

**CLARK COUNTY  
STAFF REPORT**

**DEPARTMENT/DIVISION:** Public Works / Fleet Services Division

**DATE:** October 28, 2014

**REQUEST:** Approve the amended Fleet Replacement and Utilization Policy

**CHECK ONE:**   X   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:** the County Auditor's Office conducted an audit of Fleet Services in 2012 and recommended that the county have a vehicle replacement policy approved, with clear replacement criteria for each class of vehicles and set vehicle utilization standards for county vehicles. In January of this year, the Board approved a Fleet Replacement and Utilization policy to address these items (SR 14-14). 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 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.

The County Auditor's office provided comments and suggestions following the adoption of the policy, which Public Works has addressed in the amended Fleet Replacement and Utilization Policy. Policy improvements include the following:

- Add goals to drive the policy.
- Add a decision tree to guide vehicle replacement toward smaller and more efficient vehicles.
- Add miles per gallon targets for purchase of new vehicles to increase the efficiency of the fleet.
- Contain the size of the roll over fleet to 10 percent of the total fleet size.

Other miscellaneous administrative changes have been made based on customer feedback.

**COMMUNITY OUTREACH:** Fleet customers were informed of the policy and amendments. Comments were solicited from them.

**BUDGET AND POLICY IMPLICATIONS:** None



PW 14-108

*MAN  
OK  
N*

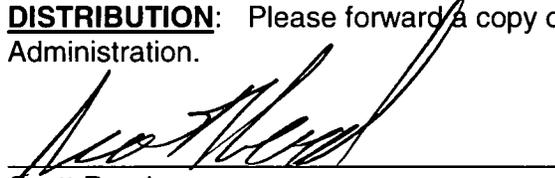
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Yes (See Attached Fiscal Impacts Form)

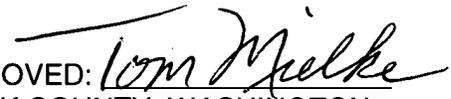
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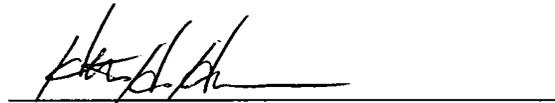
**ACTION REQUESTED:** Approve the amended Fleet Replacement and Utilization Policy.

**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 H. Henderson, P.E.  
Public Works Director/County Engineer

DATE: Oct 28, 2014

SR#: 237-14

SR/aj

Attachments: Policy and Staff Report PW 14-005/SR 14-14



## CLARK COUNTY DEPARTMENT OF PUBLIC WORKS

# POLICY STATEMENT

## Fleet Replacement and Utilization Policy

*Approved by:* Board of County Commissioners  
*Effective Date:* January 14, 2014  
*Revision Date:* October 28, 2014  
*File Name:* K:COUNTY/PW/PW Departmental Policies/Fleet Replacement and Utilization Policy

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### **Vehicle/Equipment Acquisition, Retention, Replacement and Use Goals**

The Board of Clark County Commissioners established three goals to guide vehicle\equipment acquisition, retention, replacement and use. The three goals are:

1. Use the most efficient and effective vehicle/equipment available for every task.
2. Use every vehicle to the maximum extent possible.
3. Create transitions in the fleet using methods that minimize negative impact on the citizens, operating departments and budget.

These goals are implemented through the following fleet policy:

### **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 meet the follow standards:

1. Minimum usage standards established in (Attachment "A" )

2. Vehicle application standards (attachment "B") which will consist of the smallest vehicle and most fuel efficient in that class.
3. Meet requirements for targeted EPA miles per gallon (Attachment "C") if one is stated. 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/equipment will be assigned a useful life cycle, whether that be in years, miles or hours of usage (Attachment A). At the end of that useful life, the vehicle/equipment will be replaced using the accrued capital contributions. Said equipment will be removed from service and disposed through trade-in, auction, sale to another government fleet, or assignment to the county roll over fleet.

The practice of recycling vehicles within or between departments to less usage demands is not allowed. Departments may retain a replaced vehicle for a short time frame of three to four months with the Fleet Manager's approval. The cost of repairs to vehicles in this status above \$400.00 per incident must be authorized and paid for by the respective

department. Once the vehicle is turned in it may be temporarily retained by the Fleet Manager for special use before disposal.

#### Roll Over Fleet

A roll over fleet vehicle is a vehicle that reached the end of life and was replaced by a department, but has been retained by the county for seasonal use.

