

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



ITEM: 3.45  
(ID # 11530)

MEETING DATE:  
Tuesday, January 28, 2020

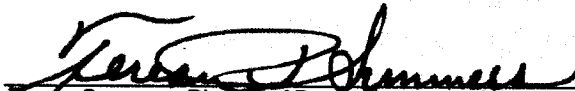
FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY 2020/21 Fleet Services ISF Rates and Approval of Capital Asset Plan FY20/21-24/25, All Districts. [\$6,427,887 - Department Budget 100%] (4/5th Required)

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 \$6,427,887 for capital assets and the reserve plan for capital asset purchases for FY20/21 - FY24/25 (Attachment C).

ACTION: 4/5 Vote Required, Policy

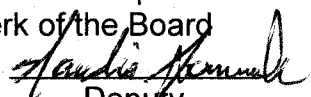
  
Teresa Summers, Director of Purchasing 12/23/2019

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MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: January 28, 2020  
xc: Purchasing

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 2,601,000	\$ 6,427,887	\$ N/A
<b>NET COUNTY COST</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A
<b>SOURCE OF FUNDS:</b> Departmental Budget 100%			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	20/21-24/25

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

**BACKGROUND:**

**Summary**

This Form 11 is for the purpose of establishing Fleet Services rates for fiscal year 19/20, 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 fleet of approximately 4,400 vehicles. This includes developing vehicle specifications, selection, acquisition, maintenance, mechanical/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 motor pool for as-needed rentals. The division operates eight garages, dispatches motor pool vehicles from nine locations (one automated key dispatch machine) and operates thirteen fuel sites located throughout the county.

For estimating FY20/21 departments charges to support vehicles maintenance and repair, Fleet Services is utilizing actual costs associated with servicing vehicles that is captured/tracked in Fleet Services' work order system. FY20/21 rates are developed based on vehicle ages of less than, or greater than 8-years (<8 or >8) old. The age distinction is derived from Fleet's economic replacement modeling recommended replacement point. The cost of maintaining vehicles <8-years old, are highly predictable and rates for these vehicles are fixed for the coming fiscal year. The cost to maintain vehicles >8-years-old is also predictable as these costs are based on minimum maintenance standards, therefore, the monthly routine maintenance is also fixed for vehicles >8-years old. However, repairs of vehicles >8-years old are not as predictable, therefore, departments will be billed for repairs to these vehicles as they occur and will be billed actual labor hours and parts cost.

The FY20/21 estimated charges to customers are based on a snapshot of the department inventory of vehicles as of June 2019 and actual prior year services and repairs. The charges do not reflect the replacement of older vehicles that have occurred after June 2019 and do not reflect the purchase and replacement of vehicles to be acquired this current FY19/20. Based on FY18/19 vehicle counts the projected fleet costs to departments reflects a total increase of \$1,318,117, however, of this total, there is approximately \$630,000 of estimated costs related to repair of vehicles >8-years old. If the vehicles do not require the estimated repairs, and/or the

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vehicles are replaced with new vehicles, departments will not incur these charges. As the ordered vehicles arrive this fiscal year, the departments projected charges will be revised accordingly. Purchasing and Fleet Services will be reviewing with each department their revised projected costs based on the deployment of vehicles currently on order.

The Fleet Services budget reflects an increase in vehicle parts costs to service the vehicle >8-years old as well as potential additional labor hours to support the older vehicles. Actual costs will be billed for these services. The budget also includes \$150,000 to address deferred maintenance of fleet shop capital equipment and the addition of three positions to support operations.

Fleet continues to look for operational efficiencies and enhancing customer service. Last year Fleet re-opened County Circle Drive garage and implemented flex hours at the larger garages to accommodate early/late drop-off/pick-up by customers without increasing operational costs. This year, Fleet relocated operations to Orange Street and vacated the Jurupa Valley (Rubidoux) facility bringing services back to the downtown area to service customers in the immediate vicinity as well as those from outlying areas that might be traveling to downtown.

