

**MARIPOSA COUNTY ORDINANCE NO. 981**

**AN ORDINANCE CREATING TITLE 14  
ENTITLED FLEET SERVICES POLICY**

**WHEREAS**, the Board of Supervisors of the County of Mariposa desire to create a new Title 14 entitled "Fleet Services Policy" to the Mariposa County Code; and

**WHEREAS**, the creation of Title 14 will establish policies, procedures and authority for an effective Fleet Services Program;

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY**, a political subdivision of the State of California, does ordain as follows:

**SECTION I:**

**CHAPTER 14.01  
INTENT & PURPOSE**

**14.01.01 Intent.**

To establish policies, procedures and authority for an effective Fleet Services Program.

**14.01.02 Purpose.**

This policy establishes specific requirements and guidelines for the operation of the County's Fleet Services Program, which all departments will follow. Such policies are intended to maximize fleet efficiency and effectiveness.

**CHAPTER 14.02  
POLICY**

**14.02.01 Name.**

Fleet Services, a division of the Public Works Department, formerly known as Fleet.

**14.02.02 County Vehicles.**

The County makes transportation and equipment available to the various County departments through the operation of a Fleet Services Division, which purchases, maintains and operates all vehicles and equipment to reduce the cost of transportation and equipment usage to the County. Costs of the Fleet Services Division are recovered from the user departments. All authority and discretion herein granted to the Fleet Superintendent, is appealable by the affected Department to the Public Works Director and ultimately the Board of Supervisors.

**14.02.03 Commercial Rental Policy.**

When it is not feasible to rent from the County vehicle pool, Fleet Services will rent vehicles from commercial vendors on a case-by-case basis to meet the needs of departments. Fleet Services is the only County program authorized to rent vehicles from commercial vendors, except for vehicles rented at destination airports while on County business or as necessary due to extenuating circumstances, and authorized by a department head.

**CHAPTER 14.03  
USE OF VEHICLES**

**14.03.01 Policy.**

Fleet vehicles are rented to departments on a daily or short-term basis and to various departments for long-term use. All departments shall maximize the use of fleet vehicles operated by Fleet Services in order to minimize the transportation costs to the County. In addition, fleet vehicles will be assigned to departments where they will receive optimal use.

**14.03.02 Fleet Vehicles Taken Home.**

The Board of Supervisors shall determine those positions which are authorized to take vehicles home as described in the Mariposa County Code Chapter 2.76, County-Owned Motor Vehicles.

**CHAPTER 14.04  
MINIMUM SAFETY STANDARDS**

**14.04.01 Fleet Services Responsibility.**

Fleet Services will ensure that no vehicle leaves the Fleet Services facility, at any time, in an unsafe condition.

**14.04.02 Fleet Services Superintendent's Responsibility.**

The Fleet Services Superintendent is responsible for determining if a vehicle is unsafe to operate. Once such a determination is made, the Superintendent has authority to immediately remove the vehicle from service and prohibit it from returning to service until such time as the vehicle is brought up to minimum safety standards.

**CHAPTER 14.05  
MAINTENANCE**

**14.05.01 Vendors and Warranties.**

Fleet Services shall be responsible for selecting maintenance vendors and maintaining all vehicle warranties to the standards recommended by the vehicle manufacturer.

**14.05.02 Maintenance and Repair.**

The Fleet Services Division shall be responsible for maintaining and repairing all vehicles, including those defined in section 14.07.04 as non-replacement vehicles.

**14.05.03 Routine Preventative Maintenance Provided.**

Maintenance and repair shall consist of all routine preventative maintenance including labor, parts and materials for the following; tune-ups, brakes, fluid changes, battery replacement, engine repair, transmission service, suspension parts, tires, glass breakage, electrical work, emissions requirements and defective items found in safety checks. The operation and maintenance fees cover these services.

**14.05.04 Work on Vehicles Beyond Routine Preventative Maintenance.**

Labor, parts and materials for such work shall be charged at current shop rates to the respective departments (i.e., installation of radio, phone, toolbox, special equipment and attachments such as tow hitches, etc.).