1. Roll over vehicles are managed by the county fleet manager and are assigned to departments upon request. Vehicles are not managed by departments.
2. Roll over vehicles are for seasonal use or to substitute for a vehicle in the shop for extended repair work. Departments requiring a year round vehicle must purchase a vehicle.
3. Roll over vehicles will remain in the fleet for one year, unless an extension is approved by the Director of Public Works.
4. Roll over vehicles will be retired if repair costs exceed \$400.00 per incident.
5. Roll over fleet size will be limited to less than 10 percent of the size of the fleet as a whole.

#### Exceptions

1. The county may retain equipment for low use 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).

### III. VEHICLE AND EQUIPMENT REPLACEMENT

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

1. Meeting minimum target replacement either by mileage or hour outlined in Attachment A; AND
2. Meeting the minimum years in service for that class of vehicles or equipment outlined in Attachment A; AND
3. Vehicles/equipment which does not meet both above criteria will NOT be replaced unless 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 or piece of equipment is replaced:

- It will be reevaluated to see if a smaller, more efficient or different solution is more appropriate. If not, it will be replaced with a like vehicle.
- Upgrades must 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 and all-wheel drive vehicles must be justified each time the vehicle is replaced. See four-wheel drive vehicle section in this policy for details.

The Fleet Manager will use a decision tree to evaluate the type, size, miles per gallon, and configuration of replacements as illustrated in Attachment D.

When a vehicle or piece of equipment is replaced:

- Upgrades shall 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.

#### 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
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 Vactor truck	Exempt from this policy

Fleet Services will coordinate the vehicle utilization review process and collection of data for that process. The Fleet Manager will provide the utilization reports for each department to department head or designee in January for prior year's usage.

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/her determination regarding the justifications. If it is decided not to concur with the department's justification, the Public Works Director 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.

**Attachment A**

**Clark County - Fleet Replacement**

Vehicle Type	Replacement Years	Mileage Hours (h)	Vehicle Type	Replacement Years	Mileage Hours (h)
<b>Light Vehicles</b>			<b>Special Heavy Vehicles and Equipment</b>		
Sedans, Station Wagons, Compact	12	150,000	Self Propelled Brooms	10	5,000h
Sedans, Station Wagons, Intermediate/Full Size	12	150,000	Street Sweeper, Air/Vacuum	7	8,000h
Hybrid	12	150,000	Road Grader	15	7,000h
Pickup Trucks, Compact	12	150,000	Snow Plows	15	N/A
Pickup Trucks, Full Size	12	150,000	Sanders	15	N/A
Passenger Vans	8 to 12	150,000	Backhoes and Loaders	12	8,000h
Cargo Vans	12	130,000	Roller	15	8,000h
4WD Utility Vehicles	12	150,000	Paver	10	5,000h
Light Trucks, Gas, (Class 1 - 2)	12	150,000	Excavators	12	7 - 10,000h
Light Trucks, Gas, (Class 3 - 4)	12	150,000	Street Flusher Truck	15	200,000
Light Trucks, Diesel, (Class 1 - 4)	12	150,000	Chippers	10	5,000h
			Chip Spreader	15	5,000h
<b>Law Enforcement Vehicles</b>			Catch Basin Cleaner	8	10,000h
Patrol/Pursuit Cars	6	110,000			
Unmarked/Admin/Detective	10	110,000	<b>Miscellaneous Vehicles and Equipment</b>		
Patrol 4WD	6	110,000	Trailers, Light (Class I - III)	15	N/A
Radar Trailers	10	N/A	Trailers, Heavy (Class IV)	15	N/A
Vans	12	150,000	Trailer, Boat	20	N/A
			Message Board Trailer	10	N/A
<b>Medium Duty Vehicles</b>			Compressor, Tow-Behind	15	5,000h
Dump truck, Single Axle (Class 5 - 6)	15	200,000m or 8,000h	Pump, Tow-Behind, Gas-Diesel	15	5,000h
Personnel Lift Truck	15	200,000	Asphalt Patcher Truck (Class 7)	15	200,000
Medium Truck, Gas (Class 5 - 6)	15	200,000	Linemarking Truck (Class 4 - 5)	15	200,000
Medium Truck, Diesel (Class 5 - 6)	15	200,000	Other Asphalt & Concrete Eq(Mixers, Grinders, Curb)	10	5,000h
			Forklifts (gas/diesel/electric/propane)	15	5,000h
<b>Heavy Vehicles</b>			Road Rater	15	5,000h
Dump Truck, Tandem Axle (Class 8)	15	200,000m or 8,000h			
Semi - Tractor	15	200,000m or 8,000h	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		

