

BUDGET PREPARATION (THE MOBILE EQUIPMENT MANAGEMENT BUDGET)

6720

(No. 135 September 2011)

Developing the equipment replacement budget for a fiscal year follows a set sequence of events. There is an ongoing annual mobile equipment replacement base budget that is adjusted by special needs. The base equipment replacement budget is usually adjusted by an inflation factor developed by the Department of Finance and provided for in the general state budget.

Sequence of events:

January

- Region Fleet Managers compile a list of vehicles and equipment in their respective regions that meet replacement criteria by age and a list of vehicles and equipment that are on order and not yet received.
- Unit Fleet Managers review the fleet vehicles and equipment assigned to their respective units that meet replacement criteria by mileage or age.

February

- Unit Fleet Managers forward their list of vehicles and equipment along with the type of vehicle or equipment needing replacement to the Region Fleet Managers by the end of the month.

March

- Region Fleet Managers compile the list of vehicles and equipment from the Units together with vehicles and equipment in their respective regions that meet replacement criteria by age and develop a Region replacement request.

April

- Region Fleet Managers submit their vehicle replacement requests to Mobile Equipment Management (MEM).

June 30th

- MEM develops a purchase plan by compiling both region replacement requests with Sacramento Headquarters, Fire Academy and Aviation Management requests.
- MEM submits the combined request to the Department of General Services Office of Fleet and Asset Management (DGS/OFAM) for approval to purchase.

The total purchase amount can not exceed the base equipment replacement budget plus any additional funding from budget change proposals, legislative special augmentation, special project funding, etc. If the total new equipment and replacement equipment cost exceeds the total available funding, a modified replacement plan based on priority will be made to compensate for the shortfall. When this occurs, the Administrative Units are required to prioritize their replacement request before it is submitted to the Regions. The Region Fleet Managers are required to prioritize the Region equipment replacement plan for submission to MEM. MEM, with input from the Region Fleet Managers, develops a revised department purchase plan that will not exceed the available funding based on Unit, Region, and CAL FIRE Director's priorities and submits the plan to DGS/OFAM for approval and authorization to purchase vehicles and equipment.

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