

ADMINISTRATIVE ORDER NUMBER 8-8

SUBJECT: CITY-OWNED/LEASED EQUIPMENT: ACQUISITION, ASSIGNMENT, MAINTENANCE AND USAGE POLICY

Responsible Department: Transportation

Date Issued: February 6, 2004

Date Revised: August 27, 2020

Approved: *(Signature on File)*

Purpose

To establish uniform policies and procedures governing the acquisition, assignment, maintenance, use and storage of City-owned/leased equipment.

Definitions

For the purposes of this Administrative Order, the following definitions apply.

1. **Customer:** A City of Fresno department operating City-owned/leased equipment.
2. **Equipment:** A broad definition for typically wheeled or tracked equipment, which may be self-propelled or towed, and used either on or off highway. Examples are automobiles, trucks, buses, motorcycles, tractors, trailers, etc. Equipment may also include self-powered, stationary equipment.
3. **Upfitting:** Addition of accessories, markings, and/or modifications of equipment to allow it to perform its intended service. Upfitting may be completed internally or outsourced.

Policy

1. All City-owned/leased vehicles and equipment, except transit buses and Fire and Police Departments (public safety) equipment, shall be assigned to and the responsibility of the Department of Transportation, Municipal Fleet Division.
2. Transit buses shall be assigned to and the responsibility of the Department of Transportation, FAX Maintenance Division.
3. Public safety equipment, shall be assigned to and the responsibility of the Department of Transportation, Public Safety Fleet Division.
4. In furtherance of the above, each of the aforementioned divisions within the Department of Transportation are responsible for the following activities for the rolling stock under their responsibility:

a. Management & Administrative Tasks:

- 1) Proposes all fleet policy and procedures to the City Manager;
- 2) In cooperation with other departments, conducts all City rolling stock acquisitions, unless otherwise approved by the City Manager. Ensures all City-owned/leased vehicles and equipment have markings providing specific information applied in a standardized format determined by the Department of Transportation and approved by the City Manager's Office. This does not apply to police undercover vehicles. Any exceptions to standardized City markings must be approved by the City Manager's Office.
- 3) Processes and maintains vehicle registrations, orders duplicate documents or license plates as needed;
- 4) Ensures vehicle registrations, insurance cards, and collision reports are in each vehicle;
- 5) Provides expense projections for the budget process;
- 6) Provides adequate and appropriate fuels, sites, volumes, and manages the fuel inventory and records;
- 7) Sets common service levels and guidelines for all fleet partners;
- 8) Sets custom service levels as needed for specific fleet units;
- 9) Determines minimum staffing level to ensure adequate service to customer;
- 10) Produces monthly and annual expense reports and billing;
- 11) Upon request, provides consultation on any service provided by the Department of Transportation;
- 12) Conducts use and cost analysis as needed, or upon customer request;
- 13) Provides a life-cycle management service in coordination with the customer;
- 14) Annually develops, in coordination with the customer, all replacement schedules for the budget process;
- 15) Disposes of surplus units in a timely manner at the best possible

financial return to the City; and

- 16) Exercises administrative control according to the provisions of this Administrative Order.

b. Fleet Maintenance Tasks:

- 1) Sets all preventative maintenance programs;
- 2) Schedules and completes warranty and recall tasks upon notification and need;
- 3) Schedules and completes all required emissions testing and repairs as needed;
- 4) Maintains fuel management system that records mileage and fuel usage;
- 5) Manages and maintains appropriate, safe, and legal tires and tire services;
- 6) Administers all service contracts to ensure vendors are performing at the established service levels;
- 7) Maintains a minimum inventory only of parts and supplies that are commonly used on customers' vehicles and equipment;
- 8) Arranges for staff training, testing, and certification to keep staff updated on current technology, fleet maintenance methods, and available products;
- 9) Arranges and completes all authorized prep, up-fitting, fabrication, and modification activities to ensure fleet standards and schedules are met;
- 10) Completes all assignments on a schedule mutually-approved by both the Department of Transportation and the customer;
- 11) Supplies all tools necessary to complete the servicing and repairs of the vehicles and equipment;
- 12) Responds to all maintenance and repair needs and completes tasks within set guidelines;
- 13) Responds to service calls with staff or towing service or the appropriate method;

