

AGENDA ITEM 21

Review and consider adopting policies and procedures pursuant to the requirements set forth by Williamson County Fleet Services.

Julie Kiley addressed the Court concerning the need to centralize fleet maintenance in order to fulfill the requirements of new GASB accounting procedures. Judge Doerfler stated that adoption of the program would move fleet services out of the Road & Bridge Department to be a stand-alone department with separate funding, which will be self-supporting through charges to each department for parts and services.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Limmer**

Motion: To adopt policies and procedures pursuant to the requirements set forth by Williamson County Fleet Services.

Vote: **5 - 0**

< Attachment >



**WILLIAMSON COUNTY
FLEET SERVICES
3151 S.E. INNERLOOP
GEORGETOWN, TEXAS 78626
(512) 930-3349
(512) 930-3272**

**FLEET MANAGER: MIKE FOX
FLEET SHOP FOREMAN: REX SCHNEIDER**

POLICIES & PROCEDURES:**APPOINTMENTS**

- ◆ Please feel free to call in advanced and schedule an appointment at at (512) 930-3349. Drive ins will be served in a first come first serve basis.

BEFORE YOU COME IN

- ◆ Please be aware that we do not have loaner or rental vehicles available.

*approved 10-1-02
John C. Doerfler*

VEHICLE DROP OFF

- ◆ Write down your odometer or (hour meter) reading and unit number.
- ◆ Bring keys and information to the Shop office; someone there will assist you. Please do not make request to technicians.
- ◆ Give reason for appointment and explain any problems you've noticed with the vehicle.
- ◆ Give phone number where you can be reached.

AFTER HOUR DROP OFF

- ◆ For after hours drop off, complete repair form.
- ◆ Leave vehicle parked on the north side of the body shop.
Place keys & form in the Fleet Service night drop box (red box mounted on the north wall of the paint and body / rig out shop).

THE FLEET SERVICES DEPARTMENT OFFICE

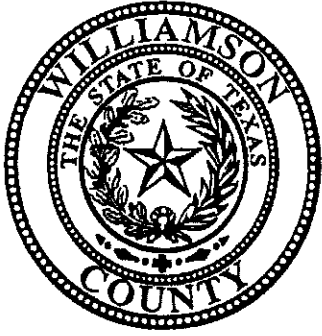
- ◆ Will tell you approximate time your vehicle should be ready.
- ◆ You may call (512) 930-3349 to check on the status of your vehicle.
- ◆ Shop hours are 7:30 a.m. to 4:00 p.m.

VEHICLE PICK UP

- ◆ Your vehicle will be parked in the Southside parking lot behind the fence.
 - ◆ Keys may be picked up in the green box mounted on the wall on the south side of the paint and body / rig out shop.
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EQUIPMENT DEPRECIATION REPLACEMENT CYCLE

TYPE-DESCRIPTION	RECOMMENDED REPLACEMENT STANDARD
AUTOMOBILES:	
Administrative sedans.....	6 years or 100,000 miles
Sheriff patrol sedans.....	4 years or 120,000 miles
PICKUPS & VANS:	
Light duty (Class 1 & 2 – to 10,000 GVW).....	8 years or 120,000 miles
Front Line Ambulance.....	3 years or 100,000 miles
TRUCKS:	
Light duty, gas (Class 3 & 4 – to 16,000 GVW).....	8 years or 120,000 miles
Light duty, diesel (Class 3 & 4 – to 16,000 GVW).....	10 years or 175,000 miles
Med. Duty (Class 5, 6 & 7 – to 35,000 GVW).....	10 years or 200,000 miles
Heavy duty (Class 8 – over 35,000 GVW).....	10 years or 275,000 miles
CONSTRUCTION EQUIPMENT:	
Motor Graders, Track Loaders, Track Excavators, Gradall Excavators, & Dozers.....	10 years or 10,000 hours
Backhoe Loaders.....	14 years or 10,000 hours
Wheel Loaders.....	15 years or 7,500 hours
Compaction Rollers.....	15 years or 7,500 hours
PAVING EQUIPMENT:	
Asphalt Distributors.....	14 years or 100,000 miles
Asphalt Pavers.....	10 years or 7,500 hours
Chipsreaders.....	14 years or 7,500 hours
Road Brooms.....	14 years or 7,500 hours
Truck mounted sweeper.....	10 years or 100,000 miles
MOWING EQUIPMENT:	
Mowing Tractors.....	14 years or 10,000 hours
Boom Mowers.....	14 years or 10,000 hours
Batwing Mowers.....	10 years
Riding Mowers.....	10 years
TRAILERS:	
Gross load capacity or 4,500 lbs. or greater.....	15 years
MISCELLANEOUS POWER EQUIPMENT:	
Water pumps, Welding machines, Concrete saws, Forklifts, ect.....	15 years



