

**AGENDA ITEM 30**

Discuss and take appropriate action regarding the Policies and Procedures for the sale, auction, or disposal of a county owned vehicle.

Internal Auditor Susan Weaver discussed the proposed policies and procedures.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Hays**

Motion: To approve the proposed Policies and Procedures for the sale, auction, or disposal of a county-owned vehicle.

Vote: **4 - 0**

< Attachment >

## Williamson County Vehicle Retirement Policy and Procedures

**Policy:** In order for the Office of the Auditor to guard the assets of the County, specifically county-owned vehicles, it is necessary for certain steps to be taken. The Auditor's Office will not release an automobile title until all pertinent information and forms on the vehicle have been submitted. These steps will allow for the accurate tracking and safeguarding of vehicles which account for some of the highest dollar assets in the County.

**Procedures:** When a department has a vehicle that is ready to be retired, the Department Head or Elected Official must first fill out the **Williamson County Vehicle Retirement Form** (attached). This form requires the following pertinent information on the car to be provided: vehicle identification number, door number, license plate, year, make, model, color and the assigned department and driver. In addition, the form will ask for the reason the vehicle is out of service. Reasons range from high mileage to not mechanically sound and also includes reason by accident.

Depending on the reason for retiring the vehicle, the following information may be required:

- |                                |   |
|--------------------------------|---|
| <i>High Mileage:</i>           | List out the actual mileage on the vehicle.   |
| <i>Not Mechanically Sound:</i> | List out and explain the actual mechanical problems and the possible causes   |
| <i>Accident:</i>               | Attach a <b>Damage to County Property Report</b> (attached) or the <b>Official Accident Report</b> and the <b>Insurance and Litigation Release Form</b> (attached). This is <i>mandatory</i> – <u>no</u> vehicle involved in an accident will be processed for retirement without a report. |
| <i>Other:</i>                  | Provide full explanation.   |

The Department Head or Elected Official must also indicate whether this vehicle will be sold at auction or if it will be used as a trade-in for another unit. Once this form has been completely filled out and signed it should be forwarded to the Fleet Manager of the Unified Road System (URS) Department. URS personnel will validate the vehicle information and the reason for retirement. When all data has been confirmed, URS personnel will forward the forms to the Internal Audit Department of the Auditor's Office.

It is very important to note again, that any vehicle that has been involved in an *accident* will not be released for auction, trade, or used to salvage parts for another vehicle until an executed **Insurance and Litigation Release Form** and the appropriate **Damage to County Property Report or Accident Report** has been filed.

*approved 5-7-02*  
*John C. Daehler*

Depending on whether the vehicle will be traded or sold the following will occur:

- Trade-In:* If the vehicle is to be used as a trade-in, Internal Audit will pull the title and arrange a time when personnel from the appropriate department can sign for and pick up title. No other effort is required.
- Auction:* If the vehicle is to be auctioned off, URS will mark the car and transport it to the auction yard. Internal Audit will maintain a list of the vehicles approved for auction from the received retirement forms. Once the auction has been scheduled, Internal Audit will go to the auction yard and visually verify each vehicle matches the information contained in the forms. The auditor will sign off on the official list of "vehicles for auction" and provide one copy to Sheriff's Office (SO) impound yard personnel and the original will be forwarded to the Director of Procurement for approval and signature. Once all required signatures are obtained, the list will be presented to the County Judge and the Commissioners for approval. When the Court has approved the sale, the Internal Audit Department will forward the titles to personnel at the SO impound yard. Personnel at the impound yard will fax the approved list of vehicles to the auction company and release the titles when they pick up the vehicles.

Once the auction has ended and Internal Audit personnel have received payment from the auction company, a list of these vehicles and the amounts received will be forwarded to URS personnel and fixed assets personnel in the Auditor's Office so that proper documentation can occur.

