

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



ITEM: 3.14
(ID # 23791)

MEETING DATE:
Tuesday, January 09, 2024

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY 24/25 Fleet Services Rate and Approval of Capital Asset Plan FY 23/24-27/28, All Districts. [\$3,054,432 - 100% Departmental Budget]

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 - \$3,054,432 for the use of restricted net position designated for capital asset replacements, as permitted by the department's available budget for FY 23/24 – FY 27/28 and as shown in Attachment C.

ACTION:4/5 Vote Required, Policy



Meghan Hahn, Director of Procurement 12/26/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries 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 9, 2024
xc: Purchasing

Kimberly A. Rector
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	\$ 1,393,432	\$1,661,000	\$3,054,432	\$ 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 24/25 and for updates to a 5-year capital asset plan for the purchase of capital assets.

The Fleet Services Division provides a comprehensive fleet management program for county vehicles (approximately 2,500). This includes developing vehicle specifications, selection, acquisition, maintenance, mechanical/accident repair, fuel sales, car wash, and vehicle/surplus disposal. The division purchases vehicles for long-term use by county departments and 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 throughout the County.

In FY 23/24 rates were developed based on vehicle ages of less than, or greater than 8-years (<8 or >8) old. The age distinction was derived from Fleet's economic replacement modeling recommended replacement point. In FY 24/25 Departments supported by the central fleet will continue to have the option to receive in-house maintenance support or to utilize contracted vendors that may be in areas that better suit the operational needs of the utilizing department. In FY 24/25 all costs to maintain and repair vehicles using contracted vendors will be passed directly through to the utilizing customers. Departments will be billed for repairs as they occur including actual labor hours and parts costs invoiced by the vendor. The proposed in-house labor rate will increase in FY 24/25 compared to the current fiscal year; however, remains below the average contracted vendor rate. Fleet continues to look for operational efficiencies and enhancements that ensure on-demand and preventative services are convenient and available to customers in areas where County vehicles operate.

Fleet Services is requesting the approval of the attached Five-Year Capital Asset Plan (FY 23/24 – FY 27/28). This request includes routine annual vehicle replacement requests, maintenance facility and security camera upgrades as well as infrastructure improvements for electric vehicle charging.

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

Impact on Citizens and Businesses

N/A

Additional Fiscal Information

N/A

Contract History and Price Reasonableness

N/A

ATTACHMENTS:

Attachment A – Proposed FY 24/25 Rates for Fleet Services

Attachment B – Estimated Costs per Department

Attachment C – Fleet Services Five-Year Capital Asset Plan

 Tanya Harris, Assistant Auditor Controller	12/28/2023	 Veronica Santillan, Principal Management Analyst	1/2/2024
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County of Riverside
Purchasing & Fleet
Fleet Services
Rates for FY 2024/2025

Attachment A - Rate Sheet

MOTOR POOL RENTAL AND ASSIGNED VEHICLE RATES

Vehicle Description	Vehicle Type	Monthly Rental (MPR) or Dept Assigned (MPA) Rates		Daily Rental Rate (MPR)		Rental (MPR) CPM Maintenance, Repair & Fuel Per Mile	
		FY 23/24 Rate	FY 24/25 PROPOSED RATES	FY 23/24 Rate	FY 24/25 PROPOSED RATES	FY 23/24 Rate	FY 24/25 PROPOSED RATES
Sub Compact Sedan	Sedans 01	N/A	N/A	N/A	N/A	N/A	N/A
Compact Sedan	Sedans 02	\$ 322	\$ 413.00	\$ 21.00	\$ 26.00	0.18	0.25
Intermediate Sedan	Sedans 03	\$ 332	\$ 433.00	\$ 21.00	\$ 28.00	0.19	0.31
Full Size Sedan	Sedans 04	\$ 456	\$ 483.00	\$ 29.00	\$ 31.00	0.21	0.57
Mini Van	Vans 01	\$ 413	\$ 589.00	\$ 26.00	\$ 37.00	0.29	0.34
Full Size Van	Vans 02	\$ 443	\$ 652.00	\$ 28.00	\$ 41.00	0.36	0.38
Mini Pick Up	Trucks 01	\$ 427	\$ 513.00	\$ 27.00	\$ 33.00	0.27	0.31
4x4 Mini Pick Up	Trucks 08	\$ 502	\$ 542.00	\$ 32.00	\$ 34.00	0.13	0.35
1/2 Ton Pick Up	Trucks 02	\$ 459	\$ 592.00	\$ 29.00	\$ 37.00	0.28	0.55
4x4 1/2 Ton Pick Up	Trucks 03	\$ 490	\$ 632.00	\$ 31.00	\$ 40.00	0.33	0.40
3/4 Ton Pick Up	Trucks 06	\$ 538	\$ 652.00	\$ 34.00	\$ 41.00	0.43	0.49
4x4 3/4 Ton Pick Up	Trucks 04	\$ 666	\$ 701.00	\$ 42.00	\$ 44.00	0.45	0.53
4x4 Mini Utility (SUV)	SUV 01	\$ 502	\$ 493.00	\$ 32.00	\$ 31.00	0.26	0.39
4x2 Utility (SUV)	SUV 03	\$ 435	\$ 552.00	\$ 28.00	\$ 35.00	0.24	0.40
4x4 Utility (SUV)	SUV 02	\$ 607	\$ 582.00	\$ 38.00	\$ 37.00	0.37	0.34
ZEV Vehicles	ZEV 01	N/A	\$ 682.00	N/A	\$ 43.00	N/A	0.36
Average		\$ 471	\$ 567.40	\$ 29.86	\$ 35.87	0.29	0.40

