

Central Equipment Agency

Policy

&

Procedure

Manual

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I. PURPOSE

The Central Equipment Agency (CEA) exists to maintain those pieces of equipment within the City Fleet with a combined value of over \$10,000 including engine, tires and/or attachments and to provide orderly replacement of vehicles as they reach their useful service life.

II. MISSION STATEMENTS

A. DEPARTMENT OF PUBLIC WORKS MISSION STATEMENT

To provide quality, cost-effective Public Works services for our customers.

B. CEA MISSION STATEMENT

The Central Equipment Agency exists to maintain the City Fleet and to provide orderly replacement of vehicles as they reach their useful service life.

C. CEA ADMINISTRATION PROGRAM MISSION STATEMENT

For the benefit of all users of city owned vehicles, we will establish overhead rates, evaluate vehicle replacement schedules, and work with the users to coordinate their equipment needs, so they will have the appropriate equipment to meet their operational requirements.

D. CEA MAINTENANCE PROGRAM MISSION STATEMENT

For the benefit of operators of municipal vehicles and equipment, in order to minimize interruptions of their operating schedule, we will perform repairs, preventive maintenance, new vehicle preparation, seasonal changeovers, and other special projects as necessary to insure safe and reliable vehicles and equipment.

E. CEA CAPITAL REPLACEMENTS PROGRAM MISSION STATEMENT

Prepare bid specifications and evaluate results to acquire new and replacement vehicles and equipment, so user departments have the equipment that best fits their operational requirements in a timely manner.

III. CEA POLICY

The replacement of equipment may be instituted and paid for by the Central Equipment Agency (CEA) if funds are available for that purpose within the CEA fund balance, provided such new equipment generally replaces equipment disposed of, or to be disposed of. It is not the intent of this section that an exact replacement be made, but only that a piece of equipment be purchased to fulfill the same purpose as the equipment being replaced.

Listing of anticipated replacements for the subsequent year must be approved by the CEA Review Committee and provided to the Common Council along with the annual budget.

Additional equipment, to be used for increasing or augmenting the number of units on hand, must be approved by the CEA Review Committee and then the Common Council. Funds therefore shall be provided by appropriation by the Common Council.

IV. CEA COMMITTEE COMPOSITION

A. CEA USERS GROUP COMMITTEE

1. Group composition (members: Deputy Director Police Department, Deputy Director Fire Department, Deputy Director Public Works, Deputy Director Utility Department, Director of Park, Rec., Facility and Grounds Management, Deputy Director Finance Department, or their designee. Available resource: CEA Fleet Maintenance Foreman Supervisor).
2. Establish a group leader for conducting the meetings.
3. Meeting schedule (at the call of the Deputy Director Public Works or any of the above listed members).
4. Purpose:
 - a. Address department concerns regarding the CEA fund.
 - b. Review CEA policies and procedures and make recommendations to the CEA Review Committee.
 - c. Review and gain an understanding of the current rate methodology.
 - d. Discuss problems associated with vehicle maintenance.

B. CEA REVIEW COMMITTEE

The CEA Review Committee is a sub-committee of the Finance Committee.

1. Group composition (members: one member from both the Municipal Service Committee and the Finance Committee, the Director of Public Works, and the Director of Finance) or designee.
2. Establish a Committee Chairperson responsible for conducting the meetings.
3. Meeting schedule (quarterly basis or as needed).
4. Roles and responsibilities:
 - a. Approval of CEA related policies and procedures.
 - b. Approval of special CEA requests outside the normal replacement schedule.
 - c. Approval of CEA Equipment Replacements for next budget year.
 - d. Annual review of vehicle usage reports.
5. The CEA Review Committee reports to the Finance Committee for action and approval.

V. PROCEDURES

A. CITY VEHICLE ASSIGNMENT POLICY

Positions currently utilizing City vehicles in the performance of their jobs are permitted to continue to do so.

