



**Contra
Costa
County**

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: April 12, 2016

Subject: 2015 Annual Report on the Fleet Internal Service Fund

RECOMMENDATION(S):

ACCEPT 2014/15 annual report from the Public Works Director on the Internal Services Fund for the County's Vehicle Fleet and on low-mileage vehicles.

FISCAL IMPACT:

Reassigning underutilized vehicles would increase cost efficiency but the fiscal impact was not estimated.

BACKGROUND:

Each year, the Public Works Department Fleet Services Manager has analyzed the fleet and annual vehicle usage and made recommendations to the IOC on the budget year vehicle replacements and on the intra-County reassignment of underutilized vehicles, in accordance with County policy. In FY 2008/09, the Board approved the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works (formerly by the General Services Department). The Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles.

Last year, the IOC requested the Auditor's Office to test the Fleet Program's compliance

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY

☒ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **04/12/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 12, 2016

, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea
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By: June McHuen, Deputy

cc:

with County clean air policies. The Chief Auditor, in July 2015, reported that as of February 28, 2015, 18% of the fleet were clean air vehicles, 36.2% were not clean air vehicles but were exempted by the policy or by the Fleet Manager, and 45.8% were not exempt and not in compliance with the clean air vehicle policy. The Fleet Manager emphasized his commitment to downsizing the fleet and right-sizing County vehicles. The Committee asked the Fleet Manager to update the 2008 County Clean Air Vehicle Policy to also to reflect current technology such as electric and hydrogen

BACKGROUND: (CONT'D)

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fuel cell vehicles, and current funding incentives, and to segregate large construction vehicles from regular trucks and sedans in future reports to make the statistical reporting more meaningful. That policy was updated, approved by the Board of Supervisors on November 17, 2015, and disseminated to County departments as County Administrative Bulletin 508.5.

Attached is the Fleet/ISF report for FY 2014/15. Following are highlights from the report:

- Only two low-mileage vehicles were identified, as compared to nine last year. Public Works will reassign or make the vehicles available through their department vehicle pool to increase utilization.
- 44 hybrid vehicles were purchased.
- Fleet Services added a mobile repair van to its array of services. The mobile repair van saves customer time in ferrying vehicles, and keeps the vehicles in service longer.
- Fleet Services continues to install GPS telematic devices in the vehicles to track engine performance, location, vehicle speed, and idling time. The devices also qualify the vehicles for the for State's continuous smog testing pilot program, making those vehicles exempt from the biennial smog testing requirement, which saves the County time and money. For those vehicles not equipped with telematic devices, Public Works is now certified to perform its own smog testing.
- 75% of the fleet staff are now ASE (Automotive Service Excellence) Blue Seal-certified, which has increased technical competency and employee morale.
- The County leverages purchasing incentives to lower the County cost for purchasing hybrid vehicles.

The Internal Operations Committee is forwarding this report for the Board's information. No action by the Board is requested.

ATTACHMENTS

2014-15 Annual Fleet/ISF Report