



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** General Services  
**Department No.:** 063  
**For Agenda Of:** January 20, 2015  
**Placement:** Departmental  
**Estimated Time:** 15 Minutes  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** General Services Matthew P. Pontes, Director 560-1011  
Contact Info: Greg Chanis, Assistant Director 568-3096

**SUBJECT:** Consideration of Revised Policy: "Administration of Vehicle Fleet"

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Consider and adopt the proposed "Administration of Vehicle Fleet" policy, included as Attachment A, and direct the CEO's office to implement and enforce the new policy;
- B. Authorize the Chair to sign the letter included in Attachment B and forward the letter to the Presiding Judge of Santa Barbara County Superior Court; and
- C. Determine that the proposed actions are not a project under the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15378, as they involve administrative activities that will not result in direct or indirect physical changes to the environment, and direct staff to post and file a Notice of Exemption on that basis.

**Summary Text:**

In May 2014, the Santa Barbara County Grand Jury published a report entitled *Santa Barbara County Take Home Vehicle Use, Clarify and Comply*. On August 26, 2014, the Board adopted, and forwarded to the Presiding Judge of Santa Barbara County Superior Court, a response to the report. Today, the Board will consider adopting a revised "Administration of County Fleet" policy and authorize the Chair to sign and forward a follow up letter to the Presiding Judge of Santa Barbara County Superior Court.

**Background:**

On May 30, 2014, The Santa Barbara County Grand Jury released a report (GJ Report) entitled *Santa Barbara County Take Home Vehicle Use, Clarify and Comply*, which investigates the County's take-home vehicle policy and how it is implemented. The GJ report, which is included as **Attachment C**, reviewed take-home vehicle use, oversight, and accountability related to the current policy. On August 26, 2014, the Board provided a response to the GJ report, which is included as **Attachment D**. In this response, the Board indicated the General Services Department would develop for Board consideration, a revised County Vehicle Policy which addresses the concerns raised in the GJ Report. General Services has worked with the Auditor/Controller and the Sheriff's Office in drafting a revised policy, which is included as **Attachment A**. If adopted by the Board, the proposed policy and recommendations in this Board Letter address the concerns raised in the Grand Jury report by:

- Combining the current *Administration of Vehicle Fleet* and *Employee Use of County Vehicles* sections into one unified policy;
- Including information identifying the new policy as the current version;
- Including a 'Take-Home Vehicle Information Form' that satisfies the concerns of the Sheriff's Office regarding public safety, while fulfilling the requirement for the General Services Director to maintain adequate information on each authorized take-home vehicle; and
- Directing The CEO's Office to implement and enforce the new policy.

As stated in the first bullet point above, the proposed revised policy combines 2 existing policies which are included as one document in **Attachment E**. Because these existing policies are outdated, a significant number of formatting changes have been made to adhere to the current standard. As a result, it would be difficult to provide a 'red lined' version showing all the changes. Therefore, in addition to a 'clean' version of the proposed policy included as **Attachment A**, General Services has also provided **Attachment A2**, in which we have highlighted (shaded) areas of the policy where consolidation and changes have been made from prior policy(ies).

The proposed policy also contains a provision alerting users of County owned vehicles that these vehicles may be equipped with Global Positioning System (GPS) technology. GPS technology provides the County the ability to monitor vehicle MPG, diagnostic data, speed, location, routing, idling, and utilization. GPS use greatly enhances job performance, personnel safety, situational awareness, and may provide assistance in time critical scenarios. GPS in the County may also be used for other business-related purposes, including, but not limited to, locating stolen vehicles, providing aid to vehicles that break down, managing resources effectively, or ensuring that employees are following their routes or assignments. The following summarize the benefits of these systems:

- Employee Safety: Ability to locate County vehicles at all times.
- Remote Engine Diagnostics: Fleet division alerted when a diagnostic fault code occurs.
- Preventative Maintenance: Access to accurate mileage information in order to keep County vehicles on their proper maintenance cycles, reducing breakdowns.
- Eliminate Smog Inspections: The GPS system can measure the emissions and will eliminate the need to perform smog tests.

Several departments have already expressed interest in utilizing GPS technology in their assigned vehicles. If approved by the Board, General Services will coordinate the installation of the necessary equipment when authorized by Department Directors. In addition, General Services will work with individual departments and Human Resources to ensure proper notification is provided to employees of departments that implement the use of GPS technology in their vehicles.

**Performance Measure:**

NA

**Fiscal and Facilities Impacts:**

Staff anticipates no fiscal or facilities impact as a result of the Board's action on this matter.

**Key Contract Risks:**

NA

**Staffing Impacts:**

**Legal Positions:**

0

**FTEs:**

0

**Special Instructions:**

Please send a copy of the Minute Order to Greg Chanis, Assistant Director, General Services

**Attachments:**

- A. Proposed "Administration of County Fleet" policy (Clean Copy)
- A2. Review copy of "Administration of County Fleet" policy
- B. Board of Supervisors 01-20-15 Letter to the Presiding Judge of Santa Barbara County Superior Court.
- C. Santa Barbara County 2014 Grand Jury report *Santa Barbara County Take Home Vehicle Use, Clarify and Comply*
- D. Board of Supervisors 08-26-14 Response to the Grand Jury Report *Santa Barbara County Take Home Vehicle Use, Clarify and Comply*
- E. Current Fleet Policies
- F. CEQA Notice of Exemption
- G. PowerPoint Presentation

**Authored by:**

Greg Chanis, Assistant Director General Services, 568-3096