- 14) Arranges transport of equipment to contracted service/repair center;
 - 15) Arranges for collision repair as soon as authorized by the customer and Fleet Manager or designee, assuming a repair vs. replacement analysis supports it; and
 - 16) Completes all disposal prep and delivery to disposal site to set standards and schedules.
5. All customers assigned City owned/leased vehicles/equipment are responsible for the following:
- a. Ensuring safe vehicle/equipment operation;
 - b. Timely fueling to prevent running out of fuel (buses and refuse trucks are fueled by specifically assigned personnel);
 - c. The return of all equipment to the respective fleet management divisions for preventative maintenance prior to established intervals or as requested by the Department of Transportation.
 - d. Daily visual tire monitoring for condition/inflation;
 - e. Daily visual inspection of safe fluid levels, including but not limited to: engine, transmission, power steering, coolant, brake;
 - f. Monitoring condition of fire extinguisher, if applicable;
 - g. Washing exteriors and cleaning interiors as needed to present a presentable, professional condition;
 - h. Safe parking and security of assigned vehicles;
 - i. Ensuring City owned/leased vehicles/equipment are used only for City business;
 - j. Approving/disapproving any out-of-town travel in a City owned/leased vehicles/equipment assigned to their department;
 - k. Other daily maintenance tasks necessary to maintain the City owned/leased vehicles may be assigned to operators by their department, dependent upon the need as mutually agreed upon by the respective Fleet Management Divisions and their customers.

6. Acquisition

- a. Procurement of automotive equipment shall follow the City's procurement process.
- b. Acquisition (including donated, seized, or surplus equipment) and shall be specifically approved by the City Manager and the Council as set forth in the Fresno Municipal Code and Charter of the City of Fresno.
- c. Acquisition of all equipment will be documented via City Form 11, with appropriate approvals by the Department of Transportation, BMSD, and City Manager's Office.
 - 1) Revisions to approved Form 11's shall be resubmitted by the customer to Department of Transportation, BMSD, and City Manager's Office.

7. Monitoring and Management of Fleet Utilization

- a. The Fleet Manager(s) will evaluate and monitor the actual use and utilization of all allocated automotive equipment. When, in the opinion of the applicable Fleet Manager, this evaluation and monitoring indicates the allocated equipment is not being utilized to the fullest economic advantage of the City, the Department of Transportation Director shall bring this fact to the attention of the City Manager.
- b. The Department of Transportation and Department of Finance will periodically analyze the comparative efficiencies between utilizing a City-owned/leased vehicle or private mileage reimbursement (see Administrative Order 2-2) for transportation in conducting City business. When such analysis determines it is more cost effective and/or in the best interest of the City to provide a City-owned/leased vehicle, a recommendation will be made to the Department Director involved and to the City Manager to procure a vehicle using the cost savings from unused budgeted private mileage funds to partially defray acquisition cost.
- c. The analysis above will include a cost/benefit analysis of home storage of vehicles and will compare home storage of a City-owned/leased vehicle versus private mileage reimbursement (see Administrative Order 2-2) for transportation in conducting City business.
- d. The Fleet Management Division will periodically analyze the utilization of home stored vehicles. When, in the opinion of the Fleet Manager, this evaluation is not being utilized to the fullest economic advantage of the City, the Department of Transportation Director shall bring this to the attention of the applicable Department Director and the City Manager.

8. Vehicle Operation and Storage

- a. Vehicle/equipment operators shall operate equipment in a manner that is safe and respectful.
- b. Vehicle operators are responsible for maintaining applicable driver licenses, and following applicable laws, department guidelines.
- c. Seatbelts shall be worn by all operators as required by law.
- d. The display or application of personal items, political materials, unauthorized advertising, or any other items is strictly prohibited on City-owned/leased vehicles.
- e. Except for vehicles authorized for home storage pursuant to this Administrative Order, all City-owned/leased vehicles shall be parked or stored as near as possible to the office to which they are assigned, or as near as possible to the reporting point of the employee using the vehicle. Vehicles are not to be parked overnight at a non-reporting location unless authorized pursuant to this Administrative Order.
- f. The City does not furnish basic "to-and-from-work" transportation. The City may provide City-owned/leased vehicles for employee use while on official City business.
- g. City-owned/leased vehicles may not be utilized for personal use as defined above. Transportation of passengers other than in connection with official City business is prohibited.
- h. During period of employee absence of two weeks or more, City-owned/leased vehicles shall be returned to the employee's Division or the Fleet Management Division as appropriate.

9. Home Storage

- a. Home storage of City-owned/leased vehicles shall be permitted only in those instances where it is to the City's benefit to do so. Home storage shall not be granted as an employee benefit. Home-stored vehicles shall not be used for utilized for personal use.
- b. The operational benefits and costs of home storage shall be compared to the operational benefits and cost of a vehicle allowance when determining the need to home store a vehicle.
- c. Department Directors are responsible for determination, justification, and

assignment of vehicles based on need within their divisions/sections.

