

Warren County Board of Supervisors

RESOLUTION NO. 305 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, LOEB, GERAGHTY, STROUGH, SIMPSON, FRASER, WILD, McDEVITT, SOKOL, DIAMOND AND BRAYMER

**AMENDING FLEET POLICY TO MAKE CERTAIN CLERICAL ADJUSTMENTS
AND TO ESTABLISH A GREEN FLEET POLICY**

WHEREAS, the Warren County Board of Supervisors approved the Fleet Policy by Resolution No. 108 of 2014, which was amended by Resolution No. 182 of 2016 and Resolution No. 201 of 2017, and

WHEREAS, the Fleet Policy, attached hereto as “Schedule A” has been amended once again to make certain clerical adjustments and to establish a Green Fleet Policy, now, therefore, be it

RESOLVED, that the Fleet Policy as presented to the Warren County Board of Supervisors be, and hereby is, accepted and approved and does supercede any prior versions of the Fleet Policy.

SCHEDULE "A"

FLEET POLICY

2019

This policy excludes vehicles assigned to the Department of Public Works.

A. Criteria for assigning cars to each department

1. The current fleet is evaluated based on the age of vehicles. Any vehicle 10 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. 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.
 - a. 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 6 month period.

B. Expenditure of Funds for budgeted (reserve) fleet vehicles

1. 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.
 - a. 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.
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.

C. Receipt of the Vehicle (exception – Sheriff Vehicles, DPW Vehicles)

1. All vehicles shall be delivered to Fleet Manager at 1340 State Route 9, Lake George, NY 12845. Fleet Manager will inspect vehicle 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 Auto Form which can be found on the Self-Insurance website: <http://warrencountyny.gov/insurance/pc.php>

- 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.
3. Once licensed and insured, the Fleet Manager will deliver all vehicles to the DPW Shop in Warrensburg where they will be inspected and decals adhered.
 4. The DPW Shop employee will contact the Fleet Manager when the vehicle is ready for delivery to the Department.
 5. 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.
 6. All vehicles will be delivered with two sets of keys. A third set will remain with the Fleet Manager.
 7. Department shall receive vehicle within one week after delivery from the dealer.

D. 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://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.

E. 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.

F. 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. Instructions for requesting a fleet vehicle appears at the bottom of the form; refer to Warren County Travel Policy and comply with instructions in that Policy.
2. 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 Attend Meeting to request a vehicle and submit same to the Fleet Manager. Please refer to the Warren County Travel Policy for a copy of Schedule "A". 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.

G. Green Fleet Policy

1. Warren County will consider the purchase of fuel efficient, electric, hybrid-electric, hybrid and other sustainable green vehicles across the fleet whenever practicable.
2. Warren County will:
 - a. Purchase, lease, or otherwise obtain the most fuel and energy efficient vehicles possible that are cost effective in meeting the operation needs of the County.
 - b. Purchase vehicles that are appropriately sized for the purposes to which they are intended.
3. The County's Fleet Manager will record appropriate metrics relating to the foregoing in the County vehicle inventory, which may include such metrics as:
 - a. Rated vehicle weight and classification (light duty, medium duty, heavy duty);
 - b. Miles per gallon (or gallon equivalent) per vehicle;
 - c. Type of fuel (or power source, e.g., electricity) used;
 - d. Annual miles driven per vehicle; and
 - e. Vehicle function (i.e., tasks most commonly associated with the vehicle's use).