

City of Stamford Fleet Vehicle Maintenance Services

FY 2020-2021 Fiscal Committee Budget Presentation





Introduction

Mission:

Ensure that all of our vehicles are safe, reliable, and ready to go for more than half of the City of Stamford employees that depend on them year round.

Vehicle Maintenance division is comprised of two departments:

- 1) Vehicle and Heavy Duty Equipment repair and maintenance
- 2) Small Equipment repair and maintenance

Program

Vehicle Maintenance is responsible for:

Maintenance and repairs on approximately 1,000 vehicles and equipment distributed throughout the City of Stamford. This includes Refuse Collection, Recycling, Transfer Station, Highway and Road Maintenance, Traffic Maintenance Department, Parks Department, Traffic and Signal, Recreation, Pool Fleet, Traffic Enforcement, Engineering, and Health Department.



Vehicle Maintenance Location 100 Magee Ave Stamford Ct 06902



Pre & Post Trip Inspection Form

Driver making inspection and mechanic performing repairs must sign and date the pre-trip inspection report.

DIVISION OF TRANSPORTATION

PLACE A CHECK MARK IN THE "S" COLUMN FOR SATISFACTORY OR "U" FOR UNSATISFACTORY. Check each component carefully and individually.

IF THERE IS A SERIOUS PROBLEM - NOTIFY YOUR MANAGER IMMEDIATELY

144141

BUS No.: _____
 Date: _____
 Route No.: AM: _____ PM: _____
 Ending Mileage: AM: _____ PM: _____
 Start Mileage: AM: _____ PM: _____
 Total Mileage: AM: _____ PM: _____
 Gallons of Fuel: _____

	AM		PM			AM		PM			AM		PM	
	PRE	POST	PRE	POST		PRE	POST	PRE	POST		PRE	POST	PRE	POST
OPEN HOOD and CHECK	S	U	S	U	DRIVE BUS FORWARD and APPLY BRAKES	S	U	S	U	Service and Emergency Brake Operator	S	U	S	U
Oil					VACUUM of Air Pressure Gauge					WHEEL CHAIR OPERATION				
Coolant					Odometer					Remote Function				
Battery					Switches					Lift Operation				
Transmission Fluid					Driver's Seat Belt					Service Door				
Master Cylinder Brake Fluid					WITH ENGINE RUNNING DRIVER ACTIVATES ALL EXTERIOR LIGHTS, WALK AROUND THE BUS & CHECK					Warning Mechanism				
Power Steering Fluid					Right Side Marker and Turn Signal					Manual Pump Handle				
Washer Fluid					Right Side Reflectors					PRE-TRIP COMPLETION				
All Belts					Right Side Rear View and Safety					I HAVE REVIEWED THE PREVIOUS DVR, PERFORMED A PRE-TRIP INSPECTION, AND FIND:				
Wiring					Crossing Control Arm					NO DEFECTS <input type="checkbox"/>				
DRIVER ENTERS BUS and CHECK					Headlights (high/low beams)					DEFECTS AS RECORDED <input type="checkbox"/>				
Sleeps					Front Turn Signal Lights					PRE-TRIP SIGNATURE				
Cleanliness					Front Clearance Lights					AM				
Seats					Front Identification/Cluster Lights					PM				
Seat Belts					Front Eight Light Flashing System					POST-TRIP COMPLETION				
Windows					Front Reflectors					I HAVE PERFORMED A POST-TRIP INSPECTION, CHECKED FOR PERSONS AND LOOT ARTICLES AND FIND:				
Warning Devices					Windshield					NO DEFECTS <input type="checkbox"/>				
Fuses					Body and Bumpers					DEFECTS AS RECORDED <input type="checkbox"/>				
First Aid Kit					Chassis Mirror(s)					POST-TRIP SIGNATURE				
Fire Extinguisher					Left Side Rear View and Safety					AM				
Lettering					Left Front Wheel and Tire					PM				
DRIVER STARTS ENGINE ACTIVATES ALL INTERIOR LIGHTS, & CHECK					Left Rear Wheel(s) and Tire(s)					MECHANIC'S COMMENTS				
Clearing Wheel					Driver's Side Window									
Washers					Stop Arm Panel					I HAVE PERFORMED A POST-TRIP INSPECTION, CHECKED FOR PERSONS AND LOOT ARTICLES AND FIND:				
Heater and Defroster					Lights					NO DEFECTS <input type="checkbox"/>				
All Interior Lights					Left Side Reflectors					DEFECTS AS RECORDED <input type="checkbox"/>				
IGN					Side Emergency Door (open/close)					POST-TRIP SIGNATURE				
Service Door (open & close)					Exhaust System (tail pipe clear)					AM				
All Mirrors (adjustments)					Rear Tail/Brake Lights					PM				
Sun Visor					Rear Turn Signal Lights					MECHANIC'S COMMENTS				
Emergency Exits and Alarms					Rear Clearance Lights									
Clutch (if applicable)					Rear Identification/Cluster Lights									
Braking Warning Alarm					Rear Eight Light Flashing System									
Controls and Indicators					Rear Reflectors									
Ammeter (voltmeter)					Rear Emergency Door (open/close)									
Gear Shift Lever					Right Rear Wheel(s) and Tire(s)									
Neutral Safety Switch					Right Front Wheel and Tire									
Water Temperature Gauge					Fuel Tank Filter Caps									
Fuel Gauge					Emergency Exit Reflective Tape									
Registration & Insurance Certificate														

