

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: May 13, 2010**

SUBJECT: Equip Mechanic's Truck

SUBMITTING DEPARTMENT: Utilities Department

PREPARED BY: Mark Kieren, Utilities Operations Manager, for
Neil Wadsworth, P.E., Utilities Department Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a) Quote to Equip Mechanics Truck under State Contract # TE 08K-ASH2-0217
b) Photos of truck - current condition and example of finished condition

SUMMARY BACKGROUND: The Town previously purchased a used Ford F550 flat-bed truck for future use as a mechanic's truck. To meet the needs of the Utilities Department, the truck will need equipment and modifications, including: hoist, outriggers, welder, compressor, tool boxes, trailer hitch, and other miscellaneous components. The Town has now received a quote under State Contract from Auto Safety House for \$39,413.51 to provide the necessary equipment, material and labor needed to equip the truck. This amount is based on State Contract pricing and has already been subject to a low bid process, therefore it does not require separate formal bidding by the Town.

The mechanic's truck is used for both Water and Wastewater Operations and funding for the modifications will be divided equally from each enterprise fund. The approved budget for Fiscal Year 2009/2010 includes \$75,000.00 in the Wastewater Utility budget for Small WW Projects and \$20,000.00 in the Water budget under Machinery and Equipment. A budget transfer will be required to move \$20,000 from the Wastewater Small Projects budget to the Wastewater Machinery and Equipment line item, as shown below in the Fiscal Analysis.

OPTION ANALYSIS: The Council may vote to:

- 1.) Approve this purchase and requested budget transfer, **OR**
- 2.) Not approve this purchase, **AND/OR**
- 3.) Direct staff to pursue other options

ACTION OPTION: Motion to approve the purchase of services from Auto Safety House for material, equipment and labor to retrofit a Town owned Ford F-550 flat bed truck in the amount of \$39,413.51 and approve the requested budget transfer. **VOTE.**

RECOMMENDATION: Staff recommends approving the purchase of services from Auto Safety House for material, equipment and labor to retrofit a Town owned Ford F-550 flat bed truck under State Contract # TE 08K-ASH2-0217, and the associated budget transfer.

FISCAL ANALYSIS: The current status of the budget for this equipment is outlined in Tables 1, 2 & 3 below:

Table 1		Wastewater	
Site Improvements (Small Wastewater Projects)			
HTE Code: 501-7010-700-7320			
FISCAL YEAR 2009/2010	Budget:	\$75,000.00	FISCAL YEAR 2009/2010
	Expended & Encumbered:	\$0.00	
	Transfer Out:	<u>(\$20,000.00)</u> < (this action)	
	Balance:	\$55,000.00	

Table 2		Wastewater	
Machinery & Equipment			
HTE Code: 501-7010-700-7410			
FISCAL YEAR 2009/2010	Budget:	\$0.00	FISCAL YEAR 2009/2010
	Transfer In:	\$20,000.00 <(this action)	
	Expended & Encumbered:	\$0.00	
	Purchase:	<u>(\$19,706.75)</u> < (this action)	
Balance:	\$293.25		

Table 3		Water	
FY 09-10 Machinery & Equipment			
HTE Code: 511-7020-700-7410			
FISCAL YEAR 2009/2010	Budget:	\$20,000.00	FISCAL YEAR 2009/2010
	Expended & Encumbered:	\$0.00	
	Purchase:	<u>(\$19,706.76)</u> < (this action)	
	Balance:	\$293.24	

REVIEWED BY:

Management Services Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____