

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5100-24-02 LGL 2011-0014
TITLE: <b>CENTRALIZED FLEET MANAGEMENT</b> EFFECTIVE DATE March 11, 2011 REVISION EFFECTIVE DATE: August 23, 2024	

## 1.0 GENERAL

1.1 The process of acquiring, operating, maintaining, and disposing of a fleet of cars, trucks and specialized motor and communications equipment impacts nearly every service provided to the public, affects the productivity of numerous City employees and determines the level of support for emergency services and infrastructure maintenance. Simply stated, without effective equipment management services, the work of public agencies could not be done. This policy defines the standard for fleet management in terms of mission and function and establishes an effective policy that defines authority and accountability throughout City government and the roles and responsibilities of all involved including policy makers, department or agency heads, fleet management and vehicle operators.

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## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy applies to all full and part time City of Spokane employees who operate or are responsible for Fleet Assets. Exceptions must be approved by the Chief Financial Officer or City Administrator.

### Current exceptions:

**Fire Department and Library** are responsible for obtaining required legislative approvals and the purchase, maintenance, disposal, data collection, and reporting for all departmental vehicles.

**Parks and Recreation Department** is responsible for obtaining required legislative approvals for the purchase of departmental Fleet Assets, and

the purchase, maintenance, and disposal of departmental grounds maintenance equipment only.

### 3.0 REFERENCES

Revised Code of Washington (RCW)  
Spokane Municipal Code (SMC)  
Spokane Administrative Policy and Procedure (ADMIN)  
DOT 49 CFR

### 4.0 DEFINITIONS

- 4.1 **Fleet Assets** means vehicles, motorized equipment, trailers, and related equipment under the authority of and maintained by the Fleet Services Department.
- 4.2 **Rental Agreement** – a Rental agreement is a short-term agreement with a provider for a piece of equipment that the City will use for 6 months or less.
- 4.3 **Lease Agreement** – a Lease agreement is either a form of purchase agreement (alternative financing) commonly known as “lease to own”, or a long-term agreement for a piece of equipment that the City will use for an excess of 6 months.

### 5.0 POLICY

- 5.1 It is the policy of the City of Spokane to establish efficient and effective delivery of City services by providing customer departments with safe, reliable, economical, and environmentally sound Fleet Assets and related support services that are responsive to the needs of the department.
- 5.2 All elements of the City's Fleet Management Program will be administered in accordance with the provisions set forth in this document and under the general authority of the Fleet Services Director as empowered by the Mayor and City Administrator.

### 6.0 PROCEDURES

#### 6.1 General Responsibilities of the Fleet Services Department

- a. Understand and meet the needs of City departments while operating in accordance with all applicable Federal, State and Local Laws, Codes, and Ordinances.

- b. Review requisitions for the purchase of new fleet assets, inspect and commission new equipment upon its arrival, and secure titles and licensing for new assets.
- c. Work with departments to develop specifications for Fleet Assets which meet all departmental needs and City policy requirements.
- d. Maintain equipment replacement plans in cooperation with departments based on equipment replacement guidelines and industry best practices.

(Attachment A)

- e. Manage the preventative maintenance, repair, and parts functions for all fleet assets including in-house and vendor contracted repairs.
- f. Manage the City's liquid, compressed gas, and electric fuel sites and fueling operations used for refueling fleet assets.
- g. Oversee the purchase, installation, maintenance, and repair of all City owned radio communication equipment, radio sites, and related devices excluding communication equipment purchased and maintained through the Spokane Regional Emergency Communications System (SRECS).
- h. Notify department heads of any evidence of equipment misuse or abuse.
- i. Manage the disposal of fleet assets following applicable City policies and procedures.
- j. Ensure that all recordkeeping pertaining to Fleet Operations are maintained on a fleet management information system.
- k. Adhere to all local, state, and federal fleet reporting requirements.

