

**TOWN OF LOS GATOS  
FLEET MANAGEMENT  
ANALYSIS**

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## TABLE OF CONTENTS

1.0	Introduction.....	1
2.0	Overview of Fleet Assets.....	1
3.0	Fleet Replacement and Funding.....	5
4.0	Fleet Operations and Maintenance.....	7
5.0	The Future of Fleet.....	12
6.0	Recommendations.....	17

### **Appendices**

Appendix A	Fleet Inventory
Appendix B	Vehicle and Equipment Replacement Policy
Appendix C	Preventive Maintenance Cycles

## **1.0 Introduction**

This is a report on the Town of Los Gatos fleet and mechanic department. The purpose of this report is to inform the Town Council, the Town Manager, and the community on the state of the fleet and make recommendations that will enhance the efficiency of the operation. This report also addresses the opportunities and challenges regarding alternative fuel vehicle requirements set by the State of California.

Replacement of fleet assets are funded through the Equipment Replacement Fund (Fund 631). This fund plans for ongoing replacement needs by tracking costs and the schedule for the replacement of assets over \$10,000 in value. Maintenance of these assets, regardless of user department, is completed by Parks and Public Works.

This report is divided into the following major sections: Overview of Fleet Assets, Fleet Replacement Cycles and Funding, Fleet Operations and Maintenance, Future of the Fleet, and Recommendations.

## **2.0 Overview of Fleet Assets**

The Town's fleet is comprised of 132 active assets in the fiscal year 2023/2024, including vehicles, bicycles, fueling systems, generators, other equipment, and trailers. Equipment like generators, trailers, and other equipment (such as chain saws and other small mechanical devices) are included in this analysis because they are owned and operated by the Town and worked on by the Town Supervising Mechanic. Of the 132 assets currently owned by the Town, 122 are items actively used and serviced by Town staff; 83 are vehicles.

The data regarding the fleet throughout this report was collected from Cartegraph, a software that the Town uses to manage work requests and assets. Regarding the fleet, Cartegraph holds and allows for tracking of a wide variety of information, including asset data like the manufacturer and model, operating department, year, classification, and other identifying information. It also allows staff to track maintenance and repair work, costs, vehicle usage, fuel use, and predicts future maintenance according to the assets associated maintenance schedule.

A full list of fleet and equipment assets is in Appendix A. This list includes information on active assets including asset ID description, user department, classification, usage, year, and replacement year, in addition to other information.

Table 1 lists all assets including both equipment and vehicles, while the rest of the report will focus primarily on vehicles and construction equipment as they make up a majority of the fleet and demand the most management and labor costs. The electric vehicle classification contains only fully electric vehicles. Hybrid vehicles are mixed throughout the internal combustion-powered vehicles in the light-duty, police detective, and police patrol classes.

This report will give further information on all alternative fuel vehicles (AFVs) in the fleet and efforts to increase the number of these vehicles in the future below.

**Table 1: Asset Classification and Department.**

Asset Classification	Parks and Public Works	Police Department	Community Development	Total
Bicycle	2	0	0	2
Electric Vehicle	1	2	0	3
Heavy Truck	4	0	0	4
Light Duty	24	1	7	32
Medium Duty	5	0	0	5
Police Detective	0	14	0	14
Police Motorcycle	0	6	0	6
Police Patrol	0	18	0	18
ATV	2	0	0	2
Construction Equipment	8	0	0	8
Fueling System	4	0	0	4
Generator	3	0	0	3
Shop Equipment	3	0	0	3
Small Equipment	6	0	0	6
Trailor - no motor	9	7	0	16
Trailor - with motor	2	0	0	2
<b>Total</b>	<b>73</b>	<b>48</b>	<b>7</b>	<b>128</b>

Below is a breakdown of what types of vehicles are included in each classification:

<b>Vehicle Classification</b>	<b>Description</b>
Electric Vehicles	Motorcycle, Burden carrier, Parking Enforcement Car
Heavy Trucks	Vac-Con, Street Sweeper, Dump Truck, 10-Wheel Dump Truck
Light Duty	Pick-up Trucks (ex. Ford F250). SUVs, Vans Up to 1 Ton
Medium Duty	F550 Pick-up Trucks, F450 Flatbed Truck, Crew Cab Dump Truck, Ram 5500 Altec Boom
Police Detective	SUVs, Pick-up Trucks, Sedans, Van
Police Motorcycles	Motorcycle, ATV's
Police Patrol	SUVs, Go-4 (Three-Wheel Parking Enforcer)
ATV	ATV, Utility Task Vehicle

<b>Equipment Classification</b>	<b>Description</b>
Construction Equipment	Loader's, Loader Scraper, Paving Box, Brush Chipper, Backhoe, Roller, Forklift
Fueling System	Gas Fuel Dispenser, Diesel Fuel Dispenser, Compressed Natural Gas Station, Fuel Compressor
Generators	Honda Generators, Portable Generator
Shop Equipment	Lube Equipment, Shop Press, Air Compressor
Small Equipment	Hot Water Pressure Cleaner, Sidewalk Grinder, Concrete Saw, Cobra Combi Hammer, Air Compressor, Vibratory Plate

<b>Miscellaneous Class</b>	<b>Description</b>
Bicycle	Large Battery Assisted Bicycle, Small Battery Assisted Bicycle
Trailer with No Motor	Speed Control Displays, Digital Message Boards, Maintenance Utility Toilets, Hydraulic Trailer, Tilt Trailer, Box Trailers, Barrier Trailers, Blazer Trailer, Beavertail trailer
Trailer with Motor	Emulsion Oiler Unit, 300-Gallon Herbicide Sprayer

Table 2 shows the average year age and usage as of February of 2024 for each classification. The usage is based on the lifetime usage of the asset. There are multiple assets classes in which the usage is not tracked.

**Table 2: Average Age (as of Spring 2024) and Usage by Classification**

Asset Classification	Average Year	Average Age	Average Usage
Bicycle	2018	6 years old	N/A
Construction Equipment	2005	19 years old	N/A <sup>1</sup>
Electric Vehicles	2017	7 years old	N/A
Fueling System	1999	25 years old	N/A
Generators	2002	22 years old	N/A
Heavy Truck	2012	12 years old	28,002 Miles
Light Duty	2013	11 years old	30,759 Miles
Medium Duty	2017	7 years old	17,875 Miles
Police Detective	2016	9 years old	48,459 Miles
Police Motorcycle <sup>2</sup>	2020	4 years old	6596 Miles
Police Patrol	2019	5 years old	36,225 Miles
ATV	2007	18 years old	1,056 Hours
Shop Equipment	1992	32 years old	N/A
Small Equipment	2009	15 years old	N/A
Trailers - No Motor	2006	18 years old	N/A
Trailers - With Motor	1993	32 years old	N/A

**Notes:**

1. There is data collected regarding the usage of construction equipment, but the average is not included due to a major outlier which would heavily skew the data.
2. Does not include three ATVs owned by DART (Asset #'s 4192, 8701, 8702). Town stores these at PPW Yard but does not maintain them.

