



CITY OF MENIFEE

SUBJECT: Police Department Fleet Vehicle Purchases

MEETING DATE: July 17, 2024

TO: Mayor and City Council

PREPARED BY: Christine Booker, Budgets & Grants Analyst

REVIEWED BY: Chris Karrer, Police Chief

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Direct staff to close out Purchase Order No. 03879 and release funds in the amount of \$142,384.36; and
2. Approve the purchase of three vehicles from Temecula Valley Toyota in a not-to-exceed amount of \$127,332.29, including tax and delivery, from the Quality-of-Life Fund; and
3. Approve the issuance of a purchase order from West Coast Lights and Sirens, Inc. in a not-to-exceed amount of \$20,018.82 from the General Fund and Quality-of-Life Fund; and
4. Authorize the City Manager to execute the required documents and approve any substitute orders due to limited availability or unavailability of vehicles.

DISCUSSION

In April 2022, the Meniffee Police Department (PD) had a Purchase Order (PO) No. 03879 in place to acquire ten vehicles from National Auto Fleet Group, Inc. in the not-to-exceed amount of \$737,361.12. All of the vehicles have been received with the exception of the Chevrolet 3500. This order has gone unfulfilled due to manufacturing constraints as a result of the COVID-19 pandemic. Staff is requesting that this PO be closed to release those funds back into the Quality-of-Life Fund and allow for the purchase of different vehicles.

Staff have researched the availability of off-the-lot vehicles, and three vehicles were located that would assist with the Department's current, more pressing needs and would supplant the unfulfilled order from National Auto Fleet. The new vehicles would be purchased from Temecula Valley Toyota to replace existing enterprise fleet vehicles with high mileage. Staff is currently in discussions with Enterprise to explore early returns for the replacement vehicles. In the meantime,

the high-milage vehicles would be reassigned to staff for short, in-town trips only, in order to minimize mileage until the contract term concludes.

The three new vehicles are currently in stock and available for the not-to-exceed amount of \$127,332.29. In addition to the vehicle purchase, the vehicles would need to be upfitted by West Coast Lights and Sirens, Inc. in the not-to-exceed amount of \$20,018.82.

TABLE 1- PROPOSED VEHICLE ASSIGNMENTS

Unit Type	Number of Units	Location
2024 Highlander	1	Detective Bureau
2024 Tacoma	1	Detective Bureau
2025 Camry	1	SET Team
TOTAL	3	

Due to the limited stock of vehicles, these vehicles may no longer be available following City Council approval. Given the shortage of vehicles, the possibility of these vehicles not being available, and fluctuations of specific vehicle unit pricing, staff is requesting the City Manager be authorized to sign replacement quotes for the three vehicles with equivalent vehicles. The quotes attached to the Staff Report are provided for reference, but no guarantees can be made that these specific units would be available at the time of approval.

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

The current fiscal impact for this item is \$147,351.11. Upon the closing and release of funds from PO No. 03879 in the amount of \$142,384.36, this item would be budgeted within the Fiscal Year (FY) 2024/2025 budget under capital outlays for the Menifee PD within the Quality-of-Life Fund (1105-MPD-PDAM-660000). The remaining balance of \$4,966.75 is budgeted within FY 2024/2025 for Menifee PD in the General Fund. The attached quotes are summarized in Table 2 below.

TABLE 2- VEHICLE QUOTES

Model & Year	Price	Upfitting Cost	Total Per Vehicle
2024 Highlander	\$50,612.84	\$5,607.44	\$56,220.28
2024 Tacoma	\$43,191.94	\$8,803.94	\$51,995.88
2025 Camry	\$33,527.51	\$5,607.44	\$39,134.95
TOTAL	\$127,332.29	\$20,018.82	\$147,351.11

The future fiscal impact for these items related to upkeep, fuel, and maintenance would be budgeted in future fiscal years budgets in the Fleet Services Fund (1115-MPD).

ATTACHMENTS

1. 2024 Highlander Quote
2. 2024 Highlander Upfitting Quote
3. 2024 Tacoma Quote
4. 2024 Tacoma Upfitting Quote
5. 2025 Camry Quote
6. 2025 Camry Upfitting Quote