

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



ITEM
3.38
(ID # 6222)

MEETING DATE:

Tuesday, February 6, 2018

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY 2018/19 Fleet Services ISF Rates and Approval of Capital Asset Plan FY18/19-22/23, All Districts. [\$5,255,000 - Departmental Funds 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the proposed rates for Fleet Services as shown in Attachment A; and,
2. Approve the waiver of Board Policy B-28 for the use of unrestricted net assets in the amount of \$5,255,000 for capital assets and the reserve plan for capital asset purchases for FY18/19-FY22/23 (Attachment C).

ACTION: 4/5 Vote Required, Policy


Teresa Summers, Director of Purchasing 1/24/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: February 6, 2018
xc: Purchasing

Kecia Harper-Ihem
Clerk of the Board

By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 2,925,000	\$ 5,255,000	\$ N/A
NET COUNTY COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A
SOURCE OF FUNDS: Departmental Funds 100%			Budget Adjustment:	No
			For Fiscal Year:	18/19-22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

This Form 11 is for the purpose of establishing Fleet Services rates for fiscal year 2018/19, and the purchase of capital assets.

The Fleet Services Division provides a comprehensive fleet management program for all vehicles and light trucks in the central county fleet. This includes vehicle selection and acquisition, maintenance, accident repair, fuel sales, car wash, and vehicle disposal. The division purchases vehicles for long-term use by county departments and agencies, as well as maintains a central pool for short-term rental. The division operates 13 locations strategically located throughout the county for gasoline and diesel fuel; with 7 of those locations having full time staff to provide maintenance to vehicles. The division owns and maintains approximately 4,279 vehicles, including a growing percentage of fuel efficient hybrids or alternative fuel vehicles.

The FY18/19 Fleet Services rates and methodology shall remain the same as FY17/18. The department continues to work with departments on the identifying and removing of underutilized vehicles from county department pools. In order to encourage departments to continue with the reduction of underutilized vehicles, Fleet Services is introducing a key valet program at the County Administration Center (CAC). Departments will be able to check out a vehicle from an unmanned kiosk for less than the rate for the same type of vehicle at any county garage. Employees will also have the convenience of not traveling to the Fleet location on Orange Street. A new daily rate is being requested for key valet. The daily rate for a compact sedan (Sedan 02) will be \$24.85 instead of \$29.40 at any other county garage. The daily rate for a SUV (SUV 03) at the key valet will be \$49.69 instead of \$60.90 at a county garage.

Fleet Services is requesting the use of \$2,925,000 in unrestricted net assets for the replacement of 50 motor pool vehicles and the approved Moreno Valley garage site improvements project in FY18/19. Attachment C identifies the capital purchases for FY18/19-FY22/23.

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

ATTACHMENTS:

Attachment A – Proposed FY2018/19 Rates for Fleet Services

Attachment B – Estimated Costs per Department

Attachment C – Five Year Capital Asset Plan


Stephanie Pasi 1/29/2018


Ineida Delos Santos 1/30/2018


Misley Wang 1/26/2018

Attachment A
Fleet Services Rate Structure
As of July 1, 2018

VEHICLE SUPPORT RATES					
Vehicle Description	Vehicle Type	FY 17/18 Per Month without Telematics	FY 18/19 Per Month without Telematics	FY 17/18 Per Month with Telematics	FY 18/19 Per Month with Telematics
Sub Compact Sedan	1	129.00	129.00	149.20	149.20
Compact Sedan	2	129.00	129.00	149.20	149.20
Intermediate Sedan	3	129.00	129.00	149.20	149.20
Mini Van	4	129.00	129.00	149.20	149.20
4x2 Utility (SUV)	21	129.00	129.00	149.20	149.20
Full Size Sedan	22	129.00	129.00	149.20	149.20
Full Size Van	5	177.00	177.00	197.20	197.20
Mini Pick Up	8	177.00	177.00	197.20	197.20
1/2 Ton Pick Up	9	177.00	177.00	197.20	197.20
3/4 Ton Pick Up	10	177.00	177.00	197.20	197.20
4x4 Mini Pick Up	11	177.00	177.00	197.20	197.20
4x4 1/2 Ton Pick Up	12	177.00	177.00	197.20	197.20
4x4 3/4 Ton Pick Up	13	177.00	177.00	197.20	197.20
4x4 Mini Utility (SUV)	14	177.00	177.00	197.20	197.20
4x4 Utility (SUV)	15	177.00	177.00	197.20	197.20
Patrol	20	272.00	272.00	292.20	292.20
Patrol SUV	23	272.00	272.00	292.20	292.20
Diesel Bus	6	62.00 + WO	62.00 + WO	82.20 + WO	82.20 + WO
Mini Bus	7	62.00 + WO	62.00 + WO	82.20 + WO	82.20 + WO
Medium Truck	16	62.00 + WO	62.00 + WO	82.20 + WO	82.20 + WO
Heavy Truck	17	62.00 + WO	62.00 + WO	82.20 + WO	82.20 + WO
Motor Home	18	62.00 + WO	62.00 + WO	82.20 + WO	82.20 + WO
Special Purpose	19	62.00 + WO	62.00 + WO	82.20 + WO	82.20 + WO

