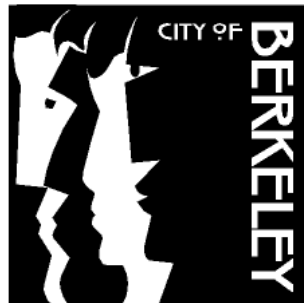


City of Berkeley



Fleet Vehicle Management Audit

Presented to City Council on May 13, 2003

Prepared by:

Ann-Marie Hogan, City Auditor, CIA, CGAP
Teresa Berkeley-Simmons, Audit Manager, CIA, CGAP
Jocelyn Nip, Auditor II, CPA

2180 Milvia Street, Berkeley, CA 94704 ♦ Tel.: (510) 981-6750 ♦ Fax: (510) 981-6760

FLEET VEHICLE MANAGEMENT AUDIT

TABLE OF CONTENTS

	<u>Page No.</u>
I. EXECUTIVE SUMMARY	1
II. OBJECTIVES OF THE AUDIT	2
III. SCOPE AND METHODOLOGY	2
IV. BACKGROUND	2
V. 1994 FINDINGS AND RECOMMENDATIONS	
Finding 1 Charges for personal use of Fleet vehicles between home and work do not reflect stated policy or current mileage allowance rate. (1994 Finding D)	5
Finding 2 Vehicle requirements for transporting the City's work force are not supported by workload analysis or usage. (1994 Finding A)	6
VI. NEW FINDINGS AND RECOMMENDATIONS	
Finding 3 Eleven employees (21%) authorized to take City vehicles home were not reimbursing the City.	10
Finding 4 City procedures do not accurately reflect the IRS rules on take-home vehicle benefit.	11
Finding 5 The City is not properly reporting taxable income for take-home vehicles assigned to Fire Department employees.	12
Finding 6 The City is not in full compliance with the California Vehicle Code, which provides for reporting employee negative driving.	13
Finding 7 The departmental vehicle costs for FY 2002 were inaccurate, reportedly because of software deficiencies.	14
Finding 8 According to user departments, the vehicle cost reports are not distributed timely and do not contain needed information.	15
Finding 9 Information in A.R. 7.1 (formerly A.R. 6.1) "Use of Fleet Vehicles" is not accurate.	16
Finding 10.1 The "Procedure for Checking Out a Pool Car" in A.R. 7.1 is ambiguous, allowing employees to check out pool vehicles repeatedly after an initial one-time authorization.	17
Finding 10.2 Pool vehicle checkout information was input incorrectly into the Fleet Management module.	18

Finding 11	Employees at the Fire and Police Department did not complete a “Clearance to Drive/Operate an Emergency Vehicle, Truck or Maintenance Equipment” form as required by A.R. 7.1.	19
Finding 12	The Equipment Maintenance Division’s assigned vehicle parking information is inaccurate.	20
Finding 13	Eight City vehicles were not registered with the Department of Motor Vehicles.	21
VII.	CONCLUSION	22
APPENDIX 1	Summary of Findings and Recommendations: 1994 Fleet Vehicle Management Review	24
APPENDIX 2	Inventory List of Fleet Vehicles	27

FLEET VEHICLE MANAGEMENT AUDIT

I. EXECUTIVE SUMMARY

We completed a Fleet Vehicle Management audit which concentrated on following up on the recommendations from the 1994 Fleet Vehicle Management Review. In addition, we evaluated the adequacy of internal vehicle cost reporting, and determined compliance with current City policies on vehicle use and with tax regulations on take-home use of City vehicles.

Our audit indicated that most of the recommendations addressed in the prior audit were implemented. The City policies were revised since the last audit to detail criteria and policies on vehicle use. However, our results suggested that these policies may not be diligently enforced or followed. Unresolved findings related to the 1994 audit were:

- Charges for personal use of Fleet vehicles between home and work do not reflect stated policy or current mileage reimbursement rate (1994 Finding D). If the IRS standard mileage rate (\$0.36 per mile) effective January 1, 2003, is used, the City will save \$95,352 annually in vehicle costs.
- Vehicle requirements for transporting the City's work force are not supported by workload analysis or usage (1994 Finding A). Some City vehicles may be underutilized; this would make their cost per mile significantly higher than the IRS standard mileage rate of \$0.36.

Additional findings identified in the current audit were:

- Eleven employees (21%) authorized to take City vehicles home were not reimbursing the City. As of December 2002, the retroactive amount owed to the City totaled approximately \$1,900 based on the current approved rates.
- City procedures do not accurately reflect the IRS rules on take-home vehicle benefits.
- The City is not properly reporting taxable income for take-home vehicles assigned to Fire Department employees.
- The City is not in full compliance with the California Vehicle Code, which provides for reporting employee negative driving.
- The vehicle costs for FY 2002 were understated by \$42,943, reportedly because of software deficiencies. The discrepancies for two departments were as high as \$276,366 and <\$215,780>. All discrepancies were subsequently corrected after year-end.
- According to user departments, the vehicle cost reports are not distributed timely and do not contain needed information.
- Information in Administrative Regulation (A.R.) 7.1 "Use of Fleet Vehicles" is not accurate.
- The "Procedure for Checking Out a Pool Car" in A.R. 7.1 is ambiguous, allowing employees to check out pool vehicles repeatedly after an initial one-time authorization.
- Pool vehicle checkout information was input incorrectly into the Fleet Management module.
- Employees at the Fire and Police Department did not complete a "Clearance to Drive/Operate an Emergency Vehicle, Truck or Maintenance Equipment" form as required by A.R. 7.1.

- The Equipment Maintenance Division’s assigned vehicle parking information is inaccurate.
- Eight City vehicles were not registered with the Department of Motor Vehicles.

These findings and our recommendations to resolve each finding have been communicated to the relevant departments. We would like to express our appreciation to departments that promptly implemented our recommendations and to those that offered their assistance during our audit.

II. OBJECTIVES OF THE AUDIT

This audit was scheduled to be performed in the Auditor’s fiscal year 2003 Audit Plan. The audit objectives were to determine:

1. If major audit recommendations addressed in the 1994 Fleet Vehicle Management Review report were implemented.
2. If the vehicle cost accounting/Fleet Management module in FUNDS provided management with accurate and timely information.
3. If current fleet vehicle use (especially evidence of authorization) was in compliance with City policies and procedures.
4. If reporting of personal use of fleet vehicles was in compliance with IRS rules.

III. SCOPE AND METHODOLOGY

The audit focused on determining the status of the major findings identified in the 1994 Fleet Vehicle Management Review and determining compliance with City policies and procedures in place as of June 30, 2002. Methodology included review of City policies and procedures, interviews with management and staff, evaluation of compliance with policies, review of budgetary and accounting reports, and analysis of pertinent records.

The audit was conducted in accordance with the Government Auditing Standards. Audit work was limited to those areas specified in the Scope and Methodology section of this report.

IV. BACKGROUND

The Equipment Maintenance Division (EMD) is located in the Public Works Department (Public Works) and has a fiscal year 2003 adopted budget of \$7,261,536.

Equipment Maintenance	
Administration	\$101,739
Corp Yard	2,092,055
Equipment Replacement	3,308,000
Transfer Station	1,759,742
Total	\$7,261,536

The division maintains a fleet of 531 City vehicles. (See Appendix 2.) The EMD Equipment

Superintendent oversees the management of the City fleet. Some of the services performed by the division include vehicle acquisition review, preventive maintenance, vehicle repair, billing repair and maintenance costs, billing fuel costs, and arranging for vehicle disposal and replacement. The policies and procedures governing the use of the City's vehicles are set forth in A.R. 7.1, which classifies fleet vehicles into three categories:

- Emergency Vehicle – Vehicles used in the public safety departments (Police and Fire) and as defined by California Motor Vehicle Code, Section 165.
- Fleet Sedan – Any non-emergency passenger van or station wagon. Some of these vehicles are assigned to individual departments and others are pooled for use by all departments (pool car).
- Maintenance Vehicle – Trucks and equipment used to maintain public property, right-of-way, etc.

Of the 531 vehicles, including lawn mowers, heavy duty refuse trucks, ambulances, fire engines, utility trailers, and sedans, 522 are assigned to employees who because of their duties claim to have a constant and continuing need for a City vehicle. Fifty-four vehicles were authorized for take-home use as of October 2002. In addition, the City maintains 9 pool vehicles, which have not been assigned to departments or individuals. Employees who are not already assigned a City vehicle and who are not receiving an auto allowance may arrange to use a pool vehicle if required by their City duties. Employees may also use the pool vehicles temporarily when their assigned vehicles are left in the shop for maintenance or repair. The following table reflects the numbers and types of assigned vehicles distributed among departments:

DEPARTMENT	Emergency Vehicles	Maintenance Vehicles	Fleet Sedans	TOTAL	%
Planning	1		13	14	2.7%
City Clerk			1	1	0.2%
City Manager	3		8	11	2.1%
Finance		3	6	9	1.7%
Fire	45		1	46	8.8%
Health & Human Services		4	30	34	6.5%
Housing		3	7	10	1.9%
Information Technology			1	1	0.2%
Library		2		2	0.4%
Parks Recreation & Waterfront		58	4	62	11.9%
Human Resources			1	1	0.2%
Police	144		1	145	27.8%
Public Works	10	145	30	185	35.4%
Rent Board			1	1	0.2%
TOTAL	203	215	104	522	
%	39%	41%	20%	100%	

A.R. 7.1 stipulates that the following three criteria should be used when determining whether an

individual should be assigned a fleet vehicle or should, instead, opt for auto reimbursement for use of private vehicle:

- 1. If the nature of the City assignment is such that it could be significantly damaging to a vehicle, a fleet vehicle should be used; or*
- 2. If the City assignment demands the use of a vehicle for either short or long periods of time with high mileage, a person should be assigned a fleet vehicle; or*
- 3. If the use is such that a vehicle will be utilized for extended periods of time with relatively low mileage (less than 1,000 miles annually) an auto allowance may be warranted.*

Provisions for employees who use their personal vehicles for City business are set out in A.R. 7.2. According to A.R. 7.1, the City offers two types of training for employee vehicle use: one to drive a fleet sedan and another to operate an emergency or maintenance vehicle. According to the A.R., before a City employee is permitted to drive a fleet sedan, he or she is required to complete the “Permission to Drive a City Fleet Sedan, Station Wagon, or Van” form. The form must be approved by the Department Director or Assistant City Manager and sent to EMD. EMD schedules an employee orientation to administer a driving test and to explain the City’s vehicle use policies and procedures. After the employee passes the driving test an EMD supervisor signs the form and forwards copies to the originating department and Human Resources.

According to A.R. 7.1, employees operating an emergency or maintenance vehicle must complete the “Clearance to Drive/Operate an Emergency Vehicle, Truck or Maintenance Equipment” form. The Department Director or Assistant City Manager must approve the form. The employee must also complete a training program administered by his or her department or Public Works. A Division or Department Safety & Training Officer signs the form to indicate that the employee has successfully completed the training program. Copies of the form are forwarded to Human Resources, the originating department, and the division.

According to the A.R., an employee may request to take a City vehicle home if the employee: (a) has to attend board, commission, committee or other business meetings after business hours on a regular and continuing basis; (b) works after business hours on a continuing basis; (c) is subject to emergency call backs regularly; (d) is likely to be called back frequently to resolve problems that have developed; (e) if the vehicle use is part of an agreement with a bargaining unit. The requestor must complete a “Request for Use of City-Owned Passenger Vehicle Between Home and Work” form. The form must be approved by the Department Director and the City Manager and copies sent by the employee to Payroll Audit, EMD, and the originating department.

The City’s financial system is maintained on Fund\$, a software product of HTE Inc. In 1997 the HTE Fleet Management module was integrated into Fund\$ to track and report equipment repair, maintenance schedules, costs, mileage and fuel consumption. Each vehicle in the module is assigned one of these classifications: EMERG (emergency vehicles), MAINT (maintenance vehicles), and FLEET (fleet sedan) in accordance with A.R. 7.1’s definitions of fleet vehicles. Other City equipment, such as generators and fuel equipment, is also tracked in the same module, but assigned different classification codes.

V. PRIOR YEARS' FINDINGS AND RECOMMENDATIONS REVIEWED

On November 15, 1994, a Fleet Vehicle Management audit conducted by the City Auditor was presented to City Council. The audit report contained 15 recommendations. We limited our follow-up to areas where it appeared that the recommendations were not fully implemented. The status of these recommendations as of August 31, 2002, is summarized in Appendix 1.

Finding 1: Charges for personal use of Fleet vehicles between home and work do not reflect stated policy or current mileage allowance rate. (1994 Finding D)

The monthly vehicle reimbursement rates (averaging approximately \$0.06 per mile) used in 1994 are still being used today. If, instead, the current IRS standard mileage rate (\$0.36 per mile) effective January 1, 2003, is used, the City will save \$95,352 $(\$9,429 - \$1,483) \times 12$ annually in vehicle costs.

A.R. 7.1 states, "All employees who are authorized to utilize City vehicles routinely between home and work must reimburse the City for normal commute costs. Based upon the present mileage allowance for utilization of private vehicles on City business and equipment costs..." According to A.R. 7.2 – Use of Private Vehicles, the City's mileage reimbursement rate for use of private vehicles is the mileage rate specified by the Internal Revenue Service, or as specified by union MOU. The IRS standard mileage rate for 2003 is \$0.36.

The monthly rate is determined based on the location of the employee's home address on a zone map. The map shows a series of concentric circles, each in five-mile increments, and each concentric circle represents a zone. The associated zone charge is deducted from the employee's payroll monthly. The following table compares the City's current rates to the 2003 IRS rate:

Zone #, Miles between home and work	Number of employees in each Zone as of 6/30/02 (A)	Current City monthly rates Per A.R. 7.1 (B)	Monthly reimbursement by Zone based on current City rates as of 6/30/02 (A)x(B)	Monthly rates (*) by zone based on IRS rate of \$0.36 per mile (C)	Monthly reimbursement by Zone based on IRS standard mileage rate (A)x(C)
Zone 1, 0-5	14	\$12	\$168	\$72	\$1,008
Zone 2, 5-10	7	\$25	\$175	\$144	\$1,008
Zone 3, 10-15	13	\$35	\$455	\$216	\$2,808
Zone 4, 15-20	13	\$45	\$585	\$288	\$3,744
Outside Zone 4, 20+	2 **	\$45 + (\$0.27 x miles outside zone 4)	\$100	\$288 + (\$0.36 x miles outside zone 4 x 20 x 2)	\$861
TOTAL	49		\$1,483		\$9,429

* Monthly rates = zone miles x \$0.36 x 2 (both ways between home and work) x 20 workdays

** Both employees' home addresses are approximately ten miles away from zone 4.

In addition, we noted that an employee was being charged an incorrect rate. The employee recorded the wrong rate on the take-home request form. It appears that the rate was not adequately reviewed by the department or Payroll Audit.

