

**CITY OF OAKLAND
AGENDA REPORT**

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2008 JUN -5 PM 7:07

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Public Works Agency
DATE: June 11, 2008

RE: Action On A Report Discussing The Process For Addressing Low Usage Vehicles

SUMMARY

This report provides information about the City's utilization of sedans and wagons in the fleet, and provides a solution for addressing continually underutilized vehicles. Staff recommends the removal of an initial 50 underutilized vehicles within the next two months that have been identified as low usage. Staff will target removal of vehicles used by employees located in City Center to ensure that they have access to the City CarShare program if they have been impacted by this fleet reduction. Additionally, ESD staff and the new Fleet Utilization Management Committee will meet to review usage data and make recommendations for additional underutilized vehicles to be removed from the fleet during the following quarter.

FISCAL IMPACTS

The fiscal impact of reducing the fleet by 50 vehicles is summarized below:

ESTIMATED COST SAVINGS BY ELIMINATING 50 UNDERUTILIZED SEDANS		
	Average per vehicle	50 vehicles
Annual O&M	\$ 4,272	\$ 213,600
Annual Fuel (3.82/gal 1200 miles)	\$ 200	\$ 10,000
Subtotal	\$ 4,472	\$ 223,600
Estimated Auction Revenue	900	\$ 45,000
TOTAL ESTIMATED SAVINGS	\$ 5,372	\$ 268,600

These savings may be decreased partially by an increased use in pool vehicle usage and contracted car sharing.

Item # _____
Special Budget Meeting
June 11, 2008

KEY ISSUES AND IMPACTS

The Equipment Services Division (ESD) of the Public Works Agency (PWA) is responsible for “cradle to grave” equipment services, including vehicle and equipment maintenance and repair, governmental and environmental compliance, vehicle and equipment specification development, acquisition and disposal, repair part acquisition, motor pool services, the purchase and management of fuel for City-owned vehicles and equipment, and specialized services such as vehicle wash and outside vehicle/equipment rental.

The ESD currently maintains approximately 1,750 pieces of equipment, of which 45% are autos, 20% are light trucks and vans, and 15% are heavy trucks and construction equipment. The fleet size has continued to decline since its high of 1,830 in FY 2002-03. Figure 1 chart below illustrates the makeup of the fleet.

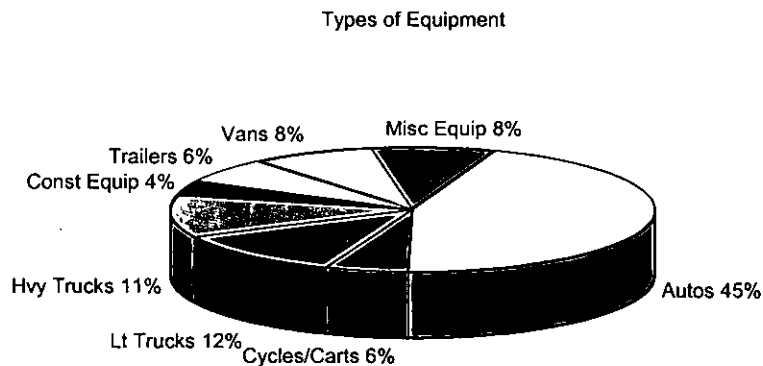


Figure 1

Figure 2 demonstrates the annual fleet size over the past twelve years:

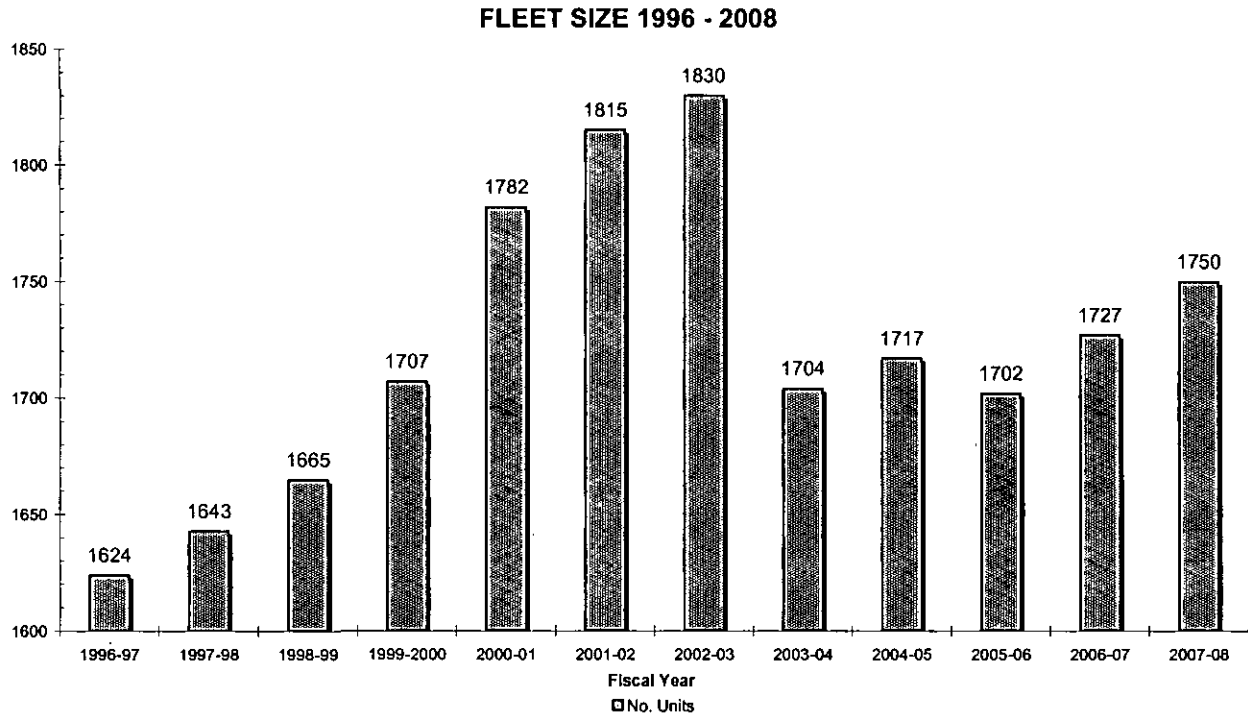


Figure 2

Note: 1,750 includes 20 marked police vehicles that were replaced but held over to accommodate the field training needs of the officers scheduled to graduate from academies in November/December 2008.

The fleet has continued to remain in the low- to mid-1700 range over the last five years. Fleet size has increased slightly in the past two years because of the addition of vehicles purchased either with grant or other program funds to support increased Homeland Security operations, Measure Y problem solving officers, police recruiting, traffic control, and increased PWA heavy paving. The City's fleet is driven approximately 8,800,000 miles per year and has an average age of 9.8 years.

Fleet Reduction

In February 2003, the ESD was directed to work with agencies and departments to reduce the size of the fleet, increase efficiencies and reduce costs. Two hundred vehicles were identified as having low mileage. The City Manager directed agency/department heads to turn in vehicles if they were truly underutilized, or to justify their retention to the Equipment Services Manager. Agencies subsequently turned in 50 vehicles and the various agency/department heads provided justification for retention of 55 vehicles. The City Manager and ESD staff obtained agreement from the Oakland Police Department (OPD) that the remaining 95 vehicles would be rotated to assure full utilization, or would be placed in an interdepartmental pool.

The Equipment Services Division reduced the fleet by an additional 76 vehicles by reducing the number of spare vehicles being kept in reserve. This effort resulted in an 8% reduction in the total fleet. The total number of reductions is summarized below:

FLEET REDUCTIONS IN 2003		
Agency	No. Underutilized Identified	No. Turned In
CEDA	17	8
City Attorney	3	0
Fire Services	12	3
Life Enrichment, Parks	19	3
Information Technology	1	1
Police Department	95	1
Public Works	53	34
Subtotal – underutilized	200	50
PWA Equipment Spares		76
TOTAL REDUCED		126

In October 2006, ESD staff issued another memorandum to agency and department heads requesting either the return or justification for retention for vehicles identified as underutilized. Each agency/department head responded with justification for retention of the vehicles. Because of this impasse, ESD staff has instituted measures to address further reductions.

Attachment A lists the specific vehicles that failed to meet the 400 mile per month threshold for evaluating whether a vehicle is being underutilized. The following list summarizes the sedans and wagons that currently have been identified as underutilized during the first quarter of calendar 2008 (January to March):

Item: _____
Special Budget Meeting
June 11, 2008

Agency	No. of Vehicles/Equipment Assigned	No. of Possibly Underutilized Sedans and Wagons
City Administrator	1	
City Attorney	2	2
Community & Economic Development	105	53
Contracting & Purchasing	1	1
Finance & Management	93	17
Fire	123	2
Human Services	27	13
Library	2	1
Museum	7	2
Parks and Recreation	35	2
Police	625	16
Public Works	729	35
TOTAL	1,750	144

The number of possibly underutilized sedans increased from the reported 62 in the November 2007 report to the Finance and Management Committee to 144 after the Committee's direction to increase the underutilized threshold from 300 miles per month to 400 miles per month.

Staff was further directed to expand participation in the City CarShare program. An advertising program using Oaknet News, Bridges Newsletter, and other media is in the development stages. Staff expects to have the advertising program in place to coincide with the removal of the 50 vehicles from agency/department assignment to ensure that affected employees are aware that they can and are expected to use City Carshare for their vehicle needs.

Fleet Utilization Management Policy

The Equipment Division provides reliable, efficient vehicles/equipment and services to its customers (user agencies/departments) and strives to contain costs and use the City's resources efficiently. The division's role in providing customer service to agencies/departments is to advise them regarding what types of equipment are available in the marketplace to meet their functional needs or applications. Each vehicle or piece of equipment added to the fleet has been fully justified for its use and funds have been identified for its operations and maintenance, to cover the debt service if it is leased, or to pay for its purchase and replacement if it is not leased.

Given the division's advisory role, and the full justification for vehicles/equipment by user departments, it can be problematic to remove underutilized vehicles from the fleet without the cooperation of the user agency head, or a directive from the City Administrator. As

demonstrated in past years, ESD and user department staff can reach an impasse when requesting return of an underutilized vehicle for which the user department has already justified its retention. This is the situation the ESD faced in its efforts to further reduce the fleet.

To address this, the ESD developed a policy (*Attachment B*) that created a committee to provide oversight to vehicle utilization. The Fleet Utilization Management Committee (FUMC) is composed of the Directors of Budget, Finance and Management, and Contracting and Purchasing, the Assistant Director of Public Works' Infrastructure and Operations, and the Equipment Services Manager. The committee's role is to review vehicle utilization quarterly, advise agencies/ department of those units that appear to be underutilized, and to recommend retention, reassignment, or disposal of those units that are chronically underutilized.

