

**A RESOLUTION TO FORMALLY ADOPT THE CITY OF ROLLING MEADOWS
VEHICLE REPLACEMENT POLICY**

WHEREAS, the City of Rolling Meadows (“City”) maintains the city’s vehicle fleet, including implementing current, and new standards and practices for vehicle replacement; and

WHEREAS, it is in the City’s best interest to replace equipment at recommended time intervals set by the Vehicle Replacement Committee and Vehicle Services Division; and

WHEREAS, it is in the City’s best interest to foster sustainability, enhance operational efficiency, and prioritize the well-being of our community by investing in modern and environmentally friendly vehicles; and

WHEREAS, this policy formalizes longstanding practices within the Rolling Meadows team, setting a structured framework for future management of city vehicles and equipment; and

WHEREAS, this City will routinely evaluate the criteria for replacing vehicles and adjust when needed with recommendations from the Vehicle Replacement Committee and Vehicle Services Division Staff.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF ROLLING MEADOWS, ILLINOIS, as follows:

Section 1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Resolution as though set forth in this Section 1.

Section 2. Approval. The City of Rolling Meadows Vehicle Replacement Policy, attached to this Resolution as Exhibit A, is hereby adopted and will be effective as of June 18, 2024.

Section 3. Effective Date. This Resolution shall be in full force and effect after its approval in the manner provided by law.

AYES: Reyex, Budmats, O’Brien, Vinezeano, Boucher

NAYS: Koehler

ABSENT: McHale

Passed and approved this 18th day of June, 2024.



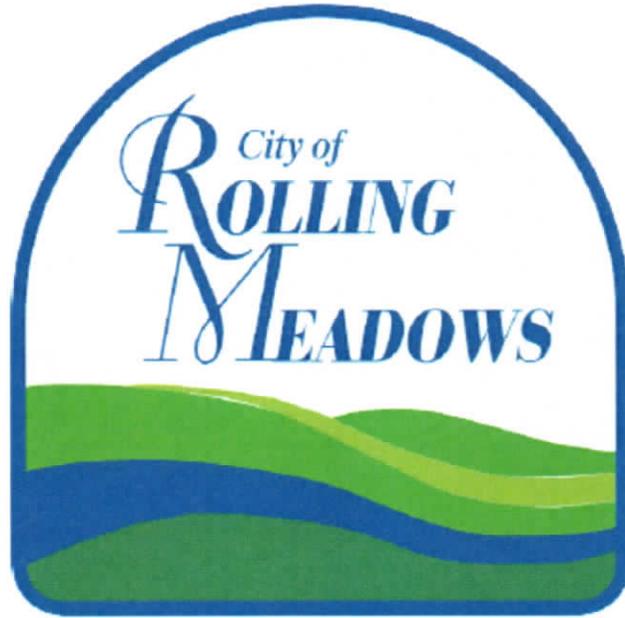
Lara Sanoica, Mayor

ATTEST:



Judith Brose, Deputy City Clerk

Exhibit A



CITY OF ROLLING MEADOWS
VEHICLE AND EQUIPMENT
REPLACEMENT POLICY

Exhibit A

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CITY OF ROLLING MEADOWS VEHICLE AND EQUIPMENT REPLACEMENT POLICY

Section 1: General Policy

The City of Rolling Meadows is committed to providing its staff with the tools and equipment needed to perform their jobs safely and professionally. Motor vehicles and motorized equipment are essential tools for many City employees, and this policy is designed to ensure that these assets are managed consistently, efficiently, and effectively. This policy ensures that the City's fleet is managed carefully to get the most out of taxpayers' investments by purchasing vehicles and equipment thoughtfully, using them efficiently and safely, and selling or disposing of them when they are no longer needed in a way that maximizes their value.

As the Public Works Department continues its efforts to maintain a reliable and efficient fleet for the City, it is crucial that it considers various factors in determining replacement recommendations. Each vehicle and piece of equipment has distinct attributes that influence its performance and overall value.