No department shall be allowed to change any employee who uses a vehicle on a regular basis from mileage reimbursement to use of a City vehicle without prior Common Council approval. In making the determination of the appropriateness of providing a City vehicle, the Common Council shall give consideration to the following criteria:

- Annual mileage — Does the employee drive approximately 4,000, or more, miles per year on City business?
- Collective mileage — Are two or more people driving a total of approximately 6,000, or more, miles per year in performing job related functions? (This guideline is not intended to be used to justify a vehicle for each person. Rather, it attempts to address whether or not a “pool” car for the use of two or more employees might be appropriate).
- Portion of work day spent away from the office — Does the employee spend an average of approximately one half, or more, of ~~his or her~~ **their** time in the field?

- Material, equipment, etc. carried in the personal vehicle — Could carrying job-related items impact the efficiency, cause damage to a personal vehicle, or require a special vehicle?
- Employee's need for a vehicle that is readily identified as a City vehicle.
- The need to transport other employees.

Meeting any one of the above guidelines could provide justification for the Common Council to approve use of a City vehicle. Partially meeting two or more might also provide that justification.

Any additions (as opposed to replacements) of vehicles to the CEA fleet are to be funded by the requesting department and approved by the Common Council.

B. VEHICLE ADDITION PROCEDURE

1. Contact the CEA Fleet Maintenance ~~Foreman~~ **Supervisor**, he/she **they** will help in anyway possible in the following areas:
 - Finding type of vehicle needed.
 - Approximate purchase price of vehicle.
 - Set up demos on equipment.
 - Determine approximate rate structure.
2. Requesting department must determine need and write justifications for approval at the CEA Review Committee.
3. If approved by the CEA Review Committee a program Additions/Deletions form must be submitted for all additions to your fleet. Follow the current year Finance Department guidelines to determine if the vehicle needs to be included in the Capital Improvement Program.

At budget time, the Department must justify the need and get budget approval. This is not a function of CEA.

C. VEHICLE REPLACEMENT PROCEDURE

The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will work with user department to determine life expectancy of vehicle.

The year before the vehicle is to be replaced, and every year there after, it will be reviewed to determine if the vehicle should be replaced early or if life should be extended.

If the vehicle is to be replaced early, the requesting department shall pay the full amount of all future scheduled payments, prior to replacement.

When the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** and the user department mutually determine that said replacement is appropriate, the vehicle will be replaced. One criteria used for replacement of vehicles is the Vehicle Condition Evaluation Form found in Appendix B.

The requesting department is responsible to determine if the vehicle's life should be extended.

The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will review usage with user department to determine if a similar vehicle is an appropriate replacement or if the vehicle should be changed to meet user department's needs.

If needs are the same as before, and a similar vehicle is required, CEA will write justification for replacement and budget replacement of vehicle upon approval by CEA Review Committee.

If needs are different and the equipment is going to change, but dollar amounts are the same, the requesting department will write justification for the CEA Review Committee. User department should also inform their committee of jurisdictions about the change before or at budget time.

Once CEA Review Committee approval is gained, a program Addition/Deletion form must be submitted for all additions to your fleet. Follow the current year Finance Department guidelines to determine if the vehicle needs to be included in the Capital Improvement Program.

FUNDING OF ADD-ON ITEMS

There are three types of add-on items that Departments may request for their vehicles.

- a. Vehicle Add-On items include: Lift gates, tool cabinets, ladder racks, sanders, safety light enhancements, etc. Any user group that wishes to purchase vehicle add-on items must get CEA approval, budget and fund the items. Equipment replacement cost will be increased to reflect the replacement value of the add-ons as they will be considered part of the equipment to be replaced in the future.
- b. Vehicle Accessories include: AVL/GPS units, computers/MDC's, radar units and cameras. Any user group that wishes to add accessories to the vehicle must get CEA

approval, budget and fund these items. CEA staff will install the accessories as requested by the user group at the CEA approved hourly rate. These accessories are not considered part of the vehicle and therefore will not be included in the vehicle replacement rate. Repair cost associated with these accessories is the sole responsibility of the user group. Once the vehicle is taken out of commission, the accessory items become the property of the user group for reuse in another vehicle or for resale.

- c. Radios: Radios will be tracked separately with their own asset number and will have their own replacement schedule.

