CITY OF OAKLAND

OFFICE OF THE CITY CLERA AGENDA REPORT

TO: 2019 Office of the Cityl 6 dministrator

ATTN: Dan Lindheim

FROM: Public Works Agency DATE: November 10, 2009

RE: Annual Fleet Status Report

SUMMARY

This report provides an overview of the City's automotive and equipment fleet, American Recovery and Reinvestment Act (ARRA "stimulus") grant results, fleet reduction efforts, and vehicle/equipment auction results for the fiscal year to date.

FISCAL IMPACTS

During the FY 2009-11 budget, Council approved \$570,710.59 in vehicle replacement funding (\$350,000 in fund 4100 and \$220,710.60 in fund 7780). Up to \$300,000 in replacement funds were for participation in the U.S. Department of Energy's Clean Cities FY09 Petroleum Reduction Technologies Projects for the Transportation Sector Area Interest #4. The fund is to cover the incremental cost of electric vehicle hybrid technology on light- and medium-duty fleet vehicles and to upgrade the City's existing electric vehicle charging infrastructure. The regional grant was not approved.

BACKGROUND

At the June 23, 2009, Finance and Management Committee, staff was directed to return to discuss:

- An analysis/recommendation for the number of vehicles that should remain in the equipment pool; and
- Renegotiation of the City's agreement with City CarShare.

KEY ISSUES AND IMPACTS

Equipment Services Division Overview

The Equipment Services Division (ESD) of the Public Works Agency (PWA) is responsible for "cradle to grave" equipment services. This includes vehicle and equipment maintenance and repair, governmental and environmental compliance, vehicle and equipment specification development, acquisition and disposal, repair part acquisition, motor pool services, fuel for Cityowned vehicles and equipment, and specialized services such as vehicle wash and outside vehicle/equipment rental.

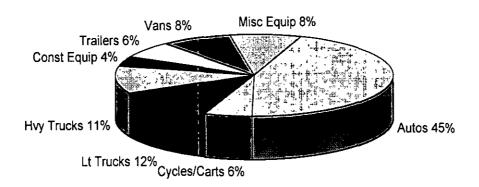
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Public Works' ESD has a FY 2009-11 adopted operating budget of \$16,429,210, with 59 full-time equivalent (FTE) staff positions assigned to the division. ESD is responsible for the maintenance of the City's active fleet, which is comprised of 1,647 vehicles and pieces of equipment that have a current total replacement value of approximately \$92,000,000 and an average age of 9.4 years. The ESD is also responsible for working with City agencies/departments to assess annual vehicle and equipment needs.

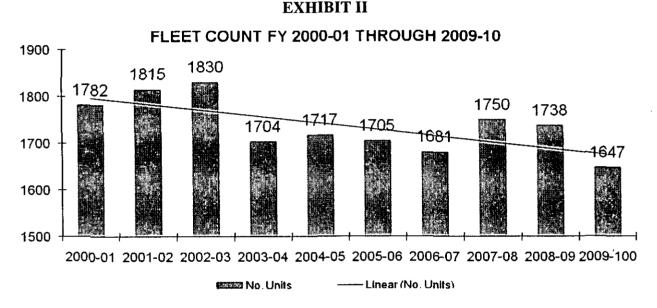
ESD's role in all fleet acquisition and reduction scenarios is to serve as an advisor and facilitator to its customers, i.e., user agencies/departments. The agency/department is in the best position to determine what type of equipment is best suited for applications required by their day-to-day operations. ESD provides advisory information to departments on what is available in the marketplace that may suit their needs, and by facilitating the acquisition of appropriate equipment by writing specifications and interfacing with the Purchasing Division and vendors. ESD also assesses whether a vehicle is being utilized as efficiently as possible; however, final utilization decisions are left with the user departments. ESD staff continues to evaluate vehicles and equipment for replacement/retention with an eye toward reducing costs.

Exhibit I illustrates the makeup of the City's fleet:

Exhibit I
Types of Equipment



During the last decade, the size of the fleet has been trending downward, as shown in Exhibit II:



Fleet Funding

The Equipment Fund supports the maintenance and replacement of the City's motorized fleet. The activities involved include determining fleet requirements; performing preventive maintenance and repairs; providing fuel; and disposing of surplus vehicles. Services are provided by the ESD.

