

# 2023 Revision to the *Vehicle and Equipment Replacement Policy and Procedures*



## Governmental Operations Standing Committee

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# Presentation Overview

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- Background
- Purpose of the Vehicle and Equipment Replacement Policy and Procedures
- 2023 Revisions
- Next Steps
- Additional Information and Resources
- Discussion and Questions



# Background

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- Authority and Responsibility for the City's Fleet
  - [Richmond City Code Section 2-427](#)
    - The Director of the Department of Public Works (DPW) shall be responsible for the maintenance of the City's vehicle fleet\*
  - The DPW Director has delegated these responsibilities to the Fleet Administrator
  - Fleet Management is an Internal Service Fund
- Fleet Management *Citywide Policies and Procedures*
  - Outlines responsibilities of Fleet Management, including
    - Management of the City's centralized fleet
    - Vehicle assignment
    - Vehicle use
    - Vehicle maintenance and repair
    - Vehicle replacement



\*Except those under the authority of the School Board or the Department of Public Utilities

# *Vehicle and Equipment Replacement Policy and Procedures*

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- Last revised December 2019, approved by DPW Director
- City Replacement Policy
  - Based on vehicle condition evaluations, replacement criteria and cycles, and efficient management of resources
- Outlines procedure related to:
  - Vehicle Acquisition
  - Vehicle Replacement Charges
  - Charge-back (Cost) Structure
    - Fleet Management is an Internal Service Fund
  - Performance Measures



# 2023 Revisions to the *Vehicle and Equipment Replacement Policy and Procedures*

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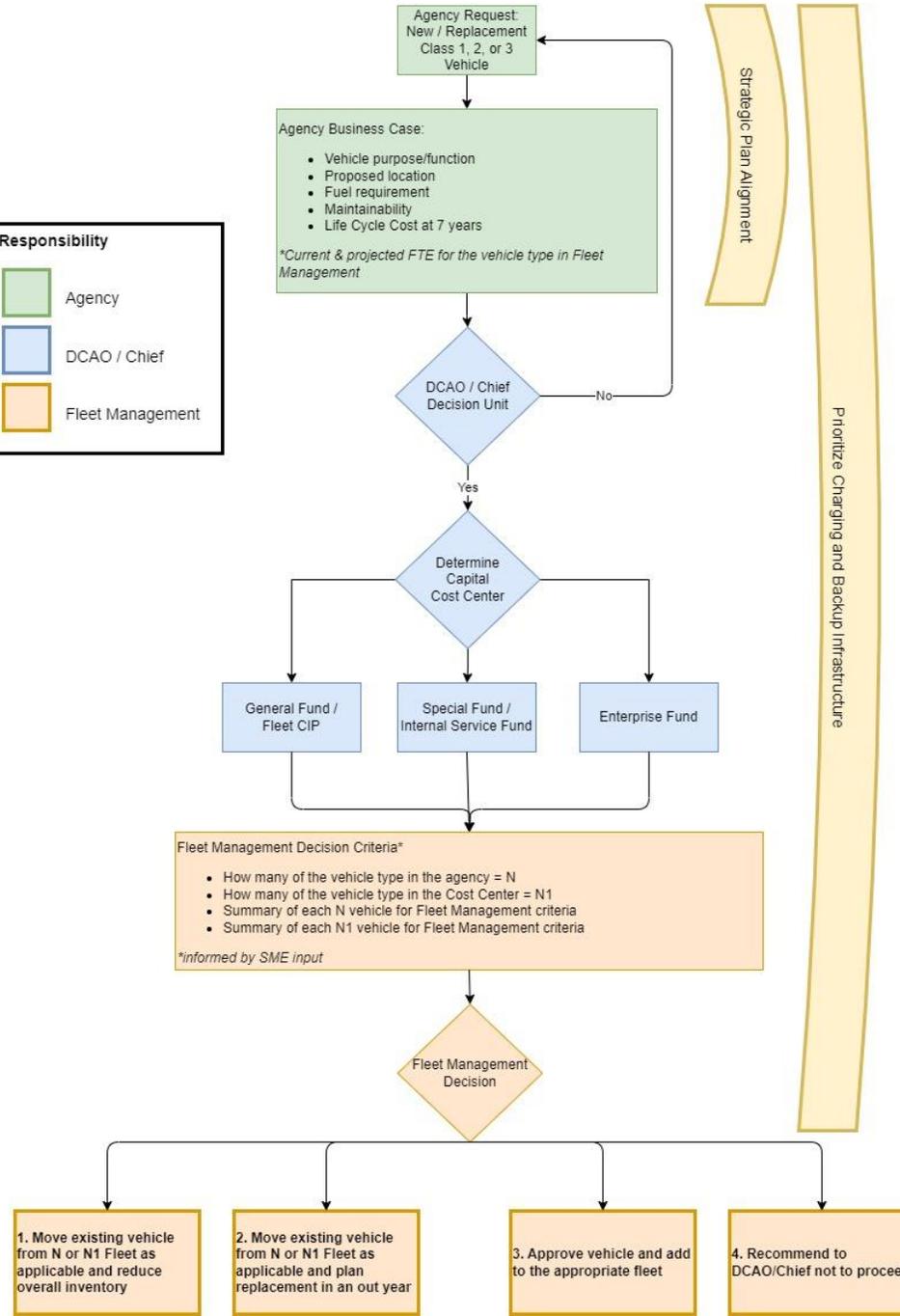
- Representatives from Fleet Management have collaborated in recent initiatives involving the future of the City’s Fleet, including Richmond300, RVAgreen2050, and Richmond Connects
- Fleet Management routinely revises Policy and Procedures to account for new policies, goals, etc.
  - 2023 Revisions included collaboration with
    - DPW Fleet Management
    - Office of Sustainability
    - Office of Equitable Transit and Mobility
    - DPW Special Capital Projects Group
    - Department of Budget & Strategic Planning
- Notable revisions to the Policy and Procedures include:
  - Stated alignment with Richmond300, RVAgreen2050, Richmond Connects, the Equity Agenda
    - Includes adopted actions to implement carbon reduction goals
  - Alignment with adopted reliability standards
  - Outline of Acquisition Phases, including prioritization for electric and hybrid vehicle acquisitions as feasible
  - Outline of Fleet Unity Decision Process, which emphasizes alignment of strategic decision-making



# Fleet Unity Decision Process



## Fleet Unity Decision Process Class 2 and 3 Vehicles



# Next Steps and Additional Information

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- Additional Information pertaining to Green Fleet initiatives
  - Planned vehicle acquisitions remain primarily focused on large/heavy duty equipment and fire apparatus. Planned light-duty vehicle purchases in FY24 will prioritize hybrids as current charging infrastructure is inadequate for significant EV purchasing
  - In alignment with upcoming Sustainable Design Standards and RVAgreen2050, new municipal facility projects currently in planning phase include incorporation of electric vehicle charging infrastructure in order to accommodate future EV purchasing
  - The recently hired Energy Manager position within the Office of Sustainability will be responsible for coordinating activities of the Joint Energy Committee (JEC). The JEC which will support electric vehicle fleet transition as well as other energy-related initiatives



# Additional Information and Resources

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- [Richmond City Code](#)
- [Richmond 300](#)
- [Richmond Equity Agenda](#)
- [RVAgreen 2050](#)
- [Richmond Connects](#)



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*Thank You*

