



SAN RAFAEL
THE CITY WITH A MISSION

Agenda Item No: 4.h

Meeting Date: September 3, 2024

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

**Prepared by: April Miller, Public Works Director
Ryan Montes, O&M Manager**

City Manager Approval: _____

TOPIC: FLEET REPLACEMENT FISCAL YEAR 2024-2025

SUBJECT: AUTHORIZE CITY MANAGER TO PURCHASE THREE (3) VEHICLES FOR REPLACEMENT IN AN AMOUNT NOT TO EXCEED \$330,000

RECOMMENDATION:

Authorize the City Manager to purchase three (3) vehicles to replace aging and operationally inadequate vehicles for the City’s vehicle fleet in an amount not to exceed \$330,000, which includes a \$30,000 (10%) contingency for unexpected cost increases.

BACKGROUND:

The Department of Public Works has identified three (3) vehicles across City departments that need to be replaced in the fleet. This includes one vehicle from the Fire Department, one from the Police Department, and one from the Parking Services Division. In the past three fiscal years, Public Works has replaced 44 fleet vehicles, including twenty-four (24) from the Police Department, nine (9) from the Public Works Department, eight (8) from the Fire Department and two (2) from the Parking Services Division. This has brought most of the City’s high-use vehicles, such as police patrol cars and ambulances, up to date, which will allow Public Works to analyze the fleet and work with other City Departments to develop a strategic replacement plan that meets the City’s financial, environmental, and operational goals. Staff recommendations for the replacement plan of vehicles by department are listed below.

Fire Department

The San Rafael Fire Department (SRFD) replacement recommendations include one sport utility vehicle (SUV). Table 1 shows the vehicle number, recommended replacement, and associated cost. Vehicle number 50-16 is assigned to the fire chief. It is currently a mid-size gasoline-powered SUV. The vehicle is minimally upfitted and does not meet the operation needs of the SRFD. Upfitting is the process of customizing a vehicle to meet specific operational needs. Emergency vehicles used by police and fire are commonly upfitted with sirens, emergency lighting, communications, equipment, etc. It is recommended to replace it with a full-size SUV with a small diesel engine. The full-size SUV will allow the vehicle to be upfitted to the needs of the SRFD, and the diesel engine will be more efficient with the weight of the larger SUV and added emergency equipment and supplies. It will also be able to use renewable diesel, which the City stocks at the Public Works Corporation Yard.

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Disposition: _____

Police Department

The San Rafael Police Department (SRPD) replacement recommendations include one SUV. Table 1 shows the vehicle number, recommended replacement, and associated cost. Vehicle 145-04 is a cargo van used by the department’s Crisis Response Unit. The current vehicle cannot accommodate the combined weight of occupants and necessary equipment. Also, equipment does not fit within the vehicle when occupied by personnel and requires a trailer to haul all necessary equipment. It is recommended that a Ford Transit HD Cargo Van. This van has the payload capacity and size to safely accommodate all staff and equipment and allow the Crisis Response Unit to efficiently mobilize personnel when needed. The van will not be armored, but its design and functionality will significantly enhance the team’s readiness and operational effectiveness.

Parking Services

The Parking Services Division replacement recommendations include one EV (electric vehicle) Parking Buggy. Table 1 shows the vehicle number, recommended replacement, and associated cost. Vehicle 215-07 is the last gas-powered parking buggy in the Parking Services Division. It has reached its end of life due to age, mileage, and overall condition. It is recommended to replace it with a GO4 EV Buggy. Parking Services uses two other GO4 EV parking buggies approved in the fiscal year FY 2021-22 budget. The buggies play a crucial role in parking enforcement throughout the City and have proven to be the best option for these duties. Replacing the remaining gas buggy with a new EV buggy aligns with the City’s approved [Climate Change Action Plan 2030](#), which recommends the City move towards low-emission city vehicles (Recommendation LCT-M1). It will also reduce operational costs and provide City Parking Enforcement Officers with a safe and reliable vehicle.

ANALYSIS:

Table 1 summarizes the recommended replacement vehicles for FY 2024-25. The fleet manager and finance department verified the vehicles. Over the next fiscal year, the vehicle replacement fund balance and replacement strategy will be discussed citywide.

Table 1- Summary of recommended replacement vehicles and total anticipated costs

Department	Vehicle Number	Recommended Replacement	Associated Cost (includes upfitting costs)
Fire Department	50-16	Chevrolet Tahoe SUV	\$120,000
Police Department	145-04	Ford Transit HD Cargo	\$120,000
Parking Services	215-07	GO4 EV Buggy	\$60,000
		Total	\$300,000
		Total with 10% Contingency	\$330,000

The City plans to purchase the vehicles using State cooperative purchasing programs and is exempt from competitive bidding per [San Rafael Municipal Code 2.55.100 \(E\)](#).