The usage of an asset in mileage or hours plays an important role in understanding the life stage of that asset. The mileage of a car indicates the next preventative services it requires and when. Mileage also plays a factor in when an asset will need to be replaced. The current replacement policy provides a general guideline as to when vehicles and equipment should be replaced based on years and usage. The replacement policy provides other deciding factors in addition to the replacement cycle which is explained in the associated section below.

Table 2 shows that on average, the equipment tends to be older than the vehicles in the fleet. Many factors play into this occurrence, including the fact that some equipment tends to last longer than vehicles, most equipment is used less, and the vehicles have shorter replacement cycles. In general, it is positive that the equipment lasts this long, though it does bring up the questions of whether newer models may be more efficient or whether some pieces of equipment are being used enough to justify their position in the fleet.

As shown in the chart, the police vehicles have the highest average usage. Many of these vehicles are used for multiple shifts a day, leading to higher mileage.

### **3.0 Fleet Replacement and Funding**

#### **3.1 Town Policy 4-05**

The Town Vehicle and Equipment Acquisition and Replacement Policy (Town Council Policy 4-05) (Attachment B) was put into place to set specific procedures for both the acquisition and disposal of vehicles and motorized equipment that is used by the Town of Los Gatos. This policy is broken up into sections including a replacement guideline, Cooperative Purchasing Program, Specifications, Vehicle and Equipment Disposal, and Responsibility. This policy was last revised on May 26, 1998.

Policy 4-05 recommends replacement cycles for different vehicle and equipment types. Most cycles include years and/or usage and provides for the following other factors to be considered when deciding whether to replace equipment:

1. Overall conditions of vehicle or equipment.
2. Repair records.
3. Vehicle efficiency and safety.
4. Service life related to extended use in other departments.

Policy 4-05 calls for Parks and Public Works Department to review all specifications for vehicles and equipment, and determine the replacement priorities based on user need, operating costs, safety factors, life expectancy, new technology, availability, and cost.

In some regards, this policy is outdated and does not reflect the fact that modern vehicles can last longer than those of the late 20<sup>th</sup> century, when operated in normal conditions.

#### **3.2 Fleet and Equipment Replacement Process**

As the budget is being built each fiscal year, decisions are made regarding which vehicles and pieces of equipment will be replaced. While an asset may be identified as being ready for replacement by the replacement cycle, this does not necessarily mean it will be replaced in the next fiscal year. These decisions are made based on need, condition, usage (miles/hours), and/or maintenance history. During this evaluation it may be decided that assets need to be replaced sooner than anticipated, or the replacement can be delayed. Assets with low usage and in good condition may be less of a priority to replace.

Fleet assets are procured through either a bidding process or more often, statewide contracts. Statewide contracts allow the Town to purchase vehicles from a variety of dealers that have a contract with the State of California to sell vehicles and/or equipment at a set price. This means Los Gatos, and other jurisdictions can purchase vehicles without having to collect repetitive bids, which saves staff time and effort.

### 3.3 Challenges with Fleet Procurement

There are multiple challenges with fleet procurement. Since the pandemic, there have been increased computer chip shortages and supply chain issues that make getting vehicles more difficult. For example, a purchase order for a Ford police interceptor was reassigned by Ford from 2022 to 2023, then later to 2024. This was due to lack of chip availability and demand from larger jurisdictions. These reassignments, combined with the added time it takes to install all the required specialty equipment for emergency vehicles dramatically delayed the time it took for the vehicle to be in the Town's possession and ready to be actively used.

Another challenge regarding fleet procurement comes from the manufacturer ordering periods. Due to the issues listed above there may be a limited supply, particularly in the police vehicles the Town tries to order. The limited production of these vehicles has influenced how long the ordering window for a vehicle is open. Once the ordering window closes, the next opportunity to order that vehicle may not be for another year. The ordering window for that year may not coincide with the fiscal year in which the vehicle is to be replaced. This means that on certain occasions the purchase of a vehicle must be expedited to receive the vehicle within the fiscal year it was intended to be replaced. To expedite this purchase, the Parks and Public Works Department must seek authorization from Town Council outside of the budget process.

This recently occurred in February of 2024 when the purchasing window for a Ford police interceptor opened. Because this type of vehicle was up for replacement in Fiscal Year 2024/25, the purchase was expedited to avoid missing the ordering window and pushing back the replacement of the vehicle.

### 3.4 The Future of Fleet Replacement

The Clean Fleets Regulation, which is explained later in the report, will heavily affect future replacements of medium and heavy-duty trucks. Beginning in 2024, 50% of the replacement of these trucks, when purchased by the Town, must be zero-emission vehicles (ZEVs), increasing to 100% by 2027. This will affect the replacement of vehicles in the future because these vehicles are more expensive than internal combustion vehicles. This will need to be considered during the budget process to ensure there is adequate funding. The replacement of internal combustion vehicles for ZEVs will also be affected by the availability of ZEVs. There are fewer options to choose from, though these options are expected to increase as demand increases. With limited options, and this regulation being enforced across California, it will likely be more difficult to replace these vehicles.

### 3.5 Funding

As mentioned above, the replacement of vehicles and equipment is funded through the Vehicle and Equipment Replacement Fund (Fund 631), which tracks costs and the



schedule for ongoing replacement needs. The source of this fund is internal service charges from the Departments that utilize vehicles and equipment.

The annual budgeted amount is determined based on the projected replacement schedule for the current and future fiscal years. Finance and PPW work together to maintain a master inventory of the various fleet items and their projected replacement date which is what is used to project the demands on this fund.

When predicting replacement costs, the original purchase price of the asset becomes the baseline cost with a standard annual inflation factor incorporated to determine the estimated replacement cost in future years. This fund is intended to avoid single year spikes in funding or years in which funding is unable to accommodate the needs. The fund also considers escalation in prices in vehicles themselves due to procurement challenges, as well as the increased costs due to special equipment requirements for police vehicles.

Since Fund 631 is intended to support the procurement of any equipment valued in excess of \$10,000 certain other equipment, such as large generators and certain safety related equipment, are sometimes funded from this account.

#### **4.0 Fleet Operations and Maintenance**

As noted earlier, the Parks and Public Works Department performs maintenance on all fleet assets including vehicles and equipment. Funding for staff salaries and associated staff costs for equipment is via the Town's General Fund (Fund 5406). Charges associated with maintenance (parts, materials, off-site labor if needed) are Paid through internal service charges to the user departments.

Most of the mechanic work is done in-house including preventative maintenance and repairs. Appendix C provides the Town's preventative maintenance schedule and the associated asset classification.

Most outsourced work includes the up fitting of police vehicles. This up-fitting includes the installation of lights, sirens, push bumper, interior cage, wiring, radio console, MDC (mobile digital computer), and camera equipment. The work for fit up is coordinated by the Town's mechanic.

Other outsourced work is less common but may occur in a situation when it would be less efficient to do it in-house. For example, transmission replacement is such a time-consuming task, especially considering the limited in-house staffing, that if this were needed it would be outsourced.