Recommendation 1 for City Manager, Payroll Audit and Public Works:

- 1.1 The City Manager should determine whether or not the IRS standard mileage rate, which is currently used to reimburse employees using their private vehicles for City business, should be used for reimbursement by employees who use City vehicles to commute between home and work. It appears to be the intention of A.R. 7.1 to tie the take-home reimbursement rate to the IRS standard mileage rate. A.R. 7.1 should be updated to reflect that determination.
- 1.2 A department should be designated to maintain and update the standard mileage rate as it changes.
- 1.3 Both the originating Department and Payroll Audit should always verify that the zone charges on the request forms are calculated correctly in accordance with the approved rates. Distances outside zone 4 should also be verified for reasonableness.

City Manager's Response

- 1.1 *Agree. The City Manager will make a decision by June 30 after reviewing the IRS rate and after budget matter deliberations. In the future employees will be required to submit to Payroll Audit verification of distance between home and the City with the "Request for Use of City Owned Passenger Vehicle Between Home and Work" form. This verification can help the Department Directors decide whether or not the use of the City vehicle should be authorized. This verification can be obtained from the Yahoo web site. In addition, employees should notify Payroll Audit of a change of address within 10 days of the move.*
- 1.2 *Payroll Audit will be responsible for informing departments of new take-home rate changes annually.*
- 1.3 *The revised A.R. will specify that departments must ensure that appropriate backup documentation is attached to the take-home request and Payroll Audit will review department's submission. The A.R. should reflect the approved changes by June 30, 2003.*

Finding 2: Vehicle requirements for transporting the City's work force are not supported by workload analysis or usage. (1994 Finding A)

The City continues to lack a systematic process for determining the most appropriate size and composition of its fleet. There have been no studies to validate the continuing need for vehicles assigned to Departments or the City's vehicle pool. Departments are not required to support the need for assigned vehicles with workload or usage data. According to the Equipment Superintendent, a department can keep a vehicle that has been replaced if the department expresses the need, if the vehicle is in good condition, and if it does not incur high maintenance costs.

Systems to monitor utilization of the City's vehicle fleet continue to be fragmented. We reviewed 17 vehicles (6 mini pickups, 3 passenger vans, 1 cargo van, 4 compact sedans, 2 sport utility vehicles, and 1 Volvo sedan) over 15 years old during the period January 1, 2001 to July 31, 2002. Based on data retrieved from the Fleet Management module, we found 2 vehicles had \$0 fuel

consumption, 3 vehicles had less than \$120 fuel consumption, and 4 vehicles had less than \$600 fuel consumption. This finding suggests that the City is continuing to maintain old vehicles and that these vehicles are being used infrequently.

We also performed a mileage analysis of all 135 vehicles that had a machine class of “SD” (Sedan) during the period September 1, 2001 to August 31, 2002, by department and by equipment year. Our data from the Fleet Management module indicated that vehicle usage varied among departments. Out of 11 departments, 4 departments had an average annual mileage of less than 2,000 miles per vehicle. There were 4 vehicles from the 4 departments that had an annual mileage of less than 1,000 per vehicle. We also looked at the average cost (excluding replacement cost) per mile over the same twelve-month period. The average cost per mile was as high as \$1.22/mile and \$3.48/mile for two departments. This data suggests that some vehicles may be under-utilized.

A vehicle that is underutilized, i.e. driven for very few miles annually, tends to have a high cost to the City per mile driven. Older vehicles also tend to have high repair and maintenance costs. It is much more expensive to maintain such vehicles than to simply reimburse employees \$0.36 a mile for using their personal vehicles.

We divided the sedans into three groups based on their vehicle years: less than 8 years old, 8 to 14 years old, and over 14 years old. The actual annual cost excluding replacement cost was \$513,455 and the actual annual mileage was 970,073 miles. The actual average cost per mile excluding replacement cost for all sedans was \$0.53 ($\$513,455 / 970,073$). However, the average cost for keeping a sedan that was over 14 years old was \$0.86/mile, 72% higher than the average cost, excluding replacement cost, of \$0.50/mile for keeping a sedan less than 8 years old.

According to Public Works, the average acquisition cost of a standard fleet sedan is approximately \$15,000. The 2003 Fleet Selector Guide published by CitiCapital Fleet suggests that the maintenance cost per mile of a fleet sedan increases substantially after reaching 100,000 miles. Using this as a benchmark and assuming a replacement life of 100,000 miles, the replacement cost per mile for a fleet sedan is estimated to be \$0.15 ($\$15,000 / 100,000$). Including this estimated replacement cost, the actual annual cost would be \$658,965 ($\$513,455 + [\$0.15 \times 970,073]$). The average cost per mile including replacement cost would be \$0.68 ($\$658,965 / 970,073$), 189% of the current IRS standard mileage rate of \$0.36.

The results of our analysis are summarized in the following two tables:

Average annual mileage per vehicle by equipment year and department:

Dept.	<8 Years Old (Vehicle Year 1995-2001)	8 to 14 Years Old (Vehicle Year 1988-1994)	>14 Years Old (Vehicle Year 1979-1987)	Actual Elapsed Meter From 09/01/01 to 08/31/02 (A)	# of Sedans (B)	Average Annual Mileage Per Vehicle (A)/(B)
City Manager		9.328		9.328	5	1.866
Health & Human Serv.	52.694	2.152	7.054	61.900	11	5.627
Public Works	14.792	28.542	7.077	50.411	15	3.361
Finance		3.008		3.008	2	1.504
Parks Recr. & Waterfr	13.277			13.277	2	6.639
Human Resources		488		488	1	488
Fire	4.504	10.094		14.598	4	3.650
Police	722.850	71.915		794.765	84	9.461
Housing	0	8.867		8.867	4	2.217
Planning	6.684	804	192	7.680	6	1.280
Rent Board			5.751	5.751	1	5.751
Total Elapsed Meter	814.801	135.198	20.074	970.073	135	41.844
Number of Sedans	77	49	9	135		

Average annual cost per mile, excluding replacement cost and including fuel, by equipment year and department:

Department	<8 Years Old (Vehicle Year 1995-2001)	8 to 14 Years Old (Vehicle Year 1988-1994)	>14 Years Old (Vehicle Year 1979-1987)	Actual Cost From 09/01/01 to 08/31/02 (C)	Elapsed Meter From 09/01/01 to 08/31/02 (D)	Average Annual Cost Per Mile (Excluding Replacement Cost By Dept.) (C)/(D)
City Manager		\$11,368		\$11,368	9,328	\$1.22
Health & Human Serv.	\$17.332	3.754	\$7.613	28.699	61.900	0.46
Public Works	4.274	20.349	5.797	30.420	50.411	0.60
Finance		1.926		1.926	3.008	0.64
Parks Recr. & Waterfr.	2.806		786	3.592	13.277	0.27
Human Resources		1,696		1,696	488	3.48
Fire	1.293	8.133		9.426	14.598	0.65
Police	376.251	38.536	703	415.490	794.765	0.52
Housing		4,252		4,252	8.867	0.48
Planning	3,276	901	276	4,453	7,680	0.58
Rent Board			2,133	2,133	5,751	0.37
Subtotal Cost (E)	\$405.232	\$90.915	\$17.308	\$513.455	970.073	\$0.53
Total Elapsed Meter (F)	814,801	135,198	20,074	970,073		
Average Cost per Mile Excluding Replacement Cost (E)/(F)	\$0.50	\$0.67	\$0.86	\$0.53		

Finally, City efforts to reduce the size of the fleet continue to be unsuccessful. The 1994 audit indicated that the City budgeted a reduction in the number of fleet vehicles in each of the following years: 1993, 1994, and 1995. However, the actual fleet size exceeded the budget in each of those years and continued to increase from 513 vehicles in 1994 to 531 vehicles in 2002.

On August 1, 1995, the number of vehicles assigned for daily use between home and work was reduced from 50 to 17. The number of take-home vehicles assigned to public safety personnel was 12. The reduction was in response to a City Manager directive that set forth a new Citywide policy with the requirement that employees assigned take-home vehicles would have this privilege based on:

- *The safety and emergency needs of the community, and*
- *The use of own private vehicle by employee would not meet the needs of the City and community as well as a fleet vehicle. (Can the employee's own vehicle be used without resulting in any negative effect on the City and the community?)*

As of October 31, 2002, the number of take-home vehicles has escalated 318% from 17 vehicles to 54 vehicles. Twenty-nine of the 54 vehicles are assigned to public safety personnel.

Recommendation 2 for City Manager and Public Works:

- 2.1 The City Manager should provide a Budget Vehicle Form to be submitted by departments annually with budget proposals that identifies the vehicle, purpose of the vehicle's use, mileage, maintenance cost, replacement cost, vehicle year, etc.
- 2.2 Departments requesting to keep an old vehicle that has been replaced with a new or newer vehicle should submit a written request to the EMD Equipment Superintendent and the City Manager for their approval. The request should include a clear explanation of why the vehicle should be kept.
- 2.3 Public Works should develop standard benchmarks to monitor the maintenance costs and mileage of vehicles that are retained beyond their replacement cycle.
- 2.4 Each department should perform an evaluation of its use of assigned vehicles to determine:
 - (i) If there are continued needs to keep or to replace the existing vehicles, especially the vehicles with low usage, and
 - (ii) If the needs can be met by less expensive alternative solutions such as providing reimbursement for use of personal vehicles. The bottom line is that City services must not be negatively impacted if a vehicle is eliminated.
- 2.5 By April 30, 2003, the City should re-evaluate take-home privileges on a case-by-case basis using the criteria in the City Manager directive that set forth new Citywide policy on take-home vehicles. The privilege of taking a City vehicle home should be granted based on safety and emergency needs of the community.
- 2.6 The "Request for Use of City-Owned Passenger Vehicle Between Home and Work" should be completed and submitted annually to Department Directors and the City Manager for review and reauthorization, taking into consideration how frequently the vehicle has been used to perform City duties after normal work hours.

City Manager's Response

2.1, 2.4, 2.5 and 2.6

The City Manager sent a memo to Department Directors on March 7, requesting departments to provide justifications and analysis for take-home vehicles and pool vehicles shared by employees. Attached to the memo were the newly developed "Vehicle Identification by Department" form, the "Take-Home Vehicle Information" form and the "Pool Vehicle Information" form. These forms were to be completed by departments and returned to the City Manager. Information included on these forms will be evaluated by the Budget Office, and the process will be incorporated into the annual budget review process. In addition, the Budget Office will revise the "Vehicle Identification" form to include cost information for each vehicle, which will be required as part of next year's budget submittal. Public Works will make the cost information available to each department at least one month prior to the budget submittal deadline. On an annual basis, Public Works will submit a list of personnel that are authorized for take-home privileges for review, to Department Directors, the City Manager, and Payroll Audit on the first working day of December.

2.2 *Completed. Public Works developed and implemented an "Authorization For Vehicle Retention Form" on January 1, 2003.*

2.3 *Agree. Public Works will develop standard benchmarks and maintenance costs associated with vehicles that have been replaced and retained. Adherence to these benchmarks will be monitored and reported annually beginning July 1, 2003.*

VI. NEW FINDINGS AND RECOMMENDATIONS

Finding 3: Eleven employees (21%) authorized to take City vehicles home were not reimbursing the City.

As of October 2002, of the 54 employees authorized to take home a City vehicle, excluding the Fire Chief and the Police Chief (who are exempt), only 41 employees were reimbursing the City for take home usage. As of December 2002 the retroactive amount owed to the City totaled approximately \$1,900. This is based on the current approved rates. If the recommended IRS rates (see Finding 1) were used, the approximate retroactive amount owed to the City would have totaled \$11,450.

The "Request for Use of City-Owned Passenger Vehicle Between Home and Work" form is not always submitted timely to Payroll Audit. As a result, once the take-home use begins, the deduction is not always timely. The form directs the requestor to submit one approved copy to Payroll Audit, one copy to Public Works, and one copy to the Department. These filing procedures are not always followed. The current practice is that the Equipment Superintendent forwards the form to Payroll Audit once EMD receives the form.

According to Payroll Audit staff, they are not timely notified when an employee gives up his or her take-home vehicle because the employee no longer needs the vehicle or because the employee was transferred to another department. These circumstances result in improper charges to affected employees and retroactive adjustments often have to be made to correct these charges.

Recommendation 3 for City Manager and Public Works:

- 3.1 City employees should be trained and instructed to follow the proper take-home vehicle authorization procedures and to use the most updated forms published with approved A.R. 7.1. Each department should ensure that copies of the completed “Request for Use of City Owned Passenger Vehicle Between Home and Work” are timely forwarded to Payroll Audit by the employees.
- 3.2 The Equipment Superintendent should update the take-home vehicle list at least quarterly and provide the updated list to Payroll Audit as a cross check to ensure payroll deductions are complete and accurate.

City Manager’s Response

- 3.1 *Public Works will draft a memo to all departments for the City Manager’s signature on proper procedures for obtaining authorization for use of take-home vehicles and will update the A.R. with correct procedures by June 30, 2003.*
- 3.2 *The Equipment Superintendent will verify and update with departments the list of authorized users of take-home vehicles and submit the authorized list to Payroll Audit on the fifth working day after the end of each quarter, beginning the quarter ended June 30, 2003.*

Finding 4: City procedures do not accurately reflect the IRS rules on take-home vehicle benefit.

According to the Commuting Rule prescribed in IRS Publication 15-B, the taxable value of a vehicle provided to an employee to commute between home and work is calculated by multiplying \$1.50 by each one-way commute between home and work. However, the current City practice is to simply multiply \$3.00 by the number of days worked. This practice is based on a memo entitled “New IRS Rule Regarding Take-Home Vehicles” issued by the City Manager’s Office on December 23, 1985.

Prior to the end of each year the employees who have take-home vehicles are required to fill out the “Automobile Use Declaration” form and indicate the number of days worked during the 12 months period. Payroll Audit multiplies the number of days worked by \$3.00 to derive the total benefit to be included in the employee’s income. This assumes that the employee drives to and from work once a day.

Although this may be true in general, this does not take into account instances when an employee may return home for lunch or on other occasions. Requesting the employees to report the number of days worked would mislead them to believe that \$3.00 per day is the only amount that they have to report, causing the employee to underreport his or her take-home tax benefit. The correct calculation is to multiply \$1.50 by the actual number of one-way commutes between home and work.

Recommendation 4 for Payroll Audit:

The City should notify employees that any additional (beyond 2) daily one-way commutes between home and work are subject to additional tax. Payroll Audit should revise the declaration form to require employees to indicate the actual number of daily one-way commutes between home and work.

City Manager's Response

Completed December 2002. Payroll Audit revised the "Auto Use Declaration" form to indicate the number of one-way trips made during the 12-month tax period.

Finding 5: The City is not properly reporting taxable income for take-home vehicles assigned to Fire Department employees.

