

T&E COMMITTEE #3
April 26, 2011

Worksession

M E M O R A N D U M

April 22, 2011

TO: Transportation, Infrastructure, Energy & Environment Committee

FROM: Susan J. Farag, Legislative Analyst *SJF*

SUBJECT: **Worksession: FY12 Operating Budget: Department of General Services:
Fleet Management Services (DFMS)
Motor Pool Fund Contribution (NDA)**

Those expected for this worksession:

David Dise, Director, Department of General Services
Millie Souders, Chief, Fleet Management Services
Peggy Lynch, Administrative Services Manager, Fleet
Tammy Mulford, Management and Budget Specialist, Fleet
Bruce Meier, Office of Management and Budget

Summary of April 19, 2010 Committee Worksession

The Committee discussed the proposed replacement of various heavy equipment and public safety vehicles. At a prior worksession, the Committee had voted 3-0 to delay the replacement of 10 dump trucks, for a savings of \$840,000. Executive branch staff advised that it would be very difficult to maintain the same snow removal level as we have had in prior years if these dump trucks were not replaced. The Committee stated it would take this additional information under consideration.

Council staff also recommended replacing only 40 of the 65 public safety vehicles slated for replacement, for a savings of \$625,000. At the time, Council staff had been told there was no specific list of vehicles that had been identified for replacement. However, DFMS stated during the worksession that they did have a preliminary list that included 69 police vehicles that need to be replaced. OMB advised that this was a preliminary list only, a current snapshot, and

that there may be changes made between now and when the list is finalized in the fall. The Committee asked for a copy of this list to discuss at the next worksession.

The Committee also discussed the Motor Pool Fund balance, which has fallen to a beginning balance of -\$3.19 million in FY12. Executive staff discussed the various system errors that led to this shortfall and how they have been corrected.

Expenditure Issues:

REPLACEMENT VEHICLES

The Executive branch has not provided the list of public safety vehicles as requested by the Committee. **In the absence of more specific information about replacement vehicles, Council staff recommends delaying the replacement of 25 public safety vehicles, for a savings of \$625,000.**

In addition, Council staff recommends adding language to the FY12 Operating Budget Resolution that prohibits DFMS from expending the remaining \$1,025,000 on public safety vehicle replacements until DFMS provides documentation that includes the vehicles identified to be replaced, along with justification for each replacement:

“In FY12, no funds may be expended on replacement public safety vehicles until 60 days after the Executive provides a written report to the Council, identifying each vehicle to be replaced and the justification for such replacement.”

TAKE-HOME VEHICLES

As counties and state governments across the nation continue to face revenue shortfalls, many have chosen to reduce their take-home vehicle fleets in an effort to reduce costs. According to a memo to Councilmember Riemer (attached at ©14-19), in FY11 the County has a total of 349 take-home vehicles in its fleet (excluding Police personal patrol vehicles or PPVs). Of these, 297 are permanently assigned to certain employees. This number represents a 41% increase from the 210 permanent take-home vehicles in FY08, the last year for which we have data. During the same time period, the number of County employees decreased from 10,122 in FY08 to 9,531 in FY11 (-5.84%)¹. The other vehicles are either seasonal assignments, or are heavy fleet vehicles.

¹ From FY08 and FY11 approved operating budgets.

The following chart shows a listing by department:

FY11 Take-Home Vehicle Assignments by Department	
Department	Number of Vehicles
Corrections	3
County Executive	2
Environmental Protection	23
General Services	20
Housing and Com. Dev.	22
Transportation	75
Technology Services	3
Health and Human Serv.	23
Homeland Security	1
Liquor Control	7
Fire and Rescue	81
Police (excludes PPVs)	19
Permitting Services	66
State's Attorney's Office	4
Total:	349

The composition of the take-home fleet varies significantly. Model years range from 1996 to 2011. The makes and models of vehicles range from smaller cars such as a Chevrolet Cobalt to full-sized SUVs such as a Chevrolet Tahoe. Heavier equipment includes dump trucks, cargo vans, and pick-up trucks. Acquisition costs range from \$10,063 (in 2004) for a Chevy Cavalier to \$47,520 (in 2003) for a Ford Expedition.

Model Years of Take-Home Vehicles	
Year	Number
2011	4
2010	4
2009	50
2008	36
2007	44
2006	42
2005	21
2004	33
2003	32
2002	49
2001	17
2000	12
1999	2
1998	1
1997	1
1996	1
Total	349

How Take-Home Vehicles Are Assigned: The Executive is in the process of revising Administrative Procedure 1-4, which governs the assignment and use of County Vehicles. The draft procedures break down vehicle assignments into five functions:

- Administration;
- Field Supervision;
- Inspection/Technical;
- License/Regulatory; and
- Emergency/Public Safety.

Examples of different job titles that fit into these categories is provided on ©62. The criteria for assigning a vehicle include:

- A. Agencies with employees whose duties require them to spend the major portion of each workday engaged in field activities;
- B. Agencies with employees whose duties and responsibilities require that a vehicle be available at all times during each workday so as to maintain the efficiency of the employee (Adequate justification must be given that proper work scheduling cannot eliminate the need for a constantly available vehicle, and the department or Fleet Management Services' motor pool cannot serve the need for a vehicle); and
- C. Employees whose duties require the constant use and/or storage of special equipment in the vehicle.²

Further, the following reasons may serve as justification for an employee to receive an Agency Assigned Take-home Vehicle:

- A. Employee who regularly, and on a continuing basis, is subject to be called for emergencies during off-hours;
- B. Employee's position requires frequent after-hour travel to meetings to represent the County's interest, or to provide service delivery to client populations;
- C. Documented increases in an employee's job efficiency or effectiveness provide a clear benefit to the County by the operation of an Agency Assigned Take-home Vehicle;
- D. Employee has supervisory responsibility for field employees, and frequently visits multiple job-sites on the way to or from his regularly assigned office location.³

Mileage Reimbursement for Personal Use, Including Commuting:

AP 1-4 currently requires the Department of Finance to reduce the wages from an employee who has an Agency Assigned Take-home Vehicle in the Administrative and Field Supervision functions, according to miles traveled to and from work (©59). The memo to Councilmember Riemer states that "Finance has not been able to fully implement this provision. Where Finance has had clear authority under IRS regulations and existing personnel policies to perform such a deduction, the department has done so. In other instances, Finance has required departments to submit log sheets that are used to add imputed income to the employees pay for

² Draft Administrative Procedure 1-4, Section 4.1

³ Draft Administrative Procedure 1-4, Section 4.2

tax reporting purposes, or employees may elect the imputed income approach provided under IRS Regulations at the rate of \$1.50 per one-way commute (\$30 per pay period).” (©17)

Discussion Issues:

- 1) Why has the number of take-home vehicles increased by 41% in the past three fiscal years when the number of employees has decreased over the same time period?
- 2) The take-home vehicle list provided to Councilmember Riemer indicates that DFMS has requested justification and/or additional information for several vehicle assignments, particularly in Housing and Community Affairs’ Code Enforcement division, Department of Permitting Services’ Building Construction division, Fire and Rescue, and Transportation’s Highway Services division. What is the status of these vehicle assignments? Have any been recalled?
- 3) How does DFMS make the determination about what type of vehicle is necessary for a particular position? Is fuel efficiency a factor? For example, what justifies the assignment of a vehicle such as a Chevrolet Tahoe? Would a smaller, more fuel-efficient SUV (like a Ford Escape) be more appropriate?
- 4) Executive staff indicate that Finance has not been able to fully implement the requirement that the County be reimbursed via payroll deduction according to the actual mileage the vehicles were used for non-governmental purposes. The Committee may wish to understand what challenges the Department faces regarding full implementation. What are the legal and fiscal consequences (both to the County and to employees) of failing to secure appropriate reimbursement? **Does DFMS recall take-home vehicles when an employee fails to report mileage or other required information?**
- 5) What is the justification for not requiring commuting cost reimbursement from employees with take-home vehicles used for inspection/technical and labor/regulatory functions? While AP 1-4 does not require it, the IRS seems to require reporting for all vehicles other than a “qualified nonpersonal use vehicle.”
- 6) How does Finance collect reimbursement from “control” employees (per IRS regulations, these include elected officials or those making \$145,700 or more in 2011)? Council staff has identified at least 11 employees who fit these criteria.
- 7) Other jurisdictions have installed GPS systems in their take-home vehicles to automatically record mileage and other variables (after hour call-outs, location, speed, etc). These units can cost as little as \$100 per unit, with free monitoring. Has DFMS considered this approach rather than using written logs?
- 8) Other jurisdictions, such as King County, Washington, require an initial cost-benefit analysis test for each position to determine whether it is more cost effective for the County to reimburse an employee for use of his/her personal vehicle, or to assign a take-home vehicle. Has DFMS considered this approach?

Council staff recommends that the Council require semi-annual reports from the Executive on the take-home vehicle program. These reports should be provided on November 1 and March 1 of each year. The report should include:

- 1) The total cost of the take-home vehicle assignments by fiscal year, including gas, repairs, maintenance, and annual cost of acquisition and/or depreciation; and**
- 2) Which employees (by department) are required to provide reimbursement for commuting, and whether they are complying.**

This packet contains:

April 14 Worksession Memo	© 1-13
Executive Branch Memo to Councilmember Riemer's Request for Take-Home Vehicle Information (April 11, 2011)	14-19
Take Home Vehicle List (03/23/2011)	20-49
Draft Administrative Procedure 1-4, Assignment and Use of County Vehicles	50-64

T&E COMMITTEE #1
April 14, 2011

Worksession

MEMORANDUM

April 12, 2011

TO: Transportation, Infrastructure, Energy & Environment Committee

FROM: Susan J. Farag, Legislative Analyst *SJF*

SUBJECT: **Worksession: FY12 Operating Budget: Department of General Services:
Fleet Management Services (DFMS)
Motor Pool Fund Contribution (NDA)**

Those expected for this worksession:

David Dise, Director, Department of General Services
Millie Souders, Chief, Fleet Management Services
Maggie Orsini, Administrative Services Manager, Fleet
Tammy Mulford, Management and Budget Specialist, Fleet
Bruce Meier, Office of Management and Budget

Major Issue: The recommended budget includes \$3.625 million for the replacement of some heavy equipment and public safety vehicles. Council staff recommends delaying some vehicle replacements, for a savings of \$1.465 million.

The Executive's recommendation for Fleet Management Services is attached at ©1-5. The Executive's recommendation for the Motor Pool Fund Contribution (NDA) is attached at ©6. The FY12-17 Public Services Program: Fiscal Plan for the Motor Pool Fund is attached at ©7.

Overview

For FY12, the Executive recommends total expenditures of \$61,691,920 for Fleet Management Services, an increase of \$3,887,220 or 6.7% from the FY11 approved budget of \$57,804,700.

	FY10 Actual	FY11 Approved	FY12 CE Recommended	% Change FY11-FY12
Expenditures:				
Motor Pool Internal Services Fund	\$63,435,121	\$57,804,700	\$61,691,920	6.7%
TOTAL Expenditures	\$63,435,121	\$57,804,700	\$61,691,920	6.7%
Positions:				
Full-time	202	199	201	1.0%
Part-time	0	0	0	0.0%
TOTAL Positions	202	199	201	1.00%
WORKYEARS	202	194.3	205.6	5.8%

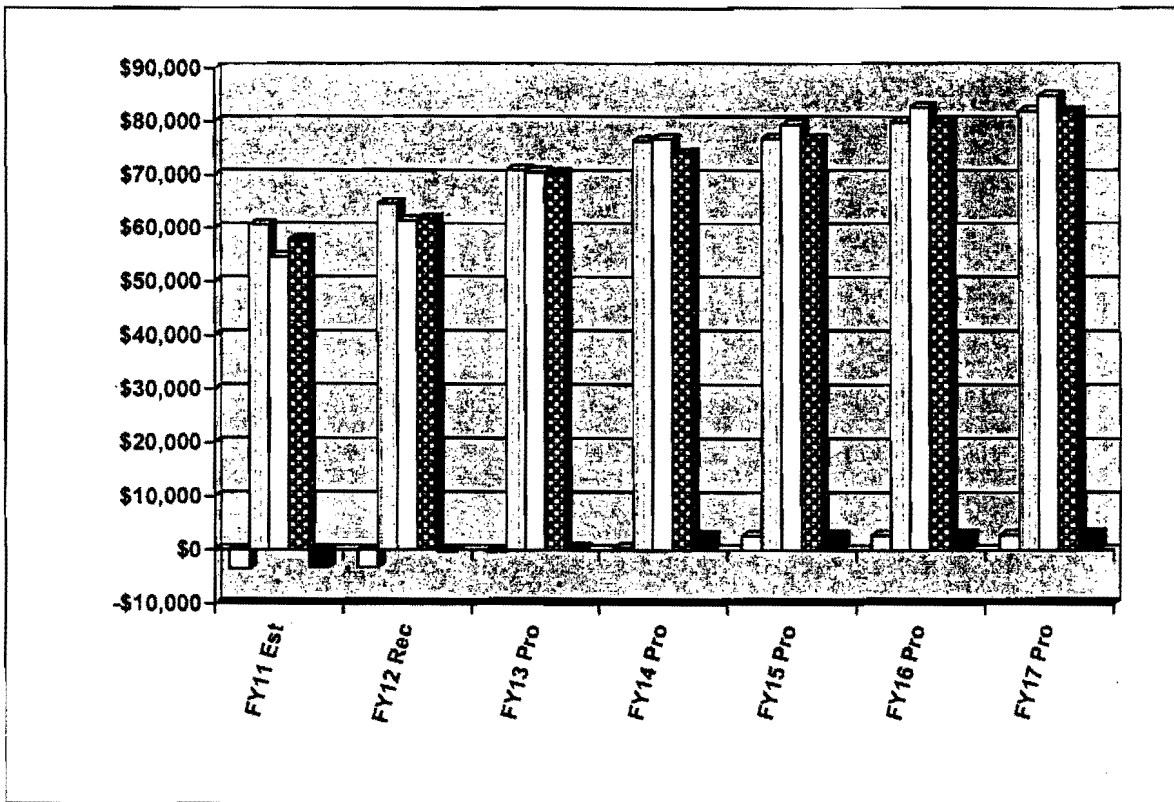
The FY12 County Executive's recommendation is a net increase of \$3,887,220, stemming from the following identified same services adjustments.

Identified Same Services Adjustments	
Increase Cost: Replace some public safety and heavy equipment	\$2,641,000
Increase Cost: Retiree Health Insurance Pre-Funding (OPEB)	\$999,980
Increase Cost: Fuel costs	\$351,220
Increase Cost: Adjustment for net-to-gross change (Highway Services)	\$346,040
Increase Cost: Maintain and improve fuel sites to meet State Std.	\$310,290
Increase Cost: Risk Management Adjustment	\$259,920
Increase Cost: Restore Personnel Costs - Furloughs	\$254,420
Increase Cost: Transit Bus Service Lane Contract	\$219,680
Increase Cost: Alternative Corrections Service team	\$119,330
Increase Cost: Transit Bus Enhanced Cleaning Contract	\$61,660
Increase Cost: Printing and Mail Adjustment	\$6,770
Increase Cost: Other Contract CPI Increases	\$3,710
Total Increases:	\$5,574,020
Decrease Cost: Occupational Medical Services Adjustment	(\$9,390)
Decrease Cost: Leased Tire Contract	(\$100,000)
Decrease Cost: Use retreads on rear bus tires	(\$100,000)
Decrease Cost: Retirement Adjustment	(\$155,270)
Decrease Cost: Group Insurance Adjustment	(\$379,900)
Decrease Cost: Redundant transit fleet inspections	(\$942,240)
Total Decreases:	(\$1,686,800)
Net Same Services Adjustment Total:	\$3,887,220

FY12 Motor Pool Fund Internal Services Fund Cash Balance

The following chart identifies the cash balance for the Motor Pool Fund from FY11 to FY17 (detail provided on ©7). In FY12, the projected beginning fund balance falls to -\$3.19 million, even though its projected balance at the time the FY11 budget was approved was \$4.1 million. OMB advises that this revenue shortfall was due primarily to three accounting errors within DFMS that have now been corrected. In FY12, the projected ending fund balance is -\$300,670. The fund is expected to be in the black by the end of FY13, with an estimated ending fund balance of \$379,740.

When fund balance policies for the non-tax supported funds were examined in 2006, the County policy for the Motor Pool Fund stated the vehicle replacement policy does not set a particular targeted ending balance in terms of amount or a ratio, but it does provide that there should be an ending cash "balance adequate to protect against unanticipated expenditures requirements, such as necessary involuntary upgrades, price increases, etc., for each year." *The Committee should understand why the fund balance is in the red for FY12, what the risk is of this happening in FY13 and beyond, and what operational implications this may have.*



FY12 Expenditure Issues

ADMINISTRATIVE SERVICES

REPLACE SOME PUBLIC SAFETY AND HEAVY EQUIPMENT (\$2,641,000)

The proposed replacements for FY12 include both public safety and heavy equipment that DFMS has determined to be necessary as priority replacements. For FY12, approximately \$1.625 million is allocated to public safety replacements, while approximately \$2 million is allocated to heavy equipment.

Department of Transportation Replacements: The DOT recommended FY12 operating budget currently includes the replacement of 24 dump trucks at a cost of \$2,016,000, or \$84,000 per dump truck. In the April 7, 2011 DOT FY12 operating budget packet, Council staff recommends replacing only 14 of the proposed 24 dump trucks, for a savings of \$840,000. *The Committee voted in favor of this reduction (3-0) during its April 11 worksession.*

Public Safety Replacements: As stated above, DFMS indicates that \$1.625 million is slated for public safety vehicle replacements. This assumes the replacement of 65 public safety vehicles at a cost of \$25,000 per vehicle.

DFMS' official replacement schedule for public safety vehicles is six years or 120,000 miles. According to OMB, specific vehicles to be replaced have not yet been identified; this process will be completed later this year. *Council staff recommends replacing only 40 public safety vehicles instead of 65, for a savings of \$650,000. This figure would permit DFMS to replace the highest mileage vehicles and allow some flexibility to replace others that are or become beyond repair.*

TRANSIT EQUIPMENT SERVICES

Redundant Transit Fleet Inspections (-\$942,240)

Currently, a DFMS contractor performs a circle check (vehicle inspection) daily on each Transit Bus. Transit Bus Operators are also required to perform a circle check prior to operating the bus, as a condition of maintaining a Commercial Drivers License (CDL). DFMS will revise the current contract so that redundant circle checks are not performed on a daily basis. Instead, the driver will perform the daily circle check, and the contractor will maintain a minimal circle check schedule. These checks include inspecting fluid levels, gauges, lights, and other safety equipment. *The Committee may wish to ask if there are any measures in place to ensure that drivers actually perform this circle check on a daily basis. How will DFMS ensure that all safety measures are being met?*

MANAGEMENT SERVICES

Retiree Health Insurance Pre-Funding (OPEB) (\$999,980)

This item shows the increased cost to fund the Retiree Health Benefits Trust in FY12. The total proposed Motor Pool Fund contribution is \$2,097,810 for FY12.

Maintaining and Improving Fuel Sites to Meet State Standards (\$310,290)

DFMS is required to meet current Maryland Department of Environment (MDE) standards for fuel sites. If the County fails to meet these standards, it could face fines or be shut down. This budget item is not related to the current upgrade of the fuel management system that is contained within the Capital Budget; however, the maintenance and improvement efforts will be coordinated with the CIP project.

Fuel Costs (\$351,220)

For FY12, DFMS projects the following fuel purchases:

Fuel Type	Gallons	Budgeted \$/Gallon	Total
Unleaded	2,667,827	\$2.37	\$6,322,750
ULS Diesel	2,826,786	\$2.55	\$7,208,304
E-85 (Ethanol)	24,931	\$2.38	\$59,336
Compressed Natural Gas (CNG)	1,123,837	\$2.04	\$2,293,751
			\$15,884,141

For FY11 Estimates for the Approved FY11 Budget were:

Fuel Type	Gallons	Budgeted \$/Gallon	Total
Unleaded	2,557,202	\$2.35	\$6,009,425
ULS Diesel	2,871,785	\$2.50	\$7,179,463
E-85 (Ethanol)	23,630	\$2.49	\$58,839
Compressed Natural Gas (CNG)	1,120,193	\$2.04	\$2,285,194
			\$15,532,921

MOTOR POOL FUND NDA

This account funds the acquisition of new, additional motor pool vehicles, as opposed to replacement vehicles that are financed through an established chargeback mechanism (©6). For FY12, the fund recommendation is \$511,110 for 10 new Police Department Personal Patrol Vehicles (PPVs) related to the proposed 3rd District Staffing Enhancement. This is the first fiscal year since FY09 that includes funds for additional vehicles.

COUNCIL STAFF RECOMMENDATION

Council Staff recommends delaying the replacement of 25 public safety vehicles, for a savings of \$625,000. Council staff recommends approval of the rest of the FY12 operating budget as submitted by the Executive.

This packet contains:

Recommended FY12 Budget: Fleet Management Services	© 1-5
Recommended FY12 Budget: Motor Pool Fund (NDA)	6
FY12-17 Public Services Program: Fiscal Plan for the Motor Pool Fund	7

F:\Farag\FY12 Budget - Operating\Committee Packets\Fleet.doc

Fleet Management Services

MISSION STATEMENT

The mission of the Department of General Services- Fleet Management Services (Motor Pool Internal Service Fund) is to plan for, acquire, maintain, and dispose of the County's fleet of motor vehicles, buses, heavy equipment, and other vehicular equipment in support of the transportation and service delivery needs of all County departments.

BUDGET OVERVIEW

The total recommended FY12 Operating Budget for the Division of Fleet Management Services is \$61,691,920, an increase of \$3,887,220 or 6.7 percent from the FY11 Approved Budget of \$57,804,700. Personnel Costs comprise 30.1 percent of the budget for 201 full-time positions for 205.6 workyears. Operating Expenses and Capital Outlay account for the remaining 69.9 percent of the FY12 budget.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ *A Responsive, Accountable County Government*
- ❖ *An Effective and Efficient Transportation Network*
- ❖ *Healthy and Sustainable Neighborhoods*

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY11 estimates incorporate the effect of the FY11 savings plan. FY12 and FY13 targets assume the recommended FY12 budget and FY13 funding for comparable service levels.

ACCOMPLISHMENTS AND INITIATIVES

- ❖ *In FY10 the Division of Fleet Management Services (DFMS) began the fueling support for 28 compressed natural gas (CNG) refuse trucks operated by a contractor for Solid Waste Services. In addition, DFMS is supporting a second contractor operating an additional 33 CNG refuse trucks. DFMS currently supports CNG fueling operations for 61 refuse trucks as well as 92 transit buses daily. The refuse trucks are displacing the use of approximately 1,100 diesel gallon equivalents daily.*
- ❖ *The Division of Fleet Management is currently training key personnel for underground storage tank inspection and testing to enhance compliance with Maryland Department of Environment regulations.*
- ❖ *Productivity Improvements*
 - *Working towards an overall reduction in fleet size through assessment, collection, and reallocation of both under-utilized vehicles and vehicles turned in by end-user agencies due to budget reductions.*
 - *In the parts section, the Division of Fleet Management Services (DFMS) is now moving to bulk buying of like commodities stored at a central location and distributed to the storerooms for improved cost control. DFMS is testing dilution equipment for controlling the use of concentrated chemicals which will ensure proper mixture resulting in possible cost savings. Additionally, monthly spot checks have been updated to include a rotation of personnel making certain proper counts are being logged.*
 - *As a pilot project, the EMOC Transit shop location has created a new Preventive Maintenance inspection form condensing requirements to one page. The new form has resulted in lower inspection times and has allowed more time to be allocated for corrective maintenance. It has also helped in the reduction of overdue Preventative Maintenance at this location.*

PROGRAM CONTACTS

Contact Tammy Mulford of the Division of Fleet Management Services at 240.777.5733 or Bruce R. Meier of the Office of Management and Budget at 240.777.2785 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Heavy Equipment and Automotive Services

This program is responsible for the maintenance and repair of the heavy equipment fleet which includes heavy dump trucks, construction equipment, snow plows, leafers, mowers, backhoes, gradalls, and other specialized pieces of heavy equipment. In addition, this program is responsible for the maintenance and repair of the automotive fleet which includes administrative vehicles, police vehicles, vans, and light trucks. The maintenance and repair service for the automotive and light truck fleet is provided through contractual service at the Seven Locks Maintenance facility.

