Fleet Related Administrative Tasks

Source: "Overhead Calculations FY11 110609" Workbook - "Categories Defined" Worksheet (non-fleet related info removed.
The following is a list of administrative Tasks that are provided by Fleet and FREDS Admin staff.

Overhead expenses are separated into the following categories.
Time by Admin staff is to be distributed among these categories based on an estimate of the amount of time spent in each area.
1% OF YOUR TIME = 21 HOURS ANNUALLY / 1.75 HOURS PER MONTH / OR .5 HOURS PER WEEK.

VEHICLE REPLACEMENT

Time and expense for the tracking, scheduling and purchasing of county vehicles.

Examples of type of work included in this area:
Vehicle replacement planning
Developing specs of vehicles to be purchased
Time spent Purchasing, Receiving, Licensing and Delivering new vehicles and equipment

VEHICLE DISPOSAL

Time and expense for the disposal of county and outside agency vehicles.

Examples of type of work included in this area:
Tracking vehicles turned in for disposal
Overseeing preparation of vehicles for disposition
Preparing appropriate sale documents
Vehicle disposition through auction

FUEL PROVISION-Retail and Cardlock

Time and expense for the supply and tracking of the fuel provided to county customers.

Examples of type of work included in this area:
Administration of retail and cardlock accounts and contracts
Recording fuel usage in Fleet Anywhere
Usage and tax reporting
Internal fuel reimbursement

FUEL PROVISION-County Fuel Sites

Time and expense for the supply, maintenance, and tracking of the fuel provided to county and non-county customers.

Examples of type of work included in this area:
Tracking and ordering of fuel in county tanks
Recording fuel usage in Fleet Anywhere
Chipkey creation - maintenance
Petrovend data maintenance
Usage and tax reporting
Monitoring regulatory functions
Hardware and site maintenance

MOTOR POOL

Time and expense of maintaining a county motor pool.

Examples of type of work included in this area:
Overseeing Motorpool staff
Managing on hand vehicle supply and maintenance
Managing specialty vehicle requests, including bike pools and rentals
Data input of motor pool trip tickets
Tracking Motor Pool Trips and Usage
Preparing billing spreadsheet and researching SAP codes
Sending out billing reports

PARKING

Time and expense of maintaining parking at motor pool for county and non-county customers.

Examples of type of work included in this area:
Administration of the application process for assigned parking
Data input of short-term parking tickets
Preparing billing of spreadsheet and researching SAP codes
Sending out billing reports

FLEET BILLING PROCESS-County

Time and expense of preparing Fleet bills for county customers.

Examples of type of work included in this area:
Data input of mileage
Printing and reviewing billing reports, mileage, work orders, labor, etc
Fleet billing corrections
Updating Fleet billing spreadsheets

Reports to county customers

FLEET BILLING PROCESS-Outside Agencies

Time and expense of processing Fleet bills for non-county customers.

Examples of type of work included in this area:

Portland Public Schools:

Printing and reviewing billing reports, work orders, labor, etc
Fleet billing corrections
Updating Fleet billing spreadsheets
Reports to county customers, including copies of all work orders

Other Agencies:

Printing and reviewing work orders, labor, etc

Other:

Miscellaneous projects, consulting etc for outside agencies.

GENERAL ADMIN.-FLEET

Time and expense for Fleet Services administrative support (Admin services special to Fleet).

Examples of type of work included in this area:

DEQ program compliance, reports, updates
DMV transactions
Other regulatory functions
Administration of recall programs and notifications
Accident management
Customer relations and education
Problem resolution
Citizen Complaints
Driver Citations
Policy and procedure development and implementation
Database system administration
Adhoc reporting for customers
Fleet related sustainability programs
Manage vehicle inventory, reserve status, assignments and reassignments
Tracking customer service report cards
Safety Program
Quality Control
Coordinate warranty and sub-contract work
Fleet Employee Management-Evaluations, Personnel Issues, Training, etc.

GENERAL ADMIN.-F.R.E.D.S.

Time and expense for FREDS Admin administrative support. (General Admin support provided to all of FREDS.)

Examples of type of work included in this area:

Processing purchase requisitions and LPO's
Contract administration
Processing accounts payable invoices
Reconciling Procurement Card Statements
Petty Cash reimbursements
Account Receivables (Uploads, Invoices, Deposits)
- Compiling Fleet, Electronics, Distributions billing reports for Upload
- Invoicing Outside Agencies
- Preparing, banking, and recording deposits
- Tracking Outside Agency invoices and payments

Processing payroll
Human Resource support, including:
- Hiring process
- Maintain records
- Workers' Compensation
- FMLA

Travel & Training support
Safety regulations and compliance
Records Retention compliance
Revenue Budget estimates and rate setting
Budget Development
Monitor Budgeted Revenue and Expenses
Customer relations
Departmental and county relations
Personnel actions, Union issues, etc.