Notes:

- 1) WO is an abbreviation for Work Order and charges consist of parts and shop labor.

OTHER SERVICES			
Service	FY 17/18 Rate	FY 18/19 Rate	Unit
Fuel - Fleet Services Sites	.20	.20	Per gallon markup
Fuel - Commercial	.06	.06	Per gallon markup
Shop Labor Rate - Fleet Services Vehicles	49.88	49.88	Per hour
Shop Labor Rate - Non Fleet Services Vehicles	101.00	101.00	Per hour
Automatic Car Wash - Non Fleet Vehicles	3.00	3.00	Per wash

**Attachment A
Fleet Services Rate Structure
As of July 1, 2018**

MOTOR POOL RENTAL RATES							
Vehicle Description	Vehicle Type	FY 17/18 Per Hour	FY 18/19 Per Hour	FY 17/18 Full Day	FY 18/19 Full Day	FY 17/18 Maintenance Per Mile	FY 18/19 Maintenance Per Mile
Sub Compact Sedan	Sedan 01	4.20	4.20	16.80	16.80	.089	.089
Compact Sedan	Sedan 02	7.35	7.35	29.40	29.40	.089	.089
Intermediate Sedan	Sedan 03	8.40	8.40	33.60	33.60	.089	.089
Mini Van	Van 01	12.08	12.08	48.30	48.30	.089	.089
4x2 Utility (SUV)	SUV 03	15.23	15.23	60.90	60.90	.089	.089
Full Size Sedan	Sedan 04	9.98	9.98	39.90	39.90	.089	.089
Full Size Van	Van 02	15.23	15.23	60.90	60.90	.16	.16
Mini Pick Up	Truck 01	9.45	9.45	37.80	37.80	.16	.16
1/2 Ton Pick Up	Truck 02	12.60	12.60	50.40	50.40	.16	.16
3/4 Ton Pick Up	Truck 06	13.13	13.13	52.50	52.50	.16	.16
4x4 Mini Pick Up	Truck 08	9.98	9.98	39.90	39.90	.16	.16
4x4 1/2 Ton Pick Up	Truck 03	12.86	12.86	51.45	51.45	.16	.16
4x4 3/4 Ton Pick Up	Truck 04	15.49	15.49	61.95	61.95	.16	.16
4x4 Mini Utility (SUV)	SUV 01	11.55	11.55	46.20	46.20	.16	.16
4x4 Utility (SUV)	SUV 02	15.49	15.49	61.95	61.95	.16	.16
Medium Truck	Truck 05	15.49	15.49	61.95	61.95	.16	.16
Heavy Truck	Truck 07	25.99	25.99	103.95	103.95	.16	.16

MOTOR POOL RENTAL RATES - KEY VALET							
Vehicle Description	Vehicle Type	FY 17/18 Per Hour	FY 18/19 Per Hour	FY 17/18 Full Day	FY 18/19 Full Day	FY 17/18 Maintenance Per Mile	FY 18/19 Maintenance Per Mile
Compact Sedan	Sedan 02	7.35	6.21	29.40	24.85	.089	.089
4x2 Utility (SUV)	SUV 03	15.23	12.42	60.90	49.69	.089	.089

Notes:

- 1) Rental charges consist of hourly/daily rate, maintenance per mile, and fuel per mile.
- 2) Fuel per mile is based on actual fuel cost plus markup.