Program Performance Measures	Actual FY09	Actual FY10	Estimated FY11	Target FY12	Target FY13
Heavy Equipment Fleet Availability	95.0	94.7	94.7	94.7	94.7
Percentage of Customer Satisfaction for Police Vehicle Maintenance	99.0	98.2	99.0	99.0	99.0
Percentage of Fleet Availability for Police Vehicle Maintenance	98.0	97.3	98.0	98.0	98.0
Mean Distance Between Failure: Heavy Equipment (in miles) ¹	1,559	5,100	5,610	5,610	5,610
Mean Distance Between Failure: Administrative Light Equipment (in miles) ²	2,906	8,926	9,246	9,246	9,246
Mean Distance Between Failure: Public Safety Light Equipment (in miles) ³	2,848	11,833	12,970	12,970	12,970
Turnaround Time - Average amount of time equipment is unavailable for operations during each shop visit: Heavy Equipment (in days) ⁴	10.2	8.0	8.6	8.6	8.6
Turnaround Time - Average amount of time equipment is unavailable for operations during each shop visit: Administrative Vehicles (in days)	1.1	2.8	2.0	2.0	2.0
Turnaround Time - Average amount of time equipment is unavailable for operations during each shop visit: Public Safety light equipment (in days)	3.0	3.3	2.2	2.2	2.2

¹ Data regarding mean miles between service interruptions will be collected for all classes of vehicles. Fleet has refined measure to exclude small or incidental parts failures beginning November 2009.

² Fleet has refined measure to exclude small or incidental parts failures beginning November 2009.

³ Fleet has refined measure to exclude small or incidental parts failures beginning November 2009.

⁴ Turnaround data for all classes of vehicles will be collected.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	8,787,810	38.5
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	198,920	0.0
FY12 CE Recommended	8,986,730	38.5

Transit Equipment Services

This program is responsible for the maintenance and repair of the transit equipment fleet which includes Ride On transit buses.

Program Performance Measures	Actual FY09	Actual FY10	Estimated FY11	Target FY12	Target FY13
Average Days Out of Service per Bus for Parts	4.0	3.9	3.9	3.9	3.9
Mean Distance Between Failure: Transit equipment (in miles) ¹	2,847	18,195	18,195	18,195	18,195
Turnaround Time - Average amount of time equipment is unavailable for operations during each shop visit: Transit equipment (in days)	6.5	5.0	4.8	4.8	4.8

¹ Fleet has refined measure to exclude small or incidental parts failures beginning November 2009.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	19,389,210	112.4
Increase Cost: Transit Bus Service Lane Contract	219,680	0.0
Increase Cost: Transit Bus Enhanced Cleaning Contract	61,660	0.0
Decrease Cost: Leased Tire Contract	-100,000	0.0
Decrease Cost: Use retreads on rear bus tires	-100,000	0.0
Decrease Cost: Redundant transit fleet inspections	-942,240	0.0
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-45,120	7.3
FY12 CE Recommended	18,483,190	119.7

Management Services

This program provides policy development and planning; operational, personnel, and administrative oversight; and support for division activities. This program is also the central coordinator for the County on energy-related matters pertaining to emissions and motor fuel to include alternative fuels and applicable State and Federal legislation.

Program Performance Measures	Actual FY09	Actual FY10	Estimated FY11	Target FY12	Target FY13
Clean Air Commitment - Gallons Alternative Fuels Used ¹	3,442,832	1,0461,38	1,587,064	1,587,064	1,587,064
Clean Air Commitment - Gallons Diesel/Unleaded Used ²	2,818,881	5,670,480	5,494,613	5,494,613	5,494,613
Fiscal Inventory Parts Turn Rate	2.4	1.95	2.0	2.0	2.0
Percentage of workorders completed without delay for parts	89.5	89.4	90	90	90

¹ Alternative fuels include E-85 Ethanol and Compressed Natural Gas. The decrease in FY10 is due to the need for the department to determine the optimal blend for bio diesel.

² The increase in FY10 is due to the need for the department to determine the optimal blend for bio diesel.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	2,206,330	8.3
Increase Cost: Retiree Health Insurance Pre-Funding (OPEB)	999,980	0.0
Increase Cost: Fuel costs	351,220	0.0
Increase Cost: Maintain and improve fuel sites to meet State standards	310,290	1.0
Increase Cost: Other Contract CPI Increases	3,710	0.0
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	207,080	0.8
FY12 CE Recommended	4,078,610	10.1

Administrative Services

This program includes the preparation and monitoring of the Operating and CIP Budgets; financial management of the Motor Pool Internal Service Fund; fuel management; payment processing; solicitations, and contracts; inventory and facility management; and the management and administration of computer and office automation system activities.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	27,421,350	35.1
Increase Cost: Replace some public safety and heavy equipment	2,641,000	0.0
Increase Cost: Alternative Corrections Service team	119,330	0.0
Miscellaneous adjustments, including restoration of employee furloughs, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-38,290	2.2
FY12 CE Recommended	30,143,390	37.3

BUDGET SUMMARY

	Actual FY10	Budget FY11	Estimated FY11	Recommended FY12	% Chg Bud/Rec
MOTOR POOL INTERNAL SERVICE FUND					
EXPENDITURES					
Salaries and Wages	14,153,633	13,554,500	13,486,370	14,001,200	3.3%
Employee Benefits	4,559,267	5,063,530	5,055,800	4,550,570	-10.1%
Motor Pool Internal Service Fund Personnel Costs	18,712,900	18,618,030	18,542,170	18,551,770	-0.4%
Operating Expenses	40,412,559	38,005,420	39,186,670	39,317,900	3.5%
Capital Outlay	4,309,662	1,181,250	0	3,822,250	223.6%
Motor Pool Internal Service Fund Expenditures	63,435,121	57,804,700	57,728,840	61,691,920	6.7%
PERSONNEL					
Full-Time	202	199	199	201	1.0%
Part-Time	0	0	0	0	—
Workyears	202.0	194.3	194.3	205.6	5.8%
REVENUES					
Charges For Services	59,143,979	58,780,430	58,780,430	63,067,650	7.3%
State Fuel Tax	-3,234	0	0	0	—
Warranty Claims	10,264	50,000	50,000	50,000	—
Disposal of Fixed Assets Gain/(Loss)	234,424	400,000	400,000	400,000	—
Enterprise Rental Vehicles	109,942	200,000	200,000	50,000	-75.0%
Insurance Recoveries	955,305	1,080,000	1,080,000	1,000,000	-7.4%
Other Revenue	118,597	0	0	0	—
Take Home Vehicle Charges	0	20,000	20,000	15,000	-25.0%
Interest Income - Pooled Investments	-177	10,000	0	0	—
Motor Pool Internal Service Fund Revenues	60,569,100	60,540,430	60,530,430	64,582,650	6.7%

FY12 RECOMMENDED CHANGES

	Expenditures	WYs
MOTOR POOL INTERNAL SERVICE FUND		
FY11 ORIGINAL APPROPRIATION	57,804,700	194.3
Other Adjustments (with no service impacts)		
Increase Cost: Replace some public safety and heavy equipment [Administrative Services]	2,641,000	0.0
Increase Cost: Retiree Health Insurance Pre-Funding (OPEB) [Management Services]	999,980	0.0
Increase Cost: Fuel costs [Management Services]	351,220	0.0
Increase Cost: Adjustment for net-to-gross change (Highway Services)	346,040	0.0
Increase Cost: Maintain and improve fuel sites to meet State standards [Management Services]	310,290	1.0
Increase Cost: Risk Management Adjustment	259,920	0.0
Increase Cost: Restore Personnel Costs - Furloughs	254,420	7.3
Increase Cost: Transit Bus Service Lane Contract [Transit Equipment Services]	219,680	0.0
Increase Cost: Alternative Corrections Service team [Administrative Services]	119,330	0.0
Increase Cost: Transit Bus Enhanced Cleaning Contract [Transit Equipment Services]	61,660	0.0
Increase Cost: Printing and Mail Adjustment	6,770	0.0
Increase Cost: Other Contract CPI Increases [Management Services]	3,710	0.0
Increase Cost: Annualization of FY11 Lapsed Positions	0	3.0
Decrease Cost: Occupational Medical Services Adjustment	-9,390	0.0
Decrease Cost: Leased Tire Contract [Transit Equipment Services]	-100,000	0.0
Decrease Cost: Use retreads on rear bus tires [Transit Equipment Services]	-100,000	0.0
Decrease Cost: Retirement Adjustment	-155,270	0.0
Decrease Cost: Group Insurance Adjustment	-379,900	0.0
Decrease Cost: Redundant transit fleet inspections [Transit Equipment Services]	-942,240	0.0
FY12 RECOMMENDED:	61,691,920	205.6

PROGRAM SUMMARY

Program Name	FY11 Approved		FY12 Recommended	
	Expenditures	WYs	Expenditures	WYs
Heavy Equipment and Automotive Services	8,787,810	38.5	8,986,730	38.5
Transit Equipment Services	19,389,210	112.4	18,483,190	119.7
Management Services	2,206,330	8.3	4,078,610	10.1
Administrative Services	27,421,350	35.1	30,143,390	37.3
Total	57,804,700	194.3	61,691,920	205.6

FUTURE FISCAL IMPACTS

Title	CE REC.		(S000's)			
	FY12	FY13	FY14	FY15	FY16	FY17
This table is intended to present significant future fiscal impacts of the department's programs.						
MOTOR POOL INTERNAL SERVICE FUND						
Expenditures						
FY12 Recommended	61,692	61,692	61,692	61,692	61,692	61,692
No inflation or compensation change is included in outyear projections.						
Retiree Health Insurance Pre-Funding	0	-98	-249	-604	-623	-630
These figures represent the estimated cost of the multi-year plan to pre-fund retiree health insurance costs for the County's workforce.						
Subtotal Expenditures	61,692	61,594	61,443	61,088	61,069	61,062

Montgomery Coalition for Adult English Literacy (MCAEL)

This NDA provides funding for the Montgomery Coalition for Adult English Literacy (MCAEL). MCAEL's mission is to strengthen the countywide adult English literacy community of providers' network with resources, training, collaborations, and advocacy to support a thriving community and an optimal workforce. Funding for MCAEL supports program grants to organizations that provide adult English literacy services; technical assistance, training, and networking opportunities that improve program quality and coordination; information resources for the community; and operating expenses to administer the grants and provide the support services. The County's contribution is implemented by a contract between the Department of Public Libraries and MCAEL.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	717,850	0.0
Reduce: MCAEL support by 5% similar to other contract reductions	-35,890	0.0
FY12 CE Recommended	681,960	0.0

Motor Pool Fund Contribution

This NDA funds the acquisition of new, additional Motor Pool fleet vehicles, as opposed to replacement vehicles, which are financed through an established chargeback mechanism.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	0	0.0
Add: Ten new Police Cars for 3rd District Staffing Enhancement	511,110	0.0
FY12 CE Recommended	511,110	0.0

Municipal Tax Duplication

The Montgomery County Tax Duplication Program, authorized by Chapter 30A of the Montgomery County Code, reimburses municipalities for those public services they provide that would otherwise be provided by the County. County Council Resolution No. 9-1752, enacted April 27, 1982, increased the scope of program coverage from street-related expenditures to include other public services, such as police supplemental aid; animal control; elderly transportation; parks maintenance; Board of Appeals; and Human Rights.

This program was reviewed in FY96 and technical formula amendments proposed. The changes were approved, and payment calculations since then are prepared in accordance with County Council Resolution No. 13-650, adopted September 10, 1996. Specifically, as the exact payment amount for the current year cannot be determined until both municipal and County books are closed, reimbursements are based on the final audited cost of performing eligible services during the fiscal year two years prior to the budget year. Also, reimbursements are now made at the County's cost and not at "the lesser of County or Municipal costs" of eligible service provision.

Finally, payments to municipalities are also made from other sources, including Cable TV Franchise Fees, Grants in Lieu of Shares Tax, Non-Departmental Accounts, and as part of the County's Community Development Block Grant.

FY12 Recommended Changes	Expenditures	WYs
FY11 Approved	6,662,120	0.0
Decrease Cost: Reduction in Municipalities' Speed Camera Allocation	-61,890	0.0
Decrease Cost: Reduce by 5 Percent	-318,250	0.0
FY12 CE Recommended	6,281,980	0.0

Prisoner Medical Services

This NDA provides reimbursements to physicians and hospitals for medical care provided to individuals in the custody of any Montgomery County law enforcement agency, with the following exceptions:

- Offenders committed to the custody of the Department of Correction and Rehabilitation (DOCR) and receiving medical treatment paid for by the budget of that department,
- Medical treatment expenses covered by Workers' Compensation,
- Medical treatment expenses covered by personal medical insurance,
- Medical treatment expenses covered by the Federal government,
- Medical treatment expenses covered by other appropriate and available outside resources.

The Department of Police will manage this account, and, with the assistance of the County Attorney, will determine costs for which the County is responsible. All bills are to be reviewed for appropriateness of cost by a private contractor prior to payment.

FY12-17 PUBLIC SERVICES PROGRAM: FISCAL PLAN				Motor Pool Fund			
FISCAL PROJECTIONS	FY11 ESTIMATE	FY12 REC	FY13 PROJECTION	FY14 PROJECTION	FY15 PROJECTION	FY16 PROJECTION	FY17 PROJECTION
ASSUMPTIONS							
CPI (Fiscal Year)	2.0%	2.4%	2.7%	3.0%	3.2%	3.4%	3.6%
Investment Income Yield	0.14%	0.40%	0.90%	2.00%	2.75%	3.50%	4.00%
Rate Adjustment	0	0	10.0%	7.6%	0.5%	4.0%	2.6%
BEGINNING FUND BALANCE	(3,492,990)	(3,191,400)	(300,670)	379,740	2,656,650	2,792,340	2,852,550
REVENUES							
Charges For Services	58,780,430	63,067,850	69,374,420	74,674,630	75,048,000	78,049,920	80,079,220
Miscellaneous	1,750,000	1,515,000	1,553,200	1,631,200	1,697,080	1,763,270	1,809,030
Subtotal Revenues	60,530,430	64,582,850	70,927,620	76,305,830	76,745,080	79,813,190	81,888,250
INTERFUND TRANSFERS (Net Non-CIP)	(2,500,000)	0	0	0	0	0	0
Transfers To The General Fund	(2,500,000)	0	0	0	0	0	0
TOTAL RESOURCES	54,537,440	61,391,250	70,626,950	76,685,370	79,401,730	82,605,330	84,740,800
PSP OPER. BUDGET APPROP/ EXPS.							
Operating Budget	(57,728,840)	(61,691,920)	(63,625,430)	(65,808,000)	(68,199,440)	(70,817,370)	(73,681,470)
Vehicle Replacement	n/a	0	(6,720,000)	(8,470,000)	(9,170,000)	(9,715,000)	(8,873,000)
Retiree Health Insurance Pre-funding	n/a	n/a	98,220	249,080	603,810	623,150	629,830
Master Lease	n/a	n/a	0	0	156,240	156,240	156,240
Subtotal PSP Oper Budget Approp / Exp's	(57,728,840)	(61,691,920)	(70,247,210)	(74,028,920)	(76,609,390)	(79,752,980)	(81,768,400)
TOTAL USE OF RESOURCES	(57,728,840)	(61,691,920)	(70,247,210)	(74,028,920)	(76,609,390)	(79,752,980)	(81,768,400)
YEAR END FUND BALANCE	(3,191,400)	(300,670)	379,740	2,656,650	2,792,340	2,852,550	2,972,400
END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES	-5.9%	-0.5%	0.5%	3.5%	3.5%	3.5%	3.5%
Assumptions: 1. This projection for the Motor Pool Fund represents the County Executive's Recommended Fiscal Plan for the purchase, maintenance, and replacement of the County's fleet in light and heavy equipment and the maintenance of transit equipment and buses. 2. Fleet Management Services operates the Motor Pool Fund, an Internal Services Fund, to account for the financing of services it provides other Departments or agencies of the County on a cost reimbursement basis.							

7
13



DEPARTMENT OF GENERAL SERVICES

Isiah Leggett
County Executive

David E. Dise
Director

MEMORANDUM

April 11, 2011

TO: Hans Riemer, Councilmember

FROM: David E. Dise, Director *[Signature]*
Department of General Services

Jennifer E. Barrett, Director *[Signature]*
Department of Finance

SUBJECT: Response to Request for Detailed Information on County Take-Home Vehicle Assignments dated March 10, 2011

ATTACHMENT: Take-Home Vehicle Report (Permanent/Seasonal)

The information contained in this joint Department of General Services (DGS) and Department of Finance (Finance) response to the above referenced request relating to County Take-Home Vehicle assignments addresses current take-home vehicle assignments for County staff with the exclusion of Police personal patrol vehicles and vehicles that are assigned to sworn officers in the Sheriff's Office.

Administrative Procedure (AP) 1-4 addresses the Assignment and Use of County Vehicles. This AP is in the process of Executive staff review to address issues relating to use of County vehicles while under the influence of alcohol or drugs. The sections referenced in this response are from the current version of AP 1-4 as currently available on the Office of Management and Budget intranet site.

- The position and department (by division) of each County Employee who is assigned a take-home vehicle

See attached Take-Home Vehicle Report (Permanent/Seasonal).

This report includes data from the Vehicle Assignment System which is maintained by the Departments. As vehicle assignments change, the Departments are responsible for updating the Vehicle Assignment System. This ongoing Department update results in a fluid report and variances may be observed if reports are generated on different dates and times. Currently, the Vehicle Assignment Report reflects what the Departments initially entered. The Division

Office of the Director

101 Monroe Street, 9th Floor • Rockville, Maryland 20850

www.montgomerycountymd.gov/dgs

of Fleet Management Services (DFMS) has concurred with some requests, required justification or additional information on some requests, and denied some requests. This is an iterative process as the Departments respond and supply additional information and justification.

- The make, model, year, and purchase price of the vehicle

See attached Take-Home Vehicle Report (Permanent/Seasonal). This information is included on the same report as the preceding request.

DFMS maintains a light fleet and a heavy fleet. Take-home vehicles consist primarily of light fleet vehicles, but do include trucks and vans that are classified as part of the heavy fleet. Heavy fleet vehicles are occasionally necessary due to the work responsibilities of the employee assigned the vehicle.

- The length of time each employee has had a take-home vehicle

This information is not tracked in the Vehicle Assignment System. Each department is responsible for justifying the assignment of a take-home vehicle on an annual basis and updating the Vehicle Assignment System as business needs change.

- Whether the employee parks outside the County at night

Per AP 1-4, Section 2.2:

"Agency Assigned Take-home Vehicle - A passenger vehicle assigned to a designated employee whose County assignments require the vehicle be taken home during off-duty hours in order to be used for governmental purposes. Such vehicles will not be parked outside of the County on a regular basis during off-duty hours except in the case of Department Directors and Management Level I employees/managers who are otherwise assigned an Agency Assigned Take-home vehicle."

Per AP 1-4, Section 3.0:

"Permanent assignment of vehicles may be made to those employees whose duties mandate it. Such assignment of vehicles may be made on a short-term, temporary, or seasonal basis, rather than a year-round basis. A take-home vehicle will not be assigned as a fringe benefit of employment, nor will the vehicle be used for commuting outside of the County except in the case of Department Directors and Management Level I employees/managers who are otherwise assigned an Agency Assigned Take-home vehicle. In addition, employees who are approved by the Chief Administrative Officer to protect the health and safety of the County will be permitted to commute outside the County in their Agency Assigned Take-home vehicles."

These are the only categories identified in AP 1-4 that permit vehicles to be taken home outside the County. Other than Agency Assigned Take-home Vehicles, only vehicles assigned to employees designated to respond to seasonal emergencies may be taken to a residence outside the County limits. "Seasonal" is identified as December 1 through February 28, but may also include other times of the year such as major weather events or other specified short-term requirement. Since AP 1-4 generally prohibits taking County vehicles out of the County, DFMS has designated parking areas for take-home vehicles at specified County facilities located near County boundaries.

- What are the specific criteria used to determine which employees are assigned take-home vehicle?

Per AP 1-4, Section 4.1:

The criteria to receive an Agency Assigned vehicle are the following:

- A. Agencies with employees whose duties require them to spend the major portion of each workday engaged in field activities;
- B. Agencies with employees whose duties and responsibilities require that a vehicle be available at all times during each workday so as to maintain the efficiency of the employee. (Adequate justification must be given that proper work scheduling cannot eliminate the need for a constantly available vehicle, and the department or Fleet Management Services' motor pool cannot serve the need for a vehicle); and
- C. Employees whose duties require the constant use and/or storage of special equipment in the vehicle.

Per AP 1-4, Section 4.2:

The following reasons may serve as justification for an employee to receive an Agency Assigned Take-home vehicle:

- A. Employee who regularly, and on a continuing basis, is subject to be called for emergencies during off-hours;
- B. Employee's position requires frequent after-hour travel to meetings to represent the County's interest, or to provide service delivery to client populations;
- C. Documented increases in an employee's job efficiency or effectiveness provide a clear benefit to the County by the operation of an Agency Assigned Take-home vehicle;
- D. Employee has supervisory responsibility for field employees, and frequently visits multiple job-sites on the way to or from his regularly assigned office location.

DGS is working to develop a unified procedure on take-home vehicles that will encompass the assigned department's responsibilities, authorized employee usage and restrictions on usage, the responsibilities of DFMS, and the approval process including the Chief Administrative Officer (CAO) concurrence.

- How often does the County review take-home assignments?

Take-home assignments are reviewed by DFMS on an annual basis. The FY11 Take-Home Vehicles memorandum requesting that Departments update the Vehicle Assignment System was sent to Departments by the Chief of DFMS on December 15, 2010. The request to update the Vehicle Assignment System was also conveyed to the fleet coordinators at the December Fleet Coordinators Meeting. Follow-up memos were sent in March to the Departments that failed to respond and to the Departments that responded, but their justification was not adequate or the form was incomplete. To emphasize accountability, DGS is currently drafting recommended revisions to AP 1-4 to enhance departmental compliance with monitoring and reporting the use of take-home vehicles. This enhancement will include regular reports to the Chief Administrative Officer.

- Do employees reimburse the agency for vehicle costs when not used for County purposes? If so, at what rate?

In accordance with AP 1-4, Section 5.4, County employees who have take-home vehicles to perform administrative and field supervision functions are required to reimburse the County for the cost of their normal commute. Employees with take-home vehicles that are used for inspection/technical and labor/regulatory functions are not required to reimburse the County under AP 1-4.

The AP requires that the County be reimbursed via payroll deduction according to the actual mileage the vehicles were used for non-governmental purposes. Finance has not been able to fully implement this provision. Where Finance has had clear authority under IRS regulations and existing personnel policies to perform such a deduction, the department has done so. In other instances, Finance has required departments to submit log sheets that are used to add imputed income to the employees pay for tax reporting purposes, or employees may elect the imputed income approach provided under IRS Regulations at the rate of \$1.50 per one-way commute (\$30 per pay period). There are remaining issues that continue to be addressed as described below.

