

CLARK COUNTY
STAFF REPORT



DEPARTMENT/DIVISION: Public Works / Fleet Services Division

DATE: January 14, 2014

REQUEST: Approve the Fleet Replacement and Utilization Policy

CHECK ONE: Consent Chief Administrative Officer

PUBLIC WORKS GOALS:

- Provide safe and efficient transportation systems within Clark County
- Continue responsible stewardship of public funds
- Promote family-wage job creation and economic development to support a thriving community
- Maintain a desirable quality of life
- Improve environmental stewardship and protection of natural resources
- Increase partnerships and foster an engaged, informed community
- Make Public Works a great place to work

BACKGROUND: In 2012, the Auditor's Office conducted an audit of Fleet Services. One of their recommendations was to have a vehicle replacement policy approved at the county level, with clear replacement criteria for each class of vehicles and set vehicle utilization standards for county vehicles.

The new policy gives clear replacement criteria for all classes of vehicles and equipment in the county inventory. It includes language for right-sizing the fleet by recommending the "smallest vehicle in that class" as the standard vehicle. The policy addresses four-wheel drive vehicles and the approval process to justify their use. There is a new section outlining how vehicle utilization will be enforced and followed by all county departments. It sets minimum utilization standards and lists how to justify and seek approval to keep underutilized vehicles. The policy also recommends using short term rentals and reimbursing employees for their use of personal vehicles for county business.

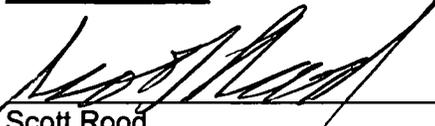
COMMUNITY OUTREACH: There has been no community outreach for this internal policy.

BUDGET AND POLICY IMPLICATIONS: None

FISCAL IMPACTS: Yes (See Attached Fiscal Impacts Form) No

ACTION REQUESTED: Approve the Fleet Replacement and Utilization Policy.

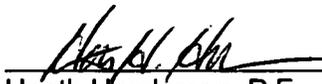
DISTRIBUTION: Please forward a copy of the approved staff report to Public Works Administration



Scott Rood
Operations Manager

APPROVED: 

CLARK COUNTY, WASHINGTON
BOARD OF COMMISSIONERS



Heath Henderson, P.E.
Interim Public Works Director/County Engineer

January 14, 2014
SR 14-14

SR/aj


PW 14-005

Vehicle/Equipment Acquisition, Retention, Replacement, and Utilization Policy

Purpose

The intent of this policy is to establish guidelines for the acquisition, retention, and replacement of vehicular and maintenance equipment owned by Clark County and under the control of the Equipment Rental and Replacement Fund. It is further intended that this policy clarify replacement schedules by vehicle/equipment classifications and eliminate the past practice of retaining vehicles/equipment that have completed their capitalized life cycles. This will also establish uniform policy and procedures for the acquisition and application of four-wheel drive vehicles. This policy is intended to reduce the number of four-wheel drive vehicles in the County's fleet to the extent that only justified driving applications will be eligible for four-wheel drive vehicles.

I. NEW VEHICLE AND EQUIPMENT ACQUISITIONS

All additions to the fleet must be approved through the budget process. New acquisitions will follow the minimum usage standards (Attachment "A") and established vehicle application standards (Attachment "B") which will consist of the smallest vehicle and most fuel efficient vehicle in that class. All vehicles that need to be larger in size or require more horse power will need to be justified in writing and approved through the budget process. All new four-wheel drive vehicles will need to be justified and reviewed for approval (see section IV, Acquisition of Four-wheel Drive Vehicle).

All equipment orders and purchases will be completed by Equipment Services. Equipment Services will be contacted prior to making a decision to purchase a new piece of equipment to ensure that the addition can meet the desired application and can be serviced by Equipment Services technicians. All additions must be incorporated into the Equipment Rental and Replacement Fund to insure adequate maintenance and replacement accruals.

Upon attainment and confirmation of budget approval for new acquisitions, Equipment Services will order equipment as follows:

- The Washington and Oregon state bid awards for light equipment (passenger vehicles up to one ton service trucks) will be utilized.
- Vehicles will be equipped with standard accessories as included in the bid awards; optional equipment will need to be justified with Equipment Services.

- The standard exterior color will be white with a gray (or similar interior); unmarked emergency response vehicles will be the exception.
- All new vehicles will bear the Clark County logo (unmarked emergency vehicles will be the exception).
- For off-road and heavy equipment acquisitions, bid specifications will be prepared by Equipment Services if another municipal contract cannot be utilized.
- New additions will be assigned a rental rate inclusive of repair costs (labor, parts, and sublet), capital replacement cost, and an administrative fee. The assigned department will be direct billed for fuel costs in accordance with the rate setting methodology approved through the budget process.