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WILLIAMSON COUNTY POLICY MANUAL

FLEET MANAGEMENT PROGRAM

I. POLICY SUMMARY

- A.** Establishes policy and procedures designed to prolong equipment life while Minimizing costs.
 - B.** Establishes a Fleet Management Strategic Planning Team (FMSPT) that will make decisions as to when a vehicle will be scheduled for replacement.
 - C.** Centralizes fleet accountability and control under the direction and guidance of Fleet Services and the Fleet Management Strategic Planning Team.
 - D.** Establishes and defines functional responsibilities.
 - E.** Defines:
 - 1. Rolling stock.
 - 2. Unit of Equipment
 - 3. User department
 - F.** Section II outlines Fleet Services' responsibilities.
 - G.** Effective date of this policy -- October 1, 2002
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II. POLICY

- A.** This policy is applicable to all County departments regardless of funding source. Note: Exceptions can be made by user departments, fleet services, and purchasing on specialized equipment. User departments with 5 or less vehicles may opt out of the strategic planning committee if the replacement criteria are accepted.
- B.** The Fleet Management Strategic Planning Team shall be comprised of the Program Administrators from Fleet Services and Purchasing along with one Member, as appointed by the Department Director or Elected Official of the User Departments. The County shall be represented by a member of the Commissioner's Court.
- C.** All fleet management practices will be conducted between user departments And fleet services in accordance with pre-established operational procedures.

III. FUNCTIONAL RESPONSIBILITIES

- A.** Fleet Services shall be responsible for centralized vehicle and equipment Management to include administration, servicing, operations facilities, acquisition, replacement, utilization, finance, and management information.
- B.** User departments are responsible for insuring assigned equipment is Maintained in a safe and efficient manner at all times; in accordance with County Policy.
- C.** The Program Administrator for Purchasing is responsible for disposing of rolling stock equipment in accordance with County Policy.

IV. DEFINITIONS

- A.** Rolling stock – equipment with engines over 25 HP; rolling equipment with a Replacement value exceeding \$10,000 and trailers with a gross load capacity exceeding 4500 pounds.
 - B.** Unit of equipment – equipment assigned a Four digit Fleet Services control Number and listed on the county's equipment inventory listing.
 - C.** User department – a County department which utilizes and has responsibility For managing rolling stock assets and certain other equipment for which maintenance and repairs are performed by Fleet Service.
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SECTION II**FLEET MANAGEMENT PROCEDURES****I. BUDGET**

- A. Fleet Services shall operate as a cost center utilizing an internally funded Budget.

II. EQUIPMENT USE PARAMETERS:

- A. Life parameters for each class of equipment will be recommended by user Department (s) and Fleet Services. The Fleet Management Strategic Planning Team will have final authority.
- B. Units meeting pre-established replacement criteria will be evaluated By Fleet Services in partnership with the user department to determine if Replacement is necessary or if life extension, i.e. rebuild, would be more cost effective.

III. EQUIPMENT UTILIZATION:

- A. Fleet Services will annually identify and submit to the FMSPT and user Department(s) a listing of vehicles and equipment classified as being Under utilized. User department (s) desiring to retain vehicles and/or Specific equipment must submit justification through established criteria Developed by the FMSPT. FMSPT shall determine retention status, i.e. Retain in assigned department, reassign to another department, or use for Some other organizational purpose.

IV. EQUIPMENT REPLACEMENT:

- A. Fleet Services shall, by the second Monday in April of each year, submit to User department directors a list of vehicles and equipment recommended for replacement. Department directors shall then have ten (10) working days to concur and/or submit supporting data for recommending otherwise. Fleet Services will have five (5) working days to reconsider or maintain initial recommendation. FMPST will review the overall list and any non-concurrence issues.
 - B. The listing will include the suggested replacement standard for each unit; Whether a unit should be replaced by a similar unit or by a different type; i.e. a larger truck chassis; a van for a car or pickup, ect.
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- C. Departments desiring deviations to the recommended replacement listing or Suggested replacement standard shall submit a written request to the County Judge office through Fleet Services. The request shall include specific, detailed analysis supporting the requested change. FMPST will review the overall list and any non-concurrence issues.
- D. Requests for replacements not recommended by Fleet Services must be Reviewed for justification and approved by the County Judge.
- E. Fleet Services shall provide the County Judge and user departments with a List of each department's equipment, which qualifies for replacement by the second Monday in April annually.
- F. Equipment replacement will be based on a priority list of equipment; as Determined by FMSPT and user departments. The finalized list will be submitted to the Commissioners Court for budget evaluation.
- G. Requested additions to the Fleet as well as funds for any differences (i.e. Increase) in cost attributable to replacement of a unit with an upgraded unit, as requested by user department – should come from departmental operating budgets.
- H. Request for rolling stock equipment which occur outside of the budget Process, such as a replacement for a total loss accident, must be requested by the Department Head or Elected official concerned and submitted for approval to the County Judge.
- I. Acquisition of equipment should be obtained by straight purchase. Any other Method of acquisition, i.e. lease purchase, must be reviewed and approved By the County Judge and Purchasing.

