administration, recordkeeping, reporting, and related services as outlined in the SLA.

Section 3. Financial Terms

Expenditures under this agreement shall:

- Be based on services actually rendered;
- Be subject to the MCFS Rates & Fees Policy in effect at the time services are provided;
and
- Be paid from appropriately budgeted Township funds upon proper invoicing.

Nothing in this Resolution shall be construed as authorizing unlimited spending beyond appropriated funds.

Section 4. Execution Authority

The Township Administrator is hereby authorized and directed to execute the Service Level Agreement and any non-substantive administrative documents necessary to implement this Resolution. The Fiscal Officer is authorized to process payments in accordance with the agreement and applicable law.

Section 5. Term and Modifications

The agreement shall remain in effect until terminated in accordance with its terms. Any substantive amendments or material changes to the agreement requiring Township consent shall be presented to the Board of Trustees for approval.

Section 6. Effective Date

This Resolution shall take effect immediately upon its adoption.

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**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

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The vote was as follows:

Adopted: 6th day of January 2026

Signed by:



Sheila Back, Trustee



Vera Powell, Trustee



Oscar Young, Trustee



Attest to Trustees Signatures:

Charlene Chattams, Fiscal Officer

POLICY TITLE: MCFS Rates & Fees

ISSUED (REVISED) DATE: Rev 4; 2/23/2024.

PURPOSE

This policy is being instated to create a basic pricing list for services, repairs, and fees that MC Fleet Services will bill out. The rates listed herein are subject to change based on manufacturer pricing, market-based changes, and availability of parts.

FLAT RATE SERVICES & DESCRIPTIONS

PM rates will vary dependent on the use of specialized products (Full Synthetic Oils, OEM Special Filters, etc...). This is pricing based on flat rate labor and cost of parts used.

Class 1 & 2, automobiles, and sheriff patrol vehicles.

PM Level A - \$24.75 labor and cost of parts & supplies used (Lube, Oil, & Filter). **Completed every 3,000 to 6,000 miles (depending on usage)**

PM Level B - \$49.50 labor and cost of parts (Lube, Oil, Filter, Inspect Brakes, Tire Rotation, Lights, and safety Inspection). **Completed every 7,000 to 10,000 miles (depending on usage)**

PM Level C - \$74.25 labor and cost of parts (Lube, Oil, Filter & inspection of *entire* vehicle). **Completed every 15,000 to 20,000 miles (depending on usage)**

PM Level D - \$99.00 labor and price of parts (LOF, Trans Service, & complete vehicle insp). **Completed every 25,000 to 30,000 miles (depending on usage)**

Class 3 – 7 vehicles

PM Level A - \$48.40 labor and price of parts & supplies used (Lube, Oil, & Filter plus basic safety inspection). **Completed every 6,000 to 9,000 miles or 100 to 145 hours (depending on usage)**

PM Level B - \$90.75 labor and price of parts (Lube, Oil, Filter, Inspect Brakes, Tire Rotation, Lights, and safety Inspection). **Completed every 12,000 to 15,000 miles or 195 to 240 hours (depending on usage)**

PM Level C - \$121.00 labor and price of parts (Lube, Oil, Filter & inspection of *entire* vehicle) **Completed every 15,000 to 20,000 miles or 240 to 320 hours (depending on usage)**

PM Level D - \$151.25 labor and price of parts (LOF, Trans Service, & complete vehicle insp) **Completed every 25,000 to 30,000 miles or 400 to 485 hours (depending on usage)**

Class 8 and Construction (Yellow Iron) vehicles

PM Level A - \$71.50 labor and price of parts & supplies used (Lube, Oil, & Filter plus basic safety inspection). **Completed every 6,000 to 9,000 miles or 100 to 145 hours (depending on usage)**

PM Level B - \$143.00 labor and price of parts (Lube, Oil, Filter, Inspect Brakes, Tire Rotation, Lights, and safety Inspection). **Completed every 12,000 to 15,000 miles or 195 to 240 hours (depending on usage)**

