

SUPPORT SERVICES COMMITTEE
COUNTY ADMINISTRATOR AGENDA
APRIL 24, 2017

*Committee Members: Supervisors Vanselow, Frasier, McDevitt, Brock, Seeber, Montesi,
Leggett, MacDonald, and Hyde*

- I. Committee meeting called to order by Chairman
 - II. Motion to approve the minutes of the prior meeting
 - III. Action Agenda/New Business Items:
 1. Resolution Request – Amend the Warren County Fleet Policy.
 - IV. Referrals/Pending Items:

None.
 - V. Discussion Items:

None.
 - VI. Privilege of the Floor to discuss any additional items to come before the Committee
 - VII. Motion to adjourn
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Attachments:

- 1.) Resolution Request Form No. 20 w/ proposed Amended Fleet Policy.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Administrator

DATE: 4/24/2017

- (a) Purpose of Request: **Amend Fleet Policy**
- (b) Details: **Amend Fleet Policy per attached**
- (c) Previous Resolution Number: **182 of 2016**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

§ III.157 FLEET POLICY.

(A) *Exception.* This policy excludes vehicles assigned to the Department of Public Works.

(B) *Criteria for assigning cars to each department.*

(1) The current fleet is evaluated based on the age of vehicles. Any vehicle ten years or older will be replaced unless the vehicle is in good condition and has low maintenance costs or if Vehicle Reserve funds are depleted.

(2) (a) Each year an analysis will be done by the County Administrator's Office to look at departmental usage of the fleet vehicles. If the analysis shows that a department frequently borrows fleet vehicles that are not assigned to their department, we will consider adding a vehicle to that department's inventory.

(b) To determine whether to add a fleet vehicle to a department a formula (# of vehicles borrowed/number of workdays) to determine a percentage of departmental need. The number of days is calculated based on the amount of workdays in a six-month period.

(C) *Expenditure of funds for budgeted (reserve) fleet vehicles.*

(1) (a) From time to time, during any fiscal year, the County Administrator will submit a resolution request to the Finance Committee to transfer funds from the Vehicle Reserve Fund to the departmental budgets to allow the department to replace or buy a vehicle.

(b) In the instance when a department can receive reimbursement for the purchase of a vehicle, advanced funds will be allocated to the departmental budget. Once reimbursement is received, the revenue will be transferred to the vehicle reserve. The department shall send a memo to the County Treasurer to transfer the funds to the Vehicle Reserve Fund.

(2) Once the resolution is approved by the Board of Supervisors and funds are posted to the appropriate departmental budget, the department head or other designated employee can proceed to do a Purchase Order and order the vehicle in accordance with the Warren County Purchasing Policy (see Chapter XI).

(3) The Department Head will send to the Fleet Manager a copy of the approved Purchase Order, vendor information, and any other pertinent information that may be needed to ensure proper communication between the Fleet Manager and the Department Head.

(D) *Receipt of vehicle (exception: sheriff's vehicles).*

(1)(4) All vehicles shall be delivered to Fleet Manager at 1340 State Route 9, Lake George, NY 12845. Fleet Manager will inspect vehicles to ensure that it is the correct vehicle and it meets all specifications outlined in the bid.

(2) Before receipt of vehicle, the Fleet Manager will request from Vendor the Certificate of Origin and Bill of Sale and will submit Add, Delete, Transfer Form which can be found on the Self Insurance Website: <http://www.warrencountyny.gov/insurance/pc.php>.

(3) (a) The Fleet Manager will obtain appropriate registration and license documents.

(b) The Fleet Manager will sign and complete required paperwork for the vehicle and forward to the respective department for payment.

(4) Once licensed and insured, the Fleet Manager will All vehicles will be delivered deliver all vehicles to the DPW Shop in Warrensburg where they will be inspected and decals adhered. -by the DPW Shop employees to ensure that it is the correct vehicle

Schedule "A"

~~and there is no damage or issues with the vehicle. It meets all specifications outlined in the bid.~~

~~(5) The DPW Shop employee will contact the Fleet Manager (Frank Morehouse) when the vehicle is ready for delivery to the Department. licensing. The Fleet Manager will process the required paperwork for licensing and insuring the vehicle delivery to the department.~~

~~(65) The Fleet Manager will contact the department head and/or his/her designee to arrange for delivery of the vehicle and all required paperwork to the respective department.~~

~~(76) All vehicles will be delivered with two sets of keys. A third set will remain with the Fleet Manager.~~

(E) Sale or surrender of vehicles.

(1) If a vehicle is surrendered, the department shall transfer the vehicle to the County Fleet by surrendering the license and registration to DMV and completing the required forms below and sending a copy to the Fleet Manager and to the appropriate departments as indicated on the forms:

(a) Property Transfer Form which can be found on the Department Head SharePoint site.

(b) Add, Delete, Transfer Auto Form which can be found on the Self Insurance Website:
<http://www.warrencountyny.gov/insurance/pc.php>.

(2) The Fleet Manager will assess the useful life of the vehicle and will make the final determination if the vehicle has value to the County or should be sold at auction. If the Fleet Manager determines that the vehicle is at the end of its useful life, the Fleet Manager will surrender the registration and license to DMV and complete

the appropriate forms above to remove the insurance. If the Fleet Manager determines that the vehicle will be transferred to another department the Fleet Manager will process the appropriate forms listed above for licensing and insuring the vehicle under the new department.

(3) If a vehicle is sold and belonged to a department that received reimbursements from state, federal or other agency funds, the department must follow the agency's regulations for disposing of assets.

(4) If a vehicle is sold for any other department all funds are to be deposited in the General Fund and the County Treasurer is directed to deposit these funds into the Vehicle Reserve Fund.

(F) Insurance recoveries.

(1) If a vehicle is in an accident and the damages are repairable, the departmental budget shall be amended by the County Treasurer to include any insurance recoveries for that vehicle. The County Treasurer will notify the department when the budget has been amended.

(2) If the vehicle is totaled, the Department Head shall transfer the vehicle to the Fleet Manager and the Fleet Manager will dispose of the vehicle.

(G) Borrowing a vehicle from the county's pool of fleet vehicles.

(1) If authorization to travel is needed in accordance with the Warren County Travel Policy, the Department Head shall complete Schedule "A" Authorization to Attend Meeting or Convention (see § III.158). Instructions for requesting a fleet vehicle appears at the bottom of the form. refer to the Warren County Travel Policy and comply with instructions in that policy (see § III.158).

(2) If there is no authorization needed, the department head shall send the request for a

Schedule "A"

vehicle by email to the Fleet Manager. If authorization to travel is not required in accordance with the Warren County Travel Policy, the Department Head shall complete the bottom part of Schedule "A" Authorization to Attended Meeting to request a vehicle. Please refer to the Warren County Travel Policy for a copy of Schedule "A" (see § III.158). The request shall be sent by fax or email to the Fleet Manager. The request must include dates of travel, destination, purpose and the employee(s) who will be traveling.

(3) Vehicles will be assigned on a first come, first serve basis.

(Res. 108 of 2014, passed - -2014)
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