This form of utilization oversight has worked well for other large cities. In 2005, the City of Philadelphia was able to reduce its fleet by 8% through its Fleet Reduction and Containment Committee. Philadelphia's committee obtained buy-in to reduce the fleet from its elected officials and executive management, and had the authority to make decisions concerning vehicle assignments in a sometimes politically and emotionally charged environment. To mitigate and eliminate negative impacts on service delivery, the City of Philadelphia promoted its existing mileage reimbursement program and created automated vehicle sharing and vehicle allowance programs for employees who were compelled to relinquish their vehicles.

The ESD has replicated this successful program by inaugurating the FUMC and developing the Administrative Instruction on Fleet Utilization Review. In addition, the ESD has expanded its downtown pool of City-owned vehicles and will make City CarShare vehicles available to those who may be impacted by the reduction of underutilized vehicles. These measures will allow staff to remove at least 50 underutilized vehicles from the City's fleet within the next two months without undue disruption to service delivery. Staff and the FUMC will revisit the underutilization issue within the next quarter to determine the effectiveness of the City CarShare and expanded City pool, and to continue assessing the efficiency of the fleet.

RECOMMENDATION AND RATIONALE

Staff has developed and disseminated a policy that will define the criteria for removing an underutilized vehicle from specific agency/department assignment, and the process for appealing such a removal. Staff recommends the initial removal of at least 50 underutilized vehicles from the City's fleet within the next two months. ESD staff, in conjunction with the FUMC, will review usage data over the following quarter to make further refinements to the fleet and to recommend further reductions where necessary.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that Council accept the supplemental report.

Respectfully submitted,



Raul Godinez, II, P.E.
Director, Public Works Agency

Reviewed by:
Bruce Saunders, Assistant Director
Department of Infrastructure & Operations

Prepared by:
Stephanie McCormick, Equipment Services Manager
Equipment Services Division

Attachments: A – Underutilized Sedans and Wagons
B – Administrative Instruction 4304, Fleet Utilization Review

APPROVED AND FORWARDED TO THE
SPECIAL BUDGET MEETING:



Office of the City Administrator

Item: _____
Special Budget Meeting
June 11, 2008

LOW UTILIZATION 3RD QTR 2007-08 (JAN - MAR 2008) <1200 MILES				
Item No.	Vehicle No.	Department	Meter 1	Avg Miles/Month
1	3715	02611: CONTRACT COMPLIANCE UNIT	118	39
2	3076	04111: CITY ATTORNEY-ADMIN	0	0
3	3143	04111: CITY ATTORNEY-ADMIN	0	0
4	3035	08411: REVENUE ADMINISTRATION	0	0
5	3040	08411: REVENUE ADMINISTRATION	239	80
6	3042	08411: REVENUE ADMINISTRATION	786	262
7	3282	08411: REVENUE ADMINISTRATION	0	0
8	3283	08411: REVENUE ADMINISTRATION	0	0
9	3284	08411: REVENUE ADMINISTRATION	0	0
10	3290	08940: PARKING ENFORCEMENT	88	29
11	3298	08940: PARKING ENFORCEMENT	765	255
12	1682	08941: FMA-PARKING ENFORCEMENT	786	262
13	1689	08941: FMA-PARKING ENFORCEMENT	307	102
14	3052	08941: FMA-PARKING ENFORCEMENT	300	100
15	3074	08941: FMA-PARKING ENFORCEMENT	258	86
16	3084	08941: FMA-PARKING ENFORCEMENT	368	123
17	3180	08941: FMA-PARKING ENFORCEMENT	0	0
18	3721	08941: FMA-PARKING ENFORCEMENT	831	277
19	3724	08941: FMA-PARKING ENFORCEMENT	1,125	375
20	1270	101110: OPD - POLICE PLANNING	554	185
21	1271	101110: OPD - POLICE PLANNING	1,075	358
22	1272	101110: OPD - POLICE PLANNING	217	72
23	1273	101110: OPD - POLICE PLANNING	631	210
24	1691	101110: OPD - POLICE PLANNING	550	183
25	1692	101110: OPD - POLICE PLANNING	584	195
26	3053	101110: OPD - POLICE PLANNING	566	189
27	3087	101110: OPD - POLICE PLANNING	668	223
28	3089	101110: OPD - POLICE PLANNING	1,074	358
29	3090	101110: OPD - POLICE PLANNING	959	320
30	3091	101110: OPD - POLICE PLANNING	706	235
31	3092	101110: OPD - POLICE PLANNING	928	309
32	3095	101110: OPD - POLICE PLANNING	725	242
33	3096	101110: OPD - POLICE PLANNING	1,024	341
34	3099	101110: OPD - POLICE PLANNING	1,129	376
35	3197	101110: OPD - POLICE PLANNING	71	24
36	0067	20816: OFD - FIRE-SUPPORT & SERVICES	867	289
37	0075	20816: OFD - FIRE-SUPPORT & SERVICES	1,060	353
38	3165	30231: CEDA-CONST INSP/FIELD SVC	0	0
39	3169	30231: CEDA-CONST INSP/FIELD SVC	400	133
40	3174	30231: CEDA-CONST INSP/FIELD SVC	459	153
41	3186	30231: CEDA-CONST INSP/FIELD SVC	421	140
42	3187	30231: CEDA-CONST INSP/FIELD SVC	0	0
43	3209	30231: CEDA-CONST INSP/FIELD SVC	137	46
44	3807	30231: CEDA-CONST INSP/FIELD SVC	465	155
45	3050	30243: CEDA-TRAFFIC ENGIN/PARKN	210	70
46	3141	30243: CEDA-TRAFFIC ENGIN/PARKN	603	201
47	3157	30243: CEDA-TRAFFIC ENGIN/PARKN	6	2
48	3172	30243: CEDA-TRAFFIC ENGIN/PARKN	236	79
49	3185	30243: CEDA-TRAFFIC ENGIN/PARKN	391	130
50	3206	30243: CEDA-TRAFFIC ENGIN/PARKN	581	194
51	3812	30243: CEDA-TRAFFIC ENGIN/PARKN	1,046	349