Since December 2010, Finance and DFMS have been reviewing vehicle assignment and usage and are conducting a review of the actual mileage reimbursement vs. imputed income approach for all employees assigned a take-home vehicle. The goal of this review is to implement the actual mileage reimbursement option and required reporting methods wherever permissible, to ensure the fullest recapture of costs for the County. Finance is currently in the process of reviewing its ability to make automatic deductions from pay for all employee groups. At the same time, Finance will continue work with DFMS, OHR, and the County Attorney's Office to determine if a reimbursement policy and revisions to AP 1-4 can be developed that can be applied to all employees with take-home vehicles for administrative and field supervision purposes, and expanded to other groups of employees as appropriate.

- Is after-hour usage of take-home vehicles tracked or logged? If so, how?

After-hour usage of take-home vehicles for personal use is not allowed.

The following chart was provided to Council as requested through FY2008. This chart has been expanded to include FY2011.

MONTGOMERY COUNTY, MD PERMANENT TAKE-HOME VEHICLES					
ASSIGNED VEHICLES	2005	2006	2007	2008	2011
Represented Employees	204	188	161	153	231
Unrepresented Employees	14	14	12	52	62
State's Attorney's Office/Circuit Court	6	6	6	5	4
TOTAL	224	208	179	210	297

Prior year reports did not include Seasonal Take-Home Vehicles. The FY2011 Seasonal time frame was from December 1, 2010 through February 28, 2011. The chart below shows the number of take-home vehicles used as take-home only during that time period.

MONTGOMERY COUNTY, MD SEASONAL TAKE-HOME VEHICLES					
ASSIGNED VEHICLES	2005	2006	2007	2008	2011
Represented Employees					17
Unrepresented Employees					16
TOTAL					33

Prior year reports did not include Heavy Fleet Take-Home Vehicles. The chart below shows the number of take-home heavy fleet vehicles that were either used as a seasonal take-home vehicle or are currently being used as a permanent take-home vehicle.

MONTGOMERY COUNTY, MD HEAVY FLEET TAKE-HOME VEHICLES					
ASSIGNED VEHICLES	2005	2006	2007	2008	2011
SEASONAL					
Represented Employees					0
Unrepresented Employees					12
PERMANENT					
Represented Employees					1
Unrepresented Employees					6
TOTAL					19

The following chart is the sum of the permanent take-home vehicles, the seasonal take-home vehicles and the heavy fleet take-home vehicles.

MONTGOMERY COUNTY, MD TOTAL TAKE-HOME VEHICLES					
ASSIGNED VEHICLES	2005	2006	2007	2008	2011
Represented Employees					249
Unrepresented Employees					96
State's Attorney's Office/Circuit Court					4
TOTAL					349

Please let me know if you require any additional information or an explanation of the information provided.

cc: Millie Souders, DGS
Lenny Moore, FIN
Karen Hawkins, FIN
Susan Farag, CCL

(19)

Take Home Vehicle Report (Permanent/ Seasonal) 3/ 23/ 11

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
Corrections									
	Director Ofc Corrections	TH	077641	2007	CHEVROLET	MALIBU 4DR		Director	13896.00
	DOCR/PRC	TH	011630	2001	CHEVROLET	CAVALIER 4D		Manager II	11091.00
	MCCF	TH	071521	2007	FORD	TAURUS		Manager II	12206.00
Vehicle Count: 3									
County Exec									
	Cnty. Exec.	TH	079176	2007	CHEVROLET	TAHOE 4X4		Chief Administrative Officer	38116.86
	Cnty. Exec.	TH	079199	2007	JEEP	GRAND CHEROKEE		County Executive	38665.00
Vehicle Count: 2									
Pol. & Compl.									
	Pol. & Compl.	TH	001808	2000	CHEV/ALTEC	BLAZER 4X4		Environmental Health Specialist	21590.00
	Pol. & Compl.	TH	021685	2002	TOYOTA	PRIUS		Environmental Health Specialist	19648.00
	Pol. & Compl.	TH	057131	2005	CHEVROLET	PICKUP		Environmental Health Specialist	15098.00
	Pol. & Compl.	TH	058182	2005	FORD	ESCAPE		Environmental Health Specialist	26777.00
	Pol. & Compl.	TH	082000	2008	CHEVROLET	UPLANDER		Environmental Health Specialist	14662.75
	Pol. & Compl.	TH	087135	2008	FORD	PICKUP/4X4		Environmental Health Specialist	24873.69

(21)

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Pol. & Compl.	TH	991820	1999	JEEP	CHEROKEE		Environmental Health Specialist	18349.00
	Solid Waste	TH	031764	2003	FORD	RANGER 4X2		Program Specialist	14220.00
	Solid Waste	TH	031765	2003	FORD	RANGER 4X2		Code Enforcement Inspector	14220.00
	Solid Waste	TH	066122	2006	CHEVROLET	DUMP TRUCK		Investigator	39752.76
	Solid Waste	TH	067190	2006	CHEVROLET	PICKUP		Special Investigator	19661.00
	Solid Waste	TH	067191	2006	CHEVROLET	PICKUP		Code Enforcement Inspector	19661.00
	Solid Waste	TH	081709	2008	CHEVROLET	COLORADO		Code Enforcement Inspector	16567.42
	Solid Waste	TH	087116	2008	FORD	PICKUP/4X4		Code Enforcement Inspector	24873.69
	Solid Waste	TH	091768	2009	FORD	F-150		Code Enforcement Inspector	20736.41
	Solid Waste	TH	097112	2009	FORD	F-150		Code Enforcement Inspector	20736.41
	Solid Waste	TH	099221	2009	FORD	RANGER 4X2		Code Enforcement Inspector	16222.97
	Watershed Mgt.	TH	021658	2002	CHEVROLET	CAVALIER 4D		Program Manager	10921.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Watershed Mgt.	TH	021713	2002	CHEVROLET	PICKUP 4X4		Permitting Services	20087.00
	Watershed Mgt.	TH	062004	2005	CHEVROLET	VAN		Inspector Permitting Services	17060.00
	Watershed Mgt.	TH	067159	2006	CHEVROLET	PICKUP		Inspector Permitting Services	16198.00
	Watershed Mgt.	TH	099229	2009	CHEVROLET	VAN		Inspector Permitting Services	25306.33
	Watershed Mgt.	TH	111997	2011	CHEVROLET	VAN CARGO		Inspector Permitting Services	25298.03

Vehicle Count: 23

Capital Dev.	TH	021610	2002	CHEVROLET	CAVALIER 4D		Construction Rep III	10921.00
Capital Dev.	TH	067156	2006	CHEVROLET	PICKUP		Construction Rep III	15203.00
Capital Dev.	TH	101726	2010	FORD	F-150		Construction Rep III	21679.25
Facilities	THS	008136	2000	JEEP	CHEROKEE		Property Manager	19222.00
Facilities	THS	021394	2002	CHEVROLET	CAVALIER 4D		Property Manager	10921.00
Facilities	THS	021712	2002	CHEVROLET	PICKUP 4X4		Property Manager	15807.00
Facilities	THS	031501	2003	CHEVROLET	CAVALIER 4D		Property Manager	10118.00
Facilities	THS	061371	2006	CHEVROLET	COBALT		Manager III	10728.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Facilities	THS	091577	2009	FORD	FOCUS	[REDACTED]	Property Manager	12770.52
	Facilities	THS	091870	2009	FORD	ESCAPE	[REDACTED]	Manager II	27796.83
	Fleet Management	THS	021894	2002	JEEP	LIBERTY	[REDACTED] Sr.	Equipment Services Coordinator	19007.00
	Fleet Management	THS	021897	2002	JEEP	LIBERTY	[REDACTED]	Manager III	19007.00
	Fleet Management	THS	028143	2002	JEEP	LIBERTY	[REDACTED]	Equipment Services Coordinator	22697.00
	Fleet Management	TH	028144	2002	JEEP	LIBERTY	[REDACTED]	Manager III	22697.00
	Fleet Management	THS	031758	2003	CHEVROLET	PICKUP 4X4	[REDACTED]	Facil Maint Scheduler	20653.00
	Fleet Management	THS	041795	2004	CHEVROLET	PICKUP 4X4	[REDACTED]	Program Manager	18754.00
	Fleet Management	THS	048114	2004	JEEP	LIBERTY	[REDACTED]	Equipment Services Coordinator	18238.00
	Fleet Management	THS	058169	2005	CHEVROLET	BLAZER 4X4	[REDACTED]	Equipment Services Coordinator	18849.00
	Fleet Management	TH	058180	2005	FORD	ESCAPE	[REDACTED]	Manager II	26777.00
	Fleet Management	THS	079178	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	Manager III	19909.00

Vehicle Count: 20

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
GA									
	Code Enf.	TH	001723	2000	CHEVROLET	PICKUP/4X4		Code Enforcement Inspector	19154.45
	Code Enf.	TH	001725	2000	CHEVROLET	PICKUP/4X4		Code Enforcement Inspector	19402.40
	Code Enf.	TH	011556	2001	CHEVROLET	CAVALIER 4D		Code Enforcement Inspector	11091.00
	Code Enf.	TH	011634	2001	CHEVROLET	CAVALIER 4D		Code Enforcement Inspector	11091.00
	Code Enf.	TH	021527	2002	CHEVROLET	CAVALIER 4D		Code Enforcement Inspector	10921.00
	Code Enf.	TH	021653	2002	CHEVROLET	CAVALIER 4D		Code Enforcement Inspector	10921.00
	Code Enf.	TH	031756	2003	CHEVROLET	PICKUP TRK		Code Enforcement Inspector	12499.00
	Code Enf.	TH	031770	2003	CHEVROLET	PICKUP 4X4		Code Enforcement Inspector	17586.00
	Code Enf.	TH	041717	2004	FORD	PICKUP 4X4		Code Enforcement Inspector	14784.00

25

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Code Enf.	TH	051687	2005	CHEVROLET	MALIBU 4DR		Code Enforcement Inspector	12094.00
	Code Enf.	TH	057127	2005	CHEVROLET	PICKUP		Code Enforcement Inspector	15098.00
	Code Enf.	TH	067138	2006	CHEVROLET	PICKUP		Code Enforcement Inspector	14303.00
	Code Enf.	TH	067182	2006	CHEVROLET	PICKUP		Code Enforcement Inspector	16501.00
	Code Enf.	TH	081747	2008	FORD	TRUCK		Code Enforcement Inspector	17920.71
	Code Enf.	TH	091353	2008	FORD	FOCUS		Code Enforcement Inspector	13480.51
	Code Enf.	TH	091629	2009	NISSAN	ALTIMA		Code Enforcement Inspector	24110.00
	Comm. Dev.	TH	051329	2005	CHEVROLET	COBALT		Planning Specialist	10728.00
	Comm. Dev.	TH	081318	2008	FORD	FOCUS		Chief Administrative Officer	13691.61
	Director Office - DHCA	TH	021547	2002	CHEVROLET	CAVALIER 4D		Program Manager	10921.00
	Director Office - DHCA	TH	091854	2009	FORD	ESCAPE		Director	27796.83

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Rehab. Assist.	TH	001498	2000	CHEVROLET	CAVALIER 4D		Program Specialist	11091.00
	Rehab. Assist.	TH	041693	2004	CHEVROLET	CAVALIER 4D		Planning Specialist	10063.00
Vehicle Count: 22									
	Director Office - TH DOT		001365	2000	CHEVROLET	LUMINA 4DR		Manager I	14529.00
	Director Office - TH DOT		038148	2003	FORD	EXPLORER		Director	29384.57
	Director Office - TH DOT		042137	2004	FORD	PICKUP/4X4		Work Force Leader	21902.00
	Director Office - TH DOT		081866	2008	CHEVROLET	TRAILBLAZE R		Dep Dir Pub Works & Tran	27450.27
	Div of Highway Services	TH	011588	2001	CHEVROLET	CAVALIER 4D		Highway Inspector	11091.00
	Div of Highway Services	THS	021361	2002	CHEVROLET	CAVALIER 4D		Highway Inspector	10921.00
	Div of Highway Services	THS	021661	2002	CHEVROLET	CAVALIER 4D		Program Specialist	10921.00
	Div of Highway Services	THS	021700	2002	CHEVROLET	PICKUP 4X4		Highway Inspector	15807.00
	Div of Highway Services	THS	021744	2002	CHEVROLET	PICKUP/4X4		Highway Inspector	16397.00
	Div of Highway Services	THS	021746	2002	CHEVROLET	PICKUP/4X4		Highway Inspector	16397.00
	Div of Highway Services	THS	021749	2002	CHEVROLET	PICKUP/4X4		Highway Inspector	16397.00

29

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Div of Highway Services	TH	021890	2002	JEEP	LIBERTY		District Supervisor	19007.00
	Div of Highway Services	THS	022197	2002	FORD	P/U 4X4 CC		Work Force Leader	34069.00
	Div of Highway Services	THS	022199	2002	FORD	P/U 1T 4X4		Work Force Leader	30929.00
	Div of Highway Services	TH	028142	2002	JEEP	LIBERTY		District Supervisor	19007.00
	Div of Highway Services	THS	032123	2003	CHEVROLET	P/U 4X4 CC		Work Force Leader	30311.00
	Div of Highway Services	TH	032135	2003	CHEVROLET	PICKUP 4X4		Work Force Leader	27031.00
	Div of Highway Services	TH	041775	2004	FORD	PICKUP 4X4		Work Force Leader	19218.00
	Div of Highway Services	TH	042143	2004	FORD	PICKUP 4X4		Work Force Leader	21902.00
	Div of Highway Services	TH	042146	2004	FORD	PICKUP/4X4		Work Force Leader	21902.00
	Div of Highway Services	TH	042151	2004	CHEVROLET	PICKUP 4X4		Work Force Leader	24831.00
	Div of Highway Services	THS	042158	2004	CHEVROLET	PICKUP 4X4		Work Force Leader	27031.00
	Div of Highway Services	THS	042161	2004	CHEVROLET	PICKUP 4X4		Work Force Leader	30661.60
	Div of Highway Services	TH	042185	2004	FORD	PICKUP/4X4		Work Force Leader	21902.00
	Div of Highway Services	TH	061880	2006	FORD	ESCAPE		District Supervisor	26352.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Div of Highway Services	THS	062104	2006	CHEVROLET	PICKUP 4X4		Work Force Leader	30881.22
	Div of Highway Services	THS	062175	2006	CHEVROLET	P/U 4X4 CC		Work Force Leader	45803.85
	Div of Highway Services	THS	062177	2006	CHEVROLET	P/U 4X4 CC		Work Force Leader	45812.52
	Div of Highway Services	THS	062178	2006	CHEVROLET	P/U 4X4 CC		Work Force Leader	45791.67
	Div of Highway Services	THS	067160	2006	CHEVROLET	PICKUP		Highway Inspector	16388.00
	Div of Highway Services	THS	067161	2006	CHEVROLET	PICKUP		Arborist	16388.00
	Div of Highway Services	THS	067162	2006	CHEVROLET	PICKUP		Highway Inspector	16388.00
	Div of Highway Services	THS	067163	2006	CHEVROLET	PICKUP		Highway Inspector	16388.00
	Div of Highway Services	THS	067164	2006	CHEVROLET	PICKUP		Highway Inspector	16388.00
	Div of Highway Services	TH	071833	2007	CHEVROLET	TRAILBLAZE R		Manager III	19909.00
	Div of Highway Services	THS	082180	2008	CHEVROLET	P/U 1T 4X4		Work Force Leader	38222.51
	Div of Highway Services	THS	082182	2008	CHEVROLET	P/U 1T 4X4		Work Force Leader	38222.51
	Div of Highway Services	THS	082183	2008	CHEVROLET	P/U 4X4 CC		Work Force Leader	38222.51
	Div of Highway Services	TH	091609	2009	FORD	FOCUS		Information Technology Specialist	12770.52

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Div of Highway Services	TH	091621	2009	NISSAN	ALTIMA		Manager III	24110.00
	Div of Highway Services	THS	091681	2009	NISSAN	ALTIMA		Manager III	24110.00
	Div of Highway Services	TH	091728	2009	FORD	F350		District Supervisor	22340.04
	Div of Highway Services	TH	098103	2009	FORD	ESCAPE		District Supervisor	27796.83
	Div of Highway Services	THS	099213	2009	FORD	F-150		HWY Const Field Supervisor	19331.99
	Div of Highway Services	THS	099214	2009	FORD	F-150		Highway Inspector	19331.99
	Div of Highway Services	THS	099215	2009	FORD	F-150		Highway Inspector	19331.99
	Div of Highway Services	THS	099216	2009	FORD	F-150		Highway Inspector	19331.99
	Div of Highway Services	THS	099217	2009	FORD	F-150		Highway Inspector	19331.99
	Div of Highway Services	THS	099218	2009	FORD	F-150		Highway Inspector	19331.99
	Div of Highway Services	TH	108257	2010	FORD	ESCAPE		Manager III	29488.92
	Div of Highway Services	TH	981224	1998	FORD	TAURUS 4DR		Highway Inspector	13987.00
	Div of Parking	TH	098261	2009	FORD	ESCAPE		Property Manager	27796.83
	Div of Traffic Engineering & Ops	TH	019125	2001	CHEVROLET	VAN CARGO		Trans Syst Technician	17739.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Div of Traffic Engineering & Ops	TH	021815	2002	JEEP	LIBERTY		Manager II	19942.00
	Div of Traffic Engineering & Ops	TH	021841	2002	JEEP	LIBERTY		Manager III	19007.00
	Div of Traffic Engineering & Ops	TH	029140	2003	CHEVROLET	VAN CARGO		Work Force Leader	15798.00
	Div of Traffic Engineering & Ops	TH	029144	2002	CHEVROLET	VAN CARGO		Trans Syst Technician	15798.00
	Div of Traffic Engineering & Ops	TH	029147	2002	CHEVROLET	VAN CARGO		Trans Syst Technician	15798.00
	Div of Traffic Engineering & Ops	TH	029149	2002	CHEVROLET	VAN CARGO		Trans Syst Technician	15798.00
	Div of Traffic Engineering & Ops	TH	031978	2003	CHEVROLET	VAN CARGO		Trans Syst Technician	17569.00
	Div of Traffic Engineering & Ops	TH	032016	2003	CHEVROLET	VAN CARGO		Trans Syst Technician	15777.00
	DTE - DOT	TH	011818	2001	JEEP	CHEROKEE		Highway Construction Field Supervisor	19394.00
	DTE - DOT	TH	011824	2001	JEEP	CHEROKEE		Manager III	19394.00
	DTE - DOT	TH	011827	2001	JEEP	CHEROKEE		Construction Rep III	19394.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	DTE - DOT	TH	011835	2001	JEEP	CHEROKEE	[REDACTED] h	Construction Rep III	19394.00
	DTE - DOT	TH	011836	2001	JEEP	CHEROKEE	[REDACTED]	Construction Rep III	19394.00
	DTE - DOT	TH	021349	2002	CHEVROLET	CAVALIER 4D	[REDACTED]	Manager III	10921.00
	DTE - DOT	TH	021703	2002	CHEVROLET	PICKUP EXT	[REDACTED]	Construction Rep III	16587.00
	DTE - DOT	TH	021853	2002	JEEP	LIBERTY	[REDACTED]	Construction Rep III	19007.00
	DTE - DOT	TH	048167	2004	JEEP	LIBERTY	[REDACTED]	Construction Rep III	16864.00
	DTE - DOT	TH	057128	2005	CHEVROLET	PICKUP	[REDACTED]	Construction Rep III	15098.00
	DTE - DOT	TH	061540	2006	CHEVROLET	COBALT	[REDACTED]	Manager II	10728.00
	DTE - DOT	TH	068193	2006	JEEP	LIBERTY	[REDACTED]	Manager I	18496.00
	DTE - DOT	TH	091862	2009	FORD	ESCAPE	[REDACTED]	Construction Rep III	27796.83
	DTE - DOT	TH	991445	1999	CHEVROLET	CAVALIER 4D	[REDACTED]	Capital Projects Manager	12067.00

Vehicle Count: 75

Enterprise Infra.	TH	111944	2011	FORD	VAN CARGO	[REDACTED]	Equipment Services Coordinator	25484.10
Telephone	TH	019119	2001	CHEVROLET	VAN CARGO	[REDACTED]	Equipment Operator	17739.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Telephone	TH	029143	2002	CHEVROLET	VAN CARGO	John Hartman	Equipment Operator	15798.00

Vehicle Count: 3

Health &									
Lic. & Reg. Serv.	TH	001530	2000	CHEVROLET	CAVALIER 4D			Environmental Health Specialist	11091.00
Lic. & Reg. Serv.	TH	001559	2000	CHEVROLET	CAVALIER 4D			Environmental Health Specialist	11091.00
Lic. & Reg. Serv.	TH	011569	2001	CHEVROLET	CAVALIER 4D			Environmental Health Specialist	11091.00
Lic. & Reg. Serv.	TH	011571	2001	CHEVROLET	CAVALIER 4D			Environmental Health Specialist	11091.00
Lic. & Reg. Serv.	TH	011595	2001	CHEVROLET	CAVALIER 4D			Environmental Health Specialist	11091.00
Lic. & Reg. Serv.	TH	021331	2002	CHEVROLET	CAVALIER 4D			Environmental Health Specialist	10921.00
Lic. & Reg. Serv.	TH	021615	2002	CHEVROLET	CAVALIER 4D			Environmental Health Specialist	10921.00
Lic. & Reg. Serv.	TH	021648	2002	CHEVROLET	CAVALIER 4D			Environmental Health Specialist	10921.00
Lic. & Reg. Serv.	TH	021660	2002	CHEVROLET	CAVALIER 4D			Environmental Health Specialist	10921.00
Lic. & Reg. Serv.	TH	031654	2003	CHEVROLET	CAVALIER 4D			Environmental Health Specialist	10118.00
Lic. & Reg. Serv.	TH	041673	2004	CHEVROLET	CAVALIER 4D			Environmental Health Specialist	10063.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Lic. & Reg. Serv.	TH	071519	2007	CHEVROLET	COBALT		Environmental Health Specialist	10728.00
	Lic. & Reg. Serv.	TH	071551	2007	CHEVROLET	COBALT		Environmental Health Specialist	10728.00
	Lic. & Reg. Serv.	TH	091376	2009	NISSAN	ALTIMA		Environmental Health Specialist	24110.00
	Lic. & Reg. Serv.	TH	091518	2009	NISSAN	ALTIMA		Environmental Health Specialist	24110.00
	Lic. & Reg. Serv.	TH	091534	2009	FORD	FOCUS		Environmental Health Specialist	12770.52
	Lic. & Reg. Serv.	TH	091662	2009	NISSAN	ALTIMA		Environmental Health Specialist	24110.00
	Mgt. Serv.	TH	061532	2006	FORD	TAURUS 4DR		Director	12206.00
	PHS (Public Health Services)	TH	051903	2005	DODGE	CARAVAN 7		Public Service Worker	16573.00
	PHS (Public Health Services)	TH	052097	2005	DODGE	CARAVAN 7		Planning Specialist	16573.00
	Street Outreach Network	TH	021640	2002	CHEVROLET	CAVALIER 4D		Environmental Health Specialist	10921.00
	Street Outreach Network	TH	081378	2008	FORD	FOCUS		Community Services Aide	13082.37
	Street Outreach Network	TH	974993	1997	FORD	12 PASS VA		Community Services Aide	0.00

