



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final CEA Review Committee

Monday, April 12, 2021

3:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-0378](#) Minutes from September 16, 2020

Attachments: [Minutes from September 16, 2020.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [21-0379](#) Request from Department of Utilities to remove JD Tractor #1508 from CEA Fleet without replacement.

Attachments: [Remove JD Tractor #1508.pdf](#)

- [21-0380](#) Request to upgrade Pick-Up Truck #1521 to four-wheel drive when replaced in 2022. Total additional cost of \$3,300 to be paid using replacement reserve funds from Tractor #1508.

Attachments: [Pick-up Truck #1521 to Four Wheel Drive in 2022.pdf](#)

- [21-0381](#) Request to retain Reid Golf Course sprayer #602 as a spare when replaced in 2022, increasing overall fleet by one vehicle.

Attachments: [Reid Golf Course sprayer #602.pdf](#)

- [21-0382](#) Request to eliminate Mower #538 and replace with two stand on, zero turn mowers using replacement reserve funds from mower #538 and add them both into CEA Fleet.

Attachments: [Replace 538 Kubota Mower.pdf](#)

- [21-0383](#) Request to upgrade Sweeper #113 when replaced in 2022 for a total additional cost of \$10,000.
- Attachments:** [Upgrade Sweeper #113.pdf](#)
- [21-0384](#) Request to upgrade Sign Shop Pick-up Truck #185 when replaced in 2022 for a total additional cost of \$25,000.
- Attachments:** [Upgrade Truck #185.pdf](#)
- [21-0385](#) Request to add a Toolcat Utility Vehicle to the Parking Utility CEA Fleet in 2022 for a total cost of \$75,000.
- Attachments:** [Add a Toolcat Utility Vehicle.pdf](#)
- [21-0386](#) Approve 2021 Seasonal Vehicles.
- Attachments:** [CEA Seasonal Vehicle Request.pdf](#)
- [21-0432](#) Approve amended Central Equipment Agency Policy and Procedure Manual.
- Attachments:** [CEA Procedures Manual Strike and Bold April 2021.pdf](#)

6. Information Items

- [21-0387](#) 2021 Equipment Purchase Log.
- Attachments:** [2021 Purchase Log.pdf](#)
- [21-0388](#) Proposed 2022 Equipment Replacements.
- Attachments:** [2022 CEA Equipment Replacements.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final CEA Review Committee

Wednesday, September 16, 2020

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Alderperson Firkus called the meeting to order at 6:30 p.m.

2. Roll call of membership

Present: 4 - Vandehey, Saucerman, Lobner and Firkus

3. Approval of minutes from previous meeting

[20-1203](#) Minutes from June 8, 2020

Attachments: [Minutes from June 8, 2020.pdf](#)

Lobner moved, seconded by Vandehey, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Saucerman, Lobner and Firkus

4. **Public Hearings/Appearances**

5. **Action Items**

[20-1200](#) Request early replacement of police squad 953 with a non-traditional police vehicle using replacement reserve funds.

Attachments: [Replacement of police squad.pdf](#)

Lobner moved, seconded by Saucerman, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Saucerman, Lobner and Firkus

[20-1201](#) Approve modifications to the CEA Policy & Procedure Manual revised August, 2020.

Attachments: [Modification to CEA Policy.pdf](#)

Vandehey moved, seconded by Saucerman, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Saucerman, Lobner and Firkus

6. Information Items

[20-1202](#)

2020 Equipment Purchase Log.

Attachments: [2020 Equipment Puchase Log.pdf](#)

7. Adjournment

Vandehey moved, seconded by Saucerman, to adjourn the meeting at 6:43 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Saucerman, Lobner and Firkus



"...meeting community needs...enhancing quality of life."

Department of Utilities
Water Treatment Facility
2281 Manitowoc Rd.
Menasha, WI 54952
920-997-4200 tel.
920-997-3240 fax

TO: Chairperson Lobner and Members of the CEA Review Committee
FROM: Chris Shaw, Utilities Director
DATE: March 19, 2021
RE: *Request from Department of Utilities to remove JD Tractor #1508*

The Department of Utilities, Water Division, is requesting the removal of the John Deere Tractor #1508 without replacement.

