



TITLE: Town Vehicle and Equipment Acquisition and Replacement Policy

POLICY NUMBER: 4-05

EFFECTIVE DATE: 4/6/1994

PAGES: 3

ENABLING ACTIONS:

REVISED DATES: 5/26/1998; X/X/2024

APPROVED: ~~Mayor~~ Linda Lubeck

PURPOSE

To set forth specific procedures for the acquisition and disposal of vehicle and motorized equipment used by the Town of Los Gatos.

SCOPE

This policy will apply to the acquisition and disposal of vehicles and equipment used by all Town Departments.

POLICY

When purchasing vehicles or motorized equipment or disposing of surplus vehicles and equipment, the following will apply:

A. REPLACEMENT CONSIDERATIONS

Replacement of vehicles and motorized equipment is based on an equipment replacement schedule that allows for replacement on a programmed cycle. The recommended basis is as follows:

<u>Vehicle/Equipment Type</u>	<u>Replacement Cycle</u>
Police Patrol—Marked Police Vehicles and/or 85,000 miles	5 years
Police Undercover (used, 1 to 2 years old) <u>Unmarked Police</u> and/or 8 5,000 miles	<u>6</u> years
Police Sedans (used, 1 to 2 years old)	4 years and/or 75,000 miles

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~~Motor cycles / UTV _____ ~~46~~ years and/or ~~8542,000~~ miles and/or 5000 hours~~

~~Parking Vehicles _____ 6 years and/or 75,000 miles~~

~~All Terrain Vehicle _____ 8 years and/or 50,000 miles~~

~~Police Vans _____ 6 years and/or 85,000 miles~~

~~Sedans (new) _____ 8 years and/or 85,000 miles~~

~~Vehicle/Equipment Type _____ Replacement Cycle~~

~~Sedans (used 1 to 2 years old) _____ 6 years and/or 85,000 miles~~

~~Passenger Vehicles _____ 6 years and/or 85,000 miles~~

~~Pickups (gas) _____ 8 years and/or 72,000 miles~~

~~Trucks _____ 12 years and/or 100,000 miles~~

~~Construction Equipment _____ 12 years and/or 100,000 miles~~

~~Pickups (diesel) _____ 12 years and/or 100,000 miles~~

~~Medium Trucks (gas) _____ 8 years and/or 80,000 miles~~

~~Medium Trucks (diesel) _____ 12 years and/or 100,000 miles~~

~~Heavy Trucks (gas) _____ 8 years and/or 80,000 miles~~

~~Heavy Trucks (diesel) _____ 15 years and/or 100,000 miles~~

~~Lawn Mowers _____ 6 years~~

~~Roadable Mowers _____ 8 years~~

~~Vans _____ 8 years and/or 100,000 miles~~

~~Sweepers _____ 6 years and/or 65,000 miles~~

~~Backhoes _____ 10 years and/or 7,000 hours~~

~~Loaders _____ 12 years and/or 7,200 hours~~

~~Graders _____ 20 years and/or 9,000 hours~~

~~Aerial Units _____ 12 years and/or 80,000 miles~~

~~Chippers _____ 10 years and/or 5,000 hours~~

~~Compressors _____ 12 years and/or 5,000 hours~~

~~Forklifts _____ 17 years and/or 9,000 hours~~

~~Rollers _____ 15 years~~

~~Trailers _____ 10 years~~

~~Sprayers _____ 8 years~~

~~Sewer Cleaners _____ 6 years~~

~~Rodders _____ 10 years~~

The ~~replacement cycle is equipment/replacement list will be used as a~~ replacement cycle is equipment/replacement list will be used as a ~~general guideline for~~ general guideline for ~~when in the replacement should begin to be considered. of vehicles and equipment.~~ when in the replacement should begin to be considered. of vehicles and equipment. Other factors ~~that will be~~ used in the replacement evaluation process include:

1. Overall conditions of vehicles and equipment
2. Repair records-

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3. Vehicle efficiency and safety-

~~3-4.~~ Lead time for vehicle procurement and fit-up

5. Service life related to extended use in other departments-

6. Funding available for replacement

4- The Director of Parks and Public Works, or their designee, shall make the final determination and recommendation about the timing of the vehicle and equipment replacement based on the overall needs of the Town and availability of funding. Preference will be given to the least expensive and most fuel-efficient vehicle that meets the requirements of the proposed use.

B. COOPERATIVE PURCHASING PROGRAM:

When purchasing vehicles and equipment, the ~~T~~town of Los Gatos will invite vendors (local and non-local) to submit bids. Where applicable, the Town will use the State of California Cooperative Purchasing Program.

~~C. PREFERENCE FOR HYBRID AND ZERO EMISSION VEHICLES~~

C.

The Town of Los Gatos is committed and reducing greenhouse gas emissions. In selecting new vehicles, preference will be given to hybrid and zero emission vehicles whenever possible.

D. SPECIFICATIONS:

The Department of Parks and Public Works will ~~develop~~ review all specifications for vehicles and motorized equipment to be purchased by the Town of Los Gatos with input from the user Department where appropriate. Specifications will be prepared based on user needs, operating costs, fuel efficiency, reduction of air emissions, regulatory requirements governing municipal fleet operations-safety factors, vehicle safety and performance, life expectancy, new technology, availability, and cost. When applicable, performance standards will be included in the specification writing process.

E. ADDITION OF EQUIPMENT AND VEHICLES

The addition of new items to the vehicle and equipment inventory shall require Town Council approval. Such approval considers both the capital cost and operation costs associated and vehicle maintenance. Vehicles and equipment funded through grants or private donations are treated and serviced as part of the Town's fleet and are exempt from Town funding for replacement unless directed otherwise by Council approval.

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F.F. VEHICLE AND EQUIPMENT DISPOSAL:

Disposal may take place ~~by sending the item to a public auction house after~~ via trade-in ~~when vehicles or equipment are purchased. If the trade-in offer is deemed insufficient, the Town will advertise and surplus items at a minimum pre-determined price, removing all~~ useful after-market accessories (e.g. mobile radios, emergency light bars). When possible, staff will try to offer specialized vehicles, such as Police patrol cars, to agencies that need such equipment but may not be able to purchase new equipment. Prior to the disposal of vehicle or equipment, the Parks and Public Works Department will determine if reassignment to another department or another use is warranted.

F.G. RESPONSIBILITY:

All applicable departments within the Town of Los Gatos who are assigned vehicles or motorized equipment may be involved in the procurement/disposal process.

1. Finance personnel and the Town Manager shall review the equipment replacement list annually to ensure that replacement costs for vehicles and equipment are current and in-line with long-term replacement needs.
2. Each Department is responsible for requesting vehicle or equipment replacement during the annual budget process.
3. The Parks and Public Works Department will prepare vehicle specifications for all Town Departments except the Police Department. Specifications for Police Patrol vehicles will be developed jointly by the Parks and Public Works Department and the Police Department.
4. The Parks and Public Works Department will review all Town specifications for vehicles and motorized equipment.
5. Disposal or reassignment of surplus vehicles and equipment will be coordinated by the Parks and Public Works Department.

APPROVED AS TO FORM:

/s/ Gabrielle Whelan~~Orry Korb~~, Town Attorney