Vehicle Count: 23

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
Homeland Security	Homeland Security	TH	078107	2007	FORD	ESCAPE		undefined	26352.00
Vehicle Count: 1									
Alcohol Control	BLC	TH	001513	2000	CHEVROLET	CAVALIER 4D		Alcohol/Tobacco Enforcement Specialist	11091.00
	BLC	TH	021345	2002	CHEVROLET	CAVALIER 4D		Alcohol/Tobacco Enforcement Specialist	10921.00
	BLC	TH	021399	2002	CHEVROLET	CAVALIER 4D		Alcohol/Tobacco Enforcement Specialist	10921.00
	BLC	TH	091509	2009	TOYOTA	PRIUS		Program Manager	21609.00
	BLC	TH	091593	2009	TOYOTA	PRIUS		Alcohol/Tobacco Enforcement Specialist	21609.00
	BLC	TH	101632	2010	HUNDAI	ELANTRA		Alcohol/Tobacco Enforcement Specialist	13836.00
	Wholesale	TH	061373	2006	CHEVROLET	IMPALA		Director	18555.00
Vehicle Count: 7									

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
MCFR									
	MCFR (Fire/Rescue)	TH	001415	2000	FORD	CROWN VIC	[REDACTED]	undefined	20238.00
	MCFR (Fire/Rescue)	TH	001479	2000	FORD	CROWN VIC	[REDACTED]	undefined	20238.00
	MCFR (Fire/Rescue)	TH	019116	2001	FORD	EXPEDITION	[REDACTED]	undefined	26387.00
	MCFR (Fire/Rescue)	TH	019401	2001	CHEVROLET	LUMINA 4DR	[REDACTED]	undefined	0.00
	MCFR (Fire/Rescue)	TH	021801	2002	CHEVROLET	TAHOE 4X4	[REDACTED] ell	undefined	30740.00
	MCFR (Fire/Rescue)	TH	031453	2003	FORD	CROWN VIC	[REDACTED] ef	undefined	20181.00
	MCFR (Fire/Rescue)	TH	031454	2003	FORD	CROWN VIC	[REDACTED]	undefined	20181.00
	MCFR (Fire/Rescue)	TH	036022	2003	FORD	EXPEDITION	[REDACTED]	undefined	25404.00
	MCFR (Fire/Rescue)	TH	039153	2003	FORD	EXPEDITION	[REDACTED]	undefined	28625.36
	MCFR (Fire/Rescue)	TH	039154	2003	FORD	EXPEDITION	[REDACTED]	undefined	46540.36
	MCFR (Fire/Rescue)	TH	039157	2003	FORD	EXPEDITION	[REDACTED]	undefined	47520.36
	MCFR (Fire/Rescue)	TH	039158	2003	FORD	EXPEDITION	[REDACTED]	undefined	47520.36
	MCFR (Fire/Rescue)	TH	039159	2003	FORD	EXPEDITION	[REDACTED]	undefined	47520.36

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	MCFR (Fire/Rescue)	TH	041403	2004	DODGE	INTREPID 4D	[REDACTED]	undefined	15572.00
	MCFR (Fire/Rescue)	TH	041404	2004	DODGE	INTREPID 4D	[REDACTED]	undefined	15572.00
	MCFR (Fire/Rescue)	TH	041416	2004	DODGE	INTREPID 4D	[REDACTED]	undefined	15572.00
	MCFR (Fire/Rescue)	TH	041418	2004	FORD	CROWN VIC	[REDACTED]	undefined	19723.00
	MCFR (Fire/Rescue)	TH	041419	2004	FORD	CROWN VIC	[REDACTED]	undefined	19723.00
	MCFR (Fire/Rescue)	TH	041611	2004	CHEVROLET	CAVALIER 4D	[REDACTED]	undefined	10063.00
	MCFR (Fire/Rescue)	TH	051402	2005	CHEVROLET	TAHOE 4X4	[REDACTED]	undefined	29902.00
	MCFR (Fire/Rescue)	TH	051409	2005	CHEVROLET	BLAZER 4X4	[REDACTED]	undefined	19869.00
	MCFR (Fire/Rescue)	TH	051410	2005	CHEVROLET	TAHOE 4X4	[REDACTED]	undefined	36482.26
	MCFR (Fire/Rescue)	TH	051424	2005	FORD	CROWN VIC	[REDACTED]	undefined	20284.00
	MCFR (Fire/Rescue)	TH	051425	2005	CHEVROLET	SUBRBN 4X4	[REDACTED]	undefined	34392.00
	MCFR (Fire/Rescue)	TH	051430	2005	FORD	CROWN VIC	[REDACTED]	undefined	20284.00
	MCFR (Fire/Rescue)	TH	057125	2005	CHEVROLET	PICKUP	[REDACTED]	undefined	28894.16
	MCFR (Fire/Rescue)	TH	061431	2006	FORD	CROWN VIC	[REDACTED]	Alcohol/Tobacco Enforcement Specialist	20284.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	MCFR (Fire/Rescue)	TH	061432	2006	FORD	CROWN VIC	[REDACTED]	undefined	20284.00
	MCFR (Fire/Rescue)	TH	061433	2006	CHEVROLET	IMPALA	[REDACTED]	undefined	19185.00
	MCFR (Fire/Rescue)	TH	061434	2006	CHEVROLET	IMPALA	[REDACTED]	undefined	19185.00
	MCFR (Fire/Rescue)	TH	061437	2006	CHEVROLET	IMPALA	[REDACTED]	undefined	18910.00
	MCFR (Fire/Rescue)	TH	061438	2006	FORD	CROWN VIC	[REDACTED]	undefined	20365.00
	MCFR (Fire/Rescue)	TH	061465	2006	CHEVROLET	IMPALA	[REDACTED]	undefined	18910.00
	MCFR (Fire/Rescue)	TH	061817	2006	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	061837	2006	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	067197	2006	CHEVROLET	PICKUP	[REDACTED]	Alcohol/Tobacco Enforcement Specialist	24901.00
	MCFR (Fire/Rescue)	TH	068190	2006	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	071421	2007	CHEVROLET	IMPALA	[REDACTED]	undefined	18479.00
	MCFR (Fire/Rescue)	TH	071440	2007	FORD	TAURUS	[REDACTED]	undefined	12206.00
	MCFR (Fire/Rescue)	TH	071448	2007	FORD	TAURUS	[REDACTED]	undefined	12206.00
	MCFR (Fire/Rescue)	TH	071467	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	MCFR (Fire/Rescue)	TH	071477	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	071480	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	071481	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	071482	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	071484	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	071486	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	071821	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	071856	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	071872	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	078111	2007	CHEVROLET	TAHOE 4X4	[REDACTED]	undefined	38086.97
	MCFR (Fire/Rescue)	TH	078132	2007	FORD	EXPEDITION	[REDACTED]	undefined	23836.00
	MCFR (Fire/Rescue)	TH	079160	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	079161	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	079162	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	MCFR (Fire/Rescue)	TH	079163	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	079164	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	079165	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	079187	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	undefined	19909.00
	MCFR (Fire/Rescue)	TH	081400	2008	CHEVROLET	IMPALA	[REDACTED]	undefined	19045.00
	MCFR (Fire/Rescue)	TH	081413	2008	CHEVROLET	IMPALA	[REDACTED]	undefined	19045.00
	MCFR (Fire/Rescue)	TH	081435	2008	CHEVROLET	IMPALA	[REDACTED]	undefined	19045.00
	MCFR (Fire/Rescue)	TH	081436	2008	CHEVROLET	IMPALA	[REDACTED]	undefined	19045.00
	MCFR (Fire/Rescue)	TH	081444	2008	CHEVROLET	IMPALA	[REDACTED]	undefined	19045.00
	MCFR (Fire/Rescue)	TH	081466	2008	FORD	CROWN VIC	[REDACTED]	undefined	20753.00
	MCFR (Fire/Rescue)	TH	081753	2008	FORD	PICKUP/4X4	[REDACTED]	undefined	24054.40
	MCFR (Fire/Rescue)	TH	081755	2008	FORD	PICKUP/4X4	[REDACTED]	undefined	24054.40
	MCFR (Fire/Rescue)	TH	081779	2008	FORD	PICKUP/4X4	[REDACTED]	undefined	25905.28
	MCFR (Fire/Rescue)	TH	088287	2008	FORD	EXPLORER	[REDACTED]	undefined	22658.95

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	MCFR (Fire/Rescue)	TH	088288	2008	FORD	EXPLORER	[REDACTED]	undefined	22658.95
	MCFR (Fire/Rescue)	TH	088289	2008	FORD	EXPLORER	[REDACTED]	undefined	22658.95
	MCFR (Fire/Rescue)	TH	088290	2008	FORD	EXPLORER	[REDACTED]	undefined	22658.95
	MCFR (Fire/Rescue)	TH	088291	2008	FORD	EXPLORER	[REDACTED]	undefined	22658.95
	MCFR (Fire/Rescue)	TH	088292	2008	FORD	EXPLORER	[REDACTED]	undefined	22658.95
	MCFR (Fire/Rescue)	TH	088293	2008	FORD	EXPLORER	[REDACTED]	undefined	22658.95
	MCFR (Fire/Rescue)	TH	088294	2008	FORD	EXPLORER	[REDACTED]	undefined	22658.95
	MCFR (Fire/Rescue)	TH	088295	2008	FORD	EXPLORER	[REDACTED]	undefined	22658.95
	MCFR (Fire/Rescue)	TH	088296	2008	FORD	EXPLORER	[REDACTED]	undefined	22658.95
	MCFR (Fire/Rescue)	TH	097150	2009	FORD	PICKUP/4X4	TBD	undefined	25482.40
	MCFR (Fire/Rescue)	TH	097151	2009	FORD	PICKUP/4X4	TBD	undefined	25482.40
	MCFR (Fire/Rescue)	TH	097152	2009	FORD	PICKUP/4X4	TBD	undefined	25482.40

Vehicle Count: 81

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
Police									
	Animal Serv.	TH	021902	2002	CHEVROLET	VAN CARGO	[REDACTED]	Code Enforcement Inspector	31884.69
	Animal Serv.	TH	021914	2002	CHEVROLET	VAN CARGO	[REDACTED]	Code Enforcement Inspector	31884.69
	Animal Serv.	TH	021981	2002	CHEVROLET	VAN CARGO	[REDACTED]	Code Enforcement Inspector	15798.00
	Animal Serv.	TH	031838	2003	FORD	EXPEDITION	[REDACTED]	Code Enforcement Inspector	25404.00
	Animal Serv.	TH	099225	2009	FORD	VAN CARGO	[REDACTED]	undefined	21812.00
	Animal Serv.	TH	099226	2009	FORD	VAN CARGO	[REDACTED]	undefined	21812.00
	Animal Serv.	TH	099236	2009	FORD	VAN CARGO	[REDACTED]	Various Operators (Dept Motorpool)	21879.00
	Crime Lab	TH	011697	2001	CHEVROLET	CAVALIER 4D	[REDACTED]	Manager II	10921.00
	Forensic Serv.	TH	001901	2000	CHEVROLET	VAN CARGO	[REDACTED]	Evidence Technician	17030.00
	Forensic Serv.	TH	021923	2002	CHEVROLET	VAN CARGO	[REDACTED]	Evidence Technician	15798.00
	Forensic Serv.	TH	029152	2002	CHEVROLET	VAN CARGO	[REDACTED]	Evidence Technician	15798.00
	Forensic Serv.	TH	032032	2003	CHEVROLET	VAN CARGO	[REDACTED]	Evidence Technician	15777.00
	Forensic Serv.	TH	061973	2006	CHEVROLET	VAN ECONO	[REDACTED]	Evidence Technician	14340.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Forensic Serv.	TH	079100	2007	FORD	VAN		Evidence Technician	16638.27
	Forensic Serv.	TH	089211	2008	CHEVROLET	VAN		Evidence Technician	19906.09
	Forensic Serv.	TH	099241	2009	FORD	VAN CARGO		Evidence Technician	21879.00
	Forensic Serv.	TH	111930	2011	FORD	VAN CARGO		undefined	20088.10
	Media	TH	021325	2002	CHEVROLET	CAVALIER 4D		Program Specialist	10921.00
	SOD	TH	072012	2007	CHEVROLET	UPLANDER		Program Manager	15878.00

Vehicle Count: 19

Building Services	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Building Constr.	TH	021346	2002	CHEVROLET	CAVALIER 4D		Permitting Services	10921.00
	Building Constr.	TH	021618	2002	CHEVROLET	CAVALIER 4D		Inspector Permitting Services	10921.00
	Building Constr.	TH	031347	2003	CHEVROLET	CAVALIER 4D		Specialist Permitting Services	10118.00
	Building Constr.	TH	031502	2003	CHEVROLET	CAVALIER 4D		Specialist Permitting Services	10118.00
	Building Constr.	TH	031622	2003	CHEVROLET	CAVALIER 4D		Inspector Permitting Services	10118.00
								Inspector	

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Building Constr.	TH	031760	2003	CHEVROLET	PICKUP/4X4	[REDACTED]	Permitting Services	17586.00
	Building Constr.	TH	041675	2004	HONDA	CIVIC	[REDACTED]	Inspector Manager III	21099.05
	Building Constr.	TH	041790	2004	CHEVROLET	PICKUP TRK	[REDACTED]	Permitting Services	13709.00
	Building Constr.	TH	047108	2004	FORD	PICKUP 4X4	[REDACTED]	Inspector Permitting Services	16434.00
	Building Constr.	TH	047115	2004	FORD	PICKUP 4X4	[REDACTED]	Inspector Permitting Services	16434.00
	Building Constr.	TH	051682	2004	CHEVROLET	COBALT	[REDACTED]	Inspector Permitting Services	10728.00
	Building Constr.	TH	058177	2005	JEEP	LIBERTY	[REDACTED]	Inspector Permitting Services	18049.00
	Building Constr.	TH	061356	2006	CHEVROLET	COBALT	[REDACTED]	Inspector Permitting Services	10728.00
	Building Constr.	TH	061385	2006	CHEVROLET	COBALT	[REDACTED]	Inspector Permitting Services	10728.00
	Building Constr.	TH	061393	2006	CHEVROLET	COBALT	[REDACTED]	Inspector Permitting Services	10728.00
							[REDACTED]	Inspector	

47

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Building Constr.	TH	061500	2006	CHEVROLET	COBALT		Permitting Services	10728.00
	Building Constr.	TH	061545	2006	CHEVROLET	COBALT		Inspector Permitting Services	10728.00
	Building Constr.	TH	061546	2006	CHEVROLET	COBALT		Inspector Permitting Services	10728.00
	Building Constr.	TH	071300	2007	CHEVROLET	COBALT		Inspector Permitting Services	10728.00
	Building Constr.	TH	071505	2007	CHEVROLET	COBALT		Inspector Permitting Services	10728.00
	Building Constr.	TH	071517	2007	CHEVROLET	COBALT		Inspector Permitting Services	10728.00
	Building Constr.	TH	071522	2007	CHEVROLET	COBALT		Inspector Permitting Services	10728.00
	Building Constr.	TH	071523	2007	CHEVROLET	COBALT		Inspector Permitting Services	10728.00
	Building Constr.	TH	071548	2007	CHEVROLET	COBALT		Inspector Permitting Services	10728.00
	Building Constr.	TH	071549	2007	CHEVROLET	COBALT		Inspector Permitting Services	10728.00
								Inspector	

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Building Constr.	TH	081812	2008	CHEVROLET	TRAILBLAZE R		Permitting Services	19909.00
	Building Constr.	TH	081850	2008	CHEVROLET	TRAILBLAZE R		Inspector Permitting Services	19909.00
	Building Constr.	TH	089196	2008	CHEVROLET	TRAILBLAZE R		Inspector Permitting Services	19909.00
	Building Constr.	TH	089198	2008	CHEVROLET	TRAILBLAZE R		Specialist Permitting Services	19909.00
	Building Constr.	TH	091301	2009	FORD	FOCUS		Inspector Permitting Services	12770.52
	Building Constr.	TH	091391	2009	NISSAN	ALTIMA		Inspector Manager III	24110.00
	Building Constr.	TH	091537	2009	TOYOTA	PRIUS		Permitting Services	21609.00
	Building Constr.	TH	091570	2009	TOYOTA	PRIUS		Inspector Permitting Services	21609.00
	Building Constr.	TH	091585	2009	TOYOTA	PRIUS		Specialist Permitting Services	21609.00
	Building Constr.	TH	091587	2009	TOYOTA	PRIUS		Inspector Manager III	21609.00
	Building Constr.	TH	091598	2009	TOYOTA	PRIUS		Permitting Services Inspector	21609.00

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Building Constr.	TH	091601	2009	TOYOTA	PRIUS		Permitting Services	21609.00
	Building Constr.	TH	091605	2009	TOYOTA	PRIUS		Inspector Permitting Services	22359.00
	Building Constr.	TH	091633	2009	NISSAN	ALTIMA		Inspector Permitting Services	24110.00
	Building Constr.	TH	091689	2009	FORD	FOCUS		Inspector Permitting Services	12770.52
	Building Constr.	TH	091869	2009	FORD	ESCAPE		Inspector Permitting Services	27796.83
	Building Constr.	TH	108255	2010	FORD	ESCAPE		Inspector Manager III	20066.19
	Building Constr.	TH	111542	2011	FORD	FOCUS		Permitting Services	14658.73
	Land Devel.	TH	021769	2002	CHEVROLET	PICKUP 4X4		Inspector Permitting Services	21257.00
	Land Devel.	TH	031762	2003	CHEVROLET	PICKUP 4X4		Inspector Permitting Services	17586.00
	Land Devel.	TH	031773	2003	CHEVROLET	PICKUP 4X4		Inspector Permitting Services	17586.00
								Inspector	

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Land Devel.	TH	031774	2003	CHEVROLET	PICKUP 4X4		Permitting Services	17586.00
	Land Devel.	TH	031783	2003	CHEVROLET	PICKUP 4X4		Inspector Permitting Services	17586.00
	Land Devel.	TH	031785	2003	CHEVROLET	PICKUP 4X4		Inspector Permitting Services	17586.00
	Land Devel.	TH	041791	2004	FORD	PICKUP 4X4		Inspector Permitting Services	16434.00
	Land Devel.	TH	047101	2004	FORD	PICKUP 4X4		Inspector Permitting Services	16434.00
	Land Devel.	TH	047105	2004	FORD	PICKUP 4X4		Inspector Permitting Services	16434.00
	Land Devel.	TH	047114	2004	FORD	PICKUP 4X4		Inspector Permitting Services	16434.00
	Land Devel.	TH	047119	2004	FORD	PICKUP 4X4		Inspector Permitting Services	16434.00
	Land Devel.	TH	048153	2004	CHEVROLET	BLAZER/UTL		Inspector Permitting Services	21587.00
	Land Devel.	TH	048154	2004	CHEVROLET	BLAZER/UTL		Inspector Environmental Health Specialist	21587.00



Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	Land Devel.	TH	057129	2005	CHEVROLET	PICKUP	[REDACTED]	Permitting Services	15098.00
	Land Devel.	TH	058176	2005	JEEP	LIBERTY	[REDACTED]	Specialist Permitting Services	18049.00
	Land Devel.	TH	061893	2006	JEEP	LIBERTY	[REDACTED]	Inspector Permitting Services	18496.00
	Land Devel.	TH	068194	2006	JEEP	LIBERTY	[REDACTED]	Inspector Permitting Services	18496.00
	Land Devel.	TH	079170	2007	CHEVROLET	TRAILBLAZE R	[REDACTED]	Inspector Permitting Services	19909.00
	Land Devel.	TH	091884	2009	FORD	ESCAPE	[REDACTED]	Inspector Environmental Health Specialist	27796.83
	Land Devel.	TH	091895	2009	FORD	ESCAPE	[REDACTED]	Permitting Services	27796.83
	Land Devel.	TH	098260	2009	FORD	ESCAPE	[REDACTED]	Inspector Manager III	27796.83
	Land Devel.	TH	098263	2009	FORD	ESCAPE	[REDACTED]	Permitting Services	27796.83
	Land Devel.	TH	968113	1996	JEEP	CHEROKEE	vacant	Inspector undefined	18486.00

Vehicle Count: 66

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpName	OpPosition	Acquire Cost
	SAO	TH	042094	2004	FORD	VAN ECONO		Demonstr. Evidence Specialist	15560.00
	SAO	TH	061541	2006	FORD	TAURUS		Deputy State Attorney	12206.00
	SAO	TH	077635	2007	DODGE	CHARGER		State Attorney	19736.00
	SAO	TH	077640	2007	CHEVROLET	MALIBU 4DR		Deputy State Attorney	13896.00

Vehicle Count: 4
Total Vehicle Count: 349

LEGEND:



Note

Already Denied
Approval with Qualification
Justification Requested or No Response
Information/Action Requested
Some questions concerned missing entries in system
Some updates were made based on DFMS requests



OFFICES OF THE COUNTY EXECUTIVE


Isiah Leggett
County Executive

Timothy L. Firestine
Chief Administrative Officer

MEMORANDUM

March 29, 2011

TO: Executive Branch Departments and Office Directors
Administrative Service Coordinators and Functional Equivalents

FROM:  Fariba Kassiri, Assistant Chief Administrative Officer

SUBJECT: Draft Administrative Procedure 1-4, Assignment and Use of County Vehicles

Please go to OMB's website to find draft Administrative Procedure 1-4, Assignment and Use of County Vehicles. This Administrative Procedure establishes policies and procedures for the assignment and use of County-owned vehicles and supersedes the current procedure dated November 3, 2003. Under the revised procedure, an employee will be forbidden to operate County heavy equipment if the employee is impaired or under the influence of alcohol; non-prescribed, controlled dangerous substances; or over-the-counter or prescribed medicines that could affect/impair one's ability to drive a vehicle or operate heavy equipment. In addition, an employee will be forbidden to operate a County vehicle within four (4) hours after the employee has ingested any amount of alcohol. Further, alcoholic beverages will not be allowed in a County vehicle except as permitted by the Chief Administrative Officer for the business of the County (i.e. Department of Liquor Control, Police seizure, etc.).

Please forward this administrative procedure to all your division chiefs, program managers and all other employees in a supervisory capacity. Also, provide written comments to Philip Weeda in the Office of Management and Budget by Friday, April 29, 2011. After comments are received and incorporated into the administrative procedure, as appropriate, the procedure will be published in final form and will be placed on OMB's home page for administrative procedures.

View the table of contents on OMB's home page on the intranet at
http://portal.mcgov.org/dptmpl.asp?url=/content/departments_intranet/omb/forms/APs/AP.asp

FK:pw

Attachment: Draft Administrative Procedure 1-4, Assignment and Use of County Vehicles

50



MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 1-4

PAGE 1 of 11

DATE

3/24/11

CAO APPROVAL

FR

TITLE

Assignment and Use of County Vehicles

DRAFT

PURPOSE


- 1.0 To establish policies and procedures for the assignment and use of County-owned vehicles. This procedure provides department heads with operational guidance to manage the use of such vehicles.
- 1.1 To provide reliable and timely transportation for County employees in the pursuit of County business while establishing an efficient and equitable program for responding to these transportation needs with a minimum of vehicles.
- 1.2 Vehicles of the Police Department, the Montgomery County Fire/Rescue Services, the State's Attorney Office, the Sheriff's Office and the Department of Correction and Rehabilitation are also covered by this procedure.

