



## City Council Staff Report

Date: July 5, 2017

CONSENT CALENDAR

Subject: AUTHORIZE THE PURCHASE OF 11 NEW VEHICLES AND EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$550,000

From: David H. Ready, City Manager

Prepared by: Department of Maintenance & Facilities

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### SUMMARY

Approval of this item will authorize the purchase of 11 new vehicles and equipment for various City Departments, in amount not to exceed \$550,000. These vehicles represent the oldest vehicles with the most mileage and accumulated repair costs in the City's fleet. It should be noted that, although there are no new Police Department patrol cruisers included in this vehicle purchase, in March 2016 the Council approved the purchase of 15 new vehicles for the Police Department, including 11 new patrol cruisers – all of which were delivered for use by January 2017. Staff will bring forward a request to purchase 5 new patrol cruisers in September 2017.

### RECOMMENDATION:

- 1) Authorize the purchase of 1 new Ford F250 for the Police Department;
- 2) Authorize the purchase of 1 new Ford Edge for the Police Department;
- 3) Authorize the purchase of 4 new Ford F150 (CNG/alternative fuel equivalent) or similar for the Building & Safety Department to replace Unit 090502, 090602, 090802, 090901;
- 4) Authorize the purchase of 5 new Ford F150 (CNG/alternative fuel equivalent) or similar for the Facilities & Maintenance Department to replace Units 060301, 060400, 061200, 066201 and 061000;
- 5) Authorize staff to conduct the appropriate bid processes, or utilize cooperative purchase contracts if available, in accordance with Procurement procedures and authorize the City Manager to execute all necessary documents, including Purchase Orders for the new replacement vehicles and equipment, in a total cumulative amount not to exceed \$550,000.

ITEM NO. 1.K.

**STAFF ANALYSIS:**

On May 3, 2017 City Council approved the acceptance of a grant from the California Board of State and Community Corrections (BSCC) in the amount of \$69,000 for the purchase of a new, heavy duty, 4-wheel drive pickup for the Community Policing Team. Additionally the purchase of a vehicle for the Police Department's Citizens on Patrol program would increase public safety and enhance the Police Department's ability to serve the public. Staff recommends the City Council authorize the purchase of both vehicles for the Police Department.

On June 5, 1996, the City Council adopted Resolution No. 18834, establishing a new Equipment Replacement Policy. Section II "Replacement Schedule" outlined a requirement to replace vehicles within a certain number of years or mileage varying on the type of vehicle (safety vehicles replaced more frequently vs. general staff vehicles). A copy of Resolution No. 18834 is included as **Attachment 1**. However, over the last several years during the economic recession, as part of its adoption of the City's budgets the City Council has suspended Section II of Resolution No. 18834 deferring mandatory vehicle replacement solely on vehicle age or mileage; vehicle replacement has occurred on an emergency basis focused on replacing vehicles damaged in accidents, or replacement of public safety vehicles. Currently, we are working to reduce the backlog on vehicle replacement and staff recommends the City Council authorize the purchase of 11 replacement vehicles and equipment for various City Departments, as identified in the following list.

<b>Unit #</b>	<b>Year</b>	<b>Make/Model</b>	<b>Mileage</b>
090502	2002	FORD F150 (CNG)	57,746
090602	2002	FORD F150 (CNG)	78,145
090802	2002	FORD F150 (CNG)	83,921
090901	2001	FORD F150 (CNG)	66,211
060301	2001	FORD F150 (CNG)	50,841
060400	2000	FORD F150 (CNG)	53,282
061200	2000	FORD F150 (CNG)	87,059
66201	2001	FORD F150 (CNG)	97,739
061000	2000	FORD F150 (CNG)	82,790

All of the vehicles identified for replacement meet the requirements for replacement pursuant to the City Council's adopted policy; these vehicles represent the oldest vehicles in the City's fleet with either the most mileage or the most accumulated vehicle repair costs warranting their replacement.

### ***Alternate Fuel (CNG) Vehicle Policy***

Section VI of Resolution No. 18834 states: *The Fleet Manager shall make every effort to incorporate alternate fuel vehicles within the fleet via purchase or conversion. Whenever a vehicle is replaced, that is operationally suited for alternate fuel usage, there is a proven track record for the specific type of vehicle being replaced, and the specific "engine family" is approved for use in California by the California Air Resources Board...*

#### **ENVIRONMENTAL IMPACT:**

The requested City Council action is not a "Project" as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(a), a "Project" means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

#### **FISCAL IMPACT:**

The estimated cost to purchase the replacement and additional vehicles and equipment is identified in the following Table:

<b>Replacing Unit #</b>	<b>Make/Model</b>	<b>Estimated Price</b>
Addition	Ford F-250 (Gasoline)	\$50,000
Addition	Ford Edge (Gasoline)	\$30,000
090502	Ford F-150 (CNG/alternative fuel)	\$50,000
090602	Ford F-150 (CNG/alternative fuel)	\$50,000
090802	Ford F-150 (CNG/alternative fuel)	\$50,000
090901	Ford F-150 (CNG/alternative fuel)	\$50,000
060301	Ford F-150 (CNG/alternative fuel)	\$50,000
060400	Ford F-150 (CNG/alternative fuel)	\$50,000
061200	Ford F-150 (CNG/alternative fuel)	\$50,000
066201	Ford F-150 (CNG/alternative fuel)	\$50,000
061000	Ford F-150 (CNG/alternative fuel)	\$50,000
<b>Total Estimated Cost:</b>		<b>\$530,000</b>

