

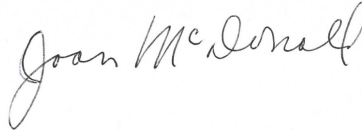
George Latimer  
County Executive

Joan McDonald  
Director of Operations

## Memo

To: Hugh J. Greechan P.E., Commissioner of Public Works & Transportation

From: Joan McDonald, Director of Operations



Date: March 3, 2021

Subject: Inventory of County Vehicle Fleet

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This memo is a follow-up to discussions and procedures agreed to between the Department of Public Works and Transportation, Department of Budget, and the Office of Energy Conservation and Sustainability.

In order to maintain an accurate and up-to-date accounting of the County's fleet, a full inventory of each four wheeled motorized vehicle must be completed each year by March 1 for review by the Fleet Management Committee. The inventory should include the following information for each vehicle:

- Model year
- Year purchased
- Make
- Model
- Drivetrain type (2-wheel, 4-wheel, or all-wheel drive)
- Type of fuel/power source (e.g., gasoline, diesel, compressed natural gas, electricity)
- Miles per gallon (MPG) rating
- Mileage (i.e., the odometer reading)
- Class: light-duty, medium-duty, or heavy-duty
- Gross vehicle weight rating (GVWR) over 8,500 pounds: yes or no (This is a threshold often used for determining whether a vehicle qualifies as a heavy-duty vehicle and might therefore be deemed exempt from a municipal fleet efficiency policy)
- Vehicle function (i.e., the tasks associated with the vehicle's use)

The Department of Public Works and Transportation will be responsible for compiling the inventory and it will be submitted to the Director of Energy Conservation and Sustainability.

Cc: Larry Soule, Budget Director  
Diane Vanadia, Budget  
Gayle Katzman, First Deputy Commissioner, DPWT  
Hernane De Almeida, Deputy Commissioner, DPWT  
Peter McCartt, Director of Energy Conservation and Sustainability  
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