



# County of Santa Cruz

---

## COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

SUSAN A. MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

July 25, 2001

AGENDA: August 7, 2001

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

### REQUESTS FOR PERMANENT ASSIGNMENT OF VEHICLES

Dear Members of the Board:

On June 26, 2001, during budget hearings, your Board accepted a report from the General Services Department (GSD) identifying departmental requests for the permanent assignment of vehicles that had been recommended for funding in FY 2001-02. Further direction was provided to the County Administrative Office (CAO) to return on August 7, 2001, with additional information regarding the net county cost for each vehicle and a prioritization of the requests. This letter provides this information as well as additional specifics regarding the vehicles recommended for funding and an overview of the process by which vehicle requests are made.

#### Process for Requesting and Recommending Department Vehicles

A request for permanent assignment and/or replacement of a County vehicle is submitted in writing by the department to the CAO as part of the budget process. Each vehicle request provides information such as type of vehicle, intended use, funding source and anticipated miles. Appropriate requests are then forwarded to GSD for their review. Vehicle requests are evaluated in terms of criteria such as availability of funds, source of funding and number of miles to be driven. Special needs such as client transportation and emergency response are considered high priorities. Additionally, vehicles needed to carry special equipment and tools are given serious consideration. Vehicles recommended by GSD and approved by the CAO are incorporated into the Fleet and requesting department's proposed budgets for your Board's consideration.

#### Vehicle Requests Recommended for Board Approval

The attached chart of vehicle requests for FY 2001-02 provides the information included in GSD's June report (type of vehicle, funding source and use) with additional categories specifying the total cost of the vehicle, the net county cost per year, the parking location of each vehicle, whether the request is for a new or replacement vehicle, and a priority listing. As shown in the chart, the majority of vehicles are funded through non-general fund sources. In these instances, new vehicle requests reflect previously approved expenditures by the grantor or other jurisdictions and are therefore not included in the priority listing.

2

Similarly, with regard to the replacement vehicles, these are previously approved vehicles for which replacement funds were not budgeted by the departments in the replacement reserve. These vehicles have been a part of the County fleet and are not considered new vehicles. As part of the vehicle procurement policies, departments currently have the option to budget for the replacement reserve or to finance the replacement vehicle through a new departmental allocation. Since this can lead to some confusion regarding new versus replacement vehicles, GSD will be reviewing this matter during the current year to determine whether this option should be continued. Because these vehicles are replacements, we have not included them in our priorities.

For the remaining general fund vehicles that will be new additions to the County fleet, priority was given to those vehicles for recently authorized positions in General Services and Parks with a secondary priority for a Parks general maintenance dump truck. These new positions are required to use personal vehicles for work related activities. Due to the nature of these jobs and the extent to which the vehicles are used, purchase of a County-owned vehicle is more cost effective than reimbursement for mileage. It should also be noted that a request for a new van for the Radio Shop is now withdrawn due to the recent availability of an existing van that no longer meets the needs of the department to which it was originally assigned.

The chart also provides a budgetary breakdown of the total costs for all vehicles and the annual Net County Costs for the recommended vehicles. The NCC is based upon annual lease costs for each vehicle which reflects the appropriations included in the 2001-02 Budget. As the chart indicates, the annual general fund cost for the new vehicles totals approximately \$17,000.

#### Summary

The process for requesting and recommending vehicles has resulted in a relatively small fleet for a county of our size that addresses a wide range of departmental transportation needs. GSD and the CAO will continue to explore ways to improve the existing system, including review of the procedures for requesting and replacing vehicles, to ensure that the process remains efficient, that results are cost-effective and that the work of the departments is enhanced as they attend to County business.

It is therefore RECOMMENDED that your Board:

1. Accept and file this report on requests for permanent assignment of vehicles; and
2. Approve the purchase of the vehicles listed on the Departmental Vehicle Requests attachment.