PM Level C - \$178.75 labor and price of parts (Lube, Oil, Filter & inspection of *entire* vehicle) **Completed every 15,000 to 20,000 miles or 240 to 320 hours (depending on usage)**

PM Level D - \$214.50 labor and price of parts (LOF, Trans Service, & complete vehicle insp) **Completed every 25,000 to 30,000 miles or 400 to 485 hours (depending on usage)**

FLEET SERVICES VARIABLE SERVICE COSTS

PARTS - Cost + 40% not to exceed \$500.0 per part (Covers parts inventory control, parts specialist, & parts room)

TIRES - Cost + 20% not to exceed \$500.00 per part (Covers tire disposal, inventory control & storage)

LABOR:

Auto, van, SUV, pickup (class 2 and lower): \$99.00 an hour minimum 1/2 hour (exception – PM's). OT & Holiday rate \$114.00. These rates cover labor, fringe, shop overhead & fixed costs. This includes all small equipment (utility trailers, gators, golf carts etc....)

Class 3 to Class 7 Vehicles: \$121.00 an hour minimum 1/2 hour (exception – PM's). OT & Holiday rate \$141.00. These rates cover labor, fringe, shop overhead & fixed costs. This includes sweepers, small & medium dumps, stake beds, and service trucks.

Class 8 to Constr Equip: \$143.00 an hour minimum 1/2 hour (exception – PM's). OT & Holiday rate \$163.00. These rates cover labor, fringe, shop overhead & fixed costs. This includes 48' & 53' trailers of all kinds, Semi's, large dumps, and all yellow iron (off road construction equipment)

VENDOR (Third Party) REPAIRS – Labor & Fees at cost and Parts at plus 20% (This covers shop cost for vendor management).

SHOP FEE – This is calculated at 15% of the labor. This fee covers shop supplies & small, high turnover items such as nuts, bolts, washers, zip ties, grease, fluids etc...

FUEL – Cost, plus \$3.00 transaction fee for each transaction with the WEX Fuel Card. Fuel billings will be based on invoicing provided by WEX Fueling Systems. ***For customers that MCFS administers fuel system only.***



FLEET SERVICES – Service Level Agreement

MONTGOMERY COUNTY
ADMINISTRATION BUILDING
451 West Third Street, 9th Floor
Dayton, Ohio 45422-1110
www.mcoho.org

Fleet Services
2712 Springboro Pike
Moraine, OH 45439

COUNTY COMMISSIONERS
Judy Dodge
Deborah A. Lieberman
Carolyn Rice

COUNTY ADMINISTRATOR
Michael B. Colbert

DIRECTOR CENTRAL SERVICES
Kyle Kolopanis

FLEET SERVICES MANAGER
Jon Davis

This document is a Service Level Agreement (SLA) between the Montgomery County Fleet Services Department (FS) and the Montgomery County Board of County Commissioners (BCC) departments and agencies that report to the BCC. This SLA will also cover all departments and agencies outside of the BCC that FS supports with maintenance and repair services.

SERVICE REQUIREMENTS

FLEET MANAGEMENT SERVICES

FLEET SERVICES:

- Set-up and maintain all vehicle records and provide inventory and maintenance data reports to customers as defined by their requests
- Maintain automated fuel system for customers using BCC controlled fuel cards
- Draft, coordinate, and maintain vehicle/equipment specifications
- Provide End of Life data for customers to utilize for budgeting and purchasing decisions
- Liaise with vendors and customers to ensure proper OEM/Aftermarket levels are maintained
- Prepare documents (title/cert of ownership) and equipment for disposal
- Provide all licensing services for fleet vehicles and equipment
- Provide Fleet Management Information System (FMIS) (RTA) training and support
- Develop and support Monthly Management reports outlining fleet services activity
- Cradle to Grave management of repair and maintenance for all fleet vehicles
- Continually monitor fleet industry changes to include, out-sourced maintenance, lease v. own strategies, and best practices strategies

CUSTOMER – AGENCY/DEPARTMENT/DIVISION

- Provide accurate data to FS regarding vehicle assignments at the time of assignment/change of assignment
- Identify a Point of Contact (POC) for fleet related issues and discussions
- Openly discuss Repair & Maintenance requirements and needs
- Direct all vendor inquiries to Fleet Services (FS)
- Review and advise functionality and need for monthly management reports
- Analyze monthly report data and identify inaccuracies and notify FS
- Manage fleet assets as if they were your own