Item # _____

Special Budget Meeting

June 11, 2008

Item No.	Vehicle No.	Department	Meter 1	Avg Miles/Month
52	3079	30244: CEDA-SANITARY SEWER DESIGN	509	170
53	3142	30262: CEDA TRAFFIC ENGIN/CONSTR. INSPEC.	0	0
54	3155	30262: CEDA TRAFFIC ENGIN/CONSTR. INSPEC.	330	110
55	3295	30262: CEDA TRAFFIC ENGIN/CONSTR. INSPEC.	55	18
56	3145	30263: CEDA-TRAFFIC MAINTENANCE	370	123
57	3140	30533: PWA-SANITARY SEWER MAINT	0	0
58	3704	30533: PWA-SANITARY SEWER MAINT	1,016	339
59	3075	30534: PWA-STREETS AND SIDEWALKS	1,036	345
60	3147	30534: PWA-STREETS AND SIDEWALKS	498	166
61	3208	30535: PWA-TREE SERVICES	799	266
62	3708	30535: PWA-TREE SERVICES	744	248
63	1690	30541: PWA-EQUIPMENT DIVISION	921	307
64	3054	30541: PWA-EQUIPMENT DIVISION	755	252
65	3055	30541: PWA-EQUIPMENT DIVISION	865	288
66	3058	30541: PWA-EQUIPMENT DIVISION	109	36
67	3104	30541: PWA-EQUIPMENT DIVISION	492	164
68	3105	30541: PWA-EQUIPMENT DIVISION	329	110
69	3118	30541: PWA-EQUIPMENT DIVISION	201	67
70	3123	30541: PWA-EQUIPMENT DIVISION	0	0
71	3152	30541: PWA-EQUIPMENT DIVISION	473	158
72	3159	30541: PWA-EQUIPMENT DIVISION	1,003	334
73	3289	30541: PWA-EQUIPMENT DIVISION	461	154
74	3293	30541: PWA-EQUIPMENT DIVISION	960	320
75	3294	30541: PWA-EQUIPMENT DIVISION	936	312
76	3678	30541: PWA-EQUIPMENT DIVISION	552	184
77	3679	30541: PWA-EQUIPMENT DIVISION	314	105
78	3815	30541: PWA-EQUIPMENT DIVISION	499	166
79	3821	30541: PWA-EQUIPMENT DIVISION	877	292
80	3080	30632: PWA - FACILITIES-CIVIC CENTER	0	0
81	3161	30652: PWA - PARK SERVICES	169	56
82	3707	30652: PWA - PARK SERVICES	653	218
83	3709	30652: PWA - PARK SERVICES	429	143
84	0013	30672: PWA-SANITATION MAINT-KOCB	0	0
85	0073	30672: PWA-SANITATION MAINT-KOCB	1,089	363
86	1683	30672: PWA-SANITATION MAINT-KOCB	913	304
87	3056	30672: PWA-SANITATION MAINT-KOCB	575	192
88	3072	30672: PWA-SANITATION MAINT-KOCB	328	109
89	3703	30672: PWA-SANITATION MAINT-KOCB	0	0
90	3166	30681: PWA-ENVIRON SVC/RECYCLING	342	114
91	3201	30681: PWA-ENVIRON SVC/RECYCLING	198	66
92	3064	46241: OIT RADIO SECTION UNIT	715	238
93	1684	502110: LEA-PARKS & REC ADMIN	0	0
94	3207	502110: LEA-PARKS & REC ADMIN	455	152
95	3702	61121: LIBRARY	0	0
96	3204	62211: MUSEUM SERVICES	0	0
97	3801	62211: MUSEUM SERVICES	417	139
98	3077	75231: HUMAN SVCS-MULTIPURPOSE SENIOR	155	52
99	3078	75231: HUMAN SVCS-MULTIPURPOSE SENIOR	164	55
100	3065	78231: HUMAN SVCS-HEADSTART	107	36
101	3066	78231: HUMAN SVCS-HEADSTART	173	58
102	3071	78231: HUMAN SVCS-HEADSTART	227	76
103	3164	78231: HUMAN SVCS-HEADSTART	0	0