DISPOSAL OF ASSETS

The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** and the end user will review equipment that is scheduled for replacement in the first quarter of the year before it is to be replaced. They will review any other equipment that the user wants to move up due to cost concerns, obsolescence, lack of use or worn-out. If the vehicle is replaced it must be disposed of as outlined in the City Purchasing Policy.

All CEA equipment will be reviewed to achieve the best possible return on asset disposal. The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will review options (trade in, outright sale, sold as salvage, auction, etc.) with users to achieve this goal. Equipment must be complete and in working order at time of disposal to achieve projected salvage value. If equipment is not complete or not working due to neglect or abuse, the user may have to contribute to the replacement fund after review by CEA Review Committee.

CONTINUED USE OF ASSETS

All Labor/Material cost for the vehicle will be billed to the department through the normal CEA monthly billing process. The Replacement Reserve Rate will be set at 20% (twenty percent) of the original Replacement Reserve Rate and will be added to your normal CEA monthly bill. The purpose of this rate is to offset the potential decreased salvage value from holding the equipment past its expected life.

SEASONAL VEHICLES

These vehicles can be obtained from CEA. Request for seasonal vehicles must be submitted to the Department of Public Works Deputy/Director of Operations no later than January 15 of the year

required. If your requested number of vehicles is reoccurring, the amount requested will be available for your use. Additional or new requests for vehicles are subject to availability from vehicles identified for auction. All Labor/Material cost for the vehicle will be billed to the requesting department on a monthly basis. The Replacement Reserve Rate will be set at 20% (twenty percent) of the original Replacement Reserve Rate and will be added to your normal CEA monthly bill.

New and ongoing requests for seasonal vehicles will be reviewed by the CEA Review Committee during their first quarter meeting.

Seasonal vehicles will remain separate from other CEA vehicles. Vehicles identified for auction will be evaluated by the CEA Fleet Maintenance ~~Foreman~~ **Supervisor**. The best quality and fit for the user's requirements will be retained from the existing seasonal fleet or current year auction vehicles.

D. CAPITAL LEASE POLICY

Upon the user's request, the CEA will review the possibility of a short-term lease to validate the need for a new piece of equipment. This option may also be used for mid-term projects (1-5 years) where special equipment is needed and renting or purchase is not cost effective. No lease agreements shall be entered into without the approval of the CEA Review Committee and the Director of Finance or designee.

E. RENTING VS. PURCHASING EQUIPMENT

EXISTING EQUIPMENT

Upon a user's request or scheduled replacement of a piece of equipment the CEA will review the equipment usage history. The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will then work with the user to decide if the piece of equipment should be rented or replaced.

NEW EQUIPMENT

The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will work with the user(s) to perform a cost benefit report to help determine if a new piece of equipment should be purchased or rented. The user will then go through the normal budget process to acquire funds to rent or purchase the equipment.

RENTING OUTSIDE CEA

Rental of equipment is not allowed outside the city if equipment is available through the CEA unless an after hours emergency occurs. There may be special circumstances that would warrant renting equipment. These requests should go through the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** for approval.

RENTAL OF CEA EQUIPMENT BY NON-CEA USER GROUPS

CEA equipment may be available for rent by non-CEA user groups. If available the user will be charged based on the established rental rate on file with the Municipal Services Office Manager. Damage to equipment while being rented will be at user expense.

F. PREVENTATIVE MAINTENANCE PROCEDURES

Each vehicle needs an inspection prior to departure.

Each day the vehicle should have a complete inspection by the Operator, checking fluids, lights, tires, and windshield wipers/washer as required every time they are fueled. These inspections should be recorded inside the vehicle on the log provided.

On vehicles that require a CDL for operation, a Pre-Trip/Post-Trip Record should be checked and signed by the driver stating you completed all safety inspections including the brakes.

If the vehicle is damaged, contact the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** or ~~his/her~~ **their** representative before taking the unit out.

If there is a safety defect that will prevent safe operation of the vehicle, the vehicle must be repaired.

If the repair is a minor non-safety related problem, write it up on the Vehicle Inspection Report. Continue to document all defects each time you take the vehicle out.

Deposit the Vehicle Inspection Reports into the box in the MSB Lunch Room or fax (832-5593) them to the CEA Fleet Maintenance ~~Foreman~~ **Supervisor**. Inter-departmental mail can take several days and is too slow.

