

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

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FLEET EQUIPMENT REPLACEMENT, ACQUISITION, AND DISPOSAL	Effective Date November 22, 2022		

1. PURPOSE

1.1. To establish the process and procedures for replacement, acquisition, and disposal of motive equipment, vehicles, and trailers assigned to *City Departments*.

2. SCOPE

2.1. This Administrative Regulation applies to all *City Departments* that currently have assigned or need to procure motive equipment, vehicles, and trailers.

3. DEFINITIONS

3.1. *Acquisition Planning Meeting* - Meeting between the *Fleet Acquisition Team* and a *City Department* to discuss *Replacement Plan*, operational needs of the *City Department*, timelines, and specifications for *Fleet Equipment*.

3.2. *Assignment Fee* - One of the following fees collected from *City Departments* to pay for replacement of specific *Fleet Equipment*:

3.2.1. *Current Year Cash Replacement Assignment Fees* - *Assignment Fees* to be budgeted annually and collected periodically within the fiscal year from the *City Department* and deposited into the respective *Replacement Fund*. *Current Year Cash Replacement Assignment Fees* shall be collected in an amount sufficient to pay in full the replacement costs of such *Fleet Equipment* during the fiscal year for each piece of *Fleet Equipment* to be replaced.

3.2.2. *Debt Service Assignment Fees* - *Assignment Fees* to be budgeted annually and collected periodically within the fiscal year from the *City Department* and deposited into the respective *Replacement Fund*. *Debt Service Assignment Fees* for each piece of *Fleet Equipment* shall be collected in an amount sufficient to pay the respective debt payment for the *Fleet Equipment* in the applicable fiscal year.

(Supersedes Administrative Regulation 30.20, Issue 2, dated March 17, 1986)

Authorized

[Signature on File]

CHIEF OPERATING OFFICER

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- 3.2.3. Lease Payment Assignment Fees - *Assignment Fees* to be budgeted annually and collected periodically within the fiscal year from the *City Department* and deposited into the respective *Replacement Fund*. *Lease Payment Assignment Fees* for each piece of *Fleet Equipment* shall be collected in an amount sufficient to pay the respective lease payment for the *Fleet Equipment* in the applicable fiscal year.
- 3.2.4. Sinking Fund Assignment Fees - *Assignment Fees* to be budgeted annually and collected periodically within the fiscal year from the *City Department* and deposited into the respective *Replacement Fund*. *Sinking Fund Assignment Fees* for each piece of *Fleet Equipment* shall be collected over the standard useful lifecycle of the equipment in an amount sufficient to cover the cost of the replacement *Fleet Equipment*, including the inflation of its purchase price during its lifecycle.
- 3.3. City Department - All City of San Diego (City) departments that desire to acquire *Fleet Equipment*, or to which *Fleet Equipment* is currently assigned.
- 3.4. Fleet Acquisition Team - *Fleet Operations Division* staff assigned to plan, procure, upfit, retire, dispose, and administer *Fleet Equipment* for the City.
- 3.5. Fleet Addition - The addition of *Fleet Equipment* that causes an increase in the size of the City's fleet.
- 3.6. Fleet Coordinator - A *City Department* employee, designated by an Appointing Authority, who acts as the liaison for communications with *Fleet Operations Division* staff.
- 3.7. Fleet Equipment - Motor vehicles, trailers, off-road motorized equipment, tractors, and other motive equipment that are owned and operated by the City; acquired, maintained, and disposed of; and in the inventory of the *Fleet Operations Division*.
- 3.8. Fleet Focus - The fleet management system that serves as the system of record for the acquisition, maintenance, repair, and disposal of *Fleet Equipment*.
- 3.9. Fleet Operations Division - means the Department of General Services, *Fleet Operations Division*.
- 3.10. Holdover Equipment - *Fleet Equipment* that remains in-service after its replacement *Fleet Equipment* has been placed into service.

