



Item No. 4 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER

FROM: STEVEN D. MCCULLEY, CHIEF OF POLICE

DATE: JUNE 19, 2024

SUBJECT: APPROVAL OF THE AGREEMENT BETWEEN REDWOOD CITY
AND THE TOWN OF ATHERTON FOR VEHICLE
MAINTENANCE

RECOMMENDATION

Approval of the agreement between Redwood City and the Town of Atherton for vehicle maintenance and servicing.

BACKGROUND/ANALYSIS

The Town desires to continue the services necessary to perform the periodic maintenance for Atherton motor vehicles that includes automobiles, pick-up trucks, heavy duty trucks, and similar such vehicles owned by the Town for municipal purposes. Since July of 2020, the Town has entered into an agreement with Redwood City and was set to expire June 30, 2025. Due to rising costs of services and labor, Redwood City has updated their Master Fee Schedule hourly rate from \$119.49 to \$147.37 with a 3% increase each year effective July 1, 2024.

Using Redwood City for police/public works maintenance of vehicles offers several benefits:

1. **Centralized Location:** The Redwood City Corporation Yard (RCCY) is centrally located, making it convenient for access. This can save time and resources compared to traveling to multiple service locations.
2. **Specialized Equipment:** The RCCY typically has specialized equipment and facilities tailored for vehicle maintenance. This includes tools for diagnostics, lifts for inspections, and dedicated spaces for repairs.
3. **Expertise:** The RCCY employs skilled technicians who specialize in maintaining and repairing fleet vehicles. These technicians often have experience working with various types of police & civilian vehicles and can efficiently diagnose and address issues.
4. **Cost-Effectiveness:** By consolidating maintenance activities at the RCCY, the Town can benefit from economies of scale and potentially lower costs compared to outsourcing services to multiple providers.

5. **Quality Control:** Maintaining vehicles at the RCCY allows for better quality control and oversight. The Town can establish standard operating procedures and ensure that all vehicles receive consistent and thorough maintenance.
6. **Faster Turnaround:** With dedicated staff and resources, RCCY can often provide faster turnaround times for vehicle maintenance and repairs. This is crucial for keeping police vehicles operational and minimizing downtime.
7. **Compliance and Accountability:** RCCY is subject to regulatory requirements and standards, which can help ensure that maintenance activities comply with safety regulations and industry best practices. Additionally, having a contractual agreement with the RCCY can provide accountability for service quality and performance.

Overall, using the RCCY for police & public works vehicle maintenance offers efficiency, expertise, and cost-effectiveness, ultimately supporting the operational readiness of both departments.

FISCAL IMPACT

The fiscal impact of an increase of \$27.88 per hour for the FY 2024-2025 with a 3% increase each year thereafter has been incorporated into the proposed budget for FY 2024-2025.

GOAL ALIGNMENT

- Goal E – Strengthen Community Engagement and Transparency
- Goal F – Be a Forward-Thinking, Well-Managed, Well-Planned Town

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ____ has or X has not been before a Town Committee or Commission.

- ____ Audit/Finance Committee (meets every other month)
- ____ Bicycle/Pedestrian Committee (meets as needed)
- ____ Civic Center Advisory Committee (meets as needed)
- ____ Environmental Programs Committee (meets every other month)
- ____ Park and Recreation Committee (meets each month)

Approval of contract for vehicle services

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- _____ Planning Commission (meets each month)
- _____ Rail Committee (meets every other month)
- _____ Transportation Committee (meets every other month)
- _____ Tree Committee (meets each month)

ATTACHMENTS

- 1.** Current contract
- 2.** New contract