

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



ITEM: 3.22
(ID # 20920)

MEETING DATE:

Tuesday, January 24, 2023

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY 2023/24 Fleet Services Rate and Approval of Capital Asset Plan FY23/24-27/28, All Districts. [\$2,513,000, 100% Departmental Budget] (4/5 Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Fleet Services Internal Service Fund rate as shown in Attachment A; and
2. Approve the update of the Capital Asset/Project Plan for Fleet Services - \$2,513,000 for the use of restricted net position designated for capital asset replacements, as permitted by the department's available budget for FY 23/24 – FY27/28 and shown in Attachment C.

ACTION:Policy, 4/5 Vote Required

Sarah Franco

Sarah Franco, Director of Procurement & Fleet 12/27/2022

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: January 24, 2023
xc: Purchasing and Fleet

Kimberly Rector
Clerk of the Board

By: *Kimberly Rector*
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	\$2,513,000	\$2,513,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Departmental Budget 100%			Budget Adjustment:	No
			For Fiscal Year:	23/24-27/28

C.E.O. RECOMMENDATION: Approve

Summary

This item is for the purpose of establishing Fleet Services rates for fiscal year 23/24 and for the purchase of capital assets.

The Fleet Services Division provides a comprehensive fleet management program for all vehicles (approximately 2,600). This includes developing vehicle specifications, selection, acquisition, maintenance, mechanical/accident repair, fuel sales, car wash, and vehicle/surplus disposal. The division purchases vehicle for long-term use by County departments and agencies as well as maintains a central motor pool for as-needed rentals. The division operates two garages, dispatches motor pool vehicles from two locations and operates twelve fuel sites and three car washes located throughout the County.

In FY 22/23 rates were 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 and repair 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 costs. The proposed labor rate will remain the same in FY 23/24 compared to current fiscal year. Fleet continues to look for operational efficiencies and enhancements to customer service.

Fleet Services is requesting the approval of the attached Five-Year Capital Asset Plan (FY23/24 to FY27/28). This request includes routine annual vehicle replacement requests, maintenance facility and security camera upgrades as well as infrastructure improvements for electric vehicle charging. As of the end of FY 21/22, Fleet Services has \$2.5 million in excess working capital which will be expended over the next couple years to replace vehicles past their useful life, build needed fleet electrification infrastructure, and improve the physical security of County fuel sites.

Impact on Citizens and Businesses

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

N/A

Additional Fiscal Information

N/A

Contract History and Price Reasonableness

N/A

ATTACHMENTS:

