



# Department of Public Works

County of Butte

J. Michael Crump, *Director*  
Shawn H. O'Brien, *Assistant Director*

7 County Center Drive  
Oroville, CA 95965-3397  
(530) 538-7681  
(FAX) 538-7171

July 11, 2011

Hon. Steven J. Howell, Presiding Judge  
c/o Court Administration  
Superior Court of California, County of Butte  
One Court Street  
Oroville, CA 95965



## Re: Grand Jury Response

Dear Honorable Judge Howell:

Below please find my response to the 2010-2011 Grand Jury Report.

## FINDINGS

*F1: Fleet Services is an efficient and competent resource for the County*

Respondent agrees with this Finding.

*F2: Fleet Services currently has no means of enforcing its suggestions made to other departments*

Respondent Agrees with this Finding. Fleet Services has had input in amending the County's Vehicle Usage Policy which was adopted by the Board of Supervisors, but has no enforcement authority.

*F3: There currently is no single department with authority over all of the County vehicles.*

Respondent agrees with this Finding.

*F4: County procedures manuals provide no clear criteria for when a vehicle should be classified as "Surplus" or retired.*

Respondent agrees with this Finding. The County's manual on "The Acquisition, Maintenance and Disposal of County Vehicles" addresses how to surplus a vehicle, but does not provide criteria on when a vehicle should be classified as surplus.

*F5: There is no mechanism for adequate centralized record keeping for County vehicles.*

Respondent partially disagrees with this Finding. Fleet Services currently maintains all Maintenance, Smog, and Repair records for vehicles that are brought to the County's shop. Fleet Services lacks the ability to adequately obtain current vehicle condition, mileage and usage

information regarding various department's vehicles and often isn't aware if the vehicle has been transferred or surplused until after the fact.

*F6: There is no procedure outlining the transfer of vehicles between departments.*

Respondent partially disagrees with this Finding. The County's manual on "The Acquisition, Maintenance and Disposal of County Vehicles" addresses how to Transfer a vehicle, but this document is outdated, cumbersome, and not very clear. For example, the manual recommends surplused vehicles be taken to Public Works but does not require it. Often times Fleet Services has no idea that a vehicle has been transferred or surplused. In addition, departments are able to take vehicles out of Surplus that are typically put there due to excessive repair costs or safety issues.

### **RECOMMENDATIONS**

*R1: Develop a plan for more effective management of the County's vehicles, which includes an explicit evaluation of consolidation and/or centralization of this function under the authority of a single department. The plan should address allocation, maintenance, retirement, and replacement of County vehicles. Provide a deadline for implementation of this plan.*

This recommendation requires further analysis. Respondent recommends that the County establish an Ad Hoc committee to evaluate the challenges and benefits of centralizing the County's vehicle fleet and report back to the Board of Supervisors by February 1, 2012.

*R2: Amend the appropriate policy or procedure manual to provide clear criteria dictating when a vehicle should be designated "Surplus" or retired.*

This recommendation has not been implemented. Respondent recommends that this proposed amended policy be included as a work element in the proposed Ad Hoc committee referenced in R1 above and reported back to the Board by February 1, 2012.

*R3: Amend the appropriate policy or procedure manual to provide an efficient means of transferring a vehicle between departments.*

This recommendation has not been implemented. Respondent recommends that this proposed amended policy be included as a work element in the proposed Ad Hoc committee referenced in R1 above and reported back to the Board by February 1, 2012.

Sincerely,



Al Upton  
Fleet Services Manager

cc: Butte County Board of Supervisors  
Director of Public Works