**14.05.04.1 Major Repairs Other Than Accidents.**

Major repairs are considered any repair where the cost exceeds \$1,000.00 i.e. new engines, transmissions, etc. Determination of the repair will be made by the Fleet Superintendent in conjunction with the affected department heads prior to repair.

**CHAPTER 14.06  
COST RECOVERY**

**14.06.01 Operation and Maintenance Charges.**

Costs of operation and maintenance of all vehicles as per Section 14.05.03, will be recovered on a per-mile rate based on a minimum of 400 miles per month. The vehicle rates will be calculated for departments and included with the County Administration Officer's budget instructions in March. Final adjustments will be made during the budget process.

**14.06.02 Depreciation Charges.**

Depreciation charges are established based on the total cost of the vehicle when put into service. Charges are based on a straight-line basis calculated by the number of years and/or miles. Each vehicle will have a minimum charge based on the above criteria.

**14.06.03 Vehicle Replacement Charges.**

Vehicle replacement costs of all vehicles, except those noted in Section 14.07.03 and 14.07.04, will be recovered on a per-mile rate or charged a minimum based on the depreciation schedule, whichever is greater.

**14.06.04 Rental Rates.**

The cost of pool vehicles will be set at a rate competitive with the cost and terms of renting a vehicle from commercial vendors. Minimum daily rates will be established annually by Fleet Services and approved by the Board of Supervisors during the budget process.

**14.06.05 Shop Rates.**

Shop rates as referred to in Section 14.05.04, will include labor, facilities overhead, County overhead, and minor materials. Rates will be established annually by Fleet Services and approved by the Board of Supervisors during the budget process.

**CHAPTER 14.07  
VEHICLE REPLACEMENT**

**14.07.01 Consultation.**

After consultation with the department head and subject to the replacement criteria of this policy, Fleet Services will determine which vehicles will be replaced. All vehicles are in the replacement program, except as noted in Section 14.07.04. The department will be notified of vehicles to be replaced annually during the budget process. A year-to-date experience and spending plan will be submitted to the Board of Supervisors in February of each year.

**14.07.02 Early Replacement Charged to Department.**

After consultation with the department head, vehicles that must be replaced before the replacement fund has accrued sufficient funds, will be subject to a re-capitalization charge representing the difference between the

replacement cost of the vehicle and the replacement funds accrued to date and charged to the appropriate department. It will be the responsibility of the department to seek any necessary additional funding from the Board of Supervisors prior to purchases.

**14.07.03 Minimum Mileage Exceptions.**

For vehicles that are used frequently but incur very few miles, i.e. maintenance vehicles and specialty vehicles, the replacement criteria may be exceeded, provided the vehicle remains safe and is economical to operate. Each year the Superintendent will meet with departments to review their vehicle utilization and adopt a two-year vehicle replacement plan for vehicles projected to exceed the replacement criteria.

**14.07.04 Vehicles Exempt from Depreciation and Replacement Charges.**

Non-replacement vehicles will include those for which legislative, written grant, or funding source requirements specify that the purchase must be made by and the ownership of the vehicle will remain with the user department. The determination of whether a proposed vehicle meets the non-replacement criteria will be made by the Superintendent.

**14.07.05 Fleet Services Vehicle Replacement Fund.**

All monthly replacement charges assessed by the Fleet Services internal service fund shall be placed in a separate account, along with all insurance settlements and surplus vehicle revenues, in order to clearly segregate and maximize the replacement revenue available to replace fleet and road, vehicles and equipment. No additional vehicles will be purchased from the vehicle replacement fund.

**14.07.06 Replacement Criteria.**

In order to determine whether a vehicle is eligible for replacement, the following replacement criteria will be considered:

<u>Vehicle category and type</u>	<u>Age (yrs)</u>	<u>Mileage</u>	<u>Life to date and/or repair costs</u>
Patrol sedans	6	120,000	50% of original vehicle cost
Other police vehicles	8	150,000	50% of original vehicle cost
Subcompact sedans	8	120,000	50% of original vehicle cost
Compact and mid-size	8	120,000	50% of original vehicle cost
Full size sedans	8	120,000	50% of original vehicle cost
Vans	8	120,000	50% of original vehicle cost
Compact pickups	8	120,000	50% of original vehicle cost
Full size pickups (Gasoline)	8	120,000	50% of original vehicle cost
Full size pickups (Diesel)	8	150,000	50% of original vehicle cost
Heavy Equipment	10	Or Manufacturer's Recommendation	50% of original cost

**14.07.07 Replacement Priority.**

Replacement funds will be used to replace the vehicles that have the highest replacement priority, as determined by the Fleet Superintendent, in order to assure the safety and efficiency of the entire fleet. Departments wishing to upgrade with a more expensive model will require approval of the Board of Supervisors and additional funding during the budget process.

