



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-16**

For the meeting of: April 22, 2014

Date: March 25, 2014  
To: Board of Supervisors  
From: Phillip R. Crandall, Director  
Department of Health and Human Services – Social Services  
Subject: Donation of Social Services Branch vehicles to the County Motor Pool for capitalization, maintenance and insurance purposes

RECOMMENDATION(S):

That the Board of Supervisors approve the donation of one (1) 2014 Subaru Forester, one (1) 2014 Dodge Caravan and one (1) 2014 Ford F150 Super Cab truck to the County Motor Pool for capitalization, maintenance and insurance purposes.

SOURCE OF FUNDING:

Social Services Fund

DISCUSSION:

The County Department of Health and Human Services (DHHS) requested the purchase of three (3) vehicles to meet the transportation needs of social services programs in the Fiscal Year 2013-14 Budget for the Social Services, budget unit 1160-511, which was approved by your Board in June 2012. The purchase of the vehicles was arranged via purchase orders S46317, S46318 and S46319. For the purpose of capitalization and maintenance, DHHS requests to donate the vehicles to the County Motor Pool. The benefit of donating the vehicles to the County Motor Pool is as follows:

Prepared by Jeff Henson, Staff Services Analyst

CAO Approval *Amy Olsen*

REVIEW: Auditor \_\_\_\_\_ County Counsel \_\_\_\_\_ Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
Upon motion of Supervisor *Lorelace* Seconded by Supervisor *Bass*  
Ayes *Sundberg, Lorelace, Bohn, Fennell, Bass*  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. H-1  
Meeting of: 6/26/12

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: April 22, 2014  
By: *Ann Hunsberr*  
Kathy Hayes, Clerk of the Board

- County departments do not need to schedule repairs, maintenance or budget these services to outside vendors. This is done by the County Motor Pool.
- County departments only need to budget for mileage rates. Mileage rates include all vehicle costs including the replacement of the vehicle, all maintenance and repairs, accident damages including the complete replacement if the vehicle is totaled, fuel, etc.
- Insures all legal requirements are met such as records management, safety documentation, insurance, emission requirements, purchasing and disposition of the surplus vehicles.
- Centralizing the management of vehicles allows departments to focus on their mission.

FINANCIAL IMPACT:

Expenditure appropriations for the vehicles and County Motor Pool costs are included in the approved fiscal year 2013-14 budget for Social Services Program, budget unit 1160-511. There is no anticipated County General Fund impact.

The donation of these vehicles supports the Board's Strategic Framework by managing resources to ensure the sustainability of services that protect vulnerable populations.

OTHER AGENCY INVOLVEMENT:

County Motor Pool  
Human Resources – Risk Management

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the donation of the vehicles to the County Motor Pool. However, this option is not recommended for the following reasons as discussed above; additionally, DHHS does not have the ability or the expertise to manage and maintain a fleet of vehicles.

ATTACHMENTS:

None