

OFFICE OF THE GOVERNOR  
STATE OF MONTANA

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11B-Memo 4  
Attachments-2

Date: February 13, 2008

To: Centralized Service Administrators of all State Agencies

From: David Ewer, Budget Director  
Office of Budget and Program Planning

Subject: Vehicle Leasing Program- EPP

The Office of Budget and Program Planning encourages agencies with vehicle replacement needs to use the State Motor Pool. The Motor Pool alternative transfers an agency's responsibility for vehicle maintenance and management to the Motor Pool and guarantees safe, reliable vehicles. The vehicles may be new or used depending on the estimated yearly mileage and agency wide usage. The leasing agency is responsible for maximizing the vehicle utilization within the agency. If the vehicles are not getting the maximum usage, the Motor Pool may reassign an underutilized vehicle to another agency.

Attached to this memo are two surveys. Please complete the pre-populated attachment 1 - *OBPP Lease Survey* for current leases. For new leased vehicle requests, please complete attachment 2 - *NPPL* for EACH request and email both surveys to Christine Hultin-Brus at OBPP by April 25, 2008. This information will be used by the Motor Pool to prepare for the next biennium's budget including equipment purchases.

The Motor Pool charges both an hourly and a per mile rate. The hourly rate will be established by the Motor Pool at a cost recovery level. Motor Pool management includes vehicle purchase and replacement, scheduled and unscheduled maintenance, liability insurance, and fuel.

The following FY 2008 rates are for reference only. The recommended 2011 biennium rates will be determined based on the number of lease vehicle requests received from this survey, and will be provided to agencies in August.

FY 2008 Rates			
Class	Description	(per hr)	(per mile)
02	Small Utilities	\$1.547	\$0.158
04	Large Utilities	1.948	0.200
06	Mid-Size Compact	1.393	0.123
07	Small Pickups	1.528	0.187
11	Large Pickups	1.432	0.215
12	Van, All Types	1.453	0.181

**Example:** If an agency requests a class 02 small utility and estimates 12,000 miles per year, the estimated cost would be (2,920 hrs x \$1.547/hr) +(12,000 x \$0.158/mile) = \$6,413.24 per year.

The following vehicle classes will be available for Motor Pool lease requests for the 2011 Biennium.

Class	Description/Type	Accessories
02	Small Utilities – e.g. Jeep Liberty	None
03	Hybrid Small Utilities – e.g. Ford Escape	None
04	Large Utilities – e.g. Ford Expedition	None
05	Hybrid Sedans – e.g. Honda Civic, Toyota Prius	None
06	Passenger Cars – e.g. Chevy Impala, Ford Taurus	Hatchback/Crossover
07	Small Pickups – e.g. Ford Ranger, GMC Canyon	Topper/Tonneau Cover
11	Large Pickups – e.g. GMC Sierra, Ford F150	Topper/Tonneau Cover
12	Vans – e.g. Dodge Caravan, Chevy Uplander	Mini – 8 pass – 12 pass

Agencies will need to identify FY 2008 actual expenditures for vehicle liability insurance, gas, maintenance, personal car mileage, or other related costs for agency owned vehicles that will be replaced by the Motor Pool lease. These amounts will be removed from the base.

Agencies with special requirements for the leased vehicles (e.g. heavy duty bumpers, cages, etc.) will be responsible for the costs associated with, maintaining, and disposing of such requirements.

**Keep in mind that lease vehicle requests should be justifiable and realistic.** In addition, requests must consider SB 449 (2007 Legislature) and the Governor's 30 MPG Initiative. Please contact Christine Hultin-Brus at OBPP for any follow-up questions.

C: John Blacker, Cheryl Richman