II. RETENTION OF VEHICLES AND EQUIPMENT

All vehicles and equipment will be assigned a useful life cycle, whether that be in years, miles, or hours of usage (see Attachment 'A'). At the end of that useful life, the vehicle/equipment will be replaced utilizing the capital contributions accrued. Said equipment will be removed from service and disposed through trade-in, auction, or sale to another government fleet.

The practice of recycling vehicles to less usage demands is no longer allowed. Departments have the option of retaining a replaced vehicle for a short time frame of three to four months with the Fleet Manager's approval. Once the vehicle is turned in to Fleet Services it will be disposed of. The cost of repairs to vehicles in this status above \$400.00 per incident must be authorized and paid for by the respective department.

There are some exceptions to this provision which will require approval:

- Retainment of equipment for non-high usage applications (for examples, using a retired 5-yard dump truck equipped with an attenuator to absorb crash impact at a construction site; using a 5 or 10-yard retired dump truck retrofitted as a water flusher for dust control).
- Maintaining retired vehicles and equipment as "loaners" for departments to use in high demand season and/or to substitute for equipment in the shop for extended repair work. It is targeted that said vehicles remain in the fleet for a period not to exceed one year, again with the limit of \$400.00 repair costs per incident.

III. VEHICLE AND EQUIPMENT REPLACEMENT

Vehicles and equipment will be scheduled for replacement based on meeting both of the following criteria:

1. Meeting minimum target replacement either by mileage or hour outlined in (Attachment 'A')
2. Meeting the minimum years in service for that class of vehicles or equipment (Attachment 'A')

Vehicles and equipment which do not meet both of the above criteria will NOT be replaced unless the cost of repairing the asset exceeds the current vehicle value. High maintenance cost vehicles and equipment may be replaced before the replacement mileage or years in service targets are attained when directed by the Fleet Manager.

When a vehicle and piece or equipment is replaced, it will be as follows:

- It will be reevaluated to see if a smaller, more efficient or different solution might be more appropriate. If not, it will be replaced with a like vehicle.
- Upgrades will need to be justified by the assigned department, approved through the budget process, and charged to that department.
- Rental rates for upgrade will reflect the additional costs of maintenance and repair for the appropriate equipment classification, as well as the direct billing for Administrative fees, fuel, and capital replacement.
- New vehicles/Equipment selection will mirror the provisions of new acquisitions as stated above.
- All four-wheel drive and all-wheel drive vehicles will need to be justified each time the vehicle is replaced. See four-wheel drive vehicle section in this policy for details.

IV. ACQUISITION OF FOUR-WHEEL DRIVE VEHICLE

All purchases of four-wheel drive vehicles (both replacement vehicles and fleet additions) must be approved by the Public Works Director.

Four-wheel drive vehicles can only be justified when the *primary and/or critical* assignment of the vehicles is to:

- Operate on unimproved roads
- Operate off-road
- For immediate response in severe weather conditions
- Heavy duty applications where ground clearance and traction are needed

Driving in inclement weather on improved roads is not justification for four-wheel drive vehicles. Tire chains will be provided by Equipment Services where travel in inclement weather is required.

In the event where short term use of four-wheel drive vehicles is necessary for the performance of job requirements, Equipment Services will maintain a limited "motor pool" of four-wheel drive vehicles. If there are no four-wheel drive

vehicles available in the motor pool, arrangements will be made with vehicle rental agencies to provide such transportation.

Appeals Process

Any department or organization effected by this policy which is requesting the assignment of a four-wheel drive vehicle will be given the opportunity to present the request and the justification to the Public Works Director. If the request is denied, an appeal may be directed to the County Administrator whose decision will be final.

V. VEHICLE AND EQUIPMENT UTILIZATION

This policy relates to the utilization of light duty motor vehicles which can be licensed to operate on public roads. This policy does not cover large or off-road vehicles such as trucks with a capacity of more than one ton, road construction equipment, forklifts, farm tractors, lawn mowers, all-terrain vehicles, etc.

Each department director shall have the responsibility for determining the number and nature of vehicles needed to meet the business needs of his or her department. They shall also have the responsibility for managing the effective use of county owned vehicles.

Departments within Clark County shall review the utilization of light duty county vehicles operated by their staff. The minimum vehicle utilization standards contained in this policy shall be used to identify vehicles which may be underutilized. Departments may retain vehicles which appear to be underutilized, if retaining them can be justified through explanation of non-mileage based business requirements. If the retention of a vehicle cannot be justified in its current use, it must be reassigned within the department, reassigned to a different department, or disposed of as surplus by the county.

