

CITY OF LOS ALAMITOS

3191 Katella Avenue
Los Alamitos, CA 90720

AGENDA BUDGET STANDING COMMITTEE SPECIAL MEETING

Tuesday, April 25, 2017 – 2:00 p.m.

NOTICE TO THE PUBLIC

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Any written materials relating to an item on this agenda submitted after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 3191 Katella Ave., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the City Clerk's Office at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the City Clerk at the meeting for individuals with hearing impairments.

Persons wishing to address the Committee on any item on the agenda will be called upon at the time the agenda item is called or during the Committee's consideration of the item and may address the Committee for up to three minutes.

1. CALL TO ORDER

2. ROLL CALL

Council Member Murphy
Council Member Wilson

3. CONSENT CALENDAR

A. Approval of Minutes

Approve the Minutes of the Special Meeting on March 14, 2017

4. DISCUSSION ITEMS

A. 7-Year Capital Improvement Program

B. Vehicle & Equipment Replacement Schedule

5. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: Los Alamitos City Hall, 3191 Katella Ave.; Los Alamitos Community Center, 10911 Oak Street; and, Los Alamitos Museum, 11062 Los Alamitos Blvd.; not less than 24 hours prior to the meeting.

Jason Al-Imam

Jason Al-Imam, Administrative Services Director

4/24/17

Date

MINUTES OF THE BUDGET STANDING COMMITTEE OF THE CITY OF LOS ALAMITOS

SPECIAL MEETING

TUESDAY, March 14, 2017 – 2:00 p.m.

1. CALL TO ORDER

The Budget Standing Committee met in Special Session at 2:00 p.m., Tuesday, March 14, 2017, at City Hall, 3191 Katella Avenue, Council Members Murphy and Wilson presiding.

2. ROLL CALL

Present: Committee Members: Council Member Murphy
Council Member Wilson

Absent: Committee Members: None

Present: Staff: Bret M. Plumlee, City Manager
Jason Al-Imam, Admin. Services Director
Eric R. Nuñez, Police Chief
Sean Connolly, Police Captain
Corey Lakin, Comm. Svcs. & Rec. Director
Windy Quintanar, City Clerk

3. CONSENT CALENDAR

All Consent Calendar items may be acted upon by one motion unless a Committee Member requests separate action on a specific item.

Motion/Second: Wilson/Murphy

Unanimously Carried: The Budget Standing Committee approved the following Consent Calendar item:

A. Approval of Minutes

Approved the Minutes of the Special Meeting on January 11, 2017

4. DISCUSSION ITEMS

Council Member Murphy opened the item for public comment. There being no one present wishing to speak, Council Member Murphy closed the item for public comment.

A. Department Budget Overviews

Each department presented an overview of their budget and how those dollars are used to serve the community. In addition, each department discussed the impact of one of the budget gap closure measures, which includes the temporary freeze on all vacant positions. In some situations, functions may need to be backfilled with part-time help and/or contracted out. Nonetheless, each department reassured the Budget Standing Committee that service levels can and will be maintained while vacant positions remain unfilled, which will provide net General Fund savings of at least \$279,485 and would eliminate the preliminary projected budget gap.

5. ADJOURNMENT

The Budget Standing Committee adjourned at 3:45 p.m.

Richard D. Murphy, Council Member

Attest:

Jason Al-Imam, Director
Administrative Services Department

City of Los Alamitos

Budget Standing Committee

Agenda Report Discussion Items

April 25, 2017
Item No: 4A

To: Budget Standing Committee Members
Via: Bret M. Plumlee, City Manager
From: Jason Al-Imam, Administrative Services Director
Subject: 7-Year Capital Improvement Program

Summary: Review and discuss the Preliminary Seven-Year Capital Improvement Program for 2017/18 through 2023/24.

Recommendation: Review and discuss the Preliminary Seven-Year Capital Improvement Program for 2017/18 through 2023/24.

Background/Discussion

The City's Capital Improvement Program (CIP) is a multiyear planning instrument that drives the evaluation and identification of capital infrastructure projects in need of renovation, repair, and/or construction. Capital projects range from road maintenance or construction to the renovation of municipal buildings, park improvements, etc. The CIP relates these projected capital needs to the financial sources that will support their realization and the timeframe in which both the financing and work will take place.

The Capital Improvement Program document is different from the annual budget as it sets forth a seven-year program. The first year's program contains projects that are included in the proposed Annual Operating Budget for the upcoming fiscal year. The remaining six years reflect staff's recommended priorities for the future and are reviewed and revised annually by the City Council.

Presented for your consideration is the Capital Improvement Program (CIP) for 2017/18 through 2023/24 (**Attachment 1**).

Fiscal Impact

The Preliminary Seven-Year Capital Improvement Program includes \$288,955 of proposed capital expenditures in Fiscal Year 2017/18. As shown below, sufficient funds are available to cover the proposed capital improvements from CDBG grant funds, Gas Tax funds, Measure M funds and other Traffic Improvement Developer funds.

<u>Fund</u>	<u>Projected Fund Balance at 7/1/17¹</u>	<u>2017/18 Revenues</u>	<u>2017/18 Capital Improvement Projects</u>	<u>Projected Fund Balance at 6/30/18</u>
CDBG (19)	\$ -	\$ 67,500	\$ 67,500	\$ -
Gas Tax (20)	-	68,561 ²	68,561	-
Measure M (26)	11,291	3,000 ³	3,939	10,352
Park Development (40)	70,000	-	-	70,000
Traffic Improvement (44)	<u>148,955</u>	<u>-</u>	<u>148,955</u>	<u>-</u>
Total	\$230,246	\$139,061	\$288,955	\$ 80,352

¹ The projected fund balance at July 1, 2017 assumes all capital projects that have been budgeted in Fiscal Year 2016/17 will be fully expended. For example, on March 20, 2017 \$1.74 million was appropriated for the Los Alamitos Boulevard Median Improvement Project. Unexpended amounts at June 30, 2017 will be carried-over into Fiscal Year 2017/18 and therefore those funds that have been appropriated for the Los Alamitos Boulevard Median Improvement Project have been excluded from the "Projected Fund Balance at 7/1/17".