## Attachment B

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

*Vehicles with asterisk (\*) must be approved by 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 FAIRGROUNDS		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 Heavy Duty Pick-Up with Animal Box
	Building Inspectors	Patrol - 3/4 Ton Cargo Van with Sealed Insert for Transport Cages 4WD Mid-Sized Utility Vehicle	Patrol - 3/4 Ton Cargo Van with Sealed Insert for Transport Cages 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
	Planning	4WD Mid-Sized Utility Vehicle	Urban - 2WD Mid-Sized Utility Vehicle Rural - 4WD Mid-Sized Utility Vehicle *
COMMUNITY SERVICES and CORRECTIONS		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
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/Parks Operations	Superintendents - 4WD 3/4 Ton Heavy Duty Extended Cab P/U's w/ 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
SHERIFF'S OFFICE		Patrol-Full Sized Passenger Vehicle (Crown Vic/Chewy 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 Vic/Caprice/Tahoe) 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	4WD Full Size Pick-Up with Canopy 4WD 3/4 Ton Standard Cab Pick-Up Truck with Canopy *

## Attachment C

### Purchases Reflecting EPA Rating for Miles per Gallon

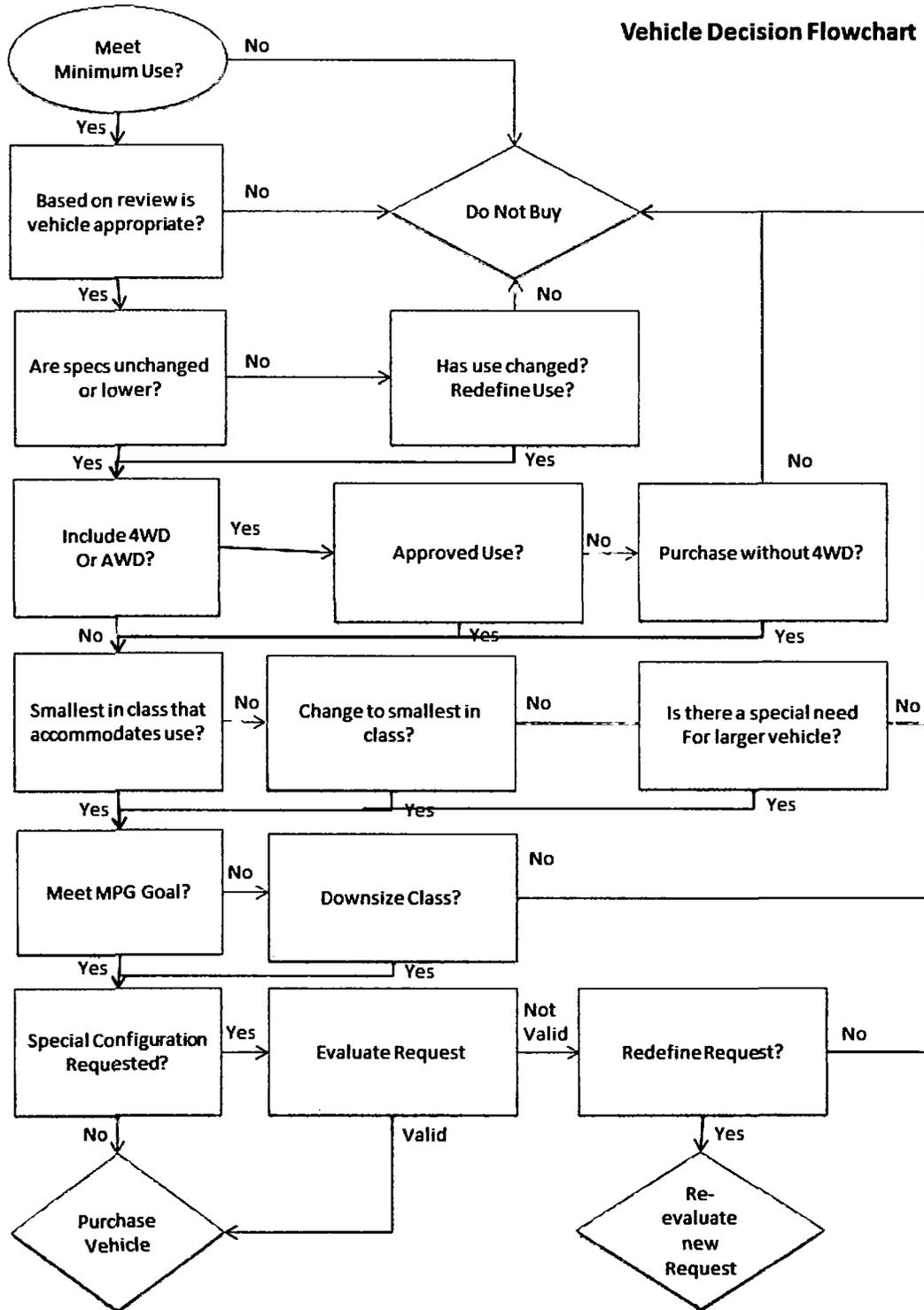
New purchases in the following categories shall meet or be better than the following miles per gallon, based on the EPA rating of the vehicle at the time of purchase.

