



City of San Leandro

Meeting Date: June 4, 2018

Staff Report

File Number: 18-240

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.D.

TO: City Council

FROM: Jeff Kay
Interim City Manager

BY: Debbie Pollart
Public Works Director

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for Resolution Authorizing Budget Transfers in the Total Amount of \$27,000 for Purchase of a New Transit Connect XL Van

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution authorizing budget transfers in the amount of \$13,500 from 010-31-003-5310 and \$13,500 from 010-31-003-6105 to the Equipment Maintenance Fund 690-16-002-7510 to purchase a new Transit Connect XL van.

BACKGROUND

With the up-tick in development throughout the City that has occurred for the past few years, Public Works has seen a significant increase in requests for Underground Service Alert (USA) markings.

The City is a participating member of 'USANorth811', which provides a free and effective damage prevention service that protects essential public services and underground utilities. Prior to construction within the City right-of-way (ROW), public utilities/agencies and private contractors must call USANorth811 at least two business days prior to start of work. The City receives notification of construction requests and has two working days to respond by 'marking' the location of various City infrastructure, such as our dark fiber, irrigation lines, and sewer lines.

The Public Works Traffic/Electric Section is charged with performing the USAs and for the past year has been utilizing a small pick-up truck that was due to go to auction last fiscal year. Because supplies are needed to be taken out in the field, an uncovered truck is not ideal. In addition to keeping supplies covered from the elements, the vans allow for placement of shelving inside for keeping supplies. As vehicles are due for replacement, some Public Works sections have transitioned from pick-up trucks to transit vans. Having a vehicle dedicated to USAs will eliminate the need to transfer supplies back and forth from the two aerial bucket trucks that

Electrical staff utilize for their work on traffic signals and street lights.

In order to complete the purchase of a Transit Connect XL van dedicated to USAs, staff recommends that the City Council adopt a resolution authorizing budget transfers in the amount of \$13,500 from 010-31-003-5310 and \$13,500 from 010-31-003-6105 to the Equipment Maintenance Fund 690-16-002-7510.

Fiscal Impacts

Recent City purchases of other Transit vans had a base price of \$23,300, taxes of \$2,330, and \$1,275 for an extended warranty, for a total of approximately \$27,000 (if transfer of funds is approved, it will go out to bid). This purchase requires increasing the 2017-18 budget by the same amount and will be funded by transferring monies from existing appropriations in Accounts 010-31-003-5310 (\$13,500) and 010-31-003-6105 (\$13,500).

ATTACHMENT(S)

None.

PREPARED BY: Debbie Pollart, Director, Public Works Department



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Resolution - Council

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TO: City Council

FROM: Jeff Kay
Interim City Manager

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Public Works Director

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION Authorizing 2017-18 Budget Transfers in the Total Amount of \$27,000 for Purchase of a New Transit Connect XL Van

WHEREAS, the Public Works Traffic/Electric Section desires a dedicated vehicle for Underground Service Alert (USA) markings; and

WHEREAS, staff has been utilizing a pick-up truck that was due to go to auction last fiscal year; and

WHEREAS, a competitive bid will be held for the purchase of the vehicle; and

WHEREAS, this purchase is a net new vehicle and funds are required to complete the purchase.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

1. That 2017-18 budget transfers in the amount of \$13,500 from 010-31-003-5310 and \$13,500 from 010-31-003-6105 to the Equipment Maintenance Fund 690-16-002-7510 is authorized; and

2. That the expenditure of these funds to complete the purchase of a Transit Van XL vehicle for Public Works Traffic/Electric staff is approved.