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**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Executive Office

**SUBMITTAL DATE:**  
November 19, 2009

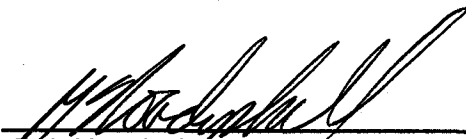
**SUBJECT:** SCRAPE Update regarding Take Home Vehicles

**RECOMMENDED MOTION:** That the Board receive and file the attached report.

**BACKGROUND:** In April 2009, the Board approved a number of cost-saving suggestions included in the Safeguard County of Riverside Against Preventable Expenses (SCRAPE) program. The Board also directed the Executive Office to provide periodic updates on the progress of the SCRAPE program implementation and identify any cost savings realized.

During the September 15, 2009 update on the SCRAPE report, the Board of Supervisors requested an update on the take-home vehicle use policy D-10 *Overnight Retention of County Vehicles*, which was approved by the Board on July 14, 2009. Department savings in fuel, mileage, and the retirement of vehicles totaled \$321,770 for the first quarter of FY 09-10. The attached report provides a detailed overview of cost savings associated with the implementation of the revised policy by county departments.

Departmental Concurrence

  
\_\_\_\_\_  
Bob Howdyshell, Purchasing/Fleet Services

  
\_\_\_\_\_  
Serena Chow, Senior Management Analyst

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	N/A

<b>SOURCE OF FUNDS:</b> N/A	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
\_\_\_\_\_  
Christopher M. Hans

**County Executive Office Signature**

Policy

Consent

Dept' Recomm.:  
Per Exec. Ofc.:

3.7



## **Take-Home Vehicles Update**

*Riverside County Executive Office  
and  
Purchasing/Fleet Services*

*December 8, 2009*

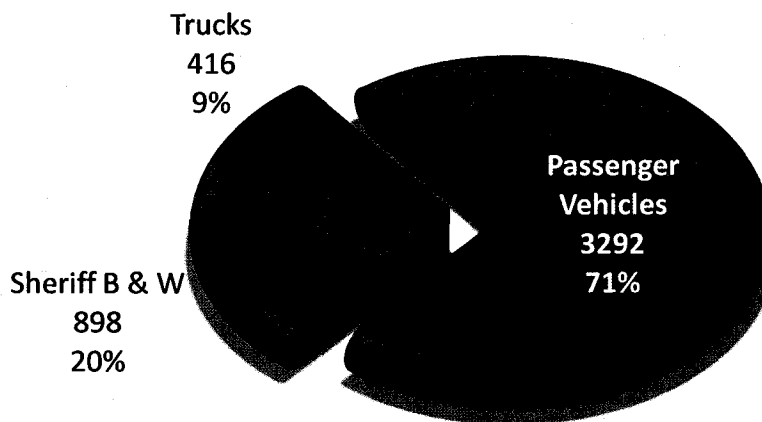
## Introduction

During the September 15, 2009 update by the Executive Office to the Board of Supervisors on the SCRAPE report, the Board requested an update on the take-home vehicle use.

County departments have saved an initial \$239,250 in mileage and fuel purchases in the first quarter of FY 09-10 as a result of the implementation of several SCRAPE recommendations. Another \$82,520 has been saved through retirement of vehicles. Not all departments have fully implemented Board Policy D-10 by the first quarter. Although there is room for improvement, progress is ongoing and measurable.

According to Fleet Services' vehicle inventory, 4,606 fleet vehicles comprise the departmental pool of 26 county departments at the beginning of fiscal year 2009-2010. Another 124 vehicles are under the purview of non-county entities: Riverside Community College, cities of San Jacinto, and Canyon Lake, Riverside County Transportation Commission, Perris Police Department, LAFCO, and WRCOG. The chart below shows that the county fleet is comprised of three types of vehicles: trucks, sheriff patrol vehicles (black and whites), and passenger vehicles. Passenger vehicles include unmarked sheriff vehicles, other sedans, SUVs, and vans.