DEFINITIONS

- 2.0 Administrative Vehicle - Vehicles used to provide transportation in support of administrative/non-emergency purposes.
- 2.1 Agency Assigned Take-home Vehicle - A passenger vehicle assigned to a designated employee whose County assignments require the vehicle be taken home during off-duty hours in order to be used for governmental purposes. Such vehicles will not be parked outside of the County on a regular basis during off-duty hours except in the case of Department Directors and Management Level I employees/managers who are otherwise assigned an Agency Assigned Take-home Vehicle.
- 2.2 Assigned Emergency/Administrative Vehicle - A passenger vehicle assigned to a designated employee whose County work assignments require the employee to be within emergency radio and/or telephone communications on a 24-hour, 7-day a week basis.
- 2.3 Assigned Emergency/Public Safety Vehicle - A passenger vehicle assigned to a designated employee whose County work assignments require the employee be within emergency-radio and/or telephone communications contact on a 24-hour, 7 days a week basis. Assigned Emergency/Public Safety vehicles are approved and designated as "emergency" vehicles by the Motor Vehicle Administrator for the State of Maryland.
- 2.4 Emergency Vehicle - Vehicles designated, equipped and/or marked for emergency response.
- 2.5 Motor Pool - A motor pool vehicle normally assigned on a temporary basis. Procedures concerning the use of the Division of Fleet Management Services motor pool vehicles are covered under Administrative Procedure 5-2, Motor Pool Operation.

POLICY

- 3.0 Use of County vehicles or operation of County heavy equipment is prohibited if the employee is impaired or under the influence of alcohol, non-prescribed, controlled dangerous substances, or over-the-counter or prescribed medicines that could affect/impair one's

	MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850	1-4 PAGE 2 of 11 DATE 3/29/11 CAO APPROVAL <i>FK</i>
Assignment and Use of County Vehicles		
<p>ability to drive a vehicle or operate heavy equipment. County vehicles will not be operated within four (4) hours after the employee has ingested any amount of alcohol. Alcoholic beverages are not allowed in a County vehicle except as permitted by the Chief Administrative Officer for the business of the County (i.e. Department of Liquor Control, Police seizure, etc.).</p> <p>3.1 This procedure establishes a uniform system for authorizing employees to drive County-owned, County-leased or County-contracted motor vehicles, and also for the use of their personal vehicles while conducting County business. An employee with a suspended driver's license is prohibited from operating a County-owned, County-leased, County-contracted vehicle or from operating a personal vehicle for County business.</p> <p>3.2 Permanent assignment of vehicles may be made to those employees whose duties mandate it. Such assignment of vehicles may be made on a short-term, temporary, or seasonal basis, rather than a year-round basis. A take-home vehicle will not be assigned as a fringe benefit of employment, nor will the vehicle be used for commuting outside of the County except in the case of Department Directors and Management Level I employees/managers who are otherwise assigned an Agency Assigned Take-home Vehicle. In addition, employees who are approved by the Chief Administrative Officer to protect the health and safety of the County will be permitted to commute outside the County in their Agency Assigned Take-home Vehicles.</p> <p>3.3 Take-home vehicle assignments are categorized into five functions as follows:</p> <ul style="list-style-type: none"> A. Administration B. Field Supervision C. Inspection/Technical D. License/Regulatory E. Emergency/Public Safety <p>3.4 An example of the current job titles under each function is found in Appendix 1.</p> <p>3.5 Only authorized personnel directly associated with County business will travel in County vehicles on a regular basis (Assigned Emergency vehicles exempt). Car pools with County employees using assigned vehicles, as determined according to the criteria for assignment, are strongly encouraged.</p> <p>3.6 All Agency Assigned Take-home Vehicles will revert to the agency motor pool or be temporarily reassigned when an employee is absent from duty. Assigned vehicles may be utilized by the employee who, in a designated acting capacity, is performing the functions for which the vehicle was originally assigned.</p> <p>3.7 Employees will not install or have installed any items of equipment on County vehicles without prior written approval of the Director, Department of General Services or their</p> <div style="text-align: center;">  </div>		



MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 1-4

PAGE 3 of 11

DATE

3/29/11

CAO APPROVAL

[Signature]

TITLE

Assignment and Use of County Vehicles

DRAFT

designee. Two-way radios required for performance of duties will be installed by the Enterprise Telecommunications Division, Department of Technology Services or its designated service provider. The cost of removal of existing and approved personal equipment will be at the employee's expense.

- 3.8 All employees are prohibited from using County vehicles while engaged in or attending any political or partisan activity. Such activities include rallies, caucuses, promotional events, political speeches and fund raisers, driving people to the polls for a candidate or a party, etc. Employees may use County vehicles to attend official government activities, or while on official County business.
- 3.9 Departments are encouraged to rotate vehicles within their own departments to utilize resources better. The Director, Department of General Services or designee will decide periodically to reassign or rotate vehicles for the better utilization of fleet resources.
- 3.10 Personal use of Assigned-Emergency/Public Safety vehicles will be permitted to ensure constant two-way communications capability with the County provided that the employee is subject to 24-hour emergency callback or functions in a Public Safety capacity. Vehicles will not be taken outside the Baltimore-Washington Standard Metropolitan Statistical Areas (SMSA). Employees assigned such vehicles will reimburse the County by payroll deduction for the actual of commuting mileage between home and work. The operator of any vehicle taken out of the SMSA must contact the Division of Fleet Management Services to report destination, length of time out of area, driver's name and vehicle stock number. The Division of Fleet Management Services will provide a list of all vehicles garaged outside the State of Maryland to the Division of Risk Management.
- 3.11 Assigned Emergency/Administrative vehicles can be justified only if the employee is on call 24 hours a day, 7 days a week to respond to emergencies and requires the use of a vehicle equipped with two-way radio and/or mobile telephone communication devices.
- 3.12 Assigned/Emergency Public Safety vehicles can be justified only if the employee is on call 24 hours a day, seven days a week to respond to life-threatening emergencies and requires the use of the vehicle equipped with two-way radio and/or mobile telephone communication devices.
- 3.13 No provisions in this procedure are to be interpreted as precluding a department head from authorizing the temporary use of a vehicle on a take-home basis for employees whose duties include emergency stand-by or call-back status. Such vehicles will be drawn preferably from the agency's own motor pool, and as a last resort, from the general County motor pool. Temporary assignments beyond five days must be approved by the Director, Department of General Services, or their designee.
- 3.14 Any employee, including public safety employees, who, while operating a County-owned or County-contracted vehicle, or shortly after operating such a vehicle, is stopped by a law enforcement officer on suspicion of driving or attempting to drive the vehicle under the influence of alcohol, a non-prescribed controlled substance, or a prescribed medicine or



MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 1-4

PAGE 4 of 11

DATE 3/24/11

TITLE
Assignment and Use of County Vehicles

CAO APPROVAL
BA

DRAFT

over-the-counter substance that impairs the employee's ability to drive and who is requested by the law enforcement officer to submit to a test of the employee's breath for alcohol concentration ("a breathalyzer test") or appropriate screening test for drugs must:

- A. submit to the test; and
 - B. report the results of the test to the employee's supervisor on the next business day.
- 3.15 An employee who refuses to submit to a drug or alcohol test must report this refusal to the employee's supervisor on the next business day following the employee's detention by the law enforcement officer. Failure to make such a report will subject the employee to disciplinary action, which may include dismissal.
- 3.16 An employee must ensure that the County-owned vehicle is returned to the agency motor pool or the County-contracted vehicle to the contractor, no later than the next business day following the employee's detention by the law enforcement officer, if:
- A. the employee's driver's license is confiscated by a law enforcement officer (and replaced by a temporary license) because the employee refused to submit to a breathalyzer test or other appropriate alcohol/drug screening test after being stopped by a law enforcement officer while operating (or shortly after operating) a County-owned or County-contracted vehicle; or
 - B. the employee fails to report the results of a breathalyzer test or other appropriate drug screening test to the employee's supervisor as required.
- 3.17 The Director of the Department of General Services or designee may suspend or revoke, either permanently or for a specific period of time, an employee's privilege to receive the assignment of a County-owned vehicle or the use of a County motor pool vehicle, a County-leased vehicle or the use of a vehicle supplied to the County by a contractor when notified by the Chief, Division of Risk Management that:
- A. a law enforcement officer confiscated the employee's driver's license because the employee refused to submit to a breathalyzer test or appropriate drug screening test after being stopped by a law enforcement officer while operating (or shortly after operating) a County-owned or County-contracted vehicle;
 - B. the employee submitted to a breathalyzer test or appropriate drug screening test while operating a County-owned or County-contracted vehicle but failed to report the results of the test to the employee's supervisor, as required in Section 3.14(B) above; or
 - C. the employee submitted to a breathalyzer test or appropriate drug screening test while operating a County-owned or County-contracted vehicle and the results of the test indicated that the employee was impaired by or under the influence of alcohol or drugs.



MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 1-4

PAGE 5 of 11

DATE 3/24/11

CAO APPROVAL

TITLE

Assignment and Use of County Vehicles

DRAFT

3.18 At the end of the period of suspension, the Chief, Division of Risk Management or designee will notify the Director of the Department of General Services or designee to reinstate the employee's vehicle assignment or the employee's authorization to use motor pool or contract vehicles after considering:

- A. if the employee's use of a County-owned or County-contracted vehicle would be a threat to public safety; and
- B. if the employee can maintain and operate a County-owned or County-contracted vehicle.

3.19 The Director of General Services, or designee, may, on reasonable grounds, immediately suspend or terminate the employee's vehicle assignment or the employee's authorization to use motor pool or contract vehicles.

3.20 The Chief, Division of Risk Management or designee, will notify the Director of the Department of General Services, after receiving a copy of the Motor Vehicle Administration's (MVA) decision, to reinstate an employee's authorization to be assigned a County-owned or County-contracted vehicle if, after a hearing, the MVA reinstated the employee's driver's license because the MVA found that:

- A. the employee can safely maintain and operate a County-owned or County-contracted vehicle;
- B. the law enforcement officer did not have reasonable grounds to believe that the employee was driving or attempting to drive the County-owned or County-contracted vehicle while under the influence of alcohol; or
- C. the employee did not refuse to take the test.

3.21 The Director of the Department of General Services or designee, when notified by the Chief, Division of Risk Management, will revoke an employee's privilege to drive a County vehicle or operate County heavy equipment if an employee receives a ticket and fine for driving under the influence of alcohol or drugs in their personal vehicle, that results in loss or suspension of a license. The privilege to drive a County-owned vehicle, County-leased vehicle or vehicle supplied to the County by a contractor will not be restored until the appropriate license is restored by the state in which the employee is licensed.

3.22 An employee who submits to a breathalyzer test or appropriate drug screening test and whose test indicates use of alcohol or drugs may also be subject to discipline under other applicable County procedures and regulations.

GENERAL

4.0 Employees are prohibited from putting any bumper sticker decal, placard, banner, or insignia on any County vehicle. Partisan political materials of any kind are prohibited. Police Officers with Personnel Patrol Vehicles may display the official emblems of the Fraternal



MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 1-4

PAGE 6 of 11

DATE 3/24/11

CAO APPROVAL

FB

TITLE
Assignment and Use of County Vehicles

DRAFT

Order of Police, the Police Association, and/or the Coalition of Black Police Officers
(Prohibited items are to be removed immediately from all County vehicles).

- 4.1 The criteria to receive an agency-assigned vehicle are the following:
- A. Agencies with employees whose duties require them to spend the major portion of each workday engaged in field activities;
 - B. Agencies with employees whose duties and responsibilities require that a vehicle be available at all times during each workday so as to maintain the efficiency of the employee. (Adequate justification must be given that proper work scheduling cannot eliminate the need for a constantly available vehicle, and the department or Fleet Management Services' motor pool cannot serve the need for a vehicle); and
 - C. Employees whose duties require the constant use and/or storage of special equipment in the vehicle.
- 4.2 The following reasons may serve as justification for an employee to receive an Agency Assigned Take-home Vehicle:
- A. Employee who regularly, and on a continuing basis, is subject to be called for emergencies during off-hours;
 - B. Employee's position requires frequent after-hour travel to meetings to represent the County's interest, or to provide service delivery to client populations;
 - C. Documented increases in an employee's job efficiency or effectiveness provide a clear benefit to the County by the operation of an Agency Assigned Take-home Vehicle;
 - D. Employee has supervisory responsibility for field employees, and frequently visits multiple job-sites on the way to or from his regularly assigned office location.
- 4.3 The following guidelines will be used to evaluate fleet upgrade or vehicle class change requests:
- A. Agency vehicle needs may have changed significantly during the year;
 - B. Vehicle technology may have improved considerably from the time a vehicle was originally ordered;
 - C. Unique maintenance problems may have occurred with the present vehicles in use; and
 - D. A clear and present danger must either exist, or could exist, to County employees or the public with the currently operated vehicles; and upgraded equipment will significantly reduce or eliminate the problem.



MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 1-4

PAGE 7 of 11

DATE 3/20/11

TITLE
Assignment and Use of County Vehicles

CAO APPROVAL

FA

DRAFT

- 4.4 The use of a BlackBerry or other texting devices, Geographical Positioning System devices and cellular telephones (unless the device is "hands free") is prohibited for drivers while the vehicle is in motion.

RESPONSIBILITIES

5.0 Employee

- A. For those employees who operate or request to operate a County-owned/leased or County-contracted vehicle in the course of County employment, provide Fleet Management Services with notice of their driver's license number at the time of request and notify the County of any suspension or revocation of their driver's license. This provision does not supersede or invalidate any existing event or record reporting requirement authorized by law, regulations, or departmental procedure.
- B. For those employees who have an assigned County vehicle, or who regularly operate a County-owned, County-leased, County-contracted vehicle, or County heavy equipment, provide the employee's supervisor with a copy of the employee's driving record (as issued by the state that issued the employee's driver's license) during the month of January.
- C. For those employees who operate a County owned/leased or County-contracted vehicle, report to Occupational Medical Services any medications that are prescribed that might affect their ability to operate a County vehicle or heavy equipment.

5.1 Division of Risk Management, Department of Finance

- A. Based on information obtained regarding the driving records of employees who operate a County vehicle, the Chief, Division of Risk Management, must report to the Director, Department of General Services or designee, as well as the respective department director of any of the following information:
 - 1. The suspension or revocation of the driver's licenses of employees who operate County vehicles;
 - 2. Occurrences in which employees who operate County vehicles were found guilty of driving under the influence of alcohol or drugs in violation of state motor vehicle laws;
 - 3. The presence of restrictions (other than the requirement to wear eyeglasses) placed on the driver's licenses of employees who operate County vehicles.
- B. Submit to the Director, Department of General Services or designee, as well as the respective department notification, on the following occurrences:



MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 1-4

PAGE 8 of 11

DATE 3/29/11

CAO APPROVAL

TITLE
Assignment and Use of County Vehicles

DRAFT

1. Confiscation of an employee's driver's license by a law enforcement officer due to the employee's refusal to submit to an alcohol or drug screening test;
2. Occurrences in which employees who operate County vehicles were found guilty of driving under the influence of alcohol or drugs in violation of state motor laws; and
3. Reinstatement of an employee's privilege to drive a County vehicle.

5.2 Department

- A. Keep up-to-date records of employee driver's license numbers and license status of those employees who operate or request to operate County vehicles. The department is to notify Fleet Management Services as well as the Division of Risk Management of any employee whose license is suspended or revoked. The department is to take appropriate action such as not allowing the employee to drive a County vehicle, when the department becomes aware that the employee is in violation of this Administrative Procedure.
- B. Upon receiving a copy of an employee's driving record each year in January, review the driving record to determine whether the employee has complied with the reporting requirements of this Administrative Procedure. Also, determine whether the employee's driving record indicates the employee's driver's license was suspended or revoked, and whether the employee was convicted of driving under the influence of alcohol or drugs (within the preceding twelve months).
- C. Report to Fleet Management Services as well as the Division of Risk Management an employee's failure to report to the employee's supervisor the results of a breathalyzer test or appropriate drug screening test that was administered by a law enforcement officer in connection with the employee's operation of a County-owned vehicle, County-leased vehicle or County-contracted vehicle;
- D. Request an additional Agency Assigned Take-home Vehicle for an employee eligible to receive a take-home vehicle using the procedures under Paragraph 6.0 of this administrative procedure. Include miles traveled to and from work in requests for additional take-home vehicles for employees in the Administration and Field Supervision functions.
- E. Submit in writing to the Division of Fleet Management Services any request to change: 1) the quantity of Agency Assigned Take-home Vehicles; 2) the status of currently assigned agency operated vehicles; or 3) the vehicle class of currently assigned agency operated vehicles. All vehicle assignment requests should stress what taxpayer benefits would accrue, and how service delivery to County residents would be improved by the requested change or new vehicle assignment.



MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 1-4

PAGE 9 of 11

DATE 3/24/11

TITLE
Assignment and Use of County Vehicles

CAO APPROVAL
[Signature]

DRAFT

5.3 Division of Fleet Management Services, Department of General Services

- A. Provide department heads with management or technical information to assist in the development of sound vehicle utilization decisions.
- B. Assist departments in reviewing all vehicle assignment requests for fleet management issues, e.g. changes in the quantity of Agency Assigned Take-home Vehicles, or changes in the type of passenger vehicle assignment of currently assigned agency operated vehicles.
- C. Provide departments with guidance when there is a vehicle class change request, e.g. when the vehicle class changes from passenger sedan to four wheel drive vehicle, etc.
- D. Coordinate with departments to have their Agency Assigned or Take-home Vehicle reassigned or rotated for better utilization of fleet resources.
- E. Submit to the Payroll Division, Department of Finance, the employees who are assigned to Agency Assigned Take-home Vehicle in the Administrative and Field Supervisory functions.
- F. Provide the Division of Risk Management with the names and license numbers of all employees who operate or request to operate a County-owned/leased or County-contracted vehicle in the course of County employment.

5.4 Payroll Division, Department of Finance

Reduce the wages from an employee, who has an Agency Assigned Take-home Vehicle in the Administrative and Field Supervision functions, according to miles traveled to and from work.

5.5 Office of Management and Budget

Review the department's request for additional Agency Assigned Take-home Vehicle(s) and provide a recommendation to the County Executive through the budget process.

5.6 Office of the County Executive

Review OMB's recommendation and approve or disapprove the department's request for an additional agency assigned vehicle(s).



MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 1-4

PAGE 10 of 11

DATE 3/24/11

CAO APPROVAL
[Signature]

TITLE
Assignment and Use of County Vehicles

DRAFT

PROCEDURE

REQUESTING AN ADDITIONAL VEHICLE OR VEHICLE UPGRADE

- | | | |
|-----|---|--|
| 6.0 | Department | Submit a Vehicle Request Form to the Division of Fleet Management Services for an additional or upgrade vehicle for an eligible employee, according to the criteria outlined under Paragraphs 4.1, 4.2 and 4.3 of this administrative procedure. |
| 6.1 | Division of Fleet Management Services, Department of General Services | Review the department's request for an additional or upgrade vehicle. Complete the cost estimate on the Vehicle Request Form and provide recommendations to the department and the County Executive. |
| 6.2 | Office of Management and Budget | Review the department's request for an additional or upgrade vehicle, ensure the requirements for the department are in accordance with the guidelines of this procedure, and provide the County Executive with a recommendation through the budget process. |
| 6.3 | Office of the County Executive | Review OMB's recommendation and approve or disapprove the department's request for an additional or upgrade Agency Assigned Take-home Vehicle(s). |
| 6.4 | Department | Submit copy of approved request to the Division of Fleet Management Services, Department of General Services, for an additional or upgrade vehicle. |
| 6.5 | Division of Fleet Management Services, Department of General Services | Provide departments guidance when there is a vehicle class change request and provide recommendation for any fleet upgrade or vehicle class change to the Director, Department of General Services. |

NOTE: All vehicle class change requests that exceed fifteen percent will be processed either as a Supplemental Appropriation, or through the annual budget process.

ANNUAL REVIEW OF VEHICLES

- | | | |
|-----|------------|--|
| 7.0 | Department | Complete/update vehicle assignments on-line through the Division of Fleet Management Services' Intranet site, as part of the budget process for all assigned vehicles. |
|-----|------------|--|

60

MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850		1-4
		PAGE 11 of 11
		DATE <u>3/29/11</u> CAO APPROVAL <u>[Signature]</u>
Assignment and Use of County Vehicles		
7.1	Division of Fleet Management Services, Department of General Services	Review the vehicle assignments and submit an updated list as part of the budget process.
	Division of Fleet Management Services, Department of General Services	Submit to the Payroll Division, Department of Finance, the list of employee(s) in the Administration and Field Supervision functions who have an Agency Assigned Take-home Vehicle and the number of miles the employee(s) travel round-trip from home to the job site.
7.2	Payroll Division, Department of Finance	Reduce an employee's salary who was assigned an Agency Assigned Take-home Vehicle in the Administration and Field Supervision functions by the commuting mileage between home and work multiplied by the Internal Revenue Service mileage reimbursement rate that can be found at www.gsa.gov/mileage .
<u>NOTE:</u> The amount that will be deducted from an employee's bi-weekly pay is the number of miles the Agency Assigned Take-home Vehicle is driven round-trip from home and to the job site multiplied by the Internal Revenue Service multiplied by the mileage reimbursement rate.		
<u>SUNSET REVIEW PROVISION</u>		
8.0	Take home vehicle assignments will be subject to review on an annual basis. Other vehicle assignments may be subject to review on an as needed basis. The Vehicle Assignment Review Form, which is to be used as part of the review process, is found at Appendix 2.	
	All requests for authorization of assigned vehicles, both agency assigned and take-home, will stress the taxpayer benefits which accrue, and how improved service delivery to County residents will continue through the use of such vehicles.	
<u>DEPARTMENTS AFFECTED</u>		
9.0	All County Departments	
<u>ATTACHMENTS</u>		
Appendix 1	Summary of the Job Titles Affected By Pay Assignment of Take-Home Vehicles	
Appendix 2.	Vehicle Assignment Review Form	
(61)		

MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

1-4

PAGE 1 of 1

DATE

3/24/11

CAO APPROVAL

pm

Assignment and Use of County Vehicles - Appendix I

APPENDIX I

ASSIGNMENT AND USE OF COUNTY VEHICLES

Summary of the Job Titles Affected By Pay Assignment of Take-Home Vehicles

Administration

Alcoholic Tobacco Enforcement Specialist
Minority Business Control Specialist
Program Manager II
Program Manager I
Environmental Protection Manager
Department Directors
Deputy Directors
Division Chiefs
Section Chiefs
Assistant Section Chiefs/Special Investigators
County Executive
Chief Administrative Officer
County Attorney
County Health Officer

Inspection/Technical

Public Administration Intern
Code Enforcement Inspector III
Code Enforcement Inspector II
Construction Codes Representative II
Construction Codes Representative I
Engineer Technician III
Engineer Technician II

Field Supervision

Investigator III
Code Enforcement Supervisor
Construction Codes Field Supervisor
Senior Engineer
Engineer III
Engineer Technician Field Supervisor
Senior Engineer Technician
Supervisor Traffic Signal Unit
Shop Supervisor
District Supervisor
Work Force Leader IV
Work Force Leader III

License/Regulatory

Accident Prevention Specialist
Investigator II
Environmental Health Specialist II
Community Health Nurse II
Planning Specialist II
Supply Clerk III
Health Services Driver

MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

1-4

PAGE 1 of 2

DATE

3/24/11

CAO APPROVAL

[Signature]

Assignment and Use of County Vehicles - Appendix II

DRAFT

ASSIGNMENT OF VEHICLE REVIEW FORM

Visit Fleet's Intranet Services Site at <http://dpwt-fms/fleetservices/index.aspx> and click on Take Home Vehicles under Applications to complete the required information on line

Department and Division: _____

Purpose: To provide information on current assigned vehicles and department motor pool vehicles during the annual budget process as required by AP 1-4.