The CEA Lead Mechanic will notify user departments by email when the vehicles are scheduled for preventative maintenance.

VEHICLE DELIVERY AND PICKUP

It is the user’s responsibility to deliver a vehicle for maintenance. When the maintenance staff picks up and delivers the equipment it raises equipment repair cost. Also mechanics are pulled from other work to make pickup and deliveries.

HOURS OF SERVICE

The Maintenance Shop at the Municipal Service Building is open from 11:00 p.m. Sunday through 9:00 p.m. on Friday. During this time, we have maintenance personnel on call 24 hours a day.

Schedule repairs whenever possible with the Lead Mechanic (920-832-5827). This will help balance the shop workload and insure your employees are not waiting for repairs.

We will do minor repairs such as light bulbs, checking out problems, and giving advice regarding what course of action should be taken without an appointment.

~~As a rule of thumb~~ **Typically**, the best time to have a vehicle repaired is after your shift, however, listed below are time frames that work out best for certain repairs.

Car Driveability—Stalls, Rough Idles	7 a.m. – 3 p.m. at P.D.
Oil Changes (Mon-Thurs)	3 p.m. – 11 p.m.
Minor Repairs	Anytime
Major Repairs	Anytime
Small Fabrication Jobs	3 p.m. – 11 p.m.
Large Fabrication Jobs	7 a.m. – 3 p.m.

EMERGENCY BREAKDOWNS DURING WORKING HOURS

During normal working hours, the CEA Mechanics will respond to all Service Calls relating to equipment owned by the City of Appleton.

When calling in a Service Call, please give the equipment number, location, symptoms of problem, and if the vehicle is safely off the road.

Stay in your equipment with the radio on. The mechanics may need more information.

At times when there is more than one Service Call, the CEA Division will prioritize them and respond in the order of severity, ie: truck down in an intersection will be serviced before a truck not working correctly.

Requests for Service Calls can be made via radio on the DPW frequency, or by calling 920-832-5827 for CEA equipment.

Police cars between 7 a.m. to 3:30 p.m. Monday through Friday call 920-832-5886. For police Service Calls after hours, please call the Communication Center and make arrangements to be towed to the Police Department lot.

Park, Rec. Facilities and Grounds Management vehicles between 6:30 a.m. to 3:00 p.m. Monday through Friday call 920-832-3922.

EMERGENCY BREAKDOWNS AFTER HOURS

If there is a weekend emergency, you can call the Police Department at 832-5500 and they will contact the CEA Fleet Maintenance Foreman **Supervisor**.

G. OIL CHANGE CODING

Code Descriptions:

- M Oil changed based on **M**ileage
- H Oil changed based on **H**our meter reading
- G Oil changed based on **G**allons of fuel used
- D Oil changed based on calendar **D**ate

The CEA oil change program is based on the fuel reports that are generated using data from the City of Appleton's fueling sites.

Most oil change intervals are set according to manufacturer's recommendations; therefore, nearly all of our equipment has a standard duty cycle with little variation. Typically, the cycle for cars and trucks is done by mileage. Hour meters are used on heavy equipment due to type of use, low mileage, and slow movement. On small equipment, there are no fuel records, odometers or hour meters readings, so the oil change schedule is set up by date.

Oil analysis is done on all of our equipment. When we find problems due to fuel dilution or when additives are expended, we review the equipment usage. If no trends are noted, we change the group of vehicles to the fuel usage system. Tracking fuel gallons is practical with fleet vehicles such as Police cars. Duties often require the patrol vehicle to idle for long periods of time.

Any equipment that has not had an oil change in the past 12 months, will appear on the oil change report, and be scheduled for an inspection and oil changes.

When oil samples are reviewed, the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** or ~~his/her~~ **their** representative will custom tailor oil changes as needed.

H. OPERATOR REQUIRED VEHICLE MAINTENANCE

CARS AND LIGHT TRUCKS

Pre-trip on cars and light trucks shall include:

Daily: Visual Check
 Tires
 Outside for dents or vandalism
 Water and oil leaks under vehicle

When Fueled: Check oil in engine and transmission
 Check radiator system

Any car is capable of going out of town, but please stop at the Garage for a quick inspection before you leave.