##### **4.1 Routine Maintenance**

Staff uses the Cartegraph asset management system to manage, schedule and track routine maintenance tasks. The maintenance schedule varies by vehicle and the asset

management system accounts for that variation. Additionally, the State of California requires that vehicles regulated under the Basic Inspection of Terminals (BIT) Program be inspected at least every 90 days. These vehicles include trucks with three or more axles that are more than 10,000 pounds Gross Vehicle Weight Rating, truck tractors, dollies, and trailers that are used in combination with the applicable trucks. The Town currently owns 12 assets that fit these criteria including four heavy trucks, five medium duty trucks, and three trailers.

In the fiscal year 2022/2023, there were 353 routine preventative maintenance work orders completed.

#### 4.2 Non-Routine Maintenance

In addition to the routine preventative maintenance work noted above, in Fiscal Year 2022/23 PPW mechanics completed:

- 64 Repair Work Orders
- 10 Miscellaneous Work Orders

There were seven repair work orders performed on vehicles that have since retired, including one Parks and Public Works truck, and three police vehicles. The miscellaneous work orders include wiper blade installations, other installations such as a light bar or safety marker indications, and preparing a vehicle for retirement.

#### 4.3 Costs

The costs associated with each work order are recorded in Cartegraph. These costs include materials, labor, and other costs. Other costs are defined as costs that come from parts or materials that are either not in the Cartegraph system, or not in the inventory and need to be manually entered.

**Table 3: Cost of Maintenance by Vehicle Classification**

Asset Classification	Material Costs FY 22/23	Labor Costs FY 22/23	Other Costs FY 22/23	Total Costs FY 22/23
Bicycle	\$0	\$0	\$0	\$0
Electric Vehicles	\$0	\$0	\$0	\$0
Heavy Truck	\$1,168.97	\$12,559.24	\$3,058.07	\$16,786.28
Light Duty	\$2,026.98	\$30,326.17	\$5,043.80	\$37,396.95
Medium Duty	\$391.99	\$8,331.97	\$2,540.76	\$11,264.72
Police Detective	\$603.41	\$14,826.13	\$4,050.45	\$19,479.99
Police Motorcycle	\$17.99	\$2,695.66	\$1,106.43	\$3,820.08
Police Patrol	\$1,824.09	\$23,280.70	\$4,292.11	\$29,396.90
ATV	\$11.87	\$1,347.83	\$394.41	\$1,754.11
Construction Equipment	\$727.22	\$11,272.76	\$722.76	\$12,722.74
Fueling System	\$0	\$0	\$0	\$0
Generators	\$35.85	\$490.12	\$43.84	\$569.81
Shop Equipment	\$0	\$0	\$0	\$0
Small Equipment	\$0	\$0	\$0	\$0
Trailers - No Motor	\$0	\$12,436.74	\$0	\$12,436.74
Trailers - With Motor	\$0	\$1,470.36	\$0	\$1,470.36
<b>Total</b>	<b>\$6,808</b>	<b>\$119,038</b>	<b>\$21,253</b>	<b>\$147,099</b>

Table 3 shows the material, labor, and other costs associated with each classification of asset for the fiscal year 2022/2023. As shown in this table, the light-duty vehicles have the highest total costs for the represented fiscal year. This is because there are more light-duty vehicles than any other class, making up 25% of the fleet.

The second highest costs come from the police patrol vehicles. Police vehicles have shorter maintenance cycles than other passenger vehicles in the fleet. They are also modified with equipment that increases their weight, which increases wear and tear. Police vehicles are often used for multiple shifts in a day and spend time idling which can have a negative effect on the vehicle, especially when done in excess.

**4.4 Fleet Staffing**

Most of the preventative maintenance and repairs are completed by the Town’s one full-time mechanic with the support of one part-time unbenefited mechanic.

The mechanics keep track of how many hours of labor it takes to complete each work order, but there are many tasks that need to be done that do not include preventative maintenance and repairs. Hours spent working directly on an asset are tracked and input to Cartegraph. In this manner staff can determine the cost to maintain and operate each vehicle.

The management of the Town's Fleet requires a significant amount administrative time that is not tracked in Cartegraph. Examples of these administrative duties include:

- Entering work into Cartegraph
- Ordering parts and keeping an inventory
- Researching vehicle specifications
- Getting quotes for vehicle repair and replacement
- Coordinating vehicle registrations with Department of Motor Vehicles
- Coordinating insurance for all vehicles
- Emission testing of vehicles
- Council memos for procurement of vehicles or other fleet assets
- Meetings (ex. vehicle and equipment replacement meetings)
- Handling permits (ex. underground storage tank permits, hazmat permits)

There are also other tasks that are not entered into Cartegraph for several reasons. This may be because it is not a planned task, or it is not expected to be very time-consuming to complete. There are also instances in which there is no task option to enter them under. These tasks include:

- Working on assets that are not included in Cartegraph (ex. weed whackers, lawn mower, generators, etc.)
- Drive-up repairs (light bulb out, tire pressure check, loose parts on vehicle)
- Driving to pick up parts for drive up or other repairs
- Picking up and dropping off vehicles (ex. to get police vehicle upfitted with specialty equipment)
- Troubleshooting issues with other equipment (ex. Fuelmaster chip key system)
- Maintenance of the fuel island

#### Asset to Mechanic Ratio

The Town of Los Gatos owns 122 assets that require regular maintenance. This includes 83 vehicles, eight pieces of construction equipment, plus various trailers, generators, and miscellaneous equipment. Small equipment such as blowers, chainsaws, weed whackers, etc. are not included in this count. With one full-time and one part-time mechanic, the Town's asset to mechanic ratio is 73/1. The administrative work is performed by the full-time mechanic.

**Table 4. Comparison of Staffing Models and Asset:Staff Ratios**

<b>Jurisdiction</b>	<b>Assets</b>	<b>Staffing Model</b>	<b>Asset:Staff Ratio</b>
Los Gatos – all assets	122	1.5	81:1
Los Gatos – vehicles and construction equipment only	91	1.5	61:1
Campbell	80	2	40:1
Pacifica	117	2	59:1
Napa <sup>1</sup>	400	3	133:1
Hayward	450	8	56:1
Mountain View	582	9.5	61:1

Notes:

1. Napa reported that a consultant study recommended they should have five mechanics, one supervisor and two administrative personnel to meet the demand of 400 vehicles. This would provide a ratio of 50:1.

Data from this variety of jurisdictions shows a wide range of asset-to-mechanic ratios, though there is a main common factor. Except for Los Gatos and Napa, most jurisdictions have administrative staff that support the fleet program and/or Fleet Managers that can handle the administrative burden of this work, allowing their mechanics to provide more direct labor on vehicles.

**4.5 Fuel Usage and Efficiency**

Fuel is procured through a bidding process, with three bids secured and the lowest cost provider supplying fuel to the Underground Storage Tanks located in the Parks and Public Works yard.

The Fuel Master™ system electronically tracks the usage of each asset. Most assets have a transponder that allows the system to automatically track fuel use and upload the data to Cartegraph. Other assets have a chip key that requires manual entry of the mileage or hour usage data as well as filling. Fuel usage data for the Fiscal Year 2022/2023 is shown in Table 5.

