

**COUNTY OF EL DORADO
DEPARTMENT OF TRANSPORTATION
INTEROFFICE MEMORANDUM**

DATE: April 4, 2011
TO: Board of Supervisors
FROM: Tom Celio, DOT Deputy Director of Maintenance and Operations
SUBJECT: Supervisors Policy D-4, Vehicle Use, Standards, Procurement and Disposal

The Department of Transportation is recommending that the Board of Supervisors receive and file the report of County vehicle usage and compliance of the Fleet Management program with Board of Supervisors Policy D-4, Vehicle Use, Standards, Procurement and Disposal. This report includes revisions to Exhibit A, Vehicle Standards by County Program of Board of Supervisors Policy D-4.

Fiscal Impact/Change to Net County Cost: There is no fiscal impact associated with the report of vehicle usage and compliance of the Fleet Management program with Board of Supervisors Policy D-4 and the revisions to Exhibit A of that policy.

Background: Board of Supervisors Policy D-4, Vehicle Use, Standards, Procurement and Disposal was adopted by the Board of Supervisors on December 22, 1987 and revised on June 20, 2006. At the time of the revision in 2006, certain responsibilities for Fleet Management were established and standardized vehicle classifications for each County department were put in place. Exhibit A, Vehicle Standards by County Program details the vehicle standards.

Included in the responsibilities assigned to Fleet Management in Board Policy D-4 are implementation of vehicle standards and right sizing of the fleet. The sections below provide a summary of actions taken to meet these responsibilities.

Implementation of vehicle standards

At the time of the adoption of the vehicle standards in 2006, there were 498 vehicles in the fleet and 47 vehicles purchased by departments independent of Fleet Management (“99” vehicles). Of the original 498 fleet vehicles, 278 are still in service. As a result, their status with regard to compliance with the vehicle standard is the same as it was in 2006. One hundred and forty six vehicles have been purchased and 207 disposed of since 2006. Of those purchased, fifteen did not comply with the vehicle standards. Since these purchases were made prior to the time the Department of Transportation took responsibility for Fleet Management, it is not clear whether approval for the deviations from the standard was obtained.

“99” vehicles became the responsibility of Fleet Management in 2009. Prior to that time, departments were not purchasing vehicles according to a standard. In order to achieve a vehicle standard for the entire County, the purchase of vehicles by departments without Fleet Management oversight has been eliminated.

Right size the fleet

As previously noted, in 2006 there were 498 active fleet vehicles. As of this date, there are 437 active fleet vehicles, a 13% decrease. The Fleet Management program now supports “99” vehicles. There are 54 “99” vehicles at this time, up from 47 in 2006. There have been no additions to the “99” vehicles since 2009. The same justification requirements as apply to the replacement of fleet vehicles will apply to replacement of “99” vehicles in the future.

Fleet conducts periodic reviews of the utilization of the fleet to confirm vehicle use in accordance with Policy D-4, Section C. Underutilized vehicles have not been replaced or have been reassigned whenever possible. Since December of 2009, 18 vehicles have been reassigned within the fleet. There are currently 14 additional vehicles that have been identified for reassignment.

Fleet Management has significantly increased the replacement target mileage for all classes of vehicles and has added an age of vehicle component to use in determining whether a vehicle is eligible for replacement. Previous targets ranging from 80,000 to 115,000 now range from 105,000 to 160,000 by class and function. Law enforcement vehicles taken out of “pursuit service” at lower end targets will be evaluated and reassigned to a higher target mileage use when deemed appropriate and useful.

Proposed Vehicle Purchase

Legistar Item No. 11-0212 recommending the Board of Supervisors award the bid and authorize the Purchasing Agent to issue purchase orders for 23 vehicles that are at or exceed target mileage is also included on the Board’s agenda for this same date. The breakdown of vehicles and a notation related to compliance with the vehicle standards is as follows:

- 19 undercover/unmarked law enforcement vehicles – all meet County vehicle standard.
- 3 vehicles for the Agriculture Department – an upgrade to four wheel drive vehicles for the Agriculture Department is incorporated in the revised Exhibit A included with this report.
- 1 Human Services, WIC program vehicle being purchased with grant funds – meets County vehicle standard.

Reason for Recommendation: The Department of Transportation is recommending the Board of Supervisors receive and file the report of vehicle usage and compliance with Board of Supervisors Policy D-4.

The Department requests that the Board adopt the revisions to the Board of Supervisors Policy D-4, Exhibit A, Vehicle Standards by County Program and incorporate the Exhibit as a revision to the Policy. The basic standard has been retained with some modifications deemed justified by the needs of departments and to reflect current automotive model trends.

Action to be taken following Board approval: The Board will file the report of vehicle usage and compliance with Policy D-4 and approve and incorporate the revised Exhibit A as a revision to that Policy.