² 2017/18 Gas Tax Revenues are net of amounts to be transferred to the General Fund in 2017/18 to offset the costs (\$185,000) of the street maintenance division.

³ The annual Measure M2 "fair share" allocation for 2017/18 has been used to fund the Los Alamitos Boulevard Median Improvement Project and therefore no amounts are available to be spent on other capital projects in Fiscal Year 2017/18.

Submitted By: Jason Al-Imam, Administrative Services Director

Approved By: Bret M. Plumlee, City Manager

Attachment: 1. 7-Year Capital Improvement Program

	PROJECT TITLE	FUNDING SOURCE	FISCAL YEAR 2017-18	FISCAL YEAR 2018-19	FISCAL YEAR 2019-20	FISCAL YEAR 2020-21	FISCAL YEAR 2021-22	FISCAL YEAR 2022-23	FISCAL YEAR 2023-24	TOTAL PROJECT COSTS
	STREETS AND DRAINAGE									
	Regular Yearly Work									
1	Arterial and Residential Tree Trimming and Removal Program	Measure M / Gas Tax	\$ 30,000	\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 190,000
2	Street Markings/Striping	Measure M / Gas Tax	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000
3	Residential Street Improvements - Rehab/Crack Seal	Gas Tax	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000
4	Maintain and Repair Traffic Signal Head	Gas Tax		\$ 20,000	\$ 20,000	\$ 20,000				\$ 60,000
5	Median Islands Katella Ave Remove Turf and Install Drought Tolerant Plants	Gas Tax		\$ 15,000	\$ 15,000					\$ 30,000
6	Miscellaneous Crosswalk Improvements	Measure M / Gas Tax								\$ -
7	Replacement of Overhead Street Signs at Intersection	Gas Tax		\$ 25,000						\$ 25,000
8	Tree Planting	Measure M / Gas Tax	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000
9	Additional Speed Bumps in Alleys in Remainder of Apartment Row	Gas Tax								\$ -
10	Replace Safety Lights at Intersections with LED Lights	Gas Tax	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000			\$ 25,000
11	Kinmount St and Farnham Ave Street Improvements	Gas Tax								\$ -
12	Cerritos Ave Bridge Accident Damage Repair	Gas Tax								\$ -
13	Miscellaneous Concrete Work	Gas Tax								\$ -
	ADA Study									
14	ADA Curb Ramps per Study - 20 year plan	Gas Tax		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
15	ADA Sidewalks per Study - 20 year plan	Gas Tax		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	Special Funded Projects									
16	Cerritos Ave W City Limits to Bloomfield	Measure M / Measure M Special Fund)				\$ 756,000				\$ 756,000
17	ADA Cerritos Ave Sidewalks	CDBG 90% Measure M 10%	\$ 75,000							\$ 75,000
18	Old Dutch Haven Block Wall	Bond Funds (2015 COPs)								\$ -
19	Briggeman Street Widening from Reagan St to 300 feet west	Developer Deposit Fund	\$ 148,955							\$ 148,955
	Unfunded Projects									
20	Alley Improvements - Btwn Pine and Reagan	Unfunded			\$ 75,000					\$ 75,000
21	Alley Improvements - Btwn Kyle and Bloomfield	Unfunded			\$ 75,000					
22	Alley just east of Los Alamitos Blvd. south of Katella Ave	Unfunded			\$ 100,000					
23	Relocate Crosswalk on Katella at Cherry	Unfunded			\$ 30,000					\$ 30,000
24	Los Alamitos Blvd Signal Sync (City-funded interim)	Unfunded		\$ 27,000						\$ 27,000
25	Katella Ave. Signal Sync (OCTA grant appl prep & Matching funds for grant)	Unfunded		\$ 6,000	\$ 30,000	\$ 2,000	\$ 2,000			\$ 40,000
26	Los Alamitos Bl/Seal Beach Bl. Signal Sync (OCTA grant appl prep & Matching funds for grant)	Unfunded		\$ 5,000	\$ 36,000	\$ 2,000	\$ 2,000			\$ 45,000

	PROJECT TITLE	FUNDING SOURCE	FISCAL YEAR 2017-18	FISCAL YEAR 2018-19	FISCAL YEAR 2019-20	FISCAL YEAR 2020-21	FISCAL YEAR 2021-22	FISCAL YEAR 2022-23	FISCAL YEAR 2023-24	TOTAL PROJECT COSTS
27	Systemic Safety Analysis Report Program (SSARP) Grant Appl prep & Matching funds	Unfunded		\$ 8,500	\$ 1,000					\$ 9,500
28	HSIP Improvements (from SSARP) Grant Appl prep & Matching funds)	Unfunded				\$ 10,000	\$ 4,500	\$ 20,000	\$ 6,000	\$ 34,500
29	Widen Lexington from Katella Ave to old RR	Unfunded							\$ 1,800,000	\$ -
30	Widen Intersection at Cerritos at Lexington Ave	City of Cypress							\$ 200,000	\$ -
31	Widen North side of Katella Ave at Chestnut	Unfunded							\$ 1,000,000	\$ -
32	Alley Improvements - Between Katella and Green and Reagan and Los Alamitos	Unfunded			\$ 100,000					\$ 100,000
33	Katella Ave at Los Alamitos Blvd Hot Spots Improvements	Unfunded			\$ 1,200,000					\$ 1,200,000
34	Pedestrian Bridges over Katella Ave at Oak Street	Unfunded			\$ 4,000,000	\$ 4,000,000				\$ 8,000,000
35	Pedestrian Bridges over Katella Ave at Bloomfield	Unfunded				\$ 400,000	\$ 4,000,000			\$ 4,400,000
36	Add lanes on Katella Ave at I-605	Unfunded				\$ 180,000				\$ 180,000
37	Pedestrian Bridges over Cerritos Ave at High School	Unfunded					\$ 400,000	\$ 4,000,000		\$ 4,400,000
38	Los Alamitos Blvd Bridge over Coyote Creek	Unfunded					\$ 8,000,000			\$ 8,000,000
39	Cerritos Ave Bridge over Coyote Creek	Unfunded						\$ 8,000,000		\$ 8,000,000
	School Traffic Study - Special Projects									
40	Cerritos Ave @High School Intersection - Striping Dual Left turns into school	Unfunded		\$ 7,700						\$ 7,700
41	Cerritos Avenue/Los Alamitos Boulevard Intersection Improvements	Unfunded			\$ 131,000					\$ 131,000
42	Los Alamitos Blvd North of Cerritos add signal at Teachers Parking Lot	Unfunded			\$ 460,000					\$ 460,000
43	McAuliffe Middle School Restriping Cerritos Ave	Unfunded				\$ 2,550				\$ 2,550
44	McAuliffe Middle School protective right-turn arrow for northbound Bloomfield and Cerritos Ave	Unfunded				\$ 31,000				\$ 31,000
45	Los Alamitos Elementary School Restriping Bloomfield Ave	Unfunded				\$ 2,100				\$ 2,100
	Pavement Management Plan	Unfunded								
46	Update Every Two Years-Pavement Management Plan	Gas Tax			\$ 12,000	\$ 12,000		\$ 12,000		\$ 36,000
47	Noel Street Rehab from Katella to northern end	Measure M / Gas Tax			\$ 125,000					\$ 125,000