The vehicle has been held for 15 years and has been used for snow removal. It was also used by the Stormwater Utility for brush removal. The common sharing of costs between departments allowed the department to justify the expense.

Currently, the Water Division requires minimal use from Vehicle #1508. Additionally, the Stormwater Utility has other means for brush removal. As such, the Water Division cannot support the replacement or maintenance of this vehicle.

Vehicle #1508 has a replacement fund balance of \$34,000. Without a replacement, the balance should offset the upgrade to Vehicle #1521 (under separate cover).

I appreciate your consideration of this matter.



"...meeting community needs...enhancing quality of life."

Department of Utilities
Water Treatment Facility
2281 Manitowoc Rd.
Menasha, WI 54952
920-997-4200 tel.
920-997-3240 fax

TO: Chairperson Lobner and Members of the CEA Review Committee

FROM: Chris Shaw, Utilities Director

DATE: March 19, 2021

RE: *Request to upgrade Pick-Up Truck #1521 to Four Wheel Drive in 2022*

The Department of Utilities, Water Division, is requesting approval to upgrade pickup truck #1521 when it becomes due for replacement in 2022. The upgrade replacement request is for a full size, extended cab, four-wheel drive (4WD) pickup. The current vehicle is a 2010 rear wheel drive vehicle. It should be noted that Vehicle #1521 had replaced a full size, 4WD vehicle. At the time, the replacement to a 2WD vehicle was justified as an attempt to reduce operating and replacement costs.

The Water Utility would like to return to a full size, 4WD vehicle for several reasons. First, the utility is a 24 x 7 operation that requires maintenance activities to the satellite facilities (e.g., Lake Station, water towers, booster pump stations, PRVs, etc.) regardless of road conditions. Second, the maintenance staff are reluctant to use this vehicle during any snow event based on a lack of traction and control. Third, if purchased, the vehicle would be available for daily city-wide sampling events.

The estimated additional cost to replace truck #1521 with a 4WD replacement is \$3,300. The Utilities Water Division is requesting to use the funds from #1508 to pay for the upgrade to #1521.

Thank you for your consideration of this matter.



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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: CEA Review Committee

FROM: Jeff Plasschaert

DATE: 3/24/2021

RE: Request to hold Reid Golf Course sprayer #602 and place into REP.

Parks, Recreation & Facilities Management Department is requesting permission to hold Reid Golf Course's sprayer #602 when it is replaced in 2022.

Unit #602 is currently used as a sprayer to treat surfaces for disease, weeds and pests which are detrimental to the golfer experience. This unit is one of the most important pieces of equipment in Reid's fleet and is the only piece of equipment of its kind in the fleet. Not having a backup puts a greater need for the sprayer to be operational at all times, certain pests must be treated at specific times and conditions may allow for very small application windows due to rain, wind, temperatures and golfer expectations. Not having an operational sprayer at these times could be detrimental to overall turf health and quality. Holding unit #602 will allow for a backup sprayer in the event a major issue happens to the primary unit and allow golf operations to continue smoothly without customer disruption.

A secondary benefit to holding this piece of equipment it will allow park grounds staff to utilize the sprayer for their park applications. Park grounds currently utilize a pull behind trailer sprayer which was purchased in 1988 and is need of replacement. Utilizing the reserve unit could save grounds \$17,000 for the purchase of a new trailer sprayer.

With reduced usage there will not be much cost in maintaining this piece of equipment and if a costly mechanical breakdown would occur this piece of equipment would not be fixed and sold.

Thank you for your consideration in this matter.



PARKS, RECREATION & FACILITIES MANAGEMENT

 Facilities & Grounds
1819 E. Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5514 Fax (920)993-3103
www.appleton.org

To: CEA Review Committee

From: Greg Hoekstra

Date: 3/22/21

Re: Request to replace 538 Kubota Mower with two stand on, zero turn mowers.

Mower 538 is a Kubota out front, 60-inch mower that is up for replacement in 2022. The Parks, Recreation and Facilities Management Department would like to replace 538 with two stand on style mowers.

