



City of San Antonio

Agenda Memorandum

File Number:
{{item.tracking_number}}

Agenda Item Number: 9

Agenda Date: August 26, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Kevin Barthold

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptance of the Office of the City Auditor report AU21-009 Audit of the Building and Equipment Services Department Light Vehicle Replacement & Maintenance Program

SUMMARY:

Determine if the Building and Equipment Service Department (BESD) light vehicle maintenance is operating and managed effectively and efficiently and that performance measures are supported and appropriate.

BACKGROUND INFORMATION:

Background

The City's fleet of light-duty vehicles is managed by BESD. This includes acquiring, maintaining, and decommissioning the City's light-duty vehicle fleet as well SAPD's fleet. In addition, BESD is responsible for the Equipment Renewal and Replacement Program for all City fleet and equipment, including light-duty vehicles, SAPD vehicles, SAFD vehicles, and all heavy-duty

vehicles and off-road equipment.

BESD's light-duty vehicle fleet maintenance team consists of an assistant director, operations manager, supervisor, service advisor, 14 technicians, one tire repairer and five parts room staff. In addition, there are separate fleet acquisition, fuel, and police maintenance teams. BESD performs preventative maintenance and repair activities in-house. The City has approximately 5,568 vehicles and equipment, of which approximately 1,918 are admin/light-duty vehicles. BESD is responsible for maintaining approximately 2,800 vehicles across both the Central Shop and Police Garage.

Scope & Methodology

The audit scope was from October 2020 to January 2022.

As part of our testing, we performed procedures to verify preventative maintenance was accurate, complete, and timely. We reviewed the physical security of assets and reviewed system user access within FASTER WIN. We verified that parts were properly accounted for and performed a physical inventory. We reviewed the purchasing process of parts, including via P-cards and SAP purchase orders. Furthermore, we verified the accuracy and completeness of billings to CoSA departments. Additionally, we reviewed the acquisition quality check process and timely entry of acquisitions into the fleet database. Finally, we reviewed the accuracy of performance measures and technician productivity.

Conclusions

Light-duty vehicle fleet maintenance is operating and managed effectively and efficiently, and performance measures are supported and accurate. We determined that BESD has procedures in place that ensure maintenance of light-duty vehicles is complete and timely. Additionally, parts inventory is safeguarded and accurately accounted for. BESD is appropriately identifying vehicles that require replacement and the light-duty vehicles are being appropriately acquired and decommissioned. Furthermore, billing between BESD and the respective departments is accurate. Finally, performance measures are supported and appropriate.

ISSUE:

This item is for briefing only.

FISCAL IMPACT:

This item is for briefing only.

ALTERNATIVES:

This item is for briefing only.

RECOMMENDATION:

Staff recommends acceptance of this audit report.