Taxable income is not reported, as required by the IRS, for the Fire Department employees who take unmarked City vehicles home.

According to IRS Publication 15-B, the value of vehicles provided by employers to employees for commuting between home and work is a taxable benefit. Income exclusion is allowed only if the vehicle is a nonpersonal-use vehicle. A qualified nonpersonal-use vehicle is any vehicle that is not likely to be used more than minimally for personal purposes because of its design. Some of the vehicles listed as qualified nonpersonal-use vehicles are: clearly marked police and fire vehicles, unmarked vehicles used by law enforcement officers if the use is officially authorized, and ambulances or a hearse used for its specific purpose.

According to a legal opinion from Handson, Bridgett, Marcus, Vlahos, Rudy LLP issued in a memo dated November 18, 2002, in order to qualify as a "law enforcement officer", a fire officer must meet all of the requirements of Treasury Regulation section 1.274-5T(k)(6)(ii). The rules require that the officer (i) is a full time employee of a governmental unit that is responsible for prevention of crime involving injury to persons or property; (ii) is authorized to carry firearms and regularly carries firearms; (iii) is authorized to execute search warrants and to make arrest. Since fire officers generally do not regularly carry firearms and since the City prohibits arson investigators from carrying firearms, unmarked City vehicles driven by fire officers to commute between home and work do not qualify for tax exclusion.

Recommendation 5 for Payroll Audit and Fire:

The legal opinion from Handson, Bridgett, Marcus, Vlahos, Rudy LLP suggests that the City can avoid taxing the fire officers for their commuting use of City vehicles if the City paints the vehicles red with large "Berkeley Fire Department" logos or insignia. The City should evaluate the practicality of this option and determine if it should be implemented. If it is not implemented, Payroll Audit should report the take-home use of City vehicles by fire officers as a taxable benefit.

City Manager's Response

Agree. On February 10, 2003, the Deputy City Auditor/Payroll Manager met with the Fire Chief and other Fire personnel to discuss the tax issues on using City vehicles for commuting. Staff was advised that effective December 1, 2002, the value of commuting between home and work will be calculated with tax withheld on the last paycheck of December 2003. If the City paints the unmarked vehicles with "Berkeley Fire Department" logos or insignia, tax will not be due from that point forward.

Finding 6: The City is not in full compliance with the California Vehicle Code (CVC), which provides for reporting employee negative driving.

As of July 2002, 426 City employees from the Fire, Parks Recreation Waterfront, Public Works and Health and Human Services Departments were enrolled in the Employer Pull Notice (EPN) Program. EMD enrolled 408 of the 426 employees. The other 18 employees were enrolled by their respective divisions.

Based on the information provided by Human Resources, approximately 300 employees are required to be enrolled in the EPN Program because their job classifications require them to have a Class A or Class B driver license. Of these 300 employees required to be in the EPN Program, nine employees were not enrolled as of October 2002. (One of the nine employees was not yet enrolled because he was hired in August 2002). The City lacks standard procedures to ensure full compliance with the CVC.

CVC Section 1808.1 requires an employer to enroll any driver employed for the operation of a vehicle in the EPN Program if the driver is required to have a Class A, Class B, or certain Class C licenses such as the license for Hazardous Materials Endorsement or certain Special Certificates as specified in the Code.

The EPN Program was established by the Department of Motor Vehicles (DMV). The program provides employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driving records. Once an employee is enrolled in the EPN Program, the driver's record is generated and mailed automatically to the employer. A report on the employee is also mailed to the employer whenever any of the following occurs:

- Convictions
- Failures to appear
- Accidents
- Driver license Suspensions or revocations
- Any other actions taken against the driving privilege

The EPN Program enables departments to effectively monitor their employees' driver licenses and driving behavior. In addition, the pull-notice services are offered to most city, county, and state agencies free of charge.

If an employee is involved in an accident while operating a City vehicle, and the employee does not have a valid driver license or has prior serious driving violations, the City may be charged with negligence in a claim for damages. According to CVC Section 1808.1 (f), if an employer who "after receiving any driving record pursuant to this section, employs or continues to employ as a driver any person against whom a disqualifying action has been taken regarding his or her driving privilege or required driver's certificate, is guilty of a public offense, and upon conviction thereof, shall be punished by confinement in a county jail for not more than six months, by a fine of not more than one thousand dollars (\$1,000), or by both that confinement and fine."

Recommendation 6 for Public Works, Police and Human Resources:

- 6.1 All employees who are required by their job classifications to possess a Class A, Class B driver license or a special Class C driver license as specified in the Code should be enrolled in the EPN Program by Public Works.
- 6.2 Police should consider enrolling all officers who operate a police vehicle in the EPN Program.
- 6.3 The City Manager should designate an EPN Program coordinator to oversee and monitor enrollment for all departments in the City.
- 6.4 Human Resources should notify the designated EPN Program coordinator of any additions to or terminations from the job classifications that are included in the Code.

City Manager's Response

- 6.1 *Completed by Public Works on November 27, 2002. All employees who possess a Class "A" or Class "B" license have been enrolled in the EPN Program.*
- 6.2 *All police officers will be enrolled in the EPN program by December 31, 2003.*
- 6.3 *The EPN Program coordinator position will continue to reside in Public Works. Public Works will be responsible for enrolling the police officers in the program and will continue to administer the Citywide EPN Program.*
- 6.4 *Human Resources will notify the designated EPN Program coordinator of any additions to or terminations from the job classification that are included in the Code.*

Finding 7: The departmental vehicle costs for FY 2002 were inaccurate, reportedly due to software deficiencies.

For FY 2002, the total vehicle costs in the Fleet Management module and GMBA (the City's accounting system) were off by an immaterial amount of <\$42,943>. However, the discrepancies for two departments were as high as \$276,366 and <\$215,780>.

According to Finance staff, the discrepancies only occurred in the "miscellaneous charge" program within the module. When multiple entries with different department account codes were entered, the program incorrectly posted all entries to the department account code that was first entered. As a result, departmental miscellaneous charges such as radio equipment and Public Works overhead charges were incorrectly posted and misstated. (The vehicle maintenance, fuel, replacement cost and miscellaneous charges details by divisions are maintained in the Fleet Management module. The cost details are posted to GMBA on a monthly basis.)

Finance developed a query report to assist Public Works in identifying the discrepancies by department account code. Departmental adjustments, which totaled <\$42,943>, were processed in September 2002 to correct the discrepancies. It appears that Finance is currently working with HTE (the software vendor) to resolve this system problem. In the meantime, employees are instructed to input only one entry into the "miscellaneous charge" program each time to avoid the problem.

Recommendation 7 for City Manager and Finance:

- 7.1 Finance should continue to work with HTE to resolve this program problem.
- 7.2 Department Directors should reiterate the importance of continuous account monitoring of

vehicle costs so that discrepancies may be brought to management's attention as soon as they are identified instead of at year-end.

City Manager's Response

- 7.1 *Finance agrees and has immediately re-opened the discussion with HTE to have the fix completed by June 30, 2003. However, the actual delivery date is subject to HTE's production schedule.*
- 7.2 *The Budget Office will draft a memo for issuance by the City Manager by June 30, 2003, to reiterate the importance of continuous monitoring of vehicle costs.*

Finding 8: According to user departments, the vehicle cost reports are not distributed timely and do not contain needed information.

The auditor conducted a survey of seven City departments to determine if the vehicle cost reports from the Fleet Management module provide management with accurate and timely information. Based on responses from these departments, it appears that vehicle costs were not closely monitored.

- Two out of seven departments indicated that the reports are useful in monitoring vehicle costs.
- Two departments indicated that the reports are too large and too time consuming to read.
- Two departments would like to see more details on the reports such as replacement cost details.
- Two departments indicated that the reports are not timely made available or sometimes not available to facilitate meaningful use by them.

The following are a few responses to the survey:

"The information in the Fleet Report is useful. However, we do not receive it consistently in a timely manner. The time lag poses a problem because when the information is received late or way past the reported month, it is no longer constructive information, and simply becomes part of the file."

"3. The department does not receive detailed information on vehicle replacement charges..... there is no detail attached. When we needed to replace a vehicle, it was difficult to determine the amount available in that vehicle's replacement account. The lack of access to this information makes it difficult to plan for vehicles to be replaced according to the replacement schedule. 4. The reports would be more useful if they were organized by vehicle....."

"The report is too large and confusing. It is very difficult to sort the volumes of pages to decipher the charges. The report needs to be reformatted into a more concise, user-friendly format."

"The department did not receive complete reports, or any reports for some months of FY 02. Our efforts to obtain this information from Public Works were not successful. Some months we received the summary sheet only."

There were contradictory responses about the report size because detailed reports were sent only to major user departments and summary reports were sent to other departments. Complete and accurate cost information should be timely made available to departments so that vehicle costs can be monitored efficiently.

Recommendation 8 for Public Works:

- 8.1 EMD should distribute the cost reports no more than twelve working days after the end of each month and distribute a vehicle replacement schedule to user departments annually.
- 8.2 EMD should reduce the report size for some user departments. We suggest that the reports include all related cost items including fuel cost and replacement cost, summarized by vehicle numbers and divisions. An existing report set up in the system titled "Actual Costs Report" contains this information. This report, instead of the current cost reports, should be sent to the user departments.
- 8.3 EMD should give designated employees from each user department query and print capabilities to access the vehicle maintenance details.
- 8.4 EMD should incorporate budget codes into the Actual Costs Report if it is practical. Otherwise electronically send a conversion table to report recipients.

City Manager's Response

- 8.1 *Completed. EMD currently sends the monthly billing summary to all user departments. Departments generally receive the billing summary by the third week of the following month.*
- 8.2 *Completed. EMD re-designed the monthly Fleet Billing Summary page to include a list of vehicles by division, billing account code, maintenance and fuel charges total for the month, replacement contributions by vehicle and radio charges for the month. This new format was sent for the February billing.*
- 8.3 *EMD has already begun the process of giving department contacts Fleet online access in HTE, so departments can access Fleet costs and information as needed. EMD expects to have all designated departmental contacts set up for online Fleet access by June 30, 2003.*
- 8.4 *Completed. Budget codes were incorporated into the February Fleet Billing Summary page.*

Finding 9: Information in A.R. 7.1 (formerly A.R. 6.1) "Use of Fleet Vehicles" is not accurate.

Some of the information in A.R. 7.1 posted on iCobWEB is inaccurate. For example:

- References continue to point to A.R. 6.1.
- Vehicle dispatchers in Public Works no longer use the "Register for Use of Vehicle" form. Check-in and check-out times are now entered directly into the Fleet Management module.
- Public Works personnel who are in charge of dispatching pool vehicles are located at the Corporation Yard, not on the 4th floor, 2180 Milvia Street.
- Pool vehicles should be returned to the Corporation Yard, not the Center Street Garage Level Four High.
- A gas card is issued for outside fuel purchase, not a City credit card.

- The words “auto allowance” is ambiguous suggesting a flat allowance. They should be changed to “mileage reimbursement” for clarity purpose.
- The zone rates are different from the actual zone rates charged to employees:

Zone #	Rates on A.R. 7.1	Actual Rates Used
Zone 1	\$58	\$12
Zone 2	\$116	\$25
Zone 3	\$174	\$35
Zone 4	\$232	\$45
Outside of Zone 4	\$290	\$45 plus 27 cents per mile beyond

In addition, some City employees are still using the old version of the take-home request forms. During the audit we noted that two different versions were being used.

Recommendation 9 for City Manager and Public Works:

The City Manager’s Office in conjunction with Public Works should update A.R. 7.1 posted on iCobWEB to reflect the most current approved policies and procedures. Also, all City employees should be instructed to use the most updated forms published with the approved A.R. 7.1.

City Manager’s Response

Agree. Public Works will work with the City Manager’s Office to update A.R. 7.1 to reflect the most current approved policies and procedures by June 30, 2003.

Finding 10.1: The “Procedure for Checking Out a Pool Car” in A.R. 7.1 is ambiguous, allowing employees to check out pool vehicles repeatedly after an initial one-time authorization.

An employee who does not have an assigned vehicle and who needs a vehicle to perform an occasional City task should submit the “Permission to Drive a City Fleet Sedan, Station Wagon or Van” form each time a vehicle is checked out. This is not being done.

Accordingly to A.R. 7.1, employees periodically checking out pool vehicles are only required to have a “Permission to Drive a City Fleet Sedan, Station Wagon or Van” on file. The dispatcher does not ask for the approved “Permission to Drive a City Fleet Sedan, Station Wagon or Van” form from the requestor if he recognizes the requestor or he thinks the requestor has driven a City vehicle before.

A one-time completion of this form should only be allowed for an employee who has an assigned vehicle and who checks out a pool vehicle because his or her assigned vehicle is temporarily out of service for mechanical or maintenance reasons. Because of this ambiguity of the A.R., all employees, even occasional pool vehicle users, are allowed to check out pool vehicles repeatedly after the initial authorization allowing potential unauthorized use or abuse of pool vehicles.

Recommendation 10.1 for City Manager and Public Works:

A.R. 7.1 should be revised to require an employee who does not have an assigned vehicle to submit an approved "Permission to Drive a City Fleet Sedan, Station Wagon or Van" form each time a pool vehicle is checked out. The dispatcher should always ask for an approved "Permission to Drive a City Fleet Sedan, Station Wagon, or Van" from an occasional driver who checks out a pool vehicle. The completed form should be kept at EMD as a permanent record and a copy forwarded to the Department Director.

City Manager's Response

10.1 Concur. Employees who check out pool vehicles occasionally should complete the proper authorization form as prescribed by the A.R. They should indicate on the form the reasons and period of time that they need the vehicle. Once that initial period expires and if the employees need to check out pool vehicles again for the same business reasons, the employee should complete a new form, developed by Public Works to prove reauthorization instead of resubmitting the authorization form. This procedure will be incorporated into the A.R. by June 30, 2003.

Public Works will develop the new form by June 30, 2003. Only supervisor's signature will be required on this form.

Finding 10.2: Pool vehicle checkout information was input incorrectly into the Fleet Management module.

The names of employees who checked out pool vehicles were not always entered properly into the module. The auditor reviewed information input in the module over a two-month period and noted that in one case, a department's name instead of an employee's name was input. In another two cases, only the employees' first names were input. This makes it difficult to identify who had driven the vehicles.

Information input into the system should be complete and accurate. According to the main dispatcher, these cases occurred in his absence when a backup performed his duties. Complete and accurate information input into the system substantiates authorization and allows for ease of tracking.

Recommendation 10.2 for Public Works:

The backup dispatcher should be trained to input information properly into the system. Management should reiterate the importance of inputting complete and accurate information into the system.

City Manager's Response

10.2 Completed on November 1, 2002. Memo and procedure was issued by EMD to all Equipment Maintenance supervisors and acting supervisors on the correct procedure for inputting pool vehicle information into the Fleet Management module.

