


**EAST BAY REGIONAL PARK DISTRICT
BOARD OPERATIONS COMMITTEE
AGENDA STAFF REPORT**

DATE	December 18, 2024
TITLE	2025 Districtwide Fleet Purchases
DIVISION	Operations
FROM	Karen McNamara, Interim Chief of Maintenance and Skilled Trades Lisa Goorjian, Assistant General Manager of Operations
APPROVED	Sabrina Landreth, General Manager 

RECOMMENDATION

This is an informational item only.

BACKGROUND

The Park District replaces fleet vehicles and equipment on a regular basis. Generally, vehicles are retired then replaced due to age, high mileage, and/or declining conditions. Vehicles are also added to the fleet to support new initiatives or needs. Many fleet vehicles are purchased through leveraged procurement agreements issued by the State Department of General Services, Procurement Division or through cooperative purchasing. Both leveraged procurement agreements and the cooperative purchasing model allow the Park District to purchase vehicles from vendors who have been selected through competitive solicitation without the Park District itself needing to solicit bids for each vehicle purchase.

Whenever appropriate, alternatively fueled vehicles (e.g., hybrid, electric, renewable fuel) are purchased to align with ongoing fleet greening initiatives and Resolution No. 2009-04-102, which established a sustainability policy in the Park District in 2009.

Despite the annual operating budget identifying and budgeting fleet approved for purchase annually, if a purchase is over \$50,000, it must first be approved by the Board of Directors in accordance with the Board Operating Guidelines and Section 5549 of the Public Resource Code. Over the past year, Operations have brought eight individual board staff reports seeking Board approval for a purchase of either a single or group of vehicles.

ANALYSIS

To streamline the process of purchasing fleet vehicles, staff propose that instead of seeking approval for each individual purchase of a fleet vehicle, at the beginning of each year staff seeks approval from the Board of Directors to purchase a number of vehicles throughout the year. Staff's request would include a not-to-exceed number of vehicles and a not-to-exceed cost, broken down by the leveraged procurement agreement and cooperative purchasing entity, such as Sourcewell.

Staff anticipates that this approval process, which is used by other public agencies, would be efficient in that it would consolidate the numerous and repetitive staff reports into a single request for approval. At the same time, this approval process will still invite input and direction from the Board of Directors as related to the Park District's fleet purchases.

FISCAL IMPACT

None, this is an informational item.

ATTACHMENTS

None