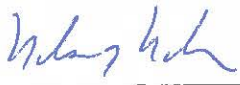





## Administrative Policy

<b>Title: Vehicle/Equipment Replacement</b>				
<b>Administered By: Public Works</b>				
<b>New Policy No.</b>	<b>Issue Date (Last Revised)</b>	<b>Renumber Date</b>	<b>Department Head Approved</b>	<b>City Manager Approved</b>
09100.508	06-30-09 (N/A)	01-03-17		

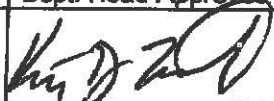

This Policy had been numbered Policy 400.05. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 400.05  
Issued: 06-30-09  
Revised: N/A



## ADMINISTRATIVE POLICY

Policy: Vehicle / Equipment Replacement					
Responsible Department: Public Works					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
400	.05	XX/XX/XX	06/30/2009		

### **POLICY**

To appropriately determine whether or not a vehicle or equipment ought to be replaced, the City will follow a standardized evaluation process.

### **PROCEDURE**

The Public Works Department is responsible for determining whether or not a vehicle or piece of equipment should be replaced. In making this determination, the following criteria shall be used as a guideline for recommending replacement. Identified are two categories of consideration: Authorized Pool Items - which represents vehicles and equipment funded by authorized motor pool charges, where appropriate replacement funds exist, and Non-pool Items - which represents vehicles and equipment where currently no replacement funding has been collected.

#### **I. Authorized Pool Items:**

##### **A. Age and Mileage**

1. Administrative vehicles - 10 years or 100,000 miles, whichever comes first.
2. Light duty pick-up trucks and mini van <1 ton- 10 years or 100,000 miles, whichever comes first.
3. Heavy-duty trucks 1 ton-3 tons - 12 years or 120,000 miles, whichever comes first.
4. Heavy-duty trucks, >3 tons - 15 years or 150,000 miles, whichever comes first.

5. Police patrol sedans - 3 years or 75,000 miles, whichever comes first.
6. Police patrol SUV's - 5 years or 80,000 miles, whichever comes first.
7. Police non-patrol vehicles - 4 years or 80,000 miles, whichever comes first.
8. Police motorcycles - 3 years or 75,000 miles, whichever comes first.
9. Fire Department sedans:
  - Emergency Response: 5 years or 80,000 miles
  - Non-Emergency Response: 10 years or 100,000 miles
10. Trailers - 20 years
11. Mobile command and/or communication units - 20 Years
12. Miscellaneous equipment - as required to perform department functions.

Effective July 1, 2009 through June 30, 2014 the items listed above will have their life cycle extended 2 additional years and 20,000 miles, with the exception of item numbers 5, 6, and 8 for Police Patrol Sedans, SUVs and Motorcycles these items will remain as shown.

#### **B. Dependability/Safety/Excessive Maintenance Costs**

Upon inspection and evaluation of any vehicle by the Fleet Maintenance Supervisor, a vehicle may age and mileage. The replacement be selected and recommended for replacement regardless of its criteria shall be documented based on the following records:

- Review of past 12 month's costs.
- Review of life to date costs.
- Review of replacement costs.
- Evaluation of Engine
- Evaluation of Drive Train
- Evaluation of Body
- Evaluation of Brakes
- Evaluation of Suspension

Departments will nominate vehicles or equipment for replacement to the Public Works Department. Public Works will inspect the nominated vehicle/equipment and determine whether or not it should be recommended for replacement to the City Manager. The City Manager will determine if the equipment will be replaced after evaluating the findings of the Public Works Department. Requested replacements not meeting the above criteria must be approved by the City Manager.

## **II. Non-Pool Items:**

### **A. Age and Mileage as a guideline only - replacement is contingent on available funding**

#### **1. Large fire units:**

- **Fire Engines: 18 years**
- **Fire Ladder/Truck Company: 20 years**
- **Fire Brush Engine: 15 years**
- **Fire Light Air Unit: 20 years**

**NOTE:** Vehicles in good condition which have been qualified for replacement due to age or excessive mileage may be utilized by another Department. If found to be serviceable using the above technical inspection guidelines and with approval of the City Manager, vehicles may be used for short term assignment. Departments utilizing these vehicles will be responsible for all maintenance costs. These items are non-longer authorized pool vehicles and are reclassified as retained vehicles.