



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

Prepared by: Bill Guerin,
Director of Public Works

City Manager Approval: 

TOPIC: SAN RAFAEL POLICE DEPARTMENT UNMARKED FLEET REPLACEMENT 2021

SUBJECT: RESOLUTION APPROVING AND AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO PURCHASE SIX UNMARKED TOYOTA HIGHLANDER HYBRIDS, IN AN AMOUNT NOT TO EXCEED \$282,000

RECOMMENDATION: Adopt a resolution approving and authorizing the Director of Public Works to purchase six unmarked Toyota Highlander Hybrids, in an amount not to exceed \$282,000.

BACKGROUND: The San Rafael Police Department's (SRPD) unmarked fleet consists of 14 vehicles. The Ford Taurus is the predominant vehicle used with model years ranging from 2012 to 2019. The table below illustrates the current unmarked fleet.

Unit Number	Year	Make	Model	Mileage	Notes
265	2016	Ford	Taurus	24,000	OK
266	2012	Ford	Taurus	119,000	Needs Replacement
283	2012	Ford	Taurus	128,512	Needs Replacement
285	2012	Ford	Taurus	104,255	Needs Replacement
279	2014	Ford	Taurus	46,821	OK
272	2014	Ford	Taurus	87,475	OK
273	2015	Ford	Taurus	43,141	OK
275	2015	Ford	Taurus	92,780	Needs Replacement
276	2015	Ford	Taurus	77,327	OK
277	2015	Ford	Taurus	56,676	OK
280	2015	Ford	Taurus	64,402	OK
281	2015	Ford	Taurus	100,122	Needs Replacement
286	2015	Ford	Taurus	85,733	OK
274	2019	Ford	Taurus	29,238	Needs Replacement (Totalled in Collision)

The City's Fleet Policy and Procedures document (Attachment 2) suggests a usable life of eight years for unmarked police vehicles. This suggested life is also used to determine the amount of funds deposited into the vehicle replacement fund (Fund #600) per year. Based on this suggested usable life three vehicles were eligible for replacement in 2020 and another two will

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

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be eligible in 2022. While the suggested usable life provides an estimate on when a vehicle will need replacement, mileage and overall vehicle condition along with ongoing maintenance cost factor heavily in the recommendation to replace vehicles in the fleet. Based on these factors, the Department of Public Works (DPW) recommends the replacement of five vehicles as well as a sixth vehicle that was totaled in a collision. It is unclear if the City will receive compensation for the totaled vehicle, as the driver at fault did not have adequate coverage for all damages. Staff also recommends that SRPD reassign lower mileage vehicles to higher mileage drivers to help balance out fleet mileages.

Replacement Vehicle Options

Ford Motor Company no longer manufactures the Taurus sedan. After discussing vehicle capability, size, and functional needs with SRPD, it was determined that a mid-size SUV would best fulfill the needs of department staff. In support of the City's green initiatives, hybrid/electric vehicles available to purchase through the state contract are given first consideration. Due to the need for 24-hour operational readiness and lack of home charging infrastructure needed for these take home vehicles, it is recommended to purchase a hybrid vehicle as opposed to plug in or fully electric. Of the hybrid vehicles that meet the specifications needed that are available to purchase through the state contract (Toyota Highlander Hybrid and Ford Explorer Hybrid), DPW recommends the purchase of the Toyota Highlander for the reasons below:

- The Toyota Highlander (\$47,000) is less expensive than the Ford Explorer (\$57,000).
- The Toyota Highlander shows an 8 MPG advantage compared to the Ford Explorer.
- Toyota has a well-known reputation of being a very reliable vehicle with minimal work needed besides regular maintenance.
- Toyota vehicles typically have a higher resale value compared to other makes resulting in reduced fleet cost in the long term.

Vehicle	MPG	Estimated Total Replacement Cost (per vehicle Cost)
Current Ford Taurus (not available)	22	\$186,000 (\$31,000)
Ford Explorer Hybrid	27	\$342,000 (\$57,000)
Toyota Highlander Hybrid	35	\$282,000 (\$47,000) (Includes tax and upfit cost)

ANALYSIS: Using data from the City's maintenance and fuel programs, a cost analysis was performed to determine financial impacts of vehicle replacement versus ongoing maintenance of older vehicles. The chart below shows significant savings in cost per mile if vehicles are replaced with new. This savings is due to multiple factors including:

- The decreased maintenance needed of newer vehicles.
- The initial and extended factory warranties of vehicles purchased new.
- The increase in miles per gallon of the newer hybrid vehicle.

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Vehicle	2020 Average Miles Driven	2020 Average Maintenance Cost	2020 Average Fuel Cost	2020 Average Total Cost	2020 Average Cost per Mile
Current Ford Taurus	11,000	\$1,327	\$1,500	\$2,827	\$0.25
Ford Explorer Hybrid	11,000	\$500	\$1,270	\$1,770	\$0.16
Toyota Highlander	11,000	\$500	\$945	\$1,445	\$0.13

Pursuant to Chapter 2.55 of the San Rafael Municipal Code, competitive bidding is not required for purchases through a cooperative purchasing agreement such as the state contract being used here.

FISCAL IMPACT: There are sufficient funds available in the Vehicle Replacement Fund #600 to purchase six Toyota Highlander Hybrids, for an amount not to exceed \$282,000.

OPTIONS: The City Council has the following options to consider relating to this matter:

1. Adopt a resolution approving and authorizing the Director of Public Works to purchase six Toyota Highlander Hybrids, for an amount not to exceed \$282,000.
2. Do not adopt a resolution and provide further direction to staff.

ATTACHMENT:

1. Resolution
2. Fleet Management Policy and Procedures

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL APPROVING AND AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO PURCHASE SIX UNMARKED TOYOTA HIGHLANDER HYBRIDS, IN AN AMOUNT NOT TO EXCEED \$282,000

WHEREAS, the San Rafael Police Department's unmarked fleet consists of 14 vehicles;
and

WHEREAS, the City's Fleet Policy and Procedures document suggests a usable life of eight years for unmarked police vehicles; and

WHEREAS, based on this document and vehicle mileages, the Department of Public Works recommends the replacement of six vehicles consisting of five with the highest mileages and one that was totaled in a collision; and

WHEREAS, the City has determined that the Toyota Highlander Hybrid is the most cost-effective option; and

WHEREAS, the City is able to purchase the needed vehicles through a state cooperative purchasing program and formal competitive bidding is therefore not required for this purchase by the City's Municipal Code; and

WHEREAS, there are sufficient funds available in the Vehicle Replacement Fund (Fund #600) to purchase these vehicles;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN RAFAEL that the City Council hereby approves and authorizes the Director of Public Works to purchase six Toyota Highlander Hybrids, for an amount not to exceed \$282,000.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on the 13th day of September 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk



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.