Sedans:	Combined City/Hwy 24 MPG
Hybrid Sedans:	Combined City/Hwy 40 MPG
Police:	Combined City/Hwy 17 MPG
Small SUV:	Combined City/Hwy 24 MPG
Large SUV:	Combined City/Hwy 17 MPG
Vans:	Combined City/Hwy 21 MPG
1/2 Ton Pick-up:	Combined City/Hwy 18 MPG
3/4 Ton Pick-up:	No data available
1 Ton pick-up:	No data available

*Data based on vehicles in the 2014 state contract.*

Attachment D

The Fleet Manager will use the following decision tree to evaluate the type, size, miles per gallon, and configuration of replacements.



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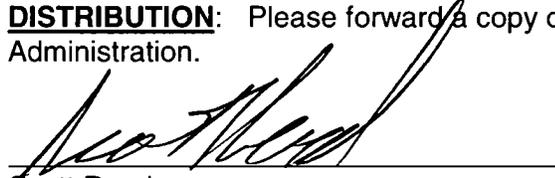
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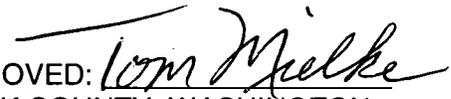
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1. Minimum usage standards established in (Attachment "A" )

2. Vehicle application standards (attachment "B") which will consist of the smallest vehicle and most fuel efficient in that class.
3. Meet requirements for targeted EPA miles per gallon (Attachment "C") if one is stated. 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/equipment will be assigned a useful life cycle, whether that be in years, miles or hours of usage (Attachment A). At the end of that useful life, the vehicle/equipment will be replaced using the accrued capital contributions. Said equipment will be removed from service and disposed through trade-in, auction, sale to another government fleet, or assignment to the county roll over fleet.

The practice of recycling vehicles within or between departments to less usage demands is not allowed. Departments may retain a replaced vehicle for a short time frame of three to four months with the Fleet Manager's approval. The cost of repairs to vehicles in this status above \$400.00 per incident must be authorized and paid for by the respective

department. Once the vehicle is turned in it may be temporarily retained by the Fleet Manager for special use before disposal.

#### Roll Over Fleet

A roll over fleet vehicle is a vehicle that reached the end of life and was replaced by a department, but has been retained by the county for seasonal use.

1. Roll over vehicles are managed by the county fleet manager and are assigned to departments upon request. Vehicles are not managed by departments.
2. Roll over vehicles are for seasonal use or to substitute for a vehicle in the shop for extended repair work. Departments requiring a year round vehicle must purchase a vehicle.
3. Roll over vehicles will remain in the fleet for one year, unless an extension is approved by the Director of Public Works.
4. Roll over vehicles will be retired if repair costs exceed \$400.00 per incident.
5. Roll over fleet size will be limited to less than 10 percent of the size of the fleet as a whole.

#### Exceptions

1. The county may retain equipment for low use 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).

### III. VEHICLE AND EQUIPMENT REPLACEMENT

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

1. Meeting minimum target replacement either by mileage or hour outlined in Attachment A; AND
2. Meeting the minimum years in service for that class of vehicles or equipment outlined in Attachment A; AND
3. Vehicles/equipment which does not meet both above criteria will NOT be replaced unless 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 or piece of equipment is replaced:

- It will be reevaluated to see if a smaller, more efficient or different solution is more appropriate. If not, it will be replaced with a like vehicle.
- Upgrades must 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 and all-wheel drive vehicles must be justified each time the vehicle is replaced. See four-wheel drive vehicle section in this policy for details.