Item No.	Vehicle No.	Department	Meter 1	Avg Miles/Month
104	3281	78231: HUMAN SVCS-HEADSTART	0	0
105	3499	78231: HUMAN SVCS-HEADSTART	0	0
106	3677	78231: HUMAN SVCS-HEADSTART	75	25
107	3680	78231: HUMAN SVCS-HEADSTART	0	0
108	3796	78231: HUMAN SVCS-HEADSTART	320	107
109	3798	78231: HUMAN SVCS-HEADSTART	60	20
110	3712	78241: HUMAN SVCS-YEAR ROUND LUNCH PR	163	54
111	3150	88229: CITY PLANNING-OTHER	77	26
112	3031	88481: CEDA-BUILDING SVC ADMIN	1,046	349
113	3033	88481: CEDA-BUILDING SVC ADMIN	540	180
114	3034	88481: CEDA-BUILDING SVC ADMIN	536	179
115	3036	88481: CEDA-BUILDING SVC ADMIN	153	51
116	3037	88481: CEDA-BUILDING SVC ADMIN	450	150
117	3038	88481: CEDA-BUILDING SVC ADMIN	319	106
118	3039	88481: CEDA-BUILDING SVC ADMIN	598	199
119	3043	88481: CEDA-BUILDING SVC ADMIN	1,121	374
120	3044	88481: CEDA-BUILDING SVC ADMIN	524	175
121	3045	88481: CEDA-BUILDING SVC ADMIN	580	193
122	3046	88481: CEDA-BUILDING SVC ADMIN	1,025	342
123	3047	88481: CEDA-BUILDING SVC ADMIN	184	61
124	3049	88481: CEDA-BUILDING SVC ADMIN	131	44
125	3081	88481: CEDA-BUILDING SVC ADMIN	415	138
126	3082	88481: CEDA-BUILDING SVC ADMIN	738	246
127	3144	88481: CEDA-BUILDING SVC ADMIN	0	0
128	3154	88481: CEDA-BUILDING SVC ADMIN	670	223
129	3160	88481: CEDA-BUILDING SVC ADMIN	485	162
130	3162	88481: CEDA-BUILDING SVC ADMIN	114	38
131	3170	88481: CEDA-BUILDING SVC ADMIN	630	210
132	3175	88481: CEDA-BUILDING SVC ADMIN	245	82
133	3176	88481: CEDA-BUILDING SVC ADMIN	0	0
134	3179	88481: CEDA-BUILDING SVC ADMIN	396	132
135	3181	88481: CEDA-BUILDING SVC ADMIN	164	55
136	3182	88481: CEDA-BUILDING SVC ADMIN	218	73
137	3183	88481: CEDA-BUILDING SVC ADMIN	170	57
138	3214	88481: CEDA-BUILDING SVC ADMIN	637	212
139	3706	88481: CEDA-BUILDING SVC ADMIN	0	0
140	3710	88481: CEDA-BUILDING SVC ADMIN	588	196
141	3808	88481: CEDA-BUILDING SVC ADMIN	332	111
142	3813	88481: CEDA-BUILDING SVC ADMIN	490	163
143	3818	88481: CEDA-BUILDING SVC ADMIN	181	60
144	3819	88481: CEDA-BUILDING SVC ADMIN	244	81

CITY of OAKLAND
ADMINISTRATIVE INSTRUCTION

Subject:	FLEET UTILIZATION	Number:	4304
References:	AI 4402, AI 4403	Effective Date:	February 1, 2008
Supersedes:	NONE	Responsible Agency:	Public Works Agency

I Purpose

To establish a process where underutilized vehicles are identified and disposition recommendations are made in order to maintain peak efficiency of fleet vehicles in user departments; and to identify where the use of Automobiles Rented to the City (please see AI 4403) are most cost effective for routine tasks.

II Policy

The City shall identify the demand for fleet vehicles and assign them based upon actual, demonstrated, compelling need in the conduction of official city business; maximize existing vehicle utilization; minimize the number of fleet assets in the fleet and the capital and operating costs associated with these assets; and ensure fleet assets are accruing usage at a rate that makes their ownership economical.

III Definitions

<u>Term</u>	<u>Definition</u>
FUMC	Fleet Utilization Management Committee - Comprised of Finance and Management Agency Director, Budget Director, Public Works Department of Infrastructure and Operations Assistant Director, Contracting and Purchasing Director, and Equipment Services Manager
Low Utilization Vehicle	A vehicle used less than 4,800 miles annually – 400 miles per month. For equipment where usage is measured by hour, minimum usage shall be 1,800 hours annually or 150 hours per month.

IV Procedures and Guidelines

- A.** The FUMC will meet at least quarterly to review fleet vehicle utilization and make recommendations regarding disposition of underutilized vehicles/equipment.

A low-utilization vehicle is a vehicle used less than 4,800 miles annually – 400 miles per month, or for equipment where usage is measured by hour, minimum usage shall be 1,800 hours annually or 150 hours per month.

For reporting purposes, any vehicle in the fleet less than 12 months will be excluded from the analysis of underutilized vehicles, although usage will be measured for statistical purposes.

At a minimum, the FUMC will review the list of low utilization equipment and make a recommendation to retain, reassign, eliminate, or transfer an asset to the motor pool should the need to increase the motor pool exist. Below is the protocol is to be followed as part of this examination.

B. Responsible Party and Action

Responsible Party	Action
Equipment Services	By September 30 th of each year, will identify vehicles that have low utilization and will forward the lists to the appropriate agencies/departments. For reference purposes, the list will also include those vehicles that have not been identified as low utilization
Agency director/department head	By October 30 th of each year, review each vehicle on the list and decide whether to request retention of the vehicle or release the vehicle. If the agency/department desires to retain the vehicle, the agency/department head must state so in writing, including a justification for its retention. If the department no longer needs the vehicle, it should be turned in to the Equipment Services Manager for disposition. All information from the agencies/departments must be forwarded by October 30 th to the Equipment Services Manager who will review the information for completeness prior to forwarding it

	to the FUMC.
FUMC	By November 30 th of each year, review the justification for retaining vehicles, notify the agency/department head of each decision.
Agency Director/Department Head	Comply with decision of the FUMC or appeal the decision of the FUMC. Appeals should be made in writing within 15 days of notification of the decision of the FUMC and should be sent to the Equipment Services Manager. Appeals will be forwarded to the City Administrator for review and final decision. Copies of the appeals will be provided to members of the UMC for their review.
City Administrator	Review appeal and render final decision.
Equipment Services	Notify agency/department of final decision of the City Administrator.
Agency Director/Department Head	If appeal is not approved, turn vehicle in to the Equipment Services Division within 15 days. A vehicle specifically designated as one to be turned in can be retained if another fleet asset with "comparable value" is substituted for it. The FUMC shall be the final determinant of whether the substituted asset is of "comparable value".
Equipment Services	Responsible for coordinating the final disposition of vehicles the FUMC designates for redeployment.