The Vehicle Services Division recognizes the importance of fiscal responsibility and the need to best manage funds within the City's budget. The existence of finite and limited financial resources may reduce the possibility of replacing vehicles in a specific fiscal year. Vehicles and equipment are capitalized utilizing a straight-line depreciation method. As a result, it is crucial to adopt a strategic approach that involves prioritizing and determining which vehicles should be replaced using the funds that are currently available and planned for the foreseeable future.

The main goal of this policy is to outline a thorough framework for the City Council, Vehicle Replacement Committee, the Vehicle Services Division, and City departments to plan for vehicle replacements. This policy will allow the City to identify and set priorities, ultimately leading to the formulation of recommendations that will be submitted to the City Manager and the City Council.

This policy is a dynamic document which will be reviewed and amended as needed in order to continue to provide employees with the proper and safe vehicles and equipment to perform their duties in the most cost-effective and operationally efficient manner

Section 2: Definitions

2nd Line Vehicle: A vehicle whose initial frontline responsibilities have been taken over by a newer vehicle. Despite this transition, the second line vehicle remains sufficiently operational to be repurposed for non-emergency tasks.

Condition: Evaluate the overall mechanical condition as well as the appearance of the piece of equipment.

Downtime: Evaluate the amount of time a piece of equipment spends out of service due to unplanned breakdowns and repairs.

Economic Life: The economic life of a vehicle is perhaps the most critical factor. It signifies the duration during which the average total ownership cost is at a minimum. This includes factors such

as, fuel efficiency, maintenance expenses, and depreciation. Determining the economic life allows vehicle services to optimize its budget and resources effectively.

Fuel Efficiency: A measure of how much distance a vehicle can travel with a specific volume of fuel. Upgrading to more fuel-efficient vehicles can lead to long-term cost savings and environmental benefits.

Maintenance Costs: Evaluate the historical and anticipated maintenance costs for each unit. Identify patterns of increased repairs and assess the impact of the vehicle's overall reliability.

Operational Efficiency: The manner by which a vehicle may enhance City productivity and streamline processes.

Pool Vehicle: A vehicle that may be reserved or scheduled for use by City employees for work-related purposes.

Service Life: The service life of a vehicle represents the duration it remains capable of rendering efficient and safe service. As vehicle services assess its fleet, it is vital to consider the wear and tear, maintenance requirements, and safety standards associated with each unit.

Safety Features: Assess the safety features of each vehicle, particularly in comparison to newer models. Prioritize the well-being of all staff along with the public and ensure compliance with evolving safety standards.

Technological Life: The technological life of a vehicle reflects its relative productivity compared to newer models. Advancements in technology continually impact performance, fuel efficiency, and safety features. Evaluating the technological obsolescence of the fleet ensures that vehicle services maintains a competitive and modernized fleet.

Section 3: Equipment Replacement Evaluation and Criteria

Vehicles and/or equipment will undergo assessment based on 5 criteria: age, mileage, operation & maintenance cost, the condition of the body and mechanical components, and consistency with the City's Vehicle Replacement Plan. Each criterion has an established baseline and points are allocated according to the comparison of the vehicle/equipment data to this standard. Ratings include low, base (matching the standard), high, and extreme. Points are designated as follows: 1-low, 2-base, 3-high, and 4-extreme.

A point total reaching or surpassing 24 signifies a recommendation for the replacement of a vehicle. This point total serves as the basis for determining its replacement priority, with a higher numerical value indicating a greater priority. The prioritization will be systematically established for the entire vehicle fleet, categorized by vehicle class, regardless of departmental assignment.

The priority ranking is designed to provide guidance and should not, in any way, be misconstrued as a substitute for the evaluation and recommendations of the Vehicle Services Division. For instance, a mechanic might be aware of issues such as an intermittent slipping transmission or may observe that a vehicle has experienced undue wear and tear, falling outside the base criteria. Similarly, a piece of equipment could exhibit a significant operating cost related to fuel consumption per mile. While the evaluation criteria may yield a low total score, it is imperative to consider these factors for potential replacement as soon as possible. These nuances may not be fully

captured in a point-based criterion, emphasizing the need for comprehensive assessment beyond numerical scores. Each year, upon establishing the city's replacement plan, the Vehicle Services Division will incorporate these considerations into their recommendation.