The Fleet Manager will use a decision tree to evaluate the type, size, miles per gallon, and configuration of replacements as illustrated in Attachment D.

When a vehicle or piece of equipment is replaced:

- Upgrades shall 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.

#### 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
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 Vactor truck	Exempt from this policy

Fleet Services will coordinate the vehicle utilization review process and collection of data for that process. The Fleet Manager will provide the utilization reports for each department to department head or designee in January for prior year's usage.

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/her determination regarding the justifications. If it is decided not to concur with the department's justification, the Public Works Director 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.

**Attachment A**

**Clark County - Fleet Replacement**

Vehicle Type	Replacement Years	Mileage Hours (h)	Vehicle Type	Replacement Years	Mileage Hours (h)
<b>Light Vehicles</b>			<b>Special Heavy Vehicles and Equipment</b>		
Sedans, Station Wagons, Compact	12	150,000	Self Propelled Brooms	10	5,000h
Sedans, Station Wagons, Intermediate/Full Size	12	150,000	Street Sweeper, Air/Vacuum	7	8,000h
Hybrid	12	150,000	Road Grader	15	7,000h
Pickup Trucks, Compact	12	150,000	Snow Plows	15	N/A
Pickup Trucks, Full Size	12	150,000	Sanders	15	N/A
Passenger Vans	8 to 12	150,000	Backhoes and Loaders	12	8,000h
Cargo Vans	12	130,000	Roller	15	8,000h
4WD Utility Vehicles	12	150,000	Paver	10	5,000h
Light Trucks, Gas, (Class 1 - 2)	12	150,000	Excavators	12	7 - 10,000h
Light Trucks, Gas, (Class 3 - 4)	12	150,000	Street Flusher Truck	15	200,000
Light Trucks, Diesel, (Class 1 - 4)	12	150,000	Chippers	10	5,000h
			Chip Spreader	15	5,000h
<b>Law Enforcement Vehicles</b>			Catch Basin Cleaner	8	10,000h
Patrol/Pursuit Cars	6	110,000			
Unmarked/Admin/Detective	10	110,000	<b>Miscellaneous Vehicles and Equipment</b>		
Patrol 4WD	6	110,000	Trailers, Light (Class I - III)	15	N/A
Radar Trailers	10	N/A	Trailers, Heavy (Class IV)	15	N/A
Vans	12	150,000	Trailer, Boat	20	N/A
			Message Board Trailer	10	N/A
<b>Medium Duty Vehicles</b>			Compressor, Tow-Behind	15	5,000h
Dump truck, Single Axle (Class 5 - 6)	15	200,000m or 8,000h	Pump, Tow-Behind, Gas-Diesel	15	5,000h
Personnel Lift Truck	15	200,000	Asphalt Patcher Truck (Class 7)	15	200,000
Medium Truck, Gas (Class 5 - 6)	15	200,000	Linemarker Truck (Class 4 - 5)	15	200,000
Medium Truck, Diesel (Class 5 - 6)	15	200,000	Other Asphalt & Concrete Eq(Mixers, Grinders, Curb)	10	5,000h
			Forklifts (gas/diesel/electric/propane)	15	5,000h
<b>Heavy Vehicles</b>			Road Pater	15	5,000h
Dump Truck, Tandem Axle (Class 8)	15	200,000m or 8,000h			
Semi - Tractor	15	200,000m or 8,000h	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		

## Attachment B

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

*Vehicles with asterisk (\*) must be approved by 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 FAIRGROUNDS		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
	Planning	4WD Mid-Sized Utility Vehicle	Urban - 2WD Mid-Sized Utility Vehicle Rural - 4WD Mid-Sized Utility Vehicle *
COMMUNITY SERVICES and CORRECTIONS		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
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/Parks Operations	Superintendents - 4WD 3/4 Ton Heavy Duty Extended Cab P/U's w/ 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
SHERIFF'S OFFICE		Patrol-Full Sized Passenger Vehicle (Crown Vic/Chewy 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 Vic/Caprice/Tahoe) 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	4WD Full Size Pick-Up with Canopy 4WD 3/4 Ton Standard Cab Pick-Up Truck with Canopy *