RESERVED FOR NEXT DRIVER REVIEWING DVR

SIGNATURE: _____ DATE: _____

MECHANIC SIGNATURE: _____ DATE: _____

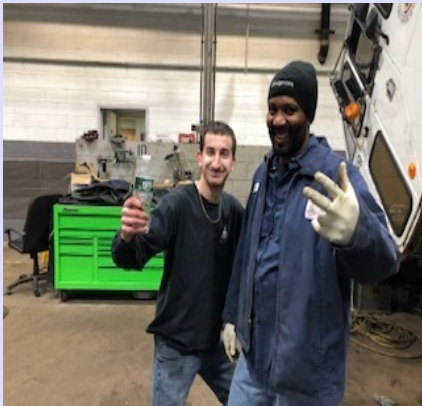
Each Driver is to check previous report prior to departure. Any defect that is not signed by mechanic as corrected must be reported immediately.

2121 – Vehicle Maintenance



Programs

22121 – Vehicle Maintenance



Services Provided

Safe Transportation



- The vehicle maintenance department also provides safe and appropriate transportation for City employees and over 13 different department inside the agency Our goal is to makes sure all vehicles are safe and reliable for all departments.

Fleet Replacement Program

- The replacement program ensures that the **CITY DOT** obtains 15 new **DOT** vehicles every year .
- Old vehicle are retired and moved from our **DOT** fleet once the new vehicles arrive.
- Presently our average age of **City DOT** vehicles are 13 – 18 years



2121 – Scheduled and Unscheduled Vehicle Repairs

Programs	Services Provided
<p data-bbox="19 354 309 442">2121 – Vehicle Maintenance</p>  	<h2 data-bbox="363 354 1342 399">Unscheduled Maintenance Repair Services</h2> <ul data-bbox="363 464 1893 735" style="list-style-type: none"><li data-bbox="363 464 1893 735">▪ Unscheduled Maintenance is a breakdown of the vehicle that must be addressed immediately . The unscheduled maintenance interferes and disrupts scheduled maintenance and impacts maintenance cost. The root cause is usually due to the lack of preventative maintenance <h2 data-bbox="363 806 1207 849">Scheduled Preventative Maintenance</h2> <ul data-bbox="363 921 1874 1135" style="list-style-type: none"><li data-bbox="363 921 1874 1135">▪ Scheduled Preventative Maintenance Is necessary to establish a consistent practice designed to improve the performance and safety of the equipment. Equipment downtime and maintenance costs will also decrease.



Vehicle Maintenance Mechanics Team



Vehicle maintenance Admit.

- Inventory Department



- Account Clerk





Vehicle Maintenance

Key Program/Department Challenges (2020-2021)

- Procure new software to replace the present unsupported 25 year old software program.
- Modernizing technology and training for the mechanic, and best practices to improve production
- Implementing conditions for assessment of vehicles and equipment asset inventory.
- Working with age old fleet that's been neglected from repairs and services plus driver abuse.
- Unable to hire two new heavy duty mechanics with a shop vehicle to mechanic ratio of 115 vehicles per 1 mechanic and too under budget.

Key Program/Department Accomplishments (2020-2021)

- We are putting new beds on trucks and saving over \$2M versus purchasing 10 new trucks.
- Applied and received grant money for \$131,856.77. for 4 new hook lift trucks for the Parks and Highways Dept. each department will receive two trucks each.
- Encumbered \$185,000 for a new John Deer tractor to help maintain the city highway.



Department Management

Budget Highlights and Changes

□ 2121 Vehicle Maintenance (page 9)

- **\$50,000 -34.662** Vehicle maint-overtime (2121-1301) **-64.0%** Onsite repairs maintenance. **-90,000**
- **\$4,000 -2000** Vehicle maint tool allowance (2121-1503) **-33.3%** Replacement of older shop tools. **-2000**
- **\$4,300 -200** Vehicle maint- phone (2121-3202) **- 21.2%** Required Safety Training.
- \$ Diesel Fuel (2121-1501) 0% Improvements in vehicle maintenance.
- \$ Gasoline (2121-5101) 0% Replacement & maintenance of traffic signs.
- **\$3,900 -9,500** Small Tools replacement (2121-67000) **-36.7%** Replacement of shop small tools **-5,000**



Department Management (cont'd)

Budget Highlights Year to Date 2020-21

- ***Summer YTD for Vehicle Maintenance***
 - ***\$1,164,239***

- ***Summer Projection***
 - ***\$1,368,150***

Budget Scenarios

In the event of a significant budget reduction, this would result in a failure to meet our obligation, and we are Vehicle Maintenance transportation and safety department, this will have a negative impact on vehicles repairs and services for all other city department.



This is what is coming (cont'd)

■ ***Vehicle Division***

To Do:

- Support for purchasing new Pool Fleet and DOT vehicles.
- More support from updated and new SOP from Vehicle Maintenance
- Establish practices designed to improve the turn around time performance for vehicle in the shop for repairs and or services.
- Better communication between Vehicle Maintenance and other departments
- More accurate information from Vehicle Maintenance reports pertaining to fuel usage, Monthly charge back from repairs and services, and consistency with PM scheduling from all city owned vehicles.