

**INTERDEPARTMENTAL CHARGES FOR LABOR, EQUIPMENT USAGE,
AND REPAIR PARTS**

1.0 Purpose:

- 1.1 To establish a formalized policy on interdepartmental charges for labor, equipment usage, and repair parts.

2.0 Scope:

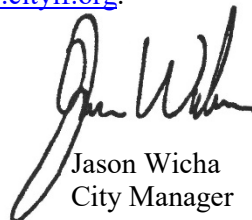
- 2.1 To include the interdepartmental services of all departments.

3.0 Policy:

- 3.1 All labor costs incurred while performing activities for another department shall be charged to that department.
- 3.2 The sharing of vehicles and equipment between departments shall be encouraged on a cooperative basis and there will be no charges between departments for the use of this equipment. The normal operating costs of the equipment will be absorbed within the operating budget of the department to which the equipment is assigned.
- 3.3 Parts of significant size and/or value which can be assigned to a specific vehicle shall be charged against that vehicle and in turn to the department responsible for the vehicle.
- 3.4 All other repair parts and items which cannot be specifically assigned to a vehicle such as nuts and bolts, etc. shall be charged to the Materials to Maintain Equipment account in the Fleet Maintenance Section and appropriately budgeted within that account. There will be no charging to other departments for these type parts. It will be the responsibility of the Fleet Maintenance Section to maintain adequate control of the inventory and to ensure that cost and usage are reasonable.

4.0 Distribution:

- 4.1 Employee Information website www.citylf.org.



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