The following table lists categories of vehicles and the minimum utilization standards for each category:

Vehicle Category	Description	Mileage Standard
General Purpose	Sedans, minivans, SUVs and Pick up trucks (1/4, 1/2, 3/4 and 1 ton)	8,000 miles per year or used on 70% of working days
Grounds or Facility Vehicles	Vehicles primarily operates on grounds Or at a facility such as the wastewater treatment plant, downtown campus or in a park	70% of working days

Vehicle Category	Description	Mileage Standard
Specially Equipped Vehicles	Marked Sheriff's vehicles Medical Examiner's trucks Cargo Vans Inmate Transport Vans Inmate Transport autos	6,000 miles per year or 70% of the working days
Heavy Special Purpose Vehicles	Trucks heavier than 1 ton (8,600 GVW) Semi-trucks Flat bed trucks Dump Trucks Hooklift trucks Sweepers Vector truck	Exempt from this policy

Fleet Services will coordinate the vehicle utilization review process and collection of data for that process. Fleet will provide the utilization reports for each department to department head or designee.

Department directors or Division managers shall review the vehicle utilization data and research the business need for any vehicles which appear to be underutilized.

Department directors or Division managers shall determine whether or not vehicles are satisfactorily utilized in meeting their business needs. Vehicles must either be justified on the basis of meeting minimum mileage standards or days of use, or on the basis of other non-mileage based business reasons. Vehicles that cannot be justified will be assigned to another part of that department where more usage is expected, or turned over to Fleet Services and assigned to another department, or will be disposed of through surplus auction.

In the case of vehicles which appear to be underutilized, but are needed to meet the business requirements of the agency, the department director or division manager will submit justification to the Public Works Director. The Public Works Director will review the justification and with the help of the County Fleet Manager concur or not concur with the justification.

The Public Works Director will notify each department of his determination regarding the justifications. If it is decided not to concur with the department's justification, he will advise the department director that the vehicle is underutilized and may not be retained for its current use. If the request is denied, an appeal may be directed to the County Administrator whose decision will be final.

Departments with underutilized vehicles that are required to be turned in to Fleet Services have the option of using motor pool vehicles, paying employees mileage reimbursement for personal vehicle use, or may rent vehicles from Enterprise

when there is a business need. Departments that need vehicles on a seasonal basis can use the same options above.

When vehicles are turned in for being underutilized or are no longer needed, the department will be refunded the amount that they have contributed into the ER&R fund for that vehicle plus the surplus proceeds from the auction.

Clark County - Fleet Replacement

Vehicle Type	Replacement Years	Mileage Hours (h)
Light Vehicles		
Sedans, Station Wagons, Compact Sedans, Station Wagons, Intermediate/Full Size Hybrid	12	150,000
Pickup Trucks, Compact	12	150,000
Pickup Trucks, Full Size	12	150,000
Passenger Vans	12	150,000
Cargo Vans	8 to 12	150,000
4WD Utility Vehicles	12	150,000
Light Trucks, Gas, (Class 1 - 2)	12	150,000
Light Trucks, Gas, (Class 3 - 4)	12	150,000
Light Trucks, Diesel, (Class 1 - 4)	12	150,000
Law Enforcement Vehicles		
Patrol/Pursuit Cars	6	125,000
Unmarked/Admin/Detective	10	130,000
Patrol 4WD	6	150,000
Radar Trailers	10	N/A
Vans	12	150,000
Medium Duty Vehicles		
Dump truck, Single Axle (Class 5 - 6)	15	200,000m or 8,000h
Personnel Lift Truck	15	200,000
Medium Truck, Gas (Class 5 - 6)	15	200,000
Medium Truck, Diesel (Class 5 - 6)	15	200,000
Heavy Vehicles		
Dump Truck, Tandem Axle (Class 8)	15	200,000m or 8,000h
Semi - Tractor	15	200,000m or 8,000h