**6.2 General Responsibilities of Customer Departments**

- a. Assign a person to act as the department's Fleet Services contact person to coordinate vehicle maintenance, scheduling, and usage.
- b. Assist in scheduling Fleet Assets for preventative maintenance and repair. Ensure assets are available and present for scheduled appointments.
- c. Ensure Fleet Assets are operated safely, efficiently, and responsibly and only for the purposes for which they are intended.

- d. Assist the Fleet Services Department in maintaining complete and accurate records of asset utilization and cost by providing records and data as required.
- e. Review periodic reports from the Fleet Services Department to assist in identifying costly, inefficient, or underutilized assets.
- f. Ensure that operators are diligently conducting and recording all required vehicle inspections.
- g. Ensure all known vehicle defects or malfunctions are brought to the attention of the Fleet Services Department.
- h. Notify the Fleet Services Department in writing when a Fleet Asset is transferred from one department to another.
- i. Assist the Fleet Services Department in the development and preparation of fleet asset specifications.
- j. Ensure that vehicle registrations, insurance cards, and other required vehicle documentation are up to date and kept with the asset at all times.
- k. Promptly report all accidents following accident reporting procedures delineated in The City of Spokane Vehicle Usage and Accidents Policy (0620-12-26)
- l. Promote the completion of customer satisfaction surveys as requested.
- m. Safely secure fleet asset keys, fuel access devices, and fuel credit cards at all times.

## **6.3 ACQUISITION OF FLEET ASSETS**

### **6.3.1 Fleet Asset Purchasing and Leasing Procedures**

- 6.3.1.1 Fleet assets meeting any of the following criteria must be acquired through the Fleet Services Department:
  - a. Assets requiring a title, license, or registration.
  - b. Assets maintained or tracked by Fleet Services.
  - c. Assets fueled at a City facility.
  - d. Assets anticipated to be rented or leased longer than 6 months.

- 6.3.1.2 Fleet Services will provide using departments with pertinent asset data such as age, usage, maintenance cost, and fuel economy to aid in identifying units in need of replacement.
- 6.3.1.3 Using departments will submit requisitions for Fleet Asset replacement to the Fleet Services Director for review.
- 6.3.1.4 Designees from the Fleet Services Department and using department will evaluate operational requirements for the asset to determine selection criteria and specifications.
- 6.3.1.5 The Purchasing Department in cooperation with Fleet Services will procure approved assets in accordance with all City of Spokane purchasing policies, rules, and procedures.

### **6.3.2 Justification for Acquisition – Fleet Right Sizing**

- 6.3.2.1 Expanding the fleet by acquiring new assets will not be permitted unless an ongoing need for the asset can be demonstrated, and failure to acquire the asset would negatively impact the City's ability to offer essential services or result in financial harm to the City.
- 6.3.2.2 Replacement of existing fleet assets will only be permitted if a continuing need exists and the asset that is being replaced is no longer economical to maintain in the fleet, has completed its scheduled lifecycle, or is damaged beyond repair.
  - a. Whenever a replacement Fleet Asset is delivered to a using department, the unit being replaced must be relinquished to the Fleet Services Department and must be of like and kind to the new asset. Exceptions must be approved by the Fleet Services Director.
- 6.3.2.3 Departments with an ongoing or occasional vehicle need that does not meet the City's minimum justification for acquisition or replacement may use the following City provided alternatives:
  - a. Vehicle Sharing – Fleet Services maintains a limited fleet of pool vehicles that can be reserved for both short and long-term rentals.
  - b. City contract with private car rental agency.
  - c. Approved personal vehicle usage reimbursement.