Cooperative purchasing programs: Purchases of supplies, material, equipment or services and sales of surplus property made under a cooperative purchasing program, such as by utilizing purchasing agreements maintained by the United States government or any agency or division thereof, the State of California, County of Marin, or other public agencies, are exempt from the competitive bidding requirements of this chapter. Documentation of the cooperative purchase should be made.

City's Commitment to Zero-Emission Vehicles

The City has a commitment to transition its fleet to zero-emission vehicles over the next several years as part of the [Electric Vehicle Acceleration Strategy Workplan](#) adopted by Council in 2023. Whenever possible when a vehicle meets functional needs the City will purchase electric vehicles. In many cases there are not electric options available yet to serve the necessary functionality. In those cases, vehicle procurement will be delayed if possible until such time as an EV or other zero-emission vehicle is available. In addition, when EV's are purchased, the City also needs to have adequate electrical infrastructure and EV chargers, and PG&E must have infrastructure available to handle the additional electrical load. The City recently conducted a facility analysis and is developing its plan to transition the fleet. A significant amount of infrastructure improvements will be necessary to accommodate this transition and there are numerous incentives available to the City to do so. Staff anticipates completion of the planning phase this fall with intention to conduct a procurement process soon thereafter which will enable more EV purchases in the coming fiscal years.

FISCAL IMPACT:

These expenditures have been planned, and appropriations are provided in the approved FY 2024-25 budget (Vehicle Replacement Fund #600) to replace three (3) vehicles recommended for replacement for an amount not to exceed \$330,000. This includes a 10% contingency due to the fluctuation in supply chain that has been experienced the last few years.

OPTIONS:

1. Authorize the City Manager to purchase three (3) vehicles to replace aging vehicles for the City's vehicle fleet.
2. Do not authorize the purchase and provide direction to staff.

RECOMMENDED ACTION:

Authorize the City Manager to purchase three (3) vehicles to replace aging and operationally inadequate vehicles for the City's vehicle fleet in an amount not to exceed \$330,000, which includes a \$30,000 (10%) contingency for unexpected cost increases.

ATTACHMENTS:

1. Fleet Management Policy and Procedures



CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Policy No.	
Subject:	Fleet Management Policy
Resolution No.	
Issue Date:	September 6, 2012
Revision Date:	
Prepared By	Richard Landis
Approved By:	<i>Nancy Marshall</i>

FLEET MANAGEMENT POLICY AND PROCEDURES

PURPOSE: The City of San Rafael establishes this policy to govern the management of the City's vehicle fleet.

SCOPE: The acquisition, outfitting and replacement of all City vehicles.

DEFINITIONS: "City vehicle" shall include all automobiles, trucks, motorcycles, or any other equipment registered with the Department of Motor Vehicles and owned, leased, or rented by the City. "Fleet Manager" shall be the Director of Public Works or his/her designee.

POLICY:

General Provisions

Fleet Manager

The role of the Fleet Manager is to advise the City Manager and City Council on matters relating to the City's vehicle fleet. The Fleet Manager shall communicate with all department directors regarding vehicle needs and submit timely reports to the City Manager. The Fleet Manager is committed to the following principles:

1. The size and nature of the City's fleet is governed primarily by need and function, i.e., the number of vehicles should be no greater than what is necessary to provide public services in an efficient manner. Each vehicle within the fleet should be minimally specified to fulfill its intended function, providing operators with a comfortable and modestly-appointed vehicle with which to deliver services in a cost-effective manner.
2. Vehicles should be selected with a strong preference for fuel efficiency and hybrid and alternative fuel technology. The City will strive to reduce the negative impact of its fleet upon the environment by reducing greenhouse gas emissions.
3. Vehicles with the lowest long-term maintenance and repair costs and occupant safety are preferable.

Department Budgeting for Additional Vehicle Acquisition

Before a department determines the need to add a vehicle to its inventory, it shall first check with the Fleet Manager and the Finance Department to determine whether an existing vehicle is available elsewhere in the fleet that may meet the department's needs. If none is available, the requesting

department shall submit a vehicle addition request to the Fleet Manager with the following information:

- The purpose for which the vehicle is needed
- The type of vehicle requested and the total estimated purchase price
- The estimated total cost of any special auxiliary equipment or equipment packages above what might be considered standard equipment. The cost of adding a new vehicle to the fleet shall be paid by the requesting department. Internal service charges to that department's budget shall be established at the time of vehicle purchase to ensure adequate future funding for the vehicle's eventual replacement.