1. Type of Assignment

- a. ☐ Agency Assigned Take-Home Vehicle
- b. ☐ Agency Assigned Vehicle (non take-home)
- c. ☐ Department Motor Pool
- d. ☐ Other _____

2. Current Vehicle Description

- a. Type: ☐ Sedan ☐ Truck ☐ SUV ☐ Van ☐ Other _____
- b. Vehicle Stock Number _____ Tag Number _____
- Year _____ Make and Model _____
- c. Equipment: ☐ Two-way Radio ☐ PS2000 ☐ Decals
- d. Other Installed/Special Equipment _____

3. Vehicle Assignment

- a. Operator Name (or note Dept Motor Pool) _____
- b. Job Position Title and Class _____
- c. Merit System Employee ☐ Appointed ☐ Elected Official
- d. Nature of Work _____

4. Location: full address of where the vehicle is parked after work hours:

Street Name and Number _____

City _____ County _____

5. Passengers: Name Employee Position Title and Class

Name	Employee Position Title and Class

63



MONTGOMERY COUNTY ADMINISTRATIVE PROCEDURE

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

NO. 1-4

PAGE 2 of 2

DATE

3/24/11

CAO APPROVAL

FL

TITLE

Assignment and Use of County Vehicles – Appendix II

DRAFT

6. Estimated Current Vehicle Use

- a. Total Annual Mileage: _____
- b. Assigned Office Work Location: _____
One way miles from office location to where vehicle parked in #5: _____
(Field personnel - Use your home office, not job site location.)
- c. Average business use per day: _____ miles _____ hours

NOTE: The IRS requires calculation of the taxable benefit for the commuting use of a business vehicle by operators or car-poolers.

7. Vehicle Justification:

For Agency Assigned Take-Home — check all that apply:

- ☐ Subject to emergency, off-hours call-back;
- ☐ Frequent after-hours travel to meetings for service delivery;
- ☐ Increase in the efficiency or effectiveness can be documented; and
- ☐ Field supervision and frequent site visits on the way to or from work.

For Agency Assigned Take-Home, please justify the nature of each of the blocks checked as it pertains to the employee's job duties and responsibilities.

For Agency Assigned Vehicle (non-take-home) - check all that apply;

- ☐ Engaged in Field activities for major portion of each workday.
- ☐ Duties require vehicle to be available at all times during the week; and
- ☐ Require constant use for storage of special equipment and vehicle.

OTHER JUSTIFICATION: Stress what taxpayer benefits would accrue, and how service delivery to County residents would be improved:

8. Department Head Approval

Department Head Signature

Date

9. Division of Fleet Management Recommendation

- ☐ Concurs with Vehicle Assignment
- ☐ Does Not Concur with Vehicle Assignment

Division Chief/ASC

Date


(64)

ADDENDUM
T&E COMMITTEE #3
April 26, 2011

M E M O R A N D U M

April 25, 2011

TO: Transportation, Infrastructure, Energy & Environment Committee

FROM: Susan J. Farag, Legislative Analyst 

SUBJECT: **Worksession: FY12 Operating Budget: Department of General
Services: Fleet Management Services (DFMS)
Motor Pool Fund Contribution (NDA)**

Attached are two documents that were provided after the packet for today's worksession was published. The first document includes DFMS answers to follow-up questions regarding take-home vehicles. In addition, OMB has provided the preliminary list of specific public safety vehicle replacements as requested by the Committee.

Additional Questions Regarding Take-Home Vehicles: (DFMS Responses in italics)

1) My understanding of IRS regulations is that commuting from home to a workstation is considered personal use of a vehicle. 26 CFR §1.162.2(e). If this is the case, do you require employees to log or otherwise track their commuting mileage? It is also my understanding that if records are not provided by the employee, then the value of **all use of the vehicle** is considered wages to the employee. §1.132-5(b)

Yes, we do require logs for commuting miles. However, for employees electing the \$1.50 personal commuter imputed income approach, we require a log that tracks each day a commute was made from home-to-work.

2) You mention on page 4 of the April 11 memo that employees "may elect the imputed income approach under IRS Regulations at the rate of \$1.50 per one-way commute (\$30 per pay period). My understanding is that this \$1.50 rule is not permissible for a "control employee." This is defined as an elected official or an employee whose compensation is at least as great as a Federal government employee at Executive Level V (for 2011, \$145,700). Do we calculate imputed income differently for elected officials and those whose salaries are at least \$145,700 or more?

The IRS regulations allow for either the calculation of imputed income or reimbursement. The County has elected to require reimbursement for certain "controlled employees."

3) Could you provide written guidelines of how the type of vehicle is chosen for a specific position? My concern is about vehicle assignments such as the 2007 Chevy Tahoe for the CAO. Is there a reason this vehicle can't be a more fuel efficient vehicle?

Guidelines regarding requests for additional or upgraded vehicles are included in the County's Budget Manual for the Preparation of the FY Operating Budget. Departments requesting vehicles must complete a Vehicle Request Form for each new or upgraded vehicle and submit the form to DGS Division of Fleet Management Services (DFMS). The form is on the County intranet site and includes pertinent information and justification for the vehicle. The pertinent information includes vehicle category, vehicle description, type of assignment, estimated annual mileage and how the vehicle will be used. The request must identify required accessories and equipment such as decals, light bars, hitches and other attachments or appurtenances necessary for the intended use. Based on this information DFMS provides to the department a capital cost estimate for the vehicle, including related equipment, and the annual motor pool operating charges. DFMS also reviews the vehicle purchase/upgrade request assessing the vehicle type and equipment necessary to perform the function described in the request form, which may not be met by the specific vehicle type desired by the department/agency. This assessment includes consideration of the intended purpose of the vehicle/equipment; when, where and how the vehicle will be used (normal driving, plowing, hauling, towing, moving many people); what payload it may carry; typical operating conditions, and other appropriate criteria. DFMS then determines if a vehicle already exists in the fleet that can do the job and is available, such as redeploying underutilized vehicles turned in by other county departments. DFMS returns the signed form, indicating its support for or objection to the department's request. The department includes the form, with DFMS comments, in its budget submission.

4) What is the total annual cost of the take-home vehicles, including leasing/purchasing, gas, maintenance, repair, replacement? Do you have this for FY10?

DGS' Division of Fleet Management Services (DFMS) does not track costs separately for take-home vehicles. DFMS tracks the operation and maintenance costs for the entire fleet under the presumption that vehicles approved for take home use are in support of necessary county services and, therefore, as much a component of the cost of maintaining the fleet as if it were only used in a traditional 8-hour day. Most take home vehicles are driven from home to different locations as part of the employee's routine work, or in response to emergencies, or attending to required after-hours work-related duties. Because of this, developing a definitive cost or even a reliable average cost is challenging at best. Tracking only a portion of vehicles that may generally be driven directly to a single location wouldn't represent a true cost of overall take-home use.

5) Jurisdictions like King County, Washington, do an initial economic benefit calculation to determine whether it is more cost-effective for an employee to use his/her private vehicle or a County take-home vehicle. They determine whether the cost of reimbursement to an employee for the business use of a private vehicle is greater than the commuting costs associated with a take-home vehicle. Do we do anything similar? If so, what?

While DFMS does not perform a formal economic benefit calculation, we do track the cost-per-mile for the administrative/light fleet. The cost-per-mile by classification is: auto/admin \$.19 per mile; vans/admin \$.33 per mile; trucks/SUV admin \$.30 per mile. When compared to the IRS established reimbursement rate of \$.51 per mile, it appears to be more cost-effective to drive a County vehicle. As noted above, vehicle purchases and assignments are based on need. Vehicle use that does not rise to full time need results in redeployment of the underutilized vehicle. Pool vehicles are also available for short term or occasional needs. Employees are encouraged to use County owned vehicles when performing County business. It is unlikely that most employees possess adequate insurance riders that will cover them in the event of accident or injury when using their personal vehicle when performing County business.

DFMS Montgomery County, MD		FY11 & FY12 Includes Backlog		Replacement Report by Replacement Status and Replacement Date Range 20030701-20120630							
A	B	C	D	F	G	H	I	L	N	O	P
Equip #	Dept	Dept. Name	Year	Make	Model	Life Exp	Date In Service	LTD Meter 12-10	LTD M&R	Repl FY	Classification
Auto-PS-Marked											
001213	48101	SHERIFF	2000	FORD	CROWN VIC	6	10/30/00	105260	\$ 13,911.32	2007	Auto-PS-Marked
001216	48101	SHERIFF	2000	FORD	CROWN VIC	6	10/26/00	121278	\$ 12,119.29	2007	Auto-PS-Marked
001233	48101	SHERIFF	2000	FORD	CROWN VIC	6	10/30/00	78519	\$ 13,146.57	2007	Auto-PS-Marked
020114	47414		2002	FORD	CROWN VIC	6	03/13/02	107142	\$ 24,368.19	2008	Auto-PS-Marked
020184	47414	POLICE	2002	FORD	CROWN VIC	6	02/25/02	108661	\$ 19,548.41	2008	Auto-PS-Marked
020209	47414	POLICE	2002	FORD	CROWN VIC	6	03/01/02	96969	\$ 20,919.04	2008	Auto-PS-Marked
020302	47414	POLICE	2002	FORD	CROWN VIC	6	04/09/02	73704	\$ 15,856.48	2008	Auto-PS-Marked
020617	47414	POLICE	2002	CHEVROLET	IMPALA	6	05/08/02	102572	\$ 26,800.82	2008	Auto-PS-Marked
020642	47414	POLICE	2002	CHEVROLET	IMPALA	6	04/26/02	88139	\$ 17,053.35	2008	Auto-PS-Marked
020707	47414	POLICE	2002	FORD	CROWN VIC	6	04/30/02	75168	\$ 15,699.66	2008	Auto-PS-Marked
020711	47414	POLICE	2002	FORD	CROWN VIC	6	04/23/02	92042	\$ 17,896.35	2008	Auto-PS-Marked
020729	47414		2002	FORD	CROWN VIC	6	05/21/02	103877	\$ 17,502.48	2008	Auto-PS-Marked
020743	47414		2002	FORD	CROWN VIC	6	09/17/02	103777	\$ 23,706.59	2009	Auto-PS-Marked
020770	47414	POLICE	2002	FORD	CROWN VIC	6	07/26/02	102521	\$ 20,233.04	2009	Auto-PS-Marked
020797	47414		2002	FORD	CROWN VIC	6	10/18/02	110895	\$ 26,019.30	2009	Auto-PS-Marked
021220	48101	SHERIFF	2002	CHEVROLET	CAVALIER 4D	6	09/12/02	23397	\$ 4,372.21	2009	Auto-PS-Marked
021242	48101	SHERIFF	2002	FORD	CROWN VIC	6	01/16/03	104459	\$ 11,823.47	2009	Auto-PS-Marked
030103	47414	POLICE	2003	FORD	CROWN VIC	6	03/14/03	105395	\$ 46,205.38	2009	Auto-PS-Marked
030122	47414	POLICE	2003	FORD	CROWN VIC	6	10/18/02	88218	\$ 16,352.87	2009	Auto-PS-Marked
030124	47414	POLICE	2003	FORD	CROWN VIC	6	10/18/02	100882	\$ 11,372.35	2009	Auto-PS-Marked
030139	47414	POLICE	2003	FORD	CROWN VIC	6	11/27/02	62489	\$ 13,883.33	2009	Auto-PS-Marked
030143	47414		2003	FORD	CROWN VIC	6	11/26/02	105734	\$ 16,907.66	2009	Auto-PS-Marked
030145	47414	POLICE	2003	FORD	CROWN VIC	6	11/12/02	82243	\$ 13,371.22	2009	Auto-PS-Marked
030162	47414	POLICE	2003	FORD	CROWN VIC	6	03/03/03	113246	\$ 18,207.54	2009	Auto-PS-Marked
030168	47414	POLICE	2003	FORD	CROWN VIC	6	10/18/02	87872	\$ 12,269.66	2009	Auto-PS-Marked
030240	47414	POLICE	2003	FORD	CROWN VIC	6	03/14/03	81252	\$ 14,925.83	2009	Auto-PS-Marked
030244	47414	POLICE	2003	FORD	CROWN VIC	6	03/05/03	101093	\$ 17,519.30	2009	Auto-PS-Marked
030294	47414		2003	FORD	CROWN VIC	6	05/12/03	105412	\$ 17,777.24	2009	Auto-PS-Marked
030364	47414	POLICE	2003	FORD	CROWN VIC	6	03/10/03	103460	\$ 26,860.16	2009	Auto-PS-Marked
030367	47414	POLICE	2003	FORD	CROWN VIC	6	06/02/03	89703	\$ 22,884.79	2009	Auto-PS-Marked
030613	47414	POLICE	2003	FORD	CROWN VIC	6	04/30/03	94305	\$ 20,400.44	2009	Auto-PS-Marked
031246	48101	SHERIFF	2003	FORD	CROWN VIC	6	07/17/02	99105	\$ 10,884.68	2009	Auto-PS-Marked
031248	48101	SHERIFF	2003	FORD	CROWN VIC	6	07/24/02	90091	\$ 16,105.07	2009	Auto-PS-Marked
031249	48101	SHERIFF	2003	FORD	CROWN VIC	6	07/24/02	97445	\$ 12,104.10	2009	Auto-PS-Marked
031253	48101	SHERIFF	2003	FORD	CROWN VIC	6	09/10/02	92381	\$ 13,578.46	2009	Auto-PS-Marked
031453	45530	FRS-APRTUS	2003	FORD	CROWN VIC	6	12/17/02	112532	\$ 8,113.48	2009	Auto-PS-Marked
031454	45248		2003	FORD	CROWN VIC	6	12/04/02	82443	\$ 8,769.28	2009	Auto-PS-Marked
030105	47414	POLICE	2003	FORD	CROWN VIC	6	11/06/03	88468	\$ 12,778.75	2010	Auto-PS-Marked
030115	47414	POLICE	2003	FORD	CROWN VIC	6	11/20/03	94016	\$ 14,623.70	2010	Auto-PS-Marked
030128	47414	POLICE	2003	FORD	CROWN VIC	6	11/12/03	100707	\$ 18,672.93	2010	Auto-PS-Marked
030159	47414		2003	FORD	CROWN VIC	6	11/12/03	105823	\$ 19,424.98	2010	Auto-PS-Marked
030166	47414	POLICE	2003	FORD	CROWN VIC	6	04/01/04	88500	\$ 17,170.83	2010	Auto-PS-Marked
030210	47414	POLICE	2003	FORD	CROWN VIC	6	04/01/04	87910	\$ 39,507.36	2010	Auto-PS-Marked
030223	47414	POLICE	2003	FORD	CROWN VIC	6	11/06/03	94933	\$ 15,254.74	2010	Auto-PS-Marked
030230	47414	POLICE	2003	FORD	CROWN VIC	6	04/01/04	72731	\$ 9,495.41	2010	Auto-PS-Marked
030232	47414	POLICE	2003	FORD	CROWN VIC	6	04/01/04	92470	\$ 15,744.79	2010	Auto-PS-Marked
030252	47414	POLICE	2003	FORD	CROWN VIC	6	08/05/03	94807	\$ 21,176.17	2010	Auto-PS-Marked
030256	47414	POLICE	2003	FORD	CROWN VIC	6	11/06/03	67358	\$ 11,453.90	2010	Auto-PS-Marked
030262	47414	POLICE	2003	FORD	CROWN VIC	6	03/11/04	85136	\$ 14,845.42	2010	Auto-PS-Marked
030265	47414	POLICE	2003	FORD	CROWN VIC	6	04/01/04	112397	\$ 20,562.75	2010	Auto-PS-Marked
030292	47414	POLICE	2003	FORD	CROWN VIC	6	12/18/03	93968	\$ 17,934.00	2010	Auto-PS-Marked
030345	47414	POLICE	2003	FORD	CROWN VIC	6	12/18/03	99971	\$ 17,145.25	2010	Auto-PS-Marked
030394	47414	POLICE	2003	FORD	CROWN VIC	6	03/11/04	93146	\$ 13,798.35	2010	Auto-PS-Marked
030397	47414	POLICE	2003	FORD	CROWN VIC	6	03/11/04	89376	\$ 16,335.68	2010	Auto-PS-Marked
030411	47414	POLICE	2003	FORD	CROWN VIC	6	11/20/03	55174	\$ 9,606.98	2010	Auto-PS-Marked
030419	47414	POLICE	2003	FORD	CROWN VIC	6	07/02/03	89263	\$ 16,065.92	2010	Auto-PS-Marked
030462	47414	POLICE	2003	FORD	CROWN VIC	6	09/29/03	81013	\$ 20,357.00	2010	Auto-PS-Marked
030470	47414	POLICE	2003	FORD	CROWN VIC	6	07/15/03	87399	\$ 17,933.37	2010	Auto-PS-Marked
030481	47414	POLICE	2003	FORD	CROWN VIC	6	08/05/03	82337	\$ 14,854.69	2010	Auto-PS-Marked
030483	47414		2003	FORD	CROWN VIC	6	04/01/04	103041	\$ 20,911.50	2010	Auto-PS-Marked
030489	47414		2003	FORD	CROWN VIC	6	08/06/03	106602	\$ 20,802.23	2010	Auto-PS-Marked
030506	47414		2003	FORD	CROWN VIC	6	07/01/03	107119	\$ 14,220.58	2010	Auto-PS-Marked
030511	47414	POLICE	2003	FORD	CROWN VIC	6	11/20/03	86769	\$ 13,176.60	2010	Auto-PS-Marked
030525	47414	POLICE	2003	FORD	CROWN VIC	6	04/15/04	102395	\$ 9,302.26	2010	Auto-PS-Marked
030529	47414	POLICE	2003	FORD	CROWN VIC	6	02/19/04	77355	\$ 17,057.51	2010	Auto-PS-Marked
030533	47414		2003	FORD	CROWN VIC	6	12/18/03	112580	\$ 23,922.03	2010	Auto-PS-Marked
030534	47414	POLICE	2003	FORD	CROWN VIC	6	11/06/03	87925	\$ 7,953.93	2010	Auto-PS-Marked
030549	47414	POLICE	2003	FORD	CROWN VIC	6	06/02/04	63369	\$ 12,765.39	2010	Auto-PS-Marked
030555	47414	POLICE	2003	FORD	CROWN VIC	6	04/29/04	49178	\$ 7,239.74	2010	Auto-PS-Marked
030587	47414	POLICE	2003	FORD	CROWN VIC	6	11/12/03	124651	\$ 22,778.63	2010	Auto-PS-Marked
030592	47414	POLICE	2003	FORD	CROWN VIC	6	11/06/03	101901	\$ 13,337.01	2010	Auto-PS-Marked
030600	47414	POLICE	2003	FORD	CROWN VIC	6	06/17/04	58253	\$ 13,202.78	2010	Auto-PS-Marked
030607	47414		2003	FORD	CROWN VIC	6	10/13/03	108529	\$ 24,681.91	2010	Auto-PS-Marked
030712	47414	POLICE	2003	CHEVROLET	IMPALA	6	09/18/03	100608	\$ 21,784.89	2010	Auto-PS-Marked