### **6.3.3 Vehicle Selection Criteria**

- 6.3.3.1 Replacement vehicles must adhere to all applicable laws including but not limited to RCW 43.325.080 and SMC 07.06.175A.
- 6.3.3.2 Replacement vehicles must be fueled by electricity or other approved clean fuels whenever an electric or clean fuel vehicle is available that fully meets operational requirements and lifecycle costs are equal to or less than a traditional internal combustion engine vehicle.
- 6.3.3.3 If an electric or clean fuel vehicle is not available or practicable, a non-clean fuel vehicle may be leased until a suitable clean fuel replacement is available.
- 6.3.3.4 At the discretion of the Fleet Director, vehicle selection shall further be prioritized by the following:
  - a. Total Lifecycle Cost
  - b. Fleet Uniformity and Standardization
  - c. Fuel Efficiency
  - d. Carbon and Tailpipe Emissions
- 6.3.3.5 Only essential options and features that directly contribute to the safe and efficient operation of the vehicle will be permitted. These may include:
  - a. Air conditioning and heating systems
  - b. Power steering
  - c. Power windows and door locks
  - d. Safety features such as airbags, anti-lock braking system (ABS), and stability control
  - e. Adequate seating capacity for the intended purpose
  - f. Cargo space or load capacity suitable for operational requirements
  - g. Basic audio system (radio or CD player) for employee convenience
- 6.3.3.6 The following non-essential options and features are strictly prohibited:
  - a. Luxury features such as leather upholstery, wood accents, or premium interior trims
  - b. Advanced infotainment systems with excessive functionality or unnecessary distractions
  - c. High-end audio systems or multimedia entertainment systems beyond basic functionality

- d. Excessive customization or personalization options that are not relevant to operational needs
- e. Performance enhancements or sports-oriented features that do not contribute to work requirements
- f. Excessive or unnecessary exterior accessories (e.g., spoilers, body kits) that do not serve a practical purpose
- g. Specialized features or options designed for recreational purposes

#### **6.3.4 Vehicle Commissioning**

6.3.4.1 All commissioning and decommissioning of Fleet Assets including, but not limited to the installation and removal of logos, safety devices, lighting, and specialty equipment will be performed under the direction of the Fleet Services Department.

- a. Utility equipment that has been added to a fleet asset such as toolboxes, racks, trailer hitches, invertors, etc. shall not be removed and moved to another fleet asset unless mutually agreed upon by the department director who controls the fleet asset and the Fleet Services Department.
- b. No equipment other than City owned authorized equipment will be installed on a fleet asset without the approval of the Fleet Services Department.

6.3.4.2 All City owned vehicles shall have necessary devices installed to regularly capture and transmit to the City's Fleet Management Information System minimum data required to monitor utilization, fueling, and operational costs, and forecast preventative maintenance. These include but are not limited to telematics devices and vehicle identification boxes (VIBs).

6.3.4.3 All fleet assets will carry approved City or Department logos, department name, and asset identification numbers in accordance with Washington state law (RCW 46.08.065). Any requests for exceptions must be approved in writing by the City Administrator and, when necessary, the Washington State Patrol. Exceptions: Undercover SIU and other equipment operated by the Police and Fire Departments as exempt by Washington State law.

### **6.3.5 Assignment**

All fleet assets will be assigned based on a justifiable need by the using department / division. Any fleet asset failing to meet the minimum utilization requirement of 3600 miles or 300 hours per year is subject to further analysis to determine if the unit should be relinquished and reassigned or disposed of as appropriate.

## **6.4 MAINTENANCE AND FUEL PROCEDURES**

**6.4.1** Fleet assets will be maintained with an emphasis on preventative maintenance to avoid costly breakdown repairs and excessive operational downtime. Maintenance and repair work will be completed in the most cost-efficient manner possible, either in an authorized City maintenance facility or in a private maintenance facility under agreement with the City through the Fleet Services Department. All invoices for outside services will be processed through the Fleet Services Department.

### **6.4.1.1 Preventative Maintenance**

- a. The Fleet Services Department will provide using departments with a unit preventative maintenance forecast report on a weekly basis.
- b. The using department fleet contact person will schedule fleet assets for service with the Fleet Services Department.
- c. It is the using department's responsibility to deliver vehicles to the Fleet Services Department prior to the scheduled appointment.
- d. Fleet Services must notify the using department if an appointment must be delayed or cancelled, or if scheduled maintenance will take longer than anticipated.

