



Legislation Text

File #: 21-2737, Version: 1

To: Harris County Commissioners Court

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

Prepared By: Heather Couchene, Procurement Analyst, Universal Services

Subject: Vehicle Control Numbers (VCNs)

Project ID (If applicable): n/a

Purpose and Request:

Request for approval of new vehicle control numbers and changes to attributes of certain VCNs for various departments.

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

Fiscal Summary			
Expenditures	FY 21-22	FY 22-23 Projected	Future Years Projected [3 additional years]
Service Impacted: Inter Vehicle Purchases			
Existing Budget			
Additional Appropriation R			
Total Expenditures			
Funding Sources			
Existing Department Budge			

Please Identify Funding Source Special Revenue, Grant, etc.			
[Internal Service Fund 510]			
Total Sources			

Alternatives:

Not applicable.

Alignment with Strategic Objective:

Management of Vehicle Control Numbers.

Attachments:

Letter with Summary of requests.

Requested Additional (New) Vehicle Control Numbers Report

Requested Changes to Existing Vehicle Control Numbers Report