



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Larry Wojciechowski, Finance Director

DATE: June 25, 2024

RE: Consideration of allocating General Fund Undesignated Fund Balance for the purchase of surplus vehicles from the Building Department (\$66,130).

SUMMARY:

With the approval of the Fiscal Year 23 budget, the Building Department was approved to replace fifteen (15) of its existing fuel dependent vehicle fleet, with electric vehicles to cut down on emissions within the city from the amount of travel by Building staff.

Due to a tremendous back log on electric vehicle production, staff modified the request to hybrid vehicles. Some of the vehicles have been received and four (4) of the old fleet are being requested to be transferred to General Fund departments.

The Recreation Department will receive a 2020 Ford Ranger with a remaining value of \$16,700 that will allow Recreation staff to move event trailers versus utilizing Parks equipment and staff. The Growth department will receive a 2020 Nissan Frontier valued at \$17,172 that will replace a 2007 Chevy Trailblazer. Human Resources will receive a 2019 Nissan Frontier valued at \$14,753 to replace a 2005 Chevy Malibu and the City Managers Office will receive a 2020 Nissan Frontier valued at \$17,505 to replace a 2007 Chevy Cobalt. The old vehicles from the departments listed above are to be auctioned.

Staff requests Council approval to utilize \$66,130 of undesignated fund balance to reimburse the Building Department for the value of the four vehicles.

REQUESTING DEPARTMENTS:

City Manager's Office

Honorable Mayor and Members of the City Council

Legislative Memorandum

Page | 2

FISCAL IMPACT:

Total funding in the amount of \$66,130 is available within the General Fund's Undesignated Fund Balance and will be transferred, upon approval, to reimburse the Building Department for four (4) vehicles.

STAFF RECOMMENDATION:

Motion to approve the use of \$66,130 of undesignated fund balance to reimburse the Building Department for the value of the four vehicles.