



City of San Leandro

Meeting Date: July 16, 2018

Staff Report

File Number: 18-318

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.M.

TO: City Council

FROM: Jeff Kay
Acting City Manager

BY: Debbie Pollart
Public Works Director

FINANCE REVIEW: David Baum
Finance Director

TITLE: Staff Report for Resolution Authorizing a Budget Transfer in the Total Amount of \$33,692 for Purchase of a New One-Ton Long Bed Pick-up Truck

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council adopt a resolution authorizing a budget transfer in the amount of \$33,692 from 140-31-056 to the Equipment Maintenance Fund 690-16-002-7510 to purchase a new one-ton long bed pick-up truck.

BACKGROUND

In August of 2017, the position of Streets Supervisor was created for the newly-spun off Paving Section. In addition to the Supervisor, this section has six full-time staff, two temporary two-year positions, and three part-time staff.

Prior to creation of the Paving Section, the Maintenance Worker III's truck was utilized out in the field to move staff to work locations and to tow equipment out into the field. That vehicle was due for replacement this fiscal year and when the replacement vehicle arrived, it was utilized by the supervisor, with the Maintenance Worker III keeping the old vehicle. It is common practice, when necessitated for operational needs, to keep the replaced vehicle in use until the end of the fiscal year in which it was replaced, as the department is charged for a full year's usage.

As a new fiscal year has just started and paving operations are in full swing, the need to mobilize all staff in the field, especially at multiple locations when smaller jobs are being completed, necessitates a new vehicle. The vehicle that has been kept in service is a 2004 model year. All vehicles turned in for replacement are sold at auction, with the proceeds going back into the Equipment Maintenance fund balance.

Fiscal Impacts

Recent City purchases of other one-ton long bed pick-ups had a base price of \$29,537, taxes of \$2,880, and \$1,275 for an extended warranty, for a total of approximately \$33,692 (if transfer of funds is approved, it will go out to bid). This purchase requires increasing the 2018-19 budget by the same amount and will be funded by transferring monies from existing appropriations in Account 140-31-056.

Budget Authority

In order to complete the purchase of a one-ton long bed pick-up truck, staff recommends that the City Council adopt a resolution authorizing a budget transfer in the amount of \$33,692 from 140-31-056-5240 to the Equipment Maintenance Fund 690-16-002-7510.



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Resolution - Council

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TO: City Council

FROM: Jeff Kay
Acting City Manager

BY: Debbie Pollart
Public Works Director

FINANCE REVIEW: David Baum
Finance Director

TITLE: RESOLUTION of the City Council for the City of San Leandro to Authorize 2018-19 Budget Transfers in the Total Amount of \$33,692 for Purchase of a New One-Ton Long Bed Pick-up Truck

WHEREAS, the Public Works Paving Section needs an additional vehicle to facilitate multiple crews working in the field; and

WHEREAS, the Paving Section vehicle replaced this fiscal year has been in service for 14 years; and

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

WHEREAS, this purchase is a net new vehicle such that a budget transfer is required to complete the purchase.

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

1. That a 2018-19 budget transfer in the amount of \$33,692 from 140-31-056-5240 to the Equipment Maintenance Fund 690-16-002-7510 is authorized; and

2. That the City Manager is authorized to expend these transferred funds to complete the purchase of a One-Ton Long Bed Pick-up Truck for Public Works Paving staff.