OFF ROAD EQUIPMENT

Daily: Check oil levels (i.e., Engine, Transmission,
 Hydraulic)
 Grease buckets and bearings
 Check tires for inflation (i.e., direction,
 tread)
 Check hydraulic hoses for damage
 Run equipment through complete cycle
 before using equipment

COMMERCIAL VEHICLES

Each time you get into a different vehicle you must give the vehicle a complete inspection. This includes vehicles previously driven by other CDL drivers the same day.

If you are not familiar with the Pre-Trip inspection, feel free to ask the Safety and Training Coordinator, Lead Mechanic, or CEA Fleet Maintenance Foreman **Supervisor** to go through the procedure with you. Failure to Pre-trip the vehicle places the responsibility of all previous damage that is unreported onto the person currently operating the vehicle. If you are involved in an accident, your CDL vehicle will be inspected by a State Inspector and fines could be issued.

A Post-Trip (After-Trip) Inspection Report must be filled out for each piece of equipment you have used. You do a Post-trip Inspection at the end of the trip, day, or tour of duty on each vehicle that you have operated. This includes filling out a Vehicle Condition Report listing any problems that you find.

I. EQUIPMENT CLEANING

It is the driver's responsibility to clean the interior of the vehicle. Armor All, window cleaner, and roll toweling is available in the Stock Room at the Municipal Service Building. The vehicle should be cleaned of debris such as food, wrappers, pop cans, etc., at the end of each shift. Placing wrappers, cans, and towels under the seats could cause an accident, injury, or fire. Please keep vehicles clean.

The driver is also responsible to clean the interior body of the truck. Unload all salt and spray out the body, clean the track of refuse trucks, and the mud and asphalt should be cleaned out of the corners of the body.

City cars can be driven through the car wash at the Municipal Service Building anytime between the hours of 7:00 a.m. to 4:00 p.m. Monday through Friday. If you have never used the car wash, please ask the CEA Representative to assist you for proper instruction on operation.

There is a vacuum available by the lube rack to vacuum out the interiors of cars and trucks.

Cost of outside cleaning services is the responsibility of the department using the equipment.

J. FINES AND OVERLOADS

Any person receiving a citation while operating a City vehicle may be held responsible for the cost of the citation, citation points and is subject to disciplinary action. The only exception would be if the City vehicle were cited for a defect such as a headlight out, broken mirror, etc.

Trucks are restricted by the Gross Vehicle Weight Rating (GVWR) of the truck, individual axle weights, and posted weight limits. The Municipal License Plate does not designate weight limits for trucks.

It is the City's policy that no truck shall be overloaded at any time. It is the driver's responsibility to ensure his truck is properly loaded. The only exception to the weight limits is the Sanitation Trucks that are permitted to be 10% overloaded at certain times of the year.

Parking citations are the responsibility of the person using the city vehicle.

K. COMMERCIAL DRIVER'S LICENCE REQUIREMENTS

A Commercial Driver's License (CDL) is required if any of the following criteria applies:

- You drive any vehicle with a Gross Vehicle Weight Rating (GVWR) of 26,000 lbs. or greater.
- The Gross Combination Weight Rating (GCWR) is more than 26,001 lbs.
- The vehicle is transporting hazardous materials.
- You drive a vehicle designed to carry fifteen (15) or more people.

What type of license you have also regulates what type of vehicle you can drive.

- Class A licenses allows for operation of combination commercial motor vehicles which weigh 26,001 lbs. or more and towing trailers over 10,000 lbs.
- Class B licenses are for operation of single commercial motor vehicles which weigh 26,001 lbs. or more. These vehicles may tow trailers which weigh less than 10,000 lbs.
- Class C licenses are for operation of commercial motor vehicles or combination vehicles which meet neither definition of Class A or B but are designed to carry sixteen (16) or more passengers or used to transport hazardous materials.

Endorsements for specified types of operation are also issued. These endorsements are:

- “S” School Bus
- “P” Passengers
- “H” Hazardous
- “N” Cargo Tank (Tanker)
- “X” Combination Hazardous and Tanker

All CDL holders must pass the Air Brake Test or they will have a restriction “L” on their license and will not be able to drive a vehicle with air brakes.

