



**County of Ventura
GENERAL SERVICES AGENCY
MEMORANDUM
Administrative Services**

DATE: November 4, 2013

TO: Department Heads

FROM: Paul S. Grossgold, Director

A handwritten signature in black ink, appearing to be "P. Grossgold", is written over the name "Paul S. Grossgold, Director".

SUBJECT: Annual Vehicle Validation Report

Annually by November 30th, each department shall revalidate its assigned vehicles based on utilization against established standards. This assessment shall include a determination of whether the Motor Pool can facilitate the reduction of the department's assigned vehicle inventory.

Attached is a report, in Excel format, that lists all vehicles assigned to your department as of June 30, 2013. The vehicles are sorted by class with subtotals by budget unit. You may mark the appropriate boxes and enter text directly in the spreadsheet to avoid printing a hard copy report.

Please review the report and determine whether each vehicle should be retained or relinquished by simply checking the appropriate box. Please be reminded that vehicles should have a minimum of 7,200 miles per year (600 miles per month). Vehicles that do not meet that standard are highlighted in yellow.

GSA has calculated the recommended fleet size within each budget unit for each vehicle class based on fiscal year 2012-13 mileage. In order to retain vehicles that fail to meet the mileage standard you must provide justification in the appropriate column. Examples of exemptions that may be used in the justification are:

- (a) Law enforcement vehicles configured and primarily used in that capacity.
- (b) Work vehicles such as utility trucks that fulfill specific work requirements.
- (c) Mandated vehicles required by grants or that have a dedicated or specialized purpose.
- (d) Vehicles required for immediate/rapid response.
- (e) Vehicles used for frequent but critical low-mileage trips.

In addition, high occupancy vehicles, such as vans, must primarily be used to transport five (5) or more persons. Otherwise they should be replaced with a standard general use compact sedan.

Once the report is completed we request department head approval of (1) the retention or relinquishment of each individual vehicle and (2) the justifications provided

for retention of vehicles that are below the mileage standard. To submit the completed Excel report and authorization electronically, simply e-mail Dennis Scamardo, Fleet Manager at Dennis.Scamardo@ventura.org under the department head's e-mail address and indicate approval of the completed report. Alternatively, the department head may sign this memo below and return a PDF copy along with the completed Excel report under a staff member's e-mail address.

Please return the completed report and authorization to Dennis Scamardo by November 30, 2013.

My signature below indicates that I have reviewed the vehicles assigned to my department and hereby approve (1) the retention or relinquishment of each individual vehicle and (2) the justifications provided for retention of vehicles below the mileage standard, all as noted on the attached report.

Signature

Date

Print Name, Title

Department

Finally, each department shall maintain a list of assigned vehicles that are garaged at a location other than the department's primary facility, which includes the address at which the vehicle is parked. For each such vehicle, please state "yes" in the appropriate box in the report. Please ensure that your department prepares and retains the necessary list for all such vehicles.

If you have any questions, please contact Dennis Scamardo, Fleet Manager, at 672-2041.