

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 508.2
Date: 8/1/03
Section: Property and Equipment

SUBJECT: County Vehicle and Equipment Acquisition and Replacement Policy, and Clean Air Vehicle Policy and Goals

The County Board of Supervisors is responsible for setting policies and guidelines with respect to County departments' requests for acquisition and replacement of County vehicles and equipment. Such requests will be considered in accordance with the policy and guidelines set forth in this bulletin.

Policy

Additional and replacement vehicles and equipment to be acquired by County departments either through purchase, lease purchase or donation must be appropriate for the intended use, within the approved budget, safe to operate, and cost efficient both to operate and maintain. The expected annual use of any vehicle should be in excess of 3,000 miles. Replacement priority will be given to vehicles and/or equipment that are determined by the Fleet Manager to be unsafe, in the poorest condition, uneconomical to operate or maintain, or have the highest program need.

Guidelines for Acquisition of Replacement Vehicles/Equipment

In accordance with the Acquisition and Replacement Policy, vehicles and equipment will be considered for replacement or, in the case of under-utilization, reassignment to another department, when one or more of the following conditions exist, as determined by the Fleet Manager:

- Replacement parts are no longer available to make repairs
- Continued use is unsafe
- Damage has made continued use infeasible
- The cost of repair exceeds the remaining value
- Under-utilization (usage does not exceed 3,000 miles per year) cannot justify ongoing maintenance costs

At the mileage intervals specified below, vehicles will be evaluated to determine their condition and expected life. The General Services Fleet Management Division is to

make such evaluations in accordance with the following schedule. Evaluations may be conducted sooner under certain conditions, such as when a vehicle needs repairs

more often than other vehicles of the same class and age, or when a vehicle has been damaged. After initial evaluation, a vehicle will be re-evaluated every 12,000 miles or until it reaches the end of its life, at which time it will be declared surplus.

<u>VEHICLE TYPE</u>	<u>EVALUATION INTERVAL</u>
Sedans	90,000 miles
Sheriff Patrol Sedans	90,000 miles
Passenger Vans	90,000 miles
Cargo Vans	90,000 miles
Sport Utility Truck	100,000 miles
Pickups and 4x4s	100,000 miles
Medium/Heavy Duty Trucks	120,000 miles
Buses	180,000 miles
Miscellaneous Equipment	Depends on Condition

Guidelines for Acquisition of Additional Vehicles/Equipment

A County department requesting acquisition of an additional vehicle or piece of equipment must demonstrate the need and identify the source of funding for the acquisition and its ongoing maintenance.

Any vehicle and/or equipment that is offered as a donation to the County must be inspected by the Fleet Management Division and determined to be in good operating condition, safe, and efficient to operate and maintain prior to acceptance. If the vehicle does not meet these criteria, the donation is not to be accepted.

Clean Air Vehicle Policy and Goals

Whenever possible, vehicles and equipment using compressed natural gas, electricity, or fuel cell (zero emission vehicles), or hybrids are to be considered. Beginning in fiscal year 2003-2004, all new reduced emission automobiles and light-duty trucks with a gross vehicle weight of 8,500 pounds or less of any fuel type procured by the County must achieve either the ultra-low emissions vehicle (ULEV), super ultra-low emissions vehicle (SULEV), or zero emissions vehicle (ZEV) emissions standards of the California Air Resources Board (Air Board), and total County purchases shall meet the following targets:

CREDITS					
Time Period (Fiscal Year)	% Target*	Full Function ZEV	NEV**	Plug-In Hybrid	Other P-ZEV
2003/04-2005/06	6%	2.0	0.5	0.5	0.4

2006/07- 2010/11	8%	1.0	0.25	0.5	0.25
2011/12 and later	10%	1.0	0.25	0.5	0.25

*The target percentage of zero emission vehicles to be acquired (as a percentage of total light duty vehicles acquired during a fiscal year) based on the specified vehicle credit factors.

**The NEV category includes both neighborhood electric vehicles, as well as zero emission motorcycles (e.g. the Corbin Sparrow).

The targets can be fulfilled by acquiring any combination of advanced technology, clean air vehicles based on the credit factors provided in the table above. Vehicles that receive credit toward the target include "full function" electric vehicles, neighborhood electric vehicles (NEVs), hybrids, and other advanced technology vehicles that meet Air Board standards for partial zero emission vehicle (P-ZEV) credits. Extension or renewal of an electric vehicle lease when an existing lease expires shall count as acquisition of a new electric vehicle for purposes of computing credits.

For example, if a department acquires 30 vehicles in fiscal year 2003/04, it can meet the 6% target by acquiring (1) one full function ZEV or (2) two NEV/plug-in hybrids and two other P-ZEVs, for a minimum credit total of 1.8 (six percent of thirty vehicles).

Exemptions from Clean Air Vehicle Policy

Emergency response (e.g. police, fire, paramedic) vehicles, and vehicles with a gross weight of more than 8,500 pounds are exempt from the clean air vehicle policy and targets. The General Services Department Fleet Manager may also grant exemptions in those instances when no ULEV, SULEV or ZEV is available that meets the essential vehicle requirements or specifications.

Board Approval of Vehicle/Equipment Acquisitions

Funds for the acquisition of additional or replacement vehicles/equipment must be appropriated in the County budget before such acquisition can occur. This appropriation may be included in the annual County Budget adopted by the Board of Supervisors or may occur via a budget appropriation adjustment approved by the Board during the fiscal year. The attached form shall be used for each vehicle/equipment acquisition request and forwarded to the County Administrator's Office, Budget Division, upon whose approval the request will be sent to the General Services Fleet Management Division for a technical recommendation.

The General Services budget for acquisition of replacement vehicles and/or equipment will include information that justifies each such acquisition, e.g., an explanation as to why an existing vehicle or piece of equipment needs to be replaced, and whether an alternative fuel vehicle is feasible. The General Services Department shall also provide the Board each year at Budget Hearings a summary of the distribution of light vehicles and heavy equipment by department for the

current fiscal year, the two prior fiscal years, and the recommended distribution for the new fiscal year.

Attachment

Orig. Dept: Board of Supervisors

References: Board Orders adopted July 18, 2000; August 1, 2000; September 25, 2001, August 5, 2003.

/s/

DAVID TWA,

County Administrator