



## **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:** August 04, 2021

**Subject:** DECLARATION OF SURPLUS VEHICLES AND EQUIPMENT

#### **RECOMMENDATION:**

It is recommended that the City Council approve 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 &amp; Model</u>   | <u>License</u> | <u>Hours/<br/>Miles</u> |
|----------------|--------------|-------------|---------------------------|----------------|-------------------------|
| E-01           | PD           | 2015        | Xtreme Green EV ATV       | 2997EX         | 1,151                   |
| E-02           | PD           | 2015        | Xtreme Green EV ATV       | 2654EX         | 1,450                   |
| F-21           | PW           | 2011        | Ford F550 4WD 2YD Flatbed | 53004D         | 62,063                  |
| F-22           | PW           | 2011        | Ford F550 4WD 2YD Flatbed | 53003D         | 61,915                  |
| TL-01          | Parks        | 1995        | Garland Flatbed Trailer   | 46249D         | N/A                     |
| P124           | PD           | 2009        | Honda ST1300P Motorcycle  | 2649EX         | 37,212                  |

- Unit **E-01** has been inspected by the Fleet Division and deemed unsafe for continued use because of multiple mechanical concerns.
- Unit **E-02** has been inspected by the Fleet Division and deemed unsafe for continued use because of multiple mechanical concerns.
- Unit **F-21** has reached the replacement cycle of 10 years.
- Unit **F-22** has reached the replacement cycle of 10 years.
- Unit **TL-01** has exceeded the replacement cycle of 17 years by nine years.
- Unit **P124** has exceeded the replacement cycle of 8 years by four years.