



**Contra  
Costa  
County**

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: March 20, 2018

Subject: Review of Annual Master Vehicle Replacement List and Disposition of Low-Use Vehicles

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**RECOMMENDATION(S):**

ACCEPT the 2016/17 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.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **03/20/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, 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: March 20, 2018

, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea  
(925) 335-1077

By: June McHuen, Deputy

## BACKGROUND: (CONT'D)

To provide context for the 16/17 annual report, attached, below are some highlights from the 15/16 annual report:

- In FY 2015-16, 79 new vehicles were purchased, 32% less than FY 2014-2015, and 13% less than were purchased in FY 2013-14.
- Fleet continually reviews vehicle usage in an effort to reduce underutilized vehicles according to Administrative Bulletin 508.5. During the most recent review in February 2016, one unit was identified that required further analysis for possible reclassification or reassignment which is down from two in the previous year.
- Fleet Services continues to promote building a “Green Fleet” by purchasing 51 hybrid vehicles as replacement vehicles.
- Placed into operation 3 new partially grant funded HINO Class 4 195 Hybrid Trucks which reduce fuel consumption by 30% over a conventionally powered truck. Fleet Services took advantage of the California Hybrid and Zero-Emission Truck and Bus Fleet Internal Service Fund FY 2015
- Voucher Incentive Project to reduce the overall acquisition cost of the truck by \$23,000 per truck.
- Fleet Services continues to install telematics GPS devices, where appropriate, to help improve fleet utilization, identify vehicle locations in the event of an emergency, reduce costs by identifying and immediately reporting operational issues with the vehicle, and improve accuracy of mileage meter readings. Department users of vehicles equipped with the telematics GPS devices also have access to standard reports which they can use to review incidences of speeding, excessive idling, vehicle utilization, etc. to help reduce departmental fleet cost. Over 500 vehicles in the County fleet are equipped with these devices.
- 429 light vehicles equipped with the telematics GPS device are enrolled in the State Continuous Smog Testing Pilot Program excluding them from the mandatory biennial physical smog test which reduces cost and vehicle downtime. The telematics device continuously monitor emissions performance and will send a notification immediately when a fault is detected so repairs can be made.

Attached for the Board's review is the 2016/17 annual report on the ISF and low-mileage vehicles, as prepared by the Public Works Department. This report was received and approved by the Internal Operations Committee on March 12, 2018.

## ATTACHMENTS

2016/17 Fleet ISF Report

Fleet ISF - Attachment A

Fleet ISF - Attachment B

Fleet ISF - Attachment C