**Table 5: Average Fuel Consumption**

Asset Classification	Average Fuel Consumption FY 22/23
Construction Equipment <sup>1</sup>	105.38 gallons of diesel <sup>2</sup>
Heavy Trucks	1161.23 gallons of diesel
Light Duty <sup>3</sup>	262.91 gallons of unleaded
Medium Duty <sup>4</sup>	501.73 gallons of unleaded
Police Detective <sup>5</sup>	372.22 gallons of unleaded
Police Motorcycle	12.02 gallons of unleaded
Police Patrol	1015.34 gallons of unleaded

Notes:

1. Does not include one unleaded asset that used 45.6 gallons and one asset that uses liquid propane.
2. This includes one asset that consumed zero gallons of fuel.
3. Does not include one diesel vehicle that used 52.1 gallons.
4. Does not include one diesel vehicle that used 226.9 gallons.
5. Does not include one diesel vehicles that used 32.3 gallons.

Table 6 shows the average fuel consumption for the fiscal year 2022/2023 by asset classification. The average fuel consumption for the heavy truck classification is so high largely due to the street sweeper which is used heavily throughout the year and consumed a total of 3,489 gallons of diesel fuel in the fiscal year, the most out of any asset. The next highest fuel consumption average comes from the police patrol vehicles due to their high usage each year. The table does not include an average for ATVs because there is only data for one of the two vehicles.

***Total Fuel Consumption***

The Los Gatos Town Fleet used a total of 39,131.6 gallons of fuel during the fiscal year 2022/2023. This includes 6,161.3 gallons of diesel fuel and 32,970.3 gallons of unleaded fuel. The average cost of diesel was \$4.76 per gallon and unleaded was \$4.20 per gallon.

**5.0 The Future of Fleet**

**5.1 Alternative Fuel Vehicles**

There are currently 19 hybrid vehicles, two electric cars, and one electric motorcycle in the Town of Los Gatos Fleet. This means that out of the 83 vehicles, AFV's make up 26% of the vehicles in the fleet.

**Table 6: Alternative Fuel Vehicles by Department**

Department	Hybrid	Electric
Police Department	11	2
Community Development	6	0
Parks and Public Works	2	1

Table 6 shows the breakdown of how many hybrid and electric vehicles belong to each department. Out of the 11 hybrid vehicles in the Police Department, six are police patrol and five are police detective vehicles. There is one electric parking enforcement car and one electric motorcycle in the Police Department. The electric car in the Parks and Public Works Department is a burden carrier. None of the hybrid vehicles in the current fleet are plug-in hybrids.

Lack of charging infrastructure combined with limited market inventory does limit the amount of electric vehicles that the Town can own. Staff is working with Silicon Valley Clean Energy to assess the cost of adding charging ports and to identify potential grants to offset this capital expense.

5.2 Advanced Clean Fleets Regulation

The Advanced Clean Fleets Regulation was set by the California Air Resources Board (CARB) and affects several fleet operations including local governments. This regulation is intended to play a part in the overall approach to transition to zero-emission medium and heavy-duty vehicles (ZEV). This regulation went into effect on January 1<sup>st</sup>, 2024. This regulation affects all medium and heavy-duty on-road vehicles with a gross vehicle weight rating (GVWR) greater than 8,500 pounds, off-road yard tractors, and light-duty mail and package delivery vehicles. An annual compliance report must be submitted each year by April 1<sup>st</sup> until the year 2045.

This regulation requires that 50 percent of vehicle purchases of medium and heavy-duty vehicles are zero emissions beginning in 2024, and 100 percent of these purchases are zero emissions by 2027. Until the year 2035, near-zero emission vehicles will qualify as ZEVs for this regulation. A near-zero emissions vehicle is a vehicle that combines a conventional gasoline, diesel, or natural gas-powered engine with a battery that can be recharged from the electrical grid and can operate like a ZEV for a minimum number of miles. The Town can continue to use the internal combustion engine vehicles that are already present in the fleet for as long as necessary as there is no forced retirement of older vehicles.

The Advanced Clean Fleets Regulation currently applies to 26 vehicles in the Town of Los Gatos Fleet, which is almost 30% of all vehicles according to the current makeup of the fleet. This means that Los Gatos needs to plan on ensuring there is adequate infrastructure to accommodate these vehicles to be replaced by ZEVs over time, plus the light-duty passenger vehicles that will eventually be converted to ZEVs. The Town may

also need to accommodate for the growing number of ZEVs driven by the public which will require increased public charging availability.

The Town may choose to opt into an alternative compliance pathway called the Milestones Option. This option allows the owner of the fleet to phase in ZEVs to the fleet based on the type of vehicle. The Milestones Option requires that a certain percentage of the fleet needs to be made up of ZEVs rather than purchases. There are three groups that have different percentage requirements depending on the year. This option requires that 100% of the fleet's medium and heavy-duty vehicles are ZEVs by 2042. While the Town can opt into this pathway any time before January 1<sup>st</sup>, 2030, once the Milestones Option is chosen, the Town is unable to switch back to the original option.

### Exemptions and Extensions

While there are many options of ZEVs available to purchase, some specific models may not be available yet. There will be a list of vehicles that are not available as ZEVs or near ZEVs on the California Air Resources Board's website no later than January 1<sup>st</sup>, 2025. If the town needs an exemption before the list is available, or if an exemption is needed for a vehicle not on the list the Town can apply for an exemption. This exemption is only needed if the fleet cannot otherwise meet the ZEV targets.

There are other exemptions including daily use, backup vehicle, and mutual aid assistance exemptions, though these do not closely align with the Town's needs.

There are also two types of ZEV infrastructure delay exemptions. These exemptions can be granted due to either a construction delay that is out of the Town's control, or if the electric utility provider is unable to provide the requested power to the intended charging site. Both these extension applications require supplemental information, including a construction permit or documentation from the utility that is dated a year before the compliance date. The application for either of these extensions must also be submitted at least 45 days before the next applicable compliance deadline for CARB to consider the request.

### Compliance

To comply with the regulation, the Town was required to upload detailed information regarding the fleet to a CARB database. The reporting deadline for this was February 1, 2024. Because the Town is not opting into the Milestones Option, it must ensure that 50% of medium and heavy-duty vehicles purchased are ZEVs or Near ZEVs each calendar year, with this percentage increasing to 100% by 2027. There are currently three different vehicles that meet these requirements that are up for replacement in 2025. This means that two of these purchases must be ZEVs or near ZEVs, if a ZEV option is available for that vehicle.



## Charging Infrastructure

To comply with this regulation, the Town needs to ensure that there is adequate ZEV infrastructure to support an expanded ZEV fleet. There is an additional regulation called the Light-Duty Zero Emission Vehicle Sales Requirement that will eventually increase the need for this infrastructure as well. This regulation requires that all in-state sales of new light-duty passenger vehicles in California must be ZEVs by 2035. Both regulations were a part of Governor Gavin Newsom's Executive Order N-79-20 which puts the state on a path to carbon neutrality by 2045.

