

City of Lindsay
Fleet Management and Replacement Policy

Approved on November 9, 2021

Mission Statement

To establish efficient and effective delivery of municipal services by providing customer departments with safe, reliable, economical and environmentally sound transportation and related support services that are responsive to their needs and that preserve vehicle value and equipment investment.

Objectives

The primary objective is to control the overall cost of operating and maintaining the City of Lindsay's fleet of vehicles and equipment, to maintain vehicles and equipment in a manner that extends their useful life, to control the growth in size of the fleet, to standardize the composition of the fleet and to accurately budget for maintenance and replacement costs. All new purchases for vehicles and equipment are coordinated through department heads or their designees for recommendation to the City Manager.

The purpose of this document is to provide a written vehicle replacement plan, and the specific vehicle and equipment needs and requirements of the fleet. Since each municipality's fleet and usage is unique, a universal management guide does not exist that can be applied to all types of fleets for every locality. This is a living document that will be modified and updated annually or as needed to reflect changes in the City of Lindsay's organizational climate, the changing needs of our internal customers, and changes in the automotive and equipment industry.

Key Customers

- Police
- Fire
- City Services
- Planning & Development
- Park & Recreations
- Administration

Background

The City of Lindsay City Services and Public Safety Departments are assigned the overall responsibility for managing the City's fleet of vehicles and construction/maintenance equipment. The City Services Department works in conjunction with the Public Safety Department to: develop vehicle and equipment replacement schedules; acquire vehicles and equipment; and reassign and dispose of vehicles and equipment.

Every department is responsible for the maintenance and repair of the vehicles assigned to their department and staff. A complete listing of the vehicles and equipment assigned to each department will be maintained and updated by department heads or their designees in a Fleet Management Master Spreadsheet to be provided to the Finance Department and City Manager on an annual basis or as needed.

Maintenance

The goal of the City Services and Public Safety Department vehicle and equipment maintenance practices is to keep vehicles and equipment in sound operating condition. Preventive maintenance routines and intervals are followed by our selective mechanic services and are based on local driving conditions and manufacturer's recommendations, for each type of vehicle or equipment and each type of maintenance service. Maintenance costs represent a significant portion of the total cost to own and operate a vehicle or piece of heavy equipment and tend to increase as a vehicle or equipment ages. Escalating maintenance costs are a key factor in determining when to replace a fleet vehicle. In addition to the added cost of maintenance as a vehicle ages, there is an additional cost to the municipality when a vehicle is in the garage receiving maintenance and not available for use. Preventive maintenance is the key to avoiding the repair or replacement of costly major vehicle components such as engines, transmissions and drive trains. Our selected mechanic services make adjustments to the manufacturer's recommendations based on the specific vehicle's use. For example, a police vehicle may idle for an extended period of time while an officer monitors a high-risk area. When an engine idles, it incurs wear and tear that will require future maintenance. As a result, the maintenance schedule for a vehicle that runs idle 50 percent of the time may be as frequent as that of a comparable one that drives more miles.

Accurate and complete vehicle/equipment maintenance records are to be kept by departments. These records are a key tool for making fleet management decisions. Vehicle maintenance costs are variable and distinct to each vehicle. Pertinent records maintained for each vehicle are:

- vehicle maintenance logs
- fuel usage logs
- Cumulative costs of parts, labor, and overhead by a vehicle over its life.

Replacement

The City of Lindsay City Services and Public Safety Departments are tasked with the review and application of replacement standards based on their respective industry guidelines for the operation and maintenance of vehicles and equipment.

This policy takes a responsible approach to vehicle management. Its focus is fleet management, of which vehicle replacements is just one part of the process. Many factors will be considered before a vehicle is confirmed for replacement; any one factor can initiate the vehicle review process, but each is independent of the others. Since each vehicle is assessed on many elements besides age, this policy allows much greater flexibility for vehicle replacement. A vehicle may not have reached a fixed age replacement requirement to be eligible for replacement under this policy.

