



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: March 4, 2021

Subject: DECLARATION OF SURPLUS VEHICLES AND EQUIPMENT

RECOMMENDATION:

It is recommended that the 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 PD Interceptors. KPD has been given permission to retain surplus Patrol Units as needed, to be used as Neighborhood Resource Officer (NRO) Vehicles.

Once a vehicle or 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>Year</u>	<u>Make & Model</u>	<u>License</u>	<u>Hours/ Miles</u>
BG-7X	2006	John Deere Turf Gator 4WD		3,122
BG-9	2009	John Deere Turf Gator 4WD		1,141
BG-11	2012	John Deere 1200A Field Rake		929
BG-12	2012	John Deere 1200A Field Rake		779
BG-13	2012	John Deere 1200A Field Rake		143
Mazda 5	2008	Mazda 5 Mini Van	67504D	
P146	2015	Ford Interceptor Sedan AWD	58988D	83,186
P148	2015	Ford Interceptor SUV 4WD	58921D	60,197
P151	2016	Ford Interceptor SUV 4WD	59718D	60,489
P152	2016	Ford Interceptor SUV 4WD	59721D	78,044
P153	2016	Ford Interceptor SUV 4WD	59715D	50,114
P156	2016	Ford Interceptor SUV 4WD	61861D	45,528
P157	2016	Ford Interceptor SUV 4WD	61861D	100,469
P158	2016	Ford Interceptor SUV 4WD	61875D	42,468
RB-3	1996	ADDCO Reader Board	23973D	N/A

Unit BG-7x was assigned to the Parks Department; the Unit, which is classified as a Mower/Field Rake above, has exceeded the replacement cycle of 6 years by 9 years.

Unit BG-09 was assigned to the Parks Department; the Unit, which is classified as a Mower/Field Rake above, has exceeded the replacement cycle of 6 years by 6 years.

Unit BG-11 was assigned to the Parks Department; the Unit, which is classified as a Mower/Field Rake above, has exceeded the assigned replacement cycle of 6 years by 3 years.

Unit BG-12 was assigned to the Parks Department; the Unit, which is classified as a Mower/Field Rake above, has exceeded the replacement cycle of 6 years by 3 years.

Unit BG-13 was assigned to the Parks Department; the Unit, which is classified as a Mower/Field Rake above, has exceeded the replacement cycle of 6 years by 3 years.

The Mazda 5 Mini Van was assigned to KPD from a special seized vehicle program. The vehicle is in need of a new transmission, which would be an expense that outweighs the ultimate value of the vehicle.

Unit P146 was assigned to the Police Department; the Unit, which is classified as a Police car above, has exceeded the replacement cycle of 5 years by 1 year.

Unit P148 was assigned to the Police Department; the Unit, which is classified as a Police car above, has exceeded the replacement cycle of 5 years by 1 year.

Unit P151 was assigned to the Police Department; the Unit, which is classified as a Police car above, has completed the replacement cycle of 5 years.

Unit P152 was assigned to the Police Department; the Unit, which is classified as a Police car above, has completed the replacement cycle of 5 years.

Unit P153 was assigned to the Police Department; the Unit, which is classified as a Police car above, has completed the replacement cycle of 5 years.

Unit P156 was assigned to the Police Department; the Unit, which is classified as a Police car above, has completed the replacement cycle of 5 years.

Unit P157 was assigned to the Police Department; the Unit, which is classified as a Police car above, has completed the replacement cycle of 5 years.

Unit P158 was assigned to the Police Department; the Unit, which is classified as a Police car above, has completed the replacement cycle of 5 years.

RB-03 was assigned to the Public Works Department; the Unit, which is a mobile reader board, is classified as Small Equipment above, has exceeded the replacement cycle of 8 years by seventeen years.