

# Warren County Board of Supervisors

## RESOLUTION NO. 182 OF 2016

**Resolution introduced by Supervisors Vanselow, Frasier, McDevitt, Wood, Brock, Seeber, Montesi, Leggett and Vacant**

### **APPROVING AMENDMENTS TO THE WARREN COUNTY PLANS AND POLICIES PERTAINING TO SECTION III.157 FLEET POLICY**

WHEREAS, the Warren County Board of Supervisors adopted the Warren County Plans and Policies set forth in the Warren County, New York Plans and Policies and Municipal Code, which included Section III.157 FLEET POLICY, by Resolution No. 416 of 2015, and

WHEREAS, the Support Services Committee of the Warren County Board of Supervisors has recommended amending Section III.157, now, therefore, be it

RESOLVED, that Chapter III of the Warren County Plans and Policies titled be, and hereby is, amended as attached hereto as Schedule "A" with the underlined items being those that are added, and stricken information is to be deleted, and be it further,

RESOLVED, that the Warren County Board of Supervisors hereby adopts the Plans and Policies portion only of the "Warren County, New York Plans and Policies and Municipal Code" including the Warren County Rules and Regulations for the FLEET POLICY as set forth in Chapter III - County Administrator/Board of Supervisors in Section III.157, of the Warren County Plans and Policies, and be it further

RESOLVED, that a complete copy of the compilation of the Warren County, New York Plans and Policies and Municipal Code as amended by this resolution shall be made available on the Warren County website.

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Schedule "A"

**§ 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) 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>.

(2) (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.

(3) All vehicles will be delivered to the DPW Shop in Warrensburg where they will be inspected by the DPW Shop employees to ensure that it is the correct vehicle and ~~there is no damage or issues with the vehicle.~~ It meets all specifications outlined in the bid.

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

(5) The Fleet Manager will contact the

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department head to arrange for delivery of the vehicle to the respective department.

(6) 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~~ 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 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.

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