



**Contra  
Costa  
County**

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: March 19, 2019

Subject: RECOMMENDATIONS FOR DISPOSITION OF LOW MILEAGE FLEET VEHICLES

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**RECOMMENDATION(S):**

ACCEPT 2017/18 annual report from the Public Works Director on the Internal Services Fund and status of 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.

To provide context for the 2017/18 annual report, attached, below are some highlights from

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☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☒ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **03/19/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Federal D. Glover, District V Supervisor

ABSENT: Diane Burgis, District III 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 19, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Julie DiMaggio Enea  
(925) 335-1077

cc:

the 2016/17 annual report:

- In FY 2016-17, 57 new vehicles were purchased, 28% less than FY 2015-2016, and 33% less than were purchased in FY 2014-15.

## BACKGROUND: (CONT'D)

- 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 2017, one unit was identified that required further analysis for possible reclassification or reassignment which is the same as previous year.
- Fleet Services continues to promote building a “Green Fleet” by purchasing 26 hybrid vehicles as replacement vehicles.
- 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 681 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.

The Internal Operations Committee received the attached report covering FY 2017/18 on March 11, 2019, with Supervisor Andersen present. Staff noted that the Public Works Department was working towards its goal of "greening" the County's fleet, purchasing more electric vehicles. He explained some of the reluctance of staff to acclimate to electric vehicles, such as a lack of charging station infrastructure and anxiety about the range that the vehicles could operate on a single charge. He noted that the County uses a web application called Charge Point, which maps out the locations and driving directions to nearby charging stations available to County employees.

## ATTACHMENTS

Public Works FY 2017/18 Fleet Report

Public Works FY 2017/18 Fleet Report\_Attachment A

Public Works FY 2017/18 Fleet Report\_Attachment B

Public Works FY 2017/18 Fleet Report\_Attachment C