



## **COUNCIL COMMITTEE REPORT AUDIT AND FINANCE COMMITTEE**

Date: May 31, 2017

Agenda Item: #4

Agenda Item: *Audit of Fleet Preventive Maintenance, which looked at preventive maintenance services for non-public safety light duty vehicles (City Auditor).*

### **Vote**

4-0 [Committee members present are Council Member Troxclair (chair), Mayor Pro Tem Tovo (vice-chair), Mayor Steve Adler, and Council Member Pool].

### **Sponsors/Department:**

City Auditor

Sponsors: Council Member Ellen Troxclair & Mayor Pro Tem Kathie Tovo

### **Summary of Discussion**

Katie Houston, Assistant City Auditor, presented the audit of Fleet Preventive Maintenance. Jennifer Walls, Interim Fleet Services Officer, provided a response to the audit and explained Fleet has already started gathering data to use for a cost-benefit analysis. Walls explained Fleet Services has a public service mindset and is concerned with safety and investing in the life of the vehicle.

Committee members asked questions about and discussed the following:

- Fleet's timeline of proposed changes;
- Factors that account for the cost differences between Fleet's services and those of private providers, including paying a living wage, materials costs, and overhead;
- Potential cost savings and benefits associated with privatizing services as well as costs and liabilities;
- The previous Fleet Services audit of public safety vehicles;
- How this audit got on the audit plan;
- Items manufacturers recommend are inspected; and
- Peer city models for providing preventive maintenance services.

Houston and Walls answered questions, as well as Karl Stephenson, Auditor-in-Charge, and Urcha Dunbar-Crespo, Deputy Fleet Services Officer.

### **Direction**

N/A

### **Recommendation:**

On a 4-0 vote, the Committee voted to approve the audit. The audit was approved on a motion from Mayor Pro Tem Tovo and second from Council Member Pool.