AGENDA ITEM: Approval for Department Manager to negotiate and complete the purchase of two used vehicles as approved in the final budget.

SUPPORTIVE DOCUMENTS ATTACHED: ☒ Memo ☐ Resolution ☐ Agreement ☐ Other

The Board approved the purchase of two vehicles during the final budget process.

BACKGROUND INFORMATION:

FUNDING SOURCE: 
GENERAL FUND IMPACT: General Fund Impact
OTHER FUND: 
AMOUNT: $ N/A

ARE ADDITIONAL PERSONNEL REQUIRED? ☐ Yes, -- -- ☒ No

IS THIS ITEM ALLOCATED IN THE BUDGET? ☒ Yes ☐ No

IS A BUDGET TRANSFER REQUIRED? ☒ Yes ☐ No

SPACE BELOW FOR CLERK’S USE

BOARD ACTION: 
☐ Approved 
☐ Approved as amended 
☐ Adopted 
☐ Adopted as amended 
☐ Denied 
☐ Other 
☐ No Action Taken 
☐ Set public hearing 
For: _____________________ 
☐ Direction to: ______________ 
☐ Referred to: ______________ 
☐ Continued to: ______________ 
☐ Authorization given to: ______________ 
Resolution 2019- ____________ 
Agreement 2019- ____________
Ordinance __________________
Vote: 
Ayes: 
Noes: 
Abstain: 
Absent: 
☐ By Consensus

COMMENTS:

_________________________________________________________________________
_________________________________________________________________________
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CLERK TO THE BOARD ______________________ Date ______________
**Agenda Item:** Purchasing Used Vehicles for Planning and Building Departments

**Background:**

The final budget for the Planning and Building Departments allocates $20,000 each for a replacement vehicle to be purchased. The amount allocated confirms that used vehicles were to be purchased as one cannot find anything that is new and reliable with 4wd for the allocated amount. I have been reviewing rental car sales lots, dealerships, and other mass purchasing options through “sourcewell”. Before any purchase is made, I want to be certain of any issues or procedures needed to be followed when purchasing a used vehicle. This is not a private party sale and is limited to either a dealer or a rental car sales opportunity (Enterprise, Hertz, Avis, Budget)

Unless otherwise noted, it is the plan to purchase two vehicles that are used, low mileage, relatively new, certified, and are within the established budget limit. I will use the same process used in previous used car purchases unless new or other required procedures are in place. This will involve a purchase order for the allocated $20,000 for each vehicle that will be presented to the Auditor for payment. This will include California emissions, for wheel drive, air conditioning, automatic transmission, and beyond that, we cannot be too demanding with other options (example we look for cloth seats but the used vehicle may have leather) and colors (we look for white or neutral colors such as silver but used vehicle may come in green or other color) that may be part of the used vehicle purchase. The bottom line a good and reliable vehicle can be purchased used and save a lot as compared to shopping and seeking new vehicles, plus the allocated amount of $20,000 per vehicle confirms confirmation that used vehicles would be the approach we would take.

**Recommendation:**

Authorize the Department Manager to negotiate and purchase two used vehicles and present invoice for payment to the County Auditor.