



**Contra
Costa
County**

To: Board of Supervisors
From: INTERNAL OPERATIONS COMMITTEE
Date: March 21, 2017

Subject: ANNUAL REPORT ON THE COUNTY FLEET INTERNAL SERVICES FUND

RECOMMENDATION(S):

ACCEPT 2015/16 annual report from the Public Works Director on the Internal Services Fund for the County's Vehicle Fleet.

FISCAL IMPACT:

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

BACKGROUND:

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

Last year at the IOC's request, the Fleet Manager updated the County's Clean Air Vehicle

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Diane Burgis, District III Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I Supervisor
Karen Mitchoff, District IV
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: March 21, 2017

, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Julie DiMaggio Enea
(925) 335-1077

cc:

Policy (attached hereto as County Administrative Bulletin 508.5).to also reflect current technology such as electric and hydrogen fuel cell vehicles, and current funding incentives; and began to segregate large construction vehicles from regular trucks and sedans in future annual reports to make the statistical reporting more meaningful.

BACKGROUND: (CONT'D)

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To provide context for the 15/16 annual report, attached, below are some highlights from the 14/15 annual report:

- Only two low-mileage vehicles were identified, as compared to nine in the 13/14 year.
- 44 hybrid vehicles were purchased.
- Fleet Services added a mobile repair van to its array of services to save customer time in ferrying vehicles, keeping the vehicles in service longer.
- Fleet Services continued 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 gained the certification 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.
- Fleet Services leveraged purchasing incentives to lower the County cost for purchasing hybrid vehicles.

The Internal Operations Committee, at its March 13 meeting, received and discussed the 2015/16 annual report on the ISF and low-mileage vehicles with Public Works Department staff. The report indicates that only one low mileage vehicle was identified but requires further analysis before a decision can be made. Our Committee asked Fleet Services staff to estimate the savings achieved from optimizing the fleet resources.

ATTACHMENTS

FY 2015-16 Fleet/ISF Report

FY 2015-16 Fleet/ISF Report Attachments A-C