Unit 538 is the last of PRFMD's 60 inch out front mowers. At one time this was the most common type of mower used by the Department, but zero turn mowers have proven to be more efficient and much safer for our operations.

The Department is requesting to replace 538 with one 60-inch, stand on mower with a leaf blower attachment and one standard 60-inch stand on mower.

The budgeted amount to replace Unit 538 is \$23,500. A 60-inch Toro Grandstand Multi Force mower with blower attachment is \$14,406, a standard 60-inch Toro Grandstand is \$8,618 for a total of \$23,278. The PRFMD is requesting to use the CEA funds from unit 538 to purchase the two grandstand mowers. PRFMD is also requesting that the new zero turn mowers be placed into the CEA Fleet to have replacement reserve funds collected.

Thank you for your consideration.



DEPARTMENT OF PUBLIC WORKS
Operations Division
2625 East Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

MEMO

TO: CEA Review Committee

FROM: Mike Stanonik, Operations Foreman

DATE: March 25, 2021

SUBJECT: Request to upgrade sweeper #113 when it's replaced in 2021

The Department of Public Works is requesting permission to upgrade sweeper #113 with a second gutter broom when it is replaced in 2021.

Sweeper #113 is one of 2 mechanical sweepers in our fleet. For traditional residential streets with one lane of traffic in each direction there are few issues with having one gutter broom on the right side of the unit. However, streets that have curbed islands, medians or roundabouts pose situations that need to be addressed. For example, sweeping Meadow Grove Blvd. currently requires a sweeper to travel against the flow of traffic while sweeping next to the island/median because there isn't a broom on the left side of the unit. This same situation applies to every roundabout in the City when we are sweeping the inside curb of the roundabout. The sweeper must travel against the flow of traffic to sweep the inside gutter. The traffic control standards require traffic control for each of the incoming lanes of traffic when sweeping against the flow of traffic. This means that the three (3) other sweepers need to leave their assigned route and be onsite to assist when sweeping a roundabout and one additional sweeper on other City streets with medians.

Upgrading sweeper #113 to include a gutter broom on both sides will allow for this unit to sweep with traffic and therefore eliminating the need for additional sweepers to leave their route to help with traffic control, which will greatly improve efficiency. Also, this additional gutter broom will improve safety for the sweepers and motorists as there will no longer be a need to sweep against the flow of traffic.

The estimated additional cost to upgrade sweeper #113 is approximately \$10,000. If approved, the additional cost for the upgrade will be included in the Department of Public Works Stormwater division budget request for 2021.

Thank you for your consideration in this matter.



DEPARTMENT OF PUBLIC WORKS
Engineering Division – Traffic Section
2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: CEA Committee
From: Eric S. Lom, City Traffic Engineer
Date: March 25, 2021
Re: Request to Upgrade Truck #185 when Replaced in 2022 (Traffic Section / Sign Shop)

The Sign Shop's existing ¾ ton pickup truck is equipped with a basic utility body, ladder rack, lift gate and hydraulic post puller. This configuration allows us to carry some of the gear and materials we need to conduct our operations, but it greatly hinders our ability to *efficiently* and *safely* conduct our operations in the following regards:

- Inadequate tool and hardware storage: This limitation consistently results in extra trips to the shop since we are not able to carry all the tools and hardware we might need during the course of a work day.
- Inadequate/unsafe sign post storage: We currently carry our sign posts on the ladder rack. These posts are quite long and heavy, which results in ergonomic and safety issues when we load or unload posts. Also, since the posts are ratchet strapped to the ladder rack, it is time consuming and cumbersome to loosen/tighten the ratchet straps every time we need to load/unload a post.
- Inadequate vehicle safety lighting: The current truck has a small arrow "stick," with no ability to add a full-size arrow board. The existing arrow stick does not provide adequate safety/visibility, especially on high speed/volume roadways.
- Impeded access to the truck bed: In order for my technicians to load and unload materials into the bed of the truck, they must get on their hands and knees to crawl under the ladder rack. This is inefficient, poses ergonomic issues and generally makes the bed almost unusable.
- Poor ladder storage: We currently have no choice but to stow our 10' ladder on the ladder rack. This ladder is cumbersome and heavy, which results in ergonomic and safety issues when we load or unload it multiple times over the course of the work day.
- Winter weather limitations: The Sign Shop currently has zero 4-wheel (or all-wheel) drive vehicles. This limitation has become problematic during winter weather, as it is often necessary to mount islands and curbs to conduct operations.