### **6.4.1.2 Warranty and Recalls**

- a. All vehicle warranty and factory recalls will be coordinated by the Fleet Services Department.
- b. Notifications received by the Fleet Services Department for a recall will be logged in for date received and forwarded to the appropriate department contact person who will be responsible for contacting the Fleet Services Department to schedule the necessary repair.



- c. Recall notifications received directly by a department should be forwarded to the Fleet Services Department for appropriate handling.

#### 6.4.1.3 Breakdown Repairs

- a. Fleet services shall seek customer approval for major repairs that either exceed the customer's stated threshold or are expected to cost more than 50% of the vehicle's book value.
- b. Any defects or problems discovered while a fleet asset is in the custody of a Fleet Services Department repair facility will be corrected before the asset is released. A fleet asset must be safe and roadworthy before it will be released for service.

#### 6.4.1.4 Procedures for Scheduling Fleet Asset Maintenance and Repair

- a. Non-emergency maintenance will be scheduled by contacting the Fleet Services repair facility either in person, by phone, or via email.
- b. Drive in service will be performed as time permits based upon the severity of the repair, mission of the using department, and the availability of necessary parts.
- c. For emergency breakdowns within the local area, the customer should contact Fleet Services for assistance. Fleet Services personnel will arrange to have the vehicle repaired or towed as necessary.
- d. For breakdowns occurring out of town, Fleet Services personnel will coordinate with vendors to authorize necessary repairs. If the emergency breakdown occurs outside Fleet Services operational hours, the customer may authorize up to \$500 in repairs without prior approval from Fleet Services. Fleet Services must be notified of the after-hours repair as soon as possible.

#### 6.4.1.5 Rework

- a. The Fleet Services Department will track repeat and rework repairs on fleet assets and equipment and will not charge the customer for any substantiated rework that occurs under normal and reasonable use.

**6.4.2** All vehicle fuel, including electricity, will be obtained at a City fuel site or a private station under contract with the City. When operating a City vehicle in an area where the use of a City fuel site or contracted

site is unavailable or impractical, fuel should be purchased with an authorized City fuel card issued by the Accounting Department. For City owned electric vehicles where it is operationally necessary for the vehicles to be taken home and charged at a private residence, electricity expenses will be reimbursed to the using employee based on the actual energy added while charging at the private residence multiplied by the utility providers posted rate.

#### **6.4.3 Cost of Fleet Operation**

6.4.3.1 All costs of fleet operations to include elements of maintenance, fuel, overhead, administration costs, and the cost for all fleet asset replacement will be charged to the departments / divisions using appropriate markups for full cost recovery. Using Departments will be advised in advance of any changes in Fleet costs that will be charged to Departments.

- a. Necessary records and data will be maintained so budgetary analysis of the fleet operation can be readily performed.
- b. Hourly labor rates and markups for parts, fuel, and vendor supplied services will be evaluated yearly to ensure accurate cost recovery.

### **6.5 VEHICLE DISPOSAL PROCEDURES**

6.5.1 Replaced Fleet Assets that have reached the end of their economic life, are no longer needed, or have been damaged beyond repair, shall be relinquished to the Fleet Services Department for decommissioning and disposal.

6.5.2 All fleet assets that are removed from City service will be disposed of following procedures set forth by the City's Purchasing Department.

6.5.3 The funds received from surplus fleet asset sales will be returned to the owning department budget account from which the purchase was originally funded.

### **7.0 RESPONSIBILITIES**

The Fleet Services Department shall administer this policy.