Attachment C
Fleet Services
Five-Year Capital Asset Needs/Reserve Plan

Capital Asset	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Total 5 Years
Vehicles for Motor Pool	\$ 1,425,000	\$ 570,000	\$ 570,000	\$ 570,000	\$ 570,000	\$ 3,705,000
Moreno Valley Garage Replacement	\$ 1,500,000					\$ 1,500,000
Shop Equipment			\$ 50,000			\$ 50,000
Total	\$ 2,925,000	\$ 570,000	\$ 620,000	\$ 570,000	\$ 570,000	\$ 5,255,000

**Attachment B
Fleet Services
Estimated Costs per Department**

Dept	Dept Name	FY18/19 Estimated Vehicle Count	FY17/18 Estimated Vehicle Support Charges	FY18/19 Estimated Vehicle Support Charges	Net \$ Change	FY18/19 Estimated Fuel Charges	FY18/19 Estimated Motor Pool Rental Charges	FY18/19 Estimated Total Costs
10001	Board of Supervisors	9	12,960	15,084	2,124	5,801	9,346	30,231
11001	Executive Office	1	2,124	2,124	-	881	349	3,354
11301	Human Resources	0	-	-	-	-	6,045	6,045
11303	HR Air Quality Division	50	99,432	79,128	(20,304)	69,439	15,362	163,929
11310	HR Liability Insurance	2	3,096	3,096	-	481	535	4,112
11313	HR Safety Loss Control	3	4,644	4,644	-	3,367	199	8,210
11320	HR Exclusive Provider Option	0	-	-	-	-	8,903	8,903
11322	HR EAS	0	-	-	-	-	2,892	2,892
11329	HR Occupational Health & Wellness	0	-	-	-	-	1,624	1,624
12001	Assessor	26	46,404	44,856	(1,548)	18,716	107	63,679
12002	County Clerk-Recorder	8	13,536	13,536	-	4,051	-	17,587
12003	RMAP	3	5,796	5,796	-	4,912	-	10,708
13001	Auditor Controller	0	-	-	-	-	429	429
13002	Auditor Controller	0	-	-	-	-	317	317
14001	Treasurer Tax Collector	5	11,016	9,468	(1,548)	3,717	57	13,242
15001	County Counsel	0	-	-	-	-	426	426
17001	Registrar of Voters	1	2,124	2,124	-	3,965	34,645	40,734
19001	EDA	8	16,632	13,536	(3,096)	5,721	2,417	21,674
19002	EDA Community Development Block Grant	8	13,536	13,536	-	5,837	49	19,422
19003	EDA Workforce Development	13	22,824	20,700	(2,124)	12,168	1,602	34,470
19007	County Free Library	3	5,220	5,220	-	17,653	548	23,421
19010	EDA	0	-	-	-	-	2,271	2,271
19107	EDA Aviation Unit	2	4,248	4,248	-	12,482	87	16,817
19201	EDA National Date Festival	3	3,672	5,796	2,124	2,139	305	8,241
19301	EDA Museum	1	2,124	2,124	-	363	57	2,544
20001	Emergency Management Dept	4	8,496	8,496	-	50,006	-	58,502
22001	District Attorney	242	426,564	400,992	(25,572)	229,090	2,697	632,779
23001	Child Support Services	13	20,700	20,700	-	11,067	12,026	43,793
24001	Public Defender	26	40,248	40,248	-	24,508	1,643	66,399
25001	Sheriff	40	59,976	62,496	2,520	56,823	9,727	129,046
25002	Sheriff Support	195	197,508	459,792	262,284	55,268	-	515,060
25003	Sheriff Patrol	1,278	3,801,936	3,532,284	(269,652)	3,677,928	49,866	7,260,078
25004	Sheriff Corrections	136	312,636	307,428	(5,208)	379,337	8,988	695,753
25005	Sheriff Court Services	55	46,644	157,788	111,144	89,364	168	247,320
25007	Sheriff Ben Clark Training	54	160,512	137,988	(22,524)	23,883	2,603	164,474