As a part of the truck replacement process, we researched numerous alternate truck types/capabilities that could address many of the operational problems posed by the current vehicle design. In the end, our research led us to three general design options:

- Option 1: Replace In Kind (\$53,000 approximate cost): This option would replace the truck as-is (8' bed). It would fail to address any of the operational efficiency and ergonomic/safety issues identified above and would present a long-term hindrance to our ability to properly maintain our ever-growing sign inventory of over 22,000 signs.
- Option 2: Upgrade to an 11-foot bed (\$78,000 approximate cost): This option would replace our existing truck with a larger pick-up truck (F350) with an extended bed, 4-wheel drive & extended cab, and would address the following operational issues we have with our current truck:

- Tool, hardware and equipment storage (larger utility body)
 - Internal, working-level sign post storage (11' bed)
 - Improved vehicle safety lighting (utilizing a full-size arrow board)
 - Unimpeded access to the truck bed (no ladder rack)
 - Curb-side walk-in access to the truck bed (stairs)
 - Improved, working-level ladder storage (11' bed)
 - Ability to better operate in winter weather conditions (4-wheel drive)
- Option 3: Upgrade to match Truck 182 (\$125,000 approximate cost): This option would replace the existing truck with a much larger pick-up truck (F550) with significantly improved capabilities, mimicking the design of our existing Truck 182. The added capabilities, as compared to Option 2, are:
 - A large storage enclosure for a wide array of signs
 - Addition of a hydraulic system, which would allow us to utilize a hydraulic post driver

After careful consideration of the various options available to us, as well as a thorough review of our own operational processes, we concluded that Option 3 would yield the greatest efficiencies. However, we did not believe the additional costs associated with it were justifiable. Conversely, we concluded that Option 1 was not in the best long-term interest of the City, as it would serve to "lock-in" the associated operational inefficiencies and ergonomic/safety concerns for another 10-15 years.

We believe Option 2 offers the best overall long-term value for the City by addressing nearly all of the identified concerns at a price we believe is reasonable. For this reason, we recommend upgrading Truck 185 as noted herein at an estimated total cost of \$78,000 (\$25,000 above the current in-kind replacement cost). If approved, the additional cost for the upgrade would be included in the DPW budget for 2022.

Attachment: Example Photos



Option 1 (F250): This is our existing service truck that is being replaced



Option 2 (F550): This is our other existing service truck



MEMO

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TO: CEA Review Committee

FROM: Paula Vandehey, Director of Public Works

DATE: March 29, 2021

SUBJECT: Request to add a Toolcat Utility Vehicle to the Parking Utility CEA Fleet in 2022 for a total cost of \$75,000.

Over the last 10+ years the snow removal services for the Parking Utility have been provided by Lake Shore Cleaners as they were the only company that would provide us a quote for these services. The company has been great to work with, but they have put us on notice that they no longer wish to provide snow removal services for the City of Appleton. Because removing snow from parking ramps takes specialized equipment, other contractors have not been interested in providing these services, particularly given the uncertain nature of snow events. In order to provide adequate parking and safely maintain our parking ramps, we must be prepared to take on these tasks with internal Parking Utility staff once our contract with Lake Shore Cleaners ends.

The Parking Utility currently also rents a CEA sidewalk tractor for our seasonal ramp flushing. The City's sidewalk tractors are up for replacement in 2022 and our plan is to replace them with the same manufacturer as our current sidewalk tractor. This manufacturer, however, does not have an option to install the water tank above the rear body/engine, which is a critical component for ramp flushing activities.

To meet our snow removal, sweeping and flushing needs for the three (3) Parking Utility Ramps, we are requesting to purchase a Toolcat Utility Vehicle, which offers flexibility through various attachments to complete these tasks utilizing existing parking staff without the need to pay private contractors.