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- 3.11. Holdover Plan - A set of conditions or date(s), or both, in which *Holdover Equipment* will be taken out of service and become *Retired Equipment*.
- 3.12. Like Replacement - Replacement of *Fleet Equipment* within the same equipment classification and upfitted similarly to current *Fleet Equipment* to be replaced.
- 3.13. New Unit Release Meeting - Meeting between the *Fleet Acquisition Team* and a *City Department* to deliver the new *Fleet Equipment* to the *City Department* and receive the *Fleet Equipment* from the *City Department* that will become *Retired Equipment*. *New Unit Release Meetings* shall be scheduled throughout each fiscal year, and shall occur no more than 45 business days, on average fleet-wide, after the *Fleet Equipment* is delivered and accepted by the *Fleet Operations Division*.
- 3.14. Off-Cycle Replacement - Replacement of *Fleet Equipment* prior to the date specified in the *Replacement Plan* for such *Fleet Equipment* and determined to be necessary to the *City Department's* operations.
- 3.15. Replacement Fund - A separate fund for each Internal Service Fund, Enterprise Fund, and the General Fund into which the *Assignment Fees* and Funds Transfers are deposited for the payment of replacement *Fleet Equipment*.
- 3.16. Replacement Plan - List of *Fleet Equipment* to be replaced within the applicable fiscal year based on the *Vehicle Replacement Criteria*.
- 3.17. Retired Equipment - *Fleet Equipment* that has been taken out of service due to replacement, surrender, or determined to be uneconomical to repair. This *Fleet Equipment* shall be auctioned or disposed of pursuant to City policies, procedures, and protocols.
- 3.18. Unlike Replacement - Replacement of *Fleet Equipment* with equipment that differs significantly in the make, model, category, classification, or level of upfitting of the *Fleet Equipment* to be replaced (e.g., replacing a Ford F-150 vehicle with a Ford F-250 vehicle is an *Unlike Replacement*).
- 3.19. Vehicle Replacement Criteria - The following set of conditions, schedules, and factors must be used collectively to evaluate the eligibility of equipment replacement:
 - 3.19.1. The depreciation schedule for *Fleet Equipment* must be based upon the anticipated useful life of an average unit in the class when operating under same or similar service conditions using industry standards. *Fleet Equipment* shall be reassigned within the operating agencies as required so that like units in a given class are utilized as effectively as possible.

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3.19.2. The depreciation schedule may be used to determine the time when *Fleet Equipment* will normally be considered for replacement in kind.

3.19.3. Special factors, such as the need for *Unlike Replacements* due to technological advances, methods improvements, added work program, changing conditions, exceptionally high operating costs, and equipment damaged beyond economic repair may accelerate replacements if in the best interests of the City. *Fleet Equipment* in good condition may be deferred for replacement beyond the normal period when circumstances justify and at the discretion of the *Fleet Acquisition Team* Fleet Manager.

3.19.4. The replacement decision must be evaluated on each of the following factors:

- a. Age/Mileage/Hours of Operation
- b. Salvage/Auction Value
- c. Maintenance cost history
- d. Evaluation of the Beyond Economical to Repair Form (Attachment 1)
- e. Anticipated future repairs, costs, and usage (if continued in-service) of the existing unit versus a new unit
- f. Anticipated productivity and availability of the existing unit versus a new unit
- g. Special mission factors
- h. Useful lifecycle
- i. Local, state, and federal government regulations
- j. Consideration and evaluation of Administrative Regulation 35.80 - Environmentally Preferable Purchasing

4. POLICY

4.1. General

4.1.1. The *Fleet Acquisition Team* must coordinate all purchases of *Fleet Equipment* for *City Departments*.

4.1.2. The *Fleet Acquisition Team* shall annually develop and update a *Replacement Plan* for all *Fleet Equipment* for each applicable fiscal year based on the *Vehicle Replacement Criteria*.

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- 4.1.3. The Department of General Services Director shall provide final approval of the *Replacement Plan*.
 - 4.1.4. *City Departments* shall communicate requests for *Fleet Additions* to the Department of Finance (DoF) using the DoF budget adjustment process. Budget requests by *City Departments* for additional employee positions that require additional *Fleet Equipment* must also include the budget request for such *Fleet Equipment*.
 - 4.1.5. The *City Department's* Deputy Chief Operating Officer must approve a non-budget cycle *Fleet Addition* request and Funding Source before the request will be accepted and reviewed by the *Fleet Acquisition Team*.
 - 4.1.6. A *City Department's* Director must approve an *Unlike Replacement* request and Funding Source before the request will be accepted and reviewed by the *Fleet Acquisition Team*.
 - 4.1.7. The City Comptroller and the Department of General Services Director shall jointly recommend depreciation schedules for all classes of *Fleet Equipment* based on industry standards. The City Comptroller and the Department of General Services Director must periodically re-evaluate depreciation schedules to maintain realistic depreciation rates and conformity with industry standards.
 - 4.1.8. The *Fleet Acquisition Team* shall coordinate the disposal of *Retired Equipment*.
 - 4.1.9. Upon direction from DoF, the *Fleet Acquisition Team* shall communicate to Debt Management the timing and amount of financing required for the acquisition of *Fleet Equipment*.
 - 4.1.10. The Department of General Services, *Fleet Operations Division* shall maintain *Fleet Focus*.
 - 4.1.11. *Fleet Equipment* may be ordered only after sufficient funds are available in the applicable *Replacement Fund* or financing has been allocated to purchase the equipment.
- 4.2. Funding Sources
- 4.2.1. The *Fleet Operations Division* shall budget and collect *Assignment Fees* through the City's annual non-discretionary budget process for *Fleet Equipment* on the *Replacement Plan*. DoF shall provide direction to the *Fleet Operations Division* as to which category of *Assignment Fees* shall

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be used for the acquisition of *Fleet Equipment* during its non-discretionary budget development process.

