

<p style="text-align: center;"><b>COUNTY OF SHASTA</b></p> <p style="text-align: center;"><b>ADMINISTRATIVE MANUAL</b></p>		Number
		8-103
SECTION:	Miscellaneous	Fleet Management Program
INITIAL ISSUE DATE:	February 13, 1990	
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## **PURPOSE**

To establish and update policies, procedures, and authority for an effective fleet management program. This program is an established Internal Service Fund (ISF), comprised of three components: a Vehicle Replacement Program; a Fuel Billing Program; and a Vehicle Maintenance and Repair Program, which has as its source of funding fees charged to departments.

This policy establishes specific requirements and guidelines for operation of the County's fleet management program. The mission of the fleet management program, a division of the Public Works Department, is to provide Shasta County employees with safe, reliable, and economical vehicles for County business purposes by maintaining, repairing, replacing, and supporting the County fleet in a professional, cost-effective, and responsible manner.

## **POLICY**

Definitions:

**County Vehicles**-All vehicles, no matter the funding source utilized to procure the vehicle, for which the County, and its dependent entities (such as County Service Areas [CSA]'s), holds the vehicle title. This includes boats, trailers, and other specialized vehicles utilized by County departments in performing County business.

**County Fleet**-All vehicles included in the Fleet Management ISF. For purposes of clarification, the Fleet Management ISF does not include heavy equipment or specialized vehicles utilized by the Public Works Department, the Shasta County Fire Department, the Air Quality Management District (AQMD), and the Sheriff's Office boats and boat trailers, and certain Sheriff's Office specialized vehicles.

**Replacement Fund**-Except as otherwise identified as exempt under this policy, County Fleet will be included in the Fleet Management Replacement Fund, which is part of the Vehicle Replacement Program. To cover the cost of replacing a vehicle, County Fleet included in the Replacement Fund are assessed a monthly charge based on maintenance type or class. Exempt vehicles are those purchased for use by the Health and Human Services Agency branches of Regional Services, Adult Services, Children Services, and Business and Support Services. Also exempt are vehicles purchased for use by the Air Quality Management District, Public Works, Shasta County Fire, and Child Support Services. Also exempt are Sheriff's Office vehicles purchased with asset seizure and forfeiture funds, donated vehicles, and other vehicles that may be purchased by federal or special (i.e., grant) funds.

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- A. The Department of Public Works shall be responsible for the County's fleet management program including:
1. Selecting vendors who supply parts, services, supplies, and enhancements for County Vehicles utilizing appropriate County procurement policies;
  2. Reviewing and approving, if appropriate, invoices for parts, services, supplies, and enhancements that are processed directly by departments prior to submitting the claim for payment to the Auditor-Controller;
  3. Maintaining all vehicle warranties;
  4. Maximizing the efficiency of all vehicles by assigning them to departments where they will receive optimal use;
  5. Administering and overseeing the Vehicle Replacement Program, Vehicle Maintenance & Repair Program, and funds associated with those programs;
  6. Working closely with the Support Services Department-Purchasing Unit (Purchasing), and affected departments to determine appropriate vehicles for purchase by the County;
  7. Determining the appropriate maintenance schedule for each vehicle; and
  8. Ensuring that no vehicle leaves the Fleet Management facility, at any time, in an unsafe condition.
- B. The Auditor-Controller shall be responsible for administering and overseeing the Fuel Billing Program and the safekeeping of registration (title) documents for all County vehicles.
- C. To accomplish these responsibilities, the following procedures are to be followed:
1. County Fleet, other than those that are exempt as identified under the Replacement Fund definition above, will be part of the Replacement Fund. The determination of whether a proposed vehicle falls under the Replacement Fund program will be made jointly by the affected department and Fleet Management. In the event of a dispute, the final decision will be made by the County Executive Officer, or designee.

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2. All County Vehicles will be registered to and owned by Shasta County.
3. Fleet Management will use the Replacement Fund to fund the replacement of eligible vehicles that have the highest replacement priority in the interest of promoting the safety and efficiency of the entire County Fleet. If a department that participates in the Replacement Fund has a business need to purchase a replacement vehicle before it is fully funded in the Replacement Fund, then the department will consult with Fleet Management in choosing an option such as extending the useful life of a vehicle, continuing monthly Replacement Fund payments, making one-time lump-sum payments, lengthening the period between the surplus of the vehicle and purchasing of its replacement, making permanent reductions of the County Fleet, and/or other options to ensure that funding is available for the purchase of priority vehicles. In consultation with departments that pay in to the Replacement Fund, Fleet Management will establish expected annual mileage guidelines which will serve as the basis of the subsequent replacement period. Use of the vehicle beyond the guidelines may result in additional charges to the department.
4. Excluding costs and associated payments for repairs of vehicle damage covered under Administrative Policy 3-150, all monthly maintenance, repair, replacement and Replacement Fund charges will be established by using vehicle type and class, inflation factors, and historical operating costs. Reconciliation of charges will be processed at least annually, in accordance with the requirements of the State Controller and the County Auditor-Controller. Notwithstanding the foregoing, Fleet Management retains the discretion to bill any department directly for the costs and associated payments for maintenance, repair, and replacement of a County vehicle used by that department.
5. The Auditor-Controller will maintain a centralized Fuel Billing Program that includes charges to department for fuel bills, administration of fuel contracts, and reconciliation of the centralized fuel billing.
6. All appropriate monthly charges to departments, which are based on maintenance and repair costs and the Replacement Fund program, as well as Fleet Management administration costs, will be assessed and charged to departments by the Fleet Management Internal Service Fund, and costs shall be charged to appropriate Fleet Management and/or department's accounts and cost centers (budget units), along with appropriate insurance