There are several factors that the Town must consider when planning for this EV Infrastructure. One factor is the site selected and its electrical/grid capacity, and available space. This planning could also include long-term thinking to accommodate for future requirements that may increase the vehicles the site will need to accommodate. The Town must also understand how many vehicles there are, what type they are, and how much they will be used. This information can help the Town decide what type of fueling is necessary. The town may need a hydrogen fueling station or electric charging. When it comes to electric charging, there are multiple levels of options that have different requirements and work at different speeds. The town should also pay attention to any grants or incentives that may be available to help fund the infrastructure project.

## Advantages

There are many advantages to incorporating ZEVs into the Town fleet. One advantage is the reduction of greenhouse gas emissions, which is the main component of the Governor's executive order. In California, the transportation sector is responsible for more than half the state's greenhouse gas emissions, posing a major risk towards the environment and public health. These regulations gradually phase in ZEVs to address these issues without requiring vehicle owners to give up the vehicles they already own.

Another advantage to ZEVs is that they tend to require less maintenance than vehicles with internal combustion engines. This is because they have far fewer moving parts and fewer fluids, like engine oil, that require regular maintenance. Additionally, the regenerative braking system has the potential to prolong the life of the brakes while extending the vehicle's driving range. This is because the ZEV regenerative braking system captures the kinetic energy of light braking and stores it in the battery, not only providing a slight increase in charge, but also producing less wear and tear on the friction brake system.

Not only can the implementation of ZEVs save money by requiring less maintenance, but they also can save money from lower fueling costs. This means that in the long run, ZEVs tend to cost less than internal combustion engine vehicles.

## Challenges and Disadvantages

There are also many challenges when it comes to implementing ZEVs into the fleet. Some of these issues come from the vehicles themselves, and others come from the wide preparation and planning effort they require.

The first disadvantage of ZEV cars themselves is that there are fewer choices at this point in time. While this is bound to change, in part due to these regulations, the lack of options can be a disadvantage, especially when considering that medium and heavy-duty vehicles in the fleet are used for specific duties and may require specific modifications.

These vehicles also tend to be more expensive to purchase than internal combustion engine vehicles. There is a higher upfront cost, though the savings on maintenance and fuel are thought to make up for this cost in the long run.

Another challenge is that ZEVs tend to have a shorter range than an internal combustion engine car, though this is another factor that will likely improve as more models are manufactured and the batteries advance. This shorter range becomes a further inconvenience when paired with the significant increase in refueling time. While an internal combustion engine car can refuel in a couple of minutes, ZEV refueling time heavily depends on what type of charger is being used.

For example, when charging a 2023 Ford F150 Lightning the fastest option is the level 3 DC Fast Charger which takes the battery from 15% to 80% in less than an hour. The next option available, which is less expensive, is the level 2 charging station, which get the vehicle to fully charged in approximately 10 hours. This is a significant difference when comparing ZEV's refueling time to other vehicles, requiring significant planning regarding how many chargers will be needed and which type of chargers will be installed. The Town will need to pay attention to how much each vehicle is used, when they can be charged, and how long that will take depending on the vehicle and type of charger available.

The required charging infrastructure can also be very expensive to install and take significant time to plan and construct. There are a variety of grants and incentives available to help fund this infrastructure project. The [Funding Finder](#) tool can be used by fleet owners to search for funding for ZEV and infrastructure projects.

While the decreased maintenance of ZEVs is seen as an advantage, there may be challenges when it comes to required maintenance and repairs. This is because of the different parts that ZEVs use compared to internal combustion engine vehicles. These parts may require specialty skills and equipment that many current mechanics do not possess. The mechanics may need to be trained to safely complete this specialty maintenance and repairs.

### 5.3 Leasing

Some agencies, including Campbell, California have decided to lease fleet vehicles. A benefit of leasing vehicles includes the ability to normalize spending through consistent payments rather than buying vehicles outright. Leasing also allows for the fleet to receive newer vehicles that may be more efficient and cost less to maintenance than aging vehicles. In addition, newer vehicles are more likely to be under warranty when repairs are needed, freeing up some time for the Town mechanics.

On the other hand, owning a vehicle allows the Town to maximize its life usage rather than consistently replacing it. Owning the vehicles also means that any modifications can be made, which may not be possible with a leased vehicle. This may be important when considering the different specifications that are required for some of the Town's vehicles.

## 6.0 **Recommendations**

### 6.1 Update Vehicle and Equipment Acquisition and Replacement Policy

The current asset replacement policy is outdated and should be revised and updated to better represent the current and expected makeup of the fleet. The replacement cycles of assets should be re-evaluated to ensure that they accurately represent the life cycle of current, newer assets. Any assets the Town no longer will own, or plan to own should be removed from the replacement cycle. The disposal section of the policy should be revised to include the main method of disposal of auctioning off assets and take out any methods that are no longer being used. The new policy should also mention the future ZEV vehicle replacements that are required.

### 6.2 Evaluate Mechanic Staffing Level

The Town should evaluate the mechanic staffing level to ensure the staff can adequately meet the needs of the fleet. While there is a range in asset to mechanic ratios from other jurisdictions in the staffing section, when comparing the Town to areas with fleets that are similar in size, it is shown that additional help is needed. This could be in the form of an additional full-time mechanic, or a position to take over the administrative duties, similar to the other organizations represented. This staffing need will be exacerbated with the need to comply with the CARB regulation, which will require significant effort.

### 6.3 Keep Track of Clean Fleets Regulation

The Town should continue to keep track of what vehicles are included in this regulation as they are replaced to ensure the Town complies. The Town should also pay attention to which vehicles have exceptions each year with the original list provided by CARB by

January 1, 2025. It may also be beneficial to look at whether it is possible to downsize any vehicles that the regulation covers before it is replaced. Leasing vehicles may be one path to compliance with this regulation since the lease agency would provide advice regarding compliance.