4.2.2. Funds Transfers are required from the *City Department* to its respective *Replacement Fund* in an amount sufficient to:

- a. Purchase *Fleet Additions*.
- b. Pay the difference in the cost of a *Like Replacement* from the amount of *Sinking Fund Assignment Fees* or *Current Year Cash Replacement Assignment Fees* collected for the *Fleet Equipment* to be replaced.
- c. Pay the difference in cost of an *Unlike Replacement* from the cost of a *Like Replacement of Fleet Equipment* to be replaced, plus any amount identified in Section 4.2.2.b. above.
- d. Pay the difference in cost of an *Off-Cycle Replacement* from the amount of *Sinking Fund Assignment Fees* or *Current Year Cash Replacement Assignment Fees* already collected for the *Fleet Equipment* to be replaced.
- e. Pay in full outstanding lease payments or debt for *Fleet Equipment* that is currently financed (i.e., *Fleet Equipment* that is assessed *Lease Payment Assignment Fees* or *Debt Service Assignment Fees*) and is determined to be seized, uneconomical to repair, a total loss, or to be replaced with an *Off-Cycle Replacement* or *Unlike Replacement*.
 - i. If there is insufficient capacity in the City’s vehicle financing options to finance the acquisition of an *Off-Cycle Replacement*, the *City Department* must transfer the cost of the *Off-Cycle Replacement* to the applicable *Replacement Fund*, or the *Off-Cycle Replacement* may be delayed until such Funds Transfer occurs, or sufficient financing is allocated for the *Off-Cycle Replacement*.
 - ii. If there is insufficient capacity in the City’s vehicle financing options to finance the acquisition of an *Unlike Replacement*, the *City Department* must transfer the difference in cost of the *Unlike Replacement* from a *Like Replacement* to the applicable *Replacement Fund*, or the *Unlike Replacement* may be delayed until such Funds

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Transfer occurs, or sufficient financing is allocated for the
Unlike Replacement.

- 4.2.3. The *Fleet Acquisitions Team* shall prepare the Funds Transfer Form (Attachment 2) for approval by the Appointing Authority of the *City Department*. The *Fleet Acquisitions Team* shall forward the completed Funds Transfer Form to DoF for processing in the City’s accounting system.
- 4.2.4. Direct Costs are any additional costs that may be incurred after the *Fleet Equipment’s* Motive Outlay Form (Attachment 3) is approved and the *Fleet Equipment* is ordered. Direct Costs include, but are not limited to, additional ancillary equipment, options, features, upgrades, and manufacturer or regulatory changes of *Fleet Equipment*. Direct Costs are the sole responsibility of the *City Department* and shall be paid directly from *City Department* funds to the vendor. The *Fleet Acquisition Team* shall provide an internal order number to the *City Department* for Purchase Requisition creation to capitalize such costs. The *City Department* shall provide all relevant Direct Costs information to the *Fleet Acquisitions Team*.

5. RESPONSIBILITIES

5.1. *Fleet Acquisition Team*

5.1.1. Develop, Implement, and Maintain the *Replacement Plan*.

- a. The *Fleet Acquisition Team* shall develop, implement, and maintain a *Replacement Plan* to identify *Fleet Equipment* to be replaced in each fiscal year based on the *Vehicle Replacement Criteria*. The *Replacement Plan* and the operational needs of the *City Department* shall be discussed in the *Acquisition Planning Meetings*.
- b. The *Fleet Acquisition Team* shall identify requests as *Like Replacements* or *Unlike Replacements* based on a comparison of current and requested *Fleet Equipment* specifications.

5.1.2. Coordinate *Fleet Equipment Acquisitions*.

- a. The *Fleet Acquisition Team* shall establish and manage contracts and agreements for the acquisition of *Like Replacements*, *Unlike Replacements*, *Off-Cycle Replacements*, *Fleet Additions*, and *Fleet Equipment* in compliance with the City’s general contracting

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requirements. The Purchasing and Contracting Department shall support the *Fleet Acquisition Team* in these efforts.