Instances may arise where the incorporation of new technology or features in updated equipment could enhance productivity or offer other advantages to the City. In such cases, opting for replacement ahead of the scheduled timeline may be a viable and beneficial option.

Life Expectancy Report Rating Criteria:

The Vehicle Services Division will conduct and finalize the Life Expectancy Report for vehicles/equipment, which will be presented at the second meeting of the Vehicle Replacement Committee. This presentation aims to outline the planned replacements for the upcoming year, facilitating budget planning.

Age: Drawing on experience and adhering to industry norms within each equipment class, as recommended by the American Public Works Association (APWA), national averages, and other municipalities, the goal is to identify the optimal balance between the lowest operational cost and the highest resale value.

Mileage: Based on experience and industry standards for each equipment class, as suggested by the APWA and national averages, among other municipalities, the goal is to identify the ideal point in which a vehicle reaches its lowest operational cost and the highest resale value.

Maintenance Cost: The maintenance cost will be the total of maintenance and repair expenses, calculated as a percentage of the original purchase price. This total excludes accident and warranty repairs.

Condition: A comprehensive physical assessment is conducted for each vehicle, ensuring it either meets or surpasses the established standards for age, mileage, and maintenance costs. Criteria involve assigning the total maintenance and repair cost as a percentage of the current book value of each vehicle, with additional considerations such as vehicle history and accident history.

Alignment with the City's Vehicle Replacement Plan: The City uses a Strategic 5-Year Plan for replacement based on age of the vehicle. If the vehicle has been deferred due to low mileage, low use, overall vehicle condition, or cost increases over the budgeted amount, the vehicle will gain points based on amount of years deferred.

Comments and Other Considerations: In this section, the Vehicle Services staff can provide insights on vehicle history costs, technological advancements, safety considerations, and other factors that should be considered during the evaluation.

Section 4: Equipment Replacement Parameters

Based on the attached Life Expectancy Report (Exhibit 1), the recommendations for vehicle and equipment replacement are outlined based on the point system results as follows:

- Scores below 16 points or 0% to 35% of the total score indicate that deferral is advisable, marking the item as a good candidate for deferral.

- Scores ranging from 17 to 23 points, representing 35% to 70% of the total score, suggest deferring replacement for 1-2 years.
- Scores falling between 24 and 32 points, covering 70% to 100% of the total score, indicate an immediate need for replacement.

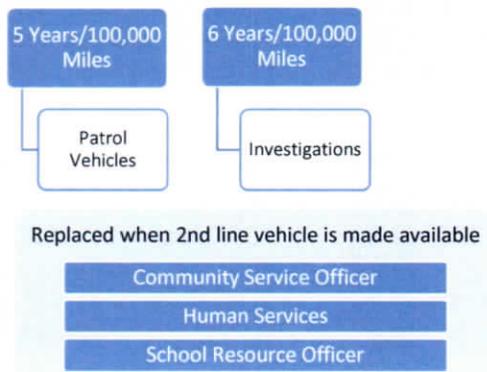
Section 5: Equipment Replacement Timeline

The timelines for replacing all equipment are determined based on APWA guidelines and the City's experience with such vehicles. These timelines are illustrated in the chart below. The upper section of each chart indicates the years/mileage, followed by the vehicle type within each category.