### Composition of County Fleet



Among the first of the SCRAPE recommendations was a revision to Board Policy D-10 Overnight Retention of County Vehicles. Its main purpose was to limit the number of vehicles taken home at night only in the most critical situations and to approve only those employees who regularly respond to after-hour emergencies. Following the adoption of revised policy on July 14, 2009, departments were directed to submit all vehicle information requested by the Executive Office. Under the policy revisions of D-10, the authorization of the overnight vehicle retention is applied to the vehicle instead of the individual. Department heads were required to:

- Submit the number of overnight vehicles requested.
- Submit documentation validating the number of vehicles requested. Documentation should show that the number of vehicles requested will adequately allow, and not

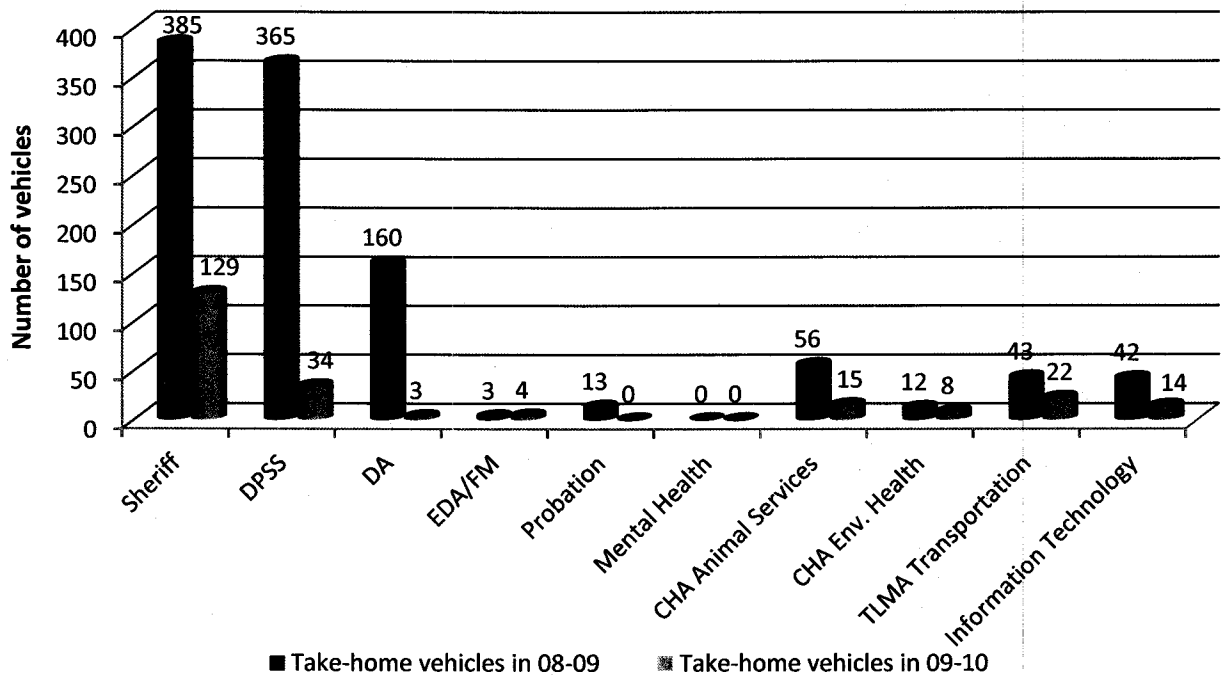
exceed, the department's ability to respond to the number of emergencies they actually responded to during the previous fiscal year.

- Ensure that each employee who is requesting an overnight vehicle is an immediate responder who is expected to respond to an after-hour emergency within 30 minutes.

