



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: January 19, 2007  
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Meeting Date: February 27, 2007

TO: Vancouver City Council  
FROM: General Manager of Engineering Services  
SUBJECT: Fleet Addition - Electric Transportation Cart

#### RECOMMENDATION

- A. THAT, Council approve the allocation of \$11,000 from the Truck and Equipment Plant Account to add one (1) electric transportation cart to the Engineering Services fleet.
- B. THAT, the \$3,000 required to repay the Truck and Equipment Plant Account for annual capital costs and operating costs be provided from the existing Yards Branch Operating Budget.

#### COUNCIL POLICY

Council approves expenditures from Reserves, including the Truck and Equipment Plant Account.

Council approves all increases in service levels, including the addition of vehicles and equipment to the fleet.

#### PURPOSE

This report seeks approval for the purchase of one (1) electric transportation cart for the Engineering Services fleet.

## BACKGROUND

There is currently an initiative underway by the Equipment Services Branch to review the long term leases on the basis of operational need and the cost effectiveness of converting the leases to City owned vehicles. As part of this initiative, staff will seek approval from Council for adding the units to the City fleet, if appropriate.

## DISCUSSION

The Yards Branch in the Engineering Services Department is responsible for managing departmental properties and buildings, coordinating Engineering Services safety programs and driver training, and providing yard security.

The Manitoba Works Yard is located in South Vancouver and covers approximately twenty-five (25) acres in area. Watchmen are on staff in the evening to guard the area, which is full of vehicles, tools, materials, and other equipment against trespassers. Some minor maintenance is performed by the watchmen and the ability of the vehicle to carry tools and supplies facilitates this activity. Surveillance tours can be taken quickly with a motorized vehicle without leaving other areas of the Yard unattended for extended periods. The site is under surveillance by closed circuit TV and the vehicle allows quick response to suspicious activity. The use of a vehicle also reduces the chance of direct confrontation with any unauthorized visitors.

The cart has the capacity to carry up to two (2) people, and has a rear tray to carry supplies as needed. The Yards Branch has been leasing an electric transportation cart since March 2006 for security patrol and maintenance at the Manitoba Works Yard. The open style of the electric transportation cart and small electric motor give good visibility and a quiet approach. The leasing of the cart has shown that the cart is the right sized unit for the patrol and maintenance application and it has demonstrated the need for continued use of the cart. The purchase of the electric transportation cart would offer savings to the City in lieu of leasing.

## FINANCIAL IMPLICATIONS

There will be a one time charge of approximately \$11,000 to the Truck and Equipment Plant Account, which will be repaid by the Yards Branch over the eight (8) year life of the cart through internal rental rate charges of approximately \$1,600 for capital and \$1,400 for maintenance, for a total annual cost of \$3,000. Source of funding to be existing Yards Branch Operating Budget.

The lease costs for the external lease are approximately \$5,000 per year. There is a potential savings of approximately \$2,000 per year by switching the external lease to a City owned unit.

## CONCLUSION

This report seeks approval to purchase one (1) electric transportation cart for \$11,000 from the Truck and Equipment Plant Account to meet the operational needs of the Yards Branch, with funding to come from the existing Yards Branch Operating Budget.

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