	PROJECT TITLE	FUNDING SOURCE	FISCAL YEAR 2017-18	FISCAL YEAR 2018-19	FISCAL YEAR 2019-20	FISCAL YEAR 2020-21	FISCAL YEAR 2021-22	FISCAL YEAR 2022-23	FISCAL YEAR 2023-24	TOTAL PROJECT COSTS
48	Suburbia - Rehabilitation	Measure M / Gas Tax			\$ 328,800					\$ 328,800
49	Greenbrook - Rehab	Measure M / Gas Tax				\$ 343,200				\$ 343,200
50	Cerritos and Lexington Intersection Improvements	Measure M / Gas Tax			\$ 200,000					\$ 200,000
51	Country Square	Measure M / Gas Tax				\$ 76,800				\$ 76,800
52	Old Town East and Medical Center Area	Measure M / Gas Tax				\$ 111,000				\$ 111,000
53	New Dutch Haven	Measure M / Gas Tax				\$ 69,600				\$ 69,600
54	Orangewood Avenue Pavement Rehabilitation	Measure M / Gas Tax				\$ 18,000				\$ 18,000
55	Old Town West - Rehabilitation	Measure M / Gas Tax				\$ 85,000				\$ 85,000
56	Woodcrest - Rehab	Measure M / Gas Tax					\$ 36,000			\$ 36,000
57	College Park North	Measure M / Gas Tax					\$ 318,000			\$ 318,000
58	Storm Drain Master Plan - Citywide	Measure M / Gas Tax					\$ 50,000			\$ 50,000
59	GIS Map Showing Detailed City Right of Way	Measure M / Gas Tax					\$ 50,000			\$ 50,000
60	Bloomfield Ave - Cerritos to Katella	Measure M / Gas Tax						\$ 73,200		\$ 73,200
61	Los Alamitos Blvd - N City Limit to Cerritos Ave	Measure M / Gas Tax						\$ 70,800		\$ 70,800
62	Katella Ave - Los Alamitos Blvd to Bloomfield St	Measure M / Gas Tax						\$ 52,800		\$ 52,800
63	Katella Ave - Bloomfield St to Lexington Dr	Measure M / Gas Tax						\$ 51,600		\$ 51,600
64	Katella Ave - Lexington Dr to Siboney	Measure M / Gas Tax						\$ 57,600		\$ 57,600
	PMP - CDBG Funding Projects									
65	Apartment Row Green Street, Reagan to Lexington	CDBG / Gas Tax/ Measure M			\$ 90,000		\$ 200,000			\$ 290,000
66	Apartment Row Howard Street, Reagan to	CDBG / Gas Tax/ Measure M			\$ 204,000					\$ 204,000
67	Apartment Row Farquhar Ave, Reagan to Lexington	CDBG / Gas Tax/ Measure M				\$ 252,000				\$ 252,000
68	Apartment Row Reagan, Farquhar to Katella	CDBG / Gas Tax/ Measure M						\$ 192,000		\$ 192,000
69	Apartment Row Maple, Farquhar to Katella	CDBG / Gas Tax/ Measure M						\$ 167,000		\$ 167,000
70	Apartment Row Bloomfield, Farquhar to Katella	CDBG / Gas Tax/ Measure M							\$ 128,000	\$ -
71	Apartment Row Noel, Farquhar to Katella	CDBG / Gas Tax/ Measure M							\$ 132,000	\$ -
72	Apartment Row Lexington, Farquhar to Katella	CDBG / Gas Tax/ Measure M							\$ 30,000	\$ -
	Subtotal Streets and Drainage Funded		\$ 288,955							\$ 288,955
	Subtotal Streets and Drainage Unfunded		\$ -	\$ 284,200	\$ 7,397,800	\$ 955,600	\$ 13,227,500	\$ 12,857,000	\$ 3,456,000	\$ 38,178,100