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WILLIAMSON COUNTY VEHICLE RETIREMENT FORM

VEHICLE IDENTIFICATION NUMBER DOOR NUMBER

LICENSE PLATE NUMBER YEAR MAKE MODEL COLOR

DRIVER ASSIGNED TO VEHICLE DEPARTMENT

REASON FOR VEHICLE BEING PLACED INTO RETIREMENT:

Accident: Damage to County Property or Official Accident Report must be attached

High Mileage: List actual mileage

Not mechanically sound

Other: Explain

THIS VEHICLE WILL BE: AUCTIONED OR USED AS TRADE

Date:

Department Head or Elected Official

FORWARD TO MIKE FOX – UNIFIED ROAD DEPARTMENT

FOLLOW UP FOR U.R.S.

AUTHORIZED LITIGATION/INSURANCE RELEASE FORM OBTAINED

VEHICLE MARKED FOR AUCTION AND MOVED TO AUCTION YARD

FORWARD FORMS AND REPORTS TO INTERNAL AUDIT

Date:

Mike Fox, Fleet Manager, Unified Road Department

WILLIAMSON COUNTY  
DAMAGE TO COUNTY PROPERTY INCIDENT REPORT

DEPARTMENT/ FACILITY \_\_\_\_\_

DATE OF INCIDENT \_\_\_\_\_

LOCATION OF INCIDENT \_\_\_\_\_

1. NAME OF EMPLOYEE (S) \_\_\_\_\_

2. EMPLOYEE (S) JOBTITLE \_\_\_\_\_

3. NAME OF SUPERVISOR \_\_\_\_\_

4. TASK BEING PERFORMED at TIME of INCIDENT  
\_\_\_\_\_

5. TYPE OF INCIDENT

Personal Injury

Vehicle/Equipment Damage & Unit # \_\_\_\_\_

Property Damage

6. LENGTH of EMPLOYMENT

Less than 1mo.

7 mos. to 5 yrs.

1-6 mos.

More than 5 yrs.

7. EXPERIENCE with TASK BEING PERFORMED SINCE EMPLOYED

Less than 1 mo.

7 mos. to 5 yrs.

1-6 mos.

More than 5 yrs.

8. NAMES OF WITNESSES or OTHER PERSONS FAMILIAR with INCIDENT

\_\_\_\_\_  
\_\_\_\_\_

9. DESCRIBE HOW the INCIDENT OCCURRED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. CAUSAL FACTORS. Events and conditions that contributed to the incident. Identify if training or supervision was a factor.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. CORRECTIVE ACTIONS. Those that have been or will be taken to prevent recurrence.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREPARED BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

## WILLIAMSON COUNTY VEHICLE INSURANCE/LITIGATION RELEASE FORM

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VEHICLE IDENTIFICATION NUMBER

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DOOR NUMBER

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LICENSE PLATE NUMBER

YEAR

MAKE

MODEL

COLOR

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DRIVER ASSIGNED TO VEHICLE

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DEPARTMENT

The above listed vehicle has been involved in an automobile accident. By signing below, I/We verify that there is no current litigation or any pending insurance claims. It is understood that by signing this release the vehicle may be sold, traded, or used for salvage parts.

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Date:

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Department Head or Elected Official

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Date:

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County Attorney or Agent

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Date:

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Director of Procurement or Agent

*For Sheriff's Office Use Only:*

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Date:

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Sheriff's Office Auditor/Financial Officer

**AGENDA ITEM 31**

Consider approving reimbursement to Belinda Bartz for expenses incurred during a training school.

No action was taken on this agenda item, pending the receipt of additional information.

**AGENDA ITEM 32**

Enter into a contract with Hickory Pass LP to purchase golden-cheeked warbler habitat from the Hickory Pass Ranch mitigation bank.

Mike Weaver stated that this is a mitigation bank recently approved by U.S. Fish & Wildlife. It is a \$546,000 acquisition for 109.2 acres, which grants the county a permit to build Parmer Lane to FM 2243. Another permit will be submitted for the FM 2243 to SH 29 portion.

Moved: **Commissioner Hays**

Seconded: **Judge Doerfler**

Motion: To enter into a contract with Hickory Pass, L.P. to purchase golden-cheeked warbler habitat from the Hickory Pass Ranch mitigation bank.

Vote: **4 - 0**

< Attachment >