

## City of Kirkwood Purchasing: Fleet Services

---

### Mission Statement

To establish efficient and effective delivery of City Fleet services by providing departments with safe, reliable and economically sound fleet management and related support services to the needs of the departments, while conserving vehicle value and equipment investment.

### General Description

In late 2007, the Fleet Services division became a division under the Purchasing Department.

The Fleet Services Division manages and maintains all vehicles and equipment owned by the City in conjunction with a preventative maintenance program. Various responsibilities include writing specifications, staying current with any compliance issues, managing just-in-time inventories, dispatching wrecking crews and emergency snow plow and hydraulic repairs. Other duties include fabrication and modification on vehicles and equipment for safety reasons and welding repair for Sanitation's dumpsters that extend their life. This division also provides record keeping on repairs, vehicle licensing, warranty management and assists the Purchasing Department in the acquisition and disposal of vehicles and equipment.

The Fleet Services Division uses the following performance measurements: Staffing levels, vehicle/equipment maintained, internal fleet charges and work orders.

### Staffing

The Fleet Services division is staffed as follows:

TITLE	FY06	FY07	FY08	FY09
Director of Fleet	0.50	0.50	0.50	0.50
Assistant Director	0.50	0	0	0
Lead Technician	2.00	0.00	0	0
Technician	3.00	5.00	5.00	5.00
Auto Service Worker	0.00	0	0	0
Service Writer	1.00	1.00	1.00	1.00
Customer Service Representative	0.33	0.33	0.33	.33
<b>TOTAL</b>	<b>7.33</b>	<b>6.83</b>	<b>6.83</b>	<b>6.83</b>

In 2004, the fleet division had 8 employees, with the director and assistant director staffed at 50% per each division. Through attrition, the assistant director of fleet and building services and one automotive service worker were not replaced. However in late FY09, the job title and responsibilities of the Director of Fleet and Building Services changed to reflect fleet only by removing

## **City of Kirkwood Purchasing: Fleet Services**

responsibilities of the building services division. Since this occurrence was at the end of the fiscal year, the .5 is still reflected in the count in the director of fleet section.

### **Vehicles/Equipment Maintained and Internal Fleet Charges**

The Fleet Services division maintains 243 vehicles and equipment. In addition, modifications and fabrications occur frequently as fleet and end users require additional safety features on our equipment. The division works on passenger vehicles, patrol vehicles, light duty pick up trucks, heavy duty vehicles, ambulances, fire pumpers, aerial trucks, bucket trucks, heavy equipment such as cranes, backhoes and many other types.

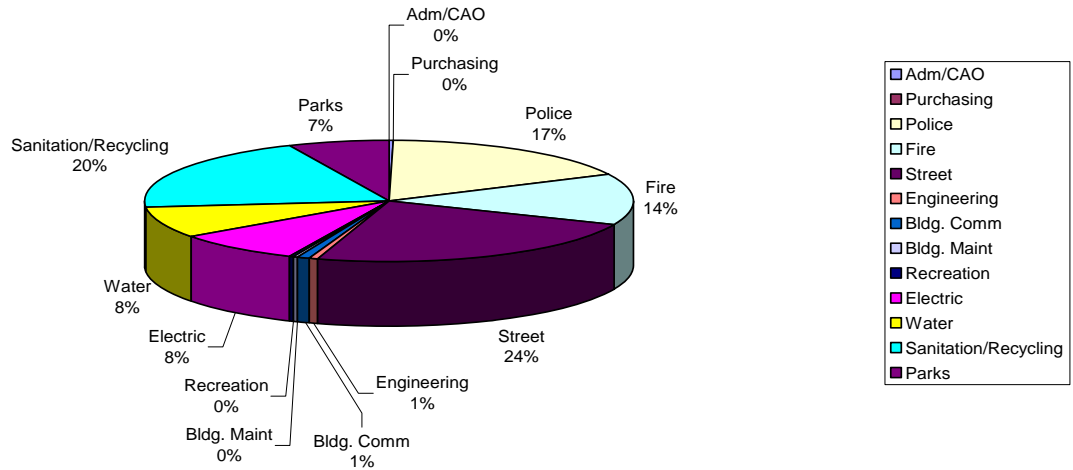
Vehicle maintenance costs are charged to each department using the service. The following charts show the departmental costs for the last three fiscal years.

