

RESOLUTION NO. 2022-04

A RESOLUTION ADOPTING A VEHICLE PURCHASE, REPLACEMENT, AND SALE POLICY FOR KAMAS CITY, AND RELATED MATTERS

WHEREAS, Kamas City has numerous vehicles and equipment that require maintenance and replacement from time to time, including police vehicles and public work vehicles and equipment;

WHEREAS, Kamas City has previously handled the purchasing, replacement, and disposal of such vehicles and equipment on an ad-hoc basis;

WHEREAS, the Kamas City Council desires to establish and formalize its procedures related to these vehicles and equipment in order to help plan and budget for the current and future needs of City staff, clarify processes, and provide greater transparency to the public;

WHEREAS, the Kamas City Council finds that adopting the Vehicle Purchase, Replacement, and Sale Policy, attached as Exhibit A, is in the interest of and will benefit the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Kamas City, Utah, as follows:

1. The City Council adopts the Vehicle Purchase, Replacement, and Sale Policy, attached as Exhibit A, as Kamas City policy.
2. This resolution shall take effect immediately upon its adoption.

Adopted and resolved by the City Council of Kamas, Utah this _____ day of _____, 2022.

Mayor

ATTEST:

City Recorder

KAMAS CITY VEHICLE PURCHASE, REPLACEMENT, AND SALE POLICY

PURPOSE

Equipment and vehicles are an integral part of the day-to-day operations of the city. They are also a major expense, especially as they age and maintenance costs increase. This document establishes policies regarding the funding source for this expense, the timing for the replacement of vehicles, and preferred methods of purchasing, leasing, and selling vehicles and equipment.

FUNDING OF VEHICLES

Kamas City may establish a separate fund within its budget to provide for the replacement of vehicles and equipment, in accordance with Utah State law and governing standards. If this fund is created, Kamas City shall allocate moneys to this fund on at least an annual basis. Such annual allocation shall be the total sum of the estimated replacement cost of each vehicle and equipment subject to this policy divided by the number of years in the applicable replacement schedule for such vehicle or equipment.

If no separate fund is created, Kamas City shall budget for the replacement of vehicles and equipment through the City's normal budgeting process.

ACQUISITION OF VEHICLES AND EQUIPMENT

A combination of purchasing and leasing may be used to acquire new or replacement vehicles and equipment. Vehicles and equipment that are intended to be retained and used for at least 10 years will generally be purchased outright. Vehicles and equipment that are to be retained for shorter terms, or that do not require frequent use, may be leased or purchased, depending on which option is most cost effective for the City.

In purchasing vehicles and equipment, the purchasing contracts available through the State of Utah typically provide the most cost-effective means of acquiring vehicles and equipment. These contracts will be used whenever available. When such contracts are not available, and for any leasing or rental contracts, the City shall use such contracts, bidding or quote procedures, negotiations, and any other procedure or process required or authorized by the Kamas City purchasing policy.

REPLACEMENT OF VEHICLES AND EQUIPMENT

Vehicles and equipment shall generally be replaced according to the replacement schedule set forth below. A particular vehicle or equipment may be replaced sooner or later than provided by the replacement schedule as approved by the City Council based on the recommendation of the appropriate department head; the history, maintenance, and condition of the vehicle or equipment; and a recommendation of a trained and experienced mechanic.

Vehicles:

Passenger vehicles: 5 Years

Light-duty trucks (police and public works): 5 Years

EXHIBIT A

Bucket Truck	Need Based
Equipment:	
Dump Trucks/Plow Trucks	15 Years
Backhoe (Yearly Lease)	1 Year
Mini Excavator/Tractor	15 Years
Side x Side/Lawn Mowers	10 Years
Street Sweeper	Need Based

SALE, SURPLUS, AND DISPOSAL OF VEHICLES AND EQUIPMENT

Vehicles and equipment that have been replaced and are no longer needed by the city, and are not subject to return at the end of a lease or rental period, may be surplused and disposed of by the mayor. All such disposal procedures shall ensure that the City obtains adequate consideration and fair market value for the surplus property, with due consideration for the condition of the vehicle or equipment. Such procedures may include:

1. Obtaining value or a discount through a trade-in or return as part of a replacement purchase or lease;
2. Requesting bids or selling the property by auction;
3. Private negotiations and contracts.

Officers and employees of the city may seek to acquire surplus vehicles and equipment, provided that:

1. The officer or employee had no input into or decision-making authority over the decision to replace, surplus, and/or dispose of the property;
2. The officer or employee purchases the equipment for fair market value through a lump-sum transaction on similar terms and conditions as would be offered to any other person; and
3. The decision to authorize the sale to the officer or employee was made by the mayor or city council independently of the purchasing officer or employee.