Fleet Services is requesting the approval of the attached Five-Year Capital Asset Needs/Reserve Plan (FY20/21 to FY24/25). This request includes routine annual vehicle replacement requests as well as a fuel tank electronic controller replacement project and a fuel tank upgrade/replacement program. It also includes a carryover of a previously Board approved capital project for Moreno Valley Fleet Garage, the project cost remains the same; however, the project will not be completed until fiscal year 20/21.

Attachment: Attachment A – Proposed FY 2020/21 Rates for Fleet Services  
Attachment B – Estimated costs per department  
Attachment C – Five Year Capital Asset Plan

**Impact on Citizens and Businesses**

N/A

**Additional Fiscal Information**

N/A

**Contract History and Price Reasonableness**

N/A

**ATTACHMENTS:**

**Attachment A – Proposed FY 20/21 Rates for Fleet Services**

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Attachment B – Estimated Costs per Department  
Attachment C – Five Year Capital Asset Plan

  
Douglas Cordonez Jr.



  
1/8/2020

**Fleet Services Rates FY20/21  
Attachment A - Rate Sheet**

<b>RATES FOR ASSIGNED VEHICLES</b>									
Vehicle Description	Vehicle Type	FY 19/20 Vehicle Support Rate Per Month w/o Telematics	FY 20/21 Vehicle Monthly Rate w/o Telematics	FY 19/20 Vehicle Support Rate Per Month with Telematics	FY 20/21 Vehicle Monthly Rate with Telematics	FY 19/20 Maintenance Rate Per Mile	FY 20/21 Maintenance Rate Per Mile		
Sub Compact Sedan	1	85.24	89.12	105.44	109.32	0.15	0.38		
Compact Sedan	2	85.24	89.12	105.44	109.32	0.13	0.04		
Intermediate Sedan	3	85.24	89.12	105.44	109.32	0.07	0.07		
Full Size Sedan	22	85.24	89.12	105.44	109.32	0.10	0.09		
Mini Van	4	85.24	89.12	105.44	109.32	0.08	0.09		
Full Size Van	5	85.24	89.12	105.44	109.32	0.09	0.09		
Mini Pick Up	8	85.24	89.12	105.44	109.32	0.24	0.08		
4x4 Mini Pick Up	11	85.24	89.12	105.44	109.32	0.14	0.07		
1/2 Ton Pick Up	9	85.24	89.12	105.44	109.32	0.11	0.07		
4x4 1/2 Ton Pick Up	12	85.24	89.12	105.44	109.32	0.09	0.10		
3/4 Ton Pick Up	10	85.24	89.12	105.44	109.32	0.18	0.07		
4x4 3/4 Ton Pick Up	13	85.24	89.12	105.44	109.32	0.19	0.15		
4x4 Mini Utility (SUV)	14	85.24	89.12	105.44	109.32	0.14	0.17		
4x2 Utility (SUV)	21	85.24	89.12	105.44	109.32	0.09	0.08		
4x4 Utility (SUV)	15	85.24	89.12	105.44	109.32	0.09	0.09		
Patrol	20	85.24	89.12	105.44	109.32	0.22	0.23		
Patrol SUV	23	85.24	89.12	105.44	109.32	0.10	0.11		
Diesel Bus	6	85.24	89.12	105.44	109.32	-	-		
Mini Bus	7	85.24	92.30	105.44	112.50	-	-		
Medium Truck	16	85.24	89.12	105.44	109.32	-	-		
Heavy Truck	17	85.24	89.12	105.44	109.32	-	-		
Motor Home	18	85.24	89.12	105.44	109.32	-	-		
Special Purpose	19	85.24	89.12	105.44	109.32	-	-		
All Class>=8	All	85.24	89.12	105.44	109.32	-	-		

**Notes:**

- 1) Vehicles that are less than eight years old will be charged the Vehicle Monthly Rate and the Maintenance Per Mile Rate.
- 2) Vehicles eight year or older will be charged the Vehicle Monthly Rate and direct billed for actual work orders in lieu of a maintenance rate per mile.
- 3) Specialty vehicles will be direct billed for actual work orders.

