



## Legislation Details (With Text)

**File #:** 14-0613      **Version:** 3

**Type:** Agenda Item      **Status:** Approved

**File created:** 4/21/2014      **In control:** Board of Supervisors

**On agenda:** 4/11/2017      **Final action:** 4/11/2017

**Title:** Community Development Agency, Transportation Division, Fleet Services Unit, recommending the Board consider the following:  
 1) Receive and file a presentation of County vehicle usage; and  
 2) Approve revisions to Board Policy Manual Section D-4, Vehicle Use, Standards, Procurement and Disposal. (Est. Time: 30 Min.)

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 3A - Presentation 4-11-17, 2. 3B - Revised D-4 policy 4-11-17, 3. 3C - Fleet Services Procedures Guide (Policy Exh A) 4-11-17, 4. 3D - Staff Report 4-11-17, 5. 2A - Fleet Presentation 05-05-15, 6. A - Fleet Presentation 6-24-14, 7. B - D-4 Policy 6-24-14, 8. C - D-4 Policy Revised Exhibit A 6-24-14

Date	Ver.	Action By	Action	Result
4/11/2017	3	Board of Supervisors	Approved	Pass
5/5/2015	2	Board of Supervisors	Received and Filed	
6/24/2014	1	Board of Supervisors	Approved	Pass

Community Development Agency, Transportation Division, Fleet Services Unit, recommending the Board consider the following:  
 1) Receive and file a presentation of County vehicle usage; and  
 2) Approve revisions to Board Policy Manual Section D-4, Vehicle Use, Standards, Procurement and Disposal. (Est. Time: 30 Min.)

**FUNDING:** N/A

**DEPARTMENT RECOMMENDATION**

Community Development Agency (CDA), Transportation Division, Fleet Services Unit (Transportation), recommending the Board consider the following:  
 1) Receive and file a presentation of County vehicle usage; and  
 2) Approve revisions to Board of Supervisors Policy Manual Section D-4, Vehicle Use, Standards, Procurement and Disposal.

CDA Transportation recommends that Section D-4 of the Board of Supervisors Policy Manual be revised to provide clarity, operational efficiency and flexibility, and improved customer service. Most of the revisions reflect operational issues and are minor in nature; however, a few items are policy related.

**DISCUSSION / BACKGROUND**

The Board first adopted the Vehicle Use, Standards, Procurement and Disposal Policy D-4 in 1987,

to set forth rules regarding the use and operation of vehicles while on official County business, in regards to the assignment of vehicles, procurement and disposal of County-owned vehicles, and methods used by the County to meet business transportation needs of County employees. While Exhibit A, Vehicle Standards by County Program, has been revised periodically, the Policy itself has not been updated.

The revised Policy is intended to update the policy language on obsolete descriptions, and to provide clarification and changes designed to reduce the need for Board actions on routine items. The revision addresses the retention of County vehicles by staff on a temporary, permanent, and/or overnight basis. Additionally, the revision will change the minimum usage standards for assigned vehicles and allow the Chief Administrative Office (CAO) to approve exceptions to this standard on a case-by case basis.

The revision also introduces the Fleet Services Procedure Guide (FSPG), a manual that will give direction for the daily management, operation, and maintenance of County vehicles. The FSPG will be reviewed and updated periodically with the approval of the CDA Transportation Director and the CAO. The FSPG will incorporate and replace the current Exhibit A - Vehicle Standards by County Program.

#### **ALTERNATIVES**

The Board could choose to maintain the current Policy or direct further revision.

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

The revised Policy has been reviewed and approved by the CAO, County Department Heads, Human Resources, and Risk Management.

#### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

#### **FINANCIAL IMPACT**

There is no direct change to the Net County Cost associated with this item.

#### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

The Clerk of the Board will receive and file the presentation and post the revised Policy to the County website.

#### **STRATEGIC PLAN COMPONENT**

Good Governance

#### **CONTACT**

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Community Development Agency