- b. The *Fleet Acquisition Team* shall coordinate the purchase of *Like Replacements, Unlike Replacements, Off-Cycle Replacements, Fleet Additions, and Fleet Equipment* based on the specifications as discussed in the *Acquisition Planning Meetings* and in compliance with the City's general contracting requirements. The *Fleet Acquisition Team* must forward the quote to be used for the acquisition of *Fleet Equipment* to the applicable *City Department* no later than five (5) business days from the date in which the awarded quote is received.

- 5.1.3. Provide Motive Outlay and Funds Transfer Forms to the *City Department* for review and completion.
- 5.1.4. Create the purchase requisition and purchase order based on the Motive Outlay Form, request an internal order number from DoF for capitalization purposes, and follow through with the purchasing process. The purchase order must be established no later than 20 business days from *Fleet Operations Division's* receipt of the signed and approved Motive Outlay and Funds Transfer Forms.
- 5.1.5. Receive and inspect *Fleet Equipment* for conformity with the information in the Motive Outlay Form and *Fleet Equipment* purchase order.
- 5.1.6. Facilitate payment to vendor for *Fleet Equipment* as detailed in the Motive Outlay Form.
- 5.1.7. Upfit the *Fleet Equipment* based on the agreement with the *City Department*, including fueling access equipment, telematics hardware, decals, and other equipment as specified in the Motive Outlay Form.
- 5.1.8. Coordinate the *New Unit Release Meeting* with the *City Department*. The meeting shall include:
- a. New Unit Check List
 - b. New Unit Orientation
 - c. New Unit Training (including review of new features, functions, and safety equipment)
 - d. Return and relinquishing of *Fleet Equipment* that was replaced by new *Fleet Equipment*

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- e. Review of any applicable *Holdover Plan*
 - f. Approval of *Off-Cycle Replacements*. The *Fleet Acquisition Team* Fleet Manager will procure *Off-Cycle Replacements* in an expeditious manner with input from the respective Fleet Manager at the assigned repair location and the respective *City Department*. The *Fleet Acquisition Team* shall determine the need to immediately replace *Fleet Equipment* that is seized, stolen, damaged beyond repair, or which the repair costs exceed economic viability.
 - g. The Beyond Economical to Repair Form shall be used to document and request *Off-Cycle Replacements*.
- 5.1.9. Prepare retired *Fleet Equipment* for sale at auction or disposal by removal of certain equipment and decals as necessary. The *Fleet Operations Division* shall notify the Purchasing and Contracting Department of pending auction sales and facilitate the auction process.
- 5.1.10. Coordinate and prepare the non-discretionary budget and periodic collection of *Assignment Fees*.
- 5.1.11. Track all *Fleet Equipment* information in *Fleet Focus*.
- 5.1.12. Collect data needed to measure total acquisition time, including up-fitting time.
- a. To evaluate the total acquisition time, the *Fleet Operations Division* must collect (at a minimum) the following data for *Fleet Equipment*:
 - i. Start vehicle purchase process date
 - ii. Order placed date
 - iii. Estimated delivery date
 - iv. Actual delivery date and any updated delivery dates
 - v. Initial inspection date
 - vi. In-service date
- 5.1.13. Periodically monitor acquisition time, including up-fitting time (vehicle delivery to in-service), for all *Fleet Equipment*.
- 5.2. *City Departments*
- 5.2.1. Designate one or more *Fleet Coordinator(s)* based on the size of the *City Department's* fleet. The *Fleet Acquisition Team* recommends designating one (1) *Fleet Coordinator* for every 200 vehicles.

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- 5.2.2. Ensure that the *City Department* personnel participate in the *Acquisition Planning Meetings*, including the appropriate Deputy Director, Battalion Chief, Superintendents, Supervisors, Analysts, and other *City Department* personnel as needed.
- 5.2.3. Communicate specific *Fleet Equipment* needs, including all details and expected use, to the *Fleet Acquisition Team* to help them accurately assess the specifications for the purchase. Any ancillary equipment, options, features, or accessories not detailed in the *Fleet Equipment* quote and not included in the costs listed on the Motive Outlay Form shall be treated as Direct Costs.
- 5.2.4. Ensure that the proper budget adjustment requests have been requested and approved for *Fleet Additions* and communicate such to the *Fleet Acquisition Team* once the request is submitted during the budget process.
- 5.2.5. Complete all Motive Outlay and Funds Transfer Forms, including receiving Appointing Authority approval, and return within 15 business days of original receipt.
- 5.2.6. Identify Funding Source if the *Fleet Equipment* purchase is an *Unlike Replacement, Fleet Addition, or Off-Cycle Replacement*; or if a Funds Transfer is necessary.
- 5.2.7. Attend the *New Unit Release Meeting* within one week of notification from the *Fleet Acquisition Team* that the *Fleet Equipment* is ready for service.
- 5.2.8. Return the *Fleet Equipment* to be replaced, or which has received approval of a *Holdover Plan*, to receive the new or replacement *Fleet Equipment*.
 - a. All tools, equipment, accessories, trash, debris, or other *City Department* belongings must be removed from the *Fleet Equipment* to become *Retired Equipment*. Water tanks, debris tanks, and dump beds must be emptied.
 - b. *Fleet Equipment* must be minimally fueled upon return. There is no need to fill the fuel tank when returning the *Fleet Equipment*.
 - c. If the *Fleet Equipment* is unsafe, undrivable, or inoperable, *City Department* must coordinate with the *Fleet Acquisition Team* for the delivery or towing of the *Fleet Equipment* to the *Fleet Operations Division* facility.