### **8.0 APPENDICES**

ATTACHMENT A – FLEET ASSET REPLACEMENT GUIDELINES

APPROVED BY:

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Aug 22, 2024  
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City Administrator

Aug 23, 2024  
Date

**ATTACHMENT A - REPLACEMENT GUIDELINES**

CATEGORY	DESCRIPTION	REPLACEMENT USAGE	REPLACEMENT USAGE	REPLACEMENT
		- MILES	- HOURS	AGE -YEARS
111	ATTACHMENTS SNOW REMOVAL NOSE PLOWS	NA	NA	NA
115	ATTACHMENTS SNOW REMOVAL DE-ICER EQUIPMENT	NA	3000	10
116	ATTACHMENTS SNOW REMOVAL SNOW BLOWERS	NA	3000	15
117	ATTACHMENTS SNOW REMOVAL MATERIAL SPREADERS	NA	3000	15
190	ATTACHMENTS OTHER	NA	NA	NA
313	TRAILER MOUNTED GENERATORS LIGHT PLANT < 1000	NA	7500	25
690	GROUNDS SMALL TOOLS	NA	NA	10
700	TRAILER	NA	NA	20
800	SEMI-TRAILER	NA	NA	25
912	OTHER PORTABLE TOOLS POWERED	NA	NA	10
1112	CYCLES MOTORCYCLES LAW ENFORCEMENT	50000	NA	10
1211	LIGHT VEHICLES CARTS THREE WHEELED	50000	5000	10
1212	LIGHT VEHICLES CARTS FOUR WHEELED	50000	5000	10
1216	LIGHT VEHICLES CARTS ALL TERRAIN VEHICLE	20000	3000	10
1320	AUTOMOBILE COMPACT	100000	NA	15
1330	AUTOMOBILE INTERMEDIATE	100000	NA	15
1331	AUTOMOBILE INTERMEDIATE COUPE	100000	NA	15
1332	AUTOMOBILE INTERMEDIATE SEDAN	100000	NA	15
1333	AUTOMOBILE INTERMEDIATE STATION WAGON	100000	NA	15
1340	AUTOMOBILE FULL SIZE	100000	NA	15
1342	AUTOMOBILE FULL SIZE SEDAN	100000	NA	15
1348	AUTOMOBILE FULL SIZE LAW ENFORCEMENT	100000	NA	NA
1410	VAN WINDOW	100000	NA	15
1420	VAN CARGO	100000	NA	15
1421	VAN CARGO STANDARD VAN	100000	NA	15
1510	PICKUPS COMPACT	100000	NA	15
1520	PICKUPS HALF TON	100000	NA	15
1530	PICKUPS 3/4 TON	125000	NA	15
1548	PICKUP LAW ENFORCEMENT	100000	NA	NA
1610	SPORT UTILITY COMPACT	100000	NA	15
1612	SPORT UTILITY COMPACT 4 PASSENGER	100000	NA	15
1620	SPORT UTILITY HALF TON	100000	NA	15
1623	SPORT UTILITY HALF TON 6 PASSENGER	100000	NA	15
1648	SPORT UTILITY EMERGENCY SERVICES LAW ENFORCEM	100000	NA	NA
2420	VAN CARGO	125000	NA	15
2500	PICKUPS	125000	NA	15
2510	PICKUPS ONE TON	125000	NA	15
3410	VAN WINDOW	125000	NA	15
3420	VAN CARGO	125000	NA	15
3500	PICKUPS	125000	NA	15
3713	STRAIGHT TRUCKS GENERAL PURPOSE UTILITY BED	150000	10000	20
4410	VAN WINDOW	150000	10000	20
4429	VAN CARGO WORK CENTER	150000	10000	20
4711	STRAIGHT TRUCKS GENERAL PURPOSE FLAT BED	150000	10000	20
4712	STRAIGHT TRUCKS GENERAL PURPOSE DUMP BED	150000	10000	20
4713	STRAIGHT TRUCKS GENERAL PURPOSE UTILITY BED	150000	10000	20
4722	STRAIGHT TRUCKS EMERGENCY SERVICES TACTICAL V	100000	10000	20
5711	STRAIGHT TRUCKS GENERAL PURPOSE FLAT BED	150000	10000	20
5712	STRAIGHT TRUCKS GENERAL PURPOSE DUMP BED	150000	10000	20