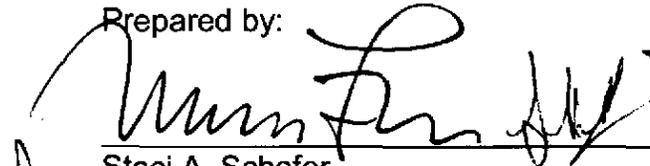
On May 3, 2017 the City Council approved a grant from the California Board of State and Community Corrections of \$69,000 for the purchase of a motor vehicle, in Account No. 261-3201-52110; There is an available balance of \$32,879 in the Citizens on Patrol Fund in Account No. 160-4524-52027; There is an available balance of \$1.2 Million for the purchase of replacement vehicles within the Motor Vehicle / Fleet Fund in Account No. 510-5475-50020. These funds are currently budgeted and available for purchase of the recommended additional and replacement vehicles.

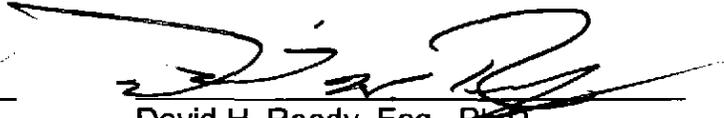
The total estimated cost of the vehicles and equipment recommended for purchase is \$530,000 and staff recommends that the City Council authorize a total expenditure of up to \$550,000 to be funded from the following sources:

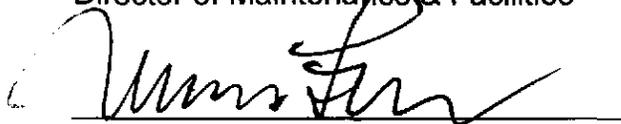
- Grant, Account No. 261-3201-52110; \$79,000
- COP Fund, Account No. 160-4524-52027; \$32,879
- Motor Vehicle / Fleet Fund, Account No. 510-5475-50020; \$438,121

SUBMITTED:

Prepared by:

*for*   
Staci A. Schafer  
Director of Maintenance & Facilities

  
David H. Ready, Esq., Ph.D.  
City Manager

  
Marcus L. Fuller, MPA, P.E., P.L.S.  
Assistant City Manager

Attachments:

1. Resolution No. 18834

# **ATTACHMENT 1**

*\*Amended by  
R. 18925\**

RESOLUTION NO. 18834

OF THE CITY COUNCIL OF THE CITY OF PALM  
SPRINGS, CALIFORNIA, ESTABLISHING A NEW  
REPLACEMENT POLICY FOR CITY EQUIPMENT.

WHEREAS Resolution No. 14138, adopted on February 3, 1982, modified the City Equipment Replacement Policy established by Resolution No. 8521, adopted November 8, 1965; and

WHEREAS equipment reliability and longevity has increased as technology has been perfected subsequent to the last update of the Equipment Replacement Policy; and

WHEREAS staff, utilizing best management practices during the City's continuing efforts to balance its budget, has endeavored to extend the service of City equipment beyond the established policy life of the equipment; and

WHEREAS it is now desirable to establish a new Equipment Replacement Policy to formally increase the length of time or mileage the vehicles will be operated by the City before replacement; and

WHEREAS it is also desirable to incorporate language related to the introduction of alternate fuel vehicles in the City fleet,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Palm Springs that:

Section I: Resolution #14138 and any and all other previous Resolutions related to the City Equipment Replacement are hereby rescinded.

Section II. **Replacement Schedule:** City vehicles shall be replaced in accordance with the following schedule, provided that the Assistant Director of Transportation, Surface Transportation & Energy (Fleet Manager) shall have the responsibility of determining whether exceptionally good or exceptionally poor vehicles shall be replaced in accordance with the Replacement Schedule or possibly retained for a greater or lesser period, and upon such determination, departure from the schedule is allowed, subject to the approval of the Director, Department of Transportation:

REPLACEMENT SCHEDULE

<u>Vehicle Type</u>	<u>Replacement</u>
1. Motorcycles	4 years*
2. Staff cars (Bought Used)	6 years or 70,000 miles
3. Police Patrol Units	3 years or 90,000 miles
4. Police Detective Units (Bought Used)	6 years or 70,000 miles
5. Truck & Pickups	
A. Light Duty (Up To 3/4 Ton)	8 years or 80,000 miles
B. 1 Ton & Over	10 years

\*Note: Age is based on model year.

6. Specialized Equipment  
(Such as Fire Trucks  
Sweepers, etc.)

To be determined by the Fleet  
Manager in consultation with the  
user Department, subject to the  
approval of the Director,  
Department of Transportation based  
on physical inspection and analysis  
of current operating cost data and  
mandated Regulations.