Finding 11: Employees at the Fire and Police Departments did not complete a “Clearance to Drive/Operate an Emergency Vehicle, Truck or Maintenance Equipment” form as required by A.R. 7.1.

The auditor selected a sample of 19 personnel files, from Human Resources, of employees who are currently operating a City vehicle. Out of the 19 files, only one authorization form dated 1987 could be found. The auditor was not able to locate most of these forms at EMD either. According to an EMD supervisor, most of the authorization forms submitted to EMD prior to 1997 were lost. In addition, both the Fire and Police Department indicated that their employees did not complete an authorization form prior to operating an emergency vehicle.

A.R. 7.1 requires a City employee who operates an emergency or maintenance vehicle to obtain prior authorization via the “Clearance to Drive/Operate an Emergency Vehicle, Truck or Maintenance Equipment” form. According to the A.R., the purpose of the form is to have the employee certify that he or she:

- Will learn and follow the Departmental rules and regulations for the use of the vehicle.
- Understands that unsafe operation and/or abuse of City-owned equipment may provoke suspension of use of the vehicle.
- Understands that abuse may lead to serious disciplinary action against him or her up to and including termination.
- Understands that any special licenses required for operating the vehicle must be secured by him or her at his or her expense.

This form serves as evidence of City authorization and helps to protect the City against liability resulting from unauthorized vehicle use. It places the burden of acquiring a valid license on the employees. It also notifies the employees that abuse or unsafe operation of City-owned vehicles will not be tolerated.

In addition, A.R. 7.1 does not require periodic renewal or reauthorization of the “Clearance to Drive/Operate an Emergency Vehicle, Truck or Maintenance Equipment” and “Permission to Drive a City Fleet Sedan, Station Wagon or Van” forms.

Recommendation 11 for Public Works, Fire, Police and Human Resources:

- 11.1 The “Clearance to Drive/Operate an Emergency Vehicle, Truck or Maintenance Equipment” and the “Permission to Drive a City Fleet Sedan, Station Wagon or Van” forms should be completed and maintained in the employees’ files in the division and in Human Resources as prescribed by the A.R. To ensure these forms are properly filed, Human Resource should add the relevant authorization form to the personnel file checklist if the employee is required to operate a City vehicle by his or her job classification.
- 11.2 The existing Fire and Police employees who are currently operating a City vehicle should complete the appropriate authorization forms as prescribed by A.R. 7.1.
- 11.3 On a going forward basis, the Fire and Police Department should incorporate the authorization process into the training program provided to public safety new hires. The trainer should be responsible for collecting the completed authorization forms and forwarding them to Human Resources for filing.
- 11.4 The permission to drive a City vehicle, except for Fire and Police employees, should be

reauthorized annually based on review of employees' driving records. The process can be incorporated into the annual performance evaluation.

11.5 A.R. 7.1 should be updated to reflect these changes.

City Manager's Response

11.1 *Agree. Human Resources and departments will implement the recommended procedures on a going forward basis.*

11.2 and 11.3

The Fire Department basically agrees with the recommendations in the audit report. The finding noted that Fire and Police have their own procedures on assigning fleet vehicles. Authorizations are given verbally by supervisors at the Fire Department. "Clearance to Drive/Operate an Emergency Vehicle, Truck or Maintenance Equipment" form is not used. This is true, since all sworn fire personnel must be cleared to drive and undergo driver training in the recruit academy an internal driver clearance procedure has been utilized. The Fire Department will change its procedures to be consistent with A.R. 7.1. The "Clearance to Drive/Operate an Emergency Vehicle, Truck or Maintenance Equipment" form for all sworn fire employees will be completed by June 30, 2003. The Police Department will also incorporate the authorization process into their training program as recommended. The existing employees will complete the required forms by June 30, 2003.

11.4 *The reevaluation will be performed annually based on the job description as determined by the City Manager's Office.*

11.5 *Public Works will update A.R. 7.1 to reflect new recommended procedures by June 30, 2003.*

Finding 12: EMD assigned vehicle parking information is inaccurate.

Out of 29 vehicles selected, 23 vehicles were located in the designated areas documented in EMD's records. On August 30, 2002, the auditor performed a physical inventory of vehicles, from three departments, that were designated to be parked on the 4th and top floor of the Center Street Garage after normal work hours. The test work began prior to 7:00a.m. to ensure that no vehicles were checked out before the auditor arrived. The purpose of this test was to ensure that employees were not taking city vehicles home overnight without authorization. Six vehicles were not at the Center Street Garage location due to the following reasons:

- Three vehicles were in the shop for repair.
- Two vehicles were designated to be parked in other places; therefore our parking information obtained from EMD was incorrect.
- One vehicle was reassigned and taken home without prior authorization. The employee was hired in 2001 and has been taking the vehicle home since September 2001. According to this employee, he was never informed of the City's fleet policies.

Some vehicles were parked on the other levels of the Center Street Garage even though they are required to be parked on the 4th level and up, making it more difficult to locate the vehicles.

If EMD's records are inaccurate and the City continues to not have written procedures in place requiring vehicles to be parked in designated areas, the ability to detect when vehicle use is being abused is significantly decreased.

Recommendation 12 for City Manager and Public Works:

- 12.1 EMD should update the parking information to reflect the overnight parking areas for all City vehicles.
- 12.2 Each department should direct employees to park only in designated parking areas after regular business hours.
- 12.3 The City should assign one over-night parking spot to each vehicle whenever it is feasible.
- 12.4 EMD should perform periodic surprise checks and the outcome should be reported to the violator's Department Director to discourage potential misuse after regular business hours.
- 12.5 The City Manager should inform City employees that surprise checks are in place and disciplinary actions will be enforced for policy violation.
- 12.6 Written procedure should be developed requiring assigned vehicles to be parked in designated areas after regular business hours. These procedures should be included in A.R. 7.1.

City Manager's Response

- 12.1 *EMD will send vehicle parking location lists to departments annually for confirmation and update beginning July 1, 2003.*
- 12.2 and 12.3
The City Manager will issue a memo to remind employees to park their vehicles at designated parking areas after regular business hours by June 30, 2003.
- 12.4 and 12.5
The City Manager with support from Public Works will perform vehicle surprise checks.
- 12.6 *Public Works will update A.R. 7.1 to reflect City policies on overnight parking.*

Finding 13: Eight City vehicles were not registered with the Department of Motor Vehicles (DMV).

Eight City vehicles did not have a license plate. According to EMD, the vendors failed to register the vehicles with the DMV. One of the vehicles is a 2001 passenger van belonging to the Police Department, which had been operated without a license plate since acquisition. In response to the audit, EMD registered the eight vehicles in October 2002.

Furthermore, the license plate numbers of 26 vehicles (20 Police and 6 Public Works) were not input into the City's Fleet Management module.

The display of a license plate constitutes prima facie evidence that the vehicle is currently registered. California Vehicle Code Section 4000 dictates in the registration of a moving vehicle: "(1) No person shall drive, move, or leave standing upon a highway, or in an offstreet public parking facility, any motor vehicle, trailer, semitrailer, pole or pipe dolly, or logging dolly, unless it is registered and the appropriate fees have been paid under this code or registered under the permanent trailer

identification program,”; and the consequence of violating this Code is stated in Section 42001.8: “Every person convicted of an infraction for a violation of Section 4000 shall be punished by a fine of not less than fifty dollars (\$50) and not more than two hundred fifty dollars (\$250).”

Recommendation 13 for Public Works:

EMD should make the appropriate arrangement to ensure that registration is made timely. Once a license plate is received, it should be delivered to the user department immediately and the number should be input into the system. If a license plate is lost, a replacement should be obtained from the DMV immediately.

City Manager’s Response

13 *Agree. EMD has modified procedures to have the dealership or vendor who supplies the vehicle register the vehicle upon delivery.*

VII. CONCLUSION

This audit focused on the audit findings and recommendations that were addressed in the 1994 audit. In some areas, the City’s fleet management practices have been improved since the last audit. A new system has been integrated with Fund\$ to monitor vehicle costs and usages. One hundred percent of vehicle costs are billed to departments based on system generated invoices. Vehicle classifications in the Fleet Management modules are now consistent with the A.R. classifications. Criteria have been incorporated in the A.R. that governs vehicle use. Standard vehicle cost reports have been developed. All pool vehicle keys are properly secured at the Corp Yard.

The fleet size, however, has not been reduced. The number of take-home vehicles has grown back to the same level as eight years ago. The monthly vehicle reimbursement rates used in 1994 are still being used today. The City continues to lack a systematic process for determining the most appropriate size and composition of its fleet. The vehicle cost reports are not distributed timely and do not contain information needed by the departments. Some information in A.R. 7.1 that governs vehicle use is inaccurate and ambiguous. The trail of authorization for vehicle use is not documented. Although we did not find deliberate misuse of City vehicles, there is a lack of procedures on management’s part to discourage misuse. Improvements are needed in areas such as:

- Determining the appropriate charges for take-home vehicles.
- Establishing standard benchmarks and procedures for monitoring fleet size and usage.
- Correctly charging employees and reporting income for take-home usage.
- Fully utilizing the EPN Program as a monitoring tool.
- Including needed information in the vehicle cost reports and distributing the reports timely.
- Reiterating the importance of continuous account monitoring of vehicle costs.
- Publishing an accurate A.R. that is accessible to all employees.
- Clarifying procedures on dispatching pool vehicles.
- Obtaining vehicle license plates in a timely manner.
- Developing procedures to discourage unauthorized vehicle use.

During a recent fleet audit conducted at the City of San Jose, for each request to replace a vehicle, departments were asked to evaluate how City service would be impacted if the vehicle was not replaced. Many departments voluntarily gave up their requests to replace their vehicles after they concluded that City services would not be impacted. A number of vehicle requests were eliminated which resulted in substantial savings.

With the current economic downturn and budget constraints, the City should make a concerted effort to evaluate whether resources allocated to the City fleet have been utilized effectively to achieve an optimal level of service to the community.

**1994 Fleet Vehicle Management Review
Summary of Findings and Recommendations**

Finding & Recommendation	Status of Recommendation as of 8/31/02
<p>Finding A. Vehicle requirements for transporting the City’s work force are not supported by workload analysis or usage.</p> <p>A1. The City does not have a systematic process for determining the most appropriate size and composition of its fleet .</p> <p>A2. City vehicle classification (type) and assignment policy have not been incorporated into fleet vehicle management practice.</p> <p>A3 Systems to monitor utilization of the City’s vehicle fleet are fragmented.</p> <p>A4 City efforts to reduce the size of the fleet have been unsuccessful.</p> <p>Recommendations</p> <p>A1. The City should establish criteria for determining the need for each vehicle in the fleet.</p> <p>A2. The City should establish consistent vehicle descriptions and classifications.</p> <p>A3a. The City should develop reports to monitor utilization of assigned and pool vehicles.</p> <p>A3b. The City should develop criteria which will allow vehicle utilization monitoring.</p> <p>A4. Establish direct link between number of assigned vehicles and department's authorized vehicle budget.</p>	<p style="background-color: #cccccc;"> </p> <p style="background-color: #cccccc;"> </p> <p style="background-color: #cccccc;"> </p> <p style="background-color: #cccccc;"> </p> <p>Implemented. The A.R. clearly stipulates criteria for City vehicles use.</p> <p>Implemented. The vehicle classifications in the Fleet Management module are consistent with the classifications stated in A.R. 7.1 (formerly A.R. 6.1).</p> <p>Partially Implemented. Standard reports have been developed. However, based on a survey completed by the auditor, some departments indicated that the reports either are not timely distributed or do not contained useful data to facilitate meaningful use.</p> <p>Implemented. A.R. 7.1 stipulates that usage less than 1,000 miles annually warrants an auto allowance.</p> <p>Not Implemented. There is no direct link between number of assigned vehicles and department's authorized vehicle budget. (See Recommendation 2.1.)</p>
<p>Finding B City pool vehicles are not adequately controlled, user departments have not been charged for their use and utilization has not been monitored.</p> <p>B1. Pool cars are routinely used without authorization.</p> <p>B2. Public Works has not billed Departments for Pool use since August 1993.</p> <p>B3. Utilization of pool vehicles is not reviewed.</p>	<p style="background-color: #cccccc;"> </p> <p style="background-color: #cccccc;"> </p> <p style="background-color: #cccccc;"> </p> <p style="background-color: #cccccc;"> </p>

**1994 Fleet Vehicle Management Review
Summary of Findings and Recommendations**

<p><u>Recommendations</u></p> <p>B1. Responsibility for pool vehicle check-out should be formally assigned.</p> <p>B2. All pool vehicle keys should be secured.</p> <p>B3. Disciplinary action for employees who use City vehicle without authorization.</p>	<p>Partially Implemented. Pool vehicle operation has been moved to the Corp Yard. Check-in and check-out information is directly entered into the Fleet Management module. However, the dispatcher does not always ask for written authorization from the requestor. The backup person does not always enter check-out information properly into the module. (See Finding 10.2.)</p> <p>Implemented. All pool vehicle keys are locked in a wall cabinet at the Corp Yard.</p> <p>Not Implemented. There is no procedure to detect vehicle misuse. (See Finding 12.)</p>
<p>B4. Public Works should review pool vehicle utilization and determine pool size.</p> <p>B5. Public Works should bill departments for use of pool vehicles.</p>	<p>Not Implemented. There is no standard benchmark for monitoring vehicle utilization. The City's fleet size increased from 513 vehicles in 1994 to 531 vehicles in 2002. (See Finding 2.)</p> <p>Implemented. Public Works utilizes the integrated Fleet Management module to bill 100% of incurred costs to departments.</p>
<p>Finding C The City has not formally documented those employees whose job duties require them to take home an assigned fleet vehicle.</p> <ul style="list-style-type: none"> · There is no objective criteria to support approval for the use of a City vehicles between home and work. · The Fleet Manager does not maintain a listing of all individuals authorized to take a City vehicle home. <p><u>Recommendation</u></p> <p>C. The City should establish a clear and consistent Citywide policy for justifying City vehicle use between home and work.</p>	<div style="background-color: #cccccc; height: 150px; width: 100%;"></div> <p>Implemented. The policy is clear. It is, however, up to the management's discretion to approve take-home use. The effort to limit take-home privilege seems to be laxer because the number dropped from 50 to 17 in 1995, and escalated back to 54 as of 10/30/02. (See Finding 2.)</p>

