



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 02/16/2021

ITEM NO: 9

DATE: February 11, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Purchase Two Vehicles:
a. One Vehicle from Folsom Lake Ford in an Amount not to Exceed \$43,405 and
b. One Cab Chassis with Aerial Lift Platform Body from Altec Industries, Inc. in an Amount not to Exceed \$129,658.

RECOMMENDATION:

Authorize the Town Manager to purchase two vehicles:

- a. One vehicle from Folsom Lake Ford in an amount not to exceed \$43,405 and
- b. One cab chassis with aerial lift platform body from Altec Industries, Inc. in an amount not to exceed \$129,658.

BACKGROUND:

As part of the Fiscal Year 2020/21 Operating Budget, the Equipment Replacement Fund was approved, providing funds for replacement of high mileage or older vehicles that have reached their replacement criteria or do not meet federal regulations for emissions. The Town's goal is to amortize a vehicle's replacement over its forecasted life and sets funds aside on an annual basis to ensure the Equipment Replacement Fund has sufficient resources for the timely replacement of vehicles. In addition, this funding structure allows for a smoothing of operating expenditures and a more accurate reflection of the actual cost of operations.

The Town Vehicle and Equipment Acquisition and Replacement Policy (Attachment 1) determines which assets should be replaced by evaluating predetermined age and/or mileage criteria.

PREPARED BY: Jim Harbin
Superintendent

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Parks and Public Works Director

PAGE 2 OF 4

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BACKGROUND (continued):

Fleet vehicle replacement purchases are reviewed annually through the Operating Budget and approved as part of the budget process. There are two assets recommended for replacement at this time.

DISCUSSION:

Police Department Vehicle

The Police Department currently operates a 2014 Ford Equinox equipped as an unmarked support vehicle for the detective bureau. The Police unmarked vehicle recommended for replacement is over six years old and has reached the identified criteria for replacement of 4 years and/or 75,000 miles. The lead time for purchasing and equipping detective vehicles will result in increased age and mileage.

Staff compared multiple vehicle models to determine the best option for replacement. In prior vehicle purchases, staff has taken into consideration several factors including the purpose of the vehicle, capabilities of the proposed vehicle, the vehicle's fuel consumption, and overall cost. Additionally, the Police Department needs to keep a fresh circulation of unmarked vehicles for successful operations. Staff proposes reassigning a vehicle from the Police Department command staff to the detective bureau and using the newly purchased vehicle as a replacement. This keeps an effective vehicle rotation in the Department.

The Police and Parks and Public Works Departments have evaluated options currently in production as a replacement vehicle. The mid-sized Ford Explorer Hybrid is a good all-around vehicle for this assignment and is familiar to staff in Police and Fleet Maintenance as it is a common vehicle for patrol. Extensive idle times make hybrid technology ideal for law enforcement. While stopped, the lithium hybrid batteries power lights, radios, computers, and other on-board electrical systems. The hybrid engine can shut off intermittently, self-starting to charge the battery when needed.

Parks and Public Works Vehicle

PPW currently operates a Ford F450 medium duty Versalift aerial unit which is used in the Parks and Public Works Maintenance Operations to provide access for work on signs, banners, streetlights, tree work, and other high locations needing work. The vehicle that staff

PAGE 3 OF 4

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DISCUSSION (continued):

recommends replacing is fully amortized in the replacement program and all necessary funds are available. This vehicle is 14 years old and has reached the identified criteria for replacement of 12 years and/or 80,000 miles. The Town Vehicle and Equipment Acquisition and Replacement Policy is designed to replace vehicles and equipment prior to failure to ensure the ability of the Town to provide uninterrupted service. This vehicle has an older diesel engine that is overdue for an expensive upgrade this year to Tier 4 standards to operate in the State of California. Staff has been recommending light and medium duty vehicles and equipment purchases (pick-ups, vans, etc.) with non-diesel engines, which is directly in line with the Town's Sustainability Plan in reducing the Town's carbon footprint. The proposed vehicle is efficient, gas powered, and incorporates safety features such as a back-up camera, air ride, and ergonomic seating for the operator.

In accordance with the Town's Purchasing Policy Section 7c (Cooperative Purchasing), the purchase of these vehicles is based on a formal bid process completed by the State of California Department of General Services, which allows for other municipalities to purchase vehicles using their formal bid proposal documents (Attachment 2). The budget allows for replacement of each of the vehicles as recommended in this report.

CONCLUSION:

Authorize the Town Manager to purchase the vehicles described in this report.

ALTERNATIVES:

Alternatively, the Town Council could direct staff to delay replacement of the equipment. Staff does not recommend this alternative as the vehicles have reached the end of their useful life and the lack of a replacement vehicle will impact daily operations.

PAGE 4 OF 4

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FISCAL IMPACT:

There are sufficient funds available in the Equipment Replacement Fund to purchase these vehicles.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Town Vehicle and Equipment Acquisition and Replacement Policy
2. Bid Proposal Document