V Additional Information

This policy applies to all agencies/departments that operate City-owned vehicles and equipment. All City fleet assets fall under the auspices of this policy with the exception of the classes of equipment shown as excluded on *Attachment A*. Major exclusions are marked police field vehicles, fire apparatus, and off-road equipment. Other classes may also be excluded on a case-by-case basis, such as those units held by agencies/departments as reserves or back-up units.

DEBORAH EDGERLY
City Administrator

Attachment (1)

CLASSES OF VEHICLES INCLUDED/EXCLUDED FROM QUARTERLY UTILIZATION ANALYSIS

MAINTENANCE CLASS CODE	DESCRIPTION	INCLUDED/ EXCLUDED FROM UTILIZATION ANALYSIS
0120	ATTACHMENT- GROUNDS-	EXCLUDED
0121	ATTACHMENT- GROUNDS- SPREADERS	EXCLUDED
0122	ATTACHMENT- GROUNDS- AERATORS	EXCLUDED
0123	ATTACHMENT- GROUNDS- SOIL PREP.	EXCLUDED
0126	ATTACHMENT- GROUNDS- MOWERS	EXCLUDED
0132	ATTACHMENT- CONSTRUCTION- BACKHOES	EXCLUDED
0133	ATTACHMENT- CONSTRUCTION- BREAKERS	EXCLUDED
0134	ATTACHMENT- CONSTRUCTION- TAMPERS	EXCLUDED
0139	ATTACHMENT- CONSTRUCTION- OTHER	EXCLUDED
0212	SKID MOUNTED- GENERATOR >101KW	EXCLUDED
0300R	TRAILER - MISC	EXCLUDED
0311	TRAILER MOUNTED- GENERATOR <100KW	EXCLUDED
0314	TRAILER MOUNTED- GENERATOR- LT. P	EXCLUDED
0323	TRAILER MOUNTED- AIR COMPRESS. >1	EXCLUDED
0332	TRAILER MOUNTED- PUMPS- 2'''- 6'''	EXCLUDED
0340	TRAILER MOUNTED- PRESSURE WASHERS	EXCLUDED
0350	TRAILER MOUNTED- PUBLIC UTILITY	EXCLUDED
0383	TRAILER MOUNTED- CONCRETE MIXERS	EXCLUDED
0410	VEH MOUNTED- GENERATOR-	EXCLUDED
0440	VEH MOUNTED- PRESSURE WASHERS-	EXCLUDED
0530	STATIONARY- PUMPS-	EXCLUDED
0600	GROUNDS- -	EXCLUDED
0610	GROUNDS- NON RIDING MOWERS-	EXCLUDED
0620	GROUNDS- SPRAYER-	EXCLUDED
0630	GROUNDS- WOOD CHIPPER-	EXCLUDED
0640	GROUNDS- STUMP GRINDER-	EXCLUDED
0652	GROUNDS- LEAF MACHINES- VACUUM	EXCLUDED
0711	TRAILER- FLAT BED <6000GVW	EXCLUDED
0712	TRAILER- FLAT BED- 6001-10000GVW	EXCLUDED
0713	TRAILER- FLAT BED >10001GVW	EXCLUDED
0722	TRAILER- TILT BED- 6001-10000GVW	EXCLUDED
0723	TRAILER- TILT BED >10001GVW	EXCLUDED
0731	TRAILER- TANK BODY <6000GVW	EXCLUDED
0732	TRAILER- TANK BODY- 6001-10000GV	EXCLUDED
0733	TRAILER- TANK BODY >10001GVW	EXCLUDED
0740	TRAILER- VAN BODY-	EXCLUDED
0741	TRAILER- VAN BODY <6000GVW	EXCLUDED
0742	TRAILER- VAN BODY- 6001-10000GVW	EXCLUDED
0743	TRAILER- VAN BODY >10001GVW	EXCLUDED
0753	TRAILER- DUMP BODY >10001GVW	EXCLUDED
0771	TRAILER- SANITATION <6000GVW	EXCLUDED
0782	TRAILER- BOAT TRAILER- 6001-10000G	EXCLUDED
0783	TRAILER- BOAT TRAILER >10001GVW	EXCLUDED
1112	CYCLES- MOTORCYCLE- LAW ENFORCEMENT	EXCLUDED
1112T	CYCLES- MOTORCYCLE- TRAINER	EXCLUDED