### Reduction of Overnight Vehicle Retention

County departments have made significant progress in reducing the number of take-home vehicles. In the previous year, of the 26 departments with department vehicles, ten departments completed their overnight retention requests with a total of 1,080 vehicles requested for overnight retention. Following the approval of revised Board Policy D-10, all 26 departments completed their overnight retention request submittal to the Executive Office with a total of 229 vehicles requested for overnight retention, a reduction of 80%. The following chart shows the departments requesting take-home vehicles in comparison to requests from the previous year.

### Overnight Vehicle Retention Requests



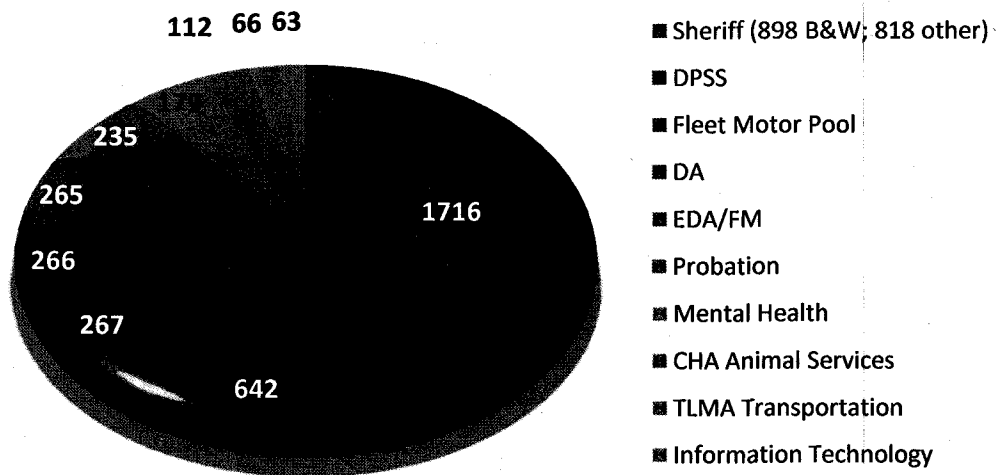
Of the 229 vehicles that were requested for overnight retention by the above departments, 169 vehicles continue to be assigned to individuals by departments, and 60 vehicles were identified by departments as pooled overnight vehicles to be shared among 201 county employees who are on call on a rotating basis. Departments established an overnight vehicle pool by geographic need or dispatch centers. Efficiencies will be achieved by consolidating tools and other equipment specifically needed to handle night time or after-hour emergencies. Below is a summary table of the department requests for overnight vehicles:

	Overnight Vehicles In Pool	Vehicles Assigned to Individuals
Sheriff	0	129 (19 Black & White)
DPSS	27	7
District Attorney	3	0
EDA/FM	0	4
Transportation	1	21
CHA Animal Control	15	0
CHA Environmental Health	8	0
Information Technology	6	8
	60	169