	PROJECT TITLE	FUNDING SOURCE	FISCAL YEAR 2017-18	FISCAL YEAR 2018-19	FISCAL YEAR 2019-20	FISCAL YEAR 2020-21	FISCAL YEAR 2021-22	FISCAL YEAR 2022-23	FISCAL YEAR 2023-24	TOTAL PROJECT COSTS
	FACILITIES									
1	City Center Facility Relocation Study	Unfunded		\$ 35,000						\$ 35,000
2	Fenley Pump Station New Motor/Roof	Building Improvement Fund		\$ 100,000						\$ 100,000
3	Pine Street Parking Lot Pavement Rehabilitation	Unfunded		\$ 50,000						\$ 50,000
4	New Phone System	Technology Fund								\$ -
5	New Keyless Entrées	Unfunded		\$ 30,000						\$ 30,000
6	Civic Center Parking Lot Renovation	Unfunded			\$ 77,500					\$ 77,500
7	New Carpeting for City Hall 1 , Community Center and Police Department	Unfunded				\$ 30,000				\$ 30,000
8	Los Alamitos Museum Seismic Retrofits	Unfunded					\$ 30,000			\$ 30,000
9	City Hall New Entrance	Unfunded						\$ 100,000		\$ 100,000
	ADA Study									\$ -
10	City Hall & Council Chamber	Unfunded			\$ 140,699				\$ 430,467	\$ 140,699
11	Community & Youth Center	Unfunded			\$ 64,727				\$ 402,021	\$ 64,727
12	Police Department	Unfunded			\$ 30,850				\$ 350,106	\$ 30,850
13	LATV Studio	Unfunded				\$ 4,586			\$ 169,976	\$ 4,586
14	City Owned Parking Lot	Unfunded				\$ 670				\$ 670
15	Museum	Unfunded							\$ 97,197	\$ -
										\$ -
	Subtotal Facilities Funded									
	Subtotal Facilities Unfunded		\$ -	\$ 215,000	\$ 313,776	\$ 35,256	\$ 30,000	\$ 100,000	\$ 1,449,767	\$ 694,032

	PROJECT TITLE	FUNDING SOURCE	FISCAL YEAR 2017-18	FISCAL YEAR 2018-19	FISCAL YEAR 2019-20	FISCAL YEAR 2020-21	FISCAL YEAR 2021-22	FISCAL YEAR 2022-23	FISCAL YEAR 2023-24	TOTAL PROJECT COSTS
	PARKS									
1	Little Cottonwood Park Septic Tank Rehab	Unfunded		\$ 100,000						\$ 100,000
2	Little Cottonwood Park Full Size Basketball Court / Parking Lot	Unfunded		\$ 60,000						\$ 60,000
3	Labourdette Park Playground Equipment	Potential Grant and Park Development Fund		120,000						\$ 120,000
4	Laurel Park Restrooms	Unfunded			\$ 30,000					\$ 30,000
5	Oak Field Lights Upgrade	Unfunded			\$ 100,000					\$ 100,000
6	Replace mesh around tennis court and add it to fence between Laurel field and church	Unfunded			\$ 30,000					\$ 30,000
7	Community Center Enclosure of outdoor storage space	Unfunded			\$ 20,000					\$ 20,000
8	Stansbury Park Turf Renovations	Unfunded			\$ 10,000					\$ 10,000
9	Labourdette Park Turf Renovations	Unfunded			\$ 10,000					\$ 10,000
10	Installation of ADA compliant bleachers at Laurel Park	Unfunded			\$ 30,000					\$ 30,000
11	Sterns Park Turf Renovations	Unfunded				\$ 10,000				\$ 10,000
12	Soroptimist Park Turf Renovations	Unfunded				\$ 10,000				\$ 10,000
13	Laurel Park Parking Lot Lights	Unfunded				\$ 50,000				\$ 50,000
14	Orville Lewis Park Field	Unfunded				\$ 125,000				\$ 125,000
15	Sterns Park Turf Renovations	Unfunded				\$ 10,000				\$ 10,000
16	Roberts Park Turf Renovations	Unfunded				\$ 10,000				\$ 10,000
17	Laurel Park Playground	Unfunded					\$ 40,000			\$ 40,000
18	Little Cottonwood Park Field Renovations	Unfunded					\$ 275,000			\$ 275,000
19	Replace playground woodchips with poured or tiled flooring	Unfunded					\$ 30,000			\$ 30,000
20	Purchase and place modular building at Little Cottonwood Park	Unfunded					\$ 50,000			\$ 50,000
	ADA Study									
21	Little Cottonwood Park	Unfunded					\$ 94,784			\$ 94,784
22	Laurel Park	Unfunded						\$ 84,507		\$ 84,507
23	Stansbury Park	Unfunded						\$ 23,333		\$ 23,333
24	Orville Lewis Park	Unfunded						\$ 19,301		\$ 19,301
25	Sterns Park	Unfunded						\$ 16,368		\$ 16,368
26	Labourdette Park	Unfunded						\$ 11,238		\$ 11,238
27	Roberts Park	Unfunded						\$ 6,678		\$ 6,678
28	Soroptimist Park	Unfunded						\$ 6,283		\$ 6,283
29	Coyote Creek Park & Bike Trail	Unfunded						\$ 68,810		\$ -
	Subtotal Parks Funded									
	Subtotal Parks Unfunded		\$ -	\$ 280,000	\$ 230,000	\$ 215,000	\$ 275,000	\$ 214,784	\$ 236,518	\$ 1,382,492

City of Los Alamitos

Budget Standing Committee

Agenda Report Discussion Items

April 25, 2017
Item No: 4B

To: Budget Standing Committee Members
Via: Bret M. Plumlee, City Manager
From: Jason Al-Imam, Administrative Services Director
Subject: Vehicle & Equipment Replacement Schedule

Summary: Review and discuss the Vehicle & Equipment Replacement Schedule.

Recommendation: Review and discuss the Vehicle & Equipment Replacement Schedule.

Background/Discussion

In 2013 the City Council adopted Resolution No. 2013-07 (**Attachment 1**), which outlined the Vehicle & Equipment Replacement Policy. The Policy established guidelines for replacement based on a number of factors including, but not limited to, age, mileage, mechanical condition, maintenance costs, etc. The Policy also established targeted replacement cycles for vehicles and equipment. For example, the targeted replacement cycle for a Police Patrol Sedan is 4 years and 75,000 miles whereas the targeted replacement cycle for a Police SUV is 5 years and 100,000.