A health physical is not required every two years if you are a Municipal Employee working for the City.

L. ACCIDENT AND INSURANCE PROCEDURES

Every user department has their own guidelines, which may be more stringent than those listed below. These guidelines are the minimum requirements:

1. Any accident involving a City vehicle and a non-City vehicle or private property requires a Police Report. Also, the City’s ~~Claims/Lost Control Analyst Barb Limpert~~ **Risk Manager** must be notified immediately. Review attached City of Appleton Accident Report and Investigating Procedures.
2. Report accident to CEA Fleet Maintenance ~~Foreman~~ **Supervisor** and set up a time to have the vehicle inspected, even if there is no apparent damage.
3. If vehicle is usable the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** will get two estimates of damage.
4. The CEA Fleet Maintenance ~~Foreman~~ **Supervisor** or ~~his/her~~ **their** representative will set up an appointment to have the vehicle repaired when convenient with user department and body shop. A loaner car may be available depending upon the season.
5. CEA will check vehicle to insure repairs are safe and will return the car to user department.
6. The City Wide Deductible = \$ 5,000 (Comprehensive and Collision). This is the maximum amount a department could be charged for an accident. The actual amount could be between \$ 0 and \$ 5,000 depending on culpability and the insurance company’s review of the accident. In most cases there will be a cost. This puts the responsibility for the accident with the user and the department.
7. The repair costs are assigned to the equipment/vehicle and passed on to the department through the monthly billing process. When, and if, reimbursement is received from the insurance company, the Human Resources Director sends the check to Finance for deposit in 6110.508200. The Human Resources Director sends a copy of

the check to the CEA Fleet Maintenance ~~Foreman~~ **Supervisor**. This credit is posted to the department who incurred the accident expense. This credit would be in a form of a reduction to their monthly labor and materials bill.

M. USE OF PUBLIC WORKS EQUIPMENT BY OTHER DEPARTMENTS POLICY

Departments wishing to borrow a piece of equipment from the Department of Public Works should contact the appropriate Operations ~~Foreman~~ **Supervisor** to make arrangements of such equipment. In the absence of the Operations ~~Foreman~~ **Supervisor**, please contact the Deputy Director of Operations. Unless an emergency situation, a 24-hour notice is required to schedule equipment for your use.

The employee signing out the vehicle will be responsible for turning in an Equipment Ticket indicating the date, employee number, equipment number, hours of use and their department. The billing will be sent to the Department at the end of the month using an Inter-Departmental Billing form.

N. CEA OUT OF TOWN VEHICLE POLICY

Departments that have vehicles in the CEA Fleet may use their vehicles for out of town City business at their discretion. Out of town fuel cost, material cost and labor cost maybe applied to a City issued procurement card or paid out of pocket. Copies of the vehicle expense should be forwarded to the CEA Fleet Maintenance ~~Foreman~~ **Supervisor** to be applied to the vehicle history.

Departments that do not have vehicles in the CEA Fleet may either rent a car from a rental car agency or use a personal vehicle per the City's Travel Policy.

CEA does not have extra vehicles that can be rented on an as-needed basis. Additions to your fleet or seasonal vehicle options are addressed in the Temporary/Seasonal Vehicle Policy.

VI. CEA RATE STRUCTURE

A. REPLACEMENT RESERVE RATE

The CEA Capital Project Fund receives money from various City Departments, based on a useful life replacement payment schedule, for CEA owned vehicles and equipment used by the departments. The funds

received are then used to replace the item with a like kind item at the end of its useful life. **CEA funding for used equipment purchases will be allowed up to the Total Replacement Value paid into CEA.**

The monthly replacement rate is based on the expected useful life, anticipated salvage value, original purchase price, and the anticipated inflation rate earned by the fund. The Finance Department provides the inflation rate and is reviewed yearly. The anticipated salvage value and expected life are based on prior usage history and salvage values for similar class items.

B. SURPLUS RESERVE FUND

Replacement Reserve Funds collected in excess of the purchase price of a replacement vehicle/equipment in like kind will remain within the CEA fund balance. Replacement Reserve Funds collected in anticipation of future replacement that does not happen will be returned to the fund that contributed to its replacement.