**Fleet and Equipment Inventory List 2024**  
**Town of Los Gatos**

Town Fleet ID	Model Year	Manufacturer	Model	Description	Department	Type	Equipment Classification	Projected Potential Replacement Year
4048	1982	N/A		SHOP LUBE EQUIPMENT	Vehicle Maintenance	EQUIPMENT	Shop Equipment	
5095	1982	ZIEMAN	2325	TILT TRAILER	PPW General	TRAILER	Trailers - No Motor	
8401	1984	MAGLINE	HYDR	MAGLINE HYDR TRAILER	Parks	TRAILER	Trailers - No Motor	
8405	1984	N/A		SHOP PRESS	Vehicle Maintenance	EQUIPMENT	Shop Equipment	
4106	1985	DIAMOND BILT	PM230T-D	EMULSION (OILER) UNIT	PPW General	EQUIPMENT	Trailers - With Motor	
8701	1987	YAMAHA	YFM350ERT	MOTO-4 (DART)	Police Department	MOTORCYCLE	Police Motorcycles	
8702	1987	YAMAHA	YFM350ERT	MOTO-4 (DART)	Police Department	MOTORCYCLE	Police Motorcycles	
4192	1991	YAMAHA	YFM350XB WARRIOR	ATV(DART)	Police Department	MOTORCYCLE	Police Motorcycles	
4195	1994	LAYTON	D550	PAVING BOX	PPW General	EQUIPMENT	Construction Equipment	
6159	1995	BOMAG	BW137AD	ROLLER	PPW General	EQUIPMENT	Construction Equipment	
4209	1997	FERMEC	640	4WD LOADER SCRAPER	Parks	EQUIPMENT	Construction Equipment	
9701	1997	HONDA	EM2500	GENERATOR	PPW General	EQUIPMENT	Generators	
9802	1998	FUELMAKER	FM-4	FUEL COMPRESSOR	Vehicle Maintenance	EQUIPMENT	Fueling System	
4218	1999	MECO	M35ST	CONCRETE SAW	PPW General	EQUIPMENT	Small Equipment	
4219	1999	HUSKY HAULER	ED'S HEAD	MAINT. UTIL. TOILET	Parks	TRAILER	Trailers - No Motor	
5903	1999	CHEVROLET	2500 SUBURBAN	SUV (DART)	Police Department	SUV	Light Duty	
9901	1999	WACKER	WP1550	VIBRATORY PLATE	PPW General	EQUIPMENT	Small Equipment	
1	2000	N/A		GAS DISPENSER ON FUEL	Vehicle Maintenance	EQUIPMENT	Fueling System	
2	2000	N/A		DIESEL DISPENSER ON FUEL	Vehicle Maintenance	EQUIPMENT	Fueling System	
4224	2000	J. BEAN	DM10E300S	300 GAL HERBICIDE SPRAYER	Parks	EQUIPMENT	Trailers - With Motor	
5874	2000	FORD	F350	PICKUP TRUCK	Vehicle Maintenance	TRUCK	Light Duty	
4231	2001	VERMEER	BC1250A	BRUSH CHIPPER	Parks	EQUIPMENT	Construction Equipment	2025
4235	2001	ZIEMAN	1155 Tilt TAGALONG	TILT TRAILER	PPW General	TRAILER	Trailers - No Motor	
4242	2001	HUSKYHAUL	ED'S HEAD	MAINT. UTIL. TOILET	PPW General	TRAILER	Trailers - No Motor	
4243	2001	YAMAHA	YFM600FNE	ATV	Parks	MOTORCYCLE	ATV	
5882	2001	FORD	F350	PRESSURE WASHER	PPW General	TRUCK	Light Duty	2026
5884	2001	STERLING	LT9500	10 WHEEL DUMP	PPW General	TRUCK	Heavy Trucks	2026
5889	2001	FORD	F350	STENCIL (PAINT) TRUCK	PPW General	TRUCK	Light Duty	2025
201	2002	HONDA	EU3000	GENERATOR	PPW General	EQUIPMENT	Generators	
5896	2002	JOHN DEERE	310SG	BACKHOE	PPW General	EQUIPMENT	Construction Equipment	2026
5917	2003	FORD	RANGER	PICKUP TRUCK	Engineering	TRUCK	Light Duty	
5925	2004	CHEVROLET	SILVERADO	PICKUP TRUCK - UTILITY	Facilities	TRUCK	Light Duty	
5926	2004	CHEVROLET	SILVERADO	PICKUP TRUCK - UTILITY	Parks	TRUCK	Light Duty	
4290	2006	ISUZU	DCA70SSIC-70KVA/56KW	GENERATOR - PORTABLE	Facilities	EQUIPMENT	Generators	
5933	2007	FORD	ESCAPE XLS 2WD	SUV	Community Development	SUV	Light Duty	
5942	2007	FORD	F250	PICKUP TRUCK	Parks	TRUCK	Light Duty	
5943	2007	DODGE	2500 SPRINTER 2500	VAN	Police Department	VAN	Police Detective	2024
702	2008	BLAZER	ORBL714TA2	BLAZER TRAILER	PPW General	TRAILER	Trailers - No Motor	

**Fleet and Equipment Inventory List 2024**  
**Town of Los Gatos**

Town Fleet ID	Model Year	Manufacturer	Model	Description	Department	Type	Equipment Classification	Projected Potential Replacement Year
5948	2008	FORD	ESCAPE XLS	HYBRID SUV	Community Development	HYBRID	Light Duty	
5949	2008	FORD	F250	PICKUP TRUCK - UTILITY	Parks	TRUCK	Light Duty	2025
5954	2008	FORD	F550	PICKUP TRUCK - DUMP	PPW General	TRUCK	Medium Duty	2025
5956	2009	TOYOTA	CAMRY	HYBRID SEDAN	Police Department	HYBRID	Police Detective	2024
5959	2009	FORD	ESCAPE	HYBRID SUV	Police Department	HYBRID	Police Detective	2025
VM01	2009	INGERSOLL-RAND	2545	AIR COMPRESSOR	Vehicle Maintenance	EQUIPMENT	Shop Equipment	
9314	2010	FORD	ESCAPE XLS	HYBRID SUV	Engineering	HYBRID	Light Duty	
5548	2011	FORD	RANGER XLT	PICKUP TRUCK	Police Department	TRUCK	Police Detective	
5958	2011	TAYLOR-DUNN	B2-48-48AC	BURDEN CARRIER	Parks	ELECTRIC CAR	Electric Trucks	2027
6516	2011	CHEVROLET	Tahoe	TAHOE/SUV, V8, 5.3L	Police Department	SUV	Police Patrol	
3182	2012	JOHN DEERE	XUV 625i	ATV GATOR	Parks	MOTORCYCLE	ATV	2026
4555	2012	ATLASCOP	COBRAMK1	COBRA COMBI HAMMER	Street Maintenance	EQUIPMENT	Small Equipment	
5162	2012	FORD	FUSION	HYBRID SEDAN	Police Department	HYBRID	Police Detective	
4939	2013	TYMCO	600 BAH/4300SBA	STREET SWEEPER	PPW General	SWEEPER	Heavy Trucks	2024-?
2994	2014	PETERBILT	348 Conventional	VAC-CON	PPW General	EQUIPMENT	Heavy Trucks	2034
7723	2014	FORD	F450	FLATBED TRUCK	PPW General	TRUCK	Medium Duty	2026
170	2015	HONDA	ST1300PAF	MOTORCYCLE	Police Department	MOTORCYCLE	Police Motorcycles	
5186	2015	WANCO	WVTM-07	Digital Message Board	Traffic	TRAILER	Trailers - No Motor	
5187	2015	WANCO	WVTM-07	Digital Message Board	Traffic	TRAILER	Trailers - No Motor	
487	2016	CHEVROLET	TAHOE	SUV	Police Department	SUV	Police Patrol	
3597	2016	FORD	ESCAPE SE	SUV	PPW General	SUV	Light Duty	2027
3598	2016	FORD	ESCAPE SE	SUV	PPW General	SUV	Light Duty	2027
4334	2016	GO-4	INTERCEPTOR III	3 WHEEL PARK. ENFORCER	Police Department	GO-4	Police Patrol	2024
5742	2016	DODGE	CHARGER	SEDAN	Police Department	SEDAN	Police Detective	2025
6950	2016	CHEVROLET	TAHOE	SUV	Police Department	SUV	Police Patrol	
9767	2016	FORD	F250	PICKUP TRUCK - UTILITY	Parks	TRUCK	Light Duty	2026
9768	2016	FORD	F250	PICKUP TRUCK - UTILITY	Parks	TRUCK	Light Duty	2026
9801	2016	FORD	ESCAPE	SUV	Engineering	SUV	Light Duty	2027
329	2017	FORD	EXPLORER	SUV	Police Department	SUV	Police Detective	2024
3404	2017	CATERPILLAR	930M	LOADER	Street Maintenance	EQUIPMENT	Construction Equipment	2027
3422	2017	FORD	PURSUIT UTILITY	Police Interceptor Utility	Police Department	SUV	Police Patrol	2025
6864	2017	DODGE	CHARGER	SEDAN	Police Department	SEDAN	Police Detective	2025
886R	2017	HYSTER	H70FT	FORK LIFT ( LIFT W/LP TANK AND F/P)	Street Maintenance	EQUIPMENT	Construction Equipment	2034
1040	2018	TOYOTA	RAV 4	HYBRID SUV	Community Development	HYBRID	Light Duty	2026
2591	2018	FORD	PURSUIT UTILITY	Police Interceptor Utility	Police Department	SUV	Police Patrol	
2663	2018	FORD	F150	PICKUP TRUCK	Street Maintenance	TRUCK	Light Duty	2026
5261	2018	CATERPILLAR	279D	LOADER	Street Maintenance	EQUIPMENT	Construction Equipment	2033
6133	2018	ATLASCOP	185CFN	Air Compressor	Street Maintenance	EQUIPMENT	Small Equipment	
6352	2018	CHEVROLET	TAHOE	SUV	Police Department	SUV	Police Detective	2025
7214	2018	TOYOTA	RAV 4	HYBRID SUV	Engineering	HYBRID	Light Duty	2027