Vehicle Acquisition

All departments shall submit vehicle purchase requests to the Fleet Manager. The Fleet Manager will consider requests, consult with the Finance Department to ensure that there are sufficient funds for the new vehicle request, and review vehicle specifications for conformance with the provisions and intent of the Fleet Policies and Procedures. All vehicle purchases shall be administered by the Fleet Manager and shall comply with bidding procedures, when applicable, to ensure competitive pricing. Invoices for new vehicle purchases and equipment installation shall be administered by the Fleet Manager with pre-approved departmental account codes established to meet the invoice totals.

Vehicle Replacement Funding

Funding for vehicle acquisition and supplemental equipment shall be established through monthly internal service charges to the department operating the vehicle, over the projected useable life of that vehicle. An annual inflation factor is applied to the department's internal service charge to account for anticipated increases in future vehicle costs.

Vehicle Replacement Schedule

City vehicles are eligible for replacement on the basis of the following established useable life recommendations:

Vehicle Description	Useable Life
Sedans, SUV's, vans, light and medium duty trucks (up to 8,600 gross vehicle weight)	10 years
Heavy duty trucks (over 8,600 gross vehicle weight)	15 years
Police patrol/traffic vehicles	5 years
Police unmarked vehicles	8 years
Police motorcycles	4 years
Parking enforcement buggies	5 years
Fire command vehicles	7 years
Fire pumper engines	15 years
Fire ladder trucks	20 years
Ambulances	5 years

Off-road maintenance and construction equipment shall be replaced when economically or operationally justified. When a vehicle in this group approaches the end of its anticipated life cycle, a cost/benefit analysis shall be performed to justify vehicle replacement.

These useable life standards are for vehicle replacement financial estimating purposes only. When a vehicle reaches the end of its established useable life and the department operating the vehicle requests replacement, each vehicle shall be assessed by the Fleet Manager and Vehicle Maintenance Division to determine if replacement is justified, given general vehicle condition, mileage, maintenance and repair history, safety considerations, etc. Extension of the useable life of any vehicle shall be at the discretion of the Fleet Manager and the requesting department. Likewise, a department may request a vehicle replacement prior to the end of its established useable life. The Fleet Manager shall review all such requests in consultation with the Finance Department and Vehicle Maintenance Division. Requests for early replacement shall be accompanied by a thorough justification, including objective criteria supporting the request. The cost of early replacement, if any, shall be borne by the requesting department.

If a department determines that an assigned vehicle is no longer needed, the vehicle shall be returned to the Vehicle Maintenance Division for re-allocation within the fleet or disposition as surplus.

Disposition of Surplus Vehicles

All vehicles accepted by the Vehicle Maintenance Division for replacement or permanent elimination from the fleet shall be consigned to public auction with the City's designated auction service. Departments shall deliver vehicles being replaced to the Vehicle Maintenance Division prior to accepting the new replacement vehicle.

Maintenance and Repair of Vehicles

Preventive and Routine Maintenance and Repairs

The Vehicle Maintenance Division shall notify departments of upcoming scheduled maintenance for vehicles operated by that department and will schedule the date and anticipated duration of the scheduled maintenance. If possible, the department operating the vehicle shall deliver it to the Vehicle Maintenance Division. If necessary, Vehicle Maintenance will pick up the vehicle at its customary parking location and return it when scheduled maintenance is complete.

Unscheduled Repairs

In the event a vehicle requires immediate or unscheduled repair during normal work hours, operators should call the Vehicle Maintenance Division (458-5345), or take the vehicle to the Public Works facility at 111 Morphew Street for assessment. If the vehicle cannot be operated or is unsafe to operate, the driver should call the Vehicle Maintenance Division for road service, towing, or advice. After normal working hours, vehicle operators should call the non-emergency Police Department dispatch number (485-3000) for towing or road assistance. Vehicle operators must notify their supervisors, as well as the Fleet Maintenance Division, in the event of a vehicle failure.

Reimbursement for Personal Expense for City Vehicle Repair

Certain emergencies may occur during non-working hours that can be easily remedied at a service station (for example, a flat tire or radiator hose). Department Directors whose employees routinely work outside of normal working hours shall develop appropriate policies governing the authority of vehicle operators to affect emergency repairs during non-working hours with the intended goal of delivering uninterrupted public service. These departmental policies shall be forwarded to the Fleet Manager for reference.