



# Contra Costa County

TO: BOARD OF SUPERVISORS  
 FROM: INTERNAL OPERATIONS COMMITTEE  
 DATE: APRIL 14, 2008  
 SUBJECT: REPORT AND RECOMMENDATIONS ON DISPOSITION OF LOW-MILEAGE FLEET VEHICLES

# C93

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

### RECOMMENDATIONS

1. ACCEPT report prepared by the General Services Department on the 115 County fleet vehicles that were driven less than 3,000 miles in calendar year 2007.
2. APPROVE and AUTHORIZE the Fleet Manager to notify and request seven specified departments to surrender a total of 29 of these low-mileage vehicles for either reassignment to a higher-use purpose or elimination from the fleet.
3. DIRECT the General Services Director to restrict vehicle acquisitions for departments that do not comply with reutilization requests.
4. DIRECT the General Services Department to continue to report annually to the Internal Operations Committee on vehicle utilization and disposition.

CONTINUED ON ATTACHMENT: YES

SIGNATURE: *Julie Enea*

RECOMMENDATION OF COUNTY ADMINISTRATOR  
 APPROVE  OTHER

RECOMMENDATION OF BOARD COMMITTEE

SIGNATURE(S):

*Susan A. Bonilla*  
 SUSAN A. BONILLA, CHAIR

*Gayle B. Uilkema*  
 GAYLE B. UILKEMA

ACTION OF BOARD ON MAY 6, 2008

APPROVE AS RECOMMENDED

OTHER

VOTE OF SUPERVISORS

UNANIMOUS (ABSENT 0)

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

CONTACT: JULIE ENEA (925) 335-1077

CC: INTERNAL OPERATIONS COMMITTEE STAFF  
 MICHAEL LANGO, GENERAL SERVICES DIRECTOR  
 JASON CRAPO, SENIOR DEPUTY CAO – MUNICIPAL SERVICES

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: MAY 6, 2008

JOHN CULLEN, CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR

BY *Katherine Guclair*, DEPUTY

In follow-up to a May 23, 2006 Board directive to analyze the County fleet annually to ensure optimal use of fleet resources, the General Services Department (GSD), on April 14, reported to the Internal Operations Committee regarding 115 low-mileage vehicles (those vehicles that were driven less than 3,000 miles during calendar year 2007). Of the 115 low-mileage vehicles, it was recommended that 29 vehicles be surrendered to Fleet Services to be either sold, salvaged, or reassigned. The remaining 86 low-mileage vehicles are either grant-funded, special-purpose, or were justified to be maintained for operational reasons. Following is a summary of the 29 low-mileage vehicles recommended for surrender to Fleet Services.

| <u>Department</u>           | <u>Low-Mileage Vehicles</u> | <u>Recommend Surrender</u> | <u>Annual Operating Cost</u> |
|-----------------------------|-----------------------------|----------------------------|------------------------------|
| Animal Services             | 1                           | 0                          |                              |
| Building Inspection         | 2                           | 0                          |                              |
| Child Support Services      | 5                           | 2                          | 4,811                        |
| Community Services          | 8                           | 4                          | 11,820                       |
| Information Technology      | 2                           | 0                          |                              |
| Employment & Human Services | 19                          | 7                          | 15,371                       |
| General Services            | 8                           | 0                          |                              |
| Health Services             | 17                          | 5                          | 13,825                       |
| Probation                   | 12                          | 4                          | 7,384                        |
| Public Works                | 9                           | 5                          | 14,965                       |
| Sheriff                     | <u>32</u>                   | <u>2</u>                   | <u>3,430</u>                 |
| <b>Total:</b>               | <b>115</b>                  | <b>29</b>                  | <b>71,605</b>                |

Culling underutilized vehicles is necessary in order to achieve an economical fleet program. The County must maintain and carry insurance for each vehicle in the fleet regardless of utilization. To achieve the highest economy, it is important to regularly review vehicle usage to ensure that fleet resources are deployed optimally. Note that the benchmark average cost per mile for a sedan is \$0.39 as compared to the higher average cost per mile of the above-referenced vehicles, which ranges from a low of \$0.57 to \$42.34.

GSD reviews the Fleet annually as part of its budget preparation and reports to our Committee, which has historically reviewed the proposed annual replacement and purchase list and examined GSD recommendations for redeployment of low-mileage vehicles. We noted that several departments failed to turn in vehicles that were identified as low-mileage in 2006/07. In order to encourage compliance with the Fleet Manager's request to surrender the above-referenced vehicles, our Committee recommends that the General Services Director be directed to restrict new vehicle purchases for the named departments until compliance is achieved.