Vehicle Type	Replacement Years	Mileage Hours (h)
Special Heavy Vehicles and Equipment		
Self Propelled Brooms	10	5,000h
Street Sweeper, Air/Vacuum	7	8,000h
Road Grader	15	7,000h
Snow Plows	15	N/A
Sanders	15	N/A
Backhoes and Loaders	12	8,000h
Roller	15	8,000h
Paver	10	5,000h
Excavators	12	7 - 10,000h
Street Flusher Truck	15	200,000
Chippers	10	5,000h
Chip Spreader	15	5,000h
Catch Basin Cleaner	8	10,000h
Miscellaneous Vehicles and Equipment		
Trailers, Light (Class I - III)	15	N/A
Trailers, Heavy (Class IV)	15	N/A
Trailer, Boat	20	N/A
Message Board Trailer	10	N/A
Compressor, Tow-Behind	15	5,000h
Pump, Tow-Behind, Gas-Diesel	15	5,000h
Asphalt Patcher Truck (Class 7)	15	200,000
Linemarker Truck (Class 4 - 5)	15	200,000
Other Asphalt & Concrete Eq(Mixers, Grinders, Curb)	10	5,000h
Forklifts (gas/diesel/electric/propane)	15	5,000h
Road Rater	15	5,000h
Boats	10 to 20	5,000h
ATV		
Gator, Motor Cart, Gas	10	5,000h
Gator, Motor Cart, Diesel	10	5,000h
Farm Type Tractors and Equipment	12	5,000h
Implements (Aerators, Cultivators, Rakes, etc)	10	N/A
Mower - Gas	5	5,000h
Mower - Diesel	5	5,000h
Mower - Gang	8	5,000h
Miscellaneous		

**Clark County Fleet Management Review Board
Standard Vehicle Applications**

(Vehicles with an asterisk () must be approved by the PW Director prior to acquisition)*

Department	Division	Current Vehicle in Use	Recommended Vehicle
ASSESSOR and GIS		Full Size Sedan 4WD Mid-Sized Utility Vehicle	Mid-Sized Passenger Vehicle 4WD Mid-Sized Utility Vehicle * Consider Forming Internal Motor Pool
CLARK COUNTY FAIR GROUNDS		3/4 Ton Regular Duty Pick-Up	Mid-Sized Passenger Sedan (currently owned by Fair association) 3/4 Ton Regular Duty Pick-Up
COMMUNITY DEVELOPMENT	Animal Control	3/4 Ton Heavy Duty Pick-Up with Animal Box Patrol - 3/4 Ton Cargo Van with Sealed Insert for Transport Cages	Patrol - 3/4 Ton Heavy Duty Pick-Up with Animal Box Patrol - 3/4 Ton Cargo Van with Sealed Insert for Transport Cages
	Building Inspectors	4WD Mid-Sized Utility Vehicle	2WD Mid-Sized Utility Vehicle 4X4 Mid-Size Utility Vehicle *
	Code Enforcement	4WD Mid-Sized Utility Vehicle	4WD Mid-Sized Utility Vehicle *
	Engineering	4WD Mid-Sized Utility Vehicle	4WD Mid-Sized Utility Vehicle *
	Fire Marshal	Mid-Sized Passenger Sedan Arson Investigation - Mid-Sized Cargo Van Full Size Passenger Sedan (Fire Marshal's vehicle)	Mid-Sized Passenger Sedan 1/2 Ton Extended Cab Pick-Up with Canopy Mid-Sized Passenger Sedan
COMMUNITY SERVICES and CORRECTIONS	Planning	4WD Mid-Sized Utility Vehicle	Urban - 2WD Mid-Sized Utility Vehicle Rural - 4WD Mid-Sized Utility Vehicle *
		Offender Status Crews - 15 Passenger Crew Van County Built Utility Trailer to Meet Specific Needs Home Confinement - 4WD Mid-Sized Utility Vehicle Administration - Mid-Sized Passenger Sedan 3/4 Ton 4WD Pick-Up (for transporting work crew supplies)	Offender Status Crews - 15 Passenger Crew Van Offender Status Crews - County Built Trailer to Meet Specific Needs Home Confinement - 2X4 Mid-Sized Utility Vehicle Administration - Mid-Sized Passenger Sedan 3/4 Ton 4WD Pick-Up (for transporting work crew supplies) *
CRESA		Mid-Sized Passenger Sedan Tower Work - 4WD Mid-Sized Utility Vehicle	Mid-Sized Passenger Sedan Tower Work - 4WD Mid-Sized Utility Vehicle *
CVTV		Mid-Sized Cargo Van	Mid-Sized Cargo Van