The Equipment Fund is an Internal Service Fund (ISF). An ISF accounts for services provided by a unit within an organization to other users within the same organization. Revenues generated from charges to users are intended to be just enough to cover the costs of services provided, which includes replacing the vehicles and equipment at the end of their useful life.

Annual department payments to the Equipment Fund should be at a level sufficient to cover the Fund's annual costs. For the first time in more than ten years, labor rates charged to user departments were increased based on the actual charges incurred by the using departments in the previous fiscal year; actual charges are not being charged to user departments. Charging the actual cost for services and commodities consumed would show user departments the true costs associated to operating fleet vehicles, and therefore, encourage responsible and prudent use of these City assets.

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Replacement funding for vehicles and equipment has not been sufficiently allocated for FY 2009-11. Replacing over aged vehicles and equipment in a timely manner can save the City considerable funds and:

- reduce vehicle downtime and assure vehicle availability for service delivery
- reduce operating and maintenance costs
- reduce the amount of funds expended on costly repairs due to age or overuse
- mitigate breakdowns
- take advantage of efficiencies built into newer, more technologically advanced equipment

A regular, scheduled, vehicle and equipment replacement program is important to agencies and departments. It ensures that reliable vehicles and equipment in good working order are available to assist in the delivery of essential services to the citizens of Oakland. Cars, trucks, tractors, and other equipment that break down frequently, due to age or excessive use, interfere with workforce planning and can lead to disrupted schedules and failed services. Good, working equipment that is appropriate for the tasks contributes to positive employee morale. All these factors combine to make a first class vehicle and equipment replacement program.

The fleet age is currently 9.4 years, which is more than twice the average age for a similarly sized municipal fleet, as dictated by industry best business practices. ESD has recommended that a minimum of \$8.5 million annually be allocated for replacement funding, especially for the most critical areas of the fleet, i.e., marked and unmarked police vehicles, fire apparatus, parking enforcement vehicles, and specialty construction vehicles / equipment for tree and sewer maintenance and repair activities. \$570,710.59 has been approved for FY 2009-11.

Fleet Replacement Funding FY 2009-11, shown in *Exhibit III*:

EXHIBIT III

ORG	EUND	ACCOUNT	PROJ	PROG	AMT
30541	4100	57611	0000000	IN01	\$350,000.00
107110	7780	57611	C00800	PS11	\$91,222.97
107110	7780	57611	P187410	PS11	\$49,577.00
107110	7780	57611	P233610	PS11	\$79,910.62
TOTAL	43.91		4-25 5-2		\$570,710.59

American Recovery and Reinvestment Act of 2009 (ARRA)

On May 5, 2009, the City Council approved Resolution No. 81972 C.M.S., which authorized the City Administrator to apply for, accept and appropriate up to \$500,000 in grant funds to pay the incremental costs of electric hybridization for five gasoline-powered sedans, two of which were

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to be plug-in hybrids; electric hybridization of two utility trucks for the Public Works Agency, Traffic Maintenance Division; and upgrade of the City's existing electric vehicle recharging stations downtown and at the Municipal Service Center. The grant solicitation was part of a larger effort headed jointly by the Bay Area Air Quality Management District, the San Francisco Clean Cities Coalition, and the East Bay Clean Cities Coalition. The grant required that a Department of Energy Clean Cities Coalition participate in each solicitation. The minimum grant award would be \$5 million, and the maximum would be \$15 million, thereby encouraging large-scale, regional grant solicitations.

Staff was notified in August 2009 that the Bay Area was not awarded grant funding under the Clean Cities FY09 Petroleum Reduction Technologies Projects for Transportation Sector Area Interest #4.

During the FY 2009-11 budget hearings, ESD was allocated \$300,000 in matching funds (coding block 4100.30541.57611.0000000.IN01) to purchase five sedans and two utility trucks, and to upgrade the City's existing electric vehicles recharging stations. Staff recommends that the \$300,000 allocated be used to replace the two utility trucks with conventional units at a cost of \$101,000 each, with the remaining \$98,000 used to replace two overaged marked police vehicles. The utility trucks to be replaced are a 1995 Ford Super Duty and 1997 Ford F550. Both of these units are more than three years overdue for replacement and were scheduled to be scrapped if Oakland was awarded the grant.

Council accepted a report on emergency vehicle replacement during the June 17, 2008, Special Budget Meeting that authorized the Police Department to use \$700,000 from the annual funding it receives from the State of California's "Citizen's Options for Public Safety" Grant (COPS Program) and from the U.S. Department of Justice, Office of Justice Programs, Bureau of Assistance, Edward Byrne Memorial Justice Assistance Grant (JAG Program) to fund the purchase of 19 replacement marked police vehicles.