**1994 Fleet Vehicle Management Review
Summary of Findings and Recommendations**

<p>Finding D Charges for personal use of fleet vehicles between home and work do not reflect stated policy or current mileage allowance rates.</p> <p>Recommendation</p> <p>D. A.R. 6.1 Use of fleet vehicles should be revised.</p>	<p>Implemented. The A.R. has been revised to stipulate criteria for vehicle use since the last audit.</p>
<p>Finding E Improvement is needed in charging for "job order number" vehicle costs.</p> <ul style="list-style-type: none"> · Job Order Number vehicles are charged only for the actual fuel and repairs incurred by the vehicle. They do not pay a proportionate share of the cost of maintaining the fleet maintenance activity. · Vehicles initially purchased with non-City funds are not included in the Equipment Replacement Fund. <p>Recommendations</p> <p>E1. All City fleet vehicles should fully participate in supporting fleet maintenance and operations activities.</p> <p>E2. Include all fleet vehicles in the overhead cost allocation for equipment maintenance division.</p> <p>E3. City fleet vehicles that were purchased with non-City funds that will require replacement should be included in the equipment replacement fund.</p>	<p>Implemented. With the new Fleet Management module, 100% of incurred costs are billed to user departments.</p> <p>Implemented. With the new Fleet Management module, 100% of incurred costs including overhead, are billed to user departments.</p> <p>N/A. The Equipment Superintendent indicated that the City currently does not have vehicles that were purchased with non-City funds. With the new system, replacement costs are charged to every vehicles.</p>

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
BLDG. & SAFTEY / PLANNING	TOXICS MANAGEMENT	224	EMERG	1995	HAZ MAT VAN (2298)
BLDG. & SAFTEY / PLANNING	BUILDING & SAFTEY DIV.	418	FLEET	1993	COMPACT SEDAN
BLDG. & SAFTEY / PLANNING	TOXICS MANAGEMENT	450	FLEET	1987	COMPACT SEDAN
BLDG. & SAFTEY / PLANNING	CURRENT PLANNING	463	FLEET	1998	COMPACT SEDAN
BLDG. & SAFTEY / PLANNING	BUILDING & SAFTEY DIV.	464	FLEET	1998	COMPACT SEDAN
BLDG. & SAFTEY / PLANNING	BUILDING & SAFTEY DIV.	465	FLEET	1998	COMPACT SEDAN
BLDG. & SAFTEY / PLANNING	BUILDING & SAFTEY DIV.	480	FLEET	1997	5 PASSENGER WAGON
BLDG. & SAFTEY / PLANNING	BUILDING & SAFTEY DIV.	481	FLEET	1997	5 PASSENGER WAGON
BLDG. & SAFTEY / PLANNING	CURRENT PLANNING	486	FLEET	1998	5 PASSENGER WAGON
BLDG. & SAFTEY / PLANNING	BUILDING & SAFTEY DIV.	4010	FLEET	2001	DAKOTA 4X4
BLDG. & SAFTEY / PLANNING	BUILDING & SAFTEY DIV.	8503	FLEET	2001	STATION WAGON
BLDG. & SAFTEY / PLANNING	BUILDING & SAFTEY DIV.	8504	FLEET	2001	STATION WAGON
BLDG. & SAFTEY / PLANNING	BUILDING & SAFETY DIVISION	8505	FLEET	2002	DAKOTA 4*4
BLDG. & SAFTEY / PLANNING	BUILDING & SAFTEY DIV.	8518	FLEET	2001	SEDAN
BLDG. & SAFTEY / PLANNING Count	14				
CITY CLERKS OFFICE	CITY CLERK / RECORDS	9522	FLEET	2001	SAFARI PASSENGER VAN
CITY CLERKS OFFICE Count	1				
CITY MANAGER	ANIMAL CARE SERVICES	26	EMERG	1991	MINI VAN (ANIMAL CONTROL)
CITY MANAGER	OFFICE OF TRANSPORTATION	408	FLEET	1999	4X4 JEEP
CITY MANAGER	NEIGHBORHOOD SERVICES	430	FLEET	1993	COMPACT SEDAN
CITY MANAGER	CITY MANAGER ADMIN	435	FLEET	1991	COMPACT SEDAN
CITY MANAGER	NEIGHBORHOOD SERVICES	495	FLEET	1991	4X4 JEEP
CITY MANAGER	OFFICE OF TRANSPORTATION	506	FLEET	1984	S-10 BLAZER
CITY MANAGER	ANIMAL CARE SERVICES	640	EMERG	1997	3/4 TON UTILITY TRUCK
CITY MANAGER	ANIMAL CARE SERVICES	641	EMERG	1997	3/4 TON UTILITY TRUCK
CITY MANAGER	NEIGHBORHOOD SERVICES	685	FLEET	1991	4DR COMPACT SEDAN
CITY MANAGER	OFFICE OF TRANSPORTATION	686	FLEET	1991	4 DOOR SEDAN
CITY MANAGER	NEIGHBORHOOD SERVICES	940	FLEET	1991	FULL SIZE 4 DR SEDAN
CITY MANAGER Count	11				
FINANCE	PARKING	13	MAINT	1986	MINI PICKUP W/LIFT
FINANCE	PARKING	286	MAINT	1996	MINI PICKUP W/LIFT
FINANCE	PARKING	321	MAINT	1984	MINI PICKUP W/LIFT
FINANCE	FINANCE CUSTOMER SERVICE	434	FLEET	1991	COMPACT SEDAN
FINANCE	FINANCE ADMIN	436	FLEET	1991	COMPACT SEDAN
FINANCE	PURCHASING	468	FLEET	2000	ELECTRIC MINI PICK UP
FINANCE	FINANCE ADMIN	484	FLEET	1998	5 PASSENGER WAGON
FINANCE	UTILITY BILLING	501	FLEET	1987	S-15 BLAZER
FINANCE	PURCHASING	3015	FLEET	1979	VOLVO
FINANCE Count	9				
FIRE	FIRE PREV/INSP/INVEST	25	EMERG	1990	MINI PICKUP (B.F.D.)
FIRE	OFFICE OF EMERGENCY SERV	498	FLEET	1991	4X4 JEEP
FIRE	FIRE/SUPP/RESCUE/HAZ	902	EMERG	1991	FIRE ENGINE #2 (2242)
FIRE	FIRE/SUPP/RESCUE/HAZ	904	EMERG	1991	FIRE ENGINE #4 (2244)
FIRE	FIRE/SUPP/RESCUE/HAZ	905	EMERG	1991	FIRE ENGINE #5 (2245)
FIRE	FIRE/SUPP/RESCUE/HAZ	908	EMERG	1998	4X4 SPORT UTILITY

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
FIRE	FIRE/SUPP/RESCUE/HAZ	909	EMERG	1990	HAZ MAT VAN (2299) 100' LADDER TRUCK
FIRE	FIRE/SUPP/RESCUE/HAZ	910	EMERG	1997	(2275)
FIRE	FIRE/SUPP/RESCUE/HAZ	911	EMERG	1995	4X4 CAFS UNIT (2255)
FIRE	EMERGENCY MEDICAL SERVICE	913	EMERG	1990	AMBULANCE RESV. (2292)
FIRE	FIRE/SUPP/RESCUE/HAZ	915	EMERG	1968	100' LADDER TRUCK (RES) 100' LADDER TRUCK
FIRE	FIRE/SUPP/RESCUE/HAZ	916	EMERG	1988	(2272)
FIRE	FIRE/SUPP/RESCUE/HAZ	917	EMERG	1995	4X4 CAFS UNIT (2252)
FIRE	EMERGENCY MEDICAL SERVICE	921	EMERG	1994	AMBULANCE (2291)
FIRE	FIRE OPERATIONS	930	EMERG	1993	7 PASSENGER MINI VAN
FIRE	FIRE OPERATIONS	931	EMERG	1993	7 PASSENGER MINI VAN
FIRE	FIRE OPERATIONS	932	EMERG	1993	7 PASSENGER MINI VAN
FIRE	FIRE TRAINING	933	EMERG	1993	7 PASSENGER MINI VAN
FIRE	FIRE PREV/INSP/INVEST	935	EMERG	1989	SEDAN COMPACT SEDAN COMPACT
FIRE	OFFICE OF EMERGENCY SERV	936	EMERG	1989	(2201)
FIRE	FIRE/SUPP/RESCUE/HAZ	937	EMERG	1979	1 TON PICKUP (2288)
FIRE	FIRE/SUPP/RESCUE/HAZ	939	EMERG	1990	4X4 JEEP (2204)
FIRE	FIRE PREV/INSP/INVEST	941	EMERG	1990	MINI PICKUP MPV AMBULANCE
FIRE	EMERGENCY MEDICAL SERVICE	942	EMERG	1996	(2292) MPV AMBULANCE
FIRE	EMERGENCY MEDICAL SERVICE	943	EMERG	1996	(2295)
FIRE	OFFICE OF THE CHIEF	944	EMERG	1998	4 DOOR SEDAN
FIRE	FIRE PREV/INSP/INVEST	945	EMERG	1991	SEDAN COMPACT HYDROSUB PUMP /
FIRE	FIRE/SUPP/RESCUE/HAZ	987	EMERG	1997	TRAILER
FIRE	FIRE/SUPP/RESCUE/HAZ	988	EMERG	1997	FRESH AIR TRAILER
FIRE	EMERGENCY MEDICAL SERVICE	1900	EMERG	1991	AMBULANCE
FIRE	EMERGENCY MEDICAL SERVICE	1901	EMERG	2000	AMBULANCE
FIRE	FIRE PREV/INSP/INVEST	1922	EMERG	2000	JEEP CHEROKEE SE 4WD
FIRE	FIRE OPERATIONS	1923	EMERG	2000	JEEP CHEROKEE SE 4WD
FIRE	FIRE/SUPP/RESCUE/HAZ	1924	EMERG	2000	JEEP CHEROKEE SE 4WD
FIRE	FIRE OPERATIONS	1925	EMERG	2000	JEEP CHEROKEE SE 4WD
FIRE	FIRE OPERATIONS	1926	EMERG	2000	JEEP CHEROKEE SE 4WD
FIRE	FIRE TRAINING	1927	EMERG	2000	JEEP CHEROKEE SE 4WD
FIRE	FIRE OPERATIONS	1928	EMERG	2000	JEEP CHEROKEE SE 4WD
FIRE	FIRE TRAINING	1930	EMERG	1999	12 PASSENGER VAN
FIRE	FIRE/SUPP/RESCUE/HAZ	1941	EMERG	2000	FIRE ENGINE
FIRE	FIRE/SUPP/RESCUE/HAZ	1942	EMERG	2001	FIRE ENGINE
FIRE	FIRE/SUPP/RESCUE/HAZ	1943	EMERG	2001	FIRE ENGINE
FIRE	FIRE/SUPP/RESCUE/HAZ	1944	EMERG	2001	FIRE ENGINE
FIRE	FIRE/SUPP/RESCUE/HAZ	1945	EMERG	2001	FIRE ENGINE
FIRE	FIRE/SUPP/RESCUE/HAZ	1946	EMERG	2001	FIRE ENGINE
FIRE	FIRE/SUPP/RESCUE/HAZ	1947	EMERG	2001	FIRE ENGINE
FIRE Count	46				
HEALTH & HUMAN SERVICES	PORTABLE MEALS	10	MAINT	1986	MINI PICKUP (MEALS)
HEALTH & HUMAN SERVICES	PORTABLE MEALS	11	MAINT	1986	MINI PICKUP (MEALS)

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
HEALTH & HUMAN SERVICES	CAZADERO CAMP	172	MAINT	1978	SCOOTER (CAMPS)
HEALTH & HUMAN SERVICES	W BERKELEY SENIOR CENTER	182	FLEET	1997	15 PASSENGER BUS WC/LIFT
HEALTH & HUMAN SERVICES	S BERKELEY SENIOR CENTER	183	FLEET	1994	11 PASSENGER BUS WC/LIFT
HEALTH & HUMAN SERVICES	PORTABLE MEALS	188	FLEET	1997	CARGO VAN 127.6" WB
HEALTH & HUMAN SERVICES	HEALTH & HUMAN SERVICES	190	FLEET	1995	15 PASSENGER VAN
HEALTH & HUMAN SERVICES	AIDS PROGRAM	191	FLEET	1999	3/4 TON CARGO VAN
HEALTH & HUMAN SERVICES	HEALTH & HUMAN SERVICES	213	FLEET	1976	1 TON FLATBED W BERKELEY SENIOR
HEALTH & HUMAN SERVICES	CENTER	251	FLEET	1988	10 PASSENGER BUS WC/LIFT
HEALTH & HUMAN SERVICES	HEALTH & HUMAN SERVICES	395	MAINT	1983	1 TON FLATBED TRUCK
HEALTH & HUMAN SERVICES	VECTOR CONTROL	406	FLEET	1996	4X4 JEEP
HEALTH & HUMAN SERVICES	HEALTH & HUMAN SERVICES	409	FLEET	1999	4X4 JEEP
HEALTH & HUMAN SERVICES	MOBILE CRISIS	432	FLEET	1991	COMPACT SEDAN
HEALTH & HUMAN SERVICES	MOBILE CRISIS	440	FLEET	1986	COMPACT SEDAN
HEALTH & HUMAN SERVICES	HEALTH & HUMAN SERVICES	457	FLEET	1990	4X4 JEEP (HHS DIR.)
HEALTH & HUMAN SERVICES	MOBILE CRISIS	469	FLEET	1984	COMPACT SEDAN
HEALTH & HUMAN SERVICES	VECTOR CONTROL	478	FLEET	1999	TAURUS WAGON
HEALTH & HUMAN SERVICES	AIDS PROGRAM	479	FLEET	1999	ESCORT SEDAN
HEALTH & HUMAN SERVICES	VECTOR CONTROL	489	FLEET	1999	5 PASSENGER WAGON
HEALTH & HUMAN SERVICES	VECTOR CONTROL	499	FLEET	1999	TAURUS WAGON
HEALTH & HUMAN SERVICES	AB2034	503	FLEET	1984	HOMELESS OUTREACH
HEALTH & HUMAN SERVICES	AB2034	518	FLEET	1984	HOMELESS OUTREACH
HEALTH & HUMAN SERVICES	CAZADERO CAMP	967	FLEET	1976	1 TON CREW CAB PICKUP
HEALTH & HUMAN SERVICES	HOMELESS PROGRAM	989	FLEET	1990	21 PASSENGER BUS W/LIFT
HEALTH & HUMAN SERVICES	MOBILE CRISIS	8001	FLEET	2001	4 DR COMPACT SEDAN
HEALTH & HUMAN SERVICES	AB2034	8002	FLEET	2001	FOCUS WAGON
HEALTH & HUMAN SERVICES	AB2034	8003	FLEET	2001	4 DOOR SEDAN
HEALTH & HUMAN SERVICES	AB2034	8004	FLEET	2001	TAURUS WAGON
HEALTH & HUMAN SERVICES	AB2034	8005	FLEET	2002	FOCUS WAGON
HEALTH & HUMAN SERVICES	N BERKELEY SENIOR CENTER	8184	FLEET	2001	PASSENGER VAN
HEALTH & HUMAN SERVICES	PORTABLE MEALS	8200	FLEET	2001	MAXI VAN
HEALTH & HUMAN SERVICES	MOBILE CRISIS	8488	FLEET	2000	STATION WAGON
HEALTH & HUMAN SERVICES	HOMELESS PROGRAM	8989	FLEET	2002	28 PASSENGER /CNG
HEALTH & HUMAN SERVICES Count 34					
HOUSING / REDEVELOPMENT	HOUSING REHAB	9	MAINT	1992	MINI PICKUP
HOUSING / REDEVELOPMENT	ENERGY PROGRAMS	198	MAINT	1986	7 PASSENGER VAN
HOUSING / REDEVELOPMENT	ENERGY PROGRAMS	199	MAINT	1977	CARGO VAN
HOUSING / REDEVELOPMENT	COMM DEV. SEC.8 HOUSING CODE ENFORCEMENT	422	FLEET	1993	COMPACT SEDAN
HOUSING / REDEVELOPMENT	HOUSING CODE ENFORCEMENT	425	FLEET	1993	COMPACT SEDAN
HOUSING / REDEVELOPMENT	HOUSING CODE ENFORCEMENT	438	FLEET	1991	COMPACT SEDAN
HOUSING / REDEVELOPMENT	HOUSING CODE ENFORCEMENT	439	FLEET	1991	COMPACT SEDAN
HOUSING / REDEVELOPMENT	HOUSING PPMB	487	FLEET	1998	5 PASSENGER WAGON
HOUSING / REDEVELOPMENT	ENERGY PROGRAMS	523	FLEET	1987	S-15 BLAZER
HOUSING / REDEVELOPMENT	HOUSING CODE ENFORCEMENT	9100	FLEET	2002	HONDA CIVIC - CNG

