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**CITY OF SEABROOK
RESOLUTION NO. 2016-13**

**ADOPTION OF THE PUBLIC SAFETY VEHICLE AND EQUIPMENT
REPLACEMENT POLICY**

**A RESOLUTION ADOPTING THE PUBLIC SAFETY VEHICLE AND
EQUIPMENT REPLACEMENT POLICY FOR THE CITY OF SEABROOK**

WHEREAS, the Council of the City of Seabrook desires to establish a Public Safety Vehicle and Equipment Replacement Program; and

WHEREAS, the staff of the City of Seabrook has developed a policy for the administration of the Public Safety Vehicle and Equipment Replacement Program; and

WHEREAS, the Public Safety Vehicle and Replacement Policy will be reviewed annually;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEABROOK, STATE OF TEXAS:

That the City of Seabrook hereby formally adopts a Public Safety Vehicle and Equipment Replacement Policy as shown on Exhibit A which is hereby attached and made part of this resolution.

AND IT IS SO ORDERED

PASSED, APPROVED AND ADOPTED THIS _____ DAY OF _____, 2016.

Glenn R. Royal, Mayor

ATTEST:

Robin Hicks, TRMC
City Secretary

47 **EXHIBIT A**

48
49 **PUBLIC SAFETY VEHICLE AND EQUIPMENT REPLACEMENT PROGRAM**

50
51 **Purpose**

52 The purpose of this policy is to establish guidelines on funding and maintaining the Public Safety
53 Vehicle and Equipment Replacement Fund (**PS VERF**). This will ensure vehicles and equipment
54 are funded and replaced according to their anticipated lifecycle, reduce maintenance costs and
55 eliminate reliance on the operating budget and large outlays for vehicle and equipment
56 purchases.

57
58 **Objective**

59 The objectives of this policy are as follows:

- 60
- 61 1. Provide a mechanism in which funding for vehicle and equipment replacements is
62 available, in advance of the need, through the establishment of the PS VERF.
 - 63 2. Provide for the timely acquisition and disposal of vehicles, therefore maximizing the
64 dollar resources available for meeting the needs of the fleet.
- 65

66 **General Procedures**

- 67 • For each new vehicle purchase and associated equipment attached to the vehicle, a
68 forecast replacement cost will be established based on its anticipated life.
 - 69 • For vehicles currently in the fleet at the time of establishing the PS VERF the forecasted
70 replacement cost will be established based on the anticipated year of replacement
 - 71 • The forecasted replacement cost is spread evenly over the anticipated/remaining life of
72 the vehicle and associated equipment. This is called the annual amortization.
 - 73 • Proceeds received from the resale of any vehicle removed from the Public Safety fleet
74 will be deposited back into the PS VERF to help defray unanticipated new vehicle cost
75 increases.
 - 76 • The fund will be used to replace existing fleet vehicles only. It will NOT be used to
77 purchase additions to the fleet. However, once the vehicle joins the fleet and the
78 appropriate annual amortization has been funded from the Crime Control and Prevention
79 District, it is eligible to be replaced using the PS VERF.
- 80

81 **Replacement Plan Funding**

82 The Seabrook Crime Control and Prevention District will make an initial transfer to the PS
83 VERF in an amount sufficient to cover:

- 84
- 85 1. 2015-16 vehicle replacement purchases plus the first year amortization of those
86 purchases.
 - 87 2. The annual amortization for all years prior to and including 2015-16 of future
88 replacements for vehicles currently in the fleet.
- 89

90 Annual transfers to cover the amortization of all vehicles to be replaced from the PS VERF will
91 be allocated through the annual budget process from the Crime Control and Prevention District.

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Vehicle Replacement Criteria

Vehicle replacement criteria are determined by anticipated useful service life and/or mileage. While the City recognizes that age or mileage does not always determine reliability or condition of a vehicle, the following guidelines should be followed based on the type of vehicle to be replaced:

1. Patrol units – 7 years or 100,000 miles
2. Staff, administration, detective units – 10 years or 100,000 miles
3. Heavy Duty vehicles such as vans used for community service or heavy duty trucks for towing – 15 years or 100,000 miles

The City may decide to retain a vehicle beyond the stated criteria after evaluation of anticipated usage, repairs and operating costs.

The consideration of early replacement of a vehicle often arises when major expenditures are necessary to restore it to a safe operating condition (e.g. major component failure or incident damage). However, replacement prior to the normal criteria for vehicles will result in an acceleration of the future replacement cost amortization in order to cover the unfunded portion of the cost of replacement. Major vehicle repairs should always be made, with two exceptions:

1. Major expenditures for repair should not be made when the cost of the repair plus the vehicle salvage in unrepaired condition exceeds its wholesale value in repaired condition.
2. Major deferrable expenditures should not be made when a vehicle is in its final year of its retention cycle. During this period, the accelerated cost for early replacement is small and, therefore, the vehicle should be replaced rather than repaired.

Policy Review

The City Manager and the City’s Finance Director will review the PS VEF Policy in connection with the annual budget process as well as the year-end audit process to ensure the City is adhering to the framework outlined in this policy and will make recommendations to revise the policy as needed.