In March 2017 each department reviewed the inventory of vehicles and equipment. Based on the results of that assessment and as reflected in the Vehicle and Equipment Replacement Schedule (**Attachment 2**), it is recommended that 2005 Chevy Impala be replaced. This vehicle is currently assigned to the Records bureau and is utilized for errands to court, crime lab, etc. The vehicle has over 80,000 miles and is in poor condition and therefore it is recommended to be replaced. The Watch Commander's 2012 Chevy Tahoe is scheduled to be replaced in Fiscal Year 2016/17 with funds from the 2016 Wells Fargo Vehicle Financing. It is recommended that the 2012 Chevy Tahoe be retained and repurposed to replace the 2005 Chevy Impala. There will be minimal cost to return the 2012 Chevy Tahoe to "normal" non-patrol use, which will involve painting the vehicle a solid color and removing the additional police equipment.

The City also has four Compressed Natural Gas ("CNG") vehicles that were purchased between 1999 and 2004 that have tanks that will soon reach the end of their useful life. Air Quality Management District (AQMD) funds could be used to replace these tanks.

The City has over \$60,000 in AQMD funds. Alternatively, the CNG vehicles could be retired and replaced with repurposed police vehicles that have been replaced in the current year. Development Services will bring an item back to City Council later this year with a recommended course of action for these CNG vehicles.

Fiscal Impact

The cost to return the 2012 Chevy Tahoe to “normal” non-patrol use is minimal and is included within the operating budget of the Vehicles and Equipment Fund. At this time, no vehicles or equipment are recommended to be purchased in Fiscal Year 2017/18. Attached is five (5) years of financial activity for the Vehicle and Equipment Fund, which shows that the fund is projected to have over \$150,000 of budgetary fund balance as of June 30, 2018.

Submitted By: Jason Al-Imam, Administrative Services Director
Approved By: Bret M. Plumlee, City Manager

Attachments:

- 1. Vehicle & Equipment Replacement Policy*
- 2. 2017 Vehicle & Equipment Replacement Schedule*
- 3. Vehicle & Equipment Fund Revenues & Expenses (5 Years)*

RESOLUTION NO. 2013-07

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF LOS
ALAMITOS, CALIFORNIA, APPROVING THE
VEHICLE/EQUIPMENT REPLACEMENT POLICY**

WHEREAS, the City of Los Alamitos wishes to properly formalize a mechanism for vehicle/equipment replacement and expenditures from the Fleet Maintenance Fund; and,

WHEREAS, Staff has conducted an intensive research to determine the best practical policy that would serve the City of Los Alamitos and was able to develop a policy that incorporates all the City departments' needs for vehicles and equipment; and,

WHEREAS, the policy identifies timely budgeting procedures for all departments, a replacement schedule that is based upon mileage and age, and a spreadsheet for determining internal charge rates; and,

WHEREAS, the policy will provide guidelines for vehicle replacement and allow for improved budgeting and planning with regard to the City's fleet of vehicles.

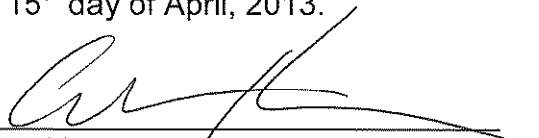
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. The City Council hereby approves the attached Vehicle/Equipment Replacement Policy (Exhibit A).

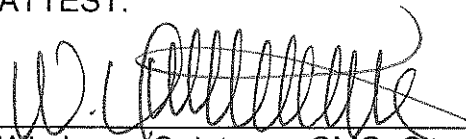
SECTION 3. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 15th day of April, 2013.



Warren Kusumoto, Mayor

ATTEST:



Windmera Quintanar, CMC, City Clerk

APPROVED AS TO FORM:



Steve Skolnik, Interim City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

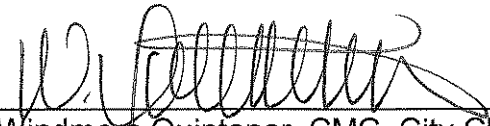
I, Windmera Quintanar, CMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a meeting of the City Council held on the 15th day of April, 2013, by the following vote to wit:

AYES: COUNCILMEMBERS: Grose, Murphy, Graham-Mejia

NOES: COUNCILMEMBERS: Edgar, Kusumoto

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None



Windmera Quintanar, CMC, City Clerk

CITY OF LOS ALAMITOS FLEET MAINTENANCE DIVISION

Vehicle/Equipment Replacement Guidelines/ Procedures

MISSION

The Public Works Fleet Maintenance Division's mission is to provide and maintain the most appropriate, safe, reliable, and clean vehicles/equipment allowing departments to better serve the residents.

OBJECTIVES

The objective of this vehicle/equipment replacement guideline/procedure is to promote an orderly system of funding, purchasing and managing a standardized fleet replacement process and to plan future departmental transportation requirements.

GENERAL

All City vehicles/equipment acquired and maintained by Public Works Fleet Maintenance Division are recommended for replacement in accordance with this guideline/procedure and all departments are responsible for complying with these guidelines/procedures. Priority will be given to those departments whose services relate to public health, safety, and law enforcement.

As vehicles/equipment reach the targeted mileage and age of replacement criteria, a vehicle/equipment maintenance evaluation will be performed by Public Works Fleet Maintenance Division. If the evaluation proves the vehicle/equipment would be economical to retain for an additional year(s), the vehicle/equipment will be targeted for retention or reassignment.

ACQUISITION

The Public Works Fleet Maintenance Division is responsible for acquiring all City vehicles/equipment with the approval of the City Council. Vehicles/equipment are to be purchased using one of the following criteria:

- Utilizing the "Piggy Back" process whenever possible, as more vehicles can be acquired at lower prices; or

- Request for Proposal (RFP) process as outlined in Section 2.60.030 of the City's Municipal Code; or
- Purchases at an auction (will require City Council pre-approval). The City Council will set a predetermined spending cap. The purchase decision will be made by the Public Works Superintendent.

Before any order is placed, the Public Works Fleet Maintenance Division and the user department will jointly review department requirements and vehicle/equipment specifications. It is the Public Works Fleet Maintenance Division's goal to select the proper vehicle/equipment for the department. Suitability and appropriateness for the job intended, balanced by initial cost, depreciation/resale value, and maintenance repair factors are the primary factors for the review process. Compatibility with the rest of the fleet, fuel economy, safety/repair records, and serviceability are also important considerations.