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5.2.9. The *City Department* Appointing Authority via the Director must submit requests to holdover replaced *Fleet Equipment* to the *Fleet Acquisition Team* in the form of a Memorandum for review and approval.

6. COMMUNICATION

6.1. *Fleet Acquisition Team* Communication to *City Departments*

6.1.1. The *Fleet Acquisition Team* shall provide a draft *Replacement Plan* to *City Departments* in the first quarter of each fiscal year.

6.1.2. The *Fleet Acquisition Team* shall schedule *Acquisition Planning Meetings* as needed to discuss needs regarding replacement, acquisition, and disposal of *Fleet Equipment*.

6.1.3. The following *City Departments* shall have regularly scheduled quarterly *Acquisition Planning Meetings*:

- a. Environmental Services
- b. Department of General Services, Facilities Division
- c. Fire-Rescue
- d. Parks and Recreation
- e. Police
- f. Public Utilities
- g. Stormwater
- h. Transportation

6.1.4. All other *City Departments* shall have *Acquisition Planning Meetings* on an as-needed basis.

6.1.5. Provide quotes, Motive Outlay Form, and Funds Transfer Form to the *City Department* Appointing Authority, and the Budget Analyst or Supervisor of the *Fleet Equipment* operator, as necessary.

6.1.6. Coordinate and communicate the date, time, and location of the *New Unit Release Meeting* to the *City Department*.

6.1.7. Provide access to *Fleet Focus* to each *Fleet Coordinator* so they can monitor and track progress of *Fleet Equipment* replacements, acquisitions, and disposals.

6.2. *City Department* Communication to *Fleet Acquisition Team*

6.2.1. Submit and discuss requests related to the replacement, acquisition, and disposal of *Fleet Equipment*.

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- 6.2.2. Provide all details of the planned use of *Fleet Equipment* and any specialty requests during the *Acquisition Planning Meetings*.
- 6.2.3. Provide funding for expenditures beyond *Assignment Fees* collected (e.g., Direct Costs).
- 6.2.4. Inform the *Fleet Acquisition Team* of *Fleet Additions* that are requested through the budget process, or any other means, throughout the fiscal year.
- 6.2.5. Notify the *Fleet Operations Division* of any changes to *City Department* accounting or organizational structure in advance of the changes being implemented.
- 6.2.6. Notify the *Fleet Acquisitions Team* of any changes to the *Fleet Coordinator* position and their contact information.
- 6.3. DoF Communication to *Fleet Operations Division*
 - 6.3.1. DoF shall provide a list of requested *Fleet Additions* and *Unlike Replacements* to the *Fleet Operations Division* through the budget process.
 - 6.3.2. Upon adoption of the budget for the applicable fiscal year, DoF shall provide a list of the approved and funded *Fleet Additions* and *Unlike Replacements*.
- 6.4. *Fleet Operations Division* Communication to DoF
 - 6.4.1. *Fleet Operations Division* shall immediately notify DoF of the following:
 - a) any *Fleet Equipment* that has become retired, seized, damaged, or destroyed; b) when the value of repairs exceed the value of the *Fleet Equipment*; and c) whether the *Fleet Equipment* has any outstanding financing payments due.

APPENDIX

Legal References

Council Policy 200-17

AR 35.80 ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)

Forms

Attachment 1 - Beyond Economical to Repair Form

Attachment 2 - Funds Transfer Form

Attachment 3 - Motive Outlay Form

Sample Procurement Justification Form (from AR 35.80)

Environmentally Preferable Purchasing Evaluation Checklist (from AR 35.80)

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Fleet Operations Acquisition and Fitting Unit Process Overview and Instructions

Administering Department

Department of General Services, Fleet Operations Division