Sincerely,



SUSAN A. MAURIELLO  
County Administrative Officer

Attachment: Departmental Vehicle Requests

cc: County Fire      POSCS  
GSD                  Probation  
HRA                  Sheriff-Coroner/Detention  
HSA                  Probation

13

## DEPARTMENTAL VEHICLE REQUESTS

DEPARTMENT & PRIORITY	TYPE OF VEHICLE & USE	REPLACE (R) or NEW (N)	SOURCE OF FUNDS	TOTAL COST	NCC ANNUAL LEASE- new vehicles	PARKING SITE
GSD Facilities	#1 Pick-Up Truck - Construction Project Mngr. (new position). Transport tools & equipment; deliver supplies & construction materials; numerous inspections, site visits, meetings. Personal vehicle now used.	N	General Fund	\$26,500 (5 yr lease purchase)	\$5,300	Emeline Campus
POSCS	#1 Pick-Up Truck - Daily transportation for new Maintenance Worker. Transport tools & materials; tow equipment and haul.	N	General Fund	\$29,150 (5 yr lease purchase)	\$5,830	Emeline Campus
POSCS	#2 Dump Truck - For use by all maintenance staff. Transport landscape materials, haul trash & debris. More efficient since fewer trips per site.	N	General Fund	\$29,150 (5 yr lease purchase)	\$5,830	Highlands Park
POSCS	n/a Van - New Mobile Rec Program. Transport staff, recreational/educational materials & supplies to migrant camps and low income housing developments.	N	Grant Funds	\$36,000 (Purchase)	N/A	Simpkins Family Swim Ctr.
DETENTION Main Jail	n/a Flatbed - Transport bulk supply pallets & maintenance supplies to 4 detention facilities; also inmates to work sites. Existing vehicle has excessive maintenance costs.	R - Replace 1985 vehicle	General Fund	\$37,100 (5 yr lease purchase)	N/A	Main Jail
DETENTION Rountree	n/a Pick-Up Truck - Primary means of transportation at Rountree; transport building & farm materials, towing, recycling. Existing vehicle has excessive maintenance costs.	R - Replace 1987 vehicle	General Fund	\$28,090 (5 yr lease purchase)	N/A	Rountree
HRA	n/a Sedan - New state requirements require increased visitation between parents & children for Children's Services foster care programs; new unit of social workers to handle additional program responsibilities will need transportation.	N	State Funds	\$25,000 (Purchase)	N/A	Emeline Campus

3

13

DEPARTMENT & PRIORITY	TYPE OF VEHICLE & USE	REPLACE (R) or NEW (N)	SOURCE OF FUNDS	TOTAL COST	NCC ANNUAL LEASE- new vehicles	PARKING SITE
HSA	n/a Sedan - Transportation of clients for new Prop 36 Program. New staff positions will transport clients to and from court hearings, treatment service providers.	N	Grant Funds	\$30,000 (Purchase)	N/A	Emeline Campus
HSA	n/a Pick Up Truck - Transportation for maintenance worker who is using personal vehicle to transport tools, equipment, materials. Shared with HSA Info Services to transport computer equipment.	N	State/Fed Funds	\$22,000 (Purchase)	N/A	Emeline Campus
PROBATION	n/a Van - Transport juveniles to medical & court appointments, group homes, ranch camps, community service projects. Needs include out-of-county & week-end travel.		Grant Funds	\$27,213 (Purchase)	N/A	Probation, Graham Hill Road
PROBATION	n/a Sedan with Cage Unit - Implement new Prop 36 Program (Adults). Drug tests at home & work sites; potential client arrests. Transportation needs include week-end travel.		State Allocation	\$23,542 (Purchase)	N/A	Probation, Water Street
COUNTY FIRE	n/a SUV 4x4 - used by Fire Prevention Specialist. Existing vehicle maintenance costs are excessive; unreliable for emergency response	R - Replace 1991 vehicle	County Fire Funds	\$22,732 (Purchase)	N/A	County Fire, Felton
COUNTY FIRE	c/a SUV 4x4 - used by Training Captain. Existing vehicle maintenance costs are excessive; unreliable for emergency response	R - Replace 1991 vehicle	County Fire Funds	\$22,732 (Purchase)	N/A	County Fire, Felton

G:\DATA\HOME\CA0022\MyFiles\GSD\VEtable2.wpd

13

2