Notes:

1. Motor Pool DAILY rental charges include: maintenance rate per mile and fuel rate per mile.
2. Monthly "Support Rate" has been eliminated.
3. ONLY Motor Pool Vehicles are included in the maintenance rate per mile or CPM (Rate was only based on these vehicles)
4. All other Fleet and department owned vehicles will be charged actual cost per repair including BOS rates to cover overhead expenses.
5. Vehicle accidents, abuse, damaged in use and modifications will be billed back to the departments for rentals and department assigned vehicles.

County of Riverside
Purchasing & Fleet
Fleet Services
Rates for FY 2024/2025

Attachment A - Rate Sheet

OTHER FLEET SERVICES RATES

Service	FY 23/24 RATES	FY 24/25 PROPOSED RATES	Unit
Automatic Vehicle Locators (AVL, aka GPS)	\$ 22.00	\$ 22.00	Per active installed unit per month
Car Wash (automated)	\$ 9.00	\$ 10.00	Per wash
Commercial Vendor (Sublet processing rate)	\$ 45.00	\$ 43.00	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	\$ 18.00	Per mo/asset record (typical or "normal" M&R)
Fuel - Fleet Fuel Sites & Commercial Purchases	\$ 0.27	\$ 0.45	Per gallon purchased markup / Includes EV Markup
Garage Labor Rate (also called "Billable Hours")	\$ 101.00	\$ 122.00	Per hour of technician's time
Hazardous Waste Disposal Rate	\$ 7.00	\$ 12.00	Per HazMat generating work order
Parts Markup*	109%	40%	Percent markup per part item sold
Shop Supplies Rate	\$ 5.00	\$ 6.00	Per "Shop Supplies" generating work order
Tire Disposal Fee	\$ 5.00	\$ 9.00	Per tire disposed (based on purchasing a new tire)
Surplus Services	\$ 5.55	\$ 7.00	Per Purchase Order

Notes:

1. Fleet Management Information System (FMIS) Rate covers the cost of licensing and operationing the vehicles cost accounting program.
2. Enrollment in FMIS is mandatory to acess/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're only billed the vendor subscription expense.

County of Riverside Purchasing & Fleet
Fleet Services
FY2024/2025
Attachment B - Customer Charges