## Attachment C

### Purchases Reflecting EPA Rating for Miles per Gallon

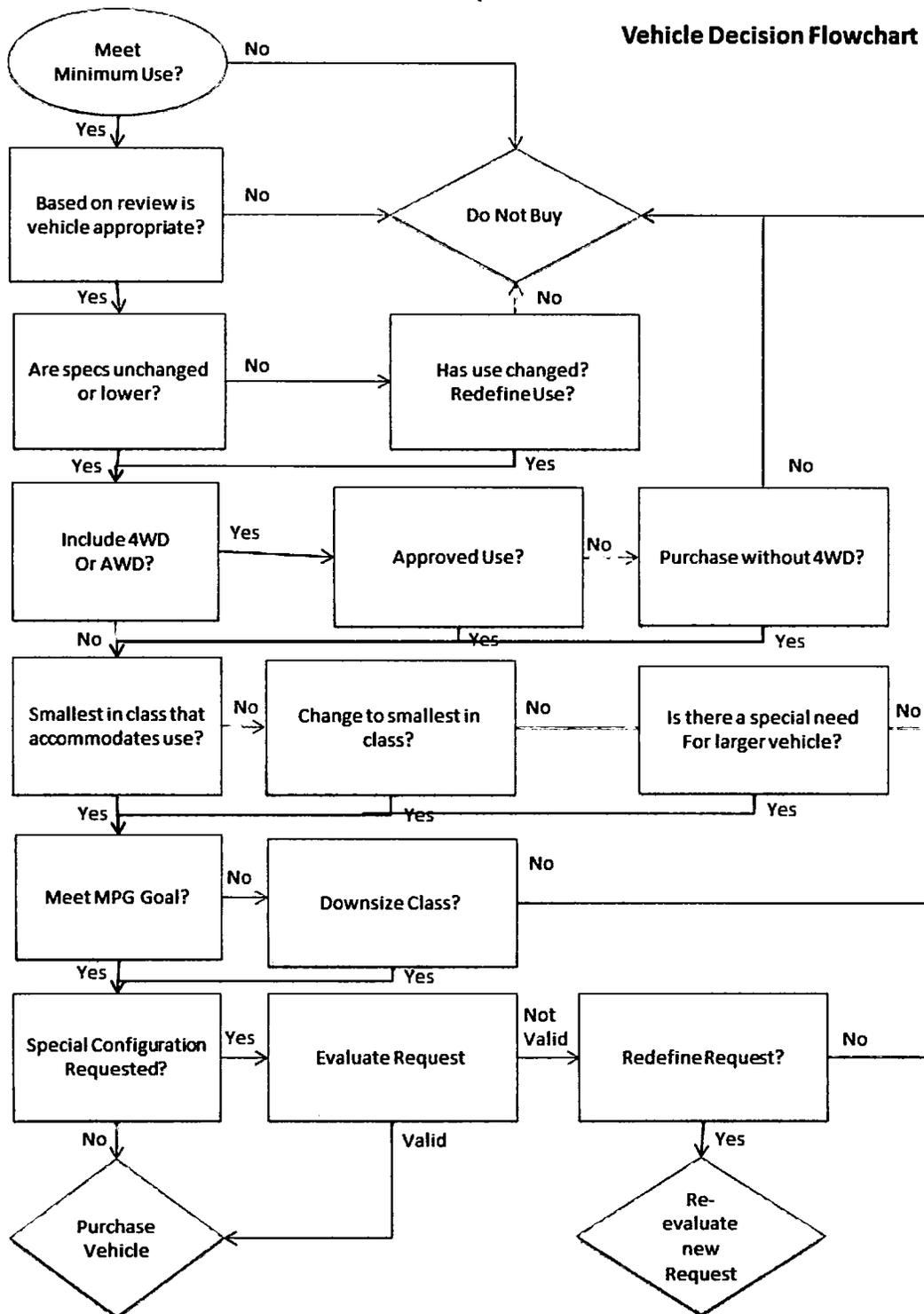
New purchases in the following categories shall meet or be better than the following miles per gallon, based on the EPA rating of the vehicle at the time of purchase.

Sedans:	Combined City/Hwy 24 MPG
Hybrid Sedans:	Combined City/Hwy 40 MPG
Police:	Combined City/Hwy 17 MPG
Small SUV:	Combined City/Hwy 24 MPG
Large SUV:	Combined City/Hwy 17 MPG
Vans:	Combined City/Hwy 21 MPG
1/2 Ton Pick-up:	Combined City/Hwy 18 MPG
3/4 Ton Pick-up:	No data available
1 Ton pick-up:	No data available

*Data based on vehicles in the 2014 state contract.*

Attachment D

The Fleet Manager will use the following decision tree to evaluate the type, size, miles per gallon, and configuration of replacements.



**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