



Legislation Details (With Board Report)

File #: 15-0319 **Name:** Fleet Management Process Improvement Status Report - Apr 2015

Type: General Agenda Item **Status:** Filed

File created: 4/2/2015 **In control:** Board of Supervisors

On agenda: 4/14/2015 **Final action:** 4/14/2015

Title: Receive a status report on Fleet Management process improvements.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Fleet Management Update PowerPoint - Apr 2015, 3. Completed Board Order

Date	Ver.	Action By	Action	Result
4/14/2015	1	Board of Supervisors	received and filed	Pass

Receive a status report on Fleet Management process improvements.

RECOMMENDATION:

It is recommended that the Board of Supervisors receive a status report on Fleet Management process improvements.

SUMMARY:

In early March of 2013, the County Administrative Office (CAO) and the Resource Management Agency (RMA) identified a need for improvement within the County’s Fleet Operations. In late March of 2013, the Contracts/Purchasing Officer submitted a written proposal to both the CAO’s Office and RMA proposing a structural change in the oversight of Fleet Operations. The proposal was accepted by both the CAO’s Office and RMA creating a new structure for Fleet Operations. The Contracts/Purchasing Officer (CPO) was given direct oversight authority for operational and budgetary responsibilities for Fleet Management and an Interim Fleet Manager with extensive experience was brought onboard while recruitment for a full time candidate was conducted.

DISCUSSION:

Initial fleet management improvements included performing internal reviews of the existing fleet systems and procedures in order to identify those areas that required immediate attention. Through the analysis it was determined that both the existing Fleet Management and Fuel Management Systems were outdated and needed immediate replacement. A request for proposals, RFP#10417, was developed and released, soliciting proposals from qualified vendors for replacement of the two systems. The existing General Services Manager position within Fleet was also reclassified to an actual industry standard Fleet Manager title which assisted in the recruitment process to ensure applications from industry professionals were received. Through the RFP process, FASTER and EJ Ward were selected as the new system providers for the new Fleet Management & Fuel Management Systems. Both systems are currently implemented with a completion date of October 2014.

Listed below are some additional accomplishments for FY 2013-14:

- Hired a permanent professional Fleet Manager (Dennis Scamardo, Certified Fleet Manager).
- Reopened the previously closed mini-lube facility located at the Laurel Yard.

- Addressed and made changes to ineffective and outdated internal processes and procedures.

A new “Car Share” program from INVERS went “Live” and negotiations were completed with the City of Monterey to share a facility at Ryan Ranch. Approval was provided by the Board of Supervisors to execute the agreement to co-share space within the City of Monterey’s Ryan Ranch Automotive Facility. Shared operations began in July 2014.

OTHER AGENCY INVOLVEMENT:

This has been a collaborative process, with participation from both the County Administrative Office and the Resource Management Agency.

FINANCING:

There is no budget impact to receive this report.

Prepared by:

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Attachments: Fleet Management Project PowerPoint