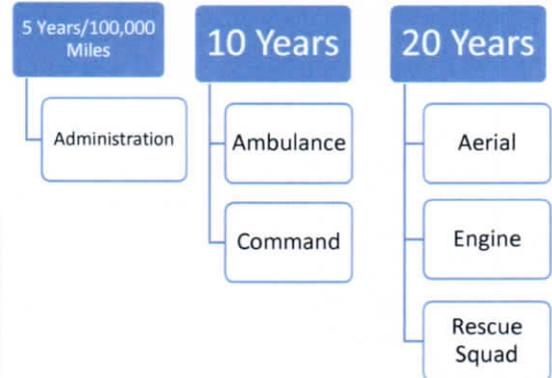
City Hall



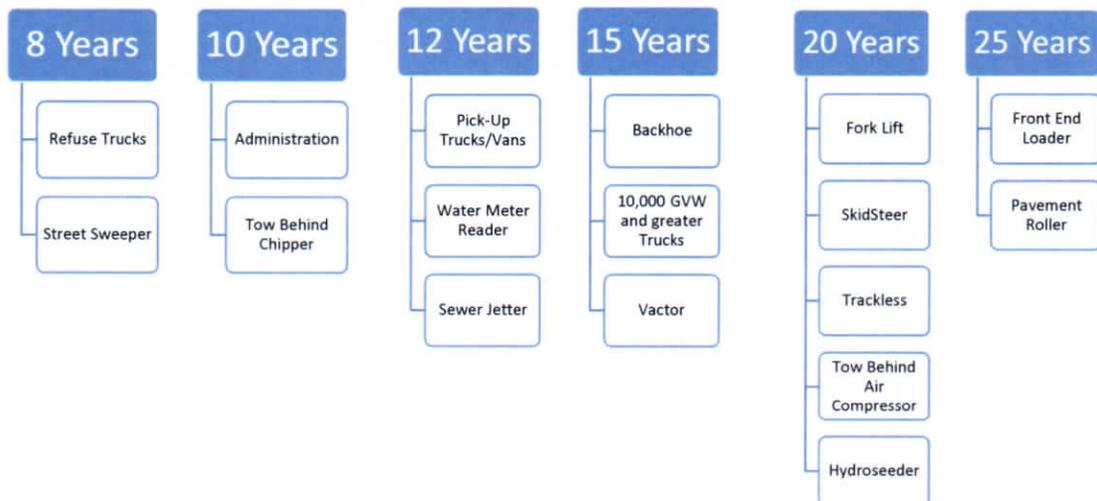
Police



Fire



Public Works



Section 6: Minimum Use Policy

The purpose of this Vehicle Minimum Use Policy is to ensure the optimal utilization and cost-effectiveness of the City's fleet. By establishing minimum usage criteria, vehicle services aims to right-size the fleet with the appropriate vehicles, promoting efficiency and responsible resource management.

The Vehicle Services department will conduct an annual review of fleet data to identify vehicles that have accumulated low mileage for that year. The review will include an assessment of the vehicle's necessity in the fleet.

Upon completion of the review, Vehicle Services will make recommendations based on the data analysis. These recommendations may include reassignment, disposal, or replacement of vehicles with consistently low usage.

Low vehicle usage may indicate that the vehicle is no longer essential for municipal operations. Departments with low usage vehicles will be consulted to determine if the vehicle is still required or if alternative solutions can be identified.

Exceptions to the minimum use criteria may be considered in cases of seasonal or specialized equipment that may not be in use year-round. Vehicle Services will work with departments to provide justification for such exceptions, and they will be reviewed on a case-by-case basis.

Section 7: Procurement Guidelines

The Vehicle Services Division, under the authority granted by the City Manager, is tasked with procuring all City vehicles. Whenever feasible, the City will utilize joint-purchasing contracts to secure vehicles, as this often results in more cost-effective acquisitions compared to local bidding processes.

Competitive Bidding:

Competitive bidding may be required in accordance with the City's Purchasing Policy and/or applicable City or State law.

Joint Purchasing:

The Illinois State Intergovernmental Cooperation Act (5 ILCS 220/) and the Illinois Government Joint Purchasing Act (30 ILCS 525/) allows for governmental entities to participate in cooperative procurement. Joint procurement cooperatives offer governmental agencies opportunities to participate in cooperative purchasing agreements, in which a more economical rate for services or goods is acquired through collective buying power. Staff is responsible for researching and recommending cooperative purchasing agreements that could benefit the City through significant financial and time savings.

