



City Council Policy #22 *Vehicle Replacement*

Date Approved: June 5, 1995

Dates Amended: July 7, 2003; December 18, 2007; August 18, 2014; October 3, 2016

This "Vehicle Replacement Policy" which includes all vehicles and equipment, is structured to provide the City of Kirksville with the most cost-effective method to maintain its fleet. It is generally recognized that sound fleet maintenance and management of vehicle replacement will give the City the best return on its investment. Vehicle replacement is based on several factors including mileage, hours, reliability, maintenance, repair cost and age. Vehicles/equipment with excessive documented maintenance issues (lemons) may also be factored for replacement.

Vehicles will be purchased in accordance with the City's Purchasing Policy. Used vehicles will be considered where such acquisition is found to be cost effective. This will be in areas where usage is low and down time is not considered a critical factor for maintaining service delivery. Where appropriate, the City will also consider leasing vehicles if leasing would be more cost effective. If a vehicle's condition at the time of replacement is determined to be sufficient to allow for its continued use within the City's fleet, retention shall be considered as a primary option.

As an alternative to the purchase of used vehicles, consideration will be given to in-house transfers. Vehicles may be transferred from high-use to low-use areas within the City. Since the City maintains a complete maintenance history of each vehicle, more is known about a vehicle's condition in-house than is known about used vehicles outside the organization. In-house transfers will be managed by the Fleet Maintenance Supervisor to eliminate excess growth of the overall fleet.

The City will attempt to obtain the highest sale value for its used vehicles and equipment. This may be achieved through trade-in, closed bid sale or auction. The method chosen will depend on the type of vehicle or equipment being sold. During the bidding process for new vehicles and equipment, the City will consider bids for comparable vehicles purchased on state contract or other approved cooperative purchasing programs, as outlined in Council Policy #2, Section 4.2.

Vehicles and equipment will be evaluated for replacement using the APWA replacement scoring system. When a vehicle score exceeds 28 points, the Fleet Maintenance Supervisor will evaluate the past maintenance and reliability. Maintenance and reliability will have priority over age and miles/hours.

Some vehicles and equipment may be considered for earlier replacement (examples: heavy equipment, police vehicles, or snow removal equipment) due to the importance of the mission that they perform and where reliability is a must.

Fire apparatuses and trucks will be evaluated using the National Fire Protection Association standards, APWA guidelines and annual maintenance/condition reports. The city programs \$100,000 annually for fire trucks replacement. More funding may be allocated with City Council approval. Central garage will provide annual maintenance and condition reports, and will provide assistance to the Fire Department in the procurement and replacement process.

Deviations from the vehicle replacement policy may occur during periods of revenue shortages; however, short-term capital savings may result in higher long-term maintenance and replacement costs. Replacement delays will be evaluated on a case-by-case basis to determine long-term implications of retaining each vehicle or piece of equipment. Annual vehicle and equipment replacement normally equate to less than 10% of the fleet. Skipping years will require a higher replacement percentage in the following years.

Used city vehicles may be temporarily transferred to other divisions or sections to provide additional capabilities. These vehicles will no longer be considered for replacement and will be eliminated from the fleet when maintenance costs become too high. The Fleet Maintenance Supervisor will manage these vehicles to keep the overall fleet at a manageable level. If the used vehicle increases the fleet to an unmanageable level they will be eliminated.