



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PUBLIC WORKS DEPARTMENT

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MEMORANDUM

TO: Legal and Finance Committee

FROM: Steve Allender, Police Chief
Dirk Jablonski, Public Works Director

CC: Mayor Hanks
Don Brumbaugh, Street Superintendent
Lt. James Johns, Field Services

DATE: November 6, 2007

RE: Police Department Vehicle Maintenance

The Street Division provides vehicle maintenance and support service for many Departments throughout the City. The Police Department has been using the services provided by the Pennington County Sheriff's Office for their vehicle maintenance.

From discussions between the Police Department and the Public Works Department it has been determined that it would be in the best interest of the City and, in particular, the Police Department, if the Street Division of the Public Works Department would assume responsibility for the routine maintenance and support services for the Police Department's vehicles.

There are two basic requirements to make this proposal work. They are space and personnel.

The Street Division mechanics operate out of a garage located on the Street Division complex. They currently work on split shifts. All of the work bays are filled during the day time hours. During the evening shift there are bays that are not being used. It is proposed that better use of those bays be made during the evening shift. Those open bays will be available for work on Police Department vehicles. With the exception of a

hoist, the equipment is in place. A new hoist will be funded from the current Police Department budget for vehicle maintenance.

Another mechanic and part-time clerk will be needed to meet the personnel requirements. These positions will be paid with funds already be expended by the Police Department to reimburse the Sheriff's office. The amount budgeted for vehicle maintenance by Police Department for 2008 is \$230,000

SUMMARY

There has been discussion regarding the need for City Fleet Management. Start-up cost has been the inhibitor. This cooperative initiative between the Police Department and the Public Works Department could be a first step toward a viable fleet maintenance system. This proposal provides for better service for the City without additional cost.

To implement this proposal, a new FTE mechanic position and a part-time clerical position will have to be approved.

Authorization to proceed with this proposal is requested.