Prior to placing an order, Vehicle Services will collaborate with the user department to assess department requirements and vehicle specifications. Vehicle Services aims to carefully choose vehicles that meet the customer's needs, considering factors such as suitability for the intended job, balanced against initial cost, depreciation/resale value, and maintenance and repair considerations

as the primary aspects of the fleet operating review. Additional considerations include, compatibility/standardization with the existing fleet, fuel economy, safety/repair records, and serviceability.

Section 8: Early Replacement

The consideration for the early replacement of a vehicle often arises when substantial expenses are required to bring it back to a safe operating condition, such as repairs resulting from accidents or significant mechanical issues. The economic impact of these repairs should be carefully evaluated, with three exceptions:

- A major repair should not be undertaken if the cost of the repair, when added to the salvage value of the unrepaired vehicle, exceeds its market value in a repaired condition.
- Significant deferrable expenditures should be avoided when a vehicle is within the final six months of its retention cycle. During this period, the cost of early replacement is relatively low; thus, it is more advisable to replace the vehicle rather than investing in repairs.
- Rotation needs, if an upcoming vehicle needs replacement due to one of the above reasons and is in worse condition than the vehicle due for replacement, then consideration should be taken to swap their replacement order.

If any one of these exceptions exist, a department can request to have the vehicle replaced sooner than anticipated, however, charge-backs in future years will have to be adjusted to make up the difference between the reserve and expenditures.

Section 9: Alternative Fuel/Electric Vehicles

The City is committed to acquiring environmentally friendly vehicles, prioritizing cost-effectiveness as determined by emissions certification standards provided by manufacturers. The City aims to preserve natural resources, reduce its carbon footprint, and promote a balance between present and future needs. The City will procure vehicles rated as low emission vehicles (LEV) or better, ensuring that service levels are not adversely affected.

For heavy-duty vehicles or equipment, the City will purchase those with engines certified by the EPA as low-emission, provided they meet the necessary application requirements without compromising service levels.

Procurement of alternative fuel and electric vehicles will be contingent on the availability of proper fueling/charging infrastructure to support their operation within the City.

Consideration of vehicle size will be integral to replacement vehicle purchases. The City will strive to acquire smaller-class vehicles whenever feasible to achieve lower emissions and enhanced gas mileage. However, the potential negative impact on service levels will be considered when opting for a smaller vehicle class.

Section 10: Vehicle Reassignment or Disposal

The Vehicle Services Division oversees the handling of City vehicles and equipment at the end of their life cycle. Following the completion of the replacement cycle, the replaced vehicle will undergo assessment for potential use as a pool vehicle, reassignment to another department/division, or identified as a surplus vehicle and sold through auction. Collaborating with individual departments, Vehicle Services will explore reassignment possibilities tailored to specific departmental requirements and the availability of vehicles.

Section 11: Pool Vehicle Usage and Assignments

Once a vehicle is replaced, it is no longer eligible for use as a front-line vehicle. All replaced vehicles undergo evaluation and may be considered to be reassigned as 2nd line vehicles to departments based on their specific needs and the availability of vehicles. Some specific vehicles such as Ambulances and Fire Engines will be reassigned as reserve service vehicles until they are disposed of and sold at auction.

Vehicle Services staff will collaborate with department heads to determine the appropriate number and types of vehicles needed for the effective and efficient execution of their respective departmental duties and responsibilities.

Before assigning a pool vehicle, careful consideration will be given to the physical condition and remaining useful lives of the vehicles.

It is the responsibility of department heads to evaluate the growing needs and requirements of their departments. In situations where a new position is introduced, and there are no serviceable pool vehicles, there might be a requirement to acquire a new vehicle. This acquisition should be carefully planned and budgeted for as necessary. In this case once the vehicle is purchased an annual charge-back will be assessed for future replacement.

Section 12: Current Vehicle Assignments

The City of Rolling Meadows vehicle and equipment inventory is comprised of a total of 112 units.