CLASSES OF VEHICLES INCLUDED/EXCLUDED FROM QUARTERLY UTILIZATION ANALYSIS

MAINTENANCE CLASS CODE	DESCRIPTION	INCLUDED/ EXCLUDED FROM UTILIZATION ANALYSIS
1212	LT. VEHS- CARTS- FOUR WHEELED	EXCLUDED
1213	LT. VEHS- CARTS- MULTI WHEELED	EXCLUDED
1216	LT. VEHS- CARTS- ALL TERRAIN VEHICLE	EXCLUDED
1322	AUTO- COMPACT- SEDAN < 8500GVW	INCLUDED
1322U	AUTO- COMPACT- SEDAN UNMARKED	INCLUDED
1324U	AUTO- COMPACT- LAW ENFORCEMENT UNMARKED	INCLUDED
1332	AUTO- INTERMED.- SEDAN < 8500GVW	INCLUDED
1332U	AUTO- INTERMED.- SEDAN UNMARKED	INCLUDED
1333	AUTO- INTERMED- STATION WAGON	INCLUDED
1338U	AUTO- INTERMED.- LAW ENFORCEMENT UNMARKED	INCLUDED
1342	AUTO- FULL SIZE- SEDAN < 8500GVW	INCLUDED
1348M	AUTO- FULL SIZE- LAW ENFORCEMENT MARKED	EXCLUDED
1348T	AUTO- FULL SIZE- POLICE TRAINER	EXCLUDED
1348U	AUTO- FULL SIZE- LAW ENFORCEMENT UNMARKED	INCLUDED
1411	VAN- WINDOW < 8500GVW	INCLUDED
1418	VAN- WINDOW- MINI < 8500GVW	INCLUDED
1418M	VAN- WINDOW- MINI MARKED< 8500GVW	INCLUDED
1418U	VAN- WINDOW- MINI UNMARKED< 8500GVW	INCLUDED
1421	VAN- CARGO- STANDARD VAN < 8500GVW	INCLUDED
1424	VAN- CARGO- UTIL. < 8500GVW	INCLUDED
1428M	VAN- CARGO- MINI MARKED	INCLUDED
1511	PICKUPS- COMPACT- REGULAR CAB	INCLUDED
1521	PICKUPS- HALF TON- REGULAR CAB	INCLUDED
1522	PICKUPS- HALF TON- EXTENDED CAB	INCLUDED
1531	PICKUPS- 3/4 TON- REGULAR CAB	INCLUDED
1532	PICKUPS- 3/4 TON- EXTENDED CAB	INCLUDED
1534	PICKUPS- 3/4 TON- UTIL. BODY <8500GVW	INCLUDED
1611	SUV- COMPACT- 2 PASSENGER < 8500GVW	INCLUDED
1612	SUV- COMPACT- 4 PASSENGER < 8500GVW	INCLUDED
1622	SUV- HALF TON- 4 PASSENGER < 8500GVW	INCLUDED
1633	SUV- 3/4 TON- 6 PASSENGER < 8500GVW	INCLUDED
1647M	SUV- EMERGNCY SVCS- FIRE MARKED	EXCLUDED
1647U	SUV- EMERGNCY SVCS- FIRE UNMARKED	INCLUDED
1648	SUV- EMERGNCY SVCS- LAW ENFORCEMENT	EXCLUDED
1648U	SUV- EMERGNCY SVCS- LAW ENFORCEMENT	EXCLUDED
2410M	VAN-EMERGNCY SVCS-LAW ENFORCEMENT	EXCLUDED
2410U	VAN-EMERGNCY SVCS-LAW ENFORCEMENT	EXCLUDED
2411	VAN- WINDOW- 8501-10000GVW	INCLUDED
2423	VAN- CARGO- HI-CUBE- 8501-10000GVW	INCLUDED
2424	VAN- CARGO- UTIL.- 8501-10000GVW	INCLUDED
2511	PICKUPS- 1TON- REGULAR CAB- 8501-10000GVW	INCLUDED
2512	PICKUPS- 1TON- EXTENDED CAB- 8501-10000GVW	INCLUDED
2513	PICKUPS- 1TON- CREW CAB- 8501-10000GVW	INCLUDED
2514	PICKUPS- 1TON- UTIL. BED- 8501-10000GVW	INCLUDED
2711	STRAIGHT TRUCK- FLAT BED- 8501-10000GVW	INCLUDED

