



**City of Richmond**

**Report to Committee**

**To:** General Purposes Committee  
**From:** Cathy Volkering Carlile  
 General Manager - Parks, Recreation &  
 Cultural Services  
**Re:** **Richmond Sunset Rotary Club Centennial Vehicle Project**

*To General Purposes - Mar 4, 2003*  
**Date:** February 24, 2003  
**File:** 0780 - 01

**Staff Recommendation**

1. That Council approve the donation of \$100,000 from the Richmond Sunset Rotary Club towards the purchase of a passenger bus in 2005; and,
2. That Council direct staff to prepare a Memorandum of Understanding between the City and the Richmond Sunset Rotary Club which outlines the responsibilities of both parties with respect to the donation, as outlined in the report.

*Cathy Carlile*  
 Cathy Volkering Carlile  
 General Manager - Parks, Recreation & Cultural Services

Attach. 1

FOR ORIGINATING DIVISION USE ONLY		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Fleet Operations.....	<div style="text-align: center;">            Y <input type="checkbox"/> N <input type="checkbox"/> </div>	<div style="text-align: center;"> </div>

## Staff Report

### Origin

In 2005, Rotary International will celebrate its Centennial. The Rotary is an organization of business and professional leaders united worldwide, who provide humanitarian service, encourage high ethical standards, and help to build good will and peace in the world. Today, there are approximately 1.2 million Rotary club members of more than 30,000 Rotary clubs in 163 countries.

The Richmond Sunset Rotary Club is very active. This group of individuals is well known for its Winter Wonderland project and Vive La France Wine Galas. They were responsible for organizing the successful Captains' Ball for Richmond Tall Ships 2002, where they raised funds for sail training for young people, the Multiple Sclerosis Society, and other Rotary community projects.

The Richmond Sunset Rotary Club has indicated that one way they wish to mark this significant Rotary Centennial is to focus some of their fundraising efforts towards the donation of a transportation vehicle to the City of Richmond to be utilized for seniors and the mobility-challenged in Richmond.

In a letter dated February 11, 2003, the Sunset Rotary Club has outlined a partnership proposal with the City of Richmond, as to how they wish to proceed with this donation. (Attachment 1.)

### Analysis

The key points of the correspondence and City analysis of the proposal are:

1. Cost of the vehicle will not exceed \$135,000.

Staff in Fleet Operations have researched this proposal and indicated that a new lift-equipped 22-seat passenger bus can be purchased in the range of \$125,000 to \$135,000.

2. That the City waive the service charge for the use of City Hall for the next four Winter Wonderland and Vive la France Wine Galas at an estimated cost of \$7,000 per annum. Total in kind contribution value would be \$28,000.

Staff do not support this request as it sets a precedent for other community groups who pay the regular rental fees for use of meeting rooms in City Hall and other civic facilities. It is understood that fundraising for the entire amount of a 22 seat lift-equipped bus over a 3-year period costing up to \$135,000 is a very significant undertaking for the Richmond Sunset Rotary Club.

To address this, the City could contribute a portion of the purchase price to help offset the cost of the vehicle. The Richmond Sunset Rotary Club could therefore set their fundraising target for \$100,000 and the remainder amount up to \$135,000 be contributed by the City. This would appear to be a reasonable compromise in support of the Richmond Sunset Rotary Club's Centennial Vehicle Project.

3. The City is responsible for scheduling and use of the vehicle, as well as the insurance, maintenance, fuel and driver for the bus.

Fleet Operations outlines that the cost to insure, maintain, operate and replace this vehicle over a 10-year period will cost \$1,915 per month (2003 rate). Included in this cost is driver training for operators. Richmond is one of the few organizations where our Fleet Training Officer can train/assess individuals and issue a Class 4 licence.

4. The Richmond Sunset Rotary Club have the use of the vehicle for Rotary events up to twice per year.

The Transportation Coordinator has indicated that this can certainly be accommodated with due notice given for scheduling purposes.

5. The logo of the Richmond Sunset Rotary Club, and any key sponsors, will be affixed on the vehicle.

Staff have indicated they can accommodate this request according to specified City guidelines.

### **Current Fleet**

The City has a fleet of 8 vehicles for community/city use. The vehicles include five 22-passenger buses and three 12-passenger vans. The lifecycle of our buses is typically 10 years, with the average mileage approximately 15,000 – 20,000 km per year. Two buses are being replaced this year, with the next scheduled replacement in 2006. This contribution of \$100,000 towards the purchase of a bus would eliminate the need to fully fund the purchase of this vehicle from the City's equipment reserve fund in 2006.