Dept	Department Name	FY23-24 Estimated Total Charges	FY24-25 Estimated Total Charges	\$ Change	% Change
10001	BOARD OF SUPERVISORS	\$ 26,778	\$ 17,846	\$ (8,932)	-33.35%
11001	EXECUTIVE OFFICE	\$ 3,255	\$ 1,275	\$ (1,980)	-60.83%
11301	HUMAN RESOURCES	\$ 16,901	\$ 9,808	\$ (7,093)	-41.97%
11303	HUMAN RESOURCES	\$ 168,552	\$ 84,264	\$ (84,288)	-50.01%
11313	HUMAN RESOURCES	\$ 8,644	\$ 7,180	\$ (1,464)	-16.94%
12001	ASSESSOR	\$ 65,281	\$ 43,405	\$ (21,876)	-33.51%
12002	ASSESSOR	\$ 22,911	\$ 11,929	\$ (10,982)	-47.93%
13001	AUDITOR-CONTROLLER	\$ 3,266	\$ 535	\$ (2,731)	-83.62%
14001	TREAS_TAX COLLECTOR	\$ 8,430	\$ 13,764	\$ 5,334	63.27%
15001	COUNTY COUNSEL	\$ 362	\$ 786	\$ 424	117.15%
17001	REGISTRAR OF VOTERS	\$ 79,780	\$ 32,433	\$ (47,347)	-59.35%
19001	OFFICE OF ECONOMIC DEVELOPMENT	\$ 11,425	\$ 7,428	\$ (3,997)	-34.98%
19003	OFFICE OF ECONOMIC DEVELOPMENT	\$ 55,213	\$ 17	\$ (55,196)	-99.97%
19007	OFFICE OF ECONOMIC DEVELOPMENT	\$ 39,221	\$ 28,488	\$ (10,733)	-27.37%
19010	OFFICE OF ECONOMIC DEVELOPMENT	\$ 11,250	\$ 3,867	\$ (7,383)	-65.63%
19107	COUNTY AIRPORTS	\$ 35,808	\$ 10,863	\$ (24,945)	-69.66%
19201	DESERT EXPO CENTER	\$ -	\$ 7	\$ 7	100.00%
19301	EDWARD DEAN MUSEUM	\$ 1,107	\$ 6,495	\$ 5,388	486.69%
20001	EMERGENCY MNGT DEPT	\$ 203,825	\$ 246,742	\$ 42,917	21.06%
22001	DISTRICT ATTORNEY	\$ 830,208	\$ 866,122	\$ 35,914	4.33%
23001	RIV CO DEP_CHILD SRV	\$ 55,265	\$ 49,564	\$ (5,701)	-10.32%
24001	PUBLIC DEFENDER	\$ 69,704	\$ 46,846	\$ (22,858)	-32.79%
25001	SHERIFF	\$ 73,604	\$ 182,087	\$ 108,483	147.39%
25002	SHERIFF	\$ 36,161	\$ 66,086	\$ 29,925	82.75%
25003	SHERIFF	\$ 2,997,497	\$ 3,133,089	\$ 135,592	4.52%
25004	SHERIFF	\$ 389,449	\$ 393,546	\$ 4,097	1.05%
25005	SHERIFF	\$ 70,328	\$ 70,340	\$ 12	0.02%
25006	SHERIFF	\$ 111	\$ 42,994	\$ 42,883	38633.49%
25007	SHERIFF	\$ 70,697	\$ 80,903	\$ 10,206	14.44%
25010	SHERIFF	\$ 41,539	\$ 40,257	\$ (1,282)	-3.09%
25011	SHERIFF	\$ 6,182	\$ 6,624	\$ 442	7.14%
25051	SHERIFF	\$ 2,702	\$ 3,632	\$ 930	34.44%
26001	PROBATION	\$ 105,306	\$ 123,631	\$ 18,325	17.40%
26002	PROBATION	\$ 496,074	\$ 434,985	\$ (61,089)	-12.31%
26007	PROBATION	\$ 55,578	\$ 38,189	\$ (17,389)	-31.29%
27002	FIRE PROTECTION	\$ 69,372	\$ 174,596	\$ 105,224	151.68%
28001	AGRICULTURAL COMMISSIONER	\$ 255,227	\$ 192,569	\$ (62,658)	-24.55%
31002	TLMA	\$ 46,856	\$ 41,835	\$ (5,021)	-10.72%
31003	TLMA	\$ 3,355	\$ 1,388	\$ (1,967)	-58.63%
31101	BUILDING & SAFETY	\$ 63,583	\$ 48,661	\$ (14,922)	-23.47%
31201	PLANNING	\$ 6,315	\$ 3,555	\$ (2,760)	-43.71%
31307	TRANSPORTATION	\$ 427,688	\$ 306,500	\$ (121,188)	-28.34%
31401	CODE ENFORCEMENT	\$ 155,156	\$ 236,197	\$ 81,041	52.23%
41001	RUHS-Behavioral Health	\$ 19,028	\$ 12,419	\$ (6,609)	-34.73%
41002	RUHS-Behavioral Health	\$ 1,200,070	\$ 1,085,958	\$ (114,112)	-9.51%
41003	RUHS-Behavioral Health	\$ 14,977	\$ 2,272	\$ (12,705)	-84.83%
41004	RUHS-Behavioral Health	\$ 48,118	\$ 56,712	\$ 8,594	17.86%
41005	RUHS-Behavioral Health	\$ 87,085	\$ 133,982	\$ 46,897	53.85%
42001	RUHS-Public Health	\$ 337,997	\$ 157,738	\$ (180,259)	-53.33%
42004	ENVIRONMENT HEALTH	\$ 312,139	\$ 395,338	\$ 83,199	26.65%
42006	ANIMAL CONTROL SERVICES	\$ 558,772	\$ 615,475	\$ 56,703	10.15%
43001	RUHS-Medical Center	\$ 427,498	\$ 213,343	\$ (214,155)	-50.09%