Development of Guidelines/Procedures

The City Services and Public Safety Departments have inventoried existing vehicles and equipment and prepared a replacement schedule for all City vehicles and equipment. The schedule will be updated annually and will be used as the basis for planning for the replacement of vehicles and equipment. The vehicle and equipment replacement schedule will include the following information for each vehicle or unit of capital equipment:

- Age in years (also known as life)
- Usage in hours or miles.
- Useful life (based on commonly used standards for municipal vehicles and equipment)
- Reliability (down time for repairs not related to preventative maintenance)
- Cost of Maintenance and Repairs.
- Overall condition: mechanical, operating, safety, or appearance.
- Vehicle/equipment year, mileage/hour thresholds
- Funding

A vehicle maintenance evaluation will be conducted a minimum of once a year per vehicle or equipment, unless conditions change due to an accident or large repair then an immediate evaluation should be completed. The vehicle maintenance evaluation is performed by the designee of the department from which it is assigned and provided to the City Services or Public Safety Department.

If the evaluation proves the vehicle would be economical to retain for an additional year, the vehicle will be targeted for retention in as-is service or be refurbished and returned to service in the same assignment or reassigned. In some cases, it may be reassigned to other departments with "low usage" requirements.

Depending on the availability of funds, vehicles and equipment will be replaced when they are

at the end of their economic life, no longer safe to operate, not reliable enough to perform their intended function, or when there is a demonstrated cost saving to the City of Lindsay.

All vehicles acquired and maintained by the City of Lindsay are recommended for replacement in accordance with adopted guidelines/procedures and all departments are responsible for complying with these guidelines/procedures.

Reassignment and Disposal of Vehicles and Equipment

The vehicle and equipment fleet is sized to meet the current needs of the City. Fleet vehicles and heavy equipment can be reassigned to replace units currently assigned to other departments. In those instances, the older units will be disposed. Annually, department heads or their designees will meet with the City Manager and Finance Director to review the vehicle and equipment replacement schedule, and plan for the reassignment or disposal of vehicles and equipment that have qualified to be replaced. Trade in, sealed bids, internet auctions, trade journal advertisements, and public auctions will be utilized for the disposal of vehicles and heavy equipment.

Fleet Management and Replacement Policy

Annual Evaluation Form

Department (Circle One): Public Safety Public Works

Evaluator Name: _____ **Date:** _____

VIN or Serial Number: _____

License: _____ **Other ID:** _____

Make: _____ **Model:** _____ **Year:** _____

Mileage: _____ **Estimated Hours:** _____

Date Acquired: _____ **Estimated Annual Maintenance \$** _____

Factor	Points (1 Excellent – 5 Poor) See Replacement Guidelines for Point Range Details
Age	
Mileage/Hours	
Reliability	
Maintenance	
Overall Condition	
Total	

Point Ranges	Condition	Recommendation (Circle One)
0-23	Excellent	Do not replace
24-28	Very Good	Re-evaluate for next year's budget
29-33	Good	Qualifies for replacement this year if M/R cost exceed 60% of cost
34-38	Fair	Qualifies for replacement this year if budget allows
39+	Poor	Priority replacement

Comments: _____

Evaluator Signature: _____

Point Range Details for Sedans, SUV's, Trucks (1 Ton or Less)