- d. Home storage justifications must be completed annually by any Department Director who wishes to designate home storage of vehicles. Justification for home-stored vehicles will be documented on a separate VH-3 form for each vehicle. With the exception of the Police Department, completed justifications are to be submitted to the Director of Transportation for review and approval. The Police Department will complete the VH-3 form and retain internally for record keeping and audit purposes.
- e. All justifications will be evaluated by the Director of Transportation/Police Chief in accordance with the provisions of Administrative Order 8-8. A request shall only be approved if home storage offers an economic/tangible benefit to the City.
- f. The Department of Transportation will annually compile a City-wide list of home-stored vehicles, amend such list as necessary during the year, and submit such list to the City Manager and the Finance Department/Payroll Section. The Police Department will compile and maintain a similar list, but retain internally for record keeping and audit purposes
- g. Any justification to store a City-owned/leased vehicle greater than 15 miles from any point in the City limits for the City of Fresno will require the City Manager's authorization.
- h. Off-street parking shall be mandatory for home-stored vehicles except in those instances where the vehicle is so large and/or heavy that off-street parking is impractical.
- i. Personal use of a City vehicle (e.g., commuting to and from work) may be a non-cash fringe benefit and considered part of the employee's compensation for tax purposes. These benefits will be reported to the IRS by the City to reflect the employee's receipt of such fringe benefit.
- j. In some cases, personal use of a City vehicle is exempt from inclusion in employee wages and taxes. A vehicle may be verified by the Department of Transportation to be exempt if: the vehicle has a special design and/or equipment that makes personal use unlikely, the vehicle would be required at the scene of an emergency, response cannot be provided by on-duty personnel or equipment, and response cannot be reasonably provided for in any other manner. Vehicles may include:
 - 1) Marked police, fire, and public safety officer vehicles
 - 2) Unmarked vehicles used by law enforcement officers, if the use is

officially authorized

- 3) Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds
- 4) A passenger bus with a capacity of at least 20 passengers used for its specific purpose
- 5) Tractors and other special-purpose farm vehicles
- 6) Construction or specially designed work/utility repair vehicles (e.g., dump trucks, garbage trucks, aerial trucks)
- 7) A pickup marked with decals and is equipped with specialty equipment such as a lift gate, permanent tank, or other heavy equipment
- 8) A van marked with decals and is equipped with permanent shelving or is loaded with equipment used for business

Note that addition of minor equipment such as a two-way radio or flashlight charger is not typically considered special equipment.

- k. A Home Storage Mileage Log (VH-4) will be used for all City-owned/leased vehicles to track daily trips and monthly mileage regardless of whether the vehicle has exempt status for tax reporting purposes. One form will be completed for each vehicle assigned to home storage. With the exception of the Police Department, completed VH-4 forms are to be submitted to both the Director of Finance and the Director of the Transportation (or their designees) for review. The Police Department will complete VH-4 forms monthly and retain them internally for record keeping and audit purposes.
- l. Department Directors may approve short-term home storage in response to emergency situations. Such approval shall be documented and communicated in writing to the City Manager's Office. Short-term home storage shall not exceed ten working days without City Manager approval.

10. Personal (non-City) Vehicle Use

- a. Administrative Order 2.2 provides policy and procedures regarding transportation allowance and mileage reimbursement related to employee's use of his/her personal vehicle.

Related Administrative Orders

2-4 Vehicle Accident Procedures

2-32 Drivers Standards Policy

Attachments

Form VH-3 – City Owned/Leased Vehicle Home Storage Justification
Form VH-4 – City Owned/Leased Vehicle Home Storage Mileage Log
Form 11 – Municipal Fleet
Form 11 – Public Safety Fleet



City-Owned/Leased Vehicle
HOME STORAGE JUSTIFICATION VH-3 FORM

This form is used to justify/re-justify home storage of a City-Owned/ Leased Vehicle. A new form is required to be completed for each employee/vehicle and submitted prior to May 1st of each year.

DEPARTMENT/DIVISION MANAGEMENT , COMPLETE THE FOLLOWING:

Employee Name/Job Title: _____ Employee ID: _____

Department/Division: _____ Vehicle #: _____

Address where vehicle will be stored: _____

City/State/Zip code: _____

JUSTIFICATION - Please check the applicable box(es):

Availability/On-Call: The employee has been directed to be on continuous availability for call- back during off-duty hours; the task to be performed will require immediate travel to the job location; and call-back can be expected to occur several times a month.

Practicality: The employee's duties are such that storage or check-out/in of a City Owned/Leased vehicle from a City facility at the start of/end of a normal work day would be both impractical and uneconomical due to the lost productive time or increased fuel consumption.

1) If justification is based on Availability/On-Call:

a. If this is a new justification for home storage, describe the nature and frequency of responses expected over the next year. If this is a re-justification, provide a summary of actual data on nature and frequency of responses in the last year (information should be supported by completed VH4 log forms)

b. Describe how often the vehicle is to be home stored (e.g. 7 days per week, on a rotational basis with other vehicles/employees, intermittently/seasonally, etc.)