County of Riverside Purchasing & Fleet

Fleet Services

FY2024/2025

Attachment B - Customer Charges

43002	RUHS-Medical Center	\$ 92	\$ 112	\$ 20	22.06%
43006	RUHS-Community Health Clinics	\$ 24,364	\$ 23,689	\$ (675)	-2.77%
45001	WASTE RESOURCES	\$ 122,833	\$ 108,314	\$ (14,519)	-11.82%
51001	DPSS	\$ 1,589,204	\$ 2,315,637	\$ 726,433	45.71%
53001	OFFICE ON AGING	\$ 48,169	\$ 41,778	\$ (6,391)	-13.27%
54001	VETERANS SERVICES	\$ 3,520	\$ 6,691	\$ 3,171	90.09%
55001	HOUSING AND WORKFORCE SOLUTIONS	\$ -	\$ 2,796	\$ 2,796	100.00%
55003	HOUSING AND WORKFORCE SOLUTIONS	\$ 78	\$ 674	\$ 596	763.83%
55004	HOUSING AND WORKFORCE SOLUTIONS	\$ -	\$ 24,043	\$ 24,043	100.00%
55005	HOUSING AND WORKFORCE SOLUTIONS	\$ 6,835	\$ 15,793	\$ 8,958	131.06%
55006	HOUSING AND WORKFORCE SOLUTIONS	\$ 43,467	\$ 45,050	\$ 1,583	3.64%
55008	HOUSING AND WORKFORCE SOLUTIONS	\$ -	\$ 1,541	\$ 1,541	100.00%
55009	HOUSING AND WORKFORCE SOLUTIONS	\$ 19,115	\$ 19,202	\$ 87	0.45%
72001	FACILITIES MANAGEMNT	\$ 44,505	\$ 24,545	\$ (19,960)	-44.85%
72002	FACILITIES MANAGEMNT	\$ 152,124	\$ 109,507	\$ (42,617)	-28.01%
72003	FACILITIES MANAGEMNT	\$ 621,040	\$ 427,543	\$ (193,497)	-31.16%
72004	FACILITIES MANAGEMNT	\$ 11,868	\$ 15,608	\$ 3,740	31.51%
72005	FACILITIES MANAGEMNT	\$ 37,187	\$ 21,843	\$ (15,344)	-41.26%
72007	FACILITIES MANAGEMNT	\$ 38,687	\$ 21,688	\$ (16,999)	-43.94%
73001	PURCHASING & FLEET	\$ 1,701	\$ 268	\$ (1,433)	-84.22%
73004	PURCHASING & FLEET	\$ 39,214	\$ 1,133	\$ (38,081)	-97.11%
73005	PURCHASING & FLEET	\$ 86,717	\$ 1,036,856	\$ 950,139	1095.68%
73006	PURCHASING & FLEET	\$ 93,629	\$ 56,310	\$ (37,319)	-39.86%
74001	INFORMATN TECHNOLOGY	\$ 310,732	\$ 301,675	\$ (9,057)	-2.91%
74006	Public Safety Enterprise Communication - Sheriff	\$ 147,637	\$ 3,439	\$ (144,198)	-97.67%
905102	COUNTY SERVICE AREAS	\$ 2,337	\$ 16,319	\$ 13,982	598.28%
906203	COUNTY SERVICE AREAS	\$ -	\$ 836	\$ 836	100.00%
912601	COUNTY SERVICE AREAS	\$ 8,578	\$ 9,999	\$ 1,421	16.57%
913401	COUNTY SERVICE AREAS	\$ 22,376	\$ 26,273	\$ 3,897	17.42%
914301	COUNTY SERVICE AREAS	\$ 52,693	\$ 68,135	\$ 15,442	29.30%
915201	COUNTY SERVICE AREAS	\$ 35,186	\$ 93,026	\$ 57,840	164.38%
915202	COUNTY SERVICE AREAS	\$ 5,080	\$ 958	\$ (4,122)	-81.15%
931116	REGION PARKS & OP SP	\$ 8,903	\$ 20,365	\$ 11,462	128.74%
931150	REGION PARKS & OP SP	\$ 36,600	\$ 64,932	\$ 28,332	77.41%
931170	REGION PARKS & OP SP	\$ 16,968	\$ 12,065	\$ (4,903)	-28.90%
931173	REGION PARKS & OP SP	\$ -	\$ 65,298	\$ 65,298	100.00%
931174	REGION PARKS & OP SP	\$ -	\$ 6,712	\$ 6,712	100.00%
931235	REGION PARKS & OP SP	\$ 124,807	\$ 151,361	\$ 26,554	21.28%
931270	REGION PARKS & OP SP	\$ -	\$ 1,914	\$ 1,914	100.00%
931302	REGION PARKS & OP SP	\$ -	\$ 159	\$ 159	100.00%
931303	REGION PARKS & OP SP	\$ -	\$ 142	\$ 142	100.00%
931304	REGION PARKS & OP SP	\$ -	\$ 212	\$ 212	100.00%
931400	REGION PARKS & OP SP	\$ 48,318	\$ 7,226	\$ (41,092)	-85.05%
931750	REGION PARKS & OP SP	\$ 1,727	\$ 36,831	\$ 35,104	2032.66%
938001	CHILDREN & FAM FIRST	\$ 21,348	\$ 9,545	\$ (11,803)	-55.29%
947260	Flood Control and Water Conservation District	\$ 24,706	\$ 99,785	\$ 75,079	303.89%
980503	PERRIS VAL CEMETERY	\$ 5,472	\$ 4,755	\$ (717)	-13.10%
985101	IHSS_PUB_AUTH	\$ 161	\$ 13,008	\$ 12,847	7979.50%
	Total	\$ 13,953,628	\$ 15,120,154	\$ 1,166,526	