Department	Division	Current Vehicle In Use	Recommended Vehicle
GENERAL SERVICES	Facilities Management	Full Sized Cargo Van Tower Work - 4WD Mid-Sized Utility Vehicle F350 Ext Cab Flatbed with Lift 2WD Full-Sized Pick-Up	Full Sized Cargo Van Tower Work - 4WD Mid-Sized Utility Vehicle * F350 Ext Cab Flatbed with Lift 2WD Full-Sized Pick-Up
	Purchasing	Mid-Sized Cargo Van Compact Pick-Up with Canopy	Mid-Sized Cargo Van Compact Pick-Up with Canopy
	Risk Management	Mid-Sized Passenger Sedan	Mid-Sized Passenger Sedan
HEALTH DEPARTMENT		8-Passenger Van Compact 4WD SUV	8-Passenger Van Compact 4WD SUV*
JUVENILE		One Full-Sized Passenger Sedan with Prisoner Restraint Package Mid-Sized Passenger Sedan Mid-Sized Passenger Van	One Full-Sized Passenger Sedan with Prisoner Restraint Package Mid-Sized Passenger Sedan Mid-Sized Passenger Van
MEDICAL EXAMINER		2WD Full-Sized Ext Cab Pick-Up 4WD Full-Sized Ext. Cab Pick-Up	2WD Full-Sized Ext Cab Pick-Up 4WD Full-Sized Cab Pick-Up *
PROSECUTING ATTORNEY		Mid-Sized Passenger Sedan 4WD Mid-Sized Utility Vehicle	Mid-Sized Passenger Sedan
PUBLIC WORKS	Construction	2WD Full-Sized Pick-Up AWD Mid-Sized Passenger Van 2WD Small Utility Hybrid Vehicle 4WD Mid-Sized Utility Vehicle	2WD Mid-Sized Pick-Up AWD Mid-Sized Passenger Van 2WD Small Utility Hybrid Vehicle 2WD Mid-Sized Utility Vehicle
	Equipment Services	F550 Service Truck with Crane FL-80 Fuel Truck	F550 Service Truck with Crane FL-80 Fuel Truck
	Road and Parks Operations	Superintendents - 4WD 3/4 Ton Heavy Duty Extended Cab P/U's with Support Fuel Tanks Extended Cab Pick-Up with Support Fuel Tanks Crew Chiefs - 1 Ton Heavy Duty Flatbed Pavement Management System - 2WD Full-Size Pick-Up Other - 3/4 Ton Regular Duty Pick-Up	Superintendents - 4WD 3/4 Ton Heavy Duty Extended Cab P/U's with Support Fuel Tanks * Extended Cab Pick-Up with Support Fuel Tanks Crew Chiefs - 1 Ton Heavy Duty Flatbed Pavement Management System - 2WD Full-Size Pick-Up Other - 3/4 Ton Regular Duty Pick-Up
	Sanitary Sewer	3/4 Ton Regular Duty Pick-Up Electric Powered Campus Utility Cart	3/4 Ton Regular Duty Pick-Up Electric Powered Campus Utility Cart
	Survey	4WD Full-Sized Pick-Up 15 Passenger Crew Van	4WD Full-Sized Pick-Up* 15 Passenger Crew Van
Transportation	Traffic Counts - Full-Sized Cargo Van	Traffic Counts - Full-Sized Cargo Van	

Department	Division	Current Vehicle In Use	Recommended Vehicle
SHERIFF'S OFFICE		Patrol - Full Sized Passenger Vehicle (Crown Victoria and Chevy Caprice) Evidence - AWD Mid-Sized Cargo Van Jail - 15 Passenger Van Training - 15 Passenger Van Detective - Mid-Sized Passenger Sedan Investigation - AWD Mid-Sized Cargo Van Jail Industries - Mid-Sized Passenger Van Administration - Mid-Sized Passenger Sedan Marine - 4WD 3/4 Ton Heavy Duty Extended Cab Pick-Up w/ Canopy Commercial Vehicle Enforcement - 4WD 3/4 Ton Heavy Duty w/Canopy Search & Rescue - Mid Sized 4WD Utility Vehicle	Patrol - Full Sized Passenger Vehicle (Crown Victoria and Chevy Caprice) Evidence - AWD Mid-Sized Cargo Van Jail - 15 Passenger Van Training - 15 Passenger Van Detective - Mid-Sized Passenger Sedan Investigation - AWD Mid-Sized Cargo Van Jail Industries - Mid-Sized Passenger Van Administration - Mid-Sized Passenger Sedan Marine - 4WD 3/4 Ton Heavy Duty Extended Cab Pick-Up w/ Canopy * Commercial Vehicle Enforcement - 4WD 3/4 Ton Heavy Duty w/Canopy * Full Size 4x4 Utility Vehicle (Expedition/Tahoe) *
Vegetation Management		4WD Full Size Pick-Up with Canopy 4WD 3/4 Ton Extended Cab Pick-Up Truck with Canopy	AWD Mid-Sized Passenger Van 4WD 3/4 Ton Standard Cab Pick-Up Truck with Canopy *
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