

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Brent Larmer Municipal Clerk/Director Legislative Services blarmer@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	September 6, 2022		
Report No.:	Legislative Services-046-22		
Submit comments to Council			

Subject/Title: Municipal Law Enforcement Vehicle Update and Recommendation

RECOMMENDATION:

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council authorize the purchase of a By-law Enforcement Vehicle - Half-ton Truck in place of the approved Capital By-law Enforcement Van due to supply issues and availability and the immediate need for a By-law Vehicle; and

FURTHER THAT Council support the Staff recommended Option #2 out of the three (3) recommend options and approve an additional amount of \$37,000 to be funded from the Parking Reserve account which includes the estimated cost of the truck and Hitch and Bedliner and aluminum cap for rear cargo box and the mobile tech and upfitting for laptop, lighting for the Mobile Technology and Officer traffic and safety components.

1. STRATEGIC PLAN

Strategic Plan Action – PROGRAMS – The Town of Cobourg provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors. – Action #4 Improve Customer Service

2. PUBLIC ENGAGEMENT

Not Applicable.

3. PURPOSE

The purpose of this report is to provide Council with a status update on the current situation related to fleet vehicle requirements for Bylaw Services and make a recommendation for additional funding for Council's consideration.

4. ORIGIN AND LEGISLATION

- Town of Cobourg 2022 Capital Budget Justification

5. BACKGROUND

By-law Enforcement contributes towards health and safety, consumer protection, nuisance control and quality of life. All citizens benefit from the enforcement of by-laws as the result is an increased level of public safety, neighbourhood satisfaction, community pride and an overall positive impact on quality of life.

In 2022 as a result of the Service Delivery Review and the Organizational Review, updates have occurred to the By-law Enforcement Department. As approved and supported by Council, the Town this year has hired a Manager of By-law Enforcement and Licensing, which was a direct recommendation by the Organizational Review, to hire on staff a specific dedicated position who is an experienced expert in municipal law enforcement, for the development of policies and procedures that incorporate best practices and ensures an appropriate response to by-law infractions and threats to public health and safety and a higher level of service for the community when to enforcing and responding to Municipal By-law Complaints.

The Town of Cobourg By-law Enforcement Department has increased the level of services from a regular five (5) day business approach with the hours of 8:30 A.M to 4:30 P.M. to a new model when Officers are now available from 8:30 A.M. to 10:00 P.M each day, including on-call for emergency incident that may arise to assist Police or Fire and to provide Animal Control functions for the Town. The By-law Department has increased services through an internal review that now allows residents who have complaints that may not always be available to speak with during the day, to reach an Officer or meet with one after regular business hours. This change also allows Officers to assist with overnight parking issues and to patrol the downtown and waterfront into the evening. In addition, the Town also has Staff available to triage By-law specific calls and enter them into a tracking system immediately and dispatched to Officers at the same time. This update in hours and enhanced frontline customer service helps to deliver a longer and more efficient service window for the Community when it comes to By-law Enforcement.

The Bylaw Services Department vehicle fleet currently consists of one (1) SUV that was handed down to the Town from the Cobourg Police as a decommissioned Service Vehicle, and one (1) compact EV/hybrid Prius small sized vehicle that has handed down from the Building and Planning Department. The Tahoe is the only vehicle in the fleet that has emergency lighting and a sound system that would assist By-law in roadside investigations, and overnight and winter parking patrols, with front and rear bars and lighting as an additional safety component and the

large trunk components that can transfer Animals to the Humane Society location when needed.

Due to the deteriorating mechanical safety, poor road worthiness and outstanding repairs required for the existing SUV in the current fleet it was determined that vehicle had to be taken out of service in July, 2022. The current compact EV/hybrid sedan (Prius) is not sufficient to perform all the required functions of the department and there is an immediate need for a replacement vehicle.

For 2022, capital budget funds were allocated in the amount of \$45,000 (\$40,000 with an additional trade in value of \$5,000 for the existing SUV) to purchase an animal control van. A tender was released for quotes on the purchase of such a vehicle however response, subsequent investigation has determined that current availability of cargo style vans in either EV or ICE configuration (Electric Vehicle or Internal Combustion Engine) are in extremely short supply with a requirement for placement of orders and substantial waiting time and delivery delays into 2023. Town Staff have been working to acquire this type of vehicle since February 2022.

