



UNIVERSAL SERVICES ★ HARRIS COUNTY

MG Richard J. Noriega (Ret), Interim Executive Director & CIO



Information Technology



Public Safety Technology



Fleet

April 19, 2021

Commissioners' Court
Harris County Administration Building
1001 Preston, 9th Floor
Houston, TX 77002

RE: Vehicle Control Numbers (VCNs)

Members of Commissioners' Court:

The attached reports show departmental requests for additions and changes to Vehicle Control Numbers. Included in the request:

Vehicle Control Numbers:

Additions

- a) **Veterans Services.** Add 1 VCN.
- b) **Harris Co. Resources for Children & Adults.** Add 2 VCNs.

Changes

- a) **Harris Co. Resources for Children & Adults.** Change attributes for 1 VCN.
- b) **Fire Marshal.** Change attributes for 2 VCNs.
- c) **Commissioner, Pct. 4.** Change attribute for 2 VCNs.

Thank you for your support.

Respectfully submitted,

MG Richard J. Noriega (Ret)
Interim Executive Director & CIO

RN:HC

Attachments(2)

For inclusion on Court Agenda dated April 27, 2021

To: Harris County Commissioners Court

Through: Tammie Davidson, Director, Business Operations, Universal Services
..prepared

Prepared By: Heather Couchene, Procurement Analyst, Universal Services

Subject: Vehicle Control Numbers (VCNs) and Financed Vehicle Purchases
..end

Project ID (If applicable): n/a

Purpose and Request:

..title

Request for approval of additional and changes to attributes of certain VCNs.

..end

Background and Discussion:

Every county vehicle must have a Commissioners Court-approved Vehicle Control Number (VCN). A VCN represents an authorized slot for a specific type of vehicle. Vehicles designed for use on public roads, including vehicles leased for more than 30 days, must be assigned to an approved VCN (heavy equipment and vehicles that require a commercial driver's license are exempt).

VCNs specify the fund (general fund, grant, etc.), the authorized vehicle type, business purpose, whether it's leased vs. owned, and the take-home status for any vehicle that will be put into that VCN.

*Changes to a department's list of approved VCNs during the year require Court approval.
An approved and available VCN must be specified before acquiring (including leasing) a vehicle.*

Fiscal Impact:

NONE

Alternatives:

Not applicable.

Alignment with Strategic Objective:

Management of Vehicle Control Numbers for Harris County departments.

Attachments:

Letter with Summary of requests.

Requested Additional (New) Vehicle Control Numbers Report

Requested Changes to Existing Vehicle Control Numbers Report

Requested Additional (New) Vehicle Control Numbers

Dept	Pending VCN	Fund	Vehicle Type	Leased / Owned	Business Purpose	Take Home / Reason
283	¹ 28300000	0	Unknown	Owned	Unknown	No
880	¹ 88000025	1000	Passenger Van	Owned	Passenger Transport	No
	² 88000026	1000	SUV	Owned	Administrative	No

Requested Changes to Existing Vehicle Control Numbers

Dept	VCN	Fund	Vehicle Type	Leased /		Business Purpose	Take Home / Reason	
				Owned				
880	¹ 880000008	1000	Passenger Van	Owned		Social Services	No	
		Requested Changes	Cargo Van			Construction / Maintenance		
213	¹ 213000032	2326	Passenger Sedan	Owned		Law Enforcement – Marked	Yes	On-Call – response requires a county vehicle
		Requested Changes	1000					
	² 213000039	2326	SUV	Owned		Law Enforcement – Marked	Yes	On-Call – response requires a county vehicle
		Requested Changes	1000 Light Truck (up to 8,500 gvw)					
104	¹ 104000083	1000	Light Truck (up to 8,500 gvw)	Owned		Construction / Maintenance	No	
		Requested Changes	1070					
	² 10400107	1000	Med/Heavy Truck (> 8,500 gvw)	Owned		Construction / Maintenance	No	
		Requested Changes	1070					