	Years					
	1	2	3	4	5	
Capital Asset	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	Total 5 Years
Vehicles for Motor Pool	\$ 1,241,432	\$ 1,200,000	\$ 1,236,000	\$ 1,273,080	\$ 1,311,272	\$ 6,261,784
Orange Street - Building Upgrade		\$ -			\$ 100,000	\$ 100,000
Shop Equipment	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 55,000
Fuel Site Upgrades		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
Banning Fuel Site Security Cameras		\$ 26,000				\$ 26,000
Blythe Fuel Site Security Cameras					\$ 40,000	\$ 40,000
Cabazon Fuel Site Security Cameras			\$ 26,000			\$ 26,000
County Circle Drive Fuel Site Security Cameras				\$ 26,000		\$ 26,000
Hemet Fuel Site Security Cameras					\$ 23,000	\$ 23,000
Indio Fuel Site Security Cameras			\$ 26,000			\$ 26,000
Palm Desert Fuel Site Security Cameras			\$ 26,000			\$ 26,000
Perris Fuel Site Security Cameras					\$ 26,000	\$ 26,000
Murrieta Fuel Site Security Cameras				\$ 23,000		\$ 23,000
Thermal Fuel Site Security Cameras					\$ 23,000	\$ 23,000
EV Infrastructure Orange Street		\$ 300,000		\$ 300,000		\$ 600,000
EV Infrastructure Moreno Valley			\$ 400,000		\$ 500,000	\$ 900,000
Orange Street HD Vehicle Lift		\$ 25,000				\$ 25,000
Lift Replacements MV			\$ 100,000			\$ 100,000
Car Wash Upgrades and Deferred Maintenance		\$ 25,000	\$ 25,000			\$ 50,000
Maintenance Facility Deferred Maintenance Upgrades		\$ 25,000	\$ 25,000			\$ 50,000
Surplus Operations Support Vehicle Stakebed F350	\$ 79,000					\$ 79,000
Surplus Operations Support Vehicle F250	\$ 58,000					\$ 58,000
Moreno Valley Site Improvements and Deferred Maint			\$ 360,000			\$ 360,000
Total	\$ 1,393,432	\$ 1,661,000	\$ 2,284,000	\$ 1,682,080	\$ 2,083,272	\$ 9,103,784