Attachment A – Proposed FY 23/24 Rates for Fleet Services

Attachment B – Estimated Costs per Department

Attachment C – Fleet Services Five-Year Capital Asset Plan

County of Riverside
Purchasing & Fleet
Fleet Services
Rates for FY 2023/2024

Attachment A - Rate Sheet

MOTOR POOL RENTAL AND ASSIGNED VEHICLE RATES

Vehicle Description	Vehicle Type	Monthly Rental (MPR) Rates		Daily Rental Rate (MPR)		Rental (MPR) Maintenance & Repair Cost Per Mile (CPM) and Includes Fuel		Department Assigned Vehicles (DAV) Maintenance & Repair Cost Per Mile (CPM) All Fuel is Direct Billed	
		FY 22/23 RATE	FY 23/24 PROPOSED RATES	FY 22/23 Rate	FY 23/24 PROPOSED RATES	FY 22/23 Rate	FY 23/24 PROPOSED RATES	FY 22/23 Rate	FY 23/24 PROPOSED RATES
Sub Compact Sedan	Sedans 01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Compact Sedan	Sedans 02	\$ 322.00	\$ 322.00	\$ 21.00	\$ 21.00	0.18	0.18	0.11	0.11
Intermediate Sedan	Sedans 03	\$ 332.00	\$ 332.00	\$ 21.00	\$ 21.00	0.19	0.19	0.10	0.10
Full Size Sedan	Sedans 04	\$ 456.00	\$ 456.00	\$ 29.00	\$ 29.00	0.21	0.21	0.09	0.09
Mini Van	Vans 01	\$ 413.00	\$ 413.00	\$ 26.00	\$ 26.00	0.29	0.29	0.14	0.14
Full Size Van	Vans 02	\$ 443.00	\$ 443.00	\$ 28.00	\$ 28.00	0.36	0.36	0.13	0.13
Mini Pick Up	Trucks 01	\$ 427.00	\$ 427.00	\$ 27.00	\$ 27.00	0.27	0.27	0.18	0.18
4x4 Mini Pick Up	Trucks 08	\$ 502.00	\$ 502.00	\$ 32.00	\$ 32.00	0.13	0.13	0.04	0.04
1/2 Ton Pick Up	Trucks 02	\$ 459.00	\$ 459.00	\$ 29.00	\$ 29.00	0.28	0.28	0.08	0.08
4x4 1/2 Ton Pick Up	Trucks 03	\$ 490.00	\$ 490.00	\$ 31.00	\$ 31.00	0.33	0.33	0.12	0.12
3/4 Ton Pick Up	Trucks 06	\$ 538.00	\$ 538.00	\$ 34.00	\$ 34.00	0.43	0.43	0.17	0.17
4x4 3/4 Ton Pick Up	Trucks 04	\$ 666.00	\$ 666.00	\$ 42.00	\$ 42.00	0.45	0.45	0.19	0.19
4x4 Mini Utility (SUV)	SUV 01	\$ 502.00	\$ 502.00	\$ 32.00	\$ 32.00	0.26	0.26	0.12	0.12
4x2 Utility (SUV)	SUV 03	\$ 435.00	\$ 435.00	\$ 28.00	\$ 28.00	0.24	0.24	0.11	0.11
4x4 Utility (SUV)	SUV 02	\$ 607.00	\$ 607.00	\$ 38.00	\$ 38.00	0.37	0.37	0.10	0.10
Average		\$ 470.86	\$ 470.86	\$ 29.86	\$ 29.86	0.29	0.29	0.12	0.12

Notes:

1. Motor Pool Rental (MPR) charges include: Daily or Monthly rental rate, maintenance and repair costs per mile (CPM) and includes fuel costs.
2. The intent/design of the "maintenance repair cost per mile (CPM)" rate is "budget stability" for the user departments year-over-year. (averages vehicles by class and removes failure/repair
3. ONLY Motor pool and Department assigned vehicles that are less than eight years old, "OWNED by FLEET SERVICES" and under 3/4 ton are enrolled in the maintenance cost per mile rate. Rates were specifically developed for these vehicles and should NOT be applied to other vehicle classes or types.
4. Department Assigned Vehicles (DAV) over eight years old may NOT enroll in "Maintenance & Repair Cost Per Mile Rate or (CPM)".
5. Vehicle accidents, abuse, damaged in use and modifications are NOT included/covered by the "Maintenance & Repair Rate" per mile rate
6. "Maintenance and Repair Cost Per Mile" can NOT be applied to any "heavy vehicles" (over 3/4 ton).
7. Daily Motor Pool Rentals (MPR) that transition to monthly (still a MPR) will always be charged MPR CPM and include the cost of Fuel.

County of Riverside
Purchasing & Fleet
Fleet Services
Rates for FY 2023/2024

Attachment A - Rate Sheet

OTHER FLEET SERVICES RATES			
Service	FY22-23 RATES	FY 23/24 PROPOSED RATES	Unit
Automatic Vehicle Locators (AVL, aka GPS)	\$ 22.00	\$ 22.00	Per active installed unit per month
Car Wash (automated)	\$ 9.00	\$ 9.00	Per wash
Commercial Vendor (Sublet processing rate)	45.00	\$ 45.00	Per vendor invoice processed
FMIS Rate - Non-Standard Asset	\$ 2.00	\$ 2.00	Per mo/asset record for "low M&R" assets
FMIS Rate - Standard Asset	\$ 13.00	\$ 13.00	Per mo/asset record (typical or "normal" M&R)
Fuel - Fleet Fuel Sites & Commercial Purchases	\$ 0.27	\$ 0.27	Per gallon purchased markup
Garage Labor Rate (also called "Billable Hours")	\$ 101.00	\$ 101.00	Per hour of technician's time
Hazardous Waste Disposal Rate	\$ 7.00	\$ 7.00	Per HazMat generating work order
Parts Markup	109%	109%	Percent markup per part item sold
Shop Supplies Rate	5.00	\$ 5.00	Per "Shop Supplies" generating work order
Tire Disposal Fee	\$ 5.00	\$ 5.00	Per tire disposed (based on purchasing a new tire)

Notes:

1. Fleet Management Information System (FMIS) Rate covers the cost of licensing and operating the vehicles cost accounting program.
2. Enrollment in FMIS is mandatory to access/use Fleet Services (fuel island, car washes, gate openers, AVL/GPS work orders, obtain parts, and other Fleet services).
3. Fire, Flood, TLMA and Waste administer their own AVL/GPS units; therefore, they pay and manage their own vendor subscription exper

Attachment B - Estimated Costs Per Department

23/24 Estimated Costs Per Department

TOTALS	13,953,628	13,953,628	-
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Fleet Services

Department	Dept ID	FY 22/23	FY 23/24	Variance
		Fleet	Fleet	Fleet
Agricultural Commissioner	2800100000	255,227	255,227	-
Animal Services	4200600000	558,772	558,772	-
Assessor-Clerk Recorder	1200100000	88,192	88,192	-
Auditor - Controller	1300100000	3,266	3,266	-
Board Of Supervisors/Clerk of the Board	1000100000	26,778	26,778	-
Children & Families First Comm	938001	21,348	21,348	-
Cooperative Extension	6300100000			-
CORAL	925001			-
County Counsel	1500100000	362	362	-
County Facilities Districts	1150100000			-
County Service Areas	900101	126,250	126,250	-
Department of Child Support Services	2300100000	55,265	55,265	-
Department Of Public Social Services	5100100000	1,589,204	1,589,204	-
Desert Expo Center	1920100000			-
District Attorney	2200100000	830,208	830,208	-
Edward Dean Museum	1930100000	1,107	1,107	-
Emergency Management Department	2000100000	203,825	203,825	-
Environmental Health	4200400000	312,139	312,139	-
Executive Office	1100100000	3,255	3,255	-
Facilities Management	7200100000	905,411	905,411	-
Fire Protection	2700200000	69,372	69,372	-
Flood Control & Water Conservation District	947200	24,706	24,706	-
Habitat Consvr Agency-JPA	935001	1,491	1,491	-
Housing and Workforce Solutions	5500100000	50,380	50,380	-
Human Resources	1130100000	194,097	194,097	-
IHSS Public Authority	985101	161	161	-
Information Technology	7400100000	310,732	310,732	-
Law Library	960001			-
Local Agency Formation Comm	2900100000			-
Office of Economic Development	1900100000	136,224	136,224	-
Office of Economic Development - Perris Valley Cemetery	980501	5,472	5,472	-
Office On Aging	5300100000	48,169	48,169	-
Probation**	2600200000	656,958	656,958	-
Public Defender	2400100000	69,704	69,704	-
Purchasing and Fleet Services	7300100000	221,261	221,261	-
Regional Parks & Open Space District	931104	235,596	235,596	-
Registrar Of Voters	1700100000	79,780	79,780	-
RUHS - Behavioral Health	4100100000	1,369,278	1,369,278	-
RUHS - Community Health Centers	4300600000	24,364	24,364	-
RUHS - Correctional Health Systems	4300300000	5,439	5,439	-
RUHS - Medical Center	4300100000	422,151	422,151	-
RUHS - Public Health	4200100000	337,997	337,997	-
Salton Sea Authority	946001			-
Sheriff**	2500100000	3,688,270	3,688,270	-
Sheriff - Public Safety Enterprise Communication	7400600000	147,637	147,637	-
Transportation & Land Management Agency	3100200000	738,761	738,761	-
Treasurer-Tax Collector	1400100000	8,430	8,430	-
Veterans Services	5400100000	3,520	3,520	-
Waste Resources	4500100000	122,833	122,833	-
West Riv Co Regional Cons Auth	935100	236	236	-

County of Riverside - Purchasing & Fleet Services Department
FY 23/24 Fleet Services
Attachment C - Five-Year Capital Asset Plan

Year Count	1	2	3	4	5	
Capital Asset	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total 5 Years
Vehicles for Motor Pool	\$ 1,224,000	\$ 924,000				\$ 2,148,000
Cabazon Fuel Site Security Cameras	\$ 50,000					\$ 50,000
Orange Street 15k Vehicle Lift	\$ 25,000					\$ 25,000
Orange Street Car Wash repairs and upgrade	\$ 25,000					\$ 25,000
Maintenance Facilities Shop Upgrades	\$ 15,000					\$ 15,000
Fleet Electrification Infrastructure Additions	\$ 250,000					\$ 250,000
Total	\$ 1,589,000	\$ 924,000	\$ -	\$ -	\$ -	\$ 2,513,000