030724	47414	POLICE	2003	CHEVROLET	IMPALA	6	07/02/03	95460	\$	14,680.92	2010	Auto-PS-Marked
030736	47414	POLICE	2003	CHEVROLET	IMPALA	6	07/07/03	107664	\$	29,306.44	2010	Auto-PS-Marked
030750	47414	POLICE	2003	CHEVROLET	IMPALA	6	09/12/03	100647	\$	26,035.82	2010	Auto-PS-Marked
030754	47414	POLICE	2003	FORD	CROWN VIC	6	12/18/03	85357	\$	17,877.01	2010	Auto-PS-Marked
030756	47414	POLICE	2003	CHEVROLET	IMPALA	6	09/12/03	99232	\$	23,534.50	2010	Auto-PS-Marked
030772	47414	POLICE	2003	FORD	CROWN VIC	6	11/06/03	83036	\$	10,796.67	2010	Auto-PS-Marked
030817	47414	POLICE	2003	FORD	CROWN VIC	6	12/18/03	81168	\$	13,431.28	2010	Auto-PS-Marked
030851	47414	POLICE	2003	FORD	CROWN VIC	6	01/14/04	98313	\$	18,263.36	2010	Auto-PS-Marked
030854	47414	POLICE	2003	FORD	CROWN VIC	6	02/05/04	93648	\$	15,040.72	2010	Auto-PS-Marked
030855	47414	POLICE	2003	FORD	CROWN VIC	6	01/14/04	98522	\$	18,839.55	2010	Auto-PS-Marked
030864	47414	POLICE	2003	FORD	CROWN VIC	6	12/18/03	115909	\$	20,099.71	2010	Auto-PS-Marked
030869	47414	POLICE	2003	FORD	CROWN VIC	6	02/06/04	96063	\$	19,428.99	2010	Auto-PS-Marked
030871	47414	POLICE	2003	FORD	CROWN VIC	6	02/04/04	65021	\$	15,296.89	2010	Auto-PS-Marked
030875	47414	POLICE	2003	FORD	CROWN VIC	6	02/05/04	103642	\$	17,982.24	2010	Auto-PS-Marked
030879	47414	POLICE	2003	FORD	CROWN VIC	6	02/19/04	104404	\$	20,826.01	2010	Auto-PS-Marked
030886	47414	POLICE	2003	FORD	CROWN VIC	6	01/14/04	77056	\$	14,569.17	2010	Auto-PS-Marked
030887	47414	POLICE	2003	FORD	CROWN VIC	6	01/14/04	66293	\$	7,061.86	2010	Auto-PS-Marked
030889	47414	POLICE	2003	FORD	CROWN VIC	6	02/19/04	105739	\$	19,682.46	2010	Auto-PS-Marked
030891	47414	POLICE	2003	FORD	CROWN VIC	6	02/19/04		\$	22,563.22	2010	Auto-PS-Marked
030892	47414	POLICE	2003	FORD	CROWN VIC	6	02/19/04	97367	\$	21,331.65	2010	Auto-PS-Marked
030893	47414	POLICE	2003	FORD	CROWN VIC	6	03/11/04	89262	\$	16,612.94	2010	Auto-PS-Marked
030897	47414	POLICE	2003	FORD	CROWN VIC	6	03/11/04	111427	\$	20,616.37	2010	Auto-PS-Marked
030898	47414	POLICE	2003	FORD	CROWN VIC	6	02/19/04	102953	\$	22,839.54	2010	Auto-PS-Marked
031221	48101	SHERIFF	2003	FORD	CROWN VIC	6	09/23/03	122344	\$	16,307.00	2010	Auto-PS-Marked
031226	48101	SHERIFF	2003	FORD	CROWN VIC	6	09/23/03	85318	\$	9,977.27	2010	Auto-PS-Marked
031227	48101	SHERIFF	2003	FORD	CROWN VIC	6	09/09/03	100750	\$	14,107.89	2010	Auto-PS-Marked
041403	45530	FRS-APRTUS	2004	DODGE	INTREPID 4D	6	08/19/03	141303	\$	18,314.84	2010	Auto-PS-Marked
041404	45530	FRS-APRTUS	2004	DODGE	INTREPID 4D	6	08/19/03	126609	\$	18,122.57	2010	Auto-PS-Marked
041416	45530	FRS-APRTUS	2004	DODGE	INTREPID 4D	6	06/01/04	112006	\$	10,618.76	2010	Auto-PS-Marked
041418	45248	FRS CODE	2004	FORD	CROWN VIC	6	05/28/04	89312	\$	6,681.58	2010	Auto-PS-Marked
041419	45248	FRS CODE	2004	FORD	CROWN VIC	6	06/16/04	92508	\$	6,595.52	2010	Auto-PS-Marked
040192	47414	POLICE	2004	FORD	CROWN VIC	6	08/30/04	109837	\$	16,591.76	2011	Auto-PS-Marked
040254	47414	POLICE	2004	FORD	CROWN VIC	6	08/11/04	97556	\$	12,829.01	2011	Auto-PS-Marked
040342	47414	POLICE	2004	FORD	CROWN VIC	6	09/15/04	55134	\$	10,927.29	2011	Auto-PS-Marked
040454	47414	POLICE	2004	FORD	CROWN VIC	6	08/27/04	78425	\$	14,456.46	2011	Auto-PS-Marked
040490	47414	POLICE	2004	FORD	CROWN VIC	6	08/26/04	68163	\$	11,577.14	2011	Auto-PS-Marked
040493	47414	POLICE	2004	FORD	CROWN VIC	6	08/27/04	77917	\$	17,885.73	2011	Auto-PS-Marked
040502	47414	POLICE	2004	FORD	CROWN VIC	6	08/11/04	99938	\$	15,321.37	2011	Auto-PS-Marked
040546	47414	POLICE	2004	FORD	CROWN VIC	6	08/11/04	101247	\$	13,544.05	2011	Auto-PS-Marked
040625	47414	POLICE	2004	FORD	CROWN VIC	6	08/03/04		\$	34,613.14	2011	Auto-PS-Marked
040653	47414	POLICE	2004	FORD	CROWN VIC	6	08/03/04	114677	\$	17,929.39	2011	Auto-PS-Marked
040673	47414	POLICE	2004	FORD	CROWN VIC	6	08/11/04	109732	\$	24,443.47	2011	Auto-PS-Marked
040695	47414	POLICE	2004	FORD	CROWN VIC	6	08/27/04	81532	\$	17,381.23	2011	Auto-PS-Marked
040703	47414	POLICE	2004	FORD	CROWN VIC	6	08/03/04	117609	\$	14,377.46	2011	Auto-PS-Marked
040709	47414	POLICE	2004	FORD	CROWN VIC	6	07/30/04	112947	\$	15,707.93	2011	Auto-PS-Marked
040713	47414	POLICE	2004	FORD	CROWN VIC	6	07/30/04	94556	\$	12,710.96	2011	Auto-PS-Marked
040718	47414	POLICE	2004	FORD	CROWN VIC	6	08/30/04	81251	\$	16,168.08	2011	Auto-PS-Marked
040727	47414	POLICE	2004	FORD	CROWN VIC	6	08/02/04	122385	\$	15,493.90	2011	Auto-PS-Marked
040730	47414	POLICE	2004	FORD	CROWN VIC	6	08/16/04	74244	\$	20,914.62	2011	Auto-PS-Marked
040733	47414	POLICE	2004	FORD	CROWN VIC	6	10/13/04	99363	\$	12,972.23	2011	Auto-PS-Marked
040740	47414	POLICE	2004	FORD	CROWN VIC	6	08/27/04	110643	\$	16,010.91	2011	Auto-PS-Marked
040763	47414	POLICE	2004	FORD	CROWN VIC	6	08/11/04	109021	\$	16,157.17	2011	Auto-PS-Marked
040774	47414	POLICE	2004	FORD	CROWN VIC	6	09/22/04	89607	\$	19,463.37	2011	Auto-PS-Marked
040788	47414	POLICE	2004	FORD	CROWN VIC	6	07/29/04	55553	\$	9,201.97	2011	Auto-PS-Marked
040921	47414	POLICE	2004	FORD	CROWN VIC	6	08/11/04	110417	\$	22,037.46	2011	Auto-PS-Marked
040944	47414	POLICE	2004	FORD	CROWN VIC	6	08/04/04	81542	\$	11,422.99	2011	Auto-PS-Marked
041236	48101	SHERIFF	2004	DODGE	INTREPID 4D	6	07/22/04	51998	\$	7,533.83	2011	Auto-PS-Marked
050121	47414	POLICE	2005	FORD	CROWN VIC	6	12/08/04	113592	\$	16,150.27	2011	Auto-PS-Marked
050126	47414	POLICE	2005	FORD	CROWN VIC	6	01/18/05	55081	\$	8,518.96	2011	Auto-PS-Marked
050141	47414	POLICE	2005	FORD	CROWN VIC	6	11/09/04	70306	\$	13,738.23	2011	Auto-PS-Marked
050177	47414	POLICE	2005	FORD	CROWN VIC	6	01/28/05	75370	\$	15,532.01	2011	Auto-PS-Marked
050222	47414	POLICE	2005	FORD	CROWN VIC	6	12/08/04	82028	\$	14,633.74	2011	Auto-PS-Marked
050226	47414	POLICE	2005	FORD	CROWN VIC	6	11/30/04	101227	\$	12,099.59	2011	Auto-PS-Marked
050237	47414	POLICE	2005	FORD	CROWN VIC	6	01/28/05	50288	\$	10,398.16	2011	Auto-PS-Marked
050241	47414	POLICE	2005	FORD	CROWN VIC	6	10/29/04	94352	\$	8,545.91	2011	Auto-PS-Marked
050263	47414	POLICE	2005	FORD	CROWN VIC	6	11/29/04	92633	\$	14,729.21	2011	Auto-PS-Marked
050268	47414	POLICE	2005	FORD	CROWN VIC	6	12/14/04	110066	\$	19,114.40	2011	Auto-PS-Marked
050349	47414	POLICE	2005	FORD	CROWN VIC	6	12/07/04	124868	\$	18,679.25	2011	Auto-PS-Marked
050381	47414	POLICE	2005	FORD	CROWN VIC	6	10/28/04	62593	\$	11,522.40	2011	Auto-PS-Marked
050504	47414	POLICE	2005	FORD	CROWN VIC	6	12/08/04	90770	\$	13,629.38	2011	Auto-PS-Marked
050528	47414	POLICE	2005	FORD	CROWN VIC	6	10/11/04	83803	\$	17,645.28	2011	Auto-PS-Marked
050535	47414	POLICE	2005	FORD	CROWN VIC	6	11/10/04	84253	\$	10,297.95	2011	Auto-PS-Marked
050545	47414	POLICE	2005	FORD	CROWN VIC	6	11/09/04	93528	\$	10,542.26	2011	Auto-PS-Marked
050551	47414	POLICE	2005	FORD	CROWN VIC	6	01/13/05	71691	\$	12,940.18	2011	Auto-PS-Marked
050556	47414	POLICE	2005	FORD	CROWN VIC	6	01/07/05	89093	\$	11,362.37	2011	Auto-PS-Marked
050557	47414	POLICE	2005	FORD	CROWN VIC	6	11/23/04	121844	\$	17,323.58	2011	Auto-PS-Marked
050559	47414	POLICE	2005	FORD	CROWN VIC	6	12/23/04	66265	\$	11,154.53	2011	Auto-PS-Marked
050567	47414	POLICE	2005	FORD	CROWN VIC	6	01/26/05	71794	\$	10,827.34	2011	Auto-PS-Marked
050570	47414	POLICE	2005	FORD	CROWN VIC	6	02/25/05	122066	\$	17,219.06	2011	Auto-PS-Marked
050575	47414	POLICE	2005	FORD	CROWN VIC	6	12/08/04	95663	\$	11,604.03	2011	Auto-PS-Marked
050585	47414	POLICE	2005	FORD	CROWN VIC	6	01/27/05	98667	\$	12,565.70	2011	Auto-PS-Marked
050608	47414	POLICE	2005	FORD	CROWN VIC	6	01/26/05	81540	\$	11,106.88	2011	Auto-PS-Marked
050621	47414	POLICE	2005	FORD	CROWN VIC	6	01/27/05	111882	\$	15,259.50	2011	Auto-PS-Marked
050630	47414	POLICE	2005	FORD	CROWN VIC	6	11/10/04	81449	\$	10,067.97	2011	Auto-PS-Marked
050646	47414	POLICE	2005	FORD	CROWN VIC	6	11/09/04		\$	35,450.34	2011	Auto-PS-Marked

050650	47414	POLICE	2005	FORD	CROWN VIC	6	02/01/05	54611	\$	6,703.09	2011	Auto-PS-Marked
050658	47414	POLICE	2005	FORD	CROWN VIC	6	02/02/05	99597	\$	15,558.74	2011	Auto-PS-Marked
050659	47414		2005	FORD	CROWN VIC	6	01/07/05	110148	\$	15,537.62	2011	Auto-PS-Marked
050668	47414	POLICE	2005	FORD	CROWN VIC	6	11/08/04	74282	\$	21,353.25	2011	Auto-PS-Marked
050670	47414	POLICE	2005	FORD	CROWN VIC	6	10/13/04	94130	\$	18,046.42	2011	Auto-PS-Marked
050681	47414	POLICE	2005	FORD	CROWN VIC	6	10/11/04	82569	\$	11,456.51	2011	Auto-PS-Marked
050701	47414	POLICE	2005	FORD	CROWN VIC	6	01/26/05	69632	\$	9,806.44	2011	Auto-PS-Marked
050721	47414	POLICE	2005	FORD	CROWN VIC	6	01/24/05	88049	\$	15,827.27	2011	Auto-PS-Marked
050735	47414	POLICE	2005	FORD	CROWN VIC	6	10/19/04	89416	\$	18,367.05	2011	Auto-PS-Marked
050752	47414		2005	FORD	CROWN VIC	6	01/14/05	166536	\$	20,344.08	2011	Auto-PS-Marked
050760	47414	POLICE	2005	FORD	CROWN VIC	6	01/26/05	84344	\$	11,214.82	2011	Auto-PS-Marked
050769	47414	POLICE	2005	FORD	CROWN VIC	6	01/03/05	70347	\$	14,044.74	2011	Auto-PS-Marked
050806	47414	POLICE	2005	FORD	CROWN VIC	6	01/26/05	56977	\$	6,817.52	2011	Auto-PS-Marked
050814	47414	POLICE	2005	FORD	CROWN VIC	6	06/23/05	71762	\$	13,015.25	2011	Auto-PS-Marked
050816	47414	POLICE	2005	FORD	CROWN VIC	6	03/14/05	72345	\$	13,315.10	2011	Auto-PS-Marked
050824	47414		2005	FORD	CROWN VIC	6	01/25/05		\$	31,114.94	2011	Auto-PS-Marked
050830	47414		2005	FORD	CROWN VIC	6	03/01/05	119420	\$	15,014.90	2011	Auto-PS-Marked
050832	47414	POLICE	2005	FORD	CROWN VIC	6	03/23/05	96742	\$	15,356.77	2011	Auto-PS-Marked
050838	47414	POLICE	2005	FORD	CROWN VIC	6	03/01/05	84289	\$	11,152.46	2011	Auto-PS-Marked
050862	47414	POLICE	2005	FORD	CROWN VIC	6	03/15/05	115222	\$	12,408.66	2011	Auto-PS-Marked
050865	47414		2005	FORD	CROWN VIC	6	10/14/04	136201	\$	15,478.87	2011	Auto-PS-Marked
050870	47414		2005	FORD	CROWN VIC	6	04/05/05	108988	\$	16,320.89	2011	Auto-PS-Marked
050874	47414	POLICE	2005	FORD	CROWN VIC	6	03/16/05	75084	\$	15,339.91	2011	Auto-PS-Marked
050888	47414		2005	FORD	CROWN VIC	6	11/09/04	126745	\$	17,763.32	2011	Auto-PS-Marked
050930	47414	POLICE	2005	FORD	CROWN VIC	6	03/25/05	98569	\$	14,700.88	2011	Auto-PS-Marked
050932	47414		2005	FORD	CROWN VIC	6	01/24/05	140871	\$	17,556.16	2011	Auto-PS-Marked
051203	48101	SHERIFF	2005	FORD	CROWN VIC	6	04/04/05	65666	\$	8,753.42	2011	Auto-PS-Marked
031239	48101	SHERIFF		FORD	CROWN VIC	6	09/11/03		\$	13,352.62		Auto-PS-Marked
070137	47414	POLICE		DODGE	CHARGER	6	05/25/07		\$	8,624.00		Auto-PS-Marked
090615	47414	POLICE		CHEVROLET	IMPALA	6	05/13/09		\$	5,786.00		Auto-PS-Marked
050117	47414	POLICE		FORD	CROWN VIC	6	07/13/05		\$	12,085.00		Auto-PS-Marked
070690	47414	POLICE		DODGE	CHARGER	6	12/19/07		\$	11,821.00		Auto-PS-Marked
050104	47414	POLICE	2005	FORD	CROWN VIC	6	11/23/05	80073	\$	\$9,971.78	2012	Auto-PS-Marked
050107	47414		2005	FORD	CROWN VIC	6	07/14/05	142250	\$	\$15,808.03	2012	Auto-PS-Marked
050110	47414	POLICE	2005	FORD	CROWN VIC	6	12/20/05	88656	\$	\$12,231.19	2012	Auto-PS-Marked
050117	47414	POLICE	2005	FORD	CROWN VIC	6	07/13/05	101646	\$	\$23,969.42	2012	Auto-PS-Marked
050220	47414	POLICE	2005	FORD	CROWN VIC	6	07/13/05	94014	\$	\$18,277.48	2012	Auto-PS-Marked
050227	47414		2005	FORD	CROWN VIC	6	08/31/05	110175	\$	\$11,839.35	2012	Auto-PS-Marked
050234	47414	POLICE	2005	FORD	CROWN VIC	6	11/28/05	66657	\$	\$8,417.60	2012	Auto-PS-Marked
050269	47414	POLICE	2005	FORD	CROWN VIC	6	07/13/05	80718	\$	\$11,095.70	2012	Auto-PS-Marked
050277	47414	POLICE	2005	FORD	CROWN VIC	6	07/13/05	61114	\$	\$7,841.28	2012	Auto-PS-Marked
050285	47414	POLICE	2005	FORD	CROWN VIC	6	07/13/05	87810	\$	\$12,762.15	2012	Auto-PS-Marked
050291	47414		2005	FORD	CROWN VIC	6	07/14/05	115399	\$	\$13,834.97	2012	Auto-PS-Marked
050297	47414	POLICE	2005	FORD	CROWN VIC	6	07/01/05	96297	\$	\$14,832.13	2012	Auto-PS-Marked
050314	47414	POLICE	2005	FORD	CROWN VIC	6	09/15/05	80573	\$	\$9,719.49	2012	Auto-PS-Marked
050318	47414	POLICE	2005	FORD	CROWN VIC	6	07/05/05	58745	\$	\$10,778.46	2012	Auto-PS-Marked
050326	47414	POLICE	2005	FORD	CROWN VIC	6	07/18/05	70279	\$	\$13,318.11	2012	Auto-PS-Marked
050328	47414	POLICE	2005	FORD	CROWN VIC	6	09/22/05	88307	\$	\$13,566.95	2012	Auto-PS-Marked
050333	47414	POLICE	2005	FORD	CROWN VIC	6	09/02/05	95333	\$	\$18,728.05	2012	Auto-PS-Marked
050362	47414	POLICE	2005	FORD	CROWN VIC	6	08/31/05	99137	\$	\$9,212.62	2012	Auto-PS-Marked
050371	47414	POLICE	2005	FORD	CROWN VIC	6	09/30/05	58140	\$	\$9,227.77	2012	Auto-PS-Marked
050374	47414	POLICE	2005	FORD	CROWN VIC	6	11/04/05	70859	\$	\$10,924.13	2012	Auto-PS-Marked
050376	47414		2005	FORD	CROWN VIC	6	07/12/05	107458	\$	\$10,399.59	2012	Auto-PS-Marked
050379	47414		2005	FORD	CROWN VIC	6	10/04/05	119546	\$	\$14,474.82	2012	Auto-PS-Marked
050387	47414	POLICE	2005	FORD	CROWN VIC	6	12/12/05	75562	\$	\$11,630.72	2012	Auto-PS-Marked
050401	47414	POLICE	2005	FORD	CROWN VIC	6	10/04/05	57114	\$	\$20,840.12	2012	Auto-PS-Marked
050403	47414	POLICE	2005	FORD	CROWN VIC	6	10/10/05	89702	\$	\$12,205.26	2012	Auto-PS-Marked
050409	47414	POLICE	2005	FORD	CROWN VIC	6	09/22/05	53797	\$	\$7,741.45	2012	Auto-PS-Marked
050413	47414	POLICE	2005	FORD	CROWN VIC	6	09/21/05	68457	\$	\$10,385.33	2012	Auto-PS-Marked
050420	47414		2005	FORD	CROWN VIC	6	08/31/05	112909	\$	\$14,450.55	2012	Auto-PS-Marked
050422	47414	POLICE	2005	FORD	CROWN VIC	6	08/31/05	39289	\$	\$7,689.11	2012	Auto-PS-Marked
050426	47414	POLICE	2005	FORD	CROWN VIC	6	10/05/05	76959	\$	\$13,027.51	2012	Auto-PS-Marked
050427	47414	POLICE	2005	FORD	CROWN VIC	6	08/31/05	84792	\$	\$10,866.75	2012	Auto-PS-Marked
050428	47414	POLICE	2005	FORD	CROWN VIC	6	09/12/05	93211	\$	\$14,167.32	2012	Auto-PS-Marked
050430	47414	POLICE	2005	FORD	CROWN VIC	6	09/27/05	77867	\$	\$9,010.82	2012	Auto-PS-Marked
050432	47414	POLICE	2005	FORD	CROWN VIC	6	08/31/05	83971	\$	\$11,826.03	2012	Auto-PS-Marked
050433	47414	POLICE	2005	FORD	CROWN VIC	6	09/07/05	81116	\$	\$8,578.57	2012	Auto-PS-Marked
050442	47414	POLICE	2005	FORD	CROWN VIC	6	10/04/05	74345	\$	\$12,025.60	2012	Auto-PS-Marked
050446	47414	POLICE	2005	FORD	CROWN VIC	6	09/07/05	79868	\$	\$12,565.98	2012	Auto-PS-Marked
050479	47414	POLICE	2005	FORD	CROWN VIC	6	10/04/05	62241	\$	\$10,422.79	2012	Auto-PS-Marked
050488	47414	POLICE	2005	FORD	CROWN VIC	6	10/04/05	68542	\$	\$9,100.01	2012	Auto-PS-Marked
050609	47414	POLICE	2005	FORD	CROWN VIC	6	10/05/05	66151	\$	\$11,529.77	2012	Auto-PS-Marked
050611	47414	POLICE	2005	FORD	CROWN VIC	6	10/13/05	64193	\$	\$9,310.64	2012	Auto-PS-Marked
050699	47414	POLICE	2005	FORD	CROWN VIC	6	09/01/05	73381	\$	\$10,292.13	2012	Auto-PS-Marked
050738	47414	POLICE	2005	FORD	CROWN VIC	6	10/10/05	74481	\$	\$12,484.92	2012	Auto-PS-Marked
050787	47414	POLICE	2005	FORD	CROWN VIC	6	08/31/05	64446	\$	\$9,515.68	2012	Auto-PS-Marked
050847	47414	POLICE	2005	FORD	CROWN VIC	6	10/04/05	62734	\$	\$7,896.17	2012	Auto-PS-Marked
050903	47414	POLICE	2005	FORD	CROWN VIC	6	10/06/05	87740	\$	\$10,604.16	2012	Auto-PS-Marked
050908	47414	POLICE	2005	FORD	CROWN VIC	6	10/11/05	77714	\$	\$8,869.17	2012	Auto-PS-Marked
050911	47414	POLICE	2005	FORD	CROWN VIC	6	10/28/05	49522	\$	\$6,479.16	2012	Auto-PS-Marked
050914	47414	POLICE	2005	FORD	CROWN VIC	6	11/23/05	90741	\$	\$11,297.57	2012	Auto-PS-Marked
050928	47414	POLICE	2005	FORD	CROWN VIC	6	11/25/05	91953	\$	\$8,422.49	2012	Auto-PS-Marked
050939	47414	POLICE	2005	FORD	CROWN VIC	6	11/01/05	83943	\$	\$10,673.20	2012	Auto-PS-Marked
050945	47414	POLICE	2005	FORD	CROWN VIC	6	11/23/05	102434	\$	\$10,599.36	2012	Auto-PS-Marked
050977	47414	POLICE	2005	FORD	CROWN VIC	6	11/23/05	42368	\$	\$6,728.94	2012	Auto-PS-Marked