V. PURCHASING PROCEDURES

- A. Departments shall complete a vehicle/equipment request form on each New rolling stock item the department was authorized to purchase. The request shall be submitted to the Purchasing Department of the Auditor's Office.
 - B. Fleet Services, in partnership with User Departments shall be responsible for developing specifications for all new or replacement type equipment.
 - 1. Specifications for cars, pickups, and other light/medium duty trucks Shall be in accordance with the standard requirements as established By the State of Texas or other federal agency.
 - 2. Specifications for large trucks and specialized equipment will be Developed by Fleet Management in partnership with the respective
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Department (s). Department (s) are responsible for providing non-proprietary specification data on desired equipment.

3. Specifications will include requirements relating to prototypes, inspection, training, testing, warranty, ect.
 4. Completed specification (s) will be sent to the user department (s) for Approval. Specifications requiring corrections or additions are to be returned to Fleet Management for action. Specifications requiring no corrections, additions, or changes, and are approved for purchase, are to be forwarded directly to the Purchasing Department.
- C. Fleet Services in partnership with user departments shall be responsible for reviewing all bids upon official bid opening to insure that the lowest and best responsible bid conforms to the intent of specifications. Fleet Services will forward an analysis of the bid responses to the user department and to the Purchasing Office along with a recommendation regarding bid award and purchase.
- D. All new equipment along with accompanying documentation shall be Delivered to Fleet Services for acceptance inspection, assignment of Four-digit Fleet Service Control number and made ready for service.

VI. ANNUAL BUDGET

- A. Operating budgets are to include funds for requested additions to the fleet.
- B. Request to replace equipment which occur outside of the budget process, i.e. total loss due to accident will follow standard purchasing procedures as explained in paragraph IV -H above.
- C. Cost attributable to upgrading equipment shall be included in departmental Budgets.

VII. REPLACED EQUIPMENT

- A. Departments receiving new equipment replacements shall, upon Acceptance of a new unit, deliver the old unit to Fleet Services. The unit being turned in shall be cleaned, detailed and made ready for immediate sale.
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DEPT.#	DEPARTMENT NAME	AMOUNT
210	UNIFIED ROAD SYSTEMS	260
440	DISTRICT ATTORNEYS OFFICE	4
475	COUNTY ATTORNEYS OFFICE	4
509	BUILDING MAINTENANCE	11
540	EMERGENCY MEDICAL SERVICES	39
551	CONSTABLE PCT.#1	8
552	CONSTABLE PCT#2	9
553	CONSTABLE PCT#3	8
554	CONSTABLE PCT#4	10
560	SHERIFFS DEPT.	175
576	JUVENILE DETENTION	13
665	EXTENSION SERVICES	4
901	VICTIMS ASSISTANCE	1

WILLIAMSON COUNTY FLEET MAINTENANCE

AFTER HOUR DROP OFF FORM

HOURS: 7:30- 4:00

PHONE NUMBER: 930-3349

DATE: _____

SUPERVISOR: _____

DEPT. _____

PHONE NUMBER: _____

DOOR# _____

OPERATOR/DRIVER: _____

PHONE NUMBER: _____

MILEAGE/HOURS: _____

LICENSE PLATE # _____

PROBLEMS: _____

AGENDA ITEM 22

Consider amending budget order to include ID Tech from Sheriff's Office to take a county vehicle home.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Hays**

Motion: To amend the budget order to include an ID Tech from the Sheriff's Office to take a county vehicle home.

Vote: 4 – 1. **Commissioner Heiligenstein** voted against the motion.

< Attachment >



JOHN A. MASPERO
WILLIAMSON COUNTY SHERIFF

RICHARD ELLIOTT
Chief Deputy

508 South Rock Street
Georgetown, Texas 78626
Phone (512) 943-1300 * Fax (512) 943-1444

ROBERT L. CHAPMAN
Asst Chief Deputy - Law Enforcement
JAMES W. HARRELL
Asst Chief Deputy - Corrections

September 26, 2002


Commissioners Court
710 S. Main Street
Georgetown, Texas 78626

Dear Commissioners,

I am requesting that the new civilian ID Tech Carlos Cardona, who will begin with this agency on September 27, 2002 be allowed to take home a County vehicle. His position is considered essential and requires him to be on call 24-7, which will require him to have a take-home County vehicle to fulfill these duties. He will also assist other agencies with major crime scenes.

If you need anything further, please contact me at 943-1382.

Respectfully submitted,


Robert Chapman,
Assistant Chief

approved 10-1-02