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
HOUSING / REDEVELOPMENT	Count 10				
INFORMATION SYSTEMS	ADMINISTRATION	482	FLEET	1997	5 PASSENGER WAGON
INFORMATION SYSTEMS	Count 1				
LIBRARY	LIBRARY SERVICES	118	MAINT	1992	MINI PICK UP
LIBRARY	LIBRARY SERVICES	128	MAINT	1992	MINI PICKUP
LIBRARY	Count 2				
PARKS & WATERFRONT	PARKS SPRINKLERS	5	MAINT	1991	MINI PICKUP
PARKS & WATERFRONT	PARKS SPRINKLERS	6	MAINT	1991	MINI PICKUP
PARKS & WATERFRONT	MARINA OPERATIONS	7	MAINT	1991	MINI PICKUP
PARKS & WATERFRONT	PARKS/LANDSCAPE	23	MAINT	1990	MINI PICKUP (POOL)
PARKS & WATERFRONT	MARINA OPERATIONS	31	MAINT	2000	MINI PICK UP-ELECTRIC
PARKS & WATERFRONT	PARKS/LANDSCAPE	121	MAINT	1986	CARGO VAN W/LIFTGATE
PARKS & WATERFRONT	MARINA MAINTENANCE	124	MAINT	1986	3/4 TON UTILITY TRUCK
PARKS & WATERFRONT	PARKS/LANDSCAPE	126	MAINT	1988	1 TON UTILITY TRUCK
PARKS & WATERFRONT	PARKS/LANDSCAPE	127	MAINT	1988	1 TON CREW CAB PICKUP
PARKS & WATERFRONT	PARKS/LANDSCAPE	201	MAINT	1986	3/4 TON PICKUP
PARKS & WATERFRONT	MARINA OPERATIONS	206	MAINT	1997	3/4 TON PICKUP
PARKS & WATERFRONT	PARKS/LANDSCAPE	220	MAINT	1986	3/4 TON PICKUP
PARKS & WATERFRONT	PARKS SPRINKLERS	226	MAINT	1998	3/4 TON PICKUP
PARKS & WATERFRONT	YAP PROGRAM	230	FLEET	1990	15 PASSENGER VAN (YOUTH)
PARKS & WATERFRONT	PARKS/LANDSCAPE	236	MAINT	1990	3/4 TON PICKUP
PARKS & WATERFRONT	MARINA MAINTENANCE	239	MAINT	1998	3/4 PICK UP TRUCK
PARKS & WATERFRONT	PARKS/LANDSCAPE	247	MAINT	1996	3/4 TON UTILITY
PARKS & WATERFRONT	PARKS/LANDSCAPE	249	MAINT	1996	3/4 TON UTILITY
PARKS & WATERFRONT	FORESTRY	261	MAINT	1991	FLATBED W/CRANE (3 TON)
PARKS & WATERFRONT	MARINA MAINTENANCE	263	MAINT	1996	3/4 TON UTILITY TRUCK
PARKS & WATERFRONT	MARINA MAINTENANCE	266	MAINT	1994	1 TON PICKUP
PARKS & WATERFRONT	PARKS SPRINKLERS	269	MAINT	1990	1 TON UTILITY TRUCK
PARKS & WATERFRONT	FORESTRY	270	MAINT	1996	1/2 TON PICKUP
PARKS & WATERFRONT	FORESTRY	271	MAINT	1997	1/2 TON PICKUP (XTRA CAB)
PARKS & WATERFRONT	PARKS/LANDSCAPE	275	MAINT	1989	14' FLATBED DUMP TRUCK
PARKS & WATERFRONT	PARKS/LANDSCAPE	287	MAINT	1998	1 TON CREW CAB PICKUP
PARKS & WATERFRONT	PARKS/LANDSCAPE	288	MAINT	1998	1 TON CREW CAB PICKUP
PARKS & WATERFRONT	PARKS/LANDSCAPE	289	MAINT	1998	1 TON CREW CAB PICKUP
PARKS & WATERFRONT	PARKS SPRINKLERS	294	MAINT	1998	3/4 TON PICKUP
PARKS & WATERFRONT	PARKS/LANDSCAPE	295	MAINT	1998	3/4 TON PICKUP
PARKS & WATERFRONT	PARKS/LANDSCAPE	297	MAINT	1998	3/4 TON UTILITY TRUCK
PARKS & WATERFRONT	FORESTRY	303	MAINT	1995	48' TRUCK AERIAL BUCKET
PARKS & WATERFRONT	FORESTRY	313	MAINT	1994	32' AERIAL BUCKET TRUCK
PARKS & WATERFRONT	FORESTRY	322	MAINT	1999	1/2 TON PICK UP EXT CAB
PARKS & WATERFRONT	FORESTRY	339	MAINT	1999	1 TON FLATBED DUMP
PARKS & WATERFRONT	PARKS/LANDSCAPE	462	FLEET	1998	COMPACT SEDAN
PARKS & WATERFRONT	MARINA GARDNERS	707	MAINT	1992	SIDEWALK SWEEPER
PARKS & WATERFRONT	PARKS/LANDSCAPE	719	MAINT	1987	TRACTOR
PARKS & WATERFRONT	PARKS/LANDSCAPE	721	MAINT	1990	4X4 TRACTOR
PARKS & WATERFRONT	PARKS/LANDSCAPE	732	MAINT	1998	48" RIDING MOWER
PARKS & WATERFRONT	PARKS/LANDSCAPE	733	MAINT	1998	48" RIDING MOWER
PARKS & WATERFRONT	PARKS/LANDSCAPE	832	MAINT	1996	RIDING MOWER 4X4

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
PARKS & WATERFRONT	PARKS/LANDSCAPE	833	MAINT	1996	RIDING MOWER 4X4
PARKS & WATERFRONT	MARINA GARDNERS	834	MAINT	1997	RIDING MOWER 4X4
PARKS & WATERFRONT	PARKS/LANDSCAPE	836	MAINT	1999	16' ROTORY 4WD MOWER
PARKS & WATERFRONT	FORESTRY	893	MAINT	1997	BRUSH CHIPPER
PARKS & WATERFRONT	FORESTRY	894	MAINT	1997	BRUSH CHIPPER
PARKS & WATERFRONT	FORESTRY	895	MAINT	1999	BRUSH CHIPPER
PARKS & WATERFRONT	MARINA GARDNERS	1001	MAINT	1999	3/4 TON PICKUP TRUCK
PARKS & WATERFRONT	PARKS SPRINKLERS	3012	MAINT	2001	RAM 2500HD
PARKS & WATERFRONT	MARINA GARDNERS	3016	MAINT	2001	MINI PICKUP
PARKS & WATERFRONT	MARINA MAINTENANCE	3017	MAINT	2001	DAKOTA PICK UP
PARKS & WATERFRONT	PARKS/LANDSCAPE	3125	MAINT	2001	3/4 TON UTILITY TRUCK
PARKS & WATERFRONT	FORESTRY	3219	MAINT	2000	AERIAL BUCKET TRUCK
PARKS & WATERFRONT	PARKS/LANDSCAPE	3220	MAINT	2001	3/4 TON PICKUP
PARKS & WATERFRONT	MARINA GARDNERS	3242	MAINT	2001	F250 XL 3/4 TON PICK UP
PARKS & WATERFRONT	PARKS/LANDSCAPE	3245	MAINT	2001	3/4 TON PICKUP
PARKS & WATERFRONT	FORESTRY	3274	MAINT	2001	CHIPPER TRUCK
PARKS & WATERFRONT	FORESTRY	3275	MAINT	2001	CHIPPER TRUCK
PARKS & WATERFRONT	PARKS SPRINKLERS	3521	FLEET	2000	JEEP CHEROKEE SE 4WD
PARKS & WATERFRONT	PARKS SPRINKLERS	3902	MAINT	2000	DITCH WITCH TRENCHER
PARKS & WATERFRONT	YOUTH SERVICES PROGRAM	8230	FLEET	2000	15 PASSANGER VAN (YAP)
PARKS & WATERFRONT Count	62				
PERSONNEL	PERSONNEL ADMINISTRATION	428	FLEET	1993	COMPACT SEDAN
PERSONNEL Count	1				
POLICE	PATROL	116	EMERG	1995	HOSTAGE/NEGOTIATION VAN
POLICE	CRIME ANALYSIS UNIT	117	EMERG	1995	ID VAN
POLICE	PATROL	120	EMERG	1986	PADDY WAGON (VAN) PRKG ENFORCEMENT
POLICE	PARKING ENFORCEMENT	177	EMERG	1989	SCOOTER
POLICE	POLICE SERVICES	193	EMERG	1995	7 PSNGR.VAN (BOMB SQUAD)
POLICE	COMMUNITY SERVICES	194	EMERG	1985	7 PSNGR.VAN (RANGE VAN)
POLICE	SPECIAL ENFORCEMENT	195	EMERG	1990	CARGO VAN (SEU)
POLICE	SPECIAL ENFORCEMENT	323	EMERG	1984	SEU MINI PICKUP
POLICE	CRIME ANALYSIS UNIT	405	EMERG	1996	4X4 JEEP (CAU)
POLICE	INTERNAL AFFAIRS	416	EMERG	1993	COMPACT SEDAN (P.D.)
POLICE	TRAFFIC	417	EMERG	1993	COMPACT SEDAN (P.D.)
POLICE	DETECTIVE BUREAU	420	EMERG	1993	CMPT.SEDAN (IAB)
POLICE	TRAFFIC	421	EMERG	1993	COMPACT SEDAN (P.D.)
POLICE	PARKING ENFORCEMENT	423	EMERG	1993	COMPACT SEDAN
POLICE	YOUTH SERVICES BUREAU	426	EMERG	1993	CMPT.SEDAN (YSD)
POLICE	PERSONNEL/TRAINING	431	EMERG	1993	COMPACT SEDAN (P&T)
POLICE	PATROL	453	EMERG	1990	PATROL CAR
POLICE	DETECTIVE BUREAU	533	EMERG	1991	POLICE (PROPERTY CRIMES)
POLICE	PATROL	550	EMERG	1993	PATROL CAR (POOL)
POLICE	PATROL	554	EMERG	1993	PATROL CAR (POOL)
POLICE	PATROL	555	EMERG	1993	PATROL CAR (POOL)
POLICE	PATROL	556	EMERG	1993	PATROL CAR (POOL)

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
POLICE	PATROL	557	EMERG	1995	PATROL CAR (POOL)
POLICE	POLICE SERVICES	562	EMERG	1995	PATROL CAR (ROBBERY) PATROL CAR RESERVE (CAU)
POLICE	POLICE RESERVE	563	EMERG	1995	PATROL CAR (POOL)
POLICE	CRIME ANALYSIS UNIT	564	EMERG	1995	PATROL CAR (SGT.)
POLICE	CRIME ANALYSIS UNIT	565	EMERG	1995	PATROL CAR (POOL)
POLICE	PATROL	567	EMERG	1995	PATROL CAR (POOL)
POLICE	PATROL	568	EMERG	1995	PATROL CAR (POOL)
POLICE	PATROL	571	EMERG	1995	PATROL CAR (POOL)
POLICE	PATROL	572	EMERG	1995	PATROL CAR (POOL)
POLICE	PATROL	577	EMERG	1996	PATROL CAR (POOL)
POLICE	PATROL	578	EMERG	1996	PATROL CAR (POOL)
POLICE	PATROL	581	EMERG	1991	PATROL CAR (PROPERTY)
POLICE	SPECIAL ENFORCEMENT	589	EMERG	1987	SEU CAR-TAXI
POLICE	SPECIAL ENFORCEMENT	590	EMERG	1993	PATROL CAR (SEU)
POLICE	PATROL	591	EMERG	1998	POLICE PATROL (BEAT 17) POLICE PATROL CAR (POOL)
POLICE	PATROL	592	EMERG	1999	POLICE PATROL (POOL)
POLICE	PATROL	593	EMERG	1998	POLICE PATROL (POOL)
POLICE	PATROL	594	EMERG	1998	POLICE PATROL (POOL)
POLICE	PATROL	595	EMERG	1998	POLICE PATROL (BEAT 7)
POLICE	PATROL	596	EMERG	1998	POLICE PATROL (BEAT 18)
POLICE	PATROL	597	EMERG	1998	POLICE PATROL (BEAT 6)
POLICE	PATROL	598	EMERG	1998	POLICE PATROL (POOL)
POLICE	PATROL	599	EMERG	1998	POLICE PATROL (BEAT 5)
POLICE	PATROL	600	EMERG	1998	POLICE PATROL (POOL)
POLICE	TRAFFIC	609	EMERG	1991	TRAFFIC MOTORCYCLE
POLICE	PATROL	615	EMERG	1993	PATROL TRAILBIKE
POLICE	PATROL	616	EMERG	1993	PATROL TRAILBIKE
POLICE	PATROL	619	EMERG	1997	PATROL TRAILBIKE
POLICE	PATROL	620	EMERG	1997	PATROL TRAILBIKE
POLICE	PATROL	625	EMERG	1995	PATROL (SEU)
POLICE	PATROL	626	EMERG	1995	PATROL (POOL)
POLICE	PATROL	627	EMERG	1995	PATROL (POOL)
POLICE	PATROL	628	EMERG	1995	PATROL (POOL)
POLICE	PATROL	629	EMERG	1995	PATROL (POOL)
POLICE	PATROL	631	EMERG	1995	TRAFFIC CAR POLICE PATROL CAR (CAU)
POLICE	PATROL	632	EMERG	1995	PATROL CAR (SEU)
POLICE	PATROL	633	EMERG	1995	PATROL CAR (SEU)
POLICE	PATROL	634	EMERG	1995	AWD MINI VAN (WARRANTS)
POLICE	PATROL	635	EMERG	1999	AWD MINI VAN (MARINA)
POLICE	PATROL	636	EMERG	1999	COMM. ENFORCEMENT TRUCK
POLICE	TRAFFIC	638	EMERG	1996	4DR SEDAN (YSD)
POLICE	DETECTIVE BUREAU	650	EMERG	1998	4DR SEDAN (ADMIN.CAPT.)
POLICE	DETECTIVE BUREAU	651	EMERG	1998	4DR SEDAN (PROPERTY)
POLICE	DETECTIVE BUREAU	652	EMERG	1998	4DR SEDAN (PATROL CAPT.)
POLICE	DETECTIVE BUREAU	653	EMERG	1998	4DR SEDAN (SEX CRIMES)
POLICE	DETECTIVE BUREAU	654	EMERG	1998	4DR SEDAN (SEX CRIMES)