### Cost Impacts from Implementation of Board Policy D-10

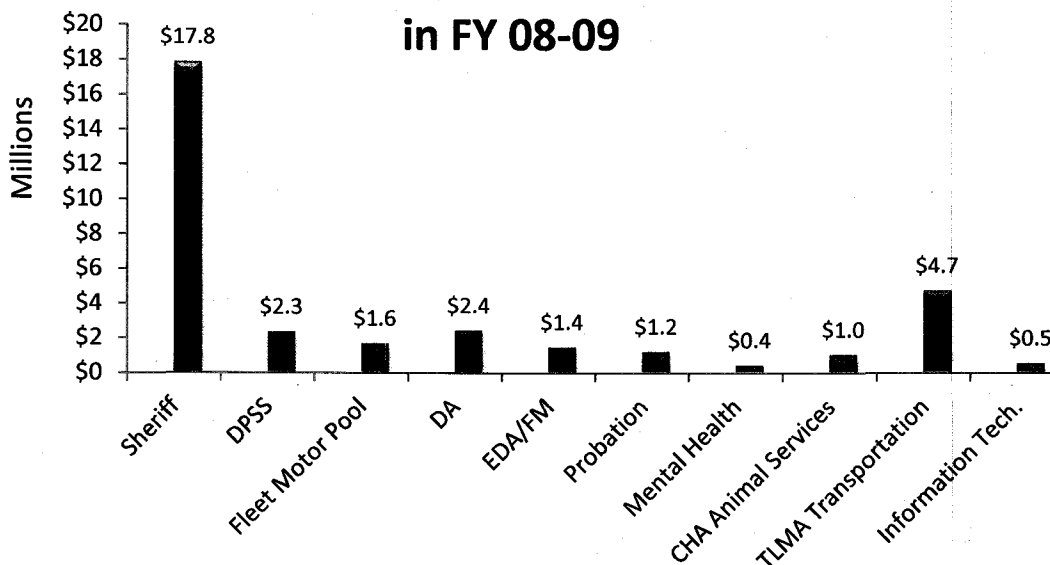
According to the Fleet Services vehicle inventory at the beginning of fiscal year 09-10, the top ten largest department fleets are shown in the chart below ranked from the highest number of department vehicles to the lowest.

### FY 09-10 County Department Fleet Size



The cost of a typical department fleet of vehicles includes Fleet Services rates charged for lease cost, maintenance (based on mileage and type of vehicle), fuel, and administration costs. Last year, ten departments spent a combined total of \$33,312,576 to keep their respective department fleets, as shown in the chart below:

## Cost of Department Vehicles in FY 08-09



Source: Fleet Services and Transportation

A reduction in take-home vehicles achieves efficiencies in staff resources as well as savings to the departments in mileage and fuel costs. However, unless the vehicle is retired, the cost to the department and its fleet size does not change significantly. A comparison of the miles driven by the respective departments in the first quarter FY 08-09 with the same period in FY 09-10 indicates that fewer miles are being driven. The exception, Mental Health, increased its miles driven by 9,674 miles in the first quarter of FY 09-10.

During the same period, the purchase of fuel was compared to determine whether fluctuations in fuel purchases were due to fuel costs or reduced vehicle usage from fewer take-home vehicles. The table below summarizes the comparison of actual miles driven and gallons of fuel purchased and the cost savings achieved:

### Mileage and Fuel Usage

Department	Reduction in Take-Home Cars	Change in Miles Driven <small>Source: Fleet Services</small>	Mileage Savings at .12/mile	Change in Fuel Used (gal) <small>Source: Fleet Services</small>	Fuel Savings**
Sheriff	-67%	-361,004	\$50,541*	+6,462	-\$21,163
DPSS	-91%	-331,227	\$39,747	-14,489	\$35,885
District Attorney	-98%	-297,318	\$35,678	-9,202	\$22,970
EDA/FM	+25%	-62,316	\$7,015	+1,394	-\$3,267
Transportation	-49%	-29,604	\$3,552	-1,854	\$4,538
Community Health Agency	-73%	-29,093	\$3,491	+766	-\$1,699
Probation	-100%	-26,371	\$3,165	+130	-\$337
Information Technology	-67%	-15,694	\$1,883	-893	\$2,251
Mental Health	no data in 08-09	9,674	-\$1,161	+1,114	-\$2,745

\* Average for Sheriff Patrol and Non-Patrol = .14/mile

\*\* The fuel savings calculation was adjusted for the variance in fuel prices during the two periods.

Because fewer miles were driven in the first quarter FY 09-10 than the previous year, average fuel purchases decreased countywide by 612 gallons. A few departments increased their fuel purchases. Fuel savings were determined by calculating the difference between the amount of fuel purchased during this fiscal year and the amount purchased during the same month last year. The difference was then multiplied by the average fuel cost for the current month. The three totals were added together to obtain the total saving for the first quarter. This methodology allows the total to reflect the savings due to changes in fuel use and not changes in fuel price.