050978	47414	POLICE	2005	FORD	CROWN VIC	6	10/21/05	85097	\$14,250.08	2012	Auto-PS-Marked
050984	47414	POLICE	2005	FORD	CROWN VIC	6	11/29/05	85581	\$9,062.69	2012	Auto-PS-Marked
050994	47414	POLICE	2005	FORD	CROWN VIC	6	11/04/05	95486	\$11,956.14	2012	Auto-PS-Marked
051222	48101	SHERIFF	2005	FORD	CROWN VIC	6	10/06/05	85225	\$4,983.40	2012	Auto-PS-Marked
051424	45530	FRS-APRTUS	2005	FORD	CROWN VIC	6	11/28/05	89165	\$12,100.90	2012	Auto-PS-Marked
051428	45530	FRS-APRTUS	2005	FORD	CROWN VIC	6	11/28/05	51793	\$6,336.85	2012	Auto-PS-Marked
051430	45530	FRS-APRTUS	2005	FORD	CROWN VIC	6	11/28/05	75391	\$9,501.57	2012	Auto-PS-Marked
060125	47414	POLICE	2006	DODGE	CHARGER	6	06/02/06	68886	\$12,556.28	2012	Auto-PS-Marked
060161	47414	POLICE	2006	DODGE	CHARGER	6	04/20/06	83137	\$17,512.73	2012	Auto-PS-Marked
060167	47414	POLICE	2006	DODGE	CHARGER	6	06/12/06	55442	\$13,898.32	2012	Auto-PS-Marked
060257	47414	POLICE	2006	DODGE	CHARGER	6	06/09/06	76520	\$13,162.71	2012	Auto-PS-Marked
060276	47414	POLICE	2006	DODGE	CHARGER	6	06/07/06	86999	\$14,484.84	2012	Auto-PS-Marked
060288	47414	POLICE	2006	DODGE	CHARGER	6	06/14/06	59900	\$14,736.19	2012	Auto-PS-Marked
060298	47414	POLICE	2006	DODGE	CHARGER	6	06/14/06	59504	\$11,132.60	2012	Auto-PS-Marked
060300	47414	POLICE	2006	DODGE	CHARGER	6	06/06/06	67124	\$13,651.60	2012	Auto-PS-Marked
060334	47414	POLICE	2006	DODGE	CHARGER	6	05/26/06	30953	\$8,703.51	2012	Auto-PS-Marked
060337	47414		2006	FORD	CROWN VIC	6	05/30/06	117081	\$9,253.43	2012	Auto-PS-Marked
060338	47414	POLICE	2006	FORD	CROWN VIC	6	05/30/06	60431	\$10,698.11	2012	Auto-PS-Marked
060339	47414	POLICE	2006	FORD	CROWN VIC	6	06/01/06	66083	\$8,173.37	2012	Auto-PS-Marked
060343	47414	POLICE	2006	FORD	CROWN VIC	6	06/02/06	65648	\$7,385.19	2012	Auto-PS-Marked
060344	47414	POLICE	2006	FORD	CROWN VIC	6	06/05/06	65120	\$9,063.28	2012	Auto-PS-Marked
060352	47414	POLICE	2006	FORD	CROWN VIC	6	06/12/06	52138	\$7,224.53	2012	Auto-PS-Marked
060453	47414	POLICE	2006	FORD	CROWN VIC	6	05/30/06	50463	\$10,725.98	2012	Auto-PS-Marked
060461	47414	POLICE	2006	FORD	CROWN VIC	6	06/28/06	40285	\$6,905.51	2012	Auto-PS-Marked
060469	47414	POLICE	2006	FORD	CROWN VIC	6	06/01/06	62562	\$13,556.73	2012	Auto-PS-Marked
060471	47414	POLICE	2006	FORD	CROWN VIC	6	05/31/06	43090	\$7,638.93	2012	Auto-PS-Marked
060514	47414		2006	FORD	CROWN VIC	6	06/09/06	103840	\$11,222.72	2012	Auto-PS-Marked
060517	47414	POLICE	2006	FORD	CROWN VIC	6	06/30/06	63734	\$8,690.28	2012	Auto-PS-Marked
060540	47414	POLICE	2006	FORD	CROWN VIC	6	06/08/06	55005	\$7,960.42	2012	Auto-PS-Marked
060599	47414	POLICE	2006	FORD	CROWN VIC	6	06/30/06	62210	\$13,677.26	2012	Auto-PS-Marked
060605	47414	POLICE	2006	FORD	CROWN VIC	6	06/29/06	52288	\$11,232.10	2012	Auto-PS-Marked
060618	47414	POLICE	2006	FORD	CROWN VIC	6	05/31/06	51061	\$6,066.87	2012	Auto-PS-Marked
061254	48101	SHERIFF	2006	DODGE	CHARGER	6	03/13/06	62405	\$8,310.03	2012	Auto-PS-Marked
061295	47414	POLICE	2006	FORD	CROWN VIC	6	06/02/06	49313	\$5,652.45	2012	Auto-PS-Marked
061431	45530	FRS-APRTUS	2006	FORD	CROWN VIC	6	11/28/05	75694	\$8,122.53	2012	Auto-PS-Marked
061432	45530	FRS-APRTUS	2006	FORD	CROWN VIC	6	11/28/05	86685	\$7,016.32	2012	Auto-PS-Marked
061433	45530	FRS-APRTUS	2006	CHEVROLET	IMPALA	6	05/02/06	52065	\$7,940.15	2012	Auto-PS-Marked
061434	45530	FRS-APRTUS	2006	CHEVROLET	IMPALA	6	05/02/06	26908	\$6,063.61	2012	Auto-PS-Marked
Auto-PS-Unmarked											
001031	47414	POLICE	2000	CHEVROLET	LUMINA 4DR	6	07/17/00	64558	\$ 8,336.13	2007	Auto-PS-Unmarked
011086	47414	POLICE	2001	CHEVROLET	LUMINA 4DR	6	04/19/01	78457	\$ 12,225.55	2007	Auto-PS-Unmarked
011097	47414	POLICE	2001	CHEVROLET	LUMINA 4DR	6	04/24/01	60594	\$ 10,164.11	2007	Auto-PS-Unmarked
011055	47414	POLICE	2001	FORD	TAURUS 4DR	6	10/22/01	101927	\$ 15,849.00	2008	Auto-PS-Unmarked
011091	47414	POLICE	2001	FORD	TAURUS 4DR	6	10/09/01	91450	\$ 10,895.18	2008	Auto-PS-Unmarked
011095	47414	POLICE	2001	FORD	TAURUS 4DR	6	09/24/01	88990	\$ 15,185.83	2008	Auto-PS-Unmarked
011139	47414	POLICE	2001	CHEVROLET	IMPALA	6	07/26/01	88561	\$ 10,974.56	2008	Auto-PS-Unmarked
011140	47414		2001	FORD	TAURUS 4DR	6	09/28/01	113724	\$ 13,803.29	2008	Auto-PS-Unmarked
011150	47414	POLICE	2001	FORD	TAURUS 4DR	6	10/18/01	73389	\$ 14,080.83	2008	Auto-PS-Unmarked
011152	47414	POLICE	2001	FORD	TAURUS 4DR	6	10/16/01	69263	\$ 12,148.40	2008	Auto-PS-Unmarked
011155	47414	POLICE	2001	CHEVROLET	IMPALA	6	07/26/01	95678	\$ 15,777.31	2008	Auto-PS-Unmarked
011160	47414	POLICE	2001	CHEVROLET	IMPALA	6	07/02/01	103804	\$ 15,676.21	2008	Auto-PS-Unmarked
011161	47414	POLICE	2001	CHEVROLET	IMPALA	6	07/26/01	75213	\$ 15,697.02	2008	Auto-PS-Unmarked
011178	47414	POLICE	2001	CHEVROLET	IMPALA	6	08/31/01	85343	\$ 13,845.09	2008	Auto-PS-Unmarked
011193	47414	POLICE	2001	CHEVROLET	IMPALA	6	07/26/01	102275	\$ 18,213.42	2008	Auto-PS-Unmarked
021189	47414	POLICE	2002	CHEVROLET	MALIBU	6	10/02/01	74073	\$ 15,900.43	2008	Auto-PS-Unmarked
021191	47414	POLICE	2002	CHEVROLET	MALIBU	6	04/11/02	62420	\$ 10,731.29	2008	Auto-PS-Unmarked
021195	47414		2002	CHEVROLET	IMPALA	6	02/20/02	109305	\$ 19,080.81	2008	Auto-PS-Unmarked
021211	47414	POLICE	2002	CHEVROLET	IMPALA	6	02/25/02	84406	\$ 13,634.91	2008	Auto-PS-Unmarked
021240	47414		2002	CHEVROLET	IMPALA	6	03/11/02	116568	\$ 13,725.19	2008	Auto-PS-Unmarked
020951	47414	POLICE	2002	CHEVROLET	MONTECARLO	6	07/26/02	92214	\$ 7,969.98	2009	Auto-PS-Unmarked
020955	47414	POLICE	2002	FORD	TAURUS 4DR	6	10/03/02	100771	\$ 14,390.69	2009	Auto-PS-Unmarked
020961	47414	POLICE	2002	FORD	TAURUS 4DR	6	09/27/02	83166	\$ 14,064.00	2009	Auto-PS-Unmarked
020982	47414	POLICE	2002	FORD	TAURUS 4DR	6	12/18/02	101260	\$ 14,636.09	2009	Auto-PS-Unmarked
021002	47414	POLICE	2002	FORD	TAURUS 4DR	6	09/27/02	94347	\$ 18,823.73	2009	Auto-PS-Unmarked
021105	47414	POLICE	2002	FORD	TAURUS 4DR	6	10/11/02	92095	\$ 8,563.31	2009	Auto-PS-Unmarked
021109	47414	POLICE	2002	FORD	CROWN VIC	6	07/22/02	98715	\$ 8,294.57	2009	Auto-PS-Unmarked
021133	47414		2002	MITSUBISHI	GALLANT 4D	6	03/13/03	108522	\$ 17,911.89	2009	Auto-PS-Unmarked
021159	47414	POLICE	2002	CHEVROLET	IMPALA	6	10/01/02	73744	\$ 11,757.06	2009	Auto-PS-Unmarked
021176	47414	POLICE	2002	CHEVROLET	IMPALA	6	07/01/02	60392	\$ 11,545.66	2009	Auto-PS-Unmarked
021186	47414	POLICE	2002	CHEVROLET	MALIBU 4DR	6	07/22/02	101333	\$ 15,356.36	2009	Auto-PS-Unmarked
021244	47414	POLICE	2002	CHEVROLET	IMPALA	6	10/11/02	123892	\$ 14,560.42	2009	Auto-PS-Unmarked
031001	47414	POLICE	2003	FORD	CROWN VIC	6	04/11/03	96095	\$ 11,479.48	2009	Auto-PS-Unmarked
031013	47414	POLICE	2003	CHEVROLET	CAVALIER 4D	6	06/02/03	38034	\$ 6,027.98	2009	Auto-PS-Unmarked
031047	47414		2003	FORD	CROWN VIC	6	04/02/03	110570	\$ 9,200.67	2009	Auto-PS-Unmarked
031111	47414	POLICE	2003	CHEVROLET	IMPALA	6	06/04/03	92161	\$ 8,770.09	2009	Auto-PS-Unmarked
031129	47414	POLICE	2003	CHEVROLET	CAVALIER 4D	6	06/16/03	64740	\$ 6,652.74	2009	Auto-PS-Unmarked
041113	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/26/03	84572	\$ 14,712.08	2009	Auto-PS-Unmarked
021029	47414	POLICE	2002	HONDA	ACCORD	6	02/25/04	94329	\$ 10,595.38	2010	Auto-PS-Unmarked
030877	47414	POLICE	2003	FORD	CROWN VIC	6	01/14/04	157862	\$ 11,856.67	2010	Auto-PS-Unmarked
030881	47414	POLICE	2003	FORD	CROWN VIC	6	01/14/04	76526	\$ 12,416.86	2010	Auto-PS-Unmarked
030920	47414	POLICE	2003	FORD	TAURUS 4DR	6	04/15/04	91164	\$ 16,667.41	2010	Auto-PS-Unmarked
030929	47414	POLICE	2003	FORD	TAURUS 4DR	6	04/15/04	67127	\$ 6,217.04	2010	Auto-PS-Unmarked
030954	47414	POLICE	2003	FORD	TAURUS 4DR	6	06/25/04	96131	\$ 9,499.28	2010	Auto-PS-Unmarked
030973	47414	POLICE	2003	FORD	TAURUS 4DR	6	01/08/04	84296	\$ 10,639.15	2010	Auto-PS-Unmarked

030974	47414	POLICE	2003	FORD	TAURUS 4DR	6	04/29/04	115013	\$	12,677.17	2010	Auto-PS-Unmarked
030987	47414	POLICE	2003	PONTIAC	BONNEVILLE	6	04/21/04		\$	16,832.98	2010	Auto-PS-Unmarked
030996	47414	POLICE	2003	FORD	TAURUS 4DR	6	06/17/04	53798	\$	8,053.37	2010	Auto-PS-Unmarked
030998	47414	POLICE	2003	FORD	TAURUS 4DR	6	04/15/04	69731	\$	8,556.91	2010	Auto-PS-Unmarked
031000	47414	POLICE	2003	FORD	CROWN VIC	6	10/15/03	106271	\$	14,777.50	2010	Auto-PS-Unmarked
031080	47414	POLICE	2003	NISSAN	MAXIMA 4DR	6	07/28/03	96027	\$	16,900.76	2010	Auto-PS-Unmarked
031093	47414	POLICE	2003	FORD	TAURUS 4DR	6	06/25/04	68294	\$	6,043.82	2010	Auto-PS-Unmarked
031114	47414	POLICE	2003	PONTIAC	BONNEVILLE	6	12/12/03	123892	\$	14,662.13	2010	Auto-PS-Unmarked
031144	47414	POLICE	2003	FORD	TAURUS 4DR	6	01/14/04	60632	\$	6,536.12	2010	Auto-PS-Unmarked
031149	47414	POLICE	2003	FORD	TAURUS 4DR	6	04/29/04	40761	\$	5,519.55	2010	Auto-PS-Unmarked
031151	47414	POLICE	2003	FORD	TAURUS 4DR	6	05/17/04	59062	\$	8,345.14	2010	Auto-PS-Unmarked
031157	47414	POLICE	2003	FORD	TAURUS 4DR	6	04/30/04	73460	\$	8,111.00	2010	Auto-PS-Unmarked
031174	47414	POLICE	2003	FORD	TAURUS 4DR	6	04/29/04	133012	\$	11,520.44	2010	Auto-PS-Unmarked
031180	47414	POLICE	2003	FORD	TAURUS 4DR	6	01/13/04	120381	\$	9,862.05	2010	Auto-PS-Unmarked
040910	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/07/03	99513	\$	16,177.90	2010	Auto-PS-Unmarked
040916	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/18/03	136771	\$	18,758.34	2010	Auto-PS-Unmarked
040931	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/19/03	112822	\$	11,962.59	2010	Auto-PS-Unmarked
040935	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/18/03	104469	\$	14,967.18	2010	Auto-PS-Unmarked
040940	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/07/03	117085	\$	15,391.63	2010	Auto-PS-Unmarked
040948	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/17/04	78566	\$	10,527.11	2010	Auto-PS-Unmarked
040949	47414	POLICE	2004	DODGE	INTREPID 4D	6	09/02/03	88215	\$	11,225.51	2010	Auto-PS-Unmarked
040953	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/19/03	121870	\$	17,847.47	2010	Auto-PS-Unmarked
040959	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/07/03	63750	\$	8,472.62	2010	Auto-PS-Unmarked
040962	47414	POLICE	2004	DODGE	INTREPID 4D	6	04/12/04	80205	\$	13,503.69	2010	Auto-PS-Unmarked
040966	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/17/04	84532	\$	10,716.76	2010	Auto-PS-Unmarked
040975	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/17/04	78295	\$	10,392.81	2010	Auto-PS-Unmarked
040983	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/18/04	66507	\$	8,188.12	2010	Auto-PS-Unmarked
040989	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/18/04	85465	\$	9,296.10	2010	Auto-PS-Unmarked
040990	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/07/03	89430	\$	13,983.47	2010	Auto-PS-Unmarked
040999	47414	POLICE	2004	DODGE	INTREPID 4D	6	10/07/03	117082	\$	26,181.62	2010	Auto-PS-Unmarked
041006	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/30/04	71357	\$	9,550.96	2010	Auto-PS-Unmarked
041014	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/18/04	104029	\$	10,146.06	2010	Auto-PS-Unmarked
041015	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/17/04	66881	\$	16,945.96	2010	Auto-PS-Unmarked
041018	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/17/04	50624	\$	11,809.18	2010	Auto-PS-Unmarked
041065	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/08/03	75410	\$	8,320.36	2010	Auto-PS-Unmarked
041083	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/07/03	87392	\$	9,316.30	2010	Auto-PS-Unmarked
041098	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/07/03	94551	\$	17,730.41	2010	Auto-PS-Unmarked
041131	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/07/03	92128	\$	15,427.01	2010	Auto-PS-Unmarked
041136	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/17/04	108003	\$	19,584.24	2010	Auto-PS-Unmarked
041173	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/07/03	91604	\$	15,925.55	2010	Auto-PS-Unmarked
041177	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/07/03	116737	\$	15,735.86	2010	Auto-PS-Unmarked
041179	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/06/03	117801	\$	23,642.94	2010	Auto-PS-Unmarked
041181	47414	POLICE	2004	DODGE	INTREPID 4D	6	06/17/04	37727	\$	6,445.26	2010	Auto-PS-Unmarked
041184	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/07/03	116893	\$	15,761.37	2010	Auto-PS-Unmarked
041185	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/14/03	84152	\$	13,511.70	2010	Auto-PS-Unmarked
041188	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/07/03	106200	\$	20,340.06	2010	Auto-PS-Unmarked
040946	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/05/04	75576	\$	10,044.71	2011	Auto-PS-Unmarked
040950	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/04/04	82318	\$	10,176.45	2011	Auto-PS-Unmarked
040963	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/04/04	81870	\$	16,663.03	2011	Auto-PS-Unmarked
040964	47414	POLICE	2004	DODGE	INTREPID 4D	6	07/29/04	108834	\$	13,380.54	2011	Auto-PS-Unmarked
040991	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/04/04	65693	\$	10,874.39	2011	Auto-PS-Unmarked
040992	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/17/04	76291	\$	7,713.96	2011	Auto-PS-Unmarked
040997	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/03/04	76228	\$	7,188.00	2011	Auto-PS-Unmarked
041138	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/03/04	70699	\$	9,642.78	2011	Auto-PS-Unmarked
041172	47414	POLICE	2004	DODGE	INTREPID 4D	6	08/03/04	41079	\$	7,387.24	2011	Auto-PS-Unmarked
041176	47414	POLICE	2004	PONTIAC	BONNEVILLE	6	12/10/04	90361	\$	14,156.57	2011	Auto-PS-Unmarked
041190	47414	POLICE	2004	PONTIAC	BONNEVILLE	6	04/06/05	83693	\$	5,455.55	2011	Auto-PS-Unmarked
041199	47414	POLICE	2004	DODGE	INTREPID 4D	6	07/20/04	60083	\$	7,462.90	2011	Auto-PS-Unmarked
046002	47414	POLICE	2004	TOYOTA	4DR	5	09/13/05	15509	\$	3,658.02	2011	Auto-PS-Unmarked
050844	47414	POLICE	2005	FORD	CROWN VIC	6	03/22/05	125448	\$	15,564.66	2011	Auto-PS-Unmarked
050848	47414	POLICE	2005	FORD	CROWN VIC	6	01/21/05	74709	\$	9,525.43	2011	Auto-PS-Unmarked
051166	47414	POLICE	2005	CHEVROLET	IMPALA	6	06/30/05	104540	\$	11,362.88	2011	Auto-PS-Unmarked
051192	47414	POLICE	2005	CHEVROLET	MONTECARLO	6	04/06/05	65685	\$	4,025.84	2011	Auto-PS-Unmarked
051291	47414	POLICE	2005	CHEVROLET	IMPALA	6	05/31/05	85546	\$	7,705.16	2011	Auto-PS-Unmarked
051292	47414	POLICE	2005	CHEVROLET	IMPALA	6	05/25/05	96975	\$	12,870.41	2011	Auto-PS-Unmarked
051294	47414	POLICE	2005	FORD	CROWN VIC	6	05/23/05	63594	\$	4,492.37	2011	Auto-PS-Unmarked
061020	47414	POLICE	2006	NISSAN	MAXIMA 4DR	4	12/12/06	71202	\$	4,605.90	2011	Auto-PS-Unmarked
061045	47414	POLICE	2006	CHEVROLET	MONTECARLO	4	12/12/06	88313	\$	5,018.53	2011	Auto-PS-Unmarked
061261	47414	POLICE	2006	NISSAN	MAXIMA 4DR	4	01/26/07	77731	\$	4,528.68	2011	Auto-PS-Unmarked
077611	47414	POLICE	2007	CHEVROLET	IMPALA	4	06/11/07	43672	\$	4,420.33	2011	Auto-PS-Unmarked
040995	47414	POLICE		DODGE	INTREPID 4D	6	08/11/03		\$	13,235.42		Auto-PS-Unmarked
087659	47414	POLICE	2008	CHEVROLET	IMPALA	6	01/23/08		\$	4,149.00		Auto-PS-Unmarked
041280	47414	POLICE	2004	HONDA	ACCORD	6	12/16/05	77615	\$	5,447.99	2012	Auto-PS-Unmarked
041281	47414	POLICE	2004	PONTIAC	GRAND AM 2D	6	12/16/05	76915	\$	4,747.74	2012	Auto-PS-Unmarked
041298	47414	POLICE	2004	HONDA	ACCORD	6	11/04/05	111346	\$	15,705.05	2012	Auto-PS-Unmarked
050106	47414	POLICE	2005	FORD	CROWN VIC	6	08/11/05	61044	\$	7,201.67	2012	Auto-PS-Unmarked
050386	47414	POLICE	2005	FORD	CROWN VIC	6	07/05/05	58039	\$	6,781.42	2012	Auto-PS-Unmarked
050884	47414	POLICE	2005	FORD	CROWN VIC	6	10/04/05	56377	\$	6,112.36	2012	Auto-PS-Unmarked
050904	47414	POLICE	2005	FORD	CROWN VIC	6	10/04/05	63991	\$	6,512.72	2012	Auto-PS-Unmarked
050912	47414	POLICE	2005	FORD	CROWN VIC	6	11/07/05	58067	\$	7,955.05	2012	Auto-PS-Unmarked
050927	47414	POLICE	2005	FORD	CROWN VIC	6	11/23/05	45236	\$	5,367.90	2012	Auto-PS-Unmarked
051005	47414	POLICE	2005	CHEVROLET	IMPALA	6	07/05/05	110378	\$	5,886.23	2012	Auto-PS-Unmarked
051008	47414	POLICE	2005	CHEVROLET	IMPALA	6	07/29/05	77496	\$	7,055.54	2012	Auto-PS-Unmarked
051034	47414	POLICE	2005	CHEVROLET	IMPALA	6	09/13/05	97304	\$	5,880.21	2012	Auto-PS-Unmarked
051052	47414	POLICE	2005	CHEVROLET	IMPALA	6	07/26/05	81081	\$	5,969.30	2012	Auto-PS-Unmarked

051073	47414	POLICE	2005	CHEVROLET	IMPALA	6	09/14/05	74839	\$	6,704.72	2012	Auto-PS-Unmarked
051127	47414	POLICE	2005	CHEVROLET	IMPALA	6	07/29/05	64145	\$	9,264.00	2012	Auto-PS-Unmarked
051182	47414	POLICE	2005	CHEVROLET	IMPALA	6	07/28/05	60442	\$	7,745.64	2012	Auto-PS-Unmarked
051285	47414	POLICE	2005	PONTIAC	BONNEVILLE	6	02/07/06	66096	\$	8,486.05	2012	Auto-PS-Unmarked
051290	47414	POLICE	2005	CHEVROLET	IMPALA	6	07/08/05	60805	\$	11,330.14	2012	Auto-PS-Unmarked
051293	47414	POLICE	2005	CHEVROLET	IMPALA	6	07/01/05	95655	\$	8,741.35	2012	Auto-PS-Unmarked
051299	47414	POLICE	2005	PONTIAC	GRAND PRIX	6	11/18/05	128598	\$	9,562.89	2012	Auto-PS-Unmarked
061016	47414	POLICE	2006	DODGE	CHARGER	6	06/30/06	75445	\$	13,048.52	2012	Auto-PS-Unmarked
061038	47414	POLICE	2006	DODGE	CHARGER	6	06/12/06	37009	\$	7,315.96	2012	Auto-PS-Unmarked
061053	47414	POLICE	2006	DODGE	CHARGER	6	05/26/06	53718	\$	13,586.20	2012	Auto-PS-Unmarked
061108	47414	POLICE	2006	CHRYSLER	4DR	6	04/21/06	64834	\$	8,071.62	2012	Auto-PS-Unmarked
061282	47414	POLICE	2006	HONDA	ACCORD 4DR	6	01/31/06	51493	\$	10,570.80	2012	Auto-PS-Unmarked
061283	47414	POLICE	2006	HONDA	ACCORD 4DR	6	01/31/06	80201	\$	8,642.29	2012	Auto-PS-Unmarked
061286	47414	POLICE	2006	HONDA	ACCORD 4DR	6	02/27/06	70694	\$	10,015.59	2012	Auto-PS-Unmarked
061288	47414	POLICE	2006	FORD	CROWN VIC	6	05/17/06	70756	\$	6,603.26	2012	Auto-PS-Unmarked
061289	47414	POLICE	2006	FORD	CROWN VIC	6	05/17/06	59105	\$	4,582.06	2012	Auto-PS-Unmarked
077644	47414	POLICE	2007	FORD	MUSTANG 2D	4	08/02/07	25166	\$	2,618.37	2012	Auto-PS-Unmarked
077654	47414	POLICE	2007	HONDA	ACCORD 4DR	4	09/28/07	71966	\$	6,177.34	2012	Auto-PS-Unmarked
077696	47414	POLICE	2007	TOYOTA	CAMRY	4	02/15/08	79502	\$	6,262.44	2012	Auto-PS-Unmarked
077697	47414	POLICE	2007	CHRYSLER	4DR	4	02/15/08	70023	\$	5,482.85	2012	Auto-PS-Unmarked
077698	47414	POLICE	2007	FORD	4DR	4	02/15/08	52151	\$	4,562.60	2012	Auto-PS-Unmarked
077703	47414	POLICE	2007	NISSAN	MAXIMA 4DR	4	05/23/08	41413	\$	1,745.16	2012	Auto-PS-Unmarked
087702	47414	POLICE	2008	FORD	MUSTANG 2D	4	06/05/08	41803	\$	2,435.17	2012	Auto-PS-Unmarked
087704	47414	POLICE	2008	FORD	MUSTANG 2D	4	06/16/08	47738	\$	5,132.63	2012	Auto-PS-Unmarked
087705	47414	POLICE	2008	PONTIAC	GRAND PRIX	4	06/10/08	38616	\$	4,899.35	2012	Auto-PS-Unmarked