7. Equipment Loss Due To Accident Immediately.

Section III. Vehicle Assignment/Rotation: Authorized vehicles are assigned to the various user departments via the budget process. User departments shall determine whom within their department utilizes which vehicle, except that the City Manager shall authorize and assign take-home vehicles. The Fleet Manager, after consulting with user departments, and with the consent of the Director, Department of Transportation, may rotate vehicles between user departments for operational efficiency or to extend the useful life of said vehicle.

Section IV. Methods of Acquisition: The Fleet Manager shall acquire City equipment in accordance with the City's Procurement Ordinance.

Section V. Methods of Disposal: The Fleet Manager shall dispose of surplus equipment in accordance with the City's Procurement Ordinance. Surplus equipment may be traded in on new or used equipment provided that the value of the trade shall be included as part of the total expenditure for the purpose of determining Procurement Ordinance limits compliance.

Section VI. Alternate Fuel Vehicles: The Fleet Manager shall make every effort to incorporate alternate fuel vehicles within the fleet via purchase or conversion. Whenever a vehicle is replaced, that operationally is suited for alternate fuel usage, there is a proven track record for the specific type of vehicle being replaced, and the specific "engine family" is approved for use in California by the California Air Resources Board, the bid shall include a comparison of gasoline/diesel equipment vs alternate fuel equipment.

Section VII. Accessories: After market accessories that are purchased to properly equip a piece of equipment to carry out its designated function, shall be included in the overall capital cost component of the City's Motor Vehicle Replacement account for the particular vehicle to ensure the vehicle user department bears the full cost of its equipment.

Section VIII. Reporting Format: When a vehicle is being replaced requiring City Council approval, the Staff Report shall include the following information:

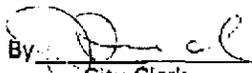
Vehicle type, Identification Number of the vehicle (except for undercover vehicles), vehicle use characteristics, description of why it is being replaced, special needs or equipment, alternate fuel options/discussion.

ADOPTED this 5th day of June, 1996.

AYES: Members Barnes, Hodges, Oden, Spurgin and Mayor Kleindienst  
NOES: None  
ABSENT: None

ATTEST:

CITY OF PALM SPRINGS, CALIFORNIA

By:   
City Clerk

  
City Manager

REVIEWED & APPROVED AS TO FORM W.W.

RESOLUTION NO. 18925

OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS,  
CALIFORNIA, AMENDING THE CITY EQUIPMENT REPLACEMENT  
POLICY, RESOLUTION NO. 18834, BY ADDING A SECTION ON  
"TAKE HOME VEHICLES."

WHEREAS Resolution No. 18834 was adopted by the City Council on June 5, 1996,  
establishing a new Equipment Replacement Policy for the City; and

WHEREAS it is now desirable to add a section on "Take Home Vehicles" to the policy,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Palm Springs that  
Resolution No. 18834 is hereby amended by adding a new Section IX entitled "TAKE HOME  
VEHICLES," as follows:

**Section IX. Take Home Vehicles:** There is hereby established a category of vehicle entitled  
"Take Home Vehicles." This category is broken down into the classifications of Executive  
Vehicle/Fire Emergency Vehicle/Investigative Vehicle, Police Patrol Unit, and Unmarked Police  
Unit. The limitations for each class shall be as follows:

1. **Executive/Fire Emergency/Investigative Vehicle** may be approved and assigned by the  
City Manager. Any limiting conditions on the use of the vehicle shall be as determined  
by the City Manager.
2. **Police Patrol Unit** may be authorized by the City Manager to be used, if desired, by any  
Police Officer, Patrol Sergeant or Uniformed Lieutenant living within the city limits, but  
the City Manager may require that the vehicle be assigned to the Officer, Sergeant or  
Lieutenant for a minimum of 6 years. The vehicles may be utilized for business or  
personal trips within the city limits. The vehicle is to be parked in plain view of the  
officer's residence (not in a garage). While off-duty, Officers, Sergeants or Lieutenants  
shall respond to "Felony in Progress" or "Officer Needs Assistance" calls.
3. **Unmarked Police Unit** may be allowed by the City Manager for Detectives living within  
a 30 mile radius of the city limits. Vehicle may be utilized for City business and  
incidental uses (such as stopping at market, dropping kids off at school, etc. ) to and  
from work. Trips outside of the authorized area of use shall be subject to approval of  
the City Manager.

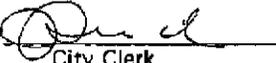
Modifications to the above may be allowed with Department Head recommendation and  
Director of Transportation approval, appealable to the City Manager.

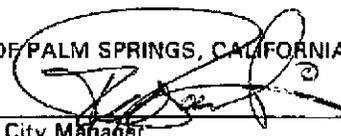
ADOPTED this 6th day of November, 1996.

AYES: Members Barnes, Hodges, Oden, Spurgin and Mayor Kleindienst  
NOES: None  
ABSENT: None

ATTEST:

CITY OF PALM SPRINGS, CALIFORNIA

By   
City Clerk

  
City Manager

REVIEWED & APPROVED AS TO FORM 