If approved, the funding for this vehicle would be offset by reducing the contracted snow removal services budget by \$40,000 annually.

Therefore, we request to add a Toolcat Utility Vehicle to the Parking Utility CEA Fleet in 2022 for a total cost of \$75,000.



DEPARTMENT OF PUBLIC WORKS
Operations Division
2625 E. Glendale Avenue
Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: CEA Review Committee
From: Bruce Brazee
Date: March 26, 2021
Re: CEA Seasonal Vehicle Request

Engineering Division

The Engineering Division field staff requests five (6) vehicles during the construction season. (April through October)

- Unit 805 (4WD Crew Cab Pickup)
- Unit 59 (2WD Ext. Cab Compact Pickup)
- Unit 1034 (Mini-Van)
- Unit 804 (Mini-Van)
- Unit 1021 (Mini-Van)
- Unit 1023 (Mini-Van)

Traffic Division

The Traffic Division field staff requests four (4) seasonal vehicles for use during the summer.

- Unit 903 (Impala)
- Unit 181 (2WD Service Body Pickup)
- Units 501 (2WD Pickup)
- Unit 509 (2WD Pickup)

Parks, Recreation and Facilities Management Department

The Parks and Recreation Department staff requests two (2) additional vehicles for use during the summer. (May through September)

- Unit 801 (Impala)
- Unit 524 (4WD Compact Pickup)

Sewer Utilities Division

The Sewer Utilities Division staff requests one (1) seasonal vehicle for the use of sewer camera equipment.

- Unit 1504 (KUV Van)

Storm Water Division

Storm Water Division field staff requests one (1) seasonal vehicle for the use of Storm Water Pond maintenance.

- Unit 1515 (4X4 Pickup)

Central Equipment Agency

Policy

&

Procedure

Manual

Revised ~~January 2015~~ **April 2021**

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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 style="width: 100%;" type="text"/>	
Mileage	<input style="width: 100%;" type="text"/>	
Type of Service	<input style="width: 100%;" type="text"/>	
Reliability	<input style="width: 100%;" type="text"/>	
M&R Costs	<input style="width: 100%;" type="text"/>	
	<hr style="width: 100%;"/>	

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.