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Dept	Dept Name	FY18/19 Estimated Vehicle Count	FY17/18 Estimated Vehicle Support Charges	FY18/19 Estimated Vehicle Support Charges	Net \$ Change	FY18/19 Estimated Fuel Charges	FY18/19 Estimated Motor Pool Rental Charges	FY18/19 Estimated Total Costs
25010	Sheriff Coroner West	26	49,848	47,160	(2,688)	37,805	-	\$ 84,965
25011	Sheriff Public Administrator	6	10,044	12,168	2,124	5,535	-	\$ 17,703
25051	Sheriff Cal ID	5	7,740	8,316	576	7,051	-	\$ 15,367
26001	Probation Juvenile	43	87,120	84,996	(2,124)	44,284	-	\$ 129,280
26002	Probation	205	353,760	331,116	(22,644)	169,667	315	\$ 501,099
26007	Probation Admin & Support	17	26,316	26,316	-	11,469	192	\$ 37,977
27002	Fire Department	0	-	-	-	58,825	2,462	\$ 61,287
28001	Agricultural Commissioner	36	75,744	67,248	(8,496)	40,351	-	\$ 107,599
31002	TLMA	4	7,344	7,344	-	1,298	2,541	\$ 11,183
31003	TLMA Transportation Counter Services	4	5,796	7,344	1,548	3,242	-	\$ 10,586
31101	TLMA Building & Safety	15	27,432	29,556	2,124	23,419	1,183	\$ 54,159
31201	TLMA Planning	5	13,140	10,044	(3,096)	1,832	14,655	\$ 26,531
31301	TLMA Transportation	0	-	-	-	-	1,875	\$ 1,875
31307	TLMA Transportation Equipment	43	109,116	87,876	(21,240)	230,548	988	\$ 319,412
31401	TLMA Code Enforcement	40	152,028	80,928	(71,100)	65,265	-	\$ 146,193
41001	RUHS Behavioral Health-Public Guardian	2	6,768	3,096	(3,672)	2,618	20,201	\$ 25,915
41002	RUHS Behavioral Health- Treatment	139	182,448	216,900	34,452	215,236	468,306	\$ 900,442
41003	RUHS Behavioral Health-Detention	0	-	-	-	-	13,201	\$ 13,201
41004	RUHS Behavioral Health-Administration	6	12,384	9,288	(3,096)	5,514	47,229	\$ 62,031
41005	RUHS Behavioral Health-Substance Abuse	13	12,384	20,124	7,740	12,535	61,613	\$ 94,272
42001	RUHS Public Health	30	62,064	52,200	(9,864)	52,205	171,858	\$ 276,263
42002	California Children's Services	0	-	-	-	944	2,846	\$ 3,789
42004	Environmental Health	114	214,488	214,488	-	110,686	1,691	\$ 326,865
42006	Animal Control	76	148,320	156,816	8,496	229,580	2,206	\$ 388,602
42007	RUHS Fed Qualified Health Ctrs	8	15,660	14,112	(1,548)	8,125	7,391	\$ 29,628
43001	RUHS	17	31,716	28,620	(3,096)	58,032	164,908	\$ 251,560
43002	RUHS Med Indigent Services	0	-	-	-	-	507	\$ 507
43003	RUHS Correctional Health	0	-	-	-	-	2,675	\$ 2,675
45001	Waste Resources	0	-	-	-	-	72,319	\$ 72,319
51001	DPSS	562	922,500	880,920	(41,580)	529,590	358	\$ 1,410,869
52001	DCA Administration	2	4,248	4,248	-	4,398	490	\$ 9,136
52002	DCA Local Initiative	7	10,620	14,868	4,248	21,837	3,499	\$ 40,203
52003	DCA Local Initiative	0	-	-	-	-	438	\$ 438
53001	Office on Aging	10	12,384	16,632	4,248	7,466	14,463	\$ 38,561
54001	Veterans Services	2	3,672	3,672	-	675	-	\$ 4,347