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reimbursements/settlements, surplus vehicle revenues, and appropriate allocated interest revenue, in order to maximize the revenue available to purchase new vehicles, replacement vehicles, and to fund the repair and maintenance of existing vehicles in the County Fleet.

7. All County Vehicle purchases will be made by Purchasing after consultation with the affected departments and Fleet Management.
8. A department may provide a description of its business needs and the general preferred vehicle specifications regarding the purchase of a new or replacement vehicle. However, the final vehicle specifications shall be determined by Fleet Management subject to the County's purchasing policies. The County has established the following general guidelines:
  - a. Only neutral colors will be specified when purchasing vehicles.
  - b. Whenever possible, used vehicles will be evaluated for purchase instead of purchasing new vehicles, provided the mileage is reasonable as determined by Fleet Management, based upon the current used vehicle market, and provided the used vehicles are in sound mechanical condition.
  - c. All vehicles will be bid using generic specifications. The only exception to this guideline would be if the department can demonstrate a specific business need to perform a specific task that is essential to the mission of that department or if there are safety needs that must be met, including the concept of the necessity to have a variety of undetectable undercover vehicles in various law enforcement divisions.
  - d. All vehicle specifications will be issued by Purchasing with at least a three-week turn around to allow interested car dealers adequate time to bid.
  - e. The County will purchase any brand of vehicle, provided it meets identified business needs.
  - f. Fleet Management, in consultation with Purchasing, will evaluate all bids to determine which bid meets stated specifications at the lowest price.

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9. Registration (title) documents will be submitted to the Auditor-Controller for safekeeping as soon as received. The Auditor-Controller will verify that vehicles are correctly reflected in the County financial system, and make registration (title) documents available to Fleet Management as needed.
10. The following guidelines will be considered in determining when a vehicle is eligible for replacement.

VEHICLE CLASS OR CATEGORY #	YEARS IN SERVICE	MILEAGE	REPAIR COST
01 - Patrol Sedans	3 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
02 - Sheriff Vehicles (non-patrol)	7 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
03-06 - Sheriff Vehicles (non-patrol)	5 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
07 - Sheriff Vehicles (patrol)	5 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
08 - Sheriff Vehicle (Jail Transport)	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
09 - 2 & 4 Wheel Drive Pickup - Heavy Usage	5 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
10 - Pursuit - Non Sheriff (caged)	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
11 - Subcompact	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
12 - Compact Sedan	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
13- Full Size Sedan	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
14- Vans	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
15 - Compact Pickups	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value

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VEHICLE CLASS OR CATEGORY #	YEARS IN SERVICE	MILEAGE	REPAIR COST
17-18 - Full Size Pickups	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
20-21 - Full Size Pickups ( 4WD, 3/4 ton)	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
22 - Fuel/Elec Vehicles	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
23 - Custom Utility Beds	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value
24 - Fuel/Elec 4x4	10 years	125,000 or more depending upon vehicle's condition and/or status of payment schedule and funds available in replacement fund	50% of Vehicle Value

In addition to the criteria listed above, vehicles which are used frequently but incur very few miles, i.e., maintenance vehicles and specialty vehicles, the above replacement criteria may be exceeded provided the vehicle remains in safe condition and it is economical to operate. Fleet Management will review such vehicle utilization annually and meet with departments to review their vehicle utilization and adopt a vehicle replacement plan for vehicles projected to exceed the replacement criteria.

11. No County Fleet vehicle will be serviced, repaired, purchased, or replaced without Fleet Management approval.
12. Any County Fleet vehicle that shows evidence of body or physical damage shall be identified and repaired or surplussed, as necessary, under the direction of the Fleet Management Supervisor. Reimbursement for such repairs, damage, or surplus shall be provided pursuant to Policy 3-105 and Policy 3-150 of the Shasta County Administrative Manual. Any vehicle with damage that exceeds the wholesale value of the vehicle will be surplussed. At the time of repair and/or replacement, it will be necessary to evaluate the amount of Replacement Funds paid by the department and any relevant insurance reimbursement/settlement payment. Those amounts will be compared to the price of the appropriate replacement vehicle prior to proceeding with the purchase. If funds from those two sources are not sufficient to fund the

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replacement of a like vehicle, Fleet Management will contact the affected department to discuss other options. Such options may include, but are not limited to, choosing a less expensive vehicle, making continued payments for the destroyed vehicle in addition to payments for the replacement vehicle, and/or taking other steps to meet the goal of mitigating a negative impact on the Replacement Fund and the business needs of the department.

