

**Agenda Item:**

3.b

**Meeting Date:**

March 4, 2025

## **MEMORANDUM**

**To:** City Commission

**Through:** Jennifer K. Bramley, City Manager

**From:** Sue Bartlett

**Date:** 2025-02-21

**Subject:** Fiscal Year 2025 Vehicle Replacement Plan (VRP) - Vehicle and Equipment Purchases of Twenty-four (24) Assets, totaling \$1,855,467.82

**Presenter(s):** Suzanne "Sue" Bartlett, Public Works Director; Scott Caterson, Fleet Services Manager; and applicable Department Directors.

**Staff Recommendation:** Staff recommends approval of the FY25 Vehicle / Equipment Replacements and Purchases, from various funds and Departments, for a total expenditure of \$1,855,467.82.

**Epic Goal(s):** Goal #4 - Be the statewide model for environmental sustainability stewardship.

**Boards & Committees:** N / A

**Budget Impact:** Fleet Fund @ \$763,488.47; Disaster Recovery Fund @ \$104,162; Building Fund @ \$238,200; Water/Wastewater Fund @ \$28,380; Stormwater Fund @ \$303,644.25; General Fund @ \$25,847.10; and Solid Waste Fund @ \$391,746, for a total expenditure of \$1,855,467.82. Refer to additional details contained in Exhibits B and C, from Purchasing and Budget Divisions of the Finance Department.

**Past Action:** N / A

**Next Action:** N / A

**Attachments:** [A. FY25 Fleet Replacement Memo \(02-21-25\).pdf](#)  
[B. FY25 FRP - Purchasing Agent Memo \(02-21-25\).pdf](#)  
[C. VRP FY25 - Signed BA-BT Forms \(Various Depts\).pdf](#)  
[D1. BLDG Dept Vehicles \(#'s 816, 817, 818, 820 & 821\).pdf](#)  
[D2. Fire Dept Vehicles \(#'s 116 & 153\).pdf](#)  
[D3. Parks & Rec Vehicles \(#'s 620, 621, 628, 656, 670 & 696\).pdf](#)  
[D4. Public Works Vehicles \(#'s 238, 250, 258, 490, 762 & 763\).pdf](#)

**Background:**

Scott Caterson, Fleet Services Manager, has submitted a compilation of City owned equipment which he recommends be replaced as part of the annual fleet replacement package, as well as additional vehicles / equipment approved in the FY25 Budget (Exhibit A). This agenda item is designed to bring the FY25 departmental fleet replacements at one time for Commission consideration. Recommendations include assets budgeted in FY25, as well as assets previously deferred and budgeted in a previous Fiscal Year.

This agenda item includes any variances from the corresponding Fleet pages of the "Municipal Business Plan CIP (FY25 - FY30)", found on the City's website at: <https://www.dunedingov.com/Your-Government/Departments/Finance>, in order to obtain the most conservative expenditure of funds while maintaining the quality and extended life cycle of all assets. Recommendations are based on many variables including, hours and mileage used, asset condition, remaining life, maintenance and repair costs or trends, and replacement costs. Though the life cycles are based on industry standards ranging from 7 to 15 years, the replacement schedule is intentionally flexible so as to ensure the active fleet is effective in meeting Citywide operational needs, and therefore reviewed annually.

The Finance Department has reviewed the proposed purchases and acquisition methods for compliance with Purchasing rules and guidelines, and has provided a Purchasing Agent Memorandum regarding the same (Exhibit B). The Budget Section has reviewed all of the accounts and proposed purchases, and due to a variety of factors, some Budget Adjustments are recommended. Those corresponding changes are reflected in the Budget Amendment / Budget Transfer (BA-BT) Forms, (Exhibit C), which will be brought before the Commission at a future date for approval. Subsequent auction proceeds from the replaced vehicles and equipment will be returned to the appropriate fund balance.

While the availability of vehicles and equipment is improving, there are budgeted replacement assets included and recommended herein for approval that may not be able to be acquired in FY25, requiring orders to be placed well in advance of acquisition. This situation is not unique, and in those instances, the Finance Department ensures funds are rolled over to the future year in which those particular assets can be acquired. Finance also ensures funds are budgeted in the current year, and made available for a Purchase Order (P.O.) to be issued, which is required by the vendor at the time the order is placed.

In addition to collaborating with user departments on any changes to core services and asset needs, every effort has been made to find the most fuel-efficient replacements. The established process includes checks and balances, starting with the verification of funds, confirming the proper purchasing method and appropriate detailed quotes by the Finance Department (Purchasing and Budget Sections). Departments are required to review energy alternatives, and coordinate with the Sustainability Program Manager to ensure alignment with the "Ready for 100 Program", as outlined in the Dunedin Resiliency Energy Action Master Plan (DREAM). The collaboration between all parties provides the opportunity for resources to exchange information from diverse disciplines, ensuring we continue to encourage the use of renewable resources and reduce our dependency on fossil fuels.

The Community Development Department had three (3) Nissan Frontier Vehicles planned for replacement in the FY25 Fleet Plan. In order to facilitate the City's efforts to continue to move towards our Dunedin "Ready for 100" campaign goals (which is a Sierra Club initiative to achieve 100% clean energy for City operations by 2035), the Building Department is replacing the aforementioned Nissan Frontiers and two (2) additional vehicles, for a total of five (5) of their very frequently utilized vehicles, with Ford F-150 All Electric Lightning pickup trucks. The department believes these new vehicles will function well for their staff's needs, and wanted to purchase all five (5) Lighting Trucks in the same year. The Building Fund will cover the cost of the early purchases, and fund the difference in cost of these vehicles. The Building Fund has excess reserves at this time, and can fund the cost of these five (5) vehicles.

The recommendations include deferring the replacement of fourteen (14) assets for future year replacement, as detailed in the Fleet memo, Exhibit A. The recommendations also include the acquisition of additional assets as approved in the budget, and replacement of two (2) assets damaged during the recent Hurricanes. Additions include: one (1) Bronco for the Wastewater Environmental Specialist II position, one (1) CCTV Truck for Stormwater inspections and condition assessments, and one (1) Kubota for Parks and Recreation (Stirling Links). Additionally, the Building Department has moved ahead with replacement of five (5) trucks, as outlined above, with funding from the Building Fund.

As such, staff hereby recommends Commission approval of the FY25 VRP purchases of twenty-four (24) vehicles / equipment for a total of \$1,855,467.82, as detailed herein.