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**Fleet Services Rates FY20/21  
Attachment A - Rate Sheet**

<b>RATES FOR DAILY RENTALS</b>							
<b>Vehicle Description</b>	<b>Vehicle Type</b>	<b>FY 19/20 Monthly Rate</b>	<b>FY 20/21 Monthly Rate</b>	<b>FY 19/20 Daily Fee</b>	<b>FY 20/21 Daily Fee</b>	<b>FY 19/20 Maintenance Rate Per Mile</b>	<b>FY 20/21 Maintenance Rate Per Mile</b>
Sub Compact Sedan	Sedans 01	-	483	18.06	32.20	0.21	0.38
Compact Sedan	Sedans 02	-	541	33.82	36.05	0.10	0.04
Intermediate Sedan	Sedans 03	-	479	37.45	31.90	0.08	0.07
Full Size Sedan	Sedans 04	-	524	41.90	34.96	0.09	0.09
Mini Van	Vans 01	-	484	51.29	32.26	0.10	0.09
Full Size Van	Vans 02	-	697	63.74	46.45	0.48	0.09
Mini Pick Up	Trucks 01	-	591	41.54	39.41	0.46	0.08
4x4 Mini Pick Up	Trucks 08	-	0	41.90	0.00	0.51	0.07
1/2 Ton Pick Up	Trucks 02	-	712	55.46	47.46	1.00	0.07
4x4 1/2 Ton Pick Up	Trucks 03	-	692	53.95	46.15	0.45	0.10
3/4 Ton Pick Up	Trucks 06	-	0	55.13	0.00	0.98	0.07
4x4 3/4 Ton Pick Up	Trucks 04	-	720	66.65	48.01	1.09	0.15
4x4 Mini Utility (SUV)	SUV 01	-	567	48.61	37.83	0.20	0.17
4x2 Utility (SUV)	SUV 03	-	504	63.15	33.63	0.07	0.08
4x4 Utility (SUV)	SUV 02	-	665	65.47	44.36	0.27	0.09
Medium Truck	Trucks 05	-	647	65.11	43.16	0.43	-
Heavy Truck	Trucks 07	-	649	116.64	43.24	1.14	-

**Notes:**

- 1) Short term rental charges consist of daily fee, maintenance rate per mile, and fuel rate per mile.
- 2) Fuel rate per mile is based on actual fuel cost at time of rental plus mark-up.

**Fleet Services Rates FY20/21  
Attachment A - Rate Sheet**

<b>OTHER SERVICES</b>			
<b>Service</b>	<b>FY 19/20 Rate</b>	<b>FY 20/21 Rate</b>	<b>Unit</b>
Fuel - Fleet Services Sites	0.21	0.22	Per gallon markup
Fuel - Commercial	0.21	0.22	Per gallon markup
FMIS License Fee	7.21	5.82	Per month per Equip ID
Parts Markup	36%	37%	Parts on direct bill work orders
Shop Labor Rate - Fleet Services Vehicles	128.42	130.24	Per hour
Shop Labor Rate - Non Fleet Services Vehicles	128.42	130.24	Per hour
Car Wash - Non Fleet Services Vehicles	7.00	7.00	Per wash

**Notes:**

- 1) License Fee is a rate to charge the cost of maintaining an equipment ID in the FMIS software program.
- 2) Parts markup and shop labor rates apply only to direct billed work orders. Departments are directly billed work orders for buses, medium/heavy-duty trucks, motor homes, other specialty vehicles, accidents or vandalism, and for vehicles older than 8 years.







**Fleet Services Rates FY20/21**  
**Attachment C - Five-Year Capital Asset Needs/Reserve Plan**

Capital Asset	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	Total 5 Years
Vehicles for Motor Pool	\$ 721,000	\$ 742,630	\$ 764,909	\$ 787,856	\$ 811,492	\$ 3,827,887
Moreno Valley Garage Replacement	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000
Orange Street - Building Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shop Equipment	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
Fuel Controller Replacement	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Fuel Tank upgrade	\$ 900,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,500,000
<b>Total</b>	<b>\$ 2,601,000</b>	<b>\$ 922,630</b>	<b>\$ 944,909</b>	<b>\$ 967,856</b>	<b>\$ 991,492</b>	<b>\$ 6,427,887</b>

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