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
POLICE	PERSONNEL/TRAINING	655	EMERG	1998	SEDAN (SUPPORT SERV CAPT)
POLICE	PERSONNEL/TRAINING	656	EMERG	1998	4DR SEDAN (DEPUTY CHIEF)
POLICE	PATROL	659	EMERG	1992	PATROL SEDAN - MUSTANG-
POLICE	TRAFFIC	663	EMERG	1992	PATROL SEDAN (TRAFFIC)
POLICE	YOUTH SERVICES BUREAU	671	EMERG	1989	GEO PRIZM (D A R E)
POLICE	CRIME ANALYSIS UNIT	672	EMERG	1998	POLICE SEDAN (CNG)(CAU)
POLICE	CRIME ANALYSIS UNIT	673	EMERG	1998	POLICE SEDAN (CNG)(CAU)
POLICE	CRIME ANALYSIS UNIT	674	EMERG	1998	POLICE (CNG) (TRAFFIC)
POLICE	OFFICE OF THE CHIEF	683	EMERG	1998	POLICE SEDAN (CHIEF)
POLICE	PERSONNEL/TRAINING	687	FLEET	1991	CMPCT SDN.(PATROL LT.) 4DR COMPACT SEDAN (CAU)
POLICE	YOUTH SERVICES BUREAU	688	EMERG	1991	COMPACT SEDAN (P.D.)(CSO)
POLICE	DETECTIVE BUREAU	690	EMERG	1991	4 DR COMPACT SEDAN (CAU)
POLICE	DETECTIVE BUREAU	692	EMERG	1991	
POLICE	SPECIAL ENFORCEMENT	922	EMERG	1987	AMBULANCE (TEMS)
POLICE	TRAFFIC	946	EMERG	1993	DUI TRAILER
POLICE	TRAFFIC	947	EMERG	1990	RADAR SPEED TRAILER
POLICE	COMMUNITY SERVICES	951	EMERG	1986	12 PASS.VAN (BOOSTERS)
POLICE	COMMUNITY SERVICES	953	EMERG	1995	15 PASS.VAN (BOOSTERS)
POLICE	PATROL	957	EMERG	1995	BARRICADE TRAILER
POLICE	PATROL	976	EMERG	1979	MOBILE SUBSTATION
POLICE	PATROL	1500	EMERG	1999	POLICE (PATROL LT.)
POLICE	PATROL	1501	EMERG	1999	POLICE PATROL (BEAT 12)
POLICE	PATROL	1502	EMERG	1999	POLICE PATROL (BEAT 15)
POLICE	PATROL	1503	EMERG	1999	POLICE PATROL (BEAT 13)
POLICE	PATROL	1504	EMERG	1999	POLICE PATROL (BEAT 11)
POLICE	PATROL	1505	EMERG	1999	POLICE PATROL (BEAT 10)
POLICE	PATROL	1506	EMERG	1999	POLICE PATROL (BEAT 9)
POLICE	PATROL	1507	EMERG	1999	POLICE PATROL (BEAT 2)
POLICE	PATROL	1508	EMERG	1999	POLICE PATROL (BEAT 14)
POLICE	PATROL	1509	EMERG	1999	POLICE PATROL (BEAT 4)
POLICE	PATROL	1510	EMERG	2000	POLICE PATROL (BEAT 1)
POLICE	PATROL	1511	EMERG	2000	POLICE PATROL (BEAT 16)
POLICE	PATROL	1512	EMERG	2000	POLICE PATROL (BEAT 3)
POLICE	PATROL	1513	EMERG	2000	POLICE PATROL (BEAT 13)
POLICE	PATROL	1514	EMERG	2000	POLICE PATROL (SGTS.)
POLICE	PATROL	1515	EMERG	2000	POLICE PATROL (SGTS.)
POLICE	PATROL	1516	EMERG	2000	POLICE PATROL (SEU)
POLICE	PATROL	1517	EMERG	2000	POLICE PATROL (SGTS.)
POLICE	PATROL	1518	EMERG	2000	POLICE PATROL (SGTS.)
POLICE	PATROL	1519	EMERG	2000	POLICE PATROL (HNT)
POLICE	PARKING ENFORCEMENT	1550	EMERG	1999	PARKING ENFORCEMENT VEHIC
POLICE	PARKING ENFORCEMENT	1551	EMERG	1999	PARKING ENFORCEMENT VEHIC
POLICE	PARKING ENFORCEMENT	1552	EMERG	1999	PARKING ENFORCEMENT

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
POLICE	PARKING ENFORCEMENT	1553	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1554	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1555	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1556	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1557	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1558	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1559	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1560	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1561	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1562	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1563	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1564	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1565	EMERG	1999	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1566	EMERG	2000	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1567	EMERG	2000	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1568	EMERG	2000	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1569	EMERG	2000	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1570	EMERG	2000	VEHIC PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1571	EMERG	2001	VEH PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1572	EMERG	2001	VEH PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1573	EMERG	2001	VEH PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1574	EMERG	2001	VEH PARKING ENFORCEMENT
POLICE	PARKING ENFORCEMENT	1575	EMERG	2001	VEH PARKING ENFORCEMENT
POLICE	COMMUNITY SERVICES	1598	EMERG	2001	XLT 15 PASS. VAN (PAL)
POLICE	PATROL	1599	EMERG	1989	POLICE BOAT
POLICE	TRAFFIC	1600	EMERG	2000	TRAFFIC MOTORCYCLE
POLICE	TRAFFIC	1601	EMERG	2000	TRAFFIC MOTORCYCLE
POLICE	TRAFFIC	1602	EMERG	2001	TRAFFIC MOTORCYCLE
POLICE	TRAFFIC	1603	EMERG	2001	TRAFFIC MOTORCYCLE
POLICE	TRAFFIC	1604	EMERG	2001	TRAFFIC MOTORCYCLE
POLICE	TRAFFIC	1605	EMERG	2001	TRAFFIC MOTORCYCLE
POLICE	TRAFFIC	1606	EMERG	2001	TRAFFIC MOTORCYCLE

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
POLICE	TRAFFIC	1607	EMERG	2001	TRAFFIC MOTORCYCLE
POLICE	TRAFFIC	1608	EMERG	2000	TRAFFIC MOTORCYCLE
POLICE Count	145				
	STREET LIGHT				
PUBLIC WORKS	MAINTENANCE	3	MAINT	1993	MINI PICKUP
PUBLIC WORKS	STREET MAINTENANCE	4	MAINT	1991	MINI PICKUP
	EQ MAINT TRANSFER				
	STATION	8	MAINT	1991	MINI PICKUP
PUBLIC WORKS	EQUIP MAINT POOL	17	MAINT	1986	MINI PICKUP (POOL)
PUBLIC WORKS	EQUIP MAINT POOL	24	MAINT	1990	MINI PICKUP (POOL)
PUBLIC WORKS	STREET CLEANING	27	MAINT	1997	MINI PICKUP
PUBLIC WORKS	SEWER MAINTENANCE	28	MAINT	1997	MINI PICKUP W/LIFT
PUBLIC WORKS	STREET MAINTENANCE	29	MAINT	1997	MINI PICKUP
PUBLIC WORKS	STREET MAINTENANCE	30	MAINT	1997	MINI PICKUP
PUBLIC WORKS	TRANS/DISP SERVICES	33	MAINT	1996	50' REFUSE TRAILER
PUBLIC WORKS	TRANS/DISP SERVICES	34	MAINT	1996	50' REFUSE TRAILER
PUBLIC WORKS	TRANS/DISP SERVICES	35	MAINT	1995	50' REFUSE TRAILER
PUBLIC WORKS	TRANS/DISP SERVICES	36	MAINT	1995	50' REFUSE TRAILER
PUBLIC WORKS	TRANS/DISP SERVICES	37	MAINT	1995	50' REFUSE TRAILER
PUBLIC WORKS	TRANS/DISP SERVICES	38	MAINT	1995	50' REFUSE TRAILER
PUBLIC WORKS	TRANS/DISP SERVICES	40	MAINT	1988	LONG HAUL TRUCK
PUBLIC WORKS	TRANS/DISP SERVICES	42	MAINT	1988	LONG HAUL TRUCK
PUBLIC WORKS	TRANS/DISP SERVICES	43	MAINT	1991	LONG HAUL TRUCK
PUBLIC WORKS	TRANS/DISP SERVICES	44	MAINT	1991	LONG HAUL TRUCK
PUBLIC WORKS	TRANS/DISP SERVICES	45	MAINT	1996	LONG HAUL TRUCK
PUBLIC WORKS	TRANS/DISP SERVICES	46	MAINT	1996	LONG HAUL TRUCK
PUBLIC WORKS	SEWER MAINTENANCE	130	MAINT	1986	1 TON PICKUP
PUBLIC WORKS	CLEAN CITIES	137	FLEET	1989	UTILITY SCOOTER
PUBLIC WORKS	BUILDING MAINTENANCE	189	MAINT	1998	CARGO VAN
PUBLIC WORKS	ENGINEERING	192	MAINT	1999	1/2 TON CARGO VAN
					3/4 TON PICKUP (SHOP
PUBLIC WORKS	EQUIP MAINT CORP YARD	202	MAINT	1986	TRK)
PUBLIC WORKS	BUILDING MAINTENANCE	204	MAINT	1990	BUILDING MTC (KEY VAN)
	STREET LIGHT				
PUBLIC WORKS	MAINTENANCE	205	MAINT	1987	ELECTRICAL LINE TRUCK
PUBLIC WORKS	TRAFFIC MAINTENANCE	208	MAINT	1987	1/2 TON PICKUP
PUBLIC WORKS	CONT/CART MAINTENANCE	209	MAINT	1985	1/2 TON PICKUP
PUBLIC WORKS	COMMERCIAL COLLECTION	211	MAINT	1990	1/2 TON PICKUP
	STREET LIGHT				
PUBLIC WORKS	MAINTENANCE	216	MAINT	1990	1/2 TON PICKUP
PUBLIC WORKS	BUILDING MAINTENANCE	217	MAINT	1990	1/2 TON PICKUP
	STREET LIGHT				
PUBLIC WORKS	MAINTENANCE	219	MAINT	1986	3/4 TON PICKUP
PUBLIC WORKS	METER REPAIR	221	MAINT	1995	METER REPAIR VAN
PUBLIC WORKS	TRAFFIC SIGNAL MAINT	222	MAINT	1995	MINI CARGO VAN
PUBLIC WORKS	METER REPAIR	223	MAINT	1998	MINI CARGO VAN
PUBLIC WORKS	SEWER MAINTENANCE	225	MAINT	1987	COMPRESSOR TRUCK
PUBLIC WORKS	JANITORIAL SERVICES	227	MAINT	1986	8 PASSENGER VAN
PUBLIC WORKS	SEWER MAINTENANCE	228	MAINT	1987	4 YD. DUMP TRUCK
PUBLIC WORKS	METER REPAIR	232	MAINT	1995	METER REPAIR VAN
PUBLIC WORKS	CLEAN CITIES	233	FLEET	1998	8 PASSENGER VAN
PUBLIC WORKS	SEWER MAINTENANCE	234	MAINT	1987	4 YD. DUMP TRUCK