Additionally, the budget allocated for the purchase of either an EV or ICE van was insufficient to purchase currently marketed vehicles of this style. Upfitting charges for mobile technology and officer/traffic safety features consistent with special service vehicles as well as animal handling and accommodation considerations (cabin/cargo separation barriers, interior lighting, adequate kennels/caging, sanitation drains, equipment racking, enclosure of sidewalls and ceiling) require additional funding considerations.

6. ANALYSIS

Existing needs related to fleet vehicles for bylaw services require both diversification and attributes generally consistent with special service vehicle applications. Bylaw Enforcement staff now respond to a wide variety of calls for service including animal control (both domestic and wildlife) and approximately 30 bylaws for which officers require the appropriately equipped vehicle to address these calls and function as their mobile workspace. In addition the By-law Department on occasion needs to pick-up large amounts of debris or waste, and this request for vehicle would support this function as well.

Staff recommend at this time replacing the former SUV with a full-size pickup truck. The vehicle properly outfitted/equipped would meet the immediate fleet needs of the department and accommodate for the time to fully scope the budget requirements for either an EV or ICE configured Animal Services Van in the upcoming 2023 budget. The existing SUV has been scheduled to be sent to public auction and any funds received will be applied towards the purchase of the replacement vehicle.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

Funding allocated in the amount of \$40,000 is currently available to partially fund the purchase of a full-size pickup truck being funded from the Parking Reserve

Account. Quotes received indicate full funding in the amount of \$77,000.00 (includes applicable sales tax, upfitting and equipment costs). Additional funding of \$37,000 is required to completely fund the purchase. The costs and availability of vehicles especially commercial vans and trucks have increasingly been in demand and due to the current economy prices have increase this year and also in the last past few weeks alone the process have increased.

Staff is presenting three (3) options for Council consideration:

Option #1:

That Council approved the readjustment of the Capital Budget Item from a Cargo Van (Transit) to a full-size pickup truck to address the current need in the Department; and

Further That Council approve an additional amount of **\$23,000** to be funded from the Parking Reserve account which includes the estimated cost of the truck and Hitch and Bedliner and aluminum cap for rear cargo box.

This option only includes the full-size pickup truck with the necessary components that are needed to address our immediate needs similar to a Parks or other basic Town fleet truck for general operations. **Option 1 - (\$23,000 additional funding needed)**

Option #2

That Council approved the readjustment of the Capital Budget Item from a Cargo Van (Transit) to a full-size pickup truck to address the current needs in the Department; and

Further That Council approve an additional amount of **\$37,000** to be funded from the Parking Reserve account which includes the estimated cost of the truck and Hitch and Bedliner and aluminum cap for rear cargo box and the mobile tech and upfitting for laptop, lighting, e.t.c.

The second option includes the upfitting charges for mobile technology and officer/traffic safety features consistent with special service vehicles to assist the By-law Officer with their duties similar to other protection services vehicles. **Option 2 - (\$37,000 additional funding needed)**

The following is what will be installed in the Vehicle upfitting for mobile technology and officer/traffic safety features:

Description	Unit Price	Total
CHARGE GUARD	\$0.00	\$0.00
LIBERTY II AMBER C/W ALLEY/TD/TRAFFIC ADVISOR	\$0.00	\$0.00
WHELEN SIREN AND HANDHELD CONTROLLER	\$0.00	\$0.00
WHELEN 100 WATT SIREN/P/A SYSTEM	\$0.00	\$0.00
WHELEN UNIVERSAL SIREN BRACKET	\$0.00	\$0.00
WHELEN AMBER/WHITE SPLIT SUPER LED MOUNTED IN REAR TAIL LIGHTS	\$0.00	\$0.00
WHELEN MICRON SUPER LED AMBER/WHITE INSTALLED IN FRONT GRILL AREA	\$0.00	\$0.00
GO LIGHT WIRELESS WITH REMOTE	\$0.00	\$0.00

Option # 3

That Council receive the staff information and report and refer the request and recommendation to the 2023 Budget Deliberations and the By-law Department continue to leverage other Town Fleet Vehicles until that time. **Option 2 - (\$0 additional funding needed)**

8. CONCLUSION

The 2022 approved budget allocated \$40,000 for the purchase of an Animal Services Van. It was determined that this amount was insufficient to fund that purchase and supply and delivery of a vehicle could not be provided in 2022. As a result of the current removal from service of the existing fleet vehicle (SUV) there is an immediate need for a replacement vehicle for the Bylaw Services Department. Due to insufficient funding allocated in the current budget for the purchase of a suitable replacement vehicle staff are recommending the approval of an additional \$37,000 be added to the 2022 budget for that purpose. Subsequent funding for an Animal Services Van will be requested in the 2023 budget proposal