Replacement Guidelines

Factor	Points	Description
Age/Hours Usage Type of Service	1	Each year of Chronological Age
	1	Each 10,000 miles or 250 hours
	1	Standard Sedans, SUV's, Pickups
	2	Standard vehicles with occasional off-road use
	3	Any vehicle that pulls, trailers, hauls heavy loads and has continued off-road usage
	4	Any vehicle involved in critical essential emergency services
	5	Police Units
Reliability PM Work Not Included	1	In shop one time within 3 month time period, no major breakdowns or road calls
	2	In shop one time within 3 month time period, with 1 breakdown or road call
	3	In shop more than once within 3 month time period, with 1 breakdown or road call
	4	In shop more than twice within one month time period, with 1 or more breakdown or roadcalls in the same time period
	5	In shop more than twice monthly, 2 or more breakdowns within one month time period
M&R Costs Incident Repair Not Included	1	Maintenance costs are less than or equal to 20% of replacement cost
	2	Maintenance costs are 21-40% of replacement cost
	3	Maintenance costs are 41-60% of replacement cost
	4	Maintenance costs are 61-80% of replacement cost
	5	Maintenance costs are greater than or equal to 81% of replacement costs
Condition	1	No visual damage or rust, good drive train
	2	Minor imperfections in body & paint, interior fair (no rips, tears, burns), good drive train
	3	Noticeable imperfections in body & paint surface, minor rust, minor damage for add-onequipment, worn interior (one or more rips, tears, burns) and weak or noisy drive train.
	4	Previous accident damage, poor paint & body condition, rust (holes), bad interior (rips, tears, cracked dash), major damage for add-on equipment and drive train component bad
	5	Previous accident damage, poor paint & body condition, rust (holes), bad interior (rips, tears, cracked dash), drive train is damaged or inoperative and major damage from add-onequipment
Point Ranges	Condition	Description
0-23	Excellent	Do Not Replace
24-28	Very Good	Re-evaluate for next year's budget
29-33	Good	Qualifies for replacement this year if M/R cost exceed 60% of cost
34-38	Fair	Qualifies for replacement this year if budget allows

39+	Poor	Needs priority replacement
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Point Range Details for Heavy Equipment and Vehicles

Replacement Guidelines

Factor	Points	Description
Age/Hours Usage Type of Service	1	Each year of Chronological Age
	1	Each 10,000 miles or 250 hours
	1	Standard duties as equipped
	2	Standard duties when used with attachments
	3	Multiple duties on seasons
	4	Extreme duties in harmful atmosphere (dust, salt, water, waste solids)
	5	Heavy Construction work
M&R Costs Incident Repair Not Included	1	In shop one time within 3 month time period, no major breakdowns or road calls
	2	In shop one time within 3 month time period, with 1 breakdown or road call
	3	In shop more than once within 3 month time period, with 1 breakdown or road call
	4	In shop more than twice within one month time period, with 1 or more breakdown or roadcalls in the same time period
	5	In shop more than twice monthly, 2 or more breakdowns within one month time period
M&R Costs Incident Repair Not Included	1	Maintenance costs are less than or equal to 20% of replacement cost
	2	Maintenance costs are 21-40% of replacement cost
	3	Maintenance costs are 41-60% of replacement cost
	4	Maintenance costs are 61-80% of replacement cost
	5	Maintenance costs are greater than or equal to 81% of replacement costs
Condition	1	Good condition, fully functional
	2	Fair body, functional
	3	Minor body damage, weak operating system
	4	Severe damage, components not functional
	5	Extreme damage, inoperable.
Point Ranges	Condition	Description
0-23	Excellent	Do Not Replace
24-28	Very Good	Re-evaluate for next year's budget
29-33	Good	Qualifies for replacement this year if M/R cost exceed 60% of cost
34-38	Fair	Qualifies for replacement this year if budget allows
39+	Poor	Needs priority replacement

Vehicles / Equipment Thresholds

Vehicle Category	Life Cycle	Mileage/ Eval. Points
Police Cars	6	100,000
Police SUV's	6	100,000
Sedans / SUV's	6	100,000
Light Trucks (1/2 - 3/4 ton)	7	150,000
Medium Trucks (3/4 - 2 Ton)	10	150,000
Heavy Trucks (over 2 ton)	12	200,000
Fire SUV's	6	100,000
Fire Apparatus - Front Line	10	150,000
Fire Apparatus - Back Up	20	250,000
	7	100,000
	14	200,000
	7	100,000
Street Sweeper	15	200,000
	15	34+
	10	34+
	20	34+
Tractor	20	34+
	15	34+
Backhoe	15	34+
Skid Steer	15	34+
Wood Chipper	20	34+
Portable Air Compressor	20	34+