**CHAPTER 14.08  
PURCHASE OF FLEET VEHICLES**

**14.08.01 Purchase Authority.**

The Fleet Services Division will be responsible for approving all fleet vehicle purchases. Departments wishing to keep replaced vehicles, thereby increasing the fleet, must do so during the budget process. The overall fleet size shall not be increased without prior approval of the Board of Supervisors. Purchases are to be made by the Public Works purchasing agent (Fiscal Officer) after specifications are received from Fleet Services and approved by the Board of Supervisors.

**14.08.02 Non-Replacement Vehicle Purchase Authority.**

The appropriate department shall make funding available for all future non-replacement vehicle purchases or acquisitions with review by Fleet Services. Purchases will be made from funds appropriated in these exempt programs. Purchased vehicles will become part of the fixed asset inventory of these programs.

**CHAPTER 14.09  
TRANSFER OF FLEET VEHICLES**

**14.09.01 Authority of Review.**

Fleet Services shall review each department's vehicle usage and cost, and shall have authority to transfer vehicles in the fleet inventory from one department to another in order to ensure the optimal usage and maximum efficiency of the fleet, after consultation with the affected department.

**CHAPTER 14.10  
SMOKING POLICY**

**14.10.01 Non-Smoking Vehicles.**

All pool vehicles are designated as non-smoking vehicles including smokeless tobacco.

a. It shall be the responsibility of County department heads to provide a smoke-free workplace for all employees including County-owned, rented and/or leased vehicles.

b. The department head may designate a smoking vehicle but it will be a non-smoking vehicle if a member of the public or a non-smoking employee is in the vehicle (Mariposa County Code 9.20.050).

**14.10.02 Costs for Smoke Related Clean Up/Damages.**

The cost for such cleaning or repairs for smoke related damages will be billed directly to the responsible department for all vehicles including those designated a smoking vehicle by the department.

**CHAPTER 14.11  
DAMAGES**

**14.11.01 Determination of Damages.**

Any vehicles that show evidence of significant body or physical damage shall be identified and repaired. The Superintendent shall determine what constitutes significant damage or driver negligence. If damage is due to

driver negligence, the using department shall be responsible for the repair costs.

Any vehicle with body damage that exceeds the wholesale value of the vehicle will be disposed of by auction or sold as scrap iron. Vehicles that must be replaced before the replacement fund has accrued sufficient funds will be subject to a re-capitalization charge representing the difference between the replacement cost of the vehicle and the replacement funds accrued to date, and charged to the appropriate department.

#### **CHAPTER 14.12 FUEL PURCHASE**

##### **14.12.01 Fuel Purchasing Policy.**

Fleet Services will coordinate fuel purchasing through card lock fuel facilities to obtain the best pricing, convenience, billing information, and security measures for Mariposa County fleet vehicles. All fuel purchases will be done using the appropriate card lock facilities, except for waivers granted as described in Section 14.12.03.

##### **14.12.02 Payment for Fuel.**

Payment for fuel used by each department will be the fiscal responsibility of the department and not included in vehicle rate charge. A separate bill will be issued to the department for the cost of fuel used. This will become effective at the beginning of the new fiscal year beginning on July 1, 2003.

##### **14.12.03 Waivers for Use of Other Oil Company Credit Cards.**

A department may request a waiver of the requirement that all fuel purchases be made through card lock fuel facilities. Upon written approval by the Superintendent, on a case-by-case basis, a department may obtain oil company credit cards to purchase fuel, with the Board of Supervisors making the determination if a dispute arises.