In March 2009, ESD staff was notified by OPD that it had received significantly less money than projected from both the COPS grant and the JAG grant, necessitating that OPD reduce the number of replacement vehicles it agreed to fund from 19 to 6. Those six, along with the 29 funded by the ESD from the 2002 Master Lease have been received and placed into service. ESD staff recommends that the \$98,000 in funds noted above be used to fund the replacement of three marked police vehicles.

Fleet Reduction

During this fiscal year, staff issued a memorandum to agency/department heads requesting relinquishment of the 100 least utilized light duty trucks and vans in the fleet. Staff also met with Public Works Agency managers to review underutilized specialty equipment. To date, staff have reduced the fleet by 91 units and 15 additional units are being prepared for auction. City

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fleet utilization will be reviewed periodically with the objective of identifying underutilized vehicles. Ongoing adjustments will be made by reassigning or disposing of the affected vehicles.

Auction Revenue

During the June 23, 2009, Finance and Management Committee meeting, the Committee requested that the ESD capture at least \$100,000 in auction revenue during FY 2009-10.

To date, two auctions have been held. The August 15th auction netted \$83,187.79; the September 15th netted \$105,001.06, for a total of \$188,188.85 (*Attachment A*). ESD will work with the Contracting and Purchasing Division to set a minimum of three additional auctions this fiscal year.

City CarShare

Staff was directed by the Committee to reduce the number of vehicles contracted with City CarShare from two to one. Staff renegotiated the contract in quarter one FY 2009 to include only one vehicle for the exclusive use of City staff from 7:00 a.m. to 6:00 p.m. weekdays. The vehicle is available for general public use weekday evenings and weekends. Monthly costs include \$800 in prepaid hours and a \$250 administrative fee. The \$5.00 per hour and \$0.40 per mile cost for vehicle usage is deducted from the \$800 prepaid monthly hours. Usage patterns will be reviewed and shared at the end of quarter two FY 2009-10.

SUSTAINABLE OPPORTUNITIES

<u>Economic:</u> As the fleet service provider, ESD supports the delivery of all emergency and non-emergency services in the City of Oakland. Efficient and effective management of the fleet includes working with the Purchasing Division in securing local vendors to provide goods and services in support of fleet maintenance and repair, thereby contributing to the health of Oakland's economy.

<u>Environmental</u>: Use of cleaner burning alternative fuels will reduce emissions of hazardous compounds that have been linked to increased rates of cancer and asthma. Cleaner burning fuels will also decrease greenhouse gasses, which most scientists agree are a major contributor to global warming.

<u>Social Equity:</u> A well managed, identifiable fleet of City vehicles and equipment can enhance the City's presence during delivery of services.

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DISABILITY AND SENIOR CITIZEN ACCESS

Acceptance of this report does not have any impact on the Americans with Disabilities Act, the Older Americans Act, or other applicable laws.

ACTION REQUESTED OF THE CITY COUNCIL/AUTHORITY

Staff recommends that the City Council accept this report.

Respectfully submitted,

Vitaly B. Troyan

Public Works Agency Interim Director

Reviewed by:

Bruce Saunders, Assistant Director Department of Infrastructure and Operations

Prepared by:

Napoleon Campbell, Acting Equipment Services Manager **Equipment Services Division**

Attachment A – Auction Proceeds

FORWARDED TO THE FINANCE MANAGEMENT COMMITTEE:

Office of the City Administrator

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First Capitol Auction, Inc.

50 Solano Ave. Vallejo, Ca 94590

Phone: 707-552-0739 Fax#: 707-552-8613

Bond#:14663700622

Commercial Liquidations & Appraisals

Auction#: 090815

Auction date: 8/15/2009

Settlement Statement for Code: OAK

Name: LORENE CARMICHAEL

Company: CITY OF OAKLAND / CENTRAL RECEIVIN

Address: 7101 EDGEWATER DRIVE

City: OAKLAND, CA 94621

Phone#:

Work#:510-615-5464

Fax#: 510-615-5473

18	Lot	Equip#	Description	Other	Transportation	810	PIF
AD P 7542 MORBARK MODEL 17 TOWABLE CHIPPER \$133.33 \$3,500.00 Y 105 P 7319 INTERNATIONAL 175 SERIES & CRAWLER LOADER WSCRAPER ATTA \$200.00 \$5,500.00 Y 105 P 7319 INTERNATIONAL 175 SERIES & CRAWLER LOADER WSCRAPER ATTA \$200.00 \$5,500.00 Y 155 P 505 1991 ZIEMAN 2 AXLE FLAT BED EQUIPMENT TRAILER WWINKCH 5629 \$200.00 \$1,000.00 Y 156 P 505 1991 ZIEMAN 2 AXLE FLAT BED EQUIPMENT TRAILER WWINKCH 5629 \$200.00 \$1,000.00 Y 157 P 615 1992 ZIEMAN 2 AXLE FLAT BED EDE DETARLER SSS1 \$200.00 \$1,000.00 Y 157 P 615 1998 MOBIL TOP GIN M9D SWEEPER TRUCK WATHER SWEEPER 9 \$200.00 \$7,000.00 Y 157 P 615 1998 MOBIL TOP GIN M9D SWEEPER TRUCK WATHER SWEEPER 9 \$200.00 \$7,000.00 Y 157 P 615 1998 MOBIL TOP GIN M9D SWEEPER TRUCK WATHER SWEEPER 9 \$200.00 \$7,000.00 Y 157 P 615 1998 MOBIL TOP GIN M9D SWEEPER TRUCK WATHER SWEEPER 9 \$200.00 \$7,000.00 Y 157 P 615 1998 MOBIL TOP GIN M9D SWEEPER TRUCK WATHER SWEEPER 9 \$200.00 \$7,000.00 Y 157 P 615 1998 MOBIL TOP GIN M9D SWEEPER TRUCK WATHER SWEEPER 9 \$200.00 \$7,000.00 Y 157 P 615 P 6	38 P	7543	BRUSH BANDIT 250XP TOWABLE CHIPPER		\$200.00	\$6,250.00	Υ
166 P 8841			MORBARK MODEL 17 TOWABLE CHIPPER		\$133.33	\$3,500.00	Ý
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1956 P 8:809			INTERNATIONAL 175 SERIES B CRAWLER LOADER W/SCRAPER ATTA			-	
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216 P			1992 FORD F-SUPER DUTY DUMP TRUCK-DIESEL 6210				
218 P 0167 1987 FORD 8000 FIRE ENGINE - DIESEL 1000 2			1990 FORD ECONOLINE 350 20 PASS MINI BUS/WHEELCHAIR ACCESS-				
626 P 4202			1987 FORD 8000 FIRE ENGINE - DIESEL 0003		\$200.00	\$3,500.00	Y
626 P 4202		_	1986 INTERNATIONAL S2600 FIRE TRUCK-DIESEL 3460		\$200.00	\$2,500.00	Υ
626 P 4202			1982 INTERNATIONAL 2600 FIRE ENGINE - DIESEL 3610	·	\$200.00	\$3,250.00	Υ .
626 P 4202			1986 INTERNATIONAL S2600 FIRE TRUCK - DIESEL 4537		\$400.00		
626 P 4202			1984 CHEVROLET CP32842 STEP VAN-DIESEL 5186		\$400.00		
626 P 4202			1984 CHEVROLET CP30842 STEP VAN-DIESEL 4234		\$200.00		
626 P 4202			1992 FORD F-350 UTILITY BED PICKUP, 7158	,	\$133.33		
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First Capitol Auction, Inc.

50 Solano Ave.

Vallejo, Ca 94590

Phone: 707-552-0739 Fax#: 707-552-8613

Bond#:14663700622

Commercial Liquidations & Appraisals

Auction#: 090815

Auction date: 8/15/2009

Settlement Statement for Code: OAK

Name: LORENE CARMICHAEL

Company: CITY OF OAKLAND / CENTRAL RECEIVIN

Address: 7101 EDGEWATER DRIVE

City: OAKLAND, CA 94621

Phone#:

Work#:510-615-5464

Fax#: 510-615-5473

Lot	Equip#	Description	Other	Transportation	BID	PIF
779 PD	1743	1997 FORD CROWN VIC 1271 •		\$50.00	\$100.00	Υ
784 PD	1021	2000 FORD CROWN VIC 2269		\$50.00	\$500.00	Υ
788 PD	1214	2002 FORD CROWN VIC 6770		\$50.00	\$500,00	Υ
792 P	10041	2000 FORD CROWN VIC 2252		\$50.00	\$600.00	Υ .
820 PD	1210	2002 FORD CROWN VIC 6766	•	\$50.00	\$500.00	Y
827 P	4289	1992 FORD F-250 0975		\$50.00	\$1,000.00	Υ
835 PD	3123	. 1991 CHEV CAVALIER 3546		\$50.00	\$400.00	Υ
837 PD	3705	1997 FORD CONTOUR 3427		\$50 .00	\$800.00	Υ
840 P	4200	,1992 FORD CLUB WAGON 2509		\$50.00	\$1,100.00	Y
842 P	4421	1994 DODGE RAM 2040		\$50.00	\$550.00	
848 PD	1130	2001 FORD CROWN VIC 9080		\$50.00 .	\$600.00	Υ
851 PD	4292	1992 FORD F-250 0977		\$50.00	\$1,600.00	
1021 PD	1208	2002 FORD CROWN VIC 6764		\$50.00	\$100.00	Υ .
F46	8814	TOWABLE HYDRO BLASTER		\$200.00	\$1,500.00	Y
F52	8910	DITCHWITCH WALK BEHIND TRENCHER	•	\$50.00	\$375.00	Y
F53	8741	SIMPSON PRESSER WASHER	•	•	\$75.00	Υ
F54	9085	UPRIGHT PORTABLE MANLIFT		\$133.33	\$450.00	Υ .
F91		STAINLESS STEEL TANK			\$50.00	Y
F92		ENGINE HOIST			\$100.00	Υ
F93		FORKLIFT BOOM EXTENSION		\$50.00	\$575.00	·Υ
F97	7576	CRAFTCO TOWABLE CRACK SEALER		\$133.33	\$2,600.00	Υ
F143		HALON 1211 FIRE EXTINGUISHER			\$125.00	Υ
F155	2463	EVIDRUDE BOAT MOTOR			\$275,00	Y
F161		PALLET OF REFLECTOR KITS			\$250.00	Y
F164		PALLET OF TIRES		·	\$100.00	Y
		Total Bids		\$7,649.9	\$97,675.00	
		Less 7% Commission		•	(\$6,837.25)	
		Less Transportation	•	4	(\$7,649.96)	
•		Net to Seller			\$83,187.79	
		That to belief				



First Capitol Auction, Inc.

50 Solano Ave. Vallejo, Ca 94590

Phone: 707-552-0739 Fax#: 707-552-8613

Bond#: 14683700622

Commercial Liquidations & Appraisals

Auction#: 090926

Auction date: 9/26/2009

Settlement Statement for Code: OAK

Name: LORENE CARMICHAEL

Company: CITY OF OAKLAND / CENTRAL RECEIVIN

Address: 7101 EDGEWATER DRIVE City: OAKLAND,CA 94621

Phone#:

