



Legislation Text

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

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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