- Report all accidents and work-related damage to RISK and FS on the appropriate form and email
- Identify all service gaps
- Partner with FS to ensure your service needs are being addressed
- Operate and manage fleet assets globally – what is best for division, department, & county
- Notify FS of all changes to your vehicle inventory or assets that may impact this agreement

FLEET MAINTENANCE

FLEET SERVICES

- Provide professional maintenance services as transparent to end user as possible
- Maintain all fleet records
- Develop and maintain Preventive Maintenance (PM) program
- Complete work as promised
- Maintain cost controls and efficiencies
- Communicate with customer regarding vehicle maintenance activities
- Perform all safety related repairs prior to returning vehicle/equipment to customer
- Identify out-source opportunities to provide efficient and effective maintenance service
- Liaise with vendors and customers to ensure custodial control over cost and maintenance process
- Establish an hourly shop rate that recovers 100% of cost
- Establish vendor lists for authorized out-sourced maintenance
- Develop flat-rate pricing for routine services that assist customers in budget management
- Discuss and seek authorization from customers on high dollar repairs (value to be set by customer)
- Consult with customers on maintenance turn-around times and repair expectations
- Analyze out-source options as necessary to meet customer expectations and times

CUSTOMER – AGENCY/DEPARTMENT/DIVISION

- Support maintenance initiatives
- Ensure vehicle and equipment are available for PM activities
- Create a POC for FS maintenance discussions
- Support FS vendor networks
- Review monthly FS reports
- Analyze monthly report data and identify inaccuracies
- Manage fleet assets as if they were your own
- Identify all service gaps
- Conduct only those maintenance tasks authorized by FS

GENERAL STATEMENTS

Fleet Services is the counties' primary source for repairs and maintenance of its fleet assets. Fleet Services will continually strive to add value to the county and the FS customers. Customers (Agency/Department/Division) will support FS processes and procedures. Both FS and customers will review performance measurements.

REVIEW AND MODIFICATION

The customer POC's or their designees will meet and review service quality and levels on a quarterly

basis. The SLA may be modified at ANY time with the consent of both parties. An Amendment is the method to modify the basic SLA. Signatures and dates are required for the SLA and the Amendment, if applicable.

TERM OF AGREEMENT

This agreement is effective upon agreement of both parties and will remain in effect until further notice. Any changes that need to be made to this document shall be through the amendment process.

COMPENSATION AND BILLING

Fleet Services will direct bill customers for telematic applications under MCFS control, fuel consumed (plus fee), fleet maintenance parts/supplies, and shop labor at an average computed rate base on geographic prevailing rates.

Fleet Services will apply a shop supply fee of 15% of labor billed on a WO. This fee covers items not covered by Vehicle Maintenance Reporting Standards (VMRS) code. This "Shop Fee" will not exceed \$1,500.00. These are items such as grease, nuts, bolts, washers, terminals, wire, zip ties, rags, cleaners, etc... Admin fees will apply for licensing/title work, and FMIS (RTA) updates (\$99 per hr.; example - 15min: .25*\$99 = \$24.75).

Billing will be processed bi-weekly based on transactions via the county's accounting system, adjustments or billing corrections will be addressed in the next billing cycle after investigation and adjustment is completed.

PRIMARY CONTACTS

The primary contact for each customer shall be contacted regarding operational services or an unusual event that could impact the agreement, service levels, or pricing.

The signatures below indicate agreement to this SLA, that it is valid, has achievable objectives and represents the intent of both parties to provide the scope of fleet-related services.

Jon M Davis
Fleet Services Manager

Customer Representative

CONTACT INFORMATION:

Office Phone: 937-224-3907

FAX: _____

E-mail: davisjo@mcohoio.org

Cell Phone: 937-703-3126

CONTACT INFORMATION:

Office Phone: _____

FAX: _____

E-mail: _____

Cell Phone: _____