**Fleet and Equipment Inventory List 2024**  
**Town of Los Gatos**

Town Fleet ID	Model Year	Manufacturer	Model	Description	Department	Type	Equipment Classification	Projected Potential Replacement Year
7510	2018	FORD	PURSUIT UTILITY	Police Interceptor Utility	Police Department	SUV	Police Patrol	2026
9306	2018	TOYOTA	RAV 4	HYBRID SUV	Community Development	HYBRID	Light Duty	2027
9310	2018	TOYOTA	RAV 4	HYBRID SUV	Community Development	HYBRID	Light Duty	2027
9322	2018	TOYOTA	RAV 4	HYBRID SUV	Community Development	HYBRID	Light Duty	2027
9351	2018	TOYOTA	RAV 4	HYBRIS SUV	Community Development	HYBRID	Light Duty	2027
9869	2018	FORD	PURSUIT UTILITY	Police Interceptor Utility	Police Department	SUV	Police Patrol	2024
077N	2018	SPECIALIZED	LEVO	Battery Assisted Bicycle-Large	PPW General		Bicycle	
822N	2018	SPECIALIZED	COMO 2.0	Battery Assisted Bicycle-Small	PPW General		Bicycle	
103	2019	LANDA	PGHW5-35324E	HOT WATER PRESSURE CLEANER	PPW General	EQUIPMENT	Small Equipment	2027
450	2019	FORD	T150	MEDIUM ROOF 10-PASSENGER VAN	PPW General	VAN	Light Duty	2027
525	2019	FELLING	FT-40	TRAILER BEAVERTAIL 22'	Street Maintenance	TRAILER	Trailers - No Motor	2034
2499	2019	ZERO	Zero DSRP	Zero Electric Motorcycle	Police Department	MOTORCYCLE	Electric Cars	2027
2518	2019	FORD	PURSUIT UTILITY	Police Interceptor Utility	Police Department	SUV	Police Patrol	2024
2872	2019	FORD	F150	2019 FORD F150 CREW CAB 4X2 145" WB	Police Department	TRUCK	Police Detective	2026
5141	2019	PETERBILT	PB348	PB348 DUMP TRUCK	Street Maintenance	EQUIPMENT	Heavy Trucks	2027
7004	2019	FORD	TRANSIT T-350	VAN	Facilities	VAN	Light Duty	2027
7216	2019	FORD	F350	F350 WITH UTILITY BODY / LIFT GATE	Vehicle Maintenance	TRUCK	Light Duty	2027
8886	2019	ISUZU	NPRHD	CREW CAB DUMP TRUCK	Parks	TRUCK	Medium Duty	2028
9060	2019	FORD	F150	F150 Crew Cab Pickup 4X2 Grey	Police Department	TRUCK	Police Detective	2027
9635	2019	FORD	F-350	4x2 REGULAR CAB SRW	Parks	TRUCK	Light Duty	2027
9637	2019	FORD	F-350	4x2 REGULAR CAB SRW WITH DIAMOND SE	Facilities	TRUCK	Light Duty	2027
743	2020	FORD	F550	PICKUP TRUCK - UTILITY BODY	Street Maintenance	TRUCK	Medium Duty	2028
3206	2020		MP5000-16 Barrier Trailer	16' Barrier Trailer	Police Department	TRAILER	Trailers - No Motor	
3207	2020		MP5000-16 Barrier Trailer	16' Barrier Trailer	Police Department	TRAILER	Trailers - No Motor	
4141	2020	FORD	F350 4X2 REGULAR CAB UTILI	F350 4X2 REGULAR CAB UTILITY BODY DIAN	Parks	TRUCK	Light Duty	2028
4142	2020	FORD	F350 4X4 REGULAR CAB UTILI	F350 4X4 REGULAR CAB UTILITY BODY DIAN	Street Maintenance	TRUCK	Light Duty	2028
5885	2020	TOYOTA	SIENNA	Detective Minivan	Police Department	VAN	Police Detective	2026
6971	2020	FORD	PURSUIT UTILITY	Police Interceptor Utility	Police Department	HYBRID	Police Patrol	2026
6972	2020	FORD	PURSUIT UTILITY	Police Interceptor Utility	Police Department	SUV	Police Patrol	2026
9719	2021	FORD	PURSUIT UTILITY	Police Interceptor Utility - Admin Package	Police Department	HYBRID	Police Detective	
9732	2021	FORD	PURSUIT UTILITY	Police Interceptor Utility	Police Department	HYBRID	Police Patrol	2026
9733	2021	FORD	PURSUIT UTILITY	Police Interceptor Utility	Police Department	HYBRID	Police Patrol	2026
606	2022	HONDA	ACCORD	HONDA ACCORD HYBRID	Police Department	HYBRID	Police Detective	2027
4213	2022	FORD	RANGER XL	PICKUP TRUCK	Parks	TRUCK	Light Duty	2030
5649	2022	BMW	R1250RT-P	R1250RT-P police motor	Police Department	MOTORCYCLE	Police Motorcycles	2026
5763	2022	BMW	R1250RT-P	R1250RT-P POLICE MOTOR	Police Department	MOTORCYCLE	Police Motorcycles	2026
5923	2022	RAM	5500 Altec Boom	ATG40 Altec Boom	Street Maintenance	TRUCK	Medium Duty	2030
6375	2022	CHEVROLET	Bolt EV	Bolt EV Parking Enforcement	Police Department	ELECTRIC CAR	Electric Cars	2028
8853	2022	FORD	PURSUIT UTILITY	Police Interceptor Utility - Hybrid	Police Department	HYBRID	Police Patrol	2026