Police	Fire	Community Development/Administration
<ul style="list-style-type: none"> • 13 Patrol • 1 K-9 • 1 Police Chief • 1 Deputy Chief • 1 Crime Scene Evidence • 4 Unmarked Investigations • 2 Community Outreach • 3 School Resource Officer* • 4 Pool* • 2 Community Service Officer* • 32 Total Vehicles 	<ul style="list-style-type: none"> • 1 Aerial (2nd Aerial to be added 2028) • 3 Pumpers (1 front line 2 reserve) • 3 Ambulances • 1 Training Officer • 1 Rescue Squad • 2 Command • 1 Fire Chief • 1 Deputy Fire Chief • 1 Pool* • 14 Total Vehicles 	<ul style="list-style-type: none"> • 4 Inspector • 1 City Manager's Office • 1 Information Technology • 6 Total Vehicles
		Human Services
		<ul style="list-style-type: none"> • 2 Human Services* • 2 Total Vehicles

Public Works

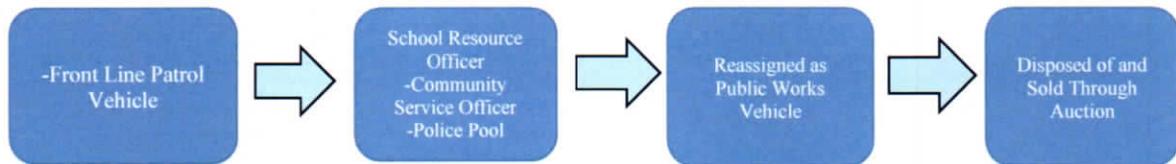
Streets	Utilities	Internal Services Admin Other Equipment
<ul style="list-style-type: none"> • 8 Single Axle Dump Trucks • 2 F-550 Dump Trucks • 1 Sign Truck • 5 Pick-up Trucks • 1 Street Sweeper • 2 Trackless Snow Machines • 2 Reserve Snow Plow Dump Trucks* • 1 Excavator/Backhoe* • 3 Front Load Refuse Trucks • 1 Rear Load Refuse Truck • 1 Stake Body Truck • 1 Boom Truck • 1 Grapple Truck • 29 Total Vehicles 	<ul style="list-style-type: none"> • 1 Administration Vehicle • 4 Pick-up Trucks • 1 Crane Utility Truck • 1 Single Axle Dump Truck • 1 Vactor Truck • 1 Jetter Truck • 1 Televising Truck • 1 Meter Reader Vehicle • 2 Tandem Dump Trucks • 4 Service Vans • 1 Excavator • 18 Total Vehicles 	<ul style="list-style-type: none"> • 3 Utility Service Trucks/Vans • 1 Mechanic's Service Truck • 1 Director Vehicle • 1 Assistant Director Vehicle • 2 Front End Wheel Loaders • 1 Fork Lift Truck • 2 Pool Vehicles* • 11 Total Vehicles

(*2nd line vehicles are rotated in and out of the fleet as they are made available)

Section 13: Vehicle Life Cycle

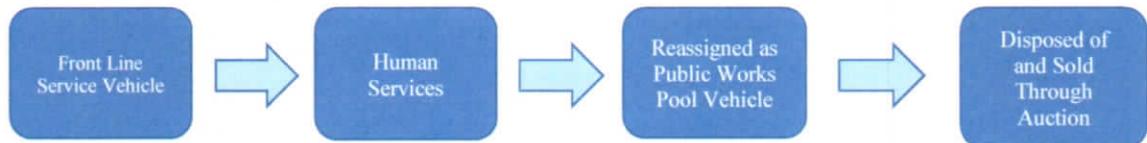
All potential pool vehicle candidates will be properly evaluated and only be utilized as a pool vehicle if they can be kept in good running condition at minimal costs.