CATEGORY	DESCRIPTION	REPLACEMENT USAGE	REPLACEMENT USAGE	REPLACEMENT
		- MILES	- HOURS	AGE -YEARS
5713	STRAIGHT TRUCKS GENERAL PURPOSE UTILITY BED	150000	10000	20
5723	STRAIGHT TRUCKS EMERGENCY SERVICES ARMORED VE	100000	10000	20
5765	STRAIGHT TRUCKS SANITATION BIN MOVER	150000	10000	20
6765	STRAIGHT TRUCKS SANITATION BIN MOVER	150000	10000	20
7710	STRAIGHT TRUCKS GENERAL PURPOSE	200000	12000	20
7712	STRAIGHT TRUCKS GENERAL PURPOSE DUMP BED	200000	12000	20
7771	STRAIGHT TRUCKS PUBLIC WORKS MECHANICAL STREE	NA	10000	10
7772	STRAIGHT TRUCKS PUBLIC WORKS AIR SWEEPER	NA	10000	10
8711	STRAIGHT TRUCKS GENERAL PURPOSE FLAT BED	250000	15000	20
8712	STRAIGHT TRUCKS GENERAL PURPOSE DUMP BED	250000	15000	20
8713	STRAIGHT TRUCKS GENERAL PURPOSE UTILITY BED	250000	15000	20
8714	STRAIGHT TRUCKS GENERAL PURPOSE VAN BODY	250000	15000	20
8718	STRAIGHT TRUCKS GENERAL PURPOSE FIFTH WHEEL	250000	15000	20
8744	STRAIGHT TRUCKS PUBLIC UTILITY PLATFORM AERIA	250000	15000	30
8761	STRAIGHT TRUCKS SANITATION REAR LOADERS	NA	NA	8
8762	STRAIGHT TRUCKS SANITATION SIDELOADERS	NA	NA	8
8763	STRAIGHT TRUCKS SANITATION FRONT LOADERS	NA	NA	8
8767	STRAIGHT TRUCKS SANITATION ROLL OFF	NA	NA	8
8773	STRAIGHT TRUCKS PUBLIC WORKS VACUUM LOADER	NA	10000	15
8774	STRAIGHT TRUCKS PUBLIC WORKS STREET FLUSHER	250000	15000	20
8775	STRAIGHT TRUCKS PUBLIC WORKS SEWER CLEANER	NA	10000	15
8776	STRAIGHT TRUCKS PUBLIC WORKS SEWER RODDER	NA	10000	15
8777	STRAIGHT TRUCKS PUBLIC WORKS POT HOLE PATCHER	NA	12000	20
8810	TRUCK TRACTORS CONVENTIONAL	250000	15000	20
9110	WHEELED SKID STEER LOADERS	NA	6500	15
9130	WHEELED ARTICULATED LOADERS	NA	15000	25
9140	WHEELED LOADER/BACKHOES	NA	10000	25
9150	WHEELED EXCAVATORS	NA	10000	25
9160	WHEELED GRADERS	NA	15000	25
9180	WHEELED COMPACTORS	NA	7500	25
9250	TRACKED TRACKED EXCAVATORS	NA	12000	20
9310	MATERIAL HANDLING FORKLIFTS	NA	10000	25
9320	MATERIAL HANDLING TOWMOTORS	NA	NA	25
9330	MATERIAL HANDLING MAN LIFTS	NA	NA	10
9350	MATERIAL HANDLING BOOM LOADERS	NA	7500	15
9412	PUBLIC WORKS SWEEPERS / SCRUBBERS RIDING	NA	7500	15
9423	PUBLIC WORKS PAVEMENT MAINTENANCE GRINDERS	NA	7000	10
9430	PUBLIC WORKS PAVERS	NA	7000	10
9440	PUBLIC WORKS ROLLERS	NA	7500	25
9600	GROUNDS	NA	7000	15
9620	GROUNDS UTILITY TRACTORS	NA	7500	20
9730	WATERCRAFT POWER CRAFT	NA	NA	20











# ADMIN 5100-24-02 CENTRALIZED FLEET MANAGEMENT

Final Audit Report

2024-08-23


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