



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:

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:

Vehicle/Equipment Type

Replacement Cycle

Marked Police Vehicles

5 years and/or 85,000 miles

Unmarked Police

6 years and/or 85,000 miles

Motor cycles / UTV

6 years and/or 85,000 miles and/or 5000 hours

Passenger Vehicles

6 years and/or 85,000 miles

Trucks

12 years and/or 100,000 miles

Construction Equipment

12 years and/or 100,000 miles

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The replacement cycle is a general guideline for when replacement should begin to be considered. Other factors used in the replacement evaluation process include:

1. Overall condition of vehicles and equipment
2. Repair records
3. Vehicle efficiency and safety
4. Lead time for vehicle procurement and fit-up
5. Service life related to extended use in other departments
6. Funding available for replacement

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 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

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 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, vehicle safety and performance, 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

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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.

F. VEHICLE AND EQUIPMENT DISPOSAL:

Disposal may take place by sending the item to a public auction house after 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.

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, Town Attorney