World#:510-615-5464

Fax#: 510-615-5473

Lot	Egulp#	Description	Other	Transportation	BID	PIF
36 P	7124	TENNANT 4300 OWEEPER		\$200.00	\$1,700.00	Y
37 P	7102	TENNANT 4300 GWEEPER		\$200,00	00.00a,e#	Υ
38 P	7105	TENNANT SIDEWALK SWEEPER GRIME BUSTER		\$193.33	\$1,900.00	Y
39 P	7104	TENNANT SIDEWALK SWEEPER GRIME BUSTER		\$133.33	\$1,700.00	Υ
40 P	7107	TENNANT 7400 SWEEPER		\$200,00	\$3,100.00	Υ
148 P	7174	2001 FREIGHTLINER FL70 SWEEPER TRUCK - DIESEL 6809		\$200,00	\$17,000.00	Y
149 P	7176	2001 FREIGHTLINER FL70 SWEEPER TRUCK - DIESEL 1910		\$200.00	\$17,000.00	Y
150 P	7131	2000 FREIGHTLINER FL70 SWEEPER TRUCK - DIESEL 5217		\$200.00	\$16,000,00	Y
151 P	7128	2000 FREIGHTL:NER FL70 SWEEPER TRUCK - DIESEL 5208		\$133,33	813,QQQ.DD	γ
152 P	7129	2000 FREIGHTLINER FL70 SWEEPER TRUCK - DIESEL 5205		\$200,00	\$11,000.00	
184 P	4039	1990 FORD F-700 2 AXLE DUMP TRUCK - DIESEL 6624			\$0,00	
185 P	4037	1990 FORD F700 2 AXLE DUMP TRUCK - DIESEL 2607		\$200,00	\$1,500.00	Y
204 P	4174	1990 FORD CAFIGO 8000 DUMP TRUCK W/LOADER BUCKET - DIESEL 1		\$200.00	\$1,200.00	Y
208 P	4208	1992 FORD F-8(10 STAKESIDE FLATBED TRUCK - DIESEL 3899	•	\$200.00	\$4,000.00	
211 P	4217	1992 FORD F800 ASPHALT TRUCK W/COMPRESSOR - DIESEL 3898		\$200.00	\$500.00	
218 P	4511	1995 FORD F-SI/PER DUTY-DIESEL 7449	•	\$200.00	\$3,400,00	Y
219 P	4222	1992 FORD 2 AXLE DUMP TRUCK-DIESEL 6214		\$200.00	\$1,000.00	
232 P	4098	1990 FORD ECONOLINE 350 20 PASSENGER MINI BUS W/WHEEL CHAI		\$200.00	\$300.00	
612 P	4194	1992 FORD F-380 UTILITY PICKUP W/LIFT GATE 7180			\$0.00	
613 P	4450	1994 FORD F-21:0 PICKUP W/DUMP BED 9363		\$50.00	\$950.00	У
614 P	1134	2001 FORD CROWN VICTORIA 9084		\$50.00	\$1,500.00	
656 PD	4258	1992 FORD ECCINOLINE 250 CARGO VAN 2133		\$50.00	\$750.00	
657 PD	1035	2000 FORD CROWN VICTORIA 2283		\$50.00	\$600.00	
709 PD	1115	2001 FORD CROWN VICTORIA 9065		\$50.00	\$900.00	
715 P	4197	1992 FORD F-3:0 UTILITY PICKUP W/LIFTGATE 7178		\$50.00	\$800.00	
716 P	1026	2000 FORD CROWN VICTORIA 2274		\$50.00	\$1,400.00	
729 PD	4804	1988 CHEVROLET 2500 PICKUP W/PRESSURE WASHER 2965	,	\$50.00	\$550.00	•
739 PD	1599	1995 MERCURY VILLAGER 4792		\$50.00	\$600.00	v
740 P	1240	2002 FORD CROWN VICTORIA 6796		\$50.00	\$1,200.00	•
745 PD	0014	1994 FORD EXPLORER SUV 4X4 1904		\$50,00	\$600.00	٧
748 PD	1131	2001 FORD CROWN VICTORIA 9081		\$50,00	\$1,300.00	
747 PD	1248	2002 FORD CROWN VICTORIA 6802		\$50,00	\$1,300.00	
748 PD	4227	1992 FORD F-250 PICKUP W/DUMP BED 6691		\$50.00	\$750.00	
749 PD	1235	2002 FORD CRUWN VICTORIA 8793		\$50,00	\$1,100,00	
751 P	4237	1992 FORD F-250 TRUCK 6685		\$50.00	\$450.00	
752 PD	1034	2000 FORD CROWN VICTORIA 2282		\$50.00	· \$650.00	,
754 P	1036	2000 FORD CROWN VICTORIA 2284		\$80.00		
1014 PD	4195	1992 FORD F-350 UTILITY PICKUP 7177		\$50.00	\$1,200.00	J
1018 PD	4239	1992 FORD F-230 EXT CAB UTILITY TRUCK 6687			\$250.00	
1021 P	4221	1992 FORD F-SUPER DUTY PICKUP W/DUMP BED- DIESEL 6213		\$60.00 \$50.00	\$300.00	
F144 ~	7103	TENNANT RIDE ON SWEEPER (MISSING PARTS		ສວບ.ນນ	\$500.00	
F146	7 100	PALLET OF MUTORCYCLE TIRES			\$25.00	
F164	7574	1998 PBLOA TOWABLE TAR POT P.B. LOADER 0862			\$75.00 ecop.po	
F165	7578				\$600.00	
r i Q S	7370	1998 PBLOA TOWABLE TAR POT P.B. LOADER 0881			\$500,00	Y
		Total Bids		\$4,249.9	\$116,650.00	
		Less 6.3% Commission		•	(\$7,348.95)	
		Less Misc Expenses			(\$50.00)	
		Less Transportation			(\$4,249.99)	
		Net to Seller			\$105,001.06	
		•			- "	