



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

Prepared by: April Miller,
Director of Public Works

City Manager Approval: _____

TOPIC: SAN RAFAEL INTER DEPARTMENT FLEET REPLACEMENT FY 2022-23

SUBJECT: RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO PURCHASE FOURTEEN (14) VEHICLES ACROSS CITY DEPARTMENTS FOR REPLACEMENT, IN AN AMOUNT NOT TO EXCEED \$1,034,100

RECOMMENDATION: Adopt a resolution approving and authorizing the City Manager to purchase fourteen (14) vehicles of various make and models to replace outdated vehicles in the City’s vehicle fleet, in an amount not to exceed \$1,034,100.

BACKGROUND: Department of Public Works staff has identified 14 vehicles across City departments that it recommends for replacement in FY 2022-23. This total includes eight vehicles from the Public Works Department and six vehicles from the San Rafael Police Department. These recommendations are based on vehicle age and mileage, emissions compliance, and operational efficiency. It is important to note that due to global supply chain issues, FY 21-22 replacements have yet to be received and similar delays should be expected for the FY 22-23 replacements. Vehicle maintenance staff have been required to perform larger repairs on older vehicles to meet the City’s operational needs. It is imperative that the vehicle orders are placed in a timely manner when the ordering window is open and the option to purchase vehicles “off the lot” is available. Replacement recommendations by the department are below.

Department of Public Works

Public Works has been delaying replacements of its vehicles to prioritize replacements for the Police and Fire Departments due to the financial uncertainty caused by the Covid-19 pandemic. The department has recently seen significant operational difficulties due to the condition of its fleet and needs to replace a significant portion of its light/medium-duty vehicles to ensure its ability to provide service and respond to emergencies. Table 1 includes specific vehicle information of the Public Works vehicles recommended for replacement:

Vehicle Number	Recommended Replacement	Associated Cost (includes upfitting and contingency)
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FOR CITY CLERK ONLY

Council Meeting:

Disposition:

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41-00	Ford F650 Dump Truck	\$93,500
44-08	Ford F350 Dump Truck	\$71,500
49-08	Ford F350 Dump Truck	\$71,500
80-08	Ford F350 Dump Truck	\$71,500
62-08	Ford F350 Dump Truck	\$71,500
51-01	Ford F150 EV	\$52,800
125-01	Ford F150 EV	\$52,800
69-01	Isuzu N-Series Class 3	\$99,000
Total		\$584,100

Table 1- Public Works Replacement Recommendations

Half of the vehicles that are recommended to be replaced have been recently out of service for major breakdowns or placed in deep reserve for reliability and safety concerns. It is recommended that these are replaced with newer models of the same vehicles. In addition, one of the existing trucks set to be replaced will be switched to the Ford F350 Dump for consistency. This increases the standardization of the fleet which increases technician familiarity and reduces the need to purchase additional diagnostic equipment.

The vehicles used by the Facilities and Vehicle Maintenance Division Supervisors to perform service calls to City facilities/vehicles, shuttle staff, and used for parts/materials pickup do not meet the operational needs of the Department and are very inefficient compared to new model vehicles, especially electric vehicles. It is recommended that these vehicles are replaced with new model year Ford F150 Lighting pickup trucks. These trucks will eliminate fuel costs, greatly reduce maintenance costs, and better meet the needs of the department. It will also increase fleet standardization. The change to electric vehicles also aligns with the City’s climate change initiatives.

The existing Isuzu cab forward chipper truck is heavily used and relied upon by the Parks division for its year-round pruning and vegetation work. It has recently started to experience reliability issues and the chipper body has significant corrosion. It is also equipped with a diesel engine and aftermarket emission system that require it to be plugged into a high voltage system to assist in cleaning the emissions filters. It is recommended that it is replaced by a new model year gas-powered Isuzu cab forward truck and chipper body. Though this does not increase fleet standardization, Isuzu is one of the only manufacturers that build a cab-forward design truck that Parks staff prefer for their tighter turning radius.

San Rafael Police Department

The replacement recommendations for the six Police Dept. vehicles are due to vehicle condition and mileage. Each sees high mileage use and has reached its effective operating life. Table 2 shows the vehicle number, recommended replacement, and associated cost.

Vehicle Number	Recommended Replacement	Associated Cost (includes upfitting and contingency)
230-17	Ford Utility Interceptor Hybrid	\$82,500
237-17	Ford Utility Interceptor Hybrid	\$82,500
245-15	Ford Utility Interceptor Hybrid	\$82,500
246-13	Ford Utility Interceptor Hybrid	\$82,500
273-15 (unmarked)	Ford Utility Interceptor Hybrid	\$60,000
278-15 (unmarked)	Ford Utility Interceptor Hybrid	\$60,000
Total		\$450,000

Table 2-Police Dept. Replacement Recommendations

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The existing marked patrol cars and unmarked vehicles are non-hybrid Ford cars that have reached their effective operating life. Once these vehicle types reach 100k miles, they are susceptible to major costly breakdowns including water pump replacement (which requires complete engine removal), and transmission/drivetrain failure. All six of these vehicles have exceeded the 100k mileage mark. It is recommended that they are replaced with new model Ford Utility Interceptor Hybrid patrol cars and two vehicles built with unmarked specifications. This will match previous purchases of the hybrid-powered patrol cars and move the marked patrol fleet to 95% hybrid powered. Fuel use data shows a 30% reduction in fuel use in the current hybrid-powered cars in service, and City technicians have also noticed reduced maintenance needs of the braking system. Though it is a goal to move to fully electric vehicles for the unmarked fleet, it has been determined that current available vehicles do not meet the operational needs of the Police Department, and challenges with charging infrastructure must be addressed first.

Total Costs and Funding

Department	Replacement Costs
Public Works	\$584,100
Police Department	\$450,000
Total	\$1,034,100

Table 3-Summary of total anticipated costs

FISCAL IMPACT: These expenditures have been planned and there are sufficient funds available in the Vehicle Replacement Fund #600 to replace sixteen vehicles recommended for replacement for an amount not to exceed \$1,034,100.

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

1. Adopt a resolution approving and authorizing the City Manager to purchase fourteen (14) vehicles to replace aging vehicles for the City’s vehicle fleet.
2. Do not adopt a resolution and provide further direction to staff.

ATTACHMENT:

1. Resolution
2. Fleet Management Policy and Procedures

RESOLUTION NO.

RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO PURCHASE FOURTEEN (14) VEHICLES ACROSS CITY DEPARTMENTS FOR REPLACEMENT, IN AN AMOUNT NOT TO EXCEED \$1,034,100

WHEREAS, the San Rafael Public Works and Police Department's fleets consist of 16aging vehicles that require replacement; and

WHEREAS, based on information presented in the accompanying staff report and vehicle mileages, the Department of Public Works recommends the replacement of 14 vehicles that are inoperable or have the highest mileages; and

WHEREAS, the City has determined that replacing aging fleet vehicles with various electric and hybrid vehicles is the most cost-effective, long-term option; and

WHEREAS, these expenditures have been planned and 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 City Manager to purchase fourteen (14) vehicles for an amount not to exceed \$1,034,100.

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 6th day of September 2022, 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.