Police Patrol Vehicle



- Front line Service for 5 Years
- Reassigned as a School Resource Officer (SRO), Community Service Officer (CSO), or Police Pool Vehicle as made available
- Reassigned to Public Works and utilized as a pool vehicle for 1 year depending on vehicle availability
- Disposed of and sold through auction

Police Investigations



- Front line service for 6 years
- Reassigned to Human Services Department and replaced as vehicles are made available
- Reassigned to Public Works and utilized as a pool vehicle for 1 Year depending on vehicle availability
- Disposed of and sold through auction

All additional municipal vehicles will be evaluated and repurposed as pool vehicles based on demand, availability, and pool vehicle limits. If there is no demand, the vehicle will be disposed of and sold through auction.

Exhibit A VEHICLE INFORMATION: RM#

Vehicle Life Expectancy:

Year:
 Mileage:
 Hours:
 Hour/Mile Equivalent

Original Purchase Price:
 Committee Priority:
 Department Priority:
 Division Priority:

Category	Description	Point Value	Score
Age			
	1 - 25% of Vehicle Life Expectancy	1 Point	
	26 - 50% of Vehicle Life Expectancy	2 Points	
	51 - 75% of Vehicle Life Expectancy	3 Points	
	76 - 100% of Vehicle Life Expectancy	4 Points	
Hour/Mileage Equivalent			
	25,000 to 50,000	1 Point	
	50,000 to 75,000	2 Points	
	75,000 to 100,000	3 Points	
	Over 100,000	4 Points	
Cummulative Repair Cost			
	0 - 25% of Original Purchase Price	1 Point	
	26 - 50% of Original Purchase Price	2 Points	
	51 - 75% of Original Purchase Price	3 Points	
	76 - 100% of Original Purchase Price	4 Points	
Body and Equipment			
	No dents or rust, all components function properly	1 Point	
	Minor dents or rust, body components have no signs of wear	2 Points	
	Several dents or rust areas, body components really showing wear	3 Points	
	Very rusted, body components failing/need replacement	4 Points	
Chassis & Frame Condition			
	No leaks, frame shows no rust and in excellent condition. Engine, Transmission and axles operating properly	1 Point	
	Minimal leaks, frame shows minimal rust and in good condition. Engine, Transmission and axles operating normally	2 Points	
	Minor Leaks, frame rusting and suspension shows some wear. Drivetrain components operate normally but show evidence of wear	3 Points	
	Multiple leaks or wear from engine and drivetrain, Frame very rusted, suspension moderately worn	4 Points	
Replacement In-line with City's Strategic Plan			
	Consistent with the 5-Year Plan	1 Point	
	Has been deferred one (1) year	2 Points	
	Has been deferred 1 year and cannot be deferred further due to future replacement schedule.	3 Points	
	Vehicle in poorer condition than those in five (5) year plan, has been deferred at least 2 years and as policy should not be deferred further.	4 Points	
Vehicle Services Recommendation			
	Vehicle has no wear or mechanical issues. No significant repairs are expected (vehicle could be deferred 2 years or more)	1 Point	
	Vehicle has little wear or mechanical issues. Potential high cost repairs unlikely (vehicle could be deferred 2 years or more)	2 Points	
	Vehicle showing some wear or mechanical issues. Maintenance costs increasing, but high cost repairs unlikely (vehicle could be deferred 1 or 2 years)	3 Points	
	Vehicle increased wear and/or mechanical issues. Potential high cost repairs likely (vehicle could be deferred 1 year, if needed)	4 Points	
Cost Considerations			
	Expect to Get Better Market Value	1 Point	
	Expect to Get Fair Market Value	2 Points	
	Expect to Get Under Market Value	3 Points	
	Expect Little Return on Investment	4 Points	
Maximum Point Value		32	
Actual Score			0
Repurpose Bonus Points	Vehicle will be repurposed elsewhere in the fleet. Issue 1 point for each year vehicle is expected to serve purpose (4 max.).	4	
Less than 16 Points	0% to 35% of Score = Good Candidate for Deferral		
17 - 23 Points	35% to 70% of Score = Defer 1 or 2 Years (depending)		
24 - 32 Points	70% to 100% of Score = Replace Immediately		