**City-Owned/Leased Vehicle
HOME STORAGE JUSTIFICATION VH-3 FORM**

- c. Explain why the employee's duties require the assignment of a specialized vehicle, or subject a vehicle to unusual use or wear.

- d. Provide the response time (in minutes) required for the typical incident.

- e. Describe the impact if response does not occur (loss of life, damage to property, etc.)

- f. Explain why the response cannot be performed by on-duty staff or other means (via telephone, radio, etc.)

- g. If home storage is greater than 15 miles from the City limits, explain how home storage can provide acceptable response times.

2) If justification is based on practicality:

- a. Why storage at a City location is impractical and uneconomical.

**City-Owned/Leased Vehicle
HOME STORAGE JUSTIFICATION VH-3 FORM**

b. The specific cause of lost productive time or increased fuel consumption by storing at a City location.

c. If there are other benefit(s) to the City afforded through home storage of the vehicle, please describe.

d. Explain why the employee's duties require the assignment of a specialized vehicle, or subject a vehicle to unusual use or wear.

Department Director Signature

Date

EMPLOYEE, COMPLETE THE FOLLOWING:

(Signature reflects employee has read and acknowledges responsibility for adhering to AO 8-8.)

Employee Signature

Date

Approved Disapproved

Director/Designee Transportation Department

Date

City Manager Approval required ONLY if outside the Fresno/Clovis Metropolitan Area

Approved Disapproved

City Manager

Date

Home Storage Mileage Log VH-4 Form

Vehicle Number: _____

Round Trip home/work miles 15

Month	Year

Divison (org)#: _____

Vehicle not home stored this period

Tax Exempt? (check if yes)

Shared On-Call vehicle

To be submitted monthly to the Municipal Fleet Division and Finance Department
P.D. to retain own records

Vehicle Number (if other than regularly assigned)	Day of Month	Home/Work Trip (check days)	After Hours Callout/ out-of-town Miles	Brief Description/Reason for Callout or Out of Town Use	Call location -Street Address or Facility Name (fill this out only for after-hours calls)	Odometer Start/End of Month
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
	16					
	17					
	18					
	19					
	20					
	21					
	22					
	23					
	24					
	25					
	26					
	27					
	28					
	29					
	30					
	31					
Total home/work miles		0		Total Monthly Miles (end of month odometer - start of month odometer)		0

Employee Name: _____

Supervisor Name: _____

Employee Signature: _____

Supervisor Signature: _____

Date: _____

Date: _____

MUNICIPAL FLEET DIVISION

Vehicle/Equipment Request Form 11

(FORM 11 # _____)

PRIORITY No.: _____ BUDGETED UNBUDGETED

Department/Division Name: _____

Department Head Signature: _____ Date: _____

Contact Person: _____ Extension: _____

Additional Equipment Replacement

Note: If "Replacement" is selected, the old unit being replaced must be surrendered at the time the new unit is presented. If retention is needed, mark as "Additional" and provide justification for expansion of fleet.

DESCRIPTION:		No. of Units Requested:	
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PROJECT DESCRIPTION/JUSTIFICATION: Please describe the need/justification for this request. Attach detailed list of equipment required for project and a brief explanation of operational requirements. Possible examples of required equipment are: light-bars, bed liners, special tool boxes, special utility body types, lift-gates, etc.

BILLING INFORMATION:

FUND _____
 ORG _____
 C/O _____
 Project I.D. _____
 Activity I.D. _____

Monthly Estimated Miles: _____

Monthly Estimated Hours: _____

COMMENTS:

Fleet Manager

Date

Budget Office Signature

Date

City Manager Office Signature

Date



PUBLIC SAFETY FLEET DIVISION Vehicle/Equipment Request Form 11

PRIORITY No.: _____ BUDGETED UNBUDGETED PS FORM 11 # _____)

Department/Division Name: _____

Department Head Signature: _____ Date: _____

Contact Person: _____ Extension: _____

Additional Equipment Replacement

Note: If "Replacement" is selected, the old unit being replaced must be surrendered at the time the new unit is presented. If retention is needed, mark as "Additional" and provide justification for expansion of fleet.

DESCRIPTION:		No. of Units Requested:	
--------------	--	-------------------------	--

PROJECT DESCRIPTION/JUSTIFICATION: Please describe the need/justification for this request. Attach detailed list of equipment required for project and a brief explanation of operational requirements. Possible examples of required equipment are: light-bars, bed liners, special tool boxes, special utility body types, lift-gates, etc.

BILLING INFORMATION:

FUND _____
ORG _____
C/O _____
Project I.D. _____
Activity I.D. _____

Monthly Estimated Miles: _____

Monthly Estimated Hours: _____

COMMENTS:

Fleet Manager

Date

Budget Office Signature

Date

City Manager Office Signature

Date