In the past, a bus has been donated and added into the City's fleet for city/community use. There is a precedent for accepting this type of donation.

### **Financial Impact**

The City operates and maintains 8 vehicles for community/city use. By the year 2006, the addition of a new lift-equipped bus would be a welcome addition.

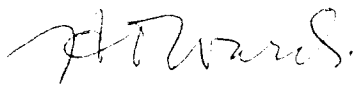
The City would receive a \$100,000 contribution in 2005 to offset the replacement of a bus in 2006. The operating and replacement costs would total \$22,980 per annum from the City's fleet budget. When the bus is retired, there will be sufficient funds to replace the original investment.

A contribution agreement/memorandum of understanding will be drafted outlining the terms and conditions of the agreement.

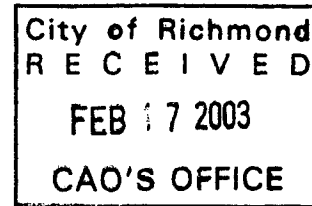
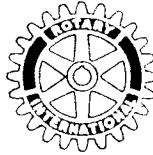
**Conclusion**

The work undertaken by members of the Richmond Sunset Rotary Club is highly valued for its impact on the betterment of the community. As part of their Centennial celebrations in 2005, the Richmond Sunset Rotary Club has offered to raise funds over the next three years towards the purchase of a new, accessible, lift-equipped 22-seat passenger bus.

If the City wishes to enter into an agreement with the Richmond Sunset Rotary Club, Council can direct staff to prepare a Memorandum of Understanding which outlines the responsibilities of both parties with respect to the donation of funds for a 22 seat lift-equipped vehicle for individuals and groups in need of this transportation alternative in the City of Richmond.



Hilda T. Ward  
Project Manager  
(4160)



February 11, 2003

**Richmond Sunset Rotary Club**

Ms. Cathy V. Carlile, General Manager  
Parks, Recreation & Cultural Services  
City of Richmond  
6911 No. 3 Road  
Richmond, BC, V6Y 2C1

Dear Cathy:

**Re: Transportation Vehicle for Seniors and the Mobility-Challenged**

Rotary International, the oldest service club in the free world, celebrates its centennial year in 2005.

The Richmond Sunset Rotary Club is pleased to propose a partnership with the City of Richmond to raise funds for the purchase of the above-mentioned vehicle. The Richmond Sunset Rotary Club will make the gift of the transportation vehicle our Rotary centennial project to benefit the Richmond community.

With reference to your letter dated January 22, 2003, and our subsequent meeting on last Monday, February 3, 2002, we would like to confirm the following points:

- 1) The cost of the vehicle will not exceed \$135,000 (taxes included);
- 2) The City of Richmond, being a partner of our Winter Wonderland project to be held at the City in the coming Decembers, will waive the service charge to our Club for using the premises for the next four Winter Wonderlands and Vive la France Wine Galas. The estimated service charge amounts to \$7,000 per year, and we suggest that the City will treat this amount as their in-kind contribution towards the purchase of the vehicle;
- 3) All net funds raised by the 4th, 5th and 6th Winter Wonderland projects will benefit the City of Richmond/Richmond Sunset Rotary Club's Centennial Vehicle Project;
- 4) The City will be responsible for scheduling use, insuring, maintaining, fueling and providing a driver for the vehicle;
- 5) The Richmond Sunset Rotary Club reserves the right to borrow the vehicle twice a year for its own service projects (one month's advance notice will be given to the City);
- 6) The Richmond Sunset Rotary Club will endeavor to attract a few significant corporate sponsors to contribute towards the purchase of the vehicle. Their corporate logos together with the Richmond Sunset Rotary Club and the City of Richmond's logos will be displayed on the exterior of the vehicle.

We await your early response. Please do not hesitate to call me at (604) 214-8833 should you have any queries, or if you need other details to assist you in drafting the Memorandum of Understanding.

Sincerely,

Magdalen R. Leung President 2002-2003 Centennial Project Chair <small>2c:\rotary\centennial\city.bus</small>	John C. Yap Winter Wonderland Chair 2003	66 Tony Kwan President 2003-4	George Wilson President 2004-5