Once the replacement cycle is complete, the replaced vehicle/equipment is evaluated for reassignment as a "low usage" vehicle to another department or declared surplus and sold at auction.

RETENTION or REASSIGNMENT

In some cases, it may be beneficial to reassign vehicles/equipment to other departments that have "low usage" requirements. These decisions are made on a case by case basis between the Public Works Superintendent and the director of the department to which the vehicle is to re-assigned. The vehicle/equipment must have one third of its life expectancy remaining (years and mileage) and show a direct cost savings to the budget. Exception to this rule is if the vehicle/equipment in question has had major repairs completed within the past 12 months, deeming it reliable for use by the Fleet Maintenance Division.

ADDITIONS TO THE FLEET

Additions are defined as any increase in the total number of vehicles/equipment assigned to a City's department. Additions to the fleet are to be requested by City departments via a Vehicle/Equipment Request Form and approved by the Department Head before submitting to the Public Works Fleet Maintenance Division.

REPLACED VEHICLE/EQUIPMENT

Replaced vehicles/equipment that are not reassigned to another City department are to be declared surplus by the City Council. After the equipment is declared surplus, the Fleet Maintenance Division shall dispose of it in a manner best serving the interest of the City, which include:

- Public auction; or
- Sale or transfer to other governmental entities; or
- Sale or transfer to nonprofit entities

MID-YEAR REQUESTS

If a department desires to add or replace a vehicle/equipment to the fleet, outside of the annual vehicle replacement request process, a completed Vehicle/Equipment Request Form shall be submitted for processing. In addition to the Vehicle/Equipment Request Form, a budget amendment request for funding may be needed. This request is to be submitted by November 1st of that year.

VEHICLE/EQUIPMENT REQUEST CYCLE

The Public Works Fleet Maintenance Division initiates the vehicle/equipment request cycle each year in February when departments are asked to submit requests for additional or replacement vehicles/equipment. Requests are reviewed and prioritized based on the vehicle or equipment's inspection report. Throughout February and March, the Public Works Fleet Maintenance Division works with departments to recommend a vehicle/equipment replacement list based on the strategic budget outlook and the total vehicle/equipment replacement liability. In May, the Public Works Superintendent prepares the annual vehicle/equipment replacement request for budget consideration from City Council.

REPLACEMENT CRITERIA*

Timely replacement ensures that vehicles/equipment are replaced once the life cycle, or economic costs, reach a minimum. The guidelines for vehicles/equipment replacement are, but not limited to:

- Predetermined age and/or mileage
- Mechanical condition
- State of technology
- Availability of replacement parts
- Anticipated depreciation
- Resale value
- Operation costs
- Safety standards
- Departmental needs
- Overall appearance

The Public Works Fleet Maintenance Division recommends replacement of vehicles or equipment based on the above criteria met for each class of vehicle. A technical/maintenance evaluation of requested replacement vehicles/equipment will be performed by Public Works Fleet Maintenance staff before each vehicle/equipment is recommended for replacement. The targeted replacement cycles, in terms of years and miles, are as follows:

<u>DESCRIPTION</u>	<u>AGE/MILES</u>
Law Enforcement	
• Sedan – Patrol	4 yrs./75,000 miles
• SUV – Patrol	5 yrs./100,000 miles
• Detective/Unmarked	5 yrs./75,000 miles
• Motorcycle	4 yrs./75,000 miles
Administrative – Passenger	10 yrs./90,000 miles
Light Duty Trucks	
• Sports Utility	10 yrs./90,000 miles
• Pickup & 4 x 4	10 yrs./95,000 miles
Medium & Heavy Duty Trucks	15 yrs./100,000 miles
Miscellaneous Equipment	
• Trailers	By condition
• Mowers (tractor style)	By condition

*The above vehicle replacement criteria are from Local Agency Surveys and City of Los Alamitos historical data.