2021
Purchase Log

TRACKING CODE	Dept.	Spec. Date	Description	OLD/NEW UNIT #	BUDGET EACH	BUDGET TOTAL	ACCOUNT NUMBER	UNIT Cost	TOTAL COST	DATE ORDERED	ANTICIPATED ORDER COMPLETION	VENDOR	PURCHASE ORDER #	OVER/UNDER Budget
TC-2101-A	B	12/10/2020	Pickup-Box Delet Chassis	502/608	\$54,140.00	\$54,140.00	4320.6804.3	\$27,248.00	\$27,248.00	12/23/2020	5/1/2021	L&S Ford	210011	\$6,306.00
TC-2101-B	B	10:00:00 AM	Service Body					\$20,586.00	\$20,586.00	1/11/2021	12/1/2021	Casper Truck	210052	
TC-2102	B	12/10/2020	Pickup/Plow 4x4	506/521	\$45,000.00	\$45,000.00	4320.6804.3	\$43,132.00	\$43,132.00	12/23/2020	5/1/2021	L&S Ford	210013	\$1,868.00
		10:00:00 AM							\$43,132.00					
TC-2103	B	11/19/2020	Zero Turn Mower	555/543	\$53,588.00	\$53,588.00	4320.6804.3	\$54,934.57	\$54,934.57	11/23/2020	1/10/2021	Reindeers	2	-\$1,346.57
		10:00:00 AM												
TC-2104	F	12/3/2020	Single-Axle Chassis w/ Aerial/Chipper Truck Body	403/406	\$224,950.00	\$224,950.00	4320.6804.3	\$216,992.00	\$216,992.00	12/9/2020	8/30/2021	PC International	210002	\$7,958.00
TC-2105-A	N	12/15/2020	Tandem-Axle Chassis	61/98	\$299,570.00	\$299,570.00	4320.6804.3	\$114,400.00	\$114,400.00	1/11/2021	6/1/2021	Truck Country	210053	-\$1,710.00
TC-2105-B	N	10:30am	Roll Off Body					\$185,280.00	\$185,280.00	1/6/2021	12/1/2021	Monroe Truck	210024	
TC-2105-B	N	10:30am	Roll Off Body					\$301,280.00	\$301,280.00					
TC-2106-A	N	12/3/2020	ASL Chassis	67,69/43, 46	\$524,606.00	\$524,606.00	4320.6804.3	\$123,895.00	\$245,650.00	1/15/2021	12/1/2021	Truck Country	210061	\$5,442.00
TC-2106-B	N	10:30:00 AM	ASL Body					\$273,914.00	\$273,914.00	11/20/2020	12/15/2020	Envirotech Equipment	1	
								\$519,164.00	\$519,164.00					
TC-2107	P	12/3/2020	Malibu/Unmarked Lighting Package	919, 922, 948, 959, 972, 978/	\$26,850.00	\$161,100.00	4320.6804.3	\$20,560.75	\$123,364.50	12/18/2020	5/1/2021	Holiday Automotive	210009	\$29,913.80
		11:00:00 AM	Power Dis. Box	906, 913, 914, 928, 930, 931				\$156,737.00	\$156,737.00	03/09/2021	5/1/2021	Emergency Lighting	210199	
								\$211.25	\$1,287.50	3/4/2021	3/18/2021	D&R Electronics	210182	
								\$131,186.20	\$131,186.20					
TC-2108	P	12/3/2020	Ford Interceptor SUV	924, 995/ 933, 978	\$49,082.00	\$98,164.00	4320.6804.3	\$38,918.30	\$77,836.60	12/22/2020	5/1/2021	All World Ford	210010	\$7,051.18
		11:00:00 AM	Decals					\$575.00	\$1,150.00	6/1/2021	6/1/2021	Fast Signs	210188	
			Counsell					\$548.36	\$1,096.72	3/8/2021	4/5/2021	ACM LLC	210187	
			Air Bag Switch					\$130.50	\$261.00	3/8/2021	5/1/2021	Emergency Lighting	210191	
			Pro Guard Equipment					\$2,475.00	\$4,950.00	3/8/2021	5/1/2021	Emergency Lighting	210190	
			Light Bar					\$2,638.00	\$5,276.00	3/8/2021	5/1/2021	Emergency Lighting	210183	
			Power Dis. Box					\$211.25	\$422.50	3/4/2021	3/18/2021	D&R Electronics	210182	
								\$45,556.41	\$91,112.82					
TC-2109	P	12/3/2020	Charger/Sedan	925, 996, 998, 999/ 938, 947, 967, 968	\$40,320.00	\$161,280.00	4320.6804.3	\$37,406.50	\$149,626.00	12/10/2020	5/1/2020	Ewalds	210004	-\$2,679.30
		11:00:00 AM	Decals					\$575.00	\$2,300.00	3/8/2021	6/1/2021	Fast Signs	210186	
			Counsell					\$588.10	\$2,272.40	3/1/2021	4/1/2021	ACM LLC	210187	
			Light Bar Package					\$2,638.00	\$7,914.00	3/8/2021	5/1/2021	Emergency Lighting	210194	
			Light Bar Controller					\$1,001.90	\$1,001.90	3/8/2021	5/1/2021	Emergency Lighting	210194	
			Power Dis. Box					\$211.25	\$845.00	3/4/2021	3/18/2021	D&R Electronics	210182	
								\$163,959.30	\$163,959.30					
TC-2110	P	12/3/2020	Crew Cab 4x4 Pickup Lighting Package	955/937	\$31,000.00	\$31,000.00	4320.6804.3	\$29,712.50	\$29,712.50	12/17/2021	2/1/2021	Ewalds	210008	\$1,287.50
								\$1,711.80	\$1,711.80	3/8/2021	5/1/2021	Emergency Lighting	210192	
								\$31,424.30	\$31,424.30					
TC-2111	P	12/3/2020	Ford Interceptor SUV K-9	1009/975	\$53,621.00	\$53,621.00	4320.6804.3	\$51,970.50	\$51,970.50	12/23/2020	5/1/2021	Ewalds	210007	\$1,650.50
		11:00:00 AM						\$51,970.50	\$51,970.50					
TC-2112	P	12/3/2020	CSO Van	1012/1027	\$28,542.00	\$28,542.00	4320.6804.3	\$28,178.50	\$28,178.50	12/10/2020	5/1/2020	Ewalds	210003	-\$93.50
			Decals					\$750.00	\$750.00	3/8/2021	6/1/2021	Fast Signs	210186	
			Counsell					\$597.00	\$597.00	3/8/2021	4/5/2021	ACM LLC	210178	
								\$29,465.50	\$29,465.50					
TC-2113-A	T	12/15/2020	Tandem-Axle Chassis	27/95	\$299,570.00	\$299,570.00	4320.6804.3	\$114,400.00	\$114,400.00	1/6/2021	6/1/2021	Truk Country	210029	-\$1,710.00
TC-2113-B	T	10:30am	Roll Off Body					\$185,280.00	\$185,280.00	1/6/2021	12/1/2021	Monroe Truck	210031	
								\$299,660.00	\$299,660.00					
TC-2114-A	T	12/15/2020	Tri-Axle Chassis	31, 34/25, 29	\$246,352.00	\$482,704.00	4320.6804.3	\$114,400.00	\$228,800.00	1/6/2021	6/1/2021	Truk Country	210028	\$9,132.00
TC-2114-B	T	10:30am	Roll Off Body					\$126,537.00	\$126,537.00	1/6/2021	12/1/2021	Monroe Truck	210029	
			Patrol Body w/ Patch rate					\$129,235.00	\$129,235.00	1/6/2021	12/1/2021	Monroe Truck	210029	