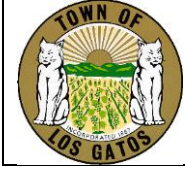
**Fleet and Equipment Inventory List 2024  
Town of Los Gatos**

Town Fleet ID	Model Year	Manufacturer	Model	Description	Department	Type	Equipment Classification	Projected Potential Replacement Year
8872	2022	FORD	PURSUIT UTILITY	Police Interceptor Utility - Hybrid	Police Department	HYBRID	Police Patrol	2026
9015	2022	FORD	PURSUIT UTILITY	Police Interceptor Utility - Hybrid	Police Department	HYBRID	Police Patrol	2026
5984	2023	CHEVROLET	TAHOE	CHEVROLET TAHOE PURSUIT SUV	Police Department	SUV	Police Patrol	2026
6741	2023	CHEVROLET	TAHOE	CHEVROLET TAHOE PURSUIT SUV	Police Department	SUV	Police Patrol	2026
401		WELLS CARGO	UTILITY	TRAILER	Police Department	TRAILER	Trailers - No Motor	
701		EDCO	8" Scarifier/Planer CPM8-9H	SIDEWALK GRINDER	PPW General	EQUIPMENT	Small Equipment	
2057		RU2 SYSTEMS	FAST 870	RADAR SPEED DISPLAY TRAILER	Police Department	TRAILER	Trailers - No Motor	2025
2058		RU2 SYSTEMS	FAST 870	RADAR SPEED DISPLAY TRAILER	Police Department	TRAILER	Trailers - No Motor	2025
4226		INGERSOLL-RAND	140AH4-C1DEP1RX	CNG STATION	Vehicle Maintenance	EQUIPMENT	Fueling System	
4249		PACE AMER.	CS714TA2	14 FT. BOX TRAILER (CSI)	Police Department	TRAILER	Trailers - No Motor	
5953			BOX TRAILER	TRAILER	Police Department	TRAILER	Trailers - No Motor	
ODSL				MISCELLANEOUS SMALL EQUIPMENT - DIESEL	PPW General	EQUIPMENT	Small Equipment	
OGAS				MISCELLANEOUS SMALL EQUIPMENT - GAS	PPW General	EQUIPMENT	Small Equipment	

Notes:

1. Green coloration denotes a vehicle over 8,500 GVW whose replacement is subject to the Clean Fleet Regulation





**COUNCIL POLICY MANUAL**  
*Small Town Service    Community Stewardship    Future Focus*

<b>TITLE:</b> Town Vehicle and Equipment Acquisition and Replacement Policy		<b>POLICY NUMBER:</b> 4-05
<b>EFFECTIVE DATE:</b> 4/6/1994		<b>PAGES:</b> 3
<b>ENABLING ACTIONS:</b>	<b>REVISED DATES:</b> 5/26/1998	
<b>APPROVED:</b> 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 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	3 years and/or 85,000 miles
Police Undercover (used, 1 to 2 years old)	4 years and/or 75,000 miles
Police Sedans (used, 1 to 2 years old)	4 years and/or 75,000 miles
Motor Cycles	4 years and/or 42,000 miles
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

<b>TITLE:</b> Town Vehicle and Equipment Acquisition and Replacement Policy	<b>PAGE:</b> 2 of 3	<b>POLICY NUMBER:</b> 4-05
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<u>Vehicle/Equipment Type</u>	<u>Replacement Cycle</u>
Sedans (used 1 to 2 years old)	6 years and/or 85,000 miles
Pickups (gas)	8 years and/or 72,000 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 equipment/replacement list will be used as a guideline in the replacement of vehicles and equipment. Other factors that will be used in the evaluation process include:

1. Overall conditions of vehicles and equipment
2. Repair records.
3. Vehicle efficiency and safety.
4. Service life related to extended use in other departments.

**B. COOPERATIVE PURCHASING PROGRAM:**

When purchasing vehicles and equipment, the 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.

<b>TITLE:</b> Town Vehicle and Equipment Acquisition and Replacement Policy	<b>PAGE:</b> 3 of 3	<b>POLICY NUMBER:</b> 4-05
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C. SPECIFICATIONS:

The Department of Parks and Public Works will review all specifications for vehicles and motorized equipment to be purchased by the Town of Los Gatos. Specifications will be prepared based on user needs, operating costs, safety factors, life expectancy, new technology, availability, and cost. When applicable, performance standards will be included in the specification writing process.

D. VEHICLE AND EQUIPMENT DISPOSAL:

Disposal may take place 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. 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 is warranted.

E. 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.
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:

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/s/ Orry Korb, Town Attorney

**APPENDIX B**

<b>Preventative Maintenance Schedule</b>		
<b>Classification</b>	<b>Maintenance Type</b>	<b>Schedule</b>
Construction Equipment	PM Type A-Visual & Safety Inspection	Every 4 Months
	PM Type B-Oil Change	Every 500 Hours of Usage or 6 Months
	PM Type C-Transmission Service	Every 1,000 Hours of Usage or 8 Months
	PM Type D-Differential Service	Every 2,000 Hours of Usage or 1 Year
	PM Type H-Hydraulic Activity	Every 2,000 Hours of Usage or 1 Year
Heavy Trucks	PM Type A-Visual & Safety Inspection	Every 90 Days
	PM Type B-Oil Change	Every 10,000 Miles or 6 Months
	PM Type C-Transmission Service	Every 150,000 Miles or 48 Months
	PM Type D-Differential Service	Every 180,000 Miles or 3 Years
	Opacity Test	Every 1 Year
Light Duty	PM Type A-Visual & Safety Inspection	Every 7,500 Miles or 6 Months
	PM Type B-Oil Change	Every 7,500 Miles or 6 Months
	PM Type C-Transmission Service	Every 60,000 Miles
	PM Type D-Differential Service	Every 100,000 Miles
Medium Duty	PM Type A-Visual & Safety Inspection	Every 90 Days
	PM Type B-Oil Change	Every 7,500 Miles or 6 Months
	PM Type C-Transmission Service	Every 60,000 Miles
	PM Type D-Differential Service	Every 100,000 Miles
	Opacity Test	Every 1 Year
Police Detective	PM Type A-Visual & Safety Inspection	Every 7,500 Miles or 6 Months
	PM Type B-Oil Change	Every 7,500 Miles or 6 Months
	PM Type C-Transmission Service	Every 60,000 Miles
	PM Type D-Differential Service	Every 100,000 Miles
Police Motorcycles	PM Type A-Visual & Safety Inspection	Every 6,000 Miles or 6 Months
	PM Type B-Oil Change	Every 6,000 Miles or 1 Year
Police Patrol	PM Type A-Visual & Safety Inspection	Every 3,000 Miles or 6 Months
	PM Type B-Oil Change	Every 3,000 Miles or 6 Months
	PM Type C-Transmission Service	Every 30,000 Miles
	PM Type D-Differential Service	Every 60,000 Miles
Trailers - No Motor	PM Type A-Visual & Safety Inspection	Every 90 Days
Trailers - With Motors	PM Type A-Visual & Safety Inspection	Every 90 Days
	PM Type B-Oil Change	Every 1 Year