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DEVELOPMENT SERVICES
DEPARTMENT

CITY OF SACRAMENTO
CALIFORNIA

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SACRAMENTO, CA
95814-2904

April 5, 2004

ADMINISTRATION
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City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: REQUEST TO APPROVE THE PURCHASE OF 10 VEHICLES FOR FIELD INSPECTION SERVICES

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION: Adopt Resolution

CONTACT PERSON: Michael Medema, Special Projects Manager, 808-1917

FOR COUNCIL MEETING OF: April 20, 2004

SUMMARY:

The attached resolution authorizes the City Manager to approve the purchase of ten (10) vehicles for the Building Divisions of the Development Services Dept. The vehicles will allow the Department to adequately provide field inspection and building technician staff transportation to and from assigned inspection sites.

COMMITTEE/COMMISSION ACTION: None

BACKGROUND:

- Department vehicles are designated to building inspectors or technicians for assigned daily routes of field inspection and site visits. Currently, the Building Division has a total of 35 vehicles available for forty-two (42) field inspectors and three (3) building technicians.
- Of the 42 field inspector positions, nine (9) are limited term positions. In the past, limited term positions have been provided with rented vehicles. The decision to rent vehicles was based on the assumption that the limited term positions would be filled during the temporary influx in increased workload.

- The request to purchase the additional 10 vehicles will increase the current number of vehicles from 35 to 45 for field inspectors and technical staff. This request would also replace all vehicles currently being rented for limited term staff.
- If the workload decreases and the building positions are decreased, the purchased vehicles would be used to replace older vehicles through attrition.

FINANCIAL CONSIDERATIONS:

The Building Division's operational activities are fee supported and do not adversely impact the City General Fund. The estimated purchase cost for the proposed 10 vehicles is \$170,000. The annual cost for vehicle maintenance cost is estimated at \$2,700 per vehicle for a total of \$27,000. The \$170,000 cost for the 10 vehicles is a one-time expense to occur in FY 03-04.

It is recommended that the FY 03-04 operating budget for the Building Division be amended by an additional \$4,500 which represent the estimated O&M cost for the 10 vehicles for May and June, 2003. Based upon the 5-year projections for Fund 258, sufficient funding exists to cover the initial investment and on-going expenses related to the additional 10 trucks.

POLICY CONSIDERATIONS:

The actions described in this report are consistent with several goals of the City's 2001-2004 Strategic Plan, including: 1) Enhance and preserve the neighborhoods"; and 2) "Promote and support economic vitality." In addition, this request is consistent with the DOC goals of providing streamlined one-stop services, quick turnaround time on plans and permits, and improvements in the Building Division's operations.

ENVIRONMENTAL CONSIDERATIONS:

There are no environmental considerations associated with this report.

ESBD EFFORTS:

Development Services Department will work with the Fleet Division to identify and purchase vehicles from qualified small business enterprises whenever possible.

Respectfully Submitted,



Dennis Richardson
Chief Building Official



Betty Masuoka, Assist. City Manager and
Development Services Director

RECOMMENDATION APPROVED BY:



ROBERT P. THOMAS
City Manager

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

A RESOLUTION AUTHORIZING THE PURCHASE OF 10 VEHICLES AND RELATED MAINTENANCE FOR FIELD INSPECTION SERVICES

BE IT HEREBY RESOLVED BY THIS CITY COUNCIL THAT:

The Building Division of the Development Services Department is authorized to:

1. Purchase ten (10) vehicles for field inspection services, using funds from the Development Services Fund 258 in the amount of \$170,000 in FY 03-04.
2. Amend the Building Division's FY 03-04 operating expense budget (101-480-4868-4235) by an additional \$4,500 for Fleet Operation & Maintenance expenses for the requested 10 trucks.
3. Amend the Building Division's FY 04-05 operating expense budget (101-480-4868-4235) by an additional \$27,000 for the estimated annual Fleet Operation & Maintenance expenses for the 10 trucks.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO: _____

DATE ADOPTED: _____

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