C. MAINTENANCE COST

CEA bills user departments monthly for repair work based on actual time and materials used.

The per hour labor rate is based on budgeted costs for that year. The labor rate is computed by Finance based on the approved budget for CEA and total billable labor hours for the year. The rate is then adjusted at the beginning of the calendar year.

Outside repair cost are billed to the departments at the actual cost paid by CEA.

All labor costs associated with repairing the item including delivery and pickup of item to an external contractor, shipping of parts, trouble shooting, and ordering of replacement parts will be charge to the department.

VII. APPENDIX

A. CEA FLEET CODES

A	Assessor's Office
B	Facilities, Grounds and Maintenance
C	Central Equipment Agency (CEA)
D	Wastewater Treatment Plant
E	Traffic Division
F	Forestry Division
G	Reid Municipal Golf Course
H	Health Department
I	Inspection
J	Seasonal Fleet
K	Park, Facilities, Grounds and Maintenance
L	Municipal Service Building (DPW)
M	Water Meter Division (DPW)
N	Sanitation Division (DPW)
O	Engineering Division (DPW)
P	Police Department
Q	Parking Ramps (DPW)
R	Fire Department
S	Stormwater (DPW)
T	Street Division (DPW)
U	Sewer Crew (DPW)
V	Valley Transit
W	Water Distribution (DPW)
X	Vehicles ready for auction
Z	Water Filtration

B. VEHICLE CONDITION EVALUATION FORM

MEDIUM/HEAVY DUTY (Greater than 1 Ton)

Factor	Points	Description
Age	1	Each year of chronological age.
Miles/Hours	1 1	Each 5,000 miles of usage. Each 250 hours of usage.
Type of Service	1 2 3 4 5	Standard use including basic job site duties, some light duty hauling. Standard use with attachments (compressors, light, etc.) including job site duties, standard load hauling, some towing. Above standard use including job site duties that include idling, standard load hauling, light trailer/equipment towing, leaf collection. Above standard use including job site idling and hauling above standard loads, towing equipment and heavy trailers, light snow removal. Extreme service, high job site idling and duties with attachments, heavy load hauling, heavy trailer/equipment towing, major snow removal duties, refuse collection, etc. (Examples: Sideloader, Knuckleboom, Snow removal Truck)
Reliability (PM work is not included)	1 2 3 4 5	In shop one time within three month time period, no major breakdowns or road calls. In shop one time within three month time period, 1 breakdown/road call within 3 month time period. In shop more than twice within one month time period, no major breakdowns or road calls. In shop more than once within one month time period, two or more breakdowns/road calls within same time period. In shop more than twice monthly, two or more breakdowns within one month time period.
M & R Costs (Accident repairs not included)	1 2 3 4 5	Maintenance costs are less than or equal to 20% of replacement cost. Maintenance costs are 21-40% of replacement costs. Maintenance costs are 41-60% of replacement costs. Maintenance costs are 61-80% of replacement costs. Maintenance costs are greater than or equal to 81% of replacement costs.
Condition	1 2 3	No visual damage or rust, good paint, good interior, no damage from add-on equipment, no body modification, good drive train. Minor imperfections in body and paint, interior fair (no rips, tears, burns), good drive train, minor body modifications. Noticeable imperfections in body and paint surface, some minor rust, fair interior, weak/fair drive train, minor body modifications,

	4	minor damage from add-on equipment. Previous accident damage, poor paint and body condition, major rust/corrosion, poor interior, damage from add-on equipment, moderate body modification evidence, one component of drive train bad.
	5	Previous accident damage, poor paint and body condition, bad interior, drive train that is damaged or inoperative, major body modifications, major damage from add-on equipment and attachments.
Point Ranges		
0-17	Excellent	Do not replace
18-22	Good	Re-evaluate for next year's budget.
23-27	Satisfactory	Qualifies for replacement this year if budget allows.
28 +	Poor	Needs priority replacement.