CLASSES OF VEHICLES INCLUDED/EXCLUDED FROM QUARTERLY UTILIZATION ANALYSIS

MAINTENANCE CLASS CODE	DESCRIPTION	INCLUDED/ EXCLUDED FROM UTILIZATION ANALYSIS
2712	STRAIGHT TRUCK- DUMP BED- 8501-10000GVW	INCLUDED
2713	STRAIGHT TRUCK- UTIL. BED- 8501-10000GVW	INCLUDED
3547	PICKUPS- EMERGENCY SVCS- FIRE SERVICES	INCLUDED
4412	VAN- WINDOW- TAXI/LIVERY - 14001 - 16000GVW	INCLUDED
4421	VAN- CARGO- STANDARD VAN- 14001 - 16000GVW	INCLUDED
4423	VAN- CARGO- UTILITY - 14001 - 16000GVW	INCLUDED
4424	VAN- CARGO- HI-CUBE- 14001 - 16000GVW	INCLUDED
4514	PICKUPS- UTIL. BED- 14001 - 16000GVW	INCLUDED
4711	STRAIGHT TRUCK- FLAT BED- 14001 - 16000GVW	INCLUDED
4712	STRAIGHT TRUCK- DUMP BED- 14001 - 16000GVW	INCLUDED
4721	STRAIGHT TRUCK- EMERGENCY SVCS- SUP	INCLUDED
4722	STRAIGHT TRUCK- EMERGENCY SVCS- TAC	INCLUDED
4741	STRAIGHT TRUCK- PUBLIC UTILITY- CRANE-	INCLUDED
4744	STRAIGHT TRUCK- PUBLIC UTILITY- PLATFORM AERIAL	INCLUDED
5711	STRAIGHT TRUCK- FLAT BED- 16001-19501GVW	INCLUDED
5712	STRAIGHT TRUCK- DUMP BED- 16001-19501GVW	INCLUDED
5717	STRAIGHT TRUCK- TANKER- 16001-19501GVW	INCLUDED
5731	STRAIGHT TRUCK- - TOW RECOVERY- 16001-19501GV	EXCLUDED
5744	STRAIGHT TRUCK- PUBLIC UTILITY- PLATFORM	INCLUDED
5753	STRAIGHT TRUCK- FIRE - PUMPER- 16001-19501GVW	EXCLUDED
6710T	STRAIGHT TRUCK - FLAT BED - DUMP 19501 - 26000GV	INCLUDED
6733	STRAIGHT TRUCK- - FUEL & LUBE- 16001-19000GVW	EXCLUDED
6741	STRAIGHT TRUCK- PUBLIC UTILITY- CRANE-	INCLUDED
6744	STRAIGHT TRUCK- PUBLIC UTILITY- PLATFORM AERIAL	INCLUDED
6763	STRAIGHT TRUCK- SANITATION- FRONT	INCLUDED
6771	STRAIGHT TRUCK- PUBLIC WORKS - MECHANICAL STR	INCLUDED
6772	STRAIGHT TRUCK- PUBLIC WORKS - AIR STREET SWEI	INCLUDED
6775	STRAIGHT TRUCK- PUBLIC WORKS - SEWER CLEANER	INCLUDED
6776	STRAIGHT TRUCK- PUBLIC WORKS - SEWER RODDER	INCLUDED
7744	STRAIGHT TRUCK- PUBLIC UTILITY- PLATFORM AERIAL	INCLUDED
7745	STRAIGHT TRUCK- PUBLIC UTILITY- AUGER-	INCLUDED
7750	STRAIGHT TRUCK- FIRE - - 26001-33000GVW	EXCLUDED
7751	STRAIGHT TRUCK- FIRE - RESCUE VEHS	EXCLUDED
7752	STRAIGHT TRUCK- FIRE - HAZMAT RESPONSE	EXCLUDED
7753	STRAIGHT TRUCK- FIRE - PUMPER-	EXCLUDED
7758	STRAIGHT TRUCK- FIRE - AERIAL LADDER	EXCLUDED
7761	STRAIGHT TRUCK- SANITATION- REAR LOADER	INCLUDED
7775	STRAIGHT TRUCK- PUBLIC WORKS - SEWER CLEANER	INCLUDED
7796	STRAIGHT TRUCK- BUS- COMMAND CNTR.	EXCLUDED
7797	STRAIGHT TRUCK- BUS- SERVICE CENTER 26001-3300	INCLUDED
7890	TRUCK TRACTORS- YARD TRACTORS-	INCLUDED

CLASSES OF VEHICLES INCLUDED/EXCLUDED FROM QUARTERLY UTILIZATION ANALYSIS

MAINTENANCE CLASS CODE	DESCRIPTION	INCLUDED/ EXCLUDED FROM UTILIZATION ANALYSIS
8712	STRAIGHT TRUCK- DUMP BED >33000GVW	INCLUDED
8761	STRAIGHT TRUCK- SANITATION- REAR LOADER	INCLUDED
8765	STRAIGHT TRUCK- SANITATION- BIN MOVER	INCLUDED
8779	STRAIGHT TRUCK- PUBLIC WORKS - SPECIAL	INCLUDED
9110	WHEELED- SKID STEER LOADERS- -	EXCLUDED
9143	WHEELED- LOADER/BACKHOES- HEAVY	EXCLUDED
9160	WHEELED- GRADERS	EXCLUDED
9210	TRACKED- SKID STEER LOADERS- -	EXCLUDED
9250	TRACKED- TRACKED EXCAVATORS- -	EXCLUDED
9310	MATERIAL HANDLING- FORKLIFTS-	EXCLUDED
9412	PUBLIC WORKS - SWEEPS/SCRUBBERS- RIDING	EXCLUDED
9413	PUBLIC WORKS - SWEEPS/SCRUBBERS- THREE-WHEE	EXCLUDED
9420	PUBLIC WORKS - PAVEMENT MAINTENANCE	EXCLUDED
9421	PUBLIC WORKS - PAVEMENT MAINT.- CRACK SEALERS	EXCLUDED
9422	PUBLIC WORKS - PAVEMENT MAINT.- PATCHERS	EXCLUDED
9423	PUBLIC WORKS - PAVEMENT MAINT.- GRINDERS	EXCLUDED
9424	PUBLIC WORKS - PAVEMENT MAINT.- PAVEMENT SAW:	EXCLUDED
9432	PUBLIC WORKS - PAVERS- TRACKED	EXCLUDED
9442	PUBLIC WORKS - ROLLERS- VIBRATORY-	EXCLUDED
9450	PUBLIC WORKS - PAINT STRIPERS- - SELF PROPELLED	EXCLUDED
9451	PUBLIC WORKS - PAINT STRIPERS-MOUNTED	EXCLUDED
9600	GROUNDS- - - OFFROAD & CONSTRUCTION	INCLUDED
9611	GROUNDS- RIDING MOWERS <15 HP	EXCLUDED
9612	GROUNDS- RIDING MOWERS >15 HP	EXCLUDED
9622	GROUNDS- UTIL. TRACTORS- 15-30 HP	EXCLUDED
9623	GROUNDS- UTIL. TRACTORS >30 HP	EXCLUDED
9731	WATERCRAFT- POWER CRAFT- 1-25HP OUTBOARD	EXCLUDED
9732	WATERCRAFT- POWER CRAFT- 26+ HP	EXCLUDED
9739	WATERCRAFT- POWER CRAFT- SPECIAL	EXCLUDED