



CITY OF KIRKLAND

Department of Public Works

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MEMORANDUM

To: Kurt Triplett, City Manager

From: Archie Ferguson, Fleet Manager
Ray Steiger, PE, Superintendent
Julie Underwood, Director of Public Works

Date: June 3, 2021

Subject: DECLARATION OF SURPLUS VEHICLES AND EQUIPMENT

RECOMMENDATION:

It is recommended that the City Council approves the declaration of surplus vehicles and equipment identified in this staff report, which will lead to their removal from the City's Equipment Rental Fund replacement schedule and to their disposal.

Approval of this item on the Consent Calendar will authorize the disposal of surplus vehicles and equipment.

BACKGROUND DISCUSSION:

The surplus of vehicles and equipment that have been replaced with new vehicles or equipment, or which no longer meet the needs of the City, is consistent with the City's Equipment Rental Fund replacement schedule policy. Under that policy, if a declaration of surplus is approved by City Council then vehicles and/or equipment are sold or disposed of in accordance with the *Kirkland Municipal Code*, Chapter 3.86, "Sale and Disposal of Surplus Personal Property." The only exception is concerning surplus Interceptors used by the Police Department. The Police Department has been given permission to retain surplus patrol units as needed to be used as Neighborhood Resource Officer vehicles.

Once a vehicle or piece of equipment is scheduled for replacement through the budget process, Fleet Management staff utilizes specific criteria to evaluate the vehicle or equipment prior to making a final recommendation for disposing of it. Among the replacement criteria considered are:

- Wear and tear on the engine, drive train, and transmission;
- Condition of the structural body and major component parts;
- The vehicle's frequency and nature of past repairs;
- Changes in the vehicle's mission as identified by the Department that it serves;
- Changes in technology;
- Vehicle right-sizing;
- The impact of future alternative fuels usage; and/or
- Specific vehicle replacement funding accrued.

The decision to recommend replacement of a vehicle requires the consensus of the Fleet Management staff and the department that it serves. Vehicles should be replaced close to the point where major repairs and expenses are anticipated to occur in order to maximize their usefulness without sacrificing resale value. Consideration of the vehicle’s established accounting life (replacement cycle) is a key factor in that evaluation.

The replacement cycle of a given vehicle or piece of equipment is its years of anticipated useful life for the City. The replacement cycle enables staff to calculate a schedule and a fee to charge the home department so that the Equipment Rental Fund has sufficient resources to purchase a similar replacement if and when a replacement is needed. The replacement cycle is a guideline; the actual longevity of specific vehicles and equipment often varies somewhat from the established cycle based on the criteria listed above.

An outcome of the 2020 Fleet Rate Study was that most of our replacement cycles have been increased slightly to better reflect the actual life experienced by Kirkland’s fleet. The City’s updated replacement cycles are as follows:

<u>Vehicle description</u>	<u>Prior replacement cycle</u>	<u>Current replacement cycle</u>
Mowers/Field rakes	4 years	6 years
Patrol police cars	4 years	5 years
Small equip/Motorcycles	6 years	8 years
Vehicle/Pick-Ups	8 years	10 years
Large equipment	10 years	12 years
Dump trucks/Vans	12 years	14 years
Trailers	15 years	17 years
Fire apparatus	18 years	18 years

Based on the considerations and criteria reviewed in this staff report, the following vehicle and equipment are recommended for surplus:

<u>Fleet #</u>	<u>Dept.</u>	<u>Year</u>	<u>Make & Model</u>	<u>License</u>	<u>Hours/ Miles</u>
F216	Fire	2008	Chevrolet Suburban 2500 4WD	48070D	83,679
F218	Fire	2009	Ford F250 EX Cab 4WD	50222D	24,140
F220	Fire	2011	Ford F250 Crew Cab 4WD	53457D	57,555
L-02	PW	2007	Case 621D Loader	45182D	6,595
PU-77	PW	2009	Ford F350 4WD Utility	49245D	61,034
PU-78	PW	2009	Ford F350 4WD Utility	49780D	99,928
PU-99	PW	2011	Ford F150 SC 2WD	67506D	58,353
PU-117	PW	2003	Ford F450 2WD Crew Utility	56514D	43,672

Unit F216 has exceeded the replacement cycle of 10 years by three years.

Unit F218 has exceeded the replacement cycle of 10 years by two years.

Unit F220 has reached the replacement cycle of 10 years.

Unit L-02 has exceeded the replacement cycle of 12 years by four years.

Unit PU-77 has exceeded the replacement cycle of 10 years by two years.

Unit PU-78 has exceeded the replacement cycle of 10 years by two years.

Unit PU-99 has reached the replacement cycle of 10 years.

Unit PU-117 has exceeded the replacement cycle of 10 years by eight years.