#### **CHAPTER 14.13 OPERATION**

##### **14.13.01 Responsibilities of Employees for Operation of Vehicles.**

County officers and department heads shall be responsible for the use of vehicles by departmental personnel. The following criteria will apply to employees operating County vehicles:

- a. No person shall operate a County vehicle that does not have issued to him/her a valid California drivers license;
- b. Each employee shall be responsible for proper use, care and operation of the County vehicle assigned;
- c. Employees operating County vehicles shall comply with all Vehicle Code laws in a safe and courteous manner;
- d. Fines and penalties imposed by a court for a violation while on County business are the personal responsibility of the employee;
- e. All persons operating County vehicles shall be County employees or such other persons acting for and on behalf of the County as the Board of Supervisors may designate;
- f. Employees are to operate County vehicles in an ordinary, reasonable manner and not use in activities that may damage the vehicle.

County vehicles shall only be used in conjunction with County business as per Mariposa County Code Chapter 2.76, County-Owned Motor Vehicles.

**CHAPTER 14.14  
VEHICLE TITLE**

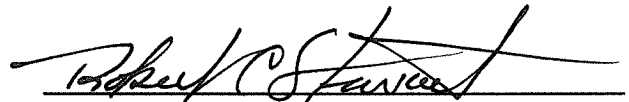
**14.14.01 County Shall Hold Vehicle Title.**

Vehicle registration titles shall be held by the County of Mariposa.

**SECTION II:** This Ordinance shall become effective thirty (30) days after final passage pursuant to Government Code Section 25123.

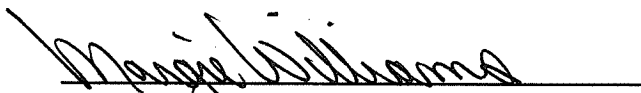
**PASSED AND ADOPTED** by the Board of Supervisors of Mariposa County this 17<sup>th</sup> day of December 2003 by the following vote:


**AYES:** Reilly, Balmain, Stewart, Parker, and Pickard  
**NOES:** None  
**ABSENT:** None  
**ABSTAINED:** None

  
\_\_\_\_\_  
**ROBERT C. STEWART, Chairman**  
Mariposa County Board of Supervisors

**ATTEST:**

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:**

  
\_\_\_\_\_  
**MARGIE WILLIAMS**  
Clerk of the Board

  
\_\_\_\_\_  
**JEFFREY G. GREEN**  
County Counsel

MARIPOSA COUNTY  
BOARD OF SUPERVISORS

AGENDA  
ACTION FORM

DATE: 11/12/02  
AGENDA ITEM NO.:

12-10-02 ACTION 12-3-02 Policy  
11-18-02 Policy  
12-17-02  
READING  
315

DEPARTMENT: Public Works

BY: James J. Petropulos

PHONE: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes  No  2ND

READING

Waive first reading and introduce an ordinance creating Title 14 "Fleet Services Policy" to the Mariposa County Code. This policy is intended to establish guidelines for the operation, funding of the Fleet Internal Services Fund, and the responsibilities of Fleet Services and the using departments.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

See attached status report.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Negative action would result in fleet continuing to operate under an "ad hoc" policy. Fleet would not have a formal policy needed to render clear and concise decisions regarding vehicle replacement, vehicle repairs, etc.

COSTS: (X) Not Applicable

- A. Budgeted current FY \$ \_\_\_\_\_
- B. Total anticipated costs \$ \_\_\_\_\_
- C. Required additional funding \$ \_\_\_\_\_
- D. Internal transfers \$ \_\_\_\_\_

SOURCE: ( ) 4/5ths Vote Required

- A. Unanticipated revenues \$ \_\_\_\_\_
- B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_  
Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

1. Status Report
2. Draft Fleet Services Policy

CLERK'S USE ONLY:  
RECOMMENDATION:

Res. No.: \_\_\_\_\_ Ord. No. 981  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 Approved ( ) Denied  
 Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

COUNTY ADMINISTRATIVE OFFICER'S

This item on agenda as:

- \_\_\_\_\_ Recommended
- \_\_\_\_\_ Not Recommended
- \_\_\_\_\_ For Policy Determination
- \_\_\_\_\_ Submitted with Comment
- \_\_\_\_\_ Returned for Further Action

Comment: \_\_\_\_\_

C.A.O. Initials: [Signature]