



Midpeninsula Regional
Open Space District

R-15-154
Meeting 15-27
October 28, 2015

AGENDA ITEM 4

AGENDA ITEM

Authorization to Purchase One Vehicle

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to execute a purchase contract with the State Department of General Services and associated dealers to purchase one vehicle not to exceed \$40,000.

SUMMARY

The Board approved \$891,000 in the FY2015-16 budget for the purchase of capital equipment including the replacement of five field vehicles, the addition of five field vehicles and the replacement of one Administrative Office vehicle currently assigned to the Operations Department. All of the approved equipment and vehicles have been ordered and, due to cost savings of purchasing equipment and vehicles through the State of California Department of General Services, the District has unspent funds available in this year's budget which could be used to purchase one additional vehicle. To anticipate the need for some vehicle support for new staff that are in the process of being hired, the General Manager recommends purchasing a sports utility vehicle to be assigned to the Administrative office.

DISCUSSION

At the April 21, 2015 regular board meeting, the Board authorized purchase of capital equipment for FY2015-16 (R-15-62). The funding for purchase of this equipment and vehicles was included in the FY2015-16 budget approved by the Board at the March 25, 2015 regular Board Meeting.

With the implementation of the Financial Operational Sustainability Model (FOSM) and the passing of Measure AA last year, there will be an increase in staff that will need to travel into the field to monitor projects. Currently the District has five "shared" administrative office vehicles that are available for use and staff anticipates the demands on these vehicles will increase. Due to cost savings following this year's approved purchase of equipment and vehicles, funds are available to purchase another vehicle without exceeding the overall capital equipment budget for this fiscal year.

Staff is researching the possibility of purchasing a hybrid SUV with 4-wheel or all wheel drive through the State General Services or other cooperative purchasing agreement. If a hybrid SUV is not available then the District will purchase a standard SUV.

FISCAL IMPACT

Purchase of one vehicle will cost a not-to-exceed amount of \$40,000. Sufficient funding remains in the approved FY2015-16 capital budget for the purchase of this additional vehicle.

BOARD COMMITTEE REVIEW

There was no Committee review for this agenda item as it is an opportunity that was not anticipated in the budget and is time sensitive due to the timing of the State of California Department of General Services contract.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

No environmental review is required as the recommended action is not a project under the California Environmental Quality Act (CEQA).

NEXT STEPS

If approved by the board, staff will prepare a purchase order for this vehicle utilizing the State of California Department of General Services contract.

Responsible Department Head:
Michael Newburn, Operations Manager

Prepared by:
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