<b>INTERNAL FLEET CHARGES</b>				
<b>Departments</b>	<b>08/09 #'s</b>	<b>FY06/07</b>	<b>FY07/08</b>	<b>FY08/09</b>
Adm/Misc	7	\$1,490.00	\$1,668.00	\$2,140.00
Purchasing	2	\$210.00	\$2,889.00	\$776.00
Police	30	\$109,106.00	\$88,587.00	\$142,742.00
Fire	17	\$130,385.00	\$71,649.00	\$111,711.00
Street	49	\$130,108.00	\$205,467.00	\$191,612.00
Engineering	3	\$456.00	\$2,001.00	\$5,887.00
Bldg. Comm	5	\$2,963.00	\$5,091.00	\$5,860.00
Bldg. Services	6	\$2,268.00	\$1,929.00	\$2,824.00
Recreation	4	\$3,563.00	\$987.00	\$2,043.00
Electric	38	\$35,022.00	\$40,646.00	\$68,720.00
Water	26	\$31,937.00	\$36,938.00	\$67,144.00
Sanitation/Recycling	17	\$135,077.00	\$161,760.00	\$165,852.00
Parks	39	\$41,042.00	\$43,622.00	\$54,098.00
<b>Totals</b>	<b>243</b>	<b>\$623,627.00</b>	<b>\$663,234.00</b>	<b>\$821,409.00</b>

FY2009 Internal Fleet Charges Breakdown by Department

# City of Kirkwood Purchasing: Fleet Services

---

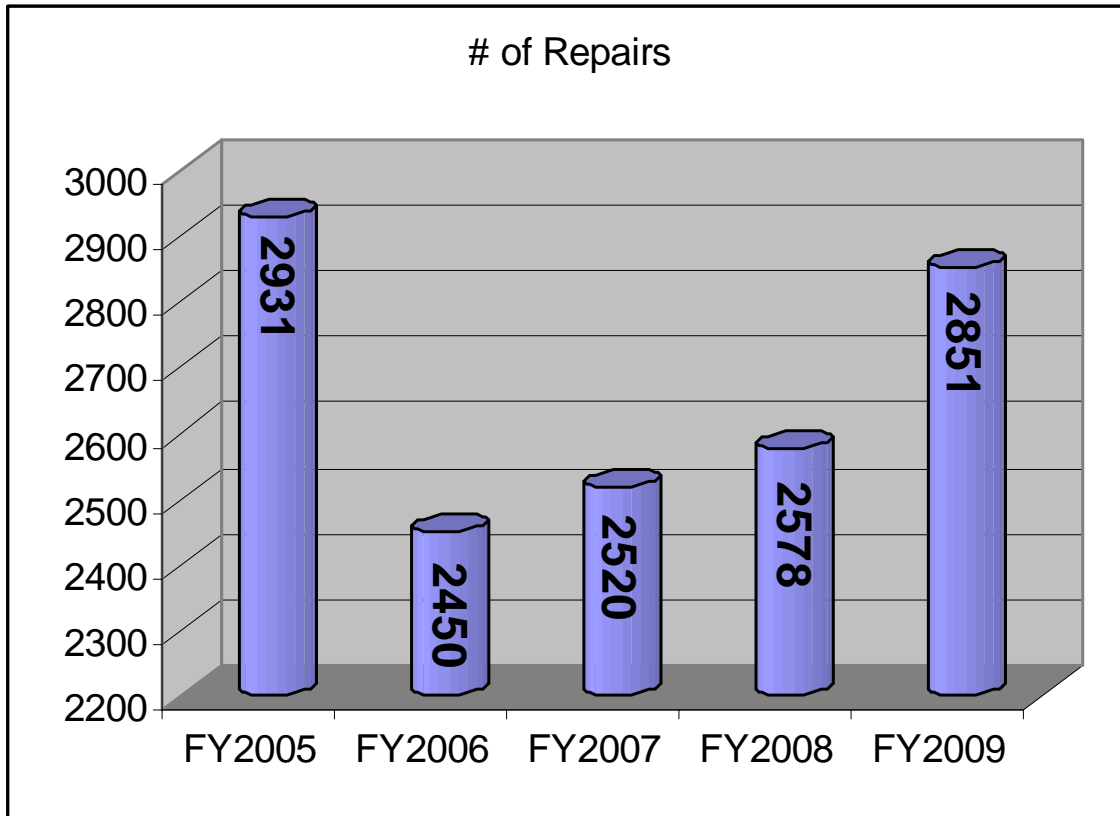


## Work Orders

Work Orders are used for each repair, modification and fabrication and reported on each vehicle and equipment as charges. Since Fleet Services has been under Purchasing Department, Work Orders are being closed more rapidly. In addition, some sections of the City's fleet are increasing in age and warranties are ending which results in higher maintenance costs for some of our fleet.

## City of Kirkwood Purchasing: Fleet Services

---



## **City of Kirkwood Purchasing: Fleet Services**

---

This page was intentionally left blank.