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
PUBLIC WORKS	STREET LIGHT MAINTENANCE	235	MAINT	1990	3/4 TON PICKUP
PUBLIC WORKS	STREET CLEANING	244	MAINT	1991	1 TON CREW CAB PICKUP
PUBLIC WORKS	ENGINEERING	248	MAINT	1999	3/4 TON PICKUP TRUCK
PUBLIC WORKS	ENG SURVEY	250	MAINT	1984	SURVEY VAN
PUBLIC WORKS	STREET CLEANING	252	MAINT	1990	1/2 TON PICKUP 3/4 TON CNG PICKUP
PUBLIC WORKS	STREET REPAIR	253	MAINT	1997	TRUCK
PUBLIC WORKS	STREET REPAIR	254	MAINT	1990	3/4 TON PICKUP
PUBLIC WORKS	STREET CLEANING	255	MAINT	1991	1 TON CREW CAB PICKUP 3/4 TON CNG PICKUP
PUBLIC WORKS	EQUIP MAINT CORP YARD	256	MAINT	1997	TRUCK
PUBLIC WORKS	STREET REPAIR	257	MAINT	1990	1 TON UTILITY TRUCK
PUBLIC WORKS	EQUIP MAINT CORP YARD	258	MAINT	1986	3/4 TON PICKUP(POOL)
PUBLIC WORKS	STREET REPAIR	259	MAINT	1986	3/4 TON PICKUP
PUBLIC WORKS	SEWER MAINTENANCE	260	MAINT	1983	CAMERA VAN
PUBLIC WORKS	SEWER MAINTENANCE	265	MAINT	1990	5 YD. DUMP TRUCK
PUBLIC WORKS	STREET MAINTENANCE	267	MAINT	1990	5 YD. DUMP TRUCK
PUBLIC WORKS	TRAFFIC MAINTENANCE	268	MAINT	1990	1 TON UTILITY TRUCK
PUBLIC WORKS	STREET MAINTENANCE	272	MAINT	1990	7 YD. DUMP TRUCK
PUBLIC WORKS	BUILDING MAINTENANCE	273	MAINT	1988	1/2 TON PICKUP
PUBLIC WORKS	STREET MAINTENANCE	276	MAINT	1990	7 YD. DUMP TRUCK
PUBLIC WORKS	SEWER MAINTENANCE	277	MAINT	1990	1 TON UTILITY TRUCK
PUBLIC WORKS	SEWER MAINTENANCE	278	MAINT	1990	1 TON UTILITY TRUCK
PUBLIC WORKS	SEWER MAINTENANCE	279	MAINT	1990	1 TON UTILITY TRUCK 3/4 TON CNG PICKUP
PUBLIC WORKS	CONT/CART MAINTENANCE	281	MAINT	1998	TRUCK 3/4 TON CNG PICKUP
PUBLIC WORKS	TRANS/DISP SERVICES	282	MAINT	1998	TRUCK 3/4 TON CNG PICKUP
PUBLIC WORKS	STREET LIGHT MAINTENANCE	283	MAINT	1998	TRUCK 3/4 TON CNG PICKUP
PUBLIC WORKS	TRANS/DISP SERVICES	284	MAINT	1998	TRUCK 3/4 TON CNG PICKUP
PUBLIC WORKS	STREET REPAIR	285	MAINT	1998	TRUCK
PUBLIC WORKS	TRAFFIC MAINTENANCE	291	MAINT	1998	1/2 TON EXT CAB PICKUP
PUBLIC WORKS	TRAFFIC MAINTENANCE	292	MAINT	1998	1/2 TON EXT CAB PICKUP
PUBLIC WORKS	TRAFFIC SIGNAL MAINT	293	MAINT	1998	3/4 TON PICKUP
PUBLIC WORKS	STORM DRAIN MTCE	300	MAINT	1982	VACTOR
PUBLIC WORKS	STREET LIGHT MAINTENANCE	302	MAINT	1995	32' TRUCK AERIAL BUCKET
PUBLIC WORKS	TRAFFIC MAINTENANCE	305	MAINT	1999	STENCIL / PAINT TRUCK
PUBLIC WORKS	TRAFFIC SIGNAL MAINT	310	MAINT	1993	35' AERIAL BUCKET TRUCK
PUBLIC WORKS	STORM DRAIN MTCE	311	MAINT	1997	VACTOR
PUBLIC WORKS	TRAFFIC MAINTENANCE	312	MAINT	1998	3/4 TON PICKUP
PUBLIC WORKS	STREET CLEANING	315	MAINT	1985	4 YD. DUMP TRUCK
PUBLIC WORKS	STORM DRAIN MTCE	316	MAINT	1990	VACTOR
PUBLIC WORKS	CLEAN CITIES	317	MAINT	1996	8 YD. REAR LOADER
PUBLIC WORKS	SEWER MAINTENANCE	318	MAINT	1985	COMPRESSOR TRUCK
PUBLIC WORKS	BUILDING MAINTENANCE	319	MAINT	1990	1 TON UTILITY TRUCK
PUBLIC WORKS	CONT/CART MAINTENANCE	325	MAINT	1994	1/2 TON PICKUP 25 YD. REFUSE REAR
PUBLIC WORKS	RESIDENTIAL COLLECTION	327	MAINT	1989	LOADER

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
PUBLIC WORKS	RESIDENTIAL COLLECTION	328	MAINT	1989	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	329	MAINT	1989	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	CONT/CART MAINTENANCE	330	MAINT	1996	CONTAINER MAINT.TRUCK
PUBLIC WORKS	CONT/CART MAINTENANCE	331	MAINT	1996	CONTAINER MAINT.TRUCK
PUBLIC WORKS	CONT/CART MAINTENANCE	332	MAINT	1999	14 FT FLATBED
PUBLIC WORKS	COMMERCIAL COLLECTION	333	MAINT	1992	18 YD. REFUSE REAR LOADER
PUBLIC WORKS	COMMERCIAL COLLECTION	334	MAINT	1992	18 YD. REFUSE REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	335	MAINT	1989	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	336	MAINT	1989	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	337	MAINT	1989	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	RECYCLE SERVICES	348	MAINT	1986	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	349	MAINT	1986	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	350	MAINT	1994	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	351	MAINT	1994	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	352	MAINT	1994	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	353	MAINT	1994	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	354	MAINT	1994	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	355	MAINT	1994	25 YD. REFUSE REAR LOADER
PUBLIC WORKS	COMMERCIAL COLLECTION	360	MAINT	1991	40 YD. FRONT LOADER
PUBLIC WORKS	COMMERCIAL COLLECTION	362	MAINT	1996	40 YD. FRONT LOADER
PUBLIC WORKS	COMMERCIAL COLLECTION	363	MAINT	1999	40 YD. FRONT LOADER
PUBLIC WORKS	COMMERCIAL COLLECTION	364	MAINT	1991	40 YD. FRONT LOADER
PUBLIC WORKS	COMMERCIAL COLLECTION	366	MAINT	1999	30 YD. FRONT LOADER
PUBLIC WORKS	RECYCLE SERVICES	368	MAINT	1996	RECYCLING SIDE LOADER
PUBLIC WORKS	ROLL OFF CONTAINMENT	369	MAINT	1993	DROP BOX TRUCK
PUBLIC WORKS	ROLL OFF CONTAINMENT	370	MAINT	1993	DROP BOX TRUCK
PUBLIC WORKS	EQ MAINT TRANSFER STATION	388	MAINT	1990	T/S SHOP TRUCK
PUBLIC WORKS	RECYCLE SERVICES	400	FLEET	1995	4X4 JEEP
PUBLIC WORKS	ENGINEERING	401	FLEET	1995	4X4 JEEP
PUBLIC WORKS	SOLID WASTE ADMIN	402	FLEET	1995	4X4 JEEP
PUBLIC WORKS	P.W. ADMIN	403	FLEET	1995	4X4 JEEP
PUBLIC WORKS	ENGINEERING	404	FLEET	1995	4X4 JEEP
PUBLIC WORKS	STREET LIGHT MAINTENANCE	407	FLEET	1998	4X4 JEEP
PUBLIC WORKS	ENG SURVEY	411	FLEET	1999	1/2 TON CARGO VAN
PUBLIC WORKS	CLEAN CITIES	414	FLEET	1999	4 DR COMPACT SEDAN
PUBLIC WORKS	SOLID WASTE ADMIN	415	FLEET	1993	COMPACT SEDAN (SWM)
PUBLIC WORKS	CORP YD MANAGEMENT OFFICE	419	FLEET	1993	COMPACT SEDAN

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
PUBLIC WORKS	COMMUNICATIONS / RADIOS	427	FLEET	1993	COMPACT SEDAN
PUBLIC WORKS	CORP YD MANAGEMENT OFFICE	429	FLEET	1993	COMPACT SEDAN COMPACT SEDAN (FAC MAINT)
PUBLIC WORKS	JANITORIAL SERVICES	441	FLEET	1986	COMPACT SEDAN (POOL)
PUBLIC WORKS	EQUIP MAINT POOL	442	FLEET	1986	COMPACT SEDAN (POOL)
PUBLIC WORKS	COMMUNICATIONS / RADIOS	449	FLEET	1987	COMPACT SEDAN
PUBLIC WORKS	ENGINEERING	456	FLEET	1990	4X4 JEEP
PUBLIC WORKS	ENGINEERING	458	FLEET	1990	4X4 JEEP
PUBLIC WORKS	ENGINEERING	459	FLEET	1990	4X4 JEEP
PUBLIC WORKS	COMMUNICATIONS / RADIOS	485	FLEET	1998	5 PASSENGER WAGON
PUBLIC WORKS	ENGINEERING	492	FLEET	1989	COMPACT SEDAN
PUBLIC WORKS	ENGINEERING	493	FLEET	1989	COMPACT SEDAN
PUBLIC WORKS	EQUIP MAINT CORP YARD	494	FLEET	1989	COMPACT SEDAN (POOL)
PUBLIC WORKS	BUILDING MAINTENANCE CORP YD MANAGEMENT OFFICE	496	FLEET	1991	4X4 JEEP
PUBLIC WORKS	ENGINEERING	497	FLEET	1991	4X4 JEEP
PUBLIC WORKS	ENGINEERING	500	FLEET	1987	S-15 BLAZER
PUBLIC WORKS	JANITORIAL SERVICES	513	FLEET	1984	S-10 BLAZER
PUBLIC WORKS	EQUIP MAINT POOL	682	EMERG	1991	CROWN VIC (POOL)
PUBLIC WORKS	EQUIP MAINT POOL	684	FLEET	1991	COMPACT SEDAN (POOL)
PUBLIC WORKS	EQUIP MAINT POOL	689	FLEET	1991	COMPACT SEDAN (POOL)
PUBLIC WORKS	STREET CLEANING	700	MAINT	1993	STREET SWEEPER
PUBLIC WORKS	STREET CLEANING	701	MAINT	1992	HIGH PRESSURE WASHER
PUBLIC WORKS	STREET CLEANING	704	MAINT	1995	STREET SWEEPER (7 YD)
PUBLIC WORKS	TRANS/DISP SERVICES	708	MAINT	1995	SIDEWALK SWEEPER
PUBLIC WORKS	SEWER MAINTENANCE	709	MAINT	1991	WHEEL LOADER
PUBLIC WORKS	TRANS/DISP SERVICES	710	MAINT	1990	WHEEL LOADER
PUBLIC WORKS	STREET CLEANING	711	MAINT	1985	STREET SWEEPER (7 YD)
PUBLIC WORKS	STREET CLEANING	713	MAINT	1997	STREET SWEEPER (7 YD)
PUBLIC WORKS	TRANS/DISP SERVICES	716	MAINT	1997	WHEEL LOADER
PUBLIC WORKS	STREET REPAIR	717	MAINT	1987	POTHOLE PATCHER
PUBLIC WORKS	STREET REPAIR	718	MAINT	1989	POTHOLE PATCHER
PUBLIC WORKS	STREET MAINTENANCE	720	MAINT	1983	BACKHOE
PUBLIC WORKS	TRANS/DISP SERVICES	729	MAINT	1998	WHEEL LOADER
PUBLIC WORKS	STREET MAINTENANCE	742	MAINT	1997	PORTABLE LIGHT TOWER
PUBLIC WORKS	STREET MAINTENANCE	743	MAINT	1997	PORTABLE LIGHT TOWER
PUBLIC WORKS	STREET CLEANING	835	MAINT	1996	HIGH PRESSURE WASHER
PUBLIC WORKS	EQUIP MAINT POOL	925	FLEET	1987	S-15 BLAZER (POOL) OIL RECYLCING DEPOT MAINT
PUBLIC WORKS	RECYCLE SERVICES	986	MAINT	1000	MAINT
PUBLIC WORKS	EQUIP MAINT POOL	1105	FLEET	1999	7 PASSENGER MINI VAN
PUBLIC WORKS	EQUIP MAINT CORP YARD	1106	FLEET	1999	EXT CAB MINI PICKUP
PUBLIC WORKS	COMMERCIAL COLLECTION	1311	MAINT	2000	1/2 TON EXT CAB PICKUP EXTENDED CAB MINI PICKUP
PUBLIC WORKS	RECYCLE SERVICES	1312	MAINT	2000	PICKUP
PUBLIC WORKS	COMMUNICATIONS / RADIOS	1730	MAINT	1999	MINI CARGO VAN 4X4 JEEP (SUPT. STREETS)
PUBLIC WORKS	SEWER MAINTENANCE	2100	EMERG	2001	STREETS)
PUBLIC WORKS	TRAFFIC MAINTENANCE	2258	EMERG	2001	3/4 TON PICK UP
PUBLIC WORKS	STORM DRAIN MTCE	2259	EMERG	2001	3/4 TON PICK UP
PUBLIC WORKS	SEWER MAINTENANCE	2260	EMERG	2001	3/4 TON XTRA CAB P/U

List of all City Fleet Vehicle as of 8/1/02

APPENDIX 2

Source: Public Works

Department	Division	Vehicle #	TYPE	Year	Description
PUBLIC WORKS	SEWER MAINTENANCE	2311	EMERG	1999	2-3 YD DUMP TRUCK
PUBLIC WORKS	STREET MAINTENANCE	2312	EMERG	1999	3-4 YARD DUMP TRUCK
PUBLIC WORKS	SEWER MAINTENANCE	2314	EMERG	1998	RODDER TRUCK
PUBLIC WORKS	STREET MAINTENANCE	2700	EMERG	2000	ARROW BOARD TRAILER
PUBLIC WORKS	STREET CLEANING	2711	EMERG	2001	STREET SWEEPER (CNG)
PUBLIC WORKS	STREET CLEANING	2712	EMERG	2001	STREET SWEEPER (CNG)
PUBLIC WORKS	METER REPAIR	2900	MAINT	2001	METER REPAIR VAN
PUBLIC WORKS	BUILDING MAINTENANCE	4100	MAINT	2002	3/4 TON UTILITY TRUCK
PUBLIC WORKS	BUILDING MAINTENANCE	4101	MAINT	2001	3/4 TON UTILITY TRUCK
PUBLIC WORKS	TRANS/DISP SERVICES	6000	MAINT	2001	50' REFUSE TRAILER
PUBLIC WORKS	TRANS/DISP SERVICES	6001	MAINT	2001	50' REFUSE TRAILER
PUBLIC WORKS	TRANS/DISP SERVICES	6002	MAINT	2001	50' REFUSE TRAILER
PUBLIC WORKS	TRANS/DISP SERVICES	6040	MAINT	2002	LONG HAUL TRUCK
PUBLIC WORKS	TRANS/DISP SERVICES	6041	MAINT	2002	LONG HAUL TRUCK
PUBLIC WORKS	TRANS/DISP SERVICES	6042	MAINT	2002	LONG HAUL TRUCK
PUBLIC WORKS	COMMERCIAL COLLECTION	6343	MAINT	2000	REFUSE REAR LOADER
PUBLIC WORKS	COMMERCIAL COLLECTION	6344	MAINT	2000	REFUSE REAR LOADER
PUBLIC WORKS	RECYCLE SERVICES	6348	MAINT	2001	25 YARD REAR LOADER
PUBLIC WORKS	RECYCLE SERVICES	6349	MAINT	2001	25 YARD REAR LOADER
PUBLIC WORKS	RESIDENTIAL COLLECTION	6350	MAINT	2002	25 YARD REAR LOADER - CNG
PUBLIC WORKS	RESIDENTIAL COLLECTION	6351	MAINT	2002	25 YARD REAR LOADER - CNG
PUBLIC WORKS	RESIDENTIAL COLLECTION	6352	MAINT	2002	25 YARD REAR LOADER - CNG
PUBLIC WORKS	RESIDENTIAL COLLECTION	6353	MAINT	2002	25 YARD REAR LOADER - CNG
PUBLIC WORKS	P.W. ADMIN	9001	FLEET	2001	RAM 2500HD QUAD CAB
PUBLIC WORKS	EQUIP MAINT CORP YARD	9010	FLEET	1997	ELECTRIC 4 DR SEDAN
PUBLIC WORKS Count	194				
RENT BOARD	RENT STABILIZATION BOARD	448	FLEET	1987	COMPACT SEDAN
RENT BOARD Count	1				
Grand Count	531				