Vehicle & Equipment Replacement Schedule

UNIT #/ ID	VIN #/SERIAL #	MAKE	MODEL	YEAR	PURCHASE COST	TARGETED	ESTIMATED	ESTIMATED	2016-17 ²	2017-18 ³	2018-19	2019-20	2020-21	2021-22 and Beyond
						REPLACEMENT CYCLE (YEARS) ₁	REPLACEMENT COST	REPLACEMENT YEAR						
POLICE														
522	48-1	1GNLC2E07CR190184	Chevy	Tahoe	2012	40,000	5	45,000	2016-17	45,000				
522	48-2	2C3CDXATXEH350827	Dodge	Charger	2014	35,000	4	37,100	2018-19		37,100			
528	48-3	2C3CDXATXCH145330	Dodge	Charger	2012	35,000	4	35,000						
528		2C3CDXAT7GH188335	Dodge	Charger	2016	35,000	4	35,000	2019-20					
522	48-4	2C3CDXATXCH287838	Dodge	Charger	2012	35,000	4	37,100	2016-17	37,100		35,000		
522	48-5	2C3CDXAT6CH287836	Dodge	Charger	2012	35,000	4	37,100	2016-17	37,100				
522	48-6	2C3CDXAT4CH287835	Dodge	Charger	2012	35,000	4	37,100	2016-17	37,100				
522	48-7	2C3CDXAT5GH188334	Dodge	Charger	2016	35,000	4	35,000	2019-20			35,000		
526	PC-1	2FDPF17M54CA76321	Ford	F150cng	2004	30,000	10	34,500	2018-19		34,500			
524	BI05	2G1WF52K859190995	Chevy	Impala PI	2005	27,000	10	31,050	2017-18					
523	DT CHG BLU	2C3CDXAT1DH560506	Dodge	Charger	2012	35,000	5	37,625	2018-19	Reassigned	37,625			
523	DT JEEP	1C4RJEAGXFC836435	Jeep	Cherokee	2015	35,000	5	37,625	2020-21				37,625	
523	DT HYBRID PD	3GCUCUEJ6DG148222	Chevy	1500HYB	2013	43,000	5	46,225	2018-19		46,225			
521	CAPTAINS Sean				2017	35,000	5	37,625	2016-17					
521	CAPTAINS Rick	2C3CDXAT6H261737	Dodge	Charger	2012	35,000	5	37,625	2016-17	37,625				
521	CHIEFS	2B3LA43H08H314565	Dodge	Charger	2008	35,000	5	37,625	2016-17	37,625				
528	Motorcycle	JH2SC5156DK100046	Honda	Motor	2014	27,000	4	28,620	2018-19		28,620			
523	03CNGPD	1HGEN26573L000393	Honda	CNG civic	2003	25,000	10	28,750	2022-23					28,750
ADMINISTRATION														
512	CITY ADMIN	1HGEN1643XL000351	Honda	CNG civic	1999	25,000	10	28,750	2018-19		28,750			
COMMUNITY DEVELOPMENT														
543	CODE ENF.	2FAHP71W65X119552	Ford	CVPI	2004	25,000	10	28,750	2018-19		28,750			
PUBLIC WORKS														
TRUCKS														
542	PS1	1FTBF2A66CEC99622	Ford	F250	2012	40,000	10	46,000	2026-27					46,000
543	PS2	1FTBF2A68CEC99623	Ford	F250	2012	40,000	10	46,000	2026-27					46,000
543	PS3IRR	1FDWF30599EA32799	Ford	F350	2008	45,000	10	51,750	2026-27					51,750
543	PS4STK	1FDWF36YX9EA32800	Ford	F350	2008	45,000	10	51,750	2026-27					51,750
543	PS5550	1FDAF56573ED54609	Ford	F550	2003	63,000	15	77,175	2022-23					77,175
542	PS6MEC	1GCGC24R8XR710246	Chevy	2500	1999	30,000	10	38,000	2018-19		38,000			
542	PS12SPR	1HGEN26441L000632	Honda	CNG civic	2001	25,000	10	28,750	2020-21				28,750	
542	PS7SPR	1GCEC19R3W1108954	Chevy	1500	1997	28,000	10	40,000	2018-19		40,000			
542	PS8CNGPU	1GCHC24U87E177962	Chevy	2500	2007	40,000	10	46,000	2021-22					46,000
542	PS10DMP	3FDNF65222MA16634	Ford	F650	2002	65,000	15	79,625	2021-22					79,625
542	PS11BOOM	1FDXF46S24ED66432	Ford	F450	2004	65,000	15	79,625	2023-24					79,625
EQUIPMENT														
544	Floor Machine	351012080Z544	Adfinity	20R Ecoflex	2012	5,000	5	5,375	2018-19		5,375			
546	shop compressor	8489-71/11401	Wofley/Hill Bros		1970	5,000	25	6,875	BUMP					6,875
543	Cage Trailer	16VVX1011X1A17516	Big Tex		1999	5,000	20	6,500	2018-19		6,500			
542	Heavy Equip Trl	1ZCE22E20JZP14929	ZIEMAN		1988	5,000	20	6,500	2018-19		6,500			
543	Tilt Trailer	16VAX1217V1C94369	Big Tex		1997	5,000	20	6,500	2021-22					6,500
542	Arrow board Trl	5F11S101011000877	Wanco		2001	5,500	20	7,150	2020-21				7,150	
542	Light Tower Trl	4GNLT08152B900648	MultiQuip		2002	5,500	20	7,150	2021-22					7,150
543	Dual Equip Trailer	4ZCLT2020E1063033	LOAD TRAIL		2014	5,300	20	6,890	2033-34					6,890
542	Compressor Trl	hol110-042	Atlas cop co.		1983	13,000	20	16,900	BUMP					16,900
542	Crack Sealer Trl	1C9EP1226T1418200	Crafco		1996	25,000	20	32,500	2020-21				32,500	

Vehicle & Equipment Replacement Schedule

UNIT #/ ID	VIN #/SERIAL #	MAKE	MODEL	YEAR	PURCHASE COST	TARGETED	ESTIMATED	ESTIMATED	2016-17 ²	2017-18 ³	2018-19	2019-20	2020-21	2021-22 and Beyond		
						REPLACEMENT CYCLE (YEARS) ₁	REPLACEMENT COST	REPLACEMENT YEAR								
542	Tack Spraver Trl	L150T80	Lee Bov	1990	8,000	20	16,000	BUMP				16,000				
542	Press. Washer Trl	1W9DC061XK1063087	FMC/Los AL PW	2013	5,000	20	6,500	BUMP						6,500		
543	Over seeder	F08503	Turfco	2003	5,000	15	6,125	2022-23						6,125		
543	plug aerator	F00111	TURFCO	2003	6,000	15	7,350	2022-23						7,350		
543	knife aerator	92141490005	Aerway	2014	10,000	15	12,250	2033-34						12,250		
543	small ride on mower	46171	Encore	2005	5,000	15	6,125	2019-20				6,125				
543	72" ride on mower	6310544	Grasshopper	2012	15,000	15	18,375	2026-27						18,375		
543	3 wing mower	9461060469	Cushman	1995	60,000	15	73,500	2019-20				73,500				
543	walk behind mower	370829	Exmark	2000	5,000	15	6,125	2021-22						6,125		
543	walk behind mower	228487	Exmark Viking	2000	5,000	15	6,125	2021-22						6,125		
542	bobcat	502422578	Bobcat Corp.	1986	9,000	25	97,000	2018-19			97,000					
543	Reel Mower	8211	National	2003	18,000	15	22,050	2019-20				22,050				
543	turf vacuum	G1602	Smithco	2003	15,000	15	18,375	2018-19			18,375					
543	turf Tractor	M-Y3702	Massey Ferguson	2003	22,000	25	30,250	2027-28						30,250		
542	Striping machine		Graco	2005	16,000	25	22,000	2029-30						22,000		
542	BACK HOE	JJG0232727	Case	1996	30,000	25	41,250	2022-23						41,250		
RECREATION																
551	REC HYBRID	3GCUCUEJ7DG243419	Chevy	1500HYB	2013	43,000	10	49,450	2027-28					49,450		
551	RECVAN	2D8HN44E79R625663	Dodge	caravan	2009	25,000	10	28,750	2024-25					28,750		
551	REC TRLR	53BTV1213DF004879	Looks	Vision	2012	6,000	20	7,800	2036-37					7,800		
CABLE TV																
511	Los AI TV	1FTEE14Y1THA31907	Ford	E150	1995	25,000	10	28,750	2020-21				28,750			
							Vehicles	1,297,845	Vehicles		269,175	0	319,570	70,000	66,375	506,675
							Equip	606,490	Equip		0	0	133,750	117,675	68,400	286,665
							Total	1,904,335	Total		269,175	0	453,320	187,675	134,775	793,340