The Department of Public Social Services and the District Attorney's Office realized the highest savings in both mileage and fuel purchases, while fuel usage increased for the Sheriff's Department, EDA/FM, Community Health Agency, Probation, and Mental Health. With the reduction of take-home vehicles, a downward trend of miles driven and fuel purchases should indicate the departments' implementation of the vehicle policy.

### **Areas of Improvement Still Needed**

As a result of the departments' implementation of the SCRAPE recommendations, actual cost savings are now beginning to be realized and tracked. Some departments have not fully implemented their internal vehicle controls, therefore additional savings are projected. There is still room for improvement:

#### **1) Compliance with Overnight Vehicle Retention Policy D-10**

While a reduction in the number of take-home vehicles has been achieved, not all of the vehicles requested have been justified to be taken home either because justification was not provided or the number of vehicles requested was more than what was needed to respond to the number of emergencies during the previous fiscal year. Some employees did not meet the criteria for a take-home vehicle because they were not immediate responders capable of responding to an after-hours emergency within 30 minutes. Further reductions are warranted.

#### **2) Reduction of the Fleet Size**

The Fleet Services' department budget reduction strategy for fiscal year 2009-2010 included a downward revision in its proposed Fleet vehicle purchases from 532 to 60 vehicles. Approved in the final budget for fiscal year 09-10, this was the first step in furthering the goal of reducing the number of fleet vehicles. Fleet Services' new vehicle purchases for fiscal year 09-10 were reduced from \$12.8 million to \$1.6 million, an 87.5% reduction.

The retirement of vehicles is an ongoing process. Since July 1, 2009, a total of 116 vehicles have been retired for auction, a savings of \$83,520. These vehicles are completely paid off by the department and may have exceeded their useful life as a result of damage, high mileage, or maintenance needs. The number of vehicles retired, by department, is shown in the table below:

Sheriff	59	\$(42,480)
Fleet Motor Pool	14	(10,080)
District Attorney	7	(5,040)
Community Health Agency	6	(4,320)
Rideshare	6	(4,320)
DPSS	4	(2,880)
EDA	3	(2,160)
Purchasing/Fleet	3	(2,160)
Information Technology	3	(2,160)
Board of Supervisors	2	(1,440)
Mental Health	2	(1,440)
Probation	1	(720)
Ag Commissioner	1	(720)
Building & Safety	1	(720)
Transportation	1	(720)
RCRMC	1	(720)
Facilities Management	1	(720)
Parks	1	(720)
	116	\$(83,520)

Fleet Services currently provides monthly utilization reports to departments. Fleet Services should work in cooperation with county departments to identify vehicles for retirement as part of the monthly reports.

3) Increased utilization of the county motor pool.

An increase in the utilization of the county's motor pool to achieve cost savings was identified in the Internal Audit Report by the Auditor Controller's Office on July 14, 2009. Fleet Services' motor pool is ranked 3<sup>rd</sup> in size among department fleets, with a total of 267 vehicles distributed in Riverside, Hemet, Cabazon, Indio, Blythe, County Farm Road, and Murrieta for the convenience of county employees who may have a periodic need to attend training or a meeting away from their regular work site. The department's overnight vehicles may not be used for periodic take-home use since they are reserved for on-call emergencies.

Reimbursement for the use of a privately owned vehicle is permitted only when a county-owned vehicle is not available.<sup>1</sup> The current standard mileage rate effective January 1, 2009, published by the Internal Revenue Service, is 55 cents per mile for business miles driven. Fleet Services motor pool rates are charged at a fixed daily rate plus mileage for compact, mid-sized, and full-sized sedans. For departments without a fleet of "day-use" vehicles, a compact-sized Fleet motor pool vehicle is more cost effective than reimbursement for private mileage for a one-day use of more than 40 miles round trip.

<sup>1</sup> Riverside County Salary Ordinance 440, pg 15