

**TO:** James L. App, City Manager  
**FROM:** Joseph M. Deakin, Public Works Director  
**SUBJECT:** Replacement Vehicles/Equipment  
**DATE:** November 4, 2003

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**NEEDS:** For the City Council to consider approving the FY04 vehicles/equipment list and authorize staff to solicit bids.

**FACTS:** 1. The following vehicles and equipment are authorized for replacements in the FY04 budget (Vehicle Replacement Fund).

Vehicle/Equipment type	Number
Single deck mulching mower	1
Single deck mulching & vacuuming mower	1
¾ Ton P/U w/Utility Box	1
1-Ton Van w/Utility Box	1
1-Ton P/U w/Utility Box	1
1-Ton P/U w/ Dump bed	1
Police Interceptor Patrol Cars	5
Heavy duty utility tractor	<u>1</u>
Total	12

2. The adopted budget did not include a budget appropriation/authorization for a backhoe replacement in the Water Division even though it was on the replacement schedule. It is over 15 years old and is badly in need of replacement.
3. The Ad Hoc Committee reviewed two proposed vehicle modifications from the replacement default:
  - Upgrade the building maintenance van (#103) from a ½ ton to a 1-ton payload
  - Upgrade the parks maintenance ¾ ton truck (#578) to a 1-ton flat/dump bed truck
4. The vehicle replacement list was presented to the Vehicle/Equipment Purchasing Procedures Ad Hoc Committee on October 27, 2003. The Committee reviewed the replacements list and the proposed modifications, directed staff to bring it forward for full City Council review and action, and recommend the City Council approve the proposed list as modified including an additional budget appropriation for the backhoe replacement.

**ANALYSIS  
AND**

**CONCLUSION:** Public Works staff annually manages vehicle purchases for the City fleet, serving all City Departments. Vehicles are generally replaced with the same specifications assumed (no changes and no upgrades). If changes or upgrades are justified as operationally necessary, then an upgrade is requested, reviewed, and the City Council ultimately decides on approving the changes.

Public Works requested the two modifications presented to the Ad Hoc Committee, based upon needs within Public Works. All other vehicles on the vehicle replacement list replace retiring vehicles with in-kind replacements. The Committee concurred with the list and the requested modifications.

**POLICY**

**REFERENCE:** City of Paso Robles Vehicle/Equipment Replacement Policy

**FISCAL****IMPACT:**

With the exception of the backhoe, the adopted budget provides budget appropriations for the all the scheduled vehicle/equipment replacements including the proposed two vehicle upgrades as identified in Fact #3 above. The vehicle replacements budget included an estimated \$66,000 for replacement mowers (2). The actual replacement standard being sought will cost far less, allowing money estimated for mower replacements to offset the costs of the two truck upgrades being requested. However, the budget number for the requested change from a utility van to a utility truck falls under a different budget code, and budgeted money needs to be transferred. The transfer will be from the Parks Division budget (#178), to the Buildings Division budget (#192). The transfer does not have any impact on the General Fund, or the General Fund Reserve.

The backhoe replacement will require that the Council approve a budget appropriation from the Water Operations Fund. The backhoe is fully depreciated. Thus, funds have been set aside and are available for its' replacement purchase

**OPTIONS:**

- a. Adopt Resolution No. 03-xxx:
  1. Authorizing staff to solicit bids for annual replacement of City vehicle/equipment including the two vehicle upgrades and water division backhoe;
  2. Transferring \$8,000 from 112-310-5454-178 to 112-310-5454-192;
  3. Approving a new budget appropriation in the amount of \$61,000 to budget account 600-310-5454-165 from Water Operations Fund.
- b. Amend, modify, or reject the above option.

RESOLUTION NO. 03-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
APPROPRIATING FUNDS TO PURCHASE A BACKHOE FOR THE WATER  
DIVISION AND TRANSFERING EXISTING BUDGET APPROPRIATIONS TO  
PROVIDE FOR TWO VEHICLE UPGRADES

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WHEREAS, the City Council approved budget for Fiscal Year 2004 contains budget appropriations for various vehicle and equipment purchases; and

WHEREAS, the equipment needs of certain Public Works divisions have changed over time; and

WHEREAS, the Public Works has determined that the following upgrades would improve operational efficiency and effectiveness:

- A ½ ton Van upgraded to a 1 ton Utility Truck (Vehicle #103), and
- A ¾ ton Pick-Up Truck to a 1 ton Dump Bed Truck (Vehicle #578); and

WHEREAS, there are sufficient funds budgeted to cover the proposed upgrades; and

WHEREAS, the City Council's vehicle/equipment acquisition ad hoc committee endorses the upgrades; and

WHEREAS, Unit # 306A, a Water Operations backhoe is on the approved equipment replacement schedule but was not included in the approved Fiscal Year 2004 budget; and

WHEREAS, the City Council's vehicle/equipment acquisition ad hoc committee endorses the approval of budget appropriation to cover its' replacement.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of Paso Robles does hereby approve a budget transfer from 112-310-5454-178 in the amount of \$8,000 to Budget No. 112-310-5454-192; and

SECTION 2. The City Council of the City of Paso Robles does hereby appropriate \$61,000 from Water Operations Fund to Budget No. 600-310-5454-165 to replace Unit #306A, a backhoe.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 4<sup>th</sup> day of November 2003 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Frank R. Mecham, Mayor

ATTEST:

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Sharilyn M. Ryan, Deputy City Clerk