13. The Fleet Management Supervisor is responsible for determining if a County Fleet vehicle is unsafe to operate. Once such a determination is made, the Fleet Management Supervisor has authority to immediately remove the County Fleet vehicle from service and prohibit it from returning to service until such time as the County Fleet vehicle is brought up to minimum safety standards.
14. No smoking is authorized in any County Vehicle. County Vehicles with evidence of smoke shall be cleaned, the appropriate department head will be notified, and the cost for such cleaning will be billed directly to the department.
15. When a department requires a vehicle to perform County business and a County Vehicle is not available for use, or if business is being performed out of the area and requires a vehicle to be picked up at a location outside of the County, a department may secure the use of a rental vehicle from a vendor that has a contract with the County to provide such rental vehicles. Departments may rent vehicles directly through a County-approved rental agency. Additional policies and procedures related to the use of rental vehicles for County business may be found at County Administrative Policy 6-101, section 5.6.2 (The Contracts Manual), and Chapters 20 and 33 of the Shasta County Personnel Rules.
16. Fleet Management shall review each department's annual vehicle usage and cost and shall have authority to transfer vehicles included in the County Fleet from one department to another in consultation with the affected departments in order to ensure the maximum efficiency of the County Fleet. Vehicles may also be transferred between departments when a department deems a vehicle no longer needed, however useful life remains and vehicle can be utilized by another department. The inter- department vehicle transfer process is as follows:
  - a. Fleet Management will use the average “auction price” to determine the value of a particular vehicle at the time of transfer. This price is also referred to as the “transfer price.” The industry standard for auction prices is normally

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60 percent of the low Kelley Blue Book value. It is a basic rule under generally accepted accounting principles that the value of a capital asset cannot change so long as it remains within the same financial reporting entity.

- b. If the transfer price, as approved by Fleet is different from the current budgeted value (cost less accumulated depreciation), a cash transfer is required. Determination of a cash transfer is dependent upon the difference between the transfer price and the current budgeted value listed in the County's capital asset system. Once the transfer is agreed upon between the Fleet Management and the affected department head(s), or their designee(s), the department acquiring the capital asset will prepare the journal entry to transfer the cash to the department transferring the asset. The Auditor- Controller will process the budget amendments and journal entries and will transfer the capital assets between the departments. Fleet Management may suspend vehicle transfers between departments if the transfers will have a negative impact on the Replacement Fund program.
  - c. When capital asset vehicles acquired with grant funds are no longer needed for County use, are beyond their useful life, or are sold or are no longer used in a state/federally sponsored program or for purposes authorized by the grantor agency, the agency's equity in the capital asset will be refunded to the grantor agency pursuant to state or federal guidelines in the same proportion as the original state and/or federal funding.
  - d. The Board of Supervisors authorizes the additional transfer of cash for the difference between 60 percent of Kelley Blue Book value and the current budgeted value of the capital asset (cost less accumulated depreciation). The Auditor-Controller will process the appropriate budget amendment, journal entries, cash transfer if applicable, and offsetting entries for the transfer of the capital asset and recording of accumulated depreciation, capital assets, contributed capital, etc. as necessary.
  - e. For actual accounting and budget procedures, see the Auditor-Controller Accounting Procedure Manual.
17. The Board of Supervisors has authorized Purchasing to surplus County vehicles (replacement and non-replacement). Purchasing will consult with Fleet Management prior to accepting a vehicle for surplus. Absent authorization from the Board of



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Supervisors, there is no other authority to dispose of a replacement or non-replacement vehicle. Any variation from this policy requires specific Board approval.

18. The overall County Fleet size shall be controlled by the Board of Supervisors through the annual County budget process or by specific Board of Supervisors action.

### **RESPONSIBLE DEPARTMENTS**

Public Works Department - Fleet Management  
Support Services Department - Purchasing and Risk Management  
Auditor-Controller

### **REFERENCES**

BOS Policy Resolution No. 2013-03--04/16/13 (Amended) (effective 7/1/13)  
Administrative Update--03/12/13  
Administrative Update--07/13/12  
BOS Policy Resolution No. 2010-05--6/8/10 (Amended)  
BOS Policy Resolution No. 2008-2--3/4/08 (Amended)  
BOS Policy Resolution No. 2004-2--4/6/04 (Amended)  
BOS Policy Resolution No. 2001-9--6/26/01 (Amends fleet size)  
BOS Policy Resolution No. 2001-1--1/23/01 (Amended)  
BOS Policy Resolution No. 98-4--11/24/98 (Amended)  
BOS Policy Resolution No. 98-2--6/16/98 (Amended)  
BOS Policy Resolution No. 95-7--6/20/95 (Amended)  
BOS Policy Resolution No. 94-5--6/7/94 (Amended)  
BOS Policy Resolution No. 93-5--6/1/93 (Amended)  
BOS Policy Resolution No. 91-7--10/15/91 (Amended)  
BOS Policy Resolution No. 89-104--5/23/89