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Contra Costa County

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TO: Contra Costa County Internal Operations Committee

FROM: Robert R. Campbell, Auditor-Controller
By: Joanne M. Bohren, Chief Auditor 

SUBJECT: Report on Analysis of Public Works Department-Fleet Service Division's Compliance with the County's Clean Air Vehicle Policy as of February 28, 2015

EXECUTIVE SUMMARY

The Contra Costa County Internal Operations Committee requested the Office of the Auditor-Controller perform an analysis of the Public Works Department-Fleet Services (fleet) compliance with Administrative Bulletin #508.4, "County Vehicle and Equipment Acquisition and Replacement Policy, and Clean Air Vehicle Policy and Goals."

In order for a vehicle to be in compliance with Administrative Bulletin #508.4, the vehicle must comply with the clean air and vehicle emission regulations. Examples of such vehicles include alternative fuel, hybrid or electric, and vehicles rated as partial zero emission vehicles (PZEV) or greater by the California Air Resources Board. Administrative Bulletin #508.4 also grants exemptions to vehicles that are Code 3. Examples of Code 3 vehicles include police patrol, fire, paramedic, prisoner transport, and other specially equipped vehicles.

The objective of the analysis was to determine the status of the County's compliance with Administrative Bulletin #508.4, "County Vehicle and Equipment Acquisition and Replacement Policy, and Clean Air Vehicle Policy and Goals."

The analysis included obtaining the vehicle information listing from Fleet management's database provided by Public Works-Fleet Management. Vehicle information data was extracted to identify compressed natural gas (CNG) vehicles, hybrid vehicles, and electric vehicles. Additionally, vehicles that were not clean air vehicles were identified as either "Exempt" from the County's clean air vehicle policy or "Not Exempt" from the County's clean air vehicle policy. Vehicles classified as "Not Exempt" were deemed not compliant

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with Administrative Bulletin #508.4. Thirty-seven (37) vehicles were selected for sampling and traced to requisitions and purchase orders to review purchasing information in order to confirm appropriate classification of the vehicle. To confirm vehicle existence, ten (10) of the thirty-seven (37) vehicles were selected for physical observation.

As of February 28, 2015, 18.0% of the 1,163 vehicles included in the County's fleet are designated as "clean air" vehicles as defined in Administrative Bulletin #508.4, "County Vehicle and Equipment Acquisition and Replacement Policy, and Clean Air Vehicle Policy and Goals." All clean air vehicles, such as compressed natural gas vehicles, hybrid vehicles, and electric vehicles, are automatically in compliance with the clean air vehicle policy per the Administrative Bulletin. Another 36.2% of the vehicles were non-clean air vehicles; however, those vehicles were still in compliance with Administrative Bulletin #508.4, as those vehicles were either exempt by policy or exempt by the Fleet Manager. The remaining 45.8% of the County's vehicles were designated as not exempt and not compliant with Administrative Bulletin #508.4. Those vehicles were neither clean air vehicles nor were they granted an exemption per policy or by the Fleet Manager.

The results of this analysis do not include the additional twenty-five (25) replacement vehicles purchased July 1, 2014, through February 28, 2015, and not yet placed into service, which could change the above percentages.

The following section includes two tables, Table 1 – County Vehicles by Category and Table 2 – County Vehicles by Department, and one pie chart, Chart 1 – County Vehicles by Department, that display the results of the analysis.

The Office of the Auditor-Controller appreciates the cooperation and assistance of the Public Works Department staff during the course of the analysis.

If you have any questions please contact Michael Manno, Auditor I, or Henriette Browne, Auditor III, at (925) 646-2161.

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CLEAN AIR VEHICLE POLICY TABLES AND CHART

Table 1 shows the County's clean air vehicles as defined in Administrative Bulletin #508.4 and non-clean air vehicles as of February 28, 2015.

Table 1
County Vehicles by Category
At February 28, 2015

Total Vehicles	1,163	
Clean Air Vehicles		
Compressed Natural Gas (CNG)	31	2.7%
Hybrid	176	15.1%
Electric	2	0.2%
	<u>209</u>	<u>18.0%</u>
Non-Clean Air Vehicles		
Exempt by Policy		
Police Patrol	108	9.3%
Prisoners / Detention Center	42	3.6%
Investigation Units	39	3.4%
Exempt by Fleet Manager	<u>232</u>	<u>19.9%</u>
Total Exempt Non-Clean Air Vehicles	421	36.2%
Not Exempt (not compliant with policy)	<u>533</u>	<u>45.8%</u>
Total Non-Clean Air Vehicles	954	82.0%
Total Vehicles	<u>1,163</u>	<u>100%</u>
Total Leased Vehicles	0	0.0%
Total Purchased Vehicles	1,163	100.0%

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Table 2 shows, by County department, how many clean air vehicles and non-clean air vehicles were in service at February 28, 2015.

Table 2
County Vehicles by Department
At February 28, 2015

Breakdown by County Department	Clean Air Vehicles		Non-Clean Air Vehicles		Total Vehicles
	Exempt	Not Exempt	Exempt	Not Exempt	
Agriculture	-	4	2	52	58
Animal Services	1	-	29	1	31
Assessor	-	2	-	1	3
Child Support	-	-	-	3	3
County Administrator	1	3	2	18	24
DA Investigations	14	-	13	1	28
DCD – Building Inspection	-	16	-	21	37
Employment and Human Services	-	19	1	54	74
EHSD – Community Services	-	1	8	34	43
Health Services	-	37	18	79	134
Library	-	-	-	4	4
Probation	-	16	24	49	89
Public Defender	-	11	-	4	15
Public Works	8	30	65	170	273
Risk Management	-	2	-	2	4
Sheriff	22	16	257	22	317
Treasurer-Tax Collector	-	-	-	1	1
Veterans Services	-	1	-	-	1
Other	-	5	2	17	24
	46	163	421	533	1,163

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Chart 1 shows the number of vehicles per County department.

Chart 1
County Vehicles by Department
At February 28, 2015