**Attachment B
Fleet Services
Estimated Costs per Department**

Dept	Dept Name	FY18/19 Estimated Vehicle Count	FY17/18 Estimated Vehicle Support Charges	FY18/19 Estimated Vehicle Support Charges	Net \$ Change	FY18/19 Estimated Fuel Charges	FY18/19 Estimated Motor Pool Rental Charges	FY18/19 Estimated Total Costs
72001	EDA Facilities Administration	8	13,536	13,536	-	5,688	4,222	23,445
72002	EDA Custodial	41	73,080	69,804	(3,276)	41,629	6,708	118,141
72003	EDA Maintenance	108	206,640	224,208	17,568	153,965	66,815	444,987
72004	EDA Real Property	5	6,768	8,316	1,548	2,589	-	10,905
72005	EDA Project Management	13	19,332	22,428	3,096	18,556	23,383	64,367
72007	EDA Parking	8	12,384	12,384	-	8,878	886	22,148
73001	Purchasing Services	1	-	1,548	1,548	195	-	1,743
73005	Fleet Services	11	-	20,472	20,472	-	-	20,472
73004	Supply Services	1	-	2,124	2,124	1,195	107,002	110,320
73006	Central Mail	8	-	15,264	15,264	22,176	101,154	138,594
74001	RCIT	68	76,932	119,088	42,156	76,065	12,923	208,076
74006	RCIT Communications Solutions	17	36,108	36,108	-	54,041	-	90,149
903601	CSA Administration	0	-	-	-	199	-	199
905102	CSA Administration	0	-	-	-	1,449	-	1,449
906203	CSA Administration	0	-	-	-	-	-	-
908501	CSA Administration	0	-	-	-	3,935	-	3,935
912101	CSA Administration	0	-	-	-	620	-	620
912201	CSA Administration	0	-	-	-	-	-	-
912601	CSA Administration	1	2,124	2,124	-	4,799	-	6,923
913401	CSA Administration	1	2,124	2,124	-	8,651	-	10,775
914301	CSA Administration	4	3,672	8,496	4,824	20,884	1,262	30,641
915201	CSA Administration	0	-	-	-	3,572	-	3,572
915202	CSA Administration	0	-	-	-	1,948	-	1,948
931002	Parks	0	-	-	-	-	337	337
931101	Parks	0	-	-	-	1,519	-	1,519
931104	Parks	0	-	-	-	4,265	16,673	20,938
931107	Parks	0	-	-	-	2,678	-	2,678
931116	Parks	1	2,124	2,124	-	6,370	-	8,494
931119	Parks District	2	2,124	3,672	1,548	506	-	4,178
931150	Parks	0	-	-	-	19,727	-	19,727
931155	Parks	0	-	-	-	104	578	682
931156	Parks	0	-	-	-	1,001	1,778	2,779
931170	Parks	3	4,248	6,372	2,124	8,211	-	14,583
931180	Parks	0	-	-	-	876	140	1,016
931184	Parks	0	-	-	-	1,034	-	1,034

**Attachment B
Fleet Services
Estimated Costs per Department**

Dept	Dept Name	FY18/19 Estimated Vehicle Count	FY17/18 Estimated Vehicle Support Charges	FY18/19 Estimated Vehicle Support Charges	Net \$ Change	FY18/19 Estimated Fuel Charges	FY18/19 Estimated Motor Pool Rental Charges	FY18/19 Estimated Total Costs
931186	Parks	0	-	-	-	292	-	\$ 292
931190	Parks - Drop Zone General	0	-	-	-	646	-	\$ 646
931200	Parks	0	-	-	-	3,077	-	\$ 3,077
931235	Parks Headquarters	0	-	-	-	3,521	-	\$ 3,521
931300	Parks	0	-	-	-	3,928	-	\$ 3,928
931400	Major Parks	5	10,620	10,620	-	51,635	-	\$ 62,255
931401	Parks	1	2,124	2,124	-	50	-	\$ 2,174
935001	Habitat Conserv Agency-JPA	1	4,248	2,124	(2,124)	4,016	2,844	\$ 8,984
935201	RCA Land Acquisitions	0	-	-	-	-	303	\$ 303
938001	RCCFC - Agency	0	-	-	-	165	-	\$ 165
938002	Children & Families Commission	2	1,548	3,096	1,548	764	117	\$ 3,978
947260	Flood Control	0	-	-	-	11,760	-	\$ 11,760
980503	Perris Valley Cemetery	1	2,124	2,124	-	1,220	-	\$ 3,344
Total		3,937	\$ 8,391,552	\$ 8,399,904	\$ 8,352	\$ 7,359,717	\$ 1,531,504	\$ 17,291,125

NOTES:

1. FY18/19 Estimated Vehicle Support Charges are based on Fleet vehicle count as of October 2017.
2. FY18/19 Estimated Fuel and Motor Pool Rental Charges are based on FY16/17 data. Actual charges will be based on usage.
3. FY18/19 Estimated Total Costs do not include:
 - Finance (fixed) costs for vehicle payments.
 - Services outside of standard maintenance.
 - Accident reimbursement.
 - Telematics monthly subscription (pass-thru).
 - Specialty vehicles charged for work orders.

(Contact Kaleena Richards at 951-955-9154 for historical information.)