



LAKE COUNTY FOREST PRESERVES  
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Preservation, Restoration, Education and Recreation

**DATE:** April 3, 2017

**MEMO TO:** Craig Taylor, Chair  
Operations Committee

**FROM:** John E. Nelson  
Director of Operations and Infrastructure

**INFORMATION:** Attached is the annual Green Fleet Policy Report for FY2016-17.

**STRATEGIC DIRECTIONS SUPPORTED:** Organizational Sustainability; Conservation

**FINANCIAL DATA:** Item is for information only. No impact at this time.

**BACKGROUND:** The Green Fleet Policy, which was adopted by the Board in 2007 and last revised in 2009, requires that an annual report be presented to the Operations Committee. The purpose of this report is to provide the Committee with an updated fleet inventory and details on vehicle procurement and fleet management practices.

**REVIEW BY OTHERS:** Chief Operations Officer and Director of Finance

## GREEN FLEET ANNUAL REPORT FOR FY2016-17

The Green Fleet Policy, which was adopted by the Board in 2007 and last revised in 2009, requires that an annual report be presented. The purpose of this report is to provide the Committee with an updated fleet inventory and details on vehicle procurement and fleet management practices.

### Fleet Vehicle Inventory:

The District currently maintains a fleet of 94 licensed vehicles. The vehicles are classified as follows:

Passenger Vehicles (PV):	31 (8 of which are gasoline/electric hybrid vehicles)
Light Duty Trucks (LDT):	10
Medium Duty Trucks (MDT):	43
Heavy Duty Trucks (HDT):	10

Of the vehicles, 81 use gasoline and 13 are fueled with Ultra Low Sulfur Diesel.

By department, the vehicles are assigned to:

	<u>PV</u>	<u>LDT</u>	<u>MDT</u>	<u>HDT</u>	
Operations & Infrastructure	40:	1	3	27	9
Facilities	18:	4	1	12	1
Public Safety	17:	17	0	0	0
Planning & Land Preservation	6:	1	4	1	0
Natural Resources	5:	0	2	3	0
Education	5:	5	0	0	0
General District	2:	2	0	0	0
Public Affairs & Development	1:	1	0	0	0
Finance	0:	0	0	0	0
Administration	0:	0	0	0	0
	94	31	10	43	10

### Fleet Management

A number of actions have been implemented to help manage the fleet more efficiently. The District has reduced the number of vehicles from 106 in FY 2008/09 by twelve to 94 this fiscal year, resulting in an annual savings of approximately \$50,000. In addition, the District continues to:

- Rotate like vehicles between departments to even out the usage over the lifespan of the unit.
- Utilize vehicle pools for passenger vehicles based at the General Offices and Operations & Public Safety Facility.
- Evaluate the decreased passenger vehicle usage from consolidating to the General Offices and assess whether mileage reimbursement is more cost effective than purchasing replacement vehicles.
- Evaluate increasing the lifecycle for passenger vehicles based on usage and garage parking.

### FY 2016 – 2017 Vehicle Replacements

Based on the District’s adopted vehicle replacement guidelines, 28 vehicles were scheduled to be replaced this fiscal year. As part of preparing the replacement budget for this fiscal year, staff reviewed each unit and 17 of the 28 were identified as being in good condition and will not be replaced this fiscal year. They will be reevaluated and considered for replacement as part of a future vehicle replacement fund budget year. The vehicles that are being retained and not replaced this fiscal year are:

- (3) 2006 Toyota Prius Hybrids
- (2) 2007 Toyota Prius Hybrids
- (1) 2007 Chevrolet Impala
- (1) 2007 Chevrolet Uplander

- (3) 2008 Toyota Prius Hybrids
- (1) 2008 Chevrolet Colorado Pick-up
- (2) 2008 Chevrolet K2500 Pick-ups
- (2) 2008 Chevrolet K3500 Pick-ups
- (2) 2009 Chevrolet Colorado Pick-ups

Eleven of the 28 vehicles were identified for replacement in FY2016-17 based on the approved budget for the Vehicle Replacement Fund. Replacements for of these vehicles have already been purchased or will be purchased this fiscal year.

- (1) 2007 Chevrolet Box Van
- (1) 2008 Chevrolet K2500 Pick-up
- (1) 2008 Chevrolet Silverado K3500 Pick-up
- (3) 2012 Chevrolet Impalas
- (3) 2012 Chevrolet Traverses
- (2) 2004 IHC Model 7400 Dump Trucks

### **FY 2017 – 2018 Vehicle Recommendations**

Next fiscal year 29 vehicles are due to be replaced based on the District's adopted vehicle replacement guidelines. Staff has reviewed each unit scheduled for replacement and has identified that 12 of the 29 are in good condition and recommends that they not be replaced next fiscal year. They will be reevaluated and considered for replacement as part of a future vehicle replacement fund budget year. The vehicles recommended to be retained and not replaced this coming fiscal year are:

- (1) 2006 Chevrolet CC4500 Aerial Lift Truck
- (2) 2007 Toyota Prius Hybrids
- (1) 2007 Chevrolet Uplander
- (3) 2008 Toyota Prius Hybrids
- (2) 2009 Chevrolet Colorado Pick-ups
- (1) 2010 Chevrolet Colorado Pick-up
- (2) 2009 Chevrolet G30 Cutaway Utility Vans

Next fiscal year, 15 vehicles are recommended for replacement:

- (2) 2006 Toyota Prius Hybrids
- (1) 2008 Chevrolet Colorado Pick-up
- (1) 2008 Chevrolet K2500 Pick-up
- (2) 2008 Chevrolet K3500 Pick-ups
- (4) 2009 Chevrolet K2500 Pick-ups
- (1) 2009 Chevrolet K3500 Pick-ups
- (2) 2013 Chevrolet Impalas
- (2) 2013 Chevrolet Traverses

Based on an analysis of usage, it is also recommended that two of the vehicles scheduled to be replaced next fiscal year are instead eliminated from the fleet, reducing the total size of the fleet to 92 units. It has been determined that pooling the remaining passenger vehicles and reimbursing staff for the use of their private vehicles is more cost effective.

- (1) 2006 Toyota Prius Hybrid
- (1) 2007 Chevrolet Impala