2022 CEA EQUIPMENT REPLACEMENTS

Department - Division Facilities & Parks (B)	Unit #	Description	Year	Life	Held (yrs)	Mileage/Hours	Rating	Replace	Hold	Eliminate	Upgrade	CEA Approval (Y/N)	Notes
	407	Tractor Loader	2010	10	2	1,318	32		X				
	465	Rake Sand Star II	2016	6	0	450	16	X					
	513	Pickup/Crew Cab	2010	10	2	54,232	27	X					
	538	Mower 60"	2015	7	0	1,000	17	X		X			Replace w/ Two Grand Stand Mowers
	550	Amazon Sweeper	2009	10	3	N/A	17		X				
	560	Snowmobile	2012	10	0	980	18		X				
	580	UTV	2012	8	1	1,250	22		X				
	591	Forklift	2007	15	0	720	23		X				
	1503	Skidsteer	2010	12	0	390	24		X				
	1525	Lift Genie	2010	10	1	135	18		X				
DPW - CEA (C)	70	Service Truck	2011	10	2	25,400	22		X				
Waste Water (D)	1502	Forklift	1997	15	10	975	35		X				
	1509	Gator	2000	7	15	446	33		X				
	1520	Pickup 4x4	2010	11	1	32,443	23		X				
DPW-Traffic (E)	185	Service Trk	2008	12	2	38,291	29	X			X		4x4 Extended Cab w 11' Body
	492	Car Sedan	2011	10	1	26,621	19		X				
DPW - Forestry (F)	443	Chipper	2015	7	0	2,046	20		X				
	500	Pickup	2010	11	1	42,000	23		X				
Golf (G)	602	Progrator/Sprayer	2012	8	2	2,075	24	X					Hold old unit
	603	72" Mower	2005	5	11	2,015	37	X					
	606	Workman HDX	2015	7	0	925	15		X				
	637	Aerifier	2009	10	3		25		X				
DPW- Inspection (I)	284	Prius	2010	8	4	59,470	23		X				
DPW - Meters (M)	666	Van	2011	11	0	42,300	26		X				
DPW - Sanitation (N)	58	ASL	2015	7	0	62,350	35	X					
	60	Truck Mini Dump	2011	10	1	56,670	35		X				
	63	ASL	2015	7	0	61,375	36	X					
	74	Forklift	2003	15	3	1,554	32		X				