C. VEHICLE CONDITION EVALUATION FORM

SEDANS AND LIGHT TRUCKS

Factor	Points	Description
Age	1	Each year of chronological age.
Miles/Hours	1	Each 10,000 miles of usage.
	1	Each 250 hours of usage.
Type of Service	1	Standard duties as equipped from factory.
	2	Standard duties when used with occasional off road usage.
	3	Any vehicle that pulls trailers frequently, hauls heavy loads, and has frequent off road usage.
	4	Any vehicle involved in snow removal.
	5	Police, Fire and rescue vehicles.
Reliability	1	In shop one time within three month time period, no major breakdowns or road calls.
	2	In shop one time within three months time period, 1 major breakdown or road call in time period.
	3	In shop more than once within three month time period, one breakdown or service call in time period.
	4	In shop more than twice within one month time period, one or more breakdowns or service calls in time period.
	5	In shop more than twice monthly, two or more breakdown or service calls in time period.
M & R Costs	1	Maintenance costs are less than or equal to 20% replacement cost.

	2	Maintenance costs are 21-40% of replacement costs.
	3	Maintenance costs are 41-60% of replacement costs.
	4	Maintenance costs are 61-80% of replacement costs.
	5	Maintenance costs are greater than or equal to 81% of replacement costs.
Condition	1	Good condition, fully functional.
	2	Fair condition, functional, minor imperfections to body and paint.
	3	Minor damage to body and paint visible from 15' or more, minor damage to add on equipment. Worn interior (one or more rip, tear, or burn) and weak or noisy drive train.
	4	Previous accident damage that was repaired, poor body condition, rust holes, bad interior, holes in seat or broken down. Major damage to add on equipment or a bad drive train component.
	5	Extreme damage, inoperable.
Point Ranges		
0-17	Excellent	Do not replace
18-22	Good	Re-evaluate in one year
23-27	Satisfactory	Qualifies for replacement if budget can afford
28 +	Poor	Needs priority replacement

D. VEHICLE CONDITION EVALUATION FORM

OFF ROAD EQUIPMENT

Factor	Points	Description
Age	1	Each year chronological age.
Miles/Hours	1	Each 5,000 miles of usage.
	1	Each 250 hours of usage.
	1	For every year of life.
Type of Service	1	Standard duties as equipped from factory.
	2	Standard duties when used with attachments (sickle bar, backhoe, brush hog)
	3	Multiple duties based on seasons (snow, mowing, leaf)
	4	Extreme duty in harmful conditions (dust, landfill, salt loading, water)
	5	Heavy construction including snow plowing and removal.
Reliability	1	In shop one time within three month time period, no major breakdowns or road calls.
	2	In shop one time within three months time period, 1 major

	3	breakdown or road call in time period. In shop more than once within three month period, one breakdown or service call in time period.
	4	In shop more than twice within one month time period, one or more breakdowns or service calls in time period.
	5	In shop more than twice monthly, two or more breakdowns or service calls in time period.
M & R Costs	1	Maintenance costs are less than or equal to 20% of replacement cost.
	2	Maintenance costs are 21-40% of replacement costs.
	3	Maintenance costs are 41-60% of replacement costs.
	4	Maintenance costs are 61-80% of replacement costs.
	5	Maintenance costs are greater than or equal to 81% of replacement costs.
Condition	1	Good condition, fully functional.
	2	Fair condition, functional.
	3	Minor damage, weak operating system.
	4	Severe damage, component's not functional.
	5	Extreme damage, inoperable.
Point Range		
0-17	Excellent	Do not replace
18-22	Good	Re-evaluate in one year
23-27	Satisfactory	Qualifies for replacement if budget can afford
28 +	Poor	Needs priority replacement

E. EQUIPMENT RATING SHEET

Vehicle #	Year	Mileage
_____	_____	_____
Factor	Points	
Age	<input type="text"/>	
Mileage	<input type="text"/>	
Type of Service	<input type="text"/>	
Reliability	<input type="text"/>	
M&R Costs	<input type="text"/>	

Condition

Total Points

Comments _____

Point Range

0-17	Excellent	Do not replace
18-22	Good	Reevaluate in one year.
23-27	Satisfactory	Qualifies for replacement if budget can afford.
28 +	Poor	Needs priority replacement.