



WASHOE COUNTY

Integrity Communication Service

www.washoecounty.us

CM/ACM	<u>KS</u>
Finance	<u>KE</u>
DA	<u>SH</u>
Risk Mgt	<u>N/A</u>
HR	<u>N/A</u>
Comptroller	<u>CA</u>

STAFF REPORT

BOARD MEETING DATE: June 27, 2017

DATE: May 22, 2017

TO: Board of County Commissioners

FROM: Rosemarie Entsminger, Fiscal Compliance Officer, Community Services Department Regional Parks, 328-2044, rentsminger@washoecounty.us

THROUGH: Ben Hutchins, CPA, Director, Finance and Customer Service Division Community Services Department, 954-4646, bhutchins@washoecounty.us

SUBJECT: Approve the asset reassignment of multiple vehicles from various County Departments to Equipment Services Division Fund 669; and direct the Comptroller's Office to make the appropriate asset adjustments [no fiscal impact]. (All Commission Districts.)

SUMMARY

Reassign multiple vehicles acquired in Fiscal Year 2016-17 to Community Services Department-Equipment Services Division Fund 669. Some vehicles were fleet additions with above base expense budgets in their respective Departments, others were up-grades to replacement vehicles for which the Department contributed part of the expense and Equipment Services paid the base replacement. One vehicle asset was acquired in FY15 and has not yet been re-assigned. Equipment Services is maintaining these vehicles and collecting replacement fees calculated on the upgrade value of the vehicles.

Strategic Objective supported by this item: Stewardship of our Community.

PREVIOUS ACTION

On June 28, 2016, the Board of County Commissioners (Board) approved the asset reassignment of five vehicles from the Community Services Department Building & Safety Fund 560 to Equipment Services Division Fund 669; and directed the Comptroller's Office to make the appropriate asset adjustments.

BACKGROUND

The following vehicles require asset reassignment to Community Services Department-Equipment Services Fund 669. They represent fleet additions budgeted in the respective Departments (100% Department), or replacement vehicles that were upgraded by the respective Department (Upgrade split):

VIN #	Department	Purchase Order	Expense Type
1GC0KUEG7HZ180026	CSD-Parks	45-37907	100% Department
1GCNKNEH8HZ177320	CSD-Parks	45-37908	100% Department
To be delivered	CSD-Building & Safety	45-38361	100% Department
1GC1KUEG7HF111617	CSD-Roads	45-37917	100% Department

AGENDA ITEM # 5.G.1.

1GC1KUEG8HF111884	CSD-Roads	45-37917	100% Department
1GNKVFED8HJ351048	Social Services	45-38440	100% Department
1GNKVFED6HJ354255	Social Services	45-38440	100% Department
1GNKVFED2HJ281966	Social Services	45-38342	Upgrade split
1GNKVFED7HJ249014	Social Services	45-38342	Upgrade split
1GNKVFED1HJ248702	Social Services	45-38342	Upgrade split
1GNKVFED1HJ238560	Social Services	45-38342	Upgrade split
1GNKVFED3HJ203082	Social Services	45-38342	Upgrade split
2C4RDGBG5GR368107	Social Services	45-37274	Upgrade split
3C6TR5HT8GG374982	CSD-Roads	45-37322	Upgrade split
1C4PJMAB9GW337888	Assessor	45-37328	Upgrade split
3C7WR9CLXGG310661	Regional Communications System	45-37282	Upgrade split
3GCUKPEH4FG379656	CSD-Utilities	45-36479	FY15-100% Department

Routine maintenance for all the vehicles is presently performed by CSD's Equipment Services Division, Fund 669 (ESD). Replacement fees are collected by Equipment Services for future replacement (where appropriate, calculated on their upgrade value) of the vehicles.

In keeping with County fleet management policy and full participation in the internal services fund for equipment, vehicles are assets of the Equipment Services Fund 669. Reassignment of the vehicles moves the assets into the internal services fund, adheres to fleet management policy and will enable ESD to properly manage and replace the vehicles as needed.

FISCAL IMPACT

No budget, cash or expense adjustments are needed. Assets will be reassigned from the various Departments to Equipment Services Fund 669. All but one of the vehicles was purchased in Fiscal Year 2016-17. Those marked on the chart as "100% Department" were fleet additions budgeted in cost centers 140716, 140717 (CSD-Parks), 600011 (CSD-Building & Safety), 216002 (CSD-Roads) and Internal Order 11318 (Social Services). Those marked as "upgrade split" were replacement vehicles for which ESD collected "like for like" replacement costs, but the Department identified the need for a change and upgraded to a slightly different vehicle. Upgrade costs ranged from \$2,345 to \$11,936 and involved replacements for Social Services, Roads, Assessors and Regional Communications Systems. One asset purchased in FY15 as a fleet addition from the Utilities Fund, cost center 664900, has not yet been re-assigned as needed.

RECOMMENDATION

It is recommended the Board of County Commissioners approve the asset reassignment of multiple vehicles from various County Departments to Equipment Services Division Fund 669; and direct the Comptroller's Office to make the appropriate asset adjustments [no fiscal impact].

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the asset reassignment of multiple vehicles from various County Departments to Equipment Services Division Fund 669; and direct the Comptroller's Office to make the appropriate asset adjustments [no fiscal impact]."