Department - Division	Unit #	Description	Year	Life	Held (yrs)	Mileage/Hours	Rating	Replace	Hold	Eliminate	Upgrade	CEA Approval (Y/N)	Notes
Police (P)	921	Impala	2014	6	2	36,740			X				
	941	Impala	2014	6	2	19,100			X				
	942	Implala	2016	6	0	33,845			X				
	946	Ford SUV	2018	3	1	61,705		X					
	954	Impala	2016	6	0	24,350			X				
	958	Impala	2016	6	0	53,884			X				
	971	Impala	2016	6	0	21,290			X				
	974	Ford SUV	2018	3	1	56,998		X					
	976	Implala	2016	6	0	20,900			X				
	977	Implala	2016	6	0	28,170			X				
	980	Ford SUV	2018	3	1	36,635		X					
	981	Ford SUV	2018	3	1	42,275		X					
	984	Implala	2016	6	0	30,150			X				
	988	Ford SUV	2018	3	1	72,716		X					
	994	Ford SUV	2018	3	1	38,075		X					
	1002	Van Mobile Comm.	2001	8	1	16,000			X				
	1004	Implala	2016	6	0	30,700			X				
	1005	Implala	2016	6	0	23,050			X				
	1006	Impala	2016	6	0	19,050			X				
	1007	Escape SUV	2017	6	0	35,000			X				
	1008	Ford SUV	2016	6	0	39,450		X					
	1009	Implala	2016	6	0	28,200			X				
	1010	Ford SUV	2018	3	1	58,000		X					
1011	Ford SUV	2018	3	1	40,000		X						
1013	Ford SUV	2018	3	1	31,000		X						
1014	Ford SUV	2018	3	1	44,100		X						
1016	Ford SUV	2018	3	1	53,500		X						
1017	Ford SUV	2018	3	1	51,600		X						
1018	Ford SUV	2018	3	1	33,850		X						
1020	CSO Van	2019	3	0	47,300		X						
1022	CSO Van	2019	3	0	43,000		X						
1024	CSO Van	2019	3	0	42,000		X						
1033	SUV Undercover	2013/2016	6	0	88,816		X						
Parking (Q)													
	210	Sweeper	2011	10	1	2,545	29		X				
Fire (R)													
	800	Pickup 4x4	2013	8	1	31,435	20	X					
	803	Durango SUV	2014	8	0	34,028	19		X				
	851	Truck AVR	2008	10	4	13,120	21		X				
Storm Water (S)													
	113	Sweeper	2012	10	0	8,051	56	X			X		Dual Gutter Broom

Department - Division	Unit #	Description	Year	Life	Held (yrs)	Mileage/Hours	Rating	Replace	Hold	Eliminate	Upgrade	CEA Approval (Y/N)	Notes
DPW - Street (T)	41	Mason Trk	2008	12	2	54,384	34	X					
	42	Mason Trk	2008	12	2	46,100	34	X					
	100	Grader	2002	20	0	4,690	56	X					
	105	Loader	2010	12	0	8,640	63	X					
	118	Roller	2004	12	6	2,040	33		X				
	123	Concrete Saw	2011	10	1	545	23		X				
	126	Sidewalk Tractor	2012	10	0	2,775	35	X					
	127	Sidewalk Tractor	2012	10	0	2,795	35	X					
	137	Patcher	2009	10	2	5,063	40		X				
	138	Tar Kettle	2009	12	1	1,960	29		X				
	139	Paver	2004	12	6	3,000	39		X				
	145	Trailer	2003	12	7	N/A	N/A		X				
	281	Pickup	2009	12	1	56,085	29	X					
	303	Plow	2009	12	0	N/A	N/A		X				
	DPW - Water (W)	658	Service Van	2008	12	3	23,501	33	X				
665		Pickup 4x4	2011	10	1	42,402	26		X				
677		Pickup 4x4	2010	12	0	29,884	26		X				
Water Filtration (Z)	1501	Forklift	2001	15	5	655	28	X					
	1506	Forklift	1999	15	7	317	28	X					
	1508	JD Tractor	2000	7	14	550	33			X			
	1521	Truck/4x2/Crew	2010	10	1	64,674	26	X			X		4x4
	1522	Truck/4x4/Plow	2011	10	1	14,141	19		X				