1 - Per Vehicle/Equipment Replacement Policy Approved by City Council on April 15, 2013

2 - Vehicles Scheduled for Replacement in Fiscal Year 2016/17 are funded from the 2016 Wells Fargo Vehicle Financing.

3 - The 2012 Chevy Tahoe will be repurposed and used to replace the 2005 Chevy Impala.

VEHICLE & EQUIPMENT FUND REVENUES & EXPENSES (5 YEARS)

Account Description	Type	2013-14	2014-15	2015-16	2016-17	2017-18
		Actual	Actual	Actual	Projected	Proposed Budget
REVENUES						
GENERAL FUND CHARGES/TRANSFERS	INTERNAL SVC FUND CHGS	249,032.00	374,091.00	234,018.00	301,884.00	301,884.00
GAIN/LOSS ON DISPOSAL OF ASSET	MISCELLANEOUS REVENUE	0.00	0.00	994.00	0.00	0.00
INSURANCE REIMBURSEMENT	MISCELLANEOUS REVENUE	4,472.14	711.00	1,831.00	27,306.00	0.00
CAPITAL LEASE PROCEEDS	MISCELLANEOUS REVENUE	0.00	0.00	0.00	270,000.00	0.00
TOTAL REVENUES		253,504.14	374,802.00	236,843.00	599,190.00	301,884.00
EXPENSES						
SALARIES - FULLTIME	SALARIES AND BENEFITS	55,783.00	58,991.00	42,497.00	11,565.00	65,074.00
ON CALL PAY	SALARIES AND BENEFITS	1,260.00	1,260.00	1,285.00	0.00	1,260.00
UNIFORM ALLOWANCE	SALARIES AND BENEFITS	650.00	650.00	650.00	25.00	650.00
OVERTIME	SALARIES AND BENEFITS	1,556.00	3,469.00	2,715.00	0.00	3,000.00
SICK CONVERSION	SALARIES AND BENEFITS	647.00	666.00	9,334.00	0.00	0.00
VACATION CONVERSION	SALARIES AND BENEFITS	539.00	0.00	9,665.00	0.00	0.00
MEDICARE	SALARIES AND BENEFITS	847.00	862.00	921.00	299.00	800.00
RETIREMENT	SALARIES AND BENEFITS	9,039.00	8,697.00	13,215.00	424.00	16,939.00
HEALTH INSURANCE	SALARIES AND BENEFITS	13,200.00	13,843.00	13,262.00	1,222.00	15,312.00
LIFE INSURANCE	SALARIES AND BENEFITS	162.00	159.00	146.00	0.00	144.00
DISABILITY INSURANCE	SALARIES AND BENEFITS	328.00	328.00	300.00	0.00	300.00
SUPPLIES	OTHER	13,801.00	17,283.00	16,154.00	16,200.00	16,200.00
UNIFORMS	OTHER	473.00	260.00	260.00	260.00	260.00
TRAVEL & TRAINING	OTHER	404.00	106.00	20.00	0.00	500.00
INSURANCE	OTHER	0.00	0.00	0.00	7,074.00	7,074.00
AUTO PARTS - POLICE	OTHER	14,021.00	12,919.00	15,371.00	10,000.00	10,000.00
AUTO PARTS-RECREATION	OTHER	53.00	543.00	169.00	500.00	500.00
AUTO PARTS-PW	OTHER	9,801.00	8,036.00	4,119.00	10,000.00	7,000.00
AUTO PARTS-OTHER	OTHER	409.00	140.00	0.00	1,500.00	1,500.00
NATURAL GAS	GAS	2,214.00	2,038.00	2,876.00	2,400.00	2,500.00
GASOLINE	GAS	88,856.00	89,807.00	72,586.00	73,000.00	81,000.00
OUTSIDE SERVICES-PD	OTHER	18,895.00	19,759.00	25,571.00	20,000.00	20,000.00
OUTSIDE SERVICES-REC	OTHER	313.00	396.00	805.00	850.00	850.00
OUTSIDE SERVICES-PW	OTHER	6,141.00	6,845.00	4,523.00	5,000.00	8,000.00
OUTSIDE SERVICES-OTHER	OTHER	1,171.00	295.00	310.00	17,000.00	2,000.00
TECHNOLOGY INTRNL SRVC	OTHER	1,865.00	1,865.00	1,865.00	1,865.00	1,865.00
INTEREST EXPENSE	DEBT SERVICE	0.00	0.00	0.00	4,980.00	3,769.00
PRINCIPAL EXPENSE	DEBT SERVICE	0.00	0.00	0.00	65,661.00	66,872.00
VEHICLES/EQUIPMENT PURCHASES	CAPITAL OUTLAY	42,095.00	73,917.00	57,395.00	270,000.00	0.00
TOTAL EXPENSES		284,523.00	323,134.00	296,014.00	519,825.00	333,369.00
BEGINNING BUDGETARY FUND BALANCE AT JULY 1		143,194.00	112,175.14	163,843.14	104,672.14	184,037.14
ENDING BUDGETARY FUND BALANCE AT JUNE 30		112,175.14	163,843.14	104,672.14	184,037.14	152,552.14

Expenses by Type

